



**Council Meeting – January 22, 2021**  
Videoconference

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**Participants:** Brian Clark (President), Alexandra Tait (Vice-President), Vanessa Craig (Past President) (late, at 10:06), Victoria Burdett-Coutts, Jocelyn White, Corinna Hoodicoff, Megan Hanacek, Cairine Green, Sean Sharpe, Brittany John (left at 12:43pm, back at 12:55pm), Theresa Fresco

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

**Regrets:** Steve Henstra, Tory Davis (EO/Communications Officer)

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**Draft Minutes**

Start Time: 10:00am

<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 10:03am and confirmed quorum.		
<b>2) President's Remarks</b>	Brian commented on Derek Marcoux's departure from CAB in April 2021 and thanked him on his enormous contribution to the College.		
<b>3) Motion to go In Camera</b>	<u>Motion to go In Camera by Cairine Green, seconded by Sean Sharpe. MOTION CARRIED.</u>  <u>MOTION to rise with report (for items 6, 6a (OSPG) and 7) by Alex Tait, seconded by Corinna Hoodicoff. MOTION CARRIED.</u>  <i>5-minute recess (from 11:25am to 11:30am)</i>		
<b>4) Approval of Agenda</b>	Christine had proposed to discuss the latest OSPG letter <i>in Camera</i> .  <u>MOTION to approve agenda as amended by Cairine Green, seconded by Alex Tait. MOTION CARRIED.</u>		



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	Corinna Hoodicoff will be meeting monitor		
<p><b>5) Adoption of minutes and review of Action items</b></p> <p><b>a) November 20, 2020 meeting</b></p> <p><b>b) December 17, 2020 Extraordinary meeting</b></p>	<p>Christine reviewed action items: all of them were completed.</p> <p><u>MOTION to adopt minutes of November 20, 2020 meeting by Sean Sharpe, seconded by Theresa Fresco. MOTION CARRIED.</u></p> <p>No action items.</p> <p><u>MOTION to adopt minutes of December 17, 2020 extraordinary meeting by Alex Tait, seconded by Corinna Hoodicoff. MOTION CARRIED.</u></p>		
<p><b>6) Summary of Meeting Monitor report from November 20, 2020 meeting</b></p>	Brian reviewed Meeting Monitor report from November 20, 2020 meeting.		
<p><b>7) COVID-19 operations update</b></p>	<p>Christine delivered update. Staff is working well, part remotely and part in the office. Home office schedule is reviewed every week. Staff wears masks at all times when they are not in their offices or at their desks.</p> <p>The week of February 16, the Financial Auditors will be in the office, so there will be very few staff working in the office in order to keep social distancing.</p>		
<p><b>8) Business plan update</b></p>	<p>Christine delivered update.</p> <ul style="list-style-type: none"> <li>• Statutory: new Code of Ethics course finished</li> </ul>		



Agenda Item	Discussion	Action item(s)	Due/Status (Lead)
	<ul style="list-style-type: none"> <li>• Governance: Ethics Course is complete and will be up and running in mid-February</li> <li>• Initiating work on Indigenous Reconciliation</li> <li>• Coming: PGA implementation and Financial Audit</li> <li>• Contracted: no secure site due to Adobe Flash no longer active. A quotation has been requested to Code &amp; Effect.</li> <li>• Revenue: 99.43% collected</li> </ul>		
<p><b>9) Professional Governance Act update</b>  <b>a) Implementation</b>  <b>b) Reserved practice engagement</b></p>	<p>Christine delivered update (information before latest letter from OSPG)</p> <ul style="list-style-type: none"> <li>• All bylaws were reviewed</li> <li>• Code of Ethics Course revision is complete</li> <li>• Indigenous Reconciliation work starts in February</li> <li>• Reserved practice: requires more consultation</li> <li>• Regulation of firms is going forward</li> </ul> <p>Timing for PGA implementation: February 5, 2021</p>		
<p><b>10) Schedule and topics for 2021 webinars (presentation)</b></p>	<p>Christine delivered presentation</p> <p>The aim is to give registrants the information they need regarding the PGA and what changes once it is implemented.</p> <p>There will be five webinars and one in-person session (if possible).</p> <p>It will be informed in <i>College Matters</i>, <i>College Connections</i> and <i>College Notice</i>.</p> <ul style="list-style-type: none"> <li>• Informational webinar on PGA</li> <li>• Regulated and Reserved Practice</li> <li>• Revised Code of Ethics Course</li> </ul>		



