



MINUTES OF THE FOURTH GAS SUB-COUNCIL MEETING OF 2019

DATE: November 21, 2019

TIME: 10:37 a.m. to 1:55 p.m.

LOCATION: Safety Codes Council Office, Edmonton

PRESENT: **Sub-Council Members**
Jason Helfrich (Chair)
Ron Beaudette
Paul Delano
Mark Guderjan
Roy Herrington
Chuck Lemke
Nathan Lesage
Marcel Mandin
Larry Miller
Mike Turek
Dale Walls

Safety Codes Council
Allison Karch, Kathryn Derkach, Kris Schmaltz (item 4.1), Peter Thomas (item 4.2)

Alberta Municipal Affairs
Sidney Manning

REGRETS: James Maddocks, Denis Turgeon (Vice Chair), Cindy Kieu, Jeff Skeith

RECORDER: Sandi Orr

2020 MEETINGS: January 30, April 23, September 24, November 26

Permit Regulation Working Group discussion was held from 9:00 a.m. to 10:30 a.m.

1. Meeting Opening

The Chair called the meeting to order at 10:37 a.m.

1.1. Agenda Adoption

The following item was added to the agenda:

- 2.2 – Nominations for Accredited Corporations Industry Segment

Roy Herrington / Ron Beaudette moved to adopt the agenda, as amended, with a flexible order of business; CARRIED

1.2. Adoption of September 19, 2019 Minutes

Mike Turek / Ron Beaudette moved to adopt the minutes of September 19, 2019, as circulated; CARRIED

2. Matters for Decision

2.1. Skills Matrix

The matrix document was included in the portal. It was recognized that not all industry segments have been completed. It was requested that anyone who has not yet submitted skills matrix points for their position, or if anyone wishes to make changes, to submit this to the Council by January 9, 2020, for further discussion at the next meeting. [All]

2.2 Nominations for Accredited Corporations Industry Segment

Resumes of John Sobocan, Randy Saunders and Tyler Olinek were included in the portal. The discussion regarding this item was held in camera and all candidates were given due consideration.

Mark Guderjan / Dale Walls moved to recommend to the Board the appointment of Randy Saunders to the Gas Sub-Council to represent the Accredited Corporations industry segment for a term ending January 31, 2023, effective February 1, 2020; CARRIED

3. Review Matters Arising / Action List

| | Item | Action | Date Initiated | Responsible | Status/Update |
|----|------------------------------|--|----------------|-------------|--|
| 1. | Combination Heating STANDATA | Review draft Combination Heating STANDATA UPDATE: Although expired, still being used as best practices | Sep 15/16 | Beaudette | This will be reviewed at the next PSC meeting. Ron Beaudette volunteered on behalf of GSC to provide input to PSC. |
| | | Provide updates on B214, which may impact the content of the STANDATA and/or whether it is required. | Sep 15/16 | Manning / | Ongoing |

| | | | | | |
|----|--|--|-------------|------------------------|---|
| 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; new action assigned. It was suggested GSC review B149.6 and make a recommendation on adoption to prepare for possible amendments to the Gas Code Regulation. [GSC/Council Administration] |
| 3. | Request for interpretation to CSA B149.2 | The Administrator will forward a request for interpretation regarding 'cylinders used at construction sites below grade' to CSA-B149.2 – Propane storage and handling code standing committee. | April 25/19 | Manning | Interpretation was received from the CSA committee: "cylinders cannot be used at construction sites below grade". If used, a variance would be required. Closed, remove from action list. CSA suggested a proposed code change be made regarding cylinders used below grade. [GSC/Council Administration] |
| 4. | Working Groups Historic Folder | It was requested that a Historic Folder be created for older versions of codes and standards for each Working Group. | April 25/19 | Council Administration | An overview was provided of the new folder structure created. Completed, remove from action list |

Folder access will be reviewed to ensure all Gas Sub-Council members and AMA can access all folders. [Council Administration]

CSA-Z267 folder will be removed from the Gas section of the portal. [Council Administration]

4. Matters for Discussion

4.1. Sub-Council Role in Certification and Training

Kris Schmalz, Administrator of Certification at the Council, was welcomed to the meeting and provided an update on the generic competencies being created for all SCOs in the construction industry. There has been strong support for the initiative. The next phase will involve adding discipline specific competencies for each construction disciplines. Once completed, all of the entry qualifications and training would be reviewed against the established competencies to ensure there are no gaps.

