

# 2018 College of Applied Biology ANNUAL REPORT



# Strategic Plan 2019 - 2021

## Our Vision

Responsible resource management supported by accountable and trusted professionals.

## Our Mission

To serve the public by regulating applied biology professionals.

## Our Values

- Informed by Science
- Ethical
- Accountable
- Collaborative CM&E

PHOTO BY ALEXANDRA TAIT, RPBIO.

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## PRESIDENT'S REPORT

Welcome to the 2019 Annual General Meeting (AGM) edition of College Matters! This edition is our Annual Report, highlighting the accomplishments of 2018 and the priorities for 2019. Our incredible office staff have been relatively stable this year. We were sad to say goodbye to Karen but we were fortunate to bring on Tory Davis who has fit seamlessly into the team. As well Janet Shafer joined our team to help support our continuing functions to meet our statutory mandate.

Council's Lay Members play a critical role in how the Council functions. They provide the public perspective and ensure we stay focused on protecting the public interest. I'd like to thank James Bayles for his time on the Council and welcome Theresa Fresco and Brittany John who have joined us this year.

The summer of 2018 was spent with government and the other professional

associations discussing the implementation of Recommendations 1 and 2 from the Haddock Report (<https://engage.gov.bc.ca/professionalreliance/final-report/>). While there was apprehension with some of the recommendations in the initial report, many of the College's concerns were addressed and we are committed to working with the Province and the other associations to implement the appropriate regulations under the **Professional Governance Act** which includes the Right to Practice for Professional Biologists. While the College is fully committed to this goal, we recognized that the current resources and priorities were not going to get us there.

Over the past year we have reorganized our committee structure and developed a new **Strategic Plan** that lays out our top priorities while clearly stating what we will not be taking on at present. Our most critical resource – staff and volunteers – are now focused on delivering the



needs of a Right to Practice future: Determining the Scope of Practice for applied biology, a Practice Review Process and a more resilient Credentials/Application Program. As we grow and mature as a regulatory association we anticipate that the responsibility of holding all professional applied biologists accountable to the public will require more staffing as we move forward.

Hope to see you all at the AGM this April and if you have any questions, concerns or ideas for the College please feel free to contact me at **Brian.Clark@cab-bc.org**.

Submitted by Brian Clark, RPBio, President



Being a self-regulating profession is both a privilege and a responsibility – the privilege is being recognized as having a key role to play in resource management and the responsibility is in protecting the public interest.

The College of Applied Biology began 2018 anticipating that it would be an important year. The ***Professional Reliance Review*** was launched in October 2017 and from that moment on significant resources were (and continue to be) expended to make sure that the profession of applied biology was not left behind as the government moved forward. The energy that

College Council and staff put into working with the government was well worth the effort as many of our recommendations were acted on – most notable is the ability to lead in becoming a Right to Practice profession.

While the Professional Reliance Review was a key focus – there were other accomplishments in 2018. The College developed a new ***Strategic Plan*** that will serve as a north star for the College for the next three years; granted new accreditations to programs at post-secondary institutions (one for RPBio, three for RBTech and two for ABT); developed draft definition of scope of practice for applied biology professionals and designed an engagement process; advanced the practice review policy and corresponding Rules for implementation in 2019; initiated a review of the ***College's Act, Rules*** and ***Code of Ethics*** to identify inconsistencies with the new legislation;

and initiated an upgrade to our IT capacity that will result in a better more user friendly data base for College members.

Any change is challenging. As we move towards a *Professional Governance Act* and Right to Practice reality we need to make sure that we continue to keep focused on the critical strategic initiatives that will further enhance our ability to deliver on our mandate of protecting the public interest.

If you have any questions, concerns or ideas for the College please feel free to contact me at ***[ceo@cab-bc.org](mailto:ceo@cab-bc.org)***.<sup>CM</sup>


Submitted by Christine Houghton, CEO

## LAY COUNCILLOR'S REPORT



It has been an exciting time for the College as the implementation of the **Professional Reliance Report** (now *Professional Governance Act*) takes effect. The College has also moved forward a number of strategic and statutory initiatives.

Notably Council has made a concentrated effort to further include Lay Members on almost all committees, task forces and working groups. Our involvement in developing the **2019-2021 Strategic Plan** demonstrates Council's commitment to making sure that the public interest was absolutely front and centre in establishing strategic objectives for the College over the next 3 years.

