

Minutes



Odour Management Working Group, Meeting #4

Date: Friday, February 15th, 2013

Time: 9:00am to 2:00pm

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 (by phone)	Devon Canada Corporation
Al Schulz (by phone at 10am)	Chemistry Industry Association of Canada
Janis Seville	The Lung Association
Merry Turtiak	Alberta Health
Angella Vertzaya	City of Edmonton
Celeste Dempster	CASA
Robyn Jacobsen	CASA

Action Items:

Action Items	Who	Due
4.1: Celeste will investigate how impacted communities were selected for membership on the Electricity Project Team.	Celeste	By next meeting.
4.2: Celeste will update the project charter (version 10).	Celeste	End of day 15 February

1. Administrative Items

The meeting began at 9:02am. 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	Status
3.1: David will send Celeste the two odour information pieces he mentioned during the meeting which will then be shared with the group.	David, Celeste	Completed. Sent to group on 6 February (presentation by Dr. Frasnelli, article from Scientific American).
3.2: Merry will forward to Celeste the summary of the update provided on the literature review being conducted by Alberta Health which will then be shared with the group.	Merry, Celeste	Completed. Sent to group on 7 February.

3.3: Merry will investigate if an advanced copy of the literature review being conducted by Alberta Health looking at odour and health can be provided to the working group.	Merry	Completed. An advanced copy is not available at this time, but should be available to coincide with work of the project team.
3.4: Celeste will update the straw dog and send it to the working group for review.	Celeste	Completed.
3.5: Celeste will review the 'Potential Outcomes/Deliverables' for alignment with the three categories of deliverables and report back to the group.	Celeste	Completed. On agenda for today's meeting.
3.6: The group will complete the two brainstorming exercises (stakeholders and resources) and send to Celeste.	All	Completed.

2. Finalizing Objectives and Deliverables

After the last meeting (meeting #3), the group was asked to provide written comments on the straw dog project charter to help advance the project charter between meetings. Celeste incorporated these comments and sent the updated version to the group for review at this meeting (meeting #4). The group used this meeting to review and, where required, create new content for the project charter. In accordance with timelines to prepare for the CASA March Board meeting, this updated version of the project charter (version 10) will be used to obtain feedback from stakeholders and work towards gaining provisional approval of the project charter.

Objectives:

The group reviewed and discussed the comments that were received with respect to the project objectives and confirmed the objectives that will be used going forward to obtain feedback from stakeholders and work towards gaining provisional approval of the project charter. The only substantive change was the addition of a new objective under complaints (To monitor long-term trends in odour complaints.). This objective grew from the desire to highlight the last two 'Potential Outcomes/Deliverables' listed under the first objective. These changes will be reflected in the next version of the project charter.

Deliverables:

At meeting #1, the group described three categories of deliverables:

- A good practice guide (previously 'a framework') consisting of a package of SMART (Specific, Measurable, Action-oriented, Realistic, Time-bound) recommendations,
- Tools for assessing and managing odour issues, and
- Identify and prioritize any further work.

At the last meeting, the group asked Celeste to review the 'Potential Outcomes/Deliverables' that accompany the Project Objectives for alignment with the three categories of deliverables and report back to the group (Action Item 3.5). Celeste found that some of the Potential Outcomes/Deliverables were very specific while others were more general but that all could contribute to the three categories of deliverables described.

The group agreed to keep the 'Potential Outcomes/Deliverables' alongside the objectives as they help to provide texture. The group re-organized the three original categories of deliverables into two revised categories:

- Final Report and Recommendations:
 - The project team should prepare a final report which includes a package of SMART (Specific, Measurable, Action-Oriented, Realistic, Time-bound) recommendations generated from the work under the seven categories of objectives.

- The report should also identify and prioritize any further work.
- Good Practice Guide:
 - In conjunction with the final report and recommendations, the project team should prepare a Good Practice Guide which can be used to communicate the results of project team work as well as the ‘Toolkit’ resulting from their work. The ‘Toolkit’ should contain a variety of tools that support odour assessment and management in Alberta as well as an understanding of when it is appropriate to use each of the tools. The Guide should be clear and concise. The purpose of the Guide is that people involved in odour management or an odour issue can easily access the work of the project team and apply it.

These changes will be reflected in the next version of the project charter.

