

# Appointment to Council Policy

## 1. Introduction

The Safety Codes Council (Council) is comprised of **members** appointed by the Board of Directors (Board) and the Minister of Municipal Affairs (Minister), in accordance with the *Safety Codes Act* (Act).

**Members** appointed by the Board are recommended for appointment by the nominating organizations specified in sub-council specific matrices.

The 12 sub-councils represent key industries and stakeholders and provide discipline-specific expertise to the Board, President and Chief Executive Officer (CEO), and Council administration in the areas of codes and standards, certification, accreditation, and training.

## 2. Purpose

The purpose of this policy is to establish the requirements for the appointment of individuals to Council and approval of Council membership matrices.

## 3. Definitions

**expert:** the term “**expert**” is to be interpreted broadly and generously. It is not necessary to be a technical **expert** in a discipline. Rather the member has knowledge and experience that is of value to the discussion of codes and standards, accreditation, certification, training or other matters. Examples of non-technical **experts** include risk managers, the public at large, consumer protection, real estate management, and the insurance industry.

**member:** means an individual appointed to the Council by the Board or the Minister.

## 4. Policy

### Matrices

4.1. The Board will establish membership matrices for the 12 sub-councils. The approved sub-council membership matrices are specified in Appendix A.

4.1.1. Membership matrices will be structured by industry segment and corresponding nominating organization.

4.1.2. Each sub-council will include a public **member** appointed by the Minister.

4.1.3. The membership matrices will include **experts** who are:

4.1.3.1. representatives of municipalities, business, labour, and persons with

disabilities; and

4.1.3.2. from amusement rides, buildings, barrier-free building design, electrical installations, electrical transmission and distribution, elevating devices, fire protection, gas systems, passenger ropeways, plumbing systems, pressure equipment, and private sewage disposal systems disciplines.

4.1.4. The membership matrix may also include:

4.1.4.1. representatives of educational institutes;

4.1.4.2. safety codes officers; or

4.1.4.3. parties that create risk in the safety codes system (owners, designers, manufacturers, contractors, and vendors) as identified in sections 5 to 9 of the Act.

4.2. Each sub-council will review its membership matrix annually and ensure the industry segment and corresponding nominating organization remain current and relevant. The annual review of a matrix will ensure that:

4.2.1. the industry segment and its corresponding nominating organization remain current;

4.2.2. it reflects and represents the discipline for which it was established;

4.2.3. duplication of an industry segment is avoided;

4.2.4. the contribution of each **member** remains valuable, and is evaluated accordingly;

4.2.5. industry segments not represented, but would add value, are identified and assessed; and

4.2.6. groups or individuals who would bring a relevant, unique, and valuable perspective are encouraged to participate.

4.3. Changes to an existing matrix may be initiated by a sub-council.

4.4. The Board, where it considers necessary and appropriate, may amend the matrices of the sub-councils. When the Board amends a matrix, it will provide its rationale to that body at its next meeting.

#### Appointment of Members

4.5. The Board will consider, and where appropriate, appoint or reappoint individuals to Council that have been nominated for appointment by the representative bodies or nominating organizations specified in sub-council specific matrices and that have

been recommended for approval by a sub-council.

4.6. The Board may terminate the appointment of a **member** appointed by the Board. Grounds for termination include: violation of the Council’s Code of Conduct and Ethics Policy, non-attendance for meetings (three consecutive times), non-participation in voting (including letter ballots), and the request of a nominating organization for a replacement member. The Board may request the removal of a public **member** through the submission of a formal request to the Minister.

**5. Authority**

This policy is established under the authority of Sections 16(1) and 19 of the Act and Articles 6.2 and 7.2 of the Council’s Bylaws.

**6. Scope**

This policy applies to **members**.

