



Council Meeting – April 3, 2020
Teleconference

Participants: Brian Clark (President), Alexandra Tait (Executive Vice-President), Jocelyn White, Victoria Burdett-Coutts, Steve Henstra, Corinna Hoodicoff, Megan Hanacek, Theresa Fresco, Brittany John, Sean Sharpe, Vanessa Craig (Past President) (at 11:10am), Cairine Green (at 9:07am)

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

Regrets:

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 10:08am and confirmed quorum. Alex volunteered to be Meeting Monitor in Vanessa's absence.		
2) Swearing of oath	Derek explained swearing of oath process, finalized by OSPG.		
3) New Council – Motion to confirm composition of new Council	<u>MOTION to confirm composition of Council for 2020/2021:</u> <u>Brian Clark, RPBio, President</u> <u>Alexandra Tait, RPBio, Vice President</u> <u>Vanessa Craig, RPBio, Past President</u> <u>Jocelyn White, RPBio, Councillor</u> <u>Victoria Burdett-Coutts, RPBio, Councillor</u> <u>Sean Sharpe, RPBio, Councillor</u> <u>Steve Henstra, RPBio, Councillor</u> <u>Corinna Hoodicoff, RPBio, Councillor</u> <u>Megan Hanacek, RPBio, Councillor</u> <u>Theresa Fresco, Public Member</u> <u>Brittany John, Public Member</u> <u>Cairine Green, Public Member</u> <u>by Sean Sharpe, seconded by Alex Tait.</u> <u>MOTION CARRIED.</u>		



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4) President's Remarks	Brian introduced senior staff and College executive		
5) Motion to go In Camera	<p><u>Motion to go In Camera with CEO but without staff by Steve Henstra, seconded by Brittany John. MOTION CARRIED.</u></p> <p><u>Motion to rise without report by Alex Tait, seconded by Megan Hanacek. MOTION CARRIED.</u></p>		
6) Approval of Agenda	<p>Brittany John asked to add an item about COVID and registrant dues as item 10, after item 9. Brian Clark later rescheduled COVID to item 12, after Business Plan presentation</p> <p><u>MOTION to approve agenda as amended by Corinna Hoodicoff, seconded by Steve Henstra. MOTION PASSED.</u></p>	<ul style="list-style-type: none"> • “Business plan 2019” should read Business plan 2020 	
7) Adoption of minutes and review of Action items a) January 24, 2020 meeting b) March 2, 2020 Extraordinary meeting	<p>Christine reviewed action items</p> <p><u>MOTION to adopt amended minutes of January 24, 2020 meeting by Sean Sharpe, seconded by Jocelyn White. MOTION CARRIED.</u></p> <p><u>MOTION to adopt minutes from March 2, 2020 extraordinary meeting by Jocelyn White, seconded by Steve Henstra. MOTION CARRIED.</u></p>	<ul style="list-style-type: none"> • Give Corinna and Megan access to letter to APB • Change Cairine Green's entry time to 9:07am 	
8) Summary of Meeting Monitor report from January 24, 2020 meeting	Theresa reviewed Meeting Monitor report from January 24, 2020.		
9) Council (re)Orientation a) College overview b) Good governance principles	Christine presented Orientation materials and explained the College's background	<ul style="list-style-type: none"> • Staff will distribute condensed points about Robert's Rules of Order 	



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c) Rules of order d) Councillor expectations			
10) Professional governance Act update a) Practice Rights b) Discipline	<p>Christine presented updates on Practice Rights and Discipline approaches from Office of the Superintendent of Professional Governance under the <i>Professional Governance Act</i></p> <p>Christine reviewed actions taken to date surrounding Practice, including work of the Scope of Practice Task Force</p> <p>Christine detailed next steps with Practice Rights:</p> <ul style="list-style-type: none"> • Appoint task force members to work on definitions and timelines • Organize with key partners • Work with government on legal framework <p>Christine delivered presentation regarding Discipline and Investigation – Office of the Superintendent of Professional Governance is adamant that College focuses on transition discipline process to that proscribed by <i>Professional Governance Act</i></p> <p>Part of this process is standardizing competencies and reviewing Code of Ethics</p> <p>Christine reviewed new complaint process under PGA as proposed by Engineers and Geoscientists BC</p> <p>Discussed about the notion of practitioners in forestry and biology who are not regulated and how complaints are raised against them – it will be a little easier with compulsory practice rights</p>		



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	<p>Derek detailed process of engaging services of subject matter experts in a discipline panel process</p> <p>Next steps:</p> <ul style="list-style-type: none"> • Continue to draft policy • Amend/re-write bylaws • File bylaws • Recruit/train Investigations Committee 		
<p>11) 2020 Business plan update (presentation)</p>	<p>Christine delivered update</p>		
<p>12) Coronavirus effects on operations</p>	<p>Brian opened floor for discussion</p> <p>Regulators are discussing protocol for professionals to sign and seal work digitally and whether any changes are necessary from using services like Notarius and AdobeSign</p> <p>Suggestion to prepare a recovery strategy for the fall meeting to address potential shortfalls</p>	<ul style="list-style-type: none"> • Revisit in fall, potentially via survey on whether applied biologists are working; consider risk to dues revenue 	
<p>13) Executive Correspondence report</p>	<p>Christine presented report</p> <p>One item was added: response from Environment Climate Change Canada in regard to arranging meeting with Assistant Deputy Minister</p> <p>Brian reported that no responses have been received from APB regarding previous communication</p>	<ul style="list-style-type: none"> • Staff to book meeting with ECCC 	
<p>14) Revised Code of Ethics (decision note no. 1)</p>	<p>Christine presented decision note</p> <p>The clause “significant harm to receiving environment” requires a stronger definition, but that will come from OSPG</p>	<ul style="list-style-type: none"> • Reformat point 3, second bullet in Code of Ethics to combine bullet and first sub-bullet 	



