# MEETING OF THE COUNCIL OF THE COLLEGE OF PHYSIOTHERAPISTS OF ONTARIO

**MINUTES**

***March 19 and 20, 2018 At***

***The College Board Room***

***375 University Avenue, Suite 800, Toronto***

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| **Attendees:** |  | **Staff:** |
| Mr. Gary Rehan (President) | Ms. Janet Law | Ms. Shenda Tanchak |
| Mr. Darryn Mandel (Interim Vice President) | Mr. James Lee | Mr. Rod Hamilton |
| Mr. Ron Bourret (March 20) | Ms. Nicole Graham | Ms. Anita Ashton |
| Ms. Jane Darville | Ms. Sharee Mandel | Ms. Lisa Pretty |
| Ms. Zita Devan | Mr. Tyrone Skanes | Ms. Fiona Campbell |
| Ms. Theresa Stevens | Ms. Lisa Tichband | Ms. Robyn MacArthur |
| Ms. Nadine Graham | Ms. Jennifer Dolling | Ms. Joyce Huang |
| Mr. Ken Moreau | Ms. Kathleen Norman | Ms. Téjia Bain |
|  |  | Ms. Shelley Martin |
| **Recorder:** Ms. Elicia Persaud**Observer:** Ms. Amanda Smart, Ontario Physiotherapy AssociationMs. Sarah Grace Bebenek, Ontario Physiotherapy Association**Regrets:** Mr. Ron Bourret (March 19) |

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| **9:00 AM** | **Welcome** |  |
| **1.0****Motion** | **Approval of the Agenda 1.0**It is moved by Mr. Tyrone Skanes and seconded by Mr. James Lee that:The agenda be accepted with the possibility for changes to the order of items to address time constraints. |  |
|  | **CARRIED.** |
| **2.0****Motion** | **Approval of the Council Meeting Minutes of December 14-15, 2017****2.0**It is moved by Ms. Kathleen Norman and seconded by Ms. Zita Devan that:The Council meeting minutes of December 14-15, 2017, including the *in camera* minutes, be approved. |  |
|  | **CARRIED.** |

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| **3.0** | **Registrar’s Report**Ms. Shenda Tanchak, Registrar, provided an update on the following items:* Key learnings from the McMaster Forum
* Annual Renewal
* Scope of Practice submission to the Ministry of Health and Long-Term Care
* Q3 Dashboard
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| **4.0** | **Developing the Dashboard for 2018/2019**Council was asked to review the current dashboard and determine if changes were needed to ensure satisfaction in the level of information provided for sufficient Council oversight.Council made the following recommendations to the dashboard effective September 2018:* Progress of tactics: change from bull’s eye to thermometer
* Practice advice: change from one column per quarter to two columns per quarter- one for “physiotherapist” callers and one for “other” callers
* Financial Accountability: include the dollar amount for operational benchmark
* Include explanatory notes with the dashboard.
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| **5.0****Motion** | **Request to go *in camera* pursuant to s. 7(2) of the Health Professions Procedural Code****5.0**It is moved by Ms. Zita Devan and seconded by Ms. Jennifer Dolling that:Council move *in camera* to discuss matters pursuant to Section 7(2) of the Health Professions Procedural Code. |  |
|  | **CARRIED.** |
| **6.0** | **Q3 Financial Report**Received with no comments. |  |
| **7.0****Motion** | **Approval of the Operating and Capital Budgets 2018/2019 7.0**It is moved by Mr. Ken Moreau and seconded by Mr. Tyrone Skanes that:Council approves the Operating and Capital Budgets for the 2018/2019 Fiscal Year. |  |
|  | **CARRIED.** |

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| **8.0****Motion** | **Duties When Providing or Refusing Care Standard****8.0**It is moved by Ms. Theresa Stevens and seconded by Mr. James Lee that:Council approve the Duties When Providing or Refusing Care Standard and rescind the Position Statement on Pandemic Planning effective May 1, 2018. | **CARRIED.** |
| **10.0** | **Election of Interim Vice President**Mr. Darryn Mandel was nominated to fill the vacant seat for the interim Vice President. Mr. Mandel accepted the nomination and was acclaimed Interim Vice President.Council decided not to fill the vacant interim Executive Committee member at large seat. | **CARRIED.** |
| **11.0** | **2018-2019 Executive Committee Election**Mr. Rod Hamilton, Associate Registrar, provided an overview of the online voting system and indicated the new office will take effect in June 2018.**Election of the President:**The following nomination was highlighted: President:* Mr. Gary Rehan

Mr. Hamilton called for additional nominations from the floor; none were presented.Mr. Rehan was acclaimed President.**Election of the Vice President**The following nominations were highlighted: Vice President:* Mr. Darryn Mandel
* Ms. Theresa Stevens

Mr. Hamilton called for additional nominations from the floor; none were presented.Councillors anonymously voted using the electronic voting system. | **CARRIED.** |

