

Premises Inspection Committee

Terms of Reference



Authority

The Premises Inspection Committee is a standing committee constituted by CPSO By-laws. [CPSO By-laws, s. 8.1.2]

Mandate, Duties and Powers

The Premises Inspection Committee shall administer and govern the College's premises inspection program, referred to as the Out-of-Hospital Premises Inspection Program, in accordance with Part XI of Ontario Regulation 114/94 (the "Regulation"). The purpose of the Out-of-Hospital Premises Inspection Program is to ensure that out-of-hospital premises (as defined in the Regulation) comply with its Standards.¹

The Premises Inspection Committee's duties shall include, but not be limited to:

- ensuring appropriate individuals are appointed to perform inspections or re-inspections as authorized under the Regulation;
- ensuring adequate inspections and re-inspections are undertaken and completed in a timely way using appropriate tools and mechanisms;
- reviewing premises inspection reports and other material referred to in the Regulation and determining whether premises pass, pass with conditions or fail an inspection;
- specifying the conditions that shall attach to each "pass with conditions" rating;
- delivering written reports as required under the Regulation; and
- establishing or approving costs of inspections and re-inspections and ensuring the Registrant or Registrants performing the procedures on the premises are invoiced for those costs. [CPSO By-laws, s. 8.8.2]

The Premises Inspection Committee informs the Board of Directors (the Board) on policy and program implementation issues including recommending or reviewing periodic changes to the Out-of-Hospital Premises Inspection Program Standards.

Reporting

The Premises Inspection Committee reports to the Board.

¹ <https://www.cpso.on.ca/en/Physicians/Your-Practice/Accreditation-Programs/Out-of-Hospital-Premises-Inspection-Program/OHP-Standards>

Composition

The Premises Inspection Committee is composed of Registrants who perform specific types of procedures provided in Out-of-Hospital premises, and may, but need not, include Public Directors. The number of members on the Premises Inspection Committee shall be determined by the Board annually to meet the needs of the Out-of-Hospital Premises Inspection Program [CPSO By-Laws, s. 8.8.1].

Term of Appointment

The term of office of each Premises Inspection Committee member is up to three years and automatically expires at the close of the third Annual Organizational Meeting of the Board² which occurs after the appointment or at such earlier time as the Board specifies in the appointment. [CPSO By-laws, s. 7.6.2] The maximum number of years that a member may serve on the Premises Inspection Committee is nine years. [CPSO By-laws, s. 7.6.6]

Chair and Vice-Chair

The Chair and Vice-Chair of the Premises Inspection Committee are members of the Committee appointed by the Board. The term of the Chair is up to two years.

Meetings

The Premises Inspection Committee will meet at least twice per year for Policy/Business meetings, at the call of the Chair. Panels of the Premises Inspection Committee will meet as required, at the call of the Chair, based on the number of inspection-assessment reports needing review or on the urgency of identified issues arising from an inspection-assessment.

Meetings of the Premises Inspection Committee (including panel meetings) may, at the discretion of the Chair, be held in any manner that allows all the persons participating to communicate with each other simultaneously and instantaneously. [CPSO By-laws, s. 7.7.8]

Members of the Premises Inspection Committee are expected to regularly attend and actively participate in meetings (including panels to which they are assigned).

The Chair, or their appointee for this purpose (the “presiding officer”), will preside over meetings of the Premises Inspection Committee (including panel meetings). [CPSO By-laws,

² The Annual Organizational Meeting is the Board meeting that takes place between November 1st and December 14th of each year. [CPSO By-laws, s. 6.1.1(a)]

s. 7.7.6] The presiding officer is responsible for recording the meeting deliberations in writing (i.e. minutes). The minutes of a business meeting will be brought to a subsequent Premises Inspection Committee meeting for acceptance (and corrections, if any), and once accepted, the minutes are conclusive proof that they accurately reflect the proceedings and deliberations at the prior Premises Inspection Committee meeting. The minutes of a panel meeting will be reviewed and signed by the presiding and recording officers, and they may be circulated to the panel members for review. Once signed by the presiding and recording officers, the minutes are conclusive proof that the written record accurately reflects the proceedings and deliberations of the panel of the committee. [CPSO By-laws, s. 7.7.9-7.7.11]

Quorum

Policy/Business Meeting

A majority of the members of the Premises Inspection Committee constitutes a quorum. [CPSO By-laws, s. 7.7.5]

Panel Meeting

The quorum for a panel meeting is three members of the Premises Inspection Committee. [CPSO By-laws, s. 8.8.3]

Decision-Making

Questions or motions before the Premises Inspection Committee may be decided by a majority of the votes cast at the meeting (including the presiding officer at the meeting).³ If there is an equality of votes, the question is deemed to have been defeated. [CPSO By-laws, s. 7.7.7]

Compensation

Committee members who are Registrants are compensated for conducting College business, including committee work and travel time, and are reimbursed for eligible expenses incurred in the conduct of College business, in accordance with and subject to section 12.1 of the CPSO By-laws, and the Board Director and Committee Member Remuneration and Expense Reimbursement Guidelines. [CPSO By-laws, s. 12.1].

Committee members who are Public Directors are compensated by the Minister of Health for expenses and remuneration as determined by the Lieutenant Governor in Council. [HPPC, s. 8]

³ For example, where there are only three Committee members present, a majority of the votes is two.

Committee Staff Support

The Premises Inspection Committee will receive administrative support from the staff within the Accreditation Division. Administrative support includes scheduling meetings, preparing and distributing meeting materials, and assistance with organization and notice of each meeting.

Declaration of Adherence

Each member of the Premises Inspection Committee must sign a Declaration of Adherence in the form provided by CPSO, which requires committee members to comply with, among other things, fiduciary duty, conflict of interest, confidentiality obligations and CPSO policies.