

Council Meeting Minutes

Videoconference

DRAFT

Date: February 7, 2023

Location: Hybrid/Videoconference – Microsoft (MS) TEAMS

Present: K. Westfall-Connor, RMT, President
S. Adderley, RMT
S. Biber, RMT
C. Mandalentis, RMT
J. Mathers, Public Member, President (Newly Elected)
J. McGill, RMT
D. Oehring, RMT
J. Patel, Public Member
H. Shears, Public Member
C. Watt, Public Member
A. Van Zelst, RMT
R. Van Vliet, RMT
I. Vining, RMT
L. White, Public Member

Administration: M. Boon, Registrar & CEO
A. Brennand, Director, Policy and Communications
V. Browne, Director, Registration Services
N. Garnette, Director, Professional Conduct
V. McCoy, Director, Professional Practice
G. Njuguna, Director, Corporate Services
C. Ralph-Edwards, Controller
A. Prabakaran, Manager, IT Applications
W. Mughal, IT Applications Support Specialist
C. Simpson, Governance Administrator

Recorder: C. Simpson, Governance Administrator

The Council Meeting was Livestreamed.

43 1. Call to Order

44
45 K. Westfall-Connor, President, called the Council Meeting to order at 9:00 AM and
46 welcomed observers on the Livestream.

47
48 The President provided the Land Acknowledgement as a demonstration of recognition and
49 respect for Indigenous peoples.

50
51 The following announcements were provided by the President:

- 52 • Lloyd White was reappointed to Council for a 1-year term effective February 21,
- 53 2023.
- 54 • New Council Members - Jennifer McGill and Ashley Van Zelst for a 3-year term
- 55 effective February 7, 2023.

56
57 Council extended congratulations to L. White and a warm welcome to J. McGill and A. Van
58 Zelst.

59
60 2. Declaration of Conflict of Interest

61
62 No conflicts of interest were declared.

63
64 3. Approval of the Agenda of February 7, 2023

65
66 **2023 February 7 - MOTION 1: J. Mathers/R. Van Vliet**

67
68 THAT the agenda of February 7, 2023, be adopted as presented.

69 **CARRIED**

70
71 4. Election of the 2023 Executive Committee

72
73 K. Westfall-Connor thanked Council for the privilege to lead and be President for the last
74 three years and turned over the Chairing of this portion of the meeting to the Registrar &
75 CEO, M. Boon.

76
77 M. Boon advised that the Council Meeting will remain public until voting began and that
78 *Simply Voting*, a web-based online voting system, would be used to conduct the elections.

79
80 A. Brennand and C. Simpson were appointed Scrutineers.

81
82 4.1 Nominations and Election of President

83
84 M. Boon advised Council that a nomination had been received from J. Mathers and that his
85 Statement of Intent had previously circulated to Council.

86
87

88 M. Boon called for nominations from the floor for the position of President. No additional
89 nominations were received.

90
91 **2023 February 7 - MOTION 2: K. Westfall-Connor/S. Biber**

92
93 THAT the nominations for the position of President be closed.

94 **CARRIED**

95 **J. Mathers was acclaimed President.**

96
97 The newly elected President provided brief comments and thanked the outgoing President
98 for her strong leadership.

99
100 **4.2 Nominations and Election of Vice President**

101
102 M. Boon advised Council that a nomination had been received from C. Mandalentis and
103 that her Statement of Intent had previously circulated to Council.

104
105 M. Boon called for nominations from the floor for the position of Vice President. A
106 nomination from the floor was received from S. Biber for R. Van Vliet. However, R. Van Vliet
107 respectfully declined the nomination. No additional nominations were received.

108
109 **2023 February 7 - MOTION 3: C. Watt/J. Patel**

110
111 THAT the nominations for the position of Vice President be closed.

112 **CARRIED**

113 **C. Mandalentis was acclaimed Vice President.**

114
115 The newly elected Vice President provided brief comments.

116
117 **4.3 Nominations and Election of the First Executive Officer**

118
119 M. Boon reminded Council that in accordance with By-law No. 3 s2(B), there must be at
120 least two appointed public members on the Executive Committee.

121
122 M. Boon advised Council that nominations had been received and Statements of Intent
123 were previously circulated to Council for the following members:

- 124
125 1. Sean Adderley
126 2. Howard Shears
127 3. Carolyn Watt

128
129 After a call for nominations from the floor for the position of First Executive Officer, a
130 nomination was received from K. Westfall-Connor for J. Patel and accepted. No additional
131 nominations were received.

