

Minutes



Odour Management Team, Meeting #7

Date: March 11, 2014
Time: 10am- 3:30pm
Place: Shell, Calgary, Alberta

In attendance:

Name	Stakeholder group
Al Schulz	Chemistry Industry Association of Canada
Ann Baran	Southern Alberta Group for the Environment
Francisco Echeagaray	Natural Resources Conservation Board
Joseph Hnatiuk	Canadian Society of Environmental Biologists
Tanya Moskal-Hébert	Alberta Agriculture and Rural Development
Steve Rozee	Solid Waste Association of North America (City of Lethbridge)
Gary Redmond	Alberta Airshed Council (Alberta Capital Airshed)
Janis Seville	The Lung Association
Tracy Smith	CAPP (Shell)
Gord Start	Alberta Forestry Processors Association (Hinton Pulp)
Angella Vertzaya	Alberta Urban Municipalities Association (City of Edmonton)
Kevin Warren	Alberta Airshed Council (Parkland Airshed Management Zone)
Celeste Dempster	CASA
Robyn Jacobsen	CASA

Action Items:

Action Items	Who	Due
5.2: Keith will provide an overview of Three Creeks, Alberta situation when it is appropriate with the team's needs.	Keith	Carry forward.
6.1: Celeste will investigate additional details about Environment Canada's EcoAction Community Funding Program.	Celeste	Meeting #8.
6.2: Each task group will outline their needs around engagement with complainants and the key questions they would like to ask.	All task groups	Meeting #8.
7.1: Celeste will prepare a straw dog for each of the four topics reviewed at meeting #7 based on discussions.	Celeste	Meeting #8.
7.2: Celeste will update Handouts 1 and 2 which illustrate the team's workplan.	Celeste	Meeting #8.
7.3: Celeste will provide some ideas on a cost estimate for designing and printing the Good Practice Guide.	Celeste	Meeting #8.
7.4: Celeste will poll for dates in April for meeting #8.	Celeste	Meeting #8.

1. Administrative Items

Tracy chaired the meeting which began at 10:00am. Participants introduced themselves and were welcomed to the meeting. Quorum was achieved.

The agenda and meeting objectives were approved.

The minutes from meeting #6 were reviewed. There was one typo. With that change, the minutes were approved. The action items from meeting #6 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	Carry forward.
6.1: Celeste will investigate additional details about Environment Canada's EcoAction Community Funding Program.	Celeste	Carry forward.
6.2: Each task group will outline their needs around engagement with complainants and the key questions they would like to ask.	All task groups	Carry forward.
6.3: Celeste will distribute the three task group update presentations to the team.	Celeste	Complete.

Additional Information:

Action Item 6.1: The EcoAction Community Funding Program is only available for projects that have not yet started. Celeste will investigate whether one of the task groups would qualify, since not all of them have started their work.

Action Item 6.2: Each task group has prepared a response for the team to consider, however, there was not time to bring this forward on the agenda for meeting #7.

2. Updates

CASA Update:

- The next CASA Board meeting will be March 13th in Edmonton. The Board will be provided with a written status report on the OMT as well as a verbal update on today's meeting (see Item 7). The CASA 20th year celebration will take place on June 6th in Calgary.
- Non-Point Source Emissions:
 - A workshop was held in Calgary on October 22 to explore the potential for CASA to have a role in NPS management in Alberta. From these discussions, three priority opportunities were identified:
 - Understanding the NPS issue: emissions inventory, data management, and modeling
 - Assessing options for action: templates and tools
 - Building awareness and support
 - The outcomes of the workshop were presented to the Board at their December meeting. At this time, GoA indicated an interest in championing the issue, and plans to develop a new Statement of Opportunity (SoO) to bring to the Board at the March Board meeting. An invitation was extended for any other parties who wish to influence the SoO to come forward with their interests as soon as possible.

