

Minutes



Odour Management Team, Meeting #3

Date: July 31, 2013

Place: CASA offices, 10035 108 Street, Edmonton, Alberta

In attendance:

Name	Stakeholder group
Ann Baran	Southern Alberta Group for the Environment
Keith Denman	Alberta Environment and Sustainable Resource Development
Francisco Echegaray	Natural Resources Conservation Board
Ike Edeogu	Alberta Agriculture and Rural Development
Brian Gilliland	Alberta Forestry Products Association (Weyerhaeuser)
Joseph Hnatiuk	Canadian Society of Environmental Biologists
Holly Johnson-Rattlesnake (from 12:30pm)	Samson Cree Nation
Carolyn Kolebaba (by phone until 2pm)	Alberta Association of Municipal Districts & Counties
Martina Krieger (observer)	Alberta Environment and Sustainable Resource Development
Nelson Lord	Canadian Association of Petroleum Producers (CNRL)
Steve Rozee	Solid Waste Association of North America (City of Lethbridge)
Al Schulz	Chemistry Industry Association of Canada
Janis Seville	The Lung Association
David Spink	Prairie Acid Rain Coalition
Merry Turtiak	Alberta Health
Angella Vertzaya	Alberta Urban Municipalities Association (City of Edmonton)
Celeste Dempster	CASA
Robyn Jacobsen	CASA
Michelle Riopel	CASA

Action Items:

Action Items	Who	Due
3.1: Team members who are interested in attending the CEMA workshop should email Celeste by August 16 th .	Interested members	16 August 2013
3.2: Celeste will circulate the bibliographical information for the "Odour Impact Assessment Handbook".	Celeste	By next meeting
3.3: Celeste will update the complaints workplan and send it to the team for approval electronically.	Celeste	ASAP
3.4: Celeste will email the Alberta Health presentation and draft evidence tables to the team.	Celeste	ASAP
3.5: Celeste will update the health workplan and send it to the team for approval electronically.	Celeste	ASAP
3.6: Team members will email Celeste the names of representatives for relevant task groups.	All	16 August 2013
3.7: Celeste will poll for dates for meeting #5 in November 2013.	Celeste	ASAP

1. Administrative Items

Keith chaired the meeting which began at 10:04am. Participants introduced themselves and were welcomed to the meeting. Quorum was achieved.

The agenda and meeting objectives were approved.

The minutes from meeting #2 were reviewed and approved. The action items from meeting #2 were updated as follows:

Action Items	Who	Status
2.1: Carolyn will provide information on current transloading facilities/rail-related odour management practices.	Carolyn	Complete.
2.2: Celeste, with help from Angella and Ruth, will update the complaints and health straw dog terms of reference (version 2) with the outputs of the small group discussions.	Celeste, Angella, Ruth	Complete.
2.3: Ruth will coordinate with Celeste to give a short presentation on the Alberta Health literature review.	Ruth, Celeste	Complete.
2.4: Celeste will work with the Secretariat to refine the budget estimate for the odour assessment terms of reference.	Celeste	Complete.
2.5: Based on today’s discussion, Celeste will prepare a revised draft terms of reference for odour assessment based on the small group and full group discussions.	Celeste	Complete.
2.6: Celeste will distribute the draft task group membership lists that were begun at today’s meeting.	Celeste	Complete.
2.7: Team members will make initial inquiries with their organizations around interest and capacity to participate on task groups.	All	Complete.
2.8: Celeste will research co-chair selection guidelines for CASA subgroups.	Celeste	Complete.
2.9: Team members should come prepared to have a general discussion around budget and potential funders at the next meeting.	All	Complete.

Additional Information:

Action Item 2.1: Carolyn provided a powerpoint presentation that was distributed to the team with the material for today’s meeting.

Action Item 2.8: Celeste found that in the past CASA subgroups have selected a chair/co-chairs. Whether the subgroup selected one chair or three co-chairs (one from NGO, industry and government) was at the discretion of the group.

