



College of  
**TRADITIONAL  
CHINESE MEDICINE  
PRACTITIONERS +  
ACUPUNCTURISTS**  
of British Columbia

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## **BOARD MEETING MINUTES September 21, 2019**

**In attendance:** Peter Stevenson-Moore (Chair), Weijia Tan (Vice-Chair), Joelle Berry, Guo Ding, Kim Graham, Oleh Ilnyckyj, Rachel Ling, Edwin Liu, Beverly Osachoff, Jocelyn Stanton, Jonathan Ho (Registrar), Maharukh Bhagat (Recorder)

**Regrets:** Shawn-Poppi Sabhaney, Weidong Yu

The Board Chair reported to the Board that Mr. Shawn-Poppi Sabhaney and Dr. Weidong Yu had sent their regrets for the meeting.

### **1.0 CALL TO ORDER & WELCOME MESSAGE**

The meeting was called to order by the Chair at 9:00 a.m.

The Chair acknowledged that the land on which we gathered is the unceded territory of the Coast Salish Peoples, including the Squamish, Tsleil-Waututh and Musqueam nations whose historical relationships with the land continue to this day.

### **2.0 AGENDA**

The Chair reported that a Board member had requested a discussion on the subject about creating a set of guidelines around injection techniques, as it is the Board member's belief that the registrants and the public seem to have a number of questions on this matter. The Board agreed that this issue be forwarded to the Quality Assurance Committee for discussion and noted the Board member's interest in participating in such work.

The Agenda was adopted as presented at the meeting.

### **3.0 MINUTES OF MEETING - JUNE 8, 2019**

Minutes of the June 8, 2019 meeting, approved on July 11, 2019, were circulated at the meeting.

A Board member expressed concern that the following discussion held for "Agenda item #5.6 - CARB-TCMPA Update" was not included in the Minutes of the June 8, 2019 Board meeting.

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The members were reminded about the discussion regarding the CARB-TCMPA having designated funding to hire the Executive Director. The appointment would help reduce the workload of the College's Registrar, as the President of CARB-TCMPA.

The Vice-Chair as College Board representative to the CARB-TCMPA Board reported that discussions regarding hiring the Executive Director were held at the CARB-TCMPA Board meeting on August 27-28, 2019.

The matter arising at the meeting was that, with funds allotted the hiring of the Executive Director by CARB-TCMPA should be prioritized.

#### **4.0 ANNUAL GENERAL MEETING (AGM)**

##### **4.1 AGM Format**

The Chair briefed the members about the proceedings planned at the event:

- The Education Seminar: Presentation on Practice Support Program (PSP) by Dr. David Cane & Dr. Brad Matthews
- AGM: Set-up - the seating arrangement for the Board members; and the Agenda for the AGM
- The Question & Answer Session

The Board was informed that the Association of Traditional Chinese Medicine and Acupuncture Practitioners (ATCMA) have scheduled their general meeting for two hours at the same venue prior to the College's AGM.

##### **4.2 Requests for 2019 AGM**

The following were circulated at the meeting:

1. A memo on "Requests for 2019 AGM" was circulated. The memo outlined the background of the letter received by the College on August 14, 2019, from Mr. Reagan Chu, signed by 11 registrants with an assessment of the requests.
2. Letter from Mr. Reagan Chu regarding "Requests for 2019 AGM".
3. Response letter from the Registrar to Mr. Reagan Chu.
4. Briefing for CTCMA's AGM 2019 - answers prepared for the requests/questions received in Mr. Reagan Chu's letter.

The Chair briefed the members on the process to be followed at the Question & Answer session to be held after the AGM.

- to start with a Video in English & Mandarin which addresses several of the questions received by the College and about which there is some confusion. The video was presented to the Board members.
- respond to the requests/questions which were received in advance from the Registrants - answers prepared as circulated at the meeting to be responded by the Chair, Registrar and a few other Board members.
- open the floor for any other questions - Board members to be prepared to answer questions or provide information if called upon.

Discussions were held.

### **4.3 Financial Statement**

The Chair of the Finance Committee informed the Board that on behalf of the Auditors he will be presenting the Financial Statements for the fiscal year ending in March 2019 and provide a highlight of the major items.

It was decided that the Finance Committee Chair will answer questions directed to the Report at the AGM. Any other questions related to finance will be answered at the Question & Answer session following the AGM.

A general discussion was held about the standard practice to be followed by Board members to respond to inquiries from any individuals regarding College activities. It was decided that for any such inquiries received by Board members, the individuals should be guided to refer to information available on the College website. The above decision was supported by the members.

