



# Safety Codes Council

2015 Annual Report





**Safety  
Codes  
Council**

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The Safety Codes Council (Council) is a statutory corporation established by the *Safety Codes Act* (Act) to function as a safety codes system (System) governing body on behalf of the Minister of Municipal Affairs (Minister). Through collaboration with partners in government, municipalities, industry, labour organizations, and training institutions, the Council oversees the development and administration of safety codes and standards throughout the province and delivers effective public safety programs.

The Council is responsible to the Minister and works under authority of the Act, which was first passed in June 1991 and amended in March 2015. The Council and Minister signed an updated Mandate and Roles Document in August 2015 to help clarify their respective roles and responsibilities and provide more effective administration of the System.

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

- Accredite and monitor municipalities, regional services commissions, and agencies;
- Train and certify safety codes officers (SCOs);
- Administer an appeal process for orders and written notices issued under the Act;
- Investigate complaints about accredited organizations, SCOs, master electricians (MEs), and permit issuers;
- Review, formulate, and recommend safety codes and standards to the Minister;
- Promote uniform safety standards and principles of barrier-free design and access;
- Develop and maintain a province-wide permitting and information management system;
- Provide support for our partners; and
- Carry out activities on behalf of the Minister.

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## Contents

Vision, Mission, and Values .....	4
Chair's Message.....	5
President and CEO's Message.....	6
Introduction .....	7
Report on Strategic Priorities .....	7
Report on Business Goals .....	9
Sub-Council Activities.....	25
Technical Coordinating Committee.....	34
Board of Directors .....	35
Management Comments on Financials.....	36
Financial Statements .....	37

# Vision, Mission, and Values

The Council will achieve its vision and fulfill its mission by embracing and demonstrating its core values.

## 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.**



**Safety  
Codes  
Council**

# Chair's Message



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

2015 was a year of significant change for the Council and for the System, and I am very pleased to present, on behalf of the Board of Directors (Board), the Annual Report on the goals and strategic priorities laid out in the 2015-2017 Business Plan. I would like to emphasize the work done by the Council's volunteer members and staff, in collaboration with our key partners in government and industry, to help usher in important changes.

In the spring of 2015, the Act was amended to introduce new provisions that strengthen the System in important ways, such as ensuring new codes and standards are adopted in a timely manner so that Albertans are protected by codes and standards that reflect current technology and trends. The Council's participation in the review of the Act and the development of the amendments contributed an essential perspective, and the Council continues to work with Alberta Municipal Affairs (AMA) to develop the regulations needed to support and implement the amendments.

Through amendments to the Act, the government is improving permitting and inspection services in unaccredited municipalities by directing the Council to establish the Alberta Safety Codes Authority (ASCA). Establishing ASCA will introduce a framework that continues to use agency service providers while increasing the accountability for the delivery of safety codes services in unaccredited municipalities. One of the Council's key achievements of 2015 was successfully completing the development of ASCA in cooperation with AMA and through extensive consultation with stakeholders.

In 2015, the Council focused considerable attention on its governance framework. The Council launched a comprehensive governance review to ensure its structures and processes are aligned with current best practices and meet the evolving needs of the organization and System. At the same time, an updated Mandate and Roles Document was approved by the Minister and Board, and a thorough review of the Council Bylaws was initiated. The Council also established a 2016-2020 Strategic Plan to set goals and priorities that will guide the organization over the next five years.

As important as these new initiatives are, the Council's core functions remain as crucial as ever to the ongoing health of the System. This work, as well as the above mentioned initiatives, is discussed in detail in the report on business goals and the sub-council summaries within this document.

I would like to extend my thanks and appreciation to the dedicated volunteer members of the Council and their nominating organizations who offer their time and expertise to keep the built environment safe and accessible for all Albertans. The sub-council summaries highlight the excellent work done by Council members throughout 2015.

My thanks also go to Brian Alford and the Council staff for their hard work in 2015. I would also like to recognize and thank Ministers Danielle Larivee and Deron Bilous, as well as Brad Pickering, Bruce McDonald, and their staff at AMA for their continued partnership and support. The Council is committed to building upon its longstanding partnership with AMA to provide an effective System for Albertans in the years ahead.

# President and CEO's Message



Brian Alford  
President  
and CEO

I am pleased to present the Safety Codes Council Annual Report for the year 2015. The Council achieved a number of significant successes in 2015 as it worked to address its strategic priorities and business plan goals. Details of this work, including planned actions, results achieved, and analysis, are described in this report.

Over the course of the past year, the Council has worked diligently, with much assistance and input from AMA and stakeholders, to successfully fulfill the requirements of ASCA's development. Staff members from many departments were called upon to bring their expertise to this initiative, and I am very proud of what we have accomplished together.

The Council also contributed research, advice, and recommendations to assist AMA with its review of the Act. The resulting amendments, which were passed in March 2015, allow for a number of important improvements to the System, including the establishment of ASCA and the ability to adopt codes and standards more quickly. In 2015, the Council also consulted with sub-councils to develop policies and procedures that will facilitate timely adoption of codes and standards.

The Council also continued to invest in its core businesses and improve existing processes, programs, and services. In 2015, a stakeholder working group was struck under the Technical Coordinating Committee to review the uniform quality management plans (QMPs) for accredited organizations, and staff worked with a number of accredited organizations to update their existing QMPs. The Council also continued to support and assess the effectiveness of the System through enhancing its electronic permitting system and refining the processes and procedures used to audit accredited organizations.

A commitment to educating and supporting SCOs remained a priority for the Council. Enhancing the quality and availability of SCO training was achieved by transitioning more courses to online delivery and partnering with large employers of SCOs to provide in-house training. The Council collaborated with AMA to expand the offerings of SCO regional meetings, which provide valuable opportunities to learn and share best practices. A new student awards program was also rolled out to reduce training costs for qualified individuals who want to become SCOs.

There are many people and organizations who contributed to the Council's success and achievements in 2015. I would like to thank our stakeholders, the volunteer Council members, and Council staff for their dedication and hard work in 2015.

My special thanks also go to Bruce McDonald, Alex Morrison, James Orr, Chris Contenti, Harry Li, Monte Krueger, and all the staff at AMA who provide policy and technical guidance and support to the Council staff and members.

Finally, I would like to thank the Board for their direction and support in pursuit of the Council's vision of Alberta: a safe place to live, work, and play.

# Introduction

Through planning sessions involving the Board of Directors, Council management, and representatives from AMA, five strategic priorities were identified as being central to the continued advancement and effectiveness of the System. The following priorities provided the foundation for the 2015–2017 Business Plan and guided the Council's work throughout 2015.

1. Alberta Safety Codes Authority (ASCA)
2. Codes and Standards
3. Accredited Organizations and Certified Individuals
4. Risk Management
5. Awareness

**This Annual Report provides information on work that the Council and its partners undertook in 2015 to achieve its business plan goals. Highlights of the Council's achievements in 2015 are:**

- » Providing input into the Act Review, which culminated in amendments to the Act in March 2015;
- » Completing the development of ASCA through collaboration with AMA;
- » Working with AMA to enhance regional meetings for SCOs;
- » Increasing the number of SCO training courses available through online delivery;
- » Establishing the 2016–2020 Council Strategic Plan;
- » Updating the Council's Mandate and Roles Document;
- » Initiating a Council-wide governance review;
- » Implementing the Student Awards Program for those taking SCO training courses;
- » Initiating a review of the uniform QMP templates;
- » Updating the Council's SCO mentoring program;
- » Launching a new visual identity for the Council; and
- » Consulting the sub-councils on changes to the code adoption process.

## Report on Strategic Priorities

In addition to delivering and administering core programs and services, the Council also undertook activities to introduce systemic and longer-term enhancements to the System. These activities focused on the five strategic priorities identified in the Council Strategic Plan. A brief overview of each priority is presented below with details on some of the key work completed to achieve change.

## STRATEGIC PRIORITY 1:

### **Alberta Safety Codes Authority**

As a result of legislative amendments enacted by government, ASCA will be established to oversee safety codes services delivered in unaccredited municipalities throughout Alberta utilizing a fee-for-service, contract-based accredited agency framework.

#### **In 2015, work undertaken to address this priority included:**

- Completing a comprehensive project plan to design and implement a business model for ASCA, including processes and systems to support administration of permitting, inspection, and enforcement services in unaccredited areas as well as other infrastructure requirements that are necessary for successful implementation; and
- Assisting in the development of amendments to the Act that will enable AMA to delegate the responsibility for overseeing permitting and inspection services in unaccredited areas of Alberta to ASCA.

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## STRATEGIC PRIORITY 2:

### **Codes and Standards**

The Council will collaborate with AMA and others to develop and maintain effective codes and standards that are adopted in a timely manner and that meet provincial needs, while being harmonized with national and international models.

#### **In 2015, work undertaken to address this priority included:**

- Providing input into amendments to the Act that will allow for more timely adoption and implementation of codes and standards; and
- Initiating consultations with the sub-councils to gather input into the development of policies and procedures that will support the legislative amendments by facilitating the timely adoption of safety codes and standards.

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## STRATEGIC PRIORITY 3:

### **Accredited Organizations and Certified Individuals**

The Council will provide the education and support needed for accredited organizations and certified individuals to understand and fulfill their roles and responsibilities. In turn, these organizations and individuals will be accountable for meeting standards established in QMPs and appropriately exercising statutory authority. Safety codes services delivered by accredited organizations and certified individuals will be monitored through independent audits and mandatory reporting.

#### **In 2015, work undertaken to address this priority included:**

- Initiating a comprehensive review of uniform QMPs that establish the roles, responsibilities, and service delivery standards for accredited organizations;
- Implementing a student awards program to support qualified individuals in obtaining SCO certification;
- Continuing comprehensive revisions to the certification structure and training program for SCOs in the building and fire disciplines; and
- Enhancing existing learning and development opportunities for SCOs by collaborating with AMA to deliver regional SCO meetings.

#### STRATEGIC PRIORITY 4:

##### **Risk Management**

The Council will become the recognized provincial repository of information about the System and will collect data about compliance monitoring, accidents and incidents, administration, and other services delivered by the Council and accredited organizations. Analysis of this information will help the Council and its partners to identify and mitigate potential risks, engage in evidence-based decision-making, and establish meaningful ways to measure and monitor the effectiveness of the system.

**In 2015, work undertaken to address this priority included:**

- Collaborating with AMA to identify appropriate measures to assess expected System outcomes;
- Initiating planning processes that identify risks and information gaps and address them through significant Council-wide initiatives; and
- Making enhancements to eSITE (electronic Safety Information Tracking Environment) to gather more information about permitting and inspection activities in unaccredited areas.

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#### STRATEGIC PRIORITY 5:

##### **Awareness**

The Council will provide education and information to those who support and those who benefit from the System. Increased public awareness of the System will give Albertans more confidence in the System and help them understand what they can do to create safer environments.

