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

 **PHYSIOTHERAPISTS OF ONTARIO**

**MINUTES**

***March 21 and 22, 2019***

***At***

***The College Board Room***

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

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| **Attendees:** |  | **Staff:** |
| Mr. Gary Rehan (President) | Ms. Janet Law | Mr. Rod Hamilton |
| Mr. Darryn Mandel  | Ms. Nicole Graham  | Ms. Anita Ashton  |
| Mr. Ron Bourret  | Ms. Sharee Mandel | Ms. Joyce Huang |
| Ms. Jane Darville | Mr. Tyrone Skanes |  |
| Mr. Martin Bilodeau | Ms. Lisa Tichband  |  |
| Ms. Theresa Stevens  | Ms. Jennifer Dolling  |  |
| Mr. Mark Ruggiero | Ms. Kathleen Norman |  |
| Mr. Ken 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. Ken Moreau 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 17-****18, 2018****2.0**It was moved by Ms. Theresa Stevens and seconded by Mr. Tyrone Skanes that: The Council meeting minutes of December 17-18, 2018 be approved. | **CARRIED.**  |
|  | **3.0** | **President and Executive Committee Election** Mr. Rod Hamilton, Registrar, provided an overview of the online voting system and indicated the new office will take effect in June 2019. Mr. Hamilton appointed Ms. Elicia Persaud as the scrutineer. **Election of the President:**The following nomination was highlighted:President:* Mr. Darryn Mandel

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

Mr. Hamilton called for additional nominations from the floor; none were presented.Ms. Stevens provided a verbal statement. Ms. Stevens was acclaimed Vice President **Election of the Executive Committee: members-at-large**The following nominations were highlighted:Executive Committee:* Mr. Ron Bourret
* Mr. Gary Rehan
* Ms. Sharee Mandel
* Mr. Tyrone Skanes

Mr. Hamilton called for additional nominations from the floor; none were presented.Councillors anonymously voted using the electronic voting system.The following were elected to the Executive Committee as members-at-large for the 2019-2020 year:* Mr. Gary Rehan
* Mr. Tyrone Skanes
* Ms. Sharee Mandel

The following councillors will make up the Executive Committee for the 2019-2020 year:* Mr. Darryn Mandel (President)
* Ms. Theresa Stevens (Vice President)
* Mr. Tyrone Skanes
* Ms. Sharee Mandel
* Mr. Gary Rehan
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|  | **4.0** | **Registrar’s Report**Mr. Hamilton, provided an update on the following items:* Database project
* By-law and Governance policy review work of the Executive Committee
* Scent free environment policy

Mr. Ron Bourret entered the Council chambers at 9:50 a.m.  |  |
|  | **5.0** | **Q3 Financial Report** Council reviewed and accepted the Q3 Financial Report. |  |
|  | **6.0****Motion** | **Program Review: Entry to Practice**Council discussed the pros and cons to conducting a review of the Entry to Practice program and determined a scoping review would be beneficial. Mr. Hamilton reviewed the Request for Proposal process. Council set the parameters as follows: * In keeping with the RFP process, staff will select the consultant and provide Council with an update.
* If the proposals are over budget and requires additional funds and/or if the consultant is outside of Canada, this will be brought back to Council for approval.

