



COUNCIL MINUTES *(with Appendix)*

DATE: Tuesday, June 23, 2020 **FROM:** 9:00 a.m. – 2:30 p.m.

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In Attendance:

MEMBERS

Jeannine Girard-Pearlman, *Chair*
Donna Barker
Evelyn Chau
Michael Dauncey *(1.0-6.1, 6.3-7.1, 8.0-14.0)*
Mary Egan
Allan Freedman
Jennifer Henderson
Heather McFarlane
Carol Mieras *(2.0-8.1, 9.1-9.6)*
Aruna Mitra *(4.0-6.5, 8.0-14.0)*
Vincent Samuel
Stephanie Schurr
Teri Shackleton
Peter Shenfield
Michelle Stinson
Sophie Xu

GUESTS

Julie Maciura, *Steinecke Maciura Leblanc (2.0)*

CALLERS/OBSERVERS *(Attended for an unspecified duration of time)*

Tovi Ander
Julie Entwistle
Sarah Kibaalya, *Ministry of Health of Ontario*
Multiple other unidentified individuals

STAFF

Elinor Larney, *Registrar*
Sandra Carter, *Practice Consultant*
Aoife Coghlan, *Manager, Investigations & Resolutions*
Idil Sofia Egeh, *Registration Associate*
Stamatis Kefalianos, *Manager, Regulatory Affairs*
Lesley Krempulec, *Practice Consultant*
Clara Lau, *Manager, Registration*
Nabila Mohammed, *Director of Finance and Corporate Services*
David Pham, *Information and Resource Associate*
Seema Sindwani, *Manager, Quality Assurance*
Nancy Stevenson, *Director of Communications*
Andjelina Stanier, *Executive Assistant, Scribe*

1.0 Call to Order and Traditional Land Acknowledgement

Chair Jeannine Girard-Pearlman welcomed everyone, called the meeting to order and reminded Council members the purpose of the work of Council is to protect the public. The Chair read the new Land acknowledgement Statement (Appendix 1) which is the result of work by the College with Indigenous leaders.

2.0 Council Orientation

The Council Orientation session was held, facilitated by Julie Maciura and Nabila Mohammed.

3.0 Declaration of Conflict of Interest

The Chair asked for any declarations of conflict of interest. Two conflicts were declared: Teri Shackleton for item 7.2.1 and Jennifer Henderson for item 9.4. The Chair stated she would ask each member respectively to leave the meeting prior to discussions on these items.

4.0 Approval of Agenda

The Chair asked for changes to the agenda. None were reported.

MOVED BY: Michelle Stinson

SECONDED BY: Vincent Samuel

THAT the agenda be approved as presented.

CARRIED

5.0 Consent Agenda

Consent agenda items were presented for approval. As reported in the Executive Committee Report, the Chair brought to Council's attention that the Executive Committee, on behalf of Council, directed the Registrar to hold elections in Districts 1 & 2 to fill two vacancies for professional members.

Consent Agenda items included in this motion:

- *Draft Council Minutes of March 26, 2020*
- *Draft Council Election Minutes of March 26, 2020*
- *Draft Special Council Minutes of April 7, 2020*
- *Registrar's Report of June 23, 2020*
- *Executive Committee Report of June 23, 2020*
- *Practice Issues Committee Report of June 23, 2020*
- *Quality Assurance Committee Report of June 23, 2020*
- *Discipline Committee Report of June 23, 2020*
- *Inquiries, Complaints and Reports Committee Report of June 23, 2020*
- *Fitness to Practise Committee Report of June 23, 2020*
- *Registration Committee Report of June 23, 2020*
- *Patient Relations Committee Report of June 23, 2020*

MOVED BY: Carol Mieras

SECONDED BY: Allan Freedman

THAT Council approves the consent agenda items as presented.

CARRIED

6.0 Registrar's Report

6.1 Presentation: *College's Strategic Response to COVID-19*

The Registrar provided an overview of the impact of the COVID-19 pandemic on College programs and activities over the last quarter. Council members joined in expressing sincere appreciation to the Registrar and College staff for their hard work and commitment to continue to meet the College's mandate of public protection during this difficult time.

6.2 Presentation: *Operational Status Report for Q4 2019-2020*

The Registrar reported on specific operational areas of focus for Q4 (March 1, 2020 – May 31, 2020) related to the 2019-2020 Strategic Plan.

