



## COUNCIL MEETING MINUTES

April 8, 2016 (9.30 am – 4:30 pm)

5775 Yonge Street, Main Floor Conference Room

### Present

Susan Knowles RD-Chair  
Abigail Langer RD  
Alexandra Lacarte RD  
Alida Finnie RD  
Barbara Major-McEwan RD  
Elsie Petch  
Erin Woodbeck RD  
Julie McKendry  
Mark Behar-Bannelier  
Najmudin Hassam  
Nicole Osinga RD  
Ruki Kondaj – 9:53am  
Shelagh Kerr  
Suzanne Obiorah RD

### Regrets

Claudine Wilson  
Ray Skaff

### Staff

Melisse Willems-Registrar & ED  
Jenny Wu-Administrative Assistant-Minute Taker  
Barbara McIntyre-QA Manager  
Carole Chatalalsingh-Practice Advisor & Policy Analyst  
Deborah Cohen-Practice Advisor & Policy Analyst  
Monique Poirier-Communications Manager  
Sarah Ahmed-Controller

Item & Discussion	ACTION
<p>1.0 Call to Order</p> <ul style="list-style-type: none"> <li>○ Welcome new Councillor:           <ul style="list-style-type: none"> <li>• Mark Behar-Bannelier</li> <li>• Ruki Kondaj</li> </ul> </li> </ul>	<p>The meeting was called to order at 9:38am by Susan Knowles RD, President and Chair.</p>
<p>2.0 Approval of Agenda</p>	<p>MOTION to approve the agenda with the addition of 6.1 Transparency update and an amendment to 9.0 from June 2, 2015 to June 26, 2015.</p> <p>Move by: S. Obiorah Seconded by: A. Finnie</p> <p>Carried (13/13)</p>
<p>3.0 Declaration of Conflict of Interest/Bias</p>	<p>None Declared.</p>
<p>4.0 Draft Budget 2016-17</p>	

Item & Discussion	ACTION
<p>Same budget as February 2016 Council meeting. The changes are outlined in attachment 4.2 to budget programs and no professional fee for the clinic regulation. The clinic regulation is being analyzed now and no contribution is needed but we will present at the June Meeting. The second change to the capital budget is the Visual Antidote fee is no longer needed because the registration member's dashboard is completed. There is an increase to the QA Administrative PPA Report Mailing. Assumption of the increase for member's fee which is part of our By-law. Either 2 % or CPI whichever is lesser.</p>	<p>MOTION to approve the draft 2016/17 budgets including the changes that have been proposed by staff since the February 2016 Council meeting.</p> <p>Move by: A. Finnie Seconded by: J. McKendry</p> <p>Carried (13/13)</p>
<p><b>5.0 Risk Management Plan development –next steps</b></p> <p>Sub-committee to aid CDO with risk management and approve the general direction for next steps.</p> <p>What is risk? Probability of threat of damage injury liability loss or any other negative occurrence that is caused by external and internal vulnerabilities that may be avoided through pre-emptive action. Should not think of it as negative but as an opportunity that comes with activities within the organization. It can help position risks we want to engage in and find a positive gain.</p> <p>Risk is important because it allows us to identify potential weakness of the entity to re-evaluate the organization as a whole and turn into mitigation strategies and provide effective oversight. It has been a trend with every organization to form a planning process.</p> <p>Identify the goals are what we need to worry about for risks. Many types of business risks such as reputation, self-regulation (privilege), strategic direction, and financial well-being. There are two types of fraud risk-misappropriation of assets and fraudulent financial reporting. On-going process for risk management concepts to create profile, review and revise on a regular basis with everybody.</p> <p>One of the components is policy which sets out a general approach to risk management such as re-allocation of resources. The risk tolerance profile can be determined by our financial advisors. The College is risk adverse because we have a moderate risk level.</p> <p>The Risk Management Cycle is to identify risk, assess, treat, and then monitor and review and the cycle repeats. We can begin with a scan and ask other Colleges to share.</p> <p>Risk include hazard, operational, and financial. Risk treatment includes avoid, transfer, reduce (common) and accept.</p> <p>Council agrees risk management on right track.</p>	<p>Elsie left the room at 10:24am and returned 10:30am</p> <p>Staff is going to put together a risk register and risk policy which will be presented to the sub-committee and then they will look through the details and present to Council at the June 2016 meeting. We will be sending a survey to Council to ask if we missed anything.</p>

