

Teleconference

Attending:

Andrea Petryk – President, Regulated Member
Jennifer Lee – Vice President, Regulated Member
Peter Portlock – Public Member
Arwen Caines – Regulated Member
Tiffany Poltz – Public Member
Heidi Knupp – Regulated Member
Elizabeth Taylor – Regulated Member – Past President

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

Regrets:

Sheron Parmar – Regulated Member

1. Call to Order and Preliminaries

Andrea called the meeting to order at 6:33 p.m.

2. Overview of Meeting

Andrea introduced the agenda for the meeting.

3. Adoption of Agenda

MOTION: To adopt the ACOT Council Meeting agenda of March 24, 2020 - Tiffany (MOVED), Jennifer (SECONDED). CARRIED

4. University of Alberta Report

Andrea welcomed Gayla Grinde, Assistant Teaching Professor, Department of Occupational Therapy, University of Alberta to the meeting.

Gayla discussed the University's staffing updates, program planning, and Occupational Therapy Program updates including admissions, student wellness, Post-Professional Masters, MBA/OT Degree, and COVID-19 responses.

The students' field work from May-June have been cancelled due to lack of placement availabilities. This will be rescheduled at a later date. There is a current re-evaluation around assessing the students' assignments.

5. Strategic Planning

i. 2020-2023 Strategic Plan Action Items

Marianne reported on the action items 1.1 – 4.8. The deliverables are still being met despite changes due to the COVID-19 pandemic.

Further conversation included:

Future registrant engagement sessions will be changed from in-person to online.

The Strategic Communications Plan meeting with Catherine Keill is set for Friday, March 27, 2020.

The Council member applications are due April 1st, 2020. One submission has been received so far with two positions available. ACOT's Bylaws allow extension of the deadline to identify additional applicants if fewer applications are received by April 1st than positions available. during extraordinary circumstances. Andrea will write her testimonial about her experience as a Council member to be sent out to Registrants.

ACTION: Andrea will provide her testimonial to Marianne by March 27th.

ACTION: Marianne will develop an eNews with Andrea's testimonial reminding registrants of the April 1st deadline for Council Member applications.

The new Operations Manager Ambere Porter is currently training in her new position.

A letter from the Tyler Shandro, Minister of Health was received regarding Bill 207.

Discussion with CIHI and other OT Colleges continue regarding adding in more gender options to the data they collect. These options are already in ACOT's Alinity database in the version 6 update.

ii. ACOT Council Action Items March 2020

Council reviewed the ongoing and recently completed action items list.

Further discussion points included:

ACTION: *Item 202 – “Liaise with Isabel Henderson re: placement of rehabilitation in the health system”: To be revised to after the COVID-19 pandemic has settled down.*

Item 220 – “Develop eNews re: requests for additional Continuing Competence Program education sessions in February 2020”: deleted as education was provided to over 900 registrants by the end of January 2020.

ACTION: *Item 253 – Registrar review deadline to be revised to April 2020.*

Item 257 – “Invite SAOT’s (Society of Alberta Occupational Therapists) Executive Director to the next Council Open Forum”: Marianne has spoken to Robin Telasky, Executive Director of SAOT and she is interested in hosting an SAOT event on the same day and in the same venue as an ACOT open forum event.

Visibility of the red COVID-19 information banner at the top of the ACOT website was discussed.

ACTION: *Marianne to check whether the COVID-19 information banner can be placed in the white space by the member login on the ACOT web site.*

iii. Practice Issues Fielded Since January 18, 2020

The Practice Issues document summarizes the types of questions that registrants have been asking ACOT. Common question topics include virtual practice, telepractice, home visits, etc.

In the past week since this report was developed, we have received many inquiries related to COVID-19. Council requested a summary of these new inquiries.

Kerstin Hurd, ACOT’s new Complaints Director, will be available to help with the increased volume of practice questions we are receiving.

ACTION: *A summary of the recent COVID-19 inquiries will be provided to Council.*

6. Risk Register

Council discussed broadening the risk register for the COVID-19 line item by adding a separate line titled “State of Emergency” and adding that this could cause impact to ACOT operations and to registrants in various ways.

