

**OPEN Board Meeting Minutes**

Wednesday, June 15, 2022

10:00 a.m. to 12:30 p.m.

1 **Location:** CCBC Office, 900 - 200 Granville Street, Vancouver

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3 **Time:** 10:00 a.m. – 12:30 p.m.

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5 **Attendees:** Ms. Terri Van Steinburg Board Vice Chair  
 6 Dr. Chris Anderson Board Member  
 7 Dr. Paul Dhaliwal Board Member  
 8 Dr. Jennifer Forbes Board Member  
 9 Dr. Chris Gainor (Ph.D.) Board Member  
 10 Mr. Ken Kramer, Q.C. Board Member  
 11 Dr. Elliot Mayhew Board Member  
 12 Dr. Travis Morgan Board Member  
 13 Dr. Shannon Patterson Board Member  
 14 Mr. Martin Sattler Board Member  
 15 Ms. Dawana St. Germain Board Member  
 16 Ms. Jacqueline Tarantino Board Member  
 17 Dr. Daniel Zybutz Board Member  
 18 Mrs. Michelle Da Roza Registrar  
 19 Dr. Douglas Wright Deputy Registrar  
 20 Mr. Richard Simpson Policy Advisor  
 21 Mr. Shelby Thiessen Director of Finance  
 22 Ms. Gigi Tsui Registration Coordinator  
 23 Ms. Sandra Bao Executive Coordinator  
 24 Ms. Theressa Mah Communications Specialist  
 25 Dr. Bradley Yee Professional Practice Lead  
 26 Dr. Colin McKay Complaints Coordinator  
 27 Mrs. Sandra Moore Recording Secretary, Raincoast Ventures Ltd.

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29 **Regrets:** Dr. Johnny Suchdev Board Chair  
 30 Mr. Colin Bennett Board Member  
 31 Ms. Sue Powell Board Member

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**1. CALL TO ORDER**

35 Ms. Terri Van Steinburg, Vice Chair, called the College of Chiropractors of BC (CCBC or  
 36 “the College”) Board Open Meeting to order at 10:00 a.m.

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**2. INTRODUCTIONS AND ANNOUNCEMENTS**

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**Acknowledgement of the Territory**

40 The Vice Chair acknowledged the traditional unceded territories of the Squamish,  
 41 Musqueam, and Tsleil-Waututh First Nations, from which the meeting was being Chaired.

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The Vice Chair acknowledged that there were 44 observers registered for the Open Meeting. Participants were advised that the meeting was being recorded for minute-taking purposes.

**3. APPROVAL OF THE OPEN AGENDA – June 15, 2022**

**It was MOVED (Jacqueline Tarantino)**

That the Agenda for the College of Chiropractors of BC Board Open Meeting scheduled June 15, 2022 be approved as presented.

**CARRIED (60/21-22)**

**4. APPROVAL OF THE OPEN CONSENT AGENDA**

**It was MOVED (Chris Gainor)**

That the College of Chiropractors of BC Board approves the following items included on the June 15, 2022 Open Consent Agenda:

1. Approval of the April 13, 2022 Open Minutes
2. CCBC Investment Guidelines
3. Major Initiatives Policy
4. Report from Registrar
5. Reports from Committees:
  - a. Finance & Investment
  - b. Registration
  - c. Inquiry
  - d. Quality Assurance
  - e. Governance.

**CARRIED (61/21-22)**

**5. Q3 FINANCIAL STATEMENTS – Director of Finance**

The Director of Finance referred to the CCBC Q3 Financial Statements provided with the meeting materials, and offered highlights related to the current assets and liabilities, including current cash and cash equivalents of \$473,129. A summary of the Statement of Operations and various line items was offered, and total budget expenditure of \$1,892,591 was noted.

Discussion ensued, during which comments and responses to questions were offered related to:

- Total investments were invested conservatively; the decrease was due to the recent market
- Cash contingencies are in place in the event of a loss of income
- Confirmation that wage source deductions are paid and up to date
- Rapid research reviews being a permanent variance
- A small operational surplus, and a budgeted deficit on Restricted Funds
- The amount budgeted for amalgamation/regulatory reform, and confirmation there should not be any legal expenses
- Clarification that the budget presentation and motion to accept the 2022-23 budget would be considered during Agenda Item 6.

