



# Safety Codes Council

## MINUTES OF THE FIRST GAS SUB-COUNCIL MEETING OF 2020

**DATE:** February 12, 2020

**TIME:** 9:20 a.m. to 3:30 p.m.

**LOCATION:** Safety Codes Council Office, Edmonton

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

Jason Helfrich, Chair

Ron Beaudette

Cody Christman

Paul Delano

Mark Guderjan

Roy Herrington

Chuck Lemke

Larry Miller

Randy Saunders

Dale Walls

*Safety Codes Council*

Allison Karch, Kathryn Derkach, Jennifer Johnson

Erin Stroud (item 4.3), Michael Lalonde (item 4.4), Kris Schmaltz (item 4.4)

*Alberta Municipal Affairs*

Sidney Manning

**REGRETS:** Cindy Kieu, Nathan Lesage, James Maddocks, Marcel Mandin, Jeff Skeith, Mike Turek

**RECORDER:** Kathryn Derkach

**2020 MEETINGS:** April 23, September 24, November 26

## 1. Meeting Opening

The Chair called the meeting to order at 9:20 a.m. A round table introduction was held.

### 1.1 Agenda Adoption

**Roy Herrington / Mark Guderjan moved that the agenda be adopted, as circulated; CARRIED**

### 1.2 Adoption of the November 21 Minutes

**Mark Guderjan/ Paul Delano moved to adopt the minutes of the November 21, 2019 meeting, as circulated; CARRIED**

## 2. Matters for Decision

### 2.1. Vice Chair Election

The floor was opened for nominations for Vice Chair. Mark Guderjan was nominated. After three calls and no further nominations, **Mark Guderjan was appointed as Vice Chair of the Gas Sub-Council, by acclamation, for a two-year term.**

### 2.2. Skills Matrix

The redline skills matrix document included in the portal was reviewed and changes were discussed.

The Council will make the changes and follow up with those missing information, and the revised document will be brought to a future meeting for final approval by the group.

[Council Administration]

## 3. Review Matters Arising/Action List

	Item	Action	Date Initiated	Responsible	Status/Update
1.	Combination Heating STANDATA	Review draft Combination Heating STANDATA <b>UPDATE:</b> Although expired, still being used as best practices	Sep 15/16	Beaudette	On hold. Awaiting the final version of CSA B214.
		Provide updates on B214, which may impact the content of the STANDATA and/or whether it is required.	Sep 15/16	Manning	Ongoing. The CSA Standing Committee has released a major changes document which includes requirements for potable water. Moving forward, the Plumbing Sub-Council will review the STANDATA before it comes back to the Gas Sub-Council for review.
2.	CAN/BNQ 1784-000	Code recommended for adoption by GSC on Nov 15/18; AMA to provide updates on adoption as available.	Nov 15/18	AMA	On hold

3.	Review of CSA B149.6	Review B149.6 and make a recommendation on adoption to prepare for possible amendments to the Gas Code Regulation.	Nov 21/19	CSA B149.6 Working Group	A draft redline document is available for review by the working group prior to the next GSC meeting. It is hoped the GSC can make a recommendation on adoption by or before Feb 2021.
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**4. Matters for Discussion**

**4.1. Permit Regulation**

The Permit Regulation document was reviewed and changes were discussed.

Concern was expressed over the lack of clarity in the definition of ‘Single Family Dwelling’. It was questioned whether a home containing a basement suite that is occupied by people not related to the homeowner, is it still considered a ‘Single Family Dwelling’. It was requested that this issue be taken to the Building, Plumbing and Electrical Sub-Councils to get their opinion on the definition and how they handle suites. [Council Administration]

Feedback from utilities is requested on section 12(2): (d), (g) [Delano, Lesage, Skeith]

Feedback from the propane industry is requested on sections 12(2)(f), 13(1)(c) [Helfrich]

Feedback from the propane industry, mechanical contractors and utilities is requested on section 13(1)(b) [Helfrich, Christman Delano, Lesage, Skeith]

Feedback from the Electrical and Plumbing Sub-Councils regarding potential removal of the word “farm” from section 13(1)(d) [Council Administration]

Feedback from large gas utilities and sheet metal contractors is requested on section 13(1)(e) [Delano, Lesage, Skeith]

Feedback from sheet metal contractors is requested on section 13(1)(g) [Lemke]

**4.2. Cylinders Below Grade at Construction Sites**

The Administrator provided an update on the action item 3 from the November 21, 2019 Minutes ‘Request for interpretation to CSA B149.2’ and the suggestion from CSA to create code change request for cylinders used below grade.

