



Minutes

Health Task Group, Meeting #9

Date: Friday, October 3, 2014
 Time: 10:00 am – 3:30 pm
 Place: CASA office, 10035 108 Street, Edmonton, Alberta

In attendance:

Name	Stakeholder group
Dr. Rocky Feroe	Alberta Environmental Network
Dr. Alvaro Osornio-Vargas	University of Alberta/The Lung Association
Cindy Quintero	Hinton Pulp
Brendan Schiewe	Alberta Health
Opel Vuzi	Health Canada
Kaitlyn Wall	Alberta Environment and Sustainable Resource Development
Celeste Dempster	CASA

Action Items:

Action Items	Who	Due
7.4: Brendan will ask the legal department to look at the tool’s disclaimer to check for liability issues.	Brendan	Meeting #10.
9.1: Brendan will provide a reference for section 3.2 paragraph 3.	Brendan	ASAP.
9.2: Celeste will distribute version 14 of the backgrounder to the task group.	Celeste	ASAP.
9.3: Celeste will contact Scott Rollans with respect to editing the backgrounder.	Celeste	ASAP.
9.4: All task group members should send Celeste the numbers for the groups to whom they sent the pilot testing survey.	All	ASAP.
9.5: Brendan will update the tool with the ‘non-design’ changes made at meeting #9.	Brendan	ASAP.
9.6: Cindy, Kaitlyn, Brendan and Celeste will identify known, qualified graphic designers for the task group to consider to finish the design of the tool.	Cindy, Kaitlyn, Brendan, Celeste	ASAP.
9.7: Task group members should send Celeste any comments they may have prepared around the draft report (version 1).	All	ASAP.
9.8: Celeste will edit version 1 of the draft final report for style.	Celeste	Meeting #10.
9.9: All task group members should come prepared to meeting #10 to review version 15 of the backgrounder and the updated tool and to accept them for inclusion in the final report.	All	Meeting #10
9.10: All task group members are responsible for identifying any show stoppers in the backgrounder and tool in advance of meeting #10 and notifying Celeste.	All, Celeste	Prior to meeting #10.

9.11: Celeste will poll for dates for meeting #10 for the end of November 2014.	Celeste	ASAP.
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1. Administrative Items

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

The minutes from meeting #8 were reviewed and approved. The action items from meeting #8 were updated as follows:

Action Items	Who	Status
7.2: Rocky will provide additional references for section 7 material once the document has been edited by Scott.	Rocky	Superseded by Action Item 8.3
7.4: Brendan will ask the legal department to look at the tool's disclaimer to check for liability issues.	Brendan	Carry forward.
8.1: Brendan will provide the full reference for Tajik et al. 2008.	Brendan	Complete.
8.2: Opel will provide the full references for sources cited in section 5.1	Opel	Complete.
8.3: Opel will update section 5.3 as outlined at meeting #8.	Opel	Complete.
8.4: Kaitlyn will provide additional wording around irritant effects for the Introduction, paragraph 1 of section 3.1 that can also be included in the Executive Summary.	Kaitlyn	Complete.
8.5: Brendan will research additional language currently used in available literature around irritant effects can coordinate with Kaitlyn on Action Item 8.4.	Brendan	Complete.
8.6: Celeste will prepare pilot testing survey questions and send to the task group for review.	Celeste	Complete.
8.7: Celeste will begin drafting the final report.	Celeste	Complete.
8.8: Celeste will poll for dates for meeting #9 for the end of September.	Celeste	Complete.

2. CASA Update

Celeste provided an update on the Odour Management Team:

- The OMT last met on October 2nd. The OMT received an update on the work of the Health Task Group and Brendan attended to respond to any questions and provide additional details.
- The OMT is also working on details to assemble and to roll-out the Good Practice Guide.
- The OMT will meet next on November 13th, 2014.

Celeste also provided an update on the work of the task groups:

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 anticipates completing its tasks by the end of 2014 but its final report will not be ready for submission to the OMT until early 2015.

Odour Assessment Task Group:

- The task group is working with a consultant to prepare an inventory and analysis of odour assessment tools. The report will contain a 2-page overview of each odour assessment tool (with links to more detailed resources), general guidance steps for choosing tools depending on the purpose of the odour assessment, and a matrix outlining the characteristics of each tool allowing users to easily compare tools.
- The task group is currently working with the consultant to finalize the report.
- The task group anticipates completing its work by the end of 2014.

