

OPEN Board Meeting Minutes

Wednesday, September 14, 2022

11:15 a.m. to 2:15 p.m. (in person)

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

Time: 11:15 a.m. – 2:15 p.m.

Attendees:	Dr. Johnny Suchdev	Chair
	Terri Van Steinburg	Vice-Chair
	Dr. Chris Anderson	Board Member
	Colin Bennett	Board Member
	Dr. Jennifer Forbes	Board Member
	Dr. Chris Gainor (Ph.D.)	Board Member
	Dr. Elliot Mayhew	Board Member
	Dr. Travis Morgan	Board Member
	Dr. Shannon Patterson	Board Member
	Martin Sattler	Board Member
	Dawana St. Germain	Board Member
	Jacqueline Tarantino	Board Member
	Dr. Daniel Zybutz	Board Member
	Michelle Da Roza	Registrar
	Dr. Douglas Wright	Deputy Registrar
	Richard Simpson	Policy Advisor
	Shelby Thiessen	Director of Finance
	Dr. Bradley Yee	Professional Practice Lead
	Dr. Colin McKay	Complaints Coordinator
	Gigi Tsui	Registration Coordinator
	Theresa Mah	Communications Specialist
	Sandra Bao	Executive Coordinator
	Megan Krempel	Recording Secretary, Raincoast Ventures Ltd.

Regrets:	Dr. Paul Dhaliwal	Board Member
	Ken Kramer, Q.C.	Board Member
	Sue Powell	Board Member

1. CALL TO ORDER

Dr. Johnny Suchdev, Chair, called the College of Chiropractors of BC (CCBC or “the College”) Board Open Meeting to order at 11:17 a.m.

2. INTRODUCTIONS AND ANNOUNCEMENTS

Acknowledgement of the Territory

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

It was noted that 70 observers registered to attend the meeting remotely and the meeting guidelines had been circulated in advance. The Chair informed the meeting was being recorded for minute-taking purposes.

3. APPROVAL OF THE OPEN AGENDA – September 14, 2022

It was MOVED (Jacqueline Tarantino)

That the Agenda for the College of Chiropractors of BC Board Open Meeting scheduled September 14, 2022 be approved as presented.

CARRIED (72/21-22)

4. APPROVAL OF THE OPEN CONSENT AGENDA

Item 2: Removal of References to 11.4 in the PCH

Approve the amendments to the PCH as presented.

Item 3 and 4: Policy Review – “Treasury Management” and “Internally Restricted Fund”

Approve the amended “Treasury Management” and “Internally Restricted Fund” policies.

Item 5: Committee Members Appointment

Approve the committee member appointments as recommended by the Governance Committee:

New:

- Roland Mitchell – Discipline Committee
- Dr. Kimiya Sabbaghan – Registration Committee
- Dawana St. Germain – Discipline Committee
- Martin Sattler – Quality Assurance Committee
- Dr. Leif Sigurdson – Patient Relations Committee

Reappointment:

- Derek Hall – Finance and Investment Committee

Officer positions (existing committee members):

- Jacqueline Tarantino – Vice-Chair, Inquiry Committee
- Dr. Misty Watson – Chair, Registration Committee
- Dr. Chris Gainor, Ph.D. – Vice-Chair, Registration Committee

Item 6: Governance Committee Terms of Reference

Approve the amended Governance Committee Terms of Reference.

It was MOVED (Jennifer Forbes)

That the College of Chiropractors of BC Board approves the following items included on the September 14, 2022 Open Consent Agenda:

1. Approval of the June 15, 2022 Open Minutes
2. PCH 13.6 and Appendix G
3. Treasury Management Policy
4. Internally Restricted Fund Policy

5. Committee Members Appointment
6. Governance Committee Terms of Reference
7. Correspondence Received
8. Report from Registrar
9. Reports from Committees:
 - a. Finance and Investment
 - b. Registration
 - c. Inquiry
 - d. Governance
 - e. Discipline

Dr. Travis Morgan requested that Item 7, Correspondence Received, be removed from the Open Consent Agenda, and sought clarification on the process for how the College responds to correspondence, including Tweets. The Item had been included in the Open Consent Agenda for information and the response was provided through the regular internal processes.

It was MOVED (Jacqueline Tarantino)

That the Agenda for the College of Chiropractors of BC Board Open Meeting scheduled September 14, 2022 be approved as amended with the removal of Item 7, Correspondence Received, from the Open Consent Agenda.