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	<ul style="list-style-type: none"> <li>• Two more with topics determined feedback from PGA rollout to date – June and September - in-person sessions in Kelowna</li> <li>• Indigenous training panel; Preview of 2022 conference; training for volunteers</li> </ul> Webinars will be recorded and posted.  <i>30-minute lunch break (from 12pm to 12:30pm)</i>		
<b>11) Executive Correspondence report</b>	Christine presented report		
<b>12) Bylaw approvals (Decision Note no. 1)</b>  <b>a) Bylaws and schedules</b> <b>b) Feedback document</b>	Christine delivered update on feedback document. <ul style="list-style-type: none"> <li>• A definition of Removed and Suspended was created</li> <li>• Diversity of Committee members: the policy doesn't bind CAB—a reasonable effort will be accepted</li> <li>• Clarification on who can be Chair of the Nominations Committee – past president or a lay councilor. First has to be past president, if they are unavailable then it can be a lay councillor. A lay councilor can be a committee member but not the chair if a past president is the chair.</li> </ul> Since there are new changes to the bylaws that arrived this morning, an Extraordinary Council meeting will be needed to approve them together with the decision note no. 1.  <u>MOTION to differ the Decision Note no. 1 to the next Council meeting by Cairine Green, seconded by Alex Tait. MOTION PASSED.</u>		



# COLLEGE OF APPLIED BIOLOGY

Professional Accountability

Agenda Item	Discussion	Action item(s)	Due/Status (Lead)
<p><b>13) 2021 budget and business plan (presentation, decision note no.2)</b></p>	<p>Christine Houghton presented the Business Plan for 2021:</p> <p>Jocelyn presented decision note no. 2 on budget.</p> <p><u>MOTION to approve Option 1 – Approve proposed 2021 budget as is – as presented by Jocelyn White seconded by Cairine Green. MOTION PASSED.</u></p>		
<p><b>14) Finance Oversight Board recommendations</b></p> <p>a) <b>2020 Surplus investment (Decision note no. 3)</b></p>	<p>Jocelyn presented decision note no. 3</p> <p><u>MOTION to approve Option 1 – Invest the 2020 surplus into the Unrestricted Operating Fund – as presented by Jocelyn White seconded by Sean Sharpe. MOTION PASSED.</u></p>		
<p><b>15) President and Executive Report</b></p>	<p>Brian presented report</p> <p><u>MOTION to receive President and Executive report by Cairine Green seconded by Jocelyn White. MOTION CARRIED.</u></p>		
<p><b>16) Finance Report</b></p>	<p>Jocelyn presented report</p> <p><u>MOTION to receive Finance Report by Jocelyn White, seconded by Brittany John. MOTION CARRIED.</u></p>		
<p><b>17) Standing Committee reports</b></p> <p>a) <b>Credentials Committee report</b></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 Alex Tait, seconded by Sean Sharpe. MOTION CARRIED.</u></p> <p>--</p>		



Agenda Item	Discussion	Action item(s)	Due/Status (Lead)
<p><b>b) Audit &amp; Practice Review Committee report</b></p> <p><b>c) Discipline Committee report</b></p> <p><b>d) Nomination Committee report</b></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 Jocelyn White, seconded by Brittany John. 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 Cairine Green, seconded by Corinna Hoodicoff. MOTION CARRIED.</u></p> <p>--</p> <p>Cairine presented report</p> <p><u>MOTION to receive Nominations Report as presented by Cairine Green, seconded by Brittany John. MOTION CARRIED.</u></p>		
<p><b>18) Staff reports</b></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><b>19) Working Group Reports</b></p> <p>a) Editorial Board report</p>			
<p><b>20) Task Force Reports</b></p> <p>a) Mandatory Training Task</p>			



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Force Report			
21) Lay Member Report	<u>MOTION to receive Lay Member Report and all preceding reports under Consent Agenda by Alex Tait, seconded by Brittany John. MOTION CARRIED.</u>		
22) Council business a) Scheduling of next regular meeting (** 2021) b) Dates for possible extraordinary meeting in Q1	Next regular meeting will be on April 9, 2021.  Next extraordinary meeting will be on January 29, 2021 at 9:30 am.		
23) Report from the Meeting Monitor and selection of next meeting monitor	Corinna presented meeting monitor report <ul style="list-style-type: none"><li>• The meeting was satisfactory</li><li>• Everything went smoothly, even with such large agenda</li></ul> Monitor for next regular meeting will be Victoria Burdett-Coutts		
24) Adjournment	<u>MOTION to adjourn at 1:29pm by Cairine Green, seconded by Sean Sharpe. MOTION CARRIED.</u>		

**Next meeting date:**

January 29, 2021  
Videoconference

Brian Clark, RPBio  
President

Christine Houghton  
Chief Executive Officer