

**Open Board Meeting Minutes**  
Wednesday, June 14, 2023  
11:00 a.m. to 3:15 p.m. (in person)

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

**Time:** 11:03 a.m. to 2:35 p.m.

<b>Attendees:</b>	Dr. Johnny Suchdev	Board Chair
	Terri Van Steinburg	Vice-Chair
	Colin Bennett	Board Member
	Dr. Paul Dhaliwal	Board Member
	Dr. Christopher Gainor (Ph.D.)	Board Member
	Dr. Elliot Mayhew	Board Member
	Dr. Travis Morgan	Board Member
	Sue Powell	Board Member
	Dawana St. Germain	Board Member
	Martin Sattler	Board Member
	Dr. Misty Watson	Board Member
	Dr. Daniel Zybutz	Board Member
<b>Staff:</b>	Michelle Da Roza	Registrar
	Dr. Douglas Wright	Deputy Registrar
	Shelby Thiessen	Director of Finance
	Richard Simpson	Policy Advisor
	Dr. Colin McKay	Complaints Coordinator
	Dr. Bradley Yee	Professional Practice Lead
	Theressa Mah	Communications Specialist
	Sandra Bao	Executive Coordinator
	Dione Costanzo	Recording Secretary, Raincoast Ventures Ltd.
<b>Regrets:</b>	Dr. Shannon Patterson	Board Member
	Jacqueline Tarantino	Board Member

**1. CALL TO ORDER**

Dr. Johnny Suchdev, Board Chair, called the College of Chiropractors of BC (CCBC) Board meeting to order at 11:03 a.m.

The Chair acknowledged the ancestral and unceded territories of the Musqueam, Squamish and Tsleil-Waututh Nations Peoples, on which the meeting was convened, and recognized the significance of June as National Indigenous History Month and specifically June 21 as National Indigenous Peoples Day.

It was noted that the meeting was being recorded for minute-taking purposes. Approximately 73 observers registered to attend the meeting remotely were reminded of the meeting rules and guidelines, which were distributed in advance.

44 **2. INTRODUCTIONS AND ANNOUNCEMENTS**

45 The Chair acknowledged and expressed gratitude to Dr. Jennifer Forbes for their dedicated  
46 service to the Board over the course of three years.

47  
48 The Chair expressed condolences for the loss of board member, Ken Kramer, who passed away  
49 earlier in June. A concise overview of Ken Kramer's notable contributions to CCBC, and  
50 involvement in various organizations and board appointments, was provided.  
51  
52

53 **3. APPROVAL OF THE OPEN AGENDA – JUNE 14, 2023**

54 The Agenda was modified to include a new item "Resolution 1 from the 2022 CCBC Annual  
55 General Meeting".  
56

57 **It was MOVED (Dr. Christopher Gainor)**

58 That the Agenda for the College of Chiropractors of BC Board Open Meeting scheduled June  
59 14, 2023, be approved as amended.

60 **CARRIED (059/22-23)**  
61  
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63 **4. APPROVAL OF THE OPEN CONSENT AGENDA**

64 It was requested that item 3, the Registrar Report, and item 4(c), Inquiry Committee Report, be  
65 removed from the Open Consent Agenda as presented.  
66

67 **It was MOVED (Dr. Travis Morgan)**

68 That the College of Chiropractors of BC Board approves the following consent agenda items  
69 included on the June 14, 2023 agenda:

- 70 1) Approval of the April 19, 2023 Open Minutes  
71 2) Correspondence Received  
72 3) Reports from Committees:  
73 a) Finance and Investment  
74 b) Registration  
75 c) Quality Assurance  
76 d) Patient Relations.  
77

78 **CARRIED (060/22-23)**

79 In response to a question, the Registrar confirmed that there was not an update about the  
80 vaccination report.  
81

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

83 That the College of Chiropractors of BC Board accept the Registrar's Report as presented.  
84

85 **CARRIED (061/22-23)**

86 In response to a question, it was confirmed that it is required to have a high-level summary of the  
87 Inquiry Committee Report, and clarity on what is being accomplished and how the inquiry is  
88 moving things forward in a positive way. The current Report predominantly consists of numerical  
89 data without sufficient explanatory details. Careful consideration is needed to determine the  
90 appropriate structure for the Report that effectively addresses this requirement.  
91

