

# Minutes



## Priority Setting Workshop Project Team meeting #6

Date: October 1, 2009

Time: 10 a.m.-3:00 p.m.

Place: CASA office, small boardroom

### In attendance:

Name	Stakeholder group
Laura Blair	Alberta Environment
Natasha Rowden	CNRL
Ruth Yanor	Mewassin Community Council
Linda Jabs	CASA

Laura Blair chaired the meeting which convened at 10:15 a.m. Quorum was achieved.

### Action Items:

Action items	Who	Due
5.1: Laura will provide the AENV template for the final report to Kim Sanderson.	Laura Blair	October 19/09
6.1: Linda to determine the protocol for involving First Nations with AENV Aboriginal Relations department and report back to the team.	Linda Jabs	October 9/09
6.2: Linda to ensure that appropriate materials are available for the prioritization process, flipcharts are available and name badges will be provided.	Linda Jabs	November 6/09
6.3: Linda to draft a letter incorporating the teams remarks and provide it to the team for review.	Linda Jabs	October 23/09
6.4: Linda to talk with Kim about the timelines for proceedings and whether or not a first draft could be available by December 11, 2009.	Linda Jabs	November 2/09
6.5: Linda to check on A/V equipment at JGO and whether or not they have flipchart easels available.	Linda Jabs	October 26/09
6.6: Linda to send October 9 date confirmation to both NGO's and First Nations. A teleconference will be held the afternoon of October 9 if necessary.	Linda Jabs	October 9/09
6.7: Linda to review the 2004 proceedings and provide team members with the process and exercises that were used in the breakout sessions.	Linda Jabs	October 26/09
6.8: Linda and Laura to brief additional CASA facilitators on the process for the workshop.	Linda Jabs Laura Blair	October 30/09

6.9: The team to recommend to the CASA Board that a letter be sent to the appropriate Alberta Agriculture staff regarding the number of nominations with respect to odours from livestock operations.	Team	January 11/10
6.10: Linda to poll for a meeting date around December 18, 2009.	Linda Jabs	October 16/09

## 1) Administration

- a) Meeting objectives approved by consensus.  
Agenda approved by consensus with a small change to the objectives.
- b) Minutes of the August 18 meeting approved by consensus based on the changes discussed being incorporated into the minutes.
- c) Review action items from meeting #5:

### Action Items:

Action items	Status
5.1: Laura will provide the AENV template for the final report to Kim Sanderson.	Ongoing.
5.2: Linda will check with J.G. O'Donoghue regarding tax exempt status for the workshop and the actual room capacity.	Done. AENV tax exemption number sent to Eurest at JGO.
5.3: Linda will incorporate the actual costs for advertising into the budget and increase the NGO participation from 5 to 6 people and will provide an updated budget to the team.	Done.
5.4: Laura will provide CASA with a CD to upload the chemical fact sheets to the website. Laura will also print 3 new copies of the chemical fact sheets for use at the workshop.	Done. The file size should be no more than 1 MB in size to accommodate dial-up users.*
5.5: Linda will work with CASA's IT people to determine the best way to upload the fact sheets to the website, bearing in mind that some people who will be accessing them are restricted to a dial-up connection.	Done.
5.6: Jean will draft 10 speaking bullets and provide them to Linda for distribution to the team.	Done
5.7: Linda will contact AENV Aboriginal Relations for assistance with inviting First Nations to participate in the November 10 workshop.	Done.

\*The link for the chemical fact sheets on the CASA website should be put into the invitation.

d) **CASA Update:**

The next CASA Board meeting is December 1 in Edmonton. The AMSP Report with 26 consensus recommendations and 2 non-consensus recommendations has been accepted by the CASA Board and will now go to the Ministers.  
Martha Kostuch Legacy Workshop will be taking place on December 2 and 3.  
The Airshed Council conference will be on October 19 and 20 at the Mayfield in Edmonton.

