COTO College of Occupational Therapists of Ontario
Regulator of occupational therapists in Ontario

BOARD MEETING MINUTES

DATE: Thursday, June 19, 2025 **TIME:** 9:00 a.m. – 3:00 p.m.

In Attendance:

DIRECTORS:
Neelam Bal, *Chair*
Stacey Anderson
Mary Egan
Allan Freedman
Christine Funk
Jennifer Kerr
Lucy Kloosterhuis
Thuy Luong
Julie Reinhart
Vincent Samuel
Pathik Shukla
Tina Siemens

REGRETS:
Adrian Malcolm

GUESTS:

OBSERVERS:
Dana Lobson, *Ministry of Health of Ontario (MOH)*
Marnie Lofsky, *Ontario Society of Occupational Therapists (OSOT)*

STAFF:
Elinor Larney, *Registrar & CEO*
Enrique Hidalgo, *Manager, IT*
Grace Jacob, *Accounting and Payroll Specialist*
Stamatis Kefalianos, *Director, Regulatory Affairs*
Lesley Krempulec, *Manager, Quality Assurance Program*
Alex Kunovac, *Manager, Registration*
Cara Moroney, *Manager, Investigations & Resolutions*
Seema Singh-Roy, *Director, Finance, People & Corporate Services*
Andjelina Stanier, *Executive Assistant, Scribe*
Nancy Stevenson, *Director, Communications*
Diane Tse, *Practice Consultant*
Kim Woodland, *Program Director*

1.0 Welcome and Call to Order

Chair Neelam Bal called the meeting to order at 9:03 a.m. She welcomed Thuy Luong to her full first meeting, as well as the newly appointed public member, Jennifer Kerr. She invited everyone to introduce themselves.

2.0 Public Protection Mandate

The Chair stated that the role of the Board is to come together to make honourable and ethical decisions in the best interest of the public.

3.0 Territorial Acknowledgement*

Allan Freedman read out the Territorial Acknowledgement statement (Appendix 1).

4.0 Declaration of Conflict of Interest

The Chair called for any declarations of conflict of interest for the items on today's agenda. None were made.

5.0 Approval of Agenda

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

MOVED BY: Pathik Shukla
SECONDED BY: Lucy Kloosterhuis

THAT *the agenda be approved as presented.*

CARRIED

6.0 **Board Orientation:** *Role of Committees*

Program Managers presented on the role and work of College committees and subcommittees.

7.0 Consent Agenda

The Chair called for the adoption of the following Consent Agenda items.

1. Registrar's Written Report of June 19, 2025
2. Draft Board Minutes of March 27, 2025
3. Draft Board Elections Minutes of March 27, 2025
4. Executive Minutes of March 12, 2025
5. Executive Minutes of April 30, 2025
6. Finance & Audit Minutes of March 10, 2025
7. Governance Minutes of January 13, 2025

MOVED BY: Stacey Anderson
SECONDED BY: Christine Funk

THAT *the Board adopt the Consent Agenda items as listed.*

CARRIED

8.0 Registrar's Report

8.1 Presentation: *Year in Review – Status of projects for Year 1 of 2024-2027 Strategic Plan*

The Registrar presented on the operational objectives for Y1 of the 2024-2027 strategic plan and responded to questions.

8.2 Quarterly Performance Report

Lucy Klooserhuis stated that the quarterly report provides an update on program and committee activities for the past quarter. The Registrar responded to questions.

MOVED BY: Lucy Kloosterhuis
SECONDED BY: Pathik Shukla

THAT *the Board receive the Q4 FY 2024-2025 Quarterly Performance Report.*

CARRIED

8.3 Risk Management Report

Stacey Anderson explained that the Board oversees the risk management program for the College. The Board has previously delegated this task to the Executive Committee which reviews the entire Risk Register annually while keeping the Board updated quarterly on high or critical risks and changes in status. The entire Risk Register was reviewed by the Executive Committee at its last meeting earlier this month. The Registrar reported that there were no new high nor critical risks to report however with the appointment of a new public member, and the total complement of public members now at an appropriate level, she recommended that the status of this risk be downgraded to low and removed from the report to the Board.

