



College of Veterinarians of British Columbia

COUNCIL MEETING

Via Zoom

Friday, January 31, 2025

Minutes of the Open Meeting

Council Members: Dr. Jane Pritchard (President), Dr. Michele Martin (Vice-President), Mr. Gian Sihota (Treasurer), Mr. Harinder Mahil, Dr. Gigi Lin and Dr. Kirsten Riphagen

Regrets: Dr. Justin McLash

Staff: Ms. Christine Arnold (Registrar & CEO), Dr. Stacey Thomas (Deputy Registrar), Mr. Joel Walsoff (Deputy Registrar and General Counsel) & Ms. Rosalee Magcalas (Executive Assistant)

Guests: Ms. Amanda Barker, BCVTA Liaison

1. CALL TO ORDER

The meeting was called to order by Dr. Pritchard at 10:00 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.

MOVED/SECONDED

CARRIED

2.3 President's Remarks

This will be Council member Mr. Mahil's last meeting as he has submitted his resignation. He will be missed for his thoughtful, kind and constructive contributions to meetings.

2.4. Approval of Consent Agenda

MOTION: THAT the Open Consent Agenda be approved as presented with items 4.1, 4.2 and 4.4

MOVED/SECONDED

CARRIED

3. ITEMS REQUIRING COUNCIL ACTION/DECISION/DISCUSSION

3.1. Update from the BCVTA (verbal)

Presented by the BCVTA Liaison to the CVBC for information.

Townhalls were held in the Fall with the BCVTA membership. Confirmed that the AGM will be held in Kamloops at TRU on May 24, 2025, to which an invitation will be extended to the Council and the College's senior leadership.

3.2. Registration Renewal 2025 – Summary/Update and SBCV Letter to Registrar

Presented by the Registrar for information.

Materials provided to Council – see Appendix A:

- letter from the Society of BC Veterinarians (SBCV) President Dr. Fraser Davidson to College Registrar and CEO Christine Arnold, dated January 21, 2025; and
- letter response from College Registrar and CEO Christine Arnold to SBCV President Dr. Fraser Davidson, dated January 23, 2025

As the last registration renewal cycle was the first year for the new (earlier) registration renewal deadline as well as the strict enforcement of cancellation for failure to report required continuing education, the College provided 10 notices to registrants between July-December 2024, including a postal mailout to all registrants and accredited facilities in September.

Eleven registrants were cancelled for failure to report CE. Seven of those individuals applied for registration in time for the January 15, 2025 meeting of the Registration Committee. Five were approved on January 15 and one was approved after further consideration on January 23. One application has been directed to a hearing.

The SBCV's President Dr. Fraser Davidson wrote a letter to the Registrar, which disclosed that the SBCV had distributed various misinformation to its membership regarding the number of registrants cancelled due to non-reporting of CE as well as the number of notices and reminders sent. The Registrar provided a response correcting the misinformation and requesting that the correction be communicated to the SBCV's membership.

3.3. Registrant Code of Conduct re College – Proposal (verbal)

Presented by the Registrar and Deputy Registrar/General Counsel for discussion and direction.

The College is seeking Council's support to develop a Professional Practice Standard (PPS) to address unprofessional behaviour by registrants, such as abusive conduct, toward College staff and contractors, including inspectors. Under the College's legislative framework, a breach of a PPS can be referred to the Investigation Committee.

Council supports the development of the PPS. In developing the PPS, the College will consider equivalent requirements held by other professional regulators in British Columbia. Staff will prepare and present a draft to Council. Council expressed an intention to circulate the draft to

registrants for comment prior to approving it.

Direction: To proceed with the development of the PPS.

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 – Not provided at this meeting, change in process – will return.
- 4.4. Report on Facilities, Closed, New & Reaccredited – Accepted and not discussed as per the Consent Agenda.
- 4.5. Task List – Not presented at this meeting per Item 3.1 on the closed agenda.

5. ADJOURNMENT

5.1. Next Meeting Date

Friday, March 14th, 2025, in person.

MOTION: THAT the Open meeting be closed at 10:54 a.m.

MOVED/SECONDED

CARRIED

APPENDIX A

Materials in support of Item 3.2 - Registration Renewal 2025 – Summary/Update and SBCV Letter to Registrar

January 21, 2025



Christine Arnold, Registrar and CEO
College of Veterinarians of BC
BY EMAIL: carnold@cvbc.ca

Dear Ms. Arnold,

Last week, the SBCV learned that about 27 licences of BC veterinarians were cancelled due to a failure to complete and report on the required CE hours. We do understand that CVBC provided advance knowledge on July 8 that this would be the outcome (cancellation of licence) should registrants not report in a timely manner. We further understand that registrants were reminded of this in the October 17 and November 18 emails.

