

## Board Meeting – December 6, 2024

College Office, Victoria

**Participants:** Victoria Burdett-Coutts (Chair), Corinna Hoodicoff (Vice Chair), Kathryn Graham, Bob Redden, Denis Dean, Mark De Croos, 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)

**Guests:** Kate Haines, Office of the Superintendent of Professional Governance

**Regrets:** Megan Hanacek, Debbi Stanyer

### Draft Minutes

Start Time: 9:00pm

Agenda Item	Discussion	Action item(s)	Due/Status (Lead)
<b>1) Call to Order</b>	Victoria called the meeting to order at 9:00pm and confirmed quorum.		
<b>2) Introduction of new staff</b>	Christine introduced staff that were present at the College office for the meeting  Christine also acknowledged that Boris Chow has been brought on as permanent staff and has registered as an RPBio		
<b>3) Approval of Agenda</b> <b>a) New business</b>	Victoria presented agenda  Two items need to be discussed: <ul style="list-style-type: none"> <li>• Creation of a Credentialing Task Force (under item 14)</li> <li>• Review of requested revisions to the respectful work place policy (as 12.1)</li> </ul> <p><u>MOTION to adopt agenda as amended by Jason Kuzminski, seconded by Kat Graham. MOTION CARRIED.</u></p>		



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4) <b>Chair's Remarks and Land Acknowledgement</b>	<p>Victoria noted her gratitude for the time and efforts of Board members as the year draws to a close</p> <p>Victoria also reminded Board members that the nominations period for 2025 Board elections is underway and encouraged people to seek more information, especially about the Vice Chair/Chair roles</p> <p>Victoria acknowledged the traditional territory of the Esquimalt and Songhees Territories</p>		
5) <b>Summary of Meeting Monitor report from September 27, 2024</b>	<p>Bob reviewed report from September 27, 2024 meeting</p> <p>Susan will be the meeting monitor for today's meeting</p>		
6) <b>Update on Individual Actions on Reconciliation (voluntary)</b>	<p>Christine explained that College staff had all completed their presentations as part of their National Day of Truth and Reconciliation</p> <p>Susan attended the Indigenous Remembrance Day in her community</p>		
7) <b>Motion to go In Camera</b>	<p><u>MOTION to go in Camera by Denis Dean, seconded by Brittany John. MOTION CARRIED.</u></p> <p><u>MOTION to rise with report on agenda items:</u></p> <ul style="list-style-type: none"> <li>• <u>Agenda item no. 4: Re-appoint Mark LeRuez and Sharleen Hamm as members of the Investigation Committee for a 2.5-year term ending June 2027</u></li> <li>• <u>Agenda item no. 6: College staff to prepare</u></li> </ul>		



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	<u>presentation on the overall nature of complaints that have been received by Jason Kuzminski, seconded by Denis Dean.</u>		
<b>8) Adoption of minutes and review of Action items</b> a) <b>September 27, 2024 meeting</b> b) <b>October 15, 2024</b>	Christine reviewed action items  Christine noted completed action items <ul style="list-style-type: none"> <li>Other items are on the day's agenda</li> </ul> <u>MOTION to approve minutes of September 27 and October 15, 2024 meeting by Susan Wells, seconded by Bob Redden. MOTION CARRIED.</u>		
<b>9) 2024 Business plan updates</b>	Christine delivered a presentation  Some strategic initiatives have been deferred to deal with pressing HR pressures.		
<b>10) 2025 conference planning update</b>	Bob provided report  Bob is pleased with the progress and with the team working on it  Group members have identified panels and panelists and will begin contacting people next week		
<b>11) 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		
<b>12) 2025-2029 strategic plan</b> a) <b>Provisional approval (Decision note no. 1)</b>	Christine introduced decision note  Staff and Board members reviewed latest strategic plan draft on the		



