ALBERTA SOCIETY OF HEALTH AND SAFETY PROFESSIONALS

2026 ANNUAL GENERAL MEETING MINUTES

Annual General Meeting
Time: 12:00 pm
Date: Thursday, June 25, 2026
Location: Virtually via MS Teams

1. Opening Remarks
Brent Chopping, Chair, welcomed attendees and thanked them for taking time out of their day to be present. Mr. Chopping noted that the past year has been a significant one in the Society's history, and that the AGM is an opportunity to look back at what has been accomplished and ahead at where the Society is going. He reviewed a few housekeeping items, including voting procedures.

Mr. Chopping reminded members that votes in favour could be submitted using the thumbs-up icon, that each motion would be put forward on behalf of the Board of Directors, and that only Professional and Practitioner members in good standing are eligible to vote. Candidate/In-Training and Associate members were welcomed and thanked for attending but advised they would not be voting on the day's motions. Members who voted in advance by ballot or proxy were thanked and advised there was no need to vote again live.

Mr. Chopping took a moment to recognize and thank the Board members who served over the past year, noting that they are volunteers who give their time on top of demanding careers and that the Society could not function without them:

- Vice-Chair – Rory Gibson
- Treasurer – Trevor Johns, who unfortunately had to resign his position a couple of months ago and was thanked for his efforts
- Secretary – Kim Kimpe
- Immediate Past-Chair – Jason Dent
- Directors representing Safety – Lacy Thurman, Dean Cameron, and Erin O'Reilly
- Directors representing Hygiene – Sarah McCurdy, Scott Blake, and Justin Kudel
- Directors representing Occupational Health Nursing – Janelle Steeves and Chris Johnston
- Public Member – Dan Lawrysyn

2. Call to Order & Declaration of Quorum
Mr. Chopping called the meeting to order at 12:05 pm. In accordance with Bylaw 6.5, quorum at a meeting of the membership is the total number of members present at the meeting, whether attending live, by advance ballot, or by proxy. Of a total membership of 201, participation was recorded as three (3) members by proxy, four (4) by advance ballot, and 26 members attending live on the call. Quorum was confirmed and the meeting was duly constituted to conduct business.

3. Approval of the Agenda
The agenda was circulated in advance by email as part of the Notice of Meeting package.

Motion on behalf of the Board of Directors to approve the Agenda of the 2026 Annual General Meeting as circulated. Seconded. All in Favour. None Opposed. Motion Carried.

4. Approval of Minutes of the 2025 Annual General Meeting
The minutes of the 2025 AGM were circulated in advance.

Motion on behalf of the Board of Directors to adopt the minutes of the 2025 Annual General Meeting as presented. Seconded. All in Favour. None Opposed. Motion Carried.

5. Chair Remarks/Updates

Mr. Chopping noted that since the last AGM in June 2025, the Board of Directors has met on a regular basis, holding formal Board meetings in July 2025, October 2025, January 2026, and April 2026, in addition to numerous Executive Committee meetings and informal working meetings. He outlined that his focus as Chair over the past year has been on two critical aspects:

1. Advancing the Society's goal of achieving professional regulation for Occupational Safety, Hygiene, Health Nursing, and now Ergonomics in Alberta; and
2. Outreach and communication around the final preparation of the application package.

On outreach and communication, Mr. Chopping reported that it has been a busy year. Along with other members of the Board, he met with a number of organizations over the year, including the Canadian Registration Board of Occupational Hygienists (CRBOH), Alberta Professional Governance, the Board of Canadian Registered Safety Professionals (BCRSP), the Alberta Association of Nurses (AAN), the Canadian College for the Certification of Professional Ergonomists (CCCPE), AIHA Alberta Local Section Board representatives, the Canadian Occupational Health Nurses Association (COHNA), and APEGA.

Mr. Chopping and other Board members also presented on ASHSP, its mission, and its progress to the AIHA Alberta Local Section membership (November 2025 and April 2026), at the Calgary Safety Connect conference (May 2026), and to the Energy Safety Canada Midstream/Pipeline Safety Committee (June 2026).

Mr. Chopping noted that this outreach has helped reset and clarify communications with several organizations. He was pleased to report that ASHSP received a positive acknowledgment in the Chair's presentation at the recent BCRSP AGM, reflecting a collaborative relationship on steady footing, and that the same can be said of the relationship with CRBOH and other organizations.

On the application process, Mr. Chopping advised that the question he most often hears from members and non-members alike relates to timeline. The latest official communication from Alberta Professional Governance is that the province will be willing and able to accept new applications such as ASHSP's in spring 2027 at the earliest, though Mr. Chopping noted it is more likely to be fall 2027. Working backwards, ASHSP anticipates completing its final public consultation in late 2026 into early 2027, with the final formal application package completed by the end of 2026 at the latest.

