June Council Meeting Minutes

Date/Time of Meeting:	Monday, June 23, 2025, 11:15am
Council present:	Benjamin Matthie, Teresa Bendo, Heather Westaway, Chad McCleave, Leanne Smith, Alyssa King, Jennifer Yee, Susan Garfat, Matthew Daher, Jane Gage, Oluwashindara Isaac-Oloye, Sara Gottlieb, Jana Smith, Corby Anderson, Kristin Baker
Regrets:	Victoria Nicholson
Absent:	Jotvinder Sodhi
Staff members:	Nancy Leris, Lily Oeur, Brian Fehst, Magdalena Reder, Cecilia Li, Samuel Hanna, Ethan Foerster
Guests/Observers:	Dana Lobson (Ministry of Health)

Let it be noted that Council attended a Governance Training session from 9:00 a.m. to 9:45 a.m. and held an in-camera session from 9:50 a.m. to 11 a.m.

1. Call to order, roll call, welcome.

Benjamin Matthie, Council President called the meeting to order at 11:17 a.m. and welcomed Council, staff members and guests.

The Chair shared a Land Acknowledgement.

As the notice of the meeting had been duly given in accordance with the by-laws of the College of Kinesiologists of Ontario and a quorum was present, the meeting was duly constituted for the transaction of business.

2. Introductions

The Chair welcomed Dana Lobson from the Ministry of Health.

3. Conflict of Interest Declarations

The Chair asked the Registrar if any Council members had declared a Conflict of Interest. The Registrar confirmed that no such declarations were received.

The Chair also asked the Council if they knew of anyone who might have a Conflict of Interest on the agenda items presented. None were raised.

4. Approval of Agenda

Following their review of the agenda for the June 23, 2025 Council meeting, the President invited any proposed any changes or additions to the agenda.

The Registrar requested that the appointment of an additional signatory for the College's bank accounts be added to the Agenda. The President confirmed that this item could be addressed following the discussion of the proposed budget.

UPON A MOTION duly made by Sue Garfat and seconded by Alyssa King, it was resolved that the agenda be approved as amended. **Carried.**

5. Approval of Minutes from the March 31, 2025, Council Meeting

Having been provided an opportunity to review the Minutes from the March 31, 2025 Council meeting, a Council member noted that the wording of a motion under the Agenda Item 9 – Bylaw Amendments appeared unclear. It was proposed that the wording of this motion be clarified by adding additional punctuation in the form of commas.

UPON A MOTION duly made by Teresa Bendo and seconded by Matthew Daher it was resolved that the minutes of the March 31, 2025, Council Meeting be approved as amended. **Carried.**

6. Previous Action Items

Nancy Leris, Registrar/CEO, invited Lily Oeur, Director of Registration, to provide an update on the status of previous action items.

Lily Oeur reported on the action item related to the collection and reporting of membership practice data. Following a presentation to Council in March, the College committed to enhancing its understanding of member practice information. Work is currently underway to update the member database, which will support the creation of a new form for gathering this data directly from members.

This amended renewal form and data collection approach will be supported by a framework that will include a process for periodic review and refinement to ensure accuracy and relevance. This approach aims to promote transparency and accountability, using the insights gained to further strengthen public trust.

The goal is to implement this initiative as part of the 2026 renewal period. Work on this action item is ongoing.

7. Registrar's Report

Nancy Leris, Registrar/CEO, presented the Registrar's Report and highlighted the following key updates:

Council Engagement

A new guideline has been developed to support Council engagement, mentorship and succession planning. The College also participated in a public engagement event hosted by UHN, providing an opportunity to share its mission and values with members of the public. Council member Oluwashindara Isaac-Oloye joined College staff at the event.

Governance

Nancy announced that Jana Smith has been reappointed as a Public Member of Council for an additional three-year term. The College has also requested that Teresa Bendo and Victoria Nicholson be reappointed as Public Members of Council. The College has also requested the appointment of a new Public Member to support succession planning.

