



**Council Meeting – November 20, 2020**  
Videoconference

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**Participants:** Brian Clark (President), Alexandra Tait (Vice-President), Victoria Burdett-Coutts (left at 11:48am, returned at 12:30pm), Jocelyn White, Corinna Hoodicoff, Megan Hanacek, Cairine Green, Sean Sharpe, Brittany John

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

**Regrets:** Steve Henstra, Theresa Fresco, Vanessa Craig (Past President)

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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) President's Remarks</b>	Big agenda today, President wants to keep his remarks short. The large agenda is the culmination of a lot of work by staff and committees and this is really only the beginning of consequential action with regard to implementation of the PGA.  Brian added that the College is still looking for volunteers to help, especially lay members for statutory committees.		
<b>3) Motion to go In Camera</b>	<u>Motion to go In Camera by Cairine Green, seconded by Jocelyn White.</u> <u>MOTION CARRIED.</u>  <u>MOTION to rise without report by Sean Sharpe, seconded by Corinna Hoodicoff.</u> <u>MOTION CARRIED.</u>		



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<p><b>4) Approval of Agenda</b></p>	<p>Christine requested to add a COVID-19 update at the beginning of the presentations phase</p> <p><u>MOTION to approve agenda as amended by Alex Tait, seconded by Brittany John. MOTION CARRIED.</u></p> <p>Megan will be meeting monitor</p>		
<p><b>5) Adoption of minutes and review of Action items</b></p> <p><b>a) September 18, 2020 meeting</b></p> <p><b>b) October 15, 2020 Extraordinary meeting</b></p>	<p>Christine reviewed action items</p> <p><u>MOTION to adopt minutes of September 18, 2020 meeting by Jocelyn White seconded by Sean Sharpe. MOTION CARRIED.</u></p> <p><u>MOTION to adopt minutes of October 15, 2020 extraordinary meeting by Brittany John, seconded by Corinna Hoodicoff. MOTION CARRIED.</u></p>		
<p><b>6) Summary of Meeting Monitor report from September 18, 2020 meeting</b></p>	<p>Tory provided Meeting Monitor report on behalf of Steve (regrets) from September 18, 2020 meeting.</p>		
<p><b>COVID-19 update</b></p>	<p>Christine delivered update</p> <p>College is now limiting office presence at four maximum and everyone in the office will need to wear a mask if they're not at their desk</p>		
<p><b>7) Business plan update</b></p>	<p>Christine delivered update</p> <p>Christine reviewed work plan goals for the year</p> <ul style="list-style-type: none"> <li>College is moving forward on the next phases of the database</li> </ul>		



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	<p>project, including the audit program and registrant CPD tracking form; and platform for elections</p> <p>Budgets are trending as projected, however the College may have somewhat over projected new registrations for RBTechs, it's unclear why this designation hasn't trended in the same way</p> <p>There is also lag on applications revenue because fees are now charged at the end of the process as opposed to the beginning</p>		
<p><b>8) Professional Governance Act update</b> <b>a) Implementation update</b></p>	<p>Christine delivered update</p> <p>Bylaws are under revision with the Office of the Superintendent of Professional Governance and the College is now at the point where most conversations occur with legal counsel present to work on specifics</p> <p>The OSPG has revised regulated practice definition for regulators and provided a verbal update</p> <ul style="list-style-type: none"> <li>• The College's definition appears to have been only slightly revised</li> <li>• The College's reserved practice has been reviewed by OSPG It is hoped that it will be included with the drafting of the College's regulation under the Act</li> <li>• Written versions of definitions for all regulators will be provided after the return of the writ</li> </ul>		



