

SUMMARY:

Name:	ESC SK Advisory Committee	Start:	2009-04-01
Function:	Advisory	Sponsoring Body:	Advisory Committee - SK
Type:	Standing	ESC Owner:	Bob Ross
TOR Version:	7.3	Chair:	Wade Ashworth
Date:	2026-02-17	Secretariat:	Cheryl Tollefson

MANDATE:

The Energy Safety Canada Saskatchewan (ESC SK) Advisory Committee is a consensus-based industry group that provides advice and guidance to support Energy Safety Canada's activities in Saskatchewan. Members actively participate in meetings, represent their sectors and/or trades associations and keep their organizations informed of developments.

Committee recommendations are made by consensus wherever possible. Where consensus cannot be reached, the Chair may call for a vote.

BACKGROUND:

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 work is guided by a Strategy Articulation Map (SAM) as supported by its Board of Directors.

The ESC SK Advisory Committee provides advice on provincial needs, priorities and emerging issues that affect worker health and safety within Saskatchewan's energy sector. While the Committee offers guidance and supports alignment with provincial priorities, ESC retains overarching corporate responsibility for managing, directing and operating all regional offices, including ESC SK.

The Committee has access to ESC's national resources, programs and services to support improvements in safety performance across Saskatchewan. Its role is to advise, inform and champion initiatives that reduce workplace illness and injuries, ensuring that ESC SK continues to meet the needs of Saskatchewan workers and employers.

SCOPE:

ESC SK aims for all Saskatchewan energy workplaces to be safe and healthy. The Committee provides guidance, advice and support to ESC SK in the implementation and promotion of practices, programs and procedures that reduce risk.

Committee members represent ESC SK funding members and promote the implementation of ESC programs across industry. Issues affecting the national energy sector or with policy implications for ESC are referred to ESC for decision.

DUTIES:

The Committee will:

- Provide input into and approve the ESC SK Strategic and Operational Plan; ensuring alignment with Saskatchewan priorities and ESC's strategic objectives;
- Support acceptance of the annual WCB budget/funding request (final approval by the ESC Board of Directors);
- Identify Saskatchewan-specific issues and direct ESC SK in elevating matters to ESC executive management as needed;
- Represent industry and its provincial health and safety needs;
- Provide guidance to and expertise on health and safety issues;
- Collaborate on industry issues and challenges;
- Foster a commitment to improving occupational health and safety across Saskatchewan workplaces;
- Ensure equitable attention to all sectors within the four ESC SK WCB funding rate code;
- Refrain from any discussion or activity that contravenes competition law, including sharing competitively sensitive information;
- Regularly report progress to the Sponsoring Body through ESC; and
- Advocate and promote the use of ESC programs and services.

Members of the Committee will:

- Commit to abiding by the Committee Code of Conduct (Appendix A);
- Prepare for and attend meetings or send a designate at a comparable level of seniority;
- Contribute to group discussions, actively sharing industry expertise and opinions in an open and transparent manner;
- Demonstrate critical judgment when making recommendations;
- Recommend best practices and resources for review and consideration;
- Report regularly with stakeholders they represent on project status and decisions;
- Complete assigned tasks and action items in timely manner;
- Take an active role in promoting and advocating the implementation of ESC programs and services throughout industry.

The Chairperson will:

(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.

- Solicit agenda items from committee members and industry;

Current approved documents are maintained online. Printed copies are uncontrolled.

- 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 discussion;
- 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; and
- Provide information back to the energy industry, and vote results on tabled motions.

The Vice-Chairperson will:

(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.

- 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.

The Member-at-large:

(defined - 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)

Energy Safety Canada (ESC) will:

- Schedule, coordinate and facilitate Committee meetings and activities;
- Provide Committee members with an orientation;
- Provide administrative and project management support;

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- Prepare and distribute meeting materials/minutes and other project documents;
- Develop communication plans and support industry with the implementation of ESC programs and services;
- Establish a mechanism for ongoing monitoring of ESC programs and services and drive continuous improvement.

MEMBERSHIP:

- Members will be appointed by Trade Associations in consultation with ESC;
- Voting members are representatives of funding members within ESC SK’s four WCB Saskatchewan rate codes (D32, D41, D51, D52). Total voting members: seven (including member-at-large);
- Members will have deep expertise in oil and gas or related operations, health and safety and/or related fields;
- ESC will fill the roles of Secretariat and Owner;
- The role of Chair may be filled by a member of the Committee;
- The oil and gas trade associations may appoint an observer;
- Subject matter experts/guests may be invited to provide advice/guidance;
- A quorum (51 per cent or more of voting members) is required for motions. If quorum is not met, an electronic vote will follow.

Governance Model for 2026

ESC Saskatchewan Advisory Committee Voting Members (2026)

<i>A member of:</i>	Representatives
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 (or alternative pipeline company)	Vacant
Member-at-large	1

Non-Voting Associate Committee Members

Attend in an advisory capacity only:

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

Additional Items:

- The Committee Chair may attend ESC corporate meetings in an advisory capacity for matters affecting Saskatchewan workers;

- Member-at-large positions are open to any employer within the four rate codes. Nominations go to election at the Annual General Meeting.

MEETINGS:

- The Committee will meet quarterly or more frequently, as required;
- Meeting dates, time and locations for the next calendar year are set during the Q4 meeting.
- The Annual General Meeting will:
 - Confirm the Committee structure;
 - Review the proposed corporate strategic directives and the ESC SK Strategic and Operational Plan;
 - Receive updates on audited financial statements and the upcoming WCB funding request;
 - Be open to all employers within the four ESC SK WCB funding codes;
 - Include election (or re-election) of the Chair, Vice-Chair and Member-at-Large for one-year renewable terms.

MODE OF OPERATION:

- The Committee will report to ESC;
- The Committee will work in a collaborative manner and strive for consensus. Consensus does not mean unanimous agreement;
- Where substantial and material disagreement occurs, ESC will consider the views of the Committee and report back any decisions to the Committee;
- ESC has ultimate authority for ESC programs and services.

APPENDIX A COMMITTEE CODE OF CONDUCT

This Code of Conduct is a statement of the essential principles that govern the conduct of Energy Safety Canada's Committee members.

Energy Safety Canada Committee Members will:

- Act honestly and in good faith with a view to the best interests of the Canadian oil and gas industry;
- Respect diversity, different roles and boundaries, and avoid giving offence;
- Immediately declare any real, potential or perceived conflicts of interest;
- Maintain solidarity once Committee consensus has been achieved, regardless of personal opinion;
- Strive to attend all meetings or send a delegate at a comparable level of seniority in his/her place;
- Refrain from any communication, discussion, activity or conduct that may infringe on applicable competition law and shall specifically refrain from any communication or other sharing of any competitively sensitive information.

Breaches of the Code of Conduct

Any Committee member who has been found to be in breach of this Code of Conduct will forfeit their group membership.