

COUNCIL MINUTES



SCPT Council Meeting, Travelodge Hotel, Regina on November 2, 2019

Present: T. Descottes; C. Cuddington; D. Shuya; K. Horvey; A. Crow; J. Grant; H. Burrridge; K. Harrison; L. McLellan; S. Illerbrun (student rep via Zoom); J. Hunchak (via Zoom); D. Pitura; B. Green

In attendance: T. MacSymetz

Regrets: S. Burwood attendance via Zoom at 1300

- 1. Call to Order** - The meeting was called to order by D. Shuya, President, and meeting Chair, at 8:31am
- 2. Opening Remarks of Chair-**
 - welcome to Shelley Burwood- unable to make it to the meeting as she is in transit from CNAR meeting-she will try to call in this afternoon if she is able.
 - welcome to 2 student reps- Katherine (1st year rep); Sam (2nd year rep) via Zoom
 - thank you to Council- lots of prep work for today's meeting

3. Agenda

3.1. Approval of Agenda and Consent Agenda

Motion: That the agenda and consent agenda be approved as attached

Moved by: J. Grant

Seconded by: D. Pitura

Changes: None

CARRIED: Motion:

3.2. Declaration of COI – T. MacSymetz declared COI for Item 8.3

3.3 Minutes of previous Council Meeting

3.3.1. September 21, 2019 Council meeting

Motion: to approve September 21, 2019 council meeting minutes as circulated

Moved by: T. Descottes

Seconded by: K. Horvey

CARRIED: Motion:

3.3.2. September 25, 2019 Teleconference Minutes

Motion: to approve September 25, 2019 teleconference minutes as amended (see below)

Moved by: T. Descottes

Seconded by: D. Pitura

CARRIED: Motion

Discussion:

- Make edits: change “J” for Judy grant; change “j” to “J” for ABSTAINING; remove “e” from A. Crowe
- To make an addendum to the minutes to add that there was a public rep on the committee until September 1, 2019

3.3.3. EVOTE: EDR Credit Card Approval

Motion: to approve \$5000 credit card for Shelley Burwood as EDR

Moved by: K. Horvey

Seconded by: L. McLellan

CARRIED: Motion

3.4. Consent Agenda

4. EDR Reporting

4.1. Executive Director and Registrar’s Report

4.1.1. Committee Activity Report

4.1.2. Action Plan

4.1.3. Strategic Plan Update

4.1.4. New Strategic Plan Implementation Plan and Timeline

Discussion:

- NIRO meeting- broad discussion of Omnibus will be discussed at the Spring meeting in detail
- Tele-rehabilitation- SMA is currently working on the same issue
 - o May want to update the support worker statement to include delegation of tasks via telerehabilitation
 - o May need some additional statements in the telerehabilitation guideline to more clearly define the process
- RFP of working with accountant to go through our financial policies and if any recommendations (Cogent was the successful applicant)
- Rolling Action Plan- executive made comments this time and that is what Council received
- Strategic Plan Update- need an additional column to differentiate between ongoing and done
- Strategic Plan Implementation Plan/Timeline
 - o Differentiation for year 1, 2, 3- the plan is an operational plan which is why this item is for discussion
 - The Board already approved the objectives and the outcomes

- Governance/Education- lots of the work being done now- is the timeline of completion by Year 3: is it possible to be done sooner?
- Communication- report from EDR to Momentum will be an operational summary update ie. Audits, changes to registration
- This is an item that will be in the consent agenda and summary report/updates to be included in EDR report at each meeting
- Will need to rearrange/re-evaluate the plan as S. Burwood comes on board
- We need to be very cognisant of the CCC plan that is our priority- we may need a phased program- the CCC plan has the potential to be so work intensive that SCPT cannot accomplish any other goals on our strategic plan

ACTION 4.1.3. B. Green/S.Burwood to add additional information to the current strat plan update document to differentiate between ongoing and finished items

ACTION 4.1.4. Council to thoroughly examine the implementation plan and be prepared for a discussion in January if timelines need to be changed

5. Old Business

5.1. 2020 Draft Budget

5.1.1. SCPT January- May 2020 Budget

5.1.2. SCPT Q3 Financials

Discussion:

- New process for budget development- EDR and Office staff developed it and then Treasurer reviewed it
- Discussion about the line items
- Money budgeted for specific projects- to allow for hiring out for consultants- will have more clear items for January once have specific quotes
- Perhaps creating new section in the budgeting- perhaps project accounts- keeping in line with what needs to happen for accounting
- Making sure to be cognisant of fees and educating the membership on our costs and why surplus budget so far
- Q3 Financials
 - Variances explained in the document
 - In future- as variances are documented and explained- could we leave this as an item that we just ask "any questions?"

