

Minutes



Odour Management Team, Meeting #4

Date: September 24, 2013

Place: Shell Centre, 400 4 Avenue SW, Calgary, Alberta

In attendance:

Name	Stakeholder group
Humphrey Banack	Alberta Federation of Agriculture
Ann Baran	Southern Alberta Group for the Environment
Keith Denman	Alberta Environment and Sustainable Resource Development
Francisco Echegaray	Natural Resources Conservation Board
Joseph Hnatiuk	Canadian Society of Environmental Biologists
Ruth Mitchell	Alberta Health
Tanya Moskal-Hébert	Alberta Agriculture and Rural Development
Gary Redmond	Alberta Airsheds Council (Alberta Capital Airshed)
Janis Seville	The Lung Association
Tracy Smith	CAPP (Shell)
David Spink	Prairie Acid Rain Coalition
Gord Start	Alberta Forestry Processors Association (Hinton Pulp)
Angella Vertzaya	Alberta Urban Municipalities Association (City of Edmonton)
Kevin Warren	Alberta Airsheds Council (Parkland Airshed Management Zone)
Celeste Dempster	CASA
Robyn Jacobsen	CASA

Action Items:

Action Items	Who	Due
4.1: Celeste will distribute the link to the AER website as well as the link to register for the hearing in Peace River.	Celeste	ASAP
4.2: Celeste will prepare a written submission for the AER process and send it to the team for review.	Celeste	To meet AER submission deadlines
4.3: The industry caucus will send Celeste the names of industry representatives for the complaints and health task groups.	Industry members	4 October 2013
4.4: Celeste will poll for dates for the complaints and health task groups' meeting #1.	Celeste	Week of 7 October 2013
4.5: Celeste will investigate funding opportunities with the Toronto Dominion Bank Friends of the Environment Foundation.	Celeste	Provide update at next meeting
4.6: Joseph will investigate funding opportunities at the federal level.	Joseph	Provide update at next meeting
4.7: Celeste will type up the types of odour issues and situations identified and circulate to the team and task groups.	Celeste	ASAP

1. Administrative Items

Humphrey chaired the meeting which began at 10:00am. Participants introduced themselves and were welcomed to the meeting. Quorum was achieved.

The agenda and meeting objectives were approved.

The minutes from meeting #3 were reviewed and approved. The action items from meeting #3 were updated as follows:

Action Items	Who	Due
3.1: Team members who are interested in attending the CEMA workshop should email Celeste by August 16 th .	Interested members	Complete.
3.2: Celeste will circulate the bibliographical information for the “Odour Impact Assessment Handbook”.	Celeste	Complete.
3.3: Celeste will update the complaints workplan and send it to the team for approval electronically.	Celeste	Complete.
3.4: Celeste will email the Alberta Health presentation and draft evidence tables to the team.	Celeste	Complete.
3.5: Celeste will update the health workplan and send it to the team for approval electronically.	Celeste	Complete.
3.6: Team members will email Celeste the names of representatives for relevant task groups.	All	Item 3 on today’s agenda.
3.7: Celeste will poll for dates for meeting #5 in November 2013.	Celeste	Complete.

Celeste provided two membership updates:

- Nelson Lord has had to step down from the team for personal reasons. CAPP will coordinate to nominate a new main representative. Tracy will continue as alternate.
- Alan Stuart, representing the Alberta Food Processors Association, will be joining the team.

2. Updates

CASA Update:

- The CASA Board met on September 19 in Calgary.
 - Planning continues for CASA’s 20th anniversary party next year.
 - The Board raised two points concerning the Odour Management Team:
 - It is important to have industry representation on all of the task groups.
 - The industry caucus should be proactive about requesting funds for the team. Additionally, the Board asked the Secretariat to investigate a more robust process for soliciting team funds from industry.
 - The next CASA Board meeting will be December 12 in Edmonton.
- The Electricity Framework Review Team is currently exploring the question of how the federal Greenhouse Gas Regulation for coal-fired plants impacts the Alberta situation, from a macro- and micro-economic perspective.
- At the June 6 Board meeting, the Board reviewed a Statement of Opportunity for non-point source emissions and decided that further clarification was needed before a decision could be made if/how CASA would proceed with work in this area. To this end, the Board has asked the Secretariat to coordinate a workshop scheduled for October 22 in Calgary to further discuss and clarify the issue. Work continues with workshop planning and invitations to the workshop were distributed last week. The proceedings of this workshop will be made available to all team members.

