

Open Board Meeting Minutes
Wednesday, November 29, 2023
9:00 a.m. to 12:00 p.m. (via Zoom)

Location: Via Zoom

Time: 9:00 a.m. to 11:05 a.m.

Attendees:	Terri Van Steinburg	Board Chair
	Dr. Johnny Suchdev	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
	Dr. Shannon Patterson	Board Member
	Sue Powell	Board Member
	Martin Sattler	Board Member
	Dawana St. Germain	Board Member
	Jacqueline Tarantino	Board Member
	Dr. Misty Watson	Board Member
Staff:	Michelle Da Roza	Registrar
	Dr. Douglas Wright	Deputy Registrar
	Richard Simpson	Policy Advisor
	Shelby Thiessen	Director of Finance
	Elana Siu	Registration and Engagement Coordinator
	Sandra Bao	Executive Coordinator
	Theressa Mah	Communications Specialist
	Dr. Bradley Yee	Professional Practice Lead
	Dione Costanzo	Recording Secretary, Raincoast Ventures Ltd.

Knowledge

Keeper: Elder Xwechtaal Dennis Joseph, Squamish Nation

1. APPOINTMENT OF MEETING CHAIR

To call the meeting to order and facilitate the Chair and Vice Chair elections at the November 29, 2023, Board meeting, the Registrar requested that the College of Chiropractors of BC (CCBC) Board appoint a "Meeting Chair" to preside over the initial portion of the meeting, including elections.

It was MOVED (Dr. Elliot Mayhew)

That the College of Chiropractors of BC Board appoints Sue Powell, Governance Committee Chair, as Meeting Chair for the November 29, 2023, Board Meeting.

CARRIED (001/23-24)

42
43 **2. CALL TO ORDER**

44 Sue Powell, Meeting Chair, called the CCBC Open Board meeting to order at 9:31 a.m.

45
46 It was noted that the meeting was being recorded for minute-taking purposes. Observers
47 attending the meeting remotely were reminded of the meeting rules and guidelines,
48 distributed in advance.
49

50 **3. INTRODUCTIONS AND ANNOUNCEMENTS**

51 The Meeting Chair asked for a volunteer to lead the introduction of all motions during the
52 Open and Closed Meetings. Dr. Elliot Mayhew agreed to assume that role.
53

54 **PERSONAL BREAK**

55 The meeting adjourned from 9:35 a.m. to 9:40 a.m. to allow time for the Elder to join the
56 meeting as scheduled.
57

58 **4. LAND ACKNOWLEDGEMENT AND OPENING**

59 The Meeting Chair acknowledged the traditional unceded territories of the Coast Salish
60 Peoples, from which the meeting was being chaired, and recognized that attendees and
61 observers were joining from other First Nation territories across BC.
62

63 The Meeting Chair recognized that December 6th is the National Day of Remembrance
64 and Action on Violence Against Women, a time to honour those who have lost their lives
65 to gender-based violence.
66

67 The Meeting Chair formally acknowledged and expressed appreciation for the dedicated
68 service of Dr. Daniel Zybutz, who has contributed for a period of two years. Dr. Zybutz
69 has resigned from the Board. Best wishes were extended to Dr. Zybutz in all future
70 endeavors, recognizing their commitment and contributions.
71

72 Elder Xwechtaal Dennis Joseph, Squamish Nation, joined the meeting via Zoom at
73 9:40 a.m. as Knowledge Keeper.
74

75 The Meeting Chair extended a warm welcome to the Knowledge Keeper.
76

77 The Knowledge Keeper expressed gratitude for the CCBC leadership and provided a
78 song (the Eagle Song) to open the meeting in a good way.
79

80 **5. ELECTION OF OFFICERS**

81 The Meeting Chair confirmed that the Board Chair and Vice-Chair positions were vacant,
82 with the procedure outlined in the meeting package. The Meeting Chair reviewed the
83 election guidelines.
84

85 Nominations for Chair:

- 86 • The Meeting Chair requested nominations for CCBC Board Chair three times
- 87 • Dr. Johnny Suchdev nominated Terri Van Steinburg for the role of Chair, and the
88 nomination was accepted
- 89 • Acclaimed.
90

91 Nominations for Vice-Chair:

- 92 • The Meeting Chair requested nominations for CCBC Board Vice-Chair three times

- Dawana St. Germain nominated Dr. Johnny Suchdev for Vice-Chair, and the nomination was accepted
- Acclaimed.

The meeting was handed over to the new Board Chair, Terri Van Steinburg, who acknowledged the work of Dr. Johnny Suchdev as the outgoing Chair.

