

College of Kinesiologists of Ontario Council Meeting Minutes- Day 1 – Training and Orientation	
Date/Time of Meeting	Monday, September 25, 2017 at 9:05 a.m.
Chair	Mary Pat Moore
Note taker	Ryan Pestana
Present	Ken Alger, Nelson Amaral, Steve Anderson, Marilyn Bartlett, Lori-Anne Beckford (teleconference), Jennifer Bushell, Nicole DiFilippo, Kalen Johnson (teleconference), Chad McCleave, Michelle Meghie, Mary Pat Moore, Stefanie Moser, Jennifer Pereira (teleconference), Graydon Raymer, Michelle Young
Regrets	Samantha Eyles, Elwin Lau, Alexander Stephen
Staff/guests in Attendance	Staff: Brenda Kritzer, Nancy Leris, Lara Thacker, Cara Moroney, Ugie Ifesi, Magdalena Reder, Ryan Pestana
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.
	Training Overview
	<p>President Mary Pat Moore began the meeting by welcoming the newly elected Council members- Nelson Amaral, Jennifer Bushell and Stefanie Moser. They introduced themselves, followed by the rest of Council and staff.</p> <p>Brenda Kritzer, Registrar and CEO, explained that this was an orientation meeting. She explained that new Council members would learn about the College’s mandate, the role of committees, and the due diligence responsibilities of Council members. Brenda noted that training for Council members is ongoing.</p>
	Conflict of Interest
	<p>Cathi Mietkiewicz, an associate at the law firm Steinecke Maciura LeBlanc, joined the meeting to present an overview of conflict of interest. She discussed the differences between conflict of interest and bias and highlighted different types of conflict of interest. Cathi emphasized the importance of declaring potential conflicts and noted that conflicts are bound to arise. She explained that being in a conflict of interest is not necessarily a negative situation; what is problematic is if Council members do not declare a conflict or potential/perceived conflict. A number of scenarios were presented and Council members explored how the sample situations involved conflict of interest.</p>
	Governance Training
	<p>Brenda Kritzer provided an overview of the health professions regulatory system in Ontario. She reviewed various pieces of legislation and explained how they relate to the College’s work. She noted that college councils differ from most other boards of directors because Council’s role is specifically defined in legislation. Brenda highlighted the relationship between the registrar and Council, and the College’s relationship with the Ministry of Health and Long-Term Care. She briefly highlighted legislative changes resulting from the</p>

	<p>passing of Bill 87, the <i>Protecting Patients Act</i>. Council would hear more about Bill 87 on day two of its meeting.</p> <p>Before Council broke for lunch, Mary Pat acknowledged the resignation of Samantha Eyles. She thanked Samantha for her work on Council and the Registration Committee. Mary Pat explained that Samantha had one year left in her term. This meant that her resignation caused a short-term vacancy. In such cases, Council is required to appoint the next eligible member from the last election in Samantha’s district to fill the vacancy. Brenda noted that Walter Ackworth would be the next eligible candidate from the election. However, he is currently a peer assessor and has indicated his interest in remaining in that role at this time. The next eligible candidate is Ryan Wight who has indicated that he is prepared to assume the seat vacated by Samantha Eyles on Council. Council decided that Ryan would be formally appointed on day two.</p> <p>Following lunch, training of Council members continued with presentations concerning governance and challenges faced by Councils of health regulators, due diligence, How meetings are conducted and a high level sketch of Robert’s Rules of Order, used as the format for conducting meetings and making decisions.</p>
	<p style="text-align: center;">Finance Overview</p> <p>Nancy Leris, Director of Operations and Financial Services, provided an overview of Council’s role in financial management. She explained how the College’s budget is developed and how the College projects its revenues, noting various financial terms and what they mean. Nancy explained that Council will receive quarterly reports detailing the College’s revenues and expenditures. An effective Council member will ask questions, consider management’s approach to administration of resources and ensure long term financial stability and accountability.</p>
	<p style="text-align: center;">Portfolio Summaries</p> <p>Council heard presentations from the following portfolio leads:</p> <ul style="list-style-type: none"> • Ugie Ifesi, Registration • Lara Thacker, Quality Assurance • Cara Moroney, Professional Conduct • Ryan Pestana, Communications <p>They presented on the role of their portfolio and current work underway at the College’s various committees.</p>
	<p style="text-align: center;">Other Training</p> <p>Brenda Kritzer provided the mandatory workplace violence and harassment training. She explained meaning of terms, the employer’s role in preventing violence and harassment, and policies the College has in place regarding this topic. She outlined the College’s policy regarding complaints from staff and how such complaints are addressed.</p>
Adjournment	Meeting adjourned at 4:30 p.m.