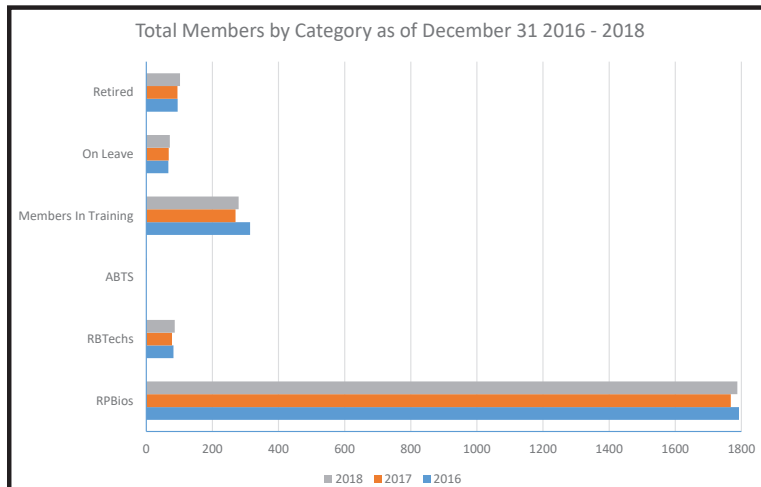
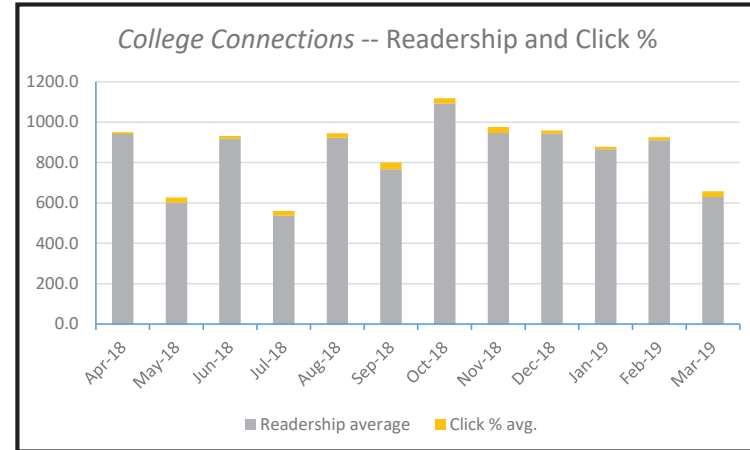
As the College moves ahead to implement Practice Review, refine Scope of Practice guidance and update Ethics and Rules to come into compliance with the new Act, we look forward to continuing to work with Council and staff to fulfill the College's mandate. 


The College welcomed Lay Member Theresa Fresco (top left) to Council and the Credentials Task Force in September 2018 while thanking Jim Bayles (bottom left) for his participation on Council and Finance Committee, selection of new Credential Committee members and Vice Chair, and a key member of the Strategic Planning Task Force. Cairine Green (below) continues to participate on Council since 2015 while also contributing to the Audit & Practice Review Committee, Scope of Practice Task Force, and the Ethics Update Task Force.



The past year for the College has been transformative from a variety of aspects. The passing of the *Professional Governance Act* is granting the College a ranking position in the resource management sector. It's an important time in the College's history that poses new challenges, but will ultimately lead to greater respect, responsibility and professionalism in the field of applied biology.

The College reviewed its governance structure to make it more efficient, including creating new focused task forces to cover strategic planning, scope of practice and credentialing, each of which accomplished key goals in positioning the College for the coming years. The College also developed clearer terms of reference for standing committees. Furthermore, the College Registrar was busy with new accreditation agreements with post-secondary institutions.




- > College participates on the Professional Reliance Review process, which results in the passing of the *Professional Governance Act*
- > Filed new accreditation agreements with post-secondary institutions including two agreements for the Applied Biology Technician, three for the Registered Biology Technologist and one for the Registered Professional Biologist title
- > Strategic Planning Task Force developed a new Strategic Plan for 2019-2021
- > Hosted joint conference with Association of Professional Biology
- > Scope of Practice Task Force developed a draft working definition of professional applied biology and designed an engagement strategy to be delivered in workshops across the province in 2019 

# 2018 FINANCE REPORT

The College's finances remain healthy with a small but steady growth in membership and prudent fiscal management. However, ensuring that the College continued to meet its statutory responsibilities resulted in the College incurring a deficit- specifically the Discipline Hearing and the significant engagement in the Professional Reliance Review. The College employed two important strategies to responsibly deal with these pressures:

1. Manage internally by deferring less urgent priorities and reallocating funds, and
2. Accessing the legal contingency fund to offset the deficit. Depletion of the legal contingency has been offset by the application of a special levy for the 2019 dues as authorized by Section 19 of the *College of Applied Biology Act*.

