



COUNCIL MINUTES

DATE: Thursday, January 28, 2016 **FROM:** 9:00 am – 3:30 pm

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PRESENT:

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

GUESTS:

Julie Maciura, *Steinecke Maciura LeBlanc*, (Item 8.1)
Allison Henry, *Ministry of Health & Long-Term Care*, (Item 8.2)
David Lamb, *Ministry of Health & Long-Term Care*, (Item 8.2)
Kevin Reel, *Centre for Addiction & Mental Health*, (Item 9.1)

ALSO PRESENT:

Elinor Larney, *Registrar*
Kara Ronald, *Deputy Registrar*
Margaret Foulds
Nancy Stevenson
Marnie Lofsky (Items 8.1, 8.2 & 9.1)
Brandi Park, (Items 8.1 & 8.2)
Tim Mbugua (Items 8.1 & 8.2)
Gillian Slaughter (Items 8.1 & 8.2)
Andjelina Stanier, *Scribe*

1.0 CALL TO ORDER

The Chair called the meeting to order at 9:02 am. She introduced and welcomed Margaret Foulds, Interim Director of Finance and Corporate Services and thanked everyone for their attendance. A revised agenda was distributed.

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

MOVED BY: Kurisummoottil S. Joseph
SECONDED BY: Carol Mieras

The Chair asked if there were any additions or changes to the agenda. One minor edit was reported.

THAT the agenda be approved as presented.

CARRIED

4.0 APPROVAL OF MINUTES

4.1 Draft Council Minutes of October 29, 2015

MOVED BY: Debra Stewart
SECONDED BY: Maria Lee

The Chair asked if there were any edits to the draft Council minutes of October 29, 2015. Two edits were reported:

Item 7.1.2: Seconded by: Kurisummoottil S. Joseph

Item 7.2: Add *Marie Eason Klatt left the meeting prior to the vote.*

THAT the draft minutes of the October 29, 2015 Council meeting be approved as amended.

CARRIED

5.0 REGISTRAR'S REPORT

5.1 Registrar's Report

Council reviewed the Registrar's written report.

5.2 Registrar's Presentation

The Registrar reported on the outcomes of 11 areas of focus for 2015/16 linked to the Strategic Plan. She responded to questions and comments from Council members.

6.0 FINANCE

6.1 Second Quarter Financial Report & Balance Sheet

MOVED BY: Jeannine Girard-Pearlman

SECONDED BY: Carol Mieras

Council reviewed the financial report and balance sheet.

THAT Council approves the November 2015 Financial Report and November 2015 Balance Sheet, as presented.

CARRIED

7.0 GOVERNANCE

7.1 Review of Council Policies

MOVED BY: Shannon Gouchie

SECONDED BY: Marie Eason Klatt

Council reviewed the policies and made two recommendations:

- 1) CRL5 – Monitoring Registrar Performance: Item #4, 3rd line: Replace *monitor* with *review*
- 2) GP15 – Council's Annual Planning Cycle: Item #3b: Add a period after *May 31st*

THAT Council approves the following policies with recommended changes:

- CRL5 – Monitoring Registrar Performance, as amended
- GP16 – Council's Annual Planning Cycle, as previously stated
- E1 - Mission/Purpose, as previously stated
- E2 – Priorities, as previously stated
- GP12 – Conflict of Interest, as previously stated
- Guidelines for Establishing and Maintaining Reserve Funds, as amended.

CARRIED

7.2 Draft Bylaw re: Election Eligibility

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

Council reviewed the draft bylaw and recommended to rephrase (h):

- (h) *The Registrant is not, and has not been within the previous six years, an employee of the College (effective April 1, 2016).*

THAT Council approves the proposed amendment to Bylaw 5.03.1 pertaining to eligibility for elections, as amended.

CARRIED

7.3 Registrar Replacement Policy

MOVED BY: Maria Lee
SECONDED BY: Debra Stewart

THAT Council approves the Registrar Replacement Policy, as presented.

MOTION DEFEATED

Council members provided feedback to Executive to revise the proposed policy and bring it back to Council for review.

7.4 Review of Per Diems

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

Council reviewed the proposed revisions and made the following recommendations:

Honoraria – Guidelines for Elected Council and Non-Council Members

- 1) Page 2, 2.0: Delete *An exception to this procedure must be supported by a written explanation on the claim form.*
- 2) Page 2, 3.0: Delete *\$225.00* and insert *\$250.00*
- 3) Page 2, 4.0: Delete *attend* and insert *participate in*

Guidelines for Elected Council and Non Council Members

- 1) Page 3, under Telephone Charges: Change section title to *Telephone and Internet Charges*
- 2) Page 3, under Telephone Charges, item 1.0: Insert after telephone, *and internet*
- 3) Page 3, under Telephone Charges, item 2.0: Insert after original, *telephone/internet charges are*

Honoraria/Expenses

- 1) Delete title and add: *College Procedures for Honoraria/Expenses Process by the Ministry of Health & Long-term Care*

