

BOARD MEETING MINUTES

DATE: Thursday, March 27, 2025 **TIME:** 9:00 a.m. – 2:30 p.m.

In Attendance:

DIRECTORS:

Neelam Bal, *Chair*
Stacey Anderson
Nick Dzudz
Mary Egan
Allan Freedman
Christine Funk
Elizabeth Gartner
Lucy Kloosterhuis
Adrian Malcolm
Sarah Milton
Julie Reinhart
Vincent Samuel
Tina Siemens

REGRETS:

Pathik Shukla

GUESTS:

OBSERVERS:

Jennifer Henderson
Dana Lobson, *MOH*
Marnie Lofsky, *OSOT*
Thuy Luong

STAFF:

Elinor Larney, *Registrar & CEO*
Sandra Carter, *Manager, Practice*
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 9:00 a.m. and invited members 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*

Lucy Kloosterhuis read out the Territorial Acknowledgement (Appendix 1).

4.0 Declaration of Conflict of Interest

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

5.0 Approval of Agenda

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

MOVED BY: Elizabeth Gartner

SECONDED BY: Mary Egan

***THAT** the agenda be approved as presented.*

CARRIED

6.0 Consent Agenda

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

1. Registrar's Written Report of March 27, 2025
2. Draft Board Minutes of January 30, 2025
3. Executive Minutes of January 17, 2025
4. Finance & Audit Minutes of January 16, 2025

MOVED BY: Stacey Anderson

SECONDED BY: Nick Dzudz

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

CARRIED

7.0 Registrar's Report / Presentation: 2024-2025 Q3 Status of Operational Projects

The Registrar presented on the status of the operational projects for Q3 FY 2024-2025 related to the 2024-2027 strategic plan and responded to questions.

7.1 Quarterly Performance Report

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

MOVED BY: Stacey Anderson

SECONDED BY: Adrian Malcolm

***THAT** the Board receive the Q3 FY 2024-2025 Quarterly Performance Report.*

CARRIED

7.2 Presentation: Quarterly Reports and Key Indicators,

Kim Woodland presented on proposed changes to the quarterly performance reporting tool and provided rationale. The Board held a short discussion and provided feedback, and Kim

responded to questions. These changes will be incorporated into the report format, and it will be brought forward to the Board for approval in June.

7.3 Risk Management Report

Lucy Kloosterhuis explained that the Board has oversight of risk management 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, or changes in status. The Registrar reported that there are no new high or critical risks to report nor any changes in status from the previous quarter. Following a recommendation at the last meeting, the risk to the public category has been added to the report and overall Risk Register.

MOVED BY: Lucy Kloosterhuis

SECONDED BY: Stacey Anderson

THAT the Board receive the Risk Management Report.

CARRIED

7.4 2024 College Performance Measurement Framework (CPMF)

Stamatis Kefalianos stated that the draft CPMF for 2024 was provided to Board members to review prior to the meeting today. All recommended changes received were incorporated into the document. The College has met the requirements of all 50 indicators.

MOVED BY: Stacey Anderson

SECONDED BY: Elizabeth Gartner

THAT the Board approve the College Performance Measurement Framework for submission to the Ministry of Health and posting on the College website.

CARRIED

7.5 Annual Board Evaluation

The Chair presented the results from the 2024-2025 Board Evaluation. Overall, they were very positive, with a few lower scores received from newer members. It's expected that with more Board experience, they will feel more confident in their role. The Chair reviewed the action items as determined by the Executive Committee which address the recommendations for improvement. The Board held a short discussion.

MOVED BY: Lucy Kloosterhuis

SECONDED BY: Christine Funk

THAT the Board review the Annual Board Evaluation Summary and approve the action plan.

CARRIED

8.0 Finance

8.1 Fiscal Year 2024/2025 Q3 Financial Summary Report

Allan Freedman stated that Q3 year-to-date results reflect a surplus with additional costs expected to come in the fourth quarter. It is anticipated that the budget will land closer to the projected deficit by year-end, but the College is striving to minimize it as much as possible. The Communications program is over budget due to the unplanned website update project previously approved by the Executive Committee. Operational initiatives come in under budget due to the timing of activities and invoices and decisions made to delay some projects. Professional fees are under budget due to timing but are expected to be on track with the budget by year-end. All statutory remittances and filings are up to date.

MOVED BY: Allan Freedman

SECONDED BY: Lucy Kloosterhuis

***THAT** the Board receive the FY 2024-2025 Q3 Financial Report, as presented*

CARRIED

8.2 Investment Portfolio

Allan reported that the College continues to monitor investments and reinvest as investments mature. The summary report was included in the meeting materials.

MOVED BY: Allan Freedman

SECONDED BY: Mary Egan

***THAT** the Board receive the investment report.*

CARRIED

9.0 Governance

9.1 Committee Appointments

Stacey explained that currently two committees have three vacant positions to be filled. The Nominations Committee considered the skills and attributes required for each committee, interviewed candidates accordingly, and selected Adam Broad, Katherine LeMay and Diane Brownlee to fill these positions.

MOVED BY: Stacey Anderson

SECONDED BY: Julie Reinhart

***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.*

CARRIED

9.2 Election Update – District 1

Lucy explained that the District 1 Election to fill two Board positions was completed and Neelam Bal and Thuy Luong were declared elected by a majority of votes. The Registrar explained that the voting period was extended by a few additional days due to a glitch in voter lists.

