

# 2020 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



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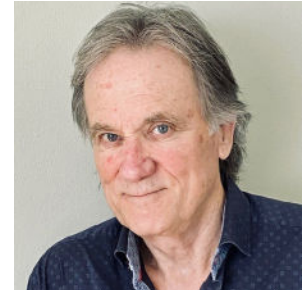
**2020 AGM DRAFT MINUTES - 17**

## What a Year!

In the midst of the Pandemic, without getting together, despite technology glitches, with kids running around your home 'office', without anything 'normal'—we delivered. New bylaws, an improved Code of Ethics and Professional Conduct, merit-based elections, and all the regular operations of Council, our Statutory Committees, Task Forces and assessors.

“Moving forward, volunteers will remain the life-blood of the College.”

With the introduction of the *Professional Governance Act* on February 5, 2021, we are well on the way to obtaining reserved practice (practice rights) for professional applied biology practitioners in British Columbia. And this was done by our critical core of seven full-time staff and over 80 volunteers,



Brian Clark, RPBio, President

both College registrants and lay members. They all deserve the appreciation of the College and its registrants.

Moving forward, volunteers will remain the life-blood of the College. Whether it's a three-year commitment to Council, quarterly Committee meetings or shorter-term Task Forces, this year has shown that you can step forward from anywhere and participate at some level. It's our profession and we are all responsible for ensuring we continue to protect the public interest in the management of BC's natural resources.

I look forward to another challenging year and the possibility of getting back together in 2022! 🌐

Submitted by Brian Clark, RPBio, President



Christine Houghton, Chief Executive Officer

## 2020 – A Year of Challenge, Change and Resilience

Annual Reports and their corresponding Annual General Meetings are a time to reflect on our activities over the course of the year and assess whether we ended up where we thought we would be at the beginning. As we look back on 2020—a year like no other—I am pleased to report that, in spite of having to drastically adjust how we operate, we were able to accomplish most of what we set out to do at the beginning of the year.

Of course, bringing in the *Professional Governance Act* was a significant piece of work, but there were other big achievements as well: a new database that is both more user friendly for registrants and much more efficient for operations; a revised Code of Ethics and Professional Conduct course and exam (implemented in 2021); the development and implementation of merit-based recruitment policies not only for Council, but also for committees, task forces and working groups; the creation of an online assessment tool for prospective registrants; the

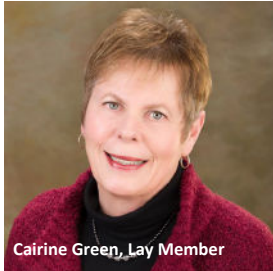
modernization of the Continuing Professional Development Program (CPD); and managing an exponential increase in applications are just a few of our successes in 2020.

“Navigating 2020 was a challenge for everyone—and I do mean everyone.”

Navigating 2020 was a challenge for everyone—and I do mean everyone. I hope that you and the people important to you were able to steer through the past year and find some joy in your successes, and I sincerely hope that when we look back on 2021, we will be able to celebrate those successes together. 🌍

Submitted by Christine Houghton, CEO

## LAY COUNCILLORS' REPORT



Cairine Green, Lay Member

While the pandemic created a challenging year for everyone when it came to meetings and ongoing interaction with colleagues, Lay Councillors Cairine Green, Theresa Fresco and Brittany John continued to attend College Council meetings virtually and to maintain their involvement in their related Committee work.

Lay Council member Cairine Green, who chaired the CAB Nominations Committee for the 2020-21 election cycle to Council, met twice monthly since last fall with Committee members to review incoming applications and volunteer outreach to potential candidates. The nomination process has been Cairine's primary focus for the past few months, culminating in the screening and selection of six candidates who ran in the 2021 CAB Council positions. Cairine wants to thank all of the Committee volunteers who made the time and commitment to be involved in this important process.



Theresa Fresco, Lay Member

Lay Council member Brittany John continued her involvement with the Finance Oversight Board. Meetings were held to consider ongoing budgets, enabling the Council, Committee and Task Force groups to continue to fulfill their objectives. Brittany also serves on the Mandatory Training Task Force focused on a revision of the Ethics Course.

