

Final Minutes



Indoor Air Quality Meeting #12

Date: March 14, 2008

Time: 10.00- 3.30

Location: CASA

In attendance:

Name

Meaghan Allen
Dean Befus
Stephani Carter
Roy Clough
Robyn Jacobsen
Anand Mishra
Ian Peace
Ludmilla Rodriguez
Janine Ross
Roger Steele
Tannis Zuk
Jennifer Allan

Stakeholder group

Northern Lights Health Region
AB Lung Association
Green Alberta / Alberta Chapter of Green Building Council
Alberta Employment, Immigration and Industry
CASA
CMHC
RAPID
Capital Health Region
Alberta Environment
Building Owners and Management Association
Health Canada
CASA

With regrets:

Name

Jason Foster
Asish Mohapatra
Merry Turtiak

Stakeholder group

Alberta Federation of Labour
Calgary Health Region
Alberta Health and Wellness

The meeting was convened by Ian Peace at 10.10. Quorum was achieved.

Current Action Items:

12.1: Stephani to provide contact information for HVAC, woodwork and millwrights association to Jennifer.	Stephani	ASAP
12.2: Jennifer to forward examples of CASA team's strategic plans / sets of recommendations.	Jennifer	April 4
12.3: Dean to send Jennifer information on strategic planning processes he's been involved with.	Dean	ASAP
12.4: Jennifer to draft an agenda for a workshop meeting and distribute to the team for comment.	Jennifer	April 11
12.5: Jennifer to update the work plan and distribute to the team.	Jennifer	April 4

12. 6: Stephani, Ian, Anand, Ludmilla, Roger and Janine will hold a teleconference to start designing the expert survey.	Stephani, Ian, Anand, Ludmilla, Roger, Janine	April 15 or 16
10.1: Anand to keep in touch with the CPHI in regards to possible team membership	Anand	Carry Forward
10.2: Asish to keep in touch with the City of Calgary in regards to possible team membership.	Asish	Contacted – there is interest, Asish will remain in contact
10.9: Asish to find out more about the 1987 process and results and forward to Jennifer.	Asish	Carry forward
10.10: Merry to find out more about the AB Annual Survey and forward to Jennifer.	Merry	Contacted, Merry can access the data, but will first find out the questions related to IAQ in the survey and check their relevance for this team.
11.6: Asish to contact Tim Lambert regarding his initial idea of companies involved in chemical management plans	Asish	Carry Forward
11.7: Roy to contact the government group handling changes to the Building Code about membership and to inquire if industry is represented on that group.	Roy	Contacted, will follow up
11.9: Ian to provide contacts for life and property insurance companies with regards to membership.	Ian	Contacted, waiting for response
11.15: Jennifer to circulate IAQ decision tree for government buildings	Jennifer	Will scan in and email by next meeting
11.16: Tannis to provide Health Canada decision tree, if there is one.	Tannis	Done. There isn't one.

1) Administration

- a. Greetings and introductions
 - o The team welcomed Stephani Carter from Green Alberta, also representing the Alberta Chapter of the Green Building Council.
 - o The team also welcomed Janine Ross from Alberta Environment.
 - o It was noted that there has been a fair amount of turnover in team membership. Some members have left recently, including Dennis French, Les Hagen and Heather Rock.
- b. Approve agenda meeting and objectives: Agenda approved by consensus
- c. Approval of minutes from meeting 11: Minutes approved by consensus
- d. Action Items follow-up:

10.1: An and to keep in touch with the CPHI in regards to possible team membership	Anand	Carry Forward
10.2: Asish to keep in touch with the City of Calgary in regards to possible team membership.	Asish	Contacted – there is interest, Asish will remain in contact
10.9: Asish to find out more about the 1987 process and results and forward to Jennifer.	Asish	Carry forward
10.10: Merry to find out more about the AB Annual Survey and forward to Jennifer.	Merry	Contacted, Merry can access the data, but will first find out the questions related to IAQ in the survey and check their relevance for this team.
11.1: Jennifer to work with Kerra Chomlak (Executive Director) to contact industry members identified by the team	Jennifer, Kerra Chomlack	Ongoing
11.2: Roy, Anand and Asish to identify possible industry contacts that might be involved in HVAC	Roy, Asish and Anand	Done, see current action item
11.3: Asish and Merry to find CCME document and look for potential Alberta industry contacts	Asish, Merry	Done
11.4: Jennifer and Kerra to contact CMPA Board member about membership	Jennifer, Kerra	Done
11.5: Tannis to follow up on possible Alberta companies involved in the Chemical management plan	Tannis	Done
11.6: Asish to contact Tim Lambert regarding his initial idea of companies involved in chemical management plans	Asish	Carry Forward
11.7: Roy to contact the government group handling changes to the Building Code about membership and to inquire if industry is represented on that group.	Roy	Contacted, will follow up
11.8: Tannis to look at the companies who attended the recent Health Canada Radon workshops for potential members.	Tannis	Done
11.9: Ian to provide contacts for life and property insurance companies with regards to membership.	Ian	Contacted, waiting for response
11.10: Jennifer to investigate 'TEEM' and report back to the team.	Jennifer	TEEM could not be found. Done.
11.11: Jennifer to contact team members and Kerra to organize a presentation to the AHIA in March.	Jennifer, Kerra	Done