Mr. Chopping advised that the Society is on track for that timeline and noted that the main variable is that the Government of Alberta has not yet released the actual application form or framework, so ASHSP is working from the previous version. The Professional Governance Act (PGA), which came into force in January 2026, technically still requires formal reading in the legislature. Further, the Professional Governance Group will process applications from the existing PROs already in operation before it can accept new applications, which informs the current timeline.

a) PRO Application Update

Mr. Chopping acknowledged the efforts of the Chair of the PRO Super Committee, Jason Dent, the Society's Immediate Past Chair, who has championed the initiative for many years and was unable to attend the AGM. The PRO Super Committee was established in February 2026 as an ad hoc committee of the Board of Directors, with the mission to oversee, integrate, and advance all aspects of the development and application for professional regulation. The committee coordinates work previously conducted by the various stand-alone committees to ensure a unified, strategic, and accountable approach to regulatory readiness, refreshing and consolidating that earlier work into one coherent application.

Mr. Chopping explained that the committee's sole focus is to finalize the PRO application, which is the key deliverable on the path to regulation. It consists of ASHSP volunteers, including members of the Board, and is divided into four tactical work groups, each focused on one key aspect of the application:

- Structure and Governance – how the future PRO will conduct its business, including the regulatory board structure, committee architecture, role clarity, and foundational regulatory bylaws;
- Registration and Scope of Practice – who may register, under what title, within what scope, and based on what qualifications, including registration categories and titles, entry-to-practice requirements, scope of practice statements, and public risk rationale;
- Standards and Continuing Competency – defining and enforcing ongoing competent practice after registration, including codes of ethics and professional conduct, practice standards, a continuing competence framework, practice review and quality assurance, and reinstatement;
- Complaints and Discipline – a fair, accessible, transparent, and defensible system for handling complaints, discipline, and unlicensed practice, including intake and triage, investigation, hearings, appeals, and title protection.

Mr. Chopping reported that there were 15 documents in final review, representing three of the four tactical work streams, with additional documents having entered final review in the preceding days. The work is very active, and the package remains on track for completion by the end of 2026, allowing for a final round of public consultation in late 2026 into early 2027. The floor was opened for questions; none were raised.

b) Registration Committee Update
Ms. Duban provided the Registration Committee update on behalf of the committee, thanking its past and present members for their ongoing work and noting that, aside from the PRO Super Committee, it is one of the Society's most active committees, meeting monthly to review membership applications. Ms. Duban extended particular thanks to Ted Luyckx, who has retired after nine years of service to the Registration Committee, seven of those as Registrar and two as a committee member, acknowledging the tremendous amount of time and care he gave to advancing the committee's mandate.

Ms. Duban reported that the Society launched a new administration portal on the ASHSP website this year, which has been a step forward for both applicants and the committee. New applicants now apply online and upload their supporting documentation, resumes, certifications, and designations directly into their member profile, so that everything lives in one place. The committee enters its evaluation notes and proposed classification in the portal, with the final classification confirmed by the Registrar, Heather MacDonald, giving a transparent, real-time process. Payment is now collected at the time of registration, with adjustments made after evaluation where needed, which helps keep the Society fiscally accurate and sustainable. By discipline, membership currently sits at approximately 56% Safety, 12% Occupational Hygiene, 10% Occupational Health Nursing, and 3% Ergonomics. Ms. Duban again thanked every member of the Registration Committee for their work. The floor was opened for questions; none were raised.

6. AGM Business
Mr. Chopping outlined that the business portion of the meeting includes the formal actions required of the Society as a registered not-for-profit under the Alberta Societies Act, ensuring governance remains transparent, accountable, and in alignment with the Society's legal obligations.

a) Bylaw Amendments
Kim Kimpe presented the two proposed bylaw amendments, both circulated with the Notice of Meeting package, noting that they build on the modernized bylaws approved by the membership last year. Each resolution was read formally into the record before discussion and voting.

Resolution 1 – Membership Eligibility: Inclusion of Ergonomics
Ms. Kimpe read the resolution. Articles 4.1 (Professional) and 4.2 (Practitioner) currently list the recognized professional disciplines for membership as Safety, Hygiene, and Occupational Health Nursing. The resolution adds Ergonomics as a fourth recognized discipline, allowing qualified Ergonomists to be admitted as Professional or Practitioner Members. The formal resolution amends Article 4.1, subparagraph 1) and Article 4.2, subparagraph 1) by deleting “Safety, Hygiene, or Occupational Health Nursing” and substituting “Safety, Hygiene, Occupational Health Nursing, or Ergonomics,” to take effect immediately upon ratification by Special Resolution at the meeting.

