

# AIA Council Meeting Minutes

**Type of meeting** Quarterly  
**Date** June 3-4, 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

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## Item 1 Call to Order; Introductions – Day 1

**Item type:** Administrative  
**Result:** Meeting called to order at 8:40 a.m. Welcome new members to Council.

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## Item 2 Establish Quorum

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

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## Item 3 Conflict of Interest Declarations

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

#### **Item 4 Recognition of Past Elected Members**

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**Item type:** Administrative

**Result:** BL - Thanks and recognizes Candace Vanin, Duane Braid and Michelle Heffernan for serving on Council.

#### **Item 5 Appoint Secretary**

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**Item type:** Administrative

**Result:** Council appointed the secretary from AIA office staff, Ty Faechner, PAg.

#### **Item 6 Agenda Adoption**

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**Item type:** Administrative

**Main Motion:** LS moved as amended the agenda with additions of items on RC and CC appointments, Council agenda planning cycle, committees for audit and bylaws and discussion on branches/networks.

**Result:** **Carried as amended.**

#### **Item 7 Approve Previous Minutes**

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**Item type:** Administrative

**Attachments:** February 25, 2020 Minutes

**Main Motion:** BL moved to approve as corrected with edits provided by CH and BL.

**Result:** **Carried by unanimous consent.**

#### **Item 8 Old Business Item**

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**Item type:** No Old Business Items

#### **Item 9 Council Education about Parliamentary Procedure**

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**Item type:** Administrative

**Attachments:** 13\_Ranking\_Motions; AIA Edmonton June 3 2020 Powerpoint Presentation; AIA Edmonton June 3 2020 Participant Handout in Sharepoint with guest Pat Knoll

## **Item 10      Council Education about Regulatory Procedure**

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**Item type:**    Administrative

**Attachments:** Modules 1, 2 and 3 in Sharepoint with Cassandra Haraba

## **Item 11      Council Education about Document and Record Storage**

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**Item type:**    Administrative

**Attachments:** Document and record storage process (Sharepoint) with David Lloyd

## **Item 12      Decision about Council Composition**

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**Item type:**    Action

**Attachments:** 2020-21 Council Composition Bylaw 2.7

**Main Motions:** SR moved to nominate AS as the public member for scrutineer in the Council Chair and Council Vice-Chair elections. **Carried.**

AL and DL will act as scrutineers for Council Chair and Council Vice-Chair elections.

SR moved to nominate BL as Council Chair. **Carried.**

BL accepted nomination. SR moved to close nominations. **Carried.**

BL acclaimed as Council Chair for 2020-21.

BL moved to nominate SR as Council Vice-Chair. **Carried.**

SR accepted nomination. BB moved to close nominations. **Carried.**

SR acclaimed as Council Vice-Chair for 2020-21.

## **Item 13      Decision about Branches and Networks**

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**Item type:**    Action

**Attachments:** Branches and Networks

**Main Motion:** CH moved to bring forward item 20 discussion about branches and networks to today, June 3 as item 9 at 4 pm. Carried

CH moved that SR and GK will develop a plan to transparently communicate accountably to regulated members about recent Council decisions concerning the bylaws and return to the whole Council on or before June 15.

**Result:** Carried.

#### **Item 14 Adjournment Day 1**

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**Item type:** Administrative

**Result:** Meeting adjourned at 5:05 pm

#### **Item 15 Call to Order - Day 2**

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**Item type:** Administrative

**Result:** Meeting called to order at 8:37 a.m.

#### **Item 16 Establish Quorum**

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**Item type:** Administrative

**Result:** Quorum established.

#### **Item 17 Conflict of Interest Declarations**

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**Item type:** Administrative

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

#### **Item 18 Decision to Make In-Training Program Rules**

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**Item type:** Statutory Enactment

**Attachments:** In-Training Program Rules Package with Legal and Factual Rationale

**Main Motion:** LS moved that the Council approve the In-Training program recommended in the CEO's report Athabasca University On-line AIA In-Training Program because the recommendation was developed in accordance with the procedures set out in the AIA Bylaws and the Agrology Profession Regulation, and direct the CEO to:

- make arrangements with Athabasca University to deliver the program commencing September 1st, 2020, and
- consider options to address potential cash-flow challenges new entrants might be facing.

**Result:** Carried unanimously.

## **Item 19 Decision to Take Action about Competence Committee**

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**Item type:** Action

**Attachments:** Evidence of compliance with the notification requirements of the December 2016 AIA Bylaws, Article XI. adopting with any final revisions from Council. Evidence of Proposed Competence Committee for 2020 in Sharepoint.

**Main Motion:** SR moves that the Council approve the proposed Competence Committee members for 2020 as recommended by the Registrar as candidates who meet the requirements of the AIA Bylaws and the Agrology Profession Act and Regulation and bring required expertise and professional judgment to the committee table.

**Result:** Carried.

## **Item 20 Decision to Take Action about Registration Committee**

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**Item type:** Action

**Attachments:** Evidence of compliance with the notification requirements of the December 2016 AIA Bylaws, Article XI. adopting with any final revisions from Council. Evidence of Proposed RC Members for 2020 in Sharepoint.

**Main Motion:** SR moves that the Council approve the proposed Registration Committee members for 2020 as recommended by the Registrar as candidates who meet the requirements of the AIA Bylaws and the Agrology Profession Act and Regulation and bring required expertise and professional judgment to the committee table.

