

COUNCIL MINUTES

Thursday, March 25, 2021

9:30 a.m. to 2:45 p.m.

ZOOM videoconference

Council Members:

Heidi Ahonen, RP
Andrew Benedetto, RP

Steven Boychyn

Shelley Briscoe-Dimock, RP (President)

Kali Hewitt-Blackie, RP

David Keast

Kenneth Lomp, RP (Vice-President)

Michael Machan, RP

Miranda Monastero, RP

Judy Mord, RP

Keri Selkirk

Jane Snyder

Radhika Sundar, RP

Kathy-Ying Zhao

Staff Members:

Mark Pioro, Acting Registrar

Jo Anne Falkenburger, Director of Operations
& Human Resources

Amy Fournier, Executive Coordinator
(Recorder)

Kristina Hanson, Office Coordinator

Guests:

Christy Pettit, CEO, Pollinate Networks Inc.

1. Welcome and Opening Remarks

S. Briscoe-Dimock, President & Chair, called the meeting to order at 9:30 a.m. and welcomed all present.

2. Approval of Draft Agenda

The Chair introduced the draft agenda. Committee terms of reference were added to the Consent Agenda, noting that the items were included in the package, but not noted on the agenda. As such, the agenda was approved as amended.

MOTION C-25MAR2021 – M01

That the agenda of the March 25, 2021 meeting of Council be approved as amended.

Moved: M. Machan

Seconded: K. Lomp

CARRIED

3. Conflict of Interest Declarations

None declared. M. Pioro, Acting Registrar, informed Council that the COI disclosure form does not need to be completed and submitted for committee or panel meetings, however it may be included in meeting materials as a resource. Staff are working on streamlining the process for Council members.

4. **Presentation: Board Evaluation Project**

Christy Pettit, CEO of Pollinate Inc., presented the most recent iteration of the evaluation documents. C. Pettit provided information on the baseline evaluation, subsequently to be completed annually, and the 5-minute pulse check evaluation for all Council, committee, and panel meetings. The 5-minute pulse check evaluations can begin immediately. After approximately one month of completing the 5-minute evaluations, Council and committee members may provide feedback to Pollinate.

The annual Council effectiveness survey will take approximately 20-30 minutes to complete. Council was asked to complete the annual effectiveness survey over the course of the month of May 2021. Pollinate will then compile a comprehensive report to be presented to the Executive Committee in June 2021. Results will then be provided to Council in July.

M. Piro provided additional information to Council regarding the individual Council member self-evaluations. These evaluations will not be a part of the 2021 evaluation cycle. The annual evaluation will also provide committees with the opportunity to review the current Terms of Reference and reflect on the work of the past year, along with looking to what the year ahead will bring. It was noted that the Vice President would participate in reviewing the results of the individual self-evaluations, along with a member of CRPO staff (e.g. committee support staff, manager) and the committee/panel chair in order to distribute responsibilities and for succession planning.

5. **Discipline and FTP Committee Chair Appointment**

S. Briscoe-Dimock provided background information, noting that in December 2020, the College was informed that G. Cockman, public member, would not be reappointed for another term, consequently leaving a Discipline and Fitness to Practise (FTP) Chair vacancy. With Discipline and FTP hearings being planned, the need for an interim chair was identified. The Executive Committee moved to appoint A. Benedetto as interim chair at their February 11, 2021 meeting.

On March 4, 2021, the Executive Committee discussed appointing Carol Cowan-Levine, current non-council appointment and former Council member and President as Chair of both committees. C. Cowan-Levine was appointed by Council as a regular non-Council member of both committees in October 2020. C. Cowan-Levine's extensive history and experience as a CRPO Council member will help to ensure continuity, capacity building and succession planning. It is also a recommended practice to separate board oversight functions from committee regulatory functions where possible. Given these considerations, the Executive recommended appointing C. Cowan-Levine as chair of the Discipline and FTP committees.

MOTION C-25MAR2021 – M02

That Council appoint Carol Cowan-Levine, non-council member, as Chair of the Discipline and Fitness to Practise Committees.

