



## COUNCIL MINUTES

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**DATE:** Tuesday, June 26, 2018 **FROM:** 9:00 a.m. – 3:30 p.m.

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**PRESENT:**

Julie Entwistle, *Chair*  
Donna Barker  
Julie Chiba Branson  
Mary Egan  
Jeannine Girard-Pearlman  
Jennifer Henderson  
Patrick Hurteau  
Kurisummoottil S. Joseph  
Ernie Lauzon  
Heather McFarlane  
Annette McKinnon (5.1-15.0)  
Stephanie Schurr  
Teri Shackleton  
Serena Shastri-Estrada  
Peter Shenfield  
Paula Szeto

**REGRETS:**

Winston Isaac

**GUESTS:**

Shirin Jetha, *Ontario College of Pharmacists (7.0)*  
Sandra Winkelbauer, *Ontario College of Pharmacists (7.0)*

**OBSERVERS:**

Tiziana Bontempo, *Ontario Society of Occupational Therapists*  
Sarah Kibaalya, *Ministry of Health and Long-Term Care*  
Monica Shehata (6.1-15.0)

**ALSO PRESENT:**

Elinor Larney, *Registrar*  
Kara Ronald, *Deputy Registrar*  
Aoife Coghlan, *Manager, Investigations and Resolutions (5.2-8.2)*  
Anne MacPhee, *Interim Director of Finance and Corporate Services*  
Tim Mbugua, *Policy Analyst (7.0-9.4)*  
Sonia Mistry, *Practice Advisor (7.0, 9.1-9.4)*  
Brandi Park, *Manager, Registration*  
Seema Sindwani, *Manager, Quality Assurance (5.2-8.2)*  
Nancy Stevenson, *Director of Communications*  
Andjelina Stanier, *Executive Assistant, Scribe*

**1.0 Call to Order**

Chair Julie Entwistle welcomed all present and called the meeting to order at 9:00 a.m.

**2.0 Declaration of Conflict of Interest**

The Chair asked if members had a conflict of interest to declare. None was reported.

**3.0 Approval of Agenda**

The Chair asked if there were any additions or changes to the agenda. None were reported.

MOVED BY: Serena Shastri-Estrada

SECONDED BY: Kurisummoottil S. Joseph

*THAT the agenda be approved as presented.*

**CARRIED**

**4.0 Approval of Minutes**

**4.1 Draft Council Minutes of March 29, 2018**

The Chair asked if there were any edits to the draft Council Minutes of March 29, 2018. None were reported.

MOVED BY: Jennifer Henderson

SECONDED BY: Patrick Hurteau

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***THAT** the draft Council minutes of March 29, 2018 be approved as presented.*

**CARRIED**

**4.2 Draft Council Officer Election Minutes of March 29, 2018**

The Chair asked if there were any edits to the Officer Election Minutes of March 29, 2018. None were reported.

MOVED BY: Ernie Lauzon  
SECONDED BY: Paula Szeto

***THAT** the draft Council Officer Election Minutes of March 29, 2018 be approved as presented.*

**CARRIED**

**5.0 Registrar's Report**

**5.1 Annual Registrar Evaluation Process – *in camera***

The Chair stated that Council would move *in camera* to discuss a human resources matter. Observers and staff were asked to leave the meeting.

MOVED BY: Jennifer Henderson  
SECONDED BY: Heather McFarlane

***THAT** Council moves *in camera*.*

**CARRIED**

Observers and staff rejoined the meeting following the *in camera* session.

**5.2 Registrar's Report**

Council reviewed the written report and the Registrar responded to questions.

**5.3 Registrar's Presentation**

The Registrar reported on the outcomes of operational projects for Year 1 (2017-2018) and presented on 9 specific areas of focus for Year 2 (2018-2019) related to the 2017-2020 Strategic Plan. She responded to questions.

**5.4 Priority Performance Report**

Council reviewed and discussed performance data for Q4 (March 1, 2018 – May 31, 2018) of the 2017-2018 fiscal year related to the 2017-2020 Strategic Plan.

MOVED BY: Jeannine Girard-Pearlman  
SECONDED BY: Ernie Lauzon

***THAT** Council receives the Priority Performance Report for the fourth quarter of 2017-2018.*

**CARRIED**

**5.5 Risk Management Program**

The Registrar reported that development of the risk management program is now complete. Council was asked to determine how best to implement and manage this process.

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MOVED BY: Jennifer Henderson  
SECONDED BY: Serena Shastri-Estrada

***THAT** the review of the risk management program be delegated to Executive, with quarterly reports presented to Council.*

**CARRIED**

Council further reviewed and discussed the 2017-2018 Q4 Risk Management Report. Future reports are to include related rationale and updates on progress.

MOVED BY: Jennifer Henderson  
SECONDED BY: Peter Shenfield

***THAT** Council reviews the risk management report.*

**CARRIED**

## **6.0 Finance**

### **6.1 March 2018 Financial Report**

Council reviewed and discussed the financial statements and the Registrar and Anne MacPhee responded to questions.

MOVED BY: Jeannine Girard-Pearlman  
SECONDED BY: Heather McFarlane

***THAT** Council receives the March 2018 Financial Report, Statement of Financial Position, and Statement of Operations, as presented.*

**CARRIED**

### **6.2 Reserve Funds after Year End 2017**

Council reviewed the Registrar's memo with direction to allocate funds to the Reserve Funds.

### **6.3 Projected 2018–2019 Budget**

Council reviewed and discussed the projected 2018-2019 budget. The Registrar and Anne MacPhee responded to questions.

