



COUNCIL MEETING MINUTES

June 19, 2020 (9:00a.m. – 4:30p.m.)

Videoconference

Council Attachment 11.2

Present

Lesia Kicak RD-Chair
Ann Watt RD
Asma Kenshil
Denis Tsang RD
Diana Balicsak RD
Donna Hennyey RD
John Regan
Kerri LaBrecque RD
Marie-Louise Chartrand
Pavel Tomilin
Santhikumar Chandrasekharan
Shelagh Kerr
Teresa Taillefer RD
Trina Pearson RD

Guests

Ana Miletic-Ministry of Health
John Risk-Weirfoulds LLP
Barbara Grohmann RD-Committee Appointee
Barbara Major-McEwan RD - Committee Appointee
Cindy Tsai RD-Committee Appointee

Erin Woodbeck RD-Committee Appointee
Khashayar Amirhosseini RD-Committee Appointee
Megan Charlish RD-Committee Appointee
Sobia Khan RD-Committee Appointee

Staff

Melisse Willems-Registrar & Executive Director
Bev Nopra-Quality Assurance Program Coordinator
Carole Chatalalsingh-Senior Practice Advisor & Policy Analyst
Deborah Cohen-Director of Registration
Diane Candiotta-Practice Advisor & Policy Analyst
Heena Vyas- Registration Coordinator & Project Lead
Ivy Marzan, Registration Administrator
Jada Pierre-Executive & General Office Administrative Assistant-Minute Taker
Josna Aykkara-Accounting & Quality Assurance Administrator
Lisa Dalicandro-Manager, Governance & Operations
Monique Poirier-Communications Manager
Sarah Ahmed-Director of Finance

ITEM & DISCUSSION	ACTION
1.0 Call to Order	The meeting was called to order at 9:06 a.m. by L. Kicak, President and Chair.
2.0 Approval of Agenda Council agreed to postpone the in-camera portion of the meeting to a later date.	MOTION to approve the agenda, as amended. Moved by: P. Tomilin Seconded by: T. Taillefer Carried
3.0 Declaration of Conflict of Interest No conflict of interest was declared	

ITEM & DISCUSSION	ACTION
<p>4.0 Declaration of Bias No bias was declared</p>	
<p>5.0 Election of Executive Committee Members</p> <ul style="list-style-type: none"> • Election of President • Election of Vice-President • Election of Third Member of the Executive Committee • Election of Fourth Member of the Executive Committee 	<p>L. Kicak handed the meeting over to M. Willems to conduct the election of the Executive Committee.</p> <p>Election of President/Chair M. Chartrand nominated L. Kicak for President of the College. The nomination was seconded by D. Balicsak. L. Kicak accepted the nomination.</p> <p>After three calls, no further nominations were received for President.</p> <p>L. Kicak was acclaimed as President of the College.</p> <p>Election of Vice-President T. Pearson nominated T. Taillefer for Vice-President of the College. The nomination was seconded by M. Chartrand. T. Taillefer accepted the nomination.</p> <p>After three calls, no further nominations were received for Vice-President.</p> <p>T. Taillefer was acclaimed as Vice-President of the College.</p> <p>Election of Third Member of the Executive Committee</p> <p>D. Balicsak nominated J. Regan as the Third Member of the Executive Committee. The nomination was seconded by S. Chandrasekharan. J. Regan accepted the nomination.</p> <p>D. Tsang nominated K. LaBrecque as the Third Member of the Executive Committee. The nomination was seconded by J. Regan. K. LaBrecque accepted the nomination.</p> <p>M. Chartrand nominated D. Tsang as the Third Member of the Executive Committee. The nomination was seconded by A. Kenshil. D. Tsang accepted the nomination.</p> <p>J. Regan nominated T. Pearson as the Third Member of the Executive Committee. The nomination was seconded by T. Taillefer. T. Pearson accepted the nomination.</p> <p>After three calls, no further nominations were received for the Third Member of the Executive Committee.</p> <p>The nominations were put to a vote. J. Regan was elected as the Third Member of the Executive Committee.</p>

