

# 2023 ANNUAL REPORT



# Agrologists

MANITOBA

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### Who We Are

Founded in 1950, the Manitoba Institute of Agrologists (Agrologists Manitoba<sup>1</sup>) is a regulatory body operating under legislative authority of *The Agrologists Act* of Manitoba. The purpose of the Act is to regulate the practice of agrology in Manitoba and register practitioners. Regulation is primarily financed through fees paid by Agrologists registered in Manitoba. One of the hallmarks of the “self-regulatory” system is that regulation is done at no direct cost to Manitoba taxpayers. The Manitoba Institute of Agrologists adheres to the Corporations Act of Manitoba and is a not-for-profit entity registered with the Companies Office, Entrepreneurship Manitoba.

Agrologists Manitoba’s primary functions are to ensure only qualified, ethical, and competent Agrologists are registered; manage processes to ensure agrologists demonstrate continuing competence; respond to complaints and take appropriate action concerning unauthorized practice. Similar legislation regulating agrologists is in effect in all other Canadian provinces.

The value of Agrologist's application of clear evidence-based standards, regulatory policies, and processes is evident in an era of rising public expectations and constant change.

The Provincial Council is responsible for governing the Institute and establishing the standards for the profession. Committees and qualified staff do work aimed at meeting organizational objectives.

### Lands Acknowledgement

The office of the Manitoba Institute of Agrologists is located within the territory of Treaty 1. Registered agrologists live and work on the territories of Treaties 1, 2, 3, 4, and 5 on the ancestral and traditional lands of the Anishinaabe Cree, Oji-Cree, Dakota, and Dene peoples and on the homelands of the Métis Nation. We respect the Treaties made on these territories and strive to ensure excellence in agrology practice that benefits all peoples in Manitoba.

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<sup>1</sup> The legal name of the organization is “The Manitoba Institute of Agrologists”. For public identity and ease of use purposes Agrologists Manitoba is also used.

# MANDATE, OBJECTIVES, AND GOALS

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## MANDATE

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

*The Agrologists Act* is the anchor of the organization, providing the mandate for reasonable and reachable objectives. The objectives, stated in the bylaws, are the council's high-level interpretation of The Act; they guide operational goals that are set periodically by the council. These four elements – the Act, bylaws, objectives, and goals are the criteria for all regulatory, governance, and operational decision-making.

## OBJECTIVES

*The Agrologists Act* is a statute of the Province of Manitoba. It gives the Manitoba Institute of Agrologists the authority to regulate the profession.

The objectives (Bylaw, Article III) are derived from the legislation. They outline in broad terms what is expected of a regulator including actions to protect the public and all matters relating to the practice of agrology. The objectives require the organization to:

1. Set requirements and standards for registration of and practice by registrants.
2. Provide governance and oversight to registrants.
3. Establish and maintain standards of ethics with which all registrants must comply.
4. Hold registrants accountable to the public and to the profession through transparent processes of review, complaints investigation, and discipline.
5. Providing information about the practice of agrology to the public, employers, clients, and regulated members.

## GOALS

Goals are theme-based and help the public and registrants make the connection between the purpose of the Institute, and what it means to them. While there may be important institutional, resource, or external factors that are beyond the Institute's control, actions that move the Institute toward the goals is always the objective, even though crossing a "finish line" may not always be fully achievable. The goals and progress indicators are aimed in the same direction—regulating agrologists in the public interest.

### **Goal: Agrologists Manitoba is an exemplary regulator.**

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

### **Goal: The Public is confident in Regulated Agrology professionals.**

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

# MESSAGE FROM THE PROVINCIAL COUNCIL CHAIR AND EXECUTIVE DIRECTOR

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## About this Report

We are pleased to provide the annual report of the Manitoba Institute of Agrologists to registrants and the public for the year ending November 30, 2023. The report is an opportunity to highlight activities of the council and operations team for the past year using a combination of descriptive summaries, regulatory statistics, and financial information.

The report also highlights our focus and the work being done to support and sustain the bylaw objectives and council articulated goals that guide us moving forward in our mandate. The report reflects the work and input of the Provincial Council, committees, and staff who worked together with enthusiasm and commitment to regulate agrology in Manitoba in the public interest. A special thank you to elected council members Daryl Domitruk, P.Ag., Katherine Stanley, P.Ag., Michael Van Walleggem, P.Ag., and Yilan Zhang, P.Ag. whose terms are expiring and who are leaving council.

On behalf of registrants and the public we also thank Beth Connery, one of three council appointees, who served the interests of Manitobans for six years and contributed valuable insights through the lens of a producer, business owner, and experienced contributor on the national ag stage. The contributions of all departing councilors will be missed.

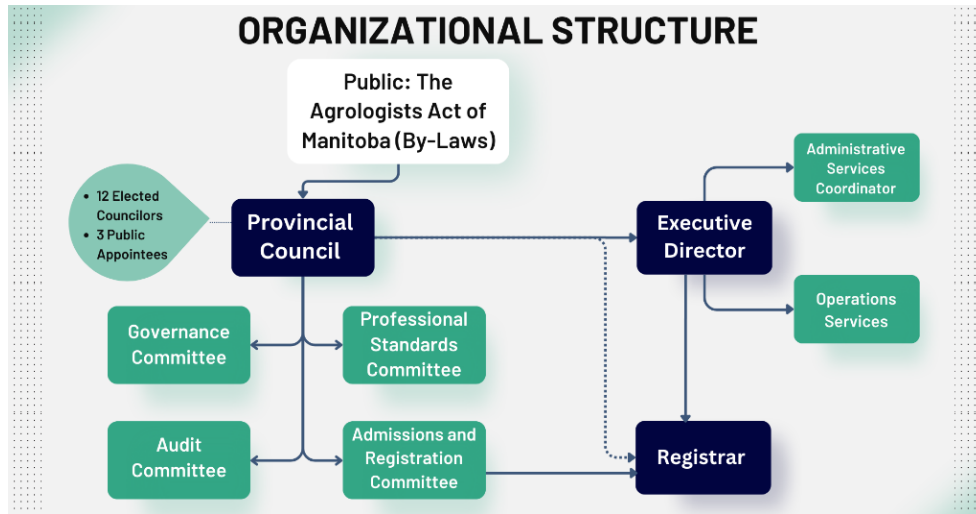
## Mandate and Role

Governance is an important council focus because it establishes the framework for decision-making. Our governance structure also makes accountability deliberate and clear; enabling effective management of people and resources. Good governance is always within our grasp and is what we strive for to help us deliver our mandate.

