



**CASLPM**  
THE COLLEGE OF AUDIOLOGISTS AND  
SPEECH-LANGUAGE PATHOLOGISTS  
OF MANITOBA

**The College of Audiologists and  
Speech – Language Pathologists of  
Manitoba**

**ANNUAL REPORT  
2014**





Honourable Sharon Blady  
Minister of Health, Healthy Living and Seniors  
Room 302  
The Legislative Building of Manitoba  
450 Broadway  
Winnipeg MB R3C 0V8

Dear Minister Blady:

**RE: College of Audiologists and Speech – Language Pathologists of Manitoba  
Annual Report 2014**

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I am pleased to present the Annual Report of the College of Audiologists and Speech – Language Pathologists of Manitoba (CASLPM), including the Financial Review for the 2014 fiscal year.

With the enactment of the Practice of Audiology and Practice of Speech – Language Pathology Regulation in late 2013, the College of Audiologists and Speech – Language Pathologists of Manitoba came into force on 1<sup>st</sup> January 2014.

The Annual Report 2014 represents the first such report issued by the College, in accordance with *The Regulated Health Professions Act (RHPA)*.

Respectfully Submitted,

“Original signed by”

Lori McKietiuk, RSLP, M.Sc.  
Registrar, College of Audiologists and Speech – Language Pathologists of Manitoba

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## **INTRODUCTION**

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This Annual Report is provided to the Honourable Sharon Blady, Minister of Health, Healthy Living and Seniors, in accordance with the Regulated Health Professions Act (RHPA), Section 142.

The report outlines the structure of the College, its Council and Committees. The most recently confirmed edition of the College By – Laws is provided, and amendments made in the reporting year are indicated. Reports of registration, applications, complaints, are presented. The Continuing Competency Program and Advanced Competency Certification Program are described.

A separate section includes the 2014 Financial Statements of the College of Audiologists and Speech – Language Pathologists of Manitoba, unaudited, as prepared by Court Filopoulos & Associates.

## **ABOUT THE COLLEGE**

The College of Audiologists and Speech – Language Pathologists of Manitoba (CASLPM) is the body established by the Manitoba Government to regulate two health professions: audiology and speech – language pathology.

Persons who practise audiology or speech – language pathology in the province of Manitoba are regulated under *The Regulated Health Professions Act*, the *Practice of Audiology and Practice of Speech – Language Pathology Regulation*, and the *College of Audiologists and Speech – Language Pathologists of Manitoba General Regulation*, and must abide by the Code of Ethics and various practice directions, as approved by Council.

## **MANDATE OF THE COLLEGE**

As stated in the RHPA, Section 10(2), the College has the following mandate:

- a. To regulate the practice of audiology and the practice of speech – language pathology and govern its members in accordance with *the Regulated Health Professions Act*, the *Practice of Audiology and Practice of Speech – Language Pathology Regulation*, the *College of Audiologists and Speech – Language Pathologists of Manitoba General Regulation*, and the CASLPM By – Laws;
- b. To develop, establish and maintain standards of academic or technical achievement and qualification required for registration as a member and monitor compliance with and enforce those standards;
- c. To develop, establish and maintain standards of practice to enhance the quality of practice by members and monitor compliance with and enforce those standards;
- d. To develop, establish and maintain a continuing competency program for members to promote high standards of knowledge and skill;
- e. To promote the ability of members to respond to changes in practice environments, advances in technology and other emerging issues;
- f. To work in consultation with the Minister towards achieving access for the people of Manitoba to adequate numbers of qualified and competent audiologists and speech – language pathologists;

- g. To develop, establish, and maintain programs that provide information about audiology and speech – language pathology and that assist persons in exercising their rights under the RHPA and the Regulations, By – Laws, and Code of Ethics of the College;
- h. To promote and enhance the College’s relations with its members, other colleges, key stakeholders, and the public;
- i. To promote inter – professional collaboration with other colleges;
- j. To administer the College’s affairs and perform its duties and carry out its powers in accordance with the RHPA, and the Regulations and By – Laws of the College.

## **MISSION STATEMENT**

The College of Audiologists and Speech – Language Pathologists of Manitoba protects and serves the public by regulating and ensuring competent, safe, ethical practice of audiologists and speech – language pathologists in Manitoba.

## **CORE FUNCTIONS**

The College protects, serves, and regulates through:

- Conducting the affairs of the College in a transparent, objective, impartial and fair manner
- Setting standards for practice
- Registering qualified audiologists and speech – language pathologists who wish to practice their professions in Manitoba
- Ensuring the continuing competence of its registrants
- Receiving complaints, conducting investigations and appeals, and taking appropriate disciplinary action

## **YEAR IN REVIEW**

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### **2014 Embarking on Change – Embracing the Challenge**

2014 marked the achievement of a monumental milestone for the professions of audiology and speech – language pathology towards modernizing regulation of the professions in the province of Manitoba. The former Manitoba Speech – and Hearing Association (MSHA), incorporated by a private Act of the Legislature in 1961, continued as the College of Audiologists and Speech – Language Pathologists of Manitoba, with the College coming into force on 1<sup>st</sup> January.

As quickly and efficiently as possible, Transitional Council and staff worked to restructure and implement policy, practice, and systems to reflect the new regulatory and governance frameworks of the College.

#### **STAFF**

The College experienced a significant change in its small staff. A Registrar was appointed by the MSHA Board of Directors, as required by the RHPA, in the fall of 2013 in anticipation of the College coming into force in the new year. The Administrative Assistant position became vacant in April. Temporary staff bridged the gap until a permanent replacement was found. The College welcomed Ms. Glenda Pratt to the role as Administrative Assistant with the College as of 2<sup>nd</sup> July 2014.

#### **COUNCIL**

The Board of Directors of the former MSHA became the Transitional Council of the College on the day the College came into force, as per transition provisions established in regulation. Over the course of the year, efforts were made to establish council composition according to the CASLPM By – Laws. In March 2014, the Minister of Health appointed three Public Representatives to Council. Election for professional representation on Council resulted in a combination of acclamations and appointments.

In the fall 2014, a new slate of Council members began a term of office, thus achieving composition of Council, according to public and professional representation: three public representatives, two audiologists, and four speech – language pathologists, for a total of nine members of Council.

Several opportunities for education and orientation were made available to both Transitional Council and new Council Members including in – house orientation sessions in January, July, and October and Council Member Training by the Council on Licensure, Enforcement & Regulation (CLEAR).

#### **OFFICE OF THE MANITOBA FAIRNESS COMMISSIONER**

The College fulfilled its reporting obligations to the OMFC.

Information for internationally educated applicants regarding requirements and process for application to the College was enhanced and provided to individuals upon request.

#### **COLLEGE PROGRAMS**

College staff implemented the required processes to manage and execute the on – going obligations of registrants, including: reports on Criminal Record Checks, Child Abuse Registry Checks, and Adult Abuse Registry Checks, reporting on continuing competency activities, reporting on professional liability insurance coverage, and Annual Registration and Renewal for the 2015 Practice Year.

## EVENTS

The College hosted an Open House in January 2014, inviting registrants, fellow regulators, and others to join in a celebration of the coming into force of the College. The event took place at Unit 1 – 333 Vaughan Street; the College had recently relocated to this office space, after renovations were completed in 2013. At the Open House, Mr. Frank Pisa, former Executive Director of MSHA, was honoured for his service to the organization.

The College sponsored educational opportunities for registrants. An educational conference was held in May 2014. A Jurisprudence Presentation was offered for registrants free of charge prior to the Annual General Meeting in October 2014.

## OPERATIONS

An extensive historic review was conducted throughout the course of the first year of operations within the College framework to systematically and thoughtfully identify and implement adjustments and revisions to ensure compliance with legislated requirements, establish solid administrative and management practice, and improve efficiencies and effectiveness of operations of the College.

Consulting support was sourced to ensure sound accounting practices, bookkeeping methods, and budget practices. New banking systems were introduced. IT support was engaged to provide basic technology support and implement appropriate and secure record storage and back – up.

A complete overhaul of data management systems and practice resulted in improved communication systems used with registrants, reduced use of regular postage, and sourcing for an alternate data management solution.

## COLLABORATION

The College of Audiologists and Speech – Language Pathologists of Manitoba furthered its collaborative efforts with the Manitoba Alliance of Health Regulatory Colleges (MAHRC) and the Canadian Alliance of Audiology and Speech – Language Pathology Regulators (CAASPR).

The College contributed to the MAHRC - initiated development of a public awareness campaign, which incorporated television public service announcements, enhanced website, print and electronic media exposure to improve public awareness and understanding of regulated health professions.

In collaboration with the Canadian Alliance of Audiology and Speech – Language Pathology Regulators, the College is working to establish national entry – to – practice requirements, a national assessment process, and language proficiency requirements.

College Council and staff are grateful to its registrants for their understanding and patience during this transition year. Many excellent questions have been asked; registrants have been open and receptive to change. With small but determined steps forward, the College will continue to pursue implementation of modern regulation under the RHPA, embracing the challenges and learning opportunities on the path to regulatory maturity.

## PRESIDENTS' MESSAGES

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### President's Address

Annual General Meeting, 25<sup>th</sup> October 2014

**Laura Vandurme**

**Term in Office: January 2011 – September 2014**

The College of Audiologists and Speech-Language Pathologists of Manitoba was proclaimed on January 2, 2014. This was a momentous occasion for not only our professions, but for all health care professions in Manitoba, as we were the first to be proclaimed under the Regulated Health Professions Act. Since January, the College has undergone many changes. In addition to a new name and a new office, many essential procedures and policies have significantly changed. It has taken the cooperation of staff, volunteers, and members to ensure that this transition has gone, and continues to go smoothly, and I would like to thank everyone for their dedication, hard work, and patience as the College continues to develop. I was told that once the College was proclaimed, that was when the “real work” started, and now that it has happened, I can definitely say that this is true. Some new and important policies have already been put into place. This includes mandatory practice insurance, a minimum hours requirement, and advanced competency certificates. A new council has been elected and this council includes SLPs, audiologists, and public members. The procedures for electing positions has also changed, as our by-laws now ensure that there are council members from the professions from both urban and rural areas.

These are all exciting changes, and while change can sometimes be difficult, it is important that we have high standards for our professions and that we work in the public interest to enforce these standards.

Although the College transition has been a priority over the last 18 months, there are other initiatives that are being developed through our national alliance – The Canadian Alliance of Audiology and Speech-Language Pathology Regulators, or CAASPR, of which Manitoba is part of. Although CAASPR is a little known organization outside the world of regulation, this alliance is making enormous progress to harmonize standards across the country. The work that CAASPR does is incredibly important towards ensuring that SLPs and Audiologists have the most up to date standards that are consistent across the seven regulated provinces. CAASPR is now in the process of completing a multi-year project funded by Human Resources and Skills Development Canada. This project aims to create harmonized national standards for licensure of internationally educated professionals. For example, language benchmarking for both professions was completed by the Centre for Canadian Language Benchmarks. This was just one step in the project to ensure that there is a consistent standard by which we measure language skills across the country. The first phase of this project will be completed this November with the second phase to begin once funding is in place. Another initiative by CAASPR is the regulation of telepractitioners interprovincially. With telepractice becoming more and more common it is important that practitioners are regulated appropriately in the province in which they are working. For example, if you live in one province, but provide telepractice services in another province, where should you be licensed? The province you live in, work in, or both? Progress has been made towards an agreement by all provinces to determine the best way to license these individuals.

These are only two of the various initiatives that have been completed or are in the process of being completed by CAASPR and I for one am anxious to see what develops over the coming years. Regulation of our professions began in 1958 when the first meeting of the Manitoba Speech and Hearing Association (MSHA) was held with nine members attending the meeting. It was the vision of

these nine members to establish legislation to regulate the professions. It was 3 years later, in 1961, that the Manitoba Government passed the Manitoba Speech and Hearing Act. This was the first legislation of its kind in North America for these professions. The first year this legislation was passed there were 12 members registered in MSHA.

We now have approximately 480 members in various membership categories and our now updated legislation ensures that the vision of the first nine members continues with high standards that protect the public and guide our members.

Thank-you to everyone who has worked so hard over the past 18 months to make this transition successful. Also, thank-you for allowing me to serve you in the capacity of President for the past three years. When I started I couldn't have imagined how much I would learn throughout this time. I have enjoyed every minute of it and have appreciated the opportunity to get to know our professions from a much different perspective.

### **President's Remarks**

### **CASLPM Council Meeting, 6<sup>th</sup> December 2014**

#### **Roland Street**

**Term of Office: September 2014 to present**

Good Morning Ladies and Gentlemen, and in particular my fellow members of Council:

Today is a very momentous and historic day, as it is the first meeting of Council of the College of Audiologists and Speech – Language Pathologists of Manitoba (CASLPM). It is the beginning of a bright future for the College.

Today comes as a result of the hard work, persistence, and dedication of the Manitoba Speech and Hearing Association (MSHA), its Board of Directors and staff members. And we should all remember the contributions and support of audiologists and speech – language pathologists across Manitoba. For more than a decade, MSHA and its members pushed the government for the privilege to become a college and for the right to be regulated under modern legislation, similar to other regulated health professionals in the province.

Because of these efforts, CASLPM is the first college to be established under the *Regulated Health Professions Act* (RHPA) in Manitoba. Audiologists and speech – language pathologists are now regulated according to a model of self – regulation, as set out by the Manitoba government that is up – to – date and reflective of modern expectations of self – regulated professions. This puts the College on par with other regulated health professions in the province.

The MSHA Board of Directors, staff, consultants, and volunteer committees built a strong foundation for CASLPM to take on its new regulatory responsibilities. New regulations, by – laws and policies were drafted in full consultation with audiologists and speech – language pathologists across this province. These governance structures are in place and will guide the College Council, and staff in the coming years.

The recent election process is complete; there is no longer a transitional council. Council is now composed according to College By – Law: two audiologists, four speech – language pathologists, and three public representatives appointed by the Minister of Health.

In the first year of the College, I see three basic challenges for the Council. We must:

1. Understand and accept our role as regulators. We are here to protect the public interest, not the interests of the profession. The College is not a professional advocacy organization. The College is a regulatory body. If any of us believe we are here for any other reason than to regulate and govern the profession in the public interest, we should think hard. I urge you to review the public protection mandate of the College and our conflict of interest rules in the by-laws and governance policies.
2. Become familiar with the Act, Regulations, By-Laws and governance policies that have been put in place with the approval of Manitoba Health. We must work together to understand the implications of these legislated documents and learn how to use them to become an effective Council for the College.

The College of Audiologists and Speech – Language Pathologists of Manitoba operates under the same general legislative structure as any of the other health regulators in the province, including the College of Physicians and Surgeons, and the College of Registered Nurses of Manitoba. As we become familiar with the rules that these legislative and governance structures set in place, we may have questions as to the underlying policy decisions that were made by those who came before us.

As newly elected and appointed Council members, our first responsibility is to learn of and understand these legislative and governance structures, become familiar with the intent of these structures, and learn to work within these structures to achieve the mandate of the College to protect the public interest.

3. Work with the Registrar to set realistic priorities to continue to develop and implement the infrastructure and general supports that are necessary to enable the College to fulfill its regulatory responsibilities.

The College has limited financial and human resources. The budget, at the moment, will not let us move forward as quickly as we might like. Large-scale projects, such as building a new website, have to be balanced by the need to establish reserves for an emergency. And we have a grand total of two staff. They are both very capable and competent, but there are only so many hours in the day.

The College Council, staff, together with all registrants of the College have much work to do. By working together to set goals and priorities and by setting policy which provides the Registrar and staff with the financial and other resources and tools needed to implement the priorities, I am confident we will grow to become an excellent example of health professions regulation in Manitoba.

## **COLLEGE STRUCTURE**

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The College of Audiologists and Speech – Language Pathologists of Manitoba is delegated authority under *The Regulated Health Professions Act* (RHPA). It is the first College to be established under the RHPA. In time, all single – statue health professions legislation will be repealed and all regulated health professions will come into force under the RHPA.

### **COUNCIL COMPOSITION**

There shall be nine members of the Council:

- a. Four elected Speech-Language Pathologists
- b. Two elected Audiologists
- c. Three Public Representatives.

The elected members of Council shall be elected in accordance with the process as set out in By - Law.

Public representatives shall be appointed to Council by the Minister.

#### **Term of Office – Elected Members of Council**

The term of office, unless otherwise provided in this By – Law, shall commence immediately Following the election or acclamation date.

Each elected member of Council shall be elected to serve a three-year term with a maximum of three consecutive terms.

#### **Term of Office – Public Representatives**

Each public representative shall serve a term of office prescribed by the Minister.

### **TRANSITIONAL COUNCIL**

As per the transition provisions stated in the Practice of Audiology and Practice of Speech – Language Pathology Regulation, the Board of Directors of the former Manitoba Speech and Hearing Association were deemed to be the Transitional Council of the College on the day the College came into force.

