

1. October 5, 2006

1.1 To accept the Draft Bylaws in principle as presented.

2. October 12, 2006

2.1 That D. Whitnack be appointed President of ACOT for 2006/2007.

2.2 That M. Kaim be appointed Vice-President of ACOT for 2006/2007.

2.3 That Past President, B. Zimmerman remain a signing authority; Vice-President, M.Kaim and President, D. Whitnack be given signing authority AND THAT Councillor, L. Stanners remain a signing authority until the end of his term, December 4, 2006.

3. November 26, 2006

3.1 That the minutes of the Annual General Meeting October 15, 2005 be approved as amended.

3.2 That the minutes of the Council Meeting of September 19, 2006 be approved as amended

3.3 That the minutes of the Council Meeting of October 5, 2006 be approved as distributed.

3.4 That the Minutes of the Council Post AGM Meeting of October 12, 2006 be approved as amended.

3.5 That the College require regulated members carry a minimum of \$5,000,000 professional liability insurance.

3.6 That income compensation be based on OTII, Step 5 of the HSAA contract.

3.7 That GP-10.2 be adopted as amended.

3.8 That the contract with Jan Moore be terminated at the earliest possible time.

4. January 27, 2007

4.1 That the Agenda be adopted as amended.

4.2 That the minutes of the AGM 2006 be adopted as amended.

4.3 That the minutes of November 25, 2006 be adopted as amended.

4.4 That the minutes of November 26, 2006 be adopted as amended.

4.5 That the Council Policy Manual be approved as amended.

4.6 That the Bylaws be adopted as amended.

4.7 That Council recognize the Bylaw Committee and thank them for their great work.

4.8 That the Bylaw Committee be disbanded as of February 1, 2007.

4.9 That the 2007-2008 budget be accepted as presented.

4.10 That RL 4 be accepted as provided.

4.11 That RL 9 be accepted as provided.

4.12 That RL 10 be accepted as provided.

5. February 20, 2007

5.1 That the Agenda be adopted as amended.

5.2 That the Minutes of the January 26, 2007 Meeting of Council be approved as distributed.

- 5.3 That the Minutes of the January 27, 2007 Meeting of Council be approved as distributed.
- 5.4 That the President represent the Alberta College of Occupational Therapists at the CAOT Conference in Newfoundland.
- 5.5 That we send one representative from Council to the Board Chair Forum on Policy Governance.
- 5.6 That the above appointments recommended by the Registrar be approved; and that the above two programs for the practice of Acupuncture recommended by the Registrar be approved
- 5.7 That RL 3 be approved as distributed.

6. April 28 & 29, 2007

- 6.1 That the Agenda be adopted as amended.
- 6.2 That the minutes of the February 20, 2007 meeting be adopted as amended.
- 6.3 That Council accept the Position Statement on Acupuncture as presented.
- 6.4 That Council recognize the work of the Committee and Committee members in the preparation of the Position Statement on Acupuncture.
- 6.5 That Erin Shalley be approved for appointment to Council.
- 6.6 That RL 3 Financial Condition be revised as discussed and resubmitted for review at the next possible Council Meeting.
- 6.7 That RL 4 Asset Protection be revised as discussed and resubmitted for review at the next possible Council Meeting.
- 6.8 That RL 5 Treatment of Public and Registrants be revised as discussed and resubmitted for review at the next possible Council Meeting.
- 6.9 That RL 15 Amendments to the Act or Bylaws be revised as discussed and resubmitted for review at the next possible council Meeting.
- 6.10 That RL 8 be accepted as submitted and that the Registrar is deemed in compliance.

7. May 15, 2007

- 7.1 That the Agenda be adopted as amended.
- 7.2 That ACOT extend the contract with Jannice Moore to the end of 2007.

8. June 15 & 16, 2007

- 8.1 That the agenda be adopted as distributed.
- 8.2 That the Minutes of the April 28 and 29, 2007 meeting be adopted as corrected
- 8.3 That the Minutes of the May 15, 2007 meeting be adopted as presented.
- 8.4 That ACOT reimburse Council members the cost of the ARCC Awards Banquet tickets if they do not have another means to pay for the tickets and are attending the ACOT AGM.
- 8.5 That RL 3 for April 2007 be accepted as corrected, noting partial compliance for item 3, the explanation for which is accepted by Council.
- 8.6 That RL4 for April 2007 be accepted as corrected; noting partial compliance for item 1, the requirement for which Council will look to change; and noting partial compliance for item 9.1, the explanation for which is accepted by Council.
- 8.7 That RL 15 be accepted as corrected.

- 8.8 That RL3 be accepted as presented.
- 8.9 That RL 12 be accepted with amendments.
- 8.10 That RL 13 be accepted with amendments.
- 8.11 That RL 14 be accepted, and noting that in future “open and transparent” be proven by describing the process for obtaining input under evidence.

