



SCOPE/PURPOSE

It is our vision that all petroleum industry workplaces in Saskatchewan be 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 Saskatchewan 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 petroleum industry or have policy implications for Energy Safety Canada, will be referred to Energy Safety Canada.

DUTIES/GUIDING PRINCIPLES

Members of the Saskatchewan 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 Business Plan with the focus on goals and objectives.
- » Approve ESC SK business plans with consideration given to the overall corporate business plan and 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; and
- » Ensure the ESC SK Committee operates by ensuring that all sectors of the petroleum 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.
- » 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 Saskatchewan 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 Saskatchewan Advisory Committee meetings and activities.
- » Provide Saskatchewan 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 Saskatchewan Advisory Committee are representatives of their respective industry and or 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 7 members in total (which includes 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 50 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 2021

Saskatchewan Advisory Committee Voting Members (2021)

Company	Representatives
Canadian Association of Energy Contractors (CAOEC)	1
Canadian Association of Geophysical Contractors (CAGC)	1
Canadian Association of Petroleum Producers (CAPP)	1
Canadian Energy Pipeline Association (CEPA)	1



Explorers and Producers Association of Canada (EPAC)	1
Fire Sky Energy Inc.—Member at- large	1
Petroleum Services Association of Canada (PSAC)	1
Members at- large	1
Note: (OSSA) is recognized as a National Energy Safety Canada member Association and appoints a director to the National Board but does not hold a seat on the provincial ESC SK Advisory Committee.	N/A

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

Associate member includes:

- » Saskatchewan Labour Relations and Workplace Safety - LRWS (Occupational Health & Safety)
- » Saskatchewan Energy & Resources - SER
- » Saskatchewan Workers' Compensation Board - WCB

Additional Item:

- » The Saskatchewan Advisory Committee Chairperson can attend meetings in an advisory capacity with Energy Safety Canada, Advisory Committee concerning matters that may impact on the health and safety of workers.
- » Saskatchewan Advisory Committee members' primary duties and functions are listed in schedule A.
- » A current Membership List can be found in Appendix B.

MEETINGS

- » The Saskatchewan Advisory Committee will meet quarterly or more frequently as required.
- » Meeting dates and locations for the upcoming calendar year will be determined during 4th quarter Saskatchewan Advisory Committee Meeting.

MODE OF OPERATIONS/PROCEDURES

Annual General Meeting:

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 held at the ESC SK Weyburn Saskatchewan office.

The intent of the Annual General Meeting is to:

- » Confirm ESC SK Advisory Committee structure.
- » Be advised on the proposed Corporate Strategic Directives, Business Plan and yearly report.
- » Be apprised of the Audited Financial Statement and the following proposed ESC SK WCB funding request for the upcoming calendar year.



The ESC SK Committee Chair 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 Saskatchewan 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 3rd quarter meeting:

- » Acceptance of ESC SK WCB budget request for the following year.
- » Approval of ESC SK business plan.
- » ESC SK will assist the Saskatchewan Advisory Committee with their meeting requirements and those contained within the Saskatchewan 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 Advisory Committee.
 - Maintain status as a non-profit Safety Association.
 - Develop ESC SK annual business 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

These Terms of Reference meet 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 Saskatchewan 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 Advisory Committee as a positive and unbiased forum both inside and outside the Advisory Committee.
- » Assist new Committee members with mentoring and counselling.
- » On an annual basis at the AGM 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 Advisory Committee business.
- » Provide information back to the Association they are representing and to the petroleum industry, when requested.
- » Vote on motions that are tabled.

VICE-CHAIRPERSON

(defined - A Person to be a substitute in place of the Chairperson)

Primary function is to facilitate the fulfillment of the Saskatchewan 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 the 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 Saskatchewan 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 Committee's Term of Reference.
- » Strive, through the 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 Committee as a positive and neutral forum both inside and outside the Committee.
- » Regularly report Committee activities and action items back to their Association or organization, and/or the petroleum industry in general.



APPENDIX B

SASKATCHEWAN ADVISORY COMMITTEE MEMBERSHIP LIST

Date: October 18, 2021

Name	Company
John Kennedy (Chair)	Canadian Association of Energy Contractors (CAOEC)– Diamond Energy
Rod Garland	Canadian Association of Geophysical Contractors (CAGC)
Rob Black	Canadian Association of Petroleum Producers (CAPP)– Canadian Natural Resources Limited (CNRL)
Darren Janke	Canadian Energy Pipeline Association (CEPA)–SaskEnergy
Ron Bartlett	Explorers and Producers Association of Canada (EPAC)– Whitecap Resources Inc.
Tom Copeland (Vice-chair)	Fire Sky Energy Inc.–Member at- large
Ben Heath	Petroleum Services Association of Canada (PSAC)– Reliance Oilfield Services
Observers	
Name	Company
Melanie Asuchak	CAOEC
Russell Nibogie	CAOEC
Vacant	CAPP
Aimee Smith	Ministry of Labour Relations and Workplace Safety (LRWS)
Andrea Hardie	PSAC
Annette Goski	Saskatchewan Workers' Compensation Board (SK WCB)
Energy Safety Canada	
Lisa Stephenson	Energy Safety Canada AB
Arnold Betzema	Energy Safety Canada SK
Bob Ross	Energy Safety Canada SK
Julianne Weaver	Energy Safety Canada SK