



**Board Meeting – September 29, 2023**  
**Ramada Plaza, Prince George**

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**Participants:** Seán Sharpe (Chair), Victoria Burdett-Coutts (Vice Chair), Corinna Hoodicoff, Hannah Horn, Denis Dean, Theresa Fresco, Brittany John, Megan Hanacek, Alexandra de Jong Westman (Past Chair)

**Staff:** Christine Houghton (CEO), Mike Engelsjord (Director of Practice), Isaac Anderton (Mgr., Registration), Sue Owen (Manager of Practice), Helen Taraskin (Finance Manager) Tory Davis (EO/Communications Officer)

**Regrets:** Deborah Stanyer, Mark De Croos

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**Minutes**

Start Time: 8:00am

Agenda Item	Discussion	Action item(s)	Due/Status (Lead)
1) <b>Call to Order and Land Acknowledgement</b>	Seán called the meeting to order at 8:00am and confirmed quorum.		
2) <b>Introduction of new staff</b>	Isaac introduced himself as the new Manager of Registrations at the College  Sue explained her new role as Manager of Practice		
3) <b>Approval of Agenda</b> a) <b>New business</b>	Seán presented the agenda  Seán explained that agenda item 14c has been removed pending additional work from staff  Christine will be presenting the results of the Board self-assessment before item no. 12  <u>MOTION to approve amended agenda by Denis Dean, seconded by Victoria Burdett-Coutts. MOTION CARRIED.</u>		
4) <b>Chair's Remarks</b>	Seán expressed his happiness at being able to host the meeting in		



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	<p>Prince George and the province's north region</p> <p>He would like to see stronger participation in the informational events and promote registrant engagement</p> <ul style="list-style-type: none"> <li>Victoria pointed out that Board members can help promote events in their personal networks and explain the importance of attending</li> </ul> <p>Seán recognized the hard work of staff over the summer</p> <p>Seán also noted National Day for Truth and Reconciliation and reminded staff and Board members of the importance of Reconciliation in both personal and professional areas</p>		
<b>5) Summary of Meeting Monitor report June 23, 2023</b>	<p>Denis Dean reviewed report</p> <p>Denis recalled that the agenda was clear and the presentations were comprehensive</p> <p>Theresa Fresco will be the meeting monitor for today's meeting</p>		
<b>6) Update on Individual Actions on Reconciliation (voluntary)</b>	<p>College staff are completing projects on Indigenous cultural topics as part of the organization's observance of National day for Truth and Reconciliation</p> <ul style="list-style-type: none"> <li>Theresa pointed out that the number of events and engagement opportunities with Indigenous communities have increased this year</li> </ul>		



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	<ul style="list-style-type: none"> <li>Theresa also identified First Voices as a helpful resource for Indigenous languages</li> </ul> <p>Megan reported that Bob Joseph Jr. spoke at the PFLA conference and staff at PFLA are completing training in Indigenous cultural awareness</p>		
<b>7) Motion to go In Camera</b>	<p><u>MOTION to go In Camera by Theresa Fresco, seconded by Corinna Hoodicoff. MOTION CARRIED.</u></p> <p><u>MOTION to rise with report by Corinna Hoodicoff, seconded by Megan Hanacek.</u></p> <ul style="list-style-type: none"> <li><u>Item no. 4: MOTION to approve Option 1 – Appoint Michael Engelsjord, RPBio as Registrar effective immediately – by Theresa Fresco, seconded by Victoria Burdett-Coutts. MOTION PASSED.</u></li> </ul> <p><u>MOTION CARRIED.</u></p>		
<b>8) Adoption of minutes and review of Action items</b> <b>a) June 23, 2023 meeting</b>	<p>Christine reviewed action items</p> <p><u>MOTION to approve minutes of June 23, 2023 by Denis Dean, seconded by Hannah Horn. MOTION PASSED.</u></p>		
<b>9) 2023 business plan update</b>	Christine presented update		
<b>10) Executive Correspondence report</b>	<p>Christine presented report</p> <p>No correspondence items were received or sent during the reporting period</p>		
<b>11) EPP progress report</b>	Mike presented update		



