

BOARD MEETING MINUTES

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

In Attendance:

DIRECTORS:

Neelam Bal, *Chair*
Stacey Anderson
Nick Dzudz
Mary Egan
Allan Freedman
Christine Funk
Elizabeth Gartner
Lucy Kloosterhuis
Adrian Malcolm
Sarah Milton
Julie Reinhart
Vincent Samuel
Pathik Shukla
Tina Siemens

REGRETS:

GUESTS:

OBSERVERS:

Dana Lobson, *MOH*
Marnie Lofsky, *OSOT*

STAFF:

Elinor Larney, *Registrar & CEO*
Archana Bhuvitharan, *Quality Assurance Lead*
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*
Tim Mbugua, *Policy Advisor*
Cara Moroney, *Manager, Investigations & Resolutions*
Seema Singh-Roy, *Director, Finance, People & Corporate Services*
Andjelina Stanier, *Executive Assistant, Scribe*
Nancy Stevenson, *Director, Communications*
Kim Woodland, *Program Director*

1.0 Welcome and Call to Order

Chair Neelam Bal called the meeting to order at 9:01 a.m. She welcomed everyone and introduced new public member, Pathik Shukla. She invited members to introduce themselves.

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 Chair read out the Territorial Acknowledgement (Appendix 1).

4.0 Declaration of Conflict of Interest

The Chair called for any conflicts of interest with the items on the agenda. Christine Funk declared a conflict with item 12.4, as she had also stated prior to the meeting. No other conflicts were declared.

5.0 Approval of Agenda

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

MOVED BY: Nick Dzudz

SECONDED BY: Stacey Anderson

***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 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

MOVED BY: Stacey Anderson

SECONDED BY: Sarah Milton

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

CARRIED

7.0 Registrar's Report / Presentation: 2024-2025 Q2 Status of Operational Projects

The Registrar presented on the status of the operational projects for Q2 FY 2024-2025 related to the 2024-2027 strategic plan and responded to questions.

7.1 Q2 FY 2024-2025 Quarterly Performance Report

Lucy Kloosterhuis stated that the quarterly report provides an update on program and committee activities for the last quarter.

MOVED BY: Lucy Kloosterhuis

SECONDED BY: Elizabeth Gartner

***THAT** the Board receive the Quarterly Performance Report for Q2 FY 2024-2025.*

CARRIED

7.2 Risk Management Report

Stacey Anderson explained that the Board has oversight of risk management for the College. The Board receives quarterly updates on high or critical risks, and changes in status. The entire Risk Register is reviewed annually every spring by the Executive Committee. The Registrar

reported that there are no new high or critical risks to report nor any changes in status from the previous quarter. A comment was raised about the need to present the risk to the public more clearly within the risk analysis. Executive will review this point at their next meeting.

MOVED BY: Stacey Anderson

SECONDED BY: Tina Siemens

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

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7.3 Presentation: Website Review

Nancy Stevenson, Director of Communications, demonstrated the new website and responded to questions.

7.4 Presentation: Annual Statistical Report from CIHI

Kim Woodland, Program Director, presented statistics from the Canadian Institute for Health Information (CIHI) on the OT Workforce across Canada for 2023, and responded to questions.

8.0 Finance

8.1 Fiscal Year 2024/2025 Q2 Financial Summary Report

Allan Freedman stated that the College is on track with budget and all statutory remittances and filings are up to date.

MOVED BY: Allan Freedman

SECONDED BY: Pathik Shukla

***THAT** the Board receive the FY 2024-2025 Q2 Financial Report, as presented*

CARRIED

8.2 Registration Fee Increase

Allan explained that in 2024, following public consultation, the Board approved the proposed amendments to Part 18 of the College bylaws with the intention of making any future fee increases as predictable as possible. The bylaw requires the Board to review fees each year and only permits future increases up to 2% each year. To sustain operations, the College is proposing a 2% increase to Registration fees for the upcoming 2025/2026 annual renewal period. The Board held a discussion.

MOVED BY: Allan Freedman

SECONDED BY: Elizabeth Gartner

***THAT** the Board approve the proposed 2% increase to Registration fees for the upcoming 2025/2026 annual renewal period.*

CARRIED

8.3 Honoraria & Allowable Expenses Policies

Lucy Kloosterhuis explained that the Allowable Expenses and Honoraria policies are reviewed annually. One change is recommended to the Allowable Expenses policy to adjust for inflation with no changes recommended to the Honoraria policy at this time. The Board held a discussion.

