



Alberta Assessors' Association

P: 780 483 4222 || F: 780 487 7505 || E: membership@assessor.ab.ca  
10555 172 Street, Edmonton AB T5S 1P1

## Notice of Annual General Meeting

**Date:** March 3, 2025  
**To:** All Alberta Assessors' Association Members  
**Subject:** Notice of Annual General Meeting (AGM)

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Pursuant to AAA Bylaws 26 and 28, this will serve to advise the membership of the:

**Annual General Meeting**  
**Alberta Assessors' Association**  
2:45 p.m. Thursday, April 3, 2025  
Fantasyland Hotel Ballroom – 17700 87 Ave. NW, Edmonton

Please note that a quorum of **20% of the regulated membership** (Candidates and AMAA members) is required to proceed with the meeting. Additionally, only **regulated members** may vote.

Attached, you will find:

- **Notice to Membership: Amendment to Association Bylaws**
- **Agenda for the Meeting**
- **Unapproved Minutes of the 2024 Annual General Meeting**

The annual report will be made available on the Association's website under the meetings tab closer to the AGM.

We look forward to your attendance and to a very productive meeting.

Thank you,

Cate Watt, AMAA  
President 2024-2025



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## Notice to Membership: Amendment to Association Bylaws

As part of our commitment to transparency and continuous improvement, the Executive Committee identified an error during a review of the bylaws. It appears that a motioned amendment from 2017 was never properly updated at Corporate Registry. To correct this oversight, we are proposing the same amendment to our bylaws. The existing language in section 9(1)(c) has been shown with a red strikethrough and the proposed new text is shown in blue for clarity.

The following amendment will be brought forward for approval at the Alberta Assessors' Association Annual General Meeting (AGM) on April 3, 2025, at the Fantasyland Hotel Ballroom in Edmonton, AB.

### Proposed Bylaw Amendment:

BE IT RESOLVED THAT the following AAA Bylaw be amended to ensure consistency with current governance and operational practices:

#### **President 9(1)(c)**

##### **President**

##### *President*

*9(1) The President shall, subject to the Act, the Regulation and these bylaws:*

*(a) be the Chair of the Executive Committee and preside at all meetings of the Executive Committee;*

*(b) appoint the Chair for all committees, except the Nominating Committee;*

*(c) appoint the members to all committees, as vacancies occur;*

*(c) ~~appoint the members to all committees~~ prepare and present to the Executive Committee a list of members for discretionary and statutory committees, as vacancies occur;*

*(d) perform such other duties as may from time to time be assigned to the President by the Executive*

*Committee; and*



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## **Annual General Meeting Agenda**

2:45 p.m. Thursday, April 3, 2025

Fantasyland Hotel Ballroom – 17700 87 Ave NW, Edmonton

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- 1. Call to Order**
- 2. Declaration of Quorum (20% of Regulated Membership Count)**
- 3. Approval of Agenda**
- 4. Approval of Minutes of 2024 Annual General Meeting – April 11**
- 5. Amendment to Association Bylaws**
- 6. Recognition and Acknowledgments**
- 7. Departing Executive Members**
  - Member Long Service Recognition
  - Moment of Silence for Members Passed On
- 8. Association Committee Reports and Elections**
  - President's Report
  - Committee Reports
    - Practice Review Committee
    - Discipline Committee
    - Communications Committee
    - Registration Committee
- 9. Presentations – Newly Accredited Members**
- 10. Financial Director's Report**
- 11. Election of Officers**
  - President Elect
  - Vice President
  - Rural Director
- 12. New Business**

Items of business arising from the floor of the Assembly are referred to the Executive Committee with a report provided at a later date.
- 13. Adjournment**



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## Minutes Annual General Meeting

Thursday, April 11, 2024

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*The Alberta Assessors' Association held its Annual General Meeting, in accordance with Association Bylaws s.26(1), on the date noted above in the Cavalier Ballroom of the Sheraton Cavalier Calgary Hotel in Calgary Alberta.*

### **CALL TO ORDER**

The President called the meeting to order at 2:17 p.m.

### **DECLARATION OF QUORUM (20% OF REGULATED MEMBERSHIP COUNT)**

The Parliamentarian declared quorum with 41% of the regulated membership present.

### **APPROVAL OF AGENDA**

L.CHUTE/A.DAO MOVED THAT the agenda be approved.  
CARRIED

### **APPROVAL OF MINUTES OF 2023 ANNUAL MEETING – APRIL 20**

M.KRIEGER/J.MCKINNON MOVED THAT the Minutes of the Annual General Meeting held on April 20, 2023 be approved.  
CARRIED UNANIMOUSLY

### **RECOGNITION AND ACKNOWLEDGEMENTS**

Members departing from the Executive Committee and receiving recognition were Past President Travis Lantz AMAA; Vice President Tessa Brady, AMAA; Urban Director Troy Birtles, AMAA.

Seventeen members achieving long service milestones of 25, 30, 40, 45 and 50 years were recognized, and silence was held for a moment in memory of members who have passed.

