



Board Meeting – February 14, 2025
Blue Horizon Hotel, Vancouver

Participants: Victoria Burdett-Coutts (Chair), Corinna Hoodicoff (Vice Chair), Bob Redden, Denis Dean (left at 12:58pm), Megan Hanacek, Debby Stanyer, Mark De Croos (left at 1:00pm), Brittany John, Susan Wells, Seán Sharpe (Past Chair)

Staff: Christine Houghton (CEO), Elaine Vale (Registrar), Samuel Pittman (Director of Practice), Isaac Anderton (Manager, Registrations), Cameron Dexter (Manager, Compliance), Helen Taraskin (Manager, Finance/Ops) (at 9:31am), Tory Davis (EO/Communications Supervisor)

Guests: Kelly Dayman (EGBC)

Regrets: Kathryn Graham, Jason Kuzminski

Draft Minutes

Start Time: 9:00am

Agenda Item	Discussion	Action item(s)	Due/Status (Lead)
1) Call to Order	Victoria called the meeting to order at 9:00am and confirmed quorum.		
2) Approval of Agenda a) New business	Victoria presented agenda <u>MOTION to adopt agenda as amended by Debby Stanyer, seconded by Brittany John. MOTION CARRIED.</u>		
3) Chair's Remarks and Land Acknowledgement	Victoria noted that it was a busy time of year but she was grateful for the work of staff and volunteers in preparing for the meeting		
4) Summary of Meeting Monitor report from December 6, 2024	Susan reviewed report from December 6, 2024 meeting Corinna will be the meeting monitor today		
5) Background information on traditional territory	Tory delivered presentation on Senakw development in Squamish Nation		



Agenda Item	Discussion	Action item(s)	Due/Status (Lead)
a) Update on Individual Actions on Reconciliation (voluntary)	<p>Mark volunteered to do the next background presentation with some help from Prince George colleagues</p> <ul style="list-style-type: none"> The next meeting will be in the traditional territory of the Lheidli T'enneh Nation <p>Denis noted that he's seeing an increase in availability of Indigenous language courses and encouraged Board members to explore those opportunities</p> <p>Debbi will be teaching a course at Royal Roads as part of the Masters of Arts/Science in Environmental and Management Program ENVR 590 Reconciliation and Regenerative Innovation</p>		
6) Motion to go In Camera	<p><u>MOTION to go in Camera by Megan Hanacek, seconded by Corinna Hoodicoff. MOTION CARRIED.</u></p> <p><u>MOTION to rise with report on agenda items:</u></p> <ul style="list-style-type: none"> <u>Agenda item no. 4: MOTION to Appoint the following 9 registrants to the College's 2025 Credentialing Standard Review Task Force:</u> <ul style="list-style-type: none"> <u>Corinna Hoodicoff as Task Force Chair – Board member (vice-chair).</u> <u>Bob Redden – Board member.</u> <u>Chris Johnson – Credentials Committee member (Chair) & academic assessor.</u> <u>David Vey – Auditor.</u> <u>Sean Sharpe – Credentials assessor.</u> 		



COLLEGE OF APPLIED BIOLOGISTS

Professional Accountability

Agenda Item	Discussion	Action item(s)	Due/Status (Lead)
	<ul style="list-style-type: none">• <u>Brendan Wilson – Academic assessor (past Credentials Assessor).</u>• <u>Brent Phillips – Credentials Committee member & credentials assessor.</u>• <u>Jocelyn White – Credentials assessor.</u>• <u>Jaewoo Kim – Academic assessor</u> <p><u>by Megan Hanacek, seconded by Brittany John. MOTION PASSED.</u> <u>by Corinna Hoodicoff, seconded by Bob Redden.</u></p>		
7) Adoption of minutes and review of Action items a) December 6, 2024 meeting	<p>Christine reviewed action items</p> <p>Items have been completed or will be completed during the current session</p> <p><u>MOTION to approve minutes of December 6, 2024 meeting by Mark De Croos, seconded by Brittany John. MOTION CARRIED.</u></p>		
8) 2024 Business plan update	<p>Christine reviewed the 2024 business plan for the final time before the audited financial statements are released</p>		
9) 2025 conference planning update	<p>Bob provided some updates on the conference planning for 2025</p> <p>Most panels have full commitments, and two keynote speakers have been confirmed</p> <p>The sponsorship drive has been going well with commitments nearing \$23,000</p>		
10) Executive Correspondence report	<p>Christine presented report</p>		



