

Microsoft Teams

Attending:

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

Marianne Baird – CEO & Registrar
Mallory Foreman – Recording Secretary

Regrets:

Whitney McKenzie – Regulated Member

1. Gathering, Overview of the Agenda

An addition regarding exchanging holiday cards was added to the Generative Thinking section of the agenda.

2. Approval of the Agenda

Council voted for approval of the updated agenda.

MOTION: To approve the November 29, 2022, ACOT Council meeting agenda with one addition - Christie (MOVED) Tom (SECONDED). CARRIED.

3. Strategic Planning

Update on Strategic Plan

Social media accounts went live this week. So far there are six people who have *liked* the posts, other than ACOT staff.

ACOT will be collaborating with the Alberta College of Speech-Language Pathologists & Audiologists on a competency profile for feeding and swallowing services.

Marianne asked Council if they had any questions about the Strategic Plan items.

Q: The word “stakeholder” is still being used in the strategic plan documents. Will this word be eliminated as discussed previously?

A: Yes, this will be updated in the new strategic plan, using the term “partners.”

4. Review of Action Items

The completed items were noted on the report including:

- Creation of policies and procedures for collecting race-base data
- Benchmarking of staff salary and benefits completed by survey of other Colleges
- OT regulators across Canada were asked if they also map performance review requirements with Continuing Competence Program/Quality Assurance Program requirements. It was confirmed that ACOT is the only OT regulator doing this in Canada.
- An eNews was sent out on September 1st, asking registrants for their feedback on appointments or elections to Council. No feedback was received.

For item 2022-18, Heidi mentioned that she had not heard back from Millard Health on whether they would like a presentation from ACOT.

ACTION: Heidi will reach out to Millard Health again to ask if they would like a presentation from ACOT.

5. Practice Inquiries Activity Report

Marianne reported that the volume of practice inquiries has gone down slightly. This has been beneficial as it has given staff time to develop the practice visit policies and procedures.

The most frequently asked practice question was about informed consent. This was due to the Practice Guideline on Informed Consent being recently posted on our website. Documentation inquiries continue to come in frequently and we refer people to our Documentation Practice Guideline.

6. Generative Thinking

Staff Benefits & Procedures on e-Voting

A email vote was previously held regarding staff benefits. Due to some confusion regarding the e-voting system, Jennifer asked for a discussion surrounding this.

E-voting is used for voting outside of Council meetings, particularly when there is an item that needs direction quickly. The issue with e-voting is that the dynamic flow of discussion is not the same as it is in Council meetings. If there is a difference of opinions on a topic, and time is not sensitive, it can be brought forward to the next Council

meeting. If direction is needed quickly, there could be either an ad hoc meeting (quorum would be needed) or an e-vote.

Comments and questions from Council:

Q: Should Council be moving towards less e-voting rather than more?

A: Yes, there will be less e-voting, which will only be used if an item requires direction or a decision quickly, before the next scheduled Council meeting.

Q: How do we document these concerns if it is an e-vote?

A: We have not had that many e-votes to-date. If an ad hoc meeting is needed, someone would need to take notes.

Q: Could the e-votes be summarized in upcoming Council meeting agendas and added to the minutes?

A: Yes, the final decisions on e-votes can be added to the agendas.

If any Councilor wishes to ask for a meeting, an email can be sent to Jennifer to request it. Jennifer also noted that procedures and options on e-voting will be sent out.

ACTION: Marianne to document the procedures for e-voting and send the procedures to Council each time an e-vote gets brought forward.

Debrief from the November 12th, 2022, Strategic Planning Meeting

Council had a strategic planning session in-person on November 12th, 2022. Development of the Strategic Plan was not finished due to time constraints. Consultant Sheena George facilitated the session and will also be attending the January 28, 2023, Council Meeting to continue where the strategic planning left off.

Comments from Councilors regarding the November 12, 2022, in-person meeting:

- The session with the guest speaker, Kevin John from They Build Bridges was excellent. It was helpful to look at a different perspective.
- It took a lot of work to rank values and to draw out the core values.
- Moving forward Council should use the same facilitator. Every time a new consultant is brought in, it restarts the process and makes it less efficient to move forward.
- Significant items were accomplished.

