

Microsoft Teams

Attending:

Jennifer Lee – Vice President, Regulated Member

Elizabeth Taylor – Past President, Regulated Member – Joined at 7:30 p.m.

Arwen Caines – Regulated Member

Carrie Hait – Regulated Member

Heidi Knupp – Regulated Member

Whitney McKenzie – Regulated Member

Tiffany Poltz – Public Member

Dr. Tom Smith – Public Member

Marianne Baird – CEO & Registrar, Regulated Member

Mallory Foreman – Recording Secretary

Regrets:

Christie Bergman – Public Member

1. Call to Order and Preliminaries

Jennifer called the meeting to order at 6:04 p.m.

Jennifer announced that in-person Council meetings will start in January subject to the pandemic restrictions at the time. Masking will be required, and all in-person attendees must be vaccinated.

One-on-one check-in meetings between Councillors and Jennifer will be held in the near future. Jennifer will send reminders after the Council meeting.

The holiday card exchange will be held again for Councillors and ACOT staff this year. The theme will be for the writer to include what they and their family are doing to give back to the community during the holiday season.

2. Approval of Agenda

MOTION: To approve the agenda – Tiffany (MOVED) Tom (SECONDED). CARRIED.

3. Strategic Plan Update

Highlighted updates included:

- The new actions tracker for addressing the recommendations from the Acting Against Racism & Intolerance (AARI) report was mentioned. This will be reviewed later in the meeting.
- Marianne met with the Occupational Therapy Academic Advisory Committee on November 16, 2021. The Committee hasn't met for several years, and the main focus of the meeting was to share information between the University of Alberta (U of A) OT department and its stakeholders, and to look at the new curriculum framework.

A Councillor asked if there will be a new Strategic Plan Update spreadsheet. Marianne stated that the Strategic Plan refresh document is in its first draft. It will be divided into a high level of strategic focus and an operations plan document. These refreshed documents will be circulated in December, finalized, and then the new tracking spreadsheet will be sent out to Council.

4. Action Items Update

New items since last Council Meeting:

- The Interim Dean of Rehabilitation Medicine at the U of A will be meeting with Marianne this week. Council will need to discuss future supports to the U of A based on what would be an association function or a College function. In other department meetings, there has been mention of collaboration on AARI work such as developing educational resources and possible mapping of the new OT curriculum framework with ACOT's Standards of Practice.
- A draft plan for addressing the Annual Council Survey Items has been created.

5. Practice Inquiries Activity

Updates included:

- Last month's high volume of practice inquiries has settled down this month to a more easily manageable level.
- There continues to be more frequent scope of practice questions.
- The lower volume of queries has freed up time for Continuing Competence Program (CCP) resources to be updated for registrants to use during renewal.

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

6. Generative Thinking

ACOT Council 2021 Annual Evaluation Action Plan:

Overall, the Council Annual Evaluation was positive, with out of 40+ questions, just a handful of items scoring neutral, disagree or strongly disagree.

ACOT Council is building towards a recruitment cycle for 2023. One more Public Member is required (to be appointed by government). There will be discussions on how diversity attributes can be added into the skills and attributes matrix for the recruitment of the next Councillors, and discussions on the merits of targeted recruitment compared to elections.

A Councillor suggested the attribute matrix could be shared with the government to help guide their appointment of Public Members.

***ACTION:** Registrar to share the attribute matrix with Alberta Health to help inform the selection of Public Members to Council.*

Council went on to discuss how often ACOT should be communicating with government. While some of the larger Colleges interact with government regularly, Marianne indicated it makes sense for the Alberta Federation of Regulated Health Professions (AFRHP) to be the main liaison representing the 29 health Colleges to government.

Marianne noted government periodically provides all Colleges with early updates on items such as new covid directives before public announcements are released, and our Alberta Health liaison has provided guidance on how to frame our future request for updates to Schedule 15 of the Health Professions Act.

Another Councilor asked if ACOT could liaise with other colleges to bring forward actions/questions for the government. Marianne noted this would work well - if there is a common concern.

***ACTION:** Executive and Council to periodically review if there is a strategic item to bring to government's attention.*

Acting Against Racism & Intolerance Final Report Recommendations Tracker:

2022-2025 Actions Section:

The highlighted points from this section included:

1. The AARI Committee reconvened in October and prefers to complete some of the deliverables before bringing in more Committee members.
- 1.2 A deeper analysis and understanding of experiences of ableism and discrimination against persons with disabilities, through a literature review is scheduled for the January meeting.
- 2.1 Communities of Practice may need to be discussed with the Society of Alberta Occupational Therapists (SAOT) as an association function.
- 3.0. ACOT has collaborated with the College of Occupational Therapists of British Columbia (COTBC) to create an abstract for the AARI work to be presented at the Canadian Association of Occupational Therapists (CAOT) conference in May 2022. The AARI report was also shared with the Association of Canadian Occupational Therapy Regulatory Organizations (ACOTRO) and the U of A OT Department.
- 3.2 The AARI Report recommends dedicating a part of the ACOT website to our AARI efforts.

