



# APSSCA ANNUAL GENERAL MEETING MINUTES

Meeting Held at Deerfoot Inn, Calgary

*8 June 2022*

## **Directors Present:**

Marcus Cormier, Kim Hansen, Al Lemoine, Brad Egeland, Salman Mohiuddin, Howard Heal, Joe Murphy, Jason Eaton

## **Members/ Guests Present:**

Marcus Cormier, Howard Heal, Jason Eaton, Kim Hansen, Joe Murphy, Terry Krewen, Al Lemoine, Don Edgecombe, Dave Renner, Brad Egeland, Chris Allen, Daniel Cramer, Ken Jamieson (Ontario), Michelle Rae (Ontario), Sean Swanney, Tammie Lopez, Paul Galas, Mike Brochu, Lee Krause, Salman Mohiuddin

## **1. Call to Order:**

The Chairman, Marcus Cormier, welcomed members to the meeting. The chair called the meeting to order at 10:00am.

## **2. Acceptance of Meeting Agenda:**

The proposed agenda was circulated to members present. On motion by Jason Eaton, seconded by Terry Krewen, the agenda for the 8 June 2022 AGM was accepted

## **3. Acceptance of Last General Meeting Minutes 24 June 2021:**

On motion made by Salman Mohiuddin, seconded by Jason Eaton, the minutes for the Annual General Meeting held 24 June 2021 were accepted.

## **4. President's Report**

Our Association members have come through a very challenging period with a couple years of Covid and now experiencing severe supply chain issues. It seems, though, that companies are getting busy and geared up for a busy summer. Marcus reported on a serious explosion in Ontario in January that reminded us of the importance of tank site safety. The explosion at Ottawa's, Eastway Tank Pump & Meter resulted in six of their employees being killed.

Although this case involved tanker trucks, our members work with and around flammable environments and sometimes are faced with serious risks in their workplace where recognition and mitigation are paramount.

Marcus presented statistics regarding individuals licensed to install, remove, test and alter storage tank systems by province. It was noted that Ontario numbers are low because those contractors are technically certified by TSSA (although the training is done on the CPCA platform).

| TOTAL LICENSED INDIVIDUALS |            | Breakdown            | PMH        | PM1        | PM2        | PM3        |
|----------------------------|------------|----------------------|------------|------------|------------|------------|
| Alberta                    | 227        | Alberta              | 227        | 94         | 95         | 121        |
| British Columbia           | 26         | British Columbia     | 13         | 7          | 17         | 10         |
| Manitoba                   | 27         | Manitoba             | 10         | 5          | 21         | 23         |
| Saskatchewan               | 24         | Saskatchewan         | 4          | 5          | 21         | 20         |
| Ontario                    | 16         | Ontario              | 2          | 4          | 11         | 10         |
| New Brunswick              | 11         | New Brunswick        | 9          | 4          | 7          | 9          |
| Nova Scotia                | 5          | Nova Scotia          | 3          | 2          | 2          | 5          |
| Quebec                     | 1          | Quebec               |            |            |            | 1          |
| Prince Edward Island       | 1          | Prince Edward Island | 1          | 1          | 1          | 1          |
| <b>TOTAL</b>               | <b>338</b> | <b>TOTAL</b>         | <b>269</b> | <b>122</b> | <b>175</b> | <b>200</b> |

## 5. Executive Director’s Report

Don reported that there had been a website issue affecting member payments. In 2021 APSSCA offered members half-price membership fees and resetting the fee level for both types of memberships was a problem.

Along with Michelle Rae of CPCA a report of progress was made for the introduction of a training program for contractors conducting inspections of standby generator systems – the B139 Tech course is expected to be offered to applicants in Ontario soon and it’s hoped it will be introduced in Alberta soon after. In Alberta, it’s not expected the course will be mandatory training for contractors doing generator (and other oil-burning) installations but anticipated that companies that want to increase their knowledge of these systems when doing inspections or scheduled maintenance will greatly benefit. Another huge benefit of the course would be realized by municipal fire officials that have the responsibility of doing proactive inspections. Both, Alberta Municipal Affairs and the Safety Codes Council are interested in the progress of the course to gauge their use of it as an administrative tool to improve installations and system oversight.

Finally, it was reported that the Association currently had a total of 75 members; down a net of two members over the past year.

