



College of  
Chiropractors of  
British Columbia

**Board Meeting  
Saturday February 3rd, 2018**

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**OPEN MEETING MINUTES [FINAL]**

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**Location:** Sandman Signature Vancouver Airport Hotel & Resort, Neilson Room. 10251 St Edwards Dr, Richmond, BC, V6X 2M9

**Time:** 9AM-12PM

<b>Attendees:</b>	Dr. David Olson	Chair
	Dr. Avtar Jassal	Vice-Chair
	Dr. Chris Anderson	Board Member
	Dr. Gil Desaulniers	Board Member
	Dr. Larissa Juren	Board Member
	Dr. Hafeez Merani	Board Member
	Dr. Parm Rai	Board Member
	Dr. Johnny Suchdev	Board Member
	Mr. Colin Bennett	Public Member
	Ms. Kitty Chan	Public Member
	Ms. Karen Kesteloo	Public Member
	Mr. Ken Kramer	Public Member
	Mr. Bruce Williams	Public Member
	Ms. Grace Sangalan	Assistant to Mr. Kramer
	Ms. Michelle Da Roza	Registrar
	Dr. Doug Wright	Deputy Registrar
	Mr. Shelby Thiessen	Accountant
	Ms. Susan Wawryk	Registration
	Ms. Gigi Tsui	Recording Secretary
<b>Guest(s):</b>	Dr. Jennifer Forbes	
	Dr. Ali Masoumi	
	Dr. Elli Morton	
	Dr. Jay Robinson	

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**NO. ITEM**

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***Opening Business***

**1. CALL TO ORDER 9:06AM**

**2. INTRODUCTIONS AND ANNOUNCEMENTS**

We want to welcome our new appointed Board Members to their first full board meeting: Mr. Colin Bennett and Mr. Ken Kramer.

Welcome to guests: Dr. Jennifer Forbes, Dr. Ali Masoumi, Dr. Elli Morton, Dr. Jay Robinson-CCBC Registrants



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**Acknowledgement of Territory:** We would like to begin by acknowledging that the land on which we gather is the traditional, ancestral, unceded territory of the Musqueam and Tsawwassen First Nations.

### **3. APPROVAL OF THE AGENDA**

Motion 040/17-18: Moved by Ms. Karen Kesteloo, to approve the Agenda of the February 3, 2018 Board Meeting.

Motion 040/17-18: Carried.

### **4. APPROVAL OF THE MINUTES**

The Open and In-Camera Minutes of the November 30, 2017 Board Meeting were reviewed for errors and omissions.

Motion 041/17-18: Moved by Ms. Karen Kesteloo, to approve the Open and In-Camera minutes of the November 30th, 2017 Board Meeting as amended.

Motion 041/17-18: Carried.

### **5. RATIFY MOTION**

Motion 042/17-18: Moved by Ms. Karen Kesteloo, to ratify motion on December 16, 2017, notice to registrants regarding AGM resolutions.

*Email motion: to thoroughly discuss the revised draft reply to registrants relating to each individual resolution at AGM at our next boarding meeting on Feb 3. (Defeated)*

Motion 042/17-18: Carried.

Revised draft regarding the Board's response to AGM resolutions was approved by the Board via email and circulated to registrants on January 16, 2018.

### **6. STRATEGIC DISCUSSION**

The College's strategic plan identifies our desire to evolve our quality assurance programs under a quality improvement model. The Quality Assurance Committee also put out a survey to registrants to collect their feedback and understanding of what quality improvement means to them. The Board was challenged to discuss the role of the College in Quality Improvement.

#### ***Items Requiring Decision***



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## 7. FINANCIAL STATEMENTS

### Statement of Operations

Year-to-date budget versus actual is on track when compared with the prior year. Slight variations were observed, the over-budgeted IT expense for example. The finance and investment committee (Shelby) will look at revising the year-to-date budget allocations going forward using the cyclical method rather than averages.

### Education in BC Quarterly Investment Report

The 3-month rolling report will be updated for each Board Meeting. The report shows market value, hence a good portion of funds are not realized.

Motion 043/17-18: Moved by Dr. Chris Anderson, to receive the financial report as presented.

Motion 043/17-18: Carried.

## 8. LEGISLATION RESERVE RECOMMENDATION

At the Board meeting, September 27, 2017, discussion took place on the legislation reserve. It was agreed that going forward legal expenses related to bylaw and other minor legislative matters will be funded from the operating budget. The legislation reserve shall be preserved for legal expenditures related to unanticipated material events.

