

COUNCIL  
MINUTES



**SCPT Council Meeting January 20, 2018 GoToMeeting Teleconference**

**Present:** Brandy Green, Dale Pitura, Judy Grant, Karla Horvey, Jacquie Hunchak, Kent Earle, Lynn Kuffner, Tasha Descottes; Liz Rackow; Richard Porter; Cathy Cuddington

**Absent:** Sarah Sarauer

**1. Call to Order: 8:33am**

**2. Opening Remarks of the Chair**

**3. Agenda**

**3.1 Approval of Agenda/Consent Agenda**

**MOTION:** To approve the Agenda including Consent Agenda, as presented

Mover: D. Pitura

Seconder: E. Rackow

**CARRIED: Motion: 18.000**

**3.2 Declaration of Conflict of Interest- none declared**

**3.3. Minutes of Previous Council Meeting**

**3.3.1 November 18, 2017 Meeting**

**MOTION:** To approve the November 18, 2017 meeting minutes as circulated

Mover: J. Grant

Seconder: E. Rackow

**CARRIED: Motion: 18.001**

**4. Additional Reports**

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

Discussion: OmniBus bill sent out to NIRO members for review by their own boards- responses from 5- one confirmed that they wish to participate and the others are taking back to their council meetings in Feb/March; timeline is to have info back from everyone by end of March. We should be able to proceed prior to AGM with the same.

RMS Update: registration is open, a few glitches to work out such as a date on the Invoices, but otherwise going well.

**4.2 Ad Hoc Policy Committee:**

**MOTION:** To develop an ad hoc policy committee to oversee governance, policy and procedure review and update.

Mover: D. Pitura

Seconder: E. Rackow

**CARRIED: Motion: 18.002**

Discussion: Lynn has created Table of Contents- is a fluid document at the moment; mostly will be a procedural document. Comment that it may be beneficial to have more than one committee, may require sub committees. Policy committee will oversee the project and then have current committees

assist with the policy writing for their areas. Procedural portion will likely be written by Tammy and Lynn. Lynn wants this to be an oversight committee and not so much of a working committee. The ad hoc committee would edit/give feedback on the policies being written and ensure consistency with the policy template and writing style. Recommendation from council that perhaps outsourcing to a 3<sup>rd</sup> party such as a 4<sup>th</sup> year business student may be beneficial; important to have council and committee input in the development of policy, so perhaps having an external reviewer once the information is compiled would be more beneficial. Committee to discuss and make recommendation as to whether an external consultant is required and when. Lynn and Brandy to be on the committee; Liz will volunteer, Dale will volunteer

**4.2.1 ACTION:** to develop terms of reference for the committee

**4.2.1 ACTION:** to refer to the Ad Hoc Committee the possibility hiring outside consultant to complete committee work of outsource the work of creating the committee

**MOTION:** to appoint Dale, Liz, Brandy, Lynn to ad hoc policy committee

Mover: R. Porter

Second: T. Descottes

**CARRIED: Motion: 18.003**

**4.2.2 ACTION:** Lynn to set up the initial meeting and to develop the terms of reference to bring back to council for the March meeting

## **5. Old Business**

### **5.1 November Meeting Action Plan Review**

#### **5.2 Finance Report:**

**MOTION:** To accept the 2018 budget as presented

Mover: C. Cuddington

Second: K. Horvey

**CARRIED: Motion: 18.004**

Discussion: The DC projected budget is high but with council input it should remain as is as unsure what the next year will bring with cases/hearings. Numbers on this budget- include the exact numbers for salaries and contributions/benefits portions as per salary increase approvals in November.

### **5.3 Good Character Report Review**

Discussion- Lynn reviewed the Good Character Workgroup Report as compared to SCPT current legislation/bylaws and made a table of what was applicable to SCPT; then the Registration committee reviewed Lynn's table. Registration decided to accept the use of the Good Character document for Lynn when making determination of Good Character for a membership; with some amendments. Registration did think it was adequate for CRC. One other recommendation that SCPT amended (#4) that only 5 years would be deemed sufficient and not the 10 years that the working group suggested. Lynn discussed our suggestions with the Registrar's committee in September/October- the next Registrar's meeting will have a more formal commitment.