Moved: K. Hewitt-Blackie

Seconded: A. Benedetto

CARRIED

6. College Performance Measurement Framework (CPMF) Update

M. Piro presented Council with the penultimate draft of the CPMF, noting that a final version will be posted to the CRPO website as required by the March 31, 2021 deadline. Weblinks will be added to the draft, but it is otherwise complete and was presented to Council for high-level approval. M. Piro thanked former registrar, Deborah Adams, and other staff for their contributions in compiling the report. Next steps regarding the CPMF include by-law changes to the elections and nominations process and a cooling off period. These items will be considered by the Executive Committee and brought forward to Council at a future meeting. Council approved the CPMF report by consensus.

7. Governance Reform Initiative

A. Executive Limitations Policies

M. Piro introduced the Executive Limitations policies noting the plan to adopt a comprehensive internal risk management framework; the early steps in this work included codifying current operational practices into more formal policies. The Executive Committee brought forward the Compensation and Benefits and Reserve Fund for high-level approval by Council. Council approved the policies by consensus.

B. Privacy Policy Update

M. Piro introduced the revised Privacy Policy noting that the policy template is broadly used by regulatory health colleges. Council reached consensus and approved the policy as presented.

C. Policy Review Cycle

M. Piro presented the draft policy review cycle document noting that the requirement to regularly review policies falls under the CPMF requirements. Council recommended that policies be reviewed at a minimum of at least three years. This wording will be added to the final draft. Council reached consensus and approved the draft policy with amendments.

8. CRPO Work Plan Progress Update

S. Briscoe-Dimock and M. Piro introduced the work plan progress update for information. Council was informed of the progress made in the last twelve months.

9. IN CAMERA: 2021-2022 Annual Budget

MOTION C-25MAR2021 – M03

That the public be excluded from the meeting pursuant to clause 7.2 (b) of the *Health Professions Procedural Code* of the *Regulated Health Professions Act*, in that financial or personal or other matters may be disclosed of such a nature that the harm created by the disclosure would outweigh the desirability of adhering to the principle that meetings be open to the public at 11:15 a.m.

Moved: R. Sundar

Seconded: M. Machan

CARRIED

MOTION C-25MAR2021 – M04

That the meeting resumes open session at 1:18 p.m.

Moved: M. Monastero
Seconded: J. Mord
CARRIED

10. Professional Council Member Remuneration

S. Briscoe-Dimock introduced the item and thanked Council members for their feedback on the document over the last few meetings. M. Pioro noted that the revised policy provides simplicity and clarity for both staff and professional Council members. The policy will be reviewed annually by the Executive Committee and Council so that any proposed amendments align with the College's budget planning.

RESOLUTION C-25MAR2021 – M05

That the REVISED Per Diem and Honoraria Remuneration of Council and Committee Members policy be approved as presented.

Moved: K. Selkirk
Seconded: K. Hewitt-Blackie
CARRIED

11. Quality Assurance Program Update

K. Lomp, Quality Assurance Committee Chair, and M. Pioro, presented background and the many upcoming changes to the QA program. Highlights included working with a consultant to review and revitalize the existing program, such as implementing a risk-informed online assessment. The new QA program is expected to launch in late 2022.

12. Registrar's Report

M. Pioro presented his report. Council was invited to ask questions and discuss any items noted in the report.

13. Consent Agenda

Consent agenda items are non-controversial or routine items that are discussed at every meeting. Council members seeking clarification or asking questions regarding consent agenda items must be directed to the President prior to the meeting. Consent agenda items can be moved from the consent agenda to regular discussion items if required. The consent agenda is approved under one motion.

- Draft minutes of November 20, 2020
- Committee Reports
- Terms of Reference (it was noted that the terms of reference were included in the Council package, however they were not noted on the agenda.)

MOTION C-25MAR2021 – M04

That Council approve the consent agenda as amended.

Moved: M. Machan

Seconded: J. Snyder
CARRIED

14. Council Question Period

Questions raised included Direct Client Contact (DCC) hours and supervision ratio guideline. Council members were asked to weigh in on whether the ratio is realistic, as well as other relevant considerations.

15. ADJOURNMENT

MOTION C-25MAR2021

That the meeting be adjourned at 2:40 p.m.

Moved: M. Machan
Seconded: J. Snyder
CARRIED