



**Council Meeting – June 24, 2022**  
Coast Bastion Hotel, Nanaimo BC

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**Participants:** Alexandra de Jong Westman (President), Sean Sharpe (Vice President), Corinna Hoodicoff, Megan Hanacek, Hannah Horn, Deborah Stanyer, Mark De Croos, Joe Greenholtz, Brian Clark (Past President), Victoria Burdett-Coutts

**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:** Theresa Fresco, Brittany John

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**Minutes**

Start Time: 9:00am

Agenda Item	Discussion	Action item(s)	Due/Status (Lead)
1) Call to Order	Alexandra called the meeting to order at 9:00am and confirmed quorum.		
2) Approval of Agenda a) New business	Brian requested to move the LMSF report (item no. 28) up to item no. 14.  <u>MOTION to approve agenda as amended by Sean Sharpe, seconded by Corinna Hoodicoff.</u> <u>MOTION CARRIED.</u>		
3) President's Remarks	Alex wanted to note National Indigenous Peoples' Day which occurred on Monday, June 21  Alex described the need to acknowledge one's biases and be open to learning – and relearning -- when building relationships, especially with Indigenous Peoples. These changes can take time.  Alex asked Councillors to reflect on their approaches to relearning about Indigenous Peoples		



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	<p>While the process of relearning and reconciliation feels new, Indigenous Peoples have been wanting to have these conversations for decades; conversely, there are people in our own communities who still aren't ready to communicate</p>		
<p><b>4) Motion to go In Camera</b></p>	<p><u>MOTION to go In Camera by Corinna Hoodicoff, seconded by Mark De Croos. MOTION CARRIED.</u></p> <p><u>MOTION to rise with report by Joe Greenholtz, seconded by Sean Sharpe.</u></p> <ul style="list-style-type: none"> <li>• <u>Item no. 4</u></li> <li>• <u>Item no. 5</u></li> <li>• <u>Item no. 6</u></li> <li>• <u>Item no. 7</u></li> </ul> <p><u>MOTION CARRIED.</u></p> <p>Item no. 4: <u>MOTION to direct CEO and staff to continue conversations with regulatory bodies to:</u></p> <ul style="list-style-type: none"> <li>• <u>identify where regulated practice overlaps and requires joint guidance from the regulatory bodies, and</u></li> <li>• <u>identify potential reserved practice overlaps and the appropriate legal framework to enforce the reserved practice between the two regulatory bodies.</u></li> </ul> <p><u>This should be done without compromising the profession of applied biology and while upholding the public interest by Sean Sharpe, seconded by Mark De Croos. MOTION PASSED.</u></p> <p>Item no. 5: <u>MOTION to approve Option 1 -- Recommend Jasen</u></p>		



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	<p><u>Nelson, RPBio be appointed to Chair the APRC for a three-year term – by Corinna Hoodicoff, seconded by Hannah Horn. MOTION PASSED.</u></p> <p>Item no. 6: <u>MOTION to approve Option 1 -- Recommend Chris Johnson, RPBio be appointed to Chair the Credentials Committee for a three-year term – by Sean Sharpe, seconded by Victoria Burdett-Coutts. MOTION PASSED.</u></p> <p>Item no. 7: <u>Approve appointments as amended to include Gina Layte Liston to Committees according to the presented roster:</u>  <u>To APRC: Samuel Barnes (2 years), Cory Lagasse (3 years), Wayne Wall (2 years);</u>  <u>To Credentials Committee: Brent Phillips (3 years), Gaius Wilson (3 years);</u>  <u>To Nominations Committee: Elizabeth Ashby, Jason Emery, Gina Layte Liston, Thea Warren (All 1 year) – by Megan Hanacek, seconded by Corinna Hoodicoff. MOTION PASSED.</u></p>		
<p><b>5) Adoption of minutes and review of Action items</b>  <b>a) April 9, 2022 meeting</b></p>	<p><i>Alex called for a brief recess</i></p> <p>Christine reviewed action items</p> <p>Councillors proposed that instead of everyone providing personal anecdotes at each meeting regarding reconciliation, Councillors can provide a voluntary update</p> <ul style="list-style-type: none"> <li>• Or provide an area for Councillors to share resources</li> </ul>		



