



## COUNCIL MINUTES

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**DATE:** Thursday, October 26, 2017 **FROM:** 9:00 a.m. – 3:30 p.m.

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**PRESENT:**

Jane Cox, *Chair*  
Donna Barker  
Julie Chiba Branson  
Mary Egan  
Julie Entwistle  
Shannon Gouchie  
Jennifer Henderson (1.0-9.2)  
Patrick Hurteau  
Winston Isaac  
Kurisummoottil S. Joseph  
Ernie Lauzon  
Laurie Macdonald  
Annette McKinnon  
Serena Shastri-Estrada  
Paula Szeto

**REGRETS:**

Jeannine Girard-Pearlman  
Abdul Wahid

**GUESTS:**

Ruth Gallop (6.0)  
Peter Pang, Hilborn LLP (5.1)

**ALSO PRESENT:**

Elinor Larney, *Registrar*  
Kara Ronald, *Deputy Registrar*  
Sandra Carter (9.0)  
Aoife Coghlan (9.1-9.2, 10.0)  
Carli DiMinni (6.0)  
Tim Mbugua (10.0)  
Sonia Mistry (6.0)  
Brandi Park (1.0-10.0)  
Jin Shen  
Seema Sindwani (6.0-11.0)  
Nancy Stevenson  
Andjelina Stanier, *Scribe*

**1.0 Call to Order**

The Chair welcomed everyone and called the meeting to order at 9:00 a.m. She wished everyone Happy OT Month.

**2.0 Declaration of Conflict of Interest**

The Chair asked if members had a conflict of interest to declare. The Chair herself declared a conflict of interest with item 9.1, Draft Standards for Use of Title. For this item, she will pass the Chair to Shannon Gouchie, Vice President, and leave the meeting.

**3.0 Approval of Agenda**

The Chair asked if there were any additions or changes to the agenda. None were reported.

MOVED BY: Kurisummoottil S. Joseph

SECONDED BY: Jennifer Henderson

*THAT the agenda be approved as presented.*

**CARRIED**

**4.0 Approval of Minutes**

**4.1 Draft Annual General Meeting Minutes of October 25, 2016**

The Chair asked if there were any edits to the Annual General Meeting minutes of October 25, 2016. None were reported.

MOVED BY: Annette McKinnon

SECONDED BY: Paula Szeto

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*THAT the draft Annual General Meeting minutes of October 25, 2016 be approved as presented.*

**CARRIED**

(Abstention: Donna Barker and Patrick Hurteau)

**4.2 Draft Council Minutes of June 27, 2017**

The Chair asked if there were any edits to the draft Council minutes of June 27, 2017. None were reported.

MOVED BY: Laurie Macdonald

SECONDED BY: Julie Chiba Branson

*THAT the draft Council minutes of June 27, 2017 be approved as presented.*

**CARRIED**

**4.3 Draft in camera Council Minutes of June 27, 2017**

MOVED BY: Kurisummoottil S. Joseph

SECONDED BY: Winston Isaac

*THAT Council moves in camera.*

**CARRIED**

The Chair asked that all staff leave the meeting.

MOVED BY: Patrick Hurteau

SECONDED BY: Jennifer Henderson

*THAT the in camera Council minutes of June 27, 2017 be approved as presented.*

**CARRIED**

MOVED BY: Kurisummoottil S. Joseph

SECONDED BY: Paula Szeto

*THAT Council moves out of camera.*

**CARRIED**

**5.0 Finance**

**5.1 2016-2017 Audited Financial Statements**

The Chair welcomed auditor, Peter Pang of Hilborn LLP, to the meeting. Mr. Pang explained the three-phase audit process and outlined the responsibilities of the College and those of the auditor in this process. It is the opinion of the auditor that the financial statements present fairly, in all material respects, the financial position of the College as at May 31, 2017, and the results of its operations of cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations. The audit report provides recommendations for changes in accounting policies, including the adoption of new accounting pronouncements to meet best practices and current accounting standards. As such, and in order to provide a true year-over-year comparable analysis, a review of the 2016 financial statements was conducted by the auditor. As a result, restatements for 2016 now indicate a deficit. Previous statements

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were produced based on the recommendations and guidance Council received by other auditors based on best practices and accounting standards at that time. Mr. Pang responded to questions and comments from Council and left the meeting at the conclusion of this item.

