September 25, 2013

Presiding officer: Dr. Nina Szpakowski

Members present: Dr. Ken Bridge  
Dr. Larry Caven  
Dr. Jennifer Day  
Mr. Sean Ford  
Ms. Diane Freeman  
Mr. Murray Hunt  
Dr. Barbara Leslie  
Dr. Marc Marin  
Ms. Claudia Newman  
Dr. Mike Pownall  
Dr. James Vanhie  
Dr. Susan Warren

Regrets: Dr. Lois Batty  
Dr. Peter Conlon  
Dr. Alison Moore  
Dr. Elizabeth Saul

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

Guests: Ms. Katherine Hoffman, OMAF/MRA Representative

Observers 4 members of the public were in attendance

1. Call to order

Dr. Szpakowski called the meeting to order at 9:05 a.m.

Dr. Szpakowski welcomed three new Councillors, Ms. Diane Freeman, Ms. Claudia Newman and Dr. Susan Warren.
2. **Adoption of Agenda**

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

   “That the agenda be adopted as presented.”

   CARRIED

3. **Conflict of Interest**

   No conflicts were declared.

4. **Consent Agenda**

   Councillors reviewed the consent agenda and it was requested that
   - Item 4.2 – President’s Report
   - Item 4.3 – Registrar’s Report
   - Item 4.4.1.1 – Accreditation Models and Fees
   - Item 4.4.5 – Executive Committee Report

   be removed from the consent agenda to be discussed separately.

   All of the following consent agenda items were approved as presented:
   4.1 Approval of Minutes (April 11, 2013, June 12, 2013, and July 24, 2013, meetings)

   4.4. Committee Reports
   4.4.1 Accreditation
   4.4.1.2 Legal Audit Summary
   4.4.2 Registration
   4.4.3 Complaints
   4.4.3.1 Efficiency Study Summary
   4.4.4 Discipline
   4.4.6 Quality Assurance

4.5 **Ratify Executive Committee Motions:**

   “That the Executive Committee appoint the following individuals to the Minimum Standards for Veterinary Zoo Facilities Task Force as non-Council members effective immediately:

<table>
<thead>
<tr>
<th>Dr. Dale Smith</th>
<th>(OVC Faculty Member involved in D.VSc. (Zoological Medicine &amp; Pathology)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Graham Crawshaw</td>
<td>Members employed by a Zoo in Ontario</td>
</tr>
<tr>
<td>Dr. Kay Mehren</td>
<td></td>
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<tr>
<td>Dr. C. Fazakas</td>
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<tr>
<td>Dr. Joel Rumney</td>
<td>Members providing services to a Zoo</td>
</tr>
<tr>
<td>Dr. Wendy Korver</td>
<td></td>
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</tbody>
</table>
Ms. Gilly Griffin  
Canadian Council on Animal Care Representative

Mr. Greg Tarry  
Canadian Association of Zoos and Aquariums Representative

Dr. Sharon Calvin  
Other – expressed interest in contributing to the work of the Task Force

“That the Executive Committee appoint Dr. Steven Jacobs as Chair of the Accreditation Committee effective immediately.”

“That the Executive Committee appoint Ms. Claudia Newman to the Quality Assurance Committee, effective immediately.”

“That the Executive Committee appoint Ms. Claudia Newman, Ms. Diane Freeman and Dr. Susan Warren to the Discipline Committee, effective immediately.”

CARRIED

4.6 Minimum Standards for Zoo Facilities Report

MOTION:  It was moved and seconded,

“That the Consent Agenda be approved with items 4.2, 4.3, 4.4.1.1, and 4.4.5 to be discussed separately.”

CARRIED

4.2 President’s Report

Dr. Szpakowski reported that once a decision is made regarding the Shelter Medicine Task Force, the Ontario Veterinary Medical Association (OVMA) will have the opportunity to be included in further discussions on this topic.

MOTION:  It was moved and seconded,

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

CARRIED

4.3 Registrar’s Report

A Councillor asked for clarification on the College’s jurisprudence examination. The Registrar reported that the examination has not been revised for several years. It was designed in-house and there are concerns with its reliability and validity. A consultant has been chosen and work planning has begun. An advisory group will be established and report to the Registration Committee. Council will be involved in
setting the framework for the examination. The aim is to have a refreshed examination by early 2015.

The Registrar provided further clarification on the College’s contact (information) management system.

