



COUNCIL MINUTES

DATE: Thursday, March 31, 2016 **FROM:** 9:00 a.m. – 2:00 p.m.

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PRESENT:

Jane Cox, *Chair*
Sharon Kular
Maria Lee
Shannon Gouchie
Ernie Lauzon
Marie Eason Klatt
Jennifer Henderson
Carol Mieras
Julie Entwistle
Jeannine Girard-Pearlman
Paula Szeto
Julie Chiba Branson
Abdul Wahid
Kurisummoottil Joseph
Winston Isaac
Debra Stewart
Laurie Macdonald

REGRETS:

Angie Mandich

OBSERVERS:

Serena Shastri-Estrada
Jim Rahaman
Pauline Tran

ALSO PRESENT:

Elinor Larney, *Registrar*
Kara Ronald, *Deputy Registrar*
Nancy Stevenson
Margaret Foulds
Tim Mbugua (items 8.1, 8.2, farewell)
Gill Slaughter (item 8.1)
Marnie Lofsky (items 8-9, farewell)
Brandi Park (item 8.1)
Sandra Carter (items 8.1, 8.2, farewell)
Samantha Shantz (item 9.2, farewell)
Sue Price (farewell)
Laura Briard (farewell)
Mitzy Paz (farewell)
Aida da Silva (farewell)
Karen Giallelis (farewell)
David Pham (farewell)

1.0 Call to Order & Introduction of Council Members

The Chair called the meeting to order at 9:04 a.m. She commented that another year would soon be at an end and thanked Council members for their dedication and service. Council members introduced themselves and provided an overview of professional experience and time on Council. Observers were acknowledged and welcomed.

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: Sharon Kular

SECONDED BY: Carol Mieras

THAT the agenda be approved as presented.

CARRIED

4.0 Approval of Minutes

4.1 Draft Council Minutes of January 28, 2016

The Chair asked if there were any edits to the draft Council minutes of January 28, 2016

MOVED BY: Maria Lee

SECONDED BY: Marie Eason Klatt

THAT the draft minutes of the January 28, 2016 Council meeting be approved as presented.

CARRIED

MOVED BY: Shannon Gouchie
SECONDED BY: Laurie Macdonald

THAT the minutes of January 28, 2016 be amended as follows:

Item 9.1 Delete title: *Physician-Assisted Suicide and OT Practice.*
 Add title: *Quality, Safety and Respect: Enabling Client Choice in Requested Death and Assisted Dying.*

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 took Council through a visual presentation which reported on the status of the 2015/16 operational initiatives. Nancy Stevenson presented on the outcomes of the new online elections process.

6.0 Finance

6.1 January 2016 Financial Report and Balance Sheet

Council reviewed the financial statements.

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

THAT Council receives the January 2016 Financial Report and January 2016 Balance Sheet, as presented.

CARRIED

6.2 Annual Investment Memo

The Chair discussed the Annual Investment Memo and asked if there were any questions or feedback from Council. No concerns were reported.

6.3 Financial Reporting to Council

Jeannine Girard-Pearlman explained that at the Executive meeting in March, there was a discussion on the content, format and frequency of the College's regular financial report. Margaret Foulds presented a sample Statement of Operations for consideration as an addition to the quarterly financial reporting package. Executive recommended to adopt the augmented financial report content commencing with the next Executive meeting, and to bring forward to Council for consideration. Council expressed unanimous support for this initiative.

7.0 Governance

7.1 Registrar Replacement Policy

Council reviewed the policy and, in the interest of greater clarity, recommended to add a footnote to define “college”.

MOVED BY: Marie Lee

SECONDED BY: Winston Isaac

***THAT** Council approves the Registrar Replacement Policy as amended.*

CARRIED
(Abstention – Winston Isaac)

7.2 Annual Council Self-Evaluation – Summary

The Chair reviewed and provided feedback to Council based on the completion of the 2016 Annual Council Self-Evaluation. Learning needs and feedback were discussed. The Chair explained the purpose of this tool is to support individual Council Member development.