It was discussed that a code change request could be created based on the existing clauses. The Administrator noted that he would like to have something to present to the CSA committee in the near future.

A draft code change request will be put together for the next meeting. [Guderjan/Miller]

Rationale from B149.2 will be sent to Mark Guderjan. [Manning]

### 4.3. Governance Update presentation

Erin Stroud, Director of Corporate Strategy and Communications, gave a presentation on the sub-council governance review findings.

Highlights of the presentation included:

- Overall, the feedback was positive with some suggestions for improving processes, some of which have already been implemented.
- Two major issues were identified:
  - It was found that the TCC was meeting too infrequently and the technical expertise at the table wasn't always sufficient to effectively address issues.
  - There are two working groups that are functioning as sub-councils but don't have the governance structure or oversight that sub-councils do: the PSDS working group (Plumbing Sub-Council) and AEUC working group (Electrical Sub-Council).
- The Board has made the recommendation to dissolve the TCC and create two new sub-councils. These recommendations would be implemented through a bylaw change, which is being presented at the AGM in May. To ensure communication among sub-councils is maintained, the Council will continue work on improved reporting systems and processes between sub-councils:
  - Liaisons
  - Joint working groups
  - Working group report templates
  - Quarterly reports
  - Two-week agenda package posting

The GSC Chair shared his experience participating in TCC meetings and supported the idea that there are more effective ways to hold cross-discipline discussions.

It was noted that the Council is always open to feedback on these proposals and sub-council members were encouraged to give feedback on the new reporting and communication processes as well. If members have any further questions or feedback, contact Council staff.

### 4.4. Code Update Training developed by CSA

Michael Lalonde, Team Lead, Education and Training, and Kris Schmaltz, Administrator of Certification gave a presentation on code update training. CSA has created a code update training course for B149.1 and B149.2. The Council has reviewed this course and feels it would be appropriate to use this course as it is.

Highlights of the presentation included:

- There are four key benefits to using this course:
  - Low cost – it's \$99, or free with the purchase of a code book.
  - Timeliness – the course is available now so SCOs can take training before the code comes into force.
  - Accuracy – CSA has developed the course based directly on the updates.
  - Flexibility – because the course is online, SCOs will be able to take the training whenever and wherever most convenient for their schedules.
- This course has the support of the Provincial Administrator.

- It was noted that Alberta specific documentation may be created and sent out to SCO's to address the changes specific to the province.
- The Alberta specific documents cannot be added to the course or review made mandatory, but review can be counted towards Continuing Education points.
- With Council Connect, the Council is able to make this course a requirement for certification and would help ensure all SCOs have this training within two months of the code coming into force.
- If any sub-council members would like to give input on the roles of SCOs within the gas discipline and the training they should receive, please talk to the Administrator of Certification.

The sub-council had no concerns with this training.

#### **4.5. Working Group Reports**

The sub-council was reminded that people who are not sub-council members can participate in working groups as industry experts. If there are people who would like to participate, let Council Staff know and they will set them up in the Member Portal. Council staff are also available to assist working group chairs with the administration of meetings if requested.

##### **4.5.1. CSA-B149.1.20**

The working group reviewed the 3 column document and has no further work until documents for the next code cycle are available.

##### **4.5.2. CSA-B149.2.20**

The working group reviewed Section 6 and has no further work until documents for the next code cycle are available.

##### **4.5.3. CSA-B109**

It was reported that the B109-2021 will include all the code change proposals at the same time with the expectation of a six-month review period before publication in 2021. There is currently no work to be done, but the working group should be prepared for the quick turnaround. It was noted that the B109 working group has the same scope of work as the B149.5 working group.

The Administrator reported that since the 2020 editions of the CSA B149 codes have been published and will be automatically adopted under the Gas Code Regulation, there is an opportunity for the sub-council to indicate it has reviewed the codes and make recommendations regarding their adoption. It was requested that recommendations regarding adoption of B149.1:20, B149.2:20, B149.3:20, and B149.5:20 be added to the next meeting agenda. [Council Administration]

#### **4.6. Administrator/AMA Report**

The Administrator reported:

- Code Update Training offered by CSA (discussed under item 4.4.) – this training seems to be more comprehensive than previous code update training offerings from CSA
- B149.1/B149.2/B149.3/B149.5/B149.6.
  - Published January 20, 2020

