

MARRT Policy Manual

Table of Contents

1.	Preamble	3
2.	F-01 Expense Reimbursement	4
3.	F-02 Financial Management	5
4.	F-03 Event Registration Policy	7
5.	F-04 Contingency Reserve Policy	8
6.	G-01 Legal Counsel.....	10
7.	G-03 Board Member Honorarium	11
8.	G-04 Student Representative to MARRT Board of Directors	13
9.	G-05 Code of Conduct	15
10.	G-06 Dissolution Policy.....	20
11.	G-07 Departing Board Member	22
12.	G-08 Electronic Meetings.....	23
13.	G-09 Communication	25
14.	G-10 Sponsorship and Endorsements	30
15.	G-11 Volunteer Screening	31
16.	G-12 Observer Policy	34
17.	G-13 Board Discipline	36
18.	G-15 Disputes	39
19.	G-16 Policy Review	40
20.	G-18 Social Media	41
21.	G-19 Accessible Customer Service Policy	45
22.	G-20 Online Voting Policy	48
23.	G-21 Virtual Meeting Policy	52
24.	L-01 License Eligibility	55
25.	L-03 License Categories / Fee Schedule	57
26.	L-04 Graduate License Conditions	59
27.	L-05 Notification of License Renewal	60
28.	L-06 Professional Liability Insurance	61

29.	L-07 Temporary Registration of Retired Manitoban-Respiratory Therapists Applying to Assist in Emergency Situations	62
30.	L-08 Temporary Registration of Canadian Out-of-Province - Respiratory Therapists Applying to Assist in Emergency Situations	64
31.	L-09 Temporary Practicing Student Respiratory Therapist License.....	66
32.	L-10 Virtual Meeting Policy.....	68
33.	M-01 Pro-Rating of License Fees.....	71
34.	M-02 Incomplete Application for Licensure.....	72
35.	M-04 Membership Information Distribution	73
36.	P-01 Website Management.....	75

Preamble

The MARRT Policies are developed and adopted by the MARRT Board of Directors for the purpose of guiding decisions and to assist in achieving rational outcomes. Policies support both subjective and objective decision making. Policies are developed to provide direction or statement of purpose, or to clarify the MARRT's expectations. Policies provide operational consistency. Policies are superseded by the Respiratory Therapy Act, Regulations, and By-Laws, and therefore must be in alignment with the aforementioned documents.

Policies are reviewed on an annual basis by the Governance Committee.

If you have a question about MARRT policies, please contact office@MARRT.org.

F-01 Expense Reimbursement

Section	Date Issued	Revision Date(s)	Date of Last Review
Finance	December 1992	Oct/02, Sept/07, Nov/17, Apr/18 Nov/18	March 2019

1. POLICY STATEMENT

To reimburse Board, committee members and contracted staff (e.g. Registrar, Investigator, Office Manager, etc.) for expenses incurred while representing MARRT at meetings, conferences and other MARRT related activities. Costs incurred outside of approved yearly budget must be Board directed and pre-approved.

2. DEFINITIONS

None.

3. POLICY

The MARRT will reimburse the direct costs of attending MARRT meetings and activities. Reimbursement will include:

- Mileage
- Parking
- Accommodations & Travel
- Per diem to cover travel/incidental expenses while on MARRT business
- Amounts reimbursed as per Government of Canada Per Diem Guidelines.

4. PROCEDURE

A completed expense summary form, including all receipts, to be forwarded to the Association Manager and/or Treasurer of the MARRT for reimbursement on a monthly basis.

5. REFERENCES

Government of Canada Per Diem Guidelines, <http://www.njc-cnm.gc.ca/directive/d10/v238/s659/en>

F-02 Financial Management

Section	Date Issued	Revision Date(s)	Date of Last Review
Finance	September 2013	Apr/18 Mar/19	March 2019

1. POLICY STATEMENT

This document outlines the financial management procedures for the Manitoba Association of Registered Respiratory Therapists.

This policy will serve to ensure that appropriate financial management practices are in place and that appropriate measures are taken to secure the funds of the organization.

2. DEFINITIONS

None.

3. POLICY

There will be a minimum of three designated signing authorities for the organization. Designated signing authorities must not be related in any way (husband/wife; son/father; etc.)

Cheques

- All cheques written must be signed by two of the designated signing authorities.
- Signing authorities are not permitted to sign blank cheques.
- All blank cheques are to be kept in a secure and preferably locked location.
- If cancelled cheques are returned from the bank they should be kept in a secure, preferably locked location.

Association bank accounts must have restrictions in place as follows:

- Release amount - \$0.00
- ATM withdrawal - \$0.00
- Point of sale transactions - \$0.00
- 3rd party transactions - \$0.00

Formal financial reports will be submitted to the Board of Directors at each Board meeting. Any additional reports requested will be provided within 10 business days

of request by the Board/Executive.

Investments will be managed by the Treasurer in consultation with the financial advisor. All investment recommendations will be ratified by the Board of Directors.

Annual budget will be prepared by the Finance Committee/Executive and submitted to the Board one month prior to the end of the fiscal year.

Expenditures that fall within the budgeted amounts and which do not exceed \$500.00 do not require board approval. Expenditures that exceed \$500.00 or are not accounted for in the budget must be approved by motion of the Board of Directors.

Cash Transactions - if cash receipts are accepted, appropriate procedures should be followed:

- Cash receipts must be counted and recorded as soon as possible from the time that they were received.
- Always ensure that there are at least two people present when cash is being handled.
- Once cash has been counted, lock it up in a location that can only be accessed by authorized individuals.
- If cash must be taken to a member's home, have that member sign for the cash and provide proof of deposit to the organizations bank account.
- Make bank deposits regularly to avoid having significant amounts of cash on hand.

Reimbursement - expenses incurred by directors or staff during the course of conducting approved association business will be reimbursed. An expense summary must be completed and receipts for all expenditures submitted.

A year-end financial review will be conducted by an independent accounting firm as approved by the Board of Directors per the bylaws of the organization.

F-03 Event Registration Policy

Section	Date Issued	Revision Date(s)	Date of Last Review
Finance	December 2015	Apr/18 Mar/19	March 2019

1. POLICY STATEMENT

This document outlines the registration process for vendors and members related to both registration and cancellation of registration for MARRT events.

To ensure that the forum registration process is carried out in a timely manner, and to set the criteria for cancellation of registrations.

2. DEFINITIONS

None.

3. POLICY

Vendor Registrations:

- Vendor registration for the annual MARRT Education Forum will open a minimum of 90 days prior to the event.
- Vendors will be notified by email using the vendor list compiled by the Forum Committee
- Registration must be done on-line through the MARRT member management system
- Payment must be received a minimum of 15 days prior to the event

Member Registrations:

- Member registration for the annual MARRT Education Forum will open a minimum of 45 days prior to the event.
- Members will be notified by email that forum registration has opened
- Registration must be done on-line through the MARRT member management system
- Online payment using a credit card is the only accepted method of payment
- Requests for cancellation will not be considered and refunds will not be provided.

F-04 Contingency Reserve Policy

Section	Date Issued	Revision Date(s)	Date of Last Review
Finance	June 2019		June 2019

1. POLICY STATEMENT

This document outlines contingency reserves MARRT has established in the event of unforeseen expenses. It includes the baseline contribution of each fund, the yearly percentage allocated, and the maximum fund amount if any are described. (Table 1)

2. DEFINITIONS

Legal Reserve: established solely for the purposes of legal consultation

General Contingency Reserve: created in the event that incoming revenue does not provide enough monies to cover three months operating expenses of MARRT.

Special Projects Reserve: fund used for projects that may arise during the fiscal year.

Funding of Therapy: for the purposes of funding of therapy in cases of an adverse event occurring during the delivery of care by a MARRT member.

RHPA Reserve: for the purposes of legal advice, communication with stakeholders, committee expenses, involving the eventual transition of MARRT under the RHPA.

3. POLICY

- During the annual budget review, the aforementioned contingency reserves will be examined to determine the viability of each.
- The BOD will make decisions regarding each reserve and the amount to be contributed in that fiscal year.
- If capped reserves contain the maximum contribution there will be no contribution in that fiscal year.
- If a reserve has been depleted the BOD will decide on measures to replenish it and the timeline necessary to return the reserve to its baseline. The minimum annual contribution will be the yearly percentage of operating budget related to the individual reserve.

Reserve	Minimum Baseline	Yearly Percentage	Capped
Legal	\$50,000	10%	No
General Contingency	\$30,000	6%	Yes
Special Projects	\$20,000	5%	Yes
Funding of Therapy	\$20,000	2%	Yes
RHPA	\$5500	Flat rate	Optional

G-01 Legal Counsel

Section	Date Issued	Revision Date(s)	Date of Last Review
Governance	March 1988	Aug/90, Oct/02, June/15, Apr/18 March 2019	March 2019

1. POLICY STATEMENT

To allow Complaints/Investigation/Discipline committees to function without delay and to operate in an informed, consistent, and effective manner with access to legal counsel while controlling incurred legal costs to budgeted amounts.

2. DEFINITIONS

None.

3. POLICY

A current fee schedule from the legal representative will be obtained.

The Complaints, Investigation and Discipline Committee Chair persons and the Investigator have Board of Directors approval to communicate with legal counsel to a maximum amount of \$2500. When legal counsel is required above the previously noted amount, approval from the BOD is required.

4. PROCEDURE

MARRT Office will notify committee chairpersons when legal invoice amount exceeds \$2500.

G-03 Board Member Honorarium

Section	Date Issued	Revision Date(s)	Date of Last Review
Governance	Dec/92	June/99, Oct/02, Sept/07, Oct/11, Sept/15, Nov/16, Apr/18, Nov/18	March 2019

1. POLICY STATEMENT

The honorarium is intended to recognize board members for their contribution to the profession.

2. DEFINITIONS

Eligible Board members are those who meet both of the following criteria:

- Hold one of the following positions
 - President, President Elect, Secretary, Treasurer, Past President, Director-at-Large, Government Representative
- Attend **a minimum of two thirds** of the scheduled meetings during the year.

Year:

- For purposes of determining eligibility for the honorarium, the years shall consist of the period between AGM's. The practice will reflect the start times for newly elected board members.

3. POLICY

MARRT will provide an annual honorarium to eligible board members.

This honorarium will be distributed the board meeting following the Annual General Meeting (AGM).

The honorarium will be an amount equal to the sum of the cost of MARRT license fee for the year in which the individual serves as a member on the board.

4. PROCEDURE

MARRT Office shall keep a log which tracks all board meetings (teleconference, video conference and in person) held during the year and includes a record of attendance at each meeting and excludes electronic meetings.

