

**LifeSize**

**Attending:**

Andrea Petryk – President, Regulated Member  
Jennifer Lee – Vice President, Regulated Member  
Sheron Parmar – Regulated Member  
Peter Portlock – Public Member  
Arwen Caines – Regulated Member  
Heidi Knupp – Regulated Member  
Elizabeth Taylor – Past President, Regulated Member – joined at 10:00 a.m.

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

**Regrets:**

Tiffany Poltz – Public Member

**1. Call to Order and Preliminaries**

Andrea called the meeting to order at 8:40 a.m.

**2. Overview of Meeting**

Andrea reviewed the agenda for today's meeting.

***ACTION:*** *Marianne to record any questions or issues that the Open Forum attendees bring forward.*

**3. Adoption of Agenda**

No additions or edits were suggested for the agenda.

**MOTION:** To adopt the agenda - Peter (MOVED) Sheron (SECONDED). CARRIED.

## 4. Strategic Planning

### i. Strategic Plan Action Items April 2020

Marianne summarized the progress noted on the Strategic Plan Action Items tracking list.

Additions included:

- Arwen has reached out to the College of Occupational Therapists of Ontario and the College of Occupational Therapists of Nova Scotia for information on their public engagement activities and campaigns. She will share this information once received.
- Andrea and Marianne had a meeting to discuss Marianne's Registrar performance review held by Leaders International. Marianne will be providing Leaders International with feedback about the review process.

***ACTION:*** Marianne to contact Leaders International to provide feedback on the Registrar review process they conducted.

Council asked whether timelines for the Strategic Plan Action Items needed to be adjusted because of delays due to the pandemic. It was agreed that over the course of the three years the Plan covers, the action items will still be achieved.

## 5. ACOT Council Action Items – April 2020

Council reviewed each of the Action Items being tracked. Individual items discussed further included:

- Line item 244: Marianne had an initial discussion with Mary Forhan at the University of Alberta Occupational Therapy Department about the role of ACOT in providing input on supporting OT preceptors. This conversation will be continued.
- Selected Council Annual Evaluation action items will be discussed during the Generative Thinking portion of the meeting today.
- We are unable to move the COVID-19 red banner on our current website and will look at placing it near the registrant login on the new website.
- Media training with Catherine Keill is scheduled for May 9, 2020 with the Council's President, Vice President, two additional Councillors and selected ACOT staff.
- The Governance Committee's Chair Jennifer Lee consulted with Liz about orientation and training requirements and recommendations for incoming Presidents and Vice Presidents.

***ACTION:*** Jennifer to add the orientation and training requirements for new Presidents and Vice Presidents to the onboarding process in the Council procedures manual.

## **6. Generative Thinking**

A round table discussion was conducted to explore which training opportunities Councillors would like to attend. Opportunities discussed included:

- The Council on Licensure, Enforcement and Regulation (CLEAR) conference in September, and their 1- and 3-day training sessions and online modules.
- The Canadian Network of Agencies for Regulation (CNAR) conference in October.
- Courses with the Foundation of Administrative Justice.
- Periodic regulatory training events offered by Field Law.

***ACTION:*** Marianne to develop a Council training plan for 2020-2021.

The next generative thinking item was about whether the number and location of Council meetings was working well.

- Eight meetings each year is the preferred amount.
- Switching between Edmonton and Calgary is a fair way to handle the in-person meetings. Adding a rural location meeting would be beneficial; Red Deer will be considered when we are able to meet in person again.
- Using LifeSize instead of teleconferences is preferred. In-person meetings are the most valuable.
- Weekdays are preferable.
- Consider continuing with shorter Saturday meetings that stay focused on a tight agenda, with reliance on Councillors to have completed all pre-readings.

***ACTION:*** All Tuesday Council meetings to now be held over LifeSize.

***ACTION:*** Schedule future Saturday Council meetings for 8:30 a.m. - 2:00 p.m.

Further Generative Thinking items discussed included:

- The new website will be updated with current Council and staff pictures.
- Andrea's testimonial about her experience on Council was well done, and likely helped to solicit more Council applications this year.

***ACTION:*** During future Council recruitment cycles, continue to use a testimonial to encourage more people to apply.

- The frequency and content of the emails from the Registrar to Council are enough to keep Council appropriately informed.

**ACTION:** *When applicable, add to the weekly email to Council opportunities for Councillors to join ACOT events.*

## 7. Governance Committee Report

The Governance Committee met in March to draft an Emergency Succession Plan for Council.

Jennifer consulted with Liz about orientation and training needs for the President and Vice President roles. A self-evaluation will be implemented in the next year for new Council members, the President, and Vice President.

Ambere Porter, ACOT's Operations Manager will now be providing document management and administrative support for the Governance Committee.

**MOTION:** To adopt the Emergency Succession Plan created by the Governance Committee – Heidi (MOVED), Sheron (SECONDED). CARRIED.

**MOTION:** To accept the Governance Committee Report – Peter (MOVED), Sheron (SECONDED). CARRIED.

## 8. Competence Committee Report

The report focuses on the audit survey proposed for the registrants which will be sent out in June or September, depending on when pandemic issues settle down.

