



COUNCIL

Thursday, June 2, 2011

MINUTES

Present:

G. Fieber, Chair	C. Egerton	C. McMaster
A. Bianchi	O. Farouk	A. Patel
J. Bald	M. Fletcher	J. Powell
Y. Blackwood	N. Florent	Y. Ramlall
D. Bockman	J. Gajasan	N. Sears
L. Bracken	E. Kerr	M. Seawright
A. Cheese	D. Kimberley	M. Tuomi
J. Coutts	J. King	A. Verrier
G. Cucchi	J. Leznoff	K. Voycey
D. Curry	M. Lim-Serrano	A. Wills
L. Duffield	D. Mattina	

Regrets:

F. Bari	L. Harrington	C. Ritchie
B. Dowson	W. Pride	

Staff:

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

INTRODUCTIONS G. Fieber introduced new Council members. He informed Council that J. Powell has resigned effective mid-June.

AGENDA The agenda had been circulated.

MOTION 1 Moved by J. Powell, seconded by N. Florent,

That the agenda be approved.

CARRIED

MINUTES Minutes of the Council meeting of March 2, 2011 had been circulated.

MOTION 2 Moved by L. Duffield, seconded by Y. Blackwood,

That the minutes of the Council meeting of March 2, 2011 be approved as circulated.

CARRIED

CONFIDENTIAL APPENDIX The confidential appendix to the minutes of the Council meeting of March 2, 2011 had been circulated to the members who attended the meeting.

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Question was raised as to the approach regarding circulation of the minutes. The President indicated he would follow up on the question.

MOTION 3

Moved by J. Coutts, seconded by A. Cheese,

That the confidential appendix to the minutes of the March 2011 Council meeting be approved as circulated.

CARRIED

EVALUATION

The summary of the evaluations of the March 2011 Council meeting had been distributed for information.

ANNUAL REPORT

The web cast of the 2010 Annual Report was presented.

FINANCIAL STATEMENTS

K. Voycey highlighted the 2010 audited financial statements. There was discussion about the plan to eliminate the deficit through cost reductions and a fee increase in 2012.

MOTION 4

Moved by K. Voycey, seconded by D. Bockman,

That the audited financial statements for the year ended December 31, 2010 be approved.

CARRIED

MOTION 5

Moved by J. Coutts, seconded by N. Sears,

That the 2010 Annual Report be approved.

CARRIED

FEES BY-LAW – MEMBER FEES

G. Fieber noted that Council approved fees by-law amendments related to members for circulation in March. Council received a report of the feedback from members.

It was noted that there was insufficient response to demonstrate a trend among members and that the College requires the fee increase to meet its regulatory commitments.

There was some concern expressed in the feedback about the size of the increase and some members suggested that the increase be stepped over a few years. It was noted that the Finance Committee had reviewed a variety of scenarios, including a stepped increase. Given the size of the deficit, the increase required to move the College out of deficit in the first year would be significant. The Finance Committee believed that the option selected best met the College's fiscal requirements. It was identified that some nurses would prefer one increase rather than having smaller increases over a number of years.

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G. Fieber noted that approval of a by-law requires a 2/3 majority.

MOTION 6

Moved by J. Powell, seconded by F. Bari,

That Council approve:

- amendments to By-Law No. 2: Fees as they appear in column 2 of attachment 1 to the briefing note, to take effect on final Council approval, excepting Article 7.01 which will come into effect on January 1, 2012; and
- amendments to By-Law No. 2: Fees as they appear in column 3 of attachment 1 to the briefing note, to take effect on filing of specific provisions of the registration regulation (2010), as identified in column 3 of attachment 1.

CARRIED

**FEES BY-LAW –
APPLICANTS AND
REINSTATEMENTS**

The Finance Committee is recommending changes to the Fees By-Law related to applicants, reinstatement and how fees are paid. It was clarified that all fees are exclusive of taxes.

There was discussion about the proposal to reduce risk by removing cash as a payment option. It was clarified that direct transfer was not included because there is no control on the amount deposited and there are administrative costs involved in returning overpaid fees.

