

Territorial Acknowledgement

The offices of the College of Health and Care Professionals of British Columbia are located on the ancestral and unceded territories of the Coast Salish Peoples — specifically, the x^wməθk^wəyəm (Musqueam), S^kwxwú7mesh (Squamish) and səliwətaɪ (Tseil-Waututh) Nations — the lək^wəŋən (Lekwungen) Peoples — represented today by the Songhees and x^wsepsəm (Esquimalt) Nations — and the WSÁNEĆ (Saanich) Peoples — including the BOŪÉĆEN (Pauquachin), STÁ,UTW (Tsawout), WJOŁŁP (Tsartlip), and WŚÍŪEM (Tseycum) Nations.

As the College regulates the practice of multiple health-care professions across what is now commonly referred to as British Columbia, we acknowledge and honour all First Nations territories across these lands. We recognize that the public we serve includes more than 200 distinct First Nations and 39 Métis Chartered Communities.

We are conscious of the privilege we hold that allows us to carry out our important work on these territories, where the First Peoples have maintained a special relationship with the lands and waters for thousands of years — since time immemorial — and where this relationship continues today.



College of
**HEALTH AND CARE
PROFESSIONALS OF BC**

Board Meeting Minutes

June 25, 2024



Minutes

Date: June 25, 2024

Time: 1:00 PM (via videoconference)

Meeting preparation time: Each Board member to submit actual time spent.

Approved: September 26, 2024

Knowledge Keeper: Gary Johnston, Skwxwú7mesh

Board members: Allan Seckel (Chair), Debbie Ruggerio, Jamie Hack, Jennifer Agnew, John Meneghello, Joyce Kenoras, Mary O’Callaghan, Nathan Doidge, Olivier Yergeau, Russell Ebata, Sarah Lalonde, Sue Randhawa

Staff: Dianne Millette, CEO; Paul Cormier, Financial Consultant, Christopher Dodge, Executive Coordinator, Board Governance

Guests: Jasmine Claypool, Raincoast Ventures Ltd., Recording Secretary

Items	Presented by
<p>Welcome</p> <p>Allan welcomed participants to the inaugural College of Health and Care Professionals of British Columbia (CHCPBC) Board meeting at approximately 1:00 p.m.</p>	<p>Allan Seckel, Board Chair</p>
<p>Territorial Acknowledgement <i>Reference material: Territorial Acknowledgement</i></p> <p>Allan offered a Territorial Acknowledgement, highlighting more than 200 distinct First Nations and 39 Métis Chartered Communities.</p>	<p>Allan Seckel, Board Chair</p>
<p>Opening Remarks</p> <p>Gary Johnston, Knowledge Keeper, provided Opening Remarks, welcomed participants, and shared comments on the expanse and diversity of the Squamish Nation territory to open the meeting in a good way.</p>	<p>Gary Johnston, Knowledge Keeper</p>



Items	Presented by
<p>Introductions</p> <p>Dianne began a round of self-introductions, during which each Board members and staff shared information about the territories where they live, their work experience, and personal hobbies.</p>	<p>All participants</p>
<p>Approval of Agenda</p> <p>Allan presented the Agenda and commented on the number of resolutions that would be presented to the Board today. The Board was reminded that the resolutions today were to enable the CHCPBC to conduct regulatory business and can be reviewed and revised in time.</p>	<p>Allan Seckel, Board Chair</p>
<p>Board member declarations of Conflict of Interest</p> <p>No conflicts were declared.</p>	<p>Allan Seckel, Board Chair</p>
<p>Appointment of Registrar <i>Reference material: Briefing Note – Appointment of Registrar</i></p> <p>Allan read the following, pre-circulated resolution into the meeting record:</p> <p>2024-01-01 Resolution</p> <p>We, the Board, UNDERSTAND that the Health Professions Act [section 21(1)] requires us to appoint a registrar of the College.</p> <p>We therefore AGREE to appoint Dianne Millette (CEO, CHCPBC) as Registrar of the College of Health and Care Professionals of British Columbia, effective June 28, 2024.</p> <p style="text-align: right;"><u>CARRIED</u></p>	<p>Allan Seckel, Board Chair</p>
<p>Appointment of Deputy Registrar <i>Reference material: Briefing Note – Appointment of Deputy Registrar</i></p> <p>Dianne highlighted the recommended Deputy Registrar’s experience and read the following resolution into the meeting record:</p>	<p>Dianne Millette, CEO</p>