Introduction/Background:

The group reviewed the Introduction and Background sections of the project charter. The group agreed that they would like to include some wording on the phased approach (see Agenda Item 7. Scope) in the introduction section, as well as in the Project Scope section, to help introduce the idea of the Vision for Odour Management in Alberta and the Project Goal. This change will be reflected in the next version of the project charter.

3. Stakeholder Engagement

Action Item 3.6 asked the group to complete two brainstorms. The first asked the group to consider:

1. A list of potential stakeholder groups.
 - a. Which groups are critical to building consensus at the table?
 - b. Which can be engaged in other ways?
 - c. Why?

Celeste compiled all the brainstorms into one document which was sent to the group for review at this meeting. The group reviewed the document and had a thorough discussion about membership on the project team and how different stakeholders can be engaged. These changes will be reflected in the next version of the project charter. The group grouped stakeholders into three categories:

- Project Team: Stakeholders who are required at the table to reach a consensus agreement
- Subgroups: Stakeholders who have specific interests or expertise and can be engaged in a more focused way
- Engaged in Other Ways: Stakeholders who can be engaged as required in ways other than participation on the project team or subgroup (ex. consultation, giving presentations, providing advice, etc.)

The group reviewed all the groups listed in the brainstorming document, and had additional comments around two groups in particular:

- First Nations: It would be ideal to have First Nations representative(s) on the Project Team. However, First Nations may wish to be engaged in another way (ex. consultation).
- Impacted communities: Input from those living in communities impacted by odour is an important piece of the puzzle. The project team needs to hear what they have to say and they could be engaged through outreach and consultation work. The group discussed the possibility of having community members sit on the project team. Since a variety of communities are impacted by odour, the group felt that it would be very difficult to choose who would sit on the team or what criteria could be developed to make this decision. There will be a high level of interest in this work from impacted communities and they will want to make their voices heard. The group felt that this could be best accomplished through other engagement efforts rather than having impacted communities sit on the project team.

Action Item 4.1: Celeste will investigate how impacted communities were selected for membership on the Electricity Project Team.

4. Resources and Project Structure/Scheduling

Action Item 3.6 asked the group to complete two brainstorms. The second asked the group to consider:

1. A preliminary discussion on resources (resources – identifies costs associated with the project as well as strategies for obtaining the costs).
 - a. What are possible funding sources for this project?
 - b. If funds are limited, how should work be prioritized?

Celeste compiled all the brainstorms into one document which was sent to the group for review at this meeting. The group reviewed the document and agreed to include the two external possible areas of costs (Studies and Contracts, Consultation/Workshop) and two additional funding sources (Federal government (Environment Canada and Health Canada) and Sewage treatment facilities) in the updated version of the project charter.

The discussion on resources progressed into a discussion of project schedule and structure. The group broke down the work of the project team into three phases and provided suggested timelines and activities for each phase:

1. Information Gathering ~6 months
 - Identify all information gathering pieces of work from all objectives
 - Project Team oversees and coordinates all information gathering efforts
2. Subgroup Work ~8-10 months
 - Project Team designs subgroups based on the results from the information gathering phase
 - Project Team oversees and coordinates subgroup work
 - Subgroups prepare consensus reports and recommendations
3. Project Team Agreement on Final Report and Recommendations AND Creation of Good Practice Guide ~3-4 months
 - Project Team reviews subgroup report and recommendations
 - Project Team prepares and reaches agreement on final report and recommendations
 - The creation of the Good Practice Guide should run parallel to work on the final report and recommendations. This will most likely be done with the help of a consultant.

The project team would provide oversight throughout the process and the timelines that accompany the phases allocate the project team 17-20 months to complete their work.

5. Operating Terms of Reference

The Operating Terms of Reference describes how the project team will work together. The group decided that this should be a discussion/decision for the project team but offered suggestions as to the types of items that the project team should consider (ex. Requirements for quorum). These changes will be reflected in the next version of the project charter.

