



**Council Meeting – April 7, 2018**  
**Gulf of Georgia Room, Westin Wall Airport Inn, Richmond, BC**

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Participants: Brian Clark (President), Vanessa Craig (Past President), Alexandra Tait (Executive Vice-President), Jocelyn White (Vice-President), Steven Henstra, Hannah Horn, Cairine Green, Jim Bayles, Warren Warttig, Sean Sharpe (by phone 12:15-12:30)

Staff: Christine Houghton (Executive Director), Derek Marcoux (Registrar), Karen Barry (EA/Communications Coordinator), Jillian Stewart (Admin Assistant), Helen Taraskin (Bookkeeper)

Regrets: Susan Pinkus, Cliff Nietvelt, Chris Johnson (*Ex-officio*), Mel Kotyk (*Ex-officio*)

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Draft Minutes

Agenda Item	Discussion	Action item(s)	Due/Status (Lead)
<b>1) Call to Order</b>	Brian Clark called the meeting to order at 12:18 and confirmed quorum.		
<b>2) Adoption of Agenda New business for the agenda</b>	<p>Modify order of agenda items to address Committee of the Whole items first and confirm Committee Chairs so Sean can participate by phone.</p> <p><u>Motion to adopt the agenda as amended. Cairine Green, seconded by Steve Henstra. Carried.</u></p> <p>New Business for agenda: Add an item to discuss Council Lay person involvement in Discipline Committee business.</p> <p>Add Correspondence to agenda</p>	Staff to check with Raychl on her role on the Editorial Board	
<b>3) Committee of the Whole Report: Decision on New Committee Structure</b>	<p><u>Motion to rescind current committee structure Hannah Horn, seconded by Cairine Green. Carried</u></p> <p><u>Motion to adopt new proposed committee structure with the explicit intent to focus on governance and specifically outline where committees stand. Steve Henstra, seconded by</u></p>	Committee membership for LMSF, Nominations and Conference Planning Working Groups to be confirmed at a later date.	



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	<p><u>Warren Warttig. Carried.</u></p>		
<p><b>4) Confirmation of Committee chairs</b></p>	<p>Confirm Brian Clark as Chair of Executive Committee with Vanessa Craig Past President, Alex Tait Executive VP, Jocelyn White VP and Christine Houghton as <i>ex-officio</i> member.</p> <p><u>Motion to approve Executive Committee composition. Cairine Green, seconded by Warren Warttig. Carried</u></p> <p><u>Motion to accept Jocelyn White as Chair of the Finance Committee. Warren Warttig, seconded by Jim Bayles. Carried</u></p> <p><u>Motion to approve composition of Finance Committee with Steve Henstra, Jim Bayles, Vanessa Craig and Sean Sharpe. Cairine Green, seconded by Hannah Horn. Carried</u></p> <p><u>Motion to confirm Chris Johnson as Chair of Credentials Committee. Jocelyn White, seconded by Steve Henstra. Carried</u></p> <p><u>Motion to confirm Warren Warttig as Chair of Audit and Practice Review Committee. Steve Henstra, seconded by Hannah Horn. Carried.</u></p> <p><u>Motion to confirm Mel Kotyk as Chair of Discipline Committee. Alex Tait, seconded by Jocelyn White. Carried</u></p> <p><u>Motion for Steve Henstra to be Chair of Editorial Board. Hannah Horn, seconded by Jocelyn White. Carried</u></p>		



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	<p><u>Motion for Hannah Horn to be Chair of Scope of Practice Task Force. Warren Warttig, seconded by Steve Henstra. Carried.</u></p> <p><u>Motion for Vanessa Craig and Sean Sharpe to sit on Scope of Practice Task Force. Jim Bayles, seconded by Jocelyn White. Carried.</u></p> <p><u>Motion for Alex Tait to sit on Scope of Practice Task Force. Steve Henstra, seconded by Hannah Horn. Carried.</u></p> <p><u>Motion for Warren Warttig to be Chair of Practice Review Policy Task force. Cairine Green, seconded by Hannah Horn. Carried.</u></p> <p><u>Motion for Jim Bayles to be part of Strategic Planning. Cairine Green, seconded by Hannah Horn. Carried</u></p> <p><u>Motion for Vanessa to be Chair of Ethics Update Task Force. Steve Henstra, seconded by Cairine Green. Carried</u></p> <p><u>Motion for Cairine Green to sit on Ethics committee. Steve Henstra, seconded by Jocelyn White. Carried.</u></p> <p><u>Motion for Chairs of Task Forces to assign members and start operating with final confirmation at June Council meeting. Alex Tait, seconded by Jocelyn White. Carried.</u></p>		
<p><b>3) Adoption of Minutes and review of Action Items from January 12, 2018 meeting</b></p>	<p><u>Motion to approve minutes. Steve Henstra, seconded by Warren Warttig. Carried.</u></p> <p>Christine reviewed action items:</p>		



