



**Date:** April 1, 2022  
**To:** All Alberta Assessors' Association Members  
**Subject:** Notice of Annual General Meeting (AGM)

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

**Annual General Meeting of the Alberta Assessors' Association,  
2:00 p.m. Tuesday, April 12, 2022  
via webcast**

All members are invited to attend. A quorum of 20% of the regulated membership (Candidates and AMAA) members is necessary to hold this meeting.

Attached to this Notice is the Agenda for the meeting, the Unapproved Minutes of the 2020 Annual General Meeting and the Nominating Committee Report. The 2022 Annual Report and 2021 Financial Statements are posted on the Association's secure website in the Meetings/AGM section. Please review these documents in advance of the AGM. We ask also, in the event you have questions, to submit same to [info@assessor.ab.ca](mailto:info@assessor.ab.ca) prior to the day of the AGM meeting in order that we can better manage time and technology during the meeting.

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

Thank you,

Daniel Lidgren, AMAA, AACI, P.App  
President 2021-2022

Attachments



## Annual General Meeting Agenda

April 12, 2022 (Tuesday)  
Webcast videoconference

Item	To Speak
<b>1.0 Call to Order</b>	President
<b>2.0 Declaration of Quorum (20% of Regulated membership)</b>	President
<b>3.0 Adoption of Agenda</b>	President
<b>4.0 Adoption of AGM Minutes of May 14, 2020</b>	President
<b>5.0 Association Committee Reports and Elections</b>	President
President's Report	President
Financial Director's Report	Financial Director
Questions:	
Registration Committee Report	
Practice Review Committee Report	
Discipline Committee Report	
Legislative Policy Committee Report	
Marketing Communications and Public Relations Committee Report	
<b>6.0 Election of Officers and Directors</b>	
• President-Elect	President
• Vice President	
• Urban Director	
• Financial Director	
<b>7.0 New Business</b>	
<i>Items arising from the floor of the assembly are referred to the Executive Committee with a report provided at a later date.</i>	
<b>8.0 Adjournment</b>	



## 61th Annual General Meeting Minutes

April 28, 2021  
Alberta Webcast

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*The Alberta Assessors' Association held its Annual General Meeting, in accordance with Association Bylaws s.26(1), on this day via videoconference webcast.*

**Members Present: 198 at 11:10 a.m. (at declaration of quorum), 235 final count**  
*(A list of voting attendees is available from the Association office)*

### **CALL TO ORDER**

President Powell called the meeting to order at 11:08 a.m., thanking members for attending the 61<sup>st</sup> annual general meeting via Webex. President Powell then reviewed meeting procedures, including the processes for asking questions and the Slide-O application for voting. C. Zukiwski was introduced as Parliamentarian.

### **DECLARATION OF QUORUM**

160 members had pre-registered; 198 were present at the President's call to order representing 37% of the current regulated membership were present; quorum is declared as more than 20% of the regulated membership was in attendance according to Association Bylaws s.29.

### **ADOPTON OF AGENDA**

V. POWELL/M.ARNOLD THAT the agenda be approved.  
CARRIED.

### **ADOPTION OF AGM MINUTES OF May 14, 2020**

N.THIBEAULT/B.ANDERSEN MOVED THAT the Minutes of the May 14, 2020 Annual General Meeting of the Alberta Assessors' Association be approved  
CARRIED.

### **RECOGNITION**

President Powell acknowledged members newly accredited in 2020, members who achieved long service benchmarks in 2020 and members who served as volunteers noting that the Association regrets that pandemic restrictions make in-person recognition of achievements impossible, but will hopefully make up any lapses in 2022.

### **ASSOCIATION COMMITTEE REPORTS**

#### **President's Report**

The President advised members that the Committee reports would not be read during the presentation. Members were instead encouraged to refer to the written report and ask questions of the Committee Chairs on any matter as each Committee's report and Chair were introduced. As well, an omnibus motion to accept all reports would be considered at the end of reporting.



Referring to his written report, President Powell acknowledged, with thanks, members of the Executive Committee, staff and volunteers for the work and progress made on initiatives throughout the year in pursuit of the Association's objectives including:

- Health and safety of administration, committees and membership
- Financial stability of the association
- Educational opportunities through online delivery
- Enhance communications with partners and members
- Collaborate with partners to strengthen association and industry

President Powell also addressed the Association's involvement in the review of the Professional and Occupational Associations Registration Act and the requirement to remain within or reapply for membership. The Association is preparing its review report for a May 7 deadline.

Also of note, was the recently signed Memorandum of Understanding between the Association and the Ontario Institute of Municipal Assessors that will develop a process towards collaboration on labour mobility, unified standards of practice and enhanced professional development.

#### **Financial Director's Report**

Referring to the Financial Statements for the Year Ended November 30, 2020, prepared by The Metrix Group, the Financial Director reported that the Association had Assets and Liabilities of \$673,301. The year ended with revenues and expenses of \$264,300 and 256,842 respectively for an anticipated small operating surplus. The Association is in reasonably good financial health, but the impact of the pandemic, retirements and municipal recovery budgets will continue to be challenging.

