

Meeting of the Board of Directors

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

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 processes and decision-making.

Effective: A clearly defined outcome with appropriate processes 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.

MINUTES of Board of Directors Meeting

Date: October 20-21, 2021

Location: Gabriola Room, Hotel Grand Pacific, Victoria

BOARD IN ATTENDANCE: Gunta Vitins, Chair
Walter Siemens, Vice-Chair
Matt Vane, Board Member
Jon Krahn, Board Member
Jeff Regier, Board Member

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

CALL TO ORDER

Chair, Gunta Vitins, called the meeting to order at 12:52pm on October 20, 2021.

The Chair acknowledged that the meeting was held on the traditional territory of the Lekwungen speaking people including the Songhees and Esquimalt First Nations.

CONFLICT OF INTEREST

The Board discussed any perceived conflicts of interest with the proposed agenda items.

ADOPTION OF AGENDA

It was **MOVED** by Matt Vane and **SECONDED** that the agenda be adopted with the following addition:

3.9 EPA Feedback
5.5 COGA Report

1.0 APPROVAL OF MINUTES

1.1 Approval of Minutes of September 16, 2021

R21-106 It was MOVED by Walter Siemens and SECONDED

THAT the Board of Directors approve the Minutes of September 16, 2021 as presented.

CARRIED

2.0 BUSINESS ARISING/ACTION LIST

2.1 2021 & 2022 Board Calendar & Action Item

The 2021 and 2022 board calendars and action item list were presented for information.

2.1a April 2022 Interior Meeting

Historically the Board holds an annual meeting in the Interior in April but in-person meetings did not occur in 2020 and 2021 due to COVID. Plans for an in-person meeting in 2022 were discussed.

2.2 Response Letters

2.2a Response to the Phase in Implementation Plan for Redeveloped ACP

The BCEMB Response to the Phase in Implementation Plan for Redeveloped ACP letter was presented for information.

2.2b Response to Pullets Measuring Proposal

The BCEMB Response to Pullets Measuring Proposal letter was presented for information.

2.2c Response to EFC Regarding Audits

The BCEMB Response to EFC Regarding Audits letter was presented for information.

3.0 STAKEHOLDER ENGAGEMENT

3.1 EFC Update

An update on the matters of EFC and its committees were presented, including an update on the FPA, COP meeting, alternative housing, mortality proposal and interim specialty housing.

Action: Staff was directed to have EFC tour the Aviaview system when they are in town in November.

Action: Staff was directed to create concepts for the EFP revamp.

3.2 Marketing Update

An update on marketing initiatives was presented for information, including a summary of World Egg Day events and third quarter statistics. An update on the Producer Christmas party was also presented for information.

3.3 Food Bank BC Partnership

Food Banks BC has approached BC Egg with a proposal to donate 100,000 dozen eggs a year.

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This donation would be split between five hubs (Nanaimo, Chilliwack, Kelowna, Kamloops and Prince George) and these hubs would then supply individual food banks across the province.

The Board reviewed the proposal and discussed how the partnership could be used as a marketing/public service initiative.

Action: Staff was directed to determine the ROI of the partnership and ways to integrate it into the marketing program.

3.4 Producer Survey

BC Egg sends out an annual producer survey to measure producers' satisfaction with BC Egg's mandate and staff. The details and timeline were presented for information.

3.5 2022 AGM Update

Planning for the 2022 BC Egg AGM, to be held on March 17-18, is well underway and an update was presented for discussion.

3.6 BC SPCA Farm Compliance Inspections

The BCSPCA announced in June that they will begin conducting random farm inspections. BC Egg has been working closely with the other commodity boards, BCAC and the Ministry to clarify the SPCA's intent and obtain further details. An update from the meetings and inspections that have taken place were presented for discussion.

3.7 POY and Legacy Awards

The PMC has recommended that a POY and Legacy award process be conducted in 2021 with a POY being awarded at the AGM and a Legacy Award (if granted) be presented during the banquet dinner. The program details and timeline were presented for information.

The Board discussed redeveloping the POY program and moving forward with just the Legacy award for 2021.

3.8 Research Flock Update

BC Egg requires research flock permit holders to provide quarterly updates. to ensure that they follow their commitment to conduct research that benefits producers and the BC egg sector. The latest update was presented for information and will be included in the November Scrambler.

3.9 EPA Feedback

Members of the EPA met with the Chair on October 7, 2021 to discuss the EPA's feedback on the BC Egg Board and staff. An update was presented for discussion.

