



THE COLLEGE OF  
VETERINARIANS  
OF ONTARIO

## Council Meeting

September 28 and 29, 2016  
3:00 p.m., Council Chamber

# MINUTES

### September 28, 2016

Presiding Officer:

Dr. Larry Caven

Members present:

Dr. Jennifer Day  
Mr. Sean Ford  
Ms. Diane Freeman  
Mr. Andrew Glenn  
Mr. Murray Hunt  
Dr. Steven Jacobs  
Dr. Carolyn Kerr  
Dr. Patricia Lechten  
Dr. Richard Liddell  
Dr. Marc Marin  
Dr. Sandra Rice  
Dr. Liz Saul  
Dr. Suminder Sawhney  
Dr. Sarah Thompson  
Dr. James Vanhie  
Dr. Susan Warren

Regrets:

Ms. Claudia Newman

Appointed officer:

Ms. Jan Robinson, Registrar and CEO

Staff in Attendance:

Ms. Kim Huson, Communications Specialist  
Dr. Kim Lambert, Senior Partner, Quality Practice  
Ms. Anita Lovrich, Policy Specialist  
Ms. Beth Ready, Executive Partner, Corporate Services  
Ms. Shilo Tooze, Senior Partner, Licensure

Observers

Ms. Aneeta Bharij  
Ms. Stephanie Bongiorno  
Ms. Megan Callaway  
Mr. Martin Fischer  
Ms. Lindsay Mitchell  
Ms. Rose Robinson  
Dr. Susan Sabatini

**1. Call to order**

Dr. Caven called the meeting to order at 3:00 p.m. and welcomed Councillors, and observers who were in attendance. Dr. Caven welcomed Dr. Richard Liddell, Councillor for electoral district #11.

Dr. Caven informed Councillors of the meeting procedures for the two-day Council meeting.

**2. Adoption of Agenda**

The following item was added to the agenda.

7.8 Policy Opportunities Related to Recent Discipline Case

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

“That the agenda be adopted as amended.”

CARRIED

**3. Conflict of Interest**

No conflicts were declared.

**4. Consent Agenda**

Councillors reviewed the consent agenda and it was requested that

- 4.2 – President’s Report
- 4.3 – Registrar’s Report
- 4.6 – National Examining Board Report (NEB) Report

be removed from the consent agenda to be discussed separately.

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

- 4.1 Minutes from the June 8, 2016 meeting
- 4.4 Committee Reports
  - 4.4.1 Accreditation
  - 4.4.2 Registration
  - 4.4.3 Complaints
  - 4.4.4 Discipline
  - 4.4.5 Executive
  - 4.4.6 Quality Assurance
  - 4.4.7 Governance, Audit and Risk
- 4.5 Legislative Reform Oversight Advisory Group
- 4.7 Ratify Executive Committee Motion:

“That a panel of the Executive Committee (Dr. Larry Caven, Dr. Jennifer Day, Dr. Marc Marin and Ms. Claudia Newman) remove Mr. Andrew Glennly from the Complaints Commkittee and appoint Mr. Murray Hunt to the Complaints Committee for one day specifically July 28, 2016.”

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

“That the Consent Agenda be approved with items 4.2, 4.3 and 4.6 to be discussed separately.”

CARRIED

#### **4.2 President’s Report**

It was suggested that the President should provide outcomes related to his/her attendance at meetings or conferences. This was noted and will be considered for any future reports.

**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 provided clarification relating to the Office of Controlled Substances and the requirement for exemptions.

A Councillor inquired about the timing of electoral district elections. The process for elections is contained in the College By-laws. It was indicated that a study could be conducted to review the timeliness of when elections are held.

Staff was directed to review, through the Governance, Audit and Risk Committee, the timelines related to electoral district elections.

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

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

CARRIED

#### **4.6 National Examining Board (NEB) Report**

The Registrar reported that the College’s representative on the National Examining Board attended a meeting in September. A report was circulated to Councillors.

The Registrar provided an update to Councillors on communication she has had with the Chair of the NEB related to the Clinical Proficiency Examination (CPE) and the use of the Pre-Surgical Assessment (PSA).

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

“That the Council of the College of Veterinarians of Ontario accept the National Examining Board (NEB) Report as presented.”

CARRIED

## **5. Strategic Alignment**

### **5.1 Evaluation**

- June 8, 2016

Mr. Murray Hunt introduced this agenda item.

