



Alberta College of Occupational Therapists

Council Meeting Minutes

May 26, 2026

Attending:

Arwen Caines – President, Regulated Member

Joyce Vayalumkal – Councillor, Regulated Member

Kristin Ward – Councillor, Regulated Member

Dennis Fitzgerald – Councillor, Public Member

Marianne Baird – CEO and Registrar

Benny Mutoni – Recording Secretary

Regrets:

Heidi Knupp – Vice President, Regulated Member

Christie Bergman – Councillor, Public Member

Dr. Zahid Rafiq - Councillor, Public Member

Voting Members for this Meeting –Dennis & Kristin

1. GATHERING

Arwen called the meeting to order at 6:02 p.m.

2. ENDS POLICY AND APPROVAL OF AGENDA

Following up on an action item from Governance Committee (GC) that suggested setting the tone for the meeting, Council reviewed its Ends Policy and provided their input on what they were hoping to accomplish during this meeting.

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

MOTION: To approve the May 26, 2026, ACOT Council meeting agenda as presented – Dennis (MOVED) Kristin (SECONDED). CARRIED.

3. STRATEGIC PLANNING

Update on Strategic Plan

Marianne shared the following updates:

- Marianne presented to second year University of Alberta (U of A) occupational therapy (OT) students and addressed the differences between ACOT and professional associations, registration requirements, and continuing competence requirements.
- ACOT has published its artificial intelligence (AI) Guidelines.
- ACOT continues to maintain its working relationships within the Alberta Federation of Regulated Health Professions (AFRHP) and Association of Canadian Occupational Therapy Regulatory Organizations (ACOTRO).

Review of Action Items

Examples of action items completed included the following:

- ACOT has revised its Governance Award submission.
- Emails have been sent out to applicants for Councillor positions to share the outcome of the nomination process.
- Council members have been signed up for the 2026 Canadian Network of Agencies for Regulation (CNAR) Conference taking place in October.

ACTION: Marianne to sign up additional Council members for the CNAR conference and book accommodations.

Practice Inquiries Activity

Marianne reported the following:

- The volume of practice queries and Continuing Competence Program (CCP) queries is down compared to the last reporting period when the highest volume of the year occurs every year.
- ACOT continues to receive AI-related inquiries.
- ACOT had an increase of queries about diagnosis after sending out communication explaining that the diagnosis course will be delayed.
- Hot topics continue to relate to documentation, private practice and informed consent.

4. GENERATIVE THINKING

Diagnosis Consultation Plan

Marianne presented a draft Diagnosis Consultation package to Council. Marianne invited feedback focused on identifying key partners and considering additional engagement tactics to strengthen the consultation approach.

A Council member suggested adding Jordan's Principle to key partner list.



ACTION: Federal Government Jordan's Principle department to be added to the key consultation partner's list.

Regulated Professions Neutrality Act (RPNA) Decision on National eLearning Module Usage

Marianne shared that the Advancing Culture, Equity and Justice in Occupational Therapy Practice eLearning module, developed by the Association of Canadian Occupational Therapy Regulatory Organizations (ACOTRO) is being taken by OTs across Canada. Marianne added that ACOT provided early access to this module for all registrants as of August 2025, and that a small group OTs have taken it already.

Marianne noted that ACOT had planned to make it the mandatory learning module for the current registration year, before the RPNA *Bill 13* requirements were announced.

Drawing on approaches taken by other Alberta regulatory colleges, Marianne proposed continuing the module until the end of February 2027, aligning with ACOT's annual learning cycle and preceding the August 2027 implementation date of the RPNA.

Marianne noted that discontinuing the module would require ACOT to advise other OT regulators across Canada that Alberta registrants have not received equivalent education to their counterparts in other jurisdictions, which could have impacts on labour mobility.

Following discussion, Council approved continuing the Advancing Culture, Equity and Justice in Occupational Therapy Practice module through February 2027, consistent with ACOT's annual learning cycle and in advance of RPNA implementation.

