College of Speech-Language Pathologists and Audiologists of Saskatchewan

CSASK Governance Manual

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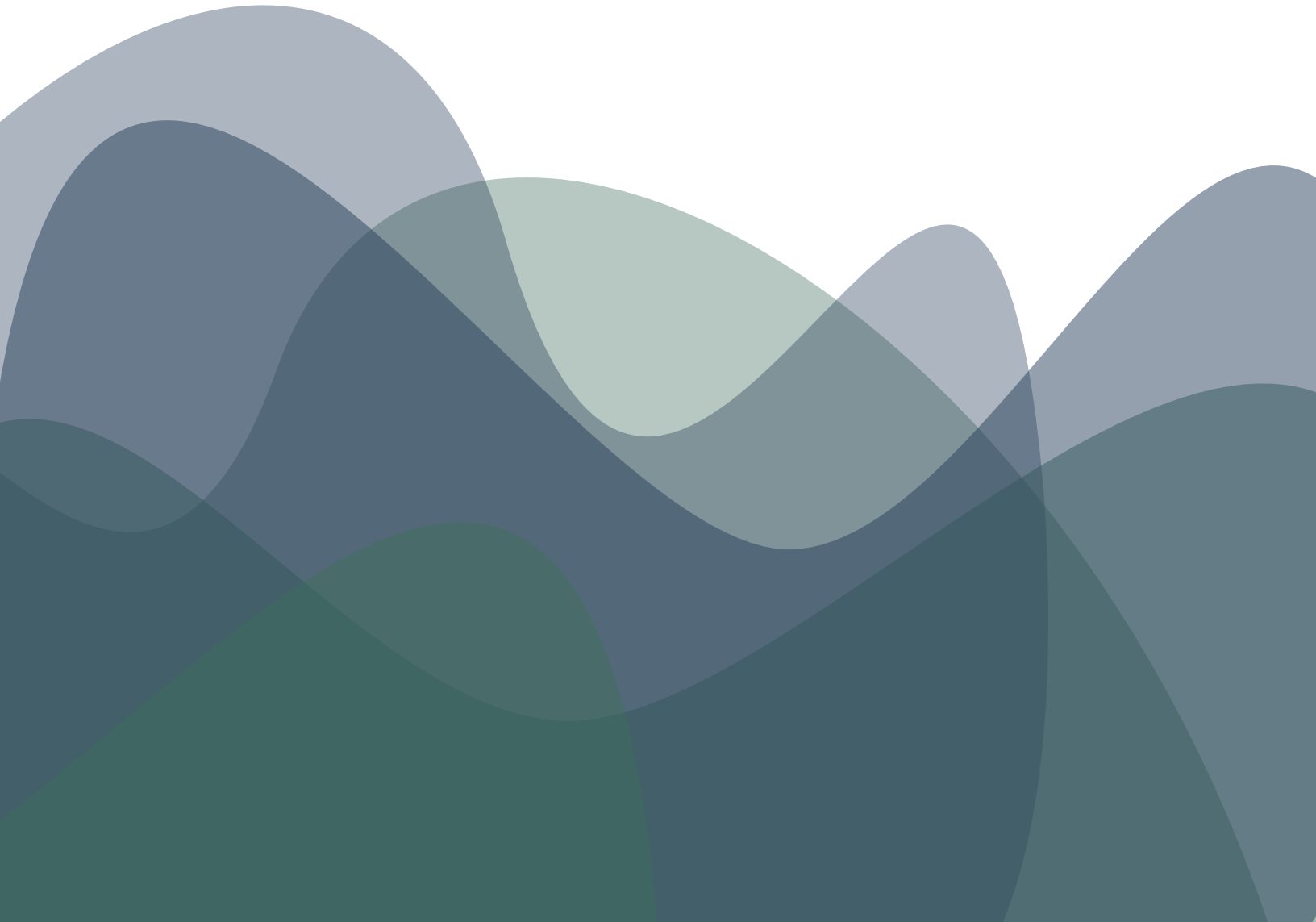
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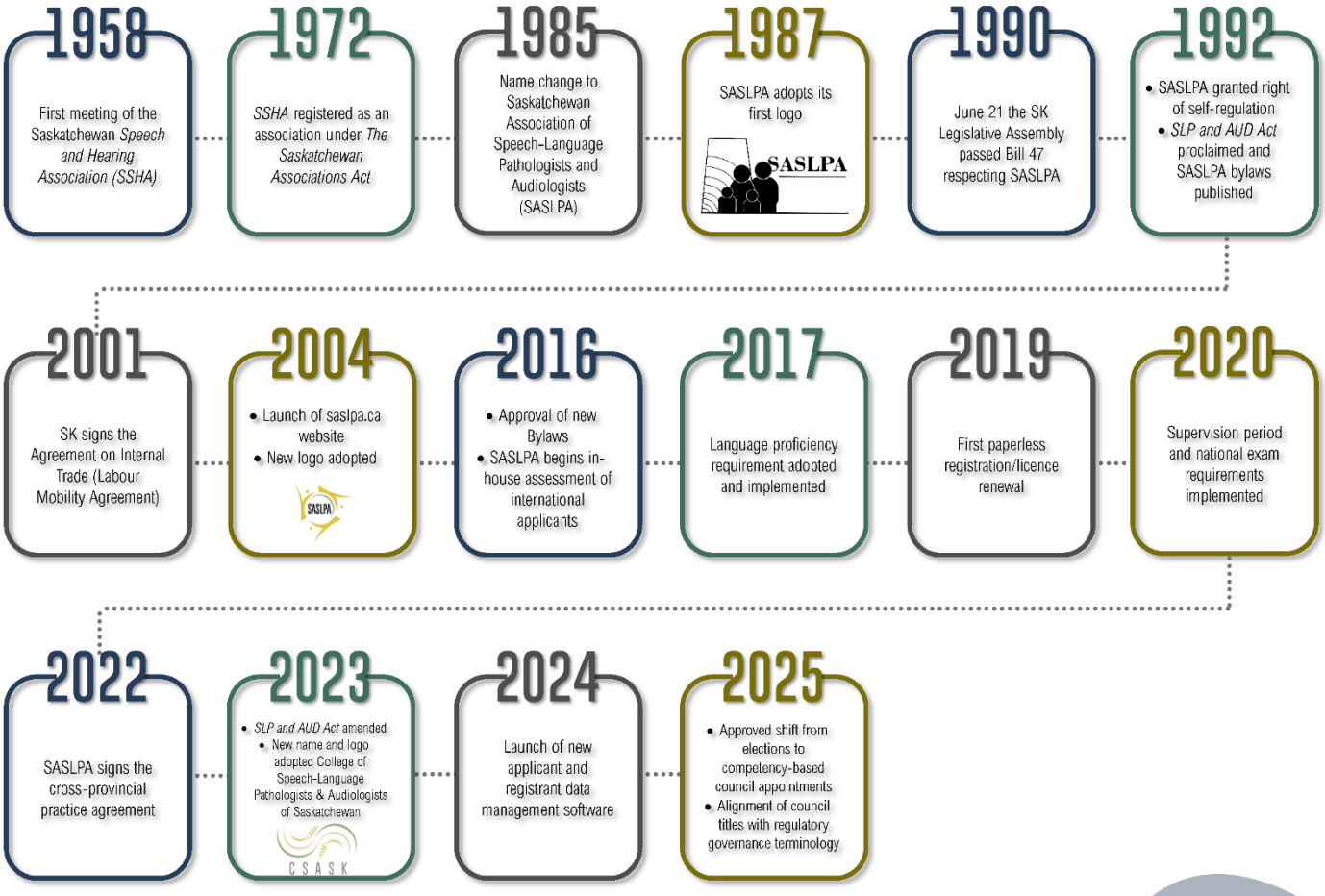
I. Introduction



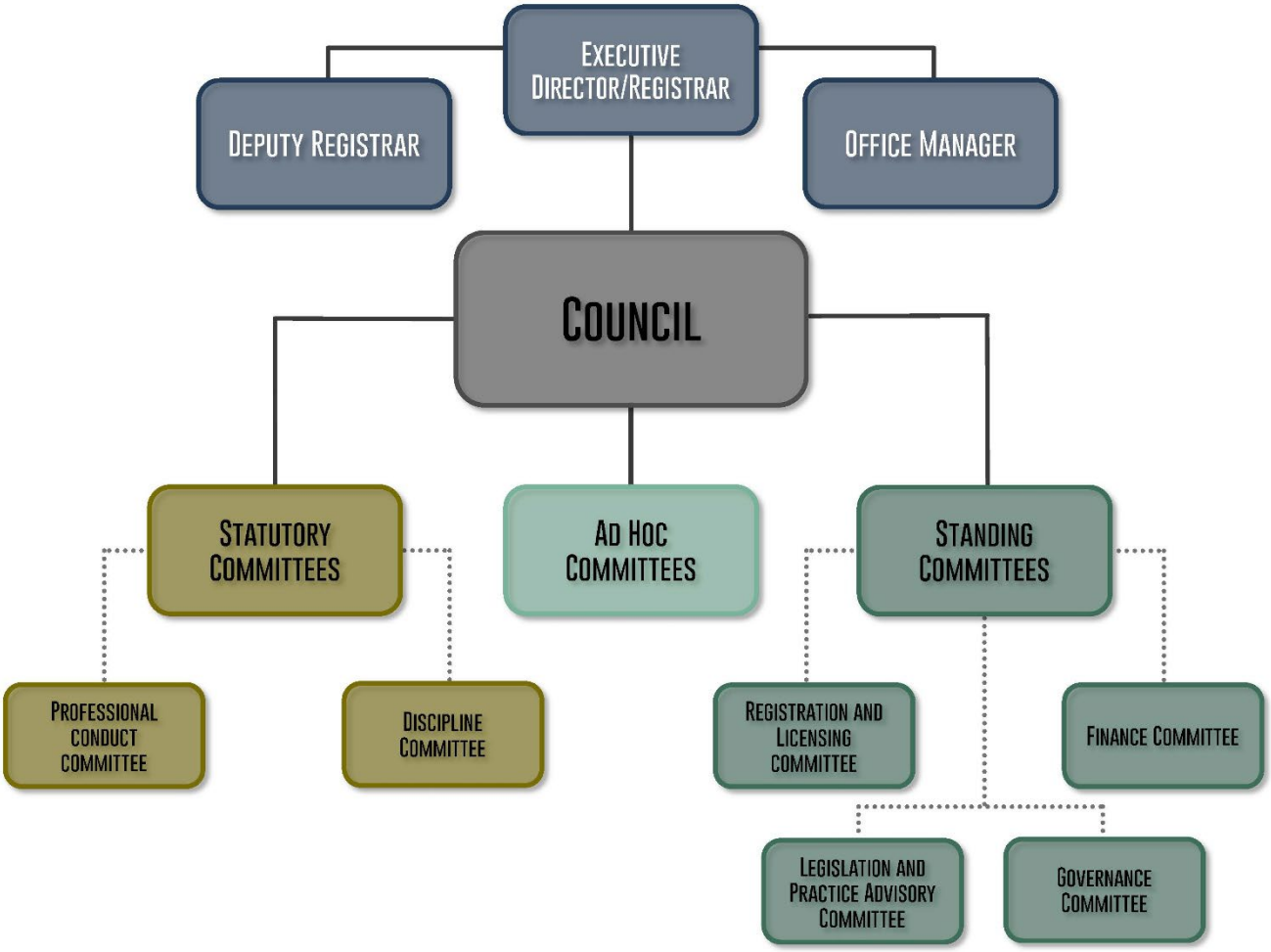
Purpose

The College of Speech-Language Pathologists and Audiologists of Saskatchewan (CSASK) Governance Manual highlights the primary governance practices, structures, documents and policies applicable to the college. The manual is intended primarily for the use and benefit of CSASK council members as they carry out their roles and responsibilities. In addition, this document may be a resource for all non-council members to consult when they are determining how they will function within and interact with the college. The CSASK council is committed to continually reviewing its governance processes to ensure ongoing growth and evolution of the organization, as a result the contents of this manual will be updated from time to time.

Timeline of CSASK History



Who We Are:



The **CSASK Council** consists of 8-9 members:

- 2-3 Public Representatives appointed by the Saskatchewan government;
- A Vice Chair, Chair, Past Chair; and
- 3 Council Members.

The **CSASK Committees** consist of:

- 2 statutory committees (Professional Conduct Committee and Discipline Committee) - established and maintained as a requirement under the *Speech-Language Pathologists and Audiologists Act.*
- Standing committees – established by the *CSASK Bylaws*
- Ad hoc committees

The **CSASK Staff:**

- The only staff member who reports to the council is the Executive Director/Registrar. All other staff members report to the Executive Director/Registrar.

What We Do:

Audiology and speech-language pathology are self-regulated professions in Canada. Regulation for these professions is provincial. In Saskatchewan, ***The College of Speech Language Pathologists and Audiologists of Saskatchewan (CSASK)*** is the provincial regulator for the professions of audiology and speech-language pathology. This means, in Saskatchewan, individuals **must** hold a valid licence to practise audiology and/or speech-language pathology.

Duties of CSASK

- to serve and protect the public;
- to exercise its powers and discharge its responsibilities in the public interest and not in the interests of the members.

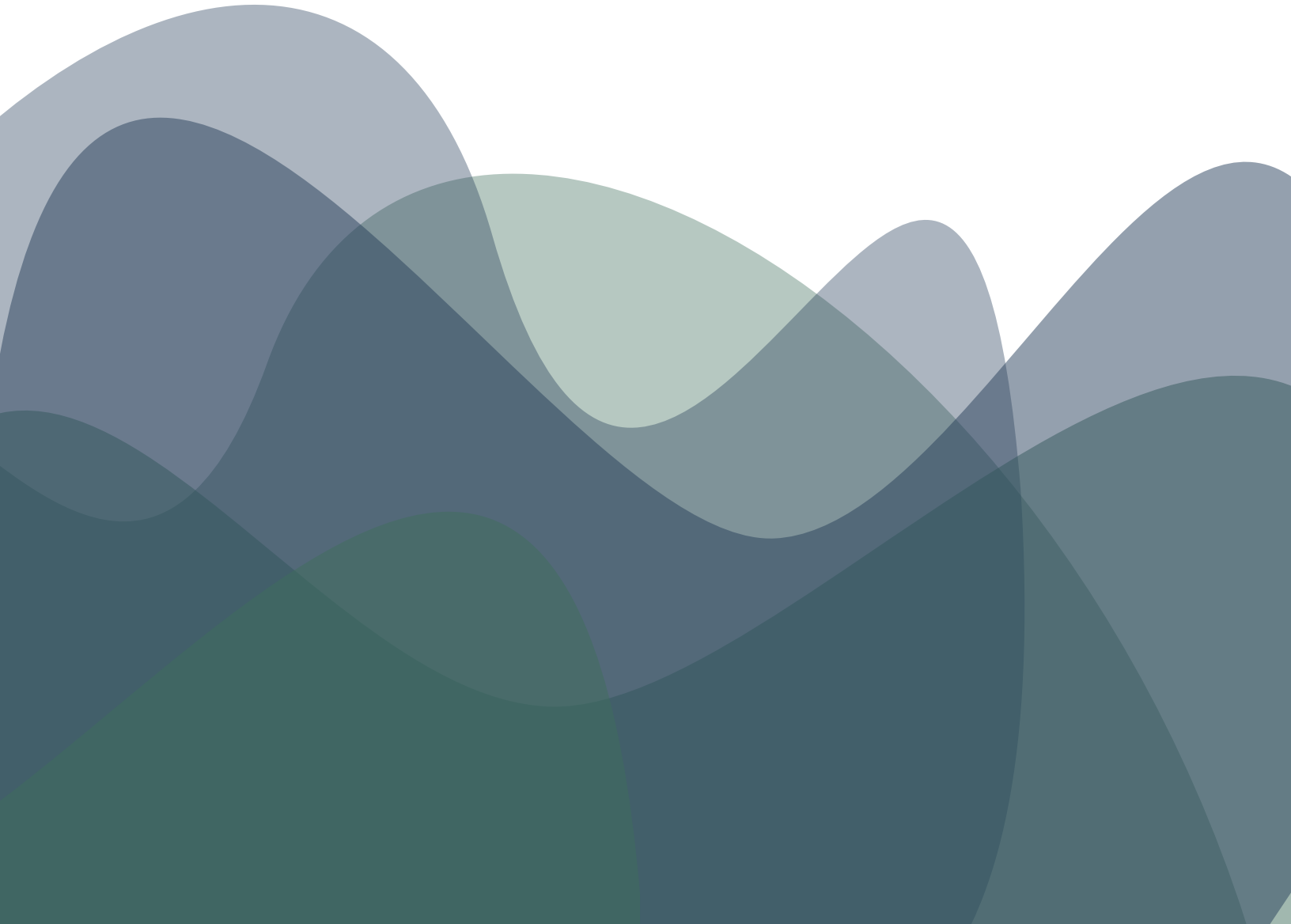
Objects of CSASK:

- to regulate the practice of the profession and to govern the members in accordance with the Act and the Bylaws;
- to assure the public of the knowledge, skill, proficiency and competency of members in the practice of the profession.

Furthermore, the college may:

- establish, maintain and enforce standards for registration and of continuing competency and standards of practice for members;
- establish, maintain and enforce a code of ethics for members;
- approve programs of study and education courses for the purposes of registration requirements;
- establish and maintain a continuing competency program to promote high practice standards among members; and
- carry out any other regulatory activity that the college determines is consistent with its duty and objects.

