



Alberta College of Occupational Therapists
Council Meeting Minutes
October 24, 2023

Attending:

Jennifer Lee – President, Regulated Member
Arwen Caines – Vice President, Regulated Member
Carrie Hait – Regulated Member
Heidi Knupp – Regulated Member
Joyce Vayalumkal – Regulated Member
Kristin Ward – Regulated Member
Christie Bergman – Public Member
Dennis Fitzgerald – Public Member

Marianne Baird – CEO and Registrar
Benny Mutoni – Recording Secretary

Regrets:

Dr. Tom Smith – Public Member

1. GATHERING

Council confirmed there was quorum in attendance.

Jennifer called the meeting to order at 6: 05 p.m.

A roundtable was held to check-in with all attending.

2. APPROVAL OF AGENDA

With no suggested changes to the agenda, Council brought forward a motion.

MOTION: To approve the October 24, 2023, ACOT Council meeting agenda as presented - Dennis (MOVED) Christie (SECONDED). CARRIED.

3. UNIVERSITY OF ALBERTA OCCUPATIONAL THERAPY DEPARTMENT REPORT

Gayla Grinde, Assistant Teaching Professor in the Occupational Therapy Department at the University of Alberta joined the meeting at 6:15 p.m. Gayla reviewed the report she submitted to ACOT, going over increased enrollment, personnel updates, partnerships with community agencies, program and curriculum updates, and MBA/OT program updates.

Gayla then took questions from Council:

Q: The Saskatchewan Agreement for OT seats for students from Saskatchewan ends in 2025, does that mean there will be a renewal of that agreement?

A: The vision is that Saskatchewan will develop their own program eventually. At the moment, we are waiting to see what the government of Saskatchewan wants moving forward. Until then, the agreement



will remain. It's not something we would decline; we want to ensure our colleagues in Saskatchewan are supported.

Q: As far as admissions and how they are broken down, do you have a certain ratio or percentage that you allot to permanent residents versus Alberta residents and out of province individuals or do you do it based on your criteria?

A: Because of this curriculum review, we are looking at our admissions and making adjustments. We do have two seats for Indigenous students, 15 to Saskatchewan students, and then we open it to ensuring that it is available and accessible. There is an open invitation to ensure that students can identify if they would like to if they have a disability because this is a program that has wanted to generate spaces for diversity. What we do know though is that it does not always translate into admissions. With this curriculum renewal, we hope to reflect the population of the OT students as reflective of the population that they serve. We are looking at how to adjust the admission process to be more welcoming to diversity in students regarding race, background, gender, orientation, and ability. We have a working group exploring a hybrid lottery system, not just based on grade point average (GPA). I hope to bring more information on this in the next update for Council.

Q: Is there any thought or considering being put into distance learning?

A: We learned a lot during the pandemic, and we had to do a lot of remote learning. Our program requirement has a lot of hands-on learning, group activities, and a physical component to most of the courses. It was difficult to meet those competencies that cannot be done remotely. Our exploration is to see what a potential part-time program could look like where people in remote locations like Camrose can access education. However, the challenge is the interaction component and community building. There are many pros and cons to consider, and we want students to do well together in-person with remote as an option to make learning accessible.

Q: There was a all-call out for practicing therapists to help with some of the teaching. Were you able to get enough people, and has that been instituted?

A: We have had an uptick in clinical educators, so that callout has been wonderful. In the mental health curriculum, we have 3 clinical educators that have been invaluable to our program. However, we are always looking for educators. As our curriculum changes, we are looking to use part of our capstone work as community deliverables, so there will be call outs for clinicians, not just occupational therapists, to support the students with community practice.

4. STRATEGIC PLANNING/GENERATIVE THINKING

Risk Register

Marianne discussed implications of our current funds balance and budget options to address this.

ACTION: Council will deliberate further during budget discussions in January when Marianne proposes ways to drawn down reserves in a sustainable manner that addresses organizational priorities.

MOTION: To approve the Risk Register as presented - Christie (MOVED) Carrie (SECONDED).
CARRIED.



Retreat Summary

Jennifer opened by bringing members who missed the retreat up-to-speed by highlighting and expanding on points in the briefing note provided. For example:

- There has been a lack of clarity on how groups such as Council and the Acting Against Racism And Intolerance (AARI) Committee are to interact and what to expect from each other.
- There is a responsibility as hosts to create a safe and welcoming environment, while acknowledging the power dynamic at play.

