



Minutes

Odour Management Team, Meeting #14

Date: January 22, 2015
Time: 10:00am- 3:30pm
Place: CASA Office, Edmonton

In attendance:

Name	Stakeholder group
Humphrey Banack	Alberta Federation of Agriculture
Keith Denman	Alberta Environment and Sustainable Resource Development
Kim Eastlick (by phone)	Alberta Energy Regulator
Francisco Echegaray	Natural Resources Conservation Board
Joseph Hnatiuk	Canadian Society of Environmental Biologists
Kim Johnson	CAPP (Shell)
Zaher Hashiso	Alberta Health
Tanya Moskal-Hébert	Alberta Agriculture and Rural Development
Steve Rozee	Solid Waste Association of North America (City of Lethbridge)
David Spink (10-12pm)	Prairie Acid Rain Coalition
Gord Start	Alberta Forestry Processors Association (Hinton Pulp)
Chandra Tomaras	AUMA (City of Edmonton)
Kevin Warren (10-12pm)	Alberta Airshed Council (PAMZ)
Lorna Young (PM)	Chemistry Industry Association of Canada
Michelle Riopel	CASA
Robyn Jacobsen	CASA
Amanda Stuparyk	CASA

Regrets:

Name	Stakeholder group
Ann Baran	Southern Alberta Group for the Environment
Holly Johnson-Rattlesnake	Samson Cree Nation
Carolyn Kolebaba	AAMDC
Gary Redmond	Alberta Airshed Council (Alberta Capital Airshed)

Action Items:

Action Items	Who	Due
13.1: Keith will ask Land-use Secretariat how they would like to be engaged in the roll-out plan for the GPG.	Keith	Meeting #15
14.1: Amanda will recommend that a reference to SPOG be included in the Complaints Task Group booklet.	CASA	ASAP
14.2: Amanda will see if a draft final report outline has been developed for the task groups (review all). If not, an outline will be drafted.	CASA	Attachment 1 to minutes.
14.3: CASA will draft/email a one page overview of task group membership and organizations for the OMT for their reference.	CASA	Meeting #15

14.4: CASA will update the one-pager that defines the final report acceptance process, as per the discussion.	CASA	Attachment 2 to minutes.
14.5: CASA will create a Communication/ Plan, based on the discussion.	CASA	Meeting #15

1. Administrative Items

David chaired the meeting which began at 10:15am. Participants introduced themselves and were welcomed to the meeting. Quorum was achieved.

The agenda and meeting objectives were clarified (removal of a duplicated objective) and approved.

The minutes from meeting #13 were reviewed and approved. The status of action items from meeting #13 were updated as follows:

Action Items	Who	Status
13.1: Keith will ask Land-use Secretariat how they would like to be engaged in the roll-out plan for the GPG.	Keith	Carry forward.
13.2: The OMT co-chairs will review the budget to determine what funds can be used to hire a communications expert to develop the GPG roll-out plan.	Co-chairs	Complete. See item 3 below.
13.3: Celeste will distribute the AER presentation on updates to Directive 60.	Celeste	Complete.

2. Updates

CASA Update:

- The Electricity Framework review project team is nearing completion and working to present their final report at the March board meeting.
- Robyn gave an update on CASA staffing. 2 new project managers have been hired and the Executive Committee is in the process of hiring a new Executive Director.
- There was an update on CASA's budget. There is a slight shortfall for operational funding. As such, the \$30K of CASA internal funds that the OMT was supposed to receive for communications will not be available. The Communications Plan will be reviewed and discussed under agenda item 7.
- As part of CASA's 3-year review process, all Board members have recommitted to CASA for the next 3 years. As a result, CASA will be reviewing and refreshing its 2012-2016 Strategic Plan.
- David noted that CASA is a great resource and if people recognize that the CASA process would work for any objectives or initiatives within their company, to bring it to CASA attention.
- Keith presented on behalf of the team at the December board meeting. The request for the time extension to the September 2015 Board meeting was approved.

3. Budget Review

An updated budget was presented, including details of the expenditures for each of the task groups. Highlights of the discussion include:

- It was noted that the Estimated Expenditure for the Assembling the GPG (editing and graphic design) was an estimate from previous task groups reports but may not be definitive. It was

reiterated that editing and graphic design will be essential for ensuring that the GPG is a user friendly and streamlined document.

