



Alberta College of Occupational Therapists

Council Meeting Minutes

October 14, 2017

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 October 14, 2017 by President Liz Taylor. Kirsten Ash acted as Recording Secretary and Jennifer Lee acted as Timekeeper. Elizabeth Taylor, Kerstin Hurd, Kent Tsui and Louis Joseph attended the meeting in person; Susanne Lesniak Walton sent her regrets. Registrar, Maggie Fulford and Consultant, Simon Canning were also in attendance. New Council members Andrea Petryk, Jennifer Lee and Sharon Parmar were also in attendance for observation.

Liz Taylor announced that the Council has a new public member, Peter Portlock but that he was unable to attend the meeting and that ACOT will be receiving another new public member shortly.

Liz Taylor discussed the differences between an association and college. She also discussed the trend in Alberta that more colleges and associations are working together despite their different roles. Liz Taylor also discussed that the College wants to engage more members and increase their involvement to foster a mutual understanding of the role of the College.

2. Adoption of the Agenda

Kerstin Hurd moved to adopt the agenda as presented. The motion was carried.

3. Adoption of the Minutes

Kerstin Hurd moved that the Minutes of July 17, 2017 be approved with the correction of Suzette's name to on page 4. The motion was carried.

4. U of A Report

Sharon Brintnell delivered the U of A Report. Sharon Brintnell discussed that the U of A continues to be highly competitive. She discussed the rising number of students needing

accommodations and developing a new curriculum to work with those accommodations in order to ensure all students can successfully demonstrate their knowledge.

Kent Tsui raised concerns about placement and the difference between accommodations in the classroom as opposed to accommodations in placement. He feels that a lot of accommodations are very difficult to obtain in placement.

The balance between protection of the public, the right to accommodations and the right to work was discussed. There seems to be a push to accommodate more individuals in the work place in order to support an individual's right to work.

Sharon Brintnell discussed the need for a shift from accommodation to the learner being able to demonstrate independence. There should be more accommodation in earlier placements versus later placements in order for the student to establish independence.

The University is having to make very hard decisions when problems arise in placement and are supporting facilities if they feel that the student is unable to complete the placement.

Sharon Brintnell discussed that she feels the new Dean of rehabilitation needs to have a rehabilitation background. Sharon would like to see members push for the department to be led by someone with rehab background knowledge.

Kerstin Hurd moved to accept the U of A report as presented. The motion was carried.

5. Registrar Reporting

Maggie Fulford reported on the strategic plan and informed Council that ACOTRO's SEAS process is running a deficit and is announcing an increase in fees for those going through the process. Individuals currently going through the process will have six months to complete it without cost increases. Maggie Fulford informed Council that some individuals passing the SEAS process are not passing the CAOT exam. Kent Tsui mentioned that a lot of northern OTs are internationally trained and there are not as many international OTs because of the lengthy and expensive SEAS process.

Liz Taylor mentioned that this could impact the College greatly financially if the deficit cannot be covered by fees, as ACOT is one of the three largest Colleges in Canada financially and thus may be expected to carry a lot of the financial load.

Maggie Fulford discussed the work of ACOTRO on the one foundational document that the CAOT exam and the OT curriculum of Canadian universities will be mapped to. Maggie is hoping that the SEAS program will also be mapped to this document. ACOTRO is estimating

that the development of the document will cost \$750,000 and that other Colleges are applying for grants to fund the creation of the document.

Maggie Fulford touched on stakeholder engagement and that building relationships with the dean of rehabilitation at the U of A is currently on hold as she is part of the dean selection committee.

Maggie Fulford also discussed the proposed memorandum of understanding from ACOTRO for follow up care that would allow OTs to do follow up care in other provinces without being registered there. This has been deemed by the College's lawyer and by the government as contravening the HPA, and therefore the memorandum cannot be signed by ACOT at this time.

Maggie Fulford discussed trends in regulation. The government of Ontario is beginning to ensure there is no avocation of professions by regulatory bodies. There will be greater number of public members on Ontario boards and professional board members will be appointed rather than elected. They are also pushing to have all complaints published including those that are dismissed. Colleges are also being told to remove any practice support from their websites.

6. Budget vs. Actuals

Maggie Fulford informed the Council that there was some extra unexpected revenue due to a past legal case against the College being deemed as vexatious. She also informed Council that the meeting costs will be under budget this year due to the cancellation of a few meetings.

Kirsten Ash discussed the accounts that are expected to be over/under budget by the end of the year and informed Council that the consultants line item will be under budget as the optimize consultant fees are much lower this year as the strategic planning and governance coaching comes to an end and Council becomes more independent.

