



MINUTES OF THE FIRST BUILDING SUB-COUNCIL MEETING OF 2019

DATE: January 17, 2019

TIME: 8:30 a.m. to 3:00 p.m.

LOCATION: Safety Codes Council Office, Edmonton

PRESENT: **Sub-Council Members**

Don Dessario, Chair
Colin Belliveau
Russell Croome, Vice Chair North
David Flanagan
Rick Gratton
Corey Klimchuk
Robert Kralka
Matthew Kramer
Lee Phillips
Darin Sceviour
Bruce Schultz, Vice Chair South
Ulrik Seward
Andy Smith

Safety Codes Council

Allison Karch, Peter Thomas, Susan Rossmann

Alberta Municipal Affairs

Paul Chang, Laura Willcocks, Lance Leger

Guests

Karen Muir (BFSC Liaison), Brian Townsend (ESC Liaison), Michael Bos (FSC Liaison), Tang Lee (BFSC Member)
Emma Kartes, Alberta Health; Jason MacDonald, Alberta Health

REGRETS: Greg Beck, Stephen Hill, Kenneth Roskell

RECORDER: Sandi Orr

2019 MEETINGS: March 21, May 9, September 12, November 7
CONFERENCE: May 29 to 31, 2019

1. Meeting Opening

The Chair called the meeting to order at 8:30 a.m. A round table introduction was held.

1.1. Agenda Adoption

Ulrik Seward / Andy Smith moved that the agenda be adopted as presented, with a flexible order of business to allow for presentations; CARRIED

1.2. Adoption of November 8, 2018 Minutes

The minutes were reviewed, and the following corrections were made:

- On page 7, “It was suggested that consideration be given of Fire SCO input” was deleted
- On page 9, “There is a great deal more classification of distilleries directly in the fire code” was deleted and replaced with “The fire code requires distilleries to be classified as F1 Occupancy”
- The following correction was made on page 9, ...Currently Calgary is classifying a micro-distillery, if the alcohol is stored in sealed containers, as a medium hazardous classification...

Bruce Schultz / Ulrik Seward moved to adopt the minutes of the November 8, 2018 meeting, as corrected; CARRIED

2. Matters for Decision

2.1. 14-BCV-018 Sprinkler Protected Glazing STANDATA Revision

The current STANDATA and the redrafted STANDATA were included in the portal. An overview was provided of the proposed revisions. Clarification was provided on the removal of the installation guidelines document and the availability of ULC/ORD C263.1-99.

Bruce Schultz / David Flanagan moved to support the issuance of 14-BCV-018R1 Sprinkler Protected Glazing STANDATA, as redrafted; CARRIED

2.2. Status of Occupant Load Clarifications/Joint Working Group

David Flanagan is on the Fire Sub-Council’s Occupant Load Working Group representing the City of Edmonton building discipline. It was previously understood by the Building Sub-Council that occupant loads would be addressed in the 2019 codes but it has since been clarified that this will not occur. Consensus was reached that it this be changed to a joint working group.

Russell Croome / Andy Smith moved that the Building Sub-Council participate with the Fire Sub-Council on a Joint Working Group on Occupant Loads; CARRIED

The Terms of Reference was reviewed. The terms of reference will need to be revised to indicate it is a joint working group and that reporting would be provided back to both sub-councils.
[Council Administration]

A discussion was held regarding the potential revision to be more specific regarding AMA resources and it was determined that no revision was needed.

David Flanagan / Russell Croome moved to recommend to the Fire Sub-Council that the Terms of Reference be revised so that wherever there is reference to Fire Sub-Council, reference to the Building Sub-Council be added to indicate it is a joint working group; CARRIED

David Flanagan, Bruce Schultz, Corey Klimchuk and Darin Sceviour volunteered on behalf of the Building Sub-Council.

Clarification was provided regarding the drafting of an Occupant Load STANDATA.