## Operations and Management Focus

The Provincial Council communicates the goals ([page 3](#)) and oversees the day-to-day business of Agrologists Manitoba through its appointment of the Registrar and Executive Director. Resources of the organization are allocated by the Executive Director who reports to council on results in the following general areas:

- Support for council and committees
- Admission policies and procedures
- Registration compliance
- Practice requirements
- Public concerns and complaints
- Administration of the organization



## Financial Condition

Financial results for 2023 were positive as confirmed by the independent auditor’s report ([page 16](#)). The financial health and strength of our organization is the result of our focus on planning our regulatory service obligations with financial prudence and with an eye on the future. The council and the operations team are mindful that recent positive financial results are an important outcome of persistent and focused communication about registration and compliance ([see registered agrologists graph, page 12](#)). Those continuing efforts, when coupled with council policy decisions this past year concerning how financial reserves are used, will enable greater flexibility and options in the future.

## Focused on the Future

While 2023 was another year of learning, measured growth, and financial stability, we continued to look for opportunities where we can do better and improve in the best interest of Manitobans.

It was our privilege to serve in our respective capacities this past year.



*Shelby Wray*  
**Shelby Wray, Tech.Ag.**  
 Provincial Council Chair



*Jim Weir*  
**Jim Weir**  
 Executive Director

# MESSAGE FROM OUTGOING COUNCIL APPOINTEE

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As an appointee to the Provincial Council who is also a Manitoba business owner and producer, I contributed my own preferences and experiences, but I also valued listening to and learning from others. What I have appreciated most during the last six years is the desire from my council colleagues to think critically, but to also make decisions and pull together in the best interests of the public.

One of the council's essential functions is providing the organization with clear direction. My council colleagues and I were committed to council meetings this past year, structured so that adequate time was spent discussing the direction and goals to ensure regulation of agrology is done in a contemporary context.

Aiming for effective governance is the council's other primary responsibility. Confirming that succession planning policy extends to the council and its supporting committees was an important milestone for the council under the governance umbrella. In parallel, a review of the way we identify and recruit regulated members to the council was one of the council's most significant governance actions this past year. Financial management policy was another prominent accomplishment focused on the future.

I am proud to have been associated with Agrologists Manitoba; it was a privilege to serve!



**Beth Connery**  
Public Appointee

# GOVERNANCE

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## Agrologists Act of Manitoba

Agrologists are regulated in Manitoba and all other provinces in Canada to ensure they provide knowledge and advisory services consistently and competently.

Profession-led (self) regulation of the practice of agrology is granted to the Manitoba Institute of Agrologists through the provincial government's **Agrologists Act**.

*The Agrologists Act* grants agrologists the privilege of profession-led regulation. The Act designates the Manitoba Institute of Agrologists as the mechanism for regulation.

There are no government-established regulations corresponding to the Act.

## Bylaws and Policies – Governance and Operations Framework

The Institute **bylaws and council policies** provide direction for day-to-day operations such as registration, with specific guidelines concerning governance matters including the Provincial Council, committees, elections, and meetings. The bylaws are reviewed and updated as needed and made available on the website.

## Provincial Council

The council governs, controls, and administers the Institute's affairs in accordance with *The Agrologists Act*, bylaws, and governance policies. Twelve councilors are elected and three are appointed by the provincial Minister of Agriculture and the Dean of the Faculty of Agricultural and Food Sciences, University of Manitoba.

All councilors sign a Confidentiality and Non-Disclosure agreement that extends to their work on Committees.

## Appointees



Beth Connery



Lance Derksen



Trish Jordan

## Role of the Provincial Council

The council is responsible and accountable for governance, setting a direction for the organization, overseeing progress toward goals through policies and observation, and ensuring strong succession plans are in place.

The council's governance plan includes four full council meetings per year.

Council meetings are organized around three agenda themes:



**The council regularly reviewed** and discussed objectives and goals to ensure goals are contemporary and in alignment with objectives. The council also reviewed details concerning indicators of action toward the goals while monitoring the staff's responsibility to focus resources in areas of high impact relative to requirements of *The Agrologists Act*.

Highlights from the past year included:

- Council accepted the strategy and policy recommendation of the Audit Committee to develop a financial reserve policy.
- Strengthen succession planning: agreement on a "whole of organization" approach, appointing an ad hoc succession planning working group, assisted by an experienced human resource consultant.
- Appointment of Kerensa Mamchuk, P.Ag. as Registrar (distinct role from Executive Director).
- "Green light" development of a new practice area classification system.
- Review and update committee responsibilities and accountabilities.
- Meet and exchange information with key stakeholders who are connected with regulation of agrology.
- As members of Agrologists Canada we continued to work with others to find a new, more appropriate plan for that organization with more focus and less cost.

## Committees

The council appoints and oversees several committees made up of councillors and agrology professionals.

Committees exist to support the important work of the council and are required to provide regular written reports of the committee's specific activities and accomplishments. Committees review issues, make decisions, and provide guidance and support to the council in well-defined areas. Committees are comprised of individuals who reflect diversity, varied qualifications, and professional experience. The council appoints each committee chair. The Executive Director and Registrar attend but do not vote at committee meetings.

