

Final Minutes



Indoor Air Quality Meeting #10

Date: October 30, 2007

Time: 9.30-3.30

Place: CASA Office

10035 108th Street, 10th floor, Edmonton

In attendance:

Name	Stakeholder group
Anand Mishra	CMHC
Asish Mohapatra	Calgary Health Region
Brenda Woo	Health Canada
Dean Befus	Alberta Lung Association
Ian Peace	RAPID
Jennifer Allan	CASA
Kerra Chomlak	CASA
Ludmilla Rodriguez	Capital Health Region
Meaghan Allen	Northern Lights Health Region
Merry Turtiak	Alberta Health and Wellness
Roy Clough	Alberta Employment, Immigration and Industry

With regrets:

Name	Stakeholder group
Dennis French	DF Technical & Consulting Services Ltd
Roger Steele	Building Owners and Management Association
Jason Foster	Alberta Federation of Labour
Les Hagen	Action on Smoking and Health
Tim Leung	Alberta Infrastructure and Transportation

Alternate and Corresponding Members:

Asish Mohapatra chaired the meeting, which convened at 9:40 a.m. Quorum was achieved.

Current Action Items:

Action items	Who	Due
9.1 Membership Inquiries: Indoor Air Quality Association; NPRI; to be contacted by Dennis for membership consideration.	Dennis	Next meeting
10.1: Anand to keep in touch with the CHPHI in regards to possible team membership	Anand	Next meeting
10.2: Asish to keep in touch with the City of Calgary in regards to possible team membership.	Asish	Next meeting

10.3: Jennifer to contact APEGGA and Green Building Council with regard to possible team membership.	Jennifer	Next meeting
10.4: Roy to inquire as to the availability and costs of facilities in Canmore	Roy	November 30
10.5: Ludmilla to inquire as to the availability and costs of facilities in K-Country	Ludmilla	November 30
10.6: Meaghen to inquire as to the availability and costs of Banff Centre	Meaghen	November 30
10.7: Ian to discuss possibility of holding the conference in a national park with relevant groups, Board members.	Ian	November 30
10.9: Asish to find out more about the 1987 process and results and forward to Jennifer.	Asish	November 12
10.10: Merry to find out more about the AB Annual Survey and forward to Jennifer.	Merry	November 12
10.11: Asish to forward information on the WHO criteria and results to Jennifer.	Asish	November 12
10.12: Merry to forward information Health Canada's criteria and results (for residential) to Jennifer.	Merry	November 12
10.13: Jennifer to add Calgary Health Region's and Health Canada's pollutants and issues to the team's list	Jennifer	Next meeting

1) Administration

- a. Approval of the agenda: Agenda approved by consensus, with the addition that Asish has information to update the group on USEPA's work (later deferred to the next meeting with other information updates due to time constraints).
- b. Minutes of the September 21 meeting # 9 were approved by consensus.
- c. Action items follow-up:

Action items	Who	Status
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	Carry forward.

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.	Done.
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.	Additional membership to be captured under agenda item 3 of September 21/07 meeting.	Cancelled - Dealt with by other action items
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	Completed: CAPHI, AUMA, AAMD&C Not complete: IAQ Assoc; NPRI,
9:2 Contact the Toxics Watch Society to determine status of membership to the IAQ Project Team.	Jennifer	Done – contacted with no response.
9:3 Asish to confirm with sponsoring agency his position as co-chair of the IAQ Project Team.	Asish Mohapatra	Done
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.	Done
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	Done
9:6 Outline of procedural components of organizing an educational conference will be researched by CASA secretariat for review of IAQ Team.	Jennifer	Done
9:7 CASA Secretariat to develop a proposal for an educational conference.	Jennifer	Done, discussed this meeting
9:8 The development of themes, etc for the IAQ Educational Symposium.	Symposium Subgroup, open to all members	Done, discussed this meeting

9:9 Anand to lead a sub-committee on the Educational Symposium and to set an early meeting date.	Anand	Done
9:10 Poll membership for interest in sitting on the educational symposium sub-committee.	Jennifer to poll members and to coordinate with Anand.	Done
9:11 Alberta Lung Association to confirm interest in the Educational Conference.	Dean to confirm AB Lung's interest in the educational symposium.	Done
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	Done
9:13 CASA Secretariat to amend terms of reference and to distribute to the Team for approval at the next meeting.	Jennifer	Done

d. Approve Retreat Report: Retreat Report approved. The report will be finalized and added to the CASA Website.