The College's Council Effectiveness Review Framework (CERF) is a tool used to help identify governance strengths and opportunities for improvement. The CERF includes regular meeting evaluation surveys. Following the June Council meeting, Council members will also complete the Council annual evaluation survey and may choose to complete a voluntary self-reflection survey. These tools contribute to effective succession planning and help identify continuous governance improvement opportunities, including areas where additional training or development may be beneficial for Council members.

Registration

Updates to the College's Jurisprudence eLearning module includes content updates and a design refresh to improve user experience. A major update to the registration system is also underway, aimed at improving data integration, enhancing reporting capabilities, and providing a more streamlined experience for applicants.

The College continues to meet all reporting obligations to the Ministry. Reports on exam pass rates have been developed and shared, and the College is working with universities to analyze and address performance trends. Environmental scans are also being conducted to support these efforts.

The Spring Entry-to-Practice exam was administered in April, and applicants were given an opportunity to provide feedback. The next online exam is scheduled for September.

Quality Assurance

An external consultant has been engaged to support the review and development of the *Essential Competencies of Practice for Kinesiologists in Ontario.* This document is a foundational element of the College's Quality Assurance program. Other Quality Assurance activities, including Peer and Practice Assessments, are ongoing.

Communications

The College is working with a communications consultant to develop a comprehensive communications plan that aligns with the College's Strategic Plan. Council elections are scheduled for July, and appreciation was extended to all members who submitted applications.

Operations and Staffing

The College has hired a contract staff member to support its social media strategy, with the goal of increasing public engagement. Additionally, the College welcomed back Senior

Communications Officer, Cecilia Li, from her maternity leave and formally introduced Lily Oeur as the new Director of Registration.

Following the presentation, the Chair opened the floor for questions.

One Council member inquired about exam pass rates. Magdalena Reder, Manager of Exams and Registration, informed Council that the pass rate has shown a slight improvement compared to previous exam data.

8. President's Report

The Chair noted that he has remained in close communication with the Registrar, Vice President, and Council throughout the quarter regarding the Registrar's performance review and the UHN public engagement event. He expressed appreciation for the collaborative efforts between the Registrar and Council in advancing the College's ongoing commitment to public protection.

The President then acknowledged that this Council meeting marks the final Council meeting for Matthew Daher. He extended sincere thanks to Matthew for his strong contributions over the past three years.

Matthew was invited to share a few remarks. He expressed gratitude to Council and staff, noting that the past three years have flown by, and he is thankful for the support and camaraderie throughout his term.

9. Bylaw Amendments

Brian Fehst, Manager of Professional Practice, delivered a presentation on the proposed amendments to Bylaw 19 – Fees. The presentation included an overview of the public consultation results and the rationale behind the proposed changes to the College's by-laws that would, if approved, permit the Registrar to waive or reduce College fees in response to applications from individual members.

The public consultation period ran from April 15 to June 13, 2025, with notifications distributed via e-newsletter, email, and social media channels. A total of six responses were received through the online survey, and no additional feedback was submitted via phone or email. Of the responses received, 86% expressed support for the proposed amendment.

Suggestions from the consultation included the development of a formal policy, the use of specific guidelines and criteria, and clearly published procedures. The College has drafted a policy to guide the implementation of the amended bylaw, which will be reviewed by the Planning and Finance Committee at a later date.

Based on the environmental scan, no health profession regulators use strict quantitative eligibility criteria for fee waivers, whereas some non-health regulators do. These findings indicate a difference in approach between sectors. The College intends to align its approach with that of other health regulators.

It was emphasized that while the College acknowledges fee payment as a professional obligation, the risk of frivolous or excessive requests for waivers or reductions is considered low. The proposed amendment supports the College's mandate to act in the public interest by providing flexibility that will help to maintain confidence in the regulatory system and allow the College to respond to unforeseen circumstances.

The Chair opened the floor for discussion.

One Council member asked whether there is a correlation between the organization's size and the likelihood of publicly advertising fee reductions. Brian Fehst clarified that there is no clear correlation. The observed trend is that health regulators with a by-law mechanism for fee waivers or reductions do not explicitly promote this information, whereas non-health regulators do. The College has noted that there is some overlap between fee waiver and reduction mechanisms used by non-health profession regulators and the criteria for Inactive Class or similar certificates of registration offered by health profession regulators.

