

January 23, 2021

Microsoft Teams

Attending:

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

Marianne Baird – CEO & Registrar
Mallory Foreman – Recording Secretary

1. Call to Order and Preliminaries

Andrea called the meeting to order at 8:30 a.m.

2. Adoption of the Agenda

Andrea reviewed the Agenda, and no changes were requested by Council.

MOTION: To accept the Agenda as presented – Jennifer (MOVED), Tiffany (SECONDED). CARRIED.

3. Strategic Planning

Update on Strategic Plan

Marianne confirmed that most items are on track. Item 1.4 (Explore engagement of the public with Colleges through the Alberta Federation of Regulated Health Professions (AFRHP) was delayed due to the Federation's focus on the pandemic and on proposed updates to the *Health Professions Act*. The AFRHP has developed modules on the role of Colleges for the public.

The AFRHP has an interest group based on diversity and equity, which may be exploring educational development in future.

Councillor asked how item 3.12 (Develop and implement a change management strategy) will be addressed, particularly in relation to creating a change management culture within staff and Council. Marianne described the Prosci ADKAR (Awareness, Desire, Knowledge, Ability, Reinforcement) model for change management which can be brought to both staff and Council as tools to use for implementing various initiatives.

ACTION: Marianne to bring Prosci change management tools to future staff and Council meetings.

4. Review of Action Items

Discussion on the Action Items presented included:

- Item 164: Consider using short YouTube videos for future eNews clips to help with registrant engagement. This action item has been on the list for the past year and seven videos on the Continuing Competence Program and on Updating Your Profile were posted last month.
- Item 296: Add the orientation and training requirements for new Presidents and Vice Presidents to the onboarding process in the Council procedures manual. The Governance Committee will be reviewing this item. It has been revised to February 2021.
- Item 310: Write into policy - advise Council when each annual auditor recommendation is addressed. A package of policies will be given to Council again in February 2021.
- Items 247 & 347 are similar in topic.
- It was agreed that a separate list should be created for the ongoing items in the list.

ACTION: Marianne to merge Items 247 & 347.

ACTION: Marianne to create a separate section in the Action Items report for ongoing reminder items.

5. Generative Thinking

Association of Canadian Occupational Therapy Regulatory Organizations (ACOTRO) Update

ACOTRO's next meeting will be held in February. An agreement was created between ACOTRO and Veterans Affairs Canada (VAC) so that federal VAC OT Case Managers are only required to be registered in the Province they reside in, while OTs who treat

veterans must be registered where the veteran lives. This creates an opening for similar treatment of telepractice/interjurisdictional/virtual practice. It was confirmed with Field Law that based on recent case law, a model could be considered whereby registration is only required in the province that the OT lives in, however there needs to be an agreement in place between the regulators, and they recommend having shared standards across the country. This would eliminate the need for the Courtesy Register for Canadian OTs.

ACOTRO has Marianne working as their representative with the group that is updating the national joint statement on equity, diversity, and inclusion. The last statement from ~2014 focused on individual actions that could be taken, and the updated statement will focus on systems level actions that are required, in addition to individual actions.

ACOTRO's Substantial Equivalency Assessment System (SEAS) has made online processes available for international OT applicants. This involved many policy and procedures updates such as having online proctors in place, etc.

Meeting Tools – the Circle Way

Carrie presented the Circle Way on keeping conversations productive and how everyone involved can solve problems and share ideas. The key principles included: attentive listening, attentional speaking, rotating leadership, sharing responsibility, and wellbeing of the group. This includes an item to be passed around that grants the holder speaking authority. It also includes agreements on keeping personal material confidential and listening with curiosity and compassion. The roles of this meeting structure include a host, a scribe, and a guardian.

Council was fond of the points within the Circle Way that are especially productive during Generative Thinking. It was also agreed that Council meetings hold a lot of the framework already, but that these are great ideas to keep in mind.

How will additional training/tools be brought to OTs in a changing world? It would be beneficial for the University of Alberta, the Canadian Association of Occupational Therapists (CAOT) or the Society of Alberta Occupational Therapists (SAOT) to provide applicable refresher programs.

ACTION: ACOT Executive to discuss which Circle Way ideas to bring back to Council.

Stakeholder Analysis

With the Stakeholder Analysis reviewed twice a year, Council examined the report to determine if any adjustments were required. It was noted that level of engagement for

the public should be increased, especially because of the increase in Public Members joining Council. It was suggested to add this discussion to next month's Agenda in Generative Thinking.

ACTION: *Marianne to add discussion on orientation of new Public Members to the Generative Thinking section of February 22 Council meeting agenda.*

Council discussed a potential role for the AFRHP to identify common attributes desired for Public Member of Colleges.

ACTION: *Marianne to speak with the Executive Director of the AFRHP regarding a survey of Colleges.*

There was discussion about creating an ad hoc committee or having an emergency Council meeting to work through the issues around the increase in the number of Public Members on Council.

ACTION: *Once the AFRHP's collective action is known, then determine if an ad hoc committee is still needed.*

Practice Inquiries:

The Practice Issues Fielded November 17, 2020 – January 15, 2021 Report reflects many inquiries earlier in the year due to the pandemic, and more recent inquiries about general practice questions and continuing competence program questions.

Councillor Mentor/Mentee Check-In:

Orientation procedures are available for new Council Members and the Executive Members are also available as a resource to answer any questions.

Councillors were encouraged by the Governance Committee to attend their meetings at any point. This can help new Councillors to gain a better understanding of how governance and Council functions. Governance Committee meetings are held on the third Tuesday of every month.

ACTION: *Councillors to contact Jennifer if they are interested in attending the Governance Committee meetings.*

The new Council Members mentioned that the orientation process is running smoothly. They felt welcomed warmly, and that the culture allows for interaction and getting things done, with interesting readings.