- The CASA Secretariat would like to engage more directly with First Nations and Métis communities around CASA's current areas of work. The Secretariat is currently scoping the best way to accomplish this task.

Other Odour Initiatives Update:

- The CEMA Air Working Group hosted a workshop on September 11, 2013 in Calgary to discuss strategies for managing odour in the Wood Buffalo area. Celeste and Joseph attended on behalf of the CASA Odour Management Team and Keith and David were also in attendance as members of the CEMA Air Working Group. The workshop presenters, Odotech, gave a general overview of odour and then led four focused conversations on ambient odour criteria, management strategy, odour control technology and community involvement. Odotech will be using the input from this workshop to prepare their final report for the Air Working Group. This report will be made available to the Odour Management Team. The presentations and proceedings from the workshop have been posted on the team's login page. The Air Working Group is expecting to complete their strategy in about 12 months. They have committed to keeping in communication with the team as it develops. It is not anticipated that there will be conflict between their work and the work of the team.
- One attendee at the CEMA workshop was from the Government of Saskatchewan who distributed a draft of a document entitled *Supporting Information for the Development of an Odour Guideline for Saskatchewan*. The team noted that this could be a useful resource.
- The Alberta Energy Regulator (AER) has initiated a proceeding to investigate and make recommendations about odours and emissions associated with heavy oil operations in the Peace River area. According to the latest press release (dated September 18, 2013), the AER will hold an organizational meeting on October 7 in Peace River to hear comment on the proposed scope and process documents. The AER will issue the final scope and process documents on November 4 to guide the future conduct of the proceeding. Written comments on the issues within the scope of the proceeding will be due on November 14.
 - Information about the AER can be found at: <http://www.aer.ca/about-aer>
 - The latest information on the public hearing and how to register can be found at: <http://www.aer.ca/applications-and-notices/hearings/proceeding-1769924>
- In 2009, the Wood Buffalo Environmental Association's (WBEA) Human Exposure Monitoring Program (HEMP) decided to focus their program on odours. They contracted with Odotech to install an electronic nose in Fort McKay and also contracted with a scientist to develop and operate a real-time monitoring system for VOCs and reduced sulfur compounds. They have also recently set up an odour monitoring panel in Fort McMurray where citizens have been trained to sniff the air and record any odours. These records are input into a database. HEMP met last week to discuss what additional work might be done. David will provide an update on the outcomes of the HEMP meeting at the next team meeting.

Action Item 4.1: Celeste will distribute the link to the AER website as well as the link to register for the hearing in Peace River.

Action Item 4.2: Celeste will prepare a written submission for the AER process and send it to the team for review.

3. Task Group Updates

Celeste provided an update on the three task groups:

- Assessment:
 - The task group has been formed and meeting #1 is scheduled for October 10th.

- Complaints and Health:
 - Neither task group has industry representation.

The team discussed next steps to move the complaints and health task groups forward. The team emphasized the importance and value of having industry representation on the task groups. The team extended the deadline for the industry caucus to coordinate representation until October 4th at which time Celeste will poll for dates for both task groups to get underway. It is important to keep the task groups moving forward in order to meet the team's overall timelines. The team discussed strategies for the task groups to incorporate industry interests should no industry representatives be put forward or selection is delayed beyond October 4th:

- The task group could report back to the team more frequently and be more engaged with the team.
- The task group could invite industry representatives to specific meetings rather than all meetings.
- Task groups could ask themselves: what would the industry perspective be?

Action Item 4.3: The industry caucus will send Celeste the names of industry representatives for the complaints and health task groups.

Action Item 4.4: Celeste will poll for dates for the complaints and health task groups' meeting #1.

