



**MINUTES OF THE  
FIRST FIRE SUB-COUNCIL MEETING OF 2022**

**DATE:** January 20, 2022

**TIME:** 9:02 a.m. to 11:00 a.m.

**LOCATION:** videoconference

**PRESENT:** *Sub-Council Members*

Glenn Baxter  
Cameron Bardas  
Allan Blatz  
Joseph Davis  
Richard Friesen  
Robbin Foxcroft, Vice Chair  
Mark Heiderich (at 10:00 a.m.)  
Hunter Langpap  
John Penzo  
Stephen Suen  
Marc Royer  
Chris Taylor, Chair Elect  
Payman Montakhebi

*Safety Codes Council*

Allison Karch, Kathryn Derkach

*Alberta Municipal Affairs*

Tina Parker, Cindy Yan

**REGRETS:** Michael Bos, Chair; Cammie Laird

**GUESTS:** Corey Klimchuk, BSC Liaison

**RECORDER:** Allison Karch

**2022 MEETINGS:** March 3 (Virtual), May 19 (Tentatively In Person), September 15 (Tentatively In Person),  
November 17 (Virtual)

## 1. Meeting Opening

The Chair Elect called the meeting to order at 9:02 a.m. Members were reminded that the primary duties of members is to act in the best interest of safety in the built environment for the benefit of all Albertans. A round table introduction was held.

### 1.1 Agenda Adoption

**Robbin Foxcroft / Glenn Baxter moved that the agenda be adopted, as circulated; CARRIED**

### 1.2 Adoption of the November 25, 2022 Minutes

**Joe Davis / Marc Royer moved to adopt the minutes of the November 25, 2022 meeting, as circulated; CARRIED**

## 2. Matters for Decision

### 2.1. Closed Session

**Robbin Foxcroft / Richard Friesen move to enter into closed session; CARRIED**

**Robbin Foxcroft / Cameron Bardas move to exit closed session; CARRIED**

#### 2.2.1. Appointment of Marc Chayer or Abdel Selmi to represent Fire Safety Industry

**Robbin Foxcroft / Al Blatz move to recommend to the Board appointment of Marc Chayer to the Fire Sub-Council to represent the Fire Safety Industry for a term ending January 31, 2025, effective immediately; CARRIED**

## 3. Review Matters Arising/Action List

	Item	Action	Date Initiated	Responsible	Status/Update
1.	Qualified Persons Registry (E.2.06.11)	Communicate status of registry	Nov 23/16	Orr	No update available.
2.	Farm Buildings	Administrator will provide updates on farm building issues as they arise.	Jan 21/21	Parker	No update available.

## 4. Matters for Discussion

### 4.1. Safety Codes System Data

Members were reminded of this item, which was brought up during Council Updates at the last meeting. The intent is to gather high-level input on the types of safety system data that would be beneficial to have access to. An overview was given of the variance data that had been previously shared with the sub-council.

It was noted that for variance data, the ideal scenario would be a database with all the documents associated with the variance, with all documents being accessible and searchable. It was suggested that this would be useful not only for the FSC to have access to but also all SCOs, if possible.

## **4.2. Working Group Reports**

### **4.2.1. Code Review**

The following was discussed:

- A report will be posted in the portal shortly.
- The group met twice since last meeting and the next meeting is planned for February 16.
- The group aimed to reduce the list of items identified for focused review, and there was discussion about engaging additional resources, such as contacting the Fire Marshals Guild, to assist with prioritizing items.
- Items on the list are currently being reviewed by members, including:
  - Relocatable structures
  - Tire issues
  - Part 6
  - Items in Part 4 especially in relation to Ontario's fire code—some things may be acceptable here.
- All work is ongoing.
- Municipal Affairs Technical Advisor has been supportive of investigating whether items can be removed from the list because of code change requests or reference standard updates in progress.
- A question was asked about rapid access key boxes as an Alberta-specific variation. It was reported that rapid access key boxes will be in Division C of the upcoming NFC(AE) and will be removed in the 2025 code cycle if it's not incorporated into the NFC. It was noted that, when removed from the code, key boxes could be addressed by municipal bylaws—there are entities other than fire authorities asking for access and the code doesn't speak to them, but bylaws could.

