



## Alberta College of Occupational Therapists Directory of Motions

### **74. May 14, 2019**

- 74.1 To adopt the agenda.
- 74.2 To have the April 28, 2019 minutes revised and then sent for a second review and approval electronically.
- 74.3 To proceed with an in-camera meeting.

### **73. April 28, 2019**

- 73.1 To adopt the agenda.
- 73.2 To accept the March 19, 2019 minutes with corrections.
- 73.3 To amend RL 7 #5 to include both the President and Vice President or all of Council in communications.
- 73.4 To conduct the hearing in June.
- 73.5 To approve all changes in the Committee Report: throughout Governance Processes (GPs) 11-17, RL 2 and RL 5.
- 73.6 To appoint Heidi Knupp and Arwen Caines as new Councillors effective October 15, 2019.
- 73.7 To have expenses covered (such as travel) for the new Councillors to attend the upcoming Council meetings as observers before they start their official roles in October.
- 73.8 To rescind the previous Bylaws and approve the new Bylaws.
- 73.9 For an in-camera meeting.

### **72. March 19, 2019**

- 72.1 To adopt the agenda.
- 72.2 To accept the January 26, 2019 minutes with corrections.
- 72.3 For one-time funding to the U of A.

- 72.4 To fund the University of Alberta's lectureship in the name of Sharon Brintnell for the amount of \$50,000.
- 72.5 Openings for two new Council members in the next Council cycle.

#### **71. January 26, 2019**

- 71.1 To disband the Practice Advisory Committee, and to acknowledge with thanks, the members' service to the College.
- 71.2 To accept the agenda as published.
- 71.3 To approve the minutes of the November 25, 2018 council meeting.
- 71.4 To approve the draft Standard of Practice entitled New ACOT Standard 10 – Maintaining Appropriate Boundaries, for submission to the Minister of Health.
- 71.5 To confirm the Council composition for 2019-2020 as six regulated members, pursuant to ACOT Bylaw 3.5.
- 71.6 To confirm that Council will not appoint non-voting members to Council for 2019-2020.
- 71.7 To appoint Marianne Baird as Registrar of the College pursuant to s.8 of the HPA, effective January 21, 2019.
- 71.8 To confirm the ongoing appointment of Mallory Foreman as Hearings Director of the College pursuant to s.14 (1) of the HPA.
- 71.9 To accept Executive Limitation reports RL 2.1 and RL 8, as presented.
- 71.10 To adjourn the meeting at 3:30 p.m.

#### **70. November 25, 2018**

- 70.1 To adopt the agenda as presented.
- 70.2 To accept the minutes of October 13, 2018 as presented with the changes discussed.
- 70.3 To accept the changes to the emergency succession plan.
- 70.4 To accept the monitoring reports for RL 5 and RL 8 as presented.
- 70.5 To accept the terms of reference for the Competence Committee as presented with the changes discussed.
- 70.6 To approve the Ends policy.
- 70.7 To adjourn the meeting at 2:26 p.m.

#### **69. October 13, 2018**

- 69.1 To adopt the agenda as presented.

- 69.2 To accept the minutes of June 10, 2018 as presented with the changes discussed.
- 69.3 To accept the teleconference minutes of August 27, 2018 as presented.
- 69.4 To accept the ends policy with the addition of an appendix to explain the ends in plain language.
- 69.5 That Council strike an ad hoc Competence Committee.
- 69.6 To accept the Finances RL 2.1 monitoring report as presented.
- 69.7 To accept the Asset Protection RL 4 monitoring report as presented.
- 69.8 That Council supports in principal a donation to the Sharon Brintnell Lectureship Award in Advancing Occupational Therapy subject to obtaining further information.
- 69.9 To adjourn the meeting at 2:08 p.m.

#### **68. June 10, 2018**

- 68.1 To adopt the agenda as presented.
- 68.2 To accept the minutes as presented with the changes discussed.
- 68.3 To accept Andrea Petryk as a member of the Governance Committee.
- 68.4 That the legislative components and content of the annual report will be accepted via electronic motion once the corrections are complete.
- 68.5 To approve Kerstin Hurd, Liz Taylor and Peter Portlock to attend the CLEAR conference in Philadelphia.
- 68.6 To accept the RL 2 monitoring report as presented.
- 68.7 To accept Treatment of Staff and Volunteers RL 1 monitoring report as presented.
- 68.8 That the signatories on the audit will be the President and one of the public members.
- 68.9 To accept the RL 2.1 monitoring report as presented.
- 68.10 To not accept the RL 5 monitoring report and to defer it to the August 2018 meeting with more evidence as discussed.
- 68.11 To accept the financial statements of the Alberta College of Occupational Therapists for the year ending February 28, 2018 be accepted as presented.
- 68.12 To adjourn the meeting at 4:08 p.m.

#### **67. April 21, 2018**

- 67.1 To adopt the agenda as presented with the addition of discussion on engagement.
- 67.2 To accept the minutes as presented with the changes discussed.
- 67.3 To have Maggie sign the letter of engagement with the auditors.
- 67.4 To appoint Liz Taylor, Tiffany Poltz and Kerstin Hurd to meet with the auditor to answer any questions ahead of the audit.

- 67.5 To ask the auditor to review the annual report for legislated requirements and other information as they determine necessary, in addition to the financial audit.
- 67.6 To authorize Maggie to spend up to an additional \$1,000 on the audit for additional review of the annual report.
- 67.7 To accept Jennifer Lee as a new member of the governance committee.
- 67.8 To authorize Kerstin Hurd to approve the survey of the practice advisory committee and send it to SAOT for review unless substantial changes are requested by Council by Wednesday April 25, 2018.
- 67.9 To accept the monitoring report for RL 2 as presented.
- 67.10 To accept the monitoring report for RL 2.1 as presented.
- 67.11 To change the wording of RL 2.1 to say, "The registrar shall not fail to deliver a fulsome and transparent finance monitoring report that may include quarterly or annually include:"
- 67.12 That the reporting variance will be \$3000. This is based on approximately 10% of the auditors determined materiality.
- 67.13 To accept the monitoring report for RL 7 as presented.
- 67.14 To change RL 7 (8) to say, "Take longer than 10 business days after the council meeting to make the minutes available to Council".
- 67.15 To accept the monitoring report for RL 9 as presented.
- 67.16 To accept the monitoring report for RL 9.1 as presented.
- 67.17 To appoint Karen Blumenstock to council.
- 67.18 To adjourn the meeting at 4:05 p.m.

#### **66. March 4, 2018**

- 66.1 To adopt the agenda as presented.
- 66.2 To accept the minutes as presented with the changes discussed.
- 66.3 To accept the University of Alberta report as presented.
- 66.4 To accept the Registrar's report as presented.
- 66.5 That Kerstin Hurd will direct the Registrar to pay any invoice received from Simon Canning for policy work until a formal contract is established.
- 66.6 To accept the Ends as a working draft.
- 66.7 To accept the GP policy revisions as discussed.
- 66.8 To appoint Sheron Parmar and Peter Portlock as committee members of the governance committee.
- 66.9 To strike an ADHOC HR committee to review the RFPs for HR Services, make a recommendation to Council on which firm to choose and work with the HR firm to develop a performance review process for the Registrar. The terms of reference are

- to be created by the governance committee. The committee will consist of Kent Tsui, Peter Portlock, Andrea Petryk and Jennifer Lee.
- 66.10 To adjourn the meeting at 2:30 p.m.

**65. January 27, 2018**

- 65.1 To adopt the agenda as presented.
- 65.2 To accept the minutes as presented with the changes discussed.
- 65.3 To accept the governance policies as presented.
- 65.4 To accept the Registrar's RL 2.1: Finances monitoring report as presented.
- 65.5 To approve the RL 3: Finance Budget Monitoring Report as presented. The motion was carried.
- 65.6 To approve the budget as presented.
- 65.7 To accept the RL 8: Emergency Executive Succession Monitoring Report as presented.
- 65.8 To accept the request for proposals for a human resource person with the discussed changes.
- 65.9 To adjourn the meeting at 2:29 p.m.

**64. November 26, 2017**

- 64.1 To adopt the agenda with the change of moving the Optimize contact to 11:15 to ensure the public member would be able to be present for the decision.
- 64.2 To accept the minutes as presented.
- 64.3 That the Minutes of October 14, 2017 be approved with corrections discussed.
- 64.4 To accept the GPs as presented with the changes discussed.
- 64.5 To activate the leadership advisory committee to investigate and inquire about the best way forward to advance occupational therapy under the lens of protection of the public in collaboration with membership.
- 64.6 To adjourn the meeting at 3:37 p.m.

**63. October 14, 2017**

- 63.1 To adopt the agenda as presented.
- 63.2 That the Minutes of July 17, 2017 be approved with the correction of Suzette's name to on page 4.
- 63.3 To accept the U of A report as presented.

- 63.4 To approve a 10% College funded group RRSP for all full-time employees. The motion was carried.
- 63.5 To re-appoint Collins Barrow for the 2018 audit.
- 63.6 That the conflict of interest form be signed by all Councillors annually.
- 63.7 To approve the GPs with the modifications described in discussion
- 63.8 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.
- 63.9 To adjourn the meeting at 3:51 p.m.

## **62. July 17, 2017**

- 62.1 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.
- 62.2 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.
- 62.3 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.
- 62.4 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.
- 62.5 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.
- 62.6 To adopt the budget with the revenue more than expenditures by \$1,182. The motion was carried.
- 62.7 To accept the budget vs actuals as presented for information.
- 62.8 To adjourn the meeting at 3:51 p.m.

## **61. June 27, 2017**

- 61.1 To adopt the agenda as presented with the addition of a conversation in regards to SAOT
- 61.2 That that there be a council to council meeting with SAOT to discuss the future relationship between the two organizations including the purchase of services agreement. The motion was carried
- 61.3 To rescind Council's motion on January 30, 2017 "That the College will pursue the relocation of the College office to the Sprucewoods location. Maggie will bring back the proposed lease agreement, design and capital expenditures for decision at the March 2017 meeting."
- 61.4 That Council directs the Registrar to relocate to the Sprucewoods property based on the analysis provided and that the lease be signed and insurance for the property be obtained as soon as possible.
- 61.5 That Council approve the capital budget of \$120,000 plus \$30,000 contingency for a total capital budget of \$150,000 for the move to the Sprucewoods property according to the lease agreement.

**60. May 29, 2017**

- 60.1 That the agenda be adopted as presented.
- 60.2 That the Minutes of the April 25, 2017 be adopted as distributed.
- 60.3 That the U of A Report be accepted as presented.
- 60.4 That the Registrar's report be accepted as presented.
- 60.5 That the budget vs. actuals be accepted as presented.
- 60.6 That the strategic plan be approved as presented with the action items identified.
- 60.7 That the audited financial statements be accepted as presented subject to the approval of the public member.
- 60.8 That the meeting be adjourned at 3:11 p.m.

**59. April 25, 2017**

- 59.1 That the Terms of Reference for the Practice Advisory Committee be accepted as presented.
- 59.2 That Ana Holowaychuk, Louis Joseph, Marek Kaim, Heidi Knupp, Jennifer Lee, Tiffanie MoLaw, Sheron Parmar, Andrea Petryk, Moonira Rampuri, Taiwo Solademi and Daniel Yeung be approved for the upcoming Council election as they are all in good standing with the College.
- 59.3 That the meeting be adjourned at 1:07 p.m.

## **58. March 18, 2017**

- 58.1 That the agenda be adopted as presented with the additions of a discussion on the auditor and audit plan and the annual report.
- 58.2 That the minutes of the Meeting of January 30, 2017 be adopted as distributed with the correction of the spelling of canning on page 2 and changing HR to human resources on page 3.
- 58.3 That bylaw 9.1 be changed to read "All council, committee, panel or tribunal meetings of the College shall be conducted per Robert's Rules of Order."
- 58.4 That the previous motion in regards to the practice advisory initiative be updated to have a deadline of November 27, 2017 instead of September 30, 2017.
- 58.5 That the Council Committee Reports be accepted as presented.
- 58.6 That the meeting be adjourned at 2:57 p.m.

