



Minutes

Prevention/Mitigation Task Group, Meeting #7

Date: February 23, 2015
 Time: 10:00 am - 2:00pm
 Place: CASA office, 10035 108 Street, 10th floor, Edmonton

In attendance:

Name	Stakeholder group
Atta Atia	Alberta Agriculture and Rural Development
Ike Edeogu	Alberta Agriculture and Rural Development
James Jorgensen	Alberta Environment and Sustainable Resource Development
David Spink	Prairie Acid Rain Coalition
Imai Welch	City of Edmonton
Robyn Jacobsen	CASA
Amanda Stuparyk	CASA
Warren Greeves	CASA

Regrets:

Name	Stakeholder group
Ron Axelson	Intensive Livestock Working Group
Kim Johnson	CAPP (Shell)
Gerald Palanca	Alberta Energy Regulator
Abena Twumasi-Smith	The Wood Buffalo Environmental Association

Action Items:

Action Items	Who	Due
7.1: As quorum was not achieved, Amanda will contact the industry representatives after the meeting to discuss meeting outcomes.	Amanda	ASAP
7.2: Amanda to obtain in-kind hours for task group and include in final report.	Amanda	Meeting #8
7.3: Amanda to create brief chronology of the task groups work leading to the RFP and consultation process, including finalization of table of contents, work plan and approval for Methodology section of the final report.	Amanda	Meeting #8
7.4: Robyn to review the CASA communications plan to determine the process for posting task groups' consultant reports on the CASA website.	Robyn	Meeting #8
7.5: Amanda will prepare the next version (v2) of PMTG Final Report and send to task group on Monday March 9, 2015. Task group members will have one week review and submission of comments for Monday March 16, 2015.	Amanda/ Task Group Members	March 9, 2015 (Amanda) March 16, 2015 (Task Group)
7.6: Amanda will poll for dates for meeting #8 the week of March 23rd (teleconference) to review the task groups' final report.	Amanda	ASAP

1. Administrative Items

The meeting began at 10:10 am. Participants introduced themselves and were welcomed to the meeting.

Quorum was not achieved as there was no industry representative present or on teleconference.

Action Item 7.1: As quorum was not achieved, Amanda will contact the industry representatives after the meeting to discuss meeting outcomes.

The minutes from meeting #6 reviewed and approved with no changes. The action items from meeting #6 were recorded as follows, and all subsequently determined to be completed:

Action Items	Who	Status
6.1: As quorum was not achieved, Celeste will touch base with industry representative Kim Johnson after the meeting.	Celeste	Complete. No issues.
6.2: Kim and James to provide additional information on SPOG.	Kim, James	Complete.
6.3: Celeste send D60 to Pinchin referring to section 7.1.1 and 7.1.2.	Celeste	Complete.
6.4: Imai will review the updated discussion on the interaction between provincial and municipal regulation once it is prepared and provide feedback to Pinchin.	Imai	Complete.
6.5: Ike and Atta will check if there is any "first-in-time, first-in-right" as well as setbacks, encroachment, and relaxation wording as pertains to municipal facilities in AOPA.	Ike, Atta	Complete.
6.6: James will check if there is any setbacks, encroachment, and relaxation wording as pertains to municipal facilities in EPEA	James	Complete.
6.7: Celeste will send Pinchin the definitions of odour and odorant used by the Odour Assessment Task Group.	Celeste	Complete.
6.8: Ike to provide high-quality version of figure 9 from the draft Pinchin report.	Ike	Complete.
6.9: Celeste will send editorial comments to Pinchin.	Celeste	Complete.
6.10: Celeste will send the content-related feedback developed at meeting #6 to Pinchin.	Celeste	Complete.
6.11: Celeste will populate the draft table of contents to create draft 1 of the task group's final report to the OMT using currently available documents and note where content still needs to be developed.	Celeste	Complete.
6.12: All task group members should come prepared to meeting #7 to provide feedback on the draft final report to the OMT and develop content as required.	All	Complete.
6.13: Celeste will poll for dates for meeting #7 in February 2015.	Celeste	Complete.

