

Annual Report 2016



Safety Codes Council

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**Safety
Codes
Council**

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's mandate is derived from the Act and other responsibilities assigned to the Council by the Minister. At a high level, this mandate focuses on three major areas: supporting the Minister's public policy objectives for the System; administering an appeals system; and delivering key programs and services to support the Minister's administration of the System.

Within these areas, the Council's mandate includes:

- › administering an independent, fair, and transparent appeals system for orders, refusals, suspensions, and cancellations under the Act;
- › accrediting organizations to deliver safety codes services within their respective jurisdictions, and monitoring the performance of these organizations once accredited;
- › training, certifying, and designating legislative powers to Safety Code Officers (SCOs);
- › testing and certifying master electricians;
- › operating the Alberta Safety Codes Authority (ASCA) to manage delivery of permitting and inspection services in unaccredited municipalities;
- › investigating complaints about accredited organizations, SCOs, permit issuers, and master electricians (MEs);
- › maintaining a system of information that can be used to identify trends and issues within the System; and
- › providing advice to the Minister and carrying out other activities on behalf of the Minister.

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Table of Contents

Vision, Mission, and Values	4
Chair's Message	5
President and CEO's Message	6
Introduction	7
Report on Strategic Goals	8
Report on Council's Core Business Functions	14
Sub-Council Activities	20
Technical Coordinating Committee	30
Board of Directors	31
Management Comments on Financials	32
Financial Statements	33

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 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.

Chair's Message

On behalf of the Board of Directors (Board) for the Council, I am pleased to present the Annual Report for 2016. Not immune to the challenges facing our province this year, a resolute focus on our 2016-2020 strategic priorities ensured that we were able to build upon our previous successes and advance our mandate even in this changing environment. Our 2016 achievements, outlined in this document, are a testament to the hard work and collaborative abilities of Council volunteer members and staff, as well as our key partners in government and industry.



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

In May 2016, through a Ministerial Order, ASCA became operational. Prior to this date, in April 2016, the Board passed a Director's resolution recognizing the Council's role in ASCA operations. This is a significant accomplishment, as we now have a structure in place to ensure accountability for the delivery of safety code services in unaccredited areas of the province.

The Board was very busy this year overseeing a governance review which will ensure Council structures and processes are aligned with current best practices, and that we are meeting the evolving needs of the organization and the System. Continuing on work initiated in 2015, new Council Bylaws were approved at the Annual General Meeting on 2 June. Furthermore, a revised Mandate and Roles Document, which clearly delineates responsibility between the government and the Council, was completed.

In addition to these accomplishments, I would also like to highlight the efforts that we undertake in our day-to-day business. They are critical in working towards our vision that Alberta is a safe place to live, work, and play, and we continue to complete these tasks with dedication and enthusiasm.

A function of my position that I value greatly is the opportunity it affords to recognize, through our Awards Program, exemplary organizations and individuals who demonstrate commitment to upholding and enhancing the System in Alberta. This year, the winner of our Dr. Sauer award was

Stan Misyk, Electrical Sub-Council Chair, who was awarded posthumously. The winner of our Accreditation Award was the Municipality of Wood Buffalo, and the Certification Award was awarded to Greg Wolf, also from the Regional Municipality of Wood Buffalo. I am continually impressed by the dedication of our yearly award winners.

On behalf of the Board, I also wish to express an ongoing gratitude and appreciation for the committed members of our sub-councils, who are highly dedicated and knowledgeable volunteers. Essential to keeping Alberta safe, the time commitment and wealth of knowledge they provide is vital to the health of the System. For more information regarding the work of these sub-councils, see the 2016 Sub-Council Activities section of this report.

I am also grateful to Brian Alford and the team at the Council for their steadfast and valuable contribution to the Council and the System.

Our partnership with Alberta Municipal Affairs (AMA) is also a principal element of our work. I would like to thank Minister Danielle Larivee, as well as Brad Pickering, Bruce McDonald, and their staff at AMA for their partnership and support. We wish Minister Larivee all the best in her new appointment as Minister of Children's Services, and look forward to enhancing an already productive relationship in the upcoming years with the new Minister of Municipal Affairs, the Honourable Shaye Anderson, and his staff.

President and CEO's Message

Driven by our five strategic goals of safety, education, governance, sustainability, and service delivery, the Council has continued to execute and achieve a great number of accomplishments in the past 12 months. We will use these pages to highlight our achievements as we work to realize our strategic goals. Whether you are a stakeholder, an employee, a volunteer, or a member of the public, we want this report to present a clear picture of our contributions to the safety of our province.



Brian Alford
President
and CEO

In my seven years as the President and CEO of the Council, I have been continually humbled by the remarkable dedication and teamwork demonstrated by knowledgeable and committed volunteer sub-council members, Board Directors, our partners at AMA, and Council staff, who work together in pursuit of the Council's vision of making Alberta a safe place to live, work, and play. I am very honoured to be a part of this comprehensive and collaborative team, and am proud of what we have accomplished together.

One of the Council's most significant accomplishments this year occurred in May, which is when ASCA became operational. With the support of AMA, ASCA began overseeing the permitting and inspection services in unaccredited areas throughout Alberta. In the short time since the Minister delegated this responsibility, ASCA has established itself as a key participant in maintaining the integrity of the System.

We completed Phase 1 of the Accreditation, Certification, and Training (ACT) Project, which included mapping Council processes in preparation for a new Web-based management system. This system will transform how we do business, modernizing our delivery of accreditation, certification, and training.

The Council worked with all sub-councils to update our members on important initiatives like the Quality Assurance Framework, changes to Council Bylaws, a new Mandate and Roles Document, and the new ACT system, as well as code update training and course development for SCOs.

All of this work could not have been completed without our stakeholders, the volunteer sub-council members, and Council staff. I wish to extend my gratitude to the people and organizations that contributed to the Council's success in 2016.

It has also been a privilege to work with Bruce McDonald, Thomas Djurfors, James Orr, Chris Contenti, Harry Li, Monte Krueger, and all of the staff at AMA, who have given immeasurable technical and policy guidance to myself, my staff, and Council Members.

I would like to express my gratitude to the Board for their continued direction and support. I look forward to working together in our continued efforts to achieve our strategic goals in the coming years.



Introduction

Through planning sessions involving the Board, Council management, and representatives from AMA, five strategic priorities were identified as central to the continued advancement and effectiveness of the System. The following five priorities provided the foundation for the 2016–2020 Strategic Plan and guided the Council's work through 2016.

1. Safety
2. Education
3. Governance
4. Sustainability
5. Service Delivery

This Annual Report provides information on work that the Council and its partners undertook in 2016 to achieve its strategic goals. Highlights of the Council's achievements in 2016 include:

- › Bringing ASCA into operation in May 2016, in partnership with AMA.
- › Beginning a full-scale governance review to ensure that Council structures and processes are aligned with current best practices and that we are meeting the evolving needs of the organization and the System.
- › Launching a new Building SCO Certification and Training structure.
- › Working alongside AMA staff to conduct the spring and fall multi-discipline Regional Meetings, facilitating effective partnerships, and enhanced knowledge of the System.
- › Refining Council members' onboarding process by improving our New Member Orientation and creating the Effective Meetings Training workshop.
- › Collaborating with AMA and consulting with our ten sub-councils to better understand each discipline's unique perspective and assessment of the System.
- › Conducting an inaugural Annual Stakeholder Survey, establishing important benchmarking information in order to assess the Council's performance on a yearly basis and inform our strategic direction.

Report on Strategic Goals

Strategic Goal: Safety

An effective and proactive System.

Albertans enjoy a safe built environment and have confidence in the Council and the System. The Council builds public confidence by delivering effective programs and services that support success, partnering with stakeholders, and ensuring that organizations and individuals understand and fulfill their roles and responsibilities within the System. Quality assurance is provided through effective oversight and monitoring to ensure that desired outcomes are being achieved and adverse trends are addressed before public safety is affected.

Objective 1: Oversee the delivery of safety codes services in unaccredited municipalities.

Initiative	Target	Results Achieved
Enhance systems to increase oversight of safety codes services in unaccredited municipalities	Release eSITE enhancements to provide additional functionality and automated e-mail processes.	Two eSITE enhancements were developed and released. In the second phase, automated e-mail and eSignature capabilities were achieved.
	Develop agency-compliance monitoring reports.	In order to support the transition of accountabilities from AMA to ASCA, documents were created that will allow for the monitoring and reporting of key compliance factors. To enhance the ease of information sharing between the Council and AMA, a Minister's Quarterly Report was developed and is now in production.

Initiative	Target	Results Achieved
Develop and implement a comprehensive strategy to engage ASCA stakeholders	Initiate group and one-on-one meetings with agencies and municipalities.	Group and one-on-one meetings with agencies and unaccredited municipalities were initiated, and agency feedback was incorporated into the 2017 ASCA Services Agreement.
	Initiate the provision of regular permitting and inspection activity reports to unaccredited municipalities.	A monthly Permit Activity Report was developed and sent to municipalities.

The Council builds public confidence by delivering effective programs and services that support success, partnering with stakeholders, and ensuring that organizations and individuals understand and fulfill their roles and responsibilities within the System.

Objective 2: Enhance oversight of the System

Initiative	Target	Results Achieved
Implement a system to enhance and streamline the management and reporting of orders and variances	Roll out the orders and variances management system for internal and external users.	Orders and Variances Registry was tested in a live environment by three municipalities, a survey was sent to the test users, and amendments were suggested.

