



## 1. Call to Order

The regular meeting of the Council of the Alberta College of Occupational Therapists was called to order at 9:29 on November 25, 2018, by President Liz Taylor. Kirsten Ash acted as Recording Secretary, and Jennifer Lee acted as Timekeeper. Kent Tsui, Andrea Petryk, Jennifer Lee, Liz Taylor, Kerstin Hurd, and Sheron Parmar attended the meeting in person. Karen Blumenstock attended the meeting via video conference and Tiffany Poltz attended via teleconference. Interim Registrar, Peter Portlock, was also in attendance.

## 2. Adoption of the Agenda

Jennifer Lee MOVED to adopt the agenda as presented. The motion was duly seconded and CARRIED.

## 3. Adoption of the Minutes

Andrea Petryk MOVED to accept the minutes of October 13, 2018 as presented with the changes discussed. The motion was duly seconded and CARRIED

The following changes should be noted in the minutes:

- Page 2/3 – continuing competence audit – change minutes to say that Council determined the continuing competence program needed review
- Page 5 – change adjournment time to 2:30

## 4. Registrar's Report

### Bill 21

Peter Portlock discussed Bill 21, An Act to Protect Patients, and the timelines of the work that needs to be done for the Bill. Peter discussed the new standards of practice that need to be developed regarding sexual abuse and sexual misconduct. Peter informed Council that the government would not be entertaining changes to the standards of practice other than those directly pertaining to Bill 21. He informed Council that the College would be engaging Field Law to assist with the development of the standards and that they would be circulated to Council for initial approval and then to membership for comment prior to being submitted to the government. He also let Council know that the time allotted for membership feedback

would be short given the tight timelines required by government and that this would be explained to registrants in an eNews. The government will have the final approval of the standards of practice.

Peter also informed Council that the Alberta Federation of Regulated Health Professions (AFRHP) is working on developing the training required by Bill 21 for staff, members, and tribunal members so that all Colleges' have the same training.

### **ACOTRO Meeting**

Peter reported to Council on his attendance at the most recent meeting of the Association of Canadian Occupational Therapy Regulatory Organizations (ACOTRO). He reported that most of the meeting was spent discussing the organization's structure and function. Council asked Peter what the benefit was of attending these meetings. Peter informed council that there are similarities in health regulation between provinces and that the organization helps to streamline processes where possible, share information and that there is strength in numbers when there are common issues.

## **5. Monitoring Reports**

### **RL 5 Treatment of Staff and Volunteers**

Council reviewed the Registrar's monitoring report for RL 5: treatment of staff and volunteers. Peter reported that it is difficult to provide evidence as the current policy requires the registrar to self-report on their interactions with individuals both inside and outside of the organization. It becomes very difficult to report on if the Registrar is receiving no complaints.

Council discussed that the policy may need a wording change so that Council and the Registrar have a mutual understanding of what evidence should be brought forward and what evidence would satisfy Council.

Council feels that this policy is extremely important to hold the Registrar accountable and methods for monitoring need to be established. Peter also felt that members need to be aware of this policy so that they know what steps to take if they feel the Registrar has not complied with the policy. This will increase transparency and help keep the Registrar accountable.

Some suggestions for monitoring interactions between the public/registrants and the College would be tracking calls or possibly sending out satisfaction surveys after calls.

It was decided that the governance committee would be tasked with determining what evidence or procedures are needed for the reporting on RL5.

### **RL 8 Emergency Succession Plan**

Peter Portlock presented his monitoring report for RL 8: Emergency Succession Plan. In his report he noted that Council modified the minimum qualifications for the Registrar during their recent search for the new Registrar and that this should also be changed in the emergency succession plan. He also noted that the governance committee should also develop a registrar limitation policy to address the business continuity plan.

Tiffany MOVED to accept the changes to the emergency succession plan. The motion was duly seconded and CARRIED.