One Council member asked whether decision-making regarding fee waiver requests would remain within the College or be referred to a committee. It was clarified that the Registrar would be responsible for making these decisions and may request supporting documentation as needed. These requests would be treated as operational matters and would not require committee approval.

Another member inquired whether the policy supporting the bylaw amendment had been finalized. It was noted that the policy has been developed and received legal review. It will be finalized after review by the Planning and Finance Committee.

UPON A MOTION duly made by Matthew Daher and seconded by Alyssa King, it was resolved that Council approve the proposed amendment to Bylaw 19 as presented. **Carried.**

10. Revised Risk Management Plan

Ethan Foerster, Professional Conduct Coordinator, delivered a presentation on the revised Risk Management Plan, seeking Council's approval of the proposed amendments.

The presentation outlined adjustments made across most risk categories, with particular attention given to the key drivers behind these changes. Many risk likelihoods, and therefore risk priorities, have been decreased. This reflets the College's ongoing efforts to proactively identify, manage, and reduce risk across all operational areas.

Following the presentation, the Chair opened the floor to questions.

One Council member inquired specifically about whether the entry-to-practice exam is available in French, if there is a French-speaking staff member, and whether the College can respond promptly to inquiries received in French.

Magdalena Reder confirmed that the entry-to-practice exam is offered in both English and French, and candidates can select their preferred language. Nancy Leris added that while the College does not have a French-speaking staff, all French-language inquiries are responded to within 24 hours or sooner, through the support of external translation services.

UPON A MOTION duly made by Corby Anderson and seconded by Sue Garfat, it was resolved that Council approve the revision to the risk management report. **Carried.**

11. Draft Operational Plan 2025-2026

Nancy Leris, Registrar and CEO, presented the Draft Operational Plan for the 2025-2026 fiscal year to Council. The Registrar outlined how the College will achieve its strategic objectives by establishing clear deliverables, timelines, and accountability measures. The plan is designed to establish priorities and ensure that staff activities are aligned with the College's mission, vision, and values. While the goal is to complete the identified initiatives within the 2025–2026 fiscal year, some projects may extend beyond that timeframe to ensure alignment with longer-term strategic goals.

Nancy provided an overview of the key deliverables and timelines for each department and highlighted major initiatives across the College's operational portfolios.

Following the presentation, the Chair opened the floor to questions.

One Council member inquired about the College of Physicians and Surgeons of Ontario (CPSO) pilot project, the Health Professions Discipline Tribunal (HPDT). It was explained that the CPSO has a standing tribunal available to partner Colleges for the adjudication of discipline cases. The HPDT can help ensure readiness and timely compliance with requirements should such a case arise.

Another member asked whether participation in the HPDT would offer financial benefits. It was confirmed that HPDT participation would reduce costs by streamlining the hearing process and expediting the resolution of complex cases. It was also noted that six Colleges are currently participating in the tribunal, and feedback from other regulators has been positive, citing efficiency and effectiveness in handling disciplinary matters.

12. Draft Budget 2025-2026

Nancy Leris, Registrar and CEO, presented a high-level overview of the Draft Budget for the 2025–2026 fiscal year.

The presentation highlighted the year-over-year variations in the budget, providing context for the changes and outlining the expenditure forecast for the upcoming fiscal year. The presentation detailed specific allocations across budget categories, emphasizing the College's strong financial oversight and commitment to responsible use of public funds.

Following the presentation, the Chair opened the floor to questions.

A Council member inquired whether the motions for the Draft Operational Plan and the Draft Budget could be separated. The Chair confirmed this would be possible.

The same member raised a question regarding the projected surplus in the expenditure forecast, expressing a preference for a balanced budget. It was proposed that a portion of

the projected budget surplus for the 2025-2026 fiscal year, specifically $80,000 from bank interest, be allocated to a Communications Reserve fund. This would allow the funds to be carried forward into future fiscal years for communications initiatives. Without a designated reserve, the surplus would be absorbed into retained earnings, effectively blending with general funds. Creating a reserve now would ensure those funds remain marked for communications projects, which may be costly.