A prorated honorarium will be granted to Board members who were appointed mid-fiscal year. The prorated amount will be calculated as follows: honoraria divided by the number of meetings held during the fiscal year = honoraria per meeting, multiplied by the number of meetings attended.

Each year, following the last Board meeting before the AGM, the MARRT Office shall utilize the eligibility criteria and determine which Board members will receive an honorarium.

The Office Manager will ensure that honorarium cheques are generated and distributed to eligible members in a timely manner.

Any difference of opinion between a Board member and the Office Manager regarding eligibility for the honorarium may be presented for appeal at the next scheduled Board meeting. Appeals must be submitted prior to June 30th of the current year. The BOD will review the case and make a final ruling on eligibility.

MARRT RRT Board Members must attend one annual Board educational session annually.

G-04 Student Representative to MARRT Board of Directors

Section	Date Issued	Revision Date(s)	Date of Last Review
Governance	September 2007	Apr/18, Feb/19	March 2019

1. POLICY STATEMENT

To provide an opportunity supporting and facilitating for respiratory therapy students who express interest in MARRT’s regulatory and association responsibilities, including general board governance principle. This policy will permit students to participate in various MARRT related activities such as Board of Directors business meetings or various committees, where applicable, without requiring them to commit to a full year term.

2. DEFINITIONS

None.

3. POLICY

Students who express interest in learning about the functionality of the MARRT will notify the MARRT office via email. The Board of Directors reserves the right to cap the number of participants during any particular meeting or event. Eligible students may be enrolled in any year of the respiratory therapy program

Each student approved to participate will attend a minimum of one MARRT meeting. If possible, students are encouraged to meet with a designated member of the Board of Directors, prior of the meeting. This will ensure the student will receive a briefing and general overview of Board governance and topics on the agenda for discussion. The association manager will coordinate the pairing of the students with a member

of the MARRT Board of Directors, and attempt to facilitate the arrangement for a meeting to take place.

Students will attend meetings as observers, but may be permitted to participate on MARRT committees as members.

It is the student's responsibility to obtain any time off from classroom or clinical work to attend the meetings.

Students will be required to sign the confidentiality agreement.

Any documents or materials distributed to the student shall be returned to the Board after the meeting.

G-05 Code of Conduct

Section	Date Issued	Revision Date(s)	Date of Last Review
Governance	Sept 2012	Apr/16, Apr/18	March 2019

1. POLICY STATEMENT

The Code of Conduct is available to all members of the board, and is included in the orientation package. It was developed to assist in guiding members in the performance of their functions on the MARRT board, to define confidentiality, and to assist in determining and managing conflict of interest, while promoting public confidence in the MARRT board’s commitment to integrity, impartiality, and transparency in governance. The following descriptors will assist the members in ensuring the conditions of the Code of Conduct are met.

2. DEFINITIONS

None.

3. POLICY

Personal Behaviour:

- Act ethically and with integrity while adhering to the policies of the MARRT board.
- Consider all available information before making decisions fairly and impartially.
- Treat fellow members with respect, courtesy, and fairness.
- Not harass, bully, or discriminate against other members.
- Contribute to a harmonious and productive work environment

Communication:

- Respect the confidentiality and privacy of all information as it pertains to the individual.
- Not disclose official information on documents developed by the MARRT board other than what is authorized by the board. (Appendix A: Document Management Policy)

Use of Public Resources:

- Be accountable for official expenditures using publicly funded resources diligently, effectively and efficiently.

Conflict of Interest: (may be actual, a perceived conflict, or a potential conflict)

- Whenever a member holds a personal or financial interest, whether directly or indirectly, that in the opinion of a reasonably informed person would put into question the independence, the impartiality and the objectiveness of the said member in the exercise of their official duties, will constitute conflict of interest.
- Each member of the MARRT Board completes a Declaration and Disclosure of Conflict of Interest Form (Appendix B: Conflict of Interest Form).
- The following steps assist the member in the declaration of conflict:
 - A member determines that they may be in a Conflict of Interest situation.
 - This can be disclosed either verbally or in writing to the chair of the meeting.
 - The decision is recorded in the minutes of meeting.
- Member may abstain from voting, and / or, either by their own discretion or from direction from the chair, remove themselves from the discussion and deliberation for which the conflict has been determined.

Confidentiality:

- The MARRT board incorporates a Good Faith Agreement to assist in the facilitation of confidentiality and privacy of information between the MARRT and the individual board members.
- This requires each member of the MARRT board to annually sign a Good Faith Agreement (Appendix C: Good Faith Agreement)

Sanctions:

- Any member failing to comply with the Code of Conduct and its relevant statements may be officially sanctioned by the board.
- The board may use its discretion; from issuing a written reprimand to asking for the resignation of the involved member.

Appendix “A”

Document Management Policy

To assist in ensuring the accuracy of communication amongst the members of the MARRT board, as well as maintaining transparency with its stakeholders; the following guidelines will apply to any documents created by the MARRT board. The manner in which documents are; formatted, distributed, classified, and circulated to other parties is covered in this policy.

Formatting of documents:

- Draft documents are clearly identified with the “DRAFT” watermark on all pages of the document. (See Appendix 2) The watermark should cover most of the document page to clearly identify the document as such.
- Documents that are approved following review by the board will have the watermark removed and the date of approval, as well as the required signature placed upon it. The MARRT seal is then placed on the document for legal purposes. Documents are not considered official without these.

Distribution at the Board level:

- All draft documents created remain the sole property of the MARRT board at all times.
- Draft documents are circulated amongst the MARRT board members only, for further development through review, suggestions, and any comments.
- Final draft documents are brought forward to the MARRT board for acceptance, approval, and related motions if any.

Circulation:

- Documents will be distributed to appropriate stakeholders upon direction by the board.
- Additional circulation requires a request by a member and subsequent approval by the board.

Classification:

- Documents will be indexed for archival purposes using an appropriate category heading.
- All final documents will have the date approved clearly delineated and if the document is a policy, a line will be added specifying a revision date.
- All approved documents are classified “Confidential” for the MARRT board’s use only. The MARRT seal will identify the document as confidential.

Appendix "B"

Manitoba Association of Registered Respiratory Therapists Board Member's Declaration and Disclosure of Conflict of Interest Form

Name: (Please print)

I acknowledge that as a member of the Manitoba Association of Registered Respiratory Therapists (MARRT) board, I must adhere to the highest standard of conduct in carrying out my duties and responsibilities.

I accept the obligation to act honestly, in good faith and in the best interests of the MARRT and the MARRT board.

I will avoid conflicts of interest and adhere to the guidelines set down in the Code of Conduct.

I accept that I have the primary responsibility to identify and manage my own conflicts of interest.

I undertake to immediately disclose any real or perceived conflicts of interest as such conflicts arise.

With my signature I confirm that all of the information I have provided is true and accurate and I declare myself in conformity with the requirements of the Declaration and Disclosure of Conflict of Interest Form of the MARRT board.

Dated this _____ day of _____, 20_____.

Signature of declarant: _____

Dated this _____ day of _____, 20_____.

Signature of witness: _____

Appendix "C"

**Manitoba Association of Registered Respiratory Therapists
Board Member's Good Faith Agreement**

Name: (Please print)

In consideration of my formal association with the Manitoba Association of Registered Respiratory Therapists (MARRT) board I do solemnly declare that I will not at any time, divulge to any person(s) outside of my respective board any information or documents deemed confidential, obtained by me by virtue of my membership with the MARRT board.

I understand that it is my responsibility to read and adhere to all the provisions outlined in the Code of Conduct.

To prevent undue harm to the MARRT board and its assets, including its volunteers, and board members, I agree to take such measures as are reasonably necessary to ensure that all declared confidential information received by me and my board is kept confidential, while remaining reconcilable with our stakeholders in regards to transparency and accountability.

I fully understand that breach of this oath may result in sanctions against me being applied, up to termination of my association with the MARRT board.

With my signature I confirm that all of the information I have provided is true and accurate, and I declare myself in conformity with the Good Faith Agreement of the MARRT board.

Dated this _____ day of _____, 20_____.

Signature of declarant: _____

Dated this _____ day of _____, 20_____.

Signature of witness: _____

G-06 Dissolution Policy

Section	Date Issued	Revision Date(s)	Date of Last Review
Governance	Feb/2014		March 2019

1. POLICY STATEMENT

Upon the decision to formally dissolve MARRT, the following procedural guidelines will assist the members in ensuring that the rules governing dissolution of a not for profit corporation; as declared by Corporations Canada are properly followed. Each member is asked to familiarize themselves with the process of:

- Application for Dissolution
- Objections to Dissolution
- Withdrawal of Application of Dissolution

2. DEFINITIONS

None.

3. POLICY

The BOD shall convene a special meeting for the purpose of discussion in regards to the consideration of formal dissolution of MARRT. A majority vote as defined in the bylaws is required to pass the resolution to dissolve. The recorded minutes of the meeting are to reflect:

- The date
- The resolution, the quorum necessary, number of votes for and against, including abstentions
- The fact that the BOD has been given the direction to act on the results of the vote and to proceed with the next steps

In addition, it is recommended that:

- MARRT seek professional or legal advice before submitting application.
- Provide notification to all stakeholders with the intent to dissolve.
- Identify stakeholders at risk and discuss contingency plans for potential transfer of services.

4. APPLICATION FOR DISSOLUTION

- Requires completing and filing of form “Articles of Dissolution”
- Complete the required forms Canada Corporations Act, Application for Surrender of Charter, subsection 32(1)
- Publish nature of intended surrender in Canada Gazette and a newspaper published at or near the head office of the corporation
- Requires surrender of charter under Part 11 of the Canada Corporations Act
- MARRT business is to cease except to the extent necessary for dissolution. No individual member can receive assets or profit from dissolution.

5. OBJECTIONS TO DISSOLUTION POLICY

Once the request to dissolve has been submitted as per Corporation Canada guidelines, an official written objection to dissolution can be filed with the Minister; provided it is done so within 120 days of the original submission of dissolution.

- All objections must be resolved before dissolution can be formalized
- Creditors and other intended persons are entitled to object

6. WITHDRAWAL OF APPLICATION TO DISSOLVE

Prior to the issuance to the Directive of Dissolution and Cancellation by Corporations Canada, the corporation may withdraw its application. The required submission includes:

- Statement indicating that there are still interested members
- Members resolution to withdraw the application
- Proof of withdrawal notice published
- If these conditions are met, the application will be withdrawn and the letters patent will be returned. Corporations Canada will publish the required notice.

