



**Agrologists**  
MANITOBA

# 2018 Annual Report

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## About this Report

In addition to the statutory requirement to publish the year-end financials, the annual report demonstrates the Provincial Council's commitment to transparency, accountability, and governance practices.

This report describes the work and activities of the past year; highlights major decisions and accomplishments based on goals articulated by the Provincial Council and points to the time and effort of many individuals who chose to give back to the profession and the community.

## About Manitoba Institute of Agrologists

Founded in 1950, the Manitoba Institute of Agrologists is a self-regulatory body operating under the authority of "The Agrologists Act" of Manitoba. The most recent version of the Act was proclaimed in 1983 by the Legislature of the Province of Manitoba. The Institute regulates the practice of agrology in Manitoba and registers practitioners. It is financed and maintained mainly through fees paid by Agrologists working in Manitoba. Regulation of Agrologists is at no cost to Manitoba taxpayers.

The Institute's mandate under "The Agrologists Act" is to protect the public's interest by governing the professional conduct of its members, overseeing the admission and registration of Agrologists, and taking action regarding unauthorized practice. Similar legislation is in effect in all other Canadian provinces.

It is also the Institute's responsibility to protect the public interest by setting standards of education and other competencies. By doing this the public can identify fully qualified, registered Agrologists, as those who are competent to provide knowledge and advice in agrology.

The Provincial Council, the equivalent of a Board of Directors is responsible for governing the Institute and establishing the standards for the profession.

## Objectives [Bylaw, Article III]

Agrologists Manitoba's objectives are to protect and serve the public in all matters relating to the practice of agrology by:

1. Setting requirements and standards for registration of and practice by members;
2. Providing governance and oversight to members;
3. Establishing and maintaining standards of ethics with which all members must comply;
4. Holding members accountable to the public and to the profession through transparent process of review, complaints investigation and discipline; and,
5. Providing continuing education about the practice of agrology to the public, employers, clients, and members.

## MESSAGE FROM PROVINCIAL COUNCIL AND EXECUTIVE DIRECTOR

Members:

We are pleased to provide the Annual Report for the fiscal year ending November 30, 2018. In an age of increasing expectations, Agrologists' main work involves earning and keeping the trust of their customers, their employers, and the people they work with day in and day out. As you read through the report a consistent theme that emerges is our promise to Manitobans—to regulate the profession of Agrology in Manitoba to ensure safe, competent and ethical practice. That promise is also prominent on the landing page of [www.agrologistsmanitoba.ca](http://www.agrologistsmanitoba.ca), our revitalized website.

While we may not think about it exactly this way, website content and information in this report reflect that public trust is the driving force behind what Agrologists Manitoba is and does as a regulator. Self-regulation is the promise agrology professionals make to Manitobans to meet expectations and hold themselves to the highest standards of professionalism. The annual report helps to illuminate the role self-regulation plays in earning trust and forming part of your service value.

In accordance with "The Agrologists Act", the work of Agrologists Manitoba is primarily supported through member fees and the governance work of elected and appointed members of the Provincial Council. Seated at the Council table during the four mandated meetings each year are 12 elected Agrologists, and three public appointee members, each bringing a unique perspective to Council decisions. Staff attend Council meetings to provide background, answer questions, receive direction, and report on how the Council decisions are carried out. We acknowledge and thank the members of the Council, committees, and staff for their hard work and commitment to serving the agrology community and to protecting Manitobans in matters related to agrology.

With the benefit of 2017's experience, Council, committees, and staff worked together as a more cohesive and capable group in 2018. Council, committees, and operations staff made decisions and took action to help anticipate and meet the needs of an ever-evolving agrology landscape. We strengthened our operations framework so that it supports meaningful and long-lasting change in a number of key areas of our mandate.

This report documents many of the positive steps forward including a review of the organization's mission and goals for the next few years, work and ideas to connect with the public, successful launch of a new website and data management system, progressing work of the Professional Standards Committee toward modernizing the Continuing Competency and CPD Program, and taking new steps to strengthen our response to unauthorized practice. The accomplishments of last year and the preceding few years have been achieved according to a plan to meet our responsibilities as a regulator and achieve results based on prudent financial management.

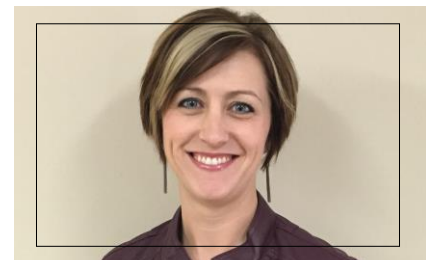
Looking forward to the work ahead, we have the thought in mind of sustaining a robust, appropriate regulatory system. We are confident we can and will continue to progress as an exemplary and "right-touch" regulator.

It has been an honour and privilege to share leadership in Agrologist Manitoba this past year. We are proud of what was accomplished, and confident that the decisions we made, and initiatives that are underway, will serve the public and members well in responding to the challenges ahead.

**"Our promise to Manitobans is to regulate the profession of Agrology to ensure safe, competent and ethical practice."**



Casey Fox, P.Ag., Chair



Jill Caldwell, P.Ag., Vice-Chair



Jim Weir, Executive Director

## MESSAGE FROM THE COUNCIL APPOINTEES

Members:

It is interesting that although “The Agrologists Act” of Manitoba is more than 30 years old, the requirement for appointees who are independent of the practicing profession may have seemed, in retrospect, ahead of its time; certainly, ahead of a recent trend toward more public representation on regulatory boards. Indeed, legislators in many provinces including Manitoba have recently insisted that non-practitioners are a significant part of the governance framework for regulated professions. We are glad the requirement has endured since 1985.

**“Our conduct like yours is at the core of what it means to be part of a trusted and self-regulated profession.”**

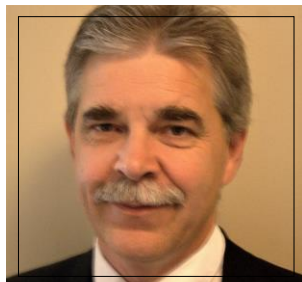
As non-Agrologists, we have the same responsibilities and adhere to the same Code of Conduct, Conflict of Interest and Performance Declaration as the elected Councillors. Our conduct like theirs, and yours is at the core of what it means to be part of a trusted and self-regulated profession. What makes appointees different? What makes us different is the absence of an agrology practitioner's perspective. Or to put it another way, ours is the public's perspective. The legislative requirement to appoint lay representation is intended as an effective counterbalance that helps maintain public confidence in the Agrology profession. We are

pleased to report that our perspectives were not at all at odds with the perspectives of the elected Councillors in 2018.

What helps in achieving alignment is that the governance framework for Agrologists Manitoba is clear. Policies are written down, regularly reviewed, and monitored for compliance. That is the main work of the Council. The policies detail the governance process Council will use, describe organizational goals, define the relationship between Council and operational staff, and detail limits or constraints around what the Executive Director can do or not do while working toward the goals.

As full participants in the Council's work, our main contributions this past year were to ensure to the best of our collective abilities that the organization's plans and actions were in line with “The Act” and public expectations. In that respect, we are pleased that Council decisions and organization actions reflected the public interest, the absence of perceived or real conflicts of interest, and alignment with the spirit and intentions of “The Agrologists Act”. We found that:

- Councillors avoided actual or perceived conflicts of interest by simply being open and transparent about their decisions.
- Decisions were based on evidence or expert input; Council arranged to learn about issues that impact regulation.
- Councillors attended regularly and came prepared to ask questions and consider issues.
- Council created policies and forged a positive relationship with the Executive Director so that information flow was ongoing.



