



CANADIAN THERAPEUTIC RECREATION ASSOCIATION



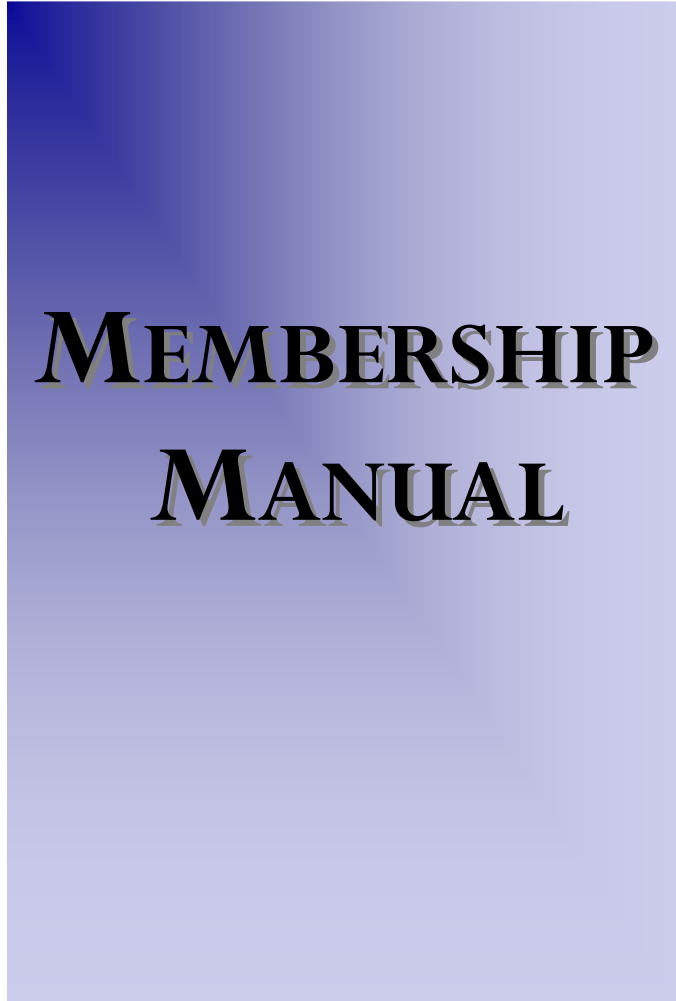
CTRA
Canadian Therapeutic Recreation Association

Incorporated in 1996



Uniting Therapeutic Recreation across Canada

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Calgary, Alberta
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MEMBERSHIP MANUAL

Membership manual

Vision

We aspire to be a National Professional Association of practitioners in the field of Therapeutic Recreation

Mission

We will advocate for the Therapeutic Recreation Profession and our membership by:

- Promoting and facilitating communication between and among members in Therapeutic Recreation.
- Developing and implementing a plan which will lead to national certification of Therapeutic Recreation practitioners.
- Promoting and advancing public awareness and understanding of Therapeutic Recreation.
- Developing and promoting the adoption and implementation of Professional Standards for the delivery of Therapeutic Recreation Services.
- Supporting excellence and advancement in Education and Research in Therapeutic Recreation.

BYLAWS

ARTICLE XI - BOOKS AND RECORDS

The directors shall see that all necessary books and records of the Canadian Therapeutic Recreation Association required by the by-laws of the Canadian Therapeutic Recreation Association or by any applicable statute or law are regularly and properly kept.

ARTICLE XII - INDEMNIFICATION

Every director or officer of the Canadian Therapeutic Recreation Association or other person who has undertaken or is about to undertake any liability on behalf of the Canadian Therapeutic Recreation Association (their heirs, executors and administrators, assigns and estates) shall from time to time and at all times, be indemnified and held harmless out of the funds of the Canadian Therapeutic Recreation Association from and against:

- all costs, charges and expenses which such director, officer or other person sustains or incurs in or about any action, suit or proceedings which is brought, commenced or prosecuted against him, or in respect of any act, deed, matter of thing whatsoever, made, done or permitted by him, in or about the execution of his office or in respect of any such liability;
- all other costs, charges and expenses which he sustains or incurs in or about or in relation to the affairs thereof, except such costs, charges or expenses as are occasioned by his own wilful neglect or default.