92 **It was MOVED (Martin Sattler)**

93 That the College of Chiropractors of BC (CCBC) Board accepts the CCBC Q3 Financial  
94 Statements as presented.

95 **CARRIED (62/21-22)**

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97 **6. 2022-23 BUDGET– Director of Finance**

98 The Director of Finance described the budget process and advised Board members that  
99 the feedback received from the survey sent to the Board in early May 2022 informed the  
100 draft budget, which was presented to the Finance Committee in May 2022. A sample of  
101 submitted survey comments and responses was reviewed.

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103 The Director of Finance reviewed the 2022-2023 budget, providing key highlights of the  
104 Operating budget, including that:

- 105 • A review of Board and Committee per diem rates will commence in the summer, with  
106 a potential increase having been built into the budget
- 107 • Information Technology (IT) is an ongoing expenditure and an area of concern
- 108 • A small revenue increase is due to slightly more registrants licenced in the province  
109 each year
- 110 • Wage expense is based on current staff complement, plus one part-time staff to be  
111 hired by the end of the year
- 112 • The high inflation rate has an impact on almost every spending category
- 113 • The total operational budget is a break even budget
- 114 • Summary of Restricted funds (Discipline, Legislation, Research):
  - 115 ○ Discipline: spending not anticipated
  - 116 ○ Legislation: the Board approved funds from Legislation rather than General  
117 Operations to be used for amalgamation/regulatory reform
  - 118 ○ Research: \$50,000 is for rapid research reviews.

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120 During discussion, comments and responses to questions were offered related to:

- 121 • The line item for Board development, evaluation, and succession was reduced due to  
122 the cost of one-time workshops that were already completed in the current year, which  
123 are not expected to occur annually
- 124 • The difficulty in determining what is appropriate to spend on Quality Assurance (QA),  
125 and the need to stay within the resources available to CCBC (i.e. licencing fees).

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127 **Point of Order**

128 In response to a Point of Order, the Vice Chair confirmed that the floor was open to Board  
129 members to ask clarifying questions.

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131 During ensuing discussion, additional comments and responses to questions were  
132 offered related to:

- 133 • The purpose of the Discipline Fund, and the estimated costs a hearing could incur
- 134 • The cause of the rental increase
- 135 • The cyber insurance policy includes repayment of funds issued for ransomware
- 136 • There is a cash contingency in place in the event of a loss of income
- 137 • A provision had been included in the budget to keep staff compensation competitive.

141 **It was MOVED (Chris Gainor)**

142 That the College of Chiropractors of BC Board approves the 2022/2023 Budget.

143 **CARRIED (63/21-22)**

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145 The Deputy Registrar expressed confidence that the budget meets the current needs of  
146 Quality Assurance programs, and expanded on expenditures and tariffs related to holding  
147 discipline hearings.

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149 In response to a request for feedback related to the balances for Restricted Funds, it was  
150 offered that Research and Discipline balances could be increased.

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152 **7. CODE OF CONDUCT - Registrar**

153 The Registrar referred to the distributed documents and recommendation from the  
154 Governance Committee. The Registrar advised that should the Board approve the  
155 distributed Code of Conduct; the existing Code of Conduct and Board and Committee  
156 Candidate Requirements would be replaced.

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158 During discussion, comments and responses to questions were offered related to:

- 159 • The length of the document reflects additional sections on key duties, Standards, and  
160 Expectations
- 161 • Confirmation that the Code of Conduct will be reviewed on an annual basis
- 162 • Similarities and differences between CCBC's Code of Conduct and other Colleges
- 163 • Appreciation for the comprehensiveness of the document.

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165 Action: CCBC staff will liaise with the Chair to distribute to information on the process for  
166 revisiting Board decisions to the Board.

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168 **It was MOVED (Martin Sattler)**

169 That the College of Chiropractors of BC Board approves the Code of Conduct for Board  
170 Members and Committee members as recommended by the Governance Committee.

171 **CARRIED (64/21-22)**

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173 **8. STRATEGIC PLANNING UPDATE – Policy Advisor**

174 The Policy Advisor provided an update on the CCBC Strategic Plan, and informed that  
175 the distributed Briefing Note lists the five goals and 19 initiatives. Staff continue to work  
176 on the development of key performance indicators (KPI), to report on progress in a  
177 qualitative and efficient way. Feedback by the Board was welcomed; specifically,  
178 commentary and suggested KPIs for Goal 4.

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180 During discussion, comments were offered related to:

- 181 • Data is being collated from the Practice Support Program (PSP) survey completed by  
182 registrants to the program
- 183 • The importance of ensuring a public interest component, to build stakeholder and  
184 registrant engagement, is built into KPIs
- 185 • The development of the PSP program, and the focus in future years to better align  
186 and link PSP and Continued Education (CE).

