



# ENERGY SAFETY CANADA SASKATCHEWAN ADVISORY COMMITTEE

## TERMS OF REFERENCE



### SUMMARY

Name:	Energy Safety Canada Saskatchewan Advisory Committee	Sponsor:	Energy Industry Trade Associations
Function:	Advisory	Owner:	Bob Ross
Version:	Revised 2024 Version 7.1	Chair:	Ron Bartlett
Date:	May 15, 2024	Secretariat:	N/A

### MANDATE/OPERATING PHILOSOPHY

The Energy Safety Canada Saskatchewan (ESC SK) Advisory Committee is a co-operative consensus-based industry sector group. Members are expected to actively participate and keep their respective organizations, membership, constituents and/or association members apprised of developments. In general, requests, decisions and recommendations made by the Committee are done on a consensus basis. Where consensus is not achieved the chair may call for a vote.

### BACKGROUND/PREAMBLE

As the national safety association for Canada’s energy industry, Energy Safety Canada (ESC) develops and supports common industry safety standards, delivers effective learning systems, shares data analysis and safety expertise with workers and employers, and advocates for worker health and safety. ESC’s goal is the same as industry’s—to minimize and mitigate worker illness and injuries. ESC’s work is guided by a Strategy Articulation Map (SAM) as supported by its Board of Directors.

The ESC SK Advisory Committee assists in advising on activities and operations of Energy Safety Canada, Saskatchewan. Energy Safety Canada maintains the overarching corporate responsibility for managing and directing regional office activities and operations.

The ESC SK Advisory Committee has been established to undertake the provincial responsibility of advising Energy Safety Canada, Saskatchewan in ways to enhance health & safety initiatives and activities within Saskatchewan. The ESC SK Advisory Committee has full access to the national scope, services and resources available through Energy Safety Canada, which are intended to enhance worker health and safety knowledge, to assist in reducing worker illness and injuries. Driving safe work performance is the primary undertaking of the ESC SK Advisory Committee and that of Energy Safety Canada and Energy Safety Canada Saskatchewan (hereinafter referred to as ESC SK).



## SCOPE/PURPOSE

It is our vision that all energy industry workplaces in Saskatchewan have safe and healthy work environments. This requires high quality safety training and services be provided to effectively reduce risk to Saskatchewan workers. ESC SK will provide guidance, initiatives and support in their promotion and implementation of health and safety work practices, programs and procedures that will have a positive impact in reducing workplace injuries and diseases in Saskatchewan. The ESC SK Advisory Committee is formed from industry funding members who support, promote, adopt and encourage implementation of health and safety initiatives with the goal to ensure that ESC SK is meeting the needs of Saskatchewan workers and employers. Matters that may affect the national scope of the Canadian energy industry or have policy implications for Energy Safety Canada, will be referred to Energy Safety Canada.

## DUTIES/GUIDING PRINCIPLES

**Members of the ESC SK Advisory Committee will:**

- » Provide input on ESC SK operational activities to ensure alignment with Saskatchewan priorities while meeting the intent of Energy Safety Canada strategic objectives.
- » Provide input into ESC SK Strategic and Operational Plan with the focus on goals and objectives.
- » Approve ESC SK Strategic and Operational Plans with consideration given to the overall corporate Strategic Articulation Map, business plan and corporate strategies of Energy Safety Canada.
- » Sanction acceptance of annual WCB budget/funding request which requires final approval by Energy Safety Canada, Board of Directors.
- » Direct ESC SK in reporting to Energy Safety Canada executive management on issues relating to Saskatchewan.
- » Represent industry in its specific provincial health and safety needs.
- » Provide guidance to ESC SK and Energy Safety Canada in finding solutions to health and safety challenges and issues.
- » Collaboratively work through industry issues/challenges.
- » Foster a commitment to enhance occupational health and safety in Saskatchewan workplaces.
- » Support the advancement of ESC SK.
- » Provide industry expertise and knowledge to ESC SK.
- » Ensure the ESC SK Advisory Committee operates by ensuring that all sectors of the energy industry have fair and equitable time and attention allocated to them by ESC SK and that no sector within the four WCB funding rate codes does not adequately have its needs addressed; and
- » Refrain from any communication, discussion, activity or conduct that may infringe any applicable competition law and shall specifically refrain from any communication or other sharing of any competitively sensitive information.



Any ESC SK Advisory Committee member who has been found to be in breach of these Terms of Reference will forfeiture his/her group membership.

