



College of Kinesiologists of Ontario Council Meeting Minutes - Draft	
Date/time of meeting	Monday, September 16, 2019 at 9:30 a.m.
Chair	Jennifer Pereira
Note Taker	Vivian Fragale
1. Present	Jennifer Pereira, Lori-Anne Beckford, Ryan Wight, Mary Pat Moore, Elwin Lau, Katie St. Denis, Leslee Brown, Victoria Nicholson, Derek DeBono, Michelle Meghie, Nelson Amaral, Teresa Bendo
Teleconference	Graydon Raymer, Chad McCleave
Regrets	Kalen Johnson, Stefanie Moser, Jennifer Bushell
Staff/guests in Attendance	Staff: Brenda Kritzer, Vivian Fragale, Eric Bruce, Nancy Leris, Lara Thacker, Ryan Pestana Guests: Samia Shaheen (MOHLTC), Don Gracey (OATA), Stuart Moulton (OKA), Sandra Weeks, Conny Glenn
2. Introductions: Staff and Council Members	Jennifer Pereira noted that elections to Council were held in July. Four districts had elections. Elwin Lau and Graydon Raymer were re-elected in their Districts for an additional three years. Jennifer also welcomed Benjamin Matthie and Katie St Denis, who were both elected for three year terms. Four new Councillors were recently appointed by the Ontario Government: Teresa Bendo, Leslee Brown, Victoria Nicholson and Sandra Weeks. Sandra's term begins in October. Sandra participated as an observer. Council members and staff introduced themselves.
3. Conflict of Interest Refresh	Eric Bruce, Director, Professional Conduct, provided a brief Conflict of Interest presentation. He covered areas such as what constitutes a conflict, reasonable apprehension of bias, dealing with conflicts, and what would happen if a conflict is not declared. Eric provided various scenarios for discussion and responded to questions.
4. Conflict of Interest Declarations	Jennifer Pereira asked if any Council members present wished to declare a conflict of interest. There were no declarations.
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.
5. Approval of Agenda	UPON A MOTION duly made by Nelson Amaral and seconded by Derek DeBono, it was resolved that the agenda as distributed electronically and posted on the website be approved. Carried.

<p>6. Approval of Minutes:</p> <p>April 15, 2019 June 24, 2019</p>	<p>Lori-Anne Beckford noted that she was present at the June 24 Council meeting. The June 24 minutes were amended to reflect this.</p> <p>UPON A MOTION duly made by Ryan Wight and seconded by Ben Matthie, it was resolved that the April 15 and June 24, 2019 minutes be approved as amended. Carried</p>
<p>7. Action Items arising from Previous meetings</p>	<p style="text-align: center;">Action Items Review</p> <ul style="list-style-type: none"> i. Registrar to provide a re-draft of the Minutes of April 15th - COMPLETED ii. The College to investigate practices of other Colleges concerning recording and posting of draft Minutes, and to recommend consistent practice for the CKO. In this pursuit, the College is to identify the applicable sections in Robert’s Rules of Order for taking/recording Minutes. Council to discuss further at an upcoming meeting of Council, the posting of draft Minutes, following investigation and report on other practices. – COMPLETED. Brenda Kritzer noted that all colleges are posting draft minutes; however, practices vary from college to college. iii. College to return to Council with revised Draft Complementary/Alternative Therapies Guideline. WAITING FOR REVISED GUIDELINES FROM CPSO iv. A letter is to be sent to the WSIB focusing on public protection through access to regulated health professionals. COMPLETED v. The College is to prepare a comprehensive application package which may be used by members of the profession and their representatives, wishing to make a submission under the Specialties Assessment policy. IN PROCESS <p style="text-align: center;">Items Carried Over</p> <ul style="list-style-type: none"> ▪ Strategic Dashboard development. COMPLETED. This was reviewed by the Finance & Planning Committee and is available on the website. ▪ Circulation and Posting of Summary of the Strategic Plan – ONGOING ▪ Fee breakdown posted on College website. COMPLETED ▪ Information to be added to the website regarding the benefits of being a regulated health professional. ONGOING ▪ Revisions to Renewal Form to better target collection of data for the College and members. COMPLETED. Due to a technical issue with the College’s renewal processing system, renewals closed later this year on September 15. Members received a suspension notice, which will be resolved as soon as possible.
<p>8. Committee Reports</p>	<p style="text-align: center;">Committee Reports Discussion</p> <p>Reports were provided in the Council package for the ICRC, Quality Assurance, Registration, and Finance & Planning Committees. These highlighted committee meetings, activities, changes and discussions that took place since the June Council meeting.</p>

