



Council Meeting – April 6, 2019
Delta Ocean Point Resort, Victoria, BC

Participants: Brian Clark (President), Alexandra Tait (Executive Vice-President), Jocelyn White (Vice-President), Steven Henstra, Cairine Green, Sean Sharpe, Theresa Fresco, Victoria Burdett-Coutts

Staff: Christine Houghton (CEO), Derek Marcoux (Registrar), Tory Davis (EO/Communications Coordinator), Janet Shafer (Regulatory Support Officer), Helen Taraskin (Finance Officer), Jill Stewart (Admin Assistant)

Regrets: Chris Johnson (*Ex-officio*), Mel Kotyk (*Ex-officio*), Warren Warttig (*Ex-officio*), Vanessa Craig (Past President), Hannah Horn, Cliff Nietvelt

Meeting Minutes

Start time: 8:00am

Agenda Item	Discussion	Action item(s)	Due/Status (Lead)
1) Call to Order	Brian Clark called meeting to order at 8:30am		
2) President's Remarks	Brian delivered remarks		
3) Motion to go In Camera	<u>MOTION to go in Camera by Sean Sharpe, seconded by Alex Tait. MOTION CARRIED.</u>		
4) Adoption of agenda	<u>MOTION to adopt Agenda by Cairine Green, seconded by Victoria Burdett-Coutts. MOTION CARRIED.</u>		
a. New business	<u>Consent agenda accepted.</u> No new business.		
5) Adoption of Minutes and Review of Action items from January 25, 2019	Christine reviewed minutes. Addressed Discipline Committee membership <ul style="list-style-type: none"> • Lay member appointed, James Bayles • No expression of interest in discipline chair position 	<u>Ongoing discussion regarding information that should be published about removal of member from register</u>	



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	<p><u>MOTION to accept minutes from January 25 meeting by Steve Henstra, seconded by Jocelyn White. MOTION CARRIED.</u></p>	<p><u>Developing letter to send to employers regarding volunteerism</u></p> <p><u>Executive Committee will continue to explore sponsorship strategy for 2020 Conference</u></p>	
<p>6) Summary of Meeting Monitor report from January 25, 2019 Meeting</p>	<p>Sean reviewed report.</p> <p>Cairine Green will be meeting monitor.</p>		
<p>7) Preliminary Conference debrief</p>	<p>Christine presented debrief, opened floor to commentary from attendants.</p> <p>For next year, try to introduce some conflicting viewpoints to encourage debate</p> <p>Staff performed well in smoothly operating conference and staying on-time</p> <p>Councillors found panelists' views topical</p> <p>Enjoyed that the keynote speaker was not completely related to biology</p> <p>Wish that there was more time to take questions</p> <p>Opportunity to add a volunteer recruitment table to the conference process?</p> <p>President of EGBC was very impressed with College AGM format</p> <p>College achieved new record highs in attendance and revenue</p>	<p><u>Comprehensive evaluation will be presented at June 2019 meeting</u></p>	



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<p>8) Council (re)orientation</p> <p>a. College Overview</p> <p>b. Good governance principles</p> <p>c. Rules of order</p> <p>d. Councillor expectations</p>	<p>Christine delivered three presentations.</p> <p>Executive Committee will bring forward a Council assessment process</p> <p>There needs to be some revisions made to the rules (by-laws) to ensure that there is enough detail and clarity</p>	<p><u>Update Councillor expectations doc to replace Executive Director to CEO</u></p>	
<p>9) Scope of Practice engagement update (presentation)</p>	<p>Christine delivered presentation.</p> <p>Unanimously positive feedback from participants of completed workshops, including from other regulators that attended</p> <p>Concern that larger consulting firms may not have participated enough in the process</p> <p>Assess scope of RBTech category: scope too narrow, some potential RBTechs moving to P.Ag or CTech certification</p> <p>Credentials Task Force needs to do a full assessment of standards to ensure that the public is being served by qualified professionals without creating barriers</p>	<p><u>Scope of Practice chair to deliver full report for June 2019 council meeting</u></p> <p><u>Staff and Executive have committed to producing draft policy on scope and right to practice for government by fall 2019</u></p>	
<p>10) 2019 business plan update (presentation)</p> <p>a. Operations update</p> <p>i. Staffing update</p>	<p>Christine delivered presentation.</p>		



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ii. Office location	College is moving on May 1 – the office will be closed on May 1-2 with limited availability of staff members		
11) Database update (presentation)	Derek delivered presentation.		
12) Executive Correspondence Report	Christine delivered report.		
13) President and Executive Committee Report	<p>Brian delivered report.</p> <p><u>Motion to accept Executive Committee Report by Steve Henstra, seconded by Sean Sharpe. MOTION CARRIED.</u></p> <p>President explained recent communications with members concerned about discipline hearing</p>		
<p>14) Standing Committee Reports</p> <p>a. Finance Committee Report</p> <p>i. Re-investment in Legal Fund (Decision note no. 1)</p> <p>ii. Fee increase special levy application (Decision note no. 2)</p>	<p>Reports delivered by chairs or representative</p> <p><u>MOTION to accept finance report by Alex and seconded by Cairine. MOTION CARRIED.</u></p> <p><u>MOTION to adopt Option 1 - Invest monies collected in a one (1) year non-cashable GIC with an approximate interest rate of 2.28% with an approximate return of \$1,967.75 for the year - by Jocelyn White and seconded by Steve. MOTION CARRIED.</u></p> <p>Christine clarified that she wanted Council to discuss options because the Province needed a suggested increase amount</p> <p>Clarification: no increase is being approved, only a preferred amount</p>	<p><u>Finance Committee to revise scoring Matrix for LMSF winner</u></p>	



