

BOARD MEETING AGENDA

DATE: Thursday, October 24, 2024 **TIME:** 9:00 a.m. to 3:00 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 and Call to Order			
2.0	Public Protection Mandate			
3.0	Land Acknowledgement*			
4.0	Declaration of Conflict of Interest			
5.0	Approval of Agenda – October 24, 2024	Decision	✓	
	<i>THAT the agenda be approved as presented.</i>			
6.0	Consent Agenda			
	1. Registrar’s Written Report of October 24, 2024 2. Draft Board Minutes of June 20, 2024 3. Executive Minutes of May 27, 2024 4. Executive Minutes of August 8, 2024 5. Governance Minutes of June 5, 2024 6. Finance & Audit Minutes of August 20, 2024 7. Finance & Audit Minutes of May 21, 2024	Decision	✓	5
	<i>THAT the Board adopt the consent agenda items as listed:</i>			
7.0	Audited Financial Statements & Annual Report			
	7.1 Audited Financial Statements Usman Paracha of Hilborn LLP, Auditor (9:15am)	Decision	✓	10
	<i>THAT the Board approve the Audited Financial Statements for the fiscal year ended May 31, 2024, as presented. (Allan Freedman)</i>			
	7.2 Draft Annual Report for 2023-2024	Decision	✓	10
	<i>THAT the Board approve the Annual Report for the 2023-2024 fiscal year for distribution. (Stacey Anderson)</i>			
8.0	Registrar’s Report			

Agenda Item		Objective	Attach	Time (approx.)
8.1	Presentation: 2024-2025 Status of Operational Objectives by Elinor Larney, Registrar & CEO	Information		15
8.2	Q1 FY2024-2025 Quarterly Performance Report	Decision	✓	10
	<i>THAT the Board receive the Quarterly Performance Report for Q1 FY2024-2025.</i> (Lucy Kloosterhuis)			
8.3	Risk Management Report	Decision	✓	10
	<i>THAT the Board receive the Risk Management Report.</i> (Allan Freedman)			
8.4	Presentation: Practice Risks By Kimberly Woodland, Director of Programs	Information		15
8.5	Risk Register and Practice Risks	Decision	✓	10
	<i>THAT the Board receive the portion of the Risk Register about Practice Risks.</i> (Allan Freedman)			
9.0	Financial Report			
9.1	Fiscal Year 2024/2025 Q1 Financial Summary Report	Decision	✓	10
	<i>THAT the Board receive the FY24/25 Q1 Financial Report, as presented.</i> (Allan Freedman)			
10.0	New Business			
10.1	College Involvement in New Discipline Tribunal Process	Decision	✓	30
	<p><i>THAT the Board amend the bylaws to add an adjudicator to the composition of the Discipline and Fitness to Practice committees and other changes needed to enact this.</i></p> <p><i>THAT the Board approve changes to the terms of reference for the Discipline and Fitness to Practice committees to add an adjudicator to the committee composition.</i></p> <p><i>THAT the Board recommend the College continue to review the process of participating in the Health Professions Discipline Pilot Tribunal (HPDPT) and to bring this forward to the Board for approval at a later date.</i></p> <p><i>THAT the Board appoint Mr. David Wright to the Discipline and Fitness to Practice committees for a three-year term, effective immediately.</i></p> <p>(Stacey Anderson)</p>			
10.2	Additional Demographic Data Collection	Decision	✓	15
	<i>THAT the Board approve the collection of additional demographic data related to Indigenous and Race Identity.</i> (Allan Freedman)			

Agenda Item	Objective	Attach	Time (approx.)
10.3 Nominations Committee Policies and Appointment			
10.3.1 (i) Screening, Selection and Appointment of Professional and Community Appointees, and (ii) Screening of Board Candidates and Academic Appointees	Decision	✓	30
<p><i>THAT the Board approve the following policies:</i></p> <ul style="list-style-type: none"> • <i>Screening, Selection, and Appointment of Professional Committee and Community Appointees</i> • <i>Screening of Board Candidates and Academic Appointees</i> <p>(Elizabeth Gartner)</p>			
10.3.2 Appointment of Public Director	Decision	✓	5
<p><i>THAT the Board appoint new public director, Adrian Malcolm, to the Patient Relations and Quality Assurance committees, effective immediately.</i></p> <p>(Lucy Kloosterhuis)</p>			
10.4 Governance Policies			
10.4.1 (i) Risk Management, and (ii) Strategic Planning	Decision	✓	15
<p><i>THAT the Board approve the following revised policies:</i></p> <ul style="list-style-type: none"> • <i>Risk Management</i> • <i>Strategic Planning</i> <p>(Vincent Samuel)</p>			
10.4.2 Role of Registrar & CEO Policy and Bylaws	Decision	✓	10
<p><i>THAT the Board approve the Role of Registrar & CEO policy and associated bylaw amendments.</i></p> <p>(Sarah Milton)</p>			
10.4.3 (i) Board's Relationship with Registrar & College Staff, and (ii) Succession Plan for the Position of Registrar & CEO	Decision	✓	15
<p><i>THAT the Board approve the following governance policies:</i></p> <ul style="list-style-type: none"> • <i>Board's Relationship with the Registrar and College Staff</i> • <i>Succession Plan for the Position of Registrar and CEO</i> <p>(Mary Egan)</p>			
10.5 Artificial Intelligence (AI) Practice Resource Document	Decision	✓	15
<p><i>THAT the Board approve the practice resource document about the use of artificial intelligence (AI) in occupational therapy practice, for publication.</i></p> <p>(Stacey Anderson)</p>			

Agenda Item		Objective	Attach	Time (approx.)
10.6	Response to Coroner’s Request	Decision	✓	15
	<i>THAT the Board approve the proposed practice resource about the safe use of transfer poles.</i> (Stacey Anderson)			
11.0	Education Day Debrief			
12.0	Environmental Scan			
13.0	Other Business			
	13.1 Board Meeting Evaluation for October 24, 2024	To Complete	<i>Link to follow</i>	
14.0	Next Meetings			
	Board Meeting: January 30, 2025, 9:00 a.m. – 3:30 p.m., COTO Boardroom 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			
15.0	Adjournment			

*** 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.