

Council Meeting – April 9, 2021

Videoconference

Participants: Brian Clark (President), Alexandra de Jong Westman (Vice-President), Victoria Burdett-Coutts (left at 11:48am), Corinna Hoodicoff (left at 9:56am, returned at 12:30pm), Meganan Hanacek, Steven Henstra, Cairine Green (left at 11:45am), Theresa Fresco, Deborah Stanyer, Mark De Croos

Staff: Christine Houghton (CEO), Derek Marcoux (Director of Compliance/Registrar), Shona Lawson (Director of Practice), Eugenia Fernandez (Admin. Officer), Sue Owen (Regulatory Officer), Helen Taraskin (Finance Officer)

Regrets: Brittany John, Vanessa Craig (Past President), Jocelyn White

Draft Minutes

Start Time: 9:00am

| Agenda Item | Discussion | Action item(s) | Due/Status (Lead) |
|--|--|--|-------------------|
| 1) Call to Order | Brian called the meeting to order at 9:06am and confirmed quorum. | | |
| 2) Approval of Agenda | <p>Brian recommended moving the review of the meeting monitor form from January 2021 to before the swearing of oath</p> <p><u>MOTION to approve agenda as amended by Steve Henstra, seconded by Theresa Fresco. MOTION CARRIED.</u></p> <p>Victoria Burdett-Coutts will be meeting monitor</p> | | |
| 3) Summary of Meeting Monitor report from January 22, 2021 meeting | Corinna reviewed Meeting Monitor report from January 22, 2021 meeting. | | |
| 4) Swearing of Oath | Derek in his role as Registrar administered the oath of office to Councillors | <ul style="list-style-type: none"> Councillors will sign and return a copy of the oath for the College's records | |



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| 5) New Council – a) Councillor introductions | <p><u>MOTION to confirm composition of College Council</u></p> <ul style="list-style-type: none"> • Brian Clark, RPBio (President) • Alexandra de Jong Westman, RPBio (Vice-President) • Vanessa Craig, RPBio (Past President) • Victoria Burdett-Coutts, RPBio • Jocelyn White, RPBio • Corinna Hoodicoff, RPBio • Megan Hanacek, RPBio • Deborah Stanyer, RPBio • Cairine Green, Lay Councillor • Theresa Fresco, Lay Councillor • Mark De Croos, Lay Councillor • Brittany John, Lay Councillor <p><u>By Cairine Green, seconded Steve Henstra. MOTION CARRIED</u></p> | | |
| 6) Presidents Remarks | <p>Brian spoke about the current levels of activity in terms of delivering the annual general meeting while also keeping pace with requests from the Office of the Superintendent of Professional Governance</p> <p>Brian recognized outgoing Lay Councillor Cairine Green for her hardwork over her six years on Council</p> <p>Brian recognized outgoing Registrar Derek Marcoux, RPBio for his work with the College and wished him the best in his future endeavours</p> <p>Brian recognized the service of Vanessa Craig, in particular her commitment in her service as Past President, where she served for more years than any other registrant</p> | | |



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| 7) Council reorientation a) College overview b) Good governance principles c) Rules of order d) Councillor expectations | <p>Christine delivered presentation and summarized elements of the College's organization and business</p> <p>Christine noted that the College's ability to continue and progress in its mandate in spite of the public health crisis is evidence of its observance of good governance principles</p> <p><i>Chair called for 15-minute recess at 10:15am. Meeting reconvened at 10:30am with quorum.</i></p> | <ul style="list-style-type: none"> Staff will send Councillors an expectations document for their signature | |
| 8) Motion to go In Camera | <p><u>Motion to go In Camera by Alexandra de Jong Westman, seconded by Cairine Green. MOTION CARRIED.</u></p> <p><u>MOTION to rise with report by Steven Henstra, seconded by Mark De Croos. MOTION CARRIED.</u></p> <p>Items reported:</p> <p><u>MOTION to approve Option 1 -- Appoint Shona Lawson, RPBio as Registrar effective April 15, 2021 – by Cairine Green, seconded by Theresa Fresco. MOTION PASSED.</u></p> <p><u>MOTION to approve Option 1 -- Appoint Chris Tunnoch, as a Lay member to the Audit and Practice Review Committee for a one-year term – by Theresa Fresco, seconded by Meg Hanacek. MOTION PASSED.</u></p> <p><u>MOTION to approve Option 1 -- Appoint task force members as listed</u></p> <ul style="list-style-type: none"> Kim Klaczek, RBTech Ryan Price, RBTech Jason Emery, RBTech Katherine McGlynn, ABT Scott Ramey, ABT | | |