### **4.2.2. Exterior Insulation**

The following was discussed:

- A joint working group with BSC has been formed and will be meeting on January 26.
- Group members have a rough outline of items to discuss.
- Another member from FSC was requested as Richard Friesen will be stepping down from the sub-council and working groups shortly. Since there are a number of new members being onboarded in the near future who may like to be involved, the request for an additional member will be added to the next agenda. [Council Administration]

### 4.2.3. Shipping Containers

The following was discussed:

- The working group report was posted in the portal and viewed on screen.
- The group has met twice as a joint working group, with an additional two meetings previously as a working group of only BSC, which provided a good head start.
- The group is focused on defining temporary vs permanent and considering the actual use (i.e. storage or other occupancy).
- A matrix of the types of uses and associated levels of risk has been developed and is being fine tuned.
- The group is considering the question of when a container should be considered a shipping container, when it should be considered a storage shed, and when it should be considered a building. The code already speaks to situations when containers have been converted to a hotel, for example, so these are not being considered by the group.
- Codes have different temporary intervals for different types of items (ie. petroleum storage tanks, etc.).
- The question of addressing the existing stock of thousands of containers, many of which are likely non-compliant, is being discussed. A process for address the containers that are compliant to show that they are compliant is also part of this discussion.
- It was suggested that the definition of temporary may not have a great bearing—fire and life safety need to be provided for, regardless of how long the container is used.
- It was noted that land use bylaws may also be a tool for addressing these containers, but the group’s scope is to stay within the codes.

### 4.3. BSC Liaison Report

The BSC Liaison reported:

- The current liaison, Chris Taylor, is stepping down from this role since he has been elected to the role of FSC Chair. Hunter Langpap volunteered as FSC’s liaison to BSC. It was noted the FSC could look at having an additional liaison if the need arises.

**Cameron Bardas / Glenn Baxter move to appoint Hunter Langpap as the liaison to BSC; CARRIED.**

- Discussion about the Shipping Containers and Exterior Insulation Working Groups
- Other active Working Groups of BSC: resilient roofing, interior stairways for roof access, refrigeration
- There was significant discussion on upcoming energy tiers being incorporated into the NBC—BSC formed a working group on this topic.
- There is a combustibile dust webinar tomorrow—it is already full but a recording will be available. The presenter, Francis Petit, also gave a presentation at a past Council Conference and was very well regarded.
- New Professional Schedules for Professional Engineers and Architects will be issued soon and included in the next NBC(AE).
- Rick Gratton, BSC liaison to FSC, will soon be retiring from BSC.

#### **4.4. Reference Standards**

It was clarified that the intent of this item is to provide an opportunity for any members or guests who sit on other fire-related committees to provide updates on those committees.

##### **4.4.1. NRC Fire Protection**

Mark Heiderich sits on this committee and reported that it is chaired by Bruce Schultz and will be meeting in May. It is currently reviewing code change requests for potential inclusion in the next code cycle. Some notable topics include the Grenfell Tower fire; energy storage systems; and whether wind towers should be considered buildings. It was noted that members of the public can always attend NRC Committee meetings as observers. When the next agenda for this committee is available, it will be shared with FSC members. [Heiderich / Council Administration]

##### **4.4.2. CSA**

Tina Parker sits on the CSA B376 Committee (portable containers for gasoline and other petroleum fuels) and reported a revamp of the standard is underway, which will be published this year. Once published, B376 won't be referenced in the NFC, but it is hoped it will be recognized in the 2025 NFC. It was asked whether the FSC should consider developing a code change request regarding this standard, but it is felt that the changes are so significant that industry will need time to adjust before being proposed for inclusion in the NFC, though initial discussions on this could be held this year.

She also sits on the CSA B306 Committee (portable fuel tanks for marine use), which piggybacks on the B376 and may not be published until later in the year. The focus is on streamlining this industry to standardize how these tanks are built, utilized, etc.

Marc Royer sits on the CSA C282 Committee (emergency electrical power supply for buildings), a new edition of which was published in 2019. The committee is currently gathering changes for the next edition and met last week. It was requested that members forward any concerns with the present edition to Marc Royer.

##### **4.4.3. ULC**

Tina Parker reported that the following standards are under preliminary review: S525, S541, 526, and 525. There is no further update at this time. Some of these are not directly referenced but are referenced in standards that are referenced in the NFC(AE).