The floor was opened for comments and discussion as to next steps:

- ACOT could consider integrating cultural practices such as the Indigenous circle into meetings to create safe immersive space during group meetings.
- With newer members of Council still educating themselves on boundaries of advocacy versus regulation, it would be beneficial for AARI members to receive messaging with education as well about this.
- Defining the purpose of Council and AARI meetings would be best co-created with an understanding of each of the group's expertise in mind and this would foster partnership and collaboration.

ACTION: the Executive (Jennifer, Marianne, and Arwen) to discuss options for structuring the November 28 Council meeting, and follow-up with AARI Committee members for input.

ACTION: Marianne to circulate the link to AARI's 2021 Final Report on ACOT's website to Council.

Annual Council Self Evaluation

Marianne shared Council's self evaluation answers with a focus on the "neutral" responses and proposed suggested actions to address these responses. There were no disagree or strongly disagree answers provided in the survey.

Council members agreed that they were comfortable with having some "neutral" answers and can still strive to do better without enacting the action plan.

5. COMMITTEE REPORTS

Competence Committee

Marianne stated that work on ACOT's Continued Competence Program (CCP) refresh continues, with CCP meetups resumed to show OTs the old and new system formats. Other updates included:

- Updating CCP resources to reflect the new system format.
- Meeting with the online developer, Alinity, to address delays and set expectations to meet communications and development timelines.
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Marianne concluded by welcoming back Heidi Knupp back to the Committee as Chair.



AARI Committee

Marianne shared that:

- The Committee has worked on defining a way to optimize interactions with Council moving forward, with recommendations for mutually beneficial learning activities.
- The committee is looking into timing of redoing the 2021 surveys in the AARI Final Report.

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

6. CONSENT ITEMS

Review of Last Meeting's Minutes

Council examined the September 30, 2023, ACOT Council Meeting Minutes. With no suggested changes, they moved forward with a motion.

MOTION: To approve the September 30, 2023, ACOT Council Meeting Minutes as presented - Carrie (MOVED) Dennis (SECONDED). CARRIED.

Registrar Limitation (RL) 2.1: 2023-2024 Quarter Two (Q2) Budget vs Actual

Marianne shared that ACOT continues to be in a healthy financial position for Q2, with expenses lower than expected in most categories.

Marianne added that ACOT foresees drawing down from reserves by the end of the year resulting from upcoming hearings.

A Council member asked about the decisions Council needs to make when it comes to hearings. Marianne explained that Council's role would be as an appeal body in the event of a dismissal of a complaint, and that Council also ensures ACOT is following its policies as well as requirements of the *Health Professions Act (HPA)* during hearings.

MOTION: To accept the monitoring report RL 2.1 as presented - Dennis (MOVED) Joyce (SECONDED). CARRIED.

7. REFLECTION ON GOVERNANCE

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

- Fruitful discussion and left in a more knowledgeable place than where we started.
- Refreshing to have Council members that remind us of what the bottom line is and how to get to the goal of protecting the public.
- Delighted to wrap up in a timely manner without sacrificing or speeding through the items on the agenda.
- There was action to move forward so that some conversations are not re-occurring.



- Through the self evaluation, there is clear commitment to exploring and finding out how to address even neutral positions and that demonstrates Council's commitment to the Ends policy.
- It's great having the retreat summary for members that were absent and understanding the important discussions that were had.
- We reflect, learn from, and cycle back to issues because regardless of the topic, we keep our mandate of protecting the public and doing our due diligence with governance.
- We met our obligation of continuous quality improvement with the conversations we had.

8. MEETING SURVEY

Council took four minutes to complete the Council meeting survey.

9. IN CAMERA

Council agreed to move into an in-camera session.

MOTION: to move to take the October 24, 2023, Council meeting to an in-camera session – Christie (MOVED), Dennis (SECONDED). CARRIED.

10. CLOSING REMARKS AND ADJOURNMENT

MOTION: to adjourn the October 24, 2023, Council meeting – Joyce (MOVED), Carrie (SECONDED). CARRIED. The meeting was adjourned at 8:07 p.m.