

# Minutes



## Odour Management Team, Meeting #6

Date: January 30, 2014

Place: CASA, Edmonton, Alberta

### In attendance:

Name	Stakeholder group
Ann Baran	Southern Alberta Group for the Environment
Laurie Cheperdak (11am-12pm)	Alberta Environment and Sustainable Resource Development
Keith Denman	Alberta Environment and Sustainable Resource Development
Francisco Echegaray	Natural Resources Conservation Board
Joseph Hnatiuk	Canadian Society of Environmental Biologists
Tanya Moskal-Hébert (PM only)	Alberta Agriculture and Rural Development
Steve Rozee	Solid Waste Association of North America (City of Lethbridge)
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 Airshed Council (Parkland Airshed Management Zone)
Celeste Dempster	CASA
Robyn Jacobsen	CASA

### Action Items:

Action Items	Who	Due
5.2: Keith will provide an overview of Three Creeks, Alberta situation when it is appropriate with the team's needs.	Keith	Carry forward.
6.1: Celeste will investigate additional details about Environment Canada's EcoAction Community Funding Program.	Celeste	Meeting #7.
6.2: Each task group will outline their needs around engagement with complainants and the key questions they would like to ask.	All task groups	Meeting #7.
6.3: Celeste will distribute the three task group update presentations to the team.	Celeste	ASAP.

## 1. Administrative Items

Keith 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 #5 were reviewed and approved. The action items from meeting #5 were updated as follows:

Action Items	Who	Status
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4.2: Celeste will prepare a written submission for the AER process and send it to the team for review.	Celeste	Complete.
5.1: Celeste will investigate funding opportunities from Environment Canada.	Celeste	Complete. See additional information below.
5.2: Keith will provide an overview of Three Creeks, Alberta situation when it is appropriate with the team's needs.	Keith	Carry forward.
5.3: David will provide a summary of the "Integration of Odour Data for the Human Exposure Monitoring Program (HEMP)" report.	David	Complete. See additional information below.
5.4: Celeste will obtain and share the CEMA workshop final report.	Celeste	Complete.
5.5: Celeste will poll for dates meeting #6 (Edmonton).	Celeste	Complete.
5.6: Celeste will poll for dates meeting #7 (Calgary).	Celeste	Complete.
5.7: Celeste will share Jim Lapp's presentation with the team.	Jim, Celeste	Complete.

Additional Information:

Action Item 5.1: Environment Canada has eight funding programs and the EcoAction Community Funding Program has the best fit with the Odour Management Team. The annual deadline is November 1.

***Action Item 6.1: Celeste will investigate additional details about Environment Canada's EcoAction Community Funding Program.***

Action Item 5.3: The Wood Buffalo Environmental Association (WBEA) Human Exposure Monitoring Program (HEMP) recently undertook through a contract scientist (Tom Dann) an "Integration of Odour Data for the Human Exposure Monitoring Program (HEMP)" project. This report is not available to the public but David has provided a summary for the use of the team and task groups.

## 2. Updates

CASA Update:

- The next CASA Board meeting will be March 13th in Edmonton. The CASA 20<sup>th</sup> year celebration will take place on June 6<sup>th</sup> in Calgary.
- The Electricity Framework Review Team has been 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.
- Non-Point Source Emissions:
  - A workshop was held in Calgary on October 22 to explore the potential for CASA to have a role in NPS management in Alberta. From these discussions, three priority opportunities were identified:
    - Understanding the NPS issue: emissions inventory, data management, and modeling
    - Assessing options for action: templates and tools
    - Building awareness and support
  - The outcomes of the workshop were presented to the Board at their December meeting. At this time, GoA indicated an interest in championing the issue, and plans to develop a new Statement of Opportunity (SoO) to bring to the Board at the March Board meeting. An invitation was extended for any other parties who wish to influence the SoO to come forward with their interests as soon as possible.

#### Other Odour Initiatives Update:

- Alberta Energy Regulator (AER) proceeding 1769924:
  - The oral proceeding began on January 21<sup>st</sup>, 2014 and is expected to continue until January 31<sup>st</sup>. Daily transcripts are being posted online. Once the proceeding is complete, the panel will have 60 days to prepare their final report and recommendations.
  - The CASA Odour Management Team was mentioned on January 21<sup>st</sup> in the context of current Alberta initiatives related to odour.
  - The team noted that there are many expert submissions now publicly available through this proceeding that may be of use to this team and various task groups. This aligns with advice from the Board to use material that is already available rather than “reinvent the wheel”. The panel’s report could contain recommendations and/or information that is relevant to the team’s work.
  - All proceeding documents are available from the AER website:  
<http://www.aer.ca/applications-and-notices/hearings/proceeding-1769924>.

### **3. Task Group Updates**

The team heard a presentation from each task group which focused on status, budget, timelines, next steps, membership as well as any feedback that is required from the team at this time. After each presentation the team considered two questions:

1. How is task group work progressing against anticipated timelines?
2. What can the team do to support the task groups?

#### Odour Assessment Task Group:

- The task group has met twice so far and will meet again on March 14<sup>th</sup>. The task group has spent a significant amount of time developing an RFP and a table of contents for a consultant’s report that will address their main deliverables:
  - An analysis of odour assessment tools/practices and their applicability to the Alberta context including when/when not they are appropriate to use.
  - A ‘key’ to facilitate access to the information in the analysis (ex. Decision tree, roadmap).
- The RFP has been posted and responses are due on February 17<sup>th</sup>.
- In between now and their next meeting the task group is developing criteria to evaluate RFP responses and, once RFP responses are received, task group members will use the criteria to evaluate each RFP response.
- At their next meeting the task group will review RFP responses and recommend a consultant to do the work. The team will be asked to approve this decision electronically as per the protocol outlined at OMT meeting #4.
- The task group will have additional information about budget and timelines once they have reviewed the RFP responses. The original timeline projection for the task group was 6 months. This target will not be met, but the task group is focused on developing a quality product in a timely manner.