Council reviewed the Council meeting evaluation from its meeting held June 8, 2016. Mr. Hunt reported that the Governance, Audit and Risk Committee reviewed the evaluation form. It was noted that all Councillors are welcome to remove any items within the Consent Agenda for discussion.

Councillors commented that they were pleased with the “short version” of the evaluation form.

#### **5.2.1 Strategic Plan Tactics**

Dr. Steven Jacobs introduced this agenda item.

Council reviewed the Strategy 2017 update on third year tactics which included objectives, success indicators and accomplishments.

The document was provided to Council for information.

### **5.3 Policy Review and Project Priorities Tracking**

This was provided for information.

#### **5.4.1 2015/2016 Balanced Scorecard**

Mr. Murray Hunt introduced this agenda item.

Council is provided with a Scorecard Dashboard and completed Indicators Table on a quarterly basis. The Dashboard is a high level document populated in colour to assist with drawing easy attention to areas that may require deeper examination.

Council reviewed and discussed the Dashboard and completed Indicators for the third quarter – April to June 2016.

#### **5.4.2 2016/2017 Balanced Scorecard**

Mr. Murray Hunt introduced this agenda item.

At its meeting held in June, Council was provided with a draft revised Strategy Map and Indicators Table for the next version of the Scorecard. The Indicators were approved by Council.

The Governance, Audit and Risk Committee reviewed the final version of the Scorecard for 2016/2017 including indicators and targets.

Council reviewed the final version. Reporting will begin in March 2017.

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

“That the Council of the College of Veterinarians of Ontario adopt the revised Balanced Scorecard for 2016/2017 for implementation.”

CARRIED

### **6.1 Financial Statements ending August 31, 2016**

Council reviewed the Variance Report, Balance Sheet, and Revenue and Expenses Statement, ending August 31, 2016.

The Registrar responded to questions asked by Councillors.

It was noted that Council does not approve financial statements that are presented to them as information only.

### **Adjourn**

**MOTION:** It was moved,

“That the meeting of Council be adjourned.”

CARRIED

The meeting adjourned at 4:10 p.m.



THE COLLEGE OF  
VETERINARIANS  
OF ONTARIO

## Council Meeting

September 28 and 29, 2016  
9:00 a.m., Council Chamber

# MINUTES

### September 29, 2016

Presiding Officer:

Dr. Larry Caven

Members present:

Dr. Jennifer Day  
Mr. Sean Ford  
Ms. Diane Freeman  
Mr. Andrew Glenny  
Mr. Murray Hunt  
Dr. Steven Jacobs  
Dr. Carolyn Kerr  
Dr. Patricia Lechten  
Dr. Richard Liddell  
Dr. Marc Marin  
Dr. Sandra Rice  
Dr. Liz Saul  
Dr. Suminder Sawhney  
Dr. Sarah Thompson  
Dr. James Vanhie  
Dr. Susan Warren

Regrets:

Ms. Claudia Newman

Appointed officer:

Ms. Jan Robinson, Registrar and CEO

Staff in Attendance:

Ms. Kim Huson, Communications Specialist  
Dr. Kim Lambert, Senior Partner, Quality Practice  
Ms. Anita Lovrich, Policy Specialist  
Ms. Beth Ready, Executive Partner, Corporate Services  
Ms. Shilo Tooze, Senior Partner, Licensure

Guests:

Ms. Katherine Hoffman, OMAFRA Representative  
Ms. Julie Maciura, Steinecke Maciura LeBlanc  
Mr. John Stevens, OVMA Representative

## Observers

Ms. Aneeta Bharij  
Ms. Stephanie Bongiorno  
Ms. Megan Callaway  
Mr. Martin Fischer  
Ms. Lindsay Mitchell  
Ms. Rose Robinson  
Dr. Susan Sabatini  
3 members of the public were in attendance

Dr. Caven called the meeting to order at 9:00 a.m. and welcomed Councillors, staff, guests and observers who were in attendance.

No conflicts were declared.

### **7.8 Policy Opportunities Related to Recent Discipline Case**

Councillors were provided with background information relating to a recent public outcry on a discipline decision. The case was not discussed with Council. Councillors were plus the President free to ask any questions on the management of the challenging event and the Registrar responded to any questions.