II. Self-Regulating Health Professions



Why Professional Self-Regulation Matters:

CSASK's right of self-regulation is a privilege as governed by *The Speech-Language Pathologists and Audiologists Act*. The Government of Saskatchewan has delegated the authority of its regulatory functions to the professions itself as they have the appropriate expertise regarding the practice of their respective professions to enable them to determine the qualifications necessary for licensure of registrants and to apply disciplinary measures when necessary. As a regulatory body, CSASK is accountable to the Government of Saskatchewan and ultimately to the Saskatchewan public.

Self-Regulating Professions in Canada[1]

"Self-regulating professions have a long history in Canada. In the pre-Confederation era, only the legal and medical professions were established to any significant extent. Other modern professions were in their infancy with individual practitioners forming small informal groups to provide professional support. As these groups became better organized, they began to lobby the Legislatures for the extension of self-governance to their particular professions. In the post-World War II era, there was a tremendous growth of all types of regulated professions, including health professionals, as governments recognized the advantages of delegating powers to specialized councils staffed by experts in the area.

Initially, the debate focused on the advantages of self-governance to the professions. However, in the 1960s and 1970s, the public's focus began to change and fundamental questions were asked. Is a self-regulating model for the professions in the best interest of the public? Are the rights of the individual adequately protected in a self-regulating model? A number of provinces conducted investigations into the self-regulating status of various professional organizations.[2] The studies and investigations determined that the self-governance model was the most appropriate for regulating professions. A common recommendation made was the need for greater emphasis on public accountability and on the protection of the rights of the individual health provider.

In recent years, the emergence of new health occupations, as well as the perceived status and economic benefits of self-regulation, have resulted in a growing interest for professional self-regulation legislation in Canada.

Further, as self-regulation has grown, there has been strong pressure from the public demanding greater accountability and transparency from self- regulating professions to ensure that these organizations serve the public interest rather than the interests of their members. Over the last few years there have been many inquiries and reports conducted in various jurisdictions (e.g., United Kingdom, New Zealand, British Columbia) looking at recommendations to modernize self-regulation to make it more efficient and effective."

Self-Regulating Health Professions in Saskatchewan[1]

"Saskatchewan professional regulation dates back to the early years of the last century. Registered nurses, physicians and pharmacists were at the vanguard of Saskatchewan's movement towards self-regulation.
As background, the Saskatchewan Registered Nurses Association (SRNA) is the regulator for registered nurses in Saskatchewan. Founded in 1917, the SRNA represents the largest group of regulated health professionals in the province with over 12,000 members. Other regulatory bodies include the Saskatchewan College of Physicians and Surgeons which was founded in 1905 and the Saskatchewan College of Pharmacy Professionals, which was founded in 1911.

Over the years, the number of self-regulating health professions in Saskatchewan has grown significantly. Currently, there are 28 self-regulated health professions in the province governed by 26 regulatory bodies. Several other health professions in Saskatchewan are exploring self-regulation. For additional information on self-regulating health professions in Saskatchewan, please visit Saskatchewan.ca at: https://www.ehealthsask.ca/services/resources/establish-operate-practice/Pages/Health-Professional-Associations-and-Organizations.aspx."

The Saskatchewan based network of health regulators is called the Network of Interprofessional Regulatory Organizations.

List of Self-Regulating Health Professions in Saskatchewan

- Chiropractors Association of Saskatchewan (CAS)
- College of Dental Assistants Saskatchewan (CDAS)
- College of Dental Hygienists' of Saskatchewan (CDHSK)
- College of Dental Surgeons of Saskatchewan (CDSS)
- Dental Technicians Association of Saskatchewan (DTAS)
- Saskatchewan Dental Therapists Association (SDTA)
- Denturist Society of Saskatchewan (DSS)
- Saskatchewan Dietitians Association (SDA)
- College of Licensed Practical Nurses of Saskatchewan (CLPNS)
- Saskatchewan Society of Medical Laboratory Technologists (SSMLT)
- Saskatchewan Association of Medical Radiation Technologists (SAMRT)
- Saskatchewan College of Midwives (SCM)
- Saskatchewan Association of Naturopathic Practitioners (SANP)
- Saskatchewan College of Occupational Therapists (SCOT)
- Saskatchewan College of Opticians (SCO)
- Saskatchewan Association of Optometrists (SAO)
- Saskatchewan College of Paramedics (SCoP)
- Saskatchewan College of Pharmacy Professionals (SCPP)
- Saskatchewan College of Physical Therapists (SCPT)
- College of Physicians and Surgeons of Saskatchewan (CPSS)
- Saskatchewan College of Podiatrists (SCoPod)
- Saskatchewan College of Psychologists (SCoPsych)

- College of Registered Psychiatric Nurses of Saskatchewan (CRPNS)
- College of Registered Nurses of Saskatchewan (CRNS)
- Saskatchewan College of Respiratory Therapists (SCRT)
- The College of Speech Language Pathologists and Audiologists of Saskatchewan (CSASK)

Role of the Provincial Government[1]

"The Ministry of Health respects the independence of its self-regulating health professions. While the provincial government assumes responsibility for the regulation of professions through provincial legislation, in most cases it does not apply the legislation on a day- to-day basis. The government delegates day -to-day governance responsibilities to each of the regulatory bodies. The staff of the regulatory bodies possesses the appropriate knowledge about the practice of the profession to determine licensure qualifications, if necessary, and to apply appropriate disciplinary measures."

Role of Self-Regulating Professional Associations[1]

"Each professional regulatory body has a governing council or board elected by the membership as well as government-appointed public representatives. The council acts on behalf of the regulatory body and is responsible for applying the legislation.

Larger professions (e.g., College of Physicians and Surgeons of Saskatchewan) may, in addition to the regulatory body, have advocacy and/or union counterparts (e.g., Saskatchewan Medical Association) that lobbies on behalf of the membership of that profession.

Regulatory bodies are responsible for protecting the public by:

- setting entrance qualifications;
- establishing standards of practice;
- establishing continuing education and/or competency requirements; and
- administering an investigation and disciplinary process to adjudicate complaints of professional incompetence or misconduct.

The regulatory body is responsible to the government and ultimately the public. As the governing body which ensures protection of the public interest, council needs to be responsive and open to public views.

Increasingly, the public is demanding that professional regulatory bodies be more accountable for their members' actions. Over the years the Saskatchewan Ministry of Health has responded by introducing a series of new provisions into its health professions regulating legislation. Typically these include:

- more public representation on the association boards;
- increased accountability for administrative and regulatory bylaws and reporting;
- more transparency; and
- accessible reporting.

The regulatory body to which you are appointed is expected to provide you with a specific orientation to their profession that would include copies of all relevant legislation and bylaws as well as policies related to expectations of council/board members (e.g., Code of Ethics)."

Role of Public Representatives[1]

- "As a participating council member, public representatives ensure that the profession acts fairly, follows the Act and its bylaws, and fosters appropriate standards of practice and professional ethics.

- Although they are not members of the regulatory body itself, public representatives are appointed by the government as full members of the council of the regulatory body with the same powers and responsibilities, including the right to vote.

- Every member of council has the responsibility to regulate in the public interest rather than the interest of the profession. However, public representatives have this as their sole purpose. Public representatives are not expected to be, indeed are not supposed to be, technically expert or experienced in the specific profession. Public representatives must be team players on council but they must also bring the public perspective to the table using sound judgment and common sense to keep the broad public interest front and centre.

- Public members participate in all activities of the council and its committees to which they are appointed under the applicable Act, including participation in the discipline committee.

- Public representatives may also participate in meetings with members of the public and in public forums, and may be asked to prepare a message in the regulator's annual report that is submitted to the Minister of Health. Periodic contact with officials from the Ministry of Health and public representatives on other professional councils will also likely occur".

III. Legislation

Profession-Specific Legislation[1]

"Profession-specific regulation of health professions is done primarily through individual profession-specific statutes. Since the late 1990s, the Saskatchewan Ministry of Health has instituted a template approach to new or amended statutes, which provides for consistent rules for health professions in Saskatchewan. Saskatchewan has enacted one piece of related professions umbrella legislation, *The Dental Disciplines Act,* which follows the template and includes six related professions (dentists, dental therapists, dental hygienists, dental assistants, dental technicians, denturists), each with its own association under a single act.

Saskatchewan's legislation allows for overlapping scopes of practice. It does not usually grant a profession an exclusive scope of practice, because it is recognized that members of more than one profession may undertake similar tasks. When legislation does provide for exclusive scope of practice, it may include exemptions allowing other professions to perform some specific activities within that scope."

Each provincially regulated health profession in Saskatchewan has legislation specifically governing its actions (e.g. *The Registered Nurses Act, 1988*). **Legislation specific to the regulation of speech-language pathologists and audiologists in Saskatchewan is available on the CSASK Website:**

The Speech-Language Pathologists and Audiologists Act

CSASK Bylaws

CSASK Code of Ethics

Other Relevant Legislation[1]

The Labour Mobility and Fair Registration Practices, SS 2022.

- Administered by the Ministry of Immigration and Career Training.
- Outlines timeframes for registration decisions by Saskatchewan regulatory bodies, registration application requirements, qualification assessment processes and internationally-trained recognition pathways.

The Regulated Health Professions Act (A new legislative framework)

- This "umbrella legislation" will replace the existing profession-specific Acts with a common legislative framework for the regulation of all self-governing health professions in Saskatchewan. The Regulated Health Professions Act (RHPA) provides for a minimum regulatory framework across all professions while recognizing that each profession is unique and requires profession-specific subordinate regulations.
- The RHPA received Royal Assent on May 13, 2025, but has not yet come into force. Implementation will occur over several years and will involve ongoing consultation and collaboration with the Ministry of Health and other Saskatchewan health regulators to develop supporting regulations, bylaws, policies and processes.
- Currently, all existing profession-specific legislation (including *The Speech-Language Pathologists and Audiologists Act)* remains in place. There are no immediate changes impacting the day-to-day practice of regulated health professions at this time.

- Once the regulations and bylaws are complete, current health regulatory legislation will be repealed, and replaced by the RHPA. Notification will be provided to registrants.

The Evidence Act (Apology provision)[1]

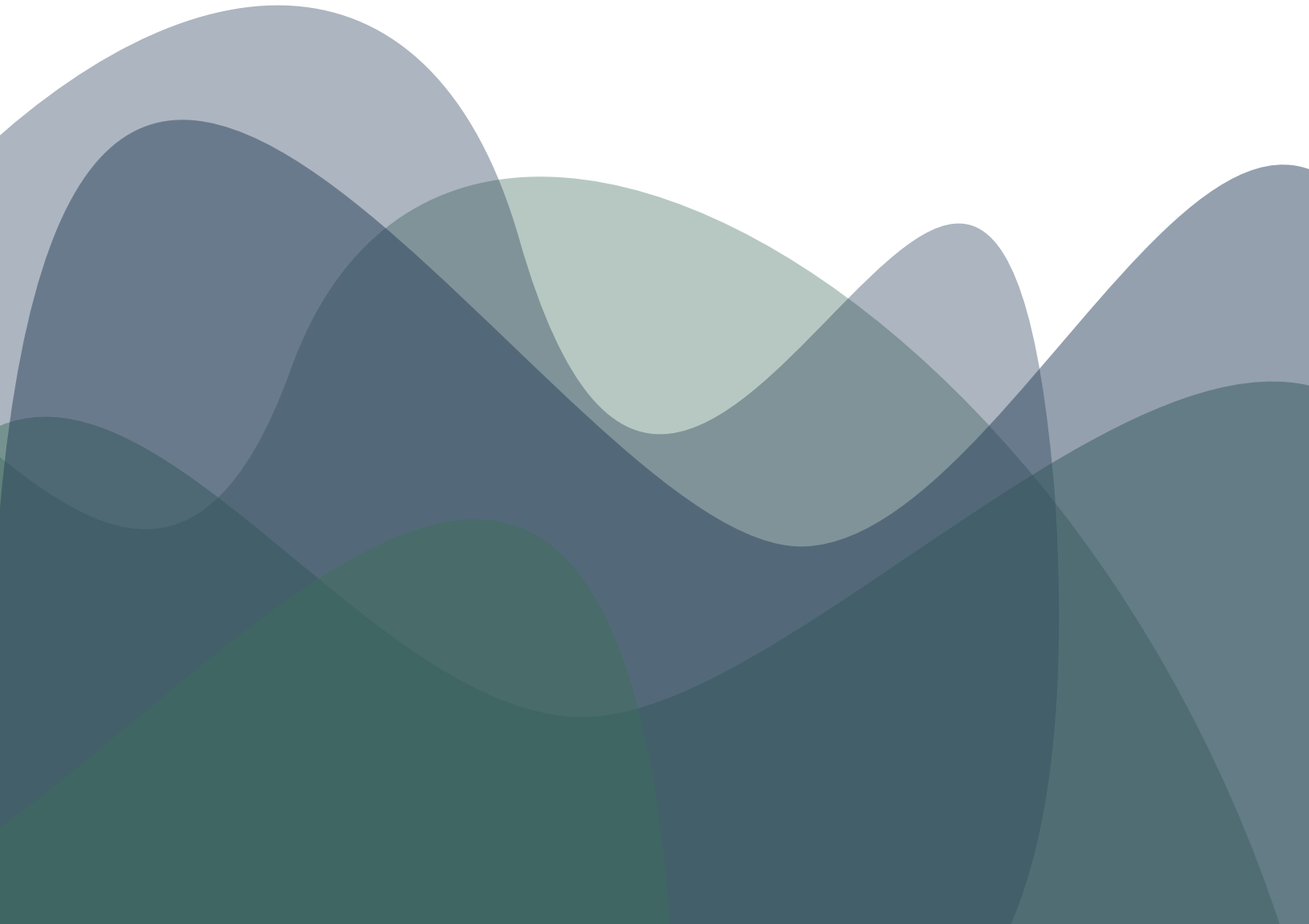
"In May 2007, Saskatchewan joined British Columbia and Manitoba in legislatively recognizing the value of an apology. The amendment to *The Evidence Act* allows people and organizations to make a sincere apology without fearing legal liability in an existing or potential civil action. An apology no longer constitutes an admission of fault and is not admissible as evidence in a court proceeding."

The Health Information Protection Act (HIPA)[1]

"The Health Information Protection Act (HIPA) is designed to regulate the privacy of personal health information while ensuring adequate sharing of information is possible to provide individuals with services to monitor, evaluate and improve the health system in Saskatchewan."

For more information about the collection, use, disclosure and protection of personal health information under HIPA, please visit https://www.saskatchewan.ca/

IV. Strategic Governance



Strategic Directions for 2026-2029

CSASK's strategic plan outlines a collective vision, along with our goals and strategies for the upcoming three years. This plan will guide our actions and create a framework for resource allocation across all aspects of CSASK's work.

Mission, Vision, Values

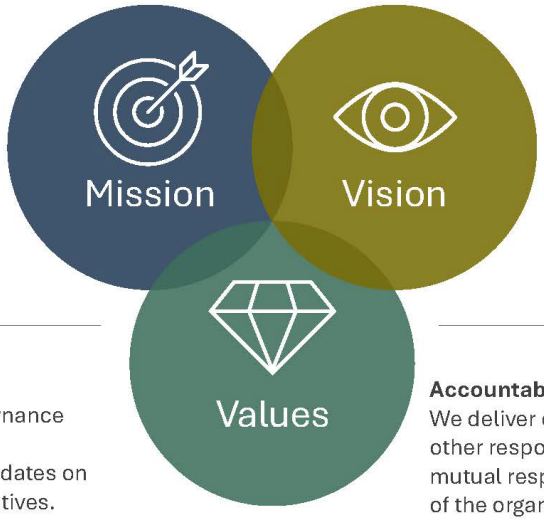
Foundations

Mission

To license and regulate the competent, safe, and ethical practice of audiology and speech-language pathology in Saskatchewan.

Vision

To be recognized by the Saskatchewan public and CSASK registrants as a trusted and responsive regulatory body for the professions of audiology and speech-language pathology.



Values

Transparency
We commit to openness in our governance practices and operations by sharing information and providing regular updates on the organization's progress and initiatives.

Accountability
We deliver on our commitments and hold each other responsible to promote a culture of mutual responsibility and support in fulfillment of the organization's mandate.

Responsiveness
We are committed to responding efficiently and effectively in addressing public health concerns, stakeholder inquiries, and emerging regulatory challenges.

Collaboration
We embrace opportunities to engage internally and externally and build strong relationships through open communication, mutual respect and coordinated action.

Strategic Priorities



Operational Sustainability

Review CSASK's internal processes, systems and capacity to effectively serve the public, regulate the professions and adapt to the changing environment of professional regulation in Saskatchewan.

- Enhance digital file management and archival system.
- Strengthen cybersecurity.
- Advance risk management strategies.
- Elevate and optimize resource allocation.



Regulatory Compliance

Establish registrant guiding documents and internal policies and procedures to support adherence to the legislation.

- Expand practice guidelines and standards.
- Refine complaint investigation and discipline processes.
- Implement a new legislative framework with associated policies.



Engagement and Awareness

Increase the understanding of CSASK's mandate, the privilege of self-regulation, and seek opportunities for collaboration with external partners.

- Pursue new opportunities for collaboration and harmonization.
- Strengthen existing relationships.
- Foster registrant engagement on CSASK council and committees.



