

MANDATE AND ROLES DOCUMENT
(the "Document")
between
the MINISTER OF MUNICIPAL AFFAIRS
(the "Minister")
and
the SAFETY CODES COUNCIL
(the "Council")

1. Preamble

In 1991, the *Safety Codes Act* (the Act) was introduced with the intention to have a safety system that is comprehensive, efficient, effective, accountable, and fosters public confidence. The Act created the Safety Codes Council (the Council), which was established in 1993, to support the Minister in the administration of the Act and Alberta's safety codes system. Alberta's safety codes system depends on a strong partnership between the Minister and the Council.

This document has been developed collaboratively between the Minister and the Council to reflect a common understanding of the Council's mandate, respective roles and responsibilities, interactions, and expectations of the relationship between the parties. It will enhance and promote collaboration, communication, and information sharing between the parties, including the Minister, the Deputy Minister of Municipal Affairs (Deputy), the Assistant Deputy Minister of Municipal Affairs, Technical and Corporate Services Division (ADM), other Alberta Municipal Affairs (Department) staff, the Chair of the Council's Board of Directors (Chair), the Board of Directors (Board), the Council's President and Chief Executive Officer (CEO), and Council staff.

This document replaces and supersedes the 2017 Mandate and Roles Document.

2. Legislative Authority

- 2.1.** The Government of Alberta establishes the legislative, regulatory, and public policy frameworks under which the Council operates.
- 2.2.** The Council is created under the *Safety Codes Act* (the Act) as a statutory corporation that is accountable to the Minister.
- 2.3.** The Council is prescribed duties and responsibilities under the Act and is accountable to the Minister for the fulfilment of those duties and responsibilities.

- 2.4. The Minister has also assigned additional responsibilities to the Council by Ministerial Order.
- 2.5. As a statutory corporation, the Council establishes its own business plan and budget, which is approved by the Board, and it has its own expenditure authority.
- 2.6. The Council operates in accordance with its bylaws, which are established under the authority of section 19 of the Act and approved by its members at an Annual General Meeting of the Council.

3. The Council's Mandate

- 3.1. The Council implements the Minister's public policy for the safety codes system and administers the safety codes system on behalf of the Minister, as set out in the Act and subordinate regulations and delegated through Ministerial Orders.
- 3.2. The Council is responsible for carrying out all of its regulatory, administrative, and adjudicative functions, within the bounds of its legislated mandate and in accordance with all applicable legislation. The Council's mandate encompasses the following:
 - 3.2.1. Supporting the Minister's public policy objectives for the safety codes system by:
 - a. on the request of the Minister, providing information about any matter related to the Act;
 - b. promoting uniformity of safety standards and principles for barrier-free design and access for any thing, process, or activity to which the Act applies;
 - c. acting as a liaison between the Minister and any person or organization interested in safety or barrier-free design and access matters governed by the Act;
 - d. reviewing and formulating classifications of certificates of competency and qualifications of persons required to hold a certificate of competency;
 - e. with the consent of the Minister, reviewing and formulating codes and standards for accreditation, safety standards and barrier-free design and access for any thing, process, or activity to which this Act applies, and promulgating those codes and standards, including supporting the Minister in developing Alberta-specific codes and standards;
 - f. providing advice and recommendations to the Minister about safety information, barrier-free design and access information, education programs and services, accreditation, and other information and services related to this Act, and with the consent of the Minister, publishing or providing the information and services to the public; and
 - g. reviewing proposed changes to the regulations established under the Act pursuant to section 65(6) of the Act.

- 3.2.2. Administering an appeals process that:**
- a. is independent, open, transparent, fair, and conforms to the principles of administrative law and natural justice;
 - b. hears and issues decisions on appeals made under Part 5 of the Act and in accordance with the Council's bylaws;
 - c. communicates appeal decisions to appellants, respondents, relevant Administrators, and all other affected parties; and
 - d. publishes appeal decisions resulting from appeal hearings publicly.

