

# Final Minutes



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## *Indoor Air Quality Team Meeting #9*

**Date:** 21 September 2007  
**Time:** 10:00 am – 4:00 pm  
**Place:** CMHC - Calgary  
 Chaired by Dennis French

### **In attendance:**

<b>Name</b>	<b>Organization</b>
Jennifer Allan	CASA
Kerra Chomlak	CASA
Dennis French (Co-Chair)	DF Technical & Consulting Services Ltd.
Brenda Woo	Health Canada
Roy Clough	Employment Immigration and Industry
Anand Mishra	Canada Mortgage and Housing Corporation
Asish Mohapatra	Calgary Health Region
Dr. Dean Befus	Alberta Lung Association
Ian Peace	RAPID
David Lee	Northern Lights RHA
Kevin McLeod	Consultant – AimEnviro Ltd. (representing CASA)

### **Regrets:**

<b>Name</b>	<b>Organization</b>
Roger Steele	Building Owners and Management Association
Jason Foster	Alberta Federation of Labour
Les Hagen	Action on Smoking and Health
Ludmilla Rodriguez	Capital Health
Tim Leung	Alberta Infrastructure and Transportation
Merry Turtiak	Alberta Health and Wellness

### **Current Action Items:**

Action Item	Who	Status/Timelines
7.1: Each member will provide the CASA secretariat a list of reference materials, documents, guidelines and standards that they have identified as credible and having application to their respective responsibilities in addressing issues pertaining to indoor air quality.	Jennifer will review project team files to determine the status of documents previously submitted to CASA and collate accordingly.	Carried forward to October 2007 meeting.
7.2: Incorporate the broad objectives of the IAQ Project Team into a refreshed version of the IAQ PT Terms of Reference. Document will be used as a reference to describe IAQ PT proposed objectives to the CASA Board and prospective stakeholders.	Terms of Reference captured under agenda item 5(b) of September 21/07 meeting.	Draft 3 submitted for further discussion and amendment.
7.3: All members to identify and submit to the CASA Secretariat possible additional stakeholders for the IAQ PT. Kevin to contact the proposed	Additional membership to be captured under agenda item 3 of September 21/07	

candidates to determine interest and commitment to participate in the IAQ PT.	meeting.	
7.4: Prepare an outline of a proposed IAQ PT Team Retreat to familiarize stakeholders of issues, trends and roles in managing/addressing indoor air quality in Alberta. IAQ Team to review and provide comments for revisions.	CASA Secretariat (Kevin).	Completed.
9.1 Membership Inquiries: Canadian Association for Professional Home Inspectors; Indoor Air Quality Association; NPRI; AUMA; and AAMD&C to be contacted by Anand, Dennis and Jennifer for membership consideration.	Anand; Dennis and Jennifer	Next meeting (October 07)
9:2 Contact the Toxics Watch Society to determine status of membership to the IAQ Project Team.	Jennifer	ASAP
9:3 Asish to confirm with sponsoring agency his position as co-chair of the IAQ Project Team.	Asish Mohapatra	ASAP
9:4 Incorporate additional changes to the IAQ Project Team Issues Identification Summary Report.	Asish and Brenda to provide suggested changes to Jennifer for incorporation into summary report.	ASAP for next scheduled meeting.
9:5 Members to provide CASA Secretariat with copies of templates applied within various organizations that could be applied in developing an IAQ Stakeholder Decision Tree.	All/Jennifer	For discussion at next meeting (October 2007).
9:6 Outline of procedural components of organizing an educational conference will be researched by CASA secretariat for review of IAQ Team.	Jennifer	Next meeting (October 2007)
9:7 CASA Secretariat to develop a proposal for an educational conference.	Jennifer	Next meeting (October 2007)
9:8 The development of themes, etc for the IAQ Educational Symposium.	Symposium Subgroup, open to all members	Next meeting (October 2007)
9:9 Anand to lead a sub-committee on the Educational Symposium and to set an early meeting date.	Anand	ASAP – update report – next meeting (October 2007)
9:10 Poll membership for interest in sitting on the educational symposium sub-committee.	Jennifer to poll members and to coordinate with Anand.	ASAP
9:11 Alberta Lung Association to confirm interest in the Educational Conference.	Dean to confirm AB Lung's interest in the	ASAP

	educational symposium.	
9:12 Initial review of standards/guidelines: Members to provide Jennifer their top 5 to 10 list of IAQ pollutants, issues and, if available, associated standards and guidelines.	All members/Jennifer	<b>October 15</b>
9:13 CASA Secretariat to amend terms of reference and to distribute to the Team for approval at the next meeting.	Jennifer	Next meeting (October 2007)