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| | <ul style="list-style-type: none"> Marion Houlbrook, ASCT, Lay member <p><u>By Alexandra de Jong Westman, seconded by Cairine Green. MOTION PASSED.</u></p> <p><u>MOTION to Option 1 -- recommend Sean Sharpe, RPBio be appointed to Chair the APRC for a three year term – by Cairine Green, seconded by Steven Henstra. MOTION PASSED.</u></p> <p><u>MOTION to approve Option 1 -- appoint Cairine Green, as a Lay member to the Investigations Committee for a one-year term – by Theresa Fresco, seconded by Steven Henstra. MOTION PASSED.</u></p> | | |
| 9) Adoption of minutes and review of Action items a) January 22, 2021 meeting b) February 4, Extraordinary meeting | <p>Christine reviewed action items</p> <p><u>MOTION to approve minutes of January 22, 2021 meeting by Alexandra de Jong Westman, seconded by Theresa Fresco. MOTION CARRIED.</u></p> <p><u>MOTION to approve minutes as amended of February 4, 2021 extraordinary meeting by Steven Henstra, seconded by Alexandra de Jong Westman. MOTION CARRIED.</u></p> | <ul style="list-style-type: none"> <u>Change registrar to register under item 4 in February 4, 2021 minutes</u> <u>Check for use of “member” when registrant is appropriate</u> | |
| 10) Professional Governance Act update | <p>Christine delivered update</p> <p>Christine reviewed measures taken in communicating changes that arrived with implementation of the <i>Professional Governance Act</i></p> <p>Christine reviewed the Applied Biologists Regulation</p> | | |



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| | <p>Christine reviewed current status of development of reserved practice definition for applied biology</p> <ul style="list-style-type: none">• OSPG is working on “backstop” language to make reserved practice definition more readily enforceable as there is concern that the OSPG’s previously proposed language is too general• College has met with Attorney General, Minister of State for Forests, Lands and Natural Resources and with other regulators• College has made presentations along with the OSPG to various stakeholders regarding the prospect of reserved practice for applied biology – no group has expressed an issue <p>The College will not have authority over how the final reserved practice definition will be written, but will continue to provide input</p> <ul style="list-style-type: none">• College has engaged with its legal counsel to help develop enforceable regulatory language• The OSPG has a timeline for reserved practice definition to be completed by June 2021 | | |
| 11) 2021 business plan update | <p>Christine delivered presentation</p> <p>Christine reviewed organizational priorities and updated status</p> | | |
| 12) Executive Correspondence report | <p>Tory presented report</p> | | |