Action: Staff was directed to determine the status of production types around the world, including enriched production.

4.0 OPERATIONS

4.1 2021 NPP

The 2021 New Producer Program Draw has been launched and the review process completed. An update on the timeline and next steps were presented for information.

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4.2 Producer BFA Update

A producer received a Barn Fitness Audit on April 29, 2021. As requested by the Board, the producer has submitted their business plan, which was presented for review.

The Board reviewed the producer's request and the current programs available.

R21-107 It was MOVED by Matt Vane and SECONDED

THAT the Board of Directors agreed to not subsidize any of the freight costs as requested by [REDACTED]

CARRIED

J. Krahn abstained from the vote.

4.3 SE Policy Review

The National SE Protocol has undergone changes over the last few months. To ensure the BC SE Policy remains up to date, staff reviewed the BC Egg SE policy document and included the additional protocols that BCEMB now follows for SE testing. The draft policy was presented for discussion.

Action: Staff was directed to send the policy to producers in a Scrambler.

4.4 EFP and IP Programs

EFC is re-evaluating its EFP program and BCEMB is considering revitalizing its program to take advantage of market opportunities which are available within the province. A review of the potential program within the current EFC guidelines was presented for discussion.

The Board reviewed the program and discussed the importance of being a leader in specialty production while supporting the needs of conventional production.

4.5 Quota Transfer Applications

4.7a Producer A

A producer is looking to sell their farm as a going concern sale. The application was presented for discussion. The application was incomplete and more information will be requested from the producer for the next meeting.

4.6 TAP C Update

The TAP C program was approved on July 7, 2021. An update on the program was presented for information.

4.7 Barn Fitness Audit Program Review

After using the current checklist for all of the Barn Fitness Audits to date, the Review Committee recommended a few changes. An updated checklist was presented for discussion. This was brought to the PMC's October 14 meeting and their feedback was presented for discussion.

R21-108 It was MOVED by Walter Siemens and SECONDED

THAT the Board of Directors approve and support the changes to the Barn Fitness Audit document as presented.

CARRIED

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4.7a BFA Conditional Approvals

The topic was deferred to a future meeting.

4.7b Producer A

A facility received a Barn Fitness Audit on August 31, 2021. The report and PMC feedback were presented for discussions.

The Board reviewed the report and the PMC's feedback.

R21-109 It was MOVED by Jon Krahn and SECONDED

WHEREAS a Barn Fitness Review was conducted on August 31, 2021 at [REDACTED] [REDACTED] premise [REDACTED] EPU # [REDACTED] with no corrective actions identified:

THAT the Board of Directors requests that the next Barn Fitness Review of EPU # [REDACTED] at [REDACTED] occurs in three years' time (2024).

CARRIED

4.7c Producer B

A facility received a Barn Fitness Audit on August 31, 2021. The report and PMC feedback were presented for discussions.

The Board reviewed the report and the PMC's feedback.

R21-110 It was MOVED by Jon Krahn and SECONDED

WHEREAS a Barn Fitness Review was conducted on August 31, 2021 at [REDACTED] [REDACTED] premise [REDACTED] EPU # [REDACTED] with one corrective action identified:

THAT the Board of Directors require that the following concern be addressed at EPU # [REDACTED] at [REDACTED] prior to the next placement:

- Two water nipples per cage, as per requirements set out in the Code of Practice

Once BCEMB staff have verified that the concern has been addressed, the timeframe for the next Barn Fitness Audit will be reviewed.

CARRIED

4.7d Producer C

A facility received a Barn Fitness Audit on August 31, 2021 and October 8, 2021. The report and PMC feedback were presented for discussions.

The Board reviewed the report and the PMC's feedback.

R21-111 It was MOVED by Matt Vane and SECONDED

WHEREAS a Barn Fitness Review was conducted on August 31, 2021 at [REDACTED] [REDACTED] premise [REDACTED] EPU # [REDACTED] with no corrective actions identified:

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THAT the Board of Directors requests that the next Barn Fitness Audit of EPU # [REDACTED] at [REDACTED] occurs in three years' time (2024).

CARRIED

R21-112 It was MOVED by Jeff Regier and SECONDED

WHEREAS a Barn Fitness Review was conducted on October 8, 2021 at [REDACTED] [REDACTED] premise [REDACTED] EPU # [REDACTED] with corrective actions identified:

THAT the Board of Directors require that the following repairs be completed at EPU # [REDACTED] at [REDACTED] . prior to the next placement:

- Repair or replace the slats and floor joists
- The feed spillage concern be resolved

Prior to the next flock placement a site visit will be completed by BC Egg staff and once the repair is verified, the timeframe for the next Barn Fitness Audit will be reviewed.