6. APPROVAL OF THE OPEN AGENDA – NOVEMBER 29, 2023

It was MOVED (Dr. Elliot Mayhew)

That the Agenda for the College of Chiropractors of BC Board Open Meeting scheduled November 29, 2023, be approved as presented.

CARRIED (002/23-24)

7. APPROVAL OF THE OPEN CONSENT AGENDA

(6) Appointment of the Auditors

Motion: That the CCBC Board appoint KPMG as the auditor for the 2023/2024 fiscal year.

It was MOVED (Dr. Elliot Mayhew)

That the College of Chiropractors of BC Board approves the following consent agenda items included on the November 29, 2023, agenda as presented.

(1) Approval of the September 13, 2023, Open Minutes

(2) Approval of the October 18, 2023, Open Minutes

(3) Correspondence Received

(4) Strategic Plan Update

(5) Report from Registrar

(6) Appointment of the Auditors

(7) BCHR HPOA Project Update

(8) CCGI September 2023 Update

(9) Reports from Committees:

(a) Finance & Investment

(b) Registration

(c) Inquiry

(d) Quality Assurance.

CARRIED (003/23-24)

8. 2023-24 Q2 FINANCIAL REVIEW (DISCUSSION)

The Director of Finance presented the CCBC Audited Financial Statements for the first quarter, ending October 31, 2023, and offered observations on the meaning of the reports, highlighting:

- There continue to be more registrants practicing in the Province each year
- Market value of investments dropped by \$155,000
- The drop in investments does not materially affect CCBC operations; the market has rebounded in the last few weeks, suggesting improvement
- Net deficit is \$34,000, attributed to the drop in investment income
- The information technology system is approaching the end of its useful life, and CCBC is not investing further due to impending amalgamation

- Wages were underspent
- Inquiry and Discipline expenses are well below budget due to reduced use of legal services.

In response to questions the following additional observations were shared:

Potential increase in *Health Professions and Occupations Act* (HPOA) implementation expenses:

No expenses are anticipated for the HPOA implementation by the CCBC. Difficult to monitor; budgeted for the first quarter, new college to decide its inclusion in the next fiscal year budget.

The role of investments in budget planning and covering deficits:

While the current deficit is manageable, continued poor market performance may pose challenges, but college has sufficient reserves to absorb a significant deficit.

Market fluctuations and risk for the new college:

- CCBC's portfolio is conservative, and the new regulator will manage these resources
- The drop in the portfolio is not a significant concern and will not affect operations
- Acknowledged the market snapshot at the end of October 2023, considering geopolitical events.

The discussion concluded with mention that there are regular reviews and monitoring of market fluctuation in Finance and Investment Committee meetings, and that there is currently no concern about CCBC's finances or operations.

It was MOVED (Dr. Elliot Mayhew)

That the College of Chiropractors of BC Audited Financial Statements for the first quarter ending October 31, 2023 be accepted as presented.

CARRIED (004/23-24)

9. ANNUAL GENERAL MEETING DEBRIEF (DISCUSSION)

The Registrar invited thoughts, questions, and insights regarding the CCBC Annual General Meeting (AGM), held November 25, 2023, noting its new format.

Although attendance was lower than in previous years with fewer than 100 participants, CCBC is thought to have relatively well attended AGMs and a good level of engagement. There was limited public involvement, with a few committee members attending as public.

Gratitude was expressed for the new format, highlighting a positive departure from previous processes. The staff's preparation for the AGM was acknowledged, and there was recognition of the effort required in answering questions, prompting considerations for improved preparation in the future.

Inquiring about feedback on the format change, concerns were mentioned in the past about amendments. Transparency in communication was emphasized regarding amendments sent to the Ministry and registrants. The potential structure of the new AGM or entity was discussed, but uncertainty surrounded it at the time of the meeting.

10. GLOBAL DIVERSITY, EQUITY, AND INCLUSION BENCHMARKING UPDATE

The Communications Specialist presented a distributed briefing note containing a Progress Report and Recommendations for CCBC's Diversity, Equity, and Inclusion (DEI) baseline work.