7. REFERENCES

Canada Corporations Act Part II – Surrender of Charter Pursuant to Subsection 32(2) <http://www.ic.gc.ca/eic/site/cd-dgc.nsf/eng/>

Dissolution Policy: National Alliance of Respiratory Therapy Regulatory bodies- NARTRB Policy June, 2012 Dissolution: A Guide for Alberta Non-Profits <http://www.charitycentral.ca/docs/dissolution-en.pdf>

G-07 Departing Board Member

Section	Date Issued	Revision Date(s)	Date of Last Review
Governance	April 2014		March 2019

1. POLICY STATEMENT

To recognize and acknowledge the investment of time spent and work done, while serving on the MARRT Board of Directors.

2. DEFINITIONS

None.

3. POLICY

It will be the policy of the MARRT that on the departure of a member from the board of directors the following recognition will apply:

- One to two years served on the MARRT Board of Directors, a thank-you card will be sent.
- More than two years served on the MARRT Board of Directors, a gift/honorarium valued at \$100.00 will be presented.
- The recognition gift will be presented to the departing board member at the Annual General Meeting.

4. REFERENCES

Christiane Menard: Past Executive Director, Canadian Society of Respiratory Therapists; email correspondence April 21, 2014.

G-08 Electronic Meetings

Section	Date Issued	Revision Date(s)	Date of Last Review
Governance	February 2014	Apr/18	March 2019

1. POLICY STATEMENT

This policy outlines the appropriate protocol for electronic meetings. Electronic meetings shall be conducted in accordance with MARRT by-laws. Participants in electronic meetings will behave as though the meeting is a regular board meeting, respecting MARRT’s confidentiality policy. This policy will ensure that appropriate meeting protocol is followed for all electronic meetings held by the Board of Directors.

2. DEFINITIONS

An electronic meeting is defined as a meeting being held via email.

3. POLICY

This protocol applies to all electronic meeting methods.

A statement of purpose will be distributed in advance of the meeting including any related documents to support Board member’s ability to make an informed decision.

Participants shall be given as much advance notice of the meeting as possible. Time, date and procedure will be provided.

The Chair shall ensure that time is used efficiently and that all participants have opportunity to express their views.

All motions shall follow normal procedures. Time shall be taken to allow everyone’s vote to be noted so that a clear decision is reached.

Minutes of the meeting shall be recorded, approved and distributed following the procedure for normal meetings.

4. The Role of Board Members

When an electronic meeting is called, each Board member shall:

- Participate in every electronic meeting even if only to say that they have no comment.
- Vote on the motion or indicate their decision to abstain from voting.

G-09 Communication

Section	Date Issued	Revision Date(s)	Date of Last Review
Governance	May 2014	Mar/15; Apr/16, Apr/18, Mar/19	March 2019

1. POLICY STATEMENT

MARRT is committed to effective and efficient dissemination and receipt of information, communication within the organization, and with the public, MARRT members, stakeholders, and the media. The purpose of this policy is to provide guidance to MARRT in developing and implementing communication strategies. This policy applies to all Board members, staff, volunteers, stakeholders, and students. This policy encompasses purpose of communications, communication tools and mechanisms and liaisons with the media.

2. PRINCIPLE

Communication strategies will be used for the purpose of achieving MARRT's objectives.

- Clear, consistent and equitable communication within the organization is essential for effective operations.
- All communications are presented in the English language.
- External communication, including with the media, aligns with the organization's strategic objectives.

3. OUTCOMES

- Public Members, MARRT Members, and Stakeholders are informed of, and may be consulted on, activities and operations.
- External communication increases awareness and understanding of issues relevant to MARRT, its members and the respiratory therapy profession.
- Internal communication supports good knowledge management and operations within the organization.

4. POLICY

Purpose of Communications:

MARRT communicates for several purposes, to:

- Increase awareness of the organization, its goals, its works, and its needs
- Enhance public understanding of the profession of respiratory therapy

- Share knowledge with stakeholders
- Share knowledge with members for effective organizational management

Communications are undertaken not for the sole purpose of information distribution and receipt, but to be used to assist and support the achievement of MARRT's strategic objectives.

Types of Communication:

Outgoing Communication

Outgoing communication is information and knowledge that is initiated, developed and distributed by the organization for an external audience.

MARRT provides outgoing communications to the following audience:

- The general public
- Members and potential members
- Industry
- Other health care professionals
- Engaged and potential consultants
- Partner organizations for project, policy, client support and other activities
- Government departments and branches
- Research and academic institutes
- Media
- Associations and professional organizations

Mechanisms and Tools used for Outgoing Communication

A range of mechanisms and tools are used to distribute outgoing communication.

Website

The website is a primary tool for distributing outgoing information to a broad audience. Information regarding MARRT's goals, governance, membership, activities, current projects and news items is maintained by the Office Manager.

E Newsletter

The online newsletter is produced bi-annually with a primary target audience of the MARRT membership. All Board members can contribute to the content of the newsletter.

Social Media

Please see MARRT Social Media Policy.

Organizational Documents

MARRT produces a number of organizational and project specific documents that provide information about its plans, achievements, and activities. Approved final documents such as annual reports, strategic plans, brochures, and project background and implementation plans may be provided to members, public, stakeholders, and academic institutions with current information about MARRT's activities, performance and plans.

Organizational documents approved for outgoing communication are also to be distributed internally, to all Board members and staff.

Media Communication

MARRT may produce or respond to media releases on behalf of the organization. Media releases may be developed to promote an event or project achievement, advocacy on behalf of the safety of the public, or to respond to any media coverage relating to the respiratory therapy profession.

- MARRT may partner with other organizations in producing or responding to a media release.
- MARRT President or delegate holds the responsibility for liaison with the media.

Conference, Forum and Meeting Representation

Board and staff members participate in conferences, forums, and advisory groups representing MARRT. It is important to be clear that representation is for the organization and not personal opinion.

Participation also allows for information gathering so that MARRT is better informed and better able to provide services for the protection of the public and advocacy for the profession.

Stakeholder Meetings

MARRT Board members participate in regular meetings with relevant stakeholders to provide support, share information about current projects and issues and to gather feedback on performance.

Regular contact with stakeholders is part of MARRT's service delivery.

All Board members, committee members and staff are responsible for developing and maintaining effective relationships with stakeholders.

Branding and Professional Image

All outgoing communications must carry the MARRT name and or logo, including letters, reports, project materials, emails and policy and advocacy submissions.

The MARRT name and logo are copyright protected and must not be used for communications that are not directly related to the organization.

Incoming Communication

Incoming communication is information and knowledge that is sought and/or received from an external source to the organization. Incoming communication supports MARRT in achieving its goal, strategic plan and provision of services to the public and membership.

MARRT receives communications from the following sources:

- The general public

- Members and potential members
- Industry
- Other health care professionals
- Engaged and potential consultants
- Partner organizations for project, policy, client support and other activities
- Government departments and branches
- Research and academic institutes
- Media
- Associations and professional organizations

Mechanisms and Tools used to Receive Incoming Communication

Any issues, concerns, or questions that arise outside of the MARRT boardroom are to be handled by using a range of mechanisms and tools explained below as the means of receiving incoming communication:

Email communications:

All email communication should be submitted to the MARRT office at office@marrt.org. Email is checked on a daily basis and responded to in a timely manner by the MARRT Office Manager indicating that the communication has been received and notification of the impending action.

A confidentiality notice will be added to all outgoing MARRT emails.

Telephone communications:

The MARRT phone number is a message service only. A voice message can be left, however, if urgent, communication via email is recommended. The message line is checked on a weekly basis.

Written Letters:

Letters received via Canada post and registered mail, are accepted through the MARRT office at 1465A Pembina Hwy, Winnipeg MB R3T 2C5. Mail received at the office is retrieved weekly on average. Once the correspondence has been retrieved from the MARRT office, it will be acknowledged as received and notification of the impending action provided.

Member and Stakeholder Consultation

It is recognized that members, clients and stakeholders play a role in assisting MARRT in achieving their strategic priorities and as such, periodic consultations may be undertaken.

Consultation may be informal or through formal means such as surveys, research, contracting consultants, etc. Members may also participate on the advisory committee group as a mechanism for providing input into activities of the organization.

Internal Communication

Internal communication is information and knowledge that is shared within the MARRT. Effective internal communication is essential for good organizational management. All Board, staff, volunteers and students are responsible for actively contributing to communication strategies and activities.

Mechanisms and Tools used for Internal Communication

A range of mechanisms and tools are used for internal communication:

Board Meetings

Board meetings support effective governance for the organization. Board meetings may also include time for staff, stakeholders, volunteers and contracted consultants to communicate with the Board on a range of project and operational issues for the organization.

Working Groups and Committee Meetings

Participants of working groups and committees meet to allow communication on specific projects or activity planning or to work on the business of the committee.

Email

The use of email is essential for effective communication amongst staff, board members, volunteers and students. These tools are a simple and effective way to share information about MARRT internal business/operations, projects, meetings, external sector news and activity. Email also provides a written record and may be considered formal documentation.

All staff, volunteers, and students are expected to use email.

Information is also shared internally through other communication mechanisms such as conference calls.

5. REFERENCES

http://www.sectorconnect.org.au/assets/pdf/resources/mgrnwk/Communications_Policy.pdf (May 29, 2014)

<http://www.sectorconnect.org.au/> (April 12, 2018)

G-10 Sponsorship and Endorsements

Section	Date Issued	Revision Date(s)	Date of Last Review
Governance	September 2015		March 2019

1. POLICY STATEMENT

To state the MARRT's position with regards to requests for endorsements and/or sponsorships of external events and organizations.

2. POLICY

The MARRT will not provide verbal or written endorsement; or any financial sponsorship of events/organizations external to the MARRT.

G-11 Volunteer Screening

Section	Date Issued	Revision Date(s)	Date of Last Review
Governance	Feb 2017	Apr/18	March 2019

1. POLICY STATEMENT

To ensure the candidates are aware of the screening process and that the selection process is fair, transparent and reasonable.

A process to ensure the suitability of the candidate for their application to serve in a volunteer position with MARRT.

2. POLICY

The MARRT BOD or Committee Chairs recruiting volunteers will:

- Use the following methods for volunteer recruitment
 - Email
 - Website
 - Word of mouth
 - Social Media
 - Newsletter
- Review applications and/or contact references. If required, selection interviews will be conducted by the Committee Chair or BOD.
- Where applicable, prepare or provide orientation and terms of reference to new committee members.