## **5.0 REGISTRAR REPORT**

### **5.1 Board Meeting Feedback Survey**

A memo dated August 13, 2019 "Re: the June 8, 2019 Board Meeting Feedback Survey Results" along with the Survey Results were circulated at the meeting.

The Registrar reported that a governance section was added to the survey on which feedback received was positive.

The Registrar also briefed the Board on the summary of suggestions included in the memo and staff's analysis for improvements to the facilitation of meetings.

In view of one of the open-ended comments from the Board survey, the Chair suggested to consider holding Board meetings on weekdays. The Registrar committed to include a question on this topic to the Board in the next survey, as well as compile a cost benefit analysis for the Board's review at the next meeting on December 7, 2019.

### **5.2 CTCMA Meetings and Events**

"CTCMA Meetings and Events" for June, July & August 2019 outlining major activities undertaken by the College was circulated at the meeting.

A question arose as to the value of this document.

Discussions were held with the following outcome:

- That only big events which occur during the three months need be documented, as the report is not serving the originally intended purpose ;
- That it is the Board's obligation to be aware of Operations.

The Board observed that the report provides information on operational issues and acknowledged that reporting from management should be focused on governance, strategic planning and policies.

The Registrar asked for directions from the Board on whether they expect to have operational oversight or only on governance, policies and operational performance.

The Board directed the Registrar to modify the approach of presenting the college activities to the Board.

### 5.3 BCHR Regulatory Hub

Memo to the Board dated August 14, 2019 "Re: BCHR Regulatory Hub" was circulated at the meeting. The Registrar provided an update to the Board regarding the office move to the new location at 200 Granville Street, 9<sup>th</sup> floor ('the HUB'). The Registrar further reported to the Board that from the staff's perspective, the change has been positive. However, there have been some IT challenges which the staff is working to address.

The Registrar committed to the Board to provide a cost analysis with comparative costings, which will be reported to the Board at the next meeting on December 7, 2019.

### 5.4 CARB-TCMPA Update

Memo to the Board dated September 5, 2019 "Re: CARB-TCMPA Update", from both the Vice-Chair and the Registrar as CTCMA's Board & Staff Representatives, was circulated at the meeting,

CARB-TCMPA Highlights reported by the Registrar:

- Confirmation that 7 years of overdue tax filings have been submitted to the Canada Revenue Agency under the Voluntary Disclosure Program;
- Financial position remains healthy with sufficient funding to ensure the sustainability of the organization;
- Officers' positions were all filled; however, recently CARB-TCMPA Board's Secretary-Treasurer vacated due to changes at CTCMPOA;
- Committed to national standards as funding becomes available for projects;
- Confirmation that the CTCMABC's Registrar remains President and that CAAA's Registrar has been appointed as Vice-President;
- Commitment to hire an Executive Director to implement the CARB-TCMPA 2019-2023 Strategic Plan and oversee the day-to-day operations of the organization.

The Vice-Chair as Board representative on the CARB-TCMPA Board mentioned that members of CARB-TCMPA are working together and contributing towards the regulation of the profession.

An update was provided on the CARB-TCMPA activities:

- Agreement by the Employment Skills Development Canada to add a national occupational code for TCM practitioners and acupuncturists subject to approval from Statistics Canada;
- Funding applications are underway to develop an online practice test and predictor test and to develop common academic standards;
- Commitment to develop a national model to incorporate the Updated Entry-Level Occupational Competencies for the Practice of TCM in Canada including a practical assessment.

The Vice-Chair recommended that the Board support the Registrar for CARB-TCMPA activities and also in allocating appropriate funding for CARB-TCMPA projects.

The Vice-Chair also informed that the Board's concern about time spent by the College's Registrar on CARB-TCMPA activities was discussed at the CARB-TCMPA's Board Meeting held on August 27 and 28, 2019 in Vancouver, BC.

The Registrar reported that BC's contribution was appreciated, and the CARB-TCMPA Board acknowledged the need for hiring an Executive Director.

## 5.5 Board Members Terms of Office

Memo to the Board dated August 14, 2019 "Re: Board Members Terms of Office" was circulated at the meeting.

### Background

The College currently has 12 Board members. Among the 12 Board members, six are registrant Board members and six are public Board members.

The registrant Board members' and the public Board members' terms of office were provided in the memo.

### Registrant Board Members

Of the six registrant Board members, the terms of office for three of them are due to expire on January 15, 2020. Accordingly, an election for three registrant positions will take place this year in accordance with s. 6 and 7 of the Bylaws.

The election procedure will remain the same as the 2016 and 2018 Board Election. The College will engage with Simply Voting Inc., the firm that the Board selected for the College's electronic voting needs in the 2016 Board election, to administer the 2019 Board Election.