Policies and procedures will start to be developed during the next Committee meeting on May 30, 2020 for auditing registrant's Continuing Competence Program submissions. Legal advice will be sought about whether commentary can be provided as part of the audit process.

Jennifer is currently chairing the Governance Committee and the Competence Committee and would like to step down from chairing the Competence Committee but stay on as a member. Heidi offered to step into the Chair position.

**MOTION:** To appoint Heidi Knupp as Chair of the Competence Committee – Arwen (MOVED) Jennifer (SECONDED) CARRIED.

**MOTION:** To accept the Competence Committee Report – Arwen (MOVED) Heidi (SECONDED). CARRIED.

## 9. Consent Items Part 1

### i. Last Meeting's Minutes - ACOT Council Meeting Minutes March 24, 2020

One change in the wording for last Council meeting's minutes.

**MOTION:** To accept the March 24, 2020 Council minutes with changes - Peter (MOVED) Sheron (SECONDED). CARRIED.

### ii. Complaints Activity

Marianne reviewed the complaints underway and acknowledged the work of Kerstin Hurd, the new Complaints Director.

**MOTION:** To accept the complaints activity report – Sheron (MOVED) Jennifer (SECONDED). CARRIED.

### iii. Practice Related Questions

Marianne presented a summary of the number and types of practice queries being received for both regular practice questions, and COVID-19 related questions.

***ACTION:*** *add indicators to the next practice questions summary noting which Standards of Practice or Code of Ethics items each query relates to, in order to inform education session planning.*

### iv. Open Forum Questions

Council discussed how to ensure every attendee has time to bring forward their questions and validated the questions Council would ask participants if time permitted.

## 10. Open Forum

Participants were welcomed to the Forum. Marianne brought forward items submitted before the forum regarding:

- A member of the public's concern about education funding cuts and their impacts on school-based OTs services.
- Questions about when private practice OTs can resume providing non-urgent services.

Participants also brought forward items such as:

- Lack of insurance coverage for private practice OTs using Telehealth
- Use of Google meets for school-based OTs
- Advocacy for the profession during and after COVID-19
- Graduation and distance learning updates desired from the University of Alberta
- Personal protective equipment issues
- Posting of information about grant opportunities for OTs

## 11. Open Forum Debrief

Council agreed that it would be beneficial to have CAOT and SAOT attend future open forums for input on advocacy for the profession.

It will be important to continue framing open forums as the opportunity for Council to hear about OTs current issues.

***ACTION:*** send an eNews out summarizing the items brought forward during the open forum and thanking the 31 OTs who registered for it. Note the great contribution their input provides to Council's work.

***ACTION:*** For the next open forums, use an anonymous survey to gather questions/issue from attendees before the meeting.

## 12. Consent Items Part 2

### i. Registrar Limitation (RL) 7: Communication & Support to Council

Marianne provided examples of how the requirements in this RL have been met, such as:

- RLs are being submitted on schedule.
- Media training has been arranged for selected Council and staff members.
- Council, the Governance Committee, and the Competence Committee has administrative support.
- The ACOT secure email server and Board Papers is being used for any confidential information being provided to Council.
- Council meeting minutes are being completed and sent to Council within 10 business days.

**MOTION:** To accept RL 7: Communication & Support to Council – Jennifer (MOVED), Sheron (SECONDED). CARRIED.

## **ii. RL 9: Legislative Compliance**

Fewer people failed to renew their registration on time this year compared to last year. Letters were sent to employers of those who did not renew, shortly after the renewal deadline. Completion of the continuing competence program continues to be required before a registrant can renew their registration.

**MOTION:** To accept RL 9: Legislative Compliance – Heidi (MOVED), Arwen (SECONDED). CARRIED.

## **iii. RL 9.1: Legislative Compliance - Discipline**

A summary of current and closed complaints for the year is provided to Council at each meeting. The Annual Report also provides a summary of all complaints received by the College since it came under the *Health Professions Act*.

**MOTION:** To approve RL 9.1: Legislative Compliance – Peter (MOVED), Jennifer (SECONDED). CARRIED.

## **13. Reflection on Governance**

Council reviewed its Ends Policy which says:

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.

There was agreement that the Ends Policy is being met, and that the policy is working for us, orienting Council to both present and future. An update to the policy was suggested, to change the word “member” to “registrant”.

***ACTION:*** *Governance Committee will revise the wording in the Ends Policy as suggested.*

## **14. Meeting Survey/Evaluation**

Council completed the meeting survey/evaluation and noted the need to look at a process for reviewing past survey results at each successive meeting.

## **15. In Camera**

**MOTION:** To go to an *in-camera* meeting – Sheron (MOVED) Peter (SECONDED).  
CARRIED

## **16. Closing Remarks and Adjournment**

**MOTION:** For the conclusion of the April 25, 2020 Council Meeting at 12:42 p.m. – Sheron (MOVED) Arwen (SECONDED). CARRIED