

**MINUTES**  
**WCS AWWA CCC COMMITTEE ANNUAL MEETING**

May 29/30 2008 Canmore Alberta

1.	Call to Order .....	2
2.	Acceptance of the Agenda .....	2
3.	Introductions .....	2
4.	Adoption of Minutes May 2007 .....	2
5.	Membership .....	3
5.1.	New Applications .....	3
5.1.1.	Sheldon Diduck .....	3
5.1.2.	Murray Vine AMOS .....	3
5.1.3.	Reg Hammer Resignation .....	3
6.	Business Arising from the Minutes .....	3
6.1.	Review of Strategic Plan Goals .....	3
6.2.	Mandatory Affiliate Memberships .....	4
7.	Reports .....	4
7.1.1.	Chair Report Diduck .....	4
7.1.2.	National Committee Diduck .....	4
7.1.3.	Financial Position/2008 Budget Arisman .....	5
7.1.4.	WCS AWWA Roberts .....	5
7.2.	Back Talk Newsletter Larson .....	5
7.3.	Manufacturers/Agents .....	5
7.3.1.	Conbraco Cooper .....	5
7.3.2.	Watts Wilson .....	5
7.3.3.	Zurn/Wilkins Dyer .....	5
7.4.	Sub Committee Reports .....	5
7.4.1.	Education Wigmore .....	5
7.4.2.	Standards and Codes .....	5
7.4.3.	CCC Manual Green .....	5
8.	New Business .....	6
8.1.	CCC Workshop WCW Conference Diduck .....	6
8.2.	Encouraging Active CCC Programs Coons .....	6
8.3.	Tester's Training Online Wigmore .....	6
8.4.	4th Year Plumber ILM Wigmore .....	6
8.5.	Heat Exchangers Tomuschat .....	6
8.6.	Training Illustrations .....	6
9.	Member Reports .....	6
9.1.	Regional Reports .....	6
9.1.1.	Alberta Municipal Affairs Tomuschat .....	6
9.1.2.	ATAP Infrastructure Management Coons .....	6
9.1.3.	Calgary Green .....	6
9.1.4.	EPCOR Marple .....	6
9.1.5.	Sask Water Moore-Guillaume .....	7
9.1.6.	Red Deer Wardner .....	7
9.1.7.	Saskatoon Johnson/Hoffman .....	7
9.1.8.	Winnipeg Zilinski .....	7
9.2.	Educator .....	7
9.2.1.	Medicine Hat Wilson .....	7
9.2.2.	NAIT Peters .....	7
9.2.3.	PITC Petik .....	7
9.2.4.	Red Deer College Wigmore .....	7
9.2.5.	Red River College Larson .....	7
9.2.6.	SAIT Wagner .....	7
9.2.7.	SIAS Mireau .....	7
9.3.	Certification Officers .....	7
9.3.1.	Alberta Certification Officer Wagner .....	7
9.3.2.	Saskatchewan Certification Office Hammer .....	7
9.3.3.	Manitoba Certification Officer Zilinski .....	7
9.3.4.	Ontario Certification Officer Haslam .....	7
9.4.	Other Related Association Reports .....	7
9.4.1.	CSA Birks .....	7
9.4.2.	AMOS Vine .....	7

9.4.3.	NBBPA Whamond .....	7
10.	Other Business.....	8
10.1.	CCC Manual Updates.....	8
10.2.	Dave Walker Award .....	8
10.3.	Elections .....	8
10.3.1.	Saskatchewan Certification Officer .....	8
10.4.	Mandatory Affiliate Memberships .....	8
10.5.	Action Items .....	8
10.6.	Next Meeting.....	9
11.	Adjourn.....	9

