By-Laws

OF

NEW BRUNSWICK VETERINARY MEDICAL ASSOCIATION

AS OF

September 25, 2004
NEW BRUNSWICK VETERINARY MEDICAL ASSOCIATION

BY-LAWS

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NEW BRUNSWICK VETERINARY MEDICAL ASSOCIATION
BY-LAWS

DEFINITIONS

In these By-Laws and in any rules made by the Council, unless the context otherwise requires:

“Act” means the Veterinarians Act;

“Association” means the New Brunswick Veterinary Medical Association;

“Council” means the Council of the Association;

“rule” means a rule made by the Council pursuant to section 6 of the Act;

Any words importing the singular number shall include the plural and vice versa and words importing the masculine gender shall include the feminine and neuter genders and vice versa wherever the context so requires.

Any words used in these By-Laws or in the rules which are defined in the Act shall have the meaning set out therein.

BY-LAW NO. 1
HEAD OFFICE AND FISCAL YEAR

1.01 The head office of the Association shall be at such place as may be determined by the Council from time to time by rule. All notifications, notices, correspondence and any other directions shall be made to the Association or the Council at the head office.

1.02 The fiscal year of the Association shall terminate on the 31st day of December in each year, which date may be changed from time to time by a resolution of the Council.

BY-LAW NO. 2
SEAL

2.01 The corporate seal of the Association shall be in such form as the Council may approve from time to time.

BY-LAW NO. 3
OFFICERS

3.01 The officers of the Association shall be the President, Immediate Past President, Vice-President, Canadian Veterinary Medical Association representative and Executive Director-Registrar.

3.02 The President and Vice-President shall be elected annually from among the members of the Council at the first meeting of the Council following the annual meeting of the Association, provided that no person shall serve two consecutive terms as President.
3.03 The Executive Director-Registrar shall be appointed by the Council, shall be a practising veterinarian, shall not be a Councillor of the Association and shall hold office during the pleasure of the Council.

3.04 (a) The Immediate Past President shall serve as an officer for one year following his or her term of office as President and following the completion of his or her term of office as Immediate Past President he or she shall be ineligible for election or appointment as President of the Association for 1 year.

(b) Where a Councillor or Officer is removed from office under bylaw 6.02(c) his or her office, duties and position on Council shall immediately become vacant and Council may fill such vacancy or vacancies under by-Laws 3.05 and 10.03, provided always that if the President is removed from office he or she shall not be eligible to hold the office of Immediate Past President under the by-Laws or rules. [September 22, 2001]

3.05 If any vacancy in any of the offices of the Association shall occur for any reason the Council shall fill such vacancy and such person shall hold office until his or her successor is elected or appointed.

**BY-LAW NO. 4**

**DUTIES OF OFFICERS**

4.01 **PRESIDENT**

The President shall,

(a) preside at all meetings of the Council, the Executive Committee and the Association, or the President may appoint another person to act as Chairman, and at all such meetings shall be entitled to participate in all discussions and to vote,

(b) be an ex-officio member of all committees,

(c) be the chief executive officer of the Association and shall perform all acts and duties pertaining to the office of President,

(d) call special meetings of Council or the Association when necessary,

(e) exercise general control and supervision over the business and affairs of the Association and shall be the official representative of the Association,

(f) have a second casting vote in the event of a tie at any meeting at which he or she presides, and

(g) perform such other duties and exercise such other powers as the Association or Council may from time to time direct.
4.02 **VICE-PRESIDENT**

The Vice-President shall

(a) be vested with all the powers and shall perform all the duties of the President in the absence, disability or refusal to act of the President; and

(b) perform all other duties and exercise such powers as may be assigned to him from time to time by the Council.

4.03 **EXECUTIVE DIRECTOR-REGISTRAR**

The Executive Director-Registrar shall,

(a) issue a certificate of membership to members upon admission to membership and from time to time and in such form or forms as the Council may approve by resolution, to such persons and professional corporations that have met the requirements of the Act, By-Laws and rules and have paid all required fees,

(b) issue annually a renewal of membership certificate and a licence to professional corporations in such form as the Council may approve by resolution to such persons and professional corporations that have met the requirements of the Act, By-Laws and rules and have paid all required fees,

(c) accurately keep or cause to be kept the registers and rosters of the Association and shall record or cause to be recorded all information required to be kept in such registers and rosters,

(d) perform all duties and exercise all powers assigned to the Executive Director-Registrar in the Act, By-Laws and rules and perform such other duties and exercise such other powers as may be directed from time to time by the Council, and

(e) deliver to his or her successor in office all books, papers and other property of the Association and Council.

4.04 All certificates of membership, renewal of membership certificates and licences to professional corporations shall be and remain the property of the Association and shall be returned to the Association immediately upon demand by the Executive Director-Registrar.

**BY-LAW NO. 5**

**PAYMENT OF EXPENSES OF OFFICERS, COUNCILORS AND MEMBERS**

5.01 The reasonable out-of-pocket expenses of officers and Councilors and members of the Association acting on committees of the Association, incurred while carrying out business on behalf of the Association, other than expenses incurred in connection with attendance at the annual meeting of the Association, shall be paid by the Association subject to such rules as may be prescribed by the Council from time to time.
BY-LAW NO. 6
MEETINGS

6.01  **ANNUAL**

Unless Council by resolution otherwise determines, the annual meeting of the Association shall be held on the fourth Saturday in September each year at such place as the Council may determine.

6.02  **SPECIAL**

(a) Special meetings of the Association shall be convened by order of the President or on written demand signed by any 15 members of the Association, at such time and place as may be determined by the President and in no case later than 60 days following receipt of such written demand by the President.

(b) Notwithstanding 6.02(a), a special meeting of the Association may be called by a resolution passed by a vote of two-thirds of Council or by a written demand signed by any 15 members of the Association for the sole purpose of removing one or more Officers or Councillors of the Association. [September 22, 2001]

(c) An Officer or Councillor may be removed from office by a resolution duly passed by at least two-thirds of the votes cast on such a question at a special meeting called for that sole purpose under 6.02(b). [September 22, 2001]

6.03  **COUNCIL**

Meetings of the Council shall be held at least three times yearly, or at any time or place determined by the President or on the written request by 3 members of the Council, at any time or place determined by the President and in no case later than 30 days following receipt of such written request by the President.

6.04  **NOTICE OF ANNUAL AND SPECIAL MEETINGS OF THE ASSOCIATION**

(a) Notice of annual or special meetings of the Association shall be mailed, telegraphed or delivered to each member of the Association at his or her last known address, at least 30 days before the holding of the meeting, designating the time and place of such meeting.

(b) In the case of a special meeting of the Association, such notice shall specify the general nature of the proposed business to be transacted and no other business shall be transacted at such meeting or any adjournment thereof.

6.05  **NOTICE OF COUNCIL MEETINGS**

(a) Notice of the time and place of Council meetings shall be mailed or delivered or forwarded by facsimile transmission to each Council member not less than 10 days before the date of such meeting.
(b) Notwithstanding the foregoing, a meeting of the Council may be held at any time or place without formal notice if all Councilors are present or have waived notice of the meeting.

(c) Notwithstanding the foregoing, a meeting of the Council shall be held each year immediately following the annual meeting and no notice or waiver of notice of such meeting shall be necessary.

6.06 QUORUM -- ASSOCIATION, COUNCIL, COMMITTEES

The Quorum for meetings shall be in the case of,

(a) the Association - 15 voting members,
(b) the Council - 4 Councilors, and
(c) Committees--unless otherwise provided, a majority of the members of the Committee.

6.07 VOTING

(a) Unless otherwise provided by the Act, By-Laws or rules, voting on any question at any meetings of the Association, the Council or any committee shall be determined by the majority of votes cast on such question.

(b) Voting at all meetings of the Association shall be by show of hands unless 3 members present in person request a secret ballot in which case the President shall appoint 3 scrutineers for the purposes of taking the secret ballot.

6.08 PROCEDURE

(a) Subject to the By-Laws and rules the procedure at meetings of the Association and the Council shall be governed by the latest edition of Roberts Rules of Order.

(b) If within half an hour after the time appointed for the annual or a special meeting of the Association a quorum is not present, the President shall in the case of an annual meeting, call another meeting for such time and place and subject to such notice requirements as he or she shall determine and in the case of a special meeting, the special meeting shall be dissolved.

(c) The business at the annual meeting of the Association shall include:

(i) approval of the minutes of the previous annual meeting and all intervening special meetings, which minutes need not be read before approval if copies thereof have been made available to those attending the meeting;

(ii) reports of committees

(iii) presentation of financial statements
(iv) resolution ratifying acts of Council, Executive Committee and Committees
(v) amendments to By-Laws
(vi) election of Councilors
(vii) appointment of auditors, if any
(viii) other business

6.09 PROXY VOTING

(a) voting members may vote at the annual or any special meeting of the Association either in person or by proxy.

(b) All proxies shall be written in the form set out in the rules, shall be signed, and shall be filed with the Executive Director-Registrar prior to the meeting at which such proxy is to be used.

(c) Proxies shall be valid only for the meeting or any adjournment thereof specified in such proxy.

(d) Proxies may be held only by voting members.

(e) No voting member may hold more than 1 proxy.

(f) Proxies may be withdrawn by a member by a notice in writing delivered to the Executive Director-Registrar at any time.

(g) A member having granted a proxy shall be deemed to have withdrawn the proxy if he or she attends the meeting for which the proxy was issued and such proxy may not be reinstated.

6.10 No motion for the repeal or amendment of a by-law or a rule at the instance of a member pursuant to the Act shall be considered at an annual, special or other meeting of the Association unless a Notice of Motion in writing signed by the proponents of the motion and setting out the exact wording of the proposed motion has been delivered to the Association not later than 60 days prior to the date of the meeting at which the motion is to be considered. Such Notice of Motion shall be forwarded to the members by the Association at least 30 days prior to the meeting at which it is to be considered.

BY-LAW NO. 7
EXECUTION OF DOCUMENTS AND AUDITS

7.01 Contracts, documents or other instruments in writing requiring the signature of the Association may be signed by any two of the President, a Vice-President, the Immediate Past President and the Executive Director-Registrar, and the corporate seal may be affixed thereto and all contracts, documents and instruments in writing so signed shall be
binding upon the Association without further authorization or formality. The Council shall have power from time to time by resolution to appoint any officer or officers on behalf of the Association either to sign contracts, documents and instruments in writing generally or to sign specific contracts, documents or instruments in writing.

7.02 An auditor of the Association may be appointed at the annual meeting of the Association.

7.03 The Council shall cause to be kept proper records and accounts of all transactions of the Association.

7.04 A copy of the Annual Financial Statements, approved by the Council shall be available to each member prior to the annual meeting.

7.05 The Solicitor of the Association shall be appointed by the Council.

BY-LAW NO. 8
FEES

8.01 Annual membership or licence fees for practising veterinarians and professional corporations shall be in such amounts as may from time to time be determined by an ordinary resolution of the Council and shall, except as provided in the rules, include the annual fees payable for membership in the Canadian Veterinary Medical Association.

8.02 The Council may from time to time determine all other fees, dues and assessments for all other matters by an ordinary resolution of the Council.

8.03 All annual membership or licence fees are due on or before January 1st in each year.

8.04 On or before the 1st day of December in each year the Executive Director-Registrar shall send, by mail or otherwise, to each person or corporation liable to pay an annual membership or licence fee, a notice with respect to such fees.

