

## Extraordinary Council Meeting – July 30, 2020

### Teleconference

**Participants:** Brian Clark (President), Alexandra Tait (Vice-President)(arrived at 10:09am), Steve Henstra, Corinna Hoodicoff, Megan Hanacek (left at 12:10pm), Theresa Fresco, Sean Sharpe, Vanessa Craig (Past President)(left at 10:27am, returned at 10:45am), Brittany John

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

**Regrets:** Cairine Green, Jocelyn White, Victoria Burdett-Coutts

### Draft Minutes

Start Time: 10:00am

Agenda Item	Discussion	Action item(s)	Due/Status (Lead)
<b>1) Call to Order</b>	Brian called the meeting to order at 10:08am and confirmed quorum.		
<b>2) President's Remarks</b>	<p>Brian reiterated that moderating meetings is challenging on virtual if people don't actively raise their hands and participate (it's hard to read the room)</p> <p>It's important to remain engaged and closely review items brought forward to ensure they're workable for applied biology professionals and in the public interest</p> <p>Vanessa has to leave at 10:25am; Megan has to leave at 12pm</p>		
<b>3) Adoption of agenda</b> <b>a) New business</b>	<p><u>MOTION to adopt agenda by Theresa Fresco, seconded by Megan Hanacek.</u></p> <p><u>MOTION CARRIED.</u></p> <p>Brian moved Item no. 8 to no. 7.</p>		



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4) <b>Motion to go In Camera</b>	<p><u>MOTION to go In Camera with CEO but without staff by Corinna, seconded by Alex. MOTION CARRIED.</u></p> <p><u>MOTION to rise with report by Corinna Hoodicoff, seconded by Alex Tait. MOTION CARRIED.</u></p> <p>Items reported: Item no. 5: Appointments to working bodies</p>		
5) <b>Professional Governance Act update</b>	<p>Christine delivered presentation</p> <p>Question whether OSPG's guidance document on significant harm to environment is informed by any standing regulations that provide definitions of significant harm</p> <ul style="list-style-type: none"> <li>Unclear at this time</li> </ul> <p>More updates will come in agenda item nos. 6 and 8 regarding By-laws and regulated and reserved practice</p>		
6) <b>Bylaws</b> a) <b>Council</b> b) <b>Registration</b> c) <b>Discipline</b>	<p>Christine presented latest By-law revisions</p> <p>There are some items that have been removed from previous College Rules, such as term lengths and requirements, because they are contained in the Act – replicating them in By-laws is redundant or even moot</p> <p>Note that requirement for amount of meetings has been revised to state “at least four” from a requirement of five for added flexibility</p> <p>Some of the College Rules had administrative tasks assigned to elected Councillors, but the By-laws have</p>	<ul style="list-style-type: none"> <li><b>Revise Part 4, sec 4 to specify business conducted at ANNUAL general meeting</b></li> </ul>	



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	<p>established these administrative tasks are assigned to staff instead</p> <p>Work is ongoing on completing a list of “definitions” to support language used in the By-laws</p> <ul style="list-style-type: none"> <li>Will need to define “in-person”, especially as it relates to quorum</li> </ul> <p>Legal has recommended that Part 4, sec. 3 (the 30-minute clause) be applied to Council meetings as well</p> <p>What remains to determine for By-laws is the Finance division/section and a draft By-law is in progress</p> <p>Derek delivered verbal update on Registration By-law, including discussion on applied biology professionals who fall just short of meeting the College’s entry requirements in Streams 3 and 4</p> <ul style="list-style-type: none"> <li>The Credentials chair and Registrar are review possibility of a limited license designation for specific areas of practice</li> </ul> <p>Christine delivered verbal update on Discipline By-laws</p> <p>Drafting of discipline and penalties is being done by legal counsel and remains ongoing – it’s a couple of weeks behind</p> <p>Council is in agreement with the direction and composition of current By-laws</p>		
<b>7) Review of 2020 General Information Survey</b>	<p>Shona delivered presentation</p> <p>Question about progression rate of BITs to RPBios, especially in the 31-40 demographic</p>	<ul style="list-style-type: none"> <li><b>Suggestion to compare salary ranges to those reported by ASPB as part of their 2019 audit</b></li> </ul>	



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	<ul style="list-style-type: none"> <li>Could be corroborated by reasons for resignation</li> </ul> <p>Suggestion that there could be some merit in reviewing how the maternal-centric approach to childcare may have affected employment (ie. respondents who identified as female who also responded that their employment has been affected)</p>		
<b>8) Report on regulated/reserved practice meetings with other regulators</b>	<p>Christine delivered update and discussed current draft definitions of regulated and reserved practice</p> <p>The College, based on feedback from other regulators, has removed the stipulation about academia from its reserved practice and has removed references to education</p> <ul style="list-style-type: none"> <li>The Foresters have begun to develop a new designation for professionals who are purely doing teaching and research</li> </ul> <p>Conversations are ongoing regarding the merits of including provisions about pro bono or volunteer work in reserved practice – it may end up being removed from the final definition</p> <ul style="list-style-type: none"> <li>The definition was originally included to address instances where professionals give “off-the-cuff” advice in community or charity contexts</li> <li>The College will not delay implementation of practice rights to litigate inclusion of statements on volunteer work</li> </ul> <p>The College has added some context to definition of professional documents so that its clear that this section refers to applied biology documents</p>	<ul style="list-style-type: none"> <li><b>College will include in communication the discussions revolving around climate science and order of verbs</b></li> <li><b>Policies, legislation and covenants are not specified in the professional documents section and should be added</b></li> </ul>	



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	<p>Suggestion that Policies, legislation and covenants are not specified in the professional documents section and should be added</p> <p><u>MOTION to approve definitions of regulated and reserved for formal presentation to Office of the Superintendent of Professional Governance by Sean Sharpe, seconded by Brittany John. MOTION PASSED.</u></p>		
<b>9) Database demonstration</b>	<p>Derek demonstrated new database</p> <p>Database will include requirement for registrants to update their contact information annually</p> <p>Application process is largely automated rather than staff-led; payment will come after all application information has been completed (at this time, applicants pay before their application has been compiled)</p> <p>Question about how applicants connect with if they have difficulty with the database – the contractor or a representative from the College?</p> <ul style="list-style-type: none"> <li>Likely it would come to the College who would pass the question along to the contractor</li> </ul>		
<b>10) Reallocation of Discretionary Funds (Decision note no. 1)</b>	<p>Christine presented decision note</p> <p><u>MOTION to accept Option 1 -- Reallocate \$20k of discretionary dollars to Phase II of the database project -- by Alex Tait, seconded by Steven Henstra. MOTION PASSED.</u></p>	<ul style="list-style-type: none"> <li><b>Christine will be bringing another financial reallocation note</b></li> </ul>	
<b>11) Other business</b>	None reported		



**COLLEGE OF  
APPLIED BIOLOGY**  
Professional Accountability

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12) Adjournment	<u>MOTION to adjourn at 1:49pm by Alex Tait, seconded by Sean Sharpe. MOTION CARRIED.</u>		

**Next meeting date:**

September 18, 2020  
Location TBD

Brian Clark, RPBio  
President

Christine Houghton  
Chief Executive Officer