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<b>b) 2025 strategic priorities</b>	<p>previous day and submitted some final revisions to the facilitator</p> <p><u>MOTION to Approve the 2025-29 strategic plan in draft by Kat Graham, seconded by Jason Kuzminski. MOTION PASSED.</u></p> <p>The final plan will be brought forward in the New Year</p> <p>Christine reviewed 2025-27 strategic priorities</p> <p>Bob asked about the process for regulating firms</p> <ul style="list-style-type: none"><li>• The College has the authority to regulate firms under the Act</li><li>• The College will begin exploration of what would be required to register firms</li></ul> <p>Members agreed to the direction of the three-year business plan</p>		
<b>Respectful workplace policy amendments</b>	<p>Christine introduced information note</p> <p>College staff have executed the revisions to the policy that were requested by the Board at its September 2024 meeting</p> <ul style="list-style-type: none"><li>• There will be further amendments to the procedure of handling issues with the CEO</li></ul>		
<b>13) Finance decisions</b> <b>a) Reinvestment of revenue from penalties and fines (Decision note no. 2)</b>	<p>Christine introduced decision note</p> <p>Two disciplinary hearings were completed in 2024 that resulted in costs being awarded to the College</p>		



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<p>b) <b>Adoption of net assets policy (Decision note no. 3)</b></p> <p>c) <b>Proposed application, reinstatement and upgrade fees increase (Decision note no. 4)</b></p> <p>d) <b>Proposed mandatory training and on-demand fees increase (Decision note no. 5)</b></p> <p>e) <b>2025 conference pricing (Decision note no. 6)</b></p> <p>f) <b>2025 provisional budget (Decision note no. 7)</b></p>	<ul style="list-style-type: none"> <li>One fine has been received in full</li> <li>The second fine is being paid in instalments that are currently held in trust by the College's legal counsel; payments should be completed by the end of the financial year</li> </ul> <p><u>MOTION to approve Option 1 -- Maintain the funds in the Operating Fund Chequing Account – by Mark De Croos, seconded by Kat Graham. MOTION PASSED.</u></p> <p>--</p> <p>Mark delivered decision note</p> <p>As part of the previous year's audit, the financial auditor suggested that the College could strengthen its financial process by identifying a net assets policy</p> <p>The Finance Governance Committee has recommended approval of the policy on the condition that it meets the requirements proposed by the financial auditor</p> <p><u>MOTION to approve Option 1 -- Approve the Net Assets Policy – by Mark De Croos, seconded by Jason Kuzminski. MOTION PASSED.</u></p> <p>--</p> <p>Mark delivered decision note</p> <p>Mark explained that the College annually reviews its fee structure to support its revenue</p>		



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	<p>Christine explained that the College reviewed the costs associated in processing applications and recommended changes</p> <p>The upgrade fee for BIT to RPBio has been balanced to equal the application fee for RPBio</p> <ul style="list-style-type: none"><li>• The upgrade fee had not been increased in several years</li></ul> <p><u>MOTION to approve Option 1 -- Approve proposed increase in application, reinstatement and upgrade fees effective January 1, 2025 (\$25 increase in application fees for RPBio, RBTech, and Limited License categories, \$15 increase in application fees for all other categories, \$65 for BIT to RPBio and Trainee RBTech to RBTech upgrades, and by \$45 for Trainee ABT to ABT upgrades) – by Mark De Croos, seconded by Susan Wells. MOTION PASSED.</u></p> <p>--</p> <p>Mark introduced decision note</p> <p>With the final cohort of extant registrants having completed the mandatory courses, staff are proposing a reset of the fee structure</p> <ul style="list-style-type: none"><li>• All fees must be approved by the Board</li><li>• Course fees have not changed since implemented</li></ul> <p>Staff are proposing that applicants, once approved, should pay for courses as a bundle rather than individually</p>		