Prevention/Mitigation Task Group:

- The task group kicked off on June 18th 2014 and prepared an RFP for an inventory and analysis of odour prevention and mitigation tools.
- The task group reviewed RFP responses and chose a consultant to undertake this work.
- The task group met with the consultant to kick-off the work at the end of September 2014 and expects this work to be complete by the end of January 2015.

Enforcement/Role of Regulation Task Group:

- The task group kicked off this work on June 23rd 2014 and prepared an RFP to collate and review regulatory approaches.
- The task group reviewed RFP responses and chose a consultant to undertake this work.
- The task group met with the consultant to kick-off the work at the end of September 2014 and expects this work to be complete by the end of January 2015.

Celeste provided an update on CASA activities:

- The Board meeting met on September 18th 2014 in Edmonton.
 - They were provided with a written status report on the OMT. It was noted that the AER has declined to provide funding – see item 6.
 - The Board reviewed and approved in principle the non-point source air emissions project charter. The Board wishes to obtain funding for the work before giving final approval for the project charter.
- The Electricity Framework Review team continues to work on the remaining 5-year review tasks.
- The next Board meeting will be on December 4th 2014 in Calgary.

3. Review Odour and Health Backgrounder

The task group reviewed version 13 of the backgrounder on odour and health. Version 13 includes the updated content (see Action Items from meeting #8). The task group reviewed version 13 together using the projector as follows (creating version 14 – see this version for specific wording track changes that were agreed to at meeting #9. It shall be taken as the accurate record of wording changes agreed to at meeting #9 in addition to the summary described below):

- Executive Summary:
 - Accepted all track changes
 - Adjusted wording around olfactory neurons to reflect the physiological process better
- Introduction:
 - Removed '(if it has one)'.

- Updated new content in last paragraph.
- Section 2:
 - Accepted all track changes
 - Updated wording around ‘past experiences’
 - Removed referencing comment related to Boyle 2007
- Section 3:
 - Added some additional references
 - Removed referencing comment related to Boyle 2007
 - Section 3.1:
 - Accepted track changes
 - Updated wording around the onion example
 - Section 3.2:
 - Removed H2S example
 - Section 3.3:
 - Changed title to “Combined nuisance and irritant effects”
 - Rewrote section and added an example
- Section 4:
 - Determined that “health effects” will be used throughout the document for consistency
 - Changed all subsection title to align with the WHO definition of health
 - Section 4.1: Changed title to “Effects on physical wellbeing”
 - The task group also discussed using the term ‘physiological’.
 - Section 4.2: Changed title to “Effects on psychological wellbeing”
 - “Mental” was noted used as it was felt to have negative connotations
 - Section 4.3: Changed title to “Effects on social wellbeing”
- Section 5:
 - Section 5 was retitled “Limitations and challenges” and the task group added a list of summary points
 - Section 5.1, 5.2, and 5.3 were combined into section 5.1 and retitled “Limitations and research gaps”
 - Section 5.4:
 - Moved one paragraph here from new combined section 5.1
 - Added some additional wording to paragraph 2
 - Noted that the ‘word’ tool should be changed to ‘approach’
- Conclusion:
 - Added an additional highlight (new content from introduction)
- Glossary:
 - Accepted all track changes
- Literature Cited:
 - Accepted all track changes
- General:
 - A variety of typos and grammatical errors were corrected

Action Item 9.1: Brendan will provide a reference for section 3.2 paragraph 3.

Action Item 9.2: Celeste will distribute version 14 of the backgrounder to the task group.

The task group outlined the following next steps:

- Send version 14 to editor Scott Rollans for final editing (creating version 15).

- Celeste will send version 15 to the task group for review.
- The task group should flag any show stoppers in advance of meeting #10.
 - If a show stopper is identified, Celeste will take steps to prepare everyone to discuss it at meeting #10.
- All task group members should come prepared to meeting #10 to review version 15 of the backgrounder and to accept it for inclusion in the final report.

Action Item 9.3: Celeste will contact Scott Rollans with respect to editing the backgrounder.

4. Review the Tool for Individuals

The task group reviewed the results of the pilot testing and noted that:

- The vast majority of respondents had completed some sort of post-high school education. There is sample bias but this was anticipated.
- Overall, the tool was well received but there are some areas where it could be improved.