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	<p><u>MOTION to adopt Option 2 - Communicate to the government that a minimum 23% fee increase is required to ensure that the College of Applied Biology can adequately meet its statutory obligations - by Jocelyn White, seconded by Alex Tait. MOTION CARRIED.</u></p> <p>Clarification that the motion is a minimum increase, not an exact increase; call to analyze for exact percentage increase that would result in level balance</p> <p>--</p> <p>b. Credentials Committee Report</p> <p>Derek delivered report on behalf of chair Chris Johnson (regrets)</p> <p><u>MOTION to accept Credentials report by Alex Tait, seconded by Theresa Fresco. MOTION CARRIED.</u></p> <p>--</p> <p>c. Audit & Practice Review Committee Report</p> <p>Derek delivered verbal report; no report was submitted by chair</p> <p>45 audits underway, 10 audit reports have been filed; one non-compliant auditee</p> <p>Auditors using new upload system</p> <p><u>MOTION to accept APRC report by Steve Henstra, seconded by Theresa Fresco. MOTION CARRIED.</u></p> <p>--</p>		



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d. Discipline Committee Report	Derek delivered report on behalf of Mel Kotyk (regrets) <u>MOTION to accept Discipline report by Jocelyn White, seconded by Sean Sharpe.</u> <u>MOTION CARRIED.</u>		
15) Staff reports a. CEO's Report b. Registrar's Report c. Communications Coordinator's Report	Received via consent agenda.		
16) Working Group Reports a. Editorial Board Report b. Conference Planning Working Group Report c. Nominations Working Group Report	Received via consent agenda.		
17) Task Force Reports a. Scope of Practice Task Force Report b. Ethics Update Task Force Report c. Practice Review Task Force Report d. Credentials Task Force Report	Received via consent agenda		
18) Lay Member Report	<u>MOTION to adopt to Lay Member report and all preceding reports under consent agenda by Cairine Green, seconded by Steve Henstra.</u> <u>MOTION CARRIED.</u>		
19) Council business a. Confirmation of Committee Chairs	Confirm chair of Finance Committee and membership; confirmed other Committee appointments In Camera		



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<p>b. Appointment of Executive Vice President</p> <p>c. 2019 Council Meeting Dates</p> <p>d. New Council – Motion to confirm composition of new Council members</p>	<p><u>Motion to accept Jocelyn White as Finance Chair by Cairine Green, seconded by Sean Sharpe. MOTION CARRIED.</u></p> <p><u>Motion to confirm current Finance Committee membership with addition of lay member Brittany John by Alex Tait, seconded by Theresa Fresco. MOTION CARRIED.</u></p> <p><u>Motion to accept Steve Henstra as Editorial Board Chair by Cairine Green, seconded by Alex Tait. MOTION PASSED.</u></p> <p>No appointments or revisions required to Task Forces</p> <p>Nominations Working Group will be reviewed at June meeting</p> <p><u>Motion to accept Alex Tait as Executive Vice President by Steve Henstra, seconded by Brittany John. MOTION CARRIED.</u></p> <p>Discussion about whether Council meetings can be convened on Fridays.</p> <p>June 28, 2019 – (Outside of Vancouver) September 20, 2019 – Prince George November 22, 2019 – Location TBD January 24, 2020 – Location TBD April 4, 2020 -- Kelowna</p> <p><u>Motion to confirm composition of 2019 College Council as follows below by Alex Tait and Sean Sharpe. MOTION CARRIED:</u></p> <ul style="list-style-type: none"> • Brian Clark, President • Alex Tait, Executive Vice President • Jocelyn White, Vice President/Treasurer • Dr. Vanessa Craig, Past President • Hannah Horn, Councillor-At-Large 	<p><u>Staff to send calendar invites for dates along with hold for day preceding</u></p>	



**COLLEGE OF
APPLIED BIOLOGY**

Professional Accountability

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<p>e. Report from the Meeting Monitor</p> <p>f. Appointment of Meeting Monitor for next Council meeting</p>	<ul style="list-style-type: none"> • Victoria Burdett-Coutts, Councillor-At-Large • Cliff Nietvelt, Councillor-At-Large • Sean Sharpe, Regional Councillor • Steve Henstra Regional Councillor • Brittany John, Lay Councillor • Cairine Green, Lay Councillor • Theresa Fresco, Lay Councillor <p>Cairine Green delivered Meeting Monitor report.</p> <p>Brian invited comments from new Councillors about their first meeting.</p> <p>Steve Henstra will be next meeting monitor.</p>	<p><u>Cairine Green will revise Meeting Monitor form for next meeting</u></p>	
<p>20) Adjournment</p>	<p>MOTION to adjourn at 1:24pm by Jocelyn White. MOTION PASSED.</p>		

Next meeting date:

June 28, 2019
Location TBD

Brian Clark, RPBio.
President

Christine Houghton
CEO