



Council Meeting – September 23, 2022
The Thompson Hotel, Kamloops

Participants: Alexandra de Jong Westman (President), Sean Sharpe (Vice President), Corinna Hoodicoff, Megan Hanacek, Hannah Horn (at 9:01am), Deborah Stanyer, Joe Greenholtz (at 8:46am), Brian Clark (Past President), Victoria Burdett-Coutts, Theresa Fresco, Brittany John

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: Mark De Croos

Minutes

Start Time: 8:30am

Agenda Item	Discussion	Action item(s)	Due/Status (Lead)
1) Call to Order	Alexandra called the meeting to order at 8:34am and confirmed quorum.		
2) Approval of Agenda a) New business	<p>The agenda will be amended to include:</p> <ul style="list-style-type: none">• a finance decision; changes to the mileage charges will be added as item 17c• an appointment to the Finance Oversight Board• a debrief discussion regarding the conference planning meeting after item 19 <p>Theresa will explain a training opportunity for lay board members in governance as part of the Lay Member Report at item no. 26</p> <p><u>MOTION to approve agenda as amended by Sean Sharpe, seconded by Corinna Hoodicoff.</u> <u>MOTION CARRIED.</u></p>		



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<p>3) President's Remarks</p>	<p>Alex thanked everyone for travelling to Kamloops and apologized for not being able to attend in-person</p> <p>Alex acknowledged that Kamloops is the site of one of the largest residential schools in BC's history and wanted to reflect on the colonial impacts of the residential school system</p> <p>Alex reminded Councillors of the upcoming National Day for Truth and Reconciliation on September 30</p>		
<p>4) Motion to go In Camera</p>	<p><u>MOTION to go In Camera by Corinna Hoodicoff, seconded by Brittany John. MOTION CARRIED.</u></p> <p><u>MOTION to rise with report by Hannah Horn, seconded by Brittany John.</u></p> <ul style="list-style-type: none"> • <u>Item no. 5</u> • <u>Item no. 6</u> <p><u>MOTION CARRIED.</u></p> <p>Item no. 5: <u>MOTION to approve Option 1 -- Approve recommended committee appointment – by Brittany John, seconded by Hannah Horn. MOTION PASSED.</u></p> <p>Item no. 6: <u>MOTION to approve Option 1 -- Approve committee appointees according to the enclosed roster Prepared by – by Corinna Hoodicoff, seconded by Theresa Fresco. MOTION PASSED.</u></p>		



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<p>5) Update on Individual Actions on Reconciliation (voluntary)</p>	<p>Christine listed projects that staff are working on for National Day for Truth and Reconciliation</p> <p>Sean, Corinna, Stephani, Hannah and Alex detailed some recent experiences with Indigenous communities</p> <p>Brittany wanted to reflect on some recent practices and was thankful for the territorial acknowledgement at the College’s information event from the previous night</p> <ul style="list-style-type: none"> • She noted that the Kamloops Residential School didn’t close until the late 1970s and the Tk’emlúps have seen their number of communities and language dialects reduced over the past 50 years • Brittany also thanked the College for instructing staff to use the National Day for Truth and Reconciliation as a day for learning <p>Theresa provided some learning resources for Councillors to review</p>		
<p>6) Adoption of minutes and review of Action items</p> <p style="padding-left: 20px;">a) June 24, 2022 meeting</p>	<p>Christine reviewed action items</p> <p><u>MOTION to approve minutes of June 24, 2022 by Corinna Hoodicoff, seconded by Joe Greenholtz. MOTION PASSED.</u></p>	<p>Action items carried forward:</p> <ul style="list-style-type: none"> • Staff will put together an assessment metric for meeting performance for the January meeting • Staff will contact the federal 	