- 3.2.3. Supporting the Minister's administration of the safety codes system by:**
- a. operating the Alberta Safety Codes Authority to oversee the provision of permit-related services related to buildings, electrical systems, gas systems, plumbing systems, private sewage disposal systems, and storage tank systems within the fire discipline, that are not under the administration of an accredited organization;
 - b. delivering and managing programs and processes that:
 - i. accredit municipalities, regional service commissions, corporations, and agencies to carry out specific activities under the Act, including monitoring performance taking corrective action to address non-compliance;
 - ii. train, certify, and designate safety codes officers for a specific scope of work under the Act, including monitoring performance and taking corrective action to address non-compliance;
 - iii. examine and certify master electricians under the Act; and
 - iv. approve petroleum tank contractors;
 - c. investigating complaints about, and performance issues related to, accredited organizations, safety codes officers, permit issuers, master electricians, and petroleum tank contractors, taking the necessary enforcement action, and sharing the findings with the Department, as required; and
 - d. collecting and analyzing information and data from the safety codes system to identify issues, trends, improvement opportunities for risk-informed decision-making by the Council, and sharing their findings with the Department.

3.3. The Council shall carry out any activities that the Minister directs related to the Act.

4. Duties and Responsibilities

4.1. The Minister

- 4.1.1.** The Minister sets and establishes public policy, which determines the strategic direction, goals, and scope of Alberta's safety codes system.
- 4.1.2.** Under the Act, the Minister has broad responsibility to coordinate and encourage:
 - a.** the safe management and control of any thing, process, or activity to which the Act applies; and
 - b.** the principles of barrier-free design and access for any thing, process, or activity to which the Act applies.
- 4.1.3.** The Minister or designate may review and assess the programs delegated to the Council.
- 4.1.4.** In support of these legislated responsibilities, and to assist the Council in achieving its mandate, the Minister:
 - a.** directs the Council as to government's expectations, its strategic and public policy direction, including ministerial orders issued under the Act;
 - b.** notifies and consults with the Chair and the Board when the mandate and operation of the Council may be affected by the consideration of:
 - i.** new, or changes to existing, strategic and public policy direction; and
 - ii.** initiatives that require new, or amendment of, existing, legislation, regulations, policies, or guidelines;
 - c.** seeks advice or information from the Council, as necessary, on any matter related to the safety codes system;
 - d.** monitors the Council to ensure it follows good corporate governance, is acting within its mandate, and is achieving its long-term and short-term objectives; and
 - e.** may provide the Council with assistance on other matters.

4.2. The Deputy

- 4.2.1.** The Deputy supports and acts under the general direction of the Minister in fulfillment of the Minister's responsibilities.
- 4.2.2.** To assist the Minister, the Deputy:
 - a.** communicates government policy pertaining to the Council's mandate;
 - b.** monitors the operation and performance of the Council to ensure it is fulfilling its mandate, is aligned with the public policy objectives of the government, and is in compliance with applicable legislation and regulation;

- c. may be engaged by the Council in the Council's strategic planning and annual business planning, which includes setting performance targets and identifying priority initiatives to be undertaken by the Council;
- d. consults with the Council, if deemed necessary, when developing the Department annual business plan;
- e. ensures that the Department fulfills its responsibilities in support of the Council;
- f. facilitates open, transparent, and timely communication and information exchange between the Department and the Council;
- g. provides support to the Council at the Deputy's discretion; and
- h. is the Head of the Council for the purposes of the administration of the *Freedom of Information and Protection of Privacy Act*.

4.3. The Department

4.3.1. The Department supports the Minister, the Deputy, and the Council in meeting their legislated and delegated responsibilities.

4.3.2. In support of the Minister and Deputy, the Department:

- a. works collaboratively with the Council to review proposed changes to the Act, its regulations, and related policy initiatives;
- b. participates in and provides technical advice to support the Council's review and formulation of codes and standards, when required;
- c. may conduct reviews, provide technical advice, and support to the Council in hearing appeals under Part 5 of the Act;
- d. communicates, advises, and shares information with the Council on matters related to the Council's mandate in an open, transparent, and timely manner;
- e. conducts compliance audits and special reviews of the Council and its operations when required;
- f. provides records management and *Freedom of Information and Protection of Privacy Act* advice and support; and
- g. enters into contracts or other agreements with the Council as necessary and required.

4.4. The Board

4.4.1. The Board is accountable to the Minister for ensuring the Council fulfills its statutory powers, mandate, and functions.

4.4.2. The Board is responsible for the strategic direction and general management of the business and affairs of the Council, and its principal roles are stewardship and guidance.

