September 26, 2012

Presiding officer: Dr. Ken Bridge

Members present: Dr. Tim Arthur
Dr. Bev Baxter
Dr. Peter Conlon
Dr. Clare Craig
Ms. Denise Dietrich
Mr. Murray Hunt
Dr. Bryan Kennedy
Dr. Barbara Leslie
Dr. Michael Mogavero
Dr. Alison Moore
Ms. Lynn Patry
Dr. Mike Pownall
Dr. Liz Saul
Dr. Nina Szpakowski
Dr. James Vanhie

Regrets: Ms. Lisa DeLong

Appointed officer: Ms. Jan Robinson, Registrar

In Attendance: Ms. Kim Huson, Communications Specialist
Ms. Beth Ready, Executive Partner, Corporate Services
Ms. Karen Smythe, Senior Partner, Standards & Policy

Other Regrets: Ms. Katherine Hoffman, OMAFRA Representative
Ms. Melissa Marshman, Student Representative

Guests: Dr. Michael Kaufmann, Professionals Health Program
Ms. Cynthia Macwilliam, Professionals Health Program

1. Call to order

Dr. Bridge called the meeting to order at 9:00 a.m.
2. **Adoption of Agenda**

Dr. Bridge reported that a second in-camera session would be held at the end of today’s meeting.

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

“That the agenda be adopted as amended.”

CARRIED

3. **Approval of minutes of last meeting – June 6, 2012**

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

“That the minutes of the Council meeting held June 6, 2012, be accepted as circulated.”

CARRIED

4. **Conflict of Interest**

None

5. **Consent Agenda**

Councillors reviewed the consent agenda and it was requested that

- item 5.1.1 – Council Meeting Evaluation
- item 5.3.3 – Complaints 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 5.1.1 and 5.3.3 to be discussed separately.

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

5.2 Registrar’s Report
5.3 Committee Reports
   5.3.1 Accreditation
   5.3.2 Registration
   5.3.4 Discipline
   5.3.5 Executive
   5.3.5 Quality Assurance
5.4 Ratify Executive Committee Motion

CARRIED
5.1 President’s Report

5.1.1 Council Meeting Evaluation

A concern was raised regarding the completed evaluation forms and what action is taken once they are completed. Councillors agreed that some form of follow up action should be taken after the completion of the forms.

Dr. Baxter commented that Council is currently reviewing its performance evaluation framework and this item will be discussed at its meeting tomorrow.

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

“That the Council of the College of Veterinarians of Ontario accept the Council meeting evaluation form as presented.”

CARRIED

5.3.3. Complaints Committee Report

Ms. Lynn Patry, Chair of the Complaints Committee, reported that a current member of the Committee will complete her 6-year term on November 10, 2012. Councillors reviewed background material on two potential candidates to replace the Committee member in November.

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

“That the Council of the College of Veterinarians of Ontario appoint Dr. Amanda MacDonald to the Complaints Committee to replace Dr. Anne Woolstencroft, effective November 10, 2012.”

CARRIED

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

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

CARRIED

6. Report on Registrar’s Performance Review

Ms. Karen Smythe, Ms. Kim Huson, Ms. Beth Ready and Ms. Jan Robinson left the meeting for the duration of the discussion.

An *in-camera* session of the Council was held to discuss the outcome of the Registrar’s performance review.
7. **Strategic Alignment**

7.1 **Strategic Plan Tactics Report**

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

7.2 **Communications Strategy**

At its meeting in June, Council participated in an exercise providing input on engaging its members and the public, including developing and managing the College’s reputation. Staff was charged with creating a 3-year engagement strategy including proposed branding, taglines, etc.

Ms. Kim Huson, Communications Specialist, provided a presentation on the CVO’s Brand Strategy, including a CVO slogan and the College’s Brand Promise/Charter.

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

“That the Council of the College of Veterinarians of Ontario support the College’s Brand Promise/Charter and College’s slogan.”

**CARRIED**

Further work on the engagement strategy will be shared in November.

At this time Dr. Michael Kaufmann and Ms. Cynthia Macwilliam from the Professionals Health Program (PHP), provided a presentation updating Councillors on the PHP Services for the College.

7.3 **Council Roundtable**

The Registrar reported that this item was previously titled “Members’ Business”. Councillors are encouraged to raise issues that are material to work of the College.

