

June Council Meeting Minutes

Date/Time of Meeting:	Monday, June 24, 2024, 10:00 a.m.
Council present:	Benjamin Matthie, Victoria Nicholson, Corby Anderson, Teresa Bendo, Matthew Daher, Susan Garfat, Sara Gottlieb, Chad McCleave, Pheing Ngo, Jennifer Pereira, Jotvinder Sodhi, Alyssa Sookram, Jana Smith, Leanne Smith, Heather Westaway, Ryan Wight, Jennifer Yee
Regrets:	None
Staff members:	Nancy Leris, Fiona Teape, Brian Fehst, Magdalena Reder, Samuel Hanna, Colleen Foster, Ethan Foerster
Guest presenters:	Erica Richler (Steinecke, Macuira Leblanc)
Guests/observers:	Tiffany Mak, Ministry of Health

Let it be noted that Council held an in-camera session from 9:00 am – 10:00 am.

1. Call to order, roll call, welcome

Benjamin Matthie, Chair and Council President, called the meeting to order at 10:02 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.

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 Susan Garfat, it was resolved that the agenda be approved. Carried.

5. Approval of Minutes from the March 2024 Council Meeting

UPON A MOTION duly made by Teresa Bendo and seconded by Jennifer Yee, it was resolved that the minutes of the March 25, 2024 Council Meeting be approved. Carried.

6. Action Items from the March 2024 Meeting

Nancy Leris notified Council that the work is ongoing for both the action item on annual report measurement and engagement and the action item on emergency class policies.

7. Governance Training

Erica Richler, Co-Managing Partner of Steinecke Macuira Leblanc, provided training on Governance.

- Presentation was an orientation to Governance concepts; ensuring that Council stays up to date, providing a refresher of what good governance looks like and providing examples of risks associated with governance issues and operating outside of mandate.
- The presentation noted that the primary aim of governance at the College is to manage the risk of harm to the public, with the secondary aim of managing the risk of harm to the organization.
- The presentation reviewed the objectives of governance within the College; to regulate the profession, to govern members in accordance with legislation, setting entry-to-practice standards, maintaining those standards, collaborating with other Colleges, writing and ensuring Kinesiologists abide by Code of Ethics, enhancing relations between the CKO and system partners (including the public), and addressing changes within the practice environment.

8. Registrar's Report

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

- **Strategic Planning** – The strategic planning contract was awarded in March, following vendor selection by the Steering Committee. The strategic planning exercise was launched with an orientation session for the Steering Committee. The consultant submitted a project workplan, presented it to the steering committee alongside the agenda and materials for a strategic planning retreat.
- **2024 Council Election** – This year's Council elections will be held for Districts 4 and 5, on July 9 to July 16, 2024. There are two open seats in electoral district 4 and one open seat in electoral district 5. The Governance and Nominations Committee met on June 7, 2024 to review the submitted nominations.

- **Spring Entry-to-Practice Exam** – The College’s Spring 2024 online entry-to-practice exam was held on April 17, 2024. Applicants for the exam were invited to attend a webinar which was also uploaded to the College’s YouTube channel on March 28, 2024. 196 applicants completed the online exam, 15 candidates received special accommodations, 23 applicants received deferrals to a later date, and 3 withdrew from the exam. The next exam will be held on September 24, 2024.
- **Internal Control Testing Audit** – At the request of the Planning and Finance committee, the College engaged its auditors to conduct an internal controls audit. Next steps will include a review of preliminary findings with College staff, a draft report to be reviewed by College management by the end of June 2024, with the final report being presented to the Planning and Finance committee in August 2024.
- **System Partnership** – On June 3rd, the Registrar attended the Health Profession Regulators of Ontario (HPRO) Annual General Meeting. The HPRO nominations committee facilitated a call for nominations for HPRO Officers, and the Registrar of the CKO was appointed as a member of HPRO’s Nomination Committee. In order to improve stakeholder collaboration as required by the CPMF, the CKO engaged in discussions with representatives from the Professional Associations, including Ontario Kinesiology Association (OKA), Athletic Therapy Ontario (ATON), Canadian Society of Exercise Physiologists. Kinesiology Prince Edward Island approached the CKO to advise us that they will be seeking regulation of Kinesiology in PEI. CKO also met with the Canadian Institute for Health Information (CIHI) to discuss the inclusion of kinesiology in their data tracking. The Registrar also held group meetings with the Registrars of other Rehabilitation Health Colleges to explore potential areas of collaboration. The registrar also met with a representative of the Health Professions Discipline Tribunal (HPDTP) which is a collaborative effort among four Ontario health colleges which aims to modernize and improve adjudicative practices in discipline hearings.
- **IT & Cybersecurity** – The CKO is transitioning from an on-premise server to Microsoft Sharepoint, scheduled for completion by the end of June 2024. The CKO has also invested in phishing software as part of its cybersecurity monitoring initiatives and initiated a project to uphold Payment Card Industry (PCI) compliance.
- **Website Redesign Update** – College staff met with the vendor in April to discuss the first phase of the project; Assessment & Information Architecture. The next stage of the project is Conceptual & User-Interface Design which began in May and completed in June. The building and development of the site will take place from mid-June to early-September 2024. The project is anticipated to be completed by October 31, 2024.
- **Council Support** – The Registrar held multiple meetings with the President and Vice President and engaged several vendors to participate in the review of the Registrar’s performance policies and tools. This work was supported with an environmental scan of the HPRO Colleges to identify best practices and vendors attended the Executive Committee meeting to present their proposal.
- **Staff Activities** – The CKO and CMTO have initiated a joint training program with the consulting firm Enliven HR. A total of four training sessions will be delivered jointly to the team of both Colleges. Staff performance reviews were finalized during the quarter and a review of staff health benefits was undertaken for renewal.

