



PEI College of Occupational Therapists

PO Box 2248, Stn Central
Charlottetown, PE C1A 8B9

AGM AGENDA

Meeting Location: Pourhouse (above the Old Triangle), 189 Great George St, Ch'town

Date: November 4th, 2020

Time: 5:00 pm

Agenda Item	Speaker	Time	Action	Reference Documents
1.0 Call to Order	Dawna	2 min		
2.0 Approval of Agenda	Dawna	2 min	Motion to accept agenda	AGM Agenda – Nov 4 th , 2020
3.0 Approval of Minutes	Dawna	2 min	Motion to accept minutes	Draft AGM Minutes – June 13 th , 2019
4.0 Reports				
4.1 Chair	Dawna	1 min	Motion to Accept Report	Chair's Report
4.2 Treasurer 4.2.1 Financial Reports 4.2.2 2020/21 Budget	Manon/ Heather	10 min	Motion to Accept Reports, Budget	Profit & Loss, Balance Sheet, Profit & Loss by month 2020-2021 Budget
4.3 Registrar	Heather	2 min	Motion to Accept Report	Registrar's Report
5.0 New Business 5.1 Appointment of Accounting Firm 5.2 Election Report 5.3 Other	All	8 min	5.1 motion to approve firm 5.2 Motion to accept report 5.3	Election report (verbal)
4.0 Adjournment	Dawna	1 min	Motion to adjourn	None



Prince Edward Island College of Occupational Therapists

PO Box 2248, Station Central, Charlottetown, PE C1A 8B9

Annual General Meeting

Minutes

June 13, 2019

Queue Restaurant, 70 Grafton St., Charlottetown, PE

P – Present R – Regrets T – Telephone V – Video-conference G – Guest A - Absent									
Heather Cutcliffe	P	Marj Hackett	P	Katie Verhulst	P	Nicole McLaughlin	P	Karen Schurman	R
Dawna Woodside	P	Marilee Miller	P	Sarah Fullerton	P	Manon Gallant	R	Melissa Myers	R
Jane MacNutt	P	Alida Love	P	Daniel MacLeod	P	Michelle Higgins	R	Heather Gauthier	R
Julie Dennis	P	Donna MacLeod	P	Lindsay Reid	P	Karla Crawford	R		
Yvonne Thompson	P	Jenn McNeill	P	Colleen MacPherson	P	Jennifer McNeil	R		
Marie Brine	P	Allyson McConnell	P	Corinne Giasson-Jean	P	Monquie Theriault	R		
Adhoc:									

#	Agenda Item	Discussion/Decision /Action	Responsibility
1.0	Call to Order	Dawna called meeting to order at 5:30pm.	
2.0	Approval of Agenda	Marilee motioned to approve the AGM agenda for June 13, 2019 as circulated; Marie seconded the motion. All in favour, none opposed. Motion carried.	
3.0	Approval of Minutes	Minutes reviewed. Amendments as follows: Lindsay Reid, Allyson McConnell present for meeting; Marj Hackett spelled as such. Marj motioned to approve the AGM minutes for June 7, 2018, as amended; Donna seconded the motion. All in favour; none opposed. Motion carried.	
4.0	Reports	<p>4.1 Chair's Report: Dawna motioned that Chair's report be accepted a circulated. Yvonne seconded the motion. All in favour; none opposed. Motion carried.</p> <p>4.2 Treasurer's Report: Heather motioned that Treasurer's report, Financial Review, 2019/20 Budget, and Appointing of Accounting Firm be accepted a circulated. Corinne seconded the motion. All in favour; none opposed. Motion carried.</p> <p>4.2.1 Financial Review: See above</p> <p>4.2.2 2019/20 Budget: See above</p> <p>4.3 Registrar's Report: Heather motioned that Registrar's Report be accepted as circulated. Colleen seconded the motion. All in favour; none opposed. Motion carried.</p>	

# Agenda Item	Discussion/Decision /Action	Responsibility
5.0 New Business	5.1 Appointment of Accounting Firm: Heather motioned that MRSB continue to be the PEICOT accounting firm for 2019-2020 year. Marj seconded the motion. All in favour; none opposed. Motion carried. 5.2 Election Report: Heather reports Manon Gallant previously nominated as Treasurer. 5.3 Reserved Activities. Heather circulated a "Briefing Note to PEICOT Council Members" re: Reserved Activities to attendees, and reviewed same. Heather indicated that as of the present, that PEICOT registrants do not have access to complete any Reserved Activity. Discussion ensued. Heather reports Registrar to continue to look into the issue, and update Council and registrants with any further developments.	
6.0 Adjournment	Dawna adjourned the meeting at 6:16pm.	

