

**(Draft) COUNCIL MEETING MINUTES**  
**December 3rd, 2018 9:30 am – 3:30 pm**  
**December 4<sup>th</sup>, 2018 9:30 am – 1:00 pm**  
**COO Boardroom | 90-300 Adelaide St. W., Toronto**

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**Council Members Present:**

Mr. David Milne, President, Public Member  
Mr. Bryan Todd, Vice President, Elected Member  
Ms. Dorina Reiz, RO, Elected Member  
Ms. Ingrid Koenig RO, Elected Member  
Mr. Omar Farouk, Public Member  
Ms. Jacalyn Cop-Rasmussen, Public Member  
Ms. Neda Mohammadzadeh RO, Elected Member  
Mr. Edward Viveiros RO, Elected Member  
Ms. Peggy Dreyer RO, Elected Member  
Ms. Trudy Mauth, Public Member  
Mr. Gordon White, Public Member  
Mr. Rob Vezina, RO, Elected Member  
Mr. Balbir Dhillon, RO, Elected Member

**Administration:**

Mr. Fazal Khan, RO, Registrar, CEO  
Ms. Melanie Woodbeck, Deputy Registrar  
Ms. Michelle Kushnir, General Counsel  
Ms. Carolyn Robertson, Manager Communications and Executive Office

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**1.1 Introductions and Announcement**

Ms. Deborah Worrada, the Independent Meeting Chair, opened the meeting with roll call around the Council table and in the Gallery. Andrej Sikic, Liaison to the Ministry of Health and Long-Term Care was in attendance.

**1.2 Conflict of Interest**

No conflicts of interest were declared.

**1.3 Adoption of Agenda**

MOTION: TO ADOPT THE COUNCIL AGENDA FOR DECEMBER 3, 2018, AS PRESENTED.  
MOVED: DAVID MILNE  
SECONDED: OMAR FAROUK

**VOTE: CARRIED**

## **2.0 Minutes**

No corrections to the minutes were brought forward.

MOTION: TO ADOPT THE OCTOBER 1, 2018, MINUTES AS PRESENTED.

MOVED: PEGGY DREYER

SECONDED: EDWARD VIVEIROS

**VOTE: CARRIED**

## **3.0 Finance**

### **3.1 Year-To-Date Financial Variance Report**

Deputy Registrar, Melanie Woodbeck, reviewed the Year-to-date Financial Variance Report with the Council. The floor was then opened to questions.

MOTION: TO APPROVE THE FINANCIAL VARIANCE REPORT AS PRESENTED.

MOVED: TRUDY MAUTH

SECONDED: INGRID KOENIG

**VOTE: CARRIED**

### **3.2 2019 Draft Budget**

Deputy Registrar, Melanie Woodbeck, reviewed the highlights of the draft budget with the Council. The floor was then opened to questions.

MOTION: TO APPROVE THE 2019 DRAFT BUDGET AS PRESENTED WITH AN AMENDMENTS FOR AN ADDITIONAL \$2,000 FOR CRE RANDOM SELECTION (MSF) AND AN ADDITIONAL \$60,000 TO BE ALLOCATED TO THE STAFFING BUDGET.

MOVED: ROB VEZINA

SECONDED: DAVID MILNE

**VOTE: CARRIED**

## **4.0 RHPA Amendments-By-Law Changes**

Council reviewed proposed changes to by-law articles 15.6, 15.7 and 15.8 following amendments to the *Regulated Health Professions Act*, regarding information posted on the College's public register.

The floor was opened to questions.

MOTION: TO APPROVE, IN PRINCIPLE, THE PROPOSED AMENDMENTS TO BY-LAW ARTICLE 15.6, 15.7, 15.8 AS PRESENTED, FOR CIRCULATION TO STAKEHOLDERS FOR FEEDBACK.

MOVED: TRUDY MAUTH

SECONDED: DAVID MILNE

**VOTE: CARRIED**

### **5.0 Governance: Operational Boundaries Policy**

#### **5.1 The Emergency Registrar, CEO Succession Policy (OB 2-80)**

Mr. White briefed the Council as to need for a Registrar, CEO succession policy. The highlights of the policy were then reviewed.

The floor was opened to questions. A discussion followed regarding the role of the Deputy Registrar.

MOTION: TO APPROVE THE EMERGENCY REGISTRAR, CEO SUCCESSION POLICY (OB 2-80) AS PRESENTED.

MOVED: ROBERT VEZINA

SECONDED: PEGGY DREYER

**VOTE: CARRIED**

#### **7.0 Fire Drill**

Ms. Woodbeck reviewed the fire drill plan and map with the Council.

