



Minutes

Odour Management Team, Meeting #9

Date: June 25, 2014
Time: 10am- 3:30pm
Place: CASA, Edmonton, Alberta

In attendance:

Name	Stakeholder group
Ann Baran	Southern Alberta Group for the Environment
Keith Denman	Alberta Environment and Sustainable Resource Development
Kim Eastlick	Alberta Energy Regulator
Francisco Echegaray	Natural Resources Conservation Board
Joseph Hnatiuk	Canadian Society of Environmental Biologists
Tanya Moskal-Hébert	Alberta Agriculture and Rural Development
Al Schulz	Chemistry Industry Association of Canada
Tracy Smith (by phone)	CAPP (Shell)
David Spink	Prairie Acid Rain Coalition
Gordon Start	Alberta Forestry Processors Association (Hinton Pulp)
Merry Turtiak	Alberta Health
Celeste Dempster	CASA
Robyn Jacobsen	CASA

Action Items:

Action Items	Who	Due
8.2: The team will invite the AER to give a presentation on the odour-related changes to Directive 60.	Celeste	Meeting #10.
9.1: Celeste will send out the CEMA RFP.	Celeste	ASAP.
9.2: Merry will provide clarifying wording to explain how the project charter objectives under education/communication/awareness are being actioned.	Merry	Meeting #10.
9.3: Celeste will share Keith's presentation on ESRD's experience in Peace River.	Celeste	ASAP.
9.4: Celeste will poll for dates for meeting #10 in Calgary.	Celeste	ASAP.
9.5: Kim and Tracy will determine who is able to host meeting #10.	Kim, Tracy	Once 9.4 complete.

1. Administrative Items

David chaired the meeting which began at 10:00am. Participants introduced themselves and welcomed new member Kim Eastlick. Quorum was achieved.

The agenda and meeting objectives were approved.

The minutes from meeting #8 were reviewed. The minutes were approved with two clarifications under item 3. The action items from meeting #8 were updated as follows:

Action Items	Who	Status
5.2: Keith will provide an overview of Three Creeks, Alberta situation when it is appropriate with the team's needs.	Keith	Item 7 on today's agenda.
8.1: Joseph will follow-up with his federal contact regarding the Eco-Action Community Funding Program.	Joseph	Complete. See additional information.
8.2: The team will invite the AER to give a presentation on the odour-related changes to Directive 60.	Celeste	Meeting #10.
8.3: David will follow-up with AER to reconsider providing funding to the team.	David	Complete.
8.4: Celeste will confirm with the Odour Assessment Task Group regarding taking on Prevention/Mitigation work.	Celeste	Complete.
8.5: Celeste will update the Prevention/Mitigation workplan and send to the task group electronically for final approval.	Celeste	Complete.
8.6: Team members will coordinate representatives for membership on the Enforcement/Role of Regulation Task Group.	Various, see item 6	Complete.
8.7: Celeste will update the Enforcement/Role of Regulation workplan and send to the task group electronically for final approval.	Celeste	Complete.
8.8: Celeste will poll for dates for meeting #9 in mid-June.	Celeste	Complete.

Additional Information:

Action Item 8.1: The Eco-Action Community Funding Program distributes funds to successful applicants in April. This did not fit with the overall timelines and deadlines of the Odour Management Team.

Action Item 8.3: The OMT co-chairs have submitted a funding request to the AER on behalf of the OMT. It is currently being considered by the AER.

Action Item 8.4: The Odour Assessment Task Group have confirmed that they will take on prevention/mitigation work.

2. Updates

June 5th CASA Board meeting:

- David and Humphrey presented on behalf of the OMT. They provided an overview of work to date and outlined three possible scenarios for the remaining areas of work, depending on what additional funding is available.
- The Board agreed that, subject to funding being made available, Scenario #3 where consultants are used to complete the work under prevention/mitigation and enforcement/roled of regulation is the best path forward.
- Since the Board meeting, the Secretariat and the CASA Executive Committee have located sufficient funds to move forward with Scenario #3 given that the Health Task Group has a budget surplus, the CASA Executive Committee has approved the release of some additional funds from CASA's internal budget, and the AER funding request that has been submitted.

CASA Update:

- The next Board meeting will be on September 18th in Edmonton.
- The Electricity Framework Review team continues to work on the remaining 5-year review tasks.
- The Board has asked the Secretariat to form a working group to scope work under non-point source air emissions and to develop a project charter for the Board's consideration at their September meeting. The working group has been formed and had their kick-off meeting on June 23rd.

- Norm MacLeod will be stepping down as CASA's Executive Director and the Secretariat was recently advised that Wendy Bojé will be serving as CASA's Acting Executive Director, effective approx. July 15, 2014.

Other Odour Initiatives:

- The Cumulative Environmental Management Agency (CEMA) Air Working Group is looking at what can be done to advance odour management in the Wood Buffalo region and have just closed an RFP relating to best odour management practices relative to the oil sands. They are expecting this work to be completed by the end of 2014.
- The AER has a new website for work being undertaken in the Peace River area.
- ESRD is working with WBEA and Fort McKay to pilot an odour index that would attempt to predict when odours may be present. It would be paired with the AQHI.