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	<p>The EPP has met several times and identified some published guidance that is no longer relevant</p> <ul style="list-style-type: none"> <li>The EPP has recommended that this guidance be revoked</li> </ul> <p>Megan noted that some work is being done at the provincial level on species at risk and offered to provide a presentation at a later date</p>		
<b>Board self-assessment presentation</b>	<p>Christine delivered presentation</p> <p>The gap analysis identified the following competencies as being desirable for candidates in the 2023/24 nomination process:</p> <ul style="list-style-type: none"> <li>Financial literacy</li> <li>Risk management</li> <li>Human resources</li> </ul>		
<b>12) Office relocation update</b>	<p>Christine provided update</p> <p>The College will be relocating at the beginning of December</p>		
<b>13) Promotional video</b>	<p>As part of the College's 20<sup>th</sup> anniversary promotions, staff worked with a marketing firm to develop a short video which details the College's role as a regulator</p> <ul style="list-style-type: none"> <li>The video will be split into multiple 30-second clips</li> <li>A version of the video will also be made with the College's regular branding in order to preserve future use</li> </ul>		
<b>14) Finance decisions</b> <b>a) Redirection of funds (Decision note no. 1)</b>	<p>Christine presented decision note</p> <p>The College continues to review actual spend against budget</p>		



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	<p>There have been savings in payroll due to staffing vacancies</p> <ul style="list-style-type: none"> <li>Savings could be reallocated to budget areas with deficiencies: <ul style="list-style-type: none"> <li>HR support for staffing</li> <li>Advertising</li> <li>Legal General advice</li> </ul> </li> </ul> <p><u>MOTION to approve Option 1: Approve allocation of identified excess of funds in amount of \$19,500 to budgets with projected deficiency of funds by Hannah Horn, seconded by Corinna Hoodicoff. MOTION PASSED.</u></p> <p>The College will continue to monitor spending to identify opportunities to reallocate unused budget</p> <p>--</p>		
<b>b) Dues increase (Decision note no. 2)</b>	<p>Christine delivered decision note</p> <p>The College annually assesses the need to adjust registrant dues as part of the budgetary process</p> <ul style="list-style-type: none"> <li>The College has registered budget surpluses over the last four years</li> </ul> <p><u>MOTION to approve Option 2: Maintain current dues levels – by Theresa Fresco, seconded by Denis Dean. MOTION PASSED.</u></p> <p>--</p>		
<b>c) Fees increase (Decision note no. 3)</b>	<p>REMOVED FROM AGENDA</p> <p>--</p>		
<b>d) Discipline case outcome application of fine</b>	<p>Christine delivered decision note</p>		



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payment (Decision note no. 4)	<p>Placing the fine payment in the operating fund allows for more flexibility with how to use the amounts in the future</p> <ul style="list-style-type: none"> <li>The College does not currently have a policy on allocation of fine payments because of the infrequency on levying of fines</li> </ul> <p><u>MOTION to approve Option 1: Allocate the funds to the Operating Fund through investment into short-term (up to one year) GIC, by Theresa Fresco, seconded by Victoria Burdett-Coutts. MOTION PASSED.</u></p>		
<b>15) Revisions to policies</b> <b>a) Nominations and Elections: 3-100 (Decision note no. 5)</b>	<p>Tory introduced decision note</p> <p>Alex suggested that one year of service potentially does not provide enough experience to qualify a registrant for Vice Chair</p> <ul style="list-style-type: none"> <li>Two years may be more advisable</li> </ul> <p><u>MOTION to approve amended Option 1 – Approve expansion of eligibility for Board Vice Chair (and Chair) to include at least two years service on statutory committees – by Hannah Horn, seconded by Corinna Hoodicoff. MOTION PASSED.</u></p>		
<b>16) Task force decisions</b> <b>a) Areas of Practice approval (Decision note no. 6)</b> <b>b) New CPD categories (Decision note no. 7)</b>	<p>Mike presented decision note</p> <p><u>MOTION to approve Option 1 -- Approve the proposed list of areas of practice to be implemented starting with 2024 dues payment – by Corinna Hoodicoff, seconded by Megan Hanacek. MOTION PASSED.</u></p> <p>--</p>	<ul style="list-style-type: none"> <li><b><u>College staff will include a link to the Competencies and Competence in the portal as a resource for registrants</u></b></li> </ul>	



