

**Microsoft Teams**

Attending:

Jennifer Lee – President, Regulated Member  
Arwen Caines – Vice President, Regulated Member  
Carrie Hait – 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**

Jennifer called the April 25, 2023, ACOT Council Meeting to order at 5:50 p.m.

Jennifer held a roundtable to ask all Council Members how they have been since the last meeting.

**2. Approval of Agenda**

Council agreed to position a portion of Generative Thinking ahead of Strategic Planning in the agenda.

**MOTION:** To approve the April 25, 2023, ACOT Council Meeting Agenda as amended - Christie (MOVED) Arwen (SECONDED). CARRIED.

**3. Generative Thinking Part 1**

**Number of Councillors**

Jennifer gave instructions on how the vote of Councillors will be held. This included having Ambere Porter, Operations Director, step into the meeting to facilitate an unbiased process. Jennifer further explained that Ambere does not have a vote on who to nominate to Council.

One Councillor asked for the history of elections versus appointments of Councillors. It was explained that appointments can often create a bigger pool of candidates by

avoiding the perception of a popularity contest that is common with nominations and elections. Appointments can also put more emphasis on the candidates' skills and attributes.

Jennifer then asked all Councillors who applied for a second term to step away from the meeting.

A Councillor asked if similar appointments happen for Public Members too. Marianne explained that the government makes appointments for Public Members.

Ambere presented the Councillor Skills and Attributes Matrix. This matrix includes the following categories for each candidate:

- Practice Setting(s)
- Level of Experience
- Practice Area
- Geographic Region
- Experience/Attributes

It was discussed that up to four Councillors can be selected with two non-voting and two voting members.

Council went through three rounds of votes to select their top applicants. First the top 3 were chosen by each Councillor. From this selection, the top two were moved forward, then top selections from the remaining applicants were chosen.

Are some candidates willing to be non-voting? Candidates will be asked if they are comfortable with this after they are chosen.

Marianne stated that she would like to have the required two voting registered members plus the optional two non-voting registered members to allow for smooth succession when current Councillors finish their terms. This would mean four applicants would be appointed.

One Councillor noted that the word "stakeholder" is still being used in the 2023-2025 Council Application Form and Council Skills and Attributes Matrix.

***ACTION:*** Marianne to replace the word "stakeholder" with "key partners" in the Council Application Form and Council Skills and Attributes Matrix.

Council thanked Ambere for facilitating the discussion.

#### 4. Strategic Planning

##### Update on Strategic Plan

Updates included:

- ACOT's Instagram profile has over 120 followers now. It was set up in late 2022.
- A communications plan is being developed that has registrants and the public as two different target audiences on our social media accounts.
- The Council Onboarding Committee draft terms of reference will be reviewed during this meeting.
- Marianne is now the Treasurer for the Alberta Federation of Regulated Health Professions.
- The number of registrants grew by 1.45% last year.

A Councillor asked if there was any specific data that can be pulled such as whether the newly registered OTs are from urban areas or rural? Marianne stated that 1.45% is about 35 registrants. A break-down of where all OTs live in Alberta has been developed.

***ACTION:*** Marianne to send Council the data showing where registrants are located in the province.

#### 5. Review of Action Items

Action item updates included:

- Jennifer wrote a testimonial that was used in the Council application package.
- Information on the eLearning modules was sent out several times in the months before it was due at renewal time.
- We sent out our refreshed Standards of Practice and Code of Ethics and information about the Canadian Network of Agencies of Regulation's (CNAR) and Council on Licensure Enforcement and Regulation (CLEAR) events to Councillors.

After reviewing the in-progress items on the list, Carrie asked for the *Circle Way* presentation to be moved to the June 2023 Council meeting.

***ACTION:*** For the presentation of the *Circle Way* to be moved to the June 27, 2023, Council meeting and to be updated as such on the Action Items list.

A Councillor asked whether the item regarding contacts to school boards, and the item regarding contacting the College of Occupational Therapists of Ontario (COTO) about obtaining their social media materials have been achieved. Marianne indicated that an initial connection with the Edmonton Public School Board (EPSB) was made, and it's time to circle back to them on their offer of collaboration after they have their equity, diversity

and inclusion materials approved. Initial discussions were done with COTO about obtaining their social media materials, and we need to follow up on this item as well.

