



**Council Meeting – September 24, 2021**  
Videoconference

**Participants:** Brian Clark (President), Alexandra de Jong Westman (Vice-President) (left at 11:45am), Victoria Burdett-Coutts, Jocelyn White, Corinna Hoodicoff, Megan Hanacek (at 10:10am), Theresa Fresco, Deborah Stanyer, Mark De Croos (at 9:03am), Brittany John, Joe Greenholtz, Steven Henstra, Vanessa Craig (Past President) (left at 11:45am)

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

**Regrets:**

**Draft Minutes**

Start Time: 9:00am

Agenda Item	Discussion	Action item(s)	Due/Status (Lead)
1) Call to Order	Brian called the meeting to order at 9:00am and confirmed quorum.		
2) Approval of Agenda a) New business	<u>MOTION to approve agenda by Jocelyn White, seconded by Theresa Fresco. MOTION CARRIED.</u>		
3) President's Remarks a) Introductions	Brian noted that with the passing of reserved practice, it is even more important to approach the College's mandate seriously and work professionally towards the goal.		
4) Motion to go <i>In Camera</i>	<u>Motion to go <i>In Camera</i> by Jocelyn White, seconded by Steven Henstra. MOTION CARRIED.</u>  <u>MOTION to rise with report by Mark de Croos. MOTION CARRIED.</u>  Agenda items report: <ul style="list-style-type: none"><li>• Agenda item no. 4</li></ul>		
5) Adoption of minutes and review of Action items	Christine reviewed action items		



Agenda Item	Discussion	Action item(s)	Due/Status (Lead)
<p>a) <b>June 25, 2021 meeting</b></p>	<p><u>MOTION to approve minutes of June 25, 2021 meeting by Joe Greenholtz, seconded by Theresa Fresco. MOTION CARRIED.</u></p>		
<p>6) <b>Summary of Meeting Monitor report from June 25, 2021 meeting</b></p>	<p>Alexandra de Jong Westman reviewed Meeting Monitor report from June 25, 2021 meeting.</p> <p>Alex noted that the last meeting was satisfactory but added that it can be difficult to tell when people are prepared</p> <p>Overall the virtual meetings have been good because all the documentation is clear and provided in a timely manner</p> <p>Joe Greenholtz will be the meeting monitor</p>		
<p>7) <b>Professional Governance Act update</b>            a) <b>Standards of Good Governance review</b>            b) <b>Duty to report</b>            c) <b>Reserved practice timeline</b></p>	<p>Christine delivered presentation</p> <p>Christine detailed the College's progress to date with the Office of the Superintendent of Professional Governance's requests for information, including their Familiarization surveys</p> <ul style="list-style-type: none"> <li>• The College has received feedback regarding several processes and communications</li> <li>• Most processes have met with approval by OSPG</li> </ul> <p>Christine provided update on section 58 of the Act which is duty to report – work is ongoing between regulators and OSPG to provide guidance for implementation of the section</p> <p>Christine explained progress on a timeline for reserved practice</p>		



Agenda Item	Discussion	Action item(s)	Due/Status (Lead)
	<ul style="list-style-type: none"> <li>• Most important elements of the rollout are development of a limited licensing pathway and completion of outreach with stakeholders</li> <li>• OSPG will be monitoring the College's progress to ensure that reserved practice can be activated in September 2022</li> </ul>		
<p><b>8) 2021 Business Plan update</b></p>	<p>Christine delivered presentation</p> <p>College revenue is tracking as projected, however expenses are higher in some places and lower in others due to COVID and shifting priorities</p> <p>Brian asked what supports are in place for volunteers who are working hard to complete statutory tasks under the Act</p> <ul style="list-style-type: none"> <li>• It may be a good idea to survey volunteers, asking what their motivation was and how they've feeling about their workload</li> </ul>	<ul style="list-style-type: none"> <li>• <b>College staff to explore a survey of volunteers</b></li> </ul>	
<p><b>9) Executive Correspondence report</b></p>	<p>Tory presented report</p>		
<p><b>10) Results of Council self-assessment</b></p>	<p>Christine delivered presentation</p>		
<p><b>11) Venue for 2022 Conference</b></p>	<p>Tory delivered update</p> <p>2022 AGM &amp; Conference will take place on April 7-8, 2022 at the Delta Ocean Pointe Resort in Victoria, BC</p>	<ul style="list-style-type: none"> <li>• <b>Send invitation to Councillors for their calendars</b></li> </ul>	
<p><b>12) Update on Sediment and Erosion Control Practice Guideline with EGBC</b></p>	<p>Cameron and Victoria presented update</p>	<ul style="list-style-type: none"> <li>•</li> </ul>	



