

BOARD MEETING MINUTES

DATE: Thursday, October 30, 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
Thuy Luong
Adrian Malcolm
Julie Reinhart
Vincent Samuel
Pathik Shukla
Tina Siemens

GUESTS:

Usman Paracha, *Hilborn LLP*

OBSERVERS:

Dana Lobson, *Ministry of Health of Ontario (MOH)*

STAFF:

Gillian Slaughter, *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*
Seema Singh-Roy, *Director, Finance, People & Corporate Ser.*
Andjelina Stanier, *Executive Assistant, Scribe*
Nancy Stevenson, *Director, Communications*
Kim Woodland, *Program Director*

REGRETS:

Lucy Kloosterhuis

1.0 Welcome and Call to Order

Chair Neelam Bal welcomed everyone and called the meeting to order at 9:02 a.m.

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*

Stacey Anderson read out the Territorial Acknowledgement statement (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 made.

5.0 Approval of Agenda

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

MOVED BY: Pathik Shukla

SECONDED BY: Jennifer Kerr

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 October 30, 2025
2. Draft Board Minutes of July 9, 2025
3. Draft Board Minutes of June 19, 2025
4. Executive Minutes of September 11, 2025
5. Executive Minutes of July 9, 2025
6. Executive Minutes of June 5, 2025
7. Finance & Audit Minutes of May 22, 2025
8. Finance & Audit Minutes of August 19, 2025

MOVED BY: Christine Funk

SECONDED BY: Stacey Anderson

THAT the Board adopt the Consent Agenda items as listed.

CARRIED

7.0 Audited Financial Statements & Annual Report

7.1 Audited Financial Statements

Auditor Usman Paracha of Hilborn LLP joined the meeting for this item. Usman presented the Independent Auditor's Report and financial statements for fiscal year 2024-2025 and responded to questions.

MOVED BY: Allan Freedman

SECONDED BY: Julie Reinhart

THAT the Board approve the Audited Financial Statements for the fiscal year ended May 31, 2025, as presented.

CARRIED

7.2 Draft Annual Report for 2024-2025

The draft annual report was made available for review prior to the meeting today. A short discussion was held and no changes were recommended. The financial statements as approved will be incorporated into the final version of the annual report prior to its publication.

MOVED BY: Stacey Anderson
SECONDED BY: Julie Reinhart

THAT the Board approve the Annual Report for the 2024-2025 fiscal year, for distribution.

CARRIED

8.0 Registrar's Report

8.1 Presentation: 2025-2026 Q1 Status of Operational Projects

The Registrar presented on the status of the operational projects for Q1 of the 2025-2026 fiscal year and responded to questions.

8.2 Code of Ethics

Kim Woodland provided an update on the project to review the Code of Ethics. She explained that the College, in coordination with the other provincial OT regulators across Canada, worked together to develop a template as a starting point which the College has used to guide the review of its own Code of Ethics, and inform the revisions presented today. Changes to the document will require public consultation. Legal and plain language review will follow. This is slated to return to the Board in 2026 for final approval.

MOVED BY: Stacey Anderson
SECONDED BY: Adrian Malcolm

THAT the Board approve the Code of Ethics draft document for public consultation, as amended today.

CARRIED

8.3 Presentation: Follow up on 2025-2026 Board Quarterly Reports

Kim Woodland presented the revised quarterly performance reporting tool. The updated reports for the Registration, Quality Assurance, Patient Relations, and Inquiries, Complaints and Reports committees, and Practice Subcommittee now include a clear alignment between committee workplans and College strategic priorities and focus on data designed to support informed decision-making and ensure

transparency in program performance and future planning. Kim Woodland responded to questions from the Board.

8.4 Quarterly Performance Report

Kim Woodland stated that the quarterly report provides an update on program and committee activities for the past quarter. The Board held a brief discussion and Kim responded to questions.

MOVED BY: Tina Siemens

SECONDED BY: Christine Funk

THAT the Board receive the Q1 FY 2025-2026 Quarterly Performance Report.

