



Council Meeting – June 26, 2020
Teleconference

Participants: Brian Clark (President), Steve Henstra, Corinna Hoodicoff, Megan Hanacek (left at 12:46pm, rejoined at 1:00pm), Brittany John, Vanessa Craig (Past President), Cairine Green, Victoria Burdett-Coutts, Sean Sharpe, Theresa Fresco (at 10:24am)

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

Regrets: Alexandra Tait (Executive Vice-President), Jocelyn White

Draft Minutes

Start Time: 10:00am

Agenda Item	Discussion	Action item(s)	Due/Status (Lead)
1) Call to Order	Brian called the meeting to order at 10:06am and confirmed quorum.		
2) President's Remarks	Brian related his appreciation for Councillors making time in their schedules for Council meetings, especially over the summer – important issues are upcoming as implementation of the PGA continue apace Requested that Councillors clearly indicate when they would like to speak because it's somewhat difficult in the digital sessions		
3) Motion to go In Camera	<u>Motion to go In Camera by Cairine Green, seconded by Brittany John. MOTION CARRIED.</u> <u>Motion to rise with report by Theresa Fresco, seconded by Sean Sharpe. MOTION CARRIED.</u> Items reported: <ul style="list-style-type: none">Cairine Green appointed as Nomination Committee Chair		



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4) Approval of Agenda	<u>MOTION to approve agenda as amended to include lunch recess by Steve Henstra, seconded by Corinna Hoodicoff. MOTION CARRIED.</u>		
5) Adoption of minutes and review of Action items a) April 3, 2020 meeting b) May 29, 2020 Extraordinary meeting	Christine reviewed action items <u>MOTION to adopt minutes of April 3, 2020 meeting and May 29, 2020 extraordinary meeting by Megan Hanacek, seconded by Victoria Burdett-Coutts. MOTION CARRIED.</u>		
6) Summary of Meeting Monitor report from April 3, 2020 meeting	Tory reviewed Meeting Monitor report from April 3, 2020. Cairine will be meeting monitor this session		
7) COVID-19 update	Christine delivered update Some staff are back in the office full-time, those with childcare challenges are working on arrangements to allow them to be in the office more often <ul style="list-style-type: none"> • Provincial protocols may result in parents having to isolate children if they show any symptoms at childcare facilities Will discuss ongoing possibility of September in-person Council meeting		
8) IT updates a) Database b) ASAT	Derek delivered update on database, which is now in a live test phase <ul style="list-style-type: none"> • Registrar's office will be working on the new database going forward, including with new applicants • Derek is pleased with functionality • Payment of dues this year will allow registrants to move through the 		



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	<p>new database and update all their information</p> <p>Shona delivered presentation on Applicant Self-Assessment Tool</p> <ul style="list-style-type: none"> • Intention is for ASAT to be live on July 6 <p>Tool will offer helpful analytics to reflect submissions for each title and specific responses</p> <p>Tool has come in under budget</p>		
<p>9) 2020 Business plan update (presentation)</p>	<p>Christine delivered presentation</p> <p>Some strategic initiatives have not advanced as far as hoped, but they will be addressed through the fall</p> <p>Overall, budgetary expense is less than projected due to lack of travel during coronavirus outbreak</p> <ul style="list-style-type: none"> • May grant a surplus which will allow pushing forward of phase two of database rollout (incorporation of audit program) • Applications may be slightly less than projected <p>College is endeavouring to make financial statements available two weeks in advance of AGM</p>		
<p>10) Professional Governance Act update</p>	<p>Christine delivered presentation</p> <p>Some guidance documents are still in draft, such as duty to report and remuneration for lay volunteers</p> <p>OSPG Tasks recently started:</p> <ul style="list-style-type: none"> • Govt/Reg. Advisory Committee established 		



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	<ul style="list-style-type: none"> Regulations on Council size and composition and appointment of lay volunteers <p>Consultation on Right to Practice will begin shortly: paper was submitted to OSPG on June 19</p> <p>Policy work on by-laws – with the exception of Investigations and Discipline – is in progress with some being reviewed by OSPG.</p> <p>Ethics exam will need to be revised to be in compliance with new Code of Ethics</p>		
<p>11) Executive Correspondence report</p>	<p>Tory presented report</p> <p>Will send proposal on practice rights to Environment & Climate Change Canada as a follow-up to letter requesting meeting</p> <p>Will look to engage with other departments at Federal level, including Fisheries & Oceans Canada</p>		
<p>12) Revised Code of Ethics (decision note no. 1)</p>	<p>Christine presented decision note</p> <p>Minor language changes to Code of Ethics requested by OSPG – document will then have to go back to legal counsel for final review</p> <p><u>MOTION to adopt Option 1 – Approve (re)revised Code of Ethics – by Corinna Hoodicoff, seconded by Sean Sharpe.</u> <u>MOTION PASSED.</u></p>	<ul style="list-style-type: none"> Review typography in Principle 3 “use of any new or unusual methods...” Review idea in Principle 9 “appropriate regulatory body” (duty to report) 	
<p>13) Competencies (decision note no. 2)</p>	<p>Shona presented decision note</p>		



