Alberta College of Occupational Therapists

Council Meeting Minutes

November 24, 2020

**Microsoft Teams**

Attending:

Andrea Petryk – President, Regulated Member

Jennifer Lee – Vice President, Regulated Member

Elizabeth Taylor – Past President

Arwen Caines – Regulated Member

Heidi Knupp – Regulated Member

Tiffany Poltz – Public Member

Whitney McKenzie – Regulated Member

Peter Portlock – Public Member – Joined at 6:30 p.m.

Carrie Hait – Regulated Member – Joined at 7:45 p.m.

Marianne Baird – CEO and Registrar

Mallory Foreman – Recording Secretary

1. **Call to Order and Preliminaries**

Andrea called the meeting to order at 5:35 p.m.

Whitney volunteered to be timekeeper. Heidi volunteered to monitor the chat box.

1. **Adoption of the Agenda**

Andrea went over the Agenda and there were no changes suggested by Council.

**MOTION:** To adopt the agenda – Tiffany (MOVED) Jennifer (SECONDED). CARRIED.

1. **Strategic Planning**

**Generative Thinking:

Bill 46 Implications**Marianne summarized the changes described in the analysis document, noting ACOT’s Standards of Practice and Bylaws will need significant changes due to Bill 46 the *Health Statutes Amendment Act, 2020.*

Proposed changes in Bill 46 include items such as: separation of colleges and professional associations, ability to amalgamate Colleges for those who wish to do so, regulation of Health Care Aides within the College of Licensed Practical Nurses of Alberta, transferring certain regulatory requirements from Regulations to the Bylaws, moving some typical provisions in College regulations to the *Health Professions Act* (HPA), changes to the *Health Information Act* that may affect private practice OTs, etc.

***ACTION:*** *Marianne to contact Field Law regarding Bill 46 implications for private practice Occupational Therapists.*

Marianne noted that some changes to ACOT’s Bylaws will need to be added/adjusted before the proclamation date and some changes to ACOT’s Standards of Practice will need to be made within 18-months of proclamation.

Council discussed the human resource requirements and options for implementing these changes.

***ACTION:*** *Continue the discussion during the January Council meeting regarding resourcing and examine whether reserve funds should be used for this project.*

**Updated 2020 Council Evaluations Results**

Council compared the 2019 evaluation to the 2020 evaluation. There was a substantial decrease in the number of “disagree” and “strongly disagree” answers. They reviewed the document to look for any focus points that may have been carried over from last year into the current year. Focus points occurring in both years included:

* Q22 “The Council has ensured that the organization accomplishments and challenges have been communicated to key stakeholders.”
* Q72 “Are there ways of enhancing Council performance?”

***ACTION:*** *Carrie and Whitney to research and bring concepts on effective virtual meetings to the January Council Meeting.*

***ACTION:*** *Executive will also brainstorm ways to improve virtual meetings, consider addition of a brief reflection quote to set the tone of each meeting, rotating who provides the quote.*

***ACTION:*** *Set some time aside at the beginning of the virtual meetings to connect with each other on a more personal tone.*

**CLEAR & CNAR Learnings**

A roundtable was held for Councillors to report on their experiences with the CLEAR and CNAR conferences:

* Many of the sessions were interesting and contained plenty of new information, however it was difficult to stay attentive as they were all virtual.
* Nothing replaces an in-person conference, and it was hard to be fully immersed in the virtual format.
* There would have been more benefit to the sessions if there were resources and materials provided beforehand.
* Having two different conferences held at the same time was difficult to schedule but being able to watch the recordings afterwards was convenient.
* Councillors each mentioned which sessions they found impactful.

***ACTION:*** *each Councillor to send the titles to Marianne of the sessions they would recommend to others. Marianne will compile the list and send it to all of Council.*

**Holiday Card Exchange**

By drawing names, each Councillor will be assigned to send a card to another Councillor. It was suggested to include staff in this as well.

***ACTION:*** *Andrea, Marianne, and Jennifer to consider how the card exchange will be organized and to let Council and staff know.*

1. **Committee Reports**

**Governance Committee**

The report covered two Governance Committee meetings: October and November.

A draft Bylaw with respect to public members was created, this will be discussed by Council in January.

All pronouns in the policy manuals have been updated as requested by Council.

Governance Policies (GPs) 6-12 were discussed. GPs 6 and 8 had minor wording updates, and GPs 7, 9, 10 and 12 had no changes. GP 11 “Investment in Governance” is recommended to be removed. The item in that policy is proposed to be moved into GP3.

 **MOTION:** To approve the changes in GP 6 & 8, to approve GP 7, 9, 10, 12, and to eliminate Policy 11 “Investment in Governance”; renumbering current Policy 12 to be Policy 11 - Tiffany (MOVED) Arwen (SECONDED). CARRIED.