MOVED BY: Jeannine Girard-Pearlman  
SECONDED BY: Jennifer Henderson

***THAT** Council reviews the Projected 2018-2019 Budget as presented.*

**CARRIED**

## **7.0 Council Development**

Presentation and discussion on the *Quality Assurance Program* at the Ontario College of Pharmacists, by Shirin Jetha and Sandra Winkelbauer.

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## 8.0 Governance

### 8.1 Bylaw Amendments

Consultation on the proposed bylaw amendments to parts 16, 17 and 20 is now complete. Proposed changes are already in effect due to amendments to the Regulated Health Professions Act (RHPA), 1991. Three responses were received and overall the feedback was positive and in support of the proposed amendments.

MOVED BY: Jennifer Henderson  
SECONDED BY: Julie Chiba Branson

*THAT Council approves the proposed amendments to parts 16, 17 and 20 of the bylaws, which were circulated for consultation as required.*

**CARRIED**

### 8.2 Reappointment of Non-Council Member – Quality Assurance Committee (QAC)

QAC Chair Mary Egan explained that Avelino (Jun) Maranan's first 3-year term as a non-Council member has come to an end. He has agreed to stay on for a second term if approved by Council. Jun is a valued and consistent member of the QAC and his reappointment is strongly recommended by the committee.

MOVED BY: Mary Egan  
SECONDED BY: Serena Shastri-Estrada

*THAT Council approves the reappointment of Avelino (Jun) Maranan as a Professional non-Council member of the Quality Assurance Committee for a second 3-year term, commencing on June 18, 2018.*

**CARRIED**

## 9.0 Business Arising

### 9.1 Regulations – Controlled Act of Psychotherapy

Tim Mbugua reported that the consultation on the Controlled Act of Psychotherapy Regulation is now complete. 134 responses were received and the clear majority of those who responded (84%) are in support of this regulation.

MOVED BY: Jeannine Girard-Pearlman  
SECONDED BY: Jennifer Henderson

*THAT Council approves the proposed Controlled Act of Psychotherapy Regulation, which was circulated to registrants and other stakeholders as required, for submission to government.*

**CARRIED** (Unanimously)

### 9.2 Revised Standards for Psychotherapy

Council reviewed and discussed the revisions to this document.

MOVED BY: Jennifer Henderson  
SECONDED BY: Heather McFarlane

*THAT Council approves the revised Standards for Psychotherapy*

**CARRIED** (Abstention: Patrick Hurteau)

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### **9.3 Revised Standards for the Prevention of Sexual Abuse**

Council reviewed and discussed the revisions to this document. Several further minor revisions were recommended.

MOVED BY: Jeannine Girard-Pearlman  
SECONDED BY: Ernie Lauzon

*THAT Council approves the revised Standards for the Prevention of Sexual Abuse including today's changes.*

**CARRIED**

### **9.4 Guide to Discretionary Reporting of Fitness to Drive**

Council reviewed and discussed the revisions to this document.

MOVED BY: Jennifer Henderson  
SECONDED BY: Serena Shastri-Estrada

*THAT Council approves the Guide to Discretionary Reporting of Fitness to Drive to be in effect July 1, 2018.*

**CARRIED**

## **10.0 Roundtable**

A discussion was held on the results of the evaluation of the new officer nomination process. The following items were noted:

- Provide verbal instructions on filling out the ballot immediately prior to voting.
- Provide slate and live updates on screen during voting.
- Enforce word limit for candidacy statements.
- Nominations Committee to decide whether and how to structure the statement of candidacy.
- All members will continue to be eligible to vote.

## **11.0 Environmental Scan**

Council members provided various updates on changes in systems and information of interest that impact the practice of occupational therapy.

## **12.0 Committee Reports**

**12.1 Executive** – Report by Winston Isaac, *Chair*

**12.1.1 Practice Issues Subcommittee** – Report by Julie Entwistle, *Chair*

**12.2 Registration** – Report by Donna Barker, *Chair*

**12.3 Inquiries, Complaints & Reports** – Report by Kurisummoottil S. Joseph, *Chair*

**12.4 Discipline** – Report by Paula Szeto, *Chair*

**12.5 Fitness to Practise** – Report by Jennifer Henderson, *Chair*

**12.6 Quality Assurance** – Report by Mary Egan, *Chair*

**12.7 Patient Relations** – Report by Jeannine Girard-Pearlman, *Chair*

## **13.0 Council Evaluation**

The Chair asked Council members to complete and submit their meeting evaluation forms and encouraged members to provide recommendations for future improvements.

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#### **14.0 Next Meetings**

- Council Education Session: Wednesday, October 24, 2018, 9:00 a.m. – 4:00 p.m. (Location TBA)
- Council Meeting: Thursday, October 25, 2018, 9:00 a.m. -3:30 p.m., at the College
- Council Meeting: Thursday, January 31, 2019, 9:00 a.m. – 3:30 p.m., at the College
- Council Meeting: Thursday, March 28, 2019, 9:00 a.m. – 4:00 p.m., at the College
- Council Meeting: Tuesday, June 25, 2019, 9:00 a.m. – 3:30 p.m., at the College

As this was Kara Ronald's final Council meeting before moving on to a new position with another organization, the Chair thanked Kara for her hard work and acknowledged the significant contribution she has made to the work of the College.

#### **15.0 Adjournment**

There being no further business, the meeting was adjourned at 2:49 p.m.

MOVED BY: Jeannine Girard-Pearlman

SECONDED BY: Heather McFarlane

***THAT** the meeting be adjourned.*

**CARRIED**

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