CARRIED

8.5 Risk Management Report & Risk Register

The Registrar stated that the Executive Committee reviewed the entire Risk Register on October 16, 2025, and recommended some changes. She explained the rationale for these changes and responded to questions from the Board. The Registrar further reported that two new risks, identified as critical or high, were added to the Board's Risk Management Report: 1) Significant Change in legislation or regulation; and 2) Human Resources Strategy. The status levels of the other two risks remain unchanged. A brief discussion was held and the Registrar responded to questions.

MOVED BY: Tina Siemens

SECONDED BY: Julie Reinhart

THAT the Board receive the Risk Management Report.

CARRIED

9.0 Finance

9.1 Fiscal Year 2025-2026 Q1 Financial Summary Report

Allan Freedman provided an overview of the Q1 2025-2026 financial summary report and stated that the College is on track with budget and aligned with year over year figures.

MOVED BY: Allan Freedman

SECONDED BY: Thuy Luong

THAT the Board approve the FY2025-2026 Q1 Financial Report, as presented.

CARRIED

10.0 Governance

10.1 Governance Policies

Stamatis Kefalianos explained that as part of the governance modernization initiative, eight existing financial policies were reviewed and updated, and two new policies were developed. The Board provided additional recommendations for policy 6.6 / *Honoraria* which will be incorporated.

MOVED BY: Tina Siemens

SECONDED BY: Vincent Samuel

THAT the Board approve the amended and/or newly created financial governance policies, including today's change, for incorporation into the College's Governance Manual:

- 6.1 / *Financial Planning and Budgeting* - Revised
- 6.2 / *Financial Condition and Activities* - Revised
- 6.3 / *Asset Protection* - Revised
- 6.4 / *Investments* - Revised
- 6.5 / *External Audit* - Revised
- 6.6 / *Honoraria* – Revised (Combined Allowable Expense Policy with Honoraria Policy)
- 6.7 / *Reserve Funds* - Revised
- 6.9 / *Insurance* – New
- 6.10 / *Signing Authority* – New
- 7.2 / *Overseeing Financial Risk* - New

CARRIED

11.0 Committee Work

11.1 Practice Subcommittee: Coroner's Report on Medical Assistance in Dying (MAiD)

Sandra Carter explained that the College received a letter from the Coroner's Office requesting the College respond to the newly established MAiD Death Review Committee's report which addresses the role of occupational therapists when providing care in MAiD, specifically relating to legal and ethical protocols. A thorough review of the College's MAiD guidance document was conducted by the Practice Subcommittee, proposed changes were reviewed by the Executive Committee, and the draft document was presented today to the Board for consideration. The Board provided additional recommendations for the guidance document, which will be incorporated.

MOVED BY: Stacey Anderson

SECONDED BY: Pathik Shukla

THAT the Board review the report and recommendations from the MAiD Death Review Committee (MDRC) 2024-3 and approve the updated practice guidance on Medical Assistance in Dying resource for publication, including today's changes.

CARRIED

11.2 Practice Subcommittee: Coroner's Report on Use of Restraints

Sandra Carter explained that the College received a request from the Coroner's Office to respond to a recommendation from the Geriatric and Long-Term Care Review Committee's report on the safe use of lap belts. In response, the College developed a draft practice resource for Board consideration today. The Board provided recommendations for prescribing a lap belt which will be added to the draft practice resource.

MOVED BY: Stacey Anderson

SECONDED BY: Tina Siemens

THAT the Board approve the proposed practice resource about the safe use of lap belts for publication.

CARRIED

11.3 Quality Assurance Committee: Enhance: QA Practice Activity

Adrian Malcolm and Lesley Krempulec explained that a new QA practice activity tool has been designed as an addition to the existing QA comprehensive competency assessment process, to support a specific group of registrants. Changes to the corresponding QA policy are required. The Board provided additional recommendations which will be incorporated with the policy changes.

MOVED BY: Adrian Malcolm

SECONDED BY: Jennifer Kerr

THAT the Board approve the Enhance: QA Practice Activity as an addition to the existing QA Assessment Process and approve the proposed change to the QA Policy, including today's recommendations.