- After hearing this update, *the team agreed that the task groups should have a chair/co-chairs but that the selection would be left to the discretion of the task group.*

2. Updates

CASA Update:

- The next CASA Board meeting will be September 19 in Calgary.
 - A written Status Report on the team’s activities will be provided to the Board.
- The Electricity Framework Review Team is currently 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.

- At the June 6 Board meeting, the Board reviewed a Statement of Opportunity for non-point sources and decided that further clarification was needed before a decision could be made if/how CASA would proceed with work in this area. To this end, the Board has asked the Secretariat to coordinate a workshop scheduled for fall 2013 to further discuss and clarify the issue. Work continues with workshop planning.

Other Odour Initiatives Update:

- The Alberta Energy Regulator will be holding a public inquiry to address the concerns of residents in the Three Creeks and Reno areas regarding hydrocarbon emissions related to cold heavy oil production. According to the most recent press release: The inquiry will consider concerns of local stakeholders regarding hydrocarbon emissions and odours from cold heavy oil production facilities and related impacts; examine expert information about human and animal health; review existing Government of Alberta and AER policies and air quality standards; explore possible technical and regulatory solutions; assess the potential impacts on licensees/operations of facilities of mandating reduction or elimination of emissions; and consider information about the area's reserves and royalty potential, including the potential economic, social and environmental impacts of any recommendations made by the inquiry panel. The date for the inquiry has not yet been determined.
 - The OMT will continue to monitor any developments.
- The CEMA Air Working Group will host a workshop on September 11, 2013 in Calgary to discuss strategies for managing odour in the Wood Buffalo area. The agenda is in development. CEMA will be extending an invitation for representatives of the CASA Odour Management Team to attend (6 spots are available).
 - As information on the workshop (ex. agenda) becomes available, it will be emailed to the team. The team will also be provided with any additional material received at the workshop as well as an update on the events of the workshop.
 - CASA will pay for Celeste to attend the workshop – leaving 5 remaining spots. Any team members who wish to attend would need to pay their own way. In order to judge the level of interest, team members who wish to attend are asked to email Celeste. If more than 5 people are interested in attending, Celeste will consult with the team co-chairs.
- The team's attention was drawn to a recent publication entitled "Odour Impact Assessment Handbook", January 2013, edited by Vincenzo Belgiorno, Vincenzo Naddeo and Tiziano Zarra (ISBN: 978-1-119-96928-0).

Action Item 3.1: Team members who are interested in attending the CEMA workshop should email Celeste by August 16th.

Action Item 3.2: Celeste will circulate the bibliographical information for the "Odour Impact Assessment Handbook".

3. Odour Assessment Draft Workplan

Celeste noted that the title of this document (as well as the complaints and health documents) has changed from 'terms of reference' to 'workplan' as it more accurately reflects the content of the document and avoids any confusion with the 'operational terms of reference' section of the Project Charter.

These workplans are meant to be the best approximation by the team of the work that needs to be done so that the task groups are provided with the best guidance possible to begin their work. These workplans are not meant to be immutable and one of the first tasks for each task group will be to review the

workplans (similar to the team reviewing the Project Charter at our first meeting). Part of each task groups' continuing work will be to review and update the workplan if required. If a major change is required, the task group will bring this change to the team for advice and approval (similar to the team bringing a change to the Project Charter to the CASA Board).

The team also noted that it will be the job of the team to take all the pieces developed by the various task groups and coordinate/merge them into a cohesive product.

At the last meeting, the team discussed the odour assessment workplan in three small groups; this small group work was subsequently discussed and reviewed by the full team. Celeste compiled this discussion into a draft workplan for the odour assessment task group. The team reviewed the draft workplan.

The team agreed that this workplan will be given to the odour assessment task group to guide their work.

The 'Membership' section will be updated as per discussions under agenda item 7.

4. Complaints Straw Dog Workplan

At the last meeting, the team discussed the complaints task group work in three small groups. Celeste compiled these flip chart notes (with the help of the recorder for the small group work – Angella Vertzaya) into a straw dog workplan for discussion by the full team at today's meeting.