The task group discussed the results as follows:

- Some people were not able to open the tool because they didn't have the latest version of adobe.
- Have a drop down menu for both Symptom and Odour intensity.
- The task group discussed changing the scales. Many reviewers from the pilot testing wondered why there was a zero in the scale or suggested 3 point scales. The task group decided not to change the scales because the zero represents any latent symptoms and the scales were drawn from the Nottingham document and have already been validated.
- Is the title reflective of the content? The order of 'odour' and 'symptom' in the title should match their order on the page.
- Design issues:
 - Some people found the disclaimer intimidating, it may be possible to re-design the page to make it less so.
 - The task group discussed the possibility of having the symptom and odour boxes side by side, but this might make it difficult to add new records.
 - Possibly could re-design the page to make it clearer and more inviting
- Need to create a 'how to form' and have an example of a filled out form.
- The tool needs to be clear about what a record is (this is stated in the disclaimer, but should be re-iterated in the 'how to form').
- Remove the 'Examples of odours' as is confusing.
- Change 'Parameters' to 'Details'
- The task group discussed adding 'any actions taken' to the 'Symptom Description' box as this could be information that a health care professional might be interested in. The task group ultimately decided not to as this addition delves into system management which is beyond the scope of the tool at this time. Additionally, people who wish to include this type of information will do so anyway.

Action Item 9.4: All task group members should send Celeste the numbers for the groups to whom they sent the pilot testing survey.

The task group outlined the following next steps:

Action Item 9.5: Brendan will update the tool with the ‘non-design’ changes made at meeting #9.

- The task group agreed to hire a graphic designer to address the ‘design’ issues identified at meeting #9 and to prepare the accompanying ‘how to form’ and example of a completed template. The task group discussed sole sourcing this piece of work and agreeing on the consultant electronically. The task group noted that it is a small piece of work, probably about 5 hours. This work will be completed in between now and meeting #10.
- Celeste will send the tool for the task group to review in advance of meeting #10.
- The task group should flag any show stoppers in advance of meeting #10.
 - If a show stopper is identified, Celeste will take steps to prepare everyone to discuss it at meeting #10.
- All task group members should come prepared to meeting #10 to review the tool and to accept it for inclusion in the final report.

Action Item 9.6: Cindy, Kaitlyn, Brendan and Celeste will identify known, qualified graphic designers for the task group to consider to finish the design of the tool.

5. Discuss Final Report

The task group did not have time to review the draft final report. The task group noted that generally it appeared to be on the right track.

Action Item 9.7: Task group members should send Celeste any comments they may have prepared around the draft report (version 1).

The task group identified the following next steps:

Action Item 9.8: Celeste will edit version 1 of the draft final report for style.

At meeting #10, the task group will review version 2 of the draft final report and prepare any additional content that is needed. The task group identified that the sections on distribution, continuous improvement and recommendation will require discussion.

6. Budget and Timeline Check-in

The task group reviewed and updated their upcoming timelines:

Date	Task
October/November 2014	<ul style="list-style-type: none">– Edit backgrounder for style– Engage designer to finalize the tool– Action Item 7.4– Identify any show stoppers in the backgrounder and tool– Prepare to accept the backgrounder and tool for inclusion in the final report to the OMT
Meeting #10: late November 2014	<ul style="list-style-type: none">– Review and accept the backgrounder and the tool– Review the draft final report and prepare any additional content

	– Discuss presentation to the OMT
Early December 2014	– Review final report electronically and accept for submission to the OMT – Prepare OMT presentation
January 2015	– Present presentation to the OMT

The task group noted that they are within budget for both the editing of the backgrounder and the design of the tool.

7. Meeting Wrap-up

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

The objectives for the next meeting are:

- Review and accept backgrounder for inclusion in the final report to the OMT
- Review and accept tool for inclusion in the final report to the OMT
- Discuss draft final report (version 2) and prepare remaining content
- Discuss presentation to the OMT

Action Item 9.9: All task group members should come prepared to meeting #10 to review version 15 of the backgrounder and the updated tool and to accept them for inclusion in the final report.

Action Item 9.10: All task group members are responsible for identifying any show stoppers in the backgrounder and tool in advance of meeting #10 and notifying Celeste.

Action Item 9.11: Celeste will poll for dates for meeting #10 for the end of November 2014.

The meeting adjourned at 3:00pm.