



College of Veterinarians of British Columbia

COUNCIL MEETING

DATE: January 25, 2014
 Saturday 9:00 AM – 5:00 PM
 CVBC Office
 107 – 828 Harbourside Drive
 North Vancouver, BC

MINUTES

Council Members	Dr. Tracy Cornish, President	Mr. David Dewhirst Vice-President	Dr. Nick Shaw Secretary-Treasurer
	Dr. Pamela Barker	Dr. Maarten Hart	Mr. Bob Kucheran
	Dr. Ben Weinberger	Guest: Dr. Brendan Matthews	Absent: Mr. Barry McGillivray
CVBC Staff	Mr. Larry Odegard, Registrar & CEO	Dr. John Brocklebank Deputy Registrar	Ms. Louise Crowe Manager of Office & Communications
	Ms. Gae Sellstedt, Exec. Asst.		

1. Call to Order

The meeting was called to order at 9:07 am.

The President welcomed Dr. Brendan Matthews, Chair of the Practice Inspection Committee (PIC), to the Council meeting. Dr. Matthews will step down as Chair of the PIC on March 1, 2014 and will become a member of the CVBC Council.

2. Routine Preliminary Business

2.1 Approval of the Agenda

Two items were added to the agenda:

4.7 –SPCA Reporting Guidelines – Suspected Abuse – B. Weinberger

5.1.1 – Human Resource Package re Registrar/CEO Annual Review – D. Dewhirst

MOTION R140101: THAT the Agenda be approved as amended with power to add.
Moved/Seconded CARRIED

2.2 Approval of the Minutes of November 16, 2013

Page 7 - Paragraph under Motion R131108 should read:

“Council debated its decision to waive the second inspection fee due to lack of clarity whether the registrant was advised whether there would, or would not, be a second inspection fee”.

MOTION R140102: THAT the Minutes of the November 16, 2013 be approved as amended.
Moved/Seconded CARRIED

2.3 Task List

Council reviewed the task list and gave direction:

- To remove Air Angels from the task list
- Send directive out to inspectors re second inspection fees
- Develop a handbook for the inspectors
- To ask the Chief Veterinarian for CFIA to send information regarding poultry having highest level of resistance to commonly used antibiotics and to increase communications for information to registrants in newsletters

The health regulators survey has been complete and work will begin on comparing the various organizations that participated.

3. CONTINUING BUSINESS

3.1 Payment Plan – Policy and Procedures

Council gave direction to remove the words “on the declining monthly balance” in the Policy and Conditions document as well as the Fee Payment Plan Application Form.

MOTION R140103: THAT the Payment Plan be approved as amended and approved for distribution by Executive.

Moved/Seconded CARRIED

3.2 Committee Appointments & Reappointments

3.2.1 Committee Guidelines

Council reviewed the Committee Composition Guidelines and made changes for further revision.

MOTION R140104: THAT the Committee Composition and CVBC Representative Guidelines be amended as discussed and then sent to committees for their review and suggestions.

Moved/Seconded CARRIED

Action: President will make changes and distribute to committees.

3.2.2 Committee Appointments (Legal Affairs, H/R, Governance, Communications, AWC) –
Selection of Officers

Council reviewed the Committee Composition Guidelines and made changes for further revision.

MOTION R140105: THAT the CVBC Representative Guidelines be approved as amended.

Moved/Seconded CARRIED

Committee Appointments, as outlined on page 23 of the agenda package will be dealt with at the March 1, 2014 meeting.

3.2.3 BC Farm Animal Care Council – Appointment

MOTION R140106: THAT Dr. Chris Byra be appointed to the BC Farm Animal Care Council to December 31, 2014.

Moved/Seconded CARRIED

3.3 CVMA Collaboration – Update and Motion of Support

Larry Odegard reported on the Registrars' Meeting that took place in Guelph on November 16 and 17, 2013 and briefly described the background to the Collaboration Model.

