



# COLLEGE OF PHYSIOTHERAPISTS OF ONTARIO

## MINUTES MEETING OF THE COUNCIL October 2 & 3, 2008

October 2, 2008

<b>Present:</b>	D. Freer	M. Catre	<b>Staff:</b>	J. Robinson
	F. Gielen	J. Fitch		R. Hamilton
	D. Mandel	M. Irshad		S. Hughes
	S. Mangoff	W. Kanagaratnam		A. Ashton
	L. Neill	S. Muthulingam		F. Campbell
	D. Ng			B. Lam
	P. Ruttan			S. Tooze
	J. Spirou			K. Micheelsen
	D. Lucy			
	R Williams		<b>Recorder</b>	M. Leung

A Council education session - "*Enhanced Financial Oversight and Reporting*" facilitated by David Brown, Executive Director, Brown Governance Inc., was provided to Councillors from 9:00 am till noon.

The meeting commenced at 1:00 pm

The President directed the recording secretary to take the roll call. She welcomed M. Duffy, Chair, Patient Relations Committee to the meeting.

### **ROLL CALL**

The recording secretary conducted the roll call.

J. Robinson, Registrar, introduced new staff to Council.

### **1.0 ADOPTION OF AGENDA**

**MOTION: 79:08**

It was moved by F. Gielen and seconded by J. Spirou  
THAT

The agenda for October 2 & 3, 2008 meeting be adopted as presented.

**CARRIED**

### **2.0 APPROVAL OF MINUTES OF**



**2.1 June 23 & 24, 2008 COUNCIL MEETING**

**MOTION: 80:08**

It was moved by M. Catre and seconded by D. Ng  
THAT

The minutes of the June 23 & 24, 2008, meeting be accepted as circulated.

**CARRIED**

L. Neill, President, asked if there were any conflicts of interest to be reported by Councillors with regard to any agenda items to be discussed. None were declared.

**3.0 PRESIDENT'S REPORT**

**3.1 Alliance Report**

Councillors reviewed the President's report and the Alliance report. L Neill, President, spoke to the HPRAC Scope of Practice Review and took the opportunity to acknowledge, on behalf of Council, the extraordinary effort of J. Robinson, Registrar, R. Hamilton, Associate Registrar - Policy, K. Micheelsen, Communications Director, and A. Lemire, Executive Assistant, working collaboratively with the Ontario Physiotherapy Association and the academic leaders towards this exceptional piece of work.

**3.2 Registrants Communication**

It has been a quiet period for registrants communication to the President.

**3.3 Representation Report**

The President and the Registrar attended the 2008 Annual Conference of the Federation of State Boards of Physical Therapy in Minneapolis (Sept 11 – 15).

**4.0 REGISTRAR'S REPORT**

In addition to her written report, J. Robinson added the following information:

- ◆ HPRAC invited non-physician regulated health colleges and professional associations who prescribe or administer drugs as part of their practice to a luncheon briefing on Oct. 2. R. Hamilton, Associate Registrar, attended on behalf of the College.
- ◆ The Office of the Fairness Commissioner invited all regulatory bodies in Ontario to a discussion day - Oct. 1 on 'The Guide for Conducting Reviews on Registration Practices' to help the OFC shape the guide by brainstorming and sharing ideas. J. Robinson, Registrar, was also asked to do a presentation on the College's self audit review of registration practices.
- ◆ The Interprofessional Care Strategic Implementation Committee (IPCSIC) and Health Force Ontario announced an invitation to apply (deadline October 17) for the Interprofessional Care Education Fund (ICEF) for 2008/09 year. ICEF provides funding support to innovative health education or health care



projects that educate, foster and build interprofessional care teams throughout Ontario. This College is interested in this funding to review and revise the standard on the supervision of students to facilitate IPC clinical education within the practice setting.

- ◆ The Ontario-Quebec Accord and the Agreement on Internal Trade - As reported at the last Council meeting, this College continues its efforts to initiate dialogue with Quebec. Additionally, a meeting was hosted by this College for interested health colleges in Ontario to discuss both agreements and identify questions they would like to seek clarifications from the Ministries.

#### 4.3 **Trends and Impacts Report**

Councillors reviewed the various reports including the web site report.

K. Micheelsen, Communications Director, provided clarification on questions raised and remarked that the College web site will undergo an overhaul in the near future to make it more user-friendly and easier to navigate.

