



Council Meeting – November 25, 2022
The Listel Hotel, Vancouver

Participants: Alexandra de Jong Westman (President), Sean Sharpe (Vice President), Corinna Hoodicoff, Megan Hanacek, Hannah Horn, Deborah Stanyer, Brian Clark (Past President), 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), Stephani Horstman (Legal Analyst)

Regrets: Joe Greenholtz

Minutes

Start Time: 8:30am

Agenda Item	Discussion	Action item(s)	Due/Status (Lead)
1) Call to Order and Land Acknowledgement	Alexandra called the meeting to order at 8:30am 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		
2) Approval of Agenda a) New business	Alex reviewed the agenda Christine noted that there will be a break in the afternoon for a holiday toast <u>MOTION to approve agenda by Theresa Fresco, seconded by Hannah Horn. MOTION CARRIED.</u>		
3) President's Remarks	Alex remarked that growing up on the traditional lands of the Tsleil-Waututh Nation allowed her to experience a variety of invertebrate life in the Belcarra Park		



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	<ul style="list-style-type: none"> Alex asked Councillors to share any conversations with peoples who used to occupy the land to hear stories about it was used in the past with Council if they feel comfortable 		
4) Motion to go In Camera	<p><u>MOTION to go In Camera by Sean Sharpe, seconded by Brittany John. MOTION CARRIED.</u></p> <p><u>MOTION to rise with report by Theresa Fresco, seconded by Hannah Horn.</u></p> <ul style="list-style-type: none"> <u>Item no. 4a</u> <u>Item no. 4b</u> <u>Item no. 5</u> <u>Item no. 6</u> <p><u>MOTION CARRIED.</u></p> <p>Item no. 4a: <u>MOTION to approve Option 1 – Approve Conference Planning working group appointee according to the enclosed roster:</u></p> <ul style="list-style-type: none"> <u>Shreya Jain, BIT</u> <p><u>By Hannah Horn, seconded by Brittany John. MOTION PASSED.</u></p> <p>Item no. 4b: <u>MOTION to approve appointment of Gaius Wilson to Editorial Board as of January 2023 by Hannah Horn seconded by Victoria Burdett-Coutts. MOTION PASSED.</u></p> <p>Item no. 5: <u>MOTION to approve Option 1 – Change Cameron Dexter’s Deputy Registrar statutory authority with the following exemptions effective immediately:</u></p> <ul style="list-style-type: none"> <u>Part 3 – Nominations and Elections</u> 		



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	<ul style="list-style-type: none"> ○ <u>Duties of the Registrar 3-4 (1) and (2)</u> • <u>Part 5 Registration:</u> • <u>Requirements for Registration as a Limited License Registrant 5-5;</u> <ul style="list-style-type: none"> ○ <u>No authority to grant Limited License registration</u> ○ <u>Registrants in Good Standing 5 – 15(2) a registrant not in good standing must be listed as Removed on the register by the Registrar.</u> • <u>Part 7 Standards of Conduct and Competence 7-5</u> • <u>Part 8 Audits and Practice Review 8 -5</u> • <u>Part 9 Complaints, Investigations, and Discipline 9-4 9-5 to 9 – 7 and 9 - 12</u> • <u>Part 10 Public Disclosures sections 10 -2 through 10-14.</u> <p><u>By Sean Sharpe, seconded by Theresa Fresco. MOTION PASSED.</u></p> <p>Item no. 6: <u>MOTION to approve Option 2 – Approve remote work policy with small amendments -- by Sean Sharpe, seconded by Victoria Burdett-Coutts. MOTION PASSED.</u></p>		
5) Update on Individual Actions on Reconciliation (voluntary)	<p>Brian noted that he lives on the traditional territory of Katzie Nation and had been trying to grow grass in his yard for decades without success, instead yielding only moss</p>		



