

**Annual General Meeting Agenda**  
**June 18, 2020**  
**Offered through GoToWebinar**

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**Voting Attendees**

Arlene Allen-McCarthy	Jonathan Harris	Natalie O'Mara
Michelle Anderson	Sarah Hebb	Sierra Pearson
Nadine Andrea	Rochelle Heighton	Andrea Perry
Maria Antony	Sarah Keefe	Robin Philp
Brian Bailkowski	Carolyn Kelly	Aimee Prince
Heather Beaton	Myrna King	Shelley Radford
Jonathan Belbin	Cheryl Lake	Lisa Rand
Thane Borden	Julie Lall	Lynn Renton
Nicole Boudreau	Bethany Lander	Kendra Rex
Christine Bray	Karen Landry	Karen Roberts-Small
Holly Brogan	Heidi Lauckner	Kelly Ross
Anne Marie Brousseau	Hilary Layton	Shelley Ross
Krista Buchanan	Cherie Lewis	Lisa Saunders-Green
Emma Burzotta	Heather Lowe	Alyssa Sealy
Cora Campbell	Chris McWilliam	Lynn Shaw
Victoria Cernjak	Joanne MacDonald	Dominique Shephard
Lisa Chisholm	Stephanie MacDonald	Heather Sinclair
Elaine Churchill	Emily MacEwen	Laura Slauenwhite
Joanne Comeau	Angela MacIsaac	Cher Smith
Lacey Cox	Diane MacKenzie	Cynthia Stilwell
Janice Davis	Meghan MacLeod	Susan Street
Diane Delorme	Ashley MacMullin	Kait Sullivan
Crystal Dieleman	Rochelle Mackenzie	Kathleen Sullivan
Colleen Diggins	Susanne Maclean	Rachel Sutherland
Ruth Duggan	Christine Marchessault	Sarah Teklet
Andrew Edwards	Becky Marval	Scott Thieu
Jennifer Finlayson	Katherine McKee-Blanche	Sarah Waugh
Marybeth Fleming	Terry McLaughlin	Emily Webber
Amanda Forward	Joanne McNeary	Cindy White
Lindsay Foster	Saholy Mevamanana	Kevin Wong
Sheila Fricker	Candy Miller	Tia Wormell
Kailee Garfield	Adelle Mills	Sandy Yip
Caleb Godbout	Randi Monroe	Emma Young
Chelsea Goulden	Meaghan Murphy	
Jo-Anna Halfyard	Catherine-Anne Murray	



### **Non-Voting Attendees**

Amanda Avery, BakerTilly Auditor  
Jenn MacKay-Myra, COTNS Staff  
Sean Ponnambalam, Board Chair

#### **1. Call to Order**

The AGM was called to order at 12:04pm by Sean Ponnambalam, Chair of the COTNS Board.

#### **2. Approval of Agenda**

**Motion:** It was moved by Dominique Shephard and seconded by Christine Bray that the Agenda be approved as circulated. Motion carried.

#### **3. Approval of the 2019 AGM Minutes**

**Motion:** It was moved by Cindy White and seconded by Cheryl Lake that the June 13, 2019 Minutes be approved as circulated. Motion carried.

#### **4. Auditor's Report – Motion to Receive the Auditor's Report**

The Auditor's report was presented by Amanda Avery, CPA, CA from BakerTilly NS.

Questions from the floor:

Q. Does the Hearing Fund support a number of hearings if needed?

A. The Hearing Fund can support a couple of uncontested hearings, or, one to two contested hearings.

Q. What is the uptake on the requests for the deferral of payment option and does that create any financial problems with the required cash?

A. The College has \$30,000 of outstanding revenue from the registrants who opted to defer their payment. Registrants are required to pay their registration fees before August 31, 2020 and the College has sufficient cash on hand to cover this period.

Q. How would COVID-19 impact the College directly, financially?

A. The College can be impacted by registrants who cannot practice privately and may need to close their business. Amanda Avery, Auditor, confirmed that the College would not be financially impacted by COVID-19 to needing to close its doors and that the College management had created a plan to lessen any impact which is expected to be minimal.

**Motion:** It was moved by Terry McLaughlin and seconded by Lacey Cox that the Auditors report be approved as circulated. Motion Carried.

- a. Motion to Appoint the Auditor for 2020-2021

**Motion:** It was moved by Carolyn Kelly and seconded by Christine Bray that COTNS accept BakerTilly as the 2020-2021 Auditors. Motion carried.

## **5. Annual Report – Motion to Receive the Annual Report**

Kevin Wong, COTNS Registrar reviewed highlights of the annual report including: how COVID-19 has impacted the College and private practice occupational therapy guidelines, the Regulation amendments including use of title and continuing competency changes, the College’s public awareness campaign radio ads that ran for 3 months, and updates on the Continuing Competency Committee, The Practice Committee, the Investigations Committee and the Credentials Committee.

Q. What was the justification for the radio spot?

A. The radio spot was to educate the public on the College’s regulatory role.

**Motion:** It was moved by Christine Marchessault and seconded by Kendra Rex that the Annual Report would be approved as circulated. Motion carried.

## **6. Call for Nominations for the College Board of Directors**

Myrna King announced the four nominations received for the two open board positions and called for additional nominations from the floor. There were no new nominations today and the College will hold an election for the board positions. Sean Ponnambalam thanked Myrna King for her time on the College’s board and announced that the terms for the three public board members would be ending once the new public members were declared by government.

## **7. Members’ Forum**

Kevin Wong presented the results from the learning module that registrants completed prior to renewing their registration in the 2020 year. Kevin also announced that the College would be sending out a call for volunteers to join committees.

## **8. Tentative date for the 2021 Annual General Meeting**

The tentative date for the next AGM is June 17, 2021.

## **9. Adjournment**

The meeting was adjourned at 1:00pm by Sean Ponnambalam.