



COUNCIL MINUTES

DATE: Thursday, June 23, 2016 **FROM:** 9:00 a.m. – 4:00 p.m.

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PRESENT:

Jane Cox, *Chair*
Shannon Gouchie
Ernie Lauzon
Jennifer Henderson
Carol Mieras
Paula Szeto
Julie Chiba Branson
Abdul Wahid
Kurisummoottil S. Joseph
Winston Isaac
Laurie Macdonald
Valerie Corbin
Annette McKinnon
Serena Shastri-Estrada
Angie Mandich
Jeannine Girard-Pearlman (*items 7.2 -14.0*)
Julie Entwistle (*items 1.0-7.3*)

REGRETS:

Debra Stewart

OBSERVERS:

Christie Brenchley,
OSOT (items 1.0-7.3)

ALSO PRESENT:

Elinor Larney, *Registrar*
Kara Ronald, *Deputy Registrar*
Nancy Stevenson, *Dir. of Communications*
Margaret Foulds, *Int. Director of Finance & Corporate Services*
Tim Mbugua (*items 7.3 & 9.0*)
Marnie Lofsky (*item 7.0*)
Aoife Coghlan (*items 7.1-9.1*)
Sandra Carter (*item 7.3*)
Andjelina Stanier, *Scribe*

1.0 Call to Order & Introduction of Council Members

The Chair called the meeting to order at 9:00 a.m. She welcomed Council members and introduced the two new public members, Annette McKinnon and Valerie Corbin. She also welcomed Christie Brenchley. Council members introduced themselves and provided an overview of their professional experience and time on Council.

2.0 Declaration of Conflict of Interest

The Chair asked if members had a conflict of interest to declare. The Chair declared a conflict of interest for item 7.3.4, Use of Title & Credentials. She stated she would pass the meeting to Shannon Gouchie, Vice President, and leave the meeting prior to this item.

3.0 Approval of Agenda

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

MOVED BY: Carol Mieras

SECONDED BY: Julie Chiba Branson

THAT the agenda be approved as presented

CARRIED

4.0 Approval of Minutes

4.1 Draft Council Minutes of March 31, 2016

The Chair asked if there were any edits to the draft Council minutes of March 31, 2016. One edit was noted: Delete Christie Brenchley's name from the list of observers.

MOVED BY: Winston Isaac
SECONDED BY: Kurisummoottil Joseph

THAT the draft minutes of the March 31, 2016 Council meeting be approved as amended

CARRIED

4.2 Draft Council Elections Minutes of March 31, 2016

The Chair asked if there were any edits to the draft Council Elections minutes of March 31, 2016. No edits were reported.

MOVED BY: Laurie Macdonald
SECONDED BY: Carol Mieras

THAT the draft minutes of the March 31, 2016 Council Elections be approved as presented

CARRIED

5.0 Registrar's Report

5.1 Registrar's Report

Council reviewed the Registrar's written report. The Registrar responded to questions and comments.

5.2 Registrar's Presentation

The Registrar reviewed the leadership priorities for 2014-2017 and reported on the status and outcomes of the 2015-2016 operational projects. She further outlined the 17 areas of focus for 2016-2017, linked to the 2014-2017 Strategic Plan. She responded to questions from Council.

6.0 Finance

6.1 April 2016 Financial Report and Balance Sheet

Council reviewed the financial statements.

MOVED BY: Winston Isaac
SECONDED BY: Carol Mieras

THAT Council receives the April 2016 Financial Report, Statement of Financial Position and Statement of Operations, as presented

CARRIED

6.2 Reserve Funds at year-end 2014-2015

The Registrar reported on the allocation of \$425,000 to the reserve funds from the 2014-2015 operating surplus.

6.3 Projected Budget 2016-2017

Margaret reviewed the budget and explained that it is a break-even budget in accordance with the Ends Policies and includes a projected increase of \$177,431 in revenue from the 2015-2016 budget.

Margaret presented the assumptions used for budget planning. In addition, she noted that the unrestricted operating reserves will be used to fund an Information Technology Manager for a contract position of eight months to one year. This is to assist the College with upgrading the information technology infrastructure.

MOVED BY: Winston Isaac
SECONDED BY: Jennifer Henderson

THAT Council approves the projected budget for the 2016 – 2017 fiscal year.

CARRIED

7.0 New Business

7.1 Clinic Regulation

Elinor reported the working group has prepared a submission to the government which is being brought forward to the councils of the working group member colleges for approval. The group plans to send the document to the Ministry of Health & Long Term Care (MOHLTC) in July or August 2016. A discussion took place.

