MEETING OF THE COUNCIL OF THE COLLEGE OF PHYSIOTHERAPISTS OF ONTARIO

MINUTES

# *September 28 & 29, 2017* 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 |
| Ms. Catherine Hecimovich (Vice President) | Mr. James Lee | Mr. Rod Hamilton |
| Mr. Ron Bourret | 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. Darryn Mandel | Ms. Kathleen Norman | Ms. Téjia Bain |
|  |  | Ms. Shelley Martin |
|  |  | Ms. Tova Wallace |
|  |  | Ms. Cici Czigler |
|  |  | Ms. Michelle Legara |

**Recorder:** Ms. Elicia Ramdhin

**Observer:** Ms. Sarah Grace Bebenek, Ontario Physiotherapy Association

Ms. Amanda Smart, Ontario Physiotherapy Association (September 29, 2017)

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| **9:15**  **AM** | **Welcome** |  |
| **1.0**  **Motion** | **Approval of the Agenda 1.0**  It is moved by Mr. Tyrone Skanes and seconded by Ms. Jane Darville that:  The agenda be accepted with the possibility for changes to the order of items to address time constraints. |  |
|  | **CARRIED.** |
| **2.0** | **Governance Training**  Ms. Cathi Mietkiewicz, Associate at Steinecke Maciura LeBlanc, provided Council with Governance training including a review of roles and structures, common |  |

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|  | challenges for council members, role education, code of conduct, dealing with  conflict of interest, and conducting meetings.  The presentation concluded at 11:32 a.m. |  |
| **3.0**  **Motion** | **Approval of the Council Meeting Minutes of June 21 & 22, 2017 3.0**  It is moved by Ms. Janet Law and seconded by Ms. Theresa Stevens that:  The Annual General Council meeting minutes of June 21 and 22, 2017 be approved. |  |
|  | **CARRIED.** |
| **4.0** | **Registrar’s Report**  Perspective changes to the Regulated Health Professions Act, Dashboard review, Advertising Audit, Citizen’s Advisory Group and Communications update.  There was a suggestion to consider changing the word Citizen in “Citizen’s Advisory Group” to be more inclusive. |  |
| **Update in meeting process:**  Following lunch Mr. Gary Rehan, President, announced after reviewing the Rules of Order, a small change will be implemented in the process for conducting all council meetings moving forward: all motions will need to be moved prior to Council discussion on decision items. | | |
| **5.0**  **Motion** | **Proposed Committee Slate 5.0**  It is moved by Mr. Darryn Mandel and seconded by Ms. Sharee Mandel that:  Council approve the amendments to the College’s committee slate that remove Ms. Nadine Graham from the Registration Committee, and replace her with Ms. Kathleen Norman. |  |
|  | **CARRIED.** |
| **6.0**  **Motion** | **Approval of Amended Budget 6.0**  It is moved by Mr. James Lee and seconded by Ms. Jane Darville that:  Council approve the changes in the presentation of the Operating and Capital Budgets for 2017-2018. |  |
|  | **CARRIED.** |
| **7.0** | **Q1 Financial Report**  Received with no comments. |  |

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| **8.0**  **Motion** | **Councillor and non-Council Committee Member Preparation Time**  **8.0**  It is moved by Ms. Sharee Mandel and seconded by Mr. Darryn Mandel that:  Council approve the proposed change to Governance Policy 5.1 that will permit committee members and chairs to request additional compensation for preparation time when required. | **CARRIED.** |
| **9.0**  **Motion** | **Infection Control and Equipment Maintenance Standard 9.0**  It is moved by Mr. Tyrone Skanes and seconded by Mr. Darryn Mandel that:  Council approve the Infection Control and Equipment Maintenance Standard and rescind the current Infection Control Standard and Guide effective November 1, 2017. | **CARRIED.** |
| **10.0**  **Motion** | **Record Keeping Standard 10.0**  It is moved by Ms. Kathleen Norman and seconded by Ms. Sharee Mandel that:  Council approve the proposed Record Keeping Standard and rescind the Record Keeping Guide and Checklist effective November 1, 2017. | **CARRIED.** |
| **11.0**  **Motion**  **Motion** | **Fee Credits: Financial Assessment and Next Steps 11.0**  It is moved by Mr. James Lee and seconded by Mr. Tyrone Skanes that:  Council approve the following regarding fee credits:  That the College continue to provide fee credits in the following situations:   * Maternity / Paternity leave * Education Leave * Health Related Leave * Compassionate / Bereavement Leave / Family Related Leave * Individuals who retire and then re-apply within one year * Leaving the province   **11.1**  It was moved by Ms. Jennifer Dolling and seconded by Mr. Tyrone Skanes That:  For the period for which fee credits are available is extended to 18 months for those applying for fee credits for maternity and parental leave. | **CARRIED.**  **CARRIED.** |

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|  | Mr. Darryn Mandel requested his opposition for this decision be recorded as he  does not believe it is in the best interest of the public and will have implications on the College’s reserves.  Staff were directed to bring this back to Council in two years with updated data. |
| **12.0** | **President’s Report**  The Registrar’s Performance Appraisal process was reviewed by the President and a public member of the Executive Committee; all concerns around the process have been addressed. To ensure the process is given adequate time to determine its success, the process will be reviewed in one year. To assist Council with setting next year’s performance goals for the Registrar, a Human Resources consultant who specializes in this will be invited to the March Council meeting.  Council agreed it is valuable to continue to maintain a corporate hotel and were in favour of changing to the DoubleTree hotel.  Additionally, an update was provided on scope of practice and key learnings from the World Confederation for Physical Therapy and International Network of Physiotherapy Regulatory Authorities conference. |
| **9:00**  **AM** | **September 29, 2017 (Day 2)** |
| **13.0** | **Round Table Discussion: Quality Assurance Program**  Council was asked to provide guidance to the Quality Assurance working group by identifying if quality assurance (QA) or quality improvement (QI) should be the focus of the new program. The majority of Council was in agreement that the working group should focus on QA as it contains components of QI.  It was suggested the working group should also incorporate a method for high risk members. |
| **14.0** | **Patient Focus Group Report**  Ms. Lisa Pretty, Director of Communications, provided an overview of the results of the patient research that was conducted in support of the strategic goal to increase the value and awareness of the services the College provides to Ontarians. One of the recommendations from the research was to change the name of  Practice Advisor to include the words “Physiotherapy and Information” e.g. Physiotherapy Information Advisor. |

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| **15.0**  **Motion** | **Collaborative Care Standard**  **15.0**  It is moved by Ms. Catherine Hecimovich and seconded by Mr. Tyrone Skanes that:  Council approve the proposed Collaborative Care Standard and rescind the following documents effective December 1, 2017:   1. Concurrent Treatment of a Patient by a Physiotherapist and Another Health Care Professional Standard, 2. Managing Challenging Interpersonal Situations when Providing Patient Care Standard, and 3. Managing Challenging Interpersonal Situations when Providing Patient Care Guide. |  |
|  | **CARRIED.** |
| **16.0**  **Motion** | **Governance Policies Update 2016-17 16.0**  It is moved by Ms. Jane Darville and seconded by Ms. Zita Devan that:  Council approve the proposed changes to the College’s Governance Policies. |  |
|  | **CARRIED.** |
| **17.0** | **Members Motions**  No motions were made. |  |
|  | **Adjournment** |  |
| **Motion** | **18.0**  It was moved by Mr. Tyrone Skanes and seconded by Ms. Zita Devan that:  The Council meeting be adjourned. Council was adjourned at 12:00 p.m. |  |
|  | **CARRIED.** |
|  | Gary Rehan, President |  |

