



**Attending:**

Jennifer Lee – President, Regulated Member  
Carrie Hait – Councillor, Regulated Member  
Joyce Vayalumkal – Councillor, Regulated Member  
Kristin Ward – Councillor, Regulated Member  
Dr. Tom Smith – Councillor, Public Member  
Christie Bergman – Councillor, Public Member  
Dennis Fitzgerald – Councillor, Public Member

Marianne Baird – CEO and Registrar  
Benny Mutoni – Recording Secretary

**Regrets:**

Heidi Knupp – Councillor, Regulated Member  
Arwen Caines – Vice President, Regulated Member

**1. GATHERING**

Council confirmed there was quorum in attendance.

Jennifer called the meeting to order at 6:35 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 November 28, 2023, ACOT Council meeting agenda as presented - Tom (MOVED) Dennis (SECONDED). CARRIED.

**3. STRATEGIC PLANNING**

***Update on Strategic Plan***

Marianne shared that ACOT continues to meet deliverables, such as social media growth with its following inching up on various platforms. In addition, a group of MacEwan students is working on a social media analysis and will present suggestions to increase ACOT's following. ACOT's Continuing Competence Program (CCP) Refresh is on track to launch by renewal start date, January 1, 2024. Social media changes suggested for October OT month in the strategic plan will be implemented in 2024.

***Action Items Update***

Marianne informed Council that:



- ACOT has had successful Acting Against Racism and Intolerance (AARI) presentations.
- ACOT has had weekly CCP meet ups that will increase to daily in January, 2024, noting that there will be long and short recordings for those.
- Some action items, such as e-news about what the college does, have been deferred to the spring so focus can be on pending changes such as the early bird fee, the CCP refresh, and the Standards of Practice and Code of Ethics refresh.

### ***Practice Inquiries Activity***

Marianne reported that ACOT's practice query volume is increasing again after a slightly slower period through the summer. Popular categories include ethical scenarios, informed consent, support to individual registrants, and key partner inquiries such as from Alberta Health Services and Covenant Health.

A Council member shared that they appreciated where the inquiries came from and as an occupational therapist, they were able to reflect on some of the pertinent questions that were brought up. The Council member added that they realize a lot of work goes into the report, and noted it is appreciated.

**MOTION:** To accept the strategic planning, action items, and practice inquiry reports as presented - Carrie (MOVED) Christie (SECONDED). CARRIED.

## **4. GENERATIVE THINKING**

Marianne shared that historically, ACOT Council and staff have had a holiday card exchange, which has gone well. The Council agreed to do it again this year after Marianne does a draw to match staff and Council members.

### ***Emergent Event***

ACOT has had concern for some OTs and in turn for the public based on some practice queries related to illness and how to exit from obligations. These inquiries are fairly new to ACOT, and it is being monitored.

Comments and questions from Council:

**Q:** Being a new issue, could we look at trends and have foresight down the road?

**A:** The few queries that came up did not have anything in common. There doesn't seem to be a commonality and the current numbers do not show a trend, but we are keeping an eye on it.

**C:** My perception is that stress is high in some practice areas, but it is interesting to hear it coming from different areas. From talking to other healthcare professionals in variety of areas, such as nurses, there are challenging environments, so hopefully the numbers won't go up.

**Q:** In the interest of protecting the public, what can we do to be proactive and support OTs facing a certain level of challenge, for example, communicate in newsletters?

**A:** Our new Competence Standard of Practice has an obligation to take appropriate actions (e.g., referring to another service provider) when the OT's ability to provide services safely or competently is affected by illness, injury or substance use.



**C:** There could be other factors across different areas even outside of healthcare such as education, for example, illnesses going around, long covid, and understaffing. We will need to keep monitoring and analyze the data as we have more queries.

**C:** A recent study by the University of Calgary, Faculty of Education, and Alberta Teachers' Association was on compassion fatigue within educator and staff spheres. There are policies, recommendations, and questionnaires in place, as these challenges rise.

