



Minutes

Odour Management Team, Meeting #17

Date: May 20, 2015
 Time: 10:00 am- 3:30 pm
 Place: CASA Office, Edmonton, AB

In attendance:

Name	Stakeholder group
Humphrey Banack (at 11:15)	Alberta Federation of Agriculture
Ann Baran	Southern Alberta Group for the Environment
Kim Eastlick (by phone until 3:00)	Alberta Energy Regulator
Jennifer Fowler	Alberta Forest Products Association (Hinton Pulp)
Zaher Hashiso (until 2:30)	Alberta Health
Joseph Hnatiuk	Canadian Society of Environmental Biologists
Kim Johnson	CAPP (Shell)
Carolyn Kolebaba	AAMDC
Tanya Moskal-Hébert	Alberta Agriculture and Rural Development
Brendan Schiewe	Alberta Health
Richard Sharkey	Alberta Environment and Sustainable Resource Development
David Spink	Prairie Acid Rain Coalition
Chandra Tomaras	AUMA (City of Edmonton)
Lorna Young (by phone)	Chemistry Industry Association of Canada
Amanda Stuparyk	CASA
Warren Greeves	CASA
Robyn Jacobsen	CASA
Kim Sanderson	(Contracted editor the for OMT Final Report)

Regrets:

Name	Stakeholder group
Holly Johnson-Rattlesnake	Samson Cree Nation
Francisco Echegaray	Natural Resources Conservation Board
Gary Redmond	Alberta Airshed Council (Alberta Capital Airshed)
Gord Start	Alberta Forestry Processors Association (Hinton Pulp)
Steve Rozee	Solid Waste Association of North America (City of Lethbridge)
Kevin Warren	Alberta Airshed Council (PAMZ)

Action Items:

Action Items	Who	Due
17.1: Email the abstract to the OMT that was submitted for the Odour Management Conference & Technology Showcase (September 14-15, 2015; Toronto, ON).	Amanda	ASAP
17.2: Follow-up with RWDI requesting a copy of their presentation from the CPANS annual conference and email the presentation to the OMT for their information.	Amanda	ASAP

17.3: Look into obtaining the AER presentation regarding the Peace River proceedings for information and sharing with the OMT.	Kim	Meeting #18
17.4: Send out a doodle poll to the OMT to schedule meetings in July and August.	Amanda	ASAP

1. Administrative Items

David chaired the meeting which began at 10:05 am. Participants introduced themselves and were welcomed to the meeting. Quorum was achieved.

The agenda and meeting objectives were approved.

The minutes from meeting #16 were reviewed and approved with minor editorial changes. The status of action items from meeting #16 were updated as follows:

Action Item	Who	Status
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. OMT approved recommended editor to contract for final report.
16.1: CASA will draft an abstract for the OMCTS and receive co-chair approval for submission prior to the deadline.	Amanda	Complete. An abstract was submitted on April 30, 2015 and received confirmation of receipt email. Group requested to receive the abstract.
16.2: Alberta Health will review the pdf of the health symptom tracking tool to address usability and report back to the OMT.	Zaher	Complete. Alberta Health created a non-fillable form pdf version that will allow for printing and completing.

Action Item 17.1: Amanda will email the OMT the abstract that was submitted to present at the Odour Management Conference & Technology Showcase (OMCTS; September 14-15, 2015 Toronto, ON).

CASA Update

- The next Board Meeting is on Wednesday June 17th (one day before the next OMT meeting on June 18th). A Status Report will be provided to the Board. The team did not feel a presentation was required but discussed the potential to ask the board for funding (for implementation of the communications plan).
- The team discussed their submission to present at the OMCTS. If the team is accepted to present, at least one representative from the team would need to attend to deliver the presentation. It has been suggested that a member of the secretariat should also attend. Amanda was asked to contact the conference organizers to inquire on the status of our application by the end of May. It was again noted this would be an excellent opportunity to increase the profile of the OMT work and good practice guide.
- The group was reminded that RWDI is giving a presentation at the 2015 CPANS Annual Conference in Edmonton, May 26/27, 2015. This presentation will focus on the report that RWDI developed for the Enforcement and Role of Regulation Task Group.

Action Item 17.2: Amanda will follow-up with RWDI requesting a copy of their presentation from the CPANS annual conference and will email the presentation to the OMT for their information.

- The EFR project presented their final report to the board at the March meeting. There were 11 consensus recommendations. The board gave the team 1 month to complete outstanding work on Control Technologies and PM Management. The team is finalizing the reports and will submit them to the board electronically by end of May.
- Richard mentioned that the AER had provided an update on the Peace River proceedings and recommendations to AER/ESRD/AMERA, but he is unsure if it can be shared. Also noted was the CEMA Air Working Group is working on content that could be applicable to future work on odour management in Alberta. AER will confirm if and when the presentation can be shared with the OMT.