John Carney, FCPA, FCMA



Beth Connery



D. Salin Guttormsson, LL.B

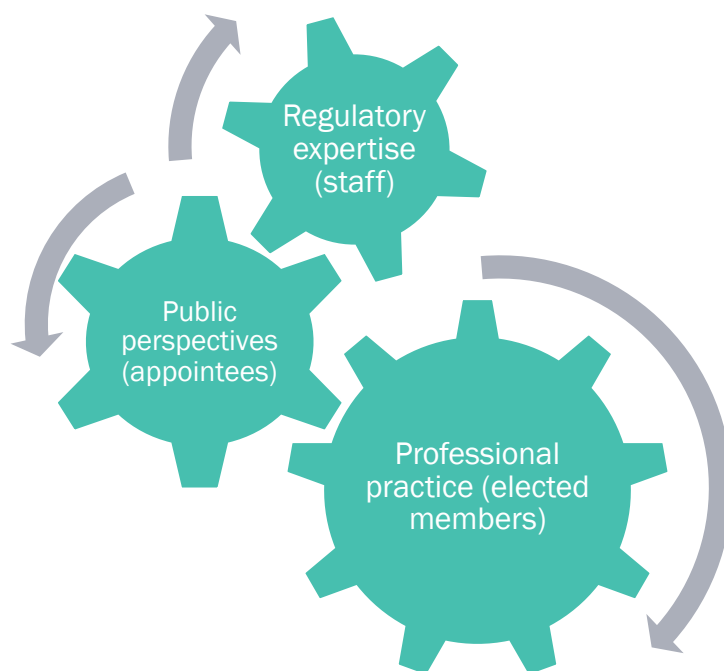
In a nutshell, we were happy to be members of the 2018 team, helping to protect the public by improving the regulation and registration of people who work in agrology.

## OUR WORK AND ACCOMPLISHMENTS

### Governance

It is well known and understood that governance and fiduciary oversight are important to how and how well a regulatory organization meets its public protection mandate. A systematic approach to how the profession is governed helps to ensure goals and policies are implemented by staff in a fair, transparent, and balanced way.

Responsibility for regulating the agrology profession is delegated by “The Agrologists Act” to the Manitoba Institute of Agrologists and the Provincial Council. “The Act” requires the Council be composed of 12 elected Agrologists and three public appointees. The Council is responsible for confirming the objectives, goals, and policies of the organization, and for setting standards for admission, professional conduct and service quality. Bylaws specify committees made up of Councillors and other members whose purpose is to help the Council by preparing policy alternatives and implications for council deliberation.



*Figure 1. The organizational chart illustrates that three important perspectives contribute to effective governance of Agrologists Manitoba.*

#### Public Identity

Agrologists Manitoba—this name change was the first step in a broader plan to better engage with the public and inform them about what Agrologists Manitoba is and does.

In 2018, activities focused on increased engagement with the people Agrologists serve and included:

- Launch of the new website. Website content is progressively revised to better explain the role of Agrologists and provide a clearer understanding of the self-regulating aspects of the agrology profession and what the public can expect.
- The introduction of a refreshed logo.

The Public, "The Agrologists Act" of Manitoba

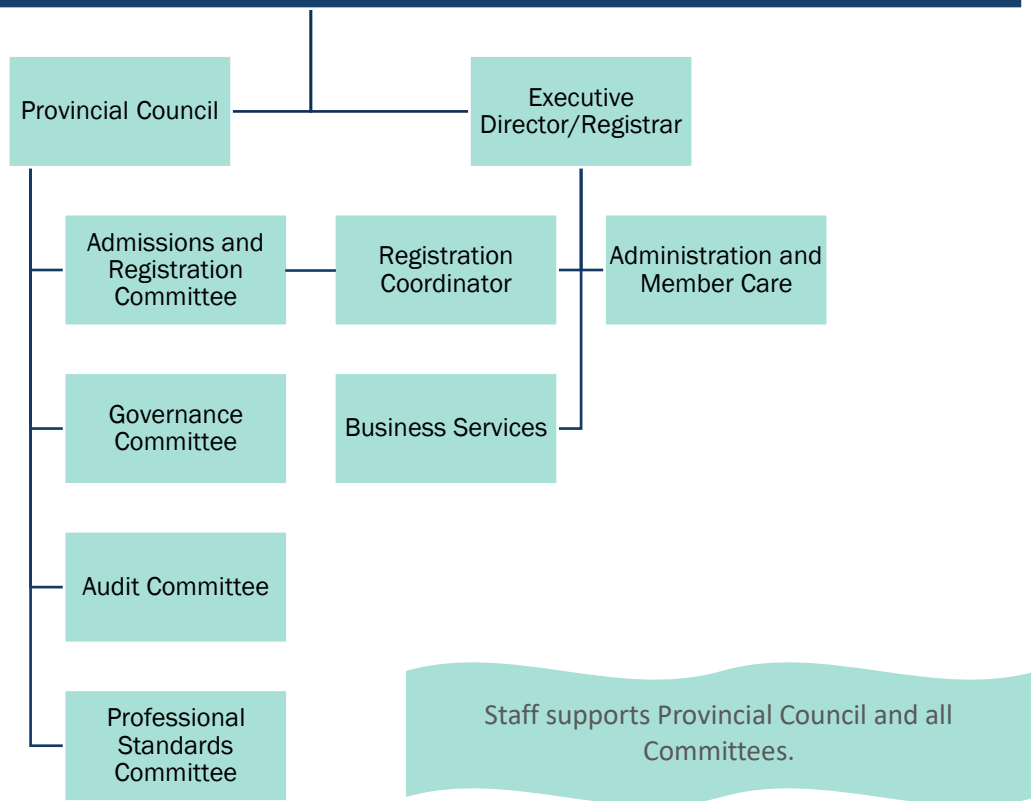


Figure 2. Agrologists Manitoba organizational chart.

The Governance Committee supports Council and is responsible for the following areas:

- Process and mechanism to identify potential council members.
- Assurance that training of new Council members is completed.
- Monitor bylaws and the legislation for currency and relevance.
- Annual meeting plan for Council consideration.

One of the Council's important policies in keeping with its commitment to governance excellence is to identify and solicit potential nominees who have characteristics that support the goals and core values of Agrologists Manitoba in its role as a regulator. A key message from the committee to members in 2018 was that the role of Councillor will appeal to individuals interested in helping to lead the organization toward the future. This past year the committee made more extensive use of a process to identify characteristics of prospective Councillors. The committee also circulated a "job ad" to inform members about upcoming vacancies on the Council and provided more extensive information to those considering nomination. Members were identified and contacted based on skills and abilities, relationships, and experiences developed from their professional practice. The intended result of the committee's work is the potential for a Council of individuals with a diverse range of thought and perspectives.

2018 Governance Committee members:

- Karin Wittenberg, P.Ag. (Lead)
- Gordon Earl, P.Ag.
- D. Salin Guttormsson, LL.B.
- Mark Howe, P.Ag.
- Paul Westdal, P.Ag.