## 2023 Provincial Council

1. Beth Connery [Appointee]
2. Lance Derksen [Appointee]
3. Danielle Dolyniuk, P.Ag., Vice-Chair
4. Daryl Domitruk, Ph.D., P.Ag.
5. Rob Duncan, Ph.D., P.Ag.
6. Trish Jordan [Appointee]
7. Peter Manness, P.Ag.
8. Mary-Jane Orr, P.Ag.
9. LeeAnn Peters, P.Ag.
10. Anita Renwick, P.Ag.
11. Katherine Stanley, P.Ag., CCA
12. Michael Van Wallegghem, P.Ag.
13. Paul Westdal, P.Ag.
14. Shelby Wray, Tech.Ag., Chair
15. Yilan Zhang, P.Ag.



# ADMISSIONS AND REGISTRATION

Our role is protecting the public.

The Registrar is responsible for daily registration operations, and with support from the Admission and Registration Committee (ARC), registration policies, and issuance of practice permits to agrologists who are qualified to practice in Manitoba.

Individuals who are practicing agrology in Manitoba according to *The Agrologists Act* must legally become registered/licensed with Agrologists Manitoba. The ARC fulfills the Duties and Responsibilities on behalf of the council to meet organizational objectives. The Duties and Responsibilities (formerly Work Products) were updated in 2023 with language more reflective of committee functions and obligations.

## RESPONSIBILITIES IN ACTION

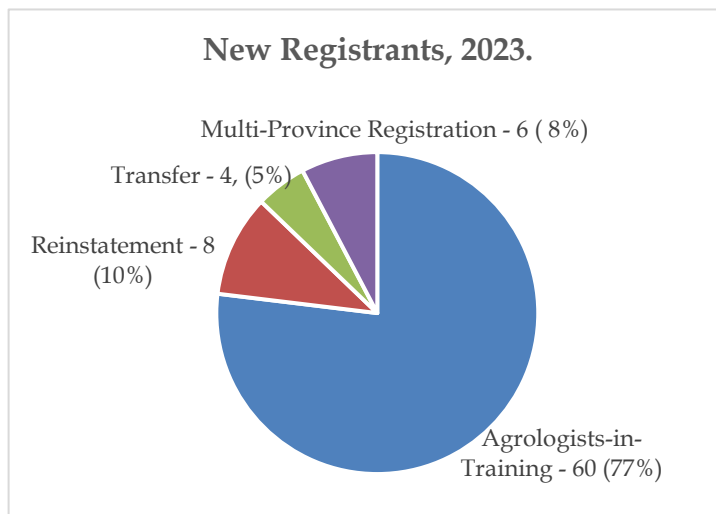
### Registration Activities

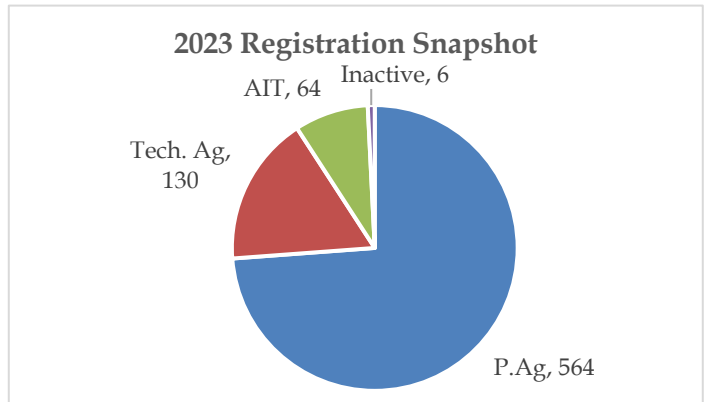
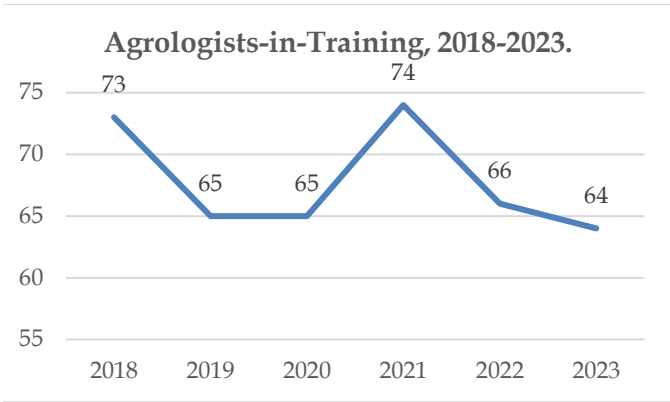


**“The specialized education of agrology professionals is contributing in more ways to the economic and environmental well-being of Manitobans.”**

To ensure practitioners of agrology meet qualification requirements and are registered (per council’s goals) the registration department completes a systematic, standards-based assessment for all:

- New Applications for registration
- Agrologists-In-Training prepared for full status (completed provisional requirements)
- Reinstatement of registration (for individuals returning to the practice of agrology)
- Transfer of registration to/from other provincial agrology institutes
- Multi-province registration
- Registration Compliance

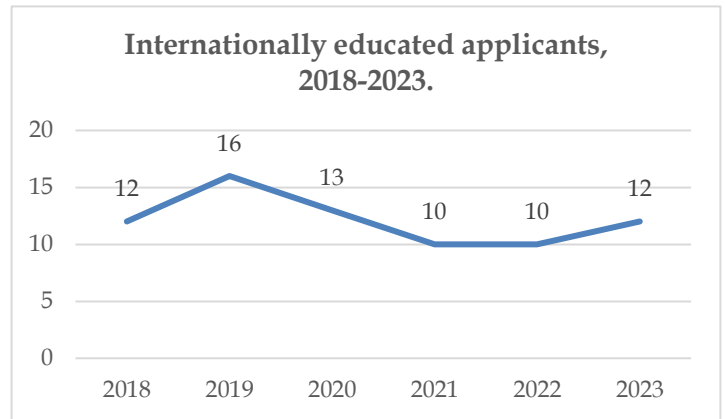




## REGISTRATION POLICY

The Registrar and ARC are also responsible for identifying necessary policies for admission and registration for council approval, and then developing essential requirements, standards, or processes for implementation.

