College of Veterinarians of British Columbia

FINAL – Approved November 16, 2013

COUNCIL MEETING

Date: Saturday, September 14, 2013
9:00 AM – 5:00 PM
North Vancouver, BC
DRAFT MINUTES

Council Members:	Dr. Tracy Cornish, President	Dr. Pam Barker
	Mr. David Dewhirst, Vice-President	Dr. Maarten Hart
	Dr. Nick Shaw, Secretary Treasurer	Dr. Ben Weinberger
		Absent: Dr. Barry McGillivray
		Mr. Bob Kucheran
CVBC Staff:	Mr. Larry Odegard, Registrar	Dr. John Brocklebank, Deputy Registrar
	Ms. Louise Crowe	Ms. Gae Sellstedt

1. Call to Order

The meeting was called to order at 9:05 am.

2. ROUTINE PRELIMINARY BUSINESS

2.1 Approval of the Agenda

MOTION R130901: That the September 14, 2013 Agenda be approved with the power to add.
Moved/Seconded

One item was added to the agenda under 4.9: Proposal to increase liability insurance from $2 million to $3 million for directors, employees and contract inspectors.
Carried as amended

2.2 Approval of the Minutes

MOTION R130902: That the Minutes of the July 9, 2013 Council meeting be approved.

MOTION R130903: That the Minutes of the August 22, 2013 Council meeting by teleconference be approved.

Motions R130902 and R130903 were treated as an omnibus motion.
Moved/Seconded Carried

2.3 Task List

The task list was reviewed and will be updated to remove all completed items.

The Secretary-Treasurer reported that he reviewed the fiscal year end and will need to meet with the Auditors. The appointment of auditors was discussed and it was agreed to a Request for Proposal (RFP) for next year's review. The RFP should include a multi-year term.

There was also discussion on the value in having a registrant sub-committee look at the area of marketing and what is acceptable in Canada.
Action: Nick Shaw and John Brocklebank to identify participants in the sub-committee
Action: Larry Odegard to prepare a proposal for the November Council meeting.

3. CONTINUING BUSINESS

3.1 IT Security Update

Mark Carriere from Absolute Technical joined the meeting at 9:20 am and updated the Council on current and future IT security and the new server installation progress. Mr. Carriere gave a detailed explanation of the way in which the College's IT system is backed up.

Other items discussed included the decision to move from Telus to Shaw as a service provider, e-mail problems associated with spam filters and iMIS.

Mr. Carriere was thanked for his thorough explanation of concerns expressed and left the meeting at 9:46 am.

3.2 Dispensing Fee

Council debated over the issue of posting articles on the CVBC web site and came to consensus that it would be appropriate to take a minimal approach, limited to providing explanatory background information on areas of concern to the public as identified by questions frequently

received by the office. Council agreed that the existing article "The role of the CVBC in regulating veterinary fees charged for products dispensed or sold through a practice facility" should include information on what is involved when a veterinarian prescribes and/or dispenses a medication.
Action: John Brocklebank to amend document with comments provided by President through her e-mail and circulated to Council.

3.3 Letters to Registrants

The letters to registrants were for information purposes only. There were no comments or questions.

3.4 Complaints and Discipline Levy 2012

Motion R130904: That the second (2nd) installment of the 2012 Complaints and Discipline Levy, contemplated in Motion R120608 (below), will not be prescribed in 2013.
"MOTION R120608: that Council prescribe three levies under s22.1, August 2012 for $300 with 30 days notice, March 2013 for $400 with 60 days notice and March 2014 for $400 with 60 days notice. CARRIED"
Moved/Seconded Carried

3.5 Committee Appointments and Reappointments

MOTION R130905: That Dr. David Kopp be reappointed to the Investigation Committee to September 20, 2016.
Moved/Seconded Carried

MOTION R130906: That Dr. Doug Casey be reappointed to the Investigation Committee to September 20, 2016.
Moved/Seconded Carried

MOTION R130907: That Dr. Bettina Bobsien be reappointed to the Investigation Committee to September 20, 2016.
Moved/Seconded Carried

MOTION R130908: That Dr. Drew Hilts be reappointed to the Investigation Committee to November 13, 2016.

