

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

Monday, June 23 and Tuesday, June 24, 2025

The College Boardroom & Virtually via Zoom

Public Director Attendees:

Carole Baxter
Mark Heller
Frank Massey
Richard O'Brien
Christopher Warren

Professional Director Attendees:

Katie Schulz (Chair)
Gary Rehan (Vice-Chair)
Frank DePalma
Sinéad Dufour
Kate Moffett
Dennis Ng
Kirsten Pavelich
Maureen Vanwart
Heather Weber

Guests:

Kevin McCarthy, The Regulator's Practice

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
Evgenia Ermakova, Policy Analyst
Fiona Campbell, Senior PT Advisor

Recorder:

Caitlin O'Kelly, Governance Specialist

Regrets:

Jesse Finn, Public Director
Nitin Madhvani, Public Director

Monday, June 23, 2025

Welcome and Call to Order

K. Schulz, Board Chair, called the meeting to order at 10:20 a.m. and welcomed Directors, staff, and 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

Motion 1.0

It was moved by M. Vanwart and seconded by C. Warren that:

The agenda 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 F. Massey and seconded by M. Heller that:

The following items be approved by the Board:

- March 24-25, 2025 Board Meeting Minutes
- May 13, 2025 Board Meeting Minutes
- May 13, 2025 In Camera Board Meeting Minutes

CARRIED.

4.0 Chair's Report

K. Schulz provided an overview of the Chair's report that covers activities since the March Board meeting, including a summary of the post-Board meeting survey results. The Chair acknowledged the feedback received regarding the structure of Board meetings and noted that adjustments have been made to the agenda to support more efficient use of time. The topic remains an area of ongoing discussion, and that continued feedback from Directors is valued and encouraged to support further improvements.

5.0 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 received an update on the status of the "As of Right" legislation. While no specific changes have been announced for the College, a submission was made that focused on associated risks. Questions were raised about title use, oversight, and jurisdictional limitations for individuals practicing without being licensed in Ontario. The Registrar clarified that individuals authorized through the legislation may use the protected

title and practice accordingly but would not fall under the College's jurisdiction until they were registered. The Board will continue to be updated as developments unfold.

6.0 Motion to go in-camera pursuant to section 7.2(d) of the Health Professions Procedural Code

Motion 6.0

It was moved by K. Pavelich and seconded by G. Rehan that:

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

CARRIED.

The Board entered an in-camera session at 11:28 a.m. and returned to the open session at 12:05 p.m. During the in-camera session a motion was passed to approve a service level agreement with the Canadian Alliance of Physiotherapy Regulators with the possibility for minor changes.

C. Warren left the meeting at 12:24 a.m.

7.0 Ontario Clinical Exam (OCE) Capacity Planning

A. Ashton, Deputy Registrar & Chief Regulatory Officer, provided an overview of the anticipated capacity challenges related to the Ontario Clinical Exam (OCE) in 2026. The presentation highlighted several factors driving increased demand, including the upcoming launch of a new national licensure exam, the eventual discontinuation of the OCE, and continued candidate intake by the Canadian Alliance of Physiotherapy Regulators (CAPR) ahead of transition.

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

Motion 7.1

It was moved by D. Ng and seconded by M. Heller that:

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

CARRIED.

The Board entered an in-camera session at 12:58 p.m. and returned to the open session at 2:00 p.m. During the in-camera session, a motion was passed to increase capacity for the OCE in 2026.

8.0 General Regulation Modernization

M. Berger, Director Policy, Governance & General Counsel, and E. Ermakova, Policy Analyst, presented on the outcomes of the recent consultation regarding proposed amendments to the General Regulation, Ontario Regulation 532/98 under the *Physiotherapy Act, 1991*. The Board was asked to provide directions on whether further revisions to the regulation should be explored prior to submitting a final draft for government consideration.

The Board had previously directed that the Provisional Practice class should be sunset under the new single exam model. During the consultation, significant concerns were raised with this approach. Based on the feedback, the Board agreed that further analysis is needed to fully understand the implications of sunseting the class and directed staff to explore the development of a reimagined class. The Board also directed staff to investigate whether individuals who are unsuccessful on their exam attempt should be permitted to continue practicing under limited conditions while awaiting another attempt.

