

FINAL Terms of Reference



Indoor Air Quality Project Team Terms of Reference

Background

At strategic planning meetings in 2003, the CASA Board expressed strong interest in indoor air quality, resulting in a Statement of Opportunity by the Indoor Air Quality Committee later that year.

In June 2005, the CASA Board approved the Terms of Reference to establish the Indoor Air Quality Project Team. Since that time, the emerging issues of indoor air quality gained momentum, increasing the knowledge base and stakeholder interest. The Project Team has also renewed its membership. To reflect the new membership and the current challenges facing indoor air quality in Alberta, the team amended its Terms of Reference.

Goal and Scope

Indoor Air Quality (IAQ) refers to the quality of the air found inside a person's home, place of work or any other building. IAQ may have health and safety effects both in the short and long term as well as affecting the comfort of occupants. This team's goal is that the indoor air where people live, work and recreate will be free from physical, chemical and biological contaminants that can adversely affect the health and comfort of occupants. Health is defined as:

"a state of complete physical, mental and social well being and not merely the absence of disease or infirmity."

In Canada, provincial, territorial and federal governments have endorsed this broad definition of health (Health Canada, 2004)¹.

The IAQ Team agrees that the goal of indoor air quality is also aligned with CASA's vision which states,

"The air will have no adverse odour, taste or visual impact and have no measurable short or long term adverse effects on people, animals or the environment."

The IAQ Project Team will focus at the strategic level, but accommodate changes to their scope of interest in the event of emerging or evolving issues pertaining to indoor air quality. Since IAQ is a large topic, the team will narrow the scope to areas where the team can be most effective (e.g. government, industrial, commercial, residential and institutional buildings):

¹ Health Canada 2004 Canadian Handbook on Health Impact Assessment Volume 1: The Basics A Report of the Federal/Provincial and Territorial Committee on Environmental Occupational Health

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Immediate goals for the team are:

- Fostering understanding and awareness of IAQ and decision-making of Albertans on illness prevention and health promotion;
- Encourage understanding of current legislation, guidelines and standards and their application (e.g. Housing Regulation and associated standards, AB Building Code in the context of ASHRAE 62, and residential exposure guidelines from Health Canada);
- Improving the understanding and co-ordination of the roles and responsibilities of various levels of government

Objectives and Associated Priority Activities:

Below are the objectives for the IAQ Team, associated activities and deliverables necessary to achieve the objectives.

1. To develop a strategic plan and make recommendations to the CASA Board to address IAQ issues in Alberta
 - A. Determine the priority IAQ issues or pollutants for Alberta
 - i. Review previous efforts for prioritize IAQ issues or pollutants
 - ii. Develop criteria to select the priority issues or pollutants
 - iii. Engage sector stakeholders and, if necessary the public to facilitate finalization of the list of IAQ Priorities
 - iv. Disseminate information related to Priority IAQ Issues

Deliverable: List of Priority IAQ Issues, with buy-in from stakeholders
 - B. Construct a decision tree which describes the roles and responsibilities of industry, government, NGOs and the public in relation to indoor air quality issues in Alberta
 - i. Gather information about jurisdictional roles and responsibilities in Alberta
 - ii. Identify possible gaps
 - iii. Develop a format (or formats) suitable for use by the jurisdictions involved and by the public

Deliverable: Decision Tree available for use by jurisdictions involved in IAQ issues and by the public
 - C. Review and assess current IAQ guidelines, standards, protocols, codes, and guidance documents, including their application and enforcement
 - i. Gather information regarding current IAQ guidelines and/or standards, protocols, codes, and guidance documents
 - ii. Identify possible gaps

Deliverable: Report, or section of the final report, that reviews and assesses current IAQ guidelines, standards, protocols and codes in Alberta
2. To actively engage IAQ knowledge and awareness between team members and stakeholders and to make that knowledge available to the stakeholders and the public.

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- A. Familiarize IAQ team members of respective roles and responsibilities in dealing with priority IAQ issues
 - B. Convene an IAQ educational symposium for all stakeholders
 - i. Organize a Symposium Subgroup
 - ii. Develop and execute plans for the Symposium's speakers, organization, budget, catering and communications. These plans will learn from the successes of previous Symposiums conducted by CASA.
 - iii. Distribute RFPs to find an event planner
- Deliverable: A successful IAQ Symposium that provides useful information for the team, attendees, stakeholders and the public.
- C. Develop a communications plan
 - D. Maintain communications with the CASA Board

Considerations throughout the Team's work:

The following are cross-cutting considerations for the team when undertaking activities and fulfilling its goals:

1. Determine whether there is a need for public consultation and consult the public if appropriate.
2. Identify responsibility for implementation and monitoring of the recommended plan
3. Develop a fundraising plan for the IAQ Symposium planned for February – May 2009 and other activities identified by the Team

Meeting Logistics:

The Indoor Air Quality Project Team will meet approximately 6 times per year and alternate meetings between Edmonton and Calgary.

Timelines

The team will provide regular status reports to the CASA Board. In particular, the team would like to present the list of IAQ Priorities for Alberta to the CASA Board.

The indoor air quality project team intends to hold a symposium February – May 2009 to raise awareness of indoor air quality issues and to inform future recommendations. Other priority activities will progress with the goal of completing in 2009 to provide the rest of foundation for recommendations.

The team's final report will be presented to the CASA Board March 2010.

Budget:

The team will fundraise from around the table as required. For the symposium, a fundraising plan will be developed.

Membership

The Project team's current membership has representatives from:

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Action on Smoking and Health
Alberta Employment Immigration and Industry
Alberta Federation of Labour
Alberta Health and Wellness
Alberta Infrastructure and Transportation
The Lung Association of Alberta and Northwest Territories
Building Owners and Management Association
Calgary Health Region
Canada Mortgage and Housing Corporation
Capital Health
DF Technical & Consulting Services Ltd.
Health Canada
Northern Lights Health Region
RAPID
Toxics Watch Society of Alberta