Our efforts in the area of ***operational sustainability*** will be guided toward the following actions:

- **Resource Allocation and Enhancement**
  - Streamline internal processes and resource allocation to strengthen the financial sustainability and efficiency of the organization, and stability in CSASK's resources.
- **Data Security and Risk Strategies**
  - Leverage new technology and establish procedures to maximize data security and mitigate risk of breaches.
  - Develop and maintain comprehensive documentation of information technology and cybersecurity-related policies and practices.
- **Digital File Management and Archival System**
  - Conversion to a digital filing system for active and archived files.
  - Optimization of new technology recently implemented to effectively manage registration data.



Our efforts in the area of ***regulatory compliance*** will be guided toward the following actions:

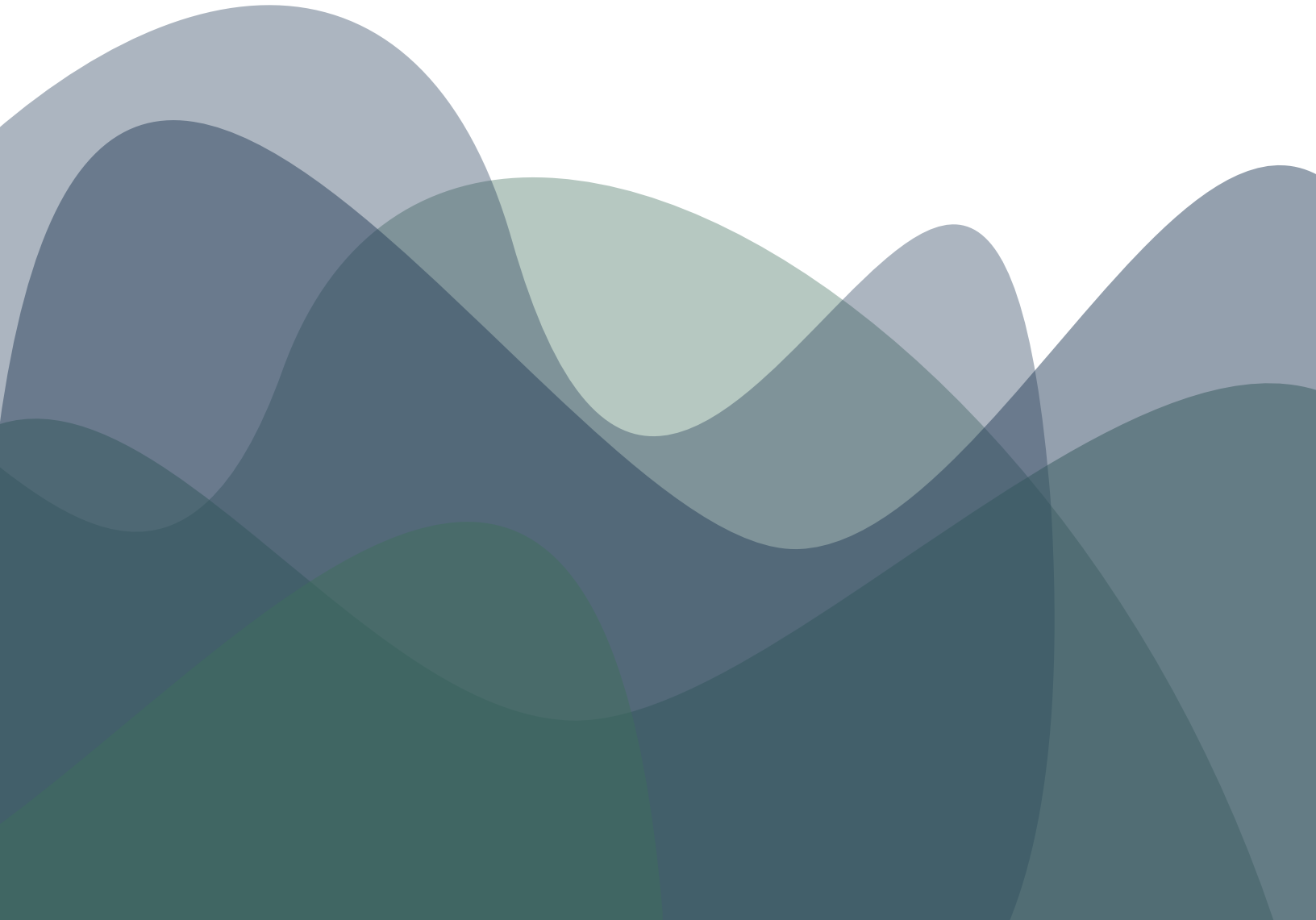
- **Practice Guidelines and Standards**
  - Support professional guidance available to audiologists and speech-language pathologists in Saskatchewan by developing practice standards and updating practice guidelines.
- **Complaint Investigation and Discipline**
  - Review established guiding documents to support a risk-based complaint investigation and disciplinary hearing process.
  - Ensure CSASK has the appropriate resources, skills and experience to effectively and efficiently manage professional conduct complaints and fitness to practice concerns.
- **New Legislative Framework and Associated Policies/Procedures**
  - In anticipation of the Regulated *Health Professions Act* coming into force, conduct research on regulatory best practices and collaborate with other provincial and national health profession regulators to guide the development of regulations, bylaws and related policies/procedures.
  - Foster clarity and accountability in CSASK's registration procedures by continuing to streamline the application process, harmonize requirements and enhance transparency.



Our efforts in the area of ***engagement and awareness*** will be guided toward the following actions:

- **Opportunities for Collaboration and Harmonization**
  - Coordinate efforts with other provincial and national health profession regulators to strengthen relationships and develop consistent practices.
- **Expansion of Registrant Engagement on CSASK Council and Committees**
  - Transition to competency-based appointments for recruitment of council members to support effective governance and expand diversity of CSASK council.
  - Expand member engagement through targeted outreach to build awareness of committee opportunities and increase visibility and value of committee work.
- **Build Awareness of CSASK's Mandate of Public Protection**
  - Identify platforms and strategic actions to expand visibility of CSASK's role and mandate.

V. Governance Policies and Procedures



CSASK

GOVERNANCE MANUAL

SECTION
V Governance Policies and Procedures

DATE OF ISSUE
September 11, 2010

REPLACES
September 11, 2010

AUTHORIZATION
Council Meeting:
March 27, 2024

POLICY NO. 1

COUNCIL – TERMS OF REFERENCE

AUTHORITY

In accordance with *The Speech-Language Pathologists and Audiologists Act ("the Act"),* the council shall:

- govern, manage and regulate the affairs and business of the college;
- ensure the duties and objects of the college are carried out;
- establish administrative bylaws prescribing the composition, terms, duties, eligibility, and remuneration of the members of council; and
- establish administrative bylaws prescribing the procedures of election, appointment, and removal of the members of council.

COUNCIL STRUCTURE

The CSASK council consists of the following appointed members:

- the chair;
- the vice chair;
- the past chair; and
- three council members.

The Act prescribes that three public appointees may be appointed to the Council by the Lieutenant Governor in Council. These appointees are referred to as government-appointed public representatives.

COUNCIL ROLE

The council is responsible for:

Legislation:

- ensuring adherence to the provisions set out in *The Speech-Language Pathologists and Audiologists Act* and the *CSASK Administrative, Regulatory and Fee Bylaws;* and
- approval and enforcement of the bylaws, as authorized by t*he Act.*

Strategic Direction:

- setting the college's mission, vision, values and a plan for achieving the strategic priorities; and
- monitoring progress on the strategic goals of the organization.

Policies and Procedures:

- approving the college's polices and procedures and ensuring alignment with the relevant legislation, regulatory best practices and organizational values.

Oversight and Governance:

- overseeing the management of the affairs and risks to the college;
- overseeing and delegating responsibility/authority to the Executive Director/Registrar;
- maintaining general oversight over the CSASK committees and making appointments to the committees as required; and
- establishing processes to evaluate council performance and effectiveness.

CONFLICT OF INTEREST

Council members must continuously evaluate if any real, perceived or potential conflicts of interests exist. Any conflicts of interest must be declared and documented.

CONFIDENTIALITY

Council members must comply with the *CSASK Oath of Confidentiality* by respecting the confidentiality of matters brought before the council and committees. The confidentiality requirements remain in force after the expiration of a council member's term of office.

TERMS AND ELIGIBILITY TO HOLD OFFICE

Eligibility to Hold Office:

The following persons are eligible to be elected as council members:

- practising registrants who are currently licensed; and
- non-practising registrants who are currently registered with the college.

The following persons are **not** eligible to be elected as a vice chair, chair, past chair or council members.

- a current employee of CSASK;
- a former employee of CSASK (or SASLPA) in the previous three years;
- a practising registrant who was not licensed or a non-practising registrant who was not registered during the six months prior to the nomination period;
- a registrant who resides and works outside of Saskatchewan; and
- a person convicted of an indictable offence under the Criminal Code (Canada).

Vice Chair, Chair and Past Chair:

- are elected to serve the first year as vice chair, the second year as chair, and the third year as past chair; and
- nomination is limited to registrants who have a minimum of five years experience in either profession.

Council Members:

- are elected for a two-year term.

Government-Appointed Public Representatives:

- are appointed by the Lieutenant Governor in Council for a three-year term;
- are eligible for re-appointment to a second (and final) term of equal length to their first term appointment; and
- continue to hold office (even after the second term has expired) until a replacement is formally appointed.

MEETINGS OF THE COUNCIL

Preparation: Council members will:

- make every reasonable effort to attend meetings of the council and committees, to which they have been appointed; and
- commit sufficient time to prepare for meetings by reviewing the meeting package in order to be an active participant in council discussions and decisions.

Location:

- With council's consent, any council member may participate by telephonic or electronic means that permits adequate communication will all participants. A council member participating by virtual means is deemed to be present at the meeting.

Quorum:

- refers to the minimum number of council members that must be present to carry out council business; and
- consists of a majority of the voting members of the council, including at least one government-appointed public representative.

Voting:

- All questions voted on at a meeting of the council are decided by a majority of votes of those present and voting; and
- All members of council are considered voting officers of the college. The chair shall cast the deciding vote in the event of a tied vote for motions put before the council at council meetings.

Minutes:

- the chair will assign a council member to keep a record of the council meeting;
- will be initial reviewed by the chair and 1 other member of council and then circulated in advance of the next council meeting;
- will document any declared conflicts of interest by a council member; and
- will record any in-camera portions of a meeting by including the items discussed and the decision(s) made.

COMPENSATION

- CSASK appointed council members are eligible for:
    - remuneration for attending to council business during their term of office; and
    - reimbursement of any actual expenses incurred in order to carry out the duties associated with their respective council positions.
- Remuneration and reimbursement is to be paid from the general funds of the college as outlined in the relevant administrative policy; and
- Public representative expenses and honoraria are paid by the Saskatchewan Ministry of Health. CSASK policies regarding expenses and honoraria do not apply to government-appointed public representatives.

CSASK

GOVERNANCE MANUAL

SECTION
V Governance Policies and Procedures

DATE OF ISSUE
November 8, 2007

REPLACES
November 8, 2007

AUTHORIZATION
Council Meeting:
March 27, 2024

POLICY NO. 2

CHAIR – TERMS OF REFERENCE

PURPOSE

This document outlines the role and responsibilities, as well as the general expectations of the council chair.

See *Policy No. 1 Council: Terms of Reference,* for information pertaining to:

- the chair's term of office;
- council meeting preparation;
- council meeting quorum, voting and minutes; and
- council member compensation.

AUTHORITY

In accordance with the CSASK Administrative Bylaws, the chair shall:

- act as spokesperson for the college;
- preside at all meetings of the college and of the council;
- exercise general control and supervision over the affairs of the council;
- be accountable for the integrity of the council's processes;
- be an ex-officio non-voting member of all committees; and
- in the absence of a staff recorder, assign a council member to keep a record of all meetings of the council.

ACCOUNTABILITIES AND RESPONSIBILITIES

Leadership

- Ensure adherence and accountability to CSASK's legislated responsibilities, strategic directions and policies;
- Act as chairperson of the council, annual, or special meetings in accordance with Robert's Rules of Order Newly Revised, current edition. The chair shall preside at every regular meeting of the college or, if unable to attend, may delegate this duty to either the vice chair or the past chair;
- Oversee all activities of each Council member and of each committee by requesting regular attendance at meetings and regular committee updates and reports;
- Orient and support new and existing council members by providing direction and advice;
- Receive all matters directed to the attention of the council;
- Foster a healthy governance culture and maintain the boundaries between council and operational responsibilities;
- Act as the council contact for the college's regulatory and standing committees; and
- Attend committee meetings as necessary.

Representation

- Represent CSASK at public or official functions as necessary or required by the council;
- Participate in meetings or events in the absence of the designated CSASK representative (ex. meetings of the Network of Interprofessional Regulatory Organizations or of the national SLP/AUD group of regulators;
- Maintain regular contact with the national association representatives for Saskatchewan; and
- Communicate and/or meet with external agencies or key stakeholders as needed (Workman's Compensation Board; RCMP, insurance companies, advertisers, media).

Administration/Management

- Act as a co-signing authority on behalf of the college;
- In the absence of the Executive Director/Registrar, assume the functions assigned to that position including overseeing the duties of the college staff; and
- In conjunction with the Executive Director/Registrar, prepare the agendas for the council, special, and annual general meetings.

CSASK

GOVERNANCE MANUAL

SECTION
V Governance Policies and Procedures

DATE OF ISSUE
June 19, 2008

REPLACES
June 19, 2008

AUTHORIZATION
Council Meeting:
March 27, 2024

POLICY NO. 3

VICE CHAIR – TERMS OF REFERENCE

PURPOSE

This document outlines the role and responsibilities, as well as the general expectations of the council vice chair.

See *Policy No. 1 Council: Terms of Reference,* for information pertaining to:

- the vice chair term of office;
- council meeting preparation;
- council meeting quorum, voting and minutes; and
- council member compensation.

AUTHORITY

In accordance with the CSASK Administrative Bylaws, the vice chair shall:

- In the absence of the chair, perform the duties of the chair; and
- perform any duties that may be assigned by the council or the chair.

ACCOUNTABILITIES AND RESPONSIBILITIES

The vice chair supports the chair in the effective management of the council and takes on specific roles when authorized to do so by the chair.

The vice chair shall:

- perform the duties of the chair in the absence of the chair;
- participate in activities in preparation to assume the role of chair (such as meeting regularly with the executive director/registrar and the chair); and
- attend all meetings of the college and council.
    - If there is no chair or if at any annual or special meeting the chair shall not be present within 15 minutes after the time appointed for the holding of the meeting, or shall be unwilling to act as chair, the vice chair shall chair the meeting.
    - In the absence of the chair at any regular meeting of the college, the vice chair may be delegated the duty of presiding at such meetings.

POLICY NO. 4

PAST CHAIR – TERMS OF REFERENCE

GOVERNANCE MANUAL

SECTION
V Governance Policies and Procedures

DATE OF ISSUE
June 19, 2008

REPLACES
June 19, 2008

AUTHORIZATION
Council Meeting:
March 27, 2024

PURPOSE

This document outlines the role and responsibilities, as well as the general expectations of the council past chair.

See *Policy No. 1 Council: Terms of Reference,* for information pertaining to:

- the past chair's term of office;
- council meeting preparation;
- council meeting quorum, voting and minutes; and
- council member compensation.

AUTHORITY

In accordance with the CSASK Administrative Bylaws, the council past chair shall:

- be a member of the Legislation and Bylaws Committee;
- act in an advisory capacity to the council; and
- perform such duties as may be assigned by the council or the chair.

ACCOUNTABILITIES AND RESPONSIBILITIES

The past chair supports the chair in the effective management of the council and takes on specific roles when authorized to do so by the chair.

The past chair shall:

- shall attend all meetings of the college and the council;
- at the discretion of the chair and council, continue to sit on any ad hoc committees they were serving on as chair;
- act as chair of the Legislation and Bylaws Committee;
- assist in orientation of new Council members; and
- in the absence of the chair and the vice chair, may be delegated the duty of presiding at any meeting of the college.

POLICY NO. 5

COUNCIL MEMBER – TERMS OF REFERENCE

GOVERNANCE MANUAL

SECTION
V Governance Policies and Procedures

DATE OF ISSUE
January 30, 2009

REPLACES
January 30, 2009

AUTHORIZATION
Council Meeting:
March 27, 2024

PURPOSE

This document outlines the role and responsibilities, as well as the general expectations of the Council Member.

See *Policy No. 1 Council: Terms of Reference,* for information pertaining to:

- the council member term of office;
- council meeting preparation;
- council meeting quorum, voting and minutes; and
- council member compensation.

AUTHORITY

In accordance with the CSASK Administrative Bylaws, the Council Member shall:

- represent the views of the membership on matters before the council; and
- perform any duties as may be assigned by the council or the chair.

ACCOUNTABILITIES AND RESPONSIBILITIES

The Council Member shall:

- attend all meetings of the college and council;
- be familiar with CSASK legislation and assist council in the application of legislation to emerging issues;
- participate on the Registration and Licensing Committee (applies to one Council Member); and
- carry out special duties or projects that may be assigned by the chair or council.

CSASK

GOVERNANCE MANUAL

SECTION
V Governance Policies and Procedures

DATE OF ISSUE
November 28, 2008

REPLACES
November 28, 2008

AUTHORIZATION
Council Meeting:
March 27, 2024

POLICY NO. 6

PUBLIC REPRESENTATIVE – TERMS OF REFERENCE

PURPOSE

This document outlines the role and responsibilities, as well as the general expectations of the government-appointed council public representatives.

See *Policy No. 1 Council: Terms of Reference,* for information pertaining to:

- the public representative term of office;
- council meeting preparation;
- council meeting quorum, voting and minutes; and
- council member compensation.

