



## BOARD MEETING MINUTES

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**DATE:** Thursday, January 29, 2026 **TIME:** 9:00 a.m. – 3:00 p.m.

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### In Attendance:

#### **DIRECTORS:**

Neelam Bal, *Chair*  
Stacey Anderson  
Mary Egan  
Allan Freedman  
Christine Funk  
Jennifer Kerr  
Lucy Kloosterhuis  
Thuy Luong  
Adrian Malcolm  
Julie Reinhart  
Tina Siemens

#### **REGRETS:**

Vincent Samuel  
Pathik Shukla

#### **GUESTS:**

#### **OBSERVERS:**

Dana Lobson, *Ministry of Health of Ontario (MOH)*  
Marnie Lofsky, *OSOT*

#### **STAFF:**

Gillian Slaughter, *Registrar & CEO*  
Sandra Carter, *Manager, Practice*  
Enrique Hidalgo, *Manager, IT*  
Grace Jacob, *Accounting and Payroll Specialist*  
Stamatis Kefalianos, *Director, Regulatory Affairs*  
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 welcomed everyone and called the meeting to order at 9:03 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\***

The Territorial Acknowledgement was shared during a moment of reflection.

#### **4.0 Declaration of Conflict of Interest**

The Chair called for any declarations of conflict of interest for today's agenda. She acknowledged that for item 8.2 *Registration Fee Increase*, an inherent conflict exists for all professional Board Directors. Should a Director determine it would not interfere with their ability to decide in the interests of the public, then a declaration would not be required.

No conflicts were declared.

#### **5.0 Approval of Agenda**

The Chair called for approval of the agenda. Three changes were noted: Removal of motions for items 7.4 and 9.0 and renumbering item 10.2 to become 14.0.

MOVED BY: Allan Freedman

SECONDED BY: Stacey Anderson

*THAT the agenda be approved as amended.*

**CARRIED**

#### **6.0 Consent Agenda**

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

1. Registrar and CEO's Report of January 29, 2026
2. Draft Board Minutes of October 30, 2025
3. Executive Committee Minutes of October 16, 2025
4. Finance & Audit Committee Minutes of September 22, 2025
5. Governance Committee Minutes of May 16, 2025

MOVED BY: Stacey Anderson

SECONDED BY: Jennifer Kerr

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

**CARRIED**

#### **7.0 Registrar's Report**

##### **7.1 Quarterly Performance Report**

Lucy Kloosterhuis stated that the purpose for this report is to provide quarterly information on program and committee activities that relate to the 2024-2027 strategic priorities. Kim Woodland explained that the new reporting format was implemented to more clearly align committee workplans and College strategic priorities with a focus on

data designed to support informed decision-making and ensure transparency in program performance and future planning. The new format is a work in progress and will continue to be fine-tuned. Kim and the Registrar & CEO responded to questions.

MOVED BY: Lucy Kloosterhuis

SECONDED BY: Mary Egan

***THAT the Board receive the FY 2025-2026 Q2 Quarterly Performance Report.***

**CARRIED**

**7.2 Risk Management Report & Risk Register**

Stacey Anderson stated that managing risk is a key Board responsibility in its mandate of public protection. The Risk Management Report is intended to highlight high or critical risk and related mitigating measures. For Q2 FY2025-2026, status levels for the two reported risks remained unchanged and no new high or critical risks were identified. The Registrar & CEO reported on and provided rationale for several adjustments to the Risk Register. A discussion was held and the Registrar responded to questions.

MOVED BY: Stacey Anderson

SECONDED BY: Julie Reinhart

***THAT the Board receive the Risk Management Report.***

**CARRIED**

**7.3 Canadian Institute for Health Information (CIHI) Data**

Kim Woodland presented on the 2024 CIHI Workforce Data for Occupational Therapists Across Canada and highlighted key questions for the Board to consider. The question raised today was how best to identify and leverage strategic partners with a view to increasing the number of licensed occupational therapists in Ontario to address the province's human resource shortage. A lengthy and thorough discussion ensued. The Board will continue this discussion at their next meeting in March.