All Volunteer Candidates will:

- Submit an application form and provide references to the MARRT office.
 - When necessary, MARRT will conduct interviews to further assess the suitability of the volunteer candidate.
- Attend orientation and read terms of reference if selected to a Committee

3. REFERENCES

BC Pharmacists-

http://library.bcpharmacists.org/K-Forms/K-7_Others/9047-Committee_Member_Volunteer_App_Form.pdf

The Volunteer Recruitment Process -

https://knowhownonprofit.org/people/volunteers/recruiting/copy_of_process
(December 23, 2016)

The Volunteer Centre -

<http://volunteergw.ca/wp-content/uploads/2015/11/Volunteer-Screening-Policy-Development-Tool-2013.pdf> (December 23, 2016)

Volunteer Toronto -

http://c.ymcdn.com/sites/www.volunteertoronto.ca/resource/resmgr/online_resources/Policies/Screening_Policy.pdf (December 23, 2016)

4. Appendix – Volunteer Application Form (see next page)

COMMITTEE MEMBER VOLUNTEER APPLICATION FORM

Thank you for your interest in becoming a committee member with the MARRT. Please complete this application form and email it to office@marrt.org

APPLICANT INFORMATION:

Name:	Tel Home ()
Address:	Tel Cell ()
City/Town:	Province:
Postal Code:	Email:

PREFERRED COMMITTEE POSITION:

- Awards Selection Committee
 - Clinical Practice Guidelines Committee
 - Continuing Competency Committee
 - Complaints Committee
 - Discipline Committee
 - Governance Committee
 - Nominating Committee
 - Public Relations Committee
 - Legislative Committee
- Other (please list):

BOARD OF DIRECTORS AND/OR COMMITTEE EXPERIENCE:

(Please include either a CV or a Letter of Intent including pertinent experience)

ADDITIONAL INFORMATION:

1. References:

1. Name:
Address:
Telephone: (H) (W)
Email:
2. Name:
Address:
Telephone: (H) (W)
Email:

I have reviewed and agreed to the role and position (as defined) and have accurately completed this application and understand that the above references may be contacted.

Signature

Date

MARRT considers a number of factors including expertise, experience, practice setting, and other special skills or attributes when selecting committee volunteers. Unfortunately, we are not always able to match the number of interested volunteers to the number of available vacancies. Only those candidates being considered will be contacted. The MARRT BOD thanks you for your interest.

G-12 Observer Policy

Section	Date Issued	Revision Date(s)	Date of Last Review
Governance	Feb 2017		March 2019

1. POLICY STATEMENT

The Manitoba Association of Registered Respiratory Therapists (MARRT) recognizes the importance of observers in order to provide for the sharing of information in areas of common interest and promoting transparency where appropriate. The observer policy will identify who can be an observer and under what conditions an observer may attend MARRT meetings.

2. DEFINITIONS

An observer is defined as a person or persons having an interest in the business of the MARRT but who is not a member of the MARRT Board of Directors.

There are three observer categories;

- a member of a regulatory college / association other than MARRT
- a member of the public
- a University of Manitoba student Respiratory Therapist

3. POLICY

Individuals will be permitted to attend only face to face MARRT business meetings as observers with the exception of any portions that have been identified as closed to observers by MARRT prior to, or during, the meeting. Closed portions may include discussion of sensitive information such as those involving personnel, financial, contractual or legal matters.

Individuals will not be permitted to attend the “in camera” portion of MARRT business meetings.

A request to attend as an observer must be submitted to MARRT at least 30 days prior to the meeting. In addition, a Director may extend an invitation to individuals or organizations that they feel may benefit from observing the meeting.

Observers will not participate in the discussion or voting of a matter, but time permitting and at the discretion of the Board of Directors, a time may be set aside for observer’s comments at each meeting

All meeting material distributed to the observer is to be returned following the conclusion of the meeting.

All observers must sign the Confidentiality Agreement prior to the business meeting being attended.

4. REFERENCES

National Alliance of Respiratory Therapy Regulatory Bodies Observer Policy
NARTRB-ADM-004

G-13 Board Discipline

Section	Date Issued	Revision Date(s)	Date of Last Review
Governance	March 2017		March 2019

1. POLICY STATEMENT

The Discipline of Members Policy will provide guidance to the MARRT Board of Directors, in the event that there are grounds to discipline a board member.

2. POLICY

The Board of Directors will have the authority to suspend or expel any member from MARRT for any one or more of the following:

- Violating any provision of the articles, bylaws or written policies of MARRT.
- Violating any of the terms as stated within the MARRT Code of Conduct Policy.
- Carrying out any conduct which may be detrimental to MARRT as determined by the Board of Directors.

Any member may be removed from a meeting of MARRT, for behavior contravening the Code of Conduct Policy, by a special resolution and three quarters majority vote, provided that the member in question has been granted an opportunity to be heard at or prior to such meeting.

The Board of Directors may use its discretion in disciplining its members; from issuing a written reprimand to requesting the suspension or resignation of the involved member.

In the event that the Board of Directors determines that a member shall be suspended or expelled from membership on the board, the president shall provide thirty (30) days' notice of suspension or expulsion to the board member, along with reasons for the decision.

The member may make a written submission to the board in response to the decision within thirty (30) days of receipt of the notice of suspension or expulsion.

In the event that no written submissions are received, the President may proceed to notify the member that they are suspended or expelled from MARRT.

G-14 Board Orientation

Section	Date Issued	Revision Date(s)	Date of Last Review
Governance	September 2016	Jan/17, Apr/18	March 2019

1. POLICY STATEMENT

To orientate new board members to the MARRT Board of Directors.

2. POLICY

The President-Elect will facilitate the Board Orientation. The Board Orientation package for new board directors will be sent electronically.

3. PROCEDURE

The list of provided documents are as follows but not limited to:

- a) History of the Organization
- b) Respiratory Therapist Act of Manitoba
- c) By-Laws
- d) Strategic Direction Documents
 - Mission statement
 - Vision statement
 - Standards of Practice
 - Current MARRT strategic plan
- e) Board Manual
 - Board of Directors job descriptions
 - Policies
 - Code of Conduct agreement
 - Confidentiality agreement
 - List of Committees
- f) Board meeting minutes, financial statements, annual reports from the past two years
- g) Current contact list of board members

The new Board member will be assigned a “buddy” on the board. This person will ensure that the new member is familiar with software/programs, and functions often used when reviewing board documents. This person will also be utilized as a resource for the new member as necessary.

4. REFERENCES

Lorch and Association (September 2016)

G-15 Disputes

Section	Date Issued	Revision Date(s)	Date of Last Review
Governance	March 2017	Apr/18	March 2019

1. POLICY STATEMENT

The Dispute Resolution Policy will provide guidance to the MARRT Board of Directors in the event that a dispute among Directors arises.

2. POLICY

If a dispute among Directors cannot be resolved by the individuals involved, the dispute will be settled by the following process:

- Three mediators will be appointed, one from each of the two parties involved in the dispute and a third mediator that is mutually agreed upon by the two parties.
- The complaints will be submitted in writing to the mediators prior to their meeting with the involved parties.
- The number of mediators may be reduced as long as both parties are in agreement.
- If a resolution cannot be reached through mediation the matter will be settled by arbitration.
- One arbitrator, that was not part of the mediation process, will be appointed, as chosen by the BOD.
- All parties must agree on confidentiality and non-disclosure.
- The decision of the arbitrator will be final and binding.
- All mediation costs will be shared equally by the involved parties.
- All costs incurred as the result of arbitration will be determined by the arbitrator and shared equally by the involved parties.

G-16 Policy Review

Section	Date Issued	Revision Date(s)	Date of Last Review
Governance	March 2017	Apr/18	March 2019

1. POLICY STATEMENT

The MARRT will review existing policies annually, and as required. The purpose of the review is to determine:

- If the policy is still required and / or should it be included elsewhere in the policy manual.
- If the guidelines of the policy are still relevant and that the goal of the policy is still being met.
- If any changes are required for the purpose of improving clarity.

2. POLICY

The responsibility of policy review will be under the purview of the Governance Committee of the MARRT.

The Governance Committee will meet as necessary for the purposes of review and revision of the Policy Manual.

3. PROCEDURE

Once the Governance Committee has reviewed each Policy, the “review date” can be adjusted in the Policy Manual by the MARRT Office Manager.

Any comments or concerns regarding policies from the BOD are to be directed back to the Governance Committee for further action.

Once the Governance Committee is satisfied with amendments made to any policy, discussion regarding said policy will be added to the following monthly meeting agenda. The policy will be circulated to the MARRT BOD prior to the meeting. In the event of multiple revised policies being reviewed in one meeting, they will be presented under one resolution using a consent agenda format.

Once the motion to accept has passed, the policy (ies) will come into effect immediately and be incorporated into the policy manual with the date of review / revision added to the document and posted to the MARRT website.

G-18 Social Media

Section	Date Issued	Revision Date(s)	Date of Last Review
Governance	April 2018		March 2019

1. POLICY STATEMENT

MARRT uses social media as an additional communication tool to share information about the regulation of the profession of respiratory therapy with its members, the public and other stake holders. The MARRT Public Relations Committee will utilize MARRT social media platforms to communicate Association related information such as education opportunities, promotion of the profession, and other professional advocacy information. MARRT will make every effort to ensure that communication materials published on social media will not replace, but rather be used to complement the MARRT website, newsletter and email communication.

2. DEFINITIONS

Social Media: websites and applications that enable users to create and share content or to participate in social networking. Is the collective of online communication channels dedicated to community-based input, interaction, content sharing and collaboration.

3. POLICY

When posting or commenting via social media networks, the MARRT must adhere to principles of credibility, integrity, accountability and professionalism.

Must abide by PHIA.

All uses of social media networks must follow the MARRT Code of Ethics and Standards of Practice.

Administration of the social media network(s) will consist of a Board Member and/or member of an assigned committee.

MARRT encourages discussion, comments, questions and responses to social media posts, providing they comply with the terms of use as spelled out below, and are made in a respectful manner. Should a question be posed, or a comment made that warrants a response from MARRT, every effort to respond appropriately in a timely manner will be made, during regular business hours of 8am to 5pm Monday to Friday.

Rules for Posting Content

MARRT will allow discussion and inquiries on its social media accounts without limitation, unless it is determined by MARRT that these comments and responses:

- Are unrelated to MARRT and/or the content to which they are attached.
- Mention patients, patient's family members, or related identifiable circumstances.
- Contain vulgar or inappropriate language including harassing, racial or sexual terminology.
- Mention or discuss specific MARRT members, employees, staff, or volunteers.
- Threaten a person or site where RRT's are employed or contain aggressive language.
- Contain slanderous or potentially libelous words.
- Make false claims, allegations or conclusions.
- Contain reference to any ongoing case or investigation.
- Discuss ongoing investigations, or complaints or compliments about a specific Respiratory Therapist or place of employment.
- Provide personal information or information that may identify a third party.
- May abuse or infringe any intellectual property right or copyrighted material.
- Breach or may breach any MARRT by-law, policy or terms of use (including these Terms of Use). Breach or may breach any law, statute, regulation, order, code, standard or rule.
- Are or may be unlawful, misleading, malicious, or discriminatory.

