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# SAFETY CODES COUNCIL ANNUAL REPORT | 2013

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The Safety Codes Council (Council) is a statutory corporation established by the Safety Codes Act to function as a safety codes system governing body. Working with its partners in government, labour, industry, and education, the Council provides innovative, effective, and efficient public safety programs to industry and communities. It formulates and oversees the development and administration of safety codes and standards throughout the province. The Council also trains and certifies safety codes officers (SCOs), and administers a province-wide suite of electronic systems in support of the safety codes system.

The Council is responsible to the Minister of Alberta Municipal Affairs and works under authority of the Safety Codes Act (Act), which was passed in June 1991. In May 2012 the Council received an updated Mandate and Roles, which provided greater clarity to the roles of Alberta Municipal Affairs (MA) and the Council and provides further direction and accountability for the safety codes system.

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**The Council derives its mandate directly from the Act and the Minister to:**

- Review, formulate, and recommend codes and standards to the Minister for the nine technical disciplines covered under the Act;
- Develop and administer a system to accredit municipalities, regional service commissions, corporations, and agencies to carry out specific activities under the Act;
- Develop and administer a program to train, certify, and designate safety codes officers;
- Administer an appeal process for decisions made in the accreditation and certification programs and for orders and written notices issued under the Act;
- Promote uniform safety standards and principles of barrier-free design and access;
- Provide support for our partners; and
- Carry out activities on behalf of the Minister.

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## Vision, Mission and Values

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As the Council works towards accomplishing our 2013 - 2015 business goals and our 2013 – 2017 strategic plan, we also work towards achieving our vision and mission through embracing our core values.

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### **Vision**

Alberta: a safe place to live, work, and play.

### **Mission**

Working with our partners and stakeholders, the Safety Codes Council provides an effective and sustainable safety codes system for structures, facilities, and equipment.

### **Values**

The Safety Codes Council is focused on the safety of Albertans and guided by these core values:

#### **Innovation**

We encourage and promote excellence.

#### **Empowerment**

We promote accountability, celebrate successes, and recognize achievements.

#### **Integrity**

We conduct ourselves in a fair, responsible, and transparent manner.

#### **Teamwork**

We are committed to effective partnerships.

#### **Leadership**

We foster leadership at all levels.

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Robert Blakely, Q.C., Chair  
Safety Codes Council

“The dedication of the Council members, who represent business, trades, associations, unions, educational institutions, and more, is what moves the Safety Codes System forward.”

## Chair’s Report

I am pleased to present for our twentieth anniversary year, on behalf of the Coordinating Committee of the Safety Codes Council, our 2013 Annual Report on the business plan goals and strategic issues outlined in our 2013-2015 Business Plan.

As Chair of the Council, it is my role, together with the other members of the Coordinating Committee, to oversee the activities of the Council itself. In this role, we work closely with the Technical Coordinating Committee, with the ten sub councils, and in partnership with Alberta Municipal Affairs. The Coordinating Committee met seven times in 2013.

A key highlight of the year was our 20<sup>th</sup> anniversary party in September, which was well attended by our partners and stakeholders.

I would particularly like to draw your attention to the more than 130 appointed volunteer members of sub councils, who are identified by name and industry association later in the document, who supported the safety codes system and their fellow Albertans.

Included in the Annual Report are summaries of the ten sub councils’ activities and decisions, including highlights of their meetings, where you will see specific examples of how the Safety Codes Council is fulfilling the vision of making Alberta a safe place to live, work, and play. The dedication of the Council members, who represent business, trades, associations, unions, educational institutions, and more, is what moves the safety codes system forward. The largely unheralded contribution of our appointed volunteers is second to none!

I would like to express my thanks and appreciation to Brian Alford and his staff at the Safety Codes Council for their hard work and dedication in achieving the many goals set out for them by the Coordinating Committee. Included in the Annual Report is a report on 2013-2015 business plan goals and key deliverables, and our 2013-2017 strategic issues. The details of our activities and results of work on these goals, deliverables, and issues demonstrate our commitment to our values of innovation, empowerment, integrity, teamwork, and leadership.

I also want to thank Ivan Moore, Chris Tye, Alex Morrison, James Orr, and the staff at Alberta Municipal Affairs for their continued support and partnership as we continue to work toward achieving our mission. Working with our partners and stakeholders, the Safety Codes Council provides an effective and sustainable safety codes system for structures, facilities, and equipment.



Brian Alford,  
President and CEO

“The Council continues to strive for excellence, and is constantly reaching for higher standards of performance as it sets its goals for the next year and the years ahead.”

## President and CEO's Report

It has been another busy year for the volunteers and staff of the Safety Codes Council. I am pleased to submit the following Annual Report covering the business activities, including sub council activities, for the 2013 calendar year, the twentieth year of operation of the Safety Codes Council.

Council members participated in one or several of over 39 regular meetings of the ten sub councils or the Technical Coordinating Committee meetings. Many also attended working group meetings or heard appeals. Members new to the Council attended an orientation session and appeal training, while new chairs and vice-chairs attended training on how to chair meetings.

The Alberta economy has continued to rebound in 2013 and housing starts continued to recover some of their robustness, which had a positive impact on revenues for the Council. This impact enables us to not only effectively achieve our day-to-day business activities but also continue to move forward on projects that improve the safety codes system, such as the continued growth in the Audit department.

The Council continues to strive for excellence and is constantly reaching for higher standards of performance as it sets its goals for the next year and the years ahead. In this report you will find detailed information on the actions, results, and analysis of the business plan goals, key deliverables, and strategic issues that were outlined in the 2013-2015 plan. In addition, we are presenting a new format with greater detail in reporting on our goals, and we hope you find these changes illuminating.

I would like to thank the management and staff at the Council for all their hard work in 2013. The Council staff continues to grow, adding people to the Audit team, eSITE development and support, and internal support staff, in order to achieve its mandate and the goals set out in the business plan.

My thanks go out to the members of the Safety Codes Council Coordinating Committee. In 2013, the Committee had the following members: Bob Blakely, Cliff Ayrey, Mark Gerlitz, Darlene Halwas, Rick Noonan, Cal Ploof, John Whaley, and Jim Wheadon. The Coordinating Committee members have been very supportive of the safety codes system while at the same time challenging the status quo, all with the intention of ensuring that the safety codes system will continue to serve the citizens of Alberta well.

I would like to extend a special thank you to Ivan Moore and all the staff at Alberta Municipal Affairs who provide technical and public policy support and advice to the Safety Codes Council.

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## Introduction

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In 2013 the Council issued a three-year business plan that also contained key deliverables for 2013 and the Council's five-year strategic issues. The business plan is revised annually to ensure alignment with the five-year strategic issues, and to ensure the plan is current and relevant to the changing provincial and national context within which the Council operates.

The strategic issues presented in the business plan represent four key concerns derived from a joint planning session with the Council's Coordinating Committee, department managers, and managers from Safety Services within Municipal Affairs. The Council worked on these issues with stakeholders to effect changes.

Separate from the business plan, the Council engaged in two significant activities in 2013. The province experienced a devastating flood across southern Alberta in June. In response to this disaster, the Council dispatched its Audit field team of safety codes officers into the flood area to assist with on-scene emergency functions, providing building assessments, technical support to the emergency system, and authoritative support to the subsequent safety codes activities related to accreditation and certification.

In addition, the Council analyzed and developed a business case focused to undertaking the administration of safety codes services in unaccredited regions of the province on behalf of the Minister of MA. This undertaking was presented to the Coordinating Committee and approved in October.

Below is the Report on Business Plan Goals and Key Deliverables. The tables outline business department and support department goals, the key actions taken, and the results achieved at the close of 2013. A brief analysis of results follows each department goal.

### Key highlights of goal achievements for the year are:

- **Accreditation:** the new Municipal and Corporate Accreditation Policies were approved and the First Rights Policy was repealed on December 2, 2013. There has been increased use of the Uniform Quality Management Plan, enhancing services and the Council's ability to assess how organizations are performing in their duties to administer the Safety Codes Act in their jurisdiction.
- **Certification:** presentations to TCC and all nine technical sub councils on continuing education for SCOs were received with support.
- **Master Electrician Program:** the development of a draft code of ethics and identification of roles and responsibilities for master electricians as part of review and update of program policy was completed.
- **Education and Training of SCOs:** two courses were made available through on-line delivery: *Plumbing Group A, National Plumbing Code 2010*, and *Introduction to the Safety Codes System in Alberta*.
- **Investigations:** 22 new complaint investigations were initiated with 13 investigations being concluded.
- **Appeals:** decisions were posted to the Council website when all waiting periods and levels of court appeal were finalized.
- **eBs:** continues to develop a web-based system for managing variances to be accessible by SCOs.
- **Governance and Accountability:** many policies were reviewed, amended, and developed in collaboration with Council program areas and posted to the website and intranet.
- **Audit Department:** work continued to develop and refine the audit process and auditing plan.
- **Accounting:** a new investment advisor was appointed through the Request For Proposals (RFP) process.
- **Stakeholder Relations:** the 2013 conference had the highest attendance record and the 20<sup>th</sup> anniversary event was well attended by Council partners and stakeholders.

In addition, the Council issued a yearly Safety Codes System Report, which provided a three year retrospective on Council activities and those of key partners, as well as an assessment of the health of the safety codes system in Alberta. It can be viewed at [www.safetycodes.ab.ca](http://www.safetycodes.ab.ca).

# Report on Business Goals and Key Deliverables

This section reports on Business Goals and Key Deliverables by outlining the key actions undertaken, the results of those actions, a brief analysis for each goal, and key deliverable for each department.

## 1. ACCREDITATION

Accreditation is the empowerment of an organization to self-administer the Act in one or more of the technical disciplines within that organization's jurisdictional boundaries. Accreditation may be granted to municipalities, corporations, and agencies. At the close of 2013, there were 475 accredited entities (314 municipalities, 100 corporations, and 61 agencies).

<b>Goal 1.1</b>	<b>Administer a system to authorize qualified organizations to administer all or part of the Safety Codes Act within their jurisdiction</b>
<b>Key Deliverable 1.1</b>	<i>Obtain Coordinating Committee approval for revised Municipal and Corporate Accreditation policies by September 30, 2013.</i>
<b>Key Actions</b>	Accreditation policies were developed and written to match the mandated requirements of legislation. A consultation process, which included meetings with identified key stakeholders and written communication with all others, was initiated to provide an opportunity for all accredited stakeholders to be represented.
<b>Results</b>	The revised Municipal and Corporate Accreditation policies were approved on December 2, 2013. First Rights Policy was repealed on December 2, 2013.
<b>Analysis</b>	The accreditation policies now provide greater clarity to the roles and responsibilities of accredited organizations.

<b>Goal 1.2</b>	<b>Ensure established Quality Management Plan (QMP) requirements are sufficient, appropriate, and relevant</b>
<b>Key Actions</b>	Identify and record requirements to standardize the QMP for the Electrical Utilities discipline. Consider and record requirements to update QMP for the Fire discipline.
<b>Results</b>	Increased relevance of the QMPs for Electrical Utilities and Fire discipline.
<b>Analysis</b>	As the Electrical Utilities discipline is unique, it poses challenges to standardizing some of the requirements; therefore, the QMP needs to be addressed on a case-by-case basis.

<b>Goal 1.3</b>	<b>Increase the number of accredited organizations working under the current QMP model</b>
<b>Key Actions</b>	Incorporate a strategy to identify and transition organizations to using the Uniform Quality Management Plan.
<b>Results</b>	24 QMP amendments were completed for corporations, 27 QMP amendments were completed for municipalities, and 2 QMP amendments were completed for agencies.
<b>Analysis</b>	Increased use of the Uniform Quality Management Plan enhances the Council's ability to assess how organizations are performing with respect to how they administer the Safety Codes Act in their jurisdiction.



## 2. CERTIFICATION AND DESIGNATION

The Council administers the certification and designation of SCOs in accordance with the *Act*. SCO certification is issued to individuals who meet the qualifications and complete required training. A designation of powers is required for SCOs and permit issuers to exercise authority under the *Act* while employed by accredited organizations. Council staff works closely with the sub councils to ensure that certification requirements for SCOs remain appropriate and relevant. At the end of 2013, there were 2615 certified SCOs, 2040 of which held a designation of powers for one or more accredited organizations.