8.05 If the membership or licence fees and a completed renewal application in the form prescribed by the rules are not received at the office of the Registrar on or before February 1st in any year from a practising veterinarian or professional corporation the Executive Director-Registrar shall not consider any renewal application until such time as the applicant has paid a late filing fee of $25.00 and if not paid by March 1st, $5.00 per day for each day after March 1st that the renewal application remains unfilled or the required fees including late filing fees remain unpaid.

8.06 If a practising veterinarian or professional corporation has not filed the required renewal application together with the annual membership or license fee by April 1st in any year, together with all late filing fees due, the name of the practising veterinarian or professional corporation shall be struck from the register or the corporations register and the Executive Director-Registrar shall forthwith send a notice to the practising veterinarian or professional corporation notifying them that they are no longer entitled to practise veterinary medicine or to hold themselves out as such.
8.07 Membership or registration in the Association shall expire on April 1st in each year, unless renewed prior to that date and each person whose membership or registration has expired shall enjoy none of the rights and privileges of a member.

BY-LAW NO. 9
REPRESENTATIVE TO THE CANADIAN VETERINARY MEDICAL ASSOCIATION

9.01 A representative of the Association to the Canadian Veterinary Medical Association shall be elected every 3 years from among the members of the Association at the annual meeting and who shall serve as an observer for one year and as the Association’s Canadian Veterinary Medical Association Representative for 3 years. This position shall be an ex-officio position on Council with no voting power. [September 25, 2004]

9.02 (a) Should a vacancy occur in the office of the Canadian Veterinary Medical Association Representative for any reason, the Council may fill such vacancy until the next annual meeting of the Association.

BY-LAW NO. 10
COUNCIL

10.01 (a) The Council shall be composed of 6 Councilors as follows:

(i) the Immediate Past President of the Association; and

(ii) such number of Councilors at large elected at the annual meeting for terms of office of 2 years as is necessary to bring the total number of Councilors to 6.

(b) The method of nominating Councilors and the method of holding and conducting elections of Councilors shall be as set out in the rules from time to time.

10.02 Subject to section 10.03 the term of office of all Councilors, whether appointed or elected, shall commence immediately following the annual meeting of the Association in the year in which the Councillor is elected or appointed.

10.03 (a) Subject to By-law No. 3,

(i) if any vacancy on the Council occurs, the Council may fill such vacancy,

(ii) any person appointed to fill a vacancy shall hold office until his or her successor, whether appointed or elected, commences his or her term of office,

(iii) if any Councillor fails to attend 2 consecutive duly called meetings of Council, the Council may by resolution declare that Councillor’s position to be vacant.

10.04 Pursuant to section 6 of the Act the Council may by resolution make, amend or repeal rules regulating any aspect, subject or matter of the business and affairs of the
Association and the practice of veterinary medicine as may be governed by by-law, including such aspects, subjects or matters described in paragraphs 5(1)(a) to (y) inclusive of the Act and any such rule shall be valid, binding and effective from the date of the resolution of the Council until amended or repealed by an ordinary resolution at an annual, or special meeting of the Association called for the purpose of considering the same.

10.05 The Council, Executive Committee and any committee of the Council or the Association may conduct meetings by telephone or other communication facilities provided that a notice of meeting by telephone or other communication facilities has been given not less than 3 days before the date of such meeting or such notice has been waived. The minutes of any action, decision, order or determination taken or made by a meeting held by telephone or other communication facilities shall be made part of the minutes of the Council, Executive Committee or committee, as the case may be.

10.06 INDEMNITY OF COUNCILORS AND OFFICERS

Every Councillor, committee member, agent or officer of the Association and his or her heirs, executors and administrators, and estate and effects, respectively, shall, from time to time and at all times, be indemnified and saved harmless out of the funds of the Association, from and against;

(a) all costs, charges and expenses whatsoever which such Councillor, committee member, agent or officer sustains or incurs in or about any action, suit or proceeding which is brought, commenced or prosecuted against him or her, for or in respect of any act, deed, matters or things whatsoever, made, done or permitted by him or her, in or about the execution of the duties of his or her office;

(b) all other costs, charges and expenses which he or she sustains or incurs in or about or in relation to the affairs, thereof, except such costs, charges or expenses as are occasioned by his or her own wilful neglect or default.

10.07 Whenever amendments are made to By-Laws, Council may make consequential editorial and numbering changes to the By-Laws or rules as required.

**BY-LAW NO. 11**

**COMMITTEES**

11.01 The Association shall maintain the following standing committees:

(a) Complaints Committee

(b) Discipline Committee

(c) Orientation Committee

(d) Continuing Education Committee
(e) Legislation Committee

11.02 The Chairman of the Complaints Committee and the Chairman of the Discipline Committee, and the members thereof, shall be appointed in accordance with the provisions of the Act and By-Laws with respect to such committees.

11.03 The Council shall establish, maintain and appoint such other committees as it from time to time deems necessary or expedient.

11.04 Unless otherwise expressly provided, the Council may fill any vacancy on any committee and any person appointed to fill such a vacancy shall hold office until his or her successor, whether appointed or elected, commences his or her term of office.

11.05 Except as otherwise expressly provided the Council may from time to time appoint an additional member or members to any committee.

**BY-LAW NO. 12**

**EXECUTIVE COMMITTEE OF THE COUNCIL**

12.01 The Executive Committee of the Council shall consist of the following:

(a) The President,

(b) The Vice-President,

(c) The Immediate Past President.

12.02 The Executive Committee shall carry on the business of the Council between meetings of the Council. All orders, determinations, resolutions and decisions of the Executive Committee shall be effective from the date made but must be reported to the next meeting of the Council.

**BY-LAW NO. 13**

**DISCIPLINE**

13.01 Complaints Committee

The Complaints Committee (hereinafter referred to as the “Committee”) shall be composed of 3 practising veterinarians including a Chairman each of whom shall have been members for a minimum of 3 years at the time of their appointment and none of whom shall be Councilors or members of the Discipline Committee.

13.02 (a) The Council shall appoint the members of the Complaints Committee, including the Chairman, for terms of 3 years provided that 1 member of the first Committee shall be appointed for an initial term of 1 year and 1 member of the first Committee shall be appointed for an initial term of 4 years.
(b) The Council shall appoint the Chairman of the Complaints Committee and a Vice-Chairman to serve in the place of the Chairman in the event of his or her absence or inability to act at any time.

(c) In the event of any vacancy for any reason on the Complaints Committee the Council shall fill such vacancy forthwith for the unexpired term of the vacated member.

13.03 Upon receiving a complaint in writing signed by the complainant, the Chairman of the Complaints Committee shall cause the Executive Director-Registrar to:

(a) notify the member in writing that a complaint has been received by the Complaints Committee and that an investigation is being conducted;

(b) forward a copy of the complaint to the member and request the member to state his or her language preference;

(c) request and obtain such reports, documents and evidence in writing as he or she considers necessary for the purposes of the Complaints Committee and prepare and deliver to the Complaints Committee such reports, documents and evidence in writing; and

(d) upon completion of such preliminary matters deemed necessary by the Executive Director-Registrar, set a date for the first hearing of the Complaints Committee and notify the member of the said date in accordance with the provisions of paragraph 35(9)(c) of the Act, which notice shall be accompanied by copies of all reports, documents and evidence delivered to the Complaints Committee under subsection (c).

13.04 Two members of the Complaints Committee shall constitute a quorum and shall act for, carry out and exercise all of the duties and powers of the Complaints Committee.

13.05 After the Complaints Committee has made a determination under subsection 35(10) of the Act, the Complaints Committee shall forward to the Council, the member against whom the complaint has been made and the Complainant a report of its determination, signed by the members of the Committee concurring therein.

13.06 If the Complaints Committee has referred a complaint to the Discipline Committee it shall submit all reports, documents and evidence submitted to it together with the report of its determination to the Discipline Committee.

13.07 Discipline Committee

The Discipline Committee (hereinafter referred to as the “Committee”) shall be composed of 8 practising veterinarians including a Chairman and a Vice-Chairman, each of whom shall have been members for a minimum of 3 years at the time of their appointment and none of whom shall be Councilors of the Association.

13.08 (a) The Council shall appoint the members of the Committee, including the Chairman and the Vice-Chairman, for terms of 3 years provided that 2 members of the first
Committee shall be appointed for initial terms of 1 year, 2 members of the first Committee shall be appointed for initial terms of 2 years and 2 members of the first Committee shall be appointed for initial terms of 4 years.

(b) The Council shall appoint the Chairman of the Committee and a Vice-Chairman to serve in the place of the Chairman in the event of his or her absence or inability to act at any time.

(c) In the event of any vacancy for any reason on the Committee the Council shall fill such vacancy forthwith for the unexpired term of the vacated member.

13.09 Upon receiving a complaint in writing referred by the Complaints Committee signed by the complainant, the Chairman of the Discipline Committee shall:

(a) appoint a panel of 4 members of the Committee to consider and investigate the complaint. Each panel shall consist of the Chairman or the Vice-Chairman, and 3 other members of the Committee;

(b) consider the following factors in appointing a panel, provided always that such factors are not binding on the Chairman:

(i) the immediate geographic area in which the member against whom the complaint was made resides;

(ii) the similarity of the length and type of practice or work experience of the panel members with that of the member against whom the complaint has been made; and

(iii) such other factors are the Chairman considers relevant; and

(c) cause the Executive Director-Registrar to:

(i) notify the member in writing that a complaint has been received by the Committee and that an investigation is being conducted;

(ii) forward a copy of the complaint to the member and request the member to state his or her language preference;

(iii) request and obtain such information, documents, evidence and things as he or she considers necessary for the purposes of the Committee and prepare and deliver to the Committee such information documents, evidence and things; and

(iv) upon completion of such preliminary matters deemed necessary by the Executive Director-Registrar, set a date for the first hearing of the Committee and notify the member of the said date in accordance with the provisions of paragraph 39(1)(e) of the Act.
13.10 If a complaint or matter is being investigated pursuant to section 38 of the Act, in addition to the other requirements set out in section 13.09 hereof, the Executive Director-Registrar shall forthwith forward a copy of the Committee’s order to the member against whom the order was made.

13.11 When the Committee has made a determination, decision or order pursuant to subsection 36(8) of the Act the Committee shall forward to the Council, the member against whom the complaint was made and the complainant a report of its determination, decision or order, signed by the members of the Committee concurring therein.

13.12 Each panel of the Committee shall constitute a quorum and shall act for, carry out and exercise all the duties and powers of the Committee.

13.13 (a) If the Committee makes an order pursuant to paragraphs 36(7)(b),(c),(d) or (e) of the Act, whether made prior to or after the commencement of the first hearing of the Committee, a copy of the order shall be mailed forthwith to the person against whom the order is made.

(b) Both the complainant and the member against whom a complaint is made have the right to be represented at any hearing by legal counsel, at their own expense.

(c) The Committee shall make such record of the evidence presented to it in such manner and form as it deems expedient and the Committee shall not in any case be obligated to keep or prepare a verbatim transcript of evidence.

(d) It is the duty of the member against whom a complaint is made to appear at all hearings but in the event of non-attendance the Committee upon proof of mailing or service of notice of such hearing may proceed in the same way as though the member were in attendance.

13.14 When the Discipline Committee has made a determination, decision or order pursuant to subsection 36(8) of the Act, the Committee shall notify any persons, including the public generally, as it deems expedient or necessary, of its determination, decision or order in such manner and form as it deems expedient.