MARRT may restrict a user's access to a social media site or channel if it is determined that the user:

- Is impersonating another user.
- Is in violation of any MARRT policy or terms of use.
- Is in breach of any existing law, statute, regulation, standard or rule or by-law.
- Has engaged or is presently engaging in unlawful, malicious, discriminatory or harassing behavior.

Content Removal and Other Remedies

When MARRT determines a reply, comment or message on our social media sites does not comply (in whole or in part) with these terms of usage, it reserves the right to both refuse to post and remove comments and replies from all posts on social media.

If it is determined by MARRT that these terms of use have been violated by a user, this may lead to restrictions regarding use of and access to MARRT's social media sites. MARRT reserves the right to block any user for a breach of these terms of use.

Please notify MARRT if you see a comment or content or a user that you think does not comply with these terms of use.

Disclaimers and Agreements

All comments or posts that do not originate from MARRT administrator accounts are the opinion of the writer, not MARRT.

Users agree not to encourage, facilitate or enable any violations of the terms of use.

By commenting, posting content or engaging with MARRT on social media, users give the MARRT permission to share and distribute those comments/content.

Users who comment or add content, grant MARRT non-exclusive, transferable, sub-licensable, royalty-free, worldwide license to use said content in any manner (including without limitation the right to copy, distribute and make derivative works).

Users who submit comments or content to MARRT are fully responsible for their comments and content, and all responses that may be generated as a response. MARRT is in no way responsible for such comments or content, and holds no responsibility to edit, update, advise on, review, retain, dispose of, circulate, act on, or respond to any such content.

Allowing any comment or content posted to or in response to the MARRT social media content to remain is in no way an endorsement of such content from MARRT.

Any sharing of external content by MARRT does not equal endorsement. Likewise, a “follow” or “like” from the MARRT social media channels does not equal endorsement of content or channel.

Social media sites, tools or channels include involvement from third-party service providers with which MARRT is not affiliated. Users are encouraged to read the terms and conditions and privacy policies of each relevant social media site or channel prior to use.

By using any of the MARRT social media channels, tools or sites, each user agrees to hold MARRT harmless from any liability, loss, damage or expense, including without limitation professional and other fees from expenses, arising out of such user’s use of any MARRT social media site or channel and any comments or content posted to social media.

4. PROCEDURE

Utilizes social media platforms to encourage/direct users back to the MARRT home website.

Comments/posts on social media networks should not contradict or be in conflict with the MARRT website, nor with the mandate of MARRT. Users must uphold or respect the interests of the MARRT organization. Respect the confidentiality of current projects, as well as non-public financial, operational, and/or legal information if not already public information. Respect the personal information of MARRT members and patients.

Assume everything that is posted on a social media network is public regardless of the use of privacy tools. Protect yourself and your privacy. Users may not use false screen names, pseudonyms, or post anonymously.

Comments will be monitored and reviewed by the Administrators. Administrators of the social media network must maintain confidentiality and have signed the Confidentiality Agreement form. Administrators must not post or comment anonymously, using

pseudonyms or false screen names. All must use their real name and identify that they are associated with MARRT.

Information should be attained from credible sources before posting online, quotes, supporting evidence or statistics should always be attributed to the original author/source. Use honesty. Never post anything that is dishonest, misleading, or untrue. Deletions or corrections of inaccurate or misleading posts/comments about MARRT will be made in a timely manner. If a post is edited or changed, notation of such will be made.

Respect laws governing copyright and fair use or fair dealings of copyright material owned by others, including MARRT copyrights and brands.

Any inquiries through social media from members or the public will be directed to the MARRT office manager via the MARRT email address.

Social Media networks are not to be used to “conduct business”. This should be done through private communication platforms such as email.

****Policy violations will be subject to disciplinary action.**

5. REFERENCES

CRTO Social Media Policy

http://www.crto.on.ca/pdf/Policies/PR_Social_Media_103.pdf March 2018

NLCHP Position Statement: Social Media

http://www.nlcrt.ca/subsub_page.php?sub_id=47 March 2018

NSCRT Social Media Guideline

https://www.nscrt.com/images/NSCRT_Social_Media_Guideline.pdf March 2018

Lorch and Associates SAMPLE Policy on Staff Use of Social Media

<https://www.dropbox.com/s/ldhpolfitloi3pu/SAMPLE%20Policy%20on%20Staff%20Use%20of%20Social%20Media.pdf?dl=0> March 2018

www.nonprofitmarketingguide.com March 2018

The Royal College of Dental Surgeons of Ontario. Social Media Policy

www.rcdso.org/whoweare/socialmediapolicy March 2018

http://marrt.olasoft.com/site/codeof_ethics?nav=03 March 2018

http://marrt.olasoft.com/site/practice_standards?nav=03 March 2018

<https://www.gov.mb.ca/health/phia/faq.html#c> March 2018

G-19 Accessible Customer Service Policy

Section	Date Issued	Revision Date(s)	Date of Last Review
	May 2019		May 2019

Purpose

This policy has been developed to ensure that the Manitoba Association of Registered Respiratory Therapists (“MARRT”) strives to provide equal customer service for people with disabilities. This includes, but is not limited to the services we provide to the general public and also to our members.

Providing equal customer service includes identifying, removing and preventing barriers for people with disabilities in obtaining, using and benefitting from our goods, services and facilities. For a person who has a physical, mental, intellectual or sensory disability, a barrier is anything that interacts with that disability in a way that may hinder the person’s full and effective participation in society on an equal basis. The following are examples of barriers:

- a) A physical barrier;
- b) An architectural barrier;
- c) An information or communications barrier;
- d) An attitudinal barrier;
- e) A technological barrier;
- f) A barrier established or perpetuated by an enactment, a policy or practice.

MARRT is committed to meeting its obligations under *The Accessibility for Manitobans Act*, *The Human Rights Code* of Manitoba, and any other applicable laws.

Statements

Communication – MARRT will make reasonable efforts to ensure that, when communicating with a person who self-identifies as being disabled by a barrier, the communication is done in a manner that takes into account the barrier. The MARRT will make it a practice to ask “how can I help you” and to provide reasonable alternative means of communication upon request (such as in person, telephone and email communication). The MARRT will be patient and use respectful language in all of our communications.

Assistive Devices – A person who is disabled by a barrier may use assistive devices (for example, including but not limited to wheelchairs, canes, walkers, scooters, magnifiers, oxygen tanks, etc.) when accessing our goods, services or facilities and MARRT will reasonably accommodate the use of the assistive devices. This includes making sure our office areas are well-lit and free of clutter. The provision and safe use of an assistive device is the sole responsibility of the person using the assistive device, and we will not touch or move your assistive device without your permission.

Support Person – A support person may accompany a person who is disabled by a barrier to our facilities and events. Unless otherwise requested, we will strive to communicate directly with the person receiving our services and not the support person.

MARRT will do its best to ensure that if the support person is required to pay an amount to be admitted to our events that advance notice of this is given.

Service Animals – A person who is disabled by a barrier may be accompanied by a service animal in areas of our facilities that are open to the public. In cases where the presence of a service animal presents a significant or unavoidable health or safety concern or may be excluded by law, we will strive to use other measures to ensure that the person disabled by a barrier can access our goods, services and facilities.

We will not feed, pet or distract a service animal. The person who is accompanied by a service animal is solely responsible for the care, control, safety and clean-up of the service animal at all times. If it is not readily apparent, we may ask if the animal has been trained to help a person with a disability-related need.

Notice of Temporary Disruption - In the event of a planned or unexpected disruption to services or facilities for customers who are disabled by a barrier (for example, an elevator, ramp, automatic door) MARRT will notify users of our facilities promptly. A notice will be posted that will include information about the reasons for the disruption, its anticipated length of time, and a description of alternative facilities or services, if available. The notice will be posted at our premises, on our website, or by other means that may be appropriate in the circumstances.

Training – MARRT will train our staff and volunteers responsible for providing our goods and services on the following:

- How to interact and communicate with persons disabled by barriers (including those who require the assistance of assistive devices, support persons or service animals);
- How to use any equipment or assistive devices that MARRT may be available to assist persons disabled by barriers;
- What to do if a person disabled by a particular barrier is having difficulty accessing services;
- *The Human Rights Code (Manitoba), The Accessibility for Manitobans Act and its Customer Service Standard Regulation.*

Training will be provided upon implementation of this policy and during orientation for new employees and volunteers. On-going training will be provided when there are changes to MARRT's policies and practices relating to providing accessible customer service.

Accessible Customer Service Feedback - MARRT welcomes feedback on how we provide accessible customer service. Customers who wish to provide feedback may do so by contacting us:

- By mail: **1465A Pembina Hwy, Winnipeg, MB R3T 2C5**
- By telephone **204-944-8081**; or
- By email **office@marrt.org**; or
- In person, by asking to speak with **the Association Manager – Lee Hurton**

MARRT will document any actions resulting from feedback received. Such documentation will be made available, on request. MARRT will make sure our feedback process is accessible to people with disabilities.

Documentation – MARRT will display a notice at our offices and on our website that a copy of this policy is available upon request. If requested by a person disabled by a barrier,

it will be given in a manner that takes the barrier into account and within a reasonable time and at no cost.

G-20 Online Voting Policy

Section	Date Issued	Revision Date(s)	Date of Last Review
Governance	October 2020		

Policy Statement:

The purpose of this policy is to mitigate the risks associated with both email and electronic voting systems. Online voting systems are software platforms used to securely conduct votes and elections. MARRT may incorporate online voting (e-mail and electronic) for the purposes of making board related decisions. MARRT by-laws contain a clause that considers e-mail and electronic voting a duly constituted method. MARRT is cognizant that online voting, both email and electronic, has disadvantages.

Risks can be mitigated by using a user portal-based system. This will help ensure confidentiality and privacy are maintained and will assist in avoiding loss of data through cyber theft.

The following list illustrates the potential disadvantages related to email voting:

1. There is an assumption that the recipient will open the email immediately recognizing that a meeting requiring a vote is scheduled.
2. The email address was incorrect for one or more of the recipients.
3. During the meeting thorough discussion may not occur and the lack of time and discussion may be considered a breach in the board’s fiduciary duty of care.
4. The use of e-mail voting increases the risk that a technicality may be overlooked, nullifying the meeting.
5. The order and timeframe in which votes are received have the potential to sway opinion for individuals who may have not yet cast their vote as votes do not occur simultaneous.
6. Cybersecurity remains a threat to the relatively low-level security of email.

