

## COUNCIL MINUTES



**SCPT Pre-AGM Council Meeting at the Travelodge Hotel, in Regina SK, on April 22, 2016.  
19/19**

**Present: S. Sarauer; J. Yathon; B. Green; E. Rackow; C. Pederson; R. Porter; T. Descottes; C. Cuddington; S. Lovo Grona; H. BurrIDGE;**

**In attendance: L. Kuffner**

**Absent: J. Grant**

- 1. Call to Order** - The meeting was called to order by S. Sarauer, President, and meeting Chair, at 08:33.
- 2. Opening Remarks of Chair** – J. Grant unable to attend Pre-AGM and AGM.

### **3. Agenda & Declaration of COI**

#### **3.1. Approval of Agenda**

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

Moved by: E. Rackow

Seconded by: B. Green

**Changes: none**

#### **3.2. Declaration of COI** - none declared

#### **3.3 Minutes of previous Council Meeting**

**Motion: to approve March council meeting minutes as circulated**

Moved by: B. Green

Seconded by: J. Yathon

**CARRIED: Motion: 16.037**

#### **3.4. Consent Agenda**

**Motion: that the consent agenda be approved as circulated**

Moved by: T. Descottes

Seconded by: L. Kuffner

**CARRIED: Motion: 16.038**

**Note:** Council members reminded that any item from consent agenda can be pulled out for further discussion during the Council meeting. Question about if Alliance has discussed the timing of national exam with schools – B. Green responded that that will be discussed at upcoming Alliance face to face meeting in May.

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

##### **4.1. Executive Director's Report**

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

Moved by: E. Rackow

Seconded by: H. BurrIDGE

**CARRIED: Motion: 16.039**

**Discussion:**

- No late renewals this year!
- ED has received phone calls from parties that are looking for advice on if a matter is a contravention. ED has advised them to review the applicable portions of the Act and Bylaws and how to submit a complaint should they wish to.
- E. Rackow – asked how long to keep inactive files. ED has been looking into this.
- The SCPT office has moved to Cynthia Street location. Still some issue with heating/temperature control that have been addressed by building management.

##### **4.2. SPT request for CIHI date for mapping project**

**Motion: to approve the School of Physical Therapy request for SCPT to allow CIHI to release postal code data**

Moved by: B. Green

Seconded by: S. Lovo Grona

**TABLED: will vote at June council meeting once further information is received and shared with council.**

**Discussion:**

- Purpose of postal code is used to create maps to show disparity of care. Postal code may be easier for researcher to access data to prepare the map.
- It is believed that the postal code information will be released to particular individual doing the project, but the current motion does not state this explicitly.
- Ethics committee has approved this project and the researchers will have to get this amendment approved by ethics committee
- Are postal codes given the member's home or work address? May need clarification.

**ACTION:**

- 4.2 L. Kuffner will request a copy of the ethics approval agreement, and clarify which postal code they are requesting – member home or work postal code?

- 4.2 L. Kuffner will distribute initial letter received from School of PT research team, as well as the initial published study

## 5. Old Business

### 5.1. March Meeting Action Plan Review

#### 5.1.1. March Action Plan Table

##### Discussion:

- ED plan to focus on protection of title, corporations issues after AGM. Many discussions and steps must be taken to address the issues. EDR will meet with M. Rasmussen to discuss current state, and then make plans to meet as a group (EDR, president/president-elect, legal counsel) with Corporations.
- CRC – still at Registration Committee for development of process. Need to present information to students in June, even if it is still at Registration Committee for development. Will likely be in place by time of new registration in October.

##### ACTION:

- 5.1 E. Rackow will send sample of CRC declaration from U of R to office for distribution to Registration Committee
- 5.1 J. Yathon and T. MacSymetz will work to format inclusion of “ongoing” action items in the Action list that is generated in the current meeting.

### 5.2. Council Education Policy

#### 5.2.1. Council Education Policy

**Motion:** to approve the Council Education policy as circulated

Moved by: B. Green

Seconded by: T. Descottes

**Discussion:** none required.

**CARRIED: Motion: 16.040**

### 5.3. Discipline Committee Terms of Reference

#### 5.3.1. Discipline Committee Terms of Reference

**Motion:** to approve the Discipline Committee Terms of Reference as circulated.

Moved by: R. Porter

Seconded by: B. Green

##### Discussion:

- Format of Terms of Reference may be useful for PCC as well
- Need to name the DC policy document and use the same name in the Terms of Reference for consistency.
- Need to include dates on each document
- Discussed renewable terms – we have a nominations process that drives the process of filling committees and renewing terms.

**DEFEATED: Motion: 16.041**

**ACTION:**



- 5.3 S. Sarauer to follow up with PCC Chair regarding creation of PCC terms of reference.
- 5.3 S. Sarauer will relay suggestions to DC chair regarding using the same name for the policy document in Terms of Reference and the document itself, as well as dating of documents
- 5.3. S. Sarauer will add DC committee Terms of Reference to June meeting agenda