9. August 25 & 26, 2007

- 9.1 That the Minutes of the June 15 and 16, 2007 meeting be adopted as corrected.
- 9.2 That E. Shalley be granted voting privileges before November 2007, when her three year contract starts
- 9.3 That the recommended changes to the first sentence of RL 2 to be the way it was read out by D. Whitnack which was received from C. Des Lauriers. The sentence should now read: “Budgeting shall not deviate materially from the Ends priorities specified by Council risk fiscal jeopardy nor fail to consider the financial needs of future years.”
- 9.4 That the recommended changes to RL 4, to delete 95% and replace it by 90% under item 1.1 and to remove item 1.12.1 and therefore item 1.12.2 now becomes item 1.12.1.
- 9.5 To remove item 5.1. from RL 5.
- 9.6 To delete ‘managers and conducts’, from item 3.1 from ACOT bylaws and replaced with “governs”.
- 9.7 That the monitoring report RL 5 was read, accepted and requested further information by November 2007.
- 9.8 That the monitoring report RL 4 was read, accepted and requested further information by November 2007.

10. October 9, 2007

- 10.1 That the Agenda be adopted as distributed.
- 10.2 That the Minutes of the Meeting of August 25 and 26, 2007 be adopted as amended.
- 10.3 That pursuant to section 4(1) of the Health Professions Act, the 2006-2007 Annual Report of the Alberta College of Occupational therapists is approved as attached to these Minutes.
- 10.4 That pursuant to Section 15(1), Janet Smith and Rosemary Koziel are hereby appointed to the Complaint Review/Hearing Tribunal Membership List.
- 10.5 That pursuant to Section 14(1) of the Health Professions Act, Patricia Wheadon is hereby appointed Hearings Director.
- 10.6 That pursuant to Section 10(2), Karen Kirker, Kathryn Milner, Luchie Swinton, Mary McMahon and Andrew Hewitt are hereby appointed to the Competence Committee.
- 10.7 That W. Dale Somerville Professional Corporation be retained as Auditor for 2007-2008.
- 10.8 That RL1, RL3, RL4, RL6, RL7, and RL16 be tabled to November 25, 2007.

11. October 19, 2007

- 11.1 That Marek Kaim be appointed President of the Alberta College of Occupational Therapists for the 2007-2008 term.
- 11.2 That E. Shalley be appointed Vice-President of the Alberta College of Occupational Therapists for 2007-2008.

- 11.3 That M. Kaim, President; E. Shalley, Vice-President; and D. Whitnack, Past President be given bank signing authority for the 2007-2008 term.
- 11.4 That the Council of the Alberta College of Occupational Therapists recognizes the contribution of M. Culshaw and B. Klassen (Zimmerman) to Council during their terms and extends to them its gratitude and appreciation.

12. November 8, 2007

- 12.1 That Kim Omar be accepted as an ACOT councillor for a 2 year term.

13. November 24 & 25, 2007

- 13.1 That the agenda be adopted as amended.
- 13.2 That the Minutes of the Meeting of October 9, 2007 be adopted as distributed.
- 13.3 That the Minutes of the Meeting of October 10, 2007 be adopted as amended.
- 13.4 That draft minutes prepared by the Office be reviewed by the President and Registrar and then forwarded to Jan Moore for coaching purposes prior to adoption by Council.
- 13.5 That Council has assessed the monitoring report for policy RL1 and returns it to the Registrar for revision of the interpretation of the main statement for review by Council at the February 2008 meeting.
- 13.6 That Council has assessed the monitoring report for policy RL3 and returns it to the Registrar for revision of the interpretation of item 7 for review by Council at the February 2008 meeting.
- 13.7 That Council has assessed the monitoring report for policy RL4 and returns it to the Registrar for revision of the interpretation of item 1 for review by Council at the February 2008 meeting.
- 13.8 That Council has assessed the monitoring report for policy RL6 and returns it to the Registrar for revision of the interpretation of the main statement for review by Council at the February 2008 meeting.
- 13.9 That Council has assessed the monitoring report for policy RL7 and returns it to the Registrar for revision of the interpretation of items 4, 5 and 7 for review by Council at the February 2008 meeting.
- 13.10 That Council has assessed the monitoring report for policy RL16 finds it provides evidence of compliance with a reasonable interpretation of the policy, noting that the partial compliance under item 3 was rectified and full compliance has now been achieved.

14. February 2 & 3, 2008

- 14.1 That the agenda be adopted as proposed.
- 14.2 That the Minutes of the November 24 and 25, 2007 meeting be adopted as amended.
- 14.3 That Council has assessed the monitoring report for policy RL1 and returns it to the Registrar for revision of the interpretation and evidence of item 2 and 4 for review by Council at the April 2008 meeting.
- 14.4 That Council has assessed the monitoring report for policy RL 3 and finds it provides evidence of compliance with a reasonable interpretation of the policy.
- 14.5 That Council has assessed the monitoring report for policy RL 4 and finds it provides evidence of compliance with a reasonable interpretation of the policy, noting that further

clarification of the interpretation of intellectual property is requested for the next regularly scheduled review.