**Result:** Carried.

## **Item 21 Information About Annual Institute Report**

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**Item type:** Information

**Attachments:** Annual Institute Report for Minister of Labor provided by David Lloyd as an Institute Statutory requirement, Agrolgy Profession Act, s. 4.

## **Item 22 Decision to Take Action about Council Public Member Annual Institute Report**

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**Item type:** Action

**Main Motion:** BL moves that the AIA Council public members provide a report to the CEO and Council Chair for information purposes for the 2019 year, and that the Public Members provide a yearly report to the CEO and Council for 2020 and subsequent years to be included in the annual report submitted to the Minister of Labour.

**Result:** Carried.

## **Item 23 Decision about Council Oversight of Institute Management – Annual Reports**

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**Item type:** Action

**Attachments:** CEO annual reports for meeting 2 (Bylaws 3.1 and 3.2) (Sharepoint)

**Main Motion:** LS moves that the Council accept the following CEO Meeting 2 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:

- CONTINUITY (Bylaw 3.2.2),
- TREATMENT OF EMPLOYEES (Bylaw 3.2.5),
- TREATMENT OF CONTRACTORS (Bylaw 3.2.6),
- and
- TREATMENT OF VOLUNTEERS (Bylaw 3.2.7).

**Result: Carried.**

**Item 24 Decision about Council Oversight of Institute Management – Quarterly Reports**

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**Item type:** Action

**Attachments:** CEO quarterly reports for meeting 2 (Bylaws 3.1 and 3.2) (Sharepoint):

1. Financial Reporting
2. Expenditures
3. Accounts Receivable
4. Accounts Payable
5. Credit Card Records
6. CEO Expenses
7. Cheques and Signatures
8. Complaints About the Institute

**Main Motion:** BL moves that, because the CEO has provided sufficient evidence of compliance with the Bylaw conditions on the sub-delegation of authority, the Council accept the CEO **Financial** report as confirmation of appropriate Institute management.

**Result: Carried.**

**Main Motion:** BL moves that, because the CEO has provided sufficient evidence of compliance with the Bylaw conditions on the sub-delegation of authority, the Council accept the **Spending** report (Bylaw 3.2.17) as confirmation of appropriate Institute management.

**Result: Carried.**

**Main Motion:** BL moves that, because the CEO has provided sufficient evidence of compliance with the Bylaw conditions on the sub-delegation of authority, the Council accept the **Spending** report (Bylaw 3.2.17) as confirmation of appropriate Institute management.

**Result: Carried.**

**Main Motion:** BL moves that, because the CEO has provided sufficient evidence of compliance with the Bylaw conditions on the sub-delegation of authority, the Council accept the **Collecting** report (Bylaw 3.2.18) as confirmation of appropriate Institute management.

**Result: Carried.**

**Main Motion:** BL moves that, because the CEO has provided sufficient evidence of compliance with the Bylaw conditions on the sub-delegation of authority, the Council accept the **Making Required Payments** report (Bylaw 3.2.19) as confirmation of appropriate Institute management.

**Result: Carried.**

**Main Motion:** BL moves that, because the CEO has provided sufficient evidence of compliance with the Bylaw conditions on the sub-delegation of authority, the Council accepts the **Credit Card** expenditure report (Bylaw 3.2.14) as confirmation of appropriate Institute management.

**Result: Carried.**

**Main Motion:** BL moves that, because the CEO has provided sufficient evidence of compliance with the Bylaw conditions on the sub-delegation of authority, the Council accepts the **CEO Expenses** report (Bylaw 3.2.15) as confirmation of appropriate Institute management.

**Result: Carried.**

**Main Motion:** BL moves that, because the CEO has provided sufficient evidence of compliance with the Bylaw conditions on the sub-delegation of authority, the Council accepts the **Signatories on Cheques** report (Bylaw 3.2.12) as confirmation of appropriate Institute management.

**Result: Carried.**

## **Item 25      Decision about Addressing Complaints about CEO**

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**Item type:** Action

**Attachments:** Bylaw 3.6.4 Addressing Complaints about the CEO.

- 1) If an individual or group desires to lay a complaint against the CEO, the complaint must:
  - a) be submitted in writing to the Council Chair, and

b) include evidence that the complainant has complied with the CEO's policies and procedures for the resolution of individual or group complaints about operational matters.

2) The Council Chair must provide:

a) whole Council with a copy of a written complaint within two clear days after receiving it, and

b) the CEO with ten clear days to respond in writing to whole Council about a complaint.

**Main Motion:** BL moves because the CEO has provided sufficient evidence of compliance with the Bylaw conditions on the sub-delegation of authority, the Council accepts the **Complaints about the Institute** report (Bylaw 3.2.8) as confirmation of appropriate Institute management.

**Result:** Carried.

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## Item 26      Agenda Planning Cycle Dates

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**Item type:** Information

**Results:** Agenda Planning Cycle – dates emailed by BL for Council and are listed below:

Oct 7/8, 2020; Dec 7/8, 2020; Feb 23, 2021; June 15/16, 2021; Oct 5/6, 2021; Dec 7/8, 2021; Feb 22, 2022; June 14/15, 2022; Oct 4/5, 2022; Dec 13/14, 2022; Feb 21, 2023; June 13/14, 2023

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## Item 27      Council Committees for 2020-21

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**Item type:** Administrative

**Results:** Audit Committee for direct inspect – SR, AK, and LS members; meet week of Nov 23 for audit  
Bylaw Committee – CH, GK, JR, BL, SR members

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## Item 28      Adjournment – Day 2

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**Item type:** Administrative

**Result:** Meeting adjourned at 12:45 pm