

Volume IID, Section 5: Public Consultation

**Attachment 8: April 3, 2007 Proposed Working Group Meeting:
Stakeholder Communication Records and
Related Documents**

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LIST OF ATTACHMENTS

Communication Logs

April 3 Working Group Committee Mandate and Structure Development Worksheet

AST Community EIA Consultation Committee Meeting Agenda - April 3, 2007

Discussion Points

DATE AND TIME OF CONTACT	RMC PERSON RESPONSIBLE	NAME	PHONE	FAX	EMAIL	Availability for Thursday, March 29 evening meeting	Availability for Saturday, March 31 afternoon meeting	Availability for Tuesday, April 3 evening meeting (email sent with alternative date March 16)	ADDITIONAL COMMENTS: (Email sent to all March 16 inquiring whether an alternative date of April 3 evening would fit with peoples' schedules) (Email sent March 20 confirming April 3 meeting date)
March 12 at 7:10 pm; March 16	XXX	XXX and / or XXX	XXX	XXX	XXX	YES		YES	spoke with XXX - explained our vision of the next step - she is interested and available on the 29th (asked specifically about this date due to other interested parties preferred time and/or availability.) Committed to sending a follow up email. Obtained her current email address (changed since January 31). Email sent March 12. XXX responded via email to March 16 email sent and shared that April 3 would work for her as well
March 12 at 3:10 pm; March 16; March 19 at 12:30 pm; March 30 at 5:15	XXX	XXX and/or XXX	XXX		XXX	YES	MAYBE but prefers to leave weekends free	YES	spoke with XXX - lengthy discussion - concerned about who would attend - concerns about XXX specifically - does not want to be a part of something that XXX would be a part of - went over our process (connecting with those who handed in a feedback form expressing interest). He struggles as he has to deal with these people (buys fertilizer from them, sells to them). Also has had no follow-up from XXX re: questions that have not been answered. He is planning on sitting down with XXX for a coffee in near future. Wants XXX to attend as well so he doesn't have to come home and explain everything to her after the meeting. Sent F/U email. XXX did not respond to March 16 alternative date email so called March 19 at 12:30 - April 3 works for them; March 30 left message that agenda sent
March 12 at 7:30 pm; March 13 at 9:30 am; March 16; March 19; March 20; March 30 at 5:10	XXX	XXX and/or XXX	XXX		XXX	YES - prefers weekday evenings to weekends - XXX can make it and maybe XXX depending on his work schedule	prefers not to meet on weekends	YES	spoke with XXX - explained our vision of the next step - she is interested and available on the 29th (asked specifically about this date due to other interested parties preferred time and/or availability.) She was very interested in who we were contacting for this group and how we determined who would be contacted. (specifically asked XXX and XXX). Explained process to her. Committed to sending a follow up email. Obtained her current email address. Email sent March 12 - March 13, XXX called with a question about whether she would also be able to be a part of the committee - I explained that yes (to be determined by Working Group but given her proximity to the site, yes) but that I didn't want people to feel either a) the Working Group would mean a larger than one meeting commitment or b) that because people were participating in the Working Group that meant that they were making the longer term commitment with the committee. XXX did not respond to March 16 alternative date email but did connect with XXX and shared her preference for communicating via phone versus email and also her date preferences. Called XXX March 19 at 12:45pm - April 3 works for them although prefers 29th; March 20 left message confirming meeting date to be April 3; March 30 left message re: agenda sent
