

**Meeting of the Board of Directors
Thursday, November 7, 2024
6:00 PM – 9:00 PM via Zoom**

Registrant Board Members

Regional Electoral District 1	Rebecca Martin, PAg (Chair); Natasha Neumann, PAg
Regional Electoral District 2	William Shaw, PAg; Catherine Hayes, PAg
Regional Electoral District 3	Warren Mills, PAg; Yasemin Parkinson, PAg; Kirk Phair, PAg (Treasurer)

Lay Board Members	Guy Chartier Carla Corbett, RPBio (joined at 6:30) Brock Endean Betsy Gibbons
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Past Chair, Non-Voting	Jessica Morgan, PAg, RPBio
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BCIA Staff	Jennifer Lawrence MAL, CEO and Registrar Laurena Olsen, Deputy Registrar Jannelle Snowden, Governance Secretary and Office Manager (recorder)
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MINUTES

1. Call to Order

The Chair called the meeting to order at 6:00 pm and confirmed quorum was met, which included at least one Lay Board Member present. A land acknowledgement was made by the Board Chair.

*Motion to accept the agenda. **Carried***

2. Consent Agenda

The CEO advised that going forward, completed items on the Action Tracker would be removed from the tracker and placed in an archive document after they have been reviewed by the Board. She also advised that there will be some additional format changes to the action tracker after the Strategic Planning Session whereby the actions will be linked to a specific strategic objective.

The Board reviewed the Meeting Minutes from the September 20 – 22, 2024 meeting and it was noted that work on the strategic plan began prior to November.

*Motion to accept the consent agenda with revisions as noted. **Carried***

3. CEO/Registrar Update

The CEO noted that it was exactly one month to the day that she joined as CEO/Registrar at BCIA. The CEO introduced Jannelle Snowden, BCIA's new Office Manager and Governance Secretary. The CEO referred the Board to her report posted in advance of the meeting and opened the floor to questions from the Board.

In response to questions from the Board, the CEO further advised that she received a warm welcome at her attendance at the first Branch level AGMs. She noted that there were very few questions regarding the fee increase for 2025 and the greater interest was related to the future of branch operations.

The CEO advised that her recent meeting with the Office of the Superintendent of Professional Governance was very positive and largely focused on items that they would like to achieve once they have been confirmed. They did advise that they would like BCIA to focus on compliance with bylaws, processes and its statutory committees, particularly as they related to investigations. Additionally, they did indicate

that they are live to the fact that there are a number of professions that still need to be brought under the *Professional Governance Act (the "PGA")* and that they would like to re-ignite a collaborative approach amongst the *PGA* professions.

The CEO advised that the Deputy Registrar – Practice position has now been posted on LinkedIn, on BCIA's website and in the e-newsletter circulated earlier this week.

The CEO also advised that going forward at the start of each month a CEO report would be provided to the Board. Once the strategic plan has been finalized the reporting format will be revised to link activities and initiatives directly to the strategic objectives.

4. Appointment of BCIA Representative by Board

The Chair advised the Board of the need to appoint current BCIA representation to the Alliance of Canadian Agrology Regulators and the BC Land Summit Society.

*Motion to appoint Jennifer Lawrence, MAL, CEO and Registrar as the BCIA Representative to the ACAR (Alliance of Canadian Agrology Regulators) and BC Land Summit Society. **Carried***

5. Donation from PFM Executive Search on Behalf of BCIA

The Chair provided a summary of the response from Legal Counsel regarding PFM's request to make a donation on BCIA's behalf and advised that BC Children's Hospital was the charity selected.

6. Strategic Priorities

The Chair advised that a total of three proposals were received and reviewed in consideration of a Board Strategic Planning session, and that all were fairly similar in scope and cost. Upon discussion by the Chair and CEO it was agreed to select the proposal from The Regulator's Practice ("The Regulator's") given their familiarity with BCIA.

The CEO advised that Board members should have received an introductory email from The Regulator's enclosing a survey to be completed in advance of the Strategic Planning session on November 30. Interviews are also being scheduled.

CEO identified that it may be challenging to conduct the Strategic Planning session as a hybrid and requested that Members attend in person, if at all possible, to allow for more conducive discussions to occur, however a follow-up discussion with The Regulator's would occur regarding the feasibility of virtual participation if needed.

The CEO provided an overview of what to expect at the Strategic Planning session and expressed an immediate need to focus on BCIA's compliance, which is not to minimize the importance of DEI and Indigenous priorities. The CEO noted that this session may result in a bridging strategic plan to carry BCIA through the next couple of years rather than a longer serving. The exact length of the plan is yet to be determined and is one of the survey questions being asked.

7. New Business – Recommendation for status upgrade of Russ Horton

The Chair provided an overview of the recommendation to upgrade the status of Russ Horton to full instructor.

The CEO advised that historically this has been a decision made by the Board, however, from a governance perspective, it is something that should be handled at the Committee level. She advised that this will be a change made at the statutory committee level in the near future after some committee governance education occurs and the roles of statutory committees is better defined.

*Motion to approve the status upgrade of Russ Horton from Trainee to Full Instructor – Ethics Course. **Carried***

Action: BCIA Staff to advise Russ Horton of the upgrade of his status from trainee to full instructor.

8. Repeal of Terms of Reference – Investigation Committee

The CEO advised that there is a significant complaint that the Investigation Committee is currently dealing with. In the course of their work, it has been identified that the current Terms of Reference ("TORs") are in contradiction to the BCIA Bylaws and the *Professional Governance Act (the "PGA")* that could put BCIA at risk. BCIA's Legal Counsel has recommended that the TORs be repealed at this time with a goal to establish

appropriate terms of reference in the future. The Committee will operate under the guidelines set out in Bylaw and the *PGA* until such time as new TOR have been drafted and approved by the Board. The CEO reassured the Board that a clear process of investigation had been outlined to the new Chair of the Investigation Committee and BCIA staff would provide support to the committee going forward.

The CEO also advised of a recently identified unresolved complaint that she is now being resolved with the guidance of legal counsel.

Motion to repeal the Terms of Reference – Investigation Committee. Carried

Action: BCIA Management and Investigation Committee to draft new TOR in collaboration with Legal Counsel

Motion to go in camera at 7:02 pm. Carried

9. 2025 draft Budget

Discussion related to this agenda item was conducted in camera, in accordance with BCIA bylaw 6 (e).

Motion to approve the draft 2025 Budget as presented. Carried

10. Cashing an 'Unrestricted' GIC

Discussion related to this agenda item was conducted in camera, in accordance with BCIA bylaw 6 (e).

Motion to approve the incremental withdrawal from the unrestricted GIC up to a total of \$150,000 by the CEO/Registrar to cover operating needs for the remainder of 2024 fiscal year. Carried

Motion to return to an open meeting at 7:39 pm and bring forward any motions from the in-camera meeting to be reflected in the meeting minutes. Carried

11. Upcoming Meeting Dates

The Next BCIA Board Meeting is scheduled for Friday November 29 – Sunday, December 1 at the Radisson Hotel Vancouver Airport.

Motion to adjourn meeting at 7:44 pm. Carried