CARRIED

11.4 Registration Committee: New Policies

1. *As-of-Right Registration - New*
2. *Practising Without a Certificate of Registration - Revised*

Kim Woodland stated that in June 2025, the Ontario Government passed, *Protect Ontario through Free Trade Within Canada Act, 2025* that amended the Ontario

Labour Mobility Act, 2009. The purpose was to make the Ontario economy more competitive by removing trade barriers, including through the expansion of labour mobility. In response, the College developed a new policy titled, *As-of-Right Registration*, and amended its existing policy, *Practising Without a Certificate of Registration*. Both will enable the College to be effective and efficient in the processing of out-of-province applicants and compliant with the amended *Ontario Labour Mobility Act*.

MOVED BY: Allan Freedman

SECONDED BY: Stacey Anderson

THAT the Board approve the draft As-of-Right Registration and the amended Practising Without A Certificate of Registration policies, as presented.

CARRIED

12.0 Environmental Scan

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

13.0 Other Business

13.1 Board Meeting Evaluation for October 30, 2025

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

14.0 Next Meetings

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

15.0 Adjournment

There being no further business, the meeting was adjourned at 1:41 p.m.

MOVED BY: Pathik Shukla

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
October 30, 2025	<i>THAT the Board approve the draft As-of-Right Registration and the amended Practising Without A Certificate of Registration policies, as presented</i>	Complete
October 30, 2025	<i>THAT the Board approve the Enhance: QA Practice Activity as an addition to the existing QA Assessment Process and approve the proposed change to the QA Policy, including today's recommendations.</i>	Complete
October 30, 2025	<i>THAT the Board approve the proposed practice resource about the safe use of lap belts for publication.</i>	Complete
October 30, 2025	<i>THAT the Board review the report and recommendations from the MAiD Death Review Committee (MDRC) 2024-3 and approve the updated practice guidance on Medical Assistance in Dying resource for publication, including today's changes.</i>	Complete
October 30, 2025	<p><i>THAT the Board approve the amended and/or newly created financial governance policies, including today's change, for incorporation into the College's Governance Manual:</i></p> <ul style="list-style-type: none"> • 6.1 / Financial Planning and Budgeting - Revised • 6.2 / Financial Condition and Activities - Revised • 6.3 / Asset Protection - Revised • 6.4 / Investments - Revised • 6.5 / External Audit - Revised • 6.6 / Honoraria – Revised • 6.7 / Reserve Funds - Revised • 6.9 / Insurance – New • 6.10 / Signing Authority – New • 7.2 / Overseeing Financial Risk - New 	Complete
October 30, 2025	<i>THAT the Board approve the Code of Ethics draft document for public consultation, as amended today.</i>	Complete

Board Meeting Date	Decisions	Current Status
October 30, 2025	<i>THAT the Board approve the Annual Report for the 2024-2025 fiscal year, for distribution.</i>	Complete
October 30, 2025	<i>THAT the Board approve the Audited Financial Statements for the fiscal year ended May 31, 2025, as presented.</i>	Complete
June 19, 2025	<i>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.</i>	Complete
June 19, 2025	<i>THAT the Board approve the Committee Assessment and Evaluation Policy.</i>	Complete
June 19, 2025	<i>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.</i>	Complete
June 19, 2025	<i>THAT the Board approve the Registrar/CEO Annual Performance Evaluation Policy and Procedure.</i>	Complete
June 19, 2025	<i>THAT the Board approve the revised In Camera Policy and Procedure.</i>	Complete
June 19, 2025	<i>THAT the Board approve the revised 2025-2026 Committee Composition, effective immediately.</i>	Complete
June 19, 2025	<i>THAT the Board appoint Elizabeth Gartner to the Quality Assurance Subcommittee for a three-year term, effective immediately.</i>	Complete
June 19, 2025	<i>THAT the Board approve the FY2025-2026 Annual Operating Budget, as presented.</i>	Complete