**MEETING OF THE COUNCIL OF THE COLLEGE OF**

**PHYSIOTHERAPISTS OF ONTARIO**

**MINUTES**

***September 27, 2019***

***At***

***The College Board Room***

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

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| **Attendees:** |  | **Staff:** |
| Mr. Darryn Mandel, President | Ms. Janet Law | Mr. Rod Hamilton |
| Ms. Theresa Stevens | Ms. Nicole Graham | Ms. Anita Ashton |
| Mr. Ronald Bourret | Ms. Sharee Mandel | Ms. Joyce Huang |
| Ms. Jane Darville | Mr. Tyrone Skanes | Ms. Tejia Bain |
| Mr. Martin Bilodeau | Ms. Katie Schulz | Ms. Lisa Pretty |
| Mr. Gary Rehan | Ms. Jennifer Dolling | Ms. Elicia Persaud |
| Mr. Mark Ruggiero | Ms. Kathleen Norman |  |
| Mr. Kenneth Moreau |  |  |
| **Recorder:** Ms. Elicia Persaud  **Guests:** Sarah Kibaalya, Senior Policy Analyst | | |
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| **9:00 AM** |  | **Welcome** |  |
|  | **1.0**  **Motion** | **Approval of the Agenda**  **1.0**  It was moved by Ms. Nicole Graham and seconded by Mr. Mark Ruggiero 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 June 24-25, 2019**  **2.0**  It was moved by Ms. Sharee Mandel and seconded by Mr. Tyrone Skanes that:  the Council meeting minutes of June 24-25, 2019 be approved with the amendment to the Chair of the Patient Relations Committee. | **CARRIED.** |
|  | **3.0** | **Registrar’s Report**  Mr. Rod Hamilton, Registrar, provided an update on operational and governance activities during the past quarter.  Council discussed the concept of delisting as a potential emerging issue and identified more information was needed. The President and Registrar will work together to determine next steps.  It was suggested that one method would be to in future remind universities that when they consider academic appointees to the College council, that they consider the importance of presenting diverse candidates. |  |
|  | **4.0**  **Motion** | **Amendment to Committee Slate**  **4.0**  It was moved by Mr. Mark Ruggiero and seconded by Ms. Nicole Graham that:  the Council appoint Ms. Jane Darville to the Inquiries, Complaints and Reports Committee (ICRC) and adding Ms. Jennifer Dolling to the Patient Relations Committee. | **CARRIED.** |
|  | **5.0** | **Q1 Financial Report**  The Q1 Financial report was accepted; there was one recommendation to change abbreviations to include full terminology. |  |
|  | **6.0**  **Motion** | **How to Access the College’s Reserves**  **6.0**  It was moved by Mr. Tyrone Skanes and seconded by Mr. Martin Bilodeau that:  Council approves the process on how to access the College’s Reserves. | **CARRIED.** |
|  | **7.O**  **Motion** | **Registration Fee Reduction**  **7.0**  It was moved by Mr. Kenneth Moreau and seconded by Mr. Mark Ruggiero that:  Council approves in principle that the fees for a certificate of registration authorizing independent practice described in sections 8.4(1b) and 8.4(2a) of the College By-laws be amended from $595 to $575 to take effect on February 1, 2020 for the new registration year of 2020-2021. | **CARRIED.** |
|  | **8.0** | **Financial Management Training**  Mr. Bill Stephenson from the Chartered Professional Accountants Canada presented a financial literacy overview for non-profit directors. |  |
|  | **9.0** | **Pro-rated Fees/Fee Credits Impact Assessment**  As requested by Council, staff provided an update on the budgetary and operational impact of the pro-rated fees and fee credit policies that were implemented in April 2014. |  |
|  | **10.0**  **Motion** | **Use of Fee Credits for other online fees**  **10.0**  It was moved by Mr. Tyrone Skanes and seconded by Mr. Gary Rehan that:  Council approves the use of fee credits for the following:   * Online requests (Letter of professional standing and wall certificate) * Renewal fee * Application fees * Initial registration fee * Late renewal fee | **CARRIED.** |
|  | **11.0** | **QA Program Update and Decisions**  **Quality Assurance Program Review – Project Update: Remote Assessment Pilot Test and Tool Development**  Council was provided with an update on the Quality Assurance Program pilot test process to date, a summary of feedback from registrants and assessors, and the next steps for the project. |  |