**Present**

Rob Baumbach	Red Deer College
Gary Coons	ATAP
Jeff Cooper	Conbraco
Sheldon Diduck	Committee Chair/ Associated Engineering
Doug Dyer	Zurn/Wilkins
Jim Green	City of Calgary/Manual Officer
Reg Hammer	SK Certification Officer
Mike Haslam	Mohawk College / Ontario Certification Officer
Dan Larson	Red River Community College
John Marple	EPCOR
Rynette Moore-Guillaume	SaskWater/City of Moose Jaw
Doug Peters	NAIT / Committee Chair Elect
Walter Petik	Educator
Roland Tomuschat	Alberta Municipal Affairs and Housing
Murray Vine	Alberta Mechanical Officials Society (AMOS)
Ron Wardner	City of Red Deer
Dean Wigmore	Red Deer College/Education Chair
Danny Wilson	Medicine Hat College
Wayne Wilson	Watts
Michael Zilinski	City of Winnipeg/MB Certification Officer
Ryan Roberts	WCS AWWA Board Liaison
Gabe Steier	WCWWA
Audrey Arisman	WCS AWWA Executive Director, Recording Secretary

**Guests**

Ken Whamond	New Brunswick Backflow Prevention Association
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**Absent**

Ken Johnson	City of Saskatoon
Bill Evans	BCIT
Lorne Mireau	SIAST
Gary Wagner	SAIT/ Alberta Certification Officer

**1. Call to Order**

Sheldon Diduck called the meeting to order at 9:05 am, Friday May 29.

**2. Acceptance of the Agenda**

Agenda was amended as follows:

Additions

- 8 New Business
- 8.6 Training Illustrations
- 10.4 Device Applications Discussion

Removed 9.2.2 Mohawk College as Mike is no longer under the Education Category.

**3. Introductions**

All attendees introduced themselves.

**4. Adoption of Minutes May 2007**

*Motion: Gary Coons moved to accept the minutes of the 2007 WCS Cross Connection Control Committee meeting. Rynette Moore-Guillaume seconded. Carried.*

WCS AWWA CCC Committee Annual Meeting Minutes  
May 30/31 2008

**5. Membership**

**5.1. New Applications**

**5.1.1. Sheldon Diduck**

Sheldon Diduck is no longer with the City of Medicine Hat and no longer qualifies as a Regulator member.

Meeting was handed over to Doug Peters

*Motion Ron Wardner moved to accept Sheldon Diduck as a General member. Dean Wigmore Seconded. Carried.*

Meeting handed back to Sheldon Diduck.

**5.1.2. Murray Vine AMOS**

Murray Vine has submitted an application to represent AMOS on the committee as Regulator member.

*Motion Reg Hammer moved to accept Murray Vine as a Regulator member. Danny Wilson seconded. Carried.*

**5.1.3. Reg Hammer Resignation**

Reg Hammer has submitted a letter of resignation effective at the end of the meeting.

Roland Tomuschat moved to not accept the resignation. Motion not seconded.

The committee accepted the resignation with much regret that he would not be participating in future meetings. Reg will continue to mark the instructor exams.

**6. Business Arising from the Minutes**

**6.1. Review of Strategic Plan Goals**

1. Review and revise CCC manual to reflect national perspective (in order to provide assistance in developing uniform CCC programs).
  - National manual has been implemented as of September 2007.
  - Discussion on the process approved by the national committee May 2008. The form to be included in the manual, but has not been submitted to the section office to send to the publisher at this time.
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.
  - Content was provided by Wayne Wilson, further work required – Education Committee to provide assistance
3. Review and update the current exam/question bank to reflect current manual for both testers and instructors.
  - 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 instructors exam. The national education working group would like to be in control of that document and the marking. WCS supports this goal
  - Request to be sent to the national committee to clarify the process for instructors exams.
    - Recommendations:
      - That Reg Hammer continues to mark the instructors' exams.
      - That the WCS exam be adopted as a national manual
      - The WCS continue to administer the exam until and national process is set up
4. Once a national committee has been established, establish a national program for accreditation, reciprocity, and certification.
  - Expectation of WCS is that reciprocity would be part of the national program. Discussed under Goal 3.

