



**Council Meeting – November 19, 2021**  
Executive Hotel Le Soleil, Vancouver, BC

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**Participants:** Brian Clark (President), Alexandra de Jong Westman (Vice-President) (left at 1:15pm), Jocelyn White, Corinna Hoodicoff, Megan Hanacek, Theresa Fresco, Deborah Stanyer, Mark De Croos, Brittany John, Joe Greenholtz, Steven Henstra, Vanessa Craig (Past President)

**Staff:** Christine Houghton (CEO), Shona Lawson (Registrar/Director of Compliance & Practice), Cameron Dexter (Mgr., Registrations and Compliance), Tory Davis (EO/Communications Officer)

**Regrets:** Victoria Burdett-Coutts

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**Draft Minutes**

Start Time: 9:00am

<b>Agenda Item</b>	<b>Discussion</b>	<b>Action item(s)</b>	<b>Due/Status (Lead)</b>
<b>1) Call to Order</b>	Brian called the meeting to order at 9:01am and confirmed quorum.		
<b>2) Approval of Agenda</b> <b>a) New business</b>	Adding a report from the Conference Planning meeting as item no. 20  <u>MOTION to approve amended agenda by Jocelyn White, seconded by Megan Hanacek. MOTION CARRIED.</u>		
<b>3) President's Remarks</b> <b>a) Introductions</b>	Brian thanked Councillors for committing to attend the meeting in spite of ongoing issues affecting the province  Brian also reminded Councillors to respond quickly to any emails received from College administration, even if only to provide a brief response  The current issues affecting BC are a timely reminder that applied biologists will play an important role in recovery and resilience from natural disasters		



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<p><b>4) Motion to go In Camera</b></p>	<p><u>MOTION to go In Camera by Corinna Hoodicoff, seconded by Steven Henstra. MOTION CARRIED.</u></p> <p><u>MOTION to rise without report by Megan Hanacek, seconded by Corinna Hoodicoff. MOTION CARRIED.</u></p>		
<p><b>5) Adoption of minutes and review of Action items</b> a) <b>September 24, 2021 meeting</b></p>	<p>Christine reviewed action items</p> <p>Volunteer survey has been tabled until time allows</p> <p><u>MOTION to approve minutes of September 24, 2021 meeting by Steven Henstra, seconded by Brittany John. MOTION CARRIED.</u></p>		
<p><b>6) Summary of Meeting Monitor report from September 24, 2021 meeting</b></p>	<p>Joe Greenholtz reviewed Meeting Monitor report from September 24, 2021 meeting.</p> <p>Joe was very impressed with the preparedness of the Councillors and the materials</p> <p>Steven Henstra will be the meeting monitor</p>		
<p><b>7) Professional Governance Act update</b> a) <b>Reserved practice outreach</b></p>	<p>Christine delivered presentation</p> <p>Revisions to the College's bylaws were delayed due to staffing challenges with the College's legal counsel</p> <ul style="list-style-type: none"> <li>• Draft revisions have been submitted to Office of the Superintendent of Professional Governance for review</li> </ul> <p>Christine detailed primary objectives of the reserved practice engagement plan</p>		



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<b>8) 2021 Business Plan update</b>	<p>Christine delivered presentation</p> <p>College revenue is tracking as projected, however expenses are lower than budgeted due to on going public health concerns. Some expenditures can be made this fiscal year offsetting next year's pressures</p>		
<b>9) Executive Correspondence report</b>	<p><u>No report</u></p>		
<b>10) Update on Sediment and Erosion Control Practice Guideline with EGBC</b>	<p>Cameron delivered update</p> <p>Cameron attended the Erosion and Sediment Control BC conference to provide information on what the working group is developing</p> <ul style="list-style-type: none"> <li>• The College's working group has eight registrants who have volunteered</li> </ul>		
<b>11) Staffing update</b>	<p>Christine delivered update</p> <p>Job requisition for Director of Practice is proceeding on schedule</p> <p>The job description for the Information Officer position is still under development and the requisition will begin in the New Year</p> <p>The College is working with the Association of BC Forest Professionals to address the increase in complaints. An Investigator FTE shared between the two regulators has been identified as a solution for both organizations. Budget for CAB's share is included in the draft 2022 budget.</p>		
<b>12) 2022 business year (Decision note no. 1) a) Budget</b>	<p>Christine detailed strategic priorities and the proposed 2022 provisional budget</p>		