Chair

Date

Registrar

Date



Prince Edward Island College of Occupational Therapists

PO Box 2248, Stn Central, Charlottetown, PEI C1A 8B9

Chair's Annual Report April 1st, 2019 – March 31st, 2020

College Council membership: The College welcomed three new members this year. Manon Gallant has taken on the role of Treasurer. Nick Sims and Don Love were appointed to the College as public members.

Council/Executive Committee

Chair: Dawna Woodside

Secretary: Julie Dennis

Vice Chair: Jane MacNutt

Public Member: Don Love

Treasurer: Manon Gallant

Public Member: Nick Sims

Registrar: Heather Cutcliffe

The Board renewed its contract with Heather Cutcliffe as Registrar. This position continues to manage the bulk of operational tasks. We are very fortunate to have a registrar with the knowledge, experience and connections she has. Heather is involved in many national groups, networks and initiatives related to health profession regulation and Occupational Therapy regulation. She has also been able to share her knowledge and experience with other provincial health professional groups as they navigate the Regulated Health Professionals Act (RHPA) on PEI. The College supports and appreciates this work and involvement as it greatly benefits and informs our work.

The world-wide pandemic had some minor impacts on the College, interfering with meetings and creating the need for telepractice guidelines to name a couple. Protection of the public is not optional however and alternate options were used without jeopardizing the College's mandate or anyone's safety.

With leadership from Heather, the College continued to develop and refine governance and operational materials, policies and processes over the past year for both the council and registrants.

Although a tremendous amount has been achieved since transitioning to a College under the RHPA, much work still remains. I would like to thank all Council members for their time and work this year.

Respectively submitted by,

Dawna Woodside, OT Reg. (PEI)

Chair, Prince Edward Island College of Occupational Therapists

October 15, 2020

PEI College of Occupational Therapists

BALANCE SHEET

As of March 31, 2020

	TOTAL
Assets	
Current Assets	
Cash and Cash Equivalent	
1060 Chequing Bank Account	15,178.95
Total Cash and Cash Equivalent	\$15,178.95
1300 Prepaid Expense and Deposits	212.84
1501 Accounts Receivable Other	0.00
Total Current Assets	\$15,391.79
Non-current Assets	
1065 GIC #1	0.00
1066 GIC #2	0.00
1067 GIC Flex	25,000.00
1068 GIC LT	55,000.00
1510 Grant Receivable	-0.56
1550 Accrued Interest	56.91
Total Non Current Assets	\$80,056.35
Total Assets	\$95,448.14
Liabilities and Equity	
Liabilities	
Current Liabilities	
2101 Accrued Liabilities	1,750.00
Total Current Liabilities	\$1,750.00
Total Liabilities	\$1,750.00
Equity	
Retained Earnings	85,717.16
Profit for the year	7,980.98
Total Equity	\$93,698.14
Total Liabilities and Equity	\$95,448.14

The Balance Sheet gives you a snapshot of your assets and liabilities i.e. your bank balance, your GICs and any liabilities

Registrar: H. Guttridge Treasurer/Chair: [Signature]

