

## Proposed SCPT Bylaw Revision Process Membership Feedback and Finalization

The SCPT conducted town halls and a membership survey to gather members' views on the proposed SCPT Bylaw Revision Process. One town hall was cancelled due to lack of registration and one town hall had approximately 8 attendees. 53 practitioners completed the online survey which is approximately 5% of total membership.

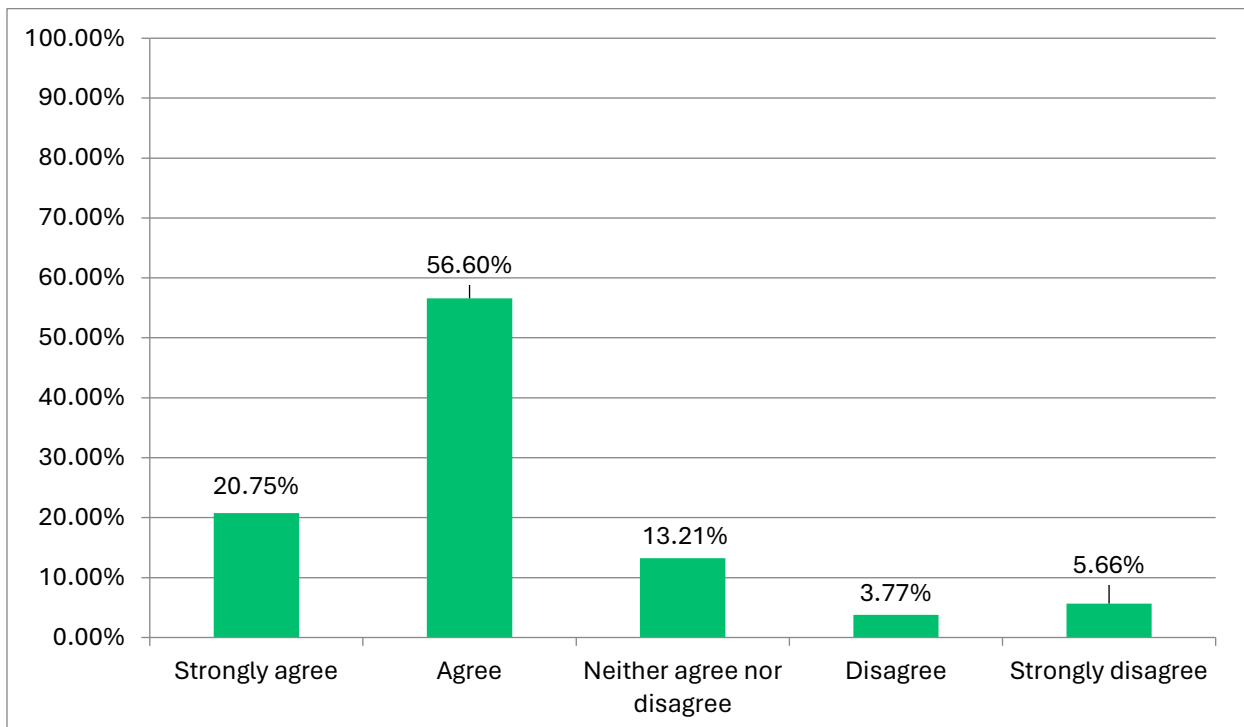
***Council thanks all those who provided feedback on the proposed changes in process.***

### **Results**

Those attending the town hall did not have many questions and did not provide much feedback. Any feedback provided at the town hall was repeated by others in the survey.

- 77% of respondents agreed or strongly agreed that the proposed process provides sufficient/appropriate opportunity for SCPT member feedback.
- Just under 10% disagreed or strongly disagreed.