CARRIED

4.7e Producer D

A facility received a Barn Fitness Audit on October 8, 2021. The report and PMC feedback were presented for discussions.

The Board reviewed the report and the PMC's feedback.

R21-113 It was MOVED by Matt Vane and SECONDED

WHEREAS a Barn Fitness Review was conducted on October 8, 2021 at [REDACTED] [REDACTED] premise [REDACTED] EPU # [REDACTED] with corrective actions identified:

THAT the Board of Directors require that the following items to be completed at EPU # [REDACTED] at [REDACTED] prior to the next placement:

- The cage doors are fixed
- The sharp edges on top of the cages due to the rust are fixed
- A facility usage plan provided to the Board prior to the next flock. If the same corrective actions are seen in the 2022 audit, decommissioning will be discussed

The repairs must be verified by members of the BFAC and the facility usage plan reviewed by the BCEMB Board of Directors prior to the next flock placement. The timeframe for the next Barn Fitness Audit will be reviewed once the requirements have been completed.

CARRIED

4.7f Producer E

A facility received a Barn Fitness Audit on October 8, 2021. The report and PMC feedback were presented for discussions.

The Board reviewed the report and the PMC's feedback.

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R21-114 It was MOVED by Matt Vane and SECONDED

WHEREAS a Barn Fitness Review was conducted on October 8, 2021 at [REDACTED] [REDACTED] premise [REDACTED] EPU # [REDACTED] and [REDACTED] with corrective actions identified:

THAT the Board of Directors require that the following items be addressed at both EPU # [REDACTED] and [REDACTED] at [REDACTED] prior to the next placement:

- Two water nipples per cage, as per requirements set out in the Code of Practice

BC Egg Staff must verify the completion of the items prior to the next flock placement. Once verified, the timeframe for the next Barn Fitness Audit will be reviewed.

CARRIED

4.7g Producer F

A facility received a Barn Fitness Audit on October 8, 2021. The report and PMC feedback were presented for discussions.

The Board reviewed the report and the PMC's feedback.

R21-115 It was MOVED by Jeff Regier and SECONDED

WHEREAS a Barn Fitness Review was conducted on October 8, 2021 at [REDACTED] [REDACTED] premise [REDACTED] EPU # [REDACTED] with corrective actions identified:

THAT the Board of Directors requires that the following items be completed at EPU # [REDACTED] at [REDACTED] prior to January 28, 2022:

- All access points to be made lockable and secure
- Range fencing secure and upright as well as all pasture debris to be cleaned up
- All gaps in inside and outside walls to be fixed

THAT the Board of Directors requires that the following item be completed at EPU # [REDACTED] at [REDACTED] prior to the next flock placement:

- Repair or replace all slats

A re-inspection will be conducted by members of the BFAC on January 28, 2022. Failure to complete the required repairs by the deadlines will result in removal of the flock and decommissioning of the facility.

CARRIED

ADJOURNMENT

It was MOVED by Matt Vane and SECONDED that the meeting be adjourned at 5:30pm on October 20, 2021.

CALL TO ORDER

Chair, Gunta Vitins, called the meeting to order at 8:53am on October 21, 2021.

4.8 Freight Subsidy

In 2021, the Board approved the Freight Subsidy Policy, which goes in to affect January 1, 2022. An update on the freight subsidy 2021 usage and 2022 budget was presented.

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The Board reviewed the usage and budget and discussed the program further. It was agreed that the 2021 program should be temporarily halted as the budget has been exceeded.

Action: Staff was directed to bring additional options to the November meeting.

4.9 2022 Budget

The 2022 budget methodology was presented for discussion, including two budget scenarios.

The Board reviewed the budget and provided feedback for further review.

4.10 PFGC Update

The graders have requested an increase in the Post Farm Gate program allowance. BC Egg's program proposal was sent on November 20, 2020 and the committee has been meeting regularly since. The next meeting has been rescheduled to November 2, 2021.

4.11 Fowl Removal Update

There are a number of projects concerning fowl removal in BC. Updates on the Interior and Lower Mainland projects were presented for discussion, including an update on the CO2 machine and options for a covered loading area.

