

**CANTIRO**

# **Health, Wellness & Safety Committee**

Prepared for internal committee recordkeeping and annual review

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## 1. Annual Record Index

| Date          | Record type       | Location           | Available detail                                                            | Status            |
|---------------|-------------------|--------------------|-----------------------------------------------------------------------------|-------------------|
| Nov. 24, 2025 | Committee minutes | Strategy Boardroom | Full minutes and action items available from spreadsheet record.            | Included          |
| Jan. 21, 2026 | Meeting record    | Strategy Boardroom | Calendar record available; no transcript or detailed minutes content found. | Metadata included |
| Jun. 3, 2026  | Committee minutes | Strategy Boardroom | Summary minutes available from Word record.                                 | Included          |

### Recordkeeping position

This package should be treated as a consolidated annual working file. It identifies available records, preserves specific meeting content where available, and highlights gaps where source minutes were not available.

## 2. Committee Purpose and Standing Agenda

The Health, Wellness & Safety Committee supports company-wide health, wellness, psychological safety, and workplace safety engagement through regular review of committee initiatives, employee-facing communication, incidents, inspection feedback, training needs, and annual improvement opportunities.

### Standing Agenda Framework

- Acceptance of previous meeting minutes
- Outstanding items from previous meeting
- Review of inspection reports
- Review of incident reports
- Health initiatives and mental health awareness
- Wellness initiatives and employee engagement
- Safety initiatives, training, inspections, and emergency preparedness
- Roundtable / Q&A

## 3. Consolidated Annual Summary

### Health

- The committee continued to support mental health awareness through participation planning related to the Mental Health Foundation Annual Fundraising Breakfast and broader mental health advocacy.
- The committee reviewed health and wellness survey themes and discussed the need for activity leads or champions to rebuild coordination and participation.

### Wellness

- Wellness initiatives included nutrition communications, healthy habits education, gym groups, and fitness walks.
- By June 2026, the committee recognized that some champion-led wellness initiatives had lost momentum and required renewed coordination.

### Safety

- Safety topics included leadership safety inspections, COR audit activity, incident review, emergency response, fire alarm and muster point communication, panic alarm implementation, and safety culture communications.
- The June 2026 minutes identified a gas line strike at Keswick 2A and reinforced the importance of one-call procedures, excavation protocols, trade communication, and hazard recognition.

### Committee Governance

- The June 2026 minutes identify a planned committee leadership transition due to workload constraints.

- Mandatory safety training for committee members was identified to address audit gaps.

## 4. Meeting Minutes - November 24, 2025

|                           |                                     |
|---------------------------|-------------------------------------|
| <b>Meeting</b>            | Health, Wellness and Safety Meeting |
| <b>Date</b>               | November 24, 2025                   |
| <b>Location</b>           | Strategy Boardroom                  |
| <b>Chair / Minutes</b>    | Nicole Linman                       |
| <b>Next meeting noted</b> | January 21, 2026                    |

### Attendance Recorded

- Nicole Linman
- Shawn Paulson
- Penny Charron
- Ryan Latta
- Tamara Mitro
- Chris Gee
- Landen Sparrow
- Trishan Stembo
- Taabish Zaver
- Kirsten Lohner

Additional listed members included Stephen Coyne, and Jodie Wacko; attendance was not marked beside each of these names in the available spreadsheet extract.

### Standing Items

- Acceptance of previous meeting minutes - N/A
- Outstanding items from previous meeting - N/A
- Review of inspection reports - N/A
- Review of incident reports - N/A

### New Items / Action Items / Updates

| Area     | Item                                                                                                                                                                                                                  | Due / Timing            | Action / Owner                    |
|----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|-----------------------------------|
| Health   | Mental Health Foundation Annual Fundraising Breakfast: committee discussed sponsorship/attendance for the February 24, 2026 breakfast and potential company-wide opportunity if the committee table cannot be filled. | Jan. 21, 2026 follow-up | Committee                         |
| Health   | Health and Wellness Survey results: committee discussed activity champions for nutrition, healthy habits, gym groups, and fitness walks.                                                                              | Jan. 21, 2026 follow-up | Nicole Linman / Committee         |
| Wellness | CCDI: discussion on one-year contract renewal, conference participation, and whether a DEI committee has sufficient momentum to proceed.                                                                              | For January discussion  | Committee                         |
| Safety   | Leadership Review and Walk: leadership quarterly inspections noted as a visible commitment to safety and operational awareness.                                                                                       | Ongoing                 | Leadership / Safety               |
| Safety   | COR audit: audit started November 10, 2025, with results expected by the next meeting.                                                                                                                                | Next meeting            | Safety                            |
| Safety   | Neighbourhood Engagement Team seminar: committee reviewed coordination with community safety liaisons and Edmonton Police for community safety/conflict resolution support.                                           | Scheduling in progress  | Nicole / Community Safety Liaison |

## 5. Meeting Record - January 21, 2026

|                    |                                      |
|--------------------|--------------------------------------|
| <b>Meeting</b>     | Health, Wellness and Safety Meeting  |
| <b>Date / Time</b> | January 21, 2026, 1:00 PM to 2:00 PM |
| <b>Location</b>    | Strategy Boardroom                   |

|                      |                                                                                                                                                  |
|----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Organizer</b>     | Nicole Linman                                                                                                                                    |
| <b>Invitees</b>      | 12 invitees listed in calendar record                                                                                                            |
| <b>Transcript</b>    | Not transcribed                                                                                                                                  |
| <b>Record status</b> | No transcript or detailed meeting minutes content was available from the meeting record. This section preserves available meeting metadata only. |

### Invite Message

The meeting invitation stated: “Starting the new year off right. Here is the first Health, Wellness and Safety Meeting for 2026.”

