



BOARD MEETING MINUTES

DATE: Thursday, March 24, 2022 **TIME:** 9:00 a.m. – 3:00 p.m. via Zoom

In Attendance:

DIRECTORS:

Jennifer Henderson, *Chair*
Paola Azzuolo
Neelam Bal
Donna Barker
Faiq Bilal
Nicholas Dzudz
Mary Egan
Allan Freedman
Heather McFarlane
Carol Mieras
Aruna Mitra
Vincent Samuel
Stephanie Schurr
Teri Shackleton
Sabrina Shaw
Michelle Stinson

REGRETS:

Brittany O'Brien

GUESTS:

OBSERVERS:

Asna Ali, *Ministry of Health of Ontario (MOH)*
Elizabeth Gartner
Sarah Milton

STAFF:

Elinor Larney, *Registrar*
Julie Entwistle, *Deputy Registrar*
Sandra Carter, *Practice Consultant*
Aida da Silva, *Finance & Human Resources Coordinator*
Leandri Engelbrecht, *Interim Manager Investigations & Resolutions*
Enrique Hidalgo, *Manager, Information Technology*
Grace Jacob, *Associate, Finance & Corporate Services*
Navpreet Kaur Chatrath, *Student OT*
Stamatis Kefalianos, *Manager, Regulatory Affairs*
Lesley Krempulec, *Practice Consultant*
Tim Mbugua, *Policy Analyst*
Brandi Park, *Manager, Registration*
Seema Singh-Roy, *Director, Finance & Corporate Services*
Nancy Stevenson, *Director, Communications*
Diane Tse, *Practice Consultant*
Andjelina Stanier, *Executive Assistant, Scribe*

1.0 Call to Order

Chair Jennifer Henderson welcomed everyone and called the meeting to order at 9:02 a.m. She introduced Faiq Bilal, newly appointed public member and congratulated Neelam Bal on her re-election. She also congratulated and introduced as observers for the Board meeting today, newly elected professional members for District 1 (Toronto and area), Sarah Milton and Elizabeth Gartner. She thanked outgoing members Aruna Mitra and Michelle Stinson for their commitment and contributions to the College. She invited Board members and staff to introduce themselves.

2.0 Public Protection Mandate

The Chair reminded members that all considerations and decisions are made in the best interest of the public.

3.0 Land Acknowledgement*

The Chair read out the Land Acknowledgement statement (Appendix 1).

4.0 Declaration of Conflict of Interest

The Chair called for declarations of conflict of interest. None were made.

5.0 Approval of Agenda

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

MOVED BY: Carol Mieras

SECONDED BY: Stephanie Schurr

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

CARRIED

6.0 Consent Agenda

The Chair called for changes to the following Consent Agenda items:

- Registrar's Written Report – March 24, 2022
- Draft Board Minutes – January 27, 2022
- Finance, Audit and Risk Minutes – January 11, 2022
- Governance Minutes – January 12, 2022
- Executive Minutes – January 13, 2022
- Joint Executive & Governance Minutes – February 14, 2022
- Nominations Committee Report – March 24, 2022

MOVED BY: Stephanie Schurr

SECONDED BY: Aruna Mitra

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

CARRIED

7.0 Registrar's Report

7.1 Presentation: FY 21/22 Q3 Operational Projects Status Report

The Registrar reported on operational projects for Q3 of the 2021-2022 fiscal year related to the strategic objectives for Year 2 of the 2020-2023 Strategic Plan.

7.2 Quarterly Performance Report

Heather McFarlane stated the Quarterly Performance Report was prepared with input from all committees and provided today as an overview of the work accomplished in Q3 FY 21/22. Staff responded to questions.

MOVED BY: Heather McFarlane

SECONDED BY: Teri Shackleton

***THAT** the Board receives the Quarterly Performance Report for Q3 of the 2021-2022 fiscal year.*

CARRIED

7.3 Risk Management Report

Vincent Samuel provided an overview of the risk management process and how the report is structured. Overall, risks and risk levels remain the same for Q3 2021/2022 with the exception of the risk associated with the delay of the Enterprise System Project. The Registrar responded to questions.