Robyn provided the Prevention/Mitigation Task Group (PMTG) an update on CASA activities:

- The EFR team will be presenting their final report to the Board at the next meeting on March 12, 2015.

- Internally at CASA the interview process for an Executive Director is still continuing.
- No further updates at this time.

Amanda reminded the PMTG that they will need to report to the Odour Management Team (OMT) at their March 18th meeting. She provided an update on process for the OMT development of the Good Practice Guide (GPG). The OMT felt it would be beneficial for the task groups to review their applicable sections of the GPG once in draft form. This will ensure the guide does not lose any pertinent task group information. At a later time, the task groups will be asked to review their sections and provide any comments back to OMT. The group agreed that was acceptable.

2. Finalize the task group final report

The purpose of this meeting was to prepare content for the draft version of the task groups' final report. At meeting #6, the secretariat was asked to populate the draft table of contents to create draft 1 of the task group's final report to the OMT using currently available documents and note where content still needs to be developed.

The task group reviewed and discussed the draft version 1 of the final report. For the development of this version, Amanda used reference materials to pull information of task group vision, objectives, deliverables and progression of work from the OMT Project Charter (March 2013), PMTG Workplan (May 2014), meeting minutes, the consultant RFP and statement of work, the consultant report, and other task groups final reports in draft version. The information presented is a rough draft that will have a style edit for the next version.

Amanda reviewed the report section by section with the task group and opened the floor to general comments regarding the first draft. Editorial comments were provided and recorded by Amanda throughout the document and will be incorporated into version 2.

The task group noted the following higher level comments:

- The task group wanted to make a special mention in the Acknowledgement section of the consultant and their work.
- The group clarified and agreed to the task group membership tables.
- Executive Summary. The group requested consulting costs should be commented on in the executive summary or table.
- The group agreed that the Pinchin report will be included as an appendix.
- Task group members were comfortable with the main headings and arrangement of document.

Discussion of each section clarifications/additions or revisions are highlighted below.

Section 1: Introduction

- The group requested that the budget be addressed on page 7. (i.e. met allocated budget).
- The group agreed that there was too much information presented in the section and that they could shorten the history of the task group and background. (i.e. Creation of the Task Group, worked in conjunction with OMT).
- Information in the 2nd paragraph of page 6 is important and should remain as it sets the context for this group. It can be moved to the methodology section.
- There is some overlap between introduction, mandate and objectives that will need to be clearly distinguished in the final report. The Project charter information/objectives is to be included in "Overview of Tasks section 2".

Section 2: Overview of Tasks

- The task group agreed that the Project Charter information be included in this section.
- The task group discussed the flow of the section and agreed that reformatting is necessary, as follows: 2.1 vision and intended audience; 2.2 task group deliverables; and 2.3 scoping and assumptions.
- Update the information in Table 1 to reflect and summarize completed deliverables.
- Any duplication of the task group deliverables is to be deleted.

Action item 7.2: Amanda to obtain in-kind hours for task group and include in final report.

Section 3: Methodology

- Similar to the previous section, there is duplication of information contained in the project charter; any redundant information is to be deleted. Smaller edits were made to the section.
- The task group agreed that the interplay between Pinchin and the task group should be noted, since the process was iterative. The consultant should be given credit for being capable of contributing to this iterative process. This could be included in the executive summary or lessons learned.
- It should be noted in this section that the Task Group believes that process and approach contributed to this particular product and its applicability in the Alberta context. The varied nature of the task group contributed to the success of the PMTG.

Action item 7.3: Amanda to create brief chronology of the task groups' work leading to RFP and consultation process, including finalization of table of contents, work plan and approval.