## 6. Treasurer's Report

Treasurer, Joe Murphy presented his report for the year ending December 31, 2021. It's to be noted that the following report is for 11 months as the fiscal year-end was altered to coordinate with the calendar year-end. The highlights of the income sheet include a donation to the Association in the amount of \$15,000, membership revenues reduced by ½ for 2021 only, new administrative expenses with the introduction of an Executive Director and an ending balance of \$49,603.

### **Alberta Petroleum Storage System Contractor's Association Statement of Excess of Revenue over Expenses**

*For the year 11 months ended December 31, 2021  
(Unaudited – see Notice to Reader)*

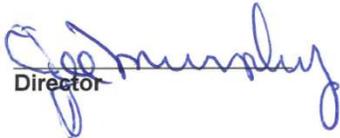
|  | <b>11 months<br/>ended<br/>December 31,<br/>2021</b> | <i>Year ended<br/>January 31,<br/>2021</i> |
|--|--|--|
| <b>Revenue</b>                         |  |  |
| Donations                              | 15,000   | -  |
| Memberships and dues                   | 7,216  | 13,833                                     |
| CPCA royalties                         | 4,625  | 1,000                                      |
| Interest income                        | 280  | -  |
|  | <b>27,121</b>  | 14,833                                     |
| <b>Expenses</b>                        |  |  |
| Administration                         | 8,700  | -  |
| CPCA dues                              | 2,425  | 2,100                                      |
| Insurance                              | 2,330  | 2,320                                      |
| Professional fees                      | 1,250  | 1,250                                      |
| Office and stationary                  | 756  | 425  |
| Interest and bank charges              | 49   | 46   |
| Amortization                           | 11   | 11   |
| Advertising and promotion              | 4  | 1,952                                      |
|  | <b>15,525</b>  | 8,104                                      |
| <b>Excess of revenue over expenses</b> | <b>11,596</b>  | 6,729                                      |

**Alberta Petroleum Storage System  
Contractor's Association  
Balance Sheet**

As at December 31, 2021  
(Unaudited – see Notice to Reader)

|                                   | <i>December 31,<br/>2021</i> | <i>January 31,<br/>2021</i> |
|-----------------------------------|------------------------------|-----------------------------|
| <b>Assets</b>                     |                              |                             |
| Current                           |                              |                             |
| Cash                              | 49,469                       | 16,049                      |
| Guaranteed investment certificate | -                            | 20,000                      |
| Goods and services tax receivable | 101                          | 104                         |
|                                   | <b>49,570</b>                | <b>36,153</b>               |
| Property                          | 33                           | 44                          |
|                                   | <b>49,603</b>                | <b>36,197</b>               |
| <b>Liabilities</b>                |                              |                             |
| Current                           |                              |                             |
| Accounts payable and accruals     | 6,958                        | 5,148                       |
| <b>Members' Equity</b>            |                              |                             |
| Members' equity                   | 42,645                       | 31,049                      |
|                                   | <b>49,603</b>                | <b>36,197</b>               |

Approved on behalf of the Board

  
Director

Marcus Cormier Digitally signed by Marcus  
Cormier  
Date: 2022.06.05 14:24:19 -06'00'  
Director

On motion by Dan Cramer, seconded by Al Lemoine, the year-end financials were approved.

**7. Training & Certification**

During Covid, exams for Petroleum Mechanic designations were administered online, however, this was a challenge. CPCA is pleased we're back to face-to-face exam prep sessions and examinations. The week of this AGM, 30 PMH, 12 PM1, 16 PM2 and 19 PM3 examinations will be administered. Companies are encouraged to submit the names of their employee enrollments in the training system so exams can be administered on a regular basis. It's hoped another session can be held in January of 2023.

## **8. Elections of Directors**

On motion made by Howard Heal, seconded by Kim Hansen, Marcus Cormier, Kim Hansen, Salman Mohiuddin, Howard Heal, Brad Egeland, Joe Murphy, Al Lemoine, and Jason Eaton were re-elected as directors.

The following two candidates were nominated to fill two vacancies on the board: Lee Krause of Cantest Solutions and Norm Dekens of MI Petro Construction & Supply. On motion by Jason Eaton and seconded by Howard Heal, those individuals were acclaimed to one-year terms.

## **9. Annual General Meeting 2023**

The 2023 AGM will take place on 7 June 2023 at a location yet to be determined.

The 2023 Golf Tournament will take place on 8 June 2023 at Sirocco Golf Club

## **10. Adjournment:**

On motion made by Jason Eaton the meeting was adjourned at 12:15 pm