

## Council Meeting – September 18, 2020

### Teleconference

**Participants:** Brian Clark (President), Jocelyn White, Steve Henstra, Corinna Hoodicoff (left at 10:25am, returned at 10:41am), Megan Hanacek, Vanessa Craig (Past President), Cairine Green, Sean Sharpe (at 10:04am, left at 12:00pm, returned at 1:33pm), Theresa Fresco (at 1:33pm)

**Staff:** Christine Houghton (CEO), Derek Marcoux (Director of Compliance/Registrar), Shona Lawson (Director of Practice), Tory Davis (EO/Communications Officer)

**Regrets:** Alexandra Tait (Vice-President), Victoria Burdett-Coutts, Brittany John

### Draft Minutes

Start Time: 10:00am

Agenda Item	Discussion	Action item(s)	Due/Status (Lead)
1) <b>Call to Order</b>	Brian called the meeting to order at 10:02am and confirmed quorum.		
2) <b>President's Remarks</b>	<p>Brian noted that some absent Councillors are now doing field work or isolating and thus unavailable</p> <p>Brian reminded Councillors to be forthcoming with any ideas for improvement on the digital meeting format</p> <p>Brian noted that the meeting would recess at noon</p>		
3) <b>Motion to go In Camera</b>	<p><u>Motion to go In Camera by Corinna Hoodicoff, seconded by Cairine Green. MOTION CARRIED.</u></p> <p><u>MOTION to rise with report by Corinna Hoodicoff, seconded by Jocelyn White. MOTION CARRIED.</u></p> <p>Items reported:</p> <ul style="list-style-type: none"> <li>No. 6 Pension fund (decision note no. 1)</li> </ul>		



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	<u>MOTION to accept Option 1 -- Make a formal application to the BC Pension Corporation to sign on to the provincial pension plan to be brought in on January 1, 2021 -- by Jocelyn White, seconded by Cairine Green. MOTION PASSED.</u>		
<b>4) Approval of Agenda</b>	<u>MOTION to approve agenda as amended to include lunch recess by Cairine Green, seconded by Jocelyn White. MOTION CARRIED.</u>		
<b>5) Adoption of minutes and review of Action items</b> a) <b>June 26, 2020 meeting</b> b) <b>July 30, 2020 Extraordinary meeting</b>	Christine reviewed action items  <u>MOTION to adopt minutes of June 26, 2020 meeting and July 30, 2020 extraordinary meeting by Steve Henstra, seconded by Megan Hanacek. MOTION CARRIED.</u>		
<b>6) Summary of Meeting Monitor report from June 26, 2020 meeting</b>	Cairine verbally provided Meeting Monitor report from June 26, 2020.		
<b>7) COVID-19 update</b>	Christine delivered update  College staff is confident that workflows are progressing well even with periodic remote commuting  Staff have purchased various equipment to assist with working from home in order to increase productivity		
<b>8) Business Plan update</b>	Christine delivered update  Christine noted that statutory committees have been reconstituted and briefed		



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	<p>The College is projecting a surplus due to the lack of expenditures for in-person activities and other discretionary expenses</p> <ul style="list-style-type: none"> <li>A more fulsome report will be delivered at the November Council meeting</li> </ul> <p>College is slightly behind on completion of Bylaws in part owing to the required intermediation of the OSPG and College legal counsel</p>		
<p>9) <b>Professional Governance Act update</b></p> <p>a) <b>Regulated and reserved practice progress</b></p> <p>b) <b>Timing – Opportunities and challenges</b></p>	<p>Christine delivered report</p> <p>Bylaws are drafted and are being reviewed by legal; OSPG will provide comments and suggested revisions</p> <p>Code of Ethics revisions are complete, and the ethics course/exam is being addressed by the Mandatory Training Task Force to come into compliance by December</p> <p>Practice definitions were with OSPG who have now made revisions</p> <ul style="list-style-type: none"> <li>College and its legal counsel are meeting with OSPG on September 21</li> <li>Attention being paid to revision of regulated practice may result in delay of progress with government on reserved practice</li> </ul> <p>Architectural Institute of BC is now party to the discussions with OSPG as they will be added to the legislation</p> <ul style="list-style-type: none"> <li>AIBC already has practice rights and regulates firms</li> </ul> <p>Christine reviewed OSPG's timelines for various PGA measures with the goal for</p>		



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c) Policy gap analysis and timelines	<p>completion the week of November 16-20, 2020</p> <p>The BC government is expected to call an election next week which will cause an <i>interregnum</i> pause to any legislation and limits governance of other existing legislation</p> <ul style="list-style-type: none"> <li>If there is an election, the PGA implementation could be delayed several weeks, even until January 2021</li> <li>Staff's timelines for progress will not change</li> </ul> <p><u>Lunch recess</u></p>		
10) Executive Correspondence report	<p><u>Meeting resumed</u></p> <p>Christine presented report</p> <p>Most communications were with regard to ongoing discussion about regulated practice definitions with various organizations</p>		
11) Bylaw package	<p>Christine briefly presented the latest revisions to the Bylaws which were belatedly received on September 17</p> <p>The OSPG is also behind on reviewing Bylaws</p> <p>Staff will review revisions with legal counsel on September 22, 2020</p> <p>A more fulsome discussion will occur at the extraordinary meeting of Council in October</p>	<ul style="list-style-type: none"> <li><b><u>Councillors will review Bylaws for any potential gaps in policy</u></b></li> </ul>	
12) 2021 Conference (decision note no. 2)	<p>Tory presented decision note</p> <p>Having cancelled the 2020 conference, the College has remained in contact with the venue with regard to maintaining</p>		