13.15 **Reinstatement**

(a) The Discipline Committee or a panel thereof shall consider all applications for reinstatement of registration, licence, membership or right to practice after revocation or suspension and all applications for removal or alteration of conditions, restrictions or limitations imposed on a member’s registration, licence, membership or right to practise (hereinafter collectively referred to as “sanctions”) and shall make such investigations and conduct such hearings it deems necessary for the consideration of such applications.

(b) A panel of the Discipline Committee appointed to consider an application under subsection 13.15(a) shall be appointed in the manner set out in section 13.09(a) with such modifications as are necessary to ensure that no member of a panel appointed to consider
that application has participated in a previous disciplinary proceeding respecting the particular matter concerning the applicant which is being considered pursuant to 13.15(a).

13.16 No application under section 13.15 may be made to the Discipline Committee within 12 months from the date on which sanctions were imposed or within 12 months from the date of the determination of any previous application under section 13.15.

13.17 The Discipline Committee shall determine its own rules of procedure with respect to applications made under section 13.15.

13.18 (a) The Discipline Committee shall not consider any application made under section 13.15 unless:

(i) the application is in writing and is signed by the applicant;

(ii) the application sets out the grounds of the application, the remedy or order sought and the remedial measures taken by the applicant;

(iii) the applicant has paid all fees determined by the Council by resolution from time to time; and

(iv) the applicant has complied with any requirements set out in the rules with respect to such applications.

(b) The Discipline Committee may dismiss the application made under section 13.15 and may make such decision, order or determination as it deems appropriate.

(c) When the Discipline Committee has made a decision, order or determination with respect to an application under section 13.15, the Committee shall forward to the Council and the applicant a copy of its decision, order or determination signed by the members of the Committee concurring therein.

BY-LAW NO. 14
RULES OF PROFESSIONAL CONDUCT

14.01 (a) The Association hereby adopts the following Code of Ethics as the Rules of Professional Conduct of the Association:

Code of Ethics and Rules of Professional Conduct

I. RESPONSIBILITIES TO THE CLIENT

1. Each member will practise veterinary medicine to the best of his or her ability.

2. No member must ever practise under conditions when his or her personal state may adversely affect the quality of service.

3. Each member will ensure that conduct toward clients in the practice of the profession is above reproach.
4. No member shall guarantee a cure.

5. Each member will recognize his or her limitations and, when indicated, recommend to the client that additional opinions and services be obtained.

6. Members will continue to educate themselves and adjust to modern concepts of veterinary medicine, to ensure the best possible service to their clients and patients.

7. Each member shall respect the confidentiality of information revealed by the client.

8. Members shall comply with the common law governing their obligations to their clients and shall obey without fault the official public regulations and laws governing their acts.

9. In the case that a member has strong suspicion or proof that an act of cruelty has occurred, the member may contact the proper authorities, without being in conflict of existing NBVMA bylaws protecting client-veterinarian confidentiality. [September 28, 2002]

II. RESPONSIBILITIES TO THE PROFESSION

1. The member should first of all be a good citizen. No act should be committed that will reflect unfavorably upon the profession.

2. Each member will build a professional reputation based on ability and integrity.

3. (a) No member shall belittle or injure the professional standing of another member or make any statement orally or in writing calculated to belittle or injure the professional reputation of another veterinarian or unnecessarily comment adversely upon any professional act of another veterinarian. [September 22, 2001]

(b) Exemplary personal conduct is expected of all members of the profession. [September 22, 2001]

(c) Members shall not engage in illegal practices or aid in illegal practices of others. [September 22, 2001]

4. Consultation

(a) Referred Client

When a second veterinarian is introduced to a case to consult with the attending veterinarian or to give a second opinion on the case, at the request of the attending veterinarian, the second veterinarian will:

(i) make an effort to review the case with the attending veterinarian;
(ii) co-operate with the attending veterinarian in such a spirit of professionalism as to assure the client’s confidence in veterinary medicine;

(iii) discuss the findings with the client in such a manner as to avoid criticism of the attending veterinarian;

(iv) inform the attending veterinarian of the diagnosis and treatment recommended;

(v) not offer free or compensated service or advice other than that which comes strictly within the scope of authorized duty;

(vi) not revisit the patient or client or communicate directly with the client without the knowledge of the attending veterinarian.

(b) Dissatisfied Client

When a second veterinarian is introduced to a case at the request of a dissatisfied client, the second veterinarian will observe items (i), and (ii), when possible, and in all cases will observe item (iii) in (a) above.

5. When called in an emergency as a substitute in the absence of a fellow practitioner, it is the veterinarian’s duty to render the necessary service and then turn the patient over to the colleague upon his or her return.

6. No member shall use a degree to which he or she is not entitled.

7. No member or employee of the New Brunswick Veterinary Medical Association shall use the name of the Association in connection with the promotion or advertising of any commercial product or commercial service, or in any way that would imply the New Brunswick Veterinary Medical Association endorsement of such a product or service without written permission from the Council of the Association.

III. RESPONSIBILITIES TO SOCIETY

1. No member shall contravene any federal, provincial or municipal law or regulation in conducting practice.

2. No member shall encourage or assist any person to practise anywhere in violation of the laws governing the practice of veterinary medicine and it is the duty of members to report such illegal practices to the proper authorities.

3. When employed to evaluate the health of an animal, it is unethical to accept a fee from both the buyer and the seller. On the other hand, it is deemed unethical to criticize unfairly any animal about to be sold. The veterinarian’s duty in this connection is to be a just and honest referee.
(a) In the case of conflict between the Rules of Professional Conduct, and the other provisions of the By-Laws of the Association, the By-Laws shall have precedence.

14.02 No member or professional corporation shall act or practise veterinary medicine or permit anything to be done on their behalf contrary to the Rules of Professional Conduct.

14.03 When any member or professional corporation

(a) fails to do anything required by the Rules of Professional Conduct;

(b) does anything or permits anything to be done which is not permitted by the Rules of Professional Conduct; or

(c) breaches any provision of the Rules of Professional Conduct; or any combination thereof,

the Executive Director-Registrar shall upon becoming aware of such conduct immediately complete, sign and deliver a complaint with respect to the member, the professional corporation and each member who is a shareholder or director of the professional corporation to the Chairman of the Complaints Committee.

**BY-LAW NO. 15**

**PROFESSIONAL CORPORATIONS**

**Corporations Register**

15.01 (a) The Executive Director-Registrar shall maintain a corporations register containing the following information:

(i) the name of each professional corporation that is or was at any time permitted to carry on the practice of veterinary medicine under the Act, By-Laws and rules;

(ii) the registration number given by the Executive Director-Registrar to each such professional corporation;

(iii) a note of the status of each professional corporation including a reference to any conditions, limitations and restrictions that may apply to that corporation;

(iv) the date of issuance and the expiry date of the licence issued to each corporation;

(v) the mailing address and address for service in New Brunswick of the corporation deemed to be the corporations register.

(b) For the purposes of subsection 11(1) and subsection 18(1) of the Act, the records maintained by the Executive Director-Registrar, pursuant to paragraph 15.01(a) above,
with the exception of the information relating to corporations no longer entitled to carry
on the practice of veterinary medicine, shall be deemed to be the corporations register.

(c) The Executive Director-Registrar shall maintain in such convenient form as the
Council may approve all the information regarding each applicant for entry in the
corporations register and every professional corporation licensed to carry on the practice
of veterinary medicine that is submitted in compliance with the Act, the rules or these
By-Laws.

Application for Registration

15.02 (a) Any corporation wishing to be entered on the corporations register shall submit:

(i) a completed application in Form A; and

(ii) the required registration fee.

(b) The Executive Director-Registrar shall enter the applicant corporation in the
corporations register if satisfied that the requirements of the Act, the rules and the By-
Laws have been met or notify the applicant corporation as to what pre-requisites have not
been met.

(c) Upon registration the Executive Director-Registrar shall issue to the professional
corporation a licence of the Act in such form as the Council may approve by resolution.

(d) No application for entry in the corporations register or for a renewal licence shall
be accepted if any of the shares of the applicant corporation are legally and beneficially
owned by a person who is not a member of the Association or a member of the
immediate family of a member of the Association who practises veterinary medicine on
behalf of the corporation.

Information Returns and Renewal of Licence

15.03 (a) Every professional corporation shall provide the Executive Director-Registrar
with a duplicate of all forms filed regarding the corporation under the Business
Corporations Act or under the Partnerships and Business Names Registration Act within
10 days of such filing.

(b) On or before the 1st day of December in each year the Executive Director-
Registrar shall send to each professional corporation a notice in Form B respecting
renewal of its licence.

(c) Every professional corporation that wishes to have its licence renewed shall
furnish to the Executive Director-Registrar on or before January 1st in the year a
completed Renewal Application in Form C together with the required renewal fee.

(d) The Executive Director-Registrar shall issue to the professional corporation a
renewal licence if the corporation has duly complied with paragraph 15.03(c) and if the
Executive Director-Registrar is satisfied that the requirements of the Act, the rules and the By-Laws have been met.

(e) The Executive Director-Registrar shall note in the corporations register the new expiry date for renewal licences that have been issued pursuant to paragraph 15.03(d).

(f) The Executive Director-Registrar shall promptly notify any corporation upon expiry of its licence of the fact that it is no longer entered in the corporations register and no longer entitled to carry on the practice of veterinary medicine.

(g) Each professional corporation shall forthwith notify the Executive Director-Registrar in writing of the occurrence of any of the following events:

(i) a change in the legal or beneficial ownership of shares;

(ii) a change in the voting rights of any shares;

(iii) the existence of any agreement affecting the voting rights of any shareholder; and

(iv) the death of a shareholder, director, officer or employee who was a member.

(h) Whether or not a professional corporation has sent to the Executive Director-Registrar the duplicate forms referred to in paragraph 15.03(a), the corporation shall notify the Executive Director-Registrar of any changes in the information provided in its application (Form A) or its last Renewal Application (Form C) within 10 days of such changes.

Member Representing Corporation

15.04 (a) Each corporation shall appoint a member as its representative to whom all communications regarding the corporation may be sent or given and service on such member by the Association or the Executive Director-Registrar shall be deemed good service on the corporation, its directors, officers and shareholders.

(b) The appointment of a member pursuant to paragraph (a) and the replacement of such representative by a new one shall be in Form D and shall be sent to the Executive Director-Registrar within 10 days of the appointment.

Corporate Name

15.05 Except as may be provided in the rules, and subject to by-law 20.10, a professional corporation shall carry on the practice of veterinary medicine under its corporate name or under a name registered under the Partnerships and Business Names Registration Act.
Fees

15.06 Every professional corporation shall be primarily liable for payment of the annual fees fixed in respect of each member of the Association who practises as a veterinarian on behalf of the corporation but only if such fee is paid by the corporation on his or her behalf is the member relieved from his or her obligation to pay the fee.

15.07 Upon revocation of the licence of a professional corporation pursuant to subsection 21(7) of the Act the Executive Director-Registrar shall forthwith notify the corporation of the revocation by prepaid registered mail.
FORM A

Application for Registration as a Professional Corporation

1. Name of applicant corporation:

2. Jurisdiction of incorporation:

3. Address of registered office:

4. Name of member appointed to represent the corporation:

5. The following documents are annexed hereto:

   (a) A copy of all letters patent, corporate articles, charter documents and any extra-provincial licence;
   (b) A copy of all forms filed under the Partnerships and Business Names Registration Act;
   (c) A Certificate of Status issued by the N.B. Corporation’s branch;
   (d) A completed Form D;
   (e) A list of the names, addresses and telephone numbers of all shareholders, officers and directors of the corporation;
   (f) A copy of any agreement affecting voting rights; and
   (g) A list of the names and addresses of members who will be practising veterinary medicine on behalf of the corporation;

6. The pre-requisites for registration set forth in the By-Laws and in section 21 of the Act have all been satisfied.

7. [Such other information and particulars as may be specified by the Council by resolution from time to time.]