### Public Board Members

All six public Board members' terms of office will expire on December 31, 2019. Accordingly, staff from the Ministry of Health had requested that the Board Chair complete the necessary forms provided by the Crown Agencies and Board Resourcing Office (CABRO) at the Ministry of Finance.

The College is pleased to report that all six public Board members have agreed to pursue a reappointment.

The Registrar reported that the reappointment package has been submitted to the Ministry. The Board will be updated when response is received.

Discussions were held and suggestions offered for approaches to educate the candidates running for elections:

- educate the candidates on the role of a Board member;
- educate candidates to provide appropriate statements for the election;
- familiarity about conflict of interest and oath of office.

The Registrar informed the Board about steps taken:

- In 2018 the Bylaw Amendment Task Force was appointed to amend the Bylaws to improve governance of the College; subsequently, the Nomination Form was drafted by the Governance Committee to ensure that the College can attract quality candidates.
- The videos to be presented at the 2019 AGM will communicate the need of having a strong Board and what makes a good Board member.

*Break at 11:00 a.m. Meeting continued at 11:15 a.m.*

## 5.6 2019 Registrant Statistical Analysis Report

Memo to the Board dated September 5, 2019 "Re: Registrant Statistics Analysis Report Highlights" along with the 2019 CTCMA Registrant Report by Verita Strategy Group Inc. was circulated at the meeting.

The Registrar reported that the College engaged Verita Strategy Group Inc. to analyze the registrant data in its database as of March 31, 2019. The purpose of the analysis was to find out whether there were any trends in registration or complaints and to assist with strategic and operational planning. An overview on the statistics was provided.



The Chair of the Inquiry Committee expressed his appreciation for the report presented. However, it was pointed out that analysis on the complaints that resulted in regulatory actions was not specifically conducted.

The Chair thanked the Registrar for presenting the details in the Report and the Registrar was directed to circulate the Report to the Education & Examination Committee, the Quality Assurance Committee and the Registration Committee.

#### **5.7 CTCMA v. CHIK (2019BCSC1135)**

The Chair of the Inquiry Committee recused himself from the meeting.

Memo to the Board dated September 12, 2019 "Re: CTCMA v. Chik, 2019BCSC1135" along with the Supreme Court decision was circulated at the meeting.

In February 2016, the Vancouver Coastal Health Authority contacted the College to report an anonymous complaint that acupuncture was being practiced illegally at a private residence.

The Registrar provided an overview to the Board on this matter as well as the Supreme Court decision.

#### **5.8 Public Communications**

Memo to the Board dated September 11, 2019 "Re: "Public Communications" was circulated at the meeting.

##### **Overview**

In 2018 the College initiated a media campaign which ran in April and May of last year. The goals of the program were to increase public awareness. A third-party research study commissioned by the College and conducted in February of this year concluded that while there was a certain level of awareness of TCM being regulated and of the purpose of the College, levels were not where they would ideally be. The research results support a second foray into the market. The same print and television creative material will be used which will result in the College being able to allocate the entire budget to disseminating the College's message.

Discussions were held and the following suggestions were provided by Board members:

- To explore methodology to reach the public through Registrants. Rather than using media as means of communication, Registrants can reach out to the public.
- Associations should do the branding for the profession.

These strategies were supported by the Board members.

#### **5.9 Business conducted by email between June 9, 2019 and September 21, 2019**

The Chair recognized that the following motions had already been approved:

On July 3, 2019 the Board passed the Resolution:

***That the 2019 Audited Financial Statements for the fiscal year ending March 31, 2019 be approved.***

On July 11, 2019 the Board passed the Resolution:

***That the minutes of the June 8, 2019 Board meeting be approved.***

## 6.0 KWANTLEN POLYTECHNIC UNIVERSITY (KPU) DEGREE PROGRAM

The Chair informed the members that the Kwantlen Polytechnic University (KPU) had submitted a "KPU TCM degree" proposal to the Ministry of Advanced Education. A letter of support for the degree program was requested from CTCMA. Supporting documents were provided by KPU, which were reviewed.

The Board Chair prepared a draft letter for the Board's review and feedback. Discussions were held.

### **Motion:**

***That the matter be referred to the Education & Examination Committee, for discussion regarding higher education.***

M/C

*Lunch Break 12:15 p.m. - 12:30 p.m. (Working Lunch - discussions continued)*

## 7.0 GOVERNANCE COMMITTEE UPDATE

The following were circulated at the meeting and discussed in the closed part of the meeting.