92 In response to a question regarding any discernible trends in the style of legal cases or specific  
93 areas, it was confirmed that a comprehensive analysis is conducted annually and that there has  
94 been a decrease in COVID-related cases. However, it was observed that cases have become  
95 more intricate, involving a greater number of lawyers and some concerning instances of  
96 egregious behavior, particularly in relation to cases involving sexual misconduct.  
97

The question was posed regarding the potential correlation between mandatory courses and a decrease in the number of cases in the specific targeted area. It was acknowledged that quantifying the direct outcomes of these courses is challenging, as various other factors often emerge as secondary concerns in the complaints. The effectiveness of the courses should not solely rely on the number of complaints received, as evaluating effectiveness requires a comprehensive, multi-modal approach.

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

That the College of Chiropractors of BC Board accept the Inquiry Committee Report as presented.

**CARRIED (062/22-23)**

**5. RESOLUTION 1 FROM THE 2022 CCBC ANNUAL GENERAL MEETING**

The Board committed to considering non-binding resolutions made at 2022 Annual General Meeting. One resolution had not yet been considered by the Board due to legal action. The resolution was:

*MOVED by Dr. Mark Foullong: Be it resolved... that the College of Chiropractors of B.C. proactively address and redraft the PCH Section 15 on Diagnostic imaging to align with... (1) current scientific information concerning x-ray safety and utility in chiropractic practice beyond just identifying suspected serious pathology, (2) current standards of practice in place with other chiropractic jurisdictions provincially, nationally and internationally, (3) with the admission of the College staff in discussion with it's appointed researchers (in the court mandated Freedom of Information release) that radiography does not pose any significant health risk to the general public in health care in general, nor specifically in chiropractic practice.*

The Board responded through a statement read by the Registrar. The College has an approved process by which it evaluates policy changes such as the at-issue amendments to the PCH. This policy process was approved by the College's Board in June, 2020 and can be viewed online.

The College is following and will continue to follow its existing process. The implementation phase is ongoing; during this phase, the College is monitoring the impact of the changes to the PCH. The College expects that the evaluation phase of the process will commence in late 2023.

In tandem with the evaluation phase, the College will assess evidence-based studies about the use of diagnostic imaging, including but not limited to any evidence-based materials provided by registrants. In the event that adjustments or modifications to the PCH are deemed to be required as a result of the evaluation phase, these changes would be recommended to the College's Board at the next step of the process.

**It was MOVED (Sue Powell)**

That the College of Chiropractors of BC Board confirms the statement read by the Registrar.

**CARRIED (063/22-23)**

**6. Q3 FINANCIAL STATEMENTS**

The Director of Finance presented the Q3 Financial Statements for the nine-month period ending April 2023. The key highlights of the presentation were as follows:

- Financial Position: The Long-Term Investments under Assets amounted to \$3,888,000, showing an increase of \$68,000 compared to the previous year. Investments are performing well and steadily increasing. The net value of the College indicated a favorable financial position.
- AP and Accrued Liability were higher than the previous year. The Finance team explored short-term investment opportunities in GICs to generate additional income and earned over

4%. Due to cash flow constraints in April, some bills were paid in the following month.

- Intangible Capital Assets: The value of intangible capital assets, specifically the IT system, was significantly lower than in April 2022. This reduction was recognized through amortization, reflecting the devaluation of the system.
- Statement of Operation: Revenue was slightly ahead of budget by \$40,000. Fines and late fees remained consistently high throughout the year, indicating effective regulatory practices. Expenses totaled \$1.7 million, which was lower than the budgeted amount. As a result, a surplus of \$88,000 was achieved, and it is expected to continue in the next quarter.
- Inquiry and Wages: Spending remained consistent in the area of inquiry, indicating an efficient and effective process. Wages were below budget due to a decision not to fill a vacant position.
- Legislation Fund Restricted: The expenditure for the Legislation Fund Restricted was significantly over budget due to the higher-than-expected costs of the judicial review (HPRV appeal).

The Board acknowledged the excellent work done by the financial team in managing the College's finances effectively.