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	<p><u>MOTION to approve minutes of April 9, 2022 by Corinna Hoodicoff, seconded by Hannah Horn.</u>  <u>MOTION PASSED.</u>  <u>Debbi Stanver opposed the motion as she disagreed with the action item for meeting participants to present their actions on the 10 calls to action for Natural Resource professionals at each meeting as presented in the April minutes.</u></p>		
<p><b>6) Summary of Meeting Monitor report from April 9, 2022 meeting</b></p>	<p>Tory reviewed Meeting Monitor report on behalf of Brittany John (regrets) from April 9, 2022 meeting.</p> <p>As per the action item from the previous meeting, Sean Sharpe provided some draft revisions to the meeting monitor form</p> <ul style="list-style-type: none"> <li>• Council added that the benchmark for performance ought to be stronger than “satisfactory”</li> </ul> <p>Sean Sharpe will be the meeting monitor</p>	<ul style="list-style-type: none"> <li>• Council to do an annual assessment of meeting performance ahead of the January meeting</li> </ul>	
<p><b>7) Professional Governance Act/reserved practice update</b></p> <p style="padding-left: 20px;"><b>a) Changes under Professional Governance Amendment Act</b></p>	<p>Christine delivered presentation</p> <p>Christine noted some changes as per the Amendment Act</p> <ul style="list-style-type: none"> <li>• Nomenclature changes for Councils (becoming board)</li> <li>• Changes to selection of committee chairs which will no longer require an official recommendation from the Nominations Committee</li> <li>• Declarations of competency and conflict of interest if necessary will be in regulation</li> </ul>		



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	<p>The College is meeting the OSPG's requirements for engagement as per their directive</p> <ul style="list-style-type: none"> <li>Webinars will occur throughout the summer</li> </ul>		
<p><b>8) 2022 Business Plan update</b></p>	<p>Christine delivered presentation</p> <p>Most projects are ongoing or complete</p> <p>Budget projections are on track to date</p> <p>Christine noted the importance of addressing succession planning for the chairs of committees</p> <p>Alex noted a lack of update for Goal 4.2 in terms of building relationships with Indigenous partners</p> <ul style="list-style-type: none"> <li>Staff have aspired to build enough capacity to work with Indigenous communities and trainers around the Applied Biology Technician category</li> </ul>	<ul style="list-style-type: none"> <li><b>Megan will provide information on training opportunities to support Indigenous communities</b></li> </ul>	
<p><b>9) Executive Correspondence report</b></p>	<p>Tory presented report</p>		
<p><b>10) Legal requirements survey results</b></p>	<p>Cam delivered presentation</p> <p>The survey had 29 per cent participation and uncovered valuable information</p> <p>The College is hiring a law co-op student to analyze the data and begin structuring the legal framework course based on the survey results</p>	<ul style="list-style-type: none"> <li><b>Contact the Canada Wildlife Service to see if they can provide an update on Migratory Bird Convention Act</b></li> </ul>	



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<b>11) Erosion and sediment control update</b>	<p>Mike provided update</p> <p>The College continues to participate on the Erosion and Sediment Control steering committee and has provided a subject matter expert to help author some guidance</p> <ul style="list-style-type: none"> <li>The working group has developed a rough draft</li> </ul> <p>The goal is to have a document to review by the fall of 2022</p> <ul style="list-style-type: none"> <li>The guidance will be aligned with CPESC guidance but will be more regulatory rather than technical</li> </ul>		
<b>12) Complaints and discipline process</b> <b>a) Guidance for Councillors on communications regarding complaints and discipline</b>	<p>Christine delivered presentation</p> <p>As per the action item from the previous meeting, Christine detailed the College's complaints and discipline process, including items that were added with the most recent revisions to the bylaws</p>	<ul style="list-style-type: none"> <li><b>College will provide language to Councillors for communicating with inquiries regarding complaints</b></li> </ul>	
<b>13) Office of the Superintendent of Professional Governance familiarization survey results</b>	<p><i>Alex called for a lunch recess</i></p> <p>Christine detailed the OSPG's findings as part of their familiarization survey and detailed next steps</p>		
<b>14) Scholarship updates</b> <b>a) Indigenous scholarship in natural resources</b>	<p>Brian provided update on the prospect of finding a partner to help provide a scholarship for Indigenous learners in natural resource management</p> <p>The College will select either an institution or a foundation to help administer the scholarship</p>	<ul style="list-style-type: none"> <li><b>Council has directed the LMSF task force to explore options regarding continuing the Linda Michaluk Scholarship for</b></li> </ul>	



