



# College of Veterinarians of British Columbia

## COUNCIL MEETING

Video Conference

Friday, July 15<sup>th</sup>, 2022

### Minutes of the Open Meeting

- Council Members:** Dr. Jane Pritchard (President), Dr. Michele Martin (Vice President), Dr. Josh Waddington, Dr. Jane Mancell, Mr. Harinder Mahil and Ms. Christine Arnold
- Regrets:** Mr. Chris Finding, Mr. Gian Sihota (Treasurer), Dr. Tammi Whelan
- Staff:** Dr. Megan Bergman (Registrar & CEO), Dr. Stacey Thomas (Deputy Registrar), and Ms. Rosalee Magcalas (Executive Assistant)
- Guests:** Ms. Amanda Barker, BCVTA, Ms. Corey Van't Haaff, Executive Director, SBCV, Dr. Emilia Gordon, CVBC Registrant, Dr. Doris Leung, CVBC Registrant, Dr. Kyla Townsend, Shelter Veterinarian, SPCA, Dr. Sara Dubois, BCSPCA Chief Scientific Officer, Adeline Huynh, Halima Beaulieu and Lily Callender (the Commons Team for Item 3.1)

#### 1. CALL TO ORDER

The meeting was called to order by Dr. Pritchard at 10:06 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.*

The Council President welcomed all of the guests and Council and staff introduced themselves, after which the guests reciprocated.

##### 2.2 Approval of the Open Agenda

**MOTION: THAT** the Agenda be approved with the power to add. Dr. Pritchard acknowledged the receipt of Dr. Tammi Whelan's resignation and asked that it be added to the Open Agenda for Council acceptance.

**MOVED/SECONDED**

**CARRIED**

**2.3**     President’s Remarks

The President stated by thanking CVBC staff for preparing and executing the Complaints Review Townhall which was held last evening. Everything was well prepared and there was strong participation and hopes it was well received by registrants.

**2.4.**     Discussion of Consent Agenda

**MOTION: THAT** the Open Consent Agenda be approved with items 2.5, 3.8, 4.1, 4.2, 4.3, 4.4 and 4.5.

**MOVED/SECONDED**                                 **CARRIED**

**2.5.** Minutes of the June 3<sup>rd</sup>, 2022 Open Council Meeting

Accepted and not discussed as per the Consent Agenda.

**MOTION: THAT** the Minutes of the June 3<sup>rd</sup>, 2022 Open Council meeting be approved as distributed.

**MOVED/SECONDED**                                 **CARRIED**

**Direction:** To post the approved June 3<sup>rd</sup>, 2022 open meeting minutes.

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

**3.1.**     ADDED ITEM Acceptance of the Resignation of Dr. Tammi Whelan

**MOTION: THAT** the Council accept the resignation of Dr. Tammi Whelan from Council and all Committees, effective immediately.

**MOVED/SECONDED**                                 **CARRIED**

**Direction:** To prepare a letter of thanks for Dr. Whelan to be signed by the Council President. To amend the website to reflect the change in Council membership. .

Council discussed whether to have a short-term election now or fill the vacated seat at the next election. Both Drs. Martin and Mancell will be completing their first terms and an election cycle will need to be run in November, so Council concluded that Dr. Whelan’s seat can be filled in the same process.

**Direction:** Dr. Bergman to research the possibility of an immediate start for one elected registrant and also to consider possibilities of determining who would be appointed immediately as opposed to waiting until the end of the term and bring back to Council at the next meeting in September.

**3.2.**     EDI / Road Map / Letter of Support / Inclusive Writing Policy

The Commons consulting team addressed the Council to speak to their proposed process for developing an EDI roadmap.

The Commons involve people early on so that they have a sense of ownership. They feel that clear and consistent communication will also create confidence and support the engagement

process. The Commons also understands that work is already being done within the college and they just want to assist in moving forward.

A timeline was presented which goes from August 2022 to June 2023 and it is just a guide, and some items may take longer than planned. Information gathering will start almost immediately but will carry on throughout the entire process. An organizational assessment survey will be conducted, the final report will have recommendations and in May and June of 2023 the roadmap will be developed based on these recommendations.

Deliverables and Participation – there will be 4 phases, some overlapping.