**In 2015, work undertaken to address this priority included:**

- Introducing a new visual identity that is rooted in the Council's values to provide a consistent brand across its operations;
- Launching an educational program regarding the safe use of temporary propane heating systems on construction sites; and
- Publishing additional information about appeals and complaints investigations on the Council website.

## Report on Business Goals

### Operations Division

The Operations Division comprises the Accreditation, Certification, Audit, and Investigations departments. These departments perform core business functions that are essential for the operation of the System and directly support the Council in achieving its strategic priorities related to accredited organizations, certified individuals, and risk management.

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#### **Accreditation**

Accreditation empowers a municipality, regional services commission, or corporation to administer the Act within their respective jurisdictions in one or more of the following disciplines: building, fire, plumbing, electrical, and gas. Agencies can also become accredited to provide compliance monitoring services on behalf of other accredited organizations or AMA. At the close of 2015, there were 466 accredited entities: 304 municipalities, 100 corporations, 61 agencies, and one regional services commission.

<b>Goal 1.1</b>	<b>Administer a system to authorize qualified organizations to administer all or part of the Act within their jurisdictions.</b>
<b>Planned Action</b>	Administer an orders and variances management system. Improve compliance and accountability of accredited organizations.
<b>Results Achieved</b>	The orders and variances management application is being used internally and work is being done to identify and address issues that have delayed the external launch. Letters were sent to all accredited organizations that did not submit internal reviews by the March 31 deadline. 33 checklist reviews of accredited corporations were completed by AMA staff and reviewed by the department. The Administrator of Accreditation directed that accredited agencies will no longer attend checklist reviews of an accredited organization they provide services on behalf of.
<b>Analysis</b>	The department is logging orders and variances within the management application for internal and archival purposes, and continued work on the external face of the application aims to ensure user acceptance. Internal review submissions from accredited organizations continue to increase. Changes to the process for conducting checklist reviews for accredited corporations reinforce the need for accredited corporations to take full accountability for the administration of their QMPs and oversight of the accredited agencies they contract.
<b>Goal 1.2</b>	<b>Ensure established QMP requirements are appropriate and relevant.</b>
<b>Planned Action</b>	Work with sub-councils and stakeholders to review and revise uniform QMPs for municipalities, corporations, and agencies.
<b>Results Achieved</b>	The agency QMP, municipal QMP, and corporate QMP reviews are underway and the revised QMP templates will be presented to the TCC in fall 2016. The QMP review is moving forward more quickly than anticipated because the QMP review working group decided to proceed with simultaneous reviews rather than review agency, municipal, and corporate QMPs separately.
<b>Analysis</b>	Extensive input from accredited organizations ensures experiential best practices are reflected in revised QMP templates. Revised QMP templates are streamlined and contain additional accountabilities, making them clearer and enhancing the accountability of accredited organizations. Pertinent requirements of recent code changes are incorporated so that QMP templates are consistent with updated codes.
<b>Goal 1.3</b>	<b>Increase the number of accredited organizations working under the current QMP model.</b>
<b>Planned Action</b>	Incorporate a strategy to identify and transition accredited organizations to the uniform QMP. Promote accreditation to non-accredited municipalities and industrial corporations where appropriate.
<b>Results Achieved</b>	Across all types of organizations, there were 15 new accreditations and 12 cancelled accreditations in 2015. Letters were sent to over 45 accredited municipalities directing them to update their QMPs, and a total of 67 accredited organizations updated their QMPs, 38 of those being municipalities. While outside of the Council's jurisdiction, it was noted that buildings on First Nations land must meet the National Building Code and the department is assisting First Nations organizations in the development of their administration of national safety codes. The First Nations Technical Services Advisory Group contacted the Council to discuss becoming an accredited agency. Initial meetings were held on this topic, and discussions are ongoing.

## Analysis

Accredited organizations are continuing to transition to the uniform QMP, which increases adherence to current practices and standards. As First Nations land is under federal jurisdiction, it is not subject to the Act and therefore not within the Council's mandate; however, the Council is providing support to First Nations organizations to help them ensure the homes and buildings in their communities are safe.

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## Certification

The Council administers the certification and designation of SCOs and certification of MEs in accordance with the Act. Certification is issued to individuals who meet the qualifications and complete the 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 2015, there were 2,722 certified SCOs, 2,082 of whom held a designation of powers for one or more accredited organizations, and 4776 MEs.

### Goal 1.4

**Administer a professional and modern process to certify competent SCOs and MEs in a timely manner.**

### Planned Action

Create a plan to implement a content management system that tracks certified individuals and issues reports. Streamline application processes for the SCO certification program and ME program. Revise the SCO professional development plan and identify next steps for implementation in consultation with the professional development working group.

### Results Achieved

A learning management system (LMS) will address content management needs as well as other Council functions. The department played a key role in conducting background research and project scoping needed to include this item in the 2016-2018 business plan and budget. It also began gathering requirements for the LMS, including identifying useful metrics, in preparation for the project launch in 2016. Certification processes were mapped and streamlined, and an application tracking system was developed. An ME handbook was completed and published on the Council website, and a certification handbook and SCO handbook are in development. Regarding the professional development program, meetings and focus groups were held, presentations were delivered at the Safety Codes Council Annual Conference, and the project plan and draft policy were completed.

### Analysis

Research done in 2015 provides a solid base for the initiation of the LMS project, which will integrate several related Council functions to enhance customer service, streamline processes, and improve the Council's ability to gather and analyze data. Published handbooks will clarify application processes for MEs and SCOs. The completed professional development program plan will be integral to the development of the LMS, as SCOs will use the LMS to track professional development activities.

<b>Goal 1.5</b>	<b>Collaborate with stakeholders to ensure that certification requirements for SCOs and MEs are relevant and appropriate.</b>
<b>Planned Action</b>	Draft a revised certification policy for fire SCOs and work with AMA on new and existing scopes for certification. Revise the designation of powers policy to reflect changes to authorities for pressure equipment SCOs and proposal to change the Boilers and Pressure Vessels Sub-Council name to the Pressure Equipment Sub-Council. Establish a qualified persons registry.
<b>Results Achieved</b>	The draft Fire SCO certification policy is complete and the department is preparing for a consultation in 2016. Pressure equipment policy and process updates are complete, the Council Bylaws were amended at the Annual General Meeting (AGM) to adopt the new sub-council name, and new certificates and designations of power were issued to pressure equipment SCOs. Development of the qualified persons registry, known as the SAFE (Services and Fire Equipment) Registry, is complete and external user testing will begin in 2016.
<b>Analysis</b>	Once consulted upon, revised, and implemented, the fire certification policy will establish the new SCO certification levels that were recommended by the Fire Sub-Council, ensuring that fire certification levels and supporting training are clear, relevant, and appropriate. The pressure equipment policy, processes, and name now accurately reflect the discipline's scope of work. External testing and implementation of the SAFE Registry have been deferred until 2016, when resource availability will permit the creation of a comprehensive implementation plan.
<b>Goal 1.6</b>	<b>Enhance the value that the SCO and ME certifications provide to the safety codes system and Albertans.</b>
<b>Planned Action</b>	Implement a code of ethics for SCOs. Implement code update training for MEs. Revise the Council mentoring program in consultation with the Education and Training department.
<b>Results Achieved</b>	Information about the SCO Code of Ethics was sent to all SCOs, all certification application and renewal forms contain a code of ethics acknowledgment, and code of ethics information is included when new Certificates of Competency are sent out. All MEs were informed that code update training is now required to maintain their certification and information on where to find appropriate training was provided. The mentoring program for the building discipline is complete and work on the mentoring programs for the gas and plumbing disciplines has begun.
<b>Analysis</b>	The SCO Code of Ethics clarifies ethical standards and responsibilities and enhances the professionalism of the occupation. The introduction of code update training for MEs enhances the rigour of this certification, aligns it with that of SCOs, and ensures that those responsible for obtaining permits and supervising permitted work are versed in the most recent code. Updated mentoring programs will help ensure the knowledge of experienced SCOs can be formally imparted to new SCOs, thus improving the quality and effectiveness of the SCO workforce.

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## Audit

The Audit department is responsible for reviewing practices, policies, and procedures of accredited organizations to ensure they are consistent with the Act and QMP standards. This helps maintain a System that is effective, responsive, and accountable to Albertans. Department staff assists accredited organizations by providing knowledge and tools needed to improve administration of the System. In 2015, the department performed 51 audits of accredited organizations and delivered 75 completed reports to audited organizations.

**Goal 1.7**                      **Monitor and assess the processes and activities of accredited organizations and certified individuals to identify best practices and areas needing improvement.**

**Planned Action**              Continue to improve auditing processes and conduct 70 audits of accredited organizations. Expand auditing to include accredited corporations, orders and variances registered with the Council, and SCOs' on-site inspection processes. Assist with improving the effectiveness of accredited organizations and certified individuals.

**Results Achieved**            The department conducted 30 audits in the fire discipline and 18 in the building, electrical, plumbing, and gas disciplines. Six of those 18 included the financial approach, which audits processes and procedures related to levies. An additional three audits of solely the financial approach were conducted. The department began conducting audits of orders and variances registered with the Council and the results are being reviewed internally. A process to review SCOs' on-site inspection activities was developed and refined. Reviews of fire SCO inspection processes in 11 municipalities were conducted as well as one review of a plumbing & gas SCO inspection process. The audit report template was improved to increase the amount and quality of content.

**Analysis**                        Fewer audits were completed than planned due to staff vacancies and because a significant amount of time was spent addressing outstanding reports from the previous year. Introducing audits of orders and variances gives the Council insight into how and why orders and variances are being issued so that trends can be tracked and corrective action can be taken if they are being issued inappropriately. Reviews of SCO inspection processes revealed that those who were reviewed were skilled and competent in performing inspections. The improved audit report template provides accredited organizations and certified individuals with high-quality, detailed information about the findings of their audits and opportunities for improvement. KPMG's assessment of the Council audit process resulted in the removal of their qualification regarding financial reporting of levy revenues from municipalities and agencies.

<b>Goal 1.8</b>	<b>Communicate audit findings to appropriate parties to maintain and improve effective administration of the System.</b>
<b>Planned Action</b>	Provide audit reports to audited organizations and applicable Council departments.
<b>Results Achieved</b>	A total of 75 audit reports were completed and issued to the audited organizations in 2015, an increase over the number issued in 2014. Completed audit reports are also sent to the Accreditation department upon issuance.
<b>Analysis</b>	Issuing audit reports to audited organizations provides the organizations with an objective view of their performance and identifies opportunities to improve their administration of safety codes activities within their jurisdiction. Reviewing audit findings with other Council departments enables the division to identify outstanding safety issues, determine compliance with established standards and processes, and initiate corrective follow-up as required, including reassessment to ensure corrections have been implemented.
<b>Goal 1.9</b>	<b>Analyze audit findings and work with other Council departments to follow up with accredited organizations and certified individuals to ensure that needed improvements are completed.</b>
<b>Planned Action</b>	Expand auditing to include post-audit risk analysis of data and findings. Develop an audit follow-up process in consultation with other Council departments.
<b>Results Achieved</b>	A draft post-audit analysis process was completed and a root cause analysis tool was presented to the Director of Operations. An audit follow-up process was defined and mechanisms were established to ensure that audited organizations are submitting post-audit action plans to the Council.
<b>Analysis</b>	In order to identify, assess, and address trends and risks, refinements of the root-cause analysis tool and more documentation of root causes in each audit are needed. A clear and well-communicated audit follow-up process helps ensure any necessary corrections or opportunities for improvement that were noted in the audit report are addressed by the audited organization.

