

BRIEFING NOTE

TO: Board of Directors

FROM: Fazal Khan, Registrar, CEO

DATE: October 6, 2020

SUBJECT: 15.0 Hybrid Board Meeting Format

☒ For Decision

☐ For Information

☐ Monitoring Report

Purpose:

There has been some interest expressed by Board members about returning to an in-person or hybrid, in-person/Zoom format for the Fall Board meetings. Administration has been investigating the viability of this in the context of current global pandemic. This briefing note will outline the options and recommendations.

Background:

The College offices have been operating remotely since March 16, 2020 in compliance with provincial legislation restricting workplace operation in response to safety concerns around the COVID-19 pandemic. As restrictions are being eased, there have been requests to reconvene in-person board meetings.

There are significant technology challenges associated with a hybrid meeting and the administrative team has been testing technology to host a hybrid style meeting.

At the administration level, staff are not being required to work in the office but the office space will still be available as an alternate/optional work space if needed for the duration of the fall. There will be strict protocols in place to ensure we meet our obligations under the Occupational Health and Safety Act. The College is obligated to ensure the wellbeing of board and staff members and maintain a safe workplace and comprehensive protocols around infection control are being put in place.

For Consideration:

- *Other Regulators:* **Appendix A** shows a scan of various regulatory bodies that participated in a survey to assess what approach was being taken regarding meeting format. Of the 18 that participated, only 3, including the COO are considering an in-person meeting. The rest have suspended in-person meetings until possibly the spring of 2021.
- *Results of COO Internal Survey:* The results from the surveys of board and appointed members are attached as **Appendix B** and **Appendix C**, respectively. The majority of Board members (60%) are supportive of continuing virtually. Half of the Appointed members answering would

like to attend virtually and half in-person. There were health concerns raised including risks based on age or health status.

Options:

Option 1 - Status Quo-Fully Remote Meeting

PROS	CONS
<ul style="list-style-type: none"> • Safety: No travel required resulting in time and expenses saved, reduced peer to peer contact and exposure. • Transparency: With this format the College is able to live-stream the meeting on YouTube, which has been applauded by the registrants and Ministry of Health. • Meeting and Facilitation Tools: Tools like 'hands up' have been useful in gaining consensus. 	<ul style="list-style-type: none"> • Not the full 'in-person' interaction feel. That said, full in-person is not an option at this time as the board room cannot accommodate the full Board and maintain physical distance.

Option 2-Hybrid Meeting

PROS	CONS
<ul style="list-style-type: none"> • Some participants can interact in person. 	<ul style="list-style-type: none"> • With social distancing measures and the indication that only a minority would attend, the board would not get a robust in-person experience and would be compromising the effectiveness of the Zoom platform where some attendees were grouped as one pod. When tested so far, the attendees in the boardroom were experiencing significant feedback from overlapping sound sources. The attendees would need to stay significantly far apart, wear masks and headsets, effectively isolating them from one another. • If grouped together as one unit, the in-person board members would not be able to use the Zoom tools for facilitation purposes, presenting challenges to be added to the speakers list or have their faces seen by remote attendees. • Increased risk of illness to staff could result in COO service disruption.

Option 3 - Teleconference for Remote attendees

PROS	CONS
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<ul style="list-style-type: none"> Those in attendance (a minority based on survey results) would have a more robust in-person experience for those present as technology would be simplified. 	<ul style="list-style-type: none"> Those attending remotely would lose the robust functionality of Zoom including video and participation tools. Live stream via YouTube would not be possible. While the experience would be better for the minority in attendance, the majority's experience would be diminished.
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The College is physically unable to meet the social distancing requirements needed for more than a small number of directors and staff. If hosting any Board meetings, under the current state of affairs, administration recommends only opening the physical attendance up to approximately 4 Board members and no gallery attendees.

At this time, Toronto remains a higher risk area for community transmission of COVID, as opposed to the communities where directors may be travelling from, and air travel remains a point of increased risk. Porter remains closed, Air Canada has limited flights.

Administration suggests the best experience will be where either the majority of board members are physically in attendance with only a few attending remotely or the majority of people are using a remote platform and the experience is consistent for all in attendance.

Public Interest Considerations:

One of the Board's strategic objectives is to enhance the College's and Board's effectiveness and trustworthiness through improved stakeholder awareness, transparency and engagement. A remote meeting offers the greatest transparency in board proceedings and the most engaging viewing experience to any members of the public who wish to observe on the day of the meeting on or on our YouTube channel at a later date.

Recommendations/Action Required:

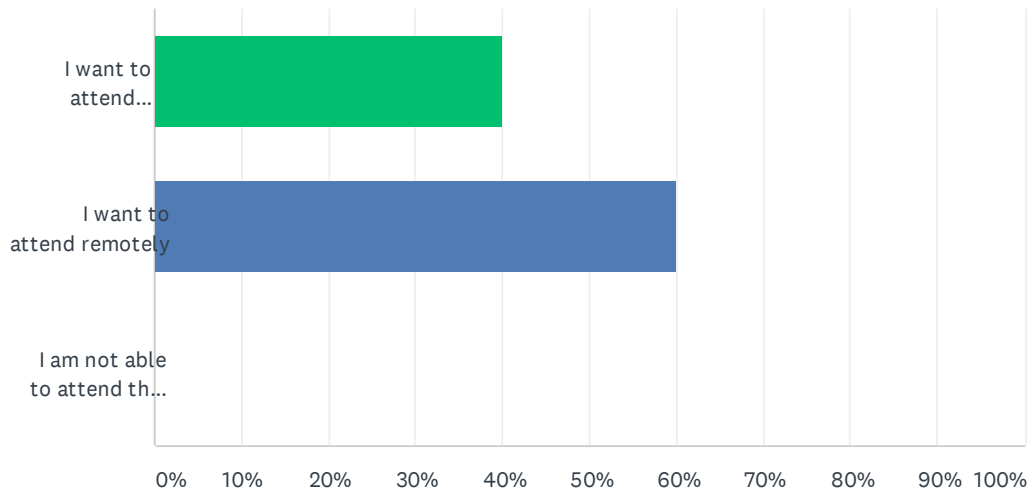
Based on technology available, a hybrid meeting would not increase meaningful connection and engagement during the meeting between board directors (especially for those who aren't attending in person). Aside from the safety aspect or reduced contact and reduced travel, virtual meetings have the added benefit of increasing transparency via streaming.