Item & Discussion	ACTION
<p><b>6.0 Proposed By-Law Changes</b></p> <ul style="list-style-type: none"> <li>○ By-Law 2</li> <li>○ By-Law 4</li> </ul> <p>C. Lordon presented the Consultation survey results. The survey was closed today April 8<sup>th</sup> at 12:00pm noon.</p> <p>Main theme of comments related to assessment fees was 38/84 were supportive as long as the annual renewal fee didn't increase. Many RDs would like to compare the fees with other professions.</p> <p>The assessment fees will be reviewed annually as per By-Law 2.</p> <p>Two fees related to Corporate fee is the annual fee and fee for late renewal. Rationale is to determine if the Corporation fee should increase the same amount as the general membership fee. The College needs to maintain a Reservation fund of six months.</p> <p>At the February meeting By-Law 4 was approved in principal and not circulated because By-Law 2 was not approved yet.</p>	<p>A. Langer left the meeting at 1:00pm</p> <p>E. Petch exited the meeting at 1:40 and returned at 1:44pm</p> <p>MOTION that Council approve the revocation of By-law 2: entitled "Fees" and the substitution of that by-law with the proposed by-law found in Attachment 6.2.</p> <p>Move by: N. Hassam Seconded by: J. McKendry</p> <p>Carried (10/13)</p> <p>MOTION that Council approve the amendments to By-Law 4 as circulated to Council in attachment 6.4 .</p> <p>Move by: E. Woodbeck Seconded by: A. Lacarte</p> <p>Carried (13/13)</p>
<p><b>6.1 Transparency Update</b></p> <p>The Ministry set up a Transparency Working Group (TWG) and meetings were held November 24 2015 and January 28 2016. Each College sent a letter to the Ministry regarding what we are doing and what we will be doing; some Colleges will work together for some items such as ICRC decisions and what can appear to the public.</p> <p>The TWG want the Colleges to be more consistent by making information more publicly available and decision making process more open and accountable.</p> <p>TWG would provide two objectives: open information and public engagement. Open information will included a guide on register information, Council meeting materials and Complaints and discipline processes. Public Engagement will include a College toolkit and best practices to enhance engagement with the public.</p> <p>Smaller working groups of the TWG will be meeting frequently to flush out the deliverables to provide updates in the coming months.</p> <p>Picked staff that were involved with the AGRE transparency group and knew the details of the processes.</p>	



Item & Discussion	ACTION
<p>11.0 Registrar and Executive Director Performance Indicators – Draft 2016-17 (<i>in-camera</i>)</p>	<p>MOTION to approve the 2016-17 Registrar &amp; ED Performance indicators as amended.</p> <p>Move by: S. Obiorah Seconded by: S. Kerr</p> <p>MOTION to move out of in-camera.</p> <p>Moved by: S. Kerr Seconded by: B. Major-McEwan</p> <p>Carried (13/13)</p>
<p>12.0 Council Minutes February 5, 2016</p>	<p>MOTION to approve the Council Meeting Minutes of February 5 2016 with amendments.</p>
<p>13.0 Executive Committee Report</p>	<p>Move by: E. Woodbeck Seconded by: J. McKendry</p>
<p>14.0 Management Report</p>	<p>Carried (14/14)</p> <p>MOTION to approve the remaining items 13 and 14 on the consent agenda.</p> <p>Move by: A. Lacarte Seconded by: A. Finnie</p> <p>Carried (14/14)</p>
<p>15.0 Council Sharing</p> <ul style="list-style-type: none"> <li>o Tribute to outgoing Council member - Naj Hassam</li> </ul>	
<p>16.0 Meeting Evaluators</p> <ul style="list-style-type: none"> <li>• Nicole Osinga</li> </ul>	<p>Evaluations are included with minutes.</p>
<p>17.0 Next Meeting Evaluators</p> <ul style="list-style-type: none"> <li>• Julie McKendry</li> <li>• Claudine Wilson</li> </ul>	<p>Productivity: Overall good pace. Some topics required more discussion and some needed less such as the budget and each topic was adjusted accordingly.</p>
<p>18.0 Adjournment</p>	<p>Quality Decisions: Considered broad spectrum of ideas with by-law discussions and everybody seemed prepared</p> <p>Openness &amp; Collaboration: Very healthy discussions with by-law and different opinions shared. Everybody was respectful and collaboration was good with Council and staff and had a chance to speak.</p>

Item & Discussion	ACTION
	MOTION to adjourn the meeting at 4:00pm. Moved by S. Kerr.

<original signed by>

Susan Knowles RD, President

Date June 23/16

<original signed by>

Jenny Wu, Recorder, Melisse Willems

Date 14 July 2016