



Council Meeting – January 24, 2020
Executive Hotel Le Soleil, Vancouver, BC

Participants: Brian Clark (President), Alexandra Tait (Executive Vice-President), Jocelyn White (Vice-President), Hannah Horn, Steve Henstra, Theresa Fresco, Brittany John (left at 2:06pm), Sean Sharpe, Victoria Burdett-Coutts, Vanessa Craig, Cairine Green (at 9:07pm)

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

Regrets: Cliff Nietvelt

Draft Minutes

Start Time: 8:30am

| Agenda Item | Discussion | Action item(s) | Due/Status (Lead) |
|------------------------|---|----------------|-------------------|
| 1) Call to Order | Brian called the meeting to order at 8:33am and confirmed quorum. | | |
| 2) President's Remarks | Brian explained the importance of change management and expressed his confidence that the organization will be able to adapt Brian applauded the Council's efforts in communicating with staff over logistical planning of Council meeting | | |
| 3) Adoption of Agenda | Brian asked to add a discussion regarding the name of the College to the agenda. Brian presented discussion item of appointing chairs to two priority task forces: <ul style="list-style-type: none">• Mandatory Training TF• Practice Rights TF <u>MOTION to accept Alex Tait as Mandatory Training Chair and Brian Clark as Practice Rights TF and to start populating respective task forces by</u> | | |



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| | <p><u>Cairine Green, seconded by Jocelyn White. MOTION PASSED.</u></p> <p>Motion for chairs by Sean and Jocelyn. Motion passed</p> <p><u>MOTION to adopt Agenda as amended by Jocelyn White, seconded by Victoria Burdett-Coutts. MOTION PASSED.</u></p> | | |
| <p>4) Motion to go In Camera</p> | <p><u>MOTION to go In Camera by Sean Sharpe, seconded by Steve Henstra. Motion Carried.</u></p> <p>Vanessa will take minutes.</p> | | |
| <p>5) Approval of Minutes and review of action items</p> <p>a) November 28, 2019 meeting</p> <p>b) December 17, 2019 meeting</p> | <p>Christine reviewed action items.</p> <p><u>MOTION to approve minutes of November 28, 2019 as amended by Theresa, seconded by Hannah. MOTION CARRIED.</u></p> <p><u>MOTION to approve minutes of December 17, 2019 extraordinary meeting as amended by Steve, seconded by Brittany. MOTION CARRIED.</u></p> | <ul style="list-style-type: none"> • <u>Change venue to Vancouver</u> • <u>Spell Credentials Committee chair's name correctly</u> • <u>Steve and Alex were not present at Extraordinary meeting</u> | |
| <p>6) Summary of Meeting Monitor report from November 29, 2019 meeting</p> | <p>Brittany presented report</p> <p>Theresa will monitor the current meeting</p> | | |
| <p>7) Business plan update</p> <p>a) 2019 Business plan update</p> <p>b) 2020 Business plan presentation</p> | <p>Christine delivered final presentation on 2019 business plan</p> <p>Christine delivered 2020 business plan presentation</p> | | |



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| | <p>All web material has been updated and applicants are using new forms successfully</p> <p>There are four applicants who are being re-assessed under new standards</p> | | |
| <p>10) New fees implementation report</p> | <p>Christine provided update on implementation of dues increase</p> | | |
| <p>11) Financial audit RFP (Information note no. 1)</p> | <p>Jocelyn presented information note</p> <p>RFP produced three bids that were assessed using a scoring matrix</p> <p>The chosen bidder will be ratified by registrants at the 2020 AGM</p> | | |
| <p>12) Online assessment update</p> | <p>Shona presented update on online self-assessment tool</p> <p>Received six bids for development contract; selected winning bid with consultation from IT specialist</p> <p>College will survey users of tool using platform that it will also use for Council election voting</p> | | |
| <p>13) Regulation of Firms presentation by EGBC</p> | <p>Kelly Dayman and Peter Mitchell of Engineers and Geoscientists BC visited to deliver presentation</p> <p>Will declarations for engineers include a declaration that they are employed by a registered firm?</p> <ul style="list-style-type: none"> • There will be a requirement for engineers to declare their employer and the firm to declare their employees and area of practice <p>EGBC would like to align their program with Association of Professional</p> | | |