ARTICLE XIII - PARLIAMENTARY AUTHORITY

All meetings of the Canadian Therapeutic Recreation Association shall be governed by the rules of procedure contained in the most recent edition of Robert's Rules of Order where they are not inconsistent with these by-laws, with special rules of the Canadian Therapeutic Recreation Association, or with the provisions of the Canadian Corporations Act.

In these by-laws the singular shall include the plural and the plural shall include the singular and the masculine shall include the feminine.

BYLAWS

ARTICLE VI - EXECUTION OF DOCUMENTS

Contracts, documents or any instruments in writing requiring the signature of the Canadian Therapeutic Recreation Association, shall be signed by any two officers and all contracts, documents and instruments in writing so signed shall be binding upon the Canadian Therapeutic Recreation Association without any further authorization or formality. The directors shall have power from time to time by resolution to appoint an officer or officers on behalf of the Canadian Therapeutic Recreation Association to sign specific contracts, documents and instruments in writing. The seal of the Canadian Therapeutic Recreation Association when required may be affixed to contracts, documents and instruments in writing signed as aforesaid or by any officer or officers appointed by resolution of the board of directors.

ARTICLE VII - FINANCIAL YEAR

Unless otherwise ordered by the board of directors, the fiscal year end of the Canadian Therapeutic Recreation Association shall be March 31.

ARTICLE VIII - COMMITTEES

The board of directors may appoint committees whose members will hold their office at the will of the board of directors. The directors shall determine the duties of such committees.

ARTICLE IX - AMENDMENT OF BY-LAWS

The by-laws of the Canadian Therapeutic Recreation Association not embodied in the letters patent may be repealed or amended by by-law enacted by a majority of the directors at a meeting of the board of directors and sanctioned by an affirmative vote of at least two-thirds (2/3) of the members at a meeting duly called for the purpose of considering the said by-law, provided that the repeal or amendment of such by-laws shall not be enforced or acted upon until the approval of the Minister of Industry, Science and Technology has been obtained.

ARTICLE X - AUDITORS

The members shall, at each annual meeting, appoint an auditor to audit the accounts of the Canadian Therapeutic Recreation Association for report to the members at the next annual meeting. The auditor shall hold office until the next annual meeting provided that the directors may fill any casual vacancy in the office of the auditor

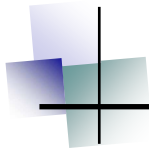
Philosophy

The Canadian Therapeutic Recreation Association and its members endorse the following philosophical statement

Therapeutic Recreation is a profession which recognizes leisure, recreation and play as integral components of quality of life. Service is provided to individuals who have physical, mental, social or emotional limitations which impact their ability to engage in meaningful leisure experiences.

Therapeutic Recreation is directed toward functional interventions, leisure education and participation opportunities. These processes support the goal of assisting the individual to maximize the independence in leisure, optimal health and the highest possible quality of life.

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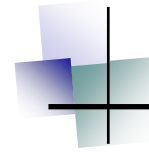


CODE OF ETHICS

The Canadian Therapeutic Recreation Association and its members endorse and practice the following ethical principals:

- I. **Professional Virtues:** Professionals act with integrity, protecting and promoting commitment to their service. Professionals act honestly through complete, accurate and clear communications. They do not misrepresent themselves or the profession. In the practice of fairness, intent and implications of service are explained and services/resources are used equitably and conscientiously. Professionals maintain and enhance their knowledge and skills through educational opportunities.
- II. **Obligation to the Individual and Society:** In advocating the importance of leisure, recreation and play, professionals are committed to equal opportunity and promote balance between the needs of the individual and the needs of others. Professionals are loyal to and committed to the well-being of the individuals they serve. They maintain privacy and confidentiality of the individual being served by practicing informed consent and seeking permission prior to the release of information.
- III. **Professional Practices:** Professionals strive to provide quality service based on the highest professional standards, deviating from these only when dictated by the needs of the individual. The purpose, results and implications of treatment practices are explained to the individual, striving to maintain their safety and well-being in a client centered approach.
- IV. **Responsibilities to Colleagues and the Profession:** Professionals practice mutual respect and work cooperatively for the benefit of those they serve. They practice professional and moral conduct in dealing with ethical issues. The Professional Association acts as a governing body and takes appropriate action against those who behave unethically. Professionals practice continued quality management to improve the profession's ability to serve society. Professionals seek to improve the profession's body of knowledge through ethical research and clinical teaching.

