



Meeting of the Board of Directors

Friday, October 3, 2025,

Richmond Oval-6111 River Road

**Land Acknowledgement & PGA Presentation
by Brock: 1:00-1:30 PM**

Regular Business 1:30 pm – 5:00 pm

Dinner at 6:00 pm at Free Bird Restaurant

Saturday, October 4, 2025

Richmond Oval-6111 River Road

Regular Business: 9:00 am – 4:00 pm

Registrant Board Members

Regional Electoral District 1

Regional Electoral District 2

Regional Electoral District 3

Rebecca Martin, PAg (Past Chair); Julie Robinson, PAg;

Theresa Loewen, PAg;

Warren Mills, PAg (Vice Chair); Yasemin Parkinson, PAg (Chair); Faye Hirshfield, PAg;

Lay Board Members

Brock Endean; Guy Chartier; Richard Simpson;

BCIA Staff

Jennifer Lawrence MAL, CEO and Registrar

Andrea Gunner, Deputy Registrar: Practice

Laurena Olsen, Deputy Registrar: Registration

Janelle Snowden, Governance Secretary and Office Manager (recorder)

Regrets

Betsy Gibbons; (lay Board Member); Catherine Hayes, PAg;

MINUTES*

1. CALL TO ORDER

1.1 Agreement on the Agenda

The Chair called the meeting to order at 1:57 pm on Friday, October 3, 2025, and confirmed quorum was met, which included at least one Lay Board Member present. The Chair welcomed the new Board Members.

The Chair referred the Board to the agenda circulated in advance of the meeting.

BE IT RESOLVED THAT the Board adopts the agenda as presented.

Carried

1.2 Review of Conflict of Interest

No conflicts were noted.

1.3 Board Role and Objectives

The Chair provided a brief overview of the role of the Board and reminded them to refer to the guiding principles set out in the Strategic Plan when making decisions.

1.4 May Board Meeting Evaluation

The Chair provided a brief summary of the May Board meeting evaluation survey results and requested that Board Members complete the meeting evaluation survey in a timely manner. A link for the October survey will be circulated at the end of the meeting and anyone experiencing difficulties in accessing the survey is asked to contact the Governance Secretary for assistance.

1.5 Review of Action Items

The Chair reviewed the Action Summary tracker. The list was updated accordingly.

2. CONSENT AGENDA

The Board reviewed the items of the Consent Agenda, which were posted in advance of the meeting.

BE IT RESOLVED THAT the Board accepts the Consent Agenda as presented.

Carried

3. STANDING ITEMS

3.1 Financial Update

The Chair of the Financial Working Group shared a brief slide presentation that summarized BCIA's current financial status and advised that BCIA has robust financial policies and systems in place, along with strong staffing support.

The CEO referred the Board to the financial statements prepared by MNP and posted in advance of the meeting. The CEO advised that BCIA was on track to end the fiscal year with a surplus of revenue. The CEO noted that any potential legal expenses in the event a disciplinary hearing occurs would be incurred in the next fiscal year.

BE IT RESOLVED THAT the Board reviews and approves the financial documents for the period ending August 31, 2025, as recommended by the Financial Working Group.

Carried

3.2 CEO/Registrar Update

The CEO referred the Board to the report posted in advance of the meeting. The CEO advised that investigation into the significant complaint has now concluded, and a final outcome is pending the Respondent's response to the investigative report by October 10. In the event that the Investigation Panel determines to issue a citation for a disciplinary hearing, the 2026 budget may be impacted. The CEO also advised that meetings with the provincial government regarding Bills 13 and 15 are ongoing.

ACTION: *The Board requested the CEO extend an invitation to Kate, Superintendent at OSPG, to attend a portion of the May Board meeting.*

BE IT RESOLVED THAT the Board move to an in-camera session at 2:39 pm on Friday, October 3, 2025.

Carried

5. NEW BUSINESS

5.1 Proposed 2026 Budget

In accordance with BCIA Bylaw 6(e), this item was discussed in camera.

BE IT RESOLVED THAT the Board approves the recommendation by the Financial Working Group to approve a 3% increase (rounded to the nearest five dollars) to all registration fees for 2026.

Carried

ACTION: *Include summary of other PGA regulators' registration fees for information in next year's fee review and to share any information for 2026 with the Board at its December meeting.*

4. UNFINISHED BUSINESS

4.1 Branch Allocation Proposal

In accordance with BCIA Bylaw 6(e), this item was discussed in camera.

BE IT RESOLVED THAT the Board approves Option 2 as presented.

Carried

BE IT RESOLVED THAT the Board return to an open meeting and to bring forward any motions from the in-camera session at 3:59 pm on Friday, October 3, 2025.

