

Minutes



Odour Management Team, Meeting #2

Date: June 27, 2013

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

In attendance:

Name	Stakeholder group
Humphrey Banack	Alberta Federation of Agriculture
Ann Baran	Southern Alberta Group for the Environment
Phyllis Chui (observer)	Alberta Environment and Sustainable Resource Development
Keith Denman	Alberta Environment and Sustainable Resource Development
Francisco Echegaray	Natural Resources Conservation Board
Brian Gilliland	Alberta Forestry Products Association (Weyerhaeuser)
Joseph Hnatiuk	Canadian Society of Environmental Biologists
Carolyn Kolebaba	Alberta Association of Municipal Districts & Counties
Nelson Lord	Canadian Association of Petroleum Producers (CNRL)
Ruth Mitchell	Alberta Health
Tanya Moskal-Hébert	Alberta Agriculture and Rural Development
Gary Redmond	Alberta Airshed Council (Alberta Capital Airshed)
Al Schulz	Chemistry Industry Association of Canada
David Spink	Prairie Acid Rain Coalition
Angella Vertzaya	Alberta Urban Municipalities Association (City of Edmonton)
Celeste Dempster	CASA
Robyn Jacobsen	CASA
Michelle Riopel	CASA
Struan Robertson	CASA

Regrets:

Name	Stakeholder group
Holly Johnson-Rattlesnake	Samson Cree Nation
Shelly Pruden	Alberta Airshed Council (Peace Airshed Zone Association)
Janis Seville	The Lung Association
Gord Start	Alberta Forestry Products Association (Hinton Pulp)
Kevin Warren	Alberta Airshed Council (Parkland Airshed Management Zone)

Action Items:

Action Items	Who	Due
2.1: Carolyn will provide information on current transloading facilities/rail-related odour management practices.	Carolyn	Meeting #3
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	Meeting #3
2.3: Ruth will coordinate with Celeste to give a short presentation on the Alberta Health literature review.	Ruth, Celeste	Meeting #3

2.4: Celeste will work with the Secretariat to refine the budget estimate for the odour assessment terms of reference.	Celeste	Meeting #3
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	Meeting #3
2.6: Celeste will distribute the draft task group membership lists that were begun at today's meeting.	Celeste	ASAP
2.7: Team members will make initial inquiries with their organizations around interest and capacity to participate on task groups.	All	Meeting #3
2.8: Celeste will research co-chair selection guidelines for CASA subgroups.	Celeste	Meeting #3
2.9: Team members should come prepared to have a general discussion around budget and potential funders at the next meeting.	All	Meeting #3

1. Administrative Items

David chaired the meeting which began at 10:02am. Participants introduced themselves and were welcomed to the meeting. Quorum was achieved.

The agenda and meeting objectives were approved.

The minutes from meeting #1 were reviewed and approved.

The action items from meeting #1 were updated as follows:

Action Items	Who	Status
1.1: Based on the two lists from today's discussion, Celeste will write up a draft list of ground rules for the team's review.	Celeste	Complete. Item 6 on today's agenda.
1.2: Keith and Merry will investigate who regulates transloading facilities/rail.	Keith and Merry	Complete. See below.
1.3: Each stakeholder group will bring forward the name of their self-selected co-chair.	NGO, industry, government	Complete. See below.
1.4: Celeste will prepare a straw dog terms of reference for the three topics (complaints, odour assessment, and health) to be used as a foil for discussion at the next meeting.	Celeste	Complete. Item 3 & 4 on today's agenda.
1.5: Team members will review the three topics (complaints, odour assessment and health) in the project charter and be prepared to discuss them at the next meeting as well as what related information is available on each topic from their organization.	All	Complete.
1.6: Celeste to poll for dates for three upcoming meetings.	Celeste	Complete.

Additional Information:

Action Item 1.2: The regulation of transloading/rail facilities falls mainly under the purview of Alberta Transportation. They have two circulars (available online) that deal with the topic: Guideline for the transfer of dangerous goods to or from a railway vehicle; Guideline for the development of security management program for dangerous goods transfer sites. (<http://www.transportation.alberta.ca/5066.htm>). The primary concern for Alberta Transportation in this area is public safety rather than focusing on odour. There are some general odour regulatory tools available through the Environmental Protection and

Enhancement Act and the Public Health Act, but these are not normally applied to transportation issues. There are no specific regulatory tools in place that govern odours during material transfer from truck to rail.

