



# College of Veterinarians of British Columbia

## COUNCIL MEETING

Video Conference

Friday, January 13<sup>th</sup>, 2023

### Minutes of the Open Meeting

- Council Members:** Dr. Jane Pritchard (President), Dr. Michele Martin (Vice President), Mr. Gian Sihota (Treasurer), Dr. Josh Waddington (due to internet connection, was in attendance intermittently, quorum was always achieved), Mr. Chris Finding, Dr. Jane Mancell, Mr. Harinder Mahil and Ms. Christine Arnold
- Staff:** Dr. Megan Bergman (Registrar & CEO), Dr. Stacey Thomas (Deputy Registrar), and Ms. Rosalee Magcalas (Executive Assistant)
- Guests:** Ms. Amanda Barker, BCVTA

#### 1. CALL TO ORDER

The meeting was called to order by Dr. Pritchard at 10:03 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 Agenda be approved with the power to add. Dr. Bergman added two items to the agenda, 1. Additional Office Security and 1. In-Person Meeting. Dr. Pritchard added one item to the agenda, the ABVMA's invitation to their Leadership Conference in June.

**MOVED/SECONDED**

**CARRIED**

##### 2.3 President's Remarks

In going through the agenda, it is reflective of calmer seas. Over the past ten months there have been some contentious issues and it seems the College is more balanced and prepared to move forward although there are still issues that require work, but they are well underway. So far, the College is doing well, and it looks like a good year ahead.

##### 2.4. Discussion of Consent Agenda

**MOTION: THAT** the Open Consent Agenda be approved with items 2.5, 3.5, 3.6 4.1, 4.2, 4.3, 4.4 and 4.5.

**MOVED/SECONDED**

**CARRIED**

**2.5. Minutes of the December 2<sup>nd</sup>, 2022 Open Council Meeting**

**MOTION: THAT** the Minutes of the December 2<sup>nd</sup>, 2022 Open Council meeting be approved as distributed.

**MOVED/SECONDED**

**CARRIED**

**Direction:** To post the approved December 2<sup>nd</sup>, 2022 open meeting minutes.

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

**3.1. Residency as a Consideration for Elected Council Members**

A few meetings ago, Dr. Pritchard presented a plan to move forward to have a residency clause put into the bylaws setting out that Council members must be a resident of BC. The Registrar consulted legal counsel, Mr. Andrew Gay, who feels that Council should consider what their intention is by saying that a Council member must be a resident of BC and ensure that any amendments to the bylaw are reflective of the intention.

Council went on to discuss options to help determine residency and offered that it could possibly be based on income tax filings or make that determination based on how the BC Medical Service Plan determines who is eligible for medical services as residents of BC. Something else to consider are registrants who live close to the border and travel into BC to work every day. They are not residents of BC but have a vested interest in the CVBC as this is their jurisdiction under which they work.

Ms. Arnold feels that the Council wants to have members that have a meaningful personal or professional tie to the province, and she noted that this definition is included in the Income Tax Act. She suggests asking legal counsel to canvass some legislation that can anchor our definition, for example the Income Tax Act.

The Registrar and Council had further issues with current clauses in 1.4 (1):

- (e) not engaged in an ongoing dispute or complaint with the college – this is not clear and it should be changed
- (d) not removed from council within the preceding 2 years - also raises some concerns which were raised at the Annual General Meeting as the governance process is lacking detail regarding Council members and circumstances in which their removal is considered.
- (b) in good standing and (f) not suspended or cancelled as a registrant – are the same and as a result are duplication. (f) should be eliminated.

The Registrar asked if Council would like to hand this entire section back to legal counsel with Council's suggestions for review and drafting in a legally sound and transparent manner.

**Direction:** The Registrar will summarize what was discussed and give direction to legal counsel on what Council would like to have considered.

### 3.2. Council Self-Assessment

The Council is being asked to complete the self-assessment for a second year, with the addition of a few questions from the EDI working group.

The EDI questions, if provided before the Committee self-assessments are sent out, will be added to those surveys, or will be sent out separately if the self assessment is sent out before they questions are confirmed.

