



COUNCIL

Wednesday, June 2, 2010

MINUTES

Present:

G. Fieber, Chair	N. Florent	A. Patel
J. Bald	L. Harrington	J. Powell
F. Bari	T. Holland	Y. Ramlall
Y. Blackwood	G. Isgro-Topping	C. Ritchie
D. Bockman	E. Kerr	J. Rock
L. Bracken	D. Kimberley	M. Seawright
J. Coutts	J. King	P. Stewart
G. Cucchi	J. Leznoff	M. Tuomi
J. Dobie	M. Lim-Serrano	A. Verrier
L. Duffield	W. Malesh	K. Voycey
B. Etmanski	L. O’Hearn-Grant	A. Wills
S. Finan		

Regrets:

C. Genereux	S. Pendock	S. Thomson
C. McMaster		

Staff:

H. Campbell	J. Hofbauer, Recorder	P. Reinhart
A. Coghlan	K. McGovern	C. Stanford

WELCOME G. Fieber welcomed the new Council members.

AGENDA The agenda had been circulated.

MOTION 1 Moved by J. Powell, seconded by L. Duffield,

That the agenda be approved.

CARRIED

MINUTES Minutes of the Council meeting of March 10, 2010 had been circulated.

MOTION 2 Moved by J. Coutts, seconded by M. Lim-Serrano,

That the minutes of the Council meeting of March 10, 2010 be approved as circulated.

CARRIED

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EVALUATION Council members received a summary of the evaluation of the March Council meeting. Members were reminded of the importance of completing the evaluation form as it assists with quality improvement. It was noted that side bar conversations were identified as a concern in the evaluation.

ANNUAL REPORT Council members had received the College's 2009 Annual Report. The web cast of the Annual Report was presented.

It was pointed out that the Annual Report and web cast reflect the accomplishments in implementing the College's strategic directions. The accomplishments reflect the strong team effort of Council and staff.

FINANCIAL STATEMENTS Council members had received copies of the audited financial statements for the year ended December 31, 2009. Condensed statements are included in the Annual Report and the full statements will be printed in the fall edition of *The Standard*.

N. Florent highlighted the statements. She noted that the auditor's opinion is unqualified, meaning that the statements present an accurate picture of the financial status of the College. Council was informed that the year-end deficit of \$1.6 million is less than the \$3 million deficit anticipated in the 2009 budget.

MOTION 3

Moved by D. Bockman, seconded by Y. Blackwood,

That the audited financial statements for the year ended December 31, 2009 be accepted.

CARRIED

Decision regarding approval of the Annual Report had been deferred pending review of the financial statements.

MOTION 4

Moved by J. King, seconded by A. Verrier,

That the 2009 Annual Report be approved.

CARRIED

**FEES BY-LAW:
QUALITY
ASSURANCE
PROGRAM**

In March, Council approved for circulation a revision of the by-law setting fees for members who refuse to comply with the Quality Assurance Program. No feedback had been received. The Executive Committee recommended final approval of the by-law. The President reminded Council that a 2/3 majority is required to pass a by-law.

COUNCIL MINUTES – June 2, 2010**MOTION 5**

Moved by G. Isgro-Topping, seconded by B. Etmanski,

That Council approve the amendments to By-Law 2: Fees related to the Quality Assurance Program, as they appear on Attachment 1 to the briefing note.

CARRIED

**FEES BY-LAW:
APPLICATION &
PLAR**

In March, Council approved for circulation by-laws related to applications and Nurse Practitioner Prior Learning Assessment and Recognition (PLAR). Council received a report of the feedback from members and stakeholders.

P. Reinhart highlighted the proposed fees and rationale. He noted that the application fees have not been increased since 2002, but the requirements and complexity of the application and assessment processes have changed significantly. He noted that the proposed increased fees are addressing only the direct costs for the application process and do not cover indirect costs.

The College has an application for government support for development of a PLAR for RNs. When the PLAR becomes available, the College will review, and likely decrease, the application fees for international RNs.

Council was reminded that the fee structure is based on the principle that application processes be self-funding. This principle has been supported by members in previous consultations.

A member of the Registration Committee reported that there has been a significant increase in the complexity and the amount of work that is involved in the application process by the Working Group and the Registration Committee.

MOTION 6

Moved by B. Etmanski, seconded by C. Ritchie,

That Council approve the amendments to By-Law 2: Fees related to Applications and Nurse Practitioner Prior Learning Assessment and Recognition, as they appear on Column 2 of Attachment 1 to the briefing note.

