

**MINUTES**  
**WCS AWWA CCC COMMITTEE ANNUAL MEETING**  
 May 25/26 2007 Canmore Alberta

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**Present**

Rob Baumbach	Red Deer College
Gary Coons	City of Regina
Jeff Cooper	Conbraco
Sheldon Diduck	Committee Chair Elect / City of Medicine Hat
Doug Dyer	Zurn/Wilkins
Bill Evans	BCIT
Jim Green	City of Calgary/Manual Officer
Reg Hammer	SK Certification Officer
Mike Haslam	Mohawk College
Collin Hoffman	for Ken Johnson City of Saskatoon
Dan Larson	Committee Chair / Red River Community College
John Marple	EPCOR
Rynette Moore-Guillaume	City of Moose Jaw
Lorne Mireau	SIAST
Doug Peters	NAIT
Roland Tomuschat	Alberta Municipal Affairs and Housing
Gary Wagner	SAIT/ Alberta Certification Officer
Dean Wigmore	Red Deer College
Danny Wilson	Medicine Hat College/Education Chair
Wayne Wilson	Watts
Michael Zilinski	City of Winnipeg/MB Certification Officer
Beverly Ortwein	WCWWA
Janice Wilson	WCWWA
Audrey Arisman	WCS AWWA Executive Director, Recording Secretary

**Guests**

Reg Leblanc	ACWWA
Rick Hayhurst	BCWWA
Wyatt Babcock	BCWWA
Michael Birks	OWWA
Steve Dramnitzke	OWWA
Henri Bouchard	QWWA
Eric Gagnier	QWWA

**Absent**

Walter Petik	PITC
Shannon Syme	WCS AWWA Board Liaison
Neil Thomas	ACWWA
Ron Wardner	City of Red Deer

**1. Call to Order**

Dan Larson called the meeting to order at 8:50 am, Friday May 25.

**2. Acceptance of the Agenda**

Agenda was amended as follows:

Additions

- 8 New Business
- 8.2 Water Conditioning Equipment in Appendix
- 8.3 Water Reuse
- 8.4 Geothermal Heat Sink

**3. Introductions**

All attendees introduced themselves.

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**4. Adoption of Minutes May 26/27 2006**

*Motion: Bill Evans moved to accept the minutes of the 2006 WCS Cross Connection Control Committee meeting. Reg Hammer seconded. Carried.*

**5. Membership**

**5.1. New Applications**

**5.1.1. Doug Dyer – Zurn Manufactures**

Bryon Keats resigned from the committee as Zurn restructured causing positions changes.

*Motion Dean Wigmore moved to accept Doug Dyer as a Manufacture member replacing Bryon Keats. Gary Wagner seconded. Carried.*

**5.1.2. Alberta Permit Pro**

Wayne Schmidt is no longer with Alberta Permit Pro and was replaced with Wayne Saylor. He was sent an application, but no response was received. There are many private inspection companies working in Alberta – discussion if there is a place for these companies on the committee. Roland Tomuschat suggested that they provide a different perspective. It was suggested that Alberta Mechanical Officials Society could provide representation from that sector.

**Action** Roland Tomuschat will contact AMOS for a representative on the committee.

**Action** Reg Hammer will contact Tim McCully, Saskatchewan Community Health about representation.

**5.1.3. Gary Coons – Associate Member**

Gary Coons has resigned as a purveyor member as he now works for ATAP.

*Motion Mike Haslam moved to accept Gary Coons as an Associate Member. Doug Peters seconded. Carried.*

Associate members are non voting. Reg Hammer and Rob Baumbach are to be moved to the associate member category.

**6. Business Arising from the Minutes**

**6.1. BackTalk Newsletter**

Newsletter is the duty of the past chair. Dan Larson will be taking over this role as of May 2007. He requested any items be forwarded to him for inclusion in the next edition.

Mike Zilinski drafted a report on the St. Boniface Hospital incident. He will provide a copy for inclusion in Backtalk. Jim Green would like it included in the case history section of the manual.

**6.2. Outstanding Actions**

- Dan Larson sent letter to CSA to ask for removal of F Fire Designated Devices. Michael Birks reported that they will be discussion the item at the next CSA Committee meeting June 7.
- Bryan Keats did not provide Jim Green with correct illustrations for 119 in the CCC Manual. Doug Dyer will provide.

