



**Council Meeting – June 25, 2021**  
Videoconference

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**Participants:** Brian Clark (President) (left at 9:17, returned at 9:23am, left at 10:45am, returned at 11:05am, left at 1:00pm, returned at 1:14pm), Alexandra de Jong Westman (Vice-President), Victoria Burdett-Coutts, Jocelyn White, Corinna Hoodicoff (left at 12:30pm, returned at 12:47pm), Megan Hanacek (left at 9:32am), Theresa Fresco, Deborah Stanyer, Mark De Croos, Brittany John, Joe Greenholtz

**Staff:** Christine Houghton (CEO), Shona Lawson (Registrar/Director of Compliance & Practice), Cameron Dexter (Mgr., Registrations and Compliance), Tory Davis (EO/Communications Officer), Sue Owen (Regulatory Officer), Helen Taraskin (Finance Officer), Eugenia Fernandez (Admin. Officer)

**Regrets:** Steven Henstra, Vanessa Craig (Past President)

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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>	Brian called the meeting to order at 9:03am and confirmed quorum.		
<b>2) Approval of Agenda</b> <b>a) New business</b>	<u>MOTION to approve agenda by Corinna, seconded by Jocelyn.</u> <u>MOTION CARRIED.</u>  Alexandra de Jong Westman will be meeting monitor		
<b>3) President's Remarks</b> <b>a) Introductions</b>	Brian had requested staff join the meeting to recognize the great amount of work that has been accomplished through the spring, especially with advancing the conversation on reserved practice  Staff and Councillors introduced themselves as there were new members attending		



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<p><b>4) Motion to go In Camera</b></p>	<p><u>Motion to go In Camera by Jocelyn White, seconded by Corinna Hoodicoff. MOTION CARRIED.</u></p> <p><u>MOTION to rise with report by Corinna Hoodicoff, seconded by Mark De Croos. MOTION CARRIED.</u></p> <p>Items reported:</p> <ul style="list-style-type: none"> <li>• Agenda item no. 4</li> <li>• Agenda item no. 5</li> <li>• Agenda item no. 6a</li> <li>• Agenda item no. 6b</li> <li>• Agenda item no. 6c</li> <li>• Agenda item no. 6d</li> <li>• Agenda item no. 6e</li> </ul>		
<p><b>5) Adoption of minutes and review of Action items</b></p> <p>a) April 9, 2021 meeting</p>	<p><i>Alexandra de Jong Westman took over the chair for Brian (technical difficulties)</i></p> <p>Christine reviewed action items</p> <p><u>MOTION to approve minutes of April 9, 2021 meeting by Victoria Burdett-Coutts, seconded by Mark De Croos. MOTION CARRIED.</u></p>		
<p><b>6) Summary of Meeting Monitor report from April 9, 2021 meeting</b></p>	<p>Victoria Burdett-Coutts reviewed Meeting Monitor report from April 9, 2021 meeting.</p>		
<p><b>7) Professional Governance Act update</b></p>	<p>Christine delivered update on current actions related to Indigenous Reconciliation, CPD, organizational policies, scope of practice for RBTechs and ABTs, duty to report and standards of good regulation</p> <ul style="list-style-type: none"> <li>• Christine reviewed standards of good regulation as proposed by OSPG</li> <li>• Regulators are filling out familiarization surveys for</li> </ul>		



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	<p>OSPG to assist in refining of standards of good regulation</p> <ul style="list-style-type: none"> <li>OSPG will begin auditing regulators later in the year</li> </ul> <p>Work on duty to report has begun with a multilateral task force which is working to draft a conceptual framework</p>		
<p><b>8) 2021 Business Plan update</b></p>	<p>Christine delivered the update presentation</p>		
<p><b>9) Executive Correspondence report</b></p>	<p>Tory presented report</p> <p><u>MOTION to receive Executive Correspondence Report by Victoria Burdett-Coutts, seconded by Brittany John. MOTION CARRIED.</u></p>		
<p><b>10) 2022-24 Strategic Planning process and timetable</b></p>	<p>Christine delivered update</p> <p>Christine reviewed process used for previous strategic planning cycle</p> <p>Executive and Brittany John will be developing framework for the 2022-24 strategic plan at a day-long meeting on August 24</p> <ul style="list-style-type: none"> <li>This meeting will be facilitated by Judith Cullington</li> </ul> <p>Councillors will have a workshop on September 23 to determine the final version of the strategic plan for 2022-24</p>		
<p><b>11) ABCFP/College Joint Environmental Practice Panel (Information note no. 1)</b></p>	<p>Christine presented information note</p> <p>Joint panel will assist in the management of the intersections and overlaps of practice between applied biology and forestry</p>	<ul style="list-style-type: none"> <li><b>Adjust document signature block to indicate that CEO of ABCFP is signing on behalf of the</b></li> </ul>	