**7. Related Policies and Procedures**

- 1.1 Appointment to the Board Policy
- 1.2.1 Appointment to Council Procedure
- 1.2.2 Administrative Tribunal Member Remuneration Procedure
- 1.2.3 Council Member Expense Procedure

**8. Version History**

Date	Notes
July / 01 / 2018	New: Replaces Council policy 9.10 Appointment to Council and Council policy 9.50 Matrices
October / 01 / 2018	Modifications to the matrices of the Barrier-Free Sub-Council and Passenger Ropeway Sub-Council
January / 01 / 2019	Update for document format standards
April / 12 / 2019	Modifications to the Matrix of the Elevators Technical Sub-Council
September / 20 / 2019	Modifications to the matrices of the Building, Fire, Gas and Electrical Technical Sub-Councils.
November / 29 / 2019	Modification to Appendix A - Matrices and update for related procedures
March / 27 / 2020	Modification to Appendix A - Matrices and update for document standards



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October / 21 / 2020	Update for governance changes and document standards
December / 11 / 2020	Modification to Appendix A - Matrices of Barrier Free, Electrical and Elevator Sub-Councils
April / 09 / 2021	Modification to Appendix A - Matrices of Electrical, Electrical Utilities, Private Sewage Disposal Systems, and Plumbing Sub-Councils.

**Appendix A - Matrices**

**A. Amusement Rides Sub-Council**

<b>Industry Segment</b>	<b>Nominating Organization</b>
Fairs and Exhibitions	Canadian Association of Fairs and Exhibitions
Large Indoor Amusement Parks	Major Indoor Amusement Park
Large Ride Operators	Large Provincial Amusement Ride Business
Portable Ride Operators	Portable Provincial Amusement Ride Business
Professional Engineers	Association of Professional Engineers and Geoscientists of Alberta (APEGA)
Public at Large	Ministerial Order
Risk and Insurance Management	Risk and Insurance Management Society - Northern Alberta Chapter
Small Outdoor Amusement Parks	City of Edmonton or City of Calgary

**B. Barrier Free Sub-Council**

<b>Industry Segment</b>	<b>Nominating Organization</b>
Agility Disabilities	Multiple Sclerosis Society of Canada
Aging Population	Alberta Seniors Communities and Housing Association (ASCHA)
Barrier Free Design	Alberta Association of Architects
Code Enforcement (Safety Codes Officer)	Alberta Building Officials Association
Communication and Cognitive Disabilities	Alberta Health Services
Education and Training	Education Institute
Hearing Disabilities	Alberta Association of the Deaf or the Canadian Hard of Hearing Association
Home Construction	Building Industry and Land Development Alberta (BILD)
Land Development/Construction	Alberta Professional Planners Institute
Mobility Disabilities	Spinal Cord Injury Alberta
Non-Residential Building Management	Building Owners and Managers Association (BOMA)
Public at Large	Ministerial Order
Residential Apartment and Condominium Owners/Managers	Alberta Residential Landlord Association
Visual Disabilities	CNIB

### C. Building Sub-Council

Industry Segment	Nominating Organization
Architecture <sup>1</sup>	Alberta Association of Architects
Builders and Developers	Building Industry and Land Development Alberta (BILD)
Building Officials	Alberta Building Officials Association
Building Owners	Building Owners and Managers Association (BOMA)
Consumer Protection	New Home Warranty Provider
Fire Officials	Alberta Fire Chiefs Association
General Contractors	Alberta Construction Association
Heating, Ventilation, and Air Conditioning Contractors	Sheet Metal Contractors Association of Alberta
Labour	Building Trades of Alberta
Large Industrial Developments	Association of Accredited Corporations of Alberta
Major Municipalities - North	City of Edmonton
Major Municipalities - South	City of Calgary
Mechanical Contractors <sup>3</sup>	Alberta Mechanical Contractors Association
Professional Engineers <sup>2</sup>	Association of Professional Engineers and Geoscientists of Alberta (APEGA)
Public at Large	Ministerial Order
Rural Municipalities	Rural Municipalities of Alberta (RMA)
Urban Municipalities	Alberta Urban Municipalities Association (AUMA)

**Notes:**

1. Nominees must be a practicing professional architect.
2. Nominees must be a practicing professional engineer.
3. Nominee must be a plumber, gasfitter or plumber/gasfitter.