<b>Goal 2.1</b>	<b>Administer a system to certify and designate the necessary powers to competent Safety Codes Officers</b>
<b>Key Actions</b>	Timely processing of competency reviews, applications, and renewals. Develop a new Certification General policy that provides for the establishment of Certification sub committees to review applications and provide advice to the Administrator.
<b>Results</b>	Complete applications are generally processed within seven business days. Some applications require further review with the applicant and/or Technical Administrator at Municipal Affairs.
<b>Analysis</b>	Efficient and thorough processing of applications ensures the Council is serving individuals and accredited organizations in a timely and effective manner. A number of certification checklists and templates have been reviewed and revised so that applicants, accredited organizations and students have a better understanding of certification requirements and why their application was accepted or rejected.

<b>Goal 2.2</b>	<b>Ensure that certification requirements for Safety Codes Officers are appropriate and relevant</b>
<b>Key Actions</b>	Work with sub councils to review certification policies for Building, Fire, Plumbing, Gas and Electrical SCOs. Complete revisions to the Plumbing, Gas and Electrical policies.
<b>Results</b>	Plumbing, gas, and electrical SCO certification policies were updated and approved by the Coordinating Committee in fall 2013. All three revised policies added completion of Construction Safety Training Systems training through the Alberta Construction Safety Association as a certification requirement. Information about the addition of this requirement was distributed to all accredited employers in December 2013.
<b>Analysis</b>	Clarifying and updating the policies ensures greater understanding of certification requirements amongst applicants, SCOs, and employers. The new SCO certification policies ensure that all SCOs in the construction disciplines have basic awareness of construction site safety, and reflect current training requirements.

<b>Goal 2.3</b>	<b>Enhance quality of Safety Codes Officers</b>
<b>Key Deliverable 2.3</b>	<i>Consult with sub councils on the need for and feasibility of a continuing education program for SCOs, and present feedback and proposed program options and components to the TCC.</i>
<b>Key Actions</b>	All technical sub councils were consulted. Sub council feedback was presented to TCC, which approved the recommendation to move forward with stakeholder consultation. Established a project working group with representatives from all sub councils, the Education and Training Working Group, and Council staff.
<b>Results</b>	Presentations were made to TCC and all nine technical sub councils. A report on sub council feedback was presented to TCC. The working group developed a draft model for consultation with sub council members and the broader stakeholder audience that will be subject to wider consultation in 2014.
<b>Analysis</b>	The establishment of a project working group is working well, as members are able to keep respective sub councils apprised of project developments and make sure that the program recognizes unique features of each of the respective technical disciplines.

### 3. MASTER ELECTRICIAN PROGRAM

The Master Electrician Program manages and administers the examination and certification of master electricians across Alberta. At the conclusion of 2013, there were 4425 master electricians with active certifications and 1084 certifications held in abeyance.

<b>Goal 3.1</b>	<b>Administer a system to certify master electricians</b>
<b>Key Actions</b>	Process applications and mark exams within 10 business days of receipt. Review program policy with Master Electrician Working Group.
<b>Results</b>	Complete applications are processed and examinations marked within 10 business days. Failed exams are reviewed with applicants upon request. The Council and Working Group reviewed administrative requirements in program policy.
<b>Analysis</b>	Processing applications efficiently ensures the Council is serving clients in a timely manner while also ensuring the appropriate level of review of applications is undertaken. The Working Group met twice in 2013 and is advising the Administrator on developing an updated policy for consideration by the Electrical sub council in 2014.

<b>Goal 3.2</b>	<b>Ensure that certification requirements for master electricians are appropriate and relevant</b>
<b>Key Actions</b>	Consider requests from learning institutes and industry that code update courses be recognized as meeting program requirements. Review program exams and exam materials.
<b>Results</b>	Established a list of recognized code update courses. Started exam validation and update process in 2013.
<b>Analysis</b>	Exam validation and update process will continue through 2014. All exams are expected to be validated and based on the 2012 Canadian Electrical Code by early 2014.



<b>Goal 3.3</b>	<b>Enhance quality of master electricians</b>
<b>Key Actions</b>	Increase the Administrator's and Council's visibility in industry to raise awareness of the program with industry partners and associations.
<b>Results</b>	Council representatives attended and will continue to attend industry meetings to promote awareness of the program. A draft Code of Ethics is under development, and the Council is working to identify roles and responsibilities for master electricians as part of the review and update of program policy.
<b>Analysis</b>	A variety of code update courses are recognized by the Administrator to allow masters to meet program requirements, which will promote visibility of the program within industry. Identifying and clarifying roles and responsibilities of master electricians will allow program policy and exams to focus on specific learning objectives and industry needs.

#### 4. EDUCATION AND TRAINING OF SAFETY CODES OFFICERS

The Education and Training Department develops new courses, updates existing courses, and delivers training so that SCOs can achieve competency in their respective disciplines and meet certification requirements. 2013 saw a total of 1414 course registrations and 14 courses revised, primarily in the Electrical and Building disciplines.

<b>Goal 4.1</b>	<b>Deliver a high quality training program that is accessible and responsive to the needs of aspiring and current SCOs, permit issuers, and their employers</b>
<b>Key Deliverable 4.1</b>	<i>Begin implementation of a learning management system to provide online training for our students.</i>
<b>Key Actions</b>	Issue a Request For Proposals and select a vendor for migration of two online courses using the Moodle Learning Management System.
<b>Results</b>	Two courses were made available through online delivery: <i>Plumbing Group A, National Plumbing Code 2010</i> , and <i>Introduction to the Safety Codes System in Alberta</i> .
<b>Analysis</b>	Students have enhanced, more accessible learning experiences through increased use of multi-media and interactivity with course materials and other students. Students receive immediate feedback on how well they performed on quizzes and information on the items they answered incorrectly. Students may take these as often as they wish, as a different self-test or exam is generated each time, thereby reinforcing learning and preparing them for the final exam.

<b>Goal 4.2</b>	<b>Develop training materials that are current and relevant, and that meet the learning and certification needs of SCOs and their employers.</b>
<b>Key Actions</b>	Revise Electrical Group A and B, Plumbing Group A, Building, and Fire courses, and develop code update training. Develop a new course on administration and compliance monitoring. Develop content on new SCO Code of Ethics for inclusion in the Introduction to the Safety Codes System in Alberta course.
<b>Results</b>	Alberta Utility Code update training for Electrical Group B SCOs was developed but the revision of the Electrical Group B technical course has been delayed. The Council does not have a final draft of the Alberta Building Code (ABC), resulting in some delays for revisions of Building Courses. This work will be completed in 2014.
<b>Analysis</b>	SCOs have accurate and relevant code knowledge in their respective disciplines, which they apply to their inspection and enforcement activities, thereby contributing to a safer Alberta.

## 5. INVESTIGATIONS

The Council investigates complaints against accredited organizations or certified or designated individuals respecting their conduct, performance, and/or competence. Complaint Investigators are independent, reporting directly to the Director of Operations with reports to the Administrators holding authority in the area of the complaint, for the Administrator to act on as necessary. In addition to conducting complaint investigations, the Council's Investigation policies were reviewed and revised.

<b>Goal 5.1</b>	<b>Investigate concerns and complaints received about the conduct or performance of accredited organizations, Safety Codes Officers, Permit Issuers, or Master Electricians, and when necessary, take appropriate action to address complaints</b>
<b>Key Actions</b>	Conduct comprehensive complaint investigations and file findings with the appropriate Administrator(s).
<b>Results</b>	22 new investigations were initiated, with 13 investigations being concluded.
<b>Analysis</b>	Issues presented vary in subject matter, complexity, and location within the province; therefore the time and resources to conduct and compile investigation findings vary.

<b>Goal 5.2</b>	<b>Develop and publish website information regarding the investigation process, including outcomes</b>
<b>Key Actions</b>	Provide public information on filing of complaints, the complaint process, and what to expect.
<b>Results</b>	Discussions with Stakeholder Relations regarding placing information on the Council's website were undertaken.
<b>Analysis</b>	This is a work in progress with the Council's Stakeholder Relations.

## 6. APPEALS

The Council administers a quasi-judicial process using the principles of natural justice to hear appeals of Orders or written notices issued under the Act. At the end of 2013, the Council received 10 Notices of Appeal and heard 8 appeals.

<b>Goal 6.1</b>	<b>Administer a fair, objective, and accessible safety codes appeal system</b>
<b>Key Actions</b>	Using the Principles of Natural Justice, process appeals in a timely manner, reflecting the complexity of the appeal.
<b>Results</b>	The average number of days from Notice to Hearing Date was 121 and the average number of days from hearing to written decision was 31.
<b>Analysis</b>	The average number of days from Notice to Hearing Date is higher than desired due to postponements of a joint fire and building hearing. The first postponement was due to the Appellant's request to get an engineering report, and the second postponement due to the flooding in Calgary.

<b>Goal 6.2</b>	<b>Provide a transparent appeal system that informs and educates stakeholders about Council appeal decisions and the appeal process</b>
<b>Key Deliverable 6.2 A</b>	<i>Provide, through web delivery, the publication of Council appeal decisions.</i>
<b>Key Actions</b>	Publish appeal decisions on Council website within 60 days of written decision, allowing for appropriate waiting periods.
<b>Results</b>	Appeal decisions are posted to the Council website when all waiting periods and levels of court appeal are completed.
<b>Analysis</b>	These actions have increased transparency and accountability by providing public access to the Council's appeal decisions.
<b>Key Deliverable 6.2 B</b>	<i>Provide, through web delivery, the publication of practical information about the Council appeal process.</i>
<b>Key Actions</b>	Work with Stakeholder Relations to design Appeals website content. Develop information targeted for SCOs and appellants so that they can be better prepared for appeals.
<b>Results</b>	Relevant and helpful information was and will continue to be provided to anyone interested in the Council's appeal process.
<b>Analysis</b>	These actions improve the Council's public profile and the public's understanding of Council activity through education. The website information provides a familiarity with the appeal process by explaining each step of the process and answering frequently asked questions.

## 7. SAFETY CODES AND STANDARDS

The relevant sub councils review regulations, codes, and standards before recommendations are made to the Minister that they be adopted for use in Alberta. In 2013, 8 codes or regulations were recommended for adoption. The activities of the sub councils for 2013 are detailed on page 23-30 of this report.

<b>Goal 7.1</b>	<b>Work with safety codes system partners to develop safety codes and standards, and recommend their adoption to the Minister of Municipal Affairs</b>
<b>Key Deliverable 7.1</b>	<i>Design and implement a system to monitor and manage the code review process to facilitate timely adoption of codes and standards while maintaining a high level of safety in the built environment.</i>
<b>Key Actions</b>	Budget requirements established and start-up planning occurred.
<b>Results</b>	Electronic management system of the codes, standards, and regulations impacting the Council and its stakeholders.
<b>Analysis</b>	Initial analysis determined the need for an additional resource to oversee the implementation and oversight of this project.

## 8. ELECTRONIC BUSINESS SOLUTIONS (EBS)

The Council's eBS Department specializes in information technology and information management. The department develops and maintains software applications required to administer the safety codes system, provides service desk support and assistance to external stakeholders and clients, and promotes the innovative use of technologies to enhance the safety codes system.

<b>Goal 8.1</b>	<b>Provide the Safety Codes Council staff and our customers, partners, and stakeholders with access to technology, applications, and information required to meet their business needs.</b>
<b>Key Deliverable 8.1 A</b>	<i>Develop and implement a variance management system.</i>
<b>Key Actions</b>	Work with Council colleagues and Software Development Consultants on the following: system design, development, and testing; coordinating software updates; software testing; and managed project issues.
<b>Results</b>	An improved web based system to manage variances that is accessible by SCOs. Once rolled out to SCOs on a province-wide scale, the data can be validated at time of data entry (source).
<b>Analysis</b>	This software captures data at a greater level of detail, improving overall variance data quality.