**6.3. Strategic Plan**

Following is the review of the goals from the Strategic Plan

**Goal 1** CCC Manual Revision

Objective 1.A. Ron Johnston of the Interior Health Department has retired. No other information has been provided.

Objective 1.B No new information on the legal section, funding is available.

Objective 1.C Should be completed - bylaw changes need to be forwarded

**Goal 2.** Develop a troubleshooting section to be added to the CCC manual, to enhance the tester's ability to diagnose problems with backflow prevention devices.

Objective 2.A. on going

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Objective 2.B. on going, to go to education for review and then submission to Jim Green for the manual.

**Goal 3.** Develop a certified surveyors'/inspectors' CCC training course.

Objective 3.A. ACWWA has a course developed, content and exam bank. Information was sent by Neil Thomas, but not received. Reg Leblanc will resend for review by the Education Committee.

**Goal 4.** Establish and implement a communication plan for CCC awareness.

Objective 4.A. Dan Larson and John Marple will work on providing material for publications, including the WCW Magazine.

Objective 4.B. Suggested including a listing in the manual for resources available through AWWA and other related associations and manufacturers. Content would most easily be maintained on the website and the weblink in the manual.  
Comment on the most available material is American and the content is not necessarily in sync with Canadian regulations.

Objective 4.C. no progress

Objective 4.D. no progress

## 7. Reports

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*All meeting reports submitted under separate cover – only comments are included in the meeting minutes.*

### 7.1.1. Chair Report Larson

As submitted.

### 7.1.2. National Committee Larson/Birks

Notes from the 2006 meeting were provided.

### 7.1.3. Financial Position/2007 Budget Arisman

As submitted.

### 7.1.4. WCS AWWA Shannon Syme

Audrey Arisman reported for the section board. The board is very happy about the success of the CCC committee and manual.

The committee requested of the board that a new liaison be appointed.

### 7.2. Back Talk Newsletter Wardner

January 2006 issue went out with the 2006 Affiliate membership cards and both issues are currently posted on the website. Dan Larson will be working on the next issue of the newsletter.

### 7.3. Manufacturers/Agents

#### 7.3.1. Conbraco Cooper

As submitted.

#### 7.3.2. Watts Wilson

As submitted.

#### 7.3.3. Zurn Keats

As submitted

### 7.4. Sub Committee Reports

#### 7.4.1. Education Peters

As submitted.

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The office now has a current copy of the Instructors' exam. All certification officers also have a current copy of the instructions exam (on the CD with the exam bank). The office does not have, or need the exam bank. Quebec has been sent the CD for translation.

Discussion on BCWWA access to the exam bank; as they are not yet using the manual for instruction. The National committee had requested that the exam bank be shared with the BCWWA for inclusion of regional content for BC. Rick Hayhurst with BCWWA will be the contact on the BC side.

A need was identified for a national education working group to deal with the exam bank and other manual issues. It was recommended that such a group meet for ½ to a day, in conjunction with one of the CCC meetings, either regionally or nationally. The National Committee will address the request at their meeting.

## 7.4.2. Standards and Codes

Michael Birks reported that there are changes up coming to the codes in line with the changes that the committee is working on.

A request to the CSA Committee will be required for future meetings as Michael is no longer on the committee. The office and chair will ensure that the request for information from CSA is given.

## 7.4.3. CCC Manual

### Green

As submitted.

Manual changes will need to have to be included in the update to the national manual once it is implemented, as the current manual has been balloted for acceptance this year.

*Motion Mike Haslam moved to approve the test procedure for Spill-Resistant Pressure Type Vacuum Breakers for submission to the national committee for inclusion in the national manual. Bill Evans seconded. Carried.*

*Motion Roland Tomuschat moved that WCS AWWA CCC Committee start using the test procedures immediately. Dean Wigmore seconded. Carried.*

*Motion Mike Haslam moved that the changes be sent to CSA for their consideration. John Marple seconded. Carried.*

## 8. New Business

### 8.1. Mandatory Affiliate Memberships

Information was received from BCWWA on the information they collect for their mandatory memberships. WCWWA is planning to implement a new database over the next year, and recommend that the implementation of the mandatory membership be done as part of the implementation of the database. Would expect the database to be in place for the membership renewal process for 2009 (implementation in 2008).

