



**EXECUTIVE COMMITTEE MEETING
MINUTES**

March 8, 2022

Virtual via Zoom & College Boardroom

Present: Theresa Stevens, PT Chair (In-person) **Staff:** Rod Hamilton, Registrar (In-person)
Jennifer Clifford, PT Anita Ashton
Katie Schulz, PT Zoe Robinson
Tyrone Skanes, Public Amanda Pinch
Nitin Madhvani, Public Justin Rafton
Joyce Huang
Elicia Persaud
Evguenia Ermakova

Recorder: Barbara Hou

Welcome Public Interest, Conflict of interest, and Confidentiality

T. Stevens, Chair, called the meeting to order at 9:00 am.
Members were asked to declare any conflict of interest; none were declared.

It was noted that K. Schulz will be joining the meeting at noon.

R. Hamilton, Registrar, introduced Amanda Pinch, Manager of Examinations, who has joined the College.

1.0 Approval of the agenda

Motion

The Chair proposed an additional agenda item for a status update on the Canadian Alliance of Physiotherapy Regulators (CAPR) membership.

It was moved by T. Skanes and seconded by J. Clifford that:

The agenda be accepted as amended.

CARRIED.

2.0 Approval of the Executive Meeting Minutes of November 22, 2021,

Motion

December 6, 2021, January 14, 2022, January 20, 2022, January 24, 2022, and January 27, 2022.



It was moved by T. Skanes and seconded by J. Clifford that:

The Executive Committee meeting minutes from November 22, 2021, December 6, 2021, January 14, 2022, January 20, 2022, January 24, 2022, and January 27, 2022, be approved.

CARRIED.

3.0 Committee Slate Amendment

Motion

E. Persaud, Governance Analyst, provided the Executive Committee with a proposed revised committee slate in response to the departure of public member Myles MacLeod and the appointment of public member Laina Smith.

It was moved by J. Clifford and N. Madhvani that:

The Executive Committee recommends that Council approves the following proposed amendments to the committee slate:

- Appoint Laina Smith to the Discipline and Fitness to Practise Committees and Quality Assurance Committee;
- Appoint Anna Grunin to the Finance Committee;
- Remove Richard O'Brien from the Inquiries, Complaints, and Reports Committee.

CARRIED.

4.0 President's Report

T. Stevens, President provided an update on the following items:

- New public member Laina Smith joining the Council, and the re-appointment of Carole Baxter for a three-year term ending 2025.
- Deregulation of the College of Traditional Chinese Medicine Practitioners and Acupuncturists of Ontario.
- Ongoing discussions with the Ontario Physiotherapy Leadership Consortium (OPLC) PT Academic Chairs, CEO of the Ontario Physiotherapy Association (OPA) related to Entry to Practice and exam processes.
- Provided insight into the review of the CAPR governance process.
- Proposed the Emergency Amendment to the General Regulation.
- Council feedback from the 2021 December meeting.
- Ongoing discussion with CAPR leadership.

5.0 Registrar's Report

R. Hamilton, provided an update on the following:



- Governance Reform and Regulatory Modernization (Ministry of Health).
- Deregulation of the College of Traditional Chinese Medicine and Acupuncture.
- Notice of an application made by a registrant to the Human Rights Tribunal of Ontario (HRTO).
- Provincial Offenses Prosecution.
- College Initiatives and Projects: Governance process improvements based on recommendations in the College Performance Measurement Framework (CPMF).
- Strategic planning completed, Council to approve the final plan in March
- Practice Advisory Service review, research report about Internationally educated physiotherapist's transition to practice.
- Staffing update: the arrival of Amanda Pinch, Credentialing & Exams Manager arrived, and the departure of Justin Rafton, Policy & Governance Manager.
- Office space leasing, the process of finding a tenant is continuing.

6.0 Annual Budget Fiscal Year 2023

Z. Robinson, Director of Corporate Services presented the 2023 budget for the Executive Committee's consideration. It was reported that the proposed operating budget for FY 2023 is a deficit of \$1.289 million dollars.

The main reasons for the proposed deficit are:

- Lower revenues due to the impact of the Covid-19 pandemic.
- Higher expenses related to the development of the Ontario clinical exam
- Increase in caseload within professional conduct with higher legal costs for Inquiries, Complaints, Reports Committee, and Discipline and Fitness to Practice Committee matters.
- Increased staff required to support the College's expanding regulatory work.

