

2021 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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Photo: Panoramic view on Rocky Mountains, British Columbia, Canada, by Leksele - Shutterstock

Another Extraordinary Year

A pandemic, heat domes, forest fires, floods, border blockades and virtual living! This in a year where the College had to step up and successfully deliver what was needed for full implementation of the *Professional Governance Act* by September 2022. Lots of distractions and lots of possible excuses. But we didn't just hold the line, we stepped over it.

“It has been my honour over the last four years to be President of the College.”

We delivered a diversity of options for College registration—while maintaining our standards. We delivered a Scope of Practice for Registered Biology Technologists and Applied Biology Technicians. We delivered a modernized, user-friendly audit process. We piloted a user friendly Continual



Brian Clark, RPBio, President

Professional Development process. We delivered the College Bylaws (draft by draft) to replace the previous College Rules, which came into effect in February. We delivered everything for immediate implementation of the PGA and began working on the next phase.

It has been my honour over the last four years to be President of the College. I have had the privilege of working with a small, incredibly diverse and professional staff of seven and a cast of 64 lay members and College registrant volunteers on Council, Oversight Boards, Statutory Committees, Working Groups and Task Forces. Job well done to all of you! The path forward is paved by volunteers and I encourage all Registrants to step up and see us through this incredible opportunity to show the world the critical role of Applied Biology Practitioners in Natural Resource Management. 🌍

Submitted by Brian Clark, RPBio, President



Christine Houghton,
Chief Executive Officer

A Year of Change

For the past few years the College's Council, volunteers and staff have been working tirelessly on implementing the next era in professional regulation for

applied biology professionals under the *Professional Governance Act* (PGA). 2021 was no exception.

The monumental task of rewriting the College's bylaws (formerly Rules) was complete in time to come into full effect on February 4, 2021—the same day the Act was brought into force. To add further support to our governance model, staff, Council and committee volunteers wrote and revised the policies and procedures that bring greater clarity and certainty to our operations for registrants, prospective registrants and the public at large.

2021 also saw a significant increase in all our statutory functions. Registrations continue to increase by 6% year over year since 2019, with 2021 seeing the biggest increase (9%) so far; our Audit program—now streamlined and modernized—met its target of

auditing 3% of College registrants; and complaints and investigations saw a sharp rise from the previous years, clearly showing that there is growing confidence by the public in the complaint process. As every registrant accepts their responsibility to uphold the Code of Ethics and Professional Conduct (CoEPC), a fair and transparent process is key to the College's mandate.

There have also been a number of important strategic initiatives, such as developing a new Strategic Plan, implementing the new mandatory training course for the revised CoEPC and completing Phase II of the multi-year database project that includes a new Audit platform, CPD portal and election platform as a few examples.

Looking back over the last year, it has been an extraordinary effort during some of the most challenging of times, but the College was able to rise to the occasion. 2022 will continue to be just as challenging—and just as rewarding—as we move to reserved practice: another key element in our mandate of protecting the public interest. 🌍

Submitted by Christine Houghton, CEO

LAY COUNCILLORS' REPORT

Theresa Fresco



- > Mandatory Training
- > Conference Planning
- > Strategic Planning

Despite the pandemic and climate impacts, 2021 was a productive year. It was exciting to receive the announcement of reserved practice for applied biology and to continue to advance the work of improving professional regulation to better protect the public interest. Theresa congratulates Council and especially the staff team for their continued dedication and hard work.