	<p>Chad McCleave informed the Committee that the Finance & Planning Committee reviewed the Audit Plan from the Auditors, which was similar to previous years. He also noted that he sent a letter to the Auditors, on behalf the Committee, confirming no known instances of fraud. Council members agreed that they weren't aware of any fraud.</p> <p>General clarifying questions regarding the Committee reports were answered by the Committee Chair or staff support person.</p>
<p>9. Committee on Specialities Update</p>	<p style="text-align: center;">Committee on Specialities Update</p> <p>Mary Pat provided an update on the work of the Specialties Committee, which had been appointed by Council from among its members to review the submissions of the OATA in relation to recognizing athletic therapy as a specialty of the profession. Members of the Specialties Committee included herself, Ken Alger (past-President), Graydon Raymer, Ryan Wight, and Kalen Johnson.</p> <p>She noted that the critical question to be addressed by the Committee is whether the risk of harm to the public is sufficient to require additional or specific regulation/governance. A document was submitted to OATA requesting additional evidence of risk of harm especially to vulnerable populations. Mary Pat highlighted the need for clear and cogent evidence upon which to make its recommendation to Council regarding the proposal.</p> <p>Mary Pat proceeded to respond to general questions about the work of the Committee.</p>
<p>10. Registrar Update</p>	<p style="text-align: center;">Registrar Update</p> <p>The Registrar provided an update on governance initiatives by FHRCO. The College is part of a FHRCO working group looking into developing a competency profile for Council members. The Ministry is looking very closely at the current regulatory model and seeking improvements, especially as it relates to competencies of Council members. The Ministry would like to see greater consistency between and transparency across Colleges. The Ministry will be implementing a performance measurement and reporting system requiring Colleges to report against performance indicators. This will be implemented in a phased approach starting in 2020.</p> <p>Brenda reported on her meeting with the Canadian Athletic Therapists Association (CATA) and the Ontario Athletic Therapists Association (OATA). She noted that CATA requested the meeting to gain a better understanding of the regulatory process. OATA had questions about the Specialty framework. Brenda also met separately with OATA to review the document submitted to them by the Specialties Committee. They are making headway and will report back to the College.</p> <p>Brenda also informed Council that the Item Writing Committee met on two</p>

	<p>occasions to develop new questions for the entry to practice examination.</p> <p>An orientation session for new Council members was scheduled on August 26th for three new members. Mary Pat Moore attended the session to provide assistance and expertise. Another session will be scheduled over the coming weeks for the three newly appointed Public members.</p> <p>On August 23rd the College hosted a Chinese delegation from Chengdu Sport University. Seventeen professors from the university attended to learn more about the regulation of kinesiology in Ontario. They expressed interest in the area of quality assurance.</p> <p>Brenda responded to questions posed by members of Council. She noted that the College is considering the question of developing a specialty/class because it was raised by the College’s membership, and because it is the College’s responsibility to address the issue of risk of harm.</p> <p>Brenda also noted that a number of colleges are moving towards a competencies model.</p>
<p>11. Rules for Meeting Procedures</p>	<p style="text-align: center;">Rules for Meeting Procedures</p> <p>At the June meeting, Council asked for clarity around rules of procedure and asked that Brenda Kritzer provide more information on Robert’s Rules of Order. Currently, Council follows a modified version of these rules.</p> <p>Brenda presented “<i>Setting the Rules of Procedure: An overview of options for meeting procedures</i>”. The PowerPoint presentation was included in the meeting package, along with Schedule 2 to the By-laws. The general question posed to Council members was whether Robert’s Rules work for Council.</p> <p>Brenda asked members of Council whether there is a need for a special rule, or if they wish to continue following the modified rules. The general consensus was that Council is comfortable proceeding with the modified rules.</p>
<p>12. Rules Concerning the Minutes of Meetings – Proposed Policy</p>	<p style="text-align: center;">Rules Concerning the Minutes of Meetings – Proposed Policy</p> <p>At the June meeting, Council discussed the need for rules around posting draft Council meeting minutes. Brenda Kritzer contacted other colleges to learn about their process and developed a proposed policy for consideration by Council, which was included in the meeting package.</p> <p>Brenda proposed the following treatment of minutes:</p> <ul style="list-style-type: none"> ▪ Following a meeting of Council, Draft Minutes from the meeting will be circulated by email to all Council members within 5 working days. ▪ Council members shall return comments and corrections concerning the Draft Minutes by email within 10 working days with

