



COUNCIL MINUTES

DATE: Thursday, March 29, 2018 **FROM:** 9:00 a.m. – 3:00 p.m.

Page 1 of 5

PRESENT:

Jane Cox, *Chair*
Donna Barker
Julie Chiba Branson
Mary Egan
Julie Entwistle
Jeannine Girard-Pearlman
Shannon Gouchie
Jennifer Henderson
Patrick Hurteau
Winston Isaac
Kurisummoottil S. Joseph
Ernie Lauzon
Laurie Macdonald
Annette McKinnon
Serena Shastri-Estrada
Peter Shenfield
Paula Szeto
Abdul Wahid

GUESTS:

Carolyn Everson, Consultant, The Everson Group

ALSO PRESENT:

Elinor Larney, Registrar
Kara Ronald, Deputy Registrar
Anne MacPhee, Interim Director of Finance & Corporate Services
Nancy Stevenson, Director of Communications
Sandra Carter, Practice Advisor, (8.1-8.5)
Aoife Coghlan, Manager, Investigations & Resolutions, (7.3)
Tim Mbugua, Policy Analyst (8.1-8.5)
Sonia Mistry, Practice Advisor, (8.1-8.5)
Brandi Park, Manager, Registration, (1.0-7.0)
Seema Sindwani, Manager, Quality Assurance, (5.0-5.3, 7.3)
Andjelina Stanier, Executive Assistant, *Scribe*

OBSERVERS:

Heather McFarlane
Stephanie Schurr
Teri Shackleton

1.0 Call to Order

The Chair welcomed everyone and called the meeting to order at 9:02 a.m. She introduced new public member, Peter Shenfield, and welcomed as observers, newly elected members of Council: Teri Shackleton for District 3, Heather McFarlane for District 5, and Stephanie Schurr for District 6. The Chair introduced Anne MacPhee, Interim Director of Finance and Corporate Services. Council members introduced themselves and spoke about their professional experience and work on Council. She personally thanked outgoing members, Shannon Gouchie, Laurie Macdonald and Abdul Wahid for their hard work and commitment to the work of the College.

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. None were reported.

MOVED BY: Winston Isaac
SECONDED BY: Jennifer Henderson

THAT the agenda be approved as presented.

CARRIED

4.0 Approval of Minutes

4.1 Draft Council Minutes of January 25, 2018

The Chair asked if there were any edits to the draft Council minutes of January 25, 2018. None were reported.

MOVED BY: Laurie Macdonald

SECONDED BY: Kurisummoottil S. Joseph

THAT the draft Council minutes of January 25, 2018 be approved as presented.

CARRIED

5.0 Registrar's Report

5.1 Registrar's Report

Council reviewed the written report and the Registrar responded to questions. A discussion took place on the controlled act of Psychotherapy.

5.2 Registrar's Presentation

The Registrar reported on the outcomes of specific areas of focus related to the 2017-2018 Strategic Plan.

5.3 Priority Performance Report

A revised report was distributed. Council reviewed and discussed performance data for Q3 (December 1, 2017 – February 28, 2018) of the 2017-2018 fiscal year, related to the College's progress towards meeting objectives as outlined in the 2017-2020 Strategic Plan.

MOVED BY: Jeannine Girard-Pearlman

SECONDED BY: Patrick Hurteau

THAT Council receives the Priority Performance Report for the third quarter as presented.

CARRIED

6.0 Finance

6.1 January 2018 Financial Report

Council reviewed the report and held a discussion.

MOVED BY: Winston Isaac

SECONDED BY: Laurie Macdonald

THAT Council receives the January 2018 financial report, statement of financial position, and statement of operations, as presented.

CARRIED

6.2 Annual Investment Report

The Chair presented the Annual Investment Report and asked if there were any concerns. No concerns were reported.

7.0 Governance

7.1 2018 Elections – Districts 3, 5 & 6

Elinor presented the results of the 2018 Elections and reported that the process went smoothly with no concerns. She responded to questions from members related to processes with a goal of increasing voter turnout in the future.

7.2 Council Policy Review – Per Diems

Council reviewed three governance documents and provided additional recommendations which included minor changes to the Allowable Expenses and Honoraria for elected and non-elected Council member documents and removing entirely the document on College procedures related to honoraria for public members.