#### **5.4. Discipline Committee Administrative Process Policy**

##### **5.4.1. Discipline Committee Administrative Process Policy**

**Motion: to approve the DC Administrative Process Policy as circulated**

Moved by: C. Pederson

Seconded by: R. Porter

**DEFEATED: MOTION: 16.042**

**Discussion: Recommendations by Council:**

- Need clarification of which chair is being referred to – chair or DC or hearing chair?
- Process of making discipline hearing public – need input
  - Other jurisdictions post hearing information on website.
- DC and PCC chair have reviewed the SCPT complaints management process and made recommendations.
- For A) needs to be clear that it is referring to ADR
- Remove “that no further action is required because” from the first line
- Which report is shared with the committee? The website posting summary or the entire report? Should completed reports with no further action be de-identified?
- Should state sections 28-32 in #2.
- Replace the word “determine” with “adjudicate” in #2
- Change wording of #6 to “Shall govern its own process in accordance with the Act”
- Who constitutes the hearing committee?
- #7: DC chair, PCC chair and respective legal counsel (as required) should be meeting in the preliminary conference.
- 7(a) what if parties do not agree to the members of the hearing committee? Rules around declaration of COI are needed to determine appropriateness.
- Minimum number of members of hearing committee – not outlined in the Act.
  - Determine process if minimum number of committee is not met.
  - Nominations committee could create a reserve discipline committee list, to serve on discipline hearings as needed.
- Need clarification - Complainant or other members who wish to attend cannot participate – complainant has already given facts and PCC presents their information.
- #9: How the public is to be notified?

- #10: which committee is being referred to?
- #11: should include that “the DC shall submit updates to the EDR upon request.”
- #14: letter should be sent directly to the member, the member can share with legal counsel as they feel appropriate.
- 17 (b) which summary – the website posting summary is different than the actual discipline summary.
- Council cannot approve document until changes reviewed with Discipline Committee

**ACTION:**

- 5.4 S. Sarauer to bring Council recommendations for DC procedure back to DC to consider the listed changes, DC reserve backup members, change terms of reference to reflect change.
- 5.4 S. Sarauer to distribute edited DC policy to PCC and DC chairs (once DC makes Council-recommended edits) and bring revised policy back to September Council meeting.

**5.5. Committee Meeting Minutes**

**Motion: that SCPT committee meeting minutes not be accessible to public or members**

Moved by: C. Cuddington

Seconded by: S. Lovo Grona

**5 in favour, 2 opposed**

**CARRIED: Motion: 16.043**

**Discussion:**

- Reference: Perry and Perry’s Call to Order
- Not legally bound to make meeting minutes public but the office may be asked to share minutes from any committee
- Currently: Council meeting minutes are shared on the public site, no other committee minutes are made available to the public.
- Meeting minutes may be able to be de-identified before being shared
- All committee chair members are open and transparent in their annual reports and updates to council – all actions/projects done by committee are outlined in the annual report.
- Difficult to select committees that will not be accessible and which will be accessible.
- PCC/DC committee meeting minutes are not open to public sharing as they often include discussion on current cases that is confidential.
- Making information public may alter the discussion at a committee level, resulting in incomplete information that future committee members may need.
- Committees develop policy/procedure/recommendations that come to council for decision/approval, therefore need for committee discussion/notes would not add any benefit.

**ACTION:**

- 5.5. EDR/executive will develop a response that can be used to respond to requests for access to specific committee minutes/information

**5.6. Budget**

**5.6.1. Budget AGM Power Point Presentation**

**Motion: none. For information only.**

**5.7. Office Complaints Process Procedure for PCC/DC**

**Motion: none – for discussion only**

**Discussion:**

- Letter to member states that the members' response may be shared with the complainant, so point on document outlines this step. Concern raised about the possible ramifications if this occurs - may cause unnecessary controversy.
- State EDR requests update every 30 days, and informs complainant
- May be beneficial for annual, de-identified, report from PCC which would include topic of complaint, outcome, for knowledge sharing with SCPT Council.

**ACTION:**

- 5.7 S. Sarauer will follow up with PCC chair re: keeping a de-identified record of case summaries

**6. New Business**

**6.1. Pre-Authorized Debit for Rent**

**Motion: to allow SCPT to pay monthly rent via pre-authorized debit.**

Moved by: B. Green

Seconded by: C. Pederson

**CARRIED: Motion: 16.044**

**Discussion:**

- New landlords have offered option of pre-authorized debit for rent.
- Saves the need for monthly signing by 2 people, cost of cheques on a monthly basis.
- Utilities are estimated and set as "tenant fees" except phone bill. Amount is reconciled at year end, if the amounts are different.

**6.2. SCPT Council Action Plan**

**New:**

- 4.2 L. Kuffner will request a copy of the ethics approval agreement, and clarify which postal code they are requesting – member home or work postal code?
- 4.2 L. Kuffner will distribute initial letter received from School of PT research team, as well as the initial published study
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**Ongoing: (from March 2016 Council meeting)**

- 4.2 L. Kuffner to investigate possibility of completing new member application process completely online
- 4.2 L. Kuffner to explore current website setup to include link to “new member application” page
- 4.6 L. Kuffner to bring FQRWG survey results back to Council once the entire survey is completed.
- 4.7 L. Kuffner to communicate with M. Rasmussen to discuss course of action on Protection of Title issues.
- 4.7 L. Kuffner to approach Director of Corporations to meet regarding current processes and concerns/issues
- 4.7 L. Kuffner to update website with information on changes to corporations once clear process is established.
- 5.2 T. Descottes to include an article in Momentum re: education policy
- 5.3 S. Sarauer/T. Descottes article in Momentum re: reminder for members to check membership requirements of jurisdiction that they are providing telerehabilitation services to.
- 5.3 Refer to PSOP for development of practice guideline for intraprovincial Telerehabilitation

**6.3. Momentum and Website**

- Nothing new required – T. Descottes has gathered all information for upcoming edition.

**6.4. In Camera Session (if required) – none**

7. **Adjournment:** S. Sarauer adjourned the meeting at 11:58.

**Next Meeting:** AGM 2016

Signature S. Sarauer (President) Sept 10/16 (Date)

Signature [Signature] (Secretary) Sept 10/16 (Date)