



**Board Meeting – September 26-27, 2024**  
Sandman Signature Hotel, Kamloops

---

**Participants:** Victoria Burdett-Coutts (Chair), Corinna Hoodicoff (Vice Chair), Megan Hanacek, Kathryn Graham, Bob Redden, Brittany John, Susan Wells, Jason Kuzminski, 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), Tory Davis (EO/Communications Supervisor)

**Regrets:** Denis Dean, Mark De Croos

---

**Draft Minutes**

Start Time: 3:30pm

Agenda Item	Discussion	Action item(s)	Due/Status (Lead)
1) Call to Order	Victoria called the meeting to order at 3:30pm and confirmed quorum.		
2) Introduction of new staff	Sam Pittman the new Director of Practice was formally introduced		
3) Approval of Agenda a) New business	Victoria presented agenda  Victoria proposed moving <i>In Camera</i> to after agenda item no. 14  Victoria asked to add an item to appoint members to the Finance Governance Committee as item no. 21  <u>MOTION to adopt agenda as amended by Susan Wells, seconded by Brittany John. MOTION CARRIED.</u>		
4) Chair's Remarks and Land Acknowledgement	Victoria added that she appreciated people making time for the meeting and the staff for working hard to produce the items  Victoria acknowledged the traditional territory of the T'keklúps		



Agenda Item	Discussion	Action item(s)	Due/Status (Lead)
	<p>te Secwépemc and welcomed the opportunity to visit the area</p>		
<p><b>5) Summary of Meeting Monitor report from June 21, 2024</b></p>	<p>Bob reviewed report from June 21, 2024 meeting</p> <p>Seán will be the meeting monitor for today's meeting</p>		
<p><b>6) Update on Individual Actions on Reconciliation (voluntary)</b></p>	<p>Members reviewed their experiences with the Land Acknowledgements training</p> <p>Victoria noted that Staff and the Board participated in a Land Acknowledgement training session and invited those who attended to provide their impressions because she regrettably could not attend</p> <p>Christine appreciated the advice on how to make the acknowledgement meaningful for both the individual and the Indigenous community</p> <p>Brittany reflected on the College's visit to St. Eugene's Mission in June 2024 and acknowledged that people don't always have the expertise to talk their way through their experiences and that's ok</p> <ul style="list-style-type: none"> <li>• She also noted that Tseil-Waututh is hosting a community event on September 27 to honour survivors</li> <li>• Brittany also noted the Kamloops Indian Residential School in the area which was one of the last residential schools to close</li> </ul> <p>Victoria explained her recent experiences in Grise Fjord, whose history includes forced relocation</p>		



Agenda Item	Discussion	Action item(s)	Due/Status (Lead)
	and whose residents continue to confront the balance of it being their current home but not their historic home		
7) <b>Motion to go In Camera</b>	Moved to after item no. 14		
8) <b>Adoption of minutes and review of Action items</b> a) <b>June 21, 2024 meeting</b>	Christine reviewed action items  Christine noted completed action items <ul style="list-style-type: none"> <li>• The 2026 conference venue will be established later in the year</li> </ul> <u>MOTION to approve minutes of June 21, 2024 meeting by Corinna Hoodicoff, seconded by Brittany John. MOTION CARRIED.</u>		
9) <b>2024 Business plan updates</b>	Christine delivered a presentation  Some strategic initiatives have been deferred to deal with pressing HR pressures. The College's revenues are mostly within projected levels.		
10) <b>Executive Correspondence report</b>	Christine presented report  One letter was received regarding a College registrant being elected to the Board of Directors of the Society of Contaminated Sites Approval Professionals of BC		
11) <b>Strategic planning 2025-2029 update</b>	Christine provided update  Board members did a facilitated session on September 26 to begin building the strategic plan for 2025-29  The facilitator will provide an updated draft for the next Board meeting		



Agenda Item	Discussion	Action item(s)	Due/Status (Lead)
<b>12) Board competency analysis</b>	<p>Christine delivered presentation</p> <p>The gap analysis has identified the following competencies as being desirable for applicants to the Board in 2025:</p> <ul style="list-style-type: none"><li>• Leadership</li><li>• Risk management</li><li>• Financial literacy</li><li>• HR Experience</li></ul>		
<b>13) Risk assessment tool update (presentation)</b>	<p>Christine delivered update</p> <p>The ongoing plan would be to provide a report to the Board every time there was a significant shift in the matrix</p> <ul style="list-style-type: none"><li>• The document would otherwise be available for viewing</li><li>• Jason suggested that there wouldn't always need to be a report because most things could be solved at staff level</li><li>• Committees may also be receiving reports on risk topics which therefore do not require immediate attention from the Board</li></ul>		
<b>14) Jurisdictional scan (presentation)</b>	<p>Isaac delivered presentation</p> <p>Research identified nine entities that appear to regulate applied biology of which four may regulate a reserved practice of applied biology</p> <p>Further research and analysis will be required in the future.</p> <p><i>Victoria called for a motion to adjourn to the following day</i></p>		



