



Board Meeting – June 23, 2023
Coast Discovery Inn, Campbell River

Participants: Seán Sharpe (Chair), Victoria Burdett-Coutts (Vice Chair), Corinna Hoodicoff, Hannah Horn, Deborah Stanyer, Denis Dean, Theresa Fresco, Mark De Croos, Theresa Fresco, Megan Hanacek

Staff: Christine Houghton (CEO), Mike Engelsjord (Director of Practice), Cameron Dexter (Mgr., Registrations and Compliance), Tory Davis (EO/Communications Officer)

Regrets: Alexandra de Jong Westman (Past Chair), Brittany John

Minutes

Start Time: 8:00am

Agenda Item	Discussion	Action item(s)	Due/Status (Lead)
1) Call to Order and Land Acknowledgement	Seán called the meeting to order at 7:59am and confirmed quorum. Seán thanked members for agreeing to meet earlier to give others more time to travel home.		
2) Approval of Agenda a) New business	Seán presented the agenda <u>MOTION to approve amended agenda by Corinna Hoodicoff, seconded by Theresa Fresco.</u> <u>MOTION CARRIED.</u> Christine noted that there may be a supplement to item no. 4 regarding the meeting monitor form. Seán noted that there may also be a decision on an appointment to a task force		
3) Chair's Remarks	Seán reflected on the history of the College on the 20-year anniversary of the College as a regulator, particularly his own experience having joined the College when it was an association in 1991 and		



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	wished for another productive 20 years		
4) Summary of Meeting Monitor report April 15, 2023	<p>Hannah Horn reviewed report</p> <p>Hannah noted that most things were on time in spite of a transition to a new Chair</p> <ul style="list-style-type: none"> Hannah noted the challenge to staff in convening a Board meeting immediately after the 2023 conference <p>Hannah also noted the Chair's best efforts to include attendees who were joining online</p> <p>Christine pointed out that the OSPG had presented some indicators that can be useful for Boards in assessing their actions</p> <p>Denis Dean will be the meeting monitor for today's meeting</p>	<ul style="list-style-type: none"> Members agreed that some of the explanations from OSPG's indicators should be incorporated into the Board meeting monitor form 	
5) Update on Individual Actions on Reconciliation (voluntary)	<p>Seán noted that National Indigenous People's Day had passed on June 21 and asked members to share any experiences they had</p> <p>Theresa went to the K'omoks Festival that was associated with National Indigenous Peoples Day, which included a dance group from Alert Bay and the Kwakwaka'wakw People which featured characteristic incorporation of traditional mask dances</p> <p>Seán noted that it's important to keep participation active in reconciliation rather than passive</p>		



COLLEGE OF APPLIED BIOLOGISTS

Professional Accountability

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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 by Megan Hanacek, seconded by Corinna Hoodicoff.</u></p> <ul style="list-style-type: none"> • <u>Item no. 4: MOTION to approve Option 1 – Appoint Cameron Dexter as Deputy Registrar with full statutory authorities under the College of Applied Biologists bylaws – by Victoria Burdett-Coutts, seconded by Denis Dean. MOTION PASSED.</u> • <u>Item no. 5: MOTION to appoint Alexandra de Jong Westman, Past Chair, as chair of Nominations Committee by Corinna Hoodicoff, seconded by Mark De Croos. MOTION PASSED.</u> • <u>Item no. 6: MOTION to approve Option 1 – Approve committee appointees according to the enclosed roster:</u> <u>To Audit and Practice Review Committee:</u> <ul style="list-style-type: none"> • <u>Meghan Goertzen, RPBio (three-year term)</u> • <u>Jonathan Lok, Lay member (three-year term)</u> <u>To Credentials Committee:</u> <ul style="list-style-type: none"> • <u>Francesca Knight, RPBio (three-year term)</u> • <u>Heather Taylor, RPBio (three-year term)</u> <u>To Investigations Committee:</u> <ul style="list-style-type: none"> • <u>Adam Harding, RPBio (three-year term)</u> 		