Despite the initial July announcement, and less specific emails in October and November, the SBCV shares concern expressed by some of our members that an action such as license cancellation may have negative impacts on patient care and access to veterinary services, especially in light of the significant shortage of veterinarians in the province.

While we do acknowledge the vital nature of adherence to bylaws and to deadlines, as well as to the necessity of keeping current on veterinary knowledge and practice issues, we nevertheless are disappointed that the bylaw -- as it was written, presumably by the Council -- did not include a simplified path to reinstatement, such as other simplified pathways for other types of cancellations.

We therefore ask the Registrar if she is able to devote the necessary resources to the prompt processing of both new and re-instatement applications over the immediate future to attempt to compensate for the sudden loss of 27 registrants who may be working in underserved areas of the province. This is not a request to lighten any responsibility, simply a request to devote additional resources during this difficult time.

We appreciate your response to us in this matter, which we will share with our members, whom we have informed about this matter.

Thank you.

Sincerely,

A handwritten signature in black ink, appearing to read 'F. Davidson', with a stylized flourish at the end.

Dr. Fraser Davidson, President
Society of BC Veterinarians



January 23, 2025

By E-mail to: cvma-sbev@cvma-acmv.org

Dr. Fraser Davidson
Society of BC Veterinarians
PO Box 21088 Maple Ridge Square RPO
Maple Ridge, BC V2X 1P7

Dear Dr. Davidson:

I write in response to your letter dated January 21, 2025.

First, I respectfully address misinformation in your letter.

Eleven registrations, not 27 as you indicated, were cancelled for failure to report continuing education hours as required by the College's bylaws.

Furthermore, between July 8, 2024 and December 31, 2024, 10 notices and reminders, not three as you indicated, were delivered to each registrant with outstanding renewal requirements. This included a notice mailed in September to all registrants and accredited practice facilities. At all times, each registrant's online account displayed an up-to-date summary of their submitted continuing education hours and total required hours. Moreover, the landing page of the online registration renewal portal reiterated the continuing education reporting requirements, deadline, and consequences, meaning that no part of the registration renewal process could be undertaken without viewing the notice. Enclosed is a memo setting out the particulars of the initial notice and all reminders provided to registrants. In your letter, you characterize the reminders sent by the College in October and November as lacking specificity. Each of the nine reminders set out in explicit detail the requirements around reporting continuing education hours. By way of example and for ease of reference for you and the Society's membership, also enclosed is a copy of the reminder sent to registrants on October 17, 2024.

I understand that a communication was circulated by the Society to its membership on or around January 21, 2025, which contained the misinformation described above. I trust that you will cause the record to be corrected.

While privacy laws prevent the College from disclosing information regarding individual applications for registration, I will share data that describes how the College has expeditiously discharged its statutory functions in respect of individuals who sought registration following the cancellation of their registration.

Of the 11 individuals whose registrations were cancelled for failing to report continuing education hours, seven applied for registration ahead of the January 15, 2025 meeting of the College's Registration Committee. As at the writing of this letter, the other four individuals have not submitted applications. The College devoted considerable resources to actively assisting applicants in the preparation and submission of their applications so that they were able to meet the Registration Committee's submission deadline of January 10. Five registrations were approved on January 15. The other two applications required further consideration by the Registration Committee. One of those applications was approved on January 23. Also on January 23, the Registration Committee directed a hearing into the remaining application. That adjudication will proceed in the normal course.

In summary, of the seven applicants who applied for registration following the cancellation of their registration, six are now approved, five since January 15.

I trust that this response and the information contained and enclosed herein will be distributed in their entirety to the Society's membership.

Yours truly,



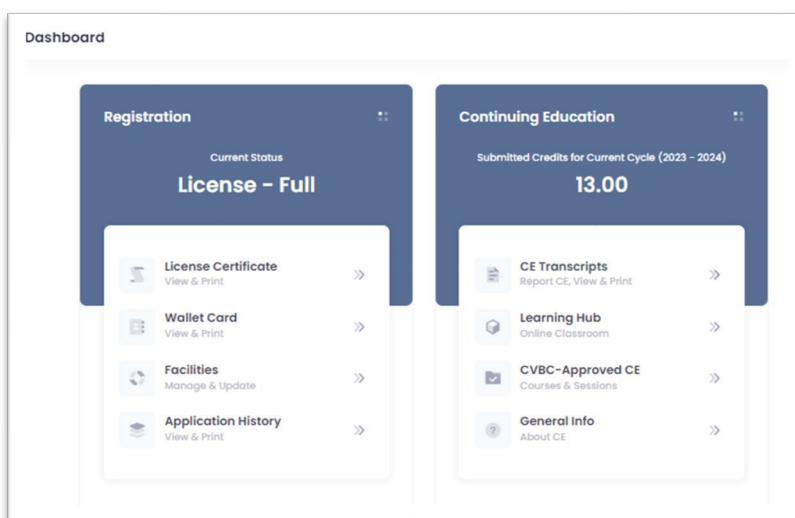
Christine Arnold
Registrar and Chief Executive Officer

Encls.


