



COUNCIL MINUTES

DATE: Thursday, October 24, 2019 **FROM:** 9:00 a.m. – 12:00 p.m.

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PRESENT:

Julie Entwistle, *Chair*
Donna Barker
John-Paul Dowson
Mary Egan
Allan Freedman (*via telephone*)
Jeannine Girard-Pearlman
Debbie Hebert
Jennifer Henderson
Patrick Hurteau
Heather McFarlane
Aruna Mitra
Vincent Samuel
Stephanie Schurr
Teri Shackleton
Peter Shenfield
Michelle Stinson

GUESTS:

Carolyn Everson, The Everson Company (8.1)
Peter Pang, Hilborn LLC (1.0-6.1)

OBSERVERS:

Sarah Kibaalya, Ministry of Health of Ontario

STAFF:

Elinor Larney, Registrar
Heather Binkle, Deputy Registrar
Sandra Carter, Practice Consultant
Stamatis Kefalianos, Manager, Regulatory Affairs
Lesley Krempulec, Practice Consultant
Clara Lau, Manager, Registration
Yvonne Leung, Communications Coordinator (6.2)
Nabila Mohammed, Director of Finance and Corporate Services
Adrita Shah Noor, Manager, Investigations & Resolutions
Seema Sindwani, Manager, Quality Programs
Nancy Stevenson, Director of Communications
Andjelina Stanier, Executive Assistant, *Scribe*

1.0 Call to Order

Chair Julie Entwistle called the meeting to order at 9:00 a.m. She welcomed Council members, guests and staff and reminded everyone that the focus of the College is to protect the public.

2.0 Land Acknowledgement

In the interest of truth and reconciliation, and in the hope to build faith and trust with our Indigenous community, the Chair started the meeting by reminding all present that we are gathered on the ancestral lands and waters of all Indigenous Peoples who have left their footprints on Mother Earth before us. We respectfully acknowledge those who have walked this land, who walk it now, and those future generations who have yet to walk upon it.

3.0 Declaration of Conflict of Interest

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

4.0 Approval of Agenda

The Chair called for additions or other changes to the agenda. None were reported.

MOVED BY: Mary Egan

SECONDED BY: Debbie Hebert

THAT the agenda be approved as presented.

CARRIED

5.0 Approval of Minutes

5.1 Draft Council Minutes of June 25, 2019

The Chair called for edits to the draft Council minutes of June 25, 2019. None were reported.

MOVED BY: Jennifer Henderson
SECONDED BY: Vincent Samuel

***THAT** the draft Council minutes of June 25, 2019 be approved as presented.*

CARRIED

6.0 Annual Report / Audited Financial Statements

6.1 2018-2019 Audited Financial Statements

Auditor Peter Pang provided a brief overview of the audit review process, reviewed the financial statements and responded to questions from Council. Peter left the meeting at the conclusion of this item.

MOVED BY: Peter Shenfield
SECONDED BY: Heather McFarlane

***THAT** Council accepts the Audited Financial Statements for the 2018-2019 fiscal year.*

CARRIED

6.2 Acceptance of 2019 Annual Report

Council reviewed the annual report and provided several minor recommendations which include substituting a different image on page 2 and several wording changes.

MOVED BY: Donna Barker
SECONDED BY: Allan Freedman

***THAT** Council accepts the Annual Report for the 2018-2019 fiscal year, including today's changes.*

CARRIED

7.0 Registrar's Report

7.1 Registrar's Written Report

The Registrar informed Council of two additional updates since the writing of her report:

1. Three new staff members joined the College: Stamatia Kefalianos, Manager, Regulatory Affairs; Clara Lau, Manager, Registration; and Olena Repekha, Executive Assistant – Deputy Registrar.
2. The controlled act regulation on psychotherapy was received back from the Ministry of Health (MOH) with no substantive changes and only minor recommendations to wording. The regulation will be posted by the MOH for 45 days which is in line to meet the December 31, 2019 deadline.

7.2 Registrar's Presentation

The Registrar reported on the eight key areas of focus for Q1 Year 3 (June 1, 2019 – August 31, 2019) related to the 2017-2020 Strategic Plan and responded to questions.

7.3 August 2019 Financial Report

Nabila provided an overview of the financial report and responded to questions.

MOVED BY: Peter Shenfield
SECONDED BY: Vincent Samuel

THAT Council receives the August 2019 Financial Report, Statement of Financial Position and Statement of Operations, as presented.

CARRIED

7.4 Lease Renegotiation

Nabila explained that the College has grown and space needs for staff now exceed capacity. The College has explored options to either relocate to a larger office or renovate the existing premises to maximize workspace. Should the College elect to stay, advice has been received that prior to making a capital investment into the current premises, it would be benefit the College to enter into renegotiations at this time, to extend the current lease which will expire in September 2023. The College is seeking Council approval as required by College bylaws and governance policy RL5 to undertake such discussions.

MOVED BY: Jeannine Girard-Pearlman
SECONDED BY: Peter Shenfield

THAT Council delegates authority of the lease renegotiation for the current leased space at 20 Bay Street to the Executive Committee.