MOVED BY: Lucy Kloosterhuis

SECONDED BY: Pathik Shukla

***THAT** the Board review the Honoraria Policy and approve the amendments to the Allowable Expenses Policy, as presented.*

CARRIED

9.0 Investigations & Resolutions Program

9.1 Discipline Tribunal

Cara Moroney reported that the College participated in a trial run using the discipline tribunal process for one discipline hearing. Feedback from the Discipline Committee members who were involved was very positive. Based on this feedback and discussions with other colleges and the tribunal staff, the College recommended that it now formally join the Health Professions Discipline Tribunal (HPDT) for a term ending in December 2025. If approved, additional motions are necessary in order to amend the bylaws and Discipline and Fitness to Practise committees' terms of reference; to appoint a chair and adjudicators to the OT Discipline Tribunal, and; to appoint a vice chair to each of the Discipline and Fitness to Practise committees. The Board held a discussion.

MOVED BY: Allan Freedman

SECONDED BY: Adrian Malcolm

***THAT** the Board approve the College join the Health Professions Discipline Tribunal for a term ending in December 2025.*

CARRIED

MOVED BY: Stacey Anderson

SECONDED BY: Pathik Shukla

***THAT** the Board approve the changes to the Bylaws to enact the tribunal processes and to change the name of the Discipline Committee to the Ontario Occupational Therapist Discipline Tribunal (OOTDT).*

CARRIED

MOVED BY: Lucy Kloosterhuis

SECONDED BY: Stacey Anderson

***THAT** the Board appoint David A. Wright to be Chair of the OOTDT (OT Discipline Tribunal) and the Fitness to Practise Committee.*

CARRIED

MOVED BY: Stacey Anderson
SECONDED BY: Elizabeth Gartner

THAT the Board appoint Teri Shackleton to be the Vice Chair of the OOTDT until March 31, 2025.

CARRIED

MOVED BY: Lucy Kloosterhuis
SECONDED BY: Adrian Malcolm

THAT the Board appoint Vincent Samuel to be the Vice Chair of the Fitness to Practise Committee until March 31, 2025.

CARRIED

MOVED BY: Stacey Anderson
SECONDED BY: Tina Siemens

THAT the Board appoint to the OOTDT the following individuals who will act as adjudicators:

- i. Raj Anand*
- ii. Sherry Liang*
- iii. Sophie Martel*
- iv. Jennifer Scott*
- v. Jay Sengupta*

CARRIED

MOVED BY: Lucy Kloosterhuis
SECONDED BY: Sarah Milton

THAT the Board approve the changes to the Terms of Reference for both the Discipline Committee and the Fitness to Practise Committee.

CARRIED

10.0 Quality Assurance Program

10.1 Quality Assurance Competency Assessment Process

The Quality Assurance Assessment Process was provided for Board consideration and approval.

MOVED BY: Stacey Anderson
SECONDED BY: Christine Funk

THAT the Board approve the tools and processes of the Quality Assurance (QA) Competency Assessment.

CARRIED

10.2 Presentation: Quality Assurance Tool

Lesley Krempulec, Manager, Quality Assurance, provided an overview of the Quality Assurance Program's tools and processes and responded to questions.

10.3 College of Occupational Therapists of Nova Scotia (COTNS) License and Services Agreement

Stacey explained that the College of Occupational Therapists of Nova Scotia has expressed an interest in licensing COTO's Quality Assurance Competency Assessment system and tools and having access to COTO's peer assessors in order to implement a peer assessment system in the province of Nova Scotia. This is an opportunity for the College to recover some costs, advance strategic objectives and explore opportunities for data sharing related to the risk based approach. The Board held a discussion.

MOVED BY: Stacey Anderson

SECONDED BY: Tina Siemens

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).

CARRIED

11.0 Registration Program

11.1 Emergency Class of Registration Policy (Reg. Policy)

Tim Mbugua explained that in April 2022, the Ontario Government passed the *Pandemic and Emergency Preparedness Act, 2022* which amended the *Regulated Health Professions Acts, 1991 (RHPA)*. This amendment requires health regulatory colleges to establish emergency classes of registration, based on the newly approved *Ontario Regulation 508/12, Registration Requirements*. Last year, the Board approved the amendment of *Ontario Regulation 226/96, under the Occupational Therapy Act, 1991*, to include the Emergency Class of Registration regulation. The proposed Emergency Class of Registration Policy will support the Board when deciding to activate or resolve access to the College's Emergency Certificate of Registration.

