

College of Kinesiologists of Ontario Council Meeting Minutes	
Date/time of meeting	Monday, March 26 th , 2018 at 9:30 a.m.
Chair	Mary Pat Moore
Note Taker	Ryan Pestana
Present	Ken Alger, Nelson Amaral, Marilyn Bartlett, Lori-Anne Beckford, Jennifer Bushell, Kalen Johnson, Chad McCleave, Mary Pat Moore, Stefanie Moser, Jennifer Pereira, Graydon Raymer, Alexander Stephen, Ryan Wight, Michelle Young
Regrets	Steve Anderson, Nicole DiFilippo, Elwin Lau and Michelle Meghie
Staff/guests in Attendance	Staff: Brenda Kritzer, Nancy Leris, Eric Bruce, Lara Thacker, Ugie Ifesi, Magda Reder, Ryan Pestana, Colleen Foster Guests: Stuart Moulton, Ontario Kinesiology Association
Conflict of Interest	President Mary Pat Moore provided an overview on the importance of declaring conflicts of interest and how Council's role is to make decisions in the public interest. No conflicts of interest were declared.
Constitution of the Meeting	As a 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.
Approval of Agenda	UPON A MOTION duly made by Kalen Johnson and seconded by Lori-Anne Beckford, it was resolved that the agenda be approved as circulated. CARRIED.
Approval of Minutes	UPON A MOTION duly made by Ken Alger and seconded by Nelson Amaral, it was resolved that the Minutes of December 4, 2017 be approved. CARRIED.
	2018/2019 Budget and Operational Plan
	Chad McCleave, Chair of the Finance and Planning Committee, explained that the Committee had reviewed the draft budget. He noted that revenues had stabilized and Council would need to consider ways to increase revenues during its strategic planning session. Nancy Leris, Director of Operations and Financial Services, presented the budget in detail. Nancy reviewed the draft operational plan for 2018/2019 and highlighted various initiatives. MOTION It was moved by Chad McCleave and seconded by Stefanie Moser that Council approve the 2018/2019 budget and operational plan. Carried.
	Finance and Planning Committee Report
	Interim fourth quarter financial report Nancy Leris presented an interim fourth quarter financial report. She noted that the College had exceeded its revenue projections.

	<p>Appointment of the auditor</p> <p>Chad McCleave explained that the College had sent an RFP to six accounting firms, seeking an auditor to conduct the 2017/2018 audit, and the stub audit from April 1 to August 31. This stub period was because the College was in the process of changing its fiscal year. The College was also looking to retain an auditor for a three-year period. Chad explained that the current accounting firm, Crowe Soberman, was selected through a competitive process and based on selection criteria: Experience and proven track record; Knowledge of the regulatory College financial model; and pricing over the extended period.</p> <p>MOTION Moved by Chad McCleave, seconded by Kalen Johnson that the College appoint Crowe Soberman for the 2017/2018 audit and stub audit of 2018, and that Crowe Soberman be retained for a three-year period. Carried.</p>
	<p style="text-align: center;">Committee Reports</p> <p>Registration Committee</p> <p>Ken Alger, Committee Chair, provided the report. The Committee met four times and considered 12 referrals from the Registrar. The Committee was also asked to review a submission from the University of Windsor concerning the four-year Bachelor of Human Kinetics in Kinesiology with a Movement Science Major. The Committee reviewed the program of study to determine whether students completing this degree could be exempted from completing the Education equivalency form.</p> <p>Quality Assurance Committee</p> <p>Jennifer Pereira, Committee Chair, provided the report. The Committee reviewed 25 peer and practice assessment files. The Committee also appointed five new assessors, and the total assessor pool is now 25. The College will host a two-day orientation to train the new assessors. Jennifer noted that a student who completed his non-clinical placement with the College worked on developing a directory of practice resources for kinesiologists. The directory will be available on the College’s website. Jennifer explained that the College would be launching the sexual abuse prevention e-learning module on May 1. All kinesiologists registered in the General Class need to complete the module by July 31.</p> <p>Inquiries, Complaints and Reports Committee</p> <p>Lori-Anne Beckford, Committee Chair, provided the report. She noted that there are two complaints currently under investigation. Panels of the Committee will meet to review the results of the investigations once completed.</p>
	<p style="text-align: center;">Why We’re Investing in QA</p> <p>Lara Thacker, Director of Quality Assurance, presented on the Value Proposition of increasing investments in Quality Assurance. She explained that preventative measures such as peer and practice assessment, where practice issues can be identified early and addressed, are an important way to prevent the issues</p>

