

## 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** Carla Corbett Schiller, RPBio.  
Aiden Wiechula, RPF, MSFM (called in); Matthew Voell, J.D

**Lay Councillor (absent)** Brock Endean

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

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

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## February 24<sup>th</sup>, 2022: The meeting was called to order at 6:10 p.m.

1. **Welcome:** The President welcomed Councillors and ensured quorum was met with two (2) lay members present being Carla Corbett and Matthew Voell. CEO/Registrar introduced new staff member Karen Tyrrell to the Council.

2. **In-camera Session**

**Motion to go in-camera: 6:11 P.M. CARRIED**  
**Motion to leave in-camera: 7:21 P.M. CARRIED**

3. **Review/Approval of Agenda**

**Motion to approve the agenda as amended. CARRIED.**

4. **Review/Approval of Draft Minutes**

- a. **Approval of Draft Council Minutes from Dec 3 - 5, 2022**
- b. **Motion to approve the December 3- 5, 2022 meeting minutes as amended.**

Amendments:

- Capitalize Indigenous Training bottom of Page 1
- Attendance of Council Members- Remove Matt Voell from Friday, December 3, 2021
- Bullet #15- Grammatical error in/under Financial Report - "in" instead of "is"

**CARRIED**

5. **Business Arising from Previous Minutes**

Council reviewed the Action Item Tracker List. The following select items were noted:

- Upcoming President's Call on March 11: President to report to the Branches a summary of Council activities.

6. **Strategic Planning Sessions**

Council discussed potential processes for developing a new Strategic Plan commencing January 1<sup>st</sup>, 2024.

7. **2022 - BCIA 75th Anniversary Celebrations**

**75th Anniversary Logo Design:** Communications Officer briefed Council respecting different logo concept designs.

**Action:** Communications Officer to implement changes as discussed.

8. **Election of Vice President**

**Motion** to waive the required 6-month notice of intention as required by Section 51(a) of BCIA Bylaws: **CARRIED**

Rebecca Martin PAg declared her candidacy to run for the Vice President position.

9. **In-camera Session**

**Motion to go in-camera 8: 29 P.M. CARRIED**

**Motion to leave in-camera at 9:04 P.M. CARRIED**

10. **Meeting Adjourned at 9:00 p.m., Friday, February 25, 2022**

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**February 26<sup>th</sup>, 2022: The meeting was called to order at 8:35 a.m.**

11. **Call to Order – Continuation of Council Meeting**

Quorum was met with all Councillors and two Lay Members present. Aiden Wiechula joined in at 8:35 a.m. Absentee: Brock Endean

12. **CEO/Registrar's Report:** Written report submitted by JP Ellson, CEO/Registrar, was discussed as presented.

**Discussion:**

- **Reserved Practice Rights Implementation Plan:** Reserved Practice Communications Plan (RPCP) submitted in compliance with Directives outlines the timeline within which BCIA would define and publish the layman's definition of Reserved Practice.
- **SLL Category:** The Credentials Sub Committee is a small group working on implementing the Special Limited License ("SLL") designation with a report to be provided at the May Council meeting.
- **Definition and Consolidation of Areas of Practice:** The survey submission count (approx-400) was enough to generate a report (by Bonnie and Keith) to the Council. Final report will be provided to Council at its May meeting prior to presentation at the Convention.
- **2022 Conference:** Update provided  
**Action:** JP to finalize logistics beginning the first week of March.
- **AAC Update:** A facilitator interviewed Brock, Jess, and JP, and the new report is available to the AAC Board with respect to how the national organization can move forward.
- **Branch Relief donations:** The donations approved for flood relief for Okanagan and Fraser Valley Branches are inconsistent.

**Motion:** *To rectify the clerical error and adjust the requested amount of the allowance to an additional \$500.00 for the FV Branch to match their request. No deviations to donations will be considered. CARRIED.* One abstained.

**Motion:** *To ratify original wording to the email Motion dated January 21 and January 24 respecting Council approval of Branch donations. CARRIED.*

**Action:** Management to prepare changes to the policy document to indicate that donations should remain youth-oriented up to a certain amount, and the purpose of Branch allocation is primarily for PD for Registrants. Management should also develop two sets of language- one for youth and one for non-youth purposes and to determine the dollar amount.

**Discussion:** Council should, wherever possible avoid email motions and have in-person discussions.

**Action:** Management shall provide recommendations to Council as to how email motions should be documented and recorded in Council minutes.

- **Calculation of time served as Registrant of a long service award with BCIA:** A Registrant submitted a concern over lack of acknowledgment of their years of national service, which is not feasible for BCIA to administer.

**Action:** Management to refer issue to AAC for discussion.

**Action:** Management shall respond to the Registrant with advice on a national body.

**Action:** Text on the BCIA website shall be amended to indicate service recognition is for years served with BCIA only.

- **Councillor Expenses:** BCIA has a policy that the Councillors should book fully refundable expenses. The discussion was on how the Councillors wanted their travel arrangements made- by BCIA staff or secured by corporate card

**Discussion:** To consider using a corporate account with a travel agent or using a corporate CC to book individual flights, to avoid delay/issues with billing, services fees and flight changes.

- **Staff Job Description:**

**Action:** Text on the website shall be amended to add Terms of Reference that provides clear direction on how the Finance Officer interacts with the Treasurer.