She has enjoyed contributing to the thoughtful discussions related to the development of the Indigenous Awareness Course. She is also honoured to be serving as emcee at the 2022 CAB Conference alongside outgoing Council Chair Brian Clark. Theresa would like to thank Chair Brian Clark for his leadership, humour and mentorship and wishes him the best on his next endeavours. 🌍

Joe Greenholtz



- > Strategic Planning

Joe found 2021 an exciting time to be joining the Council. He considered the 2022-2024 Strategic Planning exercise, in addition to attending Council meetings, a particularly good opportunity to scrutinise and re-affirm an organisation's mission, vision, and values, and that really helped him to become familiar with the Council's culture. There has been a lot to absorb with the transition under the *Professional Governance Act*, which has meant many hours of preparation for Council Meetings. What has been immediately apparent to Joe, is the professionalism of the Council and its leadership both on the management side and by the President and Councillors. Joe would like to express particular thanks to staff for the thorough orientation and to Brian Clark for being so welcoming. 🌍

Cairne Green



"I completed my final CAB Council term as a provincially appointed Lay Member in May 2021 after serving the maximum of three terms (six years). My final assignment was as Chair of the Nomination Committee, during which time the Committee provided oversight to the Council election process and a ***final report*** was submitted to the CAB Council in April 2021." (continues next page)

Brittany John



- > Mandatory Training
- > Finance
- > Strategic Planning

Brittany has been an integral part of the College's operations ensuring Council, staff and volunteers are meeting their obligations of protecting the public interest through sound fiscal management and program delivery.

Specifically, as a member of the Mandatory Training Task Force (MTTF), she played a role in helping guide the development of an Indigenous Awareness Course for registrants. Members of the MTTF have been tasked to undergo the courses before implementation. For this course, steps involved seeking a provider to deliver the course as well as adding additional key take aways that would benefit registrants in their work. Brittany found being a part of the task force was personally rewarding and hopes the course provides registrants a strong foundation to BC and Canadian Indigenous peoples. 🌍

Mark De Croos



- > Finance
- > Strategic Planning

Mark has spent his first year becoming familiar with the vision, mission, and values of the College, the *Professional Governance Act*, governance documents, Council and most importantly the work of the 2,500+ registrants. He is very impressed with the significant contributions made by the registrants to protect and preserve the natural environment for the citizens of BC and future generations, with the dedication and commitment of Council and staff to ensure the College complies with its legislative obligations, and with their efforts to advance the profession of applied biology. Lastly, he was impressed with the leadership demonstrated by outgoing President Brian Clark, whose dedication to the College and ability to chair and engage councillors at Council Meetings ensured broad perspectives were considered. 🌍

(Continues from previous page) "I was honoured to be recognized for my Council service to CAB and was subsequently appointed in May 2021 by the College Council as volunteer lay member on the Investigations Committee, a position which continues. The meetings occur on a bi-monthly basis and are held *in-camera*. The Committee is chaired by Mel Kotyk and supported by CAB staff." **Cairine Green**

2021 FINANCE REPORT

The pandemic once again impacted expenditures leaving the College with a year-end operating surplus that was the result of fewer in-person meetings for Council and Committees; however, operating costs will continue to increase as the College continues to implement the changes required to comply with the newly enacted *Professional Governance Act* and as we move towards Reserved Practice this fall.

The College remains in a financially sound position with applications and subsequent registrations continuing their upward trend. As well the College continues to implement efficiencies in operating processes while continuing to fulfill its statutory mandate.

The contingency funds for operating expenses were consolidated this past year into one fund (\$453,766), while the legal fund remains stand alone (\$424,121). The College has also established a capital fund (\$69,306) for investments primarily in IT, such as the new database that allows registrants to update their information and make payments for dues, courses, and the annual conference through a user-friendly portal. 🌐



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

Statement of Financial Position

Year End December 31, 2021, with comparative information for 2020

	2021	2020
ASSETS		
Current Assets		
Cash	\$ 651,989	631,036
Short-term investments	903,383	791,018
Accounts Receivable	261,171	170,234
Prepaid expenses and deposits	42,016	27,851
	<hr/>	<hr/>
	\$ 1,858,559	1,620,139
Tangible capital assets	22,727	22,224
Intangible assets	46,579	53,925
	<hr/>	<hr/>
	\$ 1,927,865	1,696,288
LIABILITIES AND NET ASSETS		
Current liabilities		
Accounts payable and accrued liabilities	\$ 70,977	45,102
Deferred revenue	909,695	760,780
	<hr/>	<hr/>
	980,672	805,882
NET ASSETS		
Operating Fund	453,766	189,066
Capital Fund	69,306	76,149
Contingency Fund	-	204,358
Legal Contingency Fund	424,121	420,833
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	947,193	890,406
	<hr/>	<hr/>
	1,927,865	1,696,288
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(Note: The Annual Report contains a summarized version of the financial statements. The full audited statements are available on the College's website.)

