



COUNCIL MINUTES

DATE: Thursday, October 25, 2018 **FROM:** 9:00 a.m. – 3:00 p.m.

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PRESENT:

Winston Isaac, *Chair*
Donna Barker
Julie Chiba Branson
Mary Egan
Julie Entwistle
Jeannine Girard-Pearlman
Jennifer Henderson
Patrick Hurteau
Kurisummoottil S. Joseph
Heather McFarlane
Annette McKinnon
Stephanie Schurr
Teri Shackleton
Serena Shastri-Estrada
Peter Shenfield

GUESTS:

Robin McKechney, Steinecke Maciura LeBlanc (9.0)
Peter Pang, Hilborn LLP (8.1)

OBSERVERS:

Sarah Kibaalya, Ministry of Health and Long-term Care

ALSO PRESENT:

Elinor Larney: Registrar
Sandra Carter: Practice Resource Liaison (7.0)
Aoife Coghlan: Manager, Investigations & Resolutions (1-6.1, 9)
Tim Mbugua, Policy Advisor (9.0)
Anne MacPhee: Interim Director of Finance & Corporate Services
Sonia Mistry: Practice Advisor (7.0)
Brandi Park: Manager, Registration
Seema Sindwani: Manager, Quality Assurance
Nancy Stevenson: Director of Communications
Andjelina Stanier: Executive Assistant, *Scribe*

1.0 Call to Order

The Chair welcomed everyone and called the meeting to order at 9:00 a.m. He expressed sorrow for the loss of Paula Szeto due to her sudden death on September 5th, 2018. He stated that her dedication, time and effort made a tremendous contribution to her clinical work and to the work of the College.

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 other changes to the agenda. None were reported.

MOVED BY: Kurisummoottil S. Joseph

SECONDED BY: Annette McKinnon

THAT the agenda be approved as presented.

CARRIED

4.0 Approval of Minutes

4.1 Draft Council Minutes of June 26, 2018

The Chair asked if there were any edits to the draft Council minutes of June 26, 2018. None were reported.

MOVED BY: Peter Shenfield
SECONDED BY: Jennifer Henderson

THAT the draft Council minutes of June 26, 2018 be approved as presented.

CARRIED

5.0 Registrar's Report

5.1 Registrar's Report

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

5.2 Registrar's Presentation

The Registrar reported on the specific areas of focus for Q1 (June 1, 2018 – August 30, 2018) related to the 2018-2019 Strategic Plan.

5.3 Priority Performance Report

Council reviewed and discussed performance data for Q1 of the 2018-2019 fiscal year, related to the College's progress toward meeting objectives as outlined in the 2017-2020 Strategic Plan.

MOVED BY: Jeannine Girard-Pearlman
SECONDED BY: Donna Barker

THAT Council receives the Priority Performance Report for the first quarter of 2018-2019.

CARRIED

5.4 Risk Management Report

Council reviewed the report and noted the level of risk remained unchanged from the previous quarter, except for the possibility of Council not being properly constituted as of January 1, 2019. A contingency plan is proposed and will be discussed further under item 6.1.

MOVED BY: Jennifer Henderson
SECONDED BY: Stephanie Schurr

THAT Council reviews the Risk Management Report.

CARRIED

6.0 Governance

6.1 Risk Management – College Strategy for Non-Constituted Council

Elinor reported that there is a risk starting on January 1, 2019, that Council will not be properly constituted. This is due to the expiration of the term of one public member from July 2018 which remains unfilled, and the delay in the reappointment of two additional public members whose terms end on December 31, 2018. The College worked with its legal counsel to devise a contingency plan for the Executive Committee, which has all powers of Council other than the power to make, amend or revoke a regulation or bylaw, to turn future planned Council meetings into Executive Committee meetings. All Council members would be invited to attend those meetings and participate in discussions. Executive would then make and vote on formal motions based on such discussions. Once Council is properly constituted, those motions made by the Executive on behalf of Council would be brought forward to Council to be adopted and ratified at their next meeting.