2) Team membership

In an ongoing effort to identify and contact potential stakeholders in IAQ issues, team members updated the team various groups interest.

- Canadian Home Professional Home Inspectors: Have been contacted and sent the team's TOR. They will discuss their involvement at their next board meeting, scheduled for the 2nd week of November

Action item 10.1: Anand to keep in touch with the CHPHI in regards to possible team membership

- City of Calgary, Environment Department has been contacted and is discussing internally.

Action item 10.2: Asish to keep in touch with the City of Calgary in regards to possible team membership.

- Toxics Watch Society: Has been contacted, but no reply. Informally, members have heard that Toxics Watch may have withdrawn from the team.
- Alberta Urban Municipalities Association (AUMA): Has been contacted and will discuss membership at their next board meeting in November.
- Alberta Association of Municipal Districts and Counties (AAMDC): Has been contacted and cannot participate in the team due to resource constraints.

The team discussed the value of additional members, in particular Association of Professional Engineers, Geologists and Geophysicists of Alberta (APEGGA) and the Green Building Council (Alberta Chapter). APEGGA would be valuable if there was a mechanical engineer available, as opposed to structural. APEGGA also often holds IAQ conferences and focus more on the mechanical side of how to get rid of chemicals. The Green Building Council is more architectural, and focuses more on off gassing, for example.

Action item 10.3: Jennifer to contact APEGGA and Green Building Council with regard to possible team membership.

3) CASA Process – the path ahead

This item was a chance for any questions on the CASA process and the general direction of the team. Jennifer re-affirmed that the team has an opportunity to create innovative solutions to IAQ issues. Another benefit is that the uptake of CASA solutions tends to be high because we have the stakeholders responsible for implementation at the table.

4) Approve TOR for submission to the CASA Board

Working on the TOR for the team produced a very valuable discussion of the team's future plans and direction. Kerra explained that the Board was very interested in this team and IAQ issues; therefore more detail on the TOR would help show the Board the direction the team was taking.

Decision Tree:

The team first discussed the decision tree. Everyone agreed it is a valuable tool for this team and for developing a strategic plan for IAQ issues. It was noted that it would be a difficult task given the jurisdictional morass. An example was given in the City of Calgary where there are two agencies with shared responsibility. The result is that small scale demolition is falling through the cracks. A decision tree would help clarify the roles and responsibilities of various jurisdictions and identify possible gaps.

The team agreed the purpose of the decision tree would be to describe the roles and responsibilities of various jurisdictions involved in IAQ decisions. It would not be a policy tool or direct decision-marking.

The team also identified two possible audiences for the decision tree: the organizations involved in IAQ decisions and the public. The decision tree for the public would have to be simplified and accessible. One suggestion was a bubble diagram listing who did what.

General format of the TOR:

The discussed how to layout the TOR to clearly show which activities would accomplish certain objectives. The team also wanted to clearly identify their deliverables. It was noted that there would likely be overlap between the two objectives and activities and that the list did not necessarily mean a linear process. The team could work on multiple efforts at a time.

For Objective 1: Development of a Strategic Plan for IAQ Issues, the team discussed various components of that strategic plan, including a Priority List of IAQ issues or pollutants for Alberta; A decision; and, a review of standards and guidelines. Each of these activities was added under Objective 1 on the TOR. Each of those activities has an associated deliverable.

The team discussed the need for stakeholder and public buy in. A member pointed out that the public is not at the table, but each team member has a set of stakeholders from their sector they should discuss the team's work with. Ways to contact stakeholders include list-serves members are already involved in or simply talking to people you know are interested. There may be a need to formalize this process in the future.

If the team wants to consult the public, particularly on the list of IAQ priorities for Alberta, there are cost-effective ways available. Examples included a website, using networks and mail-outs already in place (e.g. the Lung Association's mail-out).

In regards to communication with the CASA Board, the process is usually informal. Each member contacts their respective Board member to talk to them about the team's progress. However, the list of priorities is key to the team's progress and should go to the CASA Board as an information item when ready.

The team agreed that buy-in from sector stakeholders, the public and the CASA Board on the list of IAQ priorities for Alberta is important for the team to progress and the strategic plan to be successful.

The second objective identified was 'to actively engage IAQ knowledge between team members and stakeholders and make that knowledge available to the public. Activities would include: a communications plan, IAQ symposium, decision tree for the public, communication with the Board.

