

Microsoft Teams

Attending:

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 – Joined at 7:22 p.m.

Marianne Baird – CEO & Registrar
Mallory Foreman – Recording Secretary

Regrets

Jennifer Lee – President, Regulated Member
Tiffany Poltz – Public Member

1. Gathering, Overview of the Agenda

With Jennifer sending her regrets, Arwen chaired the meeting.

Arwen called the May 2022 ACOT Council Meeting to order at 6:04 p.m.

Continued from the previous introduction on the type of work performed by the Occupational Therapists on ACOT's Council, Marianne described her previous and current experiences as an OT.

2. Approval of the Agenda

With no suggested changes, Council voted to approve the agenda.

MOTION: To approve the May 24, 2022, ACOT Council Meeting Agenda as presented - Whitney (MOVED) Carrie (SECONDED). CARRIED.

3. Strategic Planning

Update on Strategic Plan

New items since the last report:

- Yearly media training was held on May 18th, 2022. Two councillors plus three staff members attended.
- Marianne met with Alberta Health Services (AHS) and the University of Alberta (U of A) OT Department to collaborate on Acting Against Racism and Intolerance (AARI) work. We are exploring ACOT sponsoring U of A OT Department's anti-racism and Indigenous focus materials in the form of modules that registrants could select for the continuing competence program submissions.
- Continuing to inform registrants about updates to COVID-19 guidelines and directives.

Action Items

New items completed since the last report:

- A section of the ACOT website has been dedicated to the AARI information: <https://acot.ca/serving-the-public/anti-racism-equity-and-inclusion/>
- ACOT has reached out to other colleges regarding the frequency of obtaining criminal record checks of their registrants. This will be discussed in the General Thinking section of the agenda.
- The 2nd Draft of the Annual Report is finished with the previous recommended adjustments completed.

Whitney recommended that Council receive information during the June Council meeting regarding the work of the Steering Committee and Working Group for the Standards of Practice and Code of Ethics refresh project.

Carrie asked about follow-up that's been done regarding the action item with the Ministry of Education. Marianne indicated she attended a quarterly meeting with the Ministry of Education regarding OT involvement within Edmonton Public Schools, and one item discussed was the policy for use of seclusion rooms. Once the Ministry of Education sends Marianne their policy, she will share it with Council.

Practice Inquiries Activity

There is a volume decrease of 56% in inquiries in the current report compared to the last report (January 14, 2022 – March 10, 2022). However, the volume has risen in comparison to the same time last year.

The top three questions asked of the College were related to scope of practice, ethical questions, and documentation.

MOTION: To accept the Update on the Strategic Plan, Action Items Report and Practice Inquiries Report for information – Heidi (MOVED) Carrie (SECONDED). CARRIED.

4. Generative Thinking

As a Board member of the Association of Canadian Occupational Therapy Regulatory Organization (ACOTRO), Marianne provided Council with an update: ACOTRO's Substantial Equivalency Assessment System (SEAS) program received approximately 140 applications last year for determination of whether internationally trained OT's (IEOT's) education and experience is substantially equivalent to that of a Canadian trained OT. McMaster University recently discontinued the Occupational Therapy Examination and Practice Preparation (OTEPP) program for IEOTs who need further training to become substantially equivalent. The University of Alberta is exploring taking on this program, and the switch is being facilitated by ACOTRO.

Mallory Foreman the Registration Coordinator & Hearings Director took the question of criminal record check frequency to the Alberta Federation of Regulated Health Professions – Registration Interest Group. The other Colleges in attendance at the

meeting stated that like ACOT, they only ask for a criminal record check from registrants when they are applying or re-applying. Council agreed that the requirement to provide the criminal record check at application, combined with the declarations on the application form and renewal form is sufficient for the College to determine if there are registrants who have a criminal charge.

Media campaign: Marianne presented a briefing note outlining the costs of running television and radio campaigns. All attending agreed that the costs are too high for ACOT's budget. Council then discussed how the College of Occupational Therapists of Ontario (COTO) uses social media such as Facebook to provide information to the public. Potential avenues could include Instagram, Facebook, LinkedIn, and Tik Tok. Marianne noted that ACOT has not had the capacity inhouse to have a social media manager in the past. However, Keill & Co. has grown and could now support this work.

Council discussed being ready for media spots that could be obtained for free such as radio or television segments like Health Watch. Council agreed that a useful measurement of success for media campaigns can be feedback from registrants and the public: pre-campaign by providing them with the information that will be aired, and post-campaign to ask how they felt about the overall messaging.

ACTION: Marianne to investigate the options for free television and radio advertisement.

***ACTION:** Marianne to gather examples of COTO's social media campaigns and to explore the costs for ACOT to do similar campaigns.*

Council then discussed the difficulty of reaching out to the public to receive feedback on the campaigns. One of the main ways to receive this is to encourage Occupational Therapist to ask their clients if they have seen the campaign.