Lay Council member Theresa Fresco added that she is very impressed with the resilience of Council and staff during these COVID times and with the tremendous amount of work that has been done. Theresa participated in the 2020 Council meetings but doesn't sit on any of the current Task Forces. 🌐



Brittany John, Lay Member

**Cairine Green's** (top - left) appointment to Council is ending as of May 1, 2021. Cairine has served on Council as a public representative since 2015, and we express our thanks for her service.



→ The Finance Oversight Board provides oversight of budget development, monitoring and financial audit.

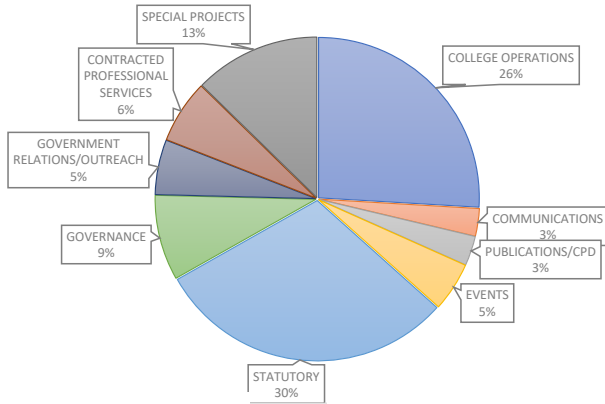
2020 was a year like no other as the global pandemic required all of us to shift how we do business. Investments in IT upgrades ensured that the College could continue its core statutory work throughout the past year without significant disruptions. The IT infrastructure enabled staff to work remotely with full access to all resources, and online meeting platforms allowed for Council, committee and interagency meetings to continue their important work.

The significant surplus seen by the College this year was directly due to the curtailment of in-person meetings and all travel. This surplus will be reinvested into the College's operating fund and help offset operational pressures resulting from substantial increases in registrations and therefore registrants, additional expenditures in implementing the *Professional Governance Act*, and preparing for reserved practice (practice rights) for applied biology professionals. 🌍

(Note: The Annual Report contains a summarized version of the financial statements. The full audited statements are available on the College's website.)

Statement of Financial Position		
Year End December 31, 2020, with comparative information for 2019		
	2020	2019
<b>ASSETS</b>		
<b>Current Assets</b>		
Cash	\$ 631,036	\$ 489,026
Short-term investments	791,018	772,487
Accounts Receivable	170,234	169,963
Prepaid Expenses	27,851	27,661
	<b>1,620,139</b>	<b>1,459,137</b>
<b>Tangible capital assets</b>	22,224	31,933
<b>Intangible assets</b>	53,925	-
	<b>1,696,288</b>	<b>1,491,070</b>
<b>LIABILITIES</b>		
<b>Current liabilities</b>		
Accounts Payable and accrued liabilities	45,102	58,863
Deferred Revenue	760,780	702,914
	<b>805,882</b>	<b>761,777</b>
<b>NET ASSETS</b>		
Operating Fund	189,066	83,155
Capital Fund	76,149	31,933
Contingency Fund	204,358	201,420
Legal Contingency Fund	420,833	412,785
	<b>890,406</b>	<b>729,293</b>
	<b>1,696,288</b>	<b>1,491,070</b>

# 2020 FINANCE REPORT



Expenses allocations to categories

	Total Expenses	888,049
Operations	College operations	230,293
Committees	Statutory	267,993
	Governance	76,314
	Publications/CPD	26,433
Elective	Events	43,862
	Government Relations/Outreach	49,143
	Communications	24,710
	Contracted Professional Services	56,729
	Special Projects	112,572