The Executive committee discussed the financial sustainability of the projected deficit on the College reserve. It was suggested that a re-evaluation of membership fees may be necessary for the near future to offset the large costs. The Executive Committee recommend that Council approve the proposed FY 2023 annual operating budget.

J. Clifford left the meeting at 9:56 am.



7.0 Q3 Financial Management Report

Z. Robinson presented on Q3 Financials with financial projections.

8.0 Entry to Practice Updates

In December 2021, Council directed staff to undertake work in response to the ongoing unavailability of the Physiotherapy Clinical Exam (PCE).

J. Huang, Strategic Projects Manager provided an update on the following work in progress:

- Sherbrooke Exam
- Development of an alternative clinical exam
- Developing contingency plans for the delivery of credentialing and written exam services
- Registration Committee Exemption Policy

9.0 Development of an Alternative Exam

The Executive Committee was provided with an overview of the ongoing work and activities for the development of the Ontario Clinical Exam projected to be administered in October – December 2022.

J. Huang highlighted the status of work in progress for the Exam tool development, Program and Policy Development, and the Technology infrastructure required to support the exam.

10.0 Council Education Plan 2022-2023

Motion

In keeping with the responsibilities of the Executive Committee, a Council education plan was brought forward for review and approval. To align with the expectations of the Ontario Ministry of Health's College Performance Measurement Framework (CPMF), E. Persaud, Governance Analyst, presented a new multi-year Education Strategy.

It was also recommended that the decision for Council conference attendance be deferred to June to ensure that the Committee had enough information to assess the suitability of the conference with the goals of Council this year.

It was moved by T. Skanes and seconded by N. Madhvani that:



The Executive Committee approve the Council Education Strategy confirming the *Principles in Governance* and *Public interest* as the two in-service education sessions as the Council education plan for 2022-2023 and defer the decision around conference attendance until June 2022.

CARRIED.

K. Schulz joined the meeting at 11:42 am

11.0 College's General Regulation Amendment Proposal – Consultation Review

In October 2021, to address the ongoing unavailability of the clinical examination. Council approved in principle the preliminary revisions to the registration requirements under the College's General Regulation.

J. Rafton, Governance and Policy Manager, and E. Ermakova, Policy Analyst presented the Executive committee with an overview of the consultation review with feedback from the public, and stakeholders. It was noted for long-term regulation amendments, more work still needed to be done.

The Executive Committee recommends that Council direct staff in conducting a fulsome analysis and review of the General Regulation, considering the consultation review and introducing flexibility where possible while preserving the duty to serve and protect the public interest and return with a revised proposal for Council's consideration.

J. Clifford re-joined the meeting at 1:12 pm.

12.0 College Performance Measurement Framework (CPMF) Report review 2021

In 2020, the Ministry of Health developed and released a College Performance Measurement Framework (CPMF) is designed to strengthen accountability and oversight and improve College performance. Colleges are required to complete the CPMF annually.

For Year 2 of reporting, J. Huang presented an overview of the Draft 2021 report highlighting three new areas of focus: Equity, Diversity, and Inclusion, Risk Management, and the Use of Technology.

It was noted that many Standards and Evidence items have changed, and the College was required to report on new activities that occurred during the year.



The Executive Committee was informed that while there were a number of measures where the College did not meet or partially met the Standard, it was a reflection of the fact that the College is currently focused on addressing the clinical exam situation, which required the re-allocation of resources.

The Executive Committee considered the report and recommend that Council approve the 2021 CPMF Report for publication.

13.0 Canadian Alliance of Physiotherapy Regulators (CAPR)

The President provided the committee with a brief overview of the ongoing discussion with CAPR leadership regarding the College membership.

14.0 Alternative meeting times for evenings and weekends

R. Hamilton informed the committee of an alternative schedule proposed by Councillor Jesse Finn in the December Council meeting.

The Executive Committee considered and discussed the option of weekend and evening meeting dates for Council and committee meetings. At this time with the various demands of College activities, it was proposed that maintaining a regularly occurring schedule for meetings was necessary for regulatory effectiveness.

15.0 Adjournment

The meeting was adjourned at 3:14 pm.

Theresa Stevens, Chair