#### **4.5. Administrator/AMA Report**

The Provincial Fire Administrator reported:

- Qualifications STANDATA (joint with Building and Plumbing) was posted last week. Members were asked to email any questions regarding this STANDATA to [safety.services@gov.ab.ca](mailto:safety.services@gov.ab.ca). Members noted positive comments about this STANDATA.
- Municipal Affairs has received a draft of the 2020 NFC and will begin preparatory work for review of the NFC and development of the next edition of the NFC(AE) based on it. It was noted that Municipal Affairs has not yet received a complete draft of the NBC so

care must be taken to avoid working on any fire code items that would impact the building code until after a complete NBC draft has been received.

- The Administrator has received feedback on the published Occupant Load STANDATA and will circulate the feedback to FSC members for discussion at the next meeting. [Parker/Council Administration.]  
The Administrator will also request that the Provincial Building Administrator brings this feedback to BSC as well. [Parker]
- The Administrator had an initial meeting with industry representatives to discuss an issue with 12F tanks in the province. This issue is not widespread and it is hoped to be resolved through clarification and communication. Further information will be reported to FSC as available.
- Discussions have been held about [AER Directive 55](#) regarding upstream oil tanks, which is referenced in the NFC(AE). It was noted that references to PTMAA will need to be removed. The Administrator requested that FSC members look through the directive and provide feedback on desired changes. [All]  
The Administrator will bring this up at next Fire Marshals Guild meeting and will bring further information to a future meeting. The member representing Accredited Corporations will bring forward any additional feedback from the AACA. [Penzo]
- There is no firm publication date from NRC for the NFC. It is anticipated that the NFC(AE) will be published approximately six months after the NFC. Although MA has a draft, there could be changes to the NFC prior to publication so everything will need to be vetted once it is published. It was noted that any material from the draft copy held by MA is completely confidential and must not be shared. A question was asked about any red flags MA has found in initial review of the draft, and replied that none have been identified at this point.
- A question was asked about the Qualified Persons Registry on the Action List in light of the Qualifications STANDATA that was just issued.

**Robbin Foxcroft / John Penzo move to draft a letter that outlines issues associated with the Qualifications STANDATA and requests an update from Municipal Affairs about the Qualified Person Registry; CARRIED**

The draft letter will be sent to the FSC for review. It was requested that the liaison report on this letter at the next BSC meeting. [Langpap]

The Administrator will also notify the Provincial Building Administrator and Provincial Plumbing and Gas Administrator that the letter is being drafted. [Parker]

Glenn Baxter and Robbin Foxcroft will send along draft language to include in the letter explaining the effect on industry and why an update is being requested. [Baxter/Foxcroft/Council Administration]

#### **4.6. Council Updates**

A written report was included in the portal and updates were provided on:

- The Council is anticipated to open on February 15<sup>th</sup> at the earliest, but that may change. A decision from Council leadership is expected in the next few days.

- An update will be provided to members as early as possible about the office reopening and whether the planned in-person spring meeting will proceed.
- Council Member Training spring 2022 dates—it was emphasized that Appeals training is especially important for all members to take.
  - New Member Orientation: April 28, 9:00 a.m. – 12:30 p.m.
  - Effective Meetings Workshop: February 16 and 17, 8:30 a.m. – 12:30 p.m. (must attend both days)
  - Appeals Training: March 8 and 9, 8:30 a.m. – 12:30 p.m. (must attend both days)
  - Contact [gerry.letendre@safetycodes.ab.ca](mailto:gerry.letendre@safetycodes.ab.ca) to register.
  - These will be offered in the fall as well.
- Watch past webinars, including Variances, Refusals, and Appeals on the [Council website](#).
- The Council is planning to move its AGM back to the spring to align with the business done at the meeting regarding the annual report and business plan. Both in-person and virtual options are being investigated, to be determined closer to the date. It is unlikely there will be a multi-day conference this year, but a volunteer appreciation event is being planned.

