



**MINUTES OF THE
FOURTH ELECTRICAL SUB-COUNCIL MEETING OF 2017**

DATE: November 20, 2017

TIME: 9:00 a.m. to 1:30 p.m.

LOCATION: Radisson Hotel, Edmonton

PRESENT: *Sub-Council Members*
Gerry Wiles, Chair
Scott Basinger, Vice Chair - North
Don Bradshaw
John Briegel
Larry DeWald
Tim Driscoll
Adam Ghani
Glenn Hedderick, Vice Chair - South
Nicolas LeBlanc
Allan Nagel
Charlene Smylie
Darcy Teichroeb
Brian Townsend (arrived at 11:00 a.m.)

Safety Codes Council
Peter Thomas, Allison Karch, Susan Rossmann

Alberta Municipal Affairs
Bob Hall, Liz Gillean, Harry Li

REGRETS: Roy Etwaroo
Stewart Purkis
Clarence Cormier, Electrical Administrator

RECORDER: Sandi Orr

2018 MEETINGS: February 5, May 7, September 17, November 5

1. Meeting Opening

The Chair called the meeting to order at 9:00 a.m. and reminded everyone of the primary duty of all Council Members is to act in the interest of safety in the built environment for the benefit of all Albertans.

1.1 Agenda Adoption

The agenda was included in the portal and reviewed.

Scott Basinger / Tim Driscoll moved to adopt the agenda, as circulated, with a flexible order of business; CARRIED

1.2. Previous Minutes

1.2.1. Adoption of September 25, 2017 Minutes

The minutes were included in the portal and reviewed. The following revisions were made to agenda item 3.1. at the top of Page 4:

- The Electrical Inspectors Association of Alberta ~~does not believe that wired or not wired makes any difference~~ **has been wrestling with this since 2008 and feels we are not keeping up with technology**
- The CE Code, **Part 1**, should not ~~tell how a certified device should operate~~ **concern itself with the means by which a certified device operates as this is covered by Part 2 of the Code (or other standards) which addresses those acceptable means**

Tim Driscoll / Don Bradshaw moved to adopt the minutes of the September 25, 2017 meeting, as corrected; CARRIED

2. Matters for Decision

2.1. Appointment of Liaison to Building Sub-Council

The floor was opened for nominations for a liaison to the Building Sub-Council. Gerry Wiles was nominated. Being no further nominations, ***Gerry Wiles was appointed as the liaison to the Building Sub-Council.***

It was questioned regarding the process of information passing back and forth and tracking these issues. It was suggested this be included as "Matters Arising".

2.2. Appointment of Barry Voogd to represent Electrical for Residential Construction for a term ending January 31, 2021

The nomination was included in the portal and reviewed.

John Briegel / Tim Driscoll moved to recommend to the Board, the appointment of Barry Voogd to the Electrical Sub-Council representing the Residential Construction industry segment, for a term until January 31, 2021, effective immediately; CARRIED

2.3. Master Electrician Working Group Terms of Reference

It was clarified that the Terms of Reference needs to be reviewed by the Council first before presenting to the sub-council for approval. The following recommendations have been made for revisions:

1. Meet quarterly – changed to Quarterly or more/less as necessary
2. Addition to the matrix for a Technical Advisor – but this is no longer necessary, because a Government representative can be invited to the Working Group at any time
3. Addition that all members of the Working Group must be a current Master Electrician

The updated Master Electricians Working Group Terms of Reference will be circulated by Letter Ballot for approval. [Teichroeb / Wiles / Council Administrator]

2.4. Master Electrician Curriculum Guide Update

The Curriculum Guide’s purpose it to ensure consistent training across educational institutes.

The updated Master Electrician Curriculum Guide will be circulated by Letter Ballot for approval. [Teichroeb / Wiles / Council Administrator]

2.5. Draft STANDATA Wireless Switches for Residential Applications

The draft STANDATA was included in the portal and reviewed on screen.

Consensus was reached to support the issuance of the redrafted STANDATA - Section 30 - Installation of Lighting Equipment that includes the use of wireless wall switches in residential occupancies.

2.6. CE Code Submission – STANDATA Rule 2-100

The submission for suggested revisions to STANDATA Rule 2-100 was included in the portal and reviewed.