Other Odour Initiatives Update:

- Alberta Energy Regulator (AER) proceeding 1769924:
 - The final report from the proceeding panel is expected to be released by March 31, 2014.
 - All proceeding documents are available from the AER website: <http://www.aer.ca/applications-and-notices/hearings/proceeding-1769924>.
- The Cumulative Environmental Management Association (CEMA) Air Working Group has received funding for 2014 for their work on odour.

3. Task Group Updates

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

Odour Assessment Task Group:

- The task group will meet next on March 14th.
- At this meeting the task group will review RFP responses and recommend a consultant to do the work. This is an RFP to hire a consultant to conduct an inventory and analysis of odour assessment tools as described in their workplan. The task group has received six responses. The team will be asked to approve this decision electronically as per the protocol outlined at OMT meeting #4.
- The task group will have additional information about budget and timelines once they have reviewed the RFP responses.

Health Task Group:

- The task group is focused on two pieces of work:
 - Stream 1 - A backgrounder about odour and health:
 - Alberta Health is providing in-kind the literature review they have developed on odour and health. It has been made available to the task group on limited release. Alberta Health is currently conducting a peer review and, following its completion, intends to release it to the OMT as well as the public.
 - Stream 2 - Tool(s) for individuals to track the health-related impacts of odour
- The task group has two 1.5 day meetings scheduled (27-28 March and 3-4 April). The first meeting will focus on Stream 1 work while the second will focus on Stream 2 work.
- The task group will have additional information about budget and timelines following these two meetings.

Complaints Task Group:

- The task group met yesterday on March 10th. They have been focused on their first deliverable which is a background report outlining the current odour complaint landscape in Alberta. The task group has heard presentations from a variety of groups in Alberta that handle odour complaints and this information is being compiled by writer/editor Scott Rollans. The background report is expected to be completed by the end of March 2014.
- The task group also discussed how they would action the rest of their workplan. Their intended next step is to use the background report to have a discussion about strengths and weaknesses of the current odour complaint landscape. This discussion will be used to direct tool development.
- The task group is scheduling three meetings over the next three months. The task group plans to clarify timelines around their remaining deliverables as they proceed.

4. Actioning Project Charter, Part 1

The team divided into small groups and discussed four topics remaining in the Project Charter. These topics were identified at the last meeting as upcoming pieces in the team's workplan and so were given priority for discussion at today's meeting. Each team member had the opportunity to discuss each topic:

- Prevention/Mitigation
- Enforcement/Role of Regulation
- Education/Communication/Awareness (objective 1)
- Continuous Improvement (objective 3)

For each topic, members considered four questions:

1. In the time remaining to the team, what can be accomplished? What are the expected deliverables?
2. To complete the work outlined, what resources (both financial and human) might be required?
3. Given that resources are limited, what work should be prioritized?
4. How will the prioritized work be completed? Who will need to be involved?

Members were also asked to consider that, generically speaking, there are three paths forward for each piece of work:

1. Defer work and make recommendations/give advice about future work.
2. Keep work at a high level.
3. Undertake detailed work.

After the small group work, a summary of the discussion was shared in plenary.

Highlights from Prevention/Mitigation include:

- The team identified two deliverables for this area of work:
 - #1: An inventory of tools currently being used in Alberta for prevention/mitigation
 - Rather than develop new tools, gather what's already in use
 - These tools aren't necessarily regulatory, may be more technical in nature
 - These tools could be organized into a matrix/chart
 - The matrix may point the reader to other resources
 - The list would include tools that could be applied to the source, pathway, and receptor.
 - Should include tools for both prevention and mitigation, including pre/post building
 - #2: Identify gaps in tools
 - Could identify areas where there are no tools but it would be useful to have one
 - The task group would not develop these tools, but might make recommendations
- The team noted the importance of including tools for municipal/land use planning.
- The inventory of tools could be gathered by a task group.
 - Industry and government would be asked to share their best practices and this information would then be assembled by a technical writer.
 - This information could be gathered at a workshop, at a series of meetings (similar to the process undertaken by the Complaints Task Group to gather information), or possibly a survey.
 - Information gathering should be done inclusively and may need to include players beyond those already at the table.
 - Information gathering costs should be kept low.
- When asked to prioritize work, the team thought that:
 - The task group could first focus on gathering information from players already at the table, and then, as resources allow, look to players beyond the OMT.
 - A conversation about gaps requires no additional resources. It could take place as a discussion at a task group meeting.
- The task group should be small and can act as a "steering committee" for gathering information which would involve more people.