Agenda Item	Discussion	Action item(s)	Due/Status (Lead)
	<p>One piece of correspondence occurred where the College requested a meeting with the Deputy Minister of Post-Secondary Development and Future Skills</p> <ul style="list-style-type: none"> The meeting occurred on February 12 		
11) Audit cycle update	<p>Sam provided update</p> <p>The technical parts of the audit are going well but individual cases have added some work (ie. exemptions, late submissions, etc.)</p>		
12) Summary of complaint data	Cam delivered presentation		
13) 2025-2029 strategic plan a) 2025-2029 strategic plan final approval (Decision note no. 1)	<p>Christine introduced decision note</p> <p>Christine reviewed background on development of the 2025-2029 strategic plan</p> <p><u>MOTION to Approve the 2025-29 strategic plan by Bob Redden, seconded by Denis Dean. MOTION PASSED.</u></p> <p>Christine thanked the Board for their work on such an important strategic document</p>	<ul style="list-style-type: none"> Under section 4.5, third bullet typo to be corrected 	
14) Finance decisions a) 2025 business plan b) 2025 budget approval (Decision note no. 2)	<p>Christine delivered presentation on 2025 business plan</p> <p>Christine noted some changes in the budget year over year, primarily that more of the 2025 budget was being spent in statutory responsibilities</p> <p>Christine delivered presentation on 2025 budget, including on some</p>	<ul style="list-style-type: none"> Mark suggested different wording on “Increased number of complaints” in 2025 Business plan Mark wanted to add that the 	



COLLEGE OF APPLIED BIOLOGISTS

Professional Accountability

Agenda Item	Discussion	Action item(s)	Due/Status (Lead)
	<p>areas of revision from the provisional 2025 budget</p> <ul style="list-style-type: none">Differences are primarily related to revision of registration dues and fees revenue and identifying some efficiencies in discretionary expenses <p>Christine introduced decision note</p> <p>Staff has continued to review the 2025 budget proposal after it was provisionally approved to identify efficiencies and savings</p> <p><i>Discussion on the 2025 budget was tabled at 11:04am: guests from EGBC arrived to deliver presentation under agenda item no. 20</i></p> <p><i>Victoria called for a 40-minute lunch recess at 12:10pm</i></p> <p><i>The meeting reconvened at 12:45pm</i></p> <p>Mark added that in spite of the deficit projected for 2025 and the incurred budget of 2024 there is an operating surplus of about \$250k</p> <ul style="list-style-type: none">Mark also noted that there is an element of risk in the projections, including number of new registrations and registrations for the conference <p><u>MOTION to Approve proposed 2025 budget as presented under Option 1 – by Mark De Croos, seconded by Corinna Hoodicoff. MOTION PASSED.</u></p>	<p>conference is also to support professionals in their development</p>	
15) Rescindment of Riparian Area	Sam delivered decision note		



Agenda Item	Discussion	Action item(s)	Due/Status (Lead)
Protection Regulation guidelines (Decision note no. 3)	<p>The extant RAPR guidelines were written under a different statute which makes ongoing interpretation problematic</p> <p><u>MOTION to approve Option 1 -- Rescind the September 16th, 2016 endorsement and remove all versions of the "Legislated Riparian Assessment in BC" professional practice guidelines from the CAB directories and provide the appropriate level of communication to registrants – by Megan Hanacek, seconded by Corinna Hoodicoff. MOTION PASSED.</u></p>		
16) Revisions to appointment of assessors policy (5-100 & 8-100) (Decision note no. 4)	<p>Christine delivered decision note</p> <p>The revisions are to make staff out of scope for applying to be an Audit Assessor or Credentials Assessor by virtue of going through the hiring process</p> <p><u>MOTION to approve Option 1 – Approve revisions to Policies 5-100 and 8-100 – by Bob Redden, seconded by Brittany John. MOTION PASSED.</u></p>	•	
17) Dates and proposed locations for 2025/26 Board meetings	<p>Christine explained that the College typically sets annual meeting dates after the annual conference and AGM</p> <ul style="list-style-type: none"> • With the AGM moving to May, it would be too late to schedule the 2025 June meeting • There will also be an (re)Orientation Board meeting after the AGM; this meeting would be virtual 		