An in-depth discussion was held regarding the proposed changes to the Hazardous Area Information including on the label. It was agreed that this additional information would be extremely helpful. It was questioned regarding adding Div. 2 and it was agreed that the groupings were more critical to include. It was questioned regarding whether “Hazardous Area Information” title should be changed because this is now more relative to the Equipment itself not the area. Concern was expressed regarding calling a skid a piece of electrical equipment and

moving it site to site. It was questioned regarding implementation and agreed that this would have to be added into regulation to be mandatory.

Scott Basinger / Glenn Hedderick moved to support adding an example in the STANDATA for Rule 2-100 (1)(m) by incorporating the proposed revisions to the label and Documentation section; CARRIED

3. Review Matters Arising/Action List

Date	Action	Responsible	Status/Update
Nov 7, 2016	Provide draft of a Field Approvals STANDATA (E.14.01.16) for review	DeWald/Leduc	On today's agenda
Nov 7, 2016	Provide further information about where Electrical SCOs might inspect Building Code items to the Electrical Sub-Council Liaison to be forwarded to the Building Sub-Council.	Bradshaw /	In Progress
Nov 7, 2016	Section 18 STANDATA regarding references to hazardous ammonia is referred to the CE Code working group. UPDATE: Changed to Oil & Gas Working Group	Basinger Driscoll	
Feb 6, 2017	Regarding CEC-072 – Concrete Encasements: <ul style="list-style-type: none"> • revise the RFI for review by the working group and sub-council. • Working group to consider drafting a Proposed Change to CEC Part 1 • City of Calgary may be asked to help redraft the Alberta STANDATA as an interim solution for consideration. 	Basinger	On today's agenda
Feb 6, 2017	CEC-075 – 64-112 Submission (F.8.03.16) – submit the proposed change to CEC Part 1. UPDATE: Included in MOR	Basinger/Wiles	Closed, remove from action list
Feb 6, 2017	Investigate the feasibility of using GoTo Meeting for future meetings	Karch	On hold
May 15, 2017	Provide any addition feedback on the Permit Regulation Review presentation to AMA (colin.robertson@gov.ab.ca). UPDATE: Major review of the Permit Regulation is not anticipated until 2019 for full review.	All/Robertson	Closed, remove from action list
May 15, 2017	Conduct further research and bring forward any recommendations from the colleges, education institutes and AIT regarding the in-force date of the 2018 CEC. AMA could investigate with AIT to ensure that this does not create non-compliance with the Act.	Hedderick	Ongoing, will report further at next meeting

Date	Action	Responsible	Status/Update
	UPDATE: Emails back and forth with AMA. May need to ask AMA to work with AIT to ensure compliance with the new codes.		
May 15, 2017	Revise the existing terms of reference for the Oil & Gas Code Working Group with the mandate to specifically cover subjects related to hazardous locations, Sections 18, 20 and 22 and Appendices F, H, J and L of the CE Code. UPDATE: Draft Terms of Reference in progress, Council is doing further governance review pertaining to each Working Group, but can carry on under Oil & Gas Code Working Group	Driscoll/Ziarko	Temporarily on hold during governance review
Sept 25, 2017	Status of the recommended redrafted STANDATA CEC-074 (Emergency Lighting/Exit Signs)	Cormier	STANDATA Published, Remove from action list
Sept 25, 2017	Wireless Switches for Residential Applications Draft STANDATA for review	Cormier	On today's agenda, completed, removed from action list
Sept 25, 2017	Take feedback re. CE Code adoption date back to AMA for future consideration UPDATE: Not a compelling enough argument if just one code	Robertson	
Sept 25, 2017	AEUC working group to compile a complete review of processes throughout the province re. Street Lighting and Traffic Control Infrastructure and will report back to ESC with recommendations within 6 months.	Purkis	On today's agenda
Sept 25, 2017	AEUC Working Group to review Near Miss Reporting – Switching Incidents and make recommendation to ESC	Purkis	On today's agenda
Sept 25, 2017	Follow up on the Council Code of Conduct to ensure it aligns with CSA copyright agreement and signed by working group members	Council Administration	In progress
Sept 25, 2017	Copies of the Memorandum of Revisions to 2015 CE Code were requested for review by CE Code working group	Council Administration	Completed, remove from action list

4. Matters for Discussion

4.1. Council Connect

A presentation was shown on screen of the new “Council Connect” (formerly referred to the ACT project) that will simplify the way stakeholders connect with the Council. Council Connect will

enhance services, streamline processes and empower users. There are 8,000 clients with over 30 processes and two new systems. The user will only see it as one system.