Policy/Procedure:

1.0 Email voting General Guidelines:

E-mail voting will generally be used for matters of urgency or when an in-person quorum cannot be established.

1.1 The President, Chair, or designate of any committee may call for an electronic meeting that may require an e-mail vote. Before considering an email vote the following must be considered:

1.1.1 Time sensitivity of the decision; and

1.1.2 if further discussion is required utilizing alternate methods such as teleconference, a virtual meeting, or an in-person meeting.

1.2 Notice of the meeting shall be emailed to the participants prompting the need for a vote in the subject line.

1.3 A read receipt can be used to monitor that all invited participants are aware of the planned meeting.

1.4 All email correspondence must be addressed to "Reply All" to ensure all participants are aware of the ongoing proceedings.

1.5 A quorum must be confirmed for the meeting to occur.

1.5.1 If any member feels that an alternative meeting method is required to ensure adequate opportunity for fulsome discussion, they must inform the Chair at any point up to and including the call for the vote.

1.6 Normal procedural rules for the meeting occur as in regular business meetings.

1.6.1 MARRT Code of Conduct and Confidentiality rules apply.

1.7 Following the motion being seconded, the topic is open for discussion. Participants must:

1.7.1 Use "Reply All" so that all participants continue to be aware of the collective responses and the discussion is contained to one email thread.

1.8 Discussion should be limited but allow ample time for everyone to participate.

1.8.1 For urgent matters, 3-5 days is recommended.

1.8.2 If a board member participates in the meeting and discussion, they are assumed to be aware of the motion and are required to vote.

1.9 The Chair or designate must email notice to all participants indicating the discussion is now closed using "Call to Vote" in the subject line.

1.9.1 The body of the email notice must contain the timeline of voting.

1.10 All participants are expected to vote on the motion with a In Favour, Against, or Abstain using “Reply All”.

1.10.1 Voting is limited to a 24-hour period following the call to vote.

1.10.2 If a vote is not received within this time the participant is recorded as having abstained.

1.11 Results of the vote regarding the motion will be emailed to all participants following the tally.

2.0 Electronic Voting General Guidelines

Electronic voting may be considered for use at larger meetings, such as the AGM, where individuals may not have the opportunity to attend in person.

In accordance with MARRT Virtual Meeting Policy, individuals unable to attend the in-person meeting may attend virtually (if technology allows) and are able to make and second motions, participate in discussion, and vote on motions.

2.1 Ensure that the votes taken, abide by the Canada Not for Profit Corporations Regulations:

- i. Enabling the votes to be gathered in a manner that permits their subsequent verification, and
- ii. Permits the tallied votes to be presented to the corporation without it being possible for the corporation to identify how each member voted, when required (e.g. elections).

2.2 MARRT By-laws Article 27 authorizes absentee voting.

2.3 The MARRT Board of Directors will choose the online voting platform to be used, which include:

- i. MARRT online data system
- ii. Other web-based systems

2.4 The MARRT Virtual Policy provides the technical guidelines for accessing the meeting.

2.5 When a motion is called, voting should be available onscreen in a “In Favour” or “Against” note, followed by Proxies, concluding with “Abstentions”.

2.6 A time frame for voting shall be decided upon before the meeting.

2.7 The result of the voting should be displayed on the screen for all members to see.

2.8 The Chair of the meeting will verbally confirm the result of the vote to all members.

2.9 The online voting record shall be appended to the meeting minutes.

References:

1. MARRT by-laws

2. The Manitoba Emergency Measures Act (C.C.S.M.c.E80) Section 3.1 Electronic attendance at a Meeting.

https://web2.gov.mb.ca/laws/orders/_pdf-order.php?ord=132/2020

3. Canada Not for Profit Corporations Regulations, Part 4 Section 71(1): Communications Facilities for Members

<https://laws.justice.gc.ca/eng/regulations/SOR-2011-223/page-4.html>

4. Association of Canadian Archivists Online Voting Policy

<https://archivists.ca/resources/Documents/Governance%20and%20Structure/ACA%20Online%20Voting%20Policy%202018%20Revision%20DRAFT.pdf>

G-21 Virtual Meeting Policy

Section	Date Issued	Revision Date(s)	Date of Last Review
Governance	October 2020		

Policy Statement:

A virtual meeting is a meeting where attendees use video, text, and/or audio to link up irrespective of their physical location. Virtual meetings are designed to foster an open environment that promotes transparency, provides for increased collaboration, and can also be used to support interactive learning in a virtual environment. While “in person” is the preferred meeting method, there are times when this is not feasible for some or all participants.

The MARRT recognizes the benefit of using web conferencing platforms and has taken steps to minimize the risks associated.

Policy:

1.0 General guidelines:

1.1 The MARRT by-law Article 24.1 authorizes the use of virtual meetings as a duly constituted meeting method.

1.2 The electronic platform used must be approved by the MARRT Board of Directors.

1.3 The President, Chair, or designate of any committee may call for a virtual meeting to take place. The procedural method for a virtual meeting is the same for an in-person meeting.

1.3.1 Prior to meeting the participants are encouraged to arrive early and test connection with the technology being used (smart phone, tablet, laptop, desktop computer) to ensure ability to participate.

1.4 The MARRT principles of Code of Conduct and Confidentiality apply.

1.5 Where possible, meeting participants should attend the meeting in a private location.

1.6 The use of video is generally recommended to keep the meeting as close to an in person encounter as possible. There are times when this may not be feasible such as in large meetings with numerous attendees.

1.7 Participants should remain on mute unless speaking or engaged in an active discussion.

1.8 Business shall not be transacted until attendees are verified and quorum established.

1.9 Motions made during the meeting must be ratified through a MARRT approved voting mechanism; email or electronic.

1.10 Virtual meetings will not be used for meetings where member, applicant or patient information is discussed. Teleconferencing must be the meeting method utilized when any of these individuals are identified.

2.0 Virtual Meeting Platform Guidelines:

A secure platform must be used for the purposes of holding a virtual meeting.

2.1 The web-conferencing platform must be encrypted.

2.2 Emails will be sent to participants with the link to access the meeting.

2.3 The meeting administrator will admit participants into the meeting.

2.4 If an attendee loses connection, there will be a means in which they can re-enter the meeting through verification of identity and previous registration.

3.0 Recordings:

If there is a need to record meetings, ensure provincial privacy guidelines are followed.

3.1 The meeting chair must inform all participants that there is an intent to record the meeting.

3.2 All participants must agree to be recorded.

3.3 The meeting recording may be distributed at the Board of Directors discretion.

3.4 An indicator will be visible to all attendees if the meeting is being recorded.

4.0 Virtual Annual General Meetings:

4.1 As per the MARRT By-laws Article 24.2, the Annual General Meeting shall follow normal procedural method whether held virtually or in person.

4.2 A person is deemed to be present at the meeting if they, through telephonic or electronic means, establish a communications link to the meeting.

4.3 According to MARRT By-Law Article 27.2, voting members who are unable to attend may appoint a proxy.

4.4 Proxies must be received before the stated deadline.

References:

1. MARRT By-Laws

2. The Manitoba Emergency Measures Act (C.C.S.M.c.E80) Section 3.1 Electronic attendance at a Meeting.

https://web2.gov.mb.ca/laws/orders/_pdf-order.php?ord=132/2020

3. Canada: Legal and Practical Considerations For Virtual Shareholder Meetings

<https://www.mondaq.com/canada/shareholders/909822/legal-and-practical-considerations-for-virtual-shareholder-meetings>

4. Don't let your virtual meetings expose you to privacy and security risks

<https://xpanlawgroup.com/dont-let-your-virtual-meetings-expose-you-to-privacy-and-security-risks/>

5. Cardinal Rules of Running A Virtual Meeting

<https://www.forbes.com/sites/williamvanderbloemen/2020/03/15/8-cardinal-rules-of-running-a-virtual-meeting/#13c4890a4e1d>

6. Alliance for Innovation: Virtual Meeting

<https://www.transformgov.org/questions/virtual-meeting-policy-procedures>

7. The Ontario Non-Profit Network offers this how-to guide to help facilitate a positive AGM experience.

<https://theonnc.ca/wp-content/uploads/2020/04/Final-Virtual-AGM-Facilitation-Guide.pdf>

L-01 License Eligibility

Section	Date Issued	Revision Date(s)	Date of Last Review
Licenses	Jan/88	Oct/02; Sept/07; Apr/18	March 2019

1. POLICY STATEMENT

To serve as a guideline to the Registrar processing of license applications. To provide interpretation of the Active Practicing status as outlined in the Respiratory Therapists Act.

2. DEFINITIONS

None.

3. POLICY

To be eligible for active practicing status the applicant must:

- be eligible for membership as per Section I and II of the Registered Respiratory Therapists Act (C.C.S.M.c.R115); Registered Respiratory Therapy Regulation, and:
 - not be subject to any suspension or evocation of his/her right to practice, or
 - be employed in a position where the applicant is practicing respiratory therapy under medical supervision as per Section I (l) of the Act, and
 - has worked for a minimum of 720 hours in the past four (4) years, and
 - has paid any required fees.

4. PROCEDURE

All applicants for license/license renewal will be reviewed by the Registrar. Where the registrar feels the application requires further evaluation prior to approval, he/she may request the Board of Directors review the information submitted.

Where the Registrar/Board have reason to question a candidate's eligibility for license renewal/grant, the following additional information may be required by the Registrar:

- complete documentation of hours/days worked from the employer
- a letter of reference from the most recent employer
- a current job description as prepared by the employer
- a current sample performance appraisal form to substantiate the method of the applicant's work-related activities
- a personal interview with the applicant.

L-03 License Categories / Fee Schedule

Section	Date Issued	Revision Date(s)	Date of Last Review
Licensing	October 2014	Dec/16, Apr/18, Dec/18, Mar/19, Nov/19	Nov 2019

POLICY STATEMENT

To describe license categories and related fees.

1. LICENSE CATEGORIES

1.1 Active Practicing License

- Full practicing license with no conditions

1.2 Active Practicing License with Conditions

- Board Imposed Conditions - sanctions as a result of discipline with fees set by MARRT

1.3 Temporary Practicing License with Conditions

- Issued to graduates prior to completion of MARRT credentialing examination. Valid for eighteen months.

1.4 Associate Member License

- Inactive Practicing License (*e.g. leave of absence*)

2. LICENSE PERIOD

A MARRT license is valid from February 1 to January 31 of the current licensing year. License Renewals open on December 1 and close on January 31.

