

## **Member Position Description**

The Safety Codes Council (Council) is an independent regulatory organization with a legislative mandate to implement the Minister of Municipal Affairs' public policy for the safety codes system and administer the safety codes system on behalf of the Minister; this includes reviewing and making recommendations related to safety codes and standards for the built environment.

The *Safety Codes Act* indicates that the Council must consist of persons, referred to as members, who are who are experts in fire protection, buildings, barrier-free building design, electrical systems, elevating devices, gas systems, plumbing systems, private sewage disposal systems or pressure equipment from municipalities, business, labour and persons with disabilities. These experts are integral to reviewing and making recommendations related to safety codes and standards for the built environment.

Based on engagement with stakeholders, the Council has identified the need for over 160 members to ensure there is expertise that represents the diversity in 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.

### **Nomination and Appointment**

The Council is committed to a diverse and inclusive membership that represents and reflects Alberta's cultural, ethnic, gender, and geographic diversity.

When there is a member vacancy, the Council seeks nominations from organizations for individuals who have the competencies and expertise needed to be an expert in the discipline.

These nominations are reviewed by a group of members, called a sub-council, who have expertise in the discipline where there is a vacancy. They make recommendations to the Board of Directors who make decisions on member appointments.

### **Member Duties**

The duties of a member, who is not on the Board of Directors, are:

1. Abiding by the Council's Code of Conduct and Ethics Policy, which includes acting in the best interests of the Council and not the organization they were nominated by.
2. Attending the Annual General Meeting and voting, including on amendments to the Council's bylaws.
3. Reviewing annually the membership needs of the Council to ensure the Council has current and relevant experts who represent the diversity of the disciplines and providing recommendations to the Board of Directors for consideration.
4. Reviewing nominations for membership for disciplines where they are experts and providing recommendations to the Board of Directors for consideration.

5. Participating on a sub-council for the discipline where they have expertise, which involves:
  - a. reviewing codes and standards for the built environment and providing recommendations to the President and CEO for consideration by the Board of Directors;
  - b. providing technical advice related to certificates of competency and qualifications for master electricians and safety codes officers to the President and CEO for consideration by the Board of Directors;
  - c. providing technical advice regarding standards for accreditation to the President and CEO for consideration by the Board of Directors;
  - d. participating on working groups under the sub-council which may include researching and engaging with others; and
  - e. other activities directed by the Board of Directors.
6. Serving as members of administrative tribunals that make decisions related to appeals under the Safety Codes Act.

### **Annual Time Commitment**

The time commitment for members varies depending upon the codes and standards to be reviewed in a year, the number of appeals, and other activities directed by the Board. An estimate of the average time commitment is 4 - 8 days worth of time per year. Meetings occur on weekdays during 8:15am to 4:30pm.

To minimize travel time, most meetings and work is done electronically through videoconference, a secure online workspace called the Member Portal, and emails. In-person meetings are usually only two days per year in Edmonton, Alberta.

### **Term of Membership**

Members hold office for a term of up to 3 years. They also continue to hold office after the expiry of their term of office until the person is reappointed or a successor is appointed. Members may be reappointed for up to 9 consecutive years, with their consent.

### **Member Support & Remuneration**

To support members, the Council has an orientation program for new Council members. Orientation is usually held in the spring and fall each year.

The Council reimburses members for travelling and living expenses while away from their ordinary places of residence in the course of their duties as members, at the rates provided for in the regulations under the *Public Service Act*.