To support council’s goal of fair regulation practices, the ARC confirmed updates to the Non-Resident Application Policy to clarify the process and offer non-resident applicants the option of when education assessment occurs and by extension, when the application fee is due. The amendments allow applicants from outside of Canada to continue taking steps towards future registration without incurring financial penalties.

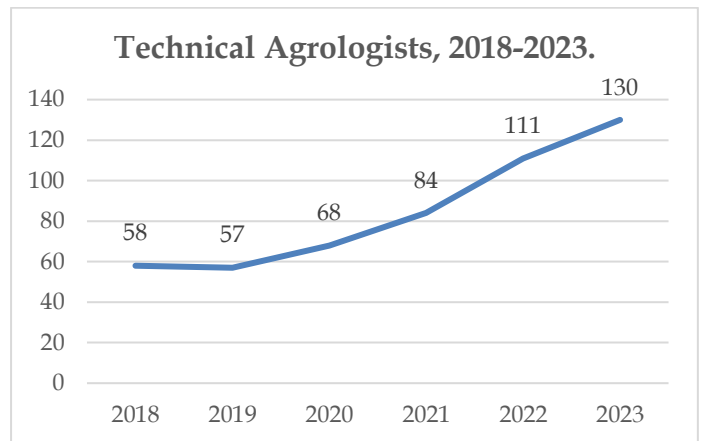


Agrologists Manitoba continues to welcome applications from agrologists who received their formal education outside of Canada. Internationally educated agrologists (IEAs) are initially assessed for their preparedness to begin practice in Manitoba and may be directed to the Competency Development Process as an interim step. This step enables IEAs to develop their knowledge and skills in the Manitoba context, so they become eligible for practice status within an acceptable time.

## REGISTRATION HIGHLIGHTS

### Technical Agrologists

Manitoba was one of the first agrology regulators to introduce an alternate pathway to professional recognition – Technical Agrologist registration category. Focused communication combined with registration compliance effort has resulted in a significant increase in applications meeting the requirements for registration within the Tech.Ag. category [which recognizes an applied formal education pathway through agriculture diploma or applied degree].

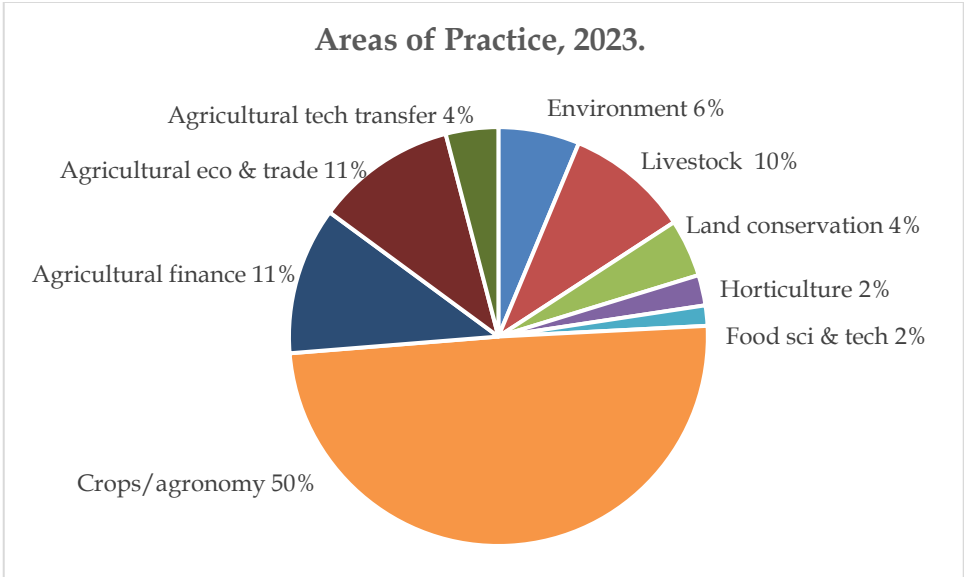


Technical Agrologists are competent agrology professionals who have specialized knowledge in agrology and who can add value in food production, environmental protection and boosting the economy. All Technical and Professional Agrologists can practice agrology according to *The Agrologists Act*, enjoy mobility (transfer of license) benefits, and carry the prestige, respect, and responsibility of licensed professionals.

### Requirements for Regulators

The Fair Registration Practices Office (FRPO) provides oversight to regulators to ensure applicants are assessed in a way that is transparent, objective, impartial and fair, which aligns entirely with council's goals. The FRPO completed a scheduled evaluation of regulators' compliance with their *Duty to Collaborate with educators and employers on remedial opportunities for internationally educated applicants*. The FRPO confirmed that Agrologists Manitoba "has a high degree of compliance" and recorded the progress opportunity for re-introduction of a formal education program to support gap remediation of internationally educated agrologists in Manitoba.

Agrologists Manitoba continues in their effort to establish partnerships with education institutions, particularly the University of Manitoba regarding program viability/delivery and take initial steps towards outlining the competencies addressed by a formalized program.

