



# College of Veterinarians of British Columbia

## COUNCIL MEETING

Saturday, September 27, 2014

10:30 am – 4:30 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		
Guests:	Dr. Bruce Kay	Dr. Parmjit Dhillon	

### 1. CALL TO ORDER

The meeting was called to order at 10:35 am.

### 2. ROUTINE PRELIMINARY BUSINESS

#### 2.1 Approval of the Agenda

There were two items added to the agenda:

In-Camera Session – add Human Resource Committee Report

Item 4.10 – add Animal Welfare Committee Report

**MOTION R140901:** THAT the Agenda be approved as amended with power to add.

**Moved/Seconded      Carried**

## 2.2 Approval of the Minutes of the June 21, 2014 Meeting

**MOTION R140902:** THAT the Minutes be approved as circulated.

**Moved/Seconded      Carried**

It was brought to the attention of Council that motion T140707 made at the July 21, 2014 Council teleconference was defeated in error. The word 'integrative' is referred to in the CVBC bylaws as "the diagnosis and treatment involving the combination of complementary and conventional medicine" and, therefore, should be allowed to be included in a practice name facility. After discussion, the Council members agreed that the motion was defeated in error and made the following motion:

**MOTION R140903:** THAT Council direct the Registrar to send a letter to the registrant stating that Council has reconsidered the July 21, 2014 Motion T140707 and concluded that defeating the motion was in error. In reviewing the CVBC bylaws, it would have been appropriate to allow the term 'integrative' in the proposed name. In light of that, and if the registrant wishes to apply for a name change to Council to include the word 'integrative' in the facility name, Council will consider a name change request at no additional administrative cost.

**Moved/Seconded      Carried**

## 2.3 Approval of the Minutes of the June 22, 2014 e-vote

**MOTION R140904:** THAT the Minutes of the June 22, 2014 e-vote be approved as circulated.

**Moved/Seconded      Carried**

## 2.4 Task List Review

The following comments were made:

- Competition Bureau re student support (task from May 25, 2013 meeting) – a preliminary report found that there are no veterinarians in any jurisdiction that are introducing restrictions regarding marketing
- Investment Strategy – the President spoke with Dave Kirby who suggested that the Captive purchase a number of term deposits at \$100,000 each to increase return on investment
- Stephanie Munkley – Potential Council Member – subsequently the BRDO has put forward two other individuals, therefore, there is no need to approach Ms. Munkley.

## 3. BUSINESS REQUIRING COUNCIL ACTION/DECISION

### 3.1 Burrard Animal Hospital and After Hours Ltd. – Clarification of Intent of Name

This agenda item was re-ordered to accommodate Dr. Dhillon's attendance at the Council meeting.

Dr. Dhillon arrived at the Council meeting at approximately 3:00 pm and discussed the rationale behind naming his practice to include the words 'after hours'. Council felt that the name is potentially misleading to the public and advised Dr. Dhillon to remove the words 'after hours' until such time as he has a veterinarian on staff 24 hours per day. Council also agreed that if Dr. Dhillon applies for a subsequent name change, CVBC will not charge a further administrative fee.

**MOTION 140905:** THAT Council directs the Registrar to send a letter to Dr. Dhillon reaffirming the contents of the original letter to him advising that the name mandates that he has a veterinarian on staff 24 hours per day.

**Moved/Seconded Carried**

*Action: Send letter to Dr. Dhillon regarding Council's comments*

### 3.2 2014 Audited Financial Statements

Kristine Simpson from BDO joined the Council meeting by teleconference. She reviewed the Letter to Council and the Management Letter and responded to the question of the column titled 'elimination' of the Investment in Captive Insurance Fund contained in the Consolidated Statement of Financial Position. Ms. Simpson advised she would follow up on the question of the reason for Professional Services and Management Fees for the Captive and subsequent to the meeting, Samantha Fan advised the following breakdown:

- Professional Fees \$22,553 (legal, actuary and audit fees)
- Management fees \$18,492 (Integro's management fees) and \$10,248 (fees paid to Dr. Kirby for his management services) for a total of \$28,740.