Agenda Item	Discussion	Action item(s)	Due/Status (Lead)						
	<ul style="list-style-type: none">In addition, the College will convene a Board meeting prior to the April conference so that there isn't a large gap between Board meetings <table><tr><th>Meeting date</th><th>Area</th></tr><tr><td>April 9</td><td>Pr. George</td></tr><tr><td>May 13</td><td>Virtual</td></tr></table>	Meeting date	Area	April 9	Pr. George	May 13	Virtual		
Meeting date	Area								
April 9	Pr. George								
May 13	Virtual								
18) Approval of appendix to Workplace Safety Policy (Decision note no. 5)	<p>Christine introduced decision note</p> <p>The appendix was added as directed by the Board to consider complaints brought forward against the CEO</p> <p><u>MOTION to Option 1 – Approve Appendix B: Process for complaints that involve the Chief Executive Officer (CEO), to the Respectful Workplace Policy – by Brittany John, seconded by Megan Hanacek. MOTION PASSED.</u></p>								
19) Confirmation of electronic decisions a) Initiation of 2025 Credentials Task Force	<p><u>MOTION to confirm initiation of 2025 Credentials Standard Task Force by Corinna Hoodicoff, seconded by Brittany John. MOTION CARRIED.</u></p>								
20) EGBC update on regulation of firms	<p>Kelly Dayman and Kayla Vantriet delivered presentation on EGBC's regulation of firms program</p> <p>EGBC is having some meetings with municipalities about regulation of firms in the next few months</p>	<ul style="list-style-type: none"><u>Staff will provide some examples of municipalities whose policies may need revision</u>							
21) Chair and Executive Governance Committee Report	<p>Victoria delivered report:</p> <ul style="list-style-type: none">The finance deficit is larger than expected and has been discussed with the Board								

[illegible]



COLLEGE OF APPLIED BIOLOGISTS

Professional Accountability

Agenda Item	Discussion	Action item(s)	Due/Status (Lead)
c) Investigations Committee report	<ul style="list-style-type: none">• The audit was initiated on January 13th, 2025.• 63 auditees were randomly selected from a total 2090 eligible registrants (3.01%).• All 63 auditees were screened manually by staff against the defined ineligible criteria to ensure there were no system errors this year which could result in selecting ineligible auditees.• The Committee decided on 2 exemption requests (1 granted, 1 denied), per Policy 8-400.• The Committee decided on 1 extension request greater than 10 days (1 granted) Policy 8-400.• No further decision on exemption/extension requests are anticipated given that the deadline has passed (January 27, 2025). <p>--</p> <p>Elaine delivered report on behalf of chair</p> <ul style="list-style-type: none">• The Investigations Committee meets monthly to review complaints and make determinations, with its most recent meeting on January 21, 2024.• The Investigation Committee also met On December 3, 2024, and December 17, 2024.• There are 15 active files, including 3 complaints that were received since the last board meeting		



Agenda Item	Discussion	Action item(s)	Due/Status (Lead)
<p>d) Nomination Committee report</p>	<p>--</p> <p>Seán delivered report</p> <ul style="list-style-type: none">• 2024/25 Nominations continues until February 28• Committee met on January 10 and February 3 to review the 2024/25 nominations cycle progress and assign tasks <p>--</p>		
<p>e) Discipline Committee report</p>	<p>Elaine delivered report on behalf of chair:</p> <ul style="list-style-type: none">• The Discipline Committee currently has no open files.• No Discipline Committee meetings have occurred since the chair report dated December 6, 2024 <p><u>MOTION to receive statutory reports by Debbi Stanyer, seconded by Megan Hanacek. MOTION CARRIED.</u></p>		
<p>24) Staff reports</p> <p>a) CEO's Report</p> <p>b) Registrar's Report</p> <p>c) Director of Practice's Report</p> <p>d) Communication Manager's Report</p>	<p>Received via Consent Agenda.</p>		
<p>25) Working Group Reports</p> <p>a) Editorial Board report</p>			




**COLLEGE OF
APPLIED BIOLOGISTS**
Professional Accountability

Agenda Item	Discussion	Action item(s)	Due/Status (Lead)
b) Conference Planning report			
26) Lay Member Report	<u>MOTION to receive reports under consent agenda by Debbi Stanyer, seconded by Brittany John. MOTION CARRIED.</u>	•	
27) Report from the Meeting monitor a) Appointment of Meeting Monitor for next meeting	<p>Corinna delivered meeting monitor report</p> <p>Corinna appreciated that there were some IT challenges in the morning that staff were able to overcome</p> <ul style="list-style-type: none">• She was although thankful for the information being posted in a timely fashion <p>Corinna also felt like the presentation on the Indigenous communities was valuable and helpful</p> <p>Jason will be the monitor of the next meeting</p>	•	
28) Adjournment	<u>MOTION to adjourn at 1:33pm by Debbi Stanyer, seconded by Corinna Hoodicoff. MOTION CARRIED.</u>		

Next meeting date:

April 9, 2025
Prince George Conference & Civic Centre, Prince George


Victoria Burdett-Coutts, RPBio
Chair


Christine Houghton
Chief Executive Officer