Initiative	Target	Results Achieved
Provide Quality Management Plans (QMPs) that establish clear roles and accountabilities for accredited organizations	Submit drafts of new QMPs for accredited organizations to the Technical Coordinating Committee (TCC).	Draft QMPs were put forward to the TCC and were approved. They are currently in the process of being rolled out to organizations, agencies, and municipalities.
	Achieve a 10% increase in the number of accredited municipalities that submit annual internal reviews.	There was a 29% increase in the number of accredited municipalities that submit annual internal reviews.

Initiative	Target	Results Achieved
Conduct comprehensive audits of accredited organizations to assess compliance with QMPs and ensure that recommendations are addressed in a timely manner	Complete 20 audits of accredited organizations.	37 audits of accredited organizations were completed.
	Audit 30% of orders and 30% of variances registered annually with the Council in the building, fire, electrical, plumbing, and gas disciplines.	Audited 41% of orders and 11% of variances that were registered with the Council in 2016.

Strategic Goal: Education

Relevant and accessible safety codes education and information for customers, stakeholders, and Albertans.

The Council is the leading source of education on the System. Customers, stakeholders, and the public are provided with clear and consistent information about the System that is accessible throughout the province. Individuals with responsibilities under the Act have the competencies needed to meet expectations, while stakeholders and Albertans have greater awareness of the System and know what they can do to make their communities safe.

Objective 1: Provide essential competencies to System participants

Initiative	Target	Results Achieved
Provide high quality and relevant certification and training programs to support individuals responsible for performing regulated work	Roll out the new certification and training structure for Building SCOs.	At the close of 2016, all new courses were available.
	Roll out the new certification and training structure for Fire SCOs.	All courses were redeveloped, and minor revisions were made to the certification structure as a result of feedback from broad consultations with stakeholders. The revised structure is on track to be presented for board approval in early 2017.
	Achieve 85% student satisfaction with training courses.	1,048 student feedback forms were completed, with an overall satisfaction level of 92%.

Initiative	Target	Results Achieved
Modernize processes and programs to improve customer experience and streamline processes (ACT project)	Select a system vendor for the ACT system.	Benchmarking sites were reviewed and a vendor was selected.

Objective 2: Increase understanding and awareness of the system

Initiative	Target	Results Achieved
Provide opportunities for SCOs to enhance their understanding and awareness of current trends and issues within the system	90% satisfaction rate amongst regional meeting attendees.	An average satisfaction rate of 85% was achieved for regional meetings that occurred in 2016.

Strategic Goal: Governance

Clear, robust, and responsive governance for the Council and safety codes system.

The Council operates in accordance with a governance model that is transparent, participatory, and consistent with requirements and expectations applicable to public bodies. Accountability is established through plans, structures, bylaws, and policies that are aligned to provide clear direction and defined responsibilities for all levels of the organization. The governance model provides this clarity and consistency while possessing the flexibility needed to remain current and accommodate new obligations or practices.

Objective 1: Align Council governance framework with best practices

Initiative	Target	Results Achieved
Review and update the Council governance framework to provide current and relevant structures, policies, and processes that support the organizational mission and mandate	Complete analysis of current Council governance framework and develop a work plan to address identified improvement opportunities.	The Council completed a review of the current governance framework, and drafted a Board Charter, a policy framework, and a policy template, all of which were presented to the Board. A matrix and training plan for competency were also drafted and then presented to and approved by the Board.
	Submit updated bylaws to Council members for approval at the Annual General Meeting.	Proposed amendments were distributed on 1 April and were approved on 2 June at the 2016 Annual General Meeting.

Initiative	Target	Results Achieved
Implement a comprehensive and integrated planning process that engages employees and members and connects all levels of the organization to strategic goals and priorities	Engage all sub-councils in discussion of the Council's long-term strategic plan.	In partnership with AMA, all sub-councils were consulted during development of a Quality Assurance Framework. This input will be used for future strategic planning.

Objective 2: Participate in development of legislative framework for the System

Initiative	Target	Results Achieved
Work with AMA and sub-councils to develop and implement an inclusive process that produces codes and standards that are appropriate for Alberta and consistent with model national documents	Complete consultation with sub-councils and stakeholders on policies and procedures needed to adopt codes in a timely manner.	All sub-councils were consulted, and a results document has been written.

Strategic Goal: Sustainability

A healthy and viable safety codes system.

The Council is focused on sustaining the System to serve Albertans now and into the future. Delivering programs and services that are relevant and demonstrate value maintains public confidence in the built environment. The Council engages and supports a vibrant community of partners, customers, and stakeholders who are dedicated to public safety. Sustaining commitment from these organizations and individuals provides the expertise and experience the Council needs to perform functions, such as reviewing codes and delivering training, which are fundamental components of the System.

Objective 1: Maintain and increase stakeholder engagement in the System

Initiative	Target	Results Achieved
Provide valuable learning and networking opportunities to engage Council members and other stakeholders in the System	90% satisfaction rate amongst annual Council conference attendees.	99% of conference attendees indicated they were satisfied or very satisfied with the conference.

Objective 2: Increase understanding and awareness of the system

Initiative	Target	Results Achieved
Ensure the Council funding model remains appropriate to support the mandate and responsibilities of the organization	Identify funding options and make recommendations to the Board.	A review of previous consultations and financial data was completed, and the results were delivered to the Board.

Initiative	Target	Results Achieved
Put in place programs and processes to support employee growth and development	Implement a succession planning program for all positions within the Council.	The Council developed and implemented a succession planning program that complements the Employee Performance and Development Program.

Strategic Goal: Service Delivery

Organizational alignment provides service delivery excellence and drives continuous improvement.

The Council operates a responsive service delivery model that is focused on meeting the needs of customers and the System. As a learning organization, the Council is continually reassessing and improving its services, programs, systems, and products to ensure they remain effective and relevant. This commitment to continuous improvement is supported by data analysis and draws upon the talent and expertise of frontline employees, members, and stakeholders.

Objective 1: Enhance knowledge of customer and stakeholder needs

Initiative	Target	Results Achieved
Survey stakeholders to develop a greater understanding of needs and expectations	Complete stakeholder survey.	A stakeholder survey was sent out to all SCOs and QMP Managers, and results will be used to benchmark the Council's future performance.

Objective 2: Implement an organizational excellence framework

Initiative	Target	Results Achieved
Initiate a project document and improve key work processes by aligning them to the business objectives, customer needs, and System needs, and put in place performance measures to provide for continuous improvement	Develop a comprehensive project plan to implement Council-wide process mapping and communicate the plan to all staff.	The project was implemented and resulted in 42% of Council processes being mapped.



Report on Council's Core Business Functions

The Council is committed to achieving its vision of making Alberta a safe place to live, work, and play through an effective and sustainable System. The following section presents information and data on key areas of the system: permits and inspections, accreditations, orders and variances, certifications, audits, investigations, training, ASCA, and appeals. The operational activity in these areas lets us know how well the system is working and how efficient it is, and speaks to the system's overall health and sustainability.

Permits and Inspections

Inspections are the primary method of ensuring permitted work meets the requirements of the Act and associated regulations, codes, and standards. The Council tracks the permitting and inspection activities of approximately 200 organizations, a majority of which use eSITE, the Council's Web-based electronic permitting system. The cities of Edmonton and Calgary do not use eSITE; however, both submit permitting data to the Council, and have been included in Figure 1.

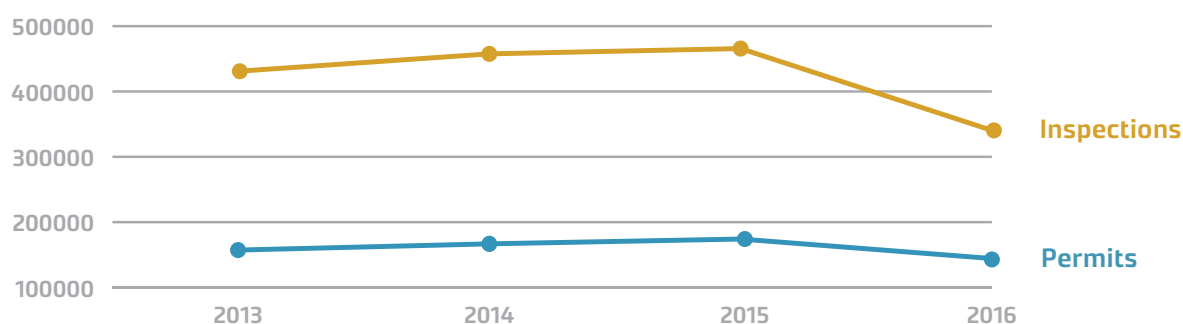


Figure 1: Permit and Inspection Activity

As illustrated in Figure 1 above, the data shows a consistent yearly rate of more than two inspections per permit issued. In 2016, the inspections-to-permits ratio was 2.36:1.

The Council tracks the permitting and inspection activities of approximately 200 organizations, a majority of which use eSITE, the Council's web-based electronic permitting system.

Accreditation

The Accreditation department accredits organizations to administer the Act within their jurisdiction. The department works with accredited organizations and those wanting to become accredited to develop QMPs that describe the scope and delivery of safety code services the organizations will provide.

