

1:00 p.m.
Education Rooms A & B
Nova Scotia Rehabilitation Centre
Halifax, Nova Scotia
June 11, 2005

Present: Kendra Rex, Chair
Phyllis Williams, Vice-Chair
Cherie Lewis, Secretary
Karey Rushton, Treasurer
Jennifer Saunders, Registrar
Joy Moulton, Office Manager

Glenda Johnson
Joan Versnel
Heather Young
Sarah VanderWal
Jennifer Freeman
Cynthia Stilwell
Kathryn Parsons
Ann Moore
Sherry Ross
Colleen Shubaly
Alexandra Yip

Kathryn Joudrey
Nancy Salmon
Lori Payne
Alana Manzer
Stephanie MacDonald
Nicole Works
Carolyn Kelly
Diane Doucet Murray
Alison Mansfield
Anne Hache
Theresa Tai-MacArthur

Denise Bond
Dorothy Edem
Shirley Anderson
Elizabeth Townsend
Reginald Urbanowski
Lygia Figueiredo
Lisa Rand
Miranda Doherty
Ruth Duggan
Mary Ellen Sullivan
Jo Yazer

Proxies:

Marianne Smith
Janice Hussey
Jennifer Eames
Nancy French
Audrey Moore
Lana Taylor
Anne Marie Brousseau
Natasha Wright

Sherran Henderson
Rosemary Algar
Heather White
Patti Card
Karen Landry
Laura MacGregor
Nancy Littler

Kathleen Curley
Kim Hansen
Priscilla Tshu
Annette Rudman
Sheila Banks
Lorraine Tobin
Lynn Sheehan

Regrets:

Carolyn Crawford
Adelle Marchand

Monique Yazbek
Elaine Handrahan

Barbara McKellar
Maya Fallows

Michael O'Hara, COTNS legal counsel and David Myatt, Chair and public member, Advisory Committee to the Investigation and Complaint Procedures of College, were also present.

1.0 Call to Order

K. Rex, Chair of the Board, called the Annual General Meeting of the College of Occupational Therapists of Nova Scotia (COTNS) to order at 1:10 p.m. Welcomed members to the joint venture of COTNS and NSSOT and thanked everyone for coming out. Introduced College Board, Office manager and Lawyer. She welcomed Jennifer Saunders as Registrar. She thanked G. Salsman for all her hard work and noted that Gayle sent her regrets.

2.0 Approval of Agenda

It was moved by J. Yazer, seconded by A. Hache, that the Agenda be approved as circulated. Motion carried.

3.0 Approval of Minutes

It was moved by D. Edem, seconded by T. Tai-MacArthur, that the Minutes be approved as circulated. Motion carried.

A call was made for volunteers to review the Minutes of the 2005 Annual General Meeting. C. Stilwell and D. Bond volunteered to review this year's minutes.

4.1 Chair's Report

K. Rex noted that it had been a very busy and successful year. She thanked the committee members who are working hard at developing a strong foundation for the College to continue to build on. These committees are beginning to see the results of their labour.

At this time she highlighted some areas of progress as per the Strategic Business Plan and the Joint Message from the Chair and the Registrar reported in the Annual Report.

- The completion of webpage, which is up and running thanks to Cherie Lewis. It has been decided to hire someone from outside to revise and change the webpage on a timelier basis.
- The Essential Competencies of Practice for Occupational Therapists in Canada was adopted as the Standards or Practice for Occupational Therapists in Nova Scotia and was distributed to all members. All College Committees are using the Essential Competencies.
- Practice Guideline – Client Records was sent out in March.
- Feasibility of implementing a Specialist's Register was explored, changes made and sent to governor-in-council. After feedback from the governor-in-council, these changes were put on hold until the Continuing Competency Program is finalized and will be looked at again. Draft regulation regarding continuing competency.
- Partnered with other health organizations.
- Two brochures aimed at providing info to members were developed. They are "Introduction to the College" and "The College Discipline Process".
- Advisory Complaint brochure made up and published.

- Provisional Practising Certificate of Registration was developed and sent out and will be used as guidelines for new grads.
- Implement trial portfolio for Continuing Competency.
- Joint AGM this year and a review of the success of this joint venture will be done.
- Established joint network under the Nova Scotia Health Regulators Network re: other umbrella legislation. On hold, government players have changed.
- Continued involvement with ACOTRO.
- Ensuring adequate education on committees. Always looking for volunteers for Board and Committees, and noted that travel expense, honorarium for committee and board members is available.