4.12 Grading Station Change Form

Based on feedback from the Board and PMC, the Grading Station Change Form has been amended and was presented for discussion.

R21-116 It was MOVED by Matt Vane and SECONDED

THAT the Board of Directors approve the Grading Station Change Form as presented.

CARRIED

4.13 Specialty Audit Review

The Specialty Audit Committee met on September 13, 2021 to conduct its first review of the Specialty Audit Program. A number of clarifications and changes were recommended. The amended draft audit was presented for discussion along with feedback from the PMC.

R21-117 It was MOVED by Walter Siemens and SECONDED

THAT the Board of Directors approve the revised Specialty Audit Checklist with a January 1, 2022 implementation date.

CARRIED

4.14 National Uniform Levy Policy MOU

EFC sent the final copy of the ULPT Memo for Board signature. The final policy and MOU were presented for review.

R21-118 It was MOVED by Walter Siemens and SECONDED

THAT the Board of Directors provide authorization for the BCEMB Chair to sign the National Uniform Levy Policy MOU on behalf of the BC Egg Marketing Board.

CARRIED

4.15 Barn Capacity

EFC has sent BC Egg a request to determine the feasibility of collecting certain information regarding Alternative Housing. The questions and draft response were presented for discussion.

The Board reviewed the request and agreed with the response presented.

5.0 GOVERNANCE

5.1 AMP

BC Egg is required to draft an Administrative Monetary Penalties (AMP) Policy and Procedures document outlining our intentions for the program. The draft was presented for discussion.

R21-119 It was MOVED by Matt Vane and SECONDED

THAT the Board of Directors approve the Administrative Monetary Penalties (AMP) Policy and Procedures document as presented and that it be sent out for consultation.

CARRIED

5.2 PMC Terms of Reference

The PMC reviewed their Terms of Reference at their October 14, 2021 meeting and recommended changes. The draft amended document was presented for discussion.

R21-120 It was MOVED by Walter Siemens and SECONDED

THAT the Board of Directors approve the revised PMC Terms of Reference as amended.

CARRIED

5.3 COVID Travel Policy

With out of province in-person meetings and conferences starting up, the Board requested an outline of the current COVID travel policies which was presented for information.

5.4 2021 Quota Allocation

The 2021 EFC Quota Allocation was approved by FPCC on September 14, 2021 and ratified by EFC for implementation on October 3, 2021. BC Egg sent its allocation submission to BCFIRB on October 1, 2021. An update on the timeline was presented for information.

5.5 COGA Report

The Board requested that the October 21, 2021 workshop presentation be obtained.

6.0 PERFORMANCE REPORTS

6.1 Dashboard

The Dashboard was presented for information.

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6.2 Quota

6.2a Industry Reserve

The Industry Reserve report was presented for information.

6.2b IP Report

The IP Report was presented for information.

6.2c IP Processor Summary

The IP Processor Summary was presented for information.

6.2d Egg Import Information

The Egg Import reports was presented for information.

6.2e Quota Utilization Report

The Quota Utilization Report 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 presented for information.

ACTION: Staff was directed to bring the preliminary numbers to the November meeting.

6.3 Financials

6.3a Period 9 Board & Committee Per Diems & Expenses

The Period 9 Board & Committee Per Diem & Expenses report was presented for information.

R21-121 It was MOVED by Jon Krahn and SECONDED

THAT the Board of Directors approve the Period 9 Board & Committee Per Diem & Expenses as presented.

CARRIED

6.3b AR Report

The AR Report was presented for information.

6.4 COP

The COP report was presented for information.

6.5 Audit Scores

The Audit Scores report was presented for information.

6.6 Feed Mill Participation Report & AAFC Report

The Feed Mill Participation Report & AAFC Report was presented for information.

6.7 Fowl Removal Update

A brief Fowl Removal update was provided.

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6.8 CETPP Production Comparison

A CETPP Production Comparison report was presented for information.

6.9 Producer Utilization Update

The Producer Utilization update was presented for information.

6.10 Active Leases

The Active Leases report was presented for information.

ACTION: Staff was directed to add active barn leases to the next and future packages.

7.0 MEETINGS HELD & UPCOMING

7.1 2021 Meetings Held

The 2021 held meetings were presented for information.

7.2 2021 Meetings Upcoming

The 2021 upcoming meetings were presented for information.

ADJOURNMENT

It was MOVED by Jeff Regier and SECONDED that the meeting be adjourned at 12:13pm on October 21, 2021.



Board Chair



Certified Correct, Secretary