

Council Minutes



SCPT Council Meeting Minutes via Teleconference on September 6, 2023 on Redbooth 5:30 pm

Present through Zoom: J. Vogelsang (EDR); C. Cuddington; D. Pitura; L. Rackow; L. McLellan; A. Crow; K. Horvey; W. Chukwu; L. Hall, B. Yakichuk; J. Manweiler; D. Finnie; E. Hebron.

Absent: K. Neill

Call to Order: 5:33 pm by D. Pitura.

1. Agenda

1.1. Land Acknowledgement

1.2. Approval of Agenda and Consent Agenda

- Under 2.1.3 to add SPA Advance Working Group update.

Motion: to approve the amended agenda and consent agenda.

Mover: K. Horvey

Seconder: L. Hall

CARRIED: MOTION: 23.027

1.3. Declaration of Conflict of Interest- none.

1.4. Minutes of Previous Council Meetings

1.3.1 May 24, 2023

Motion: to approve the May 24, 2023 Council meeting minutes.

Mover: L. McLellan

Seconder: B. Yakichuk

CARRIED: MOTION: 23.028

2.0 Items for Vision

2.1 Governance

2.1.1 SCPT Specific Land Acknowledgement

- Reviewed options and examples submitted to office.

- Suggestions of including a sentence regarding our commitment to reconciliation, ancestral lands.
- To develop one for SCPT meetings and have one public as soon as it developed. To continue to develop and update as needed.

ACTION 2.1.1 EDR to take feedback and provide Council with a couple options for Land Acknowledgements.

2.1.2 Equity, Diversity, and Inclusion

- The Strategic Planning Facilitator was contacted to see if they had any recommendations for a facilitator to help with our strategic goal regarding EDI (education and development).
- EDR contacted one EDI facilitator option. Facilitator, based in Saskatchewan, stated there needs to be a good fit and generously supplied other individual options. All other options were in Ontario and Alberta.
- Suggested education piece for Council (3 sessions) then meet as a group to develop strategic plan/parameters etc. (similar to Strategic planning session). Also, optional support in implementation of our strategy/plan when the time comes.
- EDI Facilitator has experience with similar organizations including University and the City.
- Our budget has funds set aside for this portion of our Strategic plan.
- Agreement having a facilitator help us with this strategic goal.
- Council would have a time commitment, and could include committee chairs. Additional commitment would be initially 3 educational sessions and one group meeting. This work will require ongoing education and competency.

ACTION 2.1.2 EDR to arrange EDI facilitator for Council and committees.

2.1.3 SPA Advance Working Group

- Summarized previous discussion.
- A recent letter was submitted September 5 from a working group member to SCPT asking for participation. The letter will be provided to Council.

L. Rackow joined at 6:02 pm.

- Working group is developing a survey for membership. Rough draft of this was included. Working group would like feedback and requested SCPT collaboration to send out survey.
- Discussed survey. Purpose appears to gauge PTs interest in expanding practice.
- Discussed our role as a regulator.
- These issues will be something we need to be involved with as a regulator.
- Review from a regulatory point of view only. Need to review questions to ensure no obvious errors.

- We have a Use of Database Policy to send external surveys, primarily for academics/research. Sending this survey would need a disclaimer.

ACTION 2.1.3 EDR and Practice Advisor to review survey from SPA Working Group and indicate we are willing to distribute to our membership with a disclaimer, and reaffirming SCPT role is regulation.

3.0 Items for Decision/Direction

3.1 Fiduciary

3.1.1 Q1 Financials

- Discussed.
- Appears to be on track.

3.1.2 2022-2023 Audited Financials

- Discussed. Year end is May 31, 2023.
- Our audit was clear with one issue with the previous year's statements from an accountant error which did not impact the bottom line.
- Planned deficit was half of anticipated deficit.
- Following approval, will be added to the Annual Report.

Motion: Council approve the audited financial statements for the 2022-2023 fiscal year.

Mover: C. Cuddington

Seconder: D. Finnie

CARRIED: MOTION: 23.029

3.1.3 Selection of 2023-2024 Auditor

- Finance Committee recommending new auditor. Errors and issues with communication with auditor and committee and staff.
- Put out a call for proposals. Received four proposals back. Two stood out to Finance Committee, preferred was MWC approach; knowledge industry and continuity and price was lowest. Checked references (two regulators using them) and both pleased with them over multiple years.
- Finance Committee will be motioning for MWC at AGM as our recommended auditor for next fiscal year. Membership makes this vote, its established procedure and in our admin bylaws.

3.1.4 Errors with CRA Filing

- Discussed last year's audit.
- An error on how we recognize revenue and accountant made adjustment and billed without any communication up front.
- Our previous auditor left the firm and the replacement discovered we did not file a certain required CRA form.
- Presented options. Finance Committee recommending we file missed form now and communicate with CRA that the error of past years' filing of the form was also missed, as transparency is important.