8. The undersigned member representative of the above-named corporation hereby certifies that the foregoing information and particulars contained in this application are true, correct and complete.

DATED the ____ day of __________, 200__.

_________________________________ Professional Corporation
_________________________________ c.s.
President

_________________________________
Member Representative
Instructions for completion of Form A

1. Complete sections 1, 2, 3 and 4.

2. Attach the documents listed in section 5, including completed Form D.

3. Date, sign and seal the Form.

4. Mail the Form with all attachments and the fee of $____ to the Executive Director-Registrar.
FORM B

Renewal Notice to Professional Corporations

TO: ___________________________________ DATE: __________, 200
(Member Representative)

________________________________________
(Name of Professional Corporation) (the “Corporation”)

TAKE NOTICE that the licence of the Corporation expires on _________________. A
completed Renewal Application, Form C (a copy of which is attached) and the Renewal Fee of
$____ must be received by the Executive Director-Registrar on or before the expiry date and if
not received by that date a late filing fee of $ ____ is payable and if not received by
______________, a further late filing fee of $____ per day must be paid before the
application will be considered. If a renewal licence is not issued by ______________________
the name of the Corporation will be removed from the corporations register and it will be
prohibited from carrying on the practice of veterinary medicine.

___________________________________
Executive Director-Registrar
FORM C

Professional Corporations Licence Renewal Application

1. Name of applicant corporation:

2. Corporation Registration Number:

3. Jurisdiction of incorporation:

4. Address of registered office:

5. Name of member appointed to represent the corporation:

6. The following documents are annexed hereto:

(a) A copy of all supplementary letters patent, corporate articles or charter documents issued since the last Application;

(b) A copy of all forms filed under the Partnerships and Business Names Registration Act since the last Application;

(c) A list of the names, addresses and telephone numbers of all shareholders, officers and directors of the corporation;

(d) Any agreement affecting voting rights not previously filed; and

(e) A list of the names and addresses of members who will be practising veterinary medicine on behalf of the corporation.

7. The pre-requisites for registration set forth in the By-Laws and in section 21 of the Act have all been satisfied.

8. [Such other information and particulars as may be specified by the Council by resolution from time to time.]

9. The undersigned member representative of the above-named corporation hereby certifies that the foregoing information and particulars contained in this application are true, correct and complete.

DATED the ______ day of_____________, 200__.

__________________Professional Corporation

__________________Member Representative
Instructions for completion of Form C

1. Complete sections 1, 2, 3, 4 and 5.

2. Attach the documents listed in section 6.

3. Date, sign and seal the Form.

4. Mail the Form with all attachments and the fee of $_____ to the Executive Director-Registrar.
FORM D

Appointment of Member as Representative of Corporation

TO: The Executive Director-Registrar
    New Brunswick Veterinary Medical Association

The undersigned corporation hereby appoints ________________________________, who is a member in good standing of the Association as agent, attorney and representative of the corporation for all purposes connected with the Veterinarians Act, and the By-Laws and rules of the Association including the signing, certifying and delivering of any and all documents, forms, applications, reports, returns, documents and instruments on behalf of the corporation.

This appointment shall continue in force until a replacement representative is appointed and a new form of appointment is delivered to the Executive Director-Registrar.

DATED the ___ day of ________________, 200_.

____________________ Professional Corporation
by ______________________________ c.s.
    President
BY-LAW NO. 16

SPECIALISTS

16.01 The Association recognizes those specialties approved by the Canadian Veterinary Medical Association.

16.02 All applicants for registration in the specialists register must fulfill the conditions stipulated in the Act, by-laws and rules and must be members in good standing of the Association.

16.03 The by-laws and the rules of the Association respecting advertising apply with such modifications as may be necessary to members whose names are entered in specialists register.

16.04 The Association reserves the right to change the qualifications for each of the specialties and to add to or diminish the list of specialties.

BY-LAW NO. 17

REGISTRATION AND MEMBERSHIP

17.01 CATEGORIES OF MEMBERSHIP

There shall be the following four categories of membership in the Association:

(a) practising veterinarians

(b) associate members

(c) retired members

(d) honorary members

17.02 practising veterinarians

(a) practising veterinarians shall be those persons whose names are entered in the register, who have complied with the requirements of the By-Laws and rules and have paid all required fees.

(b) practising veterinarians shall be entitled, subject to the By-Laws and rules:

(i) to receive notice of, attend and participate in meetings of the Association and to receive copies of any regular bulletins or publications issued by the Association;

(ii) upon election or appointment, to hold office and to nominate persons to hold office in the Association;

(iii) upon election or appointment, serve on committees of the Association;
(iv) to the right to vote;
(v) to full membership rights;
(c) Membership shall be renewed annually in accordance with the By-Laws and the rules.

17.03 ASSOCIATE MEMBERS

(a) Associate members shall be those persons whose names are entered in the conditional register, who have complied with the requirements of the By-Laws and the rules and have paid all required fees.

(b) With respect to rights in the Association, other than the right to practise as set out in the Act, By-Laws and rules, associate members shall be entitled to the rights set out in 17.04(b)(i).

(c) Registration in the conditional register shall be issued and renewed at such intervals and subject to such conditions, limitations and restrictions as may be set out in the rules.

(d) No person shall be entitled to have his or her name entered in the conditional register for a period exceeding 2 years.

17.04 RETIRED MEMBERS

(a) Retired members shall be those persons who are or were at one time qualified for membership as practising veterinarians and who have completely retired from the practice of veterinary medicine, whose names are entered in the retired members’ roster and have complied with the requirements of the By-Laws and the rules and paid any required fees.

(b) Retired members shall be entitled

(i) to receive notice of and attend meetings of the Association and to receive any copies of any regular bulletins or publications issued by the Association;

(ii) upon election or appointment, to hold office and to nominate persons to hold office in the Association, except that a retired member is not eligible to hold the offices of President or Vice-President;

(iii) to serve, upon appointment, on committees of the Association in accordance with the By-Laws and rules; and

(iv) to the right to vote.

(c) Retired membership shall be renewed annually in accordance with the By-Laws and the rules.
17.05 **HONOURARY MEMBERS**

(a) Honourary members shall be veterinarians who have provided distinguished service to the profession and whose names are entered in the roster of Honourary Members by resolution of Council on the written nomination of 10 practising veterinarians.

(b) Honourary members shall be entitled to all the rights of practising veterinarian membership without payment of fees subject to all the other provisions of the By-Laws and the rules.

17.06 **REGISTRATION QUALIFICATIONS**

The qualifications for registration, membership and licencing in the Association in existence at the coming into force of this by-law except to the extent they are inconsistent with the By-Laws shall continue to be the qualifications required for registration, membership and licencing and shall be deemed to be rules of the Council. The Council may from time to time as it deems necessary or expedient make rules respecting the qualifications for registration, membership and licencing.

17.07 **RESIGNATION**

A member may resign in good standing by a resignation submitted in writing to the Association provided that all indebtedness of the member to the Association has been paid in full. A member whose resignation is received within 30 days of February 1st in any year shall not be liable for the annual fees or late filing fees with respect to amounts due on January 1st of that year.

17.08 A former member who has resigned and who is not indebted to the Association may apply for readmission to membership in accordance with the rules provided that a former member who applies for readmission within 12 months of resignation shall pay all fees, including late filing fees, that would have been due for the preceding year if the member had not resigned.

**BY-LAW NO. 18**

**CHAPTERS**

18.01 Pursuant to paragraph 5(1)(c) of the Act the Council may make rules respecting chapters of the Association.

**BY-LAW NO. 19**

**ANIMAL HEALTH AUXILIARIES**

19.01 Pursuant to section 13 of the Act no person shall hold himself or herself out and no member shall hold another person out as an animal health auxiliary unless such person

(a) holds a certificate or diploma from a school of approved by Council,
has met such other educational qualifications as may be set out in the rules,

(c) has met all the qualifications and requirements which may be set out in the rules, and has paid all required fees, and

(d) has his or her name entered in a roster of animal health auxiliaries maintained by the Executive Director-Registrar.

19.02 A member holding out another person as an animal health auxiliary shall ensure that person meets the qualifications and requirements set out in the by-laws and rules, including entry in the roster of animal health auxiliaries.

19.03 Animal health auxiliaries shall be permitted to perform under the direction or supervision of a practising veterinarian those duties, tasks and functions for which they have been trained during the course of studies and other courses approved by the Council.

19.04 The Executive Director-Registrar shall maintain a roster of animal health auxiliaries who have met the requirements of the By-Laws and rules and shall remove from the roster of animal health auxiliaries the name of any person who no longer meets the requirements of the By-Laws and rules.

BY-LAW NO. 20
ADVERTISING

20.01 In this by-law “ancillary services” means boarding, grooming, funeral services and sales of foods, supplies and other goods and services used by or with animals that is provided by a member whether as part of, or separately from, his or her practice of veterinary medicine.

20.02 No member shall publish, display, distribute or use, or permit, directly or indirectly, the publication, display, distribution or use of any advertisement, announcement or similar form of communication related to the member’s professional services or ancillary services or to a member’s association with, or employment by, any person, except as permitted by this by-law.

20.03 Except as provided in this by-law, a member may communicate factual, accurate and verifiable information that a reasonable person would consider relevant in the choice of a veterinarian, including the availability of ancillary services, that

(a) is not false, misleading or deceptive by the inclusion or omission of any information;

(b) is readily comprehensible, dignified and in good taste;

(c) contains no testimonial or comparative statements;

(d) contains no information in respect of a fee or price; and
(e) contains no reference to a specific generic or trade name of any pharmaceutical, biological, medical or other product. [September 23, 2000]

20.04 Notwithstanding clause 20.03(d), a member may display or distribute within the veterinary facility where he or she practices a fee schedule stating the fee for some or all professional services or ancillary services or an explanation of the basis for the calculation of such fee, or both.

20.05 The location and size of a displayed fee schedule permitted by subsection 20.04 shall be such that it cannot be read by a person outside the veterinary facility.

20.06 (a) A member shall not cause or permit, directly or indirectly, his or her name to appear in any communication offering to the public any product or service other than the member’s professional services and ancillary services.

(b) A member shall not be associated with the advertising or promotion of any product or service other than the member’s professional services and ancillary services.

(c) Notwithstanding clauses (a) and (b), a member may be associated with the advertising of a product or service and permit his or her name to appear in a communication offering to the public a product or service in a printed publication intended to be read principally by veterinarians.

20.07 A member shall not participate directly or indirectly in a system in which another person for compensation steers or recommends clients to a member for a professional service or an ancillary service.

20.08 A member shall not contact or communicate with, or attempt to contact or communicate with, any person in order to solicit patronage of professional services or ancillary services.

20.09 (a) Notwithstanding section 20.08, a member may

(i) send written communications, consistent with section 20.03, generally to persons not known to need professional services or ancillary services but who might in general find the availability of such services useful;

(ii) distribute to his or her regular clients general information about animal health, preventive medicine and recent developments in veterinary medicine;

(iii) inform his or her regular clients, in writing or by telephone, about health maintenance procedures that are due to be carried out, including a due date for immunization; and

(iv) distribute to his or her regular clients general information with regards to practice policies, staff members, practice facilities and services provided consistent with section 20.03. [April 23, 1993]
(b) For the purposes of clause (a)

(i) a person is a regular client of a member if,

A. the person uses the professional services of the member regularly and with reasonable frequency; and

B. the person has not requested the transfer of records for the person’s animal to another member; and

(ii) a person who uses the professional services of a member who is in the employment of another member shall be deemed to be a client only of the employer member.