**ACTION:** Marianne to update the expected completion dates for these items and reconnect with EPSB and COTO reps.

## 6. Practice Inquiries Activity

Our volume of queries is down compared to the last reporting period, which had a longer time span of 4 months compared to 3 months this time. Inquiries about private practice and about ethical scenarios continue to come in. Registrants were provided an eNews requesting that they notify ACOT if they have a private practice, and this resulted in some more OTs recording their private practices with ACOT recently.

**MOTION:** To approve the Strategic Plan update and Practice Inquiries reports as presented - Christie (MOVED) Tom (SECONDED). CARRIED.

**MOTION:** To approve the Action Items report with the updates noted - Tom (MOVED) Christie (SECONDED). CARRIED.

## 7. Generative Thinking Part 2

### Council Charter Updates

Jennifer asked for all Councillors to review the Council Charter.

Council agreed with Marianne that the values in the Charter should be updated to the four core values identified by Council for the 2023-2026 Strategic Plan.

Within *Our Vision* it was noted that the wording still included “client-centered”. Council agreed to change this to “client-driven”. It was then asked if this change needs to be made across multiple documents. This new wording will need to be changed in the Council Charter, Strategic Plan, and the ACOT website.

**ACTION:** Marianne to change “client-centered” to “client-driven” in the Council Charter, Strategic Plan, and the ACOT website.

Marianne then explained the difference between *client-centered* and *client-driven*.

It was pointed out that Dennis’ name was not on the Council Charter and that Tiffany Poltz’s (previous public member) name was still included.

**ACTION:** Marianne to update the names in the signatory section of the Council Charter.

**MOTION:** To approve the Council Charter with the changes discussed - Christie (MOVED) Arwen (SECONDED). CARRIED.

### **Onboarding Committee**

Council viewed the Draft Onboarding Committee Terms of Reference. Comments included:

- Agreed that the suggested Committee meeting frequency of a minimum of four times a year is appropriate.
- The Onboarding Committee needs two Regulated Members. It was agreed that Arwen would join the Onboarding Committee.
- The draft looks great.

**MOTION:** To approve the Draft Onboarding Committee Terms of Reference as presented – Carrie (MOVED) Christie (SECONDED). CARRIED.

## **8. Committee Reports**

### **Competence Committee**

The Competence Committee (CC) is moving into the busiest time of year. Five more Committee members have been added to replace departing members and to balance the workload. The review and evaluation cycle has been initiated for this year.

Practice visits that began in 2022 have continued into 2023 to provide time for gathering documentation from employers.

With the CC still in need of a Chair, they are hoping to determine who it will be by next month.

It was asked if the CC members were getting overwhelmed with their workload. Marianne noted that the work will be spread out more this year now that there are more CC members, and they will have two additional weeks to complete their review and evaluations.

### **Acting Against Racism & Intolerance (AARI) Committee**

The AARI Committee met recently to gear up for their roadshow. A media plan will be being developed for the roadshow by Keill & Co. which will be brought to Council.

The AARI Committee had a successful test run of the presentation and one participant stated they like that the Registrar is reporting personally on this work.

The AARI Committee will be meeting with Council during the May 27, 2023, Council meeting. They will be asking Councillors to report on their personal anti-racism efforts.

**MOTION:** To approve the Competence Committee and the Acting Against Racism & Intolerance Committee reports as presented - Tom (MOVED) Carrie (SECONDED). CARRIED.

## 9. Consent Items

### Review of Last Meeting's Minutes

Council examined the March 21, 2023, ACOT Council Meeting Minutes. With no suggested changes, they moved forward with a motion.

**MOTION:** To approve the March 21, 2023, ACOT Council Meeting Minutes as presented - Arwen (MOVED) Christie (SECONDED). CARRIED.

### Addition to the Agenda

ACOT became aware of a statement made about Black OTs by a Past President at the American Occupational Therapy Association (AOTA) INSPIRE 2023 event. Instagram has quoted her as describing institutions in the 1980s, including AOTA as not seeing the humanity in Black people.

Council then had a discussion:

- Staying within ACOT's mandate of protecting the public; does the public know about these statements? Most of the responses to this are from OTs on social media.
- If ACOT makes a statement regarding this, it may only cause additional harm as the public will become more aware of this.
- Can ACOT make AOTA aware of our AARI work as an approach to address the issue?
- It may be better for associations to approach AOTA as they have similar mandates.
- ACOT should have a discussion with the Canadian Association of Occupational Therapists (CAOT) to request that they contact AOTA.

