



# College of Veterinarians of British Columbia

## COUNCIL MEETING

In-Person & Video Conference Hybrid

Friday, March 11<sup>th</sup>, 2022

### Minutes of the Open Meeting

- In-Person Council Members:** Dr. Josh Waddington (President), Ms. Lori Charvat, Mr. Gian Sihota, Dr. Jane Mancell, Mr. Harinder Mahil and Dr. Jane Pritchard. Dr. Doris Leung (as outgoing Council member) arrived at 1:18 p.m. and left the meeting at 1:23 p.m.
- Virtual Council Members:** Mr. Chris Finding (Treasurer) and Dr. Tammi Whelan Dr. Michele Martin (Vice President) arrived at 12:23 p.m.
- In-Person Staff:** Dr. Megan Bergman (Registrar & CEO), Dr. Stacey Thomas (Deputy Registrar) and Ms. Rosalee Magcalas (Executive Assistant)

#### 1. CALL TO ORDER

**Ms. Amanda Barker from the BCVTA joined the Open meeting as virtual guest.**

The meeting was called to order by Dr. Waddington at 10:13 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

The Council President thanked the Council and the CVBC team for their work and support over the past 2 years.

#### 2.4. Approval of Consent Agenda

**MOTION: THAT** the Open Consent Agenda be approved with items 2.5, 3.7, 3.10, 3.12, 4.1, 4.2, 4.3, 4.4 and 4.5. The Council President raised the idea of taking item 3.7 off the Consent Agenda and ask Ms. Barker to provide comment however as the BCVTA has not held their meeting to discuss this matter she will provide the BCVTA perspective at another time.

**MOVED/SECONDED CARRIED**

#### 2.5. Minutes of the January 28<sup>th</sup>, 2022 Open Meeting

Accepted and not discussed as per the Consent Agenda.

**MOTION: THAT** the Minutes of the January 28<sup>th</sup>, 2022 Open Council meeting be approved as per the Consent Agenda.

**MOVED/SECONDED CARRIED**

**Direction:** To post the approved January 28th, 2022 open meeting minutes.

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

#### 3.1. Council Transition

Dr. Waddington welcomed the new Council members and thanked Ms. Charvat and Dr. Leung for their contributions to Council as this will be their last meeting. Current Council and staff introduced themselves.

#### 3.2. Election of Officers

The Registrar indicated that Dr. Martin, who is unable to attend the morning segment of the meeting, sent a message that if anyone wanted to nominate her for any position, except Treasurer, she will accept the nomination. Council will proceed with the initial discussion on the election but would like to hold off nominations and voting until Dr. Martin is available to join the meeting so that she may also participate in the vote.

The Council discussed the draft election policy document which articulates the officer election process. The document reviews the regulatory framework, as well as the nomination and election process for Council. Council was reminded that the Council President must be a registrant, but the Vice President and Treasurer may be either registrants or public members.

Council suggested some amendments to the policy including adding a clause that describes the process that will be applied if the elected President steps down and the Vice President will step into the role until an election is able to be held to elect a new President as per the bylaws.

**MOTION: TO** accept the CVBC Officer Election Policy with suggested amendments.

**MOVED/SECONDED CARRIED**

**Direction:** To make amendments to the Policy as suggested by Council.

**Council moved on with the Open agenda and will wait to make nominations and to vote until Dr. Martin joins the meeting.**

**With Dr. Martin in attendance, Council resumed discussion on the Election of Offices at 1:35 p.m.**

**Nominations:**

**Council President**

Dr. Pritchard nominated herself

Mr. Mahil nominated Dr. Waddington, who politely declined.

Dr. Waddington nominated Dr. Martin, who accepted the nomination.

**Nominations for Council Vice President**

Dr. Waddington nominated Mr. Finding and he accepted.

Ms. Charvat nominated Dr. Martin and she accepted.

Dr. Whelan nominated Dr. Pritchard and she accepted,

**Nominations for Council Treasurer**

Mr. Finding nominated Mr. Sihota and he accepted

Dr. Pritchard nominated herself.

Council voted via electronic ballot:

The Registrar advised that Dr. Pritchard won the vote to sit as Council President.

The Registrar advised that Mr. Finding won the vote to sit as Council Vice President. (Dr. Pritchard was removed from the ballot having won the President election)

The Registrar advised that Mr. Sihota won by acclamation to sit as Council Treasurer.(Dr. Pritchard was removed from the ballot having won the President election)

Dr. Waddington declared the newly elected officers of the CVBC Council. Chairing duties were taken over by the newly elected Council President, Dr. Jane Pritchard.