Additionally, the Board asked staff to explore whether a Retired Class of registration should be introduced. While not part of the original consultation, the proposal was brought forward in response to inquiries from registrants who are no longer practicing but wish to maintain affiliation with the profession.

9.0 Screening Committee

C. O'Kelly, Governance Specialist, presented the Board with the proposed By-law and policy amendments required to establish a Screening Committee to support the election process. These changes were brought forward following the Board's decision In March 2025 to approve, in principle, the establishment of the Committee. The Board discussed the Committee's potential future role in supporting equity, diversity and inclusion objectives but no changes were proposed at this time.

Motion 9.0

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

The Board approves the establishment of a Screening Committee by:

- Approving new Policy #2.10: Screening Committee Terms of Reference
- Approving amendments to College By-laws Parts 3 and 7
- Approving amendments to Policy #7.6: Election Campaign

CARRIED.

10.0 2025-2026 Committee Slate

C. O’Kelly presented the Board with the proposed 2025-2026 committee slate as recommended by the Executive Committee. During the discussion, a change was made to the Registration Committee, with Carole Baxter replacing Frank Massey.

Motion 10.0

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

The Board approves the 2025-2026 Committee Slate, as amended.

CARRIED.

Executive Committee	Katie Schulz, Chair Gary Rehan, Vice-Chair Mark Heller Frank Massey Kirsten Pavelich
Inquiries, Complaints and Reports Committee	Gary Rehan, Chair Greg Heikoop, Vice-Chair Carole Baxter Frank DePalma Diana Hatzoglou Mark Heller Christine Morris-Bolton Tammy Morrissey Amanda Pereria Christopher Warren
Discipline and Fitness to Practise Committees	James Wernham, Chair Angelo Karalekas, Vice-Chair Carole Baxter Frank DePalma Sinéad Dufour Jesse Finn Nicole Graham Sue Grebe Mark Heller Theresa Kay Trisha Lawson

Frank Massey
Kate Moffett
Dennis Ng
Richard O'Brien
Kirsten Pavelich
Gary Rehan
Richa Rehan
Maureen Vanwart
Christopher Warren
Heather Weber

Quality Assurance Committee

Antoinette Megens, Chair
Richard O'Brien, Vice-Chair
Mark Heller
Dennis Ng
Halak Patel
Maureen Vanwart

Registration Committee

Juliana De Castro, Chair
Sinéad Dufour, Vice-Chair
Carole Baxter
Jesse Finn
Yee Mei Mavis Fung
Einat Mei-Dan

Patient Relations Committee

Anna Grunin, Chair
Kim Westfall-Conner, Vice-Chair
Shelley MacRae
Einat Mei-Dan

Risk, Audit, and Finance Committee

Frank Massey, Chair
Gary Rehan, Vice-Chair
Jesse Finn
Kate Moffett
Katie Schulz

Examinations Committee

Hari Gopalakrishnan Nair,
Chair
Alireza Mazaheri, Vice Chair
Enoch Ho
Greg Pope
Marcos Rodrigues

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

Motion 11.0

It was moved by H. Weber and seconded by F. Massey that:

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

CARRIED.

The Board entered an in-camera session at 3:29 p.m. and then recessed for the day at 3:48 p.m., to reconvene in the open session at 9:00 a.m. on Tuesday, June 24, 2025. It was noted that there were no decision items to be recorded publicly.

Tuesday, June 24, 2025

K. Schulz reconvened the meeting at 9:00 a.m. on June 24, 2025.

12.0 Strategic Planning Session

The Board participated in a facilitated strategic planning session led by Kevin McCarthy from The Regulator's Practice, as part of the College's work to update its strategic plan for the 2026-2030 period. The session included small and large group discussions focused on confirming strategic priorities and desired outcomes. No decisions were sought or made at this meeting. A draft strategic plan will be presented to the Board in September for review and feedback, with final approval expected in December 2025.