It was noted that many of these activities overlap with the 'Team activities' on the TOR.

The team agreed on the process to finalize the TOR, given the deadline for the Board is November 6. Jennifer will revise the TOR and submit it to the team by October 31. The team will provide feedback by November 2. If there are any major changes the team needs to discuss, there will be a teleconference November 5 at noon.

5) CASA Update

Jennifer introduced Kerra Chomlak as the new Executive Director of CASA.

There were also interviews being conducted by the Performance Evaluation Committee in the next Boardroom at CASA. These interviews are to assess CASA's effectiveness influencing strategic air quality planning.

The CASA Secretariat is trying to increase coordination and learning among the teams. Although this team is unique because it is the only team handling *indoor* air quality, there were linkages identified at a recent Coordination Workshop. The teams linked with IAQ are: Vehicle Emissions Team; Communications Committee; Clean Air Strategy Team and Human and Animal Health Team.

There was an update on the PM and Ozone team. The team developed a framework that specified ambient levels that would trigger the development of a management plan. Edmonton, Calgary and Red Deer have all reached PM and Ozone levels that require they develop a management plan. That work is beginning. This is a good example of the type of recommendations and implementation a CASA team can achieve.

The team may want to keep the work of these teams in mind in the future.

Sharon Hawrelak provided the team information on developing a communications plan. As the Communications Manager for CASA, she is a resource for the team to develop a communications plan. There are a few considerations for the team:

- What are the key messages? (generally three)
- Who is the audience?
 - i.e. who do we want to talk to within the broad category of 'the public'

- Where will the message go?
- What is the purpose of our communications? (to raise awareness, to change behaviour, to set the stage for recommendations, etc)
- How do we want to do it and what resources will the team devote to communications

The communications plan is useful when CASA is contacted by the public. Sharon will direct media inquiries first to the co-chairs, then to other team members. In a pinch, Sharon will use the messages developed by the team to talk to the media. CASA itself generally only communicates the CASA process to the media, we leave content communication to the team.

Possible key messages identified were:

- The team intends to hold a symposium on IAQ issues
- The team intends to build a decision tree to determine where responsibilities lie for IAQ issues

6) IAQ Symposium

Anand began this discussion with a list of possible titles for the Symposium. They were designed to get people thinking about scope and possible topics. The possible titles brainstormed were:

- The air in here
- The inside story: IAQ in AB? Canada?
- State of IAQ in _____
- Air – we breathe: The future of IAQ in _____
- Air – do we care?

Another way to approach the issue is to discuss possible audiences for the Symposium. The list generated the following:

- ENGOs
- CASA stakeholders
- Home builders and owners
- Government employees
 - Federal, provincial
 - Environment, Occupational Health and Safety
- Industrial HSE (Health, Safety and Environment)
- IAQ practitioners, consultants
- Health professionals
- School boards
- Academics and researchers

The team agreed the best way to appeal to these various audiences would be through plenary sessions, breakout groups and multiple themes. This way the symposium would be valuable to a wider audience.

The team discussed the scope of the symposium. **The following points were agreed upon:**

- The Symposium would last 2 ½ days
 - Ideally would work with a weekend (e.g. Thursday thru Saturday; Sunday thru Tuesday) to encourage speakers and guests to enjoy free time in the area.
- Timing: Two time periods were identified: The team favoured the Feb-May period.

- February – May 2009
 - There may be budget surpluses that attendees could use for the conference
 - Health Inspectors conference is May 2009
 - Near government fiscal year end
- October – November 2009
 - ‘Conference fatigue’ – this is prime time for conferences. It might be difficult to attract people to our conference.
- Scope: IAQ could be discussed broadly, with specific plenary sessions on Alberta.
- Venues:
 - For each venue, the team determined our needs are:
 - Able to accommodate a conference of 250-300 people
 - Big room, with break out rooms (possibly 4)
 - Exhibitor Space (preferably in the flow of traffic between coffee areas, breakout rooms)
 - Catering facilities
 - Possible venues identified were:
 - Banff Centre
 - K-Country
 - Canmore
 - National Parks pose a difficulty because members of the CASA Board feel international conferences overwhelm the carrying capacity of the parks beyond their already pushed limits.