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## Investigations

The Council receives and investigates complaints about the conduct and performance of accredited organizations and certified and/or designated individuals. Complaint investigators are independent, reporting directly to the Director of Operations, with reports being provided to the Administrators of Accreditation and/or Certification for review and follow-up as required.

<b>Goal 1.10</b>	<b>Administer complaint investigations that are independent, unbiased, and objective.</b>
<b>Planned Action</b>	Investigate complaints and post complaint investigation information on the Council website, including summaries of completed investigations.
<b>Results Achieved</b>	Complainants are responded to within three days of receipt of the complaint. A total of 15 investigations were initiated in 2015 and 10 were closed. Summary information was posted on the Council website regularly.
<b>Analysis</b>	Investigation processes are holistically reviewed annually to identify and implement improvements. Posting complaint investigations information on the Council website ensures the complaints process is transparent and accessible.

# Education and Training

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. In 2015 there were 2,154 course registrations, and the most popular training delivery types were classroom and distance.

## Goal 2.1

**Deliver a high quality training program that is accessible and responsive to the needs of aspiring and current SCOs, permit issuers, and their employers.**

### Planned Action

Administer a student awards program. Provide code update training in a timely manner. Achieve 85% student satisfaction with training courses across a variety of delivery modalities, including classroom, webinar, distance, and online.

### Results Achieved

There were five student awards granted in the spring cycle and another four in the fall cycle. A promotional postcard to advertise the student awards program was developed and distributed at trade shows as well as to those who registered for training. Alberta Building Code update training began in June 2015. A pilot program to offer code update training in-house through the City of Calgary was successful and resulted in two other organizations offering in-house code update training. The department liaised with AMA to develop a document outlining key changes to the Alberta Fire Code to distribute to all fire SCOs in lieu of code update. Feedback surveys indicated an overall student satisfaction rate of 94%, exceeding the target of 85%.

### Analysis

The student awards program reduces financial barriers to becoming an SCO or gaining additional certification(s), thereby helping ensure there are adequate numbers of SCOs to support the System. Building code update training was available in a variety of formats approximately four months after the new code was adopted. Partnering with large organizations that employ many SCOs to provide in-house code update training helps deliver the training more efficiently, reduces costs for the employers, and gives the organization flexibility in scheduling the training. The Fire Sub-Council determined that recent changes to the Alberta Fire Code are not substantial enough to merit code update training and directed a document outlining the changes be distributed; it is anticipated that it will be distributed in early 2016. High student satisfaction rates indicate that, overall, training courses meet or exceed customer needs and expectations in the areas of customer service, availability of offerings, delivery of training materials, quality of course materials, and effectiveness of instructors and course advisors.

## Goal 2.2

**Develop training materials that are accurate, relevant, and meet the learning and certification needs of SCOs and their employers.**

### Planned Action

Ensure courses are revised to reflect adoption of new codes, standards, and regulations. Ensure new training material is developed that promotes accurate code interpretation, consistency, and quality inspections by SCOs.

### Results Achieved

Most of the technical content for fire SCO training courses was revised, and the revision will be completed and courses implemented in 2016. The department undertook revision of building courses to reflect changes to the Alberta Building Code, development of a building code update course, and development of training courses to support new building certification levels. The creation of courses regarding the newly-adopted National Energy Code for Buildings and the revision of electrical courses were contracted to third parties. Plumbing courses were revised and plumbing code update training was developed to reflect changes to the Private Sewage Standard of Practice. These courses were in the editing and implementation stage at the close of 2015.

## Analysis

Providing training for SCOs is a fundamental way the Council works to ensure consistent code interpretation and, ultimately, safety throughout Alberta. Due in part to the introduction of new codes and standards and changes to certification structures, 44 courses across five disciplines were under development or revision in 2015. Difficulty in securing subject matter experts to revise content caused delays in the revision of fire, building, and electrical courses. Electrical courses are expected to be fully revised and implemented in early 2016. The volume of work and review necessary to align courses with new codes also presented a challenge for building, fire, and energy code courses. Once completed, fire training courses will reflect changes to fire SCO certification requirements, changes to the Alberta Fire Code, and current National Fire Protection Association standards. Energy code courses have been created and are being reviewed by the Building Sub-Council. Revised plumbing courses are nearly finalized and prepared to support the new Private Sewage Systems Standard of Practice, which came into effect January 1, 2016.

## 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. In 2015, the Council received 13 notices of appeal and heard 10 appeals.

### Goal 3.1

**Administer a fair, objective, and accessible appeal system.**

#### Planned Action

Provide unbiased and objective appeal hearings in a timely manner.

#### Results Achieved

In all appeals in 2015, both the appellant and respondent were contacted within 5 business days of receiving the notice of appeal. The average length of time between receipt of the notice of appeal and the appeal hearing was 137 days, slightly longer than the target of 120 days.

#### Analysis

Notice of appeal response time targets were met for all 13 notices of appeal received in 2015. Of the 13 notices of appeal received, five hearings were held less than 120 days after the notice was received; three hearings were held between 120 and 160 days after the notice was received; one appeal was withdrawn; two appeals were deferred; and two appeal hearings were yet to be scheduled but remained under the 120-day target at the close of 2015. In one case, an appeal hearing was delayed beyond the 120-day target to resolve a preliminary matter, and in two others, a decrease in staff resources resulted in delays.

### Goal 3.2

**Provide a transparent appeal system that informs and educates stakeholders about Council appeal decisions and the appeal process.**

#### Planned Action

Maintain information on the Council website. Publish appeal decisions on the Council website after the required waiting period. Maintain an appeal registry and provide reporting as necessary.

#### Results Achieved

Appeal information on the website is current and accurate. Appeal decisions were posted after the required waiting period elapsed. An appeal summary form for internal use is maintained as events occur.

#### Analysis

Posting information about the appeals process, including appeal decisions, ensures information is accessible and the process is transparent. Keeping internal summary information ensures targets are being met, allows for the tracking of trends, and expedites requests for information.

# Stakeholder Relations

The Stakeholder Relations department works towards creating a clear understanding and awareness for Albertans of the System and their responsibilities within that System. It helps other Council departments address consultation and communication needs and collaborates with AMA to increase public knowledge of the System.

<b>Goal 4.1</b>	<b>Provide Albertans and stakeholders with a clear understanding of what the Council does and the importance of its role within the System.</b>
<b>Planned Action</b>	Coordinate and support the production and distribution of all Council-published information. Provide new member orientation, appeals training, and Chair 101 training for Council members. Increase use of social media. Review the Council's representation at trade shows and events. Move historical Council information to an electronic repository.
<b>Results Achieved</b>	The Annual Report, Business Plan, and Safety Codes System Report were published and distributed, including online. Safe Temporary Propane Heat program materials were distributed across Alberta in the fall. Orientation and training for Council members were delivered twice; appeals training and Chair 101 training sessions had a satisfaction rate of 100%. The Council's corporate Twitter account had 112 new followers and 184 retweets. Conversion of historical information, including past sub-council meeting agenda and minutes, letter ballots, and Council member appointment correspondence, from hard-copy to electronic form is complete.
<b>Analysis</b>	Corporate plans and reports are accessible in a professional form that reinforces the Council's brand and provides accessible information about organizational plans and results. The Safe Temporary Propane Heat program continues to receive positive feedback and requests for materials from stakeholders, indicating it is seen as a valuable education program. New Council members are provided with an orientation to inform them about their responsibilities and the broader System. The Council's visibility and engagement on social media continue to increase, helping promote key programs and initiatives and spread awareness of the Council's role in the System. Historical information is easily accessible by Council members and staff, which creates a significant increase in efficiency, allows for better analysis of historical information, and improves transparency.
<b>Goal 4.2</b>	<b>Foster stakeholder engagement through initiatives that strengthen the System.</b>
<b>Planned Action</b>	Deliver the annual conference and AGM. Co-deliver regional meetings for SCOs in conjunction with AMA. Support the delivery and review of the stakeholder engagement survey.
<b>Results Achieved</b>	Conference and AGM achieved attendance goals and received a 96% overall satisfaction rate from feedback survey respondents. Regional meetings for building and fire SCOs were successfully delivered in six locations across the province and had an attendee satisfaction rate of 100%. The stakeholder engagement survey was deferred to 2016.
<b>Analysis</b>	The conference and AGM continues to be a premier education and networking event for System professionals ranging from SCOs to government officials to members of standards development organizations. Regional meetings foster engagement in the System and encourage consistency across the province's SCOs by providing a valuable opportunity for SCOs to receive information on emergent topics and share best practices.

**Goal 4.3**

**Build brand excellence.**

**Planned Action**

Launch a new visual identity system for the Council. Manage marketing, communications, and change management for ASCA.

**Results Achieved**

Re-branding initiatives are complete, with some low-priority collateral to be revised and updated as needed in 2016. ASCA's key collateral is in development and communication work is ongoing in preparation for ASCA's spring 2016 launch.

**Analysis**

The new visual identity is well-established and brand standards are being upheld, both of which strengthen the Council's corporate image. Communications that reflect and reinforce ASCA's key messages are being prepared to support a successful launch.



# Alberta Safety Codes Authority Division

In March 2015, the Government of Alberta amended the Act to allow for establishment of the Alberta Safety Codes Authority (ASCA), a division of the Council which will oversee the delivery of permitting and inspection services in unaccredited municipalities on behalf of the Minister. It is anticipated that this function, which is currently performed by AMA, will be delegated to ASCA in spring 2016.

## Goal 5.1

**Establish and administer a system to oversee permitting, inspections, and compliance monitoring in unaccredited municipalities.**

## Planned Action

Design and implement a business model, including processes, systems, and change management, to support ASCA in administering permitting, inspection, and enforcement services in unaccredited municipalities. Design and implement infrastructure requirements that are necessary for successful operationalization. Collaborate with AMA to ensure a smooth transition of responsibility from AMA to ASCA.

## Results Achieved

The project was executed in accordance with a comprehensive project charter and with extensive input and support from AMA and the agencies that provide services in unaccredited areas. Key processes, such as permit issuance, inspections, and verification of compliance, were developed, documented, and validated with agencies. Agency training sessions were completed. ASCA's service delivery standards were developed and reviewed. Extensive changes were made to eSITE to support ASCA's processes; some of these changes were implemented in 2015 while others will be implemented in early 2016 prior to ASCA's launch. eBIZ was developed; it is a billing management system for ASCA and its contracted agency service providers that enables key financial and dashboard reporting and facilitates ASCA's compliance management processes. Support materials such as website content and a comprehensive reference manual were developed. Critical success factors and performance metrics have been defined. The ASCA Services Agreement was completed, and seven agencies have signed agreements. A transition plan was developed to allow for the completion of work in progress under AMA while new work is begun under ASCA.