Moved/Seconded **Carried**

MOTION R130909: That Dr. Catherine Wilkie be reappointed to the Investigation Committee to January 22, 2017.
Moved/Seconded **Carried**

MOTION 1R30910: That the following appointments to the Investigation Committee will be renewed for three years:

- ✓ Dr. Jan Craven (September 20, 2016)
- ✓ Dr. Robert Hopkins (September 20, 2016)
- ✓ Dr. Harjinder Sekhon (September 20, 2016)
- ✓ Dr. Geoff Gaunt (January 22, 2017)
- ✓ Dr. Ruth Kennedy (January 22, 2017)

Moved/Seconded **Carried**

MOTION R130911: That Dr. Doug Casey be appointed as Chair of the Investigation Committee.
Moved/Seconded **Carried**

Action: Tracy Cornish to write letter to Dr. Doug Casey advising him of his appointment as Chair to the Investigation Committee and inviting him to the November Council meeting.

Action: Tracy Cornish to write letter to former Chair of the Investigation Committee, Dr. David Kopp, thanking him for his involvement in the committee and the work that he did to re-establish the process and provided leadership. It was also agreed to give him a Certificate of Appreciation to be presented at the next Registrants' meeting scheduled for November 17, 2013.

Action:Louise Crowe to prepare Certificate of Appreciation.

MOTION R130912: That the following appointments to the Discipline Committee will be renewed for three years:

- ✓ Dr. Russ Gerard (September 20, 2016)
- ✓ Dr. Suann Hosie (September 20, 2016)
- ✓ Dr. Alan Hoey (September 20, 2016)
- ✓ Dr. Sandy Jamieson (September 20, 2016)
- ✓ Dr. Paul Kennedy (September 20, 2016)
- ✓ Dr. Carol Morgan (September 20, 2016)
- ✓ Dr. Al Runnells (September 20, 2016)

- ✓ Mr. Tom Davies (September 20, 2016)
- ✓ Ms. Gail Graham (September 20, 2016)
- ✓ Mr. George Hartmann (September 20, 2016)
- ✓ Mr. John Lane (September 20, 2016)
- ✓ Mr. Doug Potentier (September 20, 2016)
- ✓ Mr. John Angus (Gus) Richardson (September 20, 2016)
- ✓ Dr. Debra Simpson (September 20, 2016)

Moved/Seconded Carried

MOTION R130913: That the following appointments to the Registration Committee will be renewed for three years:

- ✓ Dr. Paul Koit (November 13, 2016)
- ✓ Dr. G. Ross Clark (December 10, 2016)
- ✓ Dr. Linda Schild (November 13, 2016)

Moved/Seconded Carried

MOTION R130914: That the following appointments to the Bylaw Ethics & Exam Panel (BEEP) will be renewed for three years:

- ✓ Dr. Dilbag Rana (September 20, 2016)
- ✓ Dr. Joseph McKee (November 13, 2016)

Moved/Seconded Carried

MOTION R130915: That the following appointments to the Practice Inspection Committee (PIC) will be renewed for three years:

- ✓ Dr. Brendan Matthews (September 20, 2016)
- ✓ Dr. Al Runnells (September 20, 2016)
- ✓ Dr. Elisabeth Ladyman (September 20, 2016)
- ✓ Dr. Danesh Ayromloo (September 20, 2016)
- ✓ Dr. Eileen Alberton (September 20, 2016)
- ✓ Dr. Bruce Kay (November 13, 2016)

Moved/Seconded Carried

The reappointment of the NEB Representative will be dealt with at the November Council meeting.

Action: CVBC Office – Ascertain experience and qualifications for various statutory committees such as Investigation, Discipline and Registration Panel of Registration Committee – to be

brought back to the November Council meeting. The Registrar's office is to check with other similar regulatory bodies to see to what extent they allow retired/non-practicing members to serve on core function committees such as registration, investigation, discipline or PIC.

