

Minutes



Health Task Group, Meeting #1

Date: November 4, 2013

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. Rocky Feroe	Alberta Environmental Network
Dr. Alvaro Osornio-Vargas	University of Alberta/The Lung Association
Cindy Quintero	Hinton Pulp
Karina Thomas	Alberta Health
Opel Vuzi	Health Canada
Celeste Dempster	CASA
Michelle Riopel	CASA

Action Items:

Action Items	Who	Due
1.1: Celeste will share the Alberta Health presentation with the task group.	Celeste	ASAP
1.2: Karina will ask the Alberta Health literature review consultant if the review contains any tools for tracking the health-related impacts of odour and if there are any references that could be made available that provide an overview of odour and health while the task group waits for the review to be made available.	Karina	3 December 2013
1.3: Celeste will create a polished version of the template and distribute it to the group for their use.	Celeste	ASAP
1.4: Task group members are each responsible for reviewing an odour management document using the provided template.	All	22 November 2013
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	3 December 2013
1.6: Celeste will ask Dr. Irena Buka if she is aware of any tools for tracking the health-related impacts of odour that are directed at health care professionals.	Celeste	3 December 2013
1.7: Celeste will ask the Odour Management Team if animal health is included in the scope of the Health Task Group's work.	Celeste	3 December 2013
1.8: Celeste will provide the original Odour Management Statement of Opportunity to the task group.	Celeste	ASAP

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 agenda and meeting objectives were approved.

Celeste provided an update on the September 24th Odour Management Team meeting:

- The team was provided with an update on other odour initiatives:
 - The Alberta Energy Regulator (AER) has initiated a proceeding to investigate and make recommendations about odours and emissions associated with heavy oil operations in the Peace River area.
- ESRD has approved a grant of \$150,000 to support the work of the Odour Management Team.

2. Task Group Dynamics

Celeste provided an overview of CASA, the collaborative consensus process, CASA's *Guide to Managing Collaborative Processes* and the work of the Odour Management Team. Task group members had the opportunity to ask questions and discuss as required.

CASA and the Collaborative Process:

CASA is made up of three components:

- Board:
 - 22 members from government, industry and non-government organizations
 - Oversees and provides strategic direction for CASA
 - Meets 4 times annually
- Secretariat:
 - Oversees the day-to-day operations of CASA
 - Responsible to the Board
 - Are the process experts
- Teams:
 - Responsible to the Board and to the constituents they represent
 - All team members have roles and responsibilities which can be found in CASA's *Guide to Managing Collaborative Processes (MCP)* (page 19-25).

CASA uses a collaborative, consensus process to work together and make decisions. This means that participants focus on interests rather than positions and strive to reach consensus - where consensus is defined as all parties can agree to the decision as a whole and can live with the final package. This process is described in detail in CASA's *Guide to Managing Collaborative Processes* which is available from the CASA website.

Overview of the Odour Management Team:

- The issue of odour management was brought forward by all three of CASA's stakeholder groups (government, industry and NGO). Some initial scoping was done and the CASA Board approved the formation of a small working group to create a 'Project Charter' which would outline the work for a CASA Odour Management Team.
- The working group considered the broad issue of odour management as well as what could be accomplished by a CASA team in 18-22 months and prepared the project charter for Board consideration:

- Rather than focus on specific odours or odour producing activities, the team will focus on creating strategies, processes, etc. that can be applied to all sectors and odours.
- The project charter outlines seven topics of objectives (complaints, odour assessment, health, prevention/mitigation, enforcement/role of regulation, education/communication/awareness, continuous improvement). There is an upfront recognition that the team may be able to delve more deeply into some topics than others, but at no point should ignore the interrelated nature of the seven topics.
- The team is responsible to the CASA Board for two deliverables: A final report with package of recommendations, and a Good Practice Guide.
 - The Good Practice Guide is intended to be a user-friendly version of the final report and act as a communication tool to help share and apply the work of the team.
- To meet the 18-22 month timeline, the team will use small task groups. A task group is responsible for completing a piece of work that will subsequently be reviewed by the team and incorporated into the overall work of the team. This will help to the team to complete their work in a timely manner by making efficient use of resources. A task group reports to and coordinates with the team on a regular basis. The team provides oversight for all task groups. The team holds the final-decision making authority over the work of the task group.
- The team has prioritized three areas where work will begin first: odour assessment, complaints, and health.
- All task group members have roles and responsibilities that can be found in CASA's *Guide to Managing Collaborative Processes* (page 19-25). Task group responsibilities include:
 - Clearly articulating the interests of the stakeholders they represent
 - Establishing effective communication with decision maker in the organizations/groups they represent

Following Celeste's overview, the task group continued discussing how they would work together.

