



Minutes

Odour Management Team, Meeting #15

Date: March 18, 2015
Time: 10:00 am- 3:30 pm
Place: Shell Office, Calgary, AB

In attendance:

Name

Ann Baran
Keith Denman
Kim Eastlick (until 11:30am)
Francisco Echegaray (until 2:00pm)
Jennifer Fowler (by phone)
Zaher Hashiso (by phone)
Joseph Hnatiuk
Kim Johnson
Tanya Moskal-Hébert
David Spink
Chandra Tomaras (by phone)
Kevin Warren
Lorna Young
Amanda Stuparyk
Warren Greeves
Robyn Jacobsen

Stakeholder group

Southern Alberta Group for the Environment
Alberta Environment and Sustainable Resource Development
Alberta Energy Regulator
Natural Resources Conservation Board
Alberta Forestry Processors Association (Hinton Pulp)
Alberta Health
Canadian Society of Environmental Biologists
CAPP (Shell)
Alberta Agriculture and Rural Development
Prairie Acid Rain Coalition
AUMA (City of Edmonton)
Alberta Airshed Council (PAMZ)
Chemistry Industry Association of Canada
CASA
CASA
CASA

Regrets:

Name

Humphrey Banack
Holly Johnson-Rattlesnake
Carolyn Kolebaba
Gord Start
Gary Redmond
Steve Rozee

Stakeholder group

Alberta Federation of Agriculture
Samson Cree Nation
AAMDC
Alberta Forestry Processors Association (Hinton Pulp)
Alberta Airshed Council (Alberta Capital Airshed)
Solid Waste Association of North America (City of Lethbridge)

Action Items:

Action Items	Who	Due
15.1 – Amanda will send the updated budget that was reviewed at the meeting to the OMT.	Amanda	ASAP
15.2 – The secretariat will obtain quotes/proposals for the OMT final report from the suggested writers and send that information to the co-chairs who will make a recommendation to OMT group.	Robyn/Amanda	Complete by Meeting #16
15.3 – Amanda will send the complaints’ task group guidance booklet to the AUMA representative for review.	Amanda	ASAP
15.4 – Amanda will send the OMT all of the task groups’ deliverables (i.e. consultant reports) for their information.	Amanda	ASAP

15.5 – The secretariat will review previous OMT meeting minutes and provide more detail around the groups’ discussion to name the document a “Good Practice Guide” and report back to the OMT.	Amanda	Meeting #16
15.7 – The secretariat will update the draft Communications Plan based on discussion.	Amanda	Meeting #16
15.8 – Amanda will poll for dates for upcoming Meetings #16, #17 and #18 in April, May, and June.	Amanda	ASAP

1. Administrative Items

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

The agenda and meeting objectives were approved.

The minutes from meeting #14 were reviewed and approved with minor editorial changes. The status of action items from meeting #14 were updated as follows:

Action Item	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	Complete. See additional notes below.
14.1: Amanda will recommend that a reference to SPOG be included in the Complaints Task Group booklet.	Amanda	Complete. See additional notes below.
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.	Amanda	Complete. Attached in Meeting #14 minutes.
14.3: CASA will draft/email a one page overview of task group membership and organizations for the OMT for their reference.	Amanda	Complete. Attachment #1 in Meeting #15 minutes.
14.4: CASA will update the one-pager that defines the final report acceptance process, as per the discussion.	Amanda	Complete. Attached in Meeting #14 minutes.
14.5: CASA will create a Communication/ Plan, based on the discussion.	Amanda	Complete. See item #7 below.

Additional notes:

13.1 – Keith met with representatives of the Land-use Secretariat to discuss connections with the GPG. They did not feel there is a direct connection between their work and the work of the OMT, but did think it would be a useful resource and would like to be updated on its release. The OMT noted that the Land Use Secretariat will have the opportunity to incorporate work of the OMT into their framework. The OMT would like to request they reference the GPG in some of their documents.

14.1 – The Complaints Task Group has included a reference to the SPOG website in their guidance booklet: Odour Complaints in Your Area, Reference section.

2. CASA Update

- Keith Denman (ESRD) has been selected as the new CASA Executive Director after an extensive search undertaken by the Executive Committee. Keith will be starting in his new role on March 30th, 2015.
- A new Government representative (and Co-Chair) for the OMT is required, and other task groups Keith has been involved with (Complaints/Odour Assessment). At the time of the meeting no replacement representative has been assigned.