11.12: Anand to inquire about the availability of the Telus Convention Centre (and possibly other facilities) in Calgary	Anand	Done
11.13: Tannis to inquire about Shaw Convention Centre (and possible other facilities) in Edmonton	Tannis	Done
11.14: All team members to score CO, asbestos, radon, PM, indoor tobacco smoke and VOCs according to the scoring matrix and forward to Jennifer	All team members	2 responses. Done for now
11.15: Jennifer to circulate IAQ decision tree for government buildings	Jennifer	Will scan in and email by next meeting
11.16: Tannis to provide Health Canada decision tree, if there is one.	Tannis	Done. There isn't one.

e. CASA Update:

The CASA update is intended to inform teams of the work going on by other CASA teams. The most important link for the IAQ team is the Clean Air Strategy team. The CAS team is developing a high-level Clean Air Strategy for the Government of Alberta. They identified indoor air quality as one of the priority areas for future action. The team is focusing on cumulative effects as an overarching direction for the Clean Air Strategy and this extends into the indoor air quality priority area.

It was noted that there may be few longitudinal studies on the cumulative impacts of indoor air quality. However, some noted that there are actions that can be taken to reduce exposure to the many low levels of pollutants that interact in indoor air.

It was also noted that the IAQ team began by discussing ways to reduce the cumulative effects of the many indoor air pollutants.

The team was also invited to the Ambient Monitoring Strategic Planning team's Workshop on March 19.

2) Team membership

The team discussed team membership while reviewing previous action items and during the next agenda item regarding our expectations for the team.

Overall, the team was pleased to see industry interest and membership on the team. It would be beneficial to have representation from furniture and home builders. There is a new corresponding member from the Canadian Home Builders Association. Jennifer has received a contact from Dynamic Furniture, which manufactures and sells wood furniture. The team advised that this contact might be useful because of the glues and varnishes used, however wood in itself is not much of an IAQ concern. Perhaps there is a furniture manufacturing association. There is an Alberta woodwork and millwrights association.

There is an Albertan chapter of the Heating, Ventilation and Air Conditioning Association. Stephani can provide a contact.

Action Item 12.1: Stephani to provide contact information for HVAC, woodwork and millwrights association to Jennifer.

Corporate Human Resources in the GoA handles health and safety standards for all government departments. They may have a member interested in the team.

Since the IAQ team began, team membership has been inconsistent. The issues the team is facing now are similar the discussions the team had in previous years. The goal should be to strategically think where this team can have an impact and move forward. The team has previously become mired in details and complexity of IAQ issues.

3) Consensus Decision-making and Expectations for IAQ Team

Jennifer provided a presentation on CASA's decision making process. At the heart of consensus decision making is a team has fostered an atmosphere of trust and respect. That atmosphere allows team members to discussion openly their ideas, concerns and positions and also shares their interests in the outcomes. Innovative solutions are the result of team members working to meet each other needs as well as their own.

Regarding roles and responsibilities, team members are primarily responsible for substantive content. The CASA secretariat and the project manager are 'process caretakers' and essentially the hub of activity for the team. Team members also have a role in the process, particularly active listening and concern for inclusion to make sure all are heard and considered.