6. Committee Reports

Governance Committee

Bill 30 is requiring an increase of public membership from 25% to 50% on April 1, 2021 within Council, the Complaint Review Committee, and the Hearing Tribunals. Field Law, the AFRHP, and Alberta Health have all confirmed that 50% is of the total number of voting members.

Council reviewed a Briefing Note describing options to achieve quorum and the different combinations of how Council can reach the mandatory 50%. It was agreed that rotating voting rights would not be practical.

It was agreed to have four Regulated Voting Members, two Regulated Non-Voting Members, one Non-Voting Past President Member, and four voting Public Members.

Motion: To update the ACOT Bylaws to require 50% Public Members within Council, the Complaint Review Committee and Hearing Tribunals – Arwen (MOVED) Whitney (SECONDED). CARRIED.

The current new Councillors Carrie and Whitney will stay on as voting members until April 1st, 2021. Moving forward, new Councillors will still be added to Council, however they will not have voting rights for their first year.

ACTION: *Marianne to send out the list of each Councillors' terms to Council.*

MOTION: To add non-voting members to Council's composition in the Bylaws – one Non-Voting Past President, and two Non-Voting Registrants. - Tiffany (MOVED) Peter (SECONDED). CARRIED.

MOTION: To maintain Carrie and Whitney as voting members until all 4 new Public Members have been recruited – Peter (MOVED) Heidi (SECONDED). CARRIED.

It was agreed that all non-voting Councillors will still be expected to fully participate in the Council discussions.

Competence Committee Report

The next Competence Committee meeting will be held on January 28th, with the main focus on re-testing the review and evaluation procedures for continuing competence program submissions.

Roadshows on the Continuing Competence Program were started in December 2020 and will continue into January 2021.

ACTION: *Marianne to reattach the guidance rubric appendix to the Review and Evaluation policies.*

Acting Against Racism & Intolerance Advisory Panel and Committee Report

The vendor, Hilkewich et al, have been completing an environmental scan of other Colleges' work on anti-racism as well as reviewing various legislation, regulations, policies and procedures.

Hilkewich et al has provided Council with Recommendations for Ongoing Learning and Reflection.

ACTION: Council to read the Ongoing Learning and Reflections provided by Hilkewich et al and discuss findings in the February 22nd Council Meeting.

During the next meeting, the Advisory Panel and the Standing Committee will be examining the draft Terms of Reference.

MOTION: To approve the Governance Committee Report, the Continuing Competence Committee Report, and the Acting Against Racism & Intolerance Advisory Panel and Committee Report – Arwen (MOVED) Whitney (SECONDED). CARRIED.

7. Consent Items

Review of Last Meeting's Minutes

MOTION: To approve the October 24, 2020 Council Meeting Minutes as presented – Heidi (MOVED) Jennifer (SECONDED). CARRIED.

MOTION: To approve the November 24, 2020 Council Meeting Minutes as presented – Carrie (MOVED) Whitney (SECONDED). CARRIED.

RL 8: Emergency Succession Plan

Three changes were made to the Monitoring Report since it was presented at the last Council meeting: Marianne's title has been updated to CEO & Registrar, Mallory's title now includes her Hearings Director role, and the backup person for payroll processing is now Marianne.

MOTION: To approve the RL 8: Emergency Succession Plan as presented – Jennifer (MOVED) Tiffany (SECONDED). CARRIED.

RL 2.1: Budget Vs. Actuals

Council reviewed the Budget Vs. Actuals report and the screenshot of ACOT's current bank balance which is consistent with the financial statements.

MOTION: To approve RL 2.1: Budget Vs. Actuals – Tiffany (MOVED) Arwen (SECONDED). CARRIED.

RL 3: Budget 2021-2022

MOTION: To accept RL 3: Budget 2021-2022 – Whitney (MOVED) Tiffany (SECONDED). CARRIED.

Discussion: The revenue section shows an increase of to 3% over December registrant totals. With the new staff position opening, a small amount had to be pulled from our surplus – this is included in the Other Revenue and in the Salaries and Wages section. Council asked that expense line items that we don't anticipate fully using to be colour coded differently going forward.

MOTION: To approve RL 3: Budget 2021-2022. No opposition. CARRIED.

ACTION: *Update the budget spreadsheet to colour code expense line items with a different colour if we don't expect to use the full amount in the year.*

Complaints Activity Report

MOTION: To accept the Complaints Activity Report – Jennifer (MOVED) Arwen (SECONDED). CARRIED

The Tracking Report presented the inquiries which have not resulted in formal complaints sent in to ACOT.

Council requested that the Complaints Director contact Field Law regarding the level of evidence required to file a complaint/initiate a practice investigation. These findings will be brought forward to Council.

MOTION: To accept the Complaints Activity Report. No opposition. CARRIED.

ACTION: *Contact Field Law regarding the level of evidence required to file a complaint/initiate a practice investigation and bring these findings forward to Council at a future meeting.*

ACTION: *Develop a practice review policy and bring it to Council at a future meeting.*

8. Meeting Survey/Evaluation

Council took five minutes to complete and review the results of the Meeting Survey/Evaluation.

9. Reflection on Governance

Andrea conducted a roundtable asking each Councillor to provide two or three words on how the Council Meeting went.

With all positive responses, Council moved to an in-camera session.

MOTION: For an in-camera session – Jennifer (MOVED) Arwen (SECONDED). CARRIED.

10. Adjournment

MOTION: To adjourn the meeting – Heidi (MOVED) Arwen (SECONDED). CARRIED.

The January 23, 2021 Council Meeting concluded at 1:41 p.m.