<b>Council Member</b>	<b>Office</b>	<b>Appointed/Elected</b>
Laura Lenton	President	SLP / Elected
Sharon Halldorson	Vice President	SLP / Elected
Reesa Daun		SLP / Elected
Erin Crawford		SLP / Elected
Rob Izatt		Audiologist / Elected
Maureen Penko		SLP / Elected

In March 2014, the College was advised of the appointment of three Public Representatives as members of Council:

Roland Street	Public Representative / Ministerial Appointment	2 – year term
Meghan Waters	Public Representative / Ministerial Appointment	4 – year term
Jamie Moses	Public Representative / Ministerial Appointment	4 – year term

## COUNCIL

A call for nominations was issued in late spring, to generate a list of candidates for elections to Council. Two calls for nominations for elected Council members resulted in an inadequate number of nominations in each District according to the representation required by profession.

Therefore, Transitional Council moved to appoint individuals to Council for the upcoming term in order to populate Council according to the representation required for each profession:

Mandy Watson	Audiologist	District 1 (urban)	3 – year term
Maxine Flaman	Audiologist	District 2 (rural)	2 – year term
Caitlin Buchel	SLP	District 1 (urban)	3 – year term
Lindsey Lortea	SLP	District 1 (urban)	3 – year term
Leslie Goerzen	SLP	District 1 (urban)	2 – year term
Barb Froman	SLP	District 2 (rural)	2 – year term
Roland Street	Public Representative / Ministerial Appointment		2 – year term
Meghan Waters	Public Representative / Ministerial Appointment		4 – year term
Jamie Moses	Public Representative / Ministerial Appointment		4 – year term

Mr. Roland Street, Ms. Meghan Waters, and Mr. Jamie Moses, public representatives, continued to serve their terms on Council, as prescribed by the Minister at the time of their appointments earlier in the year.

With a combination of acclamations and appointments, the composition of Council, according to public and professional representation, was achieved for the upcoming term; three public representatives, two audiologists, and four speech – language pathologists, for a total of nine Council Members, making up the College Council.

Transitional Council held its final meeting on 11<sup>th</sup> September 2014. Council – delegates were invited to observe. The Council - delegates took office immediately thereafter. The first meeting of Council, newly composed, was held 6<sup>th</sup> December 2014.

## **COMMITTEES**

The College has three Statutory Committees:

1. Complaints Investigation Committee
2. Inquiry Committee
3. Continuing Competency Committee

The function and duties these committees are as follows:

The Complaints Investigation Committee shall:

- a. Perform such functions as are assigned to it in the Act. These include investigating and providing a fair review of all complaints received in accordance with the Act; attempting to resolve complaints informally where it considers it appropriate, and making decisions in accordance with the Act;
- b. Recommend to Council proposals for changes to the legislation, including regulations to applicable statutes, and by - laws , as well as programs to support the complaints process;
- c. Submit an annual report to the Council. The report will include information on numbers of complaints resolved informally, on decisions, on adherence to policies and procedures, and timely provision of decisions and documentation.

The Inquiry Committee shall:

- a. Perform such functions as are assigned to it in the Act. These include holding hearings on matters referred to it by the Complaints Investigation Committee, providing a fair process and making decisions about the conduct of investigated members;
- b. Recommend to Council proposals for changes to the legislation, including regulations to applicable statutes, and by – laws, as well as programs to support the discipline process;
- c. Submit an annual report to Council. The report will include information on development of, and adherence to, policies and procedures, numbers of decisions and timely provision of decisions and documentation.

The Continuing Competence Committee shall:

- a. Perform such functions as are assigned to it in the Regulations. These include administering the Continuing Competence Program in accordance with the Regulation and identifying continuing competence measures which promote continuing competence and continuing quality improvement among members;
- b. Recommend to Council proposals for changes to the legislation, including regulations to applicable statutes, and by - laws, as well as programs to support the continuing competence process;
- c. Submit an annual report to the Council. The report will include information on continuing competence program activities, decisions reached as well as information on the development of standards regarding practice and ethics and related program proposals.

The College has three Standing Committees:

1. Executive Committee
2. Audiology Practice Advisory Committee
3. Speech – Language Pathology Practice Advisory Committee

The function and duties these committees are as follows:

Executive Committee shall:

- a. Perform such functions as are assigned to it by Council and co-ordinate the work of Council and assist in its decision-making by reviewing and providing comments to Council on all recommendations and proposals from committees and working groups.
- b. Subject to the RHPA, Regulations and the By - Laws of the College, Council delegates to the Executive Committee the power and authority to manage and direct the affairs of the Council of the College with respect to any matter that, in the Committee's opinion, requires immediate attention. This excludes the power to revoke, amend, or pass by – laws and such other powers as are specifically reserved to the Council in the RHPA, this By – Law or any other by – law of the College. As part of its commitment to retaining the wholeness of its decision-making, the Council will do all in its power to avoid the need for the Executive Committee to act in this capacity.
- c. Appoint members of statutory and standing committees in accordance with these By - Laws;
- d. Recommend to Council proposals for changes to the legislation, including regulations to applicable statutes and by - laws;
- e. Submit an annual report to Council.

The Audiology Practice Advisory Committee shall provide advice to Council on matters affecting Audiologists and the practice of audiology.

In doing so it:

- a. At the request of Council and in a format approved by Council, develops and monitors College regulations, by – laws, standards of practice and practice directions and position statements that relate to Audiologists with respect to:
  - i. Clinical Matters
  - ii. Professional practice issues
  - iii. Business practice issues
  - iv. Interdisciplinary issues
- b. Develops policies and positions for consideration of Council on external matters such as provincial legislation that impact on the practice of audiology;
- c. As part of the strategic planning process, undertakes an annual review of issues and matters affecting Audiologists and the practice of audiology and reports to Council on these issues and recommends policies and initiatives to address them as appropriate;

- d. Assesses the information and support needs of Audiologists and makes recommendations to Council;
- e. Develops communication and education programs for College members, the public, other professions and the government, related to the objects of the College;
- f. Provides advice and input on any other issues referred to the Committee by the Executive Committee or by Council.

The Speech-Language Pathology Practice Advisory Committee shall provide advice to Council on matters affecting Speech-Language Pathologists and the practice of speech-language pathology.

In doing so it:

- a. At the request of Council and in a format approved by Council, develops and monitors College regulations, by – laws, standards of practice and practice directions and position statements that relate to Speech-Language Pathologists with respect to:
  - i. Clinical Matters
  - ii. Professional practice issues
  - iii. Business practice issues
  - iv. Interdisciplinary issues
- b. Develops policies and positions for consideration of Council on external matters such as provincial legislation that impact on the practice of speech-language pathology;
- c. As part of the strategic planning process, undertakes an annual review of issues and matters affecting Speech-Language Pathologists and the practice of speech-language pathology and reports to Council on these issues and recommends policies and initiatives to address them as appropriate;
- d. Assesses the information and support needs of Speech-Language Pathologists and makes recommendations to Council;
- e. Develops communication and education programs for College members, the public, other professions and the government, related to the objects of the College;
- f. Provides advice and input on any other issues referred to the Committee by the Executive Committee or by Council.

## **COMMITTEE COMPOSITION**

Appointments to the Committees of Council were made over the course of the year, as Ministerial Appointments were announced. The Committee members, as listed below, represented the committee composition of Transitional Council. Committee appointments of Council members for the new term of office were made in early 2015.

## **STATUTORY COMMITTEES**

### **Complaints Investigation Committee**

**(Composition: 6)**

	<b>Representation</b>	<b>Appointed/Elected</b>
Erin Crawford	Council Member, SLP	Elected
Rob Izatt	Council Member, Audiologist	Elected
Joanna Blais	College Registrant, SLP	Appointed by Council
Vacant	College Registrant, Audiologist	Appointed by Council
Louis Bernardin	Public Representative	Appointed (from Roster)
George Derenchuk	Public Representative	Appointed (from Roster)

### **Inquiry Committee**

**(Composition: Minimum 6)**

	<b>Representation</b>	<b>Appointed/Elected</b>
Reesa Daun	Council Member, SLP	Elected
Rob Izatt	Council Member, Audiologist	Elected
Lori Bastness	College Registrant, SLP	Appointed by Council
Ken Tugby	College Registrant, Audiologist	Appointed by Council
Stephen Edwards	Public Representative	Appointed (from Roster)
Jocelle Cuvos	Public Representative	Appointed (from Roster)

### **Continuing Competence Committee**

**(Composition: 6)**

	<b>Representation</b>	<b>Appointed/Elected</b>
Erin Crawford	Council Member, SLP	Elected
Rob Izatt	Council Member, Audiologist	Elected
Roland Street	Council Member, Public Representative	Ministerial Appointment
Jamie Moses	Council Member, Public Representative	Ministerial Appointment
Leslie Sarchuk	College Registrant, SLP	Appointed by Council
Andrea Richardson - Lipon	College Registrant, Audiologist	Appointed by Council

## **STANDING COMMITTEES**

### **Executive Committee (Composition: 3)**

	<b>Representation</b>	<b>Appointed/Elected</b>
Laura Lenton	President (Transitional Council)	Elected
Sharon Halldorson	Vice President (Transitional Council)	Elected
Roland Street	Council Member, Public Representative	Ministerial Appointment

### **Audiology Practice Advisory Committee (Composition: Minimum 6)**

	<b>Representation</b>	<b>Appointed/Elected</b>
Rob Izatt	Council Member, Audiologist	Elected
Vacant	Council Member, Audiologist	Elected
Roland Street	Council Member, Public Representative	Ministerial Appointment
Meghan Waters	Council Member, Public Representative	Ministerial Appointment
Ken Tugby	College Registrant, Audiologist	Appointed by Council
Vacant	College Registrant, Audiologist	Appointed by Council

### **Speech – Language Pathology Practice Advisory Committee (Composition: Minimum 8)**

	<b>Representation</b>	<b>Appointed/Elected</b>
Laura Lenton	Council Member, SLP	Elected
Sharon Halldorson	Council Member, SLP	Elected
Reesa Daun	Council Member, SLP	Elected
Maureen Penko	Council Member, SLP	Elected
Erin Crawford	Council Member, SLP	Elected
Jamie Moses	Council Member, Public Representative	Ministerial Appointment
Meghan Waters	Council Member, Public Representative	Ministerial Appointment
Kelly Ring - Whiklo	College Registrant, SLP	Appointed by Council
Andrea Meakin	College Registrant, SLP	Appointed by Council

## **COLLEGE BY – LAWS**

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The College By – Laws were developed during the regulatory reform process, as undertaken by the former MSHA, with full consultation. The By – Laws were approved by the MSHA Board of Directors in May 2013, and took effect on 1<sup>st</sup> January 2014 when the College came into force.

The College By – Laws were confirmed by the registrants of the College attending the Annual General Meeting, 25<sup>th</sup> October 2014. The By – Laws, as confirmed, are provided in Appendix I.

A summary of amendments made to the College By – Laws through the course of 2014, and confirmed by the registrants of the College at the Annual General Meeting, October 2014 is provided in Appendix II.

## REGISTRATION SUMMARY

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The College of Audiologists and Speech – Language Pathologists of Manitoba maintains a Regulated Register and a Regulated Associate Register for each profession, in accordance with the RHPA.

Registration Statistics as of 1<sup>st</sup> December 2014

<b>REGULATED REGISTER</b>				
	Audiologists		Speech – Language Pathologists	
Registration Category	Certificate of Practice	Number Registered	Certificate of Practice	Number Registered
Full Regulated	62	62	339	339
Provisional Regulated	3	3	20	20
Non – Practising	Not Eligible	2	Not Eligible	9
<b>Sub Total</b>		<b>67</b>		<b>368</b>

  

<b>REGULATED ASSOCIATE REGISTER</b>		
Not Eligible for a Certificate of Practice		
Registration Category	Audiologists	Speech – Language Pathologists
Inactive / Retired		<b>2</b>

<b>Combined Registers by Profession</b>			
	Audiologists	Speech – Language Pathologists	
<b>Sub Total</b>	<b>69</b>	<b>390</b>	
<b>Total Number of Registrants</b>			<b>459</b>

## **Advanced Competency Certification**

<b>Advanced Competency Certificates: Speech – Language Pathology</b>	<b>Number Certified</b>
1. Fibreoptic Endoscopic Evaluation and Management of Voice Disorders	9
2. Fibreoptic Endoscopic Evaluation and Management of Swallowing Disorders	15
3. Voice Restoration through the use of Voice Prostheses	5
4. Swallowing and voice restoration through the use of tracheotomy tubes or speaking valves	28
5. Videofluoroscopic Assessment of Adult Swallowing Disorders	40
6. Videofluoroscopic Assessment of Pediatric Swallowing Disorders	0

<b>Advance Competency Certificates: Audiology</b>	<b>Number Certified</b>
1. Vestibular Assessment and Management	1
2. Cochlear Implant Management	4

## Applications for Registration 2014

<b>Application Type / Entry Route</b>	<b>Profession</b>		<b>Disposition</b>
	Audiology	Speech – Language Pathology	
Practicing Professional Eligible to apply under Labour Mobility	0	4	4 Full Regulated Registrations granted 4 Certificates of Practice granted
Practicing Professional Outside the MRA or Internationally Educated	0	2	2 Full Regulated Registrations granted 2 Certificates of Practice granted
New Graduate Accredited Canadian Program	2	2	4 Provisional Regulated Registrations granted 4 Certificates of Practice granted
New Graduate International Program	1	9	7 Provisional Regulated Registrations granted 7 Certificates of Practice Granted  2 Applications carried over
TOTAL Applications in 2014 By Profession	3	17	

Six speech – language pathologists were granted Full Regulated registration in 2014.

Two audiologists were granted Provisional Regulated registration.

Ten speech – language pathologists were granted Provisional Regulated registration.

All 17 applicants who were granted registration in 2014 applied for and were granted Certificates of Practice.

Two applications were initiated in 2014 and remained in progress, as of 31<sup>st</sup> December 2014.

## **COMPLAINTS INVESTIGATIONS, INQUIRIES**

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The College of Audiologists and Speech – Language Pathologists of Manitoba is committed to protecting the public interest and ensuring confidence in and respect of the health care services provided by registrants of the College.

In keeping with this commitment, the College supports audiologists and speech – language pathologists who are registered to maintain standards of practice and ethical conduct of the professions to provide high – quality health care services and holds them accountable for their practice and conduct.

The Complaints process is an important aspect of accountability to clients, employers, and the general public, in ensuring a means of voicing concerns regarding the practice of a registrant of the College.

The College responded to preliminary enquiries received by phone, regarding matters of concern with professional conduct and offered suggestions to each caller to communicate with the audiologist or speech – language pathologist, whichever the case may have been, and pursue a means of resolving the matter.

No formal written complaints were received in 2014; there were no cases referred to Complaints Investigations Committee, nor Inquiry Committee, and no formal disciplinary actions require.

## **COLLEGE PROGRAMS**

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### **Continuing Competency Program**

As established in the CASLPM General Regulation, PART 6: CONTINUING COMPETENCY, the Continuing Competency Program consists of:

- i. A self – assessment process
- ii. Participating in continuing competency activities
- iii. Completing continuing competency activities specific to advanced competency certificates, for those registrants who hold such certification
- iv. Practice audits, if a registrant is randomly selected, or as required by the Continuing Competency Committee, in certain prescribed circumstances.

All regulated registrants must meet their obligations to the Continuing Competency Program.

In 2014, all regulated registrants were required to submit a report on continuing competency activities completed as of 31<sup>st</sup> December 2013. Work continued to further develop the Self – Assessment Tool, based on the Competency Profiles for each profession.

### **Advanced Competency Program**

The CASLPM General Regulation, Part 4: Specialized Health Care Services and Reserved Acts, requires that certain specialized health care services may be performed by a registrant of the College only if that registrant holds an Advanced Competency Certificate authorizing the registrant to provide the specialized health care service.

This approach to regulating the professions is new to audiology and speech – language pathology in Manitoba. In order to ensure a seamless transition to regulation under the reserved acts approach, without disrupting service to the public, the CASLPM General Regulation provided a transitional clause for those registrants who were providing the services identified as specialized health care services prior to the College coming into force, and thereafter requiring Advanced Competency Certification under College regulation.

Individuals who were not eligible to apply for Advanced Competency Certification under the transition provision were required to apply for certification and meet the requirements of the specific advanced competency.

The number of registrants who hold Advanced Competency Certification is included in the Registration Summary in this report.

## **FINANCIAL REPORT**

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In keeping with former practice of the organization, prior to its delegation of authority under the RHPA, the College of Audiologists and Speech – Language Pathologists of Manitoba engaged Court Filopoulos & Associates, Certified Management Accountants Ltd., to conduct a review of the Statement of Financial Position of the College as at 31<sup>st</sup> December 2014, and the Statement of Operations, Changes in Net Assets and Cash Flow there in.

