



## COUNCIL MEETING MINUTES

March 25, 2021 (9:00 a.m.–4:30p.m.)

Videoconference

### Present

Lesia Kicak RD-Chair  
Ann Watt RD  
Denis Tsang RD  
Donna Hennyey RD  
John Regan  
Israel Ogbechie  
Kerri LaBrecque RD  
Liz Wood  
Pavel Tomilin  
Santhikumar Chandrasekharan  
Teresa Taillefer RD  
Trina Pearson RD

### Regrets

Ray D'Sa

### Staff

Melisse Willems-Registrar & Executive Director  
Bev Nopra-Quality Assurance Program Coordinator  
Carole Chatalalsingh-Director of Professional Practice  
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  
Mary Gong-Professional Practice Administrator  
Monique Poirier-Communications Manager  
Sarah Ahmed-Director of Finance

ITEM & DISCUSSION	ACTION
<p><b>1.0 Call to Order</b> L. Kicak welcomed Elizabeth Wood and Israel Ogbechie as new Council members.</p>	<p>The meeting was called to order at 9:00 a.m. by L. Kicak, President and Chair.</p>
<p><b>2.0 Approval of Agenda</b> Council agreed to move the consent agenda ahead on the agenda going forward.</p>	<p>MOTION to approve the agenda as amended.  <b>Moved by: D. Tsang</b> <b>Seconded by: P. Tomilin</b></p>
<p><b>3.0 Declaration of Conflict of Interest</b> No conflict of interest was declared</p>	
<p><b>4.0 Declaration of Bias</b> No bias was declared</p>	
<p><b>Information Items (Consent Agenda)</b> <b>5.0 Council Meeting Minutes:</b> December 3, 2020 December 4, 2020  <b>6.0 Executive Committee Report</b></p>	<p>MOTION to approve the Consent Agenda.  <b>Moved by: P. Tomilin</b> <b>Seconded by: J. Regan</b>  <b>Carried</b></p>

ITEM & DISCUSSION	ACTION
<p><b>7.0 Council Meeting Survey Results: December 4, 2020</b>  Council discussed the results of the December 4, 2020 Council meeting evaluations. It was recommended that, when possible, the Council agenda should have the items requiring a decision from Council at the beginning of the meeting.</p>	<p><b>Follow-up Action</b>  Revise the format of Council agendas to place items that require a decision at the beginning of the day, whenever possible.</p> <p><b>Status Update</b>  Complete.</p>
<p><b>8.0 Council Self-Reflection</b>  Council discussed their results of their self-reflection and provided feedback on the sample tool used.</p> <p>Council agreed that a self-reflection exercise would enhance their current evaluation process. The self-reflection feedback could be used to help identify training and education needs for Council. Staff were directed to draft a self-reflection exercise for Council's approval at a later meeting.</p> <p>Council also discussed other strategies for evaluating their performance, including one-on-one meetings between the President and each Council member, and peer-evaluations between Council members.</p>	<p><b>Follow-up Action</b>  Staff to develop a self-reflection tool for Council.</p> <p><b>Status Update</b>  As part of the 2021-22 work plans, staff plan to develop an annual self-evaluation for Council members. As part of the development process, Council's feedback on this self-reflection exercise will be incorporated into the draft tool.</p>
<p><b>9.0 Governance Manual Revisions</b>  Council reviewed the revisions to the Governance Manual and identified further changes to be made by staff.</p> <p>Council requested that the Honoraria Policy specify that it is only applicable to elected councillors and committee appointees, as public councillors are reimbursed by the Ministry. Additionally, Council requested that staff conduct an environmental scan to determine whether the College's per diem, mileage rate and meal allowance need to be revised to align with what is offered at the other health Colleges. The suggested revisions to the Honoraria Policy as identified by staff were approved by Council.</p>	<p>MOTION to approve the governance manual with the amendments as discussed, and to convert Executive Limitations L8 and L16 into policies.</p> <p><b>Moved by: P. Tomilin</b>  <b>Seconded by: S. Chandrasekheran</b>  <b>Carried</b></p>

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<p>It was also requested that the Governance Manual include a description of the Annual Acknowledgement and Confirmation and explain how it is connected to the obligations of Council.</p> <p>Council agreed to remove the Executive Limitations from the Governance manual and replace L8 and L16 with policies. Staff were directed to draft the policies for Council's review at a future meeting.</p>	<p><b>Follow-up Action</b>  Conduct an environmental scan to determine the honoraria policies for other health Colleges. Update the Governance Manual as amended by Council.  Draft policies to replace the former Executive Limitations L8 and L16.</p> <p><b>Status Update</b>  Staff are working on the updates to the Governance Manual.  Staff will begin the environmental scan and drafting policies to replace L8 and L16 following the annual audit.</p>
<p><b>10.0 Rules of Order for Council</b>  The Registrar explained to Council that legal counsel has recommended Council adopt a set of short, concise rules to encourage decision-making through consensus. To support Council in developing its Rules of Order, the Registrar presented two examples of Rules of Order – one from the College of Physicians and Surgeons of Ontario and one from the College of Traditional Chinese Medicine Practitioners and Acupuncturists of Ontario.</p> <p>Council discussed whether Rules of Order should be adopted, and if so, what should be included. Staff were directed to draft Rules of Order for Council's consideration.</p>	<p>No motion was confirmed.</p> <p><b>Follow-up Action</b>  Staff to draft Rules of Order for Council's review.</p> <p><b>Status Update</b>  Staff will be working on the Rules of Order and plan to have a draft to Council by the September/October meeting.</p>
<p><b>11.0 By-law 1 Revision</b>  The Registrar notified Council of a wording error in by-law 1 concerning the cooling off period for Council members and committee appointees. Council agreed to correct the wording to reflect the intention of including the cooling off period.</p>	<p>MOTION to amend the language of by-law 1, article 3.10(y) to read: the member has served nine consecutive years as a councillor or committee appointee, or in any combination of the two offices, and at least three calendar years have passed after the year in which the member last served as a councillor or committee appointee.</p> <p><b>Moved by: K. LaBrecque</b>  <b>Seconded by: D. Hennyey</b>  <b>Carried</b></p>