March 13 at 10:25 pm - in a meeting, try again in one hour; March 13 at 11:42 am; March 16; March 19	SDS	XXX	XXX			NO - gone from March 28 to April 1	NO - gone from March 28 to April 1	YES	spoke with XXX - had concerns about who would be involved - we discussed. Not available from the 28th through to April 1 - told him I would talk with XXX and see if I can't find a way to get his input either by shifting the meeting date or probing him for his feedback prior to the meeting. Committed to getting back to him by the end of the week. Confirmed March 19 via phone that April 3 works for him and it does.
March 12, 9:35 pm; April 7 at 5:15 pm	XXX - COURTESY CALL	XXX	XXX		XXX				Had a good discussion with XXX She remains skeptical of the process. She is afraid that the local committee will get used in a PR spin campaign by Hazco. I noted that we were inviting all residents who had completed a form expressing interest. I indicated that several people close to the facility were planning on attending including the XXX, XXX, etc. XXX noted that XXX is a member of FOLC . April 7 - Spoke with XXX and invited her to the meeting. She expressed some questions about the committee, interested in who had attended and what the discussions had entailed. She indicated an interest in attending the meeting and plans on attending the next meeting.
March 29 at 6:10 pm	XXX	XXX	XXX			YES		NO - away all this week	Emailed XXX requesting that she connect with XXX and obtain his preliminary thoughts on what the committee's mandate and structure should look like...also asked that she share with him that he will have another opportunity for input when the Working Group presents draft to broader group. Called March 29 in the evening to gather XXX thoughts about what the committee should look like and how it should be structured.He believes that the community needs to know what is coming well in advance of something arriving.He would argue that not everyone is clear on what the project is and certainly what the impacts might be. The committee needs to focus its attention on getting accurate information out to the broader community. He feels very strongly that no positive impacts have been brought forth . Agrees that the community is fractured. Believes that the community is at a standstill – people not wanting to come into the community because of all this friction over the Hazco project.Believes that there should be a restriction on the number of people on the committee (and really wasn't able to offer what that would look like) but STRONGLY believes all meeting should be open to the public to sit and hear etc – inclusivity and total transparency. Believes decisions should be made with majority vote. Role of members should be as conduit etc – not speaking on behalf of others. Need to meet at least once a month initially then every two months or so.
March 12 at 3:05 pm; March 16; March 19 at 1:20 pm; March 20; March 30 at 5:20	XXX	XXX and/or XXX	XXX		XXX	YES - prefers	MAYBE but prefers to leave weekends free	YES	Spoke with XXX - she prefers the Thursday night so that the family can have the weekend. She is interested in being involved. Committed to sending her a bit of detail via email. She provided her work email address as I have experienced challenges with her home email address - only use if don't hear back from her by Wednesday. (XXX) March 19 at 1:20 pm - left message re: alternative date of April 3rd as had not heard back re: March 16 email; March 20 left message confirming April 3 meeting date; March 30 left message about date, time and location of meeting
March 13 at 10:30 - left detailed message - also sent detailed email; March 16; March 19	XXX	XXX	XXX		XXX			YES	Left detailed message about Working Group (process) and committed to sending follow-up email with more info. Requested he get back to me even via email (left cell number as well). Email sent March 13. XXX confirmed via email on March 17 that April 3 worked for him

