

Registrant Board Members

Regional Electoral District 1	Rebecca Martin, PAg (Vice Chair); Natasha Neumann, PAg
Regional Electoral District 2	Jessica Morgan, PAg (Chair); William Shaw, PAg
Regional Electoral District 3	Warren Mills, PAg; Kirk Phair, PAg (Treasurer); Yasemin Parkinson, PAg
Lay Board Members	Matthew Voell J.D.
Lay Board Members (absent)	Brock Endean, Carla Corbett Schiller, RPBio, Aiden Wiechula, RPF
Past President (non-voting)	Jane Kerner, PAg
BCIA Staff	JP Ellson, CEO/Registrar & General Counsel Laurena Olsen, Deputy Registrar Seija Laukkanen, Provincial PD Coordinator Karen Tyrrell, Communications Officer Tess Karuvetti, Admin and Finance Officer (recorder)

The meeting was called to order at 9:02 am

1. Welcome & New Councillor Introduction

The Board Chair called the meeting to order and confirmed quorum was met, which included at least one Lay Board Member present.

2. Approval of Agenda

Amendments: Add ministry RFP discussion after Budget discussion.

Motion to approve Agenda as amended. Carried

3. Approval of Draft Minutes from October 14 to 16, 2022 and October 28, 2022

Motion to approve the October 14-16, 2022 meeting minutes as amended. Carried

The October 28, 2022 minutes were tabled until the next Board meeting.

4. Action Tracker Update

Council reviewed the Action Item Tracker List.

Amendments:

- Assign action item no. 19 to JP, Will, Jane and Brock and Jess as needed.
- Add a column to timelines or due dates and convert to a landscape layout.

5. Presentation by HR consultant regarding timelines

The HR Consultant, Kristi Searle outlined the HR gap analysis of the BCIA office.

Discussion:

- HR policies need to be updated to address DEI issues.
- Time management, employee burnout and succession plan in terms of employee size in the office.
- Performance reviews for catching areas where employees are struggling.
- HR Assistance for improving attendance, contract information within payroll system.
- Salary structure system: positions are benchmarked to create stronger employee equity and add new position within the structure.
- Priority to consult/check in with staff to identify further gaps and start with DEI training as soon as possible.
- Set an annual Budget to meet HR support needs.

Action: Update HR policies to address DEI, bullying, and harassment.

Action: Integrate strategic plan to BCIA employees' roles for improving performance.

Action: Identify gaps in the development of Indigenous Level 2 Training materials.

Action: Add Annual HR line item to allocate funding to cover staff inquiries and investigations.

Action: People Biz to connect with staff for consultation.

6. Ratification of decision to engage HR Consultant

Motion to engage with PeopleBiz as the HR Consultant for BCIA. **Carried**

7. CEO/Registrar's Report

Written report submitted by CEO/Registrar was discussed as presented.

- 2023 Conference Update:
Motion: Set early bird cost at \$299 and the subsequent price to \$349. **Carried**
- Recruitment of a Compliance Officer: Board expressed concern that proposed salary may not be sufficient to attract a quality candidate, agreed that position can be fully remote due to the housing crisis in Victoria.
Action: CEO to consult with EGBC and CAB for Compliance Officer position's salary review.
- Council Elections: Only District 3 will have an election in 2023. Warren Mills is eligible for re-election if he wishes to continue. BCIA to issue a call for nominations and continue to work with Crown Agencies and Board Resourcing Office (CABRO) for the replacement of lay Board Members and lay Committee members.
Action: CEO to issue call for nominations and work with CABRO to obtain lay candidates for vacant positions.

8. Deputy Registrar's Report

Written report submitted by the Deputy Registrar, and highlights were discussed. Recommendation to move the payable date for future renewals to January 15th effective 2024.

Motion to approve the recommendations within the Deputy Registrar report. **Carried**

9. 2023 Budget Approval

Budget presented by the Registrar/CEO.

Discussion:

- HR line item can be allocated as capital expense.
- Allocate any implementation cost as a capital cost.
- Revise the allocated budget for HR policy review for 2022 as operational cost.
- Line 80: (in 2022) the amount paid for the 2023 conference's keynote speaker will show up in the quarterly financials.

Motion to approve the budget as discussed. **Carried**

10. Information on CC and E transfer feature

Verbal report provided by the Provincial PD Coordinator.

Action: Staff to investigate e transfer for paying invoices.

11. Committee Reports:

- Communications Working Group (presented by Registrar/CEO): Re-evaluate/ re-design the policy of scholarship competition once the new chair of Communications working Group is appointed.
Motion to approve the recommendation for award recipients as presented by Communications Working Group. **Carried**
- Governance Committee Report: written report presented by Board Chair.

12. Ministry of Agriculture RFP

Added to agenda at the beginning of meeting during its approval.

12: 14 PM: Registrant Board Member William Shaw excused himself from this discussion.

Discussion:

- Listed duties appear to require Agrologists from the technical aspect.
- CEO to contact with CAFA (Canadian Association of Farm Advisors) as they don't have a BCIA designation. CAFA are contractors who are farm advisors in Fraser Valley.

12: 42 PM: William Shaw rejoined the meeting after the discussion.

13. Update on Forest Practices Board Consultation

Presented by the CEO/Registrar. FPB requested feedback on its strategic plan with respect to changing the landscape of agroforestry. FPB interact mostly with RPF and Applied Biologists. There might need to be some changes to the FPB as the OSPG is the overarching authority of FPB registrants now. The FPB is in a unique position that it can critique government programs to fit into their mandate while regulatory bodies under the PGA cannot.

14. **Next Meetings**

- **Feb 10-12, 2023:** In-person in Kamloops
- **April 20-23, 2023:** in Kamloops for Conference and AGM
- **September 2023:** TBD

15. **In camera**

Motion to go in-camera 1:04 pm. **Carried**

Motion to leave in-camera at 1:14 pm. **Carried**

Motion to adjourn the meeting at 1:14 pm. **Carried**