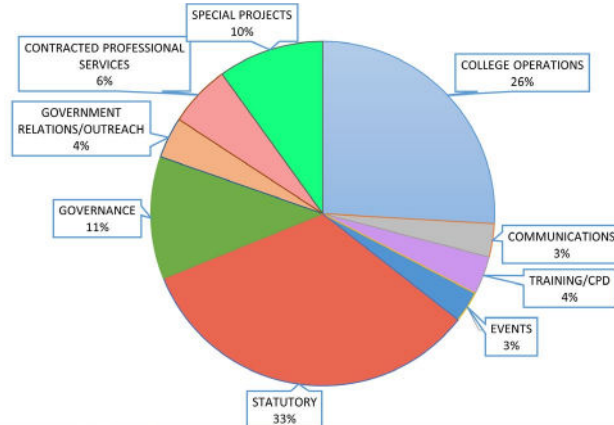
Expenses allocations to categories

Total Expenses	1,082,461
Statutory	360,469
College Operations	280,696
Governance	124,394
Special Projects	107,857
Contracted Professional Services	62,975
Government Relations/Outreach	41,743
Training/CPD	38,961
Communications	33,741
Events	31,627

Statement of Operations and Changes in Net Assets

Year End December 31, 2021, with comparative information for 2020

	Operating Fund	Capital Fund	Contingency Fund	Legal Contingency Fund	Total 2021	Total 2020
REVENUE						
Annual Dues	\$ 931,922	-	-	-	931,922	863,795
Application	97,753	-	-	-	97,753	88,439
Course fees	74,200	-	-	-	74,200	65,400
Other income	29,085	-	-	-	29,085	18,330
Interest income	2,821	-	179	3,288	6,288	13,198
	1,135,781	-	179	3,288	1,139,248	1,049,162
EXPENSES						
Advertising	2,115	-	-	-	2,115	3,320
Amortization	-	17,442	-	-	17,442	14,338
Conference expenses	-	-	-	-	-	7,066
Council and committee meetings	31,588	-	-	-	31,588	31,012
Database and website	25,689	-	-	-	25,689	32,400
Insurance	8,280	-	-	-	8,280	7,253
Bank charges and processing fees	39,397	-	-	-	39,397	32,878
Office and general	89,004	-	-	-	89,004	64,612
Professional fees	79,298	-	-	-	79,298	52,859
Rent	40,009	-	-	-	40,009	39,585
Salaries and benefits	733,363	-	-	-	733,363	601,043
Training	16,276	-	-	-	16,276	1,683
	1,065,019	17,442	-	-	1,082,461	888,049
Excess (deficiency) of revenues over expenses	\$ 70,762	(17,442)	179	3,288	56,787	161,113
Net assets, beginning of the year	189,066	76,149	204,358	420,833	890,406	729,293
Interfund transfers	193,938	10,599	(204,537)	-	-	-
Net assets, end of a year	\$ 453,766	69,306	-	424,121	947,193	890,406



Jocelyn White
 Jocelyn White, RPBio
 Chair - Finance Committee

Christine Houghton
 Christine Houghton
 CEO

COMMITTEE REPORT - NOMINATIONS

The Nomination Committee's work includes communicating vacancies, identifying competencies, conducting a gap analysis of identified competencies, and assessing potential nominees via a written application, interviews, and verification of references.

The Nominations Committee continued in its mandate under the *Professional Governance Act* to deliver a fair, transparent and impartial election. For the 2021 election, the committee incorporated learnings and recommendations from the previous cycle as part of the College's commitment to ongoing improvement. The 2021 election was also the first to be operated through the College's registrant portal.