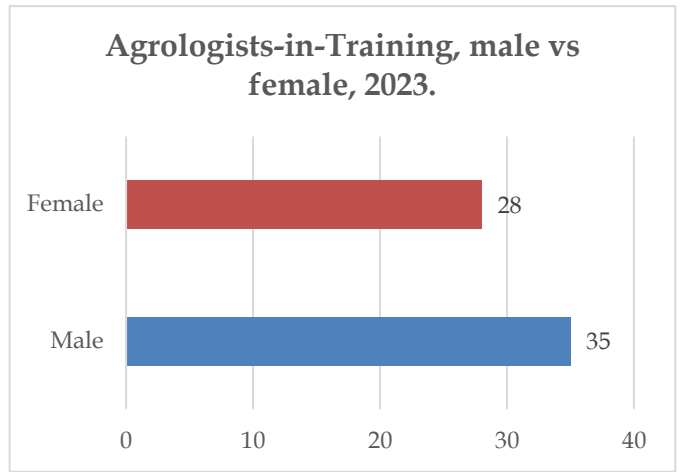
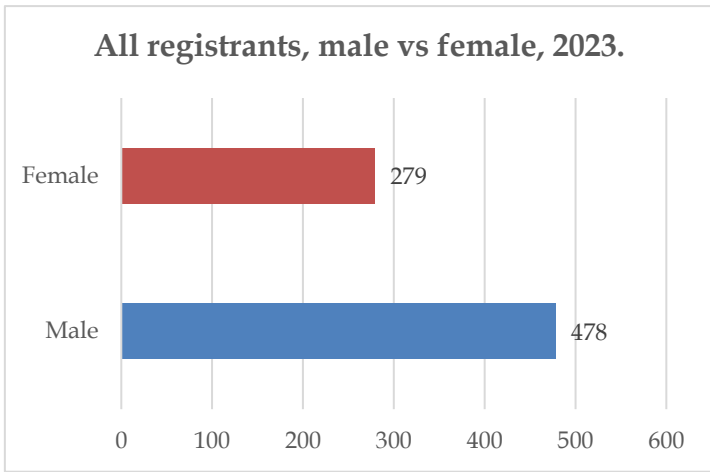


### Connecting with Future Agrologists

Repeated interactions, through presentations or discussion panel, for students in post-secondary degree and diploma programs emphasized the impact of agrology professionals through science-based problem solving and provided practical information for students as they prepare to transition from an education setting to advisory roles as agrology professionals.

### Student in 4th year Agriculture class – University of Manitoba

**“... it is important to become certified to protect the public, [when giving] advice and recommendations with agriculture products, crops or livestock.”**



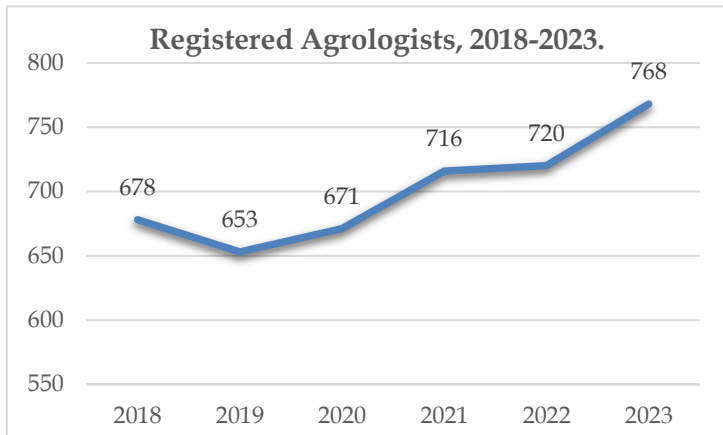
Male agrology professionals vs. female agrology professionals.

## Continuing Competency

In collaboration with the Professional Standards Committee (PSC), the ARC reviewed admission and registration policies and processes that impact reporting requirements, contributing to development of the new Continuing Competency Program (CCP) [Professional Development]. ARC contributions to the CCP are aimed at maintaining fair, objective, and transparent requirements for registration.

## Permit Renewals

The annual permit renewal is both a collection of licensing fees and an opportunity to highlight public protection aspects to registrants. Registrants must declare they remain competent within their area of practice through continued learning, and ensure the public, through the public register, has accurate information regarding employer and practice status.



### Admissions and Registration Committee

1. Kerensa Mamchuk, P.Ag. [Lead]
2. Stewart Boyd, P.Ag.
3. Daryl Domitruk, Ph.D., P.Ag.
4. Robert W. Duncan, P.Ag.
5. LeeAnn Peters, P.Ag.
6. Jay Rackham, P.Ag.
7. Pam Wilson, Tech.Ag.

# AUDIT COMMITTEE



In addition to its responsibilities for advising and supporting council concerning the year-end audit, in 2023, the Audit committee brought forward a new policy concerning management of financial assets commonly referred to as “reserves”. Financial reserves have informally been supported as an operational requirement by successive councils over many years. The new policy accepted by council supports good governance by documenting and describing the rationale for having this kind of financial resource, and principles to guide access, use, replenishment, and funds management.

At the core of the council approved policy is identification of two “reserve” classes:

- Funds segregated for risk management - purpose is to be prepared to manage unexpected events or emergencies and insulate the organization’s day-to-day operations in its role as a regulator of agrology and registered agrologists in Manitoba. Funds in this category are stipulated by council and must now be separate from regular operating amounts.
- Excess funds – when there is money net of regular operational expenses and amount stipulated by council as “segregated”.

## Audit Committee Members

Committee members have an important balance of skills including financial literacy and organizational management.

