



1. Call to Order

The regular meeting of the Council of the Alberta College of Occupational Therapists was called to order at 9:12 on March 4, 2018, by President Liz Taylor. Kirsten Ash acted as Recording Secretary, and Kent Tsui acted as Timekeeper. Kent Tsui, Andrea Petryk and Peter Portlock attended the meeting in person; Jennifer Lee, Liz Taylor and Kerstin Hurd participated in the meeting via teleconference. Registrar, Maggie Fulford, was also in attendance.

2. Adoption of the Agenda

Peter Portlock moved to adopt the agenda as presented. The motion was carried.

3. Adoption of the minutes

Kerstin Hurd moved to accept the minutes as presented with the changes discussed. The motion was carried

The following changes should be noted in the January 27, 2018 minutes:

- Call to order – adjust the minutes to reflect Simon Canning attended the morning meeting times via teleconference.
- Avoid the use of abbreviations and use full terms such as Registrar Limitation instead of RL's.

4. University of Alberta Report

Kent Tsui moved to accept the University of Alberta report as presented. The motion was carried.

Maggie Fulford delivered the University of Alberta report on behalf of Sharon Brintnell. It was reported that the faculty is awaiting the outcome of the Dean's Selection Committee. It was also reported that Sharon Brintnell will be retiring in June 2018 and that the department is creating a lectureship to honour her leadership and contributions to the profession. It was reported that the Indigenous stream and scholarship are going well. The University of Alberta continues to struggle with the growing number of students seeking accommodations. It was reported that there is also movement on the community workers front; they are offering functional intervention to independent and supportive living communities.

5. Registrar Report

Kent Tsui moved to accept the Registrar's report as presented. The motion was carried.

Maggie Fulford presented the Registrar's report.

Maggie informed Council that Optimize sent their final invoice and that Simon Canning will be invoicing the College for his consulting services. The office has received Simon's invoice, however, there is no current contract and no authorization to pay the invoice. After discussion the following decision was made and motioned:

Peter Portlock motioned that Kerstin Hurd will direct the Registrar to pay any invoice received from Simon Canning for policy work until a formal contract is established. The motion was carried.

Tiffany Poltz has been appointed as ACOT's new public member. Initial contact has been made. The public member has been provided with the *Health Professions Act, The Occupational Therapy Regulations, Standards of Practice, Code of Ethics* and the Councillor Handbook.

Dates for CLEAR (Council on Licensure, Enforcement, and Regulation) board member training have been distributed to Council, however none of them work for all Council members. The ACOT staff have asked Council which date would work best for them. After much discussion it was determined that the CLEAR board member training would take place on October 14, 2018.

The College will be delivering a survey to registrants to determine what methods of communication work best for them and what topics they would like to receive communication on.

The Dean's Selection Committee has ended an announcement will be made in March 2018.

The Registrar requested that Registrar Limitation reporting be done on a quarterly basis. This has recently changed and the increased reporting and frequency of meetings is stressful for staff. After discussion it was determined that the Registrar Limitation's reporting would be quarterly.

Maggie Fulford updated Council on the strategic planning initiatives.

6. Ends Policy

The current Ends draft policy was reviewed. Kerstin Hurd feels that there needs to be more work done with the strategic plan before the Ends can be understood.

Discussion occurred as to whether registrants should be included in the discussion of the ends and how the strategic plan fits within the ends.

Maggie Fulford indicated that it was her understanding that the Ends had been sent back to the consultant for further re-work. Kerstin Hurd stated that it is Council's role to finalize the policies, not the consultants.

Liz suggested that the Ends be reviewed at every meeting and the work of Council should be reflective of those Ends. The Ends should be reflected on at each meeting so Council is able to ensure it is meeting the Ends. It was discussed that the ends may need to evolve as Council evolves.

It was determined that the Ends policies had not yet been accepted.

Peter Portlock moved to accept the Ends as a working draft. The motion was carried.

7. Update on HR Service RFP

Kerstin Hurd reported that a few HR firms contacted her to ask questions about Council's requirements, but had not received any proposals yet. Kerstin Hurd will keep Council informed when she receives proposals.

8. Governance Committee Report

The terms of reference were discussed at the last Governance Committee (GC) meeting and will be reviewed at the next GC meeting to ensure it is still relevant.

The GC also reviewed the nomination package and revised with input from committee members. The GC committee will be looking at the onboarding process more critically before the next election cycle.

The GC reviewed GPs (Governance Process policies) 0,1,2,3,4,5 and made the following recommendations:

- GP 0: Global Governance Commitment- no changes recommended.
- GP 1: Governing Style- bullet one to read "ownership linkage and the future", a second bullet will be added reading "Encouragement of thoughtful deliberation incorporating a diversity of viewpoints including listening to members and their present issues"
- GP 2: Council Recruitment- no changes recommended.
- GP 3: Council Job Contributions- no changes recommended.
- GP 4: President's Role- added a bullet to indicate the President is expected to be the regular contact for the Registrar in between Council meetings. As well it is the President's duty to be responsible for the Council agenda and distribution a week before the Council meeting.
- GP 5: Vice President's Role- no changes recommended.

Kerstin Hurd moved to accept the revision in GP policy revisions as discussed. The motion was carried.

Kerstin Hurd moved to appoint Sheron Parmar and Peter Portlock as committee members of the governance committee. The motion was carried.

Kerstin wondered if an ADHOC HR (Human Resources) Committee should be struck to deal with the RFPs for HR services. They would be looking at the proposals and making a recommendation to Council on which HR firm to choose to develop a performance management process.

Council feels that an HR committee is the right way to go.