Committee work began in September 2020 with the appointment of the Nominations Committee and review of the Council gap analysis, which was completed in June 2020, continued with candidates for the election being identified (early February 2021), and concluded with approval and submission of the [2021 Nominations Report](#). Applicants that were successful were added to the ballot with voting occurring from February 25 to March 26, 2021.

The Committee implemented recommendations from the previous years such as:

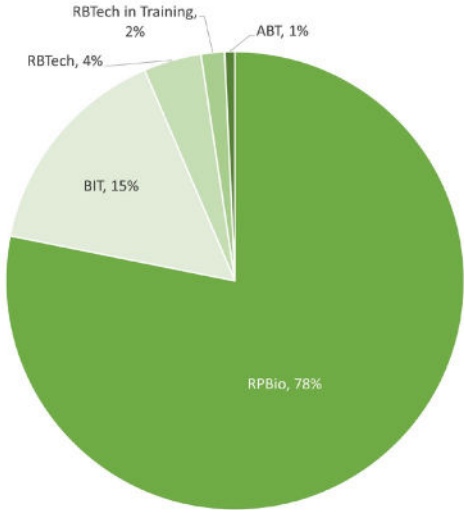
- > Modifying the Prospective Nominee application form to establish that applicants must interview and to implement an applicant self-rating system for the merit-based competencies.
- > Having a voting platform that is clearer and user-friendly (which ended up being a part of the College registrant portal).
- > Recommending revisions to Policy 3-100 with regard to regional diversity and the role of the chair in contacting incumbent Councillors.

2021 Nominations Review

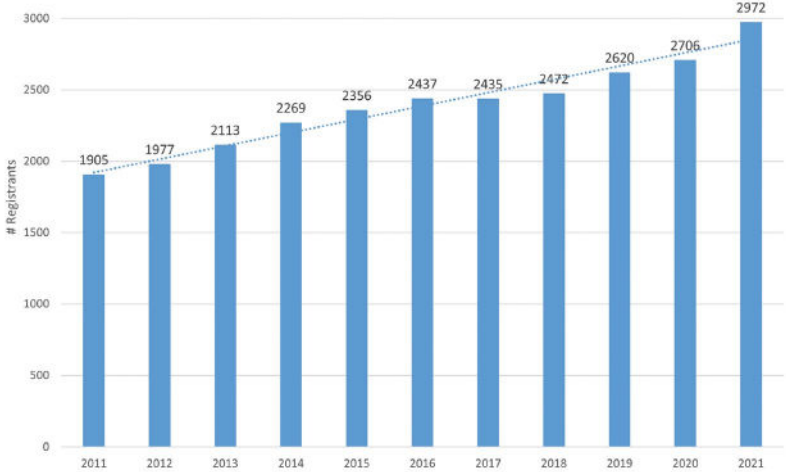
- > 84 registrants contacted directly
- > Seven applications received
- > Six candidates approved by Committee for the ballot

2021 Elections Review

- > 583 ballots cast
 - > One spoiled ballot
- > 24 percent voter participation. 🌐



Above: Percentage of Practicing and in Training College Registrants as of December 31, 2021 - Above-right: Register History Graph



- > The College Register has 2972 registrants (as defined by the *Professional Governance Act*) and 55 Student Biologists.
- > There was a 309 increase in College registrants in 2021 from 2020.
- > RPBios make up the vast majority of registrants, 78%, with BITs being the next biggest registrant category at 15%.
- > ABTs and RBTEchs in training went from 11 to 20, and 28 to 46 respectively, which nearly doubled the number of registrants in each of these categories in 2021.

