



MINUTES

Transition Council

**September 25, 2025, 2:00 – 4:00 pm and
September 26, 2025, 9:00 am – 4:00 pm**
Council Chamber
2-71 Hanlon Creek Blvd.
Guelph, ON

Presiding Officer: Ms. Catherine Knipe

Members present:

- Dr. Patricia Alderson
- Dr. Kathleen Day Dunbar
- Mr. John de Bruyn
- Ms. Cathy Hecimovich
- Ms. Lisa Langton, RVT
- Dr. Lena Levison
- Dr. Louise Kelly
- Dr. Clayton MacKay
- Dr. Sean Marshall
- Mr. Phil Nichols, RVT
- Dr. Alana Parisi
- Dr. Jessica Retterath
- Mr. Douglas Reynolds
- Dr. Sami Qureshi
- Dr. Yashvir Varma
- Dr. Wade Wright
- Dr. Michael Zigler

Regrets:

- Ms. Kirsti Clarida, RVT
- Mr. Phil Nichols, RVT (Sept 25)

Appointed Officer: Ms. Jan Robinson, Registrar and CEO

Staff attending:

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

1. Call to Order

Ms. Catherine Knipe called the meeting to order at 1:03 pm and welcomed Councillors and guests to the meeting.

2. Roll Call

A roll call was conducted.

3. Approval of Agenda

MOTION: It was moved and seconded,

“That the agenda be adopted as presented.”

CARRIED

4. Conflict of Interest

No conflicts were declared.

5. Approval of Minutes

MOTION: It was moved and seconded,

“That the minutes of the meeting held on August 11, 2025 be accepted as circulated.”

CARRIED

6. Transition Council Evaluation

Council reviewed the evaluation from the August 11, 2025 Transition Council meeting.

7. Discipline Tribunals

Ms. Shilo Tooze, Deputy Registrar joined the table. Ms. Tooze noted that at its June meeting, Transition Council reviewed a research report on different models of disciplinary tribunals and directed that two models be brought forward for further consideration. Two options were provided to Transition Council. Option 1 being the current/internal model within the new legislation and option 2 being the implementation of an independent body to administer the disciplinary process. The key differences to the two options were provided.

A fulsome discussion ensued, and the Registrar and Ms. Tooze answered questions posed by Council.

The Transition Council agreed that the preferred direction would be option 2 – implementation of an independent body and provided feedback and concerns to consider.

8. Presentation of new logo for CVPO

Ms. Kim Huson, Director, Communications & Engagement joined the table. Ms. Huson presented the new logo for the College of Veterinarians of Ontario and its characteristics.

Councillors provided their feedback on the new logo for the CVPO.

9. Setting Fees for the New College

Ms. Tooze introduced this topic. She noted that in order to provide recommendations for new fees, staff developed a fulsome budget simulation for the first three years of the new College. Ms. Tooze outlined several assumptions that would influence the numbers used in the budget simulations for each year, including, licensed member estimates, existing fees, per diems, inflation, reserves, special projects, staffing and expense considerations. Four considerations for proposed fee amounts were considered and outlined.

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

MOTION: It was moved and seconded,

“That the Transition Council, the Registrar, Ms. Rankin, Ms. Tooze and the recording secretary move to go in-camera to discuss setting fees for the College.”

CARRIED

MOTION: It was moved and seconded,

“That the Transition Council move to go out of in-camera.”

CARRIED

MOTION: It was moved and seconded,

“That the Transition Council supports the proposed licensure fee of \$1,200 for veterinarians and \$300 for veterinary technicians for inclusion in the Fee Schedule which will accompany the By-Laws, starting at Proclamation as presented.”

CARRIED

MOTION: It was moved and seconded,

“That the Transition Council supports the proposed staff organization chart as presented.”

CARRIED

MOTION: It was moved and seconded,

“That the Transition Council supports College staff engaging with the government regarding per diem rates for appointed public members.”

CARRIED

MOTION: It was moved and seconded,

“That the Transition Council direct staff to look at implications of per diem increases and how that may affect the budget.”

CARRIED

10. By-Laws

10.1. Introduction to By-Law Review

Ms. Tooze introduced this agenda item. She noted that By-Laws are lengthy and as such staff provided sections either alone or in relevant groups with a backgrounder for each grouping that describes the key issues that should be reviewed in each section. A current version of the Table of Contents was provided and each of the articles were defined. A complete copy of the draft By-Laws was provided to Council.

10.2. Article 2 – Council

Ms. Tooze introduced this agenda item and provided information to Council related to elections to Council and highlighted the key issues. Councillors were provided information on the number of elected members, the qualifications for elected and academic Council members, the proposed election date, Council profile and nomination procedure, the election procedure, election disputes, eligibility to vote, the selection procedure, term of office, disqualification and removal of elected or academic Council member, disqualification and the sanctions process and the handling of vacancies.

A fulsome discussion ensued, and the Registrar and Ms. Tooze answered questions posed by Council.