Priorities for year –

- Continuing Competency Program – trial of continuing competency portfolio.
- Complaints Process - Train potential members of this process to address issues in a fair and professional manner.
- Practice Guideline – Occupational Therapy Support Personnel – Hopefully completed in fall of 2005.
- Refresher Education/Re-Entry – call for interest re Refresher Education Project Co-ordinator.
- Establish a Credentials Committee – this is a statutory committee mandated in Act and is the last committee to become up and running. This committee is to ensure appropriate policies and procedures for registration are in place.
- Database – CIHI – J. Saunders to highlight.

Thank you for all for the hard work over the past year and we would like to encourage members to come out and get involved with the college. It is very exciting to see how far we have come and looking ahead it is exciting to anticipate all we will accomplish.

4.2 Registrar's Report

J. Saunders highlighted Board Goals # 3 & 4

- The College is continuing to strengthen its relationship with NSSOT and understanding what NSSOT is dealing with.
- The College participated in meetings with the Nova Scotia Health Regulators Network to discuss pertinent issues related to health regulation in the province. This group was responsible for pulling together the Conference on Patient Safety, which took place in May 2005. There were many nurses in attendance. In future, may be similar topics or switch.
- The College continues its participation and support in ACOTRO.
- The College is a working partner on a project with the Canadian Institute for Health Information (CIHI) in conjunction with other members of ACOTRO and CAOT to develop a national database for occupational therapy in Canada.
- Updating database is a National project. We will be changing our database at the office to make it national and international.

- Developing what database should look like and debating what elements should be included. Our present database will not carry us through revamp and CIHI will support and help us fill set up criteria for database but will not fund it.
- Pharmacy, occupational therapy and physiotherapy were chosen to be first to get help updating database. How databases will work and language is still to be determined.

Registration Activities:

- There were 289 registrants as of May 31, 2005. The 2005-06 Renewal process is coming to a close and some of the above registrants have surrendered their license and several people did not meet currency.
- Refresher education is a priority this year.

4.3 Treasurer's Report

K. Fleming highlighted the financial information as per Pages 8-10 of Annual Report. The good news was there will not be an increase in fees but there is a deficit of approximately \$26,000 in the budget. Budget is in the minus because some of the committees need substantial amounts of money and we have had considerable profits in the past couple of years to offset this deficit.

She explained why budget expenditure figures are high: biggest areas are education, peer assessment, printing – to set up Continuing Competency Program potentially to cost a lot of money but we still hope to come in under budget. Our GIC investments are approximately \$215,000.00 to offset possible legislation changes or complaints. Fees have gone up in other provinces because of complaints, etc., but we have foreseen this happening and have put aside monies; this is very positive for our College.

Question was put forth as to why budgeted AGM expenditures were higher than previous year. It was because of the Joint AGM with NSSOT, a full day session, four education sessions, room rental and lunch. The lunch has now been sponsored and there won't be a room rental fee. This had to be budgeted for as no site was confirmed or lunch sponsored when the budget was set. We had no idea in February how much this joint venture would cost and the amount budgeted was only a projected figure. We will definitely be under budget in this area.

An explanation on the difference in Salary amounts on page 8 and 10 was that on page 10 the salary figure includes member incentive, salaries of two staff and benefits. On page 8, they are individually budgeted. The Peer Assessment co-coordinator's salary is under the expenditure "Peer Assessment".

The explanation for the large increase in Equipment expenditure from 2004 to 2005 as per page 10 was we purchased a larger photocopier/printer.

K. Fleming noted that her first year on the Board has been very interesting and informative. All meetings are opened to members by calling the office, in advance if you plan to attend.

4.4 Practice Committee Report

D. Bond, chair of the Practice Committee highlighted points from her report in the Annual Report.

Two practice guidelines have been completed. The Practice Guideline: Client Records were approved by Board and circulated to members in March 2005. The Practice Guideline: Occupational Therapy Support Personnel is in the process of being reviewed from the members' feedback and the final revisions will be completed and sent to the Board for approval. Then it will be sent to all members.

Thanks to those who gave feedback to both of these important practice guidelines.

This Committee provided input to the document "Provisional Practising Certificate of Registration" which the Registrar has devised.

Refresher Education is a main priority and the Board has recently approved funding to hire a consultant to make recommendations to improve the process.

The Committee also continues to answer practice issues.

Ann Moore asked re the consultant background needed and noted that if we cannot find an OT for this position, we shouldn't rule out others.

4.5 Advisory Committee for the Investigation and Complaint Procedures

D. Myatt, Chair, thanked for the invitation to the AGM and thanked the person who wrote the report for the Annual Report. This report has outlined what the committee has done, it is a committee of 5 people at present and they meet for about 1-1/2 each time. An education session for the membership is needed especially for those interested in the discipline process. This committee needs more people on board, there is fine work being done now but appealed for more members to become involved.

