

1 MEETING MINUTES (*Final*)  
2 College of Chiropractors of British Columbia Board Members  
3 *April 5, 2017*  
4

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

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

22 **1. CALL TO ORDER**

23  
24 Dr. David Olson, Chair of the College Board, called the meeting of the Board to  
25 Order at 2:05 p.m.  
26

27 **2. INTRODUCTIONS AND ANNOUNCEMENTS**

28 **Acknowledgement of Territory**

29  
30  
31 We would like to begin by acknowledging that the land on which we gather is the  
32 traditional, ancestral, unceded territory of the Musqueam and Tsawwassen First  
33 Nations.  
34

35 **New Public Member:**

- 36 • New public member appointed by the Ministry of Health, effective March 27,  
37 2017 – Mr. F. Bruce Williams. Bruce will be available at the next Board meeting  
38 in June.  
39

40 **3. APPROVAL OF THE AGENDA**

- 41 • Dr. George Eisler PhD will provide an update on PAIC at 3:00 p.m.
- 42 • Strategic Discussion time to be added back to future agendas.  
43

44 Motion 042/16-17: Moved by Dr. David Olson, to approve the Agenda of the April 5,  
45 2017 Board meeting as amended.  
46

47 Motion 042/16-17: Carried  
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49 **4. APPROVAL OF THE MINUTES**

50  
51 The minutes of the February 4, 2017 Board meeting were reviewed for errors and

52 omissions.

53  
54 Motion 043/16-17: Moved by Ms. Karen Kesteloo, to approve the Board minutes of the  
55 February 4, 2017 Board meeting.

56  
57 Motion 043/16-17: Carried

58  
59 **5. FINANCIAL STATEMENTS - Ms. Karen Kesteloo**

60  
61 Motion 044/16-17: Moved by Dr. Don Nixdorf, to approve the Financial Statements as  
62 circulated.

63  
64 Motion 044/16-17: Carried

65  
66 **6. STRATEGIC PLAN - Ms. Michelle Da Roza**

67  
68 The Strategic Plan was circulated in advance to all Board members for consideration.  
69 Feedback was requested in writing in advance and at the Board table.

- 70
  - Captures nuances;
  - Well written and reflective.

71  
72  
73 Motion 045/16-17: Moved by Dr. Dave Olson, to approve the Strategic Plan as  
74 presented.

75  
76 Motion 045/16-17: Carried

77  
78 Action: Registrar to create a work plan/gantt chart based on the Strategic Plan for  
79 presentation at a future Board Meeting.

80  
81 **7. APPOINTMENTS - Ms. Michelle Da Roza**

- 82
  - Recommended public representative committee appointments
    - Dorothy Barkley – QAC
    - Christian Duff – Discipline
    - Morely Jameson – Discipline

83  
84  
85  
86 Recommendations for Board Resourcing for Public Board Appointments  
87 (1 vacancy)

- 88  
89
  - The quality of the applicants were very high;
  - They were all retired or semi-retired and were looking for meaningful  
90 opportunities to make good use of their time.

91  
92  
93 Motion 046/16-17: Moved by Dr. Don Nixdorf, to approve the appointments to the  
94 public committees as recommended.

95  
96 Motion 046/16-17: Carried

97  
98 Motion 047/16-17: Moved by Dr. Enrique Domingo, to put forward the position of  
99 public appointee to the accountant applicant.

100  
101 Motion 047/16-17: Carried

102  
103 **8. EXECUTIVE COMMITTEE – TERMS OF REFERENCE - Dr. David Olson &**

104 Ms. Karen Kesteloo

- 105
- 106 • Delete “Acting on and making decisions in extraordinary or emergency
- 107 circumstances”.
- 108 • Confirmation that “in camera” discussion is related to HR matters.
- 109

110 Motion 048/16-17: Moved by Dr. Don Nixdorf, to approve the Executive Committee

111 terms of reference as amended.