## Statement of Operations and Changes in Net Assets Year End December 31, 2020, with comparative information for 2019

	Operating Fund	Capital Fund	Contingency Fund	Legal Contingency Fund	Total 2020	Total 2019
<b>REVENUE</b>						
Annual Dues	\$ 863,795				863,795	761,497
Application	88,439				88,439	69,039
Course fees	65,400				65,400	61,400
Other income	18,330				18,330	28,155
Interest income	2,212		2,938	8,048	13,198	16,127
Sponsorships	-				-	7,500
Conference	-				-	41,055
	<b>1,038,176</b>		<b>2,938</b>	<b>8,048</b>	<b>1,049,162</b>	<b>984,773</b>
<b>EXPENSES</b>						
Advertising	3,320				3,320	10,803
Amortization		14,338			14,338	10,175
Conference expenses	7,066				7,066	59,881
Council and committee meetings	31,012				31,012	137,972
Database and website	32,400				32,400	2,357
Insurance	7,253				7,253	5,596
Interest and bank charges	32,878				32,878	28,832
Office and general	64,612				64,612	72,142
Professional fees	52,859				52,859	35,738
Rent	39,585				39,585	35,953
Salaries and benefits	601,043				601,043	542,511
Training	1,683				1,683	2,527
	<b>873,711</b>	<b>14,338</b>			<b>888,049</b>	<b>944,487</b>
<b>Excess of revenues over expenses</b>	<b>164,465</b>	<b>(14,338)</b>	<b>2,938</b>	<b>8,048</b>	<b>161,113</b>	<b>40,286</b>
Net assets, beginning of the year	83,155	31,933	201,420	412,785	729,293	689,007
Interfund transfers	(58,554)	58,554				
<b>Net assets, end of a year</b>	<b>189,066</b>	<b>76,149</b>	<b>204,358</b>	<b>420,833</b>	<b>890,406</b>	<b>729,293</b>

*Jocelyn White*

Jocelyn White, RPBio  
Chair - Finance Committee

*Christine Houghton*

Christine Houghton  
CEO

Beginning in late 2019, the College took an important step in bringing our practices into compliance with the *Professional Governance Act* (PGA) by implementing a merit-based election process, which is required under the PGA and the Professional Governance Regulation. The Nomination Committee now has a much greater role in qualifying and nominating candidates for election.

The committee's work included communicating vacancies, identifying competencies, conducting a gap analysis of identified competencies, and assessing potential nominees via a written application, interviews, and verification of references. Applicants that were successful were added to the ballot with voting occurring from February 21 to March 23, 2020.

The Committee was reconstituted later in 2020 to operate the 2021 Council elections with two new Committee members and two returning members. The Committee implemented recommendations from the final [2020 Nominations Report](#) such as:

- > Conducting Council gap analysis in June 2020
- > Modifying Prospective Nominee application form to note that sitting Councillors cannot act as references for applicants
- > Provided clarity on application deadline and applications received incomplete. 🌐

## 2020 Nominations Review

- > 124 registrants contacted directly
- > 7 applications received
- > 7 candidates approved by Committee for the ballot

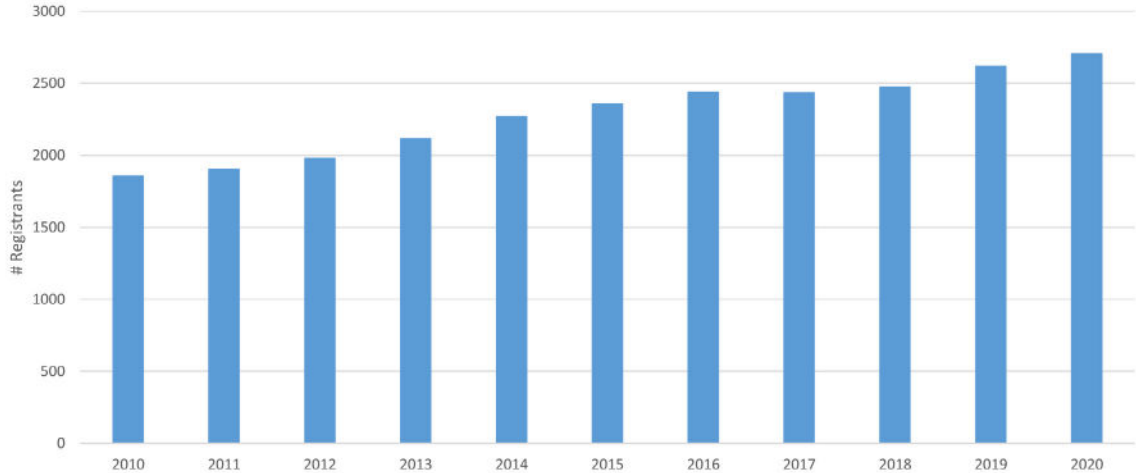
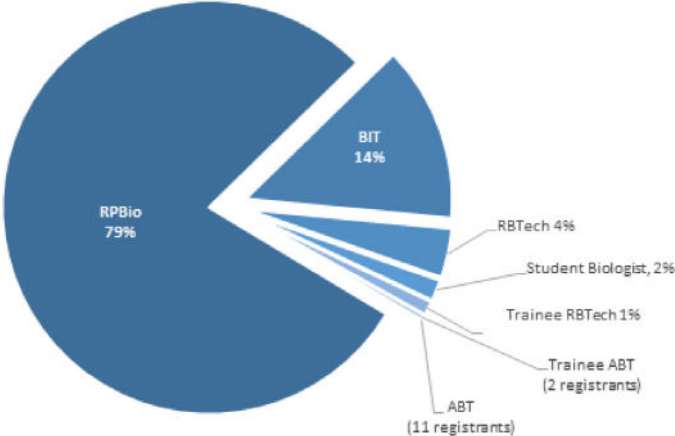
## 2020 Elections Review