**8.0 Financial Report**

**8.1 Fiscal Year 2025-2026 Q2 Financial Summary Report**

Allan Freedman provided an overview of the financial summary report for Q2 of FY 2025-2026 and stated that the College is on track with budget and aligned with year-over-year figures. At the end of Q2 FY2025-2026, the College had a surplus of \$528,462. This is attributable to the timing of various expenditures; the College anticipates more expenses in Q4 which will result in a small deficit.

MOVED BY: Allan Freedman  
SECONDED BY: Thuy Luong

***THAT** the Board receive the FY2025-2026 Q2 Financial Report, as presented.*

**CARRIED**

## **8.2 Registration Fee Increase**

Allan stated that at the January 2024 Board meeting, the Board approved the recommendation from the Finance and Audit Committee (FAC) to change the bylaws to allow the Board to increase annual renewal fees by up to 2% for the next five years. The FAC reviewed the College's five-year forecast in detail at their January 2026 meeting and recommends that a 2% increase be made for the 2026-2027 annual renewal period. Allan emphasized that the proposed increase is not a response to financial distress. It is a planned and necessary measure to ensure the College remains financially resilient and capable of meeting its statutory obligations and strategic priorities in the future. The Registrar & CEO shared fees data for other comparable OT regulators in Canada and responded to questions. A fulsome discussion ensued.

MOVED BY: Allan Freedman  
SECONDED BY: Lucy Kloosterhuis

***THAT** the Board approve the proposed 2% increase to Registration fees for the upcoming 2026-2027 annual renewal period.*

**CARRIED**

## **9.0 Update about “As of Right” Legislation**

The Registrar & CEO presented details about the new regulations passed in December 2025 related to “As of Right” legislation. The College has updated the website to distinguish between the process for registering under As of Right and the Labour Mobility Support Agreement. A new application form is now available on the website for As of Right applicants. Staff will track data for each type of applicant for reporting purposes. FAQs are being prepared and will be posted to the website. Applicants under As of Right will be listed on the College’s register as “Authorized to Practice pursuant to the As of Right Legislation” with an end date of six months from their application date.

## **10.0 Governance**

### **10.1 Appointment of Committee Appointee to the ICRC**

Lucy stated that the College conducted an open and competitive recruitment process for committee appointees to fill vacancies on the ICRC. As a result of this process, the

Nominations Committee brings forward today a recommendation for immediate appointment and another to follow in March.

MOVED BY: Lucy Kloosterhuis

SECONDED BY: Tina Siemens

***THAT the Board appoint Kelly Didone to the Inquiries, Complaints and Reports Committee (ICRC) for a three-year term commencing on January 30, 2026.***

**CARRIED**

## **10.2 Appointment of two Public Directors to the ICRC**

This item was moved under agenda item 5.0, to become item 14.0.

## **11.0 Inquiries Complaints and Reports Committee**

### **11.1 Investigations & Resolutions (I & R) Program Policy**

Lucy explained that the Executive Committee reviewed this new policy which would permit the College to resolve lower risk complaints using a Resolution Program, where both parties consent, as an alternative to a formal investigation. The purpose of the Resolution Program is to provide an alternative method for addressing complaints and to expedite matters for both parties. The Board provided a recommendation for the draft policy which will be implemented.

MOVED BY: Lucy Kloosterhuis

SECONDED BY: Stacey Anderson

***THAT the Board approve the I & R Resolution Program Policy as amended.***

**CARRIED**

## **12.0 Quality Assurance Committee**

### **12.1 2027 eLearning Module (Ethics)**

This item is for information only. Kim explained that the 2027 eLearning module on Ethics will be brought forward for approval on February 10, 2026, to the Board of the Association of Canadian Occupational Therapy Regulatory Organizations (ACOTRO). The target launch date of January 1 is earlier than in previous years.

## **13.0 Registration Committee**

### **13.1 Approval of Adjustments to Policy: Request for Second Provisional Certificate**

This policy outlines the requirements for applicants seeking to maintain provisional registration following an unsuccessful attempt at the National Occupational Therapy

Certification Exam (NOTCE) and describes the process for requesting a second provisional certificate of registration, when applicable. A discussion was held.

MOVED BY: Allan Freedman

SECONDED BY: Adrian Malcolm

***THAT the Board approve adjustments to the Request for Second Provisional Certificate***

**CARRIED**

**14.0 Appointment of two Public Directors to the Inquiries, Complaints and Reports Committee**

Jennifer Kerr and Adrian Malcolm left the meeting for this item. The Registrar & CEO explained given the uncertainty of upcoming reappointments of several public members, in an abundance of caution, that two additional public members be appointed to the ICRC to ensure the continuity of its work.