	<p>which lead to complaints and to educate kinesiologists on the essential competencies and standards. Lara provided statistics from the self-assessment, peer and practice assessment, and the ethics and professionalism e-learning module.</p>
	<p style="text-align: center;">Registrar's Report</p> <p>Draft Specialties Assessment Framework</p> <p>As background the Registrar reminded Council that Council had previously had the opportunity to consider the draft Specialties Assessment Framework and had requested that the College provide estimates on the costs related to authorizing a specialty. Brenda explained that there were one-time costs associated with authorizing a specialty and ongoing costs to administer specialties.</p> <p>One-time costs would include staff time spent on creating consultation materials and analyzing feedback from consultations and the accreditation submission, and drafting and submitting a regulation to the Ministry of Health and Long-Term Care. The College would also need to make changes to its database to accommodate data related to specialties.</p> <p>Ongoing costs would include those related to processing applications and renewal, and quality assurance for those in the specialty class.</p> <p>She noted that whether a regulation would be required to establish a specialty or a separate class or sub-class. President Mary Pat Moore noted that the College would need to be clear with those who submitted requests for authorization of a specialty and that even though the College will have a framework in place, nothing could be done until the Ministry of Health and Long-Term Care approved a regulation related to the specialty.</p> <p>Council was satisfied with the cost estimates and moved to approve the draft Specialties Assessment Framework.</p> <p>MOTION Moved by Stefanie Moser, seconded by Lori-Anne Beckford that Council approve the Specialties Assessment Framework and that the document continue to be refined as the College consults with stakeholders and accreditation experts. Carried.</p> <p>Practice of athletic therapy by unregulated practitioners</p> <p>Brenda reported that the Ontario Athletic Therapist Association (OATA) had raised with the College its concerns about individuals practising athletic therapy that are not certified or registered with the College. She explained that this situation increases risk of harm to the public. Athletic therapy is a well-recognized area of practice in kinesiology. Members of the public will believe that anyone holding themselves out to be an athletic therapist is regulated by the College of Kinesiologists of Ontario. In some cases such persons may be regulated by another profession, most notably, the College of Chiropractors of Ontario. The College has noted that this situation is misleading to the public in that the public assumes every person holding out to be practising athletic</p>

	<p>therapy is a regulated professional who meets standards of practice and an ethical framework established by the profession. The College was seeking direction from Council on whether to investigate these concerns further and to determine whether there are any options available to the College to address these concerns to improve protection of the public from such unregulated practitioners.</p> <p>MOTION Moved by Ken Alger, and seconded by Nelson Amaral that Council directs the College to investigate whether there are actions available to the College to address concerns relating to unregulated practitioners holding out to be qualified to practise in specific areas of kinesiology where risk of harm is high. Carried.</p> <p>The Ontario Athletic Therapist Association was commended for raising this issue with the College.</p> <p>Exemption of exam administration from procurement</p> <p>Brenda explained that the College was seeking Council’s approval to exempt exam administration from the requirements of the College’s Procurement Policy. Brenda noted that the College developed this policy to ensure that it is getting value for money from the goods and services it purchases. With exam administration, Brenda explained that the market for a vendor that provides full services for exam administration (such as arranging writing centres, training invigilators, examination development and item bank management, etc.) was small. Many health professions have a national body administering their exams. The College had been working with Assessment Strategies for a number of years. ASI recently merged with Yardstick to become Yardstick Assessment Strategies. Yardstick has worked well with the College and discussions are underway concerning cost containment. The contract with Yardstick had come to an end and the College recommends renewing the contract with Yardstick Assessment Strategies.</p> <p>MOTION Moved by Michelle Young, seconded by Alexander Stephen that Council grants an exemption to the Procurement Policy to allow the College to negotiate a contract with Yardstick covering a period of up to six years for exam administration. Carried.</p>
	<p style="text-align: center;">President’s Report</p> <p>Mary Pat Moore, President, reported on the December CKO-Universities Liaison Committee meeting. She noted that the College had provided a venue for a meeting of the academic institutions with the professional associations which was a success. The two stakeholder groups discussed a variety of ways that they could work together to advance the profession.</p> <p>Mary Pat noted that Executive Committee met and approved an honorarium for a kinesiologist who would be mentoring another kinesiologist. She also reported that Executive Committee asked staff to bring forward to Council amendments to the College By-Laws that would strengthen language around Council member attendance at meetings.</p>