WCS AWWA CCC Committee Annual Meeting Minutes  
May 30/31 2008

5. Develop a certified surveyor/inspectors CCC training course.
  - National Education Working Group is addressing this issue at the national level.
  - Discussion on who should be allowed to take surveyors course.
6. Establish and implement a communication plan for CCC awareness.
  - Committee participated in the 2007 WCW tradeshow in Edmonton in September.
  - Workshop planned for WCW 2008 Annual conference
  - Display has been purchased for the committee; Dean Wigmore has some content for the display however more, larger pictures would be helpful. Suggestions for additional content also welcome.
  - AWWA DVD also suggested – the office could get a copy through the WCS bookstore allotment.
  - Testimonials on the program could be good content.
7. Improve the response rate for letter ballots.
  - covered under national manual update process
8. Arrange the schedule of the annual meeting to focus on reports that affect all.
  - complete
9. Annually review the process to upgrade the CCC manual to keep it current with plumbing code.
  - ongoing, is now part of the national process for maintaining content

**6.2. Mandatory Affiliate Memberships**

Motion was made at the 2007 meeting to implement mandatory Affiliate memberships in 2009. In order to implement this the office requires additional information by October 2008.

Letters send for renewals would have to include the value members would receive. Renewals would be sent to anyone in the database who has certified within the last five years, and current affiliate members, as anyone else would not be considered current.

OWWA has an active testers list, only renewed and current (within five years) are maintained on the list.

Regulators would like the active list to be maintained so that they know that out of area testers are qualified, as well as smaller communities could verify qualified testers.

Definition of current testers discussed. The current WCS voluntary fee is \$22.50.

**Action** Ron Wardner and John Marple will work to bring something back May 31 for approval by the committee.

**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**

**Diduck**

As submitted.

**7.1.2. National Committee**

**Diduck**

National committee meeting was held May 8-9 2008. Sheldon Diduck, Doug Peters attended the meeting as WCS representatives and Dan Larson attended the Education Working Group meeting held at the same time.

Notes from the meeting are not available at this time as the OWWA office supplied administrative support and their office recently moved.

**National Education Working Group**

Mike Haslam reported that the national education working group discussed the exam bank. The WCS exam bank is to be combined with questions from other sections to create a national exam bank. A meeting is planned for October 23-24 for each section to send two representatives and their exam banks to create it.

All sections agreed that the exam should be 100 questions long, some local content would be allowed.

**WCS AWWA CCC Committee Annual Meeting Minutes**  
 May 30/31 2008

BC should be using the manual January 1<sup>st</sup> in order to allow them time to get their proctors familiar with the new exam bank.

The group also discussed the instructors exam and would like to create a national exam for instructors based on the WCS instructors exam.

The education working group would like to have the educational changes required for the manual be handled as quickly as possible so that the national manual can be kept as current and relevant as possible for instructional purposes.

It was recommended that the CCC allow budget for Education Working Group meetings during the year. One or two meetings would be required annually.

Sections using proctoring for administering exams have been asked to put together content for the manual on how the proctoring process works. This would be added to the manual through the update process once the content is produced.

Working group agreed that Recertification would be changed to add the option of having a tester to challenge the exam prior to taking the course. If the tester failed, then the recertification course would be required. Content is being developed for approval for addition to the manual.

**7.1.3. Financial Position/2008 Budget**                      **Arisman**

As submitted.

**7.1.4. WCS AWWA**    **Roberts**

As submitted.

WCS AWWA has requested someone from the CCC to sit on their Education committee.

**7.2. Back Talk Newsletter**    **Larson**

Current version is November 2007.

**7.3. Manufacturers/Agents**

**7.3.1. Conbraco**    **Cooper**

As submitted.

**7.3.2. Watts**    **Wilson**

As submitted.

**7.3.3. Zurn/Wilkins**    **Dyer**

As submitted.

**7.4. Sub Committee Reports**

**7.4.1. Education**    **Wigmore**

As submitted.

**7.4.2. Standards and Codes**

Roland Tomuschat provided a "STANDATA" from Alberta Municipal Affairs on requirements for Backflow Preventers. The information is on their website at [http://www.municipalaffairs.gov.ab.ca/cp\\_plumbing\\_standata.cfm](http://www.municipalaffairs.gov.ab.ca/cp_plumbing_standata.cfm) or individuals can subscribe to their email distribution list. Recommended that the information on where to find the Standata be in the Backtalk issue and be linked to on the CCC website.

**7.4.3. CCC Manual**    **Green**

As submitted.

Changes approved at the 2007 WCS committee meeting were not transferred to the National manual, as still need to be submitted through the new manual update process.

National committee chairs need to be made aware that all approved changes need to be sent to the WCS office for publishing changes.