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		<p>government regarding Migratory Birds Act</p>	
<p>7) Summary of Meeting Monitor report from June 24, 2022 meeting</p>	<p>Sean reviewed Meeting Monitor report from June 24, 2022 meeting.</p> <p>Brian Clark will be the meeting monitor</p>		
<p>8) Professional Governance Act/reserved practice update a) Standard of Good Regulation audit preparation</p>	<p>Christine delivered presentation</p> <p>Shona and Mike added context for the College's requirements under OSPG audits</p>		
<p>9) 2022 Business Plan update a) 2023 budget discussion</p>	<p>Christine delivered update on the business plan on 2022 business plan</p> <p>Councillors suggested separating statutory requirements from OSPG into its own ledger (i.e. Budget category) so that registrants can see the volume of demands required</p>		
<p>10) Executive Correspondence report</p>	<p>Tory presented report</p>		
<p>11) Results of Council self-evaluation</p>	<p>Christine delivered presentation and identified potential competencies for the 2023 election</p>		
<p>12) Bylaw and Code of Ethics and Professional Conduct amendments planning</p>	<p>Christine introduced bylaw amendments; the draft revisions have been compiled by the College's legal co-op student</p>		



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	<p>Many of the amendments are related to nomenclature</p> <p>There are some proposals to increase the number of allowable members on the APRC and Credentials Committee, especially if there are to be two lay committee members</p> <p>Further discussion of draft revisions will occur with the College's legal counsel next week</p> <p><u>MOTION to approve in principle the proposed changes by Corinna Hoodicoff, seconded by Hannah Horn. MOTION PASSED.</u></p>		
13) Update on practice review process	<p>Mike delivered presentation on practice review</p> <p>The APRC may look at making revisions to Policy 8-300 once practice reviews have been executed</p>		
14) Compensation update	<p>Christine provided update</p> <p>The College developed an RFP for revision of human resource policies and salary structures</p> <ul style="list-style-type: none">• One firm was interested but only to do salary structuring• The College will look to fulfill the other part of the RFP later in the fall, with the contract awarded some time in 2023 <p>The College's benchmarks for the salary structure review will be other regulators under the PGA and the</p>		



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	Alberta Society of Professional Biology		
<p>15) Registrant requirements updates</p> <p>a) Mandatory Training selection rollout</p> <p>b) CPD entry</p>	<p>Cameron reported that 15% of all registrants have completed the mandatory training courses</p> <ul style="list-style-type: none"> • 352 individuals were selected, 54 per cent of these individuals have completed the courses • The College is building a system so that it can remind selected registrants of their requirement to complete the course <p>Mike explained that 2021 was the first year that registrants were required to enter CPD in the portal, however many registrants are not in compliance at this time</p> <ul style="list-style-type: none"> • About 100 people have since entered their information to date and the College has received inquiries <p>The College is reminding registrants that they must enter 2022 CPD information as well</p>	<ul style="list-style-type: none"> • Megan noted a topic element of the Code of Ethics which may require revision related to forest tenure plans and will contact Shona 	
<p>16) Linda Michaluk Scholarship history</p>	<p><u>Alex called for lunch recess</u></p> <p>Christine provided a history of the LMSF and past recipients</p> <p>Staff recommends reconstituting the LMSF task force as a scholarship task force which is responsible for any scholarships that the College chooses to provide</p> <p>The LMSF will be awarded in 2022 based on the current requirements</p>	<ul style="list-style-type: none"> • Staff will develop draft terms of reference for the task force for the next meeting 	