The review was made in accordance with Canadian generally accepted standards for review engagements for not – for – profit organizations.

The review did not constitute an audit, and no formal audited opinion was provided.

The complete Financial Statements of the College for the fiscal year ending 31<sup>st</sup> December 2014 are provided in Appendix III.

## **APPENDIX I**

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### **By – Laws**

The By – Laws of the College of Audiologists and Speech – Language Pathologists of Manitoba, as submitted with this report, represent those as confirmed by the registrants participating at the Annual General Meeting, 25<sup>th</sup> October 2014.



**CASLPM**  
THE COLLEGE OF AUDIOLOGISTS AND  
SPEECH-LANGUAGE PATHOLOGISTS  
OF MANITOBA

**The College of Audiologists and  
Speech – Language Pathologists of  
Manitoba**

**By – Laws**

***Regulated Health Professions Act, Section  
222***

**Approved by MSHA Board of Directors  
16<sup>th</sup> MAY 2013**



## **NOTE TO READERS**

Questions regarding the content or application of CASLPM By – Laws should be directed to:

Lori McKietiuk, RSLP, M. Sc.

Registrar, College of Audiologists & Speech – Language Pathologists of Manitoba

Unit 1 – 333 Vaughan Street

Winnipeg, MB R3B 3J9

T: 204 453 4539 Ext: 2

E: [lorimckietiuk@caslpm.ca](mailto:lorimckietiuk@caslpm.ca)

## PREAMBLE

The By – Laws of the College of Audiologists and Speech-Language Pathologists of Manitoba are made under Section 222 of the Regulated Health Professions Act.

- I. **By – Laws** – The By – Laws govern the internal affairs of the College including the governance, administration, and management of the College; the rights, privileges of college members, as well as other matters.
- II. **The Code of Ethics** – The Code of Ethics establishes the ethical standards of the College and sets out guidelines for the maintenance of proper standards of professional conduct by the members.
- III. **Council Authority** – The Council may make By – Laws governing its procedure in conducting the business of the Council. In all matters not specifically set out in the Act or in the Regulations or By – Laws, the Council may make directives and order and take all actions within its competence, upon motion duly moved, seconded and approved by a majority of the Council members with all motions recorded in the Minutes of the College.
- IV. **Interpretation** – When interpreting these By – Laws, words and expressions have the same meaning as in the Regulated Health Professions Act (the Act).
- V. **Headings** – The division of these By – Laws into sections and paragraphs and the insertion of headings and index are for convenience and reference only and shall not affect the interpretation hereof.
- VI. **Validity of Action** – The actions of any officer, notwithstanding that it may afterwards be discovered that there was some cause for disqualification or some defect in the election or appointment of any officer, shall be valid as if all had been regularly elected or appointed and were qualified to act.

## **INDEX**

<b>Article 1.0</b>	<b>By - Laws</b>
<b>Article 2.0</b>	<b>Head Office</b>
<b>Article 3.0</b>	<b>Seal</b>
<b>Article 4.0</b>	<b>Council</b>
<b>Article 5.0</b>	<b>Officers</b>
<b>Article 6.0</b>	<b>Business of the College</b>
<b>Article 7.0</b>	<b>Elections</b>
<b>Article 8.0</b>	<b>Conflict of Interest</b>
<b>Article 9.0</b>	<b>Committees</b>
<b>Article 10.0</b>	<b>Composition and Duties of Statutory and Standing Committees</b>
<b>Article 11.0</b>	<b>Remuneration and Expenses of Council and Standing Committees</b>
<b>Article 12.0</b>	<b>Meetings of Council</b>
<b>Article 13.0</b>	<b>Use of Electronic Media for Council and Committee Business</b>
<b>Article 14.0</b>	<b>Meetings of Members</b>
<b>Article 15.0</b>	<b>Members</b>
<b>Article 16.0</b>	<b>Fees</b>
<b>Article 17.0</b>	<b>Honourary Members</b>
<b>Article 18.0</b>	<b>Business Arrangements</b>
<b>Article 19.0</b>	<b>Procedures to Adopt a Code of Ethics</b>

**Schedule 1**

**Remuneration of Council Members and Committee Members**

**Schedule 2**

**Fees**

## **DEFINITIONS**

In these By – Laws and in any rules made by the Council, unless the context otherwise requires:

**“ACT”** means the Regulated Health Professions Act.

**“Audiologist”** means a person registered on the college register authorized to use the title audiologist;

**“appointed committee member”** means a member of the College who is not a member of the Council of the College and who is appointed to a statutory committee and includes a member appointed to fill a vacancy;

**“by teleconference”** means by any electronic manner that allows all persons participating to communicate with each other simultaneously and instantaneously;

**“committee”** means a committee of the College and includes statutory, standing, and ad hoc committees;

**“committee member”** means a member of a committee of the College;

**“councillor”** means a member of the Council of the College and includes public and elected councillors;

**“College”** means the College of Audiologists and Speech-Language Pathologists of Manitoba;

**“Minister”** means the member of the Legislative Assembly charged by the Lieutenant Governor in Council with the administration of the Act;

**“professional advocacy association”** means an organized group of members who promote and advocate for the interests of the professions but does not include a school whose sole purpose is to educate;

**“register”** means the register of Speech-Language Pathologists and Audiologists maintained by the College;

**“registered”** means entered in the register;

**“registered Audiologist”** means a person registered as an Audiologist by the College;

**“registered Speech-Language Pathologist”** means a person registered as a Speech-Language Pathologist by the College;

**“registrar”** means the registrar of the College;

**“registration”** means registration as a Speech-Language Pathologist or an Audiologist by the College;

**“Speech-Language Pathologist”** means a person registered on the college register authorized to use the title speech-language pathologist;

## **GOVERNANCE**

### **Article 1.0 BY - LAWS**

- 1.1 By – Laws of the College may be enacted, amended, or revoked by a vote of at least two-thirds of the councillors present at a Council meeting.
- 1.2 Notice of a motion to enact, amend, or revoke a By – Law shall be given to Council at least (7) seven days prior to the meeting referred to in Article 1.1.
- 1.3 Every By – Law shall be signed by the Registrar and one of the President or Vice President and sealed.
- 1.4 Every By – Law, including any amendment or revocation of a By – Law, shall be maintained as a compilation of the College’s By – Laws by the registrar.
- 1.5 A By – Law, other than a By – Law previously confirmed or verified at a special or general meeting of the college by a majority of the members of the college entitled to vote who are present and voting at the meeting, or a by – law setting fees, is effective only until the next special or general meeting of the college, and ceases to have effect immediately after the meeting, unless it is confirmed or verified by a majority of the members of the college entitled to vote who are present and voting at the meeting.
- 1.6 Once a By – Law is confirmed or verified at a general meeting by the members, it remains in effect until amended or revoked by Council.

### **Article 2.0 HEAD OFFICE**

- 2.1 The head office of the College shall be located in Manitoba in the City of Winnipeg.

### **Article 3.0 SEAL**

- 3.1 The College shall have a seal, which is inscribed “College of Audiologists and Speech-Language Pathologists of Manitoba.” The seal is to be kept at the head office of the College. Any document to which the seal is affixed is to be signed by the Chair or the Registrar or another person duly authorized to do so by the Council.

### **Article 4.0 COUNCIL**

#### **COMPOSITION OF COUNCIL**

- 4.1 There shall be nine members of the Council:
  - a. Four elected Speech-Language Pathologists
  - b. Two elected Audiologists
  - c. Three public representatives.
- 4.2 The elected members of Council shall be elected in accordance with Article 7.
- 4.3 Public representatives shall be appointed to Council by the Minister.

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CASLPM BY – LAWS

Amended: 2014 01, 2014 09

Confirmed: 2014 10 25

### **Term of Office – Elected Members of Council**

- 4.4 The term of office, unless otherwise provided in this By – Law, shall commence immediately following the election or acclamation date.
- 4.5 Each elected member of Council shall be elected to serve a three-year term with a maximum of three consecutive terms.

### **Term of Office – Public Representatives**

- 4.6 Each public representative shall serve a term of office prescribed by the Minister.

## **Article 5.0 OFFICERS**

- 5.1 The officers of the College shall be the President, the Vice President, and an Executive Committee Member, who shall form the Executive Committee and the Registrar as well as such other officers as the Council shall determine from time to time.

### **Election and removal of President, Vice President, and Executive Committee Member**

- 5.2 At the First Council meeting each year, the Council shall elect, by secret ballot from among councillors eligible for election, a President and a Vice President and an Executive Committee Member in accordance with this by - law.
- 5.3 The terms of office of the President and Vice President and Executive Committee Member, shall each be for approximately one (1) year and no person shall be elected to the same position for more than three (3) consecutive terms. Officers shall hold office until their successors are elected. If an election is delayed, the officers shall continue in office until their successors are elected.
- 5.4 An officer may be removed from office by a vote of two-thirds (2/3) of the members present at a Council meeting and such removal shall take effect immediately upon the passing of such resolution or the time specified in such resolution.
- 5.5 If the President is removed or the office becomes vacant, the Vice President shall become President for the unexpired term of office. If the Vice President is removed or the office becomes vacant, the Council shall elect a Vice President from among Council members to hold office for the unexpired term of office.
- 5.6 Any officer of the Council may resign at any time by submitting written notice of such intent to the Council or Committee, which resignation shall be effective on the date specified in the resignation if such date is specified or if no such date is specified, on the date a successor is elected or appointed as applicable.

### **GENERAL REQUIREMENTS**

- 5.7 The Registrar shall oversee and administer the election process for President, Vice President and Executive Committee Member positions.

- 5.8 Unless the Council agrees in advance to some other process, the election of the President, Vice President, and Executive Committee Member positions must be held during a Council meeting where the majority of members are attending and a quorum has been achieved.

### **SEPARATE, SEQUENTIAL ELECTIONS**

- 5.9 There shall be three separate elections for positions President, Vice President and Executive Committee Member with the election for the President completing before the process to elect the Vice President begins and with the election for the Vice- President completing before the process to elect the Executive Committee Member begins. In this way, someone who is not successful in being elected as the President may run in the election for the Vice President or Executive Committee Member position.

### **NOMINATION OF EXECUTIVE COMMITTEE**

- 5.10 Any member of the Council may stand for election to any position, and may nominate themselves or be nominated by at least one other Council member in a manner or form as may be approved by the Council.
- 5.11 Nominations must be received by the Registrar (orally or in writing) by a date and time to be set by the Council (the “nomination deadline”).
- 5.12 Before closing nominations for any position, the Registrar must advise the Council of the names of the members who have been nominated and ask the Council members in attendance if there are any additional nominations.

### **ELECTION BY ACCLAMATION**

- 5.13 If, after the nomination deadline, only one Council member has been nominated to a position, that member is deemed to be elected by acclamation to that position.
- 5.14 The Registrar will advise the Council if a position has been filled by acclamation.

### **CONTESTED ELECTION**

- 5.15 If, by the nomination deadline, two or more Council members have been nominated for a position, there will be an election by secret ballot to resolve the contested position.
- 5.16 If they so choose, a candidate may explain to the rest of the Council before the election takes place why he or she should be elected to the contested position.
- 5.17 Every member of the Council is entitled to vote in an election, whether or not that member is also seeking to be elected to a position.
- 5.18 The Registrar will create a ballot and will distribute one ballot to each member attending the Council meeting.
- 5.19 As referred to in Article 13.0, a Council member who is attending via teleconference or any other electronic means may participate in the meeting, including all aspects of elections, and may vote.
- 5.20 The Registrar will collect the completed election ballots and tally the results to determine which Council member had been elected to the contested position.

- 5.21 When more than two members of Council are nominated for the same position, the nominee who receives the lowest number of votes on each ballot shall be dropped from the subsequent ballot. This procedure shall be followed until one nominee receives a majority of the votes cast.

## **TIES**

- 5.22 If there are only two candidates for a position and the result is a tie vote, the Registrar will flip a coin to determine the winner of that election.
- 5.23 If there are three or more candidates for a position and the result is a tie vote for the two top candidates, there will be a second secret ballot, but the candidate with the fewest number of votes will be dropped from that second ballot.

## **RESULTS**

- 5.24 The Registrar will advise the Council of the results of an election, and then ask the Council to pass a resolution to approve the destruction of the ballots.
- 5.25 The results of the election must be set out in the minutes of that Council meeting.

## **DUTIES OF THE PRESIDENT AND VICE PRESIDENT**

- 5.26 The President shall:
- If present, preside as chair at all meetings of the Council unless the President designates an alternative chair for all or any portion of the meeting;
  - Be the chair of the Executive Committee;
  - Perform all duties and responsibilities pertaining to his or her office and such other duties and responsibilities as may be decided by Council; and
  - Unless otherwise provided by law or determined by Council, be an ex officio member of all standing and ad hoc committees of the College with the right to vote.
- 5.27 If the President is removed or the office becomes vacant, the Vice – President shall become President for the unexpired term of office. If the Vice – President is removed or the office becomes vacant, the Council shall elect a Vice – President from among Council members to hold office for the unexpired term of office.

## **Article 6.0 BUSINESS OF THE COLLEGE**

### **REGISTRAR**

- 6.1 The Registrar shall be appointed by the Council.
- 6.2 The terms of employment of the Registrar shall be set out in a written employment contract approved by the Executive Committee and shall be consistent with the College personnel policy in effect at the time such contract is approved.
- 6.3 No candidate for the position of Registrar shall be offered a contract of employment until that candidate has been approved by the Council.
- 6.4 The Executive Committee shall not exercise the authority of the Council under Article 6.1

- 6.5 The Registrar shall perform those duties and responsibilities set out in the Act, the Regulations and the By – Laws of the College.
- 6.6 The Registrar has overall responsibility for conducting the affairs of the College and demonstrating leadership and guidance of its activities including:
- a. Providing leadership and direction
  - b. Promoting the goals and objectives of the College
  - c. Providing leadership and day-to-day direction respecting programs and services
  - d. Preparing written and oral communication to Council
  - e. Ensuring legislative requirements, programs commitments, and College policies are respected
  - f. Ensuring effective allocation of resources
  - g. Overseeing program and administrative budgets
  - h. Supervising and providing functional direction to staff respecting administrative requirements of programs
  - i. Keeping the Register up to date and accurate in accordance with the RHPA and the By – Laws.

### **ACTING REGISTRAR**

- 6.7 If a vacancy occurs in the office of the Registrar, the Executive Committee or the Council shall appoint an acting Registrar.
- 6.8 During extended absences, the Registrar shall appoint, in writing, a person approved by the Executive Committee as the Acting Registrar.
- 6.9 Where the Executive Committee appoints or approves an Acting Registrar, that appointment shall be valid only until the next meeting of Council unless ratified by Council.
- 6.10 A person appointed as Acting Registrar under Article 6.7 or 6.8 shall have all the authority, duties, and responsibilities of the Registrar, including those contained in the RHPA, the Act, the Regulations and By – Laws of the College.

### **EXECUTION OF DOCUMENTS OR INSTRUMENTS**

- 6.11 Unless otherwise provided in the Act, Regulations or By – Laws of the College, documents, or instruments requiring the signature of the College shall be signed by the President or the Vice President together with the Registrar. All documents or instruments so signed shall be binding upon the College without further authorization or formality.
- 6.12 Notwithstanding the above paragraph, Council is authorized, at any time and from time to time by resolution, to direct the manner in which, and to appoint any officer, person or persons by whom, any particular signed documents or instruments on behalf of the College may or shall be signed. Council members shall not sign or seal a document affecting the College unless authorized by the Council.
- 6.13 The seal of the College shall, when required, be affixed to documents, and signed on behalf of the College.
- 6.14 Certificates of Registration and Certificates of Practice shall be signed by the President and the Registrar.

## **NOTICE**

- 6.15 Any notice or other document to be given by the College to any member of the College or of the Council or any committee, or the auditor of the College, shall be delivered, mailed or sent by electronic transmission addressed to such member of the College or of the Council or any committee or auditor at his or her address as the same appears in the register or other books of the College, or if no address is given therein, then to the last address of such member of the College or of the Council or any committee or auditor known to the Registrar.