MOTION R140107: THAT Council approves and encourages increased communications and collaboration between provincial regulatory bodies but is not able to approve the current proposal without more specific information about the goals and objectives of a new National Regulatory Body and on the cost for each Province.

Moved/Seconded CARRIED

3.4 Bylaw Review Committee Report

The President gave a short update on the progress of the Bylaw Review.

4. NEW BUSINESS

4.1 Regulation Governing Profession – Milstein Letter

Council reviewed Dr. Milstein's letter regarding the concern of alternative medicines being legitimized.

Action: President/Registrar to draft response to Dr. Milstein.

4.2 2014 Dues (Late payments, Requests, Process Review)

Council reviewed the various requests for waiver of late fees. Many of the requests were related to the transition to e-mail invoices, however after discussion and debate, Council felt all late fees should be waived for 2014 and the following motion was made:

MOTION R140108: THAT the fine for all registrants who did not pay their annual registration fee by November 30 but who paid their fees by December 31, 2013 be waived. In the case of registrants who had already paid their fine, that fine amount will be refunded."

Moved/Seconded CARRIED

- *Dr. Ben Weinberger - Opposed*
- *Mr. Bob Kucheran - Abstained*

Council reviewed the list of registrants that failed to pay the 2014 Annual Registration Fees on or before December 31, 2013 and passed the following motion:

MOTION R140109: That the following members be suspended for non-payment of dues unless paid by Tuesday February, Tuesday, February 11, 2014 by 4:30 pm:

- Kristen Anderson
- Amarjit Brar
- Karen Carnohan
- Diane Cruickshank
- Sukhpal Gill
- Michele James
- Doug Quesnel
- K. Spencer Russell
- Mary Reid

Moved/Seconded CARRIED

Mr. Bob Kucheran abstained from voting.

4.3 BCVCIC (Captive)

4.3.1 Financial Reconciliation

The reconciliation between the Council and the Captive has been completed and a cheque has been written to the Captive.

4.3.2 Operations Management

Discussion took place regarding the respective roles of the Board and the Integro management company.

4.4 Proposed Council Meeting Dates 2014

MOTION R140110 THAT Council meeting dates for 2014 be set according to Option 1 presented. The dates are as following:

March 1, 2014

April 12, 2014

June 7, 2014

July 26, 2014

September 13, 2014

November 29, 2014

January 24, 2015

March 7, 2015

Moved/Seconded CARRIED

Note: Subsequent to the January 25, 2014 meeting, it was discovered there is a conflict for September 13, 2014. The CVBC office canvassed Council members and it was agreed by the majority that the September 13, 2014 Council meeting be changed to September 27, 2014.

4.5 Closed Meetings – How to Deal With

Closed meetings would only be called to discuss items that should be kept confidential, such as personnel matters, legal matters as well as any matters that the College is required or authorized to keep confidential. As well, though minutes are not kept of closed meetings, any actions to be taken arising out of the closed meeting would be recorded as motions during an open part of a meeting.

4.6 Transfer of Management of Certain Reportable Diseases in Canada

Council discussed the two letters included in the agenda package regarding recent transfer of management responsibilities from the CFIA to the provinces for certain reportable diseases in Canada and, in particular, the upcoming changes to the rabies surveillance program. The deputy

registrar has been in discussion with the federal and provincial governments regarding this change and that information will be provided by the College to the registrant body in advance of the effective date, about any new procedures

4.7 SPCA Guidelines

Council members discussed the concern over the changes in the PCA guidelines with respect to animal abuse and the onus it puts on veterinarians. Tracy Cornish will bring information back to Council after her meeting with the SPCA on March 27, 2014. *Subsequently, the meeting with the BCSPCA was moved to April 3, 2014.*

5 REGULAR OFFICE REPORTS & BUSINESS

5.1 President's Report

The President's Report was received for information.

5.2 Operational Report

The Operational Report was received for information.

5.3 Manager's Report

The Manager's Report was received for information.