## Analysis

ASCA met all project requirements by December 31, 2015. The launch was deferred pending issuance of a Ministerial Order delegating oversight of permitting and inspection services in unaccredited municipalities to ASCA. Implementing some of the changes to eSITE in advance of ASCA's launch has allowed agencies more time to adapt to new ASCA requirements and processes. Enhancements that are not critical for start-up will be prioritized, documented, and scheduled for implementation after launch. The Council will work with AMA to develop communication materials that will be issued leading up to and during the launch of ASCA in spring 2016.

# Finance and Administration Division

The Finance and Administration Division is composed of the Council's Human Resources and Accounting departments. These departments provide support and services needed to ensure the Council is sustainable and able to achieve its strategic priorities and goals.

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## Human Resources

<b>Goal 6.1</b>	<b>Manage the development of employees to ensure effective succession planning and growth as well as the viability of the Council.</b>
<b>Planned Action</b>	Redesign the employee recruitment, selection, and onboarding processes and the succession planning process. Plan and implement office renovations.
<b>Results Achieved</b>	The recruitment, selection, and onboarding processes were redesigned and implemented. The succession planning process was redesigned and piloted with the Training and Education department, and Council-wide implementation will take place in early 2016. Extensive office renovations were completed.
<b>Analysis</b>	Improved recruitment, selection, and onboarding processes help ensure that the Council's staffing needs are met in a timely manner and new staff members are integrated into the Council. The redesigned succession planning process is aligned with the Council's long-term business strategy and ensures that talent is identified, developed, and retained in order to meet the Council's current and future needs. Office renovations were undertaken after significant consultation with staff, ensuring that individuals' needs and preferences were considered. The completed renovations make more efficient use of the Council's office space to accommodate the Council's growth.

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## Accounting

<b>Goal 6.2</b>	<b>Provide accurate financial information to internal and external clients and partners.</b>
<b>Planned Action</b>	Implement and document an improved process for quarterly forecasting. Create a Financial Review Committee.
<b>Results Achieved</b>	The quarter forecasting process was formalized. The Financial Review Committee was formed and met quarterly beginning in the second quarter of 2015.
<b>Analysis</b>	The structured process for quarter forecasting is utilized at senior management meetings to communicate and evaluate budgetary considerations. The Financial Review Committee is an internal body that provides oversight of the Council's financial data and budget so that adjustments can be made throughout the year. Both of these initiatives improve departmental and Council-wide planning and resource allocation.

<b>Goal 6.3</b>	<b>Work with eBS to utilize technology to streamline accounting and human resources processes.</b>
<b>Planned Actions</b>	Implement an online expense claim process for Council staff. Integrate payments due to ASCA from contracted agencies and payments due to agencies from ASCA into existing accounting processes. Investigate a human resources information system.
<b>Results Achieved</b>	The online expense claim system was developed. The groundwork for integrating ASCA's payments into existing processes has been completed. A human resources information system was selected and will be implemented in 2016.
<b>Analysis</b>	Testing and implementation of the online expense claim system was deferred to 2016 due to staff capacity; the Audit team will pilot the system, which, once fully launched, will increase efficiency in processing staff expense claims. Full integration of ASCA's payment transactions into existing processes will occur shortly after ASCA's launch and will result in a significant increase in efficiency. The human resources information system will allow for better tracking of information and increase efficiency by automating human resources and payroll processes.

## electronic Business Solutions

The eBS department is responsible for the Council's information technology (IT) and information management systems. It develops and maintains software applications needed to administer the System, including eSITE, an electronic permitting and information management system. eBS also provides service desk support to clients and external stakeholders, supports Council members and staff in their electronic technology needs, and promotes the innovative use of technologies to enhance the System.

<b>Goal 7.1</b>	<b>Provide a secure, reliable, and cost-effective information technology infrastructure to support Council operations.</b>
<b>Planned Action</b>	Provide IT infrastructure and business solutions to Council staff, partners, and stakeholders that are available at least 98% of business hours.
<b>Results Achieved</b>	The target of 98% availability during business hours was exceeded in all IT infrastructure and business solutions, including eSITE, the Council website, Council Member Portal, Service Desk Plus, POSSE, and Microsoft CRM.
<b>Analysis</b>	Near-constant availability of IT infrastructure and business solutions allows staff, partners, and stakeholders to access vital information and services as needed; this is integral to meeting customer service expectations.
<b>Goal 7.2</b>	<b>Support Council departments, partners, and stakeholders with selecting and implementing technologies and applications to meet their business needs.</b>
<b>Planned Action</b>	Implement eSITE enhancements and develop eBIZ, ASCA's billing and issue resolution system, in support of ASCA. Implement an electronic document management solution for historical Council information. Implement a registry for individuals qualified under the Alberta Fire Code. Implement an electronic expense claims solution.

Continued on next page >

<b>Results Achieved</b>	eBIZ and several releases of ASCA-specific modifications to eSITE were developed, tested, and implemented. A searchable repository of historical Council information, such as sub-council meeting agendas and minutes, was created and historical information was transitioned from hard-copy to digital files. The registry for qualified individuals, known as the SAFE Registry, was developed and tested internally. An electronic expense claims system was developed and tested.
<b>Analysis</b>	eSITE functionality is aligned with ASCA processes and policies, and eBIZ is ready for agency use in preparation of ASCA's launch. The electronic repository of historical information is accessible to Council members and staff and provides a significant increase in efficiency when searching for specific historical information. eBS has met its requirements in the development of the SAFE Registry and electronic expense claims system; implementation has been deferred pending final input and stakeholder communication on the part of other departments.

## Governance and Accountability

<b>Goal 8.1</b>	<b>Operate and maintain an effective governance strategy.</b>
<b>Planned Action</b>	Collaborate with AMA to review and update the Mandate and Roles Document. Establish a proactive and effective strategic planning process for the Council. Initiate a comprehensive review of the Council governance framework.
<b>Results Achieved</b>	An updated Mandate and Roles Document was approved by the Board and the Minister. The new planning process was established and resulted in development of the 2016-2020 Council Strategic Plan and subsequent changes to the 2016 business and operational plans. The governance review was initiated through an independent review of the current Council governance framework and a Board planning session. The review identified specific areas of focus in which the Council will undertake a number of activities to enhance its governance structures, systems, and processes.
<b>Analysis</b>	The updated Mandate and Roles Document reflects changes to the Council mandate that occurred since the previous version was signed, including updating the document to reflect legislative amendments such as formally establishing the Board of Directors. Implementing the new planning process identified priorities that will focus resource allocation and align all levels of the organization towards achieving common goals. The new process will also clarify accountabilities and facilitate more effective corporate reporting. Outcomes of the governance review will include alignment of internal processes and structures with best practices, greater oversight of the System, and enhanced service delivery to customers.
<b>Goal 8.2</b>	<b>Work with System partners to develop and review safety codes and standards and recommend their timely adoption to the Minister.</b>
<b>Planned Action</b>	Work with AMA to develop a collaborative and transparent code adoption process that results in the timely adoption of safety codes and standards that are appropriate for Alberta.
<b>Results Achieved</b>	Consultations were initiated with the sub-councils about legislative amendments to the Act that will provide for more timely adoption and implementation of codes and standards.

**Analysis** Feedback and input gathered through consultation with the sub-councils will result in development of policies and procedures that facilitate the quicker adoption of the most recent safety codes and standards in Alberta. Timely code adoption also promotes greater harmonization between national or international codes and standards and those ultimately adopted in Alberta. This, in turn, will assist with internal trade and provide greater certainty for industry while also supporting Alberta with meeting labour mobility requirements mandated in inter-provincial and national agreements.

**Goal 8.3** **Develop and maintain bylaws and policies that are consistent with the Council's Vision, Mission, and Values, that meet legal requirements, and that are effectively implemented.**

**Planned Action** Initiate a review of the Council Bylaws in order to submit proposed changes to Council members for approval at the AGM in June 2016. Develop new and amended policies that address needs and risks identified by the Council departments and sub-councils.

**Results Achieved** Two proposed changes to the Council Bylaws were approved by Council members at the AGM: one, remove the requirement for the Minister to approve the Council bylaws; and two, change the name of the Boilers and Pressure Vessels Sub-Council to the Pressure Equipment Sub-Council. Amended policies governing SCO certification and designation, Council membership matrices, and Council finances were adopted by the Board.

**Analysis** Removing the requirement for the Minister to approve Council Bylaws before they come into force aligns the Bylaws with recent changes to the Act. Renaming the Boilers and Pressure Vessels Sub-Council as the Pressure Equipment Sub-Council allows the name to better reflect the scope of the sub-council's work. The amended policies help ensure that the scope and requirements of certification and designation are appropriate, ensure that the Council has adequate and appropriate representation of industry and stakeholder groups to carry out its functions, and enhance administration and controls related to contracting and expenditures.

**Goal 8.4** **Collaborate with AMA to lead a review of the Act and regulations by providing research, advice, and recommendations.**

**Planned Action** Support government in the process for amending the Act and resulting regulatory changes.

**Results Achieved** Amendments to the Act were passed by the Legislature and signed by the Lieutenant Governor in March 2015. The amendments provided authority for timely code adoption, administrative penalties, establishing ASCA, changes to the Council governance framework, addressing overlapping accreditation, and the ability to appeal the refusal of a variance. The Council subsequently participated in discussions with AMA about developing regulatory requirements needed to support and enact a number of these amendments.

**Analysis** Amendments to the Act strengthened the legislative framework for the System and addressed issues and concerns that had been learned through years of experience and identified by stakeholders. The Council will continue to work with and support AMA in developing and implementing regulatory changes needed to implement legislative amendments.

## Goal 8.5

**Establish the Council as the primary repository of System data and use that data to monitor the effectiveness of the System and mitigate potential risks.**

### Planned Action

Identify opportunities to address data gaps to enhance oversight of the System and corporate performance.

### Results Achieved

Enhancements to eSITE and other systems that were developed to support the implementation of ASCA will provide considerable information about the effectiveness of permitting and inspection services in unaccredited municipalities throughout Alberta. Planning processes initiated in 2015 identified information gaps and risks that will be addressed through significant initiatives, such as implementation of a new LMS and comprehensive review of current compliance monitoring processes, that the Council committed to in its 2016-18 business plan.

### Analysis

The Council recognizes that collection of timely and reliable data is critical to enhancing oversight of the System; identifying, assessing and mitigating risks; and ensuring that desired outcomes are being met. Implementing ASCA will provide the Council and its partners with current and quality data that can be used to assess the effectiveness of the System in unaccredited municipalities. Similarly, the initiatives identified and planned for implementation over the next few years will provide meaningful information about the key components of the System and enhance system oversight by the Council, government, and stakeholders.