The team reviewed and discussed the complaints straw dog workplan:

- Step 1 should consider work that has already been done in the area of complaints and bring these pieces forward. It should also consider past practices in Alberta. It should also look at how different agencies share information.
- The team's discussion highlighted:
 - Are different types of complaints handled differently - ex. chronic vs. acute, duration relative to odour event, etc. (link to assessment)?
 - Cumulative effects
 - How do we handle repeat callers?
 - What is the role of the person who receives the complaint? How does this relate to level of knowledge and their ability to potentially pass information to the complainant?
 - The need for consistent terminology (link to health).
- The team noted that the gaps and strengths identified in Step 1 will help to guide the tools that need to be developed in Step 3.
- Step 2 should involve conducting a cross-jurisdictional review of best practices outside Alberta relating to complaint response and tracking mechanisms. As per instructions from the Board, the task group should take advantage of existing research as much as possible and consider its application in the Alberta context, rather than conduct original research. This review will also help guide the tools that need to be developed in Step 3.
- Step 2 can occur in parallel with Step 1.
- Step 3:
 - Tool area 1:
 - Another example of a tool in this area is a tool that helps the person receiving the call to provide information about odour to the complainant (different agencies may have different levels of expertise/different expectations of level of expertise of front-line responders).
 - Tool area 2:

- Should include tools for ‘internal tracking’ which help to close the complaint loop (including how to communicate this information to complainant and when do you stop follow-up); and tools which agencies that receive complaints can use to evaluate performance, learn and share lessons learned with other industries.
 - Tool area 3:
 - This tool area will focus on the long-term provincial scale tracking of trends in Alberta so that we can look at baselines and changes over time.
 - (‘Internal tracking’ falls under Tool area 2)
 - Tool area 4:
 - Should include tools that highlight and share good processes and strengths
- The team noted that while a task group may create plans for implementation/distribution of tools, it ultimately falls under the purview of the team to coordinate this aspect of the project.
- The team identified potential areas of cost for the task group:
 - A consultant may be required: (\$40,000-60,000)
 - Step 1
 - Step 2
 - Tool development in Step 3
 - It could also be possible to do this work through a third party resource
 - Obtaining input from (possibly in the form of a workshop?):
 - Impacted individuals/communities, including First Nations
 - Experts
 - Complaint respondents
 - A consultant or third party resource could be used to gather this information.
 - The task group should consider what input is needed, at what point in the process it should be gathered and how it should be gathered and create a detailed budget.
- The team discussed timelines and estimated 6-9 months to complete Steps 1 and 2; and 6-9 months to complete Step 3. The team noted that the complaints work is likely the most extensive of the seven topics of work.
- The Team noted that there are linkages between this Task Group and the Health and Odour Assessment Task Groups.

The ‘Membership’ section will be updated as per discussions under agenda item 7.

Action Item 3.3: Celeste will update the complaints workplan and send it to the team for approval electronically.

5. Alberta Health Literature Review

Merry Turtiak gave a presentation outlining Alberta Health’s Odour & Human Health Literature Review. The purpose of the presentation was to give the team enough information on the content of the literature review to complete the Health Task Group Workplan (agenda item 6). Highlights of the presentation include:

- The initial review was conducted in late 2011
- The three objectives of the review were:
 - Collection of peer reviewed literature
 - Summary of the current state of knowledge
 - Evaluate the factors and mechanisms involved
- Conclusions from the initial 2011 review include:
 - The issue is complex
 - Heavily influenced by individual factors and odourant

- All odours are not of equal consequence
 - A wide range of responses can be induced
- Odour characteristics and their subjective nature cause variation
 - Making it difficult to examine the health impacts of odours using traditional risk assessments
- In 2013, Alberta Health is updating the initial 2011 review, next steps include:
 - Define odour annoyance
 - Summarize literature reviews from other jurisdictions
 - Summarize the level of evidence for health impacts
 - Investigate effects on senses
 - Taste, memory, pain, and appetite
 - Identify gaps in the literature

Alberta Health is aiming to make the updated 2013 review available to the team in September 2013.

Action Item 3.4: Celeste will email the Alberta Health presentation and draft evidence tables to the team.

6. Health Straw Dog Workplan

At the last meeting, the team discussed the health task group work in three small groups. Celeste compiled these flip chart notes (with the help of the recorder for the small group work – Ruth Mitchell) into a straw dog workplan for discussion by the full team at today's meeting.

