COUNCIL MINUTES

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

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


**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
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

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

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