<b>Goal 8.2</b>	<b>Enable public access to information on Orders and Variances</b>
<b>Key Actions</b>	Work with Council colleagues and Software Development Consultants on the following: system design, development, and testing; coordinating software updates; and managed project issues.
<b>Results</b>	System is ready to be implemented into production, subject to one additional round of User Acceptance Testing.
<b>Analysis</b>	Public access to this information will increase transparency within the system and enhance the public's understanding of the safety codes system.

## 9. GOVERNANCE AND ACCOUNTABILITY

Responsibility for Governance and Accountability falls with the CEO and Policy Manager to ensure that the Council's policy, planning, and reporting systems are relevant and evolving to reflect the current roles of the Council's business departments and sub council needs.

<b>Goal 9.1</b>	<b>Operate and maintain an effective governance strategy</b>
<b>Key Actions</b>	Produce the Business Plan, Strategic Plan, Annual Report and Safety Codes System Report.
<b>Results</b>	Council reporting and planning documents are available for stakeholders, MA, and Council staff.
<b>Analysis</b>	Increased knowledge for the Council, its Governing Board, and stakeholders on Council activities. Many of the documents are evolving and improvements were made to increase the relevance of the documents.

<b>Goal 9.2</b>	<b>Maintain relevant and up-to-date policies and bylaws for the Council</b>
<b>Key Actions</b>	Work with Council departments to identify amendments and new policies, coordinating the approval process and publishing of policies.
<b>Results</b>	Policies are reviewed, amended, and developed in collaboration with Council program areas and posted to the website and intranet in a timely manner.
<b>Analysis</b>	Council policies reflect the strategies, activities, and culture of the Council.



## 10. AUDIT

The Council's Audit Department assists accredited organizations and their employees in ensuring that the safety codes system is effective, responsive, and accountable to the people it serves. It does this by conducting audits and analyzing the results of audits and other reviews completed internally by the accredited organization or by MA. The department staff assists accredited organizations by providing them with the knowledge and tools necessary to improve their administration of the safety codes system within their jurisdiction.

The department conducted 16 municipal audits and reviewed 191 audits, the latter of which is an aggregate of SCC, MA, and internally conducted audits of accredited municipalities and accredited corporations. In 2013, 133 external municipal audits, 4 internal municipal audits, 9 external corporate audits, and 45 internal corporate audits were conducted.

Audit findings confirmed that the majority of safety codes activities are effectively managed. There are some areas of inconsistency such as application/follow-up of processes related to code compliance and fees, including the Council levy application.

<b>Goal 10.1</b>	<b>Monitor the activity of accredited organizations and their staff to identify best practices and areas needing improvement</b>
<b>Key Deliverable</b>	<i>Facilitate the transition of monitoring activity in the Fire discipline from Municipal Affairs to the Council during 2013 and 2014.</i>
<b>Key Actions</b>	Develop and implement an audit program for accredited organizations.
<b>Results</b>	Developed and refined the audit process and auditing plan.
<b>Analysis</b>	Accredited municipalities have increased knowledge of the application, expectations, roles and responsibilities in safety codes administration as well as improved administration of safety codes by accredited municipalities and their contractors. Audit findings confirmed that the majority of safety codes activities are effectively managed. There are some areas of inconsistency, such as application/follow-up of processes related to code compliance and fees, including the Council levy application.

<b>Goal 10.2</b>	<b>Communicate audit findings to appropriate parties to maintain and improve administration of the safety codes system</b>
<b>Key Actions</b>	Develop and maintain a system to record trends, best practices, and areas needing improvement. Develop a communications plan to include trends, best practices, issues, and significant events. Maintain communication as appropriate with accredited organizations and their staff, the Coordinating Committee, Council Management, MA, and Council staff.
<b>Results</b>	Completed audits, reports, and assessments of findings. All issues and concerns observed have been reported to the appropriate Council Department.
<b>Analysis</b>	Accredited municipalities have increased knowledge of the application process and the requirements of safety codes administration, leading to improved administration within local jurisdictions.

## A. ACCOUNTING

The Accounting Department monitors the Council's financial health and works with other Council departments to improve accounting systems that impact staff and relevant stakeholders.

<b>Goal A.1</b>	<b>Provide accurate financial information to our internal and external clients and partners</b>
<b>Key Actions</b>	Strict adherence to collections process to ensure annual, monthly, and quarterly fees/levies are remitted as required by Council Policy and the Act.
<b>Results</b>	Monthly revenues track more closely to budget and comply with policy and the Act.
<b>Analysis</b>	Revenues are collected in a timely manner to smooth cash flow and track to monthly budget amounts, reducing variances to budget.

<b>Goal A.2</b>	<b>Work with eBS to utilize technology to streamline accounting processes</b>
<b>Key Actions</b>	Develop online expense reporting prototype.
<b>Results</b>	Delayed for 2013. Online expense reporting prototype will be tested in 2014.

<b>Goal A.3</b>	<b>Issue RFP for Provision of Investment Advisor Services for the Council's Investment Portfolio</b>
<b>Key Actions</b>	RFP package prepared and posted on Alberta Purchasing Connection (APC) in 1st Quarter.
<b>Results</b>	Appointment of new investment advisor through transparent RFP process. Portfolio assets transferred from Scotia McLeod to Jarislowsky Fraser Limited (JFL) and rebalanced.
<b>Analysis</b>	JFL, a professional dedicated portfolio manager, will manage the Council's investment portfolio to comply with Council's investment policy and objectives. APC used to manage this process and produced some excellent responses from interested parties.

## B. HUMAN RESOURCE MANAGEMENT

The Human Resources Department (HR) works with Council management to ensure staffing requirements are aligned and sufficient to meet Council's Business Plan. HR assists with orienting new employees and reviewing or developing necessary policies to ensure that the Council is current and competitive within industry practices.

<b>Goal B.1</b>	<b>Manage the development of employees to ensure effective succession and growth, and the viability of the Safety Codes Council</b>
<b>Key Actions</b>	Continue to develop and update a formal succession plan for management and staff. Ensure staff own and develop a career plan and professional development plan.
<b>Results</b>	Succession and career and development plans are included as sections in the performance appraisal form. Council plan is updated throughout the year to reflect personnel changes.
<b>Analysis</b>	Council-wide succession plan is in place, providing staff a formal plan for advancement and career growth which promotes staff engagement and loyalty. These plans allow management to identify potential successors for key positions through systematic training and evaluation.

<b>Goal B.2</b>	<b>Review all Human Resource Policies and Procedures</b>
<b>Key Actions</b>	Seek input from staff about areas for improvement/change through an employee survey. Standardize human resource forms used, data entry, and tracking processes. Standardize recruiting and on-boarding processes. Complete review of all HR policies.
<b>Results</b>	Survey results presented at staff meeting. Revised onboarding process and paperwork. Forms available through HR's intranet site are standardized. Revised HR policies presented to the Coordinating Committee as appropriate in addition to new policies that were developed.
<b>Analysis</b>	HR policies are reflective of current legislation and employment practices. HR procedures have been formalized and staff members have been made aware of the processes. Onboarding procedures provide new employees a more global view of the Council, which has received positive feedback.



### C. STAKEHOLDER RELATIONS

The Stakeholder Relations Department works towards creating for Albertans a clear understanding and awareness of the safety codes system and their responsibilities within that system. The department assists all Council departments in their communication needs and collaborates with MA to increase public knowledge of the safety codes system.

<b>Goal C.1</b>	<b>Enhance the relationship of the Safety Codes Council with partners and stakeholders</b>
<b>Key Actions</b>	Deliver two key partner events: the 2013 Conference and the 20 <sup>th</sup> Anniversary Celebration. Council staff attended 3 career fairs and 12 trade shows, promoting the Council to its partners and industry.
<b>Results</b>	Highest conference attendance to date, and the 20 <sup>th</sup> anniversary event was well attended by Council partners.
<b>Analysis</b>	Industry partners have become more familiar with the Council, as evidenced by increased sponsorship at the conference and requests for the Council staff to attend similar conferences.
<b>Goal C.2</b>	<b>Coordinate and oversee the Council's consultation process</b>
<b>Key Actions</b>	Oversaw the consultation process for the revision of the levy fee structure.
<b>Results</b>	Summary report, recommendation, and supporting rationale were submitted to the Minister.
<b>Analysis</b>	Awaiting Ministerial response.
<b>Goal C.3</b>	<b>Assist Council departments with developing and implementing effective communication plans and initiatives</b>
<b>Key Actions</b>	Worked with training and certification departments to develop a marketing and communication strategy for the revised Building Certification. Supported the President and CEO by organizing quarterly staff meetings, meetings with MA, and managers' meetings.
<b>Results</b>	Improved structure and communication amongst departments and with MA.
<b>Analysis</b>	The Council is now presenting a more consistent and unified message internally and externally.

<b>Goal C.4</b>	<b>Enhance the effectiveness of the sub councils</b>
<b>Key Deliverable</b>	Develop and launch a new Council member web portal to access information and discussion forums, and improve communication amongst members and sub councils.
<b>Key Actions</b>	Develop and launch a new Council member web portal.
<b>Results</b>	A secure, web based, permissions driven web portal was custom designed to allow the storage of information, retention of intellectual capital, remote dialogue, and access to Council information.
<b>Analysis</b>	Improved flow and retention of information for the Council. An overview of the portal was presented at the 2013 Conference and feedback on the design and features was very positive.

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## Report on Strategic Plan

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While the Council continues to maintain a high level of activity in its core business departments to support the provincial safety codes system, work on four strategic issues was undertaken in recognition of immediate enhancements necessary to the evolution of the safety codes system and the Council's role within it. These strategic issues were addressed through work completed on the Council's 2013-2015 Business Goals. A brief overview of each issue is presented below with details on some of the key work completed to achieve change.

<p><b>STRATEGIC ISSUE 1:</b></p> <p><b>OVERSIGHT AND ACCOUNTABILITY OF SAFETY CODES OFFICERS (SCOs) AND ACCREDITED ORGANIZATIONS.</b></p>	<p>Council will work to improve oversight and accountability of accredited organizations and SCOs. The work will focus on:</p> <ul style="list-style-type: none"> <li>• Improving oversight of accredited organizations and their SCOs to ensure Quality Management Plans are fulfilled;</li> <li>• Ensuring there is a clear understanding of consequences; and</li> <li>• Improving complaint investigation processes.</li> </ul>
<p>In 2013 the work undertaken to address Issue 1 included:</p> <ul style="list-style-type: none"> <li>• The promotion of ongoing learning and participation in the safety codes system amongst SCOs;</li> <li>• Beginning the transition of monitoring activity for the fire discipline from MA to the Council;</li> <li>• Revised Municipal and Corporate Accreditation polices;</li> <li>• Process undertaken to standardize the QMP;</li> <li>• Process to review certifications policies for building, fire, plumbing, gas and electrical SCOs was undertaken; and</li> <li>• The Council Investigation policy was developed.</li> </ul>	

## STRATEGIC ISSUE 2:

### INFORMATION & RISK MANAGEMENT

Council will work toward improvements in collection, analysis, and dissemination of safety codes system information and knowledge. The focus was on:

- Making improvements to the information collection system, which are projected to include: searchable databases regarding code items, land and title based searches, and objective based codes database; and
- Council continuing to work collaboratively with MA and the three Delegated Administrative Organizations in achieving this goal.

In 2013 the work undertaken to address Issue 2 included:

- The development and implementation of the electronic Variances and Orders Management System;
- Process initiated to publicly provide complaint investigation process and outcomes on the Council's website; and
- Appeal decisions are now published on the Council's website.

## STRATEGIC ISSUE 3:

### VOLUNTEER AND NOMINATING ORGANIZATION ENGAGEMENT, RETENTION, AND RECOGNITION

Council will examine the current sub council model and the members' functions in order to reinvigorate involvement with sub councils. The examination will include:

- Engaging sub council members and their nominating organizations to understand what their current functions are; and
- What they believe their functions should be in the future.

In 2013 the work undertaken to address Issue 3 included:

- The development and launch of the sub council member web portal to access information and discussion forums, and to improve communication among sub council members and the sub councils.

