



## BOARD MEETING MINUTES

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**DATE:** Thursday, June 24, 2021

**TIME:** 9:00 a.m. – 3:30 p.m. via video conference

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### In Attendance:

#### **DIRECTORS:**

Jennifer Henderson, *Chair*  
Paola Azzuolo  
Neelam Bal  
Donna Barker  
Nicholas Dzudz  
Mary Egan  
Allan Freedman  
Heather McFarlane  
Carol Mieras  
Aruna Mitra  
Brittany O'Brien  
Vincent Samuel  
Stephanie Schurr  
Teri Shackleton  
Michelle Stinson

#### **REGRETS:**

Michael Dauncey

#### **GUESTS:**

Erica Richler, *Legal Counsel, Steinecke Maciura Leblanc*

#### **OBSERVERS:**

Sheila McAllister, *Sr. Policy Analyst, Ministry of Health of Ontario*

#### **STAFF:**

Elinor Larney, *Registrar*  
Julie Entwistle, *Deputy Registrar*  
Madeline Burge, *Student OT*  
Sandra Carter, *Practice Consultant*  
Stamatis Kefalianos, *Manager, Regulatory Affairs*  
Lesley Krempulec, *Practice Consultant*  
Tim Mbugua, *Policy Analyst*  
Brandi Park, *Manager, Registration*  
Isabel Otoya, *Student OT*  
Nancy Stevenson, *Director, Communications*  
Greg Zimnicki, *Interim Director, Finance and Corporate Services*  
Andjelina Stanier, *Executive Assistant, Scribe*

### **1.0 Call to Order**

Chair Jennifer Henderson called the meeting to order at 9:01 a.m. She welcomed everyone, and especially welcomed two new public members Brittany O'Brien and Nicholas Dzudz.

### **2.0 Board Orientation**

Erica Richler, legal Counsel of Steinecke Maciura Leblanc and Greg Zimnicki conducted the Board Orientation Session and responded to questions.

### **3.0 Public Protection Mandate**

The Chair reminded members that all considerations and decisions are made in the best interest of the public.

### **4.0 Land Acknowledgement Statement and Commitment to Stronger Engagement\***

The Chair read the Land Acknowledgement and Commitment to Stronger Engagement statement (Appendix 1).

## 5.0 Declaration of Conflict of Interest

The Chair called for declarations of conflict of interest. None were made.

## 6.0 Approval of Agenda

The Chair called for additions or other changes to the agenda. None were reported.

MOVED BY: Neelam Bal

SECONDED BY: Carol Mieras

*THAT the agenda be approved as presented.*

**CARRIED**

## 7.0 Consent Agenda

The Chair called for edits or other changes to the consent agenda items as listed below:

- Registrar's Written Report - June 24, 2021
- Draft Council Minutes – March 25, 2021
- Draft Election Minutes – March 25, 2021
- Executive Minutes – March 4, 2021
- Executive Minutes – April 9, 2021
- Governance Minutes – March 11, 2021
- Governance Minutes – June 1, 2021

MOVED BY: Aruna Mitra

SECONDED BY: Carol Mieras

*THAT the Board approves the consent agenda items as presented.*

**CARRIED**

## 8.0 Registrar's Report

### 8.1 Presentation: FY 2020/21 Year End Reporting

The Registrar reported on outcomes for Year 1 (FY 20/21) and operational initiatives for Year 2 (FY 21/22), of the 2020-2023 Strategic Plan and responded to questions. She thanked staff for their commitment and hard work, especially in light of the challenges of working remotely during the pandemic. The Chair thanked Elinor and staff on behalf of the Board, for everything the College was able to accomplish over the past year.

### 8.2 Quarterly Performance Report

The Board reviewed the report and expressed appreciation for the new reporting format and thoroughness of information provided. Some old terminology will be updated for future reports.

MOVED BY: Vincent Samuel

SECONDED BY: Teri Shackleton

*THAT the Board receives the Quarterly Report for Q4 of the 2020-2021 Fiscal Year.*

**CARRIED**

### **8.3 Risk Management Report**

The Registrar informed the Board that the Executive performed the annual review of the entire Risk Register at their last meeting earlier in June. The risks categorized as high or critical in this quarter were brought forward today for review. Overall, types of risk and levels remain unchanged from the last quarter.