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|  | Mr. Darryn Mandel was elected as Vice President for the 2018- |  |
| 2019 year. | **CARRIED.** |
| **Election of the Executive Committee: members-at-large** |  |
| The following nominations were highlighted: |  |
| Executive Committee:* Mr. Ron Bourret
* Ms. Janet Law
* Mr. James Lee
* Ms. Sharee Mandel
* Mr. Ken Moreau
* Ms. Theresa Stevens
* Mr. Tyrone Skanes
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| Mr. James Lee requested that his name be removed from the |  |
| ballot. |  |
| Councillors anonymously voted using the electronic voting |  |
| system. |  |
| The following were elected to the Executive Committee as |  |
| members-at-large for the 2018-2019 year:* Mr. Tyrone Skanes
* Ms. Theresa Stevens
* Ms. Sharee Mandel
 | **CARRIED** |
| The following councillors will make up the Executive Committee |  |
| for the 2018-2019 year:* Mr. Gary Rehan (President)
* Mr. Darryn Mandel (Vice President)
* Mr. Tyrone Skanes
* Ms. Theresa Stevens
* Ms. Sharee Mandel
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| **12.0****Motion** | **Strategic Project – Random Billing Audit**It was noted legislative changes would be required to conduct random billing audits.**12.0**It is moved by Mr. Tyrone Skanes and seconded by Ms. Sharee Mandel that:Council discontinue its direct pursuit of the tactic of undertaking billing audits. |  |
|  | **CARRIED.** |

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|  | **13.0** | **Advertising Audit Presentation**Ms. Anita Ashton, Associate Registrar, presented the final results of the advertising audit conducted last summer and noted the following:* Mostly positive correspondence from physiotherapists

– with the main source of pushback from non- physiotherapist clinic owners. |  |
| **3:00 PM** | **14.0****Motion** | **College’s Investment Strategy****14.0**It is moved by Mr. James Lee and seconded by Mr. Tyrone Skanes that:Council approve the College’s Investment Strategy. |  |
|  |  | **CARRIED.** |
|  | **15.0** | **Practice Advice**Ms. Fiona Campbell, Senior Physiotherapy Advisor, provided an overview of the practice advice team including the top four types of practice advice calls received.These include:1. Practice Management (25%)
2. Professional obligations (17%)
3. Record keeping (14%)
4. Supervision (13%)
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|  |  | Day one of Council was adjourned at 3:50 p.m. |  |
| **9:00 AM** |  | **March 20, 2018** |  |
|  | **16.0****Motion** | **Quality Assurance Program Review: Final Approval of New Program**It was noted Council will receive quarterly updates on the work of the Quality Assurance Working Group.**16.0**It is moved by Mr. Tyrone Skanes and seconded by Ms. Theresa Stevens that:Council formally approve the new Quality Assurance Program. |  |
|  |  | **CARRIED.** |
|  | **17.0****Motion** | **Quality Assurance Working Group – Terms of Reference 17.0**It is moved by Mr. James Lee and seconded by Mr. DarrynMandel that: |  |

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|  |  | Council approve the proposed Terms of Reference for theQuality Assurance Working Group. | **CARRIED.** |
|  | **18.0** | **General discussion on the Quality Assurance Program**Council had a general discussion on the new Quality Assurance program and provided some potential considerations for the working group. |  |
|  | **19.0****Motion** | **By-law Review, 2017-2018: Final approval 19.0**It is moved by Mr. Tyrone Skanes and seconded by Ms. Jennifer Dolling that:Council approve the proposed by-law changes. |  |
|  |  | **CARRIED.** |
|  | **20.0****Motion** | **Proposed Governance Policy - Canadian Alliance of Physiotherapy Regulators Board Nominee****20.0**It is moved by Ms. Jennifer Dolling and seconded by Ms. Zita Devan that:Council approve the Governance Policy on the Role of Canadian Alliance of Physiotherapy Regulators (CAPR) Board Nominee/Director and make a corresponding change to theCollege’s by-law in section 2.9 removing the existing provision on the appointment process for the CAPR nominee. |  |
|  |  | **CARRIED.** |
| **11:00 AM** | **21.0** | **Setting CEO Goals**Ms. Lynda Mungall from Mungall Consulting provided an overview of the Registrar’s performance review process including details around best practices.Advice included:* The performance review system should be well defined and allow for flexibility and reasonability to amend goals.
* To avoid rating creep and reduce subjectivity a three point Likert scale is best practice. If a five point Likert scale is used clear criteria needs to be established.
* For the evaluation criteria, ratings should be based on personal experience and evidence only.
* Common errors include recency and attribution bias

Council requested the survey include “no basis for rating”.Ms. Lisa Tichband left the Council chambers at noon. |  |

# 22.0

**Motion**

# Committee Slate Changes 22.0

It is moved by Ms. Sharee Mandel and seconded by Ms. Nicole Graham that:

Council approve the following interim amendments to the

College’s committee slate:

* Appoint Mr. Ken Moreau to the Inquiries, Complaints and Reports Committee, and
* Appoint Mr. Darryn Mandel as Chair of the Discipline

and Fitness to Practise Committees. **CARRIED.**

# 23.0

**Motion**

# Development of Professionalism Standard

Council discussed the desired utility of the Professionalism Standard.

# 23.0

It is moved by Mr. Tyrone Skanes and seconded by Ms. Sharee Mandel that:

Council directs staff to investigate the development of a

standard on professionalism. **CARRIED.**

# President’s Report

Mr. Gary Rehan, President, provided an update on the following:

* + - Process for determining Council education opportunities
		- Post Council evaluations
		- Q3 Committee Activity Summary
		- Executive Committee Report

**Adjournment**

**Motion** It was moved by Mr. Tyrone Skanes that the Council meeting be

adjourned.

The Council meeting was adjourned at 1:45 p.m.

# CARRIED.

Gary Rehan, President