

Minutes

Present

N. Thick, Chair
A. Arkell
J. Armitage
T. Crowder
R. Dunn
S. Eaton (Thursday)
D. Edwards
T. Fukushima
Z. Hamza
T. Hands

N. Hillier
M. Hogard
C. Hourigan
A. Jahangir
R. Kaur
M. Krauter
S. Larmour
R. Lastimoso Jr.
S. Leduc
D. May

I. McKinnon (Wednesday)
E. Mutia
F. Osime
L. Poonasamy
M. E. Renwick
J. Petersen
M. Sheculski
P. Sullivan-Taylor
D. Thompson

Regrets

P. Ankamah
S. Douglas

S, Eaton (Wednesday)
K. Gartshore

M. MacDougall
I. McKinnon (Thursday)

Guests

A. Bromstein
J. Butterfield

C. Evans

R. Steinecke

Staff

V. Adetoye
S. Crawford
F. Garvey
J. Hofbauer, Recorder

C. Gora
E. Horlock
B. Knowles
K. McCarthy

S. Mills
A. M. Shin
C. Timmings

Land Acknowledgement

N. Thick shared a Land Acknowledgment.

Agenda

N. Thick noted that the agenda had been circulated

Motion 1

Moved by A. Jahangir, seconded by R. Lastimoso Jr.,

That the agenda for the Council meeting of September 28 and 29, 2022 be approved as circulated.

CARRIED

Minutes

Minutes of the Council meeting of June 8, 2022 had been circulated.

Motion 2

Moved by D. Edwards, seconded by M. E. Renwick,

That the Minutes of the Council meeting of June 8, 2022 be approved as circulated.

CARRIED

Confidential minutes of the closed Council session of June 8, 2022 had been circulated to Council members.

Motion 3

That the confidential Minutes of the closed Council session of June 8, 2022 be approved as circulated.

CARRIED

NURSYS Canada

S. Mills provided an update about NURSYS Canada, a platform being developed to allow Canadian nursing regulators to share information about registrants. He highlighted how implementation of NURSYS will support CNO's regulatory role and public safety.

He reported on the collaborative work undertaken by CNO and the BC College of Nurses and Midwives, partnered with the National Council of State Boards of Nursing. Council was informed that a pilot site with data from CNO and the BC College is planned to go live later this year.

The plan is to open the platform to other nursing regulators in late 2023 and they will be onboarded as they are ready to proceed. It was identified that some regulators may require more time to prepare than others.

Financial Overview

As part of ongoing education and to support Council members in their role in ensuring CNO's ongoing financial viability, S. Mills presented a financial overview. He highlighted CNO's status as a not-for-profit corporation, noted the role of various parties in ensuring CNO's ongoing fiscal viability, highlighted financial statements and described CNO's surplus/deficit cycle.

N. Thick clarified that Council's duty in making any decisions, including financial, is to support CNO's ability to fulfil its purpose.

Council Evaluation

J. Butterfield from Watson's joined the meeting.

Council had received a briefing note, including a proposed Council Evaluation Policy. J. Butterfield noted that the policy has been developed based on research, consultation, and best practice. It is specific to Council's stewardship role as CNO's board of directors and reflective of the information discussed at Council's professional development session on evaluation. She noted that the policy includes provisions for its review and updating at least every three years.

Motion 4

Moved by J. Petersen, seconded by A. Arkell,

That Council approve the Council Evaluation Policy as it appears in attachment 2 to the briefing note.

CARRIED

Follow-up Action

Conduct Council evaluation.
Include Council evaluation on December 2022 Council agenda.
Executive Director and CEO

Report of the Nominating Committee

C. Evans, Chair of the Nominating Committee, joined Council to present the final report of the 2021-2022 Nominating Committee. A report had been circulated to Council.

K. McCarthy presented an overview of Council's governance vision, highlighting evidence of its ongoing validity, and noting the steps that Council has taken to implement the vision. He noted the key role that a competency-based Nominating Committee will play, supporting the board in making competency-based board and committee appointments. He noted that, to be ready to fully implement the vision when legislative changes come into effect, Council has implemented a Nominating Committee.

C. Evans highlighted the report of the Nominating Committee. She reminded Council of its recommendations made in March regarding appointment of statutory committee members and in June about the members of the Finance Committee.

Nominating Committee members

C. Evans highlighted the process used by the Nominating Committee to recommend the Council members for the 2022-2023 Nominating Committee.

She noted that the mix of ongoing and incoming members provides the competencies needed for the Nominating Committee to fulfil its Terms of Reference.

Motion 5

Moved by S. Leduc, seconded by D. Ballantyne,

That A. Jahangir, RN and S. Douglas, public member, be appointed to the Nominating Committee.

CARRIED

Council vacancy

C. Evans reminded Council that since there has not been legislative change, the Nominating Committee has roles related to Council elections. This includes recommending to Council how to address a Council vacancy. It was noted that the committee's recommendation is based on the options in by-law.