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

- there seems to be an over-supply of veterinarians in private practice, which may be a challenge to the profession
- a suggestion was made to perhaps include an article in *Update* regarding members who practice beyond natural retirement
- how to challenge the profession as a whole to seek to improve using both best practices and missteps as examples
- a Councillor received inquiries about the security respecting the on-line renewal process
- the Ontario Veterinary College held a Welcoming Ceremony in September for 116 new veterinary students
- the 150th Anniversary plaque ceremony was held in Toronto – a historic plaque was placed at the site of the Ontario Veterinary College’s first location on Temperance Street
- Councillors reported on their attendance at the American Association of Veterinary State Boards conference, the Canadian Veterinary Medical Association and Northern Ontario Veterinary Association conferences.

7.4 Members’ Forum Topic

At its meeting held in February, 2012, Council passed a motion agreeing to hold the next Annual General Meeting and Members’ Forum in January, in conjunction with the Ontario Veterinary Medical Association conference. This will take place on Wednesday, January 23, 2013, at the Westin Harbour Castle.

Council considered suggested topics for the upcoming Members’ Forum.

MOTION: It was moved and seconded,

“That the Council of the College of Veterinarians of Ontario approve “Standards of Practice” as the topic for the Members’ Forum in January 2013, which will include a 45-minute Town Hall Session.”

CARRIED

The title and content will be developed with the Executive Committee.

8. Finance

8.1 Financial Statements ending July 31, 2012


MOTION: It was moved and seconded,

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

CARRIED

8.2 Budget 2013

The Registrar provided an overview on the key areas of emphasis in formulating the proposed budget.
The Registrar provided clarification on queries raised by Councillors. A very robust discussion ensued with members of Council and the Registrar.

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

“That the Council of the College of Veterinarians of Ontario approve the 2012-2013 Budget as presented, with every effort to be made by the Registrar to minimize the deficit through an efficiency plan.”

CARRIED

The Registrar agreed to bring details of efficiency measures to future Council meetings.

Discussion ensued regarding the financial future of the College.

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

“That the Council of the College of Veterinarians of Ontario direct the Registrar to proceed with an investigation of a membership fee increase for the 2014 Budget year.”

CARRIED

The Registrar informed Council that she will speak with the College’s accountant and auditor regarding the historical review of the past four fiscal years. The Registrar will also report back to Council on the cost of having a forensic audit completed.

9.3 Quality Assurance Vision

At a previous meeting, Council directed the Quality Assurance (QA) Committee to plan an outreach strategy and budget and to bring back to Council for consideration.

Dr. Peter Conlon, Chair of the Quality Assurance Committee, made a presentation (CVO’s QA Program: A Partnered Approach to Quality Practice) to Council on a recommended QA Vision.

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

“That the Council of the College of Veterinarians of Ontario endorse the outreach and messaging plans as presented by the Quality Assurance Committee.”

CARRIED
At 4:55 p.m. the Council held an *in-camera* session.

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

“That the Council of the College of Veterinarians of Ontario agreed to hold an *in-camera* session.”

CARRIED

The meeting was adjourned at 5:10 p.m. The next business meeting of Council will be held tomorrow, September 27, 2012.
September 27, 2012

Presiding officer: Dr. Ken Bridge

Members present: Dr. Tim Arthur
Dr. Bev Baxter (until 2:00 p.m.)
Dr. Peter Conlon
Dr. Clare Craig
Ms. Lisa DeLong
Ms. Denise Dietrich
Mr. Murray Hunt
Dr. Bryan Kennedy
Dr. Barbara Leslie
Dr. Michael Mogavero
Dr. Alison Moore
Ms. Lynn Patry
Dr. Mike Pownall
Dr. Liz Saul
Dr. Nina Szpakowski
Dr. James Vanhie

Regrets: Ms. Melissa Marshman, Student Representative

Appointed officer: Ms. Jan Robinson, Registrar

In Attendance: Ms. Kim Huson, Communications Specialist
Ms. Beth Ready, Executive Partner, Corporate Services
Ms. Karen Smythe, Senior Partner, Standards & Policy
Ms. Katherine Hoffman, OMAFRA Representative

Guests: Mr. Michael Salvatori, Ontario College of Teachers
(11:00 – 12:00 p.m.)
Mr. John Stevens, OVMA
Dr. Karol Mathews
Call to order

Dr. Bridge called the meeting to order at 9:05 a.m. Dr. Bridge welcomed guests that were in attendance.

9. Public Policy

9.1 Position Statement – Bundled Services

At its meeting held June 6, 2012, Council reviewed a Briefing Note and a revised draft Position Statement. Staff was directed to circulate an amended version of the draft to stakeholders for comment.