- The final invoice from Millenium for the Odour Assessment Task Group was over the maximum amount specified in the contract. The Task Group will discuss the final report and invoice and provide the team with their advice on whether or not to pay the additional amount.
- Once the task groups complete their work, any remaining monies could be allotted to a Communication Plan/Roll out Plan, including printing of the GPG. There is approximately an extra \$15K based on the current estimates.

The OMT will need to discuss estimates with the potential contractors for the assembling of the GPG. This can be done through the interviews that will be scheduled with the co-chairs and potential contractors. It can then be determined how much additional funds will be available for printing and roll out.

A request for additional funds to hire a consultant to develop a detailed Education/ Communication/ Awareness Plan could be presented to the Board. This would have to be determined soon and the more detailed a plan with action items and associated costs would be more likely to be understood and accepted by the board.

4. & 5. Task Group Updates

Michelle provided an update for the Health Task Group.

Health Task Group:

- The task group is in the process of finalizing their deliverables and preparing their final report to the OMT. This includes their 2 streams of work to develop a backgrounder and a tracking tool.
- The task group next meeting is a teleconference scheduled for Friday Jan 23rd to discuss finalizing the backgrounder.
- The task group Final Report is in a near final draft version that should be finalized mid-February.

Tanya provided an update for the Complaints Task Group.

Complaints Task Group:

- The task group is working with a consultant to develop a decision tree designed to direct complainants to the appropriate agency as efficiently as possible.
- The task group will also be developing a good practices booklet around complaint management for inclusion in the Good Practice Guide.
- The group pilot tested a decision tree in December.
- The next meeting is scheduled for January 29th to review the draft booklet from the consultant and provide feedback, as well as to hear results from pilot testing and to update decision tree if required.
- The task group's Final Report is in outline format and still needing to be completed/reviewed.
- The task group anticipates submitting its final report to the OMT in early March 2015. The task group anticipates using their full budget.

It was noted that a good example to reference in the good practices booklet would be the Sundre Petroleum Operators Group (SPOG) process for dealing with complaints in real time. Request the group to put system information in. (spog.ab.ca)

Action 14.1: Amanda will recommend that a reference to SPOG be included in the Complaints Task Group booklet.

David provided an update for the Odour Assessment Task Group.

Odour Assessment Task Group:

- The task group is working with a consultant to prepare an inventory and analysis of odour assessment tools. The report will contain a 2-page overview of each odour assessment tool (with links to more detailed resources), general guidance steps for choosing tools depending on the purpose of the odour assessment, and a matrix outlining the characteristics of each tool allowing users to easily compare tools.
- The task group is currently working with the consultant to finalize the report. The final round of feedback to the consultant has been delayed, but the task group has taken steps to bring work back on track.
- The task group needs to discuss the final report development. They anticipate they will have their final report to the OMT by the end of February/early March 2015.

David also provided an update for the Prevention/Mitigation Task Group.

Prevention/Mitigation Task Group:

- The task group is working with a consultant to prepare an inventory and analysis of odour prevention and mitigation tools.
- The task group is in the process of finalizing the report from the consultant.
- Their next meeting is scheduled for February 23, 2015.
- The task group needs to begin their draft final report development and they anticipate delivering the final report to the OMT by the end of February.

Richard provided an update for the Enforcement Task Group.

Enforcement/Role of Regulation Task Group:

- The task group will not be preparing a quantitative objective. Rather their work is focused on analyzing the strengths and weaknesses of different “approaches” to regulation and enforcement and exploring their applicability to the Alberta context.
- The draft final was delayed by the contractor and sent out to group on January 21st with 1 week for review and allow the group to submit any comments. Once finalized, the report can be circulated to the larger group.
- The task group will then need to meet to discuss developing their final report.

Action 14.2: Amanda will see if a draft final report outline has been developed for the task groups (review all). If not, an outline will be drafted.

Action 14.3: CASA will draft/email a one page overview of task group membership and organizations for the OMT for their reference.

Michelle provided a reminder of the process that was discussed at meeting#13 for accepting task group final reports.

The team discussed whether the Good Practice Guide should be shared with the task groups as it is being developed. There was general agreement that task group members would provide valuable feedback for the development of the GPG. The team agreed that task groups will be asked to review drafts of the GPG for completeness and to ensure that the key points of task groups reports is maintained as they become incorporated into the GPG. The secretariat will inform task groups of their on-going responsibilities.

