

Minutes



Odour Assessment Task Group, Meeting #2

Date: November 26, 2013

Place: CASA office, 10035 108 Street, Edmonton, Alberta

In attendance:

Name	Stakeholder group
Atta Atia	Alberta Agriculture and Rural Development
Phyllis Chui	Alberta Environment and Sustainable Resource Development
Ike Edeogu	Alberta Agriculture and Rural Development
Gerald Palanca	Alberta Energy Regulator
Tracy Smith	CAPP (Shell)
David Spink	Prairie Acid Rain Coalition
Celeste Dempster	CASA
Michelle Riopel	CASA

Action Items:

Action Items	Who	Due
2.1: Celeste will prepare the team update presentation and send to the task group for review.	Celeste	January 2014
2.2: Tracy will help Celeste consolidate the list of tools in the table of contents.	Tracy, Celeste	ASAP
2.3: Celeste will draft a RFP (including table of contents updates) and send it to the task group for review.	Celeste	Week of December 2 nd 2013
2.4: Celeste will post the RFP and distribute it specifically to AMEC, RWDI, Golder and Stantec.	Celeste	Week of January 13 th 2014
2.5: Phyllis will inquire within ESRD if there are any other consultants to whom it might be recommended to distribute the RFP specifically.	Phyllis	ASAP
2.6: Members will send Celeste existing criteria to evaluate RFPs.	Phyllis, David, Gerald	ASAP
2.7: Celeste will draft a set of criteria to evaluate the RFPs and send to the task group for review.	Celeste	January 2014
2.8: Tracy will discuss with CAPP if this would be a specific piece of work that they would like to help fund.	Tracy	Meeting #3
2.9: Celeste will poll for dates for meeting #3 in the weeks of the 10 th and 17 th of February 2014.	Celeste	ASAP

1. Administrative Items

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

The agenda and meeting objectives were approved.

The minutes from meeting #1 were reviewed and approved. The action items from meeting #1 were updated as follows:

Action Items	Who	Status
1.1: Locate the NRCB odour complaints decision tree and the CASA Confined Feeding Operations odour subgroup decision tree and distribute to group.	Ike, Celeste	Complete. Posted to login page.
1.2: Celeste will distribute the BC, Scotland, and New Zealand odour guides.	Celeste	Complete. Posted to login page.
1.3: Task group members will review the draft table of contents and send additions to Celeste.	Celeste	Complete.
1.4: Task group members should email Celeste any additional odour assessment resources.	All	Members will forward relevant items as required.
1.5: Ike will provide Celeste with the contact information for City of Edmonton subject matter specialist Allan Yee.	Ike	Complete. See information below.
1.6: Celeste will poll for dates for meeting #2 in November 2013.	Celeste	Complete.
1.7: Celeste will prepare an RFP template for consideration at meeting #2 in case it is required during discussions.	Celeste	Complete.

Additional Information:

Action Item 1.5: Ike provided Celeste with the contact information for Allan Yee, Senior Engineer, Organics Processing at City of Edmonton Waste Management Centre. Celeste contacted Allan who, after reviewing relevant documents and discussing with his colleagues who are participating in other aspects of the CASA process, felt that his area of expertise was not odour assessment and declined to be engaged in the work of the odour assessment task group.

Celeste provided an update on the November 14th Odour Management Team meeting:

- The Odour Management Team has received a \$150,000 grant from ESRD.
- The team discussed how to manage communications between team and task groups to ensure that the task group receives timely feedback and that team members are kept informed of the task group’s work. As such, after each task group meeting Celeste will prepare a short 1-page update to send to the team which includes status/highlights, key decisions, and any items requiring team feedback. The task group discussed that Celeste can touch base with co-chairs if she has any questions while preparing the update.
- The team will be asking each task group to present an update at the next team meeting on January 30th. The update should include: status, budget, timelines, any items where feedback from the team is required and any upcoming challenges for the task group. The task group discussed that one of the co-chairs will present the update and the whole task group will have the opportunity to review the presentation in advance.

Action Item 2.1: Celeste will prepare the team update presentation and send to the task group for review.

Celeste also provided an update on the work of the Complaints and Health Task Groups:

- Complaints Task Group:
 - Held their first meeting on November 15th where they reviewed their workplan and discussed next steps. Members decided that the next step is to gather information about existing complaints processes in Alberta. The task group will invite a variety of agencies who handle odour complaints to give a presentation on their process.

This information will be compiled into a background document for the task group's use. The task group discussed hiring a writer to compile this information.

- The next meeting is scheduled for 8 January 2014 where the task group will hear presentations about existing complaints processes in Alberta.
- Health Task Group:
 - Held their first meeting on November 4th where they reviewed their workplan and discussed next steps. Members decided that the next step is to gather information about existing tools for tracking the health-related impacts of odour. The task group brainstormed a list of available documents that relate to odour and created a template to evaluate what information is available from each document.
 - The next meeting is scheduled for December 3rd where the task group will review the results of the template exercise and discuss next steps.

2. CASA Update

Celeste provided an update on current CASA activities:

- The next CASA Board meeting will be December 12 in Edmonton.
- The Electricity Framework Review Team is currently exploring the question of how the federal Greenhouse Gas Regulation for coal-fired plants impacts the Alberta situation, from a macro- and micro-economic perspective.
- At the June 6 Board meeting, the Board reviewed a Statement of Opportunity for non-point source emissions (NPS) management and decided that further clarification was needed before a decision could be made if/how CASA would proceed with work in this area. To this end, the Secretariat hosted a facilitated workshop on October 22 in Calgary. Participants were asked to list priority concerns, brainstorm existing initiatives, and identify potential opportunities. From these discussions, the group identified *three priority* opportunities to address NPS - *Understanding the NPS issue*: emissions inventory, data management, and modeling; *Assessing options for action*: templates and tools, and; *Building awareness and support*. The proceedings document from the workshop will be shared with the Board at their December meeting and the Board will discuss next steps. The proceedings are available on the CASA website.

