



## COUNCIL MINUTES

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**DATE:** Tuesday, January 28, 2020 **FROM:** 9:00 a.m. – 3:00 p.m.

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**PRESENT:**

Julie Entwistle, *Chair*  
Donna Barker  
John-Paul Dowson  
Allan Freedman  
Debbie Hebert  
Jennifer Henderson  
Patrick Hurteau  
Heather McFarlane  
Vincent Samuel  
Stephanie Schurr  
Teri Shackleton  
Peter Shenfield

**REGRETS:**

Mary Egan  
Jeannine Girard-Pearlman  
Aruna Mitra  
Michelle Stinson

**GUESTS:**

Thomas Custers, Ministry of Health (MOH) (7.0)  
Carolyn Everson, The Everson Company

**OBSERVERS:**

Christie Brenchley, Executive Director, Ontario Society of Occupational Therapists (OSOT)  
Sarah Kibaalya, Ministry of Health (1.0-8.2, 8.4)  
Carol Bock, Deputy Registrar College of Audiologists and Speech-Language Pathologists of Ontario (CASLPO) (1.0-8.2, 8.4)

**STAFF:**

Elinor Larney, Registrar  
Sandra Carter, Practice Resource Liaison (1.0-10.0)  
Aida da Silva, Finance & Human Resources Coordinator (7.0-8.0)  
Stamatis Kefalianos, Manager Regulatory Affairs  
Lesley Krempulec, Practice Advisor (7.0-8.1, 9.1)  
Clara Lau, Manager, Registration  
Yvonne Leung, Communications Coordinator (7.0-8.0)  
Tim Mbugua, Policy Analyst (7.0-8.1, 8.4)  
Sonia Mistry, Quality Assurance Project Lead (7.0)  
Nabila Mohammed, Director of Finance and Corporate Services  
Adrita Shah Noor, Manager Investigations & Resolutions (1.0-10.0)  
Seema Sindwani, Manager, Quality Programs  
Nancy Stevenson, Director of Communications (7.0, 8.1, 8.3, 9.0-14.0)  
Andielina Stanier, Executive Assistant, *Scribe*

### 1.0 Call to Order and Land Acknowledgement

Chair Julie Entwistle called the meeting to order at 9:03 a.m. and welcomed everyone. She reminded the group that the mandate and focus of Council is to protect the public. 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.

### 2.0 Declaration of Conflict of Interest

The Chair asked if members had a conflict of interest to declare. It was noted that all Professional members of Council have an inherent conflict of interest with item 8.4, Governance Policy Review – Allowable Expenses & Honoraria.

### **3.0 Approval of Agenda**

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

MOVED BY: Jennifer Henderson

SECONDED BY: Teri Shackleton

***THAT** the agenda be approved as presented.*

**CARRIED**

### **4.0 Approval of Minutes**

#### **4.1 Draft Council Minutes of October 24, 2019**

The Chair called for edits to the draft Council minutes of October 24, 2019. None were reported.

MOVED BY: Allan Freedman

SECONDED BY: Vincent Samuel

***THAT** the draft Council minutes of October 24, 2019 be approved as presented.*

**CARRIED**

### **5.0 Registrar's Report**

#### **5.1 Registrar's Written Report**

Council reviewed the written report and the Registrar responded to questions. She further updated Council on measures taken by the College to keep the public, stakeholders and OTs informed about the Coronavirus. The College has sent an informational email to all registrants and has posted a link to the Ministry of Health Coronavirus page for accurate and current information that is updated daily.

#### **5.2 Registrar's Presentation**

The Registrar reported on 8 key areas of focus for Q2/Year 3 (September 1, 2019-November 30, 2019) related to the 2017-2020 Strategic Plan.

#### **5.3 Priority Performance Report**

The Registrar reported on performance data for Q2 (2019-2020) related to the objectives as outlined in the 2017-2020 Strategic Plan. She further stated that the reporting format is under revision. Metrics related to the 2020-2023 strategic objectives will be integrated, the overall report shortened, and it will align with the new measurement indicators anticipated from the Ministry of Health. Today's presentation by the Ministry will inform on those new indicators.

MOVED BY: Peter Shenfield

SECONDED BY: Heather McFarlane

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

**CARRIED**

#### **5.4 Risk Management Report**

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

MOVED BY: Donna Barker

SECONDED BY: Jennifer Henderson

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

**CARRIED**

## **6.0 Finance**

### **6.1 November 2019 Financial Report**

Council reviewed the report and Nabila Mohammed responded to questions.