AUTHORITY

In accordance with The CSASK Administrative Bylaws, the government-appointed public representative shall:

- represent the views of the public on matters before the council;
- report to council on public concerns; and
- perform any duties that may be assigned by the council or the chair that are consistent their role of representing the public interest.

ACCOUNTABILITIES AND RESPONSIBILITIES

As designated by the Saskatchewan Ministry of Health, the public representatives shall:

- ensure that the profession acts fairly, follows the Act and its bylaws, and fosters appropriate standards of practice and professional ethics;
- bring the public perspective to the table using sound judgment and common sense to keep the broad public interest front and centre;
- participate on the Discipline Committee;
- participate in meetings with members of the public and in public forums; and
- prepare a message in the CSASK annual report for submission to the Minister of Health.

CSASK

GOVERNANCE MANUAL

SECTION
V Governance Policies and Procedures

DATE OF ISSUE
September 11, 2010

REPLACES
September 11, 2010

AUTHORIZATION
Council Meeting:
September 26, 2018

POLICY NO. 7
CONFIDENTIALITY AGREEMENT

POLICY

In accordance with legal advice provided by counsel to the College of Speech-Language Pathologists and Audiologists (CSASK) Council Members, each contracted employee and/or staff member will complete and sign a confidentiality agreement.

PROCEDURE

1. Upon commencement of the contract/council term with CSASK, the individual must complete and sign the document titled *Oath of Confidentiality* **(see Appendix # VI. B. 3**).
2. The Executive Director/Registrar, or alternate designate as appointed by Council, will review the *Agreement* with the individual and ensure the document is appropriately signed and witnessed.
3. Each signed agreement will be filed securely at the CSASK office.
4. A new confidentiality agreement must be completed, signed, and dated with each new individual committee member, staff member or contracted employee with CSASK.

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GOVERNANCE MANUAL

SECTION
V Governance Policies and Procedures

DATE OF ISSUE
March 26, 2018

REPLACES
February 27, 2024

AUTHORIZATION
Council Meeting:
May 28, 2025

POLICY NO. 8

NEW COUNCIL MEMBER ORIENTATION AND MENTORING POLICY

VALUE STATEMENT

Newly appointed College of Speech-Language Pathologists and Audiologists (CSASK) council members are provided with orientation and mentorship to support informed decision-making that aligns with the college's mandate and strategic directions.

POLICY

Newly appointed council members will be provided with an orientation to council and given the opportunity to be mentored by an outgoing council member, of the same position. Mentorship and orientation provide opportunities to learn about council responsibilities and legislation as well as to assist members to feel more comfortable and confident in informed decision making. Mentorship supplements the orientation and supports the new member by providing access to a resource person to answer questions and review materials as needed.

Regular council evaluations are conducted to assess the effectiveness of the orientation and mentorship experience in terms of:

- understanding the organizational goals and strategic directions;
- understanding key governance principles;
- creating a supportive and positive environment for all council members.

Collecting feedback at regular points throughout a council member's term builds engagement and allows opportunities for ongoing improvements to the council onboarding process.

PROCEDURE

Prior to their first meeting, new council members will:

- be welcomed to the council by the chair;
- participate in orientation delivered by the Executive Director/Registrar (EDR) on the following topics:
    - Principles of governance and self-regulation;
    - General council and position-specific responsibilities;
    - CSASK background and history;
    - Current issues facing CSASK;
    - Relationship between CSASK staff, council and committees;
    - Strategic directions set by council; and
    - Council meeting procedures.
- be provided with contact information for the outgoing council member of the same position.
- attend a virtual or in-person introduction with the outgoing council member (facilitated by the EDR). When this is not possible, incoming council members will be connected with other council members to facilitate a mentorship opportunity;
- access and familiarize themselves with the council digital fileshare system;

- review the Governance Manual and other key documents (legislation etc.)
- review additional training resources and reading materials (governance webinars, articles, etc.);

Evaluation

- When required, an evaluation survey will include a section for new council members on orientation and mentoring.
- Evaluations will be conducted throughout a council member's term of office to capture feedback as the member becomes increasingly acquainted with their role and the college.
- Surveys will be distributed electronically and according to the following schedule:
    1. Survey #1 - Following council orientation and initial connection with mentor.
    2. Survey #2 - Following the first council meeting/strategic planning meeting.
    3. Survey #3 - At the conclusion of the council member's first year.
    4. Survey #4 - At the conclusion of the council member's term.
- Survey responses must not be anonymous, thus allowing the EDR or Council Chair to follow up with the respondent to gain further insight.
- Survey feedback will be destroyed (deleted) once operational improvements have been made to the council orientation process. De-identified feedback may be retained for longer periods or permanently for historical reference.
- CSASK staff will distribute the survey with a defined due date for responses.
- Information will be reviewed by the EDR and Council Chair and proposed revisions will be made to the survey questions, policy or orientation processes, as required.

POLICY NO. 9
CONFLICT OF INTEREST – STAFF, COUNCIL AND COMMITTEE MEMBERS

GOVERNANCE MANUAL

SECTION
V Governance Policies and Procedures

DATE OF ISSUE
September 11, 2010

REPLACES
September 11, 2010

AUTHORIZATION
Council Meeting:
September 26, 2018

VALUE STATEMENT

All CSASK staff, council and committee members demonstrate honesty, integrity and professionalism.

POLICY

The members of staff, council and committees shall act, at all times, in what they believe to be the best interests of CSASK and of the public interest.

Staff, council and committee members must refrain from placing themselves in any position in which there is conflict of interest - actual, potential or perceived - between their CSASK responsibilities and their personal interests or their responsibilities to themselves or others.

A conflict of interest is deemed present when an individual has an outside interest that can unduly or adversely influence how the individual might conduct CSASK business. A conflict of interest exists whether or not the individual is actually swayed by the competing interest.

a) No staff, council or committee member, or her/his spouse, spousal equivalent, or dependent child, shall enter into any business arrangement with CSASK in which they are interested directly or indirectly except: (a) on a written and competitive sealed quotation basis; and (b) having declared any interest therein, and the applicable member having refrained from voting thereon.
b) Any staff, council or committee member having a conflict of interest shall declare the details of that conflict before discussion of the question and absent her/himself from the portion of the meeting during which discussion or voting affected by that conflict takes place.
c) A council or committee member who abstains from participation due to conflict of interest is still included in determining quorum.
d) The minutes must record all declarations of conflict of interest.

PROCEDURES

1. Staff, council or committee members must declare in writing or verbally to the Chair the details of their conflict before any discussion of the question. The staff, council or committee member must then leave the meeting for the duration of the discussion affected by the conflict. This shall be recorded in the minutes.
2. If a staff, council or committee member (spouse, dependent) is entering into a business relationship with CSASK, they must submit a sealed bid to Council for the business. CSASK must secure a minimum of three quotations for this business. All variables being equal, the business must go to the lowest bid.

CSASK

GOVERNANCE MANUAL

SECTION
V Governance Policies and Procedures

DATE OF ISSUE
January 15, 2016

REPLACES
January 15, 2016

AUTHORIZATION
Council Meeting:
February 27, 2025

POLICY NO. 10

ACCEPTABLE INFORMATION TECHNOLOGY USE

VALUE STATEMENT

The College of Speech-Language Pathologists and Audiologists of Saskatchewan (CSASK) values the responsible use of information technology and the corporate network to effectively support the mandate of the college. For the purposes of this policy, "information technology" includes:

- the Internet,
- computer hardware,
- software programs,
- email,
- telephones/cellular phones,
- voicemail,
- printers; and
- fax machines.

POLICY

- Information technology should be used for the sole purpose of CSASK business.
- All CSASK employees will ensure that corporate resources and equipment are used appropriately and responsibly for the protection of all parties involved. Compliance with relevant legislation, caution, and sound judgement will be used to safeguard the operating integrity of technology systems and their accessibility by others.

PROCEDURES

Employee Responsibilities:

- Equipment must be responsibly cared for and maintained in good working order. Any issues regarding the condition or functioning of equipment must be reported immediately to the relevant service provider and Executive Director/Registrar.
- Employees are responsible for the content of all information accessed, transmitted or managed using the information technology systems.
- Employees must not access network data or information that is not directly related to their role or responsibilities within the organization.
- Use of information technology must not negatively impact an employee's productivity or performance.
- Employees must securely store and protect all passwords.
- Employees must promptly return equipment if CSASK determines that there is no longer a need to possess such equipment or if the individual is no longer employed with the college.
- In the event a security incident or breach of any security policies is suspected or confirmed, the employee must immediately notify the Executive Director/Registrar.

Monitoring

- All information stored on CSASK equipment is the property of CSASK.
- CSASK reserves the right, at all times and without notice, to inspect all information technology/company property and monitor use of the corporate network to ensure compliance with the policies and procedures.

Non Compliance:

- Violation of this policy will be subject to corrective discipline up to and including possible dismissal.
- If the equipment or other related items are stolen, vandalized, misplaced, destroyed, etc. due to improper use, an employee may be responsible to reimburse CSASK the amount required to replace or repair the equipment, software or other related item.

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GOVERNANCE MANUAL

SECTION
V Governance Policies and Procedures

DATE OF ISSUE
March 11, 2016

REPLACES
March 11, 2016

AUTHORIZATION
Council Meeting:
February 27, 2025

POLICY NO. 11

CONDUCTING OR PARTICIPATING IN VIRTUAL MEETINGS

VALUE STATEMENT

The College of Speech-Language Pathologists and Audiologists of Saskatchewan (CSASK) values facilitating opportunities for engagement with stakeholders.
Although face-to-face meetings are often preferred, CSASK believes that with guidelines, it is possible to work effectively and productively via virtual meetings. Virtual meetings can present a number of advantages including cost-savings and increased meeting attendance and participation across long distances.

POLICY

CSASK shall utilize tele/videoconference technology that permits all participants to communicate adequately with each other during the meeting. Videoconference or a combination of video/teleconference is preferred to teleconference alone. An individual so participating in a meeting, is deemed to be present at the meeting.

PROCEDURE

1. **Meeting Preparation:**
    - Send the agenda and meeting materials at least 5 days prior to the meeting. Consider topics and whether they can be effectively discussed in a virtual setting (i.e. complex or controversial topics).
    - Ensure you have the necessary equipment to participate virtually.
    - Test equipment prior to the meeting and open the meeting at least 10 minutes prior to start time to allow participants to log-in early and ensure equipment is functioning.
    - Ensure your setting is properly lit and free of any extraneous noises or distractions.
    - Arrange for technical support to be available on the meeting date.
    - Monitor emails prior to the meeting to identify last minute regrets or those requiring technical support.

2. **During the Meeting:**
    - Keep your camera on throughout the duration of the meeting.
    - Consider announcing your name prior to speaking if there are a large number of attendees to make it easier for participants and the recorder to determine who is speaking.
    - Use the “mute” feature when you are not speaking to eliminate extraneous noises.
    - Keep side conversations to a minimum.

- Facilitators/Chairs must:
    - Use round-robin process for discussions to avoid having a few people dominate the conversation and to allow quiet individuals a chance to provide input.
    - Ensure that those attending by teleconference are provided with an opportunity to participate.

CSASK

GOVERNANCE MANUAL

SECTION
V Governance Policies and Procedures

DATE OF ISSUE
February 27, 2025

REPLACES
New

AUTHORIZATION
Council Meeting:
February 27, 2025

POLICY NO. 12
COUNCIL MEETINGS

AUTHORITY

In accordance with *The Speech-Language Pathologists and Audiologists Act:*

> 7(1) The council shall govern, manage and regulate the affairs and business of the college.

In accordance with the *College of Speech-Language Pathologists and Audiologists of Saskatchewan (CSASK) Administrative Bylaws:*

> **20**(1) Meetings of the council shall be called by the chair or as arranged at a previous meeting of the council with no fewer than five meetings being held between annual meetings of the college.
>
> (2) Any or all council members may, with council's consent, participate in a council meeting by telephonic or electronic means that permits all participants to communicate adequately with each other during the meeting and a council member participating in a meeting in that manner is deemed to be present at the meeting.

POLICY

CSASK council meetings will be carried out in a manner that:

- supports informed decision making consistent with the college's mandate of public protection;
- supports high-quality, constructive and meaningful dialogue; and
- promotes the transparency of council business and processes.

When possible, council shall strive to conduct council business and make all decisions within a council meeting. Council business and decision-making may occur via electronic means, provided the motion is recorded.

PROCEDURE

1. **Meeting Scheduling**
    - Where possible, the dates of council meetings should be selected a minimum of three months in advance.
    - Meeting dates with less notice shall be held at a date and time when quorum can be achieved.
    - One month's notice will be provided to council members when the length of a meeting is being amended.
    - The Council may meet in-person at a specific location, virtually or through a hybrid approach. Decisions surrounding the location of meetings will be made in a fiscally responsible manner to ensure meeting costs are kept to a minimum.

2. **Meeting Materials**
    - Meeting materials should be succinct and structured to effectively prepare council members for discussion and decision-making. Verbal reports are appropriate when they can effectively prepare the council for discussions.
    - Where possible, meeting materials should be distributed via digital means in a reasonable time frame in advance of a regularly scheduled meeting.
    - Council members are responsible for secure storage and disposal of meeting materials.

    Open Agenda
        - At their discretion, council may opt to permit non-council members or members of the public to observe open sections of council meetings. Minutes may be made available following the meeting.
        - Meeting materials for open sections of council meetings may be made publicly available at the discretion of the council.

    Closed Agenda
        - Closed sections of council meetings are limited to council members and approved staff positions. Observers are not permitted.
        - Closed agenda items are sensitive in-nature and not ready for public disclosure. The closed agenda items will be discussed in-camera to protect the privacy and/or security of individuals or entities. In-camera agenda items, discussion and supporting materials will be kept in strict confidence. Decisions made during an in-camera discussion will be reflected in the minutes.

3. **Public Meetings**
    - A non-council member or a member of the public may request to attend council meetings.
    - Requests should be made directly to the council chair or to the chair through the Executive Director/Registrar, at least five business days in advance of a council meeting. The council chair is authorized to grant or deny such requests at their discretion.
    - A non-council member or a member of the public may observe the open agenda items only.
    - Only the open agenda is distributed to non-council members in advance of the meeting.
    - Non-council members or members of the public are not permitted to participate in council meetings/discussions.

4. **Presentations to the Council**
    - Non-council members or CSASK staff wishing to present information to the council may make a request directly to the council chair, or to the council chair through the Executive Director/Registrar, 30 days in advance of a council meeting.
    - The council chair is authorized to grant or deny such requests at their discretion, based on the relevance of the subject to CSASK's mandate and based on the priority in relation to the other agenda items.
    - The time allotted to presentations will be limited to 10 minutes.

5. **Council Meeting Minutes**
    - Following the council meeting, minutes will be reviewed by the council chair and vice chair and approved and the next council meeting.

CSASK

GOVERNANCE MANUAL

SECTION
V Governance Policies and Procedures

DATE OF ISSUE
March 14, 2005

REPLACES
September 19, 2025

AUTHORIZATION
Council Meeting:
May 27, 2026

POLICY NO. 13

COUNCIL, COMMITTEE AND STAFF EXPENSES

AUTHORITY

In accordance with the *College of Speech-Language Pathologists and Audiologists of Saskatchewan (CSASK) Administrative Bylaws:*

> *The council may from time to time establish the amount of remuneration payable to council and committee members.*

POLICY

Council, committees and staff members will be provided with a budget for duties and tasks assigned to them prior to the commencement of the fiscal year, based on projected activities and expenses, and subject to normal budgeting procedures. Approved expenses may be claimed when travelling beyond your home location. Home location is defined as your regular place of work.

To carry out the duties and tasks required of them in their roles, council, committee and staff members will be reimbursed for actual expenses incurred as defined by CSASK's currently approved *Travel and Expense Rates* (see Section II below). Expenses must be submitted with appropriate receipts.

PROCEDURE

Section I

1. In April of each year, the Executive Director/Registrar will update the CSASK Travel and Expense Rates (Section II) in alignment with the *Government of Canada's National Joint Council Treasury Board Rates*. All rates are rounded up or down to the nearest whole number. The rates will be reviewed by the chair and any substantial rate increases or decreases that would be considered atypical will be brought to council's attention for review.
2. To permit flexibility in meal reimbursement, council, committee and staff members are provided with a daily meal allowance, however, reimbursement cannot be claimed if meals are provided at meetings or conferences.
3. Council, committee and staff members will forward budget projections to the Executive Director/Registrar by April 30th of the prior fiscal year. Budget projections are to include travel and related expenses (e.g., hotel, meals, etc.) as well as estimates for ongoing expenses and any special events the committee may be planning. Once the budget has been approved by council, all council members and committee chairs will be notified as to the amount of funding available.
4. Any deviation from the approved budget must be approved by council.

5. Original receipts for reimbursement of meeting expenses are to be submitted to CSASK within 30 days of the expense being incurred, and no later than December 31st of each fiscal year.
6. For major travel expenditures, prior approval from council must be received.
7. Claim for reimbursement is to be made using the *CSASK Council & Committee Honorarium and Expense Form* (see Appendix) which can be obtained from the CSASK fileshare or through the CSASK office.
8. Expense forms, together with supporting receipts, are to be forwarded electronically to office@csask.ca.

Section II – CSASK Travel and Expense Rates (Effective April 1, 2026)

1. Air Travel: Receipts are required. Approval will be for economy class only; members/staff are to take advantage of the most economical rates whenever possible.