## **57. January 30, 2017**

- 57.1 That the agenda be adopted as presented with changes.
- 57.2 That meetings be conducted according to Roberts Rules of order rather than Perry's Call to Order. These changes will be implemented at the March 2017 meeting.
- 57.3 That the Minutes of the Meeting of October 1 and 2, 2016 be adopted as distributed with the changes of adding Simon Canning to the attendees.
- 57.4 That the Council establishes a practice advisory committee with up to 9 members and a budget of up to \$12,000.
- 57.5 That the Registrar's report be adopted as received.
- 57.6 That the College will pursue the relocation of the College office to the Sprucewoods location. Maggie will bring back the proposed lease agreement, design and capital expenditures for decision at the March 2017 meeting.
- 57.7 That the optimize contract will not be signed until the March meeting after the non-confidence vote has taken place. In the interim we will enter a letter of agreement on a per diem basis as outlined in the January 2016 agreement. This work will include completing the Carver policy work for the March 2017 meeting.
- 57.8 That the council budget and annual college operating budget be combined and accepted annually by the Council.
- 57.9 That the council budget and annual college capital budget be combined and accepted annually by the Council.
- 57.10 That the operating budget be accepted with contingency changes to show a positive bottom line as per policy.
- 57.11 That the diagnostic committee be disbanded.



- 57.12 That the President and Registrar and send a letter to the ad hoc diagnosis committee by Feb. 10, 2017 to thank them for their work and notify them that it will be given to the practice advisory committee for future use and consideration.
- 57.13 That the recreation therapy committee be disbanded.
- 57.14 That the terms of reference be accepted for the Ad Hoc Leadership Advisory Committee.
- 57.15 That Kerstin Hurd be appointed as vice president of Council.

**56. November 7, 2016**

- 56.1 That the Strategic Plan be accepted as presented and that the Registrar will move forward with the action and implementation plan.

**55. October 1 and 2, 2016**

- 55.1 That the agenda be adopted with the amendment that the October 2 in camera meeting be changed to 8:30 a.m.
- 55.2 That the minutes of June 24 and 25, 2016 be adopted as distributed with the amendment that a note be added to the ACOTRO funding section stating that the funding will be proportional to the number of registered regulated members.
- 55.3 That the Registrar's report be adopted as presented.
- 55.4 That the strategic plan not be accepted as presented and that it be sent back for revisions.
- 55.5 That Council would like to suspend the current RL's and process. Council directs the HR and Governance Committees to deliver new RL's and processes by the first meeting in 2017.
- 55.6 That Council would like the current budget as presented in RL 3 to be discussed and reviewed.
- 55.7 That Council approves the current budget as presented in RL 3.
- 55.8 That Council accepts the amended meeting dates for 2017 to be 1 day every second month as follows: Monday January 30, 2017, Saturday March 18, 2017, Monday May 29, 2017, Sunday June 25, 2017, Monday September 11, 2017, Saturday October 14, 2017, Monday November 27, 2017
- 55.9 That Council approve the recommendations given by E.S. Williams.
- 55.10 That Council approves the following experts to support Council for the 2016-2017 year: Brian Curial of Miller Thomson as Legal Counsel, Optimize Consulting as Governance Coach, Carrie Anton as Accessibility Consultant, Collins Barrow as

Auditor, Greg Bounds as Financial Expert and Danna Beatty as Communications Specialist.

- 55.11 That SAOT's President and CEO expenses as well as Gina Kroetsch's expenses will be covered for meetings regarding Recreational Therapy including the meeting that occurred September 12, 2016.
- 55.12 That Council will initiate a hearing regarding diagnosis in the practice of occupational therapy for the first regular scheduled meeting of Council in 2017. It shall be chaired by a representative of the Foundation of Administrative Justice.
- 55.13 That as an ownership linkage strategy, the activities therapy health services committee will host four town hall meetings to engage the membership in a consultation process around recreation therapy and ACOT. Committee members are: Martin Anderson, Liz Taylor, Gina Kroetsch, Susanne Lesniak Walton, Maggie Fulford, and SAOT representatives Robin Telasky and Evelynne Pilger.

**54. August 29, 2016**

- 54.1 That the following individuals will attend the meeting on Monday, September 12, 2016 with Minister Hoffman: M. Anderson, L. Taylor, S. Lesniak Walton, G. Kroetsch and M. Fulford.

**53. July 7, 2016**

- 53.1 That Collins Barrow be appointed as auditor for the year ending Feb.28, 2017.

**52. June 24 and 25, 2016**

- 52.1 That the agenda be adopted as amended by changing the three areas in the Saturday agenda from 11:15 to 12:00 to be named Governance rather than break it up into sections.
- 52.2 That Council accepts the ACOT Situational Assessment of June 21, 2016 as presented by Optimize and follow the steps and timing as shown on page 5 of the report with revisions.
- 52.3 That the President and Vice-President engage suitable stakeholders from the lens of protecting the public, to develop a framework and proposal for practice guidance or advice with a budget of up to \$5000 to be developed for the October council meeting.

- 52.4 That the Financial Statements and Auditors Report of the Alberta College of Occupational Therapists for the year ended February 28, 2016 be accepted as presented by W. Dale Somerville Chartered Accountant.
- 52.5 That the Annual Report be approved as amended and confirm that the legislated elements required are present. The President will review the proof of the annual report before it goes to print.
- 52.6 That the Minutes of the Meeting of April 10, 2016 be adopted as distributed.
- 52.7 That in accordance with the Registrars employment contract the cost of living allowance will be awarded this year.
- 52.8 That council appoint a human resources committee consisting of the president and vice president with an annual budget of \$20,000.00. Motion was passed.
- 52.9 That the Registrar's report be adopted as presented.
- 52.10 That Council approves the funding for the ACOTRO exam project with the following conditions:
- That there is no bell curve on the exam
  - Provincial proportional funding for ACOTRO
  - That it is a Canadian based exam
  - ACOTRO will be accountable for finance and for policy to provincial elected representatives
  - ACOTRO will complete a cost benefit analysis.
- 52.11 That Council has assessed the monitoring report for RL 3 and finds that it provides evidence of compliance with a reasonable interpretation of the policy.
- 52.12 That Council has assessed the monitoring report for RL 4 and finds that it provides evidence of compliance with a reasonable interpretation of the policy.
- 52.13 That Council has assessed the monitoring report for RL 10 and finds that it provides evidence of compliance with a reasonable interpretation of the policy.
- 52.14 That Council directs the governance committee to develop a plan that supports the global End in the case of protection of the public with specific attention to practice inspections with an initial budget of \$5000.
- 52.15 That Council has assessed the monitoring report for RL 11 and finds that it provides evidence of compliance with a reasonable interpretation of the policy.
- 52.16 That Council has assessed the monitoring reports for E1, E2, E3 and E4 and finds sufficient evidence that a reasonable interpretation of the Ends have been achieved.
- 52.17 That Council accepts the Terms of Reference as proposed by the Governance Committee with amendments.
- 52.18 That K. Hurd be appointed as Chair for the Diagnostic Clinical Reasoning Committee.

- 52.19 That Greg Bounds be added to Council's list of experts.
- 52.20 That Collins Barrow be appointed as auditor for the registration year ending February 28, 2017.

**51. April 10, 2016**

- 51.1 That the agenda be adopted as presented.
- 51.2 That the Minutes of the Meeting of January 30, 2016 be adopted as distributed.
- 51.3 That Simon Canning attend Council's April 9, 2016 in-camera meeting.
- 51.4 That Council upholds the current requirement for attendance as outlined in GP 11: Code of Conduct.
- 51.5 That Council would like the President to respond to the U of A's invitation for feedback regarding the U of A Strategic Plan by June 1, 2016.
- 51.6 That Council would like the Registrar to share the U of A's request with SAOT.
- 51.7 That the Registrar's report be adopted as received.
- 51.8 That the strategic planning consultant, the President and Registrar work together on developing a comprehensive background on ACOTRO for the June 3 strategic planning meeting.
- 51.9 That Council approves RL 3, RL 5, RL 8, RL 9, GP 7, GP 8, GP 9, and GP 14 with no change until the strategic planning meeting.
- 51.10 That the Policy Development Committee be renamed to the Governance Committee as a standing committee and ask that they revisit their mandate.
- 51.11 That Council direct the Governance Committee to review GP 5 and 6 regarding appointing and selecting Council committee members in the future.
- 51.12 That Council accepts the terms of reference of the ad hoc ACOT Council Diagnostic Clinical Reasoning Committee as amended.
- 51.13 That Council has assessed the monitoring report for policy RL 3 and finds that it provides evidence of compliance with a reasonable interpretation of the policy.
- 51.14 That the Governance Committee consider contractual obligation when considering the third party risk policy.
- 51.15 That Council has assessed the monitoring report for policy RL 5 and finds that it provides evidence of compliance with a reasonable interpretation of the policy.
- 51.16 That Council would like the Registrar to provide them with more evidence around the issue around school boards and private practitioners records and documentation.
- 51.17 Council has assessed the monitoring report for policy RL 8 and finds that it provides evidence of compliance with a reasonable interpretation of the policy.
- 51.18 That RL 8 needs to be considered by the Governance Committee.

- 51.19 That Council has assessed the monitoring report for policy RL 9 and finds that it provides evidence of compliance with a reasonable interpretation of the policy.
- 51.20 That the Governance Committee refines GP 11 to address the issues around censure including consideration of a nesting policy.
- 51.21 That the Governance Committee review the language used in policy along with the existing style guide and branding guide.
- 51.22 That Council would like the Registrar to contact SAOT regarding the position of government advisor.
- 51.23 That item 7.5 of the January 2016 minutes will be further developed by the strategic planning consultant and the Registrar by the end of April.

**50. January 30, 2016**

- 50.1 That the agenda be amended to include business arising from minutes and in-camera motions.
- 50.2 That the minutes of the meeting of October 3, 2015 be adopted as distributed.
- 50.3 That Council establishes a standing committee, the Registrar Performance Appraisal Committee that is comprised of the President and Vice President. The purpose of the committee is to meet regularly with the Registrar with the purpose of completing the annual performance appraisal in keeping with policy as outlined in the policy manual. The committee will be chaired by the President.
- 50.4 That Council establishes an ad hoc committee, ACOT Council Diagnostic Clinical Reasoning Committee. The purpose of this committee is to address concerns around the safe use of diagnostic reasoning by college members and the potential negative impact upon the careers of those occupational therapists who currently are required to use the DSM diagnosis as part of their duties with maintaining records such as the electronic health record. The committee is to be chaired by council member K. McIlroy and will be comprised of up to 10 members of the Alberta College of Occupational Therapists.
- 50.5 That Council will allow expenses to be covered for the ACOT Council Diagnostic Clinical Reasoning Committee.
- 50.6 That the registrars report be adopted as received
- 50.7 That Council approve the McMaster University Contemporary Medical Acupuncture Program for Health Professionals as an approved program of study for regulated members wishing to utilize acupuncture as a treatment modality.
- 50.8 That Council would like to have management develop a process for reviewing and accepting acupuncture courses.

- 50.9 That Council approves the Thomas Jefferson University and Southern California to be recognized by the Alberta College of Occupational Therapy under Section 22 (3) AR 217/2006.
- 50.10 That Council would like to have management develop a process for reviewing and accepting Clinical Doctoral Programs.
- 50.11 That Council denies the grant proposal to develop a resource for occupational therapists registered in Alberta to assist OT's in the event of a College complaint.
- 50.12 That Council denies the grant proposal to develop a resource for occupational therapists in private practice.
- 50.13 That the budget be amended to reallocate the SAOT grant funds from projects to contingency.
- 50.14 That the budget be amended to add that each non-public member be allocated \$1000 per year to a maximum \$6000 for professional development.
- 50.15 That Council would like to move forward strategically to look towards implementing a partnership with Recreation Therapists.