Highlights from Enforcement/Role of Regulation include:

- The team listed seven steps for the work under this area. There could be outcomes from each step that would feed in to the Good Practice Guide:
 - Develop a list of applicable regulations (including Federal, provincial (Alberta), and municipal) and identify gaps
 - Review a cross-section of facility approvals to see how they deal with odour
 - Choose representative examples: rendering plant, pulp mill, etc.
 - Review processes for enforcement in various jurisdictions
 - Link to Complaints Task Group work
 - What triggers enforcement?
 - Identify issues with the link between regulations and the ability to enforce
 - Link to Odour Assessment Task Group
 - Review other task group work for best practices from selected jurisdictions
 - Prepare best practices for developing odour regulations
 - Develop recommendations
- This work would be completed by a task group.
- If resources were not limited, the task group would hire a consultant to complete the first three steps and also ask the consultant to list any points that may be relevant to step 4. The task group would then work through steps 4 through 7.
- When asked to prioritize given limited resources, the team described an information gathering process similar to the one used by the Complaints Task Group. Regulators would be asked to present on regulations and enforcement and the task group would use this information to have a discussion and draw conclusions. The task group would hire a writer to assist (potentially could use a student?).

Highlights from Education/Communication/Awareness (objective 1) include:

- The audience for this piece of work is not the public, it is CASA stakeholders.
- This work should focus on informing and awareness of CASA stakeholders.
- The team noted three pieces of work:
 - Sharing the work of the OMT (i.e. the final report). This could include:
 - Posting the report on the CASA website
 - Presentation to the Board
 - Focused workshop with CASA partners
 - Presentations to CASA members
 - Communications Plan for how to distribute the Good Practice Guide
 - A piece that emphasizes the importance of communication in the Good Practice Guide
- The team discussed creating communications good practices. The team noted that most industries/companies already have their own communications protocols and that there isn't a one-size-fits-all protocol for communicating.

Highlights from Continuous Improvement (objective 3) include:

- The team thought that the work under this area should be kept at a high level and be generic.
- The team identified three deliverables for this area of work:
 - #1: Work under this area should begin by having a fulsome conversation about what continuous improvement means in terms of odour management and lay out any assumptions.

- Some initial thoughts include being clear that continuous improvement is voluntary, need to be clear about the incentives for continuous improvement, AESRD was doing some legislative work around continuous improvement that should be reviewed and could possibly link with the work under Enforcement/Role of Regulation.
 - #2: A list of options that facilities could consider if they are looking for activities to undertake in order to make additional improvements. This list might include options such as:
 - Attending training, investigating new technology, community engagement, executive sponsorship (this is a commitment from high level executives to odour management), etc.
 - #3: Advice for facilities on how to track their performance
 - In order to know if continuous improvement is occurring, performance needs to be tracked. Could provide some generic steps/process for tracking performance.
- The team thought that this work could be undertaken by a subcommittee of the team that would prepare a straw dog for the team to consider and discuss.
- Information gathering for deliverables #2&3 should start by asking what people are already doing (i.e. ask industry) and can be supplemented by brainstorming by the OMT.
- The team also thought that they could leverage the work of the task groups who may have ideas based on the work they've done. Each task group could be asked to have a conversation about ideas for deliverable #2. Based on the idea of leveraging task group work, the team determined that this area of work will need to come later in the workplan.
- The team also thought that all three of these deliverables could be completed fairly cheaply.

