



Safety Codes Council

MINUTES OF THE FIRST AMUSEMENT RIDES SUB-COUNCIL MEETING OF 2020

DATE: February 24, 2020

TIME: 9:17 a.m. to 10:06 a.m.

LOCATION: Teleconference / Safety Codes Council Office, Edmonton

PRESENT: **Sub-Council Members**
Bill Church, Chair (teleconference)
David Buzzeo
Danielle Gillespie, Vice Chair (teleconference)
Lee Nguy (teleconference)
Julian Power

Safety Codes Council
Allison Karch, Kathryn Derkach, Jennifer Johnson, Susan Rossmann

Alberta Municipal Affairs
Dean Bruce

REGRETS: Chris Clarke, Brian Mykitiuk, Bob Wyatt

RECORDER: Kathryn Derkach

2020 MEETINGS: October 5

1. Meeting Opening

The Chair called the meeting to order at 9:17 a.m.

1.1 Agenda Adoption

Julian Power / David Buzzeo moved that the agenda be adopted, as circulated; CARRIED

1.2 Adoption of the October 7 Minutes

Julian Power / David Buzzeo moved to adopt the minutes of the October 7, 2019 meeting, as circulated; CARRIED

2. Matters for Decision

2.1. Skills Matrix Review

Work continues on the skills matrix. Background was provided that the skills matrix is a companion document that expands on the membership matrix established in Policy 1.2 to list the technical skills, experience, and/or qualifications that are specific to each seat. Members were reminded to think about their industry segment and create a brief list of skills/qualifications needed to contribute to the work of the sub-council.

Members were asked to email their skills to Council Administration by April 30, 2020. [All]

3. Review Matters Arising/Action List

None identified.

4. Matters for Discussion

4.1. Governance Presentation

Susan Rossmann, Manager of Stakeholder Relations, gave a presentation on the sub-council governance review findings. Highlights of the presentation included:

- Overall, the feedback was positive with some suggestions for improving processes, some of which have already been implemented.
- Two major issues were identified:
 - It was found that the TCC was meeting too infrequently and the technical expertise at the table wasn't always sufficient to effectively address issues.
 - There are two working groups that are functioning as sub-councils but don't have the governance structure or oversight that sub-councils do: the PSDS working group (Plumbing Sub-Council) and AEUC working group (Electrical Sub-Council).
- The Board has made the recommendation to dissolve the TCC and create two new sub-councils. These recommendations would be implemented through a bylaw change, which is being presented at the AGM in May. To ensure communication among sub-councils is maintained, the Council will continue work on improved reporting systems and processes between sub-councils:
 - Liaisons
 - Joint working groups
 - Working group report templates
 - Quarterly reports
 - Two-week agenda package posting

It was noted that the Council is always open to feedback on these proposals and sub-council members were encouraged to give feedback on the new reporting and communication processes

as well. If members have any further questions or feedback, contact Susan at susan.rossmann@safetycodes.ab.ca.

4.2. AEDARSA Report

The report was deferred to the next meeting.

4.3. Administrator/AMA Report

The Administrator reported:

- The adoption of ASTM F2783-17 was posted on the Municipal Affairs website in December. There have been no issues reported with this adoption and the amendment to not include patron controlled devices.
- Municipal Affairs is reviewing their delegated authority organizations: AEDARSA, ABSA, and PTMAA.
- With the recent red tape reductions to remove barriers and obstacles for industry, Municipal Affairs would like to ensure the public that this does not mean that code enforcement is going to be sacrificed. There is still a high level of compliance among owners and service providers with orders being issued for noncompliance.
- The STANDATA for 12 storey encapsulated mass timber construction was released.

4.4. Council Updates

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

- The process for 'closed sessions' and clarification that any motions made on items discussed during closed session must be made out of closed session and recorded in the minutes.
- Allison will be on maternity leave starting in March. Please remember to include Kathryn on all emails going forward.
- There are number of member training sessions coming up, please contact Gerry to register:
 - New Member Orientation – March 5
 - Effective Meetings Workshop – March 23
 - Appeals Training – March 24
- Registration for Conference 2020 will open for sub-council members only in February. Please be sure to register before the end of February to guarantee a room at the Rimrock. Any registrations received after that may be at a different hotel.

5. Meeting Finalization

5.1. Round Table

None identified.

5.2. Next Meeting

The next meeting was reconfirmed for October 5, 2020 at the Council office at 9:30 a.m.

5.3. Meeting Adjournment

David Buzzeo / Julian Power moved to adjourn.

The meeting was adjourned at 10:06 a.m.

– NEW ACTION ITEMS –

2.1. Skills Matrix Review

Members were asked to email their skills to Council Administration by April 30, 2020 [All]

– MOTIONS –

1.1 Agenda Adoption

Julian Power / David Buzzeo moved that the agenda be adopted, as circulated; CARRIED

1.2 Agenda of the October 7 Minutes

Julian Power / David Buzzeo moved to adopt the minutes of the October 7, 2019 meeting, as circulated; CARRIED

5.3. Meeting Adjournment

David Buzzeo / Julian Power moved to adjourn.

– WORKING GROUP MEMBER LISTS –

WORKING GROUP	WORKING GROUP MEMBERS (<u>Chair</u>)