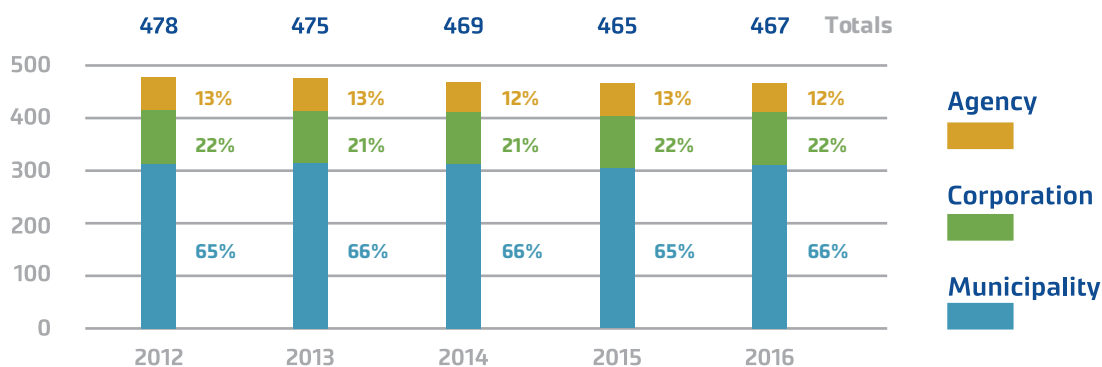


Figure 2: Accreditation by Organization Type

As Figure 2 above demonstrates, accreditation types have remained stable over the last five years. At the close of 2016, there were 467 accredited entities: 310 municipalities, 101 corporations, 56 agencies, and one regional services commission.

Orders

The issuance of an order is a means of enforcing compliance with the Act. Orders are issued by SCOs relative to a specific code requirement, and the number of orders are tracked through the Council. Figure 3 shows orders issued in 2016 by discipline type. There were no orders issued for the gas discipline during 2016.

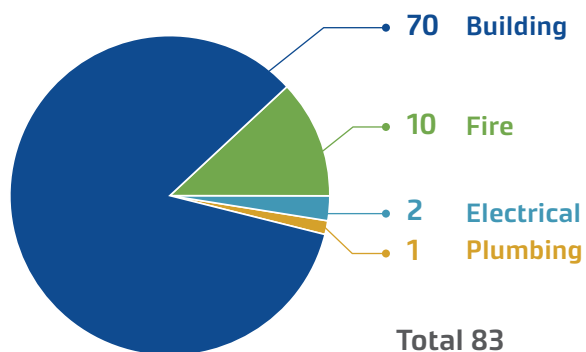


Figure 3: Orders Issued by Discipline Type

Variances

Variances can be issued in circumstances where a proposed alternative to a specific code requirement provides equal or greater safety than was required by the code or standard. Variances can be granted by SCOs, and these numbers are tracked by the Council. The figure below shows variances issued by discipline type in 2016, and shows that a large portion of variances continue to be issued for the building discipline.

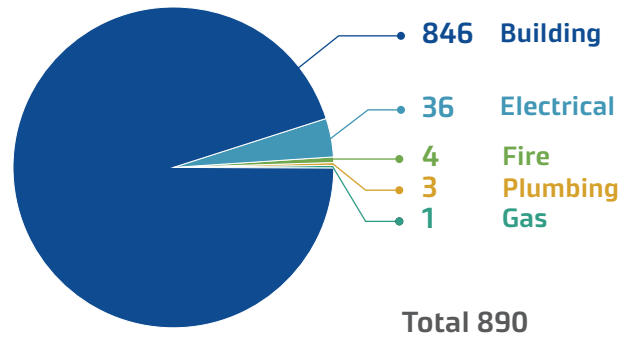


Figure 4: Variances Issued by Discipline Type

Audits

The Audit department conducts comprehensive audits of organizations accredited in the building, fire, electrical, plumbing, and gas disciplines. In 2016, the department performed 37 audits of accredited organizations and delivered 19 completed reports to audited organizations.

Investigations

The Council investigates complaints and concerns about the conduct, performance, and/or competency of accredited organizations, SCOs, permit issuers, and MEs. Complaint investigations are independent and objective, and provide the Council with further oversight of the System. In 2016, the Council investigated 15 complaints. An overview of the results is available on the Council's website.

Certification

The Council's Certification department is responsible for certifying and designating powers to SCOs and certifying master electricians. The department promotes and maintains professional standards for the over 2,400 SCOs and 4,800 active MEs in the province.

As illustrated in Figure 5, 2016 resulted in a five-year high for total number of SCO certifications. Year after year, there remains a consistent difference between the number of certifications and designations across all disciplines, with the building, electrical, and fire disciplines having the greatest difference between numbers of certified and designated SCOs.

At the end of 2016, there were 4,795 MEs and 2,727 certified SCOs, 2,045 of whom held a designation of powers for one or more accredited organizations.

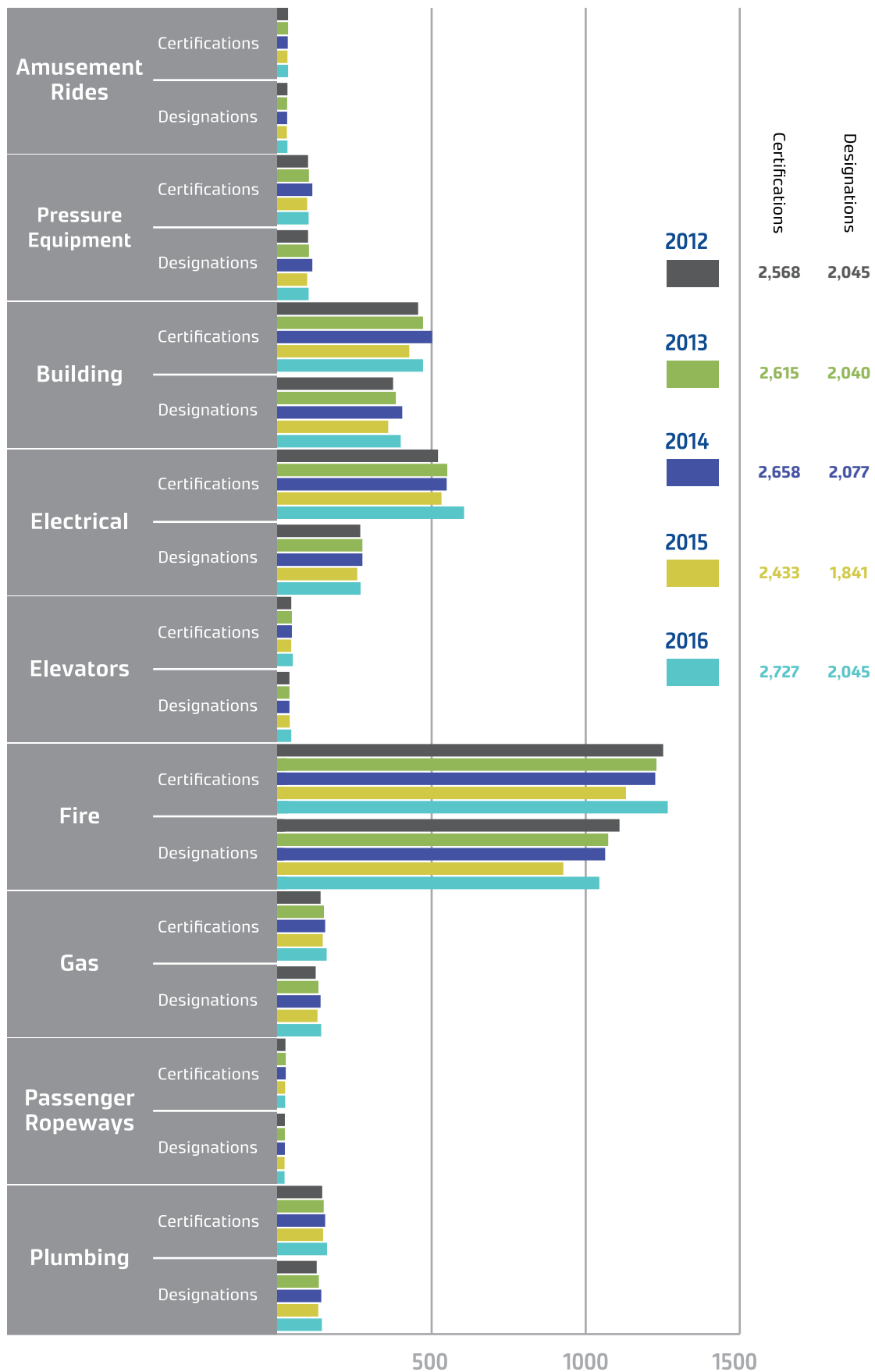


Figure 5: SCO Certifications and Designations by Discipline

Training

The Training department develops and delivers training to provide SCOs and permit issuers with competencies needed to fulfill important roles within the System. The department works closely with Council members and subject matter experts to develop relevant, high-quality course material, and uses technology to ensure that training delivery is responsive and accessible. It also works closely with the Certification department to ensure SCOs have the training needed to maintain their certification.