5. Committee Reports

Governance Committee

Highlights of the Governance Committee (GC) Report:

- Last meeting was held on April 12, 2022. The Governance Committee examined Governance Policies (GP) 7-12. There was a renumbering of GPs to align with the renumbering of the previous month.
- The titled of CEO and Registrar has been updated throughout the policies.
- Removed GPs 12 and 13 as they were duplicates of GPs 10 and 11.
- Moved a bullet to section 4.5
- Minor grammar, spelling, and punctuation changes.

MOTION: To approve the Governance Committee report and the recommended changes – Heidi – (MOVED) Arwen (SECONDED). CARRIED.

Competence Committee

Highlights of the Competence Committee (CC) Report:

- The Competence Committee (CC) has been very busy lately with finishing this year's review and evaluations.
- An inter-rater reliability session was held to discuss case examples and the overall rating framework.

- The review and evaluation resources have been updated and provided to the reviewers.
- The program level review will also be completed again this summer

MOTION: To accept the Competence Committee report for information – Whitney (MOVED) Carrie (SECONDED). CARRIED.

6. Consent Items

Review Last Meetings Minutes

Council examined the April 26, 2022, Council Meeting Minutes and there were no suggested changes.

MOTION: To approve the April 26th, 2022, Council Meeting Minutes – Tom (MOVED) Heidi (SECONDED). CARRIED.

Annual Report 2nd Draft Review

Marianne summarized the changes that were made to update the 1st Draft of the Annual Report:

- Data in the narrative section on page twelve has been summarized into a table.
- Gender data has been added into the demographics section.

A Councillor mentioned that it may be beneficial to reflect both clients and their care-partners in the report, as some organizations are updating their language to reflect this wording. Council concurred and suggested to get an AARI perspective on how to word this correctly.

ACTION: Marianne to connect with Jennifer Lee and the AARI Committee for their perspective on the wording of care-partners.

MOTION: To approve the 2nd Draft Annual Report with the adjustments discussed – Arwen (MOVED) Heidi (SECONDED). CARRIED.

Registrar Limitation (RL) 6: Communication and Support to Council

Summary of the report: Marianne continues to meet the requirements of RL 6 by meeting deadlines, communications during and between meetings with Council to provide operations updates, and alerting Council if there is a compliance issue with an RL. For example, a prior policy required ACOT to only have holding in AAA rated financial institutions. Marianne alerted Council that no Canadian financial institutions met this criterion. The Governance Committee then updated the policy to state ACOT must have its holdings in one of the highest-rated financial institutions in Canada, which is the case, and we are now compliant with the updated policy.

MOTION: To approve Registrar Limitation 6: Communications and Support to Council – Whitney (MOVED) Christie (SECONDED). CARRIED.

Stakeholder Analysis

Marianne started the conversation by asking Council if it would be okay to use a different word than “stakeholders” as it has a colonial context to it. An alternate word that could be used is “partner”. Council agreed to this.

Since the last report, a few new partners have been added to the analysis. Marianne asked if Council would like to add in any additional partners or any strategies that they would like to update. One suggestion was to change the wording in the fourth column of the last row regarding the interests of the Ministry of Education partner to “Equitable and accessible education to all students”. Carrie stated that she will check on the proper wording for this.

ACTION: *Carrie to provide the wording for the section in the partner analysis related to Ministry of Education’s interest.*

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

Complaints Activity

Council reviewed the Complaints Activity Report

Of the five inquiries, three of them resulted in complaints. Marianne noted that it is a good sign that people are checking in and engaging with the complaints process.

There were six open complaints on the report. This is an increase from last year's number of complaints. One complaint was marked as closed and it ended with a hearing tribunal removing a registrant's practice permit.

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

7. Reflection on Governance

Council completed a round-table to discuss how this meeting went in comparison to the Ends Policy. Comments included:

- Enjoyed the conversation about the media campaign options and how of this falls within our mandate.
- An area of growth for our Standards of Practice and Code of Ethics update is making sure the Public Member perspective is looped in.
- Enjoyed the natural fluidity of conversations.
- The discussion was very balanced, there were converging viewpoints so that we came to consensus quickly.
- The meeting flowed nicely, moved quickly and there was fulsome natural discussion.

8. Meeting Survey

Council then spent five minutes completing the Council Meeting Survey.

9. In Camera

MOTION: To move the May 24, 2022, ACOT Council Meeting in-camera – Whitney (MOVED), Christie (SECONDED). CARRIED.

10. Adjournment

MOTION: To adjourn the May 24, 2022, ACOT Council Meeting - Whitney (MOVED), Christie (SECONDED). CARRIED.

The meeting was adjourned at 8:10 p.m.

