



Board Meeting – April 15, 2023
Manteo Hotel, Kelowna

Participants: Seán Sharpe (Chair), Victoria Burdett-Coutts (Vice Chair), Corinna Hoodicoff, Hannah Horn, Deborah Stanyer, Denis Dean, Theresa Fresco, Brittany John, Mark De Croos, Alexandra de Jong Westman (Past Chair)

Staff: Christine Houghton (CEO), Shona Lawson (Registrar/Director of Compliance & Practice), Mike Engelsjord (Director of Practice), Cameron Dexter (Mgr., Registrations and Compliance), Tory Davis (EO/Communications Officer), Helen Taraskin (Finance Officer) (left at 11:58am), Sue Owen (Regulatory Officer)(left at 11:58am), Rahul Laura (Investigator), Eugenia Fernandez (Admin Officer)

Regrets: Theresa Fresco, Megan Hanacek

Minutes

Start Time: 9:00am

Agenda Item	Discussion	Action item(s)	Due/Status (Lead)
1) Call to Order and Land Acknowledgement	Seán called the meeting to order at 8:59am and confirmed quorum.		
2) Approval of Agenda a) New business	Seán presented the agenda <u>MOTION to approve agenda by Victoria Burdett-Coutts, seconded by Brittany John. MOTION CARRIED.</u>		
3) New Board a) Board member introductions	Board members introduced themselves Denis Dean, RPBio, and Victoria Burdett-Coutts, RPBio assumed their positions on the Board as of the Annual General Meeting on April 14 <u>MOTION to confirm composition of new board as follows:</u> <ul style="list-style-type: none"> • <u>Seán Sharpe, RPBio, Chair</u> • <u>Victoria Burdett-Coutts, RPBio, Vice Chair</u> • <u>Denis Dean, RPBio</u> 		



Agenda Item	Discussion	Action item(s)	Due/Status (Lead)
	<ul style="list-style-type: none"> • <u>Megan Hanacek, RPBio</u> • <u>Corinna Hoodicoff, RPBio</u> • <u>Hannah Horn, RPBio</u> • <u>Debbi Stanyer, RPBio</u> • <u>Alexandra de Jong Westman, RPBio, Past Chair</u> • <u>Mark De Croos, Lay Member</u> • <u>Theresa Fresco, Lay Member</u> • <u>Brittany John, Lay Member</u> <p>by <u>Alex de Jong Westman, seconded by Corinna Hoodicoff. MOTION CARRIED.</u></p>		
<p>4) Chair's Remarks</p>	<p>Seán expressed his thanks for the work from staff on volunteers on the conference</p> <p>Seán looked towards the coming year and the projects that are underway, especially implementation of reserved practice, title and practice compliance initiatives and practice guidance</p>		
<p>5) Summary of Meeting Monitor report January 27, 2023</p>	<p>Victoria Burdett-Coutts reviewed report</p> <p>Victoria recalled that the meeting was organized and had a smooth flow that allowed for serious discussion as well as moments of light conversation</p> <p>Hannah will be the meeting monitor for today's meeting.</p>		
<p>6) Conference 2023 review</p>	<p>Hannah noted that there had been some apprehension in the past about having the conference outside of the south coast, but Kelowna impressed as a venue and attendance was better than projected</p> <p>Hannah also noted the importance of the Indigenous participation and contribution to the conference</p>		



COLLEGE OF
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Professional Accountability

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	<ul style="list-style-type: none"> Hannah suggested that going forward, rather than simply asking for an opening, there should be an effort to provide time for members of the community to speak to the group on a resource management topic of their choosing <p>Victoria was pleased with the audiovisual layout and felt it worked well to incorporate both in-person and online attendees</p> <ul style="list-style-type: none"> Board members generally agreed that use of an event app was helpful for attendees, speakers and staff <p>Christine proposed targeted recruitment in Nanaimo for registrants to join the Conference Planning Working Group to add local voices to the planning process</p> <ul style="list-style-type: none"> Denis suggested contacting Vancouver Island University regarding extra volunteers 		
<p>7) Update on Individual Actions on Reconciliation (voluntary)</p>	<p>Staff and Board members shared media recommendations and resources for others including <i>True Reconciliation</i> by Jody Wilson-Raybould and <i>1491</i> by Charles Mann</p>		
<p>8) Board (re)orientation</p> <p>a) College overview</p> <p>b) Good governance principles</p> <p>c) Rules of order</p> <p>d) Board expectations</p>	<p>Shona, in her capacity as Registrar, delivered the Oath of Office to Debbi Staney, RPBio, who affirmed the oath.</p> <p>Christine reviewed the College's business and strategic priorities and introduced staff.</p>		