4.6 Peer Assessment

D. Edem stated it was a pleasure to be here as the Co-coordinator of this Committee. Thanked members for their support and reminded members that this committee has done a lot work and still more work to be done. This year the committee completed the draft regulations for continuing competency Portfolio and for the Peer Assessment Program. Worked with committee and lawyers to set the framework.

The name of the Committee has been changed to "Continuing Competency Committee".

Identify continuing competency portfolio other peer assessment evaluations and maintain our competency in the work we do. Things are moving ahead with this Committee. In the fall, there will be more education consults throughout the province. Looking for members to volunteer to be the guinea pigs to pilot test the Continuing Competency Portfolio.

In 2006 the committee plans to develop and implement the Self-assessment Tool and Guide. Ontario has a good checklist re: where you are with competency. Key thing is we continually need feedback. Feel free to put your name forward as the committee will be forming a group to participate in; First, the Portfolio and second, the Evaluation of the program.

4.7 Nominations Committee

J. Yazer brought regrets from E. Handrahan. Noted that there was an election last year.

4.8 Call for Nominations

Asked for nominations from the Floor for Board members. Called three times. M. Doherty had put her name forth earlier and was acclaimed. Needs one more member for Board. Anyone interested, please get in touch with the Board or office.

4.8.1 Appointment of 2005-2006 Nominations Committee

J. Yazer asked for two people for the Nominations Committee and outlined the responsibilities. No one came forward.

It was noted that we do not have Governor-in-Council representation at this time and the requirement is three. If you know of anyone who is not an occupational therapist and would like to represent the public on our Board, please have them submit their names.

The Board cannot function at this time as we only have three occupational therapists and need four people for a quorum. Message to be sent out that we are looking for Board member and members for the Nomination Committee. Meetings can be done by teleconference and distance and time of meetings should not be an issue. Two meetings of the Board have already been done by teleconferencing. All material is sent out before hand so all members of Board are aware of what is on the agenda and have a chance to read material before meeting. Again it was mentioned regarding incentive for those outside metro, there is an honorarium, travel costs, teleconferencing, etc.

K. Rex noted that she has really enjoyed her term, and that is has been a great learning curve about her profession.

The question was asked if an occupational therapist that is no longer a member could serve on the Board as the Governor-in-council representative. The answer is no. Also, someone from the general public may show interest in a particular college, say COTNS, but they may be assigned to a different College or Association if there was a complaint at that College or Association. Member from public would be assigned in order to proceed with a complaint.

5.0 Regulations

K. Rex read the Proposed Registration Regulation Amendment pertaining to the Continuing Competency Program as circulated. The College will be trialing the Portfolio section, which has been approved by Board and submitted to Governor-in-Council for approval. The approval by the government will be a long process.

4.3.1 Appointment of Auditor

K. Fleming moved that Raymond Ells be approved as our Auditor for 2005-2006. Seconded by H. Young and J. Yazer.

At this time she gave a big thank you and asked for a round of applause for K. Rex and C. Lewis for their tremendous work on the Board.

6.0 Tentative date for the 2006 AGM

Discussion occurred on the date of next AGM. It was suggested earlier in the year, either March or April. No date was set.

7.0 Other

A. Moore thought the amendments to General Regulations and Registration Regulations: Continuing Competency was going to be voted on.

They do not have to be voted on. The Board has the authority to make these changes according to the Act. This is not new; it is in Section 6 of the Act.

It was asked, “What is the purpose of an AGM if not to have input on items like #5 above?” The purpose of AGM is to support the College’s decisions. The membership had already been asked to provide feedback on these. The members can ask questions at meetings regarding these types of topics.

Regarding the Continuing Competency Regulation, members had a chance to be part of focus groups and material and communiqué was sent out and there was not much feedback. All input was sent to D. Edem and it was taken to the next level. Regarding focus groups throughout the province, notice was sent out a month in advance and if you were not part of them in your area, things happen which the College cannot control.

Under the OT Act, the Board runs the College and the biggest function of the membership is to elect the Board. It is a requirement of the Act to have an AGM to get the membership out and to educate them.

Michael O’Hara, Board Lawyer, stated that legally the Board has the decision-making power.

M. Doherty stated that we, as members, are responsible for reading the material that is sent to us. Any member can call the office at any time if there are questions or comments on any issue from the College, and leave a message for the Board or office staff.

J. Versnel noted that the College has matured as an organization and what the elected Board can do. Felt that the College has come a long way: very impressive.

Again the question was asked “Why is there a meeting if there is nothing to vote on?” We are here to discuss, for information purposes and to identifying some issues that the Board has put in place. Actually it was noted that the College is operating very well.

A question was asked, “Why teleconferencing was eliminated this year?” It was not eliminated this year; nobody requested teleconferencing. It was noted that it has been horribly unsuccessful in the past.

Meeting adjourned at 2:20 pm

Submitted,

Joy Moulton
Office Manager