



Alberta College of Occupational Therapists

Council Meeting Minutes

April 27, 2021

Microsoft Teams

Attending:

Jennifer Lee – Interim President, Regulated Member
Arwen Caines – Interim Vice President, Regulated Member
Elizabeth Taylor – Past President
Carrie Hait – Regulated Member
Heidi Knupp – Regulated Member
Tiffany Poltz – Public Member
Tom Smith – Public Member
Whitney McKenzie – Regulated Member

Marianne Baird – CEO and Registrar
Mallory Foreman – Recording Secretary

1. Call to Order and Preliminaries

Jennifer called the meeting to order at 5:30 p.m.

An ice-breaker introduction was held with each Council Member as it was Tom Smith, Public Member's first Council Meeting.

2. Approval of the Agenda

Council viewed the Agenda.

MOTION: To adopt the April 27th, 2021 Council Meeting Agenda as presented – Arwen (MOVED) Heidi (SECONDED). CARRIED.

3. Strategic Plan Update

Council discussed selected line items in the update on the Strategic Plan including:

2.10 Continuing to inform and educate registrants about changing regulations and new COVID guidelines in a timely and responsive manner



- 3.12 Develop and implement a change management strategy – work has begun on change management plans for our Acting Against Racism and Intolerance (AARI) work, our work required by Bill 46 the *Health Statutes Amendment Act 2020*, Review and Evaluations and for our new Councillor orientation.
- 3.13 Begin the work of AARI and look to integrate that in our organizational culture. Council training to be held during this meeting. Staff training is scheduled in May.

4. Action Items Update

We are continuing to work through the list of Action Items, removing completed items such as Consultation with Alberta College of Speech-Language Pathologists & Audiologists on selected operational items they have done that ACOT may want to implement. Other items are in progress such as line item 2021-15 - Create a change management strategy that includes Review and Evaluation, orientation for new councillors, and changes regarding Bill 46.

5. Practice Inquiries Activity

The largest number of inquiries over the past month have been about ethical issues and private practice scenarios. Development of practice resources has been reprioritized based on the inquiries received and on complaints concerning maintaining appropriate boundaries.

COVID-19 inquiries are decreasing. Registrants may be referring directly to the Alberta Health Services website for this information.

6. Generative Thinking

Council reviewed the Association of Canadian Occupational Therapy Regulatory Organization's (ACOTRO) Position Statement Regarding Telepractice. Enacting this will require a Memorandum of Understanding (MOU) to be signed by Occupational Therapy Colleges across Canada. This will allow Occupational Therapists' registration in the province they reside to suffice for telepractice/virtual practice in the province the client is located in. Currently, Occupational Therapists have to be registered in both jurisdictions.

Legal counsel has advised this is now possible based on recent case law, provided the MOU and adequate provincial guidelines are in place. The College of Occupational Therapists of Ontario are aiming to implement the Memorandum of Understanding by



June. Marianne will find out from the other OT Colleges when they are targeting implementation during ACOTRO's meeting in May and will bring this information forward to the following Council Meeting.

MOTION: To table the pending ACOTRO Position Statement to be approved with the pending MOU via email after the May ACOTRO meeting.

7. ACOT Council Educational Workshop

Council welcomed Hilkewich & company and AARI Advisory Panel and Committee members to the meeting. An introduction of all attendees was held.

The training context was presented as Brave Spaces, which integrates respectful, honest, and empathetic discussions, with collective commitment and effort.

A case study was presented describing a client with behavioural issues and asked how the perception towards the client may be viewed differently if the client were racialized. Council suggestions included reviewing the client's possible intergenerational trauma, environment, and looking within your own biases.

Case study 2 looked at handling situations where the person may have little understanding of racism/discrimination or may even endorse it. An example described pronunciation of names; in this case it was a client who was not pronouncing the health professional's name accurately. Council agreed that it is disrespectful to not ask the person for the correct pronunciation. Ideas about guidelines ACOT could develop for registrants and the public were discussed. It was also mentioned that OTs can be subject to a complaint if racism is involved in their interactions with clients or colleagues.

Case study 3 discussed how annual registration and continuing competency mandatory education requirements could be used in future to lead to cultural safety through awareness and knowledge of how to practice anti-racism and build shared responsibility.

A video was then presented on racism towards Indigenous people within British Columbia's healthcare system, highlighting the relevance of the case studies.