**Direction:** Move forward with the current Council self-assessment.

### 3.3. Registration Policy for Transfer to Inactive Status

This Policy is now back to Council after feedback was provided by the Registration Committee and input received from Mr. Gay, with amendments then made by the Deputy Registrar. The current version is very different from where it started. The College, through policy, cannot define a specific predetermined decision about an application request; there is discretion built into the bylaws for the Registrar to make decisions but it needs to be a case-specific decision not a predetermined outcome. Rather than try to develop a policy specific to Provisional Supervised Active (PSA) registrants, the revision aims to establish a policy applicable to all requests for transfers to inactive status. The Registration Committee was supportive of this policy but would still like the Council to consider a change (when the opportunity arises) to the registration bylaws that would establish that PSA registrants cannot move to inactive status.

Under the current bylaws there is a disparity in registrant privileges between provisional and inactive registrants that is hard to reconcile with the fact that any active registrant is entitled to request a transfer to inactive status. Provisional registrant privileges (related to participation in the CVBC's regulatory functions) are quite limited; whereas Inactive registrants have full privileges of participation in regulatory functions.

A bylaw amendment was supported by Council. Dr. Pritchard would like to put all the proposed changes to the bylaws out to registrants at one time, but the Registrar feels that because the College wants to make so many changes, benchmarks should be set, whatever changes we have ready to go at a certain point, we send out for consultation and a vote after feedback is received from registrants, and then look towards working on others.

Council is in support of this Policy but asked if the third bullet on page 3 could be reworked for clarity.

**MOTION:** TO accept the Policy: Registrant Request to Transfer to Inactive Status, with the provision that any edits for clarity would be acceptable without coming back for approval, for immediate publication and implementation by the Registrar.

**MOVED/SECONDED**

**CARRIED**

**Direction:** To finalize the policy and put into use. Post on website and begin working on the bylaw amendments. Clear up how the third bullet reads.

### 3.4. Process for Identifying Public Members

The Registrar raised how the College could better recruit public members for Committees a few meetings ago and Council wanted a more formal process to recruit members and collect information. It would be a benefit for the College to have a pool of public members ready to

step into a Committee role, rather than scrambling every time there is a vacancy. Dr. Bergman asked Council if they would like to see a working group set to go over the applications once received, and they were in favour of this.

The Registrar presented a recruitment document which will be posted on the CVBC website; Ms. Arnold suggested also posting it on the Canadian Bar Association's job board and felt that other professional organizations would likely have similar job boards for posting. If the College wanted to have a broader reach, it could also be posted on Indeed seeking volunteers, if there is such an option. In addition, reaching out to CABRO might be a way to go as the person working there now is quite responsive and Dr. Martin also suggested trying University sites, UBC, UVIC, SFU

**Direction:** The Registrar will make requested refinements and get it posted to the CVBC website as well as to the other suggested sites. A working group will be established to help review the applications.

**3.5. Telemedicine**

Accepted and not discussed as per the Consent Agenda.

**3.6. Devocalization**

Accepted and not discussed as per the Consent Agenda.

**3.7. Registrant Feedback on Proposed Bylaw Changes**

The College is wanting to move forward with the bylaw amendment to change the deadline for payment of registration fees from the end of December to the end of November. If the College starts now, the registrants will have ample time to go through the proposed changes and provide feedback for consideration before it is put out for a vote. Once voted on, if the change is approved, there will be enough time for the change of payment deadline to be messaged in as many forms as possible (i.e.. Newsletters, Eblasts, on the website). The College will start with a survey prior to any vote and provide the registrants with basic information as to why this is being presented for change. Council is in support of this happening as soon as possible and gives full reign to Drs. Bergman and Thomas to develop questions for the survey.