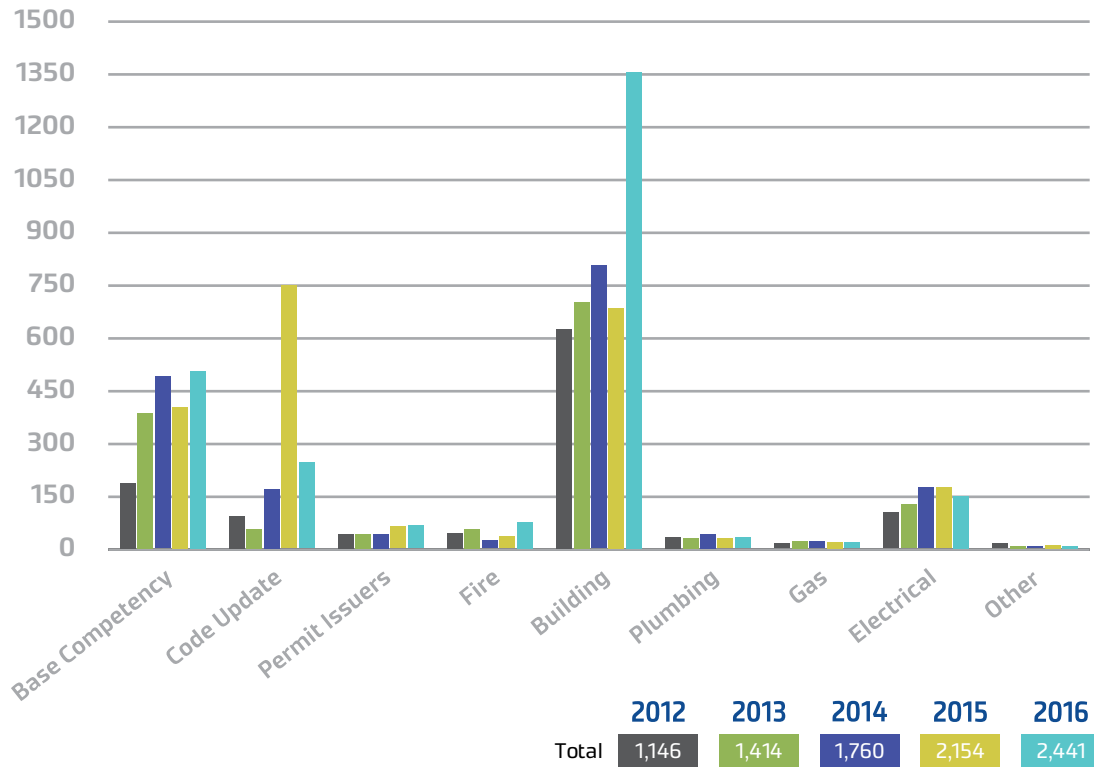


Figure 6: Course Registrations by Year

As demonstrated by the data shown in Figure 6, the total number of course registrations has increased every year for the past five years. The most popular training delivery types in 2016 were classroom and distance.

Alberta Safety Codes Authority Division

ASCA, a division of the Council, oversees delivery of safety code services in unaccredited areas of Alberta on behalf of the Minister. ASCA enters into agreements with accredited agencies to provide these services, which include compliance monitoring and reporting on permitting and inspections.

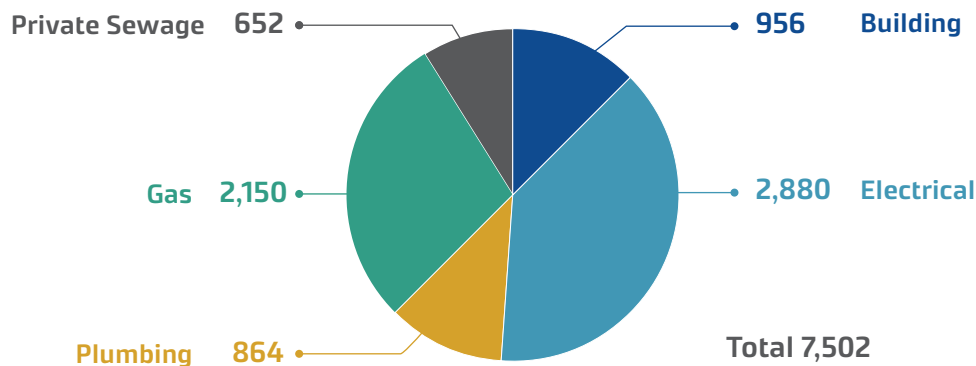


Figure 7: ASCA Permits Issued by Discipline

In 2016, ASCA oversaw a total of 7,502 permits issued in unaccredited areas of Alberta. Of the permits that were closed in 2016, 99.8% have been closed compliant.

Appeals

The Appeals department administers an appeal process that allows individuals to challenge orders or written notices issued under the Act. This process, which is required under the Act, is administered according to the principles of natural justice and is fair, objective, and accessible.

	2013	2014	2015	2016
Notice of Appeals Received	10	10	13	9
Hearings	10	8	8	8
Appeals Closed	10	10	12	9

Figure 8: Appeals

In 2016, the Council received 9 notices of appeal and heard 8 appeals.

2016 Sub-Council Activities

The Council, under authority of the Act, coordinates the 10 volunteer-driven sub-councils representing 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, as well as 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 2016, there were a total of 36 regular sub-council meetings. All sub-councils heard presentations and/or were supplied with a variety of information on topics, such as:

- › The Quality Assurance Framework initiative
- › Changes in Council bylaws
- › The Mandate and Roles Document
- › The ACT Project
- › Code update training and course development underway at the Council

The sections below identify members of each sub-council and highlight some significant work undertaken and results achieved in 2016.

Amusement Rides Sub-Council (ARSC)

After listening to an in-depth presentation on the CSA Z267 and ASTM F24 Amusement Rides Code Harmonization, the ARSC held a thorough review and discussion on the positives and negatives of ASTM F2783-14 Standards. Following that dialogue, ARSC decided to move forward with a recommendation for the use of ASTM F2783-14 Standards for amusement rides in Alberta. In order to facilitate this recommendation, the Harmonization Working Group was created, with the purpose of creating a proposed regulation for consideration of the sub-council.

Similar to other sub-councils, ARSC spent time in 2016 discussing and establishing the mechanics of automatic code adoption. They also recommended to the Minister, through the TCC and the Board, the adoption of the Amusement Rides Standards Amendment Regulation and the waiving of the 90-day review period.

Members:

Fairs & Exhibitions

Bill Church

Small Outdoor Amusement Parks

Dean Treichel, *Vice-Chair* to Jan. 2016;

Bill Demchuck from Apr. 2016

Large Ride Operators

Danielle Gillespie

Portable Ride Operators

Bill Kane

Public at Large

My-Linh Lam, *Chair*

Large Indoor Amusement Parks

Michael Klebanov to Jan. 2016;

Brian Mykitiuk from Feb. 2016

Professional Engineers

Lee Nguy

Risk and Insurance Management

Barbara Peter to Jan. 2016;

David Buzzeo from Sept. 2016

With a focus on providing best practices for accessibility in the built environment, the BFSC, through its Barrier-free Design Guide Working Group, spent a considerable amount of time and attention on revising and updating the Barrier-free Design Guide.

Barrier-free Sub-Council (BFSC)

With a focus on providing best practices for accessibility in the built environment, the BFSC, through its Barrier-free Design Guide Working Group, spent a considerable amount of time and attention on revising and updating the Barrier-free Design Guide. Changes and new additions include open spaces/trails, the difference between care facilities and residential units, an alternative solution for barrier-free washroom facilities, and barrier-free access consideration around construction sites. This guide will be available in 2017.

The BFSC provided feedback for the Age-in-Place Laneway Housing project, which includes research being conducted by the University of Calgary. They also deliberated over barrier-free access during construction, and discussed the fact that in most cases, once a building is occupied, barrier-free enforcement is typically done on a complaint basis and is determined by the municipality. Furthermore, they started drafting a STANDATA to clarify what would and would not be considered in terms of barrier-free relaxations.

The BFSC had three working groups in 2016: the Barrier-free Design Guide Working Group, the Seniors Housing Joint Working Group on Care Facilities, and the Arena Code Requirements Working Group.

Members:

Barrier-free Design

Barry McCallum, *Vice-Chair*

Commercial Construction/Land Development
vacant

Home Construction

Dale Cameron to Feb. 2016;
vacant from Feb. 2016

Non-Residential Building Management
Stan Lennox

Residential Apartment and Condominium
Owners/Managers
Mary Aubrey

Code Enforcement (Safety Codes Officer)
David Flanagan, *Chair*

Visual Disabilities

Ben McConnell to Feb. 2016;
Jonathan Huckabay from June 2016 to Sept. 2016;
Laura Kemp from Sept. 2016

Hearing Disabilities

Lee Ramsdell

Mobility Disabilities
Ross Norton

Agility Disabilities
Bob Coyne

Communication Disabilities
Briana Strachan

Aging Population
Michael Francon

Hotel and Tourism Industry
Tracy Douglas-Blowers

Education and Training
vacant

Public at Large
Yvette Werenka

Building Sub-Council (BSC)

Similar to previous years, the BSC was very active in 2016. The sub-council, along with its working groups, worked on and approved material for 17 educational courses for Building SCOs, and supported the issuance of eight STANDATA, as follows:

- › Tall Wall Generic Engineering Details Province-wide Variance STANDATA
- › Fenestration Performance Generic Engineering Details Variance STANDATA
- › Application of Energy Efficiency Requirements to Equipment Installations in Existing Building Interpretation STANDATA
- › Elevator in a Barrier-Free Path of Travel Province-wide Variance STANDATA
- › Barrier-Free Design Requirements
- › Relaxations Interpretation STANDATA
- › CSA-A277-16 Procedure for Certification of Prefabricated Buildings, Modules, and Panels Province-wide Variance STANDATA
- › Spans for Joists, Rafters, and Beams Province-wide Variance STANDATA
- › Walkways and Guardrails (joint with the Gas Sub-Council (GSC)) STANDATA

Two major working groups completed their tasks and submitted reports to BSC that have been forwarded to AMA for consideration of a STANDATA. There were a number of other STANDATA that have been presented to BSC for review, and remain under development.

The BSC also supported the BFSC's work, through a liaison, on a Barrier-free Design Guide, by providing drawings, as well as reviewing and amending a draft version of the document. BSC also continued its close relationship with the Fire Sub-Council (FSC) through a liaison to deal with overlapping issues.