## **BANKING AND FINANCE**

- 6.16 Deposit accounts of the College shall be maintained at a bank chartered under the Bank Act, a trust company insured under the Canada Deposit Insurance Corporation, or the Province of Manitoba Savings Bank, and shall be operated in such manner and by such persons as the Council may from time to time direct.
- 6.17 All cheques or payments issued on behalf of the College in excess of \$50,000 must be approved by the Executive Committee and signed by both the President and Registrar. Splitting orders to avoid this limit is not acceptable.
- 6.18 All cheques or payments issued on behalf of the College in excess of \$10,000.00 and less than \$50,000 must be signed by either the President or Vice President and Registrar.
- 6.19 All cheques or payments issued on behalf of the College not in excess of \$10,000 shall be signed by the Registrar, and one other member of staff or President or Vice President with the exception of the person to whom the cheque is made payable.
- 6.20 The Registrar may not make any single purchase:
- Wherein normally prudent protection has not been given against conflict of interest;
  - Of over \$10,000 without having obtained comparative prices and information on quality and durability.
- 6.21 The Registrar may endorse any negotiable instrument for deposit to the account of the College at the bank.
- 6.22 The Registrar may, from time to time and with the approval of Council:
- Borrow money upon the credit of the College;
  - Limit or increase the amount or amounts to be borrowed;
  - Issue, sell or pledge, for such sums and such prices as may be deemed expedient, securities of the College;
  - Charge, mortgage, hypothecate, or pledge all or any of the real or personal property of the College currently owned or subsequently acquired, and to secure generally any other obligation or liability of the College.
- 6.23 From time to time, Council may authorize any member of Council or officer or employee of the College or any other person, to make arrangements with reference to the monies borrowed or to be borrowed and as to the terms and conditions of the loans and the securities to be given, with power to vary or modify such arrangements, terms and conditions and to give additional securities for monies borrowed or remaining due by the College as the Council may authorize and generally to manage, transact and settle the borrowing of money by the College.

- 6.24 Without limiting the generality of the foregoing, the Registrar or such other officer or officers or person or persons as may, from time to time, be authorized by resolution of Council, may invest or reinvest funds of the College not immediately required in:
- a. Bonds, debentures or other evidences of indebtedness guaranteed by the Government of Canada, or the Government of another province of Canada which, at the time of such investment, was rated by the Dominion Bond Rating Service as one of the three best-rated provinces of Canada;
  - b. Deposit receipts, deposit notes, certificates of deposit, acceptance and other similar instruments issued or endorsed by a bank chartered under the Bank Act or a trust company insured under the Canada Deposit Insurance Corporation.
- 6.25 All shares and securities owned by the College shall be lodged, in the name of the College, with a chartered bank or a trust company, or in a safety deposit box, or in such manner as may be determined by a resolution of the Council. The shares and securities may be removed only by any two of the President, Vice President, and Registrar.

### **FINANCIAL YEAR AND AUDIT**

- 6.26 The financial year of the College shall end on December 31<sup>st</sup> in each year.
- 6.27 The Council shall appoint an accountant or a firm of accountants to audit the books and prepare a financial statement for each fiscal year.

### **PROPERTY AND ASSET PROTECTION**

- 6.28 The real and personal property of the College shall be insured against loss or damage. The Registrar shall ensure that the College's assets are protected, adequately maintained, and not unnecessarily risked in accordance with the Governance Policies. Accordingly, he or she must insure against theft and casualty losses to at least eighty (80) percent of replacement value and against liability losses to Council members, staff, or the organization itself in an amount which is equivalent to the average for comparable organizations.

### **INDEMNIFICATION**

- 6.29 Every member of the Council or any committee and every officer or employee of the College, who in respect of the execution or intended execution of his or her duties as a member of the Council or any committee or as an officer or employee of the College, or who has undertaken or is about to undertake any liability on behalf of the College, and his or her respective heirs, executors and administrators, and estates and effects shall, from time to time, be indemnified and save harmless out of the funds of the College from and against all costs, charges and expenses whatsoever that such member of the Council or any committee, officer or employee reasonably incurs in any action or proceeding that is brought, commenced or prosecuted against him or her in connection with the execution or intended execution of the duties of his or her office or employment or in respect of any such liabilities, save and except such costs, charges or expenses as are occasioned by his or her own wilful neglect or default.

### **GRANTS**

- 6.30 The Council may set aside in the budget each year such funds as are deemed appropriate for the advancement of scientific knowledge or the education of persons wishing to practice the professions, to maintain or improve the standards of practice of the professions or to provide

public information about, and encourage interest in, the past and present role of the professions in society.

## **COLLEGE MEMBERSHIPS**

6.31 The College may be a member of a provincial and/or national organization of regulatory bodies or other organizations with similar legislated mandates, functions, or interests.

## **Article 7.0 ELECTIONS**

7.1 The following electoral districts are established for the election of members to the Council:

- a. District 1: An Urban Area within the Winnipeg Perimeter
- b. District 2: A Rural Area outside the Winnipeg Perimeter

7.2 Two Audiologists and four speech-language pathologists shall be elected to Council

7.3 One audiologist and three speech-language pathologists shall be elected from District 1.

7.4 One audiologist and one speech-language pathologist shall be elected from District 2.

7.5 Members from all Districts will be elected in the first election on the same date in 2014.

7.6 One audiologist and two speech-language pathologists elected from District 1 in the first election shall serve a three – year (3) term. The next election for these members from District 1 will be held in 2017 and every three (3) years thereafter.

7.7 One speech-language pathologist elected in the first election in District 1 shall serve a two year term. The next election for this member from District 1 will be held in 2016 and every three (3) years thereafter. After the second election, this member of Council elected from District 1 shall serve a three – year (3) term.

7.8 Members elected from District 2 in the first election shall serve a two – year (2) term. The next election for members from District 2 will be held in 2016 and every three (3) years thereafter. After the second election, members of Council elected from District 2 shall serve a three – year (3) term.

## **ELIGIBILITY**

7.9 A member is eligible for election to Council if:

- a. the member is a regulated member of the College, with the exception of restricted purpose members;
- b. on the deadline for receipt of nominations, the member is a member in good standing and his or her registration is not subject to a term, condition or limitation other than one applicable to all members of the class;
- c. on the deadline for receipt of nominations, the member is not in default of the payment of any fee prescribed by the Regulations or required by the By - Laws;
- d. on the deadline for receipt of nominations, the member is not the subject of any disciplinary or incapacity proceeding;

- e. the member's certificate of registration has not been revoked or suspended in the six years preceding the date of the election for any reason other than non-payment of fees;
  - f. the member has not been the subject of any professional misconduct, incompetence or incapacity finding in the three years preceding the date of the election;
  - g. the member has not been removed from Council under Article 7.43 in the three years preceding the date of the election;
  - h. on the deadline for receipt of nomination, the member resides in the electoral district in which he or she has been nominated and has been nominated in accordance with this by - law;
  - i. the member has resigned, before being nominated for election, any position such as director, owner, board member, officer or employee that the member holds with a professional advocacy association relating to the professions of audiology or speech-language pathology.
- 7.10 An employee of the College shall not be eligible for election to Council unless he or she provides an irrevocable written notice of termination of employment which must be received by the Registrar and be effective on or before the deadline for receipt of nominations.
- 7.11 A candidate may withdraw from an election by giving notice in writing to the Registrar. If the notice in writing is received at least forty (40) days prior to the date of the election, the name of the person shall not be placed on the ballot. In all other cases, the Registrar shall make reasonable efforts to notify the members eligible to vote that the candidate has withdrawn from the election.
- 7.12 A dispute as to whether a member is eligible for election or to vote in an election will be determined by the Registrar.

## **ELECTIONS PROCESS**

- 7.13 The Registrar shall supervise the nominating process and elections.
- 7.14 At least ninety (90) days before the date of an election or by-election, the Registrar shall notify in writing each member who is then eligible to vote of the date of the election, the nomination procedure, and the deadline for returning nominations to the College.
- 7.14 A regulated member, with exception of a restricted purpose member, is eligible to vote in the electoral district in which he or she resides.
- 7.15 The Registrar shall make available a nomination form to each member who is eligible to vote.
- 7.16 The nomination of a candidate for election shall be in writing, be received by the Registrar at least forty (40) days before the date of the election and shall include the written consent of the member wishing to stand for election and the signature of three eligible nominators.
- 7.17 Each nominator shall be a member who is eligible to vote in that District election on the date of nomination and on the date on which the nominations close. Each nominator shall be a member of the same profession as the candidate he or she nominates for election.
- 7.18 The Registrar shall provide each nominated candidate with a copy of the College's conflict of interest guidelines and form.

- 7.19 If, after the deadline, the number of eligible candidates nominated is equal to the number of members to be elected, the eligible candidates shall be elected by acclamation.
- 7.20 If, after the deadline, the number of eligible candidates nominated is less than the number of members to be elected in an electoral District, the Registrar shall establish a new election schedule in that Electoral District, including, where necessary, a new date for that election.
- 7.21 If the number of eligible candidates nominated after the second call for nominations remains less than or equal to the number of members to be elected those eligible candidates shall be elected by acclamation.
- 7.22 If after two calls for nominations there are still insufficient eligible candidates for election, the seat shall be considered vacant and the vacancy shall be dealt with by Council at the next regular meeting.
- 7.23 The Registrar shall advise each eligible candidate that he or she has an opportunity to have included with the ballot or electronic or other voting process a candidate information form as long as the candidate provides to the Registrar the information in a form consistent with the guidelines set by the Registrar and on or before the deadline established by the Registrar.
- 7.24 No later than thirty (30) days before the date of an election, the Registrar shall send to every member eligible to vote, a voting package which will include a ballot, list of eligible candidates and voting instructions.
- 7.25 Voting for eligible candidates for election to the Council shall be by ballot using the ballot or electronic or other voting process supplied by the Registrar.
- 7.26 Members of each profession shall be entitled to vote only for members of their profession that have been nominated for election. For greater clarity, audiologists shall be entitled to vote for audiologists only. Speech-language pathologists shall be entitled to vote for speech-language pathologists only.
- 7.27 The Registrar ensures the confidentiality of the ballots and voting process.
- 7.28 In an election
- where only one candidate is to be elected, the successful candidate is the eligible candidate with the highest number of votes; and
  - where more than one candidate is to be elected, the successful candidates are those eligible candidates with the highest and next highest number of votes and so on until the number of successful candidates equals the number of persons to be elected in that election.
- 7.29 The Registrar shall appoint two scrutineers who are not members of the Council to assist with the election.
- 7.30 As soon as possible following the counting of the ballots, the Registrar shall notify each eligible candidate of the results of the elections and the number of votes cast for each eligible candidate.
- 7.31 In each election the Registrar shall declare the successful candidates elected after the counting of the ballots or in the case of a recount, after the recounting of the ballots.

- 7.32 If there is a tie in any election and it is necessary to break the tie to determine who shall be the successful candidate, the Registrar shall break the tie by lot and then declare that candidate elected.
- 7.33 An eligible candidate may request a recount by giving a written notice of such request to the Registrar no more than fifteen (15) days after the date of an election.
- 7.34 A recount shall be held within fifteen (15) days of receipt of the request at a time and place determined by the Registrar.
- 7.35 A recount shall be conducted in the same manner as the original counting of the ballots except that each eligible candidate shall be entitled to attend in person or by a representative.
- 7.36 The College shall notify its members of the results of all elections by publication of those results in the College newsletter or in such a manner directed by the Council.
- 7.37 The Registrar may authorize destruction of all ballots thirty-one (31) days after the announcement to eligible candidates of the results of an election including any recount.

### **SPOILED BALLOTS**

- 7.38 A ballot that is received from a member who is not eligible to vote is spoiled and may not be used in deciding the matter.
- 7.39 If more than one ballot is received from a member then all ballots received from that member are considered spoiled and may not be used in deciding the matter.

### **FILLING OF VACANCIES**

- 7.40 If the seat of an elected Council member becomes vacant in an electoral district not more than twelve (12) months before the expiry of the member's term of office, the Council may:
- a. Leave the seat vacant;
  - b. Appoint as an elected Council member, the candidate, if any, who received the most votes of all the unsuccessful candidates in the last election of Council members for that electoral district; or
  - c. Direct the Registrar to hold an election in accordance with this By - Law for that electoral district.
- 7.41 If the seat of an elected Council member becomes vacant in an electoral district more than twelve (12) months before the expiry of the member's term of office, the Council shall direct the Registrar to hold an election in accordance with this Regulation for that electoral district.
- 7.42 The term of a member appointed under section 7.40, or elected in an election under section 7.41, shall continue until the time the former Council member's term would have expired.

### **DISQUALIFICATION**

- 7.43 An elected member of Council shall be disqualified from sitting on Council if he or she:
- a. is found by a panel of the Inquiry Committee to be incompetent or to have committed an act of professional misconduct;
  - b. is found to be an incapacitated member;

- c. fails, without reasonable cause, to attend two consecutive meetings of the Council;
  - d. fails, without reasonable cause, to attend two consecutive meetings of a committee of which he or she is a member;
  - e. holds a certificate of registration or certificate of practice that becomes subject to a term, condition or limitation, other than a term, condition or limitation that is prescribed by regulation.
  - f. does not practice or reside in Manitoba;
  - g. resigns from Council;
  - h. ceases to hold a certificate of registration ;
  - i. is in default of payment of any fee prescribed by College By – Law for a period of more than thirty (30) days;
  - j. retains or obtains a responsible position such as director, owner, board member or officer or retains employment or becomes an employee of any professional advocacy association relating to the professions;
  - k. becomes a member of a council of any other college regulated under the RHPA;
  - l. is found guilty of a criminal offence which, in the opinion of Council, is of such a nature that warrants disqualification; or
  - m. fails, in the opinion of two thirds of the members of Council present and voting, to discharge properly or honestly any office to which he or she has been elected or appointed ,or abide by the Councillor Code of Conduct or Councillor Oath of Office.
- 7.44 An elected member of the Council who has been disqualified from sitting on the Council ceases to be a member of the Council and ceases to be a member of any committees to which he or she had been appointed.
- 7.45 Despite the other provisions of this By – Law that permit the removal of a committee member or member of a working group in specific circumstances, Council may at any time also remove a member of a committee or a working group to facilitate the effective and fair operation of the College.

## **Article 8.0 CONFLICT OF INTEREST**

### **DUTY TO AVOID CONFLICTS OF INTEREST**

- 8.1 All Council and Committee members have a duty to carry out their responsibilities in a manner that serves and protects the interest of the public. As such, they must not engage in any activities or in decision-making concerning any matters where they have a direct or indirect personal, professional, or financial interest.

### **RECOGNITION OF CONFLICT**

- 8.2 Council and Committee members recognize that a conflict of interest or an appearance of a conflict of interest by a member of Council or its Committees:
- a. could bring discredit to the College,
  - b. could amount to a breach of the fiduciary obligation of the person to the College, and
  - c. could create liability for either the College and/or the person involved.

### **CONFLICTS RELATING TO INVOLVEMENT WITH A PROFESSIONAL ADVOCACY ASSOCIATION**

- 8.3 A member of Council or a Committee member shall be perceived to have conflict of interest in a matter and should not serve on Council or its Committees at all if he or she holds a responsible

position such as director, owner, board member or officer in or is an employee of any professional advocacy association relating to the professions of audiology and/or speech-language pathology.

## **CONFLICTS RELATING TO POSITION IN OTHER ORGANIZATIONS**

- 8.4 A member of Council or a Committee member would be perceived to have conflict of interest in a matter and should refrain from participating in any discussion or voting if he or she holds a responsible position such as director, owner, board member or officer in or is an employee of another organization where his or her duties may be seen by a reasonable person as influencing his or her judgment in the matter under consideration of the Council or its Committees.

## **DECLARATION FORMS**

- 8.5 Upon appointment or election, and annually thereafter if requested, every Council and Committee member and every member of a working group shall fully complete and deliver to the Registrar a form, available from the Registrar, declaring his or her current and recent affiliations with professional advocacy associations and other professional organizations to facilitate compliance with the above provisions.

## **INTERESTS OF RELATED PERSONS**

- 8.6 For the purpose of this By – Law:
- a direct or indirect personal interest includes an issue that would benefit the Council or Committee member materially more than other Council or Committee members;
  - a direct or indirect professional interest includes an issue that would benefit the Council or Committee member's professional interests materially more than other Council or Committee members; and
  - the direct or indirect financial interests includes using one's position to confer a material financial benefit or prevent a material financial loss to a parent, spouse, child or sibling of a Council or Committee member.

## **WHERE A CONFLICT MAY EXIST**

- 8.7 Where a Council or Committee member believes that he or she may have a conflict of interest in any matter which is the subject of deliberation or action by the Council or its Committees, he or she shall:
- consult, as needed, with the President, or the Registrar and, if there is any doubt about whether he or she may have or be perceived to have a conflict, prior to any consideration of the matter, declare the potential conflict to the Council or the Committee and accept Council's or the Committee's direction as to whether there is an appearance of a conflict;
  - where there appears to be a conflict of interest, not take part in the discussion of, or vote on, any question in respect of the matter;
  - where there appears to be a conflict of interest, absent himself or herself from the portion of any meeting relating to the matter; and
  - where there appears to be a conflict of interest, not attempt in any way to influence the voting or do anything that might be perceived as attempting to influence the decision of other members on the matter.

## **CONFLICTS RECORDED IN MINUTES**

- 8.8 Every declaration of a conflict of interest shall be recorded in the minutes of the meeting together with a description of the nature of the conflict.

