



Alberta College of Occupational Therapists  
Council Meeting Minutes  
February 21, 2023

**Microsoft Teams**

Attending:

Jennifer Lee – President, Regulated Member  
Arwen Caines – Vice President, Regulated Member  
Whitney McKenzie – Regulated Member  
Dr. Tom Smith – Public Member  
Christie Bergman – Public Member  
Dennis Fitzgerald – Public Member  
Heidi Knupp – Regulated Member, joined at 7:30pm

Marianne Baird – CEO & Registrar  
Ambere Porter – Recording Secretary

**Regrets:**

Carrie Hait – Regulated Member

**1. Gathering and Overview of Meeting, Approval of Agenda**

Round table updates. There were no suggested changes to the agenda.

**MOTION:** To approve the February 21, 2023, ACOT Council Meeting agenda – Tom (MOVED)  
Christie (SECONDED). CARRIED.

**2. Strategic Planning**

**Update on Old and New Strategic Plans**

Three documents were provided for the Strategic Plan section.

Document 1 - In the older Plan we have met almost all the deliverables, with some pieces wrapping up this week. Highlights were noted such as the Continuing Competence Program (CCP) Support Series sessions becoming a daily occurrence in February, with over 700 OTs attending various registration and CCP education sessions in the past two months. At each of two Alberta Health Services and Covenant Health (AHS/CH) sessions we had over 100 attendees. The Council member recruitment process has been updated as planned and we continue to weave Acting Against Racism and Intolerance (AARI) principles into all that we do.

Document 2 – the 2023-2025 Strategic Plan has new deliverables that were developed by staff for Council's review. Arwen indicated the deliverables are good and are easy to make action items towards.

Jennifer called for comments and discussion by area of the Strategic Plan:

Our Public area - Council discussed a social media plan targeting the public, the potential for videos, how to show the scope of OT practice, raising general awareness of OT, and how to engage the population that is not on social media.

Marianne noted that social media is ACOT's first foray into connecting more broadly with the public and in 6 months we will reevaluate our strategy to determine next steps.

***ACTION:*** add to the Strategic Plan deliverables – evaluate ACOT social media accounts in 6 months to determine whether to continue them.

***ACTION:*** add to the social media plan OT scope of practice examples such as in schools OTs do this, in home care OTs do this, etc.

Registrants area - no comments on the deliverables.

College area – Council discussed committee commitments and the on-boarding and recruitment processes for new public members:

- Need to spread the word about joining Council and committees
- Consider committee retention, engagement levels, development plans and leadership
- Look at making formal agreements during the on-boarding processes
- Information provided by the government for new public members isn't sufficient and the process for government recruitment is at times informal
- How can ACOT become leaders in the area of public member on-boarding and recruitment and/or have influence on the government process?

Marianne noted that we did share our Council attributes matrix with government. We do know that many Colleges, like ACOT, do not have their full complement of public members. The Alberta Federation of Regulated Health Professions is liaising with government about this issue.

***ACTION:*** add to the Strategic Plan deliverables – share Committee work opportunities amongst Councillors.

***ACTION:*** add to the Strategic Plan deliverables – create a Council onboarding committee.

***ACTION:*** add to the Strategic Plan deliverables – Council onboarding committee to create a development plan for each Council member and a guide about the time commitment for Council and committees.

***ACTION:*** add time during the March Council meeting agenda to discuss committee recruitment.

***ACTION:*** add to the Strategic Plan deliverables – success measure to become a leader in Council recruitment, with the deliverable of refining onboarding procedures.

Strategic Connections area – no comments on deliverables.

Council agreed to defer the acceptance of the 2023-2026 Strategic Plan to the March Council meeting.

**ACTION:** *Marianne to bring back the additions discussed, to start tracking and acting on the new Strategic Plan.*

### **Review of Action Items**

Multiple eNews' have gone out about the eLearning Module. The staff team really appreciated Arwen coming to say "hello" on February 17 in recognition of the busiest phase of the registration renewal process. Council on Licensure, Enforcement and Regulation (CLEAR) and Canadian Network of Agencies for Regulation (CNAR) dates have been sent to Council. Action items are being completed.

A Councillor noted she "appreciates that when Marianne says she is going to do something she does it right away".