After lengthy discussion, it was determined that opportunities exist for potential improvements to the discipline process inclusive of:

- exploring the use of remitted suspensions by other regulatory bodies and determining if changes should be made to this practice in our penalty process
- exploring how and when other regulators refer matters to law enforcement and draft a College policy that clarifies these expectations
- providing additional educational materials on the discipline process for veterinarians and the public, inclusive of the requirement for procedural fairness and the need to consider relevant case law in decision-making
- exploring whether enhancements can be made to discipline training materials for panel members
- considering the option of requiring a contested hearing in certain defined situations
- continuing to pursue legislative changes which would permit interim suspensions prior to findings in serious cases, an increase in public representation on discipline panels, and an increase in transparency about the licensed member involved and the related allegations when a case is referred to discipline

The Registrar will move forward with further development on material for future Council consideration.

## **5.5 Council Roundtable**

### **5.5.1 Trends**

Councillors were given the opportunity to raise any matter that they believe is relevant to the College. Comments included:

- Dr. Marc Marin reported on his attendance at the Council on Licensure Enforcement and Regulation (CLEAR) conference
- the need for an educational component relating to control drug logs and drug log audits
- spay/neuter clinics held on reserves – concerns about who is left in charge post-surgery
- marketing / branding – seeing many issues with facility names and signage
- the Registrar reported:
  - upcoming meeting with the Registrar/Director of MCSCS regarding the animal welfare portfolio
  - participating in the Ontario Veterinary College’s upcoming strategic planning session
  - a next Leaders’ Table meeting will be held at OVC with CVO/OVMA and OVC
  - on her attendance at CLEAR, AAVSB and Citizen Advocacy Centre conferences

## 6.2 Budget 2017

The Registrar provided an overview on the key areas of importance in formulating the proposed 2017 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 proposed Operating Budget for the year 2017, as presented.”

CARRIED

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

“That the Council of the College of Veterinarians of Ontario approve the proposed Capital Budget for 2017.”

1 Opposed  
CARRIED

## 7. Public Policy

### 7.1 Update on Legislative Reform

Ms. Anita Lovrich and Ms. Julie Maciura joined the Council table for the legislative reform discussions.

In 2013 Council identified an increasing need to consider making a request to government to modernize the *Veterinarians Act*. One of the four strategic objectives was focussed on legislative reform. Council formed four working groups to manage the process: an Oversight Advisory Group, Scope of Practice, Investigations and Resolutions and Quality Practice.



Council was provided with background information on four topics. The concepts were proposed for either broad or targeted consultation. It is anticipated that a full concept paper will be presented to Council at its meeting in June 2017 for its review.

### **7.1 (i) Scope of Practice**

The Registrar introduced this agenda item.

One component Council directed to be reviewed in a legislative reform process is the existing scope of practice model found in the *Veterinarians Act*. The Scope of Practice Working Group reviewed the current scope of practice definition of veterinary medicine and considered its evolution in terms of roles, delegation, supervision and referral within veterinary practice. A Scope of Practice subgroup was formed to consider controlled acts which may be authorized to regulated veterinary technicians more specifically.

Council considered a new proposed scope of practice model based on controlled acts.

Council directed staff to circulate the proposed scope of practice model for targeted consultation. This would include the Ontario Veterinary Medical Association, the Ontario Association of Veterinary Technicians and the Canadian Council of Veterinary Registrars. Feedback received will be considered by Council at its meeting in March 2017.

### **7.1 (ii) Mandatory Reporting**

Ms. Anita Lovrich introduced this agenda item.

The *Veterinarians Act* does not currently include a provision related to mandatory reporting of a dismissal or resignation of a veterinarian related to incompetence or incapacity. This would allow the College to mitigate risks to the public by receiving timely information regarding licensed members who may require remediation or whose practice poses a risk to the public. Circumstances in which it is proposed that mandatory reporting should take place is either after a member has terminated the employment or contract of another member (who is a veterinarian) for reasons of either incapacity or incompetence or if the licensed member resigns before the employer or facility operator can address the concerns.

It is suggested that the proposal should include an immunity provision for reports stating that no action or other proceeding shall be instituted against a person for filing a report in good faith.

Council discussed and provided its feedback relating to the proposed provision.

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

“That the Council of the College of Veterinarians of Ontario direct staff to circulate the proposed provision relating to mandatory reporting for public consultation.”

CARRIED

### 7.1 (iii) Interim Suspensions

Ms. Anita Lovrich introduced this agenda item.

Currently there are no provisions in the *Veterinarians Act* relating to interim suspensions when a case is referred to the Discipline Committee. Cases may warrant an interim suspension when a member's continued practice poses serious risk to patients and the public. It would be important to the College to be able to utilize this tool in rare and extraordinary cases where it is warranted for the protection of the public.