#### **49. October 3, 2015**

- 49.1 That the agenda be amended to add the parking lot before the reflection.
- 49.2 That the Minutes of the Meeting of June 25, 2015 be adopted as distributed.
- 49.3 That the Registrar's report be adopted as received.
- 49.4 That the Registrar continue with conversations with the Government of Alberta and that the College Council is supportive of the concept. Council would like to stay informed at each step of the way, allowing for the exchange of information with the impacted healthcare professionals and their respective membership, keeping in mind the issue of sensitivity to professional matters. This will enhance the protection of the public.
- 49.5 That the Council of the Alberta College of Occupational Therapists recognizes the contributions of Gina Kroetsch and Tracey Faulkner to Council during their terms and extends to them its gratitude and appreciation.
- 49.6 That Council wishes to continue with the current experts for Council for the 2015-2016 year which are Legal - Brian Curial with Miller Thomson, HR - Sharon Patriquin, Governance Coach - Gwen Harris, Accountant – Dale Somerville, Accessibility Consultant – Carrie Anton, and Communications – Danna Beatty.
- 49.7 That Council would like the College to explore options for a new auditor and bring the information back to Council for a decision to be made by April.
- 49.8 That Council approves the proposed dates for the 2016 Council meetings.
- 49.9 That Council approve the appointment of Mallory Foreman as Hearings Director.

- 49.10 That the Registrar proceed with recommendations to continue exploration on the issue which can include negotiation with Alberta Health and Wellness for amendment of the Occupational Therapists Profession Regulation to include Professional Inspections under *Part 3.1 of the Health Professions Act, RSA 2000, cH-7* (HPA).
- 49.11 That Council accepts the recommendations in the report from the Celebration Committee.
- 49.12 That Council approves the revised Policy Development Committee Terms of Reference.
- 49.13 That Council approves the use of the Policy Manual in the Orientation Manual for Councillors.
- 49.14 That RL's 1, 3, 6, 7 be adopted as presented by the Policy Committee.
- 49.15 That Council has assessed the monitoring report for policy RL 1 and finds that it provides evidence of compliance with a reasonable interpretation of the policy.
- 49.16 That Council has assessed the monitoring report for policy RL 3 and finds that it provides evidence of compliance with a reasonable interpretation of the policy.
- 49.17 That Council has assessed the monitoring report for policy RL 6 and finds that it provides evidence of compliance with a reasonable interpretation of the policy.
- 49.18 That Council has assessed the monitoring report for policy RL 7 and finds that it provides evidence of compliance with a reasonable interpretation of the policy.
- 49.19 That GP 10 be adopted as presented by the Policy Committee.
- 49.20 That GP 11 be adopted as presented by the Policy Committee.
- 49.21 That GP 12 be adopted as presented by the Policy Committee.
- 49.22 That GP 13 be adopted as presented by the Policy Committee.
- 49.23 That GP 15 be adopted as presented by the Policy Committee.
- 49.24 That GP 16 be adopted as presented by the Policy Committee.
- 49.25 That GP 17 be adopted as presented by the Policy Committee.
- 49.26 That GP 18 be adopted as presented by the Policy Committee.
- 49.27 That GP 19 be adopted as presented by the Policy Committee.
- 49.28 That every time a time specification appears, the words "normally" and "calendar days" be entered in policy.
- 49.29 That CR 1 be adopted as presented by the Policy Committee.
- 49.30 That CR 2 be adopted as presented by the Policy Committee.
- 49.31 That CR 3 be adopted as presented by the Policy Committee.
- 49.32 That CR 4 be adopted as presented by the Policy Committee.
- 49.33 That Council would like the College to begin planning for a networking luncheon for elected regulatory members at the CAOT Conference.

- 49.34 That Council authorizes M. Anderson to develop a presentation on self-regulation in conjunction with the President of SSOT to be given in April at the CAOT Conference.
- 49.35 That L. Taylor be nominated as Vice President. L. Taylor accepts this nomination.

#### **48. June 25, 2015**

- 48.1 That the agenda be adopted as presented.
- 48.2 That the Minutes of the Meeting of April 11, 2015 be adopted as distributed.
- 48.3 That the Registrar's report be adopted as presented.
- 48.4 That the Annual Report be approved as presented and confirm that the legislated elements required are present. The President will review the proof of the annual report before it goes to print.
- 48.5 That Council approve the purchase of A Carver Policy Governance Guide, The Policy Governance Model and the Role of the Board Member and Governance as Leadership: Reframing the Work of Non-profit Boards for each council member.
- 48.6 That Council approves the 2016 Celebration Committee Terms of Reference as presented.
- 48.7 That Council has assessed the monitoring report for RL 3 and finds that it provides evidence of compliance with a reasonable interpretation of the policy.
- 48.8 That Council has assessed the monitoring report for RL 4 and finds that it provides evidence of compliance with a reasonable interpretation of the policy.
- 48.9 That Council has assessed the monitoring report for RL 10 and finds that it provides evidence of compliance with a reasonable interpretation of the policy.
- 48.10 That the staff undertake to gather information on practice visits and bring it back to Council in October 2015.
- 48.11 That Council has assessed the monitoring report for RL 11 and finds that it provides evidence of compliance with a reasonable interpretation of the policy.
- 48.12 That Council has assessed the monitoring report for E1 and finds sufficient evidence that a reasonable interpretation of the End has been achieved.
- 48.13 That Council has assessed the monitoring report for E2 and finds sufficient evidence that a reasonable interpretation of the End has been achieved.
- 48.14 That Council has assessed the monitoring report for E3 and finds sufficient evidence that a reasonable interpretation of the End has been achieved.
- 48.15 That Council has assessed the monitoring report for E4 and finds sufficient evidence that a reasonable interpretation of the End has been achieved.



- 48.16 That the Financial Statements of the Alberta College of Occupational Therapists for the year ended February 28, 2015 be accepted as presented by W. Dale Somerville Chartered Accountant.
- 48.17 That Council would like all bank statements attached to RL 3 quarterly.

#### **47. April 11, 2015**

- 47.1 That the agenda be adopted as presented.
- 47.2 That the Minutes of the Meeting of January 31, 2015 be adopted as distributed.
- 47.3 That the Registrar's report be adopted as received.
- 47.4 That the College have a celebration in 2016 for 10 years of self-regulation.
- 47.5 That Council strike a celebration committee.
- 47.6 That Council approves the nominations of: Kerstin Hurd, Louis Joseph, Kent Tsui and Daniel Yeung for the upcoming ACOT Council election as they are all in good standing with the College.
- 47.7 That Council approves E 5, GP 21, RL 12 and 13 as presented.
- 47.8 That Council approves the Ad Hoc Policy Development Committee to become a Standing Policy Development Committee.
- 47.9 That Council dissolve the communication committee until such time it is once again required.
- 47.10 That Council has approved the monitoring report for policy RL 3 and finds that it provides evidence of compliance with a reasonable interpretation of the policy.
- 47.11 That RL 3 be amended by adding "8. Violate Generally Accepted Accounting Principles (GAAP)".
- 47.12 That Council has approved the monitoring report for policy RL 5 and finds that it provides evidence of compliance with a reasonable interpretation of the policy.
- 47.13 That Council has approved the monitoring report for policy RL 8 and finds that it provides evidence of compliance with a reasonable interpretation of the policy.
- 47.14 That Council has approved the monitoring report for policy RL 9 and finds that it provides evidence of compliance with a reasonable interpretation of the policy.
- 47.15 That Council approves GP 7, 8, 9 and 14 as presented.

#### **46. January 31, 2015**

- 46.1 That the agenda be adopted as presented with the addition of Terms of Reference in regards to the Ad Hoc Policy Development Committee.
- 46.2 That the Minutes of the Meeting of October 5, 2014 be adopted as distributed.

- 46.3 That Council accepts the Terms of Reference for the Ad Hoc Policy Development Committee.
- 46.4 That G. Kroetsch, M. Anderson, M. Fulford, K. McIlroy and K. Paterson be members of the Ad Hoc Policy Development Committee.
- 46.5 That the Registrar's report be adopted as received.
- 46.6 That Council accepts the Doctorate in Occupational Therapy program at the University of Kansas Medical Centre.
- 46.7 That Council approves the changes to the registration policy for IEOT's as presented.
- 46.8 That Council authorises the purchase of services from ACOTRO up to a maximum of \$20,000 for the 2015-2016 year.
- 46.9 That Council approves the budget as per GP 13.4.
- 46.10 That Council approves financial support for any elected councillor wishing to attend the 2015 CAOT conference in Winnipeg, Manitoba.
- 46.11 That Council will not approve presentation of the ACOT award at this time.
- 46.12 That Council approves GP as presented.
- 46.13 That Council approves GP 1 with the amendment that 72 hours be changed to 7 business days.
- 46.14 That approves GP 2 as presented.
- 46.15 That Council approves GP 3 as amended.
- 46.16 That Council approves GP 4 as presented.
- 46.17 That Council approves GP 5 as presented.
- 46.18 That Council approves GP 6 as presented.
- 46.19 That Council approves GP 20 as presented.
- 46.20 That Council has assessed the monitoring report for policy RL 2 and finds that it provides evidence of compliance with a reasonable interpretation of the policy.
- 46.21 That Council has assessed the monitoring report for policy RL 3 and finds that it provides evidence of compliance with a reasonable interpretation of the policy.

#### **45. October 5, 2014**

- 45.1 That the agenda be adopted as presented with the amendment that communications be moved up to after the Registrar's report.
- 45.2 That the Minutes of the Meeting of June 28, 2014 be adopted as distributed.
- 45.3 That the Registrar's report be adopted as received.
- 45.4 That Council accepts C. Brown's resignation from Council.
- 45.5 That T. Faulkner be appointed to Council in place of C. Brown until October 2015.

- 45.6 That the Council of the Alberta College of Occupational Therapists recognizes the contribution of L. Sadowsky to Council during her term and extends to her its gratitude and appreciation.
- 45.7 That Council wishes to continue with the current experts for Council for the 2014-2015 year which are Legal - Brian Curial with Miller Thomson, HR - Sharon Patriquin, Legislation - Gwen Harris, Accountant – Dale Somerville and Accessibility Consultant – Carrie Anton.
- 45.8 That Council approves the proposed dates for the 2015 Council meetings.
- 45.9 That the Registrar provide a briefing note in January for all available technology options, as a backup plan of face to face should a councillor not be able to attend a meeting.
- 45.10 That Council wishes to table CR 3 until January at which time the communications committee will bring it forward.
- 45.11 That Council wishes to table CR 4 until January so they can have further discussion.
- 45.12 That GP 10 be adopted as approved.
- 45.13 That GP 11 be adopted as approved.
- 45.14 That GP 12 be adopted as approved.
- 45.15 That GP 13 be adopted as approved.
- 45.16 That GP 15 be adopted as approved.
- 45.17 That GP 16 be adopted as approved.
- 45.18 That Council amends RL-10 as presented.
- 45.19 That Council has assessed the monitoring report for policy RL 1 and finds that it provides evidence of compliance with a reasonable interpretation of the policy.
- 45.20 That Council has assessed the monitoring report for policy RL 3 and finds that it provides evidence of compliance with a reasonable interpretation of the policy.
- 45.21 That Council has assessed the monitoring report for policy RL 6 and finds that it provides evidence of compliance with a reasonable interpretation of the policy.
- 45.22 That Council has assessed the monitoring report for policy RL 7 and finds that it provides evidence of compliance with a reasonable interpretation of the policy.

#### **44. June 21, 2014**

- 44.1 That the agenda be adopted as presented with the amendment of discussing the policy Council put forward regarding the Policy Committee. Also the addition of RL's 10 and 11 during review of the other RL's.
- 44.2 That the Minutes of the Meeting of April 13, 2014 be adopted as distributed.
- 44.3 That the Registrar's report be adopted as presented.

