



MINUTES

Transition Council

September 23-24, 2024

In-Person and Virtual

Presiding Officer: Ms. Catherine Knipe

Members present: Dr. Patricia Alderson
Dr. Claire Beauchamp
Ms. Kirsti Clarida, RVT
Dr. Kathleen Day Dunbar
Ms. Cathy Hecimovich
Dr. Louise Kelly
Ms. Lisa Langton, RVT
Dr. Lena Levison
Dr. Clayton MacKay
Dr. Sean Marshall
Mr. Phil Nichols, RVT
Dr. Alana Parisi
Dr. Sami Qureshi
Dr. Jessica Retterath
Mr. Douglas Reynolds
Ms. Rena Spevack
Dr. Yashvir Varma
Dr. Wade Wright
Dr. Michael Zigler

Guests: Bradley Chisholm, The Regulators Practice
Joanie Bouchard, The Regulators Practice

Appointed Officer: Jan Robinson, Registrar and CEO

Staff attending: Ms. Kim Huson, Director, Communications & Engagement
Ms. Sarah Kirby, Director, Policy
Dr. Kim Lambert, Associate Registrar, Regulatory Programs
Ms. Kali Pieters, Policy & Projects Coordinator
Ms. Shilo Tooze, Deputy Registrar
Ms. Alice Couto, Executive Assistant



Transition Council

1. Call to Order

Ms. Catherine Knipe, Chair, called the meeting to order at 1:59 pm and welcomed Councillors.

2. Roll Call

A roll call was conducted.

3. Conflict of Interest

No conflicts were declared.

4. Approval of Agenda

MOTION: It was moved and seconded,

“That the agenda be adopted as circulated.”

CARRIED

5. Review and Discussion of Terms of Reference Design

Mr. Bradley Chisholm and Ms. Joanie Bouchard from The Regulators Practice joined the meeting to review and guide a discussion regarding Terms of Reference design. The various design principles that guided the development of the Terms of Reference were outlined, including: the utilization of good governance practices, keeping things simple, aligning with existing legislation and by-laws where practical and enabling flexibility.

Ms. Joanie Bouchard and Mr. Bradley Chisholm outlined the Transition Council's authority and responsibilities, membership of Transition Council, Transition Council leadership, quorum, minutes, decision making processes, principles and objectives, fiduciary duties and expectations for both Transition Council members and for staff supporting the Transition Council.

Ms. Catherine Knipe stressed the importance of having shared representation between the Transition Chair and Registrar. Ms. Jan Robinson requested that Ms. Alice Couto, Executive Assistant provide Mr. Bradley Chisholm with documentation from the Governance Policy regarding the President's role in Council to assist with the Terms of Reference design process.

A discussion ensued with regards to quorum. Council agreed that quorum for Council decisions would be 50% plus one and include a minimum of at least one public member, one Veterinary Technician and one Veterinarian.

A fulsome discussion ensued regarding decision making. The Registrar reminded Council that everyone at the Council table are equals in terms of making decisions and that all are

representatives for the interest of the public, not as individuals. Ms. Catherine Knipe, Chair recommended adding this statement to the Terms of Reference document preamble.

The Registrar made note to Councillors that annually they would need to sign a code of conduct/conflict of interest document. This form would be signed once the Terms of Reference document is approved.

Following discussions, Mr. Bradley Chisholm outlined next steps which included, incorporating feedback provided by Councillors and incorporating them into the Terms of Reference document, the Chair, Vice-Chair and Registrar will finalize the document and then the document will come back to the Transition Council for final approval.

6. Regulation Concept Development

The Registrar introduced this topic noting that *The Veterinary Professionals Act, 2024* grants the Transition Council of the College of Veterinary Professionals of Ontario the ability to make any regulations required to support the implementation of a new statutory framework for the practice of veterinary medicine in Ontario. The development of these regulations remains subject to the approval of the Lieutenant Governor in Council and is supported and overseen by the Ministry of Agriculture, Food, and Agribusiness (OMAFRA).

In developing these proposed regulations, OMAFA advised that it would be beneficial for the Transition Council to focus on the development of regulatory concepts, instead of specific regulatory language, to reflect and support the way that OMAFA conducts its work. Work related to regulation development has moved forward with a concept-based lens for the Transition Council to review and consider.

Ms. Sarah Kirby, Director of Policy joined the table. Ms. Kirby referred Council to the regulation development process flow chart to assist Council with the multi-step process. Ms. Kirby noted that each regulatory topic was separated into specific topics with corresponding background material, including a cover sheet, outline of specific legislative language and a draft concept.

6.2 Prescribed Offences

Ms. Sarah Kirby provided Council with an overview of the reasoning for prescribed offences that members are required to report. She outlined why the College would collect information related to offences, the history of College work related to offences, what would change and provided details of the draft concept.

A fulsome discussion ensued.

At 4:25 pm the meeting adjourned, noting that this topic would continue on September 24th.

Call to Order

Ms. Catherine Knipe, Chair, called the meeting to order at 9:02 am on September 24th and welcomed Councillors.

Roll Call

A roll call was conducted.

Ms. Sarah Kirby returned to the table and discussion continued regarding prescribed offenses. Ms. Kirby and the Registrar answered questions posed by Councillors.

MOTION: It was moved and seconded,

“That the Council of the College of Veterinarians of Ontario direct that the draft concept be approved for public consultation as presented.”

