



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

**MINUTES**

**Monday, December 12 and Tuesday, December 13, 2022**

Hybrid Meeting

**Attendees**

Jennifer Clifford, Physiotherapist (Chair)  
Katie Schulz, Physiotherapist (December 13)  
Hervé Cavanagh, Physiotherapist  
Paul Parikh, Physiotherapist, Academic  
Nitin Madhvani, Public  
Carole Baxter, Public  
Richard O'Brien, Public  
Tyrone Skanes, Public  
Janet Law, Physiotherapist  
Dennis Ng, Physiotherapist  
Sharon Gabison, Physiotherapist, Academic  
Anna Grunin, Physiotherapist  
Karen St. Jacques, Physiotherapist  
Jesse Finn, Public

**Regrets:**

Theresa Stevens, Physiotherapist, President  
Katie Schulz, Physiotherapist (December 12)  
Laina Smith, Public

**Staff**

Anita Ashton, Interim Registrar  
Zoe Robinson, VP Finance & Reporting  
Lisa Pretty, VP Organizational  
Effectiveness  
Joyce Huang, Manager Strategy  
Evguenia Ermakova, Policy Analyst

**Recorder:**

Elicia Persaud, Governance Analyst

**Guests:**

Gary Rehan, CAPR Board  
Representative (December 12)  
Bill Quinn, RBC Dominion (December  
12)  
Cameron Clark, RBC Dominion  
(December 12)

**Monday, December 12, 2023 – Day 1**

**11:15 am Welcome**

The Chair welcomed all members, opened the meeting with the College's Land Acknowledgement Statement, and confirmed the College's ongoing commitment to the Public Interest mandate. Members were asked to declare any conflict of interest for any of the items to be discussed during the meeting; none were declared.

**1.0 Approval of the Agenda  
Motion 1.0**

It was moved by A. Grunin and seconded by S. Gabison that:



The agenda be accepted as presented with the possibility for changes to address time constraints.

**CARRIED.**

## **2.0 Approval of Consent Agenda**

Gary Rehan, the Canadian Alliance of Physiotherapy Regulators (CAPR) Board Representative provided Council with the following report:

- The new Registrar recruitment has concluded and a new CEO has been hired, Dr. Bob Haennel which takes effect in early January 2023
- CAPR has recently hired a new Director of Evaluation Services that recently joined CAPR
- There is a backlog building in credentialing due to an increase in applications for credentialing services requested in 2021 increased by 36% and year over year and in 2022 there was an increase of 17% in volume which led to the credentialing timeline being extended to 21 weeks from the past benchmark of 10 – 12 weeks for standard applications and 16-18 weeks for applications were CAPR does not have a precedence available
- CAPR Board of Directors are currently talking about innovate approaches to address this backlog; some work has been done including adding new staff; this will be further discussed at their next CAPR Board meeting.
- CAPR completed a large governance review project; they have developed a plan which is currently being implemented and will continue into 2023.
- There have been five administrations of the written exam; the results were released on time in the six week benchmark
- Proportional increase in the number of candidates for the written exam to 2020 which includes a 10% increase in 2021 and 13% increase in 2022.
- The written exam is currently being offered through test centers and through remote proctoring.
- CAPR celebrating their 30<sup>th</sup> anniversary this year.

### **Motion**

#### **2.0**

It was moved by C. Baxter and seconded by K. St. Jacques that:

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



- Approval of September 23, 2022, and November 22, 2022 Council meeting minutes
- Acceptance of Executive Committee Minutes of September 1 and 27, 2022
- Acceptance of the CAPR Representative Report
- Acceptance of Quarterly Committee/Program Area Reports:
  - Communications
  - Compliance Monitoring
  - Discipline Committee and Hearings Office
  - Executive Committee
  - Finance Committee
  - Information Technology
  - Inquiries, Complaints, and Reports Committee
  - Patient Relations Committee
  - Practice Advice
  - Quality Assurance Committee
  - Registration Committee
  - Strategy, Policy and Governance

**CARRIED.**

### **3.0 President's Report**

On behalf of the President, the Vice President and Chair of the meeting Jennifer Clifford summarized the President's activities since the September Council meeting and outlined the takeaways from the September Council meeting evaluation, which included:

- Moving forward councillors will be asked to include their name to ensure 100% completion of the surveys.
- There was strong support for the sexual abuse and governance education sessions.
- Council appreciated being able to provide suggestions for future Council education sessions; this will continue and feedback will be incorporated in an ongoing with into the education plan for Council.
- Councillors can request a letter to their employer outlining the time commitment associated to being a council member.

