

1 MEETING MINUTES (FINAL)
2 College of Chiropractors of British Columbia Board Members
3 February 4, 2017
4

5 CCBC ADMINISTRATION OFFICE, #125 – 3571 SHELL ROAD, RICHMOND, BC
6

7 Present:	Dr. David Olson	Chair
8	Dr. Avtar Jassal	Vice-Chair
9	Dr. Chris Anderson	Board Member
10	Dr. Gil Desaulniers	Board Member
11	Dr. Don Nixdorf	Board Member
12	Ms. Kitty Chan	Public Member
13	Ms. Karen Kesteloo	Public Member
14	Ms. Michelle Da Roza	Registrar
15	Ms. Susan Wawryk	Registration Co-ordinator
16		
17 Regrets:	Dr. Doug Wright	Deputy Registrar
18	Dr. Enrique Domingo	Board Member
19	Dr. Lidia Mickelson	Board Member
20	Dr. Parm Rai	Board Member
21	Mr. Jeremy Comazzetto	Public Member-resigned
22	Ms. Sonya Kupka	Public Member-resigned
23		

24 **1. CALL TO ORDER**

25
26 Dr. David Olson, Chair of the College Board, called the meeting of the Board to
27 order at 9:21 a.m.

28
29 **2. INTRODUCTIONS AND ANNOUNCEMENTS**

30
31 **Acknowledgement of Territory**

32
33 We would like to begin by acknowledging that the land on which we gather is the
34 traditional, ancestral, unceded territory of the Musqueam and Tsawwassen First
35 Nations.

36
37 **Strat Plan Meeting:**

- 38 • Provided a good foundation to work with in the future;
- 39 • Promoted action steps;
- 40 • All members should be engaged;
- 41 • Further discussion of the skills of the Board is required.

42
43 Resignation of public members' Mr. Jeremy Comazzetto and Ms. Sonya Kupka.

44
45 **3. APPROVAL OF THE AGENDA**

46
47 Motion 023/16-17: Moved by Dr. Chris Anderson, to approve the Agenda of the
48 February 4, 2017 Board meeting as circulated.

49
50 Motion 023/16-17: Carried

53 **4. APPROVAL OF THE MINUTES**

- 54
55 a) December 8, 2016 – Open and In Camera
56 b) December 15, 2016 – Ratification of Email Vote, Information Sharing
57 Agreement
58

59 The minutes of the December 8, 2016 Board meeting were reviewed for errors
60 and omissions.
61

62 Motion 024/16-17: Moved by Dr. Avtar Jassal, to approve the Board minutes of the
63 December 8, 2016 Board meeting.
64

65 Motion 024/16-17: Carried
66

67 Motion 025/16-17: Moved by Dr. Don Nixdorf, to approve the ratification of the email
68 vote to sever the Information Sharing Agreement with the BCCA effective January 1,
69 2018.
70

71 Motion 025/16-17: Carried
72

73 **5. SCOTIA BANK BORROWING (administrative credit card)**

74
75 Scotia Bank meets with the accountant each year. This year they advised that
76 their files were incomplete with respect to the administrative credit card.
77 *No action is required.*
78

79 Motion 026/16-17: Moved by Dr. Avtar Jassal, that the Board authorizes a credit card
80 for the College's use through Scotia Bank.
81

82 Motion 026/16-17: Carried
83

84 **6. COMMITTEE APPOINTMENTS**

85
86 Kitty Chan – Registration (3 year term);
87 Karen Kesteloo – reappoint to Quality Assurance, Discipline, Executive,
88 Finance and Investment Committees (1 year term);
89 Dr. Paul Dhaliwal – reappoint to Registration Committee (3 year term).
90

91 Motion 027/16-17: Moved by Dr. Avtar Jassal, to approve the Committee
92 appointments as amended.
93

94 Motion 027/16-17: Carried
95

96 **7. FINANCIAL STATEMENTS**

97
98 Motion 028/16-17: Moved by Dr. Chris Anderson, to receive the Financial Statements
99 as circulated.
100

101 Motion 028/16-17: Carried
102
103

104 **8. CYBER SECURITY STRATEGY / ACCEPTABLE USE OF INFORMATION**
105 **AND TECHNOLOGY AGREEMENT**
106

107 Motion 029/16-17: Moved by Ms. Karen Kesteloo, to approve the proposed Cyber
108 Security Strategy and changes to the IT Agreement as circulated.
109

110 Motion 029/16-17: Carried
111

112 **9. FINANCE AND INVESTMENT COMMITTEE – TERMS OF REFERENCE**
113

114 Motion 030/16-17: Moved by Ms. Karen Kesteloo, to approve the amendments to the
115 Terms of Reference for the Finance and Investment Committee.
116

- 117 • The wording was revised to fit the conformity of the other committees so that
118 they are all the same;
- 119 • Oversight of the External Auditor's qualifications, independence and
120 performance expanded to specify Annual assessment of the effectiveness of
121 the External Auditor and at least every 5 years conduct a comprehensive
122 review of the External Auditor.
123

124 Motion 030/16-17: Carried
125

126 **10. RESEARCH PROPOSAL FROM DR. JEROME FRYER**
127

128 Motion 031/16-17: Moved by Dr. Avtar Jassal, to approve \$10,000.00 for Dr. Jerome
129 Fryer's research project.
130

- 131 • Recommendation of terminology transformation to popping noise of joints which
132 would be a building block for the future.
133