Jennifer Lee MOVED to accept the monitoring reports for RL 5 and RL 8 as presented. The motion was duly seconded and CARRIED.

## **7. Committee Reports**

### **Competence Committee Report**

The Competence Committee brought forward their terms of reference for Council approval. Council reviewed the terms of reference and asked that they be changed to include that the committee will be made up of individuals from diverse occupational therapy roles to best represent the total membership.

Tiffany Poltz MOVED to accept the terms of reference for the Competence Committee as presented with the changes discussed. The motion was duly seconded and CARRIED.

The committee informed council that an eNews calling for volunteers to join the committee would be sent out during the last week of November. Council asked that the committee include in the eNews that the hours spent working on the committee could be used towards their practice hours. The Council also wanted to ensure that the eNews highlighted the need for diversity of OT roles on the committee and that this would be a top priority in selecting the members of the competence committee.

### **Leadership Advisory Committee Report**

The leadership advisory committee reported that they had not met since the last Council meeting. They reported that the committee was tasked with finding events that the College and SAOT could attend to discuss the roles of each organization and facilitate understanding of their roles. The leadership committee was tasked with setting up another leadership advisory committee meeting prior to the next Council meeting.

### **Governance Committee Report**

Kerstin Hurd reported that the governance committee had been doing a lot of work and reminded everyone of the tasks delegated to the committee including policy work, board

governance, succession planning, board performance, individual councillor performance and committee development.

Kerstin informed Council that the committee had been working on refreshing the following governance process (GP) policies: GP 11: Investment in Governance, GP 12: Council Linkage with Ownership, GP 13: Council in Camera Meetings, and GP 14: Office Complaint Policy. The changes to these policies will be brought forward to Council for discussion and decision at the January meeting.

Kerstin also reported that over the next year the committee will be working on recruitment of individuals for Council and committees, the College Bylaws, and producing a councillor self-evaluation process. The committee is hoping to have the councillor self-evaluation process developed early in 2019 to help identify gaps and what training is needed for board members.

## 9. Ends Review

Council discussed the draft Ends policy that was developed at the last meeting and wanted to ensure council felt comfortable approving the policy. The final wording of the Ends policy states:

“To retain the privilege of self-regulation under the Health Professions Act, The Alberta College of Occupational Therapists (ACOT) sets and maintains the standards of competency and conduct. Once an occupational therapist is admitted to the College, ACOT and the member have an ongoing obligation to the public to ensure that professional and ethical standards are met.”

Tiffany Poltz MOVED to approve the Ends policy. The motion was duly seconded and CARRIED.

## 10. Generative Thinking

### Ex Officio Role

Council discussed the ex officio role and their participation on Council. Peter reported that most Colleges take the view that as regulators, the only people who sit at the table during Council meetings are elected or appointed board members. Peter felt that having an ex officio attend every meeting is unnecessary and that inviting stakeholders to speak with Council when needed would be a better process. Jennifer Lee agreed and felt that the role of ex officio should be removed and that the Council would ensure that they regularly keep in touch with stakeholders instead. Council decided that they would regularly keep in touch

with key stakeholders, ask their advice/opinions on important topics and invite them to present at open forums rather than appointing individuals as ex officio board members.

## **Diagnosis**

The topic of Diagnosis is a current hot topic for occupational therapists in Alberta. Council felt that action needed to be taken to provide guidance for membership. It was decided that the first item for action would be to gather information. Kerstin Hurd was tasked with getting the document developed by the Diagnostic Reasoning Committee and circulating it to Council. Peter Portlock was tasked with speaking to key stakeholders about what has been happening with OTs and diagnosis in the past few years and how they define diagnosis/ provisional diagnosis. The Council will have a targeted discussion about diagnosis at the January meeting, the outcome of this discussion will be the development of a position statement on the issue to inform and guide members.

## **11. Adjournment**

Kerstin Hurd MOVED to adjourn the meeting at 2:26 p.m. The motion was duly seconded and CARRIED.