ACTION 5.1.2. H. Burrige to take issue of changing license category when on maternity leave to Registration Committee; is a bylaw change required?? And bring back to Council

ACTION 5.1.2. H. Burrige to talk to T. MacSymetz about insurance implications of licensing category changes when on leave

5.2. Policy Review

5.2.1. Briefing Note Policy Review

5.2.2. Governance Manual

Discussion:

- Briefing Note

- Redevelopment of nominations committee
 - Suggestion to have governance/nominations committee to follow the trend of other Colleges
 - With the goal of developing skills matrix for council and what is required for each committee
 - Suggestion of a Nominations Chair with Executive Committee
 - May be too labour intensive for Executive Committee
 - Nominations committee to be subcommittee of Council and not the EDR- accountable directly to Council and reports directly to Council
- President's Term
 - Suggestion to change the option to renewable
 - Council consensus that option of renewal but with a length duration
 - Suggestion of renewable once, up to 4 years total
 - Have to take a time period off after 4 year term is up- off for minimum of 2 years before can reapply for president-elect role
- Treasurer Role
 - Creation of Treasurer Elect Role
 - The Treasurer Elect could be on the finance committee but wouldn't need to be on the board and could be appointed to Council if necessary
 - The role of Treasurer Elect would need to be evaluated yearly with Nominations Committee
 - May need to look at the role of Treasurer and determine if further changes need to be made (may have some suggestions from RFP)
 - Already have made changes to Treasurer role: EDR approving expenses now; EDR/staff doing budget development;
 - Perhaps having an external accountant that sits in on financial meetings; quarterly meeting;
 - Risk Mitigation- do we need a Treasurer Elect (is the risk high enough that we need to have a treasurer elect); oversight (what kind of control- is it internal or external?)
 - Term for the Treasurer- 2- year term, renewable; treasurer needs to be a Council member
- Executive Committee:
 - Not all of Council comfortable with the wording that allows the Exec committee to have the ability to act on behalf of Council to delegate the authority. Will remove this from role description.
- Committees
 - Consensus was that Council should be appointing chairs as it's a collective voice to appoint a chair

- This does not change the committee responsibilities or accountability though.
- Registration Committee
 - EDR should not have voting ability- can make recommendations but not voting ability
- EDR Delegation
 - Exec Committee to be removed from this
- EDR Performance Review
 - To be flushed out in the Procedures Manual
- Signing Authority and Expense Approval
 - What is typical for other organizations?
 - Is this better to discuss once Council read the EDR Limitations Portions
 - The accountant may be able offer some suggestions as well
 - Tabled until January meeting

ACTION: 5.2. B. Green to take recommendation that Council agrees development of Nominations committee to Policy Committee to include in manual and bring back to Council

ACTION: 5.2. B. Green to take recommendation to Policy Committee to come up with contingency framework for the Council officers

ACTION 5.2. B. Green to have Policy Committee reword the length of Term for Treasurer for clarity

ACTION 5.2. B. Green to remove the wording of ability of Executive Council to make decisions without Council's approval in Terms of Reference and for delegation to EDR

ACTION 5.2. B. Green to change the wording of appointing to Committees to include EDR and Council appointing committee chairs

T. Descottes, S. Illerbrun and T. MacSymetz left the meeting at 12:05

5.3. PCE Working Group Update

- mandate has been discussed
- some members did research on literature of competency/validity and other professions licencing requirements
- plan is to expand on this research
- Alliance has been contacted and is happy to present to group
- next meeting is in December. Plan at that time is to identify gaps in information and create a timeline for going forward
- all meetings have been teleconferencing so far; there may be may be 1-2 face to face meetings in the future
- group has not been communicating with other jurisdictions yet as they are focussing on literature review at this point

S. Burwood joined by Zoom teleconference at 12:57

5.4. Continuing Competency Survey Results and Plan for November 3

5.4.1. Zuban Austin Video Review

- what are we trying to achieve?
 - o **Comes back to trust or proof and accountability (relationship with government)**
- keep these themes in mind when designing a program during tomorrow's session
- focus on end goal: safe physical therapists; being proactive vs reactive
- have to keep professional autonomy in mind
- have to keep members in "flow" (high challenge and high skills). How do we do this?
 - o we want safe physical therapists who are engaged
 - o professional identity is the top level of achievement of competence (features of a brand or personal identity as a physical therapist)
- What do we need? A theme, member buy-in, proof or truth, use of technology, value diversity, know it will be constantly changing
- we want to frame competence as a positive thing and meaningful (not focussing on what is done wrong, complaints, etc.)

