

## Registrant Councillors, Present

**Regional Electoral District 1 Councillors** Rebecca Martin, PAg (Treasurer); Todd Larsen, PAg  
**Regional Electoral District 2 Councillors** Jessica Morgan, PAg (President); William Shaw, PAg  
**Regional Electoral District 3 Councillors** Warren Mills, PAg; Kirk Phair, PAg; Yasemin Parkinson, PAg

**Lay Councillors** Brock Endean; Carla Corbett Schiller, RPBio.  
 Aiden Wiechula, RPF, MSFM (called in); Matthew Voell, J.D (Saturday only)

**Past President (non-voting)** Jane Kerner, PAg (called in)

**BCIA Staff, Present** JP Ellson, CEO/Registrar/ & General Council  
 Laurena Olsen, Deputy Registrar  
 Julia Henshall, Communications Officer  
 Tess Karuvetti, Administrative Officer (recorder)

## 2021-12-03: The meeting was called to order at 5:50 p.m.

1. **Welcome:** The President welcomed members of Council and ensured quorum was met with two (2) lay members present being Brock Endean and Matthew Voell.
2. **Approval of Agenda:** *Motion to approve the agenda as presented.* **CARRIED**
3. **Review/Approval of Draft Minutes**
  - a. **Approval of Draft Council Minutes from August 11, 2021**  
*Motion: To approve the August 11, 2021 meeting minutes as presented.* **CARRIED**
  - b. **Approval of Draft Council Minutes from October 1-3, 2021**  
 CEO proposes that only abbreviated version of minutes be posted online while previous drafts will be documented and recorded.  
 Discussion: Both the versions would have the same Action and Motion but the length of the discussion details would be different.  
**Action:** CEO to bring all non-abbreviated detailed draft minute versions to future meetings.  
**Motion:** To approve the October 1-3, 2021 meeting minutes as presented with amendments to the dates on Friday night. **CARRIED**
  - c. **Approval of the November 3<sup>rd</sup> email motion on 2022 operational budget**  
**Motion:** Council ratifies its previous decision made on November 3<sup>rd</sup> 2021 to approve the 2022 operational budget for the Institute'.  
**CARRIED**

## 4. Business Arising from Previous Minutes

The Action Item Tracker List was reviewed by Council. The following select items were noted for the minutes:

- PGA Working Group: Keith Duhaime will be engaged as a consultant to the Working Group to develop recommendations respecting consolidated areas of practice.
- A significant number of Registrants have not yet confirmed fulfillment of the Level 1 Indigenous relations course.
- Cyber Attack insurance for 2022 has been renewed and increased.

**Action:** Presidents call for 2<sup>nd</sup> week of January

**Action:** Create and distribute a communication piece to inform Registrants of limited spaces available for BCIA Indigenous training.

**Action:** Draft updated policies on cyber-attack for Council's review.

## 5. Dedicated BCIA Council Emails

Dedicated BCIA email addresses that keep the personal contact information of Councillors anonymous will be provided for each Councillor. Councillors will be bound by the then current BCIA social media policies. Councillors are required to forward any complaints received on their respective emails directly to the CEO/Registrar.

**Action:** Staff to provide instructions to the Councillors on how to access and utilize their respective email.

**Action:** Councillors will provide staff with personal email information for forwarding of emails from their BCIA email address.

## 6. 2022 - BCIA 75th Anniversary Celebrations

### a. 75<sup>th</sup> Anniversary Event and Draft Budget:

**Discussion:** Updates on Celebration ideas were presented. The actual 75<sup>th</sup> anniversary celebration will be launched around the time of the 2022 Conference. Friday May 6<sup>th</sup> entertainment is the big launch of the 75<sup>th</sup> anniversary and outreach. Staff confirmed that BCIA will pay \$5000 more than ASTTBC towards the 2022 Conference Budget in exchange for naming rights and production control of the Thursday Evening social activities.

### b. 75<sup>th</sup> Anniversary Logo Design and Quotes

**Action:** (Logo) Staff will procure a BC company and will present draft logo concepts for Council's consideration at the February 25<sup>th</sup>, 2022 Council meeting

**Action:** Swag items and possible Benevolence Fund discussion tabled until next Council meeting

**Action:** Council directed that anniversary celebrations of BCIA must include information respecting the history of BCIA, reserved practice rights, and examples of how agrologists protect the public interest.