**Energy Safety Canada Saskatchewan (ESC SK) will:**

- » Schedule, coordinate and facilitate ESC SK Advisory Committee meetings and activities.
- » Provide ESC SK Advisory Committee members with an orientation.
- » Provide project management support.
- » Prepare and distribute meeting materials/minutes and other project documents.
- » Develop communication plans and support industry with the implementation of ESC resources and tools.
- » Establish a mechanism for ongoing monitoring of ESC resources and drive continuous improvement.

**MEMBERSHIP**

**Membership through an industry as recognized by Energy Safety Canada:**

- » The voting membership of the ESC SK Advisory Committee are primarily representatives of their respective industry/members-at large which are funding members from within the ESC SK’s prescribed four WCB Saskatchewan funding rate codes (D32, D41, D51, D52). Voting membership is limited to seven members in total (including members-at-large).
- » In the event a committee member is unable to attend meetings and vote, they may appoint an alternate to act on their behalf and be proxy to vote.
- » For a motion to be approved, a quorum of at least 51 per cent or more of the voting members shall be in acceptance. If a quorum of committee members is not present during a motion to vote, an electronic vote will commence, and results recorded.

**Member-at-large membership:**

- » Open to all employers from within the four funding rate codes not represented by an industry association. Any employer contributing to an ESC SK prescribed WCB funding code can nominate a person to become a committee member-at-large. Any such nomination will be subject to an election process by the voting committee members at the next annual general meeting.

**TERMS OF OFFICE**

**Governance Model for 2024**



**ESC Saskatchewan Advisory Committee Voting Members (2024)**

<i>A member of:</i>	<b>Representatives</b>
Canadian Association of Energy Contractors (CAOEC)	1
Canadian Association of Geophysical Contractors (CAGC)	1
Canadian Association of Petroleum Producers (CAPP)	1
Explorers and Producers Association of Canada (EPAC)	1



Enserva	1
SaskEnergy/TransGas	1
Member-at-large	1

**Non-Voting Associate Committee Members-** Attend meetings in an advisory capacity only.

Associate member includes:

- » Ministry of Labour Relations and Workplace Safety (LRWS) / Occupational Health & Safety (OH&S)
- » Saskatchewan Workers' Compensation Board - SK WCB
- » Energy Safety Canada

Additional Item:

- » If required, the ESC SK Advisory Committee Chairperson can attend corporate meetings in an advisory capacity with Energy Safety Canada Directors concerning matters that may impact on the health and safety of workers.
- » ESC SK Advisory Committee members' primary duties and functions are listed in schedule A.
- » A current membership list can be found in Appendix B.

## **MEETINGS**

- » The ESC SK Advisory Committee will meet quarterly or more frequently as required.
- » Meeting dates and locations for the upcoming calendar year will be determined during the fourth quarter ESC SK Advisory Committee meeting.

## **MODE OF OPERATIONS/PROCEDURES**

**Annual General Meeting:**

The intent of the annual general meeting is to:

- » Confirm ESC SK Advisory Committee structure.
- » Be advised on the proposed corporate strategic directives, ESC SK Strategic and Operational Plan and yearly report.
- » Be apprised of the status of the audited financial statement and the following proposed ESC SK WCB funding request for the upcoming calendar year.
- » ESC SK will hold an annual general meeting in conjunction with the 1st quarter meeting, which is open to ESC SK's four funding WCB rate payers. Meetings will be coordinated from the ESC SK office.

The ESC SK Advisory Committee Chairperson and Vice-Chair shall be elected or re-elected at the annual general meeting by the voting members of the committee. Elected chair positions



will retain their seat for a one-year term which is (renewable). Any existing committee member may bring their name forward if they wish to seek the chair or vice-chair position and if so, a vote will be undertaken.

Chairperson and vice-chair, committee members including members-at-large shall comply with duties as outlined in Schedule "A". Committee members will also receive orientation from ESC SK on their roles and duties when they become members of the ESC SK Advisory Committee.

### **Committee Meetings:**

Meetings are held quarterly. Dates are set in place for the calendar year and are determined in consultation with the chairperson. Minutes are taken and forwarded in a draft format to committee members for their approval at subsequent meetings.

The committee shall vote on motions concerning the following at the 3<sup>rd</sup> quarter meeting:

- » Acceptance of ESC SK WCB budget request for the following year.
- » Approval of ESC SK Strategic and Operation Plan.

ESC SK will assist the ESC SK Advisory Committee with their meeting requirements and those contained within the SK WCB Safety Association agreement which include, but are not limited to the following:

- » The committee structure and operational mandate and guidelines.
- » Quarterly reports to be provided to the Saskatchewan WCB and the ESC SK Advisory Committee.
- » Maintain status as a non-profit safety association.
- » Develop ESC SK annual Strategic and Operational Plan to align with Energy Safety Canada strategic objectives.
- » Update on relevant activities to keep the committee apprised of ESC SK activities and outcomes.