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<p><b>b) Bylaw status</b></p>	<p>The College has also drafted and re-drafted a number of policies to support implementation of the Act and some are being brought forward at this meeting</p> <ul style="list-style-type: none"> <li>• Legal counsel for Regulators has also successfully argued in favour of the use of Standards as enforceable procedures, and the College will look to establish its registration, competence and CPD processes as Standards</li> </ul> <p>In terms of bylaws, all regulators are in various stages of revision</p> <ul style="list-style-type: none"> <li>• The College’s governing Council will likely need to be convened in December to approve the bylaws</li> </ul> <p>The OSPG has also presented new guidance documents regarding good regulation and all regulatory bodies have identified as being administratively cumbersome. Part of this guidance covers annual audits of the organization and the College will need to be prepared for that in the future</p> <p>Timing for implementation of the Act has been pushed back: House is sworn in on Tuesday, November 24 and Cabinet is sworn in on Thursday, November 26 and the first session will be convened on December 7</p> <p>Christine presented summary of OSPG’s comments on the initial completed draft of the College’s bylaws</p>		
<p><b>9) Executive Correspondence report</b></p>	<p>Tory presented report</p> <p>No executive communications sent or received as part of the report</p>		



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<p><b>10) Lay Committee member recruitment update</b></p>	<p>Tory delivered update</p> <p>College has reached out to partner regulators to use their communications channels to find laypersons for the Committees</p> <p>Council was reminded to look through their networks for qualified people to sit on committees (assuming they are not applied biology professionals)</p>		
<p><b>11) Policies for approval</b></p> <p><b>a) 3 - 100 -- Nominations (Decision note no. 1)</b></p> <p><b>b) 8 - 100 -- Audit Program (Decision note no. 2)</b></p>	<p>Christine presented decision note</p> <p>The policy expands and details the nominations and elections processes that aren't explicit in the Act and bylaws</p> <p><u>MOTION to approve Policy 3 - 100 as presented by Cairine Green, seconded by Jocelyn White. MOTION PASSED.</u></p> <p>--</p> <p>Shona presented decision note</p> <p>There have not been major changes to the program, however the Committee has brought forward the idea of a two-level audit system where the first level is simply checking CPD and the second level aligns with the current program</p> <p>The Committee has also put forward new measure for minimum years of registration before an audit can be performed</p> <p><u>MOTION to approve Policy 8 - 200 as presented with action item to review limitation on number of times to be audited by Alex Tait, seconded by Brittany John. MOTION PASSED.</u></p>	<ul style="list-style-type: none"> <li>• <b><u>Confirm language that registrants can only be audited every five years</u></b></li> </ul>	



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<p>c) <b>7 - 200 -- Continuing Professional Development (Decision note no. 3)</b></p>	<p>--</p> <p>Shona presented decision note</p> <p>This policy seeks to modernize the CPD program</p> <p>One major point of discussion was the allocation of points for professional practice and/or management; Committee submitted two rationales for consideration by Council; Council agreed unanimously that 20 points for employment was appropriate</p> <ul style="list-style-type: none"> <li>• There wasn't agreement at Committee level on whether either employment category should be worth 10 points or 20 points and whether these values should be split (ie. Can't claim the full value for both practice and management)</li> <li>• There was discussion that registrants will have to provide verification of work completed to claim the 20 points under Professional Practice and/or Management categories</li> </ul> <p><u>MOTION to approve Policy 7 - 200 as presented by Corinna Hoodicoff, seconded by Sean Sharpe. MOTION PASSED.</u></p> <p>--</p>		
<p>d) <b>8 - 400 -- Audit and Practice Review Exemptions and Extensions (Decision note no. 4)</b></p>	<p>Shona presented decision note</p> <p>In the past, requests for exemptions and extensions have taken time to approve based on convention of a committee meeting</p>		



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<p>e) <b>Accreditation policy (Decision note no. 5)</b></p>	<p><u>MOTION to approve Policy 8 - 400 as presented by Jocelyn White, seconded by Megan Hanacek. MOTION PASSED.</u></p> <p>--</p> <p>Derek presented decision note</p> <p>The College has never enshrined in policy its approach to accreditation, so this policy is a basic procedure</p> <p>One item to note is that currently an accredited program can be approved with conditions (ie. Applicant must add an elective), but the College is moving towards having a program be totally accredited</p> <p><u>MOTION to approve Accreditation Policy as presented by Alex Tait, seconded by Sean Sharpe. MOTION PASSED.</u></p>		
<p><b>12) Application processing policy (Information note no. 1)</b></p>	<p>Derek presented information note</p> <p>The College will now allow applications to remain open for only six months after which an applicant would need to re-apply</p>		
<p><b>13) Electronic seals policy (Decision note no. 6)</b></p>	<p>Derek presented decision note</p> <p>As of January 1, 2021, the College will only issue electronic seals</p> <ul style="list-style-type: none"> <li>• New registrants would be able to acquire a physical seal at an added expense</li> </ul> <p>Electronic seals would be uploaded to the registrant's personal portal on the database</p>		