The Registrar led the discussion. Council considered a summary of submissions received from stakeholders along with the draft Position Statement.

MOTION: It was moved and seconded,

“That the Council of the College of Veterinarians of Ontario approve the amended Position Statement, “Bundled Services,” and set a review date of three years.”

CARRIED

9.2 CFIA and OMAFRA – Mobile Accreditation

A policy entitled “Providing Veterinary Services to an Employer’s Animals” was brought forward for review in 2009. In 2011, this policy, which contravened the Veterinarians Act, was eliminated. Further information was requested from staff on whether or not government agencies need to have accredited mobiles.

Ms. Karen Smythe led the discussion. The Committee considered a Briefing Note including options for determining next steps.

MOTION: It was moved and seconded,

“That the College of Veterinarians of Ontario direct staff to consult with the Canadian Food Inspection Agency (CFIA) and the Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA) to craft a Memorandum of Understanding (MOU) ensuring standards upheld by each organization are in sync and to report back to Council on the progress by the Spring.”

CARRIED
9.4 Performance Evaluation Framework

Dr. Baxter led the discussion. Council has previously provided input related to measurement and evaluation of its performance. Dr. Baxter and the Registrar drafted a document framing Council’s position on this topic.

Council considered a draft policy “Performance Evaluation Framework.”

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

“That the Council of the College of Veterinarians of Ontario accept the amended Performance Evaluation Framework policy.”

CARRIED

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

“That the Council of the College of Veterinarians of Ontario direct that a task force be struck to develop and/or refresh the tools that will lead to continuous performance review and improvement; the task force will include Dr. Beverly Baxter, first Vice-President, a public member and three senior staff members.”

CARRIED

A suggestion was made that the Chair of the task force be the first Vice-President.

9.5 Risk Management

The Registrar led the discussion. The Internal Audit Committee considered a new policy on risk management proposed by the Registrar. The aim of this policy is to increase Council’s attention to the matters of potential risk at the College and to assure accountability with a distinct process for managing them.

Dr. Alison Moore, Chair of the Internal Audit Committee, spoke to this agenda item.

Council considered the Risk Management policy.

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

“That the College of Veterinarians of Ontario accept the amended Risk Management policy as one of its operational policies.”

CARRIED
9.6 Regulation 1093 Amendments: Holding Out (Advertising) - Naming

Ms. Karen Smythe led the discussion.

Council considered a Briefing Note and draft proposal to amend naming rules in the Holding Out section of Ontario Regulation 1093, to make them consistent with Council’s new “advertising” principles.

MOTION: It was moved and seconded,

“That the Council of the College of Veterinarians of Ontario accept the amended document “Proposed Amendments to “Holding Out” section of Ontario Regulation 1093 and to circulate the document to stakeholders for consultation.”

CARRIED

9.7 Public Policy Decision Tool

The Registrar led the discussion. Council has been challenged on occasion in the past on determining what matters flow where and how to decide on what issues it should tackle. The ultimate aim is to have the right conversation on the right initiatives to lead to right minded policy. Council has been provided with the “public policy” regulation literature from the UK. The concepts have been further developed into the model of outcomes focused regulation or a focus on regulatory principles and public risk.

A draft decision making tool based on the risk based approach to regulation was considered by Council. The tool specifically speaks to the principles involved in determining whether an issue truly requires a regulatory solution.

MOTION: It was moved and seconded,

“That the Council of the College of Veterinarians of Ontario adopt the Public Policy Decision Tool to assist in early issue discussions.”

CARRIED

Spotlight on Regulation

At this time Mr. Michael Salvatori from the Ontario College of Teachers provided a presentation to Council entitled “In the Public Interest.”

After the lunch break, Dr. Bridge announced that two outgoing Councillors would not be able to attend the November Annual Council meeting. A brief session of recognition of the accomplishments of Dr. Beverly Baxter and Dr. Bryan Kennedy was held.
9.8 VSTEP Request

Ms. Karen Smythe led the discussion. In June of 2011, Council approved a Position Statement called “Licensure of Internationally Trained Veterinarians (ITVs).” An ITV may acquire a Restricted Licence in order to gain valuable clinical experience in preparation for the national clinical practical examination. A Restricted Licence is granted by the Registration Committee with a condition that the member practice only under supervision.

