

Council Meeting Agenda

Meeting Number Meeting 4

Meeting Type Quarterly

Date December 7-8, 2020

Time Day 1: 8:30 a.m. – 4:30 p.m.

Day 2: 8:30 a.m. – noon

Location of Meeting Video Conference Call with Zoom

Supporting Documents On Sharepoint

NOTE: AIA Council Bylaws establish that council meeting Agendas are prepared by the Council Chair and the CEO and provided to the council at least 7 clear days before the meeting, with information supporting each item to inform deliberations and decisions. Only matters of genuine emergency should be added to an agenda after this period, to be consistent with regulatory best practices. Items requiring information review, discussion and decision, if not provided prior to 7 days, should be postponed to a future meeting.

Day 1 – December 7, 2020, 8:30 a.m. – 4:30 p.m.

Item	Time	Description	Presenter, Category	Supporting Documents in Sharepoint
Call to Order				
1	8:30 a.m. 10 minutes	Call to Order; Quorum; Conflicts of Interest; Adopt Agenda; Adopt Previous Minutes	<i>Chair</i> Administrative	October 2020 Minutes
Council Education (Bylaw 2.5)				
2	8:40 a.m. 60 minutes	The Council and the public, the government, and the members	<i>Richard Dixon</i> Council Education	
3	9:40 a.m. 20 minutes	Break	<i>Chair</i>	
4	10:00 a.m. 60 minutes	The Council and statutory decisions – making and reporting	<i>Cassandra Haraba</i> Council Education	
5	11:00 a.m. 15 minutes	Break	<i>Chair</i>	
Council Decisions				
6	11:15 a.m. 30 minutes	Review of the council self-evaluation information	<i>Boyd Laing</i> Council Chair <i>David Lloyd</i> Decision	Council Briefing Note – Performance Management Plan <i>Sharepoint/Council Performance Management</i>

7	11:30 a.m. 15 minutes	Aligning Code of Ethics to Act	<i>David Lloyd</i> Decision	Council Briefing Note – Code of Ethics <i>Sharepoint/Statutory Decisions/Code of Ethics</i>
8	11:45 a.m. 15 minutes	Approving an Institute Auditor for 2021	<i>David Lloyd</i> Decision	Council Briefing Note – Institute Auditor <i>Sharepoint/Institute Operations/2020 Mtg 4 Dec 7-8</i>
9	Noon 60 minutes	Lunch	<i>Chair</i>	
10	1:00 p.m. 45 minutes	Postponed from October – Bylaw changes re Chair/Vice-Chair Authorizing CEO to draft Bylaw amendments	<i>Boyd Laing</i> Decision	Council Briefing Note – Bylaw Amendments <i>Sharepoint/Statutory Decisions/Bylaws</i>
11	1:45 p.m. 15 minutes	Break	<i>Chair</i>	
12	2:00 p.m. 15 minutes	Retaining a Council Strategic Planning Facilitator	<i>David Lloyd</i> Decision	Council Briefing Note – Strategic Planning Consultant <i>Sharepoint/Strategic Planning</i>
13	2:30 p.m. 15 minutes	Council Candidates 2021	<i>David Lloyd</i> Decision	Council Briefing Note – Council Candidates 2021 <i>Sharepoint/Council Constitution</i>
14	2:45 p.m. 30 minutes IN CAMERA	CEO compensation	<i>Council</i> Decision	Confidential HR Report

15	3:15 p.m. 30 minutes	Break	<i>Chair</i>	
16	3:45 p.m. 45 minutes	<p>CEO Updates</p> <ul style="list-style-type: none"> • Registration Renewals Update • In-Training program update • Reminder that CEO will present a Financial Plan and a Strategic Plan to Council by January 31st, 2021 (as per Bylaws 3.2.1 and 3.2.9) • Mandatory registration, practice standards • Alberta Chamber Resources Discussion • Office renovations and downsizing • Prairie Province Agrology Initiatives 	<i>David Lloyd</i> Decision to accept for Information	<i>Sharepoint/Institute Operations/Mtg 4 Dec 7-8 2020/CEO Updates</i>
17	4:30 p.m.	Adjournment	<i>Chair</i> Administrative	

Day 2 – December 8, 2020, 8:30 a.m. – noon

Item	Time	Description	Presenter, Category	Supporting Documents in Sharepoint
Call to Order				
18	8:30 a.m.	Call to Order	Chair Administrative	
Council Education (Bylaw 2.5)				
19	8:30 a.m. 45 minutes	The Council and Institute operations and employment responsibilities	Craig Neuman, HR Lawyer Council Education	
20	9:15 a.m. 15 minutes	The Council and employment responsibilities	David Lloyd Council Education	
Management Reports (Bylaws 3.1 and 3.2)				
21	9:30 a.m. 45 minutes	<p>Quarterly Reports</p> <p>Forms of motion - INSUFFICIENT EVIDENCE:</p> <p>AB moves that, for Report X (Bylaw Y), the CEO provide the Chair with evidence of Z by Date.</p> <p>NON-COMPLIANCE:</p> <p>AB moves that, for Report X (Bylaw Y), the CEO provide the Chair with evidence of compliance in the form of Z by Date.</p>	David Lloyd Decision to Accept	<p>Quarterly Management Reports, Mtg.4</p> <p>Sharepoint/Institute Operations/2020 Mtg 4 Dec 7-8/CEO Reports</p>

		<p>COMPLIANCE:</p> <p>AB 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:</p> <ol style="list-style-type: none"> 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 expenditures (Bylaw 3.2.14) 6. CEO Expenses (Bylaw 3.2.15) 7. Complaints about Institute Operations (Bylaw 3.2.8) 		
22	10:15 a.m. 30 minutes	Break	<i>Chair</i>	

<p>23</p>	<p>10:45 a.m. 45 minutes</p>	<p>Meeting 4 Reports</p> <p><i>Forms of motion -</i> INSUFFICIENT EVIDENCE:</p> <p>AB moves that, for Report X (Bylaw Y), the CEO provide the Chair with evidence of Z by Date.</p> <p>NON-COMPLIANCE:</p> <p>AB moves that, for Report X (Bylaw Y), the CEO provide the Chair with evidence of compliance in the form of Z by Date.</p> <p>COMPLIANCE:</p> <p>AB moves that the Council accept the following Meeting 4 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:</p> <ol style="list-style-type: none"> 1. Financial Protection (Bylaw 3.2.24), 2. Information (Bylaw 3.2.25), 3. Privacy (Bylaw 3.2.26), 4. Conflict of Interest (Bylaw 3.2.27), and 5. Audit Committee Direct Inspect Report. 		<p>Management Reports, Meeting 4 - Protections</p> <p>Audit Committee Direct Inspect Report</p> <p><i>Sharepoint/Institute Operations/2020 Mtg 4 Dec 7-8/CEO Reports</i></p>
<p>24</p>	<p>11:30 a.m.</p>	<p>Adjournment</p>	<p><i>Chair</i> Administrative</p>	