



**Council Meeting – April 9, 2022**  
**Delta Ocean Pointe Hotel, Victoria BC**

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**Participants:** Alexandra de Jong Westman (President), Sean Sharpe (Vice President), Corinna Hoodicoff, Megan Hanacek, Hannah Horn, Theresa Fresco, Deborah Stanyer, Mark De Croos, Brittany John, Joe Greenholtz, Brian Clark (Past President)

**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), Helen Taraskin (Finance Officer), Sue Owen (Regulatory Officer), Eugenia Fernandez (Administrative Officer)

**Regrets:** Victoria Burdett-Coutts

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**Minutes**

Start Time: 9:00am

<b>Agenda Item</b>	<b>Discussion</b>	<b>Action item(s)</b>	<b>Due/Status (Lead)</b>
<b>1) Call to Order</b>	Alexandra called the meeting to order at 9:01am and confirmed quorum.		
<b>2) Approval of Agenda</b> <b>a) New business</b>	New item no. 4 debrief on conference New item no. 5 revisions to meeting monitor report  <u>MOTION to approve agenda as amended by Corinna Hoodicoff, seconded by Theresa Fresco.</u> <u>MOTION CARRIED.</u>		
<b>3) Swearing of Oath – All Councillors</b>	Registrar Shona Lawson delivered oath of office to Councillors who had not sworn previously		
<b>4) Conference 2022 debrief</b>	Suggestion to have more hard-copy surveys for people to complete  Brian noted that the term “resilience” came up often and that there were some challenges that	<ul style="list-style-type: none"><li>• Recommendation to working group to explore more time for Q&amp;A</li><li>• Recommendation to working group to start the 2023</li></ul>	



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	<p>staff and volunteers were resilient to as well</p> <ul style="list-style-type: none"> <li>Brian also noted that the College was the first among its peers to have an in-person conference</li> </ul> <p>Hannah thought it was appropriate to bookend the program with regulatory topics</p> <p>Guests found the Indigenous Corporate Training talk very meaningful</p> <p>Feedback was positive for wildlife management talk on Day 1</p> <p>Feedback on food was positive</p> <p>Topics for next year:</p> <ul style="list-style-type: none"> <li>Duty to report</li> <li>Regulation of firms</li> </ul> <p>Final report will be delivered at June 2022 Council meeting</p>	<p>conference planning in June 2022</p>	
<p><b>5) Revisions to meeting monitor form</b></p>	<p>Alex explained that the meeting monitor form's use is to provide neutral feedback on Council proceedings</p> <p>The form has not been revised since its introduction, so there is an opportunity to update to make the form more applicable</p>	<ul style="list-style-type: none"> <li><b>Sean Sharpe will suggest some revisions; Councillors who have feedback should provide it to Sean</b></li> </ul>	
<p><b>6) New Council – Motion to confirm composition of new Council</b></p> <p>a) Councillor introductions</p>	<p>Alex requested that each Councillor introduce themselves.</p> <p><u>MOTION to confirm Council composition for 2022/23 as follows:</u></p> <ul style="list-style-type: none"> <li><u>Alex de Jong Westman, President</u></li> <li><u>Sean Sharpe, Vice President</u></li> </ul>		



# COLLEGE OF APPLIED BIOLOGISTS

Professional Accountability

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	<ul style="list-style-type: none"> <li>• <u>Brian Clark, Past President</u></li> <li>• <u>Victoria Burdett-Coutts, Councillor</u></li> <li>• <u>Megan Hanacek, Councillor</u></li> <li>• <u>Corinna Hoodicoff, Councillor</u></li> <li>• <u>Hannah Horn, Councillor</u></li> <li>• <u>Debbi Stanyer, Councillor</u></li> <li>• <u>Mark De Croos, Lay Councillor</u></li> <li>• <u>Theresa Fresco, Lay Councillor</u></li> <li>• <u>Joe Greenholtz, Lay Councillor</u></li> <li>• <u>Brittany John, Lay Councillor</u></li> </ul> <p><u>by Theresa Fresco, seconded by Hannah Horn. MOTION CARRIED.</u></p>		
<b>7) President's Remarks</b> <b>a) Introductions</b>	<p>Alex introduced the idea of reflecting on the history of the Indigenous Peoples upon whose stolen land the Council is currently meeting, including steps that Councillors and staff are taking personally and professionally to learn and to approach reconciliation</p>	<ul style="list-style-type: none"> <li>• <b>Councillors and staff will review the 10 calls to action for Natural Resource practitioners and present their actions towards meeting each action item at each Council meeting</b></li> </ul>	
<b>8) Council (re)orientation:</b> <b>a) College overview</b> <b>b) Good Governance principles</b> <b>c) Rules of order</b> <b>d) Councillor expectations</b>	<p>Christine delivered presentation on the governance structure, statutory accountabilities and other responsibilities of Council, committees, Task forces and working groups</p> <p>College staff introduced themselves to Councillors</p> <p><u>Alex called for a brief recess</u></p>	<ul style="list-style-type: none"> <li>• <b>Councillors will need to read and sign a Councillor expectations document before the next meeting</b></li> </ul>	