132

133 **2023 February 7 - MOTION 4: S. Biber/S. Adderley**

134
135 THAT the nominations for the position of First Executive Officer be closed.

136 **CARRIED**

137 The nominees, S. Adderley, H. Shears, C. Watt and J. Patel, were provided with an
138 opportunity to address Council.

139
140 Following Council's vote, no candidate received a majority of votes; there was a tie vote and
141 following the process set out in the by-law, H. Shears was eliminated.

142
143 S. Adderley, J. Patel, and C. Watt were provided with a further opportunity to address
144 Council.

145
146 Following Council's vote, no candidate received a majority of votes; there was a tie vote and
147 following the process set out in the by-law, C. Watt was eliminated.

148
149 An election was then held between S. Adderley and J. Patel for the position of First
150 Executive Officer.

151
152 Following Council's vote, **S. Adderley was declared the First Executive Officer.**

153
154 The newly elected First Executive Officer provided brief comments.

155
156 **4.4 Nominations and Election of the Second Executive Officer**

157
158 M. Boon asked H. Shears and C. Watt if they would like to run for the position of Second
159 Executive Officer.

160
161 H. Shears respectfully withdrew from running for the position of Second Executive Officer.
162 C. Watt agreed to run for the position of Second Executive Officer.

163
164 M. Boon called for nominations from the floor for the position of Second Executive Officer.
165 No additional nominations were received.

166
167 **2023 February 7 - MOTION 5: K. Westfall-Connor/R. Van Vliet**

168
169 THAT the nominations for the position of Second Executive Officer be closed.

170 **CARRIED**

171
172 The nominees, J. Patel and C. Watt were provided an opportunity to address Council.

173
174 Following Council's vote, **J. Patel was declared the Second Executive Officer.**

175
176 The newly elected Second Executive Officer provided brief comments.

177

178 M. Boon thanked Council for their participation and patience throughout the election
179 process and asked for a Motion to destroy the 2023 Executive Committee Election Ballots
180 stored electronically by *Simply Voting*.

181
182 **2023 February 7 - MOTION 6: S. Biber/I. Vining**

183
184 THAT the 2023 Executive Committee Election Ballots stored electronically by *Simply*
185 *Voting* be destroyed.

186 **CARRIED**

187
188 *The Livestream resumed after the voting ended.*

189
190 M. Boon congratulated the candidates and turned the meeting over to the newly elected
191 President, J. Mathers, to chair the remainder of the Council meeting.

192
193 J. Mathers provided brief comments. He thanked M. Boon and the staff for assisting with
194 the election process and congratulated the newly elected Vice President and Executive
195 Officers. He thanked C. Watt and H. Shears for running and extended thanks to the Past
196 President, K. Westfall-Connor, for her mentorship over the past year and for all that she has
197 given to the organization.

198
199 5. Approval of the Consent Agenda of February 7, 2023

200
201 **2023 February 7 – MOTION 7: R. Van Vliet /S. Biber**

202
203 THAT the Consent Agenda of February 7, 2023, be approved as amended.

204 **CARRIED**

205
206 *There was a 20-minute break at 10:00 AM. Council reconvened at 10:20 AM.*

207
208 6. Quarterly Reporting

209 6.1 Q4 Registrar’s Report

210
211 M. Boon, Registrar & CEO, presented the 2022– Q4 Registrar’s Report. There were no
212 concerns with the report.

213
214 **2023 February 7 – MOTION 8: S. Biber/S. Adderley**

215
216 THAT Council accepts the Q4 Registrar’s Report as presented.

217 **CARRIED**

218 6.2 Q4 Workplan Report

219
220 M. Boon, Registrar & CEO, provided Council with a status update of the projects in the
221 2022– Q4 Workplan Report.