Agenda Item	Discussion	Action item(s)	Due/Status (Lead)
	<p>The College will issue an expression of interest letter to seek eight to 10 individuals for a working group which will run the development of the guideline</p> <ul style="list-style-type: none"> <li>• Members of the working group may be compensated for their work on the guideline</li> <li>• Interested individuals will need to express interest by October 15</li> <li>• Membership to the working group will be limited to registrants</li> <li>• Councillors may submit suggestions to Cameron</li> </ul> <p>There will be four to six weeks of engagement with practitioners before bilateral work begins</p>		
<p><b>13) 2022 business plan strategic priorities (Decision note no. 1)</b></p>	<p>Christine presented decision note</p> <p>Christine detailed the strategic priorities for 2022 to successfully implement the PGA and reserved practice</p> <p>Brian suggested that a change of operational name may be necessary to align the College with the name of its regulation</p> <p>Steve suggested an amendment to the proposed priorities, making onboarding of new staff a priority as well</p> <p><u>MOTION to approve Option 1 -- Approve the proposed priorities with amendments – by Steven Henstra, seconded by Victoria Burdett Coutts. MOTION PASSED</u></p>		





**COLLEGE OF  
APPLIED BIOLOGY**

Professional Accountability

Agenda Item	Discussion	Action item(s)	Due/Status (Lead)
	<p>time staff that the College needs to continue its mandate under the PGA</p> <p>The rationale for increasing dues equally between RPBios and RBTechs relates to the desire to close the gap between the dues for both titles to demonstrate that they both have independent practices</p> <p>The amounts for rate #1 were based on what a cost analysis demonstrated would be necessary for the College to fulfill its mandate</p> <p><u>MOTION to approve Option 1 -- Approve the Rate #1 Dues increase and the \$25 application fee increase – by Jocelyn White, seconded by Mark de Croos. MOTION PASSED.</u></p> <p>The Finance Oversight Board has committed to execute a review of whether scheduled dues increases are viable over a three to five-year period rather than doing a large increase every three years</p>		
<p><b>15) Bylaw amendments (Decision note no. 4)</b></p>	<p>Christine presented decision note</p> <p>The College has identified some practical adjustments to the bylaws having operated under them for a number of months</p> <ul style="list-style-type: none"> <li>• Changes may cover areas where the bylaws are silent on a topic where there needs to be explicit authority</li> <li>• There were also areas where a process could be made clearer</li> </ul> <p><u>MOTION to approve Option 1 -- Accept in principle the proposed bylaw</u></p>		



COLLEGE OF  
**APPLIED BIOLOGY**

Professional Accountability

Agenda Item	Discussion	Action item(s)	Due/Status (Lead)
	<p><u>changes according to the appendix -- by Joe Greenholtz, seconded by Jocelyn White. MOTION PASSED.</u></p> <p>College staff are hoping to have revised bylaws, with support from OSPG and legal counsel, by the November Council meeting</p>		
<p><b>16) Policy revisions</b></p> <p><b>a) Policy 3-100: Nominations (Decision note no. 5)</b></p> <p><b>b) Policy 8-200: Audit Program (Decision note no. 6)</b></p>	<p>Tory presented decision note</p> <p><u>MOTION to approve Option 1 -- Approve revisions to Policy 3 – 100 as amended – by Jocelyn White, seconded by Brittany John. MOTION PASSED</u></p> <p>--</p> <p>Shona presented decision note</p> <p>Auditors have noted that in training registrants do not have the sufficient professional experience to complete a level II audit</p> <p><u>MOTION to approve Option 1 -- in Training registrants are only eligible for a Level I audit and revise Policy 8 – 200 (Appendix B) to reflect this change – by Corinna Hoodicoff, seconded by Brittany John. MOTION PASSED</u></p>	<ul style="list-style-type: none"> <li>• <b>Policy 3-100 should be amended so that the sequence of appointments awarded by number of votes is more clear (ie. Most votes gets longest term and so forth)</b></li> <li>• <b>Revise policy 8-200 to include hyphen for in-training positions</b></li> </ul>	
<p><b>17) Ratification of appointment of new member to Nominations Committee (Decision note no. 7)</b></p>	<p>Christine presented decision note</p> <p><u>MOTION to approve Option 1 -- Confirm decision on committee appointment as rendered digitally on July 7, 2021 and finalize Committee membership as listed on the enclosed roster – by Theresa Fresco,</u></p>		



Agenda Item	Discussion	Action item(s)	Due/Status (Lead)
	<p><u>seconded by Corinna Hoodicoff.</u> <u>MOTION PASSED.</u></p>		
<p><b>18) Recommendation from RBTech/ABT Scope of Practice Task Force (Decision note no. 8)</b></p>	<p>Cam delivered presentation covering the work of the task force</p> <p>Corinna presented decision note</p> <p><u>MOTION to approve Option 1 -- Approve the recommended scope of practice for RBTechs and ABTs and draft definitions – by Corinna Hoodicoff, seconded by Jocelyn White.</u> <u>MOTION PASSED.</u></p> <p>Definitions will still need to undergo a legal review</p>		
<p><b>19) Appointment of Conference Planning Working Group chair and members</b></p>	<p>Christine explained Conference Planning Working Group</p> <p><u>MOTION to appoint the following members to Conference Planning Working Group:</u></p> <ul style="list-style-type: none"> <li>• <u>Brian Clark</u></li> <li>• <u>Theresa Fresco</u></li> <li>• <u>Debbi Stanyer</u></li> <li>• <u>Victoria Burdett-Coutts</u></li> </ul> <p><u>by Theresa Fresco, seconded by Steven Henstra. MOTION CARRIED.</u></p>		
<p><b>20) Recommendation for consistency in ABT accreditation streams 1 and 2 (Decision note no. 9)</b></p>	<p>Shona presented decision note</p> <p><u>MOTION to approve Option 1 -- Remove applied mathematics requirement the ABT Streams 1 and 2 – by Joe Greenholtz, seconded by Corinna Hoodicoff. MOTION PASSED.</u></p>		
<p><b>21) Recommendation to align streams 1 and 2 for RBTechs (Decision note no. 10)</b></p>	<p>Shona presented decision note</p> <p><u>MOTION to approve Option 1 -- Remove the Project Management core</u></p>		