	<p style="text-align: center;">Communications Update</p> <p>Ryan Pestana, Communications Officer, provided an update on the communications program. He reported the College had completed its database upgrade and that a new website and public register had been launched. Ryan provided insights into the communications survey conducted with the membership and noted that the College would be changing its approach to orienting new Council members.</p>
	<p style="text-align: center;">2018 Election Dates</p> <p>Brenda Kritzer presented a schedule for the 2018 elections to Council in districts 4, 5 and 6. The proposed dates for election were July 10-17.</p> <p>MOTION Moved by Kalen Johnson, seconded by Michelle Young that the dates for election in districts 4, 5 and 6 be set as July 10-17 and that the dates be posted to the College website immediately. Carried.</p>
	<p style="text-align: center;">Proposed Investment in an Amplification System</p> <p>Chad McCleave presented a briefing note that asked Council to consider making an investment in a new amplification system for the College’s boardroom. Council discussed the issue at length and resolved to test the use of GoToMeeting for the June Council meeting. If GoToMeeting was not an effective tool, the matter would be re-visited. Staff would provide instructions on how to use GoToMeeting before the June meeting.</p> <p>MOTION Moved by Ryan Wight, seconded by Lori-Anne Beckford the College explore using GoToMeeting for the June meeting and that the issue of investing in an amplification system is re-visited if GoToMeeting proves ineffective. Carried.</p>
	<p style="text-align: center;">Proposed By-Law Amendments</p> <p>Eric Bruce, Director, Professional Conduct, presented three By-Law amendments for Council’s approval.</p> <p>Council member attendance</p> <p>Wording was added to the By-Laws to state that except in exceptional circumstances and with approval from the chair, Council members will make every effort to attend a meeting in person. Wording was also added to state that the chair of Council or a committee would approve the manner of the meeting (i.e. in-person or virtually).</p> <p>MOTION Moved by Ryan Wight, seconded by Stefanie Moser that Council accept amendments to By-Laws 11, 14 and 15 and that the changes not be circulated for feedback as they only impact Council members. Carried.</p>

	<p>Non-Council committee member (NCCM) terms</p> <p>Changes were made to By-Law 13.11 to codify the process for applying as a NCCM and to state that NCCM can serve three consecutive one-year terms. Council agreed that the proposed amendments would not be circulated and would be implemented immediately</p> <p>MOTION Moved by Stefanie Moser, seconded by Nelson Amaral that the College not circulate the proposed changes to By-Law 13.11 to members and stakeholders for feedback. Carried.</p> <p>MOTION Moved by Lori-Anne Beckford, seconded by Kalen Johnson that Council approve the amendments to By-Law 13.11. Carried.</p> <p>Amendments to By-Law 21- The Public Register</p> <p>At its September 2017 meeting, Council reviewed changes to By-Law 21 that would align the by-law with changes resulting from the passing of Bill 87, the <i>Protecting Patients Act</i>. The changes were circulated to members and stakeholders for feedback. Council reviewed the feedback and no significant comments were received.</p> <p>MOTION Moved by Ken Alger, seconded by Nelson Amaral that the College approve the changes to By-Law 21. Carried.</p>
	<p style="text-align: center;">Review of Action Items</p> <ul style="list-style-type: none"> • Brenda Kritzer to thank the OATA for bringing forward its concerns regarding unregulated practitioners holding out as being qualified to practise in an area of kinesiology. • Staff to begin investigating the concerns regarding unregulated practitioners holding out as being qualified to practise in an area of kinesiology. • Administration staff to set-up a GoToMeeting for the June Council meeting and provide instructions to Council members.
<p>Adjournment</p>	<p>Motion to adjourn made by Stefanie Moser at 3:30 p.m.</p>