Action 14.4: Amanda will update the one-pager that defines the final report acceptance process, as per the discussion.

Based on these updates, the team feels that their overall timelines will remain the same and will continue to aim for the June 30th deadline, with a final presentation to the board in September 2015.

6. Assembling the Good Practice Guide

At meeting #12, the OMT decided that in January 2015 the OMT co-chairs would conduct interviews with potential GPG editors and make a recommendation to the OMT about who should be hired to do the work. The OMT discussed the work to be done as follows:

- Take task group reports, extract relevant content and organize in a user-friendly, plain language, and easy to follow manner.
- Edit for flow and continuity, removing duplication, ensuring consistency.
- Write any additional sections (ex. introduction).
- Need to figure out how to incorporate all the pieces of the GPG (some are lengthier). The GPG needs to be succinct but not lose relevant information.

The OMT clarified what ‘reports’ are being used by the editor. The editor will need to review ALL information, including the task group final reports and the associated key deliverables (i.e. consultant reports).

Key points in assembling the Good Practice Guide for the Editor.

- The guide is intended for people that manage odours in some way. The OMT is assuming the guide will be between 50-100 pages in length.
- The OMT was referred to Appendix A from Meeting #12, where the group completed a draft Table of Contents. There were no changes or additions to this ToC and it will be discussed with the potential editors.
- It was confirmed that additional information from task groups and reports will be posted on the CASA website. References to the website should be in the GPG.
- The OMT added that it is important that the Editor work with graphics design specialist.

The OMT agreed that the information garnered from these interview questions will allow the co-chairs to make a recommendation for an editor to do the work. The OMT co-chairs will conduct the interviews in February 2015 and make a recommendation about who to hire. The OMT will have one week to review the decision electronically. Once an editor has been chosen the OMT will determine next steps to hire a graphic designer.

The OMT formed a small subgroup to work with the editor and graphic designer. Members of the subgroup are: Amanda, Robyn, Humphry, David, Keith, and Joseph.

The OMT confirmed that the Terms of Reference will be completed by the small subgroup and be distributed to the rest of group via email for approval.

7. Education/Communication/Awareness

As previously noted, the OMT will not be receiving the expected \$30,000 from CASA internal funds for the development of a communications plan but there may be some available funds from the budget. The team reviewed the target audience matrix and draft workplan from meeting #10, to prioritize communications tasks.

The OMT agreed that they should engage a communication expert to develop a roll-out plan based on their previous discussions. This would include developing material, working with the OMT to develop different budget options, and considering how the plan could be successfully executed.

The team determined that all noted audiences for the GPG engagement that were discussed last meeting are essential. All areas listed in the target audience matrix should be engaged although there can be efficiencies in targeting groups together or under similar various channels, which will be discussed at next meeting.

The team agreed that the draft documents were too immature to have a fulsome discussion. A stand-alone document that separates the listing into estimated costs; address duplications in the target matrix and common themes; and a draft of what a communications plan may look like, will be created.

Action 14.5: CASA will create a Communication/Education/Awareness piece for review, based on the discussion.

8. March Board Meeting

The next board meeting is on March 12, 2015.

The OMT will need to provide a status report to the board.

It was noted that the OMT can add to the Supplementary Package up to one week before the meeting.

9. Meeting Wrap-up

The team reviewed action items from this meeting.

The objectives for Meeting #15 (February 24, 2015) are:

- Hear updates on task group work
- Decision on editor/receive feedback from editor – discuss the GPG content
 - Editor come for part of meeting?
- Additional work on assembling the GPG
 - Determine next steps to engage a graphic designer
- Review Communications / Roll Out Plan information
- Update on Budget
- Review final task group reports (potential from Health/Mitigation/Assessment)
 - Push to task groups to complete drafts by Feb 24th meeting.