**Direction:** To post the Executive Members to the CVBC website and share the election outcome with registrants.

**3.3. Meeting Dates**

Council was given a list of proposed meeting dates for the remainder of 2022 and the beginning of 2023. After going through each month's dates, Council agreed to set the meeting dates as:

- April 29<sup>th</sup>, 2022
- June 3<sup>rd</sup>, 2022
- July 15<sup>th</sup>, 2022
- September 23<sup>rd</sup>, 2022
- October 21<sup>st</sup>, 2022
- December 2<sup>nd</sup>, 2022
- January 13<sup>th</sup>, 2023
- March 3, 2023

The Annual General Meeting will be held in person and also available virtually on November 4<sup>th</sup>, 2022. The Council President, for the benefit of the new Council member, advised that while Council member attendance at the Annual General Meeting is not mandatory, it is generally expected. Historically, most members have managed to attend except where there is a conflict in schedule. With the plan to host a hybrid meeting, there are options for all members to attend.

**Direction:** To post the agreed upon meeting dates on the CVBC website.

### 3.4. Committee Membership

The Registrar advised Council that the College is doing a refresh of the Committee membership as some members are over time but have agreed and are allowed to stay on until a replacement is able to be found. Dr. Bergman reached out to those members who can be renewed to see if they wish to continue as well as reached out to others who are timing out. The office feels that the recruiting of new members should be done in one large call out and in preparation reviewed all of the Committees to see how many new members would be needed over 2022. The Committees were consulted to identify any additional key expertise or skill sets that may be needed in the committee.

The Council is being asked to approve the College putting out a call to registrants through its upcoming Newsletter or a dedicated Eblast.

Council spoke at its January meeting about simplifying the Committee appointment process by having a sub panel of three Council members conduct an initial review of the applications and bring them back to Council with recommendations of appointments.

Council discussed the importance of removing barriers for veterinarians new to practice and encouraging them to participate on Committees. Engaging RVTs, once the bylaw amendments have been completed and the RVT onboarding process with Council is underway will provide a different perspective to the discussions at Committee meetings as well.

Ms. Barker voiced that she felt the RVTs would be willing to sit on Committees as this is a way for them to integrate with the CVBC.

Amendments to the policy were suggested by Council members.

**MOTION: TO** amend the Council Policies and Procedures: Committee Appointments with the changes requested by Council and have the Registrar send the amended document to Council for an electronic vote.

**MOVED/SECONDED                      CARRIED**

**MOTION: TO** start the Committee recruitment process for all Committees that require new membership, using the new Council Policies and Procedures: Committee Appointments as a guide.

**MOVED/SECONDED                      CARRIED**

**Direction:** The Registrar to make changes as suggested by Council and to send out for an electronic vote next week.

A call out to Council was made to have members sit on the Committee to review applications. Mr. Mahil, Dr. Whelan, and Dr. Mancell agreed to volunteer for this initial review process.

**MOTION: TO** appoint Mr. Harinder Mahil, Dr. Tammy Whelan and Dr. Jane Mancell to sit on the Committee Appointments Committee and review applications from registrants.

### 3.5. Council Self-Assessment Results Discussion

Dr. Bergman provided context for the benefit of the new Council members regarding the Council Self-Assessment. It was first discussed over a year ago and a draft was prepared by Dr. Martin and evolved with input from Council and the office. Having Council complete this survey will help identify what Council feels is going well and where there may be gaps and room for improvement with respect to Council operations.

The detailed results are not being shared with Council as individuals may be able to be identified by the language used due to the small number of members.

All Council members participated, and the results showed:

- a desire to build a stronger connection with the Committees as Council to better understand the Committee operations, their challenges, and needs.
- The Registrar suggested that a way to bridge the gap between Committee and Council is to have a Council member attend a Committee meeting to provide an update on what Council is working on, as it relates to their specific Committee, or information in general.
- There could also be a forum between Council and Committees as Council does not know all that the Committees do, in addition to having a Committee Chair attend the open portion of a Council meeting.
- strong support amongst Council to work on and advance EDI.
- general agreement that meetings are positive, open and inclusive
- last minute addendums are not desirable and something that Council feels should be worked on by the office to eliminate, unless it is an urgent matter that requires a timely vote. Another positive initiative, which has already been implemented is seeking input from Council as to items they would like included on meeting agendas. Moving forward, Council would like some time allotted at the end of each meeting to summarize the key items to move forward with.
- time allocation of agenda items and timekeeping has been effective in managing the discussion and meeting length.
- The Consent Agenda, which has also already been implemented, saves time and draws Council's attention to the fact that this matter will not be discussed, but is still important enough to be on the agenda, and some members advised that they still pay close attention to those items.

Council instructed the office to send a copy of the Survey Monkey Council Self-Assessment to Drs. Pritchard and Whelan, although it has already closed, for their information.