112

113 Motion 048/16-17: Carried

114

115 **9. BOARD EVALUATIONS - Ms. Michelle Da Roza**

116

117 Individual Self-Assessment and Board Assessment tools were disseminated to the

118 Board for review, comment and approval. Various models were evaluated, including

119 those used by other BC regulators. The proposed evaluations are based on examples

120 from the College of Occupational Therapists of BC, whom we thank for permission to

121 use the documents.

122

123 Self-Assessment will be conducted by the Chair and delivered to the individual. Board

124 evaluations are overseen by the Executive Committee and presented to the Board.

125

126 In the future, the Board should consider the addition of peer evaluations to support the

127 self-assessment process.

128

129 Motion 049/16-17: Moved by Dr. Don Nixdorf, to approve the Board and Individual

130 Evaluation tools as presented/amended.

131

132 Motion 049/16-17: Carried

133

134 **Action:** Registrar to forward evaluation form in a fillable pdf format.

135

136 **10. AMENDMENTS TO PCH Dr. Doug Wright**

137

138 **a. Part 2.6 – Consultation and Examination**

139

140 The College received some feedback over the interpretation of Part 2.6 of the PCH

141 which was recently changed. There was concern that a chiropractor who referred

142 patients to another chiropractor for x-rays would not be deemed to be qualified to write

143 a radiology report or interpret the images. This was not the intent.

144

145 Removal of the following line was recommended to the Board: “Where chiropractors

146 order imaging from another facility they must have the results interpreted by a qualified

147 health professional and receive a written report documenting that interpretation.”

148

149 It is important to note that removal of this line does not alleviate the responsibility of the

150 registrant to ensure that a radiology report accompanies all images if they are taken by

151 themselves or another registrant. The requirement for appropriate reports are

152 referenced in other sections of the PCH.

153

154 Motion 050/16-17: Moved by Dr. Parm Rai, to approve the amendment to Part 2.6 of

155 the PCH as presented.

156  
157 Motion 050/16-17: Carried  
158

159 **b. Part 15 and Appendix – Delegation and Supervision**  
160

161 Following an Inquiry Committee investigation, the College was made aware of some  
162 inconsistencies and lack of clarity around delegation and supervision of care to non-  
163 registrants. Amendments to the PCH were proposed as follows:

- 164 • Elimination of Part 15 of the PCH – Delegation of duties. Part 15 is a  
165 duplication of existing bylaw sections.
- 166 • Amendment to Part 3 of the PCH – Provision of care and privacy with a  
167 reference to a new Appendix
- 168 • Addition of new Appendix – Delegation  
169

170 There were some concerns regarding the delegation of duties to a student registrant.  
171 The Board requested an addition to the amendments to clarify that these rules do not  
172 apply to student registrants. Tabled for revisions and revised motion for the Board  
173 which will be forwarded by email for approval.  
174

175 **11. DECLARATION OF COMMITMENT – CULTURAL COMPETENCY**  
176 - *Ms. Michelle Da Roza*  
177

178 On March 1, 2017, all of BC's 23 health regulators governed under the Health  
179 Professions Act and Social Workers Act pledged their commitment to improving  
180 cultural safety and humility amongst health professionals who provide services to  
181 Indigenous peoples. The College should evaluate its efforts to fulfill this commitment  
182 and determine what other activities, if any, should also be pursued.  
183

184 Motion 051/16-17: Moved by Ms. Karen Kesteloo, to approve the tracking of  
185 completion rates of the Cultural Competency (San'yas) Training Program through  
186 Registration Renewal.  
187

188 Motion 051/16-17: Carried  
189

190 Motion 052/16-17: Moved by Ms. Karen Kesteloo, to approve the sponsorship of a  
191 cultural safety and humility speaker at the 2017 BC Chiropractic Convention.  
192

193 Motion 052/16-17: Carried  
194

195 **12. PCH APPENDIX J – VACINATION AND IMMUNIZATION, FREEDOM OF**  
196 **SPEECH – *Dr. David Olson***  
197

198 Further to the Board's direction at the Meeting of February 4, 2017, a legal opinion  
199 regarding freedom of speech/Charter of rights and freedoms with respect to the  
200 CCBC's policy on vaccination and immunization in the PCH.  
201

202 The opinion referenced some potential amendments to the policy that would attempt to  
203 clarify the registrant's role and boundaries.  
204

