



Minutes

Prevention/Mitigation Task Group, Meeting #1

Date: June 18, 2014
 Time: 10am – 3:30pm
 Place: CASA office, 10035 108 Street, 10th floor, Edmonton

In attendance:

Name	Stakeholder group
Atta Atia	Alberta Agriculture and Rural Development
Ron Axelson	Intensive Livestock Working Group
Ike Edeogu	Alberta Agriculture and Rural Development
James Jorgensen	Alberta Environment and Sustainable Resource Development
Tracy Smith (by phone)	CAPP (Shell)
David Spink	Prairie Acid Rain Coalition
Imai Welch	City of Edmonton
Celeste Dempster	CASA

Action Items:

Action Items	Who	Due
1.1: Celeste will prepare an updated prevention/mitigation RFP and send to the group for review.	Celeste, all	ASAP.
1.2: Celeste will ask Norm for advice regarding what information related to budget should be included in the RFP.	Celeste	ASAP.
1.3: Members will review the proposal evaluation criteria developed for the odour assessment work and update for the prevention/mitigation work.	All	ASAP.
1.4: Celeste will poll for meeting #2 at the end of August/beginning of September.	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 #4 and #5 from the Odour Assessment Task Group were reviewed and approved. The action items from meeting #4 and #5 were updated as follows:

Action Items	Who	Status
4.1: The task group will discuss how to pilot the key with government and industry stakeholders.	All	Carry forward.
4.2: Celeste will work with the Consultants to revise timelines and budget based on the updates from meeting #4 and finalize contract.	Celeste	Complete.
4.3: Celeste will poll for dates for meeting #5 once a draft of sections 1, 2, and 3 are available.	Celeste	Complete.

5.1: Celeste will type up the feedback for the consultants discussed at Meeting #5 and send to task group for review.	Celeste	Complete.
5.2: Members will review action item 5.1 to ensure that feedback for consultants discussed at Meeting #5 has been accurately captured in Celeste's write-up.	All	Complete.
5.3: Celeste will share the feedback from Meeting #5 on sections 1, 2 and 3 as well as the completed example tool templates with the consultants.	Celeste	Complete.
5.4: Celeste will poll for dates for meeting #7 in July to review the draft report and determine the format for the 'key' with the consultants.	Celeste	Complete.

Update on Odour Assessment Consultant Work:

- Both Celeste and David have spoken with the consultants. They are in the process of incorporating the task group's feedback and will be providing the draft report on June 30th. Task group members should set aside time in their schedules to review the report.

2. Review Task Group Dynamics

The task group reviewed the ground rules and operating terms of reference that guide the task group. The task group also reviewed their roles and responsibilities.

The task group noted the importance of making sure materials are sent out in a timely manner so that members have enough time to review them. This needs to be balanced with the overall timelines of the task group and the Odour Management Team.

Celeste provided an update on the Odour Management Team and the June 5th CASA Board meeting:

- The team has been scoping work under the four remaining areas of work in the project charter: prevention/mitigation, enforcement/role of regulation, education/communication/awareness, and continuous improvement.
 - The prevention/mitigation work will be taken on by the Odour Assessment Task Group and a new task group will be formed to undertake the Enforcement/Role of Regulation Task Group. Work under education/communication/awareness and continuous improvement will be addressed at the team level.
- The team presented this information to the CASA Board on June 5th and outlined three possible scenarios for how the work will be completed, depending on what additional funding is available. The Board agreed that, subject to funding being made available, Scenario #3 where consultants are used to complete the work is the best path forward.
- Since the Board meeting, the Secretariat and the CASA Executive Committee have located sufficient funds to move forward with Scenario #3.
- The team will meet next on June 25th.

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

Health Task Group:

- The task group is focused on two pieces of work:
 - Stream 1 - A backgrounder about odour and health:
 - The task group has prepared an initial draft and will finalize the content at their next meeting before sending it to an editor.

- Stream 2 - Tool(s) for individuals to track the health-related impacts of odour
 - The task group has developed a first draft of the tool and will review it at their next meeting.
- The task group will meet next on July 24th.

Complaints Task Group:

- The task group prepared a background report outlining the current odour complaint landscape in Alberta and used this document to frame a discussion about strengths and gaps. The task group used this discussion to refine the categories of tools they will be developing.
- The task group will use a consultant to assist with some tool development and will scope this work at their next meeting on June 19th.

3. Debrief Workplan

The task group reviewed the prevention/mitigation workplan and discussed next steps. The task group will use a consultant to undertake this work. The task group discussed how to keep the work generic (i.e. non-industry specific) and provide enough information to be useful to users of the Good Practice Guide.

4. Implementation of Workplan

The task group decided to discuss prevention and mitigation tools generically in terms of ‘categories of tools’ rather than discussing industry or sector specific tools. The task group brainstormed an initial list of potential categories of tools:

- Engineering controls (ex. filters, scrubbers, ETCs, absorbents)
- Practice change (ex. Temperature control)
- Land use planning
- Timing
- Pre-release changes
- Dispersion (ex. Windbreak, fences, shelter belts)
- Masking/neutralizing agents (ex. Chemical and biological controls)
- Community/neighbor relations
- Multistakeholder emitters organizations and cumulative effects

The consultant will then be asked to outline when tools are/are not applicable in terms of prevention and mitigation as well as source-pathway-receptor conceptual model (see table below). Rather than discussing specific industries or sectors, the tools will be compared to the source types used in the odour assessment report (Ex. line, volume, area, point). The result will allow non-experts to start their research into prevention/mitigation tools. It is an approach to problem solving. The result will not be a tool for ‘consulting’ with a company.