**D. Electrical Sub-Council**

<b>Industry Segment</b>	<b>Nominating Organization</b>
Accredited Corporations	Association of Accredited Corporations of Alberta
Education and Training	Training Institutes
Electrical Contractors	Electrical Contractors Association of Alberta
Electrical for Residential Construction	Building Industry and Land Development (BILD) Alberta
Electrical Manufacturers	Electrical Federation of Canada
Electrical Safety Codes Officers	Electrical Inspectors Association of Alberta
Electrical Standards / Testing / Certification Organizations	Canadian Standards Association
Labour	International Brotherhood of Electrical Workers, Christian Labour Association of Canada (CLAC) or Merit Contractors Association
Major Municipalities - North	City of Edmonton
Major Municipalities - South	City of Calgary
Municipalities	Alberta Urban Municipalities Association (AUMA) or Rural Municipalities of Alberta (RMA) (excluding Edmonton or Calgary)
Oil and Gas Processing Industry	Energy Industry Electrical Engineering Associates
Petrochemical Industry	Energy Industry Electrical Engineering Associates (EIEEA)
Professional Engineers	Association of Professional Engineers and Geoscientists of Alberta (APEGA)
Public at Large	Ministerial Order
Solar Industry	Canadian Renewable Energy Association (CanREA)



**E. Electrical Utilities Sub-Council**

<b>Industry Segment</b>	<b>Nominating Organization</b>
Electrical Safety Codes Officers	Electrical Inspectors Association of Alberta (EIAA)
Energy Industry	Energy Industry Electrical Engineering Association (EIEEA)
Large Distribution Utility North	ATCO
Large Distribution Utility South	FortisAlberta
Large Municipality Utility North	EPCOR Utilities
Large Municipality Utility South	ENMAX
Large Transmission Utility North	ATCO
Large Transmission Utility South	AltaLink
Powerline Technician and Power System Electrician	International Brotherhood of Electrical Workers (IBEW) or United Utility Workers' Association (UUWA)
Public At Large	Ministerial Order
Rural Electrification Areas	Alberta Federation of Rural Electrification Associations (AFREA)
Small or Municipal Electrical Utility Distribution	Small or Municipal Electrical Utility Business
Small or Municipal Electrical Utility Transmission	Small or Municipal Electrical Utility Business
Telecommunications	Shaw Communications Inc.
Telecommunications	TELUS Communications Inc.

**F. Elevators Sub-Council**

<b>Industry Segment</b>	<b>Nominating Organization</b>
Architecture	Alberta Association of Architects
Building Owners	Building Owners and Managers Association (BOMA) - Edmonton
Building Owners	Building Owners and Managers Association (BOMA) - Calgary
Construction Contractors	Canadian Elevator Contractors Association
Education and Training	Education Institutes
Elevator Maintenance	Canadian Elevator Contractors Association
Labour	International Union of Elevator Constructors
Large Manufacturers	National Elevator and Escalator Association
Professional Engineers	Association of Professional Engineers and Geoscientists of Alberta (APEGA)
Public at Large	Ministerial Order
Real Estate Industry	Institute of Real Estate Management
Small Manufacturers and Lifts for Barrier-Free Access	Provincial Based Manufacturer

**G. Fire Sub-Council**

<b>Industry Segment</b>	<b>Nominating Organization</b>
Accredited Corporations	Association of Accredited Corporations of Alberta
Alberta Fire Fighters	Alberta Fire Fighters Association
Architecture	Alberta Association of Architects
Building Officials	Alberta Building Officials Association (ABOA)
Building Owners	Building Owners and Managers Association (BOMA)
Electrical Industry	Electrical Contractors Association
Fire Officials	Alberta Fire Chiefs Association
Fire Safety Industry	Alberta Fire Safety Association
Insurance Industry	Insurance Bureau of Canada
Major Municipalities - North	City of Edmonton
Major Municipalities - South	City of Calgary
Municipal Districts and Counties	Rural Municipalities of Alberta (RMA)
Petroleum Industry	Canadian Fuels Association
Professional Engineers	Association of Professional Engineers and Geoscientists of Alberta (APEGA)
Public at Large	Ministerial Order
Urban Municipalities	Alberta Urban Municipalities Association (AUMA)

## H. Gas Sub-Council

Industry Segment	Nominating Organization
Accredited Corporations	Association of Accredited Corporations of Alberta
Education and Training	Training Institutes
Inspection Authorities	Alberta Mechanical Officials Society
Labour	Alberta Provincial Pipe Trades Association
Large Gas Utilities	Major Provincial, National, or International Gas Distribution Business
Major-Municipalities - North	City of Edmonton
Major-Municipalities - South	City of Calgary
Manufacturers or Suppliers	Manufacturer or Supplier Business
Mechanical Contractors	Mechanical Contractors Association
Municipalities	Alberta Urban Municipalities Association (AUMA) or Rural Municipalities of Alberta (RMA)
Natural Gas and Propane Vehicle Conversion Industry	Vehicle Conversion Business
Professional Engineers	Association of Professional Engineers and Geoscientists of Alberta (APEGA)
Propane Gas Industry	Canadian Propane Association
Public at Large	Ministerial Order
Rural Gas Utilities	Federation of Alberta Gas Co-ops
Sheet Metal Contractors	Sheet Metal Contractors Association
Small Gas Utilities	Small Provincial Gas Distribution Business

