

**Alberta College of Occupational Therapists**

**Council Meeting Minutes**

**March 19, 2019**

**Attending:**

Liz Taylor – President and Chair (Teleconference)  
Kerstin Hurd – Vice President (Teleconference)  
Sheron Parmar – Councillor (At ACOT Office)  
Andrea Petryk – Councillor (Teleconference)  
Tiffany Poltz – Public Member (Teleconference)  
Peter Portlock – Public Member (Teleconference)  
Christine Guptill – U of A (Teleconference)

Marianne Baird – Registrar (At ACOT Office)  
Mallory Foreman – Recording Secretary

**Regrets:**

Jennifer Lee – Councillor

**1. Call to Order and Preliminaries**

- a. Meeting Chair Liz Taylor called the meeting to order at 5:06 p.m.

**2. Adoption of the Agenda**

**MOTION:** No opposition to adopt - Andrea Petryk (MOVED) Kerstin Hurd (SECONDED). CARRIED.

**3. Adoption of Previous Minutes – January 26, 2019**

- a. A few minor amendments in previous minutes for spelling and starting time of current council meeting.
- b. **MOTION:** Kerstin Hurd (MOVED) Tiffany Poltz (SECONDED) to accept the minutes with corrections. CARRIED.

**4. Christine's University of Alberta Report:**

- a. Christine Guptill gave a brief description on her educational background. Christine discussed retreats, applicant numbers, new course

development, indigenous course, and upcoming town halls. Kerstin Hurd questioned on location and it was confirmed that the town halls will take place in both Edmonton and Calgary.

***ACTION: Registrar has expressed her willingness to attend the town halls to represent ACOT***

## **5. Registrar's Report**

- a. Marianne Baird presented the Registrar's report. Competence Committee has been finalized. To be discussed during the Committee Report Section of the Agenda.

Liz Taylor acknowledged Christine for joining. Christine left the meeting.

### **b. DISCUSSION**

#### **i. Budget**

1. Council discussed excess revenue and examples of efficiencies gained for expenses.
2. Council discussed an increase in staff development courses.
3. Marianne Baird discussed examples of reserve funds as discussed with Peter: reserves for investigations, discipline, future replacement of office furniture and equipment, succession/recruitment, contingency, and Bill 21 implementation.
4. Council discussed budget for counselling with regards to Bill 21, government advised that \$22,000 per case is to be provided.

***ACTION: Request for monitoring reports for RL3 on next meeting.***

***ACTION: Updated budget with new reserve funds to be electronically approved by Council. Update April 2, 2019: updated budget provided with new reserve funds.***

***Electronic vote results – Kerstin Hurd moved to approve the updated budget, Andrea Petryk seconded, total votes in favour 6. Updated budget approved.***

***ACTION: Registrar to provide benchmarking information about other Colleges' reserve funds***

#### **ii. Funding Request from University of Alberta Occupational Therapy Department**

1. Council discussed that the U of A is requesting funds for lectureship in the name of Professor Sharon Brintnell and the idea behind the lectureship.

2. Liz Taylor noted that she is in a conflict of interest and has stepped out of this discussion. Kerstin Hurd takes Chair for the time being.
3. Council agreed on the preference that the lectureship will support ACOT's views of protecting the public
4. **MOTION:** Sheron Parmar (MOVED) Andrea Petryk (SECONDED) - for a one-time funding to the U of A. CARRIED
5. **MOTION:** Andrea Petryk (MOVED) Sheron Parmar (SECONDED) – to fund the University of Alberta's lectureship in the name of Professor Sharon Brintnell for the amount of \$50,000.00. CARRIED

### iii. Update on Strategic Plan

1. Marianne Baird discussed activities that would address the strategic plan. Council agreed that activities are well planned.
2. Council requested to add another item.

***ACTION: Add to Strategic Plan Action Items that Council is to be invited to presentations to OT groups.***

### iv. Draft Updated Bylaws

1. Marianne Baird acknowledged Peter Portlock and Patricia Wheadon for their efforts on the bylaws.
2. Received and incorporated suggestions from Field Law on updates to they bylaws.

***ACTION: Governance Committee to review bylaws on the upcoming Saturday - March 23rd, and to bring the recommended updates to the next Council meeting on Sunday, April 28<sup>th</sup>. Anyone not attending to please email Kerstin with suggested updates.***

### v. ACOTRO LMSA

1. Marianne noted that ACOT signed off on ACOTRO's past Labour Mobility Support Agreement (LMSA) documents prior to the time of her role as Registrar.
2. Council discussed ACOTRO's currency hour requirements.

