

## COUNCIL MINUTES



**SCPT Pre-AGM Council Meeting at the SCPT Office Board Room, in Saskatoon SK, on April 21, 2017.**

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

**In attendance:** L. Kuffner

**Absent:**

- 1. Call to Order** - The meeting was called to order by S. Sarauer, President, and meeting Chair, at 12:37.
- 2. Opening Remarks of Chair** – DC admin process document (updated this morning) – distributed to members.
- 3. Agenda & Declaration of COI**
  - 3.1. Approval of Agenda**

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

Moved by: T. Descottes

Seconded by: K. Horvey

**Changes:** none

**CARRIED: MOTION: 17.038**
  - 3.2. Declaration of COI** – L. Kuffner for 5.8 Council and EDR Education Funding Requests; 5.10 EDR Cell Phone
  - 3.3 Minutes of previous Council Meeting**
    - 3.3.1. March 4<sup>th</sup> Council meeting**

**Motion:** to approve March 4<sup>th</sup> council meeting minutes as circulated

Moved by: R. Porter

Seconded by: E. Rackow

**CARRIED: Motion:**

**ACTION:** 3.3 T. MacSymetz to post March 4<sup>th</sup> meeting minutes to website

### **3.4. Consent Agenda**

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

Moved by: B. Green

Seconded by: J. Hunchak

**CARRIED: Motion: 17.039**

## **4. Additional Reports**

### **4.1. Executive Director & Registrar's Report (ATTACH)**

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

Moved by: C. Cuddington

Seconded by: H. Burrige

**CARRIED: Motion: 17.040**

**Discussion:**

- Repeat late renewals – multiple calls required in some cases. Discussion of if any other steps need to be taken instead of using office time to manage same. If phone call follow up is done routinely, should have a policy/work standard that standardizes the office work.

### **4.2. Canadian Alliance of Physiotherapy Regulators Report (attach)**

**Motion: to accept the Alliance report as circulated**

Moved by: C. Pederson

Seconded by: H. Burrige

**CARRIED: MOTION: 17.041**

**Discussion:**

- Essential competencies document
- Physiotherapy Competency Examination(PCE) written scoring will be changed for May sitting
- PCE audit – report will be posted on Alliance website
- Stakeholder meeting, including University programs, reviewed exam scoring for written and practical exams.

**ACTION: None**

### **4.3. Records Management System Meeting Minutes-March 13, 2017**

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

**Discussion:** early work done by steering committee to explore resources available and the current needs of the office.

## **5. Old Business**

### **5.1. March Meeting Action Plan Review**

#### **5.1.1. March Action Plan Table**

**Discussion: action plan reviewed.**

### **5.2. 2017 Budget**

**5.2.1. 2017 Budget**

**Motion:** none – H. Burrige presented the 2017 budget presentation that will be presented at AGM.

**5.3. Investment Funds**

**Motion:** That \$79,600 be invested in a 5 year GIC to complement the current Guaranteed Investment Certificate ladder with Royal Bank of Canada (RBC).

Moved by: H. Burrige

Seconded by: J. Grant

**CARRIED: MOTION: 17.042**

**Discussion:** members discussed different investment options, including exchange traded funds, GICs, etc.

**ACTION:** 5.3 C. Cuddington (incoming Treasurer) to explore options for ETF (exchange traded funds) as an additional option for SCPT investments

**5.4. CPP and EI**

**Motion:** none – discussion/follow up from previous meeting.

**5.5. Auditor's Report**

**5.5.1. Auditor's Report (Attach)**

**Motion:** to approve the 2016 Auditor's report as presented

Moved by: H. Burrige

Seconded by: E. Rackow

**CARRIED: Motion: 17.043**

**Discussion:**

- Thanks to T. MacSymetz and H. Burrige for diligent accounting/day to day management of finances.

**5.6. Strategic Planning Presentation**

**5.6.1. Strategic Planning Presentation**

**Motion:** none

**5.7. Discipline Committee Terms of Reference- Richard Bourassa attended via Teleconference.**

**5.7.1. Discipline Committee Terms of Reference (Attach)**

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

Moved by: C. Pederson

Seconded by: C. Cuddington

**Discussion:** reviewed document with R. Bourassa

**CARRIED: MOTION: 17.044**

**ACTION:** 5.7. T. MacSymetz will update website with the updated DC Terms of Reference and Administrative Process Policy

**Discipline Committee Administrative Process Policy**

**Motion: to approve the Discipline Committee Administrative Process Policy**

**Moved by:** E. Rackow

**Seconded by:** C. Pederson

**CARRIED: MOTION:**

**Discussion:** Reviewed document and Council had an opportunity to ask questions and receive feedback.

**L. Kuffner left meeting.**

**5.8. Council and EDR Education Funding Requests**

**5.8.1. EDR funding submission**

**Motion:** Approve EDR attendance at 2017 CLEAR Conference for a cost of \$2202

**Moved by:** B. Green

**Seconded by:** J. Yathon

**CARRIED: Motion: 17.045**

**Discussion:** Reviewed itinerary of both conferences (2 weeks apart) – no overlap of content. Council felt the content was in line with the SCPT's needs.