Date: April 23/20

PEI College of Occupational Therapists

PROFIT AND LOSS
April 2019 - March 2020

	TOTAL
INCOME	
4200 Renewals	35,861.43
4200 Renewals	400.00
4210 Initial Registration	2,012.50
4220 LMSA	120.00
4460 Miscellaneous Revenue	0.03
Uncategorized Income	0.20
Total Income	\$38,394.16
GROSS PROFIT	\$38,394.16
EXPENSES	
3300 Honorarium	654.00
4230 Refund	567.50
5500 Contract Wages	12,349.25
5750 Website & Database	3,657.00
Total Expenses	\$17,227.75
OTHER EXPENSES	
5605 Liscenses & Fees	532.50
5609 Professional Development	724.39
5610 Accounting & Legal	2,741.03
5650 Lease	271.40
5655 Insurance	820.00
5690 Interest & Bank Charges	69.66
5695 Meals	895.00
5700 Office Supplies	1,206.95
5785 Travel & Entertainment	5,924.50
Total Other Expenses	\$13,185.43
PROFIT	\$7,980.98

The Profit and Loss Statement provides a record of all activities (income, expenses, etc.) and gives you the net profit over that time frame.

Registrar: *N. Archibald* Treasurer/Chair: *N. Baller*

Date: *April 23/20*

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	PEI College of Occupational Therapists																		
2	Profit and Loss by Month																		
3	April 2019 - March 2020																		
4																			
5		Apr 2019	May 2019	Jun 2019	Jul 2019	Aug 2019	Sep 2019	Oct 2019	Nov 2019	Dec 2019	Jan 2020	Feb 2020	Mar 2020	Total					
6	INCOME																		
7	4200 Renewals		25,624.06	267.50	282.50				-100.00		412.37		9,375.00	35,861.43					
8	4200 Renewals												400.00	400.00					
9	4210 Initial Registration	115.00	175.00	300.00	487.50	300.00	635.00							2,012.50					
10	4220 LMSA				80.00	40.00								120.00					
11	4460 Miscellaneous Revenue	0.03												0.03					
12	Uncategorized Income	0.20												0.20					
13	Total Income	\$ 115.23	\$ 25,799.06	\$ 567.50	\$ 850.00	\$ 340.00	\$ 635.00	\$ 0.00	-\$ 100.00	\$ 0.00	\$ 412.37	\$ 0.00	\$ 9,775.00	\$ 38,394.16					
14	GROSS PROFIT	\$ 115.23	\$ 25,799.06	\$ 567.50	\$ 850.00	\$ 340.00	\$ 635.00	\$ 0.00	-\$ 100.00	\$ 0.00	\$ 412.37	\$ 0.00	\$ 9,775.00	\$ 38,394.16					
15	EXPENSES																		
16	3300 Honorarium		436.00							218.00				654.00					Council Members honoraria
17	4230 Refund		225.00								342.50			567.50					Overpayments by members
18	5500 Contract Wages	893.33	893.33	1,786.66		893.33	893.33	893.33	898.33	2,433.83	921.26	921.26	921.26	12,349.25					Extra hours in December
19	5750 Website & Database		3,657.00											3,657.00					\$2675 for Education module, rest website
20	Total Expenses	\$ 893.33	\$ 5,211.33	\$ 1,786.66	\$ 0.00	\$ 893.33	\$ 893.33	\$ 893.33	\$ 898.33	\$ 2,651.83	\$ 1,263.76	\$ 921.26	\$ 921.26	\$ 17,227.75					
21	OTHER EXPENSES																		
22	5605 Licenses & Fees	282.50									250.00			532.50					ACOTRO fee
23	5609 Professional Development	207.00		517.39										724.39					Quickbooks training, CNAR preconference
24	5610 Accounting & Legal		232.88	2,012.50						495.65				2,741.03					Year end & Quickbooks training, Financial Review, Legal opinion
25	5650 Lease									271.40				271.40					Post Office Box
26	5655 Insurance	820.00												820.00					
27	5690 Interest & Bank Charges	7.72	10.50	7.50	7.94		15.00	3.50	3.50	3.50	3.50	3.50	3.50	69.66					
28	5695 Meals								605.00			290.00		895.00					Meals while at meetings
29	5700 Office Supplies	318.22	195.48	112.68				139.02		121.91			319.64	1,206.95					Ink, paper, seal, stamps, postage, hard drive, etc.
30	5785 Travel & Entertainment		1,245.21	1,056.27					2,180.45			1,442.57		5,924.50					May, Nov, Feb ACOTRO mtgs, May ACC mtg - flights & rooms
31	Total Other Expenses	\$ 1,635.44	\$ 1,684.07	\$ 3,706.34	\$ 7.94	\$ 0.00	\$ 15.00	\$ 142.52	\$ 2,788.95	\$ 892.46	\$ 253.50	\$ 1,736.07	\$ 323.14	\$ 13,185.43					
32	PROFIT	-\$ 2,413.54	\$ 18,903.66	-\$ 4,925.50	\$ 842.06	-\$ 553.33	-\$ 273.33	-\$ 1,035.85	-\$ 3,787.28	-\$ 3,544.29	-\$ 1,104.89	-\$ 2,657.33	\$ 8,530.60	\$ 7,980.98					
33																			
34																			
35																			
36																			
37	Explanations																		
37	Line 7 Renewals - May reflect Paypal monies for 2019-2020 year; March reflects etransfers for 2020-2021 year																		

