

COLLEGE OF MASSAGE THERAPISTS OF BRITISH COLUMBIA
BOARD MEETING
304-1212 West Broadway, Vancouver
Friday, August 24, 2018 at 9:30 AM
MINUTES

In Attendance:

Lynne Harris (Chair)
Claudia Lee (Vice-Chair)
Jana Konkin
Jennifer Lie
Lorna Pawluk
Ashley Leighton
Marieka Zimmerman
Nick Legault (via teleconference)

Regrets:

Nicholas Aubin

Also Attending:

Eric Wredenhagen (Registrar/CEO)
Annette Ruitenbeek (Director, Professional Practice)
Kate Parisotto (Director, Inquiry and Discipline)
Monica Winter (Financial Officer)
Kate Irvine (Paralegal/Administrator, Inquiry and Discipline) (Recording)

1. Call to order

The meeting was called to order at 9:30 a.m.

2. Roll call of members present

A roll call was conducted.

3. Approval of previous agendas

Motion: To approve the minutes of the public portions of the June 14 and June 15, 2018 Board meetings as circulated before the meeting, with one minor correction (Monica Winter was present at the June 15, 2018 meeting). *Carried.*

4. Approval of this agenda

Motion: To approve the agenda as circulated before the meeting. *Carried.*

5. Board Member declarations of conflicts of interest regarding any agenda item(s)

None.

6. Registrar's report

Mr. Wredenhagen briefly reported on recent meetings of the B.C. Health Regulators (BCHR) organization.

Mr. Wredenhagen invited Board members to participate in two upcoming events: the annual BCHR symposium on October 25-26 and the BCHR Board member orientation on November 1.

Mr. Wredenhagen provided an update on the September 2018 registration examination sitting. He advised that there would be approximately 344 candidates attempting part or all of the examination, which will be the largest registration examination sitting the College has had to date.

He also provided an update on staffing at the College.

Motion: To approve the Registrar's report. *Carried.*

7. Chair's report

Ms. Harris had no report to provide.

8. New Business

8.1 2019 Budget

8.1.1. Finance and Audit Committee Report

Ms. Winter provided a brief report on behalf of Mr. Aubin, the Chair of the Finance and Audit Committee.

8.1.2. Review of Financial Statements to June 30 and July 31, 2018

Ms. Winter reviewed with the Board the financial statements to June 30 and to July 31, 2018. She advised that overall, the budget was tracking favourably. A Board member noted that expenses for inquiry and discipline were low in the financial statements to date; in response, Mr. Wredenhagen advised that more activity was expected in the second half of the year.

8.1.3. Approval of 2019 Budget

Ms. Winter advised the Board of the steps that were taken by staff to prepare the proposed budget for 2019, including meetings with management-level staff and analyzing historical trends.

Ms. Winter reviewed with the Board the proposed budget, as circulated before the meeting.

Board members discussed the proposed increase in registration/renewal fees and were ultimately satisfied that the increase was appropriate, noting that it was only slightly higher than the rate of inflation.

Motion: To approve the 2019 budget as proposed. *Carried.*

8.1.4. Approval of Proposed Bylaw Amendment (2019 Fee Increase)

Ms. Parisotto introduced the proposed Bylaw amendment: a revised Schedule "B" to the Bylaws (Fee Schedule). She advised that the proposed Bylaw amendment incorporates the proposed fee increases from the 2019 budget.

Motion: To approve the Bylaw amendment as presented. *Carried.*

8.2. Consideration of Annual General Meeting (AGM) Resolutions

The AGM was held on June 15, 2018. At that meeting, a number of resolutions were raised by registrants, and the Board agreed to consider them all. Five resolutions were placed on the agenda for this Board meeting, and the remaining resolutions will be considered by the Board at its November meeting due to time constraints at this Board meeting.

8.2.1. Practice Consultant Advisor, Moved by Anne Horng, RMT

Mr. Wredenhagen advised that he was in agreement that the creation of a practice advisor position is desirable, though he noted that College staff do currently provide practice advice. He noted that the 2019 budget does not provide for this position and suggested that the Board give consideration to possibly implementing a practice consultant position in the 2020 budget year. The Board was in agreement.

8.2.2. Mandatory On-line Course Accommodation, Moved by Sandra Coldwell, RMT

Mr. Wredenhagen advised the Board that the College provides accommodation for RMTs who experience difficulty completing the College's online courses for reasons that are recognized under BC human rights law. He noted that federal human rights legislation (which is referred to in the resolution from Ms. Coldwell) is not applicable to the College, which operates within provincial legislative jurisdiction.

