

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

Monday, March 24 and Tuesday, March 25, 2025

The College Boardroom & Virtually via Zoom

Public Director Attendees:

Carole Baxter
Mark Heller
Frank Massey
Christopher Warren
Jesse Finn

Professional Director Attendees:

Katie Schulz (Chair)
Frank DePalma
Kate Moffett
Dennis Ng
Kirsten Pavelich
Gary Rehan
Theresa Stevens
Maureen Vanwart
Trisha Lawson
Sinéad Dufour

Guests:

Amy Block, Partner, WeirFoulds LLP
Brandi Park, National Director,
Evaluation Services, CAPR
Adam Sayers, Manager Examinations
CAPR

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, Director, Strategy
Evguenia Ermakova, Policy Analyst

Recorder:

Caitlin O'Kelly, Governance Specialist

Public Director Regrets

Nitin Madhvani
Richard O'Brien
Carole Baxter (March 25)
Frank Massey (March 25)

Monday, March 24, 2025

Welcome and Call to Order

K. Schulz, Board Chair, called the meeting to order at 10:20 a.m. and welcomed Directors and staff. Meeting regrets were noted. K. Pavelich, Professional Director, provided the Territory Acknowledgement. K. Schulz confirmed the College's ongoing commitment to the Public Interest mandate.

1.0 Review and Approval of the Agenda

The order of agenda items was amended, with item *13.0 Approval of the 2025-2026 Budget* and item *14.0 FY2025 Q3 Financial Report Update*, being switched.

Motion 1.0

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

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

CARRIED.

2.0 Declaration of Conflicts of Interest

K. Schulz asked if any Board Directors had any conflicts of interest to declare with regards to the agenda items. No conflicts were declared.

Directors were reminded that the potential for conflicts should be kept in mind throughout the meeting and declarations can be made at any time.

3.0 Approval of the Consent Agenda

K. Schulz provided an overview of the items listed on the Consent Agenda for approval.

Motion 3.0

It was moved by T. Lawson and seconded by C. Warren that:

The following items be approved by the Board:

- December 9 – 10, 2024 Board Meeting Minutes, as amended
- December 10, 2024 Board Meeting In-Camera Minutes
- January 20, 2025 Board Meeting Minutes
- Q3 Executive Committee Report

CARRIED.

4.0 Entry to Practice Licensure Examinations: Adoption of CAPR National Exam

K. Schulz welcomed Brandi Park, National Director, Evaluation Services, and Adam Sayers, Manager, Examinations from the Canadian Alliance of Physiotherapy Regulators (CAPR). The Board received an update from CAPR on developments since their December 2024 presentation, including the blueprint for the new national examination, the proposed exam format, logistical planning, and CAPR's commitments to regulators. CAPR confirmed their commitment to quality assurance, including ongoing evaluation of exam validity, publishing candidate feedback data, and sharing technical reports annually.

Brandi Park responded to questions from the Board related to exam eligibility, candidate support, feedback mechanisms, exam accommodations, security and examiner recruitment. Board members emphasized the importance of maintaining access to the written exam during the transition, minimizing disruption for candidates. CAPR indicated an openness to continuing the written exam into 2026, if required.

Following the update from CAPR, C. Roxborough, Registrar & CEO, introduced a discussion with the Board on whether to support the adoption of CAPR's national exam model in principle, contingent on satisfactory service agreements. The Board reviewed the two main options, adopting CAPR's national exam or continuing to expand the College's own examination capacity. The Board expressed interest in a national exam model, recognizing the benefits of consistency, labour mobility and public trust in a standardized entry-to-practice process.

The Board highlighted the importance of having clear commitments from CAPR in service agreements to support transition, such as safeguards to ensure examiner access does not compromise the College's ability to deliver the Ontario Clinical Exam (OCE) and continued access to the written exam as needed.

Following the discussion, the Board agreed to revise the motion to include a reference to transition plans. Staff were directed to ensure that CAPR commits to offering the written examination into 2026, as needed, to support a stable transition. Staff were also directed to return the proposed service agreements to the Board for review prior to finalization.

Motion 4.0

It was moved by M. Vanwart and seconded by F. Massey that:

The Board approves, in principle, the adoption of the new national examination being developed by the Canadian Alliance of Physiotherapy Regulators, pending the development of appropriate service contracts and transition plans.

CARRIED.

A special Board meeting will be scheduled in the coming months to review the proposed transition plans. Staff noted that the draft service agreements may not yet be available for review at this time and will be brought forward at a subsequent meeting.