3. Review Matters Arising/Action List

	Item	Description	Action	Responsible	Date Initiated	Priority	Status / Update
1.	Stacked Townhome Working Group	Working group to consider developing a code change proposal re: 9.10.14 and 9.10.15, AMA does not support the existing wording for a STANDATA		Working Group	Jan 25/18	High	Any action is pending the completion of the upcoming codes
		It was suggested numerous revisions to the STANDATA are needed; and it was recommended that the WG consider separating the issues in the original proposal to simplify STANDATA review understanding of issues applicable to each issue.	STANDATA	Working Group	Mar 15/18		
2.	Off Site Review Clarification re: Pre-manufactured Structures	Development of an Information Bulletin on pre-manufactured structures.	Info Bulletin	Chang	Sept. 3/15	High	Outstanding
3.	Building Permit Application Requirements (Permit Application for a Building with MultiUnits)	Consider issuing an Information Bulletin re: requirements per building vs per unit. Include different practices by various AB municipalities. Draft reviewed by BSC. NOTE: Some minor revisions may be needed when the new code is adopted.	Info Bulletin	Chang	Feb 25/16	Mid	With Director of Codes and Standards for review

	Item	Description	Action	Responsible	Date Initiated	Priority	Status / Update
4.	Professional & Constructor Responsibilities / Letters of Assurance?	This was held up because of Professional Legislation Amendments, Administrator will provide formal status update UPDATE: It has been determined that the schedules are owned by APEGA and AAA, more research is being conducted on the purpose of the schedules and whether this is being achieved before further work is done; Future discussion will be held whether the BSC working group will be brought back; An update was provided on regular meetings of sub-council APEGA representatives, improved communication, understanding of roles and responsibilities	Review w/ AMA, APEGA and AAA	Orr		High	Ongoing
5.	Engineering Judgements for Fire Stop System	Consideration of the publication of a STANDATA based on the report provided to AMA; draft reviewed by BSC	STANDATA	Chang	Sept 3/15	Mid	With Director of Codes and Standards for review
6.	Window Safety Code Change Proposal	Update on progress of proposal and suggestions to address issue in existing homes UPDATE: Although it will not be in the 2019 Alberta edition, an action on how to address existing homes needs to be determined		Schultz	Sept. 28/17	High	Not in the NBC 2019 Alberta Edition, with AMA
7.	Elevator Permits – FEO Upgrades	Building, Fire, Elevator and Electrical Administrators are discussing of joint STANDATA to require a Building permit or at least a flag to the Building discipline UPDATE: A joint STANDATA will be brought forward for consideration		Chang	Nov 16/17	Mid	Ongoing
8.	14 BCI Residential Children’s Homes	Draft supported by BSC April 2018	STANDATA	Chang			With Director of Codes and Standards for review
9.	14-BCV-007 Interior Stairways for Roof Access	STANDATA issued; Ken Roskell to bring forward any additional comments		Roskell	Mar 15/18		Remain on agenda until Ken Roskell is in attendance