DATE AND TIME OF CONTACT	RMC PERSON RESPONSIBLE	NAME	PHONE	FAX	EMAIL	Availability for Thursday, March 29 evening meeting	Availability for Saturday, March 31 afternoon meeting	Availability for Tuesday, April 3 evening meeting (email sent with alternative date March 16)	ADDITIONAL COMMENTS: (Email sent to all March 16 inquiring whether an alternative date of April 3 evening would fit with peoples' schedules) (Email sent March 20 confirming April 3 meeting date)
March 13 at 9:50 am - told to call back in 5 minutes; March 13 at 10:02 am; March 16; March 20; March 26 at 11:00 am; April 9 left message and sent email	XXX	XXX	XXX	XXX	XXX	MAYBE - although for some reason he recalls that something is on his calendar for the 29th - doesn't have access to schedule right now	NO - weekends do not work for him	NO (was YES until March 26)	spoke with XXX - explained the Working Group concept - asked if he would be interested - yes - shared that preferred day to date appears to be the 29th - he will check his schedule. Committed to sending him info via email - got his email address. Email sent March 13. March 19 - left message for him to call as had not heard back from him via email; called March 20 to advise of April 3 - he indicated that this date works for him. XXX called March 26 at 11:00 am to advise that a meeting had arisen on April 3 for him and now he would not be able to attend our Working Group session. XXX indicated he is interested in having a phone conversation in advance of April 3rd to provide his thoughts and said communicating via email works for him in setting up a time. Email sent requesting a convenient time to connect. Email sent April 8 requesting convenient time to connect to provide an update on the meeting.
March 13 at 11:00 - receptionist said to try cell; March 13 at 11:02 - left detailed message and sent detailed email; March 16; March 19; March 30 at 5:30	XXX	XXX	XXX	XXX	XXX			YES	left detailed message about Working Group (process) and committed to sending follow-up email with more info. Requested he get back to me even via email (left cell number as well). Email sent March 13. March 19 - called XXX and left message on his cell as he had not responded to march 16 email - he called back shortly afterward and said that the 3rd worked for him. March 30 left message for XXX of date, time and location as well as that agenda has been sent via email
March 12 at 2:30 pm - left message - gone until March 21; March 16; March 20	XXX	XXX	XXX	XXX	XXX			TRANSFERRING TO XXX - see below	spoke with receptionist - XXX is away on vacation until March 21. Left a detailed message for him along with my cell #. Also committed to sending him some info via email. Asked that if he assessing email and if it wasn't too much trouble to shared preferred meeting date. Email sent March 12. March 20 - called and received his cell number from receptionist - called cell and left message confirming meeting date for April 3 - asked that he get back to me and that if he couldn't make it, someone else does from ECH.
March 26 at 11:30 am	XXX	XXX	XXX	XXX	XXX			YES	XXX called March 26 to share that he would be the XXX rep on a go forward basis. I brought him up to speed on the proposed project, the status of the EIA and the committee concept. He is available to attend the April 3rd meeting. Committed to getting him the Final ToR. Committed to sending meeting materials as well.
March 12 at 2:55 pm - left message and sent email; March 12 at 6:30 pm; March 16;	XXX	XXX	XXX			Indicated March 12 that this date did work for him at this time BUT emailed March 19 he was no longer available March 29	NO	NO	<p>March 12 left message - also sent email requesting he get back to me. March 12 - XXX and I spoke by phone. He is interested but curious as he heard different feedback from the meeting participants - premature to form committee now - wait until report has been submitted. I explained why now (feedback forms as well as time it takes to form a committee and want to be up and running by the time the report is filed). He asked about who would be on the Working Group and how they were selected - went through this with him. XXX also raised the compatibility test being done and does not understand why the results are taking so long to obtain. Said I didn't know but that I could certainly email XXX and cc him. He said he would call XXX directly. Finally he said he would definitely raise that Hazco should re-answer all the community questions in a public forum as obviously there is a disconnect between some that don't feel the questions have been answered, some that do and Hazco that does. left message on March 19 asking if April 3 worked as he had not shared this information in his March 19 reply email; March 20 - left message as it appears neither date works for him -</p> <p>- shared that perhaps I could obtain his feedback in advance - shared that he would also have another opportunity to provide input when product from Working Group was shared with broader community group. Received email from XXX on March 26 indicating he would be interested in sharing his thoughts in advance of the meeting.</p> <p>Summary of March 30 phone call: Should a committee be formed, the group's purpose could be around enhancing communication. XXX recommends that Hazco answer all questions that have been asked as clearly there is a disconnect in that some community members do not feel that their questions have been answered. The committee, should it be formed, could play a role in facilitating the gathering of the questions and in landing on a recommended process for distributing the answers that best meets the community member needs. Having a committee may help to more successfully facilitate communication. XXX prefers a CAP (community advisory panel) approach. Local industry would make up this panel along with a specified (possibly 4 or 5) number from the community.</p>
March 19; March 20; March 26; March 30 at 11:00 and at 1:00									
April 5 at 2:25; April 6									
March 20 at 1:00 pm	XXX	XXX	XXX		XXX			YES - March 20 - spoke with XXX - she is very interested in coming and can make the 3rd. Sent email on March 20	Left message re: updating him on Working Group meeting outcomes. Spoke with XXX by phone on April 6. Reviewed what was discussed as well as preliminary decisions with XXX. Shared participants interest in his involvement. XXX expressed interest and confirmed he can make the April 25th meeting.
April 7 at 5:30	XXX	XXX	XXX			N/A	N/A	N/A	Talked to XXX. Outlined the nature of the group and invited him to the next meeting. He asked why he had not been invited to the last meeting. I reviewed how those who had completed a follow-up form in January indicating an interest in setting up a community committee had been invited. He indicated that he would be attending the next meeting.