MOVED BY: Winston Isaac  
SECONDED BY: Laurie Macdonald

***THAT** Council receives the Audited Financial Statements for the 2016-2017 fiscal year.*

**CARRIED**

**5.2 Approval of 2016-2017 Annual Report**

Council reviewed the Annual Report and provided recommendations. A discussion on the definition of occupational therapy ensued, and the motion to accept the Annual Report was temporarily tabled to allow staff to gather additional information. This item will be brought back for discussion later in the day. Council members expressed their appreciation for having been given the opportunity to review the Annual Report prior to its circulation. In the future, the Annual Report will be provided to Council members two weeks prior to the Council meeting. Minor edits are to be brought to the Chair's attention prior to the meeting and content and any substantive changes are to be addressed at the meeting.

MOVED BY: Winston Isaac  
SECONDED BY: Ernie Lauzon

***THAT** Council accepts the Annual Report for the 2016-2017 fiscal year as presented.*

**VOTE NOT TAKEN**

MOVED BY: Laurie Macdonald  
SECONDED BY: Serena Shastri-Estrada

***THAT** the motion be tabled for further discussion by 3:00 p.m. today.*

**CARRIED**

(At 3:00 p.m.)

MOVED BY: Mary Egan  
SECONDED BY: Laurie Macdonald

***THAT** Council adopts the definition of occupational therapist as stated by the World Federation of Occupational Therapists (WFOT), 2012, for use in the 2016-2017 Annual Report.*

**CARRIED**

MOVED BY: Winston Isaac  
SECONDED BY: Ernie Lauzon

***THAT** Council accepts the Annual Report for the 2016-2017 fiscal year as presented.*

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**MOTION DEFEATED**

MOVED BY: Ernie Lauzon  
SECONDED BY: Winston Isaac

***THAT** Council accepts the Annual Report for the 2016-2017 fiscal year as amended.*

**CARRIED**

**5.3 August 2017 (Q1) Financial Report**

Jin Shen, Director of Finance & Corporate Services, reviewed the report and responded to questions.

MOVED BY: Winston Isaac  
SECONDED BY: Mary Egan

***THAT** Council receives the August 2017 Financial Report, Statement of Financial Position, and Statement of Operations, as presented.*

**CARRIED**

**5.4 Reserve Fund Policy Review**

Jin explained that as part of the 2016-2017 audit, the auditor has recommended changes to the Reserve Funds.

MOVED BY: Winston Isaac  
SECONDED BY: Laurie Macdonald

***THAT** Council approves the removal of the “Fee Stabilization Fund” and transfers the fund to “Unrestricted”.*

**CARRIED**

MOVED BY: Winston Isaac  
SECONDED BY: Ernie Lauzon

***THAT** Council approves the Revised Guidelines for Establishing and Maintaining Reserve Funds.*

**CARRIED**

**6.0 Council Development**

Dr. Ruth Gallop, Professor Emeritus, Faculty of Nursing and Department of Psychiatry, Faculty of Medicine, University of Toronto, presented on *Sexual Abuse and the Professional Relationship* and responded to questions from Council.

**7.0 Registrar’s Report**

**7.1 Registrar’s Report**

Council reviewed the written report and the Registrar responded to questions.

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## **7.2 Registrar's Presentation**

The Registrar reported on the outcomes of specific areas of focus for Q1 (June 1, 2017 – August 31, 2017) related to the 2017-2020 strategic plan and responded to questions.

## **7.3 Priority Performance Report**

Council reviewed and discussed performance data for Q1 (June 1, 2017 – August 31, 2017) 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: Shannon Gouchie

SECONDED BY: Donna Barker

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

**CARRIED**

## **8.0 Governance**

### **8.1 Reappointment of Non-Council Members – Inquiries, Complaints & Reports Committee (ICRC)**

Julie Entwistle, ICRC Chair, explained that Leanne Baker's and Shaheeza Hirji's first three-year terms have come to an end and they have agreed to stay on for a second term if approved by Council. Leanne and Shaheeza are valued and consistent members of the ICRC and their reappointment is strongly recommended by the committee.