7. Staff RRSP Contribution

Discussion ensued on whether or not to institute a staff RRSP as part of the benefits package. Council discussed what type of organization the College is, what it wants to be and what the "right" decision is to support the organization. The Council discussed whether or not staff performance should be a factor of receiving the benefit. After thorough discussion, it was decided that benefits were different from performance increases.

Kent Tsui moved to approve a 10% College funded group RRSP for all full-time employees. The motion was carried.

8. Appointing the Auditor for 2018

Maggie Fulford presented a briefing note to Council in regards to appointment of the auditor for 2018. In the briefing note, Maggie Fulford recommended that Council re-appoint Collins Barrow for the 2018 audit.

Kerstin Hurd moved to re-appoint Collins Barrow for the 2018 audit. The motion as carried.

9. Meeting Dates

Maggie Fulford presented four meeting dates that correlate with quarterly financial reporting. Council discussed the need for more frequent meetings. Council discussed that weekdays do not work for Council and consequently it was decided to change the November 27, 2017 meeting to November 26, 2017.

The following meeting dates were decided for the 2018 year:

- January 27, 2018
- March 4, 2018
- April 21, 2018
- June 16, 2018
- August 26, 2018
- October 13, 2018
- November 25, 2018

10. Policy Review

Simon Canning discussed the rework of the Council policies and stated that he hoped the RLs would be approved by the end of the meeting.

Simon Canning discussed the GPs. Changes were made to the vice president's role to clarify that the vice president sits as the chair of the GC and is president elect.

Clarification to the GPs also added that one Councillor must sit on each committee of Council.

Simon Canning clarified that the RLs set the borders for the Registrar to work within. The operations are delegated to the Registrar.

Simon Canning discussed the new conflict of interest policy and whether the conflict of interest form should be completed each meeting or annually.

Louis Joseph moved that the conflict of interest form be signed by all Councillors annually. The motion was carried.

Kerstin Hurd stated that she thinks it should be published on the website that the Council has declared no conflict of interest each year. It was discussed that a procedure will be developed that if a conflict of interest is identified the Councillor with the conflict of interest will excuse themselves from discussion.

The complaint process for staff was discussed. An explanation is to be added to clarify the complaints process in Council policy is different than the complaints process of the College.

Presentations by the public/members to Council was discussed. The policy stated that the presentations were to be in relation to Council policy. Kerstin Hurd suggested that the policy should be broader to allow for a wider variety of presentations.

Liz Taylor suggested that it should be stated that presentations should be regarding protection of the public as this is the overarching mandate of the College.

It was determined that the ex officio policy be extended to include more parties other than the U of A.

Maggie Fulford questioned the role of the ex officio – does the ex officio stay for the whole meeting? Do they only stay for part of the meeting? Are they able to take part in Council discussion?

Simon Canning was tasked with defining the ex officio role in policy and broadening the parties who can become an ex officio.

Maggie suggested a “cooling off period” policy be developed that would prevent staff from running for council for a certain period of time. The policy would also prevent a member of Council from becoming a staff member for a certain period of time. Council agreed that this was a good idea and the GC was asked to establish the policy.

Kerstin Hurd moved to approve the GPs with the modifications described in discussion. The motion was carried.

The CRs were discussed. Simon Canning explained that the importance of these policies is to establish that the Council has only one employee, the Registrar.

Liz Taylor asked that the wording be changed to remove “solely” from the global CR.

Simon Canning clarified that you must use the policies to direct the Registrar.

CR 2 was discussed and Simon Canning felt that the policy is too prescriptive.

Simon Canning does not think the CRs should be approved as the strategic plan should guide the Registrar's performance and that this should be described by the policies. He felt that Council needs more time to reflect on the strategic plan before accepting the CRs.

The suspension of the RLs was discussed. The RLs had been suspended as they were not aligned with the strategic plan and therefore it was unreasonable to ask the Registrar to present reports on them.

Simon informed Council that it is important to realize that the RLs are the performance measures for the Registrar. Simon Canning would like to ensure that the policies are both qualitative and quantitative.

The Financial RLs have had all procedures removed

Kerstin Hurd asked that RFP and CPA be changed in the policies to the full words instead of abbreviations.

The Financial RL 2.1 has been changed to be prescriptive to make certain that Council has all information in regards to finances.

Maggie Fulford asked what procedure will be used for the approval of the budget as this was not done in previous ACOT history. Simon Canning suggested that Council discuss and approve the budget as a whole.

A discussion was had on confidentiality and disclosure of discipline. Kerstin Hurd suggested that the principles of natural justice be outlined somewhere – perhaps in an appendix.

The RL policy was changed to better describe the complaints appeal process.

Discussion ensued on whether or not to publish discipline. The global trends of more transparency and publishing all discipline was discussed. Liz Taylor suggested that names should only be published when licenses are revoked but not on frivolous complaints. As a result of the discussion, Maggie Fulford was asked to bring back a report on publishing of discipline within other health colleges in Alberta.