With the possible legalization of marijuana on the horizon, they held discussions regarding this legislation's possible effects on building and gas codes. It was noted that a Provincial Cross Ministry Group has been formed and a STANDATA is being drafted on the topic.

A plan was developed to implement a harmonization strategy based on the 2015 National Building Code (NBC) that would allow adoption of the 2015 NBC in Alberta in 2018. This would then allow for preparation for automatic code adoption of the 2020 NBC.

The BSC also conducted a matrix review with recommendations made to the Board for minor revisions.

Members:

House Builders
Don Dessario, *Chair*

Architecture
Gregory Beck

Professional Engineers
Andrew Smith from Apr. 2016

General Contractors
Lee Phillips

House Builders
Rick Gratton

Building Owners
vacant

Major Municipalities – North
Mark Brodgesell

Major Municipalities – South
Ann Marie Perry, *Vice-Chair* – South to Jan. 2016;
Ulrik Seward from Apr. 2016

Urban Municipalities
Roger Clemens

Rural Municipalities
vacant

Building Officials
Bruce Schultz, *Vice-Chair* – South, from Feb. 2016

Fire Officials
Russell Croome, *Vice-Chair* – North

Labour
Colin Belliveau

Mechanical Contractors
Kenneth Roskell

Large Developments
Stephen Hill

Consumer Protection
Rick Gratton

Heating, Ventilation, Air Conditioning
Terene Tharagan

Public at Large
Robert Zifkin

Electrical Sub-Council (ESC)

This year, the ESC, through its Alberta Electrical Code Working Group, completed a line-by-line review of the draft version of the Fifth Edition of the Alberta Electrical Utility Code (AEUC), after which they moved to recommend it. They further recommended mandatory code update training for all Electrical Group B SCOs, which would cover the changes made in this new edition. This training would be required to be completed within one year of its availability.

In 2016 the ESC also oversaw the redrafting of the Master Electrician Policy 4.30. A number of changes were made, one of the most significant of which was the incorporation of a Code of Ethics. Following their work on these changes, the ESC recommended the Board adopt the redrafted policy, which the Board subsequently approved.

There were four ESC working groups operating in 2016: the AEUC Working Group; the Canadian Electrical Code Working Group; the Master Electricians Advisory Working Group; and the Oil and Gas Code Working Group. The ESC, along with these four working groups, worked diligently on numerous Variances, STANDATA, and Information Bulletins, which included:

- › revising and reissuing the Section 32 STANDATA with wording to include the new Alberta Building Code's (ABC) requirement of smoke detectors in all bedrooms;
- › drafting a STANDATA to clarify the proper application of the Special Inspection program (intended only for equipment approval, not intended for installation approval) as covered in the scope of CSA SPE-1000;
- › drafting and recommending STANDATA CEC-62 to the Chief Electrical Inspector concerning immersion heaters (this STANDATA addressed gaps in labelling requirements, as well as installation information and installation practices);
- › drafting and endorsing a reissuance document for a STANDATA regarding submersible pumps which was set to expire on 31 March 2017;
- › renewing the VAR-EUC-Scope (which would have expired on 15 April 2016), and giving it a new expiry date of the in-force date of the Fifth Edition of the AEUC;
- › recommending that the Chief Electrical Administrator draft and release an Information Bulletin STANDATA for clarification of Rule 26-724(f), stating that, for the purposes of this section, a detached garage, without the facilities that define a dwelling unit, is not part of the dwelling unit and therefore would not require an Arc Fault Circuit Interrupter; and
- › recommending that the ESC request for interpretation be sent to Canadian Electrical Code Part 1, on whether concrete encasement for under 5kv was removed in error on the 5kv tables or whether this was intentional.

Members:

Electrical Safety Codes Officers

Stan Misyk, *Chair* to Mar. 2016;

Don Bradshaw from Sept. 2016

Labour

John Briegel

Major Municipalities – North

Gerry Wiles, *Vice-Chair* - North to Sept. 2016,

Chair from Sept. 2016

Major Municipalities – South

Shane Hoogenboom to Jan. 2016;

Adam Ghani from Apr. 2016

Electrical Contractors

Darcy Teichroeb

Large Electrical Utilities

Jim Porth, *Vice-Chair* - South to Sept. 2016

Small/Municipal Electrical Utilities

Stewart Purkis

Electrical Manufacturers

Scott Basinger

Professional Engineers

Roy Etwaroo

Municipalities

Bill McAllister to Jan. 2016;

Charlene Smylie from Apr. 2016

Rural Electrification Areas

Al Nagel

Education and Training
Glenn Hedderick, *Vice-Chair* - South from Sept.2016

Oil and Gas Processing Industry
Rene Leduc

Petrochemical Industry
Ron Derworiz to Jan. 2016;
Tim Driscoll from Apr. 2016

Electrical Standards/Testing/
Certification Organizations
Larry DeWald

Electrical for Residential Construction
Clem Gratton

Public at Large
Jim Rivait to Jan. 2016;
vacant from Jan. 2016

Elevators Sub-Council (EVSC)

In 2016, the EVSC spent time considering the new Quality Assurance Framework and provided input in to the objectives and outcomes of the elevator discipline, including identifying improvement opportunities and ensuring consistency across the province.

The EVSC also reviewed Certification Levels Elevator Policy 4.50 and made a recommendation for approval to the Board. Changes to the policy include alignment with the upcoming Professional Development for SCOs and the number of inspections required for mentoring.

Reflecting on the step-indexing relating to maintenance in the ASME A17.1- 2013 CSA B 44-13 code, which was introduced in 2000 to enhance consumer and public safety and prevent escalator injuries and was declared in force in Alberta in 2013, the sub-council reviewed strategies for enforcement as well as education opportunities to ensure compliance.

The EVSC also heard a report from AEDARSA (Alberta Elevating Devices & Amusement Rides Safety Association) regarding the provision of presentations to industry on code changes.

Members:

Elevator Maintenance
Scott Gavin

Large Manufacturers
Quentin Brayley-Berger

Labour
Robert Logee, *Chair*

Construction Contractors
Trevor Doell to Jan. 2016;
Gavin Langley from Jan. 2016

Small Manufacturers and Lifts for Persons
with Physical Disabilities Industry
Calvin Austrom

Professional Engineers
J.C. Bawa

Architecture
vacant

Building Owners - Edmonton
vacant

Building Owners - Calgary
vacant

Real Estate Industry
Ernie Paustian

Public at Large
Suresh Sundaram

Fire Sub-Council (FSC)

In a significant year for change, the FSC was a front-line participant in the implementation of changes to the Fire SCOs certification structure. They were presented with an overview of the results of a broad consultation process with stakeholders, and worked extensively on fire course validation and review. Following their work on this topic, the FSC recommended that proposed changes be implemented for the certification of Fire SCOs.

A document was provided by AMA illustrating the differences between the Alberta Fire Code and the National Fire Code. FSC members evaluated the outlined discrepancies and recommending one of three options for each difference: 1) propose a change to the National code, 2) create a supplement for Alberta-specific requirements, or 3) use what is written in the National code.

Other documents the FSC spent time on in 2016 included an updated Fire Alarm Guide, which is to be completed and published in early 2017, and a guideline for food trucks (a joint topic also involving the ESC, GSC, and Plumbing Sub-Council (PSC)), which is in the preliminary stage.

A considerable topic this year was the use of sea cans as buildings, and a project was initiated to provide information on how existing Alberta Building and Fire Codes apply to the storage, handling, and use of flammable or combustible liquids in sea cans, as well as other structures. Input was also provided on a number of proposed variances, and a variance on Emergency Shut-Offs was drafted and endorsed.

The FSC also spent time conducting a review of its member matrix and recommending that both AAMDC (Alberta Association of Municipal Districts and Counties) and AUMA (Alberta Urban Municipalities Association) have continual representation on the FSC, rather than alternating representation.

Members:

Major Municipalities – North
Gary Mayorchak

Major Municipalities – South
Michael Baker

Architecture
Ulrik Seward, *Vice-Chair* - South to Mar. 2016;
vacant from Mar. 2016

Electrical Industry
Joseph Davis

Municipalities
Bruce Cummins

Insurance Industry
Michael Walker, *Chair*

Building Owners
Bob Husereau

Petroleum Industry
Allan Blatz

Professional Engineers
Michael Bodnar to Jan. 2016;
Eddy LaRocque from Apr. 2016

Building Officials
Dale Miller to Jan. 2016;
Mario Poser from Apr. 2016

Fire Safety Industry
Robbin Foxcroft, *Vice-Chair* - South from May 2016

Alberta Fire Fighters
Bob Boudreau

Fire Officials
Michael Bos

Public at Large
Ron Schaller, *Vice-Chair* - North

Gas Sub-Council (GSC)

The GSC and its working groups had a busy year discussing numerous STANDATA during their 2016 meetings. In total, the GSC, along with several working groups dedicated to specific gas codes, reviewed and endorsed 17 Information Bulletin STANDATA, as well as one Province-wide Variance. The GSC also discussed food trucks (an emerging issue which affects several disciplines), focusing on the topic's relation to CSA B149.1 and CSA B149.2.

Important for process simplification, the GSC confirmed wording in the Gas Regulation that will allow for future automatic code adoption; once the 2020 National Gas Code is approved and published, it will come into force 12 months later unless an earlier or later date is recommended to the Minister by the GSC. Looking ahead to the future, several working groups held meetings to start reviewing proposed code changes for 2020.

