



**MEETING MINUTES OF THE BOARD OF THE
COLLEGE OF PHYSIOTHERAPISTS OF ONTARIO**

Monday, September 23 and Tuesday, September 24, 2024

The College Boardroom & Virtually via Zoom

Public Director Attendees:

Nitin Madhvani (Chair)
Carole Baxter
Mark Heller
Frank Massey
Richard O'Brien
Christopher Warren

Professional Director Attendees:

Katie Schulz (Vice-Chair)
Frank DePalma
Kate Moffett
Dennis Ng
Kirsten Pavelich
Gary Rehan
Theresa Stevens
Maureen Vanwart

Guests:

Blair MacKenzie, Managing Partner, Hilborn
LLP

Staff Attendees:

Craig Roxborough, Registrar & CEO
Anita Ashton, Deputy Registrar & CRO
Lisa Pretty, Senior Director, Organizational
Effectiveness
Mara Berger, Director Policy, Governance &
General Counsel
Mary Catalfo, Director, Finance
Joyce Huang, Manger, Strategy
Evguenia Ermakova, Policy Analyst

Recorder:

Caitlin O'Kelly, Governance Specialist

Professional Director Regrets:

Trisha Lawson
Sinéad Dufour

Public Director Regrets:

Jesse Finn
Christopher Warren (September 24)

Monday, September 23, 2024

Welcome and Call to Order

N. Madhvani, Board Chair, called the meeting to order at 11:40 a.m. The Chair welcomed Directors and staff to the Board of Directors meeting. Meeting regrets were noted. F. DePalma, Professional Director, provided the Territory Acknowledgement.

N. Madhvani confirmed the College's ongoing commitment to the Public Interest mandate. Directors were reminded to declare any conflicts of interest for any items to be discussed during the meeting.



1.0 Review and Approval of the Agenda

Motion 1.0

It was moved by G. Rehan and seconded by D. Ng 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

N. Madhvani provided an overview of the items listed on the Consent Agenda for approval.

Motion 2.0

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

The following items be approved by the Board:

- June 24-25, 2024 Board Meeting Minutes as amended.
- June 24, 2024 In-Camera Board Meeting Minutes as presented.
- June 25, 2024 In-Camera Board Meeting Minutes as presented.
- Acceptance of the Q1 Executive Committee Report.

CARRIED.

3.0 Chair's Report

N. Madhvani provided an overview of the Chair's activities since the June Board meeting, which included a summary of the post Board meeting survey results and associated action items. It was noted that in addition to the regular post meeting survey, the Board would also receive the Annual Board Operations Evaluation to complete.

4.0 Registrar's Report (with Dashboard)

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

There was some discussion around the new Ontario Clinical Exam dashboard metrics, including an explanation of how many candidates can sit during an administration of the examination, and how often the examination occurs.



The Registrar also provided a historical overview of the efforts to expand the scope of practice for physiotherapists in Ontario. It was reported that the Ministry of Health has recently begun seeking new information to assess the need and impact of this change. More updates will be provided as this develops.

5.0 Enterprise Risk Management – Risk Registry Update

C. Roxborough provided the Board with an update on the College's Risk Registry. The College has a Risk Register, which is a tool used to engage in discussions with the Risk, Audit and Finance Committee. At this time, no changes were identified in the risks since June, but more details have been added regarding mitigation activities. Moving forward, updates on the Risk Registry will be integrated into the Registrar's Report.

6.0 Final Review of Revised Standards (2nd batch) for Approval

E. Ermakova, Policy Analyst, presented an overview of the revised standards from the second group, based on the consultation, and summarized the feedback received. The Board discussed what information might be useful to include in a companion resource.

Motion 6.0

It was moved by M. Vanwart and seconded by M. Heller that:

The Board approves the adoption of the following Standards, to be effective November 1, 2024:

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

And rescinds the following Standards, effective November 1, 2024:

- Restricted Titles, Credentials, and Specialty Designations Standard

CARRIED.

7.0 Review of Revised Standards (4th batch) for Consultation

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

The Board engaged in small group discussions to review the revised standards and provided targeted feedback. After reconvening, the Board summarized and shared key points from their discussions, to ensure feedback was captured in the public session. Overall, the Board was supportive of the standards proceeding to consultation.



Motion 7.0

It was moved by G. Rehan and seconded by M. Vanwart that:

The Board approves the following draft Standards for 60-day consultation:

- Advertising and Marketing
- Documentation
- Funding, Fees and Billing

CARRIED.

The Board recessed at 4:17 p.m. to reconvene at 9:00 a.m. on Tuesday, September 24, 2024.

Tuesday, September 24, 2024

N. Madhvani reconvened the meeting at 9:00 a.m. on September 24, 2024.

8.0 Election Eligibility

C. O'Kelly, Governance Specialist, presented the proposed amendments to the election eligibility section of the College By-laws. Following the election review in June 2024, the Board directed staff to assess the election process and propose potential improvements. The Board discussed the proposed amendments and reached consensus on most of the changes. However, they agreed that no amendments should be made to clause 3.1(9)(h).

Staff noted that the clause also appears in other sections of the By-laws, including eligibility criteria for Academic Directors, committee members and in the disqualification sections. It was noted that to maintain consistency, no updates would be made to these related clauses.

Motion 8.0

It was moved by M. Heller and seconded by M. Vanwart that:

The Board approves the proposed amendments to By-laws s.3.1, 3.2 and 7.6 without the proposed changes to: 3.1(9)(h), 3.1(26)(vi), 3.2(2)(i), 3.2(7)(f), 7.6(2)(i), 7.6(3)(g).