- 2) Paragraph #1: Delete *in accordance with the most current Guideline produced by the Ministry of Health* and insert *by the Ministry of Health & Long-Term Care*
- 3) Delete item 1.0
- 4) Replace item 2.0 with: *Completed internet forms and receipts will be submitted to the Director of Operations for verification, approved by the Registrar, and then forwarded to the Management Board Secretariat for payment.*

THAT Council approves the following Council policies with recommended changes:

- Honoraria – Guidelines for Elected Council and Non Council Members, as amended,
- Allowable Expenses - Guidelines for Elected Council and Non Council Members, as amended, for implementation in the next fiscal year,
- Honoraria/Expenses – For all Order in Council Appointments (Public Members), as previously stated, and
- Educational Sessions Costs – Guidelines for Public and Professional Council Members, as previously stated.

CARRIED

7.5 Appointment of Nominations Standing Committee

MOTION BY: Shannon Gouchie

SECONDED BY: Laurie Macdonald

The Chair explained the Nominations Standing Committee shall include at least two Council members who are retiring from Council or not standing for a position. It was explained that while it is ideal to appoint one public and one professional member, the bylaws do allow for the appointment of two public or two professional members.

THAT Council approves the appointment of Sharon Kular and Marie Eason Klatt to the Nominations Standing Committee.

CARRIED

8.0 COUNCIL DEVELOPMENT

8.1 Workshop by Julie Maciura, College Counsel

The Chair introduced and welcomed Julie Maciura, legal counsel, Steinecke Maciura LeBlanc. Julie presented on *Conflict of Interest* and responded to questions and comments from Council.

8.2 Presentation by Ministry of Health and Long-Term Care

Elinor introduced and welcomed Allison Henry and David Lamb from the Ministry of Health & Long-Term Care. David Lamb presented on *Patients First: Health Workforce Planning & Regulation*. They responded to questions and comments from Council.

9.0 ROUNDTABLE

9.1 Presentation by Kevin Reel, Ethicist

Jane introduced and welcomed Kevin Reel, Ethicist, Centre for Addiction and Mental Health. Kevin presented on *Quality, Safety and Respect: Enabling Client Choice in Requested Death and Assisted Dying* and responded to questions and comments from Council.

9.2 Presentation by ICRC Committee Chair

Marie Eason Klatt presented on the work of the Inquiries, Complaints & Reports Committee.

10.0 ENVIRONMENTAL SCAN

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

11.0 COMMITTEE / TASK FORCE REPORTS

11.1 Executive

Report submitted by Jane Cox.

11.1.1 Practice Issues Subcommittee

Report submitted by Shannon Gouchie.

11.2 Registration

Report submitted by Carol Mieras.

11.3 Inquiries, Complaints and Reports

Report submitted by Marie Eason Klatt.

11.4 Discipline Committee

Report submitted by Julie Entwistle.

11.5 Fitness to Practise

Report submitted by Julie Chiba Branson.

11.6 Quality Assurance Committee

Report submitted by Angie Mandich.

11.7 Patient Relations

Report submitted by Jennifer Henderson.

12.0 OTHER BUSINESS

12.1 Council Meeting Evaluation

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

12.2 Council Member Self-Evaluation

The Chair asked Council members to complete their Council Member Self-Evaluation and to include comments on low ratings.

12.3 Annual Council Meeting Evaluation

The Chair asked Council members to complete their Annual Council Evaluation and to include comments on low ratings.

13.0 NEXT MEETINGS

- 1) Thursday, March 31, 2016, 9:00 am – 4:00 pm
- 2) Thursday, June 23, 2016, 9:00 am – 3:30 pm

14.0 ADJOURNMENT

MOVED BY: Maria Lee
SECONDED BY: Sharon Kular

There being no further business, the meeting adjourned at 3:20 pm.

THAT the meeting be adjourned.

CARRIED

Council Meeting Action List – January 28, 2016

ACTION	RESPONSIBLE	TIME FRAME
Item 4.0 Council Minutes of October 29, 2015 ➤ Distribute approved minutes	Executive Office	ASAP
Item 7.1 Review of Council Policies ➤ Revise and circulate to Council	Executive Office	ASAP
Item 7.2 Draft Bylaw re: Election Eligibility ➤ Revise Bylaws	Executive Office	ASAP
Item 7.3 Registrar Replacement Policy ➤ Review and bring back to Council	Executive Committee	Council March 2016
Item 7.4 Review of Per Diems ➤ Revise as noted and circulate	Executive Office	Council June 2016
Item 7.5 Appointment of Nominations Committee ➤ Contact members to initiate nominations process	Executive Office	ASAP
Item 12.1 Council Meeting Evaluation ➤ Review feedback from Council	Executive Committee	Executive March 2016
Item 12.2 Council Member Self-Evaluation ➤ Prepare summary	Executive Office	Council March 2016
Item 12.3 Annual Council Meeting Evaluation ➤ Prepare summary	Executive Office	Council March 2016