### **9.0 Governance Process Policies**

#### **9.1 Council Decision Making Policy (GP 4-35)**

Mr. White reviewed the proposed Council decision making policy with Council.

A discussion on the diagram in Appendix 1 followed. Amendments were suggested to clarify that task forces and committees typically collect information to support policies, not Council.

Council decided by consensus to direct this policy back to the Governance Committee for further review.

### **8.0 Strategic Plan Discussion**

### **8.1 Overview of Process (\*)**

Council heard from the Registrar, CEO, regarding the robust environmental scan and the strategic planning session scheduled for January. Several exciting speakers are planned for the two-day strategic planning session. The COO has also engaged a facilitator, Michael Goldman, from Facilitation First to keep the process on track.

### **6.0 Presentation by Shenda Tanchak**

Ms. Shenda Tanchak, a regulatory, strategic planning and governance expert, presented to Council on shaping regulatory change and the importance of proactive policy making.

A fire drill then took place.

### **Lunch (12:00 to 1:00)**

### **8.0 Strategic Plan Discussion**

#### **8.2 Ends Policy and How It Relates to The Strategic Planning Process**

The COO Council was joined by Ms. Fryday-Field who briefed the group regarding the Ends Policy.

### **9.2 Council and Committees Principles (GP 4-25)**

Ms. Fryday-Field reviewed the Council and Committees Principles policy with Council. The policy outlines the principles used by the COO Council to mandate and operate the statutory Committees and the Council Committees.

MOTION: TO APPROVE THE STATUTORY AND COUNCIL COMMITTEE PRINCIPLES POLICY (GP4-25) AS PRESENTED, AND TO RECIND THE LEGACY DESCRIPTIONS (FIGURE 1) FROM THE COUNCIL GOVERNANCE POLICY MANUAL.

MOVED: ROBERT VEZINA

SECONDED: DAVID MILNE

**VOTE: CARRIED**

### **9.3 Council Annual Strategic Agenda/ Workplan (GP 4-40)**

Mr. White reviewed the strategic Agenda/ Work plan with Council.

MOTION: TO APPROVE THE COUNCIL STRATEGIC AGENDA AND WORK PLAN POLICY (GP 4-40) AS PRESENTED.

Moved: GORD WHITE

Seconded: OMAR FAROUK

**VOTE: CARRIED**

## **10.0 Operational Boundaries Policies**

### **10.1 Relationship with the Public and Beneficiaries (OB 2-35)**

Mr. White reviewed the Relationship with the Public and Beneficiaries policy with the COO. The policy defines the relationship with the people that are served by the COO.

MOTION: TO APPROVE THE RELATIONSHIP WITH THE PUBLIC AND BENEFICIARIES POLICY (OB 2-35) AS PRESENTED.

MOVED: GORDON WHITE

SECONDED: BRYAN TODD

**VOTE: CARRIED**

### **10.2 Member Relations Policy (OB 2-40)**

MOTION: TO APPROVE THE OPERATIONAL BOUNDARIES POLICY, OB2-40, ON MEMBER RELATIONS AS PRESENTED.

MOVED: GORDON WHITE

SECONDED: TRUDY MAUTH

**VOTE: CARRIED**

## **11.0 Reports**

### **11.1 Registrars report**

Mr. Khan reviewed the report with Council.

### **11.2 NACOR report**

Mr. Khan reviewed the NACOR Report with Council.

### **11.3 and 11.4 Committee Reports and Exams Report**

MOTION: CONSENT TO APPROVE ALL COMMITTEE REPORTS AND THE EXAMS REPORT.

MOVED: ROB VEZINA

SECONDED: BRYAN TODD

**VOTE: CARRIED**

## **12.0 Life Member By-Law**

Council was asked to consider if the Registration Committee is permitted to explore the reasons why the College has life members and whether it should continue to have life members.

Council agreed by consensus that this could take place.

THE *IN CAMERA* SESSION FOLLOWED.

### **13.0 RECESS**

The meeting was recessed at 3:05.

MOTION: TO RECESS THE COUNCIL MEETING.

MOVED: DAVID MILNE

SECONDED: ROBERT VEZINA

**VOTE: CARRIED**

**Council resumed the following day, December 4th at 9:30am.**

### **13.1 Appointed members**

The approval of the appointed members was announced and ratified by Council.

### **13.4 Approval for Neda Mohammedzadeh to participate by phone.**

MOTION: TO APPROVE NEDA MOHAMMADZADEH'S PARTICIPATION BY PHONE.

Moved: PEGGY DREYER

SECONDED: JACAYLN COP-RASMUSSEN

**VOTE: CARRIED**

### **13.5 Approval for Neda to vote by email**

MOTION: TO APPROVE NEDA MOHAMMADZADEH'S VOTING BY EMAIL.