CARRIED

7.5 Priority Performance Report

Heather reported on Council performance data for Q1 (2019-2020) related to the objectives as outlined in the 2017-2020 Strategic Plan. Overall indicators will remain the same until the end of Q4 of the current strategic priorities. New indicators will be determined once the strategic priorities for 2020-2023 are identified and related data collection and reporting will begin on June 1, 2020.

MOVED BY: Donna Barker
SECONDED BY: Stephanie Schurr

THAT Council receives the revised Priority Performance Report for the first quarter of 2019-2020.

CARRIED

7.6 Risk Management Report

Council reviewed the report and noted the level of risk remained unchanged from the previous quarter.

MOVED BY: Jeanine Girard-Pearlman
SECONDED BY: Allan Freedman

THAT Council receives the Risk Management Report.

CARRIED

8.0 Governance

8.1 Strategic Planning Debrief

Consultant Carolyn Everson thanked Council and staff for participating in the Strategic Planning Session yesterday. Carolyn will review the feedback and develop a preliminary framework for the new strategic plan. A working group consisting of Council members and senior management will work to draft the final 2020-2023 strategic plan which will be brought to Council in January. The following Council members volunteered to form the working group: Julie Entwistle, Debbie Hebert, Aruna Mitra, Jennifer Henderson and Vincent Samuel.

8.2 Council Policy Review

As part of the regular policy review cycle, 17 policies and one guideline were presented for consideration. In addition to one minor change brought forward for policy CRL4, Council further recommended two minor changes to wording for policies GP7 and GP8. No material concerns were expressed.

MOVED BY: Peter Shenfield
SECONDED BY: Aruna Mitra

THAT Council approves the amended policies as listed, including today's changes:

- GP1 – Global Governance Commitment, October 2016*
- GP3 – Governing Style, October 2016*
- GP4 – Council Role, October 2016*
- GP5 – President's Role, October 2016*
- GP6 – Vice-President's Role, October 2016*
- GP7 – Council Member's Role and Code of Conduct, October 2016*
- GP8 – Non-Council Member's Role and Code of Conduct, October 2016*
- GP9 – Committee Chairperson's Role, October 2016*
- GP10 – Council Committee Principles, October 2016*
- GP11 – Cost of Governance, October 2016*
- GP13 – Confidentiality and Disclosure of College Information, October 2016*
- GP15 – Commitment to Strategic Planning, October 2016*
- GP17 – Elections and Appointments for Professional Members, October 2016*
- CRL1 – Global Council Registrar Linkage Policy, October 2016*
- CRL2 – Unity of Control, October 2016*
- CRL3 – Accountability of the Registrar, October 2016*
- CRL4 – Delegation to the Registrar, October 2016*
- Use of Evaluations of Committee Effectiveness, August 2016*

CARRIED

9.0 Business Arising

9.1 Guide: *Child, Youth and Family Services Act, 2017* – Revised

Sandra Carter explained that originally the Guide to the Child and Family Services Act, 1990 (CFSA) was issued in 2001, revised in 2012 and repealed in 2018 when the Child, Youth and Family Services Act, 2017 (CYFSA) came into effect. The Practice Issues Subcommittee (PISC) identified the review of the CFSA as a priority for the 2018-2019 workplan. Following extensive review by the Practice Issues Subcommittee and consultation obtained by legal counsel, the Guide has been revised and includes a title change, significant redrafting and changes to policy content to align with current legislation.

MOVED BY: Donna Barker
SECONDED BY: Heather McFarlane

THAT Council approves the revised Guide: *Child, Youth and Family Services Act, 2017* for publication, including today's changes

CARRIED

10.0 Committee Reports

10.1 Executive – Report by Julie Entwistle, Chair

10.1.1 Practice Issues Subcommittee – Report by Donna Barker, Chair

10.2 Registration – Report by Jennifer Henderson, Chair

10.3 Inquiries, Complaints & Reports – Report by Teri Shackleton, Chair

10.4 Discipline – Report by Donna Barker, Chair

10.5 Fitness to Practise – Report by Patrick Hurteau, Chair

10.6 Quality Assurance – Report by Mary Egan, Chair

10.7 Patient Relations – Report by Jeannine Girard-Pearlman, Chair

11.0 Round Table

This item was added to the agenda. Council members provided various updates on changes in systems and information of interest that impact the practice of occupational therapy.

12.0 Other Business

12.1 Council Meeting Evaluation

Members were asked to complete the evaluation following the afternoon education session and to provide feedback on both the Council meeting and the education session. The Chair encouraged members to provide recommendations for future improvements.

13.0 Next Meetings

- Council Meeting: Tuesday, January 28, 2020, 9:00 a.m. – 3:30 p.m., at the College
- Council Meeting: Thursday, March 26, 2020, 9:00 a.m. – 4:00 p.m., at the College
- Council Meeting: Tuesday, June 23, 2020, 9:00 a.m. – 3:30 p.m., at the College

14.0 Adjournment

There being no further business, the meeting was adjourned at 11:43 p.m.

MOVED BY: Jeannine Girard-Pearlman

THAT the meeting be adjourned.

CARRIED
