



Alberta College of Occupational Therapists

Council Meeting Minutes

March 23, 2021

### **Microsoft Teams**

Attending:

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

Marianne Baird – CEO and Registrar  
Mallory Foreman – Recording Secretary

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

Jennifer called the meeting to order at 5:45 p.m. and reminded Council that there will be guests attending the meeting.

### **2. Approval of the Agenda**

Council reviewed the agenda and there were no suggested amendments.

**MOTION:** To adopt the agenda as presented – Tiffany (MOVED) Peter (SECONDED).  
CARRIED.

### **3. University of Alberta Occupational Therapy Department Report**

Gayla Grinde, Assistant Teaching Professor in the Occupational Therapy Department at the University of Alberta joined the meeting at 6:00 p.m.

Gayla reviewed the report she submitted to ACOT, going over a personnel update, a program and curriculum update, and providing information on student affairs.

Gayla then took questions from Council:

Q: What extra steps does the university take for teaching additional requirements for provision of OT virtually, such as additional consent requirements and ensuring technology being used is secure?

A: This topic is covered in the courses students are taking virtually. Clinical placements also teach first-hand competency on consent for virtual services.

Q: Has it been announced where the faculty is being absorbed into? Will these larger entities be called Colleges?

A: There has yet to be an update on what this will look like. Gayla confirmed the term used will be Colleges. Nothing so far is going to change for the Rehab Medicine faculty. The details on this will be looked at in the next month or so. There will be more details provided to ACOT Council during the next update in October.

Marianne mentioned that she is happy to help with wording/explanation for the students on the difference between regulatory and educational colleges' mandates.

Q: What is the impact of what you are facing right now with covid and how it affects the students' learnings?

A: Even with the cutbacks, the satellite program has been confirmed as a very important part of the program. Some assignments have changed due to the pandemic. There have been cuts to the technology support team.

#### **4. Strategic Planning Part 1**

##### **Update on Strategic Plan**

Marianne highlighted selected items – the draft Review and Evaluation policy and procedures will be finalized next week by the competence committee.

There was discussion about the change management strategy item. The question is where to apply the change management strategy to? This should be used to identify deliverables. Consider applying change management strategies to the Review and Evaluation implementation process, orientation of new Councillors, Acting Against Racism and Intolerance work, and work related to Bill 46-related changes.

Communications strategies and project management strategies would be combined with change management strategies for all of these items. It was also mentioned that the

survey from the Acting Against Racism & Intolerance Committee will help shape the change management strategy.

**ACTION:** *Marianne will create a change management strategy that includes review and evaluation, orientation for new councillors, and changes regarding Bill 46. This will be brought to the next Council meeting (April 27<sup>th</sup>).*

**MOTION:** To accept the Strategic Plan Update with the adjustments to the change management strategy item discussed. None opposed. CARRIED.

### **Action Items Update**

Marianne noted that some items are complete, and some items have been moved from March to April due to the focus during February and March being on re-registering registrants who missed the renewal deadline and tracking/notifying people who didn't complete the mandatory modules on prevention of sexual abuse and sexual misconduct. There were about 100 people who didn't record completion of the modules in their learning plans, which was narrowed down to about 30 after they were notified.

A Councillor asked why some registrants did not complete the mandatory training modules. Marianne indicated there are a variety of reasons - some registrants do not read the eNews', others may not be receiving eNews' if they haven't updated their contact information in the database, etc. The people who did not renew on time have to complete this training before they can re-apply.

Another Council Member suggested that repetition of mandatory training each year may help with familiarity of completing these courses before their renewal can be finalized.

**MOTION:** To approve the Action Items as presented– Peter (MOVED) Heidi (SECONDED). CARRIED.

### **Practice Inquiries Activity**

The Practice Issues Fielded document contained a new feature of a graph showing the volume of questions asked broken down by topic, with the top three most asked about topics being documentation/client records, ethical scenarios, and registration requirements.

**MOTION:** To approve the Practice Inquiries Activity Report - Heidi (MOVED) Arwen (SECONDED). CARRIED.

## **Risk Register**

Some items have been removed from the Risk Register Report since the last Council Meeting. Item 25 has been added noting the increase of Public Members on Council to 50% of voting members.

Council discussed adding the possible risk of students not being trained to the level of accreditation requirements and them not being ready to follow ACOT's Standards of Practice.