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<p><b>discipline/ investigations (DN no. 2)</b></p>	<p>The Finance Oversight Board determined, at the recommendation of staff, that greater resources are required to support hearing costs in the recent disciplinary action</p> <p><u>MOTION to approve Option 1 -- Reallocate \$3,000 from the publications budget and \$8,000 from the Outreach budget to cover the projected costs of the Discipline Hearing – by Jocelyn White, seconded by Victoria Burdett-Coutts. MOTION PASSED.</u></p>		
<p><b>13) Approval of Policies</b>  <b>a) 5-100: Appointment of Credential Assessors Policy (DN no. 3)</b></p> <p><b>b) 8-100: Appointment of Audit &amp; Practice Review Assessors Policy (DN no. 4)</b></p>	<p>Christine presented decision note</p> <p>Christine reminded Councillors that the College bylaws must be approved by government; the bylaws include mention of policies which are approved by Council</p> <p><u>MOTION to approve Option 1 -- Approve Policy 5-100: Appointment of Credentials Assessors as presented – by Jocelyn White, seconded by Brittany John. MOTION PASSED</u></p> <p>--</p> <p><u>MOTION to approve Option 1 -- Approve Policy 8-100: Appointment of Audit Assessors as presented – by Theresa Fresco, seconded by Corinna Hoodicoff. MOTION PASSED</u></p>		
<p><b>14) Approval of Standards and Guidance Documents</b></p>	<p><i>Brian returned as chair</i></p> <p>Shona presented decision note</p>		



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<p>a) <b>Signing and Sealing Standard (DN no. 5)</b></p> <p>b) <b>Retired Registrants and Volunteering – Interpretation of former Rule 7.1.2.1 (DN no. 6)</b></p>	<p>The signing and sealing standard is referred to in the College bylaws and provides a standard for any registrants with signing authority</p> <p><u>MOTION to approve Option 1 -- Approve the Signing and Sealing Standard as presented – by Corinna Hoodicoff, seconded by Brittany John. MOTION PASSED.</u></p> <p>--</p> <p>Shona presented decision note</p> <p>This guideline is an analog of the interpretation in former College Rules</p> <ul style="list-style-type: none"> <li>The guidance was not included in the College bylaws</li> </ul> <p><u>MOTION to approve Option 1 -- Approve the Retired Registrants and Volunteering Interpretation Document as presented – by Jocelyn White, seconded by Victoria Burdett-Coutts. MOTION PASSED.</u></p>	<ul style="list-style-type: none"> <li><b>College to provide parallel information in public format so that public understands what retired registrants cannot do</b></li> </ul>	
<p><b>15) Nominations Committee 2021 Final Report to Council</b></p>	<p><i>Alexandra de Jong Westman resumes the chair for Brian (technical difficulties)</i></p> <p>Christine presented report</p> <p>Christine noted that one applicant was not qualified for the ballot</p> <ul style="list-style-type: none"> <li>Christine explained the process that was followed in notifying the unsuccessful applicant</li> </ul> <p><u>MOTION to receive Nominations Committee 2021 Final Report to Council by Corinna Hoodicoff,</u></p>		



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	<p><u>seconded by Theresa Fresco. MOTION CARRIED.</u></p>		
<p><b>16) 2022/23 Conference Location selection (DN no. 7)</b>  <b>a) 2022 Conference date/ location DN</b>  <b>b) 2023 Conference date/ location DN</b></p>	<p>Tory delivered presentation</p> <p>Tory presented decision note</p> <p><u>MOTION to approve Option 1 -- Hold the 2022 conference in Victoria and the 2023 conference in Kelowna as presented – by Jocelyn White, seconded by Corinna Hoodicoff. MOTION PASSED</u></p> <p><i>Alexandra called for a lunch recess with the meeting to reconvene at 12:30pm.</i></p>		
<p><b>17) Statement of College recognition of Traditional Knowledge in Resource Management (DN no. 8)</b></p>	<p>Christine presented decision note</p> <p>The College drafted a public statement (i.e. on our website) that would assist in dispelling any concerns that reserved practice includes the Indigenous traditional practices in resource management.</p> <p>Councillors who worked on the statement wanted it to be simple and inclusive.</p> <p><u>MOTION to approve Option 1 -- Adopt the proposed statement as presented as presented – by Joe Greenholtz, seconded by Mark De Croos. MOTION PASSED.</u></p>		
<p><b>18) College/EGBC Erosion and Sediment Control Practice Guidance (Information note no. 2)</b></p>	<p>Christine presented information note</p> <p>EGBC approached the College about developing guidance because they noticed a gap regarding erosion guidelines in urban areas; the</p>		



