

ACOT Office

Attending:

Andrea Petryk – Interim Chair and President, Regulated Member
Jennifer Lee – Interim Vice President, Regulated Member
Tiffany Poltz – Public Member – Attended via LifeSize
Sheron Parmar – Regulated Member – Attended via LifeSize
Arwen Caines – Regulated Member
Heidi Knupp – Regulated Member
Elizabeth Taylor – Past President, Regulated Member – Joined at 2:30 p.m.
via LifeSize

Marianne Baird – Registrar, Regulated Member
Mallory Foreman – Recording Secretary

Regrets:

Peter Portlock – Public Member

1. Call to Order and Preliminaries

Andrea called the meeting to order at 9:02 a.m.

Andrea acknowledged her Interim Chair position as Kerstin has stepped away from Council for 2 months. She also acknowledged Jennifer's Interim Vice President position.

Andrea asked for a meeting timekeeper and Jennifer volunteered.

2. Overview of Meeting

Andrea went over the agenda for today's meeting.

3. Adoption of Agenda

MOTION: Add to the agenda a discussion regarding the approach to facilitation of the Open Forum, before participants arrive - Arwen (MOVED) Jennifer (SECONDED).
CARRIED

4. Strategic Planning

i. Strategic Plan Action Items 2019

Marianne reviewed the 2019 Strategic Plan Action Items list, noting most items are completed. ACOT is waiting to hear back from government regarding updating Schedule 15 of the *Health Professions Act* (HPA) and associated OT Profession Regulation to add OTs' ability to diagnose.

ii. 2020-2023 ACOT Strategic Plan V2.2

Marianne noted the 2020-2023 Strategic Plan V2.2 is with Catherine Keill and the designer to add graphics and visual elements within the next week or two, then it will be ready to distribute to registrants if approved. Council indicated the language and simplicity of this Plan will make it easy to follow and remember when speaking about it to others.

MOTION: To approve the 2020-2023 ACOT Strategic Plan V2.2 document – Tiffany (MOVED) Sheron (SECONDED). CARRIED

iii. 2020-2023 Strategic Plan Action Items January 2020 Updated

Marianne introduced the 2020-2023 Strategic Plan Action Items list, highlighting the items that have already been started. A communications plan will evolve out of the new Strategic Plan this year.

Action items discussed included:

2.4 Resume auditing Continuing Competence Program submissions – the Competence Committee will be developing policies and procedures for this over the next year and determining if/when audits will resume.

2.7 Increase the number of practice supports – advisories, guidelines, etc. – Angela Sekulic, Director Policy & Practice has created Continuing Competence Program guides for both existing registrants and new registrants that have joined late in the registration year. Additional practice supports on a variety of topics will be added during 2020-2021.

3.4 A Succession Plan is in place for ACOT's retiring Complaints Director.

ACTION: Marianne to carry forward ongoing items action items from the 2019 list in the 2020 list, including: develop a strategic communications plan, develop a diagnosis advisory, refresh the ACOT website including addition of complaints process diagrams, and report on the impact of relationships with government reps and Alberta Health Services (AHS) reps.

5. Review of Council Action Items and Council Annual Survey Action Items

i. ACOT Council Action Items January 2020

Marianne presented January 2020's ACOT Council Action Items. Several of the items were completed and deleted from the list. There are more items completed before each Council meeting is held, showing ongoing progress with the action items.

Item #153 - The accrual accounting based quarterly financial statements have been refined over the past year, with Tiffany's input which has been very helpful. Tiffany and Marianne agreed we can now remove this action item.

Item #161 - Transgender and Non-Binary gender selections have been added to Version 6 of Alinity. Marianne will be meeting with CIHI in February (the Canadian Institute of Health Information) and will inquire then about adding these options in their data collection.

Item #164 - Creating short YouTube videos to be included in eNews', will be started by the Director, Policy & Practice next month.

Over 800 occupational therapists have attended the Continuing Competence Program Education Sessions. Four more sessions are booked and there will be a call out to see if people would like more sessions and/or a session will be recorded for viewing on the web site. In the future, ACOT will be creating a presentation with examples of Continuing Competence Program submissions as well as resurrecting the HPA presentations. It will need to be discussed with the Governance Committee on how to ask for submissions.

Item #205 - Marianne will assist with rewriting the Call for Council Nominations at the next Governance Committee meeting.

ACTION: Marianne to upload Council meeting schedule and workflow to SharePoint.

ACTION: Marianne to send nominations timeline to Council by email.

ACTION: Marianne to add new graphic to the Council Policy Manual. Andrea and Sheron have a copy of the graphic.

ACTION: Marianne will contact Leader’s International to find out when they will be starting the Registrar review process. They will be interviewing each Council member and then Marianne.

ii. 2019 Annual Council Survey Action Plan

Marianne and Kerstin met to develop action items that address the Council Annual Survey questions that had “Strongly Disagree” or “Disagree” responses. The Governance Committee requires more time to review these action items, which have ambitious timelines given the current changes in Council positions. Jennifer and Andrea discussed the Governance Committee’s current endeavors.