Ground Rules:

Task group members were asked to list meeting behaviours they had experienced in the past that contributed to a bad meeting:

- Yelling
- No focus
- Inefficient chair
- Accusatory language
- Making assumptions about others
- Coming with a fixed personal agenda – not willing to discuss
- Lack of flexibility in agenda – not checking in with participants
- Running late
- Side conversations
- Hostile silence
- People don't show up

By reversing this list, the task groups discussed what behaviours lead to a positive meeting experience. Based on this list, the task group modified the Odour Management Team's ground rules to create their own set that will be used to guide how the task group will work together going forward:

- Focus on interests, not positions
- Respect the values and interests of others
- Listen to learn
- If you have a concern speak up

- Contribute to an environment where people feel safe to be creative and take risks
- Honour commitment
- Keep comments on topic
- Come prepared to meetings
- Set objectives for each meeting
- Keep meetings on time

Operating Terms of Reference:

Task group members reviewed the team's Operating Terms of Reference which describes logistics for working together. In particular, they focused on sections:

- Section 10 - Requirements for quorum: A representative from each of industry, government and non-government organization must be present.
 - The task group noted that as there is only one industry representative, members will need to take additional care to achieve quorum.
- Section 12 - Non-attribution: Any concepts or ideas suggested by a team member will not be attributed to that individual or organization outside of the discussions.
- Section 13 - Discussion with prejudice: In a genuine effort to maintain creativity and ensure open and honest dialogue, all discussions will be "without prejudice". I.e. Team members will not be viewed as having committed to a particular solution being discussed prior to reaching agreement on a complete package of recommendations. All team members are responsible for creating an environment where the team can talk about possibilities, explore issues, and take risks without fear.
- Section 14 - Definition of consensus: Consensus is defined as all parties can agree to the decision as a whole and can live with the final package

Chairs:

Task group members selected two co-chairs: Karina Thomas and Laurie Cheperdak. It was noted that both co-chairs were government representatives and the task group agreed that this was acceptable.

3. Debrief Workplan

Celeste provided an overview of the Health Task Group workplan as well as the Odour Assessment and Complaints workplans. Highlights include:

- The Odour Assessment Task Group met on October 10th to review and discuss their workplan. While discussions are ongoing, the task group is focused on:
 - Evaluating odour assessment tools and their possible application in Alberta.
 - Developing a user-friendly tool that links different odour issues to appropriate odour assessment tools and practices.
- The Complaints Task Group will hold their first meeting on November 15th. Their workplan is focused on developing tools in four areas that will support complaints management:
 - Tools for handling complaint response that will assist responders
 - Tools to support the follow-up process after a complaint is received
 - Tools that focus on tracking mechanisms
 - Tools that easily illustrate how complaints are received, documented and responded to in Alberta
- The Health Task Group workplan identifies two streams of work:
 - Stream 1 focuses on creating an odour and health backgrounder for inclusion in the Good Practice Guide. The Odour Management Team has also asked that this information be presented to the team to help build common understanding about odour and health.

- Stream 2 focuses on developing a tool for individuals to track the health-related impacts of odour. The team also asked the task group to consider if an accompanying tool for physicians would be appropriate.

The task group discussed that it will be important to be aware of the work of the other task groups as well as the remaining areas of work (prevention/mitigation, enforcement/role of regulation, education/communication/awareness, continuous improvement) to avoid overlap and duplication. The task group identified two possible links at this time:

- Complaints Task Group: They are looking at the complaints response process. There may be a link with Stream 2 Health Task Group work.
- Odour Assessment Task Group: They are looking at assessment tools for Alberta. There may be a link with Stream 2 Health Task Group work as health tracking tools like an odour diary can also be an assessment tool.