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	<ul style="list-style-type: none"> <li>• Completed</li> <li>• Vanessa tried to reach Rod Davis</li> <li>• Did not distribute survey results</li> </ul>		
<b>4) In camera</b>	<p><u>Move to go In Camera Jim Bayles, seconded by Cairine Green. Carried</u></p> <p>Rise with Report: Brendan Wilson appointed to Credentials Committee effective April 7, 2018</p>		
<b>5) Correspondence</b>	Christine reviewed list.		
<b>6) President and Executive Committee Report</b>	<p>Vanessa delivered a verbal report. Attended ABCFP conference, relations with other partners have improved significantly thanks to Christine's efforts.</p> <p>Alex added update about use of QP up north.</p> <p><u>Motion to receive verbal report. Hannah Horn, seconded by Warren Warttig. Carried.</u></p>	Committee Chairs to submit written reports 1 week before Council. For any verbal reports, Chairs must email summary bullet points to Karen to include in Minutes.	
<b>7) Executive Director's Report</b>	<p>Christine Houghton presented a summary of her report:</p> <ul style="list-style-type: none"> <li>• On-going participation with the professional review process including:               <ul style="list-style-type: none"> <li>○ Working with other professional associations</li> <li>○ Meeting with government officials</li> </ul> </li> <li>• Working with Executive and staff – finalize Strategic Planning process</li> <li>• Finalize regional member/employer engagement plan for June Council meeting in Kamloops (Roadshow)</li> </ul> <p><u>Motion to receive the report. Cairine</u></p>		



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	<p><u>Green, seconded by Jocelyn White. Carried</u></p>		
<p><b>8) Registrar's &amp; Credentials Committee Report</b></p>	<p>Derek Marcoux presented a summary of his report:</p> <ul style="list-style-type: none"> <li>• 10 RPBio applications are pending with the Credentials Committee. To date, 8 applications reviewed by Credentials Committee in 2018</li> <li>• The Credentials Committee will meet in person April 27, 2018 in Vancouver.</li> <li>• Presentations at: UBC (Vancouver) and Thompson Rivers University (Kamloops), College of New Caledonia (Prince George), Selkirk College (Castlegar), and BCIT (Burnaby)</li> <li>• Met with representatives from Vancouver Island University Natural Resources Extension Program regarding accreditation for the Applied Biology Technician category</li> <li>• Vancouver Island University – Biology program has been approved for accreditation with the College of Applied Biology</li> </ul> <p><u>Motion to receive the report. Steve Henstra, seconded by Jim Bayles. Carried.</u></p>		
<p><b>9) Committee Reports</b> <b>a. Committee of the Whole Report</b></p>	<p>1 item was brought forward from morning CoW meeting.</p>		
<p><b>b. Finance Committee</b></p> <p><b>LMSF</b></p>	<p>Jocelyn White gave a summary of last Finance meeting.</p> <p><u>Motion to receive the report. Alex Tait, seconded by Hannah Horn. Carried</u></p> <p>LMSF met in early March to review applications and decided to award scholarship to Emily Sunter.</p>		