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	<p><u>MOTION to approve Option 1 -- Approve the updated bundle price of \$500 for mandatory exam package, and \$25 pricing for the on-demand courses with segregation course revenues into Mandatory Training Fees and On-Demand Training Fees categories (effective January 1, 2025 – by Mark De Croos, seconded by Brittany John. MOTION PASSED.</u></p> <p>--</p> <p>Christine introduced decision note</p> <p>Some budget items are higher than the previous year owing to inflationary pressures</p> <p><u>MOTION to approve Option 1 -- Approve the proposed conference program pricing – by Mark De Croos, seconded by Bob Redden. MOTION PASSED.</u></p> <p>--</p> <p>Christine delivered presentation</p> <p>Mark explained that the projected deficit is covered by the College's accumulated operating fund</p> <p><u>MOTION to Approve proposed provisional 2025 budget and recommend to the Board, as presented under Option 1 – by Mark De Croos, seconded by Brittany John. MOTION PASSED.</u></p>		
<p><b>14) Approval of revisions to Credentialing Standard (Decision note no. 8)</b></p> <p><b>a)</b></p>	<p>Elaine delivered decision note</p> <p>Staff have implemented approved changes to the Credentialing</p>	<ul style="list-style-type: none"> <li>• <b>Staff will begin recruitment for the proposed task force and staff will</b></li> </ul>	



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	<p>Standard and is now asking for approval of the document</p> <ul style="list-style-type: none"> <li>Staff would prefer to implement the changes prior to January 2025</li> </ul> <p><u>MOTION to approve Option 1 -- the changes to the Credentialing Standard to be effective December 16, 2024 – by Bob Redden, seconded by Denis Dean. MOTION PASSED.</u></p> <p>--</p> <p>Elaine reported that the Credentials Committee is meeting during the week of December 9 to determine the necessity of a Credentialing Standard Task Force as major revisions haven't been done since 2018</p> <ul style="list-style-type: none"> <li>Staff are recommending that a member of the Board chair a task force to liaise with the Board in support of staff</li> <li>The Committee will review a terms of reference for a possible task force</li> </ul> <p>One area for review is the prescribed university courses which may not be commonly offered or included in current biology programs</p> <p>Staff would like to be able to recruit members for the task force immediately</p> <ul style="list-style-type: none"> <li>It would be subject to the approval of the terms of reference by the Board</li> </ul>	<p><b>complete a draft of the proposed terms of reference</b></p>	
<b>15) Confirmation of electronic decisions</b>	<p><u>MOTION to confirm electronic decision to approve dates of the 2025 annual general meeting by</u></p>		





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a) Approval of dates of 2025 annual general meeting	<u>Mark De Croos, seconded by Kat Graham. MOTION CARRIED.</u>		
<b>16) Strategic initiatives update (Information note no. 1)</b> a) Compliance with reserved title b) Standard of good regulation audit c) Business continuity planning	<p>Sam reviewed information note</p> <p>Sam noted that compliance with reserved title will be come an annual mechanism of the compliance program</p> <ul style="list-style-type: none"> <li>The current method is to review former registrants who have been cancelled in the previous 12 months</li> </ul> <p>The strategy for the standards of good regulation will be to focus a little more on external stakeholders</p> <p>The business continuity plan is underway at the request of the Board of the risk assessment tool</p>		
<b>17) Delegation matrix (Information note no. 2)</b>	<p>Christine introduced delegation matrix</p> <p>Christine reviewed the capability the College has to deputize registrar authorities</p> <ul style="list-style-type: none"> <li>The matrix demonstrates how duties are delegated</li> </ul> <p><i>Victoria called for a lunch recess at 11:39am</i></p>	<ul style="list-style-type: none"> <li><b><u>The College will post the matrix publicly on the website</u></b></li> </ul>	
<b>18) Discussion with OSPG superintendent</b>	<p><i>The meeting resumed at 12:35pm</i></p> <p>Christine introduced Kate Haines, Superintendent of Professional Governance and International Credentials Recognition</p>		



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<b>19) Chair and Executive Governance Committee Report</b>	<p>Victoria delivered report:</p> <ul style="list-style-type: none"><li>• Christine travelled to Ottawa in early October to attend the Canadian Agency of Regulation (CNAR) conference (08 October).</li><li>• Christine travelled to Vancouver to attend the 2024 EGBC Annual Conference and AGM (16 October)</li><li>• Board held an extraordinary meeting (15 October) for financial approval of accessing the operational fund.</li><li>• Discussion around requirement for additional staff to manage some gaps (e.g. Betsy parental leave).</li></ul>		
<b>20) Finance Report</b>	<p>Mark delivered report</p> <p>Recommendations to the Board:</p> <ul style="list-style-type: none"><li>• Maintaining the funds received from disciplinary procedures in operating account</li><li>• Approval of the Net Assets Policy pending clarification from Financial Auditor</li><li>• Increases to the application, reinstatement and upgrade fees for 2025</li><li>• Bundling and increasing mandatory and on demand training fees in 2025</li><li>• Approval of the 2025 conference program pricing</li><li>• Approval of the 2025 provisional budget</li></ul>		