5.0 General Regulation Modernization – Approval for Consultation

M. Berger, Director Policy, Governance & General Counsel, and E. Ermakova, Policy Analyst, presented an overview of draft revisions to the General Regulation, Ontario Regulation 532/98 under the *Physiotherapy Act, 1991*. The Board was being asked to approve the proposed amendments to the O. Reg 532/98 General for circulation.

Motion 5.0

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

The Board approves the proposed amendments to the *O. Reg 532/98 General* for a 60-day consultation.

CARRIED.

6.0 Health Professions Discipline Tribunal: Opportunity to Join the Tribunal

C. Roxborough and A. Ashton, Deputy Registrar & Chief Regulatory Officer, engaged in a discussion to determine the Board's interest in joining the Health Professions Discipline Tribunal for a one-year pilot. The Board discussed operational considerations, including potential for reduced internal workload and enhanced decision-writing support.

In response to a question, staff confirmed that the College would retain the responsibility for referrals to the Discipline Tribunal and that Professional Directors, Public Directors and Professional Non-Board Committee members would continue to sit on panels alongside an adjudicator. Concerns were expressed about the shift away from legal counsel and to the use of adjudicators. Staff confirmed that adjudicators were experienced professionals, and legal advice would continue to be disclosed to all parties.

Motion 6.0

It was moved by M. Vanwart and seconded by S. Dufour that:

The Board approves joining the Health Professions Discipline Tribunal as a pilot for a one-year period, pending implementation of necessary governance and operational changes.

CARRIED.

J. Finn opposed.

7.0 Chair's Report

K. Schulz provided an overview of the Chair's report that covers activities since the December Board meeting, which included a summary of the post-Board meeting survey results.

8.0 Chair, Vice-Chair and Executive Committee Election

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

Election of the Chair:

The following nominations for Chair were received:

- K. Schulz (Professional Director)

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

K. Schulz was acclaimed Chair.

Election of the Vice-Chair:

The following nominations for Vice-Chair were received:

- G. Rehan (Professional Director)
- M. Heller (Public Director)

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

G. Rehan was elected Vice-Chair.

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:

- C. Warren (Public Director)
- K. Pavelich (Professional Director)
- F. Massey (Public Director)
- M. Heller (Public Director)
- F. DePalma (Professional Director)

C. Roxborough called for additional nominations from the floor:

- K. Moffett (Professional Director) was nominated. K. Moffett accepted the nomination as was added to the ballot.

The By-laws require that the Executive Committee be composed of five members of the Board, at least three Professional Directors and two Public Directors, unless only one Public Director stands for election.

Following the election, K. Pavelich, M. Heller and F. Massey were elected as a Members-at-Large in line with the composition requirements.

The following Directors will make up the Executive Committee for the 2025-2026 year:

- K. Schulz, Chair
- G. Rehan, Vice-Chair
- M. Heller
- F. Massey
- K. Pavelich

C. Baxter left the meeting at 3:09 p.m.

9.0 EDI Strategy Primer

J. Huang, Director Strategy, provided the Board with an orientation to the College's Equity, Diversity and Inclusion strategy and how it is used to inform the College's work on EDI.

The Board recessed at 3:35 p.m. to reconvene at 9:00 a.m. on Tuesday, March 25, 2025.

Tuesday, March 25, 2025

K. Schulz reconvened the meeting at 9:00 a.m. on March 25, 2025.

10.0 Final Review of Revised Standards (4th batch) for Approval

E. Ermakova, presented an overview of the revised standards from the fourth group, based on the consultation, and summarized the feedback received. The Board was being asked to approve the fourth group of standards for use in Ontario, effective May 1, 2025.

The Board discussed feedback received during the consultation, including questions about the level of detail required in the revised Documentation standard. Concerns were raised about the burden of documenting every change in a patient record and whether it was

necessary to include the reason for the change. There was consensus to remove this requirement in the standard and address it more fully through examples and expectations in the accompanying guidance.

The use of artificial intelligence in documentation was also raised. Staff confirmed that while the standards aim to capture principles applicable across all tools and technologies, more detailed considerations about artificial intelligence would be addressed in a guidance document.

Motion 10.0

It was moved by D. Ng and seconded by K. Moffett that:

The Board approves the adoption of the following Standards, to be effective May 1, 2025.

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

And rescinds the following Standards, effective May 1, 2025:

- Advertising
- Record Keeping
- Fees, Billing and Accounts

CARRIED.

11.0 Screening Committee – Preliminary Direction

C. O’Kelly, Governance Specialist, presented a proposal to establish a Screening Committee to support the College’s election process. The Board was asked to determine whether to approve the establishment of a Screening Committee in principle and if so, to provide input on the composition and mandate.

Motion 11.0

It was moved by M. Vanwart and seconded by F. DePalma that:

The Board approves the establishment of a Screening Committee in principle.

CARRIED.