ACTION: Marianne, Andrea, and Jennifer to meet to revise the timelines for the Council Annual Survey action items.

6. RL 3 Monitoring Report Budget 2020

Marianne presented a positive budget with registrations projected to increase by 3%, consistent with prior years.

Examples of expense items discussed include:

- i. Printing and mailing costs to go down as permit cards will no longer be mailed out due to their availability to print from Alinity
- ii. Staff development, salaries and benefits will be higher with new staff joining soon
- iii. Registrar’s expense reduced based on actual amount spent this year
- iv. Funds set aside for the Complaint Review Committee to meet in person for an education session
- v. Council agreed there is budget room for Councillors to attend the Council on Licensure Enforcement and Regulation (CLEAR) conference, and noted it is especially beneficial for new Councillors.

MOTION: To approve RL 3: Budget 2020. Sheron (MOVED) Tiffany (SECONDED). CARRIED

7. Generative Thinking

i. Council’s approach to facilitating the Open Forum

Council reviewed the draft Open Forum questions for participants and agreed these additional questions could be asked, time permitting:

- Is there anything additional that you would like to see in the eNews?
- Is there anything you would like us to know about trends or issues in your workplace?

ii. Briefing Note – Request for Recognition of OT Doctorate Degree

Council considered the recommendation to recognize a registrant's doctorate degree in OT, observing the program the registrant attended is accredited by the American Occupational Therapy Association (AOTA). There was mention of a move in the United States towards an entry-level doctorate degree in occupational therapy.

MOTION: To approve the recognition in Alberta of the Doctor of Occupational Therapy degree awarded to an ACOT registrant by the University of St. Augustine. Jennifer (MOVED) Heidi (SECONDED). CARRIED.

ACTION: *Marianne to speak to Carmen Lazorek at AHS regarding the United States moving to entry level doctorate occupational therapy degrees and the implications this has for Connect Care.*

iii. Code of Ethics

Angela Sekulic, ACOT's Director, Policy & Practice noticed that there is a scenario within the Code of Ethics that is in direct conflict with Bill 21: An Act to Protect Patients. The scenario has been updated to rectify this, while the Code of Ethics remains the same. A full update to the Code of Ethics' scenarios will be brought to a near-future Council meeting.

iv. Fair Registration Practices Act (FRPA)

Field Law is providing a workshop on February 22nd and again on February 24th presenting on making appropriate registration decisions. It would be beneficial to have at least two OTs and one Public Member from Council to attend this training. Council members who stated their interest but need to check their calendars included: Jennifer, Heidi, Arwen, and Sheron.

ACTION: *Marianne to email Council to determine who is available to attend the FRPA workshop.*

v. President and Vice President

MOTION: To appoint Andrea as Interim President of ACOT Council and signing authority until further notice is received from Kerstin Hurd. Arwen (MOVED) Heidi (SECONDED). CARRIED

MOTION: To appoint Jennifer as Interim Vice President of ACOT Council until further notice is received from Kerstin Hurd. Tiffany (MOVED) Sheron (SECONDED). CARRIED

8. Open Forum

Attendees noted the following main reasons for attending the Open Forum:

- Concerns around caseload for school-based practitioners, with changing supervisors, principles, supervision of multiple OT students at once, and with the education system changes overall, how do we know that we are providing equitable services throughout the city? Some issues are being transferred from psychologists with high caseloads to OTs with high caseloads.
- The amalgamation of Colleges in British Columbia was noted, with a concern that occupational therapy could lose its identity in that model, and a question about whether the same thing might occur in Alberta. Marianne provided information on the letter that the Association of Canadian Occupational Therapy Regulatory Organizations (ACOTRO) had sent to the Minister of Health in B.C. with recommendation of creating an oversight body for all the regulatory Colleges instead of amalgamating multiple Colleges.
- Issues that surround working in assisted living sites were noted, including: Operational best practices being reviewed to identify the number of people health care providers see in a day (caseload), challenges when facilities have different levels of services when designated supportive living 4 (SL4) or long term care (LTC) while the clients look very similar in both settings.

Andrea asked the registrants for their perspective on the eNews' that ACOT has been sending out. There was agreement that the eNews' are beneficial, they help to make people feel connected to ACOT, and the frequency and length is the right amount. They are also a good reminder there is the regulatory body and that OTs need to be mindful of the Standards. An attendee indicated it would be helpful to have a Continuing Competency Program (CCP) reminder sent by eNews around mid-year, preferably with the CCP Components: At-a-glance graphic.

The attendees were then asked for their feedback on the new CCP platform. They noted that although there are a few items they couldn't recall that could be tweaked,

the platform is a lot easier to manage. Attendees indicated the examples of content to write in their CCP is valuable, along with the communications and tools provided. One person noted that they like the direction Alberta is going with the CCP, and they like that there is a learning module now (on maintaining appropriate boundaries); in Ontario where people had to complete a learning module every quarter and had to provide extensive documentation, they found it over the top.