Council also discussed the interest rate of 4.59% per annum on the current mortgage and agreed to attempt to renegotiate a lesser rate.

*Action: Contact current lender to re-negotiate mortgage interest rate.*

**MOTION R140906:** THAT Council accept the 2014 audited financial statements as presented.

**Moved/Seconded Carried**

### 3.3 Bylaw Review

**MOTION R140907:** THAT Council accepts the bylaws as written with amendments as follows:

- To amend the current motion to strike section of bylaws which changes the fiscal year and retain the fiscal year as July 1 to June 30;

- To amend the current motion to allow for the FIPPA Fees listed in Schedule B to be published but changed at Council's discretion;
- Section 174 be reviewed by the Practice Inspection Committee and a definition of philanthropic practice be added to section 161.

**Moved/Seconded      Carried**

Council noted the following:

- Page 24 – Section 63(1) Convening Meetings was likely a section added through the legal review consistent with requirements of colleges
- Page 39 – Division 1.8 – Schedule “B” – FIPPA Fees do not need to be prescribed in the bylaws
- Need clarity on whether registrants need to vote – Division 1.7 – Fees, Assessments, Fines or Awards of Cost and Schedule C – Prescribed Fees and Assessments – section 91(3)
- Registration, Part 2 – definitions (section 110) need to be clarified with legal counsel
- Division 2.6 – use of the term “Registrants Rights and Duties” – question whether registrants have ‘rights’ vs. ‘privileges’
- Division 2.4 – Changing Registration Status – there is no provision for maternity, paternity, health, CE leaves, etc. This needs clarification with legal counsel and administrative side has to be developed in support of the bylaws
- Criminal record check – The current bylaws do not address vulnerable criminal record checks
- Part 3 – Accreditation and Naming – Section 174(1) “Philanthropic Accreditation” definition needs to be re-worded
- Part 4 - Practice Facility Standards need revision

#### 3.3.1 Discussion re change of Fiscal Year

See Council's amendment to motion R140907 above; fiscal year will remain at June 30.

#### 3.4 PIC Report

A Practice Inspection Committee meeting has been scheduled for October 30, 2014. Some of the highlights of the meeting will be:

- Discussion of background document Legal Counsel has prepared
- College insurance policies
- Presentation by Alberta Practice Inspector
- Self-Assessments
- Complaints

PIC is working to develop procedural changes involving the process for granting accreditation to practice facilities once the new bylaws are in place. It has been determined by the Bylaw Review Committee and Legal Counsel that the Veterinarians Act does not permit Practice Facility Inspectors to grant any form of accreditation to a practice facility following inspection. In the

past, the Inspectors were authorized by PIC to grant some form of accreditation immediately following inspections. The Act only gives PIC the authority to grant accreditation. This will require reformatting the accreditation process following inspections. The PIC, together with input from the Registrar, will determine the process for change.

Dr. Kay reminded Council of the problems with tracking the self assessments for 2013. The Office manager has put a practice in place to prevent further errors from happening.

Dr. Kay advised Council that the PIC is requesting that a late self-assessment fee on the registrant be in the form of a percentage of the inspection fee rather than a designated amount if the self-assessment is received between January 1 and 31. Should the self assessment be received after January 31, a facility inspection will also be required.

**MOTION R140908:** THAT Council receives the Practice Inspection Committee Reports as distributed.

**Moved/Seconded      Carried**

#### 3.4.1 Appointments to PIC

**MOTION R140909:** THAT Drs. Alexander and Dhillon be appointed to the Practice Inspection Committee for a term ending June 30, 2017.

**Moved/Seconded      Carried**

### 3.5 Bylaw Change Request – Re: Online Registry to Allow for Explanation of Suspension Notices (Frits Bossen)

Council discussed Dr. Bossen's request and made the following motion:

**MOTION R140910:** THAT Council directs the Registrar to disclose the reason for suspension through the online registry, when the Registrar is directed to suspend a registrant's registration for failing to meet a financial obligation (i.e. annual registration fee including late payment fine, levy or practice inspection fee) when requested by the registrant in writing.

