

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
Tiffany Poltz – Public Member
Dr. Tom Smith – Public Member
Christie Bergman – Public Member

Marianne Baird – CEO & Registrar
Mallory Foreman – Recording Secretary

1. Gathering, Overview of the Agenda

Jennifer called the meeting to order at 6:03 p.m.

Jennifer stated that at each Council meeting moving forward, one Council Member who is an Occupational Therapist will explain their roles in their workplace and community. This is a follow up action items from the last Council Meeting (March 21, 2022) where it was discussed that it would be beneficial for Public Members of Council to know more about the different services that Occupational Therapists provide. Jennifer initiated this by explaining her role and tasks as an OT.

2. Approval of the Agenda

There were no suggested changes to the agenda.

MOTION: To approve the April 26, 2022, ACOT Council Meeting Agenda – Tiffany (MOVED) Christie (SECONDED) – CARRIED.

3. Strategic Planning

Review Action Items

Examples of completed Action Items included:

- The attributes matrix was updated by the Acting Against Racism and Intolerance (AARI) Committee, then shared with Alberta Health to help inform recruitment of future Public Members.
- Liaised with the Society of Alberta Occupational Therapists (SAOT) regarding hosting an AARI-related community of practice.
- The stakeholder analysis has been updated.

Item 2021-40: A councillor mentioned an example where there is a lack of communication about services being provided between Alberta Health Services (AHS) and school divisions. Marianne then suggested discussing this with the Ministry of Education to find out if they are distributing the information on the AHS web site about pediatric services being provided, and possibly provide them with the AHS information link.

***ACTION:** Marianne to check whether the Ministry of Education is distributing AHS' web link about pediatric services being provided and provide that information to them if they don't already distribute it.*

MOTION: To accept the April 26, 2022, Action Items for information – Arwen (MOVED) Heidi (SECONDED) – CARRIED.

4. Generative Thinking

The item of appointing or electing Councillors was discussed. Marianne noted several Colleges have implemented appointment-based Council recruitment. We would need to obtain input from Registrants before moving from elections to appointments and communicate to Registrants that it will still be an open call for applications.

***ACTIONS:** 1. Collect feedback from Registrants in September on their thoughts about appointments or elections. 2. Send a callout for expressions of interest around November-December and ask similar questions that are currently used for nominees, explaining the process will include the submissions being correlated with the attributes matrix, and potentially interviews if further information is needed. 3. Reach out to previous Councillors for testimonials about the benefits of being on Council and include these in the expression of interest package. 4. Encourage Registrants from diverse communities to apply. 5. Be sure that skills and attributes are the key points in decision making. 6. At a future Competence Committee meeting, mention a general call out for interest in being on Council.*

5. Committee Reports

Governance Committee

The Governance Committee (GC) last met on March 15, 2022, to review the Governance Policies (GP) 1-6. The biggest change made was to propose moving the Past President role from GP 5.1 to its own GP. This will make it more aligned with GP 4 and GP 5. There were also a few word edits and sentence restructuring.

MOTION: To accept the Governance Policy recommendations as presented by the Governance Committee – Tiffany (MOVED) Christie (SECONDED). CARRIED.

Competence Committee

The Competence Committee (CC) last met on April 13, 2022, and is starting the review and evaluations of Registrants' Continuing Competence Program submissions. The anonymized data will be used again for the program level review and for the research project for possible publication.

The Committee had two training sessions for utilizing the review process and to check inter-rater reliability to prepare for the 2022 review and evaluation cycle.

Acting Against Racism & Intolerance (AARI) Committee

The AARI Committee's last meeting was held on April 11, 2022. They continued discussions about which AARI Final Report recommendations they want to be further involved in.

The considered engaging an Indigenous Elder or Knowledge Keeper, possibly through the First Nations and Inuit Health Branch (FNIHB), which has connections with all First Nations. The Committee will work on their desired outcomes of engagement before they approach FNIHB.