MOTION 7

Moved by D. Bockman, seconded by A. Verrier,

That the amendments to By-Law No. 2: Fees, as they appear in attachment 1 to the briefing note, be approved for notice and circulation to members.

CARRIED

SCRUTINEERS

M. Tuomi drew the names of the scrutineers from among eligible members attending the meeting.

MOTION 8

Moved by J. King, seconded by J. Coutts,

That D. Bockman, M. Hogard and C. Egerton be the scrutineers for the election of officers.

CARRIED

**NP PROGRAM
APPROVAL**

Council received a briefing note identifying nurse practitioner programs that meet the entry to practice competencies for nurse practitioners.

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Moved by N. Sears, seconded by L. Duffield,

That the following Ontario NP programs be approved until no later than December 31, 2014 for the NP-Primary Health Care (PHC) specialty certificate:

- University of Toronto's Masters NP Degree in Primary Health Care – Global Health Program
- University of Toronto's Post Masters NP Diploma in Primary Health Care - Global Health Program

CARRIED

**EXECUTIVE
DIRECTOR
UPDATE**

A. Coghlan informed Council that J. Anderson will be the new Director of Practice and Regulatory Policy.

C. Stanford provided an update from the Knowledge Management Department. She noted that the College is reviewing its approach to communications. She highlighted statistics on usage of the new web site.

It was noted that, as a provincial regulator, communications through a public web site is inherently democratic. Statistics on the growth of internet use were highlighted.

The College is reviewing all of its communications against the strategic plan, and identifying key messages for specific audiences.

Examples of professional collaboration:

A Coghlan highlighted examples of professional collaboration. She reported on discussions at the National Council of State Boards of Nursing regarding self-declarations of actions taken in another jurisdiction or profession. This is similar to the proposal in the College's registration regulation. Harmonizing of requirements across jurisdictions facilitates access to the profession and public safety.

A. Coghlan reported on the signing of an International Memorandum of Understanding which commits a number of regulatory bodies from around the world to more formal collaboration. The Chief Executive and Registrar of the nursing regulatory body in the United Kingdom will be visiting the College in the fall.

The College has also had discussions with the European Federation of Nurse Regulators about regulatory developments in the European union and how the College can provide regulatory expertise.

Example of regulatory expertise

The College is the first Ontario health regulator to implement mandatory on-line renewal. The College of Physicians and Surgeons of Ontario requested a meeting to discuss CNO's experience.

COUNCIL MINUTES – June 2, 2011**Public Trust**

The College's public communication plan "Here for You" was launched with advertisements in the Toronto Star and local newspapers, providing key messages about nursing regulation to over 480,000 Ontarians.

The College staff are participating in a pilot of clinical assessment for the Quality Assurance Program for nurse practitioners. This is part of the College's strategy to strengthen the organization's ability to ensure the public that nurses can meet patient needs.

There was some discussion about electronic communications, including e-mail and social media. Anne noted that the College is looking at e-mail as an option for communication with members. Later in the year, Council will be asked to consider amending the by-law related to information from members to include the requirement that members provide the College with an e-mail address. It was also identified that, as part of the College's communication strategy, the College will be considering e-publishing *The Standard*.

Council was informed of a planned session for Council and Leadership Team on social media and implications for regulators.

Council was also updated on the progress of regulations filed with the Ministry.

**EXECUTIVE
COMMITTEE**

Draft minutes of the Executive Committee meeting of May 12, 2011 had been circulated.

**ELECTION
RESULTS**

The results of the 2011 election of Council members were received, for information.

**FINANCE
COMMITTEE**

K. Voycey highlighted the report of the Finance Committee meeting of April 26, 2011.

Council had received copies of the audited pension plan statements for the year ended December 31, 2011. K. Voycey noted that these statements were prepared to meet government filing requirements and address only the plan income – not the liabilities.

MOTION 10

Moved by K. Voycey, seconded by M. Tuomi,

That the audited Pension Plan Financial Statements for the year ended December 31, 2010 be approved.

CARRIED

Council members received unaudited financial statements for the three months ended March 31, 2011.