- 44.4 That the Financial Statements of the Alberta College of Occupational Therapists for the year ended February 28, 2014 be accepted as presented by Dianne Scheuerman and Fatima Turkman.
- 44.5 That Council approve the terms of reference of the Policy Committee as presented and attached to these minutes.
- 44.6 That K. McIlroy be appointed as a member of the Policy Committee.
- 44.7 That Council has assessed the monitoring report for E1 and finds sufficient evidence that a reasonable interpretation of the End has been achieved.
- 44.8 That Council has assessed the monitoring report for E2 and finds sufficient evidence that a reasonable interpretation of the End has been achieved.
- 44.9 That Council has assessed the monitoring report for E3 and finds sufficient evidence that a reasonable interpretation of the End has been achieved.
- 44.10 That Council has assessed the monitoring report for E4 and finds sufficient evidence that a reasonable interpretation of the End has been achieved.
- 44.11 That Council has assessed the monitoring report for RL 3 and finds that it provides evidence of compliance with a reasonable interpretation of the policy.
- 44.12 That Council has assessed the monitoring report for RL 10 and finds that it provides evidence of compliance with a reasonable interpretation of the policy.
- 44.13 That Council has assessed the monitoring report for RL 11 and finds that it provides evidence of compliance with a reasonable interpretation of the policy.
- 44.14 That GP 17 does not require amendment at this time.
- 44.15 That GP 18 does not require amendment at this time.
- 44.16 That GP 19 does not require amendment at this time.
- 44.17 That CR does not require amendment at this time.
- 44.18 That CR 1 does not require amendment at this time.
- 44.19 That CR 2 be does not require amendment at this time.
- 44.20 That the Annual Report be approved as presented and confirm that the legislated elements required are present. The President will review the proof of the annual report before it goes to print.

### **43. April 13, 2014**

- 43.1 That the agenda be adopted as presented.
- 43.2 That the Minutes of the Meeting of January 31, 2014 be adopted as distributed.
- 43.3 That the Registrar's report be adopted as received.
- 43.4 That the nominations report be adopted as received.
- 43.5 That Council approves the fee schedule for 2014-2015 as presented.

- 43.6 That Council has assessed the monitoring report for RL 3 and finds that it provides evidence of compliance with a reasonable interpretation of the policy.
- 43.7 That Council has assessed the monitoring report for RL 4 and finds that it provides evidence of compliance with a reasonable interpretation of the policy.
- 43.8 That Council has assessed the monitoring report for RL 5 and finds that it provides evidence of compliance with a reasonable interpretation of the policy.
- 43.9 That Council has assessed the monitoring report for RL 8 and finds that it provides evidence of compliance with a reasonable interpretation of the policy.
- 43.10 That Council has assessed the monitoring report for RL 9 and finds that it provides evidence of compliance with a reasonable interpretation of the policy.
- 43.11 That GP 7 be adopted as presented.
- 43.12 That GP 8 be adopted as presented.
- 43.13 That GP 9 be adopted as presented.
- 43.14 That Tracey Faulkner, Kerstin Hurd, Marion Hutton, Victoria Jessome, Erin Jones, Jessica Lamb, Susanne Lesniak, Kelly McIlroy, Christine Mireault, Aruna Mitra, LEEANNE SADOWSKY, Kent Tsui and Tasha Ptasinski be accepted for the upcoming ACOT Council election as they are all in good standing with the College.
- 43.15 That Kurt Patterson be accepted as an applicant for the Public Member position of the College Council.

#### **42. January 31, 2014**

- 42.1 That the agenda be adopted as presented.
- 42.2 That the Minutes of the Meeting of September 28, 2013 be adopted as distributed.
- 42.3 That the Registrar's report be adopted as received.
- 42.4 That the membership list of the Complaint Review Committee consist of: Sandra Impey, Tim Hall, Fay Der, Rosalie Freund-Heritage, Linda Bradley, Lois Neumier, Janet Smith, Rosemary Koziel, Betsey Williams, Kim Omar, Mary Culshaw, Probir Roy, Simrit Dhillon and Ryan Sommer.
- 42.5 That the Council of the Alberta College of Occupational Therapists recognizes the contribution of Joyce Magill-Evans (Edmonton), Karen Kirker (Calgary), Komala Pepin (Edmonton), Kathy Pors (Hinton), Luchie Swinton (Calgary).
- 42.6 That Council recognize the acupuncture programs approved by the Alberta Health Disciplines Board and the College and Association of Acupuncturists of Alberta, as well as the course offered through the College of Integrated Medicine and the course offered by the Certificate Program of Medical Acupuncture (CPMA) as approved programs of study for regulated members wishing to utilize acupuncture as a treatment modality.

- 42.7 That Council remove “as well as the course offered through the College of Integrated Medicine and the course offered by the Certificate Program of Medical Acupuncture (CPMA)” out of the previous motion.
- 42.8 That the reserve fund for 2014-2015 fiscal year be increased to \$1,000,000.00.
- 42.9 That the verbal contract be taken out of the Registrar’s interpretation.
- 42.10 That Council has assessed the monitoring report for policy RL 2 and finds that it provides evidence of compliance with a reasonable interpretation of the policy.
- 42.11 That RL 3 be adopted as presented.
- 42.12 That Council has assessed the monitoring report for policy RL 3 and finds that it provides evidence of compliance with a reasonable interpretation of the policy.
- 42.13 That Council approves GP as presented.
- 42.14 That Council approves GP 1 as presented with the amendment of adding “and transparent” to point 4.
- 42.15 That Council approves GP 2 as presented with the amendment of adding the word “and” before “and what cost” in point 1.1.
- 42.16 That Council approves GP 3 as presented.
- 42.17 That the addition of “The Vice President ensures that the contents of the meeting resource tab are reviewed, updated, and maintained in preparation for annual Council orientation” be added as point 4 to GP 4.
- 42.18 That Council approves GP 5 as presented.
- 42.19 That Council approves GP 6 as presented.
- 42.20 That Council approves GP 20 as presented.

**41. September 28, 2013**

- 41.1 That the agenda be adopted as presented.
- 41.2 That the Minutes of the Meeting of June 21, 2013 be adopted as distributed.
- 41.3 That the Registrar’s report be adopted as received.
- 41.4 That G. Kroetsch be appointed President of the Alberta College of Occupational Therapists for the term October 15, 2013 to October 15, 2015.
- 41.5 That M. Anderson be appointed Vice President of the Alberta College of Occupational Therapists for the term October 15, 2013 to October 15, 2015.
- 41.6 That G. Kroetsch, President; M. Anderson, Vice President; M. Fulford, Registrar and P. Wheadon, Assistant Registrar be given bank signing authority for the 2013-2014 term.
- 41.7 That the Council of the Alberta College of Occupational Therapists recognizes the contribution of Ryan Sommer, Joanne Opheim and Patrick Sager to Council during their terms and extends to them its gratitude and appreciation.

- 41.8 That Council approves the proposed dates for the 2014 council meetings.
- 41.9 That Council wishes to continue with the current experts for Council for the 2013-2014 year which are Legal - Brian Curial with Miller Thomson, HR - Sharon Patriquin, Legislation - Gwen Harris and Accountant – Dale Somerville.
- 41.10 That the re-draft of GP 7, CR 4 and RL 5 be adopted as approved.
- 41.11 That the GP review schedule be adopted as approved.
- 41.12 That Council approve the Medical Acupuncture Program (MAP) offered through the College of Integrated Medicine for recognition as an approved program of study for regulated members wishing to utilize acupuncture as a treatment modality once the following conditions are satisfied:
  - Proof of program accreditation by national and international recognized bodies;
  - Copy of approval letter from the College of physicians and surgeons;
  - Copy of approval letters from any other Colleges approving this as a recognized program;
  - Approval upon receipt and acceptance of the above documents is for the 2013-2014 term only and will need to be re-evaluated next year.
- 41.13 That Council has assessed the monitoring report for policy RL 1 and finds that it provides evidence of compliance with a reasonable interpretation of the policy.
- 41.14 Council has assessed the monitoring report for policy RL 3 and finds that it provides evidence of compliance with a reasonable interpretation of the policy.
- 41.15 That Council has assessed the monitoring report for policy RL 6 and finds that it provides evidence of compliance with a reasonable interpretation of the policy.
- 41.16 That Council has assessed the monitoring report for policy RL 7 and finds that it provides evidence of compliance with a reasonable interpretation of the policy.
- 41.17 That that the March 2011 - March 2013 Registrar Performance and Compensation reiview was completed with the Registrar Maggie Fulford, President Ryan Sommer and VP Gina Kroetsch on Sept 26, 2013. The registrar was awarded a one-time bonus of 1.5 % for the 2012 - 2013 year (bonus of 1.5 % of 2012 base salary - as per compensation calculation formula in Appendix I of ACOT Policy Manual).

#### **40. June 21, 2013**

- 40.1 That the agenda be adopted as presented.
- 40.2 That the Minutes of the Meeting of April 13 and 14, 2013 be adopted as distributed.
- 40.3 That the Registrar's report be adopted as received.
- 40.4 That the amendments to the personal expense schedule be adopted as presented.
- 40.5 That the GP's be adopted as presented.
- 40.6 That the GP's be adopted as approved with the exception of GP 7, CR 4 and RL 5; GP 8 and 14 will be amended as per the briefing notes.

- 40.7 That the Annual Report be adopted as presented.
- 40.8 That Council has assessed the monitoring report for RL 3 and finds that it provides evidence of compliance with a reasonable interpretation of the policy.
- 40.9 That Council has assessed the monitoring reports for E1 to E4 and finds sufficient evidence that a reasonable interpretation of the Ends have been achieved.
- 40.10 That the Financial Statements of the Alberta College of Occupational Therapists for the year ended February 28, 2013 be accepted as presented by Dianne Scheurman and Gunnar Rawe.
- 40.11 That Dale Somerville be appointed as auditor for the registration year ending February 28, 2014.

### 39. April 13 & 14, 2013

- 39.1 That the agenda be adopted as presented.
- 39.2 That technology be added to the agenda.
- 39.3 That the Minutes of the Meeting of February 2, 2013 be adopted as distributed.
- 39.4 That the vacation policy drafted by Miller Thomson and attached to these Minutes will take effect as of April 14, 2013.
- 39.5 That the 2013 ACOT Registrar Performance and Compensation Review Guide attached to these Minutes will be used for the 2013 review of the Registrar.
- 39.6 That Council approves the nomination of: Cary Brown, Elizabeth Taylor, Daniel Davies, Jennifer Gokiart and Martin Anderson for Councillor for the term 2013 to 2016.
- 39.7 That Council approved the President elect's professional development request for the following courses: Communicating for Results, Enhancing Team Effectiveness and Communication Cornerstones: Back to Basics.
- 39.8 That Council approved financial support for any elected councillor wishing to attend the 2013 CAOT conference in Victoria BC.
- 39.9 That the Registrar's report be adopted as received.
- 39.10 That the nominations report be adopted as received.
- 39.11 That Council approves the Doctor of Occupational Therapy Degree program from the Boston University College of Health and Rehabilitation Sciences.
- 39.12 That the appointment of Patricia Wheadon be rescinded as Hearings Director and Jeannine Swirski be appointed as Hearings Director.
- 39.13 That Council has assessed the monitoring report for RL 3 and finds that it provides evidence of compliance with a reasonable interpretation of the policy.
- 39.14 That Council has assessed the monitoring report for RL 4 and finds that it provides evidence of compliance with a reasonable interpretation of the policy.



- 39.15 That Council has assessed the monitoring report for RL 5 and finds that it provides evidence of compliance with a reasonable interpretation of the policy.
- 39.16 That Council has assessed the monitoring report for RL 8 and finds that it provides evidence of compliance with a reasonable interpretation of the policy.
- 39.17 That Council has assessed the monitoring report for RL 9 and finds that it provides evidence of compliance with a reasonable interpretation of the policy.