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	<ul style="list-style-type: none"> Brian recently learned that “Katzie” means land of moss 		
6) Adoption of minutes and review of Action items a) September 23, 2022 meeting	<p>Christine reviewed action items</p> <p>The item regarding a meeting review metric will be delivered in January 2023</p> <p>Mike detailed conversations with federal government regarding the Migratory Birds Regulation – the first significant revision to the legislation in over 100 years</p> <ul style="list-style-type: none"> Objectives were to increase clarity and flexibility in order to promote compliance It also adds authorities for Indigenous Peoples to harvest migratory birds <p>Shona noted that changes to the Code of Ethics and Professional Conduct are all being done together with current bylaw revisions but future revisions be included for forest tenure information</p> <p><u>MOTION to approve minutes of September 23, 2022 by Hannah Horn, seconded by Brittany John. MOTION PASSED.</u></p>	<ul style="list-style-type: none"> Megan requested that information about latest updates revisions to the Migratory Birds Regulation be included in the next <i>College Connections</i>; refer to Ed. Board for further investigation as an article in <i>College Matters</i> 	
7) Summary of Meeting Monitor report from September 23, 2022 meeting	<p>Brian reviewed Meeting Monitor report from September 23, 2022 meeting.</p> <p>Debbi Stanyer will be the meeting monitor</p>		
8) OSPG compliance update	<p>Christine delivered presentation</p>		



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a) Audit Information b) Duty to Report	<p>College staff is preparing for audits from OSPG in identified areas</p> <p>The audit will occur in 2023</p>		
9) 2022 Business Plan update	<p>Christine delivered update on the business plan on 2022 business plan</p> <p>Most priorities have been completed or have been scheduled for completion by the end of 2022</p>		
10) Executive Correspondence report	Tory presented report		
11) Update on bylaw and Code of Ethics and Professional Conduct amendments	Christine provided brief update on amendments to bylaws, chiefly surrounding nomenclature changes and clarifying authorities of the Registrar when a registrant's registration is cancelled		
12) EGBC Regulation of Firms update	Kelly Dayman of EGBC delivered presentation		
13) Review of 2022 Audit survey results	<p>Cameron delivered presentation</p> <p>Feedback from auditees was mostly positive although there were some opportunities for improvement identified</p> <p>APRC is working improving consistency among audit assessors in the audit process</p>		
14) Update on practice review process	<p>Mike delivered update on practice review</p> <p>Review is at the stage where staff and the volunteer assessor will prepare a report for APRC with a recommendation for early in 2023</p>		



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<p>15) Finance decisions</p> <p>a) 2023 business plan priorities</p> <p>b) Application and job postings fees (Decision note no. 1)</p> <p>c) 2023 provisional budget (Decision note no. 2)</p>	<p>Christine described 2023 business plan activities</p> <p>The College is prioritizing policy development in diversity, equity and inclusion and in areas of practice alongside other longer term projects</p> <p>--</p> <p>Christine introduced decision note</p> <p>Hannah commented that it may be difficult for trainees to budget for an increase in application fees</p> <ul style="list-style-type: none"> Christine noted that the application fees for trainees are levied on a cost-recovery basis <p>Cam noted that reclassification fees have not been changed at this time</p> <p><u>MOTION to approve Option 1 -- Approve proposed application fees increase for \$25 (except, student category) and job posting fees increase for \$75 effective January 1, 2023 – by Mark De Croos, seconded by Sean Sharpe.</u></p> <p>--</p> <p>Christine delivered presentation on 2023 budget</p> <p>Christine introduced decision note</p> <p><u>MOTION to approve Option 1 – Approve proposed provisional 2023 budget, as presented – by Mark De Croos, seconded by Victoria Burdett-Coutts. MOTION PASSED.</u></p>		



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16) Revisions to the Professional Practice Competencies and Competence Standard (Decision note no. 3)	<p>Shona introduced decision note</p> <p>Shona noted that the Professional Practice Competencies and Competence Standard places expectations for applicants to be respectful and professional</p> <ul style="list-style-type: none"> As applicants are not registrants, they are not subject to the Code of Ethics and Professional Conduct However, the bylaws require applicants to adhere to the Professional Practice Competencies and Competence Standard <p><u>MOTION to approve Option 1 – Approve the proposed revisions to the Professional Practice Competencies and Competence Standard effective immediately – by Theresa Fresco, seconded by Hannah Horn. MOTION PASSED.</u></p>		
17) Approval of terms of reference for Scholarships task force (Decision note no. 4) a) Appoint members to task force	<p>Christine introduced decision note</p> <p><u>MOTION to approve Option 1 -- Approve draft terms of reference for scholarships task force – by Hannah Horn, seconded by Sean Sharpe. MOTION PASSED.</u></p> <p><u>MOTION to defer appointment of members to scholarships task force to January 2023 meeting by Hannah Horn, seconded by Victoria Burdett-Coutts. MOTION PASSED.</u></p>	<ul style="list-style-type: none"> The motion to appoint members to the task force will be tabled until 2023 	
18) Confirmation of electronic decisions from September 2022	Christine introduced decision note		