## 1. Administration

### a. Member Introductions

Introductions were made around the table. Jennifer Allan was introduced and welcomed as new member of staff for the Clean Air Strategic Alliance and assigned as the Project Manager for the Indoor Air Quality Team.

### b. Approve agenda

The agenda was approved as corrected.

### c. Approval of Minutes

The last minutes of the IAQ PT of March 19, 2007 were accepted and approved as circulated.

## 2. Review of Action Items

Task	Who	Status/Timelines
7.1: Each member will provide the CASA secretariat a list of reference materials, documents, guidelines and standards that they have identified as credible and having application to their respective responsibilities in addressing issues pertaining to indoor air quality.	Jennifer will review project team files to determine the status of documents previously submitted to CASA.	Carried forward to October 2007 meeting.
7.2: Incorporate the broad objectives of the IAQ Project Team into a refreshed version of the IAQ PT Terms of Reference. Document will be used as a reference to describe IAQ PT proposed objectives to the CASA Board and prospective stakeholders.	Terms of Reference captured under agenda item 5(b) of September 21/07 meeting.	Draft 3 submitted for further discussion and amendment.
7.3: All members to identify and submit to the CASA Secretariat possible additional stakeholders for the IAQ PT. Kevin to contact the proposed candidates to determine interest and commitment to participate in the IAQ PT.	Item captured under agenda item 3 of September 21/07 meeting.	On-going
7.4: Prepare an outline of a proposed IAQ PT Team Retreat to familiarize stakeholders of issues, trends and roles in managing/addressing indoor air quality in Alberta. IAQ Team to review and provide comments for revisions.	CASA Secretariat (Kevin).	Completed.
8.1: Incorporate additional changes into the draft	Kevin	Done. Terms of

terms of reference as discussed.		Reference is in its 3 <sup>rd</sup> draft.
8.3: Kevin will look into a venue and facilitator for the retreat and work with Anand, Dennis and Ludmilla on a retreat program.	Dennis, Ludmilla, Anand and Kevin	Done
8.4: Kevin will develop the IAQ Team's work plan.	Kevin	Deferred
8.5: Kevin will provide IAQ Team members copies of CASA brochures and pamphlets. An extra set of materials will be provided to Asish to be sent to the HIP representative.	Kevin/Asish	Done.

### 3. IAQ Project Team Membership

- a. Members discussed the over-all complement of required membership and determined that bringing on additional members should be based upon the project team's terms of reference and desired project outcomes and activities. It was also noted that specialized areas of expertise to indoor air quality do not necessarily need to be members but could be contracted to address specific areas of interest.

Bearing the above reference in mind, Anand will contact the Canadian Association for Professional Home Inspectors and request a copy of their organizations charter/terms of reference to review same for the purpose of determining possible membership. Similarly, Dennis will contact the Indoor Air Quality Association as well as Environment Canada's secretariat for the National Pollutant Release Inventory (NPRI) for information on their possible involvement with the IAQ Project Team. Jennifer will contact both the AUMA and AAMD&C to see if either of these organizations is interested in having representation on the Team.

Action Item	Who	Status/Timelines
9.1 Membership Inquiries: Canadian Association for Professional Home Inspectors; Indoor Air Quality Association; NPRI; AUMA; and AAMD&C to be contacted by Anand, Dennis and Jennifer for membership consideration.	Anand; Dennis and Jennifer	Next meeting (October 07)

The Team Membership list was reviewed by members noting that some are identified as "members" and some as "corresponding members". It was advised that Karen Smith is no longer associated with the Alberta Lung Association and, as such, is no longer a member of the IAQ Project Team. It is believed that Russell Miyagawa of

Toxics Watch has stated that he has resigned as a member of the Team. Jennifer will follow-up with Toxics Watch Society to determine their interest in having someone assigned to the IAQ Project Team.