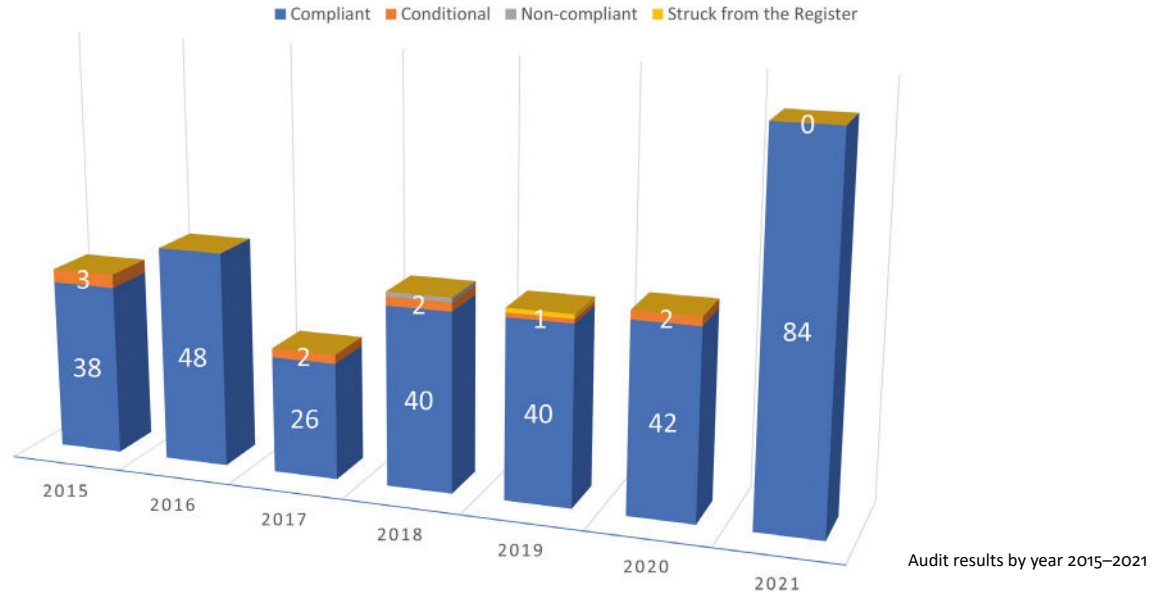
- > The College received 678 applications for the 6 different application categories, which are 1) Apply to Join, 2) Reclassify (e.g., BIT to RPBio, ABT to RBTech), 3) Reinstate (e.g., on leave to RBTech), 4) On Leave (e.g., paternity leave), 5) Retire (e.g., RPBio to RPBio (Ret)) and 6) Resign.
- > In 2021 the majority of applications the College received were “apply to join” and “reclassify”. A combined 238 and 218 applications for apply to join and reclassify were received for practicing (RPBio, RBTech and ABT) and in Training (BIT, RBTech in Training and ABT in Training) registrant categories respectively. 🌐

COMMITTEE REPORT - AUDIT & PRACTICE REVIEW

2021 Audits

The 2021 Audit cycle has concluded:

- > 84 audits were completed with a recommendation and determination of compliant.
- > 3% of eligible registrants were audited. Level I and Level II audits consisted of 76% and 24% of the 3%.



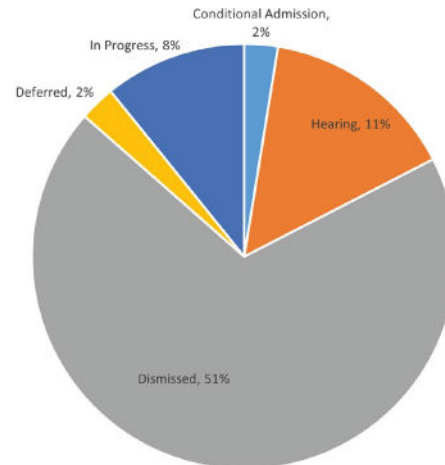
The College received 10 complaints in 2021. Two citations were issued against a registrant from complaints received in 2019 and 2020 under the College Rules, which resulted in a Hearing. One complaint received in 2021 was deferred as per of the College Bylaws section 9-11(1) until an external investigation by another regulator is concluded. One complaint was dismissed by the Registrar as per

section 9-5(1)(b) of the College Bylaws. The results of the complaint files reviewed by the Investigations Committee and the Hearing by the Discipline Panel in 2021 and in prior years are posted in the [*Discipline Digest on the College's website*](#). The below graphs show the number of complaints received and the summary of complaint outcomes from 2011 to 2021. 🌐