**Moved/Seconded**

Council amended the motion to read:

**MOTION R140910:** THAT Council directs the Registrar to disclose the reason for suspension through the online registry, when the Registrar is directed to suspend a registrant's registration when requested by the registrant in writing.

**Carried**

*Action: Send to David Martin to amend the bylaw.*

*Action: Registrar to advise Dr. Bossen of outcome by letter*

3.6 SPCA – Support re Code of Practice for Dairy Cattle

The Vice-President advised that the Animal Welfare Committee supports this type of document.

**MOTION R140911:** THAT Council endorses the support of the SPCA Code of Practice for Dairy Cattle.

**Moved/Seconded      Carried**

*Action: Advise SPCA of Council Motion*

3.7 Adoption of Vision and Mission Statements

Vision Statement: “Public trust through excellence in veterinary medicine.”

Mission Statement: “The CVBC serves the public interest by governing the veterinary profession. We set and maintain standards, promote best practices and provide information to the profession and the community to enhance animal and human health.”

**MOTION R140912:** THAT Council adopts the Vision and Mission Statements that were developed at the April 12, 2014 Strategic Planning Workshop.

**Moved/Seconded      Carried**

3.8 Antimicrobial Use in Animals – CVMA Request

The report was accepted as distributed.

3.9 Policy on Publication

Council briefly discussed the recommendation from the Discipline Committee to the Investigation Committee regarding posting of citations on the web site.

**MOTION R140913:** THAT Council adopt the policy as recommended by the Discipline Committee effective January 1, 2015.

**Moved/Seconded      Carried**

3.10 Emergency Services – Letter from Dr. J. Cleroux

Council discussed Dr. Cleroux’ concern regarding after hours emergency service and concluded that it is the registrants’ responsibility to advise clients of the nearest emergency clinic. An article will be published in the Winter Newsletter.

*Action: Registrar to respond to Dr. Cleroux by letter.*

3.11 Facility Name Approval – Warmland Mobile Veterinary Service

**MOTION R140914:** THAT the name Warmland Mobile Veterinary Service be approved as a practice or practice facility name effective September 27, 2014 in accordance with s. 37 of the CVBC Bylaws.

**Moved/Seconded      Carried**

3.12 Facility Name Approval – Veterinary Palliative Home Care Inc.

**MOTION R140915:** THAT the name Veterinary Palliative Home Care Inc. be approved as a practice facility name effective September 27, 2014 in accordance with s. 37 of the CVBC Bylaws.

**Moved/Seconded      Carried**

**4.      REPORTS RECEIVED FOR INFORMATION**

4.1      President's Report

The President advised there has been nothing of significance to report.

4.2      Operational Report

The Operational Report was received as distributed. The Registrar highlighted the following:

- BRDO continues to review the Request for Appointment and in consideration of the request for an Accountant to be appointed to Council, recommended Emily Chan who is a Chartered Accountant. Ms. Chan's CV was reviewed and it was determined that her limited corporate, regulatory and governance experience is not ideal for the appointment. The BRDO was informed that Chris Utley, CA and Karima Bawa who has legal, corporate and governance experience are the preferred candidates.
- The bylaws have gone through the legal review; next steps include the following:
  - Registrant Bylaw Review Meetings – dates and locations have been set for Abbotsford, Parksville, Victoria, Burnaby, Kelowna, Kamloops, Prince George and at the Annual Registrants' Meeting scheduled for November 7 in Richmond.
  - A Bylaw Review Teleconference will also be held on November 17 for those not able to attend in-person meetings.
  - Bylaws will be posted on the web site.
  - David Martin is preparing a summary of significant changes on each of the 5 parts of the bylaws which will be distributed to meeting attendees.
- The Western Assembly of Veterinary Associations (WAVA) is holding its meeting in Banff on Sunday, October 26. *Subsequent to this Council meeting, it was determined that Larry Odegard would attend the meeting.*