Kerstin moved 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. The motion was carried.

9. Practice Advisory Committee

Council reviewed the survey that will be going out to membership regarding the recommendations of the Practice Advisory Committee.

Liz Taylor wanted to ensure that there is no bias in the survey or any leading questions. She also wanted to make certain that the survey contained enough background information for members to understand where the recommendation is coming from.

Liz Taylor wanted it to be made clear in the survey that the individuals who worked in creating these recommendations are all occupational therapists from a variety of backgrounds. It needs to be clear that these recommendations were developed by the committee, not Council.

Kerstin wanted to make it clear that if any changes need to be made, it may impact the budget of the project.

Discussion ensued on whether or not the vision document would be included in the survey. Council felt that the survey implied that the vision document would be given to membership, however, only parts of it are attached to the survey. Council decided that it is not necessary for the vision documents to be referenced in the survey and that they should be removed.

The survey section that discussed potential fee increases for a practice advisor was discussed. Council felt that it was too early to be discussing financial impacts and that they just want to know what the membership feels is the best way for the College to deliver practice advice. Council determined that if the recommendation would impact fees, they would then take this forward to the membership at a later date.

Council felt that the survey was a bit lengthy and that what they really wanted feedback on was the recommendation developed by the practice advisory committee instead of the assumptions, visions and principles. Council decided that they would like the survey to be changed to concisely summarize how the vision and principles were developed but to not ask for feedback on them. Council would like the survey to only include questions specifically related to the recommendation itself.

Council discussed how the members feedback would be used and how to convey this to membership. Council felt that the purpose of the survey is to consult membership to ensure the recommendations coming to Council from the practice advisory committee align with the priorities and needs of membership as whole. Council wanted to ensure that members are aware that their responses would impact the recommendation of the committee, however, Council will make the decision on whether to accept the recommendation. Peter Portlock further discussed that as regulators, Council is ultimately responsible to the public, not the members, however, Council must be sensitive to member needs and have respect for members. Membership will be consulted on how to proceed, however, they will not be voting on the final decision.

Council felt that because of the partnership being developed with SAOT through the leadership committee, SAOT should be reviewing the survey before it went out. It was decided that once the survey is finalized it will be sent to SAOT for review.

Kerstin Hurd summarized Council's comments on the survey that she will be taking back to Mary and the committee:

- The language of the survey needs to be changed to ensure membership understands that the survey is for consultation and is not a vote.
- Questions on values and principles will be removed and instead a summary of those values and principles will be provided as background information.
- The vision document references will be removed to ensure there is no confusion.
- Any mention of financial implications will be removed as they are not yet necessary at this stage of consultation.
- Ensure that members understand that although they are not voting, the Council and committee value their opinion and that is why they are being consulted.
- Ensure that SAOT has the opportunity to review the survey before it is released.

10. Leadership Committee

The Leadership Committee reported that their meeting very positive discussion. Sheron Parmar created a Terms of Reference for the Committee which was reviewed by the committee. The committee acknowledged that this was different from the draft of the terms of reference that was sent to the committee by Liz Taylor. The committee is going to bring the original draft of the terms of reference forward at the next meeting and combine them. Once this is complete the terms of reference will be brought forward to Council for approval.

The committee reported that SAOT has requested that Robyn Scott co-chair the committee.

Collaboration and joint projects were discussed at the leadership committee meeting. One of the projects discussed was ensuring new graduates of the University of Alberta O.T. program understand what each of the organizations do, why they are both important and how they work together. Possible ways of delivering this message that were discussed were presentations, having a presence at their professional development day, or having a wine and cheese night for new graduates.

Another potential project of the committee that was discussed was showing up together at the CAOT conference to display a united front for members. The committee also discussed possibly presenting at a future CAOT conference.

Andrea Petryk felt that it appeared that all members were united and agreed that the committee would be working towards building bridges between organizations. Kerstin Hurd also feels that in the future the committee would be able to look at O.T. issues across the province from both organizations' perspectives.

The committee agreed that all projects taken on by the committee would be done for all O.T.s in the province.

11. Generative Thinking – Open Forum

Council discussed the details of the upcoming forums that would allow registrants and members of the public to bring issues forward to Council four times per year. It was made clear that these forums would be for Council to listen to members and the public and bring those issues back for future consideration; Council will not be engaging in dialogue at this time.

Peter suggested that members and the public be reminded in intervals throughout the year that all Council meetings are open to the public and that you can attend any meeting as long as you inform the College in advance. He also made it clear that if people do attend the meeting they may listen, but are not able to vote. He also thought it would be nice to regularly remind members that there is a process for making formal presentations to Council and then link that process to the information so they know how to proceed should they want to make a formal presentation.

Council discussed that they wanted it to be made very clear that this forum will be used to allow registrants and members of the public to bring issues and information forward, however Council will not be engaging in conversation. This is not a question and answer period for Council.

It was decided that the forum will be held for an hour at 11:00 a.m. and that individuals would be given the option to attend via lifestize/videoconferencing or in person. If a person would like to attend the forum, they must RSVP. Only those who RSVP to the forum will receive the teleconference information. Liz Taylor will write the eNews that introduces the open forums.

Kerstin Hurd reported that Council had received a feedback request from the Alberta Health Services working group composed of pediatric occupational therapists and speech and language pathologists who have developed a document to support practice.

Council discussed who should respond. Andrea felt that according to the governance model, Maggie would answer. Kent highlighted that this could go forward to the practice advisory committee when it is established. It was decided that Kerstin Hurd would send the document to Maggie for response once it was received.

12. Adjournment

Kerstin Hurd moved to adjourn the meeting at 2:30. The motion was carried