(c) A communication authorized by subclause 20.09(a)(i) shall be clearly and prominently marked “advertisement” on each page.

20.10 (a) The name used by a member in the practice of veterinary medicine shall be the same as the name in which the member is entered in the register.

(b) A member may name the veterinary facility in which he or she carries on an independent or private practice of veterinary medicine with a designation containing

(i) a geographic reference appropriate to the location of the facility or the surname of a member who is or was associated with the practice;

(ii) the word “animal”, “pet” or “veterinary” except,

A. if the practice in or from the facility is restricted to one particular species, the name of that species or one of the words “animal”, “pet” or “veterinary” or both the name of the species and one of the words “animal”, “pet” and “veterinary”:

and

B. if the practice in or from the facility is restricted to poultry, the word “poultry” with or without the word “veterinary”.

(c) A member shall not use a designation if it

(i) is inconsistent with clause 20.10(b);

(ii) is improper or unfitting; or

(iii) may tend to be confused with the designation of another veterinary facility.
BY-LAW 21
MINIMUM STANDARDS FOR THE HANDLING AND DISPENSING OF DRUGS

DEFINITIONS

In this by-law and in any rules made by Council, unless the context otherwise requires:

[A reference to Schedule B, C, D, E, F, G, H or N is a reference to such schedule set out as part of the Pharmacy Act and a reference to Schedule Z is a reference to Schedule Z to these by-laws.]

“controlled drug” means any drug or substance included in Schedule G;

“dispense” means sell, distribute, give away and supply and includes offer to dispense, sell, distribute, give away and supply;

“drug” means any substance or preparation containing any substance,

(a) manufactured, sold or represented for use in,

   (i) the diagnosis, treatment, prevention of a disease, disorder, abnormal physical or mental state or the symptoms thereof, in humans, animals or fowl, or
   
   (ii) restoring, correcting or modifying functions in humans, animals or fowl,

(b) referred to in Schedule C, D, E, F, G, H, N or Z;

(c) named in this by-law;

but does not include,

(d) any medicine registered under the Proprietary or Patent Medicine Act (Canada) and sold in accordance with its provisions, or

(e) a substance or preparation named in the rules;

“external application” means application to the outer surface of the body;

“internal use” means local or systemic absorption upon introduction into the body by the parenteral route or through a body orifice;

“narcotic” means any substance included in Schedule N or Z or anything that contains any substance included in Schedule N or Z;

“Pharmacist” means a person who is licensed under the Pharmacy Act;

“prescription” means a direction from a member directing the dispensing of any drug or mixture of drugs;
“Schedule G preparation” means a drug that contains one drug referred to in Schedule G and one or more active medicinal ingredients not referred to in Schedule G in a recognized therapeutic dose or a drug that contains as the only medicinal ingredient phenobarbital or any of its salts in an amount not exceeding 32.4 milligrams per unit dosage;

“Schedule N/Z preparation” means a drug that,

(a) contains one drug referred to in the definition of “narcotic” and two or more active medicinal ingredients which are not referred to in the definition of “narcotic” or a recognized therapeutic dose, and

(b) is not intended for parenteral administration; and

“sell” includes offer to sell, dispense, distribute, give away and supply and “sale” has a corresponding meaning.

Purchase and Dispensing Record

21.01 Every member who dispenses drugs shall maintain a system for filing his or her records of the purchase and dispensing of the drugs.

Prescriptions

21.02 If a member decides to treat a patient with a drug and either does not dispense it or is asked by the client for a prescription, the member shall give a written prescription to the client or offer to give a verbal prescription to a pharmacist acceptable to the client.

Dispensing Record

21.03 A member who dispenses a drug shall,

(a) make a written record showing,

(i) the name and address of the owner of the animal or group of animals for which the drug is prescribed,

(ii) the name, strength where applicable and the quantity of the prescribed drug,

(iii) the directions for use,

(iv) the date on which the drug is dispensed,

(v) the price charged, if any,

(vi) withholding time for drugs used in food producing animals.
(b) retain the written record required by clause (a) for a period of at least two years or until he or she ceases to practise veterinary medicine, whichever occurs first, and

(c) mark the container in which the drug is dispensed with,

(i) the name of the drug,

(ii) the quantity of the drug,

(iii) the date the drug is dispensed,

(iv) the name and address of the member or his or her impersonal practice name and address,

(v) the identity of the animal or group of animals for which it is dispensed, if applicable, and the name of the owner, and

(vi) the prescribed directions for use,

(vii) withholding time for food producing animals.

(d) Except for a drug referred to in Schedule G, N or Z or Part 1 of Schedule F, a member need not mark a container in which a drug is dispensed as required by subsection (c) if the container is merely the original and unopened container in which the drug was packaged, and the original label on the container has not been altered in any way.

**Narcotics and Controlled Drugs**

21.04 A member who dispenses a drug referred to in Schedule G, N or Z shall keep a “narcotics and controlled drug register” in which is entered,

(a) the date of the dispensing,

(b) the name and address of the owner of the animal or animals for which the drug was dispensed, and

(c) the name, strength where applicable and quantity of the drug dispensed.

21.05 A member shall,

(a) take adequate steps to protect controlled drugs and narcotics in his or her possession from loss and theft,

(b) report any loss or theft forthwith upon the discovery thereof to a police officer, and

(c) report any loss or theft within ten days of the discovery thereof to the Minister of Health and Welfare, Canada.
21.06 Only a member may,

(a) have access to controlled drugs and narcotics, or
(b) dispense or sell controlled drugs or narcotics.

21.07 All controlled drugs and narcotics shall be kept at all times in a locked cabinet of adequate design and construction to assure the reasonable security of the drugs contained therein.

21.08 The cabinet mentioned in subsection 21.07 shall be kept locked at all times except when drugs are being placed in or removed from the cabinet.

21.09 A member may not prescribe or dispense a controlled drug or narcotic unless,

(a) the animal for which the controlled drug or narcotic is prescribed or dispensed is a patient under his professional treatment, and
(b) the controlled drug or narcotic is required for a condition for which the animal is receiving treatment from a member.

**Corrosives and Aromatics**

21.10 (a) A member shall not dispense a substance listed in Schedule B unless it is labelled in accordance with this section.

(b) A container in which a substance referred to in Schedule B is dispensed shall include on the label, legibly and conspicuously displayed on the outer surface of the container, the name of the substance and a caution or warning that the substance should be kept out of reach of children, and where appropriate, a caution or warning that the substance should be used only with adequate ventilation, but this subsection does not apply where the substance is referred to in the Hazardous Products Act (Canada).

**Withholding time-label**

21.11 (a) When a drug is sold or dispensed for use in food producing animals, the container shall include on the label, legibly and conspicuously displayed on the outer surface of the container, a warning of the withholding time recommended by the manufacturer.

(b) Extra-label use of drugs in food producing animals must be based on a valid veterinarian/client/patient relationship. When a member knows or suspects that a drug to be used on a food producing animal is to be administered at a dosage or in a manner that is different than what is recommended by the manufacturer, the member should advise the client of an appropriate withholding time that should be substantially longer than the recommended withholding time on the label of the drug or substance administered. [September 28, 2002]
Child Resistant Package

21.12 (a) In this section, “child resistant package” means a container or package that meets the standards for child resistant packages approved by the responsible departments of the governments of New Brunswick and Canada.

(b) A member shall dispense all drugs in a child resistant package except where,

(i) a child resistant package is not suitable because of the amount or physical form of the drug, or

(ii) the member is unable to obtain a child resistant package because supplies of such packages are unavailable on the market, or

(iii) the owner of the animal is physically disadvantaged, making the use of a child resistant package difficult for the owner.

General

21.13 No member shall,

(a) sign a blank prescription form under any circumstances,

(b) administer, dispense or prescribe a drug unless:

(i) the veterinarian has assumed the responsibility for making medical judgments regarding the health of the animal(s) and the need for medical treatment, and the client (owner or caretaker) has agreed to follow the instructions of the veterinarian; and when

(ii) there is sufficient knowledge of the animal(s) by virtue of an examination of the animal(s) and/or by medically appropriate and timely visits to the premises where the animal(s) is/are kept; and when

(iii) the prescribing veterinarian or designated practicing veterinarian is readily available for follow-up in case of adverse reactions or failure of the regimen of therapy, or [September 28, 2002]

(c) knowingly represent or permit a representation that a drug is a drug which it is not or that it contains a substance which it does not.

Veterinary Students and the dispensing of drugs

21.14 (a) In this by-law section and in any rules made by Council, unless the context otherwise requires:

“senior student” means any person currently following a course of studies at a recognized college of veterinary medicine and who has completed all but the final year of the course of studies.
“direct supervision” means that a student employed in a practice will handle, examine, diagnose, and treat animals in the presence of a practising veterinarian.

“indirect supervision” means that a student employed in a practice will be able to handle, examine, diagnose, treat, and prescribe treatment of animals not necessarily in the presence of a practising veterinarian. The student will be accountable for his actions to the veterinarian on a call by call basis and at least on a daily basis. The supervising veterinarian will at all times be available for consultation, and/or assistance should the student require such help.

Standards

(a) Senior students will not use or dispense any Schedule G, N or Z drugs except under the direct supervision of a practising veterinarian.

(b) The senior student, under indirect supervision may prescribe Schedule F drugs at his or her discretion, as circumstances warrant for the treatment of animals, provided that the material and the amount is clearly stated on the invoice issued with the sale. This privilege will be in effect only at the discretion of the supervising veterinarian.

BY-LAW 22
MINIMUM PRACTICE STANDARDS

1. Service Arrangements:

The following items are required in order to conform to Companion Animal Hospital status, Companion Animal Clinic status, Companion Animal Mobile Clinic status and Large Animal/Equine Mobile status

2. Emergency/Professional Services for emergency situations are available 24 hours a day, 365 days a year by:

a) 24 hour answering service, which:

- refers caller to a neighbouring hospital or clinic with which there is a valid written agreement

- refers caller to a member of the premises professional staff.

b) assignment of professional staff.

2. Reception and Rest room Facilities:

The following items are required in order to conform to Companion Animal Hospital status, Companion Animal Clinic status, Companion Animal Mobile Clinic status and Large Animal/Equine Mobile status;
1. Entrance and reception areas are clean and accessible.

The following items are recommended for Companion Animal Hospital status, Companion Animal Clinic status and the “base unit” for a Companion Animal Mobile and Large Animal/Equine Clinic.

1. Rest room facilities are clean and properly maintained.

3. *Examination Facilities:*

The following items (1-4) are required in order to conform to Companion Animal Hospital status, Companion Animal Clinic status and Companion Animal Mobile Clinic. Item 5 & 6 are required to conform to Equine Mobile and/or Food Animal Mobile respectively;

1. Rooms are clean and easily sanitized. Examination table surface is made of a fluid impervious material and is readily disinfected.