**38. February 1 & 2, 2013**

- 38.1 That the agenda be adopted as presented.
- 38.2 That the Minutes of the Meeting of October 13 and 14, 2012 be adopted as distributed.
- 38.3 That the Registrar's report be adopted as received.
- 38.4 That U of A's report be adopted as received.
- 38.5 That Council would table this issue to next meeting so the rest of the Council can be involved in making decisions.
- 38.6 That Council has assessed the monitoring report for policy RL 2 and finds that it provides evidence of compliance with a reasonable interpretation of the policy.
- 38.7 That Council has assessed the monitoring report for policy RL 3 and finds that it provides evidence of compliance with a reasonable interpretation of the policy.

**37. October 13 & 14, 2012**

- 37.1 That the agenda be adopted as presented.
- 37.2 That the Minutes of the Meeting of June 22, 2012 be adopted as distributed.
- 37.3 That the Registrar's report be adopted as received.
- 37.4 That Council approves refreshing the College brand and directs the College to pursue different or additional designs.
- 37.5 That Council approves the brand refresh design as presented by db designs.
- 37.6 That ACOT provide a grant to SAOT, the criteria for which will be developed by Council at future meetings.
- 37.7 That GP 3 and 4 be adopted as presented.
- 37.8 That Council has assessed the monitoring report for policy RL 1 and finds that it provides evidence of compliance with a reasonable interpretation of the policy.
- 37.9 That Council has assessed the monitoring report for policy RL 3 and finds that it provides evidence of compliance with a reasonable interpretation of the policy.
- 37.10 That Council has assessed the monitoring report for policy RL 6 and finds that it provides evidence of compliance with a reasonable interpretation of the policy.

- 37.11 That Council has assessed the monitoring report for policy RL 7 and finds that it provides evidence of compliance with a reasonable interpretation of the policy.

**36. June 22, 2012**

- 36.1 That the agenda be adopted as presented.
- 36.2 That the Minutes of the Meeting of April 21 and 22, 2012 be adopted as distributed.
- 36.3 That the Registrar's report be adopted as received.
- 36.4 That all educators coming from another jurisdiction will be required to register on the courtesy register.
- 36.5 That we maintain the cost of the courtesy register at \$40.00 and that is our expectation.
- 36.6 That the Annual Report be approved as presented.
- 36.7 That Council has assessed the monitoring report for RL 3 and that it provides evidence of compliance with a reasonable interpretation of the policy.
- 36.8 That Council has assessed the monitoring reports for E1 to E4 and finds sufficient evidence that a reasonable interpretation of the Ends have been achieved.
- 36.9 That the Financial Statements of the Alberta College of Occupational Therapists for the year ended February 29, 2012 be accepted as presented by W. Dale Somerville Chartered Accountant.
- 36.10 That Dale Somerville be appointed as auditor for the registration year ending February 28, 2013.

**35. April 21 & 22, 2012**

- 35.1 That the agenda be adopted as presented.
- 35.2 That P. Wheadon present information regarding the upcoming conference being held by Field LLP.
- 35.3 That the Minutes of the Meeting of January 28 and 29, 2012 be adopted as distributed.
- 35.4 That the numbering of the agenda be amended beginning at item number 5.
- 35.5 That a sub committee consisting of the President and Vice President will be struck to choose an HR company and gather information regarding evaluation and compensation for the Registrar which will be brought back to Council.
- 35.6 That the Registrar's report be adopted as received.
- 35.7 That Council will cover the cost of the President and Vice President to attend the CAOT Conference in June. Should one or both be unable to attend, another councillor (non-public) can attend.

- 35.8 That the Global Governance Commitment be amended by removing “and the standards of practice of the” from bullet number 3 and adding “standards of practice” to the end of bullet 4.
- 35.9 That GP 1 be adopted as amended by removing bullet 4 and removing “rather than reacting to staff initiatives” in item number 2.
- 35.10 That GP 2 be adopted as presented.
- 35.11 That Council has assessed the monitoring report for RL 3 and finds that it provides evidence of compliance with a reasonable interpretation of the policy.
- 35.12 That Council has assessed the monitoring report for RL 5 and finds that it provides evidence of compliance with a reasonable interpretation of the policy.
- 35.13 That Council has assessed the monitoring report for RL 8 and finds that it provides evidence of compliance with a reasonable interpretation of the policy.

**34. January 28 & 29, 2012**

- 34.1 That the agenda be adopted as presented.
- 34.2 That item number 11 be removed from the agenda.
- 34.3 That the agenda be adopted as amended.
- 34.4 That the Minutes of the Meeting of October 1 and 2, 2011 be adopted as distributed.
- 34.5 That the names on the motions in items 5.4 on the October 1 and 2, 2011 meeting minutes be removed.
- 34.6 That M. Fulford will receive a raise of the cost of living (2010 CPI) and 7% for merit to be retro-paid from her anniversary start date March 2011 to March 2012. Her previous raise will be deducted from this amount.
- 34.7 That M. Fulford will receive a raise of the cost of living (2011 CPI) and 7% merit starting March 2012 on her anniversary start date.
- 34.8 That ACOT College staff will facilitate the recruitment of a Human Resources Professional Consultant for the purpose of working with the ACOT council in preparing an appropriate process and supporting material by which to evaluate the Registrar on a yearly basis and determine compensation.
- 34.9 That the Registrar’s report be adopted as received.
- 34.10 That the Registrar’s report be adopted as presented.
- 34.11 That U of A’s report be adopted as received.
- 34.12 That Council requests a meeting with invite U of A representatives in the near future.
- 34.13 That U of A report be adopted as presented.
- 34.14 That Council has assessed the monitoring report for policy RL 2 and finds that it provides evidence of compliance with a reasonable interpretation of the policy.

- 34.15 That Council has assessed the monitoring report for policy RL 3 and finds that it provides evidence of compliance with a reasonable interpretation of the policy.

**33. October 1 & 2, 2011**

- 33.1 That the agenda be adopted as presented.
- 33.2 That the Minutes of the Meeting of June 24 and 25, 2011 be adopted as distributed.
- 33.3 That the Ends be adopted as presented.
- 33.4 That the RL's be adopted as presented.
- 33.5 That RL 5.3 be adopted as amended.
- 33.6 That the annual report be adopted as presented and amended.
- 33.7 That the U of A Ex-Officio role will remain as outlined in the GP.
- 33.8 That Council will revisit the Letter of Understanding from the U of A to ensure agreement of the Ex-Officio role in Council.
- 33.9 That R. Sommer be appointed President of the Alberta College of Occupational Therapists for the term October 15, 2011 to October 15, 2013.
- 33.10 That G. Kroetsch be appointed Vice President of the Alberta College of Occupational Therapists for the term October 15, 2011 to October 15, 2013.
- 33.11 That R. Sommer, President; G. Kroetsch, Vice President; M. Fulford, Registrar and P. Wheadon, Assistant Registrar be given bank signing authority for the 2011-12 term.
- 33.12 That the Council of Alberta College of Occupational Therapists recognizes the contribution of K. Omar and J. Knettig to Council during their terms and extends to them its gratitude and appreciation.

**32. June 24 & 25, 2011**

- 32.1 That the Financial Statements of the Alberta College of Occupational Therapy for the year ended February 28, 2011 be accepted as presented by W. Dale Somerville Chartered Accountant.
- 32.2 That the agenda be adopted as presented.
- 32.3 That the minutes of the meeting of April 16 and 17, 2011 be adopted as distributed.
- 32.4 That Council has assessed the monitoring report for policy RL 3 and finds that it provides evidence of compliance with a reasonable interpretation of the policy.
- 32.5 That Council has assessed the monitoring report for policy RL 4 and finds that it provides evidence of compliance with a reasonable interpretation of the policy.

**31. April 16 & 17, 2011**

- 31.1 That the Agenda be adopted as distributed.
- 31.2 That the Minutes of the Council Meeting held February 12 and 13, 2011 be adopted as distributed.
- 31.3 That the College cancel the Governance Coach contract for the time being with appropriate notice.
- 31.4 That the Courtesy Register fees be reduced to \$30.00 per 30 day period, or a figure that represents the cost to the College of registering occupational therapists on a temporary basis while they are registered in another jurisdiction, whichever figure be the greater.
- 31.5 That the Professional Fee schedule for 2010-2011 be approved as presented, and that the fee schedule for 2011-2012 be the same except for the change to the Courtesy Register permit fee amended above.
- 31.6 That pursuant to Bylaw 4.2, Council approves the 2011 Council elections being conducted online while maintain authentication, security, confidentiality and anonymity.
- 31.7 That Council has assessed the monitoring report for policy RL 3 and finds that it provides evidence of compliance with a reasonable interpretation of the policy.
- 31.8 That Council has assessed the monitoring report for policy RL 5 and finds that it provides evidence of compliance with a reasonable interpretation of the policy.
- 31.9 That Council has assessed the monitoring report for policy RL 8 and finds that it provides evidence of compliance with a reasonable interpretation of the policy.
- 31.10 That Council rescind RL 12 as it is in contravention of the legislation.

**30. February 12 & 13, 2011**

- 30.1 That the Agenda be adopted as amended.
- 30.2 That the Minutes of the Meeting of October 2, 2010 be adopted as distributed.
- 30.3 That effective March 15, 2011 (the 1 year anniversary of the employment contract of the Registrar), the salary of the Registrar be increased by a maximum of 1% with a review of performance which may affect further compensation with notification within 60 days.
- 30.4 That the College not renew subscription to Real Board online modules.
- 30.5 That Council affirms the adoption of the Standards of Practice of the Alberta College of Occupational Therapists 2003 as posted on the College website; and that Council affirms the adoption of the Code of Ethics of the Alberta College of Occupational Therapists 2005 as posted on the College website; and directs the

- submission of same to the Minister of Health and Wellness in compliance with the *Health Professions Act, RSA 2000 cH-7 s133*.
- 30.6 That Council has assessed the monitoring report for policy RL 2 and finds that it provides evidence of compliance with a reasonable interpretation of the policy.
  - 30.7 That Council has assessed the monitoring report for policy RL 3 and finds that it provides evidence of compliance with a reasonable interpretation of the policy.

**29. October 2, 2010**

- 29.1 That the Agenda be adopted as distributed.
- 29.2 That the Minutes of the Council Meeting held April 17, 2010 be adopted as distributed.
- 29.3 That the Minutes of the Council Meeting held June 25, 2010 be adopted as distributed.
- 29.4 That Council has assessed the monitoring report for policy RL 1 and finds that it provides evidence of partial compliance with a reasonable interpretation of the policy, with the request that future monitoring reports declaring non-compliance or partial compliance, contain a plan and target date for compliance.
- 29.5 That Council has assessed the monitoring report for policy RL 3 and finds that it provides evidence of compliance with a reasonable interpretation of the policy.
- 29.6 That Council has assessed the monitoring report for policy RL 6 and finds that it provides evidence of compliance with a reasonable interpretation of the policy.
- 29.7 That Council has assessed the monitoring report for policy RL 7 and finds that it provides evidence of compliance with a reasonable interpretation of the policy.

**28. June 25, 2010**

- 28.1 That the Agenda be adopted as distributed.
- 28.2 That R. Sommer be appointed Vice President.
- 28.3 That Section 3.12 of the Bylaws of the Alberta College of Occupational Therapists be amended to read:
  - "Compensation
    - (a) The President will be compensated as determined and directed by Council.
    - (b) All other councilors shall serve without compensation
    - (c) Reasonable expenses or loss of income incurred by Councilors may be reimbursed pursuant to ACOT policy."