ACTION: Marianne to add a new State of Emergency line item to the Risk Register.

7. Generative Thinking

Marianne presented a comparison of occupational therapy councillor remuneration from across Canada. Council contemplated the implications of different remuneration levels for Council members, the Vice President, and the President.

It was agreed that a lump sum of \$2,500.00 for the President and \$1,000.00 for the Vice President to reflect their additional workload, plus payment of each regulated Council member's ACOT registration fee is appropriate.

MOTION: The President of ACOT Council to receive an honorarium of \$2,500.00, the Vice President of ACOT Council to receive an honorarium of \$1,000.00, and each regulated Council member's ACOT registration fee to be provided as an honorarium. Peter (MOVED), Arwen (SECONDED). CARRIED.

ACTION: Marianne to arrange for Councillors to be added to ACOT's payroll system so they can receive the agreed upon amounts each year.

A registration fee discussion took place. Council agreed to revisit this later in the year.

The message from Council for the next eNews was discussed, noting the Council Emergency Succession plan will be developed by the Governance Committee within the next few weeks. Registrants will be notified by eNews that a Council succession plan is being looked at.

8. Governance Committee Report

Jennifer has stepped into chairing the Governance Committee meetings within the past month.

During the February meeting we looked at the Terms of Reference, policy updates and the Councillor recruitment package.

The March meeting was held last Tuesday (March 17, 2020). Andrea and Jennifer requested additional admin support for document management for the Committee. Ambere Porter, the new ACOT Operations Manager will be providing this support going forward.

The Council Communications Plan draft has been provided to Marianne. Jennifer, Marianne and Catherine Keill will be working together on adding the procedures piece to this Plan and then it will be brought to Council for review.

Media training is recommended for the President and any individuals who the President may designate to communicate with media.

ACTION: Marianne to arrange for media training with Catherine Keill for Council's President, Vice President and selected ACOT staff.

Orientation for board executives is to be developed.

ACTION: Jennifer to speak with Elizabeth for guidance on creating an orientation process for onboarding President and Vice President positions.

In the past Governance Committee meeting there was a reflection on the orientation experience for the GC members. This included discussion about the buddy system and that Public Members can be buddied with incoming Public Members or Council Members.

Basing training opportunities for Councillors on the Council skills matrix was discussed.

ACTION: Add training opportunities for Councillors to the Generative Thinking portion of the next Council Meeting.

9. Competence Committee Report:

The standing committee is very engaged and productive, much like the ad hoc committee was. Orientation for the standing Competence Committee was in December, then in January they developed a list of priorities and a work plan for 2020. In March they developed a survey for registrants about the Continuing Competence Program audits. The survey was originally going to be distributed in April, however due to the current COVID-19 situation, the timing will be reviewed at the May Council meeting to determine whether it should be sent out in June or September.

10. Consent Items:

Council reviewed the January 18, 2020 Council Meeting minutes and made one correction.

MOTION: To accept the minutes with the correction. Jennifer (MOVED), Tiffany (SECONDED). CARRIED.

11. Preliminary Quarter 4 Budget vs. Actual

Marianne presented the Registrar Limitations (RL) Monitoring Report including an income statement, balance sheet, restricted reserves, bank balance and a description of any variances from budgeted amounts.

MOTION: To approve the RL 2.1 Budget vs. Actual Q4 as presented – Tiffany (MOVED), Peter (SECONDED). CARRIED.

12. Complaints Activity Report:

Council reviewed the Complaints Activity Report noting there were two new complaints since the January 18, 2020 Council Meeting. And 10 complaints closed in 2019-2020.

13. Ends policy:

Council concurred that the Ends Policy is being met through our focus on the public protection mandate during the meeting.

14. Meeting Evaluation and In Camera

MOTION: For an *in-camera* meeting – Arwen (MOVED), Heidi (SECONDED). CARRIED.

15. Closing Remarks and Adjournment

MOTION: For the adjournment of the March 24, 2020 Council Meeting at 8:55 p.m. – Heidi (MOVED), Arwen (SECONDED). CARRIED.