

AIA Council Meeting Minutes

Type of meeting Quarterly
Date October 7-8, 2020
Time **Day 1:** 8:30 a.m. – 5:15 p.m.
Day 2: 8:30 a.m. – noon
Location Video Conference Call with Zoom
In attendance **Elected Members**
Bob Burden
Adrian Kerry
Georgina Knitel
Boyd Laing
Sonja Raven
Jessi Roselle
Meghan Soehn
Public Members
Cassandra Haraba
Al Schuld
Larry Staples
CEO David Lloyd
Secretary Ty Faechner

Item 1 Call to Order; Introductions – Day 1

Item type: Administrative
Result: **Meeting called to order at 8:38 a.m. Welcome new members to Council.**

Item 2 Establish Quorum

Item type: Administrative
Result: **Quorum established.**

Item 3 Conflict of Interest Declarations

Item type: Administrative
Result: **No conflicts of interest declared.**

Item 4 Agenda Adoption

Item type: Administrative

Main Motion: CH moves that the Council adopt the October 7-8 agenda as presented.

Result: **Carried as amended.**

Item 5 Approve Previous Minutes

Item type: Administrative

Attachments: June 3-4, 2020 Minutes

Main Motion: BR moves that Council accept the June 3-4 2020 minutes as correct.

Result: **Carried by unanimous consent.**

Item 6 Old Business Item

Item type: No Old Business Items

Item 7 Council Education and Developments in Regulation

Item type: Administrative

Attachments: 2020 - Trends in Professional Regulators – AIA with Richard Dixon;
Book by Tracey Adams

Item 8 Council Education – Practice Standards – Use and Adoption

Item type: Administrative

Attachments: Council Presentation October 2020_V2 with Les Fuller

Item 9 Decision about Visiting Register Fee

Item type: Action

Attachments: Council briefing note – Visiting Register Fee Approval

Main Motions: LS moves that the Council establish the following Visiting Register fee structure, in accordance with the AIA Bylaws, section 4.7.1(3):

- A \$75 administrative transfer fee and
- a three-fee structure based on time spent in Alberta, as follows:

PAg and RTAg (based on a full fee of \$650.00/year)

- 4 months or less: One-third fee of \$220.00
- 4-8 months: Two-thirds fee of \$435.00
- 8-12 months: Full fees of \$650.00

ATT and AIT (based on a full fee of \$600.00/year)

- 4 months or less: One-third fee of \$200.00
- 4-8 months: Two-thirds fee of \$400.00
- 8-12 months: Full fees of \$600.00. **Carried.**

Item 10 Decision about Adopting Practice Standard

Item type: Action

Attachments: Adopting Practice Standards: Land Conservation and Management

Main Motion: SR moves that the Council adopt the Practice Standard “Land Conservation and Management” because it was proposed and developed in accordance with the procedures set out in the AIA Bylaws, and the Council has reviewed and considered the comments received in reviews in accordance with the Agrology Profession Act, section 106.

Result: **Carried by 75% of Council.**

Item 11 Decision about Council Oversight of Institute Management: CEO Annual Reports for Meeting 3 (Bylaws 3.1 and 3.2)

Item type: Action

Attachments: Meeting 3 Quarterly Management Reports (Bylaws 3.1 and 3.2)
(Sharepoint):

1. Financial Targets (Bylaw 3.2.10)
2. Spending (Bylaw 3.2.17)
3. Collecting (Bylaw 3.2.18)

4. Making Required Payments (Bylaws 3.2.19)
5. Credit Card Records (Bylaw 3.2.14)
6. CEO Expenses (Bylaw 3.2.15)
7. Signatories on Cheques (Bylaw 3.2.12)
8. Complaints About Institute Operations (Bylaw 3.2.8)

Main Motion: MS moves that the Council accept the following Quarterly reports as confirmation of appropriate Institute management because the CEO has provided satisfactory evidence of compliance with the Bylaw conditions on the sub-delegation of authority to the CEO:

1. Financial Targets (income versus expenses) (Bylaw 3.2.10)
2. Spending (Budget limits, planning adherence) (Bylaw 3.2.17)
3. Collecting (Bylaw 3.2.18)
4. Making Required Payments (Bylaw 3.2.19)
5. Credit Card expenditure (Bylaw 3.2.14)
6. CEO Expenses (Bylaw 3.2.15)
7. Signatories on Cheques (Bylaw 3.2.12)
8. Complaints about Institute Operations (Bylaw 3.2.8)

Result: Carried.

Item 12 Decision about Council Oversight of Institute Management: CEO Annual Reports for Meeting 3 (Bylaws 3.1 and 3.2)

Item type: Action

Attachments: Meeting 3 Quarterly Management Reports: Money Matters (Bylaws 3.1 and 3.2) (Sharepoint):

1. Banking (Bylaw 3.2.11)
2. Signing Authority (Bylaw 3.2.12)
3. E-Transfers (Bylaw 3.2.13)
4. Maintaining Funds (Bylaw 3.2.20)
5. Assets (Property) (Bylaw 3.2.22)
6. Insurance (3.2.23)

Main Motion: GK moves that the Council accept the following CEO Meeting 3 reports as confirmation of appropriate Institute management because the CEO has provided satisfactory evidence of compliance with the Bylaw conditions on the sub-delegation of authority to the CEO:

1. Banking (Bylaw 3.2.11)
2. Signing Authority (Bylaw 3.2.12)
3. E-Transfers (Bylaw 3.2.13)

- 4. Maintaining Funds (Bylaw 3.2.20)
- 5. Assets (Property) (Bylaw 3.2.22)
- 6. Insurance (3.2.23)

Result: Carried.

Item 13 Adjournment Day 1

Item type: Administrative

Result: Meeting adjourned at 4:30 pm

Item 14 Call to Order - Day 2

Item type: Administrative

Result: **Meeting called to order at 8:31 a.m.**

Item 15 Establish Quorum

Item type: Administrative

Result: **Quorum established.**

Item 16 Conflict of Interest Declarations

Item type: Administrative

Result: **No conflicts of interest declared.**

Item 17 CEO Updates

Item type: Information

Attachments: CEO Reports (Sharepoint):

- 1. 2020 Letter to Post-Secondary Institutions
- 2. AIA Office Space and Staffing
- 3. AIA Student Outreach brochure
- 4. Approved Programs for Automatic Registration
- 5. Webinar stats on conference and ag series
- 6. Legal Chase stats - presentation by Gary Belanger
- 7. New Applications report

8. Registration Committee and Competence Committee web page changes and practice area changes - presentation by Jennifer Wrusch and Ty Faechner

Item 18 AIA Council Strategic Planning

Item type: Information

Attachments: 2021-24 Strategic Plan for Council Review prepared by CEO.

Main Motion: SR moves that the CEO contact consultants for quotes on preparing a council strategic plan.

Result: **Carried.**

Item 19 Opening Chair and Vice-Chair to RTAg

Item type: Information

Attachments: None.

Main Motion: JR moves to allow all Council members (Public, PAg and RTAg) to be eligible to be elected as Chair and Vice-Chair of Council.

Motion to Postpone: GK moves to postpone the main motion to the Dec 7-8, 2020 council meeting.

Result: **Carried.**

Item 20 Council Self-Evaluation

Item type: Information

Results: Council members will complete self-evaluation and board evaluation and email to Secretary who will forward to Chair.

Item 21 Adjournment – Day 2

Item type: Administrative

Results: Meeting adjourned at 11:47 am