

# Minutes



## Odour Management Working Group, Meeting #1

Date: Monday, January 15, 2013

Time: 10:00 am to 3:30 pm

Place: CASA Office, Edmonton

### In attendance:

Name	Stakeholder group
Keith Denman	Alberta Environment and Sustainable Resource Development
Carolyn Kolebaba (by phone)	Alberta Association of Municipal Districts & Counties
Lance Miller	Devon Canada Corporation
Al Schulz	Chemistry Industry Association of Canada
Janis Seville	The Lung Association
David Spink	Prairie Acid Rain Coalition
Merry Turtiak	Alberta Health
Angella Vertzaya	City of Edmonton
Robyn Jacobsen	CASA
Celeste Dempster	CASA
Struan Robertson	CASA

### Regrets:

Name	Stakeholder group
Leigh Allard	The Lung Association

### Action Items:

Action Items	Who	Due
1.1: Celeste will search for information on the development of the CASA vision as relates to odour.	Celeste	For next meeting.
1.2: Celeste will draft a straw dog project charter based on today's discussions for consideration at the next meeting.	Celeste	For next meeting.

## 1. Administrative Items

The meeting began at 10:05am. Participants introduced themselves and were welcomed to the meeting. Quorum was achieved.

The group agreed by consensus that Celeste would chair the meetings of the working group. Co-chairs would be selected for the project team, once it convenes.

The agenda and meeting objectives were approved.

The group briefly reviewed the roles and expectations for the working group:

- The CASA Board anticipates reviewing the project charter at the Board meeting on March 27<sup>th</sup>. This means that the project charter will need to be finalized at the end of February.

- A working group acts as a process design team – their purpose is to create the project charter not to brainstorm solutions or deal with substantive issues which is the work of the project team.
- A working group functions at a high strategic level to collaboratively design a process that will include a larger set of stakeholders.
- Attributes needed in the members of a working group include: the ability to think strategically and work collaboratively, curiosity, openness, and a willingness to put everything out on the table.

Celeste asked each sector to explain how they would update their respective stakeholder groups about what's happening at the working group meetings and how they would gather feedback from their stakeholder groups.

- Government:
  - Angella will liaise with the Alberta Urban Municipalities Association (AUMA) via Rachel Boccock, Senior Policy Analyst for AUMA. This will also be the link through which she will communicate with the CASA Board member Tim Whitford.
  - Government representatives gather feedback through a layered process. There are internal briefing and reporting requirements within departments. Both Merry and Keith will be updating and canvassing their departments. There is also communication with other departments through a GoA cross-ministry coordinating committee. The government caucus at CASA is also responsible for coordinating with municipalities and the federal government. Keith and Merry also participate on other multistakeholder groups (such as CEMA and WBEA) and will check for alignment.
    - It was noted that Alberta Agriculture and Rural Development will be interested in this work. They will be kept informed through internal government consultations and cross-ministry meetings.
  - The AAMDC Board meets on the third Thursday of every month to share information. Carolyn will provide updates. AAMDC also conducts surveys through a contact newsletter. Carolyn is a director on the CASA Board and can also share information through the CASA government caucus.
- NGO
  - The Alberta Environmental Network (AEN) has a Clean Air & Energy Caucus that has regular conference calls every 4 to 6 weeks. The NGO CASA Board members all sit on this group. David will ensure this group is receiving regular updates. The AEN holds general meetings twice a year and this will also be an opportunity to provide updates and receive feedback.
  - The Lung Association will correspond with its board of directors as necessary. Janis is an alternate on the CASA Board and is in regular contact with CASA Board member director Leigh Allard.
- Industry
  - CAPP has regular meetings where Lance is able to provide updates on working group meetings. The next is scheduled for the end of this month. Elise Bieche, Manager for National Air Issues for CAPP, also acts as a liaison between CAPP and CASA and can help Lance to share information and receive feedback. Elise will be joining the CASA board as an alternate.
  - AI regularly reports to the Chemistry Industry Association of Canada (CIAC) environmental committee. AI is a director on the CASA Board and can share information through the industry caucus as well as by liaising with CASA Executive Committee industry representative (Cindy Christopher).

The group established ground rules for how they plan to work together; these are basic rules of procedure and behaviour. They agreed on the following principles:

- Keep discussions focused
- Use SMART (Specific, Measurable, Action-oriented, Realistic, Time-bound) principles as a lens for discussion
- Understand to be understood (listen)
- Be patient
- Come to meetings prepared
- Set goals and outcomes for each meeting in advance

## **2. Principles of Collaboration**

Celeste gave a brief presentation reviewing the principles of collaboration at CASA and CASA's Guide to Managing Collaborative Processes. It was noted that this group is in Step 2 of the process. At the end of Step 2, the working group will deliver the project charter to the Board for their approval. This speaks to the importance of reporting back and gathering feedback from stakeholder groups throughout this process as was discussed earlier. It was also noted that the work of this working group is only one part of the larger process (which has 8 steps).

## **3. Development of a Project Charter**

The group reviewed the elements of a project charter that are outlined in CASA's Guide to Managing Collaborative Processes. Based on the elements, the group discussed any considerations that should be kept in mind during the development of the project charter:

- It will be important to pay particular attention to the project structure and break the issue(s) into manageable pieces.
- The group will need to spend a good amount of time discussing scope and objectives.
- The project charter will need to align with work currently being done on odour. This could be highlighted in the Background section.
- CASA has a provincial scope but often includes regional applications (ex. CASA's PM and Ozone Management Framework).