2. Travel by Private Vehicle: 55cents/km

3. Meals: Receipts are required. Applicable taxes and gratuities will be reimbursed, with gratuities not to exceed 20% (total not to exceed below amounts). Excess charges will be reimbursed on a per request basis to Council. Alcohol will not be reimbursed.

	Canada and U.S.	Depart By:	Return After:
Breakfast	$30.00	7:30 am	8:30 am
Lunch	$30.00	11:30 am	12:30 pm
Dinner	$62.00	5:30 pm	6:30 pm
Daily Meal Allowance Total (for full days)			$122.00

4. Accommodation: To take advantage of the most economical rates (group rates) whenever possible, with actual charges supported by receipts.

5. Incidental Expenses:

Parking: reimbursement of actual expense supported by receipts.

Telephone: charges for CSASK related business are allowable, supported by receipt, name of party called and reason for call.

Taxis/Shuttles: actual expense supported by receipt.

6. Other: Additional items as approved by Council.

POLICY NO. 14
HONORARIA FOR COUNCIL & STANDING COMMITTEE MEMBERS TO ATTEND APPROVED CSASK ACTIVITIES

GOVERNANCE MANUAL

SECTION
V Governance Policies and Procedures

DATE OF ISSUE
January 30, 2009

REPLACES
May 28, 2025

AUTHORIZATION
Council Meeting:
May 27, 2026

VALUE STATEMENT

The *College of Speech-Language Pathologists and Audiologists of Saskatchewan* (*CSASK) Administrative Bylaws* require council to hold no fewer than five meetings during the year in addition to the Annual General Meeting. Council members are required to be in attendance, in person or by teleconference, at these meetings in order to constitute a quorum for voting purposes; voting processes are required to run the affairs of the regulatory body. On occasion, committee chairs and/or committee members may also be asked to attend council meetings to discuss particular points of CSASK business or workshops that relate to the ongoing activities of the committee.

The honoraria for council members was established on the principle that registrants should not incur financial hardship when becoming involved in the work of the regulatory body. CSASK acknowledges the costs associated with participating in council and council-related activities. However, there is no assumption that the council or committee members receive compensation for participation. All council members are expected to invest time to prepare for meetings and therefore all council members are eligible to request honoraria.

POLICY

In recognition of the time and expertise that council members offer to their position, the following *combined honoraria* has been developed. The *combined honoraria* includes both *meeting honoraria* and *recognition honoraria*.

Public Representatives Appointed by the Lieutenant Governor in Council:
The honoraria as described in this policy, does not apply to government-appointed public representatives. Public representatives receive remuneration from the Saskatchewan Ministry of Health and are not eligible for the CSASK meeting or recognition honoraria. Nevertheless, all council members are expected to display consistent meeting attendance, active participation during meetings, responsiveness to emails or requests for information, and fulfillment of service commitments. Any concerns with public representative behaviour or performance will be first addressed by the chair directly with the public representative. Any ongoing concerns will be reported directly to the Ministry of Health.

Meeting Honoraria:
For council meetings, appointed council members may request a *meeting honorarium* of $125.00 for a half-day (four hours or less) or $250.00 for a full day (more than four hours).

For council members or statutory committee members who attend other required CSASK activities, an hourly rate of $31.25 will apply. Required CSASK activities, must be pre-approved by the CSASK Chair and may include attending conferences/workshops with the purpose of representing CSASK and attending education sessions (at the request of CSASK council).

Note:

- Honoraria does not apply to council member attendance on CSASK committees
- Honoraria does not apply for short council meetings scheduled outside of the annual council meeting schedule.

Recognition Honoraria:

After the Annual General Meeting, the following *recognition honoraria* are paid to council members in recognition of the time and effort required for their service:

- The Vice Chair, Chair and Past Chair positions receive $1,200 each.
- The Council Member positions receive $600 each.

PROCEDURE

1. Council members/committee chairs requesting the *meeting and recognition honorarium* will complete a *Request for Honorarium Form* which can be obtained from the Council Teams FileShare and submitted to office@csask.ca.
2. Meeting honoraria requests must be submitted within two weeks of a council meeting, with Executive Director/Registrar discretion for approval of late submissions.
3. Any deviation from the approved budget must be approved by council.
4. Council members receiving honoraria exceeding $500 will be issued a T4 slip reporting their honorarium payments for the entire calendar year. As per CRA requirements, CPP and income tax deductions will be applied to all honoraria payments.
5. Recognition honoraria is contingent on consistent meeting attendance, active participation during meetings, responsiveness to emails or requests for information, and fulfillment of service commitments. CSASK council members are expected to consistently demonstrate CSASK values in carrying out the duties of their council position. When gaps have been identified in attendance or fulfillment of duties, a council member's recognition honorarium may be subject to approval by council and may be reduced to reflect the extent to which position-specific duties were completed throughout the year.

C S A S K

GOVERNANCE MANUAL

SECTION
V Governance Policies and Procedures

DATE OF ISSUE
May 6, 2020

REPLACES
New

AUTHORIZATION
Council Meeting:
May 6, 2020

POLICY NO. 15

PRACTICE GUIDELINES: DEVELOPMENT AND APPROVAL

VALUE STATEMENT

The CSASK values ethical practice and accountability. Practice guidelines are intended to provide information to the public and to registrants regarding the education, knowledge and skills that are required to provide safe and ethical services. CSASK registrants are to be held accountable if Practice Guidelines are not followed.

POLICY

The CSASK Council will follow standard procedures when practice guidelines are developed (or updated) and approved.

PROCEDURE*

1) Development (or updating)
    a. Call out to registrants with topic expertise to form guideline development committee.
    b. The Committee creates a final draft document.
    OR
    b. The CSASK staff work with the committee to create a final draft document.
    c. The Committee submits the final draft to council for review. Document will be in PDF format and each line will be numbered for easy reference.

2) Review
    a. Council reviews the final draft and submits revisions to the Committee.
    b. Committee/staff completes amendments (as required) and submit back to Council.
    c. Council approves final draft of document.
    d. Staff send document to CSASK registrants for review. Document will be in PDF format and each line will be numbered for easy reference. A survey will accompany the document so that the feedback can be systematically reviewed.
    e. Committee/staff complete amendments (if required).

3) Approval
    a. Council passes a motion approving the guideline for use.
    b. Guideline sent to registrants and placed on website.

*The CSASK acknowledges the Alberta College of Speech-Language Pathologists and Audiologists in the development of this policy.

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GOVERNANCE MANUAL

SECTION
V Governance Policies and Procedures

DATE OF ISSUE
September 11, 2010

REPLACES
September 11, 2010

AUTHORIZATION
Council Meeting:
September 19, 2025

POLICY NO. 16
SECURITY OF RECORDS

POLICY

The College of Speech-Language Pathologists and Audiologists (CSASK) respects the federal *Personal Information Protection and Electronic Documents Act (PIPEDA)* and the provincial *Health Information Protection Act (HIPA)* privacy legislation and wishes to voluntarily comply with its ethical obligations under these Acts. CSASK shall maintain and enforce a framework for the protection and management of all organizational records.

PROCEDURES

Data Protection Strategies

I. Physical Security Measures:

- Shut and lock doors and cabinets as required;
- Keep building passes/key fobs secure, if issued;
- Confidential and sensitive information must be inaccessible to members of the public and not left—even for short periods—where they might be looked at by unauthorized persons.
- Records will be on-site wherever possible. When records must be taken off-site, they should be kept secure at all times.
- Lock computer screens and electronic devices when left unattended.
- Laptops are stored in locked cabinets/drawers at the end of each workday.
- Cameras are installed on the outside of the office entry with live monitoring available to staff.
- The office is equipped with an alarm system with unique codes for each staff member.

II. Retention and Disposition of Records

- Retention and disposition procedures are outlined in the relevant CSASK policy.

III. WIFI Networks

- When outside of the office network, utilizing a hotspot from one's cell phone is required, with the use of public wifi as an urgent, last-resort.
- CSASK computers should always be protected by a firewall and have current security patches/updates applied.
- Personal computers should never be used to access CSASK data over public wifi network.

IV. Access Controls

- Access to records is granted based on an individual's role and responsibilities.

- Electronic access to file storage is reviewed during the onboarding process and access is revoked during staff, council and committee offboarding or when a committee or working group is dissolved.
- File logging and auditing is enabled to track when a record is accessed, by whom, and whether the accessing individual has the necessary authorization;
- Enable a service to manage, secure, and protect corporate devices, and data (a unified endpoint management).
- Each user should attempt to maintain the security of data at its classified level even if technical security mechanisms fail or are absent.
- Vendors (e.g. IT support personnel) with remote access to the network will only be enabled during the time period the access is required and will be disabled once access is no longer required.
- All employees will have access to confidential information and therefore will undergo criminal record checks prior to commencing employment with the college.
- Where possible access to documents is provided through secure links, rather than attachments to emails.
- Data should be encrypted wherever possible (in transit and at rest).
- All workstations, servers, software, system components etc. must have up-to-date system security patches installed to protect the asset from vulnerabilities and utilize firewalls where possible.

V. Training and Awareness

- Employees must participate in cybersecurity training during the onboarding process and at regular intervals throughout employment.
- Signed confidentiality agreements that outline expectations surrounding collecting, using, or disclosing personal, sensitive or confidential information.
- Employees must exercise sound judgement and take reasonable steps to prevent unauthorized access to confidential information.
- Employees may use CSASK email, internet, and IT resources only for legitimate CSASK business and limited incidental personal use. They must not create, access, store, or transmit unlawful, discriminatory, harassing, defamatory, pornographic, obscene, threatening, hateful, or otherwise inappropriate material, nor use resources for personal commercial activity or to bypass security controls.

VI. Password Protection

- Passwords are considered confidential data and must be changed at regular intervals.
- Strong passwords must always be used where possible, employing a mix of numeric, alpha and special characters.
- Devices should have password-protected log-out enabled to prevent casual viewing of confidential or sensitive information by others;
- IDs or passwords must not be disclosed to other people. If other members have a need to access records, appropriate access should be organized for them.
- IDs or passwords should not be left unsecured.
- IDs and passwords must be revoked as soon as authorized users resign, are dismissed or their term comes to an end;
- Unique passwords must be setup for new users and the users prompted to change the password on first login.

VII. Multi-Factor Authentication (MFA)

- MFA is enabled for all users wherever possible.

VIII. Breach and Incident Reporting

- Any suspected or actual security breach must be reported immediately to the Executive Director/Registrar and IT support (clicking on a suspicious email, visiting an unauthorized webpage, having a computer or mobile device go missing, etc.).
- Maintain up-to-date anti-virus protection on computer systems.
- Ensure data backup intervals and methods, and disaster recovery plans, are in place and periodically reviewed;
- E-mails with unexpected attachments should not be opened. Verify the legitimacy of any such emails through a method outside of email (i.e. calling the sender, speaking to them in person, etc.) Unexpected, suspicious emails should be deleted. No one should forward any e-mail, which they suspect may contain a virus. Other staff members must be notified of suspicious emails in case the email was distributed to multiple recipients in the college.

POLICY NO. 17

RISK MANAGEMENT POLICY

GOVERNANCE MANUAL

SECTION
V Governance Policies and Procedures

DATE OF ISSUE
September 19, 2025

REPLACES
New

AUTHORIZATION
Council Meeting:
September 19, 2025

VALUE STATEMENT

An effective risk management strategy is an essential part of the governance framework of the College of Speech-Language Pathologists and Audiologists (CSASK). Effective risk management supports the college in fulfilling its mandate of public protection by minimizing risk and potential negative impacts to CSASK operations. Well-defined risk policies and procedures outline a structured approach to managing risk management that is appropriate for the CSASK's size and complexity.

DEFINITIONS

Risk Appetite – The overall willingness of the college to accept a defined amount of risk to achieve its strategic objectives.

Risk Impact – The potential severity and consequence a risk could have on an organization if it materializes (e.g. financial loss, physical harm, etc.). Impact is measured at low, moderate, or high level of impact.

Risk Likelihood – The probability or chance of a risk occurring. Likelihood is measured at low, moderate, or high probability of occurrence.

Risk Register – A living document that serves as a repository of all risks identified, the nature of each risk (impact and likelihood of occurrence) and any mitigation measures.

Risk Tolerance – The level of risk (and deviation from the risk appetite) that the college deems acceptable around specific objectives or risk categories.

POLICY

CSASK accepts that a level of risk is inherent in all activities and is contextually based. CSASK incorporates a consistent approach to risk identification, assessment, monitoring and reporting to support informed decision-making and resource allocation in alignment with the college's mission and strategic directions. Ongoing, risk-based discussions ensure that CSASK is poised to anticipate and respond to changing environments and leverage new opportunities.

Risk Appetite Statement – CSASK maintains a low risk tolerance with a strategic focus on:

- continuous improvement,
- accountability to the Saskatchewan government and public; and
- protection of the college's assets and resources.
  If risk levels rise beyond acceptable thresholds (i.e. the risk tolerance is exceeded), CSASK will take action to reduce them to acceptable levels.

PROCEDURE

I. Risk Identification and Assessment:

- CSASK staff and volunteers will report any identified risks/opportunities to the CSASK Executive Director/Registrar.
- On an annual basis, CSASK council will facilitate a review of internal (e.g. staff and committee information) and external sources (e.g. environmental, legislative changes, etc.) to identify potential risks/opportunities or changes to existing risks to the college. For each risk/opportunity identified, CSASK council will measure the potential likelihood and impact and assign the risk to the relevant category (detailed in Table 1.0).
- Risks shall be assessed by evaluating both their potential impact and their potential likelihood, with priority given to those posing the greatest threat to the college and the highest probability of materializing.

Table 1.0 - Risk Categories	
Operational Risks	Associated with the college's day-to-day operations or processes.
Financial Risks	Associated with the college's financial stability, profitability and ability to meet its financial obligations.
Reputational Risks	Associated with the college's reputation or public perception.
Strategic Risks	Associated with the college's ability to achieve its strategic goals and objectives.
Security Risks	Associated with threats and vulnerabilities to the college's information and systems.
Compliance (legal) Risks	Associated with the college's compliance with applicable laws, regulations or policies, which may result in legal action/disputes.
External Risks	Associated with the college's broader environment or originating from outside of the college.

II. Risk Management:

- A risk action plan will be developed outlining the response strategies to manage identified risks to an acceptable level, when possible. Potential risk response strategies are detailed in Table 2.0.

Table 2.0 - Risk Response Strategies	
Acceptance	Choosing to accept or tolerate a risk while continuing to monitor the situation. Commonly seen with low probability or impact risks, where the risk, or potential negative consequence of taking action outweighs the potential benefits.
Mitigation	Implementing strategies or internal controls to lessen the impact or likelihood of occurrence of a risk.
Transfer	Sharing or shifting the responsibility of the risk to a third party; often reflected in the formation of contractual agreements or insurance policies.
Avoidance	Eliminating exposure to a risk by withdrawing from situations or activities that can negatively affect an organization.

III. Risk Reporting and Monitoring:

- The Executive Director/Register is responsible for maintaining the risks register by recording progress of risk mitigation strategies, effectiveness of controls, and overall risk status.

- CSASK council ensures ongoing risk oversight by periodically reviewing the risk register and engaging in risk-based discussions as required. The risk register is reviewed by council as part of the consent agenda of each council meeting.
- Risk management is embedded in strategic planning, policy development and operational procedures to ensure that risks are systematically considered in all major decisions and to foster a risk-aware culture.

CSASK

GOVERNANCE MANUAL

SECTION
V Governance Policies and Procedures

DATE OF ISSUE
September 19, 2025

REPLACES
New

AUTHORIZATION
Council Meeting:
November 17, 2025

POLICY NO. 18

COUNCIL RECRUITMENT AND APPOINTMENT

AUTHORITY

In accordance with *The Speech-Language Pathologists and Audiologists Act (The Act):*

7(1) *The council shall govern, manage and regulate the affairs and business of the college.*

7(2) *The council consists of:*

(a) the number of persons elected or appointed in accordance with the bylaws; and

(b) the persons appointed pursuant to section 8.

15(1)(g)(j) *Subject to this Act, administrative bylaws may be made pursuant to section 14 for the following purposes:*

(g) prescribing the officers of the college and governing the procedure for the appointment, election or removal of those officers;

(j) governing the procedures for the election or appointment of members of the council, other than persons appointed pursuant to section 8;

In accordance with the *College of Speech-Language Pathologists and Audiologists of Saskatchewan (CSASK) Administrative Bylaws:*

7(1) *For the purposes of clause 7(2)(a) of the Act, the number of persons to be appointed to the council on the recommendation of the governance committee, is six, including:*

(a) the chair;

(b) the vice chair;

(c) the past chair; and

(d) three council members.

(2) *The person appointed to hold the office of vice chair succeeds to the office of chair and then to the office of past chair.*

16(1) *An appointment to fill the position of vice chair is made each year.*

(2) *An appointment is made to fill the position of one council member pursuant to clause 7(1)(d) in odd-numbered years and two of those council members in even-numbered years.*

18(1) *Each year the Registrar shall:*

(a) notify registrants of any vacancies arising on council; and

(b) invite registrants to submit nominations for appointments to council.