### **Practice Inquiries Activity**

It is busy in the practice area, both the volume of inquiries and the CCP support sessions are ramping up. Registrant questions on duty to report, ethical scenarios are becoming more complex, we are guiding them to use Practice Guidelines and ethical frameworks to support decision making.

Council discussed how the new staff contractor will support this area and how private practice inquiries may increase. ACOT may need to continue to put resources into this area.

Marianne noted that the approach for coaching registrants is to ask them to reflect on questions related to their context, and then talk about which Standards of Practice, Code of Ethics indicators and Practice Guidelines apply, rather than "do this or do that" type of direction.

**MOTION:** To receive the Action Items and Practice Inquires Activity reports for information – Christie (MOVED) Arwen (SECONDED). CARRIED.

**Generative Thinking** – OT Doctorate (OTD) Recognition briefing note, Annual Evaluation Action Plan Items - What level of support to Councillors and what actions are desired from President's role? Black History Month. Referrals for Council appointments. SoP Refresh Update.

### Black History Month

Marianne noted that ACOT put out Black History Month on social media and in eNews.

Annual Evaluation Action Plan Items - What level of support to Councillors and what actions are desired from President's role?

- Different Presidents have different styles supporting leadership, supporting constructive conflict, CEO & Registrar is a strong support to Council, but Council needs to lead and be accountable

- Would like to see more support for figuring out which committees and projects to be on
- President role could support these decisions for Council members
- President creates a space where Council feels heard, appreciated and encouraged to be themselves during well-run meetings
- Comfortable with the direction we are heading in

***ACTION:*** Jennifer to add committee work to the next Executive meeting agenda

#### Occupational Therapy Doctorate (OTD) Recognition Briefing Note

*Section 22 (3) of the Occupational Therapists Profession Regulation (AR 217/2006)* indicates that a regulated member can use the title of Dr. when they have a doctorate degree from an occupational therapy program recognized by Council. A. Driga has requested that Council recognize her OTD degree from Mount Mary University in Wisconsin.

**MOTION:** For Council to recognize the OTD program for this regulated member in this instance - Dennis (MOVED) Christie (SECONDED). CARRIED.

Q: What about credentials from outside North America?

A: The Substantial Equivalency Assessment System (SEAS) reviews all Internationally Educated OTs' programs. Canadian educated OTs who do their doctorate level training in another country outside of North America can request recognition of those programs by Council on a case by case basis. We haven't had one come forward from outside of North America yet.

#### SoP Refresh Update

Council will receive the new Standards and Code and we will have a in one week turn around time to meet government timelines.

Council discussed attending conferences – CLEAR in Ireland may not be good timing for most Council members. Christie will look at going to Ireland with Angela. September is generally better for most Councillors for the Salt Lake City CLEAR conference. Council discussed funding available to go to conferences.

***ACTION:*** revisit Council on Licensure, Enforcement and Regulation (CLEAR) and Canadian Network of Agencies for Regulation (CNAR) decisions for Council in May and June 2023.

### **3. Celebration of Heidi's Contributions**

Council shared their thoughts and best wishes with Heidi as they celebrated her commitment to Council. Jennifer thanked her for her hard work on the Competence Committee, Governance Committee and her passion for policy, noting her work done in the effort in protecting the public.

### **4. Committee Reports**

#### Governance Committee (GC)

Arwen noted that GC has developed Terms of Reference for the Committee, based on examples received from two other Colleges.

**MOTION:** To accept the Governance Committee report as presented – Tom (MOVED) Dennis (SECONDED). CARRIED.

Acting Against Racism and Intolerance (AARI) Committee

Jennifer and Marianne noted they had a discussion with a registrant regarding the AARI work, primarily regarding complaints and unintentional bias. The AARI Committee decided that they would be most comfortable if Jennifer and Marianne continue the dialogue with this registrant to determine resources that may need to be developed for registrants who have similar concerns. There may be an increase in these types of inquiries going forward. The AARI Committee is continuing to work on reaching out to Indigenous Elders and Knowledge Keepers. They have also provided input on ACOT's draft Standards of Practice (SoP) and Code of Ethics (CoE). The AARI Committee also contributed to a presentation about ACOT's AARI work.