- 4.4.3.** The Board members have a duty of good faith, must avoid conflicts of interest, and must act reasonable.
- 4.4.4.** The Board works under the leadership of the Chair.
- 4.4.5.** The Board shall consist of:
- a. a chair, appointed by the Minister as a member of the Council and as the chair of the Board;
 - b. one or more members of the Council appointed by the Board of Directors as a vice-chair of the Board of Directors; and
 - c. the members of the Council appointed by the Board.
- 4.4.6.** The Board is responsible and accountable to the Minister for:
- a. **Mandate:**
 - i. ensuring the Council complies with its statutory powers, mandate and, functions, as well as the government's applicable policies, direction, and programs, including appointment of members; and
 - ii. obtaining formal and periodic assertions from management that activities comply with legislation, regulation, the document, Council bylaws, and Council policies.
 - b. **Governance:**
 - i. ensuring the Council complies with relevant government directives, provincial and federal laws and regulations, agreements, policies, and procedures and Council bylaws, and governance-related policies and procedures;
 - ii. fulfillment of fiduciary responsibilities;
 - iii. the adoption of good governance practices and accountability practices through governance policies;
 - iv. ensuring effective internal controls and reporting systems are in place;
 - v. ensuring a recruitment, development, and succession plan for members of Council and the Board is in place and kept current;
 - vi. the selection, appointment, establishment of performance objectives for, and monitoring the performance of the President and CEO; and
 - vii. establishing fees and recommending levies for Minister approval.

- c. **Advisory:**
 - i. through the Chair, will work with the President and CEO to provide information, advice, and recommendations to the Minister, as appropriate; and
 - ii. through the Chair, will work with the President and CEO to recommending levies for Ministerial approval.
- d. **Strategic Direction:**
 - i. providing direction, approval, monitoring and reporting on the Council's vision, mission, values, and strategic plan, business plan, budget, annual report, and financial report for the Council in alignment with the Minister's objectives for the safety codes system.

4.4.7. The Board may establish committees to delegate its roles and responsibilities. The powers and duties granted shall be detailed in the terms of reference for the committees. The committees remain accountable to the Board.

4.4.8. The Board may establish sub-councils of the Council, including, without limitation, sub-councils relating to any thing, process, or activity to which the Act applies. Sub-councils shall consist of members appointed by the Board and a member of the public appointed by the Minister as a member of the Council and as the public member of the sub-council, who is different from the Chair.

4.5. The Chair

4.5.1. The Board and the Council is led by the Chair.

4.5.2. With direction from the Board, the Chair represents the Board and its interests in dealing with the Minister, the Deputy, the Council, the President and CEO, and stakeholders of the Council.

4.5.3. The Chair is responsible and accountable to the Minister for:

- a. ensuring the Council, Board, and President and CEO demonstrate a commitment to and compliance with the Council's statutory powers, mandate and functions, this document, the Council's bylaws, and any other governance related policies adopted by the Board that ensures the Council maintains a sound governance framework;
- b. providing leadership, direction, oversight, and management to the affairs of the Board;
- c. ensuring that the Board discharges its fiduciary and corporate governance responsibilities;
- d. the work of the Board, its standing committees, ad hoc committees, and sub-councils;
- e. providing the Minister with updates on the Council's operations and informing the Minister regarding emergent issues;

- f. directing, as required, the President and CEO on the behalf of the Board;
- g. completing an annual evaluation of the performance of the Board and the President and CEO;
- h. the implementation and administration of the Council's code of conduct and ethics policy; and
- i. ensuring that conflict of interest matters related to members of Council are addressed and resolved by the Board.

4.6. President and CEO

4.6.1. The President and CEO is accountable to the Chair and Board and has the general responsibilities managing the day-to-day operations of the business and affairs of the Council.

4.6.2. The President and CEO is responsible and accountable to the Chair and the Board for:

- a. the management and operation of the day-to-day activities of the Council;
- b. the execution of the Council's strategic and business plans, annual budget, investment, and risk management plan;
- c. the delivery of the Council's programs and services according to the mandate, standards, policies, and budget set and approved by the Board;
- d. the measurement and reporting of the performance of the Council's programs and services;
- e. providing the Board with the reporting and information it requires to carry out its governance responsibilities; and
- f. the financial systems and management controls to administer the Council's assets and liabilities.

4.7. Council Members

4.7.1. The persons appointed to the Council by the Board must include persons who are experts in fire protection, buildings, barrier-free building design, electrical systems, elevating devices, gas systems, plumbing systems, private sewage disposal systems or pressure equipment.

4.7.2. The Board shall ensure that representatives of relevant industry, municipalities, business, labour, and persons with disabilities are appointed to the Council from among the persons who are technical experts.

4.7.3. A person appointed by the Board:

- a. holds office for a term not exceeding three (3) years, as set out in the appointment;
- b. continues to hold office after the expiry of the term of office until the person is reappointed or a successor is appointed; and

- c. may not hold office for a period exceeding nine (9) consecutive years unless a successor has not been appointed. Breaks in service of less than two (2) years shall be disregarded in determining the number of consecutive years.

