Presiding officer: Dr. Nina Szpakowski

Members present: Dr. Scott Arnold
Dr. Lois Batty
Dr. Ken Bridge
Dr. Larry Caven
Dr. Peter Conlon
Dr. Jennifer Day
Ms. Lisa DeLong
Mr. Sean Ford
Mr. Murray Hunt
Dr. Barbara Leslie
Dr. Marc Marin
Dr. Alison Moore
Dr. Elizabeth Saul
Dr. James Vanhie

Regrets: Ms. Lynn Patry
Dr. Mike Pownall

Appointed officer: Ms. Jan Robinson, Registrar

Staff in Attendance: Ms. Kim Huson, Communications Specialist
Dr. Glenn Pettifer, Senior Partner, Quality Practice
Ms. Beth Ready, Executive Partner, Corporate Services
Ms. Karen Smythe, Senior Partner, Standards & Policy

Other Regrets: Ms. Melissa Marshman, Student Representative

Guests: Ms. Katherine Hoffman, OMAFRA Representative
Mr. Raj Anand, WeirFoulds LLP
(11:00 – 12:00)
Dr. Doris Dyson
Dr. Daniel Mudrick
Dr. Shannon Noorlander
Dr. Karol Mathews
Kathleen Alcock (OVC Student)
Kelly Kozlowski (OVC Student)
Julie Langeman (OVC Student)
Samara van der Smissen (OVC Student)
1. **Call to order**

Dr. Szpakowski called the meeting to order at 9:00 a.m. She welcomed Mr. Sean Ford, newly appointed CVO public member.

Dr. Szpakowski welcomed guests who were in attendance.

2. **Adoption of Agenda**

Dr. Szpakowski added the following item:

8.7 **Appointments to the Discipline Committee**

**MOTION:** It was moved and seconded,

“That the agenda be adopted as amended.”

CARRIED

3. **Conflict of Interest**

Dr. Peter Conlon declared a conflict with agenda item 8.2.

4. **Consent Agenda**

Councillors reviewed the consent agenda and it was requested that

- Item 4.3 – Registrar’s Report
- Item 4.4.5 – Executive Committee Report

be removed from the consent agenda to be discussed separately

**MOTION:** It was moved and seconded,

“That the Consent Agenda be approved with items 4.3 and 4.4.5 to be discussed separately.”

All of the following consent agenda items were approved as presented:

- 4.1 Approval of Minutes
- 4.2 President’s Report
- 4.4 Committee Reports
  - 4.4.1 Accreditation
  - 4.4.2 Registration
  - 4.4.3 Complaints
  - 4.4.4 Discipline
  - 4.4.6 Quality Assurance
- 4.5 Ratify Executive Committee Motions:
“That the Executive Committee appoint Dr. Jennifer Kays as a non-Council member of the Complaints Committee effective immediately.”

“That the Executive Committee direct staff to broaden the scope of the draft Position Statement, “Equine Scope of Practice,” to focus on the College’s interpretation of “unauthorized practice.”

“That the Executive Committee appoint Mr. Sean Ford as a member of the Quality Assurance Committee effective immediately.”

CARRIED

4.3 Registrar’s Report

The Registrar reported that she attended a meeting at the office of the Ontario Fairness Commissioner (OFC) to discuss the College’s 2011 Annual Report and recommendations. The College is currently preparing its practices report for 2012 and it will be submitted to the OFC by March 1, 2013.

The Registrar informed Council that the Council Manual has been revised and each Council member will receive the Manual on a USB key.

The Registrar noted that included in her report was a new addition of a “Policy and Project Planner.” The chart will assist with planning and priority setting related to the Council’s policy agenda.

The Registrar responded to questions from Councillors relating to the information technology infrastructure, review of the Complaints Committee and results of the tendering process for legal positions at the College.

MOTION: It was moved and seconded,

“That the Council of the College of Veterinarians of Ontario accept the Registrar’s Report as presented.”

CARRIED

4.4.5 Executive Committee Report

A councillor questioned the follow-up process of information received from the Annual General Meeting (AGM). The Registrar informed that there are official minutes produced from the AGM and information received regarding the Members’ Forum standards discussion is included in the standards discussion for today’s meeting.
MOTION: It was moved and seconded,

“That the Council of the College of Veterinarians of Ontario accept the Executive Committee Report as presented.”