MOVED BY: Shannon Gouchie
SECONDED BY: Jennifer Henderson

THAT Council approves the clinic regulation submission to government

CARRIED

(Abstention – Serena Shastri-Estrada)

7.2 Strategic Priority Performance Reporting

Kara presented and explained the rationale behind the proposed format of the performance reporting structure. This format enables Council to monitor and evaluate key indicators and associated outcomes on a quarterly basis, as they relate to the College's strategic plan. Council was in favour and asked that Kara report back on Q1 using this format.

MOVED BY: Jeannine Girard-Pearlman
SECONDED BY: Laurie Macdonald

THAT Council approves the proposed format for College strategic priority performance reporting

CARRIED

7.3 Practice Document Review

7.3.1. Revised Guide to Controlled Acts and Delegation

Shannon explained that the College Document Management Framework recommends that College practice guidance be reviewed every five years for currency and relevancy of content. The Practice Issues Subcommittee identified the *Guidelines on Controlled Acts & Delegation*, originally issued in 2000, as priority. Following an in-depth review of legislative changes and internal and external environmental scans, significant revisions were made with key changes to 1) formatting to comply with new brand standards, 2) integration of changes to legislation, 3) content integration and updating, 4) tone and language, and 5) addition of new decision tree. Council made several recommendations.

MOVED BY: Shannon Gouchie
SECONDED BY: Carol Mieras

THAT Council approves the revised Guide to Controlled Acts and Delegation

CARRIED

7.3.2. Medical Assistance in Dying

Kara Ronald reported on recent developments related to the proposed legislation on Medical Assistance in Dying, and potential implications for OT practice. The College has created the position statement, *Interim Guidelines for Medical Assistance in Dying*. The committee reviewed the guidelines and made several recommendations.

MOVED BY: Shannon Gouchie

SECONDED BY: Jeannine Girard-Pearlman

THAT Council approves the Interim Guidelines on Medical Assistance in Dying

CARRIED

7.3.3. Third Party Referrals – Key Messages

Shannon and Kara reported that OTs, when working with clients referred to them by a third party sometimes find working in the ‘middle’ between the client and person paying for the OT services to be challenging. As part of a comprehensive practice data review, 8 major themes were identified which provide direction for the proposed key messages for the *Guidelines for Third Party Referrals and Funding Sources*. Approval of these key messages will permit the Practice Issues Subcommittee to proceed with the ongoing development of these guidelines.

MOVED BY: Shannon Gouchie

SECONDED BY: Angie Mandich

THAT Council approves the Key Messages for the development of the Guidelines for Third Party Referrals and Funding Sources.

CARRIED

7.3.4. Use of Title & Credentials

Jane reminded Council of her expressed conflict of interest in this matter, passed the chair to Shannon, and left the room. Kara provided an overview of the general criteria for the use of credentials which would permit OTs to display to the public continuing education credentials in an approved format. Draft revisions to the use of title document would be brought to Council in October 2016.

MOVED BY: Winston Isaac

SECONDED BY: Jennifer Henderson

THAT Council approves general criteria for the use of credentials to be incorporated into the existing Guide to Use of Title document.

CARRIED

(Opposed: Julie Entwistle)

Jane returned to the meeting and Shannon passed the chair back to her.

7.4 Registrar Limitations Policies

Council reviewed the policies that were originally developed in 2009, revised in 2010, and are now up for a general review. There were no recommended changes to the existing policies.

MOVED BY: Jeannine Girard-Pearlman
SECONDED BY: Kurisummoottil S. Joseph

***THAT** Council review and approve the Registrar Limitations Policies.*

CARRIED

7.5 Registrar Evaluation Process

The Chair explained that review of the Registrar's performance is a yearly process and part of the responsibility of the Executive Committee. Input into this review is usually sought from Council as a whole. To that end, the following process was determined by the Executive Committee:

1. Registrar to complete self-evaluation and submit to Executive;
2. Executive Committee members to each complete an evaluation for the Registrar;
3. Compilation of Executive Committee members' evaluations into one final report;
4. Submit final Executive Committee report to Council members for review and feedback.

7.6 Bylaws – Elections Timeline

Elinor reported that one of the recommendations following the evaluation of the new online elections process is to shorten the time frame of the call for nominations to the date of election. The proposed timeline includes all phases of the elections process. Bylaw changes will be necessary, but circulation will not be required.