Relative to empowerment, instead of a client contacting the Council and ask for information, clients will be able to create an online account, keep contact information updated, submit information online and check real-time status updates, receive deadline alert notifications, make payments online and access receipts.

A status update was provided on the Learning Management System (LMS) and CRM System.

Launch date is scheduled for June 28, 2018. Training will be provided to the user at the Council Conference.

It was questioned regarding the access to information and clarified that an accredited entity will have access to their information but specific information regarding their SCOs may not all be available due to privacy issues.

Relative to online training, it was questioned regarding the future of approved external courses, how that would work and whether other online courses would be permitted in the future. The Manager of Training was asked to provide further information to Glenn Hedderick. [McDonagh]

It was questioned whether ASCA would be part of this and it was suggested that this is possible as a long-term goal but nothing in the immediate future.

4.2. QMP Template Updates

A presentation was shown on screen of the QMP Templates and included in the portal as further reference. These new templates were approved and put into practice. Feedback is now being sought from each of the disciplines.

A copy of the templates and the presentation will be added to the portal. [Thomas]

An overview of the presentation was provided:

- 87% (309) of Alberta municipalities comprising 98.4% of Alberta's population are accredited
- Of the 309 accredited municipalities:
 - 186 are accredited in all disciplines
 - 62 in building, electrical, gas and plumbing
 - 42 only in fire
 - 14 in building and fire
 - 3 only in building
 - 1 in building, fire, gas, and plumbing
- 157 or 44% of municipalities are in joint accreditations
 - 96 in fire

- 59 in building, electrical, gas, plumbing
- 30 in building, electrical, fire, gas, plumbing
- 28 are in more than 1 joint accreditation
 - Second is always in the fire discipline
- An overview was provided of the structure of the Working Group that reviewed all three of the QMP Templates for Accredited Municipalities, Accredited Agencies and Accredited Corporations
- Highlights of the changes included:
 - Clarity of roles, responsibilities, operational requirements and expectations
 - Accountability for agency monitoring and interdisciplinary coordination
 - Increased number of minimum inspections
 - Fire Service Delivery Standards with the option to use formal risk assessment to determine inspection frequency
 - Consistency

After 1 Year Post Implement, the following questions were posed to the sub-council members:

- What is working well?
- What needs to change?
- What needs to be removed?
- What is missing?
- Should QMP's have an expiry date?
- Should an accredited organization only have one QMP?
 - Some have one for building, electrical, gas and plumbing and another for fire
 - Some Corporations have more than one
- Should provisions related to audits be included (e.g. frequency, criteria, etc.)
- Do the inspection frequency/service delivery standards in building electrical, plumbing and gas work?
- Should the Scope of Accreditation reference specific codes or simply have a general reference to the codes and standards in force under the Act?
- Should the section on variances be revised / clarified?
- Should QMP Manager training be a mandatory requirement?
- Should the role and responsibility of the QMP Manager be more explicit?
- Should provisions for administrative penalties and builder licensing be included?
- Should the cost based inspection frequency in the Corporate QMP be changed?

It was clarified that there are no plans for a wholesale revision of the QMPs in 2018-19, but they continue as work in progress and minor adjustments may be made.

The following next steps were noted:

- Sub-council members were asked to review templates and provide comments (<http://www.safetycodes.ab.ca/Organizations/>)
- Comments can be sent to Peter Thomas (peter.thomas@safetycodes.ab.ca and accreditation@safetycodes.ab.ca) and these will be included in the next review cycle

- On-going meetings will be held with nominating organizations, municipalities, corporations, agencies, and Municipal Affairs

It was suggested that a meeting be held between the Administrator of Accreditation and AUMA to assist smaller municipalities that are struggling with their responsibilities. Members are more than welcome to share the presentation with their nominating organizations.