WORKING GROUP COMMITTEE MANDATE AND STRUCTURE DEVELOPMENT WORKSHEET

Principles to guide tonight's session and future meetings:

- Open
- Transparent
- Inclusive
- Respectful
- Foster community members coming together
- Emphasizing “connectors” not “dividers”
- Others??

COMMITTEE MANDATE / PURPOSE

Options:

1. Facilitate enhanced communication between Hazco and stakeholders around issues of interest; facilitate improved information sharing and understanding

Examples

- Provide local knowledge to Hazco to ensure key areas of interest are discussed
 - Provide advice on how information should be communicated that best meet stakeholder needs
 - Facilitate the gathering of unanswered questions and determine a process for distributing answers
 - Have technical specialists discuss test results (i.e. air quality) in a forum that committee decides best meet stakeholder needs
2. Facilitate enhanced communication between Hazco and stakeholders around issues of interest; facilitate improved information sharing and understanding AND *problem solving* around issues of interest

Examples

- Stakeholders to provide feedback to Hazco ERP planners for consideration in finalizing ERP.
3. Other?

The Working Group recommends the establishment of a committee for the purpose of.....

COMMITTEE STRUCTURE

COMMITTEE SIZE

Options

1. Any one that is interested in participating is welcome and therefore size of committee depends on how many are interested
2. Establish a set number of participants in order to make the process ‘more manageable’
3. Establish a committee member limit but make meetings open to anyone who is interested in participating as an observer (would require some norms to be developed regarding an observer role)
4. Other?

The Working Group recommends that the committee be established with a number of participants.

PROCESS FOR IDENTIFYING PARTICIPANTS (if restricted number of participants)

Options

1. Organize interested parties into stakeholder groups; determine how many from each stakeholder group should be on the committee; stakeholder groups themselves would determine who would participate

Example

Ensure that committee representation includes the broadest possible spectrum of community interests. Adopt an **open** multi-stakeholder group approach – anyone interested can **participate**

- Those that reside within 1.5 km of proposed facility site
- Community members at large (beyond 1.5 km)
- Elected officials / Town administrators
- Friends of Lamont County
- Emergency Response & Safety
- Parent Advisory Committee
- Vegreville Water Co-op
- Lamont Health Care Center
- Fort Saskatchewan Air Partnership
- Northeast Region Community Awareness & Emergency response (NRCAER)
- Lamont Business Association
- Elk Island Public Schools
- Family & Community Services
- Local Industry
- Friends of Elk Island
- Alberta Industrial Heartland
- AST/HAZCO
- AENV and/or NRCB (observer / resource)

- WorleyParsons Komex (observer / resource)
2. Ensure that committee representation includes the broadest possible spectrum of community interests but adopt a **closed** multi-stakeholder group approach – certain number of community committee members present only.
 3. Ensure that committee representation includes the broadest possible spectrum of community interests but adopt a **closed** multi-stakeholder group approach although any person can come and **listen** to meeting dialogue
 4. Adopt a community-based group approach
 - 3 residents within the proposed facility site
 - 1 Canexus (immediate industrial neighbour)
 - 1 Triton (immediate industrial neighbour)
 - 3 community residents beyond the 1.5 km of the proposed facility site
 - 3 Friends of Lamont County (as they represent the majority of the public opposing the proposed sulphur facility)
 - 1 Town of Bruderheim (Councilor)
 - 1 Town of Lamont (Councilor)
 - 1 County of Lamont (Councilor)
 - 1 service group provider
 - 1 social / economical association
 - Other groups to make their concerns heard through presentations to this Committee
 - Restricted to those who have submitted letters to AENV
 5. Others?

The Working Group recommends that committee members will be selected based on the basis of

COMMITTEE MEMBER ROLES / RESPONSIBILITIES

Options

1. Committee members would act as conduits / liaisons with the broader community members
2. Community committee members would act as community representatives / speak on behalf of the broader community members.
3. Committee members would provide advice as knowledgeable individuals only representing their own views
4. Other?

Examples

The Working Group recommends that the role of committee members be outlined as

.....

METHOD TO MAKE DECISIONS

Options

1. Consensus - a state of *mutual* agreement among members of a group where all concerns of individuals have been addressed to the satisfaction of the group. Consensus means that *all members can live with a decision*. The key is that all perspectives have been heard to the satisfaction of each person offering a perspective.
2. Majority vote - a decision that is adopted when over 50% of the group members agree with this decision.
3. Other?