	A	B	C	D	E	F	G	H	I	
1	PEICOT Projected Budget April 1, 2020 - March 31, 2021						Revised July 6, 2020			
2										
3	Starting Balance						15,000			
4							Projected			
5	Revenue									
6	Renewal of Registrations (70 x \$400)						\$28,000			
7	Initial Registrations (4 x \$450)						\$1,800			
8	Other Fees (late, LMSA, etc.)						\$80			
9	Grants						\$0			
10										
11	Bank Interest						\$20			
12										
13										
14										
15										
16	TOTAL REVENUE						\$29,900			
17										
18	EXPENSES									
19	Registrar Wages						\$10,420			
20	Registrar Travel (February mtg)						\$2,000			
21	Audit & Accounting						\$3,000			
22	Continuing Competency Module (1x \$2,500)						\$2,500			
23	Director's & Officer's Liability Insurance						\$820			
24	Registrar Training (San'yas \$250)						\$250			
25	Website hosting & changes						\$1,000			
26	Database Changes						\$600			
27	Legal Fees						\$1,000			
28	ACOTRO Membership Fee						\$250			
29	Canada Post Box Rental						\$250			
30	Office Supplies & Postage						\$500			
31	Bank & Paypal Service Charges						\$200			
32	Other						\$100			
33										
34	TOTAL EXPENSES						\$22,890			
35										
36	Closing Balance						\$21,310			
37										
38	ASSETS									
39	Flexible GIC						\$55,000			
40	Long-Term GIC						\$25,000			
41										
42										
43										
44	Registrar: <u>W. Antyfe</u>			Treasurer/Chair: <u>W. K. [Signature]</u>						
45										
46	Date: <u>July 28/20</u>									



Registrar's Annual Report

June 30th, 2020

Activity Summary April 1st, 2019 – March 31st, 2020

Registration Activities:

- For the registration year April 1st, 2019 to March 31st, 2020 there were eighty-four (84) Occupational Therapists registered with the College. Other data includes:

Data Element	Descriptor					# (%)
Special Register numbers	Time Limited Registration (3 or 6 months)					5 (6%)
General Register numbers	Full Registration					79 (94%)
Lives on PEI						72 (86%)
Lives elsewhere in Canada/US	5 – NS	3 – NB	2 - ON	1 - BC	1 - Hawaii	12 (14%)
Initial Registrations	Transfers under the Labor Mobility Support Agreement					6 (67%)
	New graduates					3 (33%)