4. Overview – Alberta Health Odour & Health Literature Review

Karina gave a presentation outlining Alberta Health's Odour & Human Health Literature Review. The purpose of the presentation was to help the task group understand the content of the literature review in order to have a fulsome discussion of the implementation of Stream 1 from the Health Task Group Workplan. Highlights of the presentation include:

- The initial review was conducted in late 2011
- The three objectives of the review were:
 - Collection of peer reviewed literature
 - Summary of the current state of knowledge
 - Evaluate the factors and mechanisms involved
- Conclusions from the initial 2011 review include:
 - The issue is complex
 - Heavily influenced by individual factors and odourant
 - All odours are not of equal consequence
 - A wide range of responses can be induced
 - Odour characteristics and their subjective nature cause variation
 - Making it difficult to examine the health impacts of odours using traditional risk assessments
- In 2013, Alberta Health is updating the initial 2011 review, next steps include:
 - Define odour annoyance
 - Summarize literature reviews from other jurisdictions
 - Summarize the level of evidence for health impacts
 - Investigate effects on senses
 - Taste, memory, pain, and appetite
 - Identify gaps in the literature

Additional information about the contents of the literature review includes:

- The literature review does look at odour and stress.
- It is not classed by industrial sector.
- It does classify odour by chemicals (ex. sulfurs, amine).
- It does discuss mixtures.

Alberta Health is aiming to provide the literature review to the task group for their use in January 2014.

Action Item 1.1: Celeste will share the Alberta Health presentation with the task group.

Action Item 1.2: Karina will ask the Alberta Health literature review consultant if the review contains any tools for tracking the health-related impacts of odour and if there are any references that could be made available that provide an overview of odour and health while the task group waits for the review to be made available.

5. Implementation of the Workplan

The task group explored their understanding of the tasks that are outlined in the workplan with discussion highlights as follows:

- The task group will need to consider:
 - What do we mean by health impacts? (symptoms or conditions)
 - What are we tracking? (symptoms or conditions)
- The Health Task Group workplan and the team's Project Charter offer guidance around what is meant by health and health impacts.
- As per direction from the Odour Management Team, the definition of health for the task group will include both physical and mental health.
- The work of the team is not meant to focus on a particular industry or odour but rather focus on creating a consistent approach and tools that are cross-cutting.
- It would be difficult to link specific health impacts with specific odours as health responses to odour are highly individualistic and any new odours coming forward would make the list out of date.
 - It may be possible with very specific activities and well known chemicals ex. a chlorine spill.
- The Good Practice Guide (GPG) being developed by the team, to which the Health Task Group is contributing, will include some specialized pieces but will not be so technical that only an expert could understand and use it. The GPG could be used by industry in response to a health issue. It could also be used by the public to understand management responses.
- Long-term tracking of complaints falls under the work of the Complaints Task Group.
- Communication tools fall under the education/communication/awareness area of work. This task group could provide advice for this area of work based on the outcomes of the health work.
- The task group considered if there was a link between their work and the Air Quality Health Index (AQHI). The task group was provided with the following update on the AQHI:
 - The AQHI is measured on a scale from 1-10+ and is designed to show real-time air quality in relation to health.
 - Odour is incorporated into the AQHI through hourly SO₂, H₂S and TRS data. Odour messaging is posted online but is difficult to access as it is posted on the page for individual monitoring stations.
 - Alberta Environment and Sustainable Resource Development is undertaking a pilot project in the Fort McKay/Fort McMurray area to improve odour messaging. The messaging will be based on 5-minute SO₂, H₂S and TRS data. It will not change the AQHI number but there will be an additional column that will share if there is a possibility that residents may smell an odour. The pilot is almost ready to be launched.
 - It may be challenging to apply this pilot more widely across the province as 5-minute data SO₂, H₂S and TRS data is not available everywhere.

Stream 2:

The task group agreed that the next steps to action Stream 2 are to gather and review the different tools currently available to track the health-related impacts of odour. The task group developed a template that will be used to gather information from a variety of odour management documents. The completed templates will be used to:

- Summarize available tools for tracking the health-related impacts of odour
- Evaluate the tools and identify gaps
- Develop a tool for inclusion in the GPG (could pick an available one, could blend several, etc.)
 - Do we need more than one tool?