Ms. Ruitenbeek advised that the College's learning management software (Brightspace by D2L) has features allowing for accommodation of various impairments, including visually- and hearing-impaired course takers.

Mr. Wredenhagen noted that registrants without legally-recognized disabilities, while not entitled to a legal obligation of accommodation, are nonetheless provided with support by College staff.

8.2.3. Revising CEC Requirements within a Cycle and Reinstatement of Clinical Instruction for PD Credit, Moved by Nancy Brock, RMT and Mid-Cycle Quality Assurance Requirements, Moved by Anne Horng, RMT

The Board discussed these resolutions at the same time, as the resolutions have similar (though not identical) content.

Ms. Ruitenbeek provided the Board with an explanation of the decision not to award continuing education credits to instructors providing entry-level educational content, and why and how it was communicated. In particular, she noted that the criteria for approval of continuing education activities were not revised mid-cycle; rather, clarification regarding a previous informal practice was issued.

The Board and staff were in agreement that mid-cycle changes to the quality assurance requirements should be avoided. Staff advised that they did not anticipate any further changes occurring mid-cycle.

8.2.5. Consultation with Stakeholders, Moved by Damon Marchand, RMT

Mr. Wredenhagen spoke to the definition of a “stakeholder”. He advised that the College views stakeholders as including the public, registrants, applicants and examination candidates, other regulatory bodies in B.C., other massage therapy regulators in Canada, and the B.C. Ministry of Health, as well as massage therapy professional associations in B.C. and elsewhere in Canada. He advised that the College is in regular contact with all of these individuals and entities.

He noted that the development of standards of practice and similar documents forms part of the College’s public interest mandate, and is not work to be done in collaboration with any professional association. Mr. Wredenhagen differentiated between consultation and collaboration. He gave the example of inviting feedback on the boundaries standard. The Board was in agreement.

Motion: To direct staff to summarize the responses to the resolutions agreed to by the Board and publish the responses on the College’s website. *Carried.*

8.3. Proposed Consent Standard of Practice

8.3.1. Patient Relations Committee Report

On behalf of the Patient Relations Committee and its Chair Michael Wiebe, Ms. Lie provided a brief report about feedback provided by the Patient Relations Committee during the development of a proposed new standard of practice on consent.

8.3.2. Approval that Proposed Consent Standard of Practice be Posted for Consultation

The Board discussed the proposed standard of practice on consent. The Board agreed on a few minor wording changes to be made before the proposed standard would be posted for consultation. The Board members discussed that feedback from registrants would be useful, and agreed with staff that resources should be made available once a new standard is approved and in force.

Motion: To approve that the proposed consent standard be published for notice and consultation. *Carried.*

8.4. Approval of B.C. Health Regulators’ Quality Assurance Framework

Ms. Ruitenbeek advised that the Quality Assurance Committee has reviewed and adopted the BCHR Quality Assurance Framework and recommends that the Board adopt it.

Motion: To adopt the B.C. Health Regulators’ Quality Assurance Framework. *Carried.*

8.5. Remaining Committee Reports

8.5.1. Discipline Committee Report

Ms. Lie advised that there is nothing to report at this time, as there are no discipline hearings pending.

8.5.2. Inquiry Committee Report

Ms. Pawluk referred to her written report, circulated before the meeting. She advised that the Inquiry Committee continues to be busy.

8.5.3. Quality Assurance Committee Report

Ms. Konkin reported that Quality Assurance Committee members recently finalized requirements for Cycle 12, which runs from November 1, 2018 to October 31, 2020. She also reported that the Quality Assurance Committee continues to work with Dr. Susan Glover Takahashi on CMTBC's Next Generation QA Program.

Motion: To approve the three committee reports as presented. *Carried.*

8.6. Scheduling 2019 Board Meeting Dates

Mr. Wredenhagen and Ms. Parisotto discussed the process for setting Board meeting dates for 2019. Proposed dates would be circulated by email following the Board meeting.

The Board decided to move the Board meeting scheduled for November 16, 2018 to November 23, 2018.

8.7. Reserved Title Model

Staff provided a brief explanation of the reserved title model for health professional regulation adopted as policy by the B.C. government, in response to some questions from a Board member.

9. Adjournment

Motion: The meeting was adjourned at approximately 12:15 p.m. *Carried.*



Registrar



Chair