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	<p><u>The draft competencies have been successfully employed during the application process and are part of the College’s submission on practice rights. Vanessa Craig replaced Brian as Chair (technical difficulties)</u></p> <p><u>MOTION to adopt Option 1 – Approve the Professional Practice Competencies and Competence Policy – by Cairine Green, seconded by Brittany John. MOTION PASSED.</u></p> <p><u>Lunch recess</u></p>		
<p>14) Re-instatement fees</p>	<p><u>Brian Clark returned as Chair</u></p> <p>Derek presented decision note</p> <p>Decision note has been brought through Finance Oversight Board</p> <p>Currently, there is no limitation to reinstatement but there is a requirement to pay back dues that accumulate ever year</p> <ul style="list-style-type: none"> • The back dues can be prohibitively expensive • Conceivably, someone could have their membership lapse for a long period of time and reinstate rather than reapply <p>Communication required to advise</p> <p><u>MOTION to adopt Option 1 –Require a flat fee payment equal to the application fee for the category in which applicants apply for reinstatement (Option 1) and set the maximum years that a registrant can reinstate at three (3) years (Option 1A) – by Brittany John, seconded by Cairine Green. MOTION PASSED.</u></p>		



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<p>15) President & Executive Report</p>	<p>Brian presented report</p> <p>Most items relate to work on implementation of PGA</p> <p>Brian attended BCIA AGM which was also virtual</p> <ul style="list-style-type: none"> • Brian was pleased with staff's role in producing the College's AGM <p>College Council will need to follow the progress of Agrologists Scope of Practice policy</p> <p><u>MOTION to receive President & Executive Report by Theresa Fresco, seconded by Cairine Green. MOTION CARRIED.</u></p>	<ul style="list-style-type: none"> • Amend report with proper name for Finance Oversight Board 	
<p>16) Finance Report</p>	<p>Christine presented report on behalf of Jocelyn White.</p> <p><u>MOTION to receive Finance Report by Cairine Green, seconded by Steve Henstra. MOTION CARRIED.</u></p>		
<p>17) Standing Committing reports</p> <p>a) Credentials Committee report</p> <p>b) Audit & Practice Review report</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 Corinna Hoodicoff, seconded by Theresa Fresco. MOTION CARRIED.</u></p> <p>--</p> <p>Shona presented report on behalf of Marc d'Entremont (chair)</p> <p><u>MOTION to receive Audit & Practice Review Report as presented by Steve Henstra, seconded by Brittany John. MOTION CARRIED.</u></p> <p>--</p>		



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<p>c) Discipline Committee report</p> <p>d) Nomination Committee report</p>	<p>Derek presented report on behalf of Mel Kotyk (chair)</p> <p><u>MOTION to receive Discipline Report as presented by Megan Hanacek, seconded by Victoria Burdett-Coutts. MOTION CARRIED.</u></p> <p>--</p> <p>No report required.</p>	<ul style="list-style-type: none"> • Amend Discipline report with correct date for meeting for file 19-01 													
<p>18) Staff reports</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>19) Working Group Reports</p> <p>a) Editorial Board report</p>															
<p>20) Task Force Reports</p> <p>a) Practice Rights Task Force report</p> <p>b) Mandatory Training Task Force Report</p>															
<p>21) Lay Member Report</p>	<p><u>Motion to receive Lay Member Report and all preceding reports under Consent Agenda by Cairine Green, seconded by Steve Henstra. MOTION CARRIED.</u></p>														
<p>22) Council business</p> <p>a) 2020/2021 Council meeting dates</p>	<p>Christine presented Council meeting dates</p> <table border="1" data-bbox="495 1854 1019 1984"> <thead> <tr> <th>MEETING</th> <th>TYPE</th> <th>DATE SELECTED</th> </tr> </thead> <tbody> <tr> <td>July</td> <td>Extra</td> <td>July 30</td> </tr> <tr> <td>September</td> <td>Regular</td> <td>September 17-18</td> </tr> <tr> <td>October</td> <td>Extra</td> <td>October 15</td> </tr> </tbody> </table>	MEETING	TYPE	DATE SELECTED	July	Extra	July 30	September	Regular	September 17-18	October	Extra	October 15	<ul style="list-style-type: none"> • Suggestion for September meeting to be in Lower Mainland or Nanaimo 	
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23) Report from the Meeting Monitor and selection of next meeting monitor	<table border="1"><tr><td>November</td><td>Regular</td><td>November 19-20</td></tr></table> <p>Cairine presented meeting monitor report</p> <p>Brian emphasized the importance of being demonstrative with their participation in the digital context so that members can be included in discussion and not missed</p> <ul style="list-style-type: none">Any feedback or opportunities for improvement should be submitted to Christine <p>Steve will be meeting monitor for next meeting</p>	November	Regular	November 19-20		
November	Regular	November 19-20				
24) Adjournment	<p><u>MOTION to adjourn at 1:30pm by Cairine Green, seconded by Steve Henstra.</u></p> <p><u>MOTION CARRIED.</u></p>					

Next meeting date:

July 30
Videoconference

Brian Clark, RPBio
President

Christine Houghton
Chief Executive Officer