COUNCIL MINUTES

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

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.
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: Kurismoomoottil 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: Kurismoomoottil 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.
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

   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

   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.
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 Kurisummottil 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
COUNCIL MINUTES – JUNE 25, 2019

- 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
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 Kurisumoottil 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