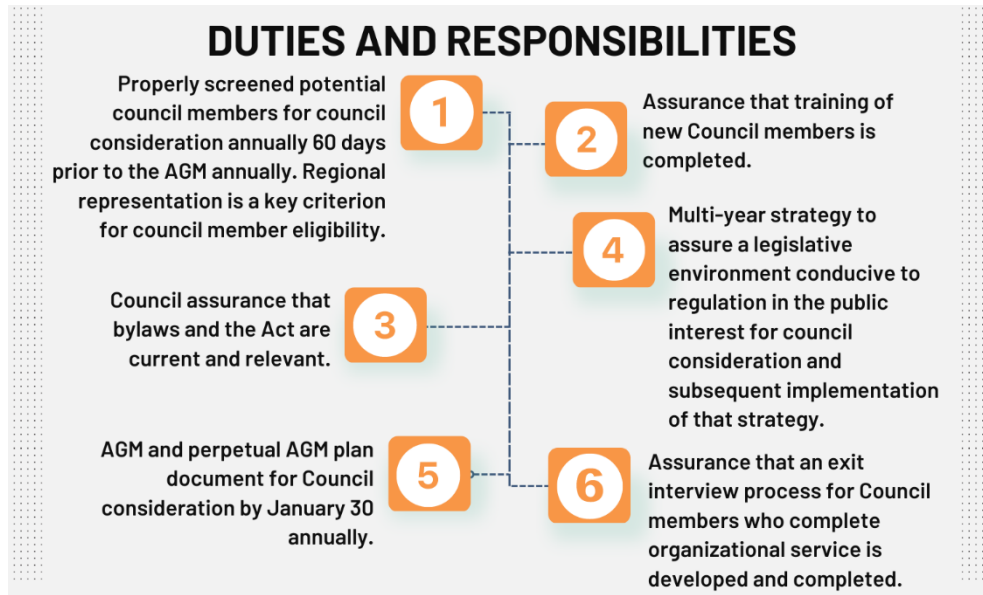
1. Peter Manness, P.Ag. [Lead]
2. Terry Betker, P.Ag.
3. Wayne Buhr, P.Ag.
4. Beth Connery
5. Michelle Lepp, P.Ag.
6. Mary Jane Orr, P.Ag.

Should the need or opportunity arise, there is now a plan that can be activated.

# GOVERNANCE COMMITTEE

The Governance Committee worked to support council’s aim of strengthening succession planning in the organization. The committee supported council by clarifying and refining it’s approach to identifying individuals willing to serve on council and committees.

New information materials and processes were developed to help with identification and communication with prospects.



## 2023 Approved Bylaw Amendments

### ARTICLE XIV – COMMITTEES ADMISSIONS AND REGISTRATION COMMITTEE

Adopt the changes to the (work product) duties and responsibilities.

### ARTICLE XIV – COMMITTEES AUDIT COMMITTEE

Adopt the changes to the (work product) duties and responsibilities as detailed in the approved Financial Reserve Policy.

[Click for detailed comparison of old and new bylaw.](#)

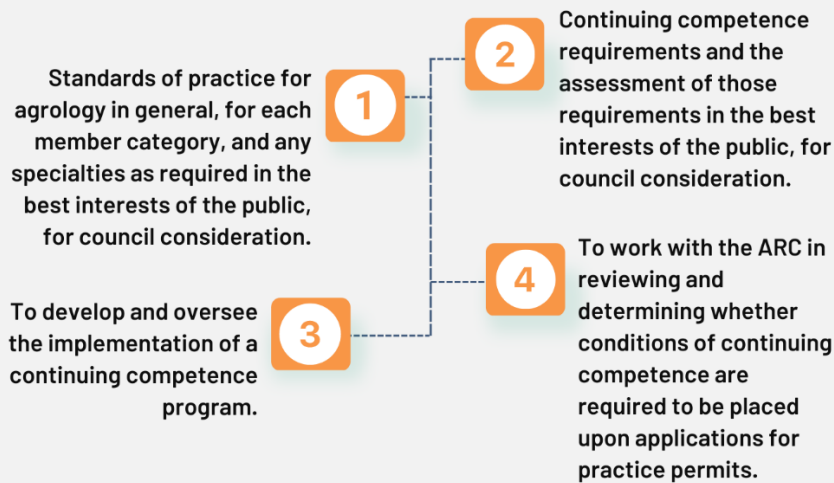
- Governance Committee Members**
1. Trish Jordan, [Lead]
  2. Gordon Earl, P.Ag.
  3. Mary Jane Orr, P.Ag.
  4. Paul Westdal, P.Ag.
  5. Yilan Zhang, P.Ag.

# PROFESSIONAL STANDARDS COMMITTEE

Work continued on the multi-step development of a new Continuing Competence Program (CCP). In the past year, program policies were approved to avoid mis-steps in software development and programming. Work has begun on a new Practice Area Classification model intended to integrate “know-how” and an increased awareness and reporting alignment of what agrologists “do”.

A key objective is that practitioners see themselves in the relevant practice descriptions. This is a big, complex project that requires dedicated resources.

## DUTIES AND RESPONSIBILITIES



## PRACTICE AREA

connecting registration and continuing competency requirements



### Professional Standards Committee Members

1. Danielle Dolyniuk, P.Ag. {Lead}
2. Elena Khozina, Ph.D., P.Ag.
3. Richard Kieper, P.Ag.
4. Jason Voogt, P.Ag.



## Independent Auditor's Report

To the Directors of  
Manitoba Institute of Agrologists

### Opinion

I have audited the accompanying financial statements of Manitoba Institute of Agrologists, which comprise the statement of financial position as at November 30, 2023, 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.

In my opinion, the financial statements present fairly, in all material respects, the financial position of Manitoba Institute of Agrologists as at November 30, 2023 and its financial performance for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

### Basis for Opinion

I conducted my audit in accordance with Canadian generally accepted auditing standards. My responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of my report. I am independent of the Entity in accordance with the ethical requirements that are relevant to my audit of the financial statements in Canada, and I have fulfilled my other ethical responsibilities in accordance with these requirements. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

### Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with ASNPO, 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.