One means of obtaining practical experience is through registration in the Veterinary Skills Training and Enhancement Program (VSTEP), which includes a practical placement whereby the participant works under immediate supervision by a veterinarian holding a general licence. Currently, the participant must hold a limited-term Restricted Licence with the condition of immediate supervision, which is limited under the position statement to a maximum of 3 months.

The Manager of VSTEP met with College staff to discuss licensure requirements for VSTEP participants. He suggested a change to extend the duration of the VSTEP Restricted Licence from 3 months to 6 months, to permit practical training during the course work component of the program.

Council considered the request and current Position Statement with suggested changes.

MOTION: It was moved and seconded,

“That the Council of the College of Veterinarians of Ontario approve the amendments to the Position Statement, “Licensure of Internationally Trained Veterinarians,” changing the period of time from three months to six months with no change to the review date of June 2014.”

CARRIED

9.9 A Standard – Confirming our Definition

The Registrar led the discussion. In the past, Council agreed to a documents definition, outlined in the publication “Types of Publications,” that defined a Standard of Practice. However, in Ontario Regulation 1093, the term Practice Standards refers to Professional Misconduct.

At its meeting held June 6, 2012, Council determined to move toward developing the Medical Records for Companion Animals Guideline into a standards format. In pursuing to prepare a first standard, staff has struggled with where to position this policy choice.

Before attempting to write a standard, the Registrar suggested that Council, explore the meaning of the objects as defined in the Veterinarians Act,
meaning of the term standard, and the confusion of the term practice standard with professional misconduct.

Councillors participated in a brief exercise to assist with building consensus on the College’s standard setting framework.

To assist the discussion further, Council directed the Registrar to move forward with converting the Guideline for Medical Records for Companion Animals to a principle based standard as well as one other current College document to distill a standard and a guideline. These documents will be brought forward to a future Council meeting for consideration.

9.10 Joint Provincial Position Statement on Cosmetic Surgeries for the Canine Species

Council considered a proposed joint provincial draft Position Statement on Cosmetic Surgeries for the Canine Species (tail docking and ear cropping). The draft was circulated to all provincial associations for their feedback.

Council had concerns in signing the national document prior to its scheduled Leaders Table meeting on October 16th. A decision was made to defer this item until after the Leaders Table meeting and with continued review of the current Ontario environment.

MOTION:  It was moved and seconded,

“That the Council of the College of Veterinarians of Ontario decline to sign the Joint Provincial Position Statement on Cosmetic Surgeries for the Canine Species (tail docking and ear cropping) at this time.”

CARRIED

9.11 Dispensing of Over the Counter Medications
(Notice of Motion – Dr. Tim Arthur)

At its meeting held June 6, 2012, Dr. Tim Arthur provided a statement of intent to make a motion at the next regularly scheduled meeting date of Council. Dr. Arthur spoke to the matter of dispensing of over the counter medications.

MOTION:  It was moved and seconded,

“That the Council of the College of Veterinarians of Ontario direct staff to bring forward the College’s current interpretation of the legislation as it pertains to dispensing three classes of medications (over the counter, nutraceuticals and pesticides).”

CARRIED
10. **Organization Policy**

10.1 **Proposed By-law Changes**

10.1.1 **Accreditation Fees**

Council previously reviewed the current accreditation fees in the College’s By-laws. Direction had been given to staff to proceed with stakeholder consultation on the proposed changes. Council considered feedback from three members.

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

“That the Council of the College of Veterinarians of Ontario enact the proposed amendments to Schedule 2 – Fees of the By-Laws, including the annual adjustment to reflect the Consumer Price Index (CPI) going forward.”

CARRIED

10.1.2 **Electronic Elections**

At its meeting held June 6, 2012, the Registrar reported that in the fall members will be able to vote on-line for the 2012/2013 Election. The College’s By-Law does not include a provision for electronic elections. Direction had been given to staff to proceed with circulating the draft provision on electronic elections to the membership for comment.

Council considered feedback from five members.

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

“That the Council of the College of Veterinarians of Ontario enact the draft provision on electronic elections to Part 2. Elections of the By-Laws.”

CARRIED

Council cautioned that although this initiative is well supported, attention must continue to be given to a fulsome review process.

10.2 **Council Board Governance and Operational Policies**

10.2.1 **Board Governance Manual Revision**

Council considered minor changes to Section 2 - Board Governance of the Council Manual. These changes were made in order to align the document with current practice.
MOTION: It was moved and seconded,

“That the Council of the College of Veterinarians of Ontario accept the amended document “Section 2 - Board Governance.”