Carried

5.11 BCIA Scholarship

The Chair referred to the materials posted in advance of the meeting. The Board reviewed the history of the BCIA scholarship and the process in which it was awarded. They noted that a recommendation by the Credentials Committee had previously been made to add a third scholarship to be awarded to a Diploma graduate.

BE IT RESOLVED THAT the Board has determined to continue the suspension of the BCIA Scholarships and directs Staff to prepare a proposal to the Board that reimagines their alignment with the Strategic Plan for review at a future meeting.

Carried

ACTION: Staff to review how other PGA Regulatory bodies manage their scholarships, including their assessment criteria and develop options for the Board to review at a future meeting.

5.12 Draft 2026 Board Meeting Schedule

The Chair referred to the draft 2026 Board Meeting Schedule circulated in advance of the meeting.

BE IT RESOLVED THAT the Board approves the draft 2026 Board Meeting schedule as amended.

Carried

ACTION: Legend to be added to the 2026 Board Meeting Schedule.

OSPG to be extended an invitation to attend a portion of the May 2026 Meeting.

5.13 BCIA 2026 Symposium

The CEO provided an overview of the recently conducted survey regarding a BCIA hosted symposium in 2026. The Board discussed the difficulties in maintaining engagement with attendees of a full-day event. A suggestion to consider offering a series over shorter sessions, perhaps over a lunch hour over the course of a week or successive Fridays.

BE IT RESOLVED THAT the Board approves the recommendation to offer a virtual professional development opportunity in Fall of 2026 that offers a program with complementary topics that can be directly related to BCIA's regulatory mandate.

Carried

ACTION: Staff to organize the delivery of a virtual professional development opportunity for Fall 2026.

BE IT RESOLVED THAT the Board suspends the meeting at 4:35 pm on Friday, October 3, 2025, until 9 am on Saturday, October 4, 2025.

Carried

The Board Chair called the meeting back to order at 9:07 am on Saturday, October 4, 2025.

3. STANDING ITEMS (Continued)

3.3 Bylaw Update Project

The CEO referred to the updated project plan circulated in advance of the meeting. The CEO advised that one of the most significant changes to the Bylaws that the Board will see is the regrouping of the all the bylaws related to Board Governance in one section, rather than spread out as in the current bylaws. The CEO also advised that Indigenous representatives would be included in the expert/external group consultation process.

3.4 Practice Area Project

The Deputy Registrar: Practice referred to the documents circulated in advance of the meeting. She provided additional background information on the environmental scan and the focus group consultation process. Additionally, she provided to context to the decision process of determining the core changes outlined in the project plan. The Board engaged in a robust dialogue of the recommendations contained within the materials circulated and expressed their supportive of those recommendations pending further consultation and consideration as the project progresses.

4. UNFINISHED BUSINESS (Continued)

4.2 Governance Manual

The Chair noted that this item was being deferred. The CEO advised that in addition to completing a review by an external expert to ensure the principles of Indigenous Cultural Safety and Humility and EDI are included in the Governance Manual, it was felt that the Board should have the opportunity to review all the newly drafted Board policies prior to the final approval of the Governance Manual in case any additional amendments arise

4.3 Indigenous Reconciliation Cultural Safety and Humility

The CEO advised that at its last meeting, the Board determined not to appoint an Indigenous Reconciliation Working Group at that time.

5. UNFINISHED BUSINESS (Continued)

5.2 Election of Board Vice Chair

The Chair provided a reminder that Warren Mill's term on the Board and as Vice Chair will end at the next BCIA AGM. As such the Board needs to consider its options for the election of a new Vice Chair, in accordance with section 50 (a) of the BCIA bylaws. The Chair asked that any elected Board members considering putting their name forward for the role of Vice Chair reach out to her or the CEO for more information about the responsibilities of the Vice Chair.

A suggestion was made to consider providing a stipend to the Board Chair, Vice Chair, Working Group and Committee Chairs in recognition of the additional time and responsibilities they undertake in their roles.

ACTION: CEO and FWG to examine draft 2026 budget in consideration of providing a stipend to the Board Chair and Vice Chair, Working Group and Committee Chairs.

5.3 Updated Financial Working Group Terms of Reference

The Chair referred the Board to the amended Terms of Reference posted in advance of the meeting. The Chair of the Financial Working Group (the "FWG:") advised that at the request of the Board at their May meeting, the Terms of Reference were amended to align with the structure of all other Terms of Reference.

BE IT RESOLVED THAT the Board approves the Financial Working Group Terms of Reference as amended.

Carried

5.4 Board Governance Working Group Terms of Reference

The Chair referred the Board to the amended Terms of Reference posted in advance of the meeting. The CEO advised that the Board Governance Working Group (the "BGWG") had made an amendment at section 3 a). An additional amendment at 3f) was identified.