191 **It was MOVED (Daniel Zybutz)**

192 That the College of Chiropractors of BC (CCBC) Board receive the Strategic Planning  
193 Update Report as presented.

194 **CARRIED (65/21-22)**

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196 **9. INDIGENOUS CULTURAL SAFETY PLAN**

197 The Registrar referred to the distributed documents and highlighted the signing of a joint  
198 Statement of Apology in July 2021, and the direction by the Board in September 2022 to  
199 develop an Indigenous Cultural Safety Plan.

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201 The Register referred to the distributed preliminary Plan and clarified that Indigenous  
202 perspectives and consultation has not yet been obtained. The process and resources  
203 used to draft the plan was explained. Board members were encouraged to contact the  
204 Registrar with any feedback.

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206 During an ensuing discussion, comments were offered related to:

- 207 • Appreciation for the correlation to the Truth and Reconciliation Calls to Action
- 208 • Opportunities to dialogue at the national level on updating the national level
- 209 • The difficulty in measuring accessibility challenges, comparing private to public health  
210 care systems
- 211 • The lack of Indigenous Cultural Safety complaints, and the need to explore barriers  
212 more fully
- 213 • A reminder to be respectful of the differences between Indigenous Nations in BC, and  
214 ensuring a good cross section of representation when initiating consultation
- 215 • Accessibility challenges, such as cost, remote location, knowledge, and trust
- 216 • The requirement for BC Ministries to have an Accessibility Action Plan
- 217 • Suggestion to have an Indigenous liaison for the College
- 218 • Opportunities to build trust with Indigenous patients.

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220 Action: Mr. Ken Kramer to provide an update to the College of Chiropractors of BC Board  
221 at its next meeting on the timeline that BC Ministries have to complete Accessibility  
222 Action Plans.

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224 **10. STAKEHOLDER ENGAGEMENT STRATEGY UPDATE - Registrar**

225 In reference to the briefing note included with meeting materials, the Registrar provided  
226 an overview of the Stakeholder Engagement Strategy – Registrant Survey and next  
227 steps, including background on stakeholder engagement efforts taken. Highlights of the  
228 Registrant Survey responses were shared, including areas of opportunity and the level  
229 of understanding in the College and its role. Developing the plan and next steps were  
230 referenced, including identifying key messages, investigating opportunities for further  
231 engagement with registrants, and identifying new communication resources.

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233 During discussion, comments were provided regarding responses from the survey,  
234 including public members serving on the Board and a clarity of roles.

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237 **CONCLUSION**

238 The June 15, 2022, College of Chiropractors of BC Board Open Meeting concluded at  
239 12:45 p.m.

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The public is excluded from discussions on items in the Closed Board meeting under *Bylaws s.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.*

**It was MOVED (Jennifer Forbes)**

That the June 15, 2022, College of Chiropractors of BC Board Meeting move to a Closed Session.

**CARRIED (66/21-22)**

**It was MOVED (Jennifer Forbes)**

That the Agenda for the College of Chiropractors of BC Board Closed Meeting scheduled June 15, 2022, be approved as presented.

**CARRIED (67/21-22)**

**It was MOVED (Travis Morgan)**

That the College of Chiropractors of BC Board approves the following items included on the June 15, 2022, Closed Consent Agenda:

- 1) Approval of the Closed Minutes – April 13, 2022
- 2) Registrar’s Report
- 3) WATSON Review

**CARRIED (68/21-22)**

**It was MOVED (Jennifer Forbes)**

That the College of Chiropractors of BC Board approves the Regulatory Research Request for Proposal (RFP) as presented and the RFP to be posted on the CCBC website no later than June 30, 2022.

**CARRIED (69/21-22)**

**It was MOVED (Jennifer Forbes)**

That the June 15, 2022, College of Chiropractors of BC Board move to a In-Camera Session.

**CARRIED (70/21-22)**

(2:26 p.m.)

**It was MOVED (Jennifer Forbes)**

That the June 15, 2022, College of Chiropractors of BC Board move out of the Closed and In-Camera Session.

**CARRIED (71/21-22)**

(3:55 p.m.)

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***Future Meeting Dates***

- Wednesday, September 14, 2022      CCBC Board Meeting
- Wednesday, October 19, 2022      Board Teleconference  
(for review and approval of the audited statements)
- Saturday, November 26, 2022      CCBC Annual General Meeting
- Thursday, December 1, 2022      CCBC Board Meeting