



MINUTES OF THE

SECOND PLUMBING SUB-COUNCIL MEETING OF 2018

DATE: May 22, 2018

TIME: 9:00 a.m. – 3:45 p.m.

LOCATION: Radisson Edmonton South, Edmonton

PRESENT: Sub-Council Members
David Hughes, Chair
Charles Hallett
Mark Harrold, Vice Chair
Peter Koenig
Tim Kosolofski
Quenton Kusiek
Angus Potskin (arrived at 10:00 a.m.)
Ray Veldhoen

Safety Codes Council
Susan Rossmann, Allison Karch

Alberta Municipal Affairs
Sidney Manning, Dean Morin, Bohdan Yard, Jon Elliott

REGRETS: Lawrence Hess
Ken Morrison
Gilles Petrin

RECORDER: Sandi Orr

2018 MEETINGS: September 18, December 4

1. Meeting Opening

The Chair called the meeting to order at 9:00 a.m. and a round table introduction was held. Later in the meeting, Jon Elliott, Director Codes and Standards – Mechanical was introduced, and explained his role.

1.1. Agenda Adoption

Charles Hallett / Quenton Kusiek moved to adopt the agenda, as circulated; CARRIED

1.2. Adoption of January 30, 2018 Minutes

The draft minutes were included in the portal and reviewed.

Mark Harrold / Peter Koenig moved to approve the January 30, 2018 meeting minutes, as circulated; CARRIED

2. Matters for Decision

2.1. Results of Letter Ballot 01-18 PSC – Nomination of Ray Velhoen

The letter ballot was included in the portal and reviewed.

Charles Hallett / Quenton Kusiek moved to accept the results of Letter Ballot 01-18 PSC (Nomination of Ray Velhoen) as information; CARRIED

2.2. Appointment of David Dallaire – Private Sewage Disposal Contractors

Correspondence was included in the portal and reviewed.

Charles Hallett / Peter Koenig moved to recommend to the Board the appointment of David Dallaire to the Plumbing Sub-Council, representing the Private Sewage Disposal Contractors industry segment, for a term until January 31, 2021 effective immediately; CARRIED

2.3. Private Sewage Systems – Standard of Practice Handbook Approval

The final draft of the Handbook was included in the portal. A thank you was extended to the Council for all of their hard work in developing the Handbook.

Charles Hallett / Peter Koenig moved to approve the Private Sewage Systems – Standard of Practice Handbook, as presented; CARRIED

3. Review Matters Arising/Action List

Date	Action	Responsible	Status/Update
Sep 13 2016	PPE failures – Share the report about failures (main cause of the failures being the velocity of water running through the pipe)	Manning / Hughes	No activity since the last meeting
Jan 24 2017	Bring forward further information regarding water quality requirements relative to Water Reuse Alternative Solutions - Alberta Health is taking the lead and developing policies.	Manning	The final draft is almost completed and could possibly be available for the September meeting. Future discussion will be needed regarding the use of the document.
Jan 30 2018	Share Alberta Health document about water quality requirements relative to water reuse alternative solutions, when it is available.	Manning	In progress
Jan 30 2018	Research water quality topics relative to water reuse alternative solutions (Water Safety Plans, Log Reductions, DALY) amongst co-workers. UPDATE: A presentation was shown on screen regarding Direct Potable Reuse. No discussion regarding Potable Reuse in the Working Groups. Health Canada requirements would apply. High level introduction was provided regarding the Log Reduction Values tables shown on screen. NEW ACTION: The presentation will be added to the portal. [Manning]	All	David Hughes, Mark Harrold, and Ray Veldhoen volunteered to do further research. New action assigned
May 2, 2017	Requirements for Combination Heating Systems: Dual Purpose Water Heater STANDATA.	Hughes/Manning	Awaiting a publication date for the CSA Standard
Sep 15, 2017	Submit a written request for interpretation to Plumbing Administrator to address industry questions about NPC 2.4.10.4 – Hydraulic Loads	Kusiek	Completed, provided overview of interpretation, remove from action list
Sep 15, 2017	Post code change proposal regarding the definition of continuous vent to the Portal as information. Information to be included in the portal under shared documents.	Hughes	Completed, remove from action list
Dec 5, 2017	Indicate interest in attending CSA meetings in June (spreadsheet in Shared Documents). PSC members can also participate in the IGAC meetings. Interested members can access the spreadsheet in shared documents of the Gas Portal.	All	Completed, remove from action list
Dec 5, 2017	Report back to the sub-council about low temperature testing; Dean Morin will	Morin / Manning	Dean Morin had nothing to report yet from NSF