Agenda Item	Discussion	Action item(s)	Due/Status (Lead)
	<p><u>MOTION to adjourn until September 27 at 8am by Brittany John, seconded by Bob Redden. MOTION PASSED.</u></p>		
<p><b>Motion to go In Camera</b></p>	<p><i>Victoria called the meeting to order at 8:03am, September 27, 2024</i></p> <p><u>MOTION to reconvene the meeting at 8:03am by Brittany, seconded by Corinna Hoodicoff. MOTION PASSED.</u></p> <p><u>MOTION to go In Camera by Brittany John, seconded by Susan Wells. MOTION CARRIED.</u></p> <p><u>MOTION to rise without report to Board by Susan Wells, seconded by Bob Redden. MOTION CARRIED.</u></p>		
<p><b>15) Finance decisions</b></p> <p><b>a) Budget reallocations (Decision note no. 1)</b></p> <p><b>b) Application of GST on currently exempt (Decision note no. 2)</b></p> <p><b>c) Financial strategy 2025-2027 (Information note no. 1)</b></p> <p><b>d) Dues increase (Decision note no. 3)</b></p>	<p>Christine introduced decision note</p> <p>At the last Board meeting, staff suggested that there may be reallocations in the budget, but that they would be less than two percent</p> <ul style="list-style-type: none"> <li>• After review, more reallocations were identified that were greater than two percent of the budget and therefore require Board approval</li> </ul> <p>Most of the overextended ledgers relate to staffing, including remote staff travel, office equipment and hiring costs</p> <p><u>MOTION to recommend Option 1 -- Approve the reallocation of the identified \$55,000 excess funds to budgets with projected deficiencies – by Corinna Hoodicoff, seconded by Kat Graham. MOTION PASSED.</u></p> <p>Corinna introduced decision note</p>		



COLLEGE OF  
**APPLIED BIOLOGISTS**

Professional Accountability

Agenda Item	Discussion	Action item(s)	Due/Status (Lead)
	<p>The College's financial auditor has recommended that the College begin charging GST on dues to remain fully in compliance with Revenue Canada regulations</p> <ul style="list-style-type: none"><li>• Adding GST to all previously exempt items makes financial reporting simpler for staff</li></ul> <p>Bob asked for the topic of GST being added to dues should be covered in communications for the 2025 dues collection season</p> <ul style="list-style-type: none"><li>• Jason noted that there is also the pressure of inflation that was not addressed the previous year because there was no dues increase</li></ul> <p><u>MOTION to recommend Option 1 -- Approve application of GST on all previously exempt items (dues and courses) as of January 1, 2025 – by Bob Redden, seconded by Brittany John. MOTION PASSED.</u></p> <p>Christine introduced information note</p> <p>College staff brought an information note forward at the previous meeting regarding a three-year financial strategy</p> <ul style="list-style-type: none"><li>• Staff have continued to update the strategy as part of budgeting for 2025 and onward</li><li>• The College will produce business plans to cover the proposed strategy</li></ul>		



Agenda Item	Discussion	Action item(s)	Due/Status (Lead)
	<ul style="list-style-type: none"> <li>The projections for future years may evolve for future budgets</li> </ul> <p>Corinna introduced decision note</p> <p>The College is experiencing added pressures in terms of inflation, staffing capacities and regulatory expectations</p> <ul style="list-style-type: none"> <li>As the College’s primary revenue stream is registrant dues, the College must consider an increase in dues in order to resolve these pressures</li> </ul> <p>The College’s current dues remain lowest among regulators under the Professional Governance Act</p> <p><u>MOTION to recommend Option 1 -- Approve the Proposed Dues Increase by Jason Kuzminski, seconded by Corinna Hoodicoff. MOTION PASSED.</u></p> <p><i>Victoria called for a brief recess</i></p>	<ul style="list-style-type: none"> <li></li> </ul>	
<p><b>16) Bylaw revisions (Decision note no. 4)</b></p>	<p>Christine delivered presentation</p> <p>There will not be a decision at the session</p> <ul style="list-style-type: none"> <li>Staff were overly optimistic about the prospect of completing the revisions process ahead of the meeting, but that did not happen</li> <li>Legal staff have worked on paring back the revisions</li> <li>Staff will need more time to review revisions and prepare notes for Board review</li> </ul>		