CARRIED

10.2.2 Operational Policies

The Registrar noted that Council and Committee Operational Policies have been documented in the Council Manual as an Appendices section. Several items have been raised for discussion regarding Council procedures and as a result it seemed timely to refresh and introduce several policies that protect and assist Council in its work.

Council reviewed the revised section of the Operational Policies. This section included new policies as well as revised ones.

i) Code of Conduct Sanctions Process

Currently Council has a Code of Conduct located in its governance policies. What is not present is a transparent and consistent process to manage a concern or a breach when it arises. Council considered a draft policy “Code of Conduct Sanctions Process.”

MOTION: It was moved and seconded,

“That the Council of the College of Veterinarians of Ontario accept the policy “Code of Conduct Sanctions Process” as circulated.”

CARRIED

ii) Recruitment and Appointment of Non-Council Members

With the recent addition of non-Council Committee Members to the Quality Assurance, Registration and Accreditation Committee, questions regarding terms of appointment, committee slate development and approval have arisen. The policy is intended to articulate a common and consistent approach for all Committees. Council considered a draft policy “Recruitment and Appointment of non-Council Members.”

MOTION: It was moved and seconded,

“That the Council of the College of Veterinarians of Ontario accept the policy “Recruitment and Appointment of non-Council Members” as circulated.”

CARRIED
iii) Orientation Program

The College has had an orientation program for new Councillors, but this has not been expressly stated in any document. Council considered a draft policy “Orientation Program.”

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

“That the Council of the College of Veterinarians of Ontario accept the amended policy “Orientation Program.”

CARRIED

iv) Confidentiality of Council, Committee, Task Force, and Advisory Group Meeting Materials

This policy is in addition to Council’s existing policies discussing confidentiality and security. It speaks expressly about materials produced for meetings and assists both Councillors and staff to know what is available publicly and how this approval and release occurs. Council considered a draft policy “Confidentiality of Council, Committee, Task Force, and Advisory Group Meeting Materials.”

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


CARRIED

v) Confidentiality – General

A policy on Confidentiality has existed at the College and this material has simply been updated to be express about accountability. Council considered a draft policy “Confidentiality – General.”

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

“That the Council of the College of Veterinarians of Ontario accept the policy “Confidentiality – General” as circulated.”

CARRIED
vi) Privacy Code – Requests for Access or Corrections and Compliance Concerns

Recently Council approved an updated Privacy Code. The College has not been express as to how one accesses information at the College nor how appeals on such decisions work. Council considered a draft policy “Privacy Code – Requests for Access or Corrections and Compliance Concerns.”

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

“That the Council of the College of Veterinarians of Ontario accept the amended policy “Privacy Code – Requests for Access or Corrections and Compliance Concerns.”

CARRIED

vii) Document Security in External Delivery and Storage

This is a new policy intended to provide consistency on how materials are circulated external to the organization. It also contains a previous Council decision to provide a filing cabinet to Councillors when necessary. Council considered a draft policy “Document Security in External Delivery and Storage.”

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


CARRIED

viii) Intellectual Property and Related Use

The College currently has no policy related to intellectual property and protecting itself in this regard. The policy is important to protect College products or works particularly when utilizing consultants.

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

“That the Council of the College of Veterinarians of Ontario accept the policy “Intellectual Property and Related Use” as circulated.”

CARRIED
10.3 Appointment of Deputy Returning Officers

Council received an update on the status of the election to be held October 2, 2012.

MOTION: It was moved and seconded,

“That the Council of the College of Veterinarians of Ontario, in accordance with By-law 8.-(1), appoint Dr. Peter Villhauer and Dr. Mark Gemmill as Deputy Returning Officers for the elections to be held in Constituency #8 and #10 on October 2, 2012.”

CARRIED

11. In-Camera session
An in-camera session was not held at this time.

12. Notice of Motion
None

13. Confidentiality
Information discussed in two in-camera sessions that were held must be kept confidential by all in attendance.

14. 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.

15. Date of Next Meeting

Next regular meeting of Council to be held at the CVO Office, Guelph, November 21, 2012, commencing at 9:00 a.m.

16. Adjourn

MOTION: It was moved,

“That the meeting of Council be adjourned.”

CARRIED

The meeting adjourned at 4:00 p.m.
Ken Bridge, DVM  
President

Jan Robinson  
Registrar and CEO

Beth Ready  
Executive Partner, Corporate Services