Date	Action	Responsible	Status/Update
	<p>report back at a future meeting from NSF and Sydney Manning will report back from CSA.</p> <p>UPDATE: It is hoped that CSA B128.3 will be incorporated into the NSF Standard</p>		<p>Sydney Manning reported that there is nothing being work on from CSA</p>
<p>Dec 5, 2017</p>	<p>Consider drafting an Information Bulletin that provides clarity on the definition of public vs private bathrooms (a private bathroom would be one in, for example, a residence or hotel room).</p> <p>UPDATE: Provided a presentation at the AMOS Spring Meeting which clearly defines the difference between private use or public use. Public use is defined by being used by one family or an individual. If future issues occur between the Building and Plumbing Codes, further discussion could be held. It was noted that there is a Standard relative to venting with a different definition of private and public.</p> <p>NEW ACTION: A copy of that Standard will be provided to the Administrator.</p> <p>[Kusiek]</p>	<p>Manning / Kusiek</p>	<p>Report provided, new action assigned</p>
<p>Jan 30 2018</p>	<p>Provide feedback from AMOS about the definition of public/private bathrooms.</p>	<p>Harrold</p>	<p>No additional feedback was provided, this will be removed from action list</p>
<p>Dec 5, 2017</p>	<p>Bring documentation regarding sewer and water service restricted certification to the sub-council for further discussion (restricted list is available at http://municipalaffairs.alberta.ca/CP_RestrictedCertificateContractorsList)</p> <p>UPDATE: Background was provided on the reason it is believed there is no need for this restricted certification to continue and only a handful of municipalities require it.</p>	<p>Manning</p>	<p>Documentation included in the link, this will be removed from action list</p>
<p>Jan 30 2018</p>	<p>Provide feedback from industry on whether removing the sewer and water service restricted certification would create hardship for the industry.</p> <p>UPDATE: If certification continues, it was suggested that further training is needed relative to Private Sewage Systems.</p> <p>NEW ACTION: The Administrator will work on next steps and templates.</p>	<p>All / Harrold / AMOS</p>	<p>Feedback is still being sought</p>
<p>Jan 30 2018</p>	<p>Add Variance Guidance document to the portal once Executive Approval is received.</p>	<p>Morin</p>	<p>On agenda</p>

Date	Action	Responsible	Status/Update
Jan 30 2018	Add draft document for Temporary Work Camps to the portal for review. UPDATE: Work Camp - DRAFT- Guidance Document for Temporary Onsite Wastewater Treatment System Jan 29 2018 included in the portal. A brief update was provided on work being done with industry regarding these Temporary Work Camps.	Morin	Uploaded onto the portal, remove from action list
Jan 30 2018	Provide feedback on the guidance document for Temporary Work Camps. UPDATE: Charles Hallett reported the document has been well received by the temporary camp industry.	All / Hallett	Ongoing
Jan 30 2018	Post draft PSDS Incident Report form in the portal.	Morin	Completed, remove from action list
Jan 30 2018	Provide feedback on the draft PSDS Incident Report Form. UPDATE: This will clarify reporting of incidents and will allow for issues to be brought back to the sub-council, CSA for National Codes changes, etc.	All	Ongoing feedback can be provided by users regarding the form

4.1. Governance Review

The Manager of Stakeholder Relations provided a high-level overview of all the work that has been done on the governance review, starting with the Board.