**Please indicate your level of agreement with the statement "The proposed process provides sufficient/appropriate opportunity for SCPT membership to provide input/feedback to bylaw changes."**

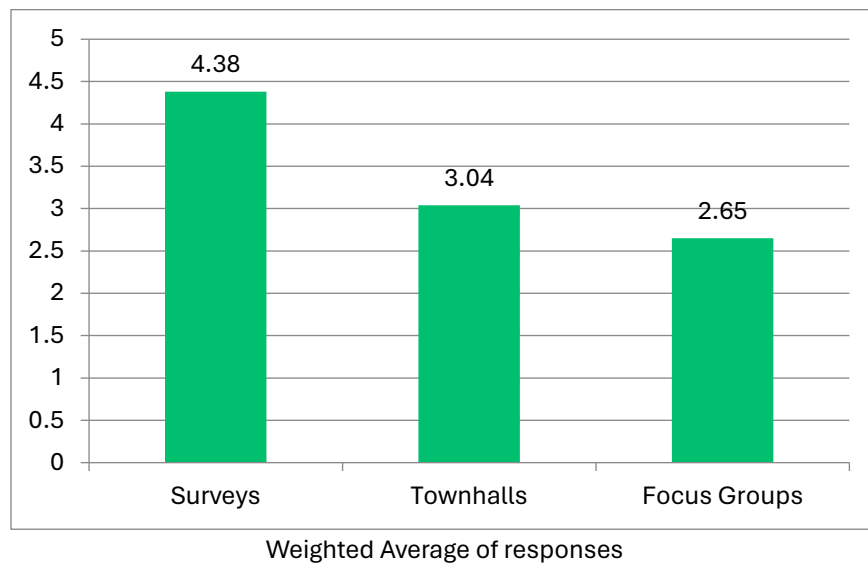


When responding to why respondents chose the answer they did and if anything could be improved in the process a number of themes emerged.

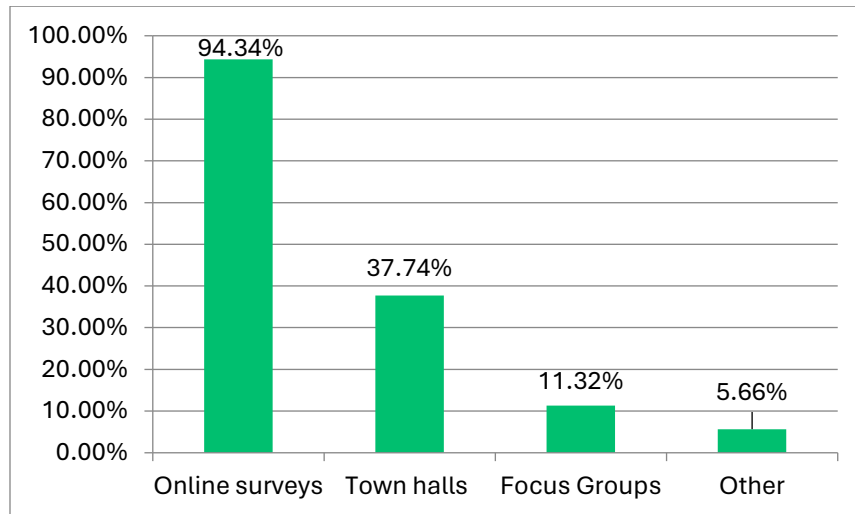
- Praise for the process because it moves membership feedback to earlier in the process, allows for feedback to be considered before a final decision is made, and broadens member engagement (i.e. more members can participate than those who can attend an AGM).
- Questioning if a move to a 50% majority versus that of 2/3 of Council for approving bylaws was adequate to protect from a small number of individuals influencing bylaws and the inherent biases that individuals have in any decision-making process.
- Desire for clarity and confirmation of a variety of details including:
  - how the feedback would be shared with decision-makers and the membership
  - how the feedback may be incorporated into any changes following feedback
  - ensuring comprehensive communication about the context, risks, intent, potential consequences, etc. of the proposed changes to bylaws when seeking feedback
  - sufficient means and timelines for feedback (i.e. a minimum time for feedback with multiple reminders)

In terms of methods of feedback for bylaw changes, respondents were willing to participate in online surveys, followed by town halls and focus groups but had a strong preference for online surveys.

