

Teleconference

Attending:

Elizabeth Taylor – President, Regulated Member
Kerstin Hurd – Vice President & Chair, Regulated Member
Jennifer Lee – Regulated Member
Tiffany Poltz – Public Member
Sheron Parmar – Regulated Member
Andrea Petryk – Regulated Member
Peter Portlock – Public Member

Marianne Baird – Registrar, Regulated Member
Angela Sekulic – Director, Policy & Practice, Regulated Member
Mallory Foreman – Recording Secretary

1. Call to Order and Preliminaries

Kerstin called the meeting to order at 5:34 pm.

2. Adoption of the Agenda

MOTION: To adopt the agenda as published - Sheron (MOVED) Andrea (SECONDED).
CARRIED

3. Adoption of Previous Minutes – June 8, 2019

a. Council reviewed the previous minutes and provided several corrections.

ACTION: Due to the number of changes to the June 8, 2019 minutes, an updated version will be sent out by Marianne for approval via email voting within the next week.

MOTION: Andrea (MOVED) Sheron (SECONDED) To defer approval of the minutes.
CARRIED.

4. University of Alberta Department Report

- a. Council reviewed the “Department of Occupational Therapy Chair’s Report to ACOT”
- b. It was noted it would be very positive for ACOT staff and/or a member of ACOT Council to attend the Sharon Brintnell Lectureship being held at the University of Alberta (U of A) Corbett Hall on September 21st. Sheron mentioned that she may be able to attend.
- c. Marianne is waiting on response from the U of A as to whether they will be recording the session.

5. Registrar’s Report

a. Complaints Activity Report

- Marianne presented and described the new format of the Complaints Activity Report. Council noted the new format is much improved.
- Peter asked whether an external mediator or an internal mediator was used for one of the complaints. Marianne responded that an external mediator’s services were used.

b. Strategic Plan Action Items – Updates

- Marianne mentioned that there has been great movement on the Strategic Plan, with many of the items in progress or completed as follows:
 - o Continuing Competence Committees have reviewed recommendations in the Continuing Competence Audit Report. This was brought forward to Council in July.
 - o Angela Sekulic the Director, Policy & Practice has started full-time in June.
 - o Marianne is awaiting response from Andrew Douglas Director on Briefing note to government re: requested update to the *Health Profession Act* Schedule 15 to include diagnosis as one of the activities OTs perform.
 - o Deferring development of practice advisory statements on provisional diagnosis and psychological interventions until a response is received from government regarding the requested update to the *Health Professions Act* Schedule 15.
 - o Marianne and the policy director of the Alberta College of Speech-Language Pathologists and Audiologists (ACSLPA) jointly presented at a meeting with Alberta Health Services’ (AHS’) Pediatric Eating and Swallowing working group (PEAS). We will continue to look for opportunities to present to OT groups.

- Council members will be updated about any upcoming presentations to OT groups with the next one recent being the Interprofessional Learning Pathway Launch in September at Corbett Hall. Liz mentioned that it would also be positive for a member of ACOT to attend the welcome for the new OT students next week.

ACTION: Marianne to inquire if ACOT can provide a welcome message at the OT student function at Corbett Hall next week, and attend as an ACOT representative at the Interprofessional Learning Pathway Launch at the U of A in September.

- Deferring creating a communications plan until after the strategic planning retreat for Council, which will be targeted for late November – at that point we will have a better sense of the communications priorities.
- Bill 21 information has been posted to the ACOT website. Process diagrams for complaints and hearings have been created and we are in process of determining where they will be placed on the website after they are finalized.
- For impact of meetings and relationships with AHS and Government of Alberta, a response letter was received from AHS re: burn/wound therapy assignment to Therapy Assistants.
- Marianne noted the remaining strategic plan action items are in progress or on-going.

c. Registrar Limitations Policy Monitoring Report (RL 6): Compensation and Benefits

- Council and Marianne reviewed RL 6, noting ACOT is in compliance with the RL.
- Pursuant to policy, ACOT does not lead or lag market conditions for staff pay.
- Vacation and sick time are documented and audited each year. Marianne noted that she has spoken to a staff member about utilizing more of their accumulated vacation time.
- Tiffany asked if this RL is reported on annually and this was confirmed by Marianne.

MOTION: To approve RL Monitoring Report – RL 6, Tiffany (MOVED) Jennifer (SECONDED). CARRIED.