# Registering Qualified Agrologists

Whether Agrologists receive their education and training in Manitoba, elsewhere in Canada or far beyond our borders, it's our job to make sure they are qualified to provide advice in agrology in Manitoba. Qualified means having knowledge, skill, and experience to practice with competence and in relation to what is expected of a trusted professional.

**“About 620 agrology professionals are registered to practise in Manitoba today.”**

About 620 agrology professionals are registered to practise in Manitoba today. There were 71 new applicants in 2018. Every applicant goes through a rigorous process that includes careful assessment of their application, verification of academic credentials, and other “practice readiness” checks. Because education in agrology varies around the world, internationally educated applicants are required to submit course-by-course evaluations. International applicants who do not have work experience in agrology in Canada participate in a competency development program aimed at helping with the transition to agrology work in Manitoba and demonstrating readiness to practice before being registered as an Agrologist-in-Training.

In 2018, the Admission and Registration Committee (ARC) developed and proposed, and Council accepted a more well-defined Reinstatement Policy. The new policy clarifies requirements for applicants who wish to re-enter professional practice. The new policy now differentiates among applicants based on the time away from active practice. At the same time, the committee proposed a faster review and approval process that protects the public but allows those re-entering the profession to “get on with it” without undue delay or process. Members had an opportunity to comment on the proposals and the new policy is available on the website.

ARC members in 2018 are:

- Robyn Harte, P.Ag. (Lead)
- Wendy McDonald, P.Ag.
- Brian Amiro, P.Ag.
- Tracy Gilson, P.Ag.
- Jay Rackham, P.Ag.
- Pam Wilson, Tech.Ag.

The ARC also took steps to streamline the transfer process. Cooperation among provincial agrology regulators, means documentation requirements are handled with less involvement from an applicant, and on our end, there is virtually no “red tape” involved in completing the registration process for Agrologists being welcomed to Manitoba.

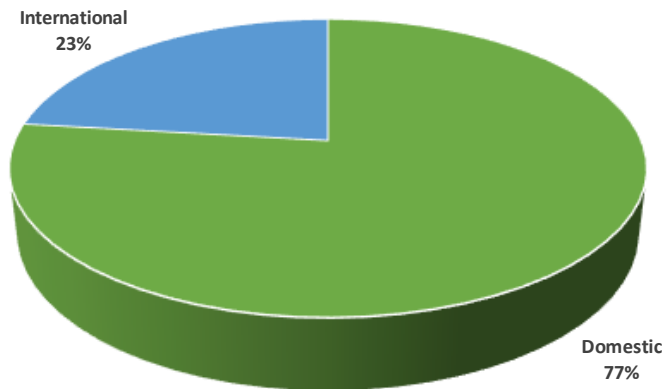
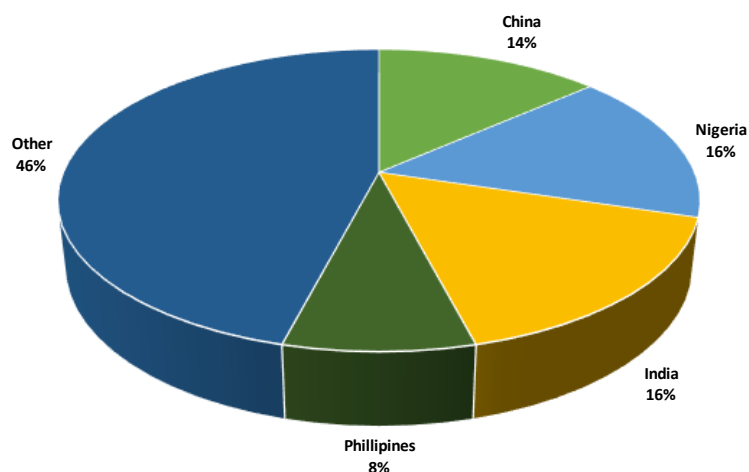


Figure 3. Domestic and international applicants, 2018.

**37 Agrologists-in-Training progressed to full status**



Countries included in "other" (46%) are:

- Albania
- Australia
- Austria
- Bangladesh
- Burundi
- Cameroon
- England
- Eritrea
- Ethiopia
- Germany
- Israel
- Jordan
- Sri Lanka
- Tunisia
- Zimbabwe

Figure 4. 2014-2018 International applicants' country of education.

## Agrology Professionals in Manitoba

Table 1. Register by category, 2014-2018.

<i>Regulated</i>	2014	2015	2016	2017	2018
<i>P.Ag.</i>	514	496	501	490	490
<i>Tech. Ag.</i>	46	42	47	50	58
<i>Agrologists-in-Training</i>	98	111	93	89	73
<i>Inactive</i>	24	27	44	59	57
<i>Total Practicing</i>	682	676	685	688	678
<i>Non- Practicing</i>					
<i>Retired</i>	25	30	33	34	38
<i>Life</i>	32	33	32	32	32
<i>Honorary</i>	4	4	4	4	4
<i>Affiliate</i>	6	6	5	4	4
<i>Total Non - Practicing</i>	67	73	74	74	78
<i>Grand Total</i>	749	749	759	762	756



## Areas of Agrology Practice

Agrology professionals have specific areas of expertise, each area of practice requires a combination of key competencies to work in specific areas.

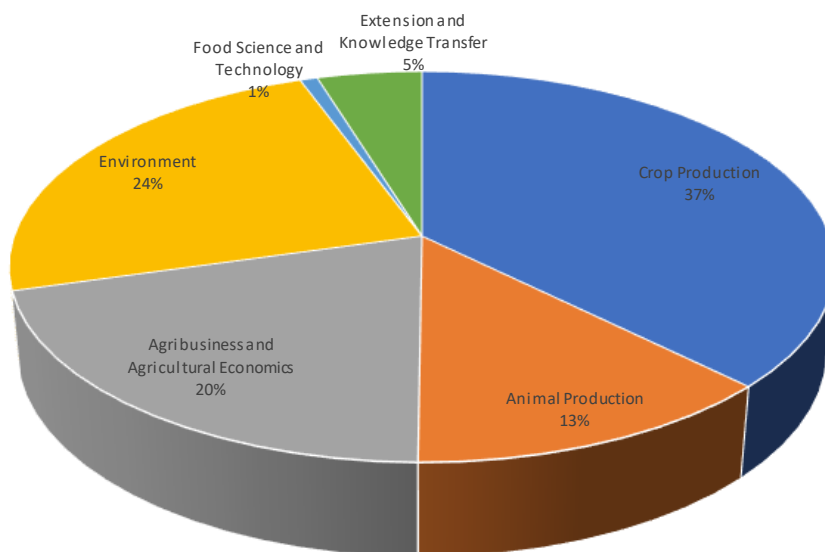


Figure 5. Areas of practice.

## Agrologists Canada: Collaboration and Cooperation Between and Among the Regulators

Under the Canadian system, two levels of government share powers. As defined in the Constitution, regulation of professions is a provincial government responsibility. For regulating the agrology profession, there is not just one law, standard, and set of procedures, but ten. Fortunately, through labour mobility provisions of the Canada Free Trade Agreement (CFTA) and other regional agreements, some level of economic and social equality between Canadian regions is ensured. We along with the other provincial agrology regulators participate in Agrologists Canada. This organization relies on cooperation among the ten members rather than legislative authority. In fact, one of the key reasons why Agrologists Canada was created was so that regulators could share ideas and develop uniform standards and practices to the greatest degree possible and within the provincial mandate and resources.