Marianne presented highlights from the session summary for those who were not able to attend on November 12th.

ACTION: Marianne to send the November 12, 2022, strategic planning summary documents to Council.

ACTION: Marianne to contact Kevin John from They Build Bridges to ask for the slides from his presentation and to send them out to Council.

Schedule for 2023 meeting

Council discussed the draft 2023 meeting schedule and agreed to hold more in-person meetings next year, including an in-person retreat in Red Deer.

Q: For the January meeting, what do the two locations mean?

A: Either all Councilors to attend in Edmonton or all Councilors to attend in Calgary, or a mix of Edmonton, linked virtually with Calgary, and Grande Prairie.

ACTION: Marianne to send the updated meeting and workflow schedule to Council

ACTION: Marianne to send the updated 2023 Council Schedule to Council.

Brevity vs. Detail

The executive team had a question for Council: do other members find that there is a right balance between brevity vs. detail in Council meetings?

Thoughts:

- Comfortable with the way things are presented so far.
- The balance is good.

It was noted that the Executive team welcomes feedback at any point.

Registrant Fees and Surplus in Reserves

Council viewed the Budget Surplus and Reserve Trends to 2030 projections. The number of registrants has been growing steadily over the years. Annual expenses are going up roughly at the same rate and annual surpluses are decreasing.

Marianne will mention resourcing in the January Council meeting. There is more than enough work to keep the current staff busy. For example, more practice guidance documents will need to be created by the Director, Policy & Practice, the Complaints Director could use more help in investigations, and the registration department continues to be busy.

Marianne noted that there will be a full budget discussion in January 2023.

MOTION: To accept the 2022-2023 Strategic and Operational Plan Action Items November 2022 Report, Council Action Items 2022 Report, and the Practice Issues Fielded September 9 – November 21, 2022, Report for information - Christie (MOVED) Tom (SECONDED). CARRIED.

Holiday Card Exchange

Jennifer explained the previous holiday card exchange for Council and staff. Council agreed to this arrangement again.

The previous theme for the cards was about how the sender has given back to the community during the holiday season. The theme suggested for this year is about a family tradition or favourite memory of the holiday season. All of Council agreed to this suggestion.

ACTION: Marianne to send the names for the card exchange to Council.

7. Committee Reports

Governance Committee

The Governance Committee (GC) have examined the Bylaws with Angela Meneley, Director, Policy & Practice.

The GC brought forward three Bylaw discussion items to Council:

- If there is a vacancy in Council that is greater than 18 months, GC recommends we fill the role. If the vacancy is less than 18 months, the GC recommends Council would have the option to fill it or leave it unoccupied until the term is completed. The GC would also like to make apparent that the role is tied to timelines and not the specific person appointed. The term (however much is left) for the individual appointed would be assigned, rather than restarting the 3-year cycle.

Council agreed to move forward with these suggestions from the GC.

GC also asked how long the break period between last Council terms and a reappointment to serve again on Council. There is currently a one year waiting time for any Councillor or committee member before they can be appointed again. A decision on this needs to be made by the end of December.

Q: How has the cooling off period worked in the past?

A: We have not had an issue with this so far. Right now, Councillors can serve two terms back-to-back, then there is a minimum of one year before they can be placed on Council again. If Council wishes to extend this to three years, it will need to be revised in the Bylaws.

Q: How many people are in queue to be in the committees?

A: For the committees, there have been people on the Competence Committee (CC) continuing past their designated term, mainly so those who have review and evaluation

experience could refine the processes and overlap old and new committee member terms. Committees have more flexibility for length of terms and repeating terms.

There has been a callout for new CC members recently and fifteen interested individuals have come forward. The AARI Committee anticipates keeping their members for a longer term. Therefore, there needs to be clarification of the differences between Council term limits and the committees.

Q: Council benefits from a refresh of members for best governance. Should the break period stay as one year?

A: If the one-year break has worked in the past, then it should stay the same. If the break is longer than one-year, the individual may lose interest in joining Council again.

Q: Is this for registrants and for public members?

A: No, public members are appointed for three years with an end date. This is controlled by the Government of Alberta.

MOTION: To accept and continue with up to two three-year terms for Council members. – Tom (MOVED) Heidi (SECONDED). CARRIED.