The Oversight Advisory Group suggests that current College authorities related to interim suspensions with respect to incapacity remain in the *Veterinarians Act*, and to transfer the ability to make an interim order directing the Registrar to suspend or impose terms, conditions or limitations on a licensed member's licence from the Executive Committee to the Investigations and Resolutions Committee.

Council discussed and provided its feedback relating to the proposed provision.

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

"That the Council of the College of Veterinarians of Ontario direct staff to circulate the proposed provision relating to interim suspensions for public consultation."

CARRIED

### 7.1 (iv) Public Hearings

Ms. Anita Lovrich introduced this agenda item.

Under the current provisions of the *Veterinarians Act*, the College is not permitted to publish members' names until there is a finding. As a result, the College cannot publicize the notice of hearing, nor a member's name prior to a hearing. It is proposed that section 29 of the *Veterinarians Act* be deleted and a new revised proposed concept grant the College the authority to publish members' names prior to the conclusion of a hearing, including the fact of a referral to discipline. This would be in keeping with the practice of most regulated professions.

The new proposed provisions relating to hearings would modernize the *Act*, ensure that it is in line with other professions, and allow for increased transparency.

Council discussed and provided its feedback relating to the proposed provisions.

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

"That the Council of the College of Veterinarians of Ontario direct staff to circulate the proposed provision relating to public hearings for public consultation."

CARRIED

It was suggested that accreditation hearings should be considered for inclusion in this proposed concept.

## **7.2 Professional Practice Standard – Prescribing**

Dr. Susan Warren introduced this agenda item.

Council considered a first draft Professional Practice Standard on Prescribing in October 2015 and directed that the Standard be revised and brought forward to its meeting in March 2016. A number of revisions were made to the document in consideration of the “Veterinary Oversight of Antimicrobials Use – A Pan Canadian Framework of Professional Standards for Veterinarians.” Council reviewed an amended document at its March meeting. It was suggested that the College not seek external review and consultation due to the ongoing conversations regarding antimicrobial resistance at the national level, but rather seek targeted stakeholder feedback.

In light of the feedback received during the targeted consultation phase, College staff made a number of revisions to the proposed Standard.

Council discussed and provided its feedback on the revised Professional Practice Standard on Prescribing. It was suggested that should the Standard be approved, that a Guide be developed to assist with clarifications that may be helpful to the profession.

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

“That the Council of the College of Veterinarians of Ontario direct staff to circulate the draft Professional Practice Standard on Prescribing to the profession and public for comment.”

CARRIED

## **7.3 Professional Practice Standard - Dispensing**

Dr. Susan Warren introduced this agenda item.

Council considered a first draft Professional Practice Standard on Dispensing in October 2015 and directed that the Standard be revised and brought forward to its meeting in March 2016. A number of revisions were made to the document in consideration of the “Veterinary Oversight of Antimicrobials Use – A Pan Canadian Framework of Professional Standards for Veterinarians.” Council reviewed an amended document at its March meeting. It was suggested that the College not seek external review and consultation due to the ongoing conversations regarding antimicrobial resistance at the national level, but rather seek targeted stakeholder feedback.

In light of the feedback received during the targeted consultation phase, College staff made a number of revisions to the proposed Standard.

Council discussed and provided its feedback on the revised Professional Practice Standard on Dispensing. It was suggested that should the Standard be approved, that a Guide be developed to assist with clarifications that may be helpful to the profession.

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

“That the Council of the College of Veterinarians of Ontario direct staff to circulate the draft amended Professional Practice Standard on Dispensing to the profession and public for comment.”

CARRIED

#### **7.4 Position Statement – Medically Unnecessary Veterinary Surgery**

The Registrar introduced this agenda item.

Council considered a first draft of a new Position Statement on Medically Unnecessary Veterinary Surgery at its June 2016 meeting. Several suggestions were made to enhance the draft and staff was directed to make changes and return the document for Council’s review.

Council considered a revised Position Statement. It was noted that a position statement is not circulated for comment as it is not an expectation or standard. The document represents the opinion of the governing Council based on its appreciation of the issue, the College Mandate and the public interest.

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

“That the Council of the College of Veterinarians of Ontario direct that the draft Position Statement on Medically Unnecessary Veterinary Surgery be approved as presented and published.”

1 Opposed  
CARRIED

#### **7.5 Professional Practice Standard - Euthanasia**

Ms. Anita Lovrich introduced this agenda item.

At its March 2016 meeting Council reviewed a draft Professional Practice Standard on Euthanasia and directed that revisions be considered and brought forward to its meeting in June. A next version was reviewed by Council in June. Council approved a draft of a revised Professional Practice Standard and directed that it be circulated for feedback to the public and the profession.