MOVED BY: Vincent Samuel
SECONDED BY: Donna Barker

***THAT** the Board receives the risk management report.*

CARRIED

7.4 College Performance Measurement Framework (CPMF)

Stamatis Kefalianos stated that the draft 2021 CPMF is presented today for review and final approval prior to the March 30th submission deadline. He explained that out of fifty standards, the College has satisfied all but three new categories in this version. The College will work to satisfy these over the course of 2022. Stamatis responded to questions. Once approved, the document will be posted to the College website and submitted to the ministry.

MOVED BY: Heather McFarlane
SECONDED BY: Donna Barker

***THAT** the Board approves the College Performance Measurement Framework report for submission to the Ministry of Health and for publication on the College's website.*

CARRIED

8.0 Finance

8.1 FY21/22 Q3 Financial Report

Seema Singh-Roy provided an overview of the FY21/22 Q3 Financial Report reporting that the College is on track with the budget to date and responded to questions.

MOVED BY: Allan Freedman
SECONDED BY: Stephanie Schurr

***THAT** the Board receives the FY21/22 Q3 YTD Financial Report, as presented.*

CARRIED

8.2 Investment Portfolio

Seema reported on the state of the College's investment portfolio as at February 28, 2022 and responded to questions. She reminded the Board that the College's main principle for investments is the preservation of capital and that all investments are covered by the Canada Deposit Insurance Corp. (CDIC). The current investment portfolio is maintained by BMO Nesbitt Burns. This provider has a limited number of CDIC-insured options for investment and the College is in the process of opening an account with RBC Dominion Securities to provide additional options. This item was presented for information purposes only.

9.0 Governance

9.1 Revised Terms of Reference – All College Committees

The Chair stated that the terms of reference for all committees have been revised and updated to reflect governance reforms initiatives previously approved by the Board. A discussion ensued. The Board recommended further changes which will be incorporated at this time, and additional changes to be reworked by the Governance Committee and brought back to the Board for approval at a later date.

MOVED BY: Vincent Samuel

SECONDED BY: Aruna Mitra

THAT the Board approves the revised Terms of Reference for each Committee of the College, including today's changes.

CARRIED

9.2 District 1 Elections

The Registrar reported that elections for professional Board members were held in District 1 (Toronto and Area). Congratulations to Sarah Milton and Elizabeth Gartner newly elected members, and returning member, Neelam Bal. The process went smoothly and there were no concerns. This item was presented for information purposes only.

9.3 Change of Title for Registrar

Allan Freedman explained that the recommendation to change the title of the Registrar, to *Chief Executive Officer (CEO) and Registrar* is in keeping with changes in terminology related to governance reform and distinguishes between the roles of the Board and staff. Many other regulatory bodies have already made this change. A brief discussion ensued.

MOVED BY: Allan Freedman

SECONDED BY: Aruna Mitra

THAT the official job title for the Registrar be changed to Chief Executive Officer (CEO) and Registrar.

CARRIED

9.4 Strategic Planning

Vincent explained that the College follows a three-year cycle for strategic planning. Normally, planning would start in October 2022 for the June 2023 – May 2026 cycle. At their last meeting, the Executive Committee discussed whether to hold a new strategic planning session this fall and decided to recommend the current plan be extended for one more year. Consideration was given to the impact of possible upcoming large-scale governance changes and implementation of the Enterprise System. This extension would also allow staff more time to implement initiatives within the current strategic plan that were impacted by the pandemic and work from home situation. The Board recommended the current plan be updated and refreshed, with follow up by the Board at the October Education Session, then brought forward to the Board in January 2023 for final approval.

MOVED BY: Vincent Samuel

SECONDED BY: Carol Mieras

***THAT** the Board approves an extension of the current strategic plan for an additional year.*

CARRIED

9.5 Professional Committee Reappointment – Practice Subcommittee

Leona Pereira, committee appointee to the Practice Subcommittee, has expressed interest and is eligible for reappointment for a second, three-year term. Heather stated that she is a valued member whose reappointment will enable continuity with current work and support the overall effectiveness of the committee. The Practice Subcommittee recommends her reappointment for a second term.

