



**MINUTES OF THE  
FIRST PRIVATE SEWAGE SUB-COUNCIL MEETING OF 2025**

**DATE:** January 21, 2025

**TIME:** 9:00 a.m. to 10:22 a.m.

**LOCATION:** Videoconference

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

Rick Baxter, Chair

Barry Bohn

Shawn Innes

Kent Watson

Shane Hussey

Ed Lemke

Jason Pfefferle

*Safety Codes Council*

Jennifer Johnson

*Alberta Municipal Affairs*

David Dobson, Stephen Hirose, Danny Stoesz, Ljubomir Dupalo, Cindy Yan, Jody Thrush

**REGRETS:** Daniel Morris, Dennis Horrigan, Jeffrey Wu

**GUESTS:** Al Steenbergen, PSC Liaison

**RECORDER:** Jennifer Johnson

**2025 MEETINGS:** April 8

## 1. Meeting Opening

The Chair called the meeting to order at 9:00 a.m. A round table introduction was held and videoconference functionality was reviewed, and members were reminded that their primary duty is to act in the interest of safety in the built environment for the benefit of all Albertans.

### 1.1 Agenda Adoption

**Shawn Innes/Ed Lemke moved that the agenda be adopted, as circulated; CARRIED**

### 1.2 Adoption of the October 29 Minutes

**Ed Lemke/Shawn Innes moved to adopt the minutes of the October 29, 2024 meeting, as circulated; CARRIED**

## 2. Matters for Decision

### 2.1. Closed Session

**Barry Bohn/Shawn Innes moved to enter into closed session; CARRIED**

**Kent Watson/Barry Bohn moved to exit closed session; CARRIED**

#### 2.1.1. Nomination of Bill Rock to represent Urban Municipalities

**Shawn Innes/Barry Bohn moved to recommend to the Board appointment of Bill Rock to the Private Sewage Sub-Council to represent Urban Municipalities for a term ending January 31, 2028, effective February 1, 2025; CARRIED**

## 3. Review Matters Arising/Action List

	Item	Action	Date Initiated	Responsible	Status/Update
1.	Testing Methods is Section 8.1.1.10(4)	Consider a recommendation about specifying a testing method for conductivity in the next SOP.	Nov 14/23	Baxter/Council Administration	Will be addressed during next SOP review.
2.	Identify SOP Items for Review	Members are asked to check with their nominating organizations and bring any potential issues to the next meeting.  The Private Sewage Administrator will upload a document to the member portal with items that have come to his attention, members are asked to review and add additional items that may require attention.	June 11/24	Administrator	Item 4.2.

		Deadline for submissions to the new SOP was set at January 8, 2025.			
3.	Combined Treatment and Dispersal Systems	Working group was closed. The Administrator will consider drafting an information bulletin to provide clarification.	June 11/24	Bohn	Can be closed.
4.	Potential Reduction of Setback Requirements	Previous member suggested that setback requirements for open discharge be reduced from 300ft to 150 ft. Discussion was tabled to allow the representative for Rural Municipalities to gather more information from their nominating organizations.	Oct 29/24	Pfefferle	Item 4.1.

**4. Matters for Discussion**

**4.1. Potential Reduction of Setback Requirements**

This item was originally brought forward by the previous member representing Rural Municipalities however, the organization indicates they are not interested in pursuing it any further.

**4.2. Assignment of Work SOP Items for Review**

- The Chair explained the three-column document in the member portal includes draft wording, current wording and proposed recommendations for the next edition of the Standard of Practice (SOP).
- Members are asked to review this document and select a portion that they would like to review in depth. They are asked to report back to the next sub-council meetings with thoughts and recommendations which can then be discussed by the whole sub-council.
- Members are asked to use the discussion section of the member portal to identify which portions they would like to explore further.
- Staff from Municipal Affairs clarified that while each article from the SOP has been included in the document, not all of them have proposed changes.
- Members asked Municipal Affairs to confirm that the issues previously identified by this group have been included. It was noted that there is a list on the member portal that Municipal Affairs staff can review to confirm.

[Administrator/All]

**4.3. Working Group Reports**

**4.3.1. Tank Sizing for Timed Dosing**

- The working group Chair has compiled background documents and resources for the group to review.
- Every jurisdiction he's found has some sizing criteria, it appears that having a defined value is best practice.
- Will set up a working group meeting shortly.

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

No update.

#### **4.5. PSC Liaison Report**

No update.

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

The Administrator reported:

Standard of Practice update for 2026

- Code Change Proposals
- Establish Working Group

New Technologies

- Combined Treatment Disposal Systems
- Variance issued for At Grade in Leduc County – Alternative solution for chambers.
- Adding Working Group Documentation to Alberta .ca
- Criteria for equipment variance approval Private Sewage Complaints

Canadian Onsite Wastewater Training Institute

- MA currently reviewing course material

New Staff at Municipal Affairs

- Cindy Yan

Alberta Onsite Wastewater Management Association

- New Executive Director

Continuing Education Program

- Ongoing development
- Roll out planned for 2025

Updating Alberta.ca Website

- Outdated Information
- Missing Standata(s)

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

##### **Dr. Sauer - Award Nominations Open**

- The Safety Codes Council is now accepting nominations for the 2025 Dr. Sauer Award.
- Each year this award is presented to a sub-council member who exemplifies the commitment, passion, and energy of Dr. Kenneth Sauer, the first Chair of the Safety Codes Council.
- To qualify for this award a sub-council member must be nominated by their peers. Please consider nominating a fellow sub-council member who you feel shows dedication to improving quality of life in Alberta's communities.
- Click here for more information: [Dr. Sauer Nominations 2025](#)
- The deadline to nominate a fellow sub-council member is March 26, 2025.

### **Learning Opportunities – Speaker Ideas Requested**

- We held our first webinar for Members in November with a presentation on ISO 900
- We are in the process of planning more learning opportunities for 2025 and would love to hear from you.
- Please let us know what types of topics you'd be interested in learning more about as well as suggestions for possible speakers, if you have them.
- Email Gerry Letendre at [Gerry.letendre@safetycodes.ab.ca](mailto:Gerry.letendre@safetycodes.ab.ca) or Jennifer Johnson at [Jennifer.Johnson@safetycodes.ab.ca](mailto:Jennifer.Johnson@safetycodes.ab.ca)

## **5. Meeting Finalization**

### **5.1. Round Table**

- It was confirmed that members are asked to review the three-column document with proposed changes to the SOP and select topics (and potentially solutions) they would like to discuss at the next meeting.

### **5.2. Next Meeting**

The next meeting was reconfirmed for April 8, 2025 at the Council office at 9:00 a.m.

### **5.3. Meeting Adjournment**

The meeting was adjourned at 10:22 a.m.

– NEW ACTION ITEMS –

**4.2. Assignment of Work SOP Items for Review**

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[Administrator/All]

**– MOTIONS –**

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**– WORKING GROUP MEMBER LISTS –**

<b>WORKING GROUP</b>	<b>WORKING GROUP MEMBERS (<u>Chair</u>)</b>
Tank Sizing for Timed Dosing	<u>Daniel Morris</u> Kent Watson, Rick Baxter, Shawn Innes