The goal is to gather input from the sub-councils regarding certification and training much earlier in the policy and training development processes and at every level. A group of volunteers will be gathered to help ensure that each of the competency profiles are consistent across construction disciplines.

Roy Herrington and Larry Miller volunteered on behalf of the gas discipline.

This led to a discussion on the need to get the training out to SCOs as quickly as possible. Because there is a fair degree of confidence in what the code changes will be due to the Administrator's and members' involvement on the national committees, it is possible that development of Code Update Training could begin prior to the code being published. From an SCO perspective, it was suggested this training or information is needed at least 2 months in advance of the codes becoming in force. It was recognized that the Government of Alberta is the only employee of Group B Gas SCOs and assistance could be provided if needed.

4.2. QMP Template Changes

Peter Thomas, Administrator of Accreditation at the Council, was welcomed to the meeting and provided a presentation on Quality Management Plan Revisions. Highlights of the presentation included:

- Background on the QMP templates—the current template was released in July/August 2016
- An overview of the reasons for the current review
- An overview of the ages of QMPs currently in place and progress made to transition QMPs to the current templates

Upcoming changes to the QMP Template include:

- The requirement for municipal councils to approve minor updates to the QMP was removed and in 2020 this will also include scope changes (i.e. adding or removing a discipline from the QMP), but municipal council approval is still required for new accreditation.
- A “Duly Authorized Individual” rather than a specific official may now sign off on updates and scope changes.
- Changes were made to Inspection Service Delivery Standards, including terminology, inspection timelines, and addition of project classification.
- In the Corporate QMP, changes were made to the process regarding disagreements on corrective action and non-compliance.
- The requirement that background documentation be submitted when registering variances with the Council was removed.
- Municipal and Corporate QMP templates were changed to allow jurisdiction-wide variances, in accordance with a recent notice on variances from Municipal Affairs
- Timelines regarding written notice for cancellation of accreditation, change in municipal status, or change in corporate ownership, structure or status have been removed.
- A Joint Municipal Accreditation QMP template was created.
- Cancellation of Accreditation section was revised to include the organization's responsibility to close outstanding permits and orders.
- Annual Internal Reviews section was revised to include standardized submission dates and requirements.
- Wording was added to clarify that an SCO does not have to accept a Verification of Compliance.
- General reorganization, formatting, and updates to references.

The revised templates will be rolled out on the Council website in January 2020 and QMP Managers will be contacted directly. To ensure consistent rollout of the information, members were asked to refrain from reporting this information to any outside organizations until after the rollout.

The presentation will be added to the portal.

[Council Administration]

4.3. Strategic Goals

Thinking beyond the working groups' work, a discussion was held to determine what other items the sub-council wished to achieve over the next year. The following items were suggested:

- Working with the Training Department early in the process to get Code Update Training developed and available to Gas SCOs as well as getting the three-column documents to industry as soon as possible
- Proposed changes to the Permit Regulation
- Proposing a code change to CSA B149.2 relating to cylinders used at construction sites

It was suggested that the focus of the next meeting be on refining the group's goals, time-sensitive working group items, and the Permit Regulation.

4.3.1. Permit Regulation – Secondary Gas Lines

It was suggested that proposed changes to the Permit Regulation relative to the Gas discipline should be discussed by the whole sub-council. This will be added as a standing agenda item. [Council Administration]

A Word version of the Permit Regulation will be circulated to all members to suggest potential changes for discussion at the next meeting. [All]

4.4. Working Group Reports

The Administrator reported on discussions being held at the national level about potential changes to code cycles and the extensive challenges that could affect regulators and industry.

4.4.1. CSA-B149.1.20

There was nothing new to report.

4.4.2. CSA-B149.2.20

There was nothing new to report.

4.4.3. CSA-B149.3.20

There was nothing new to report.