Agenda Item	Discussion	Action item(s)	Due/Status (Lead)
	<ul style="list-style-type: none"> <li>The bylaws cannot be approved by government until after the inter regnum period</li> </ul>		
<b>17) Credentialing Standard revisions (Decision note no. 5)</b>	<p>Elaine presented decision note</p> <p>The Credentials Committee met during the week of September 15 and recommended that more flexibility be added for applicant work experience</p> <ul style="list-style-type: none"> <li>Specifically, there was a prohibition on using any practical work experience gained prior to graduation</li> <li>That resulted in some relevant pre-graduation experience being excluded, delaying applicants' ability to register</li> </ul> <p>Likewise, current registrants in the RBTech and ABTs that return to school in order to meet RPBio requirements cannot use experience gained in their previous designation to meet RPBio requirements</p> <p>Additionally, some Indigenous training providers offer important experiences pre-graduation that would not count for prospective applicants</p> <p><u>MOTION to approve amended Option 1 -- Amend the Credentialing Standard as of January 1, 2025 to accept up to one-year of pre-graduation work experience, and all pre-graduation work experience obtained while registered with the College (or an equivalent regulator in another jurisdiction) by Corinna</u></p>		





Agenda Item	Discussion	Action item(s)	Due/Status (Lead)
	<p><u>Hoodicoff, seconded by Kat Graham. MOTION PASSED.</u></p> <p>Changes would not be difficult to administer and provide some balance between pre-graduation and post-graduation experiences</p> <p>Corinna asked when changes would be effective</p> <ul style="list-style-type: none"> <li>• Changes would be effective for applicants in the queue but time will be necessary to communicate implementation measures with Credentials Assessors</li> <li>• Communication will be necessary for applicants in the queue so that they understand the changes</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Staff will determine whether the implementation date can reasonably be moved forward to an earlier date in 2024</b></li> </ul>	
<p><b>18) Compliance plan revisions (Decision note no. 6)</b></p>	<p>Cam introduced decision note</p> <p>Cam reported that the compliance plan is largely the same, with the implementation phase removed</p> <p>There has also been an addition where compliance measures can be undertaken to verify that employer job descriptions properly reflect compliance with reserved practice</p> <p><u>MOTION to approve Option 1 – Approve the updated Compliance Plan – by Corinna Hoodicoff, seconded by Brittany John. MOTION PASSED.</u></p>		
<p><b>19) Respectful workplace policy (Decision note no. 6)</b></p>	<p>Christine introduced decision note</p> <p>The College had previously developed a respectful workplace</p>	<ul style="list-style-type: none"> <li>• <b>Staff will provide some procedures for the CEO's</b></li> </ul>	





Agenda Item	Discussion	Action item(s)	Due/Status (Lead)
		<p>policy and bring them forward for Board approval if necessary</p>	
<p><b>20) APRC approval of courses for remedial actions (Information note no. 2)</b></p>	<p>Sam delivered information note</p> <p>Sam reported that the APRC has recommended remedial courses and actions for use by the Investigations and Discipline Committees, which is compliant with the <i>Professional Governance Act</i></p> <p>These courses have been transmitted to the Investigations and Discipline Committee for use</p> <ul style="list-style-type: none"> <li>• The APRC has requested that they be informed of any feedback from respondents regarding the recommend courses</li> </ul> <p>The list will evolve over time.</p>	<ul style="list-style-type: none"> <li>•</li> </ul>	
<p><b>21) Confirmation of electronic decisions</b>  <b>a) Appointment to Investigations Committee</b>  <b>b) Appointment to Nominations Committee</b></p>	<p><u>MOTION to confirm electronic decisions by Susan Wells, seconded by Bob Redden. MOTION CARRIED.</u></p> <p><u>MOTION to appoint Debby Stanyer to the Finance Governance Committee by Corinna Hoodicoff, seconded by Susan Wells. MOTION PASSED.</u></p>		
<p><b>22) Chair and Executive Governance Committee Report</b></p>	<p>Victoria delivered report:</p> <ul style="list-style-type: none"> <li>• Discussions on onboarding and integration for the Director of Practice Position (Samual Pittman).</li> <li>• Discussion (ongoing) on staffing strategic planning</li> <li>• Updates on the Jurisdictional Scan (International/National) desktop analysis for</li> </ul>		