- Registration renewal continues to occur on-line; new registrants continue to participate in a paper process as not all jurisdictions have moved to a full online registration system. This means that if a registrant moves under the Labour Mobility Support Agreement (LMSA), the home province must provide verified copies of original documents (not digital versions) to the province the registrant is moving to/registering with e.g. copy of transcripts with PEICOT Seal imprint, dated, signed, etc. This tension between paper and digital documents is being discussed at the national table, but unlikely to change in the next year.
- New registrants and renewing registrants can now use etransfers to pay for their registration fees.
- Inquiries to the registrar included emails and phone calls regarding the following questions:
 - registration requirements for PEI – new grads, folks on mat leave, LMSA applicants, and other prospective applicants
 - reserved activities – below the dermis (acupuncture) and application of energy (FES, TENS, etc.)
 - therapists, employers seeking information on COVID19, Telepractice, etc.
 - therapists seeking practice advice on varying topics
- Since May 1st, 2015 all Internationally Educated Occupational Therapists (IEOTs) are directed to the Association of Occupational Therapy Regulatory Organizations (ACOTRO) to complete the Substantial Equivalency Assessment System (SEAS). The Competency Assessment (CA) portion of the SEAS was stopped on March 16th because of COVID19. The plan is to deliver the CA in a virtual format by mid-July and within 6 months, carry out a comparative analysis to determine benefits/issues and comparability of delivering virtually versus in-person.
- The list of Occupational Therapists registered and licensed to practice on PEI automatically updates at the end of renewal and as new registrants are approved – the full list of registered registrants appears on the PEICOT website; this includes a listing of Time-Limited registrations. The full list of occupational therapists carrying out private practice is available on the PEIOTS website
- The registration fee increased by \$50 to \$350 on April 1st, 2019 and will increase again April 1st, 2020. These increases support the ongoing activities of the College e.g. participation in national, regional and local meetings; the salary of the registrar; director's and officer's insurance; support for the database and website; accounting fees, etc.
- An Annual Schedule of Fees is available on the website.

Complaints Activities:

- There were no complaints received for the 2019-2020 fiscal year.

Additional Responsibilities:

CIHI

- Submitted 2019 data to Canadian Institute of Health Information (CIHI) for Health Human Resources (HHR) Database publication (due to be released fall 2020); Compare Reports reviewed, revised, signed off and submitted.

Atlantic Regulators

- A second education module on *Documentation* is planned for 2020 and again will be a collaborative effort with the College of Occupational Therapists of Nova Scotia (COTNS) and the Newfoundland & Labrador Occupational Therapy Board (NLOTB).

Regulated Health Professions Legislation (RHPA)

- The College has reviewed: a) proposed amendments to the RHPA and b) proposed policies/regulations by other professions transitioning to the RHPA and provided responses to both requests.
- The Occupational Therapy Regulations are currently open for revision and the two requested additions are a) adding Prince Edward Island before the College of Occupational Therapists and b) making “management, research, education or administrative activities” an additional subclause. No changes were needed to allow access to any of the current reserved activities as: a) there is an application to the Ministry of Health & Wellness for a College of Acupuncture and if this is granted, any OTs carrying out acupuncture would be required to be registered with that College; and b) the type of “application of energy” by OTs i.e. FES, TENS and Biofeedback is not the type of ‘application of energy’ meant by reserved activities.
- The College has continued to develop materials to assist with governance and operations. All policies and associated documents can be found on the website and are listed in the attached inventory.
- As directed by the legislative specialist, all new applicants are required to complete both the jurisprudence test and any mandatory education modules within a specified time frame.

Foreign Qualifications Recognition (FQR)

- The 2017 FQR project proved to be an integral step to the CORECOM project in bringing CAOT, ACOTUP and ACTRO representatives together to create a charter and action plan to develop a single competency document for the occupational therapy profession in Canada and replace the three current competency documents. The CORECOM project is scheduled to be completed by March 2021.
- The FQR staff coordinated and hosted a “Regulator Education Day” on November 21, 2019 – PEICOT’s registrar presented a Pecha Kucha (10 picture slides x 30 seconds speaking time for each) session on Canadian Network of Agencies for Regulation (CNAR) and as part of a panel on “Regulator Profiles and Assessment Models” presenting on PEICOT.

Other

- Participated in one meeting of the PEI Regulated Health Professionals Network and one meeting of a collective of PEI registrars.