4.4.4. CSA-B149.5.20

There was nothing new to report.

4.4.5. CSA-B149.6.20

There was nothing new to report.

4.4.6. CSA-B108-18

There was nothing new to report.

4.4.7. Permit Regulation

This item was addressed under item 4.3.1.

The Administrator reported that relative to Red Tape Reduction, the Permit Regulation will be opened relatively soon. The sub-council was encouraged to submit any recommendations for change as quickly as possible, hopefully by February or March 2020.

4.4.8. Hydrogen Fueling Stations

There was nothing new to report.

4.5. AMOS Report

Clarification was sought from the Administrator regarding whether sign-off sheets for furnaces used during construction are still required since the manufacturer instructions have changed.

It was recognized that some of the municipalities still require these sign-off sheets to be completed verifying that all of the manufacturer's requirements have been met. It was suggested that this was good practice for AHJs wishing to use it and recognized that it is up to the AHJ to determine how best to manage their risks.

AMA was thanked for their valued contribution to the AMOS conference.

4.6. Administrator/ AMA Report

The Administrator reported on the following:

- B149.1/B149.2/B149.3/B149.5/B149.6.
 - Public consultation for 2020 versions complete
 - Final review by standing committees completed
 - Final redline drafts are being updated for the standing committee and IGAC members
 - An overview was provided of the work that's begun for the 2025 code development
 - It was emphasized that there are some opportunities to participate on committees as members or guests
 - B149.1 editorial changes contained errors and has since been fixed
- Standards Council of Canada inspection body program
 - Ongoing development from working groups and regulatory authority advisory bodies
- Legacy Equipment Management System program is scheduled to end on December 31, 2019 and a notice was issued. There could be significant challenges due to misunderstandings; the Administrator is meeting with other organizations to clarify the process and requirements for uncertified gas-fired equipment after the end of this program.
 - Ongoing work with participants to close 2018 files
 - Assistance may be needed from local AHJs
- CSA 2.3 Standard is requesting input from AMA regarding changes to the standard that impacts furnaces used during construction

- The goal is to incorporate the STANDATA into the standard; if that occurs, it will not matter what is included in manufacturer’s instructions
- Expanding role in the gas discipline encourages participation on the CSA B401 Vehicle maintenance facilities code
 - Marcel Mandin expressed interest
- CSA developing significantly advanced interactive code platforms which could be seen in upcoming codes

Questions were raised about additional education opportunities for SCOs once the Legacy Equipment Management System program ends, so they know what to look for. It was noted that once the program ends, SCOs should be looking for compliance for all equipment.

4.7. Council Updates

The Council’s written report was included in the portal and the following highlights were provided:

- All Members are required to complete online FOIP training by December 31, 2019
- An overview was provided of the changes to the expense claim form
- Open House – Friday, November 29
- The Board has approved the change to add the Accredited Corporations industry segment to the matrix and the nominations were reviewed under Matters for Decision

4.7.1. Appeal Consultation

It was questioned whether the sub-council would like to see appeals data included in the quarterly reports and what type of information would be valuable to the sub-council. No specific feedback was given at this time.

5. Meeting Finalization

5.1. Round Table

It was reported that as of January 1, 2020, the Council has made the business decision to do all sub-council administration in house. Sandi Orr was thanked for 19+ years of service as a contractor of the Council.

Working group discussions were held after the end of the meeting.

5.2. Next Meeting

The next meeting was reconfirmed for Thursday, January 30, 2020 at the Council office at 9:00 a.m.

5.3. Meeting Adjournment

Marcel Mandin / Roy Herrington moved that the meeting be adjourned; CARRIED

The meeting was adjourned at 1:55 p.m.

--- NEW ACTION ITEMS ---

2.1. Skills Matrix

It was requested that anyone who has not yet submitted skills matrix points for their position, or if anyone wishes to make changes, to submit this to the Council by January 9, 2020, for further discussion at the next meeting. [All]

3. Review Matters Arising / Action List

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--- MOTIONS ---

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5.3. Meeting Adjournment

Marcel Mandin / Roy Herrington moved that the meeting be adjourned; CARRIED

WORKING GROUPS

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