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	Christine delivered presentation regarding freedom of information and protection of privacy obligations		
<b>9) Motion to go <i>In Camera</i></b>	<p><u>MOTION to go <i>In Camera</i> by Sean Sharpe, seconded by Brittany John. MOTION CARRIED.</u></p> <p><u>MOTION to rise with report on items 4 &amp; 7 by Sean Sharpe, seconded by Brittany John. MOTION CARRIED.</u></p>	<ul style="list-style-type: none"> <li>• Staff will present a detailed review of the complaints process for Council for next meeting</li> <li>• Draft a policy for communications guidelines for Council, including response to complaints, media, etc.</li> <li>• Retain a consultant to create benchmark salary and benefits for staff of regulatory bodies.</li> </ul>	
<b>10) Adoption of minutes and review of Action items</b> <ul style="list-style-type: none"> <li>a) January 28, 2022 meeting</li> <li>b) February 11, 2022 meeting</li> <li>c) March 18, 2022 meeting</li> </ul>	<p>Christine reviewed action items</p> <p><u>MOTION to approve amended minutes of January 28, 2022, and minutes of February 11, 2022 and March 18, 2022 meeting minutes by Mark De Croos, seconded by Megan Hanacek. MOTION CARRIED.</u></p>	<ul style="list-style-type: none"> <li>• Amendments to terms of reference Executive and Finance Oversight Boards will be posted for June</li> <li>• Mark requested clarification to January 2022 minutes to note difficulty in participating was as an ONLINE attendee</li> </ul>	



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<b>11) Summary of Meeting Monitor report from January 28, 2022 meeting</b>	<p>Mark De Croos reviewed Meeting Monitor report from January 28, 2022 meeting.</p> <p>Brittany John will be the meeting monitor</p>	<ul style="list-style-type: none"> <li>College staff will distribute summary of Roberts Rules for meeting</li> </ul>	
<b>12) Professional Governance Act/reserved practice update</b>	<p>Christine delivered update on <i>Professional Governance Act</i> implementation efforts to date</p> <p>The College will be presenting its Credentialing Standard at the next regulators' meeting</p> <ul style="list-style-type: none"> <li>College is also presenting on its accreditation program</li> </ul> <p>Mike Engelsjord is taking over responsibility for the College on the Environmental Practice Panel and Regulation of Firms</p> <p>College seeking members to participate on Duty to Report focus group</p> <p>Christine provided update on process of reviewing illustrative documents with other regulators and next steps</p>	<ul style="list-style-type: none"> <li>Staff will post results of OSPG's standards of good regulation survey</li> </ul>	
<b>13) 2022 Business Plan update</b>	<p>Christine delivered presentation</p> <p><u>Alex called for lunch recess</u></p>		
<b>14) Executive Correspondence report</b>	Christine presented report		
<b>15) Collaboration agreement with EGBC</b>	<p>Christine delivered update</p> <p>Agreement will be posted next week</p>		



Agenda Item	Discussion	Action item(s)	Due/Status (Lead)
<b>16) Motion to destroy 2022 Council election ballots</b>	<u>MOTION to destroy 2022 Council election ballots by Theresa Fresco, seconded by Mark De Croos. MOTION CARRIED.</u>		
<b>17) Revisions to policies a) Audit Policy 8-200</b>	<p>Mike delivered decision note</p> <p>The timeline for the Audit and Practice Review Committee to complete its 2022 audits has been challenged due to a vacancy of the chair position</p> <p><u>MOTION to approve Option #3 -- Council approves an exemption to the timeline required by Policy - an extension to the timeline of up to 20 business days - for the 2022 audit cycle based on the extenuating circumstances – by Brittany John, seconded by Corinna Hoodicoff. MOTION PASSED.</u></p>		
<b>18) LMSF update</b>	<p>Christine reviewed the requirements for the Linda Michaluk Scholarship Fund and suggested that there be revisions</p> <p><u>MOTION to revise LMSF requirements via a small, specific task force:</u></p> <ul style="list-style-type: none"> <li>• <u>Brian</u></li> <li>• <u>Megan</u></li> <li>• <u>Joe</u></li> <li>• <u>Mike (staff)</u></li> </ul> <p><u>MOVED by Joe, seconded by Hannah. MOTION PASSED.</u></p>	<ul style="list-style-type: none"> <li>• <b>Task force will present revisions at a future meeting</b></li> </ul>	
<b>19) President and Executive Report</b>	<p>Brian presented report</p> <p>Brian noted that much of his time was spent supporting the delivery of the 2022 conference</p>		