CARRIED

5. Finance Report

5.1 Financial Statements ending December 31, 2012


MOTION: It was moved and seconded,

“That the Council of the College of Veterinarians of Ontario accept the financial statement ending December 31, 2012, as presented.”

CARRIED

5.2 Financial Health Strategy

At its meeting held in November the Registrar was directed to obtain further information and bring options forward to its next meeting.

The Registrar provided a Financial Health Strategy proposal, including reserve planning and revenue strategy for Council’s consideration.

Council vigorously discussed its concerns regarding the financial future of the College.

MOTION: It was moved and seconded,

“That the Council of the College of Veterinarians of Ontario accept, in principle, an initial fee increase for 2013 in the amount of $200.00 and a $50.00 increase for the years 2014 and 2015, and a $25.00 increase for 2016.”

CARRIED

MOTION: It was moved and seconded,

“That the Council of the College of Veterinarians of Ontario approve the leverage of investments at Dominion Securities to no more than $1,000,000 in a margin agreement to provide an emergency line of credit.”

CARRIED
The Registrar will proceed with entering into this contract.

The Registrar informed Council that the College’s financial health will be communicated to the membership. Possible communication vehicles to the membership include:

- a newsletter focused entirely on the financial health of the organization and its business management approach
- offering two or three webinars with the Registrar and President
- developing a key messaging document for Councillors
- open sessions at the April and June Council meetings for members to address questions and concerns face-to-face

Changes to Schedule 2 of the By-law (Fees) will be brought forward for approval for circulation at the April meeting. A review of the accreditation fees will be included as requested.

6. **Strategic Alignment**

6.1.1 **Council Meeting Evaluation**

Council reviewed the November 21, 2012, evaluation summary.

Dr. Szpakowski informed Council that the Executive Committee reviews the evaluation summary prior to being forwarded to Council.

6.1.2 **Annual Evaluation**

Council was provided a copy of the Council Effectiveness evaluation. The Registrar brought to Councillors’ attention key learning areas for the coming year. In particular, the Registrar informed Council that an Executive Committee minute book will be available at Council for review by any Councillor, as well, an opportunity for any interested Councillor to approach the President and attend an Executive Committee meeting as an observer.

6.2 **Strategic Plan 2010-2013 Tactics Update**

The Registrar reviewed with Councillors a progress report on the Year 3 Tactics.

6.3 **Communication Strategy Report**

Council has previously participated in an exercise providing input on engaging its members and the public, including developing and managing the College’s reputation. As well, Council was provided an update and overview on the College’s Communications Plan. The values and objectives identified in the exercise are being used to form the College’s direction for the branding component of the communications strategy.
The College is beginning to move through efforts to refine and focus its personality and to establish key messages for outreach to the veterinary community as well as to the general public. Customer service remains at the forefront of staff training. Staff has established a "knowledge exchange group" focussed on customer service. The College is making use of existing data and conducting a survey of licensees to formulate a reputation benchmark to be used as a starting point for evaluation of the ongoing effectiveness of the communications strategy.

Council reviewed a chart outlining the areas of focus for the Communications Strategy, which included: reputation benchmark survey of licensees, training brand ambassadors, brand outreach to veterinary community, brand outreach to the public and public & profession outreach – areas of cross-over value. The chart outlined the progress that has been made to date.

6.4 Council Roundtable

Councillors were given the opportunity to raise any matter that they believed was relevant to the College. Some issues raised include:

- the current status of the horse racing industry
- what is permissible to publish relating to complaints committee decisions
- a suggestion of having other regulatory bodies attend Council to make presentations
  - the Registrar commented that a presentation is confirmed for staff entitled Managing/responding to Difficult People, and other regulatory bodies are confirmed to make presentations at the April and September Council meetings

7. Presentation

Human Rights 101
At this time Mr. Raj Anand from WeirFoulds LLP provided a presentation to Council and CVO staff entitled “Human Rights 101.”

