

March Council Meeting Minutes

Date/Time of Meeting:	Monday, March 25, 2023, 10:00 a.m.
Council present:	Benjamin Matthie, Victoria Nicholson, Corby Anderson, Teresa Bendo, Matthew Daher, Susan Garfat, Chad McCleave, Pheing Ngo, Jennifer Pereira, Jotvinder Sodhi, Jana Smith (had to leave early), Leanne Smith, Heather Westaway, Ryan Wight, Jennifer Yee
Regrets:	Sara Gottlieb, Alyssa King
Staff members:	Nancy Leris, Fiona Teape, Mora Olubobokun, Brian Fehst, Magdalena Reder, Cecilia Li, Samuel Hanna, Colleen Foster, Ethan Foerster
Guest presenters:	Natasha Parfyonova, Meazure Learning
Guests/observers:	Tiffany Mak, Ministry of Health Stuart Moulton, Ontario Kinesiology Association (OKA) Nancy Coldham, Athletic Therapy Ontario (ATON)

Let it be noted that Council held an in-camera session from 8:30 am – 10:00 am.

1. Call to order, roll call, welcome

Benjamin Matthie, Chair and Council President, called the meeting to order at 10:15 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 Tiffany Mak from the Ministry of Health, Stuart Moulton from the Ontario Kinesiology Association and Nancy Coldham from Athletic Therapy Ontario.

The Chair also introduced the newest public member of Council, Jennifer Yee, and the newest member of CKO staff, Ethan Foerster, Professional Conduct Coordinator, and asked them to share some information about themselves.

3. Conflict of Interest Declarations

The Chair asked the Registrar whether any Council members wished to declare a Conflict of Interest. The Registrar confirmed that there were no declarations.

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

4. Approval of Agenda

UPON A MOTION duly made by Heather Westaway and seconded by Leanne Smith, it was resolved that the agenda be approved. Carried.

5. Approval of Minutes from the December 2023 Council Meeting

UPON A MOTION duly made by Victoria Nicholson and seconded by Corby Anderson, it was resolved that the minutes of the December 4, 2023 Council Meeting be approved. Carried.

6. Action Items from the September 2023 Meeting

Nancy Leris notified Council that the first action item would be addressed in a later presentation and invited Fiona Teape to share information regarding the emergency class action item. Fiona informed Council that several Health Regulatory Colleges have recently agreed to work together to develop a supervision policy to support the emergency class. The work has currently been paused due to other priorities.

7. Registrar's Report

Nancy Leris, Registrar/CEO, presented the Registrar's Report.

Office relocation plan – With the College's current lease at 160 Bloor St E set to expire this June, the College has been exploring office sharing and individual space. The College has determined that procuring its own office space is the most cost-effective option for the College's needs and operational vision. The College has identified a preferred new office location and has developed a transition plan.

Internal Control Testing Audit – An internal control testing audit was recommended by the Finance and Planning Committee, with the purpose of the audit being to review the control environment and control activities within the College. The project commenced in January 2024, with the final report to be released in June 2024.

Staff Leadership Training – The College aims to build leadership competency and capacity in core and critical areas by providing leadership training opportunities to the senior management team. In partnership with the College of Massage Therapists of Ontario, a series of leadership modules will be delivered to staff by an HR consulting firm from April to July 2024.

CKO Human Resource Update – Nancy outlined some Human Resource changes at the College;

- Arifa Gafur, Professional Conduct Coordinator, reached the end of her one-year contract in March 2024. As of March 2024, Ethan Foerster has joined the College as Professional Conduct Coordinator.
- The Senior Communications Officer, Cecilia Li, will be transitioning to maternity leave in May 2024.
- Samuel Hanna, Practice Coordinator, provided interim support to the Professional Conduct portfolio and will support the Communications portfolio beginning in May 2024.

System Partnership – A meeting with the Ontario Kinesiology Association took place on February 20, 2024 with the next meeting likely taking place in April. The College will also be exploring meetings with other relevant professional associations, such as ATON and the Canadian Society of Exercise Physiologists (CSEP).

Update on ATON Letter – ATON has sent a letter to the Minister of Tourism, Culture and Sport and copied CKO regarding a past proposal submitted to CKO for the creation of a specialty class within kinesiology. The content of the letter did not align with the rationale for the College’s decision to not create a specialty class for Athletic Therapists within the College. The Registrar has been working with the Council President on a response letter providing further clarification regarding the decision. The College asks for Council’s approval to send the letter to the Ministry.