The College through its Finance Committee is committed to continuing sound financial management while delivering on our primary mandate of protecting the public interest.


 The role of the Finance Committee is to manage the College's finances in a fiscally prudent manner while meeting its mandate to protect the public interest.

Statement of Financial Position		
Year End December 31, 2018		
	2018	2017
<b>ASSETS</b>		
<b>Current Assets</b>		
Cash and Cash Equivalents		
Operating Fund	\$ 421,142	436,147
Short term Investments		
Operating Fund	155,187	152,737
Contingency Fund	197,394	193,767
Legal Contingency Fund	317,507	242,389
Accounts Receivable	154,730	129,635
Prepaid Expenses	17,080	9,925
	<b>1,263,040</b>	<b>1,164,600</b>
<b>Investments – Legal Contingency Fund</b>	-	168,808
<b>Tangible capital assets</b>	24,554	5,168
<b>Leased furniture</b>	-	9,065
	<b>1,287,594</b>	<b>1,347,641</b>
<b>LIABILITIES</b>		
<b>Current</b>		
Accounts Payable and accrued liabilities	44,487	36,011
Deferred Revenue	483,635	501,885
Deferred Revenue – Special Levy	70,465	-
	<b>598,587</b>	<b>537,896</b>
<b>Obligations for capital lease</b>		745
	<b>598,587</b>	<b>538,641</b>
<b>NET ASSETS</b>		
Operating Fund	174,105	204,037
Contingency Fund	197,395	193,766
Legal Contingency Fund	317,507	411,197
	<b>689,007</b>	<b>809,000</b>
	<b>1,287,594</b>	<b>1,347,641</b>

## Deferred Revenue and Special Levy



During the year, the College assessed a special 2019 levy for the purpose of replenishing the Legal Contingency Fund. During the year, the College transferred \$100,883 from the Legal Contingency Fund to the Operating Fund to finance legal costs incurred as a result of a disciplinary hearing against a member.

Special levies received are expected to be transferred to the Legal Contingency Fund in 2019. 

### Statement of Operations Year End December 31, 2018


	Operating Fund	Contingency Fund	Legal Contingency Fund	Total 2018	Total 2017
<b>REVENUE</b>					
Membership Dues & application fees	\$ 696,201			696,201	672,616
Course Fees	44,147			44,147	78,200
Conference	35,457			35,457	33,685
Reinstatement and late payment fees	10,825			10,825	11,867
Interest	2,451	3,629	7,193	13,273	11,776
Job Postings	10,500			10,500	7,900
Assessment for professional seals	4,340			4,340	3,550
Grants	3,004			3,004	-
	<b>806,925</b>	<b>3,629</b>	<b>7,193</b>	<b>817,747</b>	<b>819,594</b>
<b>EXPENSES</b>					
Administration	234,393			234,393	191,636
Staff	395,597			395,597	376,716
Committees	88,347			88,347	70,312
Special Projects (Database)	39,473			39,473	3,093
Legal and Audit	179,930			179,930	28,008
	937,740			937,740	669,765
<b>Excess of revenues over expenses</b>	<b>\$ (130,815)</b>	<b>3,629</b>	<b>7,193</b>	<b>(119,993)</b>	<b>149,829</b>