3.6 Approval of Committee Terms of Reference

The Committee Appointments Terms of Reference was reviewed. It was agreed that section 2.2 should be moved under section 3 "Providing Nominee(s)".

3.2 vii) A question arose whether clinical competence be maintained every five years or three years. The time frame may change with the registration category requirements in the new bylaws. At this time, the CVBC defers to the existing administrative requirement competency maintenance every 5 years.

Action: Gae Sellstedt to make changes to section referred to above, remove track changes and send to President for review. Once reviewed by the President, the copies will be sent to Council members.

The Council members reviewed the following draft Terms of Reference: Registration Committee, Investigation Committee, Discipline Committee, Practice Inspection Committee and Nominations Committee. There were no comments or questions.

With respect to the draft Terms of Reference for the Finance Committee, Council agreed that since the committee has been inactive, it should be disbanded.

MOTION R130916: That the current members of Finance Committee be sent a letter from Council disbanding the committee and advising them that the Executive Committee will deal with budgetary issues as required. The Finance Committee may be reinstated at a future date if needed.
Moved/Seconded Carried

Action: Tracy Cornish to write letter to Finance Committee.

The Council reviewed the draft Terms of Reference for the Bylaw Review Committee. There were no comments or questions.

MOTION R130917: That the following draft Terms of Reference be approved as presented:

- ✓ Committee Appointments (with changes to section 2.2 as outlined above)
- ✓ Registration Committee
- ✓ Investigation Committee
- ✓ Discipline Committee
- ✓ Practice Inspection Committee
- ✓ Nominations Committee
- ✓ Bylaw Review Committee

Moved/Seconded Carried

Action: CVBC Office – Send Ben Weinberger the Terms of Reference for the Animal Welfare Committee.

3.7 Ombudsperson Outcome

John Brocklebank commented briefly on the successful conclusion of the Ombudsperson investigation. There were no comments or questions.

3.8 Cosmetic Surgery Correspondence

The misconception that the CVBC is banning a number of cosmetic surgeries was noted; ear cropping is the only ban on cosmetic surgery the CVBC is considering at this time.

After some discussion, it was agreed to respond to the various groups (Canadian Kennel Club, Lendra Barker for Dobermans, Miniature Schnauzer Club of Canada, Gleneflyk Miniature Schnauzers, Lynn White of Whitcam Dobermans and President of the Doberman Pinscher Club of Manitoba and Vicki Stephens, Empire Miniature Schnauzers) clarifying that ear cropping is the only area of cosmetic surgery that is being considered during the current bylaws review, and advising them that their concerns will be sent to the Bylaw Review Committee.

Action: CVBC Office to draft letter.

4. NEW BUSINESS

4.1 Elections

Council members discussed the current election process, specifically the limited amount of information about each nominee that registrants are provided with prior to casting their ballot. Council discussed the current limitations on the number of words applicants may use to describe their background and experience in the Council election nominee packages provided to registrants with the ballots and agreed to increase the number of words from 500 to 1500.

There was also discussion on creating a 'nominees forum' where registrants can pose questions and discuss issues affecting them. This could be an online webinar and/or a moderated online chat forum.

Motion R130918: That an on-line forum be provided as part of the Council election process, with registrants being informed via the nomination request letter mailed out in October and the forum taking place by the end of November each year.
Moved/Seconded **Carried**

Motion R130919: that the nomination form and ballot material be approved as amended.
Moved/Seconded **Carried**

4.2 Annual Dues Renewal Forms

Motion R130920: That the annual dues correspondence and dues renewal forms be approved as amended.
Moved/Seconded **Carried**

Action: CVBC office will forward a letter with the Annual Dues Renewal Form indicating there will be no increase in fees for 2014. A subsequent letter will state that business names will be published on the website, however, publication of business information is optional.

Subsequent to Motion 130919 being approved, the following suggestion was made:

- Present the payment options in list form rather than paragraph form and ensure that the deadline of November 29, 2013 for paying by credit card is clear and concise stating

"if you're planning on paying by credit card, please be aware the College is closed at 4:30 pm on November 29".