## Entry to Practice Education Standards in Canada

Not all provincial agrology regulators have fully implemented the entry to practice education standard for Professional Agrologists. With an increasingly mobile workforce in Canada, professional mobility requirements of the Canada Free Trade Agreement (CFTA) and the New West Partnership Trade Agreement (NWPTA) need to be balanced with our public protection mandate. Consequently, with Council's support, our leadership and financial participation in Agrologists Canada is aimed at attempting to resolve outstanding issues and bring all agrology regulators on board with the national entry to practice standard. In 2018, Agrologists Canada funded a project aimed at documenting willingness and capacity for provincial regulators to implement the National Education Standard, propose tools that could smooth out differences and result in a larger, more recognisable profile for the profession. The project will be completed in 2019.

**“Agrologists Canada is working to ensure that agrology professionals certified in any one province have their qualifications recognized across Canada.”**

Table 2. Distribution of Professional Agrologists (P.Ag.) in Canada.

Institute	Regulated Agrologists			
	2015	2016	2017	2018
British Columbia Institute of Agrologists <sup>1</sup>	1,198	-	-	1379
Alberta Institute of Agrologists	2,562	2,552	2,609	2533
Saskatchewan Institute of Agrologists	1,341	1,365	1,459	1592
Manitoba Institute of Agrologists	660	649	635	685
Ontario Institute of Agrologists	308	270	256	247
Ordre des Agronomes du Québec	3,118	3,087	3,021	3027
New Brunswick Institute of Agrologists	140	136	128	119
Prince Edward Island Institute of Agrologists	67	66	79	90
Nova Scotia Institute of Agrologists	235	219	208	182
Newfoundland & Labrador Institute of Agrologists	30	30	30	30
<b>Total</b>	<b>9,659</b>	<b>8,374</b>	<b>8,425</b>	<b>9,884</b>

Note:  
<sup>1</sup> Withdrew from membership for 2016-2017.  
 Data submitted by Institutes either represents membership as at financial year-end or data following annual renewal process to 2017.  
 Beginning 2018, all data is as at financial year-end.

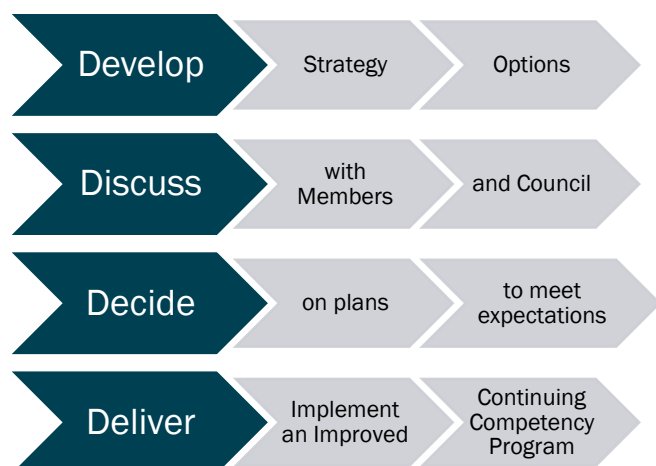
## Improving the Continuing Competency Program—Professional Standards Committee

All Manitoba Agrologists are expected to remain competent in their field of expertise and demonstrate effort in continuing competence. Since 2004, the Continuing Professional Development Program (CPD) has been the main “quality assurance” tool used by registrants to demonstrate effort toward keeping their knowledge and skills current.

Times have changed since 2004, Council observed that the public has higher expectations of professionals including Agrologist who are at the forefront in the key sectors of food production, environmental health, and sustainability. At the same time, the Agrology profession continues to evolve including more diverse ways Agrologists' skills and knowledge are deployed, and increased use of sophisticated technology in modern agrology practice. One of the work products expected by Council from the Professional Standards and Compliance (PSC) Committee is to develop and oversee the implementation of a continuing competence program.

**In 2018, the PSC began working with a review objective—to establish a strong, effective, and evidence-based Continuing Competency Program that is appropriate for the times, in the public interest, and meaningful to Agrologists. Significant research and review of continuing competency programs in other Canadian jurisdictions, as well as in Manitoba began to develop our own unique program.**

The committee's work plan is to:



Our review objective is to establish a strong, effective and evidence-based Continuing Competency Program that is appropriate for the times, in the public interest, and meaningful to member practitioners.

Research and review of Continuing Competency programs in other Canadian jurisdictions, as well as in Manitoba is underway, and expertise was sought to get a better grasp on the concept of competency to develop our own unique program.

Members of Professional Standards Committee are:

- Dennis Robles, P.Ag. (Lead)
- Terry Betker, P.Ag.
- Richard Kieper, P.Ag.
- Dennis T. Schindler, P. Ag.
- Jason Voogt, P.Ag.
- Michael Van Walleggem, P.Ag.

## Mission and Goals



**Our job is to regulate the agrology profession in Manitoba in the public interest. Through our goals we will create and maintain an infrastructure of trust that ensures the public is well-served by agrology professionals.**

The goals that Council sets and periodically re-sets must be aligned to our mandate—to regulate the agrology profession in Manitoba in the public interest. Mainly what we are mandated to do by “The Agrologists Act” is to create and maintain an infrastructure of trust that ensures the Manitoba public is well-served by Agrology professionals. In 2018 Council worked refreshed our goals. Organized under two main themes, the goals are based on what we believe is expected of us by the public we serve. The “assets” of the profession are its knowledge, skill, and experience and its trustworthiness; all of which are worth preserving. These two themes and their accompanying explanations are illustrated below.

Within each goal, Council directs the Executive Director and staff to set indicators that define how we’ll measure our progress against the main goals and objectives. In 2019-20 and forward the focus will continue to be on building and maintaining an Infrastructure of Trust that is appropriate to the practice of agrology.

### Mission

Agrologists Manitoba exists so that the public is lawfully protected and served using cost-effective stewardship of resources.

### Goals

Agrologists Manitoba is an exemplary regulator.

- Practitioners of agrology meet qualification requirements and are registered.
- Registered Agrologists will demonstrate continuing competence and ethical practice to the public.
- The public and registered Agrologists experience regulation practices that are fair, transparent, objective, and impartial.
- The public and registered Agrologists have an accessible, fair, and objective complaint and concerns process.
- Registered Agrologists have full mobility, as required, in the public interest.

### Goals

The Public is confident in Regulated Agrology professionals.

- The public has easy access to verify the registration and conditions or restrictions of a registered Agrologist’s practice.
- The public is informed about the value of registered Agrologists.
- The public is informed about the entry to practice requirements and ethical expectations for registered Agrologists.
- The public is assured that emerging and evolving agrology practices and technology are integrated into Agrologists Manitoba regulation of the profession.

## Managing Resources

The Audit Committee supports Council by attending to assigned work mainly focussed around financial risk management. Current work assigned to the committee includes:

- Specifying the scope of the annual external auditor's work.
- Follow-up to assure audit completed satisfactorily and that non-compliance issues if any are resolved.
- Identifying competent auditors to Council as required.
- Council assurance that its policies related to investment, banking, insurance, risk management, tendering and purchasing are appropriate.
- When directed by Council, verify financial or other information provided by the Executive Director.