MOVED BY: Heather McFarlane  
SECONDED BY: Vincent Samuel

***THAT** the Board receives the risk management report.*

**CARRIED**

### **8.4 Annual Registrar Performance Review**

The Chair informed the Board that at the recommendation of previous Board members, the previous Executive Committee, with the help of an outside consultant, reviewed and revised the annual Registrar Performance Evaluation Process and evaluation form. A survey link will be sent electronically to members with a minimum of three months experience on the Board. Selected staff will also participate. The Chair will review feedback with the Executive and then meet with the Registrar in August.

## **9.0 Finance**

### **9.1 FY20/21 Q3 Financial Report**

Greg Zimnicki presented the FY20/21 Q3 Financial Report.

MOVED BY: Allan Freedman  
SECONDED BY: Michelle Stinson

***THAT** the Board receives the April 30, 2021 Financial Report, Statement of Financial Position and Statement of Operations, as presented.*

**CARRIED**

### **9.2 FY21/22 Annual Operating Budget**

Greg informed the Board that the FY21/22 Annual Operating Budget projects a deficit budget of approximately 12.51%, due to the expected expenditure for the enterprise system. This deficit will be partially offset by the reserve fund set aside for this project. With the removal of the enterprise system expenditure, the remaining projected budget deficit was 2.94%, however the total deficit requires Board approval as it exceeds the 3% limit as per Governance Policy RL4 – Financial Planning and Budgeting. Preliminary revenue indicators from annual renewal indicate income better than projected which may offset the deficit further. The projected income was set for modest growth based on last year's actuals.

MOVED BY: Allan Freedman  
SECONDED BY: Carol Mieras

***THAT** the Board approves the FY21/22 Annual Operating Budget as presented.*

**CARRIED**

**10.0 Governance**

**10.1 Professional Appointment to Quality Assurance Committee**

The Quality Assurance Committee put forward today the appointment of Michael Ivany as Professional Committee Appointee, to fill a vacant seat for a three-year term, effective immediately.

MOVED BY: Teri Shackleton

SECONDED BY: Brittany O'Brien

***THAT** the Board appoints Michael Ivany as a professional appointee to the Quality Assurance Committee for a three-year term commencing on June 24, 2021.*

**CARRIED**

**10.2 Professional Reappointment to Registration Committee**

Professional Committee Appointee Joshua Theodore's first 3-year term on the Registration Committee will end on July 31, 2021. He has agreed to stay on for a second term if approved by the Board. Joshua is a valued and consistent member, and the Registration Committee strongly recommends his reappointment.

MOVED BY: Donna Barker

SECONDED BY: Stephanie Schurr

***THAT** the Board reappoints Joshua Theodore as a Professional Committee Appointee of the Registration Committee for a second three-year term commencing on August 1, 2021.*

**CARRIED**

**10.3 Committee Competency Framework**

Stamatis reviewed the proposed Committee Competencies which are in addition to the Board Competency Framework previously approved by the Board. This initiative is related to governance modernization and the College Performance Measurement Framework (CPMF). A set of competencies for each College committee was determined and is based on an in-depth evaluation of the nature of the work of each committee, and discussions with individual program managers. It is understood that not every person on the committee will possess all the competencies, rather committee members will bring skills and competencies that, when combined with other committee members, provide the committee with a comprehensive competency profile. The Board recommended a minor wording change related to gender identity in the Board Competency Framework document, which will be incorporated.

MOVED BY: Stephanie Schurr

SECONDED BY: Aruna Mitra

***THAT** the Board approves the adoption of the College Committee Competencies Framework as presented.*

**CARRIED**

#### **10.4 Conflict of Interest Policy - Revised**

Stamatis stated that revisions to the Conflict of Interest policy are recommended related to governance modernization initiatives and best practices outlined in the College Performance Measurement Framework (CPMF). The College's three current documents on Conflict of Interest were reviewed, revised and consolidated into one new document which will apply to all directors and appointed committee members alike. The CPMF recommends that conflict of interest declarations be visible to the public and presented in the form of a questionnaire. As such, two options for implementation were put forward: 1) Option for declarations to be completed by all members prior to meetings and included in meeting packages, or 2) option to provide a "Register of Interest" on the College website, whereby members would register conflicts prior to meetings, which would be kept as a running record. The Board held a discussion and concern was expressed over both options. The Governance Committee will review further and report back at a later date.