ITEM & DISCUSSION	ACTION
	<p>Election of Fourth Member of the Executive Committee J. Regan nominated D. Tsang as the Fourth Member of the Executive Committee. The nomination was seconded by P. Tomilin. D. Tsang accepted the nomination.</p> <p>D. Balicsak nominated K. LaBrecque as the Fourth Member of the Executive Committee. The nomination was seconded by J. Regan. K. LaBrecque accepted the nomination.</p> <p>S. Chandrasekharan nominated A. Kenshil as the Fourth Member of the Executive Committee. The nomination was seconded by J. Regan. A. Kenshil declined the nomination.</p> <p>T. Taillefer nominated T. Pearson as the Fourth Member of the Executive Committee. The nomination was seconded by D. Tsang. T. Pearson accepted the nomination.</p> <p>J. Regan nominated P. Tomilin as the Fourth Member of the Executive Committee. The nomination was seconded by D. Balicsak. P. Tomilin accepted the nomination.</p> <p>J. Regan nominated S. Chandrasekharan as the Fourth Member of the Executive Committee. The nomination was seconded by T. Pearson. S. Chandrasekharan declined the nomination.</p> <p>After three calls, no further nominations were received for the Fourth Member of the Executive Committee.</p> <p>The nominations were put to a vote. K. LaBrecque was elected as the Fourth Member of the Executive Committee.</p> <p>L. Kicak resumed chairing of the meeting.</p>
<p>6.0 (a) Update to the Governance Manual and By-laws – Presentation by John Risk, Weirfoulds LLP J. Risk reviewed the draft revisions to By-law 1 and Council provided feedback to be incorporated into the final draft. Due to time restraints, J. Risk could not review By-law 2 and the Governance Manual with Council. It was decided that a second meeting to complete the review will be scheduled ahead of the September Council meeting.</p>	

ITEM & DISCUSSION	ACTION
<p>7.0 (b) Updates to the Governance Manual and By-laws – Council Discussion</p> <p>Council reviewed the draft revisions to By-law 1 with legal counsel, John Risk and made further suggestions for revision.</p> <p>Mr. Risk will prepare a final version based on the discussion for circulation for consultation.</p>	<p>MOTION to approve the revised By-law No.1, with amendments, in principle for circulation for consultation.</p> <p>Moved by: P. Tomilin Seconded by: D. Hennyey</p> <p>Carried</p>
<p>8.0 Reduction or Waiver of Annual Fee for Reinstatement During Pandemic</p> <p>Council discussed whether to waive the annual fee for former members who wish to reinstate with the College for the purpose of providing support to the COVID-19 pandemic. The waiver of the annual fee would only apply to former members who have retired or resigned in the past three years. The fee would be waived for the balance of the 2010-20 membership year (i.e. until October 31, 2020).</p>	<p>MOTION to approve waiving the annual fee for former members who wish to reinstate with the College for the purpose of providing support to the COVID-19 pandemic. The waiver of the annual fee will only apply to former members who have retired or resigned in the past three years. The fee will be waived for the balance of the 2010-20 membership year (i.e. until October 31, 2020).</p> <p>Moved by: P. Tomilin Seconded by: M. Chartrand</p> <p>Carried</p>
<p>9.0 Review Annual Council Planning & Oversight Agenda</p>	<p>Deferred until next meeting due to time constraints.</p>
<p>10.0 Plan for Council Learning Needs</p> <p>Council discussed their learning needs for the upcoming year and indicated their interest in the following training topics:</p> <ul style="list-style-type: none"> • College governance, the role of Council members and staff, and the other actors and larger network of professional self-regulation • Reading financial statements • Understanding the dietetic profession (specific for public members) • Developing a Council assessment • Developing competencies for Council members • Other topics related to supporting the advancement of the strategic plan • Developing performance metrics with a risk-based lens • Diversity and inclusion/cultural sensitivity • The governance modernization journey of the College of Nurses of Ontario 	