The Chair asked about the advantages of allocating the surplus to a Communications Reserve now versus retaining it as a general surplus. The member reiterated that assigning it to a reserve would maintain transparency and provide flexibility for communications work aligned with strategic priorities.

Nancy Leris responded by noting that while the College aims to build a reserve fund equal to 12 months of operating costs, the current reserve is approximately 6 months. The member acknowledged this but suggested that 6 months of reserve funding is currently sufficient for immediate emergencies. Another Council member supported the idea of marking the surplus for communications.

It was also proposed that only a portion of the projected surplus could be allocated to a Communications reserve fund. The remaining amount would stay in the general reserve, while the Communications Reserve would provide dedicated funding for future communications-related initiatives. Nancy Leris noted that fluctuations in the broader economy such as changing interest rates may impact the size of the projected surplus.

A member asked for clarification on the timing and scope of potential communications spending, particularly the difference between consultant fees and the cost of implementing recommendations. Nancy Leris acknowledged that while costs to develop the Communications strategy and plan have been accounted for, implementation costs are still unknown and could be significant.

The President suggested that the Planning and Finance Committee could revisit this discussion prior to the next Council meeting. One member agreed that more time would allow for thoughtful consideration of the available options. Another member asked whether there was an immediate concern about funding communications initiatives, and if not, whether the allocation decision could wait until September. It was also noted that any use of general reserve funds would require Council approval.

Council agreed that this matter should be brought forward as an agenda item for the next Planning and Finance Committee meeting, with a recommendation to be presented to Council at a future date.

UPON A MOTION duly made by Sara Gottlieb and seconded by Leanne Smith, it was resolved that Council approve the Draft Operational Plan for 2025-2026. **Carried.**

UPON A MOTION duly made by Matthew Daher, seconded by Kristin Baker it was resolved that the Council approve the Draft Budget for 2025-2026 which will be taken to the next Planning and Finance committee for further discussion **Carried.**

Addition to Agenda – Appointment of an Additional Signatory for College Bank Accounts

As per the earlier addition to the agenda, the Registrar brought forward a request for Council to approve the addition of a new signatory for the College's bank accounts. Currently, Victoria Nicholson and Benjamin Matthie are designated as signatories. Nancy Leris, Registrar and CEO, proposed adding a third individual to ensure business continuity in instances when one or both current signatories are unavailable.

Nancy Leris reminded Council that payments under $5,000 may be approved internally by the Registrar, but payments exceeding $5,000 require approval from a Council appointed signatory.

The President invited expressions of interest for the additional signatory role. Teresa Bendo volunteered; however, as the Chair of the Planning and Finance Committee, she is ineligible to serve in this capacity. Kristin Baker then volunteered and was supported for the role.

Additionally, Council discussed the possibility of increasing the Registrar's expenditure approval threshold to above $5,000. It was agreed that this matter could be referred to the Planning and Finance Committee for further review and discussion at a future meeting.

UPON A MOTION duly made by Matthew Daher and seconded by Sara Gottlieb it was resolved that Kristin Baker be appointed signatory for the College's bank accounts. **Carried.**

13. Communications Update

Samuel Hanna, Practice Coordinator and Cecilia Li, Senior Communications Officer provided an update on the Communications Portfolio, including information on the E-Newsletter, social media engagement, Council elections, more information of the UHN We Walk UHNited event, along with an update regarding the communications strategy.

The Chair opened the floor for questions. One member noted their participation in the UHN walk, and how such events may be beneficial for public awareness in the future.

14. Committee Reports

The Chairs of each committee provided their Committee Reports as included in the meeting package. Committee Reports were received from the Executive Committee, Governance and Nominations Committee, Inquiries, Complaints, and Reports Committee, Registration Committee, and the Planning and Finance Committee.

18. Review of Action Items

- Continued work on the data collection for membership data.

- Bring the budget back to Planning and Finance before the September Council meeting.
- Planning and Finance Committee to review recommendations regarding whether the Registrar's expenditure approval, currently $5,000, should be increased.

Termination

UPON A MOTION duly made by Matthew Daher, seconded by Corby Anderson, the Council meeting of June 23, 2025, was terminated at 2:28 pm. ***Carried****.*