	Item	Description	Action	Responsible	Date Initiated	Priority	Status / Update
10.	Fire Protected Joists	The Director of Codes and Standards will ensure this item is also added to the next PTPAC meeting agenda. UPDATE: Follow-up email from proponent posted in Portal; Update from PTPACC Meeting requested		Orr	Sep 27/18	Mid	Ongoing
11.	Requirements of Engineering Letter for Accepting Material/System Not in Code	Greg Beck will bring this issue back to AAA. UPDATE: An update was provided regarding SIP failures; Mag Lock SIP issue to be added to Action List.		Beck	Sep 27/18	High	Ongoing
12.	Electromagnetic Lock Release in Care Facilities (STANDATA 14-BCV-011)	Russell Croome and Bruce Schultz agreed to work with the Fire and Building Administrators to bring forward recommended revisions to the STANDATA.		Croome / Schultz	Sep 27/18	Mid	Interpretation requested from NRC; Under review by AMA
13.	Depressurization STANDATA	Draft reviewed and input provided by BSC UPDATE: The City of Edmonton was unable to define benchmarks, but awareness is important—potential Info Bulletin rather than Interpretation	STANDATA	Flanagan/ Kralka/ Chang	Sep 27/18		Pending issuance
14.	Joint B/FCI Fixed Fire Suppression Exhaust – Cooking and Cleaning	Draft reviewed and input provided by BSC	Forwarded info to Fire Administrator/FSC Review		Sep 27/18		Issued; remove from action list
15.	Joint B/FCV Sprinkler Systems with Antifreeze Solutions	Draft reviewed and input provided by BSC	Forwarded info to Fire Administrator/FSC Review		Sep 27/18		Pending issuance
16.	Permit Requirements for Refrigeration Systems	Request that AMA consider drafting a STANDATA to clarify permitting requirements for refrigeration systems.	STANDATA	Chang	Nov 8/18	Low	Under review by AMA in consultation with HVAC-R industry group
17.	Structural Design of Residential Buildings re. STANDATA 14-BCV-016	Consider the proposed revisions to STANDATA 14-BCV-06 Manufactured Structural Components in the Construction of One- and Two-Family Dwellings.	STANDATA	Chang	Nov 8/18	High	STANDATA revisions in progress; under review by AMA

	Item	Description	Action	Responsible	Date Initiated	Priority	Status / Update
18.	Microbreweries and Microdistilleries	Consideration of establishing a working group including Building, Fire, and industry. UPDATE: The City of Calgary is developing an advisory and will share information with the City of Edmonton and the AUMA rep.		BSC/FSC/ Council Admin	Nov 8/18	High	Ongoing; Motion to form Joint WG noted below
19.	Insulation of Refrigeration Piping	Similar to hydronics, it was suggested that industry needs to demonstrate that this additional insulation is of no value. Matthew Kramer will go back to his association for additional information. UPDATE: Reached out to manufacturers to gather more information regarding testing relative to efficiency ratings, adding more insulation would not increase the efficiency of the appliance, additional feedback is still being sought from the HVAC industry		Kramer, Chang, Flanagan	Nov 8/18	Mid	Ongoing
		Ask NRC for the rationale for this requirement.		Chang	Nov 8/18		Ongoing; AMA working w/ NRC on this for future codes
20.	Venting for Fire Fighting	Request AMA study the issue of whether a door can be used for venting for firefighting. UPDATE: Building Tech Advisor's interpretation is that a door is not one of the four methods, a site-specific alternate solution would have to be considered by the AHJ, but believe it warrants further research		Chang	Nov 8/18	Mid	Request Administrator look into issue w/ NRC

	Item	Description	Action	Responsible	Date Initiated	Priority	Status / Update
21.	Tiny Houses	The Administrator will research further on what direction NRC plans to take regarding tiny houses. UPDATE: No upcoming changes in national codes to address tiny houses; It was suggested a discussion is needed on whether the BSC supports tiny houses as alternative housing, and if so, what regulatory requirements should apply, this could initiate a proposed code change at NRC		Chang	Nov 8/18	Mid	Ongoing
		Members and AMA staff encouraged to bring forward any information available (NRC, NFPA, etc.)		All/Willcocks /Chang	Jan 17/19	Mid	New action
22.	Draft FAQ on Flashing	BSC reviewed and suggested it be presented as and Information Bulletin rather than FAQ. UPDATE: A brief update was provided on some of the work being done to compile the document. It was suggested that best practices be provided along with code references.	Info Bulletin	Chang	Nov 8/18	Low	Under review by AMA & volunteers

Microbreweries / Microdistilleries

Ulrik Seward / Corey Klimchuk moved that a joint working group be created to determine how the Alberta Building Code and the Alberta Fire Code would apply to Microbreweries / Microdistilleries; CARRIED

4. Matters for Discussion

4.1. Rental Housing Safety – A New Approach to Collaboration

Emma Kartes and Jason MacDonald from Alberta Health ministry were welcomed to the meeting. It was explained that this initiative is to create collaboration between Safety Codes Officers (SCO) and Health Inspectors/Executive Officers (EO). It was clarified that this approach is voluntary in accredited municipalities.