The team reviewed and discussed the health straw dog workplan:

- Stream 1:
 - The purpose of stream 1 is:
 - To help define the issue
 - To provide background information for the team and build a common understanding
 - To potentially inform Stream 2 tool
 - The deliverables for stream 1 is:
 - A document/presentation to the team on the science of odour to use as background information and build common understanding, including a glossary of terms.
 - Consensus background material for the good practice guide.
 - Example: Fact sheet, terminology guide
- Stream 2, Step 3 terminology should remove real/perceived as all complaints should be taken as real (approach response with the attitude that every complaint is real). It should also be change to read: the tool should capture mental (ex. stress) and physical (ex. sneezing) health-related impacts.
- The team discussed who the tool under stream 2 will be for. The team noted that a tool(s) for physicians that is complementary/separate may be needed in addition to a tool for individuals.
 - The task group should clearly outline what the tools are meant to do and how they should be used.
 - The tool may also be able to offer advice for facility operator for dealing with health related complaints.
- The team noted that there is a link to the work of complaints looking at how far the complaints process should take a complaint and a link to assessment looking at how we respond to health-related odour complaints. This is noted in the workplan.

- The team noted that the task group will need to be aware of jurisdictions.
- The team identified potential areas of cost for the task group: ~\$55,000-70,000
 - Stream 1: Summary of Alberta Health literature review ~\$10,000-15,000; with communication materials ~\$25,000-35,000
 - May require a consultant; other options include: expertise in task group, expertise within CASA, Alberta Health consultant
 - May require a consultant to create fact sheets, communication materials, etc.
 - Stream 2, Step 1: Best practices literature review ~\$15,000-20,000
 - May require a consultant; other options include: potentially task group could provide context/advice to Alberta Health consultant to do this work
 - Stream 2, Step 3: Tool development [app cost ~\$15,000]
 - May require a consultant to help design tool, potentially to print tool, if tool is digital to design software (ex. an app)
- The team discussed timelines and estimated 6-10 months to complete Stream 2. Completion of Stream 1 will depend when the Alberta Health literature review is made available.
- The team discussed that some organizations may wish to be part of the task group and others may wish to form a secondary group of reviewers who can provide feedback as the work of the task group progresses.

The 'Membership' section will be updated as per discussions under agenda item 7.

Action Item 3.5: Celeste will update the health workplan and send it to the team for approval electronically.

7. Next Steps

The team discussed next steps for finalizing the complaints and health workplans and initiating task group formation. The team aims for the task groups to begin meeting in September.

The team agreed that Celeste will incorporate the changes to the complaints and health workplans discussed today and will email them to the team for electronic approval in August.

The team reviewed the draft membership lists that were developed at the last meeting. *The team gave Celeste approval to begin coordinating task group formation based on these lists with the help of the co-chairs.* One of the first tasks for each of the task groups will be to review membership and make any necessary changes. To help organizations select an appropriate representative, the team brainstormed a list of criteria for selecting representatives:

- The representative should have the capacity to engage in interest-based negotiation and collaborative problem solving.
- The representative should be considered to be a knowledgeable representative by their constituents.
- The representative should have time to participate. NB: If the representative is selected as a co-chair, some extra participation time is required.
- The representative should have specific experience/knowledge/expertise in the area.

The team discussed that the time commitment for task group members would be about one meeting per month with about one day of work in between meetings. There is also the possibility of a teleconference in between face-to-face meeting (about 1-2 hours).

Action Item 3.6: Team members will email Celeste the names of representatives for relevant task groups.

Additionally, one of the first tasks for each task groups will be to refine the budget. In between meetings, team members will continue budget discussions that were begun at the last meeting.

8. Meeting Wrap-up

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

Next meeting:

- Meeting #4: Tuesday September 24 from 10am-3:30pm in Calgary (downtown) hosted by Shell.

Action Item 3.7: Celeste will poll for dates for meeting #5 in November 2013.

The team will receive an update on the three task groups at the next meeting.

The meeting adjourned at 3:30pm.