Council members also discussed the possibility of making electronic transfers or Pay Pal available to registrants for payment of dues.

In future, iMIS will automatically send payment reminders.

The Council meeting adjourned for lunch at 12:15 and resumed the meeting at 12:50 pm.

4.3 Captive Board

The Council must reappoint the Board each year. Discussion took place on whether or not there should be a CVBC Council member on the Captive Board.

The BCVCIC is currently managed by Integro, an outside company. Their Board Chair is looking at what services Integro provides to the Captive and whether there is value of continuing that relationship or looking at another approach.

Action: CVBC Office to check the minutes for the date of the motion made last year to reappoint the Board members. Council will discuss Captive member appointments at the November Council meeting, or earlier at a teleconference if necessary.

4.4 Submissions to Ministry – Joint Proposal

The President advised the Council of her follow-up discussion with the Ministry of Agriculture at the end of August with regard to the requested amendments and clarifications to the Veterinarian's Act.

4.5 Groupon Promotions

Motion R130921: That the CVBC amend the Marketing Rules to ban coupons and Groupon promotions.
Moved but not seconded

Discussion ensued and it was agreed that more information is required.

Motion R130921 was withdrawn.

Action: Registrar and Deputy Registrar to develop a short survey to obtain some feedback on current marketing regulations amongst the professions.

4.6 Air Angels

Air Angels are a group of West Jet employees who donate time and service to fly rescued pets both within BC, inter-provincially and between the US and Canada. Air Angels has temporarily suspended the program until they can establish some guidelines regarding health and safety standards and liability.

After some discussion it was agreed that the CVBC will contact CFIA and CVMA to discuss options to assist Air Angels in obtaining some guidelines that have been reviewed by relevant veterinary organizations. The CVBC's jurisdiction does not extend to cross-border transportation of animals.

Action: Tracy Cornish to contact Carol Morgan
Action: Larry Odegard to follow up with CFIA and CVMA

4.7 Outstanding Practice Inspections Invoice

Council discussed the possible need for a standard policy for payment plans.

Motion R130922: CVBC to review need and propose a policy for financing payments (not including dues) and to allow the 2 invoices in question to be paid in installments: 1 month to pay the first invoice and 6 months to pay the second invoice.
Moved but not seconded

The motion was withdrawn.

Motion R130923: To allow the 2 invoices in question to be paid in installments: 30 days to pay the first invoice and 60 days to pay the second invoice.
Moved/Seconded Carried

It was discussed that the CVBC should begin the process of establishing a policy allowing for a payment plan in cases of need, for non-registration fees with a 10% penalty and a term not to exceed 6 months.

Action: Registrar to bring a draft forward to a future meeting.

4.8 BC Farm Animal Care Council

Council reviewed the request from BC Farm Animal Care Council member, Chris Byra.

Action: Larry Odegard to discuss this Council with the BCSPCA when he meets with them the week of September 23.
Action: Larry Odegard and John Brocklebank to contact: 1)Chris Byra for more information and clarification of his position and some feedback on what he has been involved with during his term as CVBC representative on the BCFACC and 2) MNP to ask what the project going forward will be and whether they will be looking for or open to an appointee from the CVBC; and to report back to Council for the November meeting.

4.9 Increased Liability Insurance

There was discussion with respect to increasing the CVBC liability coverage for directors, employees and contract inspectors from $2 million to $3 million.

Action: CVBC office to contact the insurance company for further information on any necessity for higher coverage and an indication of the increased premium costs to the CVBC.

CLOSED MEETING

In camera session.

5. REGULAR OFFICE REPORTS & BUSINESS

5.1 President's Report

The President's Report was received for information.

Action: Louise Crowe to provide names to the President with respect to appointments to the Nominating Committee.

5.2 Operational Report

The Operational Report was received for information. Larry Odegard advised Council that there is a meeting of the Registrars at the end of November in Guelph regarding the Task Force on Collaboration.