Registrant CE requirements

Effective 2019, the 2-year CE cycle has been defined to specified dates¹ that are the same for all registrants – a 2-year cycle begins on January 1st of the odd year and concludes on December 31st of the following even year. As required by the CVBC bylaws, every registrant must complete and report a minimum of 30 hours of CE during each 2-year cycle. The cycle that was relevant to the 2025 registration renewal was the 2023-2024 cycle (January 1, 2023 – December 31, 2024).

At all times, the Dashboard (landing page) of each registrant's online account (portal.cvbc.ca) displays a running tally of their total submitted CE hours for the current CE cycle, and their CE Transcript identifies their total “Credits Required” and “Credits Submitted” for the cycle, in addition to providing a detailed summary of each CE session reported to date for that cycle. Example:



CE Transcripts

 **College of Veterinarians of British Columbia**

CE Cycle Transcript Selected: 2023 - 2024

Name: [Redacted]
Registration #: [Redacted]
Registrant Type: Veterinarian
Registration Category: Private Practice
Registration Subcategory: License - Full

Time Period: 2023 - 2024

Credits Required: 30.00

Credits Submitted: 30.50

CVBC Audited: No

Start Date	End Date	Title	Credits Submitted	Credits Approved (After CVBC Audit) ¹	Status ¹	Supporting Documentation
[Redacted]	[Redacted]	[Redacted]	[Redacted]	---	Submitted	[Redacted]
[Redacted]	[Redacted]	[Redacted]	[Redacted]	---	Submitted	[Redacted]

¹ The CVBC Continuing Competence Committee's Policy: "[Defining the 2-Year Continuing Education Cycle](#)"

IF you were the subject of an audit during 2023:

The purpose of that audit was to review and verify your compliance with the Continuing Education requirements for the **2021-2022** CE cycle. In situations where a registrant was found to not have completed all of their required hours during 2021-2022, the Continuing Competence Committee extended an opportunity for the registrant to correct their 2021-2022 CE deficiency by completing CE during 2023 to be applied to their 2021-2022 transcript. Any hours completed in 2023 or 2024 and submitted to the auditor for this purpose were applied to their 2021-2022 CE transcript and not also available for the registrant to claim as credits for their 2023-2024 CE transcript.

CVBC Communications Regarding Renewal and the CE Deadline

The CVBC undertook a robust effort to communicate to registrants regarding the registration renewal process for 2025 including the CE Reporting requirements and the consequences to registrants who did not complete all renewal requirements by the January 2, 2025 deadline. Every communication included clear identification of the timeframe of the cycle ('2023-2024'), the December 31st, 2024 deadline for completing required CE hours for the 2-year cycle, the January 2, 2025 final deadline for reporting those hours, and the consequences of not satisfying the CE reporting requirement for registration renewal.

- On July 8, 2024 [an eblast](#) regarding registration renewal for 2025 was sent to all registrants, detailing changes to the renewal deadlines and reviewing Continuing Education requirements.
- In September 20, 2024, a [hard-copy notice](#) regarding registration renewal and continuing education requirements was mailed to all registrants' home addresses and to every accredited practice facility.
- October 17 - December 31, 2024: a series of eblasts were sent to registrants regarding registration renewal. Every eblast included a summary of the requirements and timeline for completing registration renewal:
 - **Oct. 17/24:** 1st Renewal Notification (to all registrants eligible for renewal)
Message Subject: *IMPORTANT* CVBC - 2025 Annual Registration Renewal
 - **Nov. 18/24:** Renewal reminder sent to all registrants who had not submitted an online renewal application and/or paid their annual registration fee
Message Subject: IMPORTANT - REMINDER* CVBC - 2025 Annual Registration Renewal
 - **Nov. 27/24:** Renewal reminder sent to all registrants who had not submitted an online renewal application and/or paid their annual registration fee
Message Subject: *IMPORTANT - REMINDER* CVBC - 2025 Annual Registration Renewal
 - **Nov. 30/24** (first deadline for renewal application and fee payment): Renewal reminder sent to all registrants who had not submitted an online renewal application and/or paid their annual registration fee
Message Subject: *IMPORTANT - REMINDER* CVBC - 2025 Annual Registration Renewal
 - **Dec. 5/24:** Past Due renewal notification sent to all registrants who had not submitted an online renewal application and/or paid their annual registration fee, notice that 10% late now in effect
Message Subject: *IMPORTANT* 2025 Annual Renewal Past Due
 - **Dec. 18/24:** Outstanding CE reminder sent to all registrants who had applied for renewal but had not yet reported their required CE hours

