

## Meeting of the Board of Directors

250 – 32160 South Fraser Way  
Abbotsford, BC V2T 1W5

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**Strategic:** Identify key opportunities and systemic challenges and plan for actions to effectively manage risks and take advantage of future opportunities.

**Accountable:** Maintain legitimacy and integrity through understanding and discharging responsibilities and reporting performance.

**Fair:** Ensure procedural fairness in processed and decision-making

**Effective:** A clearly defined outcome with appropriate processed and measures.

**Transparent:** Ensure that processes, practices, procedures & reporting on exercise of mandate are open, accessible and fully informed.

**Inclusive:** Ensure that appropriate interests, including the public interest, are considered.

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### MINUTES of Board of Directors Meeting

**Date:** August 16, 2018

**Location:** BCEMB Boardroom

**BOARD IN ATTENDANCE:** Gunta Vitins, Chair  
Walter Siemens, Board Member  
Aryn Alibhai, Board Member  
Matt Vane, Board Member

**REGRETS:** Barry Lockwood, Board Member

**STAFF IN ATTENDANCE:** Katie Lowe, Executive Director  
Joey Aebig, Manager, Operations & Logistics  
Erin Duetta, Manager, Finance  
Amanda Brittain, Manager, Communications & Marketing  
Nicole Thompson, Executive Assistant

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#### **CALL TO ORDER**

Chair, Gunta Vitins, called the meeting to order at 9:30am.

The Board discussed B. Lockwood's regrets and approved his request for a three month leave of absence due to health reasons.

#### **ADOPTION OF AGENDA**

The agenda was adopted with the following additions:

- 2.2c Pullet Growers Response
- 2.2d Quota Allocation

## **1.0 APPROVAL OF MINUTES**

- R18-080** 1.1. Approval of the Minutes of July 18-19, 2018  
It was MOVED and SECONDED

THAT the Board of Directors approve the Minutes of July 18-19, 2018 as presented.

CARRIED

- R18-081** 1.2. Approval of the Minutes of July 31, 2018  
It was MOVED and SECONDED

THAT the Board of Directors approve the Minutes of July 31, 2018 as presented.

CARRIED

- R18-082** 1.3. Approval of the Minutes of August 7, 2018  
It was MOVED and SECONDED

THAT the Board of Directors approve the Minutes of August 7, 2018 as presented.

CARRIED

## **2.0 BUSINESS ARISING/ACTION LIST**

- 2.1 2018 and 2019 Board Calendar

The 2018 and 2019 Board Calendar was presented for information.

The Board discussed the Egg Stamping Project which includes stamping cartons instead of eggs to address concerns made by the graders and suggested working with Buy BC to move the project along.

**Action:** Staff was directed to further research Buy BC.

- 2.2 New Business

- 2.2a Regulated Marketing and Animal Welfare Response

The Regulated Marketing and Animal Welfare Response letter to BC FIRB was presented for information. During a discussion with BC Egg's Chair, BC FIRB indicated their appreciation for the information included in the response and suggested that a meeting of the two boards be scheduled for November to answer further questions from BC FIRB.

- 2.2b 2018 National SE Protocol

The 2018 National SE Protocol response was presented for information.

The Board discussed outcomes from the last SE Protocol meeting, the committee's next steps, and how other provinces are currently managing their SE testing procedure.

**Action:** Staff was directed to confirm when AI insurance for BC will take effect.

- 2.2c Pullet Growers Response

The Pullet Growers of Canada responded to BC Egg informing them that the COP study will not be made available to producers.

2.2d Quota Allocation

The BC Egg Chair spoke with BC FIRB regarding the Quota Allocation response and was informed that a response letter will be sent within the next few weeks.

The Board discussed additional topics BC FIRB would like BC Egg to explore further, possibly through strategic planning, how other provinces conduct their quota management and allocation, and EFC's perceived feeling on BC's next quota allocation.

**3.0 STAKEHOLDER ENGAGEMENT**

3.1 EFC Update

The Animal Care Committee recently met and an update will be provided to the boards shortly. There was no additional EFC update to provide.

3.2 Redeveloped ACP Program Responses

The Redeveloped ACP Program responses from the other provinces were presented for information.

3.3 ACP Housing System Terminology

The EFC Executive Committee and Board of Directors have approved the terminology for use in the Interim Housing Standards. The document was presented for information.