**Direction:** Office to send the Self-Assessment survey to Dr. Pritchard and Dr. Whelan.

### 3.6. Committee Quarterly Reports

Our bylaws mandate that Council is supposed to be receiving a quarterly report from all Committees, and this has not been occurring. Council is provided with monthly reports from Registration and PFAC, and quarterly statistics from IC however these reports provide only the numbers relating to the various Committees and does not reflect challenges, needs or opportunities that the Committees have identified. As part of the process of starting to provide these reports quarterly, Council could invite one Chair to attend the Council meeting to present their report on a rotating basis. The Council suggested some amendments to the report format.

### 3.7. National Standards of Practice for RVT & Technician Profession in Canada

The Registrar briefly spoke on this and advised the Council President that the RVTs nationally have been working on coming up with a standard and the BCVTA has not had an opportunity to meet and discuss this amongst themselves yet. Ms. Barker did speak briefly with Council and advised that they do support this, and it will be a good thing to unite the profession across the provinces and territories.

**Accepted and not discussed as per the Consent Agenda.**

### 3.8. EDI Working Group

Ms. Charvat, Mr. Sihota and Dr. Bergman had their first EDI working group meeting to set up an EDI roadmap and are coming to Council to see what they want to achieve with this process. Priorities must be identified as well as a plan for the next steps. Proposals are currently being sought and will be reviewed by the Registrar and the Working Group but are coming in ranging from \$10,000 to \$60,000 and they are hoping for the low end but want to obtain as much value for the money as possible.

The Registrar will put together a document of what the College is looking to achieve. Ms. Charvat feels that the cost should not exceed \$20,000 and this price point should give us everything we need, without options that we do not need. Although this is Ms. Charvat's last meeting as a Council member, she has graciously agreed to stay on with this Working Group until the end of April or May.

**Direction:** To review the proposals as they come in and bring back to Council with details of what the College will receive as part of the development of an EDI plan. .

### 3.9. EDI Multicultural Events Calendar

The Registrar wanted to have a conversation with Council regarding acknowledging multicultural events throughout the year. The possibility of messaging out multicultural holidays and events from the CCDI calendar to registrants, i.e. Chinese New Year, Black History Month, Hanukkah, etc. is being raised for consideration by Council. . The CVBC currently notes the holidays from the western calendar on its website and it would be more appropriate to simply note that the office is closed for a statutory holiday.

Council would like to find a balanced approach, and Mr. Sihota has created a short list of holidays, including in January – New Year's Day and International Holocaust Remembrance Day, February – Chinese New Year, March – International Women's Day, April – Sikh

Heritage Month, June – National Indigenous Peoples Day, July – Canada Day, August – BC Day, September – National Day for Truth and Reconciliation, November – Remembrance Day and International Day for the Elimination of Violence Against Women, December – Christmas.

The Registrar will do more work on this and come back to Council with suggestions.

**Direction:** Registrar to review an approach to to being inclusive and acknowledge days and months of importance to registrants. .

### **3.10. Training Events**

**Accepted and not discussed as per the Consent Agenda.**

**Dr. Michele Martin joined the meeting at 12:23 p.m.**

**Council broke for lunch at 12:34pm until 1:18 p.m.**

**New Public Member, Ms. Arnold joined the Council for lunch to get acquainted.**

**Dr. Leung joined the meeting at 1:18 p.m.**

Dr. Leung joined the meeting briefly to say a final greeting to everyone. She was very thankful to everyone for the past three years and learned a lot about the regulatory process and was glad she had the opportunity to help develop the Strategic Plan. Dr. Waddington thanked her and wished her well.

**Dr. Leung left the meeting at 1:23 p.m.**

Dr. Martin introduced herself to new Council member, Dr. Whelan and Ms. Arnold spoke a few words of introduction about herself to Council.

**Ms. Arnold left the meeting at 1:32 p.m.**

### **3.11. Governance Training**

The College has had regular turnover in Committees and Dr. Bergman provided Council with an overview of a company that was recommended to her by the SBCV, AMC NOP Solutions who provide education on how to manage meetings and roles and responsibilities for members. A decision is being sought as to whether Council would like to pursue this with the cost being \$899 to enroll 12 people. While Council likes the idea, Mr. Sihota mentioned another training option offered through CABRO, which is a free tool and although it has not been offered during the pandemic, will most likely return this year. The Registrar will research this and other options for consideration by Council. This type of knowledge is not easy to learn as you go, which happens to most Council and Committee members and Council feels that this type of training is important for new members .

**Direction:** The Registrar will look into other alternatives for consideration by Council

- 3.12. Training Sessions  
**Accepted and not discussed as per the Consent Agenda.**

**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.  
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 April 29, 2022 at 10:00 a.m.

**MOTION: THAT** the Open meeting be closed at 1:59 p.m.

**MOVED/SECONDED**

**CARRIED**