The Working Group recommends that committee decisions will be made using a decision making process.

FREQUENCY OF MEETINGS

Options

1. Meetings held monthly
2. Meetings held as required based on activity levels
3. Meetings held monthly and as required based on activity levels
4. Other?

The Working Group recommends that committee meetings will be held each

.....

PROVIDING INFORMATION ABOUT MEETINGS TO THE COMMUNITY

Options

1. Information about committee activities might be posted on the Bruderheim and Lamont (or other appropriate community sites) websites.
2. A newsletter/meeting notes would be distributed after each meeting
3. Other?

The Working Group recommends that information from Committee activities be reported and made available using approaches such as

ATTRIBUTION OF MEETING COMMENTS IN MEETING MINUTES OR NOTES

Options

1. Comments made in the committee meeting by individuals could be reported without attribution.
2. Comments made in the committee meeting by individuals could be reported with attribution.
3. Other?

The Working Group recommends that comments made in the committee by individuals be reported in minutes or meeting notes by

LOCATION OF MEETINGS

Options:

1. Curling club
2. Hazco offices
3. Other?

The Working Group recommends that committee meetings will be held at the location.

METHOD TO RESOURCE COMMITTEE ACTIVITIES

At times, the committee may determine that certain activities be undertaken on behalf of meeting the committee's mandate or purpose. These activities may require human or financial resources.

Options

1. Hazco – where appropriate, resourcing requirements for assisting the committee in meeting its mandate may be provided by Hazco (examples may include – meeting organization and facilitation, newsletters, meeting room costs, coffee/refreshments, costs associated with technical presentations, etc. etc.)
2. Hazco Lump Sum Grant – Hazco provide the committee with a lump some of money to work with - the committee collectively determines how the money is spent.
3. Hazco and Other Area Industrial Operators – Where appropriate, resourcing requirements for assisting the committee in meeting its mandate may be requested/provided by Hazco and other area operators (examples may include emergency response planning reviews, joint air monitoring, emergency response mutual aid agreements, emergency response exercises, etc. etc.)
4. Alberta Government - Where appropriate, resourcing requirements for assisting the committee in meeting its mandate may be requested from/provided by Alberta Government (examples may include information sessions from Government scientists, provisions of data collected by government agencies such as Alberta Health, Alberta Environment, Economic Development, etc.) or studies funding by the Alberta Government.
5. Bingos – Where appropriate, Sylvia will organize and man community Bingo's in her spare time.
6. Other?

The Working Group recommends that resourcing for the committee be managed by.....

PROPOSED AGENDA

for the 'Working Group' Meeting

April 3, 2007

5:30 pm to 9:00 pm

Sandwiches and refreshments will be provided

Curling Rink Lounge

4836 47th Avenue, Lamont

Time	Agenda Item
5:30	Welcome & Introductions <ul style="list-style-type: none">▪ Review of roles and responsibilities▪ Ground rules▪ Purpose of this meeting▪ Agenda review
5:50	Committee Mandate / Purpose discussion <ul style="list-style-type: none">▪ Facilitated working session to establish a proposed mandate for the committee
7:00	Committee Structure discussion <ul style="list-style-type: none">▪ Facilitated working session to establish a proposed structure for the committee including:<ul style="list-style-type: none">◦ Size of committee◦ Process for identifying potential committee participants◦ Committee member roles and responsibilities◦ Decision-making method◦ Frequency of meetings◦ Location of meetings◦ Etc
8:30	Next Steps <ul style="list-style-type: none">▪ Proposed work plan for committee implementation▪ Facilitation Team work list▪ Next meeting date▪ Feedback for the Facilitation Team
9:00	Adjourn

‘Working Group’ Meeting

April 3, 2007

Welcome

- Thank you for participating
- Introductions
- Principles to guide the Working Group and Committee Meetings:
 - Open
 - Transparent
 - Inclusive
 - Respectful
 - Foster community members coming together

Agenda Overview

- Ground Rules
- Review and finalize purpose of meeting
- Review and finalize agenda
- Committee mandate discussion
- Committee structure discussion
- Next steps
- Process feedback

Process for Establishing this Working Group

How did we get here tonight?

