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.

DECLARATION OF CONFLICT OF INTEREST
The Chair asked if members had a conflict of interest to declare. None was reported.

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

APPROVAL OF MINUTES

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

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

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