

COUNCIL  
MINUTES



SCPT Council Meeting at the Travelodge Hotel in Regina SK, on November 7, 2016.

Present: S. Sarauer; J. Yathon; R. Porter; T. Descottes; C. Cuddington; E. Rackow; J. Grant; S. Lovo Grona; B. Green; J. Hunchak; C. Pederson; K. Horvey

In attendance: L. Kuffner (Executive Director)

Absent: H. Burrige (except for Budget related items – times specified below)

1. **Call to Order** - The meeting was called to order by S. Sarauer, President, and meeting Chair, at 8:31.
2. **Opening Remarks of Chair** – Trial of new meeting package in Adobe format.

3. **Agenda & Declaration of COI**

3.1. **Approval of Agenda**

**Motion:** That the agenda be approved as circulated.

**Moved by:** S. Lovo Grona

**Seconded by:** B. Green

**Changes:** Budget will be discussed

**CARRIED: MOTION: 16.070**

**Changes:** none

- 3.2. **Declaration of COI** – T. Descottes for 5.4 Communications chair honorarium; L. Kuffner for 5.5 ED Cell phone use

3.3. **Minutes of previous Council meetings**

**Motion:** to approve the September meeting minutes as circulated

**Moved by:** R. Porter

**Seconded by:** B. Green

**Changes:** K. Horvey not listed as present

**Amendment:** to add K. Horvey to “Present” list

**Moved by:** E. Rackow

**Seconded by: B. Green**

**CARRIED: MOTION:**

**Amended motion: to approve the September 10 Council meeting minutes as amended**

**CARRIED: MOTION: 16.071**

**3.4. Motion: to approve the consent agenda as circulated**

**Moved by: R. Porter**

**Seconded by: J. Grant**

**CARRIED: MOTION: 16.072**

#### **4. Additional Reports**

**4.1. Executive Director and Registrar's Report**

**Motion: to accept the Executive Director and Registrars' report as presented**

**Moved by: E. Rackow**

**Seconded by: R. Porter**

**CARRIED: MOTION: 16.073**

**4.2. Use of Database**

**4.2.1. Draft SCPT email to members**

**4.2.2. Email from SPA**

**Motion: to approve the request for use of database from SPA/CPA**

**Moved by: E. Rackow**

**Seconded by: C. Cuddington**

**Discussion:**

- Request does not fit into criteria as outlined by current policy - criteria created to limit amount of emails sent to membership
- Discussion on benefits of CPA membership, member awareness of CPA and reasons for joining/not joining.
- This issue should be directed to SPTAG – they are better group to disperse information
- Momentum article may be best venue for delivering information

**DEFEATED: Motion**

**ACTION:** 4.2 L. Kuffner to follow up with a suggestion that SPA submit an article for Momentum and discuss timelines for which Momentum issue would be most beneficial.

**4.3. Affidavit Statement Audit**

**4.3.1. Affidavit Statements Audit Procedure**

**Motion: to approve the affidavit statement audit procedure as presented**

**Moved by:** J. Grant

**Seconded by:** C. Pederson

**Discussion:**

- Discussion about what SCPT would expect as proof of hours – may be a tedious process for getting confirmation
- Continuing competency could assist with developing a policy/procedure

**DEFEATED: MOTION**

**ACTION:**

- 4.3 L. Kuffner/S. Sarauer to send the affidavit statement audit procedure to CCC to bring back update to January Council meeting
- 4.3 L. Kuffner will include a statement in renewal email update to remind members to monitor practice hours.

#### **4.4. Criminal Record Affidavit Statement**

##### **4.4.1. Registration Form updated**

**Motion:** none – for information only (was previously voted on)

**Discussion:**

- Include contact information right under box to contact EDR/SCPT
- Update dates for non-practicing registration

#### **4.5. Procedure for Content of files of closed PCC and DC cases**

**Motion:** to approve the procedure for complaints file content management as presented

**Moved by:** C. Cuddington

**Seconded by:** S. Lovo Grona

**CARRIED: MOTION: 16.074**

**Discussion:**

**ACTION:**

- L. Kuffner to Include procedure for file storage/management in complaints process

#### **4.6. Alliance Report Update**

**Motion:** none.

**Discussion:** B. Green gave Council an update on Alliance meeting. Report not distributed in time due to meeting being this week. Full report to be sent for January meeting.

