



## 2022 Annual General Meeting

### Meeting Minutes (draft for approval)

---

#### Mission Statement

AACA represents the interests of members through working with Alberta Municipal Affairs and the Safety Codes Council to promote appropriate safety codes, standards and practices in the Province of Alberta.

**Date/Time:** September 29<sup>th</sup>, 2022 1:30 – 3:30pm

**Location:** Online - Microsoft Teams Meeting

Minutes will be emailed to members after the meeting and posted on the following link:

<https://www.safetycodes.ab.ca/municipalities-corporations-and-agencies/association-of-accredited-corporations-of-alberta/>

#### **1:30 PM Association Business**

##### 1) Meeting Start

- a) Round table: Member's introduction
- b) Review and adoption of 2022 Agenda
  - Motion accepted
- c) Safety Moment
  - Trained and Certified, presented by Mike Bradford at Suncor.
- d) Introductions (Board of Directors)
- e) Review of 2021 AGM Minutes for possible amendments and adoption
  - Motion accepted
- f) Review and acceptance of Financial Statement for 2021
  - Motion accepted
- g) Waive requirement to appoint an independent auditor
  - Motion accepted
- h) Nominations and elections of Board Positions to be an AACA director
  - Nominations from members interested in joining the Board of Directors
  - Reaffirm Cenovus, CNRL Board Position (served 2-year term)
    - (1) CNRL declared the intention to stay on for another 2 years.
    - (2) Cenovus declared the intention to stay on for another 2 years.

##### 2) AACA updates:

- a) Safety Codes Council Accreditation Review Focus Group
  - Municipal Affairs directed SCC to improve efficiency of accreditation. SCC began focus group meetings to gather stakeholder input.



## 2022 Annual General Meeting

### Meeting Minutes (draft for approval)

---

- May 25 SCC hosted a virtual Accreditation Review engagement session with some accredited corporations, estimate 15 – 20 participants. Other sessions held with Municipalities.
  - Five key issues discussed: Opportunities & Challenges in the Current System, Accountabilities, Monitoring, Compliance, and Enforcement, Data Collection & Reporting, Risk Based Decision Making
  - Everyone present seemed to generally agree (Corporations and Council) that a corporate QMP is already risk-based, and that the corporate accreditation concept is fundamentally different than municipal accreditation.
  - Council informed us they will post a report of the findings on the Council website when the consultation is complete.
- b) Technical sub-council membership renewal
- AACAA representation on the building, electrical, fire and gas technical Sub-Councils received approval in 2019.
  - Terms are ending at the end of 2022. Looking to nominate new candidates to gas and fire sub councils. Preference is to send 2 nominees to the sub councils for review and selection.
  - We will continue to hold open until the first week of October.
- c) Administrator of Accreditation
- Peter Burrows is the acting Administrator while Council backfills role.
- 3) Technical Sub-Council AACAA Representatives Updates (detailed notes circulated to members with minutes)
- Pressure Greg Gaudet (CNRL)
  - Gas Randy Saunders (Nova Chemicals)
  - Electrical Gerald Doan (Suncor)
  - Building Laura Ritchie (CNRL)
  - Fire John Penzo (CNRL)
- 4) AACAA Working Group Updates **No concerns or issues communicated to any WG chairs**
- Buildings – Laura Ritchie (CNRL)
  - Electrical – Ryan Carroll (CNRL)
  - Gas - Muhammad Ishaq (Keyera)
  - Fire – Mike Bradford (Suncor)
- 5) New Business
- a) Review/Discuss Directors 2-year term as defined under the Articles of Association
- No comments were received from quorum
- b) Should we stay virtual or go back to in person
- Ken Kozak suggested that staying remote may be a better option.



## 2022 Annual General Meeting

### Meeting Minutes (draft for approval)

---

#### c) SCC Audits

- Was anyone on the call audited? Yes
- Post meeting note from Council: *Audits are selected on a risk based approach. The selection criteria determining which accredited organizations will be audited each year is based on a risk assessment, including: corporation size, operational activity volume, scope of Accreditation, years of accreditation, and service providers. Council has audited 6 corporations so far in 2022 and intends to audit 7-10 in 2023. An organization will receive 6-8 weeks' notice before the audit takes place.*

#### **BREAK**

**2:30 PM SCC & AMA Presentations** (circulated to members with minutes)

**Safety Codes Council: Amina Deiab**

**Municipal Affairs: Jon Elliott**

**3:30 PM END**