1. A memo dated September 21, 2019 from the Chair of the Governance Committee "Re: Registrar Performance Management System: Informal Feedback Process and Mercer's Year-End Performance Assessment Survey 2019".
2. A copy of the presentation from Mercer - Ailsa Forsgren, on "Preparing for the Registrar and CEO Performance Assessment".

## 8.0 MINUTES OF EXECUTIVE COMMITTEE MEETING AUGUST 23, 2019

Minutes of the August 23, 2019 Executive Committee meeting were circulated at the meeting.

## 9.0 MINUTES OF IN-CAMERA MEETING JUNE 8, 2019

Minutes of the June 8, 2019 In-Camera Board meeting were circulated at the meeting.

## 10.0 COMMITTEE APPOINTMENTS

Memo to the Board dated September 11, 2019, "Re: Committee Appointments" was circulated at the meeting and discussed in the closed part of the meeting.

There was consensus from the Board to appoint the following Board members to committees.

### ***Discipline Committee:***

- ***Joelle Berry as Member and Chair of the Committee***

### ***Quality Assurance Committee: appointed for one year***

- ***Kimberley Graham***
- ***Rachel Ling***

## **11.0 CONTINUING COMPETENCY PROGRAM REQUIREMENTS UPDATE**

Memo to the Board dated August 16, 2019 "Re: "Continuing Competency Program Requirements Update of Category A(2) Condition" along with reference material was circulated at the meeting and discussed in the closed part of the meeting.

## **12.0 PAN-CANADIAN EXAM HONORARIUM**

Memo to the Board dated September 5, 2019, "Re: Pan-Canadian Examination Honorarium" along with reference material was circulated at the meeting and discussed in the closed part of the meeting.

*Break at 2:45 p.m. Meeting continued at 2:55 p.m.*

## **13.0 STRATEGIC PLAN 2019-2022: UPDATE 2019 - Q2**

The Registrar reported on the Strategic Plan 2019-2022; 10 out of 11 Key Performance Indicators (KPIs) for the second Quarter of 2019 were completed.

- 13.1** Progress reports on 7 KPIs were circulated at the Board meeting and discussed in the closed part of the meeting.
- 13.2** Progress reports on the following were circulated and discussed at the meeting.
- BCHR Quality Assurance Framework incorporated into PSP
  - Progress report on BCHR Patients Relations Working Group provided to the Board
  - 50% of deficiencies regarding the College Website identified by the Ministry of Health had been addressed

*Guo Ding left the meeting at 3:45 p.m.*

## **14.0 COMMITTEE REPORTS**

The detailed Reports for each Committee circulated at the meeting were as follows:

### **14.1 Education & Examination Committee: Report by Weijia Tan (Committee Member)**

#### **14.1.1 Committee Meeting**

The committee met on August 26, 2019.

#### **14.1.2 2019 Dr.TCM Clinical Examination**

A total of 36 candidates undertook the Dr.TCM Clinical Examination on July 13 & 14, 2019. A standard setting workshop was conducted on July 24, 2019 and 6 professionals attended the workshop with facilitation from the psychometrician of our examination provider, Yardstick Assessment Strategies. The recommended cut score was submitted to the EEC-Examination Panel and received approval on July 25, 2019. The result was released on August 13, 2019.

The 2019 Dr.TCM Examination (both the written and the clinical examinations) was the first administration of the examination that fully aligned the Entry-Level Occupational Competencies for the Doctor of Traditional Chinese Medicine 2014, which was developed by the College over the period 2013-2014, and the updated blueprint for the Dr.TCM examination (August, 2016). Candidates and TCM schools were given time to adapt to the competencies and the updated blueprint over the last few years.



#### **14.1.3 2019 Pan Canadian Examination**

A total of 216 applications have been received for the 2019 Pan Canadian Examinations. Among them, 2 applicants withdrew before the deadline. The EEC-Education Panel met twice on July 23 and August 14 to review all the applications. The examination applications of 205 applicants have been approved.

#### **14.1.4 Interactive Safety Course Development**

The test items for the new interactive safety course has been revised by a subject matter expert in August 2019. Some new items are being developed to enrich the item bank. A review by subject matter experts will be conducted in Fall 2019.

#### **14.1.5 Education Program Review**

The Expert Panel completed the review on the proposed curriculum change for two schools. The Panel has also scheduled the annual site visit to three TCM schools in Fall 2019.

#### **14.2 Finance Committee: Report by Edwin Liu (Committee Chair)**

The following were circulated at the meeting:

1. Finance Committee Report to the Board - September 21, 2019.
2. Memo to the Board dated September 6, 2019, "Re: June 2019 Financial Statements".
3. Financial statements for June 2019.