3. LICENSE FEES STRUCTURE

The Board of Directors sets license fees and other associated fees during the annual budget review and according to the business plan of the MARRT.

LICENSE CATEGORY	2020 FEES	VALID TIME PERIOD
ACTIVE PRACTICING	\$520	February 1 – January 31 Renewed annually
ACTIVE PRACTICING WITH CONDITIONS	additional fees may be determined by MARRT	Determined by MARRT
TEMPORARY PRACTICING (VALID FOR EIGHTEEN MONTHS)	\$ 260 \$ 520	For current license year In upcoming license year
ASSOCIATE	\$ 260	Valid upon issue until renewal date Renewable

4. LATE FEE AND REINSTATEMENT FEE

4.1 *Late Fee: assessed on renewals received after January 16 for the purposes of ensuring any issues that may have been encountered during the process can be rectified in time for the renewal to be completed and approved before the January 31 final deadline and the registrant being unable to practice.

4.2 **Reinstatement Fee: assessed on renewals received after the January 31 final deadline at which time the registrant’s license to practice has lapsed and they can no longer practice without reapplying for license.

FEES RECEIVED DECEMBER 1 – JANUARY 15	FEES RECEIVED JANUARY 16 - 31	FEES RECEIVED AFTER JANUARY 31 (LICENSE LAPSED)
No additional fees	*late fee	**Reinstatement fee
\$ 520	\$ 520 + \$150	\$ 520 + 150 +\$75
Total amount \$520	Total amount \$670	Total amount \$745

5. PRORATING OF LICENSE FEES

MARRT will prorate license fees received on a quarterly basis. For details see Policy M-01.

L-04 Graduate License Conditions

Section	Date Issued	Revision Date(s)	Date of Last Review
Licensing	June/2001	Oct/02; Sept/07	March 2019

1. POLICY

Graduates from approved respiratory therapy education programs who are eligible to write the MARRT credential exam upon application and who meet all other criteria, will be issued an Active Practicing Graduate license with the following conditions:

- The graduate respiratory therapy professional designation for legal recording purposes is “Graduate Respiratory Therapist” or “GRT”.
- There must be one registered respiratory therapist (RRT), with no conditions, for every two graduate respiratory therapists on site at any time.
- The GRT may not transcribe verbal orders into the patient record.
- The GRT is not authorized to utilize care protocols, care maps or other care algorithms where the care provided would otherwise require a physician’s order.
- The GRT may not supervise students.

The GRT must inform the employer of the above conditions and any other conditions placed on his or her license by the Registrar.

L-05 Notification of License Renewal

Section	Date Issued	Revision Date(s)	Date of Last Review
Licensing		Oct/02; Oct/14	March 2019

1. POLICY STATEMENT

To ensure all members of MARRT receive the notification for license renewal with sufficient lead-time before the deadline for application.

2. POLICY

The license renewal notice is to be given no later than 60 days prior to license expiration date of the current year.

L-06 Professional Liability Insurance

Section	Date Issued	Revision Date(s)	Date of Last Review
Licensing	Jan 2017	Apr/18	March 2019

1. POLICY STATEMENT

The Professional Liability Insurance (PLI) policy will provide guidelines to the MARRT board in regards to establishing the amount of coverage, proof of coverage, review of coverage amount, and the means of relaying changes in the PLI requirements to membership.

2. POLICY

The MARRT board shall determine the minimum amount of PLI a Registered Respiratory Therapist is required to possess, in order to be eligible for licensure.

The amount of PLI necessary will be reviewed on an annual basis to ensure that the amount is appropriate as compared to current related situations in the health care environment.

As of 2017, the minimum Professional Liability Insurance required by a member is 2 million dollars.

If the board deems a change in PLI coverage is necessary, this will be communicated to the members at the Annual General Meeting preceding the upcoming license year.

The disclosure statement in regards to PLI on the MARRT license application form will occur via the answers provided in the license renewal disclosure statements.

The member will be asked for proof of coverage possession upon three separate occasions.

- If the member is chosen in the random audit of the Continuing Competency Program.
- If the individual is applying for the first time for licensure to practice.
- If the MARRT board specifically requests a member for proof.

L-07 Temporary Registration of Retired Manitoban-Respiratory Therapists Applying to Assist in Emergency Situations

Section	Date Issued	Revision Date(s)	Date of Last Review
Licensing	March 2020		

In the event of a pandemic, there is a mechanism for temporary registration of Retired Manitoban Respiratory Therapists who are willing to assist with an emergency or health crisis in Manitoba.

According to the Manitoba Registered Respiratory Therapists Act:

Registration if emergency

10.1(1) Despite anything in this Act or the regulations, the board may waive any requirements for registration under this Act and the regulations to allow a person who is authorized to practice respiratory therapy in another jurisdiction in Canada or the United States to practice respiratory therapy in the province during an emergency, if the minister gives the board written notice that

(a) a public health emergency exists in all or part of the province; and

(b) he or she has determined, after consulting with public health officials and any other persons that the minister considers advisable, that the services of a respiratory therapist from outside the province are required to assist in dealing with the emergency.

Emergency need not be declared

10.1(2) The board may exercise its authority under subsection (1) even if no emergency has been declared under an enactment of Manitoba or Canada

Procedure

Currently, retired RTs may be registered in Manitoba provided they meet the following criteria for registration if they:

- i. previously held an Active Practicing license with MARRT,
- ii. were a member in good standing
- iii. have met the currency in hours requirement of 720 hours worked in the previous four years.

The MARRT Board of Directors authorizes the Registrar to issue a temporary license and to waive the application and registration fees for an initial 90 days for a retired applicant who is applying for an active-practicing license for the purpose of assisting with an emergency situation or health crisis in Manitoba. Should the situation extend beyond 90 days the Registrar is authorized to extend the temporary license another 90 days.

Should the retired member wish to return to practice beyond the crisis, the Registrar will require the member to pay the applicable fees at that time in order to be granted an active practicing license and to continue working in Manitoba.

L-08 Temporary Registration of Canadian Out-of-Province - Respiratory Therapists Applying to Assist in Emergency Situations

Section	Date Issued	Revision Date(s)	Date of Last Review
Licensing	March 2020		

In the event of a pandemic, there is a mechanism for temporary registration of Canadian out of province Respiratory Therapists (RTs) who are willing to assist with an emergency or health crisis in Manitoba.

According to the Manitoba Registered Respiratory Therapists Act:

Registration if emergency

10.1(1) Despite anything in this Act or the regulations, the board may waive any requirements for registration under this Act and the regulations to allow a person who is authorized to practice respiratory therapy in another jurisdiction in Canada or the United States to practice respiratory therapy in the province during an emergency, if the minister gives the board written notice that

(a) a public health emergency exists in all or part of the province; and

(b) he or she has determined, after consulting with public health officials and any other persons that the minister considers advisable, that the services of a respiratory therapist from outside the province are required to assist in dealing with the emergency.

Emergency need not be declared

10.1(2) The board may exercise its authority under subsection (1) even if no emergency has been declared under an enactment of Manitoba or Canada

Procedure

Currently, Canadian out-of-province RTs may be registered in Manitoba provided they meet the following criteria for registration:

- a) If practicing in a regulated jurisdiction,
 - i. Hold an active practicing license in good standing issued by a Canadian Respiratory regulatory body outside of Manitoba through the provision of a completed Registration Verification Form

- b) If practicing in an unregulated jurisdiction,
 - i. is a registered member of the CSRT (does not apply to associate, honorary, or student membership) practicing in an unregulated jurisdiction in Canada;
 - ii. is permitted by the CSRT to use the title “Registered Respiratory Therapist”;
 - iii. is in compliance with a program of continuing education established by the CSRT that meets the accepted requirements set by all of the signatories;
 - iv. has practiced the profession within that unregulated jurisdiction for a minimum of 750 hours within the previous two years while holding a current registered membership with the CSRT;
 - v. provides a letter of reference from their last or current employer(s) in a form prescribed by the signatories; and
 - vi. provides a letter from the CSRT confirming that the applicant has been a registered member in good standing for the past two years.

The MARRT Board of Directors authorizes the Registrar to issue a temporary license and to waive the application and registration fees for an initial 90 days for a Canadian RT applicant who is applying for an active-practicing license for the purpose of assisting with an emergency situation or health crisis in Manitoba. Should the situation extend beyond 90 days the Registrar is authorized to extend the temporary license another 90 days.

Should the out-of-province member wish to remain in Manitoba beyond the crisis, the Registrar will require the member to pay the applicable fees at that time in order to be granted an active practicing license and to continue working in Manitoba.

L-09 Temporary Practicing Student Respiratory Therapist License

Section	Date Issued	Revision Date(s)	Date of Last Review
License	April 2020		

3. POLICY STATEMENT

As part of the Covid-19 2020 Pandemic Plan strategy, MARRT recognizes there may be a need to grant students a temporary practicing license before they have completed their Respiratory Therapy education program. To enable this to occur the new temporary license category, Temporary Practicing Student Respiratory Therapist (TPSRT), will be used with the applicable conditions and restrictions placed upon the license. TPSRT's must practice under the general supervision (ability to communicate with an RRT face to face, via telephone, or some other means within a reasonable time frame) of a Registered Respiratory Therapist who has no conditions or restrictions on their license.

4. POLICY

The MARRT has granted the Registrar the authority to grant temporary practicing student licenses to 3rd year clinical students whose name has been put forward by the education program. The Temporary Practicing Student Respiratory Therapist license will have the following conditions and restrictions attached to it:

Conditions:

The professional designation for legal recording purposes is "Temporary Practicing Student Respiratory Therapist" or "TPSRT".

1. The TPSRT must provide record of currency regarding mask fit testing.
2. The TPSRT must provide a summary of NCF competencies where entry to practice has been achieved and those competencies in progress.
3. The TPSRT must demonstrate to the employer the competencies related to the proper use of preventative measures to ensure health and safety. See NCF Core Competency B7: 7.1, 7.2. TPSRT to indicate to the Registrar that they have received the applicable education and training during orientation as soon as possible.

4. Employers must ensure there is one registered respiratory therapist (RRT), with no conditions or restrictions on their license, for every two TPSRTs on site at any time.
5. The TPSRT may not supervise students.
6. TPSRT licenses will expire after 45 days or immediately once the crisis is declared over by the government of Manitoba, whichever occurs first.
7. If the pandemic extends beyond 45 days, the Registrar has the authority to renew the TPSRT license for an additional 45 days.
8. Following expiry of the temporary graduate license, these individuals will be required to successfully complete the remaining requirements of their Respiratory Therapy Education Program. They will not be referred to challenge the MARRT credentialing examination until proof of successful completion of the education program has been received.