The team discussed the presentation and their expectations for the IAQ team's work. Below are the views of various team members:

- The public is not included in the CASA process, other than public consultation.
 - It's too early for public consultation. The team should discuss whether to undertake public consultation when we have something to consult on or a big decision we would like input on (and consider the timing, scope, etc of public consultation)
 - Our TOR has numerous references to the public; there are ample opportunities to provide information to the public and vice versa
 - Regional Health Authorities and the provincial government (AENV, AB H&W) hear from the public on a regular basis through referrals from other departments, questions, concerns. Some groups are louder than others, but there is a general sense what the public is concerned about
 - There is no process to get the public to the table. CASA has a policy of self-selection: for example, NGOs choose who they would like to sit on a team. There is no similar process for the public at large.
- What do we mean by 'strategic plan' in the TOR?
 - Two meaning are possible:
 - Strategic planning as undertaken by professionals and consultants – usually similar to organizational planning.
 - CASA teams usually create a strategic plan that is a set of recommendations to government that provides direction and specific actions to address the issues.

- The recommendations are as specific as possible, including: who will take the lead; what actions will be taken and what are the timelines and costs. The benefit of the consensus process is that the relevant government departments are at the table. If they agree to a recommendation at the team's table, then they are agreeing to implement the action. CASA also has a process that tracks implementation of recommendations 3 years after the recommendation is approved by the CASA Board.
- The strategic plan should include (these are generally in CASA team's final reports):
 - Deliverables
 - Timelines
 - Measurement
 - Follow-up and evaluation

Action item 12.2: Jennifer to forward examples of CASA team's strategic plans / sets of recommendations.

- What are the team's timelines?
 - When do we want to be finished? The symposium is slotted for April 2009
 - What are the phases of the project and when should they be completed?
 - We should have a planning session to determine:
 - the scope of work
 - the components of a strategic plan
 - steps to completing the strategic plan
- Strategic planners usually include 3 steps: where we are; where we want to be; steps to get there
 - The team discussed hiring a strategic planning consultant to guide the team through the work. While they have experience in strategic planning, previous CASA experience with strategic planners has been mixed because they do not understand the buy-in necessary for consensus building and the CASA consensus process. **The team agreed** to gather information on typical elements of a strategic plan and to hold some ideas in a workshop format at their next meeting.
- The team should work toward a shared understanding of the current reality, the vision in order to develop strategies to reach the vision
 - Current IAQ Reality
 - Complexity
 - Decision tree and list of IAQ priorities will help the team gather the information and be able to describe current reality
 - Scoping is important: there is prevention and enforcement. The CASA Board advised the team to work on the preventative side of IAQ.
 - There are existing buildings and issues that should be addressed also
 - Where do we want to be?
 - Vision: in the TOR
 - How do we get to the vision?
 - Recommendations to the CASA Board, then to government
 - Completing the actions and deliverables will form important parts of the final report and strategic plan. Other elements will be brainstormed, refined and agreed to by team members as we begin to draft our recommendations.

Action item 12.3: Dean to send Jennifer information on strategic planning processes he's been involved with.

Action item 12.4: Jennifer to draft an agenda for a workshop meeting and distribute to the team for comment.

- We have already done a fair bit of the strategic planning work while discussing our Terms of Reference. The TOR has a vision, goal, actions and deliverables. It has also been approved by the CASA Board. This is the work and outputs that the Board expects of the team. The specific elements of the strategic plan will come out of the team's activities (decision tree, list of IAQ priorities, etc). These elements will be specific to the issue of IAQ in Alberta.
 - There is also a work plan that the team has discussed that sets out when some of the elements will be completed.

Action item 12.5: Jennifer to update the work plan and distribute to the team.

4) IAQ Symposium

Anand gave the presentation of the IAQ Symposium that will be presented to the Board March 25. The presentation gives a broad overview of the symposium's purpose and draft program. It also updates the Board on the work already accomplished by the Symposium subgroup.

The team provided some input into the Board presentation:

- Add a task to draft a list of attendees and send a notice to 'save the date'
- Prioritize the next steps slide in order they will be accomplished: choosing location, event planner, program and speakers, sponsorship
- Clarify the purpose of the IAQ symposium
- Include a total budget (roughly \$180 000)
- Some information that is new to the Board regarding IAQ could be useful, for example health information

Other comments regarding the symposium

- An event planner is usually \$10-15 000
- Simulcasting could be an option for those who don't want to travel

The team discussed where to hold the Symposium. The subgroup narrowed the options to Calgary or Edmonton. The options, their positives and drawbacks were:

- Royal Executive (Edmonton) – too small
- Westin (Edmonton)
 - More expensive
 - Good food
 - Extra charge for exhibition space
- Shaw Conference Centre (Edmonton):
 - Have to pay for audio / visual
 - No hotel space, although Marriot is nearby
- Marriot (Enoch Cree – Edmonton)
 - Nice to have near West Edmonton mall as a draw; and good people will be together
 - Casino allows indoor smoking, we would be indirectly supporting that practice with our business

- Free parking, new hotel
- Hyatt (Calgary)
 - Higher end of the price scale
- Coast Plaza Hotel (Calgary)
 - Not downtown, so people would have to travel
 - Not quite as nice, but good food and free parking
- Roundup Centre (Calgary)
 - no hotel nearby
- Telus Convention Centre
 - No hotels included, but connected to several via the Pedway
 - Parking is at hotels, but not at the centre
 - Can get for a good price, willing to negotiate
 - If we use their catering, the conference rooms are less expensive

The team discussed Calgary versus Edmonton. Participants will be split between the two as government is in Edmonton but industry is largely in Calgary. Price was a consideration. Having people stay together is also a networking benefit. Downtown locations would have more public transit which supports the clean air aspect of the conference. Downtown locations would also be more of a draw for international speakers.

Calgary has parks and things to do downtown, which would help draw participants.

Kannaskis was called, but there was no response. Likely two locations would be needed for an event of this size and rooms aren't guaranteed because of ski season.

The team agreed to hold the event in Calgary April 2009. Exact dates will be determined based on the availability of facilities. Preference should be given to Sunday – Tuesday or Wednesday – Friday. There was clarification on the role of the subgroup and the project team. The project team is responsible for tasking the subgroup with work and overseeing the budget. Usually a project team will approve an expenditure (e.g. maximum \$15 000 for an event planner) and leave the subgroup to work out the details.

5) Scoring Matrix

The purpose of the scoring matrix is to provide a methodology to work through IAQ pollutants and issues. The results would provide a list of IAQ priorities and also identify issues where this team could make an impact. The matrix tries to balance the importance of the pollutant with the value the team can add. The team cited numerous tools to make changes, including education, purchasing policies, building codes, school board policies, etc.

The methodology was viewed by many as useful. Previous attempts to narrow the scope of IAQ issues have caused trouble for this team, so a methodology and a focus on the team's ability to take action are useful steps. The team needs to settle on what they will focus on to avoid the problem of the previous incarnations of the IAQ team.

The team reviewed the scoring matrix, only 2 responses were received. In order from highest to lowest rank, the pollutants were: VOCs, PM, Radon, Indoor Tobacco Smoke, Carbon Monoxide and Asbestos.

The team felt VOCs and PM were suitably at the top because little has been done on their indoor sources. There is more awareness now of sources such as printers, photocopiers and glues used for carpets.

Radon was a surprise because a recent Health Canada study found very low levels of radon in Alberta because of the soils found here. Ontario has higher levels of radon.

Carbon monoxide was an area where the team felt there could be value-added. Asbestos was a toss-up: some felt the team could make strides, other felt there were already numerous studies and regulations in place.

The team discussed if the methodology should be fine tuned, or if it was sufficient to strategically set priorities of work for the IAQ team. Some on the team felt that technical expertise was necessary to complete the matrix. Others were concerned of the amount of information the team would have to gather to complete the matrix for the 30 pollutants and issues brainstormed by the team.

To meet the concerns regarding technical issues and information overload, **the team agreed** to create a survey for experts in the IAQ field. The survey would include both quantitative and qualitative questions to determine which pollutants or issues are of concern and where experts felt the CASA effort could have impact. It would be sent to researchers, occupational hygienists and others to be determined by the team. CMHC has a dedicated person for survey design, who can help design the survey questions and operationalize the purpose of the survey so the team will get useful results. A small group was struck to work with the CMHC person to design the survey.

Action item 12. 6: Stephani, Ian, Anand, Ludmilla, Roger and Janine will hold a teleconference to start designing the expert survey.

The survey can be used in conjunction with the scoring matrix. The team believed the criteria are useful and will likely help the team narrow its scope to a workable level.

6) Decision tree

Due to time constraints, the team decided to leave the decision tree for a later meeting.

Next Meeting Dates

Group	Date	Time	Place
Survey Subgroup	Poll: April 15 or 16		Teleconference
Symposium Subgroup	After Board meeting		
Project Team	Poll: May 1 or 2 or a day week of May 20	10.00	Calgary

Meeting adjourned at 3.15 pm.