	College of Kinesiologists of Ontario Council Meeting Minutes Day 2 Business Meeting
Date/time of meeting	Tuesday, September 26, 2017 at 9:00 a.m.
Present	Ken Alger, Steve Anderson (teleconference), Marilyn Bartlett (teleconference), Lori-Anne Beckford, Jennifer Bushell, Nicole DiFilippo, Kalen Johnson (teleconference), Chad McCleave, Michelle Meghie, Mary Pat Moore, Stefanie Moser, Jennifer Pereira (teleconference), Graydon Raymer, Michelle Young
Regrets	Nelson Amaral, Samantha Eyles, Elwin Lau, Alexander Stephen
Staff/guests in Attendance	<p>Staff: Brenda Kritzer, Nancy Leris, Lara Thacker, Cara Moroney, Ugie Ifesi, Magdalena Reder, Ryan Pestana</p> <p>Guests: Stuart Moulton, Ontario Kinesiology Association; Kristina Vlcek, the CG Group</p>
Conflict of Interest	None declared.
Approval of Agenda	UPON A MOTION duly made by Graydon Raymer and seconded by Ken Alger, it was resolved that the agenda be approved as circulated. CARRIED.
Approval of Minutes	UPON A MOTION duly made by Michelle Meghie and seconded by Chad McCleave, it was resolved that the Minutes of June 26-27, 2017 be approved. CARRIED.
	Action Items from the June 26-27, 2017 Meeting
	<ul style="list-style-type: none"> • Staff to identify the operational impact of implementing the draft Specialities Assessment Framework- On-going • Staff to develop a risk analysis of approving/not approving the draft Specialities Assessment Framework- On-going <p>Brenda Kritzer noted that staff would need more time for these two tasks as they required further analysis and planning. For example, the College would need to identify agencies qualified to undertake the accreditation of specialities. The College also needed to respond to the submission from the Ontario Athletic Therapist Association.</p> <ul style="list-style-type: none"> • College to schedule an Executive Committee meeting for July 10 at 7 p.m. for the Registrar's performance review- Completed • College to schedule a Council meeting for July 19 at 7 p.m. to approve a new registration policy- Council to consider this item on September 26, 2017
	Election of Officers and Striking of Committees
	<p>On the first day, Council members were given the opportunity to complete a form indicating their interest in serving as president, vice-president or Executive Committee member.</p> <p>As per the College By-Laws, Council was required to elect the president first, followed by the vice-president, both of whom are members of the Executive Committee, and then the remaining members of the Executive Committee. The Committee must include three Council members who are kinesiologists and two</p>

public members.

Election of officers

Mary Pat presented a motion that would allow the Registrar to chair the portion of the meeting related to the election of officers.

MOTION

Moved by Ken Alger and seconded by Nicole DiFilippo that Brenda Kritzer, Registrar and CEO, chair the portion of the meeting related to the election of officers. **Carried.**

Brenda then presented a motion to appoint Ryan Pestana and Nancy Leris scrutineers.

MOTION

Moved by Lori-Anne Beckford and seconded by Nicole DiFilippo that Ryan Pestana and Nancy Leris be appointed scrutineers. **Carried.**

Brenda reviewed the statements of interest submitted for president. She declared that Mary Pat Moore (public member) was re-elected president by acclamation.

Brenda reviewed the statements of interest submitted for vice-president. The following Council members had put their name forward:

- Ken Alger (public member)
- Michelle Meghie (public member)
- Jennifer Pereira, R.Kin

Each candidate was given two minutes to speak. Ken Alger withdrew his nomination. Ballots were distributed and those on the phone were asked to email their votes to Ryan. Jennifer Pereira was elected vice-president by a majority of Council members voting.

Brenda reviewed the statements of interest received for the position of the remaining public member on the Executive Committee. The following Council members had put their name forward:

- Ken Alger (public member)
- Steve Anderson (public member)

Each candidate was given two minutes to speak. Ballots were distributed and those on the phone were asked to email their votes to Ryan. Steve Anderson was elected as a public member on the Executive Committee by a majority of Council members.

Brenda reviewed the statements of interest submitted for the remaining two positions on Executive Committee to be filled by kinesiologists on Council. She declared that Michelle Young, R.Kin was re-elected by acclamation to the Executive Committee.

Brenda opened the floor for nominations for the remaining seat on Executive Committee to be filled by a Council member who is a kinesiologist. Jennifer Bushell, R.Kin put her name forward. Stefanie Moser and Graydon Raymer supported her nomination. Jennifer Bushell was elected by acclamation to the Executive Committee.