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<p>17) Finance decisions</p> <p>a) Funds reallocation (Decision note no. 1)</p> <p>b) Travel and expense policy amendments (Decision note no. 2)</p> <p>c) Mileage rates (Decision note)</p>	<p>Christine introduced decision note</p> <p>Christine identified areas where the College has underspent against the 2022 budget, particularly in the area of payroll expense as some positions were hired later in the year or not at all The Finance Oversight Board recommends the reallocation.</p> <p><u>MOTION to adopt Option 1 -- Approve identified excess of funds (61K) to budgets with projected deficiency of funds – by Sean Sharpe, seconded by Hannah Horn. MOTION PASSED.</u></p> <p>--</p> <p>Christine introduced decision note regarding travel and expenses for conference speakers</p> <p>The 2022 conference saw some travel expense overruns which exposed some areas where the policy was insufficiently clear The Finance Oversight Board recommends the proposed revisions to the policy.</p> <p><u>MOTION to adopt Option 1 -- Approve revisions to Travel and Expense Policy for conference speakers – by Hannah Horn, seconded by Joe Greenholtz. MOTION PASSED.</u></p> <p><u>Chair added agenda item to review another recommendation from the Finance Oversight Board</u></p> <p>Christine introduced decision note regarding mileage rates</p>		



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<p>d) Fees/dues increases (Decision note no. 3)</p>	<p>The Finance Oversight Board recommends incorporating the Revenue Canada mileage rate into the travel expense policy</p> <p>College staff will monitor Revenue Canada for policy related to electric vehicle expenses</p> <p><u>MOTION to adopt Option 1 -- Approve proposed rate for travel allowance at \$0.61 per kilometer driven effective on September 1, 2022 -- by Brittany John, seconded by Corinna Hoodicoff. MOTION PASSED.</u></p> <p>--</p> <p>Christine introduced decision note</p> <p>The College requires additional capacity to meet the increased demand from the Office of the Superintendent of Professional Governance and added workload to implement reserved practice successfully</p> <p>The Finance Oversight Board recommends increasing dues up to 10% and \$50 for retired categories.</p> <p><u>MOTION to adopt Option 2 -- Approve proposed dues increase up to 10% increase across all categories and to \$50 for Retired categories dues – by Joe Greenholtz, seconded by Brittany John. MOTION PASSED.</u></p> <p>--</p>		



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<p>e) Extension of auditor contract (Decision note no. 4)</p>	<p>Christine introduced decision note</p> <p>Business practices dictate that a new auditor should be selected every few years to ensure there isn't familiarity, however KPMG is a large firm that can provide new auditing teams every few years</p> <p>The Finance Oversight Board recommends continuing with KPMG as the College's financial auditor for up to three (3) additional years.</p> <p><u>MOTION to adopt Option 1 -- Accept KPMG's fee proposal with obligation to sign formal engagement for every fiscal year and for the College's Council/Board to appoint of KPMG as auditor annually – by Corinna Hoodicoff, seconded by Joe Greenholtz. MOTION PASSED.</u></p> <p><u>MOTION to appoint Debbi Stanyer to Finance Oversight Board by Sean Sharpe, seconded by Hannah Horn. MOTION PASSED.</u></p>		
<p>18) Processing of Transcripts for Credentialing</p> <p>a) Third-party transcript platforms (Information note no. 1)</p> <p>b) Transcripts required for internationally trained applicants (Information note no. 2)</p>	<p>Shona introduced information note</p> <p>Shona described how the coronavirus pandemic has encouraged academic institutions to issue transcripts digitally – often through a third-party platform – which is a change from the convention of only issuing hard copies</p> <ul style="list-style-type: none"> • This change took the College out of alignment with recent practice • The College has explored the security and 		



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	<p>accountability of the third-party platforms</p> <p>Credentials Committee has determined that transcripts received through a third-party platform are acceptable</p>		
<p>19) Summary of appointments to Assessors Working Groups (Information note no. 3)</p>	<p>Mike introduced information note</p> <p>Some applicants for the APRC from the spring expressed interest in serving as audit assessors</p> <p>The CEO has the authority to appoint audit assessors and has appointed three individuals:</p> <ul style="list-style-type: none"> • Maryam Khoshnoodi, RPBio • Norma Powell, RPBio • David Vay, RPBio 		
<p>Conference 2023 discussion</p>	<p><u>Chair added a discussion regarding conference 2023</u></p> <p>Christine provided brief update on the results of the Conference Planning Working Group’s meeting the previous day</p> <p>The program will be a full two days with a winery reception</p> <p>Two corresponding panels regarding how to avoid trouble as a biologist</p> <ul style="list-style-type: none"> • Public interest • Reserved practice <p>Each panel will incorporate perspectives from Indigenous practitioners or community members</p>		