6.3 Presentation: *2019-2020 (Y3) Outcomes, Operational Plan for 2020-2023*

The Registrar reported on outcomes for Y3 of the 2017-2020 strategic plan, and operational initiatives for the 2020-2023 strategic plan.

6.4 Priority Performance Report

Council reviewed performance data for Q4 2019-2020 related to the College's progress on objectives as outlined in the 2017-2020 Strategic Plan. Indicators overall remained the same except for a marked increase in website traffic notably to the COVID-19 web page.

MOVED BY: Jennifer Henderson

SECONDED BY: Stephanie Schurr

***THAT** Council receives the Priority Performance Report for the fourth quarter of 2019-2020.*

CARRIED

6.5 Risk Management Report

Elinor informed Council that the Executive performed the annual review of the Risk Register at their last meeting in June. Today's report highlights the five main risks and changes during this reporting period. With the appointment of three new public members in May, the risk of becoming not constituted was reduced and consequently, this item was downgraded and removed from the report. Finances and budget were upgraded to the high-risk level, while other risks and levels remain unchanged.

MOVED BY: Stephanie Schurr

SECONDED BY: Carol Mieras

***THAT** Council receives the Risk Management Report.*

CARRIED

6.6 Registrar Evaluation Process

The Chair informed Council that the annual registrar evaluation will be conducted electronically during the month of July. She asked that members provide feedback to the best of their ability. Executive will review the results in mid-August and the Chair will meet with the Registrar for the one-on one performance review shortly thereafter.

7.0 Finance

7.1 June 2019 – April 2020 Financial Report

Nabila Mohammed presented the financial report and responded to questions.

MOVED BY: Peter Shenfield

SECONDED BY: Heather McFarlane

THAT Council receives the June 2019-April 2020 Financial Report, Statement of Financial Position and Statement of Operations, as presented.

CARRIED

7.2 FY20/21 Projected Budget

Nabila presented the 2020-2021 draft budget and responded to questions. Discussions focused on COVID-19 and the anticipated financial impact on cash flow and College operations, programs and activities. With Annual Renewal extended to August 31, a clearer financial picture will inform decisions after that date.

MOVED BY: Jennifer Henderson

SECONDED BY: Stephanie Schurr

THAT Council approves the projected budget for FY2020-2021.

CARRIED

7.2.1 Targeted Relief through a Financial Hardship Process

Teri Shackleton left the meeting with respect to her expressed potential conflict of interest with this item. The motion was set aside. Council held a lengthy discussion in response to a letter from the Ontario Society of Occupational Therapists (OSOT) on behalf of OTs, requesting a number of considerations, including a decrease in renewal fees for fiscal 2020-2021 because of financial hardship due to the COVID-19 pandemic, or a targeted decrease for those with the most financial hardship and the option of payment by installments. Council expressed compassion for those affected and considered the options requested and discussed other possible options. The college ruled out targeted decreases based on advice received from the College auditors and legal counsel, as they were deemed to put the College at legal risk. A general fee decrease was deemed not financially feasible as the College even now expects a general revenue decrease due to the extension of the renewal period and its resulting financial implications. Registrants have already been given the option of payment by installment. Council directed the Registrar to draft and send a response letter to OSOT.

8.0 Council Education

8.1 & 8.2 Presentation: *Making Risk-Based Regulation a Reality*

Seema Sindwani presented on the new OT Continuing Competency Assessment Process and responded to questions.

MOVED BY: Stephanie Schurr

SECONDED BY: Aruna Mitra

THAT Council approves the proposed new OT Continuing Competency Assessment Process

CARRIED

9.0 Governance

9.1 Reappointment of Non-Council Member – Patient Relations

Council reviewed the recommendation to reappoint Tina Siemens to the Patient Relations Committee.

MOVED BY: Peter Shenfield

SECONDED BY: Jennifer Henderson

THAT Council approves the reappointment of Tina Siemens as non-Council committee member of the Patient Relations Committee, for a second 3-year term, to commence on July 1, 2020.

CARRIED

9.2 Reappointment of Non-Council Member – Practice Issues Subcommittee

Council reviewed the recommendation to reappoint Janet Becker to the Practice Issues Subcommittee.