**ACTION:**

- 4.6 S. Sarauer to include Alliance Report as IFD in January meeting

#### **4.7. Alliance Exam Dates**

**Motion:** none – for discussion only.



**Discussion:**

- Alliance has worked with CCPUP to hear feedback and make changes (where possible) to accommodate schools' concerns – day of September exam; locations of exams

**ACTION:** none

H. Burridge joined meeting at 09:28, via Teleconference

**4.8. Renewal Card**

**4.8.1. Renewal card**

**Motion:** to approve emailing a full sized certificate as well as a card sized renewal certificate every year, instead of mailing a renewal sticker

**Moved by:** C. Cuddington

**Seconded by:** B. Green

**CARRIED: MOTION:16.075**

**Discussion:** discussed sending PDF with a new certificate annually, as well as a card; Member's choice if they wish to print the certificate or just carry the card. Cost of postage, and time spent stuffing envelopes with small sticker prompted exploration of alternative methods of displaying recertification.

**ACTION:**

- 4.8 L. Kuffner and T. to develop renewal certificate, including electronic signature
- 4.8 L. Kuffner to include details of new certificate process in a renewal email

**4.9. SPT Faculty Council Meeting**

**Motion:** that EDR be appointed as the SCPT representative on the SPT Faculty Council.

**Moved by:** E. Rackow

**Seconded by:** T. Descottes

**Discussion:** L. Kuffner has sat in on previous meeting as an invited guest. School of Physical Therapy Faculty Council has changed their Terms of Reference to include SCPT representative as a member. EDR best representative as they will be informed as to issues

**ACTION:** 4.9 L. Kuffner to update EDR job description to include the role as SCPT representative on SPT Faculty Council.

**4.10. CLEAR conference**

**Discussion:** L. Kuffner attended CLEAR conference September 14-17/16. Topics included public awareness, Telemedicine, risk management, criminal proceedings, etc. L. Kuffner found information very beneficial and pertinent to her role as EDR.

## **5. Old Business**

### **5.1. September meeting action plan review**

**Motion:** none

**ACTION:**

- 5.1 Finance committee to investigate separate budget line for incorporation legal fees

### **5.2. 2017 Budget**

#### **5.2.1. Working budget**

**Motion:** none – for discussion only.

**Moved by:** E. Rackow

**Seconded by:** S. Lovo Grona

**Discussion:**

- May need to increase CCC budget for working through the affidavit audit procedure issue.
- New line item – to account for reimbursement of CRC when member is requested to do so through audit process.

**ACTION:**

- 5.2 J. Grant to send resources re: operations and designated funds to H. Burrridge
- 5.2 L. Kuffner to investigate insurance related to designated funds and report back to Council
- 5.2 L. Kuffner will send information to Finance Committee for review and updating policy on designated funds

### **5.3. Honorarium**

#### **5.3.1. Honorariums 2015-16**

**Motion:** to send honorarium fee schedule to finance committee to complete an environmental scan and bring back to January meeting

**Moved by:** H. Burrridge

**Seconded by:** E. Rackow

**CARRIED: Motion: 16.076**

**Discussion:** DC chair honorarium proposed to increase to be similar to PCC as duties may be similar. Honorariums set previously and unknown if amounts were set after environmental scan

**ACTION:**

- 5.3 Finance committee to complete environmental scan re: honorarium amounts in other self-regulated organizations, bring updated honorarium numbers to January Council meeting

#### **5.4. Honorariums Communication Chair**

T. Descottes recused herself at 10:21 due to COI

**Motion: to increase communications chair honorarium amount by \$100**

**Moved by:** B. Green

**Seconded by:** S. Lovo Grona

**CARRIED: MOTION: 16.077**

**Discussion:**

- Workload for communications chair will increase due to nominations and communications committee being merged.