5.3 Manager's Report

The Manager's Report was received for information. Louise Crowe further reported:

- Homewood Human Solutions – a new component to the CVBC (?) website showing information about the member assistance programs
- Western Assembly of Veterinary Associations (WAVA) – will meet on November 18 at the Sheraton Guildford Hotel in Surrey. CVBC is co-hosting this year.
- Inspector Agreement for Services – In camera discussion. Ben Weinberger left the meeting for the duration of this discussion.
- The new CVBC/iMIS website was to have been installed on September 17 but has been delayed; more information available after that date on the date the new CVBC website will go live.

MOTION R130924: Accept Inspector Agreement for Services contract with amendment
Moved/Seconded **Carried**

5.4 Registration Report

The Registration Report was received for information.

5.5 Change of Class Report

The Change of Class Report was received for information.

5.6 Registrant Name Change Report

The Registrant Name Change Report was received for Information.

5.7 Secretary-Treasurer's Financial Report

The July 31, 2013 Income Statement and the June 30 Combined Financial Statements were received for information.

The Secretary-Treasurer expressed his concerns over small inconsistencies in the audited financial statements from prior monthly financial statements, and with the delay in receiving the audited financials.

It was agreed that an ad hoc committee should be struck to review the statements with the auditor, Larry Odegard, Chris Ray (CVBC Accountant) and Nick Shaw (Secretary-Treasurer). Tracy Cornish agreed to be part of the committee.

5.8 Facility Name Approvals (3)

Terrace Animal Hospital
Motion R130925: That the name "Terrace Animal Hospital" be approved.
Moved/Seconded **Carried**

Well Care Animal Hospital Ltd.
Motion R130926: That the name "Well Care Animal Hospital Ltd." be approved.
Moved/Seconded **Defeated**

The second choice "Smile Animal Hospital Ltd." could not be considered by Council as the name had not been examined by the BC Registry Services.

Cariboo Country Mobile Veterinary Service Inc.
Motion 130927: That the name "Cariboo Country Mobile Veterinary Service Inc." be approved.
Moved/Seconded **Carried**

Dr. Pamela Barker left the meeting for the entirety of the discussion and vote on the above Facility Name Approval request.

5.9 Communications Committee Report

The Communications Committee Report was received for information.

Action: Louise Crowe to set up GOTOWEBINAR account under new e-mail account
Action: Louise Crowe to send out GOTOWEBINAR information to all committees advising them of this option to hold meetings. GOTOWEBINAR and teleconferences should be set up by the CVBC Office (Louise Crowe or Gae Sellstedt).

5.10 By-Law Review Advisory Committee

Action: Registrar's office to set up a 2-day Bylaw Review Committee meeting in October to advance the bylaw review process.

6. OTHER SEMI-REGULAR REPORTS

6.1 IC Reports

The IC Report was received for information.

6.2 PIC Report

The PIC Report was received for information.

6.3 UPC Report

The Unauthorized Practice Committee held its first meeting on July 31, 2013. The minutes of the meeting were received for information. It was noted that a correction to motion T130704 should be made: "The Unauthorized Practice Committee direct further investigation....." should read "The Unauthorized Practice Committee will further investigate...."

7. BUSINESS ARISING/INFORMAL DISCUSSION

There was no business arising and no informal discussion took place.

8. SELF-ASSESSMENT/PLANNING

8.1 Strategic Planning

The Registrar advised that there should be a review process for each of the committees to reach clarity, consistency and measurable outputs on each of the key functions. The process will start with CVBC staff and then move to Committee Chairs and Committee members to gain a better understanding of cycle times.

8.2 Council Handbook

There are plans to develop a Council Handbook which each new council member would receive. Current Council members are requested to provide input on areas where they consider further orientation and background is required. Council members should plan to attend an orientation session the day before the first meeting of the new Council in March 2014.

9. ADJOURNMENT

The meeting adjourned at 4:45 pm.

Dr. Tracy Cornish, President

Mr. David Dewhirst, Vice-President