



COUNCIL MEETING APPROVED MINUTES

October 1-3, 2021

Marriot Vancouver Airport Hotel, 7571 Westminster Hwy, Richmond

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 (October 2&3 only); Matthew Voell, J.D.;
Aiden Wiechula, RPF, MSFM.

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

BCIA Staff Present:

JP Ellson, Chief Executive Officer and Registrar
Laurena Olsen, Deputy Registrar (recorder)

Tess Karuvetti, Administrative Officer

Friday, October 1, 2021

Council members participated in a team building exercise which encouraged Councillors to collaborate and problem solve, stimulated critical thinking and demonstrated resilience in the face of challenges or frustrations.

The meeting was called to order at 6:17 pm.

1. Welcome and Introductions

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 Draft Minutes from the BCIA AGM on May 18, 2021

Action: Brock Endean to send staff updated text regarding the Indigenous acknowledgement for inclusion in the minutes.

Approval of Draft Minutes from June 24, 2021, and August 11, 2021, Council Meetings

Motion to approve the June 24, 2021 meeting minutes as presented. **CARRIED**

Action: table the August 11, 2021 minutes for approval; CEO/Registrar to fine-tune the minutes accordingly and present at the December Council meeting.

4. Business Arising from Previous Minutes

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

- Level 1 Indigenous foundational course is required of all registrants by December 2022; Level 2 Indigenous course focusing on reconciliation will need a consultant to formulate the content and must have an agrology focus.

5. 2022 - BCIA 75th Anniversary Celebrations

Celebration ideas were presented to mark this milestone next year.

Action: The CEO/Registrar to direct the Communications Working Group to select appropriate and attainable activities for Council's consideration.

Action: The CEO/Registrar to include an estimated total amount in the draft 2022 BCIA Budget.

6. In-camera Session

Motion to go in-camera 7:37 pm. CARRIED

Motion to leave in-camera at 9:26 pm. CARRIED

7. Meeting Adjourned at 9:26 pm

Saturday, October 2, 2021

8. Call to Order – Continuation of Council Meeting at 8:35 am

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

9. CEO/Registrar's Report

Written report submitted by JP Ellson, CEO/Registrar was discussed.

Reserved Practice

- **Definition and consolidation of areas of practice**

Action: CEO/Registrar to formulate an RFP to solicit interest from the Registrants relating to the consolidation of the practice areas.

Action: Present the reduced listing of areas of practice at the 2022 Conference for Registrant feedback.

- **Development of practice standards**

AIA will allow BCIA to adapt their 13 areas of practice. OSPG acknowledges that this may be a 3-5 year project.

- **Legacy provisions**

Council discussed what legacy provisions mean to those that don't have the education to meet the minimum registration requirements but work in agrology.

Action: The Deputy Registrar to bring to the Credentials Committee the topic of limited licensing.

- **Communications and outreach**

There are two external stakeholders to educate and inform: educational institutions in BC and industry associations, i.e. the Cattlemen's Association. OSPG has a presentation that could be used as a base document to share with external stakeholders.

Action: The President and CEO/Registrar will develop a communications piece (President's letter) to introduce Reserved Practice to the external stakeholder(s).

Action: Communications Officer to create draft brochures and draft PowerPoint presentations targeted at students to inform them of registration requirements and the obligation to be registered with BCIA if they plan to work in agrology after graduation. The Communications Working Group will assist in developing these materials.

- **Additional staff/consultant capacity**

Council discussed the BCIA office staff capacity and the potential of increased consultant contracts.

There is anticipation the Duty to Report will increase complaints and put pressure on the budget, such as paying investigators; also increase Investigation Committee engagement.

Action: Include in the 2022 budget an overlap of a paid office position and increased consultant contracts.

- **PGA Working Group**

The Professional Governance Act Working Group has been dormant but will be tasked shortly to assist with the areas of practice consolidation project.

- **Collaboration agreements**

ASTTBC and BCIA have a draft collaboration agreement awaiting ASTTBC Council approval.

- **2022 Conference**

The BCIA conference in 2022 is with ASTTBC in Penticton; Council commitment is May 4-8th

Action: CEO/Registrar to ask ASTTBC to reserve a certain amount of registration spots for BCIA Registrants

- **PGA Levy – Annual Fees Increase**

Council reviewed the presented current fee structures of other professional organizations and discussed the challenge to deliver a balanced budget for 2022 with the revenue expected without considering a fee increase.

Action: The CEO/Registrar and Financial Officer will develop a draft budget within the next two weeks for Council to consider, with different scenarios considering increases in select line items.

10. a) Strategic Plan Update: preplanning for 2023-2028

The 2018-2022 Strategic Plan had extensive consultation with Registrants with a bottom-up approach resulting in an inclusive and diversified plan.

Action: Hold a workshop at the 2022 Conference to engage with Registrants regarding a new Strategic Plan with increased awareness of reconciliation and diversity. Engage volunteer PAg to facilitate strategic plan discussion starting with a brief workshop for Council at its February meeting with

b) Executive Committee: Draft Terms of Reference

The Draft Executive Committee's Terms of Reference was presented for discussion. Council determined that an Executive Committee was not required for the BCIA at this time.

Action: The CEO/Registrar to update the HR Manual and confirm in the Governance Manual that the President shall conduct the annual CEO/Registrar review and report to Council as appropriate.

c) Updated Policies

i. Draft Social Media Policy

A draft Social Media Policy was presented for discussion, and Council suggested minor formatting edits.

Motion to approve the presented Social Media Policy with noted amendments as discussed. **CARRIED**

ii. Branch Operating Procedures

The Branch Operating Procedures document was updated with respect to the PGA. The Registrant Councillors' election for the districts was presented for discussion. The Council suggested some minor edits. It was noted that the Branches and BCIA may promote the practice of agrology but not advocate.