Motion by the Board of Directors to amend Articles 4.1 and 4.2 of the Bylaws to add Ergonomics as a recognized professional discipline for membership. Seconded.
Discussion was opened for all members. Members brought forward the following questions:

Question: Is there a reason for using the word “or” rather than “and”?
Response: From an exclusivity perspective, the wording can be read as either/or, which is the intent.

Question: Safety is quite broad. Does it include both behavioural and operational safety (for example, HAZOP)?
Response: Heather MacDonald, Registrar, explained that the Society's membership page defines each discipline based on the competencies, qualifications, education, certification, and experience an applicant brings, rather than on a specific area of practice. Recognized designations such as CRSP, CRST, or NCSO may encompass various scopes of practice, and behavioural or operational safety may be a scope of practice a member performs. She noted that specific scopes of practice have not yet been defined and invited members to review the membership page, which sets out what each discipline means for the Society.

There being no further discussion, the motion was called for a vote. 24 in Favour. None Opposed. Motion Carried.

Resolution 2 – Annual Audit of the Society's Books
Ms. Kimpe read the resolution. Article 10.4 currently sets a Compilation Engagement Report as the default level of independent financial reporting and does not require the Society to engage an external accounting firm. The resolution amends Article 10.4 so that the Society's financial records are examined each fiscal year by an independent professional accounting firm, appointed by the Members at each Annual General Meeting and paid for the work, with the Board determining the form of engagement each year on the firm's recommendation. The word “audit” is used in the general sense referred to in section 25 of the Societies Act and is not intended to commit the Society to a formal Audit Engagement under CPA standards unless that level of assurance is needed. The amendment takes effect immediately upon ratification by Special Resolution, with the first engagement under the amended Article 10.4 in respect of the fiscal year in which the amendment is ratified.

Motion by the Board of Directors to amend Article 10.4 of the Bylaws respecting the annual audit of the Society's books, as circulated. Seconded.
Discussion was opened for all members. No questions or discussion were raised.

The motion was called for a vote. 24 in Favour. None Opposed. Motion Carried.
Mr. Chopping formally welcomed the Ergonomists to the Society, noting the importance of the step in rounding out the Society's practice areas.

b) Elections
Mr. Chopping asked Rory Gibson, Vice-Chair, to conduct the elections process. Mr. Gibson noted that a strong and diverse slate of nominees was presented, representing each of the Society's core practice areas: Safety, Occupational Hygiene, Occupational Health Nursing, and, as of the resolution just passed, Ergonomics. He explained that, under the new bylaws, members elect Directors to the Board, and the Board then appoints the officer roles of Chair, Vice-Chair, Treasurer, and Secretary from among those Directors. The following slate of nominees was presented:

- Director – Safety: Rory Gibson, Chris Gemmil, and Erin O'Reilly
- Director – Occupational Hygiene: Scott Blake, Justin Kudel, and Sarah McCurdy
- Director – Occupational Health Nursing: Chris Johnston and Kim Kimpe
- Director – Ergonomics: Dr. Linda Miller

Motion on behalf of the Board of Directors that the slate of nominees be elected to the Board. Seconded. 24 in Favour. None Opposed. Motion Carried.

Mr. Gibson congratulated the newly elected Directors and thanked them for stepping forward to serve. Mr. Chopping extended a sincere thank you to the outgoing Board members for their dedication in helping the Society reach this point.

c) Approval of 2025-2026 Financial Statements
Ms. Duban presented the financial statements for the fiscal year ended March 31, 2026, prepared by management and compiled by BDO Canada LLP under a Compilation Engagement in accordance with Canadian Standards on Related Services. The statements were circulated with the Notice of Meeting package, along with the BDO Compilation Engagement Report dated May 11, 2026. The following highlights were presented:

- Revenue: $35,647 (up from $10,108 the prior year). The increase reflects, in part, that only a partial membership year was billed in 2024 due to the late issuing of membership dues invoices. Membership dues remain the Society's only source of revenue.
- Expenses: $28,872 (up modestly from $26,062), with the main categories being subcontracted administrative support ($18,180), office and operations including systems and digitization ($3,938), professional fees including the compilation engagement ($3,071), Directors & Officers Insurance ($2,284), and other operating costs such as bank charges and subscriptions ($1,399).
- Excess of revenue over expenses: $6,775 for the fiscal year (compared to a deficiency of $15,954 the prior year).
- Net Assets: $(8,080) at year end, an improvement of $6,775 from $(14,855) the prior year. The Society continues to carry a net asset deficit, but the trajectory has clearly reversed, and the deficit has been cut by nearly half.
- Cash Position: $17,545 at year end, up from $1,995 the prior year. The Society also carried $23,325 in deferred income, representing renewals received before March 31 for the 2026-2027 year, which will be recognized as revenue over the coming year.

