

**LifeSize**

**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

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

**Regrets:**

Elizabeth Taylor – Past President, Regulated Member  
Sharon Parmar – Regulated Member

**1. Call to Order and Preliminaries**

Andrea called the meeting to order at 8:35 a.m.

**2. Overview of Meeting**

Andrea reviewed the agenda for today's meeting.

**3. Adoption of Agenda**

**MOTION:** To approve the agenda as presented. Arwen (MOVED) Heidi (SECONDED). CARRIED.

**4. Strategic Planning**

**i. 2020-2023 Strategic Plan Action Items**

Marianne summarized the Strategic Plan Action Items list, noting progress since the last meeting. Additional comments included:

- Clarification that empty status lines are for items that have not started yet and reflect future goals.
- Feedback on the new website from registrants has been positive, with it being described as functional.

## 5. ACOT Council Action Items – June 2020

Several items have been accomplished since the last Council meeting. Selected items discussed included:

- Line 203 - Update Schedule 15 of the *Health Professions Act*: A strategic communications plan is under development with Catherine Keill, and it will incorporate strategies for engaging with government and other stakeholders.
- Line 260 - Pursue having a rep from the University of Alberta OT Department join the ACOT Competence Committee: Susan Mulholland, Faculty of Rehabilitation Medicine OT Department has volunteered.
- Line 283 - Explore/provide Council with Council on Licensure, Enforcement & Regulation (CLEAR) leadership and other training opportunities: Arwen reported the introductory CLEAR modules on regulatory governance would be especially beneficial for new Councillors. Council will move from training through the Carver video to CLEAR introduction sessions. Marianne mentioned that she will send Heidi a link to the session.

***ACTION:*** Marianne to update new Councillor orientation to switch out the Carver video with CLEAR introductory training and set up this training for Heidi and the two incoming new Councillors, Carrie and Whitney.

- Line 310 – Advise Council when each 2019-2020 auditor recommendation is addressed.

***ACTION:*** The responsibility for this line item will be updated to the Governance Committee, who will write it into an ongoing requirement in policy.

## 6. Generative Thinking

Following up on ACOT's eNews about Acting Against Racism and Intolerance, some positive responses were received by a registrant and some stakeholders about our commitment to action on this topic.

To inform the discussion Council completed a survey about racism and intolerance they may have noticed inside of or outside of the ACOT context. A roundtable was then initiated to discuss the survey findings.

Marianne reviewed the initial resource list available for Council and ACOT staff to refer to when planning their learning about racism and intolerance. Staff will be required to dedicate time for this learning, and to include this in their performance agreements. In September, the staff will develop a plan for reviewing ACOT's operating policies and procedures to determine if they are contributing to systemic racism and intolerance and updating them to address this.

Andrea then conducted a roundtable discussion of the actions that each Councillor would like to take during the summer to learn more about racism and intolerance. Suggested actions included:

- Study one or two concepts per person from their own resource list or from the ones provided in this meeting.
- Reflecting on personal work experiences, cultural safety, indigenous health perspectives, what discrimination looks like and what it means.
- Volunteering and getting in touch with newcomers' organizations in Alberta.
- Reviewing how OTs communicate equality, and how the governance policy and procedures might need to change to address systemic racism and inequality.

A desire was expressed to land on concrete actions before the next Council meeting in September.

***ACTION:*** *A working group will develop action items over the summer for Council's review and approval during the September meeting.*

***ACTION:*** *During the summer, each Councillor will review concepts from their own resource lists or from the resource list provided in this meeting and come prepared to discuss these concepts during the September meeting.*

***ACTION:*** *ACOT's statement on acting against racism and intolerance will be included in the orientation of new Councillors.*

Council then discussed the Registrar review process template.

***ACTION:*** *The Governance Committee will rewrite the Registrar review process and develop a template for it.*

There was a discussion on the results of the May 19, 2020 Council meeting survey. Councillors were encouraged to bring any items they wish to discuss about the Council meeting processes to Andrea's attention.

## 7. Committee Reports

### **Governance Committee:**

In the last Governance Committee meeting, the CR3 – Review of the Registrar’s performance policy was reviewed.

**ACTION:** *The revised Registrar review process and template will be brought to the September Council meeting for approval.*

The Governance Committee is working with Ambere Porter, Operations Manager for document management with the goal of having all GC documents uploaded to Board Papers.