Maggie Fulford suggested that RL 5 should state that she must report on discipline and the timelines for each disciplinary action on an annual basis.

Simon Canning suggested that the RLs not be accepted until another draft is completed.

Discussion on the ends policies commenced. The ends were changed to include more than registration, continuing competence and discipline. The ends will now include interacting with other stakeholders and being proactive in influencing the future of regulation in Alberta.

Simon Canning thinks the ends should be further discussed at the November meeting.

Kerstin Hurd agreed that it is a good idea that a more fulsome conversation ensues on the ends as they are the backbone of the orientation.

Liz Taylor stated that it is important that the idea of ACOT influencing the future of regulation be captured in the ends

11. GC Report

Kerstin Hurd presented the GC Report. She stated the focus of the last year has been the policy manual and feels that it is almost ready to adopt. Kerstin Hurd also mentioned that the new onboarding process was created and that it will be evaluated to improve the process for next year. They have also been focusing on a conflict declaration.

Next steps for the GC are performance evaluation for both the board and Registrar. A performance management system needs to be in place that is in line with the strategic plan. A self evaluation process for the board will be developed.

The the terms of reference for the leadership committee will be reviewed so that the committee can become active within the next year.

Kerstin Hurd invited the new Councillors to join the GC and informed Council that their next meeting will be on November 13, 2017.

12. Practice Advisory Committee Report

Kerstin Hurd stated she did not get a report from Mary Culshaw in time for the meeting so she delivered a verbal update but mentioned that she did not have the most current information.

The first core group of the committee met in September to flush out a draft for the vision of what practice support would look like at the College level.

Liz Taylor asked what Kerstin Hurd's reflection was on the committee's understanding of the different roles of ACOT and SAOT.

Kerstin Hurd felt that Mary Culshaw did a good job reinforcing the protection of the public mandate and that the group really understands the mandate of the College.

Discussion ensued on the College's role in practice advisory – is it ACOT's or SAOT's role to provide practice advice and what kind of practice advice is ACOT allowed to give?

Liz Taylor wanted to clarify that the report from the committee is very important to Council and needs to be given at every Council meeting.

13. SAOT Meeting / Generative Thinking

Council feels that the current structure of the association has not been providing enough member services to OTs in Alberta. They also feel there is a gap in advocacy in the province.

Council wants to clearly define how involved the College should be in association roles and how they intertwine with protection of the public.

Sheron Parmar wanted to know if the College could hire a consultant for the association to assist the association while still maintaining the boundaries between association and college roles.

Liz Taylor felt that there needs to be a new leader for advocacy in the association – an OT.

The Council questioned what occupational therapists in Alberta want to do – do they want the college and association combined or separated? The consensus of Council was that the question needs to go forward to the OT profession to make the decision and that the Council needs to be comfortable moving in the direction the OT profession wants.

Council discussed the upcoming meeting with SAOT and what outcomes and actions they would like to see come out of that meeting. Some of the outcomes for the meeting that were discussed were developing a mutual position statement to educate OTs on what both the College and association are doing. Council would like to see the SAOT/ACOT committee deploy this message across Alberta so that OTs can be better informed to make a decision on how they would like to see the advocacy role delivered in the future. In conjunction with the delivery of this message, Council would like to ask OTs in the province what they need to support their professional practice.

The Council discussed the funding of the committee and agreed that ACOT would be willing to fund the SAOT/ACOT meetings.

Liz Taylor feels that SAOT is only providing services to their members instead of the profession as a whole. Liz felt that they are focused on education but are not delivering the political aspects of advocacy.

Kent Tsui wants to know what the College will do if SAOT does not agree to this plan.

Council decided that the focus of the November teleconference with SAOT should be:

- How do the College and SAOT work more collaboratively – both organizations need to find out what OTs in the province want and need to support their practice.
- Creating focus groups to find out what OTs need.
- The generation a few joint news letters
- Developing a larger campaign to listen to members and what they want
- Asking the question to membership: what do you want/need as an OT

Liz Taylor discussed having ex officio members on both SAOT and ACOT from each organization.

Kerstin Hurd moved that ACOT is open to having representation from SAOT to act as an ex officio on the board, this ex officio role is to be further defined before officially coming into effect and would only come into effect should an ACOT representative become an ex officio on SAOT's board. The role of the ex officio may be different for each board and will be determined by the inviting board. The motion was carried.

14. Annual Calendar / Action Items

Simon Canning presented the annual calendar work plan that existed previously. He then presented a work plan to populate agenda reoccurring items each month. It was determined that Simon Canning and Kirsten Ash would develop the annual calendar for the 2017/2018 year.

15. Adjournment

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