Sections I through IV are adapted from the Code of Ethics of the National Therapeutic Recreation Society and the American Therapeutic Recreation Association.



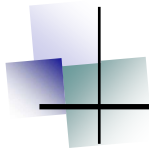
BYLAWS

The president shall be the chief executive officer of the Canadian Therapeutic Recreation Association. He shall preside at all meetings of the Canadian Therapeutic Recreation Association and of the board of directors. He shall have the general and active management of the affairs of the Canadian Therapeutic Recreation Association. He shall see that all orders and resolutions of the board of directors are carried into effect.

The vice-president shall, in the absence or disability of the president, perform the duties and exercise the powers of the president and shall perform such other duties as shall from time to time be imposed upon him by the board of directors.

The treasurer shall have the custody of the funds and securities of the Canadian Therapeutic Recreation Association and shall keep full and accurate accounts of all assets, liabilities, receipts and disbursements of the Canadian Therapeutic Recreation Association in the books belonging to the Canadian Therapeutic Recreation Association and shall deposit all monies, securities and other valuable effects in the name and to the credit of the Canadian Therapeutic Recreation Association in such chartered bank, or in the case of securities, with such registered dealer in securities as may be designated by the board of directors from time to time. He shall disburse the funds of the Canadian Therapeutic Recreation Association and may be directed by proper authority taking proper vouchers for such disbursements and shall render to the president and directors at the regular meeting of the board of directors, or whenever they may require it, an accounting of all the transactions and a statement of the financial position, of the Canadian Therapeutic Recreation Association. The treasurer shall perform such other duties as may from time to time be imposed upon him by the board of directors.

The secretary shall attend all meetings of the Canadian Therapeutic Recreation Association and act as clerk thereof and record all votes and minutes of all proceedings in the books to be kept for that purpose. He shall give or cause to be given notice of all meetings of the members and of the board of directors. The secretary shall perform other such duties as may from time to time be imposed upon him by the board of directors. He shall be custodian of the seal of the Canadian Therapeutic Recreation Association, which he shall deliver only when authorized by a resolution of the board of directors to do so and to such person or persons as may be named in the resolution.



BYLAWS

Section 5 - Powers and Responsibilities

The board of directors of the Canadian Therapeutic Recreation Association shall, subject to the by-laws and in consideration of the objects of the Canadian Therapeutic Recreation Association, consistent with good business practice fairly and justly control and manage the interests, business and affairs of the Canadian Therapeutic Recreation Association.

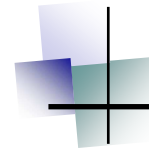
The board of directors of the Canadian Therapeutic Recreation Association may administer the affairs of the Canadian Therapeutic Recreation Association in all things and may make or cause to be made for the Canadian Therapeutic Recreation Association, in its name, any kind of contract which the Canadian Therapeutic Recreation Association may lawfully enter into and, save as hereinafter provided, generally, may exercise all such other powers and do such other acts and things as the Canadian Therapeutic Recreation Association is by its charter or otherwise authorized to exercise and do. In no case shall any money be borrowed or debt contracted in the name of the Canadian Therapeutic Recreation Association without the unanimous approval of the board of directors.

The board of directors of the Canadian Therapeutic Recreation Association shall have the power to authorize expenditures on behalf of the Canadian Therapeutic Recreation Association and may appoint such agents and engage such employees as it shall deem necessary from time to time and such persons shall have such authority and shall perform such duties as shall be prescribed by the board of directors at the time of such appointment.

The board of directors of the Canadian Therapeutic Recreation Association shall take such steps as they may deem requisite to enable the Canadian Therapeutic Recreation Association to acquire, accept, solicit or receive legacies, gifts, grants, settlements, bequests, endowments and donations of any kind whatsoever for the purpose of furthering the objects of the Canadian Therapeutic Recreation Association.