MOVED BY: Lucy Kloosterhuis

SECONDED BY: Thuy Luong

***THAT the Board approved the appointments of Jennifer Kerr and Adrian Malcolm to the Inquiries Complaints and Reports Committee, effective immediately.***

**CARRIED**

**15.0 Environmental Scan**

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

**16.0 Other Business**

**16.1 Board Meeting Evaluation for January 29, 2026**

The Chair invited members to complete and submit the Board Meeting evaluation for today's meeting. An electronic link was sent to virtual attendees.

**16.2 Annual Board Evaluation**

The Chair stated that an electronic link will be sent next week for the Annual Board Evaluation with a completion date of February 12, 2026.

**16.3 Executive Officer Nomination Form**

The Chair stated that members will each receive an electronic Nominations Form next week, for the election of Executive Officers with a submission deadline of February 17. The election will take place immediately following the March Board meeting.

### **17.0 Next Meetings**

Board Meeting & Officer Elections: March 26, 2026, 9:00 a.m. – 4:00 p.m., Boardroom  
Board Meeting: June 18, 2026, 9:00 a.m. – 3:30 p.m., Hybrid meeting

### **18.0 Adjournment**

There being no further business, the meeting was adjourned at 1:48 p.m.

MOVED BY: Thuy Luong

**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**

<b>Board Meeting Date</b>	<b>Decisions</b>	<b>Current Status</b>
January 29, 2026	<b>THAT</b> the Board approved the appointments of Jennifer Kerr and Adrian Malcolm to the Inquiries, Complaints and Reports Committee, effective immediately.	Complete
January 29, 2026	<b>THAT</b> the Board approve adjustments to the Request for Second Provisional Certificate	Complete
January 29, 2026	<b>THAT</b> the Board approve the I & R Resolution Program Policy as amended.	Complete
January 29, 2026	<b>THAT</b> the Board appoint Kelly Didone to the Inquiries, Complaints and Reports Committee (ICRC) for a three-year term commencing on January 30, 2026.	Complete
January 29, 2026	<b>THAT</b> the Board approve the proposed 2% increase to Registration fees for the upcoming 2026-2027 annual renewal period.	Complete
October 30, 2025	<b>THAT</b> the Board approve the draft As-of-Right Registration and the amended Practising Without A Certificate of Registration policies, as presented	Complete
October 30, 2025	<b>THAT</b> 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.	Complete
October 30, 2025	<b>THAT</b> the Board approve the proposed practice resource about the safe use of lap belts for publication.	Complete
October 30, 2025	<b>THAT</b> the Board review the report and recommendations from the MAiD Death Review Committee (MDRC) 2024-3 and approve the updated	Complete

Board Meeting Date	Decisions	Current Status
	<i>practice guidance on Medical Assistance in Dying resource for publication, including today's changes.</i>	
October 30, 2025	<p><b>THAT</b> the Board approve the amended and/or newly created financial governance policies, including today's change, for incorporation into the College's Governance Manual:</p> <ul style="list-style-type: none"> <li>• 6.1 / Financial Planning and Budgeting - Revised</li> <li>• 6.2 / Financial Condition and Activities - Revised</li> <li>• 6.3 / Asset Protection - Revised</li> <li>• 6.4 / Investments - Revised</li> <li>• 6.5 / External Audit - Revised</li> <li>• 6.6 / Honoraria – Revised</li> <li>• 6.7 / Reserve Funds - Revised</li> <li>• 6.9 / Insurance – New</li> <li>• 6.10 / Signing Authority – New</li> <li>• 7.2 / Overseeing Financial Risk - New</li> </ul>	Complete
October 30, 2025	<b>THAT</b> the Board approve the Code of Ethics draft document for public consultation, as amended today.	Complete
October 30, 2025	<b>THAT</b> the Board approve the Annual Report for the 2024-2025 fiscal year, for distribution.	Complete
October 30, 2025	<b>THAT</b> the Board approve the Audited Financial Statements for the fiscal year ended May 31, 2025, as presented.	Complete