The Registrar informed Council that dialogue continues with the Ontario Association of Veterinary Technicians (OAVT) regarding the interest of veterinary technicians to be recognized as distinct from the general category of an auxiliary. Dialogue also continues with the Canadian Food Inspection Agency (CFIA) and the Ontario Ministry of Agriculture and Food (OMAF) relating to gaining mutual understandings of how veterinarians in each setting maintain standards as per the Veterinarians Act. Further information will be brought forward to its meeting in November.

The Registrar provided information on the selection process for the Mediated Resolutions Program.

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

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

CARRIED

### 4.4.1.1 Accreditation Models and Fees

Dr. Mike Pownall provided an update, on behalf of Dr. Steven Jacobs, Chair of the Accreditation Committee. Costs of running the Accreditation program are being reviewed. The current model will be compared to that of other Colleges that inspect facilities. Further information will be brought forward to Council in November or early next year.

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

“That the Council of the College of Veterinarians of Ontario accept the Accreditation Models and Fees report as presented."

CARRIED

### 4.4.5 Executive Committee Report

Included as part of the Executive Committee report was a summary of the Board Governance Monitoring, Review and Development Schedule. A Councillor commented that the summary was very informative. The Executive Committee reviewed the schedule and directed that a variance report be prepared indicating what has been completed versus what is expected. The President indicated that
the schedule is included in the Board Governance Manual. This document is reviewed once a year by the Executive Committee.

**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. **Strategic Alignment**

5.1 **Council Meeting Evaluations** (June 12, 2013/July 24, 2013)

Council reviewed the Council meeting evaluations from the June 12, 2013 and July 24, 2013, meetings.

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

It was noted that actions have taken place regarding comments which are provided in the evaluations, for example, the President summarizes next steps relating to an agenda item, action lists are provided, which includes next steps. Discussion ensued regarding the benefit of having more teleconference calls and the possibility of participating in Council meetings via conference calls. This will be taken into consideration.

Dr. Szpakowski encouraged all Councillors to take the time to complete the survey.

5.2 **Strategic Plan 2017**

Over the past nine months, Council, with the guidance of the Strategic Planning Task Force, has been discussing and debating the platform for its next strategic plan. Council did indicate its initial support of four objectives for the strategy period 2014-2017 in June.

Council considered the Strategy 2017 Final Report, which included the Vision and Mission statement, Values, four Strategic Objectives, a description of what we will have accomplished by 2017 for each of the objectives, progress reporting, and year-one tactics.

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

The Registrar spoke to the four objectives and its key result areas.

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

“That the Council of the College of Veterinarians of Ontario direct the Registrar to proceed with developing a tactics work plan inclusive of success indicators and timelines for completion.”

CARRIED

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

“That the Council of the College of Veterinarians of Ontario accept the 2014-2017 year-1 tactics as presented.”

CARRIED

**5.3 Living the Brand**

In the fall of 2012 Council spent time discussing and considering the reputation it would like to build and enjoy with its stakeholders, in particular veterinarians. This work was also mirrored in staff initiatives aimed at better understanding their contribution to the College’s reputation. The result on the staff side was the development of a ‘brand promise’ which is being integrated into day-to-day activities.

Further work in this area included a reputation survey distributed to veterinarians in February 2013. A summary report was discussed at Council in June and has been posted to the website. These results serve as a baseline against which progress may be measured.

One question raised at Council was what might Councillors be doing if they were living the brand. What would this look like in a more tangible way?

Council reviewed a document entitled “Living the Brand.” This document is intended for Council to use and reference. Council found the document to be very helpful. It provides an excellent outline of its values and foundation of behaviours. Minor additions were suggested and a revised version will be provided in November.

Council went on to discuss conversations that from time to time occur between Councillors and veterinarians. Scenarios of possible conversations were provided. Councillors provided their responses to each of the scenarios.
It was a decision of Council that the questions and answers for each of the scenarios would be included along with “Living the Brand,” in the Board Governance binder which is provided at each Council meeting.