## **USE OF COLLEGE INFORMATION OR PROPERTY**

- 8.9 A member of Council or a Committee member shall not use College property or information of any kind to advance his or her own interests, direct or indirect except in a manner that is reasonable in the circumstances.

## **STAFF POSITIONS**

- 8.10 A member of Council or a Committee member may not hold any other position, contract, or appointment with the College while serving as a member of Council or its Committees. There is a three-month waiting period before the individual may apply for a staff or consultant position with the College. This includes, but is not limited to, positions as peer assessor, investigator, inspector, or staff.

## **FINANCIAL CONFLICT OF INTEREST**

- 8.11 Every Council member or Committee member who is, or who has a related person who is, in any way directly or indirectly interested in a proposed contract or transaction or in a contract or transaction with the College shall declare an interest and the nature and extent of such interest in the contract or transaction at a meeting of the Council in accordance with Article 8.12 below.
- 8.12 In the case of a proposed contract or transaction, the Council member or Committee member shall declare his or her interest at the meeting of the Council at which the question of entering into the contract or transaction is first taken into consideration or if the Council member or Committee member is not present at such meeting, then at the first Council meeting held thereafter. If the Council member or Committee member is not, at the date of that meeting, interested in the proposed contract or transaction, the Council member or Committee member shall make the declaration at the first Council meeting which is held after becoming interested in the proposed contract or transaction, in the case where the Council member or Committee member becomes interested in a contract or transaction after it is made, the Council member or Committee member shall declare his or her interest at the first Council meeting held after becoming so interested.
- 8.13 For the purposes of this Article, a general notice given to the remaining Council members or Committee members by a given Council member or Committee member to the effect such Council member or Committee member or a related person is a Council member or Committee member, officer or shareholder of, or is otherwise interested in, any other company, or is a member of a specified firm and is to be regarded as interested in any contract or transaction made with such other company or firm, shall be deemed to be a sufficient declaration of interest in relation to a contract or transaction so made, but no such notice is effective unless it is given at a meeting of the Council members or Committee members or the given Council member or Committee member takes reasonable steps to ensure that the delivery of such notice is acknowledged and read at the next meeting of the Council members or Committee members after it is given.
- 8.14 No Council member or Committee member nor any related person shall enter into any proposed contract or transaction with the College, except:
- a. on a competitive bid basis; and
  - b. where the Council member or Committee member has declared any interest therein, and where the Council member or Committee member has absented himself or herself from the meeting at which such contract or transaction was approved and where the Council member or Committee member has refrained from voting thereon.

- 8.15 A Council member or Committee member shall not vote on any matters in which he or she or any related person have a direct or indirect financial interest and shall declare the details of such interest prior to the discussion and the vote on such matter.
- 8.16 Any Council member or Committee member who has declared an interest in any proposed contract or transaction or other financial interest with the College which is being discussed, shall absent himself or herself during the discussion of and vote upon the matter and the event shall be recorded in the minutes.
- 8.17 Any Council member or Committee member who has declared an interest in any proposed contract or transaction with the College and who has not voted thereon shall not be accountable to the College, its members, or its creditors for any profit resulting from such contract or transaction. The contract or transaction will not be voidable by reason only of the Council member or Committee member holding that office or of the fiduciary relationship established thereby.
- 8.18 Despite anything in this section, a Council member or Committee member is not accountable to the College or to any of its members or creditors for any profit realized from such contract or financial transaction and the contract or financial transaction is not by reason only of the Council member's or Committee member's interest therein voidable if it is confirmed by a majority of the votes cast at a general meeting of the members duly called for that purpose and if the Council member's or Committee member's interest in the contract or financial transaction is declared in the notice calling the meeting.

### **DUTY OF CONFIDENTIALITY**

- 8.19 Members of the Council and Committees, staff and persons retained or appointed by the College are required to maintain confidentiality of information that comes before them in the course of discharging their duties unless disclosure is authorized by the Council or is otherwise permitted under the RHPA.

### **CONFIDENTIALITY AGREEMENT**

- 8.20 Council and Committee members, staff and persons retained or appointed by the College are required to sign, annually, the confidentiality or fiduciary agreement.

### **MEDIA CONTACTS**

- 8.21 All media contact shall be channelled and coordinated through the Registrar. Any Council or Committee member or any member of a working group being asked by media representatives to provide interviews, respond to inquiries or to comment on issues concerning the regulation of the profession or the operation of the College shall not provide any such communication and shall instead refer them to the Registrar.

### **COLLEGE COMMUNICATIONS**

- 8.22 The Registrar, the President or, in the absence of the President, the Vice President,
- are the authorized spokespersons of the College; and
  - may communicate with the media to provide interviews, respond to inquiries, or comment on issues concerning the regulation of the profession or the operation of the College. A member of Council or a Committee member shall not perform such communications

unless authorized by the Registrar, the President or, in the absence of the President, the Vice President.

## **CONSISTENT MESSAGING**

8.23 All messages to the media and to the public must be consistent with the approved policies and positions of the College. Any member of Council or Committee shall resign all positions with the Council and its Committees prior to expressing public disagreement with a decision, policy, or position of the College or its Committees and even then, shall only do so in a manner consistent with his or her ongoing fiduciary duties towards the College. This provision does not prevent a person from stating that an issue dealt with at a public meeting was vigorously debated or that it was not decided unanimously.

## **ENFORCEMENT PROCESS**

8.24 The following procedure shall be followed in the event that a Council or Committee member is alleged to have contravened the duties of a Council or Committee member or meets the criteria for disqualification set out in Articles 7.43 and 9.12.

- a. A written complaint shall be filed with the Registrar. A complaint can be made by a member of the college, a member of the public, a Council or Committee member or the Registrar. If a member of Council or a Committee receives such a complaint, he or she shall immediately file it with the Registrar.
- b. The Registrar shall forthwith report the complaint to the President and/or the Vice President who shall bring the complaint to the Executive Committee.
- c. If the Executive Committee, after any investigation it deems appropriate, believes that the complaint warrants formal action, it shall call a meeting of the Council. Council shall determine whether there has been a breach of duties or whether the criteria for disqualification have been met and, if so, impose the appropriate sanction. The appropriate sanction can include one or more of the following:
  - i. censure of the member verbally or in writing,
  - ii. removal of the member from any Committee and/or working group on which he or she serves,
  - iii. disqualification of an elected member of Council from the Council, or a report requesting removal of the member concerned from the Council to the Minister of Health.
- d. A decision finding that there has been a breach of duties or that a Council or Committee member meets the criteria for disqualification set out in Articles 7.43 and 9.12 and a decision to impose a particular sanction must be approved by a majority vote of the Council members present and voting.
- e. The Council or Committee member whose conduct is the subject of concern shall not take part in the deliberation or vote, however, he or she will be given a reasonable opportunity to respond to the allegation.
- f. The President shall make his or her best efforts to report any complaints to the Executive Committee within thirty (30) days of receiving it. The Executive Committee shall make its best efforts to conduct its investigation within sixty (60) days of receiving it. The goal is to make best efforts to bring any concerns warranting Council action within one hundred twenty (120) days of it being brought to the attention of the College.

## **Article 9.0 COMMITTEES**

### **STATUTORY COMMITTEES UNDER THE ACT**

- 9.1 Pursuant to the Act and Regulations, the College shall have the following Statutory Committees, the duties of which are set out in the Act, the Regulations and these By - Laws:
- a. Complaints Investigation Committee;
  - b. Inquiry Committee; and
  - c. Continuing Competence Committee;

### **STANDING COMMITTEES**

- 9.2 In addition to the Statutory Committees, the College may establish Standing Committees, including:
- a. Executive Committee;
  - b. The Audiology Practice Advisory Committee; and
  - c. The Speech – Language Practice Advisory Committee
- 9.3 The exercise of any non-statutory power by any Committee, unless specifically provided for by the By - Laws of the College, is always subject to the approval of Council.

### **APPOINTMENT OF SPECIAL COMMITTEES**

- 9.4 The Council may, from time to time, appoint such special committees, task forces and working groups as it deems appropriate or necessary for the attainment of the objects of the College and the efficient conduct of its affairs. Every special committee, task force or working group shall have specified terms of reference and a date upon which it shall dissolve.

### **REPORTING OF COMMITTEES**

- 9.5 All Committees shall report to the Council at each Council meeting. Committees shall request comments from the Executive Committee on all recommendations to Council and these comments shall be included in the Committee's submission to Council. Executive Committee shall not comment on the statutory decisions of any Committee.

### **APPOINTMENTS OF STATUTORY AND STANDING COMMITTEES**

- 9.6 At its first meeting following an election, the Council shall elect the members of the Executive Committee, as outlined in Article 5.0.
- 9.7 The President of the Council shall be an ex – officio member of all Statutory and Standing Committees with the exception of the Complaints Investigation and Inquiry Committees.
- 9.8 The Executive Committee shall make appointments to committees as soon as possible after the first Council meeting following an election or, in the event of a vacancy, at the time such vacancy occurs, and report to Council at the next Council meeting.
- 9.9 Every appointment to a committee, both Council members and non – council members of the College, shall be determined in the best interest of the College's mandate.

- 9.10 The term of office of a Council member on a committee is one (1) year. Every appointment of a Council member to a committee expires each year at the first regular Council meeting following the elections to Council.
- 9.11 When a Council member's appointment to a committee expires, the Council member is eligible for re – appointment. No member of Council may be a member of the same Committee for more than six (6) consecutive terms.
- 9.12 The Council shall disqualify a member appointed to a Committee from sitting on the Committee if the member:
- a. Ceases to be a regulated member of the College;
  - b. Is in default of any obligation to the College under the regulations or the by – laws;
  - c. Becomes the subject of a current or pending proceeding for incompetence, professional misconduct, or incapacity;
  - d. Is found guilty of professional misconduct or incompetence or to be an incapacitated registrant;
  - e. Remains or becomes a director, officer, committee member, employee, or holder of any position of decision making influence of any organization of audiologists and/or speech – language pathologists that has as its primary mandate the promotion of the professions of audiology and/or speech – language pathology;
  - f. Continues to hold or assumes a position with any organization or group whose mandate or interests conflict with the mandate of the College;
  - g. Fails, without cause, to attend two (2) consecutive meetings of the committee or of a subcommittee of which he or she is a member;
  - h. Fails, without cause, to attend a hearing or review of a panel for which he or she has been selected;
  - i. Fails, in the opinion of the Council, to discharge properly or honestly any office to which he or she has been appointed.
  - j. Neither practices nor resides in Manitoba; or
  - k. Dies.
- 9.13 A member who is disqualified under Article 9.12 from sitting on a committee ceases to be a member of the Committee, and the Executive Committee shall appoint a successor as soon after the disqualification as feasible.
- 9.14 The term of office of a person who is appointed as a successor under Article 9.13 expires when the term of office of the person being replaced would have expired.
- 9.15 Any vacancies occurring in the membership of a committee shall be filled by members appointed by the Executive Committee as soon as possible.
- 9.16 Executive Committee may, at any time, remove a chair of any committee for due cause and appoint a new chair.

#### **APPOINTMENT OF NON-COUNCIL MEMBERS TO COMMITTEES OF THE COLLEGE**

- 9.17 This Article applies with respect to the members appointed to a committee of the College who are not members of the Council.
- 9.18 The term of office of a non - Council Committee member is two (2) years. No non-Council member may be a member of the same committee for more than three (3) consecutive terms.

- 9.19 A member is eligible for appointment to a committee if, on the date of appointment:
- a. The member is a regulated member, excluding restricted purpose members, of the College;
  - b. The member is practising or a resident in Manitoba;
  - c. The member is not in default of any obligation to the College under the regulations or the by – laws;
  - d. The member is not the subject of a current or pending proceeding for incompetence, professional misconduct or incapacity;
  - e. The member has not been found guilty of professional misconduct, incompetence, or found to be incapacitated;
  - f. The member's certificate of registration or certificate of practice has not been revoked or suspended in the six (6) years preceding the date of the appointment as a result of a professional misconduct, incompetence or incapacity hearing;
  - g. The member's certificate of registration or certificate of practice is not subject to a term, condition or limitation other than one prescribed by regulation;
  - h. The member does not have a conflict of interest in respect of the committee to which he or she is to be appointed.
- 9.20 The Council shall disqualify a non-Council member appointed to a committee from sitting on the committee if the member:
- a. Ceases to be a regulated member of the College;
  - b. Is in default of any obligation to the College under the regulations or the by – laws;
  - c. Becomes the subject of a current or pending proceeding for incompetence, professional misconduct, or incapacity;
  - d. Is found guilty of professional misconduct or incompetence or to be an incapacitated registrant;
  - e. Remains or becomes a director, officer, committee member, employee, or holder of any position of decision making influence of any organization of audiologists and/or speech – language pathologists that has as its primary mandate the promotion of the professions of audiology and/or speech – language pathology;
  - f. Continues to hold or assumes a position with any organization or group whose mandate or interests conflict with the mandate of the College;
  - g. Fails, without cause, to attend two (2) consecutive meetings of the committee or of a subcommittee of which he or she is a member;
  - h. Fails, without cause, to attend a hearing or review of a panel for which he or she has been selected;
  - i. Fails, in the opinion of the Council, to discharge properly or honestly any office to which he or she has been appointed.
  - j. Neither practices nor resides in Manitoba; or
  - k. Dies.
- 9.21 A member who is disqualified under Article 9.20 from sitting on a committee ceases to be a member of the committee, and the Executive Committee shall appoint a successor as soon after the disqualification as feasible.
- 9.22 The term of office of a person who is appointed as a successor under Article 9.21 expires when the term of office of the person being replaced would have expired.
- 9.23 Any vacancies occurring in the membership of a committee shall be filled by members appointed by the Executive Committee as soon as possible.

## **Article 10.0 COMPOSITION AND DUTIES OF STATUTORY AND STANDING COMMITTEES**

### **STATUTORY COMMITTEES**

In respect of its regulatory role, the Council has the following Statutory Committees:

10.1 The Complaints Investigation Committee shall be composed of six (6) members, including the chair, as follows:

- a. Two (2) members of the Council who are members of the College, one (1) of whom shall be an Audiologist and one (1) of whom shall be a Speech – Language Pathologist;
- b. Two (2) public representatives appointed by Council from the roster established by the Minister for this purpose; and
- c. Two (2) non-Council members.
- d. Two (2) members shall be Audiologists.
- e. Two (2) members shall be Speech – Language Pathologists.

### **DUTIES OF THE COMPLAINTS INVESTIGATION COMMITTEE**

10.2 The Complaints Investigation Committee shall:

- a. Perform such functions as are assigned to it in the Act. These include investigating and providing a fair review of all complaints received in accordance with the Act; attempting to resolve complaints informally where it considers it appropriate, and making decisions in accordance with the Act;
- b. Recommend to Council proposals for changes to the legislation, including regulations to applicable statutes, and by - laws , as well as programs to support the complaints process;
- c. Submit an annual report to the Council. The report will include information on numbers of complaints resolved informally, on decisions, on adherence to policies and procedures, and timely provision of decisions and documentation.

10.3 The Inquiry Committee shall be composed of at least six (6) members, including the chair, as follows:

- a. At least two (2) members of the Council who are members of the College, one (1) of whom shall be an Audiologist and one (1) of whom shall be a Speech-Language Pathologist;
- b. At least two (2) public representatives appointed by Council from the roster established by the Minister for this purpose; and
- c. At least two (2) non-Council members.
- d. At least two (2) members shall be Audiologists.
- e. At least two (2) members shall be Speech-Language Pathologists.

### **DUTIES OF THE INQUIRY COMMITTEE**

10.4 The Inquiry Committee shall:

- a. Perform such functions as are assigned to it in the Act. These include holding hearings on matters referred to it by the Complaints Investigation Committee, providing a fair process and making decisions about the conduct of investigated members;

- b. Recommend to Council proposals for changes to the legislation, including regulations to applicable statutes, and by – laws, as well as programs to support the discipline process;
  - c. Submit an annual report to Council. The report will include information on development of, and adherence to, policies and procedures, numbers of decisions and timely provision of decisions and documentation.
- 10.5 The Continuing Competence Committee shall be composed of six (6) members, including the chair, as follows:

- a. At least two (2) members of the Council who are members of the College, one (1) of whom shall be an Audiologist and one (1) of whom shall be a Speech-Language Pathologist;
- b. Two (2) members of the Council appointed to the Council by the Minister;
- c. Two non-Council members
- d. Two (2) members shall be Audiologists.
- e. Two (2) members shall be Speech-Language Pathologists.