MOVED BY: Carol Mieras

SECONDED BY: Neelam Bal

***THAT** the Board approves the conflict of interest policy as presented.*

**DEFEATED**

MOVED BY: Carol Mieras

SECONDED BY: Neelam Bal

***THAT** the Board approves the creation of a Register of Interests to record conflicts of interest and that it be displayed on the College website.*

**DEFEATED**

#### **11.0 New Business**

##### **11.1 Refund Following a Resignation – Policy**

The Registrar provided rationale for the development of the new policy, *Refund Following a Resignation*. Bylaw changes are required but there is no requirement for public consultation under the Regulated Health Professions Act (RHPA) for the waiving of a fee.

MOVED BY: Vincent Samuel

SECONDED BY: Paola Azzuolo

***THAT** the proposed Refund Following a Resignation Policy be approved, effective June 1, 2021.*

**CARRIED**

MOVED BY: Vincent Samuel

SECONDED BY: Paola Azzuolo

***THAT** sections 18.03.3 and 18.04.8 of the College bylaws be rescinded effective immediately.*

**CARRIED**

### **11.2 Medical Assistance in Dying (MAiD) – Guidance Document**

Tim explained that amendments to practice document, Medical Assistance in Dying, are necessary to align with newly-enacted changes in federal legislation. Public consultations are not required. Additional changes to the College's document include formatting and title change to remain consistent with other College documents.

MOVED BY: Heather McFarlane  
SECONDED BY: Michelle Stinson

***THAT** the revised Medical Assistance in Dying (MAiD) practice document be approved for publication.*

**CARRIED**  
**(Abstention: Paola Azzuolo)**

### **11.3 Virtual Services – Guidance Document**

Sandra explained that the College has experienced a significant increase in inquiries related to virtual practice over the past year and the Practice Subcommittee deemed it timely to review and update the existing document, *Guidelines for Telepractice in Occupational Therapy*, including title change. Public consultation is not required. The Board recommended several additional minor wording changes for clarity.

MOVED BY: Allan Freedman  
SECONDED BY: Vincent Samuel

***THAT** the Board approves the document – Virtual Services, for publication, including today's changes.*

**CARRIED**

### **11.4 Diversity, Equity and Inclusion – Key Messages**

Julie explained that one of the initiatives the College has undertaken to support Diversity, Equity and Inclusion within OT practice is the development of a new practice document, starting with the key messages presented today. The Board held a discussion and provided feedback.

MOVED BY: Heather McFarlane  
SECONDED BY: Donna Barker

***THAT** the board approves the following key messages for the development of the new practice document on diversity, equity, and inclusion:*

- *Understand the terms, concepts, and language that shape what is expected to deliver on diversity, equity, and inclusion expectations in practice.*
- *How anti-racist and culturally safer practice protect the public and benefit recipients of occupational therapy service through the forming of inclusive relationships.*
- *How cultural humility requires a life-long commitment to recognizing and combating the personal biases and prejudices we all carry.*
- *How occupational therapists can be part of the systemic injustice solution.*

**CARRIED**

### **11.5 Decision-Making Framework**

Lesley explained that practice document, *Conscious Decision-Making in Occupational Therapy* is one of the College's top viewed documents online. Last updated in 2012, a comprehensive review has now been done in order to reflect the current practice environment. The proposed document is more concise with updated terminology, new clinical case study, new section with reflective questions, title change, and overall reformatting. The Board provided several additional changes which will be incorporated. There are no policy or bylaw implications.

MOVED BY: Vincent Samuel

SECONDED BY: Heather McFarlane

***THAT** the Board approves the Decision-Making Framework document for publication, including today's changes.*

**CARRIED**

### **12.0 Environmental Scan**

Members congratulated the Registrar for her leadership in the development of the one competency document (CORECOM) and wished her all the best as the project comes to completion in a few months.

### **13.0 Other Business**

#### **13.1 Board Meeting Evaluation**

The Chair asked members to complete the electronic meeting evaluation and encouraged everyone to provide recommendations for future improvements.