- 14.6 That Council has assessed the monitoring report for policy RL 6 and finds it provides evidence of compliance with a reasonable interpretation of the policy, noting that there will be further clarification to interpretation based on the amendments made to the RL policy at this meeting.
- 14.7 That Council has assessed the monitoring report for policy RL 7 and finds it provides evidence of compliance with a reasonable interpretation of the policy, noting that further clarification of the evidence under items 4 and 7 is requested for the next regularly scheduled review.
- 14.8 That Council has assessed the monitoring report for policy RL2 and returns it to the Registrar for revision of the interpretation of items 1, 1.1, and inclusion of rationale, for review by Council at the April 2008 meeting.
- 14.9 That Council has assessed the monitoring report for policy RL 3 and finds it provides evidence of compliance with a reasonable interpretation of the policy.
- 14.10 That Council has assessed the monitoring report for policy RL 4 and finds it provides evidence of compliance with a reasonable interpretation of the policy.
- 14.11 That Council accept all amendments to governance policies, council-registrar relationship policies, registrar limitations policies and ends policies as shown in Appendix A, noting that the Registrar will bring back to Council at the April 2008 meeting information regarding resource allocation for the ends.

15. April 2, 2008

- 15.1 That the agenda be adopted as amended.

16. April 19 & 20, 2008

- 16.1 That the agenda be adopted as distributed.
- 16.2 That the agenda be revisited for possible amendment.
- 16.3 That the agenda be adopted as amended.
- 16.4 That the Minutes of the Meeting of February 2 and 3, 2008 be adopted as distributed.
- 16.5 That the last sentence under 4.5 be amended to read: "Discussion ensued and consensus was that the three-year term is ideal due to the associated learning and practicing of policy governance. There is no binding commitment for a three-year term."
- 16.6 That item 3.3, third sentence be amended to read: "Mentorship for new members, a SAOT function ..." and item 3.4, second sentence be amended to read: "We provide quite a bit of support to SAOT at this time".
- 16.7 That the regular Council meeting, scheduled for June 27 and 28, 2008, be a two-day retreat to deal with Ends monitoring, Ends development and Ownership Linkage.
- 16.8 That GP 15 be amended by adding item 1.1.3 to read: "ACOT is committed to support in principle two distinct organizations, financially independent of each other yet working in partnership, to serve occupational therapists and the people of Alberta. Further, 1.1.3.1 ACOT believes in the principle of autonomy of governance for both organizations, and 1.1.3.2 ACOT recognizes and supports the choice of the occupational

therapy community to delegate to SAOT the development and provision of membership services for Alberta occupational therapists”.

- 16.9 That RL 4 be amended by adding at the end of item 13 “The Registrar shall not: 13.1 Compromise ACOT’s commitment to support SAOT in principle as two distinct organizations, financially independent of each other after December 31, 2008, 13.2 Fail to acknowledge the distinct mandates of SAOT and ACOT or fail to attempt to work in partnership with SAOT, and other stakeholder organizations, on initiatives which serve to achieve the ends of ACOT.
- 16.10 That appointment of Vikas Sethi to Council for a three-year term effective October 15, 2008 be accepted and that Council invite Mr. Sethi to the next scheduled Council Meeting.
- 16.11 That the discussion and decision regarding Rules of Order be postponed to the next regular Council Meeting.
- 16.12 That Council has assessed the monitoring report for policy RL 5 and returns it to the Registrar for clarification of the evidence on item 2.2.
- 16.13 That Council has assessed the monitoring report for policy RL 5 and finds it provides evidence of compliance with a reasonable interpretation of the policy, noting that further clarification of the evidence under item 2.2 is requested for the next regularly scheduled review.
- 16.14 That Council has assessed the monitoring report for policy RL 8 and finds it provides evidence of compliance with a reasonable interpretation of the policy.
- 16.15 That Council has assessed the monitoring report for policy RL 12 and finds it provides evidence of compliance with a reasonable interpretation of the policy.
- 16.16 That Council has assessed the monitoring report for policy RL 3 and finds it provides evidence of compliance with a reasonable interpretation of the policy, noting that “corporate income tax” be removed from the interpretation of item 4 for the next regularly scheduled review as ACOT does not pay corporate income tax.
- 16.17 That Council has assessed the monitoring report for policy RL 1 and finds it provides evidence of compliance with a reasonable interpretation of the policy.
- 16.18 That Council has assessed the monitoring report for policy RL 2 and finds it provides evidence of compliance with a reasonable interpretation of the policy.

17. June 27 & 28, 2008

- 17.1 That the agenda be adopted as amended.
- 17.2 That the Minutes of the meeting of April 19 and 20, 2008 be adopted as distributed.
- 17.3 That Council create ad hoc committees for each of the identified populations in the Ownership Linkage Plan.
- 17.4 That Councilors approach designated groups with Council approved questions and collate the information for presentation to Council.
- 17.5 That Council approve the wording of the draft letter to SAOT as distributed and approve sending the letter to SAOT.