Complaints received over the last 10 years



Complaint Summary from 2011 to 2021



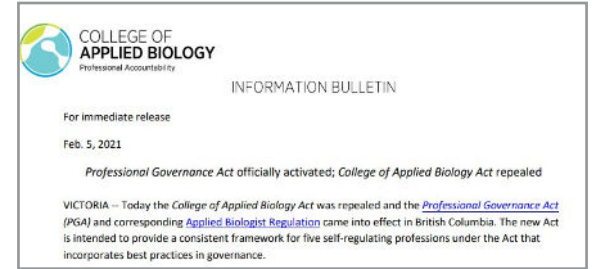
2021 HIGHLIGHTS

➔ **Professional Governance Act (PGA) officially in force**
The Professional Governance Act and its regulations officially came into force on February 5th, 2021. Consequently, the College's new bylaws were approved by Council and government and officially replaced the former College Rules. Likewise, the Code of Ethics was revised to the Code of Ethics and Professional Conduct, which is Schedule 1 of the new bylaws.

➔ **Online Training and Information Programs for registrants**

- > **PGA Webinar Series:** The series aimed to provide information and answer questions about the implementation and ongoing effects of the PGA on the profession of applied biology. Recordings available on our website.
- > **CPD Tracking Webinar:** This webinar covers the basics of the CPD program, including some common activities that can be claimed towards the CPD requirement.

➔ **Amended Applied Biologists Regulation - Practice Rights**
The province of British Columbia has granted reserved practice—or practice rights—to applied biology professionals making BC the first jurisdiction in the world to recognize the profession of applied biology as full partner in resource management. The amended Applied Biologists Regulation now clearly defines the practice of applied biology and delineates those functions that require the education and competencies of a registered applied biology professional.



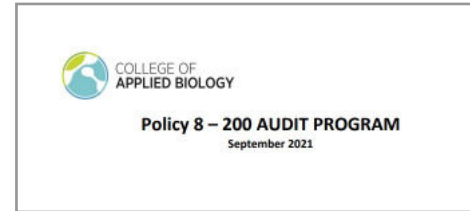
2 *The following section is added:*

Reserved practice

- 4 For the purposes of section 51 (1) (b) [*reserved practice*] of the Act, the practice of applied biology is a reserved practice that may only be carried out by or under the supervision of a registrant, if the practice relates to providing advice or another service for a biology objective that, having regard to the protective purposes, requires the experience or technical knowledge of a registered professional biologist or registered biology technologist.

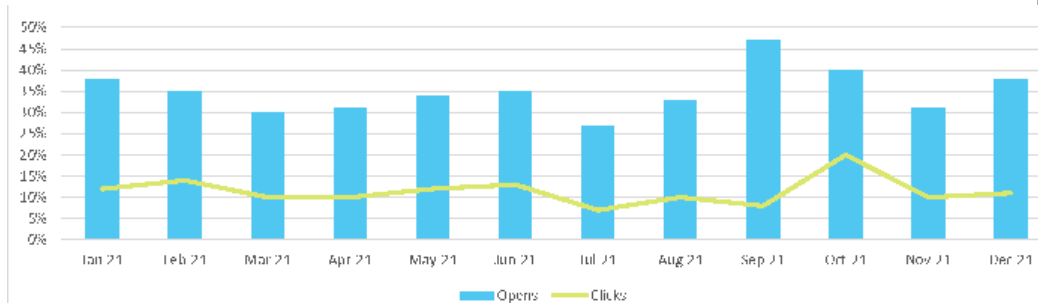
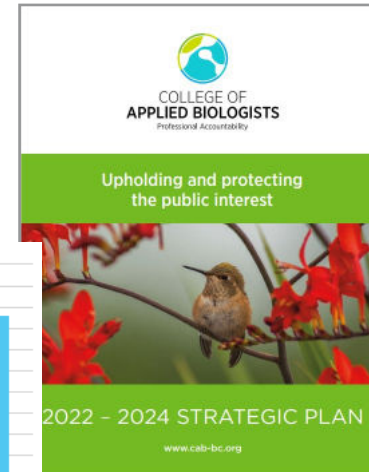
➔ New CPD and Audit portals