# Sub-Council Activities

The Council coordinates ten volunteer sub-councils: Amusement Rides, Barrier Free, Building, Electrical, Elevators, Fire, Gas, Passenger Ropeways, Plumbing, and Pressure Equipment. Sub-council members are nominated by organizations representing municipalities, industry, labour, training institutes, and persons with disabilities. The Minister also appoints one member of each sub-council to represent Albertans. Sub-councils review codes, standards, industry trends, and issues related to their respective technical disciplines and the System as a whole. Small working groups are often formed to address specific topics. Sub-council members are also responsible to provide information and advice to the Minister at the Minister's request.

**In 2015, there were a total of 41 regular sub-council meetings. All sub-councils heard presentations or were supplied with a variety of information on topics such as:**

- » A mandatory professional development program for SCOs, which is currently in development;
- » Amendments to the Act that were passed in March 2015;
- » Policies and procedures to support legislative changes that will provide for more timely adoption of codes and standards; and
- » Regulatory requirements to implement administrative penalties.

The sections below identify members of each sub-council and highlight significant work undertaken and results achieved in 2015.

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## Amusement Rides Sub-Council (ARSC)

A new standard for the amusement rides discipline, the ASTM 2783-2014 Standard Practice for Design, Manufacture, Operation, Maintenance and Inspection of Amusement Rides and Devices in Canada, was released in 2015. This new standard was the result of the harmonization of the ASTM F24 standards and the CSA Z267 standard, the latter of which will no longer be updated. As CSA Z267 is the amusement rides standard currently in force in Alberta, the sub-council established a working group to review the ASTM F24 standards to determine which standard(s) should be recommended for adoption in Alberta.

The topic of regulating go-karts was revisited, and consensus was reached that this topic will be addressed during the review of ASTM F24 standards.

A three-column document was created comparing zip-line standards in place in Ontario and British Columbia. The ASTM F2959-14 Standard of Practice for Special Requirements for Aerial Adventure Courses is now available but has not been reviewed by the sub-council.

The sub-council discussed its membership matrix. As there is a small pool of both nominating organizations and candidates to choose from in Alberta, it was suggested that the International Association of Amusement Parks and Attractions be added to the matrix; however, the sub-council decided not to recommend changes to the matrix at this time.

### Members:

Fairs and Exhibitions - **James Lenting**

Large Indoor Amusement Parks - **Michael Klebanov**

Large Portable Ride Operators - **Paul Burgess** to Jan. 2015;  
**Danielle Gillespie** from Sept. 2015

Professional Engineers - **John Hewett**, *Vice-Chair* to Jan. 2015; **Lee Nguy** from Feb. 2015

Public at Large - **Norman Mathew** to Jan. 2015;  
**My-Linh Lam** from Mar. 2015, *Chair* from Oct. 2015

Risk & Insurance Management - **Barbara Peter**,  
*Chair* to Oct. 2015

Small Outdoor Amusement Parks - **Dean Treichel**,  
*Vice-Chair*

Small Portable Ride Operators - **Mike Kryzanowski Jr.**  
to Jan. 2015; Vacant from Feb. 2015

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## Barrier Free Sub-Council (BFSC)

The BFSC had two active working groups in 2015: the Barrier-Free Design Guide Working Group and the Joint Working Group on Care Facilities, which also contains members of the Building Sub-Council and the Fire Sub-Council.

The Barrier-Free Design Guide, a Council publication that provides further interpretation and understanding of accessibility requirements in the Alberta Building Code and recommends best practice design solutions, is being revised based on the adoption of the Alberta Building Code 2014. In 2015, the Barrier-Free Design Guide working group developed the project charter and schedule and began work on the guide. The working group anticipates it will be published in August 2016. The previous edition was produced in 2008.

Barrier-free access during construction was a key discussion topic, and the sub-council developed a document to be shared with the Building Sub-Council for further consideration.

The BFSC provided feedback to a fire engineer in Edmonton about issues regarding raised crosswalks for accessibility.

Representatives from the BFSC and AMA met with representatives of Rogers Place, the new arena being built in downtown Edmonton, to discuss barrier-free design and access provisions in the new arena.

### Members:

Agility Disabilities - **Bob Coyne**

Aging Population - **Jane Noonan** to May 2015;  
**Michael Francon** from Nov. 2015

Barrier Free Design - **Barry McCallum**,  
*Vice-Chair* from Sept. 2015

Code Enforcement - **David Flanagan**,  
*Chair* from Feb. 2015

Commercial Construction/Land Development - Vacant

Communication Disabilities - **Briana Strachan**

Education & Training - **Tang Lee** to Jan. 2015;  
Vacant from Feb. 2015

Hearing Disabilities - **Lee Ramsdell**

Home Construction - **Dale Cameron** from Feb. 2015

Hotel & Tourism Industry - **Tracy Douglas-Blowers**,  
*Vice-Chair* to Sept. 2015

Mobility Disabilities - **Ross Norton**

Non-residential Building Management - **Stan Lennox**

Public at Large - **Yvette Werenka**

Residential Apartment & Condominium Owners/  
Managers - **Mary Aubrey**, *Vice-Chair*

Visual Disabilities - **Marc Workman** to Aug. 2015;  
**Ben McConnell** from Nov. 2015

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## Building Sub-Council (BSC)

The BSC undertook a number of significant activities in 2015. Most notable among them was the recommendation to adopt the Alberta Building Code 2014, which was adopted in February 2015 and came into force May 1, 2015. Similarly, the National Energy Code for Buildings 2011 was adopted at the same time and came into force November 1, 2015. These new codes were the subjects of a number of discussions within the sub-council, which included topics such as code implementation and the potential practical issues that industry, SCOs, and accredited organizations could face.

### The BSC provided input into the following published STANDATAs:

- » 06-BCI-004 Row Housing, Duplexes and Condominiums;
- » AFC C-2.1.1.1 (2)(B)(I) Upgrading of Exiting Non-Conforming Houses under the Persons with Developmental Disabilities Safety Standards Regulation;
- » G0-01-14 Walkways & Guard Rails; and
- » 06-BCI-005-R1 Two-Hour Firewalls.

**Four working groups in the BSC were active in 2015; they are listed below along with highlights of their activity.**

- » Professional and Constructor Responsibilities - this working group is responsible for analyzing the results of a report produced by AMA on how to document professional involvement in the Alberta Building Code.
- » Residential Care Facilities - this joint working group between the BSC and Fire Sub-Council reviews issues relating to residential care facilities.
- » Non-Waterborne Toilets - this working group is collaborating with the Plumbing Sub-Council to develop and issue a STANDATA about non-waterborne toilets.
- » Stacked Townhomes - this working group was created in 2015 to review issues related to the construction of stacked townhomes and to bring forward a recommendation to AMA on establishing a consistent interpretation.

The BSC supported a proposal to establish a joint working group along with the BFSC and Fire Sub-Council to look at barrier-free considerations at and around construction sites; it also recommended that AMA consider developing a joint Building and Fire Information Bulletin on this topic. It also submitted to AMA a report with recommendations about engineering judgments for fire stop systems and provided input on a draft STANDATA on the subject.

The BSC heard a presentation from members of the heating, ventilation, and air conditioning (HVAC) and sheet metal industries on some of the issues and challenges facing these industries. The BSC subsequently recommended that an additional seat be added to its matrix to represent the HVAC industry and that the Council consider enhancing the HVAC training that building SCOs receive.

The sub-council recommended that an interpretation regarding structural insulated panels be developed by AMA and a STANDATA or Information Bulletin be issued on the topic.

The BSC requested that AMA consider issuing a communication to clarify a change to the Alberta Building Code regarding the off-site review of factory-assembled buildings. It also requested that AMA consider issuing an interpretation to clarify the intent of the barrier-free requirements in the Alberta Building Code related to the size of doors and doorways in apartment buildings.

Another significant topic of discussion was the development of the Persons with Developmental Disabilities (PDD) Safety Standards Regulation and the exemption from the Act for PDD residences that was granted by the Minister.

**Members:**

Architecture - **Gregory Beck**

Building Officials - **Bruce Schultz**

Building Owners - **Steve Walton**

Consumer Protection - **Rick Gratton**

Fire Officials - **Russell Croome**, *Vice-Chair N.*

General Contractors - **Lee Phillips**

Home Builders - **Don Dessario**, *Chair*

Labour - **Len Bryden**

Large Developments - **Colin Friesen** to Jan. 2015;  
**Stephen Hill** from Apr. 2015

Large Municipalities - City of Calgary - **Ann Perry**,  
*Vice-Chair S.*

Large Municipalities - City of Edmonton  
**Mark Brodgesell**

Mechanical Contractors - **Kenneth Roskell**

Professional Engineers - **Barry Laviolette**

Public at Large - **Robert Zifkin**

Rural Municipalities - Vacant

Urban Municipalities - **Roger Clemens**

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## Electrical Sub-Council (ESC)

A number of recommendations were made by the ESC and its working groups in 2015. The ESC recommended the adoption of two codes, the Canadian Electrical Code 2015 and the Electrical Installations at Oil and Gas Facilities 2015, both of which were subsequently adopted with an implementation date of January 1, 2016.

The Master Electrician Advisory Group for the ESC recommended that, for the first time, MEs be required to take code update training to coincide with adoption of the Canadian Electrical Code 2015. This step aims to increase safety by ensuring that MEs, who take out electrical permits and supervise permitted work, are knowledgeable of recent changes to the electrical code.

**The ESC recommended the following STANDATAS, all of which were subsequently published:**

- » CEC-6 Services and Service Equipment;
- » CEC-8 Circuit Loading and Demand Factors;
- » CEC-10 Grounding and Bonding;
- » CEC-12 Wiring Methods;
- » CEC-18 Hazardous Locations;
- » CEC-20 Flammable Liquid and Gasoline Dispensing, Service Stations, Garages, Bulk Storage Plants, Finishing Processes and Aircraft Hangars;
- » CEC-26 Installation of Electrical Equipment;
- » CEC-32 Fire Alarm Systems, Fire Pumps and Carbon Monoxide Alarms; and
- » CEC-62 Fixed Electric Space and Surface Heating Systems.

The Alberta Electrical Utility Code Working Group is working on the fifth edition of the Alberta Electrical Utility Code, which will be published in 2016.

The Canadian Electrical Code Working Group submitted a proposal to CSA Part 1, Section 8 (Automobile Receptacles) to allow a 20 amp receptacle on a 20 amp circuit or to remove the limitation completely.

The ESC discussed food trucks and responsibilities regarding their inspection. This topic has been forwarded to other sub-councils because of the potential impacts on other disciplines.