- 28.4 That Section 3.8 of the Bylaws of the Alberta College of Occupational Therapists be amended to read: "At the first meeting of the Council held after each Annual Meeting of the College, the Council shall elect from among its voting Regulated Members a president and vice-president, who shall hold their respective office for a two (2) year term or until they resign, or until their successors are elected or appointed."
- 28.5 That Council has assessed the monitoring report for policy RL 3 and finds that it provides evidence of compliance with a reasonable interpretation of the policy.
- 28.6 That Council has assessed the monitoring report for policy RL 4 and finds that it provides evidence of compliance with a reasonable interpretation of the policy.
- 28.7 That Council has assessed the monitoring report for policy RL9 and finds that it provides evidence of compliance with a reasonable interpretation of the policy.
- 28.8 That Council has assessed the monitoring report for policy RL10 and finds that it provides evidence of compliance with a reasonable interpretation of the policy.
- 28.9 That Council has assessed the monitoring report for policy RL11 and finds that it provides evidence of compliance with a reasonable interpretation of the policy.
- 28.10 That Council adopt the Financial Statements OF THE Alberta College of Occupational therapists for the year ended February 28, 2010 as presented.
- 28.11 That Council appoint C. Yenny to Council to fill the vacancy created by the resignation of C. Schmitz to be effective October 15, 2010, expiring October 15, 2011.
- 28.12 That Council has assessed the monitoring report for E1 and finds sufficient evidence that a reasonable interpretation of the End has been achieved, noting that the End may require policy revision and that future monitoring reports contain measurable metrics.
- 28.13 That Council has assessed the monitoring report for E2 and finds sufficient evidence that a reasonable interpretation of the End has been achieved, noting that the End may require policy revision and that future monitoring reports contain measurable metrics.
- 28.14 That Council has assessed the monitoring report for E3 and finds sufficient evidence that a reasonable interpretation of the End has been achieved.

## **27. April 17, 2010**

- 27.1 That the Agenda be adopted as amended.
- 27.2 That the Minutes of the meeting of January 31, 2010 be adopted as distributed.
- 27.3 That Council has assessed the monitoring report for policy RL 3 and finds that it provides evidence of compliance with a reasonable interpretation of the policy.

- 27.4 That item 7 be removed from RL5.
- 27.5 That Council has assessed the monitoring report for policy RL 5 and finds that it provides evidence of compliance with a reasonable interpretation of the policy.
- 27.6 That Council has assessed the monitoring report for policy RL 12 and finds that it provides evidence of compliance with a reasonable interpretation of the policy.
- 27.7 That action required on the Occupational Therapists Profession Regulation Amendments be compiled by the Registrar, the Legislative Review Committee and F. Der representing Council.
- 27.8 That any two to sign jointly of the President, Vice-President, Registrar or Executive Assistant for amounts under \$5,000 and any two to sign jointly of the President, Vice-President or Registrar for amounts over \$5,000 are authorized to endorse, sign and execute cheques and other instruments on behalf of the College.
- 27.9 That ACOT present a request to Alberta Health and Wellness to have the terms of J. Opheim and P. Sager extended for another three-year term to expire October 2013.
- 27.10 That item 1.1.1 be deleted from End 3.
- 27.11 That End 1 have a resource allocation of "up to 70%", End 2 have a resource allocation of "up to 30%" and End 3 have an allocation of "up to 10%".

**26. January 30, 2010**

- 26.1 That the Agenda be adopted as presented.
- 26.2 That the Minutes of the meeting of November 4, 2009 be adopted as distributed.
- 26.3 That Council has assessed the monitoring report for policy RL 2 and finds that it provides evidence of compliance with a reasonable interpretation of the policy.
- 26.4 That Council has assessed the monitoring report for policy RL 3 and finds that it provides evidence of compliance with a reasonable interpretation of the policy.
- 26.5 That the involvement of the U of A Ex Officio be in key areas.
- 26.6 That E. Shalley draft a letter to the U of A, for Council review, that takes into consideration how we engage the U of A Ex Officio and the key areas of involvement.
- 26.7 That GP 5 be struck from the policies, that GP 3 be amended to indicate the term of President to be up to two years, and that GP4 be amended to indicate the term of Vice President be up to a two year term.
- 26.8 That C. Schmitz be appointed as Vice President for the current term to October 15, 2011.
- 26.9 That the budget amount for restricted reserve funds will not increase for the 2010-2011 year.
- 26.10 That the budget for Council expenses for the 2010-2011 year be \$90,000.



- 26.11 That the Position Statement entitled *The Role of Occupational Therapy in Psychosocial Interventions, December 2009* be adopted
- 26.12 That the Alberta College of Occupational Therapists become a signatory to the *Labour Mobility Support Agreement* and that the Interim Registrar be authorized to sign-off the *Labour Mobility Support Agreement* on behalf of the Alberta College of Occupational Therapists.
- 26.13 That the Interim Registrar be directed to develop amendments to the Occupational Therapists Profession Regulation so as to bring the regulations into compliance with the *Labour Mobility Support Agreement*.
- 26.14 That the 2010-2011 fee schedule for Provisional Register practice permits be amended to align to a common fee structure with the General Register.
- 26.15 That the 1992 Standards for School-Based Practice be rescinded.
- 26.16 That Council accept the Nominations Committee recommendation for Sonali Khera to join the Nominations Committee to replace Margaret Grant.

**25. November 4, 2009**

- 25.1 That the Agenda be adopted as amended.
- 25.2 That the Registrar Position Profile and position posting be revised to indicate that it is preferred (instead of required) that the successful candidate be eligible to be registered as an occupational therapist in Alberta.
- 25.3 That Council re-post the Registrar position for a period of one month according to the recommendations of the HR Group.
- 25.4 That Council has assessed the monitoring report for policy RL 1 and finds it provides evidence of compliance with a reasonable interpretation of the policy.
- 25.5 That Council has assessed the monitoring report for policy RL 3 and finds it provides evidence of compliance with a reasonable interpretation of the policy, noting the request that future monitoring reports for this policy include a projection of budget variance to the end of the year.
- 25.6 That Council has assessed the monitoring report for policy RL 6 and finds it provides evidence of compliance with a reasonable interpretation of the policy.
- 25.7 That policy RL 7, item 7 be amended by adding the words "with the exception of the Chair", after "Provide information" and before "other than . . ."
- 25.8 That Council has assessed the monitoring report for policy RL 7 and finds it provides evidence of compliance with a reasonable interpretation of the policy.
- 25.9 That appointment of the 2009-2010 Vice President be tabled to the next regularly scheduled meeting of Council.

- 25.10 That in the event Alberta Health Services does not cover registration fees for occupational therapists returning to work under a Courtesy Permit during a pandemic, ACOT will waive said fees.
- 25.11 That the Minutes of the Meeting of October 4, 2009 be adopted.

#### **24. October 4, 2009**

- 24.1 That the Agenda be adopted as amended.
- 24.2 That Council authorize Pat Edney, acting in the position of Interim Registrar, to conduct the following scope of activities to ensure the public receives competent, ethical occupational therapy services
- 24.3 That the revisions to Council Policies: RL 1 Treatment of Staff and Volunteers, RL 2 Financial Planning, RL 3 Financial Condition, RL 4 Asset Protection, RL 5 Treatment of Public and Regulated members, RL-6 Compensation and Benefits, RL 8 Emergency Executive Succession, RL 9 Development of Position Statements, RL 10 Development of Standards Governing Practice, RL 11 Revision of Guidelines for Occupational Therapist Practices, be accepted.
- 24.4 That Kim Omar be named President of the Alberta College of Occupational Therapists and assume the responsibilities as outlined in GP-3 effective October 15, 2009.
- 24.5 That the following signing authorities be instated for the Alberta College of Occupational Therapists: Interim Registrar, Pat Edney; President, Kim Omar; Ex-Officio, Marek Kaim; Past President, Erin Shalley.
- 24.6 That motions of Council that are not in camera, be posted to the ACOT website.
- 24.7 That Ryan Sommer be appointed to Council to replace V. Sethi.

#### **23. June 26 & 27, 2009**

- 23.1 That the Agenda be adopted as amended.
- 23.2 That the Minutes of the meeting held April 18 and 19, 2009, be adopted as amended.
- 23.3 That the ACOT Annual Report 2008-2009 be approved as amended.
- 23.4 That Council has assessed the monitoring report for policy RL 3 and finds it provides evidence of compliance with a reasonable interpretation of the policy, noting that clarification that no payments are under dispute should be made in future reports.
- 23.5 That policy RL 3, point 3 be amended to read: "Settle debts in an untimely manner and inform Council of any payments under dispute".

- 23.6 That that the monitoring report for policy RL 4, be returned to the Registrar for further clarification of the interpretation and/or evidence for point 7, and statement of partial compliance and schedule for full compliance for point 13.
- 23.7 That policy RL4 Protection of Assets be amended by striking item 13.1.
- 23.8 That policy RL4 Protection of Assets, item 9 be amended as follows: "Operate without protecting intellectual property, information and files from loss or significant damage.
- 9.1 Operate without a Business Continuity Plan  
9.2 Operate without a Disaster Recovery Plan".
- 23.9 That the audited Financial Statements of the Alberta College of Occupational Therapists for the year ended February 28, 2009 are accepted and approved.
- 23.10 That W. Dale Somerville Chartered Accountant be appointed the auditor for the Alberta College of Occupational Therapists for the year ending February 28, 2010.
- 23.11 That End 1, item 3 be amended to read: "Occupational Therapy is accessible and available to the public in a reasonable and consistent manner in relation to geographic location and resource allocation".
- 23.12 That the monitoring report for RL 9 Development of Position Statements be returned due to insufficient evidence for item 1.
- 23.13 That RL9 Development of Position Statements, item 6, be amended to read: "Allow Position Statements to become outdated due to advances or changes in practice, or without a review at least every 5 years"
- 23.14 That Council has assessed the monitoring report for policy RL 10 and finds it provides evidence of compliance with a reasonable interpretation of the policy.
- 23.15 That the monitoring report for RL 11 Revision of Guidelines for Occupational Therapist Practice be returned due to insufficient evidence for item 1.
- 23.16 That RL 11 Revision of Guidelines for Occupational Therapist Practice, item 5, be amended to read: "Allow guidelines to become outdated due to advances or changes in practice, or without a review at least every 5 years.
- 23.17 That the monitoring report for End 1 Public Receives Competent Ethical Occupational Therapy be returned due to insufficient evidence for item 1.1.
- 23.18 That End 1, item 3.1 be amended to read: "Government, Alberta Health Services, health care managers and private funders recognize the role of Occupational Therapy and Occupational Therapists are supported in and for planning and development of health care services and provision of services in both urban and rural settings".
- 23.19 That that the monitoring report for E2 The Profession of Occupational Therapy is Protected be returned due to insufficient interpretation and evidence for item 1.5.

- 23.20 That possible amendments to End 2 The Profession of Occupational Therapy is Protected be tabled to the next meeting.
- 23.21 That Council has assessed the monitoring report for policy E3 Public is informed about Occupational Therapy and Regulation and finds it provides evidence of compliance with a reasonable interpretation of the policy.
- 23.22 That Council will develop a new RL 13 Communication with the Public stating that the means should not be limited to just one mechanism.
- 23.23 That Council maintain an ex officio, nonvoting member formally organized through the U of A with a role description to be established under the Governance Policy.
- 23.24 That Council accepts the new GP 24 U of A Ex Officio Role as attached to these minutes.
- 23.25 That Council hold an annual information meeting on a date to be determined, and to be held via electronic means.
- 23.26 That Dalique van der Nest be this year's recipient for the President's Award.

## **22. April 18 & 19, 2009**

- 22.1 That the agenda be adopted as presented.
- 22.2 That the Minutes of the Council Meeting of February 7 and 8, 2009, be adopted as presented.
- 22.3 That Council has assessed the monitoring report for policy RL 5 and finds it provides evidence of compliance with a reasonable interpretation of the policy, noting that reference to the orientation checklist should be made in future reports.
- 22.4 That Council has assessed the monitoring report for policy RL 8 and finds it provides evidence of compliance with a reasonable interpretation of the policy.
- 22.5 That Council has assessed the monitoring report for policy RL 12 and finds it provides evidence of compliance with a reasonable interpretation of the policy.
- 22.6 That Council has assessed the monitoring report for policy RL 3 and finds it provides evidence of compliance with a reasonable interpretation of the policy, noting that future reports should include itemization of payments currently under dispute.
- 22.7 That GP 11, item 3.4 be amended by adding "by the College" after the word employment in the first sentence. The sentence will read "Should a Council regulated member be considered for employment by the College,..."
- 22.8 That GP 11, item 10 be amended by changing "3" to "2" in the second sentence. The sentence will read "Absence of a Member from more than 2 consecutive regular meetings..."

