

MEETING MINUTES (FINAL)

**College of Chiropractors of British Columbia Board Members**

August 28, 2013

CCBC ADMINISTRATION OFFICE, #125 – 3751 SHELL ROAD, RICHMOND, BC

**Present:**

Dr. David Olson	Chair
Dr. Shannon Patterson	Vice-Chair
Dr. Heidi Benda	Board Member
Dr. Robert Cormack	Board Member
Dr. Enrique Domingo	Board Member
Dr. Richard Hawthorne	Board Member
Dr. Avtar Jassal	Board Member
Dr. Robert Rowe	Board Member
Mr. Bob Bucher	Public Member
Mr. Derek Hall	Public Member
Mr. Doug Kellner	Public Member
Ms. Karen Kesteloo	Public Member
Ms. Susan Wawryk	Recording Secretary

**Absent:**

Ms. Diana MacKay	Registrar
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**MINUTES**

Dr. David Olson, Chair of the College Board, called the meeting of the Board to order at 2:03 p.m.

The minutes of the May 22, 2013 Board meeting were reviewed for errors and omissions.

Motion 065/12-13: Moved by Dr. Avtar Jassal, to adopt the minutes of the May 22, 2013 Board meeting as amended.

Motion 065/12-13: Carried

**BUSINESS ARISING FROM PREVIOUS MINUTES:**

**NEW BUSINESS:**

1. Recruitment: Deputy Registrar Notice of Hiring to be revised and forwarded to all BC members and the regulatory boards across Canada. Candidate information to be forwarded to the Registrar.
2. Election Results: Board position replacement policy – registrant is to forward their resume for consideration with the process to be completed prior to the AGM.
3. Strategic Planning:
  - a. Announcement to be made at the AGM;
  - b. Each Board member will be introduced and talk about their roles or give a brief history;
  - c. Mentoring may be a role of the Deputy Registrar;
  - d. Dr. Jerome Fryer will give a short presentation/practice profile at this year's AGM.
4. Motion to Waive Fees

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5. Chiropractic Status Issues: Dr. David Olson and Ms. Diana MacKay will contact Dr. Don Nixdorf for more details and documentation.
6. Annual Report: Addition of disciplinary outcome is conditional upon further review by legal counsel and to be inserted at the end of the Inquiry Committee report. The list of CCBC directors is to be placed on the last page of the report.
7. Committee Membership: No final resolution to the discussion regarding Quality Assurance and Discipline Committees requiring one member each.
8. Discipline: An improved disciplinary standard is required for the membership.

Motion 066/12-13: Moved by Ms. Karen Kesteloo to remove the motion to waive fees from agenda.

Motion 066/12-13: Carried

## **CORRESPONDENCE:**

### **FINANCIALS – Ms. Karen Kesteloo**

Motion 067/12-13: Moved by Ms. Karen Kesteloo to receive the Financial report and Board Expenses report as presented.

Motion 067/12-13: Carried

### **INQUIRY COMMITTEE – Mr. Doug Kellner**

Motion 068/12-13: Moved by Dr. Richard Hawthorne to receive the Inquiry Committee report as presented.

Motion 068/12-13: Carried

### **DISCIPLINE COMMITTEE – Mr. Derek Hall**

Motion 069/12-13: Moved by Dr. David Olson to receive the verbal Discipline Committee report as presented.

Motion 069/12-13: Carried

### **REGISTRATION COMMITTEE – Dr. Richard Hawthorne**

Motion 070/12-13: Moved by Mr. Bob Bucher to receive the Registration Committee report as presented.

Motion 070/12-13: Carried

### **QUALITY ASSURANCE COMMITTEE – Dr. Robert Rowe**

Motion 071/12-13: Moved by Dr. Avtar Jassal to receive the Quality Assurance Committee report as presented.

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1. Revised Scope of Practice
2. Delegation of Duties
3. What Is The Working Definition Of Clinical Ability?
4. CCA Code of Ethics: Workable document.

Motion 071/12-13: Carried

Motion 072/12-13: Moved by Dr. Avtar Jassal to approve the Scope of Practice draft as presented which will completely replace Section 9 of the Professional Conduct Handbook and be active within 45 days after approval.

Motion 072/12-13: Carried

Motion 073/12-13: Moved by Ms. Karen Kesteloo to approve the Delegation of Duties draft as presented which will be inserted into the Professional Conduct Handbook as a new section with relevant Bylaws noted and be active within 45 days after approval.

Motion 073/12-13: Carried

### **PATIENT RELATIONS COMMITTEE – Dr. Shannon Patterson**

Motion 074/12-13: Moved by Ms. Karen Kesteloo to receive the verbal Patient Relations Committee report as presented.

1. How to best educate members:
  - a) More publishing of discipline outcomes i.e. monthly newsletter;
  - b) The role of the Deputy Registrar may include meeting/discussions with members who are offside of the rules;
  - c) Possible referral to Quality Assurance Committee for assessment of clinical ability;
  - d) Tri-meetings with Registration, Inquiry & Discipline committees and possibly the College investigator Ms. Sheila Cessford.

Motion 074/12-13: Carried

### **REGISTRAR – Ms. Diana MacKay**

Motion 075/12-13: Moved by Mr. Derek Hall to receive the Registrar's report as presented.

1. Limitation Act Update
2. HRO Donation
3. Electronic Form 9
4. FAQ Format Change: Posted on the BCCA website as College FAQ's are public focused.
5. Election Process: Dr. David Olson, lower mainland by acclamation. No nominee for Vancouver Island.

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6. Registration Process Completed:
7. Membership for Quality Assurance and Discipline Committees: One member for each committee required.
8. CE Guidelines: Follow-up required.
9. HRO Meeting with MOH August 28, 2013: Public awareness program scheduled to commence September 2013.

Motion 075/12-13: Carried

**CHAIR** – *Dr. David Olson*

No report

**NEW BUSINESS:**

1. Executive Director
2. Convention 2013

Motion 076/12-13: Moved by Ms. Karen Kesteloo that the Board establish a gift budget for Dr. Don Nixdorf up to \$2,000.00.

Motion 076/12-13: Carried

Motion 077/12-13: Moved by Mr. Bob Bucher that CCBC Board members are entitled to complementary registration, one day accommodation, two day accommodation for out of town members, parking, travel and one-half day per diem.

Motion 077/12-13: Carried

**NEXT BOARD MEETINGS:**

The next CCBC Board meeting will be held on:

- Saturday, October 26, 2013 at 12:00 p.m. Board meeting at the Lakeshore Convention Centre in Penticton BC with 2013 AGM to follow at 1:00 p.m.;
- Wednesday, December 4, 2013 at 1:00 p.m. to coincide with the Branch MacMaster dinner in Vancouver (location to be advised at a later date).

Motion 078/12-13: Moved by Mr. Bob Bucher to adjourn the meeting at 4:45 p.m.

Motion 078/12-13: Carried