CARRIED (73/21-22)

It was MOVED (Chris Gainor)

That the College of Chiropractors of BC Board approves the September 14, 2022, Open Consent Agenda with the following items included:

1. Approval of the June 15, 2022 Open Minutes
2. PCH 13.6 and Appendix G
3. Treasury Management Policy
4. Internally Restricted Fund Policy
5. Committee Members Appointment
6. Governance Committee Terms of Reference
7. Report from Registrar
8. Reports from Committees:
 - a. Finance and Investment
 - b. Registration
 - c. Inquiry
 - d. Governance
 - e. Discipline

CARRIED (74/21-22)

5. STRATEGIC PLANNING UPDATE – Policy Advisor

The Policy Advisor informed that an update on the Strategic Plan and the actions taken for its implementation was a standing item on Board meeting agendas. The summary provided with the meeting materials, includes a status update and Key Performance Indicators (KPI) for each of the five Strategic Plan goals and activities.

In response to the action, *1.1 Develop and implement mandatory continuing education programs for registrants*, and whether there were any new projects/activities, it was noted

that this was an agenda item for the Quality Assurance Committee to discuss but would ultimately include Board endorsement of any mandatory education topics.

It was MOVED (Martin Sattler)

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

CARRIED (75/21-22)

6. BOARD MANUAL– Registrar

The Registrar reported that the Board Manual had been an ongoing “work in progress” for the Governance Committee and acknowledgements were made to the Committee and staff for their efforts.

The manual review was identified in the Watson Governance review, and the work was complemented by the update to the Code of Conduct that the Board approved in June. The Committee and staff evaluated Board manuals from several other colleges in BC and incorporated the best components from each, most notably, from the BC College of Nurses and Midwives (BCCNM).

Some changes of note were in regard to policy that the Chair and Vice-Chair include both public and professional individuals and that Indigenous cultural training be mandatory within the first period of a new Board member’s term.

Upon Board approval, the manual will go into immediate effect.

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

- The manual was deemed thorough and concise
- Clarification in regard to the policy for the Motion for Resolutions, that a motion is called when “a decision has been reached”, and when discussion has peaked and come to a conclusion or consensus
- Concerns with email decisions and the approval and voting of motions and whether a timeline is provided for response:
 - Email motions are often urgent, including an extended timeline could delay decisions
 - The potential for online voting was incorporated in the language to provide flexibility
 - No decisions will be put forward for email voting that could be potentially contentious
 - If a Board member requests to have a meeting to discuss the decision, it must take place with the majority of the Board in attendance.

It was MOVED (Chris Anderson)

That the College of Chiropractors of BC Board approve the proposed amendments to the Board Manual as recommended by the Governance Committee.

CARRIED (76/21-22)

7. HONORARIA AND TRAVEL AND BUSINESS EXPENSE POLICY – Director of Finance

The Director of Finance referred to the briefing note provided advising of a recommendation that the honoraria and travel and business expense rates be increased, as suggested by the Finance and Investment Committee. The Committee reviewed the

per diem rates of other colleges and it was found that the CCBC was in the top 25% of all professional colleges, prior to any increase in rates.

Once approved, the increases presented would be effective upon a date determined by the Board, whether retroactively or in the future.

During ensuing discussions, comments were offered related to:

- Board support for the increase
- The need to attract and retain dedicated and qualified Board Members
- Suggestion that the Committee evaluate the qualification for various forms of travel to attend meetings
- The increase was included in the College's approved budget.

It was MOVED (Terri Van Steinburg)

That the College of Chiropractors of BC Board approve the Board and Committee member rate increases as recommended by the Finance and Investment Committee, effective August 1, 2022.

CARRIED (77/2122)

The Board further discussed whether there was a desire to have the Finance and Investment Committee review the workload and responsibilities of the various committee Chairs to determine if increases should be applied to all and not just the Inquiry Committee Chair.

It was MOVED (Jennifer Forbes)

That the College of Chiropractors of BC Board direct the Finance and Investment Committee to review the stipends for Committee Chairs and report back to the Board.

CARRIED (78/2122)

Further discussion was had in regard to adequately reimbursing Board Members for travel costs.

It was MOVED (Jennifer Forbes)

That the College of Chiropractors of BC Board refer the Board Member Travel Policy back to the Finance and Investment Committee for review and to report back to the Board with best practices.

CARRIED (79/21-22)

Health Break

The meeting recessed at 12:10 p.m. and reconvened at 12:50 p.m.

8. INDIGENOUS CULTURAL SAFETY PRACTICE STANDARD – Registrar

It was MOVED (Chris Gainor)

That the College of Chiropractors of BC (CCBC) Board endorses and approves the implementation of the Indigenous Cultural Safety, Cultural Humility, and Anti-Racism Standard as recommended.