(2) *The Governance Committee shall review nomination forms and supporting documents received in light of the current composition and needs of the council.*

(3) *The Governance Committee may interview nominees for appointment during the nomination period.*

(4) *The Governance Committee shall make recommendations to council concerning the appointment of nominees to fill vacant positions on council.*

(5) *After considering recommendations from the Governance Committee, the council shall appoint eligible individuals to the council.*

(6) *The council shall appoint a member of council other than a person appointed pursuant to section 8 of the Act as vice-chair.*

POLICY

The CSASK council is responsible for exercising the powers and duties granted under *The Act* to effectively regulate the practice of audiology and speech-language pathology. This policy establishes guidelines and procedures for appointing qualified and diverse registrants to the CSASK council, ensuring a transparent, equitable, and strategic selection process. Appointments shall be based on skills, experience, values alignment and the ability to contribute strategically to the college's mandate and governance needs. In addition, applicants will possess an understanding of professional regulation in the public interest. CSASK aims to build a council that collectively embodies the diversity of perspectives, experiences, and skills found throughout Saskatchewan.

PROCEDURE

I. Responsibilities:

- **Governance Committee**: Leads the council recruitment process (including the search, vetting and recommendation of potential candidates).
- **CSASK Council:** Reviews candidate recommendations and approves all appointments.
- **CSASK Staff:** Supports the recruitment process administratively.

II. Needs Assessment

- During the spring of each year, the governance committee will review the recruiment tools for any necessary changes or revisions.
- Staff will distribute self-assessment surveys (Appendix A) to council members. Council members in the final year of their term of office, will be excluded from the survey process.
- Council members will complete the self-assessment of their perceived level of skill, attributes and experience.
- Survey responses are collected by staff, who will input all data into the Council Composition and Candidate Evaluation Matrix. The matrix proactively defines the required skills, attributes and experiences for communication to membership and in consideration of the council recruitment and selection process. The matrix serves to:
    - highlight the competencies of the current council;
    - identify gaps in skills, knowledge or attributes when planning for council recruitment/succession;
    - inform future skill development initiatives; and
    - inform risk mitigation and resource allocation where external consultants or experts may be leveraged to meet the mandate and strategic directions of the organization.

III. Candidate Identification

- A call out will be circulated to registrants (prospective candidates) detailing the following:
    - available council positions
    - sought-after skills, experience and attributes
    - council member roles/responsibilities and council member agreement form
    - time commitment expectations
    - remuneration available

    - the application process
- Expressions of interest will be sought using contact lists generated by the registrant database. Contact lists are based on registrant involvement surveys completed at the time of renewal. Outreach may also occur to individual registrants believed to possess the desired skills or attributes.
- Council members seeking re-appointment and those contacted by outreach must follow the same application process as new candidates.

IV. Evaluation and Recommendations

- The initial list of candidates will be screened by the Executive Director/Registrar to ensure candidates meet the eligibility criteria for appointment to council.
- The Executive Director/Registrar will notify the governance committee, of candidates who are under investigation for professional misonduct or incompetence, where the allegations are of a nature that would be concerning for someone who is overseeing the duties/objects of CSASK and would likely result in a suspension or removal from council. In this case, the candidate is flagged without sharing any details of the allegation.
- Staff will compile data into the Council Composition and Candidate Evaluation Matrix and all information will be forwarded to the governance committee.
- The governance committee will:
    - actively seek applicants with diverse backgrounds, cultures, perspectives and experiences to contribute to a diverse and inclusive council;
    - contact interested candidates or registrants believed to posses the sought after skills/attributes;
    - use the matrix to review the candidate competencies against the current council composition;
    - review the candidate application packages;
    - conduct interviews, collecting resumes and consult with council, as required; and
    - recommend strategies to address identified deficiencies in knowledge, skills or experience that are pertinent to the strategic objectives of the college.
- Upon review of all information, the governance committee will submit a slate of recommended candidates to the council. Information will be included outlining the candidate's suitability for appoinment to council.

V. Appointment and Orientation

- CSASK council will review the information and recommendations provided by the governance committee.
- CSASK council will vote to appoint new members by majority vote.
- All council members will be appointed by resolution into their respective positions on council including the chair and past chair.
- The council chair will notify successful and unsuccessful candidates. Unsuccessful candidates will be provided with constructive feedback to encourage professional development and future participation in the board recruitment process.
- Council onboarding and orientation will be facilitated in alignment with the related CSASK policy.

VI. Announcement

- Newly appointed council members are announced through website posting, registrant update emails and at the annual general meeting. Data on the number of candidate applications received will be disclosed, accompanied by a concise explanation outlining the rationale for the appointment decisions.

VII. Record Keeping

- Application materials and associated documents will be stored securely in alignment with CSASK's retention and disposition schedule. Access will be limited to those with a need to know for the purpose of council recruitment.

CSASK

GOVERNANCE MANUAL

SECTION
V Governance Policies and Procedures

DATE OF ISSUE
November 17, 2025

REPLACES
New

AUTHORIZATION
Council Meeting:
November 17, 2025

POLICY NO. 19

COUNCIL VICE CHAIR APPOINTMENT

AUTHORITY

In accordance with *The Speech-Language Pathologists and Audiologists Act (The Act):*

7(1) *The council shall govern, manage and regulate the affairs and business of the college.*

7(2) *The council consists of:*

(a) the number of persons elected or appointed in accordance with the bylaws; and

(b) the persons appointed pursuant to section 8.

15(1)(g)(j) *Subject to this Act, administrative bylaws may be made pursuant to section 14 for the following purposes:*

(g) prescribing the officers of the college and governing the procedure for the appointment, election or removal of those officers;

(j) governing the procedures for the election or appointment of members of the council, other than persons appointed pursuant to section 8;

In accordance with the *College of Speech-Language Pathologists and Audiologists of Saskatchewan (CSASK) Administrative Bylaws:*

8(1) *The term of office of the person appointed as vice chair begins at the close of the council meeting at which they are appointed and they serve the first year as vice chair, the second year as chair, and the third year as past chair.*

(2) *The vice chair succeeds to the office of the chair on the expiry or termination of the chair's term of office or in the event the chair is unable or unwilling to act.*

(3) *If the vice chair succeeds to the office of chair before the expiration of the one-year term of office, the vice chair:*

(a) holds office as chair for the remainder of that term of office; and

(b) continues in office as chair for a further one-year term of office.

16(1) *An appointment to fill the position of vice chair is made each year.*

(2) *An appointment is made to fill the position of one council member pursuant to clause 7(1)(d) in odd-numbered years and two of those council members in even-numbered years.*

18(1) *Each year the Registrar shall:*

(a) notify registrants of any vacancies arising on council; and

(b) invite registrants to submit nominations for appointments to council.

(2) *The Governance Committee shall review nomination forms and supporting documents received in light of the current composition and needs of the council.*

(3) *The Governance Committee may interview nominees for appointment during the nomination period.*

(4) *The Governance Committee shall make recommendations to council concerning the appointment of nominees to fill vacant positions on council.*

(5) *After considering recommendations from the Governance Committee, the council shall appoint eligible individuals to the council.*

(6) *The council shall appoint a member of council other than a person appointed pursuant to section 8 of the Act as vice-chair.*

POLICY

The CSASK council is responsible for exercising the powers and duties granted under *The Act* to effectively regulate the audiology and speech-language pathology profession in the public interest.

This policy establishes guidelines and procedures for recruiting and appointing qualified registrants to the office of the CSASK council vice chair, who will then succeed to the office of the chair and past chair. The council vice chair will be selected annually from among the current and incoming council members. Appointments shall be based on skills, experience, values alignment and the ability to contribute strategically to the college's mandate and governance needs.

PROCEDURE

I. Responsibilities

- **Governance Committee**: Leads the council recruitment process (including the search, vetting and recommendation of potential candidates).
- **CSASK Council:** Reviews candidate recommendations and approves all appointments.
- **CSASK Staff:** Supports the recruitment process administratively.

II. Preparation for Recruitment

- During the spring of each year, the governance committee will review the documents and tools that support the vice-chair recruitment process for any necessary changes or revisions.

III. Candidate Identification

- When completing the *council self-assessment survey*, all current council members are given the opportunity to express their interest in appointment to the office of the vice-chair.
- As per the council recruitment and appointment policy, a call out will be circulated to all registrants detailing the available council positions. When completing the *self-nominaton application*, all registrants as well as council members seeking re-appointment, are given the opportunity to express their interest in appointment to the office of the vice-chair.
- Outreach may also occur to individual registrants believed to possess the desired skills or attributes for the office of the vice-chair.

IV. Evaluation and Recommendations

- The initial list of vice-chair candidates will be screened by the Executive Director/Registrar to ensure candidates meet the eligibility criteria for appointment to council.
- The Executive Director/Registrar will notify the governance committee, of candidates who are under investigation for professional misonduct or incompetence, where the allegations are of a nature that would be concerning for someone who is overseeing the duties/objects of CSASK and would likely result in a suspension or removal from council. In this case, the candidate is flagged without sharing any details of the allegation.
- The governance committee will:

    - review the vice-chair candidate applications, expressions of interest and any other submitted documents;
    - consider the competencies and attributes of the vice-chair candidates against the needs of council;
    - conduct interviews, reach out to the vice-chair candidates to discuss the roles and responsibilities, collect resumes and consult with council, as required.
- Upon review of all information and applications, the governance committee will submit a list of recommended vice-chair candidate(s). Information will be included outlining the candidates' suitability for appointment to the office of vice-chair.

V. Appointment and Orientation

- At the May council meeting, all vice-chair candidates will have the opportunity to speak to their interest to the council in advance of the vote.
    - Each candidate will receive a maximum of 20 minutes to address council and the same questions will be posed to each candidate to ensure fairness in the appointment process. The questions will be determined by the governance committee in advance of the council meeting.
    - Council may pose questions to the candidates to clarify information provided.
- If two or more candidates are interested, a secret ballot poll will take place. All CSASK council members will vote to appoint a vice-chair by majority vote.
- If only one vice-chair candidate has been put forward by the governance committee, the candidate will be acclaimed into the role upon the support of the majority of council members.
- The council chair will notify successful and unsuccessful vice-chair candidates. Unsuccessful candidates will be provided with constructive feedback to encourage professional development and future participation in the board recruitment process.
- Council onboarding and orientation for the role of vice-chair will be facilitated in alignment with the related CSASK policy.

VI. Announcement

- Newly appointed council members are announced through website posting, registrant update emails and at the annual general meeting. Data on the number of candidate applications received will be disclosed, accompanied by a concise explanation outlining the rationale for the appointment decisions.

VII. Record Keeping

- Application materials and associated documents will be stored securely. Access will be limited to those with a need to know for the purpose of council recruitment.

CSASK

GOVERNANCE MANUAL

SECTION
V Governance Policies and Procedures

DATE OF ISSUE
September 25, 2026

REPLACES
New

AUTHORIZATION
Council Meeting:
September 25, 2026

POLICY NO. 20

STUDENT REPRESENTATIVES – TERMS OF REFERENCE

PURPOSE

This document outlines the role and responsibilities, as well as the general expectations of student representatives in attendance at CSASK Council meetings. Student representatives are invited as guest participants for the purposes of:

- Inviting the student perspective to council discussions (diversity of perspectives).
- Enhancing SLP students' knowledge of CSASK and regulation of the professions in Saskatchewan.
- Engagement with the university program and potential future registrants of the college.
- Succession planning and recruitment initiatives for council and committee positions.

SELECTION

CSASK may invite two University of Saskatchewan – School of Rehabilitation Sciences Master of Speech-Language Pathology (SLP) student representatives to attend CSASK Council meetings as guests. The Speech Language Pathology Students Society will be invited to appoint one first year SLP student each year.

TERM

2 years.

ACCOUNTABILITIES AND RESPONSIBILITIES

- SLP student representatives may participate in discussions but do not have voting rights given that they are not yet registrants of CSASK and are not appointed members of the council.
- SLP student representative attendance shall not be counted toward quorum requirements, as they are not appointed members of the council.
- Participation is restricted to open agenda items; SLP student representatives may not participate or observe closed (or in-camera) agenda items.
- SLP student representatives shall share pertinent information arising from CSASK Council meetings with other SLP students to encourage SLP students to be aware of CSASK and to encourage students to access CSASK information.
- SLP student representatives are subject to the same confidentiality and conflict of interest requirements as the appointed council members and will be required to sign a confidentiality agreement prior to attendance at their first meeting. Any breaches of confidentiality may result in termination of the student representative's participation at council meetings and will be reported to the university program and student society.
- SLP student representatives are subject to the same conduct expectations as the appointed council members. Students will represent the university in a positive manner, contributing to positive relationship-building with CSASK and engaging in respectful and effective communication. Any concerns regarding student representative conduct or misalignment with CSASK's mandate may result in removal from council meetings.

VI. Statutory and Standing Committees

GOVERNANCE MANUAL

SECTION
VI Statutory and Standing Committees

DATE OF ISSUE
September 12, 2009

REPLACES
May 27, 2020

AUTHORIZATION
Council Meeting:
May 28, 2025

POLICY NO. 1
REGISTRATION & LICENSING COMMITTEE – TERMS OF REFERENCE

AUTHORITY

In accordance with ***The Speech-Language Pathologists and Audiologists Act,*** **Section 13:**

1) *The council may establish any committees that are provided for by the bylaws or that it considers necessary.*
2) *The council shall appoint members to any committees that are provided for by this Act or the bylaws or that it has established pursuant to subsection (1).*
3) *Committee members are eligible to be paid any remuneration that may be prescribed in the bylaws.*
4) *The council may delegate to a committee that is:*
    a) *provided for by this Act or the bylaws; or*
    b) *established pursuant to subsection (1);*

   any of its powers or duties, other than the power to make bylaws, on those terms or conditions that the council may determine.
5) *Subject to this Act and the bylaws, a committee may establish its own procedures.*

In accordance with the ***College of Speech-Language Pathologists and Audiologists of Saskatchewan (CSASK) Administrative Bylaws*****:**

The council shall appoint at least four registrants as members of the Registration and Licensing Committee, including at least one speech-language pathologist, one audiologist, and one Council Member appointed pursuant to clause 7(1)(d), whose mandate is to make recommendations to the council with respect to:

(a) requirements for registration;
(b) requirements for membership; and
(c) requirements for licensure to practise audiology and speech-language pathology

FUNCTIONS

Together with the Deputy Registrar, the Registration and Licensing Committee has the following responsibilities:

General Registration and Licensing Processes
• Review registration and/or licensing bylaws, policies, procedures and guiding documents. • Provide input on frequently asked questions from registrants regarding practice and ethics. • Ensure that CSASK complies with the terms and conditions of the labour mobility legislation. • Prepare reports to council regarding the business of each meeting and to registrants (via the annual report and registrant newsletters).

New Applicants

- Review applications for various registration and licensing categories as needed;
- Make recommendations to request necessary or further documentation from applicants as required;
- Make recommendations for bridging programs for applicants who do not meet the registration requirements.

Provisional Registrant Requirements

- Review the following provisional registrant requirements and make recommendations to approve the status change to practising registration:
    - *Supervised Practice Plan* documents;
    - exam results; and
    - practice hours
- Review requests for a fourth exam attempt and make recommendations.

Registrant Renewal

- Make recommendations to the council regarding the renewal status of individual registrants;
- Review registrants who have not met the requirements for licence renewal; and
- Review requests for renewal extensions or exemptions.

Quality Assurance and Reintegration in to the Profession

- Conduct an annual audit of Continuing Education Hours (CEHs);
- Review registrant practice history and continuing education and make recommendations for requirements included in a program for re-integration into the profession.

OFFICES

The **chair** shall be a member of the committee (rotating chair). The committee shall designate one member as **recorder** of the committee meetings.

MEETINGS

Frequency: shall meet as frequently as required with a minimum of four meetings per year (March, June, September and December).

Location: shall be as determined by the chair of the committee and may include such venues as teleconference.

Decision-Taking/Voting Procedures: All members of the committee shall have voting power and a quorum for the committee shall be the majority of its members. Each voting member shall have one vote.

Minutes: The committee shall keep minutes of all committee meetings.

EXPENSES

Operating Costs: Members are entitled to reimbursement of all operating costs associated with their participation on the committee (such as travel to locations outside their home location, meal costs) and shall be reimbursed as per CSASK policy.

COMMITMENT

Term of Office: Committee members shall be appointed for a term of three years, renewable at the discretion of council.

ACCOUNTABILITY

The committee shall be accountable to the CSASK council in accordance with the Act and bylaws.

POLICY NO. 2
PROFESSIONAL CONDUCT COMMITTEE – TERMS OF REFERENCE

GOVERNANCE MANUAL

SECTION
VI Statutory and Standing Committees

DATE OF ISSUE
March 11, 2011

REPLACES
Email Motion
May 27, 2020

AUTHORIZATION
Council Meeting:
September 27, 2023

PURPOSE

The Professional Conduct Committee (PCC) upholds the integrity and standards of the profession by rigorously reviewing and investigating complaints of professional misconduct and/or incompetence lodged against members of the College of Speech-Language Pathologists and Audiologists of Saskatchewan (CSASK). Through these investigations, the PCC aims to safeguard public welfare and maintain community trust by ensuring that practitioners adhere to the standards of professional conduct and competence outlined in CSASK legislation.