- 17.6 That effective with the end of J. Henry's term in October, ACOT will not assign a Council Member to the SAOT Board, but will provide a representative upon a specific request for a specific purpose.
- 17.7 That a new Governance Policy be adopted as GP 23 as attached to these minutes.
- 17.8 That the ACOT Annual Report for 2007-2008 be approved as presented.
- 17.9 That the Audited Financial Statements of Alberta College of Occupational Therapists for the year ended February 29, 2008 be adopted as presented.
- 17.10 That Lorna Reimer, Joyce Magill-Evans and Evelyn Ching be given the President's Award for their outstanding contributions and/or demonstrated passion about what they do for the profession of Occupational Therapy.
- 17.11 That review of coaching reports be tabled to the next meeting.
- 17.12 That Council approves the Position Statement on Diversity as published.
- 17.13 That Council has assessed the monitoring report for policy RL 3 and finds it provides evidence of compliance with a reasonable interpretation of the policy.
- 17.14 That Council has assessed the monitoring report for policy RL 4 and finds it provides evidence of compliance with a reasonable interpretation of the policy.
- 17.15 That RL 4 Asset Protection be amended by removing "unbonded or" from number 4.
- 17.16 That Council has assessed the monitoring report for policy RL 9 and finds it provides evidence of compliance with a reasonable interpretation of the policy, noting that further clarification of the interpretation under number 4 as it relates to researchers and the evidence under number 3 relating to contact with regulators abroad is requested for the next regularly scheduled review.
- 17.17 That Council has assessed the monitoring report for policy RL 10 and finds it provides evidence of compliance with a reasonable interpretation of the policy, noting that further clarification of the interpretation under number 3 as it relates to researchers is requested for the next regularly scheduled review.
- 17.18 That Council has assessed the monitoring report for policy RL 11 and finds it provides evidence of compliance with a reasonable interpretation of the policy, noting that further clarification of the interpretation under number 3 as it relates to researchers is requested for the next regularly scheduled review.
- 17.19 That the monitoring report for policy E1 be sent back for clarification of the interpretation of items 1 and 3, to be reported at the next regularly scheduled meeting of Council.
- 17.20 That Council has assessed the monitoring report for E 2 and finds it provides evidence of compliance with a reasonable interpretation of the policy.
- 17.21 That Council has assessed the monitoring report for E 3 and finds it provides evidence of compliance with a reasonable interpretation of the policy.

18. September 6, 2008

- 18.1 That the agenda be adopted as amended.
- 18.2 That the Minutes of the Meeting of June 27 and 28, 2008, be adopted as amended.

- 18.3 That the decision regarding an ACOT PhD scholarship endowment be tabled to the next scheduled meeting of Council.
- 18.4 That GP23 be amended by removing the sentence “For the fiscal year 2009, the fund will be \$245,000.”
- 18.5 That RL 2 be amended to add item 5 to read “Budget an amount less than \$245,000 for restricted reserves for the fiscal year 2009.”
- 18.6 That D. Whitnack and E. Ching will ensure completion of item 1.1 of GP 9 by year’s end.
- 18.7 That Council postpone the decision on a Registrar Selection Committee and hold an in camera Council Meeting on October 4, 2008 to identify the course of action for GP 9, item 1.2.
- 18.8 That Council accept the nomination of Johanna Arnett to Council for a term of three years beginning October 15, 2008.

19. October 4, 2008

- 19.1 That the Agenda be adopted as amended.
- 19.2 That the Minutes of the meeting of September 6, 2008 be adopted as amended.
- 19.3 That item 1.1.2.1 of GP 15 be struck.
- 19.4 That ACOT contribute \$20,000 per year for a period of five years to the University of Alberta endowment fund for OT PhD with criteria to be determined by ACOT Council.
- 19.5 That Cori Schimtz be appointed to ACOT Council for a three-year term commencing October 15, 2008.
- 19.6 That Council has assessed the monitoring report for policy E 1 and finds it provides evidence of compliance with a reasonable interpretation of the policy, noting that clarification for 1.2 regarding an expansion on the interpretation to be inclusive of ensuring/addressing individuals who do not meet requirements and 1.3 regarding expansion of interpretation to include restricted practices and reference of the Standards in the evidence be provided at the next report of this policy.
- 19.7 That the monitoring report for policy RL 1 be sent back for clarification of the evidence under item 4 as it relates to the selection process for researchers.
- 19.8 That Council has assessed the monitoring report for policy RL 3 and finds it provides evidence of compliance with a reasonable interpretation of the policy.
- 19.9 That Council has assessed the monitoring report for policy RL 6 and finds it provides evidence of compliance with a reasonable interpretation of the policy.
- 19.10 That Council return RL 7 for appropriate interpretation and evidence. Council found the Registrar in partial compliance with item 3 related to information regarding the new ACOT lease. Council found evidence for item 7 to be “trust me” evidence.