MOVED BY: Nick Dzudz

SECONDED BY: Stacey Anderson

THAT the Board approve the Emergency Class of Registration policy.

CARRIED

11.2 Currency Requirements for Applicants (Reg. Policy)

Kim Woodland explained that due to changes in 2024 to provincial legislation prohibiting unpaid voluntary positions, the College amended its re-entry program and associated policy both presented today for consideration. The Board recommended additional changes to the appendix portion.

MOVED BY: Nick Dzudz

SECONDED BY: Lucy Kloosterhuis

***THAT** the Board approve the Currency Requirements for Applicants policy, including today's changes to the appendix.*

CARRIED

11.3 Collection of Sociodemographic Data and Use Policy (Registration Policy)

Kim Woodland stated that in October 2024, the Board approved the gathering of sociodemographic information about OTs with respect to promoting DEI initiatives. The Registration Committee then worked to develop a policy in consultation with the Equity Perspectives and Indigenous Insights advisory committees, which was presented today for consideration. If approved, the changes would be implemented for the next registration renewal period. The Board held a discussion and provided additional recommendations which will be incorporated.

MOVED BY: Allan Freedman

SECONDED BY: Nick Dzudz

***THAT** the Board approve the collection and use of sociodemographic data policy related to Indigenous and Race identity, including today's changes.*

CARRIED

12.0 Governance

12.1 Principles of Good Governance (Governance Policy)

Stamatis Kefalianos explained that together with the current governance policies, the draft Principles of Good Governance policy presented today, was developed to inform and guide Board decision-making and strategic planning.

MOVED BY: Mary Egan

SECONDED BY: Stacey Anderson

***THAT** the Board approve the Principles of Good Governance policy and that it be included as part of the Governance Manual.*

CARRIED

12.2 Board Competency Framework

Stamatis explained that the current Competency Framework was approved by the Board in 2021. The College has since worked to enhance the competency-based composition of the Board and its committees. Based on evolving practices and an environmental scan of other regulatory colleges, the College identified opportunities to update language related to governance modernization and an increased focus on diversity, equity, and inclusion.

MOVED BY: Elizabeth Gartner

SECONDED BY: Pathik Shukla

***THAT** the Board approve the revised Board Competency Framework.*

CARRIED

12.3 Board Assessment and Evaluation

Stamatis explained that as part of the comprehensive review of the Governance Policies, a new draft policy *Performance Evaluation for Board* was developed to replace existing policy *GP14 - Council Evaluation*. The Board meeting evaluation and Annual Board evaluation are both covered under this policy.

MOVED BY: Stacey Anderson

SECONDED BY: Sarah Milton

THAT the Board approve the Board Assessment and Evaluation policy as presented.

CARRIED

12.4 Committee Appointments

Christine Funk left the meeting, having earlier declared a conflict of interest with this item. The Registrar explained that two professional OT candidates are recommended by the Nominations Committee to fill upcoming vacancies on the Practice Subcommittee.

MOVED BY: Julie Reinhart

SECONDED BY: Stacey Anderson

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.

CARRIED

12.5 Committee Reappointments

Vincent Samuel explained that terms for three current committee appointees will soon end. Each has expressed an interest in continuing and in consultation with their respective committees, the Nominations Committee brings forward a recommendation for their reappointment.

MOVED BY: Vincent Samuel

SECONDED BY: Elizabeth Gartner

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.

CARRIED

13.0 Environmental Scan

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

14.0 Other Business

14.1 Board Meeting Evaluation for January 30, 2025

The Chair reminded members to complete the electronic Board Meeting Evaluation for today's meeting. A survey link will follow tomorrow.

14.2 Annual Board Evaluation

The Chair reminded members to complete the electronic Annual Board Evaluation. A survey link will follow tomorrow.

14.3 Annual Board Member Self-Evaluation

The Chair reminded members to complete the electronic Annual Board Member Self-Evaluation. A survey link will follow tomorrow.

14.4 Officer Nominations & Committee Assignment Process

The Registrar explained that elections for Executive officers will be held after the March Board meeting. To begin this process, the call for nominations will go out next week. Public members will also receive a survey to provide feedback on their preferred committees and, along with current committee appointees, to share their interest in chairing a committee in 2025-2026.

15.0 Next Meetings

Board Meeting: 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

16.0 Adjournment

There being no further business, the meeting was adjourned at 2:33 p.m.