## STRATEGIC ISSUE 4:

### PUBLIC AWARENESS

Council will work to improve its public profile and public understanding of the Council through education and engagement. The Council will collaborate with MA to increase public knowledge about the safety codes system and the roles and responsibilities of the organizations and individuals within it.

In 2013 the work undertaken to address Issue 4 included:

- Online publishing of Appeals process guideline and Appeal decisions;
- Near completion of the Variances & Orders Management System;
- Discussions with Municipalities of Calgary and Edmonton on policies;
- Dissemination of Business Plan, Annual Report, and Safety Codes System Report to Stakeholders and general public through the Council's website;
- Delivery of two key stakeholder events: 2013 Conference and the 20<sup>th</sup> Anniversary Celebration; and
- Launch of the sub council web portal for their communication needs.



## Sub Council Activities

The Council coordinates the ten volunteer-driven sub councils representing the amusement rides, barrier free, boilers and pressure vessels, building, electrical, elevators, fire, gas, passenger ropeways, and plumbing disciplines. Associations, societies, and organizations representing business, labour, municipalities, technical organizations, educational institutes, the public at large, and persons with disabilities nominate sub council members. Sub councils meet to discuss codes, standards, trends, and issues related to their respective technical disciplines and the safety codes system as a whole. Small working groups are formed to address specific concerns or tasks.

In 2013 there were a total of 39 sub council meetings. All sub councils received a presentation on the Council's new web portal to facilitate the transfer of information and the storage of information related to their meetings. Additionally, the Administrator of Certification presented or submitted information to all sub councils about a project to establish a professional development program for SCOs.

The sections below list the members of the sub councils followed by summaries of their activities and working groups, including recommendations put forward regarding codes, regulations, STANDATA and policy, key decisions made, presentations, information or reports received, reviewed, and discussed, and key discussions.

### AMUSEMENT RIDES TECHNICAL COUNCIL (ARTC)

Barbara Peter, Chair (Risk & Insurance Management)  
Dean Treichel, Vice-Chair (Small Outdoor Amusement Parks)  
John Hewitt, Vice-Chair (Professional Engineers)  
Vacant (Fairs and Exhibitions)  
Michael Klebanov (Large Indoor Amusement Parks)  
Mike Kryzanowski Jr. (Small Portable Ride Operators)  
Paul Burgess (Large Portable Ride Operators)  
Norman Mathew (Public at Large).

The ARTC members held one meeting in 2013, will be moving forward on recommending two codes for adoption, and engaged in three key discussions within the amusement rides industry: zip lines, Go Karts, and inflatable devices. ARTC works closely with the Delegated Administrative Organization - [Alberta Elevating Devices and Amusement Rides Safety Association \(AEDARSA\)](#).

In terms of codes, in early 2014 the CSA Z267 and ASTM F24 codes will be harmonized; the ARTC reviewed them and will be moving forward on their adoption.

With regards to zip lines, a working group is in the process of creating a regulation for these devices based on British Columbia

and Ontario's regulations. The second key discussion, Go Karts, focused on whether they should be regulated, which has been the subject of debate for several years. There are pros and cons to regulating this amusement ride, which has stalled the decision to move forward. In an effort to determine the best course of action, the ARTC will attempt to bring industry representatives together to discuss and decide on the appropriate course of action.

The third key discussion regarded inflatable devices, which are becoming an increasingly contentious issue for AEDARSA to oversee as their popularity and access to them continues to grow. Currently, these devices are regulated; however, overseeing them is becoming more and more difficult to manage. The ARTC would like to further review and seek comment from industry to provide direction on next steps.

## BARRIER FREE COUNCIL (BFC)

Mark Iantkow, Chair (Visual Disabilities)  
Bob Macklon, Vice-Chair N. (Agility Disabilities)  
Harold Wicke, Vice-Chair S. (Code Enforcement)  
Cindy Gordon (Hearing Disabilities)  
Yvette Werenka (Public at Large)  
Stan Lennox (Non-residential Building Management)  
Jean Greer McCarthy (Home Construction)  
Roger Laing (Aging Population)  
Edgar Jackson (Mobility Disabilities)  
Mary Aubrey (Residential Apartment & Condominium Owners/Managers)  
Briana Strachan (Communication Disabilities)  
Vacant (Construction)  
Ron Wickman (Barrier Free Design)

The BFC held four meetings in 2013 and reviewed four key discussions: sub council governance, policy change recommendations, Alberta Building Code recommendations, and the review of public safety concerns during construction and special events.

In terms of sub council governance, there was a 50% turnover of the original BFC members in 2013, with more scheduled to retire in 2014 including the chair. As a result, much of 2013 was spent reviewing the Terms of Reference, Vision, Mission and Values, and succession planning. BFC also spent time educating new members and some of their nominating organizations, and hearing presentations from the Deaf and Hard of Hearing Association and the Canadian Paraplegic Association.

Regarding the second key discussion, the BFC submitted two policy change recommendations to the Minister in 2013. The first, regarding stadium or event seating, recommended 1% of all seats be allotted for Barrier Free seating. Secondly, they recommended that 1% of all hotel rooms be designated barrier free.

In the third key discussion, the BFC reviewed and made recommendations to the Building Technical Council on the proposed Alberta Building Code regarding barrier free requirements.

Lastly, the BFC began reviewing responsibilities for public safety during construction and special events, particularly as it impacts the barrier free path of travel.

## BOILERS & PRESSURE VESSELS TECHNICAL COUNCIL (BPVTC)

Brian Lade, Chair (Heavy Oil & Oil Sands)  
Izak Roux, Vice-Chair (Contract Chief Inspectors)  
Marvin Kossowan (Pressure Vessel Manufacturing Industry)  
Gary Codner (Power Engineers)  
John Wolff (Electrical Utilities)  
Magdi Ghobrial (Professional Engineers)  
Allan Belter (Pressure Welders)  
Todd Loran (Petroleum Industry)  
Brian Granthum (Pulp and Paper Industry)  
Dénis Côté (Education and Training)  
Vacant (Construction and Maintenance of Pressure Equipment)  
David Miller (Petrochemical Industry)  
Mike Clancy (Building and Heating Plants)  
Terry Wiseman (Public at Large).

The BPVTC held eight meetings and established two working groups in 2013. It made five regulation and/or code recommendations, heard several presentations, received and reviewed numerous reports, and had several key discussions. The BPVTC developed and recommended adoption of amendments to the Power Engineers Regulation. It established a working group that met seven times to develop and review regulatory amendments and administrative guidelines that addressed the following issues: the use of alternative instrumentation and control and remote monitoring technologies; building operations; thermal liquid heating systems; training and certification requirements for power engineers, operators of steam powered traction engines and fired process heaters for upstream facilities and integrated steam process plants and processes.

The BPVTC reviewed and recommended adoption of updated codes and standards under the Pressure Equipment Safety Regulation, including the 2013 editions of the ASME Boiler and Pressure Vessel Code and the CSA B52 Code, and for the adoption of the updated CSA B51 Code, which will be available in early 2014. A number of revisions to these national and international codes were based on proposals from Alberta that were previously reviewed and endorsed by the sub council.

The second working group reviewed potential adoption of Section VIII Division 2 of the ASME Code for Boilers and Pressure Vessels. The group held six meetings and developed recommendations regarding the adoption of that portion of the ASME Code with several key conditions being applied; the adoption and the associated conditions were subsequently approved by the sub council. After presentations from the Alberta Welder Optimization Committee (AWOC) on proposed recommendations for the Pressure Welders Program and changes to the Pressure Welders Regulation, the sub council endorsed the implementation of changes to the Pressure Welders Program through the Administrator's requirements, and recommended that MA proceed with regulatory amendments to address some of the additional proposals brought forward by AWOC.

The presentations heard at the BPVTC covered a range of topics, including:

- Power engineering education statistics;
- Expiry of the variance on site-specific gas fired process equipment (presented by the Gas Technical Administrator); and
- Activities at ASME and CSA Code committees.

The BPVTC reviewed a draft of the competency guidelines for in-service inspectors and provided feedback to the Administrator. It reviewed and discussed the qualifications and training for Non-Destructive Examination personnel.

A key discussion was held pertaining to industry concerns about correct use of Overpressure Protection by System Design and the fulfillment of some Administrator requirements established in new Alberta Boilers Safety Association documents. The BPVTC also asked MA to provide additional clarification about expectations for documentation replacements or improvements for existing pressure plants and pressure piping facilities. It also discussed concerns about safety management of liquefied natural gas distribution and sales facilities.

The BPVTC discussed sub council planning, structure, and operations, and scheduled a planning day in early 2014 to further discuss and implement changes.

## BUILDING TECHNICAL COUNCIL (BTC)

**Don Dessario**, Chair (House Builders)  
**Russell Croome**, Vice-Chair N. (Fire Officials)  
**Ann Perry**, Vice-Chair, S. (Large Municipalities - City of Calgary)  
**Mark Brodgesell** (Large Municipalities - City of Edmonton)  
**North Darling / Brad Watson** (Urban Municipalities)  
**Bruce Schultz** (Building Officials)  
**Gregory Beck** (Architecture)  
**Barry Laviolette** (Professional Engineers)  
**Ken Gibson** (General Contractors)  
**Steve Walton** (Building Owners)  
**Vacant** (Rural Municipalities)  
**Kenneth Roskell** (Mechanical Contractors)  
**Scott Lee / Ingo Viehweger** (Consumer Protection)  
**Colin Friesen** (Large Developments)  
**Len Bryden** (Labour)  
**Robert Zifkin** (Public at Large).

The BTC held six meetings in 2013. It reviewed one STANDATA and made decisions on another, and reviewed recommendations regarding the Alberta Building Code. The BTC also made decisions regarding SCO training and certification, their role in national level codes, and permits for stages and large tents. It heard three presentations, received and reviewed numerous reports, and had many key discussions on a variety of topics.

Regarding STANDATA, the BTC reviewed STANDATA 06BCI 016 – Stairs in dwelling units, and a decision was made to support adopting the STANDATA – Elevator Fire Fighter Emergency Operation (FEO). The BTC reviewed feedback from the consultation on the proposed Alberta Building Code Alberta-specific code changes and accepted most of MA's recommendations regarding the changes, but not all.

Six working groups covered a range of activities. The Fire Stop Systems Working Group presented a report on the five different types of engineering judgements developed by the Engineering Judgements. A report was received on non-waterborne systems from the Committee on Composting, Incinerating and Bio-recycling Toilets. Reports were received from BTC/FTC Joint Working Group. Reports were received from the Professional and Constructor Responsibilities Working Group. An attempt to establish a joint

terms of reference with Manufacturers Association for Relocatable Structures to establish a working group on relocatable structures was not successful. A working group was formed to work with the Acting Chief Building Administrator to properly define green roofs and to determine whether they are a type of furnishing or an actual part of the building.

BTC reviewed a number of matters related to SCO training. In order to retain certification, mandatory code update training on the new Alberta Building code 2013/14 will be required. In addition, those SCOs who are certified to inspect buildings affected by the 2011 National Energy Code for Buildings will be required to take mandatory training on that code, and all SCOs will be required to take code update training on the new Energy Efficiency requirements in Section 9.36 of the Alberta Building Code – 2013/14. BTC approved the new Building SCO Certification levels and approved, in principle, the new training structure.

Significantly, BTC decided to formally participate in the consultation process for future public review stages of the National Building Code and the National Fire Code. A decision was reached after receiving information regarding Notice on Permits for Stages and Tents to recommend to the Acting Chief Building Administrator to revise the Notice to include references.

The BTC heard a presentation from the Chief Plumbing and Gas Administrator and the Chair of the Plumbing sub council regarding regulatory responsibility for medical gas, hydronic heating and composting toilets. It also heard a presentation on and discussed a new certification levels matrix and the definition of what constitutes relevant work experience.

Several reports were received by the BTC including a report on the TCC meetings. Reports were received on:

- The Alberta Building Code from the Acting Chief Building Administrator;
- Unvented ethyl-alcohol fuel burning decorative appliances;
- Roof failure, snow loads and the Canadian Farm Building Code; and
- Barrier free design which was presented at the Alberta Disabilities Forum.

