



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

MINUTES

Thursday, September 28 and Friday, September 29, 2023

The College Boardroom & Virtually via Zoom

Public Member Attendees:

Nitin Madhvani (Chair)
Carole Baxter
Jesse Finn
Mark Heller
Frank Massey
Richard O'Brien

Professional Member Attendees:

Theresa Stevens (Vice Chair)
Anna Grunin
Janet Law
Dennis Ng
Pulak Parikh
Gary Rehan
Katie Schulz
Maureen Vanwart
Andy Wang

Guests:

Bradley Chisholm, The Regulators Practice

Staff Attendees:

Craig Roxborough, Registrar & CEO
Anita Ashton, Deputy Registrar & COO
Zoe Robinson, VP, Finance & Reporting
Lisa Pretty, VP, Organizational Effectiveness
Mara Berger, Director Policy, Governance &
General Counsel
Joyce Huang, Manger, Strategy
Evguenia Ermakova, Policy Analyst (September 29)

Recorder:

Elicia Persaud, Governance Analyst

Public Member Regrets:

Laina Smith
Mark Heller (September 29)
Nitin Madhvani (September 29)

Professional Member Regrets:

Sinead Dufour
Paul Parikh (September 29)

Council and Committee members participated in the annual Sexual Abuse Awareness training session, facilitated by Joanna Birenbaum and Anita Ashton from 9:00 – 9:55 a.m. which was closed to the public.

Thursday, September 28, 2023

10:00 a.m. Welcome and Call to Order

N. Madhvani, Chair, welcomed all members of Council and invited C. Baxter, Public Member of Council to provide the Territory Acknowledgement, which included an acknowledgment of Truth and Reconciliation Week.



N. Madhvani confirmed the College's ongoing commitment to the Public Interest mandate. Members were asked to declare any conflicts of interest for any of the items to be discussed during the meeting; none were declared.

1.0 Motion Review and Approval of the Agenda 1.0

It was moved by K. Schulz and seconded by A. Wang that:

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

CARRIED.

2.0 Motion Approval of the Consent Agenda 2.0

It was moved by J. Law and seconded by C. Baxter that:

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

- Approval of the June 26-27 Council minutes
- Approval of the June 27, 2023 Council in camera minutes.
- Acceptance of the Q1 Executive Committee Report (April – June 2023)

CARRIED.

3.0 President's Report

N. Madhvani provided an overview of the President activities since the June Council meeting, which included a summary of the post Council meeting survey results. He also noted his commitment to strengthen partner relationships, which includes ongoing educational opportunities at Council meetings to hear from system partners.

4.0 Committee Slate Amendment

A recommendation was made to consider filling the public member vacancy on the Examinations Committee; staff will canvass interest and availability and will bring forward a recommendation if needed.

Motion 4.0

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

Council approves the following amendments to the committee slate:



- Appoint Frank Massey to the Registration Committee and the Discipline and Fitness to Practise Committees.
- Appoint Mark Heller to the Inquiries, Complaints and Reports Committee and the Discipline and Fitness to Practise Committees.
- Remove Laina Smith from the Registration Committee.

CARRIED.

5.0 Canadian Alliance of Physiotherapy Regulator's (CAPR) Evaluation Services Re-envisioned

B. Park, National Director of Evaluation Services, and K. Piasentin, Lead Psychometrician from the Canadian Alliance of Physiotherapy Regulators (CAPR), presented an overview of the work of the Expert Advisory Panel (EAP) and a proposed model for entry-to-practice assessment based on the EAP principles.

The proposal included developing a single licensure exam that would determine readiness for safe and independent physiotherapy practice, offered more frequently than the previous model and would focus on high-risk competency, patient safety, decision making and clinical reasoning. There will also be a focus on developing more resources available to Internationally Educated Physiotherapist to support their transition to practicing in Canada.

Council provided their initial impressions of the proposed model, noting the importance of maintaining public protection, safety and equitable access within the exam model. The next step is to collect formal feedback from the regulators through a formal survey which will be distributed in October.

6.0 Registrar's Report

C. Roxborough, Registrar & CEO, provided an overview of key operational activities and initiatives over the last quarter. There was some discussion about the opportunity to amend the Core Standards to reflect the Ontario landscape and the Ontario Clinical Exam, specifically a request for metrics. It was confirmed that metrics will be provided to Council once enough data has been collected.

7.0 Risk Tolerance



D. Robinson, Managing Director at Uvidi Management Solutions, provided an educational session on risk tolerance and Enterprise Risk Management programs. This was an interactive session where Council was asked to reflect on risk-based scenarios to further their understanding of risk appetite and demonstrate the process for Enterprise Risk Management programs.

She provided Council with an overview of key concepts and tools such as the risk map, risk capacity, risk statement and risk governance. These tools and information will support Council in assessing their risk tolerance and appetite as they engage in developing an Enterprise Risk Management program over the coming months.

8.0 Enterprise Risk Management Policy

Z. Robinson, Vice President, Finance & Reporting, presented Council with the draft Enterprise Risk Management Policy which provides a framework to execute the process to identify, measure, mitigate, and report on organizational risk. To support this policy and implement the process a recommendation was also made to revise the terms of reference for the current Finance Committee to be changed to the Risk, Audit, and Finance Committee “RAFC”.

There was discussion around which committee would be best suited to provide oversight of risk, noting the Executive Committee as a suitable alternative to the Finance Committee. However, most of the Council was in favour of the change to the RAFC.

Motion 8.0

It was moved by J. Law and seconded by P. Parikh that:

Council approves the Enterprise Risk Management Policy.

CARRIED.