MOTION: To continue with a one-year cooling off period for Councillors – Christie (MOVED) Dennis (SECONDED). CARRIED.

MOTION: To accept the Governance Committee's proposals regarding vacancies of greater than or less than 18 months – Carrie (MOVED) Tom (SECONDED). CARRIED.

MOTION: To accept the Bylaws as written by the Governance Committee with Council's amendments – Christie (MOVED) Carrie (SECONDED). CARRIED.

Competence Committee

Fifteen people came forward to join the Competence Committee. We will have five of them join each year over the next three years.

The policies and procedures for practice visits are in the meeting package, giving Council an opportunity to provide input.

Q: Is this available for registrants to see?

A: Yes, we can post them on the website for transparency

ACTION: *Marianne to post the practice visit policies and procedures on the ACOT website.*

MOTION: To approve the Competence Committee Report November 2022 – Arwen (MOVED) Heidi (SECONDED). CARRIED.

MOTION: To approve the Competence Committee's Practice Visit Policy and Procedures – Tom (MOVED) Arwen (SECONDED). CARRIED.

8. Consent items

Review of Last Meeting's Minutes

Council viewed the October 17, 2022, Council meeting minutes. One item needed an edit to correct a missing word.

ACTION: Add the word "help" on page four, fourth paragraph down to the October 17, 2022, Council Meeting minutes.

MOTION: To approve the October 17, 2022, Council Meeting minutes with the change as proposed - Arwen (MOVED) Christie (SECONDED). CARRIED.

Registrar Limitation 7: Emergency Succession Plan

The Registrar Limitation 7 (RL 7) states that the CEO/Registrar must let the executive (President and Vice President) and Council know if she (the Registrar) is away for more than three days. Marianne confirms that this process is been followed. The RL also requires an emergency succession plan to be in place, and this was included in the meeting package.

MOTION: To approve Registrar Limitation 7: Emergency Succession Plan as presented - Heidi (MOVED) Carrie (SECONDED). CARRIED.

Results Annual Council Self Evaluation

Council viewed the 2022 Annual Council Evaluation Action Plan. It was noted that this is a draft that is open for discussion. They proposed moving some actions from January to February 2023 make the schedule more manageable.

Council Charter

Comments on the Council Charter:

Names need to be updated; to remove Tiffany Poltz's name and to add in Dennis Fitzgerald.

A Council Member suggested that Public Members and Council Members roles should be presented as equal; both roles can be titled as *Councillors*. However, the titling of Public Members displays to the public that there is balance on Council. It was also suggested that the roles could be removed and added to a different section titled as *Roles and Responsibilities*.

ACTION: *The Executive team to discuss Council titles during an upcoming Executive Meeting.*

MOTION: To approve the Council Charter with the updates discussed – Carrie (MOVED) Arwen (SECONDED). CARRIED.

Complaints Activity

Marianne report on complaints activity:

There are eight open complaints and five closed complaints this year. With almost 2,400 registrants, this is less than one percent of registered OTs with complaints against them. Therefore, this is not a large concern for public safety, however there is only one person managing the complaints at ACOT, so we need to consider resourcing for the complaints department. With this said, ACOT is meeting the timelines under the *Health Professions Act*.

Council further discussed the variety of complaints. The November 22nd report addresses the volume of work for the Complaints Director.

MOTION: To approve the Complaints Report to Council November 2022 and the Complaints Related Inquiries Tracker November 2022 as presented - Heidi (MOVED) Tom (SECONDED). CARRIED.

9. Reflection on Governance

Councilors provided their reflection on governance with comparison to the Ends Policy:

- Meeting went well.
- It flowed nicely.
- Met the ends policy well.
- Good discussions when warranted.
- Effective use of time
- Circling back to an issue we had (about e-voting) fosters cohesiveness

10. Meeting Survey

Council then took five minutes to complete the Council meeting survey.

11. In Camera

MOTION: To move the November 29, 2022, ACOT Council meeting to an in-camera session - Carrie (MOVED) Christie (SECONDED). CARRIED.

12. Closing Remarks and Adjournment

MOTION: To adjourn the November 29, 2022, ACOT Council Meeting. - Tom (MOVED) Christie (SECONDED). CARRIED.

The meeting was adjourned at 9:02 p.m.