M.KRIM/S.POWELL MOVED THAT the Financial Statements, as reviewed by The Metrix Group, LLP and presented to the assembly for the year ending November 30, 2020 be received and that members Gail Butz, AMAA and Rob Kotchon, AMAA be appointed auditors for the membership.  
CARRIED.

#### **Registration Committee**

Chairman Powell was present for question. As reported, the Committee met its mandate of considering all membership applications and change requests, including 18 new accreditations, 11 new Candidate memberships, 2 new students, 5 AMAA, Ret and 7 cancellations. The Examination Sub-Committee created a process for video conferenced oral examinations and conducted 18 examinations and reviewed 19 demonstration reports.

#### **Practice Review Committee**

The assembled members were referred to the written Annual Report of the Practice Review Committee whose main task is creating annual professional development programs, among other things. With Chairman Burnand available for questions, it was reported that the Practice Review Committee moved quickly to work within the pandemic restrictions to create an online education program for the final year of the 2016-2020 re-certification cycle which was well-received by members.



### **Discipline Committee**

Members were referred to the written Annual Report for additional information. Throughout the year, the Committee's Investigative Team investigated two complaints and submitted reports to the Chair. The complaints were ultimately dismissed by the Chair and the dismissals were not appealed. The Chair, Ron Van Dam, was present and available for questions.

### **Legislative Policy Committee**

Chairman Mike Arnold was present and available for questions. As reported The Legislative Policy Committee is reviewing legislation, guidelines and Court decisions related to the exchange of assessment information and has reviewed changes to the Real Estate Act and the "Streamlining Professional Legislation" as planned amendments to the Professional and Occupational Association's Registration Act.

### **Marketing, Communications and Public Relations Committee**

The Marketing, Communications and Public Relations Committee, known as MCPR, continued its activities from the previous year, monitoring the website upgrades, reviewing print promotional material and assisting the Executive Committee as directed.

S. POWELL/K.BURNAND MOVED THAT the President's Report and all Committee reports be received.  
CARRIED UNANIMOUSLY

### **ELECTION OF OFFICERS**

The Chair of the Nominating Committee, Stephen Leroux, outlined the process as follows:

1. *Nominees for each vacancy will be presented one at a time, beginning with the Nominating Committee's nominee*
2. *The floor will then be opened for Nominations for each position at a time.*
3. *Reminder to use the Chat icon for nominations. The Chat icon looks like a comic speech bubble.*
4. *Any member bringing forward a member's name for a position needs to affirm that he or she has that person's permission.*
5. *Three calls for nominations will occur for each vacant position and before we move on to the next position.*
6. *If anyone is having tech issues and wants to nominate, text the Executive Director at 780-307-9319 or email [pali@productionworld.ca](mailto:pali@productionworld.ca)*
7. *At the end of three calls for each position, we will wait and additional 30 seconds before moving to the next position in case there are tech issues*
8. *We will not close nominations for any position until all three calls for all positions have occurred.*
9. *A single motion to close all nominations will occur 30 seconds AFTER all nominees for all positions have been presented*
10. *Members will vote to close all the nominations.*
11. *If no nominations have occurred, nominee(s) will be declared Acclaimed.*
12. *If an election for any position is required, there will be a short delay as names are typed into the Slide-O app for voting before members use the Live Poll button in the Alberta Assessors' April 28 App to vote for their preferred candidate..*

### **Nominating Committee Report – President Elect Election**

The candidate presented by the Nominating Committee for President-Elect was Travis Lantz, AMAA.



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

**Nominating Committee – Election for the Vice-President Position**

The Nominating Committee Chair introduced Karen Burnand, AMAA as the candidate for the Vice-President position and called for nominations from the floor.

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

**Nominating Committee – Rural Director**

The Chair of the Nominating Committee presented Steven Toews, AMAA; as nominee for the position of Rural Director.

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

S.LEROUX/A.SVENNES MOVED THAT nominations for all positions close.  
CARRIED UNANIMOUSLY.

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

**NEW BUSINESS**

President Powell 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.

No new business was introduced from the floor.

**ADJOURNMENT**

D.KLEM/O.GOLINOWSKI MOVED THAT the 2020 Annual General Meeting be adjourned.  
CARRIED.

The meeting adjourned at 12:20 p.m.

## Nominating Committee Report

The positions open for election for 2022-2023 are:

- President-Elect (three-year term)
- Vice-President (one-year term)
- Urban Director (two-year term)
- Financial Director (two year term)

The current nominees for the 3 vacant Executive Committee positions are:

<b>President Elect</b>	<b>Vice President</b>	<b>Urban Director</b>	<b>Financial Director</b>
Karen Burnand, AMAA	Tessa Brady, AMAA	Troy Birtles, AMAA	Mike Krim, AMAA

I would like to thank the above members for coming forward to serve on the Association's Executive Committee. All members are reminded that nominations may be accepted from the floor at the time the nominations open during the AGM.

Respectfully submitted,

Scott Powell, AMAA  
Chair, Nominating Committee