### Members:

Education and Training - **Kevin Harrison**, *Vice-Chair N.* to Jan. 2015; **Glenn Hedderick** from Mar. 2015

Electrical Contractors - **Darcy Teichroeb**

Electrical for Residential Construction - **Clem Gratton**

Electrical Manufacturers - **Daryl Schmidt** to Jan. 2015; **Scott Basinger** from Mar. 2015

Electrical Safety Codes Officers - **Stan Misyk**, *Chair*

Electrical Standards/Testing/Certification Organizations - **Larry DeWald**

Labour - **John Briegel**

Large Electrical Utilities - **Jim Porth**, *Vice-Chair S.*

Large Municipalities - City of Calgary - **Shane Hoogenboom**

Large Municipalities - City of Edmonton - **Gerry Wiles** from June 2015, *Vice-Chair N.* from Sept. 2015

Municipalities - **Bill McAllister**

Oil and Gas Processing Industry - **René Leduc**

Petrochemical Industry - **Ron Derworiz**

Professional Engineers - **Roy Etwaroo**

Public at Large - **James Rivait**

Rural Electrification Areas - **Allan Nagel**

Small Municipal Electrical Utilities - **Stewart Purkis**

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## Elevators Sub-Council (EVSC)

In 2015, the EVSC recommended the adoption of the Elevating Devices Code Regulation, which was subsequently adopted with an implementation date of March 1, 2016.

Prior to recommending the Elevating Devices Code Regulation, the EVSC recommended striking Occupant Evacuation Operation from the regulation after consultation with the Building and Fire Sub-Councils, as the building and fire codes in force in Alberta have yet to address this new technology.

The EVSC provided clarification regarding the usage of Lifts for Persons with Disabilities; they determined these lifts are not meant to be used as material lifts as their intent and design is first and foremost for people with physical disabilities.

The Council policy regarding certification levels in the elevators discipline was tabled by the EVSC; it will be addressed via letter ballot in 2016.

### Members:

Building Owners - Calgary - **John Carswell**, *Vice Chair* S. to Jan. 2015; Vacant from Feb. 2015

Building Owners - Calgary - Vacant

Building Owners - Edmonton - Vacant

Construction Contractors - **Trevor Doell**

Elevator Maintenance - **Scott Gavin**

Labour - **Robert Logee**, *Chair* from Dec. 2015

Large Manufacturers - **Jeff Hunter** to Feb. 2015;

**Quentin Brayley-Berger** from Sept. 2015

Professional Engineers - **Jim Brownlee**, *Chair* to Jan. 2015; **JC Bawa** from Sept. 2015

Public at Large - **Suresh Sundaram**

Real Estate Industry - **Bob Palamarek**, *Vice-Chair N.* to Jan. 2015; **Ernie Paustian** from Sept. 2015

Small Manufacturer and Handicapped Lifts Industry - **Calvin Austrom**

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## Fire Sub-Council (FSC)

The FSC held five regular meetings and one special meeting in 2015; the special meeting was to review the final wording of the Alberta Fire Code 2014, which the FSC subsequently recommended for adoption. The code was adopted in February 2015 and came into force on May 1, 2015.

Because the Alberta Fire Code 2014 does not contain significant changes from the previous code, the FSC determined that fire SCOs would not be required to take code update training. However, the FSC requested that a list of key changes to the code be provided as information to fire SCOs.

The FSC endorsed two STANDATAs: AFC 2.1.5.1 Portable Fire Extinguishers, and AFC 2.1.5.1. (1) Ember Resources Inc.

Feedback was provided by the FSC to the National Research Council on proposals related to the 2015 National Building and Fire Codes.

Six of the Council's fire SCO training courses were reviewed and validated by the FSC. In addition, the sub-council Chair corresponded with the Office of the Fire Commissioner about concerns regarding the equivalency of courses offered by a training institute.

**The FSC had two active working groups in 2015, which are listed below with highlights of their activity.**

- » **Fire Certification and Training** - this group worked on the development of the new fire certification structure and training courses.
- » **Residential Care Facilities** - this joint working group of the FSC and BSC works to ensure safety in residential care facilities.

The FSC endorsed, in principle, the issuance of two Alberta Fire Code Approved Guidelines: the first being Residential Support Dwelling/Residential Care Dwelling Mandatory Upgrading of Existing Non-Conforming Houses; and the second being Senior Citizen's Lodge - Fire Safety Voluntary Upgrading.

Several reports were received by the FSC, including one from the Office of the Fire Commissioner that included statistics on fire-related fatalities and injuries in 2015. Reports were also received from the

Petroleum Tank Management Association of Alberta, including an update on the new petroleum tank management system.

Discussions were held on several topics such as safety issues with food trucks and the use of shipping containers as buildings or structures. The FSC discussed issues surrounding the use of elevators for evacuation. It also discussed the general public's awareness and understanding of the Alberta Fire Code and the FSC's role relative to the Office of the Fire Commissioner with respect to public education. Another discussion occurred about a draft document regarding site accessibility in and around construction sites, and further research is being done regarding potential enforceability.

### Members:

Alberta Fire Fighters - **Bob Boudreau**

Architecture - **Ulrik Seward**, *Vice-Chair S.*

Building Officials - **Dale Miller**

Building Owners - **Bob Husereau**

Electrical Industry - **Joseph Davis**

Fire Officials - **Michael Bos**

Fire Safety Industry - **Robbin Foxcroft**

Insurance Industry - **Michael Walker**, *Chair*

Large Municipalities - City of Calgary - **Ken McMullen** to Apr. 2015; **Michael Baker** from Apr. 2015

Large Municipalities - City of Edmonton - **Tom Karpa** to Apr. 2015; **Gary Mayorchak** from May 2015

Municipalities - **Bruce Cummins**

Petroleum Industry - **Allan Blatz**

Professional Engineers - **Michael Bodnar**

Public at Large - **Ron Schaller**, *Vice Chair N.*

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## Gas Sub-Council (GSC)

The Safe Temporary Propane Heat educational program, which was developed with extensive input from the GSC, was launched in 2015 and was well-received by industry.

The GSC recommended changes to the Permit Regulation to allow a gas permit for the replacement of a furnace in a single-family home to be issued to a journeyman sheet metal worker; these changes were adopted.

After requests from industry, STANDATA G-02-14 Legacy Equipment Management Systems, which pertains to third-party certification of certain gas-fired process equipment in the Alberta oil and gas industry, was reissued on July 1, 2015 with an expiry date of June 30, 2016.

The Plumbing Sub-Council requested that a joint working group be created with the GSC to address issues regarding 6-storey wood framed construction.

**In 2015, the GSC had 11 working groups to address the following topics:**

- » Review of Third Party Certification;
- » Review of National Field Approval of Appliance and Equipment Code Changes;
- » Review of CSA B149.1-15 - Natural Gas and Propane Installation Code;
- » Review of CSA B149.2-15 - Propane Storage and Handling;
- » Review of CSA B149.3-15 - Code for the Field Approval of Fuel Related Components on Appliances and Equipment;
- » Review of CSA B149.5-15 - Installation Code for Propane Fuel Systems and Tanks on Highway Vehicles;
- » Review of CSA B149.6-11 - Code for Digester Gas and Landfill Gas Installations;
- » Review of CSA B108.14 - Natural Gas Fueling Stations Code;
- » Review of CSA B109.14 - Natural Gas for Vehicles Installation Code; and
- » Review of CSA Z276.07 - Liquefied Natural Gas Production, Storage and Handling.

## Members:

Education and Training - **Denis Turgeon**

Inspection Authorities - **Mike Turek**

Labour - **Glen Aspen**, Vice-Chair from May 2015

Large Gas Utilities - **Keith Carter**, Chair to June 2015; **Nathan Carter** from Nov. 2015

Large Municipalities - **Lawrence Unser**, Chair from May 2015

Manufacturers or Suppliers - **Verne Quiring**

Mechanical Contractors - **Brad Diggins**, Vice-Chair to Jan. 2015; **Simon Jolly** from May 2015

Municipalities - **Dell Wickstrom** to Jan. 2015; **Robin Montgomery** from Apr. 2015

Natural Gas & Propane Vehicle Conversion Industry - **Marcel Mandin**

Professional Engineers - **Mel Hess** to Jan. 2015; Vacant from Feb. 2015

Propane Gas Industry - **Hal Austin**

Public at Large - **Bradley Gaida**

Rural Gas Utilities - **Jeff Skeith**

Sheet Metal Contractors - **Dave Schroeder**

Small Gas Utilities - **Nathan Lesage**

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## Passenger Ropeways Sub-Council (PRSC)

The PRSC recommended that AMA move forward with development of the Passenger Ropeways Amendment Regulation to adopt the CSA-Z98-2014 standard in Alberta with the newly proposed variations submitted to CSA regarding combustion engines; the PRSC's recommendation whether to adopt the redrafted regulation will be decided by letter ballot after review.

The Incident Report Summary, which provides a high-level overview of incidents from November 2014 to September 2015 and a summary of incidents and falls from 2007 to 2015, was reviewed by the PRSC.

Representatives from Occupational Health and Safety gave a presentation on lift maintenance and lockout/tag procedures and issues regarding non-compliance with rules pertaining to these procedures; the PRSC recommended that AMA issue an Information Bulletin to inform all ski areas in Alberta of potential non-compliance with the Occupational Health and Safety rules regarding lift maintenance lockout and tag procedures.

## Members:

Code Enforcement - **Dean McKernon**

Conveyor Operators - **Rich Parie**, *Vice-Chair*

Large Operators - **Chris Dewitt**

Large Operators - **Jason Paterson**

Manufacturers - **Warren Sparks**

Medium Operators - **Richard Roy** from Sept. 2015

Medium Operators - **Rod Chisholm**, *Chair* to Jan. 2015; **Kristian Haagaard**, *Chair* from Sept. 2015

Professional Engineers - **Brent Carmichael**

Public at Large - **Stephen Kozelenko**

Risk & Insurance Management - **Tony Van der Linden**

Small Operators - **Jurgen Grau**

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## Plumbing Sub-Council (PSC)

In 2015, the PSC began reviewing changes to the 2015 National Plumbing Code, and established two working groups to support this work: one to review the 2015 code and the other to review and recommend updates to STANDATAs issued under the previous edition of the code. This review included discussions about changes to the code adoption process and whether current Alberta-specific amendments should be maintained.

The PSC continued to spend considerable time discussing water reclamation and the impacts on regulators, municipalities, and industry of accommodating water reclamation under existing regulations and policies. The PSC provided input regarding the safety and quality assurance measures included in a province-wide variance that was issued by MA to address water reclamation systems that serve a single property and are designed to treat less than 25m<sup>3</sup> of effluent per day.

Development of the 2015 Private Sewage Systems Standard of Practice was completed by the working group, which consisted of PSC members as well as wastewater treatment industry members and stakeholders. The PSC recommended the adoption of the standard, which was subsequently adopted with an implementation date of January 1, 2016. The PSC also developed code updated training requirements for Plumbing Group B SCOs based on the new standard of practice.

