

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

**Thursday, March 26 and Friday, March 27, 2026**

The College Boardroom & Virtually via Zoom

**Public Director Attendees:**

Carole Baxter  
Jesse Finn  
Mark Heller  
Frank Massey  
Richard O'Brien  
Christopher Warren  
John Belyea

**Professional Director Attendees:**

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

**Guests:**

Nancy Tran, College of Midwives of Ontario  
Sue Eckenswiller, Indigenous Advanced Education & Skills Council  
Dave Clements, CEO, Canadian Alliance of Physiotherapy Regulators (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  
Mary-Catherine Fraser Saxena, Manager, Practice Advice

**Recorder:**

Caitlin O'Kelly, Governance Specialist

**Thursday, March 26, 2026**

**Welcome and Call to Order**

K. Schulz, Board Chair, called the meeting to order at 10:50 a.m. and welcomed Directors and staff, before inviting M. Vanwart to provide 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 F. Massey and seconded by K. Pavelich 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.

S. Hazlewood declared a conflict with item *10. Ratification of Academic Director.*

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 H. Weber and seconded by M. Vanwart that:

The following items be approved by the Board:

- December 8-9, 2025 Board Meeting Minutes
- December 8-9, 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 December Board meeting, including a summary of results of the post-Board meeting survey.

## 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 was advised that the *As of Right* framework is now in effect and operational. The College has completed the required system and process changes and is administering applications under the framework. Early experience indicates that applications can be processed efficiently, and implementation will continue to be monitored.

The Board received an update on the Ministry's proposed expansion of physiotherapists' scope of practice to include certain diagnostic imaging procedures. The College is undertaking internal operational planning to support implementation, should the necessary regulatory amendments proceed.

The Board discussed the current rostering framework, including considerations related to practitioner judgment and the public interest. It was noted that any broader changes to rostering requirements would be considered as part of future quality assurance and continuing professional development work, rather than in advance of scope implementation.

The Board also received an overview of the College's current use of artificial intelligence tools in a limited, internal capacity, with appropriate safeguards for data security and human accountability. The Board discussed expectations regarding the use of artificial intelligence in relation to Board and committee materials and directed the Registrar to communicate interim guidance to Board and committee members and to bring forward proposed formal guidance or policy for future consideration.

## 6.0 Governance Practices Review Refresh Update

C. Roxborough provided an update on the governance practices review refresh, including a proposed roadmap reflecting the priority areas identified through discussions at the December 2025 Board meeting.

The Board provided feedback on the proposed roadmap, including the identified focus areas and sequencing of discussions, and confirmed that the priorities accurately reflect the feedback previously provided. The Board expressed support for the roadmap as a framework for future discussion.

*J. Finn left at 12:00 p.m.*

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

### Motion 7.0

It was moved by R. O'Brien and seconded by J. Belyea 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 1:00 p.m. and returned to the open session at 1:27 p.m. It was noted that there were no decision items to be recorded publicly.*

## 8.0 General Regulation Modernization: Retired Class Update

M. Berger, Director Policy, Governance & General Counsel and E. Ermakova, Policy Analyst, presented an update on potential draft amendments to *O. Reg. 532/98 General* to establish a Retired Class. The item was before the Board to determine whether to pursue the establishment of a retired class for consultation.

The Board discussed the proposed retired class in the context of the College's public interest mandate, including considerations related to use of title, maintenance of competence, public understanding of regulated status, and potential risks to public safety. The Board noted that registrants in a retired class would not be required to meet ongoing currency, standards, or quality assurance requirements, and expressed concern that this could create confusion for the public and undermine the assurance associated with the protected title of physiotherapist. The Board also noted that alternative avenues exist for retired individuals to maintain a sense of professional identity and connection to the profession outside of College registration.

Following discussion, the Board determined that establishing a retired class would not be in the public interest and decided not to pursue it further. The Board approved the proposed amendments to *O. Reg. 532/98 General*, as previously reviewed, for submission to the Ministry of Health, without provisions to establish a retired class.

### **Motion 8.0**

It was moved by C. Baxter and seconded by G. Rehan that:

The Board approves the proposed amendments to the General Regulation, Ontario Regulation 532/98, under the Physiotherapy Act, 1991 for submission to the Ministry of Health.”

### **CARRIED.**

Professional Members in favour: 9  
Public Members in favour: 6

### **9.0 Chair, Vice-Chair and Executive Committee Election**

C. Roxborough, facilitated the Executive Committee election and 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:

- Mark Heller (Public Director)
- Carole Baxter (Public Director)
- Frank DePalma (Professional Director)
- Frank Massey (Public Director)
- Kirsten Pavelich (Professional Director)
- Heather Weber (Professional Director)

C. Roxborough called for additional nominations from the floor:

- K. Moffett (Professional Director) was nominated. K. Moffett accepted the nomination and 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, C. Baxter, K. Pavelich and M. Heller were elected as a Members-at-Large in line with the composition requirements.

**The following Directors will make up the Executive Committee for the 2026-2027 year:**

- K. Schulz, Chair
- G. Rehan, Vice-Chair
- C. Baxter
- K. Pavelich
- M. Heller

*S. Hazlewood left the meeting.*

## **10.0 Ratification of Academic Director**

### **Motion 10.0**

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

The Board appoints Susie Renaud as an Academic Director from the University of Ottawa to the Board, effective to June 18, 2026 – June 2029.