WCS AWWA CCC Committee Annual Meeting Minutes  
May 30/31 2008

**8. New Business**

**8.1. CCC Workshop WCW Conference      Diduck**

The 2008 WCW Conference in Regina will have a half day workshop on CCC on September 23. Topics will be setting up a program, legal issues, testing of devices and CCC awareness.

**8.2. Encouraging Active CCC Programs      Coons**

Gary Coons requested that the committee encourage government to mandate the implementation of CCC programs. One of the objectives of the National committee was to have a national voice for the support of CCC programs. The Safe Water Act in Ontario requires programs to be in place, similar steps may be useful. It was pointed out that introducing changes to regulations is a very slow and arduous process.

**8.3. Tester's Training Online                      Wigmore**

Dean Wigmore recommended that different delivery of training be looked at as institutions may not always provide courses for financial reasons and there are remote areas looking for training. After much discussion on the need for development of some course content to be available online, Issue was also discussed previously by the committee with the conclusion that personal contact is very important to the teaching process.

**Action**      Dean Wigmore will bring back a report on alternative delivery methods for discussion with the education subcommittee.

**8.4. 4th Year Plumber ILM                              Wigmore**

The current course has ten objectives related to CCC – feedback from the committee was sought. The history of CCC in Canada and Western Canada is not addressed in the ILM. Recommended that the education subcommittee put together any content they would like to see added. A brief committee history can be found at <http://www.wcsawwa.net/CCC/history.htm> (content is from the 1998 50<sup>th</sup> Anniversary WCWWA history).

Discussion on committee meeting- funds are available, section budget is set for the upcoming year in September, any funding requests should be forwarded to the CCC Chair prior to that.

**8.5. Heat Exchangers                                      Tomuschat**

Roland Tomuschat requested that changes be made for wordings on solar heating systems, he would like support from the committee for changing the CCC manual and the CSA code on heat exchangers.

**Action**      Roland will submit the wording change in the manual for Heat Exchangers to the National committee.

**8.6. Training Illustrations**

Danny Wilson would like illustrations provided to the educators. Illustrations from the manual or from suppliers

**Action**      Office will get a pdf file of the current CCC manual and send to the committee.

**9. Member Reports**

**9.1. Regional Reports**

**9.1.1. Alberta Municipal Affairs                      Tomuschat**

As submitted.

Have been getting non CSA approved plumbing products removed from shelves of retailers, encouraging support and similar action from the committee.

**9.1.2. ATAP Infrastructure Management              Coons**

As submitted.

**9.1.3. Calgary    Green**

As submitted.

**9.1.4. EPCOR    Marple**

As submitted.

WCS AWWA CCC Committee Annual Meeting Minutes  
May 30/31 2008

<b>9.1.5. Sask Water</b> As submitted.	<b>Moore-Guillaume</b>
<b>9.1.6. Red Deer</b> As submitted.	<b>Wardner</b>
<b>9.1.7. Saskatoon</b> As submitted.	<b>Johnson/Hoffman</b>
<b>9.1.8. Winnipeg</b> As submitted.	<b>Zilinski</b>
<b>9.2. Educator</b>	
<b>9.2.1. Medicine Hat</b> As submitted.	<b>Wilson</b>
<b>9.2.2. NAIT</b> As submitted.	<b>Peters</b>
<b>9.2.3. PITC</b> As submitted.	<b>Petik</b>
<b>9.2.4. Red Deer College</b> As submitted.	<b>Wigmore</b>
<b>9.2.5. Red River College</b> As submitted.	<b>Larson</b>
<b>9.2.6. SAIT</b> As submitted.	<b>Wagner</b>
<b>9.2.7. SIAST</b> As submitted.	<b>Mireau</b>
<b>9.3. Certification Officers</b>	
<b>9.3.1. Alberta Certification Officer</b> As submitted.	<b>Wagner</b>
<b>9.3.2. Saskatchewan Certification Office</b> As submitted.	<b>Hammer</b>
<b>9.3.3. Manitoba Certification Officer</b> As submitted.	<b>Zilinski</b>
<b>9.3.4. Ontario Certification Officer</b> As submitted.	<b>Haslam</b>
<b>9.4. Other Related Association Reports</b>	
<b>9.4.1. CSA</b> As submitted.	<b>Birks</b>
<b>9.4.2. AMOS</b> As submitted.	<b>Vine</b>
<b>9.4.3. NBBPA</b> As submitted.	<b>Whamond</b>