The following highlights were provided:

- The plan has transitioned to the fourth time frame
- In summary:
 - Global DEI Benchmarks measured by five levels of practice assessment
 - Positive results to share after evaluating practices over the past year, led by the Board, Governance Committee in collaboration with staff in being assessed in the Best Practice level, level 5 in the "Leadership and Accountability" category to set the tone with colleagues
 - With diligence in implementation of initiatives, CCBC assessed at the "Proactive Level" level 3 for all other 14 categories
- Tracking progress in several benchmarking categories at level 4 since the summation including:
 - Integration of inclusive and equitable strategic goals
 - Planning for 2024 to address unconscious bias
 - Engagement began with Elder Xwechtaal Dennis Joseph as Elder in Residence this past quarter to incorporate traditional culture and wisdom from the Squamish Nation
 - Reflecting diversity through accomplishments in communication, including latest annual report, social media and newsletters (e.g., LinkedIn)
- Acknowledgment that DEI is a continuous journey, one where we hope to continue learn and grow
 - For example, referring to a 2021 staff event learning from Knowledge and Protocol Keeper, Chiaxsten, Wes Nahanee, also from Squamish Nation, who was CCBC's guide on the Talking Trees, Indigenous walking tour of Stanley Park about the park's vegetation and healing properties, an image captured by the Communications Specialist was shared. It was taken from the vantage point of looking towards the path ahead, this is where we find ourselves currently, immersed in the amalgamation process and planning for the next steps in our DEI journey.
- Hoping recommendations and the momentum from CCBC's GDEIB baseline measurement process will inspire peer colleges
- Approval from the Board was sought for the summary and recommendations.

In response to a question regarding an unconscious learning workshop for college staff and other health profession regulatory peers, it was confirmed that the workshop would initially be for staff. There was noted interest from Board members, Dr. Misty Watson and Dr. Johnny Suchdev for the future, should opportunities arise.

In response to a question about implementing DEI tools and recommendations post amalgamation, it was confirmed that future actions are dependent on the direction the new Board wishes to take. Recommendations emphasize continuous progress, recognizing differences in contributions and how amalgamation may affect the future.

The Registrar and Communications Specialist have been strategizing for months to ensure continuity in DEI efforts for the College of 4 and College of 7. The intent is to embrace Board recommendations and strategy plans to provide leadership. There will be

a mindful transition of policies to the new entity, with efforts to influence and root this work in the new colleges.

It was MOVED (Dr. Travis Morgan)

That the College of Chiropractors of BC Board approve the CCBC Global Diversity Equity and Inclusion Benchmarking Report and Recommendations as presented.

CARRIED (005/23-24)

11. FCC – LABOUR MOBILITY POLICY

The Registrar presented a distributed briefing note on the Federation of Canadian Chiropractic (FCC) Labour Mobility Policy, highlighting the following key points:

- Draft of FCC Labour Mobility policy – amendments to existing policy
- Structured under Agreement on Internal Trade, which has changed with the Canadian Free Trade agreement
- Impacts – chiropractors that practice in one jurisdiction are allowed to work anywhere in Canada
- Streamlined process for chiropractors practicing and licensed elsewhere in Canada to enter BC
- FCC reviewed the policy due to federal changes to laws
- Working group, including a lawyer, evaluated existing policy and made recommendations
- Members of FCC to review and consider the policy, with potential amendments
- Adherence to existing laws, considering fairness and accessibility to registration.

In response to a question, it was confirmed that three provinces are part of the working group, and the policy is being circulated to regulatory boards across the country.

In response to a question, it was clarified that there are no proposed changes to bylaws regarding the request for letters and criminal record checks from individuals from other jurisdictions.

In response to a question, it was confirmed that a template for letters of standing is ongoing work and will be addressed in the future.

Discussion ensued, and comments were offered regarding:

- The policy not addressing the scope of practice, specifically regarding acupuncture
- Clarification that FCC is not an advocacy body, and associations play a role in advocating for scope expansion
- Transfer issues and criminal checks, with a comparison to the Law Society of BC's approach
- Premier Eby's 10-year plan on health concerns related to immigration
- The role of FCC and the importance of standardizing processes for easier job mobility
- Recognition that the FCC does not have jurisdiction over CCBC but aims to collaborate and enhance consistency
- CCBC's role in protecting the public
- Acknowledgment of the desire to expand the scope, recognizing current limitations
- Acknowledgment of comments related to the continued commitment to DEI.

It was MOVED (Dr. Travis Morgan)

That the College of Chiropractors of BC Board approve the proposed revised FCC Labour Mobility Policy as presented.

CARRIED (006/23-24)

CONCLUSION

It was MOVED (Dr. Travis Morgan)

That the College of Chiropractors of BC Board Open Meeting held November 29, 2023, conclude to a Closed Session.

CARRIED (007/23-24)

(Time: 11:05 a.m.)

The public is excluded from discussion 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 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.

Future Meeting Dates

- Wednesday, February 7, 2024 Board Teleconference
- Wednesday, April 17,2024 Board Teleconference
- Wednesday, June 12, 2024 Board Teleconference