### **DUTIES OF THE CONTINUING COMPETENCE COMMITTEE**

10.6 The Continuing Competence Committee shall:

- a. Perform such functions as are assigned to it in the Regulations. These include administering the Continuing Competence Program in accordance with the Regulation and identifying continuing competence measures which promote continuing competence and continuing quality improvement among members;
- b. Recommend to Council proposals for changes to the legislation, including regulations to applicable statutes, and by - laws, as well as programs to support the continuing competence process;
- c. Submit an annual report to the Council. The report will include information on continuing competence program activities, decisions reached as well as information on the development of standards regarding practice and ethics and related program proposals.

### **STANDING COMMITTEES**

In its role as the governing body of the College, the Council may form Standing Committees, ad hoc committees and working groups. These committees and groups will be used for preparatory work to aid Council in making decisions. These committees and groups shall not interfere with the delegation from Council to the Registrar. The following Standing Committees have been struck by Council:

10.7 The Executive Committee shall be composed of three (3) members, as follows:

- a. The President,
- b. Vice President, and
- c. One other member.
- d. At least one (1) member shall be an Audiologist.
- e. At least one (1) member shall be a Speech-Language Pathologist.
- f. At least one member shall be a member of the Council appointed to the Council by the Minister.
- g. The President of the Council shall be the Chair of the Executive Committee and the Council.

## **DUTIES OF THE EXECUTIVE COMMITTEE**

10.8 The Executive Committee shall:

- a. Perform such functions as are assigned to it by Council and co-ordinate the work of Council and assist in its decision-making by reviewing and providing comments to Council on all recommendations and proposals from committees and working groups.
- b. Subject to the RHPA, Regulations and the By - Laws of the College, Council delegates to the Executive Committee the power and authority to manage and direct the affairs of the Council of the College with respect to any matter that, in the Committee's opinion, requires immediate attention. This excludes the power to revoke, amend, or pass by - laws and such other powers as are specifically reserved to the Council in the RHPA, this By – Law or any other by – law of the College. As part of its commitment to retaining the wholeness of its decision-making, the Council will do all in its power to avoid the need for the Executive Committee to act in this capacity.
- c. Appoint members of statutory and standing committees in accordance with these By - Laws;
- d. Recommend to Council proposals for changes to the legislation, including regulations to applicable statutes and by - laws;
- e. Submit an annual report to Council.

10.9 The Audiology Practice Advisory Committee shall be composed of at least six (6) members as follows:

- a. All members of the Council who are Audiologists;
- b. Two (2) members of the Council appointed to the Council by the Minister; and
- c. Two (2) non-Council members who are Audiologists.

## **DUTIES OF THE AUDIOLOGY PRACTICE ADVISORY COMMITTEE**

10.10 The Audiology Practice Advisory Committee shall provide advice to Council on matters affecting Audiologists and the practice of audiology. In doing so it:

- a. At the request of Council and in a format approved by Council, develops and monitors College regulations, by – laws, standards of practice and practice directions and position statements that relate to Audiologists with respect to:
  - i. Clinical Matters
  - ii. Professional practice issues
  - iii. Business practice issues
  - iv. Interdisciplinary issues
- b. Develops policies and positions for consideration of Council on external matters such as provincial legislation that impact on the practice of audiology;
- c. As part of the strategic planning process, undertakes an annual review of issues and matters affecting Audiologists and the practice of audiology and reports to Council on these issues and recommends policies and initiatives to address them as appropriate;
- d. Assesses the information and support needs of Audiologists and makes recommendations to Council.
- e. Develops communication and education programs for College members, the public, other professions and the government, related to the objects of the College;
- f. Provides advice and input on any other issues referred to the Committee by the Executive Committee or by Council.

10.11 The Speech-Language Pathology Practice Advisory Committee shall be composed of at least eight (8) members as follows:

- a. All members of the Council who are Speech-Language Pathologists;
- b. Two (2) members of the Council appointed to the Council by the Minister; and
- c. Two (2) non-Council members who are Speech-Language Pathologists.

#### **DUTIES OF THE SPEECH-LANGUAGE PATHOLOGY PRACTICE ADVISORY COMMITTEE**

10.12 The Speech-Language Pathology Practice Advisory Committee shall provide advice to Council on matters affecting Speech-Language Pathologists and the practice of speech-language pathology. In doing so it:

- a. At the request of Council and in a format approved by Council, develops and monitors College regulations, by – laws, standards of practice and practice directions and position statements that relate to Speech-Language Pathologists with respect to:
  - i. Clinical Matters
  - ii. Professional practice issues
  - iii. Business practice issues
  - iv. Interdisciplinary issues
- b. Develops policies and positions for consideration of Council on external matters such as provincial legislation that impact on the practice of speech-language pathology;
- c. As part of the strategic planning process, undertakes an annual review of issues and matters affecting Speech-Language Pathologists and the practice of speech-language pathology and reports to Council on these issues and recommends policies and initiatives to address them as appropriate;
- d. Assesses the information and support needs of Speech-Language Pathologists and makes recommendations to Council;
- e. Develops communication and education programs for College members, the public, other professions and the government, related to the objects of the College;
- f. Provides advice and input on any other issues referred to the Committee by the Executive Committee or by Council.

#### **COMMITTEE CHAIRS**

10.13 The Chairs of each Committee other than the Executive Committee shall be elected from among the members of the Committees at their first meeting of each calendar year. Chairs shall be elected by vote of the majority of members of each Committee.

10.14 The Chairs of all Committees shall be members of Council.

10.15 The Chairs of Committees other than the Executive Committee have the same rights as other Committee members to vote. Where there is a tie, the issue shall be decided in the negative.

10.16 Committee meetings shall be called by the Chair of the relevant Committee, or the Chair may be directed by the Executive Committee or Council to call a meeting. The Chair shall designate the time and place of the meeting.

- 10.17 The Chairs of Committees are responsible for selecting panels from among the members of the Committee. Panel composition and quorum requirements for the Complaints Investigations Committee and the Inquiry Committee, must conform with the relevant sections of the Act.

### **QUORUM AND VACANCIES**

- 10.18 The quorum for any committee or panel of any committee shall be a majority of the members of that committee unless otherwise provided in the Act, the Regulations, or these By – Laws.
- 10.19 A committee remains properly constituted despite any vacancy so long as it can still form a quorum unless otherwise provided in the Act, the Regulations, or these by - laws.

## **Article 11.0 REMUNERATION AND EXPENSES OF COUNCIL AND STATUTORY AND STANDING COMMITTEES**

- 11.1 Council members who are members of the College shall be paid by the College, in accordance with Schedule 1: Remuneration, for time spent while engaged in the business of the Council.
- 11.2 Members of Statutory and Standing Committees who are members of the College shall be paid by the College in accordance with Schedule 1: Remuneration, for time spent while engaged in the business of the committee.
- 11.3 All members of Council or Statutory and Standing Committees of the College shall be reimbursed by the College for expenses incurred in the course of carrying out the business of the College, the Council, or Committee, in accordance with these By – Laws.
- 11.4 The College shall remit any payments provided for in this section to the persons entitled to such payment upon submission to the College of claim forms and receipts representing the days or parts thereof engaged or expenses incurred in the course of carrying out the business of the College, the Council, or any Committee.
- 11.5 Where a member of Council or Statutory or Standing Committee of the College must travel outside of the community in which he or she resides, such travel costs shall be reimbursed according to the Expense Reimbursement Policy approved by Council.
- 11.7 If the Council appoints a member of the College, other than a Council or Committee member, to represent the College at a meeting or conference, the member shall be reimbursed for expenses incurred in accordance with these By – Laws, plus registration fees, if applicable. The member shall not accept reimbursement for expenses from any other body.
- 11.8 Members of the College who are appointed to special committees, task forces and working groups by Council shall be reimbursed by the College for expenses incurred in the course of carrying out the business of the College, as approved by Council, in accordance with these By – Laws.

## **Article 12.0 MEETINGS OF COUNCIL**

### **MEETINGS OF COUNCIL**

- 12.1 The quorum for the transaction of business at any meeting of the members of Council shall be a majority of members of Council.
- 12.2 To the extent practical, the Council shall hold at least three meetings in a calendar year.
- 12.3 Meetings of Council shall be held in the offices of the College, or in such other location as determined by the Council.
- 12.4 When a member of Council is not able to be present in person at a meeting, the member may participate by means of such telephone, electronic or other communication facilities as permit all participating persons to communicate simultaneously and instantaneously with the others, and a member participating in such meeting by such means is deemed for the purposes of this By – Law to be present at that meeting.
- 12.5 Meetings of the Council shall be called by the President. The President, or in his or her absence or failure to act, the Vice President(s), shall, on the direction in writing of two-thirds (2/3) of the members of the Council, call a special meeting of the Council. Notice of all such meetings shall be delivered or sent by electronic transmission to each Council member not less than five (5) days, or shall be mailed to each member of Council not less than ten (10) days, before the meeting is to take place. A statutory declaration of the President that notice has been given pursuant to this By – Law shall be sufficient and conclusive evidence of the giving of such notice. An inadvertent failure to give proper notice shall not affect the validity of a meeting of the Council.
- 12.6 In the event that the President or Vice President(s) are unable, or fail to call a meeting of Council, two-thirds (2/3) of the members of Council may call a meeting upon their written request delivered to the Registrar. Notice of the special meeting shall be given as set out in Article 12.5.
- 12.7 The President shall act as Chair of the Council meetings. In the absence of the President, the Vice President shall preside. In the absence of both the President and Vice President, the Registrar shall call the meeting to order and the members of Council present at the meeting shall appoint a Chair from among themselves.
- 12.8 Voting at a Council meeting, unless otherwise specified in the RHPA, Regulations or By – Laws shall be by secret ballot or a show of hands. In the event that a roll call is requested, the chair shall require the Registrar to request each member in turn to record his or her vote and the total number or proportion of the votes for, against or otherwise will be recorded in the minutes. All recorded votes are called as “All in favour”; “Opposed”; “Abstaining.” Members who vote to abstain will be recorded as formal abstentions. A silent abstention, i.e.: a member, who does not vote, will be counted with the majority.
- 12.9 Except where otherwise specified in the Act, Regulation or By – Laws, every issue to be decided at a Council meeting shall be decided by a simple majority of votes of those voting at the meeting.
- 12.10 Other than to self-nominate, the President, when acting as Chair of Council, shall not propose motions or nominate candidates. The Chair of Council may exercise the right to vote on all motions.

- 12.11 A motion to reconsider a resolution may be offered by any councillor and, like any motion, requires a seconder. Any motion to reconsider a previous resolution requires the support of two-thirds (2/3) of those members voting at the meeting.
- 12.13 Minutes of all meetings of Council shall be kept at such a place as is designated by the Registrar of the College.
- 12.14 A declaration by the Chair of Council that a resolution has been carried and the recording in the minutes of the meeting shall be admissible in evidence as *prima facie* proof of the fact without proof of the number or proportion of the vote recorded in the favour, against or otherwise in respect of such resolution.
- 12.15 At the regular meetings of members of Council, the business shall include but not be limited to:
- a. Approving the agenda;
  - b. Approving the minutes of the previous meeting;
  - c. Report from the Registrar
  - d. Regulatory decisions;
  - e. Regulatory monitoring;
  - f. Governance decisions;
  - g. Governance monitoring;
  - h. Matters for which written notice was given by a member of Council to the Executive Committee at least ten (10) days before its meeting and at least 30 (thirty) days in advance of the Council meeting, along with supporting materials that are no more than five (5) pages in length, that the Executive Committee determines to be appropriate for Council's consideration, may be placed on the agenda. If the Executive Committee fails to put the matter on the agenda, the Executive Committee shall report to Council giving reasons for its decision. The member may request that Council review the decision. The majority of Council members in attendance may vote to place the matter on the agenda.
  - i. Such other matters, not included on the agenda, as the majority of Council members in attendance and voting determine to be of an urgent nature may be placed on the agenda. However, a motion to reconsider a matter previously considered by Council shall require a two – thirds (2/3) majority of Council members.
  - j. Adjournment.

## **GENERAL RULES**

- 12.16 Matters for Regulatory or Governance Decisions shall be prepared in accordance with Governance Policy on Policy Development. The Registrar shall ensure that adequate research has been done and that the policy proposal is in the format that identifies the decision or action required, the need for the policy initiative, expected outcomes, impact on the members, the public, and other stakeholders, ability of the members to comply and the college to enforce and estimated implementation timetable and costs.
- 12.17 The Council may allow discussion of a topic without a motion needing to be made first.
- 12.18 The Council may decide matters by consensus and may indicate preferences by a straw vote or other informal method but, motions will usually be made if:
- a. decision will commit the College to an action or a public position, or
  - b. the Chair or the Council is of the opinion that the nature of the matter or of the discussion warrants a motion.

- 12.19 If a formal motion is moved and seconded, the person who has proposed it is entitled to speak first and last in the debate preceding a vote. The Chair or Registrar must state the motion to the Council before the debate commences.
- 12.20 Members should address their remarks through the Chair.
- 12.21 No individual may speak a second time on a question until every member who wishes to speak has done so.
- 12.22 The Chair cannot call a vote until all those who wish to speak have had an opportunity to do so at least once.
- 12.23 When the motion contains distinct propositions, any Council member may require the vote upon each proposition to be taken separately.
- 12.24 No Council member shall vote upon any motion in which he or she has a direct monetary or other conflict of interest, and the Chair shall disallow the vote of any Council member on any motion in which the Chair believes the Council member has a direct monetary or other conflict of interest.

### **AMENDMENTS AND OTHER SUBORDINATE MOTIONS**

- 12.25 A substantive motion in writing that has been moved, seconded, and read by the Chair may be amended by a motion to amend. The Chair shall rule a motion to amend out of order if it is irrelevant to the main motion or defeats the basic effect of the main motion.
- 12.26 When a motion has been moved, seconded, and given to the Chair, no other motion may be made except a motion to amend the motion, to refer the motion to a committee, to postpone the motion, either indefinitely or to a specific meeting, to call the question, to adjourn the debate or to adjourn the meeting.
- 12.27 When a motion to refer a motion to a committee has been made, it shall be decided before any amendment is decided and, if it is passed, no further debate or discussion is permitted.
- 12.28 A motion to amend the main motion shall be disposed of before the main motion is decided and, where there is more than one motion to amend, they shall be decided in the reverse order to which they were made.

### **PRESERVING ORDER**

- 12.29 The Chair shall call upon Council members to speak as nearly as feasible in the order in which they indicate a wish to speak.
- 12.30 The Chair shall preserve order and decorum, and shall rule on any question of order or procedure. However, a Council member who believes the Chair's ruling is wrong may appeal the ruling to the Council.
- 12.31 During a meeting, electronic devices shall only be used to conduct Council business. For example, personal cell phones shall be turned off, no texting shall occur and e-mails and internet searches shall be confined to those necessary for the business of the meeting.
- 12.32 Unless an electronic meeting is open to the public, Council members shall protect the confidentiality of the meeting including not disclosing access details to others, not using a

speakerphone if others are able to hear and participating in any confidentiality declarations requested by the Chair.

- 12.33 Whenever the Chair is of the opinion that a motion offered to the Council is contrary to these rules or the By – Laws, he or she shall immediately inform the Council of his or her opinion, rule the motion out of order and explain why.
- 12.34 If a Council member believes that another Council member has behaved improperly or that the Council has broken the By - Laws or these rules, the Council member may state a point of order. The Chair shall promptly rule on the point of order, which is subject to an appeal to the Council.
- 12.35 The Chair may limit the number of times a Council member may speak, limit the length of speeches, and impose other restrictions reasonably necessary to finish the agenda of a meeting.
- 12.36 The Chair, with the approval of the Council, may direct the removal of any person, including a Council member, from the meeting if the person is disrupting the meeting or is otherwise acting so improperly as to make removal necessary for conducting an orderly meeting.
- 12.37 The Chair may appoint a parliamentarian to advise him or her and may direct the parliamentarian to provide advice to the Council about the By – Laws and rules of the Council or provide the Council with other parliamentary advice.
- 12.38 Council may appoint an independent person who is not a member of the Council to chair the Council meeting.

#### **MATTERS NOT COVERED BY THESE RULES**

- 12.39 When a circumstance arises in a formal session that is not provided for by these rules or by other rules of the Council, the Chair shall make a ruling, which is subject to an appeal to the Council without debate. The Chair and the Council shall be guided by the principles set out in ***Robert's Rules of Order***.
- 12.40 These Rules of Order apply with necessary modification to meetings of committees of the Council. For example, committee meetings are closed to the public and observers are not permitted.

### **Article 13.0 USES OF ELECTRONIC MEDIA FOR COUNCIL AND COMMITTEE BUSINESS**

#### **MEETINGS BY TELECONFERENCE**

- 13.1 Any one or more Council members, up to and including all Council members, may participate in a meeting of the Council by such telephone conference facilities as permit all persons participating in the meeting to hear or otherwise communicate with each other.

#### **MEETINGS BY OTHER ELECTRONIC MEANS**

- 13.2 In addition to the manner of a meeting provided for in Section 13.1, any one or more Council members, up to and including all of the Council members, may meet by any other electronic means that permits each Council member to communicate adequately with each other.