Message Subject: *IMPORTANT - REMINDER* CVBC - 2023/2024 CE Requirements Outstanding

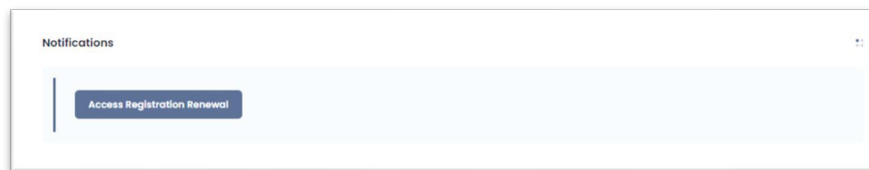
- **Dec. 27/24:** Outstanding CE reminder sent to all registrants who had applied for renewal but had not yet reported their required CE hours

Message Subject: *IMPORTANT - REMINDER* CVBC - 2023/2024 CE Requirements Outstanding

- **Dec. 31/24:** Final reminder sent to all registrants who had not yet completed their registration renewal requirements

Message Subject: *IMPORTANT - FINAL REMINDER* CVBC - 2023/2024 CE Requirements or 2025 License Renewal Outstanding

- Information provided within the online registration renewal process: upon entering the registration renewal process through their online account (through the following button)



each registrant would have been presented with a detailed explanation of the 2025 registration renewal process, requirements, deadlines and consequences:

Dashboard

Registration Renewal Application

Application to the Registrar for Registration Renewal of January 1 – December 31, 2025

All registrants wishing to remain registered with the CVBC for 2025 must complete the CVBC Registration Renewal Process as described below, within the prescribed timeframe. All parts of the registration renewal process must be completed to ensure that your registration renewal is granted and to avoid penalties and possible cancellation.

A. If you want to **change to a different registration status** for January 1, 2025 or if you don't intend to renew your registration (you wish to resign your registration), contact the CVBC at registration@cvbc.ca for assistance and directions as soon as possible so that you don't miss the deadlines.

B. If you want to **renew your current form and class of registration**, you must complete all of the following requirements (as required by s. 2.27 of the CVBC bylaws) by **November 30th, 2024**:

1. Complete the online application for registration renewal.
2. Pay the annual registration fee (invoice will appear in your online account after you have completed the application form)
3. Pay any other outstanding fees, late fees, special fees or assessments, or other debt owed to the College (any outstanding invoices should be found in your online account)

AND then,

4. You must also
 - a. **complete** the minimum Continuing Education hours required by the CVBC's Continuing Competence Program for the 2023-2024 CE cycle by **December 31, 2024**, AND
 - b. **report** your completed CE sessions through your online registrant account by no later than the end of the first business day of 2025 (**Thursday, January 2, 2025**), AND
 - c. either **upload** your CE certificates to your account, or be able and prepared to provide them promptly to the CVBC upon request.

Should you fail to complete requirements 1 – 3 by the **November 30th, 2024 registration renewal deadline**, a **late fee equal to 10% of your annual registration fee** will be assessed. Late registration renewal can then be completed between December 1, 2024 and the end of the first business day of 2025 (**Thursday, January 2, 2025**) by completing requirements 1-4 (which will include payment of the additional late fee).

Should you fail to complete all the registration renewal requirements (1 – 4) by the end of the first business day in January (**Thursday, January 2, 2025**), your **registration will be CANCELLED** (effective January 1, 2025) for a failure to complete your renewal.

If your registration is cancelled for a failure to complete the renewal process:

- You will be eligible for **reinstatement** of your registration IF the **ONLY** outstanding requirement of your registration renewal as of January 2nd was **payment of the annual registration fee and 10% late fee**
 - reinstatement can be granted by payment of your annual registration fee plus a 25% reinstatement fee (the 10% late fee no longer applies)

BUT

- If any other requirements of the registration renewal process were part of the reason for cancellation, there is **NO** option for reinstatement. Individuals whose registration is cancelled for a failure to complete the registration renewal process in full* must apply for and receive new registration with the CVBC (satisfying all registration criteria required of all new registrants) before they may return to the practice of veterinary medicine in BC.