ARTICLE V - OFFICERS

The officers of the Canadian Therapeutic Recreation Association shall be president, vice-president, secretary and treasurer. Such officers shall be directors. Officers shall be elected at an annual meeting of members. The officers of the corporation shall hold office for two (2) years from the date of appointment or election or until their successors are elected or appointed in their stead. Officers shall be subject to removal by resolution of the board of directors at any time.



STANDARDS OF PRACTICE

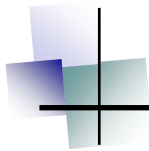
The original Standards of Practice adopted by the Canadian Therapeutic Recreation Association in 1996, was developed from Standards of Practice for Therapeutic Recreation documents available at that time within North America.

The tenth anniversary of the national association for therapeutic recreation practitioners (CTRA) called for a review and update of a set of standards that will reflect current practice. In the future it is hoped that these documents will be updated more frequently.

Practitioners seek to improve client services by constantly raising the standard of practice. To capture the expanding therapist role of the practitioner, the literature review of this document went beyond traditional documents distinct to therapeutic recreation. The research was expanded to include related therapists from a global perspective.

The 2006 revised standards of practice were written as a synthesis from five therapeutic recreation sources: The CTRA 1996 edition, American Therapeutic Recreation Association (ATRA), Newfoundland and Labrador Therapeutic Recreation Association (NLTRA), National Therapeutic Recreation Society (NTRS) and Therapeutic Recreation Ontario © (TRO) . The *Therapy Assistant* standard was referenced from NLTRA. The *Community Practice* elements incorporated in the Intervention Plan Development and Intervention Plan Implementation standards was based from TRO's standard of the same nature. In developing the standards *Risk Management*, *Interdisciplinary Collaboration and Sensitivity to Diversity*, research from various organizations in Canada and abroad were used.

The process for developing this document included the input of Canada's leaders in therapeutic recreation. Educators, managers, practitioners and students of therapeutic recreation as well as aligned health professionals have added their wisdom and expertise to the research. Lawyer and mediator George K. Bryce (Vancouver, British Columbia) also reviewed these standards indicating that they meet the provincial and legislative policy requirements throughout Canada. This expert panel with representation from across Canada has added a dimension of quality unique to this document



STANDARDS OF PRACTICE

*** the complete Standards of Practice document is available on the CTRA website***

Content

These National Standards of Practice reflect the team approach to therapeutic recreation service delivery. Complex intervention is provided in a number of settings by a recreation therapist and a therapy assistant team. As Standards of Practice are ultimately to provide excellent service for the client's benefit, these standards also include direction for the therapy assistant.

Standard #1: Assessment

Upon receipt of a referral for service, a clinical process by which a client's strengths, needs, interests, medical condition, social history, legal status, ethnic values and the context in which they occur are identified to create an individualized intervention plan.

Standard #2: Intervention Plan Development

An individualized plan based on an assessment that outlines ways to help a client achieve goals and objectives to address his/her physical, social, cognitive, emotional and spiritual needs through leisure within the context of environmental consideration.

Standard #3: Intervention Plan Implementation

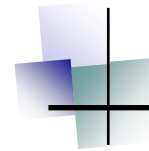
Facilitate participation in leisure education, leisure experiences or interventions in pursuit of achieving the stated goals and objectives from the intervention plan based on needs and interests of a client.

Standard #4: Documentation

A standardized system of recording information to produce legal and confidential records of care and to ensure accountability for actions.

Standard #5: Evaluation

The process of determining whether the goals and objectives from the intervention plan were met by analyzing the effectiveness of the service or intervention and by receiving feedback from all involved.



BYLAWS

Section 3 - Meetings of the Board of Directors

Meetings of the board of directors shall be held at any time and place to be determined by the directors, provided that forty-eight (48) hours written notice of such meeting shall be given, other than by mail, to each director. Notice by mail shall be sent at least fourteen (14) days prior to the meeting.

There shall be at least one (1) meeting per year of the board of directors. No error or omission in giving notice of any meeting of the board of directors or any adjourned meeting of the board of directors of the Canadian Therapeutic Recreation Association shall invalidate such meeting or make void any proceedings taken thereat and any director may at any time waive notice of any such meeting and may ratify, approve and confirm any or all proceedings taken or had thereat.