#### 5.0 **COMMITTEE REPORTS**

##### **MOTION: 81:08**

It was moved by S. Muthulingam and seconded by D. Freer  
THAT

Council receive all Committee reports

**CARRIED**

#### 5.1 **Executive Committee**

No questions were raised.

#### 5.2 **Registration Committee**

D. Lucy, Chair, welcomed S. Mangoff (replacing A. Bujold) to the Committee. She remarked that the report is self explanatory with lots of activities in the interim. She looked forward to Committee members continued support and thanked staff for their work.

#### 5.3 **Complaints Committee**

No questions were raised. P. Ruttan, Chair, welcomed M. Irshad, R. Williams and S. Muthulingam to the Committee and thanked staff for their work and support to the Committee. In particular, A. Ashton, Professional Conduct Director, was recognized for her development of a thorough manual which increases the efficiency from intake to disposition of complaints cases. The College's ARP program (ADR) is under review by the Committee with changes and implementation hopefully early in 2009.

#### 5.4 **Hearings Core Group**



**(Discipline and Fitness to Practice)**

No questions were raised. D. Mandel welcomed the Committee members and remarked that the Group has not met since June 2008 as no hearings were planned.

**5.5 Quality Management Committee**

No questions were raised. J. Spirou, Chair, remarked that QM has had a busy summer with a number of activities and much progress in its work. The amended Quality Assurance Regulation is submitted for Council consideration under agenda # 10.3. He thanked Committee members and staff for their contributions.

**5.6 Patient Relations Committee**

M. Duffy, Chair, spoke to the report on issues such as funding for therapy and counselling, code of ethics and sexual abuse prevention. J. Fitch spoke to the report by the Health Professions Regulatory Advisory Committee (HPRAC) on regulatory Colleges' Patient Relations Programs and remarked that the Committee is well on track with its patient relations mission. M. Duffy, thanked Committee members and staff for their contribution and work.

**5.7 Governance Effectiveness Committee**

D. Freer, Chair, remarked that the GEC has not met since the June Council meeting. The next meeting is scheduled for Oct. 16 when the President, L. Neill, will be invited to participate in discussion related to next steps in governance excellence.

**5.8 Bill 171 Implementation Task Force**

L. Neill, Chair, commented that the Task Force, after several meetings, has submitted a discussion paper on the College "objects" under the Regulated Health Professional Act (RHPA) for Council deliberation. (see agenda # 10.2)

**6.0 STRATEGIC FRAMEWORK 2007 - 2010**

**6.1 Tactics Report**

Councillors reviewed the October 2008 tactics update. J. Robinson provided clarification on queries raised.

**6.2 Balanced Scorecard**

**6.2.1 Revised Guide and Scorecard**

J. Robinson spoke to the new balanced scorecard indicators table and dashboard which were the outcome of a senior staff review, (an annual process of refining to ensure indicators reflect what the College wants to track from an organization standpoint). Minor revisions were proposed to both documents. The Balanced Scorecard guide 2008 was also updated as a result of the review.

J. Robinson provided clarification on questions raised. L. Neill, President, thanked staff for the on-going evolution of these documents

**6.2.2 1<sup>st</sup> Quarter 2008/09 Balanced Scorecard Report**



Councillors reviewed and discussed the information presented. Queries were raised on risk management, Council absenteeism and technologies - all with a red score which, as clarified by J. Robinson, indicates areas to be addressed and strengthened.

**7.0 FINANCE**

**7.1 Acceptance of Finance Statements ending August 31, 2008**

B. Lam spoke to the finance statements ending August 31, 2008. He answered questions that were raised on the College investment portfolio. The College interest income may be affected by the recent global financial turmoil. This is expected to be minimal based on the current strategy.

**MOTION: 82:08**

It was moved by J. Fitch and seconded by P. Ruttan  
THAT

Council accept the financial statements ending August 31, 2008.

**CARRIED**

**8.0 BUSINESS ARISING**

**8.1 Council and Use of Technology in Meetings**

Further to the decision by Council in June to explore the use of technology to provide the broader community a chance to dialogue with Council as a whole, Councillors reviewed and generally agreed to the proposed recommendation of a one-hour audio web cast at each Council meeting for 2009. At the conclusion of four web casts, a review of the value of the sessions will be conducted to determine next steps.

**MOTION: 83:08**

It was moved by P. Ruttan and seconded by R. Williams  
THAT

Council approve the use of a one-hour audio web cast at each Council meeting for 2009.