***ACTION: Marianne to review ACOTRO's documents further and to send the LMSA and background on currency hours out to Council electronically; will be brought up during the next Council meeting on Saturday, April 27<sup>th</sup>.***

**vi. Complaints Activity**

1. Marianne noted the amount of complaints that the College is currently administering.
2. Council briefly discussed investigation costs.
3. Council briefly discussed a complaint, prior and with interest to Bill 21.
4. A Complaint Review Panel of Council regarding a specific complaint to form tomorrow – March 20<sup>th</sup>.

**vii. RL 5 Treatment of Public and Regulated Members**

1. Marianne noted that pleasant comments and acknowledgement towards staff are common.
2. Registrants have expressed concerns about the amount of time it takes to reapply to ACOT if they don't meet the registration deadline of Feb. 28/29. Council discussed this year's renewal process.
3. Council discussed the requirements and penalties for registrants when they re-apply due to missed renewal deadline –possible change to the pending criminal record check requirement when re-applying.

***ACTION: Registrar will consider on a case-by-case bases whether to accept applicants on the register while their criminal record checks are pending, rather than waiting until they are received.***

**viii. Bill 21 Progress**

1. Council discussed standard 10 that was approved on March 15<sup>th</sup> by government and moving forward with this standard.
2. Standard 10 to be posted to the website before April 1<sup>st</sup>, along with messaging developed by a Federation working group.
3. The Federation's education modules will be developed by Yardstick, and be available by Nov. 2019.

4. Marianne has spoken to registrants during presentation on Bill 21, who indicated that most weren't aware of it.
5. Marianne acknowledged Peter Portlock's effort regarding Bill 21.

ix. **E1 Progress**

1. Governance Committee has worked on Ends Policy already.

***ACTION: Kerstin Hurd to update policy and provide to Registrar for inclusion in manual.***

**6. Committee Reports – Governance Committee & Continuing Competence Committee**

- a. No further Governance Committee updates other than the report provided in the meeting package.

***ACTION: Kerstin Hurd to have the March 23<sup>rd</sup> GC meeting available in the office and over LifeSize.***

- b. Marianne discussed the Continuing Competency Committee's development of action plan for the timeline of activities between April and July.
- c. Council discussed the amount of interested applicants in the Competence Committee
- d. Council discussed how the Committee will be grouped.

***ACTION: Survey to be sent out to registrants with regards to feedback on the Competence Program and whether focus groups will be held. Survey anticipated to be sent out mid-May.***

**7. Action Items**

1. Marianne discussed her environmental scan of other Colleges' process regarding the Complaints Director's reporting expectations.
2. Council discussed the potential job opening for Director of Policy and Practice and how it is to be presented to registrants and the public. Council discussed the role of this new title.
3. Peter Portlock and Liz Taylor made a mention that qualifications must include an OT education.

***ACTION: Marianne to update the job posting as required.***

4. Council concurred that the Assistant Registrar title with the Complaints Director title is a conflict of interest and discussed the alternate title of Operations & Complaints Director, as well as reflecting desired requirements of future people in that role.

***ACTION: Patricia Wheadon's new title to be changed to Operations and Complaints Director. Job description to be updated to reflect desired requirements of future people in the role.***

5. Council discussed who the Complaints Director should report directly to.
6. MOTION: Kerstin Hurd (MOVED) Peter Portlock (Seconded) – Openings for two new council members in the next council cycle. CARRIED

## **8. Generative Thinking**

1. Marianne discussed delegation of therapy assistants in wound care and letter being developed for Alberta Health Services.
2. Council discussion on new College of Counselling Therapy of Alberta.

***ACTION: Marianne to follow up with government on addition of OTs to list of providers in new College.***

***ACTION: Diagnosis document and letter to AHS to be reviewed by Council***

3. Discussed of evaluation & self-evaluation on council members and the Registrar.
4. Marianne acknowledged Council's input.

***ACTION: Peter to take the lead on creating templates for evaluation of Council and Registrar - to be brought back to Council and completed in June.***

## **9. Reflection of Governance**

1. Council agreed that an in-person meeting is much more effective than teleconference, especially during more lengthy meetings.
2. Council acknowledged Marianne's overall agenda/materials provided.

#### **10. Closing Remarks and Adjournment**

1. No extra remarks.
2. Adjourned at 8:28 p.m. by Liz Taylor