5.4 Registration Report

The Registration Report was received for information.

5.5 Change of Registration Class Report

The Change of Registration Class Report was received for information.

5.6 Financial Report

5.6.1 Audit Report

The Secretary/Treasurer reviewed the Audit Report. Pages 102/103 of the agenda package were included in error. There were a few small discrepancies that the accountants will need to clarify.

MOTION R140111 THAT: the financial report as presented by the auditors be approved pending clarification of combined income statement and interest on Note 7. Once clarification is received, the financial report should be posted on the CVBC web site and then sent to registrants.

Moved/Seconded CARRIED

5.6.2 Auditor Tender (RFP)

Larry Odegard reported that he discussed the tender with the current auditors advising them the Request for Proposal is for due diligence and is not because of any dissatisfaction with their work. Mr. Odegard will expedite discussion with the Executive members as the Captive Insurance year end is April 30 and it would be prudent to have the same auditor for both entities (CVBC and Captive).

5.7 Facility Name Approvals

MOTION R140912: THAT the practice name "Vancouver Animal Emergency and Referral Centre" be approved.

Moved/Seconded CARRIED

MOTION R140913: THAT the practice name "Salish Veterinary Housecall Services" be approved.

Moved/Seconded CARRIED

MOTION R140914: THAT the practice name "Jubilee Veterinary Services Inc." be approved.

Moved/Seconded CARRIED

MOTION R140915: THAT the practice name "Dr. Val Maks Village Vet Housecalls" be approved.

Moved/Seconded CARRIED

MOTION R140916: THAT the practice name "Spicer Mobile Veterinary Services" be approved.

Moved/Seconded CARRIED

MOTION R140917: THAT the practice name "North Vancouver Pet Hospital Ltd." be approved.

Moved/Seconded CARRIED

Dr. Ben Weinberger opposed.

MOTION R140918: THAT the name approval application fee for Dr. Mehdi Hassanzadeh (North Vancouver Pet Hospital Ltd.) be waived.

Moved/Seconded CARRIED

5.8 Communications Committee Report

There was no report.

- 5.9 Human Resource Committee Report
Chair, Dave Dewhirst reported that the committee has tasked itself with the first annual performance review for Registrar & CEO, Larry Odegard. Mr. Dewhirst distributed packages that contained the Registrar & CEO position description together with a blank appraisal form. He requested that Council members and senior CVBC staff complete the appraisal form by February 15, 2014 and return to him. The scores will be tallied and comments will be summarized for discussion with Mr. Odegard .

6 OTHER SEMI-REGULAR REPORTS

- 6.1 IC reports
6.1.1 Complaint Statistics and Projections
The IC Reports were received for information.
- 6.2 UPC – Outcome Public Response
The public responses regarding the issue of Jane Hunt were made available to the Council members and were received for information. There was no discussion.
- 6.3 PIC Report
The PIC Report was received for information purposes.

- 6.3.1 Process Change
Dr. Brendan Matthews reviewed the process changes to the Practice Inspection Committee.

MOTION R140919: THAT the Practice Inspector remuneration increases by \$50 from \$375 per inspection to \$425 per inspection.

Moved/Seconded CARRIED

The increase is effective immediately.

MOTION R140920: THAT the Facility Inspection Budget and Process for 2013 to 2018 be approved with the exception that the Practice Inspection Fee be reduced to \$800/inspection.

Moved/Seconded CARRIED

The cost reduction will be reviewed at the March 1, 2014 meeting.

7 BUSINESS ARISING/INFORMAL DISCUSSION

There was no discussion.

8 SELF-ASSESSMENT/PLANNING

8.1 Plans for First/Orientation Meeting of Council
There was no discussion.

9 Adjournment

The meeting adjourned at 5:20 pm.

A closed meeting followed the regular meeting.

Approved by:



Dr. Tracy Cornish
President



Mr. Dave Dewhirst
Vice-President

Approved: March 1, 2014