1. Assessment, inquiry, conversations and consultations with Council, registrants and staff
2. Network building to develop an advisory committee with approximately six members meeting monthly and developing a Terms of Reference
3. Communications and Change Management
4. Facilitation of the Organizational Roadmap that is where they will assess the recommendations, prioritize them and they will require guidance from the Council to set them.

Ms. Huynh took the opportunity to let the Council know that they like to set up a project advisory committee of people who can guide them in an advisory capacity and in building the survey as well as the best way to get results. She explained that it is usually a mixed group of Council members, staff, leadership and open to registrants. Ms. Huynh mentioned that the time commitment would be a couple hours throughout the month.

The current EDI working group consists of the Registrar and Mr. Sihota as Ms. Charvat's Council term is now complete and Ms. Huynh would recommend that the EDI Advisory Committee consist of between eight and ten members at the most with varied experiences and skillsets to inform the discussions.

CVBC registrants and guest attendees Drs. Gordon and Leung volunteer to participate on this committee going forward.

Ms. Huynh then discussed the survey that will be developed, and The Commons team would like to know about the desired scope and the information that the College is looking to gather. Some projects focus more internally and with that the Commons would reach out to people who are already engaged with the College either as staff members or Council members, or the survey can go broader to explore impact it has had on the registrant community.

The Council President was able to provide some direction saying that the focus is on CVBC operations and how they impact registrants and stakeholders. The College has a strong list of stakeholders that we have consulted in the past and they are always helpful. Dr. Pritchard noted that the one area where the College does need to ensure that there are no barriers, is the process available to the public to submit a complaint regarding the conduct or competency of a veterinarian.

Council President thanked The Commons team for their in-depth presentation and looks forward to an ongoing working relationship with them. Ms. Huynh will be in contact with the Registrar to develop the advisory committee.

### **EDI Letter from Registrations**

The Registrar advised Council that the College received a letter signed by 71 registrants supporting Council's EDI efforts and encouraging continued work in this area. The Council expressed appreciation for this letter of support.

### **Inclusive Writing Policy**

Dr. Bergman presented a guidance policy for the CVBC team to address the importance of inclusive communication with the public and registrants.

**MOTION:** To approve the Inclusive Writing Policy as presented.

**MOVED/SECONDED                      CARRIED**

**Direction:** To implement the use of the Inclusive Writing Policy in the office.

### **3.3. Draft Council Policy Discussion**

- **Building Council Agendas**

Dr. Bergman presented the policy developed to address the building of Council meeting agendas which included the bylaw requirements for open and closed meetings, the Council Member call for agenda items, and the process to add a guest speaker. Council did not have any suggested amendments or additions.

**MOTION:** To approve the CVBC Council Policy on Meeting Agenda Development as presented.

**MOVED/SECONDED                      CARRIED**

- **Revisiting Past Council Decisions**

Going forward as we have new Council members coming on, it is helpful to have a document in place to provide clarification and guidance regarding past Council decisions. The policy states that unless the Council identifies that a past decision is a contravention of legislation, or changes are made to legislation, regulations, or bylaws then a past Council decision should stand.

Dr. Martin raised Robert's Rules and that there are ways of bringing decisions back and in this document, we should have something on the process for which, when necessary.

The Registrar will make the requested changes to the document to include Council's input and bring back to the next meeting.

**Direction:** Changes to the CVBC Council Revisiting Council Decisions Policy will be made by Dr. Bergman and brought back to the September meeting.

### **3.4. Code of Conduct – Procedure Document**

The Registrar advised the Council that the College has a Code of Conduct, but no procedures identified for how to address a potential violation of the Code of Conduct. She presented a draft document. A Council members identified that the policy document should identify the process to be followed if the panel members are not able to reach consensus on a decision, and

as such should defer to a majority vote of the panel. Dr. Bergman agreed with the recommendations and will make the changes requested of Council for greater clarity and bring back to the next meeting. The Council President told Council that if anyone would like to request further changes, they should email the Registrar directly.

**Direction:** Registrar to make requested changes to the document for greater clarity and bring back to the September meeting.

## **COUNCIL BROKE FOR LUNCH AT 11:35 TO ARRIVE BACK AT 12:20PM**

### **3.5. After Hours Survey**

The Deputy Registrar explained that the office has been working on standards and bylaws to help support veterinarians and the public in understanding what the expectations are for providing afterhours care. At a previous meeting, Council asked for a survey to go out to registrants which Dr. Thomas has drafted, and which will be put into the SurveyMonkey format and sent to all registrants once Council has provided feedback.