5.4 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
- the attendance by Councillors at the upcoming town hall meetings – several Councillors have signed up to attend the meetings – invitations will be circulated to the areas holding a meeting
- the CBC Marketplace is having an episode on “the cost of veterinary health care” – this will be aired October 4th
- there have been several articles in the papers lately – one included an article on “City eyes free ‘spay-mobile’ for pets – the Toronto Animal Services want to create a free mobile spay-neuter clinic that would do operations in the back of a motorhome or trailer
- a letter which was received from an MPP in the Durham region, regarding amending the Professional Corporations Act - a response letter was forwarded
- the Registrar and Senior Partner, Standards and Policy, attended an Ontario Human Rights Commission (OHRC) briefing for regulators relating to the launch of the OHRC new policy on removing the “Canadian experience” requirement for employment and licensure in a regulated profession. The policy sets out the OHRC’s position that a strict requirement for “Canadian experience” is discriminatory, and can only be used in rare circumstances

5.5 Members’ Forum

In April, Council confirmed that the 2013 Annual General Meeting and Members’ Forum will be held in Toronto in conjunction with the Ontario Veterinary Medical Association’s Annual Conference. The date of the AGM/MF is January 29th, 2014.

Council selects a theme for the Forum, which is developed into a session after the Annual General Meeting has concluded. Council considered suggested topics for the upcoming Members’ Forum.

Council supported “The Facts and Nothing But the Facts” as the topic for the Members’ Forum in January 2014.
6. **Finance Report**

6.1 **Financial Statements ending July 31, 2013**


The Registrar responded to questions from Councillors on the documents provided.

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

“That the Council of the College of Veterinarians of Ontario accept the financial statement ending July 31, 2013, as presented.”

CARRIED

6.2 **Budget 2014**

The Registrar provided an overview on the key areas of emphasis in formulating the proposed budget. The Registrar responded to questions of Councillors regarding more detailed explanation of certain lines.

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

“That the Council of the College of Veterinarians of Ontario approve the 2013-2014 Budget as presented.”

CARRIED

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

“That the Council of the College of Veterinarians of Ontario accept the Capital Budget, as presented.”

CARRIED

7. **Public Policy**

7.1 **Position Statement - Pain Management**

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

A draft Position Statement on Pain Management was presented to Council on June 12, 2013. Council directed College staff to circulate the draft Statement to selected stakeholder groups for input.

Council considered a draft Position Statement along with feedback provided.
MOTION: It was moved and seconded,

“That the Council of the College of Veterinarians of Ontario accept the Position Statement on Pain Management as amended by Council.”

CARRIED

The Position Statement will be posted on the College’s website and a communication piece will be included in the next issue of Update.

7.2 Position Statement – Unauthorized Practice

At its meeting held in June, Council was provided with a new proposed position statement focusing on its interpretation of section 11 of the Veterinarians Act for the public. The intent of the document was to provide clarity for the public and to assist staff in the review of cases which are brought to the attention of the College.

Council directed staff to seek legal advice on definitions for “household of the owner” and “domestic worker” and the inclusion of examples by way of an appendix.

Council considered a draft version of the position statement, which included input from legal counsel. Council vigorously discussed the position statement, including the examples of unauthorized practice. There was consensus from Council that the examples provided were functioning as a list which would likely create more confusion than clarity. A decision was made to eliminate the examples from the position statement. A suggestion was made to include the examples in the Executive Committee Manual under the sub-heading of Unauthorized Practice.

MOTION: It was moved and seconded,

“That the Council of the College of Veterinarians of Ontario accept the Position Statement on Unauthorized Practice as amended by Council.”

CARRIED

The Position Statement will be posted on the College website. A communication strategy will be developed and an article will be included in Update.

7.3 Standards “Conversions” – Compounding

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

Council began to consider the establishment of Professional Practice Standards in the latter part of 2012. The first Professional Practice Standard, which was Medical
Records, was approved in April 2013. An Informed Consent Standard was discussed in June 2013. Compounding was selected for the next “conversion” since it was due for a review in 2012.

Council considered a draft Standard and Guide on Compounding Veterinary Drugs.

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

“That the Council of the College of Veterinarians of Ontario approve the Professional Practice Standard on Compounding Veterinary Drugs and Guide to the Compounding Standard, as amended by Council.”

CARRIED

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

“That the Council of the College of Veterinarians of Ontario direct staff to circulate the Professional Practice Standard and Guide to the Standard to the membership for comment as part of the scheduled review for this item.”

CARRIED

Feedback received will be brought forward to its meeting to be held in March.

### 7.4 Shelter Medicine Task Force Report

Dr. Jennifer Day, Chair of the Task Force, led the discussion.

In November 2012, Council approved the creation of, Terms of Reference for, appointments to, and objectives for the Shelter Medicine Task Force (SMTF). The Task Force completed its review of all five issues assigned to it and prepared a Final Report for Council’s consideration.

The comprehensive report contained many recommended options for Council’s consideration. A presentation was made to Council to provide an overview of the Report and a suggestion for prioritizing items requiring decision.