- > 546 ballots cast
  - o 3 mail-in ballots cast
  - o 1 spoiled ballot
- > 26 percent voter participation

# COMMITTEE REPORT - CREDENTIALS

The College Register has 2,706 registrants as of December 31, 2020—an increase of 7 percent over 2019.

Application rates averaged 30 applications per month in 2020. 🌐



Above - College Register to December 31, 2020

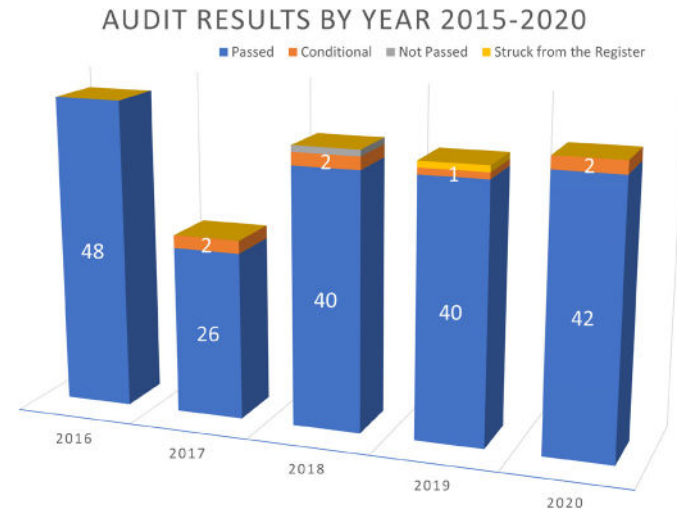
Left - Register History Graph

The 2020 audit process, as in years past, began in late November of 2019 with the random selection of auditees from the College Register. Auditees were notified of their selection to be audited in early January 2020. Auditors were paired with 2–4 auditees. Declarations of any real or perceived conflict of interest were made by both parties, and if any were declared, auditees were assigned a different Audit Assessor.

Audit Assessors completed 44 registrant audits in 2020. The Audit and Practice Review Committee determined 42 audits were completed successfully and two audits required conditions to be met prior to successful completion. Conditional audits requirements were met.

In addition to supervising the annual audit cycle, a new APRC was re-constituted in summer of 2020 using a merit-based system. The committee spent fall 2020 working on recommended policies to modernize the Audit and Continuing Professional Development (CPD) Programs. Committee members met multiple times during the fall and, in November,

provided recommended polices to Council for their review, consideration and approval. These *policies are now available* on the College’s website. 🌐