|  | **11.1**  **Motion** | **Quality Assurance Program Review – Length of the Remote Assessment**  Council discussed the circumstances in which a registrant may require additional time to complete the remote assessment and felt confident that some additional time would be acceptable.  **11.1**  It was moved by Mr. Tyrone Skanes and seconded by Ms. Jennifer Dolling that:  Council confirm it is acceptable for the remote assessment behaviour-based interview to be longer than one hour for some registrants. | **CARRIED.** |
|  | **11.2**  **Motion** | **Motion to go in camera pursuant to section 7(2)(b) of the Health Professions Procedural Code**  **11.2**  It was moved by Ms. Sharee Mandel and seconded by Mr. Kenneth Moreau that:  Council move in camera pursuant to section 7(2) of the Health Professions Procedural Code.  Council moved in camera at 1:30 p.m. and moved back into the public portion of the meeting at 2:28 p.m.  Mr. Kenneth Moreau left the boardroom at 2:32 p.m. | **CARRIED.** |
|  | **11.4**  **Motion** | **Quality Assurance Program Review – Remote Assessment Record Review Component**  It was noted that the record keeping component does not impact the cut score or determine if a registrant will continue to the onsite assessment. With this in mind council felt the change to the checklist approach was a reasonable alternative as a self audit.  **11.4**  It was moved by Ms. Kathleen Norman and seconded by Ms. Nicole Graham that:  Council approve the recommendation that for the record review component of the remote assessment, instead of the registrant submitting one de-identified record to the College for the assessor to review, that the registrant completes a self-review of one record using the Record Keeping Standard Checklist. | **CARRIED.** |
|  | **11.3**  **Motion** | **Quality Assurance Program Review – Pilot Test Participants Who Could Not Complete the Record Review Component**  **11.3**  It was moved by Ms. Sharee Mandel and seconded by Ms. Kathleen Norman that:  Council approve the recommendation to waive the record review component of the remote assessment for four PTs whose employer declined to provide copies of records to the College but submit the record self review of one record using the record keeping checklist.  Ms. Theresa Stevens and Mr. Ronald Bourret left the Council chambers at 2:54 p.m**.** | **CARRIED.** |
|  | **12.0** | **Update on Performance Measurement Framework**  Mr. Thomas Custers, Acting Manger, Strategic Planning, Policy and French Language Services, provided an update on the Ministry of Health Performance Measurement Framework and next steps in the development process. |  |
|  | **11.5**  **Motion** | **Quality Assurance Program Review – On-site Assessment Written Policies Review Component**  **11.5**  It was moved by Mr. Gary Rehan and seconded by Ms. Sharee Mandel that:  Council approve the recommendation that for the written policies review component of the on-site assessment, instead of the registrant submitting the policies to the College for the assessor to review, that the registrant completes a self-review of their policies using the checklists created for this review. | **CARRIED.** |
|  | **11.6**  **Motion** | **Quality Assurance Program Review – Revised Project Timeline and Target Assessment Volume**  **11.6**  It was moved by Ms. Jennifer Dolling and seconded by Ms. Nicole Graham that:  Council approve a reduction in the target number of assessments for the current fiscal year from the previous target of 794 to 250.  Mr. Gary Rehan left the boardroom at 4:00 p.m. | **CARRIED.** |
|  | **13.0** | **President’s Report**  No report was provided due to time constraints. |  |
|  | **14.0** | **Members’ Motion/s**  Mr. Gary Rehan added a member’s motion on the development of a Consent Standard. |  |
| **Adjournment** | | |  |
|  |  | It was moved by Mr. Tyrone Skanes and Ms. Jennifer Dolling that the meeting be adjourned.  The meeting was adjourned at 4:09 p.m. | **CARRIED.** |

Mr. Darryn Mandel, President