MOVED BY: Jennifer Henderson

SECONDED BY: Peter Shenfield

THAT Council approves the reappointment of non-Council member, Janet Becker, to the Practice Issues Subcommittee for a second 3-year term commencing on October 1, 2020

CARRIED

9.3 Reappointment of Non-Council Member – Practice Issues Subcommittee

Council reviewed the recommendation to reappoint Matt Derouin to the Practice Issues Subcommittee.

MOVED BY: Jennifer Henderson

SECONDED BY: Carol Mieras

THAT Council approves the reappointment of non-Council member Matt Derouin to the Practice Issues Subcommittee for a second 3-year term commencing on October 1, 2020.

CARRIED

9.4 Appointment of Non-Council Member – Quality Assurance Subcommittee

Jennifer Henderson left the meeting due to her expressed conflict of interest with this item. Council reviewed the recommendation to appoint Debra Kennedy to the Quality Assurance Subcommittee.

MOVED BY: Stephanie Schurr

SECONDED BY: Donna Barker

THAT Council approves the appointment of Debra Kennedy for a three-year term to the Quality Assurance Subcommittee commencing on July 1, 2020

CARRIED**9.5 Council Policy Review**

Stamatis explained that three policies were reviewed as part of the regular three-year policy review cycle. Additional policies up for review will be worked on over the next year in conjunction with the governance review process and in keeping with the governance modernization initiative.

MOVED BY: Peter Shenfield

SECONDED BY: Stephanie Schurr

THAT Council approves the revisions to the following policies and guidelines:

- *GP2 Council- Community Linkage*
- *In Camera Sessions of Council*
- *Anti-Violence and Anti-Harassment in the Workplace*

CARRIED**9.6 Revised Terms of Reference – All Committees**

Stamatis explained that the Terms of Reference for all College committees were reviewed at the committee level, then by the Governance Committee, as part of the regular three-year policy review cycle.

MOVED BY: Stephanie Schurr

SECONDED BY: Peter Shenfield

THAT subject to any additional stylistic edits being made by College staff for the sake of consistency, as well as the inclusion of any amendments which may be agreed to during the discussion of this item, Council approves the revised Terms of Reference as presented for the following committees:

- *Executive Committee*
- *Registration Committee*
- *Inquiries, Complaints and Reports Committee*
- *Discipline Committee*
- *Fitness to Practise Committee*
- *Quality Assurance Committee*
- *Quality Assurance Subcommittee*
- *Practice Issues Subcommittee*
- *Governance Committee*
- *Patient Relations Committee*
- *Nominations Committee*

CARRIED**10.0 Business****10.1 Revised Standards for Acupuncture**

Sandra reported that following Council's approval in January 2020, the revised Standards for Acupuncture were circulated to stakeholders and feedback received has been incorporated into the document.

MOVED BY: Jennifer Henderson

SECONDED BY: Stephanie Schurr

***THAT** Council approves the revised Standards for Acupuncture as presented, for publication.*

CARRIED

11.0 Environmental Scan

There were no comments due to time constraints.

12.0 Council Meeting Evaluation

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

13.0 Next Meetings

- Thursday, October 29, 2020, 9:00 – 3:00 via video conference
- Thursday, January 28, 2021 (Time and Place TBA)
- Thursday, March 25, 2021 (Time and Place TBA)
- Thursday, June 24, 2021 (Time and Place TBA)

14.0 Adjournment

There being no further business, the meeting was adjourned at 3:06 p.m.

MOVED BY: Peter Shenfield

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

CARRIED

Appendix 1

College Land Acknowledgement Statement:

As an important part of our commitment to reconciliation, the College of Occupational Therapists of Ontario recognizes the traditional territories on which we live and work every day, across what is now known as Ontario. This includes distinct groups of First Nations Peoples: Algonquin, Mississauga, Ojibway, Cree, Odawa, Potawatomi, Delaware, and the Haudenosaunee – Mohawk, Onondaga, Oneida, Cayuga, Tuscarora, and Seneca. Other Indigenous Nations also have long standing relationships with the land in parts of this province including the Wendat and the Métis Nation. To meaningfully engage with this community, the College has reviewed the Truth and Reconciliation Commission's (TRC) report. Calls to Action 18-24 addresses the health disparities faced by Indigenous Peoples and how poor health outcomes are linked to the complex histories and ongoing realities of Indigenous peoples in Canada. The College and its registrants will work to reduce these health disparities by ensuring that OTs are competent to provide services that the community has a right to and is acceptable to them.