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	<p>investment around the possibility of hosting a 2021 conference at the same venue</p> <p>Ongoing public health measures seem to suggest that a large in-person event isn't plausible in the near future</p> <p>No option presented to convene virtual conference; a webinar may form part of the AGM</p> <p><u>MOTION to approve Option 2 – Plan no conference for 2021 and direct staff to come back with options for an online series of webinars along with options for potential smaller in-person outreach options – by Jocelyn White, seconded by Corinna Hoodicoff. MOTION PASSED.</u></p>		
<b>13) 2021 AGM date and platform (Decision note no. 3)</b>	<p>Christine presented decision note</p> <p>Setting the date for an AGM is necessary in terms of the workback schedule for several key processes, including the nominations and election cycle and calling for referenda</p> <ul style="list-style-type: none"><li>• A date must be set far enough in advance that these processes can occur in their entirety</li></ul> <p>The dates for the AGM 2021 were selected in 2019 with the idea that there would be a conference; it would be beneficial to keep the date around the same time of year that registrants expect</p> <p>The College must have an AGM within 15 months of its previous AGM (April 3, 2020)</p>		



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	<u>MOTION to approve Option 1 -- Select April 8, 2021 as the date for the 2021 AGM -- by Steve Henstra, seconded by Jocelyn White. MOTION PASSED.</u>		
<b>14) Regulation of Firms, RBTech and ABT Practice Scope Task Forces implementation (Decision note no. 4)</b>	<p>Christine presented decision note</p> <p>Given the workload and logistical burdens of PGA Implementation and the ongoing public health crisis, the Regulation of Firms and RBTech/ABT Practice Scopes Task Forces have not been convened</p> <p><u>MOTION to approve Option 2 – Postpone commissioning of Regulation of Firms and RBTech/ABT Scopes of Practice task forces until 2021 – by Cairine Green, seconded by Megan Hanacek. MOTION PASSED</u></p>		
<b>15) Electronic seals (Decision note no. 5)</b>	<p>Derek presented decision note</p> <p>Derek explained that the College issues physical seals and offers digital signing services through Notarius</p> <p>Given the distance nature of the pandemic and the growing digitization of the workflow, there have been requests from registrants to have a digital seal in addition to or instead of a physical seal</p> <ul style="list-style-type: none"> <li>• Registrants have presently developed workarounds by photocopying a facsimile of their seal which is not ideal</li> </ul> <p>There is no prohibition on using a digital seal</p> <p>There would need to be a policy to ensure that registrants use the digital seal properly (ie. only to sign documents and not as a marketing tool)</p>		



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	<p>Any consideration to offering both digital and physical seals as mandatory equipment for a combined fee</p> <ul style="list-style-type: none"> <li>• Staff will check if there is any cost savings in issuing the seals together</li> <li>• Would need to be equitable for registrants who have a physical seal already</li> </ul> <p><u>MOTION to approve Option 1 -- Offer registrants a choice of a digital or physical seal when charged their \$35 fee and have staff develop a policy regarding the use and application of the digital seal for Council approval – by Corinna Hoodicoff, seconded by Jocelyn White. MOTION PASSED.</u></p>	<ul style="list-style-type: none"> <li>• Staff will bring forward pricing around digital and physical seals when presenting policy with the potential for the digital seal to be primary</li> </ul>	
<p><b>16) Finance Oversight Board recommendations</b></p> <p><b>a) New policy recommendations (Decision note no. 6)</b></p> <p><b>b) 2021 Trainee dues/Job postings fees (Decision note no. 7)</b></p>	<p>Jocelyn presented decision note regarding new policies</p> <p>Policies are to codify current practices into referenceable documents</p> <p><u>MOTION to approve Option 1 - Approve the Expenditures and Disbursements Policy by Jocelyn White, seconded by Steve Henstra. MOTION PASSED.</u></p> <p>--</p> <p>Jocelyn presented decision note regarding dues and fees</p> <p>Fees for full, practicing members were increased in 2019, but trainee dues have been static since 2009</p>		



