

## Council Meeting – September 20, 2019

Ramada Plaza Hotel, Prince George, BC

**Participants:** Brian Clark (President), Alexandra Tait (Executive Vice-President), Jocelyn White (Vice-President), Cairine Green, Sean Sharpe, Hannah Horn, Cliff Nietvelt, Theresa Fresco, Brittany John, Victoria Burdett-Coutts, Chris Johnstone (*ex-officio*)(at 12:30pm)

**Staff:** Christine Houghton (Executive Director), Derek Marcoux (Registrar), Shona Lawson (Director of Practice), Tory Davis (EA/Communications Coordinator)

**Regrets:** Steve Henstra

### Draft Minutes

Start Time: 8:30am

Agenda Item	Discussion	Action item(s)	Due/Status (Lead)
<b>1) Call to Order</b>	Brian called the meeting to order at 8:36am and confirmed quorum.  <i>Alexandra Tait and Cairine Green present via teleconference</i>		
<b>2) President's Remarks</b>	Brian appreciates the work that Council has done on its major initiatives; pleased with the attendance at the outreach event the previous evening  Several important decisions to make in this session, but encouraged to asked questions		
<b>3) Motion to go In Camera</b>	<u>Motion to go In Camera by Sean Sharpe, seconded by Theresa Fresco. MOTION PASSED.</u>  Items reported from <i>In Camera</i> meeting: <ul style="list-style-type: none"> <li>• Changes to Rule 1</li> <li>• Approval of Nominations Committee and process</li> <li>• Approval of revisions to credentialing process</li> </ul>		



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<b>4) Adoption of Agenda</b>	<p>Adjustments to agenda:</p> <ul style="list-style-type: none"> <li>Item 14 will be delivered during Finance Chair Report</li> <li>Added Decision note as item 14 regarding Application fees</li> </ul> <p><u>Motion to adopt Agenda as amended by Hannah Horn, seconded by Brittany John. MOTION PASSED.</u></p>		
<b>5) Approval of Minutes of June 28, 2019 meeting</b>	<p>Christine reviewed action items.</p> <p>Discipline webinar to be deferred</p> <p>Policy review on Conference travel is ongoing</p> <p>Councillor self-assessment was not completed in time for inclusion in Nomination Committee materials</p> <ul style="list-style-type: none"> <li>Self-assessment will be done for 2020</li> </ul> <p><u>MOTION to approve minutes of June 28, 2019 by Cairine Green, seconded by Sean Sharpe. MOTION CARRIED.</u></p>		
<b>6) Summary of Meeting Monitor report from June 28, 2019 meeting</b>	<p>Tory presented report on behalf of Steve Henstra (regrets)</p> <p>Cliff will monitor the current meeting</p>		
<b>7) Business plan update</b>	Christine delivered update		
<b>8) Professional Governance Act update</b>	<p>Christine delivered presentation</p> <p>Christine has committed College to Competency Standards and CEP Program presentations under the Office of the Superintendent of Professional Governance's Policy Revision topics</p> <ul style="list-style-type: none"> <li>Goal is to spread out policy work among associations so that each</li> </ul>		



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	<p>group can incorporate the findings of the other</p> <p>Clarification on Indigenous CEP: just with the regulators, ABCFP have developed modules and the College will work in tandem through a working body (task force?)</p> <p>Registrants mobility refers to jurisdictional mobility</p> <p>Suggestion for new Council to take oath of office during AGM</p> <p>By-laws will be filed with Minister via OSPG</p> <ul style="list-style-type: none"> <li>• By-laws will be reviewed by Council but not necessarily approved (with law oversight)</li> <li>• Desire to avoid multiple teams of lawyers reviewing by-laws – redundant</li> <li>• College still enacts by-laws but Superintendent may dictate when the by-law may be enacted</li> </ul> <p>OSPG has authority to enact more criteria for disallowance of by-laws</p> <p>The President of Council seems to have more of a chair of the board-type role under <i>PGA</i></p> <p>Concern that there will need to be more frequent Council meetings in order to review the work of committees</p> <p>Regulators have requested commission of a joint-ministerial/regulatory committee that meets twice a year at minimum</p>		