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	<p>Brian reviewed the history of the Linda Michaluk Scholarship including the initial endowment</p> <ul style="list-style-type: none"> <li>• The scholarship is funded for 2022 based on a donation from a conference sponsor</li> <li>• There have been challenges with a consistent scoring model</li> </ul> <p>The LMSF task force, in reviewing the requirements for the scholarship, noted that it's difficult to score effectively</p> <p>There may be some administrative challenge in terms of moving the funding from the current foundation</p> <p>Council would like to see a purpose statement and a business plan for any scholarships that are taken forward</p>	<p><b>the next Council meeting</b></p> <ul style="list-style-type: none"> <li>• <b>Staff will draft terms of reference for the LMSF Task Force</b></li> </ul>	
<p><b>15) 2022 Nominations Final Report</b></p>	<p>Christine and Tory delivered presentation</p> <p>The 2021/22 nominations and elections cycle was conducted in compliance with the Act, Regulations and College bylaws</p>		
<p><b>16) 2022 Conference report</b></p>	<p>Tory delivered presentation</p> <p>The conference did not meet its in person attendance targets.</p> <p>Positives included:</p> <ul style="list-style-type: none"> <li>• Positive feedback on broadcast</li> <li>• Support of two-day conference</li> </ul>		



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<p><b>17) 2024 Conference location (Decision note no. 1)</b></p>	<p>Tory presented decision note</p> <p>The College is bringing forward three options for locations for the 2024 AGM &amp; Conference:</p> <ul style="list-style-type: none"> <li>• Nanaimo</li> <li>• Prince George</li> <li>• Vancouver</li> </ul> <p><u>MOTION to accept recommendation to investigate cost-effective venues in Nanaimo for the 2024 conference for April 4-5, 2024 by Victoria Burdett-Coutts, seconded by Corinna Hoodicoff. MOTION PASSED.</u></p>		
<p><b>18) Appointments to Financial Oversight Board</b></p>	<p>There are not enough registrant Councillors on the Finance Oversight Board as per the Council approved Terms of Reference</p> <ul style="list-style-type: none"> <li>• At least two more registrant Councillors must be appointed to be in compliance with the terms of reference</li> </ul> <p><u>MOTION to appoint Hannah Horn and Corinna Hoodicoff to the Finance Oversight Board by Sean Sharpe, seconded by Victoria Burdett-Coutts. MOTION PASSED.</u></p>		
<p><b>19) Appointments to Conference Planning Working Group</b></p>	<p>One of the recommendations from the 2022 Conference report was to convene a Conference Planning Working Group earlier in the calendar year</p> <p><u>MOTION to appoint Hannah Horn as chair of Conference Planning Working Group and Corinna Hoodicoff, Victoria Burdett-Coutts and Brittany John as members by</u></p>	<ul style="list-style-type: none"> <li>• <b>College will direct communication to registrants asking for volunteers to join</b></li> </ul>	





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	<p><u>Mark De Croos, seconded by Joe Greenholtz. MOTION PASSED.</u></p>		
<p><b>20) Policy revisions</b>  <b>a) Policy 3-100: Nominations and Elections (Decision note no. 2)</b></p>	<p>Christine detailed required changes to Policy 3-100 as per the <i>Professional Governance Amendment Act</i></p> <p>Christine presented decision note</p> <p><u>MOTION to approve Option 1 – Approve revisions to Policy 3-100 and Nominations Committee terms of reference -- by Joe Greenholtz, seconded by Hannah Horn. MOTION PASSED.</u></p>		
<p><b>21) Approval of reserved practice compliance plan (Decision note no. 3)</b></p>	<p>Christine presented decision note</p> <p><u>MOTION to approve Option 1 – Approve the Compliance Plan in principle – by Victoria Burdett-Coutts, seconded by Megan Hanacek. MOTION PASSED.</u></p>		
<p><b>22) Registrant identification verification (Decision note no. 4)</b></p>	<p>Shona presented decision note</p> <p>The College – as well as other regulators -- currently doesn't have a method to identify and confirm registrant information</p> <ul style="list-style-type: none"> <li>• Registrants will be required to provide a government issued photo ID</li> </ul> <p>Registrants' privacy will remain protected as per the <i>Freedom of Information and Protection of Privacy Act</i></p> <p><u>MOTION to approve Option 1 -- Approve identity verification step to be implemented for all current practicing registrants for the 2023</u></p>		



