



## COUNCIL MINUTES

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**DATE:** Tuesday, June 25, 2019 **FROM:** 9:00 a.m. – 4:00 p.m.

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### **PRESENT:**

Julie Entwistle, *Chair*  
Donna Barker  
John-Paul Dowson (1.0-6.6, 8.0)  
Mary Egan  
Allan Freedman  
Jeannine Girard-Pearlman  
Debbie Hebert  
Jennifer Henderson  
Patrick Hurteau  
Kurisummoottil S. Joseph  
Heather McFarlane  
Aruna Mitra  
Vincent Samuel  
Stephanie Schurr  
Teri Shackleton  
Peter Shenfield

### **REGRETS:**

Michelle Stinson

### **GUESTS:**

Erica Richler, Steinecke Maciura LeBlanc  
Rebecca Durcan, Steinecke Maciura LeBlanc

### **OBSERVERS:**

Sarah Kibaalya, Ministry of Health & Long-Term Care (MOHLTC)  
Annette McKinnon (1.0-6.6, 8.0, 11.0)  
Alex Miller (1.0-6.4)  
Danielle Tavone (6.2-6.4)

### **STAFF:**

Elinor Larney, Registrar  
Heather Binkle, Deputy Registrar  
Sandra Carter, Practice Resource Liaison (10.0-11.0)  
Aoife Coghlan, Manager, Investigations & Resolutions (6.1-6.6, 8.0-12.0)  
Aida da Silva, Finance & Human Resources Coordinator (11.0)  
Lesley Krempulec, Practice Advisor (1.0-6.5, 10.0-11.0)  
Yvonne Leung, Communications Coordinator (6.0-6.5)  
Tim Mbugua, Policy Analyst (10.0-11.0)  
Sonia Mistry, Quality Assurance Project Lead (10.0-11.0)  
Nabila Mohammed, Director of Finance and Corporate Services  
Brandi Park, Senior Manager, Registration & Information Systems  
Alison Reynolds, Registration Coordinator (11.0)  
Seema Sindwani, Manager, Quality Programs  
Nancy Stevenson, Communications Director  
Andjelina Stanier, Executive Assistant, *Scribe*

### **1.0 Call to Order**

Chair Julie Entwistle called the meeting to order at 9:03 a.m. She welcomed everyone and introduced new public members, Vincent Samuel and John-Paul Dowson. She also welcomed former public member Annette McKinnon as an observer. The Chair invited Council members to introduce themselves and to state in what capacity they serve on Council. The Chair reminded everyone that the focus of the College is to protect the public.

### **2.0 Land Acknowledgement**

In the interest of truth and reconciliation, and in the hope to build faith and trust with our Indigenous community, the Chair started the meeting by reminding all present that we are gathered on the ancestral lands and waters of all Indigenous Peoples who have left their footprints on Mother Earth before us. We respectfully acknowledge those who have walked this land, who walk it now, and those future generations who have yet to walk upon it.

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**3.0 Declaration of Conflict of Interest**

The Chair asked if members had a conflict of interest to declare. None was reported.

**4.0 Approval of Agenda**

The Chair called for additions or other changes to the agenda. Three changes were brought forward.

1. 7.2.2: This item is for information only.
2. 7.3: This item is for decision.
3. 10.4: This item is for discussion only.

MOVED BY: Kurisummoottil S. Joseph

SECONDED BY: Stephanie Schurr

*THAT the agenda be approved as amended.*

**CARRIED**

**5.0 Approval of Minutes**

**5.1 Draft Council Minutes of March 28, 2019**

The Chair called for edits to the draft Council minutes of March 28, 2019. None were reported.

MOVED BY: Heather McFarlane

SECONDED BY: Mary Egan

*THAT the draft Council minutes of March 28, 2019 be approved as presented.*

**CARRIED**

**5.2 Draft Council Officer Election Minutes of March 28, 2019**

The Chair called for edits to the draft Council Officer Election minutes. None were reported.

MOVED BY: Jennifer Henderson

SECONDED BY: Patrick Hurteau

*THAT the draft Council Officer Election Minutes of March 28, 2019 be approved as presented.*

**CARRIED**

**6.0 Registrar's Report**

**6.1 Annual Registrar Evaluation Process – *in camera***

The Chair asked for a motion to move *in camera* to discuss a confidential human resources matter. All staff, guests and observers were asked to leave the meeting.