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	<p>Point 1, fifth bullet, consider changing “professional opinion” to professional advice</p> <ul style="list-style-type: none"> This language may have come direct from OSPG <p>Christine presented decision note</p> <p>Recommendation is Option 1 – Approve revised Code of Ethics</p> <p><u>MOTION to accept Option 1 – Approve revised Code of Ethics – by Cairine Green, seconded by Steve Henstra. MOTION PASSED.</u></p>		
<p>15) Draft bylaws</p> <p>a) Nominations & elections</p> <p>b) Registration</p> <p>c) Audit & practice</p>	<p>Christine presented initial draft of three Bylaws</p> <p>Process is to present drafts to Council, then back to legal, then OSPG, legal, and back to Council</p> <ul style="list-style-type: none"> Discipline and Investigations are somewhat on hold as OSPG deliberates on final processes under PGA <p>Changing nomenclature from “section” to Division</p> <p><u>MOTION to accept direction taken to current drafting of bylaws for Committees, Nomination, Registration, Audit and Practice Review by Alex Tait, seconded by Sean Share. MOTION PASSED.</u></p>	<ul style="list-style-type: none"> Staff will make nomenclature changes and copy edit Staff will bring updates to these Bylaws as they develop 	
<p>16) President & Executive Report</p>	<p>Brian presented report.</p> <p><u>MOTION to receive President & Executive Report by Cairine Green, seconded by Megan Hanacek. MOTION CARRIED.</u></p>		
<p>17) Finance Report</p>	<p>Jocelyn presented report.</p>		



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	<p><u>MOTION to receive Finance Report by Brittany John, seconded by Steve Henstra. MOTION CARRIED.</u></p>		
<p>18) Standing Committing reports</p> <p>a) Credentials Committee report</p> <p>b) Audit & Practice Review report</p> <p>c) Discipline Committee report</p> <p>d) Nomination Committee report</p>	<p>Derek presented report on behalf of Chris Johnson (chair)</p> <p>--</p> <p>Shona presented report on behalf of Marc d'Entremont (chair)</p> <p>--</p> <p>Derek presented report on behalf of Mel Kotyk (chair)</p> <p>--</p> <p>Christine presented report on behalf of Cairine Green (chair)</p> <p><u>MOTION to receive Credentials, Audit & Practice Review, Discipline and Nomination Reports as presented by Cairine Green, seconded by Theresa Fresco. MOTION CARRIED.</u></p>	<ul style="list-style-type: none"> • Correct APRC report to specify 2019 audits • Nomination Committee will bring final report on 2020 election cycle to next Council meeting 	
<p>19) 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>20) Working Group Reports</p> <p>a) Editorial Board report</p>			



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b) Conference Planning Report			
21) Task Force Reports a) Practice Review Task Force report			
22) Lay Member Report	<p><u>Motion to receive Lay Member Report – as amended -- and all proceeding reports under Consent Agenda by Victoria Burdett-Coutts, seconded by Corinna Hoodicoff. MOTION CARRIED.</u></p>	<ul style="list-style-type: none"> • Amend Lay Member Report: Brittany John did not attend meeting on March 3 	
23) Council business a) Confirmation of Finance Chair b) 2020 Council meeting dates c) Report from the Meeting Monitor	<p><u>MOTION to confirm Jocelyn White as Finance Chair until 2021 Annual General Meeting by Alex Tait, seconded by Cairine Green. MOTION PASSED.</u></p> <p><u>MOTION to confirm Finance Oversight Board members: Brittany John, Sean Sharpe, Steve Henstra, Vanessa Craig and Alex Tait by Cairine Green, seconded by Corinna Hoodicoff. MOTION CARRIED.</u></p> <p>Teleconference meetings:</p> <ul style="list-style-type: none"> • May 29, 2020 (10-2) <p>In-person meetings:</p> <ul style="list-style-type: none"> • June 25-26, 2020: Kelowna (if possible) <p>Alex presented meeting monitor report</p> <p>Noted that first meeting after AGM is heavy on administrative items</p> <p>Online system worked well although there does end up being a backlog of people wanting to speak, need to be careful not to speak over each other</p> <p>Cairine Green will be monitor at next meeting</p>	<ul style="list-style-type: none"> • Staff will send meeting invites 	



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d) Appointment of Meeting Monitor for next Council meeting			
24) Adjournment	<u>MOTION to adjourn at 2:35pm by Sean Sharpe. MOTION CARRIED.</u>		

Next meeting date:

TBD

Brian Clark, RPBio.

President

Christine Houghton

CEO