3.4 FOI Update

BCEMB has received a Freedom of Information Request from Animal Justice and has sent a response to the applicant requesting that the timeframe and information requested be further defined. Staff has completed some preliminary calculations on costs involved to respond to the FOI request including labour/time, printing of pages etc.

3.5 Strat Planning

The BCEMB is having a strategic planning session on October 3 and 4, 2018, to update and refresh the strategic plan for 2019. The strategic plan was developed through a planning session moderated by On Strategy in 2015. This 5 year plan has been reviewed annually and was updated in 2017. Junxion provided a consulting proposal to complete a refresher of the plan in 2018. . The proposal was presented for discussion.

As a result of BC FIRB's directions and the addition of new board members and management, it was agreed that a more in depth strategic planning is required for 2019 building on the 2018 review. To allow for sufficient time to assess the information obtained from the Roundtable sessions on Sept 24 & 25, the Board agreed to re-schedule the strategic planning session to November 16<sup>th</sup>.

**Action:** Staff was directed to work with the Island EPA to arrange a meeting on Oct 3<sup>rd</sup> in Nanaimo.

**Action:** Staff was directed to reach out to the other boards for recommendations on other consultation companies for strategic planning.

3.6 Bird Move and Meeting with Vet

BCEMB determined that the laying hens housed at a producers farm did not meet BCEMB's expectations for animal welfare and that the four flocks of birds housed in the facilities had to be moved. A vet was hired by the producer to oversee the two catches

and transports to other facilities. Notes from Staff who attended the catches were presented for information. A letter from the veterinary clinic was also presented for information.

The Board discussed the letter from the veterinary clinic compared to Staff findings at the catch. It was agreed that BC Egg should respond to the veterinary clinic with the direction provided by the Board. The Chair also provided an update from her meeting with the producer.

**Action:** Staff was directed to provide a response to the veterinary clinic by August 24, 2018.

**Action :** Staff was directed to provide a response to the producer by August 17, 2018.

### 3.7 U&A Research

The U&A Research has now been updated and a copy of the BC Egg presentation was provided for information.

### 3.8 Market Responsive Roundtable

The roundtable is scheduled for September 24-25, which worked for the majority of stakeholders. BC Egg graders, producers, hatcheries and pullet growers have been invited. Staff was directed to invite aboriginal representation as well. A list of documents required for the event was presented for discussion.

**Action:** Staff was directed to follow up with producers who have not yet RSVP'd.

### 3.9 Marketing Update

An update on the fairs completed and upcoming this season were provided for information.

### 3.10 Collective Bargaining Update

BCEMB has commenced collective bargaining with Teamsters and an agreement is ready to be ratified by the Board. The agreement was provided for discussion.

**R18-083** It was MOVED and SECONDED

THAT the Board of Directors ratify the agreement and authorize Management to sign the Collective Bargaining Agreement as presented.

CARRIED

### 3.11 Government Relations

Staff organized a farm tour meeting with a local MP on August 10, 2018. Notes from the meeting were verbally provided for information. The tour has since opened up additional opportunities for other MP tours.

## **4.0 OPERATIONS**

### 4.1 Producer Meeting

A 2015 New Producer Program winner under the “producer-vendor” category is not fulfilling the producer-vendor requirements per our Consolidated Orders. To ensure that BCEMB holds producers who apply under the New Producer Program accountable to their applications and the Consolidated Orders, the producer was asked to join the meeting. Details regarding previous meetings with the producer were verbally provided for information.

The Board discussed the producer’s situation, production, the steps he’s taken to date, and the steps BC Egg has taken to assist him in growing his business. What the Board expects from the producer and the industry needs were also discussed.

*The Producer joined the meeting at 10:55am.*

The Producer provided a timeline that showed all the steps he's taken to date regarding his business. He also confirmed that [REDACTED] is a partnership between himself and [REDACTED] and that he is responsible for supplying eggs to BC under the [REDACTED] brand. The Producer is responsible for the production part of the partnership while [REDACTED] is responsible for marketing, branding, and sales.

The Producer confirmed that his goal is to change to organic production and that he is reviewing options for partnering, branding, marketing and sales with a more local touch. He is also reaching out to other producers and industry stakeholders to gain further knowledge with the intent to make a final decision in December.

