

Participants:

Duncan Kenyon (DK) – Baseline Emissions Management
Keith Driver (KD) – Baseline Emissions Management
Klaas Rodenberg (KR) – Stantec
Richard Caldwell (RC) – Vital Engineering Corporation
Derek Heslop (DH) – Manasc
Tim McGinn (TiM) – Cohos Envamy
Lawrence Brazen (LB) – Stantec
Randall Colgan (RG) – City of Edmonton
Gordon Shymko (GS) -
Tanya Maynes (TM) – C3

Highlighted text indicates changes to be made to protocol from November 23rd Draft.

Minutes:

1. Introductions

2. Review of the process

3. TM - Background :

Context of what we are doing here – review of the Alberta Offset System

- Review of protocol development
 - Rules of offset system – including criteria
 - Review of Specified Gas Regulations and compliance options
 - Government wants to develop a set of standards following a quasi life cycle assessment and based on the ISO 14064-2 system in which all sinks, sources and reservoirs (SSRs) are identified.
 - The system is designed on the following principles:
 - i. We need to ensure environmental integrity;
 - ii. we need to be reasonable (not every molecule);
 - iii. we want to adapt precedence set elsewhere (if there is an approach used elsewhere (i.e WRI/CDM – grid intensity factor (GIF) calculations based on build and marginal capacity of a system) – if it makes sense;
 - iv. Life Cycle Approach – it’s cumbersome but worthwhile – we are trying to streamline it.
 - Hope is that early in the new year we will have a Grid Intensity Factor that is necessary for this and other protocols.
4. TM - This is the first round of technical review – there will likely be some revisions.
- **Consensus is no sustained objection** – want to have something that we can all live with.
 - All comments and issues must be tracked. It will go to the regulator for final approval.
 - Once we are happy for this it will move forward for a broader consultation. The next step for this protocol will be to streamline it and have a technical/market consultation. If things arise along the

way, we will work on those things. The final steps are to go back to the regulator and post for public review.

5. Keith Driver – Walk through of the protocol – approach, logic and calculations
 - Scope and Description – where it is applicable, where it fits.
 - Process Flow Diagrams – show which sources and sinks are applicable based on ISO 14064-2. Not all sources and sinks are relevant to all projects.
 - **Project Condition** – what actually happens due to the project.
 - **Baseline condition** is what is happening in the absence of the project. I.e. Community built according to the previous model vs. a project which is a community built to new standards. “5 Box approach” in Figure 2.1. Top to bottom is what is happening during the project. Going from Left to Right is looking at what is happening before and after the project. We look at this for both the baseline and project condition.
 - **The difference between the project condition and the baseline condition is the GHG benefit of the project**
 - **Discussion of functional equivalence** – ensure we are comparing apples to apples (i.e. can't just reduce the square footage of a building to generate offsets)
 - **Process flow diagrams** – materials and energy
 - **Project Applicability** – what this protocol applies to
 - **Flexibility Mechanisms** – here is a few little things you can do if your project is a little bit different and what you can do to make your project fit.
 - **Want to identify all the sources and sinks - Definitions:**
 - i. **Controlled** – onsite – project operator controlled
 - ii. **Related** – upstream – the more they use the more is used but not directly responsible
 - iii. **Affected** – Unexpected market consequences.
 - iv. **Materiality** – defined as greater than 5%
 - Equations – for all the sources and sinks included – Calculators are built for those equations.
 - **KD - Do we have the right sources and sinks? Are we using the right equations? Is there an alternate source of data that would make things easier?**

Comment [tm1]: Karen - can you confirm that I got this right?

6. Arsheel -