



**MEETING OF THE COUNCIL OF THE  
COLLEGE OF PHYSIOTHERAPISTS OF ONTARIO**

**MINUTES**

**Monday, March 25 and Tuesday, March 26, 2024**

The College Boardroom & Virtually via Zoom

**Public Member Attendees:**

Nitin Madhvani (Chair)  
Carole Baxter  
Jesse Finn  
Mark Heller  
Frank Massey  
Richard O'Brien

**Professional Member Attendees:**

Theresa Stevens (Vice Chair)  
Anna Grunin  
Janet Law  
Dennis Ng  
Pulak Parikh  
Gary Rehan  
Katie Schulz  
Maureen Vanwart

**Staff Attendees:**

Craig Roxborough, Registrar & CEO  
Anita Ashton, Deputy Registrar & COO  
Zoe Robinson, VP, Finance & Reporting  
Lisa Pretty, VP, Organizational Effectiveness  
Mara Berger, Director Policy, Governance &  
General Counsel  
Joyce Huang, Manger, Strategy  
Evguenia Ermakova, Policy Analyst  
Joyce Huang, Manger, Strategy

**Recorder:**

Caitlin O'Kelly, Governance Specialist

**Public Member Regrets (March 26 only):**

Jesse Finn

**Professional Member Regrets:**

Sinéad Dufour

**Monday, March 25, 2024**

**12:47 p.m. Welcome and Call to Order**

N. Madhvani, Chair, welcomed all members of Council and invited A. Grunin, Professional Member of Council to provide the Territory Acknowledgement.

N. Madhvani confirmed the College's ongoing commitment to the Public Interest mandate. Members were asked to declare any conflicts of interest for any of the items to be discussed during the meeting; none were declared.



## **1.0 Review and Approval of the Agenda**

### **Motion 1.0**

It was moved by D. Ing and seconded by M. Vanwart that:

The agenda be accepted with the possibility for changes to the order of items to address time constraints.

**CARRIED.**

## **2.0 Approval of the Consent Agenda**

### **Motion 2.0**

It was moved by K. Schulz and seconded by R. O'Brien that:

The following items be approved and/or received for information by Council:

- Approval of the December 14-15, 2023, Council minutes.
- Acceptance of the October – December 2023 Executive Committee Report.

**CARRIED.**

## **3.0 President's Report**

N. Madhvani provided an overview of the President's activities since the December Council meeting, which included a summary of the post Council meeting survey results and associated action items.

## **4.0 Proposed Improvements to Governance Terminology and Processes**

M. Berger, Director Policy, Governance & General Counsel, provided background on a proposal to modernize the College's governance terminology and processes to align with leading practices and recent reviews. Council discussed the amendments to terminology and revisions to role descriptions, impacting the President/Chair, Vice-President/Vice-Chair, Registrar, and Allowances & Expenses Policy.

### **Motion 4.0**

It was moved by M. Vanwart and seconded by A. Grunin that:

Council approves:



- the proposed amendments to the terminology used by the College,
- the proposed revisions to the role description of the President, which also impact the role descriptions for the Vice-President and the Registrar,
- the proposed revision to the Allowances & Expenses Policy, and
- the proposed amendment to the By-laws and Governance Policies removing the requirement for the By-laws to be signed by the President and Registrar.

**CARRIED.**

## **5.0 Meeting Guidelines**

C. O'Kelly, Governance Specialist, provided background on updating the College By-laws around a proposal for customized Meeting Guidelines for Council Meetings. The proposal seeks approval for amendments to establish new Meeting Guidelines, aiming for accessibility, clarity, and alignment with emerging best practices, while maintaining impartiality and facilitating collaborative decision-making.

Council discussed the proposal and the need to simplify and tailor the meeting guidelines following a review of the College's governance practices. During the discussion, Council identified amending Section 29 to clarify the Chair's authority to limit speaking time while ensuring equitable participation. The proposed addition emphasized the aim for equal conversation, maintaining the phrase "may limit" as crucial.

### **Motion 5.0**

It was moved by K. Schulz and seconded by A. Grunin that:

Council approves amendments to the College By-laws to establish new Meeting Guidelines for Board Meetings.

After further debate, a motion was made to amend the original motion.

### **Motion to Amend**

It was moved by K. Schulz and seconded by A. Grunin that the original motion be amended to:



Council approves amendments to the College By-laws to establish new Meeting Guidelines for Board Meetings with section 29 amended as follows:

- The Chair may limit the number of times a Director may speak, limit the length of speeches, and impose other restrictions reasonably necessary to finish the agenda of a meeting or to ensure equity in participation.

**CARRIED.**

**Motion 5.0**

It was moved by K. Schulz and seconded by A. Grunin that:

Council approves amendments to the College By-laws to establish new Meeting Guidelines for Board Meetings with section 29 amended as follows:

- The Chair may limit the number of times a Director may speak, limit the length of speeches, and impose other restrictions reasonably necessary to finish the agenda of a meeting or to ensure equity in participation.