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**Meeting was adjourned for the day at 4:40pm.  
Meeting reconvened at 9:00 am Saturday, May 31, 2008.**

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WCS AWWA CCC Committee Annual Meeting Minutes  
May 30/31 2008

## 10. Other Business

### 10.1. CCC Manual Updates

- Action** National update form to be sent to committee members (once received from the National Committee)
- Action** Items approved at the 2007 meeting to be submitted for national approval for submission in the manual
- Action** Committee members to review the manual and send any errors or omissions to Jim Green for submission to the National for approval.
- Action** Ask national for clarification on process and definition of editorial changes.
- Possibility of developing an online database system for submission and commenting of changes. Will be researched when WCS AWWA website is redesigned. Potential to have something working in 2009.

### 10.2. Dave Walker Award

Congratulations were extended to Michael Haslam for receiving the 2008 Dave Walker Award. No nominations were received for 2009. Award and nomination form are also available on the CCC webpages at <http://www.wcsawwa.net/CCC/Award.htm>.

### 10.3. Elections

#### 10.3.1. Saskatchewan Certification Officer

*Motion Gary Coons nominated Lorne Mireau as Saskatchewan Certification Officer. Dan Larson seconded. Carried.*

### 10.4. Mandatory Affiliate Memberships

Online database can be set up for submission of reports by testers. Access to municipalities can be made available by subscription for access to information and reports

*Motion Ron Wardner moved to increase the affiliate membership fee to \$30 per year. Roland Tomuschat seconded. Carried.*

*Motion Ron Wardner moved to develop an online database for testers registration to be made available for municipalities to look up current testers. Dean Wigmore seconded. Seconded.*

**Action** Subcommittee of purveyors to define final outcome of database for development, potential features to include option for testers to be put on a list for marketing their services, online test submission, testing reports and sending of letters for program administrators. Ron Wardner, John Marple, Jim Green, Ken Johnson, Mike Zilinski and Sheldon Diduck will sit on the committee.

**Action** Office to provide proposal for subscription fees to charge municipalities for recovery of development costs of the online database

### 10.5. Action Items

Reviewed and updated. New list attached.

**Action** Office to do an analysis of all fees relating to the committee for review at the 2009 meeting – certification fee, affiliate membership fee and CCC manual publishing costs.

**Action** Dean Wigmore to attend the education working group meeting in the fall to review the exam bank with Doug Peters and Dan Larson as possible second attendees.

**Action** Dean Wigmore and Jim Green to develop a protocol for testers to take should a device fail a test for teaching purposes. Municipal bylaw can vary on what they require for failed devices.

Manual updates from National

*Motion Dean Wigmore moved to accept the definition of "Participating Section" for addition to Chapter II. (Item 1) Ron Wardner seconded. Carried.*

*Motion Ron Wardner moved to accept change to Page II-6 Recertification of Testers change. (Item 2) Rynette Moore-Guillaume seconded. Carried.*



WCS AWWA CCC Committee Annual Meeting Minutes  
May 30/31 2008

- Motion*     *John Marple moved to accept changes to Page II-6 Recertification of Testers change with understanding that it is two separate sentences. (Item 3) Gary Coons seconded. Carried.*
- Motion*     *Dean Wigmore moved to accept new wording for Page II-6 on Reciprocity. (item 4) Ron Wardner seconded. Defeated.*
- Motion*     *Ron Wardner move to change the wording for Page 11-6 item 4 to remove the words from the first sentence "if they move their primary place of residence." and change "The individual" to "An individual" in the second sentence. Reg Hammer seconded. Carried.*  
*Rational – first sentence allows individuals to register with areas regardless of place of residence. Second sentence ensures that should an individual move, they would be encouraged to register with their "home" section.*

**10.6. Next Meeting**

Next meeting scheduled for Canmore, May 29/30 2009.

**11. Adjourn**

*Sheldon Diduck adjourned the meeting at 12:05 pm.*