**I. Passenger Ropeways Sub-Council**

<b>Industry Segment</b>	<b>Nominating Organization</b>
Code Enforcement (Safety Codes Officer)	Alberta Elevating Devices & Amusement Rides Safety Association (AEDARSA)
Large Operators (2 representatives)	Canada West Ski Areas Association
Medium Operators (2 representatives)	Canada West Ski Areas Association
Passenger Conveyor Installer/Manufacturer	Conveyor Manufacturer or Experienced Conveyor Installer or Operator
Passenger Ropeways Manufacturer	Passenger Ropeways Manufacturer
Passenger Ropeways Technical Expert	Canada West Ski Areas Association
Professional Engineers	Association of Professional Engineers and Geoscientists of Alberta (APEGA)
Public at Large	Ministerial Order
Risk and Insurance Management	Risk and Insurance Management Society- Northern Alberta Chapter
Small Operators	Canada West Ski Areas Association

**J. Plumbing Sub-Council**

<b>Industry Segment</b>	<b>Nominating Organization</b>
Education and Training	Training Institutes
Labour	Alberta Provincial Pipe Trades Association
Major Municipalities - North	City of Edmonton
Major Municipalities - South	City of Calgary
Manufacturers and Suppliers	Canadian Institute of Plumbing and Heating
Mechanical Contractors	Mechanical Contractors Association
Mechanical Inspections	Alberta Mechanical Officials Society
Professional Engineers	Association of Professional Engineers and Geoscientists of Alberta (APEGA)
Public at Large	Ministerial Order
Rural Municipalities	Rural Municipalities of Alberta (RMA)
Urban Municipalities	Alberta Urban Municipalities Association (AUMA)

**K. Private Sewage Disposal Systems Sub-Council**

<b>Industry Segement</b>	<b>Nominating Organization</b>
Academia (Hydrogeologist/Soil Scientist)	Educational Institution
Designer	Alberta Onsite Wastewater Management Association (AOWMA)
Education & Training	Alberta Onsite Wastewater Management Association (AOWMA)
Engineer / Hydrogeologist	Association of Professional Engineers and Geoscientists of Alberta (APEGA)
Environmental Regulator / Scientist	Alberta Environment
Health (Rural Health Inspector)	Alberta Health Services
Installer	Alberta Onsite Wastewater Management Association (AOWMA)
Municipalities	Alberta Urban Municipalities Association (AUMA) or Rural Municipalities of Alberta (RMA)
Public Member	Ministerial Order
Safety Codes Officer/Inspections	Alberta Mechanical Officials Society (AMOS)
Tank Manufacturer/ Equipment Supplier	Manufacturers

**L. Pressure Equipment Sub-Council**

<b>Industry Segment</b>	<b>Nominating Organization</b>
Building and Heating Plants	Building Owners and Managers Association (BOMA)
Construction and Maintenance of Pressure Equipment	Boilermaker Contractors Association
Contract Chief Inspectors	Contract Chief Inspectors Association
Education and Training	Training Institutes
Electrical Utilities	Generation Utilities Advisory Committee (GUAC)
Heavy Oil Sands	Association of Accredited Corporations of Alberta
Labour	International Brotherhood of Boilermakers
Large Refinery and Petrochemical Sites	Alberta Refinery and Petrochemical Inspection Association (ARPIA)
Petrochemical Industry	Chemistry Industry Association of Canada (CIAC)
Petroleum Industry	Upstream Chief Inspectors Association
Power Engineers	Institute of Power Engineers
Pressure Piping Industry	Alberta Pressure Piping Contractors Association (APPCA)
Pressure Vessel Manufacturing Industry	Alberta Pressure Vessels Manufacturers Association
Professional Engineers	Association of Professional Engineers and Geoscientists of Alberta (APEGA)
Pulp and Paper Industry	Alberta Forest Products Association
Public at Large	Ministerial Order