The matter was sent back to Committee to make a recommendation.

Motion 044/17-18: Moved by Dr. Hafeez Merani, to approve the recommendation from the Finance and Investment Committee that:

- The purpose of the legislation reserve be revised to read: *The net assets internally restricted for legislation represents amounts segregated to meet legal expenditures related to unanticipated material events.*
- The legislation reserve shall be increased to \$500,000 and related investment income shall accumulate in the reserve.
- Balance of the legislation reserve as at fiscal year-end July 31, 2017 was \$375,342. A transfer of \$124,658 be made from the unrestricted reserve as a top up to the \$500,000.
- The reserve to be replenished after expenditures.

Motion 044/17-18: Carried.

## 9. COMMITTEE APPOINTMENTS



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The following committee appointments are recommended for the Board's consideration and approval:

Mr. Ken Kramer – Registration Committee (member)

Mr. Colin Bennett – Finance and Investment Committee (member) and Executive Committee (member)

The Board would like to acknowledge Kitty's hard work and service to the Registration Committee.

Motion 045/17-18: Moved by Dr. Avtar Jassal, to approve the committee appointments as presented.

Motion 045/17-18: Carried.

## **10. EVIDENCE INFORMED PRACTICE DEFINITION**

The Board previously approved the following definition of Evidence Informed Practice (EIP) subject to legal review:

*Evidence Informed Practice is the conscientious, explicit and judicious use of current best evidence from health science, professional experience and the patient's preference in making decisions about the care of individual patients.*

The definition was forwarded to Don Lebens for legal review. He did not have any concerns about the definition itself, but did suggest some slight wording changes for clarity. The Quality Assurance Committee has recommended the following update based on feedback this feedback:

*Evidence informed practice is the conscientious, explicit and judicious use of*

- *current best evidence from health science,*
- *professional experience, and*
- *patient preference*

*in making decisions about the care of individual patients.*

Recommendation from the Quality Assurance Committee is to adopt the changes to the EIP definition as proposed.

Motion 046/17-18: Moved by Ms. Karen Kesteloo, to approve the recommendation from the Quality Assurance Committee to amend the definition of EIP as proposed.

Motion 046/17-18: Carried.

### **Items for Discussion**



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**11. 2017 AGM MINUTES**

A draft copy of the minutes of the 2017 Annual General Meeting were circulated for Board comment, errors and omissions.

The 2017 minutes must be approved by registrants at the 2018 Annual General Meeting.

Action: Board members to forward corrections to Susan Wawryk.

**12. BUDGET PROJECTIONS**

The Finance Investment Committee has updated the 2016 projections to reflect the most current information available from the Strategic Plan and a continued commitment of the College to the key drivers as articulated in 2016:

- Shifting the College from status quo to proactive/dynamic
- Building capacity to meet obligations of a Regulator
- Increasing committee engagement/activity
- Developing strategic initiatives
- Planning for reserves

Motion 047/17-18: Moved by Dr. Avtar Jassal, to keep fees at \$1550 annual dues after 10-year commitment to Education in BC collection has completed.

Motion 047/17-18: Carried.

Action: Communication to registrants earliest by July 2018 and no later than the 2018 Annual General Meeting.

**13. BOARD COMPOSITION**

The topic of Board composition was discussed further to a paper which was included in the meeting package. The paper contemplates changes to:

- Public to professional ratio of board members
- Jurisdictional representation
- Committee composition
- Total number of Board Members

Bradly Chisholm is still open to facilitating a discussion with the Board on the topic of regulatory governance. This discussion will provide an opportunity for the Board to determine what if any changes to our Board composition would be meaningful and have a positive impact on the College. This should only proceed if we have full commitment from the Board to maintain an open mind and consider the benefits of potential changes.



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Motion 048/17-18: Moved by Mr. Colin Bennett, to having a facilitated discussion with Bradley Chisholm on the topic of regulatory governance.

Motion 048/17-18: Carried.

#### **14. BRAND DEVELOPMENT**

The Registrar is actively working to receive proposals for brand development as outlined in the College's strategic plan. Information will be available to the Board in advance of the April 11, 2018 Board meeting for decision.

#### **15. NECK ADJUSTMENT/ MANIPULATION**

At the November 30, 2017 meeting, the Board requested a review and recommendations for updates to its 2009 paper on Neck Adjustments. The recommendation from College staff is that this information should not be published on the website as it may be confused for a standard.

Informed consent is at the heart of this issue. It is the registrant's duty to ensure proper and complete informed consent that includes a discussion on risk.