AUTHORITY

In accordance with ***The Speech-Language Pathologists and Audiologists Act,*** **Section 23 & 24:**

3) *If a panel of the professional conduct committee is established in accordance with the bylaws, a decision of the panel has the same effect as a decision of the professional conduct committee.*

(24) Investigation:

1) *If the professional conduct committee is requested by the council to consider a complaint or is in receipt of a written complaint alleging that a member is guilty of professional misconduct or professional incompetence, the committee shall review and investigate the complaint.*
2) *In investigating the complaint, the professional conduct committee may take any steps authorized by section 24.1.*
3) *On completion of its investigation, the professional conduct committee may do one or more of the following:*
   (a) make a written report to the discipline committee recommending that the discipline committee hear and determine the formal complaint set out in the written report;
   (b) make a written report to the discipline committee recommending that no further action be taken with respect to the matter under investigation;
   (c) refer the complaint to mediation, if the professional conduct committee decides that the complaint is of concern only to the complainant and the investigated member, both of whom agree to mediation;
   (d) require the investigated member to appear before the professional conduct committee, or a panel of the committee, to be cautioned;
   (e) require the investigated member to complete a specified continuing education or remediation program;
   (f) accept the voluntary surrender of the investigated member's registration or licence;
   (g) accept an undertaking from the investigated member that provides for one or more of the following:
      (i) assessment of the investigated member's capacity or fitness to practice in the profession;
      (ii) counselling or treatment of the investigated member;

(iii) monitoring or supervision of the investigated member's practice;

(iv) completion by the investigated member of a specified course of studies by way of remedial training;

(v) placing conditions on the investigated member's right to practise in the profession;

(h) take any other action that the PCC considers appropriate that is not inconsistent with or contrary to this Act or the bylaws.

4) *The formal complaint set out in a written report made pursuant to clause (3) (a) may relate to any matter disclosed in the complaint received pursuant to subsection (1) or the investigation conducted pursuant to subsection (2).*
5) *A report signed by a majority of the professional conduct committee is the decision of that committee.*
6) *A copy of a written report made pursuant to clause (3)(b) recommending that no further action be taken shall be provided by the registrar to:*
   (a) the council;
   (b) the complainant, if any; and
   (c) the member whose conduct is the subject of the complaint.

See **Section 22.3** of ***The Speech-Language Pathologists and Audiologists Act,*** for further details of the authority granted to the PCC for the purposes of an examination to assess whether curtailment of practice should be ordered (fitness to practice concerns).

See **Section 24.1** of ***The Speech-Language Pathologists and Audiologists Act,*** for further details of the authority granted to the PCC for the purposes of an investigation.

FUNCTIONS

In addition to those duties outlined in the legislation, this committee shall:

- advise the member that a report or allegation has been received and ask for comments;
- notify the person who made the report or allegation that the report will be reviewed;
- hold in confidence, all documentation and information received:
- prepare for council an annual summary of the number of inquiries, reports and complaints; and
- in the case where the allegation is dismissed, notify all individuals who were contacted in relation to the allegation.

Committee members shall:

- participate in the review of all complaints and related evidence in the process of investigation; and
- participate in all decisions regarding recommendations for dismissal or prosecution of a complaint through a voting process.

Chair(s) shall:

- participate as a committee member as specified above;
- identify members of the committee forming an intake panel when a complaint is received and delegate collection and management of information relevant to the investigation of a complaint to the panel;
- review all complaints and related evidence in the process of investigation;
- lead the process of investigation and report recommendations;

During the course of an investigation, the chair(s) and any members involved will:
• investigate objectively; • communicate respectfully to all parties; • keep adequate and accessible records to facilitate accountability; and • maintain confidentiality of all associated documents and correspondence.
• participate in all decisions regarding recommendations for dismissal or prosecution of a complaint through a voting process; and • participate in establishment and revision of processes to facilitate the work of the PCC in cooperation with council, legal support, CSASK staff and the PCC membership.

OFFICES

The professional conduct committee is established consisting of at least three persons appointed by the council; a majority of whom shall be members. No member of the discipline committee is eligible to be appointed as a member of the professional conduct committee.

The council shall appoint the chair or co-chairs and may make all committee appointments. The committee shall designate one member as recorder of the committee meetings.

MEETINGS

Frequency: The committee shall meet as frequently as required to fulfill its duties outlined in the legislation.

Location: The meeting location shall be as determined by the chair(s) of the committee and may include such venues as teleconference.

Decision-Making/Voting Procedures: All members of the committee shall have voting power and a quorum for the committee shall be the majority of its members. Each voting member shall have one vote.

Documentation and Reporting: Co-chairs are responsible to set the agenda and lead all meetings of the Committee. If unable to fulfill their meeting duties, a chair must request support from their fellow co-chair or reschedule the committee meeting. The committee shall keep minutes of all committee meetings. A report signed by a majority of the professional conduct committee is a decision of that committee.

Attendance: Members are responsible to regularly attend meetings and maintain active involvement and communication with the committee. Failure to attend three consecutive meetings will be considered inactivity with the committee. Co-chairs are responsible to contact inactive members and confirm their intention to remain engaged with the committee or discontinue committee membership.

EXPENSES

Operating Costs: Committee members are entitled to reimbursement of all operating costs associated with their participation on the committee (such as travel to locations outside their home location, meal costs) and shall be reimbursed as per CSASK policy**.**

COMMITMENT

Terms of Office: Committee members shall be appointed for a term of three years, renewable at the discretion of council.

ACCOUNTABILITY

The committee shall be accountable to the CSASK council in accordance with the Act and bylaws.

CSASK

GOVERNANCE MANUAL

SECTION
VI Statutory and Standing Committees

DATE OF ISSUE
November 7, 2009

REPLACES
Email Motion
May 26, 2020

AUTHORIZATION
Council Meeting:
May 8, 2024

POLICY NO. 3
LEGISLATION AND PRACTICE ADVISORY COMMITTEE – TERMS OF REFERENCE

AUTHORITY

In accordance with ***The Speech-Language Pathologists and Audiologists Act,*** **Section 13:**

1) *The council may establish any committees that are provided for by the bylaws or that it considers necessary.*
2) *The council shall appoint members to any committees that are provided for by this Act or the bylaws or that it has established pursuant to subsection (1).*
3) *Committee members are eligible to be paid any remuneration that may be prescribed in the bylaws.*
4) *The council may delegate to a committee that is:*
    a) *provided for by this Act or the bylaws; or*
    b) *established pursuant to subsection (1);*

   any of its powers or duties, other than the power to make bylaws, on those terms or conditions that the council may determine.
5) *Subject to this Act and the bylaws, a committee may establish its own procedures.*

FUNCTIONS

Committee Mandate:

- To monitor legislation affecting the professions of audiology and speech-language pathology and to make recommendations to the council for actions by the college when required.
- To review the Act and bylaws of the college and to make recommendations to the council regarding necessary changes.
- To create or review position papers, statements, practice standards or professional practice guidelines, for approval by the council, to support the Act and bylaws.
- Upon the direction of the council, to draft proposed changes to the Act and bylaws.

OFFICES

The council shall appoint at least four registrants as members of the Legislation and Practice Advisory Committee, including the past chair and where possible, at least one registrant from each profession. The Past Chair shall act as Chair of the committee. The committee shall designate one member as **recorder** of the committee meetings.

MEETINGS

Frequency: The committee shall meet as frequently as required to fulfill its duties outlined in the legislation.

Location: The meeting location shall be as determined by the Chair of the committee and may include such venues as teleconference.

Decision-Taking/Voting Procedures: All members of the committee shall have voting power and a quorum for the committee shall be the majority of its members. Each voting member shall have one vote.

Documentation: The chair is responsible to set the agenda and lead all meetings of the Committee. If unable to fulfill their meeting duties, a chair must request support from their fellow co-chair or reschedule the committee meeting. The committee shall keep minutes of all committee meetings.

EXPENSES

Operating Costs: Committee members are entitled to reimbursement of all operating costs associated with their participation on the committee (such as travel to locations outside their home location, meal costs) and shall be reimbursed as per CSASK policy**.**

COMMITMENT

Terms of Office: The term of office for the Chair shall be in keeping with the term established for their respective council position. (i.e. one year for the council Past Chair). All other committee appointments are for a term of three years, renewable at the discretion of council

ACCOUNTABILITY

The Committee shall be accountable to the CSASK council in accordance with the Act and bylaws.

CSASK

GOVERNANCE MANUAL

SECTION
VI Statutory and Standing Committees

DATE OF ISSUE
November 6, 2010

REPLACES
November 6, 2010

AUTHORIZATION
Email Motion
May 27, 2020

POLICY NO. 4

DISCIPLINE COMMITTEE – TERMS OF REFERENCE

AUTHORITY

In accordance with ***The Speech-Language Pathologists and Audiologists Act,*** **Section 26 & 27:**

(26) Discipline Hearing:

1) Where a report of the professional conduct committee recommends that the discipline committee hear and determine a complaint, the executive director shall, at least two weeks prior to the date the discipline committee is to sit:

(a) send a copy of the formal complaint to the member whose conduct is the subject of the hearing; and

(b) notify the member whose conduct of the date, time and place of the hearing.

2) The professional conduct committee shall prosecute the complaint, but its members shall not participate in any other manner in the hearing of the complaint, except as witnesses when required.

3) The discipline committee shall hear the complaint and shall decide whether or not the member is guilty of professional misconduct or professional incompetence, notwithstanding that the determination of a question of fact may be involved, and the discipline committee need not refer any such matter to a court for adjudication.

4) The discipline committee may accept any evidence that it considers appropriate and is not bound by rules of law concerning evidence.

5) The discipline committee may employ, at the expense of the college, any legal or other assistance that it considers necessary, and the member whose conduct is the subject of the hearing, at his or her own expense, may be represented by counsel.

6) The testimony of witnesses is to be under oath administered by the chairperson of the discipline committee.

7) At a hearing by the discipline committee, there is to be full right:

(a) to examine, cross-examine and re-examine all witnesses; and

(b) to adduce evidence in defence and reply.

8) On the application of the member whose conduct is the subject of a hearing or a member of the discipline committee, the local registrar of Her Majesty's Court of Queen's Bench for Saskatchewan at any judicial centre, on payment of the appropriate fees, shall issue writs of subpoena ad testificandum or subpoena duces tecum and, where that writ is disobeyed, the proceedings and penalties are those applicable in civil cases in the court.

9) Where the member whose conduct is the subject of the hearing fails to attend the hearing, the discipline committee, on proof of service of the notice mentioned in subsection (1), may proceed with the hearing in his or her absence.

10) If, during the course of a hearing, the evidence shows that the member whose conduct is the subject of the hearing may be guilty of a charge different from or in addition to any charge specified in the formal complaint, the discipline committee shall:

(a) notify the member of that fact; and

(b) if the discipline committee proposes to amend, add to or substitute the charge in the formal complaint and unless the member otherwise consents, adjourn the hearing for any period that the discipline committee considers sufficient to give the member an opportunity to prepare a defence to the amended formal complaint.

11) The person, if any, who made the complaint pursuant to section 24:

(a) shall be served with notice of the hearing; and

(b) is entitled to attend the hearing.

12) Notwithstanding clause (11)(b), the discipline committee may exclude from any part of the hearing the person who made the complaint when the committee is of the opinion that evidence brought in the presence of that person will unduly violate the privacy of a person other than the member.

(27) Disciplinary Powers:

1) Where the discipline committee finds a member guilty of professional misconduct or professional incompetence, it may make any one or more of the following orders:

(a) an order that the member be expelled from the college and that his or her name be struck from the register;

(b) an order that the member be suspended from the college for a specified period of time;

(c) an order that the member be suspended pending the satisfaction and completion of any conditions as may be ordered by the committee;

(d) an order that the member may continue to practise only under conditions specified in the order which may include, but are not restricted to, an order that the member:

(i) not do specified types of work;

(ii) successfully complete specified classes or courses of instruction;

(iii) obtain medical treatment;

(e) reprimand the member; or

(f) any other order that to it seems just.

2) In addition to any order made pursuant to subsection (1), the discipline committee may order:

(a) that the member pay to the college within a fixed period:

(i) a fine in a specified amount not exceeding $2,000; and

(ii) the costs of the investigation and hearing into the member's conduct and related costs, including the expenses of the professional conduct committee and the discipline committee and costs of legal services and witnesses; and

(b) where a member fails to make payment in accordance with an order pursuant to clause (a), that the member be suspended from the college.

3) The discipline committee shall send a copy of an order made pursuant to subsection (1) or (2) to the member whose conduct is the subject of the order and to the person, if any, who made the complaint.

4) The discipline committee may inform a member's employer of the order made against that member, where that member is found guilty of professional misconduct or professional incompetence.

5) Where a member is expelled or suspended from the college, the registrar shall strike the name of the member from the register or indicate the suspension on the register, as the case may be.

See **Section 29** of ***The Speech-Language Pathologists and Audiologists Act,*** for further details of the authority granted to the DC in the case of a criminal conviction.

See **Section 24.1** of ***The Speech-Language Pathologists and Audiologists Act,*** for further details of the authority granted to the DC to suspend, limit, or restrict a member's licence or ability to practice in the profession pending the outcome of an investigation by the professional conduct committee.

See **Section 31** of ***The Speech-Language Pathologists and Audiologists Act,*** for further details of the authority granted to the council to review a decision or any order of the discipline committee.

FUNCTIONS

In addition to those duties outlined in sections 26 and 27 of the Act, the discipline committee shall:

- prepare for council an annual summary of the number and nature of hearings conducted; and
- publish a summary of the outcome of each disciplinary hearing on the CSASK website and provide a copy to CSASK registrants, provincial speech-language pathology and audiology professional associations and regulatory bodies and to the national audiology and speech-language pathology associations.

OFFICES

The discipline committee is established consisting of at least five members appointed by the council. No member of the professional conduct committee is eligible to be appointed as a member of the discipline committee.

The council shall appoint the chair or co-chairs and may make all committee appointments. The committee shall designate one member as recorder of the committee meetings.

At least one public representative member of the council shall be a member of the discipline committee. The absence or inability of an appointed public representative member of the council to act as a member of the discipline committee or the failure to appoint a public representative member of the council does not impair the ability of the other members of the discipline committee to act.

MEETINGS

Frequency: The committee will meet as frequently as required to fulfill its duties outlined in the legislation.

Location: The meeting location shall be as determined by the chair(s) of the committee and may include such venues as teleconference.

Decision-Making/Voting Procedures: All members of the committee shall have voting power and a quorum for the committee shall be the majority of its members. Each voting member shall have one vote.

Documentation: Co-chairs are responsible to set the agenda and lead all meetings of the Committee. If unable to fulfill their meeting duties, a chair must request support from their fellow co-chair or reschedule the committee meeting. The committee shall keep minutes of all committee meetings.

EXPENSES

Operating Costs: Committee members are entitled to reimbursement of all operating costs associated with their participation on the committee (such as travel to locations outside their home location, meal costs) and shall be reimbursed as per CSASK policy**.**

COMMITMENT

Terms of Office: Committee members shall be appointed for a term of three years, renewable at the discretion of council. Council public representatives shall be appointed to the committee for the number of years in keeping with their term established on council.

ACCOUNTABILITY

The committee shall be accountable to the CSASK council in accordance with the Act and bylaws.

CSASK

GOVERNANCE MANUAL

SECTION
VI Statutory and Standing Committees

DATE OF ISSUE
November 18, 2011

REPLACES
January 26, 2022

AUTHORIZATION
Council Meeting:
March 27, 2024

POLICY NO. 5

FINANCE COMMITTEE – TERMS OF REFERENCE

AUTHORITY

In accordance with ***The Speech-Language Pathologists and Audiologists Act,*** **Section 13:**

1) *The council may establish any committees that are provided for by the bylaws or that it considers necessary.*
2) *The council shall appoint members to any committees that are provided for by this Act or the bylaws or that it has established pursuant to subsection (1).*
3) *Committee members are eligible to be paid any remuneration that may be prescribed in the bylaws.*
4) *The council may delegate to a committee that is:*
    a) *provided for by this Act or the bylaws; or*
    b) *established pursuant to subsection (1);*

   any of its powers or duties, other than the power to make bylaws, on those terms or conditions that the council may determine.
5) *Subject to this Act and the bylaws, a committee may establish its own procedures.*

In accordance with the ***College of Speech-Language Pathologists and Audiologists of Saskatchewan (CSASK) Administrative Bylaws*****:**

- The Finance Committee consists of the chair, the vice chair, and a Council Member appointed pursuant to clause 7(1)(d) or a public representative appointed by the government.
- The Finance Committee shall monitor the financial affairs of the college and make recommendations to the council with respect to:
    - the annual budget;
    - the financial policies, processes and procedures; and
    - the appointment of an external auditor.

FUNCTIONS

The committee shall meet regularly for the following purposes:

- To develop, review and oversee CSASK financial processes, policies and procedures.
- To work with the CSASK staff to establish annual budgets and to monitor performance against the budget periodically during the year.
- To review and recommend to council approval of the annual financial statements, including the selection of appropriate accounting policies and practices.
- To recommend the appointment of the external auditor and the appropriate fee.
- To advise the council and inform council's decisions on all financial activities of the college.

- Alongside the Executive Director/Registrar, to provide a summary of the financial position of the college and respond to registrant inquiries regarding CSASK finances at the annual general meeting.

OFFICES

The membership of the Finance Committee shall be limited to CSASK Council members. Staff and consultants may attend committee meetings and provide support to the committee, as required. Membership will consist of a minimum of three members including the Council Vice Chair, Council Chair, and a Public Representative or a Council Member. The Council Chair shall act as Chair of the committee and is responsible for reporting to CSASK Council.

MEETINGS

Frequency: At a minimum, the committee meets quarterly throughout the year to fulfill its functions in a timely manner.

Location: The meeting location shall be as determined by the Chair of the committee and may include such venues as teleconference.

Decision-Making/Voting Procedures: All members of the committee shall have voting power and a quorum for the committee shall be the majority of its members; each voting members shall have one vote.

