

Minutes



Health Task Group, Meeting #3

Date: February 7, 2014
Time: 10am - 3:30pm
Place: CASA office, 10035 108 Street, Edmonton, Alberta

In attendance:

Name	Stakeholder group
Laurie Cheperdak	Alberta Environment and Sustainable Resource Development
Dr. Alvaro Osornio-Vargas	University of Alberta/The Lung Association
Cindy Quintero	Hinton Pulp
Brendan Schiewe	Alberta Health
Celeste Dempster	CASA
Michelle Riopel	CASA

Action Items:

Action Items	Who	Due
1.5: Karina will ask Alberta Health librarians to conduct a search for tools that track the health-related impacts of odour and any related publications.	Karina	Meeting #4
3.1: Brendan will provide links to the Sears and Davies reports from the AER proceeding.	Brendan	ASAP
3.2: Task group members will read the seven documents listed at meeting #3 keeping in mind the key list of things to pay attention to listed at meeting #3.	All	Meeting #4
3.3: Brendan will email Celeste the electronic version of the Alberta Health peer review rubric.	Brendan	ASAP
3.4: Celeste will prepare a one-page summary of the discussion on input from complainants and send to the task group for review.	Celeste	ASAP
3.5: Celeste will poll for dates for meeting #4.	Celeste	ASAP
3.6: Celeste will poll for dates for meeting #5.	Celeste	ASAP

1. Administrative Items

Laurie chaired the meeting which began at 10:00am. Participants introduced themselves and were welcomed to the meeting. Quorum was achieved.

The task group agreed to move agenda item 6 (Stream 1 Straw Dog) to a subsequent meeting and use this time to extend agenda item 4 (Tool Brainstorming) discussions. The Odour Management Team has requested feedback from the task group and the task group agreed to block off 20 minutes for this discussion prior to agenda item 7 (Budget Check-in). The updated agenda and meeting objectives were approved.

The minutes from meeting #2 were reviewed and approved. The action items from meeting #2 were updated as follows:

Action Items	Who	Status
1.5: Karina will ask Alberta Health librarians to conduct a search for tools that track the health-related impacts of odour and any related publications.	Karina	Carry forward.
2.1: Task group members will read section 2.0 of the BC final report (2005) including the associated table.	All	Complete.
2.2: Alvaro will review the document “Measurements of perceived air quality: Correlations between odor intensity, acceptability and characteristics of air”.	Alvaro	Complete.
2.3: Cindy will review the document “Measurements of the Effects of Air Quality on Sensory Perception”.	Cindy	Complete.
2.4: Opel will review the document “A Review of The Science and Technology of Odor Measurement”.	Opel	Complete.
2.5: Members will provide comments on the initial brainstorm of topics that could be included in the Stream 1 backgrounder.	All	Complete.
2.6: Celeste will compile members’ comments on the Stream 1 backgrounder for discussion at meeting #3.	Celeste	Complete.
2.7: Celeste will poll for dates for meeting #3.	Celeste	Complete.
2.8: Celeste will prepare the team update presentation and send to the task group for review.	Celeste	Complete.

2. CASA Update

Celeste provided an update on the Odour Management Team:

- The team met on January 30th where they received an update presentation from each of the task groups including status, budget, timelines, and feedback required from the team.
- The team was pleased with the work of all the task groups so far.
- The team discussed the feedback that was requested by the Complaints Task Group regarding input from complainants about their experiences and whether this type of input would be useful for other task groups and/or the broader work of the team. The team discussed this item and has asked each task group to outline their needs around engagement with complainants and the key questions they would like to ask. At the next OMT meeting, the team will consider the feedback from all three task groups and determine a path forward. The Health Task Group will further discuss their needs prior to agenda item 7 (Budget Check-in).

Celeste also provided an update on the work of the Odour Assessment and Complaints Task Groups:
Odour Assessment Task Group:

- The task group has met twice so far and will meet again on March 14th. The task group has spent a significant amount of time developing an RFP and a table of contents for a consultant’s report that will address their main deliverables:
 - An analysis of odour assessment tools/practices and their applicability to the Alberta context including when/when not they are appropriate to use.
 - A ‘key’ to facilitate access to the information in the analysis (ex. Decision tree, roadmap).
- The RFP has been posted and responses are due on February 17th.

