



THE COLLEGE OF
VETERINARIANS
OF ONTARIO

Council Meeting

September 20 and 21, 2018
9:00 a.m., Council Chamber

MINUTES

Presiding Officer:

Dr. Steven Jacobs

Members present:

Dr. Peter Borgs
Dr. Geoffrey Cochrane
Dr. Jennifer Day
Dr. Tyrrel de Langley
Ms. Diane Freeman
Mr. Andrew Glenny
Dr. Lorie Gold
Dr. Shannah Kavonic
Dr. Patricia Lechten
Dr. Richard Liddell
Dr. Marc Marin
Mr. Donald Mayne
Dr. Paula Menzies
Ms. Claudia Newman
Dr. Sarah Thompson
Dr. Susan Warren

Appointed officer:

Ms. Jan Robinson, Registrar and CEO

Staff in Attendance:

Ms. Kim Huson, Communications Specialist
Ms. Sarah Kirby, Specialist, Standards and Policy
Dr. Kim Lambert, Associate Registrar, Quality Practice
Ms. Beth Ready, Executive Partner, Corporate Services
Ms. Shilo Tooze, Associate Registrar, Licensure

Observers

Ms. Aneeta Bharij
Ms. Megan Callaway
Ms. Ashley Coles
Ms. Sarah Ellery
Mr. Martin Fischer
Ms. Rose Robinson
Dr. Susan Sabatini
Ms. Lindsay Sproule

1. Call to order

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

2. Adoption of Agenda

MOTION: It was moved and seconded,

“That the agenda be adopted as circulated.”

CARRIED

3. Conflict of Interest

No conflicts were declared.

4. Consent Agenda

Councillors reviewed the consent agenda and it was requested that

- 4.3 Registrar’s Report
- 4.4.2 Registration Committee Report
- 4.4.7 Governance, Audit and Risk 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 Minutes from the June 13, 2018 meeting
- 4.2 President’s Report
- 4.4. Committee Reports
 - 4.4.1 Accreditation
 - 4.4.3 Complaints
 - 4.4.4 Discipline
 - 4.4.5 Executive
 - 4.4.6 Quality Assurance
- 4.5 National Examining Board (NEB) Report
- 4.6 Ratify Executive Committee Motions

MOTION: It was moved and seconded,

“That the Consent Agenda be approved with items 4.3, 4.4.2, and 4.4.7 to be discussed separately.”

CARRIED

4.3 Registrar’s Report

The Registrar provided clarification on questions relating to College involvement with students at the OVC. It was noted that the College attends many sessions with students throughout the year. A small focus group, which includes OVC faculty and students, is currently underway to discuss concerns that students are developing a fear of the College during their academic years. It is hopeful that ideas will be generated to reduce this fear.

A Councillor commented that he was very pleased with the recent article on the Complaints process and the video that was produced.

At this time Council watched the video which explains the College's Complaints process.

The Registrar provided the following additional highlights:

- Regular national and provincial meetings are held relating to the upcoming December 1st deadline date on antimicrobial resistance (AMR)
- a web-based tool has been launched titled FFAST (Farmed Animal Antimicrobial Stewardship) – a collaborative initiative between the Ontario Veterinary Medical Association, government, and industry partners along with a consulting firm - this will include tools and resources designed for farmed animal owners, veterinarians and their representative organizations
- the College has had several calls relating to remote dispensing
- the Professional Standards Authority has released their next publication "Right-touch Regulation in Practice – International Perspectives" – the College's Registrar's article on her experience with right-touch regulation is included in the document

MOTION: It was moved and seconded,

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

CARRIED

4.4.2 Registration Committee Report

It was noted by the Registrar and CEO that the College went through a full assessment of its registration practices this year. This is conducted by the Office of the Fairness Commissioner. An assessment report was received with no recommendations. The College was very pleased with the report and staff are congratulated on their related efforts.