CARRIED

6.1 Alternative Dispute Resolution

Ms. Sarah Kirby provided Council with an overview of the relevant sections of legislation, regulation, by-law, and policy related to alternative dispute resolution. She described what an alternative dispute resolution was, outlined the history of College work related to alternative dispute resolution, explained what would change and provided details of the draft concept.

A discussion ensued and Ms. Kirby and the Registrar answered questions posed by Councillors.

MOTION: It was moved and seconded,

“That the Council of the College of Veterinarians of Ontario direct that the draft concept be approved for public consultation as presented.”

CARRIED

6.3 Committee & Panel Composition and Quorum

Ms. Sarah Kirby provided Council with an overview of the relevant sections of legislation, regulation, by-law and policy related to committee and panel composition and quorum. She explained why the College requires composition and quorum rules for Committees and Panels, the history of work related to composition and quorum of Committees and Panels, what would change and provided details of the draft concept.

A discussion ensued and Ms. Kirby and the Registrar answered questions posed by Councillors.

MOTION: It was moved and seconded,

“That the Council of the College of Veterinarians of Ontario direct that the draft concept be approved for public consultation as presented.”

CARRIED

6.4 Authorized Activities

Ms. Sarah Kirby provided a presentation on the current status of concept development related to authorized activities. An overview of the structure for authorized activities outlined in the *Veterinary Professionals Act, 2024* was provided. Ms. Kirby provided current thinking related to both veterinarian and veterinary technician scope of practice, the current thinking related to regulatory exemptions for non-veterinary animal care providers and provided early updates on a proposed work plan related to concept development in this area.

A fulsome discussion ensued. Ms. Kirby and the Registrar answered questions posed by Councillors.

Councillors agreed that the next steps would be ongoing development of concepts related to veterinarian and veterinary technician scope of practice and ongoing development of concepts related to regulatory exemptions for non-veterinary animal care providers. A presentation of draft concepts is to be brought forward to the Transition Council in November 2024.

6.5 Licensure

Ms. Sarah Kirby provided an overview of the relevant sections of legislation, by-law and policy related to licensure. Ms. Kirby explained the history of the College’s work related to licensure, including the current framework for veterinarians, and the current framework for veterinary technicians. Ms. Kirby provided a summary of some of the changes expected and presented the draft licensure concept to Council.

A fulsome discussion ensued. Ms. Kirby and the Registrar answered questions posed by Councillors.

MOTION: It was moved and seconded,

“That the Council of the College of Veterinarians of Ontario direct that the draft concept be approved for public consultation with the inclusion of feedback provided by Council.”

CARRIED

6.6 Professional Misconduct

Ms. Sarah Kirby, provided an overview of the relevant sections of legislation, regulation, by-law, and policy related to professional misconduct. She provided a history of the College’s work related to professional misconduct, including the current framework, legislative reform related to professional misconduct and the licensing of veterinary technicians. Ms. Kirby provided a draft concept that included a variety of language that would be considered.

A discussion ensued and Ms. Kirby answered questions posed by Councillors.

MOTION: It was moved and seconded,

“That the Council of the College of Veterinarians of Ontario direct the draft concept be approved for public consultation as presented.”

CARRIED

6.7 Conflict of Interest

M. Sarah Kirby noted that the College was proposing the development of supplementary misconduct Regulation language related to conflict of interest as permitted by *the Veterinary Professionals Act, 2024*. She provided an overview the relevant section of legislation, regulation, by-law, and policy related to conflict of interest. Ms. Kirby defined what a conflict of interest was and explained why the College oversees the same. Ms. Kirby provided the history of the College’s work related to conflict of interest, including the current framework and legislative reform regarding professional misconduct. She outlined the changes and provided a draft concept that outlined the specific supplementary components required in Regulation to assist members with handling conflicts of interest as they arise.

A fulsome discussion ensued, and Ms. Kirby and the Registrar answered questions posed by Councillors.

MOTION: It was moved and seconded,

“That the Council of the College of Veterinarians of Ontario direct the draft concept be returned to College staff for further review and development.”

CARRIED

Ms. Jan Robinson, Registrar asked Councillors for feedback on the concept materials that were presented by staff. A discussion ensued and Councillors provided their feedback and suggestions for further consideration.

7. Work Plan Progress Report

Ms. Jan Robinson, Registrar reviewed the timeline with Council and noted that nothing had been altered since the last Council meeting.

8. Evaluation

The Council meeting evaluation form 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.

9. Council Dates: 2024 – 2025

Council dates will be reviewed with the Chair and Registrar and then shared with Council.

10. Confidentiality

Councillors were reminded that Council meetings are public meetings.

Information discussed in in-camera sessions must be kept confidential by all in attendance. All budget/financial/strategic alignment documents are not to be shared outside of the meeting as these documents are working documents of Council and not public material. Any inquiries regarding the package can be directed to the website where the public package is posted.

Minutes of the Council meeting are not approved until its next meeting.

11. Date of Next Meeting

- October 16 (Virtual)

10. Adjourn

MOTION: It was moved,

“That the meeting of Council be adjourned.”

CARRIED

The meeting adjourned at 1:16 pm

Ms. Catherine Knipe
Chair

Jan Robinson
Registrar and CEO

Alice Couto
Recording Secretary