Celeste also noted that CASA will be holding a training session in collaborative consensus processes for new task group members on January 16, 2014. It will be a full day in Edmonton.

3. Review and Discuss Draft Table of Contents & Next Steps

The task group discussed their understanding of the purpose of the table of contents and how it should be used going forward:

- The table of contents will feed into a RFP. A consultant may have some additional ideas about what should/should not be included in the table of contents which would be useful input. The task group would then ask the consultant to populate the table of contents.
- The resulting document would be generic (as in not singling out any particular sector) but will be applicable to the sectors operating in Alberta (using the Step 2 brainstorm from the team as a basis). Different industries could then take what's relevant to them from this document and apply it.
- The document can also be used to provide support for odour assessment actions by government or industry as having been developed through a multistakeholder process.
- Ultimately, it would be useful to have a product that can be operationalized in the field and used to prevent future issues. This will require a certain level of detail in the final product.

The task group agreed that the next step was to prepare a RFP. The RFP will be for a combination of Step 1, Step 3, and Step 4 from the workplan as the task group will be asking the consultant to inventory and analyze odour assessment tools and, in discussions with the task group, to create a 'key' to the tools such as a roadmap/decision tree/summary table. The most appropriate format for the 'key' will be decided as the work develops. The resulting document will feed into the Good Practice Guide.

The task group discussed that the RFP will incorporate two phases of work:

- Phase I: The consultant will be asked to review the table of contents outline that the task group prepared, to provide feedback, and review it with the task group.
- Phase II: The consultant will populate the table of contents, discuss the development of the 'key' with the task group, and prepare the final deliverable.

The task group reviewed and updated the draft table of contents and RFP template (action item 1.7) with highlights as follows:

- The task group decided to compress the table of contents for inclusion in the RFP. However, a detailed copy of the table of contents will still be available if the task group wishes to consult it at a later date.
- It was noted that there is a link between some tools identified in the table of contents and the work of the Complaints Task Group.
- Information that the consultant gathers on each tool should include:
 - Short description/instrumentation summary (without going into physics/science of it)
 - References for further technical information
 - What type(s) of information the tool yields
 - Applicability to Alberta
 - When to use and when not to use with a basic explanation
 - Costs and logistical considerations
- A reader should be able to read about a tool and understand if it is applicable or not to their situation.
- The tool references should be listed in the back of the document by author rather than after each tool (for ease of integration into the Good Practice Guide).
- The task group discussed that the case studies/examples section of the table of contents is not for consideration by the consultant. Rather, the task group will need to pilot test the final product using a few examples. The task group may also want to include an example in the guide of how to work through the process. This will be discussed once the final product has been developed.
- The task group will supply the Step 2 brainstorm from the team to the consultant so that they have context for what types of odour sources are relevant to this project. However, the report will be based on source type (i.e. area, point, new, existing, etc.) rather than on a particular odour or sector.
- Developing the 'key' could involve developing one or several scenarios (choose most common scenarios) and developing a decision tree for each scenario.
- It was noted that the Scotland Odour Guidance document and the New South Wales Odour Management Framework (p.13) offer examples of decision trees which would be useful when the task group discusses the format of the 'key'.
- The task group discussed that the timeline for the work will be about 6 months. Assuming the contract started in March 2014, the final report would be ready in Fall 2014:
 - Finalize the table of contents for the final report with the consultant – 1 month (will require a meeting with the consultant)
 - Consultant develops interim draft – 3 months

- Comments on interim draft from task group and determine format of 'key' with the consultant – 1 month (will require a meeting with the consultant)
- Finalize final report – 1 month

Action Item 2.2: Tracy will help Celeste consolidate the list of tools in the table of contents.

Action Item 2.3: Celeste will draft a RFP (including table of contents updates) and send it to the task group for review.

After the task group has reviewed the RFP, the Odour Management Team will be given the opportunity to review it, with comments due in early January. The RFP can then be posted with a 4 week deadline for proposals.

Action Item 2.4: Celeste will post the RFP and distribute it specifically to AMEC, RWDI, Golder and Stantec.

Action Item 2.5: Phyllis will inquire within ESRD if there are any other consultants to whom it might be recommended to distribute the RFP specifically.

Once the task group have received the responses to the RFP, they will need to be evaluated against a set of criteria. The task group discussed that part of the criteria required will be that the consultant is familiar with the Alberta context and has experience with modelling and monitoring.

Action Item 2.6: Members will send Celeste existing criteria to evaluate RFPs.

Action Item 2.7: Celeste will draft a set of criteria to evaluate the RFPs and send to the task group for review.

If the RFPs received do not meet the task group's needs, it may be possible to fine tune the proposal with the consultant. If there are many responses to the RFPs, the task group asked Celeste to do some initial pre-screening of proposals.

Action Item 2.8: Tracy will discuss with CAPP if this would be a specific piece of work that they would like to help fund.

4. Budget Check-in

The task group will continue to scope the budget for this piece of work as responses to the RFP are received. Budget will not be specified in the RFP.

5. Meeting Wrap-up

The team reviewed the action items from today's meeting.

Next meeting:

- Meeting #3 will take place in Calgary.

Action Item 2.9: Celeste will poll for dates for meeting #3 in the weeks of the 10th and 17th of February 2014.

Objective for next meeting:

- Review responses to RFP and select a consultant
- Discuss how the task group will liaise with the consultant.

The meeting adjourned at 3:00pm.