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	<p><u>MOTION to approve Registrant Professional Seal Issuance Policy as presented by Jocelyn White, seconded by Corinna Hoodicoff. MOTION PASSED.</u></p>		
<p><b>14) 2021 Audit cycle (Decision note no. 7)</b></p>	<p>Shona presented decision note</p> <p>The committee is recommending that they delay the 2021 audit cycle until fall in order to accommodate for implementation and testing of the process on the new database platform</p> <p>There hasn't been a determination on how an audit cycle in fall 2021 affects the timing of the audit cycle in 2022</p> <p><u>MOTION to approve Option 1 -- delay the 2021 audit cycle until fall 2021 -- by Brittany John, seconded by Cairine Green. MOTION PASSED.</u></p>		
<p><b>15) Finance Oversight Board recommendations</b> <b>a) Draft 2021 budget (Decision note no. 8)</b></p>	<p>Christine delivered presentation on 2021 budget process and provisional draft budget</p> <p>Jocelyn presented decision note</p> <p>It was noted that ongoing mitigation efforts surrounding COVID-19 have been addressed in the provisional budget but are liable to change</p> <ul style="list-style-type: none"> <li>• The surplus may be reassessed by Council to meet other needs</li> </ul> <p><u>MOTION to approve Option 1 – Approve proposed provisional 2021 budget as is – by Jocelyn White seconded by Cairine Green. MOTION PASSED.</u></p> <p>--</p>	<ul style="list-style-type: none"> <li>• <u><b>Develop a policy for how much of the budget should be allocated into contingency funds to be brought forward in January</b></u></li> </ul>	



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<p>b) <b>Accounting policies (Decision note no. 9)</b></p> <p>c) <b>Surplus report</b></p>	<p>Christine presented decision note</p> <p><u>MOTION to approve the Capital and Prepaid Expenditures Policy and Budget Policy by Jocelyn White, seconded by Megan Hanacek. MOTION PASSED</u></p> <p>--</p> <p>Jocelyn delivered update</p> <p>The 2020 budget is looking like it will return a large surplus; the Finance Oversight Board has been discussing the options for using the surplus</p> <ul style="list-style-type: none"> <li>Any decision would come in January before the annual financial audit begins</li> </ul>	<ul style="list-style-type: none"> <li><b><u>Finance Oversight Board will come back with a recommendation in January</u></b></li> </ul>																											
<p><b>16) Resolution for Pension Corp.</b></p>	<p>Jocelyn presented resolution</p> <p>Council is required to do a vote on the resolution with a record of the vote submitted.</p> <p><u>MOTION to approve resolution for Pension Corp. by Cairine Green, seconded by Jocelyn White. MOTION PASSED.</u></p> <table border="1" data-bbox="534 1493 997 1915"> <thead> <tr> <th>Councillor</th> <th>Vote</th> </tr> </thead> <tbody> <tr> <td>Alexandra Tait</td> <td>YES</td> </tr> <tr> <td>Victoria Burdett-Coutts</td> <td>YES</td> </tr> <tr> <td>Jocelyn White</td> <td>YES</td> </tr> <tr> <td>Corinna Hoodicoff</td> <td>YES</td> </tr> <tr> <td>Megan Hanacek</td> <td>YES</td> </tr> <tr> <td>Cairine Green</td> <td>YES</td> </tr> <tr> <td>Sean Sharpe</td> <td>YES</td> </tr> <tr> <td>Brittany John</td> <td>YES</td> </tr> <tr> <td>Brian Clark</td> <td><i>Abstain (chair)</i></td> </tr> <tr> <td>Steve Henstra</td> <td><i>Absent</i></td> </tr> <tr> <td>Theresa Fresco</td> <td><i>Absent</i></td> </tr> <tr> <td>Vanessa Craig</td> <td><i>Absent (non-voting member)</i></td> </tr> </tbody> </table>	Councillor	Vote	Alexandra Tait	YES	Victoria Burdett-Coutts	YES	Jocelyn White	YES	Corinna Hoodicoff	YES	Megan Hanacek	YES	Cairine Green	YES	Sean Sharpe	YES	Brittany John	YES	Brian Clark	<i>Abstain (chair)</i>	Steve Henstra	<i>Absent</i>	Theresa Fresco	<i>Absent</i>	Vanessa Craig	<i>Absent (non-voting member)</i>		
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<b>17) President and Executive Report</b>	<p><i>Lunch recess</i></p> <p>Brian presented report</p> <p><u>MOTION to receive President and Executive report by Jocelyn White, seconded by Alex Tait. MOTION CARRIED.</u></p>		
<b>18) Finance Report</b>	<p>Jocelyn presented report</p> <p><u>MOTION to receive Finance Report by Jocelyn White, seconded by Sean Sharpe. MOTION CARRIED.</u></p>		
<b>19) Standing Committee reports</b>  <b>a) Credentials Committee report</b>          <b>b) Audit &amp; Practice Review report</b>          <b>c) Discipline Committee report</b>	<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 Jocelyn White, seconded by Cairine Green. MOTION CARRIED.</u></p> <p>--</p> <p>Shona presented report on behalf of Marc d'Entremont (chair)</p> <p><u>MOTION to receive Audit &amp; Practice Review Report as presented by Cairine Green, seconded by Jocelyn White. MOTION CARRIED.</u></p> <p>--</p> <p>Derek presented report on behalf of Mel Kotyk (chair)</p> <p><u>MOTION to receive Discipline Report as presented by Corinna Hoodicoff, seconded by Alex Tait. MOTION CARRIED.</u></p>		



