

June 26, 2021

Microsoft Teams

Attending:

Andrea Petryk – President, Regulated Member

Jennifer Lee – Vice President

Arwen Caines – Regulated Member

Heidi Knupp – Regulated Member

Carrie Hait – Regulated Member

Tom Smith – Public Member

Christie Bergman – Public Member

Marianne Baird – CEO and Registrar

Mallory Foreman – Recording Secretary

Regrets:

Elizabeth Taylor – Past-President, Regulated Member

Whitney McKenzie – Regulated Member

Tiffany Poltz – Public Member

1. Call to Order and Preliminaries

The June 26, 2021, Council Meeting was called to order at 8:33 a.m. Andrea welcomed the new Council Public Member Christie Bergman. Marianne and Andrea confirmed that Christie will be voting at this meeting.

2. Agenda Approval

Council reviewed the agenda.

MOTION: To approve the June 26, 2021, Council Meeting Agenda as presented – Heidi (MOVED) Arwen (SECONDED). CARRIED.

3. Ice Breaker

With Christie joining the ACOT Council, a fun icebreaker was held. Each person introduced themselves, adding their location, current job and information on the first job they ever held.

4. Strategic Planning

Highlights of the Strategic Plan Update included:

- Review and evaluations of registrants' Continuing Competence Program submissions are set to resume in July.
- The Acting Against Racism and Intolerance (AARI) work is continuing, within a Committee and an Advisory Panel meeting scheduled during the summer.
- Change management strategies have been developed and will be implemented for the AARI work, resumption of review and evaluations, new Councillor orientation and Bill 46 work.
- University of Alberta update (last meetings held on May 12, 2021 (Faculty) & May 14, 2021 (Department)):
 - o The Chair of the OT Department at the University of Alberta will be leaving at the end of August. The U of A will advise Marianne of the new Chairperson when they are appointed.
 - o Discussion of Councillors' experience with fieldwork students in later placements.
 - o ACOT has offered to work with the new Chair to map the curriculum to the CORECOM competencies as they relate to ACOT's Standards of Practice and Code of Ethics once they are updated.

Council Action Items

Updates included:

- The Council annual evaluation is being redeveloped. Heidi has provided a pre-draft. The evaluation will be held before the October meeting.
- Several action items have been revised to July, as June was a busy month for practice inquiries and the review and evaluation (audit) preparation work. Some items that have been revised include:
 - o Alberta Health Services (AHS) and Covenant Health alignment work with the Continuing Competence Program submission requirements
 - o Gathering Bill 46 information regarding private practice from Field Law

Practice Inquiries Activity

Documentation continues to be a topic that registrants consistently inquire about. ACOT has been pointing out the guidelines and resources to Registrants with each inquiry, and we plan to point to the resources in future eNews editions. Quite a few private practice questions have been steadily received each month. FAQs and guidance documents have been sent out. A few inquiries have also been from the public.

Bringing these inquiries up in discussion during the ACOT open forum will be a great way to answer these questions face-to-face. Marianne will bring forward information during the open forum showing the most commonly asked practice questions.

A Councillor asked what the engagement rate was like for registrants attending the open forum. Marianne mentioned about 10 – 20 people attend, this is in comparison to about 2,300 registrants.

Council discussed the potential changes to the way the open forums are held and also inviting the Canadian Association of Occupational Therapists (CAOT), the Society of Alberta Occupational Therapists (SAOT) and the Health Sciences Association of Alberta (HSAA) to the next open forum in October 2021. A Councillor suggested bringing even more stakeholders, such as members of the public. Council then discussed how to communicate and advertise this for the public as a value proposition, with a focus on OT, self regulation, recognizing there is a slim line between ACOT's mandate and SAOT's advocacy mandate.

MOTION: To approve the June 2021 Strategic Plan Update, Action Items Update and Practice Inquiries Activity reports – Heidi (MOVED) Jennifer (SECONDED). CARRIED.

Generative Thinking:

Briefing Note – Liability Insurance

Marianne presented the briefing note on liability insurance. There has been discussion in the past of requiring Occupational Therapists to require personal professional liability insurance. Alberta Health Services (AHS) provides liability insurance to their employees; however, it will not cover an OT if a complaint comes directly to the College about them. If the public brought forward a civil suit, only OTs with personally held liability insurance would have coverage for this. With about 50% of Alberta Occupational Therapists being employed by AHS, it would be advantageous for ACOT to require all registrants to purchase personal liability insurance. Marianne mentioned that the Alberta College of Speech-Language Pathologists and Audiologists has already implemented this requirement. Registrants will be reminded that insurance can be purchased through the Society of Alberta Occupational Therapists (SAOT), the Canadian Association of Occupational Therapists (CAOT), or their own insurance broker.

The annual renewal declaration about liability insurance will be updated to include the requirement for personally held insurance. An anonymous survey can be sent out to ask registrants whether they carry personal liability insurance. This will give Council an approximation of the magnitude of change management that will be needed for this issue.

MOTION: To implement mandatory personal liability insurance effective March 1, 2022 – Arwen (MOVED) Carrie (SECONDED). CARRIED.

Meeting Structure

Andrea asked Council if there are certain items in ACOT Council meetings that can be removed and shifted to an e-vote instead or looked at every second month rather than monthly. This would free up more time to focus on generative thinking. This would also free up time for the ACOT staff if they did not have to create the reports every month.