## **COUNCIL MEMBERS DEEMED TO BE PRESENT**

- 13.3 A Council member participating in any meeting of the Council by conference telephone facilities in accordance with Section 13.1, or by any other electronic means in accordance with Section 13.2, is deemed to be present at the meeting.

## **ACCESS TO THE PUBLIC**

- 13.4 The meetings of the Council shall be open to the public except where Council considers that a private meeting is necessary to consider matters of a confidential nature or of a personal nature concerning an individual, as set out in the Act.
- 13.5 Persons wishing to make submissions on issues to the Council may apply in advance to the Registrar in accordance with the Governance Policies.

## **Article 14.0 MEETINGS OF MEMBERS**

### **ANNUAL GENERAL MEETING**

- 14.1 An Annual General Meeting shall be held at least once every calendar year and no more than fifteen months after the adjournment of the last Annual General Meeting.
- 14.2 The Annual General Meeting of the College shall be held at a date, time, and place to be determined by Council, and the agenda for the meeting shall be prescribed by Council.
- 14.3 Notice of the time and place of the Annual General Meeting shall be sent to members at least thirty (30) days in advance of the Annual General Meeting. Notice may be sent by regular mail, email, facsimile or other method of delivery. The accidental omission to give the notice to any member or members shall not invalidate any action taken at an Annual General Meeting.

### **SPECIAL MEETINGS**

- 14.4 Notice of the time, place, and business to be transacted at a special general meeting of the College shall be sent to members at least ten (10) days in advance. The business to be transacted at a special general meeting of the College shall be limited to that specified in the notice thereof. The accidental omission to give notice to any member or members shall not invalidate any action taken at a special meeting.

### **QUORUM AT MEETINGS OF MEMBERS**

- 14.5 A quorum for any meeting of members shall be the number in attendance at the meeting.

### **RECORDING OF THE COLLEGE MEETINGS**

- 14.6 Minutes shall be taken at all meetings of members and circulated to the membership.

### **VOTING AT MEETINGS OF MEMBERS**

- 14.7 At any meeting of members, each regulated Audiologist and Speech – Language Pathologist, excluding restricted purpose members, shall be entitled to one vote. In the event of an equality of votes, the motion would be defeated.

## **Article 15.0 MEMBERS**

The obligations, rights, and privileges of each membership class are:

### **REGULATED MEMBERS**

#### **15.1 Full Regulated Audiologist**

- a. Shall pay an annual fee and any other fees as applicable.
- b. Is entitled to practice audiology in Manitoba.
- c. Shall participate in the Continuing Competency Program of the College
- d. Shall maintain professional liability insurance as required by Regulation
- e. Shall submit Criminal Record, Child Abuse Registry, and Adult Abuse Registry checks as required by Regulation
- f. Shall receive full voting privileges and all privileges extended by the College.
- g. Is eligible for election or appointment to any position within the College.
- h. Is entitled to attend and participate in general College meetings.
- i. Is entitled to receive copies of official College publications.

#### **15.2 Provisional Regulated Audiologist**

- a. Shall pay an annual fee and any other fees as applicable.
- b. Is entitled to practice audiology in Manitoba in accordance with the mentorship program as specified in the Council Regulation of the College.
- c. Shall participate in the Continuing Competency Program of the College
- d. Shall maintain professional liability insurance as required by Regulation
- e. Shall submit Criminal Record, Child Abuse Registry, and Adult Abuse Registry checks as required by Regulation
- f. Shall receive full voting privileges and all privileges extended by the College.
- g. Is eligible for election or appointment to any position within the College.
- h. Is entitled to attend and participate in general College meetings.
- i. Is entitled to receive copies of official College publications.

#### **15.3 Restricted Purpose Regulated Audiologist**

- a. Shall pay any fees as applicable.
- b. Is entitled to practice audiology in Manitoba.
- c. Shall maintain professional liability insurance as required by Regulation
- d. Shall submit Criminal Record, Child Abuse Registry, and Adult Abuse Registry checks as required by Regulation
- e. Is entitled to receive copies of official College publications.

#### **15.4 Non – Practising Regulated Audiologist**

- a. Shall pay an annual fee and any other fees as applicable.
- b. Is not eligible to practice audiology in Manitoba.
- c. Shall participate in the Continuing Competency Program of the College
- d. Shall submit Criminal Record, Child Abuse Registry, and Adult Abuse Registry checks as required by Regulation
- e. Shall receive full voting privileges and all privileges extended by the College.
- f. Is eligible for election or appointment to any position within the College.
- g. Is entitled to attend and participate in general College meetings.
- h. Is entitled to receive copies of official College publications.

#### **15.5 Full Regulated Speech – Language Pathologist**

- a. Shall pay an annual fee and any other fees as applicable.

- b. Is entitled to practice speech – language pathology in Manitoba.
- c. Shall participate in the Continuing Competency Program of the College
- d. Shall maintain professional liability insurance as required by Regulation
- e. Shall submit Criminal Record, Child Abuse Registry, and Adult Abuse Registry checks as required by Regulation
- f. Shall receive full voting privileges and all privileges extended by the College.
- g. Is eligible for election or appointment to any position within the College.
- h. Is entitled to attend and participate in general College meetings.
- i. Is entitled to receive copies of official College publications.

#### **15.6 Provisional Regulated Speech – Language Pathologist**

- a. Shall pay an annual fee and any other fees as applicable.
- b. Is entitled to practice speech – language pathology in Manitoba in accordance with the mentorship program as specified in the Council Regulation of the College.
- c. Shall participate in the Continuing Competency Program of the College
- d. Shall maintain professional liability insurance as required by Regulation
- e. Shall submit Criminal Record, Child Abuse Registry, and Adult Abuse Registry checks as required by Regulation
- f. Shall receive full voting privileges and all privileges extended by the College.
- g. Is eligible for election or appointment to any position within the College.
- h. Is entitled to attend and participate in general College meetings.
- i. Is entitled to receive copies of official College publications.

#### **15.7 Restricted Purpose Regulated Speech – Language Pathologist**

- a. Shall pay any fees applicable.
- b. Is entitled to practice speech – language pathology in Manitoba.
- c. Shall maintain professional liability insurance as required by Regulation
- d. Shall submit Criminal Record, Child Abuse Registry, and Adult Abuse Registry checks as required by Regulation
- e. Is entitled to receive copies of official College publications.

#### **15.8 Non – Practising Regulated Speech – Language Pathologist**

- a. Shall pay an annual fee and any other fees as applicable.
- b. Is not eligible to practice speech – language pathology in Manitoba.
- c. Shall participate in the Continuing Competency Program of the College
- d. Shall submit Criminal Record, Child Abuse Registry, and Adult Abuse Registry checks as required by Regulation
- e. Shall receive full voting privileges and all privileges extended by the College.
- f. Is eligible for election or appointment to any position within the College.
- g. Is entitled to attend and participate in general College meetings.
- h. Is entitled to receive copies of official College publications.

### **REGULATED ASSOCIATE MEMBERS**

#### **15.9 Inactive/Retired Regulated Associate Audiologist**

- a. Shall pay an annual fee and any other fees as applicable.
- b. Is not eligible to practice audiology in Manitoba.
- c. Is entitled to receive copies of official College publications.

#### **15.10 Inactive/Retired Regulated Associate Speech – Language Pathologist**

- a. Shall pay an annual fee and any other fees as applicable.
- b. Is not eligible to practice speech – language pathology in Manitoba.

- c. Is entitled to receive copies of official College publications

## **OBLIGATIONS, RIGHTS, AND PRIVILEGES OF MEMBERSHIP**

All members shall:

- 15.11 Notify the Registrar in writing of any change in the following and the effective date of the change within thirty (30) days of the change:
  - a. The member's home address, home telephone number, and preferred e – mail address;
  - b. The name, business address, business telephone number, business facsimile number and business e mail address of each place of practice of the member;
  - c. Legal amendments to the member's name
- 15.12 Practise the profession of audiology or speech – language pathology, whichever the case may be, in accordance with the Standards of Practice, Code of Ethics, and Practice Directions of the College;
- 15.13 Provide information respecting his or her suspension or dismissal from his or her place of employment;
- 15.14 Answer all correspondence from the College in which a reply is requested, within 15 days or the deadline specified in the correspondence, unless an extension is granted by Council;
- 15.15 Accurately complete and return the required annual renewal by providing such information as may be requested including:
  - a. information required to be maintained in the register of the College;
  - b. information respecting his or her participation in the Continuing Competency Program;
  - c. information that relates to the professional characteristics and activities of the member that may assist the College in carrying out its objects; and
  - d. information respecting a Criminal Record, Child Abuse Registry, and Adult Abuse Registry Check as required by Regulation
  - e. information respecting professional liability insurance coverage as required by Regulation.
  - f. Information for the purposes of compiling statistical information to assist the College in fulfilling its objects

## **Article 16.0 FEES**

- 16.1 The Registrar may charge a fee for anything he or she is required or authorized to do under statute, regulations or by – law.
  - a. The fees for anything the Registrar is required or authorized to do, except for the fees for those things that are prescribed, are the fees set by the Registrar.
  - b. The prescribed fee for election recounts is \$150.
  - c. The prescribed fee for providing a notice to a registrant for failure of the registrant to provide information or a form to the College or a committee of the College within thirty (30) days of being requested or required to do so is \$50.
- 16.2 The Registrar may charge registrants a fee for anything that a committee of the College is required or authorized to do under statute or regulations.

- a. Fees may be assessed for the following services that committees of the College are required or authorized to do:

- i. For an onsite Practice Audit

This does not apply to:

- those registrants who are randomly selected or volunteer for the annual Continuing Competency Program Practice Audit process, or
- those registrants who are at the completion of a first cycle of remediation at the request of a committee (i.e.: the Continuing Competency Committee.)

- ii. For one cycle of a remediation plan which incorporates College initiated resources (i.e.: College decision to require a mentor and mentorship period, practice auditor, etc.)

16.3 Fees payable by members of the College are those fees determined by the Council and include, but are not limited to:

- a. Application for Registration
- b. Application for Certificate of Practice
- c. Annual Registration Fee
- d. Certificate of Practice Renewal
- e. Transfer of Registration Category
- f. Application for Advanced Competency Certification and renewal

#### **ANNUAL MEMBERSHIP FEES AND CERTIFICATE OF PRACTICE RENEWAL FEES**

- 16.4 On or before the first day of October in each year, the Registrar shall send, by mail or otherwise, a notice to each member to pay the annual registration fee and for those members holding a Certificate of Practice, to renew their Certificate of Practice and pay the annual renewal fee.
- 16.5 A Certificate of Practice shall expire on December 31<sup>st</sup> in each year, unless renewed prior to that date, and each person whose Certificate of Practice has expired shall not practice as an audiologist or speech – language pathologist.
- 16.6 The annual registration fee and Certificate of Practice renewal fee are due on October 31<sup>st</sup> of each year. If not received by October 31<sup>st</sup>, an automatic late penalty, to be determined by Council, will be rendered and a late notice will be sent.
- 16.7 Members receiving a late notice must respond by payment upon receipt of the late filing notification.
- 16.8 If the annual membership fee and/or the Certificate of Practice renewal fee and late penalty are not received by November 30<sup>th</sup>, a letter will be sent by registered mail, giving notice of the Registrar's intent to revoke registration and decline renewal of the Certificate of Practice if the fees and late penalty are not received by December 31<sup>st</sup>.
- 16.9 Annual registration fees and Certificate of Practice renewal fees may be paid by instalments according to Financial Policy.
- 16.10 An automatic fee will be rendered for payments made by cheques that are returned NSF or where credit card authorization is declined. All assessed penalties and outstanding payments are due

upon receipt of notification. Failure to pay will result in renewal of the Certificate of Practice being declined and registration being revoked.

- 16.11 Members leaving the province at any time during the calendar year will not be entitled to any reduction in their annual fees.

### **APPLICATION FEES**

- 16.12 An application fee for registration, Certificate of Practice, or transfer of registration class, determined by Council, shall be paid prior to the granting of registration in any membership class of the College, or granting of a Certificate of Practice, whichever the case may be,

### **OTHER FEES**

- 16.13 Other fees may be levied, in accordance with Schedule 2: Fees.

## **Article 17.0 HONOURARY MEMBERS**

- 17.1 The privilege of honorary membership shall be open to any person who is not a member of the College who has made an outstanding contribution to furthering the mission of the College and/or fulfilling its mandate and objects relating to the regulation of the professions of audiology and speech – language pathology in Manitoba in the public interest.
- 17.2 Honorary members must be nominated by five (5) regulated members of the College. Nominations shall be submitted once, annually, on November 1<sup>st</sup>.
- 17.3 Council shall consider nominations of honorary members annually, at its December meeting. Council may approve honorary members by at least a two – thirds (2/3) vote.

### **FEES**

- 17.3 Honorary members will not pay annual membership fees.

### **CONDITIONS**

- 17.4 An honorary membership shall be for life, save and except in the case where, in the opinion of Council, the member acts in a manner inconsistent with an honorary member designation.
- 17.5 Honorary members shall not be eligible for nomination to Council.
- 17.6 Honorary members shall not have voting privileges.
- 17.7 Honorary members shall not use the titles "Audiologist" or "Speech – Language Pathologist," or a variation or abbreviation or an equivalent in another language or any other title protected by the College and shall not hold themselves out as qualified to practice as an audiologist or speech – language pathologist.

## **Article 18.0 BUSINESS ARRANGEMENTS**

- 18.1 Council may pass by - laws to prescribe the form and manner in which a health corporation must notify the Registrar of a change in voting shareholders, and directors and the time for doing so.

## **Article 19.0 PROCEDURES TO ADOPT A CODE OF ETHICS**

- 19.1 Council shall adopt a code of ethics, as set out in the following procedures:
- a. Council shall, at an open meeting, approve in principle, a code of ethics.
  - b. Council shall provide a copy of the proposed code of ethics, for review and comment, as required in the RHPA (SECTION 83.3).
  - c. Council shall receive comments for a period of thirty (30) days.
  - d. Council shall consider the comments received.
  - e. After considering the comments received, Council shall adopt a code of ethics at an open meeting of Council.

### **SCHEDULES:**

**Schedule 1: Remuneration of Council Members and Committee Members**

**Schedule 2: Fees**



<b>REMUNERATION OF COUNCIL MEMBERS AND COMMITTEE MEMBERS</b>				
<b>Honorarium</b>	<b>Length of Meeting</b>			
	<b>Full Day</b> (6.5 hours or more)	<b>¾ Day</b> (4.5 to 6.0 hours)	<b>½ Day</b> (2.5 to 4.0 hours)	<b>¼ Day</b> (0.5 to 2.0 hours)
Council President (or Vice President acting in the absence of the Chair)	\$250.00	\$187.50	\$125.00	\$62.50
Council Vice President	175.00	131.25	87.50	43.75
Chair of Statutory or Standing Committee	250.00	187.50	125.00	62.50
General Members of Council or Committees	150.00	112.50	75.00	37.50

**NOTES:**

1. Individuals who receive honoraria payments must report such income on their personal income tax returns. Canada Revenue Agency requires an organization, such as the College, to issue T4's to recipients of honoraria for income tax reporting purposes. You will be required to provide your Social Insurance Number to the College in order that a T4 is prepared appropriately.
2. Canada Revenue Agency requires the College to deduct Canada Pension Plan (CPP) contributions if total honoraria payments to an individual exceed \$3500.00.