The team discussed the level of team involvement should a task group need to hire a consultant. The following process should be followed if this event occurs:

- The task group should develop a consensus RFP (including budget).
- The RFP will be emailed to the team who will have one week to provide comment.
- The task group should evaluate responses to the RFP using selection criteria and make a recommendation on the consultant to be hired.
- The task group's recommendation will be emailed to the team who will have one week to provide comment.

The team would like to be involved in the selection process to help prevent any issues with products created by the consultant (see Challenge #2 from meeting #1). If the task group has any issues or questions around budget, these can be discussed with the team co-chairs who can determine if it needs to be discussed with the whole team. The team also noted that members can provide input to the task group selection process through their caucus.

4. Budget Update

The team received an update on funding:

- ESRD grant:
 - The ESRD grant for \$150,000 has been approved in principle. It is not known when the money will be received.
- NAPECA:
 - A pre-proposal to the North American Partnership for Environmental Community Action (NAPECA) grant program has been submitted for \$40,000. This program aims to build partnerships at the community level that support healthy communities and ecosystem, encourage climate-change activities through the transition to a low-carbon economy, and advance innovative projects that could assist in greening the economies of Canada, USA, and Mexico. Full proposals will be invited 12 November 2013 (if selected to advance).
- Industry:
 - No funding has been confirmed from industry.

- On past CASA teams, the industry caucus has discussed and coordinated as a group how much they plan to contribute.
- Industry noted that it is preferable for a funding request to earmark the money for specific work.
- As requested, Celeste can provide a formal request that industry can use to solicit funding.
- Budgets for 2014 are being developed now, so this issue is pressing.
- It was noted that on past CASA teams, if there was money leftover, CASA contacted the funder to determine if they would like the money returned.

Action Item 4.5: Celeste will investigate funding opportunities with the Toronto Dominion Bank Friends of the Environment Foundation.

Action Item 4.6: Joseph will investigate funding opportunities at the federal level.

5. Odour Assessment Workplan – Step 2

The team conducted a brainstorming exercise to address Step 2 of the Odour Assessment Task Group Workplan which asks the team to identify types of odour issues and situations that are relevant to Alberta. This information will be brought to the Odour Assessment Task Group and used to guide information gathering about odour assessment tools and practices and develop Step 3 and 4 deliverables. This brainstorming exercise was the first step towards addressing Step 2 and its fulfillment will likely be an iterative process between the task group and the team. The team brainstormed types of odour issues and situations and categorized them as follows:

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|---|---|
| <ul style="list-style-type: none"> ● Municipal Waste Management ● Electricity Generation ● Small Industry/Business ● Oil and Gas ● Chemical Industry ● Forestry ● Primary Agriculture ● Secondary Agricultural Processing | <ul style="list-style-type: none"> ● Individuals ● Transportation ● Natural Sources ● Category [of response ex. reactive, proactive] ● Tools |
|---|---|

NB: The square brackets above were added post-meeting for ease of understanding in the minutes.

It was noted that this information would also be useful for the Complaints Task Group.

Action Item 4.7: Celeste will type up the types of odour issues and situations identified and circulate to the team and task groups.

6. Operating Terms of Reference

The Operating Terms of Reference is a component of the Odour Management Team's Project Charter (see page 16 of the Project Charter) that describes specific protocols for how the team will work together. These elements were discussed and developed at meeting #1 (see minutes from meeting #1). The team confirmed their commitment to the Operating Terms of Reference using positive affirmation.

7. Meeting Wrap-up

The team reviewed the action items from today's meeting.

Next meeting:

- Meeting #5: Thursday November 14 from 10am-3:30pm in Edmonton hosted by the Edmonton Waste Management Centre.

Objective for next meeting:

- AM:
 - CASA update as well as updates on other odour initiatives.
 - Update on the task groups (assessment, complaints, health).
 - Funding update.
 - Discuss the update that will be provided to the Board in December.
 - Discuss dates for the next meeting.
- PM
 - Tour of the Waste Management Centre and presentation on their new odour management system.

The team had several questions about the meeting location (PPE requirements, address, driving directions, ability to take photos). All the information for the next meeting will be emailed to the team.

The meeting adjourned at 2:45pm.