A Council member proposed that ACOT communicate to registrants that the mandatory module will remain in effect and that ACOT will comply with the requirements of the RPNA once the legislation comes into effect.

ACTION: send an eNews to registrants confirming which eLearning module is mandatory for 2026-2027 and also indicating we are analysing RPNA requirements in order to be in compliance by its August 2027 implementation date.

Governance Award Submission

Marianne presented the revised Governance Award submission, noting that the content had been updated to reflect EDI work completed in prior years. Marianne asked for Council's feedback on additional edits, or whether the document was ready for final submission.

Council recommended revising the submission to broaden the reference to the 2020 movement for racial justice rather than focusing on a single event, and to strengthen the Canadian context throughout the document.

ACTION: Marianne to make changes as suggested and send out the updated document to Council for review before submission.

5. COMMITTEE REPORTS

Governance Committee

Arwen shared the following updates:

- The Committee looked at the Registrar Relations policy of the Council – CEO & Registrar Relationship section of the policy manual, with no suggested changes.
- The Committee suggested changes to its Terms of Reference, with minor edits suggested for the Responsibilities and Duties section.
- The Committee also recommended a correction to remove a duplicated section of the Council Policy Manual.
- The Work Plan was updated to include Council reviewing the Council Policy Manual every two years, or as needed by the introduction of new legislation.

MOTION: To approve the Governance Committee Report as presented - Kristin (MOVED) Dennis (SECONDED). CARRIED

Competence Committee

Marianne shared the following:

- The Committee is working on this year's review and evaluations of a 10% sample of CCP submissions.
- An inter-rater reliability session was held to help ensure fidelity in the process.
- ACOT is in process of checking for personally held professional liability insurance coverage for the sample of registrants being reviewed and evaluated.

MOTION: To approve the Competence Committee Report as presented - Dennis (MOVED) Kristin (SECONDED). CARRIED

6. CONSENT ITEMS

Review of Last Meeting's Minutes

Council examined the April 25, 2026, ACOT Council Meeting Minutes and requested one adjustment: - Correct the spelling of a Council member's name.

MOTION: To approve the April 25, 2026, ACOT Council Meeting Minutes with the adjustment discussed - Kristin (MOVED) Dennis (SECONDED). CARRIED

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:

- Providing briefing notes on diagnosis.

- Sharing updates on work progress.
- Providing updates on *Bill 13 Regulated Professions Neutrality Act*.
- Continued reporting on all Registrar Limitations (RLs) according to the annual reporting schedule.

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

Annual Report 2nd Draft Review

Council reviewed the second draft Annual Report and suggested minor revisions to titles, wording, dates, and formatting to improve clarity and accuracy.

Council agreed to review the final draft for approve during its June meeting, before it is submitted for printing.

Key Partner Analysis

Marianne asked Council whether any updates are needed to the existing key partner document.

A Council member suggested we note ACOT will be inviting Jordan's Principle reps to our diagnosis consultations.

ACTION: Marianne to add Jordan's Principle representatives from the applicable federal government department to the key partner list.

MOTION: To approve the key partner analysis, with the suggested addition - Dennis (MOVED) Kristin (SECONDED). CARRIED

Complaints Activity Reports

Marianne shared the following updates:

- ACOT has 8 open complaints.
- One complaint has been closed through a resolution since the beginning of March 2026.

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

7. REFLECTION ON GOVERNANCE

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

- We covered all that was needed to cover, and it was a positive discussion.
- We kept the public at the forefront keeping in mind the outcome of our actions.

- It was a good balance of keeping needs of registrants in mind, as well as those of the public we serve.
- Effective meeting and discussions, even with a smaller group today.
- It was a good decision keeping the ACOTRO eLearning module.

8. MEETING SURVEY

Council took two minutes to complete the Council meeting survey.

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

MOTION: To adjourn the meeting – Dennis (MOVED), Kristin (SECONDED). CARRIED

The meeting was adjourned at 8:16 p.m.