**T. Descottes returned at 10:29.**

#### **5.5. EDR Cell Phone Use**

L. Kuffner recused herself at 10:29 due to COI

**Motion: that 75% of EDR's cell phone bill be paid upon remittance of an expense form including the monthly cell phone cost.**

**Moved by:** H. Burrridge

**Seconded by:** R. Porter

**CARRIED: MOTION: 16.078**

**Discussion:** EDR works variable hours on days of the week, dependent on the nature of requests received to the office. If working from home, uses cell phone to conduct SCPT business.

**ACTION:** none

#### **5.6. Regular Monthly Invoices**

**Motion: that specific regular monthly invoices be approved by the EDR rather than the treasurer. The list includes the following: 3S Health; Great West Life; Softworks (Alinity); Horizon Computer Solutions; Intercall Canada; Pitney Bowes; Receiver General; Reddee Properties; SaskTel**

**Moved by:** H. Burrridge

**Seconded by:** C. Cuddington

**CARRIED: MOTION: 16.079**

**Discussion:** this was the process prior to previous ED departure. Previous process – invoices would be signed by ED, brought as a copy to Treasurer to approve at next Council meeting. Cheques are signed after reviewing the invoices.

#### **5.7. SPA/SCPT Joint Session**



**Motion:** to hold joint SCPT/SPA Session during the afternoon portion of the March meeting

**Moved by:** J. Hunchak

**Seconded by:** B. Green

**CARRIED: MOTION: 16.080**

**Discussion:** a joint meeting has never been held. Discussion on length/content of March meeting. Options for alternative dates discussed.

**ACTION:**

- 5.7 S. Sarauer to follow up with C. Wiechnik re: SCPT's decision and propose alternative dates for joint meeting
- 5.7 Executive to work with SPA executive to develop agenda and format for joint session.

**5.8. Strategic Planning Survey**

**5.8.1. Previous strategic planning survey**

**Motion:** to approve e-distribution of strategic planning survey to SCPT membership and key stakeholders

**Moved by:** E. Rackow

**Seconded by:** S. Lovo Grona

**CARRIED: MOTION: 16.081**

**Discussion:**

**ACTION:**

- 5.8 L. Kuffner/T. MacSymetz to ensure distribution of strategic planning survey
- 5.8 S. Sarauer/L. Kuffner to develop finalized strategic planning survey for distribution.

**5.9. SCPT Mission Statement Review**

**Motion:** none – discussion only.

**Discussion:**

- Discussion on possible changes to the wording/organization of the mission statement. Suggestion to remove last sentence, relocate elsewhere; separate mission and mandate
- Environmental scan – reviewed CPSS, another example J. Grant brought forward.

**ACTION:**

- 5.9 J. Grant, J. Hunchak, B. Green to develop a proposed mission statement for review at January/March Council meeting.

**5.10. PCC Proposed name change "Resolution by Mutual Consent"**

**Motion:** to support the use of the term "Resolution by Mutual Consent" in place of Alternate Dispute Resolution in PCC SCPT proceedings.

**Moved by:** B. Green

**Seconded by:** E. Rackow

**CARRIED: MOTION: 16.082**

**Discussion:**

**ACTION:** 5.10 S. Sarauer to follow up with P. Beharry to develop an article for February Momentum regarding proposed name change to 'Resolution by Mutual Consent'

#### **5.11. Webinar Debriefing Session-Alternate Dispute Resolution**

**Motion:** none – for discussion only.

**Discussion:**

- inform S. Lovo Grona if recording (audio) does not work.
- Discussion continued on name of process matching the process we use; are further changes required to name/process.
- Is there role for true ADR earlier in the process? The Act is very specific in listing options/outcomes, but all complaints must be going to PCC.
- Discussion around revisiting the process after evaluation of current process that has been developed has occurred.

**ACTION:**

- 5.11 S. Lovo Grona will send the ADR webinar recording to all invited participants.
- 5.11 T. MacSymetz to store link to ADR webinar in a secure location for future reference

#### **5.12. Environmental Scan Use of Title/Practice Terms**

**Motion:** none – for information only

**Discussion:** no examples of inappropriate use could be found on web-based search by C. Cuddington.

### **6. New Business**

#### **6.1. Practice Guideline #21**

**Motion:** none required - for information only.

**Discussion:**

- Currently removed from website
- This practice guideline was developed with the intent of bringing clarification to the pre-2016 regulatory bylaw on manipulation as a specialized procedure. With the bylaw amendment, the practice guideline needs to be revised - or, if the bylaw is clear, needs to be removed. The intent is to bring this to Legislation to decide if there is value in



revising and retaining the practice guideline, or if the practice guideline is now redundant and can be, and should now be removed.

