



COUNCIL MINUTES

DATE: Thursday, January 26, 2017 **FROM:** 9:00 a.m. – 4:00 p.m.

Page 1 of 5

PRESENT:

Jane Cox, *Chair*
Julie Chiba Branson
Mary Egan
Julie Entwistle
Shannon Gouchie
Jennifer Henderson
Winston Isaac
Ernie Lauzon
Laurie Macdonald
Annette McKinnon (*via telephone*)
Carol Mieras
Serena Shastri-Estrada
Paula Szeto
Abdul Wahid (1.0-7.5)

REGRETS:

Valerie Corbin
Kurisummoottil S. Joseph
Angela Mandich
Jeannine Girard-Pearlman

OBSERVERS:

Christie Brenchley, (7.0-8.0)
Susan Rappolt

GUESTS:

Zubin Austin, (7.0 presentation)
Cathi Mietkiewicz, (7.3)
Christine Elliott, (8.0)
Erica Richler (8.0-9.0)

ALSO PRESENT:

Elinor Larney, *Registrar*
Kara Ronald
Jin Shen
Seema Sindwani
Aoife Coghlan
Tim Mbugua
Sandra Carter, (7.0-8.0)
Brandi Park
Alison Martin, (8.0)
Mandy Wong, (7.0-8.0)
Laura Briard, (8.0)
Andjelina Stanier, *Scribe*

1.0 Call to Order

The Chair welcomed everyone and called the meeting to order at 9:00 a.m. She thanked everyone for their attendance and reminded members that the protocol for speaking is to wait to first be recognized by the Chair.

2.0 Declaration of Conflict of Interest

The Chair asked if members had a conflict of interest to declare. Shannon Gouchie declared a conflict of interest for item 7.2.1 Transparency Bylaws, specifically sections 17 & 18. These sections address the reporting of charges which would include speeding tickets. As she had recently received a speeding ticket, she wanted to avoid the appearance of bias and any conflict of interest. She stated that she would leave the meeting prior to any discussion on this item and would return once it was over.

3.0 Approval of Agenda

The Chair asked if there were any additions or changes to the agenda. None were reported. The Chair stated that item 9.0 would be an *in camera* presentation, as it involved advice from the College's legal counsel, and guests and observers would be asked to leave prior to this item.

MOVED BY: Carol Mieras

SECONDED BY: Jennifer Henderson

THAT the agenda be approved as presented.

CARRIED

4.0 Approval of Minutes

The Chair asked if there were any edits to the draft Council minutes of October 25, 2016. Two edits were reported:

Item 7.1 - second line – Change "25" to "24"

Item 9.1 - second line – Change “25” to “24”

MOVED BY: Laurie Macdonald
SECONDED BY: Carol Mieras

THAT the draft minutes of the October 25, 2016 Council meeting be approved as amended.

CARRIED

5.0 Registrar’s Report

5.1 Registrar’s Report

Council reviewed the Registrar’s written report and she responded to questions and comments.

5.2 Registrar’s Presentation

The Registrar reported on the status and outcomes of the 2016-2017 operational projects linked to the 2014-2017 Strategic Plan. She responded to questions from Council.

6.0 Finance

6.1 November 2016 (Q2) Financial Report

Council reviewed the financial statements.

MOVED BY: Winston Isaac
SECONDED BY: Annette McKinnon

THAT Council receives the November 2016 Financial Report, Statement of Financial Position, and Statement of Operations, as presented.

CARRIED

6.2 Appointment of Auditor

Winston Isaac reviewed the process and criteria for selecting the auditor.

MOVED BY: Winston Isaac
SECONDED BY: Laurie Macdonald

THAT Council appoints the firm Hilborn LLP to be the auditors for the College for a five-year term.

CARRIED

7.0 Governance

Presentation: *If “competence” is the answer ... have we asked the right question?*

By: Zubin Austin, BScPhm MBA MISC PhD, Professor and Murray Koffler Chair in Management
Leslie Dan Faculty of Pharmacy, University of Toronto

7.1 Priority Performance Report

Council reviewed and discussed performance data for Q2 (September 1 - November 30, 2016) of the 2016-2017 fiscal year related to the College’s progress towards meeting objectives as outlined in the 2014-2017 Strategic Plan.

7.2 Strategic Planning Report

Presentation: *Vision 20/20: Strategic Planning Framework*

by: Jane Cox, *President*

Jane reviewed the process and steps undertaken in the development of the proposed 2017-2020 Strategic Plan, for approval by Council. This plan defines the vision, mission, and strategic directions for the College and will set the course for the next three years.