A meeting of the Committee was held on September 11, 2019. The financial statements to June 30, 2019, were reviewed as attached in the Board binder. The statements reflect income and expenses for the first 3 months of the fiscal year, April 1, 2019 to June 30, 2019. At the end of the fiscal year, total actual income was \$1,875,890.16 and total actual expenses is \$470,325.27 which will result in a net income of \$1,405,564.89.

#### **14.3 Governance Committee: Report by Jocelyn Stanton (Committee Chair)**

The Governance Committee Chair liaised with Board members in August and September as part of the process for the Registrar Evaluation for 2019. A separate memo is provided to the Board on this matter.

#### **14.4 Inquiry Committee: Report by Oleh Ilnyckyj (Committee Chair)**

The following were circulated at the meeting:

1. Inquiry Committee Report to the Board - September 21, 2019.
2. A summary of the Committee's open cases.

Four meetings (Inquiry Panels) had taken place since June 8, 2019. There are 18 current files, of which 7 are ongoing cases, 4 are deferred cases due to registrant being out of the country, 4 are deferred cases awaiting MSP action, and 3 are new cases. One case was closed under s. 33(6) of the *Health Professions Act*. One citation was issued. There were 9 cases involving suspension and one case before the Health Professions Review Board.

#### **14.5 Quality Assurance Committee**

##### **14.5.1 Practice Support Program (PSP)**

The PSP consultant Dr. David Cane and Practice Advisor Brad Matthews, Dr. TCM presented a 2019 Mid-Year Report on the PSP to the Committee. In the presentation, the consultant and Practice Advisor illustrated how the PSP is consistent with the Quality Assurance Program Position Statement created by the BC Health Regulators (BCHR), that was adopted by the Board on December 8, 2018.

#### 14.5.2 Determining High Risk Activities

In the Strategic Plan, a tactic (1.2.A.i) that the Committee is required to meet in 2019 Q2 is to identify high-risk activities and to prioritize which activities will require new standards or which existing standards require amendment/update. Staff drafted a 1-year workplan for developing practice standards which will meet the KPI 1.2.A.i as well as the KPI 1.2.A.ii, which states that standards of practice for high risk activities are to be updated by 2020 Q2. The workplan includes guiding principles based on risk-based regulation, right-touch regulation, and Standard of Good Regulation. A brief environmental scan of practice standard data was conducted, and data were presented to the Committee. Data were collected from other regulatory colleges in BC, TCM regulatory colleges in Ontario and Alberta, registrants' practice-related enquiries, and Inquiry Committee (IC) data from 2016-2018.

#### 14.5.3 Continuing Competency Requirements

The Committee agreed to submit a recommendation to the Board to update Category A2 Definition for the Continuing Competency Program as follows:

##### **A2 Electronically offered continuing education when two conditions are met**

- (i) attendance is taken and monitored, and
- (ii) there is an assessment tool for the course. M/S/C

#### 14.6 Registration Committee: Report by Peter Stevenson-Moore (Committee Chair)

The Registration Committee held a meeting on June 13, 2019 and August 22, 2019. The next meeting is scheduled on October 24, 2019.

- Statistics Report – RC Case for Review

	June 13, 2019	August 22, 2019
Cases reviewed	6	4
Approval / Conditional Approval	6	3
Rejection	0	1
Pending case	0	0
Appeals against the decision of the committee	0	0

		RAC	RTCMH	RTCMP	DRTCM	Student	Total Approved Applications
2019	April	26	0	16	0	27	69
	May	29	0	18	0	29	76
	June	8	0	7	0	6	21
	July	10	0	6	0	15	31

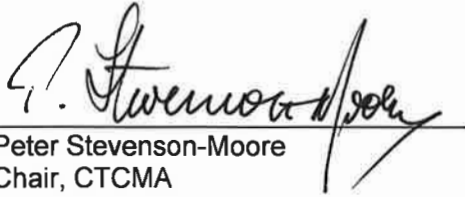
There being no other business, the meeting was adjourned at 4:15 p.m.

#### **Motion:**

***That the meeting be adjourned.***

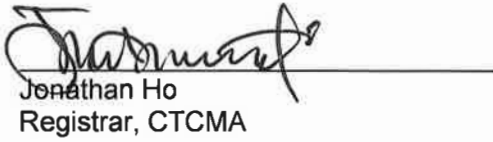
M/C

The next meeting is scheduled on December 7, 2019 at 900 -200 Granville Street, Vancouver.



Peter Stevenson-Moore  
Chair, CTCMA

December 7, 2019  
Date



Jonathan Ho  
Registrar, CTCMA

December 9, 2019  
Date