

Council Teleconference April 25, 2020 via RedBooth Platform 9-1:15pm

Present: T. Descottes; D. Shuya; K. Horvey; A. Crow; J. Grant; S. Illerbrun; J. Hunchak; K. Harrison; L. McLellan; C. Cuddington; D. Pitura; H. Burridge

In Attendance: B. Green (Interim EDR)

Call to Order: 9:01am

Chair: D. Shuya

Minutes: T. Descottes

1.0 Agenda

1.1 Approval of Agenda and Consent Agenda

- To remove Committee Chair meeting minutes and PCE Update Summary from Consent Agenda and create Items 2.1.5 and 2.1.6)

Motion: to approve agenda and consent agenda as amended

Mover: H. Burridge

Second: J. Grant

CARRIED: Motion: 20.010

1.2 Declaration of Conflict of Interest- none declared

1.3 Minutes of Previous Council Meetings

Motion: To Approve Council meeting minutes from January 25, 2020 as previously circulated

Mover: T. Descottes

Second: D. Pitura

CARRIED: MOTION: 20.011

Motion: To approve March 21, 2020 teleconference meeting minutes as amended

Mover: C. Cuddington

Second: A. Crow

CARRIED: MOTION: 20.012

Motion: To approve April 2, 2020 teleconference meeting minutes as previously circulated

Mover: J. Grant

Second: D. Pitura

CARRIED: MOTION: 20.013

Motion: to approve the motions from April 9, 2020 In Camera teleconference meeting as previously circulated

Mover: A. Crow

Second: L. McLellan

CARRIED: MOTION: 20.014

1.3 ACTION- T. Descottes to update the March 21, 2020 roundtable meeting minutes for public viewing

2 Items for Information

2.1. Governance

2.1.2. EDR Report

- Restricted Licenses- registration committee met this week- have recommended that we extend the licences from 24 months to 30 months for all currently licensed with a Restricted License due to unemployment during COVID
- NIRO- not a high need for a surge roster at present- could use Eblast system if required later on to quickly reach members interested in volunteering for redeployment into acute care
- CAPR- some items will likely come to Council at next meeting in May
- Pandemic Advisors- anticipate that the role will continue until the end of June; may require a committee in place until the staff Practice Advisor role is fully developed
- Risk- review of contract with CERS; need to clarify the communication process for this relationship
- Operations
 - o Need to investigate parameters around office admin role and circumstances of layoff during COVID
- Governance
 - o would like to review HR manual (want a group to review)- can have Policy Committee to do but unsure if committee members have appropriate HR background for this
 - o will be starting procedure manual

2.1.2.1 ACTION: B. Green to follow up to see if Merrilee aware of this situation with CERS and to review the CERS contract

2.1.2.1 ACTION: B. Green to investigate whether College emails have been opened by suspended member

2.1.2.1 ACTION: B. Green to reach out to Merrilee to determine if appropriate to post suspensions of members

2.1.2.1 ACTION: B. Green to look into HR requirements/circumstances for office admin during COVID

2.1.2.1 ACTION: B. Green to send email out to council to ask for volunteers to review HR manual in conjunction with Policy committee and Exec and bring back to Council

2.1.2.1. ACTION- Council to review pandemic advisor role at June meeting

2.1.2.3. Strat Plan- colour coded and easier to read

2.1.2.4. Q1 Financials 2020

- review of the q1 financials
- one member feels it would be easier to view the quarterly budget that corresponds with timeline of each quarter and also the actual budget- difficult to ascertain the value of the numbers

2.1.2.4. ACTION- B.Green to look into whether a different reporting mechanism for quarterly financials would be more appropriate for Council

2.1.3. Stipend Honoraria 2020

- to keep the honoraria amounts same for 2020 year from 2019
- what about the hiring committee? What line in the budget is it under?
- Discussion regarding honoraria amounts for AD Hoc committees, as these had not been previously approved, discussion included opinions that amounts should be set on work required by the chair.

Motion: to set the honoraria amounts for the ad hoc committees as such: Policy Committee chair at \$ 575 and PCE Working Group Chair to be \$175

Mover: C. Cuddington

Seconder: J. Grant

CARRIED: MOTION: 20.015

ABSTAIN: D. Pitura

2.1.3. ACTION: B.Green to determine what hiring committee is under in the Budget and bring back to Council (financials)

2.1.4. BC College Gap Analysis

- originally had 2 members that were interested in review what we are doing in comparison to BC
- Does Council still want to do this?
 - o feel that this is something that we should continue with
- is this still the right time to continue?
- should we wait until we have the Governance Policy Manual in approved, prior to doing the review
 - o may be better to put in place and then amendments can be made
 - o policy committee could work with two external members to review

2.1.4. ACTION: D.Shuya to email 2 members and explain the current situation that the Governance Policy Manual is not currently passed but once it is that they will work with the Policy Review Committee to review (if they are still interested)

2.1.5. Committee Chair Meeting Notes

- to edit to state that Heather was absent
- discussion regarding some comments made under Registration committee
- need to have other committee chairs review minutes and bring back to Council following chair review