- **Office Relocation** – Currently, College staff are fully remote until our move to the new office space in August. We have signed a lease with the new landlord. Two decisions were presented for Council’s consideration.
 - For Council to approve the revised budget for the College’s office relocation and the reallocation of \$25,000 from the Unused Salaries/Benefits budget to relocation fees; and
 - For Council to approve the reallocation of \$25,000 from the Education Equivalency Framework Review project to the Database Security Update and Upgrade.

*UPON A MOTION duly made by Teresa Bendo, and seconded by Alyssa Sookram, it was resolved that Council approves the revised budget for the College’s office relocation and the reallocation of \$25,000 from the Unused Salaries/Benefits budget to relocation fees. **Carried.***

*UPON A MOTION duly made by Corby Anderson, and seconded by Jennifer Yee, it was resolved that Council approves the reallocation of \$25,000 from the Education Equivalency Framework Review project to the Database Security Update and Upgrade. **Carried.***

9. President’s Report

Benjamin Matthie, Chair and Council President shared the President’s report. Benjamin expressed his thanks to Jennifer Pereira for her nine years of service on Council, as her term is up in September 2024.

10. Draft Operational Plan

Nancy Leris, Registrar and CEO, provided a presentation, explaining the Draft Operational plan for 2024-2025 and changes to the 2024-2025 budget. She provided a high-level summary of the activities and deliverables for the new fiscal year for the CKO’s portfolios; Communications, Corporate, Registration, Professional Practice and Professional Conduct, which will be reported to Council through key performance indicators assigned to each portfolio.

11. Draft Budget - 2024-2025

Nancy provided a historical overview of the CKO’s performance over the past five years and the projected revenue over the next four years. She also provided a summary of the ongoing and new initiatives in the budget and asked Council to approve the budget for the fiscal year 2024/2025, recognizing that the budget remains subject to adjustment following Council’s approval of the Strategic Plan in the Fall.

*UPON A MOTION duly made by Victoria Nicholson, and seconded by Susan Garfat, it was resolved that Council approves the revised budget for the new fiscal year 2024-2025, beginning September 1st, 2024. **Carried.***

12. 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 Q3 financial report and dashboard were also included.

13. Draft Council Effectiveness Review Framework (CERF)

Brian Fehst, Manager, Professional Practice, presented the draft Council Effectiveness Review Framework. The CKO had engaged a third-party consultant to conduct a CERF assessment of Council effectiveness in 2023, which was presented to Council in September of 2023. The CERF went through revisions, with the current version being reviewed by the Governance and Nominations Committee on June 7, 2024.

UPON A MOTION duly made by Chad McCleave, and seconded by Leanne Smith, it was resolved that Council of the College of Kinesiologists of Ontario adopts the amended Council Effectiveness Review Framework as the framework for formal evaluation of Council and committee performance. Carried.

14. Draft Risk Management Plan Review

Brian Fehst, Manager, Professional Practice, provided a quarterly update to the Risk Management Plan – 2023/2024. He presented the dashboard and provided detail on the changes to the identified risk priorities.

UPON A MOTION duly made by Susan Garfat, and seconded by Jennifer Yee, it was resolved that Council approves the revised Risk Management Plan for 2023/2024. Carried.

15. Approval of Committee Slate

Samuel Hanna, Communications Officer, provided an overview of the amendment to the Committee slate. The only change is that Victoria Nicholson has been elected through acclamation as the Chair of the Governance and Nominations Committee for one year.

UPON A MOTION duly made by Heather Westaway and seconded by Ryan Wight, it was resolved that the Council of the College of Kinesiologists of Ontario approves the election of Victoria Nicholson as Chair of the Governance & Nominations Committee for one year. Carried.

16. 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 environmental 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 June 2024 was terminated at 1:40 pm. **Carried.***