In preparing the financial statements, management is responsible for assessing the Entity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Entity or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Entity's financial reporting process.

### Auditor's Responsibilities for the Audit of the Financial Statements

My objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

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As part of an audit in accordance with Canadian generally accepted auditing standards, I exercise professional judgment and maintain professional skepticism throughout the audit. I also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit 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.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Entity's ability to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in my auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify my opinion. My conclusions are based on the audit evidence obtained up to the date of my auditor's report. However, future events or conditions may cause the Entity to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. I communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.

I communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, include any significant deficiencies in internal control that I identify during my audit.

**February 6, 2024**  
**Steinbach, Manitoba**



**Carol Edwards**  
**Chartered Professional Accountant**

**MANITOBA INSTITUTE OF AGROLOGISTS**  
**Statement of Financial Position**  
**As at November 30, 2023**

	2023	2022
<b>ASSETS</b>		
Current		
Cash and cash equivalents (note 4)	\$ 546,499	\$ 491,780
Accounts receivable	460	989
Interest receivable	19,002	8,983
Prepaid expenses	1,617	2,459
	<u>\$ 567,578</u>	<u>\$ 504,211</u>
<b>LIABILITIES</b>		
Current liabilities		
Accounts payable and accrued liabilities (note 5)	\$ 11,871	\$ 13,758
	<u>11,871</u>	<u>13,758</u>
<b>NET ASSETS</b>		
Unrestricted assets	555,707	490,453
Restricted assets (note 6)	25,000	-
	<u>567,578</u>	<u>504,211</u>
	<u>\$ 567,578</u>	<u>\$ 504,211</u>

See accompanying notes to the financial statements

Approved by:

Councillor: \_\_\_\_\_

*Peter Manness*

Executive Director: \_\_\_\_\_

*[Signature]*

**MANITOBA INSTITUTE OF AGROLOGISTS**  
**Statement of Net Assets**  
**For the year ended November 30, 2023**

	Unrestricted Assets	Restricted Assets	2023	2022
Net assets, beginning of the year	\$ 490,453	\$ -	\$ 490,453	\$ 424,065
Excess of revenues over expenses	65,254	-	65,254	66,388
Transfer of unrestricted funds to restricted funds	(25,000)	25,000	-	-
<b>Net assets, end of the year</b>	<b>\$ 530,707</b>	<b>\$ 25,000</b>	<b>\$ 555,707</b>	<b>\$ 490,453</b>

See accompanying notes to the financial statements

**MANITOBA INSTITUTE OF AGROLOGISTS**  
**Statement of Operations**  
For the year ended November 30, 2023

	2023	2022
<b>Revenues:</b>		
Membership fees	\$ 295,668	\$ 277,325
Professional development seminars	5,550	3,600
Interest income	20,238	13,851
Web advertisement	4,200	5,775
	<u>325,656</u>	<u>300,551</u>
<b>Administrative expenses:</b>		
Administrative salaries	172,730	162,961
Advertising	1,482	1,470
Bank charges	875	861
Communications	4,822	6,409
Computer software and hardware	2,785	2,174
Insurance	703	733
Mailing expense	112	351
Merchant fees	8,564	8,081
Office supplies and expenses	974	1,275
Office and building	8,694	8,440
Professional services	25,553	17,598
Public relations	1,000	1,000
Travel	2,598	1,136
Website maintenance	9,003	9,208
	<u>240,027</u>	<u>221,697</u>
<b>Governance expenses:</b>		
Council - audit committee and auditor fees	4,924	4,842
Council - awards, honours and scholarships	2,000	2,000
Council - honourariums	2,750	2,750
Council - professional services	9,324	2,829
Council - meetings and communications	-	45
	<u>20,375</u>	<u>12,466</u>
<b>Total expenses</b>	<u>260,402</u>	<u>234,163</u>
<b>Excess of revenues over expenses</b>	<u>\$ 65,254</u>	<u>\$ 66,388</u>

See accompanying notes to the financial statements

**MANITOBA INSTITUTE OF AGROLOGISTS**  
**Statement of Cash Flows**  
For the year ended November 30, 2023

	2023	2022
<b>Cash flow from (used for) operating activities</b>		
Cash received from members	\$ 295,928	\$ 277,986
Cash paid to suppliers	(88,717)	(72,387)
Cash paid to employees	(172,730)	(162,961)
Interest received	20,238	13,851
Net cash flows (used for) operating activities	54,719	56,489
Cash at the beginning of the year	491,780	435,291
<b>Cash at the end of the year</b>	<b>\$ 546,499</b>	<b>\$ 491,780</b>

See accompanying notes to the financial statements

## MANITOBA INSTITUTE OF AGROLOGISTS

### Notes to Financial Statements

Year Ended November 30, 2023

#### 1. Purpose of Organization

Type is there

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 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 (2022 - \$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 when received or receivable if the amount to be received can be reasonably estimated and collection reasonably assured.

Member dues are invoiced annually at the beginning of December for the current fiscal year. Member dues, professional development and web advertising are recognized as revenue in the statement of operations in the year received or receivable if the amount to be recorded can be reasonably estimated and collection is reasonably assumed. Revenue received in the current year relating to subsequent years is deferred.

Interest income comprises interest from cash and cash equivalents and is recognized as income when received or receivable.

## MANITOBA INSTITUTE OF AGROLOGISTS

### Notes to Financial Statements

Year Ended November 30, 2023

#### 2. *continued...*

##### Use of estimates

The preparation of financial statements in conformity with accounting standards for not-for-profit organizations, 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.

##### 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, accounts payable and unearned revenue. 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 and accounts receivable. The Organization maintains cash and cash equivalents with reputable and major 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.