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	<p><u>Motion to include LMSF Steve Henstra, seconded by Cairine Green. Carried</u></p>		
<p><b>c. Audit &amp; Practice Review Committee</b></p>	<p>Warren Warttig presented a summary of his report:</p> <ul style="list-style-type: none"> <li>• Worked with Registrar to attain requested audit information;</li> <li>• Practice Review conference call February 20;</li> <li>• In-person Practice Review meeting February 26; and</li> <li>• Shadowed three audits of new auditor</li> </ul> <p><u>Motion to receive the report. Cairine Green, seconded by Steve Henstra. Carried.</u></p>		
<p><b>d. Biologists Canada Committee</b></p>	<p>Brian gave a verbal report on behalf of Sean Sharpe: No updates</p> <p><u>Motion to receive the report. Warren Warttig, seconded by Jocelyn White. Carried.</u></p>		
<p><b>e. Communications Committee</b></p> <p><b>ii. Editorial Board</b></p>	<p>Alexandra Tait gave a verbal report: Committee has not met since January.</p> <p>College Matters was finalized and distributed. Printed 500 copies for AGM.</p> <p>Discussion: Will do a Poll for members to opt in for printed copies. Need to review the use of font. Gotham Light is too grey scale.</p> <p><u>Motion to receive the Communication Committee report. Steve Henstra, seconded by Warren Warttig. Carried.</u></p>		
<p><b>f. Discipline Committee</b></p>	<p>Christine presented a summary of the report:</p> <ul style="list-style-type: none"> <li>• Discipline committee met on</li> </ul>		



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	<p>March 22, 2018 to discuss/decide on:</p> <ul style="list-style-type: none"> <li>○ 17-03, 17-04, 17-07, 17-09, 17-10 (Special Investigation)</li> <li>○ 17-08 – Comments received back from complainant</li> <li>○ 17-11 – Status of comments from SM</li> <li>● 18-01 – new complaint</li> <li>● Panel meeting scheduled for the week of June 11. The duration of the meeting to be determined by negotiation with Counsel for the Subject Member and the Panel Chair</li> <li>● Discipline Committee scheduled to meet May 16th, 2018 in Victoria</li> </ul> <p><u>Motion to receive report Jocelyn White, seconded by Hannah Horn. Carried</u></p>		
<b>g. Ethics Committee</b>	<p>Jocelyn White: Ethics committee has not met since January.</p> <p><u>Motion to receive report Steve Henstra, seconded by Jim Bayles. Carried.</u></p>		
<b>h. Professional Accountability Committee</b>	<p>Brian Clark gave a verbal report: No action since January 2018</p>		
<b>i. Conference</b>	<p>Conference completed</p>	<p>Staff to prepare complete report for June Council meeting</p>	
<p><b>10) Other Business</b> <b>a)Role of Lay members</b></p>	<p>Lay members want to be confident that the public interest is well represented.</p> <p>2 members of Discipline Committee are lay members. No decision can be made without 1 lay member present. There is a separation between Council and Discipline Committee. Governance</p>	<p>Add standing agenda item for Lay Member report as item #8</p> <p>Staff will finalize details for Council meetings</p>	



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<p><b>b) Appointment of Executive VP</b></p> <p><b>c) 2018 Council meeting dates</b></p> <p><b>d) New Council – Motion to confirm composition of Council and new elected Council members</b></p> <p><b>e) Report from the Meeting Monitor</b></p> <p><b>f). Appointment of Meeting Monitor for next Council meeting</b></p>	<p>structure is consistent with other regulatory organizations.</p> <p>A review of the governance structure for statutory committees is underway.</p> <p>Professional Reliance Review report may have some recommendations on this- report due in May.</p> <p>b) Alex Tait appointed as Executive Vice President. <u>Motion to accept Alex Tait as Executive VP and Jocelyn as VP. Steve Henstra seconded by Jim Bayles. Carried.</u></p> <p>c) Sept 13-14 location to be determined. Nov 22-23 in Vancouver. January 24 -25, 2019 in Vancouver.</p> <p><u>Motion to confirm the current composition of Council Cairine Green, seconded by Jocelyn White. Carried</u></p> <p>Alex provided a summary of meeting Monitor report.</p> <p>Hannah will be next Meeting Monitor</p>		
<p><b>9) Adjournment</b></p>	<p><u>Motion to adjourn at 2:47pm, Jim Bayles. Carried.</u></p>		

**Next meeting date:**

June 22, 2018  
Hotel 540, Kamloops





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**Brian Clark, RPBio.**

**President**

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**Christine Houghton**

**Executive Director**