MOVED BY: Peter Shenfield

SECONDED BY: Heather McFarlane

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

**CARRIED**

### **6.2 Lease Update**

The premises lease extension to September 2033 has been finalized and it entered into effect as of January 1, 2020.

## **7.0 Council Development**

Presentation by Thomas Custers, Ministry of Health (MOH)

*College Performance Management Framework (CPMF)*

## **8.0 Governance**

### **8.1 Governance Review**

Stamatis Kefalianos, Manager of Regulatory Affairs, presented and reviewed the Governance Working Group's recommendations for governance reform that require legislative and non-legislative changes.

MOVED BY: Donna Barker

SECONDED BY: Peter Shenfield

***THAT** Council members agree in principle and with the decisions as recorded in the briefing note and discussion.*

**CARRIED**

### **8.2 Appointment of Nominations Standing Committee**

The Nominations Committee is appointed by Council annually to oversee the officer election process which takes place at the March Council meeting. The committee is comprised of two Council members who are either retiring from Council or who do not wish to stand for a position. The appointment of one public and one professional member is preferred however, College bylaws do allow for the appointment of two public or two professional members. Patrick Hurteau and Allan Freedman volunteered to be appointed to the committee.

MOVED BY: Teri Shackleton

SECONDED BY: Peter Shenfield

***THAT** Council approves the appointment of Patrick Hurteau and Allan Freedman to the Nominations Committee.*

**CARRIED**

### **8.3 Strategic Plan – Leadership Outcomes**

Council reviewed the proposed 2020-2023 Strategic Plan. This document was prepared by the Strategic Planning Working Group in consultation with Carolyn Everson, based on feedback

received at the October Strategic Planning Session. Several additional recommendations by Council will be incorporated into the final document.

MOVED BY: Peter Shenfield  
SECONDED BY: Heather McFarlane

***THAT** Council approves the Leadership Outcomes, including today's changes.*

**CARRIED**

#### **8.4 Governance Policy Review**

*Allowable Expenses* and *Honoraria* policies are reviewed annually by Council. Brought forward today are various wording changes for clarity, and a rate increase in the Allowable Expenses policy. A new tracking category is added at the end of each policy to record the date when rates are revised. An additional recommendation was provided by Council today.

MOVED BY: Peter Shenfield  
SECONDED BY: Debbie Hebert

***THAT** Council approves the amended policies as listed, including today's change.*

- *Allowable Expenses – Guidelines for Elected Council and Non-Council Members*
- *Honoraria – Guidelines for Elected Council and Non-Council Members*

**CARRIED**

#### **9.0 New Business**

##### **9.1 Standards for Acupuncture - Revised**

Proposed revisions to the Standards for Acupuncture were brought forward in compliance with the College's Document Review Framework. Sandra Carter explained that significant revisions were deemed necessary by the Practice Issues Subcommittee with no implications for policy. Council reviewed the document and recommended a few minor changes prior to circulation for stakeholder consultation. A further revision, legal review and full edit will follow the consultation.

MOVED BY: Donna Barker  
SECONDED BY: Stephanie Schurr

***THAT** Council approves the revised Standards for Acupuncture for stakeholder consultation, including today's changes.*

**CARRIED**

#### **10.0 Roundtable**

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

#### **11.0 Committee Reports**

##### **11.1 Executive – Report by Julie Entwistle, Chair**

###### **11.1.1 Practice Issues Subcommittee – Report by Donna Barker, Chair**

##### **11.2 Registration – Report by Jennifer Henderson, Chair**

##### **11.3 Inquiries, Complaints & Reports – Report by Teri Shackleton, Chair**

##### **11.4 Discipline – Report by Donna Barker, Chair**

##### **11.5 Fitness to Practise – Report by Patrick Hurteau, Chair**

**11.6 Quality Assurance** – Report by Mary Egan, Chair (Stephanie Schurr in Mary’s absence)

**11.7 Patient Relations** – Report by Jeannine Girard-Pearlman, Chair (Patrick Hurteau in Jeannine’s absence)

**12.0 Other Business**

**12.1 Council Meeting Evaluation**

Members were asked to complete and submit the Council Meeting Evaluation form.

**12.2 Annual Council Evaluation**

Members were asked to complete and submit the Annual Council Evaluation form.

**12.3 Annual Council Self-Evaluation**

Members were asked to complete and submit the Council Self-Evaluation form.

**13.0 Next Meetings**

- 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 2:13 p.m.

MOVED BY: Allan Freedman

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

**CARRIED**