**It was MOVED (Dr. Christopher Gainor):**

That the College of Chiropractors of BC Board accept the Q3 Financial Statements as presented.

**CARRIED (064/22-23)**

## **7. 2023/2024 BUDGET**

Shelby Thiessen, the Director of Finance, presented the 2023/2024 Budget with the following key highlights:

- The 2023/2024 budget is currently in draft mode and requires approval; the process took four months and has already been reviewed by the Finance and Investment Committee
- It is anticipated that the Ministry will expect CCBC to start spending on Health Professions and Occupations Act (HPOA) in the next fiscal year; the cost and implementation timeline are uncertain; however, amalgamation and the day-to-day business of regulation remain higher priorities
- Research funds are restricted funds with specific spending guidelines that must be adhered to
- The CCBC Board, being experienced, is responsible for providing guidance and ensuring that the budget aligns with the approved Strategic Plan
- A slide providing a snapshot of the expected year-end financials, suggests a surplus of \$44,000.

In response to questions, comments were offered regarding:

- The current lease expires later in 2023, and there is uncertainty around renewing due to approaching amalgamation; the renewal rate is expected to remain consistent
- The inconsistent work of committees led to a large discrepancy in the Board expense between last fiscal year and this; regulatory costs will remain consistent, and the overall Board expense is anticipated to decline
- The deficit of \$173,000 is primarily due to operational expenses, particularly wages; there are additional costs associated with wages, possibly related to retention incentives, but specific details are not currently available
- The cost of benefits has also increased, contributing to the deficit
- The Board has been advised to deplete the research fund rather than replenishing it
- Audit and accounting: Inflation is hitting CCBC hard and costs are increasing due to extra work and extra time (increased auditing work is required); staff travel has increased significantly, resulting in uncertain costs; additionally, it is anticipated that there will be a requirement for increased interprovincial travel.

Through the Director of Finance, the Finance Committee requested that the Board consider the use of the Restricted, Research, and Legislative funds, and recommend any changes to

208 implement on the use of these funds before amalgamation.

209 Discussion ensued, and comments were offered regarding:

- 210 • Consideration needs to be given to setting up the new multi-profession college for success
- 211 • Interest in receiving a briefing note with recommendations for the Board in order to have
- 212 sufficient information for discussion.
- 213
- 214

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

216 That the College of Chiropractors of BC Board approve the 2023/2024 Budget as presented.

217 **CARRIED (065/22-23)**

218

219 **Action:**

220 The College of Chiropractors of BC Board requests the Finance and Investment Committee to

221 prepare a briefing note and recommendations as to the management and spending of the

222 Restricted, Research and Legislative funds, in order to facilitate discussion amongst the Board

223 and decisions about the use of these funds prior to amalgamation.

224

225 **8. AMENDMENTS TO THE PROFESSIONAL CONDUCT HANDBOOK – INFECTION CONTROL**

226 **PRACTICES**

227 During a review of the briefing note on amendments to Professional Conduct Handbook (PCH)

228 infection control practices, the Deputy Registrar highlighted:

- 229 • Guidelines for workplace cleanliness, including the importance of having a clean office, are
- 230 available; the briefing note provides more detailed information on this matter
- 231 • It is essential to reassure the public that CCBC is following the infection control guidelines
- 232 • Amendment in Section 3.2: A chiropractor must incorporate current, appropriate and
- 233 generally accepted infection control measures in the chiropractor's practice in accordance
- 234 with Appendix "Q" – Infection Control
- 235 • Terminology Change: The bullet points on page 58 should be amended to replace "cleaner"
- 236 with "sanitizer"; this change was originally introduced during COVID-19.
- 237

238 During discussion, comments were offered regarding:

- 239 • Interest in what other regulators are doing and if the proposed rule aligns with their practices;
- 240 the aim is to avoid duplicating established rules and maintain simplicity and effectiveness
- 241 • The guidelines' stance on upholstery on tables; currently, there is no specific mention, except
- 242 that it must be cleaned
- 243 • The strength of language used regarding acceptance of online materials; the recommended
- 244 language was sufficient as per legal advice.
- 245

246 **It was MOVED (Dr. Daniel Zybutz)**

247 That the College of Chiropractors of BC Board approve the amendments to the PCH Infection

248 and Control Practices as amended.

