

BOARD MEETING AGENDA

DATE: Thursday, January 30, 2025 **TIME:** 9:00 a.m. to 3:30 p.m.

College of Occupational Therapists of Ontario
Boardroom
20 Bay Street, #900
Toronto ON M5J 2N8

Agenda Item	Objective	Attach	Time (approx.)
1.0 Welcome, Call to Order, and Introductions			
2.0 Public Protection Mandate			
3.0 Territorial Acknowledgement*			
4.0 Declaration of Conflict of Interest			
5.0 Approval of Agenda – January 30, 2025	Decision	✓	
<i>THAT the agenda be approved as presented.</i>			
6.0 Consent Agenda			
1. Registrar’s Written Report of January 30, 2025 2. Draft Board Minutes of October 24, 2024 3. Executive Minutes of October 2, 2024 4. Governance Minutes of October 3, 2024 5. Finance & Audit Minutes of September 24, 2024	Decision	✓	5
<i>THAT the Board adopt the consent agenda items as listed:</i>			
7.0 Registrar’s Report / FY 2024-2025 Q2 Operational Projects Status Update			
7.1 Quarterly Performance Report	Decision	✓	10
<i>THAT the Board receive the Q2 FY 2024/2025 Quarterly Performance Report.</i> (Lucy Kloosterhuis)			
7.2 Risk Management Report	Decision	✓	10
<i>THAT the Board receive the Risk Management Report.</i> (Stacey Anderson)			
7.3 Presentation: Website Review By Nancy Stevenson, Director of Communications			10
7.4 Presentation: Annual Statistical Report from CIHI By Kimberly Woodland, Director of Programs			15
8.0 Finance			
8.1 Fiscal Year 2024/2025 Q2 Financial Summary Report	Decision	✓	10
<i>THAT the Board receive the Q2 FY 2024/2025 Financial Report, as presented.</i> (Allan Freedman)			

Agenda Item	Objective	Attach	Time (approx.)
8.2 Registration Fee Increase	Decision	✓	10
<p><i>THAT the Board approve the proposed 2% increase to Registration fees for the upcoming 2025/2026 annual renewal period.</i> (Allan Freedman)</p>			
8.3 Honoraria & Allowable Expenses Policies	Decision	✓	10
<p><i>THAT the Board review the Honoraria Policy and approve the amendments to the Allowable Expenses Policy.</i> (Lucy Kloosterhuis)</p>			
Lunch 12:00 – 1:00 p.m.			
9.0 Investigations & Resolutions Program			
9.1 Discipline Tribunal (1pm) Presentation by Cara Moroney, Manager I & R	Decision	✓	20
<p><i>THAT the Board approve the College join the Health Professions Discipline Tribunal for a term ending in December 2025.</i> (Allan Freedman)</p>			
10.0 Quality Assurance Program			
10.1 Quality Assurance Competency Assessment Process	Decision	✓	10
<p><i>THAT the Board approve the tools and processes of the Quality Assurance (QA) Competency Assessment.</i> (Stacey Anderson)</p>			
10.2 Presentation: Quality Assurance Tools By Lesley Krempulec, Manager, Quality Program			15
10.3 College of OTs of Nova Scotia License and Services Agreement	Decision	✓	10
<p><i>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).</i> (Stacey Anderson)</p>			
11.0 Registration Program			
11.1 Emergency Class of Registration Policy (Reg. Policy)	Decision	✓	10
<p><i>THAT the Board approve the Emergency Class of Registration policy.</i> (Nick Dzudz)</p>			
11.2 Currency Requirements for Applicants (Reg. Policy)	Decision	✓	10
<p><i>THAT the Board approve the Currency Requirements for Applicants policy.</i> (Nick Dzudz)</p>			
11.3 Collection of Sociodemographic Data (Reg. Policy)	Decision	✓	10

	Agenda Item	Objective	Attach	Time (approx.)
	<p><i>THAT the Board approve the collection and use of sociodemographic data related to Indigenous and Race Identity.</i> (Allan Freedman)</p>			
12.0	Governance			
	12.1 Principles of Good Governance (Gov. Policy)	Decision	✓	15
	<p><i>THAT the Board approve the Principles of Good Governance policy and that it be included as part of the Governance Manual.</i> (Mary Egan)</p>			
	12.2 Board Competency Framework	Decision	✓	15
	<p><i>THAT the Board approve the revised Board Competency Framework.</i> (Elizabeth Gartner)</p>			
	12.3 Board Assessment and Evaluation (Gov. Policy)	Decision	✓	15
	<p><i>THAT the Board approve the Board Assessment and Evaluation policy as presented.</i> (Sarah Milton)</p>			
	12.4 Committee Appointments	Decision	✓	5
	<p><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> (Julie Reinhart)</p>			
	12.5 Committee Reappointments	Decision	✓	2
	<p><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> (Vincent Samuel)</p>			
13.0	Environmental Scan			
14.0	Other Business			
	14.1 Board Meeting Evaluation for January 30, 2025	to complete	<i>Link to follow</i>	
	14.2 Annual Board Evaluation	to complete	<i>Link to follow</i>	
	14.3 Annual Board Member Self-Evaluation	to complete	<i>Link to follow</i>	
	14.4 Officer Nominations & Committee Assignment Process	Information	<i>Links to follow</i>	5
15.0	Next Meetings			
	<p>Board Meeting & Officer Elections: March 27, 2025, 9:00 a.m. – 4:00 p.m., COTO Boardroom Board Meeting: June 19, 2025, 9:00 a.m. – 3:30 p.m., COTO Boardroom</p>			

	Agenda Item	Objective	Attach	Time (approx.)
16.0	Adjournment			

*** Territorial Acknowledgement**

AGENDA

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.