



**Council Meeting – January 27, 2023**  
**The Listel Hotel, Vancouver**

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**Participants:** Alexandra de Jong Westman (President), Sean Sharpe (Vice President), Corinna Hoodicoff, Hannah Horn, Deborah Stanyer, Joe Greenholtz, Victoria Burdett-Coutts, Theresa Fresco, Brittany John, Mark De Croos

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

**Regrets:** Brian Clark (Past President), Megan Hanacek

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**Minutes**

Start Time: 8:30am

Agenda Item	Discussion	Action item(s)	Due/Status (Lead)
<b>1) Call to Order and Land Acknowledgement</b>	Alexandra called the meeting to order at 8:31am and confirmed quorum.  Alex acknowledged the meeting is taking place on the traditional, unceded territories of the Musqueam Indian Band, Tsleil-Waututh Nation and Squamish Nation		
<b>2) Approval of Agenda</b> <b>a) New business</b>	Alex reviewed the agenda  <u>MOTION to approve agenda by Hannah Horn, seconded by Brittany John. MOTION CARRIED.</u>		
<b>3) President's Remarks</b>	Alex noted that there has been ongoing discussion about the role of land acknowledgements  An important piece is committing to understand your role in the history of the land that you are occupying or that you are visiting		



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4) <b>Motion to go In Camera</b>	<p><u>MOTION to go In Camera by Sean Sharpe, seconded by Brittany John.</u> <u>MOTION CARRIED</u></p> <p><u>MOTION to rise with report by Hannah Horn, seconded by Joe Greenholtz.</u></p> <ul style="list-style-type: none"> <li>• <u>Item no. 4</u></li> <li>• <u>Item no. 5</u></li> <li>• <u>Other business</u></li> </ul> <p><u>MOTION CARRIED.</u></p> <p>Agenda item no. 4: <u>MOTION to approve Option 1 – Discipline Committee appointee according to the enclosed roster:</u></p> <ul style="list-style-type: none"> <li>• <u>Tanya Seebacher, RPBio</u> <u>By Theresa Fresco, seconded by Joe Greenholtz. MOTION PASSED.</u></li> </ul> <p>Agenda item no. 5: <u>MOTION to approve Option 1 -- Approve the Credentials Committee Lay member appointee according to the enclosed roster for a three year term:</u></p> <ul style="list-style-type: none"> <li>• <u>Stephani Horstman</u> <u>By Sean Sharpe, seconded by Theresa Fresco. MOTION PASSED.</u></li> </ul> <p><u>MOTION to return to In Camera by Sean Sharpe, seconded Hannah Horn. MOTION PASSED.</u></p> <p>Other business: <u>MOTION to approve Option #1 -- Appoint</u></p> <ul style="list-style-type: none"> <li>• <u>Jasen Nelson</u></li> <li>• <u>Wayne Wall</u></li> <li>• <u>Steve Gordon</u></li> <li>• <u>Tom Watson</u></li> <li>• <u>Brian Clark</u></li> </ul> <p><u>to CPD Review task force – by Joe Greenholtz, seconded by Theresa Fresco. MOTION PASSED.</u></p>		



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	<u>MOTION to adjourn second In Camera session and add to report to Council by Victoria Burdett-Coutts, seconded by Theresa Fresco. MOTION PASSED.</u>		
<b>5) Update on Individual Actions on Reconciliation (voluntary)</b>	Alex noted that it had been several months since the College began discussing individual actions on Reconciliation during meetings		
<b>6) Adoption of minutes and review of Action items</b> a) <b>November 25, 2022 meeting</b> b) <b>December 15, 2022 meeting</b>	Christine reviewed action items  Members appointed to the scholarships task force will be tabled until after the 2023 conference  <u>MOTION to approve minutes of November 25 and December 15, 2022 by Corinna Hoodicoff, seconded by Sean Sharpe. MOTION PASSED.</u>		
<b>7) Summary of Meeting Monitor report from November 25, 2022 meeting</b>	Debbi reviewed Meeting Monitor report from November 25, 2022 meeting.  Victoria Burdett-Coutts will be the meeting monitor		
<b>8) OSPG compliance update</b> a) <b>Audit submissions</b> b) <b>OSPG Annual report information request</b>	Christine delivered presentation  Christine detailed College's submission to the OSPG for the performance review		
<b>9) Executive Correspondence report</b>	Christine presented report  Few correspondence items during this period owing to the winter holiday season		