Ms. Karen Smythe and Dr. Jennifer Day answered questions posed by Council.

Dr. Szpakowski informed Council that the Task Force is looking for direction on two particular recommendations provided in the report.

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

“That the Council of the College of Veterinarians of Ontario approve the College’s participation in the Canadian Federation of Humane Societies (CFHS) and
In consideration of a recommendation, Council directed staff to work with the Shelter Medicine Task Force to draft a revision of the Rabies Guideline Policy and to consult with key stakeholders before bringing it back to Council for consideration.

Council discussed the logistics on how to release the Report.

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

“That the Council of the College of Veterinarians of Ontario direct staff to release the Report of the Shelter Medicine Task Force along with a press release.”

**CARRIED**

Direction to staff was to prepare a work plan and bring it to Council in November for prioritizing of each option in the report.

The meeting was adjourned at 4:00 p.m.. The next business meeting of Council will be held tomorrow, September 26, 2013.
CVO Council Meeting Minutes  
September 25 and 26, 2013

COLLEGE OF VETERINARIANS OF ONTARIO

CVO COUNCIL MEETING MINUTES  
September 25 & 26, 2013
2106 Gordon Street, Guelph  
9:00 A.M.

September 26, 2013

Presiding officer: Dr. Nina Szpakowski

Members present: Dr. Larry Caven  
Dr. Jennifer Day  
Mr. Sean Ford  
Ms. Diane Freeman  
Mr. Murray Hunt  
Dr. Barbara Leslie  
Dr. Marc Marin  
Dr. Alison Moore  
Ms. Claudia Newman  
Dr. Mike Pownall  
Dr. James Vanhie  
Dr. Susan Warren

Regrets:  
Dr. Lois Batty  
Dr. Ken Bridge  
Dr. Peter Conlon  
Dr. Elizabeth Saul

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

Guests:  
Dr. Jim Fairles  
Ms. Katherine Hoffman, OMAF/MRA Representative  
Mr. John Stevens, OVMA  
Ms. Jackie Wepruk, (National Farm Animal Care Council) via teleconference call  
Ms. Caroline Yang

Observers  
3 members of the public were in attendance
Call to Order

Dr. Szpakowski called the meeting to order at 9:00 a.m.. She informed Council that the meeting will begin with two presentations – the first on Managing Cultural Differences in the Regulatory Environment and the second on Addressing Domestic and International Market Expectations Relative to Farm Animal Welfare.

Presentations

Ms. Caroline Yang from MultiCultural Business Solutions provided a presentation to Council entitled “Managing Cultural Differences in the Regulatory Environment.”

Ms. Jackie Wepruk, from the National Farm Animal Care Council, provided a presentation on “Addressing Domestic and International Market Expectations Relative to Farm Animal Welfare.”

Both presentations were very informative and well received.

At this time Dr. Alison Moore reported that she is resigning from Council effective today. She commented that she has enjoyed her six years on Council and will miss everyone.

8. Organization Policy

8.1 Proposed By-Law Changes

8.1.1 Eligibility for Election

Council and Executive have spent time reviewing amendments to section 5.(3) of the By-Laws. A briefing note was considered at its meeting held in January and a revised version was reviewed in March. Council reviewed the revisions in March and directed that the document be returned to staff for further work.

The Executive Committee considered a next version. The Registrar was directed to seek further clarification on section (f) with legal counsel before forwarding the document to Council at its September meeting.

Council considered the revised By-Law changes.

MOTION: It was moved and seconded,

“That the Council of the College of Veterinarians of Ontario approve, in principle, section 5.(3) of the By-Laws.”

CARRIED
As per section 9.(3) of the *Veterinarians Act*, the proposed changes will be circulated to every member of the College at least 65 days before passing. Any comments will be forwarded to Council in March.

### 8.1.2 Constituency

In considering an opportunity to review and potentially refresh sections of the By-Laws, it was determined that the word “constituency” is not common terminology used within other regulatory Colleges when discussing elections with licensed members. Regulatory Colleges refer to the district up for an election as an “electoral district.” It is a recommendation to amend the current wording from constituency to electoral district.

Council considered a copy of the proposed By-Law amendments.

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

“That the Council of the College of Veterinarians of Ontario approve, in principle, the proposed change of the wording “constituency” to “electoral district” in the By-Laws.”