#### Health Task Group:

- The task group has met twice so far and will meet again on February 7<sup>th</sup>. The task group is focused on two pieces of work:
  - A backgrounder about odour and health:
    - The task group has begun brainstorming the type of information that could be included in this piece. Alberta Health is providing in-kind the literature review

- they have developed on odour and health. The task group will be receiving an update on February 7<sup>th</sup> about when this material will be made available.
- Tool(s) for individuals to track the health-related impacts of odour:
    - The task group has gathered information on currently available tools and have begun discussions about the kinds of tools that may be useful.
  - At their next meeting the task group will continue discussions on the type of information that could be included in the backgrounder on odour and health as well as next steps for developing tools.
  - The task group hopes to have additional information about budget and timelines after their next meeting.
  - Feedback will be required from the team as interim products are developed.

#### Complaints Task Group:

- The task group has met twice so far and will meet again on February 3<sup>rd</sup>. Discussion so far has mainly focused on their first deliverable:
  - A background report outlining the current odour complaint landscape in Alberta.
- The task group has heard presentations from a variety of groups in Alberta that handle odour complaints. This information will be compiled into a background report. The team approved the task group's recommendation to hire writer/editor Scott Rollans to compile the background report.
- At their next meeting the task group will hear additional presentations and discuss their expectations around the background report. The task group hopes that the background report can be completed by the end of March 2014. The task group hopes to clarify timelines around their remaining deliverables going forward and noted that the timelines outlined in the workplan may be ambitious.
- The task group has discussed that it would be useful to speak with complainants about their experiences and wanted feedback from the team if this type of input would be useful for other task groups and/or the broader work of the team. The team noted that:
  - There may be value in hearing from complainants.
  - It may be difficult to gather meaningful feedback from complainants. The team briefly explored possible ways to engage complainants such as a facilitated session. The team noted that these processes can be expensive.
  - It would be important to understand how this information would be used and what the complaints task group would hope to achieve by gathering this input.
  - Any engagement with complainants should be done in a comprehensive way, rather than a piece meal approach.
  - The Odour Assessment and Health Task Groups may also wish to incorporate input from complainants.

***Action Item 6.2: Each task group will outline their needs around engagement with complainants and the key questions they would like to ask.***

At OMT meeting #7, the team will consider the input of all the task groups with respect to engagement with complainants and consider next steps. A possible path forward is to have a small group put together a proposal for the team to consider.

***Action Item 6.3: Celeste will distribute the three task group update presentations to the team.***

## 4. Project Charter Check-in

The team divided into small groups to discuss four questions:

1. Is there a sequence of work for the four remaining topics?
2. How will we get this work done? (ex. Task group? Team?)
3. Do we have time for everything? What are our priorities?
4. Going forward, what does our workplan look like?

The purpose of this exercise was to have a preliminary discussion about the four topics remaining in the Project Charter and the team's workplan going forward, and to provide guidance for continued discussions at meeting #7. The topics remaining in the Project Charter are:

4. Prevention/mitigation
5. Enforcement/role of regulation
6. Education/communication/awareness
7. Continuous improvement

After the small group discussions, the team came together in plenary to review the four questions with highlights as follows:

- The team needs to consider the level of detail of the work that can be achieved under each topic based on available time and resources. The team will also need to outline the work under each topic, as they did when they created workplans for topics 1-3. This will be discussed in greater detail at meeting #7.
- Topics 4 and 5 can be completed in parallel by task groups. Sequentially, these two topics should be next in terms of the team's overall workplan.
  - Topic 4 may fit with the work of the Odour Assessment Task Group. The good practices would need to be generic as specific good practices would be very challenging given the number of industries involved.
  - Topic 5 would need a distinct task group as there is a specific set of interested parties.
- Topic 6:
  - There should be good practices in the Good Practice Guide related to educating and communicating about odour. This fits with the work of the Topic 4 task group. This is separate from a communication plan about the Good Practice Guide. In terms of the sequence of work, a communication plan for the Good Practice Guide would follow the creation of the Good Practice Guide. This could be taken on at the team level.
- Topic 7:
  - There are three objectives under this topic:
    - The first two objectives relate to the continuous improvement of the Good Practice Guide. They would best be addressed at the team level and would be a later piece of work.
    - The third objective looks at encouraging continuous improvement at odour generating facilities. This likely fits with the work of the Topic 4 task group.
- To meet the timelines outlined in the Project Charter, task group work would need to be completed by January 2015 to give the team time to compile the Good Practice Guide by April 2015.

## 5. Budget Check-in

The team received an update on funding:

- The agricultural sector (industry) will not be providing funding. They have put forward a representative for the Complaints and Odour Assessment Task Groups from the Intensive Livestock Working Group.

The team noted that the budget contains \$150,000 from ESRD and \$15,000 from CAPP. The team needs to be mindful of available funds while discussing the remaining topics from the Project Charter.

## 6. Next Steps

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

The next meeting (meeting #7) will be on March 11<sup>th</sup> in Calgary hosted by Shell. The objectives for this meeting are:

- To continue workplan discussions for the remaining topics in the Project Charter.
- To review the information from the task groups about engaging complainants and determine next steps.

The team will provide a status report to the Board in March which will be accompanied by a verbal summary of the March 11<sup>th</sup> meeting presented by a team co-chair. The team noted that they should have a better idea of budgetary requirements after meeting #7.

The meeting adjourned at 3:20pm.