MOTION: TRUDY MAUTH

SECONDED: PEGGY DREYER

**VOTE: CARRIED**

### **14.0 Executive Elections**

#### **14.1 President**

The floor was opened to the position of president.

Nominee:

TRUDY MAUTH

Moved:

BALBIR DHILLON

Seconded:

PEGGY DREYER

Ms. Mauth accepted the nomination.

Nominee:

Gordon White

Moved:

INGRID KOENIG

Seconded:

David Milne

Mr. White accepted the nomination

Ms. Mauth was elected President.

#### **14.2 Vice-President**

<u>Nominee:</u>	<u>Moved:</u>	<u>Seconded:</u>
BRYAN TODD	TRUDY MAUTH	ED VIVEIROS

Mr. Todd accepted the nomination.

<u>Nominee:</u>	<u>Moved:</u>	<u>Seconded:</u>
DAVID MILNE	OMAR FAROUK	PEGGY DREYER

Mr. Milne accepts the nomination.

<u>Nominee:</u>	<u>Moved:</u>	<u>Seconded:</u>
GORDON WHITE	INGRID KOENIG	ED VIVEIROS

Mr. White declined the nomination.

Mr. Todd is elected Vice President.

#### **14.3 Third position – public**

<u>Nominee:</u>	<u>Moved:</u>	<u>Seconded:</u>
DAVID MILNE	DORINA REIZ	PEGGY DREYER

Mr. Milne accepted the nomination.

<u>Nominee:</u>	<u>Moved:</u>	<u>Seconded:</u>
OMAR FAROUK	ED VIVEIROS	BALBIR DHILLON

Mr. Farouk accepted the nomination.

<u>Nominee:</u>	<u>Moved:</u>	<u>Seconded:</u>
GORDON WHITE	ROB VEZINA	INGRID KOENIG

Mr. White accepted the nomination.

Mr. Farouk was elected.

#### **14.4 Fourth position**

<u>Nominee:</u>	<u>Moved:</u>	<u>Seconded:</u>
PEGGY DREYER	BRYAN TODD	ED VIVEIROS

Ms. Dreyer accepted the nomination.

<u>Nominee:</u>	<u>Moved:</u>	<u>Seconded:</u>
INGRID KOENIG	DAVID MILNE	DORINA REIZ

Ms. Koenig accepted the nomination.

Ms. Koenig was elected.

#### **15.5 Fifth position**

<u>Nominee:</u>	<u>Moved:</u>	<u>Seconded:</u>
PEGGY DREYER	BRYAN TODD	ED VIVEIROS

Ms. Dreyer accepted the nomination.

<u>Nominee:</u>	<u>Moved:</u>	<u>Seconded:</u>
DORINA REIZ	DAVID MILNE	INGRID KOENIG

Mrs. Reiz accepted the nomination.  
Nominations closed.

Ms. Dreyer was elected.

#### **15.1 Chief Examiner**

<u>Nominee:</u>	<u>Moved:</u>	<u>Seconded:</u>
PEGGY DREYER	DAVID MILNE	ED VIVEIROS

Ms. Dreyer accepted the nomination.

<u>Nominee:</u>	<u>Moved:</u>	<u>Seconded:</u>
DORINA REIZ	INGRID KOENIG	ED VIVEIROS

Ms. Reiz accepted the nomination.

Ms. Dreyer was elected.

#### **15.2 National Examinations Committee (NEC) Representative**

<u>Nominee:</u>	<u>Moved:</u>	<u>Seconded:</u>
ROB VEZINA	PEGGY DREYER	ED VIVEIROS

Mr. Vezina accepted the nomination.

<u>Nominee:</u>	<u>Moved:</u>	<u>Seconded:</u>
INGRID KOENIG	ROB VEZINA	DAVID MILNE

Ms. Koenig accepted the nomination.



Mr. Vezina was elected.

#### **17.0 Committee Slate**

MOTION: TO APPROVE THE COMMITTEE SLATE AS PRESENTED.

MOVED: ROB VEZINA

SECONDED: JACALYN COP-RASMUSSEN

**VOTE: CARRIED**

#### **18.0 Committee Dates**

MOTION: TO APPROVE THE COUNCIL MEETING DATES AS PRESENTED.

MOVED: ROB VEZINA

SECONDED: INGRID KOENIG

**VOTE: CARRIED**

ACTION: Council requested that staff research best priced hotels for the May 2019 Council meeting.

#### **19.0 Adjournment**

MOTION TO ADJOURN: INGRID KOENIG

SECONDED: BRYAN TODD

**VOTE: CARRIED**