



Minutes

Enforcement/Role of Regulation Task Group, Meeting #7

Date: Tuesday April 7th, 2015
Time: 1:30 PM – 3:30 PM
Place: Teleconference

In attendance:

Name	Stakeholder group
Kim Eastlick	Alberta Energy Regulator
Tanya Moskal-Hébert	Alberta Agriculture and Rural Development
Richard Sharkey	Alberta Environment and Sustainable Resource Development
David Spink	Prairie Acid Rain Coalition
Lorna Young	Chemistry Industry Association of Canada
Amanda Stuparyk	CASA
Warren Greeves	CASA
Robyn Jacobsen	CASA

Regrets:

Name	Stakeholder group
Francisco Echegaray	Natural Resources Conservation Board
Jennifer Fowler	Alberta Forestry Processors Association (Hinton Pulp)
Zaher Hashiso	Alberta Health
Joseph Hnatiuk	Canadian Society of Environmental Biologists
Debra Mooney	Alberta Health
Intiyaz Moulvi	CAPP (Devon)

Action Items:

Action Items	Who	Due
2.1: Debra will investigate wording used in Executive Officer Orders related to odours.	CASA	Carry forward
7.1: Secretariat to review meeting minutes from the ERoRTG to determine if a decision was made regarding the creation of a glossary.	CASA	Meeting #8
7.2: Task group members to address remaining sections of the final report for submission to the Secretariat by April 14 th .	ERoRTG Members	April 14 th , 2015
7.3: Secretariat to incorporate all content from ERoRTG for review in Meeting #8. Task group members will have the opportunity to revise the report at this time.	CASA	Meeting #8
7.4: Secretariat to notify all group members on the scheduling of Meeting #8 on April 28 th which will be a teleconference to review the groups' final report to the OMT.	CASA	ASAP

1. Administrative Items

The conference call began at 1:30 PM. Participants introduced themselves and were welcomed to the meeting. The group was informed that Quorum was achieved.

The agenda and meeting objectives were approved.

The meeting minutes from Meeting #4, #5, and #6 were reviewed and accepted by the group with no changes.

The intention of the last two meetings was to review the RWDI Final Report and provide final feedback. During Meetings #5 and #6, action items from Meeting #4 were not addressed. The Secretariat reviewed the action items from Meeting #4 to ensure that there were no outstanding items.

Action Items	Who	Status
2.1: Debra will investigate wording used in Executive Officer Orders related to odours	Debra	Carry forward
4.1: Task group members will send any editorial comments on RWDI's draft report to Celeste.	All	Complete
4.2: Celeste will send content-related feedback from meeting #4 and editorial comments to RWDI.	Celeste	Complete
4.3: Celeste will send a meeting notice for meeting #5 on January 26, 2014	Celeste	Complete
4.4: Celeste will ask RWDI if it is possible to include two additional questions in the additional research phase.	Celeste	Complete
4.5: CASA will poll for dates for meeting #6 in mid-February 2015.	CASA	Complete

Additional Notes:

Action Item 2.1: The group has still not received feedback from Debra regarding the Executive Officer Orders related to odours. The Secretariat will check-in with Debra on the progress of this action item.

Action Item 4.1: Celeste requested the two additional research questions, but it is unclear if RDWI included them. The group agreed to consider this action item complete.

2. Updates

Progress of the OMT & Task Groups

1. All task groups have completed their final products, and are in varying stages of completing their Task Group Final Reports
 - a) Complaints
 - i. 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.
 - ii. The group previously completed their Backgrounder that provides information on their review of the complaints landscape
 - iii. The group is currently working on their Task Group Final Report and presentation to the OMT

- b) Odour Assessment Task Group
 - i. The task group has approved their final version of the consultant report, which includes an inventory and analysis of odour assessment tools
 - ii. The task group has begun their Final Report and presentation to the OMT, and should be finalized by mid-April
 - c) Prevention and Mitigation Task Group
 - i. The task group has completed and approved their consultant report
 - ii. The task group is currently working on their Task Group Final Report and presentation to the OMT
 - d) Health Task Group
 - i. The task group has completed and approved their consultant report and supporting tools
 - ii. The task group has completed their Final Report and have presented to the OMT. The literature review completed by Alberta Health has been embargoed, however is close to being released publicly
2. The OMT is in good standing to present to the CASA Board in September

Creation of the Good Practice Guide

- Currently, all Task Groups are meeting with the GPG Editor to compile components of the GPG
- At this current stage, the GPG will consist of 3 segments, similar to:
 - An Executive Summary
 - 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)
 - Appendices consisting of final consultant reports
- The OMT will proceed following a detailed analysis of the targeted audiences taking budget into consideration

CASA Update

- Keith Denman has been selected as the new CASA Executive Director after an extensive search undertaken by the Executive Committee.
 - 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, it was inferred by the Secretariat that Richard Sharkey would possibly stepping into the role, but a new Co-Chair will still need to be established by the Government caucus.
- 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 on 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. Depending on the level of funding received, the Project Charter may have to be revised and updated.
- CASA is working on their 2014 Annual Report.
- The next CASA Board Meeting is Scheduled for June 17th in Calgary.

3. RWDI Finalized Report

In February, the ERoRTG was provided with a window of opportunity to provide feedback on the final version of the RWDI Report. As no further feedback was given, CASA closed the contract with RWDI.