- The last Board Meeting was on March 12, 2015. During the meeting, presentations were made by the Performance Measures Committee and the Electricity Framework Review team on their work. Further discussion included the Interim Executive Director's Report/Financial Statements and an update to CASA strategic planning.
- The EFR project presented their final report to the board at the March meeting. There were 11 consensus recommendations. The board granted a 1 month extension for the team to complete work on Control Technologies and PM Management. The team will be disbanded after that time.
- The Board has prioritized 3 areas of work for CASA in 2015:
 1. Air Literacy
 2. An Environmental Scan
 3. Supporting the creation of air frameworks as part of regional plans in the Land Use Framework
- The Non-Point Source project is still in the process of obtaining funding. CASA will need confirmation on funding from industry and government in order to start the project. It is believed that once the ESRD grant is approved, the Project Charter will have to be revised and updated based on the amount of funding.
- CASA is working on their 2014 Annual Report.

3. Budget Review

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

- All task groups have completed their consultant work. There is additional money available due to some task groups being under budget from their contracted (estimated) amounts.
- Comparing Actual to Approved expenditures for the task groups there is a surplus approximately \$12,000 for the remaining deliverables (see note below).
- Note: At the meeting, AARD reported that they will not be providing the \$10,000 grant the team applied for. The budget will need to be updated to reflect this.
- If the costs involved with assembling the GPG, writing of the final report, and outreach and communications are more than what is currently estimated, the team may choose to reallocate the surplus to cover these costs. As discussed in previous meetings, it is the priority of the OMT to deliver well-crafted products. If additional funds are needed, the OMT would fundraise from their respective parties and/or make a request to the board.

The group agreed that there will not be any reallocation of funds at this time but rather will keep the small surplus in the budget at this point.

The OMT affirmed again that the value is in the product itself, so the creation of the GPG is important prior to requesting any additional funding for roll-out. The OMT discussed at which point they would make a request to the board for more funds.

Action Item 15.1 – Amanda will send the updated budget that was reviewed at the meeting to the OMT.

- A conversation occurred in relation to the outstanding work item: *Writing the Final Report*. The OMT's final report is a deliverable for the project that will be submitted to the CASA board. The group discussed estimates for writing a final report. Using other CASA projects as examples, the OMT determined their current budget estimate is appropriate. The group agreed that a writer/editor should be commissioned to develop a final report, based on the currently allocated funds.

- The Secretariat was asked to request a quote/short proposal from the two writers that have done work for CASA in the past, including CV's. This information will be discussed with the co-chairs who will then make a recommendation to the OMT. The OMT will be provided 2 days for any response on the selected writer. CASA will then contract with the selected party to develop the OMT final report.

Action Item 15.2 – The secretariat will obtain quotes/proposals for the OMT final report from the suggested writers and send that information to the co-chairs who will make a recommendation to OMT group.

4. Task Group Updates

An update was provided by Keith.

Complaints Task Group:

- The task group is very satisfied with the quality of their final products.
 - The group has completed its user guide for handling complaints (Odour Complaints in Your Area), which targets a wide range of audiences including all government levels (specifically municipalities) and industry. The booklet also includes various tools, but the 1-page public handout will be especially useful. Forms are customizable according to each organization implementing aspects of the booklet.
 - The group previously completed their Backgrounder that provides information on their review of the complaints landscape.
 - The group is currently working on their Task Group Final Report.

The AUMA representative suggested that it may be important for the AUMA to review the draft complaints guidance booklet, as they are well-positioned to assist with roll-out. It was noted that there was a municipal representative from AAMDC on the task group. The OMT agreed and requested the secretariat to send AUMA the guidance booklet for one week review.

Action Item 15.3 – Amanda will send the complaints' task group guidance booklet to the AUMA representative for review.

An update was provided by David.

Odour Assessment Task Group:

- The task group has approved their final version of the consultant report, which includes an inventory and analysis of odour assessment tools. It contains 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 odour assessment, and a matrix outlining the characteristics of each tool allowing users to easily compare tools.
- In order to accept the report from the consultant, the group agreed to develop and include an addendum to the report that documents areas of disagreement by the task group, within specific components of the consultant's report. This is mainly in relation to the air health quality index information presented in the report.
- The task group has begun their Final Report which should be finalized by mid-April.

An update was provided by David.