***ACTION:*** Add a risk item about the possibility of students not being trained to the level of accreditation requirements and not being ready to follow ACOT's Standards of Practice.

A Councillor suggest that the Risk Register should be examined while working with the Strategic Plan as their points tend to tie together.

***ACTION:*** View the Risk Register and Strategic Plan together during the next Council Retreat.

A question was brought up on the commitment of Council and registrants regarding the Acting Against Racism and Intolerance Committee's work. Could this possibly be a risk if there is not full support or interest?

***ACTION:*** Add a risk line item regarding commitment/interest/support from Council and registrants on AARI work.

Could lack of registrants' knowledge about Bills 11, 21, 30 and 46 be a risk? Council concluded that registrants are receiving a variety of reminders from eNews to the College's website. There is also occasional mandatory training. The Alberta Federation of Regulated Health Professions has a working group for development of jurisprudence modules. They are planning to have these available for Colleges across the province with the ability for each College to add in their own standards. These are all mitigating strategies to address the lack of knowledge.

**MOTION:** To approve the Risk Register with the adjustments discussed - Arwen (MOVED) Carrie (SECONDED). CARRIED.

## **5. Strategic Planning Part 2 – Generative Thinking**

### **Acting Against Racism and Intolerance (AARI) Panel and Committee**

Council welcomed the Panel and Committee members, and a round table of introductions was held for all attendees.

Jennifer showed a slide outlining the intent of the meeting to use unhurried conversations to create a safer braver space with inclusion and acceptance of all. Jennifer then asked all attendees to record their thoughts on what acting against racism means to them personally.

Attendees shared personal experiences of racism against themselves or others, and their motivations for doing AARI work. Attendees thanked each other for their sharing and for starting the dialogue with each other.

### **Council Draft Charter**

Council went through each page of the Council Draft Charter and suggested the following edits:

- Page 1: in the mission portion revise the wording to “Review and Evaluation of Continuing Competence” and separate this out from “fair processes for registration and complaints/discipline”.
- Page 1: after the last bullet point add in “We strive to create a safer and braver space for sharing” and add this to the Council Manual.
- Page 2: under “Our Mutual Expectations”, include ACOT’s collegial relationship with the Society of Alberta Occupational Therapists (SAOT) and the Canadian Association of Occupational Therapists (CAOT).

**MOTION:** To accept the Council Draft Charter with adjustments discussed - Carrie (MOVED) Peter (SECONDED). CARRIED.

## **6. Council Departure**

With this being Peter Portlock’s last Council Meeting, an open table discussion was held to share the memories and highlights of working with Peter. Council thanked Peter for all of his impactful work and contributions as a Public Member and previously as the Interim Registrar.

## 7. Committee Reports

Due to time constraints, it was agreed Council Members would review the Governance Committee Report, the Continuing Competence Committee Report, and the Acting Against Racism and Intolerance Committee Report outside of the Council Meeting. An eVote will be sent out on Friday (March 26<sup>th</sup>) asking for any edits and to accept these reports.

## 8. Consent Items

### Review of Last Council Meeting's Minutes

Edits discussed included:

- Page 2: shorten paragraph two to say “we consulted with Field Law and other Colleges on requirements for Competence Assessments (formerly known as practice visits), and we will develop a policy for these to use in future.

**MOTION:** To approve the February 22, 2021 Council Meeting Minutes with the adjustments discussed - Whitney (MOVED) Heidi (SECONDED). CARRIED.

## 9. Complaints Activity Report

As shown on the document, the complaint inquiries have slowed down. This has given the Complaints Director more time to work on the seven open complaints.

**MOTION:** To approve the Complaints Activity Report as presented – Tiffany (MOVED) Carrie (SECONDED). CARRIED.

## 10. Reflection on Governance

The main reflection on governance during this Council Meeting was the powerful conversation about the Acting Against Racism and Intolerance Panel Committee's work. Council members indicated they are glad we are doing the AARI work and noted this helps set the groundwork for setting standards of competency and conduct in this area.

### **Meeting Survey/Evaluation**

Council set aside five minutes to complete the meeting survey.

### **11. In Camera**

An in-camera meeting was held.

### **12. Closing Remarks and Adjournment**

**MOTION:** To adjourn the March 23, 2021 ACOT Council Meeting - Tiffany (MOVED) Arwen (SECONDED). CARRIED.

The meeting ended at 9:00 p.m.