There were many engaging discussions at the BTC in 2013 including:

- Mould beneath stucco;
- Ten minute response time for emergency responders;
- ICF combustible forming on non-combustible buildings;
- Handrails, especially for those with disabilities;
- Structural insulated panels and inconsistencies across the province;
- Tenant storage in parkades and ongoing different interpretations; and
- The importance of including a pre-occupancy checklist that identifies fire department specific requirements in the training program for building SCOs.

## ELECTRICAL TECHNICAL COUNCIL (ETC)

**Stan Misyk**, Chair (Electrical Safety Codes Officers)  
**Kevin Harrison**, Vice-Chair N. (Education and Training)  
**Jim Porth**, Vice-Chair S. (Large Electrical Utilities)  
**John Briegel** (Labour)  
**Brian Magega** (Large Municipalities - City of Edmonton)  
**Darcy Teichroeb** (Electrical Contractors)  
**Allan Nagel** (Rural Electrification Areas)  
**Daryl Schmidt** (Electrical Manufacturers)  
**Roy Etwaroo** (Professional Engineers)  
**Bill McAllister** (Municipalities)  
**René Leduc** (Oil and Gas Processing Industry)  
**Ron Derworiz** (Petrochemical Industry)  
**Larry DeWald** (Electrical Standards/Testing/Certification Organizations)  
**Stewart Purkis** (from Sept. 2013) (Small Municipal Electrical Utilities)  
**James Rivait** (Public at Large)  
**Shane Hoogenboom** (Large Municipalities - City of Calgary)

The ETC held four meetings in 2013 and had many active working groups. The ETC made four code recommendations, reviewed seven STANDATA, made two decisions regarding Electrical SCOs, reviewed their matrix and the proposal for continuing education of SCOs, and had several other key discussions.

The ETC received updates from several working groups about staying current with standards and industry changes including Electrical Code Committee, the Oil & Gas Code Committee, and the Canadian Electrical Code Committee. The activities of the Alberta Electrical Industry Codes and Technical Conference Committee were reviewed and its functions were moved to Stakeholder Relations at Council. The Master Electrician Advisory Group was discussed and it was noted that improvement to the program continues.

The ETC recommended adoption of the CEC 22nd Edition. It also requested follow-up with MA respecting the time taken to adopt codes. The ETC also reviewed the printing of codes and acquiring of codes. It recommended the Electrical Utility Code for adoption after reviewing the electrical items. Additionally, the ETC reviewed and recommended for adoption the Electrical Code Regulation and the Code for Electrical Installations at Oil & Gas Facilities.

The STANDATA reviewed covered a large range of areas, including a review of existing STANDATA in relation to the new code, the process to reissue, and the necessary inclusion of the Administrator's authority to reissue without specific acceptance from ETC. Other STANDATA reviewed included:

- Farm Service Economizer Equipment, review of the old farm service economizer equipment and development and issuance of a STANDATA;
- ULC Approval of Fire-Rated Cables, review of the updated ULC standard and updating of the STANDATA;
- Patient Care Area STANDATA review, development and issuance of the STANDATA and proposal to CSA to consider different equipment for use in homes;
- Outdoor Receptacles, review of code requirements and industry practice toward the development of a STANDATA;
- Section 32, review of circuit sizing requirements resulting in a recommendation being forwarded to CSA and the development and issuance of a STANDATA;
- Flood Mitigation Disaster Recovery Program, review of the flooding in southern Alberta and subsequent STANDATA; and
- Product Certification, review and reissuance of the existing STANDATA.

The ETC made two decisions regarding SCOs. In conjunction with the Administrator of Certification, it reviewed and recommended the Council's policies respecting certification of Electrical SCO Qualifications. It reviewed the new code material and updated course material for Electrical SCOs who will be required to take the update training within one year of the course being made available.

The ETC reviewed concerns regarding Single Family Service Calculations and the need for utilities to be aware of development proposals. It also reviewed the code submission process and recommended that the Council include information on its website for code submissions. The ETC reviewed the AEUC Variance and provided a reissuance for another three years. A review of Corporate Accreditation practices and permitting requirements was completed. A review of processes undertaken by MA and the Council about items reported regarding Unapproved Wire Methods Mundle Anchors product, and industry use was reviewed. Lastly, the ETC noted that review and research on Prefabricated Modular Department Permit Requirements is continuing.

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## ELEVATORS TECHNICAL COUNCIL

**Jim Brownlee**, Chair (Professional Engineers)  
**John Carswell**, Vice Chair S. (Elevator Owners)  
**Bob Palamarek**, Vice-Chair N. (Real Estate Industry)  
**Calvin Austrom** (Small Manufacturer and Handicapped Lifts Industry)  
**Scott Gavin** (Elevator Maintenance)  
**Jeff Hunter** (Large Manufacturers)  
**Robert Logee** (Labour)  
**Amir Hemani** (Architecture)  
**Vacant** (Building Owners)  
**Trevor Doell** (Construction Contractors)  
**Suresh Sundaram** (Public at Large)

The Elevators Technical Council met once in 2013. It reviewed the new elevator code ASME A17.1-2010 / CSA B44-10 released in 2013 and made a recommendation to adopt this version. A joint Elevator and Fire STANDATA (FCI-13-01) was released in March 2013 on Existing Elevator Modernization/Fire Alarm Interface, which provides clarification of Fire Emergency Operation requirements in different scenarios.

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## FIRE TECHNICAL COUNCIL (FTC)

**Brian Wiese**, Chair (to Sept. 2013) / **Ken McMullen** (from Dec. 2013) (Large Municipalities - City of Calgary)  
**Ron Schaller**, Vice Chair (Public at Large)  
**Dale Miller**, Vice-Chair (Building Officials)  
**Peter Wemyss** (to March 2013) / **Keven Lefebvre** (from Sept. 2013) (Electrical Industry)  
**Bob Boudreau** (Alberta Fire Fighters)  
**Bruce Cummins** (Municipalities)  
**Michael Bos** (from December 2013) (Fire Officials)  
**Ulrik Seward** (Architecture)  
**Michael Walker** (Insurance Industry)  
**Bob Husereau** (Building Owners)  
**Allan Blatz** (Petroleum Industry)  
**Clarence Cormier** (to August 2013) / **Michael Bodnar** (from December 2013) (Professional Engineers)  
**Robbin Foxcroft** (Fire Safety Industry).

The FTC held five meetings in 2013 and during those meetings they recommended changes to the Alberta Fire Code (AFC), approved two STANDATA, and reviewed several more. They made several decisions, received and reviewed numerous reports and updates, and had several key topic discussions.

In terms of Codes and STANDATA, the FTC reviewed and accepted or revised the FTC/MA recommendations regarding Alberta specific code changes to the Alberta Fire Code. They approved Variance STANDATA-AFC 2.1.5.1.(1) – TAQA North Ltd – Portable Fire Extinguishers and endorsed the Fire Code interpretation STANDATA – FCI-013-03-Liners for Secondary Containment-AFC 06 Division B Article 4.3.7.2. They reviewed and/or provided feedback on the following six STANDATA:

- Guidelines for Installation of Fixed Suppression Systems draft STANDATA – food cooking systems;
- Fire Safety and Hand Hygiene in Healthcare Facilities;
- Draft STANDATA – Use of Transportation Storage Tanks;
- FCI-13-02 – Flood Impacted Equipment;
- 06-BCB-009R1 – Post Flood Recovery Measures; and
- 06-BCV-015- New Temporary Neighbourhoods.

The FTC made two decisions regarding training and certification. The first is to accept the Fire Training and Certification Task Group's recommendation to adopt the use of IFSTA text books and incorporate into the Council's training for Fire SCOs. The second is to accept the Fire Training and Certification Task Group's recommendation to endorse the concept of the Fire SCO courses as listed and that the Fire SCO Group A (Basic) be an entry qualification/ prerequisite for Group B, C and D Fire SCOs. Another decision was made to request that MA Administrators forward to management a request to discuss with Alberta Justice methods to simplify the process for SCOs to gain 24-hour access to warrants for investigations.

Additionally, the FTC matrix was reviewed and a decision was made to recommend to the Coordinating Committee a revision to change from one seat on the FTC for large municipalities (Edmonton or Calgary) to two seats from large municipalities, one each for Edmonton and Calgary. Lastly, a decision to request that the Council's President and MA ADM meet with AFSA to move the Qualified Persons Registry forward.

In terms of key discussion topics, the FTC discussed the need for it to take a more proactive role in national code proposals which resulted in a decision to establish a working group to review the 2015 NFC proposed changes in order to make recommendations to NRC. Further, it discussed concerns regarding the code adoption process and the delay in getting the AFC adopted.

The FTC received information on Electrical Code Amendment Regulation and on administrative forms identified in the Fire QMP. It also received five updates on:

- Progress of Fire SCO training development;
- Fire SCO certification levels and designation of powers;
- AFC 2013/14 development process;
- Fire investigations and reports and other activities at the Office of the Fire Commissioner; and
- Bulk storage and windshield washer antifreeze.

The FTC also discussed the report on care facility guidelines, the alignment of care levels and approved upgrading guidelines. Lastly, it received reports on Technical Coordinating Committee meetings, Alberta Fire Code, PTMAA, and the ULC Committee and Working Group.

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## **GAS TECHNICAL COUNCIL (GTC)**

**Keith Carter**, Chair (Large Gas Utilities)  
**Larry Robinson**, Vice-Chair (Inspection Authorities)  
**Denis Turgeon** (Education and Training)  
**Russell Wintersgill** (Small Gas Utilities)  
**Lawrence Unser** (Large Municipalities)  
**Glen Aspen** (Labour)  
**Dell Wickstrom** (Municipalities)  
**Jeff Skeith** (from May 13) (Rural Gas Utilities)  
**Brad Diggins** (Mechanical Contractors)  
**Mel Hess** (Professional Engineers)  
**Marcel Mandin** (Natural Gas & Propane Vehicle Conversion Industry)  
**Hal Austin** (Propane Gas Industry)  
**Dave Schroeder** (Sheet Metal Contractors)  
**Verne Quiring** (Manufacturers or Suppliers)  
**Bradley Gaida** (Public at Large)

The GTC held three meetings in 2013. It reviewed and monitored four STANDATA, made a certification decision, and reviewed and held several key discussion topics.

Two working groups were created. The first is reviewing Third Party Certification in the context of approvals and will provide recommendations to Gas Technical Council. This includes examining the apparent gap between certification bodies and industry needs, which result in the heavy use of "variances" as a stopgap. The second pertains to Digestor & Landfill Gas; this working group is reviewing the CSA standards and monitoring industry's engagement in this area.

In terms of STANDATA, the GTC continued to monitor the use of Side Wall Vent Termination STANDATA within industry. The GTC consulted with the Building Technical Council to develop Outdoor Intake & Exhaust Openings STANDATA for industry for appliance intake/ exhaust, and moved towards harmonization of codes. The Walkways & Guardrail STANDATA was reviewed and discussion of the issue in the context of equipment placement in roofs and other similar areas resulted in the drafting of an updated STANDATA. Lastly, the GTC Reviewed the 2013 Flood STANDATA, which was issued by MA to address needs arising from the flooding in southern Alberta.

A decision to recommend a policy amendment was made in conjunction with the Administrator of Certification regarding SCO requirements.

The GTC reviewed and discussed industry use of unapproved Generators/Engines equipment, the Gas/Plumbing Seminar Course, and the process to accept training. They also reviewed several other key topics:

- Liquefied Natural Gas Production, Storage, & Handling and the potential regulatory role;
- Pyrotechnics used in other jurisdictions, including various processes and certified equipment used;
- Industry training initiatives and general interest for Sheet Metal Contractors;
- ULC requirements and process to engage industry regarding Propane Vaporizers & Tank Heaters;
- Industry practice and the approach used by other jurisdictions for Oilfield Gasfitters;
- The role of Administrator in Variance Approvals, particularly the Council's direction that only the Administrator can accept unapproved appliances;
- The ongoing issues and concerns related to seasonal use of temporary propane installations primarily over the winter months; and
- Review of industry practice and certification of shops by MA for Motor Vehicle Propane Conversions.