6. Risk Analysis

The Risk Analysis section identifies risks as well as possible mitigation strategies that the project team should consider as they undertake their work. This helps the project team to engage in proactive risk management. The group discussed risks facing the project team:

- Since the information gathering phase will likely rely heavily hiring consultants, this work being initiated is contingent on funding decisions being made early in the process.
- Funding availability will impact timelines. i.e. initiating the project in a timely manner is contingent on securing some “seed” funding to start the information gathering.
- The project team needs to manage expectations as to what can realistically be accomplished in 18 months
- Recognizing the cross-cutting/integrated nature of the seven topics of objectives
- During subgroup work, subgroups will need to communicate and coordinate with each other due to the integrated nature of the work,
 - Possible mitigation strategies: cross membership on subgroups, cross membership between subgroups and project team, regular updates to project team (standing update item)
- During subgroup work, caucuses will need to be kept involved as the subgroups will be striving for consensus reports and recommendations
 - Possible mitigation strategies: Good communication with caucuses
- With a proposed timeline of 17-20 months, this work will be intensive and need to consider human resources
 - Participants, including CASA staff, could become inundated with the amount of work proposed
 - Some groups may not have the staff capacity to dedicate to the process
 - Possible mitigation strategies: Stay SMART and on topic, be supportive of each other, help other members to participate, be upfront about the amount of work required from participants
- Due to the comprehensive nature of odour management, the team will have to avoid scope creep and make sure they keep on track
 - Possible mitigation strategies: SMART principles
- Participants become focused solely on the oil and gas sector
 - Possible mitigation strategies: work should apply to all sectors not just oil and gas
- The team should consider how the products they produce will be used to ensure that the team remains focused on creating useful and useable products for odour management in Alberta
- Ensuring that implementers fully understand their role in implementing recommendations
 - Possible mitigation strategies: create SMART recommendations

The group decided to format this section as a table with two columns: Risks and Possible Mitigation Strategies. These changes will be reflected in the next version of the project charter.

7. Scope

The group reviewed the Project Scope section of the project charter and provided comment on the content that had already been identified. The group also identified two other issues that should be included in this section:

- The project team should be aware that some odourous compounds are already regulated. However, this does not preclude evaluating the effectiveness of the regulations. The project team should focus on odour in general and not specific odours compounds, staying at a high level.
- The working group discussed the need for a phased approach to odour management in Alberta. Odour management is a large, complex issue that cannot be fully dealt with in 18 months by this project team. A phased approach would see this project team completing their work as well as identifying next steps. This could include next steps for a CASA project

team as well as potential work for other groups. The project team should use the Project Goal to guide their work and the Vision for Odour Management in Alberta to guide next steps and to provide context for the work of this project team within the bigger picture. These changes will be reflected in the updated version of the project charter.

8. Next Steps

The group reviewed and discussed the timelines to prepare the project charter for presentation at the March 27th Board meeting.

Action Item 4.2: Celeste will update the project charter (version 10).

The group will use the updated project charter (version 10) to obtain feedback from stakeholders and work towards gaining provisional approval of the project charter. The group should send any written comments to Celeste as soon as possible (February 27th at the latest) and should contact Celeste immediately if any “showstoppers” are identified. Key tasks for the next meeting (February 28th) include:

- Roundtable to hear feedback from stakeholders.
- Final adjustments to project charter.

Celeste will then make any final adjustments to the project charter and working group members should be aiming to secure final sign-off on the project charter by March 6th. The timelines are summarized in the table below:

Task	When
Working Group meeting #4	Friday 15 February from 9am to 2pm
Celeste updates project charter (version 10) and sends to group	End of day Friday 15 February
Reviewing straw dog with stakeholders back home and working towards provisional approval <ul style="list-style-type: none"> • Celeste will phone working group members during the week of February 19-22 to check in and offer support during this phase • Group members to send comments to Celeste (the sooner the better) especially if a substantial issue arises <i>Note: Celeste is out of town February 25-27. For urgent issues during this time please contact Robyn: rjacobsen@casahome.org or 780-644-5180.</i>	19 February – 27 February
Working Group meeting #5 <ul style="list-style-type: none"> • Reviewing feedback from stakeholders • Final adjustments 	28 February 2013 from 11am to 4pm
Celeste updates project charter	Noon Friday 1 March
Getting final approval for project charter going before the Board	1 March – 6 March
Celeste will incorporate any final tweaks and submit project charter to Board book for Board meeting on the 27th	March 7
Report to Board (Calgary) <ul style="list-style-type: none"> • Present Project Charter 	27 March 2013

The meeting adjourned at 1:30pm.