Ontario has gone forward with a mandatory membership for \$30/year. They include other benefits including the AWWA Opflow magazine, providing lists of current testers for areas. They do not track testing activities, they just track certification status.

BCWWA is changing their renewal process to be based on certification and recertification and not track testing activity. Fee is currently \$0 and will be going up to \$60/year.

The current WCS voluntary fee is \$22.50.

*Motion Lorne Mireau moved to make WCS Affiliate Memberships mandatory for 2009. Dean Wigmore seconded. Carried.*

The membership benefits and cost of delivery to be researched further.

### 8.2. Water Conditioning Equipment in Manual Appendix

Doug Dyer received some information from the Water Quality Agency, whose members deal with water conditioning equipment. Their membership is opposing the Toronto bylaw for institution of a CCC program as they are concerned that inspectors will require installation of additional devices that will increase the costs of installations. Doug recommended that the manual appendix on the guide to assessment of hazards include more information on classification of water conditioners.

City of Edmonton has produced a document defining hazards.

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After much discussion, it was decided that the issue would be deferred until after the National manual is instituted. Doug Dyer will continue to collect information on the issue.

**8.3. Water Reuse**

Roland Tomuschat brought forward the issue of the increase of water reuse systems. CSA B128 has some information, but does have some conflicts with the plumbing code.

**8.4. Geothermal Heat Sink**

Information brought forward regarding water being taken from systems and reintroduced for Geothermal Heat Sinks. No action was taken by the committee.

**9. Member Reports**

**9.1. Regional Reports**

**9.1.1. Alberta Municipal Affairs**

**Tomuschat**

As submitted. Roland will provide model drawing to the office for distribution on request.

**9.1.2. Calgary**

**Green**

As submitted.

**9.1.3. EPCOR**

**Marple**

As submitted.

**9.1.4. Medicine Hat**

**Diduck**

As submitted.

**9.1.5. Moose Jaw**

**Moore-Guillaume**

Bylaw is not moving forward at this point – nothing new to report.

**9.1.6. Red Deer**

**Wardner**

As submitted.

**9.1.7. Regina**

Garry Coons has encouraged the City of Regina to send a representative to the committee, but they have yet to respond.

**9.1.8. Saskatoon**

**Johnson/Hoffman**

As submitted.

**9.1.9. Winnipeg**

**Zilinski**

As submitted. Inspectors go into the class room during the CCC course and are part of the education of testers.

**9.2. Educator**

**9.2.1. BCIT**

**Evans**

As submitted.

**9.2.2. Medicine Hat**

**Wilson**

As submitted.

**9.2.3. Mohawk College**

**Haslam**

Included in Ontario Certification Report

**9.2.4. NAIT**

**Peters**

As submitted.

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**9.2.5. PITC**

**Petik**

As submitted.

Committee feedback on Walters Petik's inquiry on providing the technical contact outside of the classroom was that the personal interaction from the training would be missing, and that the development costs are an issue. There may be a place for some computer aided learning in the future.

**9.2.6. Red Deer College**

**Wigmore**

As submitted.

**9.2.7. Red River College**

**Larson**

As submitted.

**9.2.8. SAIT**

**Wagner**

As submitted. SAIT is having issues staffing administration.

**9.2.9. SIAST**

**Mireau**

As submitted.

**9.3. Certification Officers**

**9.3.1. Alberta Certification Officer**

**Wagner**

As submitted.

**9.3.2. Saskatchewan Certification Office**

**Hammer**

As submitted.

**9.3.3. Manitoba Certification Officer**

**Larson**

As submitted.

**9.3.4. Ontario Certification Officer**

**Haslam**

As submitted.

**9.4. Other Related Association Reports**

**9.4.1. American Backflow Prevention Assn**

**Evans**

As submitted.

**9.4.2. CSA**

**Birks**

Dealt with in Standards and Codes

**9.4.3. ACWWA**

**LeBlanc**

As submitted.

The committee chair, Neil Thomas, has recently resigned. ACWWA will send committee resignation documents for Neil.

