



MINUTES OF THE SECOND PRIVATE SEWAGE SUB-COUNCIL MEETING OF 2024

DATE: June 11, 2024

TIME: 9:01 a.m. to 11:45 a.m.

LOCATION: Videoconference

PRESENT: **Sub-Council Members**

Rick Baxter, Chair

Barry Bohn

Shawn Innes

Shane Hussey

David Rose

Jeffrey Wu

Ed Lemke

Safety Codes Council

Allison Karch, Jennifer Johnson

Alberta Municipal Affairs

Stephen Hirose, David Dobson, Danny Stoesz, Ljubomir Dupalo

REGRETS: Daniel Morris, Kent Watson, Dennis Horrigan

GUESTS: Al Steenbergen, PSC Liaison

RECORDER: Jennifer Johnson

2024 MEETINGS: October 29

1. Meeting Opening

The Chair called the meeting to order at 9:01 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

Ed Lemke/David Rose moved that the agenda be adopted, as circulated; CARRIED.

1.2 Adoption of the March 19, 2024 Minutes

David Rose/Shawn Innes moved to adopt the minutes of the March 19, 2024 meeting, as circulated; CARRIED.

2. Matters for Decision

2.1. Closed Session

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

Ed Lemke/David Rose moved to exit closed session; CARRIED.

2.1.1. Nomination of Jason Pfefferle to represent Rural Municipalities

Shawn Innes/Shane Hussey moved to recommend to the Board appointment of Jason Pfefferle to the Private Sewage Sub-Council to represent Rural Municipalities for a term ending January 31, 2027, effective immediately; 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.

4. Matters for Discussion

4.1. Potential reduction of setback requirements

It was decided to wait until there is a member to represent Rural Municipalities to provide input.

4.2. Identify SOP Items for Review

The following was discussed:

- Members are asked to check with their nominating organizations and bring any potential issues to the next meeting.
- The Private Sewage Administrator has uploaded a document to the member portal with items that have come to his attention, members are asked to review and add any other items that may require attention.

- Members requested clarification on the cycle for the SOP (e.g. 5 years?) and Council staff advised that as the content of the code is owned by Municipal Affairs and only published by the Council, MA would determine timing, process, etc.
- Members noted that a tentative goal of finishing the content by the end of 2025 would allow for publication in 2026.
- The Administrator noted that the Council previously sent some changes for the 2021 SOP, Council staff confirmed that this was based on the sub-council feedback and could potentially be used to draft an errata.
- The Technical Advisor is working on a three column document to assist with the review.
- Working groups could be formed for specific sections or topics, will assess the anticipated volume of work at the next meeting and decide on a plan at that time.

[All]

4.3. Working group reports

4.3.1. Combined Treatment and Dispersal Systems

The following was discussed:

Feedback is requested from members on the Draft Combined Systems Design Guidelines that were presented at the last meeting. Members can find the information here:

[Private Sewage - Home \(safetycodes.ab.ca\)](https://safetycodes.ab.ca/private-sewage-home)

[All]

4.3.2. Tank Sizing for Timed Dosing

No update available.

4.4. Reference Standards (NSF, BNQ, ULC, CSA, etc.)

The following was discussed:

- A new BNQ 3680 will be coming out shortly.
- There was discussion around whether CSA will provide any further information on the secondary safety devices required by CSA B66. It states they must support 90 kg but there is no apparent requirement for certification of these devices.

4.5. PSC Liaison Report

The liaison reported:

- The cistern code change request for potable water has been submitted, will provide an update when available.
- Water reuse training module for non-potable water systems is available on council website here: [100233X Plumbing, Non-Potable Water Systems - Overview \(safetycodes.ab.ca\)](https://safetycodes.ab.ca/100233X-Plumbing-Non-Potable-Water-Systems-Overview)

4.6. Administrator/AMA Report

The Administrator reported:

- There are many items that have come from SCOs, installers, public etc. for consideration in the next SOP that should make for good discussion.

- Currently reviewing a new training vendor, Canadian Onsite Wastewater Training Institute.
- Ljubomir Dupalo is a new technical advisor with Municipal Affairs and will be assisting with the Private Sewage discipline during the summer months.
- There was a discussion around ensuring piping is certified to the correct standards recognized in the Alberta Standard of Practice.

4.5. Council Updates

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

Please Register for the AGM on June 21, 2024

- The member appreciation luncheon and AGM will be held the afternoon of June 21, 2024, at the Coast Hotel in downtown Edmonton.
- Based on feedback from members, the AGM will support both in person and online participation and the member appreciation luncheon will be streamed for live viewing.
- An invitation has been sent and members are reminded to register for the member appreciation luncheon and AMG. All members, whether attending virtually or in-person, are asked to [register on the Chime platform](#) as this is where voting will take place.

Updated Mandate and Roles Document (MRD) Published

- The MRD is developed collaboratively by the Minister of Municipal Affairs and the Safety Codes Council to reflect a common understanding of the Council's mandate, respective roles and responsibilities, interactions, and expectations of the relationship between the parties.
- This document is intended to be reaffirmed or updated every three years.
- Changes made to the MRD focus on clarifying roles and responsibilities and aligning the MRD more closely to the *Safety Codes Act*. The most significant changes were to:
 - Specify that mandatory direction must come from the Minister, not the department of Municipal Affairs, and in writing where practicable;
 - Adjust the roles and responsibilities of the Board and President and CEO to align with the Board of Director's policy that has them focus on strategic issues and direction and the President and CEO manage operations.
 - Enable the Council to take legal action without approval by the Minister, provided the Minister is notified of the legal action before it occurs.
 - Clarify that the Board of Directors should include representation that aligns with the *Safety Codes Act*, which includes relevant safety codes industry expertise.
- The Board of Directors has reviewed the bylaws for alignment with the new MRD and intends to propose bylaw changes at the Annual General Meeting in June to ensure the bylaws align with the new MRD.
- All members are encouraged to read this document (see link in heading) as it provides a comprehensive explanation of the Council's mandate.

5. Meeting Finalization

5.1. Round Table

- Reminder to discuss any issues for the upcoming SOP with member nominating organizations.

- Discussion around secondary safety devices and potential solutions to their removal after installation such as easier installation (e.g. hinges) or providing an opening large enough to allow vacuum truck operators to access.

5.2. Next Meeting

The next meeting was reconfirmed for October 29, 2024 at the Council office at 9:00 a.m.

5.3. Meeting Adjournment

Ed Lemke/Shawn Innes moved to adjourn the meeting; CARRIED.

The meeting was adjourned at 11:45 a.m.

– NEW ACTION ITEMS –

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– MOTIONS –

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– WORKING GROUP MEMBER LISTS –

WORKING GROUP	WORKING GROUP MEMBERS (<u>Chair</u>)
Combined Treatment and Dispersal Systems	<u>Barry Bohn</u> Daniel Morris, Rick Baxter, Jeffrey Wu, Shawn Innes Industry Representative: Cody Giesbrecht AMA Support: Stephen Hirose, David Dobson
Tank Sizing for Timed Dosing	<u>Daniel Morris</u> Kent Watson, Rick Baxter, Shawn Innes