MOVED BY: Kurisummoottil S. Joseph

SECONDED BY: Donna Barker

*THAT Council moves in camera to discuss a confidential human resources matter.*

**CARRIED**

Staff, guests and observers were invited to return to the meeting following item 6.1.

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**6.2 Registrar’s Written Report**

Council reviewed the written report and the Registrar responded to questions.

**6.3 Registrar’s Presentation**

The Registrar reported on nine key areas of focus for Q4/Year 2 (March 1, 2019 – May 31, 2019) and introduced ten areas of focus for Year 3 (2019-2020), related to the 2017-2020 Strategic Plan.

**6.4 Presentation: 2018-2019 (Y2) Outcomes**

The Registrar delivered the strategic priorities and outcomes for Year 2 (2018-2019) related to the 2017-2020 Strategic Plan.

**6.5 Priority Performance Report**

An amended report was distributed to Council. Heather reported on Council performance data for Q4 (2018-2019) related to the objectives as outlined in the 2017-2020 Strategic Plan. The amended report will be posted on the website.

MOVED BY: Jeannine Girard-Pearlman

SECONDED BY: Teri Shackleton

*THAT Council receives the revised Priority Performance Report for the fourth quarter of 2018-2019.*

**CARRIED**

**6.6 Risk Management Report**

Council reviewed the report and noted the level of risk remained unchanged from the previous quarter.

MOVED BY: Donna Barker

SECONDED BY: Heather McFarlane

*THAT Council receives the Risk Management Report.*

**CARRIED**

**7.0 Finance**

**7.1 March 2019 Financial Report**

Council reviewed the report and Nabila Mohammed responded to questions.

MOVED BY: Peter Shenfield

SECONDED BY: Donna Barker

*THAT Council receives the March 2019 Financial Report, Statement of Financial Position and Statement of Operations, as presented.*

**CARRIED**

**7.2 Reserve Fund**

**7.2.1 Guideline Review**

Elinor informed Council that a new reserve fund named, Enterprise Wide IT System Fund, has been created. This new fund will ensure that IT systems will remain efficient and effective in meeting the College’s statutory mandate. Revisions to the existing Reserve Fund Policy were brought forward for approval.

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MOVED BY: Jeannine Girard-Pearlman  
SECONDED BY: Stephanie Schurr

*THAT Council approves the amended policy, Establishing and Maintaining Reserve Funds – Guidelines for Council Members, as presented.*

**CARRIED**

**7.2.2 Reserve Funds at Year-End**

Council reviewed the Registrar's memo with direction to allocate funds to the Reserve Funds.

**7.3 Projected Budget for 2019-2020**

Council reviewed the projected budget and Nabila responded to questions.

MOVED BY: Peter Shenfield  
SECONDED BY: Jennifer Henderson

*THAT Council reviews the FY 2019-2020 Projected Budget as presented.*

**CARRIED**

**Farewell to Council Members**

Council took a moment to acknowledge the contributions of outgoing public members Annette McKinnon (term ended April 5, 2019) and Kurisummoottil S. Joseph, (term ends June 30, 2019), and to thank them for their dedication and years of service to public protection. Donna Barker and Jennifer Henderson spoke in their honour and presented token awards of appreciation. Annette and Kurisummotttil thanked Council, the Registrar and staff for their support.

**8.0 Council Development**

Presentation by Erica Richler, legal counsel, Steinecke Maciura LeBlanc  
*Good Faith and Risk Management for Council*

Presentation by Nabila Mohammed, Director of Finance and Corporate Services  
*Insurance Coverage & Financial Overview*

**9.0 Governance**

**9.1 Policy Review**

As part of the regular rotation of policies for review by Council, eleven policies and one guide were brought forward. Council recommended a wording change to RL3 Treatment of Staff. A typing error will be corrected in RL1, Global Registrar Constraint.