## **4. Review Statement of Opportunity**

Robyn provided a brief overview of the Odour Management Statement of Opportunity that was presented to the Board in September 2012 followed by a question and answer session:

- Odour is a part of the CASA vision statement. The group was interested in Board discussions around this topic.
- Of the successful odour frameworks cited, many were resource intensive. However, not having a framework in Alberta is also resource intensive, in terms of the amount of work that regulators and complainants have to do to navigate the limited legislation/regulation.
- We need to consider different management approaches for regulated/licensed and non-regulated/unlicensed processes.
- For many people odour goes beyond nuisance factors and is a health concern.
- Odour assessment could be used as a planning tool.
- Mitigation and prevention are important aspects to incorporate into planning.
- The Synergy Group should be considered during discussions on project team membership, as they have multi-stakeholder membership and could provide unique views.

***Action Item 1.1: Celeste will search for information on the development of the CASA vision as relates to odour.***

## **5. Project Charter**

The working group began the conversation around project goals and objectives by having a roundtable to discuss why this work was being initiated. The thoughts that were shared ranged from high level, general observations to situation-specific comments. The group then reviewed the comments and discussed how they would fit into the different categories of the project charter. This discussion will be used to begin populating a straw dog project charter.

### Project Goal:

Many of the comments shared related to the current state of affairs in Alberta:

- There is currently no well defined systematic approach to odour management and odour issues in Alberta.
  - Getting structure in place will help to make clear what actions are required when an odour concern is identified – both from a complaint and a prevention perspective – and what response is needed.
- There is a need to move beyond a piecemeal approach to create a holistic structure around odour management.
- We currently have some of the pieces.
  - There was a review done by CEMA on this topic.
- We need to identify gaps in the current system.
- There are different ways to think about structure and how odour management can work best in Alberta.

The working group discussed appropriate wording for a project goal. The group reflected that the word comprehensive captures that all sectors and all types of odour would be included in the framework. The framework would consist of a package of recommendations that would be generated and agreed to by the project team and approved by the CASA Board.

***The working group agreed on a project goal - To create a comprehensive framework for odour management in Alberta.***

### Project Objectives:

Based on the comments that were shared, the working group developed a list of seven potential project objectives for discussion and clarification at the next meeting:

1. Odour assessment
  - Science-based monitoring
    - Odour assessment tools
    - Odour modelling
  - Which odours to focus on?
  - Foundation for odour management; can see links between odour assessment and the other objectives identified for discussion
2. Complaints
  - Developing a structured way to deal with odour complaints and odour issues
    - Resolving issues

- Preventing issues
- Understanding everyone's role
- Multi-sector
- Standardized
- Helping GoA to deal with issues
  - Have an agreed to template/steps that can use to handle issues when they come up
  - To understand what to do if we've gone through the process and complaints continue
  - This template would also be useful for industry to help them deal with complaints
- Understanding the current situation with an e-scan: Where are complaints coming from? Were they resolved? How were they resolved?

### 3. Prevention

- Alberta as a leader in prevention
- Anticipating where there will be issues and applying management mechanisms
- Built environment – interface
  - When residents and sources of odour meet
  - Municipal, regional and provincial planning

### 4. Enforcement

- What to enforce?
  - Providing guidance
- Strong enforcement, where appropriate
  - People matter, handling and building good relationships
- GoA should provide guidance on what is feasible for the project team to work on with respect to enforcement

### 5. Continuous improvement

- Odour producing operations
- Our (CASA) approach

### 6. Education

- Recognizing and communicating trade-offs to the public
  - Helping people to understand the issues as well as what is/is not realistic to expect
  - Continuous improvement
  - Best management practices
  - Compensation?
- Communicating information about odour and health
- Providing tools to impacted residents
  - Ie. numbers to phone for concerns/complaints
- Improving community relations
  - There are some plans that are already available on this subject

### 7. Health

- Health impacts of odour
- What are the research questions around odour and health?
- Record keeping/tracking of health and odour
- Health is embedded in any discussion on odour and links with the other objectives identified for discussion
  - This could be discussed in the Background section of the project charter

Other comments:

- Cumulative effects
- There is a need to clarify some odour terminology:
  - Complaint vs concern
  - Adverse odour

#### Project Deliverables:

As the working group's discussion progressed, some project deliverables were suggested for future discussion. This is not an exhaustive list, but a starting point for discussion:

- Framework
  - Should be SMART (Specific, Measurable, Action-oriented, Realistic, Time-bound)
- Tools
  - A generic/broad process/template that could be applied to any type of odour
    - Who will use these tools?
      - GoA, ENGOs, industry, impacted residents
  - Roadmap/Decision tree to be used to handle odour issues as they come up
    - Would explain when and how to use the tools
- Identify and prioritize any further work.

***Action Item 1.2: Celeste will draft a straw dog project charter based on today's discussions for consideration at the next meeting.***

## **8. Next Steps**

*Next meetings:*

1. Face-to-Face meeting (Edmonton)
  - Friday, January 25 @ 8:00 am to 1:00 pm
2. Face-to-Face meeting
  - Tuesday, February 5 @ 11:00 am to 4:00 pm
3. Face-to-Face meeting
  - Friday, February 15 @ 9:00 am to 2:00 pm

The group also discussed scheduling one-hour teleconferences as required to resolve specific issues.

Key tasks for the next meeting include:

- Discussing and finalizing project objectives.
- Discussing project scope and deliverables.

The meeting adjourned at 3:35pm.