### c. 2022 Advertising

**Action:** Communications Officer to formulate information pieces and timeline showcasing accomplishments of BCIA for publication

**Motion :** *Council authorizes the use of up to \$75,000 from the BCIA financial reserves with a full update report to be provided to Council once more than \$50,000 has been expended. CARRIED*

## 7. In-camera Session

**Motion** to go in-camera 8: 25 p.m. CARRIED

**Motion** to leave in-camera at 9:26 p.m. CARRIED

## 8. Meeting Adjourned at 9:26 p.m.: Saturday, December 4th, 2021

## 9. Call to Order – Continuation of Council Meeting at 8:31 a.m.

The Chair invited a roundtable of introductions to present Matthew Voell and Todd Larsen, who were not present for the Friday night introductions. The quorum was met with all Councillors and Lay Members present.

## 10. CEO/Registrar's Report, Written report submitted by JP Ellson, CEO/Registrar was discussed.

- **Definition and Consolidation of Areas of Practice:** Staff proposed that the PGA Working Group will be activated and there may be an in person meeting of the Working Group in February. The draft report will be presented publically at the 2022 Conference after approval by Council.
  - **Action:** CEO/Registrar to commence a project to redefine and update of the current BCIA areas of practice including, but not limited to, the engagement of external consultants and allocation of existing staff resources.
- **Development of Written Practice Standards:** BCIA will access the existing standards from the Alberta Institute of Agrology as foundational documents for development of standards for British Columbia as that will significantly reduce preparation time.
- **Special Limited Licenses (SSL) / Legacy Provisions:** As required by the PGA, SSLs will be developed to ensure that individuals providing agrology services will become Registrants of BCIA.
  - **Action:** The Credentials Committee will to develop policies and communications material outlining the authority and restrictions for SSLs.
- **Communications and Outreach:** Staff will develop and distribute descriptive materials to groups that would be impacted by SLL – such as organic farming verification officers, certified crop assessors, and both PEA and BCGEU.
- **Additional staff/consultant capacity:** It is expected that additional staff will be required to address compliance issues that will arise with the introduction of practice rights especially SSLs. The 2022 budget already approved by Council includes funding for a paid office position and increased consultant contracts.
- **Job Descriptions/ HR Policies:** Matter tabled until the February 2022 Council meeting.
- **2022 Joint Conference:** Staff updated Council as to preparations for the 2022 Conference.

## 11. Agrologists Agronomes Canada Update

- a) The CEO/Registrar, Jessica Morgan, and Brock Endean are to be zoom interviewed by the consultant engaged AAC with respect to the development of a new Strategic Plan. AAC has waived the annual dues payable by the member institutes for 2021. The challenge is the dichotomy between provinces that want to represent members and those, including BCIA, that believe the institutes now exist to regulate members/Registrants thus leaving all other possible activities such as advocacy to the national organization.
  - **Action:** Once received, the consultants final report will be provided to Council.

### b) Vancouver Branch Relief Donation Ratification

- **Motion:** To ratify the motion of November 22<sup>nd</sup>, 2021, as follows: "Council will allow a onetime policy variance allowing Vancouver Branch to donate \$500 of its annual Branch financial allotment to the current flood relief in British Columbia." **CARRIED**

## 12. Deputy Registrar's Report

Written report submitted by Laurena Olsen, Deputy Registrar and highlights were discussed. Annual professional development and consequent reporting requirements will be actively enforced commencing with the upcoming dues renewal period. Report included an update on the ongoing development of SSLs and the proposed requirement for attendance at a BCIA conference.

- **Action:** Credential Committee to provide recommendations to Council outlining the SLL process including, but not limited to degree of authority, fees, restrictions and requirements to declare areas of practice.
- **Action:** Credentials Committee to provide recommendations to Council respecting mandatory conference (post 2022).

## 13. Provincial PD Coordinator's Report

Written report submitted by Seija Laukkanen, Provincial PD Coordinator and highlights were discussed. A major concern is the low completion percentage by Registrants respecting BCIA's Indigenous Level 1 course.

- **Action:** Coordinator shall actively and regularly advise Registrants of the Indigenous requirement and the consequences of not satisfying that requirement by December 31<sup>st</sup>, 2022.