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<p>a) 2022 bylaw revisions</p> <p>b) Appointment to Nominations Committee</p>	<p><u>MOTION to confirm September 2022 revisions to bylaws by Sean Sharpe, seconded by Victoria Burdett-Coutts. MOTION CARRIED.</u></p> <p>--</p> <p><u>MOTION to confirm appointment of lay member to Nominations Committee by Sean Sharpe, seconded by Victoria Burdett-Coutts. MOTION CARRIED.</u></p>		
<p>19) Appointments to Environmental Practice Panel (Information note no. 1)</p>	<p>Mike presented the information note</p> <p>Registrants have now been appointed to the Environmental Practice Panel by the CEO</p> <p>The College received six applicants and four were appointed to one-year terms on the EPP:</p> <ul style="list-style-type: none"> • Jocelyn White, RPBio • Geoff Recknell, RPBio • Debra Stokes, RPBio • Adam Harding, RPBio <p>The ABCFP will be appointing members shortly and then work will commence</p> <p>Members were appointed to one-year terms</p>		
<p>20) President and Executive Report</p>	<p>Alex presented report</p> <p>Alex reported that she and Christine had had a productive meeting with the city of Whitehorse earlier in November, alongside other reserved practice outreach activities</p>		



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	<p><u>MOTION to accept President's and Executive Report by Theresa Fresco, seconded by Hannah Horn.</u></p> <p><u>MOTION CARRIED.</u></p>		
21) Finance Oversight Board Report	<p>Mark presented report</p> <p>Items reviewed by Finance were presented for approval earlier in the meeting including the provisional budget</p> <p><u>MOTION to accept Finance Report by Megan Hanacek, seconded by Victoria Burdett-Coutts. MOTION CARRIED.</u></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>Reviewing possible changes in order to provide rationale for work experience claims</p> <p>Committee is beginning to approach harmonization of standards with ASPB</p> <p>--</p> <p>Mike delivered APRC report on behalf of chair</p> <p>The Committee's new lay committee member has begun her work with the committee</p> <p>As presented earlier, results of the survey of 2021 and 2022 auditees have been analyzed</p> <p>Committee members and assessors held a joint meeting in October to review policy</p>		



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<p>c) Investigations Committee report</p> <p>d) Nomination Committee report</p>	<p>Committee is targeting January 2023 for next audit cycle</p> <p>--</p> <p>Shona delivered report on behalf of chair</p> <p>Investigations Committee met in October 2022 to discuss policy – no files were discussed</p> <p>Committee has five active files and a total of six complaints in 2022</p> <p>--</p> <p>Brian delivered report</p> <p>Committee has met several times as nominations are now open</p> <p>Brian is appreciative of staff support in the process</p> <p><u>MOTION to accept all statutory Committee reports by Sean Sharpe, seconded by Theresa Fresco.</u> <u>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>	Received via Consent Agenda.		
<p>24) Working Group Reports</p> <p>a) Editorial Board report</p>			
<p>25) Task Force Reports</p> <p>a) LMSF Report</p>			
<p>26) Lay Member Report</p>	<u>MOTION to accept reports under consent agenda by Hannah Horn,</u>		



COLLEGE OF APPLIED BIOLOGISTS

Professional Accountability

Agenda Item	Discussion	Action item(s)	Due/Status (Lead)
	<u>seconded by Brittany John.</u> <u>MOTION CARRIED.</u>		
27) Report from the Meeting Monitor a) Appointment of the Meeting Monitor for next Council meeting	Debbi provided report Content was presented well and points of clarification were thoughtful Meeting content was very focussed on long-term due to budget Virtual attendees had difficulty participating when support staff left the room; may need to have someone monitor virtual attendees on occasions when staff must leave Meeting room was comfortable, quiet and well lit; food was very good Victoria Burdett-Coutts will be the next meeting monitor		
28) Other business	None		
29) Adjournment	<u>MOTION to adjourn at 1:57pm by Theresa Fresco, seconded by Victoria Burdett-Coutts. MOTION CARRIED.</u>		

Next meeting date:

January 27, 2023
Vancouver, BC

Alexandra de Jong Westman, RPBio

President

Christine Houghton

Chief Executive Officer