



2025 Annual General Meeting

Meeting Minutes

Mission Statement

AACA represents the interests of members through working with Alberta Municipal Affairs and the Safety Codes Council to promote appropriate safety codes, standards and practices in the Province of Alberta.

Date/Time: September 18th, 2025 1:30 – 3:30pm

Location: Virtual

Minutes will be emailed to members after the meeting and posted on the following link:

<https://www.safetycodes.ab.ca/municipalities-corporations-and-agencies/association-of-accredited-corporations-of-alberta/>

1:30 PM Association Business

1) Meeting Start

a) Introductions, Board of Directors

- President of AACAA delivered opening remarks.
 - expressed appreciation for the collaboration between the working groups and technical councils.
 - discussed AACAA's vision and the values we stand for.
- Each Director provided a brief self-introduction.
- Chair's Comment: In accordance with Article 4.6 of the Articles of Association, a quorum shall consist of no fewer than three company members. We have 15 voting company members in attendance, thereby meeting the quorum requirement.
- The meeting was officially called to order at 1:34 pm.

b) Interactive Poll Question

- Members participated in a four-question poll designed to gather insights into their general background with the QMP and their years of experience working with it. (See circulated results)

c) Review and adoption of 2025 Agenda

- Motion to accept – Nutrien
- 2nd – Taqa North
- Motion carried.

d) Safety Moment

- Shell - How I respond matters – Pause Then Proceed. (See circulated presentation)

e) Review of 2024 AGM Minutes for possible amendments and adoption

- Motion to accept – Shell
- 2nd – Suncor
- Motion carried.



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f) Review and acceptance of Financial Statement for 2024 (See circulated statement)

- Motion to accept – ISPC
- 2nd – Shell
- None opposed. Motion carried.

g) Waive requirement to appoint an independent auditor

- Motion to accept – CNRL
- 2nd Nutrien
- Motion carried.

h) Nominations and elections of Board positions to be an AACAA director

- Reaffirm board positions – No members up for re-affirmation this year.
- Board changes – None to report.
- Open nominations for member companies interested in joining the Board of Directors
 - Chair invited any interested members to come forward.
 - If members are interested in learning more about what takes place during a director meeting, please contact the AACAA President or Chairperson to request a meeting invitation.

2) AACAA updates:

a) Safety Codes Council technical sub-council membership renewals or changes

- Building: Laura Ritchie proposed third term 2026 to 2029
- Electrical: Gerry Doan proposed third term 2026 to 2029
- Fire: Bill Ross proposed second term 2026 to 2029
- Gas: Muhammad Ishaq proposed second term 2026 to 2029
- Pressure Equipment: Greg Gaudet serving third term 2024 to 2027
 - For any questions regarding the sub-council, please contact the AACAA directors, who can connect you with the appropriate sub-council representative.

b) SCC Audit update and feedback from member (open forum)

- Members shared their experiences with last year's AIR, offering consistent and constructive feedback for future consideration.
- Members shared recent interactions with the council, highlighting common themes around the new QMS and the evolving audit framework.

c) Resources:

- Safety Codes Council Summit, Calgary, October 15 – 17, 2025 [Safety Codes Council Summit](#)
- [Electrical incidents in Alberta](#)
- [Fire reporting | Alberta.ca](#)
- SCC [Corporate Plans and Reports](#)

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3) Technical Sub-Council & Working Group Updates

Technical Discipline	Sub Council Representative	Working Group Chair
Electrical	Gerry Doan (Suncor)	Ryan Carroll (CNRL)
Buildings	Laura Ritchie (CNRL)	Laura Ritchie (CNRL)
Gas	Muhammad Ishaq	Garnett Schommer (Dow)
Fire	William Ross (CNRL)	Terryl Phillips (Suncor)
Pressure	Greg Gaudet (CNRL)	N/A

- Electrical Sub-Council representative was in attendance and provided an update on the two recent meetings. (See circulated report)
- Building Sub-Council representative was in attendance and provided an update. (See circulated report)
- The Gas Working Group Chair was in attendance and provided an update on behalf of the Sub-Council representative. (See circulated reports)
- The Fire Working Group Chair in coordination with the Sub-Council representative, were in attendance and delivered an update. (See circulated report)
- Pressure Equipment Sub-Council representative was in attendance and provided an update. (See circulated report)

4) New Business / Round Table

a) Issues / concerns / general comments

- No new business.
- The official portion of our Annual General Meeting adjourned at 2:37 pm.

BREAK

2:30 PM

Presentation & Topic

- Guest Speakers: Safety Codes Council Administrator of Accreditation – Rob McAdam, with Jelena Vidovic and Lisa MacNeill
 - Corporate Accreditation Updates

3:30 PM END