**Direction:** To develop and proceed with the survey to registrants.

**3.8. CVBC Website Publishing Policy**

After the December Council meeting, the Registrar developed a decision tree regarding whether items should be put on the public vs. registrants only pages of the CVBC website. Upon review, almost all of the information that is on the registrant only page can be on the public side, with the exception of information that we have garnered from another jurisdiction, or that includes private information that the CVBC cannot share with the public. Council likes this Publication Decision Tree and feels that it is a nice companion piece to FOIPPA as the College is opening up transparency as well as looking at balancing privacy. Some minor amendments were suggested to improve clarity.

**MOTION: TO** accept the CVBC Website Publication Policy, making the requested change.

**MOVED/SECONDED**

**CARRIED**

**Direction:** Dr. Bergman will work on the document and put the policy in to use.

### 3.9. Privacy Management Program and Privacy Breach Reporting

The College is working on the development of privacy management and breach reporting policies due to the recent amendments to FOIPPA. The Management team is undertaking training on the amendments, as well as rolling out training to the CVBC team. Ms. Sear has been appointed as the CVBC's privacy officer. The College must be prepared to react if there is a breach of information and has defined a more formal structure and process to address breaches should they occur.

Dr. Martin noted that if there was a privacy breach at the College, it should be reported to Council. The policy requires that serious breaches that rise to the level of reporting to the Privacy Commissioner are reported immediately to Council, while minor breaches are to be reported annually to Council as per the FOIPPA. Dr. Martin would like to be informed on all cases early as it is unknown which breaches might develop to something more serious and does not want to have to ask why Council wasn't informed of a breach earlier. Going forward, the Registrar will put reporting of any breach into the Registrar's report and Council will be advised of what privacy issues may have occurred if any in between meetings. If a breach must be reported to the Commissioner, it will be brought to Council immediately.

The office is receiving FOIPPA training that is on-going through the Office of the Privacy Commissioner with new Council or Committee members as well as staff being asked to take this training and there is also a possibility of bringing someone from the Office of the Privacy Commissioner to present to staff and Council .

**Direction:** Dr. Bergman will work on the development of the Policies and bring back to Council.

*Council took a break and came back at 11:30.*

### 3.10. Strategic Planning Discussion

There was some discussion at the December meeting whether to have a stand-alone meeting to discuss the progression of the Strategic Plan or to include it in a Council meeting. Discussion arose as to whether to hold the meeting prior to the new member coming onboard in March, or if our new Council member should be included in the process as part of his onboarding. Council feels that it would be beneficial to include the new member in the discussions but would like the out-going members to send their thoughts to the Registrar to be included in discussions. The President suggested using a facilitator for the meeting and suggested that the Registrar reach out to Brian Mills from Vantage Point to do this for the College as he was involved in the strategic plan development process. Dr. Martin suggested asking Vantage Point for a list of questions to think about before the meeting.

Council agreed that this discussion should be held at the March meeting and have a duration of 90 minutes. They are also aware that the College is planning on having Mr. Cavouras speak on the changes to the Health Care Act and that will also take up a substantial part of the meeting.

Council discussed the Gantt Chart which provides a progress report of the strategic plan and noted that we appear to be doing well.

**Direction:** Reach out to Greg Cavouras to come to the March meeting to speak on the changes to the Health Care Act and also reach out to Brian Mills from Vantage Point to facilitate the Strategic Planning discussion.

**ADDED ITEM:** Council was in agreement that the March 3<sup>rd</sup>, 2023 meeting will be held in person and the office will set this up.

### **3.11. Council Meeting Frequency**

Currently the Council meets approximately 9 times per year at 5-week intervals. The Registrar is putting forward some options for Council consideration:

- Set meetings quarterly, for 2 days each;
- Drop the number of meetings to 7 per year by eliminating the July and December meetings;
- Keep the 9 meetings per year.

Council agrees that having 2-day meeting would prove too difficult for numerous reasons and turned its attention to discussing having fewer meetings per year and agreed that dropping the meetings in July and December might work. The Deputy Registrar also suggested extending meeting intervals by 1 week, as it really would make a big difference.