The Board discussed their willingness to offer guidance and the importance of marketing eggs to retailers himself instead of through [REDACTED]. They also discussed reducing his next chick placement and selling his eggs at local farmer markets. The Board reiterated the importance of improving vendor sales to meet the requirements.

The Board asked to see an updated timeline from the producer by the beginning of September and that BC Egg staff will provide him with a letter with further details.

*The Producer left the meeting at 11:37am.*

The Board discussed the meeting with the producer and the contents of the letter to be sent by staff.

**Action:** Staff was directed to send a follow up letter to the producer.

#### 4.2 NPP Survey Draft Consultation

BCEMB is reviewing the effectiveness of its New Producer Program to determine if there is an opportunity to improve the policies that surround incentive quotas issued under the New Producer Program set forward in Part IV of our Consolidated Orders. A summary for each major question asked in the consultation was presented for discussion along with Staff's recommendations.

The Board discussed the recommendation and options provided by Staff and how this will flow in to the Strategic Planning and roundtable meetings.

**Action:** Staff was directed to summarize the consultation in to a two page document to provide to the Board before providing to the EIAC.

#### 4.3 Pullet Animal Care Update

To foster a robust audit program for our BC pullets, BCEMB is proposing to develop a checklist that will help pullet growers assess their facilities and practices in comparison to the standards in the 2017 Code of Practice and current industry best practices. To gather key details from producers, a pullet grower's survey was drafted and presented for discussion.

The Board agreed with the direction provided by staff.

**Action:** Staff was directed to program the survey later this month and provide to the Board and EPA for final approval with the intended deadline to be 28 days after the survey is sent.

#### 4.4 Audit Timing Process

A Trigger Audit Guideline has been drafted to ensure our On Farm Food Safety Programs (OFFSP) and Animal Care expectations are applicable and achieved at all times. The draft was

presented for discussion.

The Board agreed with the guideline and providing it to distributors.

**Action:** Staff was directed to bring the Trigger Audit Guideline to the PMC for consultation at their October 10, 2018 meeting.

#### 4.5 SCSC Management Audit Update

BC has been selected for review to demonstrate compliance with our national OFFSP initiatives. 2018 is the first year that this compliance audit is being conducted in BC. The purpose of the Annual Review of Outsourced Activities Checklist is to assist the egg board/EFC in determining if there is conformance and effectiveness of the processes identified in the Administrative Manual and MOU agreed to by the egg board and EFC. The results from the audit were presented for information.

#### 4.6 Barn Fitness

BC Egg has created a draft Barn Fitness Policy to put a process in place to identify higher risk facilities and prevent birds from being placed in equipment that is not fit for maintaining our animal welfare expectations. The policy was presented for discussion.

The Board discussed the policy and provided feedback.

**Action:** Staff was directed to develop an assessment tool with the collaboration of the Board, EPA and PMC that includes training materials for staff and committee members who will be assessing the facilities.

#### 4.7 NSF Audit Update

Pro-Cert has continued to delay the launch of the Specialty Audit Certification Program. Staff spoke with NSF regarding their ability to, and interest in, developing an auditing tool and certificate. An NDA has been signed by NSF and they are working on a quote for BC Egg to complete the audits.

The Board provided their agreement with the direction.

**Action:** Staff was directed to provide NSF's quote to the Board when it is received.

#### 4.8 Catching Forms and Licencing

A gap was identified in the oversight of poultry handling and welfare in response to events from June 2017. A Load-Out Report and updates on additional elements were presented for discussion.

The Board agreed with the direction and provided amendments to the form.

**Action:** Staff was directed to provide the EPA with the opportunity to review the report at their September meeting.

#### 4.9 Committee Meeting Minutes

**Action:** Staff was directed to amend the grammatical errors and obtain signatures from each committee chair.

##### 4.9a EIAC Minutes of January 25, 2018

Minutes from the EIAC's January 25, 2018 meeting were presented for information.

##### 4.9b Audit and Finance Committee Minutes of February 8, 2018

Minutes from the Audit and Finance Committee's February 8, 2018 meeting were presented for information.

4.9c Audit and Finance Committee Minutes of April 19, 2018

Minutes from the Audit and Finance Committee's April 19, 2018 meeting were presented for information.

4.9d PMC Minutes of February 8, 2018

Minutes from the PMC's February 8, 2018 meeting were presented for information.