Action Item	Who	Status/Timelines
9:2 Contact the Toxics Watch Society to determine status of membership to the IAQ Project Team.	Jennifer	ASAP

- b. The IAQ Project Team Co-Chairs will be Dennis French and Asish Mohapatra. Asish will confirm his position as co-chair with his sponsoring agency and advise the CASA secretariat accordingly.

Action Item	Who	Status/Timelines
9:3 Asish to confirm with sponsoring agency his position as co-chair of the IAQ Project Team.	Asish Mohapatra	ASAP

The Team discussed the possibility of having a co-chair representing the Environmental Non-Government Organizations (ENGOS). While this is a normal practice of many Teams with CASA there are exceptions where Project Teams have only two co-chairs. As such, the Team will maintain a complement of two co-chairs until it is determined that an additional ENGO Chair is required.

#### 4. Issues Retreat

Members reviewed the final report of the Indoor Air Quality Project Team Issues Identification Retreat. Brenda and Asish had additional comments that, due to timelines, were not incorporated into the previous drafts. As such, Asish and Brenda will provide their suggested changes to Jennifer for incorporation into a revised version of the report. Members will review and finalize report at the next scheduled meeting.

Action Item	Who	Status/Timelines
9:4 Incorporate additional changes to the IAQ Project Team Issues Identification Summary Report.	Asish and Brenda to provide suggested changes to Jennifer for incorporation into summary report.	ASAP for next scheduled meeting.

#### 5. IAQ Future Directions

a) The four identified directions were discussed by the team as follows:

- i) **Decision Tree:** Asish provided copies of the IAQ Decision Tree applied to indoor air quality that is germane to the responsibilities of regional health authorities. Upon review it was agreed that a decision tree should reflect the roles and responsibilities of all stakeholders. To this end, the CASA secretariat will gather available organizational chart/decision tree documents and templates that could be instructive to the development of a more comprehensive decision tree for all IAQ Team stakeholders.

The Decision Tree should, as much as possible, reflect pro-active approaches to indoor air quality management as opposed to just reactive response scenarios.

To assist the CASA Secretariat, team members are requested to send Jennifer copies of currently applied decision tree templates.

Action Item	Who	Status/Timelines
9:5 Members to provide CASA Secretariat with copies of templates applied within various organizations that could be applied in developing an IAQ Stakeholder Decision Tree.	All/Jennifer	For discussion at next meeting (October 2007).

ii) **IAQ Educational Symposium**

Members agreed that the fourth deliverable, “knowledge transfer”, under future directions is really an area that could be addressed under any number of applied educational initiatives.

There is very strong consensus on the idea of holding a major IAQ Educational Symposium. To this end, the Team has agreed to present to the CASA Board in December 2007, a proposal to hold an internationally recognized Indoor Air Quality Educational Symposium for the fall of 2009.

In preparation of developing a CASA Board proposal the following will be prepared for further discussion:

- i) Procedural steps and major organizational components to holding an educational conference;
- ii) The development of a project terms of reference for the educational conference;
- iii) Identification of broad thematic educational subject areas; and
- iv) Possible formation of educational sub-committee or, alternatively, a project area assigned to the entire IAQ Project Team.

Action Item	Who	Status/Timelines
9:6 Outline of procedural components of organizing an educational conference will be researched by CASA secretariat for review of IAQ Team.	Jennifer	Next meeting (October 2007)
9:7 CASA Secretariat to develop a draft proposal for an educational conference.	Jennifer	Next meeting (October 2007)
9:8 The development of broad themes, etc for the IAQ Educational Symposium.	Symposium Subgroup, open to all members	Next meeting (October 2007)

Some suggestions for identifying thematic educational subject areas were to look at broad topic areas under the aspects of legal, policy and regulatory; scientific/medical; research/analytical; and investigation, practice and mitigation. It was also suggested that educational themes could be viewed in terms of “current state”; “current effects”; and “how to improve”.