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<p><b>b) Business plan</b></p>	<p>Council wants to be confident that the College has the resources to manage any dramatic increase in registrations and corresponding workload issues as a result of the implementation of reserved practice</p> <ul style="list-style-type: none"> <li>• College may need to access contingency funds</li> </ul> <p>Christine noted that legal fees are difficult to predict so the budget is informed somewhat by an historical average</p> <ul style="list-style-type: none"> <li>• Alternative complaints resolutions can change the College’s approach and can provide resolutions apart from hearings</li> </ul> <p>Jocelyn presented the decision note</p> <p><u>MOTION to approve Option 1 -- Approve proposed provisional 2022 budget as is – by Jocelyn White, seconded by Steven Henstra. MOTION CARRIED.</u></p>		
<p><b>13) GST (Decision note no. 2)</b></p>	<p>Jocelyn presented decision note</p> <p>The College asked its current auditor (KPMG) to review its requirements for GST registration as a non-profit organization</p> <ul style="list-style-type: none"> <li>• A previous auditor’s opinion was that the College’s income was too small to require charging GST</li> <li>• KPMG confirmed that dues and other mandatory registration charges were exempt but identified some risk in not charging GST for other revenue such as conference dues and has</li> </ul>		



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	<p>recommended that the College charge GST to be in compliance with the CRA</p> <p>The College will estimate the amount that the College can claim in GST credits, however most of the credits are exempt as it can only be claimed for items for which the College charges GST</p> <p>Brian noted that the recommended motion will increase the workload of staff</p> <p><u>MOTION to approve Option 2 -- Direct staff to register the College for GST account and start collect GST on items that are not fully exempt from GST as of January 1, 2022 – by Jocelyn White, seconded by Brittany John. MOTION PASSED.</u></p>		
<p><b>14) Bylaw amendments and discussion</b></p> <p>a) <b>Bylaw revisions update</b></p> <p>b) <b>ABT and RBTech Scope of Practice</b></p>	<p>Christine delivered presentation</p> <p>Bylaws have been delivered to OSPG for review and should be brought back to Council for approval in January</p> <p>Christine provided the scope of practice for RBTech and ABT as drafted by legal counsel</p>		
<p><b>15) Approval of 2022-24 Strategic Plan (Decision note no. 3)</b></p>	<p>Christine presented decision note</p> <p>Christine noted that the Executive has already requested a final proofread before the document is published</p> <p>Joe had proposed that Informed should be added (as from an earlier revision) to the values section because</p>	<ul style="list-style-type: none"> <li>• <b>Add introductory statement about the College</b></li> <li>• <b>Change “office space” to work environment</b></li> </ul>	



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	<p>an organization needs to stay current and educated</p> <ul style="list-style-type: none"> <li>Others have suggested that the idea of educated and informed organization is covered in the Accountable and Ethical values and under Goal 5</li> </ul> <p>Change “office space” to work environments to allow for working from home</p> <p>Suggestion to have an introductory statement added to the cover page or the second page</p> <p><u>MOTION to approve Option 2 -- Approve the 2022-2024 Strategic Plan with specific amendments agreed upon as presented in the course of the Council meeting to include addition of the College boilerplate -- by Jocelyn White, seconded by Brittany John. MOTION PASSED.</u></p> <p><u>MOTION to change College’s organizational name to College of Applied Biologists by Joe Greenholtz, seconded by Jocelyn White. MOTION PASSED.</u></p>	<ul style="list-style-type: none"> <li><b>Weblink should also be added to the cover</b></li> <li><b>Steve and Brittany will proofread the plan once completed</b></li> </ul>	
<p><b>16) Policy approvals</b></p> <p><b>a) Policy 5-200: Application processing policy (Decision note no. 4)</b></p>	<p>Shona presented decision note</p> <p>As part of formalizing the assessment process and providing fairness and transparency about the process, the Credentials Committee has introduced a new policy</p> <ul style="list-style-type: none"> <li>In order to reinforce the assessment process, the College will be offering training for assessors in the</li> </ul>		