*UPON A MOTION duly made by Teresa Bendo and seconded by Pheing Ngo, it was resolved that the letter be sent to the Minister of Tourism, Culture and Sport. **Carried.***

A Letter to FSRA – OKA is currently proposing a legislative amendment to allow kinesiologists to sign Part 4 of the OCF-18: Treatment and Assessment Plan Form for the purposes of certifying an auto accidents benefits treatment program. The College concluded that such an amendment will not permit, authorize or require a kinesiologist to perform any actions outside the scope of practice. As such, the College has forwarded a letter to the FSRA providing information on the scope of practice so an informed decision can be made.

Health Profession Regulators of Ontario (HPRO) Collaboration – HPRO has started working with a government relations firm to support all health Colleges in 2024. This work will seek to reposition HPRO as a trusted partner of the Ontario government. To gather insight and collaborate more effectively, HPRO has sent a survey to all Colleges regarding current relationships with the Ministry of Health.

College Performance Measurement Framework (CPMF) – The draft 2023 CPMF has been completed and was included in the Council package for review and Council’s approval for submission to the Ministry of Health.

EDI-B Update – The College has been an active member of several working groups, including: CLEAR (Council on Licensure, Enforcement and Regulation) DEI Committee and



the HPRO EDI-B working group. EDI-B is also included as part of consideration and evaluation for the College's Website Redesign Project.

2023 University Liaison Committee Meeting – The University Liaisons Committee met in December 2023; 15 Universities and Colleges attended, along with 4 professional associations attending as guests.

2024 Council Election – The 2024 Council Election will run from July 9th to 16th. A detailed workplan has been developed. There will be two vacancies in Electoral District 4 and one vacancy in Electoral District 5.

Spring Entry-to-Practice Exam – The spring entry-to-practice examination is scheduled to take place online on April 17, 2024. The College will hold a webinar during the last week of March. 215 applicants are currently registered, with 13 having requested special accommodations and one request to write the exam in French.

Kinesiologist Core Competency Review – The College's Steering Committee for the Review of the Kinesiologist Core Competency Profile met on January 22, 2024 to consider the results of the membership validation survey and finalize draft Competencies. On February 6, 2024, a separate working group met to consider updates to the Exam Blueprint. Both documents will be presented later in the Council meeting for final approval.

Strategic Planning – Since the last Council meeting in December 2023, the Steering Committee met on January 19th to interview each of the shortlisted vendors. JD & Associates were selected and the contract has been signed in early March 2024. A kick-off meeting with the Steering Committee will take place in April. A two-day strategic planning workshop is scheduled to take place in June or July.

HPRO's letter to The Office of the Fairness Commissioner (OFC) – Recently, OFC updated its Risk Informed Compliance Framework (RICF) to what they felt better aligns with the regulatory landscape. Concerns were raised about some new risk factors being out of the Colleges' sole control, such as third-party service providers, addressing labour market shortages and contributing to health human resource planning. Collectively supported by the 26 health Colleges, HPRO drafted a letter to the OFC, expressing the concerns on behalf of all Colleges.

OFC RICF & CKO Rating – The risk level for each College was determined based on the OFC's review of each regulator's historical performance, the steps taken to implement any outstanding recommendations, and how the regulator has addressed each of the OFC's forward-looking risk factors. CKO's previous risk rating in April 2022 was "low risk" and in February 2024, the OFC confirmed that CKO will be placed in the low-risk category for the period April 1, 2024 to March 31, 2026.

8. President's Report

Benjamin Matthie, Chair and Council President shared the President's report. Benjamin noted that he has reviewed the College's mandate to protect the public, and acknowledged



the importance of connecting with the College's system partners and Council members' continuing commitment and diligence in maintaining such mandate.

9. Revised Budget - 2023-2024

Mora Olubobokun, Director of Operations and Financial Services, provided a presentation, explaining proposed changes to the 2023-2024 budget. Due to the College's lease expiring at the end of June 2024, the College is proposing a reallocation fund of \$100,000 from the following:

- Quality Assurance – \$34,000,
- Rent and Facilities - \$42,000, and
- Salaries and Benefits - \$24,000).