Additionally, with the changes in codes CSA 149.1 (natural gas and propane installation) and CSA 149.2 (propane storage and handling code), the GSC spent part of 2016 holding in-depth discussions on what training requirement(s) should result from these changes. Ultimately, they moved that code update training for these changes to become mandatory for all existing Gas Group A SCOs.

In the midst of developing the Gas Mentorship Guide, the GSC provided volunteers to confirm document accuracy, and to establish that the program will include: documentation provided to each pair (mentor and mentee); a module on professional competencies; and a module on technical competencies.

Finally, the GSC changed their matrix this year, dividing the Large Municipality industry segment into Large Municipality - North and Large Municipality - South.

Members:

Inspection Authorities

Mike Turek

Labour

Glen Aspen, *Vice-Chair* to Sept. 2016,
Chair from Sept. 2016

Municipalities

Robin Montgomery to Sept. 2016;
vacant from Sept. 2016

Propane Gas Industry

Hal Austin

Sheet Metal Contractors

Dave Schroeder

Small Gas Utilities

Nathan Lesage

Large Gas Utilities

Nathan Carter to June 2016;
Blaine Smetaniuk from Nov. 2016

Rural Gas Utilities

Jeff Skeith

Mechanical Contractors

Simon Jolly

Professional Engineers

James Maddocks

Major Municipalities - North and South

Lawrence Unser, *Chair* to May 2016;
vacant from May 2016

Education and Training

Denis Turgeon

Manufacturers or Suppliers

Verne Quiring, *Vice-Chair* from Sept. 2016

Natural Gas and Propane Vehicle Conversion Industry

Marcel Mandin

Public at Large

Bradley Gaida

Passenger Ropeways Sub-Council (PRSC)

A hot topic in 2016, automatic code adoption was high on the agenda for the PRSC. A motion was recommended to the Minister for the adoption of the Passenger Ropeways and Passenger Conveyors Standards Amendment Regulation as presented to allow for future automatic code adoption and the publication of an Alberta supplement.

Another priority—SCO training—was a topic of discussion in 2016, with the PRSC carefully considering the differences between CSA Z98-07 and CSA Z98-14, and how to communicate these changes to SCOs. Ultimately, they put forward a motion requiring all current Passenger Ropeway SCOs to review the differences as set out in a three-column comparison document. SCOs will be required to sign off on a document verifying that they have read and understood all of the changes, and that formal training and an examination are not required.

The PRSC reviewed information presented to them on a variety of topics, including: a ski-lift mechanics certification program; the proposed changes to CSA Z98-19 approved for publication; a list of operating lifts in Alberta; and incident reports. Using both their historic knowledge and this new information, PRSC members provided valuable input on a variety of questions relating to the passenger ropeways industry.

Members:

Professional Engineers

Bruno Mannsberger from June 2016

Conveyor Operators

Rich Parie, *Vice-Chair*

Large Operators

Chris Dewitt

Large Operators

Kristian Haagaard, *Chair*

Medium Operators

Jason Paterson

Medium Operators

Richard Roy

Small Operators

Jurgen Grau to Jan. 2016;

Marlin Van Zandt from June 2016

Manufacturer

Warren Sparks

Risk and Insurance Management

Tony Van der Linden

Code Enforcement (Safety Codes Officer)

Dean McKernon

Public at Large

Stephen Kozelenko



Looking ahead to 2020, the PSC (along with its 2015 National Plumbing Code (NPC) Working Group) also began setting the groundwork for a method of automatic code adoption, which will play an important part in streamlining the process of adopting the NPC being released that year.

Plumbing Sub-Council (PSC)

In 2016, the PSC followed up on the new Private Sewage Systems Standard of Practice that was implemented on 1 January 2016 by highlighting the importance of a complementary handbook, with recommendation on its development and release in 2017. Looking ahead to 2020, the PSC (along with its 2015 National Plumbing Code (NPC) Working Group) also began setting the groundwork for a method of automatic code adoption, which will play an important part in streamlining the process of adopting the NPC being released that year.

The PSC spent an extensive amount of time reviewing and making recommendations on a multitude of topics. In terms of alternative solutions to water re-use, the PSC discussed the viability of a Province-wide Variance issued in 2015, and found it to be working. They assisted the Chief Plumbing Administrator in wording an Information Bulletin providing clarity on this variance. A substantial topic of 2016 was the food truck STANDATA that the FSC is developing in conjunction with the PSC and GSC. The PSC reviewed the draft of this STANDATA and made recommendations. The PSC also reviewed the Combination Heating System STANDATA, focusing on harmonization with the newly adopted ABC with reference to CSA B214-12, and provided recommendations to the Chief Plumbing Administrator.

Other topics discussed included Eljen GSF treatment plants, acidic waste produced from condensing appliances, backflow protection, six-storey wood-framed buildings, gravity vs pumping sewage, water line sizing, and relief venting sized as a wet vent.

The 2015 NPC working group was very active in 2016, working on an amendment regulation to allow for future automatic code adoption, creating and reviewing a three-column document to provide clarity on the new code, and reviewing and voting on the need to continue eight Alberta-specific amendments currently in the Regulation. Moving forward, this working group will shift its focus to reviewing changes for the 2020 NPC.

Members:

Education and Training

Ken Helmer

Mechanical Contractors

Garnet Young

Professional Engineers

Quenton Kusiek

Major Municipalities - North

Peter Koenig

Major Municipalities - South

Ken Morrison

Urban Municipalities

Wayne Ducharme to Jan. 2016;

Tim Kosolofski from June 2016

Rural Municipalities

Ken Wigmore

Private Sewage Disposal Contractors

Charles Hallett

Mechanical Inspections

Mark Harrold, *Vice-Chair*

Manufacturers and Suppliers

David Hughes, *Chair*

Labour

Greg Francis to Jan. 2016;

Angus Potskin from Feb. 2016

Public at Large

Lawrence Hess

Pressure Equipment Sub-Council (PESC)

Like other sub-councils, the PESC spent time in 2016 preparing for an automatic code adoption process. Concluding that the pressure equipment discipline should use ASME (American Society of Mechanical Engineers) codes upon publication, with an in-force date of six months after publication, they emphasized the need for PESC working groups to remain diligent in keeping up with proposed code changes in order to be well prepared prior to publication.

They continued to work closely with the GSC, consulting on subjects such as:

- › CSA-Z276-11 – LNG Production, Storage, and Handling, and clarifying the jurisdiction between the gas and pressure equipment disciplines;
- › industry concerns regarding a change in the Province-wide Variance on Legacy Equipment; and
- › the three following joint STANDATA
 - » G-02-11-ABSA – Liquefied Petroleum Gas Storage Vessel Installations
 - » G-03-11-ABSA [Rev 1] – Fuel Gas Pressure Piping in Plants
 - » G-04-11-ABSA – Propane Storage Tanks Designed for 200 PSIG.

Throughout the year, the PESC made recommendations to the Minister, including one for a complete restructuring of the Power Engineers Regulation. They also moved to support ABSA (Alberta Boilers Safety Association) in the publication of a draft Information Bulletin for Use of Carbon Steels Low Toughness Values.

In addition to the items listed above, the PESC and its working groups worked on reviewing and accepting ABSA exemptions on Thermal Liquid Heating Systems and Direct Fired Process Heaters; reviewing the Welding Examiner Syllabus and exam questions; providing clarification on the differences between an SCO and an In-Service Inspector, which was causing some confusion in the industry; regulations that will be expiring and how to handle the expirations; a three-column document of issues and recommendations for amendments to the Power Engineers Regulation; and much more.

In 2016, the PESC reviewed its matrix and assessed seat requests from organizations. They recommended to and subsequently approved by the Board a change in their matrix policy to include the pressure piping industry segment, with the Alberta Pressure Piping Contractors Association (APPCA) as the nominating organization.

Members:

Heavy Oil & Oil Sands
Brian Lade, *Vice-Chair* to
Jan. 2016;
vacant from Jan. 2016

Petroleum Industry
Todd Loran

Petrochemical Industry
David Miller

Electrical Utilities
John Wolff

Pulp and Paper Industry
Brian Grantham

Pressure Vessel
Manufacturing Industry
Marvin Kossowan

Pressure Piping Industry
Billy Lee

Power Engineers
Jim Weiss, *Vice-Chair* from
Jan. 2016

Pressure Welders
Ward Wagner

Education and Training
Grant Peuramaki

Professional Engineers
Magdi Ghobrial

Building and Heating Plants
Mike Clancy

Construction and Maintenance
of Pressure Equipment
Jacques St. Onge

Contract Chief Inspectors
Izak Roux, *Chair*

Large Refinery and
Petrochemical Sites
Geoff Kutz

Public at Large
vacant

Technical Coordinating Committee (TCC)

Continuing on work started in 2015, the TCC finalized their review of uniform QMPs. Following a decisive discussion, they approved the new Agency, Municipal, and Corporation QMP templates, and established an in-force date of 1 January 2017.

A subject of focus for many of the sub-councils comprising the TCC, they spent time reiterating the importance of automatic code adoption. They received information regarding the harmonization initiative currently underway, which should allow the automatic adoption process to remain on track for 2020. Further, in 2016, the TCC began pursuing a process with the National Resource Council (NRC) and CSA Group for more Albertan representation on national committees to ensure valued input at the beginning of proposed code reviews.

A primary function of the TCC is to provide an opportunity for each of the 10 sub-councils to communicate with one another. Delivering on this, the TCC heard updates from the chairs of each sub-council, which resulted in beneficial cross-discipline dialogue. A major topic of 2016 (affecting multiple disciplines) was that of food trucks. The TCC received information from the Fire, Electrical, Gas, and Plumbing Sub-Councils regarding a new National Fire Protection Agency (NFPA) standard for food trucks being developed, as well as an Information Bulletin that the aforementioned disciplines are working on collaboratively.

