



2026 Annual General Meeting

Agenda

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 23rd, 2026 11:00am – 12:30pm

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/>

11:00 AM Association Business

1) Meeting Start

a) President opening message,

- President of AACA welcomed attendees and delivered opening remarks.

b) Review and adoption of 2026 Agenda

- 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 14 voting company members in attendance, thereby meeting the quorum requirement.
- Dow Chemical motioned to accept the Agenda,
- CNRL 2nd the motion.
- None opposed.

c) Safety Moment

- Conoco Phillips completed a safety moment with respect to driving.

d) Review of 2025 AGM minutes for possible amendments and adoption

- Conoco Phillips made a motion to adopt the 2025 minutes.
- Suncor 2nd the motion.
- Motion passed unanimously.

e) Review and acceptance of Financial Statement for 2025

- Ovintiv motioned to accept the financial statement.
- Nutrien 2nd the motion.
- Motion passed unanimously.

f) Waive requirement to appoint an independent auditor

- Conoco Phillips motioned to accept.



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- Shell 2nd the motion.
- Motion passed unanimously.
- g) Nominations and elections of Board positions to be an AACAA director
 - Reaffirm board positions – Shell, CNRL, Oviniv, Suncor, Cenovus, ConocoPhillips
 - Member company representatives reaffirmed their position.
 - Open nominations for member companies interested in joining the Board of Directors
 - Chairperson opened the floor for the member companies to join the Board of Directors.
 - Dow Chemical has expressed interest in joining.
 - Suncor nominated Dow Chemical.
 - Shell 2nd the nomination.
 - 14 member companies approved nomination.
 - None opposed.

2) AACAA updates:

- a) Safety Codes Council technical sub-council membership renewals or changes
 - Building: Laura Ritchie renewed third term 2026 to 2029
 - Electrical: Gerry Doan renewed third term 2026 to 2029
 - Pressure Equipment: Emma Rowland approved first appointment Feb 1 2027 (*to be confirmed by SCC Board of Directors*)
 - Fire: Bill Ross renewed second term 2026 to 2029
 - Gas: Muhammad Ishaq renewed second term 2026 to 2029
 - Dow Chemical reviewed the sub council updates with the group.
- b) Resources:
 - Safety Codes Council Summit, Edmonton, October 20 – 22, 2026 [Safety Codes Council Summit](#)
 - [Electrical incidents in Alberta](#)
 - [Fire reporting | Alberta.ca](#)
 - SCC [Corporate Plans and Reports](#)
 - SCC [Information Bulletins](#)
 - SCC [Variance form](#)
 - SCC [Data hub](#)



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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 Chemical)
Fire	William Ross (CNRL)	William Ross (CNRL)
Pressure	Emma Rowland (ESSO) - New	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)
- Gas Working Group Chair was in attendance and provided an update on behalf of the Sub-Council representative. (See circulated reports)
- Fire Sub-Council representative was in attendance and provided an update. (See circulated report)
- Pressure Equipment Sub-Council representative attended meeting. No formal update was provided, as the previous representative has retired and the new representative has not yet officially started in the role.

4) New Business / Round Table (open forum)

a) Issues / concerns / general comments

- Chairperson provided an update on the member notification and sign-off process for the bylaw special resolution circulated via DocuSign.
- The group provided no specific comments regarding the new AGM format; therefore, this format will continue to be used.



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12:30 PM AGM Meeting Adjourned

Chairperson made a motion to adjourn the AGM at 12:04pm

Ovintiv 2nd motion,

Carried

AACA Guest Speaker Session

1:30 PM – 4:00 PM

Safety Codes Council Accreditation Department

Presentation Topics

- TBD