



# Minutes

## Odour Assessment Task Group, Meeting #10

Date: February 23<sup>rd</sup>, 2015  
Time: 2:00pm – 4:00pm  
Place: CASA Office, Edmonton

### In attendance:

<b>Name</b>	<b>Stakeholder group</b>
Atta Atia	Alberta Agriculture and Rural Development
Ike Edeogu	Alberta Agriculture and Rural Development
David Spink	Prairie Acid Rain Coalition
Keith Denman	Alberta Environment and Sustainable Resource Development
Amanda Stuparyk	CASA
Robyn Jacobsen	CASA
Warren Greeves	CASA

### Regrets:

<b>Name</b>	<b>Stakeholder group</b>
Ron Axelson	Intensive Livestock Working Group
Phyllis Bielawski	Alberta Environment and Sustainable Resource Development
Kim Johnson	CAPP (Shell)
Gerald Palanca	Alberta Energy Regulator
Abena Twumasi-Smith	Wood Buffalo Environmental Association

### Action Items:

<b>Action Items</b>	<b>Who</b>	<b>Due</b>
10.1: Since quorum was not achieved, Amanda will follow-up with industry representatives after the meeting.	<b>Amanda</b>	<b>ASAP</b>
10.2: Robyn to consult with Executive Director regarding the Millennium contract and report back to the OMT for decision.	<b>Robyn</b>	<b>ASAP</b>
10.3: Review CASA communications processes/policy for posting of task group reports on the website.	<b>Robyn</b>	<b>Meeting #11</b>
10.4: Develop process for task group to create an addendum to the consultant report.	<b>Amanda/Robyn</b>	<b>ASAP</b>
10.5: Ike to review consultant report and list linkages to other task groups.	<b>Ike</b>	<b>ASAP</b>
10.6: Amanda to send task group version 1 final report for March 11, 2015. Task group members will review and send track changes edits in one week to develop version 2.	<b>Amanda</b>	<b>March 11, 2015</b>
10.7: Poll for dates for meeting #11 teleconference in March 2015.	<b>Amanda</b>	<b>ASAP</b>

# 1. Administrative Items

The meeting began at 2:15 pm. Participants introduced themselves and were welcomed to the meeting.

Quorum was not achieved.

***Action Item 10.1: Since quorum was not achieved, Amanda will follow-up with industry representatives after the meeting to discuss meeting outcomes.***

The agenda and meeting objectives were approved. Minutes from meetings #8 and #9 were accepted with no revisions and action items from meeting #9 were reviewed as follows:

Action Items	Who	Due
4.1: The task group will discuss how to pilot the key with government and industry stakeholders.	All	Complete. See notes below.
6.1: Revisit gap analysis of odour assessment in Alberta as a task group once the report is complete.	All	Complete. See notes below.
9.1: Since quorum was not achieved, Celeste will follow-up with NGO representative, David Spink.	Celeste	Complete. No issues.
9.2: AARD will provide their concerns on the draft report to the group for discussion.	AARD	Complete.
9.3: Phyllis will double check with ESRD modeller if odours are modelled one at a time and then combined or based on multiple odours.	Phyllis	Complete.
9.4: Phyllis and Kim will prepare a proposal to resolve the AQHI discussion for the task group to consider.	Phyllis, Kim	Complete.

## Additional information:

Action Item 4.1: Discuss how to pilot the key with government and industry stakeholders.

- Some members did informal testing with their members but given timelines of the task group deliverables there is no time to conduct formal testing. The group can address this area in their final report to the OMT as future work/advice.

Action Item 6.1: Revisit gap analysis of odour assessment in Alberta.

- The group suggested this be recommended in their final task group report: Conduct an analysis at a 5-year review period of the implementation of the best practices as discussed in the Odour Assessment consultant report.

# 2. Update on Consultant Report

Robyn provided an update to the group in regard to the additional charges from the consultant (Millennium) and further discussions with the OMT co-chairs on a decision to pay the extra charges.

The task group does not accept the extra \$1,200 based on the feedback from the consultant in addition to the amount of work the task group had to put into the versions of the report. They have referred to the Secretariat for process and to discuss contractual issues. Robyn will be consulting with the Executive Director for process and decisions, and report back to the OMT team.