Motion 8.1

It was moved by M. Vanwart and seconded by A. Grunin that:

Council approves the revised terms of reference for the Finance Committee, now referred to as the “Risk, Audit, and Finance Committee,” as amended, and that all references to



this Committee in the By-Laws and Governance Policies be updated accordingly.

CARRIED.

9.0 Q1 Financial Report

Z. Robinson provided Council with an overview of the Colleges Q1 financial performance noting overall good financial health over the first quarter with slightly higher expenses related to the Ontario Clinical Exam as a result of the increase of exams, and IT maintenance and lower than anticipated costs in professional conduct for the Discipline accruals.

10.0 Financial Sustainability

J. Law, Chair of the Finance Committee, presented Council with a recommendation to increase registration and administrative fees for the fiscal year 2025. The Finance Committee, with support from the Executive Committee, assessed the available options to ensure the College has sufficient funds to maintain its core regulatory work and ensure long-term financial sustainability.

There was discussion about the Ontario Clinical Exam as an alternative revenue source, as well as a consideration of increasing the fees related to the Provisional Practice certificate and assessing opportunities to reduce expenditures to support the long-term financial sustainability of the College. Information will be provided at future meetings as data is collected to support future discussions.

Motion 10.0

It was moved by J. Law and seconded by M. Heller that:

Council approves, in principle, a 4% increase of the registration and administrative fees and to authorize the circulation of the necessary By-law amendments of s. 8.4-8.6 for feedback.

D. Ng opposed the Motion and requested his vote be recorded in the minutes.

CARRIED.



The meeting was adjourned at 4.16 p.m.

Friday, September 29, 2023

T. Stevens, Vice President, and Chair, called the meeting to order at 9:08 a.m.

11.0 Lessons Learned from Previous Governance Reviews

D. Williams and H. Cayton from The Regulators Practice provided Council with an overview of previous governance reviews, highlighting trends in governance and actions taken by other Colleges to align with emerging governance best practices.

While Council will have an opportunity to identify an action plan at the conclusion of the third-party governance review in December, Council was provided with an opportunity to reflect on areas for potential alignment with governance best practices.

12.0 Q1 Dashboard

C. Roxborough, provided Council with an overview of the dashboard development process and presented the Q1 dashboard. There was some feedback to consider identifying a different or additional target for Professional Conduct and including a future metric for the Ontario Clinical Exam.

13.0 Appointment of the Auditor

In keeping with the Bylaws Council was asked to consider the appointment of the auditor.

Motion 13.0

It was moved by G. Rehan and seconded by M. Vanwart that: Council appoints Hilborn LLP as the Auditor for the College of Physiotherapists of Ontario for the fiscal year 2024.

CARRIED.

14.0 Equity, Diversity, and Inclusion Primer

C. Roxborough provided Council with an update on the work that has been completed and work that is being planned in support of the College's commitment to Equity, Diversity, and Inclusion. A copy of the presentation is included in Appendix A.

15.0 Proposed Updates to the By-laws and Governance Policies



E. Ermakova, Policy Analyst, and M. Berger, Director, Policy, Governance & General Counsel presented the proposed By-law and Governance Policy amendments that support housekeeping updates. The proposed revisions focus primarily on addressing unnecessary duplications, outdated references and inconsistencies. Additionally, a competency requirement was proposed for all Professional Members standing for election, Academic Members being selected for Council and for non-Council Committee Members seeking a committee appointment.

There was discussion about the information that is being requested by CIHI as it pertains to certain demographic information. Council requested additional clarity on the purpose and intended use of the collected demographic information. Council also asked the proposed By-laws provisions be amended to ensure the Executive Committee is consulted by the Registrar prior to implementing the collection of any additional practice or demographic information.

Motion 15.0

It was moved by J. Law and seconded by C. Baxter that:

Council approves the proposed housekeeping updates, as amended, to the College's By-laws and Governance Policies as well as the addition of a competency requirement.

CARRIED.

Motion 15.1

It was moved by M. Vanwart and seconded by K. Schulz that:

Council approves the proposed By-law provisions to allow for the collection of additional practice and demographical information as considered necessary by the Registrar in consultation with the Executive Committee for circulation.

CARRIED.

16.0 Approval of a Competency Profile

E. Persaud, Governance Analyst, presented Council with the proposed competency profile which highlighted Council and Committee Member Core Values, attributes and professional experience, knowledge and skills.



The competency profile is intended to be integrated into the Council election, academic appointment and non-Council committee member recruitment processes through a self assessment. It was noted that this is the first iteration of the competency profile with the expectation that a more rigorous process would be introduced over time.

To increase consistency Council added working groups to the individuals that this would apply to.

Motion 16.0

It was moved by A. Wang and seconded by A. Grunin that:

Council approves the Competency Profile: Council and Committee Values, Attributes and Skills for integration into the Council election and selection of any Councilor and non-Council committee member recruitment processes, including recruitment processes for working groups.

CARRIED.

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

As the President was unexpectedly unable to attend the second day of Council, the discussion around the Registrar's Performance Appraisal process was deferred.

Motion 17.0

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

Agenda item #17, Motion to go in Camera pursuant to section 7.2(d) of the Health Professions Procedural Code, be deferred to the December Council meeting.

CARRIED.

18.0 Members' Motion (s)

G. Rehan, Council member, made a member's motion that Section 8 of the Bylaws be brought back to Council for review, specific to Ontario Clinical Exam and Provisional Practice fees.

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



Council voted and it passed. This will be brought back to Council in December 2023.

Adjournment of Meeting

K. Schulz motioned that the meeting be adjourned. The meeting adjourned at 3:01 p.m.

Nitin Madhvani, Chair