- In between now and their next meeting the task group is developing criteria to evaluate RFP responses and, once RFP responses are received, task group members will use the criteria to evaluate each RFP response.
- At their next meeting the task group will review RFP responses and recommend a consultant to do the work. The team will be asked to approve this decision electronically as per the protocol outlined at OMT meeting #4.
- The task group will have additional information about budget and timelines once they have reviewed the RFP responses. The original timeline projection for the task group was 6 months. This target will not be met, but the task group is focused on developing a quality product in a timely manner.

Complaints Task Group:

- The task group has met twice so far and will meet again on February 3rd. Discussion so far has mainly focused on their first deliverable:
 - A background report outlining the current odour complaint landscape in Alberta.
- The task group has heard presentations from a variety of groups in Alberta that handle odour complaints. This information will be compiled into a background report. The team approved the task group's recommendation to hire writer/editor Scott Rollans to compile the background report.
- At their next meeting the task group will hear additional presentations and discuss their expectations around the background report. The task group hopes that the background report can be completed by the end of March 2014. The task group hopes to clarify timelines around their remaining deliverables going forward and noted that the timelines outlined in the workplan may be ambitious.

Celeste provided an update on other CASA initiatives:

- The next CASA Board meeting will be March 13th in Edmonton. The CASA 20th year celebration will take place on June 6th in Calgary.
- The Electricity Framework Review Team has been 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.
- Non-Point Source Emissions:
 - A workshop was held in Calgary on October 22 to explore the potential for CASA to have a role in NPS management in Alberta. From these discussions, three priority opportunities were identified:
 - Understanding the NPS issue: emissions inventory, data management, and modeling
 - Assessing options for action: templates and tools
 - Building awareness and support
 - The outcomes of the workshop were presented to the Board at their December meeting. At this time, GoA indicated an interest in championing the issue, and plans to develop a new SoO to bring to the Board at the March Board meeting. An invitation was extended for any other parties who wish to influence the SoO to come forward with their interests as soon as possible.

The task group noted that they need to continue to be aware of links between the three task groups and coordinate as needed.

3. Review Round 2 Completed Templates

At meeting #1, the task group developed a template to gather information from a variety of odour management documents. At meeting #2, the task group reviewed round 1 of the reviews (documents 1-8) and identified three additional documents for a second round of reviews (documents 9-11) to be presented at today's meeting. Each reviewer spoke briefly to the document they had reviewed and the group had the opportunity to ask questions:

9. Measurements of perceived air quality: Correlations between odour intensity, acceptability and characteristics of air.
 - This document was focused on three methodologies for measuring odours indoors. It does not contain relevant background information about health or a tool for tracking the health-related impacts of odour. It could, however, be of use to the Odour Assessment Task Group.
10. Measurements of the Effects of Air Quality on Sensory Perception.
 - This document focuses on sensory perception and indoor air quality. It does not contain background information about health or a tool for tracking the health-related impacts of odour. Of relevance for Stream 1 work is their finding that personality, preference, mood and prior experience are very likely important determinants of whether indoor air quality is acceptable or not.
11. A Review of the Science and Technology of Odour Measurement.
 - This document does not contain relevant background information about health or a tool for tracking the health-related impacts of odour. It could, however, be of use to the Odour Assessment Task Group.

The task group considered if there were any additional documents that needed to be reviewed. The task group decided that the Sears and Davies reports from the Alberta Energy Regulator proceeding would be useful background reading for Stream 1 work.

Action Item 3.1: Brendan will provide links to the Sears and Davies reports from the AER proceeding.