- *Public consultations identified significant interest for enhanced information about the project (Nov-Dec 06)*
- *Identified need to “answer the questions”*
- *Hazco community meeting Jan 07 to review concept for establishing a community based communication initiative*
- *Some community meeting participants completed feedback survey indicating support for establishing committee process and interest in participating*
- *Feedback survey participants (you) were invited to participate in working group to establish community-based communication committee*

Success Factors

- The success of this work group and committee initiative depends on two key factors:
 - the attendance by key participants, and;
 - the firm belief that each participant has a stake in a positive outcome.
- Effective workshops are those that are well organized and well run, where participants understand the purpose and objectives to be achieved and where ground rules are agreed to by all.



Purpose and Objectives of tonight's Working session

- To collectively develop ideas and recommendations to Hazco regarding the mandate (purpose), structure, and operating norms for a community committee to enhance communication regarding AST environmental studies (or a mandate as mutually determined by community participants and Hazco) that best meets community informational needs

“How do we answer the ‘darn questions’”



Proposed Ground Rules:

The following ground rules are proposed to promote a productive and effective working environment:

R Respect: At All Times, For All Participants, By All Participants

E Equality: Everyone's Opinion Counts

S Solutions: Look For Creative Ways To Accomplish Our Objectives

P Participate: Share Your Thoughts Constructively

E Express Yourself: Your Input Will Make A Valuable Contribution

C Commitment: You Have a Stake In a Positive Outcome

T Team: We Are Working Together

Others?:



Roles and Responsibilities

RMC & Associates Facilitators

- Facilitate the discussion on forming a local committee that best meets your needs
- Preserve the integrity of this meeting's process
- Utilize ground rules in facilitating discussions

Meeting Participants

- To provide your advice and feedback on what the committee's mandate and structure should be

Agenda Overview

- ✓ Ground Rules
- ✓ Review and finalize purpose of meeting
- ✓ Review and finalize agenda
 - Committee mandate discussion
 - Committee structure discussion
 - Process feedback
 - Next steps

Desired Outcomes

How will we know if we are successful?

- Participants leave feeling it was a good use of their time
- Received clear direction from participants on the committee's mandate and structure and next steps

Committee mandate discussion

- **As representatives of Hazco and a group of residents with an interest in the AST Project recommend the establishment of a committee for the purpose of.....**

Committee structure discussion

COMMITTEE SIZE

- The working group recommends that the committee be established with ..._____... number of participants.



Committee structure discussion

PROCESS FOR IDENTIFYING PARTICIPANTS

- The working group recommends that committee members will be selected based on

Committee structure discussion

COMMITTEE MEMBER ROLES / RESPONSIBILITIES

- The working group recommends that the role of committee members will be:

Committee structure discussion

METHOD TO MAKE DECISIONS

- The working group recommends that committee decisions will be made using

.....

Committee structure discussion

FREQUENCY OF MEETINGS

- The working group recommends that
Committee meetings will be held

Committee structure discussion

PROVIDING INFORMATION ABOUT MEETINGS TO THE COMMUNITY

- The Working Group recommends that information from Committee activities be reported and made available using approaches such as

Committee structure discussion

ATTRIBUTION OF MEETING COMMENTS IN MEETING MINUTES OR NOTES

- The Working Group recommends that comments made in the committee by individuals be reported in minutes or meeting notes by

Committee structure discussion

LOCATION OF MEETINGS

- The Working Group recommends that Committee meetings will be held at the location.

Committee structure discussion

METHOD TO RESOURCE COMMITTEE ACTIVITIES

- The working group recommends that resourcing for the committee be managed by

Committee structure discussion

Other decision Items

- The working group recommends that
.....

Committee structure discussion

Other decision Items

- The working group recommends that
.....

Next steps?

- Proposed work plan for committee implementation
- Facilitation Team work list
- Next meeting date
- Feedback for the Facilitation Team

Process Feedback

Were we successful?

- Was this meeting effective and a good use of your time on behalf of the communities informational needs?
- Have we received and captured clear direction from you on the committee's proposed mandate and structure?
- Are the next steps clear and will they help us make progress on establishing this committee?