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	Christine explained the College’s responsibilities under various other statutes and public interest organizations, including the <i>Freedom of Information and Protection of Privacy Act</i> .		
9) Motion to go <i>In Camera</i>	<p><u>MOTION to go <i>In Camera</i> by Corinna Hoodicoff, seconded by Hannah Horn.</u> <u>MOTION CARRIED</u></p> <p><u>MOTION to rise with report by Mark De Croos, seconded by Hannah Horn.</u></p> <ul style="list-style-type: none"> • <u>Item no. 4: Action item -- College should prioritize someone with some human resources experience if possible for appointment as Lay Member of Board</u> • <u>Item no. 5: MOTION to approve Option 1 – Appoint:</u> <ul style="list-style-type: none"> ○ <u>Rhonda Maskiewich, RPBio</u> ○ <u>Tara McBryan, RPBio</u> ○ <u>Jason Emery, RBTech</u> ○ <u>Chris Addison, RPBio to the areas of practice task force.</u> <p><u>MOTION CARRIED.</u></p>		
10) Adoption of minutes and review of Action items a) January 27, 2023 meeting	<p>Christine reviewed action items, which were all completed</p> <p><u>MOTION to approve minutes of January 27, 2023 by Corinna Hoodicoff, seconded by Brittany John.</u> <u>MOTION PASSED.</u></p>		
11) Professional Governance Act update	Christine delivered presentation		
12) 2023 business plan update	Christine presented update		



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13) Executive Correspondence report	Christine presented report Most correspondence related to invitations to 2023 conference and conference sponsorship		
14) Practice updates a) Update on EPP b) Update on ESC c) CPD reporting compliance d) Task force updates	Mike delivered presentation Mike provided updates on work of EPP and ESC CPD reporting compliance is progressing, however there remains ~10% of registrants who have yet to submit their CPD for 2022. Notices of suspension have been issued Both the Areas of Practice and CPD Review Task Forces have had an initial orientation meeting		
15) Confirmation of electronic decisions a) Bylaw revisions February 2023 b) Bylaw revisions April 2023 c) Financial auditors for 2023	<u>MOTION to confirm the electronic decisions on bylaw revisions on February 10 and April 3 and appointment of financial auditors for 2023 on April 3 by Corinna Hoodicoff, seconded by Victoria Burdett-Coutts.</u> <u>MOTION PASSED.</u>		
16) Amendments to the Credentialing Standard (Decision note no. 1)	Shona delivered presentation detailing proposed changes to Credentialing Standard as recommended by Credentialing Committee Proposed changes provide more consistent, equitable parameters across designations <ul style="list-style-type: none"> • They also add changes to the education requirement so that either a bachelor's or master's degree is acceptable 		



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	<p><u>MOTION to approve Option 1 – Accept the recommended changes to the Credentialing Standard to be effective May 2023, by Hannah Horn, seconded by Victoria Burdett-Coutts. MOTION PASSED.</u></p>		
<p>17) Risk framework for determining priority practice guidelines (Decision note no. 2)</p>	<p>Mike delivered presentation regarding the development of priority practice guidance</p> <p>Mark asked the department to make explicit that all determinant factors are motivated by protecting the public interest</p> <p><u>MOTION to approve Option 1 -- Approve in principle use of the proposed framework -- by Brittany John and seconded by Hannah Horn. MOTION PASSED.</u></p>		
<p>18) Members for Scholarships Task Force on 2023 conference</p>	<p>Christine provided a reminder that the Board has recommended investigation of a scholarship that supports Indigenous learners in the natural resource sector</p> <p>The College has prepared a Terms of Reference and position profile for a task force</p> <ul style="list-style-type: none"> • Work on the task force had been deferred from early in 2023 <p><u>MOTION to appoint Alexandra De Jong Westman as chair and Seán Sharpe, Debbi Stanyer and Brittany John as members of the Scholarships Task Force by Mark De Croos, seconded by Corinna Hoodicoff. MOTION PASSED.</u></p>		



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19) Chair and Executive Governance Committee Report	<p>Alex presented report as outgoing Chair</p> <p>Alex reported that the Chair and Executive continue to meet regularly with the CEO</p> <p>Alex and Christine attended the Association of BC Land Surveyors conference</p> <p>Alex also participated in the conference planning process as an <i>ex-officio</i> member</p> <p>Alex noted that it was her last report as chair and wished well to Seán as new Chair</p>		
20) Finance Oversight Board Report	<p>Mark presented report</p> <p>Mark noted that the Board was invited to the previous Finance meeting which had KPMG auditor as a guest</p> <ul style="list-style-type: none"> • KPMG did not find any significant deficiencies in their audit <p>KPMG was appointed as the auditor for the 2023 fiscal year via electron decision earlier in the month</p>		
21) Statutory Committee reports a) Credentials Committee report	<p>Shona delivered Credentials Report on behalf of chair</p> <ul style="list-style-type: none"> • On January 23, 2023 the Chair and Registrar sent a letter to all Credential Assessors regarding their obligations. • A virtual committee meeting was held on March 6 recommendations for changes to the Credentialing 		