CARRIED

As per section 9.(3) of the *Veterinarians Act*, the proposed changes will be circulated to every member of the College at least 65 days before passing. Any comments will be forwarded to Council in March.

### 8.1.3 Incorporation Fees

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

At a recent meeting that included budget discussions, Council directed staff to review the fees charged by the College for administering the Professional Corporation Program, and to consider if any changes should be made to ensure cost recovery.

Staff reviewed the program’s revenues and expenses, and collated information from other regulators that administer identical programs. The College has not raised its fees since the program was first established, and is currently recovering only 60% of its program costs through revenues collected. Two draft reports were presented to the Registration Committee over the spring and summer. The Committee directed staff to include the final report for Council’s consideration.

Council robustly discussed the current fee structure of corporation fees.
MOTION: It was moved and seconded,

“That the Council of the College of Veterinarians of Ontario accept, in principle, the following recommendations:

Increase CVO’s Professional Corporation Fees to align with those of other Colleges of similar size as follows:

a) Change the $200 Certificate Application Fee to a single Application Fee of $500.
b) Increase the Certificate Renewal Fee, payable every 3 years, to $300.
c) Begin to charge for making Changes to a PC with a new fee of $200.”

CARRIED

As per section 9.(3) of the Veterinarians Act, the proposed changes will be circulated to every member of the College at least 65 days before passing. Any comments will be forwarded to Council in March.

8.2 Risk Management – Risk Profile

In 2012, the College Council adopted a policy focussed on risk management. Its purpose was to acknowledge the risks related to occupational regulation and to establish a list of common business risks which require a mitigation strategy.

Council considered a risk analysis table. The policy will be reviewed on an annual basis.

MOTION: It was moved and seconded,

“That the Council of the College of Veterinarians of Ontario accept the Risk Management Policy as presented.”

CARRIED

8.3 Use of In-Camera Sessions

The Executive Committee, at its meeting held in May, considered a brief provided by legal counsel, on the use of in-camera sessions by Council. The legal advice was circulated to Councillors along with the June Executive Committee report to Council. The Registrar indicated that a policy will be developed relating to the use of in-camera discussions for consideration at a future meeting.

Council considered a draft policy on the use of in-camera sessions.
MOTION: It was moved and seconded,

“That the Council of the College of Veterinarians of Ontario approve the policy on “Use of In-Camera Sessions.”

CARRIED

A suggestion was made to ensure that in-camera meetings are noted in the minutes with a descriptor of the reason for the in-camera session.

8.4 CVMA Collaboration Proposal

Dr. Szpakowski provided an historical perspective and indicated that the Executive Committee reviewed the proposal and provided its comments.

Dr. Jim Fairles, past President of the CVMA, was invited to the Council table to answer any questions asked of Council.

The development of a national collaboration of regulatory organizations has been going on for quite some time. The first proposal had discussion at the Executive Committee and Council during 2012. At the July 2012 CVMA meeting, a decision was made to strike a small task force to further advance a proposed model for collaboration. The next iteration was circulated in May, however, not in time to be included on the June 2013 Council meeting. Given the lack of opportunity for Council direction prior to the annual CVMA meetings, input was sought from the Executive Committee. At the meeting in July 2013, CVMA was informed that we did not have Council direction in order to respond more formally to the proposal. Every indication was given that our College was willing to continue dialogue on opportunities.

At the meeting in July it was determined that the national task force should be disbanded and that a more representative group be struck to continue the discussion. This effort was charged to the Registrars as a collective. This issue is viewed to be important to all organizations. It has been determined that a next face-to-face will include all provinces and CVMA, and will be held in November. The Registrars and the Executive Director of the CVMA will attend. The meeting will be held in Guelph at the College office. It is intended that a revised proposal will be brought to Councils/Boards across the country in the spring of 2014.

Council considered the current proposal.

Councillors were asked to work in small groups to identify the model’s strengths, weaknesses, opportunities and threats (SWOT) as it relates to the College’s mandate in the public interest. The information was collected and an analysis will be completed.
The Registrar will be attending the upcoming Registrars’ meeting in November. A formal reply will be drafted.

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

“That the Council of the College of Veterinarians of Ontario not support the CVMA proposal dated May 6, 2013.”

CARRIED

A formal response to CVMA will be sent by the President.

Council then directed the Registrar to take comments from Council to the November meeting of Registrars and CVMA.