**5.3 ACTION:** to have the Office Procedures and relevant committees' procedures amended to include Good Character Workgroup recommendations when EDR approving Licenses

#### **5.4 External Advisory Committee**

Discussion: Lynn would like advice on the answers. Can we email out to Council for some individual responses? Liz- in support of the committee as there will be an new ED for the regional health authority. We could make the suggestion that one of the representatives be from NIRO so that we are represented.

**5.4 ACTION:** Lynn to send out External Advisory Committee survey via email to Council and request feedback by January 26, 2018 to draft response by end of January 2018 to government.

#### **5.5 Practice Hour Audits**

Discussion- Procedural application of the practice hour audits- council recommendations have been incorporated into the document. See if it can be kept in the members profile. Can it be audited next year? Because we need 5 year proof- we have not had a previously accepted method of reporting before now. If someone is close to 1200 hour requirement- would the Registration committee still look at those members. For example, 1201 hours- Registration committee still would have the discretion to review those members. This policy does not supersede the Registration committee's procedures. Concern that under education portion- asks for the signature of presenter/educator. Would we be amenable to a course description? What would be the procedure for online education?

**5.5 ACTION:** Prepare education material for the membership on practice hour audits- to included in Pre-AGM Momentum and presented at AGM.

**5.5 ACTION:** Lynn to ask CCC to review education portion of what is acceptable for signature: i.e.- course description; online courses

**5.5 ACTION:** The office to implement audit of practice hours next year

#### **5.6 Professional Liability Insurance Policy Audit**

Discussion: One of the changes: upload professional liability insurance to membership online profiles and audit profiles. Health region people may need a different policy as they would just have the form signed by their employer. Lynn will still be contacting the member that will be audited- even if it is just reviewing their profile. We have a form included in the renewal for health region members to have their employer fill out.

**5.6 ACTION:** Lynn and Brandy to review the Professional Liability Insurance Audit Policy and Procedure document to ensure correct with new renewal process and make sure that the renewal system doesn't allow renewal without uploading file of proof of insurance

#### **5.7 Criminal Record Check Audit**

Discussion: document includes the procedure and policy all in the same place. Has not been fully incorporated into old policy, so will need further review by Registration committee.

#### **5.8 Criminal Record Check Policy**

**MOTION:** none made-

**5.8 ACTION:** to send Criminal Record check policy and procedure document back to the Registration committee for review and bring back to Council at March 2018 meeting

**5.9 Student Rep Policy**

**MOTION:** To approve the MPT Student Representatives Role Description Document as attached

Mover: L. Rackow

Seconded: J. Grant

Discussion

**CARRIED: Motion: 18.005**

**5.9 ACTION:** Lynn to contact the school of PT to inform them that MPT Student Representative and Role Description approved by council to allow a student to be appointed and invite them to attend the March Council meeting.

**6. New Business**

**6.1 Alliance Rep 2018/19**

**MOTION:** To support having a council member as the Alliance rep for 2018. Brandy to be the Alliance representative for 2018/2019 CAPR year.

Mover: C. Cuddington

Seconded: R. Porter

**CARRIED: Motion: 18.006**

Discussion: EDR always attends Alliance meetings as Registrar's committee member. Registrar's committee and the Alliance board usually meet on consecutive days. SCPT needs to decide if we wish to send the EDR as both the Registrar's committee member and the Alliance board director; or if we wish to have a council member attend as the Alliance Board director and the EDR as only the Registrar's Committee member. Each jurisdiction can only have one representative on the Alliance board.

Do we have to determine who goes specifically or state that we would send a council member vs EDR? Our policy can state that we send a council member, but each year council needs to nominate a specific person. The budget approved earlier today includes the cost of a council member Alliance rep as well as the EDR as the Registrar's Committee member, in the event we decide to send both. Alliance requires our nomination by March. Lynn feels that it's beneficial for 2 representatives to attend the Alliance meetings as both people have different perspectives. How long is the term on the Alliance board? All positions are one-year terms.