- Final redline drafts are updated for the standing committee and IGAC members.
- 2025 code development
  - June 8/9 Interprovincial Gas Advisory Council (IGAC)
  - June 9-13, 2020 St John's NFLD
  - June 9-B149.5, B149.6, June 10-B149.2, June 11-B149.1, June 12-B149.3
  - first review of outstanding code change proposals,
  - special consideration has been made to applications for scope revisions
  - Standing committees are being challenged to consider modifications to meeting structure, code cycle duration, and other project management considerations.
- Standards Council of Canada inspection body program - IBAP revamp, focus groups
  - Balloting complete with IGAC
- The legacy equipment management system program ended on December 31, 2019.
  - Ongoing work with participants to close 2019 files and end participation.
  - The anticipated removal of STANDATA as managed under RTR
- CSA 2.3 standard requesting input from Alberta Municipal Affairs regarding changes to standard that impact furnaces used during construction.
  - Met with standing committee regarding request for change on February 6.

#### **4.7. Council Updates**

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

- The process for 'closed sessions' (formerly referred to as 'in-camera sessions') and clarification that any motions made during those sessions must be made of out closed sessions and recorded in the minutes.
- Allison will be on maternity leave starting in March. Please remember to include Kathryn on all emails going forward.
- There are number of member training sessions coming up, please contact Gerry to register:
  - New Member Orientation – March 5
  - Effective Meetings Workshop – March 23
  - Appeals Training – March 24
- Registration for Conference 2020 will open for sub-council members only in February. Please be sure to register before the end of February to guarantee a room at the Rimrock. Any registrations received after that may be at a different hotel.
- Reminder to submit any outstanding 2019 expense claims.

#### **4.8. STANDATA Review**

The Administrator reported that the 2020 code review has been completed and Municipal Affairs is now reviewing all the STANDATAs for alignment with the new codes. It was requested that the sub-council review the current STANDATAs and provide a recommendation to keep, change or delete. Review needs to be completed before February 1, 2021 when the new codes will come into force.

It was decided that sub-council members would review STANDATAS and come prepared to discuss at the next meeting. Recommendations will be made as a group. For the STANDATAS that are recommended for updates, the Administrator will take feedback and create redline documents for further review.

STANDATAs will be placed in the member portal for review.

[Council Administration]

## **5. Meeting Finalization**

### **5.1. Round Table**

There was no discussion for round table.

### **5.2. Next Meeting**

The next meeting was reconfirmed for April 23, 2020 at the Council office at 9:00 a.m.

### **5.3. Meeting Adjournment**

**Ron Beaudette/Roy Herrington moved to adjourn the meeting.**

The meeting was adjourned at 3:30 p.m.

**– NEW ACTION ITEMS –**

**2.2. Skills Matrix**

The Council will make the changes and follow up with those missing information, and the revised document will be brought to a future meeting for final approval by the group. [Council Administration]

**4.1. Permit Regulation**

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**4.2. Cylinders Below Grade at Construction Sites**

A draft code change request will be put together for the next meeting. [Guderjan/Miller]

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**4.5. Working Group Reports**

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**4.8. STANDATA Review**

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**– MOTIONS –**

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**2.1. Vice Chair Election**

**Mark Guderjan was appointed as Vice Chair of the Gas Sub-Council, by acclamation, for a two-year term.**

**5.3. Meeting Adjournment**

**Ron Beaudette/Roy Herrington moved to adjourn the meeting.**

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## WORKING GROUP MEMBER LISTS –

<b>WORKING GROUP</b>	<b>WORKING GROUP MEMBERS (<u>Chair</u>)</b>
CSA-B149.1-20 – Natural gas and propane installation code	<b><u>Chuck Lemke</u></b> Jeff Skeith; Mike Turek; Paul Delano; Ron Beaudette
CSA-B149.2-20 – Propane storage and handling code	<b><u>Jason Helfrich</u></b> Jeff Skeith; Mike Turek; Ron Beaudette
CSA-B149.3-20 – Code for the field approval of fuel-related components on appliances and equipment	<b><u>VACANT</u></b> James Maddocks; Dale Walls; Roy Herrington;
CSA-B149.5-20 – Installation code for propane fuel systems and tanks on highway vehicles CSA-B109-XX – Natural gas for vehicles installation code	<b><u>Marcel Mandin</u></b> Jason Helfrich; Nathan Lesage (AMA – Perry Wager)
CSA-B149.6-20 Biogas and Landfill Gas Code	<b><u>Paul Delano</u></b> Nathan Lesage; Mark Guderjan
CSA-B108-18 – Natural gas fueling stations installation code	<b><u>Nathan Lesage</u></b> Marcel Mandin, Paul Delano
Hydrogen Fueling Stations	<b><u>Mark Guderjan</u></b> Larry Miller