## PASSENGER ROPEWAYS TECHNICAL COUNCIL (PRTC)

Rod Chisholm, Chair (Medium Operators)  
Dave McCleary, 1st Vice-Chair (Medium Operators)  
Rich Parie, 2nd Vice-Chair (Conveyor Operators)  
Jason Paterson (Large Operators)  
Brent Carmichael (Professional Engineers)  
Chris Dewitt (Large Operators)  
Jurgen Grau (Small Operators)  
Pat Boyle (Manufacturers)  
Dean McKernon (Code Enforcement)  
Stephen Kozelenko (Public at Large)  
Tony Van der Linden (Risk & Insurance Management)

The PRTC met once in 2013. The PRTC has been monitoring the British Columbia Safety Authority Safety Order to replace Leitner Poma "XY" Bolts, to determine whether Alberta should follow suit. During the 2012 - 2013 ski season 50% of the "XY" bolts were replaced in BC with zero failures reported during that ski season. The cause of the failures, which is so far unclear, and availability of replacement parts were just two of the concerns raised by the PRTC. The PRTC will continue to review the situation after the 2013 - 2014 ski season.

The PRTC is also exploring the possibility of certification requirements for ski lift mechanics, similar to the Technical Safety Standards Association's program. This remains an outstanding discussion item for the PRTC in 2014.



## PLUMBING TECHNICAL COUNCIL (PTC)

**Richard Burk**, Chair (Mechanical Inspections)  
**Joe van Weenen**, Vice-Chair S. (Education and Training)  
**Wayne Ducharme**, Vice-Chair N. (from November 2013) (Urban Municipalities)  
**Chad Rich** (to September 2013) / **Peter Koenig** (from October 2013) (Large Municipalities - City of Edmonton)  
**David Hughes** (Manufacturers and Suppliers)  
**Garnet Young** (Mechanical Inspections)  
**Cameron Braun** (Professional Engineers)  
**Greg Francis** (Labour)  
**Charles Hallett** (Private Sewage Disposal Contractors)  
**Kenneth Wigmore** (Rural Municipalities)  
**Mark Cardwell** (Public at Large)  
**Dean Taylor** (to September 2013) / **Ken Morrison** (from October 2013) (Large Municipalities - City of Calgary)

The PTC held five meetings, established two working groups, and had three active working groups in 2013. It approved one STANDATA and two province wide variances, made a certification decision approving a new certification policy for plumbing SCOs, and held several key topic discussions.

Regarding STANDATA, the PTC approved the release of a STANDATA on interceptors that consolidated information contained in three previous STANDATA. It also discussed STANDATA issued by MA related to flooding and flood recovery in southern Alberta.

The PTC approved the release of a province wide variance for at-grade soil based sewage treatment and dispersal systems. It received reports from the Technical Administrator regarding the development and completion of the CSA B128.3-12 Performance of Non-Potable Water Reuse Systems standard, resulting in the approval of a province-wide variance to allow for use of wastewater treatment plants certified to this standard in private sewage disposal systems.

The PTC reviewed differences between rainwater and storm water, and discussed the implications of these differences for regulation of

water reuse. After receiving an update on the new CSA B126 standard for cisterns, they had a discussion regarding the implications for regulatory framework and industry in Alberta. They also supported the Council's financial backing for establishing a B128.3 certification and testing facility in Alberta.

Another key discussion topic was the impact that changes to the Building SCO certification and training structure have on the plumbing discipline. The PTC worked with the Building sub council to ensure that the new structure recognizes differences in how accredited organizations provide compliance monitoring for hydronic heating and medical gas piping systems.

The PTC reviewed and discussed alternative acceptable methods for trap priming. Lastly, they discussed implications of regulatory changes in other North American jurisdictions that could result in existing stock of low lead fittings being imported to Alberta for resale. The sub council will continue to monitor this matter in 2014.

The PTC established a working group to review STANDATA for water reuse systems. They reviewed a Council policy provision that allows only the Technical Administrator to issue a variance for equipment, resulting in the establishment of a task group to help clarify this provision by establishing a definition of "equipment."

A PTC working group continued to advise the Technical Administrator on developing a STANDATA for drainage systems with municipal requirements. The Private Sewage Task Group continued to develop the next edition of the Alberta Private Sewage Systems Standard of Practice. The task group held two meetings in 2013 and put forward recommendations to the Council for their consideration and decision. Two recommendations made by the task group and subsequently approved by the sub-council resulted in province-wide variances being issued by the Technical Administrator. Lastly, the PTC participated in a joint working group with members of the Building sub council to review technical and permitting requirements for composting, incinerating, and bio-recycling toilets.



## TECHNICAL COORDINATING COMMITTEE (TCC)

**Cal Ploof**, Chair (Labour)  
**Alan Kabotoff** (Training Institutes)  
**John Whaley** (Alberta Association of Municipal Districts and Counties)  
**Cliff Ayrey** (Alberta Urban Municipalities Association)  
**Barbara Peter** (Amusement Rides)  
**Mark Iantkow** (Barrier Free)  
**Brian Lade** (Boilers and Pressure Vessels)  
**Don Dessario** (Building); **Stan Misyk** (Electrical)  
**Jim Brownlee** (Elevators)  
**Brian Wiese** Vice-Chair /**Michael Walker** (Fire)  
**Keith Carter** (Gas)  
**Rod Chisholm** (Passenger Ropeways)  
**Richard Burk** Vice-Chair (Plumbing)

The Technical Coordinating Committee met twice in 2013. The TCC reviewed and approved changes to the Policy and Information Manual affecting SCOs, council members, and municipalities and agencies. It also rendered a decision regarding the OBIEC (see ETC discussion above). The TCC also reviewed recommended changes to regulations and SCO certification policies, specifically the continuing education program, and code of ethics.

Furthermore, discussion at the TCC ensures there was interaction between sub councils. The Building and Plumbing Technical Councils worked together to develop standalone Building SCO certifications for medical gas piping and hydronic heating systems that recognize the knowledge that Plumbing and Gas SCOs have of these particular installations.

## COORDINATING COMMITTEE (CC)

The Coordinating Committee functions as the Board of Directors of the Safety Codes Council.

**Robert Blakely**, Q.C., Chair of the Safety Codes Council  
**Mark Gerlitz**, Chair - Legal Committee  
**Darlene Halwas**, Chair - Finance, Audit and Risk Management Committee  
**Rick Noonan**, Vice Chair and Chair - Human Resources and Compensation Committee  
**Jim Wheadon**, Chair - Governance and Nominating Committee  
**Cal Ploof**, Chair of the Technical Coordinating Committee  
**John Whaley** - Alberta Municipal Districts and Counties  
**Cliff Ayrey** - Alberta Urban Municipalities Association.

The Coordinating Committee met seven times in 2013.

### Absentee list:

- John Whaley was absent from three meetings (March 16, September 23, December 2).
- Darlene Halwas was absent from one meeting (December 2).
- Jim Wheadon was absent from one meeting (May 10).
- Cliff Ayrey was absent from one meeting (April 5).
- Rick Noonan was absent from one meeting (May 10).

The Coordinating Committee discussed several key topics. Foremost was taking on the oversight and administration of permitting, inspection, and compliance monitoring services in the unaccredited areas of the province. It reviewed the application for a conditional grant agreement from MA to initiate the Alberta Safety Codes Authority (ASCA) and it reviewed and discussed the business case developed for ASCA, including a work plan and budget.

The CC also discussed, reviewed, and approved the Council's operating budget and business/strategic plan. It approved numerous nominations to sub councils. The CC reviewed and approved HR and finance policies. It also reviewed and approved changes to the Council's Policy and Information Manual, which affect SCOs, and council members, municipalities, and agencies. Of note, the CC reviewed, discussed, and approved the corporate and municipal accreditation policies as noted in the accreditation goals above.

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## Management's Comments On The 2013 Financial Statements

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In 2013, the Alberta economy continued to support the Council's financial sustainability. The elevated economic activity across the province provided significant momentum to place the Council on a positive financial note at year end, with an excess of revenues over expenses of \$1,411,991. Total revenues increased 14% over those of 2012 and were influenced by the ongoing brisk construction activity in the residential housing market. Total expenses increased 14% over the prior year but were 9% below budget. Irrespective of the global economic fluctuations, the Council is responsible under its Ministerial mandate to review, formulate, and manage significant components of the provincial safety codes system. To do so requires careful financial management as the Council is funded primarily by levies from construction which are sensitive to economic fluctuations. As anticipated in the 2013 Business Plan and budget, the Council completed some significant deliverables that well position us to pursue our vision to make Alberta a safe place to live, work, and play.

Signs of economic strength were evident across many sectors over the past year. Crude oil production remained on a record setting course and, despite delivery constraint issues, drove up merchandise exports which in turn saw a surge in employment in the last quarter. Excellent job prospects remained a magnet for migrants from out of province and retained people within Alberta, such that net in-migration reached its highest level on record since the early 1990's. The strong net inflow of people into the province stoked overall population growth to its fastest annual rate (3.5%) since 1982. In turn, Alberta's healthy labour market and rapidly growing population fuelled consumer spending and, especially, demand for housing both in the resale market and new home construction.

The economic boom in Alberta overcame the devastating floods in the southern region of the province in June, which displaced approximately 100,000 people and caused tremendous damage to property and infrastructure. Council staff were actively involved in the emergency response to help the affected communities.

During the year the Council successfully navigated a carefully plotted course that permitted us to achieve our Business Plan goals while maintaining fiscal responsibility that produced the positive financial result. Surpluses were invested to provide a cushion for times of economic downturn and to enable the Council to respond to the challenges and opportunities flowing from social, economic, and environmental issues affecting our communities and the citizens of Alberta. Alberta's safety codes and standards system is critical to contributing to safe communities. Our system supports national best practices, including new and emerging technologies in areas such as energy efficiency and water conservation. Reflective of our revenue philosophy, the Council is focused on being an effective and sustainable organization that will continue to enhance its oversight and risk management programs that increase accountability in the safety codes system, the end result being a safer Alberta.

In 2013, the Council applied for and received a one-time conditional grant of \$1,500,000 from Alberta Municipal Affairs. The multi-year three phase grant will provide funding to complete research, development, and implementation of the Alberta Safety Codes Authority (ASCA). It is planned that ASCA will eventually assume responsibilities from Municipal Affairs for administering the Safety Codes Act in unaccredited areas of Alberta.

As directed by the Coordinating Committee, the Council issued a request for proposals to select a new investment advisor to manage the Council's investment portfolio. Qualifying respondents were rated against weighted selection criteria to allow the Council to evaluate the firm, service team, compliance history, technical expertise and proposed fees. The choice was made to appoint Jarislowsky Fraser Limited.





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## REVENUES

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Total revenues were \$8,496,654 in 2013 as compared to \$7,450,480 in 2012, a 14% increase year over year.

The Council's primary source of revenue is operating fees, the majority of which are provided by levies on the various permits issued by municipalities and agencies. This levy revenue is sensitive to construction starts across the province. Canada Mortgage and Housing Corporation (CMHC) reports actual housing starts were up year-over-year from 30,606 in 2012 to 32,993 in 2013. The activity levels in 2013 were the best since the pre-recession numbers in 2007. This was reflected in the increased operating fees.

With the appointment of Jarislowsky Fraser Ltd, the Council's investment portfolio was rebalanced in the last quarter of the year. This activity led the Council to recognize \$188,257 of investment gains due to the sale of its former holdings plus the additional investment income generated throughout the year. The portfolio is now held in pooled funds that continue to be compliant with the Council's investment policy to ensure preservation of capital and conservative growth.

Grant revenue increased in 2013 due to Phase I work on the ASCA grant. This phase provided for \$150,000 to allow the Council to investigate the feasibility of establishing ASCA and preparing the necessary financial and business plans to support the development of the business unit. The eBS department also continued to work with the Petroleum Tank Management Association of Alberta (PTMAA) to develop an IT solution to receive the organization's safety and permitting data in the eSITE data repository. This grant will be concluded in mid-2014.