Ex. Summary Table - Source

SOURCE TYPE	VOLUME	AREA	LINE	POINT
PREVENTION	Tool Category A			Tool Category A Tool Category C
MITIGATION	Tool Category B			

The consultant will be expected to prepare:

- A final report which contains:

- A contextual piece about prevention and mitigation and how the nature and character of an odour issue influences the selection/use of prevention and mitigation tools,
- An inventory and brief description/explanation of categories of tools used for prevention and mitigation in Alberta, and
- Summary tables, organized according to the source- pathway- receptor conceptual model, that outline to what source type each category of tool can be applied.

The task group reviewed and updated the table of contents in the straw dog RFP as follows:

Executive summary
1. Overview <ul style="list-style-type: none"> a) Purpose, format, and scope of this document
2. Prevention and mitigation <ul style="list-style-type: none"> a) What is prevention and mitigation b) Purpose of prevention and mitigation c) The Source-pathway-receptor conceptual model
3. General factors that influence the selection and use of prevention and mitigation options in Alberta [considering odour issues relevant to Alberta] <ul style="list-style-type: none"> a) Odour issues associated with an existing source or planned source/development. b) Source type (volume, area, line, point) c) Single or multiple sources (definitions and description of complexity on dealing with different multiple source types) d) Nature of odorant and how that influences tool choice <ul style="list-style-type: none"> ▪ Single odourant versus mixtures (give examples) ▪ Chemical nature of odour
4. Categories of tools: <ul style="list-style-type: none"> - Generic statement outlining considerations related to any tool choice including cost, practicality, effectiveness - Potential categories of tools: <ul style="list-style-type: none"> ○ Engineering controls (ex. filters, scrubbers, ETCs, absorbents) ○ Practice change (ex. Temperature control) ○ Land use planning ○ Timing ○ Pre-release changes ○ Dispersion (ex. Windbreak, fences, shelter belts) ○ Masking/neutralizing agents (ex. Chemical and biological controls) ○ Community/neighbor relations ○ Multistakeholder emitters organizations and cumulative effects - The following information should be provided for each category: <ul style="list-style-type: none"> ○ Short, generic description of the category and any subcategories included <ul style="list-style-type: none"> ▪ Qualifiers on the use of the category ○ Additional references for specific technical information
5. Prevention and mitigation summary tables <ul style="list-style-type: none"> - Organizing categories of tools according to the source types that they will apply to using the source-pathway-receptor conceptual model for both prevention and mitigation applications
6. References
7. Glossary

Other highlights from the discussion:

- The consultant will need to keep rural and urban considerations in mind.
- The report should be written in common language without getting too technical.
- Descriptions should be kept generic and high level.
- Categories of tools must be applicable to the Alberta context.
- The report should speak to considerations rather than best practices.
- It could point to tools that are already available in Alberta.
- The task group will need to think about how to best keep the document up to date. This links to the work under continuous improvement.
- It could provide contact information for commodity groups. This links to the work under education/communication/awareness.
- The consultant could point out gaps and indicate potential options but would not be asked to actually fill the gaps.
- There are some reports (RWDI and Odtoech) from the AER Proceeding #1769924 that speak to prevention/mitigation

The task group determined that the budget of \$30,000 is appropriate for the work outlined in the RFP and that the initial list of categories of tools is sufficient to include in the RFP but will need to be refined at a later date.

The task group will meet with the consultants three times:

- An in-person meeting to finalize the table of contents and categories of tools and kick-off the work.
- A mid-term conference call to provide feedback.
- An in-person meeting to review the final report.

Action Item 1.1: Celeste will prepare an updated prevention/mitigation RFP and send to the group for review.

Action Item 1.2: Celeste will ask Norm for advice regarding what information related to budget should be included in the RFP.

Once the task group has finalized the RFP, the Odour Management Team will be given the opportunity to provide comment. The RFP will then be posted online on MERX for one month and sent directly to consultants from RWDI, Stantec, Golder, AMEC, and Millennium EMS Solutions.

Action Item 1.3: Members will review the proposal evaluation criteria developed for the odour assessment work and update for the prevention/mitigation work.

5. Task Group Membership

The task group reviewed their membership and had no modifications to make at this time.

6. Meeting Wrap-up

The task group reviewed the action items from today's meeting.

The objectives for meeting #2 are:

- To review responses to the RFP and to choose the successful prevention/mitigation consultant.

Action Item 1.4: Celeste will poll for meeting #2 at the end of August/beginning of September.

The task group noted that odour assessment meeting #6 is scheduled for July 16th in Calgary where members will review the draft odour assessment report with the consultants.

The meeting adjourned at 3:30pm.