Minutes: The committee shall keep minutes of all committee meetings.

EXPENSES

Operating Costs: Committee members are entitled to reimbursement of all operating costs associated with their participation on the committee (such as travel to locations outside their home location, meal costs) and shall be reimbursed as per CSASK policy**.**

COMMITMENT

Term of Office: The term of office for committee members shall be in keeping with the term established for their respective council positions (i.e., two years for the Council Member).

ACCOUNTABILITY

The committee shall be accountable to the CSASK council in accordance with the Act and bylaws.

CSASK

GOVERNANCE MANUAL

SECTION
VI Statutory and Standing Committees

DATE OF ISSUE
September 19, 2025

REPLACES
November 17, 2025

AUTHORIZATION
Council Meeting:
September 25, 2026

POLICY NO. 6
GOVERNANCE COMMITTEE – TERMS OF REFERENCE

AUTHORITY

In accordance with ***The Speech-Language Pathologists and Audiologists Act,*** **Section 13:**

1) *The council may establish any committees that are provided for by the bylaws or that it considers necessary.*
2) *The council shall appoint members to any committees that are provided for by this Act or the bylaws or that it has established pursuant to subsection (1).*
3) *Committee members are eligible to be paid any remuneration that may be prescribed in the bylaws.*
4) *The council may delegate to a committee that is:*
    a) *provided for by this Act or the bylaws; or*
    b) *established pursuant to subsection (1);*

   any of its powers or duties, other than the power to make bylaws, on those terms or conditions that the council may determine.
5) *Subject to this Act and the bylaws, a committee may establish its own procedures.*

In accordance with the ***College of Speech-Language Pathologists and Audiologists of Saskatchewan (CSASK) Administrative Bylaws*:**

- *The Governance Committee consists of at least three persons, one of whom is a registrant and one of whom is a person appointed pursuant to section 8 of the Act.*
- *The Governance Committee supports council in ensuring effective governance of the college and makes recommendations to the council with respect to:*
    (a) the governance policies and procedures;
    (b) the council appointment framework and supporting documents; and
    (c) the most qualified and suitable candidates to the council for appointment or to fill vacancies on council.

FUNCTIONS

Supports council in ensuring effective governance of the college by fulfilling the following responsibilities:

- Ensuring effective procedures are in place for council appointment and recruitment in alignment with the governing legislation and best practice in health profession regulation.
- Regularly reviewing the current selection and appointment framework and supporting documents to make recommendations to council for changes as required.
- Communicating directly with registrants, interested candidates or staff as needed to support the council appointment and recruitment procedures.
- Utilizing contacts and actively seeking out expressions of interest to find prospective council members as needed.
- Surveying the current council members annually to assess the existing skills/expertise and diversity present on CSASK council.

- Identifying any gaps in council competencies or attributes that need to be addressed through recruitment.
- Reviewing candidate applications and assessing against the needs of the council and the eligibility requirements prescribed in the bylaws.
- Conducting candidate interviews and review resumes, as needed.
- Recommending the most qualified and suitable candidates to the council for (re) appointment.
- Leading recruitment strategies in the event of council member resignations, removals, vacancies or if insufficient qualified candidates are identified.
- Reviewing governance policies and procedures to make recommendations to council for changes, as required.
- Reviewing governance onboarding procedures and materials to make recommendations to council for changes, as required.
- Regularly evaluate CSASK committee composition, recommend recruitment initiatives, and conduct outreach to prospective candidates to support committee succession planning.

OFFICES

The committee will be constituted of a minimum of three persons, one of whom is a registrant and one of whom is a person appointed pursuant to section 8 of the Act.

The chair shall be a member of the committee (rotating chair). The committee shall designate one member as recorder of the committee meetings.

MEETINGS

Frequency: shall meet as frequently as required with a minimum of one meeting per year.

Location: shall be as determined by the chair of the committee and may include such venues as teleconference or virtual platforms.

Decision-Taking/Voting Procedures: All members of the committee shall have voting power and a quorum for the committee shall be the majority of its members. Each voting member shall have one vote.

Minutes: The committee shall keep minutes of all committee meetings.

EXPENSES

Operating Costs: Members are entitled to reimbursement of all operating costs associated with their participation on the committee (such as travel to locations outside their home location, meal costs) and shall be reimbursed as per CSASK policy.

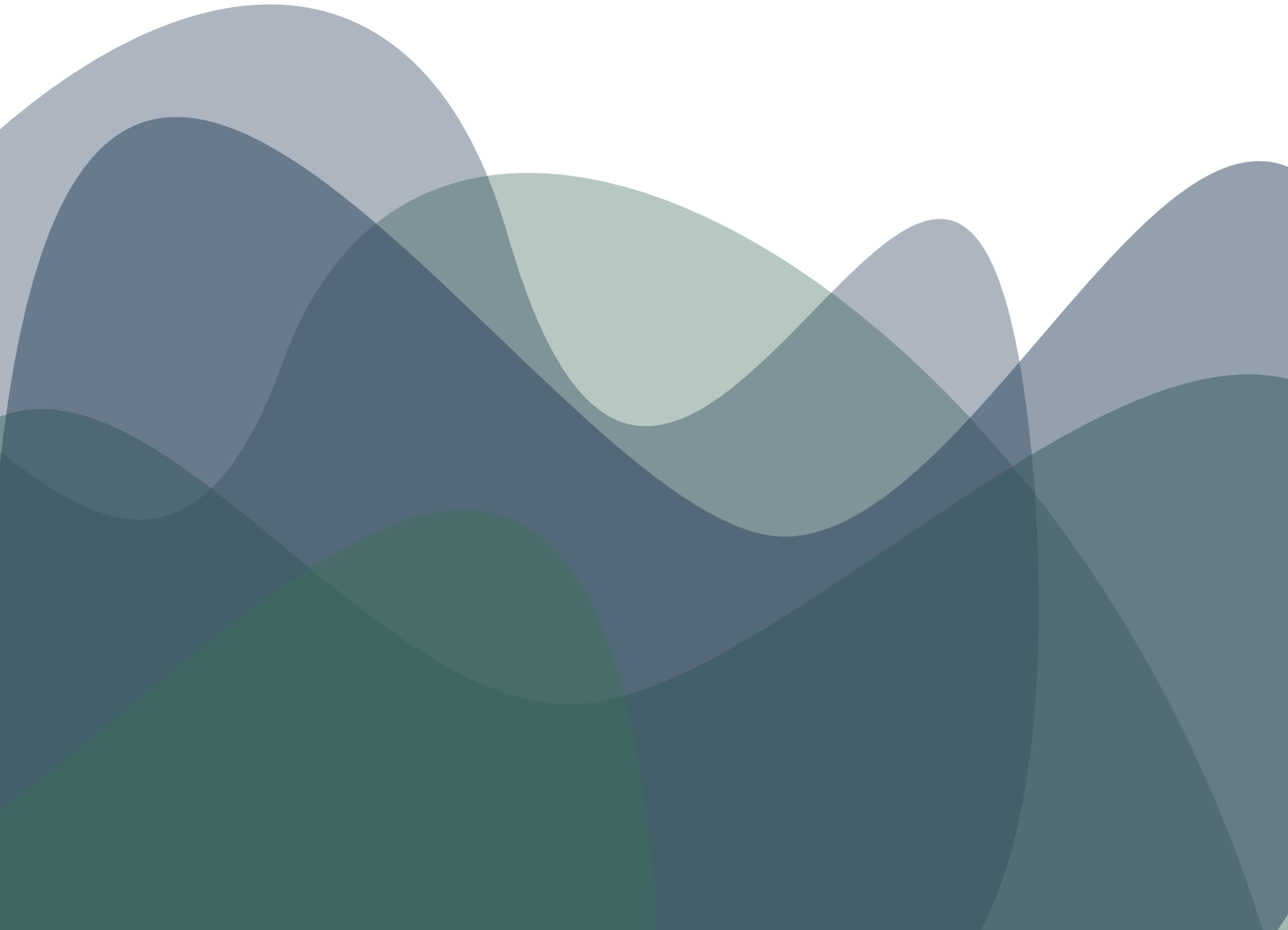
COMMITTMENT

Term of Office: Committee members shall be appointed for a term that aligns with their term on council or for a term of three years, renewable at the discretion of council.

ACCOUNTABILITY

The committee shall be accountable to the CSASK council in accordance with the Act and bylaws.

VII. Conduct and Discipline Processes



Disciplinary Process[1]

"A general description of professional misconduct and professional incompetence is stated in the legislation governing an association. However, the association often expands on these definitions in its bylaws.

The disciplinary process is an important part of a professions' legislation because it offers the public an opportunity to have its complaints heard against professionals. Public representatives are typically appointed to discipline committees.

The regulatory body must have tools necessary to act effectively on public complaints. Regulators must look into public complaints and inform the complainant of the results of the investigation and discipline hearing. The member must also be dealt with fairly and be given an opportunity to be heard.

Typically, the discipline process has two stages: an investigative stage and a hearing stage.

A complaints or investigation committee will investigate complaints if they relate to professional misconduct or incompetence. After its investigation the committee prepares a report on whether a discipline hearing should be held or not. There must be enough evidence to warrant a hearing.

The discipline committee hears the case and determines whether the member is guilty or not. If guilty, the committee may assess several penalties including suspension, expulsion, restrictions on practice and/or retraining. Fines and costs associated with the discipline process may also be imposed upon the member by the discipline committee.

Complainants can attend hearings, and discipline hearings are open to the public. The committee may notify the employer of a disciplined professional or the public when it has disciplined a member. The discipline committee usually has the power to subpoena records and witnesses in carrying out its hearing."

Appeals[1]

"The member has the right to appeal a decision of the disciplinary committee to the council. If the member is not satisfied with the decision of council, there is also the right to appeal that decision to the court, typically the Court of Queen's Bench. The court has the authority to determine whether the decision and penalty imposed by the council is appropriate. If the court overturns the decision of the council, it may direct a new hearing by the discipline committee."

VIII. APPENDICES

Council, Committee and Staff Honorarium and Expense Claim Form

NAME: _____

ADDRESS: _____

CITY/TOWN/POSTAL CODE: _____

POSITION: _____

Meeting Honoraria:

Date	(Include hours if less than full day)	Amount
	Subtotal of Meeting Honoraria	
	TOTAL MEETING HONORARIA LESS CRA DEDUCTIONS*	

*calculated by CSASK staff

Expenditures:

Date of Expenditure	Description of Expenditure	Amount
	TOTAL EXPENDITURES	

TOTAL MEETING HONORARIA & EXPENDITURES

Signature: _____ Date: _____

All receipts must be submitted along with this completed form to the CSASK office at office@csask.ca.
Note: Receipts must show the GST where applicable. Copies, debit, or credit card receipts are not sufficient.

CSASK TRAVEL AND EXPENSE RATES

Effective April 1, 2026:

1. **Air Travel:** Receipts are required. Approval will be for economy class only; members/staff are to take advantage of the most economical rates whenever possible.

2. **Travel by Private Vehicle:** 55cents/km

3. **Meals:** Receipts are required. Applicable taxes and gratuities will be reimbursed, with gratuities not to exceed 20% (total not to exceed below amounts). Excess charges will be reimbursed on a per request basis to Council. Alcohol will not be reimbursed.

	Canada and U.S.	Depart By:	Return After:
Breakfast	$30.00	7:30 am	8:30 am
Lunch	$30.00	11:30 am	12:30 pm
Dinner	$62.00	5:30 pm	6:30 pm
Daily Meal Allowance Total (for full days)			$122.00

4. Accommodation: To take advantage of the most economical rates (group rates) whenever possible, with actual charges supported by receipts.

5. Incidental Expenses:

Parking: reimbursement of actual expense supported by receipts.

Telephone: charges for CSASK related business are allowable, supported by receipt, name of party called and reason for call.

Taxis/Shuttles: actual expense supported by receipt.

6. Other: Additional items as approved by Council.

Committee Report

Committee:

Submitted by:_____

Submitted for council meetings on:_____

Chair/Co-Chairs:_____ _____

Committee Members:

_____ _____ _____

_____ _____ _____

_____ _____ _____

☐ **Committee has not met since last meeting. No report.**
☐ **Committee has met since last meeting. See report below.**

Professional Conduct Committee Report to CSASK Council

Submitted by: _____

Submitted for council meetings on: _____

Complaint Information

Since the last council meeting, CSASK received - new complaint(s). Additional comments:

The PCC currently has a total of - open files under investigation.

- The file(s) were open on the following date(s):

_____ _____ _____

_____ _____ _____

- The nature of the complaint(s) is/are related to:

The Committee has met - times since the last council meeting. Additional comments:

Year to date, the PCC has completed 0 report(s) with the following recommendation(s):

PCC Improvement Work

Since the last Council meeting, the following actions were completed:

Concerns/Questions

The following concerns/questions are being escalated to Council for consideration:

Oath of Confidentiality

VI.B.3.2

I, the undersigned, _____, do solemnly affirm that I will not reveal or make known, without express authorization, the confidential nature of any matter coming to my notice or attention through my work with CSASK. Such matters shall include information on individual Council and CSASK members, as well as information relating to the business of CSASK where privacy is appropriate to preserve CSASK's position and image. I further acknowledge that this responsibility is in force for the duration of my tenure with CSASK and continues to apply and be in force after my term with CSASK expires.

_____
SIGNATURE

DATED THIS DAY OF _____

_____
WITNESS

CSASK Council Member Agreement

I understand that the CSASK Council is responsible to oversee and guide the organization's fulfillment of its regulatory mandate, mission and strategic directions. In collaboration with my fellow CSASK council members, I accept the following duties and responsibilities:

Duty of Care and Council Member Responsibilities:

- ☐ I am accountable to review financial reports and monitor the budget to ensure resources are utilized in a reasonable and appropriate manner.
- ☐ I will prepare for all discussions by reviewing background information and key documents to ensure that I am making informed decisions.
- ☐ I will participate in ongoing assessments of CSASK's performance and setting its strategic goals and objectives.
- ☐ I am responsible to be familiar with the College's governing legislation, policies and procedures.
- ☐ I will ensure that my actions on council support the CSASK mission and strategic directions.
- ☐ I will maintain and promote high ethical standards including good-faith council decision-making and avoiding situations of perceived or actual conflicts of interest.
- ☐ I will leave personal prejudices and personal interests out of all discussions. I will support council actions and uphold decisions of the council.
- ☐ I will abide by the *Oath of Confidentiality* in all matters relating to the business of CSASK.
- ☐ I will represent the organization in a positive manner and maintain positive relationships with key partners.

Attendance & Participation:

- ☐ I will actively participate in all proceedings of council meetings. I understand that I am expected to remain for the duration of meetings to ensure continuity in council discussions.
- ☐ I will commit to consistent attendance at CSASK council meetings, with no more than three absences between annual general meetings.
- ☐ If unforeseen circumstances prevent my attendance at a council meeting, I will inform the Executive Director/Registrar and Council Chair in a timeline manner.
- ☐ I will communicate effectively and respect the diverse opinions and contributions of others.
- ☐ I will be accessible by phone or email, to staff and other council member, as needed.
- ☐ I will participate in council member recruitment and orientation.
- ☐ I will participate in hiring and periodically evaluating CSASK's Executive Director/Registrar.
- ☐ As required, I will advise the Executive Director/Registrar at a macro-level, while respecting their role in managing the day-to-day operations.

CSASK agrees to provide each Council member with the following:

- orientation with information specific to their council position;
- access to accurate and timely information (reports etc.) to facilitate informed decision making;
- sufficient notice of meetings;
- minutes of council meetings;
- honorarium, as defined by policy;
- reimbursement for reasonable expenses in conducting and attending to CSASK council business; and
- Directors & Officers liability insurance.

Name	Signature	Date

Typical Annual Calendar

The following calendar outlines the expected events and priorities throughout a typical year. Although deviations may occur, the calendar is intended to provide a general overview to help the council plan, prepare and prioritize time and resources.

- Licence Year January 1-December 31
- Fiscal Year January 1- December 31

January ▪ Wrap up of Annual Licence Renewal ▪ Filing Annual Register ▪ Begin Continuing Education Hours Audit ▪ Begin Preparations for Financial Review/Audit	**February** ▪ Annual Report Preparations ▪ Council and Committee Recruitment ▪ Council Coffee Chat	**March** ▪ Council Meeting ▪ Council and Committee Recruitment ▪ Council Nominations ▪ Review and Approval of Financial Review/Audit.	**April** ▪ Annual General Meeting Preparations ▪ Council Appointments
May ▪ Council Meeting ▪ Annual General Meeting ▪ Committee and Council Terms Ending ▪ Council Appointments	**June** ▪ Council and Committee Terms Beginning ▪ Council Orientation and Onboarding	**July** ▪ Council Orientation and Onboarding ▪ Begin Preparation of New Budget	**August** ▪ Preparation for Annual Licence Renewal
September ▪ Council Meeting ▪ Strategic Planning Meeting ▪ Budget Review ▪ Annual Licence Renewal Opens	**October** ▪ Processing Renewals ▪ Council Coffee Chat	**November** ▪ Final Budget Review and Approval ▪ Peak of Renewal	**December** ▪ Renewal Closes Dec 1 ▪ Wrap up of Annual Licence Renewal ▪ Council Meeting ▪ Final Budget Review and Approval ▪ Holiday Office Closure

References

1. Public Representatives on Self-Regulating Health Profession Councils Orientation Manual
2. The Regulation of Professions in Canada. Casey, James T. 2003. Thomson Canada Ltd. page 1-1.