



August 31, 2020

Mr. Ken Gibson  
Executive Director  
Alberta Construction Association

Email: [info@albertaconstruction.net](mailto:info@albertaconstruction.net)

Dear Mr. Gibson,

The Safety Codes Council is a statutory corporation that formulates and oversees the development and administration of safety codes and standards throughout the province. Working with its partners in government, labour, industry and education, the Safety Codes Council provides innovative, effective, and efficient public safety programs to industry and communities. Alberta's safety codes system relies on partnerships with organizations like yours to bring safety to a local level. The Safety Codes Council *Policy 1.2 – Appointment to Council Policy* was established to ensure that our ten sub-councils maintain current, up-to-date, and relevant membership including representation from the Alberta Construction Association.

Each year at the end of January, the term of appointment expires for approximately one-third of the members of the Safety Codes Council. In this regard, the term of Lee Phillips who is serving on the Building Sub-Council will expire January 31, 2021. Under the Safety Codes Bylaws, a member may serve no more than three consecutive three-year terms on council.

To move forward with making a new appointment to the Building Sub-Council, the Council is requesting that the Alberta Construction Association provide two (if possible) proposed nominees for consideration. Those considered for nomination should be actively engaged in the safety codes system. They should possess significant knowledge and experience with General Contractors as it relates to building safety. In making your nominations, kindly provide a brief profile that lists the background, experience, and contact information of the candidates. The profiles are necessary to ensure that only those with appropriate qualifications, experience, and knowledge are appointed as members of Council in compliance with the criteria established in the Safety Codes Act, Council bylaws, and Council policy. The Council is an equal opportunity organization and we value diversity. Enclosed is a copy of the Council Member Position Description.

Thank you for your support of the safety codes system and continued desire to be engaged in the work of the Council. Your organization's participation as a nominating organization greatly assists the Council in achieving our vision of Alberta as a safe place to live, work, and play.

We will be following up with you in a month to see how you are progressing with your nominations and offer any support you might need. Should you have any questions regarding this letter, please contact myself or alternately, Susan Rossmann, Manager of Stakeholder Relations at 780-969-1005 or via email at [susan.rossmann@safetycodes.ab.ca](mailto:susan.rossmann@safetycodes.ab.ca).

Sincerely,

Gerry

Gerry Letendre  
Public Relations Associate  
**Safety Codes Council** | [www.safetycodes.ab.ca](http://www.safetycodes.ab.ca)  
desk 780.969-1007 | toll-free 1-888-413-0099

Cc: Andrew Smith, Chair, Building Sub-Council