4. Tool Brainstorming

The task group had a fulsome discussion about what types of tools should be developed and the characteristics of these tools. The task group identified, and discussed the characteristics of, three tools that they would like to develop. Note that the tool names are draft only. The task group also noted any overlap/links with the Complaints Task Group (see legend below table):

Tool 1: ‘Chronic’ – This tool would be used by individuals to record their health-related concerns on an ongoing basis or in non-emergency situations. The information recorded could include day/time, presence/description of odour, and health symptoms.	
Who will record (capture) this information?	– The individual experiencing the odour/health symptoms
How will this information be used?	<ul style="list-style-type: none"> – To help individuals communicate with their health care provider – To help individuals provide input and feedback into odour and health management – Possible future uses to consider during tool design: <ul style="list-style-type: none"> ○ Tracking clusters* ○ Research
+Tool 2: ‘Tool for People Taking Call (First Response)’ – This tool would help first responders to communicate with complainants about their health-related concerns. The information collected can be used to help “triage” complainants and response. For example, if the caller is experiencing an acute reaction then they should immediately call 911 or if the health-related concerns is resulting from a spill condition then emergency services should be dispatched immediately.	
Who will record (capture) this information?	<ul style="list-style-type: none"> – The responder (i.e. the person answering the telephone) <p>NB: The background report being prepared by the Complaints Task Group will likely have information on who is receiving calls (i.e. who is the responder).</p>
How will this information be used?	<ul style="list-style-type: none"> – To refer caller to seek emergency medical attention, if required – To respond to an emergency (ex. A spill) – To direct caller to Tool 1, if appropriate – To use input to help investigators follow-up on the complaint – Could potentially use to track health-related impacts over time*
^Tool 3: ‘Follow-up to Complaint’ – This tool would be used to help investigators to speak with complainants about any health-related impacts they may be experiencing. This information can be used as input into the investigation and also as an opportunity to refer complainants to health resources (such as Tool 1).	
Who will record (capture) this information?	The investigator
How will this information be used?	<ul style="list-style-type: none"> – To refer individual to health resources (including Tool 1 – similar to process described under Tool 2) – As input into the complaints investigation – Descriptive health statistics generated could be tracked over time*

Legend – Links to Complaints Task Group Tools: (see Complaints Task Group workplan for additional details on tools)

+Tool Area 1 (Tools for handling complaint response that will assist responders)

^Tool Area 2 (Tools to support the follow-up process after a complaint is received)

*Tool Area 3 (Tools that focus on tracking mechanism)

Other highlights from the discussion:

- The task group discussed how physicians might be incorporated/linked into the tools. The task group will need to revisit this issue.
- The task group also discussed how to follow-up with people directed to see emergency medical attention.
- The task group discussed that the original purpose of the tools is to help people describe their health concerns, rather than epidemiological. However, the information gathered using the tools could be used to map/track health-concerns over time –as such the tools could be designed with this future consideration in mind.
- The tools should be careful not to ask questions in a leading manner (for example: the question ‘are you experiencing shortness of breath, headache, etc.?’ may prompt “heightened” responses.
- Will need to consider the legalities around consent and sharing information.
Heath Canada has a pesticide exposure tool that may be useful to task group discussions
<http://www.hc-sc.gc.ca/cps-spc/pest/part/protect-proteger/incident/index-eng.php>

The task group considered the flow of the tools and how they link together and created a flow chart (see Appendix).

The task group discussed the next steps for Stream 1 and Stream 2 work as follows:

- Stream 1:
 - The next step is for the task group to begin to design the tools. This includes considering what information is recorded as well as how it is recorded. The task group noted that they would like the initial drafting of the tools to be unrestricted creatively and will incorporate issues of consent after the initial design.
 - The task group agreed that they will use their expertise to initially draft the tools and will then hire someone to polish them.
- Stream 2:
 - The task group will review the Stream 1 Straw Dog.

In preparation for both Stream 1 and Stream 2 next steps, task group members will read the following documents:

- Sears report (and associated additions)
- Davis report (and associated additions)
- Alberta Health odour and health literature review
- Background report from Complaints Task Group (once it becomes available)
- Tools identified in template reviews:
 - Document 2: Texas Commission on Environmental Quality
 - Document 3: Good Practice Guide for Assessing and Managing Odour in new Zealand
 - Document 8: TACPHOGI

The task group drafted a list of key things to pay attention to while reading these materials to help with tool design and to inform backgrounder on odour and health:

- Common symptoms (themes)
 - Physical

- Social
- Psychological
- Screening tools mentioned
 - Questions used to illicit information from individuals
- Knowledge gaps, including technical gaps (for backgrounder)
- Elements listed in Stream 1 Straw Dog (see meeting #2 minutes)
- Things that grab your attention or appear frequently

Action Item 3.2: Task group members will read the seven documents listed at meeting #3 keeping in mind the key list of things to pay attention to listed at meeting #3.

