

# Council Meeting Agenda

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<i>Meeting Number</i>	Meeting 3	Act
<i>Meeting Type</i>	Quarterly	Regs
<i>Date</i>	October 7-8, 2020	Bylaws
<i>Time</i>	Day 1: 8:30 a.m. – 5:15 p.m. Day 2: 8:30 a.m. – noon	Planning Cycle
<i>Location of Meeting</i>	Zoom Meeting	

*Location of Sharepoint Supporting Documents:* Accompany each item.

*Motions:* Accompany each item.

**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.

# Day 1 - October 7, 2020, 8:30 a.m. - 5:15 p.m.

Item	Time	Description	Presenter, Category	Supporting Documents in Sharepoint
<b>Call to Order</b>				
1	8:30 a.m.	<b>Call to Order; Introductions</b>	<i>Chair</i> Administrative	
2		<b>Establish quorum</b>	<i>Chair</i> Administrative	
3		<b>Conflict of Interest Declarations</b>	<i>Chair</i> Administrative	
4		<p><b>Adopt Agenda</b></p> <p><i>Form of motion -</i></p> <p>AB moves that the Council adopt the October 7-8 Agenda as presented.</p> <p><b>OR</b></p> <p>AB moves that the Council accept the June 2020 Minutes with the following changes to the order:...</p>	<i>Chair</i> Administrative	<p><b>TO READ</b></p> <p><b>Oct 2020 Agenda</b></p> <p><i>Shared Documents/Council Meetings/2020 Mtg 3 Oct 7-8/Council Agenda</i></p>
5		<p><b>Adopt Previous Minutes</b></p> <p><i>Form of motion -</i></p> <p>AB moves that the Council accept the June 2020 Minutes as correct.</p> <p><b>OR</b></p> <p>AB moves that the Council accept the June 2020 Minutes with the following corrections:.....</p>	<i>Chair</i> Administrative	<p><b>TO READ</b></p> <p><b>June 2020 Minutes</b></p> <p><i>Shared Documents/Council Meetings/2020 Mtg 3 Oct 7-8/Council Minutes</i></p>

## Council Training (Bylaw 2.5)

<b>6</b>	9:00 a.m.	<b>Developments in Regulation</b>	<i>Richard Dixon</i> Council Training	
<b>7</b>	10:00 a.m.	<b>Break</b>	<i>Chair</i>	
<b>8</b>	10:30 a.m.	<b>Practice Standards – Use and Adoption</b>	<i>Les Fuller</i> Council Training	<p><b>TO READ</b></p> <p><b>2020 Council Briefing Note - Practice Standard Adoption Protocol</b></p> <p><i>Shared Documents/Council Education/2020 Mtg 3 Oct 7-8</i></p>
<b>9</b>	11:30 a.m.	<b>Lunch</b>	<i>Chair</i>	

## Council Statutory Decisions

<b>10</b>	1:00 p.m.	<b>Visiting Register Fee</b>	<i>David Lloyd</i> Decision	<p><b>TO READ</b></p> <p><b>Council Briefing Note – Visiting Register Fee</b></p> <p><i>Shared Documents/Statutory Decisions/2020 Mtg 3 Oct 7-8</i></p>
<b>11</b>	1:15 p.m.	<p><b>Adopting Practice Standards: <i>Land Conservation and Management</i></b></p> <p><b><i>Form of motion -</i></b></p> <p>AB 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</p>	<i>David Lloyd</i> Statutory Decision to Adopt	<p><b>TO READ</b></p> <p><b>Land Conservation and Management Practice Standard Package</b></p> <ol style="list-style-type: none"> <li>1. Land Conservation and Management Practice Standard</li> <li>2. LCM PS Checklist</li> <li>3. LCM PS Competence Committee Comments</li> </ol>

		<p>Bylaws, and the Council has reviewed and considered the comments received in reviews in accordance with the <i>Agrology Profession Act</i>, section 106.</p> <p><b>Carried by 75% of the Council OR Adopted by unanimous consent.</b></p>		<p>4. LCM PS Member Comments</p> <p>5. LCM PS Senior Member Comments</p> <p>6. LCM PS Minister Comments</p> <p><i>Shared Documents/Statutory Decisions/2020 Mtg 3 Oct 7-8</i></p>
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**Council Oversight of Institute Management:  
CEO Annual Reports for Meeting 3 (Bylaws 3.1 and 3.2)**