Agenda Item	Discussion	Action item(s)	Due/Status (Lead)
	<p>Mike presented decision note</p> <p><u>MOTION to approve Option 1 -- Approve the proposed updates to the CPD Program to be implemented starting in 2024 – by Theresa Fresco, seconded by Brittany John. MOTION PASSED.</u></p> <p>Theresa recognized the importance of passing mandatory training in Indigenous Cultural Awareness on just before National Day for Truth and Reconciliation</p>	<u>when self-declaring</u>	
<b>17) Activation of requirement to complete Legal Requirements course (Decision note no. 8)</b>	<p>Christine introduced decision note</p> <p>The course goes live on October 16, 2023</p> <ul style="list-style-type: none"><li>• The course is mandatory for new registrants</li></ul> <p><u>MOTION to approve Option 2 -- Have all current applicants who have not yet completed their application take the legal requirements mandatory training -- by Denis Dean, seconded by Megan Hanacek. MOTION PASSED.</u></p> <p>Denis noted that the legal requirements course should be very helpful for current registrants as well</p>		
<b>18) Approval of ESC guidance documents (Decision note no. 9)</b>	<p>Mike presented decision note</p> <p><u>MOTION to approve Option 1 -- Approve the ESC professional practice guidelines as presented – by Victoria Burdett-Coutts, seconded by Corinna Hoodicoff. MOTION PASSED.</u></p>		



Agenda Item	Discussion	Action item(s)	Due/Status (Lead)
19) College's scholarships approach for 2024 (Decision note no. 10)	<p>Tory presented decision note</p> <p>The task force noted its intention to wind down the LSMF scholarship by awarding it in 2023 and waiting until 2025 to begin awarding the Indigenous learner scholarship</p> <p><u>MOTION to approve Option 2 -- Wind down LMS fund – by Brittany John, seconded by Megan Hanacek. Motion defeated.</u></p> <p><u>MOTION to approve Option 3 -- Continue scholarship but with a different name and, if necessary, a different scope – by Victoria Burdett-Coutts, seconded by Denis Dean. MOTION PASSED. Brittany John abstained</u></p> <p><u>MOTION to reaffirm the Board's intent to develop an Indigenous learner's scholarship and assign the current task force to provide options at a future meeting by Theresa Fresco, seconded by Hannah Horn. MOTION PASSED.</u></p>	<ul style="list-style-type: none"> <li><u>Staff will determine the clearer criteria for the existing scholarship, the Board will determine a new name, and the task force will continue to develop the Indigenous learning scholarship</u></li> </ul>	
20) Confirmation of electronic decisions a) Deputy registrar authorities b) Nominations Committee appointment	<p><u>MOTION to confirm Deputy Registrar authorities and Nominations Committee appointment by Victoria Burdett-Coutts, seconded by Corinna Hoodicoff. MOTION CARRIED.</u></p>		
21) Appointment of Conference Planning Working Group and chair	<p><u>MOTION to appoint:</u></p> <ul style="list-style-type: none"> <li><u>Alexandra De Jong Westman</u></li> <li><u>Seán Sharpe</u></li> <li><u>Megan Hanacek</u></li> </ul> <p><u>and Victoria Burdett-Coutts as chair by Denis Dean, seconded by Theresa Fresco. MOTION PASSED.</u></p>		