These four discussions will be used to create a straw dog workplan for each topic which the team will review and finalize.

Action Item 7.1: Celeste will prepare a straw dog for each of the four topics reviewed at meeting #7 based on discussions.

5. Actioning Project Charter, Part 2

The team reviewed Handouts 1 and 2 which focus on the team's overall workplan going forward. Handout 1 illustrates how all the pieces from the Project Charter fit into the team's workplan while Handout 2 is a Gantt chart (project schedule) that illustrates the timelines associated with each piece from the Project Charter. The team discussed how these two handouts should be updated based on the small group discussions, with highlights as follows:

- Handout 1:
 - Handout 1 implies that Prevention/Mitigation occurs before Enforcement/Role of Regulation. These two pieces will occur in parallel. Handout 1 is meant to illustrate the division of work, members should refer to Handout 2 for specific timelines.
 - Continuous Improvement (objective 3) should be moved from task group work section to the team work section with Continuous Improvement (objective 1 & 2). This piece of work will be completed as a subcommittee of the team.
 - Education/Communications/Awareness (Communications Plan about GPG) should be moved from task group work section to team work section.

- It makes sense to include Education/Communications/Awareness (Communications good practices) with the work under Prevention/Mitigation.
- Handout 2:
 - Team work should be started as early as possible.
 - The Communications Plan under Education/Communication/Awareness (objective 1) as well as Continuous Improvement could get started earlier than is noted in the Handout (possibly in summer 2014).
 - It is important that the Prevention/Mitigation and Enforcement/Role of Regulation task groups are ready to begin meeting in June. In order for this to occur both the workplans and membership need to be ready in advance.
 - The timelines outlined are ambitious but the team is committed to getting everything done by April 2015.
 - In the past CASA has been criticized for not completing project work in a timely manner. The CASA Board would like to see the work completed efficiently in the 18-22 month timeframe.
 - The team is focused on creating a quality product.
 - The team will need to continue to monitor resourcing and timelines.

Handouts 1 and 2 will be used going forward to guide the team's workplan. They can be revised as needed.

Action Item 7.2: Celeste will update Handouts 1 and 2 which illustrate the team's workplan.

6. Budget Check-in

The team noted that funding will need to be put aside for designing and printing the Good Practice Guide. Members should consider if they have an in-house person who could help with the design of the Guide. Numbers for printing would depend on the Communications Plan for distributing the Guide.

Action Item 7.3: Celeste will provide some ideas on a cost estimate for designing and printing the Good Practice Guide.

7. Next Steps

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

The objectives for meeting #8 are:

- To finalize the workplans for Prevention/Mitigation and Enforcement/Role of Regulation.
- To discuss membership for the Prevention/Mitigation and Enforcement/Role of Regulation task groups and determine next steps to populate membership (in time for a June start date).
- To review the information from the task groups about engaging complainants and determine next steps.

Action Item 7.4: Celeste will poll for dates in April for meeting #8.

The team is providing a status report to the Board at their meeting on March 13th which will be accompanied by a verbal summary of today's meeting presented by David. The verbal update should emphasize:

- The team will provide a fulsome presentation to the CASA Board in June describing the work that has been completed so far and outlining next steps for the four remaining areas of work in the Project Charter.
- The current task groups are strong and working hard to complete their workplans.
- Task groups are planned for two of the four remaining areas of work.
- The schedule for the project is ambitious, but the team intends to meet this timeframe.
- The team has not received as much funding as originally anticipated. As such the team has envisioned what work might be completed under the four remaining areas of work in the Project Charter and prioritized what could be done based on funding availability.
- The team will have additional information about budget and timelines in the next few months after the task groups have had some additional meetings.

The meeting adjourned at 3:00pm.