The Council reviewed and made recommendations to amend the survey.

For the benefit of the new Council members, Dr. Waddington requested that Dr. Thomas provide a summary of this issue. She advised that our afterhours care bylaws set out how veterinarians can meet the responsibility for afterhours care. It sets out that veterinarians must state the hours of operation and provide options for care outside of those hours which can be satisfied by providing after hours care themselves, by directing pet owners to another named facility (if there is an agreement with that named facility) or provide general information to contact another clinic. The College cannot require veterinarians to be available 24/7, but veterinarians should be clear with their clients at the outset of establishing a VCPR what services are and are not available including out of hours care. The purpose of developing Standards to accompany the bylaws is so that the College can acknowledge the current challenges within the profession and clarify what can be done within the existing regulations, as well as what changes may need to be considered.

Dr. Waddington provided more context that some clinics are making decisions that impact their colleagues when they choose not to provide after hours care, which ultimately diverts clients to neighbouring clinics that continue to offer after-hours care. This is causing an inadvertent increased burden on those clinics that continue to provide after hours care. Veterinarians do not have an obligation to provide those services, but a conversation within the profession is needed regarding the obligation to service those pets. The bylaws only state that if an animal is a patient that a veterinarian has seen recently or regularly that the veterinarian, at a minimum, has to make them aware of what afterhours arrangements are in place.

The Registrar suggested that, when the survey is circulated, we could include the relevant bylaw section, as a reference, but also to seek registrant suggestions for how the section could be modified to improve clarity. She went on to further advise that we are not the only College dealing with this situation and she will reach out to other jurisdictions to see how they are handling this.

There is a lot of public pressure, and some facilities are great at communicating this information out and offering solutions on how the public can prepare themselves.

**Direction:** Dr. Thomas will add and amend the survey with Council's recommendations.

### 3.6. CCC 2-Year CE Cycle Policy

The Deputy Registrar provided a detailed memo and explained for the guests and new council members in attendance that the Continuing Competence Committee adopted a policy regarding new registrants and the prorating of their CE hours, and the original policy did not clarify enough if the new registrant had to do their hours during the start of their registration and the completion of the 2-year CE cycle. There have been questions regarding how, if at all, a new registrant could apply CE hours acquired prior to their CVBC registration date towards their required hours. The CCC has determined that if a new registrant wishes, they can use CE hours that predate their registration (but are from within the current CE cycle), but they would waive the proration and instead have to complete and report the entire 30 hours required of registrants during each 2-year cycle. The revised policy reflects this conclusion.

**MOTION:** To approve the CE Cycle Policy as presented.

**MOVED/SECONDED**                      **CARRIED**

**Direction:** To post to the website and message the registrants.

### 3.7. Standardized 'Bio' Forms for Nominees and Councillors

Dr. Martin recalled the last election cycle and recalls noting that there was no standardization of the presentation of biographies, in terms of the information provided by the nominees. With the College going into another election cycle in the fall, she has suggested developing a bio submission form with a standardized set of questions for the nominees to respond to, so that registrants will have consistent information to consider. She is seeking Council's input on the questions put forward in the agenda.

Dr. Pritchard would like an open box added to ask registrants/nominees/board members to comment on the current Strategic Plan, something along the lines of 'would you like to provide a comment as to what your thoughts are on the direction of the College's current Strategic Plan. Dr. Pritchard indicated this would be a good way to provide the nominees an opportunity to speak to their priorities. Some may prefer not to answer in an open box comment, it is not required, but they could comment on some of the work being done if they choose to.

Dr. Waddington likes the tool but feels it needs some wordsmithing, in order to make it inclusive for retired registrants Dr. Martin will work with the Registrar to create a word document and then convert it into a more appealing document later.

In addition, with the Annual General Meeting coming up and the production of the Annual Report, the proposed form would also be a useful template for current Council member bios that are included in the report. It was noted that the Annual Report is a public document, which means the Council member bios would be available to everyone and may present privacy concerns. This is something that will have to be decided by the Council.

**Direction:** For Drs. Martin and Bergman to work on the second draft of these questions and bring back to Council at their September meeting.

### **3.8. Discipline Committee Training**

With the training provided to all Investigation Committee members, Dr. Bergman has also been looking into options to develop training for all Discipline Committee members.