9. Open Forum Debrief

The issues raised during the Open Forum were discussed, and it was agreed that relevant information from the session will be shared with the Society of Alberta Occupational Therapists (SAOT).

Council considered whether the attendees at the Open Forum were representative of the kinds of issues most often brought forward to ACOT, and asked Marianne to bring to Council the top five question registrants ask ACOT staff.

ACTION: Marianne to invite SAOT's Executive Director to the next Open Forum.

ACTION: Marianne to compile for Council the five most frequently asked questions by registrants.

10. Stakeholder Analysis

i. ACOT Stakeholder Analysis January 2020

Marianne reviewed each stakeholder, validating with Council their understanding of the stakeholders' influence, interests, recommended strategies for engagement and methods for engagement.

ACTION: Marianne to explore with the Association of Canadian Occupational Therapy Regulatory Organizations (ACOTRO) the promotion of OT competence research with the Canadian Occupational Therapy Foundation (COTF).

ACTION: Marianne to pursue having a rep from the University of Alberta OT Department join the ACOT Competence Committee.

11. Committee Reports

Governance Committee (GC)

i. GC Report January 2020 & Governance Committee Workplan 2019-2020

Sheron has stepped down from the Committee and Kerstin has stepped away temporarily. Andrea has been appointed Chair until further notice from Kerstin. The Committee reviewed the Terms of Reference that was created in Spring 2016 and will review its deliverables in an upcoming meeting. The procedure for the Councillor onboarding process will be evaluated in the Spring.

The Committee reviewed their workplan changes. Recruitment for the Governance Committee is in the plan.

Kerstin had provided the GC a description of the Past President role. The GC recommends Council approve the addition of this description of the Past President's role to ACOT's Policy Manual as Policy 4.1.

MOTION: To add the description of the Past President's role to ACOT's Policy Manual as Policy 4.1 – Jennifer (MOVED) Arwen (SECONDED). CARRIED

Council discussed Councillor compensation and what it means to be compensated fairly. It was noted it would be helpful to compare ACOT's compensation to that of other OT boards, the Alberta College of Speech-Language Pathologists and Audiologists (ACSLPA) and the Physiotherapy Alberta College and Association (PACA) as well as to the Public Service Subsistence, Travel, and Moving Expenses document from the Government of Alberta and the Alberta Health Services (AHS) expenses reimbursement examples.

ACTION: Jennifer to send Marianne the AHS expenses reimbursement document.

ACTION: Tiffany to send Andrea and Marianne the Public Service Subsistence, Travel, and Moving Expenses document from the Government of Alberta.

ACTION: Marianne to survey ACOTRO about compensation for OT boards across Canada and provide the findings at the next Council meeting in March.

ACTION: bring forward Councillor remuneration discussion for further consideration and finalization during the March 2020 Council meeting.

12. Competence Committee

i. Competence Committee Report January 2020

The new standing Competence Committee had their orientation in December when they reviewed background information and achievements of the ad hoc Competence Committee. A work plan was created during the January meeting. The Committee plans to meet next in March, May, September and November, when they will focus on development of policies and procedures for audits and practice visits.

ACTION: Marianne to post the Competence Committee workplan on SharePoint.

13. Consent Items

i. Last Meeting's Minutes - ACOT Council Meeting Minutes November 26, 2019

MOTION: To approve of the November 26, 2019 Council Meeting minutes as presented – Heidi (MOVED) Sheron (SECONDED). CARRIED

ii. RL 2.1 Budget vs. Actual Q3 2019

Marianne reported on the financials budget compared to actuals to November 30, 2019, explaining any variances in revenues and expenses from what was budgeted.

MOTION: To approve RL 2.1 Budget vs. Actual Q3 2019 – Tiffany (MOVED) Jennifer (SECONDED). CARRIED

iii. Complaints Activity

Ten complaints have been received this year, which is the most that ACOT has received in one year (previously the highest amount was seven in one year). Marianne noted that other College are reporting a higher number of complaints this year as well, and we are not sure why.

One of the new Complaints Director's tasks will be to study and compile the types of complaints received since ACOT came under the *Health Professions Act*, with a focus on how decisions were made in recent years, to transfer learnings from the current Complaints Director.

14. Reflection on Governance - ACOT Council Ends Policy Approved October 2018

Council noted ACOT's new mission and vision are in line with the ends policy, thus fulfilling its requirement under the HPA. Today's meeting was a great example of that. There was time spent on ensuring that OTs are maintaining their level of competence, and the debrief after the Open Forum reflected the Ends Policy by discussing whether each item is within the mandate of the Society of Alberta Occupational Therapists (SAOT) or ACOT.

15. Meeting Survey/Evaluation

Council completed the meeting survey/evaluation.

16. In Camera

MOTION: To proceed with an *in-camera* meeting – Jennifer (MOVED) Heidi (SECONDED). CARRIED

17. Closing Remarks and Adjournment

MOTION: To conclude the January 18, 2020 Council Meeting at 3:30 p.m. – Sheron (MOVED) Arwen (SECONDED). CARRIED