20. October 25 & 26, 2008

- 20.1 That the agenda be adopted as amended.
- 20.2 That Erin Shalley be appointed President of the Alberta College of Occupational Therapists for the 2008-2009 term.
- 20.3 That Kim Omar be appointed Vice-President of the Alberta College of Occupational Therapists for the 2008-2009 term.
- 20.4 That E. Shalley, President; K. Omar, Vice-President; and M. Kaim, Past President be given bank signing authority for the 2008-2009 term.
- 20.5 That the Council of the Alberta College of Occupational Therapists recognizes the contribution of D. Whitnack, Evelyn Ching and J. Henry to Council during their terms and extends to them its gratitude and appreciation.
- 20.6 That the Minutes of the Council Meeting of October 4, 2008 be adopted as amended.
- 20.7 That Council has assessed the monitoring report for policy RL 1 and finds it provides evidence of compliance with a reasonable interpretation of the policy.
- 20.8 That Council has assessed the monitoring report for policy RL 2 and finds it provides evidence of compliance with a reasonable interpretation of the policy, noting that the sentence “At a savings of almost \$40,000 per year. Leasehold improvements and moving expenses will pay for themselves in less than five years” under the evidence of item 4 be struck.
- 20.9 That the monitoring report for policy RL 4, item 13 be returned to the Registrar for further clarification of the interpretation, evidence and statement of compliance.
- 20.10 That Council has assessed the monitoring report for policy RL General Registrar Constraint and finds it provides evidence of compliance with a reasonable interpretation of the policy.
- 20.11 That the monitoring report for RL5 General Statement be returned to the registrar for further clarification of the interpretation and evidence around ‘unnecessarily intrusive’ and the timeframe around it.
- 20.12 That Council has assessed the monitoring report for policy RL 7 and finds it provides evidence of compliance with a reasonable interpretation of the policy.
- 20.13 That that potential revision to policies be tabled to the February meeting of Council.
- 20.14 That the motion passed by Council at the Council Meeting on October 4, 2008 stating that “ACOT contribute \$20,000 per year for a period of five years to the University of Alberta endowment fund for OT PhD with criteria to be determined by ACOT Council” be rescinded.
- 20.15 That Council approves the Position Statement on Feeding, Eating and Swallowing.
- 20.16 That Council approves the appointment of Betsey Williams to the Complaint Review Committee per Section 15(1) of the Health Professions Act.

21. February 7 & 8, 2009

- 21.1 That the agenda be adopted as amended.

- 21.2 That the Minutes of the Council Meeting of October 25 and 26, 2008 be adopted as amended.
- 21.3 That the ACOT Council Policy Manual be approved as amended.
- 21.4 That that GP Monitoring be tabled to the next meeting.
- 21.5 That Council has assessed the monitoring report for policy RL 4, item 13 and notes partial compliance with a reasonable interpretation of the policy, and a plan for full compliance.
- 21.6 That Council has assessed the monitoring report for policy RL 5 general statement and notes partial compliance with a reasonable interpretation of the policy, and a plan for full compliance.
- 21.7 That Council has assessed the monitoring report for policy RL 2 and finds it provides evidence of compliance with a reasonable interpretation of the policy.
- 21.8 That Council has assessed the monitoring report for policy RL 3 and finds it provides evidence of compliance with a reasonable interpretation of the policy.
- 21.9 That Council share the following policies with SAOT for the purpose of developing their policies, with the requirement that they remain confidential and that ACOT be referenced: Vision and Mission, Conflict of Interest, In-Camera Meetings, Handling of Operational Complaints, Council Reserve Funds, Global Council Registrar Relationship, Unity of Control, Accountability of the Registrar, Delegation to the Registrar, Monitoring Registrar Performance, Global Governance Commitment, Governing Style, Council Job Contributions, President's Role, Vice President's Role, Council Committee Principles, Council Committee Structure, Nomination Committee Terms of Reference, Registrar Employment Terms of Reference, Council and Committee Expenses.

22. April 18 & 19, 2009

- 22.1 That the agenda be adopted as presented.
- 22.2 That the Minutes of the Council Meeting of February 7 and 8, 2009, be adopted as presented.
- 22.3 That Council has assessed the monitoring report for policy RL 5 and finds it provides evidence of compliance with a reasonable interpretation of the policy, noting that reference to the orientation checklist should be made in future reports.
- 22.4 That Council has assessed the monitoring report for policy RL 8 and finds it provides evidence of compliance with a reasonable interpretation of the policy.
- 22.5 That Council has assessed the monitoring report for policy RL 12 and finds it provides evidence of compliance with a reasonable interpretation of the policy.
- 22.6 That Council has assessed the monitoring report for policy RL 3 and finds it provides evidence of compliance with a reasonable interpretation of the policy, noting that future reports should include itemization of payments currently under dispute.
- 22.7 That GP 11, item 3.4 be amended by adding “by the College” after the word employment in the first sentence. The sentence will read “Should a Council regulated member be considered for employment by the College,…”

- 22.8 That GP 11, item 10 be amended by changing “3” to “2” in the second sentence. The sentence will read “Absence of a Member from more than 2 consecutive regular meetings...”
- 22.9 That Council allow the Registrar to initiate discussions with Alberta Health and Wellness for amendments to the Occupational Therapy Regulations to align with the Labour Mobility Support Agreement produced by ACOTRO.