2. Area is well lighted.

3. Covered waste receptacle is in use.

4. The following equipment and supplies must be available in the CA facility;

   a) restraint devices such as leash, muzzle and/or safety snare, salmon net
   b) stethoscope
   c) ophthalmoscope
   d) fluorescein eye staining strips or single-dose disposable fluorescein drops
   e) otoscope and speculum
   f) alcohol or other disinfectant
   g) thermometer
   h) examination gloves
   i) lubricant
   j) disinfectant for the examination table and applicators for the disinfectant
   k) a weigh scale appropriate to the weights of companion animals

5. The following equipment and supplies must be available in the *Equine* mobile;

   a) restraint devices such as a halter, lead shank, soft rope, lunge line
   b) stethoscope
   c) fluorescein eye staining strips or single-dose disposable fluorescein drops
   d) hoof pick, hoof knife & hoof testers
   e) alcohol or other disinfectant
   f) thermometer
   g) examination & rectal gloves
   h) lubricant
   i) a weight tape and measuring stick (or tape)
   j) obstetrical equipment
6. The following equipment and supplies must be available in the **Large Animal** mobile:
   a) restraint devices such as a halter, soft rope, nose tongs, pig snare
   b) stethoscope
   c) flashlight
   d) hoof knife
   e) alcohol or other disinfectant
   f) thermometer
   g) examination & rectal gloves
   h) lubricant
   i) obstetrical equipment

4. **Medical Records**:

The following items are required in order to conform to Companion Animal Hospital status, Companion Animal Clinic status, Companion Animal Mobile Clinic status and Large Animal/Equine Mobile status;

1. There must be a clearly legible, individual record maintained for every patient (or herd) administered to by the practice.

2. Records must contain the following:
   a) patient/herd identification, including species, age and sex, and
   b) name, address and telephone number of the client, and
   c) presenting complaint and history of the patient/herd, and
   d) vaccination record, and
   e) laboratory reports which must include clinical pathology, radiology histopathology, necropsy, surgery, cardiograms, etc... as applicable, and
   f) record of patient’s/herd’s medical or surgical treatment, including drugs prescribed and dispensed, strength or dosage and quantity.

3. Daily records must be maintained for hospitalized animals or patients hospitalized for more than one day.


5. All medical records must be kept and readily retrievable for 5 years.

6. Consent forms should be used for all surgical and anaesthetic procedures.

7. Consent forms should be used for euthanasia.
8. Signed surgical, anaesthetic and euthanasia consent forms should be kept for 5 years.

9. Referral forms should be available for use.

5. **Pharmacy:**

The following items are required in order to conform to Companion Animal Hospital status, Companion Animal Clinic status, Companion Animal Mobile Clinic status and Large Animal/Equine Mobile status:

1. Facilities are provided for the storage, safekeeping and preparation of drugs in accordance with federal and provincial laws.

2. All areas must be clean and orderly.

3. A secure locked area must be provided for controlled drugs and narcotics.

4. There must be a separate log of controlled drugs and narcotics.

5. **Biologics** and other drugs requiring refrigeration must be kept in a refrigerator.

6. **Biologics** and other drugs in the base unit of a mobile facility that require refrigeration must be kept in a refrigerator.

7. **Biologics** and other drugs in the mobile unit must be kept in a device adequate to maintain the temperature recommended by the manufacturer of the biologic or other drug.

8. The **CA Hospital/CA Clinic/CA Mobile unit** must contain:

   a) adrenalin
   b) atropine
   c) at least one of each of the following,
      1) analgesics
      2) sedatives or tranquillizers
      3) agents for induction of local and regional anaesthesia
      4) anti-inflammatory agents
      5) antibiotics or antibacterial agents for parenteral use
      6) anti-convulsants
      7) diuretics
      8) emetics and anti-emetics
      9) replacement fluids for intravenous administration
     10) if narcotics are used, the narcotic antagonist naloxone must be readily available within the facility
     11) if xylazine is used, the antagonist yohimbine must be readily available within the facility
     12) antiparasitics
13) euthanasia solution
d) biologic agents for common infectious diseases

9. The **Large Animal/Equine Mobile unit** must contain:

a) adrenalin
b) atropine
c) at least one of each of the following,
   1) analgesics
   2) tranquilizers
   3) agents for induction of local, regional and epidural anaesthesia
   4) anti-inflammatory agents
   5) antibiotics or antibacterial agents for parenteral use
   6) diuretics
   7) oral electrolytes
   8) replacement fluids for intravenous administration
   9) surfactants
   10) cathartics
   11) antiparasitics
   12) if xylazine is used, the antagonist yohimbine must be readily available in
        the large animal/equine mobile unit

d) biologic agents for common infectious diseases
e) bulk supplies of drugs/biologics are kept in the base unit and the mobile unit
   contains drugs sufficient only for the reasonably expected daily need.
f) euthanasia solution

10. Dispensing labels must indicate hospital or doctor, dispensing date, patient, owner, drug,
    quantity, strength and instructions for use.

11. Prescription pads must be available.

12. Sterile needles, syringes and intravenous catheters must be available.

13. Child proof dispensing containers should be used unless a child resistant package is not
    suitable for the drug being dispensed or the owner of the animal is physically
    disadvantaged.

14. Dispensing labels for food producing animals must include the warning indicating the
    meat and/or milk withholding times as recommended by the veterinarian.

6. **Clinical Pathology**

   The following items are required in order to conform to Companion Animal Hospital
   status, Companion Animal Clinic status, Companion Animal Mobile Clinic status and
Large Animal/Equine Mobile status. Companion Animal and Equine/Large Animal Mobile clinics must have verifiable 24 hour access to this equipment.

1. Equipment on the premises includes;
   a) microscope with oil immersion lens
   b) centrifuge
   c) micro-hematocrit
   d) refractometer
   e) urinalysis equipment
   f) materials sufficient for the collection of blood and urine samples, bacteria cultures and other clinical pathology specimens
   g) clinical pathological services are provided within the facility or through other qualified services.

The following items should be present in order to conform to Companion Animal Hospital status or Companion Animal Clinic status;

2. Test kits for such procedures as Heartworm testing, Feline Leukemia/Immunosuppressive virus, Canine Parvovirus test, etc...

3. Form for recording individual “in-house” test results

4. Laboratory submission log for recording the shipment of specimens to an outside laboratory. The log should include the following;
   a) client name, patient identification and test requested
   b) date sample collected, date shipped, date result received

7. **Minor Surgery, Dentistry and Patient Preparation**

The following items are required in order to conform to Companion Animal Hospital status. If a Companion Animal Clinic, or Companion Animal Mobile performs minor surgery, or dentistry, these items are required.

1) There is a minor surgical department (this can be combined with an exam or patient preparation area.

2) The following equipment is available;
   a) clippers and a fine surgical blade or razor
   b) vacuum cleaning system
   c) scrub material
   d) final preparation materials
   e) a tray or container of fresh cold sterilization solution or sterilized packs containing at least one of each of,
      - scalpel handles (not required if sterile disposable handles are used)
      - scissors
- suture needles
- needle drivers
- thumb forceps
- hemostatic forceps
f) sterile gauze sponges
g) absorbable and non-absorbable sterile suture material
h) dental scalers, elevators and extractors
i) sterile intravenous catheters and administration sets
j) sterile urinary catheters
k) intravenous stand or equivalent
l) drainage tubes, irrigation solutions and irrigation application supplies
m) sterile needles, syringes and scalpel blades
n) cotton, gauze, bandages, tapes and splints
o) stomach tubes appropriate to the esophageal sizes of reasonably expected animals

3) Sterile packs must utilize two sterility monitors (1 internal and 1 external)
   External monitor must be dated and show initials of person that prepared the pack.

8. **Sterile Surgery**

The following items are required in order to conform to Companion Animal Hospital status. If a Companion Animal Clinic, or Companion Animal Mobile performs surgery, these items are required. Should a Large Animal/Equine Clinic be performing surgery that exposes or opens a body cavity or orthopedic surgery they must meet all items outlined below.

1. With the exception of a Large Animal Clinic, preliminary patient preparation is performed outside the room where major surgery is performed,

2. It is clean and orderly,

3. With the exception of a Large Animal Clinic, it must be an enclosed, single purpose, surgically related room, the wall, floor and doors constructed of solid, water-impervious material that can be easily sanitized,

4. The operating room must contain the following;
   a) a readily sanitized, fluid-impervious surgical surface,
   b) an insulating pad to reduce heat loss from the animals body to the surface of the operating table,
   c) an instrument table or tray with a readily sanitized surface,
   d) an intravenous fluid stand,
   e) a garbage disposal container with a readily sanitized, fluid-impervious interior or a disposable, fluid-impervious liner,
   f) at least one adjustable surgical lamp,
g) emergency lighting equipment sufficient to permit completion of surgical procedures must be available,

5. Essential equipment: instruments, gowns, towels and drapes are autoclaved before each surgical use.

6. All equipment is neat, orderly and in good condition.

7. An autoclave is required for preparing sterile packs in sufficient quantity to meet the hospital’s surgical needs.

8. All items sterilized in the facility display the date of sterilization and the initials of the person who carried out the sterilization.

9. All sterilized packs contain both an internal and external sterility monitor.

10. The following sterilized instruments must be included (minimum requirements for Companion Animal Hospital):

   a) scissors  
   b) thumb forceps  
   c) towel clamps  
   d) scalpel handle (not required if disposable sterile scalpels used)  
   e) hemostatic forceps  
   f) needle driver  
   g) sterile gauze sponges

11. Resuscitative equipment is available.

12. Sterile absorbable and non-absorbable suture is available.

13. A surgical log book should be kept.

14. The surgical log should contain:

   a) identification of the patient to include, name, age, sex, and weight  
   b) date, nature and duration of the procedure  
   c) pre-operative condition (i.e. young & healthy, high surgical risk, etc...)  
   d) post-operative condition  
   e) surgeon’s name

15. Any deaths in surgery should be recorded in the surgical log.

16. Surgical consent forms should be used.

17. Surgical consent forms should be kept on hand for 5 years.

9. *Anaesthetic Service*
The following items are required in order to conform to Companion Animal Hospital status, Companion Animal Clinic status, or Companion Animal Mobile Clinic status if CA Clinic or Mobile Clinic performs surgery.

1. Both gaseous and intravenous anaesthesia should be available.

2. The gaseous anaesthetic equipment must include;
   a) an anaesthetic machine
   b) an oxygen supply
   c) cuffed endotracheal tubes and tube adapters of appropriate sizes
   d) a stethoscope
   e) a gaseous agent
   f) an anaesthetic scavenging device that complies with the Occupational Health and Safety Act

3. The intravenous anaesthetic equipment must include;
   a) sterile needles, catheters and syringes
   b) pre-anaesthetic agents
   c) induction anaesthetic agents for intravenous administration

4. Local and regional infiltration anaesthetic agents must be available.

5. A ready source of oxygen must be available.

6. As a minimum, an esophageal stethoscope for cardiac monitoring must be available.

7. Parenteral fluids must be available.

8. Respiratory stimulants must be available.

9. Equipment for the prevention of hypothermia during surgery and post-operatively must be available.

10. Anaesthetic consent forms should be used for all procedures requiring general anaesthesia

11. Anaesthetic consent forms should be kept on hand for 5 years.

12. An anaesthetic log book should be kept.
13. The anaesthetic log book should contain:
   a) identification of the patient to include name, age, sex, weight & breed
   b) pre-anaesthetic agent used, route administered and dose utilized
   c) induction agent used, route administered and dose utilized
   d) general anaesthetic used, induction and maintenance level used
   e) date & duration of the anaesthetic
   f) reason for general anaesthesia (i.e. surgery, radiology, dentistry, etc...)