**L. Kuffner re-joined meeting.**

**5.9. Telerehabilitation License**

**5.9.1. Draft Fee Bylaw**

**5.9.2. Memorandum of Understanding Cross-Border Physiotherapy**

**Action:** that the PSOP Committee draft practice guidelines related to cross border physiotherapy to comply with the MOU and the Legislation

**Action:** Registration Committee to explore draft Fee and Regulatory Bylaws further

**Discussion:**

- This is to be used by external physical therapists to obtain a license to treat a patient that resides here, via Telerehabilitation
- change wording of fee bylaw: should mirror current SCPT membership fee language
- needs to be clear that it is available for out of province therapists wanting to practice in SK, not for in-province members wanting to practice telerehabilitation – SK therapists would have to obtain a license from the province in the patient resides.
- discussion on covering both telerehabilitation and in-person treatment.
- Regulatory Bylaw needs title changed to reflect in-person services
- Changes to draft regulatory bylaw language:
  - To 9(a) – change to “...where patient resides in Saskatchewan” instead of “jurisdiction of the college
  - To 9 (b) – change to 19(1) of the Act.

**ACTION:** 5.9 C. Cuddington will take recommended changes back to Registration committee for editing and forward completed draft to Legislation committee for review.

L. Kuffner left meeting room for 5.10 at 14:49.

**5.10. EDR Cell Phone**

**Motion:** A cell phone allowance of \$61.88 be paid to the EDR on her monthly cheque rather than payment of 75% of their cell phone bill upon remittance

**Moved by:** E. Rackow

**Seconded by:** R. Porter

**CARRIED: Motion: 17.046**

**Discussion:** options were given to L. Kuffner re: cell phone payment options.

**ACTION:** none

L. Kuffner re-joined meeting at 14:52.

**6. New Business**

**6.1. AGM 2017 Planning Session**

**6.1.1. Updated Complaints Process Document**

**6.1.2. AGM 2017 Agenda**

**Motion:** none

**Discussion:**

- 3 remote sites registered for 2017 AGM

**6.2. SPA Submission Complaints Package**

**6.2.1. SPA Letter to members**

**6.2.2. CPA document**

**Motion:** to approve the inclusion of the SPA and CPA documents (as attached) in the package sent to SCPT Members against whom a complaint has been brought

**Moved by:** E. Rackow

**Seconded by:** J. Hunchak

**DEFEATED: Motion: Defeated**

**Discussion:**

- SPA letter to member, as well as document "When Patients Escalate Accusations"
- 2013 document is not accurately depicting each jurisdiction
- Recommend that SPA remove reference to the document and direct clients to the CPA website.
- Council recommends taking proposed changes to joint SPA/SCPT meeting in June.

**ACTION:** 6.2 B. Green to take SPA Submission Complaints Package proposed edits to joint SPA/SCPT meeting in June

**7. Other Business**

**7.1. SCPT Council Action Plan**

- 3.3 T. MacSymetz to post minutes to website
- 5.3 C. Cuddington (incoming Treasurer) to explore options for ETF (exchange traded funds) as an additional option for SCPT investments
- 5.7. T. MacSymetz will update website with the updated DC Terms of Reference
- 5.9 C. Cuddington will take recommended changes to Telerehabilitation documents back to Registration committee for editing and forward completed draft to Legislation committee for review.
- 6.2 B. Green to take SPA Submission Complaints Package proposed edits to joint SPA/SCPT meeting in June.

#### **7.2. Momentum and Website**

- All items from March Council meeting

#### **7.3. In Camera Session – none required**

**8. Adjournment:** S. Sarauer adjourned the meeting at 15:50.

**Next Meeting:** AGM 2017

Signature\_\_\_\_\_ (President)\_\_\_\_\_ (Date)

Signature\_\_\_\_\_ (Secretary)\_\_\_\_\_ (Date)