MOTION: It was moved and seconded,

"That the Council of the College of Veterinarians of Ontario accept the Registration Committee Report as presented."

CARRIED

4.4.7 Governance, Audit and Risk Committee Report

Ms. Claudia Newman reported that a Governance 101 Session will be piloted to Councillors in December. The session aims to emphasize the importance of roles and relationships, maintaining a focus on public interest, how to ask great questions, and being attentive to potential integrity pit falls. The session will be held on day-2 of the Council meeting.

MOTION: It was moved and seconded,

"That the Council of the College of Veterinarians of Ontario accept the Governance, Audit and Risk Committee Report as presented."

CARRIED

5. Strategic Alignment

5.1 Evaluation

- June 13, 2018

Ms. Claudia Newman introduced this agenda item.

Council reviewed the meeting evaluation from its meeting held June 13, 2018. Comments received were positive.

It was noted for Councillors that Council packages are posted on the intranet for a 3-year period. Councillors can review previous packages for any cross-referencing requirements.

It was also noted that, if required, agenda items could be projected on the screen during a Council meeting.

Councillors are encouraged to complete the evaluation form and provide any comments.

5.2.1 Strategy 2020 Year Two Tactics

The Registrar introduced this agenda item.

Council reviewed the Strategy 2020 update on second year tactics which included objectives, tactics and accomplishments.

The document was provided to Council for information.

5.3 Policy Priorities

This chart was provided for information.

5.4.1 Key Performance Indicators

Ms. Claudia Newman introduced this agenda item and Ms. Shilo Tooze, Associate Registrar, Licensure joined the table to answer any questions.

In June, Council reviewed the first version of the new Key Performance Indicator Dashboard. The performance indicators allow Council to focus on risks to the organization and within the practice of veterinary medicine. Minor changes were suggested to the Dashboard.

Council reviewed and provided its feedback on the revised Dashboard. The Dashboard received positive feedback for its clarity and simplicity. Council is provided with a Dashboard on a quarterly basis.

5.4.2 Strategic Risk Dialogue

Ms. Claudia Newman introduced this agenda item.

In 2017, Council adopted the Regulatory Effectiveness Position Statement which highlights that the College is focused on risk in relation to its governance of the practice

of veterinary medicine in Ontario. The Governance, Audit and Risk Committee, as part of its mandate, reviews leading risks and strategic risks at each meeting. At its August meeting, the Committee reviewed strategic risks identified by staff in the last quarter to determine those which are of highest priority and in need of elevation to Council.

A strategic risk is brought to Council to determine whether Council believes that intervention is required to manage and mitigate the risk and reduce or prevent real or perceived harm.

Two strategic risks were brought to Council's attention - after-hours care, and the use of forms of energy in the provision of animal care.

Council was provided with a brief explanation of each of the risks.

Council discussed the strategic risk of after hours care and determined that further action is warranted in order to consider how to better mitigate this risk. Staff was directed to review the challenge and demands of after-hours care further and bring forward further information to a future meeting of Council. It was suggested that a briefing note will be developed for Council consideration.

Council discussed the strategic risk of forms of energy and determined that further action is warranted in order to consider how to better mitigate this risk. It was suggested that staff develop a work plan that will be forwarded to Council for its consideration in December.

5.5 Public Advisory Panel

As part of Strategy 2020, Council set in place two advisory panels – one with a public voice, and one with a voice from the profession. Both panels previously participated in teleconference call meetings.

The public advisory panel was invited to attend its first face-to-face meeting with Council. Dr. Patricia Lechten, 1st Vice-President facilitated this session.

Each panel member was asked three specific questions which was followed by a brief open question and comment period.

Both Councillors and panel members commented that the session was an overwhelming success. A summary report with actions will be developed for posting.

5.6 Council Roundtable

Media Trends - Regulatory Trends - Legal Trends

Councillors were provided by staff with the top trends relating to the media, regulation and recent legal cases.