## 5. Meeting Finalization

### 5.1. Round Table

- An overview of upcoming membership changes was given and it was noted that where possible and where a replacement has not yet been appointed, an expired member can continue in their seat as a voting member.
- A number of members leaving the sub-council shortly were recognized for their dedication and contributions, and they expressed gratitude to the other FSC members, Municipal Affairs staff, and Council staff for a positive experience on the FSC.
  - Mike Bos – nine years
  - Robbin Foxcroft - nine years
  - Al Blatz – nine years
  - Richard Friesen – two years
  - Joe Davis – nine years
- A factory explosion in Ottawa was noted and it was asked whether the FSC should look into it. It is believed there is not yet any information available from the investigation. The chair will look into any information that could be brought to the next meeting.  
[Taylor / Council Administration]

### 5.2. Next Meeting

The next meeting was reconfirmed for March 3, 2022 via videoconference at 9:00 a.m.

### 5.3. Meeting Adjournment

**Cameron Bardas moved to adjourn; CARRIED.**

The meeting was adjourned at 11:00 a.m.

– NEW ACTION ITEMS –

**4.2.2. Exterior Insulation**

Since there are a number of new members being onboarded in the near future who may like to be involved, the request for an additional member will be added to the next agenda. [Council Administration]

**4.4.1. NRC Fire Protection**

When the next agenda for this committee is available, it will be shared with FSC members. [Heiderich / Council Administration]

**4.5. Administrator/AMA Report**

The Administrator has received feedback on the published Occupant Load STANDATA and will circulate the feedback to FSC members for discussion at the next meeting. [Parker/Council Administration]

The Administrator will also request that the Provincial Building Administrator brings this feedback to BSC as well. [Parker]

The Administrator requested that FSC members look through the directive and provide feedback on desired changes. [All]

The member representing Accredited Corporations will bring forward any additional feedback from the AACA. [Penzo]

It was requested that the liaison report on this letter at the next BSC meeting. [Langpap]

The Administrator will also notify the Provincial Building Administrator and Provincial Plumbing and Gas Administrator that the letter is being drafted. [Parker]

Glenn Baxter and Robbin Foxcroft will send along draft language to include in the letter explaining the effect on industry and why an update is being requested. [Baxter/Foxcroft/Council Administration]

**5.1. Round Table**

A factory explosion in Ottawa was noted and it was asked whether the FSC should look into it. It is believed there is not yet any information available from the investigation. The chair will look into any information that could be brought to the next meeting. [Taylor / Council Administration]



**– MOTIONS –**

**1.1 Agenda Adoption**

**Robbin Foxcroft / Glenn Baxter moved that the agenda be adopted, as circulated; CARRIED**

**1.2 Adoption of the November 25, 2022 Minutes**

**Joe Davis / Marc Royer moved to adopt the minutes of the November 25, 2022 meeting, as circulated; CARRIED**

**2.1. Closed Session**

**Robbin Foxcroft / Richard Friesen move to enter into closed session; CARRIED**

**Robbin Foxcroft / Cameron Bardas move to exit closed session; CARRIED**

**2.2.1. Appointment of Marc Chayer or Abdel Selmi to represent Fire Safety Industry**

**Robbin Foxcroft / Al Blatz move to recommend to the Board appointment of Marc Chayer to the Fire Sub-Council to represent the Fire Safety Industry for a term ending January 31, 2025, effective immediately; CARRIED**

**4.3. BSC Liaison Report**

**Cameron Bardas / Glenn Baxter move to appoint Hunter Langpap as the liaison to BSC; CARRIED.**

**4.5. Administrator/AMA Report**

**Robbin Foxcroft / John Penzo move to draft a letter that outlines issues associated with the Qualifications STANDATA and requests an update from Municipal Affairs about the Qualified Person Registry; CARRIED unanimously**

**– WORKING GROUP MEMBER LISTS –**

<b>WORKING GROUP</b>	<b>WORKING GROUP MEMBERS (<u>Chair</u>)</b>
Code Review	<b><u>Chris Taylor</u></b> Marc Royer, Glenn Baxter, Hunter Langpap, Allan Blatz Municipal Affairs: Cindy Yan
Exterior Insulation (Joint w/ BSC)	<b><u>Cameron Bardas (FSC co-chair), David Flanagan (BSC co-chair)</u></b> Payman Montakhebi, Rick Gratton, Keith Jansen
Shipping Containers (Joint w/ BSC)	<b><u>Glenn Baxter (FSC co-chair), Corey Klimchuk (BSC co-chair)</u></b> Mark Heiderich, John Penzo, Marc Royer, Keven Lefebvre, Laura Ritchie, Keith Jansen, Darin Sceviour, Zachary Walker