



CCHPBC Board Meeting

Monday, June 24, 2024
1:00 p.m. - 4:00 p.m.
Virtual (Zoom videoconference)

Attendance:

Board Members: Allan Seckel, Board Chair
 Christopher Anderson
 Benjamin Campbell
 Kelly Fujibayashi
 Jonathan Norton
 Harman Pandher
 Jocelyn Stanton
 Jacqueline Tarantino
 Asa Tooshkenig
 Jason Tutt
 Terri Van Steinburg

Staff: Carin Plischke, CEO
 Jonathan Ho, Executive Director, Operations
 Paul Cormier (departed at 2:12 p.m.)
 Sandy Marji, Executive Assistant

Tech Support: Patricia Bentley, Charest Legal Solutions

Recording Secretary: Jessica Gruchey, Raincoast Ventures Ltd.



The College of Complementary Health Professionals of BC (CCHPBC) Board meeting was called to order at 1:11 p.m.

1. Welcome

Chair Allan Seckel welcomed members to the meeting and provided a brief overview of the amalgamation of the four regulatory health colleges, noting that decisions made during the meeting would take effect on the amalgamation date of June 28, 2024.

Board Member Arrival

Harman Pandher joined the meeting at 1:16 p.m.

2. Territorial Acknowledgement

The Chair acknowledged that he was joining from the unceded lands of the x^wməθk^wəy^əm (Musqueam), Sk^wxwú7mesh (Squamish), and səliłwətał (Tsleil-Waututh) Nations and extended gratitude to those First Nations for their hospitality.

3. Roundtable of Introductions

Board members provided brief introductions and acknowledged the territorial lands they were participating from.

4. Approval of Agenda

Materials:

- *Agenda for the CCHPBC Board Meeting scheduled June 24, 2024*

The June 24, 2024, CCHPBC Board Meeting agenda was presented for adoption.

MOVED By Christopher Anderson

SECONDED By Jason Tutt

THAT the June 24, 2024, College of Complementary Health Professionals of British Columbia Board Meeting agenda be approved.

CARRIED



5. Board Member Declaration of Conflict of Interest Relating to Any Agenda Item

There were no conflicts of interest noted.

6. Appointment of Registrar

Materials:

- *Appointment of Registrar - Briefing Note*

The Chair referenced the distributed Briefing Note and requested feedback from the Board; there were no concerns noted with regard to the appointment of the Registrar.

MOVED By Jonathan Norton
SECONDED By Benjamin Campbell

THAT Chief Executive Officer Carin Plischke be appointed as Registrar of the College of Complementary Health Professionals of British Columbia, pursuant to section 21(1) of the *Health Professions Act*.

CARRIED

7. Appointment of Deputy Registrar

Materials:

- *Appointment of Deputy Registrar - Briefing Note*

Carin Plischke, Chief Executive Officer (CEO), referenced the distributed Briefing Note and comments were received from members with regard to the selection process of the Deputy Registrar.

In response to a query, the CEO provided an overview of the executive roles of the senior leadership team.

MOVED By Jason Tutt
SECONDED By Harman Pandher

THAT the Executive Director, Operations, be appointed as the Deputy Registrar of the College of Complementary Health Professionals of British Columbia, pursuant to section 21(1) of the *Health Professions Act*.

CARRIED



8. Chair Report

Materials:

- *Board Chair Report*
- *Board Chair Report - Appendix A*

The Chair referenced the Board Chair Report, highlighting that it is the responsibility of the Board to act in the best interest of the public.

9. CEO Report

Materials:

- *CEO Report - June 2024*

With the aid of a PowerPoint presentation, the CEO provided a high-level overview of the CEO Report and highlighted the work that has been done to date to form the CCHPBC and priorities over the next three months.

In response to a query, it was noted that the newly formed committees would begin meeting the first week of July 2024.

10. Approval of Bylaws

Materials:

- *Approval of Bylaws Briefing Note*
- *CCHPBC Draft Bylaws*

The Chair spoke to the proposed Bylaws for adoption and advised that they would be forwarded to the Ministry of Health and take effect June 28, 2024, following approval.

MOVED By Jocelyn Stanton
SECONDED By Terri Van Steinburg

THAT the CCHPBC Board approve the proposed Bylaws for filing with the Ministry of Health as presented, so that they come into force on June 28, 2024.

CARRIED



11. Review and Approval of Budget: June 2024 – March 2025

Materials:

- *Review and Approval of Budget - Jun 2024 to Mar 2025 - Briefing Note*
- *Budget Summary*

Jonathan Ho, Executive Director, Operations, provided an overview of the proposed budget, noting that it is for a nine-month fiscal year.