Motion 6

Moved by J. Petersen, seconded by P. Sullivan-Taylor,

That, in accordance with Article 55.02 of By-Law No. 1: General, the RN/NP Council member position in the Northwestern electoral district remain vacant until the newly elected RN/NP Council member joins Council in June 2023.

CARRIED

Terms of Reference

The Nominating Committee reviewed its Terms of Reference and is proposing changes to support ongoing efficiency and effectiveness.

Motion 7

Moved by A. Jahangir, seconded by D. May,

That the proposed revised Terms of Reference for the Interim Nominating Committee, as they appear in attachment 2 to the Nominating Committee's report to Council, be approved.

CARRIED

C. Evans noted that the Nominating Committee debriefed on the appointments process. A change made to the Nominating Committee competencies was shared with Council.

Conduct Committee

Council members received a briefing note with recommendations from the Executive and Nominating Committee regarding the members of the 2022-2023 Conduct Committee.

Motion 8

Moved by M. Hogard, seconded by A. Arkell,

That Council appoint the following as the 2022-2023 Conduct Committee: M. E. Renwick, Chair, D. Edwards, T. Hands, J. Petersen and D. Thompson.

CARRIED

C. Evans left the meeting.

Dates of Council meetings

Council members received a briefing with recommended dates.

Motion 9

Moved by M. Sheculski, seconded by R. Kaur,

That Council approve the following meeting dates for 2023:

- Wednesday and Thursday, March 8 and 9, 2023 and
- Wednesday and Thursday, June 7 and 8, 2023.

CARRIED

In December, Council will approve the dates for meetings in September and December 2023.

Recess

Council recessed to resume at 9:00 a.m. on Thursday, September 29, 2022.

Thursday, September 29, 2022

Council's Response to Minister Jones' Directive

A. Bromstein, Legal Counsel, A. McNabb and E. Tilley joined the meeting.

S. Crawford and C. Timmings highlighted CNO's ongoing work to register nurses with the knowledge, skill, and judgement to practice safely in Ontario. The actions CNO has taken, including responding to directives from the Minister of Health, collection and analysis of data and partnering with stakeholders in the system were highlighted

Proposed Amendments to the Registration Regulation

E. Tilley reviewed the proposed changes to the Registration Regulation in detail. She noted that there are three changes related to the Temporary Class:

- broadening the education requirement to successful completion of any registered nurse (RN) or registered practical nurse (RPN) program approved in any jurisdiction,
- enabling someone in this class to take the approved registration exam twice (e.g., two exam failures would result in the certificate of registration being revoked), and
- giving the Executive Director discretion related to the timeframe to revoke a Temporary Class certificate of registration (e.g., so the Executive Director can give more time to allow individual IENs the opportunity to meet education gaps then get registered in the General Class).

She highlighted the change related to the reinstatement:

- giving the Executive Director discretion related to the amount of time a nurse, who previously worked in the province, can be out of practice.

She noted that removing some specifics from regulation and moving them to Executive Director discretion allows CNO to respond to changing evidence, public expectations and systems needs.

Council discussed the balance of enhancing access to registration for qualified candidates with the need to have policies and practices in place to ensure public safety.

Motion 10

Moved by A. Jahangir, seconded by R. Dunn,

That Council approve Ontario Regulation 275/94 (General), as amended, under the *Nursing Act, 1991* as it appears in attachment 1 to the briefing note. The Registrar and President are authorized to sign any Government proposed form of the changes that implement the intent of the changes approved by Council.

CARRIED

A. Bromstein left the meeting.

Follow-up Action

Submit regulation amendments to Minister of Health for approval.
Executive Director and CEO

Nursing Education Program approval

Council had received a decision note, including the outcomes of the nursing education program reviews and recommendations regarding program approval.

N. Thick noted the importance of Council's role in approving nursing education programs. She identified at that this meeting, all programs will be reviewed.

K. Dilworth, Manager of Education Program shared a presentation on the program approval process, including highlighting the score card used to assess programs.

Annual reviews of nursing programs

S. Leduc declared a conflict of interest and left the meeting.

Motion 11

Moved by M. Hogard, seconded by A. Jahangir,

That the annual monitoring review status of nursing programs, listed in Attachment 1 to the briefing note, be approved.

CARRIED

S. Leduc returned to the meeting.

Comprehensive reviews of nursing programs

Motion 12

Moved by J. Armitage, seconded by A. Arkell,

That the comprehensive review status of nursing programs, listed in Attachment 2 to the briefing note, be approved.

CARRIED

New nursing programs

Motion 13

Moved by N. Hillier, seconded by R. Lastimoso Jr.,

That the preliminary review status of new nursing programs, listed in Attachment 3 to the briefing note, be approved.

CARRIED

Follow-up Action

Inform nursing education programs of their approval status
Update program approval information on cno.org
Executive Director and CEO

Modernizing Standards

Council members had received a briefing note highlighting the process to revise the Code of Conduct and including the most recent draft Code of Conduct.