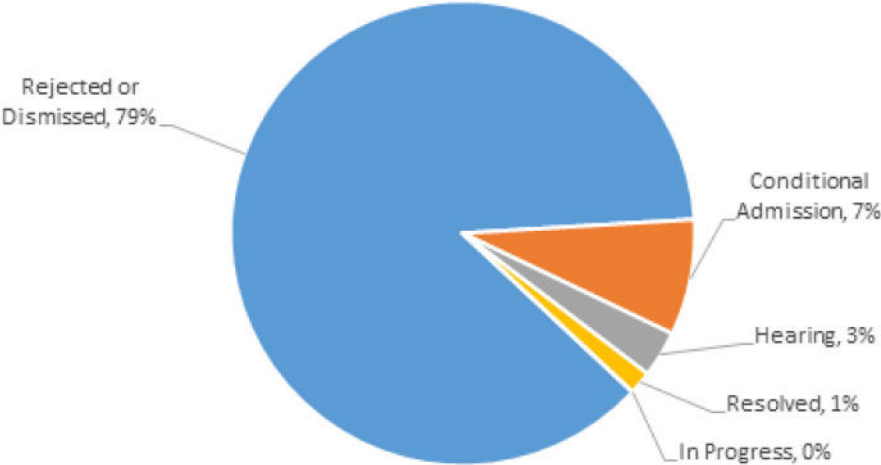


# COMMITTEE REPORT - DISCIPLINE

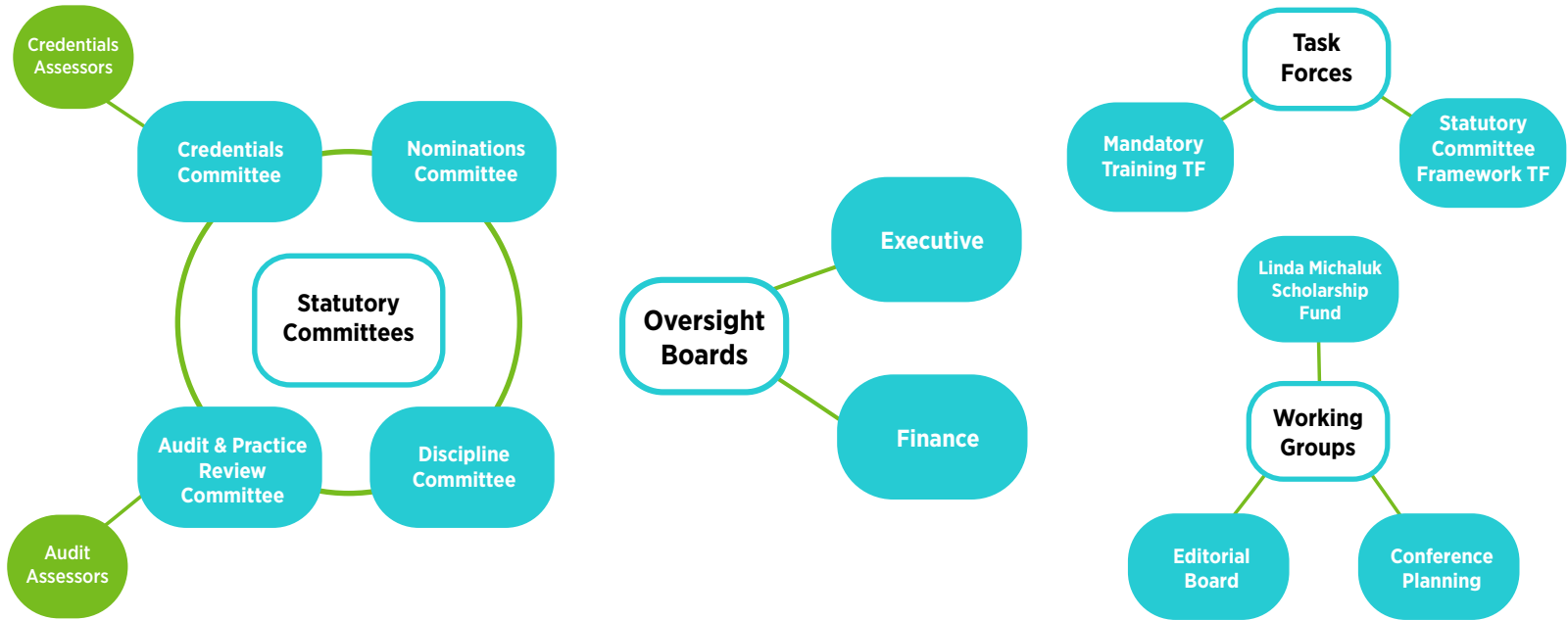
Three complaints were received at the College in 2020. One complaint from 2019 initiated a citation being issued against a registrant. The results of files reviewed by the

Discipline Committee (now Investigations Committee) in 2020 and prior are posted in the [Discipline Digest on the College's website](#). 🌐

Complaint summary since 2003-2020



# 2020 STATUTORY COMMITTEES, WORKING GROUPS AND TASK FORCES



**It's a group effort: Thank you to all of the hardworking volunteers who supported the College in 2020!**

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. 🌐

# 2020 HIGHLIGHTS

## The College of Applied Biology and the *Professional Governance Act (PGA)*

2020 was a year of significant change. It required that the College evaluate its existing rules, structures and processes, and make improvements.