Councillors reviewed each category and provided comments.

General Trends

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

- increase in uptake in temporary facilities, in particular, rabies and microchipping
- lack of interest in an electoral district up for election
- importance of medical records and ethics – recent article relating to agencies failure to re-unite children and a direct failure in recording pertinent data – relates to the College’s discussions on record keeping and continuity of care
- understanding the human-animal bond – how animals help improve the health and well-being of people
- the need for producer education on husbandry and the assessment of disease
- have seen an increase in complaints cases
- conversations continue on telehealth/telemedicine (phone, texting, Skype)
- emerging dialogue on artificial intelligence (AI)

5.7 Survey Results – Public and Profession

In 2013 Council decided to survey members of the profession and members of the public, separately, to determine the perspective of each in relation to the regulation of veterinary medicine. The results of the two surveys were very informative and greatly assisted Council and staff in determining strategic next steps.

To determine the College’s progress in improving its reputation and assuring its currency related to its communication and resources, two new surveys were conducted in 2018.

In 2013, the profession-based survey was conducted in house, while the public survey was contracted externally. In 2018, both surveys were conducted by an external firm.

Council was provided with two slide decks (General Population Opinion Research and Member Research). The Registrar and CEO provided an overview of each survey.

Council provided its comments and ideas which will be used to assist in planning for the College’s next set of strategic planning sessions which will start in the fall of 2019.



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- Dr. Shannah Kavonic
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- Ms. Kim Huson, Communications Specialist
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- Dr. Kim Lambert, Associate Registrar, Quality Practice
- Ms. Beth Ready, Executive Partner, Corporate Services
- Ms. Shilo Tooze, Associate Registrar, Licensure

Guests:

- Ms. Brandi Deimling, OVMA Representative
- Dr. Alison Moore, OMAFRA
- Mr. Kevin Reynard, RBC Dominion Securities

Observers

Ms. Aneeta Bharij
Ms. Megan Callaway
Ms. Ashley Coles
Ms. Sarah Ellery
Mr. Martin Fischer
Ms. Rose Robinson
Ms. Lindsay Sproule

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

No declarations of conflict were declared.

6.1 Financial Statements ending August 31, 2018

Council reviewed the Variance Report, Balance Sheet, and Revenue and Expenses Statement, ending August 31, 2018.

These documents are presented as information only.

6.2 Budget 2019

The Registrar provided an overview on the key areas of importance in formulating the proposed 2018 budget. The Registrar responded to questions of Councillors regarding a 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 2019, 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 2019 as presented.”

CARRIED

6.3 Investment Strategy

Mr. Kevin Reynard, RBC Dominion Securities, joined the meeting to answer any questions.

The Registrar and CEO, in alignment with Council’s direction through By-law, is responsible for the long-term investment of College funds beyond daily operations. This investment forms the College reserve. The type of investment available to the Registrar is safeguarded by Council approved By-law.

Based on existing investment rules, all of the College’s investments are in Guaranteed Investment Certificates (GIC’s). The College’s investment philosophy is respectful of the fact that its work is paid by the fees of licenced members. The College aims for preservation of capital and a modest, confident return where possible.

As the College's investment reserve has grown to reach its target, and the investment market has become increasingly less conservative, the Council's investment policy has become restrictive in assisting with its goal – preservation of capital and modest growth.

In order to permit greater investment strength with continued protection a change in wording to the By-laws would be required. Council considered suggested wording and provided its feedback. The revisions would support continued security and increased flexibility of instrument of investment beyond GIC's.

MOTION: It was moved and seconded,

“That the Council of the College of Veterinarians of Ontario approve the By-law change to section 4.08 with the removal of the wording “or brokerage house”, in principle, for circulation to the membership/public.”

CARRIED

The proposed By-law amendment will be circulated to the membership/public at least 65 days prior to final approval.

