



Council Meeting – January 28, 2022
Videoconference

Participants: Brian Clark (President), Alexandra de Jong Westman (Vice-President), Jocelyn White, Corinna Hoodicoff, Megan Hanacek (left at 10:03, returned at 10:17am, left at 12:55pm), Theresa Fresco, Deborah Stanyer, Mark De Croos, Brittany John, Joe Greenholtz, Steven Henstra, Victoria Burdett-Coutts, Vanessa Craig (Past President) (at 10:49am, left at 12:30pm)

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

Regrets:

Minutes

Start Time: 9:30am

Agenda Item	Discussion	Action item(s)	Due/Status (Lead)
1) Call to Order	Brian called the meeting to order at 9:34am and confirmed quorum.		
2) Approval of Agenda a) New business	<u>MOTION to approve agenda by Alex de Jong Westman, seconded by Theresa Fresco. MOTION CARRIED.</u>		
3) President's Remarks a) Introductions	Brian identified the meeting was his last meeting as Council president Brian noted the amount of key decisions on the agenda as evidence of the amount of work being done by committees and staff		
4) Motion to go <i>In Camera</i>	<u>MOTION to go <i>In Camera</i> by Jocelyn White, seconded by Joe Greenholtz. MOTION CARRIED.</u> <u>MOTION to rise with report by Corinna Hoodicoff, seconded by Steven Henstra. MOTION CARRIED.</u>		



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	Agenda items to report: <ul style="list-style-type: none"> • Agenda item no. 5: Appointment to Investigations Committee • Agenda item no. 6: Appointment of Deputy Registrar 		
5) Adoption of minutes and review of Action items a) November 19, 2021 meeting	Christine reviewed action items <u>MOTION to approve minutes of November 19, 2021 meeting by Megan Hanacek, seconded by Joe Greenholtz. MOTION CARRIED.</u>		
6) Summary of Meeting Monitor report from November 19, 2021 meeting	Steven Henstra reviewed Meeting Monitor report from November 19, 2021 meeting. Mark De Croos will be the meeting monitor		
7) Professional Governance Act/reserved practice update a) Update on illustrative documents	Christine delivered presentation Christine noted that there have been delays with bylaw revisions, but there isn't any concern about timelines <ul style="list-style-type: none"> • The revisions are now being reviewed by the Office of the Superintendent of Professional Governance (OSPG) College will hear an update on amendments to the <i>Professional Governance Act</i> (PGA) in March The College has been approached by Engineers and Geoscientists BC (EGBC) to create a collaborative agreement - work is ongoing		



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	<p>OSPG has asked regulators to provide presentations on their respective Credentialing Standards and accreditation programs</p> <p>OSPG has issued a directive, which is binding for regulators under the PGA</p> <ul style="list-style-type: none"> • OSPG has directed regulators to produce an engagement plan. The directive was based on the plan that the College has already produced • Regulators have also been asked to create a suite of materials which describe the scope of practice and reserved practice for registrants to promote understanding between the professions <p>Christine provided update on development of illustrative documents, including a table of topics which will be described</p> <ul style="list-style-type: none"> • Christine shared an example of a plain language description of the reserved practice of applied biology and a table of practice scopes for the College's practicing designations <p>Next steps:</p> <ul style="list-style-type: none"> • Finalize draft consultation document • Initiate discussions with partners about areas of intersection and revise the consultation document • Initiate consultation with other stakeholders <p>Corinna suggested that there may need to be additional resources about</p>		



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	<p>the overlap between the scope of practice for agrologists and applied biology professionals and consistent communication from both regulators</p>		
<p>8) 2021 Business Plan final review</p>	<p>Christine delivered presentation</p> <p>Figures presented for the 2021 year are subject to the final financial audit for the fiscal year</p>		
<p>9) Executive Correspondence report</p>	<p>Tory presented report</p> <p>Elected officials have been invited to the 2022 conference</p> <p>The College was in contact with the Alberta Society of Professional Biologists to release a joint statement regarding continued adherence to the <i>Labour Mobility Act</i></p> <p>Brian added that he expected a response from the APB to the communication that the College sent in November 2021, however no official response was received</p>		
<p>10) Staffing update</p>	<p>Christine delivered update</p> <p>The College's new Director of Practice will begin at the end of February</p> <p>The job description for the Information Officer will be posted once finalized</p> <p>Christine added that the College has shifted its office space around to accommodate new staff</p> <p>The ABCFP will be posting the joint investigator position</p>		