## **5.0 GOVERNANCE**

### **5.1 CPTPP-TRQ Public Consultation**

On July 9th, 2018, Global Affairs Canada opened a public online comment period to seek input on the administration of the new tariff rate quotas (TRQ) that will be implemented pursuant to Canada's commitment under the Comprehensive and Progressive Trans-Pacific Partnership (CPTPP). The consultation was presented for discussion.

The Board agreed that this is a national issue and that EFC is best equipped to respond to the consultation.

### **5.2 Outreach to Indigenous Communities**

BC Egg will be reaching out to the Aboriginal Agrologist at the Ministry to determine gaps and areas for further education, specifically in regards to small lot permits.

### **5.3 MISC Update**

The MISC has completed their review of AI insurance needs and options in BC and will be dissolved. A Fund Management Committee has been formed to continue work on the development of NAI C&D insurance as directed by the outcomes from the MISC. They are now working on a mechanism for C&D insurance within the poultry industry in order to ensure a timely recovery from an AI event. An update was presented for discussion.

The Board discussed the opinions of the different commodity boards and BC Egg's agreed direction to the process.

The Board agreed that support for the MISC directions will not be provided until a member of CIERA attends and presents the AI product at a MISC meeting.

### **5.4 Conventional to Enriched – Project Definition Document**

The aim of the Conventional to Enriched Transition and Producer Pricing Project is to develop and implement an optimal commodity Producer Price structure that accommodates the transition from conventional to enriched housing by July 2019. A draft concept paper was developed and distributed for review and feedback from all stakeholders. This feedback was collated and the updated concept paper was completed and provided to all stakeholders on July 6th, 2018. The project definition document was presented for discussion.

The Board agreed that they have no concerns with the document and offer their full support.

### **5.5 Nest Run Weights Project**

EFC currently uses a grade out grid (NR Grid) published in 1991 to determine the price of each NR Category purchased from egg boards. The aim of this project is to update the NR Grid, update the policies and processes pertaining to EFC's NR purchases, and to collaboratively review and coordinate the utilization of the NR Grid to ensure continuity through all processes.

The Board discussed the current process and how the project will be completed.

**Action:** Staff was directed to provide the project documents to the Board.

## **6.0 PERFORMANCE REPORTS**

### 6.1 Dashboard

The Week 32 Industry Dashboard was presented for information.

#### 6.1a Feed Mill Participation Report & AAFC Report

The August 3, 2018 AAFC Report was presented for information.

### 6.2 Quota

#### 6.2a Industry Reserve

The Week 32 Industry Reserve was presented for information.

#### 6.2b IP Report Week

The Week 31 IP Report was presented for information.

#### 6.2c IP Processor Summary Week

The Week 31 IP Processor Summary was presented for information.

#### 6.2d EFP Report Week

The Week 31 EFP Report was presented for information.

#### 6.2e Quota Utilization Update

The Week 32 Quota Utilization Update was presented for information.

#### 6.2f Quota Credit Update

The Quota Credit Update was presented for information.

#### 6.2g Inventory Report

The Inventory Report was verbally presented for information.

### 6.3 Financials

#### 6.3a Period 7 Board & Committee Per Diems & Expenses

The Period 7 Board & Committee Per Diems & Expenses were presented for information.

**R18-084** It was MOVED and SECONDED

THAT the Board of Directors approve the Period 7 Board & Committee Per Diems & Expenses.

CARRIED

**Action:** Staff was directed to review the summary of Current Governance Expenses further.

#### 6.3b Director Expense and Per Diem Policy

The Director Expense and Per Diem Policy was presented for discussion.

**R18-085** It was MOVED and SECONDED



THAT the Board of Directors approve the Director Expense and Per Diem Policy as amended.

CARRIED

**Action:** Staff was directed to amend the policy as discussed.

6.4 Preliminary COP

6.3a Period 9, 2018 COP

The Period 9 COP Summary was presented for information.

6.5 Audit Scores

The SCSC, BC Biosecurity, and Animal Care Program audit score summaries were provided for information.

**7.0 MEETINGS HELD AND UPCOMING**

7.1 Meetings Held Appendix A

Meetings attended since the last Board meeting were reviewed.

7.2 Meetings Upcoming Appendix B

Attendance and participation in upcoming meetings was discussed and approved.

**ADJOURNMENT**

The meeting was adjourned at 6:00pm.



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Board Chair



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Certified Correct, Secretary