The fund will address the financial requirements of the move while ensuring minimal impact on the College's operational effectiveness during the transition.

UPON A MOTION duly made by Pheing Ngo, and seconded by Susan Garfat, it was resolved that Council approves the revised budget for the current fiscal year 2023-2024. Carried.

10. Practice Guideline – Patient/Client Centred Care

Brian Fehst, Manager, Professional Practice, presented a draft Practice Guideline on Patient/Client-Centred Care. The purpose of the draft Practice Guideline is to define patient/client-centred care within the practice of Kinesiology and to provide a resource regarding how patient/client-centred care may be applied in kinesiology practice.

UPON A MOTION duly made by Matthew Daher, and seconded by Heather Westaway, it was resolved that Council approves the Practice Guideline – Patient/Client-Centred Care for public consultation. Carried.

11. Risk Management Plan - Update

Nancy Leris, Registrar and CEO, provided an update regarding the Risk Management Plan. Council noted the risk to IT is an ongoing concern and enquired about preventative measures that the College is taking to protect itself. Nancy informed Council that the College is continuing to work with third party service providers and has received assurance regarding the College's IT services. She also noted that the College works with third party companies located in Canada as well as the United States. Council expressed their appreciation of the historical data included in the presentation.

UPON A MOTION duly made by Matthew Daher, and seconded by Heather Westaway, it was resolved that Council approves the revised Risk Management Plan for 2023/2024. Carried.

13. Amendment to Language Proficiency Policy

Matthew Daher proposed amending the agenda to include the Amendment to Language Proficiency Policy (agenda item 13) forward. Council accepted the amendment to the agenda.

Fiona Teape, the Director of Registration, presented proposed amendments to the Language Proficiency Policy. On February 12th, 2024, the Office of the Fairness Commissioner (OFC) notified regulatory health colleges that the Immigration, Refugees and Citizenship Canada (IRCC) now accepts the Pearson Test of English (PTE). To determine the minimum required level of proficiency, the College has referenced the Language Test Equivalency Charts published by the Government of Canada. Based on this approach, the Language Proficiency Policy has been updated to include the PTE and scoring that is relative to the scoring of other language proficiency exams acceptable under the policy.

UPON A MOTION duly made by Matthew Daher and seconded by Teresa Bendo, it was resolved that the Council of the College of Kinesiologists of Ontario approves the revised Language Proficiency Policy. Carried.

12. Approval of Updated Core Competencies Profile and Exam Blueprint

Fiona Teape, the Director of Registration, and Natasha Parfyonova, Manager, Psychometric Services from Measure Learning, provided an update on the Core Competencies Profile and Exam Blueprint, explaining the rationale of each updated competency and providing a comparison to the previous competencies.

Council raised some concerns around the updated competency 3.3 – “Apply knowledge of biopsychosocial strategies in communication, counselling, interviewing, and lifestyle management.”

Fiona provided the background to the change, which concerns encroaching on other College’s scope of practice. Council discussed the competency and expressed their main concern – as this document will become the competency list for entry-to-practise kinesiologists, and they may not be familiar with the term “biopsychosocial”. After some discussion, Council decided that the wording of ‘behaviour change’ is used in many regulatory colleges and does not necessarily encroach on any specific college’s scope of practice. Pheing put forward a friendly amendment to the wording of competency 3.3 from “biopsychosocial strategies” to “behavioural modification strategies”.

UPON A MOTION duly made by Matthew Daher and seconded by Teresa Bendo, it was resolved that the Council of the College of Kinesiologists of Ontario approves the updated Kinesiology Core Competency Profile and Exam Blueprint with modification to competency 3.3 to read ‘behavioural modification strategies’ rather than ‘biopsychosocial strategies’. Carried.

14. College Performance Measurement Framework (CPMF)

Brian Fehst, Manager, Professional Practice, presented the third annual CPMF submission to the Ministry of Health, providing updates on the College’s performance and improvement plans in seven different Domains.

UPON A MOTION duly made by Teresa Bendo and seconded by Leanne Smith, it was resolved that Council approve the draft CPMF for submission to the Ministry and posting to the College website on or before March 31, 2024. Carried.

15. Website Redesign Project: Approval of Vendor

Cecilia Li, Senior Communications Officer, presented a high-level overview of the College's Website Redesign Project and the selection of the vendor. She explained the evaluation process the College used to select the vendor and provided the reasoning for the selected vendor.

