



Board Meeting – April 9, 2025
Prince George Conference & Civic Centre, Prince George

Participants: Victoria Burdett-Coutts (Chair), Corinna Hoodicoff (Vice Chair), Seán Sharpe (Past Chair), Bob Redden, Denis Dean, Kathryn Graham, Brittany John; Remote: Megan Hanacek, Jason Kuzminski, Debbi Stanyer (at 9:15 am)

Staff: Christine Houghton (CEO), Elaine Vale (Registrar), Samuel Pittman (Director of Practice), Isaac Anderton (Manager, Registrations) (at 10:30 am), Cameron Dexter (Manager, Compliance), Josie Byington (Administrative Officer), Tory Davis (EO/Communications Supervisor), Sharon Stewart (Financial Officer); Remote: Helen Taraskin (Director of Finance & Administration), Sue Owen (Sr. Manager of Practice), Eugenia Fernandez (Registration Officer)

Regrets: Mark De Croos, Susan Wells, Farzaneh Mousavi (Sr. Administrative Officer)

Draft Minutes

Start Time: 9:00am

Agenda Item	Discussion	Action item(s)	Due/Status (Lead)
1) Call to Order	Victoria called the meeting to order at 9:03am and confirmed quorum.		
2) Approval of Agenda a) New business	Victoria presented agenda <u>MOTION to adopt agenda as amended by Corinna Hoodicoff seconded by Denis Dean. MOTION CARRIED.</u> <u>No new business.</u>		
3) Chair's Remarks and Land Acknowledgement	Victoria thanked everyone for making time to travel to Prince George and acknowledged the traditional territory of the Lheidli T'enneh <ul style="list-style-type: none">Victoria reminded Board members of the benefits of doing research on the places we visit and noted that there will be a presentation on the LTN during the meeting		



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	Victoria noted that it was the last meeting with Brittany, Sean, and Megan who are leaving the board. She acknowledged Susan and sent her best wishes and thoughts. Victoria was grateful for staff and volunteers preparing for the meeting.		
4) Summary of Meeting Monitor report from February 14, 2025	Christine thanked Victoria for her service as Chair. Corinna reviewed monitor report from February 14, 2025 meeting. Jason will be the meeting monitor today.		
5) Background information on traditional territory a) Update on Individual Actions on Reconciliation (voluntary)	Tory delivered presentation prepared by Mark on the Lheidli T'enneh Nation. Christine thanked Mark for preparing the presentation.		
6) Motion to go In Camera	<u>MOTION to go in Camera by Kat Graham, seconded by Brittany John</u> <u>MOTION CARRIED.</u> <u>MOTION to rise with report on agenda items:</u> <ul style="list-style-type: none"> • <u>Agenda item no. 4: MOTION to re-appoint the following 2 registrants to the College's 2025 Audit and Practice Review Committee</u> <ul style="list-style-type: none"> ○ <u>Jasen Nelson</u> ○ <u>Cory Lagasse</u> <u>By Denis Dean, seconded by Corinna Hoodicoff. MOTION PASSED</u>		



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	<ul style="list-style-type: none"> <u>Agenda item no. 5: MOTION to appoint Jason Kuzminski as the Board Election scrutineer by Corinna Hoodicoff, seconded by Kat Graham. MOTION PASSED by Brittany John, seconded by Jason Kuzminski. MOTION CARRIED.</u> 		
7) Adoption of minutes and review of Action items a) February 14, 2025	<p>Christine reviewed action items.</p> <p>Items have been completed or will be completed during the current session</p> <p><u>MOTION to approve minutes of the February 14, 2025 meeting by Brittany John, seconded by Bob Redden. MOTION CARRIED.</u></p>	<ul style="list-style-type: none"> ADD: Corinna's edit Item 6. "needs an edit. Second part, split with paste in the middle." 	
8) 2025 business plan financial update	<p>Christine reviewed 2025 business plan and provided financial update.</p> <p><u>MOTION to receive 2025 business plan and financial update by Denis Dean, seconded by Jason Kuzminski. MOTION CARRIED.</u></p>		
9) Executive Correspondence report	<p>Christine presented report</p> <p>Invitations to the conference were extended to the Ministers of Environment; Water, Land and Resource Stewardship; and Post-Secondary Development and Future Skills. The Minister of WLRS will attend remotely and take questions while the Minister of PSDFS has sent recorded remarks.</p>		
10) 2025 Audit findings and preliminary results	Sam delivered presentation	<ul style="list-style-type: none"> Direct staff to explore options to make the audit 	



