

College of Kinesiologists of Ontario Council Meeting Minutes	
<b>Date/time of meeting</b>	Monday, December 2, 2019 at 10:30 a.m.
<b>Chair</b>	Jennifer Pereira
<b>Note Taker</b>	Vivian Fragale
<b>1. Present</b>	Teresa Bendo, Leslee Brown, Jennifer Bushell, Elwin Lau, Ben Matthie, Mary Pat Moore, Jennifer Pereira, Ryan Wight
<b>Teleconference</b>	Nelson Amaral, Derek DeBono, Graydon Raymer, Katie St. Denis
<b>Regrets</b>	Ken Alger, Chad McCleave, Stefanie Moser, Victoria Nicholson, Sandra Weeks
<b>Staff/guests in Attendance</b>	<p><b>Staff:</b> Nancy Leris, Vivian Fragale, Eric Bruce (attended afternoon session), Lara Thacker, Ryan Pestana, Magda Reder</p> <p><b>Guests:</b> Rebecca Durcan, College's legal counsel (present for agenda item #7); Conny Glenn, R.Kin; Talia Rubin, Auditor, Crowe Soberman LLP (present for agenda item #10); Thomas Custers, MOHLTC (present for agenda item #13)</p>
<b>2. Reappointments</b>	Jennifer Pereira noted that Mary Pat Moore and Ken Alger were re-appointed earlier this fall. Lori-Anne Beckford and Kalen Johnson were not re-appointed. Staff have sent them thank you notes and a token of appreciation for their years of service.
<b>3. Conflict of Interest Declarations</b>	Jennifer Pereira asked if any Council members present wished to declare a conflict of interest. There were no declarations.
<b>Constitution of the Meeting</b>	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.
<b>4. Approval of Agenda</b>	UPON A MOTION duly made by Jennifer Bushell and seconded by Nelson Amaral, it was resolved that the agenda as distributed be approved. Carried.

<p><b>5. Approval of Minutes:</b></p> <p><b>September 16, 2019</b></p>	<p>UPON A MOTION duly made by Derek DeBono and seconded by Teresa Bendo, it was resolved that the September 16, 2019 minutes be approved as presented. Carried.</p>
<p><b>6. Action Items arising from Previous meetings</b></p>	<ul style="list-style-type: none"> <li>▪ Lori-Anne Beckford to be noted as present at the June 24 Council meeting. <b>COMPLETED</b></li> <li>▪ 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”. <b>COMPLETED</b></li> <li>▪ Ryan Pestana to notify non-Council members that they were appointed. <b>COMPLETED</b></li> </ul>
<p><b>7. Training</b></p>	<p>Rebecca Durcan, from the firm Steinecke Maciura LeBlanc and the College’s legal counsel, attended to provide training to Council on their roles and fiduciary duties. She discussed Council’s duties around maintaining confidentiality, declaring conflict of interest and decision-making in the public interest. Rebecca also highlighted Harry Cayton’s 2018 report examining the College of Dental Surgeons of British Columbia.</p>
<p><b>8. By-Laws</b></p>	<p>Jennifer Pereira reviewed the College By-Laws and the areas around confidentiality and conflict of interest. Council and staff were asked to sign the confidentiality form and the declaration of conflict of interest.</p>
<p><b>9. Committee Reports</b></p>	<p>Reports were provided in the Council package for the Inquiries, Complaints and Reports, Quality Assurance, Registration, Discipline, and Patient Relations committees. These highlighted committee meetings, activities, changes and discussions that took place since the September Council meeting. A first quarter financial report and Dashboard were also included.</p> <p>General clarifying questions about the reports were answered by the staff support person.</p>
<p><b>10. Draft Audit Financial Statements</b></p>	<p>Talia Rubin provided an overview of the draft audited financial statements for the 2018/2019 fiscal year. She noted that a clean opinion was issued.</p> <p>She proceeded to provide a high level overview of the Auditor’s Report, Statement of Financial Position, Statement of Changes in Net Assets, and the Statement of Operations.</p> <p>Talia also informed Council that significant estimates were contained in the hearing costs for discipline cases, but actual results could differ from those estimates.</p> <p>She also provided a brief review of the notes to the financial statements</p>

