



## COUNCIL MINUTES

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DATE: Thursday, October 29, 2015 FROM: 9:30 am – 4:00 pm

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### PRESENT:

Jane Cox, *Chair*  
Sharon Kular  
Angie Mandich  
Maria Lee  
Shannon Gouchie  
Ernie Lauzon  
Marie Eason Klatt (*items 1.0 – 7.2*)  
Jennifer Henderson  
Carol Mieras  
Julie Entwistle  
Jeannine Girard-Pearlman  
Julie Chiba Branson  
Debra Stewart  
Abdul Wahid  
Paula Szeto  
Laurie Macdonald  
Kurisummoottil S. Joseph  
Winston Isaac

### GUESTS:

Julie Maciura, *Steinecke Maciura LeBlanc (item 7.1.1)*

### OBSERVERS:

Susan Rappolt (*items 7.1 – 7.2*)

### ALSO PRESENT:

Elinor Larney, *Registrar*  
Kara Ronald, *Deputy Registrar*  
Nancy Stevenson  
Jewelle Smith-Johnson  
Marnie Lofsky (*items 1.0 - 7.2*)  
Brandi Park (*item 7.1*)  
Tim Mbugua (*items (7.1 – 7.2)*)  
Gillian Slaughter (*item 7.1*)  
Andjelina Stanier, *Scribe*

### 1.0 Call to Order

#### 1.1 Introduction of Council Members

The Chair called the meeting to order at 9:42 am. She welcomed and thanked everyone for their attendance. She thanked Andjelina for her support in arranging on such short notice an alternate location for the Council Education Session held yesterday.

### 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. As a matter of time management, she noted that Julie Maciura, General Counsel, would arrive at 10:00 am at which time Council would proceed directly to agenda item 7.1 on Transparency. The Chair informed Council that item 8.2 was struck from the agenda because Marie Eason Klatt was unavailable to attend in the afternoon when this item was scheduled. Item 8.2 was postponed to the January Council meeting. No other changes were reported.

Strike item 8.2 from the agenda.

MOVED BY: Laurie Macdonald  
SECONDED BY: Sharon Kular

THAT the agenda be approved as amended.

**CARRIED**

**4.0 Approval of Minutes**

**4.1 Draft Council Minutes of June 18, 2015**

The Chair asked if there were any edits to the draft Council minutes of June 18, 2015. None were reported.

MOVED BY: Maria Lee  
SECONDED BY: Paula Szeto

THAT the draft minutes of the June 18, 2015 Council meeting be approved as presented.

**CARRIED**

**5.0 Registrar's Report**

**5.1 Registrar's Report**

Council reviewed the Registrar's written report.

**5.2 Registrar's Presentation**

The Registrar took Council on a visual presentation which reported on the outcomes of 11 areas of focus for 2015/16 linked to the Strategic Plan. She responded to questions and comments from Council members.

**6.0 Finance**

**6.1 August 2015 Financial Report and Balance Sheet**

Council reviewed the financial report and balance sheet.

MOVED BY: Jeannine Girard-Pearlman  
SECONDED BY: Carol Mieras

THAT Council approves the August 2015 Financial Report and August 2015 Balance Sheet, as presented.

**CARRIED**

**7.0 Business Arising**

**7.1 Transparency**

**7.1.1 Phase 2: ICRC Dispositions**

Gill Slaughter presented draft bylaws which would permit publication on the College's public register of information related to SCERPs, cautions-in-person and undertakings as issued by the Inquires, Complaints and Reports Committee. Gill

and Julie Maciura responded to questions from Council and provided recommendations. A discussion took place.

MOVED BY: Shannon Gouchie  
SECONDED BY: Ernie Lauzon

**THAT** Council approves for stakeholder consultation the proposed bylaws related to the publication of three ICRC outcomes, specified continuing education or remediation programs (SCERPs), cautions-in-person and undertakings, on the public register.

**CARRIED**

**7.1.2 Publication of Council Agendas, Minutes and Highlights of Council Meetings on the College Website**

The Chair explained that in an effort to increase transparency of College processes, Council is asked to consider the publication of materials related to Council meetings on the College website.