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<b>22) Chair and Executive Governance Committee Report</b>	<p><i>Seán called for a lunch break</i></p> <p>Seán presented report:</p> <ul style="list-style-type: none"> <li>• Weekly calls with CEO</li> <li>• Ongoing discussions regarding staffing</li> <li>• Initial discussions regarding fees for 2024</li> </ul>		
<b>23) Finance Report</b>	Seán presented verbal report on behalf of Mark De Croos (regrets)		
<b>24) Statutory Committee reports</b>  <b>a) Credentials Committee report</b>          <b>b) Audit &amp; Practice Review Committee report</b>          <b>c) Investigations Committee report</b>	<p>Cam delivered Credentials Report on behalf of chair:</p> <ul style="list-style-type: none"> <li>• The Chair assisted College staff in the hiring process for the Manager of Registration role</li> <li>• The Chair plans to assist with the Credential Assessors Working Group meeting (October 26<sup>th</sup>, 2023)</li> <li>• No Credential Committee meeting held since the last report</li> </ul> <p>--</p> <p>Mike delivered APRC report on behalf of chair:</p> <ul style="list-style-type: none"> <li>• APRC is reviewing policies.</li> <li>• APRC and assessors in person meeting scheduled for October 26.</li> </ul> <p>--</p> <p>Cam delivered report on behalf of chair</p> <ul style="list-style-type: none"> <li>• Six active files: 23-01, 23-02, 23-05, 23-06, 23-07, 23-08</li> <li>• Investigations committee will be meeting virtually on September 27, 2023 to review complaints and make</li> </ul>		



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<b>d) Nomination Committee report</b>	<p>determinations on files where required.</p> <p>--</p> <p>Christine delivered report on behalf of chair</p> <ul style="list-style-type: none"><li>• Committee for 2023/24 nominations cycle has been sworn in</li><li>• Committee met on July 24 and September 12</li><li>• Amendments to the Policy 3-100 have been recommended by the Committee for Board review</li></ul>		
<b>e) Discipline Committee report</b>	<p>--</p> <p>Christine delivered report on behalf of chair</p> <ul style="list-style-type: none"><li>• 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.</li><li>• Competent candidates for the panel recruited and on August 10, 2023, Dr. Nyssa Temmel, RPBio, Trevor Swan, RPF, and Rhonda Maskiewich, RPBio were appointed as per 9-15(1) of the Colleges bylaws</li></ul> <p><u>MOTION to accept Executive Governance Committee Report, Finance Governance Committee Report and all statutory Committee reports by Denis Dean, seconded by Victoria Burdett-Coutts. MOTION CARRIED.</u></p>		



# COLLEGE OF APPLIED BIOLOGISTS

Professional Accountability

Agenda Item	Discussion	Action item(s)	Due/Status (Lead)
<b>25) Staff reports</b> a) CEO's Report b) Registrar's Report c) Communication Officer's Report	Received via Consent Agenda.		
<b>26) Working Group Reports</b> a) Editorial Board report b) Conference Planning report			
<b>27) Task Force Reports</b> a) Areas of Practice task Force Report b) CPD Review Task Force c) Scholarships Report			
<b>28) Lay Member Report</b>	<u>MOTION to accept reports under consent agenda by Corinna Hoodicoff, seconded by Hannah Horn. MOTION CARRIED.</u>		
<b>29) Report from the Meeting Monitor</b> a) Appointment of the Meeting Monitor for next Council meeting	<p>Theresa provided meeting monitor report</p> <p>Theresa appreciated the thoughtful discussion as well as the informative reports from staff, Board members and task force chairs</p> <p>Good balance between business and operations and discussion</p> <ul style="list-style-type: none"> <li>Particular care was made for procedure related to motions and discussions</li> </ul> <p>Corinna Hoodicoff will be the meeting monitor for the November 2023 meeting</p>	<ul style="list-style-type: none"> <li><b><u>Seán reiterated the action item from June 2023 to amend the meeting monitor report as per the minutes</u></b></li> </ul>	



COLLEGE OF  
**APPLIED BIOLOGISTS**  
Professional Accountability

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30) Other business	None reported.		
31) Adjournment	MOTION to adjourn at 12:59pm by <u>Victoria Burdett-Coutts</u> , seconded by <u>Corinna Hoodicoff</u> . MOTION <u>CARRIED</u> .		

**Next meeting date:**

December 1, 2023  
The Listel Hotel, Vancouver

Seán Sharpe, RPBio

Chair

Christine Houghton

Chief Executive Officer