4.7.4. If a member of the Council resigns or the appointment terminates, that person may, in relation to an appeal in which the person participated as a member of the Council, perform and complete the duties or responsibilities and continue to exercise the powers that the person would have had if the person had not ceased to be a member of the Council, until the appeal is completed.

4.7.5. All members of Council will act in the best interests of the Council, Alberta's safety codes system, and Albertans in the performance of their duties and responsibilities.

4.8. Administrators

4.8.1. The Minister may appoint persons as Administrators and prescribe their powers and duties and may make a Ministerial Order fixing or governing the terms and conditions of service, including remuneration and expenses, applicable to an Administrator if the person is not an employee as defined in the *Public Service Act*.

- a. The Minister may set further terms and conditions on the appointment of an Administrator through a standard of practice referenced in the Ministerial Order.

4.8.2. The Minister may direct, in writing, through a Ministerial Order

- a. that an Administrator report to the Council with respect to exercising the powers and performing the duties of an Administrator; and
- b. that the Council direct the Administrator in exercising the powers and performing the duties of an Administrator.

4.8.3. An Administrator may, in accordance with the appointment, exercise any or all of the powers and perform any or all of the duties of a safety codes officer.

5. Financial, Staffing and Administrative Arrangements

5.1. Bylaws

5.1.1. The Council may make bylaws:

- a. respecting the Board, sub-councils and committees of the Council and the delegation of any power or duty conferred or imposed on it, except the power to make bylaws, to the Board, a sub-council or committee of the Council or a member of the Council;
- b. respecting the Alberta Safety Codes Authority and the exercise of its powers and performance of its duties under the Act;
- c. governing the calling of its meetings and the meetings of the Board, sub-councils and committees of the Council, and regulating the conduct of those meetings;

- d. governing the practice and procedure applicable to appeals before it; and
- e. governing the business, property, operation, and affairs of the Council.

5.2. Financial

- 5.2.1. The Council may spend money only for purposes related to the powers conferred and duties imposed on it under the Act.
- 5.2.2. Financial and general administration is the responsibility of the Council. The Council shall operate in a manner consistent with the Minister's expectation of prudent fiscal management.
 - a. The Council, in connection with the powers conferred and duties imposed on it under the Act, may acquire real property, construct buildings or improvements, or hold or dispose of real property.
 - b. The Council, in connection with the powers conferred and duties imposed on it under the Act, may acquire, hold, and dispose of personal property.
 - c. Any money that is derived from donations that is not immediately required for the operation of the Council may, subject to the regulations, be invested only in accordance with the *Trustee Act*. This is subject to any trust or condition that applies to the donation.
- 5.2.3. The Council may establish and charge fees:
 - a. for anything issued or for any material, information, education program or service the Council provides;
 - b. with respect to the conduct of appeals; and
 - c. for any research that is carried out that relates to any thing, process, or activity to which this Act applies.
- 5.2.4. The Council may, with the approval of the Minister, for the purpose of enabling the Council to carry out activities and services it is directed or authorized to carry out under the Act, collect money by the levy of assessments on persons who apply for, or hold, certificates or permits or who apply to register, or register, designs.
 - a. The Council may require an accredited organization that issues certificates or permits or registers designs to collect the levy money and to remit it to the Council.
- 5.2.5. The Council may pay members of the Council travelling and living expenses while away from their ordinary places of residence in the course of their duties as members of the Council at the rates provided for in the regulations under the *Public Service Act*.

5.3. Staffing

- 5.3.1. The Council is responsible for establishing effective and efficient human resource management. The Council operates consistent with the Minister's expectation of prudent fiscal management.
- 5.3.2. The Council is not subject to the *Public Service Act*.
- 5.3.3. The Council may enter into agreements to engage the services of persons it considers necessary and may prescribe their duties and conditions of employment and pay their salary, remuneration, and expenses.
- 5.3.4. The Council may enter into agreements to engage the services of agents, advisors, or persons providing special, technical, or professional services of a kind required by the Council in connection with its business and affairs and may pay their remuneration, fees, and expenses.