Action item 10.4: Roy to inquire as to the availability and costs of facilities in Canmore

Action item 10.5: Ludmilla to inquire as the availability and costs of facilities in K-Country

Action item 10.6: Meaghen to inquire as the availability and costs of Banff Centre

Action item 10.7: Ian to discuss possibility of holding the conference in a national park with relevant groups, Board members.

The team brainstormed a list of possible topics or themes for the Symposium:

- General or a variety of interests and issues
- Specialist: Health, Technical
- Scientific experts in a specific area of exposure (although the Network Centres for Excellence are holding a symposium in February)
- Linkages:
 - Housing and Health
 - Socio-economic, IAQ and Health
- Ventilation
- Biological, Chemical, Physical
- Interventions
 - Environment-specific: schools, workplace, residence
 - Policy
 - Pollutants
 - What it is, where it is, how you deal with it.

The team also discussed funding a symposium. Should IAQ become the topic for the CASA Science Symposium, there would be \$40,000 seed money. The team is aiming for a break-even symposium.

Other sources of revenue include: exhibitors, sponsorship, registration fees, etc. Registration fees are generally \$250-\$300/day. It might be advantageous to look for partners, although we also want to avoid holding a conference at the same time as another IAQ conference. The team will also have to consider that some speakers will have to be paid.

Regarding the CASA Science Symposium, Jennifer updated the team that so far there are no other topics that have come forth. The team asked if the CASA Board could make the decision in December. There are informal ways we can canvas the teams and Board members to support the idea of an IAQ CASA Symposium and those will be pursued. The team can start planning however.

Action item 10.8: Jennifer to update the team after the December Board meeting on the CASA Science Symposium discussion.

7) Prioritization – Results of the 5-10 Exercise

During the discussion of the team's TOR, the team agreed that prioritizing pollutants and/or issues for Alberta will be a key task for the team. Therefore, the team needs to develop criteria to prioritize the list of pollutants and issues assembled by the team. The pollutants and issues gathered by the team, with the addition of Calgary Health Region's list, will be compiled and used after the criteria are established.

It was noted that establishing criteria to prioritize IAQ issues/pollutants is not new. In 1987, there was a process to establish IAQ priorities for Alberta on the basis of complaints. IAQ was included in the Annual Alberta Survey in either 2004 or 2005. Since then, Health Canada and the WHO have undertaken similar processes.

Action item 10.9: Asish to find out more about the 1987 process and results and forward to Jennifer.

Action item 10.10: Merry to find out more about the AB Annual Survey and forward to Jennifer.

Action item 10.11: Asish to forward information on the WHO criteria and results to Jennifer.

Action item 10.12: Merry to forward information Health Canada's criteria and results (for residential) to Jennifer.

Action item 10.13: Jennifer to add Calgary Health Region's and Health Canada's pollutants and issues to the team's list.

The team brainstormed a list of possible criteria:

- Quantitative and qualitative importance
- Financial and social impact
- Achievable
- Sources
- Effects (health, financial, social)
- Guidelines
- Severity
- Percentage of population affected
- Exposure
- Number of complaints
- Other efforts to deal with pollutant / issue (e.g. tobacco regulations)

- Public demand
- Risks
- Home, workplace,
- Alberta specific

The team also discussed the goal of this exercise. Some members feel this team should not be to create new standards, but rather to review current standards and guidelines. Specific standards might set expectations that cannot be met. Others felt the team should have the right to identify standards that seem out of line with other initiatives.

The team also discussed ranking the priorities and recognized it will be a difficult task. For example, how do you rank VOCs at home versus Radon and work? The Health Canada effort for residential IAQ cited swimming pools, fuel spills and indoor arenas as priority issues. Health Canada considered sources, effects, guidelines, severity and percentage of population exposed. There was also a subjective element to the ranking.

The team also felt they should pursue pollutants and/or issues that are achievable and that other efforts are not addressing.

The team agreed to establish a subgroup to look at criteria. The subgroup will assess the criteria brainstormed and provided by Asish and Merry and reduce the list to a workable number for the project team before the next project team meeting.

The subgroup consists of: Ian, Dean, Asish, Meaghan, Brenda and Ludmilla.

8) Next Meeting Dates

Group	Date	Time	Place
Team, teleconference if needed on TOR	November 5, 2007	12.00	
Criteria Subgroup	November 26	10.00	CASA
Team	January 10	10.00	Calgary - CMHC

Meeting adjourned at 3.30 pm.