A discussion was held about the impact that the adoption of the 2014 Alberta Building Code has on the plumbing discipline, including topics such as new radon mitigation requirements and the construction of six-storey wood-framed buildings. The PSC continued to work with the BSC to determine appropriate permitting and regulatory requirements for waterless urinals and composting toilets.

The PSC reviewed the Council policy regarding variances and discussed potential changes that could be made to clarify the scope and depth of information that a proponent should submit in order for an SCO to consider granting a variance.

### Members:

Education and Training - **Ken Helmer** from Nov. 2015

Labour - **Greg Francis**

Large Municipalities - City of Calgary - **Ken Morrison**

Large Municipalities - City of Edmonton - **Peter Koenig**

Manufacturers and Suppliers - **David Hughes**, *Chair* from Mar. 2015

Mechanical Inspections - **Garnet Young**

Mechanical Inspections - **Richard Burk**, *Chair* to Jan. 2015; **Mark Harrold** from Feb. 2015, *Vice-Chair* from Sept. 2015

Private Sewage Disposal Contractors - **Charles Hallett**

Professional Engineers - **Quenton Kusiek**

Public at Large - **Lawrence Hess** from Feb. 2015

Rural Municipalities - **Kenneth Wigmore**

Urban Municipalities - **Wayne Ducharme**, *Vice-Chair N.*



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## Pressure Equipment Sub-Council (PESC)

In 2015 this sub-council changed its name from the “Boilers and Pressure Vessels Sub-Council” to the “Pressure Equipment Sub-Council” to better reflect the scope of the discipline and mandate of the sub-council. This change was formalized through changes to the Council Bylaws that were approved by members at the 2015 AGM.

A review of the PESC’s membership matrix was begun to ensure segments of the pressure equipment industry are appropriately represented.

The PESC reviewed and recommended adoption of amendments to the Pressure Equipment Safety Regulation that would adopt updated editions of codes and standards and update sections related to design registration to reflect recent amendments to the Act.

The PESC recommended amendments to the Power Engineers Regulation to increase the maximum capacity of heritage boilers from 250kW to 500kW, and recommended that AMA issue a province-wide variance that allows Steam Traction Engine Operators to operate historical boilers with a capacity less than 500kW.

The PESC considered the impact of American Society of Mechanical Engineers (ASME) code changes that exempt P1 material from Post Weld Heat Treatment (PWHT) and ultimately recommended adoption of the ASME B31.1-2014 and ASME B31.3-2014 without amendment; it also recommended that AMA issue an information bulletin to raise awareness of the PWHT changes.

The PESC approved changes to the designation of powers policy for pressure equipment SCOs to reflect that SCOs are allowed to register designs. It also endorsed the latest edition of the syllabus for the Grade C Pressure Welder Certificate of Competency exam.

In partnership with the Alberta Boilers Safety Association (ABSA) and industry, the PESC worked to implement changes to the Pressure Welders Regulation that were adopted in 2014. In particular, the PESC provided input into development of processes for testing and certifying tack welders as well as changes to the training and certification of welder examiners and the new welding examiner-in-training certification.

The PESC continues to work with ABSA on education related initiatives within the pressure equipment industry. For example, the sub-council asked that ABSA provide information about the application and availability of codes and standards in Alberta, and the introduction of new non-destructive testing personnel qualification and certification requirements.

### Members:

Building and Heating Plants - **Mike Clancy**

Construction and Maintenance of Pressure Equipment - **Zeljko Gnjatic** to June 2015; **Jacques St. Onge** from Nov. 2015

Contract Chief Inspectors - **Izak Roux**, *Chair* from Feb. 2015

Education and Training - **Grant Peuramaki**

Electrical Utilities - **John Wolff**

Heavy Oil & Oil Sands - **Brian Lade**, *Vice-Chair* from Jan. 2015

Large Refinery & Petrochemical Sites - **John Valens**

Petrochemical Industry - **David Miller**

Petroleum Industry - **Todd Loran**

Power Engineers - **Jim Weiss**, *Vice-Chair* from Jan. 2015

Pressure Vessel Manufacturing Industry - **Marvin Kossowan**

Pressure Welders - **Ward Wagner**

Professional Engineers - **Magdi Ghobrial**

Public at Large - **Terry Wiseman**

Pulp and Paper Industry - **Brian Granthum**

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## Technical Coordinating Committee (TCC)

In 2015, the TCC established a working group to review the uniform QMPs. This work will improve the clarity of the uniform QMPs and enhance the accountability of accredited organizations that follow them. It is expected that the QMP review will be completed in the spring of 2016.

The TCC provided significant support and input into the Safe Temporary Propane Heat education program, which provides code requirements and best practices to ensure the safety of temporary propane heat systems on construction sites.

The TCC heard numerous reports on topics such as the Act Review, ASCA, professional development for SCOs, Council appeals, alternative solutions for water reuse, and non-waterborne toilets.

One of the primary functions of the TCC is to ensure dialogue among sub-councils. To this end, the respective Chairs provided reports on the activities of their sub-councils, which resulted in valuable cross-discipline discussions.

### Members:

Alberta Association of Municipal Districts and Counties - **John Whaley**

Alberta Urban Municipalities Association - **Cliff Ayrey**

Amusement Rides - **Barbara Peter**

Barrier Free - **David Flanagan**

Boilers and Pressure Vessels - **Brian Lade**

Building - **Don Dessario**

Electrical - **Stan Misyk**

Elevators - **Jim Brownlee** to Jan. 31, 2015;  
**Robert Logee** from Dec. 2015

Fire - **Michael Walker**

Gas - **Keith Carter** to June 2015; **Lawrence Unser** from May 2015

Labour - **Cal Ploof**, *Chair*

Passenger Ropeways - **Rod Chisholm** to Jan. 2015;  
**Kristian Haagaard** from Sept. 2015

Plumbing - **Richard Burk**, *Vice-Chair* to Jan. 2015;  
**David Hughes** from Mar. 2015

Training Institutes - **Alan Kabotoff**



## Board of Directors (Board)

Amendments to the Act in 2015 officially changed the name of the Council's governing body from the Coordinating Committee to the Board of Directors. This body has been functioning as the Council's Board since 2009 when the Council implemented a new corporate governance model.

In 2015, the Board met six times and focused on governance and oversight of the Council. Through the establishment of the Council's 2016–2020 Strategic Plan, the Board set the strategic direction the Council must take to drive continuous improvement of the System.

The Board oversaw the significant amount of work that was done in 2015 to complete development of ASCA. It initiated a comprehensive review of the Council's governance structure, and reviewed and approved numerous policy changes, including ones related to SCO certification and Council operations.

**During the Act review, the Board provided research, advice, and recommendations on behalf of the Council. The review culminated in amendments to the Act, passed by the Legislature in March 2015, which provide authority for the following:**

- » timely code adoption;
- » administrative penalties;
- » the establishment of ASCA;
- » changes to the Council governance framework;
- » addressing overlapping accreditation; and
- » the ability to appeal the refusal of a variance.

These amendments fortify the legislative framework for the System and address issues and concerns that have been identified by stakeholders and the Council.

With input and support from sub-councils and the TCC, the Chair also recommended adoption of the following regulations and codes on behalf of the Board:

- » Alberta Building Code Regulation (including National Energy Code for Buildings);
- » Alberta Fire Code Regulation;
- » Permit Amendment Regulation;
- » Pressure Equipment Safety Amendment Regulation;
- » Elevating Devices Codes Regulation;
- » Private Sewage Disposal Systems Amendment Regulation;
- » Motor Vehicle Propane Conversions Amendment Regulation;
- » Electrical Amendment Code Regulation; and
- » Gas Code Amendment Regulation.

The Board member and attendance list is shown below. In addition to regular Board meetings, Board members may participate in committee meetings not shown in the table below.

Directors	Board Meetings
Robert Blakely, Q.C., Chair of the Safety Codes Council	6/6
Rick Noonan, Vice-Chair of the Board of Directors and Chair of the Human Resources and Compensation Committee	6/6
Brian Alford, President and CEO	6/6
Cliff Ayrey, Alberta Urban Municipalities Association	6/6
Owen Edmondson, Chair of the Finance, Audit and Risk Management Committee	6/6
Mark Gerlitz, Chair of the Legal Committee	5/6
Cal Ploof, Chair of the Technical Coordinating Committee	4/6
John Whaley, Alberta Association of Municipal Districts and Counties	5/6
Jim Wheadon, Chair of the Governance and Nominating Committee	5/6

# Management's Comments on the 2015 Financial Statements

*The Council's activities are funded primarily from levies on permits and registrations in the disciplines under the Act, as well as fees charged for services provided.*

In 2015, the Alberta economy was affected by falling oil prices and volatility within the oil and gas sector. Housing construction, a key source of the Council's levy revenue, was among the many areas affected by the economic slowdown. Construction started on 37,300 new homes in Alberta in 2015, which is a decrease of 8.2 percent from 2014.

Although employment in Alberta grew by 1.2 percent in 2015, the unemployment rate rose to 7.0 per cent in December, its highest level since April 2010.

Despite the economic downturn, the Council's revenues exceeded expenses by \$1,786,000 in 2015 compared to \$2,562,000 in 2014. Total revenues increased five percent and total expenses increased 16 percent over the prior year.

Throughout the year, the Council performed consistent reviews of its financial performance as well as extensive analysis of key economic indicators. Diligent oversight of the Council's finances and external economic conditions remains vital to the organization remaining financially sustainable.

## Revenues

Total revenues were \$11,027,000 in 2015 as compared to \$10,521,000 in 2014, an increase of \$506,000. Grants increased by \$998,000 as a result of the grant received from AMA to develop ASCA. The increase was offset by decreases of \$424,000 in operating fees from municipalities and agencies as well as \$100,000 in application development. Other revenue categories were similar to 2014.

## Expenses

Total expenses were \$9,241,000 in 2015 as compared to \$7,959,000 in 2014, an increase of \$1,282,000. Increases in expenses came from four main areas: salaries and benefits of \$570,000 reflecting development of ASCA; contractors and consultants of \$489,000 primarily as a result of ASCA development; new course versions of \$119,000 due to adoption of new codes; and publications of \$103,000 primarily due to launching the safe temporary heat program and implementing the new Council visual identity. Other expense categories were similar to 2014.

# Financial Statements SAFETY CODES COUNCIL

**Year ended December 31, 2015**

Independent Auditors' Report.....	38
Statement of Financial Position.....	39
Statement of Operations .....	40
Statement of Changes in Net Assets .....	41
Statement of Remeasurement Gains (Losses).....	41
Statement of Cash Flow.....	42
Notes to Financial Statements.....	43



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# Independent Auditors' Report

## 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, 2015, the statements of operations, changes in net assets, remeasurement gains (losses) 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 in our audit is sufficient and appropriate to provide a basis for our audit opinion.