- For due diligence we may need to have a checklist to track what we know needs to be submitted.

3.2 Strategic

3.2.1 Complaints Management

- Discussed IFD. Council asked PCC and DC Chairs meet and do an internal reflection of points in the IFD. The two Chairs came up with a comprehensive list and was submitted to GNC.
- GNC has completed the work. Reviewed and made recommendations. Administrative changes are already changed. Larger changes will be impacted by the changing legislative environment with Bill 120. This Bill will require us revisiting some of these procedures.
- Strong potential for umbrella legislation and this would definitely change how we operate and what we can/cannot do in our complaints management.

3.3 Other

3.3.1 Specialized Procedure Course Review Rubric

- Two years ago, we changed bylaw around specialised procedure course review. Discussed changes.
- PSOP found new bylaws challenging for specialised procedure courses.
- Wanted some guidance for course review and developed a rubric. The main concern PSOP was having were the clinical components and how courses assessed clinical components.
- Reviewed bylaw and rubric. This is a checklist not a rubric, meant for growth or revision. Considered a checklist may meet the needs.

L. Hall left at 7:00 pm

- Discussed having someone with educator experience assist PSOP if we need a true rubric to help development.

ACTION 3.3.1 EDR to check with PSOP if they want assistance to develop a more comprehensive rubric or if a checklist is sufficient for their needs.

3.3.2 Board Portal

- Redbooth is increasing cost for the number of people we need to give full access.
- We would increase from 3 users to 40-45 users. EDR investigated alternatives. Redbooth more for project management and our needs require more of a board portal.
- Would allow agendas, file sharing etc.
- Most other Board portals are similar to Redbooth's pricing with the exception of BoardSpot. It doesn't have all bells and whistles but has 85% capacity of what we need. It lacks an integrated communication piece but options are available.

- Exec did a trial for their last meeting. Feedback was it was easy to use and intuitive.
- Discussed BoardSpot features.
- Can transfer all our files from Redbooth over to BoardSpot. Next renewal for Redbooth is October 18.

Motion: to select BoardSpot to replace Redbooth for Council and Committee use and to increase a budget line item by \$2500 to fund our use of the product.

Mover: L. McLellan

Second: L. Rackow

CARRIED: MOTION: 23.030

ACTION 3.3.2 EDR to select BoardSpot and EDR and Office Manager to move all files from Redbooth to BoardSpot.

4.0 Items for Information

4.1 Consent Agenda

4.2 Draft Annual Report

- Please submit edits to EDR.

4.3 Alliance Update

- Information in package is from last Alliance meeting.
- Operational updates include the website, philosophy to continue with transparency.
- Next year the written exam will be offered 10 times throughout the year. (Combination of in person and online). Changing processes for international candidates' approval.
- Evaluation services plan being presented September 12th to Council.

4.4 EDR Report

4.4.1 Strategic Initiatives Spending

- Current budget of \$20 000. Engaged a Physiotherapist to assist EDR and Practice Advisor to develop practice resources. Four have been completed. Position is committed to 100 hours of time.
- Literature review that will inform the Registration Committee regarding virtual care/telehealth and virtual supervision. Circulated a job description to MPT students. The cost will depend on length of time to complete.

4.4.2 Umbrella Legislation

- Government is considering umbrella legislation for health care regulators. Initially was told that a presentation would happen and they would want some feedback however 3 by-elections were scheduled so this was delayed by government.
- Still waiting for it to be rescheduled. It has the potential to have substantive changes to our legislation.

5.0 Meeting Summary

5.1 Action Plan Review

ACTION 2.1.1 EDR to take feedback and provide Council with a couple options for Land Acknowledgements.

ACTION 2.1.2 EDR to arrange EDI facilitator for Council and committees.

ACTION 2.1.3 EDR and Practice Advisor to review survey from SPA Working Group and indicate we are willing to distribute to our membership with a disclaimer, and reaffirming SCPT role is regulation.

ACTION 3.3.1 EDR to check with PSOP if they want assistance to develop a more comprehensive rubric or if a checklist is sufficient for their needs.

ACTION 3.3.2 EDR to select BoardSpot and EDR and Office Manager to move all files from Redbooth to BoardSpot.

5.2 Closing comments, next meeting date

- CAPR Evaluation Services Presentation
 - o September 12, 2023. 6:00-7:00 pm.
- Pre AGM (if needed)
 - o October 13, 2023 5:30-8:00pm
- AGM
 - o October 14, 2023 9:00-10:00 am
- Post AGM
 - o October 14, 2023 10:00-10:30 am.

Returning Council members, please provide feedback on tentative meeting dates for 2023-2024 Council year.


5.3 Adjournment 7:27pm.

Signing approval of Council Meeting Minutes for Council Meeting held:

September 6, 2023.

Next Meeting date:

October 14, 2023.

President  Date December 14, 2023

Secretary Amanda Crow Date December 14, 2023