- 22.9 That Council allow the Registrar to initiate discussions with Alberta Health and Wellness for amendments to the Occupational Therapy Regulations to align with the Labour Mobility Support Agreement produced by ACOTRO.

**21. February 7 & 8, 2009**

- 21.1 That the agenda be adopted as amended.
- 21.2 That the Minutes of the Council Meeting of October 25 and 26, 2008 be adopted as amended.
- 21.3 That the ACOT Council Policy Manual be approved as amended.
- 21.4 That that GP Monitoring be tabled to the next meeting.
- 21.5 That Council has assessed the monitoring report for policy RL 4, item 13 and notes partial compliance with a reasonable interpretation of the policy, and a plan for full compliance.
- 21.6 That Council has assessed the monitoring report for policy RL 5 general statement and notes partial compliance with a reasonable interpretation of the policy, and a plan for full compliance.
- 21.7 That Council has assessed the monitoring report for policy RL 2 and finds it provides evidence of compliance with a reasonable interpretation of the policy.
- 21.8 That Council has assessed the monitoring report for policy RL 3 and finds it provides evidence of compliance with a reasonable interpretation of the policy.
- 21.9 That Council share the following policies with SAOT for the purpose of developing their policies, with the requirement that they remain confidential and that ACOT be referenced: Vision and Mission, Conflict of Interest, In-Camera Meetings, Handling of Operational Complaints, Council Reserve Funds, Global Council Registrar Relationship, Unity of Control, Accountability of the Registrar, Delegation to the Registrar, Monitoring Registrar Performance, Global Governance Commitment, Governing Style, Council Job Contributions, President's Role, Vice President's Role, Council Committee Principles, Council Committee Structure, Nomination Committee Terms of Reference, Registrar Employment Terms of Reference, Council and Committee Expenses.

**20. October 25 & 26, 2008**

- 20.1 That the agenda be adopted as amended.
- 20.2 That Erin Shalley be appointed President of the Alberta College of Occupational Therapists for the 2008-2009 term.

- 20.3 That Kim Omar be appointed Vice-President of the Alberta College of Occupational Therapists for the 2008-2009 term.
- 20.4 That E. Shalley, President; K. Omar, Vice-President; and M. Kaim, Past President be given bank signing authority for the 2008-2009 term.
- 20.5 That the Council of the Alberta College of Occupational Therapists recognizes the contribution of D. Whitnack, Evelyn Ching and J. Henry to Council during their terms and extends to them its gratitude and appreciation.
- 20.6 That the Minutes of the Council Meeting of October 4, 2008 be adopted as amended.
- 20.7 That Council has assessed the monitoring report for policy RL 1 and finds it provides evidence of compliance with a reasonable interpretation of the policy.
- 20.8 That Council has assessed the monitoring report for policy RL 2 and finds it provides evidence of compliance with a reasonable interpretation of the policy, noting that the sentence "At a savings of almost \$40,000 per year. Leasehold improvements and moving expenses will pay for themselves in less than five years" under the evidence of item 4 be struck.
- 20.9 That the monitoring report for policy RL 4, item 13 be returned to the Registrar for further clarification of the interpretation, evidence and statement of compliance.
- 20.10 That Council has assessed the monitoring report for policy RL General Registrar Constraint and finds it provides evidence of compliance with a reasonable interpretation of the policy.
- 20.11 That the monitoring report for RL5 General Statement be returned to the registrar for further clarification of the interpretation and evidence around 'unnecessarily intrusive' and the timeframe around it.
- 20.12 That Council has assessed the monitoring report for policy RL 7 and finds it provides evidence of compliance with a reasonable interpretation of the policy.
- 20.13 That that potential revision to policies be tabled to the February meeting of Council.
- 20.14 That the motion passed by Council at the Council Meeting on October 4, 2008 stating that "ACOT contribute \$20,000 per year for a period of five years to the University of Alberta endowment fund for OT PhD with criteria to be determined by ACOT Council" be rescinded.
- 20.15 That Council approves the Position Statement on Feeding, Eating and Swallowing.
- 20.16 That Council approves the appointment of Betsey Williams to the Complaint Review Committee per Section 15(1) of the Health Professions Act.

#### **19. October 4, 2008**

- 19.1 That the Agenda be adopted as amended.

- 19.2 That the Minutes of the meeting of September 6, 2008 be adopted as amended.
- 19.3 That item 1.1.2.1 of GP 15 be struck.
- 19.4 That ACOT contribute \$20,000 per year for a period of five years to the University of Alberta endowment fund for OT PhD with criteria to be determined by ACOT Council.
- 19.5 That Cori Schimtz be appointed to ACOT Council for a three-year term commencing October 15, 2008.
- 19.6 That Council has assessed the monitoring report for policy E 1 and finds it provides evidence of compliance with a reasonable interpretation of the policy, noting that clarification for 1.2 regarding an expansion on the interpretation to be inclusive of ensuring/addressing individuals who do not meet requirements and 1.3 regarding expansion of interpretation to include restricted practices and reference of the Standards in the evidence be provided at the next report of this policy.
- 19.7 That the monitoring report for policy RL 1 be sent back for clarification of the evidence under item 4 as it relates to the selection process for researchers.
- 19.8 That Council has assessed the monitoring report for policy RL 3 and finds it provides evidence of compliance with a reasonable interpretation of the policy.
- 19.9 That Council has assessed the monitoring report for policy RL 6 and finds it provides evidence of compliance with a reasonable interpretation of the policy.
- 19.10 That Council return RL 7 for appropriate interpretation and evidence. Council found the Registrar in partial compliance with item 3 related to information regarding the new ACOT lease. Council found evidence for item 7 to be "trust me" evidence.

#### **18. September 6, 2008**

- 18.1 That the agenda be adopted as amended.
- 18.2 That the Minutes of the Meeting of June 27 and 28, 2008, be adopted as amended.
- 18.3 That the decision regarding an ACOT PhD scholarship endowment be tabled to the next scheduled meeting of Council.
- 18.4 That GP23 be amended by removing the sentence "For the fiscal year 2009, the fund will be \$245,000."
- 18.5 That RL 2 be amended to add item 5 to read "Budget an amount less than \$245,000 for restricted reserves for the fiscal year 2009."
- 18.6 That D. Whitnack and E. Ching will ensure completion of item 1.1 of GP 9 by year's end.
- 18.7 That Council postpone the decision on a Registrar Selection Committee and hold an in camera Council Meeting on October 4, 2008 to identify the course of action for GP 9, item 1.2.

- 18.8 That Council accept the nomination of Johanna Arnett to Council for a term of three years beginning October 15, 2008.

**17. June 27 & 28, 2008**

- 17.1 That the agenda be adopted as amended.
- 17.2 That the Minutes of the meeting of April 19 and 20, 2008 be adopted as distributed.
- 17.3 That Council create ad hoc committees for each of the identified populations in the Ownership Linkage Plan.
- 17.4 That Councillors approach designated groups with Council approved questions and collate the information for presentation to Council.
- 17.5 That Council approve the wording of the draft letter to SAOT as distributed and approve sending the letter to SAOT.
- 17.6 That effective with the end of J. Henry's term in October, ACOT will not assign a Council Member to the SAOT Board, but will provide a representative upon a specific request for a specific purpose.
- 17.7 That a new Governance Policy be adopted as GP 23 as attached to these minutes.
- 17.8 That the ACOT Annual Report for 2007-2008 be approved as presented.
- 17.9 That the Audited Financial Statements of Alberta College of Occupational Therapists for the year ended February 29, 2008 be adopted as presented.
- 17.10 That Lorna Reimer, Joyce Magill-Evans and Evelyn Ching be given the President's Award for their outstanding contributions and/or demonstrated passion about what they do for the profession of Occupational Therapy.
- 17.11 That review of coaching reports be tabled to the next meeting.
- 17.12 That Council approves the Position Statement on Diversity as published.
- 17.13 That Council has assessed the monitoring report for policy RL 3 and finds it provides evidence of compliance with a reasonable interpretation of the policy.
- 17.14 That Council has assessed the monitoring report for policy RL 4 and finds it provides evidence of compliance with a reasonable interpretation of the policy.
- 17.15 That RL 4 Asset Protection be amended by removing "unbonded or" from number 4.
- 17.16 That Council has assessed the monitoring report for policy RL 9 and finds it provides evidence of compliance with a reasonable interpretation of the policy, noting that further clarification of the interpretation under number 4 as it relates to researchers and the evidence under number 3 relating to contact with regulators abroad is requested for the next regularly scheduled review.
- 17.17 That Council has assessed the monitoring report for policy RL 10 and finds it provides evidence of compliance with a reasonable interpretation of the policy,



- noting that further clarification of the interpretation under number 3 as it relates to researchers is requested for the next regularly scheduled review.
- 17.18 That Council has assessed the monitoring report for policy RL 11 and finds it provides evidence of compliance with a reasonable interpretation of the policy, noting that further clarification of the interpretation under number 3 as it relates to researchers is requested for the next regularly scheduled review.
  - 17.19 That the monitoring report for policy E1 be sent back for clarification of the interpretation of items 1 and 3, to be reported at the next regularly scheduled meeting of Council.
  - 17.20 That Council has assessed the monitoring report for E 2 and finds it provides evidence of compliance with a reasonable interpretation of the policy.
  - 17.21 That Council has assessed the monitoring report for E 3 and finds it provides evidence of compliance with a reasonable interpretation of the policy.

#### **16. April 19 & 20, 2008**

- 16.1 That the agenda be adopted as distributed.
- 16.2 That the agenda be revisited for possible amendment.
- 16.3 That the agenda be adopted as amended.
- 16.4 That the Minutes of the Meeting of February 2 and 3, 2008 be adopted as distributed.
- 16.5 That the last sentence under 4.5 be amended to read: "Discussion ensued and consensus was that the three-year term is ideal due to the associated learning and practicing of policy governance. There is no binding commitment for a three-year term."
- 16.6 That item 3.3, third sentence be amended to read: "Mentorship for new members, a SAOT function ..." and item 3.4, second sentence be amended to read: "We provide quite a bit of support to SAOT at this time".
- 16.7 That the regular Council meeting, scheduled for June 27 and 28, 2008, be a two-day retreat to deal with Ends monitoring, Ends development and Ownership Linkage.
- 16.8 That GP 15 be amended by adding item 1.1.3 to read: "ACOT is committed to support in principle two distinct organizations, financially independent of each other yet working in partnership, to serve occupational therapists and the people of Alberta. Further, 1.1.3.1 ACOT believes in the principle of autonomy of governance for both organizations, and 1.1.3.2 ACOT recognizes and supports the choice of the occupational therapy community to delegate to SAOT the development and provision of membership services for Alberta occupational therapists".

- 16.9 That RL 4 be amended by adding at the end of item 13 "The Registrar shall not: 13.1 Compromise ACOT's commitment to support SAOT in principle as two distinct organizations, financially independent of each other after December 31, 2008, 13.2 Fail to acknowledge the distinct mandates of SAOT and ACOT or fail to attempt to work in partnership with SAOT, and other stakeholder organizations, on initiatives which serve to achieve the ends of ACOT.
- 16.10 That appointment of Vikas Sethi to Council for a three-year term effective October 15, 2008 be accepted and that Council invite Mr. Sethi to the next scheduled Council Meeting.
- 16.11 That the discussion and decision regarding Rules of Order be postponed to the next regular Council Meeting.
- 16.12 That Council has assessed the monitoring report for policy RL 5 and returns it to the Registrar for clarification of the evidence on item 2.2.
- 16.13 That Council has assessed the monitoring report for policy RL 5 and finds it provides evidence of compliance with a reasonable interpretation of the policy, noting that further clarification of the evidence under item 2.2 is requested for the next regularly scheduled review.
- 16.14 That Council has assessed the monitoring report for policy RL 8 and finds it provides evidence of compliance with a reasonable interpretation of the policy.
- 16.15 That Council has assessed the monitoring report for policy RL 12 and finds it provides evidence of compliance with a reasonable interpretation of the policy.
- 16.16 That Council has assessed the monitoring report for policy RL 3 and finds it provides evidence of compliance with a reasonable interpretation of the policy, noting that "corporate income tax" be removed from the interpretation of item 4 for the next regularly scheduled review as ACOT does not pay corporate income tax.
- 16.17 That Council has assessed the monitoring report for policy RL 1 and finds it provides evidence of compliance with a reasonable interpretation of the policy.
- 16.18 That Council has assessed the monitoring report for policy RL 2 and finds it provides evidence of compliance with a reasonable interpretation of the policy.