Prevention and Mitigation Task Group

- The task group has completed and approved their consultant report.
- They commented on the successful relationship that was established with the consultants from Pinchin and the task group in the development of the report.

- There are numerous links to other task groups work, due to the comprehensiveness of their 65-page report; that will blend information together nicely for the OMT work.
- The Task Group Final Report is still in the draft stage; a review and discussion with the group will take place the end of March.

An update was provided by David.

Enforcement Role of Regulation Task Group

- The task group consultant report is complete and accepted by the group. This report surveys enforcement and regulation options and has included extensive conversation within the group.
- The task group still needs to develop their final report to the OMT. CASA is going to poll for dates to schedule their next meeting to review and discuss a version 1 of the report.

Additional notes: A question was raised during the Task Group updates regarding the legality of certain regulatory approaches and the enforceability of regulations based on these approaches. It was noted that there is a semi-quantitative process in place in British Columbia that is referenced. In a related but separate piece of work, similar recommendations have been made by the AER in its the Peace River proceedings report. ESRD are looking at these recommendations (the department includes lawyers from Alberta Justice as part of the review group), and is considering how regulations could be enacted and implemented ([see Report of Recommendations on Odours and Emissions in the Peace River Area, March 31, 2014](#)). If there is potentially an appeal in a regulatory context, these recommendations may provide a precedent. The Enforcement task group addresses legal review to a small extent in their report.

Action Item 15.4 – Amanda will send the OMT all of the task groups’ deliverables (i.e. consultant reports) for their information.

5. Good Practice Guide Update

At meeting #12, the OMT agreed the co-chairs would conduct interviews with the potential GPG editors and make a recommendation to the OMT about who should be hired to do the work. The co-chairs and CASA conducted interviews in mid-February and have chosen a preferable editor. The Secretariat was working on contract terms of reference. However the length of the document has become a point of discussion and therefore is very difficult to contract and obtain an estimate of costs when the size of the document is unknown.

Prior to discussing particulars the group was led through a conversation regarding what the individual components of the GPG would be and what the format could look like. It was noted that all task groups have solid good pieces of work but there is some overlap of information between groups.

Highlights of the discussion included:

- A member suggested the GPG could be an “Odour Management 101”, with product summaries (i.e. the keys/guides/tools) but is less technical in nature.
- One stakeholder felt the GPG be as comprehensive as possible and include all information and reports from the task groups and OMT work.
- Another stakeholder suggested the GPG contain a comprehensive executive summary to provide enough details for each area of work that would give technical and non-technical readers enough information.
- The GPG will require an explanation of “good practices” and the process regarding odour management, and include an introduction to odours, how are they characterized, and what do you do if there is an odour event?
- Discussion occurred regarding adequate portions (i.e. number of pages) of the GPG pertaining to individual task groups, and it was decided that no limits should be provided for the sake of the

comprehensiveness of the document. Particularly the Odour Assessment task group information would most likely need a larger amount of information as it forms the basis for other topics.

- The size of the document was discussed as there were concerns that cost of writing the report may escalate if the report reaches hundreds of pages.

The group generally agreed the GPG should consist of 3 segments, with a description of basic information on the functioning of Odour Management processes, and then where to go for more detail, similar to:

1. An Executive Summary.
2. A middle component consisting of products that could be grouped together (consisting of existing pieces of work including created guides, keys, and other smaller less-technical pieces).
3. Appendices consisting of final consultant reports.

The group also discussed main audience. A concentrated effort should be undertaken to ascertain who the primary audiences are, as this would have a large impact on the format of the GPG. Government and industry are the primary audiences but the OMT have identified an extensive listing of stakeholders in their communications work. The OMT will discuss this as they created their Communications Plan. They will also need to determine priorities and how products will be targeted towards different groups. It was noted that a modular format could be utilized where different levels of organizations could utilize different pieces of the GPG.

Naming of the guide was raised including an alternative name suggested as the “Best Practice Guide”, as “Good” may indicate a sub-par deliverable. The secretariat mentioned that this discussion had occurred in previous meetings. They will bring the discussion back to the group.

Action Item 15.5 – The secretariat will review previous OMT meeting minutes and provide more detail around the groups’ discussion to name the document a “Good Practice Guide” and report back to the OMT.

As discussed previously, the OMT reaffirmed the task groups should be consulted by the editor to determine critical information and what should/could be included in the GPG.

