



Minutes

Odour Management Team, Meeting #10

Date: August 28, 2014
 Time: 10am- 3:30pm
 Place: AER Office, 250 – 5 Street SW, Calgary, Alberta

In attendance:

Name	Stakeholder group
Ann Baran	Southern Alberta Group for the Environment
Keith Denman	Alberta Environment and Sustainable Resource Development
Kim Eastlick	Alberta Energy Regulator
Zaher Hashisho	Alberta Health
Joseph Hnatiuk	Canadian Society of Environmental Biologists
Kim Johnson	CAPP (Shell)
Carolyn Kolebaba (by phone)	AAMDC
Tanya Moskal-Hébert (by phone)	Alberta Agriculture and Rural Development
Al Schulz (by phone)	Chemistry Industry Association of Canada
Angella Vertzaya	AUMA (City of Edmonton)
Anna Bokowa (AM only)	Environmental Odour Consulting
Randy Rudolph (AM only)	Millennium EMS Solutions
Celeste Dempster	CASA
Robyn Jacobsen	CASA

Action Items:

Action Items	Who	Due
8.2: The team will invite the AER to give a presentation on the odour-related changes to Directive 60.	Celeste	Meeting #13.
10.1: Celeste will distribute the presentation from the Odour Assessment Task Group consultant.	Celeste	ASAP.
10.2: Keith, Carolyn, and Ann will send Celeste the names of additional reviewers for the Health Task Group’s pilot test of the symptom tracking tool for individuals.	Keith, Carolyn, Ann	ASAP.
10.3: Members will look for contractors or in-house capacity to help with graphic design and/or editing.	All	Meeting #12.
10.4: Celeste will develop step-by-step action plans for the work under Education/Communication/Awareness and assembling the GPG.	Celeste	Meeting #12.
10.5: Celeste will poll for meeting dates for the remainder of 2014.	Celeste	ASAP.

1. Administrative Items, Part 1

Keith chaired the meeting which began at 10:15am. Participants introduced themselves and welcomed two new members Kim Johnson and Zaher Hashisho. Quorum was achieved.

The agenda and meeting objectives were approved.

2. Odour Assessment Task Group – Presentation on Draft Report

The Odour Assessment Task Group (OATG) are working with two consultant organization – Millennium EMS Solutions and Environmental Odour Consulting – to prepare the deliverables outlined in their workplan: an inventory and analysis of odour assessment tools and practices relevant to Alberta and a key that allows the user to easily access this information. The OATG asked the two principle consultants, Randy Rudolph (Millennium) and Anna Bokowa (EOC), to provide the Odour Management Team with an overview of the principles of odour assessment as well as an overview of the report being developed. This was an opportunity for the OMT to continue to build a common foundation of knowledge about odour and to receive a briefing on the development of the OATG report.

Presentation Highlights:

- The consultants provided an introduction to odour, its properties, and important definitions and terms.
- The consultant provided an overview of the purpose of odour assessment, and the different types of odour assessment.
- The OATG categorized odour assessment tools and practices into six categories. This was a difficult exercise given the complex nature of many tools and practices. The OATG focused on categorizing tools and practices in a consistent and logical manner.
- The consultant reviewed the six categories and described in detail the specific tools and practices that fall into each category:
 - Source sampling methods
 - Ambient odour monitoring
 - Analytical
 - Non-analytical
 - Dispersion modeling for odour and odourants
 - Trend analysis
- The report will include a 2-page synopsis of each tool and practice including description, output, ease of use, accuracy, cost and logistical consideration, limitations and resources for additional information.
- In order to keep the report non-industry specific, it focuses on source types rather than specific industries (in accordance with the Project Charter):
 - Point (ex. A stack)
 - Area (ex. A sewage lagoon)
 - Volume (ex. A building)
 - Line (ex. A highway with diesel vehicles)
 - Multi-source (ex. A situation in which many sources types are clustered)
- The source type will influence how samples are gathered and what odour assessment tools can be used.
- An industry will be able to link their situation with a particular source type and utilize the information in the report. This also allows for new industries to use this report.
- The report identifies which source types each tool and practice can be applied to. This speaks to understanding when tools and practices are useful and when they are not.
- The report will include a two-part ‘key’ that will allow the user to easily access and apply the information in the report:

- Guidance table on choosing an appropriate tool based on the type of odour assessment required
- A matrix that summarizes the characteristics of the tools and practices allowing the user to easily compare different tools and fine-tune their decision

Questions for the consultants:

- Is the American Society for Testing and Standards (ASTM) method used for odour?
 - It is used in the US, but is not considered to be the best method. Different methods are used around the world. Canada uses the Ontario Method and the European Method.
- Are odour measurements taken at the property line?
 - Ambient measurement is done at the property line, but sensitive receptors are most commonly used.
 - AER Directive 60 uses sensitive receptors.
 - Measuring at the property line does not necessarily provide the most accurate measurement. For example a stack could disperse an odour many kilometres from the property line.
 - Ultimately, the method used to gather measurement depends on the purpose of the odour assessment.
- What is the Government of Alberta’s criteria for initiating an odour assessment?
 - That’s outside the scope of the work of the OATG. The report assumes that the user has decided to conduct an odour assessment. This could be a piece for the OMT to discuss as the Good Practice Guide is assembled.

Celeste provided the following take home messages with respect to the work of the OATG:

- The report being developed by the OATG 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 OATG has spent a considerable amount of time developing the concept and format for this report and has wrestled with many difficult issues including how to provide useful information while keeping the report non-industry specific.
- The OATG is working with very knowledgeable consultants to prepare the report.
- Draft 3 of the report is currently in development and the task group will be reviewing it at their next meeting on October 1st.

It was noted that this was an excellent opportunity to learn about odour assessment.

Action Item 10.1: Celeste will distribute the presentation from the Odour Assessment Task Group consultant.

3. Administrative Items, Part 2

The minutes from meeting #9 were reviewed and approved with three typos noted. The action items from meeting #9 were updated as follows:

Action Items	Who	Status
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8.2: The team will invite the AER to give a presentation on the odour-related changes to Directive 60.	Celeste	Carry forward to next Calgary meeting.
9.1: Celeste will send out the CEMA RFP.	Celeste	Complete.
9.2: Merry will provide clarifying wording to explain how the project charter objectives under education/communication/awareness are being actioned.	Merry	Complete. Wording has been added to workplan.
9.3: Celeste will share Keith's presentation on ESRD's experience in Peace River.	Celeste	Complete.
9.4: Celeste will poll for dates for meeting #10 in Calgary.	Celeste	Complete.
9.5: Kim and Tracy will determine who is able to host meeting #10.	Kim, Tracy	Complete.

4. Updates

CASA Update:

- The next Board meeting will be on September 18th in Edmonton. The Board will be provided with a written status report on the OMT.
- Wendy Boje is the new Acting Executive Director at CASA.
- The Electricity Framework Review team continues to work on the remaining 5-year review tasks.
- A working group has been formed to scope work under non-point source air emissions and to develop a project charter for the Board's consideration at their September meeting.

Other Odour Initiatives:

- The OMT co-chairs have been asked to speak at the Synergy Alberta conference on November 4th 2014. Celeste is working with the co-chairs to develop key messages. The OMT noted that this is an excellent opportunity to share the work of the team.

5. Task Group Updates

The team heard an update on the work of the Health Task Group. A member of the task group was not available to attend the meeting so the update presentation was provided by Celeste.