## **CONCLUSION**

This Terms of Reference meets with the intent of the Energy Safety Canada, and Energy Safety Canada Saskatchewan Governance Structure.



## SCHEDULE "A"

### CHAIRPERSON

(defined - A person chosen to preside over committee meetings)

Primary function is to facilitate the fulfillment of the ESC SK Advisory Committee's purpose under the Terms of Reference.

#### Duties & Responsibilities of the Chairperson:

- » Solicit agenda items from committee members and industry.
- » Act as a positive advocate of health and safety and work with the vice-chair and ESC SK in such activities.
- » Assist in scheduling committee meetings.
- » Preside over meetings and facilitate meeting discussions.
- » Monitor committee members relative to order and decorum expectations.
- » Ensure action items and votes are documented in the minutes.
- » Ensure committee meeting minutes are recorded, acted on where applicable and distributed to members.
- » Facilitate discussion on decision items and call for a vote if consensus agreement is not reached and direct actions that need to be taken to move the process along.
- » Actively promote the ESC SK Advisory Committee as a positive and unbiased forum both inside and outside the ESC SK Advisory Committee.
- » Assist new committee members with mentoring and counselling.
- » On an annual basis at the annual general meeting, the chairperson will provide a brief overview on the ESC SK activities and accomplishments to all committee members and provide a written report to Energy Safety Canada's CEO & President and the Saskatchewan Workers' Compensation Board concerning their opinions on the ESC SK operations and undertakings.
- » Seek feedback from both industry and government on ESC SK Advisory Committee business.
- » Provide information back to the energy industry, and vote results on tabled motions.

### VICE-CHAIRPERSON

(defined - A person to be a substitute in place of the chairperson)

Primary function is to facilitate the fulfillment of the ESC SK Advisory Committee's purpose under the Terms of Reference.

#### Duties & Responsibilities:

- » Assume all the duties as listed above under the roles and responsibilities of the chairperson when called upon; and



- » Actively participate as a committee member when not acting on behalf of the chairperson.

## **SASKATCHEWAN ADVISORY COMMITTEE MEMBERS & MEMBERS-AT-LARGE**

(defined - A person belonging to a prescribed WCB funding group or representing a sanctioned industry association)

(Member-at-large not represented by industry association but is a registered member within our four prescribed WCB rate codes)

Primary function of committee members is to work to fulfill the ESC SK Advisory Committee's purpose as defined under the Terms of Reference.

### **Duties & Responsibilities:**

- » Represent their members' interests through active, transparent and continuous participation.
- » Be well versed on the ESC SK Advisory Committee's Term of Reference.
- » Strive, through the ESC SK Advisory Committee, to fulfill its purpose under the Terms of Reference.
- » Participate in the consensus/voting process.
- » Prepare for meetings and decisions regarding sanctions, motions, and approval votes.
- » Contribute health and safety expertise in support of the purpose of the committee.
- » As committee member, act as a positive advocate of health and safety.
- » Actively promote the ESC SK Advisory Committee as a positive and neutral forum both inside and outside the committee.
- » Regularly report committee activities and action items back to their organization, and/or the energy industry in general.



## APPENDIX B



### ESC SASKATCHEWAN ADVISORY COMMITTEE MEMBERSHIP LIST

<b>Date: January 2024</b>		
<b>Name</b>	<b>Company</b>	
Ron Bartlett (Chair)	Whitecap Resources Inc. (EPAC)	
Rod Garland	CAGC	
Rob Black	Canadian Natural Resources Limited (CAPP)	
Darren Janke	SaskEnergy/TransGas	
Ben Heath (Vice-Chair)	Reliance Oilfield Services (Enserva)	
Brian Crossman	Independent Well Services Ltd (CAOEC)	
Wade Ashworth (Member at-large)	Saturn Oil & Gas Inc.	
<b>Observers</b>		
<b>Name</b>	<b>Company</b>	
Russell Nibogie	CAOEC	
Lindsay Sinclair	CAOEC	
Ila Klassen	Labour Relations and Workplace Safety (LRWS)	
Katy Carley	Enserva	
Jonathan Sherman	Saskatchewan Workers' Compensation Board (SK WCB)	
Guru Parekh	SK WCB	
<b>Energy Safety Canada</b>		
Murray Evenson	Alberta	
Arnold Betzema	Saskatchewan	
Bob Ross	Saskatchewan	
Kristin Tyhy	Saskatchewan	