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c) Reallocation of funds to Professional Governance Act implementation legal fees (Decision note no. 8)	<ul style="list-style-type: none"> <li>Under the PGA, a one-time 25 percent increase to dues is allowed</li> </ul> <p>Employment postings are outside the scope of the PGA but are recommended for an increase to reflect market rate</p> <p>Changes would be implemented in 2021 fiscal year</p> <p><u>MOTION to approve Option 1 -- Bring forward a 25% increase to Trainee dues and job posting fees by Jocelyn White, seconded by Cairine Green. MOTION PASSED</u></p> <p>--</p> <p>Jocelyn presented decision note regarding reallocation of funds</p> <p>Staff have identified the likelihood of a surplus budget</p> <p>Legal costs for the PGA implementation are tracking higher than expected</p> <p><u>MOTION to approve Option 1 -- Reallocate \$20k of discretionary dollars to the PGA implementation to cover additional legal counsel by Jocelyn White, seconded by Steven Henstra. MOTION PASSED</u></p>		
17) President & Executive Report	<p>Brian presented report</p> <p>Brian recommended amending his report to remove one item from summary</p> <p><u>MOTION to receive President &amp; Executive Report as amended by Cairine Green, seconded by Megan Hanacek. MOTION CARRIED.</u></p>	<ul style="list-style-type: none"> <li>Amend report with removal of summary item</li> </ul>	





<b>Agenda Item</b>	<b>Discussion</b>	<b>Action item(s)</b>	<b>Due/Status (Lead)</b>
<b>18) Finance Report</b>	<p>Jocelyn presented report</p> <p>Report covers discussions over many of the decision notes that were presented in Agenda item no. 16</p> <p>Budgeting 2021 will begin with preparation of a provisional budget for November Council</p> <p><u>MOTION to receive Finance Report by Jocelyn White, seconded by Steven Henstra. MOTION CARRIED.</u></p>		
<b>19) Standing Committee reports</b>  <b>a) Credentials Committee report</b>	<p>Reports presented by chair unless otherwise stated</p> <p>Derek presented report on behalf of Chris Johnson (chair)</p> <p>Launch of new database has resulted in large number of applications received although some are in varying degrees of completion</p> <ul style="list-style-type: none"> <li>• Completed applications total 48</li> </ul> <p>Application trend of 60 percent increase has continued since June</p> <p><u>MOTION to receive Credentials Report as presented by Corinna Hoodicoff, seconded by Jocelyn White. MOTION CARRIED.</u></p> <p>--</p> <p><b>b) Audit &amp; Practice Review report</b></p> <p>Shona presented report on behalf of Marc d'Entremont (chair)</p> <p>APRC has been reconstituted with new members under terms of reference that comply with the PGA</p>		



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<p>c) <b>Discipline Committee report</b></p> <p>d) <b>Nomination Committee report</b></p>	<p>Work will begin through this committee to revise policy to further support implementation of the PGA</p> <p><u>MOTION to receive Audit &amp; Practice Review Report as presented by Steve Henstra, seconded by Megan Hanacek. MOTION CARRIED.</u></p> <p>--</p> <p>Derek presented report on behalf of Mel Kotyk (chair)</p> <p>One case file will potentially move to citation</p> <p>Another ongoing file has been dismissed</p> <p><u>MOTION to receive Discipline Report as presented by Cairine Green, seconded by Theresa Fresco. MOTION CARRIED.</u></p> <p>--</p> <p>Cairine presented report</p> <p>Committee has been constituting and has begun reviewing materials in advance of the opening of the Nominations period</p> <p><u>MOTION to receive Nominations Report as presented by Cairine Green, seconded by Jocelyn White. MOTION CARRIED.</u></p>		
<p><b>20) Staff reports</b></p> <p>a) <b>CEO's Report</b></p> <p>b) <b>Registrar's Report</b></p> <p>c) <b>Director of Practice Report</b></p> <p>d) <b>Communication Officer's Report</b></p>	Received via Consent Agenda.		
<p><b>21) Working Group Reports</b></p> <p>a) <b>Editorial Board report</b></p>			



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<b>22) Task Force Reports</b> a) Practice Rights Task Force report b) Mandatory Training Task Force Report			
<b>23) Lay Member Report</b>	<u>MOTION to receive Lay Member Report and all preceding reports under Consent Agenda by Steven Henstra, seconded by Jocelyn White. MOTION CARRIED.</u>		
<b>24) Council business</b> a) Lay member appointments	<p>Staff will need to complete a notice of position form in order to recruit a fourth Public Member to come into compliance with the PGA</p> <p>Public Members have to file paperwork with Attorney General's office</p>		
<b>25) Report from the Meeting Monitor and selection of next meeting monitor</b>	<p>Steve presented meeting monitor report</p> <p>Noted that mostly people were prepared although there was some lag in presenting documents</p> <p>Overall very good meeting</p> <p>Brian reiterated that Councillors should submit any ideas on improvement of the virtual meeting system</p> <p>Megan will be meeting monitor for next meeting</p> <p>October extraordinary meeting may be postponed to ensure that Bylaws are ready for review</p>		
<b>26) Adjournment</b>	<u>MOTION to adjourn at 1:51pm by Cairine Green, seconded by Megan Hanacek. MOTION CARRIED.</u>		



COLLEGE OF  
**APPLIED BIOLOGY**  
Professional Accountability

**Next meeting date:**

October 15, 2020  
Videoconference

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**Brian Clark, RPBio**  
**President**

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**Christine Houghton**  
**Chief Executive Officer**