Due to uncertainty in the size of the document, the secretariat proposed process forward to include a 2 phase contract with the selected editor to begin work on the GPG. The two phases would include:

- Phase 1: An assessment of the scope of the work; the editor and CASA will meet with each task group, and the editor will provide outline options and approximate size for the GPG.
- Phase 2: Assemble the GPG once the size and subsequent costs have been agreed upon by the OMT.

The OMT approved hiring the chosen editor and initiating contracting. The OMT felt the editor needs to be given information from this meeting for context and overview of GPG discussions. The editor will provide a good unbiased view (non-technical) of what the GPG should look like.

Action Item 15.6 – The secretariat will contract the chosen editor under Phase 1 of work to consult with task groups and determine the appropriate length of the GPG.

6. Health Task Group Final Report

Brendan Schiewe from Alberta Health presented on their task group final report and deliverables. The OMT had some questions for the task group work and discussed the following:

- A member asked why the task group included both the trigeminal and olfactory systems in their focus. It was through the literature review that they found it was broken out into the two systems,

as well as inclusive of the bimodal effects of odorants. The group felt it was important and relevant to acknowledge in their review of health effects including these two systems as there can be both irritant and nuisance effects from odorants (i.e. watery eyes and insomnia, respectively).

- The total sample size of the pilot test group for the tool was requested, however that information was unable to be obtained as each task group member piloted with colleagues. The tool was not piloted with members of the public as that would involve privacy and legal issues. No outside health professionals beyond the task group were consulted for feedback.
- A member asked about ability to work with any resultant data from the tool and look at trends/analysis. The task group confirmed that the tool is a resource designed for individuals concerned about personal health due to odour and there are no data-collection aspects. It was further noted that the tool is to engage in a conversation with a physician or health care provider and not intended to provide medical advice. All medical responses depend on the patient's relationship with the doctor, and the practitioner's discretion/ability to refer to an environmental health specialist. From a clinical perspective, odour health issues are still an ongoing issue.
- The OMT requested information on when the literature review on odours and health that Alberta Health prepared will be released and if there was an opportunity for the OMT to obtain the report. The report is close to being publically released but the presenter will make a request that it be made available to OMT members as soon as possible.

The OMT discussed the requirement to have a HTG member attend the next OMT meeting. They agreed it was not necessary. The OMT confirmed that the task group final report is from the group for the OMT to review and the OMT may or may not accept recommendations in full or in part. If there are any significant questions or clarifications on the task group final report then those will be forwarded to the task group to address.

7. Education/Communication/Awareness

The OMT agreed the communications plan should be drafted collaboratively as a group. CASA began drafting a communications plan outline using previous OMT work (target audience matrix) to organize main sections for discussion, which was built off of previous CASA projects.

The secretariat presented a straw-dog draft outline communications plan for the OMT to review. The group agreed the plan should be a brief document that defines their key priorities especially when considering different audiences and under a constrained budget. The communications plan or elements of it may be executed both during the project life and/or after the project is complete. Timing will be discussed as the communications plan is developed. Some aspects, like presentations or discussions with stakeholder groups may have members of the group volunteering to undertake.

The OMT reviewed and accepted the outline presented by the secretariat that includes the following sections:

1. Background and Overview
 - a. Notes to Reader
 - b. Project Objectives
2. Communications Objectives
3. Key Messaging
4. Targeted Stakeholders
5. Strategies and Tactics
6. Timelines and Milestones
7. Evaluation and Assessment

The Secretariat noted that, in its current form, the first sections (1 and 2) of the communications plan can be drawn from the Project Charter (and previously developed workplan) that identifies communications objectives and key stakeholders. The group will however need to work on several of the sections of the plan. It was noted that the “Key Messaging” section will be important for the OMT reference. This section will provide key points on what the group want people to come away with when they read the GPG, and what are the talking points regarding the GPG that all stakeholders should be aware of. The group also highlighted the importance of the “Evaluation and Assessment” section. It was noted within the OMT that the success of the project includes the creation of a successful product (i.e. the GPG) and also the widespread dissemination of the GPG, ensuring that all stakeholders know about it and can easily access it.

The team agreed that the success of the OMT does rely on a carefully constructed communications plan to ensure that the GPG reaches the hands of those who could benefit from the materials. There should be a constant cycle of evaluation, assessment, and further actions.

