

Saskatchewan Society of Occupational Therapists
ADMINISTRATIVE BYLAW AMENDMENTS
FEE BYLAW AMENDMENTS

Whereas *The SSOT Administrative Bylaws* requires amendments to prescribe the amount of registration, licensing and other fees payable to the association, the times of payment and penalties for late payment; and

Whereas *The SSOT Fee Bylaw Amendments, 2023* were adopted by resolution of the SSOT Council on April 15, 2023; and

Whereas, pursuant to clause 13(3)(b) of *The Occupational Therapists Act, 1997*, bylaws made by the Council must be confirmed by a two-thirds vote of the membership at an annual or special meeting;

Therefore, be it resolved that the amendments to *The SSOT Fee Bylaws*, as set out in Schedule A, be confirmed in accordance with the authority prescribed in *The Occupational Therapist Act, 1997*.

Schedule A

Title

1. These amending bylaws may be referred to as *The SSOT Fee Bylaws Amendment, 2023*.

SSOT Fee Bylaws 2022 amended

2. *The SSOT Fee Bylaws, 2022* are amended in the manner set out in these amending bylaws.

Section 2 amended

3. Section 2 is amended by striking out “or” and adding “, or extended access”

Section 3 amended

4. Section 3 is repealed and the following substituted:

“Initial registration and licensing for practising members

3(1) The fee for registration as a practising member and a full practising licence in the year of registration and for each subsequent year is \$565.00.

(a) The pro-rated practising licence fee for 3 months or less in a given registration year (March 1 – February 28/29) is \$205.00.

(2) The fee for registration as a restricted practising member and a restricted practising licence in the year of registration and for each subsequent year is \$565.00.

(a) The pro-rated restricted practising licence for 3 months or less in a given registration

year (March 1 – February 28/29) is \$205.00.

(3) The fee for registration as a practising member and a temporary practising licence for a maximum of two weeks is \$50.00.”

Section 4 amended

5. Section 4 amended:

- a. **by renumbering the current section “4” to be section “5”.**
- b. **by adding the following to section 4:**

“Extended access

4 The annual fee for an extended access membership is \$75.00.”

Section 5 amended

6. Section 5 amended:

- a. **by renumbering the current section “5” to be section “6”.**
- b. **by striking out “4” and substituting “5”.**

Section 6 amended

7. Section 6 amended:

- a. **by renumbering the current section “6” to be section “7”.**

Section 7 amended

8. Section 7 amended:

- a. **by renumbering the current section “7” to be section “9”.**

Section 8 amended

9. Section 8 amended:

- a. **by renumbering the current section “8” to be section “10”.**
- b. **by adding the following to section 8:**

“Other Fees

8 The following fees apply as indicated:

- (a) NSF cheque charge is \$50.00.
- (b) Completion of the Labour Mobility Support Agreement (LMSA) Confirmation Form charge is \$41.00.
- (c) Completion of a Letter of Good Standing charge is \$41.00.
- (d) Appeal fee is \$30.00.

Other late fees at the discretion of council.”

SIDE-BY-SIDE – FEE BYLAWS

**Proposed Fee Bylaws Amendment, 2023
Saskatchewan Society of Occupational Therapists**

Existing Bylaw	Proposed Bylaw	Explanation/Comments
<p>Title</p> <p>1 These bylaws may be referred to as <i>The SSOT Fee Bylaws</i>.</p>	<p>Title</p> <p>1 These bylaws may be referred to as <i>The SSOT Fee Bylaws, 2023</i>.</p>	<p>Title of the amended bylaws.</p>
<p>Application fees</p> <p>2 The non-refundable processing fee payable for an initial application for registration as a practising, non-practising, or restricted practising member is \$100.00.</p>	<p>Application fees</p> <p>2 The non-refundable processing fee payable for an initial application for registration as a practising, non-practising, restricted practising, or extended access member is \$100.00.</p>	<p>Inclusion of the extended access membership to align with <i>The SSOT Regulatory Bylaws, 2022</i>.</p>
<p>Registration and initial licence fees</p> <p>3 The fee for registration as a member and the relevant licence to practice in the year of registration and for each subsequent year is \$565.00.</p>	<p>Initial registration and licensing for practising members</p> <p>3(1) The fee for registration as a practising member and a full practising licence in the year of registration and for each subsequent year is \$565.00.</p> <p>(a) The pro-rated practising licence fee for 3 months or less in a given registration year (March 1 – February 28/29) is \$205.00.</p> <p>(2) The fee for registration as a restricted practising member and a restricted</p>	<p>Differentiates the fee differences between a full practising licence, a restricted practising licence, and a temporary licence.</p> <p>Inclusion of pro-rated fees for members only wanting a 3-month practising licence or who initially register within the registration year.</p> <p>Inclusion of the cost of a temporary licence to align with <i>The SSOT Regulatory Bylaws, 2022</i>.</p> <ul style="list-style-type: none"> A temporary licence is for persons who meet the requirements of subsection 19 (1.1) of the Act and is intending to participate in or teach or