CARRIED (80/21-22)

The Registrar commented it was an important and significant action for the CCBC and 10 other health professional colleges in BC to approve the standard of practice. The approval of these standards will be jointly marked by the colleges on September 30, 2022, the National Day for Truth and Reconciliation. The standard, modelled closely off of the one used by the BCCNM, will create a safe and more culturally appropriate health care system within the chiropractic profession in BC.

During discussion, comments were offered related to:

- The standard will be implemented at the registrant level by ensuring that registrants understand how the standard applies to their practice
- External consultation may be sought to measure the success of the standard's application
- Education and resources will be provided to assist with applying the practice
- A process and mechanism must be in place for individuals to feel safe to bring issues forward, not all individuals feel comfortable with submitting written complaints:
 - Currently the *Health Professions Act* (HPA) states complaints must be written
 - The Ministry recognizes that this may not be sensitive to Indigenous issues and will likely be addressed
- The standard will dovetail with the College's Indigenous Cultural Safety and Humility Plan
- Potentially needing to make training mandatory to improve the uptake by registrants of cultural competency training courses, which has been poor to date:
 - This issue will be contemplated by the Quality Assurance Committee
- The registrant must take ownership of abiding by the practice standards and create a relationship with the patient to better understand how to communicate with them.

9. RESEARCH QUESTIONS

It was MOVED (Dawana St. Germain)

That the College of Chiropractors of BC (CCBC) Board receive the Research Question report as presented.

CARRIED (81/21-22)

Dr. Travis Morgan sought clarification on the manner in which research topics are developed and whether there were processes in place to ensure that the evidence used in the research and to inform policy, is current and valid.

The Policy Advisor referred to the six completed evidence reviews and advised that the selection often arises from media or governance attention to a specific issue, such as the COVID-19 pandemic, which brought about research on Spinal Manipulative Therapy (SMT) and immunity and telehealth/virtual care. The best available evidence on the topics is reviewed which in turn informs regulatory policy making.

During the discussion, comments were offered related to:

- Suggestion that a policy review calendar be created for the Board to illustrate policies that are up for review and when
- Any new and relevant evidence should be submitted to the Board via the Chair
- The Board will consider future commissions of research

- The process for evidence reviews will be communicated to registrants and stakeholders as per the Stakeholder Strategy.

10. STANDARDS OF GOOD GOVERNANCE – Policy Advisor

This item was not addressed due to time constraints and will be discussed at a future Board Meeting.

A presentation was made to Dr. Chris Anderson for contributions to the CCBC Board during his term as a Board member.

This is Dr. Chris Anderson's last in-person meeting with the College as his term comes to a close following the 2022 AGM.

Dr. Anderson graduated from CMCC in 1997 and was initially appointed to the Board in 2013 when no one ran for the Vancouver Island seat. Following his one-year appointment, Dr. Anderson was subsequently elected to the seat and continued to serve the College as a Board Member until his term will expire in November 2022.

In addition to his work on the Board, Dr. Anderson has also served on several statutory committees including Discipline, Patient Relations and most notably, Quality Assurance, where he made a significant impact on the programs to promote registrant competency and compliance to standards.

Dr. Anderson's dedication to the regulation of chiropractic in this province has been unwavering. His professional experience and thought-provoking questioning is a tremendous asset to this College. We all benefit from his involvement at this table and appreciate all of the contributions he has made to this organization.

The Board extends their heartfelt gratitude to Dr. Anderson for his time and service.

It was MOVED (Travis Morgan)

That the September 14, 2022, College of Chiropractors of BC Board Meeting move into a Closed Session.

CARRIED (82/21-22)

CONCLUSION

The September 14, 2022, College of Chiropractors of BC Board Open Meeting concluded at 2:18 p.m.

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 (Chris Anderson)

That the Agenda for the College of Chiropractors of BC Board Closed Meeting scheduled September 14, 2022, be approved as presented.

CARRIED (83/21-22)

It was MOVED (Chris Gainor)

That the College of Chiropractors of BC Board approves the following items included on the September 14, 2022 Closed Consent Agenda:

1. Approval of the June 15, 2022 Closed Minutes
2. Registrar's Report.

CARRIED (84/21-22)

It was MOVED (Travis Morgan)

That the September 14, 2022, College of Chiropractors of BC Board move into an In-Camera session.

CARRIED (85/21-22)

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Future Meeting Dates

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| • 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 |