**CARRIED.**

*S. Hazlewood returned to the meeting.*

## **11.0 Committee Slate Amendment**

### **Motion 11.0**

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

The Committee Slate be amended by appointing John Belyea to, and removing Mark Heller from, the Inquiries, Complaints and Reports Committee.

**CARRIED.**

## **12.0 Introduction to the Indigenous Registration Pathway of the College of Midwives**

The Board heard a presentation on the new Indigenous Registration Pathway at the College of Midwives of Ontario (CMO). Presenters Sue Eckenswiller, Director of Regulatory and Strategic Partnership at the Indigenous Advanced Education & Skills Council and Nancy Tran, CMO Director of Registration, explained how the pathway works, background on how it was created, and its benefits for Indigenous learners and communities.

*The Board recessed for the day at 4:10 p.m.*

## **Friday, March 27, 2026**

K. Schulz reconvened the meeting at 9:00 a.m. on March 27, 2026.

## **13.0 Canadian Alliance of Physiotherapy Regulators Update**

Dave Clements, CEO of the Canadian Alliance of Physiotherapy Regulators, provided the Board with an update on the organization's activities, including recent developments in examinations and credentialing.

*F. Massey left the meeting.*

## **14.0 Controlled Acts Primer**

M. Berger and Mary Catherine Fraser Saxena, Manager, Practice Advice, provided a primer on the controlled acts that physiotherapists may perform, including the legislative framework under the *Regulated Health Professions Act, 1991*.

The Board discussed registrant awareness of controlled acts and the current rostering model, including the self-attestation process and the College's role in setting standards rather than approving or auditing individual training programs. It was noted that the model is intended to provide flexibility while placing responsibility on registrants to assess their own competence and training, with attestations retained on file and competency subject to review through quality assurance, complaints, or investigations, as appropriate.

*F. Massey returned to the meeting.*

## **15.0 Approval of Controlled Acts Standard for Consultation**

E. Ermakova, Policy Analyst, presented the draft Controlled Acts Standard for the Board's consideration and approval to proceed with consultation.

The Board discussed several aspects of the draft standard, including proposed expectations related to diagnostic activities, documentation, and communication, as well as the use of terminology such as adverse events and adverse outcomes. Members also raised questions regarding expectations for registrant currency and clarity of language, noting challenges in defining time-based requirements across diverse practice contexts. The Board further discussed how the draft standard addresses delegation and supervision, including the performance of controlled acts by students, and the extent to which safeguards can be reinforced through standards versus guidance, given the legislative framework. Staff confirmed that more detailed information regarding the performance of controlled acts by students would be provided to the Board together with the consultation feedback to enable the Board to make an informed decision regarding next steps.

The Board also discussed the current rostering model, including self-attestation of competence, and emphasized the importance of effective communication to registrants regarding their responsibilities when rostering for controlled acts.

### **Motion 15.0**

It was moved by K. Moffett and seconded by S. Hazlewood that:

The Board approves the draft Controlled Acts Standard for a 60-day consultation.

**CARRIED.**

## **16.0 FY2026 Q3 Financial Report**

M. Catalfo, Director Finance, provided the Board with an update on the College's Q3 financial report.

*J. Finn left the meeting.*

## 17.0 Approval of the 2026-2027 Budget

C. Roxborough and M. Catalfo, following introductory remarks by F. Massey, Chair of the Risk, Audit and Finance Committee (RAFC), presented the proposed 2026-2027 budget. It was noted that the RAFC had reviewed the draft budget in detail and was recommending the budget to the Board.

The Board reviewed the proposed budget and discussed several matters, including anticipated costs associated with the office relocation, the College's current reserve position, and longer-term financial planning. The Board also discussed the importance of continued transparency and consistency in fee-setting practices, including consideration of administrative fees and the application of an equity, diversity and inclusion lens to fee design.

### Motion 17.0

It was moved by G. Rehan and seconded by H. Weber that:

The Board approves the April 1, 2026 – March 31, 2027 budget.

**CARRIED.**

*J. Finn returned to the meeting.*

## 18.0 Discussion: Board Meeting Structure

C. O'Kelly, Governance Specialist, presented information to support a Board discussion on meeting structure and whether any refinements to the current approach should be considered. The Board discussed the current Board meeting structure, including meeting length, agenda design, education delivery, and attendance format.

The Board indicated that the current model of quarterly two-day meetings remains appropriate. It was noted that agendas should continue to be planned based on business needs, without extending them unnecessarily to fill scheduled time, which may result in shorter second days where feasible.

The Board identified opportunities to explore more flexible approaches to education delivery, including sessions outside regular meetings, while maintaining the value of in-person education and engagement. It was noted that no single approach should be adopted exclusively and that a flexible model should be maintained.

The Board confirmed support for maintaining a hybrid attendance model, with in-person attendance strongly encouraged and virtual participation retained to support accessibility.

The Board requested that staff continue to monitor and refine meeting practices over time and consider opportunities for further exploration, including the potential role of committees or working groups in supporting governance work.

### **19.0 Exam Transition Update**

C. Roxborough, and A. Ashton, Deputy Registrar & Chief Regulatory Officer, presented an update on the transition to the new Canadian Physiotherapy Exam. The update outlined progress on key milestones.

### **20.0 Adjournment of Meeting**

C. Warren moved that the meeting be adjourned. The meeting was adjourned at 2:02 p.m.



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Gary Rehan, Chair