



## COUNCIL MINUTES

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DATE: Thursday, January 31, 2019 FROM: 9:00 a.m. – 3:30 p.m.

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### PRESENT:

Julie Entwistle, *Chair*  
Donna Barker  
Julie Chiba Branson  
Jeannine Girard-Pearlman  
Jennifer Henderson  
Patrick Hurteau  
Kurisummoottil S. Joseph  
Heather McFarlane  
Annette McKinnon  
Stephanie Schurr  
Teri Shackleton  
Serena Shastri-Estrada  
Peter Shenfield

### REGRETS:

Mary Egan  
Winston Isaac

### GUESTS:

Ernie Lauzon, former Public Member (1.0) *via telephone*  
Anne Coghlan, College of Nurses of Ontario (7.0)  
Kevin McCarthy, College of Nurses of Ontario (7.0)  
Allison Henry, Ministry of Health and Long-Term Care (8.0)  
Thomas Custers, Ministry of Health and Long-Term Care (8.0)

### OBSERVERS:

Christie Brenchley, Ontario Society of Occupational Therapists (1.0-8.0)  
Sarah Kibaalya, Ministry of Health and Long-Term Care (7.0-15.0)

### ALSO PRESENT:

Elinor Larney, Registrar  
Heather Binkle, Deputy Registrar  
Sandra Carter, Practice Resource Liaison (1.0-8.0)  
Tim Mbugua, Policy Advisor (7.0-8.0, 9.4, 10.1, 11.0)  
Anne MacPhee, Interim Director of Finance & Corporate Services  
Brandi Park, Sr. Manager, Registration & Information Systems  
Yvonne Leung, Communications Coordinator  
Andjelina Stanier, Executive Assistant, *Scribe*

### 1.0 Call to Order

Chair Julie Entwistle welcomed everyone and called the meeting to order at 9:00 a.m. Former public member, Ernie Lauzon, joined the meeting via telephone. Jennifer Henderson spoke of Ernie's contributions to the work of the College during his six years on Council. On behalf of Council, she thanked him for his hard work and dedication and presented him with an award of appreciation.

### 2.0 Declaration of Conflict of Interest

The Chair asked if members had a conflict of interest to declare. Chair Julie Entwistle and Jennifer Henderson both declared a conflict with item 9.6. It was further noted that there exists an inherent conflict of interest for all professional Council members related to one part of item 9.3, *Honoraria – Guidelines for Elected Council and Non-Council Members*. The Chair stated that as a matter of acceptable rules of procedure, when Council as a whole has a conflict, the matter, once so declared, may proceed for discussion, with consideration given to the conflict.

### 3.0 Approval of Agenda

The Chair asked if there were any additions or other changes to the agenda. None were reported.

MOVED BY: Teri Shackleton

SECONDED BY: Kurisummoottil S. Joseph

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*THAT the agenda be approved as presented.*

**CARRIED**

**4.0 Approval of Minutes**

**4.1 Draft Council Minutes of October 25, 2018**

The Chair asked if there were any edits to the draft Council minutes of October 25, 2018. The following correction was reported:

Item 6.3, #2: Delete as *Chair*

MOVED BY: Kurisummoottil S. Joseph

SECONDED BY: Jennifer Henderson

*THAT the draft Council minutes of October 25, 2018 be approved as amended.*

**CARRIED**

**5.0 Registrar's Report**

**5.1 Registrar's Written Report**

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

**5.2 Registrar's Presentation**

The Registrar reported on the specific areas of focus for Q2 (September 1, 2018 – November 30, 2018) related to the 2018-2019 Strategic Plan.

**5.3 Communications Update**

This item was deferred to the March Council meeting.

**5.4 Priority Performance Report**

Council reviewed and discussed performance data for Q2 of the 2018-2019 fiscal year, related to the College's progress toward meeting objectives as outlined in the 2017-2020 Strategic Plan.

MOVED BY: Jeannine Girard-Pearlman

SECONDED BY: Serena Shastri-Estrada

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

**CARRIED**

**5.5 Risk Management Report**

Council reviewed the report and noted the level of risk remained unchanged from the previous quarter, except for the possibility of Council not being properly constituted as of June 2019. A contingency plan is in place.

MOVED BY: Jennifer Henderson

SECONDED BY: Patrick Hurteau

*THAT Council receives the Risk Management Report.*

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**CARRIED**

**6.0 Finance**

**6.1 November (Q2) 2018 Financial Report**

Anne MacPhee presented the financial report and responded to questions. The Chair thanked Anne for her excellent work during the interim period that she has been with the College and wished her well in her future endeavours.

MOVED BY: Jeannine Girard-Pearlman  
SECONDED BY: Peter Shenfield

***THAT** Council receives the November 2018 Financial Report, Statement of Financial Position and Statement of Operations, as presented.*

**CARRIED**

**7.0 Presentation**

Anne Coghlan, Executive Director, and Kevin McCarthy, Director of Strategy, both from the College of Nurses of Ontario, presented on “*Vision 2020: Modernizing the College of Nurses of Ontario’s Governance*”.

**8.0 Presentation**

Allison Henry, Director, Health Workforce Regulatory Oversight, and Thomas Custers, Manager, Regulatory Oversight and Performance Unit, both of the Ministry of Health and Long-Term Care, presented on “*College Performance Measurement Framework*”.

**9.0 Governance**

**9.1 Appointment of Nominations Standing Committee**

Every year, a Nominations Committee is appointed by Council to oversee the officer election process which takes place at the March Council meeting. The committee is comprised of two Council members who are either retiring from Council or who do not wish to stand for a position. While it is ideal to appoint one public and one professional member, the bylaws do allow for the appointment of two public or two professional members.