MOTION: To accept the Governance Committee Report, the Competence Committee Report, and the Acting Against Racism & Intolerance Committee Report for information – Christie (MOVED), Tiffany (SECONDED). CARRIED.

6. Consent Items

Last Meeting's Minutes

Council reviewed the March 21, 2022, Council Meeting Minutes. There was one suggested adjustment: on page 3, clarify the phrasing to say, "compensation review and benchmarking."

MOTION: To approve the March 21, 2022, Council Meeting Minutes with the adjustment discussed – Heidi (MOVED), Tom (SECONDED). CARRIED.

Registrar Limitation (RL) 8: Legislative Compliance

Marianne noted the RL requires that all occupational therapists in Alberta hold a current practice permit, that Registrants renew on time, and that their Continuing Competence Program (CCP) is completed each year. This is achieved through the online registration system that won't allow Registrants to renew their practice permits without completion of their CCP, and those who don't renew on time have to reapply to ACOT.

Registrar Limitation (RL) 8.1: Legislative Compliance – Discipline

This RL requires use of a fair and transparent process for complaints and the reporting of complaints to Council. Marianne noted that complaints activity reports come to Council in alternate months, and all complaints are also summarized and published in our Annual Report. Both the Complaints Director and Registrar have been taking the Principles of Administrative Justice course this year, which reviews processes for ensuring fairness and transparency.

MOTION: To approve RL 8 and RL 8.1 – Arwen (MOVED), Whitney (SECONDED). CARRIED.

Registrar Limitation (RL) 2: Finances

The RL requires the College's financial accounting practices to comply with generally accepted accounting principles, and that our auditors and their fees are reviewed at least every five years. Marianne noted that new auditors were engaged this year through a request for proposal process.

MOTION: To approve RL 2 – Tiffany (MOVED), Heidi (SECONDED). CARRIED.

Registrar Limitation (RL) 2.1: 2021-2022 Q4 Budget vs. Actual

Highlights in this report included:

- Comparison of ACOT fees to that of other OT Colleges across Canada: ACOT's Application Fee and Registration Fees remain in the middle compared to other Canadian OT Colleges' Fees
- Revenue has exceeded expenses again this year
- Lower costs are shown in bank charges as the fee processing system Moneris has been replaced with Elavon.
- There was an increase in the purchase and set up of electronics as there have been more computer breakdowns and an increase in staff

A Council member asked about whether leasing computer equipment may be cheaper than purchasing and amortizing the equipment.

***ACTION:** Marianne to do a lease versus purchase cost comparison for ACOT's computer equipment.*

MOTION: To approve RL 2.1 – Tom (MOVED), Arwen (SECONDED). CARRIED.

Annual Report 1st Draft Review

Council looked over the 2021-2022 Annual Report 1st draft and provided the following feedback:

- Add in the missing gender data category and put all "other genders" in one category
- On page 12 add a summary table of the review and evaluation statistics that are in the narrative section now

MOTION: To approve the Draft 2021-2022 Annual Report with the adjustments discussed – Tiffany (MOVED), Heidi (SECONDED). CARRIED.

7. Reflection on Governance

Council described their experience of the April 26, 2022, Council Meeting in relation to the Ends Policy, and noted they met the Policy through:

- An efficient meeting that was also effective
- Elections/appointments was a constructive conversation
- Good reflection of the principles in the AARI Final Report
- Focusing on both details and the big picture

8. Meeting survey

Council then took five minutes to complete the meeting survey.

9. In-Camera

MOTION: To bring the April 26, 2022, Council Meeting in-camera – Tiffany (MOVED), Arwen (SECONDED). CARRIED.

10. Adjournment

MOTION: To conclude the April 26, 2022, ACOT Council Meeting – Christie (MOVED), Tiffany (SECONDED). CARRIED. The April 26, 2022, ACOT Council Meeting was adjourned at 7:30 p.m.