Ms. Arnold suggested the possibility of alleviating the meeting preparation by not moving items forward to each meeting, but taking a couple of meetings to bring a report back to Council until there is something substantive to report on. The Registrar appreciates this as she feels pressure, especially between the December and January meetings to get follow-ups completed and it generally takes four days to put memos together and the office loses four days that could be spent on other matters. Drs. Bergman and Thomas should be the ones to determine when a certain item will come back to them as they will know how much time is needed to follow-up on items or conduct surveys, etc. If there is something specific that the Council would like an update on, they could always ask.

Council noted that there is a culture at the College to have large agendas with big memos and perhaps consider eliminating lengthy memos, and simplify by asking the Registrar or Deputy provide a 5-minute verbal update to support the memo. The item would be noted on the table of contents and include all relevant documents to support it.

The Council President would like to have the Council, Committee chairs and members meet at a time separate from the Annual General Meeting as this meeting was found to be extremely helpful to everyone involved. While the AGM is usually held in November and going forward virtually it still could be held then, but the Council/Committee meeting should be held earlier in the year, while the weather is still good as it will be held in person.

**Direction:** To set meetings 6 weeks apart going forward and to eliminate the long memos by providing a brief overview, put items on agendas and provide a 5-minute verbal introduction.

### **3.12. Bylaw Exam Platform**

The idea of eliminating the online proctored bylaw exam and live seminar has not gone to the Registration Committee yet, the Registrar would like to get Council's input first. The College wants to establish a learning platform, and would like to include on demand bylaw exam and seminar module. Including the bylaw exam on the platform would allow applicants to take the exam at their own convenience. Currently the seminar is held live and takes approximately four hours of the Deputy Registrar's time every quarter but by utilizing the platform, the

presentation could be recorded and viewed online. In addition to the ease for applicants, registrants and CVBC staff, it will also save the College money.

The Saskatchewan Veterinary Medical Association (SVMA) is providing the CVBC with a template of their learning platform which we will be able to customize for CVBC needs. If there are questions that registrants have about the seminar, the platform allows questions to be asked and they can be answered by the instructor for all to view. Other regulatory training sessions can be developed as well to support information sharing with registrants.

Council was supportive of this plan and asked about the timing of the transition and were advised that the College is locked into its contract with Yardstick until this December, but it gives the College time to be trained, see how the platform works for the bylaw session, and work out any bugs. The Registrar would like to have it set up by mid to late summer so that there can be a transition period, but the President feels that there will be a lot of work to set this up and it should be a soft deadline, not a hard one as the transition might be hard to achieve by the end of the year and Dr. Bergman might be underestimating. The Registrar feels that it is not going to be insurmountable, and it can get done. Dr. Thomas already has a PowerPoint presentation for the seminar which will just need to be modified and refined.

**Direction:** The office will start working on this transition.

### **3.13. PFAC Report to Council**

*Dr. Sheila Rusticus, Staff Veterinarian / Facilities Manager joined the meeting at 12:23 p.m.*

After brief introductions were made, Dr. Rusticus mentioned that currently PFAC provides a report to Council every meeting but is now looking for some feedback as to what is included and how it is set out. The Council relies on Dr. Rusticus' guidance to keep them informed. Council is appreciative of the work involved in formulating the reports but are fine with just the summary of the numbers and supporting data, and the names of accredited facilities do not have to be included. Regrouping into regions would be interesting to the Council, if that is possible, as it would allow Council to see where the greatest number of facilities are being inspected.

Dr. Rusticus mentioned to Council that the PFAC panels are reviewing cases but these statistics are not included in the reports. In addition, IC is looking to Facilities more to provide medical record reviews to assess whether the medical records are meeting the standards or not and these numbers are also not included in the reports. The Vice President feels less is more and confirms that she does not need the facility names regarding the reports and wants to know what resources PFAC needs to make their jobs easier. What type of issues the inspectors are running up against, is it medical records or some other area?

Mr. Mahil asked if the PFAC has enough inspectors based on the number of facilities in the province and Dr. Rusticus was able to say that over the past year or so, four more inspectors were hired, and they are working out well. One project that is coming up this year is the integration of the facilities into the CRM; Complaints and Registration modules have already been completed and Dr. Rusticus hopes that this will help alleviate the tracking as running reports through the CRM will assist greatly.