Paul Cormier provided further information on the proposed budget and spoke to drafting challenges, due to the amalgamation of the four regulatory health colleges.

In response to queries, it was noted that legacy colleges based outside the hub have lease agreements in effect until December 31, 2024, the \$5,952,368 budget expense includes funds for one-time amalgamation costs, and there are restricted and unrestricted reserve funds.

MOVED By Benjamin Campbell

SECONDED By Harman Pandher

THAT the draft budget for the first fiscal year of the College ending on March 31, 2025, be approved.

CARRIED

Attendee Departure

Paul Cormier departed the meeting at 2:12 p.m.

12. Approval of Signing Authorities and Bank

Materials:

- *Approval of Signing Authorities and Bank - Briefing Note*
- *Financial Controls and Procurement Policy*

The CEO referenced the Briefing Note and the Financial Controls and Procurement Policy.

Comments were received from participants, and it was recommended that the resolutions be revised to include job titles only. It was also noted that both accountants would be granted signing authority interchangeably.

MOVED By Terri Van Steinburg

SECONDED By Jason Tutt



- A. THAT the Registrar & CEO, the Chief Regulatory Officer, the Executive Director, Operations, and Accountant be appointed as signing authorities for the College of Complementary Health Professionals of British Columbia (the "College")
- B. THAT the Bank of Nova Scotia, Royal Bank of Canada, and Vancouver City Savings Credit Union be approved banks for the College's bank accounts.

CARRIED

13. Approval of Auditors

Materials:

- *Approval of Auditors Briefing Note*

The Executive Director, Operations, provided background information on the Briefing Note and advised that due to the amalgamation of the four regulatory health colleges, an audit is required for the stub year.

MOVED By Jocelyn Stanton
SECONDED By Benjamin Campbell

THAT the Grant Thornton LLP, KPMG LLP (Canada), and Manning Elliot LLP be appointed as auditors for the College of Complementary Health Professionals of British Columbia to perform the financial audits for the fiscal year ending June 27, 2024.

CARRIED

14. Approval of Board Governance Documents

Materials:

- *Approval of Governance Documents - Briefing Note*
- *Board and Committee Member Code of Conduct*
- *Board Policies*
- *Guidelines*
- *Committee Terms of Reference*

The CEO referenced the Board Governance documents and advised that changes may be made subsequent to June 28, 2024.

The Chair recommended that the policies be referred to the committees to be reviewed for suggested amendments.

MOVED By Jocelyn Stanton
SECONDED By Harman Pandher



THAT the Board RECOGNIZES that the College of Complementary Health Professionals of BC requires foundational governance documents in preparation for Legal Day 1 as a new College; and

THAT the Board UNDERSTANDS that the governance documents included in the Board package were developed before the final Bylaws were filed with the Ministry of Health; and

THEREFORE, BE IT RESOLVED THAT:

the governance documents as listed be approved as circulated with an effective date of June 28, 2024, subject to any changes to align with the final CCHPBC Bylaws once filed and in force:

- Board and Committee Member Code of Conduct
- Territorial Acknowledgement Policy
- Compensation for Indigenous Services Policy
- Appointment of 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
- Human Resources Committee Terms of Reference.

CARRIED

15. Approval of Finance Policies

Materials:

- *Approval of Finance Policies Briefing Note*
- *Financial Systems Administrative Policy*
- *Financial Controls and Procurement Policy*
- *Board and Committee Member Compensation (Honoraria) Policy*
- *Travel and Business Expense Policy*



The Executive Director, Operations, referenced the policies presented for approval, noting that staff are requesting a number of additional policies be drafted; this would include an operational policy for staff.

MOVED By Jocelyn Stanton
SECONDED By Jonathan Norton

THAT the finance policies listed below be approved as circulated with an effective date of June 28, 2024:

- Financial Systems Administration Policy
- Financial Controls and Procurement Policy
- Board and Committee Member Compensation (Honoraria) Policy
- Travel and Business Expenses Policy.

CARRIED

16.Appointment to Board Support Committees Discussion

Materials:

- *Appointments Board Support Committee Discussion Briefing Note*
- *Terms of Reference – Finance and Audit Committee*
- *Terms of Reference - Governance Committee*
- *Terms of Reference - Human Resources Committee*

The CEO referenced the Board Support Committee documents, advising that three to five members would sit on each committee. Comments were then received from members with regard to the appointment process.

The Chair recommended that the committees be made up of Board members only until they are fully functioning.

17.Next Meeting Date

The Chair advised that the next meeting would be held on September 27, 2024, in-person in Vancouver and that future meetings would be a combination of in-person and virtual; the time of the next meeting will be confirmed at a later date.

18.Closing

The meeting concluded at 2:49 p.m.