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	<p>Undecided whether nominations process for Council will also be used for committee appointments</p> <ul style="list-style-type: none"> <li>• Would be a policy item as opposed to a by-law</li> </ul>		
<p><b>9) Academic Self-assessment platform update</b></p>	<p>Shona delivered presentation regarding self-assessment</p> <p>College currently has self-assessment tool but it is tailored to the RPBio title</p> <ul style="list-style-type: none"> <li>• Applicants may be beginning their application without a clear picture of whether they qualify</li> <li>• Some applicants pay the application fee without having a realistic chance of being accepted</li> <li>• Some may apply to wrong category: apply to RPBio without being qualified enough, but would qualify for RBTech</li> <li>• May also use the Credentials Committee as a measuring tool, knowing that they don't meet the requirements</li> <li>• Tool would suggest membership categories</li> </ul> <p>Other regulators have a self-assessment tool in use – models for the College to incorporate</p> <p>Tool may also be advisory in nature and able to recommend courses and offering institutions to potential applicants with deficiencies</p> <ul style="list-style-type: none"> <li>• Could also be used by current members who are exploring a change in category in order to understand what is needed</li> </ul>		



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	<ul style="list-style-type: none"> <li>• Could also be used by students to inform which courses they must take in their academic career</li> <li>• Is in keeping with strategic plan</li> </ul> <p>Tool will allow tracking of uses, types of applicants, amount of uses by unique users and conversion rate</p> <p>Assessment of tool done by triennial survey</p> <ul style="list-style-type: none"> <li>• Quantifiable data will assist in future strategic planning</li> <li>• Firmly establishes College's entrance standards in public forum</li> </ul>		
<b>10) Database update</b>	<p>Derek explained status of database project</p> <p>Due to repeated challenges and a failure to implement requested changes, the College terminated its contract with the change provider before the next phase (and payment) of the project</p> <ul style="list-style-type: none"> <li>• Registrar received testimonials from other organizations that had similar issues and themselves terminated their relationships with the provider</li> </ul> <p>The Registrar will recommence RFP process for new database provider</p> <ul style="list-style-type: none"> <li>• Registrar will use learnings from discovery phase of past project to produce a document that assists in the development process</li> </ul>		
<b>11) Executive Correspondence</b>	Brian explained correspondence items	<ul style="list-style-type: none"> <li>• <b><u>Post letter to APB in Supplementary materials folder</u></b></li> </ul>	
<b>12) Scope of Practice Framework Paper</b>	Christine delivered presentation regarding scope of practice		



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and engagement plan (decision note no. 1)	<p>Hannah explained decision note</p> <p>Credentialing process may adopt competency model in assessment of applicants (ie. Do they meet all requirements at a “competent” level)</p> <p>Scope of Practice Task Force recommends Option 1 – Approve the draft discussion paper and undertake engagement with key stakeholders including the Office of the Superintendent (government), other NR regulators and partners</p> <p><u>MOTION to approve Option 1 -- Approve the draft discussion paper and undertake engagement with key stakeholders including the Office of the Superintendent (government), other NR regulators and partners -- by Hannah Horn, seconded by Brittany John. MOTION PASSED.</u></p>		
13) Levy FAQs and methodology (Information note no. 1)	<p>Christine presented information note.</p> <p>Levy information will be presented with dues notices in mid-October</p>		
14) Application fee changes (Decision note no. 2)	<p>Christine presented decision note</p> <p>Registrar noted that application fees had not been reviewed in 15 years</p> <p>Revision of application fees would be introduced as part of changes to credentialing pathways</p> <p>Suggestion that increase in application fees should consequently equalize dues between RPBio and RBTech categories</p> <ul style="list-style-type: none"> <li>• May happen incrementally over time</li> </ul>		



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	<ul style="list-style-type: none"> <li>• Would likely have to revisit scope for RBTech category</li> </ul> <p>Finance Committee recommends Option 1 -- Approve increase in application fees and make other recommended amendments to Schedule 1, Group II of the College Rules -- in conjunction with changes in credentialing process</p> <p><u>MOTION to approve Option 1 – Approve increase in application fees and make other recommended amendments to Schedule 1, Group II of the College Rules - in conjunction with changes in credentialing process -- by Jocelyn White, seconded by Hannah Horn. MOTION PASSED.</u></p>		
<b>15) Commission Conference Planning Working Group</b>	<p>Brian explained that Alex Tait has agreed to chair the Working Group</p> <p>Additional members:</p> <ul style="list-style-type: none"> <li>• Theresa Fresco</li> <li>• Hannah Horn</li> <li>• Brittany John</li> <li>• Cairine Green</li> </ul> <p><u>MOTION to appoint members of Conference Planning Working Group by Jocelyn White, seconded by Sean Sharpe. MOTION PASSED.</u></p>		
<b>16) President and Executive Committee Report</b>	<p>Brian presented report.</p> <p>Alex is exploring opportunity to give non-technical talk during Yukon Geoscience Forum in November 2019</p> <p><u>MOTION to accept President and Executive Committee's Report by Jocelyn White, seconded by Theresa Fresco. MOTION CARRIED.</u></p>		



