



COLLEGE of OCCUPATIONAL
THERAPISTS of NOVA SCOTIA

**Board Meeting Minutes
November 20, 2019
College Board Room**

1. Welcome, Introductions, and Call to Order

PRESENT: Gerald Johnston
Myrna King
Cherie Lewis
Sean Ponnambalam
Phoebe Rai
Dominique Shephard
Kevin Wong, Registrar
Jenn MacKay-Myra, Recorder

REGRETS:

Cherie Lewis, COTNS Chair, called the meeting to order at 6:10pm.

First Peoples and Traditional Territory Acknowledgement:

The College of Occupational Therapists of Nova Scotia would like to acknowledge that we are on the ancestral and unceded territory of the Mi'kmaq people.

2. Approval of Agenda

Motion: to approve the Agenda as presented: Sean Ponnambalam, seconded by Myrna King.

3. Declaration of Conflicts

There were no conflicts of interest stated.

4. Review of Minutes from September 18th, 2019

Motion: to approve the October 22, 2019 Board Minutes as amended: Phoebe Rai, seconded by Sean Ponnambalam.

5. Quarter 2 Financials

Kevin Wong, Registrar, presented the Quarter 2 financials.

The following questions were posed by the Board during the financial statement review:

Q. Does the College anticipate significant costs around the regulations changes?

A. This depends on the answer from the Department of Health and Wellness and our direction with the changes (full or minor). Legal is now looking at the proposed regulations reviewed and approved by the Board. Approximate costs could be \$10,000.00 (ten thousand dollars) or more if complete changes are required.

A. Legal is Marjorie Hickey, the College's legal counsel.

Q. Are we expecting to use the full \$100,000 of the GIC that matured in September?

A. At the time that the GIC was due, the College was unsure what funds would be needed, nor when. The funds were moved to the Savings Account as available cash to cover the current Hearing, and on-going continuing competency expenses, as opposed to being tied in a GIC.

Motion: to approve the Quarter 2 Financial Report: Sean Ponnambalam, seconded by Gerry Johnston. Motion carried.

Kevin Wong proposed the idea of creating an operational reserve fund equal to 3-months operational expenses, \$60,000.00 (sixty-thousand dollars) that would protect the College from unexpected operational costs.

Q. Why 3-months instead of 6-months?

A. It will take time to build the operational reserve fund, while also using any surplus to fund the restricted funds; Hearing, Continuing Competency, and Special Projects. 3-months was proposed as a minimum.

Q. How often have we consumed the Hearing Fund?

A. The Hearing Fund had not been accessed in years, and because the restricted funds were not being used, the budgets created in the last few years have been lean and reduced to the best possible circumstances.

Q. What is the \$30,000.00 (thirty thousand) in unrestricted funds?

A. The unrestricted fund is the surplus from the last two fiscal years. The College will still continue to have unrestricted funds while growing an operational fund.

Kevin Wong presented the idea of a fee increase that could be implemented to increase revenue. The Board agreed to Kevin developing a proposal to bring to a future meeting.

6. Continuing Competency Committee

The Board meeting went in camera at 6:42pm.

The Meeting resumed at 7:26pm.

Motion: to provide a written response to the Continuing Competency Committee request: Phoebe Rai, seconded by Gerry Johnston. Motion carried.

7. ACOTRO Update

Kevin Wong presented updated from the ACTRO meeting he recently attended.

Exam Agreement with CAOT: Our updated exam agreement will include additional requirements for CAOT to communicate that candidates writing the NOTCE a second time will require regulatory approval. This agreement is will be brought to the Board for approval in the new year with a plan to harmonize agreement dates with our national OT regulatory partners.

CORECOM - Competency Document: The Canadian jurisdictions are working to compile a single competency document to cover occupational therapists across Canada which is anticipated to be completed in 2021.

Q. Will this document be explicit about clinical skills?

A. This will be a general guideline around key skills in occupational therapy, not specific clinical skills.

Public Awareness: In developing communication messaging/strategies for our upcoming campaign, Kevin identified that the Citizens Advisory Group in Ontario, in consultation with stakeholders, indicated that the word College in regulatory body names is mis-leading and unclear. This was also stated in the regulatory workshop hosted by NSRHPN to regulatory bodies in Nova Scotia. There has been a discussion on changing the name of regulatory bodies to explicitly state their role, to include Regulatory Board in the name. Example: Nova Scotia Occupational Therapists Regulatory Board or Occupational Therapists Regulatory Board of Nova Scotia. Kevin suggested the College may want to review a name change prior to implementing a public awareness campaign; however, the time requirement for a change may be lengthy.

Kevin also discussed ideas on implementing consistent board workshops including sharing resources with other colleges and attending workshops hosted by other colleges either in person or via technology.

8. Regulations Review

Kevin Wong, along with Marjorie Hickey, has a meeting with the Department of Health and Wellness in early December to discuss requested changes to current regulations for the College. The changes were proposed for the following six areas.

- I. The College needs to update the amount of currency hours from 1200 hours in 5 years to 600 hours in 3 years,
- II. to include the option of a written exam component to the Continuing Competency Program

- III. to include new graduates, under supervised practice, who are awaiting to receive confirmation of successful completion of the National Exam
- IV. clarity of title for provisional registrants when presenting themselves and signing documents,
- V. to remove processes that require Board approval rather than the Registrar for matters such as the need for the Board to approve registrant's sponsors.
- VI. To remove the requirement that the complaints process must include a signature to allow complainants to submit a complaint electronically.

Motion to approve the proposed changes to the Regulations: Myrna King, seconded by Gerry Johnston.
Motion carried.

9. Dates and Times of Upcoming Meetings:

The next Board Meetings will occur on:

- i. Wednesday, December 18, 2019
- ii. Wednesday, January 22, 2020
- iii. Wednesday, February 19, 2020
- iv. Wednesday, March 11, 2020
- v. Wednesday, April 15, 2020
- vi. Wednesday, May 27, 2020
- vii. Wednesday, June 17, 2020

Motion to accept the proposed Board meeting dates: Myrna King, seconded by Dominique Shephard.

10. Adjournment

The board was adjourned at 7:56pm.

Approved December 18, 2019