CARRIED

**BY-LAW
AMENDMENT –
ANNUAL
PAYMENT CARD**

A. Coghlan highlighted the reasons for an administrative decision to stop issuing the annual payment card with the 2011 renewal, including minimizing the risk of fraud. It is congruent with the new RHPA object and the College's strategic direction to encourage nurses to use web resources.

MOTION 7

Moved by J. Powell, seconded by J. Coutts,

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That Article 44.3 regarding the Annual Payment Card be removed from By-Law 1: General.

CARRIED

ON-LINE
RENEWAL

A housekeeping amendment to the by-laws to support on line renewal in 2011 was recommended by the Executive.

MOTION 8

Moved by A. Patel, seconded by M. Tuomi,

That Council approve the following addition to Article 1.01 of By-Law 1: General:

“**form**” includes one which is printed or electronic.

CARRIED

EXECUTIVE
DIRECTOR
UPDATE

C. Stanford highlighted the progress for the redesign and rebuilding of the College’s web site, for launch in the fall of 2010. The revitalized web site is one of the pillars of the College’s IT strategy.

The new web site will be a platform for information sharing and collaboration. It is being designed based on audience needs. There will be usability testing of the web site and the College will make changes based on the feedback.

A. Coghlan informed Council of the results of the audit of the College’s registration processes. The audit confirms that the College is meeting the requirements for fair processes. The recommendations related to communications and the web site will be met by the end of 2010.

Council was informed that the Office of the Fairness Commissioner recently released draft standards for the assessment of registration practices. The Federation of Health Regulatory Colleges of Ontario met with the Fairness Commissioner to raise concerns about the draft. The Office of the Fairness Commissioner has agreed to move forward in a more collaborative manner and will be establishing a working group involving regulatory colleges.

Council was informed of a recent article in the Ottawa Citizen about an individual charged with representing herself as a nurse. It was reported that the College identified 11 imposters in 2010. The article provided an opportunity to publicly highlight the role of the regulatory body and the College as the source to verify a nurse’s credentials.

Over the past few years, the College and Council have been focusing on enhancing the effectiveness of statutory committees. A. Coghlan noted that recently the Divisional Court supported a decision of the Discipline panel, citing the quality of the written decision and reasons of the Discipline panel.

Council was informed that the first *Journal of Nursing Regulation* was

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recently issued. It is the only journal devoted to nursing regulation and is issued by the National Council of State Boards of Nursing. A. Coghlan serves on the editorial board, which includes international representation.

A Coghlan informed Council that the College is on the United Way of Toronto's "Employee Honour Role". The College's employees were recognized for their contribution in the \$25,000 to \$49,999 range.

**EXECUTIVE
COMMITTEE**

Minutes of the Executive Committee meeting of May 18, 2010 had been distributed. G. Fieber noted that the focus of the meeting was reviewing information for the Council meeting.

ELECTION

Council received the report of the Election and Appointments Committee on the 2010 Council election, including the election results.

**FINANCE
COMMITTEE**

N. Florent highlighted the report of the Finance Committee meeting of April 15, 2010.

Council received the audited financial statements of the Pension Plan. The statements are prepared to meet legal filing requirements and do not include an audit of the plan liabilities.

MOTION 9

Moved by N. Florent, seconded by A. Verrier,

That the audited Pension Plan financial statements for the year ended December 31, 2009 be approved.

CARRIED

N. Florent noted that the Finance Committee met with the auditors twice. The auditors have an in-depth understanding of the College's business and communicate clearly with the committee. N. Florent noted that the committee is comfortable that the auditors add value to the audit.

MOTION 10

Moved by N. Florent, seconded by L. Harrington,

That Hilborn, Ellis, Grant LLP be appointed as auditors for the 2010 fiscal year.

CARRIED

Financial Statements

The unaudited financial statements for the first quarter of 2010 had been circulated. N. Florent noted that at the end of the first quarter, there is a net positive variance from the budget of about \$380,000.

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MOTION 11

Moved by N. Florent, seconded by M. Tuomi,

That the unaudited financial statements for the three-months ended March 31, 2010 be approved.

CARRIED

N. Florent reported that the Finance Committee carried out its annual review of by-laws and identified that no changes are needed at this time. She noted that the Committee reviewed its self-monitoring tool for the year.

G. Fieber thanked the Finance Committee and support staff for its fiscal management.

CONCLUSION

At 11:30 a.m., it was,

MOTION 12

Moved by B. Dowson, seconded by A. Verrier,

That Council conclude.

CARRIED

Chair