### Compliance with the PGA



### Code of Ethics & Professional Conduct

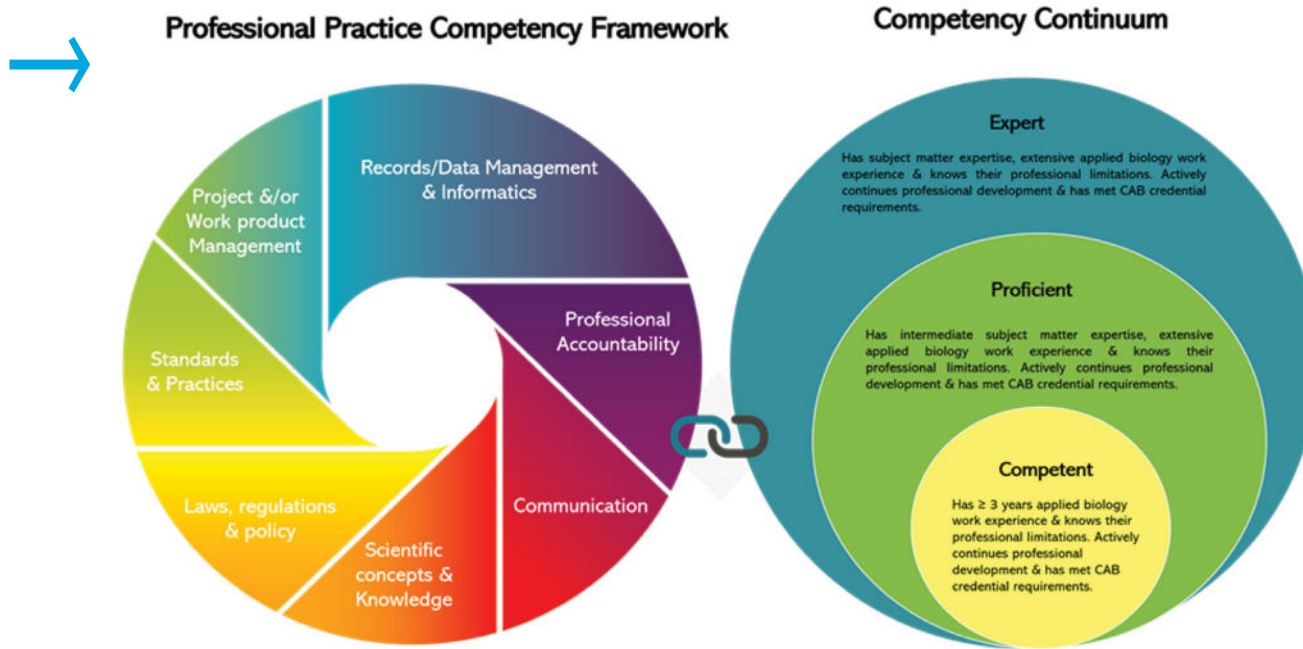
Integrity, competence, accountability, and adherence to all applicable laws and regulations are the cornerstones of this Code of Ethics. College registrants are required to conduct themselves in a manner consistent with these precepts as outlined in the nine principles herein, and to uphold the principles of stewardship of aquatic and terrestrial ecosystems and biological resources.

In dealings with the public, employers/clients, and other registrants of the profession, registrants of the College of Applied Biology must:

In 2020, the College rewrote its entire set of bylaws (formerly Rules) to come into compliance with the *Professional Governance Act (PGA)*. One of the key elements was revising the Code of Ethics (now Code of Ethics and Professional Conduct) in accordance with the principles in Section 57(2) of the PGA. The guiding principle was to keep changes to a minimum while incorporating both the spirit and the letter of the legislation. More information on those changes can be found [here for the College Bylaws](#). You can read the complete [Code of Ethics and Professional Conduct here](#).

Make us more successful

Demonstrating your professional competency is required to become a College registrant and must be maintained throughout a professional’s career. The competency framework demonstrates to employers, other professionals and the public at large that applied biology professionals are qualified, competent and accountable.



# 2020 HIGHLIGHTS

## Better support to registrants and prospective registrants

### ➔ New College Registrant Database

The new College registrant database was officially launched in August 2020. The database provides much-improved information gathering for the *Professional Governance Act* regarding contact information, employer, and areas of practice. This information will be required to be visible on the public register on the College website under the new Act and bylaws. In August, all new applications were required to be submitted in the application portal that is linked to the College database.