14. Any deaths that occur during an anaesthetic procedure must be recorded in the anaesthetic log.

The following items are recommended in order to conform to Companion Animal Hospital, Companion Animal Clinic or Companion Animal Mobile status if a CA Clinic or CA Mobile performs surgery:

15. An electronic respiratory monitor.


*Note: Patients being discharged after a general anaesthetic must have shown a normal gag reflex and be able to maintain sternal recumbency.*

10. **Radiology**

The following items are required in order to conform to Companion Animal Hospital and Equine Mobile Clinic status. If a Companion Animal Clinic does not meet the radiology standards outlined below there must be a valid written agreement between the director of this facility and at least one hospital for the provision of radiology services not provided on the premises which are being inspected. An Equine Mobile clinic may provide radiology services from the base unit or with a portable machine but all conditions must be met.

1. A diagnostic radiology area is provided on the premises (or at the base unit).

2. The area is free from known hazards to patients and personnel and there is a sign identifying the area.

3. The equipment must include;
   a) a collimator (also required on portable units),
   b) 2 protective aprons (0.5 lead equivalent) long enough to extend below the wearer’s knees,
   c) 2 protective thyroid collars,
   d) 2 pair of gloves (0.5 lead equivalent) being at least 38 cm long. 1 pair of gloves may be substituted with protective mitts,
   e) monitoring badges available for all staff working in the radiology area.
4. Must provide evidence that a current contract with the National Dosimetry Service exists to provide exposure level reporting for all staff working in the radiology area.

5. Equipment is available for the permanent identification of radiographs. Radiographs are identified with clinic name and location, date and either the patient name, file number or identity.

6. A filing system must be provided for radiographs.

7. Radiographs must be kept on file for a minimum of 5 years.

8. Film developing facilities are provided.

9. Entire department complies with the “Safety Code on Radiation Protection in Veterinary Medicine” of the Bureau of Radiation and Medical Devices.

10. A minimum of one radiographic viewer is available.

11. A minimum of 2 film cassettes must be available.

12. A supply of fresh, unexposed x-ray film that is properly stored.

13. A technique chart is available to indicate MAS, kV, and focal distance for the specific body area’s and thickness calibrated for that specific x-ray machine and film-speed, grid cassette system.

14. Each radiograph should be marked with the left or right side of the animal and the orientation of the x-ray beam (i.e. VD, DV, or the appropriate oblique marker).

15. A radiographic log should be maintained which contains at least the following:

   a) identification of the client and patient,
   b) the date that each radiograph was taken,
   c) MAS, kV, film speed used,
   d) the area of the body exposed to the radiograph,
   e) the number of radiographs taken of each animal on a particular visit.

11. Animal Compartments and Care Facilities

   The following items are required in order to conform to Companion Animal Hospital status, Companion Animal Clinic status, or Companion Animal Mobile Clinic status if CA Mobile Clinic performs surgery.

   1. Facilities for the proper care and containment of all hospitalized patients are provided. This includes compartments for holding animals such as kennels or runs, plus areas and equipment involved in nursing care.
2. Facilities are clean and orderly.

3. The best possible comfort & safety of the patients is ensured while kept in this facility including cleanliness, adequate lighting, heat, space and ventilation.

4. A separate compartment of appropriate sizes provided for each patient area ensuring comfort and adequate ventilation.

5. There is a method for securely fastening the cage doors closed.

6. Compartments are secure enough to prevent cage movement while occupied.

7. Animal compartments are arranged so that frequent observation of patients may be carried out.

8. Five sides of the cage are solid, of a water impervious material and are readily cleaned, disinfected and maintained.

9. Cages with barred doors have the bars no farther than 5 cm apart.

10. There is a method for attaching identification to each compartment.

11. There are sufficient litter trays for the case load of cats.

12. There are a sufficient number of compartments of adequate size in relation to the facilities’ inpatient caseload requirements.

13. Proper bedding is available for patients.

14. Covering is available for patients to ensure minimum heat loss.

15. Floors are of water impervious material and are easily cleaned and disinfected.

16. A wash tub/sink must be provided.

The following items are recommended in order to conform to Companion Animal Hospital status or Companion Animal Clinic status. (These items will be required in all new Companion Animal Hospital and Clinic applications.)

17. A separate isolation room is provided for patients with contagious disease.

12. Food Preparation Area

The following items are required in order to conform to Companion Animal Hospital or Companion Animal Clinic status.

1. Feed and utensils are stored in clean, dry areas.
2. An adequate variety and quantity of foods and dishes are available to provide food and water to hospitalized patients.

3. Dishes and utensils are easily cleaned and sanitized or must be disposable.

4. Refrigeration is available for perishable foods.

13. **Runs Area**

The following items are optional, but if present in a facility should conform to these standards.

1. There are indoor or outdoor runs.

2. Adequate exercise areas are provided which can be easily cleaned and disinfected.

3. Runs are larger than 1.4 square metres (15 square feet) and more than 0.75 metres (2.5 feet) wide.

4. Run floors and walls are of water-impervious material, properly drained and easily cleaned.

5. Outdoor runs are covered.

6. Solid partitions a minimum of 1.2 metres (4 feet) high are between runs.

7. Hot and cold water and high pressure type hose are available to clean runs.

8. Adequate ventilation is provided.

14. **Library**

The following items are required in order to conform to Companion Animal Hospital status, Companion Animal Clinic status, Companion Animal Mobile Clinic status and Large Animal/Equine Mobile status. For Companion Animal and Equine/Large Animal Mobile clinics the reference library may be located at the base unit.

1. The reference library must be on-site and may not be located at the home.

2. 1 or more current veterinary reference textbooks on basic topics in medicine and surgery (such as diagnosis, therapy or surgery). CA Hospital/Clinic need only have reference texts relating to companion animals, mixed animal practices require reference texts pertaining to the species services is offered for.

3. 2 or more current subscriptions to journals or alternatively, a subscription to a computerized veterinary information network.

4. A copy of the *Compendium of Pharmaceuticals and Specialties* published within the last three years.
5. A copy of the *Compendium of Veterinary Products* or *CDMV Compendium* published within the last three years.

6. A copy of the NBVMA Act and By-Laws.

7. A copy of the *Compendium of Medicating Ingredients Brochure* (only required for food animal and mixed animal practices providing food animal services)

15. **General Housekeeping & Equipment Maintenance:**

The following items are required in order to conform to Companion Animal Hospital status and Companion Animal Clinic status, Companion Animal Mobile Clinic status and Equine/Large Animal Mobile clinic status. The Equine/large Animal base unit must meet all facility standards outlined below.

1. The facility contains the following cleaning equipment: dry mop/broom, wet mop, bucket, dustpan, vacuum cleaning system, cleaning cloths.

2. The facility contains puncture proof containers for scalpel blades, other penetrating objects. These containers must be disposed of in accordance with all municipal, provincial and federal guidelines and requirements.

3. A recognized disinfectant and/or germicide is available.

4. Shelves, storage areas, basement & attic are uncluttered and free from debris.

5. Trash receptacles are kept covered in all areas except the operating theatre and treatment area. Trash receptacles are emptied regularly.

6. Biological and pathological waste must be disposed of in accordance with all municipal, provincial and federal laws.

7. Attempts are made to minimize equipment and animal noise.

8. Housekeeping equipment itself is clean and stored in closed cabinets.

9. **Laundry:**

   a) facility contains adequate supply of clean linen, surgery gowns, drapes, towels, smocks and lab coats.

   b) soiled laundry is stored separately and cleaned regularly.

10. **Exterior:**

    a) the exterior of the building/grounds are kept clean and free of hazards.

    b) snow and ice are removed in winter and feces and rubbish are removed at all times of the year quickly and efficiently.
c) there is proper exterior lighting in entrances, walkways and parking areas.

16. *Safety*

The following items are required in order to conform to Companion Animal Hospital status, Companion Animal Clinic status, Companion Animal Mobile Clinic status and Equine/Large Animal Mobile clinic status. The Equine/Large Animal base unit must meet all facility standards outlined below.

1. **Facility Interior:**

   a) hallways and other traffic areas are free from impediments and obstructions.

   b) an adequate number of fire extinguishers are located in appropriate places and in accordance with municipal requirements.

   c) clearly written instructions for the evacuation of animals and staff from the facility in case of fire or other emergencies are posted prominently or are given to all staff members or both.

   d) emergency numbers for police, fire department, hospital and poison control are posted.

   e) doors and windows are secured in order to prevent the escape of patients and the theft of drugs.

   f) an alarm system is recommended.

17. **Morgue Facilities**

The following items are required in order to conform to Companion Animal Hospital status, Companion Animal Clinic status, Companion Animal Mobile Clinic status. The Companion Animal base unit must meet all facility standards outlined below.

1. Necropsy area must:

   a) be constructed of readily sanitized and fluid impervious material.

   b) contain knives, scalpel, scissors, bone cutters.

   c) containers for specimen storage.

   d) containers for shipping specimens to a diagnostic referral laboratory.

   e) formalin for specimen fixation.

2. Has a freezer available of adequate capacity for the purpose of carcass storage
3. OR has a contract providing evidence of 24 hour, 365 day a year disposal/cremation service that is in accordance with municipal, provincial and federal regulations.

22.01 (a) Any member having premises where companion animal practice is performed shall submit, upon notification, to an inspection by the representative(s) appointed by Council.

(b) Inspections shall be performed at least every 3 years or more frequently as deemed necessary by Council to ensure compliance with By-law 22.

(c) An inspection fee shall be levied by the Association and will be payable at the time of inspection.

22.02 Clinics performed outside an NBVMA accredited facility will require a permit to be issued by the Executive Director/Registrar in consultation with Council, if necessary.

The following criteria will be taken into consideration:

1. The veterinarian must be affiliated with an approved facility within the province.

2. The facility must be warranted to provide the minimum required standards relevant to the services being provided.

3. The availability of similar services from an accredited NBVMA facility within a reasonable proximity.

4. The intended spectrum of services to be offered (eg. vaccines vs. surgery).

5. The frequency of requirements for the permit. For example, if a facility is being used on a weekly basis, Council may require that the facility be inspected as per the By-Laws.