Agenda Item	Discussion	Action item(s)	Due/Status (Lead)
	<p>comparative professional designation oversight.</p> <ul style="list-style-type: none"> <li>• Discussion on the requirements for dues increases</li> <li>• Ongoing discussions for the reciprocity / potential qualification changes for BC/AB designations.</li> <li>• Draft Strategic Plan discussion</li> </ul>		
<p><b>23) Finance Report</b></p>	<p>Corinna presented report on behalf of Mark De Croos (regrets)</p> <ul style="list-style-type: none"> <li>• Committee met on September 26</li> <li>• Recommended budget reallocations; GST applications; and dues increase</li> <li>• Also reviewed information regarding financial strategy</li> </ul>		
<p><b>24) Statutory Committee reports</b></p> <p style="padding-left: 20px;"><b>a) Credentials Committee report</b></p>	<p>Elaine delivered Credentials Report on behalf of chair:</p> <ul style="list-style-type: none"> <li>• The Credentials Committee met on September 19, 2024, to discuss and approve recommendation to the Board:             <ul style="list-style-type: none"> <li>○ Pre-graduation work experience restrictions</li> <li>○ Application trends and issues (deferred due to time constraints)</li> </ul> </li> <li>• The Committee is recruiting academic assessors.</li> <li>• The Committee and the Assessors annual in-person</li> </ul>		



Agenda Item	Discussion	Action item(s)	Due/Status (Lead)
<p><b>b) Audit &amp; Practice Review Committee report</b></p> <p><b>c) Investigations Committee report</b></p> <p><b>d) Nomination Committee report</b></p> <p><b>e) Discipline Committee report</b></p>	<p>meeting is scheduled for October 23 &amp; 24</p> <p>--</p> <p>Sam delivered APRC report on behalf of chair:</p> <ul style="list-style-type: none"> <li>• APRC meeting was held on September 18, 2024.</li> <li>• APRC in-person meeting is scheduled for November 21, 2024.</li> <li>• APRC and assessors in-person meeting is scheduled for November 22, 2024</li> </ul> <p>--</p> <p>Elaine delivered report on behalf of chair</p> <ul style="list-style-type: none"> <li>• The Investigations Committee meets monthly to review complaints and make determinations.</li> <li>• There are 11 active files, including 3 complaints that were received since the last board meeting.</li> </ul> <p>--</p> <p>Sean delivered report</p> <ul style="list-style-type: none"> <li>• Added one 2024/25 committee member</li> <li>• First meeting of 2024/25 nominations cycle scheduled for September 24</li> </ul> <p>--</p> <p>Elaine delivered report on behalf of chair:</p>		



Agenda Item	Discussion	Action item(s)	Due/Status (Lead)
	<ul style="list-style-type: none"> <li>• On August 30, 2024, the hearing panel issued a decision on file C23-06.</li> <li>• There are no outstanding citations.</li> </ul> <p><u>MOTION to receive Executive Governance Committee Report, Finance Governance Committee Report and all statutory Committee reports by Corinna Hoodicoff, seconded by Jason Kuzminski. MOTION CARRIED.</u></p>		
<b>25) Staff reports</b> a) CEO’s Report b) Registrar’s Report c) Director of Practice’s Report d) Communication Officer’s Report	Received via Consent Agenda.		
<b>26) Working Group Reports</b> a) Editorial Board report b) Conference Planning report			
<b>27) Lay Member Report</b>	<u>MOTION to receive reports under consent agenda by Brittany John, seconded by Megan Hanacek. MOTION CARRIED.</u>	<ul style="list-style-type: none"> <li>•</li> </ul>	
<b>28) Report from the Meeting monitor</b> a) <b>Appointment of Meeting Monitor for next meeting</b>	<p>Seán delivered meeting monitor report</p> <p>Seán noted that there was ranging discussion on topics, there was still focus and strong engagement from all members</p>	<ul style="list-style-type: none"> <li>•</li> </ul>	



COLLEGE OF  
**APPLIED BIOLOGISTS**

Professional Accountability

Agenda Item	Discussion	Action item(s)	Due/Status (Lead)
	<ul style="list-style-type: none"><li>• He also noted that all Board members seemed to contribute</li><li>• Seán reminded Board members to speak loudly and clearly in order to activate the microphone for virtual attendees</li></ul> <p>Seán also acknowledged that the Board executed a split-day meeting for the first time which worked well and was helpful for people travelling</p> <p>Susan will be the monitor of the next meeting</p>		
<b>29) Adjournment</b>	<u>MOTION to adjourn at 10:49am by Brittany John, seconded by Corinna Hoodicoff. MOTION CARRIED.</u>		

**Next meeting date:**

December 6, 2024  
College of Applied Biologists Office, Victoria

---

**Victoria Burdett-Coutts, RPBio**

**Chair**

---

**Christine Houghton**

**Chief Executive Officer**