This past year, the Committee decided on a more comprehensive approach to the auditor-client relationship. Opportunities were created to meet with the auditor to share governance information and, subsequently to discuss the 2018 year-end audit results. This approach proved to be an efficient and effective way to not only manage the audit but to assure Council and members of proper stewardship of the financial resources of the organization.

The Audit Committee is composed of:

- John Carney (Lead)
- Wayne Buhr, P.Ag.
- Beth Connery
- Michelle Lepp, P.Ag.
- Yilan Zhang, P.Ag.

**Table 3. Quick Facts, 2014 – 2018.**

Year	2014	2015	2016	2017	2018
<b>Practicing Members</b>	658	649	641	629	621
<b>Full Status Fee</b>	\$340.00	\$355.00	\$355.00	\$375.00	\$375.00
<b>Revenue (from members)</b>	\$233,322.00	\$246,598.00	\$237,906.00	\$243,715.00	\$229,978.00
<b>Total Revenue</b>	\$250,899.00	\$262,846.00	\$248,748.00	\$254,484.00	\$254,510.14
<b>Expense</b>	\$263,075.00	\$250,042.00	\$245,975.00	\$243,145	\$233,912.56

AUDITED FINANCIAL STATEMENTS

MANITOBA INSTITUTE OF AGROLOGISTS  
Financial Statements

Year Ended November 30, 2018

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## Independent Auditor's Report

### To the Directors of Manitoba Institute of Agrologists

I have audited the accompanying financial statements of Manitoba Institute of Agrologists, which comprise the statement of financial position as at November 30, 2018, and the statement of net assets, statement of operations and the statement of cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

#### *Management's responsibility for the financial statements*

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

#### *Auditor's responsibility*

My responsibility is to express an opinion on these financial statements based on my audit. I conducted my audit in accordance with Canadian generally accepted auditing standards. Those standards require that I comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

#### *Opinion*

In my opinion, the financial statements present fairly, in all material respects, the financial position of Manitoba Institute of Agrologists as at November 30, 2018, and its financial performance and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

February 14, 2019  
Winnipeg, Manitoba



Carol Edwards  
Chartered Professional Accountant

financial ∞ wellness



# MANITOBA INSTITUTE OF AGROLOGISTS

## Statement of Financial Position

As at November 30, 2018

	2018	2017
<b>ASSETS</b>		
Current		
Cash and cash equivalents (note 4)	\$ 332,672	\$ 330,164
Accounts receivable (note 5)	1,395	6,703
Prepaid expenses	2,107	2,031
	<u>\$ 336,174</u>	<u>\$ 338,898</u>
<b>LIABILITIES</b>		
Current liabilities		
Accounts payable and accrued liabilities	\$ 7,930	\$ 9,927
Unearned revenue (note 6)	-	5,175
Due to government agencies	3,000	2,952
	<u>10,930</u>	<u>18,054</u>
<b>NET ASSETS</b>	<u>325,244</u>	<u>320,844</u>
	<u>\$ 336,174</u>	<u>\$ 338,898</u>

See accompanying notes to the financial statements

Approved by:

Councillor:

Executive Director:

Carol Edwards Chartered Professional Accountant 2

## MANITOBA INSTITUTE OF AGROLOGISTS

### Statement of Net Assets

For the year ended November 30, 2018

	2018	2017
Net assets, beginning of the year	\$ 320,844	\$ 309,504
Excess of revenues over expenses	4,400	11,340
Net assets, end of the year	\$ 325,244	\$ 320,844

See accompanying notes to the financial statements



**MANITOBA INSTITUTE OF AGROLOGISTS****Statement of Operations****For the year ended November 30, 2018**

	<b>2018</b>	<b>2017</b>
<b>Revenues:</b>		
Membership fees	\$ 230,885	\$ 232,568
Professional development seminars	13,055	11,147
Interest income	6,302	5,574
Web advertisement	4,025	5,195
	<u>254,267</u>	<u>254,484</u>
<b>Administrative expenses:</b>		
Administrative salaries	145,989	136,896
Annual general meeting	1,004	747
Bank charges	954	1,262
Communications	5,759	5,541
Computer software and hardware	2,057	2,416
Insurance	844	820
Mailing expense	698	1,184
Meetings - non AGM	3,843	2,872
Memberships and license fees	6,850	6,350
Merchant fees	5,119	4,902
Office supplies and expenses	1,817	2,633
Office and building	9,465	6,498
Professional services	22,014	23,354
Public relations	205	2,200
Seminars	6,932	6,673
Travel	1,380	1,373
Website maintenance	14,903	19,191
	<u>229,833</u>	<u>224,912</u>
<b>Governance expenses:</b>		
Council - audit fees	5,053	5,464
Council - awards, honours and scholarships	4,000	2,000
Council - honourariums	2,250	2,150
Council - professional services	6,006	3,413
Council - meetings and communications	223	1,382
Council - travel	2,502	3,823
	<u>20,034</u>	<u>18,232</u>
<b>Total expenses</b>	<u>249,867</u>	<u>243,144</u>
<b>Excess of revenues over expenses</b>	<u>\$ 4,400</u>	<u>\$ 11,340</u>

See accompanying notes to the financial statements

**MANITOBA INSTITUTE OF AGROLOGISTS**  
**Statement of Cash Flows**  
**For the year ended November 30, 2018**

	<b>2018</b>	<b>2017</b>
<b>Cash flow from (used for) operating activities</b>		
Cash received from members	\$ 248,098	\$ 247,969
Cash paid to suppliers	(105,951)	(106,417)
Cash paid to employees	(145,941)	(136,828)
Interest received	6,302	5,574
Net cash flows (used for) operating activities	2,508	10,298
Cash at the beginning of the year	330,164	319,866
<b>Cash at the end of the year</b>	<b>\$ 332,672</b>	<b>\$ 330,164</b>

See accompanying notes to the financial statements

# MANITOBA INSTITUTE OF AGROLOGISTS

## Notes to Financial Statements

Year Ended November 30, 2018

### 1. Purpose of Organization

The Manitoba Institute of Agrologists (the "Organization") is a provincial organization legislated for the purpose of regulating the practice of agrology in Manitoba. The Organization is incorporated under the *Manitoba Corporations Act* and is a tax exempt organization under section 149(1) of the *Income Tax Act*.

### 2. Summary of Significant Accounting Policies

#### Basis of Reporting

The financial statements of the Organization have been prepared in accordance with Canadian accounting standards for not-for-profit organizations (ASNPO) and include the following:

#### Cash and cash equivalents

Cash includes cash and cash equivalents which consists primarily of commercial paper and deposits with an original maturity date of purchase of three months or less. Because of the short term maturity of these investments, their carrying amount approximates fair value.

#### Capital Assets

Capital assets are expensed in the year of acquisition. The amount of capital items expensed during the current year was \$NIL (2017 - \$NIL).

#### Revenue recognition

The Organization follows the deferral method of accounting for contributions. Restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue of the appropriate cost centre when received or receivable if the amount to be received can be reasonably estimated and collection reasonably assured.

The Unearned Revenue balance represents memberships invoiced in November and relating to the next fiscal year.

