



Alberta College of Occupational Therapists
Council Meeting Minutes
May 27, 2025

Attending:

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

Marianne Baird – CEO and Registrar
Benny Mutoni – Recording Secretary

Voting Members for this Meeting – Heidi, Kristin, Carrie, Christie, Dennis, & Zahid

1. GATHERING

Arwen called the meeting to order at 6:00 p.m.

2. APPROVAL OF AGENDA

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

MOTION: To approve the May 27, 2025, ACOT Council meeting agenda as presented – Heidi (MOVED) Dennis (SECONDED). CARRIED.

3. STRATEGIC PLANNING

Update on Strategic Plan

Marianne shared the following:

- ACOT continues to be active in posting information for the public and registrants on Instagram and Facebook and will start posting on LinkedIn.



- The number of registrants continues to rise as expected, with over 100 new registrants joining ACOT in the past year.
- This will be the last year of the current strategic plan and Council will meet on September 13, 2025 to start developing the 2026-2028 strategic plan.

Review of Action Items

Marianne shared the following examples of completed Action Items:

- Developing the cyber insurance checklist.
- ACOT had its first meeting with the Diagnosis Course Advisory Committee which includes representatives from the U of A and OTs across various practice areas. A draft Terms of Reference for the Committee was reviewed and will be brought to Council in June.

Practice Inquiries Activity

Marianne shared the following:

- ACOT has had an increase in practice queries and a significant decrease in registration and Continuing Competence Program (CCP) queries since the last reporting period.
- Inquiries about documentation, ethical scenarios, and informed consent continue to be hot topics.
- ACOT is starting to receive more queries related to artificial intelligence (AI), diagnosis, restricted activities, and scope of practice for OTs.

Q: Do you see trends as to where the AI inquiries are coming from?

A: ACOT has only had a handful of these, mostly inquiring about guidelines and whether OTs can use them. There is not enough data yet to determine trends.

4. GENERATIVE THINKING

Annual Self Evaluation Follow Up



Marianne presented the final item to follow up on from the 2024 Annual Council Self Evaluation Survey, which relates to the CCP. This was the self evaluation question that asked if ACOT's CCP process ensures protection of the public by only allowing those who meet the requirements to remain registered.

Marianne provided an overview of the CCP and its components, then opened the floor for Council to share whether they find that ACOT has sufficient CCP measures in place to ensure public protection, or if more needs to be done.

A Council member noted that the self evaluation is conducted in September, during which some Council members are new and not as familiar with what ACOT is doing.

Another Council member shared that after the overview presented, ACOT's CCP measures are comprehensive and sufficient to ensure public protection.

Council agreed that there is no further addition needed to the CCP components.

Key Partner Analysis

Marianne brought forward the key partner discussion, noting that ACOT has made recent additions such as the Federal Government. Marianne also added that ACOT is looking at whether any of the ratings, risks and strategies for engagement with the key partners need to be changed.

A Council member suggested looking into updating some of Alberta Ministries' names as some of them have changed.

ACTION: Review Ministry names in the key partners analysis document to ensure they are up to date.

New Complaints Triage in Alberta Government

Marianne shared a quick background as to the origin of the new Complaints Triage process being developed in Alberta.

A study conducted by the Health Quality Council of Alberta (HQCA) found patients complaint processes unclear for many Albertans. HQCA recommended a centralized intake system be created to triage complaints. ACOT is monitoring the situation for next steps and impacts.



Q: Would the government handle straightforward complaints, and regulators handle the complex ones?

A: That was what the report suggested. The latest information provided is the government will triage everything, but if people know where to go for complaints, they can directly do so.

Q: Do they have a date for the switch-over?

A: They have talked about it coming forward in the next session of the Legislature.

Ontario "As of Right" Labour Mobility Rules

Marianne shared that this legislation permits individuals with a license to practice a profession in any province to come to Ontario, notify the applicable regulator in the province and start practicing immediately while their registration is being processed. The complaint processes against these individuals are still unclear and ACOT will continue to monitor this situation.

One Council member shared that it is a noble goal, but unintended consequences may not be understood yet, maintaining that monitoring this situation is of high importance.

Another Council member expressed that this is a welcome change. The Council member also suggested a need to notify regulators in provinces where individuals are moving to with documentation proving they have no complaints against them. Other Council members echoed this sentiment.

Q: How long does it take ACOT to typically approve a registrant from out of the province?

A: Once they have submitted all required documents, it typically takes 1-3 days to process and approve.

Q: What is the path for individuals who are of immigration or refugee status, where getting paperwork may be a challenge?

A: Individuals educated outside of Canada go through the Substantial Equivalency Assessment System (SEAS) process. SEAS works one-on-one with applicants who have difficulties accessing education transcripts or other documents and they have alternate forms of evidence they will accept.



Q: How expeditious is the SEAS process?

A: It is highly applicant driven. Some cases may take as little as 4 months, while others may take up to a year or more, depending on whether the applicant is available for all the components in a timely manner.