MOVED BY: Heather McFarlane

SECONDED BY: Stephanie Schurr

***THAT** the Board approves the reappointment of Leona Pereira to the Practice Subcommittee for a second three-year term commencing on June 14, 2022.*

CARRIED

9.6 Professional Committee Appointments – Quality Assurance Subcommittee

Teri Shackleton explained that the appointment of two new members to the Quality Assurance Subcommittee is required to fill two vacancies. Two candidates were chosen who best meet the needs of the committee and are recommended for appointment by the Quality Assurance Subcommittee.

MOVED BY: Teri Shackleton

SECONDED BY: Heather McFarlane

***THAT** the Board appoints Erin Lawson and Tanya Purevich to the Quality Assurance Subcommittee, each for a three-year term commencing on April 1, 2022.*

CARRIED

9.7 Professional Committee Reappointment – Quality Assurance Subcommittee

Andy Beecroft, committee appointee to the Quality Assurance Subcommittee, has expressed interest and is eligible for reappointment for a second, three-year term. Teri stated that the committee unanimously supports his reappointment as he provides valuable insight, and his reappointment would provide continuity with the current work.

MOVED BY: Teri Shackleton

SECONDED BY: Neelam Bal

***THAT** the Board approves the reappointment of Andy Beecroft to the Quality Assurance Subcommittee a second three-year term commencing on April 1, 2022.*

CARRIED

9.8 Professional Committee Reappointment – ICRC

Julie Sutton, committee appointee to the Inquiries, Complaints and Reports Committee, has expressed interest and is eligible for reappointment for a second, three-year term. Carol

Mieras and Vincent Samuel stated that Julie brings a rich professional experience and valuable contribution to the committee and is always well prepared for meetings. The ICRC recommends her reappointment for a second term.

MOVED BY: Carol Mieras
SECONDED BY: Stephanie Schurr

***THAT** the Board approves the reappointment of Julie Sutton as a Professional Committee Appointee of the Inquiries, Complaints and Reports Committee for a second three-year term commencing on April 1, 2022.*

CARRIED

9.9 Professional Committee Reappointment – Quality Assurance Committee

Elizabeth Bell, committee appointee to the Quality Assurance Committee, has expressed interest and is eligible for reappointment for a second, three-year term. Teri stated that Elizabeth provides valuable insight with over thirty years of experience as an occupational therapist. The Quality Assurance Committee recommends her reappointment for a second term.

MOVED BY: Teri Shackleton
SECONDED BY: Neelam Bal

***THAT** the Board approves the reappointment of Elizabeth Bell to the Quality Assurance Committee, as a professional appointee for a second three-year term.*

CARRIED

9.10 Annual Board Evaluation Summary

The Chair reported that the Annual Board Evaluation was conducted, and nine of sixteen completed surveys were received. She emphasized the importance of participation by all members in order for the Board to continue to learn and grow. Overall, the results were very positive across all categories. Results indicate that members feel the Board functions well, expectations are being met, the Board is meeting its goals, and that it is well supported by College staff. Two areas of concern stated were to continue to focus on the strategy and not the means or operations, and the need for additional public members to support Board functioning.

10.0 New Business

10.1 Board and Committee Meetings Policy

The Registrar stated that the recommended changes for the new policy on Board and Committee Meetings, as provided at the January 2022 Board meeting have been incorporated and are provided today for final approval.

MOVED BY: Allan Freedman
SECONDED BY: Carol Mieras

***THAT** the Board approves the Board or Committee Meetings policy which will be enacted once the College resumes in-person meetings.*

CARRIED

10.2 Client Bill of Rights

Michelle Stinson and Julie Entwistle explained that the Client Bill of Rights was developed as a resource for the public, to help clients of OTs understand their rights, learn what to expect from OT services and to provide information about the complaints process. This resource will also be available in French.