Existing Bylaw	Proposed Bylaw	Explanation/Comments
	<p>practising licence in the year of registration and for each subsequent year is \$565.00.</p> <p>(a) The pro-rated restricted practising licence for 3 months or less in a given registration year (March 1 – February 28/29) is \$205.00.</p> <p>(3) The fee for registration as a practising member and a temporary practising licence for a maximum of two weeks is \$50.00</p>	<p>instruct a course, workshop, seminar or any other program involving client contact of two weeks or less duration.</p>
<p>New</p>	<p>Extended access</p> <p>4 The annual fee for an extended access membership is \$75.00.</p>	<p>Inclusion of the extended access membership fee to align with <i>The SSOT Regulatory Bylaws, 2022</i>.</p>
<p>Non-practising</p> <p>4 The annual fee for a non-practising membership is \$140.00.</p>	<p>Non-practising</p> <p>5 The annual fee for a non-practising membership is \$140.00.</p>	<p>Formatting change</p>
<p>Change of status</p> <p>5 The fee to change status from non-practising to practising and for the relevant licence to practice in the year in which the change occurs is the amount of the fee described in section 3, less the non-practising fee described in section 4.</p>	<p>Change of status</p> <p>6 The fee to change status from non-practising to practising and for the relevant licence to practice in the year in which the change occurs is the amount of the fee described in section 3, less the non-practising fee described in section 5.</p>	<p>Formatting change</p>

Existing Bylaw	Proposed Bylaw	Explanation/Comments
<p>Renewal of annual practising licenses</p> <p>6(1) All annual renewal fees are payable on or before February 15.</p> <p>(2) A member who pays the required renewal fee after February 15 shall, in addition, pay a late fee of \$100.00.</p> <p>(3) A member who fails to pay the required licence renewal fee by the last day of February ceases to be a licensed practising member as of that date.</p> <p>(4) A member described in subsection (3) may apply to be re-licensed on payment of:</p> <ul style="list-style-type: none"> (a) the licence renewal fee described in section 3; (b) the late fee described in subsection (2); and (c) an additional re-licensing fee of \$100.00. 	<p>Renewal of annual practising licenses</p> <p>7(1) All annual renewal fees are payable on or before February 15.</p> <p>(2) A member who pays the required renewal fee after February 15 shall, in addition, pay a late fee of \$100.00.</p> <p>(3) A member who fails to pay the required licence renewal fee by the last day of February ceases to be a licensed practising member as of that date.</p> <p>(4) A member described in subsection (3) may apply to be re-licensed on payment of:</p> <ul style="list-style-type: none"> (a) the licence renewal fee described in section 3; (b) the late fee described in subsection (2); and (c) an additional re-licensing fee of \$100.00. 	<p>Formatting change</p>
<p>New</p>	<p>Other Fees</p> <p>8 The following fees apply as indicated:</p> <ul style="list-style-type: none"> (a) NSF cheque charge is \$50.00 	<p>Inclusion of additional fees for NSF cheque charge, completion of the LMSA Support Confirmation form, completion of a Letter of Good Standing, appeal fee, and allows for additional late fees outside of renewal. Example: late fees for submitting documents</p>

Existing Bylaw	Proposed Bylaw	Explanation/Comments
	<p>(b) Completion of the Labour Mobility Support Agreement (LMSA) Confirmation Form charge is \$41.00.</p> <p>(c) Completion of a Letter of Good Standing charge is \$41.00.</p> <p>(d) Appeal fee is \$30.00</p> <p>(e) Other late fees at the discretion of council.</p>	<p>past the due date for the continuing competency program audit deadline.</p>
<p>Remission of fees</p> <p>7 The council may, for cause, remit the whole or any portion of any fee or late payment penalty.</p>	<p>Remission of fees</p> <p>9 The council may, for cause, remit the whole or any portion of any fee or late payment penalty.</p>	
<p>Repeal</p> <p>8 All former bylaws relating to fees are hereby repealed.</p>	<p>Repeal</p> <p>10 All former bylaws relating to fees are hereby repealed.</p>	