MOVED BY: Stacey Anderson
SECONDED BY: Lucy Kloosterhuis

THAT *the Board receive the Risk Management Report.*

CARRIED

8.4 Presentation: *Follow up on changes to the 2025-2026 Quarterly Performance Reporting Tool*

Kim Woodland presented on the revised quarterly performance reporting tool which now includes recommendations and feedback from the March 2025 Board meeting. The Board held a short discussion and Kim responded to questions. This tool will be implemented in the new fiscal year.

9.0 Finance

9.1 Fiscal Year 2025-2026 Annual Operating Budget

Allan Freedman, on behalf of the Finance and Audit Committee, presented the proposed operating budget for 2025-2026. The Board held a brief discussion.

MOVED BY: Allan Freedman
SECONDED BY: Julie Reinhart

THAT *the Board approve the FY2025-2026 Annual Operating Budget, as presented.*

CARRIED

10.0 Governance

10.1 Committee Appointment – Quality Assurance Subcommittee

Lucy Kloosterhuis stated that the Nominations Committee reviewed the qualifications and experience necessary to fill a vacancy on the Quality Assurance Subcommittee and put forth candidate Elizabeth Gartner for appointment.

MOVED BY: Lucy Kloosterhuis
SECONDED BY: Tina Siemens

***THAT** the Board appoint Elizabeth Gartner to the Quality Assurance Subcommittee for a three-year term, effective immediately.*

CARRIED

10.2 Committee Composition

Stacey Anderson stated that the Executive Committee reviewed Jennifer Kerr's qualifications and experience and recommends that Jennfier be appointed to fill vacancies on the Patient Relations and Quality Assurance committees. These recommendations, along with Elizabeth Gartner's earlier appointment today, reflect the proposed changes to the 2025-2026 Committee Composition for approval.

MOVED BY: Stacey Anderson
SECONDED BY: Jennifer Kerr

***THAT** the Board approve the revised 2025-2026 Committee Composition, effective immediately.*

CARRIED

10.3 *In Camera* Policy & Procedure

The Registrar explained that the Executive Committee reviewed the current policy and procedure on the recording and storing of *in camera* minutes. Based on best and required practices for regulatory colleges, the policy was revised and presented today for consideration.

MOVED BY: Allan Freedman
SECONDED BY: Lucy Kloosterhuis

***THAT** the Board approve the revised In Camera Policy and Procedure.*

CARRIED

10.4 Registrar/CEO Annual Performance Evaluation Policy & Procedure

Lucy Kloosterhuis and the Registrar explained that the Registrar performance evaluation policy and procedure were reviewed by the Executive Committee and updated. The Board held a brief discussion.

MOVED BY: Lucy Kloosterhuis
SECONDED BY: Vincent Samuel

***THAT** the Board approve the Registrar/CEO Annual Performance Evaluation Policy and Procedure.*

CARRIED

10.5 Governance Policies – Training for Board, Committee and Chairs

Mary Egan stated that two new policies were developed which relate to the training of Board Directors and Committee Appointees, and committee chairs. The Board reviewed both policies.

MOVED BY: Mary Egan
SECONDED BY: Christine Funk

THAT *the Board approve the following new policies: a) Training and Development for Board and Committees, and b) Training for Board Chair and Committee Chairs.*

CARRIED

10.6 Committee Assessment & Evaluation Policy

Christine Funk stated that a new policy was developed to evaluate the effectiveness and outcomes of College committees, to ensure effective governance and fulfillment of their regulatory responsibilities. The Board reviewed the draft policy and both questionnaire templates.

MOVED BY: Christine Funk
SECONDED BY: Stacey Anderson

THAT *the Board approve the Committee Assessment and Evaluation Policy.*

CARRIED

11.0 Committee Work

11.1 Patient Relations Committee

Stacey Anderson explained that the Patient Relations Committee regularly reviews the policy to administer the Sexual Abuse Fund to account for changes in legal, technological or ethical standards. Revisions to the policy were brought forward today for consideration. The Board held a discussion and provided additional recommendations.

MOVED BY: Stacey Anderson
SECONDED BY: Thuy Luong

THAT *the Board approve the updated Funding for Therapy, Counselling, and Related Expenses for Clients Alleging Sexual Abuse Policy, 10-10, including today's recommendations.*

CARRIED

12.0 Move *In Camera*

The Chair called for an *in camera* session to approve previous *in camera* meeting minutes, and to discuss a confidential human resources matter. Observers and most staff members left the meeting. Seema Singh-Roy remained, and the Registrar was called back in for a small portion of the session.