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<p>13) Update on Erosion and Sediment Control practice guidance</p>	<p>Cameron delivered update</p> <p>Cameron attended the Erosion and Sediment Control conference</p> <p>The College's working group has also met to discuss roles and responsibilities around erosion and sediment control</p> <ul style="list-style-type: none"> • The College and EGBC will have a meeting with other regulators to see which other regulated professionals should be involved 		
<p>14) Changes to Credentialing Standard</p> <p>a) Updates to professional work product requirements (Decision note no. 1)</p>	<p>Shona delivered presentation regarding the Credentials Committee's process for suggesting amendments to the Standard</p> <p>Reports and work product requirements have been reviewed to align with the current practice of applied biology and to remove barriers for applicants</p> <ul style="list-style-type: none"> • The Committee feels that this adjustment will make their assessments clearer and more efficient <p>The College would prepare guidance for assessors and applicants to reflect the proposed changes</p> <p>Shona presented decision note</p> <p><u>MOTION to approve Option 1 – Being inclusive of professional work products for RPBio and RBTech applications for effective immediately by Jocelyn White, seconded by Alex de Jong Westman. MOTION PASSED.</u></p>		



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<p>b) Limited Licensing (Decision note no. 2)</p>	<p>Christine delivered presentation on limited license and explained the scope of practice for RPBios, RBTechs and limited license holders for a specific assignment</p> <p>Shona delivered presentation explaining the Credentials Committee’s process in delivering the recommendation to Council</p> <ul style="list-style-type: none"> • The College consulted with the EGBC to understand their process for limited licensing and to learn what things to avoid <p>The limited license is meant to be a specific remedy for practitioners who have a single area of practice and not a loophole</p> <p>The Committee has proposed establishing a working group which only reviews limited license applications</p> <ul style="list-style-type: none"> • The working group would engage a subject matter expert in reviewing limited license applications with the Credentials Committee being the approving body <p>The Committee has noted that limited license applications present a variability in processing time that cannot be accurately estimated</p> <ul style="list-style-type: none"> • EGBC has not encountered issues with high volumes of limited license applications • The group will monitor what the uptake is and adjust accordingly 		



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	<p>Shona presented decision note</p> <p><u>MOTION to approve Option 1 – Recommend Applied Biologist Limited License registration requirements and process for approval by Council -- by Corinna Hoodicoff, seconded by Jocelyn White. MOTION PASSED.</u></p> <p>Christine noted the significant change management challenges faced by the APRC and Credentials Committees that have been overcome based on thoughtful and skilled adaptation by staff, chairs and committee members</p>	<ul style="list-style-type: none"> • Council would like to recognize the work of the APRC and Credentials Committees at the AGM 	
<p>15) Application processing timelines policy (Decision note no. 3)</p>	<p>Shona presented decision note</p> <p>Shona reminded Council of the update to the policy, which was approved in November, however the College will be audited on its timelines for application processing by the OSPG and so they have been added to the policy</p> <p>The proposed timelines are sensitive to the idea that assessors are volunteering their time</p> <ul style="list-style-type: none"> • The College has also made several tweaks to the applicant module in the database to improve efficiency <p><u>MOTION to approve Option 1 -- Approve Application Processing Policy effective immediately -- by Joe Greenholtz, seconded by Corinna Hoodicoff. MOTION PASSED.</u></p>		
<p>16) Policy amendments (Decision note no. 4)</p>	<p>Shona presented decision note</p> <p>Brian remarked on page 6 of the policy that out of scope should note “active”</p>	<ul style="list-style-type: none"> • <u>Amend page 6 of the policy that out of scope should note “active”</u> 	