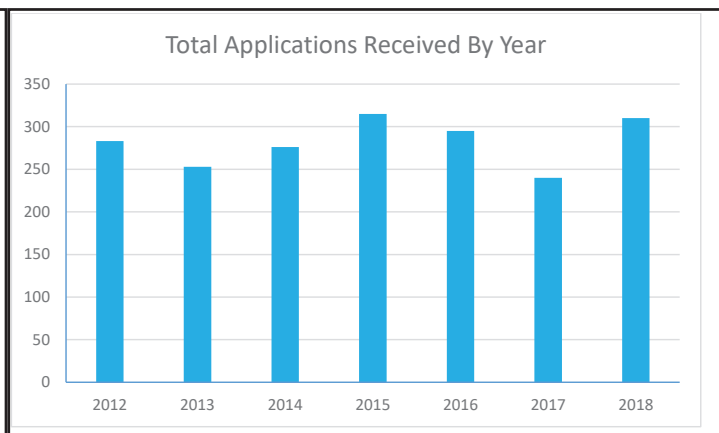
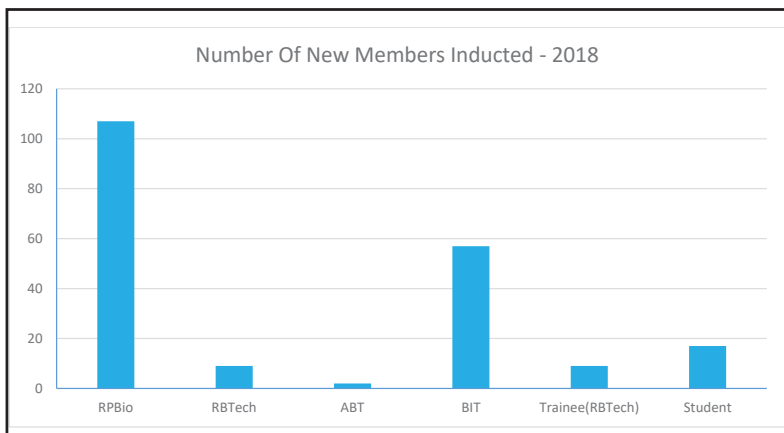
Jocelyn White, RPBio, Chair - Finance Committee

Christine Houghton, CEO

# STATUTORY COMMITTEE REPORT - CREDENTIALS


The Credentials Committee oversees application files and provides strategic direction to the College Council for credentialing standards. Over 300 applications were received at the College in 2018 which is the highest amount observed since 2015.

In 2018, the College inducted over 200 new members. The breakdown by category includes: Registered Professional Biologist (RPBio) – 107; Registered Biology Technologist (RBTech) – 9; Applied Biology Technician (ABT) – 2; Biologist in Training (BIT) – 57; Trainee RBTech – 9; and Student (ST)- 17. 



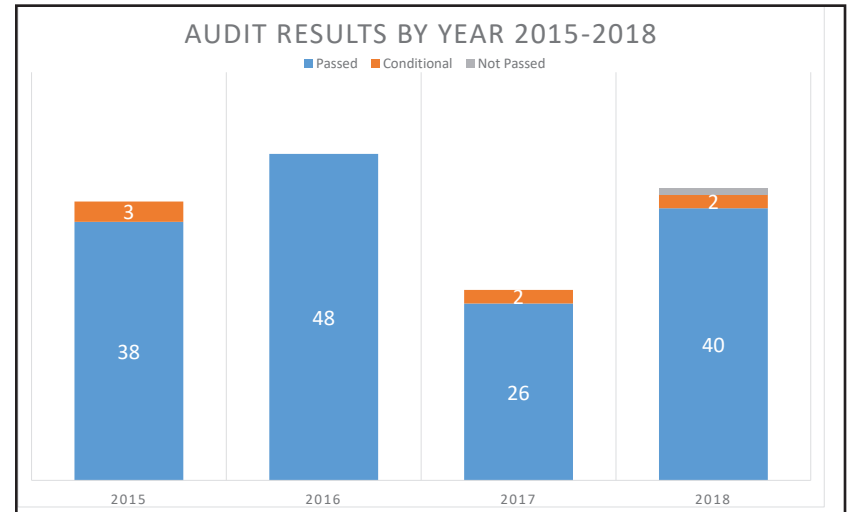
# STATUTORY COMMITTEE REPORT - AUDIT & PRACTICE REVIEW

The audit process begins in late November of each year with random selection of auditees from the College Register. The audit process is considered a proactive quality assurance measure by the College to ensure that members are compliant with their professional obligations. Auditors are paired with two to four auditees for review and the audit notifications are sent in early January of each year.

Completion of required audit documentation by the auditees generally takes four to six hours and includes a current continuing professional development record, audit information form, and submission of a current CV. 