The meeting adjourned at **2:30 pm**

Attachment #1 – Final Report Outline

Task Groups Outline

Draft Table of Contents:

- Executive summary
- Introduction
- Overview of tasks
- Methodology
- Advice on Education/Communication/Awareness
- Advice on Continuous Improvement
- Links to other task groups
- Lessons learned
- Recommendations
- Appendix (task group deliverables (reports/tools))

Attachment #2 – Task Group Final Report Acceptance Process

Updated January 22, 2015

The OMT agreed that a Final Report from a task group will be made up of two types of components:

1. Products/tools that have been developed by the task group themselves or with the assistance of consultants
 - Ex. Backgrounder on odour and health from the Health Task Group (developed by the task group)
 - Ex. Inventory and analysis of odour assessment from the Odour Assessment Task Group (developed with the assistance of a consultant)
2. Process-related information:
 - This information includes describing the process a task group undertook, assumptions made, advice on distribution of products/tools, advice on the continuous improvement of products/tools, and any recommendations for the OMT to consider.
 - Logistically, these two components will be presented in a single document – i.e. the task group's Final Report to the OMT.
 - Generally, products/tools will be included in both the GPG and the OMT Final Report to the CASA Board whereas process-related information will *only* be included in the OMT Final Report to the CASA Board.

The OMT outlined a process to review and accept task group final reports as follows:

1. When a task group submits their final report to the OMT, the content contained in the report is being provided to the OMT for their consideration as the OMT develops the Good Practice Guide as well as the OMT Final Report. It may or may not be included in the final versions of these documents which will be forwarded to CASA Board of Directors for their approval.
2. When a task group submits their final report to the OMT, the OMT will undertake a process to review and accept the final report.
3. Acceptance of a task group report final report means that: The task group has completed their workplan and that the OMT accepts their final report for consideration as they develop the Good Practice Guide and the OMT Final Report (*i.e. task group work has been completed, the OMT will take it from here*).
4. When a task group submits their final report to the OMT, the OMT will have the opportunity to review it with their constituents (about 4 weeks). At this time, members should:
 - a. Explain to their constituents how the task group final report will be used (i.e. for the OMT's consideration as the Good Practice Guide and OMT Final Report is developed).
 - b. Determine if their constituents are able to live with the final report.
 - i. Reminder: OMT members also have a responsibility throughout the process to solicit feedback on a regular basis to help task group identify any issues in advance.
 - c. *When soliciting feedback from constituents, OMT members should play an active rather than a passive role.* Members have a responsibility to advocate and explain the work rather than simply emailing it out.

5. If an OMT member's constituency is not able to live with the report, they should document the issue and provide a rationale for discussion at the next OMT meeting.
 - a. The OMT will discuss this issue at the meeting and strive to achieve consensus and accept the task group final report.
 - b. If consensus cannot be achieved, the OMT will follow the process for non-consensus outlined in their Operational Terms of Reference.
6. It is possible that a constituency is able to live with the report and will identify some considerations around the task group final report. The OMT member should record these considerations and bring them to the OMT at the appropriate time as the Good Practice Guide and OMT Final Report are developed.
7. Once a task group final report has been accepted, the OMT will consider it as they develop the Good Practice Guide and the OMT Final Report.
8. As the Good Practice Guide and OMT Final Report are developed, the OMT will determine how the content from the task group final reports will be used and incorporated.

The OMT will review this process after the first task group final report has gone through the process and make any adjustments.

The OMT agreed that 'acceptance of a final report' means that:

1. There are no show stoppers in the product/tools.
 - a. It is anticipated that any show stoppers would be dealt with at the meeting and it is assumed that once a show stopper has been resolved that a task group final report can then be accepted. OMT members should come to this meeting ready to discuss any show stoppers.
- ~~2. The task group has completed all the work that they have been asked to undertake and can disband.~~
 - ~~a. If the OMT determines that not all work can be completed, they should provide specific direction to the task group and direct them to complete this work. (this step was revised at Meeting #14 – see below)~~

The OMT agreed that once a task group final report has been accepted:

1. The product/tools from the task group final report will be incorporated into the GPG and the OMT Final Report to the CASA Board.
2. The process-related information from the task group final report will then be considered by the OMT as they develop the OMT Final Report to the CASA Board. Once the OMT has developed the OMT Final Report, this will be tested for consensus (rather than the task group final reports).

At Meeting #14 January 2015, the OMT discussed having the task groups involved in the review of the draft Good Practice Guide to ensure consistency with their messaging from the task group's tools and final reports.

1. The Task Groups will be provided with a draft of the GPG for review of their applicable information sections. They will be given 1 week to review and asked to clearly articulate any specific missing information requests to the OMT.
2. Once the GPG is finalized and the task groups are comfortable with their information as presented the task groups work is complete and can disband.