	<p>a copy to all Council members.</p> <ul style="list-style-type: none"> ▪ The proposed final Draft Minutes will be circulated to Council members by email within 30 working days of the meeting. Any final comments or corrections proposed by Council members must be returned to the College within 5 working days. ▪ Draft Minutes, as corrected will be presented at the next regular meeting of Council for final review and approval. ▪ Final approved Minutes will be maintained as the record with draft Minutes deleted from the records of Council. <p>After a fulsome discussion, members of Council requested two revisions. “Working” days should be revised to “business” days. Also, they did not see the need in copying “all” when emailing their revisions to staff.</p> <p>UPON A MOTION duly made by Lori-Anne Beckford and seconded by Nelson Amaral, it was resolved that the Council of the College of Kinesiologists of Ontario accept the <i>Policy- Rules Concerning Treatment of Minutes of Council</i> as amended. Carried.</p>
<p>13. Proposed Budget & Plan 2019/2020</p>	<p style="text-align: center;">Proposed Budget & Plan 2019/2020</p> <p>Nancy Leris presented the proposed budget and business plan for 2019/2020. At the last Finance and Planning Committee Meeting, it was requested that staff revise the budget to ensure that it is balanced. It was noted that the original budget included a number of items under the Quality Assurance and Communications budget lines. These commitments were scaled back slightly.</p> <p>Nancy noted that the budget supports the three strategic goals approved by Council. She indicated that training will be provided to Council and Committee members through attendance at conferences and other forums; the website will be revamped to ensure that it is user friendly; a refocus on Peer and Practice Assessments to achieve risk reduction; and performance measurement criteria will be developed based on decisions on how patient risk may be reduced and quality of care enhanced.</p> <p>Council also received a Performance Plan for fiscal year 2019-2020, which included areas such as communications, corporate, registration, quality assurance, and professional conduct. Impact, activity highlights, and key deliverables for the fiscal year were included.</p> <p>UPON A MOTION duly made by Chad McCleave and seconded by Michelle Meghie, it was resolved that the Council of Kinesiologists of Ontario approves the budget and operational plan for the new fiscal year 2019-2020, beginning September 1, 2019. Carried.</p> <p>Council was then asked to appoint a College signatory on the College’s bank account. Kalen Johnson was originally appointed College signatory due to Michelle Meghie’s term on Council ending in October. Due to a busy work schedule, Kalen has not been responsive to emails, therefore, the College suggested that a new signatory be appointed.</p>