Council considered a revised version including feedback received. It was suggested that should the Standard be approved, that a Guide be developed to assist with clarifications that may be helpful to the profession.

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

“That the Council of the College of Veterinarians of Ontario direct that the draft Professional Practice Standard on Veterinary Euthanasia be approved as presented and published.”

CARRIED

## **7.6 Professional Practice Standard – Advertising**

Ms. Anita Lovrich introduced this agenda item.

At its meeting held in June 2016 Council reviewed a draft Professional Practice Standard on Advertising. Council approved a draft and directed that it be circulated for feedback to the public and the profession.

Council considered a revised version including feedback received. It was suggested that should the Standard be approved, that a Guide be developed to assist with clarifications that may be helpful to the profession.

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

“That the Council of the College of Veterinarians of Ontario direct that the draft Professional Practice Standard on Advertising be approved as presented and published.”

CARRIED

## **7.7 Future Facility Accreditation Model**

Ms. Anita Bharij, Principal, Accreditation and Dr. Kim Lambert, Senior Partner, Quality Practice, joined the Council table for this discussion.

Dr. Sandra Rice introduced this agenda item.

In June 2014, Council established an Accreditation Models Task Force (AMTF) which was appointed to complete a review of current and emerging models for facility accreditation with an aim to assuring public safety and supporting the delivery of quality professional services in the future.

In October 2015, Council supported the proposed model recommended by the AMTF. Council directed staff to: provide recommendations for the piloting of an accreditation process that is consistent with the model defined in the AMTF report; consider requirements for regulation amendment necessary for implementation; provide a timeline and strategy for consultation with the profession regarding the recommended model; and to review the accreditation fee structure.

Council considered and discussed a transitional model proposed to bridge the current and future systems.

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

“That the Council of the College of Veterinarians of Ontario approve the future Facility Accreditation Model for circulation and comment.”

CARRIED

## **8. Organizational Policy**

### **8.1 Governance Manual**

Mr. Murray Hunt introduced this agenda item.

Council currently has three primary documents that are intended to guide its operation: Board Governance Policies, Council and Committee Operational Policies and Council Procedural Handbook. The documents have been a challenge in that they crossover and the varied style and format has made the governance expectations confusing and cumbersome.

The Governance, Audit and Risk Committee was charged with regularly reviewing Council's governance policies. The Committee determined a need to reformat all of Council's governance guidance into one manual.

Council was provided with an electronic version of a new Council Governance Manual. Council reviewed the document and provided its suggested changes. The manual is a living document and suggestions for change can be made to the Committee Chair at any time.

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

"That the Council of the College of Veterinarians of Ontario receive the new Council Governance Manual as amended."

CARRIED

### **8.2 Appointment of Deputy Returning Officer**

The Registrar brought forward two names who indicated were interested in serving as Deputy Returning Officers for the election to be held on November 16, 2016.

**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. Nina Szpakowski and Dr. Marco Mazzocco as Deputy Returning Officers for the election to be held in electoral district #3 , on November 16, 2016."

CARRIED

## **9. Other Business**

### **9.1 Annual General Meeting / Members' Forum**

Each year at the annual general meeting of members in January, a topic is selected for the focus of the members' forum. The meeting is held in conjunction with the Ontario Veterinary Medical Association's (OVMA) annual conference.

It was suggested that the topic focus on the Peer Advisory Conversation given the fact that the pilot will begin late 2016.

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

“That the Council of the College of Veterinarians of Ontario approve the suggested topic for the Members’ Forum to be held in January 2017 – “Showcasing your Practice – A Conversation with a Peer.”

CARRIED

The Registrar reported that the College will have a booth for the first time at the OVMA conference. Planning is in place for this event.

**10. Notice of Motion**

None

**11. Confidentiality**

Councillors were reminded that Council meetings are public meetings.

All budget/financial documents are not to be shared outside of the meeting as these documents are working documents of Council and not public material.

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

**12. Evaluation Form**

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.

**13. Date of Next Meetings**

The next regular meeting of Council will be held on November 30 and December 1, 2016 at 9:00 a.m.

**14. Adjourn**

**MOTION:** It was moved,

“That the meeting of Council be adjourned.”

CARRIED

The meeting adjourned at 3:15 p.m.

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Larry Caven, DVM  
President

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Date

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Jan Robinson  
Registrar and CEO

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Date

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Beth Ready  
Recording Secretary

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Date