Background was provided on:

- the Housing Safety Working Group that began in March 2017 with representatives from Municipal Affairs, Alberta Health and Alberta Health Services,
- the shared mandate to protect the public from health and safety hazards in rental housing, and
- the goal to provide landlords/owners with one consistent message about safety.

The following documents were included in the portal as information:

- Link to the Housing Regulation
- Link to the Minimum Housing and Health Standards
- Rental Housing Safety Collaboration Guidance Document 2019-01-07
- Rental Housing Safety Presentation

Highlights of the presentation included an overview of:

- Key messages, including the shared mandate, collaboration and local decision-making
- Each section of the guidance document
- The differences between maintenance, modification, and alteration
- Emphasis on communication between the EO and the SCO and local decision-making
- The consultation process and process charts
- How a consultation could change to a referral and how to determine who takes the lead
- The Housing Safety Consultation Template and the need for detail and rationale
- Changes to the Minimum Housing and Health Standards have been made to allow an EO to accept alternate provisions for emergency egress, handrails, and ventilation after consultation with an SCO on a case-by-case basis
- How the templates and decisions will be collected by the Implementation Group and shared to help increased consistency
- The Implementation Group and their role to support implementation, evaluate approach and troubleshoot obstacles
- SCO and EO Training
- Review and evaluation processes for this initiative

The floor was opened for questions and the following clarification was provided:

- It was questioned regarding barrier free requirements and it was suggested the implementation group be provided with more details about this.
- Further clarification was provided regarding the gathering of data, the review and evaluation processes.
- Positive feedback was provided on this collaborative approach.
- It was questioned if this could be a challenge for municipalities that use accredited agencies, and this is something that the implementation group is aware of.
- It was suggested that ASCA should be actively engaged in this process and some challenges could be addressed through accreditation.
- It was suggested that similar collaboration between EOs and SCOs be considered relative to private sewage.
- Challenges were explained regarding access issues.
- Both Building and Fire SCOs will be consulted.
- It was clarified that relative to EOs, this should apply across all rental housing.
- It was qualified that not all rental properties are registered.
- Challenges regarding upgrade facilities were outlined.

- Clarification was provided regarding potential Radon issues.
- It was suggested that guidelines be provided to building owners and the public.

4.2. Digital Plans Review

The City of Calgary is working on a new system to review plans digitally. There is already a system in place for the review of single-family homes and this is being expanded to include larger buildings. One challenge of this approach is that resolving questions and issues by email is not as efficient or easy as doing so face-to-face. However, there are many benefits. From the Council's perspective, there is nothing in the Quality Management Plan that would prevent the use of technology.

Andy Smith provided clarification on APEGA and AAA means of applying digital signatures and stamp. It was explained that if the stamp and signature is applied digitally, the original PDF version is the only authenticated version and would be required even if working on physical printouts of the PDF. It was clarified that, according to digital security legislation, the most important aspect is ensuring that the digital signature is secured and cannot be reproduced by anyone not authorized to do so. It was questioned whether a guideline should be provided to all municipalities for consistency.