**9.4.4. BCWWA**

**Hayhurst/Babcock**

As submitted. Water reuse is a big issue in BC, and is being tightly controlled.

**9.4.5. OWWA**

**Dramnitzke**

As submitted.

**9.4.6. Reseau Environment**

**Gagnier/ Bouchard**

CCC Committee has been set up under QWWA (Quebec Water Works Association). They have adopted a terms of reference and have three subcommittees. They now have 176 testers since setting up their program. They have produced a CCC pamphlet that was distributed through the province.

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**Meeting was adjourned for the day at 4:10 pm.**

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**Meeting reconvened at 8:50am Saturday, May 26, 2007.**

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**10. Other Business**

**10.1. CCC Manual Updates**

Manufactures to provide Jim Green with cut away diagram for spill resistant pressure vacuum breaker.

**10.2. Dave Walker Award**

*Motion Garry Coons nominated Mike Haslam for the 2008 award. Garry Wagner seconded. Carried.*

**10.3. Out of Region Members**

The national steering committee recommended terms of reference changes to prevent individuals who are members of more than one CCC Committee voting more than once on any national issue, and 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) shall be an associate member.
- 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.

*Motion Roland Tomuschat moved that any member not in the region is to be designated as an Associate member. Bill Evans seconded. Carried.*

*Motion Dean Wigmore moved to change the terms of reference to reflect the intention that an alternate has the same voting rights as the member they are replacing. Roland Tomuschat seconded. Carried.*

**10.4. 2008 Conference Regina**

The WCWWA 2008 Conference will be in Regina September 22-25. The committee needs to be planning ahead in order to provide content and a presence at the conference each year.

Planned for 2007 was to have awareness, legalities, and setting up a program, however was not put together in time to be part of the 07 program.

*Motion Dean Wigmore moved that the committee commit to providing content for the 2008 WCWWA Conference. Lorne Mireau seconded. Carried.*

**Action** Gary Coons, Sheldon Diduck, Dean Wigmore, Lorne Mireau, Rynette Moore-Guillaume and Dan Larson to sit on a subcommittee to ensure CCC content is provided for the 2008 WCWWA Conference.

Rynette Moore-Guillaume suggested that someone from the committee make a presentation on legalities for the SWWA Conference November 7, 2007 in Saskatoon. Mike Zilinski will see if he can put together a presentation regarding the Winnipeg incident.

*Motion Danny Wilson moved that the committee give financial support for travel, accommodations and registration fee for committee presenters at the conference, assuming their employers will not support them, to a maximum of \$5000. Doug Peters seconded. Carried.*

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**10.5. Elections**

**10.5.1. Vice Chair**

Gary Coons nominated Doug Peters as Vice Chair. Roland Tomuschat seconded.  
Rynette Moore-Guillaume nominated Dean Wigmore. Dean Wigmore declined.  
Reg Hammer moved to cease nominations. Dean Wigmore seconded.  
Doug Peters voted in as Vice Chair for 2007-2009.

**10.5.2. Education Chair**

Rynette Moore-Guillaume nominated Dean Wigmore. Gary Wagner seconded. Dean Wigmore.  
Roland Tomuschat moved to cease nominations. Rob Baumbach seconded.  
Dean Wigmore voted in as Education Chair.

**10.5.3. Manitoba Certification Officer**

Dan Larson stepped down as intern Manitoba Certification Officer.  
Doug Dyer nominated Mike Zilinski as Manitoba Certification Officer. Reg Hammer seconded.  
Dean Wigmore moved that nominations cease.  
Mike Zilinski elected as Manitoba Certification Officer.

**10.6. Membership Matrix**

Due to the change of status of out of region members to associate members, the membership matrix no longer meets minimum requirements.

*Motion      Dean moved to designate Gary Coons and Reg Hammer as Voting General Members.  
                 Danny Wilson seconded. Carried.*

**10.7. Next Meeting**

Next meeting scheduled for Canmore, May 30/31 2008. (Meeting moved a week later than usual to accommodate the ABPA Annual Conference being held that same week)  
Dan Larson passed the gavel to Sheldon Diduck, who assumes the throne as Chair for 2007-2009.

**11. Adjourn**

*Sheldon Diduck adjourned the meeting at 11:10 am*