Councillors suggested this could be done for action items, strategic plan updates, practice inquiries reports and the complaints report plus prior meeting minutes. Alternate views were that the reports result in useful discussions; sharing and connectivity is where the amazing work results; a hybrid approach would be to have the reports provided every month but only discuss them every second month. The RL's and budget reports will need to be kept in the meetings.

5. Committee Reports:

Governance Committee

Arwen led a discussion about what is confidential and what is not from Council meetings? Anything that goes into the minutes is shareable. Being able to share general information, e.g., on the AARI work is a part of ACOT's public protection mandate and provides ACOT's stakeholders with information. Specifics from those meetings would not be shared outside of what is provided in meeting minutes. Other items to share publicly would include our communications plan, changes in legislation, and eNews items.

ACTION: Add a standing item to each Council meeting on messaging for the public.

Acting Against Racism and Intolerance Committee (AARI)

Jennifer presented the AARI report. The AARI Committee met on June 24th and the consultants along with the Committee and Advisory Panel will have a broader report with recommendations ready for Council in September. Two case studies were shared with Council regarding racism in the health care system, along with an apology statement made by a group of Colleges in British Columbia.

ACTION: Marianne to discuss with Federation members the possibility of creating a similar apology statement in Alberta.

Carrie noted the Edmonton Public School Board is starting on AARI work too, and there may be a collaboration opportunity with 40 OTs working for the school board.

6. Annual Auditor Presentation

Joseph Man from RSM walked Council through the 2020-2021 audited financial statements and associated report. He noted it was a “clean audit”. RSM will finalize the statements and report once they have been approved by Council today, then they will issue the final report.

Once Councillor asked about the lease commitment amount for 2026 in the notes section which is triple the amount of the prior year. Joseph indicated this should say “2026 and thereafter”.

MOTION: To approve the audited financial statements and RSM’s report with the adjustment discussed – Tom (MOVED) Jennifer (SECONDED). CARRIED.

Committee Reports, Continued:

Competence Committee

The online review and evaluation module was developed and was available just in time for the June training sessions and a July go-live date. The online platform is user-friendly and has received positive feedback. Marianne acknowledged the Director of Policy & Practice, Angela Sekulic for her extensive work with the software developer in short timelines to build this.

Four new members were added to the Competence Committee, two of them came forward previously when the Committee was large enough at the time; one of them still pursued their application and the other person withdrew their application. The Hearing Tribunal and Complaint Review Committee roster saw a large number of new members as well.

ACTION: Marianne to send the 2018 and 2019 Continuing Competence Program reports to Council.

MOTION: To approve the Governance Committee, Acting Against Racism and Intolerance Committee, and the Competence Committee reports – Tom (MOVED) Arwen (SECONDED). CARRIED.

7. Consent Items

Annual Report Final Approval

Updates from the last version of the Annual Report (presented during the May 2021 Council Meeting) included: grammar has been cleaned up, the Committee Member lists have been adjusted, and formatting has been modified.

Council discussed whether to mention specific months during which Council members moved between roles such as president, vice president, interim president, interim vice president, and chair or interim chair of committees.

***ACTION:** To write “partial year” where applicable when Councillors were moving between roles.*

***ACTION:** Add in the word “refreshing” or “updating” on page 12, paragraph 2.*

***ACTION:** To write “refresh”, “comprehensive refinement”, or “redevelopment” in the Continuing Competence Program explanation section, so readers know there was a program in place before.*

MOTION: To approve the Draft 2020-2021 Annual Report V5 with adjustments as discussed – Jennifer (MOVED) Heidi (SECONDED). CARRIED.

Registrar Limitation (RL) 2.1: 2021 Q1 Budget Vs. Actuals

Highlights:

- Marianne noted registration revenue was expected to be lower than budgeted because ACOT did not have the usual 3% increase in registrants at renewal. However, revenue did increase due to more applicants both leaving and coming back to register, both from leaves and from other provinces.
- New staff members joined ACOT, increasing the spending on IT support to set up new equipment.
- Council expenses have been lower due to the lack of travel for meetings and training during the pandemic.

***ACTION:** Consider implementing a Council team building activity or other recognition for the committee work and pandemic meeting difficulties e.g., book voucher for an AARI resource.*

MOTION: To approve RL 2.1 Monitoring Report Q1 2021-2022 V2 – Jennifer (MOVED) Arwen (SECONDED). CARRIED.

Complaints Activity

There has not been a large volume of complaint inquiries recently. This has been beneficial to allow time for training as the Complaints Director position has been transitioned from Kerstin Hurd to Anna Yarmon.

MOTION: To approve the June Complaints Activity Report – Heidi (MOVED) Arwen (SECONDED). CARRIED.

8. Reflections on Governance

Councillors noted:

- There were great conversations today, showing a dedication to governance and protecting the public.
- The conversations are helpful in moving forward, striking the balance between details and the bigger picture.
- There was appreciated expressed for the balance of perspectives, multiple complementary viewpoints aligning with the Ends Policy that came forward and good questions that were asked today.

9. Meeting Survey

Council then completed the June 26, 2021, ACOT Council Meeting Survey.

10. In-Camera Session

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

The June 26, 2021, Council meeting was adjourned at 12:27.