Agenda Item	Discussion	Action item(s)	Due/Status (Lead)
	<p><u>course as a requirement for the RBTech registrant category and update the credentialing standard to reflect the requirements accordingly – by Theresa Fresco, seconded by Brittany John. MOTION PASSED.</u></p>		
<p><b>22) Recommendation for training partner for Indigenous Reconciliation Training (Decision note no. 11)</b></p>	<p>Christine presented decision note</p> <p><u>MOTION to approve Option 1 -- Recommend contacting Indigenous Corporate Training to partner in developing Indigenous Reconciliation Training for registrants – by Theresa Fresco, seconded by Victoria Burdett-Coutts. MOTION PASSED.</u></p>		
<p><b>23) President and Executive Report</b></p>	<p>Brian presented report</p> <p><u>MOTION to receive President’s Report by Corinna Hoodicoff, seconded by Mark de Croos. MOTION CARRIED.</u></p>		
<p><b>24) Finance Oversight Board Report</b></p>	<p>Jocelyn presented Finance Oversight Board Report</p> <p><u>MOTION to receive Finance Oversight Board report by Jocelyn White, seconded by Steven Henstra. MOTION CARRIED.</u></p>		
<p><b>25) Standing Committee reports</b></p> <p><b>a) Credentials Committee report</b></p>	<p>Reports presented by chair unless otherwise stated</p> <p>Shona presented report on behalf of Chris Johnson (chair)</p> <p><u>MOTION to receive Credentials Report as presented by Corinna Hoodicoff, seconded by Jocelyn White. 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) Investigations Committee report</b></p> <p><b>d) Nomination Committee report</b></p>	<p>Shona presented report on behalf of Sean Sharpe (chair)</p> <p><u>MOTION to receive Audit &amp; Practice Review Committee Report as presented by Steven Henstra, seconded by Theresa Fresco. MOTION CARRIED.</u></p> <p>--</p> <p>Christine presented report on behalf of Mel Kotyk (chair)</p> <p><u>MOTION to receive Investigations Committee Report as presented by Brittany John, seconded by Corinna Hoodicoff. MOTION CARRIED.</u></p> <p>--</p> <p>Christine presented report</p> <p><u>MOTION to receive Nominations Report as presented by Steven Henstra, seconded by Brittany John. MOTION CARRIED.</u></p>		
<p><b>26) 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>27) Working Group Reports</b></p> <p>a) Editorial Board report</p>			
<p><b>28) Task Force Reports</b></p> <p>a) Mandatory Training Task Force Report</p>	<p><u>MOTION to receive reports under Consent Agenda by Mark de Croos, seconded by Brittany John. MOTION CARRIED.</u></p>		



Agenda Item	Discussion	Action item(s)	Due/Status (Lead)
b) RBTech/ABT Scope of Practice Task Force Report			
29) Lay Member Report	<u>MOTION to receive Lay Member report by Victoria Burdett-Coutts, seconded by Brittany John. MOTION CARRIED.</u>		
30) Report from the Meeting Monitor	<p>Joe delivered report</p> <p>Joe noted that all questions asked demonstrated that questioner had read the material</p> <p>CEO and President kept the meeting moving efficiently and everyone had an opportunity to speak</p> <p>Attendees noted that the room was not suitable for the meeting</p>		
31) Appointment of Meeting Monitor for next Council Meeting	Monitor for next regular meeting will be Steven Henstra.		
32) Other business	<p>Brittany noted that September 30 is a national day for truth and reconciliation and wondered what the College will be doing to commemorate</p> <ul style="list-style-type: none"> <li>• The College will issue a release</li> <li>• Staff have been assigned a brief oral report on a topic of Indigenous culture in BC</li> </ul>	<ul style="list-style-type: none"> <li>• <b><u>College staff will issue a statement in observance of Truth and Reconciliation Day</u></b></li> </ul>	
33) Adjournment	<u>MOTION to adjourn at 12:56pm by Corinna Hoodicoff, seconded by Victoria Burdett-Coutts. MOTION CARRIED.</u>		



COLLEGE OF  
**APPLIED BIOLOGY**  
Professional Accountability

**Next meeting date:**

November 18, 2021  
Vancouver, BC

A handwritten signature in black ink, appearing to read 'B. Clark', written over a horizontal line.

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

A handwritten signature in blue ink, appearing to read 'C. Houghton', written over a horizontal line.

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