13. **Deputy Registrar's Report:** Written report submitted by Laurena Olsen, Deputy Registrar, and highlights were discussed.

**Discussion:** To have clarity on the rationale for a staggered deadline for dues and PD Reporting on the website as an introductory educational element before being fully enforced in the new website,

- **Use of a Professional Seal:** A Registrant inquired on the use of the PDF of a digital seal. The seal has to be dated with a fresh stamp and not copied.

**Action:** Management to revise the policy, with recommendations and guidelines- use enforcing terminology and to include the same in Code of Ethics.

- **Lakeland College:** AIA views the NES as rules while BCIA interprets it as guidelines. Hence, to make a seamless labor mobility process across the prairie provinces, the request from AIA is to consider all college degrees from Alberta as qualifying for Tag status only. Council rejected this recommendation.

**Action:** Management to draft a letter to AIA w.r.t. labour mobility, recognizing the four existing designations and highlighting Section 63 in bylaws.

14. **Provincial PD Coordinator's Report:** Written report submitted by Seija Laukkanen, Provincial PD Coordinator, and highlights were discussed.

**Discussion:** Credential Committee to set eligibility requirements on Special Limited Licenses ("SLL"). Thereafter, the Audit and Professional Practice committee shall determine PD requirements for SLL Registrants.

Concerns over low registration for the Indigenous Training and non-compliance by Dec 31, 2022.

**Action:** Staff to send Registrants who have not completed the Indigenous Training a letter of warning by June 1, 2022.

**Action:** Web designer shall compose a query to determine which Registrants have taken the mandatory Indigenous Training.

**Discussion:** Strong recommendation to change deadline from Feb 15 to Dec 31st for 2024. Consider having enforcement dates of Jan 16th for making declarations to align with PD filing dates which can be validated under the Annual PD Audit. Consider a reinstatement fee of \$250.00 if non-compliant and removed from the Register.

15. **Communication Officer's Social Media Report:** Written report submitted by Karen Tyrrell, Communications Officer and highlights were discussed.

- **Communication Plan:** Communications Plan was presented and reviewed. Council to consider the use of Mail chimp to send mass emails and newsletters and having information organized in emails. Council acknowledged and endorsed the communication plan as presented.
- **CWG Update:** CWG is working on the key messaging of BCIA website and improving its online presence by using taglines, hashtags, effective descriptive material and monitoring the traffic analytics. Communications media goals were discussed.
- **SM Policy:** The Policy outlined appropriate online behaviour with respect to BCIA, suggestion included promoting a 'follow us' campaign to improve SM presence and the use of open source recording called Audacity for doing podcasts on specific topics with Registrants.

**Action:** Management shall notify Council if the 75<sup>th</sup> anniversary celebration expense exceeds \$50,000.

16. **Financial Officer's Report:** Written report submitted by Seija Laukkanen, Financial Officer, was presented and discussed.

### 17. Committee and Working Group Reports

a) **Governance Committee:** Chair's written report presented by President and CEO.

**Discussion:** Committee needs guidance from Council on updating the evaluation form and the need for an Annual Councillor Review for outgoing councillors.

**Action:** Staff to ensure there is a workable "submit" button on the Council meeting review page.

b) **Credentials Committee Report:** The Deputy Registrar presented the Chair's written report.

**Discussion:** SLL update: delay over holidays, more focus on SLL after Sept 2022. Discussion on determining fees for the SLL holders.

**Action:** Management to bring a proposal on the SLL fee structure a future meeting

**Action:** Credential Committee to have special in person meeting before the next council meeting.

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. Meeting was postponed due to Covid. They will meet in person soon. They are aware of their future workload respecting PD requirements after reserved practice becomes effective.

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. The Council will be given the nominee review after the election.

f) **Investigation Committee:** Verbal report as presented by the CEO/Registrar

**Discussion:** Committee has one active investigation. Concerns around challenges with the delay is caused by the compliant who is not a Registrant and has refused to comply, provide consent or disclose information to the investigator. The Committee will make decisions in accords with the bylaws in 2022 fiscal year.

g) **Communications Working Group:** Verbal report as present by CEO. In- person meeting planned for Chilliwack in late March. Discussed 75<sup>th</sup> anniversary logo and plans. Committee to meet in May to revamp the scholarship process in line with Council's concerns respecting the 2021 process.

## 18. Next Meetings and Quarterly Meetings Evaluation Completion

- **May 4, 2022**, Penticton, Dinner – 7:00P.M.
- **May 5, 2022, Penticton, 2<sup>nd</sup> Quarterly Meeting:** 8:30AM - 1:30 P.M., 2:00P.M. – PD Tour
- **May 7,2022, Debriefing meeting on Saturday,**
- **Sept 23-24, 2022, 3<sup>rd</sup> Quarterly Meeting** , Hotel TBA
- **Dec 3, 2022, 4<sup>th</sup> Quarterly Meeting, virtual**

## 19. Other Businesses

**Discussion:** Council Meeting Summary for Council's reference. After the upcoming conference Council will re-evaluate splitting the virtual AGM concept from the conference as employers are not supporting attendance at the in-person Conference.

**Motion to go in-camera 3:10 P.M. CARRIED**

**Motion to leave in-camera at 3:32 P.M. CARRIED**

## 20. Adjourn

**Motion to adjourn the meeting at 3:33 P.M. CARRIED**