It was suggested that further discussion is needed and that perhaps a presentation could be provided on how the digital stamp/signature process works. [Smith/Seward]

This topic will be added to a future agenda for further discussion. [Council Administration]

4.3. Administrator/AMA Report (Code Adoption, SLALA ongoing)

The Building Administrator reported the following:

- Draft code back from NRC and this is the highest priority right now.
- Regulation revisions have moved on from AMA's hands and are continuing through the process.
- An overview was provided of recent complaints that AMA has received in the building discipline regarding SIP panel failures and a lack of A277 certification.
- An overview was provided of a building failure relative to SIP panels.
- AMA is reviewing the Part 10 (Relocatable Structures) program and related processes.
- The sub-council's request of AMA to review HVAC-R permit requirements is being discussed and a STANDATA is being worked on.
- An overview was provided regarding carbon monoxide detector requirements in schools in light of a recent incident in a Montreal school.
- Regional meetings in the building discipline have been cancelled due to resourcing challenges because of the work involved with the new code.

- Clarification was provided regarding A277 processes managed by a third party and the ability for a local SCO to require code infractions to be addressed; it was suggested that further clarification needs to be available as questions are consistently being asked.
- An update was provided from a recent PTPAC meeting, where all provinces and territories are working toward adopting code within 18 months of publication.
- Relative to Cannabis production facilities classification, questions should continue to be directed to AMA.

Relative to the use of uncertified products being signed off by engineers, this is related to Action Item #11 and should continue to be monitored.

Concern was expressed regarding the potential delay of cabinet approval of the amended regulation if April 1, 2019 continues to be the expected in-force date. Later in the meeting, clarification was reported from the Director of Codes & Standards (Building, Fire and Accessibility) that there will be a 6-month transition period. April 1, 2019 will continue to be the expected in-force date with the transition period to follow directly after that. The use of the previous code will only be allowed if at least one of the following three conditions are met:

1. The building is under construction
2. The proponent can prove significant design has taken place
3. The Authority Having Jurisdiction has received the building permit application

4.4. Liaison Reports

4.4.1. Fire Sub-Council

Ulrik Seward reported the following:

- Provided Microbrewery and Micro-Distillery presentation to the FSC; the FSC was not prepared to make decision on the BSC's recommendations but will revisit at a future meeting; the distilling process rather than quantity of alcohol stored is the main concern; the FSC believes they should remain as F1 but local AHJ could accept an alternate solution.
- The FSC is reviewing the Existing Fire Alarm Systems STANDATA
- An interpretation has been provided from the AMA Building duty officer that patio doors cannot be used for venting for firefighting except through alternate solution
- Occupant Load Working Group report was provided, and it was emphasized that BSC involvement is needed

Rick Gratton volunteered to attend the next FSC meeting as the BSC liaison.

[Gratton]

4.4.2. Barrier Free Sub-Council

Karen Muir reported the following:

- Reported to the BFSC regarding the BSC's discussions on Building STANDATA Elevator Operations and Accessibility—ensuring barrier free access is maintained after the building is completed is an ongoing priority for the BFSC

- On overview was provided on the direction of the Barrier Free Sub-Council
- Continued enforcement of Barrier Free requirements continues to typically be looked into only on a complaint basis, and it was suggested that training on barrier free topics may be valuable as continuing education for SCOs
- The Visual Signals STANDATA and stadium seating code requirements are topics of interest, but there are currently no active initiatives

4.4.3. Electrical Sub-Council

There was nothing new to bring forward.

4.5. SCO Continuing Education Working Group Update

Bruce Schultz reported the following:

- This is a TCC Working Group
- Background on the Working Group was provided
- An overview of the program was shown on screen
- Although continuing education opportunities are posted on the Council website, this is not an endorsement of courses but rather ideas for earning credits

More information about the continuing education program is available at:

<http://www.safetycodes.ab.ca/SCO/ConEd/Pages/default.aspx>

Members were encouraged to provide information to Bruce Schultz on any courses, workshops, publications, or other education opportunities that could be applicable to Building SCOs. [All]

This item will be removed from the agenda and will be brought forward if any new topics need to be brought forward for discussion. [Council Administration]

4.6. Council Updates

The following report was provided:

- A link was included in the portal to the revised Code of Conduct & Ethics and related policies. All sub-council members were asked to review all documents.
- Sub-council members were asked to submit expense claims to Gerry Letendre within 30 days of the meeting.
- Sub-council members were advised that these expense claims can be done electronically by simply typing in their name on the signature line (a physical signature is not required).
- An overview was provided regarding upcoming training; all information is listed in the portal calendar.
- Sub-council members were reminder of Dr. Sauer Award nomination closing deadline of March 29, 2019.