**15. April 2, 2008**

- 15.1 That the agenda be adopted as amended.

**14. February 2 & 3, 2008**

- 14.1 That the agenda be adopted as proposed.

- 14.2 That the Minutes of the November 24 and 25, 2007 meeting be adopted as amended.
- 14.3 That Council has assessed the monitoring report for policy RL1 and returns it to the Registrar for revision of the interpretation and evidence of item 2 and 4 for review by Council at the April 2008 meeting.
- 14.4 That Council has assessed the monitoring report for policy RL 3 and finds it provides evidence of compliance with a reasonable interpretation of the policy.
- 14.5 That Council has assessed the monitoring report for policy RL 4 and finds it provides evidence of compliance with a reasonable interpretation of the policy, noting that further clarification of the interpretation of intellectual property is requested for the next regularly scheduled review.
- 14.6 That Council has assessed the monitoring report for policy RL 6 and finds it provides evidence of compliance with a reasonable interpretation of the policy, noting that there will be further clarification to interpretation based on the amendments made to the RL policy at this meeting.
- 14.7 That Council has assessed the monitoring report for policy RL 7 and finds it provides evidence of compliance with a reasonable interpretation of the policy, noting that further clarification of the evidence under items 4 and 7 is requested for the next regularly scheduled review.
- 14.8 That Council has assessed the monitoring report for policy RL2 and returns it to the Registrar for revision of the interpretation of items 1, 1.1, and inclusion of rationale, for review by Council at the April 2008 meeting.
- 14.9 That Council has assessed the monitoring report for policy RL 3 and finds it provides evidence of compliance with a reasonable interpretation of the policy.
- 14.10 That Council has assessed the monitoring report for policy RL 4 and finds it provides evidence of compliance with a reasonable interpretation of the policy.
- 14.11 That Council accept all amendments to governance policies, council-registrar relationship policies, registrar limitations policies and ends policies as shown in Appendix A, noting that the Registrar will bring back to Council at the April 2008 meeting information regarding resource allocation for the ends.

### **13. November 24 & 25, 2007**

- 13.1 That the agenda be adopted as amended.
- 13.2 That the Minutes of the Meeting of October 9, 2007 be adopted as distributed.
- 13.3 That the Minutes of the Meeting of October 10, 2007 be adopted as amended.

- 13.4 That draft minutes prepared by the Office be reviewed by the President and Registrar and then forwarded to Jan Moore for coaching purposes prior to adoption by Council.
- 13.5 That Council has assessed the monitoring report for policy RL1 and returns it to the Registrar for revision of the interpretation of the main statement for review by Council at the February 2008 meeting.
- 13.6 That Council has assessed the monitoring report for policy RL3 and returns it to the Registrar for revision of the interpretation of item 7 for review by Council at the February 2008 meeting.
- 13.7 That Council has assessed the monitoring report for policy RL4 and returns it to the Registrar for revision of the interpretation of item 1 for review by Council at the February 2008 meeting.
- 13.8 That Council has assessed the monitoring report for policy RL6 and returns it to the Registrar for revision of the interpretation of the main statement for review by Council at the February 2008 meeting.
- 13.9 That Council has assessed the monitoring report for policy RL7 and returns it to the Registrar for revision of the interpretation of items 4, 5 and 7 for review by Council at the February 2008 meeting.
- 13.10 That Council has assessed the monitoring report for policy RL16 finds it provides evidence of compliance with a reasonable interpretation of the policy, noting that the partial compliance under item 3 was rectified and full compliance has now been achieved.

## **12. November 8, 2007**

- 12.1 That Kim Omar be accepted as an ACOT councillor for a 2 year term.

## **11. October 19, 2007**

- 11.1 That Marek Kaim be appointed President of the Alberta College of Occupational Therapists for the 2007-2008 term.
- 11.2 That E. Shalley be appointed Vice-President of the Alberta College of Occupational Therapists for 2007-2008.
- 11.3 That M. Kaim, President; E. Shalley, Vice-President; and D. Whitnack, Past President be given bank signing authority for the 2007-2008 term.
- 11.4 That the Council of the Alberta College of Occupational Therapists recognizes the contribution of M. Culshaw and B. Klassen (Zimmerman) to Council during their terms and extends to them its gratitude and appreciation.

## **10. October 9, 2007**

- 10.1 That the Agenda be adopted as distributed.
- 10.2 That the Minutes of the Meeting of August 25 and 26, 2007 be adopted as amended.
- 10.3 That pursuant to section 4(1) of the Health Professions Act, the 2006-2007 Annual Report of the Alberta College of Occupational therapists is approved as attached to these Minutes.
- 10.4 That pursuant to Section 15(1), Janet Smith and Rosemary Koziel are hereby appointed to the Complaint Review/Hearing Tribunal Membership List.
- 10.5 That pursuant to Section 14(1) of the Health Professions Act, Patricia Wheadon is hereby appointed Hearings Director.
- 10.6 That pursuant to Section 10(2), Karen Kirker, Kathryn Milner, Luchie Swinton, Mary McMahon and Andrew Hewitt are hereby appointed to the Competence Committee.
- 10.7 That W. Dale Somerville Professional Corporation be retained as Auditor for 2007-2008.
- 10.8 That RL1, RL3, RL4, RL6, RL7, and RL16 be tabled to November 25, 2007.

## **9. August 25 & 26, 2007**

- 9.1 That the Minutes of the June 15 and 16, 2007 meeting be adopted as corrected.
- 9.2 That E. Shalley be granted voting privileges before November 2007, when her three year contract starts
- 9.3 That the recommended changes to the first sentence of RL 2 to be the way it was read out by D. Whitnack which was received from C. Des Lauriers. The sentence should now read: "Budgeting shall not deviate materially from the Ends priorities specified by Council risk fiscal jeopardy nor fail to consider the financial needs of future years."
- 9.4 That the recommended changes to RL 4, to delete 95% and replace it by 90% under item 1.1 and to remove item 1.12.1 and therefore item 1.12.2 now becomes item 1.12.1.
- 9.5 To remove item 5.1. From RL 5.
- 9.6 To delete 'managers and conducts', from item 3.1 from ACOT bylaws and replaced with "governs".
- 9.7 That the monitoring report RL 5 was read, accepted and requested further information by November 2007.

- 9.8 That the monitoring report RL 4 was read, accepted and requested further information by November 2007.

## **8. June 15 & 16, 2007**

- 8.1 That the agenda be adopted as distributed.
- 8.2 That the Minutes of the April 28 and 29, 2007 meeting be adopted as corrected
- 8.3 That the Minutes of the May 15, 2007 meeting be adopted as presented.
- 8.4 That ACOT reimburse Council members the cost of the ARCC Awards Banquet tickets if they do not have another means to pay for the tickets and are attending the ACOT AGM.
- 8.5 That RL 3 for April 2007 be accepted as corrected, noting partial compliance for item 3, the explanation for which is accepted by Council.
- 8.6 That RL4 for April 2007 be accepted as corrected; noting partial compliance for item 1, the requirement for which Council will look to change; and noting partial compliance for item 9.1, the explanation for which is accepted by Council.
- 8.7 That RL 15 be accepted as corrected.
- 8.8 That RL3 be accepted as presented.
- 8.9 That RL 12 be accepted with amendments.
- 8.10 That RL 13 be accepted with amendments.
- 8.11 That RL 14 be accepted, and noting that in future "open and transparent" be proven by describing the process for obtaining input under evidence.

## **7. May 15, 2007**

- 7.1 That the Agenda be adopted as amended.
- 7.2 That ACOT extend the contract with Jannice Moore to the end of 2007.

## **6. April 28 & 29, 2007**

- 6.1 That the Agenda be adopted as amended.
- 6.2 That the minutes of the February 20, 2007 meeting be adopted as amended.
- 6.3 That Council accept the Position Statement on Acupuncture as presented.
- 6.4 That Council recognize the work of the Committee and Committee members in the preparation of the Position Statement on Acupuncture.
- 6.5 That Erin Shalley be approved for appointment to Council.
- 6.6 That RL 3 Financial Condition be revised as discussed and resubmitted for review at the next possible Council Meeting.

- 6.7 That RL 4 Asset Protection be revised as discussed and resubmitted for review at the next possible Council Meeting.
- 6.8 That RL 5 Treatment of Public and Registrants be revised as discussed and resubmitted for review at the next possible Council Meeting.
- 6.9 That RL 15 Amendments to the Act or Bylaws be revised as discussed and resubmitted for review at the next possible council Meeting.
- 6.10 That RL 8 be accepted as submitted and that the Registrar is deemed in compliance.

#### **5. February 20, 2007**

- 5.1 That the Agenda be adopted as amended.
- 5.2 That the Minutes of the January 26, 2007 Meeting of Council be approved as distributed.
- 5.3 That the Minutes of the January 27, 2007 Meeting of Council be approved as distributed.
- 5.4 That the President represent the Alberta College of Occupational Therapists at the CAOT Conference in Newfoundland.
- 5.5 That we send one representative from Council to the Board Chair Forum on Policy Governance.
- 5.6 That the above appointments recommended by the Registrar be approved; and that the above two programs for the practice of Acupuncture recommended by the Registrar be approved
- 5.7 That RL 3 be approved as distributed.

#### **4. January 27, 2007**

- 4.1 That the Agenda be adopted as amended.
- 4.2 That the minutes of the AGM 2006 be adopted as amended.
- 4.3 That the minutes of November 25, 2006 be adopted as amended.
- 4.4 That the minutes of November 26, 2006 be adopted as amended.
- 4.5 That the Council Policy Manual be approved as amended.
- 4.6 That the Bylaws be adopted as amended.
- 4.7 That Council recognize the Bylaw Committee and thank them for their great work.
- 4.8 That the Bylaw Committee be disbanded as of February 1, 2007.
- 4.9 That the 2007-2008 budget be accepted as presented.
- 4.10 That RL 4 be accepted as provided.
- 4.11 That RL 9 be accepted as provided.

4.12 That RL 10 be accepted as provided.

**3. November 26, 2006**

3.1 That the minutes of the Annual General Meeting October 15, 2005 be approved as amended.

3.2 That the minutes of the Council Meeting of September 19, 2006 be approved as amended

3.3 That the minutes of the Council Meeting of October 5, 2006 be approved as distributed.

3.4 That the Minutes of the Council Post AGM Meeting of October 12, 2006 by approved as amended.

3.5 That the College require regulated members carry a minimum of \$5,000,000 professional liability insurance.

3.6 That income compensation be based on OTII, Step 5 of the HSAA contract.

3.7 That GP-10.2 be adopted as amended.

3.8 That the contract with Jan Moore be terminated at the earliest possible time.

**2. October 12, 2006**

2.1 That D. Whitnack be appointed President of ACOT for 2006/2007.

2.2 That M. Kaim be appointed Vice-President of ACOT for 2006/2007.

2.3 That Past President, B. Zimmerman remain a signing authority; Vice-President, M.Kaim and President, D. Whitnack be given signing authority AND THAT Councillor, L. Stanners remain a signing authority until the end of his term, December 4, 2006.

**1. October 5, 2006**

1.1 To accept the Draft Bylaws in principle as presented.