Ms. Duban noted that, in short, the Society returned to a surplus, rebuilt some cash reserves, and meaningfully reduced its deficit, all while doing the heavy lifting on the PRO file, and that the Board's commitment remains the same: every dollar spent should move the Society closer to regulated professional status for health and safety practitioners in Alberta.

Motion on behalf of the Board of Directors to accept the Financial Statements for the fiscal year ending March 31, 2026, as presented. Seconded.
Discussion was opened for the membership. No questions were raised.

The motion was called for a vote. 24 in Favour. None Opposed. Motion Carried.

d) Appointment of Auditors for 2026-2027
Ms. Duban noted that BDO Canada LLP has served the Society for several fiscal years, including the year just ended, and is familiar with the Society's operations. The Board recommends BDO's reappointment for continuity and efficiency.

Motion on behalf of the Board of Directors that BDO Canada LLP be appointed as the Society's independent professional accounting firm for the fiscal year ending March 31, 2027, with remuneration to be determined by the Board. Seconded. 24 in Favour. None Opposed. Motion Carried.

2026-2027 Budget
Although not a voting item, the 2026-2027 budget was presented for transparency. The budget was included in the Notice of Meeting package. Ms. Duban explained that it was built on two principles: operating expenses remain broadly consistent with the prior year, with no expansion of day-to-day operations; and 100% of the additional revenue from the dues increase passed for the year is directed to a new restricted PRO Reserve Fund, to be used exclusively for costs directly related to the PRO application. This structure separates operating funds from PRO-preparation funds so the Society can plan for regulatory costs in advance and reflects the financial discipline that Government and stakeholders will expect. The budget reflects a modest operating surplus while building a dedicated reserve to carry the PRO application through to completion.

7. Closing Remarks
Before adjourning, the meeting turned to a discussion raised by members regarding training and continuing professional development (CPD).

Comment / Question: As a non-profit society, could ASHSP provide training as a source of revenue and to support members' CPD, and does the Society plan to set up infrastructure to do so?

Response: Mr. Chopping thanked the member for the suggestion and noted that training has been discussed over the years and could serve a dual purpose of revenue and promotion. He advised that the counterargument has always been that it could detract from the Society's singular focus on achieving regulation, and that, in his personal view, it may have a place within the future PRO but is not something he considers feasible to pursue at present given the work ahead. He confirmed the Board would make note of the suggestion for discussion at a future meeting. Ms. Duban added that a regulator generally does not provide the continuing education used to earn its own registrants' professional development credits, as this can be considered a conflict of interest; such functions are typically an association rather than a regulatory activity and are usually left to bodies such as CRBOH and BCRSP.

Question: Will the Society be a regulator rather than a membership association, and will members have their own CPD obligations to the PRO in addition to those of their existing certifying bodies?

Response: It was clarified that the future PRO will confer title and scope of practice, while members remain certified by their existing bodies (for example, BCRSP or CRBOH). The PRO will have its own continuing competency requirements, as all regulated professions do. Mr. Chopping confirmed that the intent is to leverage members' existing CPD requirements rather than duplicate them, with any additional requirement applied only where gaps are identified, so that members are not doing “double duty.” Ms. Duban noted that the continuing professional development requirement for future registrants is one of the elements being developed by the PRO Super Committee. Separately, a member extended an invitation for ASHSP to participate in a future Lethbridge Safety Connect event, which Mr. Chopping welcomed and agreed to pursue offline.

Mr. Chopping then offered closing remarks, thanking everyone who took part, whether they joined live, voted in advance, or sent a proxy. He reflected that what stands out most about the past year is how much has moved from talk to reality: the legislation is law, the Society's finances have turned a corner, and the PRO structure is no longer a concept on paper but a plan with a timeline. He acknowledged that membership numbers are lower than the Society would like but framed this as the opportunity ahead rather than a setback behind, noting that membership is expected to grow over the coming year as the PRO application gains traction across all four disciplines and the Society moves from selling a dream to selling a reality. Mr. Chopping emphasized that ASHSP is not simply preparing for regulation but helping to shape what regulation will look like for its professions in Alberta, and thanked the Board, the membership, and the volunteers for their commitment, insight, and belief in what is being built.

8. Adjournment

There being no further business, Mr. Chopping called for a motion to adjourn the 2026 Annual General Meeting. Seconded. Motion Carried. The meeting was adjourned at 1:06 pm.