4.3. Field Approvals (E.14.01.16)

The redrafted STANDATA – Section 2 – General Rules was included in the portal and reviewed relative to the misapplication of approval marks or labels. From a certification body perspective, it was suggested that this addition is not necessary and that the applicable Standards should be used.

It was reported that work is being done by ICHL but it is anticipated to be quite some time before anything comes forward. It was suggested that the addition would be helpful to industry and inspectors in the meantime.

It was suggested that the title of this section should be retitled Scope or Misinterpretation of Approval Marks or Labels.

Tim Driscoll will provide further feedback for changes. [Driscoll]

The agenda item was deferred to the next meeting, pending further review by the certification bodies. [DeWald]

4.4. AFCI Nuisance Tripping Reporting

The ESA Plugged-In Fall Newsletter was included in the portal. An article appears on page 7 regarding the reporting mechanism that ESA has put in place to gather data on nuisance tripping.

It was suggested that information could be included in a STANDATA with suggestions on how to avoid the nuisance tripping to begin with, in consultation with the manufacturers. It was uncertain if the Administrator's intent of introducing this agenda item was to suggest that a similar system be considered for Alberta. This item was deferred to the next meeting.

4.5. Section 2 STANDATA Revisions

An email discussion was included in the portal along with documentation from BC, Saskatchewan and Ontario and a proposed change to the Section 2 STANDATA to include all pictograms of certification marks and special inspection labels that are acceptable for use in Alberta and as defined by the Standards Council of Canada.

It was reported that continuing to update the STANDATA with these marking is an onerous task. Most SCOs have the electronic means of checking these label marketing online during the inspection.

It was believed that these graphics are important for not only the SCO but also the Master Electricians. It was suggested that the STANDATA only be updated annually, but also include the link noting that any changes can also be viewed online.

Regarding the request to expand the current STANDATA to include information about Recognized Component marks and the limitations on their use, it was uncertain whether all recognized components are marked.

Adam Ghani / Glenn Hedderick moved to request that the Administrator consider including all pictograms of certification marks and special inspection labels that are acceptable for use in Alberta, updated annually, include the applicable Standards Council of Canada links, along with including information about Recognized Component marks and the limitations on their use;
CARRIED [Cormier]

This led to a discussion regarding Standards Council of Canada subscription services and notifications.

4.6. Oil and Gas Code Working Group Update

The Working Group Chair reported that he will be talking with the Electrical Administrator regarding the definition of a qualified person. The Working Group terms of Reference was already reported as being on hold, and that the working group will continue as is until revised.

It was reported that there is an apparent need for a STANDATA for clarification of table ceilings down well heads.

It was reported that AMA's Policy Department has requested more information regarding the removal of the code and the Working Group Chair will discuss this directly with Colin Robertson.
[Driscoll / Robertson]

4.7. Master Electrician Program Working Group Update

A brief overview was provided from the meeting held October 30, 2017:

- Drafting questions relative to the Master Electrician's Code of Ethics to heighten awareness
- The Terms of Reference was finalized and currently with the Council
- The Handbook is available on the portal, with the correction of removing Red Seal as a requirement
- The Working Group needs to see the Memorandum of Revisions so that new exam questions can be drafted

The Manager of Stakeholder Relations will follow up with Working Group Members having access to the Memorandum of Revisions. [Rossmann]

4.8. AEUC Working Group Update

Brian Townsend reported on the following topics discussed at the last meeting held on October 23, 2017:

- Matrix review
- Reviewing SCO training
- Discussion regarding Near Misses – Switching Incidents
- Multifamily Servicing Methods by Distribution Utilities
- Street Lighting and Traffic Control Installations

Brian Townsend / Darcy Teichroeb moved to reappoint Henry Navis, Mark Leibel and Lisa Liusz Senio to the AEUC Working Group, each with a term until June 2020; CARRIED

It was questioned if anyone has seen any 320 amps with bypass installations in and no one was aware of any at this time.