## REGISTRATION & PRACTICE FEES

<b>INITIAL REGISTRATION</b>					
	Full Regulated Registration	Provisional Regulated Registration	Restricted Purpose Regulated Registration	Non – Practising Regulated Registration	Inactive/Retired Regulated Associate Registration
Application for Registration	\$ 100.00	\$ 100.00	\$100.00	\$ 100.00	N/A
Initial Certificate of Registration	\$ 300.00	\$ 300.00	\$ 300.00 For 12 months OR \$ 75.00 Per 3 – month block	\$300.00	N/A
Initial Certificate of Practice	\$400.00	\$400.00	\$ 400.00 For 12 months OR \$100.00 Per 3 – month block	N/A	N/A
Advanced Competency Certification (valid for three (3) years; see NOTE 5)	First certification \$50.00	N/A	First certification \$50.00	N/A	N/A
Advanced Competency Certification	Additional certification \$50.00  (\$100.00 maximum charge)		Additional certification \$50.00  (\$100.00 maximum charge)		

## REGISTRATION RENEWALS & TRANSFERS

	Full Regulated Registration	Provisional Regulated Registration	Restricted Purpose Regulated Registration	Non – Practising Regulated Registration	Inactive/Retired Regulated Associate Registration
Annual Registration Fee	\$ 300.00	\$ 300.00	N/A	\$ 300.00	\$ 100.00
Certificate of Practice Renewal or Reinstatement	\$ 400.00	\$ 400.00	N/A	N/A	N/A
Application to Transfer Registration Category (at any time other than during annual fee collection period)	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	N/A
Advanced Competency Certification (Valid for three (3) years; see NOTE 5)	First certification \$50.00  Additional certification \$50.00  (\$100.00 maximum charge)	N/A	First certification \$50.00  Additional certification \$50.00  (\$100.00 maximum charge)	N/A	N/A

## PENALTY FEES

	Penalty	Effective
Penalty for late payment of Annual Registration Fees	20%	Charged on payment received after 31 <sup>st</sup> October
Penalty for late payment of renewal of Certificate of Practice	20%	Charged on payment received after 31 <sup>st</sup> October
Penalty for reinstatement of Certificate of Practice (Non – renewal for failure to pay fees or apply in time)	35%	Charged on payments received after 31 <sup>st</sup> December
Penalty for reinstatement of Certificate of Practice (for any reason other than failure to pay renewal fees or apply in time)	35%	At time of reinstatement
Penalty for reinstatement of Certificate of Registration (when a Certificate of Registration has been revoked due to failure to pay Annual Registration Fees)	\$ 100.00	At time of reinstatement

## MISCELLANEOUS FEES

	Fee	Details
Administration fee: Quarterly payment plan for annual fees	\$ 50.00	Payment due by 31 <sup>st</sup> October
Administration fee: payments made by any means other than on – line	\$ 25.00	Per transaction. Effective 1 <sup>st</sup> July 2015
Payment declined, NSF, unauthorized	\$ 50.00	Applicable to any and all payment methods
Issuing duplicate receipt	\$ 50.00	
Issuing replacement Certificate	\$ 50.00	Per Certificate
Verification of Registration	\$ 50.00	
Issuing copies of documents from a registrant's file	\$ 50.00	Up to 25 pages; \$1.00 per page thereafter
Notice to registrant for failure to provide information or form to the College or a Committee of the College within thirty (30) days of being requested to do so	\$ 50.00	
Election recount	\$150.00	

## COMMITTEE SERVICE FEES

	Fee	Details
Onsite Practice Audit	\$500.00	Does not apply to registrants who are randomly selected or volunteer for a Practice Audit as per the Continuing Competency Program , CASLPM General Regulation, Section 6.11(1)
One cycle of a remediation plan	First ten (10) hours – no charge	All successive hours billed at \$ 100.00 per hour

## **NOTES:**

1. A Certificate of Practice expires on 31<sup>st</sup> December in each year, unless renewed prior to that date.
2. Fees for Annual Registration and Certificate of Practice renewal are due 31<sup>st</sup> October, and effective 1<sup>st</sup> January to the 31<sup>st</sup> of December of the up – coming Practice Year.
3. Voluntary Cancelation of Certificate of Practice: Registrant's account will be credited \$250.00 if notice of cancelation is received on or before 30<sup>th</sup> April. Reinstatement fees will apply if the Certificate of Practice is reinstated within the Practice Year it is canceled.
4. Life Members of MSHA, as of 31<sup>st</sup> December 2013, shall automatically transition to Inactive/Retired Regulated Associate category of registration with the College, and shall be exempt from annual registration fees for the remainder of their registration with the College.
5. An Advanced Competency Certificate held by a full regulated registrant is valid for three years from the date that it is issued or renewed, unless suspended or cancelled prior to expiry.

An Advanced Competency Certificate held by a restricted purpose regulated registrant is valid only for as long as the registrant's Certificate of Practice is valid, unless suspended or cancelled prior to expiry.

A registrant **must** maintain a valid Certificate of Practice in order to maintain Advanced Competency Certification. If the Certificate of Practice is canceled for any reason, Advanced Competency Certificates are revoked.

6. All fees and penalties subject to GST.
7. Payments due upon receipt of invoice.
8. Penalty fees are cumulative on outstanding balance.
9. Overdue accounts subject to 2% interest per month.

## **APPENDIX II**

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### **By – Law Amendments in 2014**

Council approved a number of amendments to the CASLPM By – Laws in 2014:

1. Approved “housekeeping” revisions to the CASLPM By – Laws to maintain consistent use of language throughout the document.

Specifically, the words “the Lieutenant Governor in Council” shall be replaced with “the Minister” in 10.5 b., 10.7 f., 10.9 b., and 10.11 b.

2. Approved revisions to the CASLPM By – Laws to clarify that all members of Council or Statutory and Standing Committees of the College, including public representatives, be reimbursed by the College for expenses incurred in the course of carrying out the business of the College the Council, or Committee , including travel allowance and travel stipend.

Specifically, the words “who is a member of the College” should be deleted in clauses 11.5 and 11.6.

3. Approved revisions to the By – Laws to achieve objectives, including but not limited to:

- keeping language consistent across College documents
- revising the language to provide consistency and clarity within the By – Laws document
- eliminating clauses because they do not reflect operational practice
- removing clauses from by – law and re-establishing the content within appropriate governance policy

Revisions were made to: 7.8, 9.9, 9.11, 16.3, 16.4, 16.6, 16.9, 16.11, 16.12.

4. Approved revisions to allow payment of remuneration to public representatives:

Article 11.1      Council members ~~who are members of the College~~ shall be paid by the College in accordance with Schedule 1: Remuneration, for time spent while engaged in business of the Council.

Article 11.2      Members of Statutory and Standing Committees ~~who are members of the College~~ shall be paid by the College in accordance with Schedule 1: Remuneration, for time spent while engaged in the business of the committee.

## **APPENDIX III**

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### **Financial Statements**

The Financial Statements of the College of Audiologists and Speech – Language Pathologists of Manitoba, as submitted with this report, represent those prepared by Court Filopoulos & Associates, Certified Management Accountants Ltd., for the fiscal year ending 31<sup>st</sup> December 2014.

**COLLEGE OF AUDIOLOGISTS AND SPEECH - LANGUAGE  
PATHOLOGISTS OF MANITOBA**

**FINANCIAL STATEMENTS**

**DECEMBER 31, 2014**

**(Unaudited)**

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# COURT FILOPOULOS & ASSOCIATES

Certified Management Accountants Ltd.



## REVIEW ENGAGEMENT REPORT

To the Board of Directors of  
College of Audiologists and Speech - Language Pathologists of Manitoba :

We have reviewed the Statement of Financial Position of the College of Audiologists and Speech - Language Pathologists of Manitoba as at December 31, 2014 and the Statement of Operations, Changes in Net Assets and Cash Flow for the year then ended. Our review was made in accordance with Canadian generally accepted standards for review engagements and accordingly consisted primarily of enquiry, analytical procedures and discussion related to information supplied to us by management.

A review does not constitute an audit and consequently we do not express an audit opinion on these financial statements.

Based on our review, nothing has come to our attention that causes us to believe that these financial statements are not, in all material respects, in accordance with Canadian accounting standards for not-for-profit organizations.

Winnipeg, Manitoba  
February 28, 2015

*Court Filopoulos + Associates*

Certified Management Accountants Ltd.

**COLLEGE OF AUDIOLOGISTS AND SPEECH - LANGUAGE PATHOLOGISTS OF MANITOBA**  
**STATEMENT OF FINANCIAL POSITION**  
**AS AT DECEMBER 31, 2014**  
(Uaudited)

<u>December 31,</u>	<b>2014</b>	<b>2013</b>
<b>ASSETS</b>		
<b>CURRENT ASSETS</b>		
Cash		
Cash	\$ 253,956	\$ 50,559
Term deposits & marketable securities	109,693	202,277
Accounts receivable	39,015	69,488
Prepaid expenses	2,893	1,100
	<b>405,557</b>	323,424
<b>PROPERTY AND EQUIPMENT, note 3</b>	<b>20,617</b>	21,163
	<b>\$ 426,174</b>	<b>\$ 344,587</b>
<b>LIABILITIES</b>		
<b>CURRENT LIABILITIES</b>		
Accounts payable and accrued liabilities, note 4	\$ 24,894	\$ 23,907
Deferred revenue	296,818	270,091
	<b>321,712</b>	293,998
<b>NET ASSETS</b>		
Net Investment in Equipment	20,617	21,163
Unrestricted Net Assets	83,845	29,426
	<b>104,462</b>	50,589
	<b>\$ 426,174</b>	<b>\$ 344,587</b>

Approved on behalf of the Board:

  
Director

  
Director

See Notes to Financial Statements and accompanying Review Report.

**COLLEGE OF AUDIOLOGISTS AND SPEECH - LANGUAGE PATHOLOGISTS OF MANITOBA**  
**(Incorporated under the Incorporations Act of Manitoba)**  
**STATEMENT OF CHANGES IN NET ASSETS**  
**AS AT DECEMBER 31, 2014**  
**(Unaudited)**

	Net Investment in Equipment	Unrestricted Net Assets	Total 2014	Total 2013
Beginning of year	\$ 21,163	\$ 29,426	\$ 50,589	\$ 79,856
Revenues in excess of expenditures (expenditures in excess of revenues)	- -	53,873	53,873	(29,267)
Purchase of capital assets	5,008	(5,008)	-	-
Amortization of property and equipment	(5,554)	5,554	-	-
<b>Ending balance</b>	<b>\$ 20,617</b>	<b>\$ 83,845</b>	<b>\$ 104,462</b>	<b>\$ 50,589</b>

See Notes to Financial Statements and accompanying Review Report.

**COLLEGE OF AUDIOLOGISTS AND SPEECH - LANGUAGE PATHOLOGISTS OF MANITOBA**  
**STATEMENT OF OPERATIONS**  
**FOR THE YEAR ENDED DECEMBER 31, 2014**  
(Uunaudited)

	<b>2014</b>	<b>2013</b>
<b>REVENUE</b>		
Fees	\$ 289,154	\$ 220,394
Conference revenue	42,078	46,057
Administrative fees	2,715	4,970
Investment income	3,167	1,171
Miscellaneous income	6,394	6,555
	<b>343,508</b>	<b>279,147</b>
<b>EXPENSES</b>		
Amortization	5,554	4,631
Annual Conference	40,114	40,797
Council and Committee	12,848	23,410
Insurance	1,654	2,440
Interest and bank charges	15,280	14,931
IT expenses	11,039	13,473
Memberships and licences	5,159	2,823
Office	17,440	22,693
Professional fees	24,978	17,467
Rental costs	23,763	22,811
Salaries and wages	122,664	126,630
Travel	4,139	9,861
Telecommunications	5,003	6,447
	<b>289,635</b>	<b>308,414</b>
<b>REVENUES IN EXCESS OF EXPENDITURES (EXPENDITURES IN EXCESS OF REVENUES)</b>	<b>\$ 53,873</b>	<b>\$ (29,267)</b>

See Notes to Financial Statements and accompanying Review Report.

**COLLEGE OF AUDIOLOGISTS AND SPEECH - LANGUAGE PATHOLOGISTS OF MANITOBA**  
**STATEMENT OF CASH FLOW**  
**FOR THE YEAR ENDED DECEMBER 31, 2014**  
(Uaudited)

	2014	2013
<b>CASH PROVIDED BY (USED IN)</b>		
<b>OPERATIONS</b>		
Revenues in excess of expenditures (expenditures in excess of revenues)	\$ 53,873	\$ (29,267)
Amortization of tangible assets	5,554	4,631
CHANGES IN NON-CASH WORKING CAPITAL ITEMS	<u>56,394</u>	<u>50,043</u>
<b>CASH PROVIDED BY OPERATIONS</b>	<b>115,821</b>	<b>25,407</b>
<b>INVESTING</b>		
Additions to capital assets	(5,008)	(21,190)
Term deposits	<u>92,584</u>	<u>(110,135)</u>
<b>CASH PROVIDED BY (USED IN) INVESTING</b>	<b>87,576</b>	<b>(131,325)</b>
<b>FINANCING</b>		
<b>NET CASH PROVIDED BY (USED IN)</b>	<b>203,397</b>	<b>(105,918)</b>
<b>CASH, BEGINNING OF YEAR</b>	<b>50,559</b>	<b>156,477</b>
<b>CASH, END OF YEAR</b>	<b>\$ 253,956</b>	<b>\$ 50,559</b>

See Notes to Financial Statements and accompanying Review Report.

**COLLEGE OF AUDIOLOGISTS AND SPEECH - LANGUAGE PATHOLOGISTS OF MANITOBA**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**DECEMBER 31, 2014**  
**(Unaudited)**

**1. NATURE OF OPERATIONS**

The College of Audiologists and Speech-Language Pathologists of Manitoba (herein referred to as "the College") is an organization incorporated without share capital to regulate the profession of audiology and speech-language pathology in Manitoba.

The College is a not-for-profit organization exempt from tax under paragraph 149(1)(l) of the Income Tax Act (Canada).

**2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**(a) Use of Estimates**

The preparation of financial statements in accordance with Canadian accounting standards for not-for-profit organizations, requires management to make estimates and assumptions that affect the reported amount of assets and liabilities and disclosures of contingent assets and liabilities at the date of the financial statements and the reported amount of revenues and expenses during the reporting period. These estimates are reviewed periodically, and, as adjustments become necessary, they are reported in earnings in the period in which they became known.

**(b) Revenue Recognition**

Membership fees are recorded as revenue when earned, the fees are measurable and there is reasonable certainty of collection. Membership fees collected in advance for the subsequent year, are recorded as deferred revenue and recognized as revenue in the year earned.

**(c) Financial Instruments**

The College's financial instruments consist of cash, term deposits and marketable securities, accounts receivable, accounts payable and accrued liabilities. Unless otherwise stated, the book value of the corporation's financial assets and liabilities approximate their fair value.

The College, through its financial assets and liabilities, is exposed to various risks in the normal course of operations. The following analysis provides a measurement of those risks at year end:

Credit risk is the risk that a third party to a financial instrument might fail to meet its obligations under the terms of the financial instrument. The Corporation's financial assets that are exposed to credit risk consist of cash, term deposits and marketable securities and accounts receivable. The College's cash, term deposits and marketable securities are maintained with large federally regulated financial institutions in Canada and risk is therefore mitigated. The College, in the normal course of operations, is subject to credit risk from members. The maximum exposure to credit risk is the carrying value of accounts receivable on the balance sheet.

**COLLEGE OF AUDIOLOGISTS AND SPEECH - LANGUAGE PATHOLOGISTS OF MANITOBA**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**DECEMBER 31, 2014**  
(Uunaudited)

(c) Financial Instruments (Continued)

Liquidity risk is the risk that the College will not be able to meet a demand for cash or fund its obligations as they become due. The College holds assets that can be readily converted into cash and their value exceeds the total liabilities reported at year end, therefore liquidity risk is limited.

There have been no changes in the College's risk exposures from the prior year.

(d) Property and Equipment

Property and equipment are stated at cost. Amortization is provided annually at rates calculated to write-off the assets over their estimated useful lives as follows:

Furniture and equipment	20% declining balance
Computer equipment	30% declining balance
Leasehold improvements	straight line basis over five years

In the year of acquisition, assets additions are amortized at one half the above noted rates.

### 3. PROPERTY AND EQUIPMENT

	2014			2013		
	Cost	Accumulated Amortization	Net Carrying Amount	Cost	Accumulated Amortization	Net Carrying Amount
Computer equipment	\$ 21,653	\$ 18,576	\$ 3,077	\$ 17,370	\$ 15,418	\$ 1,952
Furniture and equipment	24,440	17,474	6,966	24,440	15,733	8,707
Leasehold improvements	16,125	5,551	10,574	13,130	2,626	10,504
<b>Total</b>	<b>\$ 62,218</b>	<b>\$ 41,601</b>	<b>\$ 20,617</b>	<b>\$ 54,940</b>	<b>\$ 33,777</b>	<b>\$ 21,163</b>

**COLLEGE OF AUDIOLOGISTS AND SPEECH - LANGUAGE PATHOLOGISTS OF MANITOBA**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**DECEMBER 31, 2014**  
**(Unaudited)**

**4. ACCOUNTS PAYABLE**

	<b>2014</b>	<b>2013</b>
Accounts payable and accrued liabilities	\$ 8,802	\$ 4,692
Payroll deductions payable	2,184	10,108
<u>Goods and Services tax payable</u>	<u>13,908</u>	<u>9,107</u>
	<b>\$ 24,894</b>	<b>\$ 23,907</b>

**5. LEASE COMMITMENT**

Office lease

Located at 1-333 Vaughan St., Winnipeg, Manitoba, the College signed a lease agreement on April 1, 2013. The agreement is for 5 years based on a current rate of \$16.29 per square foot for 1,361 square feet and an escalation rate of 2% per year. The lease expires in March 31 2018.

2015	\$ 23,066
2016	23,528
2017	23,998
2018	\$ 6,119

**6. COMPARATIVE FIGURES**

Certain comparative figures have been restated to conform with the current year's presentation.