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	<p>municipalities don't have consensus on their approach</p> <ul style="list-style-type: none"> <li>• They requested our assistance in developing the guidance over 18 months</li> <li>• The first meeting will be in July</li> <li>• Reinforces the collaborative nature of the two organizations</li> <li>• Victoria Burdette-Coutts will be the Council lead on the joint project</li> </ul>		
<p><b>19) President and Executive Report</b></p>	<p>Alexandra presented report</p> <p><u>MOTION to receive President and Executive Report by Corinna Hoodicoff, seconded by Jocelyn White. MOTION CARRIED.</u></p>		
<p><b>20) Finance Report</b></p>	<p>Jocelyn White presented report</p> <p><u>MOTION to receive Finance Report by Jocelyn White, seconded by Theresa Fresco. MOTION CARRIED.</u></p>		
<p><b>21) Standing Committee reports</b></p> <p style="padding-left: 40px;"><b>a) Credentials Committee report</b></p> <p style="padding-left: 40px;"><b>b) Audit &amp; Practice Review 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><u>MOTION to receive Credentials Report as presented by Corinna Hoodicoff, seconded by Jocelyn White. MOTION CARRIED.</u></p> <p>--</p> <p>Shona presented report on behalf of Sean Sharpe (chair)</p> <p><u>MOTION to receive Audit &amp; Practice Review Committee Report as</u></p>		





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<p><b>c) Investigations Committee report</b></p> <p><b>d) Nomination Committee report</b></p>	<p><u>presented by Corinna Hoodicoff, seconded by Brittany John. MOTION CARRIED.</u></p> <p>--</p> <p>Christine presented report on behalf of Mel Kotyk (chair)</p> <p><u>MOTION to receive Investigations Committee Report as presented by Jocelyn White, seconded by Mark De Croos. MOTION CARRIED.</u></p> <p>--</p> <p>Christine presented report</p> <p><u>MOTION to receive Nominations Report as presented by Corinna Hoodicoff, seconded by Brittany John. MOTION CARRIED.</u></p>		
<p><b>22) Staff reports</b></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><b>23) Working Group Reports</b></p> <p>a) Editorial Board report</p>			
<p><b>24) Task Force Reports</b></p> <p>a) Mandatory Training Task Force Report</p> <p>b) RBTech/ABT Scope of Practice Task Force Report</p>			



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<p><b>25) Lay Member Report</b></p>	<p><u>MOTION to receive reports under Consent Agenda by Jocelyn White, seconded by Corinna Hoodicoff.</u> <u>MOTION CARRIED.</u></p>		
<p><b>26) Report from the Meeting Monitor</b></p>	<p>Alexandra de Jong Westman delivered the Meeting Monitor report</p> <p>Alexandra felt that everyone was well-prepared and asked well-informed questions</p> <p>Agenda was well-laid out and kept discussions on track</p> <p>Most Councillors participated, although with virtual meetings it can be difficult to tell</p>		
<p><b>27) Appointment of Meeting Monitor for next Council Meeting</b></p>	<p>Monitor for next regular meeting will be Joe Greenholtz.</p>		
<p><b>28) Other business</b></p>	<p>Christine announced a return to in-person proceedings for Council meetings</p> <ul style="list-style-type: none"> <li>• All standing public health orders will be observed</li> <li>• College will be using harmonized virtual meeting equipment</li> </ul> <p>September Council meeting will be at the Coast Capri in Kelowna</p> <ul style="list-style-type: none"> <li>• The College will also convene an outreach event for registrants in the area</li> </ul> <p>Christine expressed her thanks to staff and others for their diligence in achieving the College's objectives via virtual meetings</p>		



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29) Adjournment	<u>MOTION to adjourn at 1:22pm by Jocelyn White, seconded by Victoria Burdett-Coutts. MOTION CARRIED.</u>		

**Next meeting date:**

September 24, 2021  
Kelowna, BC

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Brian Clark, RPBio  
President

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Christine Houghton  
Chief Executive Officer