This year, the TCC also changed their matrix to add one seat each from the City of Calgary and the City of Edmonton.

Members:

Alberta Association of Municipal Districts
and Counties
John Whaley

Alberta Urban Municipalities Association
Cliff Ayrey

Amusement Rides
My-Linh Lam

Barrier-free
David Flanagan

Building
Don Dessario

Education and Training
Alan Kabatoff

Electrical
Stan Misyk to Mar. 2016;
Gerry Wiles from Sept. 2016

Elevators
Robert Logee

Fire
Michael Walker

Gas
Lawrence Unser to May 2016;
Glen Aspen from Sept. 2016

Labour
Cal Ploof, *Chair*

Passenger Ropeways
Kristian Haagaard

Plumbing
David Hughes

Pressure Equipment
Izak Roux

Training Institutes
Alan Kabatoff

Board of Directors (Board)

The Board met six times in 2016, and was focused on working towards the newly established governance and oversight goals set forth in the Council's 2016-2020 Strategic Plan.

In April 2016, just prior to ASCA becoming operational, the Board passed a Director's resolution recognizing the Council's role in ASCA operations.

Also of note this year, KPMG, the Council's financial auditors, removed their qualifying statement regarding operating levies the Council receives from accredited municipalities, which indicates that KPMG has confidence in the processes used by the Audit team in ensuring the accuracy of levies remitted.

The Board approved capital expenditures to invest in information technology systems updates in order to provide:

- › greater oversight and support of accredited organizations;
- › larger support for SCOs and their professional development; and
- › integrated information and data systems with the capability to amalgamate many different sources of data into one place.

The Board oversaw a significant amount of work in terms of collaborating with Council staff and sub-councils on updating Council Bylaws. The amendments to the Bylaws include the following:

- › definitions that clarify the intent and meaning of the Bylaws;
- › removal of duplication within the Bylaws and modifications required because of amendments to the Act made in 2015; and
- › Establishment and oversight of ASCA.

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

- › Administrative Items Regulation
- › Plumbing Code Regulation
- › Permit Regulation
- › Administrative Penalties Regulation
- › Elevating Devices, Passenger Ropeways and Amusement Rides Permit Regulation
- › Amusement Rides Standards Regulation

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

Directors	Board Meetings
Robert Blakely , Q.C., Chair of the Safety Codes Council	7/7
Rick Noonan , Vice-Chair of the Board of Directors and chair - Human Resources and Compensation Committee	7/7
Brian Alford , President and CEO	7/7
Cliff Ayrey , Alberta Urban Municipalities Association	7/7
Owen Edmondson , chair of the Finance, Audit, and Risk Management Committee	7/7
Mark Gerlitz , chair of the Legal Committee	6/7
Cal Ploof , chair of the Technical Coordinating Committee	5/7
John Whaley , Alberta Association of Municipal Districts and Counties	7/7
Jim Wheadon , chair of the Governance and Nominating Committee	7/7

Management's Comments on the 2016 Financial Statements

The Council's activities are primarily funded through levies on permits and registrations in disciplines established under the Act. Some additional revenue comes from fees charged for services.

In 2016, the Alberta economy continued to be affected by falling oil prices and volatility within the oil and gas sector. After rising to 9 per cent in November, its highest level since 1994, Alberta's unemployment rate fell to 8.5 per cent in December. By the end of December, Alberta had the fourth highest unemployment rate in Canada.

Housing construction, a key source of the Council's levy revenue, was among the many areas affected by another year of economic slowdown. Construction started on 34,969 new homes in Alberta in 2016, which is a decrease of 6.9 percent from 2015. It appears the downturn reached a floor in 2016, a slight increase in housing starts in the fourth quarter may indicate the start of a recovery.

In anticipation of economic conditions within the province, the Council took a proactive approach in managing expenses in 2016. The Council reduced a number of activities for the year, while ensuring core initiatives were not impacted. The Council's revenues exceeded expenses by \$370,535 in 2016 compared to \$1,786,000 in 2015.

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 remain vital to the organization remaining financially sustainable.

Revenues

Total revenues were \$11,418,000 in 2016 as compared to \$11,027,000 in 2015, an increase of \$391,000. ASCA went live May 1, 2016, increasing revenue through its permitting activity by \$2,109,000. The increase was offset by decreases of \$649,000 in operating fees from municipalities and agencies and \$1,134,000 in grant revenue. Other revenue categories were similar to 2015.

Expenses

Total expenses were \$11,048,000 in 2016 as compared to \$9,241,000 in 2015, an increase of \$1,807,000. Increases in expenses came from two main areas: the permit service fees paid to agencies for work done on behalf of ASCA of \$1,612,000, and salaries and benefits of \$380,000 reflecting development of ASCA. Along with these increases in expenses from ASCA going into operation, the Council also saw a decrease of \$216,000 in contractors and consultants costs.

Cash and Deferred Revenue

With the commencement of ASCA operations, an increase in cash and deferred revenue has been recognized by the Council in 2016. The Council's cash balance was \$3,047,000 in 2016 as compared to \$556,000 in 2015, an increase of \$2,491,000 and the offsetting deferred revenue was \$2,441,000 in 2016 as compared to \$235,000 in 2015, an increase of \$2,206,000. The increase in cash in 2016 is a result of ASCA taking in fees from the sale of permits by agencies. Although ASCA has received the cash from permitting activity, the majority of the cash will be paid out to agencies once the work associated with the permit is completed.

Financial Statements Safety Codes Council

Year ended December 31, 2016

Independent Auditors' Report	34
Statement of Financial Position	35
Statement of Operations	36
Statement of Changes in Net Assets	37
Statement of Remeasurement Gains and Losses	37
Statement of Cash Flow	38
Notes to Financial Statements	39



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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, 2016, the statements of operations, changes in net assets, remeasurement gains and 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, 2016, and its results of operations, its changes in net assets, remeasurement gains and losses and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

[Original Signed]

Chartered Professional Accountants
April 6, 2017
Edmonton, Canada

Statement of Financial Position

December 31 with comparative information for 2015

	2016	2015
Assets		
Current assets:		
Cash	\$ 3,047,065	\$ 556,136
Accounts receivable	385,752	553,116
Prepaid expenses and deposits	97,863	112,926
	3,530,680	1,222,178
Investments (note 2)	10,986,482	10,266,996
Capital assets (note 3)	1,303,713	1,302,675
	\$ 15,820,875	\$ 12,791,849
Liabilities and Net Assets		
Current liabilities:		
Accounts payable and accrued liabilities	\$ 616,489	\$ 552,315
Deferred revenue (note 4)	2,441,092	235,447
Current portion of deferred lease inducement	6,491	6,491
	3,064,072	794,253
Deferred lease inducement	543	7,034
Net assets:		
Unrestricted	8,599,682	8,230,185
Internally restricted (note 5)	3,000,000	3,000,000
Invested in capital assets	1,303,713	1,302,675
	12,903,395	12,532,860
Accumulated remeasurement losses	(147,135)	(542,298)
Commitments (note 6)	12,756,260	11,990,562
	\$ 15,820,875	\$ 12,791,849

See accompanying notes to financial statements.

On behalf of the Council:

[Original Signed] _____ Director
 [Original Signed] _____ Director

Statement of Operations

Year ended December 31, 2016, with comparative information for 2015

	2016	2015
	(Schedule 1)	
Revenues:		
Operating fees:		
Municipalities and agencies	\$ 5,980,197	\$ 6,629,155
Corporations	1,106,166	1,050,896
Permit fees	2,109,418	-
Course and exam fees (note 4)	755,552	612,610
Investment income	564,562	712,678
Master Electricians Program certification fees	554,130	563,820
Grants (note 4)	111,648	1,245,718
Certification (note 4)	97,785	88,629
Annual conference	57,430	45,184
Application development	37,400	16,300
Other revenues and recoveries	16,828	28,832
Designation of powers	12,775	15,900
Accreditation	11,257	12,123
Appeals	3,200	6,000
	11,418,348	11,027,845
Expenses:		
Salaries and benefits	5,639,416	5,259,782
Permit service fees	1,612,102	-
Contractors and consultants	855,874	1,071,119
Office rental	545,489	524,591
Amortization of capital assets	401,597	256,506
Travel (note 7)	291,105	338,987
Annual conference	287,464	305,855
Electronic business solutions	203,938	177,553
Course and seminar costs	203,749	170,028
Office and general	185,942	184,334
Publications	131,257	216,706
New course version	129,644	127,245
Bank and investment service charges	99,795	94,960
Professional fees	96,944	75,660
Meetings	96,346	104,592
Consulting fees	60,438	83,703
Test bank validations	51,696	14,238
Honoraria (note 7)	49,318	47,534
Insurance	31,216	30,085
New course development	28,221	45,520
Appeals	27,624	80,581
Special training programs	10,455	9,415
Corporate memberships	6,099	6,428
Electronic conversion	1,859	7,560
Course revisions	225	1,501
Loss on disposal of capital assets	-	7,294
	11,047,813	9,241,777
Excess of revenues over expenses	\$ 370,535	\$ 1,786,068

See accompanying notes to financial statements.