Brenda presented a motion to destroy the ballots.

MOTION

It was moved by Michelle Young and seconded by Ken Alger that the ballots be destroyed. **Carried.**

Brenda presented a motion for the president to re-assume the position of chair.

MOTION

Moved by Graydon Raymer and seconded by Michelle Meghie that the president re-assumes the position of chair. **Carried.**

Mary Pat presented a motion to appoint the new Executive Committee.

MOTION

It was moved by Chad McCleave and seconded by Ken Alger that the following Council members be appointed to the Executive Committee:

- Mary Pat Moore, President
- Jennifer Pereira, Vice-President
- Steve Anderson
- Jennifer Bushell
- Michelle Young

Carried.

Mary Pat presented a motion to appoint Ryan Wight to Council, filling the seat vacated by Samantha Eyles for District 5.

MOTION

Moved by Michelle Young and seconded by Jennifer Bushell that Ryan Wight be appointed to Council for a period of one year as the member from District 5.

Carried.

2017/2018 committee slate

Mary Pat explained that at the last meeting of the previous Executive Committee, they reviewed Council members' committee preferences and the applications received from College members interested in joining committees as members-at-large. They appointed committee members and committee chairs (committee slate attached).

Council members were given a moment to review the document. Due to the resignation of Samantha Eyles, Ken Alger was asked to chair the Registration Committee and Ryan Wight was added to the Registration Committee. Mary Pat presented a motion to approve the proposed 2017/2018 committee slate.

	<p>MOTION It was moved by Nicole DiFilippo and seconded by Michelle Meghie that Council approve the committee slate for 2017/2018. Carried.</p> <p>Brenda noted that Ryan Wight was only on one committee; Council members are required to sit on at least two committees. It was suggested that Ryan be added to the Patient Relations Committee and that Jennifer Pereira be removed from the Patient Relations Committee as she was now Vice-President and Chair of the Quality Assurance Committee. Ken Alger made a motion that was seconded by Stefanie Moser to revise the 2017/2018 committee slate.</p> <p>Mary Pat then presented a motion to revise the 2017/2018 committee slate.</p> <p>MOTION Moved by Nicole DiFilippo and seconded by Jennifer Bushell that Council approve the revised 2017/2018 committee slate, with Ryan Wight added to and Jennifer Pereira removed from the Patient Relations Committee. Carried.</p>
	<p style="text-align: center;">Committee Reports Discussion</p> <p>Prior to the meeting, reports from the Registration, Quality Assurance, Inquiries, Complaints and Reports, and Patient Relations committees were circulated to Council members. The chair opened the floor to questions; none were received.</p> <p>Nancy Leris presented the interim second quarter financial report. Discussion ensued concerning renewals, and the number of members who are late in completing renewal of their registration.</p> <p>MOTION Moved by Michelle Meghie and seconded by Michelle Young that Council accept the presented second quarter financial and Business Plan updates. Carried.</p>
	<p style="text-align: center;">Registrar’s Report</p> <p>Collaboration and Cooperation Working Group</p> <p>Brenda reported that she had invited 10 small colleges (those with a membership of less than 3500) to a meeting to discuss ways that they could become more efficient and effective together. The colleges responded enthusiastically and the first facilitated meeting was held on August 23rd. She noted that the group had discussed a number of ways in which collaboration might achieve efficiencies and that there are many opportunities to work collaboratively both on current deliverables and also on larger program –related opportunities including in the Quality Assurance area. At the next meeting, the group is expected to identify governing principles for collaborative work. It was noted that not all projects identified by the group will be of value to all colleges and some others may involve collaboration with additional colleges.</p> <p>Federation of Health Regulatory Colleges (FHRCO)</p> <p>Brenda explained that all health professions regulators are members of FHRCO and that the registrars make up the board of directors. FHRCO provides a forum for sharing information, and for working together on such important matters as</p>