4.9. CE Code Working Group Update

The Working Group Chair brought forward the following recommendations from the Working Group:

CEC-067 – 2015 CEC Off Grid System Revised Request

Consensus was reached to recommend the following to the Electrical Sub-Council relative to the proponent's request to delay the implementation of the GFI requirement for battery-based systems until equipment is available to meet both rules (64-064-(4)(5)(6) and 64-070 (Appendix B):

- The equipment does exist
- The working group does not recommend any delay of implementation of these rules
- Consideration could be given to publishing an Information Bulletin STANDATA to clarify grounding and bonding with corrected diagrams

Consensus was reached to recommend the following to the Electrical Sub-Council relative to Rule 64-210(5) and the proponent's request that rodent protection for elevated roof mounts be exempt from this rule, and/or considered as protected by elevation:

- The code is clear regarding the requirement
- Products are available to meet this requirement
- Other jurisdictions have no issue with the requirement
- If charges are desired, the proponent should make their own submission to CE Code Part 1

Consensus was reached to recommend the following to the Electrical Sub-Council relative to Rule 64-060(12) and the proponent's request to delay the requirement for this rule until equipment is available to meet it and the suggestion of a warning label:

- The code is clear regarding the requirement
- Products are available to meet this requirement
- Rule 64-060(10) specifies the warning label requirements
- The working group does not recommend any delay of implementation of these rules

Scott Basinger / John Briegel moved to accept the recommendations of the CEC Working Group as presented, including a correction to the drawing in the STANDATA to clarify grounding and bonding, and that the proponent be advised of the ESC decision; CARRIED

It was further suggested that clarification be included on who can take out a permit and do the work on solar.

CEC-072 – Concrete Encasements for all Underground Duct Banks

After an in-depth discussion of the issues, the following recommendation be provided to the Electrical Sub-Council:

- Rule 4-004(d) states that you need to know the assumptions / conditions in order to use those tables and if you don't have the assumptions, you can't use the tables
- The 1994 Code listed all assumptions and conditions, but this information has been removed
- When doing calculations, the results could not be reproduced and therefore the assumptions in the STANDATA are not valid as they do not match the CE Code Tables and need to be corrected

It was noted there are definite issues, and further work is needed to determine the assumptions as well as have Table D17 to include other latitudes. Once the assumptions are corrected, the STANDATA could be updated so that industry could use the STANDATA.

CEC-079 – STANDATA – Section 18 – Hazardous Ammonia

This has been referred to the Oil and Gas Code Working Group and was considered closed by the CEC Working Group.

4.10. Council Updates

The sponsorship package for the Conference is now available in the main page of the portal.

There is still space available in the New Member Orientation (November 28, 2017) and Effective Meetings Workshops (November 29, 2017) which are being held at the Radisson Edmonton South.

Council's Christmas Open House will be held on Thursday, December 14, 2017 from 3 to 5 p.m.

The Council is moving offices in April 2018 and meeting space will be available for all sub-council meetings to be held there. Video conferencing is being looked at. It was questioned about suggestions the sub-council might need to ease the transition. The drive across the city is of concern as this will add a lot of extra driving time and parking issues, perhaps a 10 a.m. start time might be more appropriate. It was noted that the Red Arrow might be a better option for those that drive. It was noted that the transition of meeting location would not likely happen until the Fall.

4.10.1. Pre-order 2018 CE Code Part 1

The Council is looking at order copies of the CE Code Part 1. Each member was asked to advise the Council on whether they need a copy of the code and/or handbook and in what format to Allison.Karch@safetycodes.ab.ca. [All]

It was reported that when the code is published it will be published as a National Standard of Canada. New subjects have been discussed and are being balloted within Subject 4224.

The subject was shown on screen regarding the introduction of new terminology in Section 18 – regarding Seals, including the addition of an explosion seal and a flammable fluid migration seal along with several other changes to rules and appendix notes as a result of this new terminology. Unfortunately, these changes will not make it into the 2018 Code.

5. Meeting Finalization

5.1. Meeting and Agenda Feedback

It was questioned regarding why the sub-council meetings can't be in Red Deer. It was clarified that since the Council is based in Edmonton, the standard process is to hold meetings in Edmonton for budget reasons and to facilitate staff attendance.

