



**Extraordinary Council Meeting – March 2, 2020**  
Teleconference

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**Participants:** Brian Clark (President)(left at 10:55am), Alexandra Tait (Executive Vice-President), Jocelyn White (Vice-President), Hannah Horn, Cliff Nietvelt (left at 10:55am), Cairine Green, Vanessa Craig (Past President) (at 11:17am)

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

**Regrets:**, Victoria Burdett-Coutts, Steve Henstra, Theresa Fresco, Brittany John, Sean Sharpe

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**Draft Minutes**

Start Time: 10:30am

<b>Agenda Item</b>	<b>Discussion</b>	<b>Action item(s)</b>	<b>Due/Status (Lead)</b>
<b>1) Call to Order</b>	Brian called the meeting to order at 10:36am and confirmed quorum.		
<b>2) Approval of Agenda</b>	<p>Brian asked to amend the agenda to move the <i>In Camera</i> session to after item 2.</p> <p><u>MOTION to approve agenda as amended by Alex, seconded by Hannah. MOTION PASSED.</u></p> <p><u>MOTION to accept In Camera agenda by Cairine, seconded by Hannah. MOTION PASSED.</u></p> <p><i>Alex Tait took over chair at 10:55am. Quorum lost – moved to information segment of agenda</i></p>		
<b>3) By-law framework</b>	<p>Christine introduced By-law framework</p> <p>Efforts have been made to separate the governance from the practice</p>		



# COLLEGE OF APPLIED BIOLOGY

Professional Accountability

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	<p>Now trying to set up the structure where the definitions are up front and then interpretations after</p> <p>By-laws are scheduled to be finalized by November 2020, aligning with timelines set out by Office of the Superintendent of Professional Governance for enactment of the <i>Professional Governance Act</i></p> <p>Will have update at April Council meeting.</p> <p><u>MOTION to receive information by Cairine Green, seconded by Jocelyn White. MOTION PASSED.</u></p>		
<p><b>4) Code of Ethics status</b></p>	<p>Christine provided update.</p> <p>Council approved updates to Code of Ethics as drafted by legal counsel; OSPG has asked for further clarification</p> <ul style="list-style-type: none"> <li>• Strengthen professional’s role in a project, including defining a team</li> <li>• Duty to report: remove reference to “College member” because it applies to any professional under the PGA (Forester, Engineer, etc.); wording is also too stringent (obligation to contact other professional should be encouraged but not mandatory)</li> </ul>		
<p><b>5) Conference Travel Policy adjustments</b></p>	<p>Christine presented decision note</p> <p>College approved policy in January but two omissions have been identified:</p> <ol style="list-style-type: none"> <li>1. Did not affirm practice of paying for Councillors’ travel</li> <li>2. Did not allow flexibility for CEO and Finance Oversight Chair to deal with requests case-by-case, especially if they lead to cost savings</li> </ol>		



COLLEGE OF  
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	<p><u>MOTION to adopt Option 1 – Amend the policy to include the clarification above – by Jocelyn White, seconded by Hannah Horn. MOTION PENDING CONFIRMATION. Decision tabled due to lack of quorum. MOTION CONFIRMED PASSED VIA SUMMARY POLL.</u></p>		
<p><b>6) Discipline workshop updates</b></p>	<p>Christine presented update on discipline approaches from OSPG under the PGA</p> <p>College’s process for complaint intake is unique among regulators and needs review</p> <ul style="list-style-type: none"> <li>• Governance and expedite looking at complaints (delay is not in public interest)</li> <li>• In other organizations, the Registrar (our equivalent statutory title) can dismiss claims that are spurious, vexatious, etc. without further review – more staff triage allows for quicker processing</li> <li>• Process may include forwarding complaint to sub-section of Committee before initiating investigation</li> </ul> <p>Not anticipating an increase in workload with this proposed change to process</p> <p>OSPG is working with the steering committee to confirm elements of the new process; a new policy will come from OSPG to assist with writing of discipline By-laws</p>		
<p><b>7) Motion to go In Camera</b></p>	<p>Moved after item 2.</p>		



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	<p><u>MOTION to go <i>In Camera</i> by Cairine Green, seconded by Alex Tait. MOTION PASSED.</u></p> <p>Items reported:</p> <ul style="list-style-type: none"><li>• Derek Marcoux appointed as Returning Officer</li><li>• Cairine Green appointed as Scrutineer</li></ul>		
8) Other items	None reported.		
9) Adjournment	<p><u>MOTION to adjourn at 11:25am by Cairine Green, seconded by Hannah Horn. MOTION CARRIED.</u></p>		

**Next meeting date:**

April 4, 2020  
Manteo – Eldorado Resort, Kelowna

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**Brian Clark, RPBio.**  
President

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**Christine Houghton**  
CEO