BE IT RESOLVED THAT the Board approves the Board Governance Working Group Terms of Reference as amended.

Carried

ACTION: Staff to amend the BGWG Terms of Reference as directed.

5.5 Committee Appointments

The Chair referred the Board to the document posted in advance of the meeting. The CEO advised that in light of the recently updated Committee Terms of References (“TOR”) which included new appointment terms to run from January 1 to December 31, and to stagger terms of appointment to minimize committee turnover at the end of each year, and additionally, they no longer allow concurrent committee appointments, Nomination Committee reviewed all current Committee memberships and terms of appointment and submitted a number of appointment recommendations for approval by the Board.

BE RESOLVED THAT the Nomination Committee recommends to the Board to repeal all standing committee appointments and reappoint all existing committee members to the same committees with term effective September 16 to December 31, 2025; and

BE IT RESOLVED THAT the Nomination Committee recommends to the Board to appoint Nicole Pressey, Eveline Woltersen, and Ashley Davidson to the Audit and Practice Review Committee for a term effective January 1, 2026, to December 31, 2026; and

BE IT RESOLVED THAT the Nomination Committee recommends to the Board to appoint Geoff Mercer, Philip Garvey, Alex Kearney, and Kirstin Niquidet to the Audit and Practice Review Committee for a term effective January 1, 2026, to December 31, 2027; and

BE IT RESOLVED THAT the Nomination Committee recommends to the Board to appoint Geneve Jasper, Martin Sills, Yuan Zhang, and Kiarash Izadifar to the Credentials Committee for a term effective January 1, 2026, to December 31, 2026; and

BE IT RESOLVED THAT the Nomination Committee recommends to the Board to appoint Deepak Chugh, Usama Tayyab, Rafiullah Sahibzada, Kristen Cockburn, Rebecca Gayowski to the Credentials Committee for a term effective January 1, 2026, to December 31, 2027; and

BE IT RESOLVED THAT the Nomination Committee recommends to the Board to appoint Rob Kupchanko, Don Rugg, Barbara Carle-Thiessen, and Barb Oke to the Investigation Committee for a term effective January 1, 2026, to December 31, 2026; and

BE IT RESOLVED THAT the Nomination Committee recommends to the Board to appoint Brian French, Jennifer McGuire, Jennifer Johnson, and Brooklyn Malec to the Investigation Committee for a term effective January 1, 2026, to December 31, 2027; and

BE IT RESOLVED THAT the Nomination Committee recommends to the Board to appoint Melanie Lantz, Karey Dow, Myron Roth, Leslie Berkes, and Melanie Mamoser to the Nomination Committee for a term effective January 1, 2026, to December 31, 2026; and

BE IT RESOLVED THAT the Nomination Committee recommends to the Board to appoint Sheila Street, George Geldart, and Carlos Hunte to the Nomination Committee for a term effective January 1, 2026, to December 31, 2027.

Carried

5.6 Appointment of Working Group Members

The Chair referred the Board to the document posted in advance of the meeting. The CEO provided an overview of the appointment recommendations for the Board’s consideration.

BE IT RESOLVED THAT the Board appoints Rebecca Martin to the Financial Working Group for the term beginning January 1, 2026, to December 31, 2026; and

BE IT RESOLVED THAT the Board appoints Guy Chartier and Dwayne Hart to the Financial Working Group for the term beginning January 1, 2026, to December 31, 2027; and

BE IT RESOLVED THAT the Board appoints Catherine Hayes to the Board Governance Working Group for the term beginning January 1, 2026, to December 31, 2026; and

BE IT RESOLVED THAT the Board appoints Yasemin Parkinson and Betsy Gibbons to the Board Governance Working Group for the term beginning January 1, 2026, to December 31, 2027.

Carried

5.7 Appointment of Chair of the Credentials Committee

The Chair referred the Board to the document posted in advance of the meeting. The Deputy Registrar: Registration advised that the Chair of the Credentials Committee had recently resigned, however the committee had two vice chairs so was able to continue to function until a new Chair was appointed. The Credentials Committee is recommending the appointment of Deepak Chugh as the Chair of the Credentials Committee effective immediately.

BE IT RESOLVED THAT the Board appoints Deepak Chugh as Chair of the Credentials Committee effective immediately.

Carried

5.8 Appointment of Returning Officer for 2026 Board Election

The Chair referred to the documents posted in advance of the meeting.

BE IT RESOLVED THAT the Board appoints the CEO as Returning Officer for the 2026 Board Election.

Carried

5.9 Draft Board Policies

The Chair referred to the draft Board Policies posted in advance of the meeting. It was noted that previously reviewed and approved policies were not included for review at this time unless an amendment was being recommended. All policies have been reviewed by the BGWG and are being recommended for approval.

The Chair and CEO led the Board through a review of each draft policy, pausing to allow feedback as needed.