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| 13) Approval of Policies a) 60-100: The Seal of the College (DN no. 1) b) 7-100/200: Policy Split (DN no. 2) c) 9-200: Investigations Extensions and Exemptions (DN no. 3) | <p>Derek presented decision note</p> <p><u>MOTION to approve Option 1 -- Approve Policy 6-100: Seal of the College as presented – by Mark De Croos, seconded by Steven Henstra. MOTION PASSED</u></p> <p>--</p> <p><u>MOTION to approve Option 1 -- Approve the split of the extension and exemption process into Policy 7 – 200 Continuing Professional Development (CPD) Extension and Exemption Request from Policy 7 – 100 without revisions – by Megan Hanacek, seconded by Alexandra de Jong Westman. MOTION PASSED</u></p> <p>--</p> <p><u>MOTION to approve Option 1 -- Approve Policy 9-200: Investigations Extensions and Exemptions as presented – by Steven Henstra, seconded by Theresa Fresco. MOTION PASSED</u></p> <p><i>Brian called for a lunch recess with the meeting to reconvene at 12:30pm.</i></p> | | |
| 14) Approval of terms of reference for ABT/RBTech Scope of Practice TF (DN no. 4) | <p>Shona presented decision note</p> <p>Corinna, who chairs the ABT/RBTech Practice TF, added that the interest in volunteering on the task force was very strong</p> <p><u>MOTION to approve Option 1 -- Approve the Terms of Reference (ToR), Chair and Position Profiles as amended – by Corinna Hoodicoff,</u></p> | <ul style="list-style-type: none"> • Adjust position profiles to fix 40-hour time commitment • Replace instances of member with registrant | |



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| | <u>seconded by Megan Hanacek.</u> <u>MOTION PASSED.</u> | | |
| 15) President and Executive Report | <p>Brian presented report</p> <p>Brian noted ongoing discussions with government regarding reserved practice and preparation for the College's Annual General Meeting</p> <p><u>MOTION to accept President and Executive Report by Steven Henstra, seconded by Mark De Croos. MOTION CARRIED.</u></p> | | |
| 16) Finance Report a) Investment of Funds (Decision Note no. 5) b) Fund Policy (Decision Note no. 6) | <p>Christine presented report on behalf of Jocelyn White</p> <p><u>MOTION to receive Finance Report by Corinna Hoodicoff, seconded by Theresa Fresco. MOTION CARRIED.</u></p> <p>Christine presented decision note</p> <p><u>MOTION to approve Option 1 -- Invest the \$105,911 of surplus into the Operating Fund -- by Steven Henstra, seconded by Megan Hanacek. MOTION PASSED</u></p> <p>--</p> <p>Christine presented decision note</p> <p>This item had been previously held back due to intention to consider best practices with financial auditors</p> <p>Mark asked what would happen if the fund fell out of the acceptable range</p> <ul style="list-style-type: none"> • If we dip out of the lower end of the range, Council can implement a special levy; exceeding the amount would | | |



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| | <p>be redirected to a different fund through a decision by Council</p> <ul style="list-style-type: none"> Funding levels were advised by financial auditor during 2020 audit process <p>Question about section 4. C. (iv): doesn't establish what "Former investment practices" entails</p> <ul style="list-style-type: none"> Past precedent here is Council's approach to reinvesting funds in government approved GIC funds <p><u>MOTION to approve Option 1 -- Approve the Funds Policy as presented – by Steven Henstra, seconded by Alexandra de Jong Westman. MOTION PASSED.</u></p> | <ul style="list-style-type: none"> <u>Add to fund policy some clarity on "former investment practices" such as practice of investing in GICs</u> | |
| <p>17) Standing Committee reports</p> <p>a) Credentials Committee report</p> <p>b) Audit & Practice Review report</p> | <p>Reports presented by chair unless otherwise stated</p> <p>Derek presented report on behalf of Chris Johnson (chair)</p> <p><u>MOTION to receive Credentials Report as presented by Theresa Fresco, seconded by Alexandra de Jong Westman. MOTION CARRIED.</u></p> <p>--</p> <p>Shona presented report</p> <p><u>MOTION to receive Audit & Practice Review Report as presented by Steven Henstra, seconded by Mark De Croos. MOTION CARRIED.</u></p> <p>--</p> | | |



