

College of Veterinarians of British Columbia

COUNCIL MEETING

Saturday, June 7, 2014

9:00 AM – 5:00 PM

CVBC Office

107 – 828 Harbourside Drive

North Vancouver, BC

MINUTES

Council Members	Dr. Pamela Barker Vice-President	Mr. David Dewhirst	Dr. Maarten Hart
	Dr. Brendan Matthews	Dr. Nick Shaw, President	Regrets: Dr. Barry McGillivray, Secretary-Treasurer
CVBC Staff	Dr. John Brocklebank Deputy Registrar	Ms. Louise Crowe Manager of Office & Communications	Mr. Larry Odegard, Registrar & CEO
	Ms. Gae Sellstedt, Executive Assistant		

1. CALL TO ORDER

The meeting was called to order at 9:00 am.

2. ROUTINE PRELIMINARY BUSINESS

2.1 Approval of the Agenda

The following were added to the Agenda:

Agenda Item #	Description
3.1	Practice Name Approval for Champion Veterinary Healthcare
3.1	Remove Driftwood Veterinary Services Ltd. Name Approval Request from the Agenda

3.6	Hand-out for Capital Required for Captive Insurance Reserves
3.10	Executive Committee – Terms of Reference
3.11	Disclosure Policy on Unauthorized Practise
6.3	Hand out for Strategic Planning Objectives for 2014-2015

MOTION R140601: THAT the Agenda for the June 7, 2014 Council meeting be approved as amended with power to add.

Moved/Seconded Carried

A representative from VanCity did not attend the CVBC Council meeting as agreed to witness Council member and staff signatures to the CVBC bank accounts.

Action: Contact VanCity to reschedule.

2.2 Approval of the Minutes

2.2.1 Re-Approval of the January 25, 2014 Minutes

The former President asked that the January 25, 2014 Minutes that were approved at the March 1, 2014 Council meeting be reconsidered given her suggested changes. A synopsis of the changes is attached and forms part of these minutes.

MOTION R140602: THAT the Minutes of January 25, 2014 be re-approved for changes made by former President.

Moved/Seconded Carried

2.2.2 Approval of the April 12, 2014 Minutes

Page 4 agenda item 4.7 – 2) “Local citizens form an on-call veterinary group” to be amended to read “Local citizens to encourage forming an on-call veterinary group”.

MOTION R140603: THAT the Minutes of the April 12, 2014 Council meeting be approved as amended.

Moved/Seconded Carried

2.2.3 Approval of the May 5, 2014 e-Vote Minutes

MOTION R140604: THAT the Minutes of the May 5, 2014 e-Vote be approved.

Moved/Seconded Carried

2.3 Task List

Council reviewed the task list.

3. BUSINESS REQUIRING COUNCIL ACTION/DISCUSSION

3.1 Facility Name Approvals:

Omnibus MOTION 140605: THAT the following facility names be approved as a practice facility name effective June 7, 2014 in accordance with s. 37 of the CVBC Bylaws:

- Gold River Veterinary Clinic
- Lifting Stars Pet Homecare
- Pandosy Village Veterinary Hospital Ltd.
- Champion Veterinary Healthcare (name change)

Moved/Seconded Carried

MOTION 140606: THAT Aberdeen Veterinary Hospital Ltd. name be approved as a practice facility name effective July 21, 2014 in accordance with s. 37 of the CVBC Bylaws.

Moved/Seconded Carried

MOTION R140607: THAT the facility name TKM Veterinary Internal Medicine Specialty Services be changed to Allies in Internal Medicine (AIM) Mobile Veterinary IM Specialists and be approved as a practice or practice facility name effective June 7, 2014 in accordance with s. 37 of the CVBC bylaws.

Moved/Seconded Carried

MOTION 140608: THAT the second Facility Name Application Fee be refunded to Dr. Tatjana K. Mirkovic as she was unaware that a reference to the practice of veterinary medicine needed to be included in the name.

Moved/Seconded Carried

3.2 President's Report

The President reported that he:

- has been very involved in the Bylaw Review Committee and expects that it is on target;
- was interviewed by a local radio station regarding alternative medicine;
- and the Registrar are travelling to meet with the Kamloops Academy on June 19;
- is waiting for further information from the Labour Mobility Office Coordinator from New West Partnership Trade Agreement (NWPTA), formerly the Trade Investment and Labour Mobility Agreement (TILMA) regarding registration and how it will impact the Bylaws.

The Registrar advised there will be extensive discussion at the July CVMA National Conference because of the European Free Trade Agreement. Registrars across the country are advocating

more contact with the NEB (National Examining Board) for standardization and clarity for national accreditation.

3.3 Operational Report

The Operational Report was received for information.