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<p><b>17) Standing Committee Reports</b></p> <p>a) <b>Finance Committee Report</b></p> <p>i. <b>Cashable GIC decision note no. 3</b></p>	<p>Reports presented by Committee Chair unless noted otherwise</p> <p><u>MOTION to receive Finance Committee's Report by Jocelyn White, seconded by Brittany John. MOTION CARRIED.</u></p> <p>Jocelyn presented decision note</p> <p>Finance Committee recommends Option 2 -- Maintain the \$57,000 investment GIC in a cashable investment with the Executive Committee having authority to cash investment should budgetary needs arise and maintain \$70,000 GIC in a cashable GIC with approval to access if necessary being brought to Council</p> <p><u>MOTION to approve Option 2 – Maintain the \$57,000 investment GIC in a cashable investment with the Executive Committee having authority to cash investment should budgetary needs arise and maintain \$70,000 GIC in a cashable GIC with approval to access if necessary being brought to Council -- by Jocelyn White, seconded by Victoria Burdett-Coutts. MOTION PASSED.</u></p> <p>--</p>	<ul style="list-style-type: none"> <li><b>Committee chairs will receive budget request forms for completion by October 19</b></li> </ul>	
<p>b) <b>Credentials Committee Report</b></p>	<p><u>MOTION to receive Credentials Committee's Report by Sean Sharpe, seconded by Theresa. MOTION CARRIED.</u></p> <p>--</p>		
<p>c) <b>Audit &amp; Practice Review</b></p>	<p>Report delivered by Shona Lawson, Director of Practice, on behalf of Dr. Marc d'Entremont</p>		





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<b>Committee Report</b>	<p><u>MOTION to receive Audit and Practice Review Committee's Report by Hannah Horn, seconded by Jocelyn White.</u> <u>MOTION CARRIED.</u></p> <p>--</p>		
<b>d) Discipline Committee Report</b>	<p>Report delivered by Derek Marcoux, Director of Compliance, on behalf of Mel Kotyk</p> <p><u>MOTION to receive Discipline Committee's Report by Sean Sharpe, seconded by Brittany John. MOTION CARRIED.</u></p>		
<b>e) Nomination Committee Report</b>	<p>--</p> <p>Report delivered by Christine Houghton, CEO, on behalf of Cairine Green</p> <p><u>MOTION to receive Credentials Committee's Report by Brittany John, seconded by Hannah Horn. MOTION CARRIED.</u></p>		
<b>18) Staff reports</b>	<u>Received via consent agenda</u>		
<b>a) CEO's Report</b>			
<b>b) Registrar's Report</b>			
<b>c) Director of Practice's Report</b>			
<b>d) Communication Coordinator's Report</b>			



<b>Agenda Item</b>	<b>Discussion</b>	<b>Action item(s)</b>	<b>Due/Status (Lead)</b>
<b>19) Working Group Reports</b>  <b>a) Editorial Board Report</b>			
<b>20) Task Force Reports</b> <b>a) Scope of Practice Task Force Report</b> <b>b) Practice Review Task Force Report</b> <b>c) Credentials Task Force Report</b>			
<b>21) Lay Member Report</b>	Theresa reported that CABRO was planning to hold continuing development seminars for public board members  <u>MOTION to receive Lay Member's Report and all preceding reports by Jocelyn White, seconded by Victoria Burdett-Coutts. MOTION CARRIED.</u>		
<b>22) Other business</b>          <b>a) Report of the Meeting Monitor</b>	November Council meeting changed to November 28-29 in order for staff to attend Alberta Society of Professional Biology AGM  Consider beginning Council meetings at 1pm on Thursday and completing agenda the following morning  Cliff delivered Meeting Monitor report  All elements of the meeting deemed to be satisfactory, especially with regard to review of newer processes  A lot of information was presented but dovetailed well with materials that had previously been distributed <ul style="list-style-type: none"> <li>A positive and forward-looking meeting</li> </ul>		



**COLLEGE OF  
APPLIED BIOLOGY**  
Professional Accountability

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<b>b) Appointment of Meeting Monitor for next Council Meeting</b>	Brittany John will be Meeting Monitor for November meeting		
<b>23) Adjournment</b>	<u>Motion to adjourn at 1:42pm by Cliff Nietvelt, seconded by Theresa Fresco.</u> <u>MOTION CARRIED.</u>		

**Next meeting date:**

November 29, 2019  
Executive Hotel Le Soleil, Vancouver

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

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