MOVED BY: Sarah Milton

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
January 30, 2025	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.	Complete
January 30, 2025	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.	Complete
January 30, 2025	THAT the Board approve the Board Assessment and Evaluation policy as presented	Complete
January 30, 2025	THAT the Board approve the revised Board Competency Framework.	Complete
January 30, 2025	THAT the Board approve the Principles of Good Governance policy and that it be included as part of the Governance Manual.	Complete
January 30, 2025	THAT the Board approve the collection and use of sociodemographic data policy related to Indigenous and Race identity, including today's changes.	Complete
January 30, 2025	THAT the Board approve the Currency Requirements for Applicants policy, including today's changes to the appendix.	Complete
January 30, 2025	THAT the Board approve the Emergency Class of Registration policy.	Complete
January 30, 2025	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).	Complete
January 30, 2025	THAT the Board approve the tools and processes of the Quality Assurance (QA) Competency Assessment.	Complete

Board Meeting Date	Decisions	Current Status
January 30, 2025	<p>THAT the Board approve the College join the Health Professions Discipline Tribunal for a term ending in December 2025.</p> <p>THAT the Board approve the changes to the Bylaws to enact the tribunal processes and to change the name of the Discipline Committee to the Ontario Occupational Therapist Discipline Tribunal (OOTDT).</p> <p>THAT the Board appoint David A. Wright to be Chair of the OOTDT (OT Discipline Tribunal) and the Fitness to Practise Committee.</p> <p>THAT the Board appoint Teri Shackleton to be the Vice Chair of the OOTDT until March 31, 2025.</p> <p>THAT the Board appoint Vincent Samuel to be the Vice Chair of the Fitness to Practise Committee until March 31, 2025.</p> <p>THAT the Board appoint to the OOTDT the following individuals who will act as adjudicators:</p> <ul style="list-style-type: none"> i. Raj Anand ii. Sherry Liang iii. Sophie Martel iv. Jennifer Scott v. Jay Sengupta <p>THAT the Board approve the changes to the Terms of Reference for both the Discipline Committee and the Fitness to Practise Committee.</p>	Complete
January 30, 2025	<p>THAT the Board review the Honoraria Policy and approve the amendments to the Allowable Expenses Policy, as presented.</p>	Complete
January 30, 2025	<p>THAT the Board approve the proposed 2% increase to Registration fees for the upcoming 2025/2026 annual renewal period.</p>	Complete
October 24, 2024	<p>THAT the Board approve the proposed practice resource about the safe use of transfer poles.</p>	Complete

Board Meeting Date	Decisions	Current Status
October 24, 2024	THAT the Board approve the practice resource document about the use of artificial intelligence (AI) in occupational therapy practice, for publication.	Complete
October 24, 2024	THAT the Board approve the following governance policies: (i) Board's Relationship with the Registrar and College Staff (ii) Succession Plan for the Position of Registrar and CEO	Complete
October 24, 2024	THAT the Board approve the following policies: (i) Risk Management (ii) Strategic Planning	Complete
October 24, 2024	THAT the Board appoint new public Director, Adrian Malcolm, to the Patient Relations and Quality Assurance committees, effective immediately.	Complete
October 24, 2024	THAT the Board approve the following policies: (i) Screening, Selection and Appointment of Professional and Community Appointees, (ii) Screening of Board Candidates and Academic Appointees	Complete
October 24, 2024	THAT the Board approve the collection of additional demographic data related to Indigenous and race identity.	Complete
October 24, 2024	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.	Complete
October 24, 2024	THAT the Board appoint Mr. David Wright to the Discipline and Fitness to Practise committees for a three-year term, effective immediately.	Complete
October 24, 2024	THAT the Board amend the bylaws, including today's changes, to add an adjudicator to the composition of the Discipline and Fitness to Practise committees and other changes needed to enact this. and THAT the Board approve changes to the terms of reference including today's recommendations, for the Discipline and	Complete

Board Meeting Date	Decisions	Current Status
	<i>Fitness to Practise committees to add an adjudicator to the committee composition.</i>	
October 24, 2024	THAT the Board receive the portion of the Risk Register about Practice Risks.	Complete
October 24, 2024	THAT the Board approve the downgrading and removal of the Enterprise System from the report to the Board.	Complete
October 24, 2024	THAT the Board approve the Annual Report for the 2023-2024 fiscal year for distribution.	Complete
October 24, 2024	THAT the Board approve the Audited Financial Statements for the fiscal year ended May 31, 2024, as presented.	Complete