There was discussion about the fiscal impact of on-line renewal. Despite increased costs for credit card processing of fees, there are significant savings

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in printing, mailing and processing costs. It is anticipated that the reduction in expenses from the move to mandatory on-line renewal will cover the set up costs for this change within two years.

MOTION 11

Moved by K. Voycey, seconded by J. King,

That the unaudited Financial Statements for the College for the three month period ended March 31, 2011 be accepted.

CARRIED

BY-LAWS

K. Voycey reported on the Finance Committee's annual review of By-laws. The Finance Committee is recommending changes to Article 41 of the General By-Law related to contracts. It was noted that this Article has not been amended since the By-Laws were prepared in 2000. G. Fieber reminded Council that a 2/3 majority is required to pass a by-law amendment.

MOTION 12

Moved by K. Voycey, seconded by D. Bockman,

That the proposed amended Article 41 of By-Law No. 1: General, regarding contracts, as it appears in attachment 4 to Finance Committee report, be approved.

CARRIED

K. Voycey reported that the Finance Committee is recommending changes to By-law No. 4: Health Profession Corporations.

MOTION 13

Moved by K. Voycey, seconded by W. Pride,

That the proposed amendments to By-Law No. 4: Health Profession Corporations, as they appear in attachment 4 to Finance Committee report, be approved.

CARRIED

AUDITORS

K. Voycey presented the Finance Committee's recommendations for auditor. He noted that this year the College requested proposals for audit services and the Finance Committee reviewed information on five proposals.

There was some discussion about the criteria used to select an auditor. It was identified that experience with regulatory bodies and with audits for the Office of the Fairness Commissioner were major considerations.

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Moved by K. Voycey, seconded by L. Bracken,

That Hilborn, Ellis, Grant be appointed auditors for the 2011 fiscal year.

CARRIED

**COMPENSATION
PRINCIPLES**

G. Fieber noted that the Executive Committee is recommending approval of the revised compensation principles.

It was clarified that the compensation principles approved by Council guide the Executive Director and CEO in her overall accountability for compensation. It is part of the Finance Committee's accountability to review the budget, which includes compensation, and determine if it is affordable and make recommendations to Council.

MOTION 15

Moved by M. Lim-Serrano, seconded by J. Bald,

That the Compensation Principles, as they appear in attachment 1 to the briefing note, be approved.

CARRIED

**TERMS OF
REFERENCE**

G. Fieber noted that the terms of reference for the Sub-Committee on Compensation and the Finance Committee were reviewed in accordance with Council's governance model. The revised terms of reference are being recommended by the Finance and Executive committees.

In discussion it was clarified that compensation is within the Executive Director and CEO's operational role. Council's role is the affordability of the budget, which includes compensation.

The Sub-Committee on Compensation will provide expert advice to the Executive Director and CEO as well as the Finance Committee on whether the proposed compensation package is congruent with the compensation principles and best practices. The Finance Committee's role will be to consider the affordability of the budget, including compensation and make recommendations to assist Council in fulfilling its fiduciary role.

It was noted that since compensation is a large component of the College's budget, it is important that Council understand how the decisions were reached. The budget presentation will include information on the overall cost for compensation and A. Coghlan will share information on the considerations underlying the operational decisions on compensation.

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MOTION 16

Moved by D. Bockman, seconded by A. Verrier,

That Council approve the revised Terms of Reference for the Compensation Sub-Committee, as they appear in attachment 2 to the briefing note.

CARRIED

In reviewing the proposed revisions to the Finance Committee Terms of Reference, there was some discussion about the permissive nature of the wording of term 4 under Annual Financial Information. The rationale for the wording was clarified and it was suggested that the Finance Committee review the wording of this term in the future.

MOTION 17

Moved by A. Patel, seconded by J. Bald,

That Council approve the revised Terms of Reference for the Finance Committee, as they appear in attachment 4 to the briefing note.

CARRIED

CONCLUSION

At 12:30 p.m., it was,

MOTION 18

Moved by L. Duffield, seconded by J. Coutts,

That the last meeting of the 2010-2011 Council conclude.

CARRIED

Chair