



COUNCIL MEETING MINUTES
December 15, 2017 (9:30am–4:00 pm)
5775 Yonge Street, Main Floor Conference Room

Present

Deion Weir RD, President & Chair
Suzanne Obiorah RD, Vice-President
Alexandra Lacarte RD
Claudine Wilson (from 9:47am)
Dawn Van Engelen RD
Erin Woodbeck RD
Laila Kanji
Marie-Louise Chartrand
Ruki Kondaj
Soliman A.F. Soliman
Shelagh Kerr
William Franks RD

Regrets

Nicole Osinga RD
Ray Skaff
Roula Tzianetas RD

Staff

Melisse Willems - Registrar & Executive Director
Jada Pierre – Executive and General Administration -
Minute Taker
Barbara McIntyre – Quality Assurance Manager
Carole Chatalalsingh–Practice Advisor & Policy Analyst
Carolyn Lordon – Registration Program Manager
Deborah Cohen - Practice Advisor & Policy Analyst
Monique Poirier – Communications Manager
Sarah Ahmed - Controller

Item & Discussion	ACTION
1.0 Call to Order Welcome new Councillor o Marie-Louise Chartrand	The meeting was called to order at 9:30 a.m. by D. Weir
2.0 Approval of Agenda	MOTION to approve the agenda, as amended. Item 13.0 was removed from the consent agenda for discussion. Moved by: S. Kerr Seconded by: L. Kanji Carried
3.0 Declaration of Conflict of Interest No conflict of interest was declared	
4.0 Declaration of Bias No bias was declared	

Item & Discussion	ACTION
<p>5.0 Laboratory Test Ordering Authority – Draft Submission D. Cohen provided a status update and presented the draft submission prepared by staff in response to the Ministry’s follow-up questions. A number of minor changes were suggested by Council and non-Council committee members. Staff will incorporate these changes to finalize and then submit to the government.</p>	<p>MOTION to approve the proposed submission to the Ministry of Health and Long-Term Care (attachment 5.2), amended as discussed.</p> <p>Moved by: E. Woodbeck Seconded by: R. Kondaj</p> <p>Carried</p>
<p>6.0 Follow-up from Environmental Scan Presentation M. Willems provided a follow-up to Council on the Environmental Scan presentation conducted at the September 29, 2017 Council meeting. Council was invited to review and provide additional feedback on how the current environment may impact planning for 2018-19. No further comments were provided by Council.</p>	
<p>7.0 Committee Appointments – Marie-Louise Chartrand Recommendation from the Executive Committee that the new public member of Council, M. Chartrand, be appointed to the Quality Assurance Committee and the Inquiries, Complaints and Reports Committee.</p>	<p>MOTION to appoint M. Chartrand to serve on the Quality Assurance Committee and Inquiries, Complaints & Reports Committee.</p> <p>Moved by: E. Woodbeck Seconded by: C. Wilson</p> <p>Carried</p>
<p>8.0 Communications Update M. Poirier provided an update to Council about CDO’s various communications projects, including public education videos.</p>	
<p>9.0 Chair Training Session M. Willems delivered a training session about how to chair meetings.</p>	

Item & Discussion	ACTION
<p>10.0 Registrar Performance Evaluation Process - Update D. Weir provided an update to Council on the steps and timing to conduct the Registrar's evaluation. M. Willems will provide a list of who will be involved in the feedback. The list will be finalized in mid-March, survey results in April and a recommendation will be brought to Council at its June meeting.</p>	
<p>11.0 Review of Cyber Security and Password Policies - In Camera session under s. 7(2)(b) of the Health Professions Procedural Code M. Willems reviewed the two policies with Council.</p>	<p>MOTION to go in camera. Moved by: E. Woodbeck Seconded by: S. Kerr Carried MOTION to move out of camera. Moved by: E. Woodbeck Seconded by: S. Kerr Carried</p>
<p>12.0 Budget Preparation Presentation S. Ahmed presented to Council a summary of the Zero Based Budget approach practiced by CDO. The presentation consisted of various steps CDO follows to prepare the budget.</p>	
<p>13. Draft Council Meeting Minutes –September 2017 (item pulled from consent agenda for correction)</p>	<p>MOTION to approve Minutes as amended. Moved by: L. Kanji Seconded by: W. Franks Carried</p>

Item & Discussion	ACTION
<p>Information Items (Consent Agenda) 14.0 Executive Committee Report 15.0 Management Report</p>	<p>MOTION to approve Consent Agenda. Moved by: E. Woodbeck Seconded by: S. Kerr</p> <p>Carried</p>
<p>16.0 Council Sharing D. Weir shared information regarding her attendance at the Conference put on by the Council on Licensure, Enforcement and Regulation, in Denver Colorado early in September.</p>	
<p>17.0 Meeting Evaluators R. Kondaj L. Kanji</p>	<p>Productivity: Relevant amount of time allocated to each agenda item, enough time for productive discussion and interaction. Meeting moved forward efficiently. Sometimes it was challenging to hear conversation/comments because of a noisy fan.</p> <p>Quality Decisions: A good discussion was held on the topic of the proposed authority to order lab tests and helpful suggestions came forward for incorporation into the document and policy documents. Attendees need encouragement to speak up and participate with their views and thoughts. Communication update had a fruitful discussion. Presenters were well prepared which helped with the flow of the meeting.</p> <p>Openness and Collaboration: Very open and collaborative meeting; no ideas, thoughts or comments were trivialized. Good educational topics, very insightful. Very healthy discussions about the agenda items. There was collaboration during various discussions making the meeting beneficial for everyone. Councillors were well prepared and respectful of each other's opinion.</p>
<p>18.0 Next Meeting Evaluators D. van Engelen N. Osinga</p>	

Item & Discussion	ACTION
19.0 Reminders/Standing Items • Change Password and submit new password to L. Kershaw • Clear your CDO folder and update your tablet	
20.0 Adjournment	Motion to adjourn Council meeting at 2:22pm was moved by R. Kondaj Carried

<original signed by>

Deion Weir RD, President

Date

April 19/16

<original signed by>

Jada Pierre, Recorder

Date

April 19/16