	<p>and responded to questions posed by Committee members.</p> <p>It was noted that, due to outstanding matters, Council could not approve the draft audited financial statements.</p>
<p><b>11. Draft Annual Report</b></p>	<p>Communications Manager, Ryan Pestana, presented the draft Annual Report for the fiscal year ending August 2019. The College is required by law to submit an Annual Report to the Ministry of Health and Long-Term Care and to post it on the College’s website. Ryan responded to general questions posed by Committee members.</p> <p>UPON A MOTION duly made by Jennifer Bushell and seconded by Ryan Wight, it was resolved that the Council of the College of Kinesiologists of Ontario accept and approve for circulation the draft annual report for 2018-2019. Carried.</p>
<p><b>12. President’s Report</b></p>	<p>Jennifer Pereira noted that the CKO-Universities Liaison Committee meeting is scheduled for Monday, December 9. An agenda was circulated to all committee members.</p> <p>Jennifer attended the CNAR conference in Quebec and provided an overview of some of the topics discussed, including sessions on social media, the presentation of legal cases and an introduction to artificial intelligence in the health system, just to name a few.</p> <p>Jennifer noted that a training session for all committee chairs was held on November 25 and facilitated by Christine Forsyth. Jennifer reported that the training was well received by Council members who attended.</p>

<p><b>13. Performance Indicators</b></p>	<p>Thomas Custers from the Ministry of Health and Long-Term Care presented on the proposed College Performance Measurement Framework.</p> <p>Thomas noted that the draft framework was developed by a working group composed of staff and public appointees from various colleges. The working group's mandate was to provide expert advice to Ministry staff on key elements for developing and implementing standards and measures to benchmark the performance of all colleges. The purpose is to ensure accountability, strengthen public trust, improve performance and modernize the health professions regulatory system.</p> <p>The working group hopes to finalize its recommendations before the end of the year and colleges will be notified by the end of January.</p>
<p><b>14. Issue/Decision Note on Self-Assessment: General Requirements Policy amendment</b></p>	<p>Lara Thacker, Director of Quality Assurance, reviewed the issue/decision note on proposed amendments to the Self-Assessment General Requirements Policy. The note recommended a biennial submission frequency for the self-assessment to provide more time for kinesiologists to plan continuing professional development opportunities and complete previous learning commitments. It included a recommendation to the Registration Committee to require Inactive Class kinesiologists applying for reinstatement and to complete a self-assessment to help identify areas of strength and opportunities for improvement and demonstrate currency.</p> <p>UPON A MOTION duly made by Jennifer Bushell and seconded by Graydon Raymer, it was resolved that Council accepts the Self-Assessment: General Requirements Policy amendments as presented. Carried.</p>