Action Item 17.3: Kim (AER) will look into obtaining the CEMA presentation regarding the Peace River proceedings for information and sharing with the OMT.

- Amanda provided an update on the budget. The project budget now reflects the rejection of the team's \$10K grant application to AARD that would have been allocated to printing the GPG. The budget update also included the final expenditures of the task groups, who are all finished their work.
- All estimated amounts for the development of the project team's final deliverables (the good practice guide and the final report) are currently covered by the remaining funds. There is a surplus of \$14K. The estimated cost of graphics design for the GPG is \$12,000, but we have not yet received a quote from the graphics designer so this may vary.
- The team notes that printing and roll out of the GPG should be a top priority but the associated costs are still to be determined. The OMT will need to have a discussion on the budget in the near future to determine if there is a need for a funding ask to the board.

2. Complaints Task Group Presentation

Jennifer Fowler (Hinton Pulp) presented on the Complaints task group final report and deliverables that were sent to the OMT via email on May 8, 2015. Since the team has requested at least one month to review all task group work, the Complaints task group submission will be discussed and accepted at the June OMT meeting.

Based on the presentation, the OMT discussed the task group work as follows:

- The task group's advice/recommendations for future work included a province-wide tracking system. There was a question about who would implement that recommendation. It was suggested that the government would be the most logical stakeholder to take on this initiative/future work. . The team was reminded that all recommendations in the final report are agreed to by consensus of the team. That is, the stakeholder identified as the implementer needs to be in agreement with the recommendation.
- A member stressed the importance of the recommendation for promoting the Coordination and Information Center (CIC) as a go-to for odour complaints/issues. The CIC is housed within Alberta Transportation and its association to Alberta Energy/Environment and handling environmental complaints including odour related issues may not be widely known.

Amanda reminded the group all the advice provided by the task groups in their final reports will be compiled and reviewed by the OMT before being included in the team final report. The team was

also reminded that recommendations should be based on the SMART (specific, measurable, action-oriented, realistic, time-bound) approach.

3. Acceptance of Task Group Final Reports

Amanda reminded the group of the process developed by the OMT to review task group deliverables and that this is the time to address any questions on the submission.

Health Task Group (HTG)

The HTG final report was discussed and accepted in principle at the last OMT meeting. A few OMT members needed additional time to receive comments from their constituencies.

- A representative brought forward a concern that the health tracking tool may lead to expectations that using the tool would lead to a diagnosis. The team discussed possible wording for a disclaimer on the tool/form.
- The form already includes the following disclaimer: “This tool is intended to assist individuals in recording details of their health in relation to odour exposure. This form is not intended to be medical advice nor is it intended to replace interaction with your physician.”
- To address the concern, a small group worked over lunch to propose the following wording for the footnote:
“This tool is intended to assist individuals in recording details of their health in relation to odour exposure, it is not intended to be medical advice nor is it intended to replace interaction with your physician. The information in this form should not be expected to result in a specific diagnosis. Your physician will consider this information and other factors. This form is not intended to be medical advice.”

The team agreed by consensus to add this wording as a footnote to the symptom tracking tool.

- Another concern was that the pdf version (printable version) of the form still has the buttons that would be used in the on-line form (for adding new symptoms) and that this may be confusing for users who print a hard copy of the form. It was noted that one of the task group recommendations is for a graphic designer to review the tool for ease of use and alignment with the design of the GPG. This concern will be conveyed to the graphic designer.

The secretariat will ensure that the tool/form review by a graphic designer includes the addition of the disclaimer wording and a discussion on removing the buttons for the printable form.

Prevention & Mitigation Task Group (PMTG)

The PMTG final report was submitted to the OMT via email on April 14, 2015. The OMT discussed the submission:

- The issue of prevailing winds (Page 7) in the consultant report was brought up again (as noted at last meeting). The consultant report states that winds in Alberta are predominant north-west and west. It was also noted that the report states “in most locations all wind directions are possible”.
- Some members feel that prevailing winds are from the south. Another member suggested that most modelling notes prevailing winds from the west.
- The team was reminded that consultants’ reports are simply one piece of advice that the team takes into account when developing their own advice and recommendations. Consultant

reports are not considered to be consensus reports of the team. With this in mind, the team confirmed that they could “live with” the wording about prevailing winds in the consultant report and accepted the PMTG final report, including the consultant report.

- A member commented that case studies in the consultant report were very informative and helpful and should be included in the GPG, if possible.

Odour Assessment Task Group (OATG)

The OATG final report was submitted to the OMT via email on May 1, 2015. The group agreed they will discuss and accept the OATG submission at the next OMT meeting in June, as there has not been enough time for feedback.

4. Enforcement/Role of Regulation Task Group (ERoRTG) Presentation

Richard Sharkey (ESRD) presented the Enforcement task group final report and deliverables that will be submitted to the OMT as soon as they are finalized. The task group submission will be discussed and accepted at the June OMT meeting.