Action: The Financial Officer to implement and continuously update an inventory of all BCIA assets, including those in possession of individual Branches.

Motion to approve the presented Branch Operating Procedures with noted amendments as discussed. **CARRIED**

iii. Branch Budgets and Expenditures Guidelines

The Branch Budgets and Expenditures Guidelines document was presented for discussion. The Council suggested some minor edits.

Motion to approve the presented Branch Budgets and Expenditures Guidelines with noted amendments as discussed. **CARRIED**

d) Committee Annual Evaluations

The Committee Annual Evaluation document was presented for discussion. The Governance Committee requested that all standing committees be evaluated annually; thus, an evaluating tool has been developed.

Action: The CEO/Registrar to send the Chair of the Governance Committee the new Committee Annual Evaluation for review.

e) Agrologists Agronomes Canada Update

The CEO/Registrar provided an update regarding the recent activities of the national body. The Agrologists Agronomes Canada meeting planned for October was postponed to a later date. 2021 annual payment has been suspended for all provincial agrology regulators until a strategic plan is developed.

f) Virtual BCIA AGM; set the date

Council set the virtual BCIA AGM date to Wednesday, June 1, 2021.

11. Deputy Registrar's Report

Written report submitted by Laurena Olsen, Deputy Registrar and highlights were discussed.

12. Provincial PD Coordinator's Report

Written report submitted by Seija Laukkanen, Provincial PD Coordinator and highlights were discussed.

13. Communication Officer's Social Media Report

Written report submitted by Julia Henshall, Communications Officer and highlights were discussed.

Action: Communications Officer to formulate a comparison of Instagram and Twitter social media platforms for Council's consideration at the December meeting.

14. Financial Officer's Report

a) Written report submitted by Seija Laukkanen, Financial Officer, was presented..

b) Quarterly Financials up to September 15, 2021

Quarterly financials were presented up to September 15, with a column inserted showing year-to-date projections. As previously discussed, a draft proposed balanced budget will be provided within the next two weeks with considerations of Branch in-person activities to return mid-2022, PGA implementation, the new Strategic Plan, anniversary celebrations, Council meetings in-person, committee meetings in-person, AAC contributions, and a possible PGA fee.

Action: The PD Coordinator to determine how many Registrants have taken the Villages course to date, as future course offerings may affect the operational budget.

c) Branch Financial Allocations for discussion and direction

Branches have again requested to carry over two years of Branch allocations. Following the current policy, Council determined that only one year can be carried forward. The Treasurer suggested splitting out the carryovers and new allocations so that actual revenue is clear in the budget.

Action: The Financial Officer to confirm what the specific carry forward amount is for Branch allocations and provide for Council's review in the 2022 draft Budget.

d) Set a late fee for failure to file annual PD report

Bylaw 97 states a late fee must be applied if a PD report is filed late, though this has not yet been applied by the BCIA.

Action: The CEO/Registrar to develop an enforcement mechanism document for Council's review regarding applying the \$75 late PD filing fee, along with the other 2022 budgetary proposals as previously discussed.

15. Further discussion on matters addressed in the CEO's report, in light of the Financial Report

Council clarified the Branch allocation carryover; the Treasurer suggested splitting the carryovers and new allocations so that actual revenue is evident in the budget.

16. Adjourn

Motion to adjourn at 3:15 pm. CARRIED

Sunday, October 3, 2021

17. Call to Order - Continuation of Council meeting at 9:30 am

Committee and Working Group Reports

18. Governance Committee

Chair's written report presented by Registrar. PD Coordinator and GC are working on a presentation for Council and the Committees for training sessions based on the Governance Manual.

19. Credentials Committee

The Deputy Registrar presented the Chair's written report. On the recommendation of this committee, Council passed the following **Motion**:

Each AAg and ATAg must provide a signed and completed mentoring agreement to the Deputy Registrar within two calendar months of being accepted as a Registrant. Failure to do so will result in the suspension of the articling term until such time that the completed and signed mentoring agreement is provided. CARRIED.

20. Audit and Practice Review Committee

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

21. Discipline Committee

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

22. Nomination Committee

This committee will be active next month in preparation for councillor elections in March 2022. The terms of Kirk Phair PAg, William Shaw PAg and Todd Larson PAg will expire in 2022.

23. Investigation Committee

Update provided by the CEO/Registrar- Committee has one active investigation. Will be adjudicated by the committee in the 2022 fiscal year.

24. Communications Working Group

Council Discussion included instituting a regular publication serving the public interest to inform agrologists about the changes of policies, disciplinary actions, reserved practice rights and scientific developments relevant to agrology. Factors to be considered include budgeting for contracting journalist/videographer professionals and office staff capacity. Suggestions included making infographics and background documents to be ready with the history of BCIA for the 75th-anniversary celebration.

ACTION: Choose 75th Anniversary events and provide a rough budget for Council's December meeting.

ACTION: Continue with Communications Plan development.

25. Upcoming Quarterly Meetings and Check-In Calls

- Tuesday, October 26, 2021, at 7 pm (confirmed call) – to discuss the fee increase
- **Quarterly Meeting:** *(Pending on the outcome of budget discussion)* December 3-5, 2021 at 6 pm, Sheraton Hotel in Richmond
- **Quarterly Meeting:** February 25-27, 2022 Strategic Planning Workshop
- **Quarterly Meeting:** 10:00 am May 4, 2022, in Penticton, including new Councillors-Elects.

Motion to adjourn the meeting at 10:33 am. **CARRIED.**