Updated Website Policy and Website Privacy Policy

Marianne brought forward updated website and privacy policies for review, input and approval.

Q: What sparked the creation of these policies if we didn't have one before?

A: The website policy did enough at the time it was created. However, in event of things such as a privacy breach, the Office of the Information and Privacy Commissioner (OIPC) will look for certain things, including these policies.

MOTION: To approve the website policy and website privacy policies as presented – Christie (MOVED) Dennis (SECONDED). CARRIED.

Council Retreat and Canadian Network of Agencies of Regulation (CNAR) Conference

Marianne confirmed attendance of Council members for the Council retreat in September, and the CNAR conference in October.

Diagnosis Course Advisory Committee

Marianne shared the following:

- ACOT had a productive session with the Committee going over and refining material for their Terms of Reference.
- The academics on the committee saw the research potential. They were also in favor of ACOT doing an ethics application regarding the course development process, implementation, and outcomes.

MOTION: To approve the Diagnosis Course Advisory Committee doing an ethics application for research on ACOT's course development process, implementation, and outcomes – Zahid (MOVED) Kristin (SECONDED). CARRIED.

5. COMMITTEE REPORTS

Governance Committee (GC)

Heidi and Carrie shared the following:

- The Committee met in May and looked at the remaining Council-Registrar relations (CRs) with mostly formatting updates.
- The annual survey is coming along well, with some suggestions for Council to provide input regarding answering of open-ended questions, as well as shortening some of the questions.

Council's input included:

- I would appreciate the conciseness of questions to get more information with definitive answers.
- I like open-ended questions at the end of each section instead of the end of the survey while the answers are fresh on one's mind.
- While time is an important piece to keep in mind, the main point of the survey is poignant data collection.

Marianne added that Council will have time set aside in its September meeting to complete this survey.

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

Onboarding Committee

Marianne checked in with the newest Council member on how they found the onboarding process, and if they had recommendations to keep in mind for future onboarding members.

The Council member shared that it is still an ongoing process with some pending items. The member also added that the information they need is available thus far and that check-ins are helpful.

6. Consent Items

Review of Last Meeting's Minutes



Council examined the April 26, 2025, ACOT Council Meeting Minutes and requested one adjustment:

- Update time of meeting adjournment to 1:40 p.m.

MOTION: To approve the April 26, 2025, ACOT Council Meeting Minutes with the adjustment discussed - Christie (MOVED) Carrie (SECONDED). CARRIED.

2024-2025 Annual Report 2nd Draft Review

Council viewed the draft of the Annual Report content presented, page by page, and made suggestions for changes to the table of contents, titles, graphs, alignment, spacing and fonts, and correction of typos.

Council agreed to review the final draft and approve it before it is delivered for final design and printing.

Registrar Limitation (RL) 6: Communication and Support to Council

Marianne shared an overview of RL6, which deals with ensuring enough information is provided to Council to effectively make decisions and govern the College.

This includes:

- Communication being done in a secure manner.
- Adequate support for Council activities.
- Reporting on all RLs annually.

A Council member expressed appreciation for Marianne's work and support provided.

MOTION: To approve RL 6: Communication and Support to Council as presented - Heidi (MOVED) Christie (SECONDED). CARRIED.

7. COMPLAINTS ACTIVITY

Marianne shared the following:

- ACOT had 7 complaints inquiries in the past reporting period and 2 of these resulted in complaints being submitted.



- There are currently 8 open complaints. Four complaints have been closed since March 1st, 2025.
- The volume of complaints is still manageable by one person.

Q: Are we good with the budget regarding these complaints?

A: ACOT has set aside additional budget room this year for investigations and complaints, based on last year's usage. So far, we have been on track. We have had no contested or sexual misconduct complaints so far this year, and they are the type that tend to use up more of the budget room.

MOTION: To accept the Complaints Activity Report as presented – Kristin (MOVED) Zahid (SECONDED). CARRIED.

8. REFLECTION ON GOVERNANCE

Marianne shared the Executive's discussion on changing up the reflection on governance and meeting survey portions of the Council meetings in the near future.

The Governance Committee will explore this during their Committee meeting in October.

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

- Discussion on practitioners being able to practice across jurisdictions was focused on safe access and standard care for the public.
- In the future, it would be good practice to share what members learned from the meeting.
- Very thorough breakdown and discussion regarding the annual report.
- We focused on who the annual report is for and that was a worthwhile discussion.
- It was good, and public protection was at the forefront of discussion.
- Great participation from all Council members.
- Good meeting and great discussion.

9. MEETING SURVEY

Council took two minutes to complete the Council meeting survey.



MOTION: To move to an in-camera session – Dennis (MOVED), Carrie (SECONDED).
CARRIED

10. IN CAMERA

MOTION: To adjourn the May 27, 2025 Council meeting – Dennis (MOVED), Zahid (SECONDED). CARRIED

The meeting was adjourned at 8:07 p.m.