MOVED BY: Michelle Stinson

SECONDED BY: Heather McFarlane

THAT the Board approves the Client Bill of Rights for circulation

CARRIED

10.3 Standards for Practice (One Standard Project)

Heather stated that the draft One Standard document, now officially titled, *Standards for Practice*, has been thoroughly reviewed by the Practice Subcommittee, Executive Committee, and Indigenous and Equity Panels. Several additional recommendations by the Board received today will be incorporated into the document prior to public consultations. Board members expressed their satisfaction with the document, particularly its thoroughness and ease of use and acknowledged the implications in terms of quality improvement for the presentation of standards of practice for both OTs and the public. Members congratulated the team on their exceptional work.

MOVED BY: Heather McFarlane

SECONDED BY: Teri Shackleton

THAT the Board approves the Standards for Practice draft document for public consultation, including today's changes.

CARRIED

11.0 Environmental Scan

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

12.0 Other Business

12.1 Board Meeting Evaluation

The Chair asked members to complete the electronic Board meeting evaluation and encouraged everyone to provide recommendations for future improvements.

13.0 Next Meetings

- Board Meeting: Thursday, June 23, 2022, 9:00 – 3:30, location TBA. Survey poll to follow in April to determine if in person or virtual meeting.

14.0 Farewell

Allan and Vincent spoke in recognition of the many contributions to the College by outgoing members, Aruna Mitra and Michelle Stinson. The Board thanked them for their commitment and hard work and wished them success in the future. Aruna and Michelle thanked the Board and College staff for their support. The Board joined Elinor in thanking Jennifer Henderson for her excellent leadership as Board Chair over the past year.

15.0 Adjournment

There being no further business, the meeting was adjourned at 2:13 p.m.

MOVED BY: Carol Mieras

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

CARRIED

APPENDIX 1

*** Land Acknowledgement**

We recognize that we work and live on traditional lands and territories of Indigenous Peoples. This includes the traditional territories of the Mississauga, the Anishnabeg (ah-nish-naw-bek) the Chippewa, the Haudenosaunee (hoe-duh-nuh-show-nay) and the Wendat peoples. Today, the province of Ontario is home to many diverse First Nations, Inuit and Métis (may-tea) peoples, from the Cree in the Northern reaches to the Delaware in the south. We acknowledge that we are tasked with sharing, respecting, and valuing the land, as a source of life for us all.

APPENDIX 2: Status of Implementation of Board Decisions

Board Meeting Date	Decisions	Current Status
March 24, 2022	<i>THAT the Board approves the Board or Committee meetings policy which will be enacted once it is safe to meet in person again.</i>	Complete
March 24, 2022	<i>THAT the Board approves the College Performance Measurement Framework report for submission to the Ministry of Health and publication on the College's website.</i>	Complete
March 24, 2022	<i>THAT the Board approves the revised Terms of Reference for each Committee of the College, including today's changes.</i>	Complete
March 24, 2022	<i>THAT the official job title for the Registrar be changed to Chief Executive Officer (CEO) and Registrar.</i>	Complete
March 24, 2022	<i>THAT the Board approves an extension of the current strategic plan for an additional year.</i>	Complete
March 24, 2022	<i>THAT the Board approves the reappointment of Leona Pereira to the Practice Subcommittee for a second three-year term commencing on June 14, 2022.</i>	Complete
March 24, 2022	<i>THAT the Board appoints Erin Lawson and Tanya Purevich to the Quality Assurance Subcommittee, each for a three-year term commencing on April 1, 2022.</i>	Complete
March 24, 2022	<i>THAT the Board approves the reappointment of Andy Beecroft to the Quality Assurance Subcommittee a second three-year term commencing on April 1, 2022.</i>	Complete
March 24, 2022	<i>THAT the Board approves the reappointment of Julie Sutton as a Professional Committee Appointee of the Inquiries, Complaints and Reports Committee for a second three-year term commencing on April 1, 2022.</i>	Complete
March 24, 2022	<i>THAT the Board approves the reappointment of Elizabeth Bell to the Quality Assurance Committee, as a professional appointee for a second three-year term.</i>	Complete
March 24, 2022	<i>THAT the Board approves the Client Bill of Rights for circulation</i>	Complete
March 24, 2022	<i>THAT the Board approves the Standards for Practice draft document for public consultation, including today's changes.</i>	Complete