## 14. Communication Officer's Social Media Report

Written report submitted by Communications Officer Julia Henshall, Communications Officer and highlights were discussed. Additional information respecting use of additional social media platforms will be presented at the February 2022 Council meeting. Discussion respecting the need for consent from Registrants for use of images.

- **Action:** A professional photographer will be engaged for the 2022 Convention. Resulting catalogue can be used to develop promotional pieces for use on social media.
- **Action:** Social Media Policy will be updated with consent Information and provided to the Branches.
- **Action:** For live events, including the 2022 Conference and thereafter a process will be developed to obtain photography consent from attendees.

## 15. Financial Officer's Report

Written report submitted by Seija Laukkanen, Financial Officer, and highlights were discussed

- **Motion:** The sum of \$50,000 originally allocated in the 2021 budget for new website development, but as yet unspent, will be placed into a restricted fund basis for use only for the development of the new BCIA Website in 2022. **CARRIED**
- **Motion:** Approve the list of additional 2022 fees, other than annual practice fees, as presented by staff. **CARRIED**
- **Motion:** Any Registrants that file their mandatory professional development report subsequent to January 15th of each reporting year shall be assessed a late filing fee in an amount as approved by Council. **CARRIED**
- **Action:** Staff shall maintain a current list of all assets owned by BCIA, including, but not limited to assets in the physical possession of Branches or BCIA staff.
- **Action:** Unpaid staff banked time shall be listed in all quarterly financial reports provided to Council.

## Committee and Working Group Reports

### 16. a) Governance Committee

Chair's written report suggests that:

- Council and all Committees have Governance Training sessions;
- Council to increase the compliance with survey completion.

#### ACTIONS

- CEO and President to attend an in person CEO/President governance training conference and thereafter provide Council with suggestions respecting governance protocols;
- Staff shall provide the Standards of Good Governance utilized by the OSPG to Council and all Committee Chairs;
- Councillors to complete Annual Evaluation Form prior to each provincial AGM;
- New BCIA website shall allow Council to submit their meeting evaluations and annual evaluations online.

### b) Credentials Committee

The Deputy Registrar presented the Chair's written report.

On the recommendation of this committee, Council passed the following:

**Motion:** To confirm the appointment of Philip Garvey, AAg to the Credential Committee. **CARRIED**

### c) Audit and Practice Review Committee

The Chair's written report was presented by the Deputy Registrar.

**Discussion:** The ARPC was budgeted for two face to face meetings. Due to this committee's responsibility for the PD audit process, (which will be expanded) and written practice standards the committee is expected to be very busy during latter half of the year after the new BCIA Areas of Practice are confirmed.

**d) Discipline Committee**

- No report was submitted for this committee as there have been no incidents requiring disciplinary action reported.

**e) Nomination Committee**

- Call for Nominations Notice for Districts 1, 2 & 3 were presented.  
**Action:** Publish Call for Nomination in all three Regional Electoral Districts in January 2022.

**f) Investigation Committee**

Verbal report as presented by the CEO/Registrar- Committee has one active investigation which has been delayed by COVID restrictions and by the refusal of the Complainant to provide requested consents and information. The current Bylaws have firm timelines but does not address refusals to cooperate by non-Registrants. The file will be adjudicated by the committee in the 2022 fiscal year.

**g) Communications Working Group**

**Discussion:**

**Scholarships:** Two recipients have been chosen to receive one undergrad and one graduate scholarship each. The CWG found the application essays don't meet the standards to be published on the website.

**Motion:** Approve award scholarships to the two recommended winners. **CARRIED**

**17.**

**Next Meetings and Quarterly Meeting Evaluation Completion**

- 1st Quarterly Meeting on February 25-27, 2022, Marriot Hotel
- Quarterly Meeting: 10:00 am May 4, 2022, in Penticton, including new Councillors-Elects.
- May 7th, Debriefing meeting on Saturday – Placeholder
  - Elect Vice President and Treasurer
- 3rd Quarterly Meeting on September 23-24, 2022, Hotel TBA
- 4th Quarterly Meeting on December 2-3, 2022, Virtual

Motion to adjourn the meeting at 1:44 pm. **CARRIED**