**Action Item 6.1: Linda to determine the protocol for involving First Nations with AENV Aboriginal Relations department and report back to the team.**

## **2. Draft Budget Update**

a) **Funding::**

The funding has been approved and is now in place.

b) **Catering:**

The Catering menu will be finalized by October 27 and participants will be asked to provide any dietary restrictions by October 26.

c) **NGO Stakeholder support:**

The team discussed NGO stakeholder support and agreed that full stakeholder support for NGO's would be increased from 6 to up to 10 participants. The cutoff date for any additional participants will be October 9, 2009. The budget will be adjusted accordingly.

d) **Sheldon Roth:**

The team agreed that Sheldon Roth would be given an honorarium of \$500 and his travel expenses paid based on his attendance at the workshop as a health effects expert.

e) **Other costs:**

The team agreed that there are no other anticipated costs at this time.

**Action Item 6.2: Linda to ensure that appropriate materials are available for the prioritization process, flipcharts are available and name badges will be provided.**

## **3. Workplan/Timelines**

a) The team reviewed the workplan and the remaining tasks to be completed and established dates for some of the outstanding tasks. The invitations to participants should be out no later than Wednesday, October 14, 2009. The NGO and First Nations requests to participate will be extended to October 9, 2009.

The RSVP for attending the workshop and for any dietary restrictions will be Monday, October 26, 2009.

To the participants that are not selected, a thank you letter will be sent to them with a further invitation to send in any substances or comments that they might have. It will also include requesting their participation if a "spot" becomes available prior to the workshop. They should also be asked if they would like to have a copy of the proceedings and provide any comments.

b) **Remaining tasks:**

Linda will update the workplan and provide a copy to team members.

**Action Item 6.3: Linda to draft a letter incorporating the teams remarks and provide it to the team for review.**

**Action Item 6.4: Linda to talk with Kim about the timelines for proceedings and whether or not a first draft could be available by December 11, 2009.**

**Action Item 6.5: Linda to check on A/V equipment at JGO and whether or not they have flipchart easels available.**

## **4. Request to Participate**

- a) Review participant requests and address any shortfalls  
Team members reviewed the requests to participate received to date and a list was developed so that invitations could be prepared and sent out.
- b) Finalize attendee list:  
The team agreed that the final participant list will be completed on October 9, 2009 and invitations will be sent out on or before October 14, 2009. It should be made clear to participants that if there is no indication that they wish to participate by October 26, the seats will be allocated elsewhere.

**Action Item 6.6: Linda to send October 9 date confirmation to both NGO's and First Nations. A teleconference will be held the afternoon of October 9 if necessary.**

- c) Sheldon Roth role and introduction:  
The team agreed that Sheldon would be introduced in the welcome portion of the agenda and Bettina would be the one to introduce him. His role is one of providing information on any health issues and/or questions.

## **5. Workshop Packages**

The workshop invitation packages were discussed and the team agreed that they would be sent out by October 14, with a return date of October 26.

In the 2004 workshop, there were a couple of non-consensus substances that were also included. Air Quality Objectives cannot be set for mixtures, but if groups feel that certain mixtures are worth exploring they can be discussed during the breakout session.

At the start of the nomination process, participants will have to be advised that while some Indoor Air Quality substances were nominated, they are not the purview of this workshop as it is for ambient air quality. It will also have to be made clear that Alberta Environment cannot deal with odour from agriculture as long as accepted practices are being followed, the exception being that it can be significantly proven to have adverse affects. Some of the substances cannot be dealt with because of jurisdictional issues.

**Action Item 6.7: Linda to review the 2004 proceedings and provide team members with the process and exercises that were used in the breakout sessions.**

**Action Item 6.8: Linda and Laura to brief additional CASA facilitators on the process for the workshop.**

**Action Item 6.9: The team to recommend to the CASA Board that a letter be sent to the appropriate Alberta Agriculture staff regarding the number of nominations with respect to odours from livestock operations.**

## **6. Next steps/next meeting**

Linda will poll for dates for a teleconference on October 9, if necessary, with respect to the invitation list. The team agreed that most of the remaining issues can be dealt with via e-mail.

**Action Item 6.10: Linda to poll for a meeting date around December 18, 2009.**

The meeting adjourned at 2:45 p.m.