Council discussed whether this information should be posted on the website in a separate page, sent out by eNews, or both. Examples of other websites that have dedicated spaces for this work were mentioned:

[Addressing Racism and Discrimination in BC's Health System | Annual Report](https://bcpharmacists.org/annual-report)
(bcpharmacists.org)

[Commitment to Cultural Safety and Humility | College of Pharmacists of British Columbia](https://bcpharmacists.org/commitment-to-cultural-safety-and-humility)
(bcpharmacists.org)

***ACTION:** dedicate a web site page to the AARI work and continue to provide updates via eNews about the work*

***ACTION:** ask SAOT to point to the AARI Report in its student resource being developed.*

***ACTION:** ask SAOT about their capacity to host an AARI community of practice.*

4.1 – 4.6 & 5.1 New competencies are being incorporated over the next year with a new Code of Ethics, Standards of Practice, and Bylaws.

***ACTION:** send eNews updates about how the new national OT competencies will inform and update to ACOT's Standards of Practice, Code of Ethics.*

***ACTION:** send eNews updates about the national eLearning modules that will be published in June, due for registrant completion in 2023.*

5.3 Should Council invite AARI Committee members to consider applying for Councillor positions in the future and to offer them mentorship?

Council noted that ACOT could present to rural areas where there is a high number of Indigenous populations. It would also be beneficial to reach out to LGBTQ2+ communities. Marianne mentioned we could look at presenting to these groups as a part of the current annual ACOT (virtual) roadshow.

A Councillor noted many school boards are focusing resources on AARI work, and there could be a collaboration opportunity with educators and the Edmonton Public School Board (EPSB).

***ACTION:** Carrie to provide Marianne with an EPSB contact.*

2025-2027 Actions Section:

With the way the tracker is moving through the current year, ACOT will be ahead for the 2025-2027 AARI actions.

11.1 ACOT is planning to explore possible collaborations with the U of A and the Alberta Federation of Regulated Health Professions (AFRHP) to develop pathways of AARI learning for all new and current OTs, and other health professions.

11.2 The U of A has a free massive open online course (MOOC) on colonialism and Indigenous culture. Marianne noted we will explore collaboration opportunities to update it or develop an advanced course.

2028-2030 Actions Section:

1.4 Creating a safer complaints process - this may be achieved earlier than anticipated, as the Complaints Director and the Federation's Professional Conduct Interest Group is looking into this already. ACOT is looking at hiring a translation company for people who want to submit complaints in other languages.

Next Steps: To take this tracker to the AARI Committee during their December meeting for further input. They will review it for any pieces that are missing and indicate which pieces they want to be involved with and what that involvement might look like.

MOTION: To approve the ACOT 2021 Annual Council Evaluation Plan and the Acting Against Racism & Intolerance tracker with suggested action items - Tiffany (MOVED) Arwen (SECONDED). CARRIED.

9. Review of Last Council Meeting's Minutes

No changes were suggested for the minutes. Council noted they can be briefer.

Motion: To approve the October 27, 2021, Council Meeting Minutes - Tiffany (MOVED) Arwen (SECONDED). CARRIED.

10. Registrar Limitation (RL) 7: Emergency Succession Plan

Council reviewed the RL 7: Emergency Succession Plan and had no proposed adjustments.

Marianne noted that consistent with the requirements in RL 7, she, as the CEO & Registrar, always lets the President know when she will be away for vacation days.

MOTION: To approve RL 7 as presented - Arwen (MOVED) Tom (SECONDED). CARRIED.

11. Complaints Activity

There are currently four open complaints:

- One of them is proceeding to a hearing on December 14, 2021. This will be with an Agreed Statement of Facts.
- One complaint is awaiting further information to proceed.
- The last complaint on the Complaints Activity Report has been dismissed and is still in the phase when the dismissal can be appealed.

Adjustment: The upcoming hearing will be held on December 14th, 2021 (stated as the 15th on the report).

MOTION: To accept the Complaints Activity Report with the suggested adjustment - Arwen (MOVED) Tiffany (SECONDED). CARRIED.

12. Reflection on Governance

Council reflected on the November Council Meeting:

- Action discussions were constructive
- It was positive to hear that policies and procedures are being written for the complaints process
- Completeness of information and documents provided prior to the meeting allowed for sufficient time for Councilors' preparation and review
- Shorter meetings that are more action orientated are very beneficial

13. November 2021 Council Meeting Survey

Council then took time to complete the November 2021 Council Meeting Survey.

14. In-Camera Meeting

MOTION: For the November 2021 Council meeting to go in-camera – Heidi (MOVED) Arwen (SECONDED). CARRIED.

15. Adjournment

MOTION: To adjourn the November 2021 Council Meeting - Tom (MOVED) Whitney (SECONDED). CARRIED.

The November 2021 Council Meeting ended at 7:53 p.m.