8. Public Policy

8.1 Strategy 2016

The Registrar led the discussion commenting that the proposed plan was reviewed by the Strategic Planning Committee, which is comprised of Dr. Szpakowski, Dr. Moore, Ms. Patry and the Registrar.

Councillors were provided with a copy of the Strategic Plan 2016 Proposal.
MOTION: It was moved and seconded,

“That the Council of the College of Veterinarians of Ontario accept the Strategic Plan 2016 Proposal as presented.”

CARRIED

Discussion ensued as Councillors considered the current vision, mission, and core values of the College.

MOTION: It was moved and seconded,

“That the Council of the College of Veterinarians of Ontario approve adding the word “Accountability” to the College’s Core Values.”

CARRIED

MOTION: It was moved and seconded,

“That the Council of the College of Veterinarians of Ontario agree to retain the current Vision and Mission of the College as stated.”

CARRIED

Council robustly provided their answers to the following questions:

a) What key issues do you believe are affecting veterinary medicine now?

b) What key issues do you believe will be affecting veterinary medicine by 2020?

c) What key regulatory matters do we need to pay attention to?

The Registrar asked Councillors to forward any additional ideas to her within the next two weeks. The information gathered will be included into a report, which will be provided at its meeting in April.

8.2 O.Reg. 1093 Amendments: Holding Out - Naming

Dr. Peter Conlon made a declaration of conflict and left the meeting for the duration of the discussion.

Ms. Karen Smythe, Senior Partner, Standards and Policy, led the discussion.

At its meeting held in September 2012, Council accepted the amended document “Proposed Amendments to “Holding Out” section of Ontario Regulation 1093 and to circulate the document to stakeholders for consultation. Council decided that changes to section 41 required further consultation with stakeholders before submitting name-specific amendments to the Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA). The Consultation posting asked
stakeholders to pay particular attention to the wording of the proposed amendments.

Council considered annotated amendments to O.Reg. 1093, the Briefing Note considered by Council at its September 2012, meeting, the College Consultation posting, as well as a summary of submissions from stakeholders.

**MOTION:** It was moved and seconded,

“That the Council of the College of Veterinarians of Ontario accept the draft proposed changes to Ontario Regulation 1093 as presented, except for clause 41.1 (1.1), which will be removed in its entirety.”

CARRIED

The draft amendments will be forwarded to OMAFRA for inclusion in its work on Ontario Regulation 1093.

8.3 Confirming Practice Standards

Ms. Karen Smythe, Senior Partner, Standards and Policy, led the discussion.

In October 2012, the Executive Committee reviewed a document called “Toward a Standards Framework” along with two sample Standards – Medical Records and Informed Owner Consent. Staff was directed to bring the Records document back with a complementary Guideline sample.

The Members’ Forum presentation by Richard Steinecke on January 23, 2013, was titled, “Setting Standards: Supplying Support of Unnecessary Interference?” Members present at the Forum shared key points made during group discussions.

The Executive Committee discussed at its meeting held January 30, 2013, the Members’ Forum and reviewed two revised draft documents. Staff was directed to bring the items forward to Council for its consideration.

Council considered a Standards Framework paper, suggested Policy Conversion Chart, draft Medical Records Professional Practice Standard, and draft Guideline-Medical Records for Companion Animal Practice.

**MOTION:** It was moved and seconded,

“That the Council of the College of Veterinarians of Ontario direct staff to proceed with re-formatting identified existing policies as “Professional Practice Standards” and creating or amending corollary guideline documents, as appropriate.”

CARRIED
Communications to the membership and the public about this direction will also be developed.

8.4 Pain Management

Dr. Glenn Pettifer, Senior Partner, Quality Practice, led the discussion.

At its meeting held in October 2012, the Executive Committee was presented with an “Initial Analysis – Pain Management in Companion Animal Medicine.” The Committee directed the Registrar to develop the initial analysis using the Public Policy Decision Tree; review complaints and discipline cases related to companion animal practice and the intersection of those cases with poor pain control; and research the work of other jurisdictions.

This was presented to the Executive Committee at its January 2013, meeting. It was agreed that this issue should be brought forward to Council for discussion.