MOVED BY: Julie Entwistle

SECONDED BY: Jennifer Henderson

***THAT** Council approves the recommendation of the Inquiries, Complaints and Reports Committee (ICRC) by approving the reappointment of Leanne Baker and Shaheeza Hirji as non-Council members of the ICRC for a second three-year term, each commencing on November 1, 2017.*

**CARRIED**

## **9.0 Governance**

### **9.1 Draft Standards for Use of Title - Review**

Jane Cox, Chair, restated her conflict of interest for this item, passed the Chair to Shannon Gouchie and left the meeting.

Kara provided an overview of feedback received from the stakeholder consultation conducted over the past several months for the draft Standards for Use of Title document. These standards have undergone a legal review and recommended edits have been incorporated into the document. Council also reviewed the one-page checklist which was created as an additional quick-reference resource. Council provided several recommendations for both documents.

MOVED BY: Paula Szeto

SECONDED BY: Jennifer Henderson

***THAT** Council approves the Draft Standards for Use of Title as presented, including today's recommendations.*

**CARRIED**

*Jane Cox returned to the meeting following item 9.1 and resumed as Chair.*

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## 9.2 Draft Standards for Supervision of Support Personnel – Review

Shannon explained this document was originally issued in 2011. A full review was overdue according to the College Document Management Framework which stipulates a five-year timeline review process. Significant revisions have been incorporated, however with no implications for policy. Council reviewed the document and provided additional recommendations. Council was asked to approve the document for stakeholder consultation.

MOVED BY: Shannon Gouchie  
SECONDED BY: Laurie Macdonald

***THAT** Council approves the revised Standards for Support Personnel for stakeholder consultation, including today's recommendations.*

**CARRIED**

## 10.0 Roundtable

- Kara presented on the *Protecting Patients Act, 2017*.
- A brief debrief was held for Council members to share their thoughts on the Council Education Session held on October 25, 2017. Overall there were many positive comments, however it was noted for future sessions, to incorporate more breaks and additional time for group discussion.
- Shannon Gouchie provided an update on the 2017 Annual Education Conference of the Council on Licensure, Enforcement and Regulation (CLEAR) which she and Elinor attended in September 2017, in Denver, Colorado.

## 11.0 Committee Reports

The Chair expressed her appreciation to committee Chairs for the dedication, hard work and leadership they provide to their committees.

### 11.1 Executive – Report by Jane Cox, *Chair*

#### 11.1.1 Practice Issues Subcommittee – Report by Shannon Gouchie, *Chair*

### 11.2 Registration – Report by Serena Shastri-Estrada, *Chair*

### 11.3 Inquiries, Complaints & Reports – Report by Julie Entwistle, *Chair*

### 11.4 Discipline – Report by Paula Szeto, *Chair*

### 11.5 Fitness to Practise – Report by Kurisummoottil S. Joseph, *Chair*

### 11.6 Quality Assurance – Report by Laurie Macdonald, *Chair*

### 11.7 Patient Relations – Report by Julie Chiba Branson, *Chair*

## 12.0 Other Business

### 12.1 Council Meeting Evaluation

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

## 13.0 Next Meetings

A suggestion was made to advance the date of the March 2018 Council meeting to accommodate members prior to the Easter long weekend. Members expressed no change was necessary.

- Council Meeting: Thursday, January 25, 2018, 9:00 a.m. – 3:30 p.m. at the College
  - Council Meeting: Thursday, March 29, 2018, 9:00 a.m. – 4:00 p.m. at the College
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- Council Meeting: Tuesday, June 26, 2018, 9:00 a.m. – 3:30 p.m. at the College

**14.0 Adjournment**

There being no further business, the meeting was adjourned at 3:22 p.m.

MOVED BY: Kurisummoottil S. Joseph

SECONDED BY: Annette McKinnon

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

**CARRIED**

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