



## Council Meeting – November 29, 2019

Executive Hotel Le Soleil, Vancouver, BC

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**Participants:** Brian Clark (President), Alexandra Tait (Executive Vice-President), Jocelyn White (Vice-President), Hannah Horn, Steve Henstra, Cliff Nietvelt, Theresa Fresco, Brittany John

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

**Regrets:** Cairine Green, Sean Sharpe, Victoria Burdett-Coutts, Vanessa Craig

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### 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 8:37am and confirmed quorum.		
2) President's Remarks	<p>Brian reminded Councillors about importance of their role and the requirement to participate fully at Council meetings</p> <p>Reminder to Councillors of the nature of consent agenda: even though many of the items have been reviewed previously by staff and Executive, they must be reviewed by all Councillors -- questions are encouraged</p> <p>Reminder to respond to logistics emails from staff – lack of response makes it difficult to coordinate for Council meetings and other events</p>		
3) Motion to go In Camera	<p><u>Motion to go In Camera by Steve Henstra, seconded by Jocelyn White.</u> <u>MOTION PASSED.</u></p> <p><i>In Camera</i> session rose without report</p>		



# COLLEGE OF APPLIED BIOLOGY

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	<p><u>MOTION to add additional <i>In Camera</i> session without staff at the end of the open Council agenda by Alex Tait, seconded by Hannah Horn. MOTION PASSED.</u></p>		
<p><b>4) Adoption of Agenda</b></p>	<p>Adjustments to agenda:</p> <ul style="list-style-type: none"> <li>Will add discussion of PGA transition plan originally scheduled for <i>In Camera</i> session to item 8)</li> </ul> <p><u>MOTION to adopt Agenda as amended by Jocelyn White, seconded by Theresa Fresco. MOTION PASSED.</u></p>		
<p><b>5) Approval of Minutes of September 20, 2019 meeting</b></p>	<p>Christine reviewed action items.</p> <p><u>MOTION to approve minutes of September 20, 2019 as amended by Jocelyn White, seconded by Steve Henstra. MOTION CARRIED.</u></p>	<ul style="list-style-type: none"> <li><b><u>Add Brittany John to participants list</u></b></li> </ul>	
<p><b>6) Summary of Meeting Monitor report from November 29, 2019 meeting</b></p>	<p>Cliff presented report</p> <p>Brittany will monitor the current meeting</p>		
<p><b>7) Business plan update</b></p>	<p>Christine delivered update</p> <p>College will not need to cash-in any contingencies and the budget will likely come in with a lower deficit than projected</p>		
<p><b>8) Professional Governance Act update</b></p>	<p>Christine delivered presentation</p> <p>Office of the Superintendent of Professional Governance is looking at November 1, 2020 as full implementation date for <i>Professional Governance Act</i></p>	<ul style="list-style-type: none"> <li><b><u>Post full transition plan document in Supplementary items folder on secure site</u></b></li> </ul>	



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	<p>Christine introduced transition plan for various functions</p> <p>There are some discrepancies between OSPG assessments of required changes and those of the College’s legal counsel, CEO will work to reconcile</p> <p>Proposed changes to regulators in in the health sector need to be monitored</p>		
<p><b>9) Elections update</b></p>	<p>Christine delivered update</p>		
<p><b>10) Executive Correspondence report</b></p>	<p>Brian delivered report</p> <p>Brian reminded Council of his past conversations with the APB</p> <ul style="list-style-type: none"> <li>• APB distributed a letter to their members in November that was critical of the College and misrepresented a number of items regarding professional regulation</li> </ul>	<ul style="list-style-type: none"> <li>• <b><u>Executive Committee will prepare a response to APB on behalf of the College Council</u></b></li> </ul>	
<p><b>11) Indigenous Feedback on Professional Reliance Review</b></p>	<p>Brian presented comments on report:</p> <ul style="list-style-type: none"> <li>• Concern regarding lack of data presented to Indigenous peoples</li> <li>• Lack of knowledge by government of Section 35</li> <li>• Distrust regarding the political and industrial influence on professional reliance</li> </ul> <p>College is taking <i>BC DRIP Act</i> seriously and is incorporating Indigenous topics and perspectives into 2020 Conference program</p> <p>Theresa provided some additional details regarding the development of the report</p>		