Council considered a Briefing Note on “Regulatory Approaches to Pain Management,” Public Policy Decision Tree, previous correspondence from OVMA, Veterinarian Oath, CVMA’s Position Statement – Pain Control in Animals, and a letter from the OVC Student Body.

Council robustly discussed the issue and directed staff to develop a document addressing the issue. At this time the document will not be given a label and will first attempt to address cross species expectations.

8.5 Shelter Medicine Task Force Terms of Reference

Ms. Karen Smythe, Senior Partner, Standards and Policy, led the discussion.

At its meeting held November, 21, 2012, Council approved the creation of a Task Force on Shelter Medicine and approved the composition of the group in principle.

The Task Force met by teleconference on January 15, 2013, to review Council’s direction and the objectives to be met. Dr. Jennifer Day agreed to Chair the Task Force.

Council considered draft Terms of Reference and an outline of expertise and interest in the Task Force submitted by nominated non-Council members.
MOTION: It was moved and seconded,

“That the Council of the College of Veterinarians of Ontario accept the draft Terms of Reference for the Shelter Medicine Task Force, excluding reference to members of the Task Force.”

CARRIED

MOTION: It was moved and seconded,

“That the Council of the College of Veterinarians of Ontario appoint Dr. Jennifer Day (Council member) as Chair of the Shelter Medicine Task Force.”

CARRIED

MOTION: It was moved and seconded,

“That the Council of the College of Veterinarians of Ontario accept the composition of the Shelter Medicine Task Force to include:

- Dr. Esther Attard (non-Council member)
- Dr. Magdalena Smrdelj (non-Council member)
- Dr. Michelle Lem (non-Council member)
- Ms. Kathy Innocente (non-Council member)
- Ms. Karen Smythe, Senior Partner, Standards & Policy
- Dr. Glenn Pettifer, Senior Partner, Quality Practice

with the addition of Mr. Sean Ford, as a Public Member, and one or two small animal practitioners who are not members of Council.”

CARRIED

The Executive Committee is charged with selecting the one or two small animal practitioners to sit on the Shelter Medicine Task Force.

8.6 Alternate Dispute Resolution (ADR) Proposal

As part of its 2010-2013 strategic plan, Council articulated its desire to further formalize and make known an alternate resolution process for complaints to the College.

Council considered a Proposal – Alternate Dispute Resolution (ADR) Program.

MOTION: It was moved and seconded,

“That the Council of the College of Veterinarians of Ontario direct staff to proceed with the Alternate Dispute Resolution (ADR) Program Proposal as presented.”
8.7 Appointments to the Discipline Committee

The Registrar informed Council that one non-Council member and two Council members were not included on the Discipline Committee list when appointments were made.

MOTION: It was moved and seconded,

“That the Council of the College of Veterinarians of Ontario appoint Mr. Sean Ford, Public Member, Dr. Scott Arnold, Councillor, and Dr. Renee Fleming, non-Council member to the Discipline Committee, effective immediately.”

CARRIED

9. Notice of Motion

None

10. Confidentiality

Councillors were reminded that Council meetings are public meetings. While there were no confidential items on the agenda, the financial documents were provided to Councillors only.

11. Evaluation Form

The Council meeting evaluation form for this meeting will be forwarded for completion electronically via Survey Monkey. Councillors are encouraged to complete the evaluation which is helpful in continually improving future Council meetings.

12. Date of Next Meetings

Next regular meeting of Council to be held at the CVO Office, Guelph, April 11, 2013, commencing at 9:00 a.m.

A strategic planning session will be held April 10, 2013. This meeting will be held off-site. Further information will follow.

A reminder to all Councillors that the Student “Meet and Greet” will be held on March 27, 2013.

All Councillors are reminded to complete the LeaderFit 360 feedback on the Registrar’s Performance by February 28, 2013.

A Council dinner will be held on April 10, after the strategic planning session. Further information will follow.
13. **Adjourn**

**MOTION:** It was moved,

“That the meeting of Council be adjourned.”

CARRIED

The meeting adjourned at 4:45 p.m.

_______________________________
Nina Szpakowski, DVM
President, 2012/2013

_______________________________
Jan Robinson
Registrar and CEO

_______________________________
Beth Ready
Executive Partner, Corporate Services