Anand agreed to lead the formation of an “Educational Symposium Sub-committee”. Dr. Befus will consult with the Alberta Lung Association on their interest in having him sit on such a committee. Jennifer will send an email to all members to determine their interest in sitting on this sub-committee and coordinate with Anand who will call a meeting of the sub-committee.

Action Item	Who	Status/Timelines
9:9 Anand to lead a sub-committee on the Educational Symposium and to set an early meeting date.	Anand	ASAP – update report – next meeting (October 2007)
9:10 Poll membership for interest in sitting on the educational symposium sub-committee.	Jennifer to poll members and to coordinate with Anand.	ASAP
9:11 Alberta Lung Association to confirm interest in the Educational Conference.	Dean to confirm AB Lung’s interest in the educational symposium.	ASAP

### iii) Standards

The Team discussed what their role might be in terms of reviewing and identifying IAQ standards and guidelines. Members were advised that CASA Teams have, in the past, been very influential in encouraging government

departments to developing/adopting various air quality standards. As such, we should not discount our role in influencing similar initiatives related indoor air.

Possible approaches to evaluating indoor air quality standards could be addressed according to the following criteria:

- i) pollutant/chemical
- ii) by facility (source of emission)
- iii) by receptor (individuals, groups affected);
- iv) by factor (chemical, biological, physical, psychological etc); and
- v) by priority substances (NPRI).

The idea of looking at IAQ contaminants according to priority substance is consistent with the model applied by the Electricity Project Team where they selected key pollutants as their focus.

It was agreed that all team members would submit their recommended list of 5 to 10 IAQ pollutants, issues and associated standards.

Action Item	Who	Status/Timelines
9:12 Initial review of standards/guidelines: Members to provide Jennifer their top 5 to10 list of IAQ pollutants, issues and, if available, associated standards and guidelines.	All members/Jennifer	<b>October 15</b>

It was noted that guidelines/standards applied in Alberta can be evaluated in terms of whether or not they are inferior, meet or exceed standards of other provincial, national or international jurisdictions.

**iv) Knowledge Transfer:**

Discussion on what knowledge transfer initiatives may include. Public consultation was suggested as one such initiative but may be premature at this point. Initiatives pertaining to public communications will be discussed with the Communications Manager at CASA.

**b) IAQ Project Team Terms of Reference**

The Team reviewed draft #3 of the IAQ Project Team Terms of Reference and recommended a number of changes including amendments to reflect the new CASA Vision statement; the scope and to clearly differentiate between objectives and tasks. CASA secretariat will modify the Terms of Reference to a 4<sup>th</sup> draft and present the amended version at the next scheduled meeting.

Action Item	Who	Status/Timelines
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9:13 CASA Secretariat to amend terms of reference and to distribute to the Team for approval at the next meeting.	Jennifer	Next meeting (October 2007)
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**c) IAQ Project Team Meeting Schedule**

Jennifer provided an overview of “internal” and “external” budgets within each CASA Team. Internal budgets include expenditures to cover individual team meetings where external budgets are developed to cover expenditures for project related activities.

In order to budget effectively, the team is to provide a general idea on the anticipated numbers of meetings. In this regard, it was agreed that 6 meetings will be held per year and held alternately at Edmonton and Calgary venues. Two more meetings will be held this year in Edmonton and Calgary respectively.

**6. CASA Board Report**

- a) Jennifer reported that she had provided the CASA Board with an update report at their September 2007 meeting on the IAQ Project Team and a brief reference of the proposal to facilitate the development of an IAQ Educational Symposium. The CASA Board is very interested in this Team.
- b) IAQ Project Team Workplan: Jennifer mentioned that the workplan will be developed more extensively at the next IAQ Project Team meeting in October.

**7. Next Meeting**

Next meeting will be scheduled for October 30, 2007 in Edmonton. If that date does not work for members not at this meeting, October 31, 2007 will also be considered. Each Team meeting will also include a brief presentation on “team cross coordination”. This arises from a recommendation of the Coordination Conference where Teams are to be familiarized with activities of each CASA team to ensure effective coordination of related activities.

**8. Adjournment**

The meeting adjourned at 3:30 pm.