



**COUNCIL MEETING MINUTES**  
**March 27, 2020 (9:30 a.m.–2:45 p.m.)**  
Videoconference

Council Attachment 11.1

**Present**

Lesia Kicak RD-Chair  
Ann Watt RD (left at 1pm)  
Asma Kenshil  
Denis Tsang RD  
Diana Balicsak RD  
Donna Hennyey RD  
John Regan  
Kerri Labrecque RD  
Marie-Louise Chartrand  
Pavel Tomilin  
Santhikumar Chandrasekharan  
Shelagh Kerr  
Teresa Taillefer RD  
Trina Pearson RD

**Staff**

Melisse Willems-Registrar & Executive Director  
Barbara McIntyre-Quality Assurance Manager  
Carole Chatalalsingh-Practice Advisor & Policy Analyst  
Deborah Cohen-Registration Program Manager  
Diane Candiotta-Practice Advisor & Policy Analyst  
Heena Vyas- Registration Coordinator & Project Lead  
Ivy Marzan, Registration Administrator  
Jada Pierre-Executive & General Office Administrative  
Assistant-Minute Taker  
Josna Aykkara-Administrative Assistant-Accounting &  
Quality Assurance Program  
Lisa Dalicandro-Manager, Governance & Operations  
Monique Poirier-Communications Manager  
Sarah Ahmed-Controller (Finance & HR)

ITEM & DISCUSSION	ACTION
<p><b>1.0 Call to Order</b> <b>Welcome New Council Member</b> Asma Kenshil Santhikumar Chandrasekharan</p>	<p>The meeting was called to order at 9:33 a.m. by L. Kicak, President and Chair.</p>
<p><b>2.0 Approval of Agenda</b> The COVID-19 update was moved ahead on the agenda to provide relevant content for the other agenda items.</p>	<p>MOTION to approve the agenda, as amended.  <b>Moved by: P. Tomilin</b> <b>Seconded by: S. Chandrasekharan</b>  <b>Carried</b></p>
<p><b>3.0 Declaration of Conflict of Interest</b> No conflict of interest was declared</p>	
<p><b>4.0 Declaration of Bias</b> No bias was declared</p>	

ITEM & DISCUSSION	ACTION
<p><b>5.0 COVID-19 Update</b>  M. Willems provided an update to Council on the College's response to the COVID-19 pandemic. Council was informed that all staff are working remotely and that there has been regular communication with the membership to provide practice guidance and information from the Ministry.</p> <p>Council discussed the potential financial impact of the pandemic and whether the College is eligible for the temporary 10% wage subsidy. Council requested an update on the College's eligibility from staff when the information is available.</p>	
<p><b>6.0 Draft Strategic Plan</b>  Council approved the Strategic Plan for 2020-2024.</p>	<p>MOTION to approve the College's Mission and Vision statement as written.</p> <p><b>Moved by: M. Chartrand</b>  <b>Seconded by: J. Regan</b></p> <p><b>Carried</b></p> <p>MOTION to approve the four strategic goals as amended.</p> <p><b>Moved by: J. Regan</b>  <b>Seconded by: P. Tomilin</b></p> <p><b>Carried</b></p>