- The Health Task Group has made significant progress towards its two main deliverables. The task group is aiming to complete its work by the end of October and so wished to provide the OMT with a more fulsome update.
- The task group is focused on two pieces of work:
 - Stream 1 - A backgrounder about odour and health:
 - The backgrounder is focused on building understanding about odour and health as well as clarifying what is known and not known about the relationship between odour and health, while using a non-judgmental tone.
 - The task group prepared a table of contents, developed and reviewed several drafts, then sent the document to be reviewed by a professional editor. The task group is currently in the process of reviewing the latest draft.
 - The task group will also have a discussion
 - Stream 2 - Tool(s) for individuals to track the health-related impacts of odour
 - The tool will help individuals to record any symptoms they feel are related to an odour. An individual can then use this information to discuss their symptoms with their health professional.
 - The task group has developed and reviewed several drafts of the tool. The tool is a 1-page pdf that can be printed and completed by hand or filled out on the computer.

- The task group would like to undertake a small pilot test to ensure that the tool is easy to use and understand. The pilot testing will not look at the validity of the tool as this would be quite complex due to legal, ethical and confidentiality issues. Rather, it will take a pragmatic approach, focusing on assessing ease of use, utilizing the task group's existing network of contacts. The task group will ask reviewers to try out the tool and then to complete a short survey using Survey Monkey – a free online survey tool.
- The OMT discussed the Health Task Group's plan for pilot testing:
 - The entire OMT will be included as reviewers.
 - The Lung Association was included in the list of reviewers as a task group member is representing this constituency.
 - The survey should not be sent to Hinton Pulp employees so as not to create confusion around occupational health and safety. Instead, the survey could be sent to any members of the Hinton community who have complained about odour in the past and would be willing to complete the survey at this time.
 - The OMT recognized that a limitation of the pilot testing strategy is that reviewers must have access to a computer and the internet.
 - Reviewers who aren't familiar with the project have been identified.
 - The task group will provide advice in their final report about the distribution of the tool.
 - The OMT approved the pilot testing with the inclusion of the advice provided today.
- The task group will meet next on October 3rd.

Action Item 10.2: Keith, Carolyn, and Ann will send Celeste the names of additional reviewers for the Health Task Group's pilot test of the symptom tracking tool for individuals.

The team heard an update on the work of the other task groups:

Complaints Task Group:

- The task group has chosen 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 good practices around complaint management for inclusion in the Good Practice Guide. The task group will meet next on September 17th.
- The task group anticipates completing its tasks by the end of 2014 but its final report will not be ready for submission until early 2015.

Prevention/Mitigation Task Group:

- This work was kicked off on June 18th and the task group prepared an RFP for an inventory and analysis of odour prevention and mitigation tools. The task group will meet to review responses on September 4th.

Enforcement/Role of Regulation Task Group:

- The task group kicked off this work on June 23rd and prepared an RFP to collate and review regulatory approaches. The task group will meet to review responses on September 11th.

Discussion Highlights:

- The OMT noted that it is likely that Prevention/Mitigation and Enforcement/Role of Regulation work will be completed early 2015 rather than by the end of 2014 as originally outlined.
- The OMT agreed that task groups should continue to aim for the end of 2014 but the team is prepared for the possibility that some task groups may be submitting their final reports in early 2015.

- Material from the Health, Complaints, and Odour Assessment Task Groups should be provided to the Prevention/Mitigation and Enforcement/Role of Regulation Task Groups as soon as it is available to avoid duplication of work.
- The Health Task Group may need a new industry representative this fall and anticipates the OMT will help to locate an appropriate representative.
- The team can assist the task groups by continuing to provide timely feedback when it is requested.
- It was noted that 1-page meeting summaries are available for each task group on the login page.

6. Education/Communication/Awareness

The team noted that there are three main questions that need to be addressed in terms of the ‘roll-out’ plan for the Good Practice Guide (GPG):

1. Who are the target audiences?
2. What material from the GPG will they be interested in?
3. What is the best way to engage them around the GPG material?