5.4. Planning and Reporting

- 5.4.1. The Council shall, after the end of each fiscal year, prepare and submit within 180 days to the Minister an annual report consisting of a general summary of its activities in that year and a financial report. The general summary must include information on:
 - a. the Council's activities;
 - b. the implementation of its strategic and business plans;
 - c. measuring the Council's performance of its duties; and
 - d. Board member meeting attendance.
- 5.4.2. The Minister shall lay a copy of the annual report before the Legislative Assembly if it is then sitting, and if it is not then sitting, within 15 days after the commencement of the next sitting.
- 5.4.3. The Council shall prepare and submit to the Minister annually the strategic plan, business plan, and year-end letter.
 - a. **Strategic plan:** A multi-year strategic plan that provides a long-term outlook on Council priorities and how it will address high-level trends and issues in the safety codes system.
 - b. **Business plan:** A three-year business plan that outlines the Council's key goals, initiatives, budget, and forecast for that period.
 - c. **Year-end letter from the Chair:** A year-end management letter from the Chair to the Minister for the Minister's use only and not for public release. This letter will identify any issues or concerns experienced or anticipated and any developing trends, which should be brought to the Minister's attention for information or action.

5.4.4. The Council may, at any time, report to the Minister on any matter related to this Act.

6. Recruitment, Appointment, Training, and Evaluation of Members

6.1. Recruitment and Appointment of Members

6.1.1. The Council consists of persons appointed to the Council by the Minister and persons appointed to the Council by the Board.

- a. The recruitment and appointment of public members and the chair of the Board is the sole responsibility of the Minister.
- b. The recruitment and appointment of non-public members, the vice-chairs of the Board, and other directors of the Board is the sole responsibility of the Board.

6.1.2. The Board may recruit and appoint members to the Board up to the maximum size permitted by Council bylaws.

6.1.3. The persons appointed to the Council by the Board must include persons who are experts in fire protection, buildings, barrier-free building design, electrical systems, elevating devices, gas systems, plumbing systems, private sewage disposal systems, or pressure equipment.

6.1.4. The Council shall ensure that an appropriate distribution of representatives of relevant industry, municipalities, business, labour, and persons with disabilities are appointed to the Council from among the experts appointed.

6.1.5. An Administrator is not eligible to be appointed to the Council.

6.1.6. The process followed to recruit and appoint members to Council and the Board, by the Board, will be transparent and based on matrices designed to ensure industry perspectives, technical skill, experience, diversity, and regional representation and will be completed in accordance with Council policies.

6.2. Orientation and Training

6.2.1. The Council will maintain a terms of reference for each of its standing and special committees and ensure new Board Members receive formal orientation and training.

6.2.2. The Council will ensure new Council members receive formal orientation and training.

6.2.3. Beyond the opportunities provided by the Council, all Board members will be encouraged to participate in professional development that directly relates to their Board member role in accordance with Council policy.

6.3. Evaluation and Termination of Members

6.3.1. The Chair will assess the performance of Board and Council Members with regard to performance in the execution of their responsibilities.

6.3.2. The Board may terminate a member not appointed by the Minister. Grounds for termination include, but are not limited to, violation of the code of conduct and ethics policy, pattern of non-attendance for meetings, and non-participation in voting.

6.3.3. The Board may request the removal of a member appointed by the Minister through the submission of a formal request to the Minister.

7. Code of Conduct and Ethics

7.1. Council members, including the Board, must, in carrying out their powers, duties, and functions, act honestly and in good faith, avoid conflicts of interest, and exercise the care, diligence, and skill that a reasonably prudent person would exercise under comparable circumstances.

7.2. All Board and Council members must comply with the Council's code of conduct and ethics policy.

7.3. All Board members must take and uphold an oath of confidentiality as prescribed in the Council's bylaws.

8. Interaction, Communications, and Information Sharing

8.1. Interaction between the Council, the Minister, and the Department

8.1.1. The Minister, Board, and President and CEO are accountable for the Council's effectiveness in delivery of the Council's statutory powers, mandate and functions, and alignment with the policies and objectives of the government, so interaction between the Council and Minister are critical.

8.1.2. The Chair interacts with the Minister and the Deputy.

8.1.3. The President and CEO, or designates, interacts with the ADM, or designates.

8.1.4. Through collaboration, cooperation, and discussion, designates of the Council and the Department will determine the approach and the process for interacting and sharing necessary information on a regular basis, and the most effective way to address direction from the Minister, urgent matters, emerging issues, and opportunities.

