

September 15, 2020

### **MS Teams**

Attending:

Jennifer Lee – Vice President, Regulated Member

Elizabeth Taylor – Past President

Arwen Caines – Regulated Member

Tiffany Poltz – Public Member

Heidi Knupp – Regulated Member

Peter Portlock – Public Member

Carrie Hait – Regulated Member

Whitney McKenzie – Regulated Member

Marianne Baird – Registrar

Mallory Foreman – Recording Secretary

Regrets:

Andrea Petryk – President, Regulated Member

### **1. Call to Order and Preliminaries**

Jennifer called the meeting to order at 5:32 p.m. A roundtable of introductions was held for the two new Councilors, Whitney and Carrie.

### **2. Adoption of the Agenda**

An addition to the agenda was made to include Sheron Parmar's attendance at 8:30 to say goodbye to Council.

**MOTION:** To adopt the agenda as amended – Tiffany (MOVED), Arwen (SECONDED). CARRIED.

### **3. Strategic Planning**

An update on the Strategic Plan Action Items list: Most items are being completed as scheduled. The few items that are not on schedule reflect changes due to the pandemic.

Discussion points included:

- Continuing Competence Program learning sessions to be held online in December/January.

- Training for new Councillors was initiated in August.
- Andrea and Marianne sent thank-you messages to all those who applied for Council positions. There was discussion about offering volunteer positions for those applicants who didn't obtain a Council position.
- Consideration was given to moving further towards future Councillor selection based on the skills required on Council.
- Five new practice support documents and guidelines have been created and posted on the website.
- The Strategic Communications Plan activities are resuming this week and will be focused on items to roll out for OT month in October.

#### 4. ACOT Council Action Items

Some action items have been delayed to October due to a focus on practice items needed for the pandemic, e.g. creating short YouTube videos for future eNews'. There were no questions about the action items list.

#### 5. Risk Register

Council reviewed the Risk Register and adjusted each item's estimated consequences and probability, then updated selected mitigation strategies and item statuses. Additional line items were added for COVID-19 and moving to online applications related risks.

#### 6. Generative Thinking

Items discussed during the Generative Thinking portion included:

- The Governance Committee noted it's not clear that Bill 30, which requires an increase to 50% public members on Council has been proclaimed, so they have held off developing materials for this.

***ACTION:*** Marianne will verify whether Bill 30 has been proclaimed and report back to Council.

- Refreshing the 3-year Strategic Plan was considered, given the substantial changes that have occurred since it was developed a year ago e.g. COVID-19, addition of the Standing Committee on Acting Against Racism and Intolerance, and proposed changes to the *Health Professions Act*. Council agreed a full day wouldn't be needed for the session.

***ACTION:*** Marianne to identify dates for a two-hour strategic planning virtual session in November.

***ACTION:*** Ambere to facilitate the Strategic Planning session in November.

- October Council meeting - it was agreed that having two cohorts; one in Edmonton and one in Calgary, linked virtually, will support Council to stay connected. The open forum portion of the meeting will be held online to open access to OTs across the province.
- Mentors for the two new Councillors - an open request went out for two new mentors. Tiffany offered to be one of the mentors.

***ACTION:*** Councillors to email Jennifer and Andrea before the October Council meeting to indicate their interest in being a mentor. Mentors to be assigned at the October Council meeting.

## **7. Governance Committee**

Jennifer invited Whitney and Carrie to attend the next Governance Committee meeting on September 29, 2020 at 8:00 p.m. The Governance Committee report was summarized:

- The work plan for 2020/2021 has been refreshed.
- Ambere and Jennifer are working on document management and updates to the Policy and Procedure Manual.
- CR 3 Policy - Registrar Monitoring was presented for Council's review and approval.

**MOTION:** To approve CR3 Policy – Registrar Monitoring – Tiffany (MOVED), Peter (SECONDED). CARRIED.

## **8. Competence Committee**

The Competence Committee report was summarized:

- The Continuing Competence Program evaluation rubric is being tested on 6 sample submissions, to look at the reliability and validity of the rubric.
- A survey on review and evaluations (formerly known as audits) will be sent out to registrants in late September.
- A virtual roadshow will be held this December 2020/January 2021 and eNews articles released about review and evaluation processes developed for the Continuing Competence Program.

## 9. Acting Against Racism and Intolerance Standing Committee

The new Acting Against Racism and Intolerance Standing Committee of Council was established (AARI) on September 3<sup>rd</sup>, 2020 and will have two components: an Advisory Panel and a Committee which will serve as the working group. Three OTs have joined the Advisory Panel, and two of these have provided feedback on ACOT's Request for Proposals to facilitate the AARI work.

Council then discussed the proposed reallocation of budget room for support of both the AARI work, strategic communications work, and how this might be funded in future years.

**MOTION:** To reallocate funds as presented in the 2020 Budget Room for AARI and Media Campaign document – Arwen (MOVED) Tiffany (SECONDED). CARRIED.

## 10. Consent Items

June 20, 2020 Council Meeting Minutes - Council reviewed each page of the minutes and confirmed no edits were required.

**MOTION:** To approve the June 20, 2020 Council Meeting Minutes as presented – Tiffany (MOVED), Arwen (SECONDED). CARRIED.

RL 4: Asset Protection - Council examined the monitoring report with attachments of ACOT's Business Continuity Plan March 2020, Infection Prevention & Control Policy and Procedure, and the Disaster Recovery Plan Revised January 2018.

Marianne noted:

- Director's and Officer's liability insurance was raised from \$2 million to \$5 million as approved by council and based on a survey of other Colleges' liability insurance coverage.
- No purchases over \$25,000 were made during the reporting period.
- A new Infection Prevention & Control plan has been developed this year.

**MOTION:** To approve RL 4: Asset Protection as presented – Tiffany (MOVED), Arwen (SECONDED). CARRIED.

**ACTION:** Registrar to update the Disaster Recovery Plan Revised January 2018.

RL 6: Compensation & Benefits - The report included a tracker of vacation liability up to September 2020. Marianne noted vacation liability has been creeping up, partly due to the pandemic and people not having ability to travel; she is encouraging staff to take more of their vacation time.

**MOTION:** To approve RL 6: Compensation & Benefits as presented – Carrie (MOVED), Whitney (SECONDED). CARRIED.

### **11. Complaints Activity**

Tracking sheets for complaints activity and for inquiries that did not lead to complaints were presented. More complaints have been submitted this year than in prior years. There were no questions from Council about the reports.

### **12. Practice Inquiries Activity**

A tracking sheet for practice-related questions that have been received by ACOT was presented. There were multiple inquiries about documentation, client records, ethical scenarios, private practice, and supervision of support personnel. While the initial influx of COVID-19 questions has settled down, the complexity of the questions has grown, e.g. mask requirements for school reopening.

Council expressed their appreciation for the work the ACOT office is doing to provide practice support guidance.

### **13. Reflection on Governance**

Jennifer led a roundtable of each Councillor's thoughts on whether the ACOT Ends Policy was being met during the meeting. Councillors noted the support for anti-racism work, the quality of materials presented for the meeting, staying on track during the meeting, and good participation by all.

Sheron Parmar joined the meeting to express her appreciation for her time as a Councillor and to say goodbye to Council. Council shared their admiration of the impact she has made, wished her the very best and said their farewells.

Council then spent five minutes completing the meeting's survey/evaluation.

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

Council reconvened at 8:55 to provide the Registrar with their meeting feedback.  
The meeting was adjourned at 9:00 p.m.