



Alberta College of Occupational Therapists

Council Meeting Minutes

January 22, 2022

Microsoft Teams

Attending:

Jennifer Lee – President, Regulated Member
Arwen Caines – Vice President, Regulated Member
Heidi Knupp – Regulated Member
Carrie Hait – Regulated Member
Whitney McKenzie – Regulated Member
Dr. Tom Smith – Public Member
Christie Bergman – Public Member

Marianne Baird – CEO & Registrar, Regulated Member
Mallory Foreman – Recording Secretary

Regrets:

Tiffany Poltz – Public Member

1. Overview of Meeting

Jennifer called the January 22, 2022, Council meeting to order at 8:32 a.m.

A roundtable was conducted to check in with each other since the last Council Meeting on November 23, 2021.

2. Approval of the Agenda

No changes to the agenda were suggested.

MOTION: To approve the January 22, 2022, Council Meeting agenda - Arwen (MOVED) Tom (SECONDED). CARRIED.

3. Strategic Planning

New Item: The OT Department at the University of Alberta (U of A) is exploring collaborating with ACOT on Acting Against Racism and Intolerance (AARI) work and has provided Marianne with access to selected courses that we may be able to repackaging for registrants to support the work.

A Councillor asked about collaborating across the Faculty of Rehabilitation Medicine for the AARI work. Marianne indicated that the initial exploration is focused on the Department of Occupational Therapy, however the Department of Physiotherapy and the Department of

Communication Sciences & Disorders may also have their own content. Marianne also noted that the Alberta Federation of Regulated Health Professions (AFRHP) has an Equity, Diversity and Inclusion working group that ACOT is part of.

4. Refreshed Strategic Plan Action Items Discussion

Updates and Discussion:

- Carrie has sent Marianne contact information for the Edmonton Public School Board (EPSB) to connect with regarding possible collaboration on AARI related work.

ACTION: *Marianne to find further contacts for the school boards across Alberta.*

- Item 300 – Council requirement to discuss in future: Councillors to write testimonials about positive experiences of being on Council, to be used for the next round of Councillor recruitment, and for OT Month in October.
- A Councillor asked if ACOT has heard from Alberta Health regarding the appointment of our fourth required Public Member of Council. Marianne indicated many Colleges have delays in getting all of their appointments filled, and the AFRHP has alerted the Minister of Health about this.
- ACOT has reached out to employers to offer presentations on the registration process and other ACOT topics of interest. So far, there has been a presentation to Capital Care on consent and there is one scheduled for CBI Health on the complaints process. There have been two sessions with Alberta Health Services regarding the registration process and the Continuing Competence Program – each session had over 200 OTs attending.

ACTION: *Heidi to follow up with Millard Health to ask if they would be interested in an ACOT presentation.*

5. Practice Inquiries Activity

The practice inquiries volume has increased again, which is usual for January when we are into our registration renewal period. There were fifteen inquiries from the public and eleven inquiries from Registrants looking for guidance and asking questions about liability insurance.

MOTION: To accept the Strategic Plan Update, the Action Items Update, and the Practice Inquiries reports for information - Heidi (MOVED) Arwen (SECONDED). CARRIED.

6. Generative Thinking

Council reviewed the ACOT Councillor Attributes Matrix and suggested edits such as:

- Under “Practice Setting”, create a spot within the private practice box for leadership and admin roles.
- Under “Practice Area”, add in areas such as mental health, physical medicine, emerging areas, leadership and quality assurance.
- Under “Experience/Attributes”, add a column for equity seeking groups and a column for experience in implementing equity, diversity and inclusion efforts.
- Add to attributes columns for consensus-based decision making, stakeholder relationship building and marketing.

ACTION: Marianne to take the updated Matrix to the Acting Against Racism & Intolerance Committee to provide input on how to capture the added items on equity, diversity and inclusion properly.

MOTION: To approve the ACOT Council and Applicants Matrix with changes discussed – Christie (MOVED) Whitney (SECONDED). CARRIED.

Council then discussed appointment of Council members in comparison to election of Council members. Councils that have moved towards appointment of members have had more people come forward to apply for Council positions.