249 **CARRIED (066/22-23)**

250

251 **9. BYLAW AMENDMENT – EXTENSION OF TERMS OF OFFICE**

252 The Registrar reviewed the distributed briefing note, highlighting:

- 253 • Consideration was given to the activities of Board members in their final year, including their
- 254 role in winding up the college and maintaining engagement; the goal is to keep the college
- 255 focused despite the upcoming changes
- 256 • Given the amalgamation situation faced by many colleges, bypassing an election cycle this
- 257 year could ensure continuity by retaining a strong and united Board, which would greatly
- 258 benefit staff and the daily operations of the College
- 259 • A bylaw amendment was suggested to extend the terms of all elected Board members by
- 260 one year; Dr. Jennifer Forbes' resignation will trigger an election.
- 261



During discussion, comments were offered regarding:

- Our current Board is strong and aligned with staff. It is beneficial to maintain this stability through to amalgamation
- The commitment and number of meetings
  - The same number of board meetings would continue, but would be virtual after September 2023
- The intensity of the onboarding new Board members and the learning curve, making it ideal to retain the current Board members for continuity
- The *Bylaws* require eight of the Board's members must be registrants
- Need to decide whether to extend the terms and whether to appoint a member
  - Clarification that no discussions had taken place regarding possible appointments
- Implementing a special resolution would require a 75% vote in favour
- Suggestion that an amendment to decrease the number of elected members from 8 to 7 could be pursued. The Registrar said she would ask. This would eliminate the need for an appointment
- Bylaw changes may take time to implement, and that information needs to be issued prior to the July, 2023 nominations.

**It was MOVED (Dr. Travis Morgan)**

That the College of Chiropractors of BC Board direct staff to contact eligible former Board members who have served within the last five years to create a short list of potential appointees to fill the vacant Board position.

**TABLED (067/22-23)**

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

That the College of Chiropractors of BC Board direct the Registrar to draft a set of bylaw amendments to extend the term of office for elected board members by one year.

**CARRIED (068/22-23)**

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

That the College of Chiropractors of BC Board amend the Motion by Dr. Travis Morgan to remove the time restriction of five years, and direct staff to contact eligible former Board members who have served on the board and meet the Board's requirements for competencies by the CCBC Board of Director.

**DEFEATED (069/22-23)**

(6 opposed)

**It was MOVED (Dr. Travis Morgan)**

That the College of Chiropractors of BC Board direct staff to contact eligible former Board members who have served within the last five years to create a short list of potential appointees to fill the vacant Board position.

**DEFEATED (067/22-23)**

(7 opposed)

**It was MOVED (Dawana St. Germain)**

That the College of Chiropractors of BC Board direct staff to approach past, eligible Board members with an expression of interest to consider joining the Board.

**CARRIED (070/22-23)**

The meeting recessed at 12:50 p.m., and reconvened at 1:32 p.m.

**10. MANDATORY CE COURSE – RECORD KEEPING**

The Professional Practices Lead emphasized CCBC's commitment to maintaining high standards throughout the amalgamation process. The Lead requested the Board's consideration of a one-hour mandatory record keeping course. The following points were highlighted during the review

of the briefing note:

- The last mandatory record keeping course was conducted in 2019
- Repetition and multiple exposures to course content over periods of time have been found to yield the best results for professional development
- The proposed timeline for the course is between January and March 2024.

During discussion, the following comments were offered:

- The record keeping course is delivered online
- Suggestion to consider alternative topics or approaches that have not been covered extensively as the courses may be repetitive
  - Staying updated with relevant information can be challenging
  - Include updates on topics such as the storage and maintenance of electronic medical records
- A recent memo was issued, highlighting a variety of common skin conditions courses that are available
- Confirmation that the Inquiry Committee can direct registrants to participate in the courses as part of their disciplinary action
- In the last course, recommendations were made regarding topics such as diversity, equity, and inclusion (DEI), and cultural sensitivity; however, no specific resource recommendations were provided
  - A supplemental document with these resources is available.

**It was MOVED (Sue Powell)**

That the College of Chiropractors of BC Board approve a one-hour mandatory records keeping course for registrants.

