



Minutes

Prevention/Mitigation Task Group, Meeting #2

Date: September 4, 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 (by phone)	Alberta Agriculture and Rural Development
Kim Johnson (by phone)	CAPP (Shell)
James Jorgensen	Alberta Environment and Sustainable Resource Development
Gerald Palanca	Alberta Energy Regulator
David Spink	Prairie Acid Rain Coalition
Imai Welch	City of Edmonton
Celeste Dempster	CASA

Action Items:

Action Items	Who	Due
2.1: Celeste will email the OMT with the successful RFP bid candidate and provide one week for the OMT to comment on the selection.	Celeste	ASAP.
2.2: Once the OMT has had the opportunity to comment on the successful candidate, Celeste will notify the consultant on September 12, 2014.	Celeste	September 12, 2014.
2.3: Celeste will arrange a 2 hour kick-off teleconference with the consultant.	Celeste	September 12, 2014.
2.4: Members should review the proposed Table of Contents from Pinchin and provide comments to Celeste no later than September 11, 2014.	Celeste	By September 11, 2014.
2.5: Celeste will poll for meeting #4 in early December.	Celeste	Post- meeting #3.

1. Administrative Items

David chaired the meeting which began at 10:00am. 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 with the edit of a few typos. The action items from meeting #1 were updated as follows:

Action Items	Who	Status
1.1: Celeste will prepare an updated prevention/mitigation RFP and send to the group for review.	Celeste, all	Complete.

1.2: Celeste will ask Norm for advice regarding what information related to budget should be included in the RFP.	Celeste	Complete.
1.3: Members will review the proposal evaluation criteria developed for the odour assessment work and update for the prevention/mitigation work.	All	Complete.
1.4: Celeste will poll for meeting #2 at the end of August/beginning of September.	Celeste	Complete.

2. CASA Update

Celeste provided an update on the Odour Management Team (OMT):

- The team met on August 28th where they heard an update on the odour assessment report being developed. They also continued discussions on Education/Communication/Awareness work as well as the steps required to assemble the Good Practice Guide.
- The OMT noted that task groups should continue to aim to complete their work by the end of 2014 but thought it likely that the Prevention/Mitigation and Enforcement/Role of Regulation Task Groups would not be ready to submit their final reports until early 2015.
- The OMT has submitted a funding request to the Alberta Energy Regulator and expect a response shortly. This information will help the OMT to refine its budget.

Celeste also provided an update on the work of the 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 is currently reviewing the latest draft.
 - Stream 2 - Tool(s) for individuals to track the health-related impacts of odour
 - The task group has developed a prototype and it will be reviewed for ease of use.
- The task group will meet next on October 3rd.

Odour Assessment Task Group:

- The task group is working with a consultant to prepare an inventory and analysis of odour assessment tools. Consultants provided an overview of the draft report to the Odour Management Team on August 28th and the task group will meet to review the next draft of the report on October 1st.

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.

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 RFP responses on September 11th.

Celeste provided an update on CASA activities:

- The next Board meeting will be on September 18th in Edmonton. The Board will be provided with a written update on the Odour Management Team and task group activities.

- The Board has asked the Secretariat to form a working group to scope work under non-point source air emissions (NPS) and to develop a project charter for the Board's consideration at their September meeting.
 - The task group noted that there is overlap between the topics of odour and NPS. The working group developing the project charter is aware of this and scoping for this work will not include odour.
- CASA has a new Acting Executive Director, Wendy Boje.

The task group also discussed the final products that the OMT is working towards: the final report and the Good Practice Guide. The task group noted that their deliverables are focused on creating tools and products for the Good Practice Guide, but there is the possibility that they could develop recommendation(s). It is difficult to predict if recommendations are likely to be developed until the substantive work has been completed. The task group should carefully consider the implementation and consequences of any recommendations that it chooses to forward to the OMT.