Criminal Record Check frequency

Several other Colleges request a new criminal record check (CRC) from their registrants every five years, with some Colleges calling for it even more frequently. Currently, ACOT only requires one when it is a new application, or a previous registrant re-applying. There is also a declaration concerning criminal offences during renewal.

Options considered included:

- Continuing to rely on the existing declaration in the renewal form.
- Moving the declaration to a more prominent spot in the online form.
- Implementing the requirement for a new CRC just for the 10% of registrants who have their Continuing Competence Program submissions selected for Review and Evaluation each year.

ACTION: Marianne to inquire with other Colleges regarding the frequency that they request new criminal record checks from their registrants.

ACTION: Marianne to add CRC frequency to the February 22, 2022, Council Meeting agenda for further discussion.

ACTION: Marianne to send a copy of the criminal offense registrant declaration to Council.

***ACTION:** Add frequency of mandatory modules to February Generative thinking portion of the Council meeting.*

7. Committee Reports

Governance Committee

The Governance Committee (GC) met with Angela Meneley, Director Policy & Practice, to hear more information on Bill 46 and how it will be implemented.

The GC has an ongoing evaluation of the Chief Executive Officer & Registrar review process. None of the steps or process will be altered, but there are formatting changes.

Competence Committee

The Competence Committee is getting ready for the next Review and Evaluation cycle, with training starting in April.

The Review and Evaluation Report and reminders of upcoming Review & Evaluations for 2022 will be sent out to all registrants by eNews.

Acting Against Racism and Intolerance Committee

The Acting Against Racism and Intolerance Committee (AARI) met in December to review the tracker of short-, medium-, and long-term actions from the 2021 September AARI Final Report. Committee members will attend a portion of the February Council meeting.

A Council member brought up the topic of intolerance around people who are unvaccinated against COVID-19, and medical exemptions. It was agreed that an additional question to ask Open Forum participants is "how are you navigating the vaccine conversation?"

MOTION: To approve the CEO and Registrar Performance review process - Heidi (MOVED) Christie (SECONDED). CARRIED.

MOTION: To accept the Governance Committee Report, Competence Committee Report, and the Acting Against Racism and Intolerance Committee Report for information- Tom (MOVED) Arwen (SECONDED). CARRIED.

8. Consent Items

Review of Last Meeting Minutes

There was one edit requested to the November 23, 2021, ACOT Council Meeting Minutes on Page 5 - update to say Edmonton Public School Board instead of Alberta Teacher's Association.

MOTION: To approve the November 23, 2021, ACOT Council Meeting Minutes with the adjustment discussed - Arwen (MOVED) Tom (SECONDED). CARRIED.

Registrar Limitation (RL) 2.1: 2021 Q3 Budget vs. Actual

Updates in the report included:

- The revenue is not materially different than the projected expectations
- Overall expenses are down due to there being no travel during the pandemic

A Councillor asked if ACOT might consider setting up a fund for patients/clients who experience trauma due to racism or intolerance.

***ACTION:** Marianne to bring the topic of patient/client relations funding for people who experience trauma due to racism or intolerance to the Alberta Federation of Regulated Health Professions for discussion.*

***ACTION:** Marianne to bring the topic of patient/client relations funding for people who experience trauma due to racism or intolerance to the next Acting Against Racism and Intolerance Committee meeting.*

MOTION: To approve RL 2.1: 2021 Q3 Budget vs. Actual - Arwen (MOVED) Tom (SECONDED). CARRIED.

Registrar Limitation (RL) 2.2: Budget 2022-2023

Highlights from the report included:

- Projected revenue reflects a return to 3% growth in the number of registrants in 2022-2023.
- Expenses reflect a return to travelling mid-year, and efficiencies realized in items such as bank charges which are lower with a new credit card processor.
- The restricted reserve amount of \$50,000 for Bill 21 Implementation will not be needed, so this can be added to the Contingency restricted reserve.

- Every year, ACOT receives a handful of Re-Entry Program Registrants. The Association of Canadian OT Regulatory Organizations (ACOTRO) will be conducting a national project to review and update Re-Entry Programs.
- ACOTRO is also working on a gap-filling project to ensure internationally educated OTs have access to courses when needed to attain substantial equivalency to Canadian trained OTs.

MOTION: To combine the Bill 21 Implementation restricted reserve with the Contingency restricted reserve - Tom (MOVED) Arwen (SECONDED). CARRIED.

