

Council Meeting – June 28, 2019
Coast Bastion Hotel, Nanaimo, BC

Participants: Brian Clark (President), Alexandra Tait (Executive Vice-President), Jocelyn White (Vice-President), Vanessa Craig (Past President), Hannah Horn, Cliff Nietvelt, Steven Henstra, Cairine Green, Sean Sharpe, Theresa Fresco, Victoria Burdett-Coutts, Brittany John

Staff: Christine Houghton (CEO), Derek Marcoux (Registrar), Tory Davis (EO/Communications Coordinator), Janet Shafer (Regulatory Support Officer), Shona Lawson (Director of Practice)

Draft Minutes

Start time: 8:30am

Agenda Item	Discussion	Action item(s)	Due/Status (Lead)
1) Call to Order	Brian Clark called meeting to order at 8:34am.		
2) President's Remarks	Brian introduced new staff and spoke of the coming transition to the new legislation, discussions with APB and the recurrence of commentary about the hearing and the discipline process	<u>Perform a webinar on discipline process</u>	
3) Motion to go In Camera	<u>MOTION to go in Camera by Sean Sharpe, seconded by Cairine. MOTION CARRIED.</u>		
4) Adoption of agenda	Removal of Item #11 from Council agenda: it was discussed during In Camera session <u>MOTION to adopt Agenda as amended by Cairine Green, seconded by Alex Tait. MOTION CARRIED.</u> <u>Consent agenda accepted.</u>		
a) New business	No new business.		
5) Adoption of Minutes and Review	Christine reviewed minutes.	<u>Send updates to Councillors affected by</u>	



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of Action items from April 6, 2019	<u>MOTION to accept minutes from April 6, 2019 meeting by Brittany John, seconded by Steve Henstra. MOTION CARRIED.</u>	<u>additions to Council meeting schedule, especially for Thursday Committee meetings</u>	
6) Summary of Meeting Monitor report from April 6, 2019 Meeting	Cairine reviewed report. Steve Henstra will be meeting monitor.		
7) 2019 business plan update	Christine delivered presentation.	<u>Request to add business plan presentations to secure site post-meeting</u>	
8) Conference & AGM a) 2019 Conference Report b) 2021 date and location	Christine and Tory delivered presentation on 2021 conference location Tory delivered presentation Commit to investigating a northern venue in 2022, with Kelowna being a good test in 2020 <u>MOTION to approve Option 1 – Hold the conference in Nanaimo in 2021 – by Cairine Green, seconded by Alex Tait. MOTION PASSED.</u> <u>MOTION to approve April 8-10 as dates for 2021 Conference by Hannah Horn, seconded by Sean Sharpe. MOTION PASSED.</u>	<u>Post report on Secure Site</u>	
9) Scope of Practice (presentation) a) Policy framework	Hannah delivered presentation on SoP policy framework Government supports outreach initiative on Scope of Practice		



Agenda Item	Discussion	Action item(s)	Due/Status (Lead)
<p>b) Timelines</p> <p>c) Budget</p>	<p><u>MOTION to adopt Option 1 – Approve direction of the draft policy framework and direct staff and the Task Force Chair to produce a policy document for September’s Council meeting – by Brittany John, seconded by Steve Henstra. MOTION PASSED.</u></p> <p>Hannah discussed timelines</p> <p>Jocelyn presented information note</p> <p>Need to add funds to complete engagement report</p>	<p><u>Scope of Practice Task Force will provide completed framework document for September Council meeting</u></p>	
<p>10) Operations update</p> <p>a) New office</p> <p>b) Database</p>	<p>Christine delivered presentation. College moved on May 1 – but is fully operational now</p> <p>Derek delivered database update</p> <p>CPD tracking may not be functional when the database launches</p> <ul style="list-style-type: none"> Councillors will be asked to be part of a live test of new database, paying their dues before notices are sent to the general membership 		
11) Credentials update (presentation)	Derek delivered presentation during In Camera session		
12) Executive Correspondence Report	Christine delivered report.		
13) Lay Member Training Report	Lay members delivered presentation	<u>Lay members will circulate digitized versions of seminar materials for Council use</u>	



