COUNCIL MINUTES

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

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

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

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