BE IT RESOLVED THAT the Board approves with the addition of review tracking tables at the end of each policy Board Policy:

01-01: Governance Policy as presented

01-02: Board Member: Terms of Reference as presented

01-03: Board Chair: Terms of Reference as amended

01-04: Board Vice Chair: Terms of Reference as presented

01-05: Immediate Past Chair: Terms of Reference as presented

01-06: Committee Chairs: Terms of Reference as presented

01-07: Committee Vice Chairs: Terms of Reference as presented

01-08: Code of Conduct as amended

01-09: Confidentiality / Conflict of Interest as presented

01-10: Elected Board Member who relocates out of Electoral District as presented

01-11: Participation of External Groups & Observers as presented

01-12: Mail Ballots as presented

01-13: Enterprise Risk Management as presented

01-14: Succession Planning for New CEO as presented

01-15: Emergency Succession Plan by CEO as presented

01-17: Statutory Approval Requirements as amended

01-19: Strategic Planning as presented

01-20: Communications as presented

01-21: CEO – Board Relationship as presented

- 01-22: Working Group Chairs: Terms of Reference as presented
- 02-01: Financial Management: as presented
- 02-09: Appointment of Financial Auditor as amended
- 03-01: CEO's Annual Performance Appraisal as presented
- 03-02: CEO Compensation Procedure as presented
- 04-01: BCIA Travel Expense as amended
- 04-02: Orientation of New Board Members as amended
- 04-03: Board and Committee Documents as presented
- 04-04: Disposition of Board and Committee Documents as presented
- 04-05: Offboarding Agreement as amended
- 04-06: Publication by Contractors as presented
- 04-07: Release of BCIA Documents as presented
- 04-08: Board Indemnity/Omissions & Errors Coverage as presented

Carried

ACTION: The Board directs staff to amend the following policies 01-03, 08, 17; 02-09; 04-01,02,05 and redraft policy 01-16 and to further amend 04-01 re Dependent Care 01-16; as discussed and for the BGWG to review the amendments to be presented to the Board for review at its next meeting.

ACTION: Staff to confirm that the Board Orientation Manual includes additional training for the Board Chair and Vice Chair, particularly related to resolving conflicts of interest.

5.10 Draft Committee Policies

5.10.1 Audit and Practice Review Committee Policies

The Chair referred to the documents posted in advance of the meeting. The CEO provided an overview of the draft policies and advised that additional policies were being drafted for their review at a future meeting.

BE IT RESOLVED THAT the Board approves the Audit and Practice Review Committee policies as amended.

Carried

ACTION: The Board directs staff to amend policy 05-01 as discussed.

5.10.2 Credentials Committee Policies

The Chair referred to the documents posted in advance of the meeting. The Deputy Registrar: Registration provided an overview of the draft policies.

BE IT RESOLVED THAT the Board approves the Credentials Committee policies as amended.

Carried

ACTION: The Board directs staff to amend policies 06-05 and 06-07 as discussed.

5.10.3 Nomination Committee Policies

The Chair referred to the documents posted in advance of the meeting. The Governance Secretary provided an overview of the draft policies.

BE IT RESOLVED THAT the Board approves the Nomination Committee policies as presented.

Carried

6 Upcoming Meeting Dates

The next BCIA Board Meeting is scheduled for Wednesday, December 3 from 6:30 pm to 8:30 pm via Zoom.

The Chair requested that Board members advise the Chair, CEO and Governance Secretary via email of any periods over 3 days in which they would be unavailable/unreachable to respond to correspondence or potential email ballots.

Brock advised that he potentially will be away for the February Board meeting.

MOTION TO MOVE TO AN IN CAMERA SESSION without Staff at 2:30 pm.

Carried

7 In Camera Session

7.1 Meeting Check-out

In accordance with BCIA Bylaw 6(e), this item was discussed in camera.

BE IT RESOLVED THAT the Board directed the CEO to form a working group to advance Indigenous Reconciliation and Cultural Safety and to provide updated Terms of Reference for its review at the December Board Meeting.

Carried

ACTION: Staff to review and amend the Terms of Reference from the dissolved Level II Indigenous Course working group.

BE IT RESOLVED THAT the Board returned to an open meeting and brings forward any motions from the in-camera session And BE IT FURTHER RESOLVED THAT the meeting is adjourned at 3:13 pm on Saturday, October 4, 2025.

Carried

*Minutes are recorded in Operational not chronological Order

Defined Acronyms

Pag: Professional Agrologists

CEO: Chief Executive Officer

MAL: Master of Arts in Leadership

AGM: Annual General Meeting

BCIA: British Columbia Institute of Agrologists

TOR: Terms of Reference

FWG: Financial Working Group

BGWG: Board Governance Working Group