MOVED BY: Jeannine Girard-Pearlman
SECONDED BY: Serena Shastri-Estrada

***THAT** Council approves the revisions to the following Council documents, including today's changes:*

1. *Allowable Expenses – Guidelines for Elected Council and Non-Council Members,*
2. *Honoraria – Guidelines for Elected Council and Non-Council Members.*

And deletion in its entirety of the following Council document:

3. *College Procedures for Honoraria/Expenses by the Ministry of Health and Long-Term Care, for all Order in Council Appointments (Public Members)*

CARRIED

7.3 College Values Statements

Carolyn Everson, governance consultant, joined the meeting for this item. Jennifer Henderson, Chair of the College Values Working Group which was tasked with developing the final updated version of the College Values Statements, presented the final draft. Overall, the draft was very well received by Council; an additional recommendation was made. Jennifer thanked Carolyn and working group members for their participation.

MOVED BY: Jennifer Henderson
SECONDED BY: Jeannine Girard-Pearlman

***THAT** Council approves the revised College Values Statements including today's recommendation.*

CARRIED

8.0 New Business

8.1 Controlled Act Regulation

Council reviewed the controlled act regulation which requires re-circulation given the long time lapse between 2009, when the regulation was originally circulated and proclamation of the Controlled Act in December 2017.

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

***THAT** Council approves the proposed Controlled Act of Psychotherapy regulation for circulation to registrants and other stakeholders.*

CARRIED

8.2 Protecting Patients Act, 2017: Proposed Regulations & Next Steps

Kara Ronald presented this item.

8.3 Standards for the Prevention of Sexual Abuse

Julie Chiba Branson, Chair of the Patient Relations Committee, brought forward this document for stakeholder consultation, and responded to questions and comments. Council made further recommendations.

MOVED BY: Julie Chiba Branson
SECONDED BY: Patrick Hurteau

***THAT** Council approves the revised Standards for the Prevention of Sexual Abuse for stakeholder consultation.*

MOTION DEFEATED

MOVED BY: Shannon Gouchie
SECONDED BY: Ernie Lauzon

***THAT** Council approves the revised Standards for the Prevention of Sexual Abuse for stakeholder consultation with suggested changes outlined today.*

CARRIED

8.4 Standards for the Supervision of Occupational Therapist Assistants

Shannon reported on the proposed revisions of this document following an internal review and stakeholder consultation. Council reviewed the draft document and provided further recommendations.

MOVED BY: Shannon Gouchie
SECONDED BY: Laurie Macdonald

***THAT** Council approves the revised Standards for the Supervision of Occupational Therapist Assistants, including today's suggested changes.*

CARRIED

8.5 Guidelines for Working Within Managed Resources

Shannon reported on the proposed revisions which include a change of title. This document does not require stakeholder consultation. Council reviewed the draft document and provided further recommendations.

MOVED BY: Shannon Gouchie

SECONDED BY: Jennifer Henderson

***THAT** Council approves the revised Guidelines for Working Within Managed Resources, including today's suggested changes.*

CARRIED

9.0 Environmental Scan

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

10.0 Committee Reports

10.1 Executive – Report by Jane Cox, Chair

10.1.1 Practice Issues Subcommittee – Report by Shannon Gouchie, Chair

10.2 Registration – Report by Serena Shastri-Estrada, Chair

10.3 Inquiries, Complaints & Reports – Report by Julie Entwistle, Chair

10.4 Discipline – Report by Paula Szeto, Chair

10.5 Fitness to Practise – Report by Kurisummoottil S. Joseph, Chair

10.6 Quality Assurance – Report by Laurie Macdonald, Chair

10.7 Patient Relations – Report by Julie Chiba Branson, Chair

10.8 Nominations – Report by Mary Egan, Chair

11.0 Other Business

11.1 Council Meeting Evaluation

The Chair asked members to complete and submit their meeting evaluation forms and encouraged everyone to provide recommendations for future improvements.

12.0 Next Meeting

The next Council Meeting will be held Tuesday, June 26, 2018, 9:00 a.m. – 3:30 p.m., at the College. Meetings for October 2018 – June 2019 will be determined at the conclusion of the Council Elections meeting today.

13.0 Adjournment

There being no further business, the meeting was adjourned at 2:00 p.m.

MOVED BY: Jeannine Girard-Pearlman

SECONDED BY: Serena Shastri-Estrada

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

CARRIED