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<p>b) <b>Aligning application processing Policy with College bylaws (Information note no. 1)</b></p>	<p>New Year in support of the policy</p> <p><u>MOTION to approve Option 1 -- Approve draft Policy 5 – 200 Assessment of Registration Applications effective immediately – by Jocelyn White, seconded by Corinna Hoodicoff. MOTION PASSED</u></p> <p>--</p> <p>Shona presented information note</p> <p>An operational policy regarding the method of processing applications came to Council in 2020, but the policy has required revision to come into compliance with the PGA</p> <ul style="list-style-type: none"> <li>• The policy included measures related to “legacy applicants” which are no longer applicable</li> <li>• The policy provides alignment with the bylaws</li> </ul>		
<p><b>17) Ratification of appointment of new Lay member to Nominations Committee (Decision note no. 5)</b></p>	<p>Christine presented decision note</p> <p><u>MOTION to approve Option 1 -- Confirm decision to appoint Dave Clarke, RPF as the lay committee member determined digitally on October 11, 2021 and finalize Committee membership as listed on the enclosed roster – by Steven Henstra, seconded by Corinna Hoodicoff. MOTION PASSED.</u></p>	<ul style="list-style-type: none"> <li>• <b>For future digital appointments, Council will be provided with submission of the applicant</b></li> </ul>	
<p><b>18) RBTech/ABT Practice competencies (Decision note no. 6)</b></p>	<p>Cam presented decision note</p> <p>The Credentials Committee has reviewed and approved the recommendation of the RBTech/ABT Task Force</p>		



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	<p>The only categories that that the professional competencies do not apply to are the in-training categories</p> <p><u>MOTION to approve Option 1 -- Add the professional competence requirement to the RBTech and ABT application process and update the Credentialing Standard to reflect this change – by Corinna Hoodicoff, seconded by Theresa Fresco. MOTION PASSED.</u></p>		
<p><b>19) Committee terms of reference and position profiles (Decision note no. 7)</b></p> <p><b>a) Audit and Practice Review Committee</b></p> <p><b>b) Credentials Committee</b></p> <p><b>c) Nominations Committee</b></p> <p><b>d) Investigations Committee</b></p>	<p>Christine presented the decision note</p> <p>Terms of reference and position profiles needed to be updated to come into compliance with the PGA and the College bylaws</p> <ul style="list-style-type: none"> <li>• The terms of reference are largely based on the bylaws</li> <li>• Any inadvertent typos should be brought to the attention of staff</li> </ul> <p><u>MOTION to approve Option 1 -- Approve revisions to Statutory Committee terms of reference and position profiles by Joe Greenholtz, seconded by Brittany John. MOTION PASSED.</u></p>		
<p><b>Conference Planning Working Group meeting report</b></p>	<p>Christine delivered report from the Conference Planning Working Group’s meeting on the previous day</p> <p>Christine advised Councillors to consider any potential speakers that would fit the Conference themes and panels</p> <p><u>MOTION to appoint Brian Clark and Theresa Fresco as co-chairs of the 2022 Conference by Jocelyn White,</u></p>	<ul style="list-style-type: none"> <li>• <u>Explore possible student pricing for the Conference rates</u></li> </ul>	