- It was noted during the discussion that there are measures in the oil sands area to reduce odours during truck loading and unloading of diluent and dilbit.
- It was also noted that there are some companies who are doing a good job of closing the odour loop during truck-tank-rail transfers using new technology resulting in only a hint of bitumen odour.

Action Item 2.1: Carolyn will provide information on current transloading facilities/ rail-related odour management practices.

Action Item 1.3: Co-chairs were brought forward as follows: Humphrey Banack (industry), Keith Denman (government), and David Spink (NGO).

2. Updates

CASA Update:

- 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.
 - The team noted that there could be overlap between odour and non-point sources.
- Planning continues for CASA's 20th anniversary celebrations next year.
- The Secretariat has created a private login page for the Odour Management Team on the CASA website. Celeste will post meeting materials here as well as any other important documents. Celeste will email login information and instructions to the team.

Other Odour Initiatives Update:

- 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 Odour Management Team to attend (possibly 6 spots are available).

3. Straw Dog Terms of Reference, Part 1

At the last meeting, based on advice from the Board, the team agreed to begin work on the first three topics (complaints, odour assessment, and health) in the project charter noting that strong, clear terms of reference are essential for the success of this work. The team asked Celeste to prepare straw dog terms of reference for each of the three topics which would be used as foils for discussion at today's meeting. The straw dogs were prepared using the headings from past CASA terms of reference and the content was drawn from the project charter and team discussions at meeting #1. The straw dog for each of the three topics included eight questions for discussion by the team. The outputs of these discussions will be used to fill in missing information and create a draft terms of reference for each topic.

The team broke into small groups to work through the eight questions in the straw dogs. Each small group had the opportunity to work on each of the three terms of reference. A recorder tracked the discussion on each topic on a flip chart.

4. Straw Dog Terms of Reference, Part 2

After the small group work, the recorder for each topic shared a summary of each straw dog discussion with the whole team.

Highlights from the health summary include:

- In order to create a record keeping tool that allows individuals to track their odour-related health impacts, the task group will need to conduct a review of best management practices for tracking health impacts of odour. There are many examples of this type of tool.
 - This record keeping tool can be linked to the response process being considered under the complaints topic.
- The task group should consider direct/indirect, physical/mental and real/perceived health impacts.
- It was noted at this time that the Alberta Health literature review on odour and health impacts (which is expected to be available in September) could be used as a key document (along with any others that might be identified). Going forward with discussions on the health straw dog terms of reference it would be useful to have an overview of the literature review.
 - A proposed task for the task group is to analyze the Alberta Health literature review and determine next steps. It is also proposed that the task group could make recommendations about areas where the literature may need to be expanded.
 - The task group will need to agree on what documents to use as background/baseline material.

Action Item 2.3: Ruth will coordinate with Celeste to give a short presentation on the Alberta Health literature review.

Highlights from the complaints summary include:

- As baseline information, the task group will need to know who is accepting calls in Alberta and the processes used to handle complaints.
 - This information could be collected using a survey.
 - It will also inform roles and responsibilities.
- The task group could create tools for handling the initial complaint, including a script and decision tree, to make sure that complaints are being handled consistently and competently.
- There needs to be a process for what happens after a complaint is made (ex. what type of follow-up is needed?). This is a link to the odour assessment topic of work.
 - Need to ensure transparency and keep complainants the loop.
- Need to consider a process/mechanism for tracking complaints over the long-term.
- It could also be useful consider to how complaints are handled outside of Alberta.

Given time restrictions, the team decided to focus the remainder of the afternoon on refining the odour assessment terms of reference. The complaints and health terms of reference will be refined at the next meeting. In anticipation of this discussion, the complaints and health straw dogs will be updated using the small group discussions from today.

Action Item 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.

The team reviewed the small group discussions on odour assessment and worked through the eight questions from the straw dog adding information and discussing issues as required. Highlights of the discussion include:

- The team laid out the work of the task group in four steps:
 - Step 1: Conduct a literature review of odour assessment tools/practices
 - Step 2: The Odour Management Team will develop a list of types of odour issues and situations that are relevant to Alberta. This information will be used in Step 3, along with other criteria, to evaluate the uses/application of the deliverable from Step 1.
 - Step 1 and Step 2 should be conducted in parallel
 - Step 3: Evaluate tools/practices (outlined in Step 1) for their applicability to odour issues and situations in Alberta (outlined in step 2).
 - Step 4: Create a 'key' so that users are easily able to link an issue with an appropriate odour assessment response.
- The task group should analyze when tools/practices should be used as well as when they should not be used.
- The task group to aim to complete their work by March 2014, with a possible extension to June 2014 if required.
- The team discussed that if the odour assessment task group needed to hire a consultant to do work under step 1, funding would be required. The team discussed a budget of ~\$100,000 as an initial estimate. This number was based on past experience and a calculation of about 2 months work at a rate of \$1000-1500 per day. This is important to consider in advance as, if the funding is delayed or unavailable, it would hinder task group work.