- > The College launched its online continuing professional development (CPD) tracking module through the registrant’s portal in May 2021. The module was the culmination of more than two years’ work and came in response to requests from registrants to have the ability to track their CPD throughout the year online and make it available for the audit process.
- > The College also modernized the Audit Process. There are now two levels of audits, Level I and Level II, both of which are detailed in Policy 8 – 200 Audit Program. The program is now online and can be accessed through the registrant’s portal.



➔ Developed a new Strategic Plan covering 2022 - 2024

➔ 2021 College Connections Readership and Click %





Save the dates!

2023 Conference & AGM in Kelowna, BC

The College's 2023 Conference will take
place in Kelowna on April 13 & 14, 2023



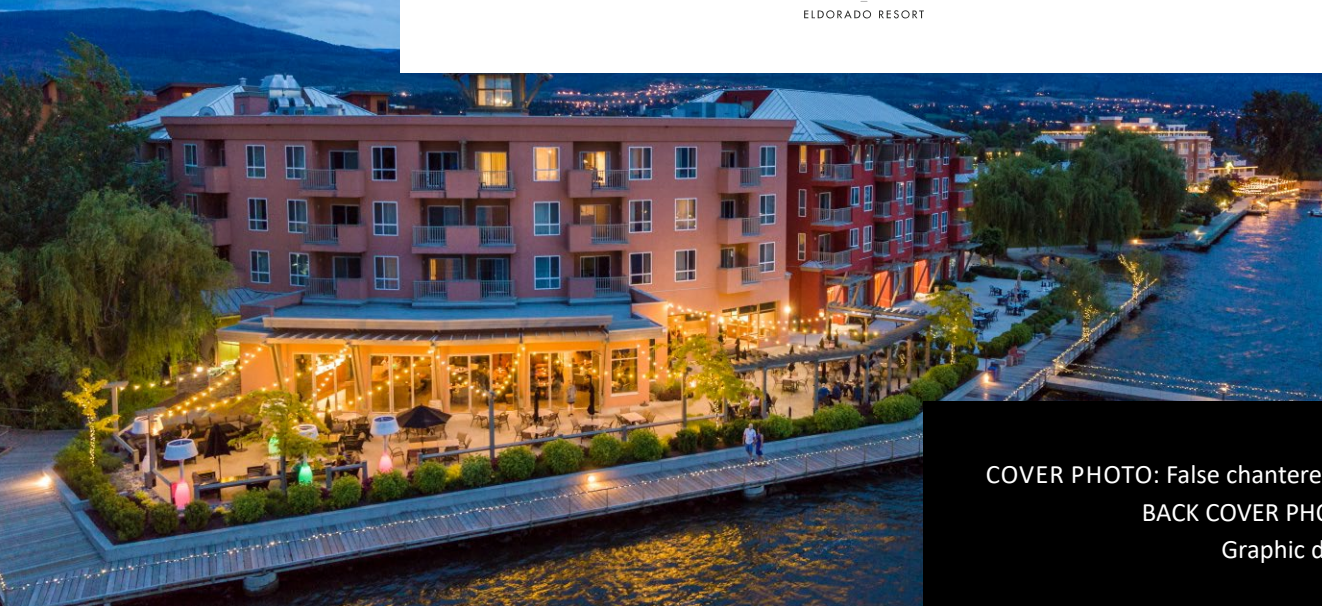
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