23. June 26 & 27, 2009

- 23.1 That the Agenda be adopted as amended.
- 23.2 That the Minutes of the meeting held April 18 and 19, 2009, be adopted as amended.
- 23.3 That the ACOT Annual Report 2008-2009 be approved as amended.
- 23.4 That Council has assessed the monitoring report for policy RL 3 and finds it provides evidence of compliance with a reasonable interpretation of the policy, noting that clarification that no payments are under dispute should be made in future reports.
- 23.5 That policy RL 3, point 3 be amended to read: “Settle debts in an untimely manner and inform Council of any payments under dispute”.
- 23.6 That that the monitoring report for policy RL 4, be returned to the Registrar for further clarification of the interpretation and/or evidence for point 7, and statement of partial compliance and schedule for full compliance for point 13.
- 23.7 That policy RL4 Protection of Assets be amended by striking item 13.1.
- 23.8 That policy RL4 Protection of Assets, item 9 be amended as follows: “Operate without protecting intellectual property, information and files from loss or significant damage.
9.1 Operate without a Business Continuity Plan
9.2 Operate without a Disaster Recovery Plan”.
- 23.9 That the audited Financial Statements of the Alberta College of Occupational Therapists for the year ended February 28, 2009 are accepted and approved.
- 23.10 That W. Dale Somerville Chartered Accountant be appointed the auditor for the Alberta College of Occupational Therapists for the year ending February 28, 2010.
- 23.11 That End 1, item 3 be amended to read: “Occupational Therapy is accessible and available to the public in a reasonable and consistent manner in relation to geographic location and resource allocation”.
- 23.12 That the monitoring report for RL 9 Development of Position Statements be returned due to insufficient evidence for item 1.
- 23.13 That RL9 Development of Position Statements, item 6, be amended to read: “Allow Position Statements to become outdated due to advances or changes in practice, or without a review at least every 5 years”

- 23.14 That Council has assessed the monitoring report for policy RL 10 and finds it provides evidence of compliance with a reasonable interpretation of the policy.
- 23.15 That the monitoring report for RL 11 Revision of Guidelines for Occupational Therapist Practice be returned due to insufficient evidence for item 1.
- 23.16 That RL 11 Revision of Guidelines for Occupational Therapist Practice, item 5, be amended to read: “Allow guidelines to become outdated due to advances or changes in practice, or without a review at least every 5 years.
- 23.17 That the monitoring report for End 1 Public Receives Competent Ethical Occupational Therapy be returned due to insufficient evidence for item 1.1.
- 23.18 That End 1, item 3.1 be amended to read: “Government, Alberta Health Services, health care managers and private funders recognize the role of Occupational Therapy and Occupational Therapists are supported in and for planning and development of health care services and provision of services in both urban and rural settings”.
- 23.19 That that the monitoring report for E2 The Profession of Occupational Therapy is Protected be returned due to insufficient interpretation and evidence for item 1.5.
- 23.20 That possible amendments to End 2 The Profession of Occupational Therapy is Protected be tabled to the next meeting.
- 23.21 That Council has assessed the monitoring report for policy E3 Public is Informed about Occupational Therapy and Regulation and finds it provides evidence of compliance with a reasonable interpretation of the policy.
- 23.22 That Council will develop a new RL 13 Communication with the Public stating that the means should not be limited to just one mechanism.
- 23.23 That Council maintain an ex officio, nonvoting member formally organized through the U of A with a role description to be established under the Governance Policy.
- 23.24 That Council accepts the new GP 24 U of A Ex Officio Role as attached to these minutes.
- 23.25 That Council hold an annual information meeting on a date to be determined, and to be held via electronic means.
- 23.26 That Dalique van der Nest be this year’s recipient for the President’s Award.

24. October 4, 2009

- 24.1 That the Agenda be adopted as amended.
- 24.2 That Council authorize Pat Edney, acting in the position of Interim Registrar, to conduct the following scope of activities to ensure the public receives competent, ethical occupational therapy services
- 24.3 That the revisions to Council Policies: RL 1 Treatment of Staff and Volunteers, RL 2 Financial Planning, RL 3 Financial Condition, RL 4 Asset Protection, RL 5 Treatment of Public and Regulated members, RL-6 Compensation and Benefits, RL 8 Emergency Executive Succession, RL 9 Development of Position Statements, RL 10 Development of Standards Governing Practice, RL 11 Revision of Guidelines for Occupational Therapist Practices, be accepted.
- 24.4 That Kim Omar be named President of the Alberta College of Occupational Therapists and assume the responsibilities as outlined in GP-3 effective October 15, 2009.
- 24.5 That the following signing authorities be instated for the Alberta College of Occupational Therapists: Interim Registrar, Pat Edney; President, Kim Omar; Ex-Officio, Marek Kaim; Past President, Erin Shalley.
- 24.6 That motions of Council that are not in camera, be posted to the ACOT website.
- 24.7 That Ryan Sommer be appointed to Council to replace V. Sethi.

25. November 4, 2009

- 25.1 That the Agenda be adopted as amended.
- 25.2 That the Registrar Position Profile and position posting be revised to indicate that it is preferred (instead of required) that the successful candidate be eligible to be registered as an occupational therapist in Alberta.
- 25.3 That Council re-post the Registrar position for a period of one month according to the recommendations of the HR Group.
- 25.4 That Council has assessed the monitoring report for policy RL 1 and finds it provides evidence of compliance with a reasonable interpretation of the policy.
- 25.5 That Council has assessed the monitoring report for policy RL 3 and finds it provides evidence of compliance with a reasonable interpretation of the policy, noting the request that future monitoring reports for this policy include a projection of budget variance to the end of the year.
- 25.6 That Council has assessed the monitoring report for policy RL 6 and finds it provides evidence of compliance with a reasonable interpretation of the policy.
- 25.7 That policy RL 7, item 7 be amended by adding the words “with the exception of the Chair”, after “Provide information” and before “other than . . .”
- 25.8 That Council has assessed the monitoring report for policy RL 7 and finds it provides evidence of compliance with a reasonable interpretation of the policy.
- 25.9 That appointment of the 2009-2010 Vice President be tabled to the next regularly scheduled meeting of Council
- 25.10 That in the event Alberta Health Services does not cover registration fees for occupational therapists returning to work under a Courtesy Permit during a pandemic, ACOT will waive said fees.