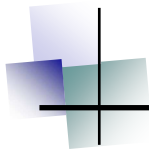
Each director is authorized to exercise one (1) vote. Such vote shall not be by proxy. A resolution, in writing, signed by all the members entitled to vote on that resolution at the meeting of the board of directors, is as valid as if it had been passed at a meeting of the board of directors.

If all the directors of the Canadian Therapeutic Recreation Association consent thereto generally or in respect of a particular meeting, a director may participate in a meeting of the board or of a committee of the board by means of such conference telephone or other communication facilities as permit all persons participating in the meeting to hear each other, and a director participating in such a meeting by such means is deemed to be present at the meeting.

Section 4 -Remuneration

The directors, officers and committee members shall serve as such without remuneration and no director, officer or committee member shall directly or indirectly receive any profit from his position as such; provided that a director, officer or committee member may be paid reasonable expenses incurred by him in the performance of his duties.

A reasonable remuneration for all agents and employees shall be fixed by the board of directors by resolution.



BYLAWS

ARTICLE IV - BOARD OF DIRECTORS

Section 1 - First Directors

The applicants for incorporation of the Canadian Therapeutic Recreation Association shall be the first directors of the Canadian Therapeutic Recreation Association whose term of office on the board of directors shall continue until their successors are elected. At the first meeting of members, the board of directors then elected shall replace the first directors named in the letters patent of the Canadian Therapeutic Recreation Association.

Section 2 - Composition

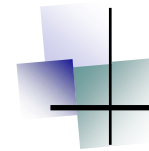
The property and business of the corporation shall be managed by a board of ten (10) directors of whom six (6) shall constitute a quorum. There shall be a president, vice-president, secretary, treasurer and six (6) directors-at-large. The president, vice-president, secretary and treasurer shall be known as officers.

Directors must be individuals, eighteen years of age with power under law to contract. Directors shall be members of the Canadian Therapeutic Recreation Association.

Directors shall be elected at an annual meeting of members. Five (5) directors shall be elected in each year; directors shall be elected for a term of two years. The president, treasurer and three (3) directors-at-large shall be elected in even years and the vice-president, secretary and three (3) directors-at-large shall be elected in odd years.

A retiring director shall remain in office until the dissolution or adjournment of the meeting at which his retirement is accepted and his successor is elected.

The office of director shall be automatically vacated if a director has resigned the office by delivering a written resignation to the secretary of the Canadian Therapeutic Recreation Association; if a director ceases to be a member in good standing of the Canadian Therapeutic Recreation Association; upon death; or if at a special general meeting of members, a resolution is passed by a majority of the members present at the meeting that the director be removed from office. If any vacancy shall occur for any reason, the board of directors by majority vote, may, by appointment, fill the vacancy with a member of the Canadian Therapeutic Recreation Association.



STANDARDS OF PRACTICE

Standard #6: Interdisciplinary Collaboration

Consulting, collaborating and supporting other relevant disciplines, to assist in the recreation therapy service delivery, to ensure that interventions and services are integrated and coordinated to ensure continuity of care, with the goal of meeting the needs of clients.

Standard #7: Professional Development

The process of ensuring that knowledge, practices, techniques and methods are current and in accordance with the recreation therapy profession.

Standard #8 Research

Applying current applicable literature, studies and/or findings to enhance the recreation therapy profession. Where feasible the creation of a new study relating to a significant aspect in the recreation therapy profession.

Standard #9: Ethics

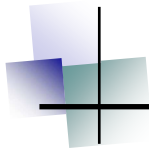
Moral principles of conduct which ensure that the safety of clients is met, and that their rights are promoted to allow for exceptional quality of service.

Standard #10: Sensitivity to Diversity

Treating all client's with equity and respect despite differences in race, ethnicity, culture, spiritual beliefs, social status, marital status, sex, sexual orientation, age, health status, lifestyle and/or level of ability and at all stages of a recreation therapy intervention.

Standard #11: Risk Management

A plan of action which identifies and evaluates the likelihood and severity of risk to clients, caregiver(s) and staff based on the agency's facilities and equipment. The plan includes procedures for mitigating risk and the ways to document the incidences should they occur.