5. Update – Alberta, Odour and Health Literature Review

The literature review on odour and health from Alberta Health was made available yesterday for limited release to the Health Task Group. Alberta Health requests that the document not be circulated outside of the task group at this time. The literature review is undergoing a peer review process and the intent is to release it publically, and to the OMT, after that is done and any changes are incorporated.

The task group has not yet had time to read the literature review, so a discussion on its content was deferred to the next meeting (see next steps under agenda item 4).

Alberta Health has invited the Health Task Group to participate in the peer review of the literature review. The peer review will include commentary from both internal and external reviewers (to Alberta Health). The intent of the peer review is to provide general feedback on the literature review. For example, are there any missing pieces, have the issues been adequately summarized, etc. Alberta Health has provided a rubric for interested parties to use to review the literature review. Reviewers are welcome to complete all or part of the rubric – it is not meant to be a cumbersome or time consuming process for reviewers. The task group noted that they would like to participate in the peer review. Alberta Health is requesting that the reviews be completed by March 28th 2014. *Task group members may email their reviews to Celeste who will forward them to Alberta Health.* Reviewers may choose to be anonymous.

Action Item 3.3: Brendan will email Celeste the electronic version of the Alberta Health peer review rubric.

6. Discussion – Input from Complainants

The team has asked each task group to outline their needs around engagement with complainants and the key questions they would like to ask. The task group had a hearty discussion and, while a definitive answer was not reached, the task group developed several key points:

- Input from complainants would be useful.
- The task group identified two points where it might useful to engage with complainants:
 - Information gathering stage:
 - Key Questions:
 - The task group discussed that it would be useful to speak to complainants about their expectations/experience and understand what role health plays in odour complaints.

- How input could be used:
 - This information could be used to help develop tools
 - Tool development stage:
 - Key Questions:
 - As tool(s) are developed, complainants could be asked for feedback.
 - How input could be used:
 - This information could be used to tweak tools and make sure that the final products are useful and appropriate.
- The task group discussed how this information might be gathered:
 - Information gathering stage:
 - The information could be gathered by speaking with complainants. It may also be possible to answer this questions using currently available documents and contacts, such as: CASA Odour Management Statement of Opportunity, the background report being developed by the Complaints Task Group, speaking with the Coordination of Information Centre (CIC), Sears and Davies reports from the AER proceeding, testimony at AER proceeding, guest speakers who are currently working with residents around odour complaints, etc.
 - Tool development stage:
 - Could ask for participants who are willing to test out tools. These could be drawn from known contacts of task group members.
 - Any engagement should be done in coordination with the other task groups.

Action Item 3.4: Celeste will prepare a one-page summary of the discussion on input from complainants and send to the task group for review.

7. Budget Check-in

The task group identified a cost associated with hiring a consultant to polish the tools and with hiring a writer/editor to assist with the backgrounder about odour and health. The task group noted that if the format of the tools is web-based or an app, it will be necessary to hire someone to do this work.

8. Meeting Wrap-up

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

Next meeting:

- Meeting #4 will be a 1.5 day meeting in last two weeks of March in Edmonton.
 - This meeting will focus on the Stream 1 Straw Dog. The task group will use Action Item 3.2 to inform this discussion.
- Meeting #5 will be a 1.5 day meeting in first two weeks of April in Edmonton.
 - This meeting will focus on Stream 2 tool development. The task group will use Action Item 3.2 to inform this discussion.

Action Item 3.5: Celeste will poll for dates for meeting #4.

Action Item 3.6: Celeste will poll for dates for meeting #5.

The meeting adjourned at 3:20pm.

Minutes



Appendix: Flow Chart

