



# Alberta College of Occupational Therapists

## Council Meeting Minutes

January 26, 2019

### Attending:

Liz Taylor – President and Chair  
Kerstin Hurd – Vice President  
Jennifer Lee – Councillor  
Sheron Parmar – Councillor  
Tiffany Poltz – Public Member (via LifeSize™)  
Peter Portlock – Public Member

Marianne Baird - Registrar

### Regrets:

Andrea Petryk – Councillor  
Karen Blumenstock – Councillor

### 1. Call to Order and Preliminaries

- a. Meeting Chair Liz Taylor called the meeting to order at 11:55 am and welcomed Marianne Baird to her new position as Registrar of the College.
- b. Marianne provided a brief introduction and highlighted her activities, connections made and projects begun, during her first week.
- c. Liz Taylor confirmed that Peter Portlock, Interim Registrar and Complaints Director, is resuming his role as a public member of Council, as of today's meeting, at which he will also serve as Recorder.

### 2. Adoption of the Agenda

- a. No changes to the agenda however it was observed that we need no longer include a report from the Practice Advisory Committee as a standing committee report item, that body having completed its mandate.
- b. **MOTION:** Kerstin Hurd (MOVED), Jennifer Lee (SECONDED) – to disband the Practice Advisory Committee, and to acknowledge with thanks, the members' service to the College. CARRIED.
- c. **MOTION:** Jennifer Lee (MOVED), Kerstin Hurd (SECOND) – to accept the agenda as published. CARRIED.

***ACTION: Registrar to ensure that Council's thanks are conveyed to the members of the Practice Advisory Committee.***

### 3. Adoption of Previous Minutes – November 25, 2018

- a. Council members offered no requests for amendment of the minutes but observed that in future minutes need to be streamlined – less narrative, more bullet points, and with “ACTION” items embedded within each agenda item.
- b. MOTION: Kerstin Hurd (MOVED), Jennifer Lee (SECONDED) – to approve the minutes of the November 25, 2018 Council meeting.  
CARRIED.

***ACTION: Registrar to note Council’s preferences regarding minutes for future reference.***

### 4. Registrar’s Report

- a. Marianne presented the Registrar’s report with input from Peter as required.
- b. DISCUSSION
  - i. Bill 21
    1. While the creation of a draft standard in response to government’s direction was a significant achievement given the time constraints, that is but one of many obligations that Colleges will assume over the coming months to assure compliance with the requirements of Bill 21 – probably our #1 priority.
    2. The draft standard, approved by Council e-mail vote for submission to government in December, requires ratification for the record.
    3. **MOTION:** Tiffany Poltz (MOVED), Sheron Parmar (SECONDED) – to approve the draft Standard of Practice entitled New ACOT Standard 10-Maintaining Appropriate Boundaries, for submission to the Minister of Health.  
CARRIED.
  - ii. Council Composition
    1. Council considered and concurred with the recommendations in the Registrar’s report.
    2. **MOTION:** Sheron Parmar (MOVED), Tiffany Poltz (SECONDED) – to confirm the Council composition for

2019-2020 as six regulated members, pursuant to ACOT Bylaw 3.5. CARRIED.

3. **MOTION:** Sheron Parmar (MOVED), Tiffany Poltz (SECONDED) – to confirm that Council will not appoint non-voting members to Council for 2019-2020. CARRIED.

iii. Complaint Director position

1. Agreed that it is not appropriate for the Registrar and Complaints Director to be one and the same person and will confirm the separation of these roles.
2. This raises certain questions:
  - a. How and by what measures can Council be satisfied that the CD is doing a good job?
  - b. Who should be evaluating the CD?
  - c. How are other Colleges (rehab disciplines in particular) handling these roles?
  - d. Do we have a job description for the CD position, including “chain of command”?
3. Noted that a simplified job description exists within the current job description for the “Registrar and Complaints Director”. The latter needs to be separated out and expanded, in particular to address reporting relationships and oversight.