7.3 Annual Council Evaluation – Summary

The chair reviewed and provided feedback to Council. Overall, comments were very positive. Suggestions from Council for educational topics were noted for future sessions.

8.0 New Business

8.1 Transparency – Approval of Bylaws

Tim Mbugua presented the feedback received from stakeholders on Phase 2 of the Transparency initiative. Gill Slaughter presented on the wording of the Bylaw amendments and responded to questions.

MOVED BY: Shannon Gouchie

SECONDED BY: Marie Eason Klatt

***THAT** Council approves the draft Bylaw amendments to increase the transparency of information related to the publication of three outcomes by the Inquiries, Complaints and Reports Committee (ICRC) on the public register, namely:*

- *cautions,*
- *Specified continuing education or remedial programs (SCERPs); and*
- *Undertakings.*

CARRIED

On behalf of Council, the Chair acknowledged and thanked Gill for her outstanding contribution to the College and wished her well in her new role at another organization.

8.2 Practice Document Review – Standards for Consent

Shannon Gouchie presented on the proposed changes to the Standards for Consent recommended by the Practice Issues Subcommittee and reviewed by Executive. Shannon explained that standards are reviewed every 5 years. This standard was published in 2008 and is overdue for a review. Of particular note, Standard #7 was added and Standards #2 & 3 were combined. Council discussed the changes and provided several recommendations.

MOVED BY: Shannon Gouchie
SECONDED BY: Jeannine Girard-Pearlman

THAT Council approves the Revised Standards for Consent

MOTION DEFEATED

MOVED BY: Shannon Gouchie
SECONDED BY: Maria Lee

THAT Council approves the circulation of the Revised Standards for Consent as amended for stakeholder consultation.

CARRIED

8.3 Motion to Destroy Ballots from District 1 Election

Regarding Bylaw 5.15.5 (a), a motion must be made to destroy election ballots.

MOVED BY: Maria Lee
SECONDED BY: Laurie Macdonald

THAT the ballots for professional members of Council from the March 7, 2016 election in District 1 be destroyed.

CARRIED

8.4 Reappointment of Non-Council Member – Patient Relations

Jennifer Henderson reported that during Gord Hirano's first term on this committee, he has been an important contributor through the sharing and application of his knowledge and practice experience in mental health and psychology. The Patient Relations committee is recommending that he be reappointed for a second 3-year term.

MOVED BY: Jennifer Henderson
SECONDED BY: Kurisummoottil Joseph

THAT Council approved the reappointment of Gord Hirano as a non-Council member of the Patient Relations Committee for a second 3-year term, commencing on April 1, 2016.

CARRIED

8.5 Reappointment of Non-Council Member – Quality Assurance

Sharon Kular reported that the Quality Assurance reviewed Vijay Sachdeva's contributions during his first 3-year term on this committee and unanimously votes in favour to recommend to Council his reappointment to the committee for a second 3-year term.

MOVED BY: Sharon Kular
SECONDED BY: Shannon Gouchie

THAT Council approves the reappointment of Vijay Sachdeva as a non-Council committee member for the Quality Assurance Committee for a second 3-year term.

CARRIED

8.6 Reappointment of Non-Council Member – ICRC

Marie Eason Klatt reported that Mathew Rose's term as a non-Council member of the ICRC, which began on April 1, 2013, expires on March 31, 2016. At the last ICRC meeting, the panel of the ICRC unanimously decided to recommend to Council the reappointment of Mr. Rose as a non-Council member for a second 3-year term.

MOVED BY: Marie Eason Klatt
SECONDED BY: Laurie Macdonald

THAT Council approves the reappointment of Mathew Rose as a non-Council member of the Inquiries, Complaints and Reports Committee (ICRC) for a second 3-year term, commencing on April 1, 2016.