6. Committee Reports

a. Governance Committee (GC)

- Council agreed to review Governance Policies (GPs) 0-5 presented in the Governance Committee Report.

MOTION: To approve changes to GP 0 presented, Liz (MOVED) Sheron (SECONDED). CARRIED.

MOTION: To approve changes to GP 1 presented, Liz (MOVED) Tiffany (SECONDED). CARRIED.

- For GP 2, Council suggested changing the wording to “Council will not permit a previous council member to be nominated for ACOT Council until a year has passed from when they have resigned or have completed their term”.

MOTION: To approve changes to GP 2 including Council’s suggested wording. Andrea (MOVED) Liz (SECONDED). CARRIED.

MOTION: To approve changes to GP 3 presented, Sheron (MOVED) Peter (SECONDED). CARRIED.

MOTION: To approve changes to GP 4 presented, Tiffany (MOVED) Sheron (SECONDED). CARRIED.

MOTION: To approve GP 5 as written, Andrea (MOVED) Tiffany (SECONDED). CARRIED.

- Kerstin presented the Council Self-Evaluation Procedure including:
 - o A briefing note developed by Peter with examples of both meeting-to-meeting and annual review options.
 - o It was agreed that Council members will complete a formal annual self evaluation in October.

ACTION: Andrea to draft a self-evaluation form with a combination of questions from both examples that Peter had presented and send it to the other members of the GC to review. This will be completed in time to use during the October Council meeting.

- Andrea suggested developing a reflection rubric for the Council meeting-to-meeting evaluations and Council agreed on this idea.

ACTION: Marianne to develop the reflection rubric using the 1-3 questions from the briefing to GC.

- Council discussed the timing of the reflections after its meetings and recommended the evaluation form be circulated with the next meeting agenda, then provide time at each Council meeting to debrief.
- Discussion about the past president role occurred and a decision was not made, therefore it will be brought forward to the next meeting.

ACTION: Marianne to add past president's role continued discussion as an agenda item for the October Council meeting and circulate the summary table about this to Council before the meeting.

b. Competence Committees

- Council reviewed the Report of Core and Metric Committees' Work. This summarized: the Committees' responsibilities, members of the Committees, when their last meetings were, the report developed on the Continuing Competence Program, next steps for the report, and noted their final meeting is being held in early September.
- Liz noted that the work produced by these Committees was outstanding. Marianne commended Angela's work on the Committees' report.

7. ACOT Council Action Items

- a. Council reviewed the 2019 Action Items list as posted with items being "In Progress", "Completed", or "Not Started". Further comments on these items included:
 - Item 162: Liz offered to review the analysis for the Canadian Institute for Health Information's reporting requirements.
 - Removal of Item 185 (adding a drop-down option in Alinity for registrants who choose not to renew) as people do not login to change their status when cancelling.
 - Item 191: Marianne will send a draft schedule of Council meetings for 2020 to all of Council including Arwen Caines and Heidi Knupp (upcoming Council Members).

8. Generative Thinking

a. Briefing Note re: request for ACOT Endorsement of AHS Pain Strategy

- Council discussed the request for endorsement of the Alberta Pain Strategy and agreed it is not within the College's mandate to endorse this.

b. Alberta Association of Gerontology (AAG) Symposium Funding Request

- Council reviewed the funding request and agreed that it is not within the College's mandate to provide funding for this symposium.

ACTION: Marianne to advise AAG that their request is not within ACOT's mandate and encourage them to contact the Society of Alberta Occupational Therapists and/or the Canadian Association of Occupational Therapists.

c. Further comments on Generative Thinking included:

- The HPA presentations are being refreshed as there have been requests for them. We are aiming to conduct these presentations again in 2020.
- Discussed the current requirements for registrants to be eligible to be on the Acupuncture Roster with ACOT. Council agreed ACOT should move towards a principle-based method for decision making to place people on the roster.

ACTION: Marianne to create a decision-making rubric for applications to the acupuncture roster and to send the rubric to Council.

- Discussed the recent posting of a disciplinary action towards a registrant and the public/OT responses to this.

9. Reflection on Governance

a. ACOT Council Ends Policy Approved October 2018

- Council reviewed the Ends Policy and agreed, that it is being followed, especially with the reiteration of ACOT's mandate within this meeting.

10. Closing Remarks and Adjournment

No further remarks

11. In Camera (Motion)

MOTION: Andrea (MOVED), Sheron (SECONDED) For an *in-camera* meeting.
CARRIED.

The meeting was adjourned at 8:15 p.m.