### **4.0 Interim Registrar's Report**

Anita Ashton, Interim Registrar, summarized her activities since the September Council meeting which included legislative and legal updates, College initiatives and projects, operations and program area updates, risks and opportunities and offered some notable activity in regulation.



A. Ashton also presented the interim dashboard noting a final dashboard will be presented in the new fiscal year.

A copy of the Interim Registrar's report PowerPoint can be found in Appendix A.

## **5.0 Investment Status Review and Orientation**

Bill Quinn and Cameron Clark joined the Council meeting via teleconference at 1:15 p.m.

B. Quinn provided an overview of the current financial trends specifically the impact of COVID 19 on interest rates and inflation. The Council's investment strategy includes a primary objective of preservation of capital and with a secondary objective to earn a rate of return that is consistent with inflation. However, it was noted in the current market it is impossible to buy a Government Bond, Provincial Bond GIC with a yield higher than inflation.

An overview of the College's investment portfolio was presented as follows:

- The College's current financial portfolio is 5.2 million which includes 100% fixed income or Bonds and GIC's.
- The College does not currently have any Government Bonds; 58% of the portfolio is in Provincial Bonds and the balance is in GICs (42%).
- Every Bond or GIC held by the College is at \$100,000 or less to comply with the Canada Deposit Insurance Corporation guarantee of deposit.
- Maturities are laddered over five years with approximately 1.1 million maturing each year, to maximize the interest rate.

B. Quinn and C. Clark left the meeting at 1:30 p.m.

## **6.0 Q2 Financial Report**

Zoe Robinson, Vice President of Finance and Reporting, presented Council with the financial report for Q2 – July to September. This report included a forecast of the costs associated to administering the Ontario Clinical Exam and highlighted some risks to the College which include:



- The office space and the progress on mitigating any losses or reducing office space fees.
- Ensuring there is adequate staff to meet the growing regulatory demand.
- Moving from the hybrid to the virtual Ontario Clinical Exam – continuing to explore the requirements for this transition.

## **7.0 Appointment of the Auditor**

Staff presented the Finance Committee's recommendation.

### **Motion 7.0**

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

Council appoint Hilborn LLP as the Auditor for the College of Physiotherapists of Ontario for the fiscal year 2023.

**CARRIED.**

## **8.0 Exam Fees By-law Consultation Summary and Final Approval**

Evgenia Ermakova, Policy Analyst, presented a summary of the Exam Fees By-law consultation results, which included feedback from 14 submissions – 13 from individuals and one submission from the Ontario Physiotherapy Association.

The proposed By-law 8.7 Fees – Ontario Clinical Exam include the following rates:

- Exam fee: \$1,985
- Exam date re-booking fee: \$200
- Exam review fee: \$200
- Exam appeal fee: \$300

### **Motion 8.0**

It was moved by T. Skanes and seconded by H. Cavanagh that:

Council formally approve the proposed By-law 8.7 Fees – Ontario Clinical Exam, to take effect immediately.

**CARRIED.**

## **9.0 Strategic Projects: Prioritization for year 2 of the Strategic Plan**

Joyce Huang, Manager, Strategy provided Council with an overview of the list of proposed projects for year 2 of the Strategic Plan.

After some discussion Council was asked to vote on the motion.



**Motion 9.0**

It was moved by A. Grunin and seconded by S. Gabison that:

Council direct staff to include the following strategic projects in their operational and budget planning for FY2023-2024:

1. EDI Strategy;
2. Data Strategy;
3. Cybersecurity audit;
4. External Review of Professional Conduct;
5. Governance Review;
6. Standards Review; and
7. Enterprise Risk Management.

**CARRIED.**

**10.0 Review of the College's Financial Policies, Structures and Resources**

A. Ashton provided Council with an overview of the briefing materials noting the purpose of the review is to improve the efficiency and efficacy of the College's financial management structures and process to serve the growing work requirements of the College.

Since it has been at least 15 years since a similar review has been conducted, completing a third party now in advance now so that any recommendations from the review can be incorporated into the budget cycle for 2024-2025.

**Motion 10.0**

It was moved by S. Gabison and seconded by R. O'Brien that:

Council approves the College retaining an external third party to review the College's financial operations, practices, procedures, and processes and produce a report outlining their findings and recommendations by March 31, 2023. The cost of the review is to be no more than \$20 000.

