



## 1. Call to Order

The regular meeting of the Council of the Alberta College of Occupational Therapists was called to order at 9:00 on July 17, 2017 by President Liz Taylor. Kirsten Ash acted as Recording Secretary, Kent Tsui as Timekeeper. Elizabeth Taylor, Kerstin Hurd, Kent Tsui and Kurt Paterson attended the meeting in person; Louis Joseph and Susanne Lesniak Walton sent their regrets. Registrar, Maggie Fulford and Consultant, Simon Canning were also in attendance.

Liz Taylor brought forward news from Winnipeg that occupational therapy is moving towards privatization and how this could impact the College in the future if this was to happen in Alberta.

Kurt suggested media tracking and informing members of the trends in occupational therapy nationally and internationally. Kurt suggested having more discussion about the topic in generative thinking.

## 2. Adoption of the Agenda

Kerstin Hurd moved to adopt the agenda as presented with the changes suggested by Simon Canning that item 9 and 10 be changed to Monitoring Report RL3. The Annual Report item will be moved to the Registrar's Report time and Policy Development will be woven into Mr. Canning's presentation. The motion was carried.

## 3. Adoption of the Minutes

Kerstin Hurd moved that the Minutes of the June 27, 2017 be adopted as distributed with changes to add the auditor adjustments above the line in the budget. The motion was carried.

Moved that the minutes of the May 29, 2017 meeting be adopted as presented with the change that the time keeper be adjusted to say only Kent Tsui. The motion was carried.

## 4. Council Business

Simon Canning did a presentation on the RL monitoring reports with the outcome of learning how to monitor the organizations performance and take steps toward meaningful performance evaluation by Q1 2018.

The purpose of limitation policies was discussed. The limitations set boundaries for the CEO so that they can go forward and do business within set parameters prescribed by the Council. There is an expectation that everything within the set limits can be decided by the CEO and everything outside those limits must be brought forward to the Council.

Briefing notes were discussed and Kurt felt that there was a gap in briefing notes as he says that the Registrar's recommendation and logic were missing.

The Council went over RL 3 and it was felt that the current way of reporting wasn't working. The reports developed by the Registrar directly address the policy, however, they are not meaningful to Council. Therefore policies potentially should change.

## 5. Committee Reports

Mary joined the meeting via teleconference to discuss the increased budget for the practice advisory committee and making certain that the plans of the committee align with the goals and outcomes of the Council and the College.

Mary discussed that the primary change in budget is expenses involved in the added second day for review. Mary found a lot of very interested OTs and the second day was added to include more people wanting to be involved and to get two sets of eyes on the document thus provide feedback from more members. Some more time was also added to review the document with the Council and any other stakeholders needing input.

Mary also has planned an information session with the committee members, Registrar and a representative from Council to really understand the role of the College and how the committee fits in to the outcomes of the College. This will help the committee to understand the role of the College before developing a plan for the College, including the role of SAOT in the same area.

Mary would like to get a document in place with questions to act as a guide to prevent endless discussion without a document being produced.

Liz wants to make certain that all outcomes and timelines are appropriate and brought up the SAOT board to board meeting and whether the practice advisory committee should meet prior to that meeting so that ACOT can bring information forward.

Mary suggested than an ex officio member of SAOT be added to the committee to provide background information on the work of SAOT and their involvement with practice advice.

Kurt would like to know what the budget would be if the meeting could be held via videoconferencing, at least for the second meeting. He also asked how the work of this committee will be conveyed to membership and when this would take place.

Liz asked what Council wants from this committee? Kerstin Hurd feels that the purpose is to come up with a plan on how the College can provide practice advice to help OTs be successful in protection of the public. Kent added that this process also needs to make this advice more successful. Liz questioned whether this fits within the strategic plan and Simon responded that it does fit within the strategic plan but it needs to be defined. Liz expressed her interpretation that advice and support to OTs is within ACOT's mandate of public protection.

Mary advised that BC and Ontario are the only other provinces that have a structured way of doing practice advice. She wants to ensure that the committee isn't guided down a certain path – she wants to convey the information of what other provinces are doing but wants to ensure that the vision of the committee is not altered and they do not feel like they need to do the same thing that another province is doing.

Mary also conveyed that there is a lot of value involved in face to face meetings especially for the primary committee that develops the committee and that the second review would be more appropriate for video conferencing.

The Registrar would like to know whether Council wants to bring forward the document and decisions to SAOT before the general membership in order to keep the stakeholder relationship. Mary wants to clarify that the role of SAOT would be strictly for information.

Mary also noted that all her hours are for the maximum time it would require and they may in fact come in lower than budgeted.