MOVED BY: Peter Shenfield  
SECONDED BY: Kurisummoottil S. Joseph

*THAT Council approves the amended policies as listed, including today's changes:*

- *RL1 Global Registrar Constraint*
  - *RL2 Treatment of Registrants*
  - *RL3 Treatment of Staff*
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- *RL4 Financial Planning and Budgeting*
- *RL5 Financial Condition and Activities*
- *RL6 Asset Protection*
- *RL7 Investments*
- *RL8 External Audit*
- *RL9 Emergency Registrar Replacement*
- *RL10 Compensation Administration*
- *RL11 Communication and Support to Council*
- *Guide for Review of Financial Information*

**CARRIED**

## **9.2 Governance Working Group**

Julie informed Council that a vacancy will be created on the Governance Working Group with the departure of public member Kurisummoottil Joseph at the end of June. At the March meeting, Council decided to form the group with an equal number of public and professional members. Council, today, discussed filling the position with another public member and/or possibly appointing a third party, taking into consideration the College will be operating with the minimum number of public members and workload for existing members beyond July 1 has likely reached its threshold.

MOVED BY: Peter Shenfield  
SECONDED BY: Jennifer Henderson

***THAT Council continues with a 5-member Governance Working Group for the next foreseeable period of time.***

**CARRIED**

## **10.0 Business**

### **10.1 Standards for Infection Prevention and Control – Review**

Sonia described and provided rationale for the revisions to the standards. Council recommended a minor wording change for clarity.

MOVED BY: Donna Barker  
SECONDED BY: Heather McFarlane

***THAT Council approves the draft Standards for Infection Prevention and Control as presented and including today's changes, for publication.***

**CARRIED**

### **10.2 Alternate Dispute Resolution Policy (ADR) – ICRC**

Aoife briefed Council on this newly developed policy which outlines the criteria that must be met in order for Investigations and Resolutions staff to consider a complaint eligible for ADR. Council reviewed the policy and recommended minor changes to content and formatting.

MOVED BY: Kurisummoottil S. Joseph  
SECONDED BY: Peter Shenfield

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*THAT Council approves the draft Alternative Dispute Resolution Process and Eligibility Policy, as presented and including today's changes.*

**CARRIED**

**10.3 Controlled Act Regulation – Psychotherapy**

Elinor reported that the College is continuing to work with the Ministry of Health on the development of this regulation. A motion may be brought forward to Council for decision prior to the October meeting.

**11.0 Roundtable – Governance Discussion**

Presentation by Rebecca Durcan, legal counsel, Steinecke Maciura LeBlanc  
*The Cayton Report: Is the UK Model Now Inevitable?*

**12.0 Committee Reports**

**12.1 Executive** – Report by Julie Entwistle, Chair

**12.1.1 Practice Issues Subcommittee** – Report by Donna Barker, Chair

**12.2 Registration** – Report by Jennifer Henderson, Chair

**12.3 Inquiries, Complaints & Reports** – Report by Kurisummootil S. Joseph, Chair

**12.4 Discipline** – Report by Donna Barker, Chair

**12.5 Fitness to Practise** – Report by Patrick Hurteau, Chair

**12.6 Quality Assurance** – Report by Mary Egan, Chair

**12.7 Patient Relations** – Report by Jeannine Girard-Pearlman, Chair

**13.0 Other Business**

**13.1 Council Meeting Evaluation**

Members were asked to complete and submit their meeting evaluation forms and encouraged everyone to provide recommendations for future improvements.

**14.0 Next Meetings**

- Council Education Session: Wednesday, October 23, 2019, 9:00 a.m. – 4:00 p.m. (Location TBA)
- Council Meeting: Thursday, October 24, 2019, 9:00 a.m. – 3:30 p.m., at the College
- Council Meeting: Thursday, January 30, 2020, 9:00 a.m. – 3:30 p.m., at the College
- Council Meeting: Thursday, March 26, 2020, 9:00 a.m. – 4:00 p.m., at the College
- Council Meeting: Tuesday, June 23, 2020, 9:00 a.m. – 3:30 p.m., at the College

**15.0 Adjournment**

There being no further business, the meeting was adjourned at 3:45 p.m.

MOVED BY: Jeannine Girard-Pearlman

*THAT the meeting be adjourned.*

**CARRIED**

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