**CARRIED.**

**11.0 Motion to go in camera pursuant to Section 7 (2)(b)(d) of the Health Professions Procedural Code**

Council was asked to move in camera pursuant to Section 7 (2)(b)(d) of the Health Professions Procedural Code to discuss a request by the Canadian Alliance of Physiotherapy Regulators and the Registrar recruitment.



**Motion**

**11.0**

It was moved by K. St. Jacques and seconded by N. Madhvani that:

Council move to an in-camera session.

**CARRIED.**

Council moved in camera at 3:15 p.m.

**12.0 Decisions from In Camera Session to be recorded in the public minutes**

Council moved out of the in-camera session at 4:15 p.m.

J. Clifford noted for the public record that Council is supportive of a Pan-Canadian approach to physiotherapy regulation where possible and working with physiotherapy partners at a national level.

The College also supports the credentialing and written exam services provided by the Canadian Alliance of Physiotherapy Regulators (CAPR) on the College's behalf.

The College is currently operating in deficit budget and has increased the 2023-2024 Registrant fees to the level that they were previously before two consecutive fee cuts.

Given the resources to support the development of the Ontario Clinical Exam and other program areas of the College at this time the College is unable to provide a general loan or non-repayable grant to CAPR to support its operations.

Council for the College will consider its ability to support specific initiatives as they arise. Specific financial requests for specific initiatives will be considered on a case-by-case basis.

**Adjournment**

It was moved by S. Gabison that day one of Council be adjourned.  
The meeting was adjourned at 4:19 p.m.

**Day 2 – Tuesday, December 13, 2022**

The meeting was called to order at 9:00 a.m. J. Law joined the Council meeting at 9:29 a.m.



### **13.0 Ontario Clinical Exam (OCE) Update**

Amanda Sandhu, Examinations Manager provided Council with an update on the Ontario Clinical Exam. This included a background review, a summary of the last two administrations of the exam, quality improvement initiatives, measures of validity, current work for the hybrid administration and an update on the work anticipated for the move to virtual exam administration.

A copy of the PowerPoint is included in Appendix B.

### **14.0 Council Workshop – Future Approach to Standards Development**

Council participated in a staff facilitated workshop conducted by Joyce Huang the Manager of Strategy and Evguenia Ermakova, the Policy Analyst to provide feedback on the Standards Development process.

At the conclusion of the workshop, Council provided staff with the following direction:

- That standards should include principles;
- That the College should have Clinical practice standards, and
- That there is no need at this time for sector-specific standards.

### **15.0 Workshop: Social Media Guidance for Physiotherapists**

Council was provided with an opportunity to provide input on guidance for physiotherapists regarding their use of social media.

Fiona Campbell, Senior Physiotherapy Advisor and Mary Catherine Fraser-Saxena, Practice Advisor presented a summary of the issues and rationale for developing the guidance document.

J. Huang facilitated the group discussion where Council provided the following feedback:

Suggestions for how make the document more helpful for guiding behaviour:

- Guiding principle 5: need to be more clear whether they can post about their personal opinions in their personal account;





directly link to any rule or legislation that apply for each principle, clickable link.

- Add guidance around public health guideline, direct link.
- Be clear that PTs should not share information outside of their scope of practice.
- Having a general disclaimer does not necessarily absolve the PT from posting, more education around this.
- Write the guidance from the perspective of the PT who is posting, how should they respond to or engage with a negative comment.
- Be mindful – reminder of the permanence of anything posted online Use of social media to communicate – part of the patient's record.

Suggestions for how make the document more useful for Committees:

- Guidance for managing relationships that may start on social media, what is appropriate in that case.
- Link to the PT scope of practice in the guideline.
- Principle 7, maintaining boundaries, it is already covered in other guidelines.
- Make it clear PTs are in a position of authority, regardless if PT is posting on their personal or professional/business account, they still have the "PT hat" on.
- Behaving as a PT online.
- Reinforce the permanency of posts online.
- Linking principles back to standards.

## **16.0 Member's Motion(s)**

No formal member's motion was made, however H. Cavanagh recommended that the Land Acknowledgement be read in French.

A. Ashton noted there may be some options to address this recommendation, staff will explore the options.

### **Adjournment**

It was moved by N. Madhvani that the meeting be adjourned. Council adjourned at 2:21 p.m.



COLLEGE OF  
**PHYSIOTHERAPISTS**  
of ONTARIO

ORDRE DES  
**PHYSIOTHÉRAPEUTES**  
de l'ONTARIO

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Jennifer Clifford, Chair