Something could be drafted in-house, the cost of which would range between \$6,000 and \$10,000. Alternatively, the British Columbia Council of Administrative Tribunals has training that is developed for the discipline bodies and is a proven training program that is well respected.

Mr. Mahil knows of this organization and feels that they do great work and believes the Discipline Committee members would benefit from their training, rather than trying to develop something in-house. Ms. Arnold has also had experience with this organization and mentioned that they have trained most of the people involved in tribunals. Council was in agreement that it would be best to go with an external training company. This proposal will be discussed with the Discipline Committee Chair and if supported we will proceed.

### **3.9. Report on CVMA Workforce Meeting**

Accepted and not discussed as per the Consent Agenda.

### **3.10. American Association of Veterinary State Boards Meeting - Charlotte**

Following Dr. Whelan's resignation from Council, this request is no longer relevant. Dr. Bergman will attend as CEO and Registrar; the office is still exploring whether the Deputy Registrar would qualify for funding, or whether Dr. Pritchard as Council President would be interested in attending as the second delegate.

### **3.11. Revised Terms of Reference for the Registration and Continuing Competence Committees**

The Deputy Registrar provided the updated Terms of Reference for the Continuing Competence Committee (CCC) and the Registration Committee (RC) to Council. She noted that a reference of attendance by videoconference and the etiquette that goes along with it was included. The Council members requested modification to the participation language to allow the committee member and the committee chair to agree to a process in which their participation can be ensured and their votes can be confirmed in order to ensure collaborative conversation regardless of the platform the committee member is participating on.

In addition, the CCC's terms indicate that there is a duty to 'Assess the continuing competence activities of registrants' which is a modification to the language used in the bylaws, to make it clear that the intention in the bylaws is as a component of their authorities within the Continuing Competence Program (ie. To assess the content of the CE being completed for relevance to their areas of practice) rather than as a separate function of actually scrutinizing a veterinarian's practice and assessing their competence.

The Council President asked if both the CCC and RC were now down a member with Dr. Whelan's resignation and was advised that RC is down to six members, which is still sufficient but if 1 more veterinarian is lost, they will be below minimum requirements. The CCC is now below minimum requirements with only four veterinarian members. Dr. Bergman will go back

to the list from the last search, as a few volunteers did express a willingness to sit on more than one committee.

**Direction:** Dr. Thomas will review the TOR, make changes as discussed and bring back to the September Council meeting.

### **3.12. Feral Rabbit Management**

Dr. Dubois from the BC SPCA recently reached out to the CVBC regarding a regulatory change from the Ministry of Forests regarding European and Cottontail rabbits which prohibits their release back into the wild. If they are brought into a clinic due to injury or illness, by a member of the public, that person must either keep it or rehome it, there is no longer the option of releasing or relocating the rabbit. This presents a challenge as in the event the rabbit is not able to be rehomed or taken in by a rescue centre, the only other alternative would be euthanasia. This will potentially place an additional burden on the veterinary profession that is already facing a workforce shortage.

Council invited Dr. Dubois to speak to this matter and she advised that although this has been going on for quite some time, the decision was only recently brought to the SPCA's attention. There could now also be a great burden placed on rescue centers to take these rabbits in to prevent them from being euthanized.

The messaging to date from the Ministry has been to advise the public not to rescue injured rabbits in the wild. Conservation officers do not have the ability to get involved in this as their focus is on public safety risk. The Registrar advised that the CVBC involvement would be framed around reaching out to the Ministry of Forests and submitting a letter of concern regarding the welfare of the rabbits and the potential impact on veterinarians at a time when the profession is already facing many other stressors. Dr. Bergman told Council that the Ministry of Agriculture was not aware of this amendment before it was released, and she was provided with a contact who she is working to coordinate a meeting with.

**Direction:** For the CVBC to work collaboratively with Dr. Dubois, the SBCV and the Ministries of Forests and Agriculture to raise concerns and encourage a solution from the Ministry.

## **4. REPORTS RECEIVED FOR INFORMATION**

- 4.1. Report on New Registrants – Accepted and not discussed as per the Consent Agenda.
- 4.2. Report on Change of Registration Class – 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 September 23, 2022 at 10:00 a.m.

**MOTION: THAT** the Open meeting be closed at 1:38 p.m.

**MOVED/SECONDED                      CARRIED**

**Council took a break, to return at 1:55 p.m.**