Alberta College of Occupational Therapists

Council Meeting Minutes

June 29, 2026

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

Marianne Baird – CEO and Registrar

Benny Mutoni – Recording Secretary

Regrets:

Christie Bergman – Councillor, Public Member

Dr. Zahid Rafiq - Councillor, Public Member

Voting Members for this Meeting – Dennis & Heidi

1. GATHERING

Arwen called the meeting to order at 6:30 p.m.

2. ENDS POLICY AND APPROVAL OF AGENDA

Council reviewed the Ends policy with the focus on public protection as well as honoring ACOT's ability to self-regulate.

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

MOTION: To approve the June 29, 2026, ACOT Council meeting agenda as presented – Dennis (MOVED) Heidi (SECONDED). CARRIED.

3. AUDITOR PRESENTATION OF FINANCIAL STATEMENTS

Marianne welcomed Mohini Kumar from KBH Chartered Professional Accountants to share the financial statements presentation.

Mohini confirmed that the audit is independent and in accordance with the standards for nonprofit organizations with the following key points in the full breakdown:

- The auditor's report has not changed much from the previous years.
- Cash balance went down compared to the previous years.
- Overall, guaranteed investment certificates increased.
- Accounts receivable is made up of accrued interest, and that amount has gone down.
- Capital assets did not change much from the previous year.
- Accounts payable and accrued liabilities went up. This number fluctuates from year to year depending on College activities close to year-end.
- Prepaid membership registration increased due to an increase in number of registrants compared to the previous year.
- The College had an increase in net assets.
- The Statement of Operations shows that overall income went up because of an increase in registration and decrease in expenses.
- Expenses went down slightly from the previous year with the biggest decrease being related to Council activities.
- There was a significant decrease in legal fees. These fees fluctuate year to year depending on the volume and nature of complaints received.
- Administrative expenses went down.

Overall, Mohini concluded stating that the college did a great job regarding internal controls, finding no legal, financial or fraud issues.

4. GENERATIVE THINKING

Updated Consultation Plan and Standard of Practice for Diagnostic Practice.

Marianne shared a package including the Standard of Practice for Diagnostic Practice, noting that it follows the format of all other ACOT standards.

Marianne added that the Standard will be presented to an upcoming Diagnostic Course Advisory Committee meeting for feedback. Council will then have an e-vote in August before the Standard is used in consultations in September.

A Council member pointed out the importance of clarifying the Standard with the Course Advisory Committee to ensure that the Standard is interpreted correctly by OTs, especially private practitioners.

Marianne then shared the updated consultation plan, pointing out that the update was done as ACOT learned that it must take the diagnosis course through Advanced Education after development is completed. Marianne added that ACOT met with the College of Licensed Practical Nurses and Health Care Aides of Alberta (CLHA) as this College is familiar with consultations and the process for bringing courses through Advanced Education. CLHA provided some helpful tips and resources.

Updated Timeline for Governance Award Nomination

Marianne reported that the Governance Award nomination process has changed, and as a result, ACOT was unable to submit its nomination in May as planned. The nomination will be submitted once the updated process has been shared on the Governance Professionals of Canada web site.

United Kingdom (UK) Standards for Regulators

Marianne brought forward a discussion on the UK Standards for Regulators, noting that these standards outline an evidence-based framework used to assess regulatory bodies. Marianne sought Council's input on whether, beyond general awareness, there were any elements of the standards that Council wished to consider adopting.

A Council member noted that the UK Standards for Regulators could serve as a useful checklist to support good governance practices and observed that ACOT's current practices appear to align with the standards.

Q: Is there an accreditation process that these organizations go through?

A: We are not aware of an accreditation process associated with the UK standards. ACOT's governance work has been informed by Ontario's regulatory framework, which has reporting requirements for Ontario regulators, but no formal accreditation process.

Field Law Request

Marianne introduced the discussion on the previously raised request to invite Field Law to Council's September retreat to provide input on *Bill 13*.

It was also noted that Field Law would not direct Council decisions but would instead outline risk considerations associated with different approaches.

Following discussion, Council agreed that an invitation to Field Law was not required for the retreat at this time, as there were insufficient new questions or areas requiring additional input. The option remains open to invite Field Law to a future retreat or meeting, should new questions or needs arise.

5. COMMITTEE REPORTS

Competence Committee

Marianne shared the following updates:

- It is a busy time for the Committee with Continuing Competence Program (CCP) review and evaluations being underway. Results are expected to be released in July 2026. Registrants with a "not acceptable" rating on their CCP submission will then have coaching conversations.
- The Committee will be looking at three subcommittees to review use of peer circles, competence interviews and risk-based selection for CCP review and evaluations.

MOTION: To accept the Competence Committee Report as presented – Heidi (MOVED) Dennis (SECONDED). CARRIED

Human Rights Committee

Marianne provided an update on an action item from a previous meeting regarding the Acting Against Racism and Intolerance (AARI) learning modules, noting that the modules have been put on hold.

Marianne shared that she engaged with the Human Rights Committee (formerly AARI Committee) to invite input on Bill 13 requirements, the neutrality analysis and to explore future directions and the Committee's scope of work.

Marianne shared the following highlights:

- The Committee understood Council's decision to put the learning modules on hold in the context of *Bill 13* requirements. Committee members expressed concern regarding the loss of years of work and noted alignment with Council's view that the modules will be archived, maintained and updated as needed, with the intention of making them available at a later time when circumstances are more favourable.
- The Committee agreed to change its name to the Human Rights Committee and expressed interest in reviewing current work to support a shift toward human rights–focused language and framing.

MOTION: To accept the Human Rights Committee Report as presented – Dennis (MOVED) Heidi (SECONDED). CARRIED

6. CONSENT ITEMS

Review of Last Meeting's Minutes

Council examined the May 26, 2026, ACOT Council meeting minutes. With no suggested changes, they moved forward with a motion.

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

RL 2.1: 2026-2027 Q1 Budget vs Actual

Marianne shared the following:

- Registration and banking/interest revenue is slightly down but it's not a material variance.
- Overall administrative expenses were up slightly stemming from IT costs such as computer and office equipment maintenance.
- Council Activity and Committee costs are expected to have more activity next quarter as a result of the Competence Committee's CCP review and evaluation work.

MOTION: To approve RL 2.1: 2026-2027 Q1 Budget vs Actual as presented – Dennis (MOVED) Heidi (SECONDED). CARRIED.

2025-2026 Annual Report

Council reviewed the final copy of the 2025-2026 Annual Report content.

MOTION: To approve the 2025-2026 Annual Report with the adjustment discussed – Heidi (MOVED) Dennis (SECONDED). CARRIED.

7. REFLECTION ON GOVERNANCE

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

- We were thorough with the financial information and still stayed on track.
- The perspective of public protection remains at the forefront of every discussion and decision.
- It was a great discussion.
- I'm very pleased with the clean audit.

Council members also thanked Marianne and ACOT staff for the work they continue to do contributing to the clean audit outcomes.

8. MEETING SURVEY

Council took two minutes to complete the Council meeting survey.

9. IN CAMERA

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

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

The meeting was adjourned at 8:28 p.m.