**CARRIED.**

**6.0 Finalizing Implementation of the Vice-Chair Model**

M. Berger provided background on the implementation of the Vice-Chair model.

**Motion 6.0**

It was moved by M. Heller and seconded by R. O'Brien that:

Council approves the proposed role description for the Committee Vice-Chair and the proposed By-law and Governance Policy revisions to fully implement the Committee Vice-Chair model.

**CARRIED.**

**7.0 Approval and Review of Revised Standards (2<sup>nd</sup> batch)**

E. Ermakova, Policy Analyst, provided an overview of the work underway to adopt national standards for use in Ontario, and the specific work completed to adopt the second group of three national standards.

During the discussion concern was raised regarding the Infection Control standard, particularly referencing definitions of healthcare facilities and cleaning standards at the national



level. There was discussion about holding back the draft standard for Infection Control for further consideration.

**Motion 7.0**

It was moved by K. Schulz and D. Ing that:

Council approve the following draft Standards for 60-day consultation:

- Evidence-Informed Practice
- Infection Control
- Titles, Credentials, and Specialty Designations

After further debate, a motion was made to amend the original motion.

**Motion to Amend**

It was moved by M. Heller and seconded by M. Vanwart that the original motion be amended to:

Council approve the following draft Standards for 60-day consultation:

- Evidence-Informed Practice
- Titles, Credentials, and Specialty Designations

**CARRIED.**

**Motion 7.0**

It was moved by K. Schulz and D. Ing that:

Council approve the following draft Standards for 60-day consultation:

- Evidence-Informed Practice
- Titles, Credentials, and Specialty Designations

**CARRIED.**

**8.0 President, Vice-President and Executive Committee Election**

C. Roxborough, Registrar & CEO, facilitated the Executive Committee election. C. Roxborough provided an overview of the elections process which was supported by an electronic online voting system.

**Election of the President:**

The following nominations for President were received:

- N. Madhvani (Public Member)



C. Roxborough called for additional nominations from the floor; none were received.

N. Madhvani was acclaimed President.

**Election of the Vice-President:**

The following nominations for Vice-President were received:

- K. Schulz (Professional Member)
- G. Rehan (Professional Member)

C. Roxborough called for additional nominations from the floor; none were received.

K. Schulz was elected Vice-President.

**Election of the Executive Committee: members-at-large**

The following nominations were received for the remaining three positions for the Executive Committee members at large:

- F. Massey (Public Member)
- C. Baxter (Public Member)
- G. Rehan (Professional Member)
- T. Stevens (Professional Member)

C. Roxborough called for additional nominations from the floor; none were received.

The By-laws require that the Executive Committee be composed of five members of Council, at least three of whom are registrants of the College. K. Schulz as Vice-President fills one of these positions. As only two nominations for professional members were received, T. Stevens and G. Rehan were acclaimed Members at Large.

Following these acclamations there was one remaining position for which C. Baxter was elected as a Member at Large.

**The following councillors will make up the Executive Committee for the 2023-2024 year:**



- N. Madhvani, President
- K. Schulz, Vice President
- C. Baxter
- G. Rehan
- T. Stevens

*P. Parikh left the meeting at 2:45 p.m.*

*J. Finn left the meeting at 3:30 p.m.*

## **9.0 Trauma-Informed Care**

A. Ashton, Deputy Registrar and Chief Operating Officer presented on trauma-informed care.

### **Adjournment of Day One**

The meeting was adjourned at 3:56 p.m.

### **Tuesday, March 26, 2024**

N. Madhvani, Chair, called the meeting to order at 9:01 a.m.

## **10.0 Motion to go in camera pursuant to section 7.2(d) of the Health Professions Procedural Code**

### **Motion 10.0**

It was moved by M. Heller and seconded by R. O'Brien that:

Council moves in-camera pursuant to section 7.2(d) of the Health Professions Procedural Code.

**CARRIED.**

## **11.0 Committee Composition**

M. Berger provided an overview of proposed amendments to the College's By-laws and Governance Policies, aiming to provide more flexibility in committee composition and foster a clearer separation between Council and committees. These changes seek to address workload concerns for Council members, align with best practices, and allow for greater diversity of perspectives on committees. Additionally, the proposal includes rescinding redundant governance policies for streamlining purposes.



During the meeting, it was clarified that there is no maximum limit for committee members, as the by-laws only specify minimum numbers, which remain unchanged. The quorum requirements also remain consistent, with the wording now transferred directly into the by-laws under section 7.8(3). Concerns were raised about quorum requirements for committees, particularly regarding the absence of Ministry appointed public members. While there were no changes to the requirements, there were discussions about the clarity of the language distinguishing between Ministry appointed public members and members of the public. There was a suggestion to modify the wording in section 7.8(3) for clarity, although it was noted that the current language was already approved in the policy. It was proposed to revisit and amend 7.8(3) for clearer language, with the changes to be presented at a subsequent meeting for approval.

Concerns were also expressed about the proposed By-law revision allowing for two public members on the Executive Committee unless there are capacity issues. Public members already carry a significant workload and may not always be available to sit on the Executive Committee. The importance of reflecting Council's balance at the Executive Committee level was emphasized, with a consensus aiming for greater balance. Suggestions were made to clarify the language, especially regarding flexibility if only one public member stands for election.