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<p><b>12) Credentials revisions</b></p> <p>a) <b>Rule change (Decision note no. 1)</b></p> <p>b) <b>Application fee changes</b></p> <p>c) <b>Roll out (Decision note no. 2)</b></p> <p>d) <b>Transition plan (Information note no. 1)</b></p>	<p>Derek explained credentials revisions; some revisions were approved at September 2018 Council meeting have now been incorporated into the new Credentialing Rule</p> <p><u>MOTION to approve Option 1 -- Accept the revisions as presented -- by Hannah Horn, seconded by Theresa Fresco. MOTION PASSED.</u></p> <p>--</p> <p>Discussed during review of Rules</p> <p>--</p> <p>Derek explained transition policy</p> <p><u>MOTION to approve Option 1 -- Accept the policy as presented -- by Steve Henstra, seconded by Hannah Horn. MOTION PASSED.</u></p> <p>--</p> <p>Tory explained information note</p>	<ul style="list-style-type: none"> <li>• <u>Clean and format Rules for legibility with revisions</u></li> <li>• <u>Request for feedback from RBTechs regarding increase in application fees</u></li> <li>• <u>Will review policy in January to ensure it's working as intended</u></li> </ul>	
<p><b>13) Task Forces</b></p> <p>a) <b>Prorogation timelines of current Task Forces</b></p> <p>b) <b>Proposed new task forces</b></p>	<p>Christine delivered presentation</p> <p>Several task forces have completed or nearly completed their mandates and will terminate early in the new year</p> <p><u>MOTION to approve amended Option 1 – Establish all five task forces and prorogue Task Forces as presented -- by Hannah Horn, seconded by Jocelyn White. MOTION PASSED.</u></p>	<ul style="list-style-type: none"> <li>• <u>Suggest renaming Practice Rights Task Force to “Reserved Practice” Task Force</u></li> </ul>	



Agenda Item	Discussion	Action item(s)	Due/Status (Lead)
<p><b>14) Finance</b></p> <p>a) <b>Conference travel for volunteers (Decision note no. 4)</b></p> <p>b) <b>Sponsorship policy (Decision note no. 5)</b></p> <p>c) <b>Pro-rated dues policy (Decision note no. 6)</b></p> <p>d) <b>2020 budget (Decision note no. 7)</b></p>	<p>Jocelyn introduced policies and notes</p> <p><u>MOTION to approve Option 2 – Adopt new policy of reimbursing volunteers for conference registration and lodging only – by Jocelyn White, seconded by Brittany John. MOTION PASSED.</u></p> <p>--</p> <p><u>MOTION to approve Option 1 – Adopt Sponsorship and Advertisement Policy for Events and Publications as presented – by Jocelyn White, seconded by Steve Henstra. MOTION PASSED.</u></p> <p>--</p> <p>Derek reviewed necessity of pro-rated dues policy</p> <p><u>MOTION to approve Option 1 -- Approve draft policy that addresses gaps in Rule 10 – by Jocelyn White, seconded by Cliff Nietvelt. MOTION PASSED.</u></p> <p>--</p> <p>Christine delivered budget presentation</p> <p>Question about “Council training” appearing in the budget</p> <ul style="list-style-type: none"> <li>• Always appears on the budget</li> <li>• Recommendation to draw upon Council training line item due to changes to new Act and consider training in administrative justice</li> </ul> <p><u>MOTION to approve Option 1 – Approve proposed 2020 budget as is -- by Jocelyn White, seconded by Hannah Horn. MOTION PASSED.</u></p>	<ul style="list-style-type: none"> <li>• <u>Copy-edit of Conference Travel Policy</u></li> <li>• <u>Copy-edit of Dues Proration Policy</u></li> <li>• <u>Bring forward metric for optimum values for contingency and legal funds</u></li> </ul>	



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<p><b>15) 2020 Conference</b>  <b>a) Theme</b></p> <p><b>b) Draft program</b></p> <p><b>c) Tradeshow or sponsors discussion</b></p> <p><b>d) Registration pricing (Decision note no. 8)</b></p>	<p>Alex delivered update from the previous day's meeting of the Conference Planning Working Group</p> <p><u>MOTION to approve 2020 Conference theme – <i>Paradigm Shifts &amp; Partnerships: Opportunity, Momentum, Growth</i> -- by Alex Tait, seconded by Hannah Horn. MOTION PASSED.</u></p> <p>--</p> <p>Alex introduced new program structure, including two technical seminars and the College AGM on Thursday, April 2, 2020</p> <p>--</p> <p>Trade show would likely be from 12pm-8pm on Thursday and then 8am-1pm on Friday</p> <p>Friendship-level sponsors pool could fund a bursary for students to attend the conference</p> <p>--</p> <p><u>MOTION to adopt Option 1 – Approve two-day conference program and associated pricing model – by Alex Tait, seconded by Theresa Fresco. MOTION PASSED.</u></p>	<ul style="list-style-type: none"> <li>• <u>Suggestion of a clear takeaway (teachable suggestions) for Panel 3</u></li> <li>• <u>Develop method for Council to suggest sponsor ideas</u></li> <li>• <u>Fix typo in Retired (two day) price</u></li> <li>• <u>Will explore viability of broadcasting Thursday sessions</u></li> </ul>	
<p><b>16) President and Executive Committee Report</b></p>	<p>Brian presented report</p> <p><u>MOTION to accept President and Executive Committee's Report by Steve Henstra, seconded by Hannah Horn. MOTION CARRIED.</u></p>	<ul style="list-style-type: none"> <li>• <u>Revise "Executive Director" to CEO in report</u></li> </ul>	
<p><b>17) Standing Committee Reports</b></p>	<p>Reports presented by Committee Chair unless noted otherwise</p>	<ul style="list-style-type: none"> <li>• <u>Correct numerical error in Credentials report</u></li> </ul>	