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	<ul style="list-style-type: none"> • <u>Cory Bettles, RPBio (three-year term)</u> • <u>Gina Layte Liston, RPBio (three-year term)</u> <p><u>To Nominations Committee:</u></p> <ul style="list-style-type: none"> • <u>Chelsea Coady, RPBio (one-year term)</u> • <u>Katherine McGlynn, RBTech (one-year term)</u> • <u>Thea Warren, BIT (one-year term)</u> • <u>Eric Shapiro, Lay member (one-year term)</u> • <u>By Victoria Burdett-Coutts, seconded by Theresa Fresco. MOTION PASSED.</u> • <u>Item no. 8: MOTION to proceed with splitting jobs to Manager and proceed with staffing Manager of Registrations by Corinna Hoodicoff, seconded by Theresa Fresco. MOTION PASSED.</u> <p><u>MOTION CARRIED.</u></p>		
7) Adoption of minutes and review of Action items a) April 15, 2023 meeting	<p>Christine noted that there were no action items and most agenda items were aimed at orienting new Board members</p> <p><u>MOTION to approve minutes of April 15, 2023 by Denis Dean, seconded by Megan Hanacek. MOTION PASSED.</u></p>		
8) Professional Governance Act update	<p>Christine delivered presentation</p> <p>Compliance with mandatory training and CPD is progressing well</p> <ul style="list-style-type: none"> • Compliance measures are scheduled to progress towards enforcement on September 1 		



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9) 2023 business plan update	Christine presented update		
10) Executive Correspondence report	Christine presented report Seán requested that the Board see a report on inquiries regarding reserved practice, which Mike is already maintaining		
11) Conference planning and review a) 2023 conference review	Tory reviewed conference 2023 Conference experienced increases in attendance and revenue, but also increases in expenses <ul style="list-style-type: none"> • Overruns in expenses were linked to expanding the conference to two full days (including meals) without increasing the ticket price from 2022 		
12) Erosion and Sediment Control guidelines	Mike delivered presentation Mike detailed progress of development of erosion and sediment control guidelines in concert with Engineers and Geoscientists BC and BC Institute of Agrology Corinna suggested that there will need to be education on how to use the letter of assurance		
13) Office relocation update	Christine provided update The College has changed realtors and is working through a new list of potential locations <ul style="list-style-type: none"> • The timeline of moving in August not feasible 		



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14) Finance decisions a) Reallocation of funds (Decision note no. 1)	<p>Christine presented decision note</p> <p>Midway through the fiscal year, the College is reviewing budgeted expenses</p> <ul style="list-style-type: none"> The analysis of spending to date has identified some areas where funds could be reallocated due to savings in some areas and overruns in other areas <p><u>MOTION to approve Option 1:</u> <u>Approve allocation of identified excess of funds in amount of \$65,350 to budgets with projected deficiency of funds, by Mark De Croos, seconded by Corinna Hoodicoff.</u> <u>MOTION PASSED.</u> <u>Megan Hanacek abstained because she was not present for the discussion on the motion</u></p> <p>Mark noted that it is good governance practice to set a budget, monitor it, and adjust as necessary --</p>		
b) Expense policy revisions (Decision note no. 2)	<p>Christine delivered decision note</p> <p>The College's expense rates are typically tied to the policies developed by the BC Public Service</p> <ul style="list-style-type: none"> The College usually matches the "Group II" rates operated by the BCPS for per diems <p>With a new collective agreement, the BC Public Service revised their per diem rates</p> <p>Mark thanked College staff for taking the time to review rates</p>		



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	<ul style="list-style-type: none">Mark noted that the recommendation from the Finance Governance Committee was not unanimous and there was suggestion to find other frames of reference for rates, such as how reasonably the rates accommodate market prices <p><u>MOTION to approve Option 1 -- Approve an increase of travel per diems for meals and incidentals to align them with rates for Group II of British Columbia Government per diem schedule (breakfast and lunch per diem rate \$25.00 per meal, dinner per diem rate \$34.50 per meal and incidentals rate \$15.00 per day) – by Mark De Croos, seconded by Victoria Burdett-Coutts. MOTION PASSED.</u></p>		
15) Nominations Committee 2023 Final Report	<p>Christine presented report</p> <p>Report has been reviewed and approved by the Nominations Committee</p> <ul style="list-style-type: none">Takeaways were that registrants contacted felt like the time requirement was too great for them <p>The report, once received, will be made public</p> <p><u>MOTION to accept 2023 Nominations final report by Theresa Fresco and seconded by Corinna Hoodicoff. MOTION PASSED.</u></p>		