Through collaboration with the CCPA and associations, the CCBC could assist in supporting communications around informed consent.

#### **16. RELATIONSHIP BETWEEN PAIC AND PSREF**

The Board asked for clarification regarding the relationship between Pacific Academic Institute of Chiropractic (PAIC) and Pacific Spine Research and Education Foundation (PSREF). A brief background for each was provided based on publicly available information.

Board members were reminded that matters of PSREF should be directly addressed with that entity. The College does not have any relationship with PSREF.

The College does have a relationship with PAIC in terms of funding which is outlined in the public document - Criteria for Funding PAIC. The activities between PAIC and PSREF are not within the College's scope.

It is anticipated that PAIC will provide the Board with an update at the April 11, 2018 Board Meeting. Board members will have an opportunity to ask questions about PAIC at that time.

#### **17. COMMITTEE REVIEW**



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The Deputy Registrar briefly outlined the role of committees, especially as they are legislated under the *Health Professions Act* and *Bylaws*. Statutory committees often hold decision making power as per the *Act* and impact the day to day operations of the College (eg. Registering applicants, investigating complaints).

If statutory committees cease to be properly constituted, such as the loss of a public appointed member, the committee is unable to function and the work of the College is at great risk.

**18. REGISTRAR'S REPORT**

Motion 049/17-18: Moved by Mr. Bruce Williams, to receive the Registrar's report as circulated.

Motion 049/17-18: Carried.

**19. EXECUTIVE COMMITTEE REPORT**

Motion 050/17-18: Moved by Dr. Dave Olson, to receive the Executive Committee report as circulated.

Motion 050/17-18: Carried.

**20. FINANCE AND INVESTMENT COMMITTEE REPORT**

Motion 051/17-18: Moved by Ms. Karen Kesteloo, to receive the Finance and Investment Committee report as circulated.

Motion 051/17-18: Carried.

**21. REGISTRATION COMMITTEE REPORT**

Motion 052/17-18: Moved by Dr. Parm Rai, to receive the Registration Committee report as circulated.

Motion 052/17-18: Carried.

**22. INQUIRY COMMITTEE REPORT**

Motion 053/17-18: Moved by Ms. Kitty Chan, to receive the Inquiry Committee report as circulated.

Motion 053/17-18: Carried.

**23. QUALITY ASSURANCE COMMITTEE REPORT**



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The Committee advised in their report that they would not be making a recommendation to make changes to the continuing education program to allow for credits for first aid programs at this time. Further to the Board's strategic plan and direction to evolve Quality Assurance programs under a Quality Improvement model, the Committee will consider potential changes to programs as a whole during the program review.

Motion 054/17-18: Moved by Dr. Chris Anderson, to receive the Quality Assurance Committee report as circulated.

Motion 054/17-18: Carried.

**Open Meeting Adjourned 11:51AM**

Motion 055/17-18: Moved by Dr. Avtar Jassal, to go in-camera at 12:34pm.

Motion 055/17-18: Carried.

1. **INTERIM REGISTRAR POSITION** (*In camera further to Bylaws 13.5(e) personnel matters*)
2. **PAIC FINANCIALS** (*In camera further to Bylaws 13.5(j) information that the college would be required or authorized to refuse to disclose to an applicant making a request for records under Part 2 of the Freedom of Information and Protection of Privacy Act*)
3. **COMPLAINT TO MINISTRY OF HEALTH** (*In camera further to Bylaws 13.5(a) financial or personal or other matters of such a nature that the interest of any person affected or the public interest in avoiding public disclosure of those matters outweighs the public interest in board meetings be open to the public*)

Motion 056/17-18: Moved by Dr. Larissa Juren to go out of camera at 3:26pm.

Motion 056/17-18: Carried.

The Chair and the Board acknowledged the hard work and service provided by Ms. Karen Kesteloo, public appointed member, for the last 7 years. Ms. Kesteloo's term expires March 31, 2018.

Motion 057/17-18: Moved by Dr. Chris Anderson to adjourn at 3:29pm.

Motion 057/17-18: Carried.

***Future Meeting Dates***





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- April 11, 2018 – Board Meeting (200 Granville Street, [Granville Square Meeting Room], Vancouver, BC)
  - June 20, 2018 – Board Meeting (113-10451 Shellbridge Way, Richmond, BC)
  - September 26, 2018 – Board Meeting (Location TBD)
  - November 3, 2018 – Board Meeting and AGM (Delta Burnaby Hotel)