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| | <p>Engineers and Geoscientists of Alberta so that there is consistency for inter-provincial firms</p> <ul style="list-style-type: none"> • Are emulating approach of having a member responsible for the program within the firm, along with an executive that co-signs (a COO for example) <p>Tailored communications to different sectors and sizes of firms, especially regarding the value of this regulation – firms following OQM practices will produce better work</p> <ul style="list-style-type: none"> • Social media • Website • Not so much email • Roadshows and presentations <p>The idea for auditing of firms is that the regulator with the most professionals represented in the firm would be responsible for that percentage of the audit (and the lead in most cases)</p> <p>EGBC is projecting to add seven full-time employees to facilitate the program</p> <ul style="list-style-type: none"> • EGBC is prepared to offer shared services to other regulators • Also looking at generally qualified auditors who can assess multiple disciplines | | |
| <p>14) Scope of Practice a) Draft competencies b) Final report to Council</p> | <p>Hannah delivered report, including review of completed actions by the Scope of Practice Task Force</p> <p>Credentials assessors are already testing the use of the new competencies with new applicants</p> <p><u>MOTION to dissolve Scope of Practice Task Force by Sean Sharpe, seconded by Cairine Green. MOTION PASSED.</u></p> | <ul style="list-style-type: none"> • <u>Final report to be submitted at April Council meeting by chair</u> | |



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| 15) Statistical trends | Christine delivered presentation | | |
| 16) Elections update | Cairine delivered update Derek reported that the College has selected a firm to operate the election platform in 2020 | | |
| 17) Database update | Derek delivered update New vendor has been selected and staff is very pleased with the approach to date, particularly the exploration phase Vendor has committed to proof of concept by August 2020 and brought a lower budget than other vendors | | |
| 18) Executive Correspondence report | Brian delivered report | <ul style="list-style-type: none"> • <u>Brian to transmit carbon copies of APB letter to proper recipients</u> | |
| 19) Practice Review Policy (Decision note no. 1) | Shona delivered presentation Christine presented decision note Language in the policy is a little bit flexible so that practice reviews can be beta-tested and the policy can be adjusted <u>MOTION to approve Option 1 -- Approve the draft Practice Review Policy -- by Steve Henstra, seconded by Hannah Horn. MOTION PASSED.</u> | | |
| 20) Code of Ethics (Decision note no. 2) | Christine presented comparison of current Code of Ethics with proposed revisions, as reviewed by legal | <ul style="list-style-type: none"> • <u>In mark-up; revise in 4. conflicts of interests [sic]</u> | |



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| | <p>Question regarding duty to report where the first option is not to approach the member</p> <ul style="list-style-type: none"> • There will need to be an alternative dispute resolution mechanism <p><u>MOTION to approve Option 1 -- Approve revised Code of Ethics for implementation at a time to be determined at a future date -- by Alex Tait, seconded by Hannah Horn. MOTION PASSED.</u></p> | <ul style="list-style-type: none"> • <u>Review Transport Canada's definition of "significant harm" that appears in the legislation</u> | |
| <p>21) Bylaw structure (Decision note no. 3)</p> | <p>Christine introduced decision note</p> <p><u>MOTION to approve Option 1 -- Approve a Bylaw structure that keeps governance and practice/technical standards separate -- by Cairine Green, seconded by Brittany John. MOTION PASSED.</u></p> | | |
| <p>22) Revised 2020 budget (Decision note no. 4)</p> | <p>Christine delivered presentation regarding revisions to the budget</p> <p>Jocelyn presented decision note</p> <p><u>MOTION to approve Option 1 -- Approve revised 2020 budget -- by Sean Sharpe, seconded by Victoria Burdett-Coutts. MOTION PASSED.</u></p> | | |
| <p>23) RBTech/RAR Amendment update (Decision note no. 5)</p> | <p>Christine presented decision note</p> <p><u>MOTION to approve Option 1 -- Approve updates to Schedule 5 – Scope of Independent Practice for Registered Biology Technologists -- by Hannah Horn, seconded by Theresa Fresco. MOTION PASSED.</u></p> | <ul style="list-style-type: none"> • <u>Add planning and supervision to schematic for RBTech to make it consistent with the definition</u> | |



