

# COUNCIL MINUTES

Wednesday, January 25, 2023

9:30 a.m. to 3:30 p.m.

ZOOM videoconference

## Council Members:

Heidi Ahonen, RP, Professional Member  
Shelley Briscoe-Dimock, RP

Sherine Fahmy, Public Member

Kathleen (Kali) Hewitt-Blackie, RP,  
Professional Member

Avni Jain, RP, Professional Member

David Keast, Public Member

Kenneth Lomp, RP (President),  
Professional Member

Michael Machan, RP, (Vice-President)  
Professional Member

Judy Mord, RP, Professional Member

Henry Pateman, Public Member

Keri Selkirk, Public Member

Radhika Sundar, RP, Professional Member

Jeffrey Vincent, Public Member

## Staff Members:

Deborah Adams, Registrar & CEO

Jo Anne Falkenburger, Director of Operations  
& HR

Amy Fournier, Executive Coordinator  
(Recorder)

Virginia Strobel, Communications Coordinator

## Regrets:

Steven Boychyn, Public Member

Miranda Monastero, RP, Professional Member

## Guests:

Giovanni Salas, Pollinate Networks

Jacob Harvey, Pollinate Networks

### 1.a. Welcome and Opening Remarks

M. Machan, Vice-President & Co-Chair, called the meeting to order at 9:37 a.m. and welcomed all present. It was noted that K. Lomp was experiencing technical difficulties and would join the meeting momentarily.

### 1.b. Approval of Draft Agenda

M. Machan introduced the draft agenda. S. Briscoe-Dimock asked that the Executive Committee report to Council be moved from the Consent Agenda. The item will be discussed after the Registrar's Report.

#### **MOTION C-25JAN2023 – 01**

That the agenda of the January 25, 2023, meeting of Council be approved as amended.

Moved: K. Hewitt-Blackie

Seconded: H. Ahonen

CARRIED

### 1.c. Conflict of Interest Declarations

None declared.

**2.a. Evaluation Framework: Annual Council Effectiveness Survey Report and Individual Competence Assessment Development**

M. Machan and D. Adams introduced Giovanni Salas and Jacob Harvey of Pollinate Networks. G. Salas walked Council through the Council Competency Reflection aggregate results and provided Council with background information on the development of the evaluation components. G. Salas presented a list of potential competence related focus areas that will drive good governance.

**2.b. Use of Performance Indicators in the realm of competence assessment and development**

G. Salas provided an educational presentation on the use of key performance indicators in the realm of competence assessment. D. Adams provided additional information regarding the development of the specified Council and committee competency matrices. G. Salas provided information on how KPIs can drive quality by informing decision making around where attention needs to be focused to achieve these benchmarks.

**2.c. Key Performance Indicator and College Performance Measurement Framework update**

D. Adams introduced the item, providing context and details regarding the CPMFs requirement to develop separate KPIs to measure Council's effectiveness. KPIs can drive quality by helping understand where Council is effective and to inform decision making on where the Council's resources are focused. Committees have begun focused discussion regarding KPI development and are at various stages of working through their KPI development and selection. Significant components that will aid in KPI development include the QA enhancement project and the trauma-informed review. KPIs will be brought forward to Council over the next several months with a goal of developing a KPI dashboard to be categorized as follows: governance, core regulatory functions and operations.

**2.d. 2023-24 Expense and Revenue Budget**

J. Falkenburger, Director, Operations & Human Resources, introduced the proposed 2023-24 budget. Highlights included:

- Staff drafting no risk investment policy (to be approved at March meeting)
- Expense budget was thoroughly reviewed by Executive Committee
- Noted some line items were amalgamated
- Efforts to increase reserve fund have been successful – can begin working with balanced budget
- Continued growth in staff numbers to manage increased number of applicants and registrants
- Increase in number of committee panel and plenary meetings
- New website development
- Registration department increase to facilitate work of DEIWG, standards review
- QA enhancement program development and launch
- Increase in software costs
- Increase in staff travel to engage in professional development

Council was invited to ask questions and seek clarification.

**MOTION C-25JAN2023 – 02**

That Council approve the 2023-24 fiscal budget as presented.

Moved: S. Briscoe-Dimock

Seconded: J. Mord

CARRIED

**2.e. Signing Authority by-laws and policy**

J. Falkenburger presented proposed by-law changes regarding signing authority. Council was presented with the proposal to extend the independent signing authority of the Registrar (and any backup person, e.g., Deputy Registrar) from \$5,000 to \$10,000. Council was also asked to consider formalizing single signing authority for employment contracts.

**MOTION C-25JAN2023 – 03**

That Council amend by-law articles 3.02, 4.03, and 4.04, by replacing any reference to \$5,000 with \$10,000.

Moved: H. Ahonen

Seconded: J. Vincent

CARRIED

**MOTION C-25JAN2023 – 04**

That Council approve a policy, pursuant to by-law article 3.03 (Other Signing Authority), that the Registrar and the Director, Operations & Human Resources, may each alone sign for all employment contracts (apart from the Registrar's employment contract, which is signed by the President).