	<p>UPON A MOTION duly made by Chad McCleave and seconded by Nelson Amaral, it was resolved that Council approve Jennifer Pereira as signatory for the College’s bank account. Carried.</p>
<p>14. Election of Officers</p> <ul style="list-style-type: none"> • Appointment of Elections Officer • Election of Executive Committee 	<p style="text-align: center;">Election of Officers</p> <p>Council members were given the opportunity to complete a form indicating their interest in serving as President, Vice-president or Executive Committee member. Jennifer Pereira presented a resolution to turn the chair of the meeting over to Brenda Kritzer for the election of Officers portion of the meeting.</p> <p>UPON A MOTION duly made by Teresa Bendo and seconded by Michelle Meghie, it was resolved that the Registrar assume the chair for the portion of the meeting relating to election of officers. Carried.</p> <p>Brenda noted that one nomination was received for Jennifer Pereira (professional member) for President. Jennifer’s nomination was supported by Nelson Amaral and Mary Pat Moore.</p> <p>UPON A MOTION duly made by Mary Pat Moore and seconded by Michelle Meghie, it was resolved to close the nominations for President. Carried.</p> <p>One nomination was received for Kalen Johnson (Public Appointee) for Vice President. Kalen’s nomination was supported by Jennifer Pereira and Mary Pat Moore.</p> <p>UPON A MOTION duly made by Derek DeBono and seconded by Nelson Amaral, it was resolved to close the nominations for Vice President. Carried.</p> <p>Brenda noted that two seats were available to Professional Members for members of the Executive Committee. Nominations were received for Ben Matthie and Jennifer Bushell. Jennifer Pereira and Ryan Wight supported Ben’s nomination. Nelson Amaral and Ryan Wight supported Jennifer’s nomination.</p> <p>UPON A MOTION duly made by Derek DeBono and seconded by Victoria Nicholson, it was resolved to close the nominations for Professional Members to the Executive Committee. Carried.</p> <p>One seat was available on the Executive Committee for a publicly appointed member. A nomination was received for Mary Pat Moore, which was supported by Derek DeBono and Lori-Anne Beckford.</p> <p>UPON A MOTION duly made by Leslee Brown and seconded by Katie St. Denis, it was resolved to close the nominations for a publicly appointed</p>

	<p>member to the Executive Committee. Carried.</p> <p>UPON A MOTION duly made by Nelson Amaral and seconded by Mary Pat Moore, it was resolved to return the chairing of the meeting to Jennifer Pereira. Carried.</p> <p>UPON A MOTION duly made by Ryan Wight and seconded by Ben Matthie, it was resolved that Jennifer Pereira be appointed President; Kalen Johnson be appointed Vice-President; Mary Pat Moore, Ben Matthie, and Jennifer Bushell, be appointed as a members of the Executive Committee. Carried.</p>
<p>15. Approval of Committee Membership</p>	<p style="text-align: center;">Approval of Committee Membership</p> <p>Jennifer Pereira noted that the Executive Committee met in early September to consider committee composition for 2019/2020. All Council members were asked for their committee preferences. The College also invited the general membership to submit their interest to sit as non-Council members on committees. A proposed slate for each of the Committees and proposed chairs has been provided to Council. Executive Committee considered Council members’ preferences, applications received from the general membership, the workloads of each committee and geographic factors to form the proposed slate.</p> <p>UPON A MOTION duly made by Nelson Amaral and seconded by Ben Matthie, it was resolved that the Council of the College of Kinesiologists of Ontario appoints the committee members and chairs as per the attached slate developed and recommended by the out-going Executive Committee. Carried.</p>
<p>16. 2019/2020 Communications Plan</p>	<p style="text-align: center;">2019/2020 Communications Plan</p> <p>Ryan Pestana, Communications Manager, presented an overview of the 2019/2020 Communications Plan, which was included in the Council meeting package. The presentation highlighted the role of communications and provided an overview of the three communications priorities for the fiscal year. These include regular and timely communications, a new public website, and a new communications strategy plan.</p>
	<p style="text-align: center;">Review of Action Items</p> <ul style="list-style-type: none"> ▪ Lori-Anne Beckford to be noted as present at the June 24 Council meeting. ▪ The proposed rules concerning treatment of minutes to be revised. “Working” days to be replaced with “business” days. The policy should also be revised to state that when sending revisions to staff, Council members do not reply “all”. ▪ Ryan Pestana to notify non-Council members that they have been appointed.

Closing Comments/Motion for Adjournment

In closing, Jennifer welcomed all new members and wished the very best to those members who may be leaving Council. Jennifer thanked Michelle Meghie for her nine years of service and wished her the best.

It was moved by Nelson Amaral to adjourn the meeting at 4:00pm.

DRAFT