**6.1 ACTION:** Policy to be created regarding Alliance representative indicating that council wishes the Alliance representative to be a council member.

**6.2 Photo Purchase for Website – for council information**

**6.2 ACTION:** Communications Committee to choose the photos to be purchased for the website/Momentum from online stock photo website

**6.2 ACTION:** The photos purchased will be downloaded on external hard drive of the SCPT and distributed to the Communications Committee and SCPT office.

**6.3. Regulatory Bylaw Amendment #17- Basic Procedures**

**MOTION: To approve Regulatory Bylaw amendment #17 as attached**

Mover: L. Rackow

Seconder: C. Cuddington

**CARRIED: Motion: 18.007**

Discussion: What are the basic procedures that are taught in the education programs? If something is not specialized and wasn't included in specialized procedures- are we saying that you are able to practice it? Is the wording clear enough to prevent misinterpretation? We are still expected to practice in compliance with our legislation and within your own knowledge/competency- you need to be competent in the areas in which your practice. Legislation committee and legal counsel supportive of wording, no concerns regarding lack of clarity from legal counsel.

**6.3 ACTION: Lynn to compile Regulatory bylaw amendments to submit to government for review prior to AGM**

#### **6.4 Expression of Interest for Executive Positions**

Discussion: This form was created to allow for easier and smoother nominations process. The terms of the executive roles will need to be more formally defined to allow for proper succession planning and job satisfaction of our Office Admin/EDR. Changes the process- only going out to existing council members.

**6.4 ACTION: Lynn to add to Nominations to the Communications committee in Table of Contents of Policy/Procedures Governance Manual**

**6.4 ACTION: Lynn to send expression of interest form to Council due Feb 16,2018 to Communications Chair**

**6.4 ACTION: Communications Committee to develop voting procedure for Executive nominations and bring back to council for information at March Council Meeting**

**6.4 ACTION: Brandy to review legislation and bylaws regarding nomination to officer positions and council**

#### **6.5 Admin Bylaw Amendment #22 – Audit Procedures**

**MOTION: To approve Administrative Bylaw amendment #22 as presented**

Mover: L. Rackow

Seconder: J. Hunchak

**CARRIED: Motion: 18.008**

**6.5 ACTION: Lynn to compile Admin bylaw amendments for submission at AGM**

#### **6.6. Admin Bylaw Amendment #24 – Signing Officers**

**MOTION: To approve Administrative Bylaw amendment #24 as presented**

Mover: L. Rackow

Seconder: R. Porter

Discussion- This decision would be made annually- depending on the composition of Council/Executive Council.

**CARRIED: Motion: 18.009**

**6.6 ACTION: Lynn to compile Admin bylaw amendments for submission at AGM**

## **7. Other Business**

### **7.1 Action Plan Review**

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**7.2 ACTION:** Lynn to contact Stacey for live streaming of AGM again this year

**7.2 ACTION:** Tammy and Lynn to review readability on the library function of the website

**7.2 ACTION:** Brandy to send out possibility of using GoToMeeting at further meetings

## 7.2 Momentum and Website

- Education to Membership regarding practice hour verification audits
- Nomination Form and Nomination Information
- Pre AGM Information
- Audited financials and Annual Report to be sent as E Blast
- AGM Planning- should dates be posted on the website? Are we going to live stream it again? We don't post date on website until after Momentum that goes out end of February- think it should be done at least once more (to allow for Regina and Saskatoon meetings)
- Council readability for library function on website- poorly organized

## 7.2 ACTION: Lynn to contact Stacey for live streaming of AGM again this year

Possibility of using GoTo Meeting format for additional meetings? Will be included in the post-meeting evaluation from today and will be discussed in planning for 2018/19 meeting schedule.

## 7.3 In Camera Session- none

## 8. Adjournment: 1140pm

Signature B. Green (President) June 9/18 (Date)  
Signature Joshua Desrosiers (Secretary) June 9/2018 (Date)