CARRIED

8.7 Reappointment of Non-Council Member – Registration

Carol Mieras reported that David Wysocki was appointed to the Registration Committee as a non-Council professional member for a 3-year term on April 1, 2013, and his term will expire on March 31, 2016. At the committee's meeting on February 23, 2016, the committee reviewed Mr. Wysocki's contribution to the work of the committee and decided to recommend to Council the reappointment of Mr. Wysocki as a non-Council member for a second 3-year term.

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

THAT Council approves the reappointment of David Wysocki as non-Council professional member of the Registration Committee for a second 3-year term commencing on April 1, 2016.

CARRIED

9.0 Council Development

9.1 Committee Chair Presentation – Discipline Committee

Julie Entwistle, Chair, presented on the work of the Discipline Committee.

9.2 Committee Chair Presentation – Quality Assurance Committee

Marnie Lofsky, Manager, Quality Programs, presented on the work of the Quality Assurance Committee on behalf and in the absence of Angie Mandich, Chair,

10.0 Roundtable

Deferred

11.0 Environmental Scan

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

12.0 Committee/Task Force Reports

12.1 Executive

Jane Cox submitted this report.

12.1.1 Practice Issues Subcommittee

Shannon Gouchie submitted this report.

12.2 Registration

Carol Mieras submitted this report.

12.3 Inquiries, Complaints and Reports

Marie Eason Klatt submitted this report.

12.4 Discipline Committee

Julie Entwistle submitted this report.

12.5 Fitness to Practise

Julie Chiba Branson submitted this report.

12.6 Quality Assurance Committee

Angie Mandich submitted this report.

12.7 Patient Relations

Jennifer Henderson submitted this report.

12.8 Nominations

Sharon Kular submitted this report.

13.0 Other Business

13.1 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.

14.0 Farewell Presentation

Jane Cox, Carol Mieras and Shannon Gouchie each spoke about the contributions and service of one of the out-going Council members, Marie Eason Klatt, Maria Lee and Sharon Kular. Each out-going member received an award and gave a farewell speech. The Registrar presented a gift of appreciation to Jane for her work as President of Council over the past year. Jane thanked Council for the gift and for their support.

15.0 Next Meetings

Thursday, June 23, 2016 at the College, 9:00 a.m. – 3:30 p.m. (Breakfast at 8:30 a.m.)

16.0 Adjournment

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

MOVED BY: Jeannine Girard-Pearlman

SECONDED BY: Carol Mieras

THAT the meeting be adjourned.

CARRIED

Council Meeting Action List from the March 31, 2016 Meeting

ACTION	RESPONSIBLE	TIME FRAME
Item 4.1 Council Minutes of January 29, 2015 ➤ Distribute approved minutes	Executive Office	ASAP
Item 6.3 Financial Reporting to Council ➤ Implement new reporting format	Executive Office	April Executive
Item 7.1 Registrar Replacement Policy ➤ Implement and circulate	Executive Office	ASAP
Item 8.1 Transparency – Approval of Bylaws ➤ Implement	Executive Office	ASAP
Item 8.2 Practice Document Review – Standards for Consent ➤ Conduct consultations	Executive Office	ASAP
Item 8.3 Motion to Destroy Ballots ➤ Destroy ballots from district 1	Executive Office	ASAP
Item 8.4 Reappointment of Non-Council Member – PISC ➤ Notify member and committee	Executive Office	ASAP
Item 8.5 Reappointment of Non-Council Member – QA ➤ Notify member and committee	Executive Office	ASAP
Item 8.6 Reappointment of Non-Council Member – ICRC ➤ Notify member and committee	Executive Office	ASAP
Item 8.7 Reappointment of Non-Council Member – Registration ➤ Notify member and committee	Executive Office	ASAP
Item 13.0 Council Evaluation ➤ Prepare summary	Executive Office	April Executive