UPON A MOTION duly made by Heather Westaway and seconded by Jennifer Yee, it was resolved that Council approves the selected vendor for the website redesign project. Carried.

16. Amendment to Committee Slate

Brian Fehst, Manager, Professional Practice, presented the appointments to the Examination and Item Writing Committee, appointments to Committees of Jennifer Yee, a newly appointed Public Council member, and proposed reappointments to the Governance & Nominations Committee.

UPON A MOTION duly made by Corby Anderson and seconded by Teresa Bendo, it was resolved that the Council of the College of Kinesiologists of Ontario approves the proposed appointments and re-appointments to the College's committee slate. Carried.

17. Communications Update

Cecilia Li, Senior Communications Officer, presented an update on the Communications program at the College.

University Presentations – In Fall 2023, the College delivered presentations to nine universities, with six more presentations taking place between January to March 2024. Some universities requested more than one presentation to accommodate their students' and curriculum's needs.

University Presentation Measurements – In January 2024, the College started rolling out a feedback survey to participants to help better understand the student's needs and interests, and to enhance the quality of future presentations. The Communications and Registration Departments have also been working together to understand the correlation between the presentations and exam applications.

2022/2023 Annual Report Engagement Rate (Action item 1) – The 2022/2023 Annual Report was posted online and submitted to the Ministry of Health on December 13th, 2023. It was subsequently shared in the newsletter and shared across the College's social channels. From December 13th to March 21 2024, the Annual Report was clicked on 470 times across all sources. From December 22, 2023 to March 21, 2024, 798 impressions



were received across all channels. Moving forward, the College plans on collaborating with system partners and conducting environmental scans to learn about the Annual Report engagement rate of similarly-sized College and how that compares to CKO's data. More updates will provide to Council as more information becomes available.

18. Committee Reports

Reports were provided in the Council package, highlighting committee meetings, activities, changes and discussions that took place since the December Council meeting. The Q2 financial report and dashboard were also included.

Chad McCleave, Chair of the Planning and Finance Committee, provided an update on the activities at the end of Q2. The amendments to the Risk Management plan were reviewed and a motion was called to recommend the proposed amendments to Council for approval earlier in the meeting. The committee also reviewed the business case for the office relocation, which was recommended to Council for approval and had been presented to Council during the in-camera session of the meeting.

The Q2 revenue is lower than expected in some categories, such as Jurisprudence, Application and Exams, due to fewer-than-expected new registrants and examination candidates in Q2. The College also had some higher than anticipated revenue in some registration categories, such as change in status, inactive applications, late renewals and reinstatement fees.

A new dashboard report was reviewed and recommended to Council by the Planning and Finance Committee. The report provided a high-level overview of the operational plan and status for the year.

Investments

Reinvestment options were provided for the interest payments from two out of the five GICs that the College has. Planning and Finance Committee reviewed the options and proposed that the interest payments be reinvested into a one-year GIC.

Financial Year 2023/2024 Budget Revisions

Due to the College's lease expiring at the end of June and the need to relocate to a new office, expenditures have been reallocated to facilitate the relocation. The revised budget was recommended to Council for approval.

Jennifer Pereira, Chair of the Steering Committee, Strategic Planning, presented an update on the upcoming strategic planning workshop. The Steering Committee met on January 19, 2024 to interview the shortlisted vendors to determine who would be the most suitable firm to lead the workshop. After deliberation, the Steering Committee selected JD & Associates and made a recommendation to Council for approval.

UPON A MOTION duly made by Susan Garfat and seconded by Matthew Daher, it was resolved that Council approves JD & Associates to lead the College's upcoming strategic planning workshop. Carried.

15. Review of Action Items

- Ongoing – Registration working on a policy for kinesiologists who accept delegation of duties from supervisors while holding an Emergency Class Certificate of Registration.
- Ongoing – Continuing to monitor engagement rate of the College's Annual Report. To support this, the College will be conducting an enviro scan of other Colleges that are part of Health Professions Regulators of Ontario (HPRO) to determine a benchmark for engagement rate of annual reports and reporting back to Council.

Termination

*UPON A MOTION duly made by Chad McCleave, seconded by Pheing Ngo, the Council meeting of March 2024 was terminated at 2:58 pm. **Carried.***