MOVED BY: Jennifer Kerr
SECONDED BY: Lucy Kloosterhuis

THAT *the Board meeting move in camera to discuss a confidential human resources matter.*

CARRIED

The meeting resumed, following the *in camera* session.

13.0 Environmental Scan

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

14.0 Other Business

14.1 Board Meeting Evaluation for June 19, 2025

The Chair invited members to complete and submit the Board Meeting evaluation for today's meeting.

15.0 Next Meetings

Board Education Session: Wed., October 29, 2025, 9:00 a.m. – 4:00 p.m. Location TBD
Board Meeting: Thurs., October 30, 2025, 9:00 a.m. – 3:30 p.m., Boardroom
Board Meeting: Thurs., January 29, 2026, 9:00 a.m. – 3:30 p.m., Boardroom
Board Meeting: Thurs., March 26, 2026, 9:00 a.m. – 4:00 p.m., Boardroom
Board Meeting: Thurs., June 18, 2026, 9:00 a.m. – 3:30 p.m., Boardroom

16.0 Adjournment

There being no further business, the meeting was adjourned at 2:40 p.m.

MOVED BY: Allan Freedman

THAT *the meeting be adjourned.*

CARRIED

APPENDIX 1: * Territorial Acknowledgement

The College of Occupational Therapists of Ontario (COTO) respectfully acknowledges that the organization's staff, provincial registrants, and Board of Directors live, work and play across the ancestral lands of many Indigenous peoples.

COTO's work takes place on traditional Indigenous territories across the province we now call Ontario. COTO's office, located in what is now known as Toronto, is situated on the traditional territory of many nations including the Mississaugas of the Credit, the Anishnabeg, the Chippewa, the Haudenosaunee and the Wendat peoples. It is now home to many diverse First Nations, Inuit and Métis peoples. Toronto is covered by Treaty 13, which was signed with the Mississaugas of the Credit, and the Williams Treaties signed with multiple Mississaugas and Chippewa bands.

We honour and acknowledge the First Nations, Inuit and Métis, as the original stewards of the land. We remind ourselves of our responsibility to be accountable for our actions towards connecting with and creating more equitable, inclusive and respectful relationships with everyone who lives here. We are humbled as we reflect upon, and appreciate, the land on which we continue to gather and meet.

APPENDIX 2: Status of Implementation of Board Decisions

Board Meeting Date	Decisions	Current Status
June 19, 2025	***THAT** the Board approve the updated Funding for Therapy, Counselling, and Related Expenses for Clients Alleging Sexual Abuse Policy, 10-10, including today's recommendations.*	Complete
June 19, 2025	***THAT** the Board approve the Committee Assessment and Evaluation Policy.*	Complete
June 19, 2025	***THAT** the Board approve the following new policies: a) Training and Development for Board and Committees, and b) Training for Board Chair and Committee Chairs.*	Complete
June 19, 2025	***THAT** the Board approve the Registrar/CEO Annual Performance Evaluation Policy and Procedure.*	Complete
June 19, 2025	***THAT** the Board approve the revised In Camera Policy and Procedure.*	Complete
June 19, 2025	***THAT** the Board approve the revised 2025-2026 Committee Composition, effective immediately.*	Complete

Board Meeting Date	Decisions	Current Status
June 19, 2025	***THAT*** *the Board appoint Elizabeth Gartner to the Quality Assurance Subcommittee for a three-year term, effective immediately.*	Complete
June 19, 2025	***THAT*** *the Board approve the FY2025-2026 Annual Operating Budget, as presented.*	Complete
March 27, 2025	***THAT*** *the Board receive the election report for district 1.*	Complete
March 27, 2025	***THAT*** *the Board appoint Adam Broad to the Practise Subcommittee, and Katherine LeMay and Diane Brownlee to the Quality Assurance Subcommittee, each for a three-year period, commencing March 28, 2025.*	Complete
March 27, 2025	***THAT*** *the Board review the Annual Board Evaluation Summary and approve the action plan.*	Complete
March 27, 2025	***THAT*** *the Board approve the College Performance Measurement Framework for submission to the Ministry of Health and posting on the College website.*	Complete