Briefing notes were included in the portal, an overview was provided of the existing bylaws and a series of questions were asked to gather input.

A round table discussion was held, and input was provided on a variety of areas including:

- What the TCC and the Sub-Council’s roles should be
- How code adoption should flow
- How often the TCC should meet
- TCC membership
- How the Council should address Energy Codes

It was reported that New Member Orientation and Appeals Training are coming up and members were encouraged to take these workshops if they haven’t already done so.

An overview was provided on how the letter ballot process is being revised to align with Council bylaws and governance best practices. Letter ballots will be used in the future only at a last resort if no discussion is needed. Conference calls will be utilized and additional meetings may be necessary.

It was explained that every sub-council member can view all sub-council and TCC folders.

Working Group members that are not sub-council members are limited to seeing only their Working Group folder.

More communication is being held with nominating organizations to ensure the right representatives are on the sub-council and bring the necessary skills.

An overview was provided of the following Next Steps:

- This same presentation will be provided to gain input from each sub-council
- A summary report will be provided on what was heard from the Technical Coordinating Committee as well as all sub-councils
- A draft Terms of Reference will be developed for the TCC and each of the sub-councils for review at a future meeting
- Changes will be anticipated to the bylaws
- Survey in the fall to gather feedback

4.2. Understanding Government Policy

A presentation was shown on screen regarding Understanding Government Policy and included in the portal for reference. Highlights of the presentation included:

- What Policy is
- Government is best defined as the Executive Branch (Cabinet)
- Government Policy Authority comes from the Constitution and Acts
- Acts allow the government to take action through many tools including Regulations and Operating Policies
- An overview was provided on:
 - How Government Policy is developed
 - How policy makers determine which policy to use
 - How laws are created
 - How Government decisions are made, including the Flow Chart used for making decisions
 - How laws are drafted
 - What the Department does
 - How the Council fits in for Safety Codes Policy
 - How the Council and the Government can work together
- It was emphasized that the Minister is ultimately accountable for making the decision

Any questions can be addressed to bohdan.yard@gov.ab.ca.

4.3. Volunteer Needed for SCO Continuing Education Working Group

Background was provided, and a volunteer was requested. There were no volunteers, and the Council will continue to pursue this via email including those not in attendance at the meeting.
[Council Administration]

4.4. Draft Variance Guidance Notice & Template

A presentation was provided on Variances. It was explained that there is an unproclaimed section of the Act that would allow for an appeal of a denied variance. It was recognized that there is a need to clarify the use of variances before that section of the Act could be proclaimed.

Highlights of the presentation included:

- Purpose of Variances
- Why this is being raised
- What a variance is
- What a variance is not
- The expectation of an SCO when a variance is requested
- Why a variance is issued
- The expectation of Registered Professionals
- Outstanding issues include jurisdiction-wide variances and discipline specific issues
- An overview was provided of the next steps

The following was included in the portal as information:

- Variance Presentation
- Safety Notice - Expectations and Guidelines for Safety Codes Officers Respecting Variances
- Sample Variance Form Template

It was questioned regarding multi-discipline variances (e.g. PSDS and Plumbing) and what should occur if there is disagreement with a variance. If there is disagreement, it was suggested this should be discussion directly with the proponent. It was questioned if someone asked for a variance under say the Plumbing Code, but the SCO believes it should be under the Private Sewage Code, this should be discussed directly with the proponent and technical expertise could be sought from the Administrators.

With regard to Professional Involvement, it is still the variance proponent's responsibility to demonstrate that the alternative provides an equal or greater level of safety. This led to a discussion regarding complex projects and the need to have Professional Involvement. Once this section of the Act is proclaimed, this could be appealed but the proponent would need to provide rationale to explain why Professional Involvement isn't needed.

It was questioned about a date regarding changes to policy and there is no concrete date at this time.