It was suggested that a list of all meetings be shared on the portal, separate from the calendar.
[Council Administration]

5. Other Business and Meeting Finalization

5.1. Meeting and Agenda Feedback

A discussion was held regarding a recent fire fatality at a PDD residence and the status of the PDD working group.

It was requested that SLALA be added to the March 2019 agenda for an AMA update.
[Council Administration]

It was requested that PDD be added to the March 2019 agenda for an AMA update.
[Council Administration]

5.2. Next Meeting

The next meeting will be held on March 21, 2019 at 8:30 a.m.

5.3. Meeting Adjournment

Andy Smith / Rick Gratton moved that the meeting be adjourned; CARRIED

The meeting was adjourned at 3:00 p.m.

– NEW ACTION ITEMS FROM TODAY’S MEETING –

2.2. Status of Occupant Load Clarifications/Joint Working Group

The terms of reference will need to be revised to indicate it is a joint working group and that reporting would be provided back to both sub-councils. [Council Administration]

4.2. Digital Plans Review

It was suggested that further discussion is needed and that perhaps a presentation could be provided on how the digital stamp/signature process work. [Smith/Seward]

This topic will be added to a future agenda for further discussion. [Council Administration]

4.4.1. Fire Sub-Council

Rick Gratton volunteered to attend the next FSC meeting. [Gratton]

4.5. SCO Continuing Education Working Group Update

Members were encouraged to provide information to Bruce Schultz on any courses, workshops, publications, or other education opportunities that could be applicable to Building SCOs. [All]

This item will be removed from the agenda and will be brought forward if any new topics need to be brought forward for discussion. [Council Administration]

4.6. Council Updates

It was suggested that a list of all meetings be shared on the portal, separate from the calendar. [Council Administration]

5.1. Meeting and Agenda Feedback

It was requested that SLALA be added to the March 2019 agenda for an AMA update. [Council Administration]

It was requested that PDD be added to the March 2019 agenda for an AMA update. [Council Administration]

– MOTIONS –

1.1. Agenda Adoption

Ulrik Seward / Andy Smith moved that the agenda be adopted as presented, with a flexible order of business to allow for presentations; CARRIED

1.2. Adoption of November 8, 2018 Minutes

Bruce Schultz / Ulrik Seward moved to adopt the minutes of the November 8, 2018 meeting, as corrected; CARRIED

2.1. 14-BCV-018 Sprinkler Protected Glazing STANDATA Revision

Bruce Schultz / David Flanagan moved to support the issuance of 14-BCV-018R1 Sprinkler Protected Glazing STANDATA, as redrafted; CARRIED

2.2. Status of Occupant Load Clarifications/Joint Working Group

Russell Croome / Andy Smith moved that the Building Sub-Council participate with the Fire Sub-Council on a Joint Working Group on Occupant Loads; CARRIED

David Flanagan / Russell Croome moved to recommend to the Fire Sub-Council that the Terms of Reference be revised so that wherever there is reference to Fire Sub-Council, reference to the Building Sub-Council be added to indicate it is a joint working group; CARRIED

3. Review Matters Arising/Action List

Microbreweries / Microdistilleries

Ulrik Seward / Corey Klimchuk moved that a joint working group be created to determine how the Alberta Building Code and the Alberta Fire Code would apply to Microbreweries / Microdistilleries; CARRIED

5.3. Meeting Adjournment

Andy Smith / Rick Gratton moved that the meeting be adjourned; CARRIED