D. Ng left the meeting at 12:48 p.m.

13.0 Registrar Performance Assessment Policy

M. Berger presented proposed amendments to the Registrar Performance Assessment Policy to better support the Board's oversight responsibilities. Key updates included the addition of a dedicated section on goal setting, realignment of the timing and clarification of the responsibilities for each step of the assessment cycle, and provisions for engaging external support, budget permitting.

Motion 13.0

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

The Board approves amendments to Policy #7.4: Registrar Performance Assessment.

CARRIED.

D. Ng joined the meeting at 1:03 p.m.

14.0 Registrar Succession Planning Policy

M. Berger presented a new policy outlining the College's Registrar Succession Planning, along with associated amendments to governance policies and College By-laws. The proposed policy aims to address the current gap in formal procedures regarding how to respond to short or long-term absences or a permanent departure of the Registrar.

During the discussion, the Board considered two potential amendments and reached consensus on both:

- That the policy be revised to clarify that in the event the Registrar is incapacitated and unable to appoint an Interim Registrar to cover an unplanned short-term absence, the emergency succession provisions will be triggered.
- That the policy be revised to reflect that a senior staff member may serve the Search Committee in an advisory capacity at the discretion of the Committee Chair.

Motion 14.0

It was moved by C. Baxter and seconded by F. Massey that:

The Board approves the Registrar Succession Planning Policy by:

- Approving new Policy #7.13: Registrar Succession Planning, as amended
- Approving amendments to Policy #1.5: Role of the Chair
- Approving amendments to Policy #1.7: Role of the Registrar
- Approving amendments to College By-laws section 2.9

CARRIED.

15.0 Returning Standards for Approval and Consultation

E. Ermakova presented the Board with two standards for final approval (*Documentation* and *Funding, Fees and Billing*) and one draft standard for approval for consultation (*Supervision*). These standards were returned to the Board following the March 2025

meeting, where the Board directed staff to conduct additional research related to student names on invoices.

There were concerns that requiring student names on invoices may result in administrative and operational challenges that could impact the availability of supervisors and affect health human resources. Following the discussion and based on the additional information that had been received, the Board supported retaining the requirement for student names to appear on invoices to foster transparency and patient awareness of who is involved in their care.

Motion 15.0

It was moved by G. Rehan and seconded by K. Pavelich that:

The Board:

- Approves the adoption of the following Standards, to be effective August 1, 2025:
 - Documentation
 - Funding, Fees and Billing
- Rescinds the following Standards, effective August 1, 2025:
 - Record Keeping
 - Fees, Billing, and Accounts
- Approves the following draft Standards for 60-day consultation:
 - Supervision

CARRIED.

K. Moffett and H. Weber opposed.

D. Ng and C. Baxter left the meeting at 2:00 p.m.

16.0 Artificial Intelligence (AI) Guidance

F. Campbell, Senior Physiotherapist Advisor, introduced the College's new resources, a guide on *Artificial Intelligence and Physiotherapy* and the supporting *Background*. These materials are intended to support physiotherapists in meeting their professional obligations when integrating AI into their practice. The Board was invited to provide feedback on the proposed guidance and background.

The Board discussed whether a future standard may be required as AI becomes more prevalent, though it was acknowledged that the current approach, providing guidance grounded in existing standards, aligns with how other regulators are addressing the issue.

The Board also highlighted the need to track emerging uses of AI and ensure physiotherapists are made aware of their responsibilities, particularly where AI is embedded in platforms without the user's active knowledge.

The AI guidance materials will be finalized and published on the College website.

17.0 FY2025 Q4 Financial Report

M. Catalfo, Director Finance, provided an unaudited summary of the College's financial performance and health for the period of April 1, 2024 to March 31, 2025, of Fiscal Year 2025. The Board will review the audited financial statements in September.

18.0 Annual Committee Reports

A. Ashton, Deputy Registrar and Chief Operating Officer presented highlights from the 2024-2025 Annual Committee Reports.

19.0 Adjournment of Meeting

K. Moffett moved that the meeting be adjourned. The meeting was adjourned at 2:53 p.m.



Katie Schulz, Chair