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		cycle more effective.	
11) Bylaw revisions	Christine delivered bylaw revisions proposed by OSPG and response from the College's legal counsel.	•	
12) Finance decisions a) Approval of 2024 audited financial statements b) Approval of 2025 financial auditors (Decision note no. 1)	<p>Christine delivered report and decision note.</p> <p>Recommendation to Board to approve the 2024 audited financial statements and appoint KPMG as auditors for 2025 fiscal year.</p> <p><u>MOTION TO approve the 2024 audited financial statements by Corinna Hoodicoff, seconded by Brittany John. MOTION CARRIED.</u></p> <p><u>MOTION to appoint KPMG as the auditors for the 2025 fiscal year by Denis Dean, seconded by Jason Kuzminski. MOTION CARRIED.</u></p> <p>An RFP will be considered for the 2026 fiscal year.</p>	<ul style="list-style-type: none"> • Staff to post the 360 Report 	
13) Joint 2025 ASPB-College Board meeting	<p>Christine summarized CAB's past recent interactions with the Alberta Society of Professional Biologists (ASPB) regarding credentialing standards. Further discussions on this and other issues with the North West Provincial Trade Agreement (NWPTA) may prove beneficial to both regulators.</p> <p>Staff will explore options for a possible joint Board meeting.</p>	•	



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14) Delegation of routine registration approvals under New West Partnership Trade Agreement (ASPB) (Information note no. 1)	<p>Elaine delivered the information note regarding delegating the Registration Officer to approve labour mobility applications that meet the criteria:</p> <ul style="list-style-type: none"> • The completed and signed form has been received from ASPB, with all boxes having been marked “yes” and no comments provided. • The applicant has answered “no” to the question “have you been convicted of an indictable offence”. • The applicant does not have any conditions on re-registration. <p>Any applications that do not meet the above criteria must be brought to the attention of the Senior Manager of Registration or the Registrar for approval.</p>		
15) Confirmation of electronic decisions	None this period		
16) Chair and Executive Governance Committee Report	<p>Victoria delivered the report:</p> <ul style="list-style-type: none"> • Conference planning was successful securing sponsors, but in-person attendance was down • Board nominations are complete and elections underway. • The Credentials task force was established along with an annual in-person meeting. 		
17) Finance Report	Christine delivered the report on behalf of Mark De Croos.		



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	<p>The Finance Committee met on March 31, 2025 and approved the following recommendations to the Board:</p> <ul style="list-style-type: none"> • Approve the financial statements for the 2024 fiscal year (see Item 12 above) • Appoint KPMG as auditors for 2025 (see Item 12 above) <p>This year's audit includes two recommendations:</p> <ul style="list-style-type: none"> • Board records its approval of the business plan/finance update that is tabled at Board meetings, and • Further revisions to the Net Assets Policy <p>The committee received income statement to February 28, 2025</p>		
<p>18) Statutory Committee reports</p> <p>a) Credentials Committee report</p>	<p>Elaine delivered report on behalf of the chair:</p> <ul style="list-style-type: none"> • Credentials Committee approved the first AB-LL application (applicant is completing mandatory training) • The Chair and staff met with AB-LL assessors to gather feedback, and will hold a debrief session on April 22, 2025. • The Credentials Committee and Assessors annual in-person meeting was held in Vancouver on March 21, 2025. 		



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b) Audit & Practice Review Committee report	<p>Sam delivered report:</p> <ul style="list-style-type: none"> • Audit was completed March 25, timeline was noted • Meeting to be held April 16 to discuss strategic items • 2024/25 Nominations period continued until February 28 • Committee met on January 10 and February 3 to review the 2024/25 nominations cycle progress and assign tasks 		
c) Investigations Committee report	<p>Elaine delivered report on behalf of chair:</p> <ul style="list-style-type: none"> • Committee meets monthly to review complaints and make determinations • There are 18 active files including 2 complaints received since the last board meeting • The Chair is retiring at the end of his term, May 2025 		
d) Discipline Committee report	<ul style="list-style-type: none"> • The Discipline Committee currently has no open files. • No Discipline Committee meetings have occurred since the chair report dated February 14, 2025 		
e) Nomination Committee report	<p>Seán delivered report.</p> <ul style="list-style-type: none"> • All applicants were contacted by staff. • The Nominations Committee is reviewing the process. 		



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	<u>MOTION to receive statutory reports by Denis Dean, seconded by Corinna Hoodicoff. MOTION CARRIED.</u>		
19) Staff reports a) CEO's Report b) Registrar's Report c) Director of Practice's Report d) Communication Manager's Report	Received via Consent Agenda.		
20) Working Group Reports a) Editorial Board report b) Conference Planning report			
21) Task Force Reports a) Credentialing Standard Task Force			
22) Lay Member Report	<u>MOTION to receive reports under consent agenda by Brittany John, seconded by Jason Kuzminski. MOTION CARRIED.</u>		
23) Report from the Meeting monitor a) Appointment of Meeting Monitor for next meeting	<p>Jason delivered meeting monitor report.</p> <p>Jason regretted not attending the meeting in person due to work responsibilities. He noted that everyone prepared for the meeting. He felt that an appropriate amount of time was spent on long term issues and that almost topics were forward-looking.</p>		



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	Victoria will be the monitor of the next meeting		
24) Adjournment	<u>MOTION to adjourn at 11:55am by Denis Dean, seconded by Brittany John. MOTION CARRIED.</u>		

Next meeting date:

May 15, 2025
Online

A handwritten signature in blue ink, appearing to read 'Victoria Burdett-Coutts', written over a horizontal line.

Victoria Burdett-Coutts, RPBio
Chair

A handwritten signature in blue ink, appearing to read 'Christine Houghton', written over a horizontal line.

Christine Houghton
Chief Executive Officer