Dr. Rusticus said that what resources that are needed would probably need to come in consultation with the Chair, Ms. Kim Holbrow, and would most likely focus around further work in terms of professional practice standards. The Facilities department has done great work and with additional administrative support coming onboard next week it will further alleviate some of the backlog to give inspectors facilities to inspect. They are still working under virtual inspections and just now are starting to do inspections in person and feel that most facilities are good representations of what they saw virtually. Facilities are given notice prior to an inspection being done and the only time there might be an unannounced inspection is if there was a complaint received that raises concerns about protection of the public.

Some registrants have not been professional with respect to how they have treated some CVBC inspectors. The CVBC management team will be following up with any unacceptable conduct towards a CVBC inspector.

Dr. Rusticus spoke on the new self-assessment and annual declaration that is rolling out this year and noted that it has been a little difficult, but needed the self-assessment to reflect the CVBC policies accurately as the previous ones did not. This is the first year and she is confident that moving forward, most fields in the self-assessment will auto-fill and make this process much easier for designated registrants going forward.

***Council broke for lunch at 12:50 to be back at 1:35 p.m.***

### **3.14. CCVR – Public Information Document**

This document has been developed and approved by the CCVR, and the Registrar is presenting it for Council's attention as she feels that it is useful. The Registrar would like Council's guidance on whether the College should adopt and independently publish the document, work with the SBCV on it (including to make it more BC specific), or ask the Society to consider distributing it directly. As the document shares with the public their role as an animal owner in obtaining veterinary care, Dr. Martin thinks we should work with the Society on this.

The CCVR is fine with the CVBC modifying it slightly to reflect provincial regulation, and to share with clinics to use as a tool. Ms. Barker was asked for her input and feels it would be helpful and she can bring it to her Board and come back to Council with their input. Council feels that it should be a collaboration between the CVBC and the SBCV and Dr. Bergman will reach out to Ms. Van't Haaff to start the process. Council suggested putting something into the document stating that there is no requirement on veterinarians to provide afterhours care to make it clear to the public and getting it posted to the website and distributed to clinics soon.

**Direction:** Dr. Bergman will contact Ms. Van't Haaff. Once finalized, the CVBC will post on the website and Eblast out to clinics.

### **ADDED ITEM – UPGRADED SECURITY MEASURES FOR THE OFFICE**

The Registrar informed Council that some safety concerns have arisen among regulators in Canada, and the CVBC has received some unexpected visits that called into question the safety of the CVBC staff. Dr. Bergman would like to implement entry control mechanisms to ensure the ongoing safety of the staff. She would also like to get cost estimates for setting up a camera and a card/buzzer access system for the front door. Currently, the College has no barriers to someone just walking in. The office is working on protocols for handling something should it happen, but it is hard to anticipate what may arise. The Registrar is looking to Council for their input on these preventative security measures.



Council was surprised that there are no measures currently in place, at the very least a locked front door and that Council would support whatever needs to be done to ensure that the employees feel safe and are safe at work.

**Direction:** Dr. Bergman will reach out to security companies to provide a quote to improve security.

#### **ADDED ITEM – ABVMA MEETING**

Dr. Pritchard told Council that the Alberta Veterinary Medical Association extended an invitation for both Dr. Bergman and herself to join their leadership meeting in Edmonton at the end of February 2023. There is no interest from either to attend this meeting, but Dr. Pritchard noted that the ABVMA’s speakers included Dr. Elaine Klemmenson, and Marnie Parnas and thought that the College should keep them in mind as future presenters. The Registrar will follow-up with ABVMA to see how these speakers were received to potentially use them at an AGM or Council Committee meetings. Ms. Barker will be attending this conference and offered to provide Dr. Bergman with information on these two speakers.

#### **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 March 3, 2023 at 10:00 a.m.

**MOTION: THAT** the Open meeting be closed at 1:57p.m.

**MOVED/SECONDED**

**CARRIED**