

OPEN Board Meeting Minutes

Thursday, December 1, 2022

1:00 p.m. to 2:30 p.m. (in person)

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

Time: 1:00 p.m. – 2:30 p.m.

Attendees:	Dr. Johnny Suchdev	Chair
	Ms. Terri Van Steinburg	Vice-Chair
	Mr. Colin Bennett	Board Member
	Dr. Paul Dhaliwal	Board Member
	Dr. Jennifer Forbes	Board Member
	Dr. Christopher Gainor (Ph.D.)	Board Member
	Dr. Elliot Mayhew	Board Member
	Dr. Travis Morgan	Board Member
	Dr. Shannon Patterson	Board Member
	Ms. Sue Powell	Board Member
	Mr. Martin Sattler	Board Member
	Ms. Dawana St. Germain	Board Member
	Ms. Jacqueline Tarantino	Board Member
	Dr. Misty Watson	Board Member
	Dr. Daniel Zybutz	Board Member
	Mrs. Michelle Da Roza	Registrar
	Dr. Douglas Wright	Deputy Registrar
	Mr. Shelby Thiessen	Director of Finance
	Ms. Elana Siu	Registration and Engagement Coordinator
	Ms. Sandra Bao	Executive Coordinator
	Ms. Theresa Mah	Communications Specialist
	Dr. Bradley Yee	Professional Practice Lead
	Dr. Colin McKay	Complaints Coordinator
	Ms. Sandra Moore	Recording Secretary, Raincoast Ventures Ltd.
Regrets:	Mr. Ken Kramer, K.C.	Board Member (on leave of absence)
	Mr. Richard Simpson	Policy Advisor

APPOINTMENT OF MEETING CHAIR

It was MOVED (Terri Van Steinburg)

That the College of Chiropractors of BC Board appoint Dr. Jennifer Forbes to the position of Board Meeting Chair.

CARRIED (012/22-23)

42 **1. CALL TO ORDER**

43 The Meeting Chair called the College of Chiropractors of BC (CCBC or “the College”)
44 Board Open Meeting to order at 1:01 p.m.

45
46 **ELECTION OF OFFICERS**

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

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50 Dr. Misty Watson and returning Board member Dr. Paul Dhaliwal were welcomed. The
51 Meeting Chair informed that the meeting was being recorded for minute-taking purposes.

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53 The National Day of Remembrance and Action on Violence against Women, being held
54 on December 6, 2022 was acknowledged.

55
56 It was noted that 108 observers were registered to attend the meeting remotely and the
57 meeting guidelines had been circulated in advance.

58
59 The Meeting Chair welcomed nominations for the appointment of the CCBC Board Chair.
60 Ms. Sue Powell nominated Dr. Johnny Suchdev. The Meeting Chair repeated the call
61 three times for further nominations. Hearing no further nominations, the Meeting Chair
62 announced Dr. Johnny Suchdev was acclaimed as the Chair of the CCBC Board.

63
64 The Meeting Chair welcomed nominations for the appointment to the CCBC Board Vice-
65 Chair. Ms. Dawana St. Germain nominated Ms. Terri Van Steinburg. The Meeting Chair
66 repeated the call three times for further nominations. Hearing no further nominations, the
67 Chair announced Ms. Terri Van Steinburg was acclaimed as the Vice-Chair of the CCBC
68 Board.

69
70 **Change of Chair**

71 Dr. Johnny Suchdev assumed the position of CCBC December 1, 2022 Board Meeting
72 Chair.

73
74 **2. APPROVAL OF THE OPEN AGENDA – December 1, 2022**

75 **It was MOVED (Jennifer Forbes)**

76 That the Agenda for the College of Chiropractors of BC (CCBC) Board Open Meeting
77 scheduled December 1, 2022 be approved as presented.

78 **CARRIED (013/22-23)**

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80 **3. APPROVAL OF THE OPEN CONSENT AGENDA**

81 **3-3. Committee Members Appointments**

82 To approve the following committee re-appointments:

- 83
 - Dr. Jessica Yeung – Inquiry Committee
 - Dr. Lidia Mickelson – Discipline Committee (Chair)

84
85
86 **3-9. Appointment of the External Auditor**

87 To appoint KPMG as the External Auditor for 2022-2023.

88
89 **3-10. Appointment of the Legal Counsel**

90 To appoint Branch MacMaster as the Legal Counsel for 2022-2023.

92 **It was MOVED (Terri Van Steinburg)**

93 That the College of Chiropractors of BC (CCBC) Board approves the December 1, Open
94 Consent Agenda as amended to include item 9: Appointment of the External Auditor -
95 KPMG and Item 10: Appointment of the Legal Counsel – Branch MacMaster.

96 **CARRIED (014/22-23)**

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99 **4. Q1 FINANCIAL STATEMENT REVIEW – *Director of Finance***

100 The Director of Finance referred to the CCBC Q1 Financial Statements provided with the
101 meeting materials, and commented on what a good Regulator looks like as reflected
102 through an organization's financial statements. Examples were provided from the
103 College's Statement of Financial Position and Statement of Operations, including that a
104 significant amount of money is spent on Information Technology, ensuring the security of
105 the College's data. The Director advised there was a small surplus of \$10,000, and
106 remarked that typically less spending occurs in the first three months of a year.