The Consultant's Final Report to the ERoRTG included numerous recommended odour management approaches in the regulation of odour in Alberta. It was previously agreed by the group that it was outside the scope of the group to provide specific recommendations on enforcement/role of regulation to the OMT. The Task Group noted that the consultant was tasked with providing odour regulatory and enforcement "approaches" that may have application in an Alberta context, and such recommendations should be provided to the OMT without provisos. Further, the group made a consensus decision to omit a "Conclusions" section of their own final report as it is beyond their mandate. As it was the regulator who specifically requested this work, the Task Group agreed to recommend that the OMT officially transmit the RWDI report to the GoA.

Discussion on the RWDI report included the following points:

- P. 30, Section 7.1 – It was noted that implementing ambient concentration criteria as an odour management approach would be difficult and expensive.
- Another stakeholder noted that in certain applications/situation odour units are useful.

More broadly, the group expressed satisfaction with the level of engagement offered by the consultant. The group felt that their regular face-to-face meetings with the consultant were advantageous. The group was also pleased with the manner which RWDI addressed all issues that were raised during the consultation process.

Further comments regarding the RFP process and engagement with the consultant will be provided in the Lessons Learned section of the Task Group Final Report.

4. Budget Review

The Secretariat updated the ERoRTG on the group's budget following the finalization of the consultant report. The group has been billed for the full approved budget amount of \$25,635.00.

5. ERoRTG Final Report Drafting

Format of the Task Group Final Report

The ERoRTG reviewed the outline provided by the Secretariat. As the outline had been utilized by most of the other Task Groups in their reports, the ERoRTG recommended following the outline going forward:

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

Content for Individual Sections

The Secretariat led the Task Group through individual sections of the Final Report. For the development of these sections, the Secretariat referred to the the OMT Project Charter (March 2013), the ERoRTG Workplan (May 2014), meeting minutes, the consultant RFP and statement of work, the consultant report, and other task group final reports. While the aim of the meeting was to touch on all aspects of the Final Report, only the “Overview of Tasks” and “Methodology” sections were covered.

Section 3: Overview of Tasks

Under the section “Overview of Tasks”, the OMT Project Charter was mainly utilized, in addition to components of the group’s Workplan. The group broke the section into 3 distinct headings;

1. Vision and Intended Audience
2. Task Group Deliverables
3. Scoping and Assumptions

The Secretariat agreed to populate the headings with components of the Project Charter and ERoRTG Workplan for further review in Meeting #8.

Section 4: Methodology

Under the section “Methodology”, the ERoRTG Workplan was heavily utilized. It was noted by the group that much of the methodology of the consultant report should be included as supporting information to supplement existing material. The group broke the “Methodology” section into two sub-sections;

1. Overview of Steps
 - As the group was led through the steps outlined in the workplan, some components of the workplan appeared to have not been fulfilled;
 - Step 1: This may be an outstanding piece of work, as no formal glossary was developed by the ERoRTG. The Secretariat will refer to the meeting minutes to ascertain if the group formally made a decision on this task.

Action Item 7.1: Secretariat to review meeting minutes from the ERoRTG to determine if a decision was made regarding the creation of a glossary.

- Step 2: While the deliverable of Step 2 was completed, the group had potential to work with other task groups to a greater extent. A formal process could have been implemented to improve communication between groups
- Step 3 & Step 4: These tasks were completed as part of the RWDI work. However, the deliverable of a list of gaps in regulations in addition to incorporation into facility approvals was not specifically addressed at the

municipal level. The group mentioned that this may be due to a lack of information at the municipal level, and that it would have been a lot of work to look at municipalities.

Step 5: This was completed as part of the RWDI work.

Step 6: A link between current regulation and enforcement was partially addressed in the consultant report, and it was agreed that this task could be considered complete.

Step 7: This work is currently on-going.

2. RWDI Report and RFP Development

- The group indicated that the “Methodology” section of the consultant’s report in addition to the RFP itself would provide sufficient information for the section

Finally, the group agreed that it should be noted in their report that it was explicitly agreed to not make specific recommendations or draw any conclusions based on the content of the RWDI work.

Due to time constraints within the meeting itself, the group was not able to address the rest of the sections appropriately, and were tasked with providing content to the secretariat prior to Meeting #8.

Action Item 7.2: Task group members to address remaining sections of the final report for submission to the Secretariat by April 14th.

Action Item 7.3: Secretariat to incorporate all content from ERoRTG for review in Meeting #8. Task group members will have the opportunity to revise the report at this time.

6. Meeting Wrap-Up

The Secretariat indicated that the group should meet as soon as possible to work on the second draft of the ERoRTG Final Report, looking to finalize the report within the first half of May. While the report may not yet be completed, the ERoRTG may still present to the OMT on May 20th. The group indicated that Tuesday April 28th would be a satisfactory date for Meeting #8.

Action Item 7.4: Secretariat to notify all group members on the scheduling of Meeting #8 on April 28th, which will be a teleconference to review the groups’ final report to the OMT.

The objectives for the next Meeting #8 are:

- Receive updates on the progress of the OMT and creation of the GPG
- Review interim edits to the ERoRTG Final Report
- Integrate and update current draft of the ERoRTG Final Report with intention to finalize in early May

The meeting adjourned at **3:30 pm.**