MOVED BY: Lucy Kloosterhuis

SECONDED BY: Tina Siemens

THAT the Board receive the election report for District 1.

CARRIED

10.0 Presentation: Investigations Overview: A Tale of Two Processes

Cara Moroney presented the two investigation processes outlined in the *Regulated Health Professions Act, 1991*; their similarities, differences, and outcomes and how the Inquiries Complaints and Reports Committee (ICRC) makes decisions.

11.0 Move In Camera

A motion was put forward to move *in camera* to discuss a human resources matter. Observers and staff, excluding Elinor Larney and Seema Singh-Roy, left the meeting for this item.

MOVED BY: Allan Freedman

SECONDED BY: Lucy Kloosterhuis

THAT the Board meeting move in camera

CARRIED

MOVED BY: Elizabeth Gartner

SECONDED BY: Lucy Kloosterhuis

THAT the Board meeting move out of camera

CARRIED

12.0 Environmental Scan

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

Farewell Presentations

Allan and Vincent expressed appreciation on behalf of the Board to Sarah Milton and Elizabeth Gartner for their contributions to the Board and committees over the past three years. Sarah and Elizabeth each thanked the Board and staff for the opportunity to learn and grow professionally, and to serve the public. The Chair acknowledged that while Nick was no longer present at today's meeting, it is probably his last before his term ends. She thanked him for his work at the College and for his role in supporting public protection.

13.0 Other Business

13.1 Board Meeting Evaluation for March 27, 2025

The Chair reminded members to complete the electronic Board Meeting Evaluation for today's meeting. A survey link will follow tomorrow.

14.0 Next Meetings

Board Meeting: June 19, 2025, 9:00 a.m. – 3:30 p.m., COTO Boardroom

15.0 Adjournment

There being no further business, the meeting was adjourned at 1:19 p.m.

MOVED BY: Elizabeth Gartner

***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
March 27, 2025	<i>THAT the Board receive the election report for district 1.</i>	Complete
March 27, 2025	<i>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.</i>	Complete
March 27, 2025	<i>THAT the Board review the Annual Board Evaluation Summary and approve the action plan.</i>	Complete
March 27, 2025	<i>THAT the Board approve the College Performance Measurement Framework for submission to the Ministry of Health and posting on the College website.</i>	Complete
January 30, 2025	<i>THAT the Board reappoint Erin Lawson and Tanya Purevich to the Quality Assurance Subcommittee, each for a 3-year term, effective April 1, 2025, and Sophie Stasyna to the Practice Subcommittee, for a three-year term, effective February 15, 2025.</i>	Complete
January 30, 2025	<i>THAT the Board appoint Lauren Noronha to the Quality Assurance Committee and Anna Vehter to the Practice Subcommittee, each for a three-year term, commencing January 31, 2025.</i>	Complete
January 30, 2025	<i>THAT the Board approve the Board Assessment and Evaluation policy as presented</i>	Complete
January 30, 2025	<i>THAT the Board approve the revised Board Competency Framework.</i>	Complete
January 30, 2025	<i>THAT the Board approve the Principles of Good Governance policy and that it be included as part of the Governance Manual.</i>	Complete
January 30, 2025	<i>THAT the Board approve the collection and use of sociodemographic data policy related to Indigenous and Race identity, including today's changes.</i>	Complete

Board Meeting Date	Decisions	Current Status
January 30, 2025	THAT the Board approve the Currency Requirements for Applicants policy, including today's changes to the appendix.	Complete
January 30, 2025	THAT the Board approve the Emergency Class of Registration policy.	Complete
January 30, 2025	THAT the Board approve COTO enter into an agreement for the purpose of supplying Peer Assessment Services and License for Use of COTO Competency Assessment tools to the College of Occupational Therapists of Nova Scotia (COTNS).	Complete
January 30, 2025	THAT the Board approve the tools and processes of the Quality Assurance (QA) Competency Assessment.	Complete
January 30, 2025	<p>THAT the Board approve the College join the Health Professions Discipline Tribunal for a term ending in December 2025.</p> <p>THAT the Board approve the changes to the Bylaws to enact the tribunal processes and to change the name of the Discipline Committee to the Ontario Occupational Therapist Discipline Tribunal (OOTDT).</p> <p>THAT the Board appoint David A. Wright to be Chair of the OOTDT (OT Discipline Tribunal) and the Fitness to Practise Committee.</p> <p>THAT the Board appoint Teri Shackleton to be the Vice Chair of the OOTDT until March 31, 2025.</p> <p>THAT the Board appoint Vincent Samuel to be the Vice Chair of the Fitness to Practise Committee until March 31, 2025.</p> <p>THAT the Board appoint to the OOTDT the following individuals who will act as adjudicators:</p> <ul style="list-style-type: none"> i. Raj Anand ii. Sherry Liang iii. Sophie Martel iv. Jennifer Scott v. Jay Sengupta 	Complete

Board Meeting Date	Decisions	Current Status
	<i>THAT</i> the Board approve the changes to the Terms of Reference for both the Discipline Committee and the Fitness to Practise Committee.	
January 30, 2025	<i>THAT</i> the Board review the Honoraria Policy and approve the amendments to the Allowable Expenses Policy, as presented.	Complete
January 30, 2025	<i>THAT</i> the Board approve the proposed 2% increase to Registration fees for the upcoming 2025/2026 annual renewal period.	Complete