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16) Selection of 2025 conference host city (Decision note no. 3) a) Appointment of board members to 2024 conference planning group	<p>Tory delivered presentation</p> <p><u>MOTION to approve Option 1 -- Investigate cost-effective venues in Prince George for the 2025 conference for April 3-4, 2025 – by Victoria Burdett-Coutts, seconded by Corinna Hoodicoff. MOTION PASSED.</u></p> <p>Theresa recommended contacting the House of Ancestors in Prince George as a potential venue</p> <p>Denis suggested trying to involve educational institutions</p> <p><u>MOTION to appoint Board members to 2024 conference planning group:</u></p> <ul style="list-style-type: none"> • <u>Victoria Burdett-Coutts</u> • <u>Seán Sharpe</u> • <u>Megan Hanacek</u> <p><u>By Corinna Hoodicoff, seconded by Theresa Fresco. MOTION PASSED.</u></p>		
17) Revisions to Working Groups Terms of Reference (Decision note no. 4) a) Conference Planning Working Group b) Editorial Board	<p>Tory presented decision note</p> <p>Minor revisions to working groups</p> <p>Mark noted that it should be clarified that the Board should be provided with an explanation at the June Board meeting <u>after the conference</u></p> <p><u>MOTION to approve Option 1 – Approve revisions to Working Group terms of reference by Corinna Hoodicoff as amended, seconded by Theresa Fresco. MOTION PASSED.</u></p>	<ul style="list-style-type: none"> • <u>Staff will revise conference planning terms of reference for clarity</u> • <u>Seán asked for there to be discussion at the next Board meeting to look at the financial implications of covering the cost of the registrant Board members' conference tickets</u> 	
18) Approval of committee and assessors expectations	<p>Christine presented decision note</p>		



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documents (Decision note no. 5)	<p>Board members already sign a document indicating expectations for their service in the role; this provides clarity for their actions</p> <p>Greater clarity for committee members and assessors will help delivering the College's statutory mandate</p> <p><u>MOTION to approve Option 1 -- Approve the Expectations documents as presented – by Denis Dean, seconded by Debby Stanyer. MOTION PASSED.</u></p>		
<p>19) Changes to policies</p> <p>a) Diversity, equity and inclusion (DEI) policy (Decision note no. 6)</p> <p>b) Review on the Record Policy (Decision note no. 7)</p>	<p>Christine introduced decision note</p> <p>With the exception of agenda item no. 19d, all policies will be public</p> <p>Christine explained that diversity, equity and inclusion is a key initiative for the Office of the Superintendent of Professional Governance and it is part of their standards of good regulation</p> <p><u>MOTION to approve Option 1 -- Approve the Diversity, Equity and Inclusion Policy as presented – by Megan Hanacek, seconded by Mark De Croos. MOTION PASSED.</u></p> <p>--</p> <p>Cam presented decision note</p> <p>Reviews on the record are identified in the bylaws, the policy adds more context and clarity on the procedure</p> <p><u>MOTION to approve Option 1 – Approve the Review on the Record</u></p>	<ul style="list-style-type: none"> • <u>Staff will change to match amendments to reasonable efforts for accommodation of accessibility</u> 	



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c) Investigations Risk Assessment procedure policy (Decision note no. 8)	<p><u>Procedures Document – by Hannah Horn, seconded by Denis Dean.</u> <u>MOTION PASSED.</u></p> <p>Hannah asked how the Board would be engaged with taking on a review</p> <ul style="list-style-type: none"> A Board meeting would be convened to review that the approved process was employed when credentialing decisions were made <p>Cam noted that registrants whose applications are declined receive a detailed letter that includes the explanation for why their application was not approved.</p> <p>--</p> <p>Cam presented decision note</p> <p>The policy details how staff will provide an assessment on risk factor as part of the initial intake of a complaint</p> <ul style="list-style-type: none"> The process allows prioritization of complaints if there are more than can be reasonably handled concurrently by staff and committees <p><u>MOTION to approve Option 1 – Approve the Complaint and Discipline Risk Assessment Procedure – by Denis Dean, seconded by Corinna Hoodicoff.</u> <u>MOTION PASSED.</u></p> <p>--</p>		