The template will include the following elements:

- Does the document deal with health? Explain reasoning.
- Noted pros/cons and lessons learned that are listed in the document
- What health impacts are tracked
- Information person asked to record
- What kind of tool? (ex. App, diary, etc).
- What definition of health do they use?
- Chemical specific or general?
- Other/notes
- Did they apply it/or not? What happened?
- Industry specific or general?
- How tool was used – purpose (ex. to check if a change has reduced complaints; to see if there is a problem)
- Cost to develop tool
- Flag if see something for another task group
- Electronic link?
- Who's using the tool? (public, government, physicians)
- Did they develop the tool from another tool?
- Date of creation
- Title, reviewer
- Does it have background on odour and health (reference stream 1)?
- Does it list any useful references on odour and health?
- Does the tool target or reference any vulnerable groups (children, asthma)?
- How was the tool distributed/shared/owned?

Action Item 1.3: Celeste will create a polished version of the template and distribute it to the group for their use.

The task group brainstormed a list of documents to be reviewed and assigned a reviewer to each document:

- Good Practice Guide for Assessing and Managing Odour in New Zealand (Rocky)
- Odour Guidance 2010, Scottish Environment Protection Agency (Opel)

- Final Report, Odour Management in British Columbia: Review and Recommendations (Laurie)
- State of Oregon Department of Environment Quality Proposed Odour Nuisance Strategy (Cindy)
- Greater Vancouver Regional District Odour Management Strategy (Alvaro)
- Environmental Public Health Field Manual for Oil and Gas Activities in Alberta, Technical Advisory Group for Public Health in the Oil and Gas Industry (TACPHOGI) (Karina)
- Odour Guidance for Local Authorities, UK Department for Environment, Food and Rural Affairs

Celeste will check with Bob Scotten to see if he would be able to complete a template for the Odour Guidance for Local Authorities document. Celeste will compile the completed templates and the task group will review them at the next meeting. The task group discussed that there may need to be a second round of reviews as additional resources are brought forward.

Action Item 1.4: Task group members are each responsible for reviewing an odour management document using the provided template.

Action Item 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.

Action Item 1.6: Celeste will ask Dr. Irena Buka if she is aware of any tools for tracking the health-related impacts of odour that are directed at health care professionals.

Stream 1:

Stream 1 will likely entail creating a short (3-5 page) backgrounder about odour and health. The task group agreed that it is worthwhile to access the literature review from Alberta Health to inform this work. At the next meeting the team would like to hear an update from Alberta Health about when the literature review can be provided and will then consider next steps. If the literature review cannot be made available in January, the task group may have to consider other options to complete this work in a timely manner. As such the template that the task group will be using to review documents for stream 2 work (see above) will ask the reviewer to note if the document includes any background information about odour and health.

The task group considered a scope-related question concerning whether animal health is included in their work. Thus far, animal health has not been brought up in any team level discussions or in the project charter. If animal health is out of scope, the task group could identify it in their final report as an area for future discussion.

Action Item 1.7: Celeste will ask the Odour Management Team if animal health is included in the scope of the Health Task Group's work.

6. Task Group Membership

The task group reviewed current membership - the goal of this exercise being to check that interested parties are being engaged at the right level and in the most efficient manner, and to fill any gaps that might be identified. The task group had no adjustments to make at this time. Membership is an iterative process and the group will review it periodically.

Action Item 1.8: Celeste will provide the original Odour Management Statement of Opportunity to the task group.

7. Budget

The task group did not identify any costs associated with the next steps discussed under agenda item 6. However, funds may be required in the future. For example, there may be costs associated with developing the tool in Stream 2. It was noted that the task group will need to keep in regular contact with the team with regards to budget and funding.

8. Meeting Wrap-up

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

Next meeting:

- Meeting #2 will take place in Edmonton on December 3rd from 9am-3:30pm.

The task group discussed that, since the majority of members are based in Edmonton, future face-to-face meetings will also be held in Edmonton.

Objective for next meeting:

- Review and discuss completed templates
- Time permitting, brainstorm list of items to include in Stream 1 backgrounder

The meeting adjourned at 2:55pm.