

**Minutes**  
**Canadian CCC Steering Committee**  
**Annual Meeting**  
**May 27 2006**  
**Canmore AB**

**Attendance**

Neil Thomas	ACWWA
Ken Whamond	ACWWA
Wyatt Babcock	BCWWA
Rick Hayhurst	BCWWA
Michael Birks	OWWA/Chair
Mark Pinkney	OWWA
Hubert Demard	Réseau environnement
Henri Bouchard	Réseau environnement
Sheldon Diduck	WCS AWWA
Dan Larson	WCS AWWA
Ron Wardner	WCS AWWA - Guest
Audrey Arisman	WCS AWWA Staff/Recording Secretary

**Distribution**

All present including:

Clara Shea	ACWWA Office
Farrell Spence	BCWWA Office
Lesia Lachmaniuk	OWWA Office
Don Poon	AWWA CAC Chair
Gary Sullivan	AWWA Section Services

**1. Call to Order**

Michael Birks called the meeting to order at 1:20 PM.

**2. Introductions and Acceptance of the Agenda**

Agenda was accepted as presented.

**3. Adoption of Minutes May 28 2005**

*Motion: Ken Whamond moved to accept the minutes of the May 28, 2005 meeting.  
Mark Pinkney seconded. Carried.*

**4. Business arising from the minutes - Review of action items**

**Section Qualification** – OWWA Terms of Reference received. Réseau environnement terms of reference are still pending final approval; ACWWA still to be received.

**Exam Bank** – BCWWA was to provide feedback on their proctoring procedures. WCS CCC Education committee communicating with Réseau environnement regarding proper handling of the exam bank. BCWWA needs to meet with the WCS Education committee to review the current exam bank.

**Action** Dan Larson to communicate with Doug Peters regarding the exchange of exam banks with BCWWA in preparation of getting together for a final review for a final review.

**Action** Location of the current instructor exam to be located and an official keeper designated for each section.

**ACWWA Rep** – ACWWA provided two representatives for the meeting. Neil Thomas has replaced Albert Jones as ACWWA CCC Committee chair.

**Shipping Costs** – Information sent to Michael Birks August 2005 – CCC manuals ship in boxes of 5 books per box, size is 12x12x9, and is just under 8 Kg.

**Manual Update Process** – Most of the editorial changes for the manual are in Chapter 2. We may need to have a temporary or contract position brought in to do the updates if the publisher is not able to accommodate (they may not be able to handle if the updates are required during the summer months). Current office staff will not be able to handle due to early conference date and having to deal with maternity leave.

**Manual Preface** – no new preface has been written at this time. Include some history on the development of the national committee and the involvement of all sections in the initial ballot.

**5. Chair Report**

Michael Birks reported that the deadlines for material last year were not met. Some input has now been received from BCWWA.

**6. Review and approval of sections committee Terms of Reference, Review and approval of sections membership list**

ACWWA, BCWWA, OWWA, and WCS AWWA submitted their committee member list.

Matrix chart was developed by Michael Birks and will be used to track eligibility. Attached.

ACWWA Membership list complies with their terms of reference.

BCWWA Will review their terms of reference and clean up list prior to any ballot. They are meeting in June.

OWWA They have a few membership adjustments to make to finalize prior to any ballot. They are meeting in June.

Réseau Environment CCC committee will be accepting their terms of reference at their next meeting in September. Their committee list will be set at that point as well.

WCS AWWA Membership list complies with their terms of reference.

**7. Approval of voting privileges for each section for amendments to the manual based on the results of items 6 and 7**

Terms of references for all section committees and member lists will be forwarded to all national committee members when made available (please forward to WCS AWWA office as soon as available), and is required prior to any ballot.

**8. Review of ACCCSC Terms of Reference**

**1.1.3** – BCWWA committee members are not necessarily AWWA members – they will clarify with the BCWWA board – they will also review if their committee members need to be AWWA members.

**3.1.6** – will be amended to read: *A proposed change to the Manual requires a favourable vote from the CCC committee of each participating Section in order to be approved as a change to the manual.*

**4.1.2** – explanation - any “no” votes must be returned with a reason why the vote was no, and returned with what would make it a good vote.

Currently it would be the responsibility of the chair to review and disposition any letter ballots of the National committee.