25.11 That the Minutes of the Meeting of October 4, 2009 be adopted.

26. January 30, 2010

26.1 That the Agenda be adopted as presented.

26.2 That the Minutes of the meeting of November 4, 2009 be adopted as distributed.

26.3 That Council has assessed the monitoring report for policy RL 2 and finds that it provides evidence of compliance with a reasonable interpretation of the policy.

26.4 That Council has assessed the monitoring report for policy RL 3 and finds that it provides evidence of compliance with a reasonable interpretation of the policy.

26.5 That the involvement of the U of A Ex Officio be in key areas.

26.6 That E. Shalley draft a letter to the U of A, for Council review, that takes into consideration how we engage the U of A Ex Officio and the key areas of involvement.

26.7 That GP 5 be struck from the policies, that GP 3 be amended to indicate the term of President to be up to two years, and that GP4 be amended to indicate the term of Vice President be up to a two year term.

26.8 That C. Schmitz be appointed as Vice President for the current term to October 15, 2011.

26.9 That the budget amount for restricted reserve funds will not increase for the 2010-2011 year.

26.10 That the budget for Council expenses for the 2010-2011 year be \$90,000.

26.11 That the Position Statement entitled *The Role of Occupational Therapy in Psychosocial Interventions, December 2009* be adopted

26.12 That the Alberta College of Occupational Therapists become a signatory to the *Labour Mobility Support Agreement* and that the Interim Registrar be authorized to sign-off the *Labour Mobility Support Agreement* on behalf of the Alberta College of Occupational Therapists.

26.13 That the Interim Registrar be directed to develop amendments to the Occupational Therapists Profession Regulation so as to bring the regulations into compliance with the *Labour Mobility Support Agreement*.

26.14 That the 2010-2011 fee schedule for Provisional Register practice permits be amended to align to a common fee structure with the General Register.

26.15 That the 1992 Standards for School-Based Practice be rescinded.

26.16 That Council accept the Nominations Committee recommendation for Sonali Khera to join the Nominations Committee to replace Margaret Grant.

27. April 17, 2010

27.1 That the Agenda be adopted as amended.

27.2 That the Minutes of the meeting of January 31, 2010 be adopted as distributed.

27.3 That Council has assessed the monitoring report for policy RL 3 and finds that it provides evidence of compliance with a reasonable interpretation of the policy.

27.4 That item 7 be removed from RL5.

27.5 That Council has assessed the monitoring report for policy RL 5 and finds that it provides evidence of compliance with a reasonable interpretation of the policy.

- 27.6 That Council has assessed the monitoring report for policy RL 12 and finds that it provides evidence of compliance with a reasonable interpretation of the policy.
- 27.7 That action required on the Occupational Therapists Profession Regulation Amendments be compiled by the Registrar, the Legislative Review Committee and F. Der representing Council.
- 27.8 That any two to sign jointly of the President, Vice-President, Registrar or Executive Assistant for amounts under \$5,000 and any two to sign jointly of the President, Vice-President or Registrar for amounts over \$5,000 are authorized to endorse, sign and execute cheques and other instruments on behalf of the College.
- 27.9 That ACOT present a request to Alberta Health and Wellness to have the terms of J. Opheim and P. Sager extended for another three-year term to expire October 2013.
- 27.10 That item 1.1.1 be deleted from End 3.
- 27.11 That End 1 have a resource allocation of “up to 70%”, End 2 have a resource allocation of “up to 30%” and End 3 have an allocation of “up to 10%”.

28. June 25, 2010

- 28.1 That the Agenda be adopted as distributed.
- 28.2 That R. Sommer be appointed Vice President.
- 28.3 That Section 3.12 of the Bylaws of the Alberta College of Occupational Therapists be amended to read:
 - “Compensation
 - (a) The President will be compensated as determined and directed by Council.
 - (b) All other councilors shall serve without compensation
 - (c) Reasonable expenses or loss of income incurred by Councilors may be reimbursed pursuant to ACOT policy.”
- 28.4 That Section 3.8 of the Bylaws of the Alberta College of Occupational Therapists be amended to read: “At the first meeting of the Council held after each Annual Meeting of the College, the Council shall elect from among its voting Regulated Members a president and vice-president, who shall hold their respective office for a two (2) year term or until they resign, or until their successors are elected or appointed.”
- 28.5 That Council has assessed the monitoring report for policy RL 3 and finds that it provides evidence of compliance with a reasonable interpretation of the policy.
- 28.6 That Council has assessed the monitoring report for policy RL 4 and finds that it provides evidence of compliance with a reasonable interpretation of the policy.
- 28.7 That Council has assessed the monitoring report for policy RL9 and finds that it provides evidence of compliance with a reasonable interpretation of the policy.
- 28.8 That Council has assessed the monitoring report for policy RL10 and finds that it provides evidence of compliance with a reasonable interpretation of the policy.
- 28.9 That Council has assessed the monitoring report for policy RL11 and finds that it provides evidence of compliance with a reasonable interpretation of the policy.