## 6. Meeting Minutes - June 3, 2026

|                    |                                                                                                                  |
|--------------------|------------------------------------------------------------------------------------------------------------------|
| <b>Meeting</b>     | Health, Wellness and Safety Committee                                                                            |
| <b>Date / Time</b> | June 3, 2026, 3:00 PM                                                                                            |
| <b>Location</b>    | Strategy Boardroom                                                                                               |
| <b>Attendance</b>  | Ryan Latta, Nicole Linman, Shawn Paulson, Chris Gee, Tamara Mitro, Trishan Stembo, Stephen Coyne, Landen Sparrow |

### Overview

The meeting was brief with limited agenda items. Discussion focused on re-establishing momentum in wellness initiatives, committee leadership capacity, recent safety incidents, and compliance requirements. Key themes included internal coordination, safety awareness, training, communication gaps, and the connection between health, wellness, safety, and psychological safety.

### Key Updates and Discussion Items

- Wellness initiatives and champion programs for gym, nutrition, and informational campaigns had lost momentum and required renewed focus and coordination.
- A transition in committee leadership was planned due to workload constraints; a new chair was expected to be introduced at the next meeting while current safety responsibilities remained with the existing lead.
- The committee reinforced the connection between health, wellness, safety, and psychological safety.
- Mandatory safety training for committee members was identified to address audit gaps. The online course was noted as approximately three hours with an assessment component.
- No significant recent incidents were reported except a gas line strike at the Keswick 2A site.
- The Keswick incident was attributed to lack of proper one-call procedures and inadequate site awareness, highlighting the need for stricter excavation protocols, improved trade communication, and hazard recognition.
- Emergency response to the gas incident was effective, with fire services and utilities contacted promptly.
- Office safety concerns included recent fire alarm activations and confusion about muster point locations. Communication had been reinforced through internal channels.
- The designated muster point remained offsite and may require further evaluation due to signage and seasonal condition concerns.
- A broader crisis management program was under development, including preparedness for various emergency scenarios.
- Fire alarm testing was scheduled with communication planned in advance.
- Panic alarm implementation for sales teams was progressing in Calgary before expansion to Edmonton.
- Strong field safety culture was recognized, with an emphasis on sharing positive safety behaviours and feedback in internal communications.
- An upcoming mental health related external engagement opportunity was noted for potential committee participation.

## 7. Annual Action and Follow-up Register

| #  | Action / Follow-up                                                                                                                       | Source meeting               | Owner / Lead            | Status        |
|----|------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|-------------------------|---------------|
| 1  | Confirm attendance / company participation approach for the Mental Health Foundation Annual Fundraising Breakfast.                       | Nov. 24, 2025                | Committee               | Carry forward |
| 2  | Assign wellness champions for nutrition, healthy habits, gym groups, and fitness walks.                                                  | Nov. 24, 2025 / Jun. 3, 2026 | Committee / new chair   | Open          |
| 3  | Determine DEI/CCDI next steps, including conference participation and whether a formal DEI committee is feasible.                        | Nov. 24, 2025                | Committee               | Carry forward |
| 4  | Review COR audit results and identify committee-related corrective actions.                                                              | Nov. 24, 2025 / Jun. 3, 2026 | Safety                  | Open          |
| 5  | Maintain leadership inspection visibility and communicate inspection learnings where appropriate.                                        | Nov. 24, 2025                | Leadership / Safety     | Ongoing       |
| 6  | Complete mandatory safety training for committee members to respond to audit gaps.                                                       | Jun. 3, 2026                 | Committee members       | Open          |
| 7  | Reinforce excavation protocols, one-call requirements, trade communication, and hazard recognition following Keswick 2A gas line strike. | Jun. 3, 2026                 | Safety / Operations     | Open          |
| 8  | Review muster point communication, signage, and seasonal considerations for the offsite assembly location.                               | Jun. 3, 2026                 | Safety / Facilities     | Open          |
| 9  | Advance crisis management program development and related training/preparedness activities.                                              | Jun. 3, 2026                 | Safety / Leadership     | In progress   |
| 10 | Continue panic alarm rollout, beginning in Calgary and expanding to Edmonton when ready.                                                 | Jun. 3, 2026                 | Safety / Operations     | In progress   |
| 11 | Share examples of positive field safety behaviour through internal communications.                                                       | Jun. 3, 2026                 | Safety / Communications | Ongoing       |

## 8. Annual Recommendations and Carry-forward Items

- Create a consistent annual committee calendar and minutes file structure so meeting records are kept in one source location.
- Adopt a standard minutes template with attendance, motions/decisions, incident review, inspection review, action items, owner, due date, and closure status.
- Maintain a single rolling action register so wellness, safety, COR, training, and communication items do not get lost between meetings.
- Reconfirm committee membership, chair/minute-taker roles, and expectations after the planned leadership transition.
- Use committee communications to connect safety performance, psychological safety, wellness participation, and field leadership examples.

## 9. Source Register and Gaps

| Source record                                                    | Type                    | Used for                                                                                                       | Notes                      |
|------------------------------------------------------------------|-------------------------|----------------------------------------------------------------------------------------------------------------|----------------------------|
| 2025-11-24 - Health Wellness and Safety - Meeting Minutes.xlsx   | Spreadsheet minutes     | November 24, 2025 minutes, attendance, standing items, and action items                                        | Full extract available.    |
| Health, Wellness and Safety Meeting - January 21, 2026           | Calendar meeting record | Date, location, invite details, organizer, invitee count, transcript status                                    |                            |
| Meeting Minutes of the Health Wellness and Safety Committee.docx | Word minutes            | June 3, 2026 overview, attendance, key updates, incidents, training, emergency preparedness and wellness items | Summary minutes available. |