**ACTION:** *Marianne to contact CAOT to discuss next steps.*

### Registrar Limitation 2: Finances

At a minimum every five years ACOT must select an accounting firm to complete its annual external audits. KBH Chartered Professional Accountants was selected for this after a request for proposals (RFP) was issued in 2021. They provided this service last year and will continue into this year.

Last year was a clean audit with no management issues reported. Internal controls developed from previous years' audit recommendations continue to be in place.

### **Registrar Limitation 2.1: 2022-2023 Q4 Budget vs Actual**

Comments on the fourth quarter (Q4) Budget vs Actual included:

- Registration and banking revenue were both higher than forecasted. It was not necessary to pull funds from the reserves.
- No new computers for staff have been needed.
- College activities expenses were lower than budgeted.
- Council expenses were lower than expected.
- Human resources expenses were higher than budgeted due to payout of accumulated vacation time.
- Adding more to the Guaranteed Investment Certificates (GICs) is being considered for next year based on monitoring the lowest bank balance point.

A Council Member asked Marianne for information on the audit, materiality of expenses, and if the pre-audit work is the same as last year. Marianne stated that yes, it is the same as last year, and that the auditor's materiality will need to be verified with them.

***ACTION:*** Marianne to send Dennis information regarding the audit.

A Councillor asked if the KBH has sent their audit plan. Marianne replied that there was a pre-meeting in February when they provided a plan. Testing has started this week.

**MOTION:** To approve RL 2: Finances and RL 2.1: 2022-2023 Q4 Budget vs Actual as presented - Dennis (MOVED) Arwen (SECONDED). CARRIED.

### **2022-2023 Annual Report 1st Draft Review**

Council viewed the Draft Annual Report page by page.

The following was noted:

- Artwork for the demographics section and/or photos will be added.
- More volunteers for Committees were reported on compared to prior years.
- Dennis' credentials were verified and will be added.
- On page 11, third paragraph, switch out the word "almost" for the exact percentage to be clearer.
- Page 18 is the placeholder for the auditors' report which will be shown to Council during the June 27, 2023, Council Meeting.
- Eight copies of the finalized annual report are sent to the Alberta Legislature.
- A slight shift was reported in gender in the profession: slightly more men are becoming OTs.

- On page 12, the Practice Areas descriptions are set by the Canadian Institute for Health Information (CIHI). ACOT meets with CIHI periodically and a more descriptive data dictionary can be requested.

## **10. Complaints Activity Report**

Council viewed the Complaint-Related Inquiries received from February 13, 2023 – April 17, 2023, and the Complaint Report to Council April 2023.

There were eight open complaints, up to the point of when the report was written. One complaint is proceeding to a complaint review and another one is proceeding to a hearing.

Marianne noted that the current Hearings Director, Mallory Foreman, will be away from June 12<sup>th</sup> – July 4<sup>th</sup>, 2023. A Deputy Hearings Director will need to step in for coverage. Shelley Blair, Administrative Coordinator, could take on this position for that time. Council agreed with this recommendation.

**MOTION:** To approve the Complaints Activity Report and Complaints Inquiries Report - Tom (MOVED) Carrie (SECONDED). CARRIED.

**MOTION:** To appoint Shelley Blair as the Deputy Hearings Director - Christie (MOVED) Tom (SECONDED). CARRIED.

## **11. Reflection on Governance**

Council provided their input on whether the Ends Policy was met during this meeting:

- It was a well-run, efficient meeting with good conversations about actions to take that are within our mandate.
- Important to convey to new Councillors that all opinions are heard during Council meetings, including non-voting members' voices, and it is rare to need a vote on an issue.
- The Ends Policy grounded Council on one topic that everyone was very passionate about and guided our conversation.

## **12. Meeting Survey**

Council then took five minutes to complete the Council Meeting Survey.

Attendees were reminded that the May 27<sup>th</sup>, 2023, Council meeting will be held in-person in Calgary.



### **13. In Camera**

Council agreed to move into an in-camera session.

**MOTION:** To take the April 25, 2023, Council meeting to in-camera session - Christie (MOVED) Arwen (SECONDED). CARRIED.

**MOTION:** To adjourn the April 25, 2023, Council meeting - Tom (MOVED) Christie (SECONDED). CARRIED.

The meeting was adjourned at 8:21 p.m.