



DATE:	Monday, May 30, 2022 – 10:00 a.m.
SUBJECT:	Executive Committee Meeting
ATTENDEES:	Billy Cheung (Chair), James Morrison (Vice Chair), Sara Ingram, Christine Henderson, Dan Stapleton
REGRETS:	N/A
STAFF:	Shenda Tanchak, Susan James, Connie Campbell, Angela Bates, Stephenie Summerhill
LOCATION:	OCP Offices – Council South

1. *In Camera* – Personnel Matter

The Executive Committee began the meeting in camera to discuss a personnel matter. This portion of the meeting began at 10:06am. No items were provided by the Chair for inclusion in the minutes. Notes of discussions and recommendations will be kept by the Board Chair and maintained separately.

The full meeting was called to order at 11:02 a.m.

2. Land Acknowledgment

Mr. Cheung presented the land acknowledgement as a demonstration of recognition and respect for Indigenous peoples.

3. Approval of Agenda

There was a motion to approve the agenda; all were in favour. The motion **CARRIED**.

4. Approval of Minutes

4.1 Minutes of March 9, 2022 Meeting

4.2 Minutes of April 8, 2022 Meeting – *In Camera*

A motion to approve the minutes as presented; all were in favour. The motion **CARRIED**.

5. Declaration of Conflict

Mr. Cheung asked if any member of the Committee had any conflicts to declare. None were declared.

6. Matters Arising from Previous Minutes

There were none.

7. For Discussion

7.1 2022-2023 Board and Executive Committee Meeting Schedule

Mr. Cheung presented the 2022-2023 Board and Executive Committee Meeting Schedule to the group for information, and it was suggested that the August date may be an issue due to summer holiday schedules. It was noted that this date may need to be moved but to be determined at a later date.

7.2 Skills Inventory

Mr. Cheung presented the 2022 Skills Inventory briefing note and informed the group that the results chart would be presented in radar graph format to the Board. Based on the results the Board has a good balance of competencies but some areas, such as legal governance and cybersecurity are limited in representation.

The Committee discussed that the questions and ratings are reviewed annually prior to running the survey. It was noted that Directors would receive their individual results following the Board meeting on June 13 but that the messaging around the skills inventory would focus on its ability to identify the education and training opportunities.

7.3 Remuneration Policy

Mr. Cheung invited Mr. Stapleton to present the briefing note on the proposed updates to the Remuneration Policy. It was clarified that the policies under review only apply to the Board and Committees. Staff policies will be reviewed internally. The proposed changes are a result of increased costs due to the price of gas and food and as we begin meeting in person the College wants to make sure that the rates are high enough to avoid individuals having to pay out of pocket. It was noted that a jurisdictional scan of the other Colleges showed that none had endeavored to update their policies in this area to date.

Discussion ensued on the process of revisiting such policies and if it should be determined by the Governance Committee or the Finance and Audit Committee. Regardless of which committee owns this, it was determined that there is a need to continually look at the policy and revise as needed. A secondary suggestion was made to have the Governance Committee consider further alignment with the Health Board Secretary policy on paying a separate rate for Chairs due to the complexity in the role.

8. For Preview

- 8.1 Briefing Note – Chair’s Report for June 2022
 - March 2022 Board Meeting Evaluation

Mr. Cheung provided an update on the meetings he attended and noted that the report will be updated before coming to the Board in June. The Committee reviewed and noted the positive feedback on the March Board meeting evaluation and discussed the dissolution of the virtual lunchroom as the June meeting will primarily be in person.

8.2 Briefing Note – Acting Registrar’s Report for June 2022

The Briefing Note was presented for information. Ms. James provided a verbal update of the highlights of the report including an update on Emergency Assignment (EA) Registration Certificates and the Quality Assurance Program – New Knowledge Assessment.

9. June Board Meeting Agenda and Available Materials – FYI

9.1 June 2022 Board Meeting Agenda

The Committee was provided an overview of the agenda and Ms. James and Ms. Campbell informed the Committee of the presentations that will be coming forward at the June Board of Directors meeting.

It was noted that in the afternoon of the June Board meeting that Mr. Rob Quail who is a Risk specialist will be leading a Risk Appetite/Tolerance Educational session. The intention is that the data and results from the session will be brought back to Executive Committee for discussion before the next Board meeting.

10. Adjournment

There being no further business, **at 12:20 p.m.**, a motion to adjourn the meeting was moved and seconded. The motion was **CARRIED**.

Stephenie Summerhill
Executive Assistant to the CEO & Registrar

Billy B. Cheung
Board Chair