2.1.5. ACTION: T. Descottes to make amendments and send back to committee chairs for edits and then bring back to Council in May

2.1.6. PCE Ad Hoc Committee Report

- when were the questions sent?
 - o 6 weeks prior to them being anticipated back
- questions to be readdressed but waiting for COVID to pass- school acknowledged they will not meet timelines
- is there anything that we should do- to show that we are still following up on this
- Can we add this to the agenda for AGM in June?
- could move this item into the Agenda so it's always discussed and out of the consent agenda

2.1.6. ACTION: D. Pitura to give report at AGM in June of the update of PCE working group

3. Items for Decision

3.1. Governance

3.1.1. Governance Manual Review

- not quite ready for a full review

- need to discuss the Executive limitation section-
 - o the negative wording was used in all governance manuals that were referenced and explanation as to why this type of wording is used was given to Council
- Organizational chart-
 - o asked about if there needed to be evidence of accountability of SCPT Council noted in the Organizational Chart
 - o if there needs to be a box about "Council" than it should be the "physical therapy act" or "ministry of Health"
 - o think that it offers more clarity for the public
 - o would ultimately show that we are responsible to the Government through the Act
 - o can be used as an orientation tool
 - o the lines of the CAPR representative are only communication, as dictated by the governance structure of CAPR. Two members (Cathy and Daysha) believe the CAPR rep should instead be accountable to SCPT and this governance structure (from CAPR) feels wrong
 - o Perhaps the CAPR rep could review the relationship between the SCPT and the Alliance and decide if we want recommendations to change that governance structure
- President/President Elect review
 - o upon review of other organizations, membership typically elects Council members and at the first Council meeting of each year, Council elects a President and Vice President from within membership of Council. Most organizations had one-year terms up to 3 years renewable. In addition, many organizations did have Past President Role (may or may not have voting role) on Council.
 - o Recommendation from Policy Committee that we move towards President and Vice President
 - o Current terms in the Officer lengths are 2 years
 - o Could not ensure this if we set the Officer terms as one-year terms only, as membership may choose to not re-elect that individual to Council if their 2-year Council member term is up.
 - o The Officer roles could be left for 2-year term but only able to take if 2 years remain in their term on Council
 - o Council in agreement that selection for Officer positions should come from council, and also the term change for President and Vice President. Policy Development Committee to work on wording regarding terms

3.1.1. ACTION: B. Green to take edits to the Policy Development Committee and bring back to Council to upcoming Council meeting (May or June)

3.1.1. ACTION: CAPR Rep to bring back to Council some info on the evolution of the CAPR board Governance with the goals and objectives and why the governance structure is what it is

3.1.2. Policy: Members appeal of EDR decision

- is there an avenue to appeal decisions made by EDR or just Registration/licensure decisions?
- Suggestion that the member should be given a chance to write a letter requesting reconsideration as this is an anomaly situation
- in governance structure- the committees are responsible to the EDR- info to the EDR and then the EDR makes the decision but another body (council) that could review the decision

- currently there is not an appeals process for decisions other than in our Complaints process – this situation has identified the need for a process
- in this particular situation as we do not have a process-how to proceed?
 - o in order to keep positive relations- reflects good on council to allow them to re-present the info- will reconsider your request, is it reasonable,
- as there is not a process, using the term “appeal” seems inappropriate but a written reconsideration seems appropriate
 - o written reconsideration and any additional information can be written and will have PSOP and Council review again
 - o Also need to allow PSOP time to review their response and have written documentation for same

3.1.2. ACTION: EDR to reach out to member to let them know they will have the opportunity to submit written documentation for reconsideration to Council and be presented to Council at the June meeting

3.1.2. ACTION: PSOP to meet to review/respond to written reconsideration once member’s written documentation received

3.1.2. ACTION: EDR and Policy committee to develop procedure for appeals of EDR decisions and bring back to June Council meeting

3.1.3. Audited Financials

These were compared to 2019 financials and all is in order, except for one minor entry that required adjustment due to being placed in the incorrect account line

. Acknowledgment of excellent bookkeeping work done by ROM.

Motion: to adopt audited financials as presented.

Mover: T. Descottes

Seconder: K. Horvey

CARRIED: MOTION: 20.016

3.1.3. ACTION: to send approved audited financials back to the auditor to be finalized

3.1.4. Budget 2020/2021

- planning for a deficit budget this year
- the deficit due to the project work that we have been saving for
- income amount- planning income according to a normal year not the pandemic crisis- have operational reserve if required
- EDR- goal of making 3 year projection budget so that we know what we need to budget for membership fees vs expenses.

Motion: to adopt budget for 2020/2021 as presented

Mover: C. Cuddington

Seconder: D. Pitura

CARRIED: MOTION: 20.017

3.1.5. Recommendations from Accounting Advisory Report

- currently have an approved list of vendors- would be reviewed annually or if there was a new vendor added to the list (recurrent expenses: 3S health, rent, monthly printer fee, monthly cleaning fee). Most of the approved vendor items are usually under \$2000 Council approves the vendor list prior to it being in effect

- Cheque signing is an operational inefficiency at present in the Office
- Allowing for a dual staff signature (EDR and ROM) with Treasurer pre-approval of expenses will help improve this efficiency. Use of the pre-approved vendor list for dual staff signatures will also help improve efficiency. Appropriate internal controls will be put in place and properly adhered to in order to decrease risk associated with these measures.
- If the EDR used the discretionary limit Council would like it to be included in the next report to Council
- The discretionary amount is over and above what is already budgeted for

Motion: to approve dual staff signing authority for expenses approved by the Treasurer as well as the approved vendor list expenses.