8.1.5. Regular interactions, include, but are not limited to:

- a. Minister providing mandatory direction and requesting information in writing, as practicable, to the Board Chair;
- b. consulting and communicating regarding any matter related to the Act, this document, or the administration of Alberta's safety codes system;
- c. annual meetings between the Chair and the Minister and/or Deputy to discuss the performance of the Council and the safety codes system in general;

- d. annual filing of a strategic plan, business plan, and annual report and budget with the Minister;
- e. regular contact between the Chair and Deputy Minister or designate;
- f. regular contact between the President and CEO and the ADM or designate(s);
- g. participation on committees or other groups of the Council, Department, Government of Alberta, or code development bodies standard development organizations technically studying issues related to the Act and the safety codes system; and
- h. ongoing collaboration and communication at the staff level.

8.1.6. The Council must invite the ADM, or designate, to Board meetings, as the Minister's representative, for the public portions of the Board meeting. The ADM or designate can choose to attend or not attend the Board meetings.

8.2. Communications

8.2.1. The Minister, Board, and President and CEO are accountable for the Council's effectiveness in delivery of the Council's statutory powers, mandate and functions, and alignment with the policies and objectives of the government, so communication between the Council and Minister is critical.

8.2.2. The Minister or designate will:

- a. inform the Council of government legislation, regulation, policies, and direction affecting the Council's operation and responsibilities;
- b. inform the Council of, and make available to the public, any government policy that must be followed by the Council in carrying out its statutory powers, mandate, and functions; and
- c. designate the spokespersons for the Department.

8.2.3. The Council will:

- a. conduct its communications consistent with its legislated mandate as a statutory corporation;
- b. provide the Minister with information and advice on matters requested by the Minister or as deemed appropriate by the Board; and
- c. designate the spokespersons for the Council.

8.2.4. The Council and the Minister, or designates, are committed to:

- a. open and effective communication and information exchange;
- b. working collaboratively and cooperatively to align their communication activities; and

- c. using reasonable best efforts to consult and give advanced notice of media interview requests, media events, news releases or announcements related to the Act, the duties and responsibilities of the Council, or Alberta's safety codes system.

8.3. Information and Data Sharing

8.3.1. Information and data are critical to evaluating the safety codes system, developing strategic public safety policy, developing responsive programs, and informing the development of technical codes and standards.

8.3.2. In the spirit of improving the safety codes system, the Minister and Council will work collaboratively to ensure that:

- a. the Minister and the Department have access to information and data under the custody and control of the Council, save where prohibited by law or government policy, that would assist:
 - i. in the development of public policy for the safety codes system;
 - ii. in reviewing programs; and
 - iii. in the management of issues related to the safety codes system.
- b. the Department will share information and data under the custody and control of the Minister and the Department, save where prohibited by law or policy, that would assist the Council:
 - i. in the review and development of codes and standards; and
 - ii. in the administration of its programs and services.
- c. the development of new information technology systems meets the needs of the Minister and the Council.

8.4. Legal and Regulatory Matters

8.4.1. The Council shall not commence any actions or proceedings before any court, government department, agency, board, or commission in Canada or elsewhere without the prior notice to the Minister or the Minister's representatives, other than actions or proceedings in the Council's normal and usual course of business.

8.4.2. The Council shall, in a timely manner, notify the Minister regarding:

- a. legal actions brought against the Council or, upon the Council becoming aware of them, legal actions by third parties in respect to the business affairs of the Council;
- b. pending or threatened actions or proceedings against the Council, before or by any court, government department, agency, board, or commission in Canada or elsewhere; and
- c. legal actions undertaken by Alberta Safety Codes Authority related to an order issued under its jurisdiction for an offence under the Act.

9. Administration

9.1. Review and Amendment of this Document

- 9.1.1. This document may be amended at any time by mutual agreement of the Minister and the Board.
- 9.1.2. This document must be renewed, amended, or replaced within three years of the date it is signed.

9.2. Conflict

- 9.2.1. Nothing in this document is intended to or shall interfere with the Council's proper exercise of its statutory grant of power.
- 9.2.2. This document does not affect, modify, limit, or interfere with the responsibilities of any of the parties under the Act or other legislation within the mandate of the Council. In the event of any conflict between this document, the Act or other legislation, the Act or other legislation prevails.

9.3. Transparency

- 9.3.1. Copies of the document will be filed with the Minister and the Council.
- 9.3.2. In support of the principle of transparency, this document will also be available to the public on the Council's website and through the Department's website.

Signed By:

Safety Codes Council:

Alberta Municipal Affairs

Jill Matthew
Jill Matthew
Chair of the Board of Directors

Ric McIver
Honourable Ric McIver
Minister of Municipal Affairs

February 3, 2024
Date:

February 29/2024
Date: