



## 1. Call to Order

The regular meeting of the Council of the Alberta College of Occupational Therapists was called to order at 9:04 on June 10, 2018, by President Liz Taylor. Kirsten Ash acted as Recording Secretary, and Jennifer Lee acted as Timekeeper. Kent Tsui, Andrea Petryk, Jennifer Lee, Liz Taylor, Kerstin Hurd, and Peter Portlock attended the meeting in person. Sheron Parmar and Tiffany Poltz attended via technology. Registrar, Maggie Fulford, was also in attendance.

## 2. Adoption of the Agenda

Peter Portlock MOVED to adopt the agenda as presented. The motion was duly seconded and CARRIED.

## 3. Adoption of the Minutes

Jennifer Lee MOVED to accept the minutes as presented with the changes discussed. The motion was duly seconded and CARRIED.

The following changes should be noted in the April 21 minutes:

- Page 4 – under Registrar’s monitoring report – to get a quote every five years and/or change the lead auditor at the firm
- Page 5 – change buddy to mentor
- SAOT discussion – the board of ACOT has read and supports their strategic plan.
- SAOT discussion – SAOT is a significant organization for our profession in the province and does important work.

## 4. Committee Reports

### Practice Advisory Committee

Kerstin Hurd has approved the survey and has sent it to SAOT for review. It was sent to Evelyne Pilger and Robyn Scott for approval and has not received a response. Once it is approved by SAOT the survey will go out.

## Governance Committee

The two policy changes from the April meeting were reviewed and changed. Wording changes were made to Registrar Limitation (RL) 2.1 as discussed at the last meeting. RL 7.8 was changed to allow 10 business days after the meeting to make the minutes of Council available to all Council Members.

Discussion ensued regarding RL 2 Finances and the wording around changing of auditors. RL 2 will be sent back to the Governance Committee (GC) for policy change including a procedure.

Jennifer Lee moved to accept Andrea Petryk as a member of the Governance Committee. The motion was duly seconded and CARRIED.

Discussion ensued on the annual report and the procedure for accepting the annual report draft. Council debated at length if the annual report was operational and how much input the Council should have. Peter Portlock pointed out that Council's role is to make sure that the legislated elements are in the report and to look at content to determine if there is anything egregiously in error or misleading. Tiffany Poltz also remarked that even for profit corporate boards only review annual reports on that basis.

While it is recognized that the annual report is produced for government, it was suggested by Jennifer Lee that at the time the annual report is released to government, a document be produced for the registrants to accompany the annual report to target all audiences. The document would be more focused on the registrants and the public and could include "the human story".

A template for the annual report will be developed by next year with deadline dates so that the process can be smoother.

Sheron Parmar MOVED that the legislative components and content of the annual report will be accepted via electronic motion once the corrections are complete. The motion was duly seconded and CARRIED.

## Leadership Committee

The leadership committee has not met since the last Council meeting. Robyn and Evelyne did send some documents for review and completion of stakeholder maps and venues for events.

## Human Resources Committee

The Human Resources (HR) Committee met on May 17<sup>th</sup> and reviewed the proposals that have been received. The committee needed the position description for the Registrar to move forward. The committee received 3 RFPs and will be contacting each of them to get a better idea of who to choose.

## 6. Registrar's Reporting

Maggie presented her Registrar's report beginning with some background on ACOTRO before presenting their strategic plan, as well as the Memorandum of Understanding for Cross Jurisdictional Practice. Discussion ensued, and Liz Taylor commented that we not commit to ACOTRO's strategic plan at this point, that we are happy to participate in discussions but will not sign anything contrary to Alberta legislation.

Maggie outlined the feedback received regarding the Health Professions Act Seminars. They were very well received. Two webinars are scheduled on this topic before the end of June which will be posted on the website and will be more public facing.

Andrea Petryk MOVED to approve Kerstin Hurd, Liz Taylor and Peter Portlock to attend the CLEAR conference in Philadelphia. The motion was duly seconded and CARRIED.

## 7. Registrar's Monitoring Reports

**Finances RL 2:** Kerstin Hurd MOVED to accept the RL 2 monitoring report as presented. The motion was duly seconded and CARRIED.

**Treatment of Staff and Volunteers RL 1:** Maggie advised that changes were made regarding the new Occupational Health and Safety Act regarding workplace discrimination, harassment and violence.

Tiffany Poltz questioned whether Maggie's performance is reviewed annually. Discussion then ensued regarding the fact that it has been many years since Maggie's last performance appraisal, but Council is currently working on developing a new registrar evaluation process. This process will be completed annually once the process is developed. Discussion also ensued regarding compensation. It was pointed out that the policies regarding the Council/Registrar relationship (CR) including reviews and compensation can be found in the CR's. RL 1 deals specifically with the Registrar's staff. In the past Council has not been involved with the increments for the Registrar's staff.

Peter Portlock MOVED to accept Treatment of Staff and Volunteers RL 1 monitoring report as presented. The motion was duly seconded and CARRIED.

**Finances RL 2.1:** Maggie advised that we are on track for most of our budget targets. We have provided the explanations of deviations according to materiality and in future no comments will be made for the budget vs actuals unless it's over the materiality threshold.

Kerstin Hurd MOVED that the signatories on the audit will be the President and one of the public members. The motion was duly seconded and CARRIED.

Tiffany Poltz queried whether Insurance is a prepaid item which should be accrued over the period. As it is not the practice to produce monthly or quarterly financial statements, this has not been done for any accounts previously. Prepaid expenses have only been recorded at year end for that portion that goes forward for the next year. This will be reviewed with the financial assistant and the auditors going forward.

Discussion ensued regarding Council reviewing a breakdown of employee salaries. However, Council only has one employee whose salary they would review, the Registrar. The remainder of the staff are employees of the Registrar.

Tiffany Poltz MOVED to accept the RL 2.1 monitoring report as presented. The motion was duly seconded and CARRIED.

Kerstin Hurd MOVED to accept RL 5 as presented. The motion was defeated. Discussion ensued regarding the evidence presented with this RL and what evidence Council would like to see. It was pointed out however that as the Ends have not been nailed down, reporting might be a challenge.

Andrea Petryk MOVED to not accept the RL 5 monitoring report and to defer it to the August 2018 meeting with more evidence as discussed. The motion was duly seconded and CARRIED.

## 8. Strategic Plan

Maggie reported on the strategic plan and that all activities planned for 2018 are on track to be completed on time.

## 9. Auditors Report

Joseph Mann from Collins Barrow presented the auditor's report. Joseph advised that full cooperation was received from the office during the audit. They have provided the draft financial statements, the report to Council and the management letter.

Joseph explained that the management letter is a summary on observations made during the audit as well as areas where we think management can consider improving.

Andrea Petryk MOVED to accept the financial statements of the Alberta College of Occupational Therapists for the year ending February 28, 2018 be accepted as presented. The motion was duly seconded and CARRIED.

Joseph explained that the lease hold improvements from the old building had to be written off because we no longer are using that space. The rental deposit is held with the landlord until the lease is expired.

Joseph will provide a detailed summary of what is provided in the line items. There is nothing new in the notes other than updating the notes for the current year.

Council asked the auditor to make a change to note 2 regarding the long-term inducement for the rent.

Joseph also commented that the annual report appeared to have an error in the number of complaints and the number of complaints open. *(Note: this was discussed with the auditor post-meeting and the accountant advised that he had read the table incorrectly).*

Expenses and revenue needs to be reported in the correct months. Payables need to be based on when the expense occurs not when it is invoiced.

He also advised that expense claims of mileage should be accompanied by evidence of the distance, for example a google map indicating mileage. As well, child care expenses should always be accompanied by a receipt.

## 10. Generative Thinking

### Nominations

Council wants to ensure we get some representation across the province. Ideally the council would like rural engagement as well as engagement from the two main urban centers. Council could be more proactive about encouraging people to run for council. In discussion it was suggested that the recruitment and bylaw issues be looked at together. It was also discussed whether three signatures should be required for nomination.

Encouraging members to get to know the individuals running for council with an opportunity to ask questions, perhaps in a candidates' forum focused on why the member wishes to be on Council, may be helpful. Current councilors as well as ex-councilors could be valuable resources on encouraging persons to run for Council.

Council discussed having 8 professional members rather than 6. This would still allow for 25% of the Council to be public members. *(Note: the Act states "Twenty-five percent of the voting members of a Council... must be public members. If there were 8 professional members, the total voting members would be 10. 25% of 10 is 2.5, therefore public members would have to*

*be increased to 3.)* The President suggested that the bylaw review should think about how diversity can be ensured.

### **Ends Policy Discussion**

The Council reviewed the current draft of the ends. After extensive discussion, the Ends policy draft was refined to state the following:

ACOT members have the privilege of self-regulation under the HPA. The regulated members are ethical, engaged and effective. These work together to ensure continuous learning for the purpose of public protection.

The ends policy will be reviewed again at the next meeting before it is accepted into policy.

## **12. Adjournment**

Kerstin Hurd MOVED to adjourn the meeting at 4:08. The motion was duly seconded and CARRIED.