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	<p><u>annual dues cycle and all new registrants as part of the registration process starting Monday October 3, 2022 – by Corinna Hoodicoff, seconded by Hannah Horn. MOTION PASSED.</u></p>		
<p><b>23) President and Executive Report</b></p>	<p>Alex presented report</p>		
<p><b>24) Finance Oversight Board Report</b></p>	<p>Mark presented report</p> <p>Mark recognized the work of the previous chair and acknowledged that she set the bar very high over the previous five years</p>		
<p><b>25) 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>Reports presented by staff on behalf of chair unless indicated</p> <p>Shona presented report</p> <p>Applications remain steady as per the trend over the last few years.</p> <p>--</p> <p>Mike presented report</p> <p>The majority of the audits have been approved, only two remain outstanding for various permissible reasons</p> <p>The committee will provide a questionnaire to recent auditees to assess their experience with the platform used through the portal</p> <ul style="list-style-type: none"> <li>• The results will be provided at a future Council meeting</li> </ul> <p>--</p>	<ul style="list-style-type: none"> <li>• <b>The President will be invited to in-person meetings of the APCR</b></li> <li>• <b>Communications guidelines for registrants will be developed as per the recommendation of the Investigations Committee</b></li> </ul>	



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<p>c) <b>Investigations Committee report</b></p> <p>d) <b>Nomination Committee report</b></p>	<p>Shona presented report</p> <p>The Committee has recommended the development of guidelines for communication for registrants</p> <p>--</p> <p>Brian (chair) presented report</p> <p><u>MOTION to accept President's Report, Finance Report and all committee reports by Joe Greenholtz, seconded by Corinna Hoodicoff. MOTION CARRIED.</u></p>		
<p><b>26) Staff reports</b></p> <p>a) <b>CEO's Report</b></p> <p>b) <b>Registrar's Report</b></p> <p>c) <b>Communication Officer's Report</b></p>	<p>Received via Consent Agenda.</p>		
<p><b>27) Working Group Reports</b></p> <p>a) <b>Editorial Board report</b></p>			
<p><b>28) Task Force Reports</b></p> <p>a) <b>LMSF Report</b></p>			
<p><b>29) Lay Member Report</b></p>	<p><u>MOTION to receive Lay Member report and all reports provided under Consent Agenda by Sean Sharpe, seconded by Mark De Croos. MOTION CARRIED.</u></p>		
<p><b>30) Report from the Meeting Monitor</b></p> <p>a) <b>Appointment of the Meeting Monitor for next Council meeting</b></p>	<p>Sean provided report</p> <p>Sean recommended that the next volunteer have the opportunity to suggest revisions to the reporting form</p>		



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	<p>Sean noted that the morning discussion was more inwardly focussed as opposed to outwardly</p> <p>Sean deferred to Hannah's experience as a virtual user</p> <ul style="list-style-type: none"><li>Hannah noted that the sound was clear and she appreciated people's reminders to share screen</li></ul> <p>Sean noted that sensitive discussions and dissenting views were respected.</p> <p>Brian will be the next meeting monitor</p>		
<b>31) Other business</b>	None reported.	<ul style="list-style-type: none"><li><b><u>Sean still needs to sign a councillor expectation document</u></b></li></ul>	
<b>32) Adjournment</b>	<u>MOTION to adjourn at 2:21pm by Corinna Hoodicoff, seconded by Sean Sharpe. MOTION CARRIED.</u>		

**Next meeting date:**

September 23, 2022  
TBD

Alexandra de Jong Westman, RPBio  
President

Christine Houghton  
Chief Executive Officer