***Action: Registrar to address questions in (2) above and present a draft job description for the Complaints Director to the next Council meeting.***

iv. Council Appointments

1. **MOTION:** Kerstin Hurd (MOVED), Jennifer Lee (SECONDED) – to appoint Marianne Baird as Registrar of the college pursuant to s.8 of the HPA, effective January 21, 2019. CARRIED.
2. **MOTION:** Kerstin Hurd (MOVED), Tiffany Poltz (SECONDED) – to appoint Patricia Wheadon as Complaints Director of the College pursuant to s.14(3) of the HPA, effective January 21, 2019. CARRIED.
3. **MOTION:** Peter Portlock (MOVED), Tiffany Poltz (SECONDED) – to confirm the ongoing appointment of Mallory Foreman as Hearings Director of the College pursuant to s.14(1) of the HPA. CARRIED.

## 5. Monitoring Reports

- a. RL 2.1 – Finances
  - i. Council reviewed the report and noted, with input from Marianne based on her preliminary observations, opportunities for refinement going forward in the quality and breadth of financial reporting.
  - ii. There was general discussion on the income statement with identification of a number of areas for potential cost savings and operational efficiencies.
  - iii. Council wishes to be represented in developing the 2019-20 budget as a logical extension of its fiduciary responsibility. Tiffany Poltz expressed her willingness to assist in this process.
  - iv. In the course of budget development, Marianne expects to identify operational efficiencies that could be realized.
  - v. Discussed budget room for all Council members, including public members to attend CLEAR conference in September, while attendance at CAOT conference would be optional except for Registrar.

***Action: Registrar to cost out attendance at CLEAR and CAOT conferences. Registrar to discuss government funding with Andrew Douglas for public members to attend CLEAR conference.***

- b. RL 8 – Emergency Executive Succession  
Council reviewed the report; there was no discussion.
- c. **MOTION:** Tiffany Poltz (MOVED), Jennifer Lee (SECONDED) – to accept the Executive Limitation reports RL 2.1 and RL 8, as presented.  
CARRIED.

## 6. Committee Reports

- a. Governance (Kerstin Hurd)
  - i. Committee has not meet since the last Council meeting. Kerstin has developed a meeting schedule for the balance of 2019.
  - ii. Committee's work in progress (and responsibilities overall) include succession planning as this relates to the recruitment process for Council; Council performance self-evaluation; Council policies (refresh/evaluate); and College bylaws.

- b. Leadership (Sheron Parmar)
  - i. Committee conceived initially to reach out to and engage with SAOT to present a united front in advancing our mutual interests. Terms of reference are a work in progress.
  - ii. Committee has met twice, but not since the last Council meeting.
  - iii. Discussion centered on the positive (and more stable) dynamic that has developed between both organizations since mid-2018, with the belief that this dynamic will be further enriched going forward with the continuing focused engagement of our new Registrar.
  - iv. Council discussed whether, in light of this, the Leadership Committee could be “wound down” and concluded that the possibility should be broached with SAOT.

***Action: Sheron Parmar will e-mail SAOT suggesting that the Leadership Committee need not continue.***

- c. Continuing Competence (Karen Blumenstock)
  - i. In Karen’s absence, Jennifer commented that a notice to members soliciting volunteers for this committee evidently received a positive response; Karen has developed a spreadsheet with names and areas of practice.
  - ii. It will be important to maintain the interest of those members who have expressed a desire to join this initiative through regular communication and updates.
  - iii. Equally important is the need to get staff support for this following Kirsten Ash’s departure.
  - iv. Some work has also been undertaken to review some of the best practice literature on the structure and process of continuing competence committees.
  - v. Council noted that changes if any to the Alinity member data base have to be confirmed by summer 2019 if they are to be incorporated in time for registration renewals for 2020-21 so volunteers need to know that a review of the continuing competence program is a priority.

***Action: Registrar to follow up with Karen on current status and to collaborate with Karen on moving this initiative forward.***

## **7. Review of Action Plan**

Council devoted the remainder of the meeting to a review and update of the Action Plan (incorporating “action” items from previous Council meetings), providing context and rationale by way of orientation for Marianne. An updated action plan is attached to these minutes.

## **8. Adjournment – Date of Next Meeting**

- a. There being no further business, and no requirement for an *in camera* session, the Chair adjourned the meeting at 3:30 pm on a motion by Jennifer Lee.
- b. Council teleconference meeting Tuesday March 19 @ 5:00 pm
- c. Council in-person meeting Sunday April 28 @ 8:30 am (Edmonton).  
Council dinner Sunday evening April 28, to include Kirsten Ash, at “The King and I”.