107
108 Discussion ensued, during which comments and responses to questions were offered
109 related to:

- 110 • Fines are budgeted for, but are not based on any reliable indicators; an increase has
111 been seen in the dollar value of fines:
 - 112 ○ The number of complaints cases is down over the previous years; however, the
 - 113 number of cases is not directly linked to the dollar value of fines
 - 114 ○ Many Registrants registered late, resulting in larger than normal late fees
- 115 • The pullback in the investment account will not affect future operations
- 116 • The College has a mix of portfolio investments, and the market has climbed
- 117 significantly since the financial statements were printed
- 118 • Surplus funds are rolled into accumulated net assets, which are an indicator of the
- 119 health of an organization.

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121 **It was MOVED (Sue Powell)**

122 That the College of Chiropractors of BC (CCBC) Board receive the Q1 Financial
123 Statement Review as presented.

124 **CARRIED (015/22-23)**

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126 **5. MANDATORY CONTINUING EDUCATION– *Professional Practice Lead***

127 Dr. Brad Yee, Professional Practice Lead, referred to the distributed briefing note and
128 provided background and highlights of the proposed Best Practices for Communication
129 in Professional Practice course development, noting there was an opportunity for
130 improvement on communications within a professional chiropractic practice.

131
132 **It was MOVED (Terri Van Steinburg)**

133 That further to S. 57 (1) of the CCBC Bylaws, the College of Chiropractors of BC (CCBC)
134 Board approves the mandatory course "*Best Practices for Communications in*
135 *Professional Practice*" for all current CCBC full Registrants to complete.

136 **CARRIED (016/22-23)**

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138 **6. DIVERSITY, EQUITY AND INCLUSION POLICY – *Communications Specialist***

139 Ms. Theresa Mah, Communications Specialist, referred to the distributed briefing note
140 and provided background on the development of the Diversity, Equity, and Inclusion (DEI)
141 Policy, including consultation activities held with Board Members, Governance

Committee Members and staff, and recent DEI training completed with Board Members and staff.

It was noted that the Governance Committee recommended that the Board approve the policy with the amendment to the definition of “equity”. Ms. Mah read the amended definition aloud:

“To effectively regulate in the public interest and to ensure fairness, individuals and groups will be treated according to their diverse needs in a way that enables all people to participate, perform, and engage to the same extent.”

It was noted that if the policy was approved, the Governance Committee also recommended that the definition of equity in the Board Manual be updated.

During ensuing discussions, comments and responses to questions were offered related to:

- On Page 2 of 3, the asterisk next to “geographical location” is a typographic error, which would be removed
- From the previous DEI training (with Board and staff) benchmarking was discussed. With it, a baseline would need to be established, to be able to evaluate the success of the level of diversity within the College

It was MOVED (Christopher Gainor)

That the College of Chiropractors of BC (CCBC) Board approve CCBC’s Diversity, Equity and Inclusion Policy as recommended by the Governance Committee.

CARRIED (017/22-23)

It was MOVED (Sue Powell)

That the College of Chiropractors of BC (CCBC) Board amend the definition of Equity in the Board Manual to align with the definition in the College’s Diversity, Equity and Inclusion Policy.

CARRIED (018/22-23)

7. STANDARDS OF GOOD GOVERNANCE –Registrar

On behalf of the Policy Advisor, the Registrar referred to the distributed briefing note and provided background on the draft Standards of Good Governance, including sources referenced in the development:

- Revised Standards of Good Regulation. Professional Standards Authority, 2019
- An Inquiry into the performance of the College of Dental Surgeons of British Columbia and the *Health Professions Act*, Harry Cayton, 2018
- Report of a Governance Review of the Law Society of British Columbia, Harry Cayton, 2021

The Registrar noted that if the Standards were approved, the Registrar would enter discussions with the Governance Committee on how the Standards would be used, moving forward from the Watson Governance Review.

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

- The reference documents did not have standards related to continued competency and quality assurance; proposed Standard #10 in the Standards speaks to that

- Confirmation that the Standards were new and not replacing previous standards

It was MOVED (Sue Powell)

That the College of Chiropractors of BC (CCBC) Board approves the CCBC Standards of Good Governance as presented and recommended by the Governance Committee.

CARRIED (019/22-23)

In response to a question, the Chair confirmed that a discussion on the resolutions from the Annual General Meeting (AGM) would be held at a future Board meeting.

It was MOVED (Jennifer Forbes)

That the December 1, 2022, College of Chiropractors of BC Board Meeting be concluded at 1:32 p.m.

CARRIED (020/22-23)

It was MOVED (Sue Powell)

That the December 1, 2022, College of Chiropractors of BC Board Meeting move into a Closed Session.

CARRIED (021/22-23)

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.*

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Future Meeting Dates

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| • Wednesday, February 1, 2023 | CCBC Board Meeting |
| • Wednesday, April 19, 2023 | CCBC Board Meeting |
| • Wednesday, June 14, 2023 | CCBC Board Meeting |
| • Wednesday, September 13, 2023 | CCBC Board Meeting |
| • Wednesday, October 18, 2023 | Board Teleconference (for review and approval of the audited statements) |
| • Saturday, November 25, 2023 | CCBC Annual General Meeting |
| • Wednesday, November 29, 2023 | CCBC Board Meeting |