CARRIED.



9.0 Governance Reform Discussion: Potential Implementation of a Screening and/or Selection Committee

The Board engaged in a generative discussion on the potential establishment of a Screening and/or Selection Committee to support various processes, including Board elections and committee appointments.

Following the discussion, staff received direction that the Board was interested in exploring a committee specifically focused on supporting the election process. However, there was less interest in extending this committee's role to the committee appointments process, as the Board noted that this process currently rests with the Executive Committee.

10.0 Funding for Therapy/Counselling for Committee Members

M. Berger, Director Policy, Governance & General Counsel, presented a proposal to establish a support system that would allow Committee members to access counselling and therapy services when dealing with emotionally challenging and potentially traumatizing regulatory matters. The Board was supportive of this initiative to promote a compassionate approach to regulation. Two options were presented, with the Board favoring Option A, which provides the support through the College's Employee Assistance program.

Motion 10.0

It was moved by D. Ng and seconded by G. Rehan that:

The Board supports providing access to mental health services for all Board and Committee Members for a two-year pilot program.

CARRIED.

Motion 10.1

It was moved by C. Baxter and seconded by M. Heller that:

The Board approves adding Board and Committee members to the College's Employee Assistance Program offered through HumanaCare.

CARRIED.



11.0 FY2025 Q1 Financial Report

C. Roxborough provided the Board with an update on the College's Q1 financial report. The Board reviewed the financial report and engaged in discussions to seek clarification on key variances. It was also highlighted that consulting fees are higher this year due to human resource matters requiring additional support. A question was raised regarding whether the increased consulting fees are expected to be one-time expenses or will continue into the next year, and it was confirmed that they are one-time costs.

12.0 FY2024 Audited Financial Statements

Blair MacKenzie, Managing Partner from the College's auditing firm, Hilborn LLP, presented the Board with the 2023-2024 audited financial statements ending on March 31, 2024. The auditor noted that the College received a clean opinion, and that no material concerns were identified in the audit.

During the discussion, the Board acknowledged that adjustments were proposed by the auditor, all of which were accepted by management. While the number of adjustments exceeded what might typically be expected for the organization, it was noted that the internal control processes would be reviewed, with consideration given to any areas for improvement.

Motion 12.0

It was moved by R. O'Brien and seconded by F. Massey that:

The Board approves the 2023-2024 Audited Financial Statements ending on March 31, 2024.

CARRIED.

13. Motion to go in camera pursuant to section 7.2(b) of the Health Professions Procedural Code

Motion 13.0

It was moved by C. Baxter and seconded by D. Ng that:

The Board move in-camera pursuant to section 7.2(b) of the Health Professions Procedural Code.

CARRIED.

The Board entered an in-camera session at 12:47 p.m. and returned to the open session at 1:08 p.m.



14.0 FY2026 Registrant Fees

C. Roxborough provided the Board with a proposal to raise the FY2026 fees for professional corporations in line with a historical increase to all other registration and administrative fees in FY2025, and to retain all other fees at current levels. This adjustment was proposed to correct an oversight from the prior year when other registrant and administrative fees were increased, but fees for professional corporations were unintentionally omitted. The proposed increase aims to align professional corporation fees with the fee adjustments approved in December 2023. The Board reviewed the context and acknowledged that although the financial impact of the adjustment would be minor, applying the increase would maintain consistency across all fees. During the discussion, there was a request for additional information on how the proposed professional corporation fees compare with those of other regulators. Any changes to the fees in the College By-laws require circulation to the registrants for consultation before receiving final approval by the Board.

Motion 14.0

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

The Board approves, in principle, a 2% increase to fees related to professional corporations and authorizes the circulation of the necessary By-law amendments of s.9.2 for feedback.

CARRIED.

K. Moffett and D. Ng abstained.

15.0 Strategic Planning

C. Roxborough and J. Huang introduced a discussion on the Board's approach to developing the College's next Strategic Plan, which will guide the organization from 2026 onward. The Board was asked to consider whether to build on the current plan or create a new one and whether an external consultant or College staff should lead the process.

During the discussion, the Board expressed support for the approach to have staff lead a process to refresh the current strategic plan for continued use beyond 2026. However, the Board recognized that more information about the current environment is needed before they can provide firm direction. Staff will bring forward updates from an environmental scan in December to inform the Board's direction about the approach for strategic planning.

N. Madhvani, Chair, left the meeting at 2:00 p.m. K. Schulz, Vice-Chair, assumed the role of Chair.



16.0 General Regulation Modernization

M. Berger and E. Ermakova presented an overview of potential revisions to the General Regulation, Ontario Regulation 532/98 under the *Physiotherapy Act, 1991*. The Board engaged in a discussion on guiding principles for potential amendments, considering changes to enable the College to adapt as the exam landscape continues to evolve.

The Board discussed the importance of building flexibility into the regulation to address future needs without compromising public safety. There was general support for exploring alternative pathways to registration that maintain high standards. The Board also discussed possible adjustments to the provisional practice certificate, reflecting on how a single exam model might impact its function and requirements. Staff will incorporate this feedback to develop draft amendments for the Board's further review and consideration at the December meeting.

N. Madhvani returned to the meeting at 2:33 p.m. and resumed the role of Chair.

17.0 Adjournment of Meeting

K. Pavelich moved that the meeting be adjourned. The meeting was adjourned at 3:06 p.m.

Katie Schulz, Chair