Items	Presented by
<p>2024-01-02 Resolution</p> <p>We, the Board, UNDERSTAND that the Health Professions Act [section 21(1)] allows us to appoint a deputy registrar authorized to perform all duties of the registrar subject to any limits or conditions in Proposed Bylaws 3.5.</p> <p>We therefore AGREE to appoint Cameron Cowper (Chief Regulatory Officer, CHCPBC) as Deputy Registrar of the College of Health and Care Professionals of British Columbia, effective June 28, 2024.</p> <p style="text-align: right;"><u>CARRIED</u></p>	
<p>Chair’s Report <i>Reference material: Briefing Note – Chair’s Report</i></p> <p>Allan referred to the pre-circulated Chair’s report and notices to the legacy Boards, emphasizing the objective for the Board to remain at a governance level and ensure that boundaries are respected.</p>	Allan Seckel, Board Chair
<p>Approval of CHCPBC Bylaws <i>Reference materials: Briefing Note – Approval of CHCPBC Bylaws, Draft Bylaws CHCPBC, CHCPBC Bylaws – final, and Bylaw Amendment Chart CHCPBC – C7</i></p> <p>Allan referred to the pre-circulated meeting package, noting that schedules related to each legacy college in draft bylaws were essentially unchanged.</p> <p>The following resolution was read into the record:</p> <p>2024-01-03 Resolution</p> <p>We, the Board, AGREE to approve the Proposed Bylaws of the College of Health and Care Professionals of British Columbia dated June 24, 2024 with an effective date of June 28, 2024, in accordance with the authority established in sections 19(1) and 25.05(1) of the Health Professions Act.</p> <p style="text-align: right;"><u>CARRIED</u></p>	Allan Seckel, Board Chair



Items	Presented by
<p>Review and approval of Budget: June 2024- March 2025 <i>Reference material: Briefing Note – Review and Approval of Budget</i></p> <p>Paul informed the meeting participants about the challenges of presenting an interim budget using the seven legacy colleges' budgets with differing fiscal years and accounting methods. He highlighted that the \$1 million deficit is linked to employee-related re-structuring costs.</p> <p>The following resolution was read into the record:</p> <p>2024-01-04 Resolution</p> <p>We, the Board, AGREE to approve the budget for the first fiscal year (June 28, 2024 to March 31, 2025) of the College of Health and Care Professionals as circulated.</p> <p style="text-align: right;"><u>CARRIED</u></p>	<p>Paul Cormier, Financial Consultant/ Dianne Millette, CEO</p>
<p>Approval of Signing Authorities <i>Reference material: Briefing Note – Approval of Signing Authorities and Policy – Financial controls and Procurement FINAL CHCPBC</i></p> <p>Allan raised a question of whether signing authorities should be by position rather than name. As not all proposed signing authorities are staff of the CHCPBC it is proposed that the resolution should refer to people by their name and title, with potential changes in the future.</p> <p>The following resolution was read into the record:</p> <p>2024-01-05 Resolution</p> <p>We, the Board, UNDERSTAND that the Financial Controls and Procurement Policy requires us to appoint signing authorities to enter contractual obligations.</p> <p>We therefore AGREE that Dianne Millette (Registrar & CEO), Cameron Cowper (Chief Regulatory Officer), Alice Yu (Manager, Business Operations), and Paul Cormier (Financial Consultant) be appointed as signing authorities for the College of Health and Care Professionals of British Columbia.</p>	<p>Allan Seckel, Board Chair</p>



Items	Presented by
<p><u>CARRIED</u></p>	
<p>Approval of Board Governance Documents <i>Reference material: Briefing Note – Approval of CHCPBC Governance Documents</i></p> <p>Allan noted that the pre-circulated Governance Documents, containing numerous policies, would not be read aloud. The policies can be reviewed by future committees and be brought back for Board consideration as required.</p> <p>2024-01-06 Resolution</p> <p>We, the Board, RECOGNIZE that the College of Health and Care Professionals of BC requires foundational governance documents in preparation for Legal Day 1 as a new College and,</p> <p>We UNDERSTAND that the governance documents included in the Board package were developed before the final bylaws were filed with the Ministry of Health and</p> <p>We therefore AGREE that the governance documents listed below be approved as circulated with an effective date of June 28, 2024, subject to any changes to align with the final CHCPBC bylaws once filed and in force:</p> <ul style="list-style-type: none"> • Board and Committee Member Code of Conduct • Territorial Acknowledgement Policy • Compensation for Indigenous Services Policy • Representatives to External Committees • Board Meeting Guidelines • Regulatory Committee Panels Guidelines • Working with Indigenous Elders and Knowledge Keepers Guidelines • Discipline Committee Terms of Reference • Inquiry Committee Terms of Reference • Professional Practice and Standards Advisory Committee Terms of Reference • Quality Assurance Committee Terms of Reference • Registration Committee Terms of Reference • Finance and Audit Committee Terms of Reference • Governance Committee Terms of Reference 	<p>Allan Seckel, Board Chair</p>