**4.1.1** – will be amended to read *“From time to time this committee or section committees will be asked to participate in a Letter Ballot.*

Discussion on section committee membership votes – some WCS members are also members of other committees and would currently have more than one vote on the

national manual - WCS will need to clean up their voting member list when the National committee is ready to approve the new national manual.

Michael Birks drafted proposed voting criteria for section committee terms of reference - discussion on if individuals should only be allowed to vote in their home section, or if individuals should only be allowed one vote on issues that affect the national committee.

#### *Proposed Change to Section Terms of Reference*

Reason for change:

- To prevent individuals who are members of more than one CCC Committee voting more than once on any national issue.
- To allow for “alternates” at committee meetings.

#### **1.1. Members**

**1.1.1.** The committee shall consist of voting and associate (non-voting) members as detailed in 1.2 and 1.3

**1.1.2.** Any member of the committee who does not reside in (insert relative Provinces here) as a member of the (insert section name here), and is not a manufacturer or manufacturers agent, shall be classified in the General Interest category.

#### **1.2. Voting Members**

**1.2.1.** All voting members shall be members in good standing of (section name) or be the designated representative of a Utility or Corporate membership and shall have the sole and exclusive right to vote.

**1.2.2.** Members that have a multi-section membership with (section name) are not eligible as a voting member.

**1.2.3.** Voting members shall have the right to designate an alternate to represent them at committee meetings providing the committee chair receives such notification at least thirty (30) days prior to the date of the meeting and the alternate is an AWWA member.

**New 3.1.3** Each participating Section Cross Connection Control Committee shall ensure that any section committee member shall only vote once nationally.

A list of voters will have to be provided in the report from each committee on the vote of the section.

### **9. Review of the WC Manual and proposed changes received to date to allow conversion to a “National” Manual**

**Section 2, page 5** “The individual sections are responsible for developing procedures determining the examination process.”

Fee references to be removed, forms to be presented as drafts only.

**Section 2, page 6** Active testers definition – BC going to a three year recertification requirement, WCS manual currently recommends recertification every five years. Change wording from refresher to recertification.

Recertification of Testers

- *The active status of a tester shall be determined by the section.*
- *A tester shall successfully complete a recertification course at regular intervals as required by the section, but in no case shall the time period exceed five years.*
- *If a tester submits unacceptable test reports, they may be required to successfully complete a recertification course.*
- 2-17 wording on revoking a license to be lifted and wording replacing licence with certification.

## **Chapter 2 – new number 4 – Surveyors**

Surveyors course and surveyor licensing content provided by ACWWA.

**BCWWA proposed Manual changes** (discussed at WCS AWWA CCC Meeting May 27)

1. Chapter II page 1 – Change title from “ADMINISTRATION” to “RECOMMENDED PRACTICE FOR THE ADMINISTRATION OF A CROSS CONNECTION CONTROL PROGRAM”
2. Chapter 11 page 7 – add words “SAMPLE” to form.
3. Chapter 11 page 17 – change the heading to “BUSINESS LICENSING”

### **10. Discussion on the timetable and method to ballot the draft of the National CCC Manual**

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|-------------|---|
| August      | Manual updated from information from Jim Green & Michael Birks – through the office or publisher and forwarded to M Birks for review. Highlight changes.  |
| September 1 | Manual sent via CD Rom to all qualified sections for distribution to section committees for review (via face to face or internet/teleconference meeting). |
| Mid October | Replies sent back to national committee for disposition.  |
| November    | National manual to print and distribution to sections.  |

### **11. Other business**

#### **11.1. Funding**

It was suggested that there is no need for national committee funding at this time – sections will continue to fund their representatives attendance to the meetings. Host sections would fund the meeting space and food and beverage requirements of the meeting.

It was suggested that the host section plan to hold a seminar or similar event in conjunction with the meeting and the registration fees be used to assist with funding the costs of meeting attendees.

#### **11.2. Future meetings – timing and location**

Discussion on if the national meeting needs to be separated from the WCS CCC meeting for 2007. Depending on how the draft and the balloting process for the National manual goes, the committee may need a meeting to discuss the ballot.

### **12. Next meeting**

Next meeting will be at the call of the chair.

### **13. Adjourn**

Meeting adjourned at 5:25 PM.