



Alberta College of Occupational Therapists

Council Meeting Minutes

May 18, 2021

### Microsoft Teams

Attending:

Andrea Petryk – President, Regulated Member

Jennifer Lee – Vice President

Elizabeth Taylor – Past President

Arwen Caines – Regulated Member

Heidi Knupp – Regulated Member

Carrie Hait – Regulated Member

Whitney McKenzie – Regulated Member

Tiffany Poltz – Public Member

Tom Smith – Public Member

Marianne Baird – CEO and Registrar

Mallory Foreman – Recording Secretary

## 1. Call to Order and Preliminaries

The May 18, 2021, Council Meeting was called to order at 5:48 p.m.

It was agreed that Andrea and Jennifer will be co-chairing the meeting.

### 1. Approval of the Agenda

Council viewed the agenda and discussed an adjournment at the end of the meeting before going in-camera. It was noted this would not accurately reflect the total meeting time, so it was decided adjournment would continue to occur after the in-camera portion of the meeting.

***ACTION:** Marianne to report end time of the in-camera session to Mallory for recording in the minutes.*

**MOTION:** To adopt the May 18, 2021, Council Meeting agenda as presented– Andrea (MOVED) Carrie (SECONDED). CARRIED.



## 2. Getting to Know Us Activity

An ice-breaker activity was held among the Council Members to welcome Andrea back as President.

## 3. Strategic Plan Update

New items included:

- ACOT is working with Alinity to have the review and evaluation built for online audit functionality – review and evaluations to start in July 2021.
- Online application process is now live on the website. Testing has been completed, and ACOT will monitor it.

## 4. Action Items Update

Change management plans have been completed for:

- Acting Against Racism and Intolerance work
- New Councillor orientation
- Bill 46 work
- Implementing review and evaluations

These items will be discussed during the Generative Thinking section of the agenda.

## 5. Practice Inquiries Activity

Council viewed the Practice Issues Fielded April 20 – May 10, 2021, report.

There was a relatively large volume of documentation and client records inquiries. Marianne mentioned that she will bring this up with the University of Alberta to show them examples in case they want to add this into their training for students.

May 11, 2021 was the first quarterly Continuing Competence Program meetup. Carrie mentioned that these meetings have an encouraging environment.

Andrea mentioned that she likes how ACOT's practice guidance documents are developed based on the practice inquiries received and recommended pointing to the guidance documents in eNews more than once to remind the Registrants that they are available to them.



**ACTION:** Marianne to look at cycling through the practice guides via eNews again.

Marianne mentioned that Field Law created a document of top ten reasons for complaints. ACOT will bring these forward to registrants in future eNews editions.

**MOTION:** To accept the Strategic Plan, Action Items, and Practice Inquiries Activity reports for information – Whitney (MOVED) Arwen (SECONDED). CARRIED.

## 6. Generative Thinking

Core competency documents are being reviewed and harmonized by Occupational Therapy organizations across Canada with federal funding being provided for the work. The College of Occupational Therapists of Ontario (COTO) creates practice modules annually and will be creating an e-learning module on the new national core competencies being created. ACOT has an opportunity to use the e-learning modules - it will require partial funding from ACOT if it is of interest to the College for sharing with Registrants.

Questions and discussion:

Q: Who are the main or largest financial contributors to these modules?

A: COTO, the College of Occupational Therapists of British Columbia (COTBC), and now ACOT.

Q: What is the main reason for signing up to this?

A: COTO has sent a call out to all OT Colleges inviting them to be informed or participate as contributors. ACOT has an opportunity to be on the steering committee. A governance model can be created in the steering committee that will meet the needs of all parties.

Q: Do you think the ACOT's competencies will need to be modified or changed (when we update our Standards of Practice)?

A: At the very least we will need to include the Core Competency new component that addresses the Acting Against Racism and Intolerance work.

Q: When do you think the modules will be ready?

A: They will be ready to launch in June 2022.

**MOTION:** To support ACOT's collaboration in the Core Competence e-learning modules including contribution of \$25,000 – Heidi (MOVED) Tiffany (SECONDED). CARRIED.

## Change Management Tools

Marianne presented Prosci's Awareness, Desire, Knowledge, Ability, Reinforcement (ADKAR) change management tool. Alberta Health Services (AHS) and other large organizations use Prosci,



and there are also other change management tools available. Jennifer is Prosci certified and works with design thinking concepts.

***ACTION:** Jennifer will send design thinking links to Marianne for distribution to Council.*

***ACTION:** Andrea will send “resistors” article to Marianne for distribution to Council.*

### **Change Management Plan for Acting Against Racism and Intolerance (AARI) Work**

Council viewed the report page-by-page, and several suggestions for edits were offered.

***ACTIONS:** Marianne to update the Plan, adding in the rationale section the impact of racism on the public who receives services from registered OTs; add more explicit language about Council and staff acting on the recommendations that come forward during the project, in the project objectives section; in the stakeholder analysis add the University of Alberta as a stakeholder and note they are aware of ACOT’s AARI work and supportive of the efforts; add the AARI consultants as a stakeholder.*

Another AAARI change management plan can be put in place after the first stage of the project. ACOT will need to define what the desired AARI culture is, how the Registrants and OT culture in general changes, and how this work will be continued.

Jennifer mentioned that if anyone has further additions, to please send an email after the meeting.