### ➔ 2020 College Connections – Readership and Click %



### Applicant Self-Assessment Tool ←

In July 2020, the College launched an online Applicant Self-Assessment Tool (ASAT) for prospective applicants. Here are some highlights from the first six months of the ASAT’s availability:

- > 645 users completed the ASAT;
- > The majority of ASAT users are interested in the RPBio category;
- > 64% of users emailed their ASAT generated report to themselves. The College doesn’t track email addresses, so they could have emailed their report to a third party, such as an employer. 🌐

Individual completed forms in the ASAT		
Registered Professional Biologist (RPBio)	542	84%
Registered Biology Technologist (RBTech)	85	13%
Applied Biology Technician (ABT)	18	3%
<b>Total</b>	<b>645</b>	

**2020 Annual General Meeting Draft Minutes**  
**Thursday, April 2nd, 2020**  
**Via teleconference**  
**Call to order: 4:06 pm**

## **DRAFT MINUTES**

### **1. Call to order & introductions**

President Brian Clark, RPBio, called the AGM to order at 4:06pm. Quorum was confirmed.

### **2. Approval/Additions of the agenda**

No amendments or discussion.

#### **i. MOTION to approve 2020 agenda**

**Moved by Gerry Leering, Seconded by Cliff Nietvelt.**

**Carried.**

### **3. Approval/Amendment of the 2019 minutes**

**i. MOTION to approve minutes as amended – renumbering of agenda items from 2019 Annual General Meeting (agenda was non-consecutively misnumbered)**

**Moved by James Neville, Seconded by Cliff Nietvelt.**

**Carried.**

### **4. In Memoriam**

President recognized one member that passed away in 2019.

### **5. Annual Reports**

#### **o Governance**

President highlighted report: strategic goals, credentialing process, scope of practice workshops, PGA engagement, and new merit-based election process.

#### **o Business**

College CEO Christine Houghton highlighted report: business plan, statutory committees, communications stats, and PGA implementation.

**i. Motion to receive 2019 governance and business reports.**

**Moved by Janet Mackenzie, Seconded by Mel Kotyk.**

**Carried.**

### **6. Finance Report**

#### **o 2019 Financial Audited Financial Statement**

Finance Chair Jocelyn White, RPBio, provided a summary of the 2019 audited statements and noted the changes from the 2018 financial statements.

*Continued on back cover*

**i. MOTION to receive 2019 Finance Report  
Moved by Vanessa Craig, Seconded by Wayne Wall. Carried.**

**o Appointment of KPMG as 2020 auditor**

A request for proposals (RFP) was completed in 2019 to determine a new financial auditor.

**ii. MOTION to appoint KPMG as auditor for 2020 fiscal year  
Moved by Chris Johnson, Seconded by Jim Lane. Carried.**

## **7. Lay Member Report**

Lay Councillor Theresa Fresco highlighted report: lay member work on committees and task forces, and governance workshop.

## **8. Elections Results**

Registrar Derek Marcoux, RPBio, highlighted the new election process and the President introduced the 2020-2021 council: Brian Clark, RPBio (President); Dr. Vanessa Craig, RPBio (Past President); Alexandra Tait, RPBio (Vice-President); Councillors – Jocelyn White, RPBio; Victoria Burdett-Coutts, RPBio; Megan Hanacek, RPBio, RPF; Steve Henstra, RPBio; Corinna Hoodicoff, RPBio; Sean Sharpe, RPBio; Lay Councillors – Theresa Fresco, Brittany John, Cairine Green.

**i. MOTION to destroy 2020 council election ballots  
Moved by Ann Rahme, Seconded by Steve Henstra. Carried.**

## **9. Other business**

**o Linda Michaluk Scholarship award**  
2020 winner is Jessica Ewald from McGill University.

## **10. Closing remarks and motion to adjourn 2019 AGM**

President recognized departing Council members Hannah Horn and Cliff Nietvelt. Staff and other volunteers were also recognized.

**i. MOTION to adjourn 2020 AGM at 5:00pm.  
Moved by Guy Gilron, Seconded by Cliff Nietvelt. Carried.**

COVER PHOTO: Steller's Jay on a fallen tree, British Columbia

BY BGSmith - Shutterstock

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