ITEM & DISCUSSION	ACTION
<p>11.0 Selection of Council Meeting Dates 2020-21 Council reviewed and discussed the proposed meeting dates for 2020-2021. It was agreed that Council will meet for two consecutive days each quarter.</p>	<p>MOTION to approve the 2020/2021 Council meeting dates as follows:</p> <ul style="list-style-type: none"> • September 17 & 18, 2020 • December 3 & 4, 2020 • March 25 & 26, 2021 • June 17 & 18, 2021 <p>Move by: D. Hennyey Seconded by: M. Chartrand</p> <p>Carried</p>
<p>12.0 Management Report (Including COVID-19 Update) M. Willems reviewed and discussed the Management Report with Council. The Registrar provided an update on the College’s response to COVID-19, including staff’s transition to remote work.</p> <p>As part of the Management Report, M. Willems presented a revised budget in response to economic uncertainties caused by COVID-19, that identified costs to be deferred in whole or in part to next fiscal year. It was noted that the state of the pandemic is still fluctuating and that further adjustments to the budget may need to be made as the situation unfolds. An update on the financial analysis of the fourth quarter (January to March 2020) was also reviewed with Council.</p>	<p>MOTION to approve the budget for 2020-21 with the understanding that there will be ebbs and flows due to COVID-19.</p> <p>Moved by: M. Chartrand Seconded by: A. Watt</p> <p>Carried</p>
<p>13.0 Council & Committee Performance Evaluations</p>	<p>Deferred until next meeting due to time constraints.</p>
<p>14.0 Committee Composition for 2020-21 Council approved the draft committee compositions for 2020-21, with amendments to reflect the election of the Executive Committee and a request from K. LaBrecque to remove her from the Registration Committee. The amendments include removing K. LaBrecque from the Registration Committee and adding D. Tsang to the Registration Performance Compensation Review Committee.</p>	<p>MOTION to approve the Committee Compositions for 2020-21 as amended.</p> <p>Moved by: J. Regan Seconded by: K. LaBrecque</p> <p>Carried</p>
<p>15.0 Selection of Interim Committee Chairs The Registrar explained that past practice has been that the chair of each committee for the previous year is appointed as interim chair, so long as that member is still on the committee and is willing and able to serve in this capacity. Council was in agreement with this practice for 2020-21.</p>	<p>MOTION to approve the interim committee chairs as stated on the attachment for item 14.</p> <p>Moved by: J. Regan Seconded by: D. Balicsak</p> <p>Carried</p>
<p>Information Items (Consent Agenda) 16.0 March 27, 2020 Council Meeting Minutes 17.0 Executive Committee Report</p>	<p>Deferred until next meeting due to time constraints.</p>

ITEM & DISCUSSION	ACTION
<p>18.0 Planning for Registrar Coverage M. Willems presented the Registrar’s Coverage plan to Council, which provides guidance for the continued operations of the College if there is a temporary or permanent disruption in the ability of the Registrar to perform her duties. It was recommended by the Registrar that this document be used as a reference guide and that deviation from the planned approach may be needed, depending on the scenario.</p>	
<p>19.0 Tribute to Outgoing Council and Committee Members</p> <ul style="list-style-type: none"> • Erin Woodbeck • Laila Kanji • Sobia Khan <p>L. Kicak thanked E. Woodbeck and L. Kanji for their years of service on Council and S. Khan for her years of service on Committees.</p>	
<p>20.0 Council Sharing There was no council sharing to review.</p>	
<p>21.0 Reminders/Standing Items: Council was asked to delete College items from their tablets/other devices, including any that may be in a trash/recycle folder.</p> <p>Council Evaluation Council members were reminded to complete the Council meeting evaluation survey. J. Pierre will activate the survey after the meeting for completion by Council members.</p>	
<p>22.0 In camera Minutes from March 27, 2020 <i>In camera session pursuant to s. 7(2)(e) of the Health Professions Procedural Code, being Schedule 2 to the Regulated Health Professions Act, 1991</i></p>	<p>Deferred until next meeting</p>
<p>15.0 Adjournment</p>	<p>Motion to adjourn at 4:30 p.m. was moved by P. Tomlin.</p> <p>Carried</p>

<original signed by>

Lesia Kicak RD, President

September 22, 2020

Date

<original signed by>

Jada Pierre, Recorder

September 22, 2020

Date