It was reported that the Fire Alarm Visual Signals STANDATA was revised and accepted at the Building Sub-Council meeting.

5.2. Next Meeting

The next meeting was reconfirmed for Monday, February 5, 2018 at 9:00 a.m. in Edmonton.

5.2.1. 2018 Conference & AGM

The 2018 AGM and Conference will be held from May 30 to June 1, 2018 at the Rimrock Hotel in Banff.

5.3. Meeting Adjournment

Allan Nagel / Scott Basinger moved that the meeting be adjourned; CARRIED

The meeting was adjourned at 1:30 p.m.

-- NEW ACTION ITEMS --

2.3. Master Electrician Working Group Terms of Reference

The updated Master Electricians Working Group Terms of Reference will be circulated by Letter Ballot for approval. [Teichroeb / Wiles / Council Administrator]

2.4. Master Electrician Curriculum Guide Update

The updated Master Electrician Curriculum Guide will be circulated by Letter Ballot for approval. [Teichroeb / Wiles / Council Administrator]

4.1. Council Connect

Relative to online training, it was questioned regarding the future of approved external courses, how that would work and whether other online courses would be permitted in the future. The Manager of Training was asked to provide further information to Glenn Hedderick. [McDonagh]

4.2. QMP Template Updates

A copy of the templates and the presentation will be added to the portal. [Thomas]

4.3. Field Approvals (E.14.01.16)

Tim Driscoll will provide further feedback for changes. [Driscoll]

The agenda item was deferred to the next meeting, pending further review by the certification bodies. [DeWald]

4.6. Oil and Gas Code Working Group Update

It was reported that AMA's Policy Department has requested more information regarding the removal of the code and the Working Group Chair will discuss this directly with Colin Robertson. [Driscoll / Robertson]

4.7. Master Electrician Program Working Group Update

The Manager of Stakeholder Relations will follow up with Working Group Members having access to the Memorandum of Revisions. [Rossmann]

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The Council is looking at order copies of the CE Code Part 1. Each member was asked to advise the Council on whether they need a copy of the code and/or handbook and in what format to Allison.Karch@safetycodes.ab.ca. [All]

-- MOTIONS --

1.1 Agenda Adoption

Scott Basinger / Tim Driscoll moved to adopt the agenda, as circulated, with a flexible order of business; CARRIED

1.2.1. Adoption of September 25, 2017 Minutes

Tim Driscoll / Don Bradshaw moved to adopt the minutes of the September 25, 2017 meeting, as corrected; CARRIED

2.1. Appointment of Liaison to Building Sub-Council

Gerry Wiles was appointed as the liaison to the Building Sub-Council.

2.2. Appointment of Barry Voogd to represent Electrical for Residential Construction for a term ending January 31, 2021

John Briegel / Tim Driscoll moved to recommend to the Board, the appointment of Barry Voogd to the Electrical Sub-Council representing the Residential Construction industry segment, for a term until January 31, 2021, effective immediately; CARRIED

2.6. CE Code Submission – STANDATA Rule 2-100

Scott Basinger / Glenn Hedderick moved to support adding an example in the STANDATA for Rule 2-100 (1)(m) by incorporating the proposed revisions to the label and Documentation section; CARRIED

4.5. Section 2 STANDATA Revisions

Adam Ghani / Glenn Hedderick moved to request that the Administrator consider including all pictograms of certification marks and special inspection labels that are acceptable for use in Alberta, updated annually, include the applicable Standards Council of Canada links, along with including information about Recognized Component marks and the limitations on their use; CARRIED [Cormier]

4.8. AEUC Working Group Update

Brian Townsend / Darcy Teichroeb moved to reappoint Henry Navis, Mark Leibel and Lisa Liusz Senio to the AEUC Working Group, each with a term until June 2020; CARRIED

4.9. CE Code Working Group Update

CEC-067 – 2015 CEC Off Grid System Revised Request

Scott Basinger / John Briegel moved to accept the recommendations of the CEC Working Group as presented, including a correction to the drawing in the STANDATA to clarify grounding and bonding, and that the proponent be advised of the ESC decision; CARRIED

5.3. Meeting Adjournment

Allan Nagel / Scott Basinger moved that the meeting be adjourned; CARRIED