



College of Veterinarians of British Columbia

COUNCIL MEETING

Video Conference

Friday, January 28, 2022

Minutes of the Open Meeting

Council Members: Dr. Josh Waddington (President), Dr. Michele Martin (Vice President), Mr. Chris Finding (Treasurer), Ms. Lori Charvat, Mr. Gian Sihota, and Dr. Jane Mancell and Mr. Harinder Mahil. Dr. Doris Leung arrived at 10:40am

Staff: Dr. Megan Bergman (Registrar & CEO), Dr. Stacey Thomas (Deputy Registrar) and Ms. Rosalee Magcalas (Executive Assistant)

1. CALL TO ORDER

The meeting was called to order by Dr. Waddington at 10:05 a.m.

2. ROUTINE PRELIMINARY BUSINESS

2.1. Territorial Acknowledgement

Council would like to respectfully acknowledge that we work and live on the traditional ancestral and unceded lands of the Coast Salish, Squamish, Sechelt, Musqueam and Tsleil-Waututh nations and we acknowledge all other first nations in British Columbia.

2.2. Approval of the Open Agenda

MOTION: THAT the Open Agenda be approved, with the power to add.

MOVED/SECONDED

CARRIED

2.3. President's Remarks

Dr. Waddington addressed Council with the hope that the Holiday season was enjoyed by all. This is the first meeting in the new year, but the last meeting of the current Council. The College is well underway with the election cycle that will close on February 7th with the possibility of two or three new members and with the President's return, if re-elected. In any case, Dr. Leung will not be returning to Council for another term and Ms. Charvat will also be stepping down at the end of her term in April. He thanked the office for handling the hectic times with the registration renewals and the accreditation fee payments all at the end of the 2021.

2.4. Approval of Consent Agenda

MOTION: THAT the Open Consent Agenda be approved with items 2.5, 4.1, 4.2, 4.3, 4.4 and 4.5.

MOVED/SECONDED **CARRIED**

2.5. Minutes of the December 17th, 2021 Open Meeting

Accepted and not discussed as per the Consent Agenda.

MOTION: THAT the Amended Minutes of the December 17th, 2021 Open Council meeting be approved as per the Consent Agenda.

MOVED/SECONDED **CARRIED**

Direction: For the office to amend the register of participants and include Mr. Mahil and to then publish the approved December 17th, 2021 minutes to the website.

3. **ITEMS REQUIRING COUNCIL ACTION/DECISION/DISCUSSION**

3.1. Council Self-Assessment

The Registrar, with the assistance of the office, put the self-assessment questions into Survey Monkey and a draft was provided to the Council Executive for input before being sent to all Council to complete. Dr. Martin was able to provide some feedback, which was incorporated, and she feels that this is fairly straightforward and does not want Council to feel bogged down by this, rather to just go through and answer honestly as this is our first time doing such an assessment.

Council agreed that the self-assessment should not be used as a tool to address any specific concerns about the conduct of Council members, but rather issues of that nature should be raised with the Council Chair or Executive members if the issue is with the Chair.

Council requested an onboarding process for all new members in advance of their first Council meeting to advise on current council activities, priorities, and expectations. Dr. Bergman will develop a more formal process.

A condensed version of the Self-Assessment was prepared for Committee Chairs and Council is in favour of seeking Committee input and participation in the self-assessment process.

The office will launch the Council Self-Assessment survey next week, giving members a week to complete after which, the results will be gathered and parsed out into themes at the request of Council so that the responses will remain anonymous.

Direction: To adopt the Survey Monkey Committee Chair Self-Assessment as written. The Registrar will investigate how Council should address dealings between Council members. In addition, the Registrar will develop a presentation for the newly elected Council members before the March 11th meeting and the new public member coming onboard in April.

3.2. Past President Support

Council discussed the potential for needing the institutional knowledge that the past President could bring to the Council after their term as president has ended. . Council determined that when it was mutually agreeable between Council and the past president, Council would enter into a contract with the past president to provide support to the new president and Council and attend meetings when required as an invited guest for a maximum period of one year.

Direction: For the Registrar to rework the Policy and send out electronically to all Council members for a vote.

3.3. Committee Appointment Process - Amendments

After the last Council meeting, the Registrar revised the CMNWG Terms of Reference and the Council Policy & Procedures: Committee Appointments document. She wanted to ensure that Council was still in favour of utilizing a working group for a responsibility of Council.