**ACTION:** Marianne to monitor queries and report on data and trends.

## **5. COMMITTEE REPORTS**

### ***Governance Committee***

Jennifer reported that the last committee meeting discussion focused on how one goes about writing policies and procedures for the policy manual. Committee members came to agreement that it was beneficial to have a refresher on the Carver model of governance that ACOT uses.

Jennifer added that Peter Portlock, a former Councillor and Public Member with an expansive knowledge on governance, prepared a Carver presentation. Emails on this presentation have been sent out to Council members as the Carver approach discussed underpins ACOT's governance practices.

Following the RL3 Limitations discussion, section 7 of RL3 was updated to reflect the ability to hold investments in Canadian Deposit Insurance Corporation insured financial institutions or in Government of Alberta insured financial institutions, whose ratings are at least prime investment grade 1, with the rest remaining unchanged.

**MOTION:** To approve RL3 with the changes as written - Dennis (MOVED) Carrie (SECONDED). CARRIED.

## **6. CONSENT ITEMS**

### ***Review of Last Meeting's Minutes***

Council examined the October 24, 2023, ACOT Council Meeting Minutes. With no suggested changes, they moved forward with a motion.

**MOTION:** To approve the October 24, 2023, ACOT Council Meeting Minutes as presented - Carrie (MOVED) Dennis (SECONDED). CARRIED.

### ***RL 7: Emergency Succession Plan***

Marianne shared the plan for the event of sudden departure or long-term absence of the CEO and Registrar.

The appendix in RL 7 shows who provides coverage, and the document describes how Council enacts that coverage. Depending on duration of absence, the plan has considerations for an interim Registrar or a staff member covering the function.



The appendix has been updated to reflect recent staff changes and Marianne is also working on adding another person to the roster of people who can provide CEO and Registrar coverage while she is on vacation to add more bench strength in that area.

MOTION: To approve RL7 as presented - Joyce (MOVED) Christie (SECONDED). CARRIED.

### **Council Charter Review**

Comments on the Council Charter:

- With the refreshed strategic plan released, the language used in the charter reflects new changes and is in line with strategic plan. However, the vision wording needs to be changed from *client-centered* to *client-driven* in the charter, according to a previous action item.
- A Council Member suggested that Public Members and Council Members roles could be presented as equal; both roles can be titled as *Councillors*. Council agreed to update members' name and role section and add their background across all platforms.

ACTION: Marianne to update wording to incorporate the suggested changes, updating the vision statement and Councillor designations, then send the Charter for signatures.

ACTION: Marianne to reflect the updated wording across all platforms (documents and website pages).

MOTION: To approve the Council Charter with the discussed changes - Carrie (MOVED) Dennis (SECONDED). CARRIED.

### **Complaints Activity Reports**

Marianne report on complaints activity:

ACOT continues to have inquiries, not all resulting in complaints. For the year, there have been 3 hearings with 2 completed in the month of December, and one coming up. This is projected to result in an expensive year for hearings.

There have been 11 complaints for the year with some closed or informally resolved. A Complaint Review Committee (CRC) looked into a dismissal, and the decision was upheld.

Across other small colleges, there has been a noted increase in rise as well as complexity of complaints and hearings.

MOTION: To approve the Complaints Activity Reports as presented- Dennis (MOVED) Tom (SECONDED). CARRIED.

## **7. REFLECTION ON GOVERNANCE**

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

- Meeting went very quick and smooth, might be a record.
- Appreciated the transparency as Council serves the public for example in labelling of Councillors on the website.



- Great meeting, very efficient, while serving the public, we also focused on registrants during discussions.
- From an efficiency standpoint, we did a great job.
- Went well and we used time well.
- Looking back over the year, we have been carrying out the Ends Policy in every meeting with diverse and rich discussions.

## **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 the November 28, 2023, Council meeting to an in-camera session – Christie (MOVED), Joyce (SECONDED). CARRIED.

MOTION: To adjourn the November 28, 2023, Council meeting – Christie (MOVED), Tom (SECONDED). CARRIED.

The meeting was adjourned at 7:55 p.m.