**Motion 11.0**

It was moved by G. Rehan and seconded by P. Parikh that:

Council approves the proposed amendments to the College's By-laws and Governance Policies that would establish revised committee composition requirements and rescind Governance Policy #7.3 and #7.4 due to redundancy.

After further debate, a motion was made to amend the original motion.

**Motion to Amend**

It was moved by M. Vanwart and seconded by M. Heller that the original motion be amended to:





Council approves the proposed amendments to the College's By-laws and Governance Policies that would establish revised committee composition requirements and rescind Governance Policy #7.3 and #7.4 due to redundancy, with the following amendments to the Executive Committee Composition in the By-laws:

"7.1 (1) ii: two are Publicly-Appointed Councillors, unless only one Publicly-Appointed Councillor stands for election, in which case one Publicly-Appointed Councillor shall be sufficient."

**CARRIED.**

**Motion 11.0**

It was moved by G. Rehan and seconded by P. Parikh that:

Council approves the proposed amendments to the College's By-laws and Governance Policies that would establish revised committee composition requirements and rescind Governance Policy #7.3 and #7.4 due to redundancy, with the following amendments to the Executive Committee Composition in the By-laws:

"7.1 (1) ii: two are Publicly-Appointed Councillors, unless only one Publicly-Appointed Councillor stands for election, in which case one Publicly-Appointed Councillor shall be sufficient."

**WITHDRAWN**

G. Rehan, requested to withdraw the original motion.

A new motion was put forward.

**Motion 11.1**

It was moved by P. Parikh and seconded by A. Grunin that:

Council approves the proposed amendments to the College's By-laws and Governance Policies that would establish revised committee composition requirements and rescind Governance Policy #7.3 and #7.4 due to redundancy, with the following amendments to the Executive Committee Composition in the By-laws:

"7.1 (1) ii: two are Publicly-Appointed Councillors, unless only one Publicly-Appointed Councillor stands for election, in which case one Publicly-Appointed Councillor shall be sufficient."

**CARRIED.**



**Action Item**

Staff to review section 7.8(3) of the by-laws and propose amendments to enhance clarity. Staff will present the amended section for approval at a subsequent meeting.

*T. Stevens left at 10:03 a.m.*

**12.0 Q3 Financial Report**

Z. Robinson, VP, Finance & Reporting, provided a summary of the College's financial performance and health for the period of October 1, 2023, to December 31, 2023, of Fiscal Year 2024 (i.e., Q3), and the financial forecast to March 31, 2024.

**13.0 Approval of the 2024-2025 Budget**

C. Roxborough & Z. Robinson presented the proposed 2024-2025 budget.

**Motion 13.0**

It was moved by G. Rehan and seconded by J. Law that:

Council approves the 2024 – 2025 budget.

**CARRIED.**

**14.0 Registrar's Report (with Dashboard)**

C. Roxborough provided an overview of key operational activities and initiatives over the last quarter, including an overview of the dashboard metrics.

Council undertook a review of the 2023 College Performance Measurement Framework (CPMF) submission. Questions were raised and addressed during the session. The finalized submission will be forwarded to the Ministry subsequent to this meeting.

There was some discussion about the work of the Canadian Alliance of Physiotherapy Regulators (CAPR) and its potential impact on the College's General Regulation. There are plans underway to commence drafting proposed updates to the General Regulation to get ahead of deadlines.



**15.0 Ratification of Academic Councillor: Queens University**

Queen's University is the next on the list to nominate an Academic Representative to Council. C. O'Kelly noted that the nominated representative meets all eligibility requirements and if appointed would begin their term on June 24, 2024.

**Motion 15.0**

It was moved by J. Law and seconded by M. Heller that:

Council appoints Trisha Lawson as an academic councillor from Queen's University to Council, effective June 24, 2024 to June 2027.

**CARRIED.**

**16.0 Committee Slate Amendment**

**Motion 16.0**

It was moved by M. Vanwart and seconded by G. Rehan that: Council approves the following amendment to the Committee Slate:

- Appoint Frank Massey to the Quality Assurance Committee and,
- Appoint Greg Heikoop and Antoinette Megens to the Patient Relations Committee.

**CARRIED.**

**17.0 Ontario Clinical Exam Update**

Amanda Sandhu, Examinations Manager presented an update of the Ontario Clinical Exam Update. Key points included a review of process and logistics, security measures, and an overview of reliability and validity measures.

*T. Stevens returned at 1:02PM*

**18.0 Members' Motion(s)**

**Motion 18.0**

It was moved by A. Grunin and seconded by C. Baxter that:

Council request staff commit to explore providing funding for therapy and counselling for Committee Members and will bring a proposal forward at the September 2024 Council Meeting.

**CARRIED.**



### Adjournment of Meeting

P. Parikh motioned that the meeting be adjourned. The meeting adjourned at 1:55 p.m.

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Nitin Madhvani, Chair