Agenda Item	Discussion	Action item(s)	Due/Status (Lead)
a) Policy 8 – 300: Practice review program	complaint files as opposed to “current” <u>MOTION to approve Option 1 -- Approve the revisions to the Practice Review Policy as amended -- by Corinna Hoodicoff, seconded by Theresa Fresco. MOTION PASSED</u>	<u>complaint files as opposed to “current”</u>	
17) Finance decisions (presentation) a) Allocation Surplus options (Decision note no. 5) b) Pricing for Mandatory Training (Decision note no. 6)	<i>Discussed after agenda item no. 18</i> Jocelyn presented decision note All the 2021 invoices haven’t been received yet, but the College has realized a surplus that needs to be reallocated The College’s finances are subject to the Funds Policy which was passed in 2021 <u>MOTION to approve Option 1 -- Contribute \$10K into Linda Michaluk Scholarship Fund and invest the remainder of the unaudited net income in amount of \$61K to Operating Fund – by Jocelyn White, seconded by Steven Henstra. MOTION PASSED.</u> Jocelyn presented decision note The <i>Professional Governance Act</i> makes it mandatory for registrants to complete an Indigenous Awareness Training course; registrants will also need to take an updated ethics course <u>MOTION to approve Option 1 as amended – Approve the Code of Ethics and Professional Conduct Course and Indigenous Awareness Course fee of</u>	<ul style="list-style-type: none">• <u>College should take care to refer to the mandatory course by its name so that registrants aren’t misled to think that the course covers all topics related to Reconciliation with Indigenous Peoples</u>	



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<p>c) Pricing Limited Licensing dues (Decision note no. 7)</p> <p>d) 2022 Budget and Business plan (Decision note no. 8)</p> <p>e) Options for diversifying investments (IN. 1)</p>	<p><u>\$300 for applicants and \$50 for current registrants – by Jocelyn White, seconded by Victoria Burdett-Coutts. MOTION PASSED.</u></p> <p>Jocelyn presented decision note</p> <p><u>MOTION to approve Option 1 -- Approve the AB-LL the proposed Dues and Application fees – by Jocelyn White, seconded by Alex de Jong Westman. MOTION PASSED.</u></p> <p>Christine delivered presentation on Budget 2022 to update from the provisional budget which was approved at the November 2021 meeting</p> <p>Adjustments include:</p> <ul style="list-style-type: none"> • Adding Limited License finance information • Addition of the salary of the Director of Practice and adjustments for other staff • Shift to virtual meeting for the January 2022 Council session <p>Jocelyn presented decision note</p> <p><u>MOTION to approve Option 1 as amended – Approve proposed final 2022 budget as is – by Jocelyn White, seconded by Steven Henstra. MOTION CARRIED.</u></p> <p>Christine and Jocelyn presented information note on diversifying investments to continue the College’s conservative investment strategy.</p>		



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	It was noted that the Bank of Canada has announced its intention to raise rates for 2022		
18) Bylaw amendments update and discussion a) Bylaw revisions update	<i>Discussed after agenda item no. 16</i> Christine delivered update on the College's feedback to the OSPG's questions about the revisions Christine noted that Council will most likely need to convene an extraordinary Council meeting to approve revisions to the bylaws		
19) Organizational name change (Decision note no. 9)	Christine presented the decision note Christine noted that the College is the only regulator whose organizational name refers to the profession as opposed to the professionals that it regulates <ul style="list-style-type: none"> • The College's governing Regulation is the Applied Biologists Regulation <u>MOTION to approve Option 1 -- Approve organizational name change as of April 1, 2022 to College of Applied Biologists -- by Theresa Fresco, seconded by Corinna Hoodicoff. MOTION CARRIED.</u>		
20) Working Group terms of reference (Decision note no. 10) a) Executive Oversight Board b) Finance Oversight Board c) Editorial Board	Christine presented decision note Terms of reference have been revised to align with the Committee terms of reference and to comply with the Act <u>MOTION to approve Option 1 -- Approve revisions to Working Group terms of reference as amended -- by Jocelyn White, seconded by Brittany John. MOTION PASSED</u>	<ul style="list-style-type: none"> • <u>Revise membership of Finance Oversight Board to remove redundant requirement for Lay Councillor</u> • <u>Clarify quorum for Finance Oversight Board so that lay</u> 	