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		<u>Contact facilitators from session about leading workshops at the 2020 Conference (Indigenous reconciliation and gender-based analysis)</u>	
14) Terms of Reference review	<p>Brian presented decision note</p> <p><u>Motion to accept Option 1 – Renew terms of reference for Credentials, Practice Review Policy and Scope of Practice Task Force for an additional year – by Sean Sharpe, seconded by Brittany John. MOTION CARRIED.</u></p>		
15) President and Executive Committee Report	<p>Brian presented report</p> <p><u>MOTION to accept President and Executive Committee Report by Cairine Green, seconded by Theresa Fresco. MOTION CARRIED.</u></p>		
<p>16) Standing Committee Reports</p> <p>a) Finance Committee Report</p> <p>i) Contingency Fund GIC (Decision note no. 4)</p> <p>ii) Discipline fine investment</p>	<p>Reports delivered by chairs or representative</p> <p>Jocelyn delivered report</p> <p><u>MOTION to accept Finance Committee Report by Alex Tait, seconded by Hannah Horn. MOTION CARRIED.</u></p> <p><u>MOTION to adopt Option 3 – Re-invest in short-term “cashable” options - by Brittany John and seconded by Victoria Burdett-Coutts. MOTION CARRIED.</u></p>		



Agenda Item	Discussion	Action item(s)	Due/Status (Lead)
(Decision note no. 5)	<u>MOTION to adopt Option 2 – Invest the funds in the legal fund GIC - by Alex Tait, seconded by Cairine Green. MOTION CARRIED.</u>	<u>Add policy on investment of legal fine receipts to larger financial policy revision</u>	
iii) 2020 budget	Need to review approach to setting levels for operational contingency		
iv) Policy for dues appropriation	<u>MOTION to adopt Option 2 B - Bring forward a special levy of 23% to allow the College to continue to be fully engaged in implementing the <i>Professional Governance Act</i> while maintaining its statutory obligations - by Sean Sharpe, seconded by Jocelyn White. MOTION CARRIED.</u>		
b) Credentials Committee Report	<u>MOTION to adopt Option 1 – Direct staff to develop a fee policy to address gaps in Rule 10 - by Vanessa Craig, seconded by Brittany John. MOTION CARRIED.</u>		
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	Derek delivered report on behalf of Chair Chris Johnson		
	Addition of Regulatory Support Officer has allowed Registrar's office to project committee workloads, although backlog is still about three months		
	<u>MOTION to accept Credentials Report by Cairine Green, seconded by Hannah Horn. MOTION CARRIED.</u>		
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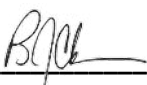
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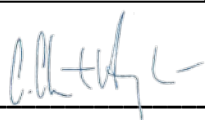
Agenda Item	Discussion	Action item(s)	Due/Status (Lead)
b) Ethics Update Task Force Report c) Practice Review Task Force Report d) Credentials Task Force Report			
20) Lay Member Report	<u>MOTION to adopt to Lay Member report and all preceding reports under consent agenda by Cairine Green, seconded by Brittany John. MOTION CARRIED.</u>		
21) Other business a) Report from the Meeting Monitor b) Appointment of Meeting Monitor for next Council meeting	Request review of Council and/or Committee travel cost policy for AGM and Conference. Steve delivered report. Cliff Nietvelt will be next Meeting Monitor.	<u>Staff and Finance Committee will generate policies for Council review in September</u> <u>Bring forward Councillor self-assessment for September Council meeting</u>	
22) Adjournment	<u>MOTION to adjourn at 2:28pm by Jocelyn White. MOTION PASSED.</u>		

Next meeting date:

September 20, 2019
Ramada Plaza Hotel, Prince George



 Brian Clark, RPBio.
 President



 Christine Houghton
 CEO