12	1:30 p.m.	<p><b>Meeting 3 Quarterly Management Reports</b></p> <p><i>Forms of motion -</i> <b>INSUFFICIENT EVIDENCE:</b></p> <p>AB moves that, for Report X (Bylaw Y), the CEO provide the Chair with evidence of Z by Date.</p> <p><b>NON-COMPLIANCE:</b></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><b>COMPLIANCE:</b></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>	<p><i>David Lloyd</i> Decision to Accept</p>	<p><b>TO READ</b></p> <p><b>Management Reports on Institute Operations - Backgrounder 2020</b></p> <p><i>Shared Documents/Council Education/2020 Mtg 3 Oct 7-8</i></p> <p><b>Quarterly Reports:</b></p> <ol style="list-style-type: none"> <li>1. Financial Targets (Bylaw 3.2.10)</li> <li>2. Spending (Bylaw 3.2.17)</li> <li>3. Collecting (Bylaw 3.2.18)</li> <li>4. Making Required Payments (Bylaws 3.2.19)</li> <li>5. Credit Card Records (Bylaw 3.2.14)</li> <li>6. CEO Expenses (Bylaw 3.2.15)</li> <li>7. Complaints About the Institute (Bylaw 3.2.8)</li> </ol>
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<b>13</b>	2:00 p.m.	<b>Break</b>	<i>Chair</i>	
<b>14</b>	2:15 p.m.	<p><b>Meeting 3 Management Reports: Money Matters</b></p> <p><i>Forms of motion -</i></p> <p><b>INSUFFICIENT EVIDENCE:</b></p> <p>AB moves that, for Report X (Bylaw Y), the CEO provide the Chair with evidence of Z by Date.</p> <p><b>NON-COMPLIANCE:</b></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><b>COMPLIANCE:</b></p> <p>AB 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</p>	<p><i>David Lloyd</i></p> <p>Decision to Accept</p>	<p><b>TO READ</b></p> <p><b>Meeting 3 Reports: Money Matters</b></p> <ol style="list-style-type: none"> <li>1. Assets (Property) (Bylaw 3.2.22)</li> <li>2. Banking (Bylaw 3.2.11)</li> <li>3. E-Transfers (Bylaw 3.2.13)</li> <li>4. Insurance (3.2.23)</li> <li>5. Maintaining Funds (3.2.20)</li> </ol> <p><i>Shared Documents/Institute Operations/2020 Mtg 3 Oct 7-8/CEO Reports</i></p>

		sub-delegation of authority to the CEO: 1. Assets (Property) (Bylaw 3.2.22) 2. Banking (Bylaw 3.2.11) 3. E-Transfers (Bylaw 3.2.13) 4. Insurance (3.2.23) 5. Maintaining Funds (3.2.20) 6. Signing Authority (3.2.12)		
15	3:30 p.m.	<b>Break</b>	<i>Chair</i>	
16	4:00 p.m.	<b>Finalize reports if time is required.</b>	<i>David Lloyd</i> Decision to Accept	
17	4:30 p.m.	<b>Adjournment</b>	<i>Chair</i>	

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

Item	Time	Description	Presenter, Category	Attachments
<b>Call to Order</b>				
15	8:30 a.m.	Call to Order	<i>Chair</i> Administrative	
		Establish quorum	<i>Chair</i> Administrative	
<b>Council Strategic Planning</b>				
16	8:45 a.m.	<b>AIA Council Strategic Planning</b>	<i>David Lloyd</i> Review, amend and either adopt or postpone to December meeting	<b>TO READ</b> <b>2021-24 Strategic Plan for Council Review</b>

				<i>Shared Documents/Strategic Planning</i>
<b>17</b>	10:00 a.m.	Break	<i>Chair</i>	
<b>18</b>	10:30 a.m.	<b>CEO Updates</b>	<i>David Lloyd Information Items</i>	<i>Shared Documents/Institute Operations/2020 Mtg 3 Oct 7-8/CEO Updates</i>
<b>19</b>	11:15 a.m.	<b>Opening the Chair and Vice-Chair to RTAgs</b>	<i>Chair Decision</i>	
<b>20</b>	11:45 a.m.	<b>Council Self-Evaluation</b>	<i>Chair</i>	
<b>21</b>	<b>12:00 p.m.</b>	<b>Adjournment</b>	<b><i>Chair</i></b>	