	<p>development of resources for regulators, providing training, and representing the views/position of the health professions regulators on matters before the courts, coordinating responses to government consultations, etc.</p>
	<p style="text-align: center;">New Registration Policy</p> <p>Ugie Ifesi, Manager of Registration Services, presented a new policy that would provide an exemption to the requirement that applicants register within one year of completing the entry-to-practice exam. The policy would allow the Registration Committee to consider competency when exempting an applicant from the one year provision. The proposed policy is modelled on the current Inactive Class policy. If an applicant registers within two years of writing the exam, they will be deemed to still possess the necessary knowledge, skill and judgement to practise competently. If an applicant proposes to complete registration more than two years after writing the exam, they will be referred to the Registration Committee. The Committee will then decide if the applicant has the necessary knowledge, skill and judgement to practise competently, or if they require further training.</p> <p>Some Council members asked if applicants could just enter the Inactive Class directly or if the conditions to go Inactive could be expanded. It was noted that the College’s Registration Regulation requires applicants to first register in the General Class before going Inactive. The College provides a pro-rated refund to members admitted to the Inactive Class.</p> <p>MOTION Moved by Nicole DiFilippo and seconded by Michelle Young that Council approve the <i>Expiration of 1-year Period for Registration Following Notification of Eligibility Policy</i> and that it is posted immediately on the College’s website. Carried.</p>
	<p style="text-align: center;">Briefing on Bill 87 and Proposed By-Law Changes</p> <p>Cara Moroney, Director of Professional Conduct, presented on Bill 87, <i>the Protecting Patients Act</i>. The Bill gives colleges more power to deal with the sexual abuse of patients/clients by healthcare practitioners. Among the changes:</p> <ul style="list-style-type: none"> • Touching of a sexual nature of a patient’s/client’s genitals, anus, breasts or buttocks will now result in mandatory revocation of a certificate of registration; • For findings of sexual abuse that do not result in revocation, the minimum penalty must include a suspension; • The ICRC can now order an interim suspension of a practitioner when it receives a complaint or appoints an investigator when it believes that there is risk to the public in not suspending the member; • The ICRC and Discipline Committee can no longer impose gender-based restrictions (e.g. a male practitioner can only practise on male patients/clients); • The fines for failing to report sexual abuse have increased to \$50,000 for individuals and to \$200,000 for corporations. <p>The government also added a provision (not yet in force) that would define “patient” in relation to sexual abuse to include former patients who ceased</p>

	<p>seeking treatment from a practitioner within one year of the date of the occurrence. Even though this change is not yet in force, Cara noted that the College is already communicating this change to kinesiologists.</p> <p>Cara explained that the College’s By-Laws require updating to ensure consistency with Bill 87 provisions. The College is presenting a series of changes to By-Law 21- The Public Register, and is asking that Council approve these changes to be published for feedback.</p> <p>MOTION Moved by Lori-Anne Beckford and seconded by Ken Alger that Council approve for circulation for a period of 60 days the proposed changes to By-Law 21- The Register. Carried.</p>
	<p style="text-align: center;">Revisions to Practice Standards and Guidelines</p> <p>Cara Moroney explained that the College is proposing a series of changes to some of the practice standards and guidelines as a result of the passing of Bill 87. The following changes are proposed:</p> <ul style="list-style-type: none"> • Change the term “therapeutic-client relationship” to “professional relationships” in the <i>Practice Standard - Professional Boundaries</i> to better reflect the varied nature of kinesiology practice. • Other changes were made to respond to common questions by kinesiologists and insights gathered from a focus group helping to develop content for a sexual abuse prevention e-learning module. • Re-name the <i>Practice Guideline - The Therapeutic-Client Relationship and the Prevention of Sexual Abuse</i> to the <i>Practice Guideline- Professional Boundaries and the Prevention of Sexual Abuse</i>. Other changes to this guideline include defining “touching of a clinical nature” and updating the types of sexual touching that lead to mandatory revocation of a licence to practise. • Eliminate the <i>Practice Standard- Sexual Abuse</i> because it addresses College processes, i.e. how the College would deal with matters of sexual abuse, Practice standards are directed at members. The named standard that is to be eliminated does not describe standards of professional conduct and the prevention of sexual abuse. <p>MOTION Moved by Michelle Meghie and seconded by Nicole DiFilippo that Council approve the changes to the <i>Practice Standard- Professional Boundaries</i> and that the document be posted to the website immediately. Carried.</p> <p>MOTION Moved by Jennifer Bushell and seconded by Ken Alger that Council approve the changes to the <i>Practice Guideline- The Therapeutic Client Relationship and the Prevention of Sexual Abuse</i>, and that it be re-named the <i>Practice Guideline- Professional Boundaries and the Prevention of Sexual Abuse</i>. Carried.</p> <p>MOTION Moved by Stefanie Moser and seconded by Michelle Young that Council</p>

	approve the elimination of the <i>Practice Standard- Sexual Abuse</i> . Carried.
	Action Items
	<ul style="list-style-type: none"> • College to inform Ryan Wight of his appointment to Council and provide him with an orientation manual. • College to inform newly appointed members-at-large of their appointment to committees and thank those who were not appointed.
Adjournment	Meeting adjourned at 2:20 p.m.