The CMNWG policy was developed due to the time commitment required for the Council to review all applications, however this could alternatively be handled by a panel of Council. Council agreed to keep the process simple and easily accessible for registrants. The existing policy and procedure document will be modified to incorporate a panel of the Council and CMNWG Terms of Reference will be rescinded.

Dr. Leung joined the meeting at 10:40 a.m.

MOTION: TO rescind the Committee Member Nomination Working Group (CMNWG) Terms of Reference to be revisited with an updated Council Policies and Procedures: Committee Appointments and presented to Council at the next meeting.

MOVED/SECONDED

CARRIED

Direction: For the Registrar to amend the Policy and bring back to Council at its next meeting.

Council took a 5 minute break to return at 11:00 a.m.

3.4. Registration Committee Policy

The Deputy Registrar explained to Council that there is a requirement in the Registration Bylaws that if an applicant has not practiced in Canada for 12 months in the past 5-years since receiving a CQ from the NEB, the Registrar must refer the application to the Registration Committee which can consider continuing education efforts and other information, in order to assess whether the applicant's current knowledge, competence and skills are satisfactory to practice in BC.

After reviewing several such files over the past couple of years, the Committee wished to formally establish its process for this assessment in a policy document, to ensure transparency and consistency. A policy (the "*Registration Committee Policy: Assessment of Knowledge, Skills & Competence*") has now been developed based upon the process that has been established with recent files and has been reviewed by legal counsel. The Registration Committee accepted the current version of the Policy at its January 15, 2022 meeting and has referred it to Council for their approval.

The Practice Facility Accreditation Committee approved this amendment on January 19, 2022 and has referred the document to Council for approval of the amendments to the Standard & guidelines. Council requested a minor clarification of the language to ensure that it was clear that the Unique Client Identifier *only* substitutes the address. The way it is currently written, it could be read that the client ID would also replace the need to include the client's name.

Motion: THAT, the CVBC Council votes to amend the PPS: Management and Disposal of Controlled drugs and supporting guidelines to allow a unique client identifier to be used in place of an address, when recording client information in a dispensing log entry.

MOVED/SECONDED CARRIED

Direction: to amend the standard and guideline, but to modify the language of point 3 of the “Minimum Requirements” section of the Standard, as discussed, to clarify that the unique client identifier may be recorded in lieu of the client's address, but that the client's name must still be documented in the entry.

3.8. Attendance at March 11, 2022 Council Meeting – ADDED ITEM

The Vice President mentioned that she would not be able to be in attendance in person for the March meeting but could attend virtually as she had a conflicting meeting. The idea of changing the date was floated, but Council is in favour of leaving it for March 11th and having a hybrid meeting, in person for those who can attend and feel comfortable doing so and Zoom for those unable to attend in person. The office will arrange for rental of the complex's meeting room, which is much larger than the CVBC's boardroom and have a screen, camera and speaker set up for the virtual participants.

Direction: The office will work on the logistics and see what can be arranged that will best meet the needs of a blended virtual and in person meeting

4. REPORTS RECEIVED FOR INFORMATION

4.1. Report on New Registrants – Accepted and not discussed as per the Consent Agenda.

4.2. Change of Registration Class Report – Accepted and not discussed as per the Consent Agenda.

Although this item had been placed on the Consent Agenda, Dr. Mancell voiced that there are so many changes of class and asked if we ever request a reason for the change. The Deputy Registrar advised that the bylaw criteria for Non-Practicing vs. Retired are not very clearly distinguished the way they are written, making it difficult to strictly enforce who can move to which class. Staff provide an explanation of the *intent* of the two different categories and leave it to the individual registrant to determine for themselves which is most appropriate. Registrants taking parental leave are advised that they may choose the Retired class, as an accommodation for the fact that we don't have a “mat leave” registration option.

4.3. Name Approvals – Accepted and not discussed as per the Consent Agenda.

4.4. Report on Facilities, Closed, New & Reaccredited – Accepted and not discussed as per the Consent Agenda.

4.5. Task List – Accepted and not discussed as per the Consent Agenda.

5. ADJOURNMENT

5.1. Next Meeting Date

The next meeting is scheduled for Friday March 11th, 2022 at 10:00 a.m.

MOTION: THAT the Open meeting be closed at 11:39 p.m.

MOVED/SECONDED

CARRIED