***Action Item 10.2: Robyn to consult with Executive Director regarding the Millennium contract and report back to the OMT for decision.***

The task group asked if the consultant report will be posted publically on the CASA website as they have areas of disagreement with the report. Robyn explained that most task groups reports are posted on the

CASA website for transparency but will review CASA communications processes. The task group also discussed that while there is not complete agreement with some portions of the consultant report, the group can develop an 'addendum' to the report with the areas or methods the group disagrees with. This 'addendum' can be attached to the Millennium report which anyone reviewing the document will be read first prior to the actual report. In addition, there will be a standard CASA disclaimer added to the website where the document is posted.

The task group agreed with this process for the consultant report and will need to develop the addendum.

***Action Item 10.3: Robyn to review CASA communications processes/policy for posting of task group reports on the website.***

***Action Item 10.4: CASA will develop process for task group to create an addendum to consultant's report.***

### **3. Task Group Final Report to the OMT**

The task group reviewed a draft table of contents and accepted the format and sections. The Odour Assessment (OA) final report will follow similar formatting as the Prevention/Mitigation (PM) task group. The group discussed next steps and Amanda agreed to develop version 1 of the OA final report based on the format and discussions from the PM report. The task group will receive version 1 of their report for March 11, 2015 and given one week to review and send comments/edits.

The task group discussed the following content for the version 1 of the final report.

#### Methodology

- Add paragraph on the challenges that occurred with additional time and iterations of the consultant report, as well as the additional time and engagement required from the task group to produce final report.

#### Advice to OMT on Education/Communication/Awareness

- Areas from other meeting minutes as previously identified for task group discussion.

#### Advice to OMT on Continuous Improvement - This section should model the PMTG final report.

- Previously discussed Action Item 4.1 (How to pilot the key with government and stakeholders).
- Previously discussed Action Item 6.1 (Future work could conduct a gap analysis of odour assessment tools being used / or not used in Alberta).
- Establish a review period to assess how methods being used are working and whether any revisions to the materials are required. This should be done in conjunction with respective government departments. (There is some information in the guide of the consultant report that could be referenced.)

#### Links to other task groups

- Odour Assessment is the basis for all other groups therefore has linkages to all.

***Action Item 10.5: Ike to review consultant report and list linkages to other task groups.***

#### Lessons Learned

- The task group discussed how the work put into the development of the RFP is important when choosing an appropriate consultant for the work, but noted a few areas where the development and assessment of proposals may be considered by other groups in the future.
  - Overall the processes were followed for RFP and selection but the RFP could have been more specific.
  - Try to obtain a balance between technical expertise and communications experience.
  - Ensure follow up reference checks and previous work review of consultant.
  - Ensure the consultant has hands-on experience, or has worked with similar work.
  - Ensure contractors have experience working within a multi-stakeholder setting and associated challenges.
  - Clarify the nature of the work up front (i.e. the nature of task group engagement during development of the report, and that it is not necessarily an independent consultant report).
- It should be specifically noted in contract discussions the nature of the work. Instead of contracting a subject matter expert to perform analysis, the group was looking for increased collaboration throughout the creation of the report. The group did not feel as though the consultant understood the report development was more of a partnership as opposed to an independent report.
- Overall experience with consultant.
  - Consultant was not responsive to feedback or suggestions from the group.
  - Contract management techniques could improve.

#### Recommendations

The task group discussed the recommendations within the draft report and made the following modifications:

- Acceptance of the consultant report with qualifiers; the addendum created by group.
- Advice for future work and continuous improvement to the OMT to prepare gap analysis of odour assessment plans and tools at a 5 year review.

## 4. Meeting Wrap-up

The task group reviewed the action items from this meeting. The group requested the Prevention/Mitigation and Odour Assessment meetings be combined into one teleconference meeting for the next final report reviews.

Objectives for meeting #11:

- Review and accept task group final report.

***Action Item 10.6: Amanda to send task group version 1 final report for March 11, 2015. Task group members will review and send track changes edits in one week to develop version 2.***

***Action Item 10.7: Amanda will poll for dates for meeting #11 teleconference in March 2015.***

## 5. Adjourn

The meeting adjourned at 3:30 PM.