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<b>10) Business plan updates (presentation)</b> a) 2022 business plan b) 2023 business plan	<p>Christine delivered presentations</p> <p>Christine noted that the budget categories in the 2023 business plan have changed to reflect the new ledger to cover compliance with OSPG and the <i>Professional Governance Act</i></p>	<ul style="list-style-type: none"> <li>• <b>Amend 2023 business plan to note possibility of dues increase in 2024 (ie. Not 2023)</b></li> </ul>	
<b>11) CPD compliance</b>	<p>Mike delivered presentation to cover agenda items 11-13</p> <p>Mark suggested a fee for non-submission of CPD records for the 2024 dues year</p> <ul style="list-style-type: none"> <li>• Council has authority under the Act to enact fees</li> </ul> <p>Alex suggested that dues payment and CPD submission deadlines could be different to allow registrants to complete their submission after having paid registration for the year</p>		
<b>12) Update on Environmental Practice Panel</b>			
<b>13) Update on Erosion and Sediment Control working group</b>	EGBC will lead on consulting with proponents on Erosion and Sediment Control, including government		
<b>14) Update on 2023 conference</b>	Hannah provided update	<ul style="list-style-type: none"> <li>• <u>Post sponsorship materials to portal for Council access</u></li> <li>• <u>Provide to Councillors SharePoint link to prospective sponsors</u></li> </ul>	



Agenda Item	Discussion	Action item(s)	Due/Status (Lead)
15) Update on reports tool in registrant portal	Cam provided update		
16) 2023 final budget (Decision note no. 1)	<p>Christine delivered presentation</p> <p>Revenue projections for dues and fees have been increased from provisional 2023 budget</p> <p>Payroll expense has increased based on salary compensation review</p> <ul style="list-style-type: none"><li>• However, some positions may be prorated based on results of job requisitions and reduce the total expense</li><li>• Variable expenses have increased in order to contract an HR firm to develop HR policies</li></ul> <p>Mark reiterated his appreciation that the College initiated a compensation review and acted upon it, and is moving forward in the development of human resources policy</p> <p>Christine introduced decision note</p> <p><u>MOTION to approve Option 1 -- Approve proposed 2023 budget as is – by Sean Sharpe, seconded by Mark De Croos. MOTION PASSED.</u></p>		
17) Revisions to bylaws and Code of Ethics and Professional Conduct (Decision note no. 2)	<p>Christine introduced decision note</p> <p>Nomenclature and committee capacity have been revised at the recommendation of OSPG</p> <p>Major changes are to administrative non-compliance</p>		



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	<ul style="list-style-type: none"><li>Clarified some language and process (ie. Removed is now cancelled)</li><li>Updated requirements for reinstatement to reflect consequential changes in areas where administrative non-compliance can occur</li></ul> <p>Will require final approval from OSPG</p> <p><u>MOTION to approve revisions to bylaws by Brittany John, seconded by Victoria Burdett-Coutts.</u></p> <table><tr><th>COUNCILLOR</th><th>VOTE</th></tr><tr><td><b>Alex de Jong Westman</b></td><td>In favour</td></tr><tr><td><b>Sean Sharpe</b></td><td>In favour</td></tr><tr><td><b>Corinna Hoodicoff</b></td><td>In favour</td></tr><tr><td><b>Hannah Horn</b></td><td>In favour</td></tr><tr><td><b>Victoria Burdett-Coutts</b></td><td>In favour</td></tr><tr><td><b>Debbi Stanyer</b></td><td>In favour</td></tr><tr><td><b>Mark De Croos</b></td><td>In favour</td></tr><tr><td><b>Theresa Fresco</b></td><td>In favour</td></tr><tr><td><b>Joe Greenholtz</b></td><td>In favour</td></tr><tr><td><b>Brittany John</b></td><td>In favour</td></tr><tr><td></td><td></td></tr><tr><td><i>Megan Hanacek</i></td><td>Absent</td></tr><tr><td><i>Brian Clark</i></td><td>Absent</td></tr></table> <p><u>MOTION CARRIED.</u></p>	COUNCILLOR	VOTE	<b>Alex de Jong Westman</b>	In favour	<b>Sean Sharpe</b>	In favour	<b>Corinna Hoodicoff</b>	In favour	<b>Hannah Horn</b>	In favour	<b>Victoria Burdett-Coutts</b>	In favour	<b>Debbi Stanyer</b>	In favour	<b>Mark De Croos</b>	In favour	<b>Theresa Fresco</b>	In favour	<b>Joe Greenholtz</b>	In favour	<b>Brittany John</b>	In favour			<i>Megan Hanacek</i>	Absent	<i>Brian Clark</i>	Absent		
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<b>18) Approval of task force terms of reference Panel</b> <b>a) Areas of Practice Task Force (Decision note no. 3)</b>	<p>Mike introduced decision note</p> <p>It is a requirement under the PGA for registrants to self-report three areas of competency to be posted on the public register</p> <ul style="list-style-type: none"><li>The College developed some areas however they aren't well defined</li></ul>																														



# COLLEGE OF APPLIED BIOLOGISTS

Professional Accountability

Agenda Item	Discussion	Action item(s)	Due/Status (Lead)
	<p>The TF will review and reconcile the areas of practice for consistency and utility to registrants and the public</p> <ul style="list-style-type: none"> <li>There may be some consultation with registrants as well</li> </ul> <p>At least one Councillor should participate in the task force</p> <p><u>MOTION to approve Option 1 – Approve terms of reference for Areas of Practice Task Force -- by Hannah Horn, seconded by Corinna Hoodicoff. MOTION PASSED.</u></p> <p>--</p> <p>Mike presented decision note</p> <p>The standards of good regulation from the Office of the Superintendent of Professional Governance suggest that CPD programs should include learning in reconciliation of Indigenous Peoples and so the College needs to add a requirement for learning in this area</p> <p><u>MOTION to approve Option 1 – Approve terms of reference for CPD Review Task Force by Joe Greenholtz, seconded by Sean Sharpe. MOTION PASSED.</u></p> <p>--</p> <p>Shona presented decision note</p> <p>The College has been discussing the possibility of harmonizing credential requirements with the Alberta Society of Professional Biology</p>		
<b>b) CPD Review Task Force (Decision note no. 4)</b>			
<b>c) Credentials Harmonization Task Force (Decision note no. 5)</b>			