**CARRIED (071/22-23)**

## **11. GDEIB Benchmarking Update**

The Communications Specialist referred to a briefing note regarding the implementation and analysis of the Global Diversity, Equity, and Inclusion Benchmarking (GDEIB) with a second progress report highlighting the following points:

- The College is in a ready and stable position to explore progressive next steps in a couple of the categories covered by this GDEIB update, for example:
  - There is ample flexibility for staff to access learning opportunities related to cultural safety and humility
  - DEI principles are being integrated across CCBC communications, i.e., the College's website, e-newsletter, emails, videos and the annual report
  - Our Regulatory Role page has been translated into nine different languages on our website
  - CCBC has a territorial acknowledgement translated into the Squamish language, along with some cultural safety and humility resources on chirobc.com
- Efforts are being made to incorporate DEI considerations in staff onboarding and job descriptions
- Recommendations for moving forward will be available in the fourth time frame.

**It was MOVED (Sue Powell)**

That the College of Chiropractors of BC Board approve the Global Diversity, Equity, and Inclusion Benchmarking Progress Report number two Benchmarking Update as presented.

**CARRIED (072/22-23)**

## **12. AGM PLANNING DISCUSSION**

The Registrar provided an overview during the review of the briefing note, highlighting:

- The importance of ensuring that the public and registrants have a voice at the Annual General Meeting (AGM); bylaws have been amended to accommodate their participation

- Due to fiscal and accessibility considerations, it was assumed that the AGM will be held virtually.

The Registrar sought feedback on how the last AGM before amalgamation, scheduled for November 25, 2023, should be organized and how to engage with the public and registrants during the AGM.

Discussion ensued and comments were offered regarding:

- Suggestions to have a longer meeting to allow for sufficient time
- The benefits of an in-person or hybrid meeting with the Board present
- Suggestion to include a segment in the meeting to recognize significant contributions to CCBC
- Suggestion to have a moderator at the AGM to manage and track questions, including a discussion about amalgamation; the history of the College leading up to amalgamation should be shared
- The meeting was anticipated to last 2 to 2.5 hours, utilizing Zoom as the accessible platform
  - Importance of terms of participation, including time limits and question submission methods
  - A document with standing rules for participating in the meeting should be issued ahead of time
  - Each Committee Chair would provide a presentation to update attendees on operations
  - A Q&A period, as required by bylaws, would be held to allow for live questions
- The process for managing resources for handling questions
  - Precedents from other colleges that have undergone a similar process were considered
  - Suggestion to include an "amalgamation expert" with higher-level knowledge
  - Complex questions might require answers at a later date
  - A briefing note on amalgamation should be sent ahead of the meeting for reference
- All relevant information should be made available publicly, and a balance should be struck between providing information ahead of time and leaving room for discussion
- Whether the public would be interested in the detailed aspects of the amalgamation
  - Suggestion to have a representative from the new college present to represent the new entity.

#### **MEETING ADJOURNED**

The June 14, 2023, College of Chiropractors of BC Board Open Meeting adjourned at 2:20 p.m. to a Closed Session.

*The public is excluded from discussion on items in the Closed Board meeting under Bylaw 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 and s.13(5)(i) - instructions will be given to or opinions received from legal counsel under section 32, or any other matter that is subject to solicitor-client privilege.*

#### **MEETING RECONVENED**

The June 14, 2023, CCBC Board Open Meeting reconvened at 2:35 p.m.

#### **MEETING ADJOURNMENT**

The June 14, 2023, CCBC Board Open Meeting concluded at 2:35 p.m.



425 **CONCLUSION**

426  
427 **It was MOVED (Dr. Christopher Gainor)**

428 That the College of Chiropractors of BC Board of Directors Open Meeting held June 14, 2023 now  
429 be concluded.

430 **CARRIED (076/22-23)**

431 (Time: 2:35 p.m.)

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434 \*\*\*\*

435 ***Future Meeting Dates***

- 436  
437
- Wednesday, September 13, 2023 CCBC Board Meeting
  - 438 • Wednesday, October 18, 2023 Board Teleconference
  - 439 • Saturday, November 25, 2023 CCBC Annual General Meeting
  - 440 • Wednesday, November 29, 2023 CCBC Board Meeting

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