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<p>b) Audit & Practice Review Committee report</p> <p>c) Investigations Committee report</p>	<p>Standard are before the board and include:</p> <ul style="list-style-type: none"> ○ Some changes to work experience requirements; ○ Changes regarding education requirements for RPBio streams 2 and 3 <ul style="list-style-type: none"> ● The Committee at the meeting also discussed collaboration with the Alberta Society of Professional Biologists regarding credentialing requirements. <p>--</p> <p>Mike delivered APRC report on behalf of chair</p> <ul style="list-style-type: none"> ● APRC met on March 29, 2023, and made determinations for all except one of the 2023 audits. ● On February 1, 2023 the registrant was notified of practice review determination and required measures. <p>--</p> <p>Shona delivered report on behalf of chair</p> <ul style="list-style-type: none"> ● Investigations committee met virtually February 6, 2023 to review complaints and make determinations on files where required. ● One active file: 21-05 ● Committee will be meeting next when required. <p>The College received its first complaint of the year on April 6</p>		



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<p>d) Nomination Committee report</p> <p>e) Discipline Committee report</p>	<p>--</p> <p>Christine delivered report on behalf of chair</p> <ul style="list-style-type: none">• Candidates were interviewed following Committee approval of suitability• Vice Chair and Board Member positions were then acclaimed• There was no election• Nomination Committee's Final Report on the process will be submitted to the Board at the June 2023 Board meeting <p>--</p> <p>Christine delivered report on behalf of chair</p> <p>The committee has reviewed information and discussed options allowed under the College's bylaws.</p> <p><u>MOTION to accept Executive Governance Committee Report, Finance Governance Committee Report and all statutory Committee reports by Corinna Hoodicoff, seconded by Denis Dean. MOTION CARRIED.</u></p>		
<p>22) Staff reports</p> <p>a) CEO's Report</p> <p>b) Registrar's Report</p> <p>c) Communication Officer's Report</p>	<p>Received via Consent Agenda.</p>		



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23) Working Group Reports a) Editorial Board report b) Conference Planning report c) Scholarships Report													
24) Task Force Reports a) Areas of Practice task Force Report b) CPD Review Task Force													
25) Lay Member Report	<u>MOTION to accept reports under consent agenda by Hannah Horn, seconded by Mark De Croos. MOTION CARRIED.</u>												
26) Board business a) Confirmation of Finance Governance Committee chair and members b) 2023 Board meeting dates	<u>MOTION to reappoint Mark De Croos as chair of the Finance Governance Committee by Corinna Hoodicoff, seconded by Denis Dean. MOTION CARRIED.</u> <u>MOTION to reappoint:</u> <ul style="list-style-type: none"> • <u>Alexandra de Jong Westman, RPBio</u> • <u>Seán Sharpe, RPBio</u> • <u>Hannah Horn, RPBio</u> • <u>Corinna Hoodicoff, RPBio</u> • <u>Debbi Stanyer, RPBio</u> • <u>Brittany John</u> <u>to Finance Governance Committee by Brittany John, seconded by Victoria Burdett-Coutts. MOTION CARRIED.</u> <table border="1" data-bbox="560 1772 1015 1980"> <thead> <tr> <th>Meeting Date</th> <th>Proposed Location</th> </tr> </thead> <tbody> <tr> <td>June 22-23</td> <td>TBD</td> </tr> <tr> <td>September 21-22</td> <td>TBD</td> </tr> <tr> <td>November 23-24</td> <td>TBD</td> </tr> <tr> <td>January 25-26</td> <td>TBD</td> </tr> </tbody> </table>	Meeting Date	Proposed Location	June 22-23	TBD	September 21-22	TBD	November 23-24	TBD	January 25-26	TBD		
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c) Report from the Meeting Monitor	Hannah provided meeting monitor report Hannah noted that meeting stayed on schedule <ul style="list-style-type: none">Hannah noted that the chair did a good job of including Debbi as an online attendee				
d) Appointment of the Meeting Monitor for next Council meeting	Denis will be the meeting monitor for the June 2023 meeting				
27) Other business	None reported.				
28) Adjournment	<u>MOTION to adjourn at 2:15pm by Mark De Croos. MOTION CARRIED.</u>				

Next meeting date:

June 23, 2023
TBD

Seán Sharpe, RPBio

Chair

Christine Houghton

Chief Executive Officer