* A completed registration renewal process consists of:

- Completion of the application for registration renewal form,
- Declared compliance the Act, bylaws and regulations of the CVBC, as well as any limits or conditions imposed upon the registrant,
- Payment of any other outstanding fees (other than registration fees), **and**
- Reporting of your minimum required CE hours in your online account.

Continue to Registration Renewal

The registration renewal process then began with the submission of an online application for renewal, requiring the completion of a series of declarations, including the following:

- ☐ 3. I understand that I:
- a. must complete my required minimum CE hours for the 2023-2024 CE cycle by December 31, 2024,
 - b. must report my CE in the 2023-2024 CE transcript in my online registrant account by no later than January 2, 2025, and
 - c. must either upload my certificates of attendance/completion for each reported session to my online account, or be prepared to promptly provide my certificates upon request by the CVBC.

and

- ☐ 5. I understand that a failure to complete part or all of the registration renewal process (including completion and submission of this form, payment of the annual registration fee, payment of any other fees or debts owing to the CVBC, including the late fee if I miss the November 30th renewal deadline, and completion and reporting of my minimum required CE hours in accordance with the timeline indicated above), will result in the cancellation of my registration effective January 1, 2025.

Furthermore, each registrant's online application included (immediately under declaration #3) a personalized statement as follows:

Dr. [] your minimum CE requirement (for purposes of continuing your CVBC registration) for the 2023 - 2024 CE Cycle is [] hours. This number does NOT include any CE hours that you have been required to complete as part of an undertaking to the CVBC's Investigation and/or Discipline Committees (any such CE requirement is in addition to the biennial CE requirement established within the Continuing Competence Program).



College of Veterinarians of British Columbia

Dear Registrant,

This is a reminder that **November 30, 2024** is the deadline to
Renew your CVBC registration for 2025

Click the button below to access your Online CVBC Account.

[Take me to my Online
Account!](#)

Within your Online Account, you will find:

- Under Continuing Education, a link to your CE Transcripts where you can select the **"2023-2024"** CE transcript, report your completed CE hours and upload your certificates of attendance.

The **2023-2024 CE Cycle ends on December 31, 2024** - you must have **COMPLETED** your minimum required CE hours **by the end of December 31st** at the latest and must have **REPORTED** all of your 2023-2024 CE sessions into your online account **by no later than the end of January 2, 2025** (the first business day of 2025)

- a **"Renew Registration"** button on the Dashboard of your account in the Online Portal that will take you to the 2025 registration renewal application process. Read the instructions carefully.
- Once you have completed your registration renewal application, you can proceed to the invoice for the 2025 annual registration fee; the invoice will also be accessible under "Active Invoices"

More information about the new registration renewal deadline, CE reporting requirements, and penalties and consequences of failing to meet the deadlines has been circulated to registrants previously by e-blast and by [mailout](#). Further description of the registration renewal application process is provided within the "Renew Registration" windows

Registration Renewals must be completed by no later than November 30, 2024.

After November 30, 2024 registrants with outstanding renewals will have a late fee assessed (equal to 10% of their annual registration fee). A continued failure to complete all registration renewal requirements by the end of January 2, 2025 at the latest **will result in cancellation of your registration, effective to January 1, 2025.**

Please see CVBC bylaw sections 1.81-1.83 and 2.27-2.29 for more information on regulatory requirements associated with CVBC registration.

If you require any assistance or encounter any issues with the registration renewal process please contact the CVBC office at 604-929-7090 or reception@cvbc.ca

Facilities -Annual Accreditation Fees and Annual Declarations

There has been no change to the deadlines for payment of the annual practice facility accreditation fee (December 31st) or for submission of your practice facility annual declaration (January 31, 2025). The Annual

Declaration form for 2024 and facility invoices for 2025 will be available to Designated Registrants through their online account in early-mid November - a separate notification eblast will be sent to Designated Registrants/practice facility email addresses when the annual declaration and invoices are ready.

What if I don't want to renew or wish to change my class of registration?

Please contact the CVBC office at registration@cvbc.ca as soon as possible to discuss your plans and to receive instructions for transferring to a new class of registration or to formally resign your registration.

College of Veterinarians of British Columbia
10991 Shellbridge Way - Suite 210
Richmond, BC V6X 3C6
Reception: (604) 929-7090 | Fax: (604) 929-7095
www.cvbc.ca

Do not unsubscribe. You are required to receive messages from the CVBC as part of your registration with the CVBC.

If you believe you are receiving this message in error, please contact the College at 604-929-7090 or CVBC@cvbc.ca