Action Item 2.4: Celeste will work with the Secretariat to refine the budget estimate for the odour assessment terms of reference.

Action Item 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.

The team will work to finalize the odour assessment terms of reference at the next meeting.

The team had a general discussion around communication practices between task groups and the team. The team agreed that task groups should provide a concise written update for every team meeting which will be emailed out with the agenda and meeting materials. The team will have the opportunity to ask questions about the update at the meeting itself. Task groups should also provide milestone presentations when draft products become available. Task groups should strive for consensus. If consensus cannot be reached, the procedure for dealing with impasse as described at meeting #1 will apply:

- The task group should try to reach agreement
- The parties who can't reach agreement should work together to propose alternate solutions
- Those at impasse are responsible for documenting the perspectives and options to bridge differences
- The task group should bring the issue to the team who will strive to reach consensus

Updates from the task groups will be brought to the Board via the regular Odour Management Team update (in the form of a status report), which is included in the Board Book. The team re-iterated that it will be very important to keep the Board updated regularly.

The team had a general discussion about task group membership. Each small group began a draft membership list for the three task groups. There is some additional information available in the project charter on which organizations who may wish to be engaged. Task groups will likely meet once per

month with potentially several days of in-between meeting work required. Given the potential for overlap and related capacity concerns, the team agreed that it would be best to consider the membership lists for all three task groups together at the next meeting. However, between now and the next meeting it would be useful to begin scouting for capacity and participant interest for the task groups. This will help team members to prepare for a fulsome discussion at the next meeting.

Action Item 2.6: Celeste will distribute the draft task group membership lists that were begun at today's meeting.

Action Item 2.7: Team members will make initial inquiries with their organizations around interest and capacity to participate on task groups.

Action Item 2.8: Celeste will research co-chair selection guidelines for CASA subgroups.

5. Budget

While the team is not yet able to attach firm numbers to proposed areas of work, an early discussion around budget is necessary so that potential funders can be alerted that funding requests will be presented in the near future. In this way, the elements needed to initiate the task groups (terms of reference, membership, and any funding required to do work) will converge and allow task groups to begin their work as quickly as possible. ESRD is preparing a grant application for funding. It is expected that other team member organizations will also be able to contribute. The recent floods may make procuring funding more challenging.

Action Item 2.9: Team members should come prepared to have a general discussion around budget and potential funders at the next meeting.

6. Ground Rules (Action Item 1.1)

At meeting #1, the team generated a list of behaviours that contribute to good and bad meetings. Based on this discussion, Celeste drafted a list of proposed ground rules for the team's review. The team reviewed the proposed ground rules and approved them as the basis for how the team will work together going forward:

- Focus on interests, not positions
- Respect the values and interests of others
- Listen to learn
- If you have a concern, speak up
- Contribute to an environment where people feel safe to be creative and take risks
- Honour commitments
- Keep comments on topic
- Come prepared to meetings
- Set objectives for each meeting

7. Next Steps

The team reviewed the action items assigned at today's meeting.

Next meetings:

- Wednesday July 31 from 10am-3:30pm in Edmonton at the CASA office.
- Tuesday September 24 from 10am-3:30pm in Calgary hosted by Shell.

The Edmonton Waste Management Centre has offered to host a meeting and give a presentation on their new odour management system as well as a tour. There was a high level of interest from the team. The team proposed that the next Edmonton meeting in the rotation (ie. after the September 24th meeting in Calgary) be held at their facility.

At the next meeting the team will:

- Review and finalize the odour assessment draft terms of reference
- Refine the second iteration of the complaints and health straw dog terms of reference
 - Determine next steps to finalize both
 - The team discussed that finalizing them electronically would be preferred as the following meeting is almost two months away (September 24). In this way the task groups could begin meeting as soon as possible.
- Discuss linkages and efficiencies between task groups
- Discuss task group membership
- Discuss task group budget

The meeting adjourned at 3:20pm.