134 Motion 031/16-17: Carried
135

136 **Action:** The Board requests that the Research and Bursary committee meet to discuss
137 and refine the Definitions of Criteria and Considerations for Research Project Grant for
138 the Board's approval. An "ethics" component is recommended to be added to the
139 document.
140

141 **11. REGISTRAR JOB DESCRIPTION**
142

143 Motion 032/16-17: Moved by Dr. Don Nixdorf, to accept the Registrar job description
144 as presented.
145

146 Motion 032/16-17: Carried
147

148 **12. PUBLIC REPRESENTATIVE COMMITTEE ADS**
149

150 Motion 033/16-17: Moved by Dr. Avtar Jassal to accept the posting of the Public
151 Representative Committee ad in the following papers; Vancouver Sun, Province and
152 Linked In.
153

154 Motion 033/16-17: Carried
155

156 **Action:** Committee Chair will provide an orientation session with the new public
157 member to identify the commitment and expectation required.

158
159 **13. AGM MOTION – PCH APPENDIX J – POLICY ON VACCINATION AND**
160 **IMMUNIZATION**

- 161
162
 - Vaccination has been an issue in the profession for over 30 years;
 - Identify the issues of health care practitioners' discussions outside the clinic;
 - Support of public policy, authorities, government health.

163
164
165
166 Motion 034/16-17: Moved by Dr. Don Nixdorf, to have Don Lebens provide advice on
167 the registrant's right of freedom of speech while the registrant is outside of practice.

168
169 Motion 034/16-17: Carried (1 opposed)

170
171 **14. BOARD COMPOSITION**

172
173 Is the Board committed to engaging in a facilitated discussion with Bradley Chisholm
174 on Board Composition? – Probably June 14 meeting.

175
176 The discussion would touch on:

- 177
 - Size of Board
 - Ratio of public to professional Board Members
 - Allocation of committee appointments for Public Appointed Board Members
 - Jurisdictions

178
179
180
181
182 The Board feels that a discussion of this nature is not necessary at this time. This
183 may be meaningful to revisit in the future after the Board has conducted individual
184 and group evaluations.

185
186 **15. REGISTRAR'S REPORT – Ms. Michelle Da Roza**

187
188 Motion 035/16-17: Moved by Ms. Karen Kesteloo to receive the Registrar's report as
189 circulated.

- 190
191
 - Canadian Chiropractic Guideline Initiative (CCGI) Update
 - Human Resources Update
 - BC Health Regulators
 - Meeting with Pacific Blue Cross
 - Shared System Updates
 - Cyber Security Assessment
 - CCBC Bylaws
 - Continuing Education
 - First Aid Certification
 - Board Renewal Program

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201
202 Motion 035/16-17: Carried

203
204 **Action:** Pursue Investigator position at a higher level of priority.

205
206 **Action:** Registrar to forward BCCA advisory letter regarding "Fee Collection and
207 Information Sharing Agreements" to the CCBC Board once it has been sent.

208
209 **16. EXECUTIVE COMMITTEE REPORT – Dr. Dave Olson**
210

211 Motion 036/16-17: Moved by Dr. Dave Olson, to receive the Executive Committee
212 report as circulated.
213

- 214 • Board member evaluations;
- 215 • Terms of reference.

216
217 Motion 036/16-17: Carried
218

219 **17. FINANCE AND INVESTMENT COMMITTEE REPORT – Ms. Karen**
220 *Kesteloo*
221

222 Motion 037/16-17: Moved by Ms. Karen Kesteloo to receive the Finance and
223 Investment Committee report as circulated.
224

225 Motion 037/16-17: Carried
226

227 **18. REGISTRATION COMMITTEE REPORT – Ms. Michelle Da Roza**
228

229 Motion 038/16-17: Moved by Dr. Chris Anderson, to receive the Registration
230 Committee report as circulated.
231

232 Motion 038/16-17: Carried
233

234 **19. INQUIRY COMMITTEE REPORT – Ms. Kitty Chan reporting for Dr. Lesley**
235 *Taylor-Hughes*
236

237 Motion 039/16-17: Moved by Ms. Kitty Chan, to receive the Inquiry Committee report
238 as circulated.
239

240 Motion 039/16-17: Carried
241

242 **20. PAIC UPDATE – Dr. Don Nixdorf**
243

244 Motion 040/16-17: Moved by Dr. Don Nixdorf, to receive the verbal PAIC update
245 report.
246

- 247 • Two new public members;
- 248 • Report from Dr. George Eisler to follow.

249
250 Motion 040/16-17: Carried
251

252 **No committee reports from:**

253 Patient Relations

254 Discipline

255 Research and Bursary

256 Quality Assurance
257

258 **21. NEXT BOARD MEETINGS:**

259
260 The next CCBC Board meetings will be held on:

- 261 • Wednesday April 5, 2017, 2pm - CCBC Boardroom
- 262 • Wednesday June 14, 2017, 2pm – CCBC Boardroom
- 263 • Wednesday September 27, 2017, 2pm – CCBC Boardroom

264
265 **22. Adjournment**

266
267 Motion 041/16-17: Moved by Ms. Karen Kesteloo, to adjourn the meeting at 11:35 a.m.

268
269 Motion 041/16-17: Carried

270