6. The critical need for this service to control disease in a particular geographic area.

[February 20, 2000]
### SCHEDULE Z to By-Law 21

<table>
<thead>
<tr>
<th>ITEM</th>
<th>SUBSTANCE</th>
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<tbody>
<tr>
<td>1.</td>
<td>Opium Poppy (Papaver somniferum) its preparations, derivatives, alkaloids and salts, including:</td>
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<tr>
<td>(1)</td>
<td>Opium</td>
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<td>(2)</td>
<td>Codeine (Methylmorphine), except when in preparations listed in Schedule C.</td>
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<td>(3)</td>
<td>Morphine</td>
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<td>(4)</td>
<td>Thebaine and their preparations, derivatives and salts, including:</td>
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<td>(5)</td>
<td>Acetorphine</td>
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<td>(6)</td>
<td>Acetyldihydrocodeine</td>
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<td>Benzylmorphine</td>
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<td>Codoxime</td>
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<td>(9)</td>
<td>Desomorphine (dihydrodeoxymorphine)</td>
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<td>(10)</td>
<td>Diacetylmorphine (heroin)</td>
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<td>(11)</td>
<td>Dihydrocodeine</td>
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<td>Ethylmorphine</td>
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<td>Etorphine</td>
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<td>Hydrocodone (dihydrocodeinone)</td>
</tr>
<tr>
<td>(16)</td>
<td>Hydromorphone (dihydromorphinone)</td>
</tr>
<tr>
<td>(17)</td>
<td>Hydromorphinal (dihydro-14-hydroxymorphine)</td>
</tr>
<tr>
<td>(18)</td>
<td>Methyldesorphine (6-deoxy-6-methylmorphine)</td>
</tr>
<tr>
<td>(19)</td>
<td>Methyldihydromorphine (dihydro-6-methylmorphine)</td>
</tr>
<tr>
<td>(20)</td>
<td>Metopon (dihydromethylmorphinone)</td>
</tr>
<tr>
<td>(21)</td>
<td>Morphine-N-oxide (morphine-N-oxide)</td>
</tr>
<tr>
<td>(22)</td>
<td>Myrophine (benzylmorphine myristate)</td>
</tr>
<tr>
<td>(23)</td>
<td>Nalorphine (N-allylnormorphone)</td>
</tr>
<tr>
<td>(24)</td>
<td>Nicocodine (6-nicotinylcodeine)</td>
</tr>
<tr>
<td>(25)</td>
<td>Nicomorphine (dinicotinylmorphine)</td>
</tr>
<tr>
<td>(26)</td>
<td>Norcodeine</td>
</tr>
<tr>
<td>(27)</td>
<td>Normorphine</td>
</tr>
<tr>
<td>(28)</td>
<td>Oxycodone (dihydrohydroxycodeinone)</td>
</tr>
<tr>
<td>(29)</td>
<td>Oxymorphone (dihydrohydroxymorphinone)</td>
</tr>
<tr>
<td>(30)</td>
<td>Pholcodine (p-4-morpholinoethylmorphine), and</td>
</tr>
<tr>
<td>(31)</td>
<td>Thebacon (acetyldihydrocodeinone)</td>
</tr>
</tbody>
</table>

but not including

| (32) | Apomorphine |
| (33) | Cyprinorphine |
| (34) | Narcotine |
| (35) | Papaverine, and |
(36) Poppy seed

2. Coca (Erythroxylon), its preparations, derivatives, alkaloids, and salts, including
   (1) Coca leaves
   (2) Cocaine, and
   (3) Ecgonine (3-hydroxy-2-tropane carboxylic acid).

3. Cannabis sativa, its preparations, derivatives and similar synthetic preparations, including:
   (1) Cannabis resin
   (2) Cannabis (marihuana)
   (3) Cannabidiol
   (4) Cannabinol (3-n-amyl-6,6,9-trimethyl-6-dibenzopyran-1-ol),
   (5) Pyrahexyl (3-n-hexyl-6,6,9-trimethyl-7,8,9,10-tetrahydro-6-dibenzopyran-1-ol), and
   (6) Tetrahydrocannabinol

4. Phenylpiperidines, their preparations, intermediates, derivatives and salts, including:
   (1) Allyprodine (3-allyl-1-methyl-4-phenyl-4-piperidylpropionate)
   (2) Alphameprodine (a-3-ethyl-1-methyl-4-phenyl-4-piperidylpropionate),
   (3) Alphaprodine (a-1,3-dimethyl-4-phenyl-4-piperidylpropionate),
   (4) Anileridine (ethyl 1-[2-(paminophenyl) ethyl]-4-phenylpiperidine-4-carboxylate),
   (5) Beta,meprodine (p-3-ethyl-1-methyl-4-phenyl-4-piperidyl propionate),
   (6) Betaprodine (p-1,3-dimethyl-4-phenyl-4-piperidyl propionate),
   (7) Benzethidine (ethyl 1-(2-benzylxoyethyl)-4phenyl-piperidine-4-carboxylate),
   (8) Diphenoxylate (ethyl 1-(3-cyano,3,3-diphenylpropyl)-4-phenylpiperidine-4-carboxylate),
   (9) Etoxeridine (ethyl 1-[2-(2-hydroxyethoxy) ethyl]-4-phenyl-piperidine-4-carboxylate),
   (10) Fentanyl (1-phenylethyl-4-(phenylpropionyl-amino)-piperidine),
   (11) Furethidine (ethyl 1-(2-tetrahydrofurfuryloxyethyl)-4-phenylpiperidine-4-carboxylate),
   (12) Hydroxypethidine (ethyl 4-(m-hydroxyphenyl)-1-methyl-4-phenylpiperidine-4-carboxylate),
   (13) Ketobemidone (1-[4-(m-hydroxyphenyl)-1-methyl-4-piperidyl]-1-propanone),
   (14) Methylphenylisonipeetonitrile (4-cyano-1-methyl-4-phenylpiperidine),
   (15) Morpheridine (ethyl 1-(2-morphi-noethyl)-4-phenylpiperidine-4-carboxylate),
   (16) Norpethidine (ethyl 4-phenylpiperidine-4-carboxylate),
   (17) Pethidine (ethyl 1-methyl-4-phenylpiperidine-4-carboxylate),
   (18) Phencyclidine (1-(1-Phenylcyclohexyl) piperidine)
(19) Phenoperidine (ethyl 1-(3-hydroxy-3-phenylpropyl)-4-phenylpiperidine-4-carboxylate),
(20) Piminodine (ethyl 1-[3-phenylamino] propyl-4-phenylpiperidine-4-carboxylate),
(21) Properidine (isopropyl l-methyl-4-phenylpiperidine-4-carboxylate), and
(22) Propiram (N-(l-methyl-2-piperidinoethyl)-N-2-pyridylpropionamide)
(23) Trimeperidine (1,2-5-trimethyl-4-phenyl-4-piperidyl propionate),

but not including:
(24) Carbamethidine (ethyl 1-(2-carbamylethyl)-4-phenylpiperidine-4-carboxylate),
(25) Oxpheneridine (ethyl 1-(2-hydroxy-2-phenylethyl-4-phenylpiperidine-4-carboxylate).

5. Phenazepines, their preparations, derivatives and salts including:
(1) Proheptazine (hexahydro-1,3-dimethyl-4-phenyl-4-azepinyl propionate),
but not including:
(2) Ethoheptazine (ethyl hexahydro-1 methyl-4-phenyl-azepine-4-carboxylate),
(3) Metethoheptazine (ethyl hexahydro-1,3-dimethyl-4-phenylazepine-4-carboxylate), and
(4) Methptazine (ethyl hexahydro-1,2-dimethyl-4-phenylazepine-4-carboxylate).

6. Amidones, their preparations, intermediates, derivatives and salts including:
(1) Dimethylaminodiphenylbutanonitrile (4-cyano-2-dimethylamino-4,4-diphenyl butane),
(2) Dipipanone (4,4-diphenyl-6-piperidino-3-heptanone),
(3) Isomethadone (6-dimethylamino-5-methyl-4,4-diphenyl-3-hexanone),
(4) Methadone (6-dimethylamino-4,4-diphenyl-3-heptanone),
(5) Normethadone (6-morpholino-4,4-diphenyl-3-hexanone), and
(6) Phenadoxone (6-morpholino-4,4-diphenyl-3-heptanone).

7. Methodols, their preparations, derivatives and salts, including:
(1) Acetylmethadol (6-dimethylamino-4,4-diphenyl-3-heptanyl acetate),
(2) Alphacetylmethadol (a-6-dimethylamino-4,4-diphenyl-3-heptanyl acetate),
(3) Alphamethadol (a-6-dimethylamino-4,4-diphenyl-3-heptanol),
(4) Betacetylmethadol ( -6-dimethylamino-4,4-diphenyl-3-heptanyl acetate),
(5) Betamethadol ( -6-dimethylamino-4,4-diphenyl-3-heptanol),
(6) Dimepheptanol (6-dimethylamino-4,4-diphenyl-3-heptanol), and
(7) Noracymethadol (a-6-methyamino-4,4-diphenyl-3-heptanyl-acetate).

8. Phenalkoxams, their preparations, derivatives and salts, including:
(1) Dimenoxadol (dimethyaminooethyl 1-ethoxy-1,1-diphenylacetate),
(2) Dioxaphetylbutyrate (ethyl 2,2-diphenyl-4-morpholino butyrate),
but not including:
Propoxyphene (4-dimethylamino-3-methyl-1,2-diphenyl-2-butyl propionate).

9. Thiambutenes, their preparations, derivatives and salts, including:
   (1) Diethylthiambutene (N,N-diethyl-1-methyl-3,3-di-2-thienylallylamine),
   (2) Dimethylthiambutene (N,N,1-trimethyl-3,3-di-2-thienylallylamine), and
   (3) Ethyldimethylthiambutene (N-ethyl-N,1-dimethyl-3,3-di-2-thienylallylamine).

10. Moramides, their preparations, intermediates, derivatives and salts, including:
    (1) Dextromoramide (d-1-(3-methyl-4-morpholino-2,2-diphenylbutyryl) pyrrolidine),
    (2) Diphenylmorpholinoisovaleric acid (2-methyl-3-morpholino-1,1-diphenylpropionic acid),
    (3) Levomoramide (\(\text{\textdagger}1\)-(3-methyl-4-morpholino-2,2-di-phenylbutyryl) pyrrolidine), and
    (4) Racemoramide (d,\(\text{\textdagger}1\)-(3-methyl-4-morpholino-2,2-diphenylbutyryl) pyrrolidine).

11. Morphinans, their preparations derivatives and salts, including:
    (1) Levomethorphan (\(\text{\textdagger}1,2,3,9,10,10\text{a}\)-hexahydro-6-methoxy-11-methyl-41H-10,4a-iminoethanophenanthrene),
    (2) Norlevophenorphol (\(\text{\textdagger}1,2,3,9,10,10\text{a}\)-hexahydro-11-methyl-4H-10,4a-iminoethanophenanthren-6-ol),
    (3) Norlevophenacylmorphan (\(\text{\textdagger}1,2,3,9,10,10\text{a}\)-hexahydro-11-phenacyl-4H-10,4a-iminoethanophenanthren-6-ol),
    (4) Phenomorphan (d, \(\text{\textdagger}1,2,3,9,10,10\text{a}\)-hexahydro-11-phenetyl-4H-10,4a-iminoethanophenanthren-6-ol),
    (5) Levallorphan (\(\text{\textdagger}1\)-11-allyl-1,2,3,9,10,10a-hexanhydro-4H-10,4a-iminoethanophenanthren-6-ol), and
    (6) Levargorphan (\(\text{\textdagger}1\)-11-propargyl-1,2,3,9,10,10a-hexanhydro-4H-10,4a-iminoethanophenanthren-6-ol).

12. Benzazocines, their preparations, derivatives and salts, including:
(1) Phenazocine (1,2,3,4,5,6-hexahydro-6,11-dimethyl-3-phenethyl-2,6-methano-3-benzazocin-8-ol), and
(2) Metazocine (1,2,3,4,5,6-hexahydro-3,6,11-trimethyl-2,6-methano-3-benzazocin-8-ol),
but not including:
(3) Pentazocine (1,2,3,4,5,6-hexahydro-6,11-dimethyl-3-(3-methyl-2-buteny)-2,6-methano-3-benzazocin-8-ol), and
(4) Cyclazocine (1,2,3,4,5,6-hexahydro-6,11-dimethyl-3-(cyclopropylmethyl)-2,6-methano-3-benzazocin-8-ol).

13. Ampromides, their preparations, derivatives and salts, including:
(1) Diampromide (N-[2-(methylphenethyl-amino)-propyl]-propionanilide),
(2) Phenampromide (N-[2-(1-methyl-2-piperidyl)-ethyl]-propionanilide).

14. Benzimidazoles, their preparations, derivatives and salts, including:
(1) Clonitazene (2-(p-chlorobenzyl)-1-diethylaminoethyl-5-nitrobenzimidazole),
(2) Etonitazene (2-(p-ethoxybenzyl)-1-diethylaminoethyl-5-nitrobenzimidazole).