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	The group is still working towards an overall theme for the event		
20) President and Executive Report	Alex presented report		
21) Finance Oversight Board Report	<p>Christine provided update on behalf of Mark De Croos (regrets)</p> <p>The Finance Oversight Board provided several recommendations which were discussed earlier in the agenda</p> <p>The Board has initiated budget planning for 2023</p>		
<p>22) Standing Committee reports</p> <p>a) Credentials Committee report</p> <p>b) Audit & Practice Review Committee report</p>	<p>Shona delivered Credentials Report on behalf of chair</p> <p>Committee provided two information notes to Council as a result of their September 2022 meeting</p> <p>Committee discussed upcoming projects for late 2022 and into 2023</p> <p>--</p> <p>Mike delivered APRC report on behalf of chair</p> <p>2022 audit cycle is totally complete</p> <ul style="list-style-type: none"> • College executed a post-audit survey of auditees which produced some helpful results <p>The College's first practice review is underway</p> <p>--</p>		



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<p>c) Investigations Committee report</p> <p>d) Nomination Committee report</p>	<p>Shona delivered report on behalf of chair</p> <p>The Investigations Committee has been busy with files that have carried over from the previous year along with several new files</p> <p>Investigations Committee will meet in person in October</p> <p>--</p> <p>Brian delivered report</p> <p>Committee shows diversity in designation with RPBios, RBTechs, and BITs represented</p> <p>The Committee still needs to find a lay committee member</p> <p>Committee will begin its work once they receive the gap analysis report that Council viewed earlier in the agenda</p> <p><u>MOTION to accept President's Report, Finance Report and all statutory Committee reports by Brittany John, seconded by Sean Sharpe. MOTION CARRIED.</u></p>		
<p>23) Staff reports</p> <p>a) CEO's Report</p> <p>b) Registrar's Report</p> <p>c) Communication Officer's Report</p>	<p>Received via Consent Agenda.</p>		
<p>24) Working Group Reports</p> <p>a) Editorial Board report</p>			



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25) Task Force Reports a) LMSF Report			
26) Lay Member Report	<p>Theresa explained the Governing in the Public Interest training offered by the Province which is for provincially-appointed public sector members</p> <p>It has been three years since the Province has been able to offer the training</p> <ul style="list-style-type: none"> • There are a variety of topics offered in-person on November 10, 2022 <p><u>MOTION to receive Lay Member report and all reports provided under Consent Agenda by Brittany John, seconded by Theresa Fresco. MOTION CARRIED.</u></p>	<ul style="list-style-type: none"> • Christine will provide information about additional opportunities regarding the Governing in the Public Interest learning program 	
27) Report from the Meeting Monitor a) Appointment of the Meeting Monitor for next Council meeting	<p>Brian provided report</p> <p>Brian recognized that Alex did a commendable job chairing the meeting virtually</p> <p>Misalignment of agenda and calendar invite in terms of starting time (8:30am/9am)</p> <p>Brian noted some topics where Council doesn't need as much background information, rather it just needs strategic focus from an executive summary</p> <p>Brian appreciated the voluntary nature of Councillors providing their actions towards reconciliation</p>		



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	Brian noted that there was an increase in chatter, particularly when there were technological challenges Debbi Stanyer will be the next meeting monitor		
28) Other business	None reported.		
29) Adjournment	<u>MOTION to adjourn at 2:04pm by Brittany John. MOTION CARRIED.</u>		

Next meeting date:

November 25, 2022
Vancouver, BC

Alexandra de Jong Westman, RPBio
President

Christine Houghton
Chief Executive Officer