MOVED BY: Stephanie Schurr  
SECONDED BY: Julie Chiba Branson

***THAT** Council approves the appointment of Serena Shastri-Estrada and Annette McKinnon to the Nominations Committee.*

**CARRIED**

**9.2 Council Policy Review**

Three Council policies were brought forward as part of the regular rotation of policies for review by Council.

MOVED BY: Jennifer Henderson  
SECONDED BY: Kurisummoottil S. Joseph

***THAT** Council approves the revisions as presented, to the following Policies:*

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*GP12 Conflict of Interest  
GP16 Council's Annual Planning Cycle  
CRL5 Monitoring Registrar Performance*

**CARRIED**

**9.3 Council Guidelines Review**

Four Council guidelines were brought forward as part of the regular rotation of guidelines for review by Council. Council members were reminded of the earlier stated conflict of interest for Council as a whole, pertaining to "Honoraria – Guidelines for Elected Council and Non-Council Members". The Chair reminded Council that when such a conflict exists, once so noted, discussion and decision may proceed, keeping in mind the inherent conflict of interest and addressing issues related to this as they arise.

MOVED BY: Jeannine Girard-Pearlman  
SECONDED BY: Heather McFarlane

***THAT*** Council approves the revisions as presented to the:

*Allowable Expenses – Guidelines for Elected Council and Non-Council Members  
Establishing and Maintaining Reserve Funds, Guidelines for Council Members  
Honoraria – Guidelines for Elected Council and Non-Council Members, and the  
Education Session Costs, Guidelines for Public and Professional Members.*

**CARRIED**

**9.4 Rules of Order Review**

Council reviewed the recommended changes to the Rules of Order, which add a section on abstention and some additional suggestions for managing conflict of interest.

MOVED BY: Jennifer Henderson  
SECONDED BY: Donna Barker

***THAT*** Council amends the Rules of Order to address the silencing of personal technology devices, as well as adding a section that addresses how an abstention and conflict of interest is managed in Council meetings.

**MOTION AMENDED – CARRIED**

**9.5 Appointment of Non-Council Member – Quality Assurance Committee**

Council reviewed the Quality Assurance Committee's recommendation to fill a vacancy for a non-Council position on the committee.

MOVED BY: Stephanie Schurr  
SECONDED BY: Jennifer Henderson

***THAT*** Council approves the appointment of Elizabeth Bell as a professional, non-Council member of the Quality Assurance Committee for a three-year term, commencing on April 1, 2019.

**CARRIED**

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**9.6 Appointment of Non-Council Member – Practice Issues Subcommittee**

Chair Julie Entwistle and Jennifer Henderson declared a conflict of interest with this item. Julie Entwistle passed the Chair to Jeannine Girard-Pearlman and, Julie Entwistle and Jennifer Henderson both left the room. Council reviewed the Practice Issues Subcommittee's recommendation to fill a vacancy for a non-Council position on the committee.

MOVED BY: Heather McFarlane  
SECONDED BY: Peter Shenfield

***THAT** Council approves the appointment of Frances Eller as a non-Council committee member to the Practice Issues Subcommittee, for a three-year term, beginning on February 1, 2019.*

**CARRIED**

Julie Entwistle and Jennifer Henderson returned to the meeting following item 9.6, and Julie Entwistle resumed as Chair.

**10.0 New Business**

**10.1 Traditional Land Acknowledgement**

In response to the call to action by the Truth and Reconciliation Commission of Canada, one step towards reconciliation with the indigenous community in general, but also as part of the public the College protects, involves making a statement recognizing the traditional land on which we meet prior to the start of Council meetings. Council expressed support, and further encouraged the College to look for other methods of acknowledgement, and to include the word "respect" in any statement.

MOVED BY: Jeannine Girard-Pearlman  
SECONDED BY: Kurisummoottil S. Joseph

***THAT** Council considers acknowledging the traditional land we meet on before the commencement of Council meetings and to investigate other forms of acknowledgement and respect of the indigenous community.*

**MOTION AMENDED: CARRIED**

**11.0 Roundtable – Governance Discussion**

Council members each shared their opinions and perspectives on the information presented today by the College of Nurses of Ontario as well as the Ministry of Health and Long-Term Care. Council suggestions will be taken back to Executive to determine next steps.

MOVED BY: Jennifer Henderson  
SECONDED BY: Heather McFarlane

***THAT** Council reviews the suggested priorities and possible actions developed from the discussions held in October 2018 and identify their priorities.*

**CARRIED**

**12.0 Committee Reports**

**12.1 Executive – Report by Winston Isaac, Chair (Presented by Julie Entwistle)**

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**12.1.1 Practice Issues Subcommittee** – Report by Julie Entwistle, Chair

**12.2 Registration** – Report by Donna Barker, Chair

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

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

**12.5 Fitness to Practise** – Report by Jennifer Henderson, Chair

**12.6 Quality Assurance** – Report by Mary Egan, Chair (Presented by Stephanie Schurr)

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

**13.0 Other Business**

**13.1 Annual Council Evaluation**

Members were asked to complete and submit their Annual Council Evaluation form and encouraged everyone to provide recommendations for future improvements.

**13.2 Annual Council Member Self-Evaluation**

Member were asked to complete and submit their self-evaluation form.

**13.3 Council Meeting Evaluation**

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

**14.0 Next Meetings**

Council Meeting: Thursday, March 28, 2019 at the College, 9:00 a.m. – 4:00 p.m.

Council Meeting: Tuesday, June 25, 2019 at the College, 9:00 a.m. – 3:30 p.m.

**15.0 Adjournment**

There being no further business, the meeting was adjourned at 3:08 p.m.

MOVED BY: Jeannine Girard-Pearlman

SECONDED BY: Kurisummoottil S. Joseph

***THAT** the meeting be adjourned.*

**CARRIED**

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