## 2018 in Review

- > 43 Auditees selected
- > 40 Audits completed successfully
- > Two audits required conditions to be completed prior to successful completion
- > One auditee did not completed the audit. Upon Council direction, the Registrar suspended their registration and they are not permitted to use title.

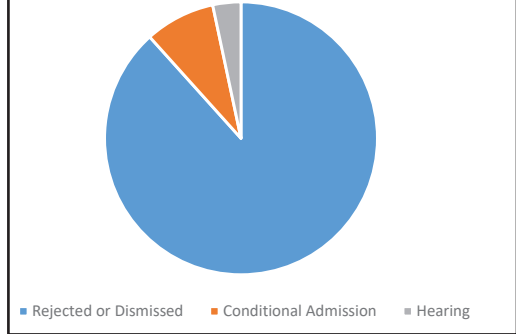


# STATUTORY COMMITTEE REPORT - DISCIPLINE

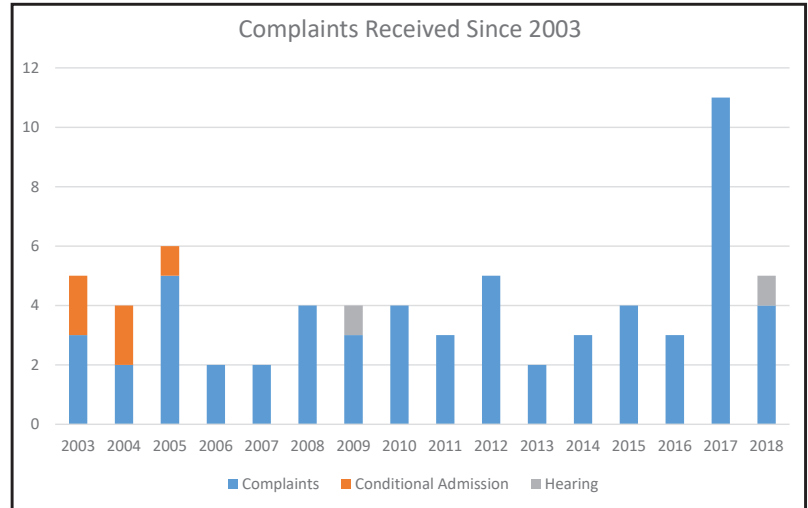
The Discipline Committee reviews complaints from the public or members for unprofessional conduct. Complaints are investigated against breaches of the ***College Code of Ethics*** and are reviewed according to time lines established in the ***College Rules***. Since inception, 60 complaints have been filed against member conduct with 10% resulting with a conditional admission. Five complaints have resulted in two discipline hearings ***since 2003***. One hearing was initiated in 2009 from a complaint received. In 2018, one hearing was completed based on four complaints received between 2016-2017.

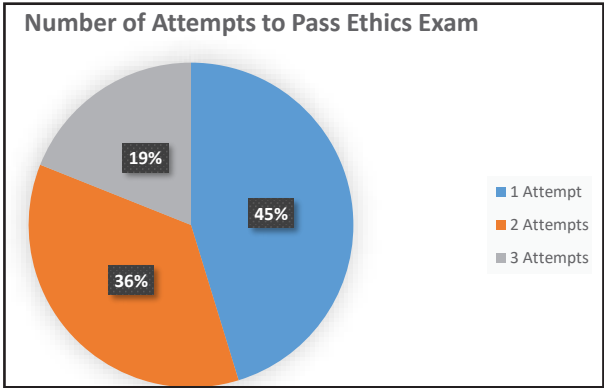
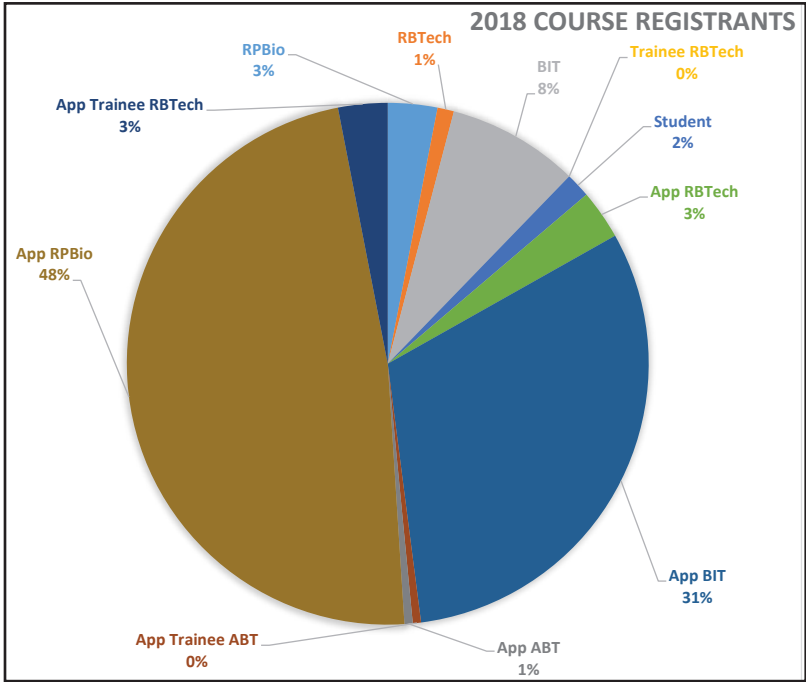
In 2018, the College received four complaints; three continue to be under investigation and one has been dismissed. Several complaints filed with the College in 2016 and 2017 culminated in a lengthy discipline hearing. The hearing spanned six days in June and July 2018. The Discipline Panel submitted its decision in December 2018. 