Action Item 9.1: Celeste will send out the CEMA RFP.

3. Task Group Updates

The team heard an update on the work of the task groups:

Health Task Group:

- The task group is focused on two pieces of work:
 - Stream 1 - A backgrounder about odour and health:
 - The task group has prepared an initial draft and will finalize the content at their next meeting before sending it to an editor.
 - The task group would like to hire writer/editor Scott Rollans, which the OMT approved.
 - The task group also asked the OMT for feedback about writing and referencing style for the Good Practice Guide. The OMT shared the following direction:
 - Writing style:
 - Written for professionals but not experts
 - Simple, direct, not flowery
 - Easy, short, succinct
 - Readable but covers technical points
 - Practical
 - Manual portions written 'recipe style'
 - Similar to 2003 Electricity Framework report
 - Referencing style:
 - Use in-text referencing with author's name and date
 - Include a bibliography list
 - This will allow the OMT to easily compile references when it is compiling the Good Practice Guide
 - Stream 2 - Tool(s) for individuals to track the health-related impacts of odour
 - The task group has developed a first draft of the tool and will review it at their next meeting.
- The task group will meet next on July 24th.

Odour Assessment Task Group:

The task group is focused on two pieces of work:

- Odour Assessment:

- The task group is working with a consultant to prepare an inventory and analysis of odour assessment tools. They expect to receive a draft of the report on June 30th and will review it with the consultants on July 16th.
- Prevention/Mitigation:
 - The team has asked this task group to take on the work under prevention/mitigation from the team's project charter. The task group met on June 18th to kick-off this work and are preparing an RFP.
 - The task group found it challenging to balance creating a generic product that also provides useful information.

Complaints Task Group:

- The task group prepared a background report outlining the current odour complaint landscape in Alberta and used this document to frame a discussion about strengths and gaps. The task group used this discussion to refine the categories of tools they will be developing.
- The task group will use a consultant to assist with some tool development and scoped an RFP for this work at their last meeting on June 19th.

Enforcement/Role of Regulation Task Group:

- The task group has been formed and had their kick-off meeting on June 23rd. They reviewed their workplan and prepared an RFP for this work.
- ESRD has requested the assistance of the Enforcement/Role of Regulation Task Group in implementing a recommendation from the AER *Report of Recommendations on Odour and Emissions in the Peace River Area* (March 2014) that: "ESRD assess the feasibility of defining an ambient odour objective for Alberta based on a perception threshold."
- The task group reviewed this request and determined that the request aligns with parts of the group's current workplan. The task group will be able to respond to some but not all of ESRD's questions related to the implementation of the recommendation.

The team noted that it is important that task groups take enough time to digest material before posting RFPs.

With respect to timelines, all task groups are aware of the team's expectation that work be completed by the end of 2014. The team can assist the task groups by continuing to provide timely feedback when it is requested. The team will have the opportunity to provide comments on the three RFPs once they have been finalized by the task groups. The team noted that the RFPs should be posted separately, but should reference each other. Consultants may wish to respond to more than one RFP but should clearly delineate between each RFP in their proposal.

4. Finalize Workplan: Education/Communication/Awareness

The team reviewed the straw dog workplan for education/communication/awareness. This work will be taken on at the team level. The team agreed that there were three deliverables:

1. Education/Communication/Awareness Plan, which includes:
 - a. Distributing the Good Practice Guide
 - b. Actively engaging with people around the Good Practice Guide and how it can be used
2. Sharing the OMT's final report
3. A piece in the Good Practice Guide that emphasizes the importance of good communications

The team noted that these deliverables are more focused than the objectives listed in the Project Charter. Rather than rewrite the objectives, the team will add some clarifying wording to explain how they have

interpreted the actioning of the objectives. While the objectives are more general, the deliverables have been refined to focus specifically on OMT products and the application of these products (i.e. the final report and the Good Practice Guide). The team felt that this was a realistic and feasible way to implement the objectives.

Action Item 9.2: Merry will provide clarifying wording to explain how the project charter objectives under education/communication/awareness are being actioned.

The team's discussion focused mainly on deliverable #1. The team discussed the difference between telling people about OMT products and engaging with people around the Good Practice Guide and building capacity. Both these aspects have been incorporated into the Education/Communication/Awareness Plan. The team felt that it is important to go beyond simply distributing the Good Practice Guide and make sure that people understand it, know how to use it and how to incorporate into their existing processes. This will likely be a one-time push, but further efforts could be discussed in relation to continuous improvement.

The team noted that the Education/Communication/Awareness Plan must identify the different target audiences (ex. regulator, industry, call centre responders, small industry) and identify the best way to reach and engage with these audiences. Budget will also need to be considered. The team noted the importance of members acting as champions for promoting the Good Practice Guide within their networks.