Mover: J. Grant

Second: T. Descottes

CARRIED: MOTION: 20.018

3.1.5. ACTION: Brandy to bring back vendor list for approval to Council

Motion: to approve Tammy MacSymetz as a signing authority for SCPT

Mover: K. Horvey

Second: C. Cuddington

CARRIED: MOTION: 20.019

Motion: to create discretionary spending limit of \$2500 for EDR and the EDR report any use of this in their EDR report.

Mover: D. Pitura

Second: J. Hunchak

CARRIED: MOTION: 20.020

3.1.5. ACTION: T. Descottes to make separate minute for signing authority and send to the office to be submitted to the bank.

3.1.6. CAPR Nomination

- important to consider who we want to have in this role
- remember CAPR rep is accountable to the CAPR board but needs to have enough jurisdictional regulatory knowledge of how decisions may impact their specific jurisdiction
- would also be helpful if that person had knowledge of psychometrics and exams
- in SCPT past, have had a non council member that has been the CAPR representative
- historically SCPT used to have 2 reps on board (EDR and one council member)- when the CAPR governance structure changed 5 years ago, only 1 rep- council felt it was important to be a council member as the EDR wasn't a PT and council felt it was important that a PT fill the role
- Council continues to agree that the role should be filled by a PT (and the EDR does not have to be a PT)
- If the rep on CAPR board is the EDR- it may be a conflict of interest- may not always align with what Council/EDR role for specific jurisdiction wants

- Registrar's committee at CAPR- comprised of EDRs of all of the jurisdictions -t works on issues that impact the profession from a regulatory side (core code of ethics, national standard of practice, MOU cross border) but do not have voting power at CAPR board
- some EDRs do sit on both boards- requires ++ education on the distinction between role of EDR and CAPR rep role
- Suggest that keep role of EDR and CAPR separate- mitigates the risk
- Council feels that B. Green should continue to hold the role until an appropriate alternative CAPR rep has been determined- ask for an extension in nominating new CAPR rep

3.1.6. ACTION: B.Green to ask for extension to CAPR for representative nomination and continue to attend meeting as interim EDR in June unless anyone steps forward at May meeting from Council

3.2. Continuing Competency

3.2.1. CCP Development

- outline has vision/mission/objective/purpose from November
- option of uploading with "other" category- with justification
- the required webinars- could potentially be developed with CERS and fill out a document and how they are applying it
- list of metrics- needs to be very thorough list prior to implementation
- what if something crosses every domain in my practice- can one thing be applicable to different domains- would have to choose which domain to use that year
- when do these events have to happen- ie) performance review- is 2021 performance review, could a 2019 review be reviewed? time limits associated with the items will need to be set prior to implementation of the CCP
- when will the mandatory domain be released to membership each year - how far in advance will membership know?
 - o It hadn't been discussed
- Council would decide on the mandatory domain and announce to membership early on in the year for the following year
- could be uploaded at any point during the year- a year to accomplish their continuing competency mandate for the year
- would it be that the analysis would not be done until 2022- no analysis until then to allow for a full year of submission
- implementation and analysis- HR efficient as we can- required competency every year
- "other" category- have to decide if it's justified- who makes the decision, can it be appealed- other category just for the first year to determine what was being stated
- choosing different competencies- to allow for more well-rounded competencies
- mandatory to allow for addressing of major issue ie SCPT having issues- ie insurance, truth and reconciliation
- membership engagement- ask for membership/shoulder tap- select few from the membership- Eblast- do you want to be part of the Beta group?
- The CCP would be required and as well as 1200 practice hour requirement

3.2.1. ACTION: B. Green and K. Horvey to discuss how to engage membership in review of the new CCP

Motion: to approve the proposed CCP as outlined by the CCC

Mover: D. Pitura

Seconded: A. Crow

CARRIED: MOTION: 20.021

3.3. Member Engagement

3.3.1. Momentum

- send out all of the pre-AGM info
- Annual report will be done
- Interim EDR info
- Pandemic Advisors info

5. Meeting Summary

5.1. Action Plan Review

1.3. ACTION- T. Descottes to update the March 21, 2020 roundtable meeting minutes for public viewing

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3.1.3. ACTION: To send back audited financials as approved by Council

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3.2.1. ACTION: B. Green and K. Horvey to discuss how to engage membership in review of the CCP

5.2. Next Meeting:

May 23, 2020 via Zoom/RedBooth at 9am (4 hours)

AGM June 13, 2020 virtually: will need a Pre AGM can decide we need for calendar

Adjournment: 1:28pm

Signature  (President) 14 July 2020 (Date)

Signature  (Secretary) July 13/20. (Date)