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| <p>c) Investigations Committee report</p> <p>d) Nomination Committee report</p> | <p>Derek presented report on behalf of Mel Kotyk (chair)</p> <p><u>MOTION to receive Investigations Report as amended by Steven Henstra, seconded by Corinna Hoodicoff.</u> <u>MOTION CARRIED.</u></p> <p>--</p> <p>Christine presented report on behalf of Cairine Green</p> <p><u>MOTION to receive Nominations Report as presented by Steven Henstra, seconded by Megan Hanacek.</u> <u>MOTION CARRIED.</u></p> | <ul style="list-style-type: none"> • Fix misnumbered discipline files in Investigations report | |
| <p>18) Staff reports</p> <p>a) CEO's Report</p> <p>b) Registrar's Report</p> <p>c) Director of Practice Report</p> <p>d) Communication Officer's Report</p> | <p>Received via Consent Agenda.</p> <p>Question about options for students who are following a program which is no longer accredited and whether removing accredited programs is in the best interest of growing the profession</p> <ul style="list-style-type: none"> • The accreditation policy was developed by the Credentials Committee and passed by Council at the November 2020 meeting in order to remove the elective nature of conditional accreditation programs; these institutions will need to create dedicated, mandatory pathways and it allows the College to set its own rigour rather than allowing the academic institutions to set the path • It is not necessary for an applicant to have graduated from an accredited program as | | |



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| | long as they meet the credentialing standard | | | | | | | | | | | | |
| 19) Working Group Reports a) Editorial Board report | | | | | | | | | | | | | |
| 20) Task Force Reports a) Mandatory Training Task Force Report | | | | | | | | | | | | | |
| 21) Lay Member Report | <u>MOTION to receive Lay Member Report and all preceding reports under Consent Agenda by Mark De Croos, seconded by Alexandra de Jong Westman. MOTION CARRIED.</u> | | | | | | | | | | | | |
| 22) Council business a) Confirmation of Finance Oversight Board Chair b) Scheduling of next regular meeting c) Report from the Meeting Monitor d) Appointment of Meeting Monitor for next Council Meeting | <u>MOTION to confirm Jocelyn White as Finance Board chair by Corinna Hoodicoff, seconded by Steven Henstra. MOTION PASSED.</u> <u>MOTION to appoint Mark De Croos to Finance Oversight Board by Theresa Fresco, seconded by Corinna Hoodicoff. MOTION PASSED.</u> <u>MOTION to appoint Theresa Fresco, Steven Henstra and Deborah Stanyer to the Mandatory Training Task Force by Mark De Croos, seconded by Megan Hanacek. MOTION PASSED.</u> <table><tr><th colspan="2">Proposed College Council schedule</th></tr><tr><td>June</td><td>June 18 or 25 (TBD)</td></tr><tr><td>September</td><td>TBD</td></tr><tr><td>November</td><td>TBD</td></tr><tr><td>January 2022</td><td>TBD</td></tr></table> Tory delivered report from the Meeting Monitor – Victoria Burdett-Coutts (left) | Proposed College Council schedule | | June | June 18 or 25 (TBD) | September | TBD | November | TBD | January 2022 | TBD | <ul style="list-style-type: none">• <u>Send out polls for Council meetings in June, September, November, January 2022</u> | |
| Proposed College Council schedule | | | | | | | | | | | | | |
| June | June 18 or 25 (TBD) | | | | | | | | | | | | |
| September | TBD | | | | | | | | | | | | |
| November | TBD | | | | | | | | | | | | |
| January 2022 | TBD | | | | | | | | | | | | |



COLLEGE OF
APPLIED BIOLOGY
Professional Accountability

| Agenda Item | Discussion | Action item(s) | Due/Status (Lead) |
|-----------------|--|----------------|-------------------|
| | Monitor for next regular meeting will be Alexandra de Jong Westman. | | |
| 23) Adjournment | <u>MOTION to adjourn at 1:20pm by Corinna Hoodicoff, seconded by Theresa Fresco. MOTION CARRIED.</u> | | |

Next meeting date:

TBD
Videoconference

Brian Clark, RPBio
President

Christine Houghton
Chief Executive Officer