**CARRIED**

**8.2 Code of Ethics**

Councillors reviewed the briefing note on stakeholder consultation. It was clarified that the stakeholder consultation on the new values-based approach to the Code of Ethics (i.e. R E A C H) was targeted for registrant's response from a variety of practice settings and physiotherapy roles. The responses are overwhelmingly positive to the proposed five ethical values.

**MOTION: 84:08**

It was moved by J. Fitch and seconded by S. Mangoff

THAT

Council approve the proposed five ethical values spelling out the acronym R.E.A.C.H. as the revised Code of Ethics.

**CARRIED**

**8.3 Property Task Force**

Pursuant to the discussion at the June meeting, Councillors reviewed the terms of reference for the proposed Property Task Force. J. Robinson spoke to the estimated cost involved on this project. A lengthy discussion ensued among Councillors. Some felt that it was premature to tackle this project at the present time as the College still has a remaining eight-year lease with huge penalties for early termination. Others felt that it was Council's original intent to study the options for property for long term investment purposes. A motion was put forth to not approve the terms of reference.

**MOTION: 85:08**

It was moved by J. Spirou and seconded by J. Fitch  
THAT

Council does not approve the terms of reference for the Property Task Force

**DEFEATED**  
**6 votes for**  
**6 votes against**

A suggestion was put forth to vote on the terms of reference deleting the financial allocation. It was clarified that the Property Task Force does not have the expertise to tackle an analysis without the help of a realty specialist

**MOTION: 86:08**

It was moved by P. Ruttan and seconded by S. Muthulingam  
THAT

Council approve the terms of reference for the Property Task Force with the deletion of the financial allocation.

**DEFEATED**  
**0 vote for**  
**12 votes against**

It was generally felt that lacking approval of the terms of reference, it was meaningless to establish the Property Task Force.

**MOTION: 87:08**

It was moved by S. Muthulingam and seconded by J. Spirou  
THAT

Council strike off the Property Task Force under the previous motion 85:08.

**CARRIED**  
**8 votes for**  
**4 votes against**

The meeting was adjourned at 4:30 p.m.

**MINUTES  
MEETING OF THE COUNCIL  
October 3, 2008**

**October 3, 2008**

<b>Present:</b>	D. Freer	M. Catre	<b>Staff:</b>	J. Robinson
	F. Gielen	J. Fitch		R. Hamilton
	D. Mandel	M. Irshad		S. Hughes
	S. Mangoff	W. Kanagaratnam		A. Ashton
	L. Neill	S. Muthulingam		F. Campbell
	D. Ng			B. Lam
	P. Ruttan			S. Tooze
	J. Spirou			K. Micheelsen
	D. Lucy			
	R Williams		<b>Recorder</b>	M. Leung

Guest: Shelley Martin, Interim Practice Advisor

The meeting was called to order at 9:00 am. L. Neill, President, directed the recording secretary to take the roll call.

**ROLL CALL**

The recording secretary conducted roll call.

**9.0 BYLAWS, GOVERNANCE POLICIES,  
OFFICIAL DOCUMENTS REVIEW**

**9.1 Bylaws**

**9.1.1 Bylaw 6.0 -Documents**

Councillors review the current Bylaw 6.0. No changes were recommended.

**MOTION: 88:08**

It was moved by F. Gielen and seconded by D. Ng  
THAT

Council approve Bylaw 6.0 - Documents as presented.

**CARRIED**

**9.1.2 Public Register Bylaw**

Councillors reviewed the proposed bylaws and information components in the College's content of the Register. R. Hamilton provided clarifications on queries raised

**MOTION: 89:08**

It was moved by F. Gielen and seconded by S. Mangoff  
THAT

Council approve in principle the proposed changes to the content of the register by-law for distribution to registrants for comments.

**CARRIED**

**9.2 Governance Policies**

**9.2.1 G4.1 – College Policy Development**

Councillors reviewed the revised G4.1 – College Policy Development Process which has been considered by the Executive Committees as part of the College regular document review process. No questions were raised.

**MOTION: 90:08**

It was moved by S. Mangoff and seconded by D. Freer  
THAT

Council adopt the revised G4.1 – College Policy Development Process as presented.

**CARRIED**

**9.2.2 G4.2 – College Policy Review**

Councillors reviewed the revised G4.2 – College Policy Review which has been considered by the Executive Committee as part of the College regular document review process. No questions were raised.