#### Use of estimates

The preparation of financial statements in conformity with ASNPO, requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the year. Assumptions are based on a number of factors including historical experiences, current events and actions that the Organization may undertake in the future, and other assumptions that are believed reasonable under the circumstances. Actual results could differ from those estimates under different conditions and assumptions. Estimates are used when accounting for allowance for inactive accounts, prepaid expenses, accrued liabilities, and disclosure of contingencies.

#### Contributed materials and services

The Organization recognizes contributed materials and services in the financial statements when their fair value can be reasonably determined and they are used in the normal course of operations had they otherwise been purchased.

**MANITOBA INSTITUTE OF AGROLOGISTS**  
**Notes to Financial Statements**  
**Year Ended November 30, 2018**

**2. continued**

Financial instruments

Financial instruments are recorded at fair value on initial recognition. Financial instruments are subsequently recorded at cost and amortized cost.

Transaction costs incurred on the acquisition of financial instruments measured subsequently at fair value are expensed as incurred. All other financial instruments are adjusted by transaction costs incurred on acquisition and financing costs, which are amortized using the effective interest method.

All financial assets are tested for impairment on an annual basis. When a decline is determined to be other than temporary, the amount of the loss is reported in net income.

**3. Financial Instruments**

The Organization's financial instruments consist of cash, receivables, and accounts payable. Unless otherwise noted, it is management's opinion that the Organization is not exposed to significant credit, interest rate, liquidity, or market risk arising from these financial instruments. Market risks result from changes in interest rates, exchange rates of foreign currencies and market prices of financial instruments.

*Credit risk*

The Organization's credit risk consists principally of cash and cash equivalents, short-term and other investments, and accounts receivable. The Organization maintains cash and cash equivalents with reputable and major financial institutions. The investments include commercial papers and investments issued by high-credit quality corporations and financial institutions. The Organization considers the risk of non-performance of these instruments to be minimal.

*Interest rate risk*

The Organization is exposed to interest rate risk with respect of cash and cash equivalents and interest bearing investments.

*Liquidity risk*

The Organization is exposed to liquidity risk in meeting its obligations associated with financial liabilities.

**4. Cash**

	<b>2018</b>	<b>2017</b>
Current account, non-interest bearing	\$ 1,376	\$ 29
Savings account, bearing interest at 2.55% (2017 - 1.85%)	331,296	330,135
	<u>\$ 332,672</u>	<u>\$ 330,164</u>

**MANITOBA INSTITUTE OF AGROLOGISTS**  
**Notes to Financial Statements**  
**Year Ended November 30, 2018**

**5. Accounts Receivable**

	<b>2018</b>	<b>2017</b>
Accounts receivable	\$ 3,281	\$ 2,638
Accounts receivable - Bambora merchant account	-	5,441
Accounts receivable - Stripe merchant account	980	-
Allowance for inactive member accounts	(2,866)	(1,376)
	<u>\$ 1,395</u>	<u>\$ 6,703</u>

**6. Unearned Revenue**

Unearned revenue consists of membership dues collected from members for the upcoming fiscal year.

**7. Comparative Figures**

Certain prior year's figures have been restated for comparative purposes to conform to current year presentation.

# MINUTES OF 68<sup>TH</sup> ANNUAL GENERAL MEETING (AGM)

April 11, 2018, 1:30 p.m. | The William Glesby Centre | Portage la Prairie, MB

## The following Bylaw(s) apply to the AGM

### Article VII – MEMBERSHIP MEETINGS

#### Annual General Meeting

1. Within one hundred and eighty days of the last fiscal year, there shall be an Annual General Meeting (AGM) of the members of MIA at a time and place to be fixed by Council.
2. The quorum at an AGM shall be forty practicing members of MIA, including Council, present in person.
3. At every AGM, in addition to any other business that may be transacted, the following business shall form part of the agenda.
4. For approval
  - (a) Minutes of the last AGM;
  - (b) Audited financial statements;
  - (c) Appointment of auditors for the next fiscal year;
  - (d) Election of council members; and,
  - (e) Any changes to the annual membership fee.
5. For information and discussion only
  - (a) Report of Council;
  - (b) Report of the auditors; and,
  - (c) Bylaw changes, if any.

Agenda Items	Highlights and Actions						
1. Call to Order	<p>Casey Fox, P.Ag. Council Chair, opened the meeting and welcomed members in attendance with the following comments:</p> <ul style="list-style-type: none"><li>• Quorum of 40 members attending was declared.</li><li>• Informed the assembly that the Notice of the Business Meeting and Agenda were sent to members prior to the meeting.</li><li>• Stated purposes of the business meeting.</li><li>• Voting process summarized; Voting on motions by a show of hands and determined by a simple majority. Recorded votes will be by a standing count.</li><li>• Members observed a moment of silence.</li></ul>						
2. Approval of 68 <sup>th</sup> AGM Agenda	<p>Motion 1 to approve 68<sup>th</sup> AGM agenda.</p> <table><tr><td><b>Moved by</b></td><td><b>Wendy McDonald, P.Ag.</b></td></tr><tr><td><b>Seconded by</b></td><td>Wayne Buhr, P.Ag.</td></tr><tr><td><b>Motion</b></td><td>Carried, None Opposed</td></tr></table>	<b>Moved by</b>	<b>Wendy McDonald, P.Ag.</b>	<b>Seconded by</b>	Wayne Buhr, P.Ag.	<b>Motion</b>	Carried, None Opposed
<b>Moved by</b>	<b>Wendy McDonald, P.Ag.</b>						
<b>Seconded by</b>	Wayne Buhr, P.Ag.						
<b>Motion</b>	Carried, None Opposed						
3. Approval of 67 <sup>th</sup> AGM Minutes	<p>Motion 2 to Approve Minutes of 67<sup>th</sup> AGM.</p> <table><tr><td><b>Moved by</b></td><td><b>Ray Redfern, P.Ag.</b></td></tr><tr><td><b>Seconded by</b></td><td>Wayne Buhr, P.Ag.</td></tr><tr><td><b>Motion</b></td><td>Carried, None Opposed</td></tr></table>	<b>Moved by</b>	<b>Ray Redfern, P.Ag.</b>	<b>Seconded by</b>	Wayne Buhr, P.Ag.	<b>Motion</b>	Carried, None Opposed
<b>Moved by</b>	<b>Ray Redfern, P.Ag.</b>						
<b>Seconded by</b>	Wayne Buhr, P.Ag.						
<b>Motion</b>	Carried, None Opposed						