Complaint Investigation Summary Since 2003



Complaints Received Since 2003



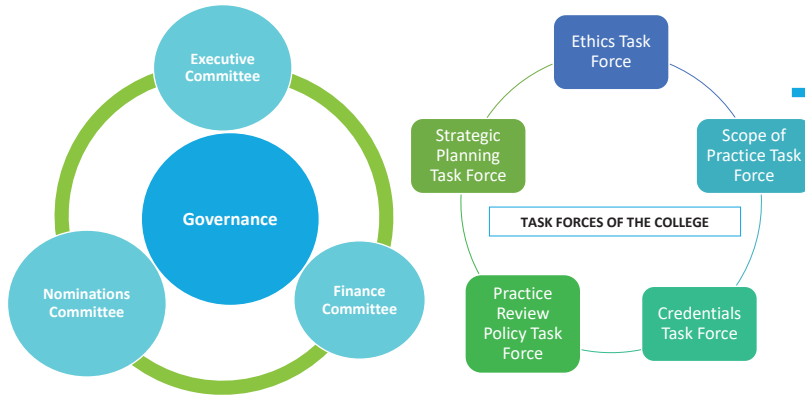


Summary of Online Course Exam Use in 2018

- > 196 New Users Registered
- > 190 Passed Exam
- > Feedback Positive Overall

# COMMITTEES & WORKING GROUPS OF THE COLLEGE

Statutory committees help administer standards through delegated authority under the *College of Applied Biology Act*



**Volunteering on College Council and Committees earns members CPD points each year.**

You can participate as a volunteer and contribute ideas by submitting an informal application form to through our website [www.cab-bc.org/volunteer-opportunities](http://www.cab-bc.org/volunteer-opportunities), or **contact the College** for more information.

**It's a group effort: Thank you to all of the hardworking volunteers who supported the College in 2018!**


Self-regulated professions rely on volunteers who are members of the professional body and appointed lay (i.e., public) members to help set and administer standards for admission and conduct, to ensure strong internal governance, and to raise the profile and credibility of the profession and its members.

## LINDA MICHALUK SCHOLARSHIP WINNERS 2018 & 2019

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**Emily Sunter, 2018 LMSF Winner**

I was so thankful to be the 2018 recipient of the Linda Michaluk Scholarship Fund (LMSF). The LMSF not only provided much needed financial support, it is also a wonderful way to foster connections with working professionals in BC. Since last spring, I have been continuing my MSc research into human-bear interactions in Alberta's Bow Valley and I look forward to updating the College on my progress at this year's conference. Thank you again! And see you soon. 



**Jacob Bradshaw, BIT, 2019 LMSF Winner**

Jake is a graduate student at the University of Northern British Columbia. His thesis "The influence of regulated forest harvesting systems on apparent competition of caribou, moose and associated predators", will quantify relative abundance of moose and predators while examining forage and habitat quality among harvest treatments and no-harvest reserves. His findings will provide guidance to land managers attempting to understand whether small-block forest harvest can provide long-term suitable habitat for caribou without facilitating apparent competition with moose. 