- The office is in the process of developing a binder that will be available in the CVBC office for Council members' information. The binder will include sections on Human Resources, Committees and Terms of Reference, Finance, Communications and Captive Insurance.
- BDO was the successful accounting firm regarding the RFP for the CVBC audit. The Registrar, the Accountant and the Manager of Office and Communications met with BDO Senior Partner, Bill Cox, who introduced them to Kristine Simpson who will take over the lead for the 2014 audit under Bill Cox' guidance. BDO reduced their quote by \$2,500, 40% of which will be allocated to the CVBC audit and 60% of which will be allocated to the Captive Insurance audit.
- A survey of fees and penalties was done with other Veterinary Colleges/Associations across the country. Fees and penalties vary considerably and it was determined that it is not possible to do an effective comparison.
- Council discussed the number of CVBC complaints and the associated legal costs related to the budget.
Action: Develop a report on reasons for complaints, cycle time and cost
Action: Look at ways to better inform veterinarians on how to deal with complaints
- The Executives and Registrars of BC Professional Organizations luncheon meeting is taking place on June 17. CVBC is co-hosting the meeting featuring the subject of Risk Management.
- Council commented with enthusiasm on the articles presented in the agenda package with respect to Professional Regulation. The Registrar reminded Council that Steven Lewis will be speaking at the Health Regulators Group on October 6 and encouraged them to attend.
- The Chapter Conference and Trade Show is taking place at the River Rock Convention Centre on November 8 and 9. The CVBC Registrants' meeting will take place on the evening of November 7.

- The Registrar updated Council on a member replacement for Bob Kucheran. The CVBC recommended Chris Utley as a suitable Council member and is awaiting the results of the BRDO “due diligence” review. Gender balance is a concern for the BRDO.
Action: President to Contact Stephanie Munkley, President of Balfours’ Friends and a Paramedic, to determine if she would have an interest in being nominated as a CVBC Council member.
- Correction to Operational Report included in the agenda package – item under “Human Resources” – 2nd bullet should read “Program Assistant” instead of “Project Assistant”.

3.4 Manager’s Report

- A Registrant ‘Meet and Greet’ will take place prior to the Registrants’ meeting scheduled for Friday, November 7 at the River Rock Convention Centre. Further information will be posted on the CVBC website.
- The CVBC has opted not to proceed with corporate credit cards.
- The Spring Newsletter has been released and the deadline for submissions for the Summer Issue is August 12.
- The computer equipment is being updated, in stages, at a cost of \$400/computer.
- An update on the iMIS project was distributed; July 2 is the go-live date. Currently, testing is being done for on-line payments. iMIS links are in use and there has been positive feedback.
- Canada’s Anti-Spam Legislation comes into effect on July 1, 2014 and there has been some confusion on whether the law encompasses regulatory bodies.
Action: CVBC office to advise Registrants’ of the anti-spam requirements once clarification has been received. Louise is to investigate issues around anti-spam legislation.
- iMIS training costs and implementation targets were detailed on a hand-out.
- Louise Crowe responded to the President regarding her credentials as a soft-ware administrator.
- Absolute Technologies is working with Louise to do an extensive overhaul of the website.

3.5 Financial Report

The Financial Report was received for information.

3.6 BCVCIC Capital Reserves

Council discussed the recommendation to achieve the 2018 target of \$1.6 million for capital reserves by a moderate levy in the years leading up to 2018. After considerable discussion, Council agreed that a levy should not be introduced at this time; a fiscal year-end review of surplus funds will take place each year to determine if a levy can be avoided.

MOTION R140609: THAT the CVBC contribute \$100,000 from surplus funds to the captive reserve prior to June 30, 2014.

Moved/Seconded Carried

Action: It was agreed that the President will ask the Chair of the Captive Board, Dr. David Kirby, to approach two or three investment bankers to determine if a better rate of interest may be achieved without a lot of risk being incurred.

3.7 Committee Appointments

Ombibus Motion: **MOTION R140610:** THAT the following registrants be appointed to CVBC committees, as listed, for a 3 year term July 1, 2014 to June 30, 2017:

- Dr. Amit Ranjan be appointed to the Practice Inspection Committee
- Dr. Kuldeip Sekhon be appointed to the Practice Inspection Committee
- Dr. Trevor Reeves be re-appointed to the Practice Inspection Committee
- Dr. Emilia Gordon be appointed to the Animal Welfare Committee
- Dr. Shawn Llewellyn be appointed to the Animal Welfare Committee
- Dr. Ben Weinberger be appointed to the Animal Welfare Committee
- Dr. Carol Morgan to be reappointed to the Animal Welfare Committee pending her confirmation of wanting to be reappointed to the committee.
- Dr. Cecily Grant to be reappointed to the Animal Welfare Committee
- Dr. Tamara Godbey to be reappointed to the Animal Welfare Committee
- Dr. Holly Tillotson to be reappointed to the Animal Welfare Committee
- Dr. Bettina Bobsien to be reappointed to the Animal Welfare Committee
- Dr. Avtar Ubi be appointed to the Investigation Committee

Moved/Seconded Carried

Subsequent to the meeting, Dr. Morgan agreed to her reappointment.

Action: Announce new committee members in the Summer Newsletter. Prepare an article to encourage Registrants to become more involved in the College (e.g. scope of work on various committees)

3.8 Veterinary Dentistry by Lay Persons

The letter from Hollyburn Veterinary Hospital was received for information. The issue will be forwarded to the Unauthorized Practice Committee.