223 **20223 February 7 – MOTION 9: S. Biber/H. Shears**
224
225 THAT Council accepts the Q4 Workplan Report as presented.
226 **CARRIED**
227 6.3 Q4 Organizational Risk Register
228
229 **2023 February 7 – MOTION 10: J. Patel/S. Adderley**
230
231 THAT Council accepts the Q4 Organizational Risk Register as presented.
232 **CARRIED**
233
234 6.4 Q4 Financial Report and Preliminary Year End
235
236 C. Ralph-Edwards, Controller, presented the 2022 – Q4 Financial Report and the Preliminary
237 Year End Report to Council. He noted that final audit adjustments were pending for
238 compliance and discipline and that the draft financial position showed a YTD deficit of
239 \$237k. He spoke to those items that exceeded the established variance thresholds of
240 greater than \$50,000 and 10%.
241
242 Council discussed the Q4 Financial Report and Preliminary Year End.
243
244 **2023 February 7 – MOTION 11: H. Shears/S. Adderley**
245
246 THAT Council accepts the Q4 Financial Report and approves the unaudited 2022 – Q4
247 Preliminary Year End Financial Report as presented.
248 **CARRIED**
249
250 6.5 Q3 Key Performance Indicators (KPIs)
251
252 A. Brennand, Director, Policy & Communications, presented the 2022 – Q4 Key Performance
253 Indicators (KPIs) Report to Council.
254
255 **2023 February 7 – MOTION 12: K. Westfall-Connor/S. Biber**
256
257 THAT Council accepts the 2022 – Q4 Key Performance Indicators as presented.
258 **CARRIED**
259
260 6.6 Q4 Client Relations Report
261
262 L. White, Chair of the Client Relations Committee, presented the 2022 – Q4 Committee
263 Report to Council. There were no concerns with the report.
264
265 **2023 February 7 – MOTION 13: S. Biber/J. Patel**
266
267 THAT Council accepts the 2022 – Q4 Client Relations Report as presented.
268 **CARRIED**

269 7. Items for Decision

270

271 7.1 2023 Revised 2023 Council Meeting Schedule

272

273 M. Boon, Registrar & CEO, presented the 2023 Revised 2023 Council Meeting Schedule. She
274 noted that the revision to the schedule includes the addition of a Special Council Meeting on
275 April 25, 2023, to approve the Registration Regulation.

276

277 **2023 February 7 – MOTION 14: K. Westfall-Connor/C. Mandalentis**

278

279 THAT Council accepts the 2023 Revised 2023 Council Meeting Schedule as presented.

280

CARRIED

281

282 7.2 Proposed By-Law Amendments

283

284 M. Boon presented the proposed amendments to By-law No. 2 – Electoral Districts which
285 would enable Council to be comprised of 6-9 members elected from any combination of the
286 nine districts.

287

288 **2023 February 7 – MOTION 15: S. Biber/H. Shears**

289

290 THAT Council accepts the proposed amendments to By-law No. 2 – Electoral Districts as
291 presented.

292

CARRIED

293

294 M. Boon presented the proposed amendments to By-law No. 5 - Committees of the College
295 to create the position of Co-chair to facilitate the OPSDT Pilot Project and create the
296 position of Vice Chair for all other Committees.

297

298

299 **2023 February 7 – MOTION 16: D. Oehring/K. Westfall-Connor**

300

301 THAT Council accepts the proposed amendments to By-law No. 5 - Committees of the
302 College as presented.

303

CARRIED

304

305 *There was a 10-minute break at 11:10 AM. Council reconvened at 11:20 AM.*

306

307

308 7.3 Registration Regulation

309

310 V. Browne, Director, Registration Services, presented the proposed Registration Regulation
311 amendments to Council.

312

313 Council discussed the proposed amendment to the Registration Regulation.

314

315 **2023 February 7 – MOTION 17: R. Van Vliet/L. White**

316

317 THAT Council approves circulating the proposed amendments to the Registration
318 Regulation that incorporate the recommendations in Appendix A and Appendix B, as
319 well as all the amendments previously submitted but not yet enacted.

320

CARRIED

321

322 7.4 2023-2025 Workplan

323

324 M. Boon and A. Brennand, Director, Policy & Communications presented the 2023-2025
325 Workplan to Council.

326

327 **2023 February 7 – MOTION 18: L. White/C. Mandalentis**

328

329 THAT Council approves the 2023-2025 Workplan as presented.

330

CARRIED

331

332 8. New Business

333

334 There was no new business before Council.

335

336 9. Adjournment

337

338 **2023 February 7 – MOTION 19: S. Biber/S. Adderley**

339

340 THAT the February 7, 2023 meeting be adjourned.

341

CARRIED

342

343 The Council meeting was adjourned at noon and the Livestream ended.

344

345

346

347

348

349

350 _____
351 J. Mathers, Public Member
President

M. Boon
Registrar CEO