- 28.10 That Council adopt the Financial Statements OF THE Alberta College of Occupational therapists for the year ended February 28, 2010 as presented.
- 28.11 That Council appoint C. Yenny to Council to fill the vacancy created by the resignation of C. Schmitz to be effective October 15, 2010, expiring October 15, 2011.
- 28.12 That Council has assessed the monitoring report for E1 and finds sufficient evidence that a reasonable interpretation of the End has been achieved, noting that the End may require policy revision and that future monitoring reports contain measurable metrics.
- 28.13 That Council has assessed the monitoring report for E2 and finds sufficient evidence that a reasonable interpretation of the End has been achieved, noting that the End may require policy revision and that future monitoring reports contain measurable metrics.
- 28.14 That Council has assessed the monitoring report for E3 and finds sufficient evidence that a reasonable interpretation of the End has been achieved.

29. October 2, 2010

- 29.1 That the Agenda be adopted as distributed.
- 29.2 That the Minutes of the Council Meeting held April 17, 2010 be adopted as distributed.
- 29.3 That the Minutes of the Council Meeting held June 25, 2010 be adopted as distributed.
- 29.4 That Council has assessed the monitoring report for policy RL 1 and finds that it provides evidence of partial compliance with a reasonable interpretation of the policy, with the request that future monitoring reports declaring non-compliance or partial compliance, contain a plan and target date for compliance.
- 29.5 That Council has assessed the monitoring report for policy RL 3 and finds that it provides evidence of compliance with a reasonable interpretation of the policy.
- 29.6 That Council has assessed the monitoring report for policy RL 6 and finds that it provides evidence of compliance with a reasonable interpretation of the policy.
- 29.7 That Council has assessed the monitoring report for policy RL 7 and finds that it provides evidence of compliance with a reasonable interpretation of the policy.

30. February 12 & 13, 2011

- 30.1 That the Agenda be adopted as amended.
- 30.2 That the Minutes of the Meeting of October 2, 2010 be adopted as distributed.
- 30.3 That effective March 15, 2011 (the 1 year anniversary of the employment contract of the Registrar), the salary of the Registrar be increased by a maximum of 1% with a review of performance which may affect further compensation with notification within 60 days.
- 30.4 That the College not renew subscription to Real Board online modules.
- 30.5 That Council affirms the adoption of the Standards of Practice of the Alberta College of Occupational Therapists 2003 as posted on the College website; and that Council affirms the adoption of the Code of Ethics of the Alberta College of Occupational Therapists 2005 as posted on the College website; and directs the submission of same to the Minister of Health and Wellness in compliance with the *Health Professions Act, RSA 2000 cH-7 s133*.
- 30.6 That Council has assessed the monitoring report for policy RL 2 and finds that it provides evidence of compliance with a reasonable interpretation of the policy.

30.7 That Council has assessed the monitoring report for policy RL 3 and finds that it provides evidence of compliance with a reasonable interpretation of the policy.

31. April 16 & 17, 2011

31.1 That the Agenda be adopted as distributed.

31.2 That the Minutes of the Council Meeting held February 12 and 13, 2011 be adopted as distributed.

31.3 That the College cancel the Governance Coach contract for the time being with appropriate notice.

31.4 That the Courtesy Register fees be reduced to \$30.00 per 30 day period, or a figure that represents the cost to the College of registering occupational therapists on a temporary basis while they are registered in another jurisdiction, whichever figure be the greater.

31.5 That the Professional Fee schedule for 2010-2011 be approved as presented, and that the fee schedule for 2011-2012 be the same except for the change to the Courtesy Register permit fee amended above.

31.6 That pursuant to Bylaw 4.2, Council approves the 2011 Council elections being conducted online while maintain authentication, security, confidentiality and anonymity.

31.7 That Council has assessed the monitoring report for policy RL 3 and finds that it provides evidence of compliance with a reasonable interpretation of the policy.

31.8 That Council has assessed the monitoring report for policy RL 5 and finds that it provides evidence of compliance with a reasonable interpretation of the policy.

31.9 That Council has assessed the monitoring report for policy RL 8 and finds that it provides evidence of compliance with a reasonable interpretation of the policy.

31.10 That Council rescind RL 12 as it is in contravention of the legislation.

32. June 24 & 25, 2011

32.1 That the Financial Statements of the Alberta College of Occupational Therapy for the year ended February 28, 2011 be accepted as presented by W. Dale Somerville Chartered Accountant.

32.2 That the agenda be adopted as presented.

32.3 That the minutes of the meeting of April 16 and 17, 2011 be adopted as distributed.

32.4 That Council has assessed the monitoring report for policy RL 3 and finds that it provides evidence of compliance with a reasonable interpretation of the policy.

32.5 That Council has assessed the monitoring report for policy RL 4 and finds that it provides evidence of compliance with a reasonable interpretation of the policy.