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<p><b>12.0 Proposed Increase to Late Renewal Fee</b>  Council discussed whether a proposed increase to the late renewal fee should be applied.</p>	<p>MOTION to approve the proposed late renewal fee increase of 20% of the annual fee, in principle for the purpose of consultation, for incorporation into By-Law No. 2: Fees.</p> <p><b>Moved by: P. Tomilin</b>  <b>Seconded by: J. Regan</b></p> <p><b>Carried</b></p> <hr/> <p><b>Follow-up Action</b>  Circulate the proposed change to the late renewal fee to the membership for a 60-day period.</p> <p><b>Status Update</b>  Members of the College were provided 60 days to provided feedback on the proposed changes to the late renewal fees (April 1 – May 31, 2021).  An update will be provided to Council at its June meeting.</p>
<p><b>13.0 Extending the Waiver of Registration Fees for Reinstatement During the Pandemic</b>  Council discussed whether to continue 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. Council agreed to extend the waiver of the registration fee.</p>	<p>MOTION that Council extends the suspension of the Annual Fee provisions outlined in College By-Law No. 2: Fees for applicants returning to practice who are looking to assist the Ontario healthcare system during the Covid-19 pandemic, and that Certificates of Registration issued pursuant to this decision be made valid until October 31, 2021.</p> <p><b>Moved by: P. Tomilin</b>  <b>Seconded by: S. Chandrasekharan</b></p> <p><b>Carried</b></p>
<p><b>14.0 Confirmation of Public Members Appointed to Committees</b>  Council confirmed the Executive Committee’s appointment of I. Ogbechie and E. Wood.</p>	<p>MOTION to confirm the appointment of Israel Ogbechie to the Discipline, Fitness to Practise, Professional Practice, and Inquiries, Complaints and Reports Committees; and to confirm the appointment of Elizabeth Wood to the Discipline, Fitness to Practise, Quality Assurance, and Registration Committees.</p> <p><b>Moved by: J. Regan</b>  <b>Seconded by: P. Tomilin</b></p> <p><b>Carried</b></p>
<p><b>15.0 Confirmation of the Appointment of Donna Hennyey to the Audit Committee</b>  Council confirmed the Executive Committee’s appointment of D. Hennyey to the Audit Committee.</p>	<p>MOTION to confirm the appointment of Donna Hennyey to the Audit Committee.</p>

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	<p>Moved by: J. Regan Seconded by: S. Chandrasekharan</p> <p>Carried</p>
<p><b>16.0 Selection of Chair of the Audit Committee</b> Council appointed K. LaBrecque as the Chair of the Audit Committee.</p>	<p>MOTION to appoint Kerri LaBrecque as Chair of the Audit Committee.</p> <p>Moved by: A. Watt Seconded by: P. Tomilin</p> <p>Carried</p>
<p><b>17.0 Approval of the College Performance Measurement Framework Report</b> The Registrar presented an overview of the College Performance Measurement Framework report, which is a new requirement from the Ministry. It was noted that the Ministry requires Council to approve the report before it is submitted and published on the College's website.</p> <p>Council reviewed the report that was completed by staff and approved it for the purpose of submission to the Ministry and publication on the College's website.</p>	<p>MOTION to approve the College Performance Measurement Framework Reporting Tool for submission to the Ministry.</p> <p>Moved by: J. Regan Seconded by: D. Hennyey</p> <p>Carried</p> <p><b>Follow-up Action</b> Submit the CPMF report to the Ministry and publish on the College's website.</p> <p><b>Status Update</b> The report was submitted to the Ministry and published on the College's website on March 31, 2021.</p>
<p><b>18.0 Draft 2021-22 Budget</b> S. Ahmed presented the following to Council:</p> <ul style="list-style-type: none"> <li>• Proposed 2021-22 Budget</li> <li>• Proposed 2021-22 Work Plans</li> <li>• 2020-21 Accomplishments to date.</li> </ul> <p>S. Ahmed provided an overview of the draft budget. The draft as developed by staff and recommended to the Executive Committee assumes no increase in the annual fee for the 2021-22 membership year. It was explained to Council that the College can achieve its legislative mandate and strategic plan goals within the budget presented. The work plans were presented for information, to support Council's decision regarding the proposed budget.</p>	<p>MOTION that Council approve the draft budget for the 2021-22 fiscal year as presented in Scenario 1, with no increase in general membership fees from the 2020-21 fiscal year.</p> <p>Moved by: J. Regan Seconded by: I. Ogbechie</p> <p>Carried</p>
<p><b>19.0 Council Sharing</b> There was no Council sharing at this time.</p>	
<p><b>20.0 Reminders/Standing items:</b></p> <ul style="list-style-type: none"> <li>• Update your tablet</li> <li>• Council meeting evaluation</li> </ul>	

ITEM & DISCUSSION	ACTION
21. 0 Adjournment	Motion to adjourn at 3:25 p.m. was moved by A. Watt.  <b>Carried</b>

<original signed by>

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Lesia Kicak RD, President

June 21, 2021

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Date

<original signed by>

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Jada Pierre, Recorder

June 21, 2021

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Date