### **ASSOCIATION COMMITTEE REPORTS AND ELECTIONS**

The President informed members that committee reports would not be read aloud during the presentation. Instead, members were encouraged to review the written reports and direct any questions to the respective Committee Chairs as each report and Chair were introduced. An omnibus motion to accept all reports would be considered at the end of the reporting period.

The President spoke about the Executive Committee's commitment to providing high-quality education opportunities, cultivating membership engagement and growth, strengthening external relationships, advocating for the profession, and enhancing the financial stability of the



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Association. She also highlighted the continued progress of the partnership with the Institute of Municipal Assessors, as well as the ongoing collaboration with Alberta Municipalities, Rural Municipalities of Alberta, and Municipal Affairs.

In closing, the President expressed her appreciation for the dedication, skill, and support of both the Executive Director and the Executive Committee, acknowledging their efforts and guidance throughout her presidential term.

### **Committee Report Highlights**

- The Practice Review Committee's planned 2023 Conference brought well over 230 delegates together, in Edmonton. Fall Education Symposium, in Medicine Hat had over 70 attendees discussing current events and touring sites. A collaboration with IPTI on development of a PAAH Manual slated for release in 2024.
- The Discipline Committee Chair has had a quietly successful year with no issues brought to its attention.
- LPC took a deep dive into the future impacts of Bill 23.
- The Communications Committee enhanced the association's online presence by maintaining the website and using LinkedIn to share industry news, member achievements, and event promotions. Regular newsletters with expert articles provided valuable insights for members.
- The Registration Committee met its mandate of considering all membership applications and change requests, including 12 new accreditations, 20 new Candidate memberships, 5 new associates, 1 AMAA, Ret and 4 cancellations.
- The Examination Sub-Committee conducted 12 examinations and reviewed 12 demonstration reports

N.THIBEAULT/A.SVENNES MOVED THAT the President and Committee reports be received.  
CARRIED.

### **PRESENTATIONS - NEWLY ACCREDITED MEMBERS**

Twelve members received their accreditation certificates and framed code of conduct and ethics.

### **FINANCIAL DIRECTOR'S REPORT**

Referring to the Financial Statements prepared by Metrix Group LLP, the Financial Director reported that the operational budget that is approved by the Executive Committee on an annual basis must ensure that costs do not exceed revenues and are sufficient for financial stability. In 2023, the Executive approved a budget with a \$1,539 surplus.



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The 2023 year-end financial review statement of operations ended up with a deficit of \$23,129. At the This deficit was due to staffing changes and associated salary commitments and compensation. The deficit was easily absorbed with our operating funds.

M.KRIM/R.BOUTIN MOVED THAT the Financial Report be received and that members Brad Hurt, AMAA and Darcy Geseron, AMAA be appointed auditors for the membership.  
CARRIED.

### **STEERING COMMITTEE UPDATE**

Rural director Steven Toews provided a brief update on the Assessment Model Review steering committees.

### **NOMINATING COMMITTEE REPORT – ELECTION OF OFFICERS**

The Chair of the Nominating Committee, Travis Lantz, outlined the process as follows:

- Nominees for each vacancy will be presented one at a time, starting with the candidate from the Nominating Committee
- The floor will then be opened for Nominations for each separately
- Reminder if you are in room, please stand, say your name and who you are nominating.
- Also, a reminder that any member bringing forward a member's name for a position needs to affirm that he or she has that person's permission.
- Three calls for nominations will occur for each vacant position before we move on to the next position.
- At the end of three calls for each position, we will wait an additional 15 seconds before closing the nominations this pause after each nomination and at the end to allow for any late breaking texts or Chat messages.
- A single motion to close all nominations will occur 15 seconds AFTER all nominees for all positions have been presented
- Members will vote to close all the nominations.
- If no nominations from the floor have occurred, nominee(s) will be declared Acclaimed.
- If an election for any position is required, there will be a short delay as names are typed into the Slido app for voting.



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### **President Elect**

The Candidate presented by the Nominating Committee for the position of President Elect, was Troy Birtles, AMAA.

The Nominating Committee Chair called for nominations a second and third time.

### **Vice President**

Moving on to Vice President, the Nominating Committee nominated Mike Krieger, AMAA. A second and third call for nominations was made.

### **Urban Director**

The Nominating Committee presented Laurie Hodge, AMAA, as its nominee for Urban Director.

Following a second and third call for nominations to the position of Urban Director, the Nominating Committee Chair called for a motion to close nominations.

D.KLEM/A.SVENNES MOVED THAT nominations cease for the positions of President Elect, Vice President and Urban Director.  
CARRIED.

The Nominating Committee Chair declared all nominees acclaimed and invited each nominee the opportunity to introduce themselves to the assembled members.

### **NEW BUSINESS**

President Burnand advised members that any new business arising from the assembled members will be referred to the Executive Committee. Any item or issue not within the Executive's jurisdiction will return to the assembly the following year.

### **ADJOURNMENT**

B.BOOMER/B.TIPTON MOVED THAT the 2024 Annual General Meeting be adjourned.  
CARRIED.

The meeting adjourned at 3:43 p.m.