7.2.1 Ends Policies Review

Jane presented the *draft* Ends Policies which would become effective June 1, 2017. The *Ends Policies* are the expected outcomes at the end of the three year strategic planning timeframe.

MOVED BY: Shannon Gouchie

SECONDED BY: Ernie Lauzon

THAT Council approves the proposed Ends Policies.

CARRIED

7.3 Bylaw Amendments

7.3.1 Transparency Bylaws & General Bylaw Review

Shannon reminded Council of her expressed conflict of interest and left the meeting prior to this item and returned when it was over. Aoife Coghlan, Manager, Investigations & Resolutions, discussed the proposed bylaw amendments as distributed in the Council package. She referred to Bill 87 in relation to the changes to the bylaws on transparency and specifically to the revisions in sections 17 and 18. Tim Mbugua, Policy Analyst, explained that a complete review of the bylaws was completed to ensure they are current and relevant. These changes were also discussed at the meeting. Legal counsel was consulted. Tim highlighted the major proposed amendments.

MOVED BY: Winston Isaac

SECONDED BY: Carol Mieras

THAT Council approves the proposed bylaw amendments not requiring circulation, and where circulation is required pursuant to sub-section 94(2) of the Health Professions Procedural Code, that Council approves the proposed bylaw amendments for circulation to all registrants.

(Opposed: Serena Shastri-Estrada and Mary Egan)

CARRIED

7.4 Transparency Initiative – Posting of Council Packages on the College Website

As part of the College's transparency workplan, Executive has discussed and recommended that the College make available Council meeting packages prior to each Council meeting. This would be done to increase transparency of College decision making processes and increase the accessibility of this information to the public.

MOVED BY: Shannon Gouchie

SECONDED BY: Laurie Macdonald

THAT Council approves the posting of Council meeting packages on the College's website, prior to Council meetings, to commence as soon as is reasonably possible, to enhance the public's access to Council meetings.

CARRIED

7.5 Appointment of Nominations Standing Committee

The Chair explained that the Nominations Standing Committee, which is charged with ensuring there is a confirmed slate of Council members willing to stand for election to the Executive Committee, should include at least two Council members who are retiring from Council or not standing for a position. 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 to the committee.

MOVED BY: Carol Mieras
SECONDED BY: Julie Chiba Branson

***THAT** Council approves the appointment of Mary Egan and Laurie Macdonald to the Nominations Standing Committee.*

CARRIED

8.0 Roundtable

Presentation: *Bridging the Healthcare Gaps: Our Journey So far*
by: Christine Elliott, Ontario Patient Ombudsman

9.0 Legal Advice

MOVED BY: Shannon Gouchie
SECONDED BY: Winston Isaac

***THAT** the Council meeting move in camera*

CARRIED

Guests and observers are asked to leave the meeting.

MOVED BY: Laurie Macdonald
SECONDED BY: Carol Mieras

***THAT** the Council meeting move out of camera*

CARRIED

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 Reports

11.1 Executive – report by Jane Cox, *Chair*

11.1.1 Practice Issues – report by Shannon Gouchie, *Chair*

11.2 Registration – report by Julie Chiba Branson, *Chair*

11.3 Inquiries, Complaints & Reports – report by Carol Mieras, *Chair*

11.4 Discipline – report by Angela Mandich, *Chair*

11.5 Fitness to Practise – report by Paula Szeto, *Chair*

11.6 Quality Assurance – report by Jennifer Henderson, *Chair*

11.7 Patient Relations – report by Angela Mandich, *Chair*

12.0 Other Business

12.1 Council Evaluation

The Chair asked Council members to complete and submit their meeting evaluation forms and encouraged members to provide recommendations for future improvements.

12.2 Council Member Self-Evaluation

The Chair asked Council members to complete and submit their self-evaluation forms.

12.3 Annual Council Meeting Evaluation

The Chair asked Council member to complete and submit their Annual Council Meeting Evaluation forms and encouraged members to provide recommendations for future improvements.

13.0 Next Meetings

Council Meeting – Thursday, March 30, 2017, 9:00 a.m. – 4:00 p.m. at the College

Council Meeting – Tuesday, June 27, 2017, 9:00 a.m. – 3:30 p.m. at the College

14.0 Adjournment

There being no further business, the meeting was adjourned at 3:49 p.m.

MOVED BY: Mary Egan

SECONDED BY: Annette McKinnon

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

CARRIED