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| 24) President and Executive Committee Report | Brian presented report <u>MOTION to accept President and Executive Committee’s Report as amended by Cairine Green, seconded by Alex Tait. MOTION CARRIED.</u> | <ul style="list-style-type: none"> • Revise “Executive Director” to CEO in report • Add that President attended annual auditors meeting | |
| 25) Standing Committee Reports a) Finance Committee Report b) Credentials Committee Report c) Audit & Practice Review Committee Report | Reports presented by Committee Chair unless noted otherwise Jocelyn delivered report including information note regarding reinvestment of special levy from 2018 that was latterly acceted <u>MOTION to receive Finance Committee’s verbal report by Jocelyn White, seconded by Sean Sharpe. MOTION CARRIED.</u> -- Report delivered by Derek Marcoux, Registrar, on behalf of Chris Johnson <u>MOTION to receive Credentials Committee’s Report by Theresa Fresco, seconded by Hannah Horn. MOTION CARRIED.</u> -- Report delivered by Shona Lawson, Director of Practice, on behalf of Marc d’Entremont <u>MOTION to receive Audit and Practice Review Committee’s Report by Alex Tait, seconded by Cairine Green. MOTION CARRIED.</u> -- | | |



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| <p>d) Discipline Committee Report</p> <p>e) Nomination Committee Report</p> | <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 Alex Tait, seconded by Jocelyn White. MOTION CARRIED.</u></p> <p>--</p> <p>Report delivered by Cairine Green</p> <p><u>MOTION to receive Nominations Committee's Report by Cairine Green, seconded by Hannah Horn. MOTION CARRIED.</u></p> | | |
| <p>26) Staff reports</p> <p>a) CEO's Report</p> <p>b) Registrar's Report</p> <p>c) Director of Practice's Report</p> <p>d) Communication Coordinator's Report</p> | <p><u>Received via consent agenda</u></p> | | |
| <p>27) Working Group Reports</p> <p>a) Editorial Board Report</p> | | | |
| <p>28) Task Force Reports</p> <p>a) Scope of Practice Task Force Report</p> <p>b) Practice Review Task Force Report</p> <p>c) Credentials Task Force Report</p> | | | |
| <p>29) Lay Member Report</p> | <p><u>MOTION to receive Lay Member's Report and all other consent agenda reports by Alex Tait, seconded by Sean Sharpe. MOTION CARRIED.</u></p> | | |



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| <p>30) Other business</p> <p>a) Report of the Meeting Monitor</p> <p>b) Appointment of Meeting Monitor for next Council Meeting</p> | <p>The OSPG has acknowledged that the College has the right to change it's working name that clearly establishes its role as a regulatory body</p> <p>Theresa delivered Meeting Monitor report</p> <p>Well-organized and well-run meeting and appreciated the presentations, especially the guest presentations</p> <ul style="list-style-type: none"> Added that there could be a preamble when introducing guest presenters including why they are here <p>Vanessa Craig will be Meeting Monitor for April meeting</p> | <ul style="list-style-type: none"> <u>CEO will have follow up conversation with OSPG to assess suitability of name change and whether the membership should be polled</u> <u>College will seek time in mid-March for a Council teleconference</u> | |
| <p>31) Adjournment</p> | <p><u>Motion to adjourn at 2:35pm by Cairine Green. MOTION CARRIED.</u></p> | | |

Next meeting date:

April 4, 2020
Manteo – Eldorado Resort, Kelowna



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Brian Clark, RPBio.
President

Christine Houghton
CEO