### **New Council Orientation Change Management Plan**

Council read through the report, and it was suggested to change the word “neutral” in the Plan to better reflect what we are trying to convey.

***ACTION:** To define neutral or to find another suitable expression.*

Marianne and Andrea will be reaching out to the new Councillor for orientation.

**MOTION:** To table the AARI Change Management Plan for an e-vote and to approve the Change Management Plan for Councillor orientation – Arwen (MOVED) Tom (SECONDED). CARRIED.

## **7. Generative Thinking – Evolving Voting Rights**

Council used the Circle Way method to facilitate this portion of the meeting, with Carrie taking the Guardian role, that pauses the meeting as needed.

Agreements included listening to each other with compassion and curiosity, taking pauses when needed, and working together as a team.



Questions for Reflection:

1. What voting arrangements are appropriate for us in the interim vs. permanently?
2. When and how should we evaluate?
3. What are the potential implications?

It was mentioned that regardless of who has voting rights, all Councillors will need to work together. The goal is for all Councillors people to feel heard and understood, to be mindful, and self-reflect. Also, to continue with an open space in Generative Thinking so everyone has a voice in the discussion to help steer the consensus.

Three different voting structure options were presented with a fourth option as an open suggestion.

Jennifer reminded Council that this will be an interim state of voting before all four of the new Public Member Councillors are appointed.

Options were discussed such as the President being a non-voting role, having the two newest Councillors splitting voting and Governance Committee membership, then switching between these roles.

**MOTION:** To table the voting rights discussion for further consideration and e-vote. – Tiffany (MOVED) Heidi (SECONDED). CARRIED.

**MOTION:** To re-appoint Andrea as President – Tiffany (MOVED) Whitney (SECONDED). CARRIED.

## 8. Annual Report

Suggested changes and edits:

- Review the spacing within the report.
- Indicate Hilkewich et al are our AARI consultants.
- Relook at the list and table formatting such as the current pie chart within the demographics section.

The financial statements will be added for approval during the next Council Meeting on June 26, 2021.

**MOTION:** To approve the current Annual Report draft with discussed adjustments – Jennifer (MOVED) Arwen (SECONDED). CARRIED.



## 9. Committee Reports

### Governance Committee

Current updates:

- Refresh of Council Procedure Manual, including Council Procedure – Registrar Performance Review and Council Compensation, and Bylaw 2.14.
- Vice President’s Role Governance Policy (GP) 5 – allowing the VP to designate a chairperson for the Governance Committee as part of succession planning and capacity.

Arwen, Jennifer, and Heidi viewed how other Colleges complete their Registrar reviews. This will be developed, brought to Governance Committee, and then presented to Council.

**MOTION:** To approve the Governance Committee Report and GP 5 – Carrie (MOVED) Tiffany (SECONDED). CARRIED.

### Competence Committee

The Competence Committee has re-tested the Review and Evaluation rubric and processes and developed a draft policy and procedure for practice visits. The online build for review and evaluations is in process. The review and evaluations are anticipated to start in July 2021.

**MOTION:** To accept the Competence Committee report for information and approve in principle the policy and procedures for practice visits. – Tiffany (MOVED) Carrie (SECONDED). CARRIED.

**ACTION:** *Marianne to check what other Colleges do for the amount of time and payments provided for practice visits.*

### AARI Advisory Panel and Standing Committee

351 responses were received from Registrants, Council, and staff on the survey on racism and intolerance. Hilkewich et al will combine the results with input from the Advisory Panel and Committee and their environmental scan when developing recommendations that will come to Council in September 2021.

Council training was held in April by Hilkewich et al with some Advisory Panel and Committee Members facilitating. ACOT staff training was held today (May 18, 2021).

The Advisory Panel and Committee asked for feedback from Council about the training session. Questions were brought forward such as: Is their participation the right amount for them? Are we



causing harm by asking them to help with this work? Their perspective helps highlight gaps in our knowledge and spurs inner conversation. Council is trying to approach the work respectfully – are we achieving that?

**MOTION:** To accept the AARI Advisory Panel and Standing Committee report for information – Arwen (MOVED) Tom (SECONDED). CARRIED.

## 10. Consent Items

### Council Meeting Minutes

Council reviewed the April 27, 2021, Council meeting minutes and had no suggested changes.

**MOTION:** To approve the April 27, 2021, Council meeting minutes as presented - Jennifer (MOVED) Tom (SECONDED). CARRIED.

### Registrar Limitation (RL) 7 Monitoring Report

Number 1 of interpreting the policy had additions to it.

Marianne suggested for Council to use their ACOT email rather than their personal email for enhanced security. A few Councillors stated that it is difficult to keep track of many different email addresses. It was suggested to send confidential emails to the ACOT accounts but send out a reminder email to each Councillor's personal email address.

**MOTION:** To approve the RL 7 Monitoring Report as presented- Jennifer (MOVED) Arwen (SECONDED). CARRIED.

Council then agreed to view and e-vote on the Complaints Activity Report after the Council Meeting.

The Ends Policy was reflected on with agreement that it is being met.

Council then completed their meeting survey.

**MOTION:** To move to the in-camera portion of the meeting - Tiffany (MOVED) Arwen (SECONDED). CARRIED.

The meeting adjourned at 9:11 p.m.