Transition Council provided feedback and comments and recommended that Article 2 – Council be returned to College staff for further work and consideration.

10.3. Article 3 – Officers of Council

Ms. Tooze introduced this agenda item and provided Council with information about the Officers of the College, their duties, their election or appointment, their removal and management of vacancies and highlighted key issues.

A discussion ensued and Ms. Tooze answered questions posed by Council.

Transition Council provided feedback and supported By-Laws Article 3 – Officers of Council as amended.

CARRIED

10.4. Article 5 – Council and Committee Member Code of Conduct and Article 7 – Conflict of Interest

Ms. Tooze introduced this agenda item, noting that The Code of Conduct section was developed based upon the existing Code of Conduct approved by Transition Council. Ms. Tooze outlined the proposed changes related to specific obligations, competence and independence.

Ms. Tooze noted that for Article 7 – Conflict of Interest, Transition Council had directed at its June meeting to add a clause related to the expectation that a Council or Committee member shall consider whether they believe another Council or Committee member has a conflict of interest. This clause has now been included.

A discussion ensued and Ms. Tooze answered questions posed by Council.

Transition Council supported By-Law Article 5 – Council and Committee Member Code of Conduct and By-Law 7 as presented.

10.5. Article 6 – Committees

Ms. Tooze introduced this agenda item and provided further information on the key issues related to the appointment to committees, term of office, disqualification and removal of a committee member, vacancies, standing committees, additional or special committees, composition of statutory and non-statutory committees, committee meetings, quorum and committee panels.

A discussion ensued and the Registrar and Ms. Tooze answered questions posed by Council. Council provided its feedback and comments.

Transition Council recommended that By-Law Article 6 – Committees be returned to College staff for further work and consideration.

10.6. Concept – Register

Ms. Tooze introduced this agenda item noting that Section 98 of the *Veterinary Professionals Act (VPA)*, provides the authority to require any additional information be present on the public register that Council decides to include in a By-Law. Some of the proposed additional requirements were cautions and specified continuing education or remedial programs (SCERPS), findings of professional negligence or malpractice, criminal charges, findings and conditions or release, registration/licensure in another jurisdiction, disciplinary findings by another regulator, license numbers and ownership of an accredited facility and licenses.

A discussion ensued and Ms. Tooze answered questions posed by Council. Council provided their comments and feedback.

Transition Council supported the inclusion of the discussed areas in the By-Laws as information that would be available on the College's public register and provided other areas to consider for inclusion on the public register.

10.7. Concept – Professional Liability Insurance

Ms. Tooze introduced this agenda noting that at its June Council meeting, the Transition Council provided direction to include a requirement in the By-Laws for licensed members to hold professional liability insurance and at its August meeting, Transition Council reviewed the professional liability insurance concept. The concept was enhanced and in order to define the specific requirements related to the insurance requirement to place in the By-Laws, Council was provided with information to consider related to the amount of coverage, the deductible, tail insurance or extended coverage and individual coverage vs. employer provided coverage.

A discussion ensued and Transition Council Ms. Tooze answered questions posed by Council.

Transition Council provided comments and feedback and agreed with the minimum insurance requirements that were proposed.

10.8. Article 14 – Fees

Ms. Tooze introduced this agenda item and provided details to the sections related to annual licensure and accreditation fees, fees and penalties and fee amounts.

A discussion ensued and the Registrar and Ms. Tooze answered questions posed by Council.

Transition Council supported By-Law Article 14 – Fees as presented.

10.9. Article 15 – Professional Corporations

Ms. Tooze introduced this agenda item and noted that the majority of the section was unchanged, with the exception of a few specific issues including, naming requirements, eligibility, term and renewal of a certificate and the duty to provide information.

A discussion ensued and Ms. Tooze answered questions posed by Council.

Transition Council supported By-Law Article 15 – Professional Corporations as presented.

10.10. Miscellaneous Administrative Sections

Ms. Tooze introduced this agenda item noting that the Miscellaneous section involves shorter parts focused on administration. The administrative sections of Article 4 – Meetings of Council, Article 8 – Remuneration and Indemnification for Council and Committee Members, Article 9 – Banking, Finance and Administration, Article 10 – The Registrar, and Article 16 - Making, Amending and Revoking By-Laws were combined for review by the Transition Council.

Ms. Tooze answered questions posed by Council.

Transition Council supported By-Law administrative sections – Articles 4, 8, 9, 10, & 16 as presented.

11. Other Business

11.1. 2026 Proposed Council Dates

Transition Council reviewed the proposed meeting dates for 2026 and provided feedback. A survey will go out to Transition Council to finalize the dates.

12. 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.

13. Next Meeting

- November 26-27, 2025

14. Adjourn

MOTION: It was moved,

“That the meeting of Transition Council be adjourned.”

CARRIED

The meeting adjourned at 1:16 pm.



Ms. Catherine Knipe
Chair



Jan Robinson
Registrar & CEO



Alice Couto
Recording Secretary