**MOTION:** To approve GP3 with one addition – Tiffany (MOVED) Arwen (SECONDED). CARRIED.

**Competence Committee**

The next Competence Committee meeting will be held on Thursday, November 26th Points from the report highlighted included:

* Polices and procedures for reviews and evaluation of Continuing Competence
Program submissions are to be updated during the Nov. 26th meeting.
* Results of the evaluation rubric survey have been analyzed. This highlighted the need for updates to the draft review and evaluation rubric, and the policies and procedures.
* There will be 10 virtual roadshow sessions on the Continuing Competence Program including review and evaluation processes between December – January and organizations are able to ask for additional targeted sessions.

Council asked if any Competence Committee Members are attending the roadshow sessions. Marianne stated that there are currently no Competence Committee Members attending, but this could be beneficial.

***ACTION:*** *Marianne to ask the Competence Committee if any members are interested in attending the roadshow sessions.*

**Acting Against Racism & Intolerance (AARI) Committee**

After the latest Advisory Panel Meeting on October 29th, there was a debrief and a decision that Jennifer would Chair the Advisory Panel and the Standing Committee and attend both as a representative of Council and the College. Additional Council members may attend briefly in future for introductions, as sponsors of the work.

It was noted that having Insight Psychological attend the meetings has been helpful and made members feel safe.

Participants in both the Advisory Panel and the Standing Committee are very engaged and provide good feedback.

Next meetings for both groups will include creating a draft Terms of Reference which will then be sent to Council for review.

Council discussed having two groups (Advisory Panel and Committee) for the AARI work and the role of each one. The Advisory Panel sets the broad direction, and the Standing Committee focuses on analysis and recommendations.

Council thanked Jennifer for all her work on committees and Council of ACOT.

**MOTION:** To approve the Competence Committee Report and the Acting Against Racism & Intolerance Committee Report – Tiffany (MOVED) Arwen (SECONDED). CARRIED.

1. **Consent Items**

**Last Meeting’s Minutes**

Council reviewed the October 24, 2020 meeting minutes.

Two wording revisions were suggested by Council:

* Page 6 revise wording to say “…Andrea mentioned the outcome for the Open Forum is to have feedback from and openness to the Registrants”.
* Page 6 revise wording to say “…destructive feedback that is intended to harm may be handled as a complaint in context of ACOT’s Code of Ethics. The Complaints Director can initiate a formal complaint on her own initiative pursuant to s.56 of the HPA”.

It was agreed to the changes would be circulated by email, and then the revised minutes would be tabled to the next Council Meeting.

**MOTION:** To table the October 24, 2020 Council Meeting Minutes for approval during the January Council Meeting - Jennifer (MOVED) Heidi (SECONDED). CARRIED.

**RL 8: Emergency Succession Plan**

Last year at this time, Marianne committed to updating the 2018 Emergency Succession Plan. Marianne noted the plan has been updated to reflect the separation of Registrar and Complaints Director roles plus new office positions and indicated that a few more changes will still need to be made.

The goal for this plan is to have all positions fully cross-trained. Ambere Porter, Operations Manager, will be recreating the appendix chart to be easier to read.

It was noted that backup for payroll functions will need to be shifted from the Financial Assistant to the Registrar to maintain separation of duties.

***ACTION:*** *Marianne to update the Emergency Succession Plan as discussed.*

**MOTION:** To table RL 8: Emergency Succession Plan to the January Council Meeting – Jennifer (MOVED) Carrie (SECONDED). CARRIED.

1. **Complaints**

Council reviewed the Complaints Activity Report, outlining open and closed complaints for the year. Council then discussed a pending complaint about a serious matter that the OT’s employer alerted ACOT about verbally but has yet to submit a formal complaint. If the employer does not submit their formal complaint in the next day or two, the Complaints Director can initiate a formal complaint on her own initiative pursuant to s.56 of the *Health Professions Act* (HPA).

1. **Practice Inquiries**

Marianne noted there have been fewer pandemic related inquiries recently, and more inquiries about ethical scenarios, telepractice/virtual practice, documentation requirements, etc.

Council discussed the positives and negatives of virtual OT treatment for the public.

* Marianne confirmed that guides related to telepractice/virtual practice, documentation requirements and cross-jurisdictional practice have been added to ACOT’s website in the past months. Ethical scenarios are available in our Code of Ethics for reference, which we may look at updating sooner due to the volume of inquiries about this.
1. **Reflection on Governance**A roundtable was held to discuss whether Council met its Ends Policy during the meeting. Councillors noted they are meeting the Ends Policy as evidenced by:
* There were good conversations during this meeting with ability to feel comfortable to speak and ask questions.
* The energy of the meeting was a little low because it was held virtually and during the evening; there were good conversations about strategies for maintaining relationships among Council while meeting virtually.
* The clarity of information provided is very good, especially the reports from the Complaints Director and the Director of Policy and Practice, they help us to be effective governors.
* We are nimble, adapting to the changes in our landscape.

**Meeting Survey/Evaluation**

Council then took five minutes to complete the meeting’s survey/evaluation.

**In-Camera**

**MOTION:** For an in-camerameeting – Tiffany (MOVED) Jennifer (SECONDED). CARRIED.

**Adjournment**

The November 24th, 2020 Council Meeting concluded at 9:00 p.m.