Agenda Item	Discussion	Action item(s)	Due/Status (Lead)
<p><b>d) Nomination Committee report</b></p>	<p>-- Cairine presented report</p> <p><u>MOTION to receive Nominations Report as presented by Cairine Green, seconded by Jocelyn. MOTION CARRIED.</u></p>		
<p><b>20) Staff reports</b></p> <ul style="list-style-type: none"> <li>a) CEO's Report</li> <li>b) Registrar's Report</li> <li>c) Director of Practice Report</li> <li>d) Communication Officer's Report</li> </ul>	<p>Received via Consent Agenda.</p>		
<p><b>21) Working Group Reports</b></p> <ul style="list-style-type: none"> <li>a) Editorial Board report</li> </ul>			
<p><b>22) Task Force Reports</b></p> <ul style="list-style-type: none"> <li>a) Mandatory Training Task Force Report</li> </ul>			
<p><b>23) Lay Member Report</b></p>	<p><u>MOTION to receive Lay Member Report and all preceding reports under Consent Agenda by Alex Tait, seconded by Cairine Green. MOTION CARRIED.</u></p>		
<p><b>24) Council business</b></p> <ul style="list-style-type: none"> <li>a) Scheduling of next regular meeting (January 2021)</li> <li>b) December extraordinary meeting</li> </ul>	<p>Next regular meeting will be on January 21 – 22, 2021.</p> <p>December's extraordinary meeting will be on December 17, 2020, although it might me moved to January 2021.</p>		
<p><b>25) Report from the Meeting Monitor and selection of next meeting monitor</b></p>	<p>Megan presented meeting monitor report</p> <p>Overall, the meeting was satisfactory.</p>		



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	Staff did a good work at summarizing files.  Monitor for next regular meeting will be Corinna Hoodicoff.		
<b>26) Adjournment</b>	<u>MOTION to adjourn at 1:20pm by Jocelyn White, seconded by Alex Tait.</u> <u>MOTION CARRIED.</u>		

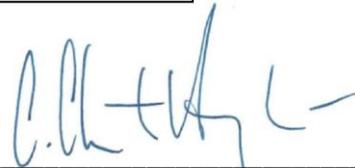
**Next meeting date:**

January 22, 2021  
Videoconference



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Brian Clark / RPBio  
President



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Christine Houghton  
Chief Executive Officer