The 2013 Annual Conference and AGM returned to Banff and the four day program. Attendance increased significantly over 2012 – delegates and Council volunteers were drawn to the mountain location plus the expanded offerings that included industry education sessions, a variety of speakers, and breakout sessions. The 20<sup>th</sup> Anniversary Conference saw boosted attendance revenue, up to \$56,218 over the \$21,745 received in 2012. Sponsorship from our various partners also contributed to the huge success of the event.

All other revenue category results were similar to those of 2012.

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## EXPENDITURES

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Total expenditures ended the year at \$7,084,663, a 14% increase over those of 2012.

To continue the Council's oversight of the safety system and provide an accessible and responsive appeals process, 2013 saw the establishment of three new positions: two Audit Field Officers and an Appeals Associate. Following a salary survey by the Hay Group in late 2012 and taking into consideration the Alberta labour market, demographics of Council employees and recruitment and retention issues, the Board approved a 2013 adjustment to salary ranges and an average 3% salary increase. Approval of these two adjustments placed the Council's salaries at the median of the marketplace in general. With the addition of new positions, ancillary personnel costs also increased.

Education and Training and eBS are the two departments which utilize consultants and contractors to help manage their activities through the workload peaks and valleys, plus bring expertise in house. In 2013, contractor expenses were \$567,109, representing a 31% increase over the \$486,949 reported in 2012. Depending on the initiatives in place for the year and where the various code cycles sit, contracted resources will fluctuate. In 2013, the Education and Training department was able to complete new course versions and new course development using employee and secondment positions as opposed to independent contracts, resulting in the significant decrease in costs over those of 2012. The \$37,257 electronic conversion expense in 2013 is due to the process of converting our existing print based correspondence courses to a digital format, so that they can be delivered over the web using a Learning Management System (LMS). In 2013, two courses were converted to online delivery: Plumbing Group A and the Introduction to the Safety Codes System in Alberta. By converting to an online format, we can enhance our courses by making them more interactive and engaging through the use of forums, custom or purchased videos, links to additional resources, and randomized self-tests. Courses can also be accessed on a variety of mobile devices, making them more accessible to students.

Our annual conference presents a unique opportunity for our industry partners—government, municipalities, corporations, agencies and Safety Codes Officers—to meet and discuss issues, opportunities, and challenges related to the safety codes system. The Conference also gives us an opportunity to say thank you to these valued partners, and the many committed volunteers that participate on our industry-specific sub councils. 2013 marked the 20<sup>th</sup> Anniversary of the Council's operations and the planning team used the conference as a means to celebrate and promote two decades of progress within the safety codes system. Increased marketing and promotion of the longer four day program resulted in the highest attendance the conference has ever seen: a 35% increase in attendance over 2012. As a result, the increased costs over those of 2012 were directly related to travel, meeting space, and banquet facilities.

Travel costs reflect the increased activity of the Field Audit team officers across the province. Bank and investment service charges decreased by 40% of those in 2012 as the investments were held in trust without incurring fees until the appointment of a new manager. In 2014 the investment fees will recommence as the funds will be managed by Jarislowsky Fraser Limited.

All other expense category results are similar to those of 2012.



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# FINANCIAL STATEMENTS

# SAFETY CODES COUNCIL

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Year ended December 31, 2013

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## INDEPENDENT AUDITORS' REPORT

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### *To the Members of Safety Codes Council*

We have audited the accompanying financial statements of Safety Codes Council (the "Council"), which comprise the statement of financial position as at December 31, 2013, and the statements of operations, changes in net assets, remeasurement gains and cash flows for the year then ended, and notes, comprising a summary of significant accounting policies and other explanatory information.

### *Management's Responsibility for the Financial Statements*

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

### *Auditors' Responsibility*

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on our judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, we consider internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our qualified audit opinion.



### *Basis for Qualified Opinion*

Operating fees received from municipalities and agencies are collected on behalf of the Council, the completeness of which is not susceptible to satisfactory audit verification. Accordingly, our verification of operating fees revenue from municipalities and agencies was limited to the amounts recorded in the records of the Council and we were not able to determine whether any adjustments might be necessary to operating fees revenue, excess of revenues over expenses, accounts receivable and unrestricted net assets.

### *Qualified Opinion*

In our opinion, except for the possible effects of the matter described in the Basis for Qualified Opinion paragraph, the financial statements present fairly, in all material respects, the financial position of the Council as at December 31, 2013, and the results of its operations, changes in net assets, remeasurement gains and its cash flows for the year then ended in accordance with Canadian public sector accounting standards

**[Original Signed]**

Chartered Accountants  
April 4, 2014 Edmonton, Canada  
Financial Statements  
Year ended December 31, 2013

# SAFETY CODES COUNCIL

## Statement of Financial Position

December 31, 2013, with comparative for 2012

	2013	2012
<b>Assets</b>		
Current assets:		
Cash	\$ 424,630	\$ 269,631
Accounts receivable	544,767	473,760
Prepaid expenses and deposits	87,558	121,134
	<u>1,056,955</u>	<u>864,525</u>
Investments (note 2)	6,850,119	5,715,054
Capital assets (note 3)	1,016,998	1,096,396
	<u>\$ 8,924,072</u>	<u>\$ 7,675,975</u>
<b>Liabilities and Net Assets</b>		
Current liabilities:		
Accounts payable and accrued liabilities	\$ 465,053	\$ 422,198
Grants repayable (note 4)	-	74,438
Deferred revenue (note 4)	221,521	185,638
Current portion of deferred lease inducement	6,491	6,491
	<u>693,065</u>	<u>688,765</u>
Deferred lease inducement	20,016	26,507
Net assets:		
Unrestricted	4,167,439	2,676,050
Internally restricted (note 5)	3,000,000	3,000,000
Invested in capital assets	1,016,998	1,096,396
	<u>8,184,437</u>	<u>6,772,446</u>
Accumulated rereasurement gains	26,554	188,257
	<u>8,210,991</u>	<u>6,960,703</u>
Commitments (note 6)		
	<u>\$ 8,924,072</u>	<u>\$ 7,675,975</u>

See accompanying notes to financial statements.

On behalf of the Council:

\_\_\_\_\_ [Original Signed] Member \_\_\_\_\_ [Original Signed] Member  
 \_\_\_\_\_ [Original Signed] Member

# SAFETY CODES COUNCIL

## Statement Of Operations

December 31, 2013, with comparative for 2012

	2013	2012
<b>Revenues:</b>		
Operating fees:		
Municipalities and agencies	\$ 6,051,790	\$ 5,379,842
Corporations	953,000	942,000
Course and exam fees (note 4)	470,479	415,522
Investment income	397,119	184,786
Master Electricians Program certification fees	224,960	215,043
Grants (note 4)	145,108	78,498
Certification (note 4)	77,250	63,229
Application development	69,100	84,950
Annual conference	56,218	21,745
Other revenues and recoveries	31,105	38,140
Designation of powers	12,975	17,825
Accreditation	4,050	3,900
Appeals	3,500	5,000
	<b>8,496,654</b>	<b>7,450,480</b>
<b>Expenses:</b>		
Salaries and benefits	4,158,475	3,622,426
Contractors and consultants	567,109	434,400
Office rental	517,951	486,949
Annual conference	304,927	194,043
Travel (note 7)	241,647	163,435
Amortization of capital assets	236,157	231,420
Electronic business solutions	196,784	173,559
Publications	141,617	123,731
Office and general	135,955	149,706
Course and seminar costs	102,485	98,577
Appeals	97,016	99,178
Meetings	74,679	59,857
Professional fees	65,656	42,694
Consulting fees	51,824	20,064
Honoraria (note 7)	43,181	47,810
Electronic conversion	37,257	-
Insurance	30,616	36,454
Bank and investment service charges	26,105	43,458
Loss on disposal of capital assets	20,530	3,842
New course development	9,941	57,358
Corporate memberships	9,292	3,274
Special training programs	9,199	13,065
Test bank validations	5,517	1,569
Code update training	504	951
New course version	165	18,717
Course revisions	74	-
Abandonment of application development project	-	91,386
	<b>7,084,663</b>	<b>6,217,923</b>
<b>Excess of revenues over expenses</b>	<b>\$ 1,411,991</b>	<b>\$ 1,232,557</b>

See accompanying notes to financial statements.

# SAFETY CODES COUNCIL

## Statement of Changes in Net Assets

December 31, 2013, with comparative for 2012

	Unrestricted	Internally restricted	Invested in capital assets	2013 Total	2012 Total
Balance, beginning of year	\$ 2,676,050	\$ 3,000,000	\$ 1,096,396	\$ 6,772,446	\$ 5,539,889
Excess (deficiency) of revenues over expenses	1,668,678	-	(256,687)	1,411,991	1,232,557
Investment in capital assets, net	(177,289)	-	177,289	-	-
<b>Balance, end of year</b>	<b>\$ 4,167,439</b>	<b>\$ 3,000,000</b>	<b>\$ 1,016,998</b>	<b>\$ 8,184,437</b>	<b>\$ 6,772,446</b>

## Statement of Remeasurement Gains

Year ended December 31, 2013, with comparative information for 2012

	2013	2012
Accumulated remeasurement gains, beginning of year	\$ 188,257	\$ 120,737
Change in unrealized gains attributable to investments	26,554	67,520
Realized gains reclassified to statement of operations	(188,257)	-
<b>Accumulated remeasurement gains, end of year</b>	<b>\$ 26,554</b>	<b>\$ 188,257</b>

See accompanying notes to financial statements.



# SAFETY CODES COUNCIL

## Statement of Cash Flow

December 31, 2013, with comparative for 2012

	2013	2012
Cash provided by (used in):		
Operations:		
Excess of revenues over expenses	\$ 1,411,991	\$ 1,232,557
Item not involving cash:		
Amortization of capital assets	236,157	231,420
Loss on disposal of capital assets	20,530	3,842
Amortization of deferred lease inducement	(6,491)	(6,491)
Changes in non-cash operating working capital:		
Accounts receivable	(71,007)	15,794
Prepaid expenses and deposits	33,576	(2,757)
Accounts payable and accrued liabilities	42,855	(52,995)
Grants repayable	(74,438)	(66,156)
Deferred revenue	35,883	(143,801)
	1,629,056	1,211,413
Capital activities:		
Purchase of capital assets	(177,289)	(221,169)
Investing activities:		
Reinvested net investment income from investments	(373,575)	(182,949)
Purchase of investments	(7,193,833)	(1,025,000)
Proceeds from disposition of investments	6,270,640	35,000
	(1,296,768)	(1,172,949)
Increase (decrease) in cash	154,999	(182,705)
Cash, beginning of year	269,631	452,336
Cash, end of year	\$ 424,630	\$ 269,631
Supplemental cash flow information:		
Bank and investment service charges paid	\$ 26,105	\$ 43,485

See accompanying notes to financial statements.

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# SAFETY CODES COUNCIL

Notes to Financial Statements

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Year ended December 31, 2013

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The Safety Codes Council (the "Council") is a corporation established under the Safety Codes Act of the Province of Alberta (Revised Statutes of Alberta 2000, Chapter S-1). The industry-based Council is comprised of a Council Chair, a Coordinating Committee, a Technical Coordinating Committee and Sub-councils in the following areas: amusement rides, boilers and pressure vessels, buildings, electrical, elevators, fire, gas, plumbing, barrier free and passenger ropeways.

The Council is responsible for reviewing, formulating and managing significant components of the administration of Alberta's safety system. The Council's mandate is to:

- develop and recommend safety codes and standards;
- promote uniform safety standards and practices;
- develop and administer a program to certify and designate Safety Codes Officers;
- develop and administer a program to accredit safety system partners;
- administer appeals for certification, accreditation and orders issued under the Safety Codes Act;
- administer the Master Electricians' program;
- establish and operate safety information and training programs;
- develop and administer a province wide electronic permitting system for use by accredited entities administering the Safety Codes Act; and
- engage in any other activities as directed by the Minister responsible for the Safety Codes Act.