BYLAWS

ARTICLE I - NAME

The name of the corporation shall be Canadian Therapeutic Recreation Association

ARTICLE II - CORPORATE SEAL

The corporate seal of the Canadian Therapeutic Recreation Association shall be in the custody of the secretary. A certified document of the Canadian Therapeutic Recreation Association shall be authenticated by two of the president, vice-president, secretary and treasurer. The seal, an impression whereof is stamped in the margin hereof, shall be the seal of the Canadian Therapeutic Recreation Association.

ARTICLE III - MEMBERSHIP

SECTION 1 - Members in Good Standing

Members in the Canadian Therapeutic Recreation Association shall be limited to persons interested in furthering the objects of the Canadian Therapeutic Recreation Association and shall consist of anyone whose application for admission as a member has received the approval of the board of directors of the Canadian Therapeutic Recreation Association.

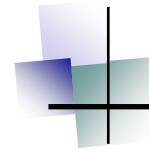
Membership is non-transferable

A member shall be deemed to be in good standing when the conditions outlined in Article III, Section 1 have been met, and the membership fee has been paid for the current year.

Membership fees shall be established by the board of directors of the Canadian Therapeutic Recreation Association for the membership year commencing one year in advance. Such fees shall be on a yearly basis and shall be due and payable on the first day of the membership year. The membership year shall be designated as April 01 to March 31.

SECTION 2 - Withdrawal of Members

A member may withdraw from the Canadian Therapeutic Recreation Association, without refund of membership fee, by delivering written resignation to the president of the Canadian Therapeutic Recreation Association. Such member shall remain liable for payment of all debts owed by that member to the Canadian Therapeutic Recreation Association. Such member may be readmitted to membership, in accordance with Article III, Section 1.



BYLAWS

SECTION 2 - Withdrawal of Members- cont'd

The board of directors shall have the power, by a vote of at least three-fourths (3/4) of the directors present, to suspend or expel a member with reasonable cause. No member shall be suspended or expelled without first having been given written notice of the suspension or expulsion giving full details of the cause of the suspension or expulsion. The board of directors shall provide the suspended or expelled member with an appeal hearing and shall examine all relevant facts. The decision of the board of directors following the appeal hearing shall be final. The final decision shall be by a vote of at least three-fourths (3/4) of the Directors who are present and in person.

SECTION 3 - Meetings of Members

The annual or any other general meeting of the members shall be held at any place in Canada as the board of directors may determine and on such day as the said directors shall appoint.

At every annual meeting, in addition to any other business that may be transacted, the report of the directors, the financial statement and the report of the auditors shall be presented and auditors appointed for the ensuing year. The members may consider and transact any business, either special or general, at any meeting of the members. The board of directors or the president or vice-president shall have power to call, at any time, a general meeting of the members of the Canadian Therapeutic Recreation Association. The board of directors shall call a special general meeting of members on written requisition of members carrying not less than five percent (5%) of the voting rights. Twenty-one (21) members in person at a meeting will constitute a quorum.

Thirty (30) days written notice shall be given to each voting member of any annual or special general meeting of members. Notice of any meeting where special business will be transacted shall contain sufficient information to permit the member to form a reasoned judgement on the decision to be taken.

At all meetings of members of the Canadian Therapeutic Recreation Association, every question shall be determined by a majority of votes unless specifically provided by statute or by these by-laws. Each voting member present at a meeting shall have the right to exercise one vote. Such vote shall not be by proxy. A resolution in writing, signed by all the members entitled to vote on that resolution at a meeting of members, is as valid as if it had been passed at a meeting of the members.

No error or omission in giving notice of any annual or general meeting or any adjourned meeting, whether annual or general, of the members of the Canadian Therapeutic Recreation Association shall invalidate such meeting or make void any proceedings taken thereat and any member may at any time waive notice of any such meeting and may ratify, approve and confirm any or all proceedings taken or had thereat. For the purpose of sending notice to any member, director or officer for any meeting or otherwise, the address of the member, director or officer shall be the last address recorded on the books of the Canadian Therapeutic Recreation Association.