Restrictions:

1. TPSRTs are restricted from using any skills/competencies included in the National Competency Framework that the education program has not deemed them complete/proficient in.
2. TPSRTs are prohibited from providing **any patient care:**
 - 2.1. in the Intensive Care Units being used for the treatment of COVID positive or suspect patients;
 - 2.2. to COVID-19 positive or suspect positive patients on any ward.
3. TPSRT's are prohibited from providing **direct** (can still assist RRT) **patient care** in:
 - 3.1. the Emergency Department
4. TPSRTs are prohibited from working nights or weekends, secondary to reduced staffing compliments.
5. TPSRTs may not transcribe verbal orders into the patient record.
6. TPSRTs are not authorized to utilize care protocols, care maps or other care algorithms where the care provided would otherwise require a physician's order.

L-10 Virtual Meeting Policy

Section	Date Issued	Revision Date(s)	Date of Last Review
Governance	October 2020		

Virtual Meeting Policy

Policy Statement:

A virtual meeting is a meeting where attendees use video, text, and/or audio to link up irrespective of their physical location. Virtual meetings are designed to foster an open environment that promotes transparency, provides for increased collaboration, and can also be used to support interactive learning in a virtual environment. While “in person” is the preferred meeting method, there are times when this is not feasible for some or all participants.

The MARRT recognizes the benefit of using web conferencing platforms and has taken steps to minimize the risks associated.

Policy:

1.0 General guidelines:

1.1 The MARRT by-law Article 24.1 authorizes the use of virtual meetings as a duly constituted meeting method.

1.2 The electronic platform used must be approved by the MARRT Board of Directors.

1.3 The President, Chair, or designate of any committee may call for a virtual meeting to take place. The procedural method for a virtual meeting is the same for an in-person meeting.

1.3.1 Prior to meeting the participants are encouraged to arrive early and test connection with the technology being used (smart phone, tablet, laptop, desktop computer) to ensure ability to participate.

1.4 The MARRT principles of Code of Conduct and Confidentiality apply.

1.5 Where possible, meeting participants should attend the meeting in a private location.

1.6 The use of video is generally recommended to keep the meeting as close to an in person encounter as possible. There are times when this may not be feasible such as in large meetings with numerous attendees.

1.7 Participants should remain on mute unless speaking or engaged in an active discussion.

1.8 Business shall not be transacted until attendees are verified and quorum established.

1.9 Motions made during the meeting must be ratified through a MARRT approved voting mechanism; email or electronic.

1.10 Virtual meetings will not be used for meetings where member, applicant or patient information is discussed. Teleconferencing must be the meeting method utilized when any of these individuals are identified.

2.0 Virtual Meeting Platform Guidelines:

A secure platform must be used for the purposes of holding a virtual meeting.

2.1 The web-conferencing platform must be encrypted.

2.2 Emails will be sent to participants with the link to access the meeting.

2.3 The meeting administrator will admit participants into the meeting.

2.4 If an attendee loses connection, there will be a means in which they can re-enter the meeting through verification of identity and previous registration.

3.0 Recordings:

If there is a need to record meetings, ensure provincial privacy guidelines are followed.

3.1 The meeting chair must inform all participants that there is an intent to record the meeting.

3.2 All participants must agree to be recorded.

3.3 The meeting recording may be distributed at the Board of Directors discretion.

3.4 An indicator will be visible to all attendees if the meeting is being recorded.

4.0 Virtual Annual General Meetings:

4.1 As per the MARRT By-laws Article 24.2, the Annual General Meeting shall follow normal procedural method whether held virtually or in person.

4.2 A person is deemed to be present at the meeting if they, through telephonic or electronic means, establish a communications link to the meeting.

4.3 According to MARRT By-Law Article 27.2, voting members who are unable to attend may appoint a proxy.

4.4 Proxies must be received before the stated deadline.

References:

1. MARRT By-Laws

2. The Manitoba Emergency Measures Act (C.C.S.M.c.E80) Section 3.1 Electronic attendance at a Meeting.

https://web2.gov.mb.ca/laws/orders/_pdf-order.php?ord=132/2020

3. Canada: Legal and Practical Considerations For Virtual Shareholder Meetings

<https://www.mondaq.com/canada/shareholders/909822/legal-and-practical-considerations-for-virtual-shareholder-meetings>

4. Don't let your virtual meetings expose you to privacy and security risks

<https://xpanlawgroup.com/dont-let-your-virtual-meetings-expose-you-to-privacy-and-security-risks/>

5. Cardinal Rules of Running A Virtual Meeting

<https://www.forbes.com/sites/williamvanderbloemen/2020/03/15/8-cardinal-rules-of-running-a-virtual-meeting/#13c4890a4e1d>

6. Alliance for Innovation: Virtual Meeting

<https://www.transformgov.org/questions/virtual-meeting-policy-procedures>

7. The Ontario Non-Profit Network offers this how-to guide to help facilitate a positive AGM experience.

<https://theonnc.ca/wp-content/uploads/2020/04/Final-Virtual-AGM-Facilitation-Guide.pdf>

M-01 Pro-Rating of License Fees

Section	Date Issued	Revision Date(s)	Date of Last Review
Membership	Aug/88	Aug/90; Oct/02; Sept/07, Mar/19	March 2019

1. POLICY STATEMENT

To establish uniform guidelines for pro-rating of the Active Practicing and Active Practicing Graduate fees.

2. POLICY

- Applications / renewals received after the new license year begins (February 1) will be prorated on a quarterly basis. The related fee will be:
 - February 1 – April 30 100% of annual license fee
 - May 1 – July 31 75% of annual license fee
50% for graduates
 - August 1 – October 31 50% of annual license fee
 - November 1 – January 31 25% of annual license fee

- Graduates who have registered as an active practicing graduate with MARRT are eligible for a refund of the full amount of their license fee if they choose not to seek employment in Manitoba. They have until September 1 to submit a request for refund

- This does not apply to the license application fee which is non-refundable

M-02 Incomplete Application for Licensure

Section	Date Issued	Revision Date(s)	Date of Last Review
Membership	Jan/92	Oct/02; Sept/07	March 2019

1. POLICY STATEMENT

To provide guidance to the Registrar in maintaining a uniform practice in reviewing license applications.

2. POLICY

It is generally accepted that an application for a MARRT license must be completed (including full payment of the prescribed fee) in order for the registrar to process the application and to grant the license.

3. PROCEDURE

Applicant may be required to submit further information upon request.

4. APPEALS PROCESS

An applicant refused registration or the entry of his or her name in the appropriate roster by the Registrar may, by written notice, appeal that decision to the Board of Directors which shall consider the appeal within 30 days of the receipt of the notice and upon making its decision shall forthwith report that decision in writing to the applicant.

Refer to Part III, Section 10(4) of the **Registered Respiratory Therapists Act (C.C.S.M.c.R115)**.

5. BOARD OF DIRECTOR'S RESPONSIBILITY

The President shall call a Board of Directors meeting to consider all applicants for license deemed incomplete by the Registrar.

The Board of Directors shall review the application and any appeals relating to them. A vote to approve the application and any conditions put forth will be taken. A two thirds (2/3) majority vote to approve will be required in the granting of the license.

M-04 Membership Information Distribution

Section	Date Issued	Revision Date(s)	Date of Last Review
Governance	March 2017	Apr/18, Mar/19	March 2019

1. POLICY STATEMENT

To provide assurances that MARRT member's personal information remains private and confidential according to the criteria described in the Government of Canada - Privacy Act; while ensuring that the public has access to the information included in the current Active Practicing roster, as required by the Manitoba Registered Respiratory Therapist Act.

2. POLICY

The MARRT Board is responsible for governing the use, distribution and protection of materials related to membership demographics and licensing information, including any conditions and restrictions on the practice of its members.

MARRT is the sole proprietor of all information collected on the MARRT website. MARRT can only access / collect personal information provided by its members through the individual member's profile.

Information not required to be made public will not be sold / rented / or otherwise distributed.

3. PROCEDURE

The MARRT Active Practitioner list available to the public will contain only the following information:

- Member's full name
- MARRT registration number
- Employment facility
- License Conditions
- License expiry date
- Language Fluency

P-01 Website Management

Section	Date Issued	Revision Date(s)	Date of Last Review
Public Relations	Jun/13		March 2019

1. POLICY STATEMENT

To ensure that all content posted on the website provides information to the membership and the public, congruent with the vision and mission of MARRT.

2. DEFINITIONS

“Link(s): External website links

“Website”: The MARRT website

“URL”: Uniform Resource Locator. It refers to the unique address for a file on the internet

“User(s): Any individual who accesses the MARRT website

3. POLICY

All links posted on the website are listed for the convenience of the users and are used at their own risk.

Links shall not pose a conflict of interest for any member of the Board, the Staff, or the organization.

Any link posted on the website shall not result in financial gain by any member of the Board, Staff, or any member of the organization.

The posting of links on the website does not imply endorsement of that website by the organization.

External web links are not under the control of MARRT, and MARRT is not responsible for the content within the linked website.

Links to the following are acceptable:

- Links which provide continuing education.
- Respiratory therapy education programs and their affiliated institutions.
- Legislation pertaining to the practice of respiratory therapy in Manitoba and across Canada.
- Provincial/National respiratory therapy associations, colleges, societies, and regulatory bodies.
- Not-for-profit provincial/national organizations promoting lung health (Examples: The Lung Association, the Canadian Thoracic Society).

4. PROCEDURE

All requests to post a link on the website shall be directed to the Office Manager.

The Office Manager will forward the link via email to the President for review.

If the link has been approved, the Office Manager will post the link to the MARRT website.

If the link has not been approved, the Office Manager will contact the party to inform them that their request has been denied.

All links to external websites will be reviewed annually by the Office Manager for their continuing value to users.

5. REFERENCES

“Canadian Chiropractic Examining Board: Web Links Policy”.

Canadian Chiropractic Examining Board

<http://www.cceb.ca/docs/weblinks.pdf> Accessed January 8, 2013

“Content Management Policy: Legal Aid NSW website and intranet”.

Version 1.3 2010. Legal Aid New South Wales

http://www.legalaid.nsw.gov.au/_data/assets/pdf_file/0003/9660/Web-content-management-policy.pdf Accessed November 3, 2012

“University of Manitoba Web Standards Guidelines”.

Version 4 – August 2012.

http://umanitoba.ca/admin/mco/media/web_standards_guidelines_2012.pdf

Accessed January 21, 2013