Any further questions can be addressed to bohdan.yard@gov.ab.ca.

It was reported that the work done by the Gas and Plumbing disciplines is relative to variances that can only be issued by the Administrator regarding material, uncertified equipment and reduction of clearances. The work done under the Standards Council of Canada is a different process and the use of the term "variance" will be changed to a VTR (Valid Technical Reason) for

field approval of one specific piece of equipment at a specific location. This will be managed and audited by the Standards Council of Canada.

A report was provided on behalf of the Working Group. The setback distance is a priority area being looked at by the Working Group to ensure that the information included in variances is consistent. It is hoped this work will be completed by the end of 2018. It is hoped the working group's work will greatly assist the Rural Municipalities of Alberta.

4.5. Plumbing Administrator Report

The Administrator reported the following:

- NPC 2020 being developed by NRC's Plumbing and HVAC standing committee; an overview was provided regarding some of the challenges and heavy workload
- Scope of plumbing systems was explained, all activities with plumbing and drainage including irrigation unless it crosses the property line
- Sizing roof drainage was shown as an example

The Administrator will add the report to the portal.

[Manning]

4.6. PSDS Administrator Report

The PSDS Administrator reported the following:

- Gratitude extended to the working group for all of their hard work on the SOP Handbook
- Consideration was requested for having the handbook amalgamated into the Standard of Practice and members were asked to give this some thought and provide feedback to the Administrator
- Getting good buy-in for incident reporting by SCOs since the incident form was created
- There was a recent fatality in the industry and an incident investigation was held
- Three PSDS installer certificates of competency were suspended
- Although it was believed that a separate Council email was used for proposed code changes, this could not be found. All proposed code changes are being forwarded to the PSDS Administrator.
- An overview was provided regarding Fort McMurray rebuilds where the rebuilds are much larger than the system was designed for

It was questioned whether a homeowner could take designer training. It was reported that some homeowners have done this. It was reported that the training is about 10 days.

4.7. PSDS Working Group Report

It was reported that the handbook has now been completed. This 500-page document was reviewed at 3 working group meetings. It was noted this is used by a lot of instructors. As noted previously, the Council was thanked for all of their work with the Working Group to get this document completed.

With this being Charles Hallett's last meeting, there is need to appoint a new Chair of the working group.

Charles Hallett / Peter Koenig moved to appoint Angus Potskin as the Chair of the PSDS Working Group; CARRIED

4.8. NPC 2020 Working Group Report (working group meeting in afternoon)

A brief overview was provided on the review that is being conducted by the Working Group of the NPC 2020. It was requested that a folder be created for this Working Group on the portal.

[Council Administrator]

It was requested this Working Group be maintained and members were encouraged to stay after the meeting if available.

4.9. Draft Update to Floor Drain Trap Seal STANDATA

The STANDATA was shown on screen. The primary change includes the following:

- Other products identified as a trap seal device certified to ASSE 1072 Performance Requirements for Barrier Type Floor Drain Trap Seal Protection Devices, that limit trap seal evaporation, must also maintain an effective water seal by manual or automatic replenishment depending on the type of installation.

Peter Koenig / Quenton Kusiek moved to support the publishing of the Draft Update to the Floor Drain Trap Seal STANDATA, as circulated; CARRIED

4.10. Reference Standards

4.10.1. NSF Code Development

It was reported that there has not been a recent NSF meeting. A brief update was provided on some of the topics of discussion and a report will be provided at the next meeting.

The PSDS Administrator also reported on the following:

- CSA - B126 Standard has come up for re-affirmation, cisterns will require certification
- CSA - B805 Rainwater Harvesting is the best current standard that is compatible with the Canadian Safety System

4.10.2. CSA Committee on Basement Floods

Mark Harrold reported that the committee has completed its work and the Standard has gone to public consultation.