The Board discussed the composition and the mandate of the Committee. Members expressed support for a Committee that includes both Board and non-Board members, highlighting the value of involving past Board members. There was interest in ensuring the

Committee is structured to avoid real or perceived conflicts of interests. It was discussed that the Committee should be large enough to allow for recusals where needed and there was support to include explicit eligibility and conflict of interest criteria in the Terms of Reference. The Board was also supportive of including individuals with equity, diversity and inclusion or human resources expertise, noting this perspective would strengthen the Committee's review process.

Staff will refine the proposed mandate and composition based on the feedback provided, with revised policy and By-law changes to be brought forward for consideration at the June Board meeting.

12.0 Committee Slate Amendment

Motion 12.0

It was moved by M. Heller and seconded by T. Stevens that:

The Committee Slate be amended by appointing Marcos Rodrigues to the Examinations Committee.

CARRIED.

13.0 FY2025 Q3 Financial Report Update

M. Catalfo, Director Finance, provided a summary of the College's financial performance and health for the period of October 1, 2024, to December 31, 2024, of Fiscal Year 2025 (i.e., Q3).

During discussion, it was noted that the Risk, Audit and Finance Committee (RAFC) reviewed the financial report in detail. It was suggested that future presentations of financial updates should include a preamble noting that the RAFC has reviewed the details and is satisfied.

J. Finn left the meeting at 11:15 a.m.

14.0 Approval of the 2025-2026 Budget

C. Roxborough & M. Catalfo, presented the proposed 2025-2026 budget. It was noted that the Risk, Audit and Finance Committee had reviewed the draft budget in detail and was recommending the budget to the Board.

A question was raised regarding the Board's earlier decision to participate in the Health Professions Discipline Tribunal (HPDT) pilot. Staff clarified that the costs related to the

transition to join the HPDT were not included in the current budget, as the decision to join had not yet been finalized. It was noted that any costs associated with the HPDT are not expected to materially affect the overall budget. Should any additional expenses arise beyond the Colleges approval limits they would be brought back to the Board for approval.

Motion 14.0

It was moved by T. Lawson and seconded by G. Rehan that:

The Board approves the April 1, 2025 – March 31, 2026 budget.

CARRIED.

15.0 Registrar's Report

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

The Board had an opportunity to review and ask questions about the 2024 College Performance Measurement Framework (CPMF) submission. The finalized submission will be forwarded to the Ministry following this meeting.

C. Warren left the meeting at 12:03 p.m.

16.0 Review of Revised Standards (5th 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 fifth 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. The Board agreed that the Boundary Violations and the Sexual Abuse Standards were ready to proceed to consultation.

During discussion of the Supervision Standard, concerns were raised about the requirement to include student names on invoices. It was noted that similar requirements are already embedded in the revised Documentation and Funding Fees and Billing Standards, that had received final approval earlier in the meeting. The Supervision Standard references this practice more explicitly, which prompted further discussion.

Some of the Board expressed concern about the implications of this requirement and requested further information.

As a result, the Board determined that the Supervision Standard was not yet ready for consultation and directed staff to conduct additional analysis and research, including an environmental scan before proceeding.

Given that the same issue is also relevant to the Documentation and Funding Fees and Billing Standards, the Board also decided to rescind the earlier motion that approved those Standards and pass a new motion to only approve the Advertising and Marketing Standard.

G. Rehan left the meeting at 2:23 p.m.

Motion 16.0

It was moved by D. Ng and F. DePalma that:

The following motion be rescinded:

"Motion 10.0

It was moved by D. Ng and seconded by K. Moffett that:

The Board approves the adoption of the following Standards, to be effective May 1, 2025.

- *Advertising and Marketing*
- *Documentation, as amended*
- *Funding, Fees and Billing*

And rescinds the following Standards, effective May 1, 2025:

- *Advertising*
- *Record Keeping*
- *Fees, Billing and Accounts"*

CARRIED.

T. Lawson opposed.

Motion 16.1

It was moved by T. Stevens and seconded by T. Lawson that:

The Board approves the adoption of the following Standards, to be effective May 1, 2025.

- Advertising and Marketing

And rescinds the following Standards, effective May 1, 2025:

- Advertising

CARRIED.

Motion 16.2

It was moved by T. Lawson and seconded by M. Vanwart that:

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

- Boundary Violations
- Sexual Abuse

CARRIED.

The Documentation and Funding, Fees and Filling Standards will return to the Board for further review prior to final approval, and the Supervision Standard will return for further consideration before proceeding to consultation.

17.0 Adjournment of Meeting

T. Stevens moved that the meeting be adjourned. The meeting was adjourned at 2:40 p.m.



Katie Schulz, Chair