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		<p><u>members are not excluded as voting members</u></p> <ul style="list-style-type: none"> • <u>Revise Executive Oversight Board so that it doesn't refer to Committee members</u> 	
<p>21) President and Executive Report</p>	<p>Brian presented report</p> <p>Brian noted his involvement in the hiring process for the Director of Practice role, however the final determination was made by staff</p> <p><u>MOTION to receive President's Report by Steven Henstra, seconded by Theresa Fresco. MOTION CARRIED.</u></p>		
<p>22) Finance Oversight Board Report</p>	<p>Jocelyn presented Finance Oversight Board Report</p> <p><u>MOTION to receive Finance Oversight Board report by Steven Henstra, seconded by Corinna Hoodicoff. MOTION CARRIED.</u></p>		
<p>23) Standing Committee reports</p> <p>a) Credentials Committee report</p>	<p>Reports presented by chair unless otherwise stated</p> <p>Shona presented report on behalf of Chris Johnson (chair)</p> <p>The decision note and recommendations which were brought to Council were determined at the Credentials Committee meeting; the Credentials Working Group also met to review Policy 5-100</p> <p>--</p>		



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<p>b) Audit & Practice Review Committee report</p> <p>c) Investigations Committee report</p> <p>d) Nomination Committee report</p>	<p>Shona presented report on behalf of Sean Sharpe (chair)</p> <p>APRC met last week to review the 2021 audit cycle and determine the timing for the 2022 audit cycle</p> <p>--</p> <p>Shona presented report on behalf of Mel Kotyk (chair)</p> <p>The Committee reviewed 10 complaints for the 2021 calendar year; two are ongoing</p> <ul style="list-style-type: none"> • 10 complaints represent about double the annual average <p>--</p> <p>Christine presented report</p> <p><u>MOTION to receive Nominations Report and all previous statutory committee reports as presented by Joe Greenholtz, seconded by Corinna Hoodicoff. MOTION CARRIED.</u></p>		
<p>24) Staff reports</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>25) Working Group Reports</p> <p>a) Editorial Board report</p> <p>b) Conference Planning Working Group</p>			



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26) Task Force Reports a) Mandatory Training Task Force Report			
27) Lay Member Report	<p><u>MOTION to receive Lay Member report and all previous reports under Consent Agenda by Mark De Croos, seconded by Alex de Jong Westman. MOTION CARRIED.</u></p>		
28) Report from the Meeting Monitor	<p>Mark De Croos delivered report</p> <p>Mark expressed that the agenda was provided in a timely manner and the briefing notes were clear</p> <ul style="list-style-type: none"> • Presentations complemented the briefing materials • Mark requested that the presentations be provided for reference after the meeting <p>Staff did a good job transitioning between presentations</p> <p>Mark noted the difficulty in participating as an attendee, but the chair and CEO did a good job acknowledging everyone and facilitating participation</p>	<ul style="list-style-type: none"> • <u>Post presentations to Council folder (in a presentations sub-folder) after the meeting</u> 	
29) Appointment of Meeting Monitor for next Council Meeting	<p>Monitor for next regular meeting will be Brittany John.</p>		
30) Other business	<p>The next meeting will be April 9, 2022 in Victoria.</p>		
31) Adjournment	<p><u>MOTION to adjourn at 1:17pm by Alex de Jong Westman, seconded by Brittany John. MOTION CARRIED.</u></p>		



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Next meeting date:

April 9, 2022
Victoria, BC

Brian Clark, RPBio
President

Christine Houghton
Chief Executive Officer