ITEM & DISCUSSION	ACTION
<p><b>7.0 Draft 2020-21 Budget</b></p> <p>S. Ahmed presented the following to Council:</p> <ul style="list-style-type: none"> <li>• Proposed 2020-21 Budget</li> <li>• Proposed 2020-21 Work Plans</li> <li>• 2019-2020 Accomplishments to date</li> </ul> <p>S. Ahmed provided an overview of the draft budget. The draft as developed by staff and recommended by the Executive Committee assumes no increase in the annual fee for the 2020-21 membership year. However, to ensure continued operational and long-term planning stability, staff recommended that Council revisit the annual fee for the 2021-22 membership year.</p> <p>Council and the Registrar discussed the economic uncertainty that has been created as a result of the global pandemic, in particular the impact of market fluctuations on the College’s investments. All expressed a commitment to ensuring that the College can responsibly manage its financial obligations going forward. It was noted that the college has a healthy reserve fund but the planned surplus for the 2020-21 year was very narrow and may not be surpassed if the college experiences either higher expenses than planned or reduced income (through reduced member renewal in the fall).</p> <p>Council requested that staff review the budget and identify specific items and costs that can be completed in the later half of the year or deferred to next fiscal. Staff were also directed to avoid expenses that can be deferred until after the June Council meeting when the budget is revisited with a better understanding of the economic impact of COVID-19.</p>	<p>MOTION to approve the Draft Budget for Fiscal 2020-21 with no fee increase and to revisit the budget at the June Council meeting due to the economic uncertainty of the COVID-19 pandemic.</p> <p><b>Moved by: J. Regan</b>  <b>Seconded by: P. Tomilin</b></p> <p><b>Carried</b></p>
<p><b>8.0 Information Items (Consent Agenda)</b>  <b>December 13, 2019 Council Meeting Minutes</b>  <b>Executive Committee Report</b></p>	<p>MOTION to approve the Consent Agenda.</p> <p><b>Moved by: M. Chartrand</b>  <b>Seconded by: P. Tomilin</b></p> <p><b>Carried</b></p>
<p><b>9.0 Council Sharing</b></p> <p>Council thanked staff for their ability to quickly respond to evolving COVID-19 situation by changing the format of the Council meeting to a virtual platform.</p>	

ITEM & DISCUSSION	ACTION
<p><b>10.0 Reminders/Standing Items:</b> Council was asked to delete College items from their tablets/other devices, including any that may be in a trash/recycle folder.</p>	
<p><b>11.0 Management Report</b> M. Willems reviewed the Management Report and it was discussed by Council.</p>	
<p><b>12.0 Planning for Registrar Coverage</b> M. Willems informed Council that in the event the Registrar is unable to perform some or all of their duties due to an unexpected absence, a coverage plan should be in place to ensure operational continuity. M. Willems noted that staff are working on a plan to manage the operations of the College, which would involve staff assuming some of the Registrar’s responsibilities. M. Willems will share the plan with Council after it is finalized.</p>	
<p><b>13.0 <i>In camera</i> Minutes from December 13, 2019</b> <i>In camera</i> session pursuant to s. 7(2)(e) of the Health Professions Procedural Code, being Schedule 2 to the <i>Regulated Health Professions Act, 1991</i></p>	<p>MOTION that Council move <i>in Camera</i> at 2:16p.m.</p> <p>Moved by: P. Tomilin Seconded by: A. Watt</p> <p>Carried</p> <p>MOTION to approve the minutes with the one typo to change the spelling for Kerri LaBrecque’s last name (capital B not small B)</p> <p>Moved by: D. Hennyey Seconded by: J. Regan</p> <p>Carried</p>

ITEM & DISCUSSION	ACTION
<p><b>14.0 Next steps in Registrar Performance Evaluation Process</b>  <i>In camera</i> session pursuant to s. 7(2)(d) of the Health Professions Procedural Code, being Schedule 2 to the <i>Regulated Health Professions Act, 1991</i></p>	<p>MOTION that the Registrar Performance &amp; Compensation Review Committee be granted approval to initiate an RFP process to acquire a consultant to review the registrar performance process and that the process be such that payment of this consultant be deferred until after the June review of the budget.</p> <p><b>Moved by: J. Regan</b>  <b>Seconded by: D. Tsang</b></p> <p><b>Carried</b></p> <p>MOTION that Council move out of <i>in camera</i> session at 3:03p.m.</p> <p><b>Moved by: J. Regan</b>  <b>Seconded by: K. LaBrecque</b></p> <p><b>Carried</b></p>
<p><b>15.0 Adjournment</b></p>	<p>Motion to adjourn at 3:03p.m. was moved by P. Tomlin.</p> <p><b>Carried</b></p>

<original signed by>

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Lesia Kicak RD, President

September 22, 2020

\_\_\_\_\_  
Date

<original signed by>

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Jada Pierre, Recorder

September 22, 2020

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Date