At the end of the case studies, some personal experiences were shared by those in the meeting. A roundtable was held to express a summary word based on the attendees'



learnings from the presentation. Examples included: humility, grateful, complex, and multi-layered.

8. Generative Thinking Continued

Labour Mobility Support Agreement (LMSA) Fee

Currently, ACOT is the only Occupational Therapy College in Canada to waive the \$40 fee for completion of LMSA forms. All other OT Colleges collect \$40 to cover the administrative time it takes to process these forms. ACOT collected this fee previously; June 1, 2021 would be an appropriate date to resume collecting this fee, to coincide with the Telepractice MOU being implemented, at which point fewer LMSA forms will be processed.

MOTION: To approve collection of the \$40.00 Labour Mobility Support Agreement forms processing fee effective June 1, 2021 - Arwen (MOVED) Tiffany (SECONDED).
CARRIED.

Call for applications for the Complaint Review Committee and Hearing Tribunals

The current Complaint Review Committee (CRC) roster has five members. This roster is used for both complaint reviews and hearing tribunals (HT). With more complaint reviews and hearings upcoming, it would be beneficial to have a callout for more members.

The Callout for Applications document was reviewed by Council, and suggested adjustments were requested such as: add the time commitment for CRCs and HTs, add a statement on equity and inclusion, and put in a condensed version of the legislative text (more accessible language).

9. Annual Report

Council viewed the first draft of the ACOT's 2020-2021 Annual Report. The next draft will be reviewed during the May Council meeting with registration numbers and demographics included.

ACTION: *Carrie to send Marianne typo adjustments needed in the Annual Report.*



ACTION: Marianne to edit the Annual report to show both Jennifer and Heidi chaired the Competence Committee at different times during the year.

10. Governance Committee

Due to the required increase on Council to 50% Public Members, several edits have been made to the Bylaws. Council reviewed the changes Governance Committee made in Registrar Limitations (RL) 7 – 9 and the Bylaws.

MOTION: To approve the Governance Committee Report and updates to RLs 7-9 and the Bylaws - Carrie (MOVED) Arwen (SECONDED). CARRIED.

11. Consent Items

Review of Last Council Meetings Minutes

Council viewed the March 23, 2021 Council Meeting minutes page by page. There were no changes requested.

MOTION: To approve the March 23, 2021 Council Meeting Minutes as presented - Whitney (MOVED) Heidi (SECONDED). CARRIED.

Registrar Limitation (RL) 2: Finances

Council viewed the RL 2 Monitoring Report.

Marianne noted that the audit for 2020-2021 fiscal year is underway and a Request for Proposal (RFP) for auditors has been sent out for the 2021-2022 fiscal year.

RL 2.1: 2020-2021 Quarter 4 (Q4) Budget vs. Actual

Marianne highlighted selected items in the report, including: A comparison of fees for Occupational Therapy Colleges across Canada shows ACOT's fees are about middle of the pack.

The actuals spent to the end of the fiscal year present a surplus due to lack of travel during the pandemic.



The capital budget reflects the replacement of some aging office equipment including computers and boardroom equipment.

MOTION: To approve the RL 2: Finances and RL 2.1: 2020-2021 Q4 Budget vs. Actual Reports - Tiffany (MOVED) Carrie (SECONDED). CARRIED.

Complaints Activity

Council viewed the Complaints Activity Report April 2021 and the Complaints Related Inquiries Tracking Report.

Marianne mentioned that inquiries about complaints have decreased this past month. This has allowed for the Complaints Director to focus on the current complaints with two on the subject of boundary crossing. The Complaints Director has reached out to other Colleges to ask if they have had an increase in boundary crossing complaints as well. It was confirmed that they do, and the reason may be that the public is more aware of their ability to send in complaints about this and the processes behind it.

MOTION: To accept the Complaints Activity Report April 2021 and the Complaints Related Inquiries Tracking Report for information - Heidi (MOVED) Whitney (SECONDED). CARRIED.

12. Reflection on Governance

Council noted its Ends Policy was being met during the meeting, as evidenced by great discussions about protecting the public, always ensuring we bring the discussion back to this mandate; everybody has a voice, and they are being relevant contributors; the College is being responsive by getting ahead of pertinent issues such as the AARI work.

Council then took five minutes to complete the Meeting Survey.

MOTION: To meet in-camera – Whitney (MOVED) Heidi (SECONDED). CARRIED.

The April 27, 2021 Council Meeting was adjourned at 9:00 p.m.