3. Finalize the task group final report (cont'd)

Section 4: Advice on Education / Communication / Awareness

- The task group discussed this section to include any advice targeted to the OMT that would address the communications and rollout plan for the Good Practice Guide. The group came up with four areas of advice.
 - All elements of the report should be in the GPG, and it should be noted that it applies to all stakeholders – technical and non-technical in nature.
 - The roll out plan should address or target two audiences for the PMTG report/tools; 1) those that are more technical, and 2) general audiences. It should be stressed that various aspects of best practices can be implemented with numerous stakeholders, including ready-to-go suggestions and opportunities for escalation.
 - Due to the versatile nature of the report and comprehensiveness of the information, the OMT should indicate that stakeholders, like government, can customize a communications plan for tools for prevention/mitigation.
 - Creation of a sector specific fact sheet should be a goal of the OMT as part of the communications plan. Advise that a 1 page fact sheet be created for Prevention and Mitigation.

Section 5: Continuous Improvement:

- The task group discussed advice on continuous improvement and noted that mechanisms for dissemination of the good practice guide are currently being developed by the OMT but provided the following information.
 - It is suggested that the tools and appendices be utilized by industry and subsequently reviewed every 5 years to assess the success of the practices. The 5 year period was

thought to be a standard time frame used for reviews. The group felt this process would be best implemented by using a multi-stakholder format similar to this task group. This review should consider the following:

- How existing tools are being used;
 - Assess the appropriateness of the tools and revise based on feedback;
 - Assess the creation of any future tools, and;
 - Examine prevention and mitigation metrics to assess next steps.
- There would also be a need to reassess the appropriateness of the tools and to review them with actual users and revise per the feedback.

Section 6: Links to other task groups

- The task group discussed this section and identified a definitive link between prevention/mitigation and the work being done under odour assessment as well as enforcement/role of regulation.
- The next version of the report will provide more detail on this linkage as well as references within the consultant final report as noted by the task group.
 - Reference in Chapter 2,
 - Reference link to OA on page 48 for definitions and in Section 2.1, and
 - Section 2.2 linkage to the Enforcement/Role of Regulation Task Group.

Section 7: Lessons Learned

- The group discussed important lessons learned for this task group and noted that the multi stakeholder approach was especially useful and beneficial to the group's product. The group noted the success of the consultant, citing the consultant's ability to work closely with the task group. The success of the consultant could also be in part due to the creation of a well-written RFP that included reference checks and selection of a consultant with hands-on experience.
- The way that feedback was tracked and provided from the consultant including draft versions of the report with tracked changes helped the process run smoothly.

Section 8: Recommendations

The task group discussed specific recommendations that will be listed in this section in regard to the task group final report and deliverables. They agreed to the 3 recommendations that were listed in the draft version with the following two clarifications.

- Recommendation 1: add that the group recommends the consultant report/group deliverable be accepted with no qualifiers (i.e. accept the report as is).
- Recommendation 3: add wording around new process for the GPG. Prior to disbanding, PMTG will review the OMT GPG. Recommendation 3 should now read as: "[...] disband the task group after they have reviewed and provided with the opportunity to submit comments regarding the GPG PM sections."

A discussion occurred as to whether the consultant report itself should be included on the website. It was assumed that all task group work will be posted on the CASA website but Robyn will check the communications plan to verify the process.

Action Item 7.4: Robyn to review the CASA communications plan to determine the process for posting task groups' consultant reports on the CASA website.

4. Meeting Wrap-up

The task group reviewed the action items from the meeting.

Action Item 7.5: Amanda to prepare next version (v2) of PMTG Final Report and send to task group on Monday March 9, 2015. Task group members will have one week to review and submit comments for Monday March 16, 2015.

Action Item 7.6: Amanda will poll for dates for meeting #8 the week of March 23rd which will be a teleconference to review the task groups' final report to the OMT.

The task group aims to submit their final report to the OMT the end of March 2015.

5. Adjourn

Meeting adjourned at 2:05 PM.