7. Public Policy

7.1 Telemedicine

7.1.1 Professional Practice Standard Revisions

The Registrar and CEO introduced this agenda item and Ms. Sarah Kirby, Specialist, Standards and Policy, joined the table to answer any questions.

In 2015 Council approved a Professional Practice Standard: Telemedicine for publication and directed that a Guide to the Professional Practice Standard: Telemedicine be published to accompany the Standard. Further, Council directed that the Standard should be reviewed annually, as telemedicine is an emerging and rapidly developing practice.

In 2016 Council reviewed a revised draft with accompanying briefing note. Following public consultation, a revised Professional Practice Standard: Telemedicine was approved in March 2017. Council also directed that an advisory group on telemedicine be struck to assist Council with its ongoing review of this rapidly advancing area and in staying abreast of innovation and its effect on the regulation of the profession.

At its meeting in June 2018, Council reviewed a briefing note and directed staff to develop further material.

The Innovation and Technology Advisory Group was formed and have met by teleconference in order to monitor emerging innovations in veterinary practice and their associated impacts and risks, to consider regulatory mechanisms necessary to assure client access to proper standards of care via technology, and to develop and disseminate relevant discussion papers on technology and regulation for use within the international veterinary regulatory community. The Group considered and confirmed working definitions of both telemedicine and tele-health for benchmark use at the international level. The definitions were incorporated into a revised Standard.

Council considered and robustly discussed the revised Professional Practice Standard – Telemedicine.

MOTION: It was moved and seconded,

“That the Council of the College of Veterinarians of Ontario accept the proposed changes to the Professional Practice Standard – Telemedicine.”

CARRIED

7.1.2 Briefing Note – Assessment at a Distance

At its June 2018 meeting, Council reviewed a briefing note that outlined a number of issues, trends and developments in telemedicine and highlighted potential areas where the College’s Professional Practice Standard could be amended. One of the issues reviewed was whether assessment at a distance should be permitted within the practice of telemedicine. Council directed staff to conduct further research into this area, and to provide an updated briefing note that outlined the findings.

Council considered a Briefing Note on Assessment at a Distance. Council vigorously discussed whether assessment at a distance and thereby diagnosing, prescribing and dispensing, should be permitted as part of the practice of telemedicine within a veterinarian-client-patient relationship created at a virtual level.

It was a decision of Council to direct staff to revise the Professional Practice Standard on Telemedicine permitting veterinarians to diagnose, prescribe, and dispense when a veterinarian-client-patient relationship (VCPR) is established virtually.

Council also robustly discussed and provided its feedback on the role, if any, that an auxiliary should have in the practice of assessment at a distance. This topic was robustly reviewed and debated.

It was a decision of Council to direct staff to provide further analysis on the utilization of auxiliaries to perform delegated tasks at a distance under indirect supervision. Information will be brought forward to a future Council meeting for its further consideration.

7.2 Professional Practice Standard – Proper Handling and Restraint

Dr. Paula Menzies introduced this agenda item.

As part of its 3-year Animal Welfare Agenda, Council identified as a Year-1 tactic, developing policy guidance for veterinarians on the humane handling and restraint of animals. Council approved the appointment of an Advisory Group with a time-limited mandate and defined its purpose in an approved terms of reference to facilitate its work.

The Advisory Group convened in April 2018, and at the conclusion of the meeting, it was determined that the College would draft a policy that encompassed the Advisory Group’s recommendations. The Advisory Group met again in July 2018 and considered a draft Professional Practice Standard on Humane Handling and Restraint. The draft policy was returned to staff for amending as per feedback that was provided to the Group. A revised draft policy was circulated to the Advisory Group for final review.

Council considered a draft Professional Practice Standard – Humane Animal Handling and Restraint and provided its feedback. Councillors commented that they were very pleased with the document.

MOTION: It was moved and seconded,

“That the Council of the College of Veterinarians of Ontario direct that the draft Professional Practice Standard – Humane Animal Handling and Restraint, as presented, be circulated to the profession and the public for comment.”