Moved: J. Mord

Seconded: K. Selkirk

CARRIED

**2.f. Ontario Regulation 508/22 (Registration Requirements) made under the Regulated Health Professions Act, 1991**

D. Adams introduced the item and provided background regarding the proposed changes to the Registration Regulation to require an emergency class of registration. The Ministry of Health requested that the final version of the revised regulation be submitted by May 1, 2023. Council was presented with a proposed timeline to comply with the deadline and approved the plan as presented.

**MOTION C-25JAN2023 – 05**

That Council directs the Registration Committee to approve amendments to Ontario Regulation 67/15: registration for circulation.

Moved: D. Keast

Seconded: S. Briscoe-Dimock

CARRIED

**MOTION C-25JAN2023 – 06**

That Council directs staff to publish April 27, 2023 (1:00-2:00) as a Council meeting date.

Moved: K. Hewitt-Blackie

Seconded: S. Briscoe-Dimock

CARRIED

**2.g. Discipline Tribunal Planning**

D. Adams presented the item and provided an update on the progress of the discipline tribunal pilot planning and launch.

Council was presented with a roster of lawyer adjudicators from the Ontario Physicians and Surgeons Discipline Tribunal (OPSDT) that will be appointed to the Discipline and Fitness to Practise Committees, effective April 3, 2023. Staff will begin the orientation process with appointed adjudicators and ensure an operational policy is in place to receive the same remuneration as they do from OPSDT. A discipline training session is scheduled to take place at the March 30 Council education day to provide information and education on the tribunal process.

**MOTION C-25JAN2023 – 07**

That Council appoint, effective April 3, 2023, for a one-year term, David Wright as Chair of the Discipline Committee and Fitness to Practise Committee, and Raj Anand, Shayne Kert, Sherry Liang, Sophie Martel, and Jennifer Scott, as members of the Discipline Committee and Fitness to Practise Committee.

Moved: K. Hewitt-Blackie

Seconded: J. Mord

CARRIED

**2.h. Non-Council Member Reappointments**

K. Lomp introduced the item regarding the reappointment of non-Council committee members.

**MOTION C-25JAN2023 – 08**

That Council ratify the appointment of Jamie Consoli, RP, and Sasha Sky, RP, to the Registration Committee's Indigenous Pathways panel for a term of approximately one year.

Moved: D. Keast

Seconded: K. Selkirk

CARRIED

**Diversity Equity and Inclusion Working Group (DEIWG) update**

D. Adams noted that the DEIWG met on January 17, 2023, where the group discussed the appointment of co-Chairs and work plan development. A process will be established to ensure cross-pollination with committees and reporting to Council.

**3.a. Quality Assurance Enhancement Project update: Case Based Assessment Pilot Results**

D. Adams provided background information on the QA enhancement projects that began in April 2021. The intent of the project is to ensure that all elements of the program are operated in accordance with the [Quality Assurance Program regulation](#) using a right-touch, risk-based approach. This approach directs that College and registrant resources be used in a way that is most likely to mitigate the risk of harm to the public without creating undue burden on the profession. As such, the CBA pilot was developed.

D. Adams provided a presentation using the data collected during the pilot, noting that, over the course of the project RPs have been contracted as case writers, case developers, and answer sequencers to help ensure that a diverse collection of perspectives, modalities, communities of practices and lived experiences are represented. Results of the pilot were resoundingly reassuring. Next steps include reviewing the anonymous survey feedback from CBA pilot participants. The QA Committee will use the feedback to revise the tools and delivery of the assessment. Further updates will be provided to Council as the work progresses.

### 3.b. Registrar's Report

D. Adams presented her report and Council was invited to pose questions or seek clarification.

### 3.c. Executive Committee Report to Council

K. Lomp noted that the Executive Committee Report to Council was moved from the Consent Agenda to regular discussion at the request of S. Briscoe-Dimock

### 4.a. 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 September 21, 2022
- Committee reports to Council

#### **MOTION C-25JAN2023 – M09**

That Council approve the consent agenda as presented.

Moved: K. Hewitt-Blackie  
Seconded: J. Mord  
CARRIED

### 5. Council Question Period

No questions were raised.
































### 6. Adjournment

#### **MOTION C-25JAN2023 – M010**

That the meeting be adjourned at 1:53 p.m.

Moved: M. Machan  
 Seconded: M. Monastero  
 CARRIED

### Conflict of interest disclosure form 25JAN2023

Name	Vote	Signature	Notes
 Ahonen,Heidi		NA	I do not have COL Heidi Ahonen
 Boychyn,Steven	Pending	NA	
 Briscoe-Dimock,Shelley		NA	
 Fahmy,Sherine		NA	
 Falkenburger,Jo Anne	Pending	NA	
 Fournier,Amy	Pending	NA	
 Hewitt-Blackie,Kali		NA	no conflict on interest for Kali H-B
 Jain,Avni		NA	
 Keast,David		NA	
 Lomp,Kenneth Gunnar		NA	
 Machan,Michael		NA	
 Monastero,Miranda		NA	
 Mord,Judy		NA	No conflict
 Pateman,Henry		NA	
 Selkirk,Keri		NA	
 Sundar,Radhika		NA	
 Vincent,Jeffrey		NA	

Responses = [14 out of 22]  14  0  0  0