Statement of Changes in Net Assets

Year ended December 31, 2016, with comparative information for 2015

	Unrestricted	Internally restricted (note 5)	Invested in capital assets	2016 Total	2015 Total
Balance, beginning of year	\$ 8,230,185	\$ 3,000,000	\$ 1,302,675	\$ 12,532,860	\$ 10,746,792
Excess (deficiency) of revenues over expenses	772,132	-	(401,597)	370,535	1,786,068
Investment in capital assets	(402,635)	-	402,635	-	-
Balance, end of year	\$ 8,599,682	\$ 3,000,000	\$ 1,303,713	\$ 12,903,395	\$ 12,532,860

Statement of Remeasurement Gains and Losses

Year ended December 31, 2016, with comparative information for 2015

	2016	2015
Accumulated remeasurement gains (losses), beginning of year	\$ (542,298)	\$ 117,297
Change in unrealized gains (losses) attributable to investments	519,508	(656,296)
Realized gains reclassified to statement of operations	(124,345)	(3,299)
Accumulated remeasurement losses, end of year	\$ (147,135)	\$ (542,298)

See accompanying notes to financial statements.

Statement of Cash Flow

Year ended December 31, 2016, with comparative information for 2015

	2016	2015
Cash provided by (used in):		
Operations:		
Excess of revenues over expenses	\$ 370,535	\$ 1,786,068
Item not involving cash:		
Amortization of capital assets	401,597	256,506
Loss on disposal of capital assets	-	7,294
Amortization of deferred lease inducement	(6,491)	(6,491)
Changes in non cash operating working capital:		
Accounts receivable	167,364	51,603
Prepaid expenses and deposits	15,063	56,840
Accounts payable and accrued liabilities	64,174	15,825
Deferred revenue	2,205,645	(836,639)
	3,217,887	1,331,006
Capital activities:		
Purchase of capital assets	(402,635)	(688,619)
Investing activities:		
Reinvested net investment income from investments	(555,480)	(710,792)
Purchase of investments	-	(1,009,428)
Proceeds from disposition of investments	231,157	264,306
	(324,323)	(1,455,914)
Increase (decrease) in cash	2,490,929	(813,527)
Cash, beginning of year	556,136	1,369,663
Cash, end of year	\$ 3,047,065	\$ 556,136
Supplemental cash flow information:		
Bank and investment service charges paid	\$ 99,795	\$ 94,960

See accompanying notes to financial statements.

Notes to Financial Statements

Year ended December 31, 2016

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.

The Council is also responsible for overseeing the provision of safety codes compliance monitoring (permitting and inspection services) in unaccredited areas in the Province of Alberta under the Alberta Safety Codes Authority (ASCA).

1. Significant accounting policies:

These financial statements are prepared by management in accordance with Canadian public sector accounting standards including the 4200 standards for government not-for-profit organizations.

(a) Revenue recognition:

The Council follows the deferral method of accounting for contributions which include government grants. Externally 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 are recognized when earned or when the related services are provided.

(b) Capital assets:

Capital assets are recorded 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. Capital assets that are not in use at year-end are not amortized.

(c) Deferred lease inducement:

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

(d) Contributed services:

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

(e) Allocation of expenses:

The Council records a number of its expenses by program. The cost of each program includes the personnel, premises and other expenses that are directly related to providing the program.

The Council allocates certain of its general support expenses by identifying the appropriate basis for allocation. Administration and corporate governance are not allocated.

(f) 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 and losses 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.

The 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.

(g) Use of estimates:

The preparation of financial statements 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. Significant amounts subject to such estimates and assumptions include the carrying amount of capital assets. Actual results could differ from those estimates.

2. Investments:

	Level	2016	2015
Cash		\$ 2,860	\$ 590
Jarislowsky Fraser Money Market Fund	1	1,366	2,939
Pooled funds (quoted in an active market)			
Jarislowsky Fraser Bond Fund	2	6,010,048	5,730,988
Jarislowsky Fraser Canadian Equity Fund	2	4,061,560	4,532,479
Jarislowsky Fraser Global Equity Fund	2	910,648	-
		\$ 10,986,482	\$ 10,266,996

There were no transfers between Level 1 and Level 2 for the years ended December 31, 2016 and 2015. There were no transfers in or out of Level 3.

3. Capital assets:

	Cost	Accumulated amortization	2016 Net book value	2015 Net book value
Furniture and fixtures	\$ 424,342	\$ 258,028	\$ 166,314	\$ 180,466
Equipment	56,413	43,066	13,347	17,352
Computer hardware	581,619	359,438	222,181	248,517
Computer software	984,427	399,954	584,473	405,697
Leasehold improvements	1,096,714	791,083	305,631	438,876
Copyright	11,767	-	11,767	11,767
		\$ 3,155,282	\$ 1,851,569	\$ 1,303,713
			\$ 1,303,713	\$ 1,302,675

Included in computer software are capital assets with a cost of \$nil (2015 - \$295,210) which are not in use.

4. Deferred revenue:

	Deferred revenue, beginning of year	Amounts received / receivable	Revenue recognized, net	Deferred revenue, end of year
Core Operations				
Grants:				
Province of Alberta – Safety System Outcome Survey	-	\$ 250,524	-	\$ 250,524
Province of Alberta – Safe Temporary Heat Education	1,238	-	(1,238)	-
	1,238	250,524	(1,238)	250,524
Course and exam fees	64,410	742,322	(755,552)	51,180
Certification	169,475	107,431	(97,785)	179,121
	235,123	1,100,277	(854,575)	480,825
ASCA				
Grants:				
Alberta Safety Codes Authority	324	110,086	(110,410)	-
Alberta Safety Codes Authority permit fees	-	4,069,685	(2,109,418)	1,960,267
	324	4,179,771	(2,219,828)	1,960,267
	\$ 235,447	\$ 5,280,048	\$ (3,074,403)	\$ 2,441,092

Safety System Outcome Survey

In the current year, the Council applied for and obtained a one-time conditional grant from the Province of Alberta. The grant provided for a total of \$250,000 to be received to complete a survey of the various participants in the safety codes system to identify any gaps in the system, potential risks and mitigating measures on a go-forward basis. An amendment to the grant agreement was obtained in late 2016 extending the project into fiscal 2017. The survey is expected to be executed and reported on during fiscal 2017.

Safe Temporary Heat Education Program

In 2014, the Council applied for and obtained a one-time conditional grant from the Province of Alberta. 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. The activities were completed in the current year.

Alberta Safety Codes Authority

In 2013, the Council applied for and obtained a one time conditional grant from the Province of Alberta. The grant provided 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. In 2014, the Council commenced development, and in fiscal 2015, an amendment to the grant agreement was obtained permitting the Council to use the Phase 3 funding for development expenditures. In 2016, additional funds in the amount of \$110,000 were provided to assist with implementation, which occurred during the year. The activities were completed in the current year.

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 photocopiers and related services, expiring in March 2017.

2017	264,275
2018	86,988
	\$ 351,263

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 \$49,318 (2015 - \$47,534) included in honoraria expense. Other costs consist of travel and accommodation related to meetings attendance which are included in travel expense.

	2016	2015
Board of Director members:		
Remuneration	49,318	47,534
Other	16,690	10,739
	\$ 66,008	\$ 58,273

8. Related party transactions:

Transactions with the Province of Alberta are considered to be in the normal course of operations. Grant revenue includes \$111,648 (2015 - \$1,245,718) from the Province of Alberta.

The Province of Alberta currently provides certain services to the Council including a monitoring service of accredited entities as part of the Municipal Support Program, at no cost.

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 2015.

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

Liquidity risk

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

The Council's Investment Policy, which is reviewed and approved by the 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 2015.

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 2015.

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. 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 2015.

Schedule 1: Operating Activities

Year ended December 31, 2016

	Core operations	ASCA	2016
Revenues:			
Operating fees:			
Municipalities and agencies	\$ 5,980,197	-	\$ 5,980,197
Corporations	1,106,166	-	1,106,166
Permit fees	-	2,109,418	2,109,418
Course and exam fees	755,552	-	755,552
Investment income	563,625	937	564,562
Master Electricians Program certification fees	554,130	-	554,130
Grants	1,238	110,410	111,648
Certification	97,785	-	97,785
Annual conference	57,430	-	57,430
Application development	37,400	-	37,400
Other revenue and recoveries	16,828	-	16,828
Designation of powers	12,775	-	12,775
Accreditation	11,257	-	11,257
Appeals	3,200	-	3,200
	9,197,583	2,220,765	11,418,348
Expenses:			
Salaries and benefits	5,172,317	467,099	5,639,416
Permit service fees	-	1,612,102	1,612,102
Contractors and consultants	779,357	76,517	855,874
Office rental	512,157	33,332	545,489
Amortization of capital assets	346,950	54,647	401,597
Travel	284,713	6,392	291,105
Annual conference	287,464	-	287,464
Electronic business solutions	201,666	2,272	203,938
Course and seminar costs	203,749	-	203,749
Office and general	182,238	3,704	185,942
Publications	123,395	7,862	131,257
New course version	129,644	-	129,644
Bank and investment service charges	99,746	49	99,795
Professional fees	88,686	8,258	96,944
Meetings	92,351	3,995	96,346
Consulting fees	60,438	-	60,438
Test bank validations	51,696	-	51,696
Honoraria	49,318	-	49,318
Insurance	29,173	2,043	31,216
New course development	28,221	-	28,221
Appeals	27,624	-	27,624
Special training programs	10,455	-	10,455
Corporate memberships	6,099	-	6,099
Electronic conversion	1,859	-	1,859
Course revisions	225	-	225
Loss on disposal of capital assets	-	-	-
	8,769,541	2,278,272	11,047,813
Excess (deficiency) of revenues over expenses	\$ 428,042	\$ (57,507)	\$ 370,535

See accompanying notes to the financial statements



**Safety
Codes
Council**



Annual Report 2016

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