



Attending:

Arwen Caines – President, Regulated Member
Heidi Knupp – Vice President, Regulated Member
Joyce Vayalumkal – Councillor, Regulated Member
Kristin Ward – Councillor, Regulated Member
Dennis Fitzgerald – Councillor, Public Member
Dr. Zahid Rafiq - Councillor, Public Member

Marianne Baird – CEO and Registrar
Benny Mutoni – Recording Secretary

Regrets:

Christie Bergman – Councillor, Public Member
Carrie Hait – Councillor, Regulated Member

Voting Members for This Meeting – Joyce & Dennis

1. GATHERING

Marianne called the meeting to order at 6 p.m. A roundtable of introductions was held, including our new Council member Dr. Zahid Rafiq.

2. APPROVAL OF AGENDA

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

MOTION: To approve the November 25, 2024, ACOT Council meeting agenda as presented – Joyce (MOVED) Dennis (SECONDED). CARRIED.

3. STRATEGIC PLANNING

Update on Strategic Plan

Marianne shared the following:

- ACOT is catching up on social media campaign items specific to the public with increasing communications during OT month.
- ACOT continues slow and steady growth with its online followers.



- The roadshow about new Standards of Practice and Code of Ethics has been a success, with presentations to Alberta Health Services, schoolboards, and more upcoming with the University of Alberta OT students and faculty.
- With Dr. Rafiq onboarding to Council, Dennis volunteered to provide mentorship.

ACTION: Marianne to share Council procedure manual information with Dennis and Dr. Zahid that includes information for mentors and mentees.

Review of Action Items

Marianne shared that many action items in the chart had been completed, with the following examples:

- ACOT held open forums on diagnosis and on voluntary collection of race-based and Indigenous identity data.
- ACOT developed an outline of potential diagnosis course topics for OTs.
- A video series on practice areas and practice setting classifications is ready to post following Council's decision on voluntary race-based and Indigenous identity data collection.

Practice Inquiries Activity

Marianne shared the following:

- ACOT had a slight increase in practice queries with key topics continuing to be documentation, ethical scenarios, and informed consent.
- Some of the ethical scenarios can be complex and require consultation within the ACOT OT team, and at times with Field Law.

Q: Is workload still manageable with the one of the team members away?

A: Our contractor and the entire team have stepped up and have been able to distribute duties. It has been going well and is manageable.

4. GENERATIVE THINKING

Diagnosis Draft Course Content

Marianne shared a list of suggested curriculum requirements compiled following consultation with the Physiotherapy and Chiropractor registrars, as well as the ACOT OT team.

This included focus on items such as:

- When to and when not to diagnose,
- When to pull the interprofessional team in,



- How to deal with conflict of interest and ethical issues,
- Cultural issues in diagnosis,
- Liability,
- Sample cases.

Marianne also shared competencies suggested for the course such as:

- Accurately collecting key clinical findings,
- Formulating an accurate problem statement,
- Contribute to prioritize relevant differential diagnosis.

The floor was open for discussion and questions.

- The list is a good starting point to bring forward for discussion with the university.
- It is good to have the component of minimum years of practice. However, too long a time might be a barrier to entry.
- With parental leave in mind, it might be best to consider practice hours, not years of experience.
- It is important to keep rural areas in mind while providing training, with emphasis on things like interprofessional collaboration and technology such as video-call consults.

Equity Data Collection Timing and Communication Draft

Marianne shared a communication developed to go out for registrants based on Council's last meeting.

The document included details including what the Canadian Institute for Health Information (CIHI) is, what data is being collected, reinforcing that data collection is voluntary, and notes what is done with the data. The document also went over risks and mitigation strategies for those risks.

The floor was open for discussion and questions.

- Very detailed, well laid out, and gives good examples. While it might seem like a lot, it is an all-inclusive document.
- The flow of information is approachable and easy to process.
- A Council member raised concerns about pushback. After consideration and discussion, Council agreed to have a time period between sending out the document and before data collection for OTs to raise any concerns.

MOTION: To send out the information package about voluntary collection of race-based and Indigenous identity data in e-News before the end of November, asking registrants to send any questions and/or concerns about this to ACOT by mid-December 2024. - Dennis (MOVED) Joyce (SECONDED). CARRIED.



MOTION: For the voluntary collection of race-based and indigenous identity data to begin starting January 1st, 2025, on renewal. - Dennis (MOVED) Joyce (SECONDED). CARRIED.

Council Charter

Comments on the Council Charter:

- Council meets every year to review the Charter for updates.
- The vision and mission will be updated in September 2025 during Council's retreat.
- The Ends policy, key principles, and core values, remain the same.
- Mutual expectations and escalating of issues were also reviewed.

ACTION: Marianne to update title of "Registrar" to "CEO/Registrar" and send the updated document to Council for signatures.

5. COMMITTEE REPORTS

Governance Committee

Heidi shared the following update:

- The Committee went through multiple typographical and formatting changes such as updating the Registrar's title to CEO/Registrar.

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

6. CONSENT ITEMS

Review of Last Meeting's Minutes

Council examined the October 29, 2024, ACOT Council meeting minutes. With no suggested changes, they moved forward with a motion.

MOTION: To approve the October 29, 2024, ACOT Council meeting minutes as presented – Dennis (MOVED) Joyce (SECONDED). CARRIED.

Registrar Limitation (RL)7: Emergency Succession Plan

Marianne shared the following:



- The RL looks at procedures for coverage if there is an unexpected CEO/Registrar absence, and this included the Emergency Succession Plan last updated in 2023.
- A feature is cross-training for coverage, which Marianne confirmed is taking place.

Complaints Activity Report

Marianne provided the following update:

- No new complaints inquiry report as ACOT has had no new complaint inquiries in the past month.
- ACOT has 7 open cases, and 9 closed cases. Hearings are being arranged for some of the open cases.

MOTION: To approve Registrar Limitation 7: Emergency Succession Plan and Complaints Activity Report as presented. - Dennis (MOVED) Joyce (SECONDED). CARRIED.

7. REFLECTION ON GOVERNANCE

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

- Good discussions looking at different sides of all topics on the agenda.
- Very efficient and yet effective discussion, with the focus on public protection.
- It has been a year-long journey with diagnosis, and it is good to see the progress after thorough discussion.
- Members have a safe space to share feedback and be heard.

8. MEETING SURVEY

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

9. IN CAMERA

MOTION: To move the November 25, 2024, ACOT Council meeting to an in-camera Session. - Joyce (MOVED) Dennis (SECONDED). CARRIED.

MOTION: To adjourn the November 25, 2024, ACOT Council meeting. - Dennis (MOVED) Joyce (SECONDED). CARRIED.

The meeting was adjourned at 7:34 p.m.