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	<p><u>seconded by Brittany John. MOTION PASSED.</u></p> <p><u>MOTION to approve 2022 conference fee structure as amended with a one-day retiree price of \$120 by Theresa Fresco, seconded by Steven Henstra. MOTION PASSED.</u></p>		
<p><b>20) Investigations Committee recruitment</b></p>	<p>Christine provided update</p> <p>The College has received one application for a registrant position on the Investigations Committee</p> <ul style="list-style-type: none"> <li>• The College will be executing another call for submissions</li> <li>• Councillors are encouraged to pursue other suitable applicants in their professional networks for the Investigations Committee</li> </ul>		
<p><b>21) Hearing results</b></p>	<p>Christine delivered update</p> <p>A hearing that College staff hoped would be fairly straight forward has been delayed somewhat</p> <p><u>MOTION to go into second <i>In Camera</i> session by Jocelyn White, seconded Theresa Fresco. MOTION PASSED.</u></p> <p><u>MOTION to rise without report from second <i>In Camera</i> session at 11:59am by Jocelyn White, seconded by Corinna Hoodicoff. MOTION PASSED.</u></p>		
<p><b>22) President and Executive Report</b></p>	<p>Brian presented report</p> <p><u>MOTION to receive President's Report by Jocelyn White, seconded by Corinna Hoodicoff. MOTION CARRIED.</u></p>		



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<b>23) Finance Oversight Board Report</b>	<p>Jocelyn presented Finance Oversight Board Report</p> <p>Staff are exploring other investment options for the College's portfolio</p> <p><u>MOTION to receive Finance Oversight Board report by Jocelyn White, seconded by Theresa Fresco. MOTION CARRIED.</u></p>		
<b>24) Standing Committee reports</b>  <b>a) Credentials Committee report</b>  <b>b) Audit &amp; Practice Review Committee report</b>  <b>c) Investigations Committee report</b>	<p>Reports presented by chair unless otherwise stated</p> <p>Shona presented report on behalf of Chris Johnson (chair)</p> <p>Committee met in-person in October for the first time in 18 months</p> <p>--</p> <p>Shona presented report on behalf of Sean Sharpe (chair)</p> <p>Audit season is underway for 2021; the Committee will meet in December to begin final determinations for the audits</p> <ul style="list-style-type: none"> <li>The final report will be presented at the January 2022 Council meeting</li> </ul> <p>--</p> <p>Shona presented report on behalf of Mel Kotyk (chair)</p> <p>The Investigations is receiving a larger number of complaints and complaints which are more voluminous</p> <ul style="list-style-type: none"> <li>They have asked College staff to review the processes of other regulators to see if there are any improvements possible</li> </ul>		



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<p><b>d) Nomination Committee report</b></p>	<p>--</p> <p>Vanessa presented report</p> <p><u>MOTION to receive Nominations Report and all previous statutory committee reports as presented by Corinna Hoodicoff, seconded by Brittany John. MOTION CARRIED.</u></p>		
<p><b>25) Staff reports</b></p> <p>a) CEO's Report</p> <p>b) Registrar's Report</p> <p>c) Communication Officer's Report</p>	<p>Received via Consent Agenda.</p>		
<p><b>26) Working Group Reports</b></p> <p>a) Editorial Board report</p>			
<p><b>27) Task Force Reports</b></p> <p>a) Mandatory Training Task Force Report</p> <p>b) RBTech/ABT Scope of Practice Task Force Report</p>			
<p><b>28) Lay Member Report</b></p>	<p><u>MOTION to receive Lay Member report and all previous reports under Consent Agenda by Mark De Croos, seconded by Jocelyn White. MOTION CARRIED.</u></p>		
<p><b>29) Report from the Meeting Monitor</b></p>	<p>Steven delivered report</p> <p>Group was sufficiently prepared and didn't ask any questions that indicated a lack of understanding</p>		



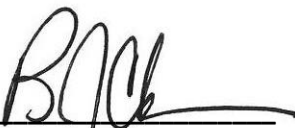
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	Agenda was organized and Council was focussed on looking forward		
<b>30) Appointment of Meeting Monitor for next Council Meeting</b>	Monitor for next regular meeting will be Mark De Croos.		
<b>31) Other business</b>	The next meeting will be in Vancouver at the Listel Hotel  Brian noted that January's session will be the last meeting for several members of Council in their capacities		
<b>32) Adjournment</b>	<u>MOTION to adjourn at 1:37pm by Steven Henstra, seconded by Theresa Fresco. MOTION CARRIED.</u>		

**Next meeting date:**

January 28, 2022  
Vancouver, BC

  
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Brian Clark, RPBio  
President

  
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Christine Houghton  
Chief Executive Officer