Mary had 23 people volunteer to be on the committee from 30 different categories of practice or professional backgrounds.

For the first committee, the following individuals have been put forward:

- *Chris Whitelaw*
- *Kris Nelson*
- *Steve Tetz*
- *Kathryn Johnson*
- *Nives Zvonkovic*
- *Julie Brose*
- *Patricia O'Kraftka*

- *Cynthia Johnson*
- *Jeff Meyer*

For the second group to review the document the following individuals have been put forward:

- *Suzette Bremault-Philips*
- *Val Guiltner*
- *Kara Straub*
- *Heather Van Eck*
- *Jillian Szkutucki*
- *Christine Gau*
- *Sharon DeWaal*

Mary reported that the committee also consists of a wide range of experience levels from individuals with less than 5 years experience to over 30 years of experience.

Mary's process for choosing the groups was to try and vary the experience in both committees and people who could answer to at least 2 or more practice areas.

Kerstin Hurd moved that Council approves Mary's proposed plan for the practice advisory committee with a maximum budget of \$20,000. The motion was carried

The Council prefers a video conference for the second meeting, however it is up to Mary to alter the budget to come in within the 20,000 budget. This must occur prior to September 11<sup>th</sup>.

Kurt moved that Council supports an SAOT board member to sit as an ex officio non-voting member on the practice advisory committee with the support of SAOT. The motion was carried.

## **6. Registrar's Report**

Maggie reported on SEAS and the annual report from ACOTRO. Maggie reported that SEAS lost another staff member and that the contractors have to be classified as employees so taxes, EI and CPP to be deducted and remitted to CRA. It was also reported that some of the assessors are not doing the assessments properly. The effectiveness of SEAS was questioned as the process is taking longer and costs more.

Simon discussed the registrars report and if there is anything else Council needs for content and style.

Kurt Paterson would like to know things that are in development such as a “future considerations” section so that Council knows the registrar is aware. Kurt Paterson would also like to see some trends surrounding membership and trends in membership. Considering comparisons quarterly.

Council would like to know what members are calling the office for and the following information should be included in the registrar’s report:

- Practice issues – common themes for the month
- Registration numbers
- Next quarter to report what’s coming.

## **7. Strategic Plan**

Maggie reported on the Strategic Plan. Simon felt the strategic plan reporting was confusing and didn’t like the color coding. It was concluded that the Registrar’s report could include the strategic plan. Discussion then ensued on the best way to present the strategic plan update.

## **8. Items for Decision**

Maggie Fulford presented a briefing note on funding for one foundational document so that all universities, the CAOT exam and SEAS are aligned to ensure all applicants in all provinces are educated, examined and registered based on one criteria. Kurt Paterson would like to see proportionate spending between the three big Colleges.

Kent Tsui moved to approve the contribution of up to \$75,000 for one foundational document for occupational therapy in Canada. The contribution must be proportional based on regulated membership per province and must be only used to produce the document to ensure consistency in registration on a national level and meet the needs of Alberta’s legislation.

The registrar will only contribute in installments based on milestones. Installments will only be given after reports on milestones are produced. ACOTRO must produce written updates to provide to Council and regulated members. The motion was carried.

## **9. Financial Audit and Budget**

Joseph Mann with Collins Barrow presented the results of the audit and the audited financial statements. Kerstin Hurd moved to approve the audited financial statements as presented, subject to the approval of the public member. The motion was carried. Discussion ensued regarding the presentation noting the thoroughness and understandability.

Kerstin Hurd moved to adopt the budget with the revenue more than expenditures by \$1,182. The motion was carried.

Kent moved to accept the budget vs actuals as presented for information. The motion was carried.

## **10. Annual Report**

The annual report is back on track and the signing of the financial statements is the last component needed.

## **11. RL debrief**

Simon suggested that Council try to think outside of what is already in policy and discuss what they would actually want in policy surrounding finances.

Kurt suggested Council look at the policies Imagine Canada produces for non-profits.

## **12. Registrars Monitoring**

Simon discussed a performance review in Q1 2018 and developing a new process for reviewing the registrar's performance, advising that that they cannot measure the performance properly with the process in place as it does not cover all the areas it needs to.

## **13. Generative Thinking**

Liz introduced a discussion on what needs to be brought forward in the message to membership and what council would like included.

Discussion then ensued regarding stakeholder engagement and it was agreed that stakeholders do need to be engaged. On a specific point, the College will try to engage employer stakeholders to ensure ACOT emails are not blocked by employer email filters.

## **14. Adjournment**

Kerstin Hurd moved to adjourn the meeting at 3:51. The motion was carried.