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<p>a) <b>Finance Committee Report</b></p>	<p>Jocelyn delivered verbal report regarding the 2020 budget and decision notes related to finance</p> <p><u>MOTION to receive Finance Committee’s verbal report by Brittany John, seconded by Cliff Nietvelt. MOTION CARRIED.</u></p>		
<p>b) <b>Credentials Committee Report</b></p>	<p>--</p> <p>Report delivered by Derek Marcoux, Registrar, on behalf of Chris Johnson</p> <p><u>MOTION to receive Credentials Committee’s Report by Jocelyn White, seconded by Cliff Nietvelt. MOTION CARRIED.</u></p>		
<p>c) <b>Audit &amp; Practice Review Committee Report</b></p>	<p>--</p> <p>Report delivered by Shona Lawson, Director of Practice, on behalf of Marc d’Entremont</p> <p><u>MOTION to receive Audit and Practice Review Committee’s Report by Brittany John, seconded by Hannah Horn. MOTION CARRIED.</u></p>		
<p>d) <b>Discipline Committee Report</b></p>	<p>--</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 Brittany John, seconded by Theresa Fresco. MOTION CARRIED.</u></p>		
<p>e) <b>Nomination Committee Report</b></p>	<p>--</p> <p>Report delivered by Christine Houghton, CEO, on behalf of Cairine Green</p> <p><u>MOTION to receive Nomination Committee’s Report by Steve Henstra,</u></p>		



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	<p><u>seconded by Hannah Horn. MOTION CARRIED.</u></p>		
<p><b>18) Staff reports</b>            a) <b>CEO's Report</b>            b) <b>Registrar's Report</b>            c) <b>Director of Practice's Report</b>            d) <b>Communication Coordinator's Report</b></p>	<p><u>Received via consent agenda</u></p>		
<p><b>19) Working Group Reports</b>            a) <b>Editorial Board Report</b></p>			
<p><b>20) Task Force Reports</b>            a) <b>Scope of Practice Task Force Report</b>            b) <b>Practice Review Task Force Report</b>            c) <b>Credentials Task Force Report</b></p>			
<p><b>21) Lay Member Report</b></p>	<p><u>MOTION to receive Lay Member's Report and all other consent agenda reports by Hannah Horn, seconded by Cliff Nietvelt. MOTION CARRIED.</u></p>		
<p><b>22) Other business</b></p> <p>a) <b>Report of the Meeting Monitor</b></p>	<p><u>MOTION to go <i>In Camera</i> by Jocelyn White, seconded by Steve Henstra. MOTION PASSED.</u></p> <p>No minutes required.</p> <p><u>MOTION to rise from <i>In Camera</i> session without report by Alex Tait, seconded by Hannah Horn. MOTION PASSED.</u></p> <p>Brittany delivered Meeting Monitor report</p>	<ul style="list-style-type: none"> <li>• <b><u>Bring forward self-assessment of Councillors for January meeting</u></b></li> </ul>	





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<b>b) Appointment of Meeting Monitor for next Council Meeting</b>	<p>In spite of large workload, materials presented are well thought-out which makes passage smooth</p> <p><u>MOTION to accept Meeting Monitor's report by Jocelyn White, seconded by Cliff Nietvelt. MOTION CARRIED</u></p> <p>Theresa Fresco will be Meeting Monitor for January meeting</p>		
<b>23) Adjournment</b>	<p><u>Motion to adjourn at 1:26pm Theresa Fresco, seconded by Brittany John. MOTION CARRIED.</u></p>		

**Next meeting date:**

January 24, 2020  
Executive Hotel Le Soleil, Vancouver

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**Brian Clark, RPBio**  
President

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**Christine Houghton**  
Chief Executive Officer