MOTION: To approve funding for the Re-Entry Program Project - Christie (MOVED) Arwen (SECONDED). CARRIED.

MOTION: To approve RL 2.2: Budget 2022-2023 as presented - Arwen (MOVED) Whitney (SECONDED). CARRIED.

Stakeholder Analysis

Marianne noted much of the Stakeholder Analysis remains the same. Updates discussed included:

- The Competence Committee has been added in as a stakeholder
- The Acting Against Racism and Intolerance Committee has been added in as a stakeholder
- The U of A OT Department has been updated to reflect recent closer ties.

ACTION: *To increase the strategy for the U of A OT Department from 'keep satisfied' to 'manage closely' in the analysis.*

- ACOT has been meeting with the Ministry of Education approximately twice a year. Council agreed that this should be reflected upon in the report.

ACTION: *Add the Ministry of Education to the Stakeholder Analysis Report.*

MOTION: To approve the Stakeholder Analysis with the discussed adjustments – Tom (MOVED) Arwen (SECONDED). CARRIED.

Complaints Activity

There have been two inquiries in December with guidance provided. Neither of those resulted in a new complaint.

There are currently four active complaints, with a new complaint received since this report was prepared. There are six closed complaints.

MOTION: To accept the Complaints Activity Report for information– Whitney (MOVED) Heidi (SECONDED). CARRIED.

9. Preparation for Open Forum

Council reviewed the Open Forum Preparation document and agreed to start with introductions and welcoming of guests and possibly add a discussion on COVID-19 and vaccines.

10. Open Forum

Council and guests completed a roundtable for introductions. Robin Telasky from the Society of Alberta Occupational Therapist (SAOT) was in attendance.

Council spoke on:

- How the Acting Against Racism and Intolerance Committee is working on a recommendations tracker and that it will be uploaded to ACOT's website.
- The upcoming updates on the Standards of Practice, Bylaws, Code of Ethics, which will be informed by consultations and the new Competencies for OTs in Canada.
- The ongoing research into diagnosis for OTs and research being done on the amount/type of education that is being provided to OTs on diagnosis.

Registrants in the Open Forum spoke on:

- Fatigue from the pandemic. The difficulty of less hands-on therapy for clients.
- Concern regarding a previous hearing decision and the OT's ability to practice while the hearing was pending. Marianne clarified the Registrant had a condition on their practice permit requiring supervised practice while the hearing was pending.
- Future of OT in the school setting due to changes in funding models. Marianne mentioned that ACOT is meeting with Alberta Education quarterly, and it is helpful to have this input to bring to their attention.
- Robin Telasky stated that SAOT is aware of the OT positions lost due to funding and noted SAOT has existing resources that can be used to explain the role of OTs in schools. Two attendees offered to assist updating the resources.

Open Forum Debrief

Councillors stated that they are very satisfied by the level of detail from the participants on various topics and agree having Robin present was very beneficial.

Council concurred that this is a critical time for Occupational Therapists in the school system, public health, and mental health.

11. Reflection on Governance

Council then reviewed the Council Charter for updates.

***ACTION:** Edit the values in the Charter to align with the current Strategic Plan Refresh.*

Further modifications included:

***ACTION:** Add wording about cultural sensitivity in the section that talks about bullying and harassment.*

***ACTION:** Edit the third bullet point in Our Mutual Expectations to state “we explore the issue” rather than “we attack the issue”.*

***ACTION:** Update the wording regarding termination to specify Regulated Members.*

Ends Policy:

Council noted there was good use of bringing the conversation back to the protection of the public during this meeting, which met the Ends Policy. There was good open conversation regarding the latest pandemic pressures on healthcare, intolerance about vaccination status, and use of mandatory modules every 5 years to protect the public.

12. Meeting Survey

Council Members then completed the Council Meeting Survey.

13. In-Camera Meeting

MOTION: For the January 22, 2022, Council Meeting to go in-camera – Heidi (MOVED) Whitney (SECONDED). CARRIED.

14. Adjournment

MOTION: To adjourn the January 22, 2022, Council Meeting – Whitney (MOVED) Tom (SECONDED). CARRIED.

The January 22, 2022, ACOT Council Meeting ended at 1:44 p.m.