A brief update was provided regarding the ULC Standard for Backwater Valves and the

questionnaire relative to climate change. It was recommended that this be added back to the agenda. [Council Administration]

4.10.3. Draft Updated Standards STANDATA

The draft multi-discipline Variance STANDATA was included in the portal and reviewed. This was provided as information at this time. Members were asked to review the document, take it back to their nominating organization for feedback so that further discussion can be held in the fall from both the plumbing and private sewage discipline perspectives. [All]

4.11. AMOS Report

As Mark Harrold was not at the last meeting, there was nothing new to report.

4.12. Council Updates

The following report was provided:

- Outlook meeting requests are being used to determine anticipated attendance
- All expense reports should be sent to Gerry Letendre (gerry.letendre@safetycodes.ab.ca)
- New member orientation is June 20, 2018
- The conference is fast approaching, and members were encouraged to get registered if they have not already done so as the hotel is running out of room
- The Council office move is complete
- The September meeting will be at the Council's new office and a package of information will be provided on hotels, parking, etc.
- The result of the recent survey of members will be reviewed after the conference

4.13. Mobile Cooking Operations (Food Trucks) STANDATA

It was reported that the Mobile Cooking Operations (Food Trucks) Joint Interpretation STANDATA was approved and published. This STANDATA was included in the portal as information. Permission was received from NFPA to include this information and to make revisions to be applicable to Alberta.

Compliments were expressed to AMA, the Council and the sub-councils on getting this document developed and approved, as it seems to be a first among other provinces.

5. Meeting Finalization

5.1. Meeting and Agenda Feedback

Earlier in the meeting, the Chair announced that Charles Hallett will be awarded the Dr. Sauer Award at the 2018 Conference.

5.2. Next Meeting

The next meeting was reconfirmed for Tuesday, September 18, 2018 at the Council's new office in Edmonton.

5.2.1. 2018 Conference & AGM

Members were reminded of the upcoming conference.

5.3. Meeting Adjournment

The meeting was adjourned at 3:45 p.m.

--- NEW ACTION ITEMS ---

4.3. Volunteer Needed for SCO Continuing Education Working Group

There were no volunteers, and the Council will continue to pursue this via email including those not in attendance at the meeting. [Council Administration]

4.5. Plumbing Administrator Report

The Administrator will add the report to the portal. [Manning]

4.8. NPC 2020 Working Group Report (working group meeting in afternoon)

It was requested that a folder be created for this Working Group on the portal. [Council Administration]

4.10.2. CSA Committee on Basement Floods

A brief update was provided regarding the ULC Standard for Backwater Valves and the questionnaire relative to climate change. It was recommended that this be added back to the agenda. [Council Administration]

4.10.3. Draft Updated Standards STANDATA

Members were asked to review the document, take it back to their nominating organization for feedback so that further discussion can be held in the fall from both the plumbing and private sewage discipline perspectives. [All]

--- M O T I O N S ---

1.1. Agenda Adoption

Charles Hallett / Quenton Kusiek moved to adopt the agenda, as circulated; CARRIED

1.2. Adoption of January 30, 2018 Minutes

Mark Harrold / Peter Koenig moved to approve the January 30, 2018 meeting minutes, as circulated; CARRIED

2.1. Results of Letter Ballot 01-18 PSC – Nomination of Ray Velhoen

Charles Hallett / Quenton Kusiek moved to accept the results of Letter Ballot 01-18 PSC (Nomination of Ray Velhoen) as information; CARRIED

2.2. Appointment of David Dallaire – Private Sewage Disposal Contractors

Charles Hallett / Peter Koenig moved to recommend to the Board the appointment of David Dallaire to the Plumbing Sub-Council, representing the Private Sewage Disposal Contractors industry segment, for a term until January 31, 2021 effective immediately; CARRIED

2.3. Private Sewage Systems – Standard of Practice Handbook Approval

Charles Hallett / Peter Koenig moved to approve the Private Sewage Systems – Standard of Practice Handbook, as presented; CARRIED

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