The next steps to complete this work are:

- To have a team conversation about the Education/Communication/Awareness Plan
 - All material will be provided ahead of time and team members are encouraged to review the material with their communications officer prior to the meeting.
- The team may then use small groups to further refine the Plan.

The team discussed that the Education/Communication/Awareness Plan can be developed in parallel with the Good Practice Guide.

5. Finalize Workplan: Continuous Improvement

The team reviewed the straw dog workplan for continuous improvement. This work will be taken on at the team level. Discussion highlights as follows:

- The Good Practice Guide is meant to be generic, not industry or sector specific, and this must be reflected in continuous improvement.
- Objective 1:
 - The team will develop a 5-year performance measure.
 - This could be used in the future to determine where improvements can be made to the Good Practice Guide.
- Objective 2:
 - The team will need to discuss how the Good Practice Guide will be reviewed/updated in the future. This includes a discussion about when "we're there".
 - The team may need to think about how to evaluate improvements in the field of odour management, not just an evaluation of the Good Practice Guide itself.
- Objective 3:
 - The deliverables are:
 - A short (1-2 page) discussion on continuous improvement to be included in the introduction to the Good Practice Guide that:

- Recognizes the issue of continuous improvement
- Discusses what continuous improvement means
- Discusses the benefits of continuous improvement
- Details about continuous improvement will also be included/considered in specific sections of the Good Practice Guide such as prevention/mitigation and possibly complaints.
- The team noted that Step 1 is an important conversation, but it is difficult to define continuous improvement. Continuous improvement is very facility specific so rather than define continuous improvement the team should have a generic conversation about continuous improvement and the general issues related to continuous improvement that contributes to the short 1-2 page overview for the introduction.
- The team agreed that Step 2 currently listed in the workplan is actually being covered by the work under prevention/mitigation.
- The team noted that the odour assessment task group will be touching on baselines.

Each task group should have a conversation about continuous improvement.

Industry representatives should be very engaged in continuous improvement discussions. The team noted that continuous improvement will be a later piece of work.

6. Engagement

The team agreed that pilot testing products and tools created by the task groups is useful and will help to determine if the products meet the needs of the users. Tools and products should be able to stand on their own without extensive explanations or expertise. The team noted that there are various audiences for pilot testing different tools, including:

- Government
- Industry
- Complainants

The team also noted that different task groups will be ready to pilot test their products at different times. The task groups will be responsible for pilot testing products, but every attempt should be made to find synergies in pilot testing products in order to maximize efficiencies and avoid engagement fatigue. The team will help to identify synergies between task groups. If/when a task group is ready to undertake pilot testing they should prepare a short write-up for the team that outlines:

- Audience(s)
- Who will be targeted for testing
 - Is the membership of the OMT a diverse enough audience or does a broader audience need to be engaged
- What will be tested
- Why testing is needed
- How testing will be undertaken

Currently no money is available to assist with pilot testing. Task groups may however identify different options for how testing will be undertaken that vary depending on the funding available (including no funding). The team will consider such requests as needed.

In addition to coordinating logistics and timing, team members may also be able to leverage their networks to assist with pilot testing.

The team noted:

- The importance of managing expectations when pilot testing with complainants.
- That there is a difference between pilot testing tools and testing for consensus with stakeholders.
- A link with the work under education/communication/awareness. Pilot testing could help to build support and commitment for the Good Practice Guide

7. Action Item 5.2: Overview of the Peace River Events

Keith provided an overview of ESRD's experience during the Peace River events – ESRD (and other government departments) received complaints from residents of the Three Creeks area of Peace River regarding hydrocarbon odours.

A government-wide approach was used to respond to events with involvement from Alberta Health and Wellness, Alberta Health Services, Alberta Agriculture, Food and Rural Development and Alberta Energy. Keith described the action that ESRD took including sending out local field staff, meeting with residents and undertaking a monitoring and sampling program. Keith noted that:

- A multi-faceted response that includes science (studying the impacts), technology (reducing the emissions), regulatory tools (to ensure compliance) as well as relationship building through a facilitated process was used and continues to be used.
- The monitoring and sampling program yielded a huge amount of data that must be translated. Drawing conclusions is complex especially as odours are mixtures of chemicals.
- Other lessons learned identified by ESRD include:
 - Importance of a good process and multi-faceted approach
 - New industrial processes may require new regulations and tools
 - “Social license” to operate is a valuable commodity

Highlights from the question and answer period as follows:

- It is often very difficult to obtain input from the silent majority who are not reporting a complaint.
- In this circumstance, the rules were being followed so it was difficult to pinpoint the problem. It is important to define the nature of the problem.

Action Item 9.3: Celeste will share Keith's presentation on ESRD's experience in Peace River.

8. Meeting Wrap-up

The team reviewed the action items from this meeting.

The objectives for meeting #10 are:

- Review odour assessment report
- Action item 8.2

Action Item 9.4: Celeste will poll for dates for meeting #10 in Calgary.

Action Item 9.5: Kim and Tracy will determine who is able to host meeting #10.

The meeting adjourned at 3:30 pm.