CARRIED

7.3 Policy Statement – Satellite Location – Remote Dispensing Options for Farmed and Large Animal Antimicrobial Drugs

The Registrar and CEO introduced this agenda item and Ms. Aneeta Bharij joined the table to answer any questions.

On December 1, 2018, veterinary oversight of all antimicrobials will come in to effect across Canada. This federal directive is the result of moving all medically important antimicrobials for humans on to the prescription drug list. This will be a change in practice for farmed and large animal medicine. One primary concern raised by veterinarians and owners is access to antimicrobial drugs in bulk and in a timely fashion.

At its meeting held in March 2018, Council approved the Policy Statement – Satellite Location – Remote Dispensing.” Since then, other satellite location scenarios for the purpose of remote dispensing for farmed and large animal anti-microbial drugs have been presented to the College for consideration. Some of the suggested new satellite locations are not suitable, such as large feed mills and veterinary facility specific warehouses, however, these discussions have pointed out the evolution of this concept, which prompted College staff to revisit the policy statement. It was suggested, by legal counsel, that the current policy statement be broader in scope.

Council considered a revised Policy Statement titled Satellite Location – Remote Dispensing Options for Farmed and Large Animal Anti-microbial Drugs.

MOTION: It was moved and seconded,

“That the Council of the College of Veterinarians of Ontario approve the revised Policy Statement – Satellite Location – Remote Dispensing Options for Farmed and Large Animal Anti-microbial Drugs, as presented for publication.”

CARRIED

7.4 Accreditation Model - Update

Ms. Aneeta Bharij, Principal, Accreditation, provided a presentation on the development of the new accreditation model.

Council and staff found the presentation to be very informative.

7.5 Peer Advisory Conversation Update

Dr. Kim Lambert, Associate Registrar, Quality Practice, provided a presentation on the development of the Peer Advisory Conversation.

Council and staff found the presentation to be very informative.

8. Organizational Policy

8.1 Annual General Meeting / Members' Forum

For many years the Council has hosted a members' forum in combination with its annual meeting of members. Since 2014, this meeting has been held in January in conjunction with the Ontario Veterinary Medical Association's (OVMA) conference in Toronto.

This year the annual meeting itself will be shorter, with the elimination of an open question period (as per 2018 Bylaw revisions). The members' forum topics have varied dependent on current College issues. Speakers at the forum have been both internal and external to College staff.

It was suggested for the 2018 members' forum to divide the session into two parts – key updates and hot topic round tables. Updates could be provided on Accreditation, Legislative Reform and areas of strategic risk. Hot topic round tables could follow on telemedicine, pain management and urban farming.

A suggested title for the members' forum is "Things ya oughta know! – A CVO Update."

Council discussed this format and were in agreement with the suggestions presented.

8.2 Rotating Location of June Council Meeting

Council has been actively strategizing on various ideas to increase the engagement of veterinarians with the College, its mandate, and its issues.

At the Executive Committee in May, the Registrar and CEO proposed the idea of rotating the location of the June Council meeting to perhaps trigger a different opportunity for increased exposure and understanding.

The idea is to select one key hub each year as the June Council location. A regular Council meeting would be held followed by a meet and greet.

Council considered this new opportunity for engagement.

MOTION: It was moved and seconded,

"That the Council of the College of Veterinarians of Ontario agree to holding the June 2019 Council meeting in a remote location."

15 For
1 Abstention
CARRIED

It was determined that the June 2019 meeting would be held in Sudbury.

9. Other Business

None

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 Meeting

The next regular meeting of Council will be held on December 4 and 5, 2018 at 9:00 a.m.

14. Adjourn

MOTION: It was moved,

“That the meeting of Council be adjourned.”

CARRIED

The meeting adjourned at 12:15 p.m.

Steven Jacobs, DVM
President

Jan Robinson
Registrar and CEO

Beth Ready
Recording Secretary