3. Review RFP Responses

The task group reviewed the four responses received to the RFP for a consultant to undertake an inventory of odour prevention and mitigation tools used in Alberta and in other jurisdictions and then to assess this inventory of tools for applicability in an Alberta context. Each proposal was evaluated against a set of criteria, developed by the task group, which focused on project management, relevant experience and the consultant's understanding of the work, schedule, and budget.

The task group noted that overall the quality of the proposals received was high.

Using the criteria as a guide, the task group discussed how each proposal met/did not meet the needs of the RFP and the group. In general the task group considered that all proposals met the RFP requirements and it was therefore a matter of assessing the relative strengths of each proposal using the established evaluation criteria. The proposal from Pinchin Environmental (hereafter referred to as 'the consultant') was selected as the successful candidate to complete the work, because they:

- Have first-hand experience with odour prevention and mitigation.
- Have engineering and design experience.
- Have access to municipal planning resources.
- Have experience with a wide range of industries.
- Presented their proposal well and understood the needs of the RFP.
- Received a strong referral from their reference.
- Proposed a realistic schedule.
- Proposed a reasonable budget.

4. Workplan: Timelines and Budget

The task group was able to update budget and timelines based on the proposal selected. The task group remains on budget. The task group anticipates that the work will be completed by mid-January 2015. The task group will be mindful of opportunities to compress this schedule. However, sufficient time needs to be allotted for stakeholder review and gathering feedback.

It was noted that the task group's work and final report will not be ready for submission to the OMT until early 2015.

The task group noted that the kick-off meeting and the meeting to discuss the Table of Contents can be combined and completed via teleconference rather than in person. Both the main consultants from Pinchin that will be involved with the project should be present in person at the meeting to discuss the draft report in December 2014.

5. Next Steps

The task group outlined the following next steps;

Date	Task
September 5 – September 11, 2014	<ul style="list-style-type: none"> • In accordance with the protocol outlined at OMT meeting #4, the task group will provide the OMT with one week to provide comment on the successful candidate. • Check task group members' availability for the kick-off meeting. • Task group members to review proposed Table of Contents and provide comments.
September 12, 2014	<ul style="list-style-type: none"> • Notify successful consultant. • Arrange kick-off meeting.
Week of September 15 and September 22, 2014	<ul style="list-style-type: none"> • Meeting #3: kick-off meeting.
Early December 2014	<ul style="list-style-type: none"> • Meeting #4: review draft report with consultants.

Action Item 2.1: Celeste will email the OMT with the successful RFP bid candidate and provide one week for the OMT to comment on the selection.

Action Item 2.2: Once the OMT has had the opportunity to comment on the successful candidate, Celeste will notify the consultant on September 12, 2014.

Action Item 2.3: Celeste will arrange a 2 hour kick-off teleconference with the consultant.

At the kick-off meeting, the task group will meet with the consultant to kick-off the work and to discuss the Table of Contents for the report.

Action Item 2.4: Members should review the proposed Table of Contents from Pinchin and provide comments to Celeste no later than September 11, 2014.

Celeste will compile comments on the proposed Table of Contents and send them to the Consultants in advance of the meeting. The Consultants should come to the kick-off prepared to discuss these comments as well as their ideas about the Table of Contents.

Action Item 2.5: Celeste will poll for meeting #4 in early December.

6. Meeting Wrap-up

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

The objectives for meeting #3 are:

- To kick-off consultant work and to discuss the Table of Contents.

The objectives for meeting #4 (early December) are:

- To review the draft report with the consultants.

The task group noted that it would be helpful for the 1-page meeting summary to have more contextual information to help members communicate with their constituencies. All task group members have a responsibility to keep their constituencies informed and to liaise with their colleagues who may sit on the OMT and other task groups.

The task group also noted that due to overlap in membership between the Prevention/Mitigation Task Group and the Odour Assessment Task Group, meetings will alternate each month in order to achieve an overall meeting schedule of one meeting per month and maintain a manageable workload for members.

The meeting adjourned at 2:30pm.