205 Motion tabled for recommendation at the next Board meeting.  
206

207 **13. ADVERTISING CLAIMS – *Dr. Avtar Jassal***

208  
209 Discussion around marketing claims (in particular web based), scope of practice and  
210 related conditions. A discussion paper was prepared to invoke some thought and engage  
211 the Board in a meaningful discussion on the topic of marketing.  
212

213 Bylaws around marketing are clear – claims must be accurate, verifiable and truthful.  
214

215 Action: The Registrar and Deputy Registrar to create a draft statement for consideration  
216 on this issue for presentation to the Board.  
217

218 **14. PAIC UPDATE – Dr. George Eisler**  
219

220 Dr. George Eisler gave a presentation on PAIC and also a funding proposal for a 4<sup>th</sup> year  
221 chiropractic program in concert with UWS.  
222

223 **15. REGISTRAR’S REPORT – Ms. Michelle Da Roza**  
224

- 225 ○ CCGI Update
- 226 ○ HR Update
- 227 ○ Registrant Communications
- 228 ○ BC Health Regulators
- 229 ○ Shared System Updates
- 230 ○ CCA Renewal
- 231 ○ Cyber Security Assessment
- 232 ○ CCBC Bylaws
- 233 ○ Continuing Education
- 234 ○ First Certification

235  
236 Motion 053/16-17: Moved by Dr. Avtar Jassal, to receive the Registrar’s report as  
237 circulated.  
238

239 Motion 053/16-17: Carried  
240

241 **16. EXECUTIVE COMMITTEE REPORT – Dr. David Olson**  
242

243 Motion 054/16-17: Moved by Dr. David Olson, to receive the Executive Committee  
244 report as circulated.  
245

246 Motion 054/16-17: Carried  
247

248 **17. FINANCE AND INVESTMENT COMMITTEE REPORT – Ms. Karen**  
249 *Kesteloo*  
250

251 A discussion paper regarding refunds for Education in BC contributions was referenced  
252 and will be presented along with a draft motion for the Board’s consideration at the  
253 meeting of June 14, 2017.  
254

255 Questions regarding Board Member Professional Development were posed to the  
256 Board in the report. Due to the essence of time, these questions will be circulated via  
257 email to all Board members for response.  
258

259 Action: Registrar to email Board Member Professional Development questions to all

260 Board members for response.

261  
262 Motion 055/16-17: Moved by Ms. Karen Kesteloo to receive the Finance and  
263 Investment Committee report as circulated.

264  
265 Motion 055/16-17: Carried

266  
267 **18. REGISTRATION COMMITTEE REPORT** – *Dr. Doug Wright reporting for*  
268 *Dr. Blake Cameron*

269  
270 Motion 056/16-17: Moved by Dr. Don Nixdorf, to receive the Registration Committee  
271 report as circulated.

272  
273 Motion 056/16-17: Carried

274  
275  
276 **19. INQUIRY COMMITTEE REPORT** – *Dr. Doug Wright reporting for Dr. Lesley*  
277 *Taylor-Hughes*

278  
279 Motion 057/16-17: Moved by Dr. Gil Desaulniers, to receive the Inquiry Committee  
280 report as circulated.

281  
282 Motion 57/16-17: Carried

283  
284 **No committee reports from:**

285 Patient Relations

286 Discipline

287 Research and Bursary

288 Quality Assurance

289  
290 **21. NEXT BOARD MEETINGS:**

291  
292 The next CCBC Board meetings will be held on:

- 293 • Wednesday June 14, 2017, 2pm – CCBC Boardroom
- 294 • Wednesday September 27, 2017, 2pm – CCBC Boardroom
- 295 • Saturday, November 4, 2017, time TBD - Delta Hotels by Marriott Grand  
296 Okanagan Resort (1310 Water St, Kelowna, BC V1Y 9P3).

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298 **22. Adjournment**

299  
300 Motion 058/16-17: Moved by Dr. Enrique Domingo, to adjourn the meeting at 4:55  
301 p.m.

302  
303 Motion 058/16-17: Carried

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