C. Tancioco highlighted the work, including the stakeholder consultation and Council engagement, undertaken to date to modernize the Code of Conduct.

It was noted that CNO is planning further broad consultation on the draft Code of Conduct that had been circulated to Council.

A final draft of the Code, including feedback from stakeholders and Council, will be presented to Council in December, for decision. It was noted that plans for implementation include a future effective date to allow for education and collaboration with system partners.

Executive Committee

Council members had received notes of the Executive's decision of August 16 and 17, 2022, approving Council's response to Minister Jones' directive. N. Thick reported that the Executive had responded on Council's behalf under Section 12(1) of the *Health Professions Procedural Code*.

Council had received the draft minutes of the Executive Committee meeting of August 25, 2022. N. Thick noted that the meeting had focused on input into the board evaluation professional development session and planning for the Council meeting.

R. Steinecke, Legal Counsel, joined the meeting.

N. Thick highlighted the action taken by the Executive, with the input from staff and legal counsel, to support CNO's ongoing regulatory operations.

Council had received a briefing highlighting proposed revisions to Article 13 of Part 1 of By-Law 1, to establish the Deputy Registrar's role. It was noted that this is required to allow the Executive Director and CEO to appoint a Deputy Registrar.

R. Steinecke clarified the unique legislative role of the Registrar and the rationale for specific clauses in the draft by-law.

N. Thick clarified that a 2/3 majority is required to pass a by-law revision.

Motion 14

Moved by D. Thompson, seconded by J. Petersen,

That Council approve the amendments to By-Law No. 1, Part 1, Article 13 as they appear in attachment 1 to the briefing note.

CARRIED

R. Steinecke left the meeting.

Follow-up Action

Amend and publish the By-Laws
Executive Director and CEO

Strategic Planning

Council had received a briefing note, providing background on the development and implementation of CNO's 2021-2024 Strategic Plan. N. Thick highlighted Council's role, as CNO's board of directors, in developing and monitoring the strategic plan in collaboration with staff.

S. Crawford, S. Mills and C. Timmings highlighted how CNO is mapping and measuring achievement of the three outcomes and the four pillars of the Strategic Plan. An integrated road map showing the implementation plans and dependencies over the next three years and metrics for each outcome were shared. It was noted that a dashboard is being developed to support Council in its monitoring of the strategic plan.

S. Crawford identified that the work to implement and measure the strategic plan is integrated across CNO. It was confirmed that as implementation proceeds, targets and additional metrics may be identified.

Chief Executive Officer's Update

S. Crawford introduced her Chief Executive Officer update, noting that her reporting will focus on CNO leadership, engagement and emerging opportunities – what is happening in the environment and on the horizon.

She noted that during her transition into the CEO role, she has witnessed a strong commitment to CNO's purpose across the organization.

She also confirmed significant engagement, collaboration and consultation supporting Council's and CNO's leadership in regulatory change. She highlighted the interest of other jurisdictions in Council's leadership in supporting access to registration for qualified applicants.

She reported that CNO innovations support regulatory change and transformation provincially, nationally and internationally. For example, a growing number of Canadian nurse regulators are licensing CNO's nursing education program approval process.

Finance Committee report

Council had received a report of the Finance Committee meeting of August 25, 2022. P. Sullivan-Taylor highlighted the report.

She informed Council that the Finance Committee had reviewed the unaudited financial statements for the six-months ended June 30, 2022 in detail and the accompanying confidential Management Discussion and Analysis document. The six-month operating surplus is approximately \$2.3M, a \$4.4 M favourable variance from the budgeted deficit of \$2.1M.

Motion 15

Moved by P. Sullivan-Taylor, seconded by A. Arkell,

That Council approve the unaudited financial statements for the six-months ending June 30, 2022.

CARRIED

P. Sullivan-Taylor noted that the Finance Committee received a briefing on the budget development process. She reminded Council that the Finance Committee will be presenting a draft budget in December.

Council had received notice of a proposed by-law revision. The proposed revision is needed to align with the recently revised Terms of Reference and is reflective of recent changes to higher level by-laws.

N. Thick reminded Council that a 2/3 majority is required to approve a by-law.

Motion 16

Moved by P. Sullivan-Taylor, seconded by E. Mutia,

That Article 26 of By-Law No. 1: General be rescinded and replaced with:

26.01 The Finance Committee advises Council on the financial affairs of the College. Specifics regarding the Finance Committee's authority, role and membership is set out in its Terms of Reference, as approved by Council.

CARRIED

Next Meeting

Council will meet again on December 7 and 8, 2022. It was noted that the meeting will be remote.

Adjournment

At 3:05 p.m., on conclusion of the agenda, it was,

Moved by R. Lastimoso Jr., seconded by A. Jahangir,

That Council adjourn.

CARRIED

Chair