Based on the presentation, the OMT discussed the task group work as follows:

- For Step 6 of the ERoRTG workplan, the task group noted that this work was only partially addressed by the consultant’s report. This brought into question whether the task group’s work, and final report, can be considered complete. The ERoRTG reiterated that they consider the consultant report to be complete. Due to the complexity of the link between regulation and enforcement, the report was only partially able to address this area due to tight timelines and the nature of the topic.

The ERoRTG chose to highlight that step 6 was only partially addressed to indicate that it might be an area for future work.

- There was a question about how this group’s work contributes to the overall work of the OMT. This task group had the difficult task of analyzing the effectiveness and comprehensiveness of existing regulations, but it was outside of their mandate to provide any specific recommendations regarding regulatory approaches or regulatory requirements.
- The team discussed Recommendation #2 (providing a copy of the RWDI report to AESRD). The question was whether it should be sent from the task group (who received the specific request from ESRD) or from the OMT. The team agreed that the submission to ESRD will come from the OMT, referencing the task group work. The secretariat will update the transmittal letter accordingly.

5. OMT Final Report Outline

As agreed to by the team, Kim Sanderson was contracted to draft the OMT Final Report and was present to discuss the draft outline with the team. The OMT was provided with the outline for review prior to the meeting. Discussion included any comments or edits.

The outline was presented as follows:

- 1.0 Executive Summary and Recommendations
- 2.0 The Context for Odour Management in Alberta
- 3.0 The Scope of this Project
- 4.0 Managing and Monitoring Odour Complaints
- 5.0 Assessing Odours in Alberta

6.0 Managing Odour to Address Health Concerns
7.0 Preventing and Mitigating Odours
8.0 Enforcement and the Role of Regulation in Odour Management
9.0 The Role of Education, Communication and Awareness in Odour Management
10. Continuous Improvement
11. Recommendations

- There was a question about the difference between Section 1 (Executive Summary and Recommendations) and Section 11 (Recommendations). It was noted that Section 1 is a summary of the whole report and would include a listing of all the recommendations made throughout the report. Section 11 may focus on specific “procedural recommendations”.
- The team would like to include a section on the challenges with getting funding and how that affected the work of the team. This could be included in Section 3 and the section could be renamed ‘Project Management’.
- The title for Section 6 - Managing Odour to Address Health Concerns – does not accurately reflect the work and purpose of the Health Task Group. This section should be the next section after Section 3 (Scope of Project), as it sets the context for the other work.

Rather than review the report section by section, the group agreed to wait for the first complete draft of the report, which is expected by early July.

6. Good Practice Guide

The secretariat provided the OMT an update on Lori’s work on the guide. Lori is working on compiling the guide based on the task group deliverables and project documents and will have a draft to the OMT (and task groups) for review by June 23rd. She suggested we begin work with a graphic designer and the GPG oversight committee agreed to meet with Lori’s recommended graphic designer to discuss branding of the guide.

The team continued their discussion on a name for the good practice guide. The secretariat suggested some general criteria for naming including: Unique (not like any competitor’s name), Short (no more than five syllables); Memorable; Appropriate; Easy to pronounce; and Pleasing to the ear and not restrictive.

The team reviewed a list of potential names. After an extensive discussion without being able to reach a conclusion, one team member pointed out that the current name “Good Practices Guide for Odour Management in Alberta” is actually sufficient. It was suggested that although there may be a slightly ‘better’ title, the team could continue to discuss and debate titles for quite some time, and this may not result in agreeing to a different title. The team agreed that they are not able to dedicate any future time to this discussion and settled on continuing with the current name.

By consensus, the team agreed to the official title: Good Practices Guide for Odour Management in Alberta.

7. Communication Plan

The OMT received an updated draft version of the Communications Plan by email for review prior to the meeting. The objective for this meeting is completion of information for the table in Section 5.

The team went through an exercise to determine the key target audiences for each of the strategies in the table.

Based on this work, the team prioritized the strategies for the communications and roll-out plan.

Information from these two exercises will be compiled and distributed in the next version of the Communications Plan.

8. Meeting Wrap-up

The next meeting is on Thursday, June 18th in Calgary. Shell has confirmed we may use a meeting space at their Calgary office.

The objectives for the next meeting #18 are to:

- Accept the remaining task group's final reports (submissions).
- Develop content (advice/future work/recommendations) for the final report.
- Finalize communications plan and discuss budget priorities.

Amanda asked the OMT about future meetings noting even though it is summer the project has been extended once and the deliverables need to be final and presentation for the project for the Septembers CASA Board Meeting. The secretariat recommends having 3 more meetings after the June OMT meeting, 3 weeks apart. Then, there would be 2 meetings in July and 1 meeting in August (close to the deadline for board meeting materials).

Action Item 17.4: Amanda will send out a doodle poll to the OMT for availability to schedule meetings in July and August.

The meeting adjourned at 3:30 pm.