## 1. Significant accounting policies:

These financial statements are prepared by management in accordance with Canadian public sector accounting standards. As a government not-for-profit organization, the Council has elected to follow the standards for not-for-profit organizations in the CPA Canada Public Sector Accounting Handbook. The Council's significant accounting policies are as follows:

### (a) Revenue recognition:

The Council follows the deferral method of accounting for contributions. Restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

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# SAFETY CODES COUNCIL

Notes to Financial Statements (continued)

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Year ended December 31, 2013

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## 1. Significant accounting policies (continued):

### (a) Revenue recognition (continued):

Other revenues including operating fees from municipalities and agencies, corporations, courses and exams, Master Electrician Program certification fees, certification, annual conference, designation of powers, appeals and accreditation are recorded as they are earned. Other revenues that relate to future years are reflected as deferred revenue.

### (b) Capital assets:

Capital assets are stated at cost. Amortization is provided using the following methods and annual rates:

Asset	Basis	Rate
Furniture and fixtures	Declining balance	20%
Equipment	Declining balance	20%
Computer hardware	Declining balance	30%
Computer software	Declining balance	30%
Leasehold improvements	Straight line	Over lease term

Copyrights are not amortized.

### (c) Deferred lease inducement:

Deferred lease inducement represents the unamortized value of an inducement received when the Council entered into a lease arrangement for the rental of office space. Amortization is provided on a straight-line basis over the term of the related lease as a reduction in office rent.

### (d) Contributed services:

Contributed supplies and services that would otherwise have been purchased are recorded as contributions and expenses. Such transactions are measured at the fair value at the date of contribution, when a fair value can be reasonably determined.

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# SAFETY CODES COUNCIL

Notes to Financial Statements (continued)

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Year ended December 31, 2013

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## 1. Significant accounting policies (continued):

### (e) Financial instruments:

Financial instruments are recorded at fair value on initial recognition. Derivative instruments and equity instruments that are quoted in an active market are reported at fair value. All other financial instruments are subsequently recorded at cost or amortized cost unless management has elected to carry the instruments at fair value. Management has elected to record all investments at fair value as they are managed and evaluated on a fair value basis.

Unrealized changes in fair value are recognized in the statement of remeasurement gains until they are realized, when they are transferred to the statement of operations.

Transaction costs incurred on the acquisition of financial instruments measured subsequently at fair value are expensed as incurred. All other financial instruments are adjusted by transaction costs incurred on acquisition and financing costs, which are amortized using the straight-line method.

All financial instruments are assessed for impairment on an annual basis. When a decline is determined to be other than temporary, the amount of the loss is reported in the statement of operations and any unrealized gains and losses are reversed and recognized in the statement of operations.

Public Sector Accounting Standards require the Council to classify fair value measurements using a fair value hierarchy, which includes three levels of information that may be used to measure fair value:

Level 1 - Unadjusted quoted market prices in active markets for identical assets or liabilities;

Level 2 - Observable or corroborated inputs, other than level 1, such as quoted prices for similar assets or liabilities in inactive markets or market data for substantially the full term of the assets or liabilities; and

Level 3 - Unobservable inputs that are supported by little or no market activity and that are significant to the fair value of the assets and liabilities.

# SAFETY CODES COUNCIL

Notes to Financial Statements (continued)

Year ended December 31, 2013

## 1. Significant accounting policies (continued):

### (f) Use of estimates:

The preparation of financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenditures during the year. Actual results could differ from those estimates.

## 2. Investments:

	Level	2013	2012
Cash	1	\$ 11,730	\$ 178,455
Jarislowsky Fraser Money Market Fund	1	5,238	316,268
Pooled funds (quoted in an active market)			
Jarislowsky Fraser Bond Fund	1	4,434,694	-
Jarislowsky Fraser Canadian Equity Fund	1	2,398,457	-
Federal and provincial government bonds	2	-	950,389
Corporate bonds, debentures, and coupons	2	-	2,769,996
Corporate cumulative and non-cumulative preferred shares	2	-	281,660
Canadian common shares	1	-	1,218,286
		\$ 6,850,119	\$ 5,715,054

During the year, the Council transferred its investments to a new investment manager. Investment income includes realized gains in the amount of \$188,257 related to this transfer.

# SAFETY CODES COUNCIL

Notes to Financial Statements (continued)

Year ended December 31, 2013

### 3. Capital assets:

			2013	2012
	Cost	Accumulated amortization	Net book value	Net book value
Furniture and fixtures	\$ 286,404	\$ 185,245	\$ 101,159	\$ 124,634
Equipment	47,266	33,664	13,602	17,950
Computer hardware	353,159	159,822	193,337	145,951
Computer software	314,924	200,129	114,795	109,450
Leasehold improvements	1,024,337	441,999	582,338	686,644
Copyright	11,767	-	11,767	11,767
	<b>\$ 2,037,857</b>	<b>\$ 1,020,859</b>	<b>\$ 1,016,998</b>	<b>\$ 1,096,396</b>

### 4. Deferred revenue:

	Deferred revenue, beginning of year	Amounts received / receivable	Revenue recognized, net	Amounts repaid / repayable	Deferred revenue, end of year
<u>Grants</u>					
Information technology	\$ 47,655	\$ 348	\$ (40,139)	\$ -	\$ 7,864
Alberta Safety Codes Authority	-	150,000	(104,969)	-	45,031
	47,655	150,348	(145,108)	-	52,895
<u>Other amounts</u>					
Course and exam fees	16,882	491,657	(470,479)	-	38,060
Certification	121,101	86,715	(77,250)	-	130,566
	<b>\$ 185,638</b>	<b>\$ 728,720</b>	<b>\$ (692,837)</b>	<b>\$ -</b>	<b>\$ 221,521</b>

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# SAFETY CODES COUNCIL

Notes to Financial Statements (continued)

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Year ended December 31, 2013

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## 4. Deferred revenue (continued):

### Information Technology

On July 18, 2008, the Council entered into an agreement with the Province of Alberta as represented by the Minister of Municipal Affairs to undertake an enhancement upgrade to e-Site. The grant specified four deliverables to establish 1) An IT system in e-Site for Development Permits, 2) An IT system in e-Site for Orders and Variances external data entry, 3) An IT system in e-Site for Underground Petroleum Tank site Remediation (PTRP) and 4) Establish an IT system in e-Site for Municipal Monitoring. The IT in Support of the Safety System project has a total proposed budget of \$182,400 to be funded by the Province of Alberta. The grant agreement initially expired on April 30, 2009. The Minister of Municipal Affairs agreed to extend the project completion date to December 31, 2012. Items 1 through 3 above expired on December 31, 2012 accounting for a grant repayable of \$48,128 in the prior year. Item 4, through approval of the Minister of Municipal Affairs, was repurposed and extended to a completion date of June 30, 2014. To December 31, 2013, total eligible expenditures incurred under the amended agreements were \$125,359 (2012 - \$85,220).

### Alberta Safety Codes Authority

In the current year, the Council applied for and obtained a one-time conditional grant from Alberta Municipal Affairs. The grant provides for a total of \$1,500,000 to be received to complete the research (Phase 1 - \$150,000), development (Phase 2 - \$1,000,000) and implementation (Phase 3 - \$350,000) of the Alberta Safety Codes Authority. Phase 1 was completed in late 2013, Phase 2 is expected to commence in early 2014 and Phase 3 will occur in 2015 - 2016. In late 2013, the Council confirmed to Alberta Municipal Affairs that Phase 1 was complete and requested that Phase 2 funding be released. These funds are expected to be received in early 2014.

## 5. Internally restricted net assets:

The Council maintains internally restricted net assets in the amount of \$3,000,000 to manage sustainability risk over the medium term. Access to the restricted net assets is granted by resolution of the Coordinating Committee.

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# SAFETY CODES COUNCIL

Notes to Financial Statements (continued)

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Year ended December 31, 2013

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## 6. Commitments:

The Council is committed under an operating lease for its office premises which expires April 30, 2018. The Council also leases photocopiers and a postage machine with related service contracts, expiring March 2014 and August 2015. A new agreement was entered into during the year relating to data centre and server storage services that expires November 2016

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2014	\$	299,186
2015		295,726
2016		287,264
2017		260,964
2018		86,988
	\$	1,230,128

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The Council is also responsible for its share of operating costs related to the office premises lease.

## 7. Remuneration and other costs disclosure:

Coordinating Committee members are remunerated by the schedules as set out by Order in Council 466/2007. Remuneration is comprised of \$43,181 (2012 - \$47,810) included in honoraria expense. Other costs consist of travel and accommodation related to meetings attendance which are included in travel expense.

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	2013	2012
Coordinating Committee members:		
Remuneration	\$ 43,181	\$ 47,810
Other	15,494	21,677
	\$ 58,675	\$ 69,487

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# SAFETY CODES COUNCIL

Notes to Financial Statements (continued)

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Year ended December 31, 2013

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## 8. Related party transactions:

Transactions with Alberta Municipal Affairs are considered to be in the normal course of operations. Amounts due to Alberta Municipal Affairs and the recorded amounts of the transactions are included with these financial statements unless otherwise stated.

The balance of grants repayable on the statement of financial position in the prior year was due to Alberta Municipal Affairs. Grant revenue of \$145,108 (2012 - \$78,498) on the statement of operations is from an Alberta Municipal Affairs grant.

Alberta Municipal Affairs currently provides certain services to the Council including a monitoring service of accredited entities as part of the Municipal Support Program, at no cost. As a result of the difficulty in determining the fair value of these services, contributed services are not recognized in the financial statements.

## 9. Financial risks and concentration of credit risk:

The Council is exposed to a number of different financial risks arising from its use of financial instruments, including market price risk, liquidity risk, credit risk and interest rate risk. The Council's overall risk management processes are designed to identify, manage and mitigate business risk.

### Market price risk

Market price risk is the risk that the value of an instrument will fluctuate as a result of changes in market prices, whether those changes are caused by factors specific to an individual investment, its issuer or all factors affecting all instruments traded in the market. As all of the Council's investments are in pooled-funds and carried at fair value with fair value changes recognized in the statement of operations and statement of remeasurement gains, all changes in market conditions will directly result in an increase (decrease) in net assets. Market price risk is managed by the Council through their investment guidelines and policies, as monitored by the management of the Council and its investment manager.

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# SAFETY CODES COUNCIL

Notes to Financial Statements (continued)

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Year ended December 31, 2013

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## 9. Financial risks and concentration of credit risk (continued):

### Liquidity risk

Liquidity risk is both the risk that an entity will encounter difficulty in meeting obligations associated with financial liabilities, and there will be no ability to sell its financial instruments should it wish to do so.

The Council's Investment Policy, which is reviewed and approved by the Coordinating Committee annually, establishes the nature of acceptable investments for its portfolio. As a result, 100% of the Council's investments are in pooled funds. Although market events could lead to some investments within the pooled fund becoming illiquid, the diversity and quality of the Council's investments is designed to ensure that liquidity is available to pay liabilities as they come due. The Council also maintains cash on hand for liquidity purposes and to pay accounts payable and accrued liabilities.

There have been no significant changes to the liquidity risk exposure from 2012.

### Credit risk

Credit risk is the risk that an issuer or counterparty will be unable or unwilling to meet a commitment that it has entered into with the Council. In relation to the Council activities, credit risk arises from the issuance of permits by accredited third-parties and subsequent remittance of levies to the Council. This risk is mitigated through the Council's ongoing due diligence of accredited organizations, and the number of accredited organizations issuing permits. In relation to the Council's investment portfolio, credit risk arises from the bond or equity issuer defaulting on its obligations.

The Council manages credit risk by investing diversified pooled funds. Cash is held with reputable financial institutions and accounts receivable are with counterparties that the Council believes to be reputable entities. No individual financial asset is significant to the Council's operations.

### Interest rate risk

The Council is exposed to interest rate risk associated with the underlying interest-bearing instruments held in the Jarislowsky Fraser Bond Fund and the Jarislowsky Fraser Canadian Equity Fund. To properly manage the Council's interest rate risk, appropriate guidelines and investment policies are set and monitored by management of the Council and its investment manager.





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# SAFETY CODES COUNCIL ANNUAL REPORT | 2013

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