- The Council of Registrars is holding its next meeting the week of December 10 in either Winnipeg or Ottawa – neither the date nor the city/venue has as yet been selected.
- BC Centre for Disease Control has requested that the CVBC cover the costs of printing and laminating a document. The estimated cost is \$7,000. *Council was not supportive of the proposal. Louise advised that WorkSafe BC has \$15,000 set aside for veterinary clinic projects.*  
*Action: Louise to call WorkSafe BC to determine if they will consider paying for the printing and laminating.*
- CVBC met with the SPCA regarding the use of bait dogs for investigations of unauthorized practice. *Council endorsed the practice as long as it is a controlled process with follow-up care and no undue harm to the animal.*

#### 4.2.1 Bylaw Update – Request from Dr. C. Armstrong

*Action: The President will respond to Dr. Armstrong in writing.*

### 4.3 Manager's Report

The Manager of Office and Communication reported the following:

- iMIS and PayPal have been integrated - there was a small glitch in the program and the first 18 people that paid on-line were charged in U.S. funds. The problem has been resolved; the registrants were notified and payments were reversed.
- Accounting has been able to customize and print daily reports; transferring funds from PayPal to the bank account has been set up.
- The financial statements show an overage in printing and computer costs. The escalation in printing costs is due to printing in colour and, therefore, all computers have been set to default to printing in black and white. The additional computer costs were expected.
- Work is continuing on the new web site.
- Self-assessment issues with the Practice Inspection Committee have been resolved.
- She has managed the booking and contracts for 8 different venues for the Bylaw Review meetings.
- She met with Corey from the Society to do a site inspection at River Rock Conference Centre. The Society will have a registration table at the Registrants' Meeting on Friday, November 7 so those wishing to attend the Society events the following day can register. Debbie and Louise will work with the Society on Saturday to help them with the registration in assisting the CVBC registrants
- The election process begins October 15. The President will need to appoint a Nominating Committee. Registrants will need to be advised of the election process; November 15 is the nominations deadline. Three council members have terms ending (Drs. Shaw, Barker and Hart) and there is one additional vacancy that was not filled last year.

#### 4.4 Financial Report

The Financial Report was received for information.

#### 4.5 IC Report

The Investigation Committee Report was received for information. Council reviewed the IC Memo to Council regarding Registrant Fee Payment Plan Policy and made the following motion:

**MOTION R140916:** THAT Council accepts the recommendation of the Investigation Committee and eliminates the Registrant Fee Payment Plan Policy.

**Moved/Seconded      Carried**

*Action: The Winter edition of the Newsletter is to include an article on the elimination of the Registrant Fee Payment Plan Policy.*

#### 4.6 Report on New Registrants

The report was received for information.

#### 4.7 Report on Change of Registration Class

The report was received for information.

#### 4.8 Report on Registrant Name Changes

The report was received for information.

#### 4.9 Animal Welfare Committee Report

Dr. Barker, the Council Liaison to the Committee, reported on the Animal Welfare Committee Meeting that took place on Friday, September 26. The Committee is finalizing the guidelines for euthanasia decisions and will submit it to Council for the November 7, 2014 meeting. The Committee will take a proactive role in animal welfare and will be a good resource for Council.

### 5. STRATEGIC DISCUSSION

#### 5.1 Registrants' Meeting Agenda

The Agenda was received for information.

Council suggested that committee application forms be available at the meeting and that it would be a good opportunity to promote and encourage Committee and Council participation.

**6. Adjournment**

The meeting adjourned at 4:50 pm.

**7. In-Camera Meeting**

In-Camera Minutes have been provided under separate cover.

The In-Camera portion of the Council meeting adjourned at 5:15 pm.

  
A handwritten signature in black ink, appearing to read 'Nick Shaw', is written above a horizontal line.

Dr. Nick Shaw, President

  
A handwritten signature in black ink, appearing to read 'Pam Barker', is written above a horizontal line.

Dr. Pam Barker, Vice-President