Agenda Item	Discussion	Action item(s)	Due/Status (Lead)
<b>20) Finance Oversight Board Report</b>	<p>Christine presented Finance Oversight Board Report</p> <ul style="list-style-type: none"> <li>The College will be going to RFP for a new auditor after the 2022 fiscal year</li> </ul>		
<p><b>21) Standing 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>Reports presented by chair unless otherwise stated</p> <p>Shona presented report on behalf of Chris Johnson (chair)</p> <p>Credentials Committee recommended changes to the Credentialing Standard which were approved by Council at the March extraordinary meeting</p> <p>A conference of the committee and assessors will occur in May 2022</p> <p>--</p> <p>Mike presented report on behalf of Chair (vacant)</p> <p>Audit cycle for 2022 began February 14; anticipating completion of 55 audits, completing towards the end of May</p> <ul style="list-style-type: none"> <li>Some exemptions were granted for registrants that were selected but not eligible; others were granted exceptions due to extenuating circumstances</li> </ul> <p>--</p> <p>Shona presented report on behalf of Mel Kotyk (chair)</p> <p>Dates will be included in reporting on an ongoing basis</p>		



Agenda Item	Discussion	Action item(s)	Due/Status (Lead)
<b>d) Nomination Committee report</b>	<p>--</p> <p>Christine presented report on behalf of Vanessa Craig (chair)</p> <p>2022 Council elections occurred smoothly and were completed in March 2022</p> <p><u>MOTION to accept President's, Finance, and previous statutory committee reports as presented by Corinna Hoodicoff, seconded by Brittany John. MOTION CARRIED.</u></p> <p><u>MOTION to appoint Brian Clark in his capacity as Past President, as chair of Nominations Committee by Sean Sharpe, seconded by Megan Hanacek. MOTION PASSED.</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) Conference Planning Working Group			
<b>24) Task Force Reports</b> a) Mandatory Training Task Force Report			
<b>25) Lay Member Report</b>	<u>MOTION to receive Lay Member report and all previous reports under Consent Agenda by Mark De Croos, seconded by Corinna Hoodicoff. MOTION CARRIED.</u>		





Agenda Item	Discussion	Action item(s)	Due/Status (Lead)										
26) Council business	<u>MOTION to appoint Mark De Croos as Finance Oversight Board chair by Theresa Fresco, seconded by Hannah Horn. MOTION PASSED.</u>												
a) Confirmation of Finance Oversight Board Chair and members	<u>MOTION to confirm members of Finance Oversight Board for 2022 as follows:</u> <ul style="list-style-type: none"><li>• <u>Sean Sharpe</u></li><li>• <u>Alexandra de Jong Westman</u></li><li>• <u>Brittany John</u></li><li>• <u>Joe Greenholtz</u></li></ul> <u>By Theresa Fresco, seconded by Hannah Horn. MOTION PASSED.</u>												
b) 2022 Council meeting dates	-- <p>Council meeting dates for the remainder of 2022 and early 2023</p> <ul style="list-style-type: none"><li>• Discussion is that June 2022 meeting would in mid-Vancouver Island</li><li>• September 2022 meeting could be in Yukon, however College will need to review costs</li></ul> <table><tr><th>Meeting</th><th>Dates</th></tr><tr><td>June 2022</td><td>June 23/24</td></tr><tr><td>September 2022</td><td>Sept. 22/23</td></tr><tr><td>November 2022</td><td>Nov. 24/25</td></tr><tr><td>January 2023</td><td>Jan. 26/27</td></tr></table> --	Meeting	Dates	June 2022	June 23/24	September 2022	Sept. 22/23	November 2022	Nov. 24/25	January 2023	Jan. 26/27		
Meeting	Dates												
June 2022	June 23/24												
September 2022	Sept. 22/23												
November 2022	Nov. 24/25												
January 2023	Jan. 26/27												
c) Report from the Meeting Monitor	-- <p>Brittany John delivered report</p> <p>Brittany noted it was nice to meet in-person and to meet College staff</p> <ul style="list-style-type: none"><li>• She also noted that the transition of Presidents was flawless</li></ul>												



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d) Appointment of the Meeting Monitor for next Council meeting	<ul style="list-style-type: none"><li>Brittany was thankful of the professional and personal conversations at the meeting</li></ul> Monitor for next regular meeting will be Sean Sharpe.		
27) Other business	The next meeting will be tentatively scheduled for June 24, 2022 on Vancouver Island.	Include agenda item on the Indigenous scholarship development at the next meeting	
28) Adjournment	MOTION to adjourn at 1:19pm by <u>Corinna Hoodicoff</u> , seconded by <u>Sean Sharpe</u> . MOTION CARRIED.		

**Next meeting date:**

June 24, 2022  
TBD

Alexandra de Jong Westman, RPBio  
President

Christine Houghton  
Chief Executive Officer