Two sections were highlighted as the main pieces of the communications plan requiring further work:

- Target Stakeholders (Section 4)
- Strategies and Tactics (Section 5)

These sections identify their main target audience(s) and specific strategies (or methods) to communicate the work. The secretariat provided a draft of each of those sections (presented as tables) for the OMT to review and comment. The group will need to break out their target audiences, identify any other strategies for communications and establish/estimate associated costs for each strategy.

The OMT requested the secretariat assist in the identification of an inclusive list of stakeholders for their target audiences using previous work that they will refer at the next meeting to target primary and secondary stakeholders, as well as flush out the strategies and tactics table.

Action Item 15.7 – The secretariat will update the draft Communications Plan based on discussion for review and work at the next OMT meeting.

8. Meeting Wrap-up

The group felt that meeting monthly is appropriate given the amount of work remaining.

Action Item 15.8 – Amanda to poll for dates for upcoming Meetings #16, #17 and #18 in April, May, and June.

The objectives for the next Meeting #16 are:

- Review task group(s) final reports.
- Receive updates on good practice guide and progress of editor.
- Define elements of the communications plan.

The meeting adjourned at **3:40 pm.**

Attachment #1 – Odour Management Task Groups

Odour Assessment Task Group	
Atta Atia	Alberta Agriculture and Rural Development
Ron Axelson	Intensive Livestock Working Group
Phyllis Bielawski	Alberta Environment & Sustainable Resource Development
Ike Edeogu	Alberta Agriculture and Rural Development
Kim Johnson	Shell
Gerald Palanca	Alberta Energy Regulator
David Spink	Prairie Acid Rain Coalition
Abena Twumasi-Smith	The Wood Buffalo Environmental Association
Kevin Warren	Parkland Airshed Management Zone

Complaints Task Group	
Ron Axelson	Intensive Livestock Working Group
Ann Baran	Southern Alberta Group for the Environment
Michael Bisaga	LICA
Roxane Bretzlaff	Canadian Natural Resources Limited
Keith Denman	Alberta Environment & Sustainable Resource Development
Francisco Echegaray	Natural Resources Conservation Board
Jennifer Fowler	Hinton Pulp, A Division of West Fraser Ltd
Zaher Hashisho	Alberta Health
Joseph Hnatiuk	Canadian Society of Environmental Biologists (CSEB)
Sandi Jones	Alberta Agriculture and Rural Development
Carolyn Kolebaba	Alberta Association of Municipal Districts & Counties
Jim Lapp	City of Edmonton
Dalene Meier	Alberta Energy Regulator
Tanya Moskal-Hebert	Alberta Agriculture and Rural Development
Ludmilla Rodriguez	Alberta Health Services
Merry Turtiak	Alberta Health

Enforcement/Role of Regulation Task Group	
Kim Eastlick	Alberta Energy Regulator
Francisco Echegaray	Natural Resources Conservation Board
Jennifer Fowler	Hinton Pulp, A Division of West Fraser Ltd
Joseph Hnatiuk	Canadian Society of Environmental Biologists (CSEB)
Sandi Jones	Alberta Agriculture and Rural Development
Tanya Moskal-Hebert	Alberta Agriculture and Rural Development
Imtiyaz Moulvi	Devon Energy
Maude Ramsay	Devon Canada Corporation
David Spink	Prairie Acid Rain Coalition

Health Task Group	
Irena Buka	Mother Rosalie Health Services Centre
Laurie Cheperdak	Environment and Sustainable Resource Development
Raquel Feroe	Alberta Environmental Network
Zaher Hashisho	Alberta Health
Alvaro Osornio-Vargas	University of Alberta
Cindy Quintero	Hinton Pulp, A division of West Fraser Mills Ltd.
Brendan Schiewe	Alberta Health
Bob Scotten	West Central Airshed Society/Palliser Airshed Zone
Opel Vuzi	Health Canada Alberta Region
Kaitlyn Wall	Alberta Environment and Sustainable Resource Development

Prevention/Mitigation Task Group	
Atta Atia	Alberta Agriculture and Rural Development
Ike Edeogu	Alberta Agriculture and Rural Development
Kim Johnson	Shell
James Jorgensen	Environment and Sustainable Resource Development
Gerald Palanca	Alberta Energy Regulator
David Spink	Prairie Acid Rain Coalition
Abena Twumasi-Smith	The Wood Buffalo Environmental Association
Kevin Warren	Parkland Airshed Management Zone
Imai Welch	City of Edmonton