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	Mark reminded the Board that the Governance Committee sees the period bank statements which are reviewed and approved		
<p><b>21) Statutory Committee reports</b></p> <p><b>a) Credentials Committee report</b></p> <p><b>b) Audit &amp; Practice Review Committee report</b></p> <p><b>c) Investigations 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 October 9 and 23, 2024, to discuss application trends and issues.</li> <li>The Committee and the Assessors' annual in-person meeting took place October 24, 2024.</li> <li>The Committee has recruited 5 new academic assessors. meeting is scheduled for October 23 &amp; 24</li> </ul> <p>--</p> <p>Sam delivered APRC report on behalf of chair:</p> <ul style="list-style-type: none"> <li>APRC recommended the 2025 audit season Audit Assessors for CEO appointment.</li> <li>APRC met in-person on November 21, 2024.</li> <li>APRC and appointed Audit Assessors met in-person on 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, with its most recent meeting on November 19, 2024.</li> </ul>	<ul style="list-style-type: none"> <li><b>Staff will prepare a presentation to review the nature (ie. trends) in complaints received</b></li> </ul>	



# COLLEGE OF APPLIED BIOLOGISTS

Professional Accountability

Agenda Item	Discussion	Action item(s)	Due/Status (Lead)
	<ul style="list-style-type: none"><li>The Investigation Committee also met in-person on October 25, 2024, with the Discipline Committee.</li><li>There are 14 active files, including 3 complaints that were received since the last board meeting; the committee met the previous week, took two files into the investigation phase and dismissed another complaint, leaving five complaints in the intake</li></ul> <p>--</p> <p>Sean delivered report</p> <ul style="list-style-type: none"><li>Committee met on September 24, October 29 and November 21 to prepare for the 2024/25 nominations cycle</li></ul> <p>--</p> <p>Elaine delivered report on behalf of chair:</p> <ul style="list-style-type: none"><li>On October 25, 2024 the Discipline Committee attended an in-person meeting combined with the Investigation Committee.</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</u></p>		
d) Nomination Committee report			
e) Discipline Committee report			



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	<u>reports by Kat Graham, seconded by Brittany John. MOTION CARRIED.</u>		
<b>22) 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>23) Working Group Reports</b> a) Editorial Board report b) Conference Planning report			
<b>24) Lay Member Report</b>	<u>MOTION to receive reports under consent agenda by Susan Wells, seconded by Brittany John. MOTION CARRIED.</u>	•	
<b>25) Report from the Meeting monitor</b> a) Appointment of Meeting Monitor for next meeting	<p>Susan delivered meeting monitor report</p> <p>In general, a vibrant meeting with engagement from all members</p> <ul style="list-style-type: none"> <li>Susan speculated that members may have been energized by the strategic and forward-thinking nature of the agenda</li> </ul> <p>Some good discussion about key measures such as the Strategic Plan, Credentialing Standard, and the next fiscal year's budget</p> <p>Jason will be the monitor of the next meeting</p>	•	



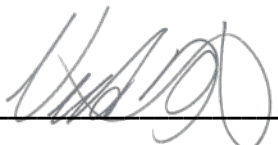
# COLLEGE OF APPLIED BIOLOGISTS

Professional Accountability

Agenda Item	Discussion	Action item(s)	Due/Status (Lead)
26) Adjournment	<u>MOTION to adjourn at 1:14pm by Brittany John, seconded by Denis Dean. MOTION CARRIED.</u>		

**Next meeting date:**

February 14, 2025  
Blue Horizon Hotel, Vancouver

  
Victoria Burdett-Coutts, RPBio  
Chair

  
Christine Houghton  
Chief Executive Officer