Items	Presented by
<ul style="list-style-type: none"> Human Resources Committee Terms of Reference <p style="text-align: right;"><u>CARRIED</u></p>	
<p>Approval of Finance Policies <i>Reference Material: Briefing Note – Approval of CHCPBC Finance Policies, Policy – Financial Systems Administration FINAL, Policy - Financial Controls and Procurement FINAL, Policy – Board and Committee Member Compensation (Honoraria), and Policy – Travel and Business Expenses FINAL CHCPBC</i></p> <p>Allan provided an overview of the Finance Policies. An Information Technology Policy is under development and will be presented to the Board at a future meeting.</p> <p>2024-01-07 Resolution</p> <p>We, the Board, RECOGNIZE that the College of Health and Care Professionals of British Columbia requires foundational finance policies in preparation for Legal Day 1 as a new College</p> <p>We therefore AGREE that the finance policies listed below be approved as circulated with an effective date of June 28, 2024.</p> <ul style="list-style-type: none"> Policy - Financial Systems Administration Policy - Financial Controls and Procurement Policy - Board and Committee Member Compensation (Honoraria) Policy - Travel and Business Expenses. <p style="text-align: right;"><u>CARRIED</u></p>	<p>Allan Seckel, Board Chair</p>
<p>Discussion: Board Support Committees and Board Vice Chair</p> <p>Allan requested that Board members consider their interest in sitting on a Board Support Committee and holding the position of Board Vice-Chair. Staff will distribute an Expression of Interest survey and Board members will be asked to rank the following three committees in order of preference as well as indicating interest in the Board Vice-Chair position.</p> <ul style="list-style-type: none"> Human Resources 	<p>Allan Seckel, Board Chair</p>



Items	Presented by
<ul style="list-style-type: none"> • Governance • Finance and Audit <p>It was noted that not everyone may be appointed to the committee of their preference, and participation in multiple committees may be necessary. Initially, committee participation will be limited to Board Members.</p> <p>There was a discussion about the Chair’s compensation, increasing the amount to reflect the work required of the Chair.</p> <p><u>It was MOVED (John Meneghello) and SECONDED (none)</u> That the Board of the College of Health and Care Professionals of British Columbia Board, approve an honorarium increase for the Chair from \$1000.00 to \$2,000 per month.</p> <p style="text-align: right;"><u>WITHDRAWN</u></p> <p>It was suggested that Governance Committee could consider this in due course.</p>	
<p>CEO’s Report <i>Related material: Briefing Note – CEO Report and CEO Report</i></p> <p>Dianne referred to the CEO Report, highlighted a legacy legal matter from an April 2022 complaint to the Privacy Commissioner, and noted a decision in favour of the respondents including named legacy regulatory Colleges. There is a 30-day judicial review period from the date of decision, June 19, 2024.</p> <p>Ensuing discussion included potential staff losses, support for CEO priorities, financial systems integration, and optimism for a comprehensive report by September 2024.</p>	Dianne Millette, CEO
<p>Next Meeting Dates</p> <p>Allan announced a mix of in-person and online Board meetings, with a schedule to be presented in September 2024. An in-person board meeting is set for September 26, 2024, in Vancouver. On August 7, 2024, there will be Coast Salish ceremony to launch the CHCPBC in</p>	Allan Seckel, Board Chair



Items	Presented by
accordance with Coast Salish laws, followed by a governance training session.	
<p>Closing Remarks</p> <p>Gary emphasized the importance of understanding and communication in change management, noting cultural diversity and different protocols across the province. The analogy of seven colleges in different canoes now traveling together in one was used, highlighting the need to learn to work together despite having the skills. Gary also shared insights on the need for diverse roles and experiences to reach a common destination.</p> <p>A Board member asked for some guidance on handling a request they received for a meeting with their profession’s association. They were advised to direct any such requests to staff in alignment with the <i>Board and Committee Code of Conduct</i>.</p> <p>The meeting concluded at approximately 3:00 p.m.</p>	Gary Johnston, Knowledge Keeper