Council discussed the media potentially being invited to the AARI work presentations:

- Media outlets may be interested in the AARI work being showcased
- The timing of the presentations was discussed
- Discussion about our role in doing this work and our leadership in this area, locally, provincially, and nationally
- Media events help us protect the public and support ACOT's strategic goals
- Council agreed that media presence at a future AARI presentation is desired, which will support our ongoing leadership in this area
- Council discussed future education of registrants about AARI-related topics, and whether this education should be mandated, ACOT guided or voluntary

**ACTION:** *Marianne and Jennifer to work on a media plan with the AARI Committee.*

**MOTION:** To accept the Acting Against Racism & Intolerance report as presented – Christie (MOVED) Arwen (SECONDED). CARRIED.

## 5. Consent Items

Review of Last Meeting's Minutes

Council reviewed the January 28, 2023, Council Meeting minutes. Clarification is needed on page 3 regarding more OTs reporting to ACOT that they have private practices, related to a shift in healthcare. This needs to be clarified to say "with the current discussions about changes in healthcare there could be a push for more OTs to provide private practice services. In recent years, more OTs have identified they have a private practice.

**MOTION:** To approve the January 28, 2023, Council meeting minutes with the adjustments discussed – Tom (MOVED) Arwen (SECONDED). CARRIED.



#### Registrar Limitation (RL) 1: Treatment of Staff and Volunteers

Marianne noted that staff and volunteers were surveyed in 2022 and the results showed that they were satisfied or very satisfied with their experience with ACOT environment. Aggregate survey results were shown to Council.

**MOTION:** To approve the RL 1: Treatment of Staff and Volunteers report as presented – Dennis (MOVED) Christie (SECONDED). CARRIED.

#### RL 4: Treatment of Public and Registrants

Marianne noted there was great attendance at the CCP sessions, Alanna's coaching conversations have had a positive response too, and the registration team is receiving many thank-you notes and positive responses as well. A sample of thank-you notes to the ACOT team was included in the report.

**MOTION:** To approve the RL 4: Treatment of Public and Registrants – Dennis (MOVED) Christie (SECONDED). CARRIED.

#### RL 8: Legislative Compliance

Marianne noted that ACOT is making sure we are meeting our legislative requirements such as completion of the continuing competence program and registration requirements, with ACOT's online system tracking these items and cancelling registration for people who miss the renewal deadline. Around 50 people per year fail to renew their permit on time for a variety of reasons.

**MOTION:** To approve the RL 8: Legislative Compliance report as presented – Dennis (MOVED) Christie (SECONDED). CARRIED.

#### RL 8.1: Legislative Compliance – Discipline

Marianne noted that a complaints monitoring report is a piece of the Annual Report submitted to the Ministry of Health and also provided every other month to Council.

**MOTION:** To approve the RL 8.1: Legislative Compliance - Discipline report as presented – Dennis (MOVED) Christie (SECONDED). CARRIED.

#### Complaints Activity Reports

Our Complaints Director has been quite busy with 7 open complaints and 8 closed ones this year. Some items are under resolution, and we anticipate there will be two complaints proceeding to a hearing in the coming months.

**MOTION:** To accept the Complaints Activity report as presented – Dennis (MOVED) Whitney (SECONDED). CARRIED.

## 6. Reflection on Governance

### **Council compared the meeting today to their Ends Policy:**

- Continuing to learn and grow – lots of good conversation
- Always great questions and discussion
- Great meeting, patience when we feel passionate about a topic
- Appreciate how the Council is focused on the public
- Gratitude for the group and ability to have open discussions
- Continue to not “shy away” from things but still have respectful discussions
- Dug our teeth into a number of difficult discussions
- Bringing our points forward is important and considering there are a variety of points of view – urban and rural considerations

## 7. Meeting Survey

## 8. In Camera

**MOTION:** To commence the In Camera portion of the February 21, 2023, Council meeting – Whitney (MOVED) Tom (SECONDED). CARRIED.

## 9. Closing Remarks and Adjournment

**MOTION:** To adjourn the February 21, 2023, Council meeting – Christie (MOVED) Tom (SECONDED). CARRIED.

The meeting was adjourned at 8:58 p.m.