## **6.2. Discipline Committee Update**

### **6.2.1. DC Response to July Action Plan**

**Motion: none – for information only**

**Discussion:**

- Ongoing collaboration with EDR, PCC, DC to finalize the SCPT Complaints Management Process Procedure - work expected to continue into 2017.
- Plan to have a finalized document to present at AGM 2017.

## **6.3. Administrative Bylaws Update**

### **6.3.1. Administrative Bylaws Revision (attach “DRAFT Council Resolution to amend The SCPT General Administrative Bylaws”)**

**Motion: to approve the amendments to Articles 14, 28, 33, as circulated (remove Nominations Committee from list of committees as work is being absorbed by Communications Committee)**

**Moved by:** E. Rackow

**Seconded by:** J. Hunchak

**CARRIED: MOTION: 16.083**

**Discussion:**

#### **ACTION:**

- 6.3 L. Kuffner to submit Administrative Bylaw changes to the Ministry within 30 days of this meeting (by December 5/16)
- 6.3 S. Sarauer will add Administrative Bylaws Revision to the Agenda for AGM 2017 for ratification by membership.

## **6. 6.4 Strategic Planning Mini Session**

**Motion: none – for discussion only.**

## **7. Other Business**

### **7.1. Council Action Report**

- 4.2 L. Kuffner to follow up with a suggestion that SPA submit an article for Momentum and discuss timelines for which Momentum issue would be most beneficial.
- 4.3 L. Kuffner/S. Sarauer to send the affidavit statement audit procedure to CCC to bring back update to January Council meeting
- 4.3 L. Kuffner will include a statement in renewal email update to remind members to monitor practice hours.

- L. Kuffner to Include procedure for file storage/management in complaints process
- 4.6 S. Sarauer to include Alliance Report as IFD in January meeting
- 4.8 L. Kuffner and T. to develop renewal certificate, including electronic signature
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- 5.1 Finance committee to investigate separate budget line for incorporation legal fees
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## **7.2. Momentum and website - Deadline end September for submissions**

- ☐ Website:
  - Committee is working on standardizing the website pages
  - Priorities are practice guidelines, standardized font, converting word documents to PDFs, search engine/key search words
- ☐ Momentum
  - Leave Telemedicine article until MOU is received in January meeting

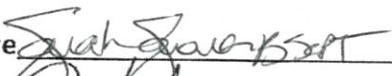
- PCC article ADR name change
- Nominations information
- Renewal update
- Guest article from SPA?
- CLEAR article recap?

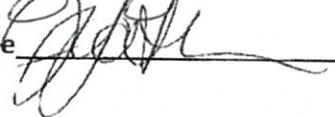
7.3. In camera - none

6.5. Other Business - none

8. Adjournment: S. Sarauer adjourned meeting at 14:35

Next Meeting:

Signature  (President) April 11/17 (Date)

Signature  (Secretary) Mar 17/17 (Date)



Item for: Council	Date: November 5, 2016	Agenda Item 4 . 1.
Topic: Executive Director's Report      Est. Time Req: 5 (min)		
This item is for: <input type="checkbox"/> Decision <input type="checkbox"/> Discussion <input checked="" type="checkbox"/> Information		
Overview: The Issue: Suggested Action: Submitted by: Lynn Kuffner Attachments:		

Please add correct information and forward to [admin@scpt.org](mailto:admin@scpt.org)

### Registrar's Report

Practicing:	722
Restricted:	23
Non-practicing:	35
Academic	<u>2</u>
Total	782

### Professional Conduct Committee Report

New cases (since last report):	0
Open cases:	0
Referred to discipline for:	
Recommend Dismissal	0
ADR	0
Hearing	0

### Discipline Committee Report

Referrals received from PCC (since last report):	0
Cases in process:	0
Cases closed: Dismissed	0
ADR	0
Hearing Concluded	0