<p><b>4. Review of the 2017 Year-End Audited Financial Statements, Lori-Ann Kaminski, P.Ag., Lead Audit Committee</b></p>	<p>Lori-Ann Kaminski, P.Ag. noted the following in the review and presentation:</p> <ul style="list-style-type: none"> <li>• General comment concerning benefit of leadership and service on Audit committee.</li> <li>• Introduced Auditor, Carol Edwards. Commentary on year-end financial information included: <ul style="list-style-type: none"> <li>- Summarized audit process and highlighted results.</li> <li>- Statement of operations reorganized somewhat to differentiate operation and governance costs.</li> <li>- Balance sheet demonstrates healthy cash flow.</li> <li>- Board and management facilitated excellent working relationship.</li> </ul> </li> <li>• No questions of the Auditor.</li> </ul>						
<p><b>5. Appointment of Auditor for 2018 Fiscal Year, Lori-Ann Kaminski, P.Ag.</b></p>	<ul style="list-style-type: none"> <li>• Members required to approve appointment of Auditor for 2018.</li> <li>• Audit Committee and Council recommend Carol Edwards Chartered Professional Corporation based on cost value and satisfactory service performance.</li> </ul>						
	<ul style="list-style-type: none"> <li>• Motion 3 to appoint Carol Edwards Chartered Professional Accountant Corporation as auditor for the year-ending November 30, 2018.</li> </ul> <p style="text-align: center;"><b>Moved by</b> <b>Lori-Ann Kaminski, P.Ag.</b></p> <p style="text-align: center;"><b>Seconded by</b> Brent Wright, P.Ag.</p> <p style="text-align: center;"><b>Discussion</b> Member request to explain audit expense line comparison to previous year: Executive Director response – actual expense change year on year is less than \$300 [post meeting information, audit-related expenses in 2017 were \$4,603 versus \$4,489 for 2016– increase of \$114 or 2.5% including filing T2 tax return]. Member comment; relatively stable financial results attributable to planning and effective management by administration</p> <p style="text-align: center;"><b>Motion</b> Carried, None Opposed</p>						
<p><b>6. Operational Information—Executive Director</b></p>	<ul style="list-style-type: none"> <li>• Summarized Agrologists Canada sponsored project to collect and verify data that reflects an agrologist's value to individual customer/client. Results intended to help validate the value of the brand.</li> <li>• Reviewed spending to modernize the management information system and web-based database including use of new visual and corporate identity based on rationale to draw attention to the professionals rather than the support organization.</li> </ul>						
<p><b>7. Election of Councillors</b></p>	<ul style="list-style-type: none"> <li>• Salin Guttormsson, Council Appointee, summarized the election process including recruitment work of the Governance Committee.</li> <li>• [Ballot counting and validation conducted by Tracy Gilson, P. Ag, Merv Pritchard, P.Ag. (Retired), and Mengistu Wendimu, Agrologist-in-Training, under supervision of S. Guttormsson.]</li> <li>• Election Results: <table data-bbox="630 1381 1317 1476"> <tr> <td><b>Total Eligible Votes Cast</b></td> <td><b>130</b></td> </tr> <tr> <td><b>Spoiled Ballots</b></td> <td><b>1</b></td> </tr> <tr> <td><b>Ballots Received by Mail or Electronic Means</b></td> <td><b>31</b></td> </tr> </table> </li> </ul>	<b>Total Eligible Votes Cast</b>	<b>130</b>	<b>Spoiled Ballots</b>	<b>1</b>	<b>Ballots Received by Mail or Electronic Means</b>	<b>31</b>
<b>Total Eligible Votes Cast</b>	<b>130</b>						
<b>Spoiled Ballots</b>	<b>1</b>						
<b>Ballots Received by Mail or Electronic Means</b>	<b>31</b>						
<p><b>8.</b></p>	<ul style="list-style-type: none"> <li>• The following nominees received the required according to the bylaws and were elected to a three-year term on Council: <ul style="list-style-type: none"> <li>- Terry Betker, P.Ag.</li> <li>- Casey Fox, P.Ag.</li> <li>- Robyn Harte, P.Ag.</li> <li>- Dennis Schindler, P.Ag.</li> <li>- Michael Van Wallenghem, P.Ag.</li> <li>- Karin Wittenberg, P.Ag.</li> <li>- Yilan Zhang, P.Ag.</li> </ul> </li> <li>• (The ballots will be held for a specified period and then destroyed.)</li> <li>• Chair thanked elected Councillors for accepting the nomination and agreeing to serve as Councillors.</li> </ul>						

<p><b>9. Information of Interest to Members—Annual Registration Fee and Relationship to Financial Reserves</b></p>	<p><b>Annual Registration Fee</b></p> <ul style="list-style-type: none"> <li>Chair confirmed for the second year in a row, Council does not recommend any changes to the fee schedule effective January 1, 2019. No fees motion or decision is required of members.</li> </ul> <p><b>Financial Reserves</b></p> <ul style="list-style-type: none"> <li>Council requires Executive Director to maintain a financial reserve of not less than \$250,000.</li> <li>Introduced Vice-Chair Jill Caldwell, P.Ag., and Terry Betker, P.Ag. to lead a discussion and feedback from members about the reserve fund.</li> <li>Summary: <ul style="list-style-type: none"> <li>Rationale for reserve and allocation of specific purpose reserve categories</li> <li>Options debated by Council included gradual, predictable, scheduled fee increases, or, fee increases based on “need” that could include replenishing global reserve or a specific category.</li> <li>Reserve is an indicator of good organizational governance.</li> <li>What would be possible for organization if there were no financial constraints?</li> <li>T. Betker suggested three relevant questions: <ul style="list-style-type: none"> <li>(How) should the reserve structure and allocation guidelines be changed?</li> <li>What events might occur that could financially impair the organization?</li> <li>Is the legal reserve component (\$100,000) adequate?</li> </ul> </li> </ul> </li> </ul>
	<ul style="list-style-type: none"> <li>Member Feedback: <ul style="list-style-type: none"> <li>Is it possible to purchase insurance to cover events contemplated by the reserve, instead of maintaining a reserve? (Example: policy that includes coverage to defend the Act).</li> <li>Management response—unaware of insurance product of that type. <ul style="list-style-type: none"> <li>What is being done to target non-registered individuals who may be practicing?</li> <li>Management response—members historically concerned about unauthorized practice however preferred compliance approach does not include hiring new resources dedicated toward more aggressive investigation and compliance activity.</li> </ul> </li> <li>Is unauthorized practice a criminal or civil matter? If criminal, would the organization receive prosecutorial support?</li> <li>Management response—compliance with “The Agrologists Act” is a civil matter.</li> </ul> </li> </ul>
<p><b>10. Recognition of Outgoing Councillors</b></p>	<ul style="list-style-type: none"> <li>Presentation to Darren Keam, P.Ag., Councillor and Past Council Chair; Lori-Ann Kaminski, P.Ag., Councillor and Audit Committee Lead; Ray Redfern, P.Ag., Councillor and Professional Standards Lead, received a commemorative “Inukshuk” service recognition award.</li> <li>[Not available: Colleen Dyck, Public Appointee]</li> </ul>
<p><b>Motion to Adjourn</b></p>	<ul style="list-style-type: none"> <li>Chair declared conclusion of the business of the meeting agenda. Members thanked for their attendance and participation.</li> </ul> <p style="text-align: center;"><b>Moved by                      Mark Howe, P.Ag.</b></p> <ul style="list-style-type: none"> <li>The meeting was adjourned at 2:50 p.m.</li> </ul>