**MANITOBA INSTITUTE OF AGROLOGISTS**  
**Notes to Financial Statements**  
**Year Ended November 30, 2023**

**3. continued....**

*Liquidity risk*

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

Market risk

The Organization has little exposure to market risk.

**4. Cash**

	<u>2023</u>	<u>2022</u>
Unrestricted		
Current account, bearing interest at 0.05% (2022 - 0.05%)	\$ 6,337	\$ (507)
Savings account, bearing interest at 3.65% (2022 - 2.90%)	<u>515,162</u>	<u>492,287</u>
	521,499	491,780
Internally restricted		
Guaranteed Income Certificate - 5.60% interest, maturing November 27, 2024	<u>25,000</u>	<u>-</u>
	<u>\$ 546,499</u>	<u>\$ 491,780</u>

**5. Accounts Payable**

	<u>2023</u>	<u>2022</u>
Accounts payable and accrued liabilities	\$ 7,756	\$ 8,341
Employee deductions payable	<u>4,115</u>	<u>5,417</u>
	<u>\$ 11,871</u>	<u>\$ 13,758</u>

**6. Internally Restricted Net Assets**

The Organization has established a policy to internally restrict funds for the purpose of risk management and for financing future projects. Funds are to be transferred from accumulated unrestricted assets to the internally restricted net assets, by approval of the Audit Committee. Approved transfers for the current year totaled \$25,000.

**7. Contributed Services**

Volunteer council members contribute numerous hours per year to assist the Organization in carrying out its mandate to regulate its membership. Because of the difficulty in determining their fair value, contributed services are not recognized in these financial statements.



In June 2023, Council began work to review each committee’s purpose and work output to:

- a) ensure committee is aligned to objectives and goals,
- b) that committee work is not being duplicated by staff,
- c) edit committee work deliverables and descriptions where needed for plain language.

In September 2023, the Council approved proposals for change to what the committees are accountable for, consistent with the review scope.

In November 2023, Council passed companion bylaw changes for the Admission and Registration Committee, and the Audit Committee.

PREVIOUS WORDING	REVISED WORDING	COMMENTS/NOTES
<b>I. ARTICLE XIV – COMMITTEES ADMISSIONS AND REGISTRATION COMMITTEE</b>		
<p>The committee shall have the following powers and duties:</p> <ul style="list-style-type: none"> <li>a) to make recommendations to Council regarding requirements and standards for admission and registration;</li> <li>b) the committee has discretion to consider whether an applicant’s knowledge, skills and experience are substantially equivalent to the competency standard of academic achievement, knowledge, skills and experience approved by the Council and to grant registration, and decide whether to approve, place conditions upon, suspend, or refuse an application, in accordance with the Act, these Bylaws and any policies;</li> <li>c) to work with the Professional Standards Committee to determine whether conditions of continuing competence are required to be placed on any practice permits; and</li> <li>d) any other powers and duties assigned by Council in accordance with the Act, Bylaws or Council policies.</li> </ul>	<p>The committee shall have the following duties and responsibilities:</p> <ul style="list-style-type: none"> <li>a) Make recommendations to Council regarding requirements, standards and processes for admission and registration;</li> <li>b) Determine whether to grant registration (based on demonstrated competence), place conditions upon, suspend or refuse an application for registration;</li> <li>c) Make recommendations to the PSC in circumstances where continuing competence intersects with admission and registration (policies or conditions on practice permits).</li> <li>d) Written reports on committee progress at least one week prior to each Council meeting.</li> </ul>	<p>Provincial Council Meeting September 12, 2023</p> <p>Motion 6: “To accept changes to ARC work product wordings as proposed.”</p> <p>Vote: Carried</p> <p>(Revised wordings will be duplicated in Bylaws, Governance Policy Manual, and committee reports.)</p>

PREVIOUS WORDING	REVISED WORDING	COMMENTS/NOTES
<b>II. ARTICLE XIV – COMMITTEES AUDIT COMMITTEE</b>		
<p>The Audit Committee (work products) duties and responsibilities are not included in this section of the bylaws.</p>	<p>The committee shall have the following duties and responsibilities:</p> <ul style="list-style-type: none"> <li>a) Specification of scope of audit prior to outside audit by no later than Nov. each year.</li> <li>b) Slate of competent auditors from which the council can choose.</li> <li>c) Council assurance that the audit is completed satisfactorily.</li> <li>d) Oversee Council requirements for insurance and purchasing controls.</li> <li>e) Oversee Council’s Financial Reserve Policy including periodic review and advice to Council as stipulated.</li> <li>f) Council assurance that non- compliance issues revealed by the audit are resolved satisfactorily.</li> <li>g) When directed by the council, ‘direct inspection’ of the Executive Director’s monitoring reports on financially related policies.</li> <li>h) Options for council consideration regarding Directors &amp; Officers Liability Insurance and possible fiscal year change.</li> <li>i) Written reports on committee progress at least one week prior to each Council meeting.</li> </ul>	<p>Provincial Council Meeting September 12, 2023</p> <p>Motion 9: “To adopt the changes to the (work product) duties and responsibilities of the Audit Committee as detailed in the approved Financial Reserve Policy.”</p> <p>Vote: Carried</p> <ul style="list-style-type: none"> <li>• The new Financial Reserve Policy includes new, additional committee accountabilities that will be incorporated into amended bylaws, policy manual, and committee reports, as reflected in approved policy.</li> <li>• Re-wording duties and responsibilities #4 – to read “Oversee Council requirements for insurance and purchasing controls” (new wording is consistent with limits on ED purchase commitments as detailed in current Executive Limitation policies and eliminates ambiguity in the word “adequate”.</li> <li>• Add new duties and responsibilities 5--Oversee Council’s Financial Reserve Policy including periodic review and advice to Council as stipulated.</li> <li>• The inclusion causes consistency with other committees.</li> </ul>