ACOTRO Summary:

- Participated in three (3) ACOTRO face to face meetings to discuss strategic planning, telepractice guidelines, inter-jurisdiction practice, Substantial Equivalency Assessment System, CORECOM project, Labor Mobility Support Agreement, gap-filling for IEOTs, etc.; and thirty-eight (38) meetings to discuss additional ACOTRO work, including: executive meetings, exam oversight committee, governance committee meetings, OTA & PTA Vision Steering Committee meetings (ACOTRO rep), CAOT Academic Credentialing Council meetings (ACOTRO rep on ACC), orientation of COTNS Director, strategic planning activities with COTBC Director, etc.
- Co-chair of Planning Committee for the Canadian Network of Agencies for Regulation Conference; participated in three (3) teleconferences and reviewed 100+ abstracts. This is the key Canadian regulatory learning activity and provides an opportunity to network with other regulators, hear key issues/trends from leaders in regulation

and attend concurrent sessions on hot/relevant topics. CNAR was scheduled to be held in PEI in October 2020, because of COVID19 the conference will be held virtually this year and scheduled for Charlottetown in 2021.

- Participated in one (1) Council of Canada (OTC) teleconferences as one of the two ACOTRO reps.
- Participated in two (2) Examination Oversight Committee meetings to review, revise and approve policies related to the National Certification Exam (NOTCE)
- Participated in seven (7) ACC meetings, including one face to face meeting and two virtual meetings to discuss the impact of the COVID19 on fieldwork placements and the delivery of OT education online.
- There was no ACOTRO sponsored session at the 2020 CAOT Virtual Conference.

Future Work for Registrar

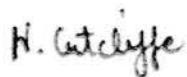
1. Revise the refresher program based upon feedback by the supervisor and the participant as well as a national initiative to harmonize refresher/re-entry programs.
2. Develop competencies for registrar role.
3. Continue to develop standards/policies/processes to ensure protection of the public (i.e. Documentation Standard, Social Media policy/standard, Telepractice Guidelines, etc.) as well as operational viability of the organization (Risk Management, Investment, Year End Procedures, etc.).
4. Continue as active member of ACOTRO.
5. Continue to engage with FQR, PEI Regulated Health Professions Network and the Collective of PEI regulatory organizations.

Breakdown of hours for 2019-2020

Registrar Hours April 1-March 31 of fiscal year	Hours				
	15-16	16-17	17-18	18-19	19-20
	287	245	369	315.25	304
ACOTRO mtgs					
Face to Face	5	3	4	5	4
Teleconferences	18	47	33	43	38

The change in hours, a net decrease of 11.25 hours, is directly related to the efficiencies achieved over the past year.

Respectfully submitted,



Heather Cutcliffe, OT Reg. (PEI)
Registrar, PEICOT

Appendix A

Inventory of PEICOT Materials

Purpose/Type	Document Title	Location
Guiding Documents	Bylaws (November 2019) Code of Ethics (November 2019) Occupational Therapists Regulations (revised 2020) Interim Telepractice Guidelines Reserved Activities under the Regulated Health Professions Act Practice Guideline: Assignment and Supervision of Occupational Therapy Support Personnel Regulated Health Professions Act Rules of Order	Website
Governance Policies	Code of Conduct Conflict of Interest Executive Officers Duties & Responsibilities Policy & Procedure Development Signing Authority & Signing Authority Chart	Website
Registration Policies & Processes	Approved Examination (updated May 2020) Continuing Education Hours Criminal records Check Criminal records Check – Applicant with Criminal record Currency Hours Inservice Guidelines Inservice Sign-in Sheet Language Proficiency Provisional Registration - Prior to Successful Completion of Approved Examination (updated May 2020) Provisional Registration – Refresher Registration Fees Registration Requirements for Initial Application & Checklist Requirements for Renewal of Certificate of Registration Schedule of Fees Third Party Requests for Information	Website
Processes	Complaint Refresher - Clinical Refresher - Non-Clinical	Website Registrar Registrar
Other Documents	ACOTRO FAQ re Use of Title in Retirement Essential Competencies of Practice for Occupational therapists in Canada (3 rd Edition) Essential Competencies of Practice for Occupational therapists in Canada (3 rd Edition) - Quick Reference Guide Terms of reference Template	Website
Forms	COVID19 Special Registration for Cross-Jurisdictional Telepractice Expense Form Labor Mobility Support Confirmation Form Initial Registration Form Regulatory History Form	Website
Exam/Test	Jurisprudence Test	Registrar