MOVED BY: Julie Entwistle
SECONDED BY: Jennine Girard-Pearlman

***THAT** Council approves the process that, in the event that the Council is not properly constituted, the Executive Committee will conduct all needed business of the College, with the exception of amending or revoking bylaws and regulations and invite remaining Council members to participate in these meetings.*

CARRIED
(Abstention: Serena Shastri-Estrada)

6.2 Reappointment of Non-Council Member – Patient Relations

Professional non-Council member Jennifer Nieson's term on the Patient Relations Committee will end on December 31, 2018. Ms. Nieson has indicated a desire to stand for a second, 3-year term. Members of the Patient Relations Committee unanimously voted in favour to recommend her reappointment to Council.

MOVED BY: Jennifer Henderson
SECONDED BY: Annette McKinnon

***THAT** Council approves the reappointment of Jennifer Nieson as a professional non-Council member to the Patient Relations committee for a three-year term, commencing on January 1, 2019.*

CARRIED

6.3 Notification of Committee Appointments

As is required in bylaw, the Executive Committee informed Council of four committee appointments it made to fill unexpected vacancies on three statutory committees:

1. The appointment of Donna Barker as Chair to the Discipline Committee;
2. The appointments of Jennifer Henderson and professional, non-Council member, Joshua Theodore, to the Registration Committee;
3. The appointment of Winston Isaac to the Inquiries, Complaints and Reports Committee;

7.0 Business Arising

7.1 Standards for the Supervision of Students

Following public and stakeholder consultation, the Practice Issues Subcommittee reviewed and considered all feedback received. Some of the recommendations were incorporated into the document. Council reviewed the document and made several additional, minor recommendations.

MOVED BY: Julie Entwistle
SECONDED BY: Teri Shackleton

***THAT** Council approves the revised Standards for the Supervision of Students as presented for publication, including today's changes.*

CARRIED

7.2 Standards for Infection Prevention and Control

The Standards were last fully updated and published in 2006. The Practice Issues Subcommittee has reviewed this document at various times from 2014 – 2018. Council reviewed the document and made several minor recommendations.

MOVED BY: Julie Entwistle
SECONDED BY: Annette McKinnon

THAT Council approves the revised Standards for Infection Prevention and Control for consultation to registrants and stakeholders, including today's changes.

CARRIED

8.0 Finance

8.1 2017-2018 Audited Financial Statements

Peter Pang of Hilborn LLP presented the Audit Report to Council. Peter explained that the purpose of the audit was to ensure there was not a material misstatement to the financial statements of the College. The audit was conducted using the not-for-profit accounting standards, and there were no disagreements with management during or after the audit. Prior to the audit, the auditors identified any risks, and prepared procedures to test these risks. Staff were informed of the process and the auditors attended the office to conduct the audit. The Audited Financial Statements were approved by Executive on September 11, 2018 following discussions with the auditors. Peter responded to questions from Council.

MOVED BY: Jeannine Girard-Pearlman
SECONDED BY: Kurisummoottil S. Joseph

THAT Council receives the audited financial statements for the 2017-2018 fiscal year.

CARRIED

8.2 Acceptance of 2018 Annual Report

Council reviewed the 2018 Annual Report.

MOVED BY: Jennifer Henderson
SECONDED BY: Peter Shenfield

THAT Council accepts the Annual Report for the 2017-2018 fiscal year.

CARRIED

8.3 August 2018 Financial Report

Anne MacPhee presented the financial report and responded to questions.

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

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

CARRIED

9.0 Council Development

Presentation: *Legal Update on Interim Orders* by Robin McKechney, and Aoife Coghlan.

10.0 Roundtable

Council Education Session debrief was held. Summary of evaluations was distributed. Overall, feedback was very positive.

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 Donna Barker, 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 Other Business

13.1 Council Meeting Evaluation

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

14.0 Next Meetings

Council Meeting: Thursday, January 31, 2019 at the College

Council Meeting: Thursday, March 28, 2019 at the College

Council Meeting: Tuesday, June 25, 2019 at the College

15.0 Adjournment

There being no further business, the meeting was adjourned at 2:15 p.m.

MOVED BY: Jeannine Girard-Pearlman

THAT the meeting be adjourned.

CARRIED