Council discussed the subject in detail and will meet with the SPCA to discuss ways in which to proceed to protect and educate the public.

Action: Deputy Registrar to contact the SPCA and set a meeting date

Action: Provide an update at the July 26, 2014 Council meeting

3.9 Investigation Committee – Amended Terms of Reference

The Council reviewed the recommendations made by the Investigation Committee to amend its Terms of Reference for the Intake Panel Process.

MOTION R140611: THAT the Investigation Committee Terms of Reference be amended to include Intake Panel Policy regarding advertising complaints.

Moved/Seconded Carried

3.10 Executive Committee Terms of Reference

MOTION R140612: THAT the Executive Committee Terms of Reference be approved by Council.

Moved/Seconded Carried

3.11 Disclosure Policy on Unauthorized Practice

MOTION R140613: THAT Council endorses the public disclosure on authorized practice outcomes on the public side of the CVBC website.

Moved/Seconded Carried

4. REPORTS RECEIVED FOR INFORMATION

The following reports were received for information

- 4.1 Report on New Registrants
- 4.2 Report on Change of Registration Class
- 4.3 Report on CVBC Certification of Diplomate Status
- 4.4 Investigation Committee Report

- 4.5 The Discipline Hearing Observer Guidelines for Members of the Public were received for review.
- 4.6 Letter of Good Standing - Application form.
Action: The Application Form is to be posted on the CVBC web site.
- 4.7 Professional Regulation – Information distributed on upcoming Health Professional Regulators Fall symposium with Steven Lewis speaking. Opportunity for Council members to attend the session - Hold the Day!

5. NEW BUSINESS

5.1 Substance Abuse Self-Reporting

Council discussed the concept of self-abuse reporting and had some skepticism that a registrant would report themselves for substance abuse unless there were circumstances such that it would be a preventative measure to avoid disciplinary action.

Action: Table to the July 26, 2014 meeting. Budget information is required as well as a definition of voluntary disclosure to avoid punitive action.

Lunch 12:15

Council meeting reconvened at 1:00 pm.

6. STRATEGIC DISCUSSIONS

6.1 Bylaw Review

Council reviewed the proposed timeline for Bylaw approval. After considerable discussion the following motion was put forth:

MOTION R140614: THAT Council directs a letter be sent to George Bryce with a copy to Dave Kirby advising that the deadline for the completion of the CVBC bylaws is July 15, 2014 and that funds invoiced by George Bryce are not to exceed \$6,000 from June 7, 2014 onwards.

Moved/Seconded Carried

6.2 Confirm Goals (Vision/Mission)

Council members received the document for information.

6.3 Objectives

The Registrar requested Council members review the objectives distributed at the meeting and send suggestions/comments to him for incorporation into the document.

6.4 Budget

The budget spreadsheet and summary document were distributed for information.

The President advised that Council should be given time to review the budget for input. He also requested an Executive Committee meeting by teleconference be set as soon as possible.

Action: Registrar to schedule Executive Committee meeting to review the budget.

Council discussed the budget for legal fees, specifically, the budget line for costs of a potential registration hearing.

OTHER

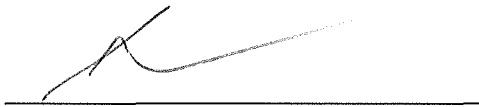
The Registrar enquired as to whether the July 26 scheduled Council meeting should be face-to-face or by teleconference. Given the Bylaw review issue, Council agreed a face-to-face meeting would be more suitable.

Item for July 26, 2014 Agenda:

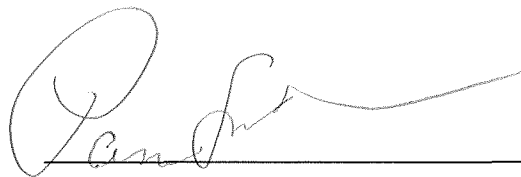
Discussion regarding response re future HRT support from the law firm of Gall, Legge, Grant & Munroe and possibility of complaint to the Law Society of BC.

The November 29th Council meeting has been rescheduled to Friday, November 7th at 10:00 am in Richmond to coincide with the Registrants' Meeting taking place that evening at the River Rock Convention Centre.

The meeting adjourned at 3:00 pm.



Dr. Nick Shaw, President



Dr. Pam Barker, Vice-President

Synopsis of changes made to January 25, 2014 Minutes that were approved on March 1, 2014:

Original Minutes	Tracy's Suggested Changes
<p>MOTION R140108: That the late fees for all registrants who paid their late fees by December 31, 2013 be waived. In the case of registrants who had already paid their late fee, that late fee will be refunded.</p>	<p>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.</p>
<p>4.5 Closed Meetings – How to Deal With Closed meetings should be held only in dealing with legal and human resource matters. Closed meetings have recently been held at the end of the regular meeting. There are no minutes taken in closed meetings.</p>	<p>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 the meeting.</p>
<p>4.6 SPCA Guidelines – did not mention change of meeting time.</p>	<p>Add to the end of the paragraph: <i>Subsequently, the meetings was moved to April 3, 2014.</i></p>