### **Competence Committee:**

The Competence Committee is working on audit policies and procedures and is moving towards changing the language from “audit” to “review and evaluation” to be consistent with the *Occupational Therapists Profession Regulation*. Next steps include sending out a review and evaluation practices survey to registrants with an updated rubric in September 2020 and finalizing the review and evaluation policies and procedures.

## 8. Annual Report Review

Council viewed the final unformatted draft of the Annual Report content page by page and agreed that the material is correct and ready to be sent for design, layout and printing.

**MOTION:** To approve the Annual Report content as presented. Tiffany (MOVED) Peter (SECONDED). CARRIED.

## 9. Consent Items

### **May 19, 2020 Council Meeting Minutes:**

Council examined the last meeting’s minutes. No changes were suggested.

**MOTION:** To accept the May 19, 2020 Council meeting minutes as presented. Arwen (MOVED) Peter (SECONDED). CARRIED.

### **RL 1: Treatment of Staff and Volunteers:**

Human Resources policy and procedures are in place as well as a team charter. When new staff joined ACOT, the team charter was relooked at, validated and re-signed. Job performance agreements are in place and evaluations are underway.

Marianne has communicated with the staff that written and verbal feedback about their treatment is welcomed. She has also made staff aware of the processes for handling conflicts and escalating them the Registrar and/or Council when necessary.

Committee members are also encouraged to provide verbal or written feedback about their treatment, to be shared with Council.

**MOTION:** To accept RL 1: Treatment of Staff and Volunteers. Heidi (MOVED) Arwen (SECONDED). CARRIED.

### **RL 2.1: Budget Vs. Actuals:**

Council read the monitoring report and accompanying bank balance:

- The lack of travel due to the pandemic is reflected in the lower than budgeted expenses.
- Additional costs will be coming through for switching from paper-based to online applications for registration as well as for digitizing our historical registration records.

**MOTION:** To accept RL 2.1: Budget Vs. Actuals. Tiffany (MOVED) Jennifer (SECONDED). CARRIED.

### **RL 5: Treatment of Public & Registrants**

Marianne presented various documents that show a culture of respect towards the public and registrants, including thank-you emails and detailed situation-specific answers to questions.

Council provided suggestions about how additional communication with the public on the complaints process would be beneficial for transparency.

**ACTION:** *Marianne will discuss Council's suggestions for communication about ACOT's complaints processes with our new Complaints Director.*

## 10. Annual Report Auditor's Presentation

Joseph Man, Auditor from RSM Canada joined the meeting to discuss the draft financial statements sent out to the Councillors. An overview of the engagement report, statement of financial position, statement of operations, statement of changes in net assets, statement of cash flows, and notes to financial statements were provided. Joseph noted that the audit results were similar to last year's, with the result being an overall "clean" audit.

The next step for the report is Council's approval of the financial statements and associated documents.

**MOTION:** To accept the financial statements and associated documents as presented by RSM Canada. Tiffany (MOVED) Arwen (SECONDED). CARRIED.

## 11. Practice Inquiries Activity

The volume of practice inquiries regarding the pandemic has gone down while the complexity of inquiries has increased. Recently questions have been coming in about ethical scenarios, general inquiries from the public, and relaunch guidance.

Council asked how the practice inquiries activity information will be utilized over time. Marianne noted development of various resources will be prioritized based on the inquiries received.

**ACTION:** *A prioritized list of resources that will be developed will be added to the practice inquiries activity reports.*

## 12. Complaints Activity

Kerstin Hurd, Complaints Director of ACOT joined the meeting.

Kerstin reported on the review she had completed of all complaints received by the College since its inception under the *Health Professions Act* in 2006. Themes and recommendations arising from them were highlighted.

Council expressed their appreciation for the quality of the work in the analysis and summary reports.

## 13. Reflection on Governance

There was agreement that the Ends Policy was met during the meeting. Examples of this included:

- The questions and suggestions that came up during the generative thinking portion
- Setting standards and looking at them from an ethical point of view
- Ongoing process improvements noted in the complaints area
- Good exchanges of views during the meeting
- A clear focus on our obligations to the public.

Council then completed the Meeting Survey/Evaluation.

#### **14. Closing Remarks and Adjournment**

**MOTION:** To conclude the June 20, 2020 Council Meeting at 12:30 p.m. after an in-camera meeting. Tiffany (MOVED) Heidi (SECONDED). CARRIED.

Council then proceeded to their in-camera meeting, concluding at 12:30 p.m.