To that end, the Executive Committee recommends continuing to hold committee and board meetings virtually for the duration of 2020.

College	Board Meeting Format
College of Physiotherapists	Board hasn't meet during pandemic; will be booking large meeting space for meetings in Sept + Oct
College of Audiologist and Speech-Language Pathologists	Virtual in October; no decision for December
College of Massage Therapists	Virtual in September, strong possibility of virtual until January 2021
College of Physicians and Surgeons	Virtual in September (2 day meeting)
College of Dieticians	Virtual until January 2021
College of Occupational Therapists	Virtual until January 2021
College of Registered Psychotherapists	Virtual
College of Social Workers	Virtual in September, undecided for December
College of Optometrists	Virtual in September
College of Dental Hygienists	Virtual in September, undecided for December
College of Naturopaths	Virtual until January 2021
College of Medical Radiation and Imaging Tech	Virtual until March 2021
Royal College of Dental Surgeons	Virtual until March 2021
College of Veterinarians	Virtual until at least 2021
Law Society of Ontario	Tentative in-person meeting in September, have a very large space that can accommodate all elected, appointed and staff.
Professional Engineers	Virtual until the end of 2020
College of ECE	Virtual until the end of 2020
Ontario College of Teachers	Virtual in October; undecided for December

Q1 If the option is available to attend this meeting in person (with limited spaces available to ensure adequate physical distancing):

Answered: 10 Skipped: 0

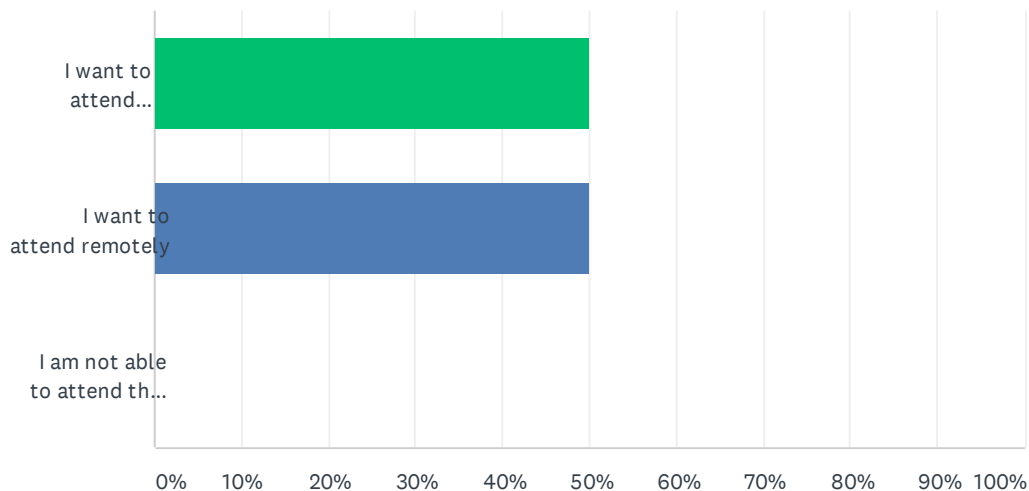


ANSWER CHOICES	RESPONSES	
I want to attend in-person	40.00%	4
I want to attend remotely	60.00%	6
I am not able to attend this meeting	0.00%	0
TOTAL		10

#	COMMENTS:	DATE
1	VERY dependent on state of pandemic at that time. if the numbers do not drop from what they are currently, I would prefer to attend remotely.	8/23/2020 12:47 PM
2	My children will be in remote school until January	8/12/2020 4:10 PM
3	It is too early for me to comment on the comments below, so I will leave it at attending the Board meeting remotely.	8/12/2020 11:32 AM
4	Since my term will expire on October 21st and since seats would be limited, I would prefer to make way for others.	8/10/2020 6:35 PM
5	good idea to social distance I am in high risk category being diabetic.	8/6/2020 4:37 PM

Q1 If the option is available to attend this meeting in person (with limited spaces available to ensure adequate physical distancing):

Answered: 6 Skipped: 0



ANSWER CHOICES	RESPONSES	
I want to attend in-person	50.00%	3
I want to attend remotely	50.00%	3
I am not able to attend this meeting	0.00%	0
TOTAL		6

#	COMMENTS:	DATE
1	I am happy to attend the meeting in person if there is space but can also attend remotely if others would like to go. I am happy to participate in whatever ways works best for everyone. Thanks, Tonya Nahmabin	8/10/2020 7:34 PM
2	Still feel travel and in person meeting is still not an option. I am also an age that is of concern with an in person meeting.	8/10/2020 10:21 AM
3	I'd prefer to attend remotely - but would be willing to attend in person if it is of benefit for any reason.	8/7/2020 2:54 PM