MOVED BY: Shannon Gouchie  
SECONDED BY: Kurisummoottil S. Joseph

**THAT** Council approves publication of Council agendas prior to Council Meetings on the College website for all Council Meetings held after October 29, 2015, and that the Council agenda for the Council Meeting held on October 29, 2015 be published on the College website after that meeting.

**CARRIED**

MOVED BY: Shannon Gouchie  
SECONDED BY: Marie Eason Klatt

**THAT** Council approves publication of Council minutes dated on or after October 29, 2015, once adopted or approved by Council, on the College website.

**CARRIED**

MOVED BY: Shannon Gouchie  
SECONDED BY: Kurisummoottil S. Joseph

**THAT** Council approves publication of a short summary of Council meetings (such as highlights of the Council meeting) prior to Council approval of the minutes for those Council meetings, effective immediately.

**CARRIED**

## **7.2 Use of Title, Credentials & Specialization**

Kara Ronald took Council on a visual presentation and provided an overview of issues related to re-defining the College's position on the Use of Title, Credentials & Specialization. A discussion took place.

MOVED BY: Maria Lee

SECONDED BY: Debra Stewart

**THAT** Council approves a revision to the College's position on 'Use of Title' that would permit registrants to display and publish credentials granted for education and training programs that meet specified criteria and comply with the approved format for display.

**DEFEATED**

*Marie Eason Klatt left the meeting at this time.*

MOVED BY: Shannon Gouchie

SECONDED BY: Carol Mieras

**THAT** Council approves the development of a process, for future Council approval, that would permit registrants to display and publish credentials granted for education and training programs that meet specified criteria and comply with the approved format for display.

**CARRIED**

## **8.0 Council Development**

### **8.1 Presentation by Carol Mieras, Chair, Registration Committee**

Carol Mieras took Council on a visual presentation and provided an overview of the work of the Registration Committee.

## **9.0 Roundtable – Open debrief on Council Education Event**

The Chair asked Council members to complete and submit their education session evaluation forms. Council made recommendations to include further development and implementation to build on the base knowledge of the Governance policy model.

## **10.0 Environmental Scan**

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

## **11.0 Committee/Task Force Reports**

### **11.1 Executive**

Report submitted by Jane Cox.

#### **11.1.1 Practice Issues Subcommittee**

Report submitted by Shannon Gouchie.

**11.2 Registration**

Report submitted by Carol Mieras.

**11.3 Inquiries, Complaints and Reports**

Report submitted by Marie Eason Klatt

**11.4 Discipline Committee**

Report submitted by Julie Entwistle

**11.5 Fitness to Practise**

Report submitted by Julie Chiba Branson.

**11.6 Quality Assurance Committee**

Report submitted by Angie Mandich.

**11.7 Patient Relations**

Report submitted by Jennifer Henderson.

**12.0 Other Business**

**12.1 Council Evaluation**

The Chair asked Council members to complete and submit their Council Meeting Evaluation Forms. She encouraged members to make comments for future improvements.

**13.0 Next Meetings**

Thursday, January 28, 2016, 9:00 am – 3:30 pm

Thursday, March 31, 2016, 9:00 am – 4:00 pm

Thursday, June 23, 2016, 9:00 am – 3:30 pm

**14.0 Adjournment**

There being no further business, the meeting adjourned at 2:30 pm.

MOVED BY: Jeannine Girard-Pearlman

SECONDED BY: Carol Mieras

THAT the meeting be adjourned.

**CARRIED**

### Council Meeting Action List - October 29, 2015

ACTION	RESPONSIBLE	TIME FRAME
<b>Item 4.0 Council Minutes of June 18, 2015</b> ➤ Distribute approved minutes to Council	Executive Office	ASAP
<b>Item 7.1.1 Transparency - ICRC Dispositions</b> ➤ Proceed with stakeholder consultations	Executive Office	ASAP
<b>Item 7.1.2 Publication of Agendas, Minutes, Highlights</b> ➤ Proceed with publication of Council agendas ➤ Proceed with publication of Council Minutes, once approved ➤ Proceed with publication of Highlights of Council Meetings	Executive Office	ASAP
<b>Item 7.2 Use of Title, Credentials &amp; Specializations</b> ➤ Proceed with development of a draft process	Executive Office	March 2016
<b>Item 12.1 Council Meeting Evaluation</b> ➤ Review feedback from Council	Executive Committee	January 2016