### 8.5 Relationship with OVC

In March 2013, the Executive Committee considered student representation at Council, its value add to both CVO and OVC, and what potential opportunities there might be between the educator and the regulator. It was acknowledged that the attendance of the student representative at Council was likely unrealistic. The Executive has not, to date, proceeded with a new student representative to the College for 2014. Acknowledging the importance of the College’s relationship with the academic community, direction to the Registrar was to gather information on what opportunities might realize a more meaningful relationship with the school.

Both, Dr. Conlon and Dean, Dr. Elizabeth Stone, agreed that a representative might not be the most effective linkage for the College with OVC. Both organizations acknowledge the importance of the relationship.

Council considered several ideas for the next phase of this relationship. Councillors provided their feedback on the ideas suggested. The Registrar will utilize this information to move forward with enhancing the College’s relationship with OVC.

### 8.6 Performance Evaluation Framework

In the fall of 2012, Council struck a task force to assist it in developing a performance measurement framework which would serve as a guidepost for ongoing evaluation of its performance against mandate. During the course of its work, the task force raised for Council’s approval, one specific measure tool, the Balanced Scorecard. The Scorecard method was endorsed and is in the process being implemented. In addition, new meeting evaluation forms have been introduced to Council and also to Committees.
In developing the framework, the task force considered many of the existing ways in which Council monitors its performance as well as additional ways it might enhance its work in this area, in particular in outcomes evaluation related to policy implementation.

Council considered a draft performance measurement framework.

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

“That the Council of the College of Veterinarians of Ontario endorse the “Performance Evaluation Framework” as presented.”

CARRIED

The Registrar reported that the framework will be reviewed on an annual basis.

### 8.7 Appointment of Deputy Returning Officers

The Registrar brought forward two names who indicated were interested in serving as Deputy Returning Officers for the election to be held on October 8, 2013.

**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. Angela Whelan and Dr. Doris Dyson as Deputy Returning Officers for the election to be held in Constituency #6, on October 8, 2013.”

CARRIED

### 8.8 Notice of Motion (Mr. Murray Hunt)

At its meeting held April 11, 2013, Mr. Murray Hunt provided a statement of intent to make a motion at the next regularly scheduled meeting date of Council. Mr. Hunt provided a submission and spoke to the matter of Council discussing its working relationship with the Ontario Government, and other key stakeholders.

The Registrar informed Council that the College has two representatives – one for the Professionals Health Program (PHP) and the other for the National Examining Board (NEB). A role description of a College representative was approved by Council and a responsibility of the representative will be to report semi-annually to the College on the progress and outcomes of the initiative.
MOTION: It was moved and seconded,

“That the Council of the College of Veterinarians of Ontario direct staff to compile a list of College representations and external organizations noting how Council is informed about meeting outcomes.”

CARRIED

8.9 Notice of Motion (Dr. Barbara Leslie)

At its meeting held June 12, 2013, Dr. Barbara Leslie provided a statement of intent to make a motion at the next regularly scheduled meeting date of Council. Dr. Leslie provided a submission and spoke to the matter of Council discussing its Board Governance structure.

Dr. Leslie indicated that there is no ongoing, cohesive, structured effort to review the governance responsibilities to ensure that there are no gaps and that the Council is utilizing best practices wherever possible.

MOTION: It was moved and seconded,

“That the Council of the College of Veterinarians of Ontario strike, at its November meeting, a small Task Force or Working Group to review the CVO’s governance practices.”

CARRIED

At this time Dr. Nina Szpakowski presented Dr. Alison Moore with a certificate of recognition for her time of office as a member of Council from 2007-2013. Dr. Szpakowski thanked Dr. Moore for her dedication to the Council and committees. Dr. Moore thanked everyone and stated that she enjoyed her time with the College.

Dr. Szpakowski informed Council that the election of Executive Committee members will take place on November 20th. All Council members are eligible to be nominated to the Executive Committee.

9. Notice of Motion

None

10. Confidentiality

Dr. Szpakowski reminded Councillors that the matters discussed at the meeting are confidential until such time as minutes have been approved and published.
12. **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.

13. **Date of Next Meetings**
Next regular meeting of Council to be held at the CVO Office, Guelph, November 20, 2013, commencing at 9:00 a.m.

14. **Adjourn**

**MOTION:** It was moved, “That the meeting of Council be adjourned.”

CARRIED

The meeting adjourned at 4:20 p.m.

__________________________________________
Nina Szpakowski, DVM
President, 2012/2013

__________________________________________
Jan Robinson
Registrar and CEO

__________________________________________
Beth Ready
Recording Secretary