**The process includes a variety of feedback methods. Based on the method, how likely are you to participate in bylaw feedback in the future?**



## What is your preferred method of providing feedback in relation to bylaw changes?



### **Changes and Final Approval**

SCPT Council received this feedback and considered it at its May 22, 2024 meeting. At that meeting, Council approved the Bylaw Change Process as drafted with the following changes stemming from member feedback:

1. Require a 2/3 majority vote of Council present at the meeting when approving bylaw changes.
2. Build into related procedures the following:
  - a. Comprehensive background is provided to membership as part of the request for feedback. This includes full explanation of the proposed bylaw changes including context, risks, intent, potential consequences, etc.
  - b. Sufficient time will be provided for feedback (e.g. requests for feedback are not lumped with other communications, a minimum of one-month, multiple reminders, a clear deadline).
  - c. Continued transparency within the process which includes ensuring full feedback (not just summary) is presented to the responsible committee and/or Council and that results of the feedback is presented to membership.
  - d. Council's final decision, once made after receiving feedback, and its rationale will be communicated to members.

This process for bylaw changes will be in effect immediately and, as with all other processes, will be reviewed as and when needed. Once again, Council thanks all members for their continued engagement in ensuring the SCPT meets its mandate of protecting the public.

## **Finalized Process**

### **1. Development**

Council and relevant SCPT committees develop draft bylaw or bylaw changes.

*Order of #2 and #3 may be dependent upon nature and complexity of the proposed bylaw change.*

### **2. Initial Approval**

Council passes draft bylaw in principle with a 2/3 majority of Council members present at the meeting. A majority of voting Council members must be present (currently 6 is a majority of Council members), and bylaw must be passed by a 2/3 majority of those present at the meeting.

### **3. Consultation**

Council invites and receives feedback from membership.

- Feedback methods will vary depending on the nature of the bylaw changes (i.e. foundational changes vs small changes) and may include multiple methods.
- Methods may be added if initial feedback indicates additional methods are warranted to ensure appropriate engagement.
- Potential feedback methods include membership surveys, town halls, focus groups, and requesting feedback from sector partners (i.e. Saskatchewan Physiotherapy Association (SPA), School of Rehabilitation Science (SRS), Canadian Alliance of Physiotherapy Regulators (CAPR), Physiotherapy Education Accreditation Canada (PEAC), etc.)
- Sufficient time will be provided for feedback (e.g. requests for feedback are not lumped with other communications, a minimum of one-month, multiple reminders, a clear deadline). **[clarified within process during Council's final approval of process]**
- Comprehensive background is provided to membership as part of the request for feedback. This includes full explanation of the proposed bylaw changes including context, risks, intent, potential consequences, etc. **[clarified within process during Council's final approval of process]**

### **4. Revisions**

Bylaws revised as appropriate based on membership feedback. This may include referral back to relevant committees.

- Full feedback (not just summary) is presented to the responsible committee and/or Council. **[clarified within process during Council's final approval of process]**

## 5. Final Approval and Implementation

Council approves the revised (if revised) bylaw with a 2/3 majority of Council members present at the meeting. A majority of voting Council members must be present, and bylaw must be passed by a 2/3 of those present at the meeting.

- Council's final decision, once made after receiving feedback, and its rationale will be communicated to members. **[clarified within process during Council's final approval of process]**
- The results of the feedback is presented to membership. **[clarified within process during Council's final approval of process]**

Regulatory Bylaw(s) are submitted to the Ministry of Health for Ministerial approval as per legislation and existing process. Included in this submission is a description of membership feedback process/content used in developing and approving the bylaws. If the Minister approves, the bylaw is published in the Gazette, members are notified, and the bylaw becomes in effect.

For Administrative Bylaws the SCPT Executive Director and Registrar files the bylaws with the Registrar of Corporations within 30 days.

## Summary of Finalized Process

### Development

- Council/Committees develop bylaw(s)

### Initial Approval

- Council approves bylaw(s) in principle

### Consultation

- Membership is consulted and feedback obtained (e.g. survey, townhalls, focus groups, consulting stakeholders, etc.)

### Revisions

- Bylaw(s) revised as needed/necessary following membership feedback

### Final Approval & Implementation

- Council approves final version of bylaw
- Regulatory Bylaw to Minister of Health; Administrative Bylaw filed with ISC