**6.0**It was moved by Ms. Sharee Mandel and seconded by Mr. Tyrone Skanes that: Council approves the $75,000 budgeted in line 5904– Consultant Fees, to complete a preliminary review of the Entry to Practice Program as outlined as phase one.  | **CARRIED.**  |
| **11:56 AM** |  |  **Adjournment**  |  |
|  | **Motion** | It was moved by Ms. Lisa Tichband and seconded by Mr. Tyrone Skanes that:Day one of the meeting be adjourned.  | **CARRIED.** |
|  |  | Council spent the remainder of the afternoon in a Sensitivity and Awareness education session.  |  |
|  **9:03 AM March 22, 2019**  |  |
|  | **7.1** | **Quality Assurance Program Review: Part One: Project Update**Ms. Joyce Huang, Strategic Projects Manager, reviewed the project work to date including the remaining work that is left to be completed.  |  |
|  | **7.2****Motion**  | **Part Two: Program Policies**Council recommended wording changes to two of the proposed draft Quality Assurance Program policies and directed staff to monitor any trends around conflict of interest and bring those forward to Council for decision around changes to the process. **7.2**It was moved by Ms. Theresa Stevens and seconded by Mr. Tyrone Skanes that: Council approve the following draft QA program policies:1. Eligibility and Selection Criteria for Practice Assessments,
2. Pre-Assessment Questionnaire,
3. Remote Assessment,
4. On-Site Assessment, and
5. Deferral and Extension.
 | **CARRIED.**  |
|  | **7.3****Motion**  | **Motion to Rescind QA Program Policies** **7.3**It was moved by Ms. Jane Darville and seconded by Ms. Kathleen Norman that: Council rescind the following QA program policies: * QM Program Policy 1.4 File Storage
* QM Program Policy 2.1 Practice Reflection: Professional Portfolio
* QM Program Policy 3.1 Onsite Assessment – Selection and Procedure
* QM Program Policy 3.3 Practice Assessments – Exemptions
 | **CARRIED.**  |
|  | **7.4** **Motion**  | **Motion for Minor Changes to QA Program Policies** **7.4**It was moved by Ms. Kathleen Norman and seconded by Mr. Ron Bourret that: Council approve the minor changes to the following QA program policies: * QM Program Policy 1.3 Communication
* QM Program Policy 3.5 Practice Assessment: Onsite Assessment – Assessor Selection and Utilization
* QM Program Policy 3.4 Refusing to Participate in the Quality Management Program
* QM Program Policy 3.6 Practice Assessment: Onsite Assessment – Observers present at the On-site Assessment
 | **CARRIED.**  |
|  | **7.5****Motion** | **Part Three: Program Evaluation Plan** **7.5**It was moved by Ms. Lisa Tichband and seconded by Ms. Sharee Mandel that: Council approve the QA program evaluation plan. | **CARRIED.**  |
|  | **8.0****Motion** | **Approval of 2019-2020 Budget** **8.0**It was moved by Ms. Nicole Graham and seconded by Mr. Tyrone Skanes that: Council approves the Operating and Capital Budgets for the 2019-2020 Fiscal Year.  | **CARRIED.**  |
|  | **9.0****Motion** | **Non-Council Appointment Process and Recruitment** **9.0**It was moved by Ms. Sharee Mandel and seconded by Mr. Martin Bilodeau that: Council approves the non-council appointment process and directs staff to recruit a pool of six non-council committee members.  | **CARRIED.**  |
|  | **10.0****Motion**  | **Approval of Auditor Tool** Following the audit, the Finance Committee will provide Council with a report and recommendation based on the outcome of the auditor evaluation tool. **10.0**It was moved by Mr. Ron Bourret and seconded by Ms. Kathleen Norman that: Council approve the auditor evaluation tool. | **CARRIED.**  |
|  | **11.0** | **Report – Annual Outreach Activities** Ms. Fiona Campbell, Senior Physiotherapist Advisor presented an overview of the key learnings and topics from this year’s outreach activities.  |  |
|  | **12.0** | **President’s Report** Mr. Gary Rehan, President, provided an updated on the following: * Committee activity summary
* Results of the Council Evaluation calls
* Exploration of an Honorary PT Title
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|  | **13.0** | **Members’ Motion/s**No motions were made.  |  |
| **Adjournment** |  |
|  | **Motion**  | It was moved by Mr. Ken Moreau and seconded by Ms. Lisa Tichband that the meeting be adjourned. The Council meeting was adjourned at 1:00 p.m.  | **CARRIED.**  |

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 Mr. Gary Rehan, President