



**Alberta Occupational Safety  
Auditors Association**

Auditing Association of Canada  
L'Association canadienne de vérification



## ***Memorandum of Understanding***

---

**Between**

**The Alberta Occupational Safety Auditors Association**

**and**

**The Auditing Association of Canada**



## **1.0 Parties to the Agreement**

The Parties to this Agreement are:

- The Alberta Occupational Safety Auditors Association
- The Auditing Association of Canada

## **2.0 AOSAA Background and Mandate:**

The Alberta Occupational Safety Auditors Association (AOSAA) —our values reflect our leadership which includes integrity, respect, safety, teamwork & collaboration, to... create a culture of safety innovation.

### **AOSAA Mission:**

AOSAA's mission—we exist solely to enhance and educate the professional community of safety auditors here in the province of Alberta and abroad.

### **AOSAA Vision:**

AOSAA's vision—we believe that our goal is to become the voice of the H&S auditing profession which will gain trust with our membership, stakeholders, partners, and the community as a whole.

## **3.0 AAC Background and Mandate:**

The Auditing Association of Canada (AAC) is an association of auditors, practitioners and managers dedicated to advancing environmental, health and safety auditing in Canada. The AAC promotes the improved management of public and private organizations through the certification of auditors and the application of environmental and health and safety auditing ethics, principles and standards.

The AAC is a voluntary not for profit organization committed to supporting its membership through many initiatives such as the AAC annual conference, workshops, regional chapters, web site and professional development opportunities.

### **AAC Mission:**

To build an association that represents, supports and promotes our members in their chosen auditing professions, and enables them to develop themselves and provide quality services in a way that advances the public interest.



#### **AAC Vision:**

The AAC is a robust, self-regulating organization whose members are qualified, informed, credible and recognized nationally and internationally by both public and private sectors. They are the auditors of choice in the environmental, health and safety, and related areas.

#### **4.0 Shared Goals:**

*AOSAA and AAC have agreed that they share several common goals including:*

- *To seek opportunities to collaborate to further the mutual goals/objectives/mandates to promote the profession.*
- *To promote awareness and recognition of the profession*
- *To look for innovative ways to strengthen and advance the profession*

*AOSAA and AAC will work together, with specifically appointed individuals to:*

- *Establish a common understanding of key messaging and branding for its respective engagement, outreach, awareness and recognition efforts.*
- *Establish an annual outreach strategy that will build off organizational strengths and networks.*
- *Coordinate annual member engagement strategies to ensure consistency of messaging, minimize duplication of effort, and avoid “over-communicating” with shared members.*
- *Seek synergies/opportunities to improve member service.*
- *Support and promote EH&S professionals in Canada.*
- *Ensure stakeholder awareness of the profession and member organizations.*
- *Promote common understanding of what the community of professionals and their representative organizations have to offer.*

#### **5.0 Roles and Responsibilities and Accountabilities**

*AOSAA and AAC will work together towards the certification, advancement and professional development of EHS professionals in Canada. In general, both organizations will:*

1. *Share and disseminate knowledge and information between its Boards of Directors.*
2. *Improve access to and coordination of (existing) safety networking and professional development.*
3. *Develop effective working relationships with each of the organizations, the community we serve, and stakeholders.*
4. *Publicly promote and support each other’s organizations.*
5. *Participate where possible in partner organizations networking, education, conferences etc.*



6. *Encourage members to participate in or partner in the organizations' events.*
7. *Identify new partnering opportunities (programs, projects and strategies).*
8. *Discuss ways that partner organizations can work together to strengthen core values.*
9. *Subject shared responsibilities that involve cost and/or provide revenue to a formal cost/revenue sharing agreement, the terms of which will be determined prior to each event.*

Please refer to Schedule A for details of the current Project Plan and related roles and responsibilities.

### **6.0 Proprietary Information**

During the course of this agreement—AOSAA and AAC may have access to, or become acquainted with, one another's confidential and proprietary information including but not limited to; information or plans regarding customer relationships, personnel, technology and intellectual property, sales, marketing, financial operations and methods including other compilations of information, records and specifications (collectively Proprietary information).

Proprietary Information remains the exclusive property of the originating association and unless authorized in writing to do so (by the owner) parties to this agreement shall not:

- disclose such information directly or indirectly, to any person, firm, company, corporation or other entity for any reason or purpose whatsoever;
- Make use of any Proprietary information for their own purposes or for the benefit of any person, firm, company, corporation or other entity (except the association and its affiliate) under any circumstances.

All files, records, documents, computer-recorded or electronic information and similar items relating to the business of the association(s) or any affiliate, whether prepared by the representatives or otherwise coming into their possession, shall remain exclusive property of the originating association or affiliate respectively.

### **6.1 Code of Conduct**

Executives agree to return all property of the association or the affiliate in the Executive's possession and under Executives control immediately upon any termination of Executives tenure, and no copies thereof shall be kept by Executive.

### **7.0 Administration of Agreement**

A Project Plan as outlined in Schedule A shall be developed and may be amended with mutual consent from AOSAA and AAC. Either party may terminate this agreement with 45 days written notice. The Project Plan will detail specific activities, to be undertaken to support the objectives of the MOU.



**Alberta Occupational Safety  
Auditors Association**

Auditing Association of Canada  
L'Association canadienne de vérification



**8.0 Agreement Execution:**

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date signed by representatives of the respective organizations.

Chair AOSAA  
Jeffrey G. Chorney

Date: June 6, 2019

Peter Beukema, P. Eng., EP(CEA), EP(EMSLA)  
President AAC

June 5, 2019

Date



## Appendix A

### Mutual commitments

- VIP invitation and complimentary registration for two to attend the Professional Development Conference (*accommodation and travel responsibility of sending agency*)
- A discount of 10% is granted on the membership fees for the first year of membership for new members arising from one another' associations.
- Inclusion of the one another' logo and hyperlink leading to on respective websites
- Extension of member rates for conference registration, professional development registration and webinars to members of one another' associations
- Posting of key events on one another' website calendar of events

Some specifics for AOSAA can include:

Some specifics may include:

- Blog on websites introducing one another to our members.
- Access to one another's mass emailing list to promote events (there can be stipulation that the boards have to approve on a case by case basis)