### Opinion

In our opinion, the financial statements present fairly, in all material respects, the financial position of the Council as at December 31, 2015, and its results of operations, its changes in net assets, remeasurement gains (losses) and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

[Original Signed]

Chartered Professional Accountants  
April 8, 2016  
Edmonton, Canada

# Statement of Financial Position

December 31, 2015, with comparative information for 2014

	2015	2014
<b>Assets</b>		
<b>Current assets:</b>		
Cash	556,136	1,369,663
Accounts receivable	553,116	604,719
Prepaid expenses and deposits	112,926	169,766
	1,222,178	2,144,148
<b>Investments (note 2)</b>	10,266,996	9,470,677
<b>Capital assets (note 3)</b>	1,302,675	877,856
	<b>\$ 12,791,849</b>	<b>\$ 12,492,681</b>

## Liabilities, Net Assets and Accumulated Remeasurement Gains (Losses)

<b>Current liabilities:</b>		
Accounts payable and accrued liabilities	552,315	536,490
Deferred revenue (note 4)	235,447	1,072,086
Current portion of deferred lease inducement	6,491	6,491
	794,253	1,615,067
<b>Deferred lease inducement</b>	7,034	13,525
<b>Net assets:</b>		
Unrestricted	8,230,185	6,868,936
Internally restricted (note 5)	3,000,000	3,000,000
Invested in capital assets	1,302,675	877,856
	12,532,860	10,746,792
Accumulated remeasurement gains (losses)	(542,298)	117,297
	11,990,562	10,864,089
<b>Commitments (note 6)</b>		
	<b>\$ 12,791,849</b>	<b>\$ 12,492,681</b>

See accompanying notes to financial statements.

On behalf of the Council.

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

# Statement of Operations

Year ended December 31, 2015, with comparative information for 2014

	2015	2014
<b>Revenues</b>		
<b>Operating fees:</b>		
Municipalities and agencies	6,629,155	7,053,806
Corporations	1,050,896	1,001,915
Grants (note 4)	1,245,718	247,004
Investment income	712,678	688,722
Course and exam fees (note 4)	612,610	659,669
Master Electricians Program certification fees	563,820	535,025
Certification (note 4)	88,629	81,820
Annual conference	45,184	75,475
Other revenues and recoveries	28,832	31,652
Application development	16,300	117,000
Designation of powers	15,900	22,150
Accreditation	12,123	3,000
Appeals	6,000	4,500
	<b>\$ 11,027,845</b>	<b>\$ 10,521,738</b>
<b>Expenses</b>		
Salaries and benefits	5,259,782	4,689,586
Contractors and consultants	1,071,119	581,708
Office rental	524,591	538,157
Travel (note 7)	338,987	277,502
Annual conference	305,855	267,435
Amortization of capital assets	256,506	225,759
Publications	216,706	112,916
Office and general	184,334	170,492
Electronic business solutions	177,553	173,164
Course and seminar costs	170,028	178,539
New course version	127,245	7,512
Meetings	104,592	82,279
Bank and investment service charges	94,960	80,441
Consulting fees	83,703	177,349
Appeals	80,581	45,961
Professional fees	75,660	92,379
Honoraria (note 7)	47,534	53,404
New course development	45,520	95,060
Insurance	30,085	31,219
Test bank validations	14,238	6,433
Special training programs	9,415	6,015
Electronic conversion	7,560	35,523
Loss on disposal of capital assets	7,294	6,524
Corporate memberships	6,428	7,198
Course revisions	1,501	-
Code update training	-	16,828
	<b>9,241,777</b>	<b>7,959,383</b>
<b>Excess of revenues over expenses</b>	<b>\$ 1,786,068</b>	<b>\$ 2,562,355</b>

See accompanying notes to financial statements.

## Statement of Changes in Net Assets

Year ended December 31, 2015, with comparative information for 2014

	Unrestricted	Internally restricted	Invested in capital assets	2015	2014
Balance, beginning of year	6,868,936	3,000,000	877,856	10,746,792	8,184,437
Excess (deficiency) of revenues over expenses	2,049,868	-	(263,800)	1,786,068	2,562,355
Investment in capital assets	(688,619)	-	688,619	-	-
<b>Balance, end of year</b>	<b>\$ 8,230,185</b>	<b>\$ 3,000,000</b>	<b>\$ 1,302,675</b>	<b>\$ 12,532,860</b>	<b>\$ 10,746,792</b>

## Statement of Remeasurement Gains (Losses)

Year ended December 31, 2015, with comparative information for 2014

	2015	2014
Accumulated remeasurement gains, beginning of year	\$117,297	\$26,554
Change in unrealized gains attributable to investments	(656,296)	90,743
Realized gains reclassified to statement of operations	(3,299)	-
<b>Accumulated remeasurement gains, end of year</b>	<b>\$ (542,298)</b>	<b>\$ 117,297</b>

See accompanying notes to financial statements.

# Statement of Cash Flow

Year ended December 31, 2015, with comparative information for 2014

	<b>2015</b>	<b>2014</b>
Cash provided by (used in):		
<b>Operations:</b>		
Excess of revenues over expenses	1,786,068	2,562,355
Item not involving cash:		
Amortization of capital assets	256,506	225,759
Loss on disposal of capital assets	7,294	6,524
Amortization of deferred lease inducement	(6,491)	(6,491)
Changes in non cash operating working capital:		
Accounts receivable	51,603	(59,952)
Prepaid expenses and deposits	56,840	(82,208)
Accounts payable and accrued liabilities	15,825	71,437
Deferred revenue	(836,639)	850,565
	<b>1,331,006</b>	<b>3,567,989</b>
<b>Capital activities:</b>		
Purchase of capital assets	(688,619)	(93,141)
<b>Investing activities:</b>		
Reinvested net investment income from investments	(710,792)	(685,827)
Purchase of investments	(1,009,428)	(1,880,383)
Proceeds from disposition of investments	264,306	36,395
	<b>(1,455,914)</b>	<b>(2,529,815)</b>
<b>Increase (decrease) in cash</b>	<b>(813,527)</b>	<b>945,033</b>
<b>Cash, beginning of year</b>	<b>1,369,663</b>	<b>424,630</b>
<b>Cash, end of year</b>	<b>\$ 556,136</b>	<b>\$ 1,369,663</b>
<b>Supplemental cash flow information:</b>		
Bank and investment service charges paid	94,960	80,441

See accompanying notes to financial statements.

# Notes to Financial Statements

## Year ended December 31, 2015

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 Board of Directors, 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.

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. Assets not in use at year end are not amortized.*

## 1. Significant accounting policies (continued):

### (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.

### (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.

### (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	2015	2014
Cash	1	590	195,131
Jarislowsky Fraser Money Market Fund	1	2,939	7,821
Pooled funds (quoted in an active market)			
Jarislowsky Fraser Bond Fund	1	5,730,988	5,342,639
Jarislowsky Fraser Canadian Equity Fund	1	4,532,479	3,925,086
		<b>\$ 10,266,996</b>	<b>\$ 9,470,677</b>

### 3. Capital assets:

			<b>2015</b>	<b>2014</b>
	<b>Cost</b>	<b>Accumulated amortization</b>	<b>Net book value</b>	<b>Net book value</b>
Furniture and fixtures	393,394	212,928	180,466	95,257
Equipment	56,413	39,061	17,352	10,882
Computer hardware	509,338	260,821	248,517	171,432
Computer software	685,021	279,324	405,697	110,487
Leasehold improvements	1,096,714	657,838	438,876	478,031
Copyright	11,767	-	11,767	11,767
	<b>\$ 2,752,647</b>	<b>\$ 1,449,972</b>	<b>\$ 1,302,675</b>	<b>\$ 877,856</b>

Included in computer software are capital assets with a cost of \$295,210 (2014--\$nil) which are not in use.

### 4. Deferred revenue:

	<b>Deferred revenue, beginning of year</b>	<b>Amounts received/ receivable</b>	<b>Revenue recognized, net</b>	<b>Deferred revenue, end of year</b>
<b>Grants</b>				
Alberta Safety Codes Authority	825,796	354,265	(1,179,737)	324
Safe Temporary Heat Education	37,893	98	(36,753)	1,238
Certification Management System	29,175	53	(29,228)	-
	892,864	354,416	(1,245,718)	1,562
<b>Other amounts</b>				
Course and exam fees	25,855	651,165	(612,610)	64,410
Certification	153,367	104,737	(88,629)	169,475
	<b>\$ 1,072,086</b>	<b>\$ 1,110,318</b>	<b>\$ (1,946,957)</b>	<b>\$ 235,447</b>

#### Alberta Safety Codes Authority

In fiscal 2013, 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. During the year, an amendment to the grant agreement was obtained permitting the Council to use the Phase 3 funding for development. No additional funding will be provided for the implementation phase. The Council commenced development during 2014 and is nearing completion of this Phase. Implementation is expected to occur early in 2016. Amounts received in the current year include bank interest earned equal to \$4,265.

#### 4. Deferred revenue (continued):

##### **Safe Temporary Heat Education Program**

During 2014, the Council applied for and obtained a one time conditional grant from Alberta Municipal Affairs. The grant provides for a total of \$60,000 to be received for the development of an education program to increase the safety of temporary heat installations on construction sites. Funding from Alberta Municipal Affairs was received in full during 2014. Amounts received in the current year includes bank interest earned equal to \$98.

##### **Certification Management System**

During 2014, the Council applied for and obtained a one time conditional grant from Alberta Municipal Affairs. The grant provides for a total of \$30,000 to be received for the development and implementation of a certification management system to be used by the Council to manage and administer the certification of installers and maintainers of Portable Fire Extinguishers, Fixed Fire Suppression Systems, Kitchen Exhaust Systems, Fire Alarm Systems, and Sprinkler Systems. These funds were received in full during 2014. Amounts received in the current year include bank interest earned equal to \$53.

#### 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 Board of Directors.

#### 6. Commitments:

The Council is committed under an operating lease for its office premises which expires April 30, 2018. The Council also leases a data centre and server storage service, as well as photocopiers and related services, expiring November 2016, and March 2017 respectively.

<b>2016</b>	300,511
<b>2017</b>	264,275
<b>2018</b>	86,988
	<b>\$ 651,774</b>

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

#### 7. Remuneration and other costs disclosure:

Board of Director members are remunerated by the schedules as set out by Order in Council 466/2007. Remuneration is comprised of \$47,534 (2014 - \$53,404) included in honoraria expense. Other costs consist of travel and accommodation related to meetings attendance which are included in travel expense.

	<b>2015</b>	<b>2014</b>
Board of Director members:		
Remuneration	47,534	53,404
Other	10,739	16,952
	<b>\$ 58,273</b>	<b>\$ 70,356</b>

## **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.

Grant revenue of \$1,245,718 (2014 - \$247,004) on the statement of operations are from Alberta Municipal Affairs grants.

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 (losses), 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. There have been no significant changes to the market price risk exposure from 2014.

### **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 Board of Directors 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 2014.

### **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. There have been no significant changes to the credit risk exposure from 2014.

### **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. There have been no significant changes to the interest rate risk exposure from 2014.





**Safety  
Codes  
Council**

2015 Annual Report

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