



DATE:	Tuesday, March 9, 2021
SUBJECT:	Executive Committee Meeting
ATTENDEES:	Billy Cheung (Chair), David Breukelman (Vice-Chair), James Morrison, Christine Henderson, Siva Sivapalan
REGRETS:	
STAFF:	Nancy Lum-Wilson, Connie Campbell, Susan James, Angela Bates, Sarah MacDougall
LOCATION:	via videoconference

Mr. Cheung noted the members present and welcomed all to the meeting.

1. Approval of Agenda

One agenda item was added as new business - Participation of Elected Directors on Discipline Committee Hearings.

A motion to approve the amended agenda was moved and seconded. The motion CARRIED.

2. Approval of Minutes

- 2.1 Minutes of November 19, 2020
- 2.2 Minutes of January 29, 2021

A motion to approve the minutes was moved and seconded. The motion CARRIED.

3. Declaration of Conflict

Mr. Cheung asked for declarations of conflict. There were none.

4. Matters Arising from Previous Minutes

There were none.

5. For Decision

- 5.1 Briefing Note - Appointment of the Screening Committee

The Committee discussed the suggested appointments for the Screening Committee and was in agreement that the incumbent appointees from last year should stand and that Tracey Phillips would be asked to volunteer to be the new elected Director on the Committee for this year.

A motion to recommend the proposed committee appointees and contact Tracey Phillips was moved and seconded. The motion CARRIED.

6. For Preview

6.1 Briefing Note – Finance & Audit Committee – 2020 Financial Statements

The Briefing Note was presented for information. The Committee discussed that the College had originally projected a deficit of approximately \$806,000 in 2020 but managed to end the year in a break-even position. The 2020 Audit was clean with no findings of note from the internal auditor Tinkham and Associates.

6.2 Briefing Note – Governance Board Policies

The Briefing Note was presented for information. Mr. Breukelman provided information on the background and work that had been done on the policies to date including the amendment of Policy 1.7 originally approved in December.

The Committee discussed and endorsed the following considerations:

- The requirement for Discipline Committee participation be highlighted for new applicants;
- The addition of a statement asking respondents to consider any bias, gender or otherwise to Policy 3.3 and Policy 3.6;
- The addition of a provision to policy 3.6 that a market analysis of CEO compensation be completed at least once every five years;
- Policy 3.9 be updated to specify the conflict is with professional advocacy associations as opposed to professional associations and to consider if there should be a monetary limit added to the line concerning nominal gifts;
- Clarify the friendship statement in Policy 3.11; and
- Future by-law changes could consider the removal of clarifying questions from the rules of procedure for Board meetings.

Action: Mr. Breukelman will bring forward the Committee’s suggestions to the Governance Committee.

6.3 Briefing Note – Policy Review Process and Briefing Note

The Briefing Note was presented for information. Ms. James provided information on the background and history of the development and review of practice policies at the College. The pandemic has forced some changes to how registrants are providing care, therefore the quality team is reviewing the list of practice policies and creating a priority list.

In response to a question regarding the need for a policy for mandatory education for designated managers, the Committee was informed that the College is aware and that mandating education is an ongoing conversation.

Virtual Care Policy

This is an emerging practice due to the pandemic and involves the operation of internet pharmacies and websites. The Board will be asked to make a decision on public consultation.

Cross-Jurisdictional Services Policy

There have been legislative changes which have caused this policy to be out-of-date with the current environment. The Board will be asked to make a decision on public consultation.

Long-Term Care Policy

The Board will be asked to make a decision on retiring this policy as the standard of practice have evolved and the legislation now covers the practice in long term care settings.

6.4 Briefing Note – Chair’s Report for March 2021

The Briefing Note was presented for information.

6.5 Briefing Note – Registrar’s Report for March 2021

The Briefing Note was presented for information.

7. For Information

7.1 Board Agenda

The Board agenda and details around the planned presentations were presented for information.

8. New Business

8.1 Participation of Elected Directors on Discipline Committee Hearings

Ms. Christine Henderson, Chair of the Discipline Committee raised the issue of Elected Directors not volunteering for hearings in general but in particular the large contested hearings. Some Directors are not responding to the polls circulated. The Committee was in support of drafting a letter from the Discipline Committee Chair reminding Directors of their obligation to serve on hearings. The Committee discussed that the message will be reinforced at the Board meeting by the Board Chair and that a second letter from the Chair could also be sent to the Directors.

9. Adjournment

There being no further business, **at (2:18 p.m.), a motion to adjourn the meeting was moved and seconded.** The motion **CARRIED.**

Sarah MacDougall
Board and Committee Liaison

Billy B. Cheung
Board Chair