6. New Business

6.1. On-Boarding/Introduction Plan for new EDR Appeal Process

- Plan to introduce Shelley: eblast to membership, posting on website, notify stakeholders, a face to face with stakeholders (NIRO, SPTAG, Council, Committee chairs)
- Face to face to be the Friday afternoon (January 24, 2020) before the January Council Meeting (come and go) in Saskatoon

Action 6.1: D. Shuya to organize come and go for introduction to Shelley for council, committee chairs and stakeholders

7. Standing Items

7.1. Cultural Sensitivity

- at Continuing competency committee meeting in Sept there was discussion about integrating cultural sensitivity questions into Jurisprudence
- want to ensure all types of diversity are included
- use experts in cultural sensitivity in Jurisprudence questions
- PSOP will do practice guideline surrounding cultural sensitivity

Action 7.1: Council will think of topics/experts to bring in for education on cultural sensitivity

Discussion:

7.2. Governance Education- SARC Review Modules 1 & 2

7.2.1. Board Evaluation

Discussion:

- Was it worthwhile? Yes- Good review for experienced council members and good introduction for new council members
- it is beneficial for office staff and EDR to complete
- how should we do board meeting evaluations?
 - o survey monkey
 - o wait for info from College of Pharmacy
- council shared their self-evaluation results→ overall rating for part A: ranging from very good to excellent (48-53); Part B: 36-42 (very good); Part C: most graded in good category

Action 7.2: D. Shuya to follow-up with Tasha re: how pharmacy does their board evaluations

Action 7.2: Each council member to complete Board Director role description (as per SARC template)

8. Other Business

8.1. Action Plan Review

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8.2. Momentum and Website

Momentum:

- Email introduction to membership of Shelley

Momentum:

-include Vision OTA/PTA document and post on website, B. Green's two articles, CCC FAQ section, registration and renewal (prof liability insurance upload)

Website:

- Piece on website for Shelley

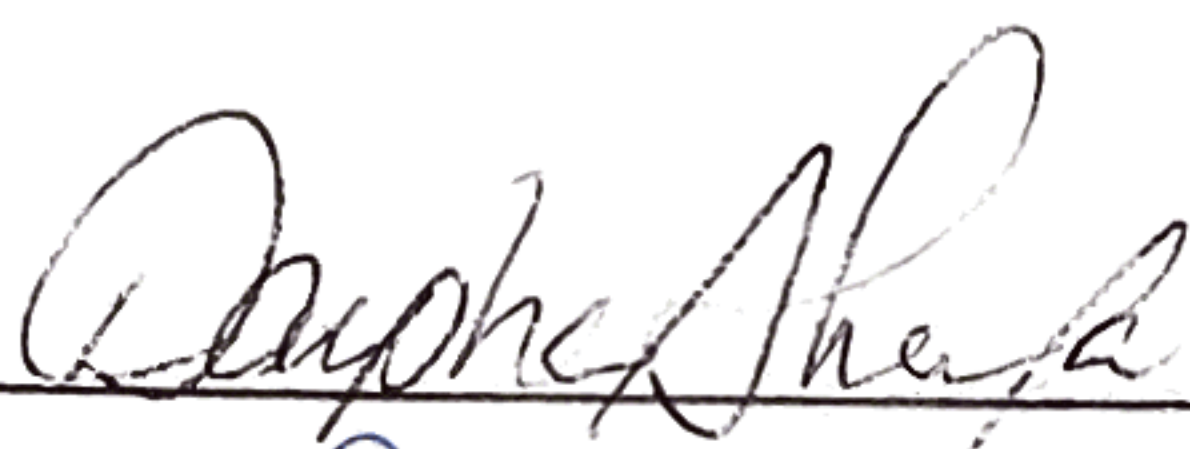
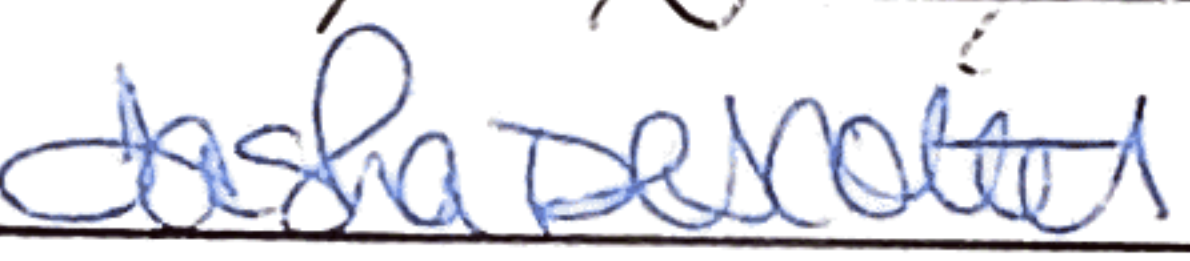
S. Burwood left meeting at 2:35pm

8.3. In Camera Session

8.3.1. ROM (Registration and Operations Manager) Performance Review and Compensation Recommendation -

9. Adjournment: D. Shuya adjourned the meeting at 2:55pm

Next Meeting: January 25, 2020 (in person in Saskatoon)

Signature  (President) 15 May 2020 (Date)
Signature  (Secretary) May 14 / 20 (Date)