### **14.0 Next Meetings**

- HOLD DATE Board Education Session: Wednesday, October 27, 2021 9:00 – 4:00
- Board Meeting: Thursday, October 28, 2021, 9:00 – 3:30, Location TBA
- Board Meeting: Thursday, January 27, 2022, 9:00 – 3:30, Location TBA
- Board Meeting: Thursday, March 24, 2022, 9:00 – 4:00, Location TBA
- Board Meeting: Thursday, June 23, 2022, 9:00 – 3:30, Location TBA

### **15.0 Adjournment**

There being no further business, the meeting was adjourned at 3:27 p.m.

MOVED BY: Teri Shackleton

***THAT** the meeting be adjourned.*

**CARRIED**

## **APPENDIX 1**

### **\* Land Acknowledgement and Commitment to Stronger Engagement**

*As an important part of our commitment to reconciliation, the College of Occupational Therapists of Ontario recognizes the traditional territories on which we live and work (physically or remotely) every day, across what is now known as Ontario. This includes distinct groups of First Nations Peoples: Algonquin, Mississauga, Ojibway, Cree, Odawa, Potawatomi, Delaware, and the Haudenosaunee – Mohawk, Onondaga, Oneida, Cayuga, Tuscarora, and Seneca.*

*Other Indigenous Nations also have long standing relationships with the land in parts of this province including the Wendat, and the Métis Nation.*

*To meaningfully engage with this community, the College has reviewed the Truth and Reconciliation Commission's (TRC) report. Calls to Action 18-24 addresses the health disparities faced by Indigenous Peoples and how poor health outcomes are linked to the complex histories and ongoing realities of Indigenous peoples in Canada. In particular, we acknowledge how these disparities have been laid bare and magnified by the COVID-19 pandemic. The College and its registrants will work to reduce these health disparities by ensuring that OTs are competent to provide services that the community has a right to and is acceptable to them.*



**APPENDIX 2: Status of Implementation of Decisions of the Board**

<b>Board Meeting Date</b>	<b>Decisions</b>	<b>Current Status</b>
June 24, 2021	<i><b>THAT</b> the Board approves the Decision-Making Framework document for publication, including today's changes.</i>	Complete
June 24, 2021	<i><b>THAT</b> the revised Medical Assistance in Dying (MAiD) practice document be approved for publication.</i>	Complete
June 24, 2021	<p><i><b>THAT</b> the Board approves the following key messages for the development of the new practice document on diversity, equity, and inclusion:</i></p> <ul style="list-style-type: none"> <li>• <i>Understand the terms, concepts, and language that shape what is expected to deliver on diversity, equity, and inclusion expectations in practice.</i></li> <li>• <i>How anti-racist and culturally safer practice protect the public and benefit recipients of occupational therapy service through the forming of inclusive relationships.</i></li> <li>• <i>How cultural humility requires a life-long commitment to recognizing and combating the personal biases and prejudices we all carry.</i></li> <li>• <i>How occupational therapists can be part of the systemic injustice solution.</i></li> </ul>	Complete
June 24, 2021	<p><i><b>THAT</b> the Board approves the conflict of interest policy as presented.</i></p> <p><i><b>THAT</b> the Board approves the creation of a Register of Interests to record conflicts of interest and that it be displayed on the College website.</i></p>	Item returned to Governance Committee for further discussion
June 24, 2021	<i><b>THAT</b> the Board approves the document – Virtual Services, for publication, including today's changes.</i>	Complete
June 24, 2021	<p><i><b>THAT</b> the proposed Refund Following a Resignation Policy be approved, effective June 1, 2021.</i></p> <p><i><b>THAT</b> sections 18.03.3 and 18.04.8 of the College bylaws be rescinded effective immediately.</i></p>	Complete
June 24, 2021	<i><b>THAT</b> the Board approves the adoption of the College Committee Competencies Framework as presented.</i>	Complete
March 25, 2021	<i><b>THAT</b> Council approves the draft revised Standards for the Prevention and Management of Conflict of Interest for public and stakeholder consultation.</i>	Implementation Pending
January 28, 2021	<i><b>THAT</b> Council approves a fulsome review of the Standards of Practice for the purposes of combining, streamlining and reducing redundancies to enhance ease of use.</i>	Ongoing