

## BRIEFING REPORT

**REPORT TOPIC:** INTELLECTUAL PROPERTY POLICY (OB 2-70)

**REPORT TO:** Council

**REPORT FROM:** COO Governance Committee

**DATE:** October 1, 2018

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**REPORT PURPOSE:**

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| <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> <b>Decision-Making - Policy Development/ Enhancement/Regular Review/Approval</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Ends Policy</li> <li><input checked="" type="checkbox"/> <b>Operational Boundaries Policy</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Council-Staff Relationship Policy</li> <li><input type="checkbox"/> Governance Process Policy</li> </ul> </li> </ul> </li> <li><input type="checkbox"/> <b>Council Implementation of Policy</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Council-Staff Relationship Policy</li> <li><input type="checkbox"/> Governance Process Policy</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Monitoring of Registrar, CEO Report</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Ends (critical outcomes) Achievement</li> <li><input type="checkbox"/> Operational Boundaries Compliance</li> </ul> </li> <li><input type="checkbox"/> <b>Council Linkage Report</b></li> <li><input type="checkbox"/> <b>Incidental Report</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Registrar, CEO</li> <li><input type="checkbox"/> Council President</li> <li><input type="checkbox"/> Other: Briefing Report</li> </ul> </li> </ul> |
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**BACKGROUND**

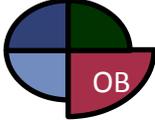
One of COO’s critical assets is its intellectual property. There is also risk associated with the use and accuracy of intellectual property/documents provided by COO. The Council does not currently have a policy on this topic. In order to create a transparent and fair manner of deciding on the use and protection of intellectual property, the Council needs to provide some governance of risk boundaries around this topic.

Figure 1 is a draft policy for discussion at the October 2018 Council meeting. This policy draft clarifies the boundary that any intellectual property developed by Council, Council Committee Members, and/or volunteers, in the course of their work at COO, is the sole property of and belongs to COO. Such intellectual property may not be shared or sold by any party other than COO.

**RECOMMENDED MOTION**

That the COO Council moves to approve the new OB 2-70 Intellectual Property policy as current and relevant.

**FIGURE 1 - DRAFT POLICY FOR REVIEW FOR DISCUSSION AND APPROVAL**

<b>POLICY TITLE:</b> INTELLECTUAL PROPERTY	<b>POLICY SECTION:</b> OPERATIONAL BOUNDARIES	<b>POLICY NO:</b> 2-70	
<b>APPROVED BY:</b> COUNCIL	<b>REGULAR COUNCIL POLICY REVIEW FREQUENCY:</b> EVERY 4 YEARS	<b>MONITORING OF REGISTRAR, CEO FREQUENCY:</b> EVERY 2 YEARS	<b>MONITORING METHOD:</b> INTERNAL REPORT
<b>DATE APPROVED:</b> <ul style="list-style-type: none"> <li>• Reviewed at the September 2018 Governance Committee meeting</li> <li>• Ready for October Council Meeting</li> </ul> <b>DATE REVIEWED / REVISED:</b>	<b>PRESIDENT'S SIGNATURE:</b>		

The College, its Council and Council Committees rely heavily on the efforts of its professional members and those individuals appointed by the Lieutenant Governor in Council in order to undertake the tasks assigned to the College. These individuals will create work products and innovations by their involvement in the College.

Accordingly, all members of the Council and its Committees,

1. Acknowledge that all work, discoveries, improvements and inventions conceived of or made by any members of the Council or its Committees in connection with the work, products, equipment or other activities of the College during the member's involvement belongs to the College, unless a written agreement between the member and the College signed in advance provides otherwise.
2. Assign and release all interest in any such work, discoveries, improvements or inventions to the College.
3. Shall review and sign the "Acknowledgment and Undertaking regarding Fiduciary Duties" prior to assuming their responsibilities and duties on behalf of the College.