**MOTION: 91:08**

It was moved by J. Fitch and seconded by P. Ruttan  
THAT

Council adopt the revised G4.2 – College Policy Review Schedule as presented.

**CARRIED**

**9.2.3 G4.3 – Approval of Official Documents**

Councillors reviewed the revised G4.3 – Approval of Official Documents which has been considered by the Executive Committee as part of the College regular document review process. No questions were raised.

**MOTION: 92:08**

It was moved by P. Ruttan and seconded by S. Mangoff

THAT

Council adopt the revised G4.3 – Approval of Official Documents as presented.

**CARRIED**

**10.0 NEW BUSINESS**

**10.1 Communication Strategic Framework**

K. Micheelsen, Director of Communications, provided an overview presentation to Councillors on the rationale leading to the development of the proposed three-year communications plan which takes into account, expands upon and adds to recommendations put forward by Manifest Communications. Components of the plan for this year are achievable with the current approved budget. Funding for year two and three of the plan will occur within the normal budgetary process.

**Action** Council directed the Registrar to ensure staff continues to report to Council on the different phases of the communication plan as they are implemented.

**MOTION: 93:08**

It was moved by F. Gielen and seconded by W. Kanagaratnam  
THAT

Council approve the proposed Communications Plan 2008 – 2010.

**CARRIED**

**10.2 Position Statement on College Objects**

L. Neill spoke to the proposed position statement on College objects which represent the purposes of the organization under the Regulated Health Professional Act (RHPA). Councillors reviewed and discussed all of the objects which form the foundation upon which Council provides stewardship for their implementation and accepts accountability for their performance on behalf of the profession. Clarifications were provided on queries raised.

**MOTION: 94:08**

It was moved by P. Ruttan and seconded by D. Ng  
THAT

Council approve in principle the proposed position statement on the College objects for distribution to registrants and key stakeholders for feedback.

**CARRIED**

**10.3 QA Regulation**

J. Spirou, Chair, Quality Management Committee, spoke to the revised Quality Assurance Regulation which incorporated input from legal counsel, J. Robinson, Registrar and R. Hamilton, Associate Registrar - Policy.

Councillors reviewed and discussed the proposed QA Regulation. It was suggested to make the following minor changes after consultation with legal counsel:

Under "*Collection, Analysis and Disseminations of Information*"  
3.(3) (b) - delete the words "professional portfolio"

Under "*Self-Assessment and Continuing Education or Professional Development*"  
4.(1) – add the words "any applicable" before tools

Under "*Peer and Practice Assessment and Enhancement*"  
Delete 5.(3) (b) "interviewing the member and his or her staff " in its entirety.

The revised QA Regulation will be distributed to registrants for their comments.

**MOTION: 95:08**

It was moved by J. Fitch and seconded by J. Spirou  
THAT

Council adopt the revised QA Regulation with changes as agreed for distribution to registrants for feedback.

**CARRIED**

**10.4 Awards Program**

J. Robinson spoke to the revised policy G4.18 – External Awards Program and draft descriptor which incorporated the recommendations from Executive Committee who was directed by Council in March 2008 to review the criteria and the title of the Dianne Millett Fellowship Award. It was the general feeling that the recommended name change to "*Award for Research Advancing Quality Care*" is appropriate with the intent of the award program focussing on celebrating quality care. The increase in the monetary award to C\$5,000 should be promoted broadly amongst registrants to enhance interested applicants. Minor editorial changes were suggested.

**MOTION: 96:08**

It was moved by F. Gielen and seconded by D. Ng  
THAT

Council adopt the revised G4.18 – External Awards Program and 2009 College Awards and Honours program descriptor.

**CARRIED**

**Action** Council direct the Registrar to communicate the decision to Dianne Millette.

L. Neill, President, reminded Councillors regarding confidentiality of Council discussions and decisions.

**12.0 OTHER BUSINESS**

**12.1 Notice of Motion**

None

**12.2 Future Meeting Dates**

December 4 & 5, 2008

March 2 & 3, 2009

June 22 & 23, 2009

**12.3 Council Evaluation**

Councillors are encouraged to complete the evaluation which is helpful in continually improving future Council meetings.

**MOTION: 97:08**

It was moved by S. Muthulingam and seconded by D. Ng  
THAT

The meeting be adjourned.

**CARRIED**

The meeting was adjourned at 3:00 p.m.

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**Lori Neill, President**