## APPENDICES

### Appendix 1. Agrologists-in-Training, 2018.

1. 2193, Baljeet Singh, Assiniboine Community College
2. 2216, Justice Zhanda, University of Manitoba
3. 2219, Katherine Ward, E.I DuPont Canada Company
4. 2220, Donald Sanders, XiteBio Technologies Inc.
5. 2224, Danielle George, Bayer CropScience
6. 2226, Maureen Friesen, Terraco
7. 2227, Anand Aneja, ICMS
8. 2232, Brandy Beischer, BASF
9. 2233, Megan Westphal, University of Manitoba
10. 2234, Bailey Sigvaldason, Foster Ag Services
11. 2239, Shane Wood, ICMS
12. 2240, Seriki Muhammed Zul-Gambari, University of Manitoba
13. 2241, Melody Caron, BASF
14. 2248, Shane Norrie, Westoba Credit Union
15. 2287, Javier Vargas, MNP
16. 2288, Carley Paulenko, Nutrien Ag Solutions
17. 2298, Rachel Plett, Manitoba Chicken Producers
18. 2300, Kory Van Damme, Fortified Agronomy Inc.
19. 2302, Chelsea Boonstra, Terraco
20. 2309, Thomas Coutts, Nutrien Ag Solutions
21. 2312, Alexander Yarema, Nutrien Ag Solutions
22. 2316, Corey Bosko, The Progressive Group of Companies
23. 2318, Courtney Miller, Nutrien Ag Solutions

### Appendix 2. Professional/Technical Agrologist, 2018.

24. 1691, Holly Derksen, P.Ag., Manitoba Agriculture
25. 1832, Cody Nolan, Tech. Ag., MNP
26. 2000, Coelton Dayle, Tech.Ag., Matrix Solutions
27. 2001, Tiffany Sobie, P.Ag., MNP
28. 2002, Sergey Volkov, P.Ag., Farmers Edge
29. 2011, Courtney Welch, P.Ag., Monsanto
30. 2015, Ian Jones, P.Ag., Meyers Norris Penny
31. 2022, Anthony Mintenko, P.Ag., Manitoba Agriculture
32. 2067, Coby Murray, Tech.Ag., Good Lands Environmental Inc.
33. 2070, Nicholas Lea, P.Ag., TD Bank
34. 2095, Ryan Elliot, P.Ag., Redfern Farm Services Ltd.
35. 2105, Adekunle Onakomaiya, P.Ag., University of Manitoba
36. 2109, Kim Wolfe, Tech.Ag., Manitoba Agriculture
37. 2126, Aline Tezcucano, P.Ag., Manitoba Agriculture
38. 2137, Daniel Berhe, P.Ag., Manitoba Agriculture
39. 2140, Justin Paterson, P.Ag., AGI
40. 2142, Greg Bartley, P.Ag., MB Pulse & Soybean Growers
41. 2143, Christina Rivest, P.Ag., Proveta
42. 2145, Tharshinidevy Nagalingam, P.Ag., University of Manitoba
43. 2159, Mitchell O'Brien, P.Ag., Bud McKnight Seeds
44. 2160, Brett Takvam, Tech.Ag., Viterra
45. 2160, Derek Lewis, P.Ag., Bayer CropScience
46. 2163, Charlee McLaughlin-Ventnor, Tech. Ag., Shur-Gro Farm Services Ltd.
47. 2171, Colby Robertson, P.Ag., McCain Foods Canada
48. 2173, Karlee Nardai, P.Ag., Paterson Grain
49. 2180, Ian Fortune, P.Ag., Matrix Solutions Inc.
50. 2182, Haider Abbas, P.Ag., Manitoba Agriculture
51. 2184, Lyle Wiens, P.Ag., Self-Employed

52. 2189, Pamela Wilson, Tech.Ag., Assiniboine Community College
53. 2197, Taylor Masse, P.Ag., Manitoba Agriculture
54. 2200, Kerensa Mamchuk, P.Ag., Agrologists Manitoba
55. 2201, Pamela Bailey, P.Ag., Qually Company Farms
56. 2208, Brent Wiebe, P.Ag., Winkler Co-op - Morden Agro
57. 2211, Ikenna Mbakwe, P.Ag., [Transferred]
58. 2214, Jessica Luzny, P.Ag., Crop Production Services
59. 2222, Melissa Goods, P.Ag., Crop Production Services
60. 2248, Shane Norrie, Tech. Ag., Westoba Credit Union Ltd.

### Appendix 3. Dual/Multiple Registrations, 2018.

61. 1016, Robert Maurice, P.Ag., SNC-Lavalin
62. 1174, Peter Manness, P.Ag., MNP
63. 1299, Elena Khozhina, P.Ag., Stantec
64. 1776, Shelby Wray, Tech.Ag., Good Lands Environmental Inc.

### Appendix 4. Reinstatement, 2018.

65. 1989, Gurminder Chahil, P.Ag., Manitoba Agriculture
66. 1831, Seyoum Legesse, Agrologist-in-Training
67. 1646, Babatunde Nuga, P.Ag., Manitoba Agriculture
68. 1299, Elena Khozhina, P.Ag., Stantec

### Appendix 5. Transfer-In, 2018.

69. 2222, Melissa Goods, P.Ag., Crop Production Services
70. 2225, Shayla Hazlewood, P&H (Inactive)

### Appendix 6. Provincial Council, 2018.

#### Elected Provincial Council Members

1. Chair: Casey Fox, P.Ag., Concentra Financial
2. Vice-Chair: Jill Caldwell, P.Ag., Good Lands Environmental Inc.
3. Terry Betker, P.Ag., Backswath Management Inc.
4. Robyn Harte, P.Ag., Manitoba Agriculture
5. Mark Howe, P.Ag., Thompson Dorfman Sweatman LLP
6. Wendy McDonald, P.Ag., Parrish & Heimbecker. Ltd.
7. Lynne Pinder, P.Ag., Prairie Beef Nutrition
8. Dennis Robles, P.Ag., Swine Health Professionals
9. Dennis T. Schindler, P. Ag., Schindler & Associates
10. Michael Van Wallegghem, P.Ag., Government of Canada
11. Karin Wittenberg, P.Ag., University of Manitoba
12. Yilan Zhang, P.Ag., Bayer CropScience / Monsanto Canada Inc.

#### Public Appointee, Three-Year Term

13. Beth Connery, Connery's Riverdale Farms Ltd.
14. John Carney, Manitoba Agriculture
15. D. Salin Guttormsson, LL.B., Manitoba Association of Medical Radiation Technologists

## Appendix 7. Administration and Responsibilities

Jim Weir, Executive Director/Registrar <a href="mailto:jim.weir@agrologistsmanitoba.ca">jim.weir@agrologistsmanitoba.ca</a>	Jim leads the overall day-to-day management and operation of Agrologists Manitoba. He supports and advises Council and all Committees and is the main connection to other Institutes and Agrologists Canada. He is an officer of Agrologists Canada.
Estel Facundo, Administration and Member Care <a href="mailto:admin@agrologistsmanitoba.ca">admin@agrologistsmanitoba.ca</a>	Estel provides administrative support. Her responsibilities include member care and communication, website management, and liaison with the Office of the Manitoba Fairness Commissioner. She also assists in events and special activities.
Kerensa Mamchuk, P.Ag., Registration Coordinator <a href="mailto:registration@agrologistsmanitoba.ca">registration@agrologistsmanitoba.ca</a>	Kerensa holds a BSc (Agribusiness) from the Faculty of Agricultural and Food Sciences, University of Manitoba, and has several years of experience in various roles in the crops and livestock sectors. Kerensa is a strong communicator whose role includes new application processing and entry to practice credential and competency assessment. She provides significant support to Agrologists-in-Training and the Admissions and Registration Committee.
<b>Agrologists Manitoba</b> 201-38 Dafoe Road Winnipeg, MB R3T 2N2 <a href="http://www.agrologistsmanitoba.ca">www.agrologistsmanitoba.ca</a> 204.275.3721	