## 2018 - 2019 COLLEGE COUNCIL

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Brian Clark, RPBio, President, Maple Ridge, BC  
Alexandra Tait, RPBio, Executive Vice-President, Whitehorse, YT  
Jocelyn White, RPBio, Vice-President/Treasurer, Prince George, BC  
Dr. Vanessa Craig, PhD, RPBio Past President, Gabriola Island, BC  
James Bayles, Lay Councillor, Vancouver, BC  
Theresa Fresco, Lay Councillor, Vancouver, BC  
Cairine Green, Lay Councillor, Victoria, BC  
Steve Henstra, RPBio, Nanaimo, BC  
Hannah Horn, RPBio, Victoria, BC  
Clifford Nietvelt, RPBio, Vancouver, BC  
Susan Pinkus, RPBio, Vancouver, BC  
Sean Sharpe, RPBio, Smithers, BC  
Warren Warttig, RPBio, Campbell River, BC  
Chris Johnson, RPBio, *Ex-officio*, Prince George, BC  
Mel Kotyk, RPBio, *Ex-officio*, Vancouver, BC 



Photo by Karen Barry, RPBio. College Council in Kamloops for June 2018 Council Meeting

Top row, left to right: Jocelyn White; Alexandra Tait; Sean Sharpe; Brian Clark; Clifford Nietvelt; Jim Bayles; Dr. Vanessa Craig; and Cairine Green.

Bottom row, left to right: Warren Warttig; Hannah Horn; Steve Henstra; and Susan Pinkus.

Absent: Theresa Fresco; Chris Johnson; and Mel Kotyk.

## Annual General Meeting

**7:30am:** Breakfast Served

**7:50am:** Indigenous Welcome

**8:00-9:00am:** Annual General Meeting

## Conference

**9:00-9:30am:** Opening Remarks

**10-11am: Session 1 -- Defining Public Interest: What Are We Protecting?**

Panelists: Adam Olsen (S<sup>T</sup>HENEP), MLA Saanich North and the Islands; Andrew Gage, Staff Lawyer, West Coast Environmental Law; Kevin Kriese, Chair, Forest Practices Board; Jody Shimkus, VP of Environment and Regulatory Affairs, Kirk Environmental

**11am-12pm: Session 2 -- Professional Governance: What's Changing for You?**

Panelists: Jennifer McGuire, Ministry of Environment and Climate Change Strategy; Derek Marcoux, College of Applied Biology; Christine Houghton, College of Applied Biology; Dr. Vanessa Craig, College of Applied Biology

**12-1:30pm: Keynote speech -- Captain William (Bill) Noon, Capt. Bill Noon & Sir John Franklin's Fabled Arctic Voyage. Lunch served.**

**1:30-2:15pm: Session 3A/3B (Break-out sessions)**

**Session 3A -- Federal Legislation changes**

Panelists: Al Magnan, Reg. Director, Department of Fisheries and Oceans (CAN); Lisa Walls, Director of Public Engagement, Cdn. Environmental Assessment Agency; Ryan Greville, Reg. Manager, Navigation Protection Program/Transport Canada

**Session 3B -- Human/Wildlife Interaction Management: What's the Role of the Professional Biologist?**


Panelists: Alina Fisher, Research Manager for Environmental Studies, University of Victoria; Todd Golumbia, Environmental Conservation Specialist, Capital Regional District Regional Parks; Tony Hamilton, Large Carnivore Biologist

Networking break.

**2:45-3:30pm: Session 4 -- How Professionals Get Into Trouble**

Panelists: Casey Macaulay, Registrar/Director of Compliance, Association of BC Forestry Professionals; Mark Underhill, Partner, Arvay Finlay LLP

**3:30-4:15pm: Session 5 -- Indigenous Relations: Learning From The Past For The Future**

Panelists: Garry Merkel (nadi' denezā'), Executive Director, First Nations Housing and Infrastructure Council; Kathy Eichenberger, Executive Director, Columbia River Treaty Review 



# Right to Practice

## What's the Future?

# 2020 Conference & AGM in Kelowna, BC!

Save the dates! The College's  
2020 conference will take place in  
Kelowna on April 2 & 3, 2020!



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**COVER PHOTO BY**

Clifford Nietvelt, RPBio.

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