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d) Appointment of Council (Board) members to task force positions (including chairs)	<ul style="list-style-type: none"> <li>Both parties have agreed to work together to review the options</li> </ul> <p>Shona noted that the terms of reference will need to be approved by ASPB in order to come into force</p> <p><u>MOTION to approve Option 1 – approve in principal terms of reference for Credentials Harmonization task force by Corinna Hoodicoff, seconded by Brittany John. MOTION PASSED.</u></p> <p>--</p> <p><u>MOTION to appoint:</u></p> <ul style="list-style-type: none"> <li><u>Debbi Stanyer as Chair, and Corinna Hoodicoff and Victoria Burdett-Coutts to Areas of Practice Task Force</u></li> <li><u>Theresa Fresco and Brittany John as co-chairs to CPD Review Task Force</u></li> </ul> <p><u>by Hannah Horn, seconded by Victoria Burdett-Coutts. MOTION PASSED.</u></p> <p><u>MOTION to return to In Camera by Sean Sharpe, seconded Hannah Horn. MOTION PASSED.</u></p> <p><u>Alex called for lunch recess</u></p>		
19) President and Executive Report	<p>Alex presented report</p> <p>Alex reported that the Chair and Executive continue to meet regularly with the CEO</p> <p><u>MOTION to accept President's and Executive Report by Corinna Hoodicoff, seconded by Hannah Horn. MOTION CARRIED.</u></p>		



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	<p>practice review and provide their determination</p> <ul style="list-style-type: none"> <li>The was the first practice review that has been executed by the College and was a result of a case being referred from the Investigations Committee</li> </ul> <p>The Committee is working on a mechanism to measure accountability on requirements identified through a practice review</p> <p>The practice review will be written as an (anonymous) case study similar to Discipline Digest so that others can use it to improve</p> <p>2023 audits are underway</p> <p>--</p>		
<b>c) Investigations Committee report</b>	<p>Shona delivered report on behalf of chair</p> <p>Committee met in December and will meet again in February</p> <p>The committee has closed all files for 2022; only active files are from 2021</p> <p>--</p>		
<b>d) Nomination Committee report</b>	<p>Christine delivered report on behalf of chair</p> <p>Nominations are now closed</p> <ul style="list-style-type: none"> <li>Interviews will occur in February</li> </ul> <p>--</p>		
<b>e) Discipline Committee report</b>	<p>Christine delivered report on behalf of chair</p>		



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	<p>Members of the Discipline Committee have undertaken orientation and have been provided with the discipline file</p> <p>The committee will meet in February</p> <p><u>MOTION to accept all statutory Committee reports by Theresa Fresco, seconded by Sean Sharpe.</u> <u>MOTION CARRIED.</u></p>		
<b>22) Staff reports</b> a) CEO's Report b) Registrar's Report c) Communication Officer's Report	Received via Consent Agenda.		
<b>23) Working Group Reports</b> a) Editorial Board report			
<b>24) Task Force Reports</b> a) LMSF Report			
<b>25) Lay Member Report</b>	<p><u>MOTION to accept reports under consent agenda by Joe Greenholtz, seconded by Hannah Horn.</u> <u>MOTION CARRIED.</u></p>		
<b>26) Report from the Meeting Monitor</b> a) Appointment of the Meeting Monitor for next Council meeting	<p>Victoria provided report</p> <p>Councillors appreciated the .zip folder for materials</p> <p>Councillors appreciated the improvement in the presentation screen which had been deficient at the previous meeting</p>		



COLLEGE OF  
**APPLIED BIOLOGISTS**  
Professional Accountability

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	Victoria reiterated that in-person meetings seem to be the most productive for the group  Hannah Horn will be the next meeting monitor		
<b>27) Other business</b>	Christine noted that the meeting was the last with Alex as President/Chair and reported that it had been great to work with her in the capacity  As of the next regularly scheduled meeting in April, Sean Sharpe will be in the capacity of Chair  The next meeting will be in Kelowna after the 2023 conference <ul style="list-style-type: none"><li>Christine requested that Councillors make travel arrangements in the near future</li></ul>		
<b>28) Adjournment</b>	<u>MOTION to adjourn at 1:24pm by Brittany John, seconded by Joe Greenholtz. MOTION CARRIED.</u>		

**Next meeting date:**

April 15, 2023  
Kelowna, BC

Alexandra de Jong Westman, RPBio  
President

Christine Houghton  
Chief Executive Officer