During the discussion, the team identified the following target audiences:

- Call operators
 - The Coordination of Information Centre (CIC – call centre for ESRD, AER, NRCB, Alberta Transportation and the Alberta Emergency Response Team) but especially focus on others from industry, airshed zones and municipalities
 - Need to distinguish between CIC and ‘Others’ as others may not have the same training as CIC operators but are still required to handle complaints.
 - Workshop?
- Airshed zones
- Industry members (from various sectors)
 - Industry associations (ex. CAPP, Canadian Fuels Association (CFA))
 - Focus on front line people
 - Health, safety and environment committees
 - Plant operators
- Municipalities
- Health professionals
- ENGOs
- Synergy groups
- Health Link Alberta
- Regulators
 - Example: field investigators
 - People on the ground
- CEMA Air Working Group
- Land-use plans?
 - Maybe could access through regulators

Other discussion highlights:

- The GPG is a unique product that needs to be promoted.
- Some target audiences may be interested in different parts of the GPG.
- A co-benefit of the roll-out plan could be raising awareness about CASA.
- The GPG should be prominent on the CASA website.
 - Post on partner websites or have links

- Should appear first when using search engines
- The team needs to reconsider the current title of the GPG in the context of how it will appear in search engines/what people will search for.
- Need to include rural Albertans in the roll-out plan.
- The work is focused on CASA stakeholders. This is reflected in the clarifying wording added to the workplan via Action item 9.2.
- AAMDC and AUMA should be engaged.
- In engaging stakeholders, the team needs to be sure to inform rather than alarm people.
- Front line workers needs to be provided with a package that is 'absorbable'.
- The CASA Board should be engaged to help reach target audiences (creating champions).
- It will be important to engage NGO members to engage people through those networks.
- Synergy Alberta could help spread the word.
- The public may be interested in specific parts of the GPG like the work under complaints. May be useful to have an easy reference guide to the GPG that could be made available.

The team determined that the next steps are to:

- Put aside time at every meeting to work through the three primary questions identified.
- Once the GPG is ready, revisit what we've developed and tweak if necessary.

7. Assembling the Good Practice Guide

The team brainstormed tasks related to assembling the GPG)

- Discuss our vision for the GPG.
- Develop a draft table of contents for the GPG.
- Discuss the layout of the GPG.
- Discuss graphic design and format of the GPG.
- Editing/technical edit
- Additional content could be required (ex. linking pieces, introduction, flow)
- Choose an appropriate title.
- Develop the electronic version.

The team determined that the next step is discuss the overall vision for the GPG.

Action Item 10.3: Members will look for contractors or in-house capacity to help with graphic design and/or editing.

The team also noted that:

- Assembling the GPG is crucial to the success of the project.
- The GPG will include information and products.
- The task groups may be able to provide input into what the GPG should look like.
- The GPG could include "tear-outs" in its design.
- The GPG will need to be available electronically.
- The OMT has put aside \$15,000 for assembling the GPG (excluding printing). The OMT briefly discussed if these funds were sufficient to the purpose.

Action Item 10.4: Celeste will develop step-by-step action plans for the work under Education/Communication/Awareness and assembling the GPG.

8. Meeting Wrap-up

The team reviewed the action items from this meeting.

The objectives for meeting #11 are:

- Hear an update presentation from the Health Task Group.
- Continue work on Education/Communication/Awareness.
- Continue discussion around assembling the GPG.

Action Item 10.5: Celeste will poll for meeting dates for the remainder of 2014.

It was noted that OMT members will need sufficient time to review task group final reports – about 4-5 weeks. Celeste also reminded the OMT that all team members have a responsibility to keep informed and keep their constituents informed about team and task group work. This includes regularly touching base with colleagues who sit on task groups. Our goal as a team is to identify any significant issues as soon as possible in the process so that the task group can discuss and develop solutions as early as possible. This ongoing two-way communication is the key to identifying these issues early.

Celeste provided a budget update:

- The OMT is still waiting to hear the decision from the AER regarding the team's funding request.
- Once this information is received, Celeste will be able to add more precision to the team's budget.
- There is currently no money in the budget for printing or consultation.

The meeting adjourned at 3:30 pm.