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d) Correction of errors or nomenclature in administrative policies (Decision note no. 9)	Christine presented decision note <u>MOTION to approve Administrative Changes Policy as presented by Mark De Croos, seconded by Denis Dean. MOTION PASSED.</u>		
Amendment to Travel Expense Policy Mileage rate	After reviewing the previous Board decision on mileage, it was found that the policy is not tied to the Revenue Canada rate and is set at 0.61/km until changed <u>MOTION to approve 0.68/km rate for travel and expense policy to match Revenue Canada mileage rate for 2023 by Megan Hanacek, seconded by Mark De Croos. MOTION PASSED. Denis Dean abstained because he was not present for the calling of the motion</u>		
20) Chair and Executive Governance Committee Report	Seán presented report Seán noted ongoing meetings with CEO to identify pressures, including an Executive meeting the previous day		
21) Finance Report	Mark presented verbal report Finance Governance Committee met on June 18 to review and recommend decision notes Finance Governance Committee receives regular updates from College Finance Manager		
22) Statutory Committee reports a) Credentials Committee report	Cam delivered Credentials Report on behalf of chair <ul style="list-style-type: none"> Recommendations for committee member 		



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	<p>appointments have been provided to the Board.</p> <ul style="list-style-type: none"> A virtual committee meeting will be held in July to discuss priorities and orientation of new members. <p>--</p>		
b) Audit & Practice Review Committee report	<p>Mike delivered APRC report on behalf of chair</p> <ul style="list-style-type: none"> APRC made determination of compliance for final 2023 audit on April 27, 2023. One of required measures (completion of Code of Ethics and Professional Conduct course) for practice review 22-01 is complete. APRC is reviewing policies to determine if any updates are required. <p>--</p>		
c) Investigations Committee report	<p>Cam delivered report on behalf of chair</p> <ul style="list-style-type: none"> Three active files: 23-01, 23-02, and 23-03 Investigations committee will be meeting virtually in the last week in June 2023 to review complaints and make determinations on files where required. The College has received the \$11,500 from the respondent Shawna Reed hearing pertaining to complaint files 19-01 and 20-03. 		



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<p>d) Nomination Committee report</p>	<p>--</p> <p>Christine delivered report on behalf of chair</p> <ul style="list-style-type: none"> Committee met to review and approve final Report of the Nominations Committee 2022/23 Committee was then dissolved Incoming chair interviewed applicants for appointment to committee <p>--</p>		
<p>e) Discipline Committee report</p>	<p>Christine delivered report on behalf of chair</p> <ul style="list-style-type: none"> On June 13, 2023, acting on advice of legal counsel, the Committee voted unanimously to proceed to a Hearing with a recommendation for written submissions. Competent candidates for the panel will be recruited and appointed as per 9-15 of the Colleges bylaws. <p><u>MOTION to accept Executive Governance Committee Report, Finance Governance Committee Report and all statutory Committee reports by Denis Dean, seconded by Theresa Fresco. MOTION CARRIED.</u></p>		
<p>23) Staff reports</p> <p>a) CEO's Report</p> <p>b) Registrar's Report</p>	<p>Received via Consent Agenda.</p>		



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c) Communication Officer's Report			
24) Working Group Reports a) Editorial Board report b) Conference Planning report			
25) Task Force Reports a) Areas of Practice task Force Report b) CPD Review Task Force c) Scholarships Report			
26) Lay Member Report	<u>MOTION to accept reports under consent agenda by Megan Hanacek, seconded by Victoria Burdett-Coutts. MOTION CARRIED.</u>		
27) Report from the Meeting Monitor a) Appointment of the Meeting Monitor for next Council meeting	<p>Denis provided meeting monitor report</p> <p>Denis appreciated the discussions alongside comprehensive and informative presentations from staff</p> <p>Hannah reported that the audiovisual equipment was clear and she felt included as a remote participant</p> <p>Denis noted that there was a lot of discussion regarding future actions against organizational strategy which is an appropriate use of the Board's time</p> <ul style="list-style-type: none"> Denis felt that Board members had opportunities 		



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	<p>to discuss short-term and long-term goals</p> <p>Denis included in his report that the report form is to be amended to incorporate OSPG's performance indicators</p> <p>Theresa Fresco will be the meeting monitor for the September 2023 meeting</p>		
28) Other business	<p>Seán asked for an "other business" item</p> <p><u>MOTION to appoint Megan Hanacek to Scholarships Task Force by Corinna Hoodicoff, seconded by Denis Dean. MOTION PASSED.</u></p>		
29) Adjournment	<p><u>MOTION to adjourn at 12:53pm by Denis Dean, seconded by Megan Hanacek. MOTION CARRIED.</u></p>		

Next meeting date:

September 29
Ramada Plaza Hotel, Prince George

Seán Sharpe, RPBio

Chair

Christine Houghton

Chief Executive Officer