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

***THAT** Council approves the proposed bylaw amendments that shorten the timelines for Council nominations and elections for implementation in the next election cycle.*

CARRIED

7.7 Editorial Board

Council reviewed the Editorial Board Terms of Reference and Operations Policy. It was determined that the Editorial Board was no longer required, as processes and resources at the College have changed.

MOVED BY: Jeannine Girard-Pearlman
SECONDED BY: Laurie Macdonald

***THAT** Council disband the Editorial Board.*

CARRIED

7.8 Professional Corporations

Kara explained that direction is being sought by Council to confirm the position of the College pertaining to the ability for holding companies to be shareholders in a professional corporation. Kara presented the background information and rationale for the recommendation that holding companies not be permitted to hold shares in occupational therapy professional corporations. Following an explanation of legislative requirements and ensuring discussion, Council determined that the college should not permit holding companies to be part of professional

corporations. As a result, corporations with shares held by holding companies will not be issued a certificate of authorization as an occupational therapy professional corporation.

MOVED BY: Shannon Gouchie
SECONDED BY: Valerie Corbin

***THAT** Council pass a motion to prevent holding companies from holding shares in occupational therapy professional corporations.*

CARRIED

8.0 Council Development

8.1 Committee Chair Report: Practice Issues Subcommittee

Shannon presented on the mandate and work of the Practice Issues Subcommittee.

9.0 Roundtable

9.1 Presentation & Discussion, *Regulatory Models*

Tim Mbugua, Policy Analyst, presented on the Regulatory Model Theory, how it's applied in Ontario and in other jurisdictions and potential implications for the College should there be changes to the system.

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 Committee

Report submitted by Jane Cox.

11.1.1 Practice Issues Subcommittee

Report submitted by Shannon Gouchie.

11.2 Registration Committee

Report submitted by Julie Chiba Branson

11.3 Inquiries, Complaints and Reports Committee

Report submitted by Carol Mieras.

11.4 Discipline Committee

Report submitted by Angie Mandich

11.5 Fitness to Practise Committee

Report submitted by Paula Szeto.

11.6 Quality Assurance Committee

Report submitted by Jennifer Henderson.

11.7 Patient Relations Committee

Report submitted by Angie Mandich.

In celebration of Elinor's 10th year anniversary with the College, Council presented her with a bouquet of flowers.

12.0 Other Business

12.1 Council Evaluation

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

13.0 Next Meetings

13.1 Council Education Session (Strategic Planning) – Monday, October 24, 2016, 9:00 a.m. – 5:00 p.m. Location TBA

13.2 Council Meeting – Tuesday, October 25, 2016, 9:00 a.m. – 3:30 p.m. at COTO (breakfast at 8:30 a.m.)

14.0 Adjournment

There being no further business, the meeting was adjourned at 2:35 p.m.

MOVED BY: Jeannine Girard-Pearlman

SECONDED BY: Kurisummoottil S. Joseph

THAT the meeting be adjourned.

CARRIED

Council Meeting Action List from the June 23, 2016 Meeting

ACTION	RESPONSIBLE	TIME FRAME
Item 4.1 Council Minutes of March 31, 2016 ➤ Distribute approved minutes	Executive Office	ASAP
Item 4.2 Council Elections Minutes of March 31, 2016 ➤ Distribute approved minutes	Executive Office	ASAP
Item 7.1 Clinic Regulation ➤ Communicate Council's approval to Working Group	Executive Office	ASAP
Item 7.2 Strategic Priority Performance Reporting ➤ Implement reporting method for Q1	Executive Office	October Council
Item 7.3.1 Revised Guide to Controlled Acts & Delegation ➤ Make revisions. Post on website and notify registrants.	Executive Office	ASAP
Item 7.3.2 Medical Assistance in Dying – Role of OT... ➤ Make revisions. Post on website and notify registrants	Executive Office	ASAP
Item 7.3.3 Guidelines for Third Party Referrals... ➤ Proceed with further development of Guidelines	PISC	ASAP
Item 7.3.4 Use of Title & Credentials ➤ Proceed with revisions to document	PISC	ASAP
Item 7.4 Registrar Limitations Policies ➤ Add review date to each policy	Executive Office	ASAP
Item 7.6 Election Bylaws ➤ Revise Bylaws and implement timeline for future elections	Executive Office	ASAP
Item 7.7 Editorial Board ➤ Disband board	Executive Office	ASAP
Item 7.8 Professional Corporations ➤ Incorporate into College materials ➤ Notify all OT prof corporations	Executive Office	ASAP
Item 13.0 Council Evaluation ➤ Prepare summary	Executive Office	October Executive