<p><b>15. Issue/Decision Note on Continuing Professional Development: Prescribed Learning Modules Policy amendment</b></p>	<p>Lara Thacker presented the issue/decision note on proposed amendments to the Continuing Professional Development Prescribed Learning Modules Policy. The note sought approval to implement stricter adherence to compliance provisions in order to demonstrate strengthened accountability and oversight.</p> <p>UPON A MOTION duly made by Ryan Wight and seconded by Jennifer Bushell, it was resolved that Council accepts the Continuing Professional Development: Prescribed Learning Modules Policy amendments as presented. Carried.</p>
<p><b>16. Issue/ Decision Note on Patient/Client-Centred Care/Service Guideline</b></p>	<p>Lara Thacker presented an issue/decision note on the development of a patient/client centred care/service guideline. The College has adopted several patient/client-centred care essential competencies and performance indicators, but has yet to develop patient/client-centred care/service guidelines. A goal for this year’s operational plan entails developing a definition of patient/client-centred care in the context of kinesiology practice.</p> <p>UPON A MOTION duly made by Ben Matthie and seconded by Leslee Brown, it was resolved that Council accepts the development of a Patient/Client-Centred Care/Service Guideline as presented. Carried.</p>
<p><b>17. Review Cycle for Standards &amp; Guidelines</b></p>	<p>Eric Bruce, Director of Professional Conduct, provided an update regarding the draft Complementary/Alternative Therapies Guideline. He noted that the College of Physicians and Surgeons of Ontario (CPSO) has not yet released their updated guideline on the same subject, which is expected by the end of the year. He reported that the draft Guideline would be brought back to Council following review of any new guideline released by the CPSO, which may provide useful suggestions for further modifications to the draft.</p> <p>Eric informed Council that he is developing a review cycle for all Standards and Guidelines in consultation with the Acting Registrar and Director, Quality Assurance. The College plans to conduct reviews of all Standards and Guidelines on a rolling basis to ensure that they are up-to-date and reflect any changes in best practices. The College also plans to develop an updated template to achieve better consistency in the formatting of its Standards and Guidelines. Expected costs of the project are minimal; however, any additional costs would go to the Finance &amp; Planning Committee for consideration.</p>

<p><b>18. Election of Executive Committee Members (2 Public Members)</b></p>	<p>The election of the Executive Committee and officers was conducted at the September 16, 2019 Council meeting. However, given the turnover in public appointees, the College no longer had the required number of public members on Executive Committee.</p>
<p><b>19. Election of Vice President</b></p>	<p>All public appointees to Council were given the opportunity to complete a form indicating their interest in serving on Executive Committee. All members of the Executive Committee were also invited to submit their intent to stand for Vice-President.</p> <p>Declarations of interest were submitted by Mary Pat Moore for Executive Committee member and Vice-President, and Leslee Brown for Executive Committee member.</p> <p>Leslee Brown and Mary Pat Moore were elected to the Executive Committee by acclamation.</p> <p>Mary Pat Moore was also elected as Vice-President by acclamation.</p>
<p><b>20. Approval of Revised Committee Membership</b></p>	<p>A revised committee slate was presented to Council. The Executive Committee met on October 22 to make revisions to the committee composition for 2019/2020 as the terms of some publicly-appointed Council members expired after the last Council meeting and were then reappointed. The Executive Committee recommended the following:</p> <p>Chad McCleave, Chair, Finance &amp; Planning Committee  Ken Alger, Chair, Registration Committee  Ken Alger, Committee member, Quality Assurance Committee  Ken Alger, Committee member, ICRC  Mary Pat Moore, Chair, Discipline Committee</p> <p>Mary Pat Moore offered to serve on the Registration Committee to serve on panels when she could on an interim basis.</p> <p>UPON A MOTION duly made by Teresa Bendo and seconded by Ben Matthie, it was resolved that Council appoints the committee members and chairs as per the revised slate developed and recommended by the Executive Committee, with Mary Pat Moore appointed to serve on the Registration Committee . Motion Carried.</p>

<p><b>21. Specialties Committee Appointments</b></p>	<p>The turnover in public appointments resulted in vacancies on the Specialties Committee. Jennifer called for public appointees to indicate their interest in and willingness to serve on the Committee on Specialties. Leslee Brown expressed interest. Mary Pat Moore and Ken Alger also expressed interest to continue to serve on the Committee.</p> <p>UPON A MOTION duly made by Jennifer Bushell and seconded by Ryan Wight, it was resolved that Council appoints Ken Alger, Mary Pat Moore, and Leslee Brown to the Specialties Committees.</p> <p>A discussion ensued. Committee members expressed concern over bringing a new member up to speed and the possible disruption that may cause given how far along in the decision-making process the committee was. Nancy Leris, Acting Registrar, consulted the Committee's terms of reference and noted that it wasn't explicitly stated that the Committee needed to appoint five members. It was just the maximum number for the committee.</p> <p>A friendly amendment was proposed by Graydon Raymer:</p> <p>UPON A MOTION duly made by Jennifer Bushell and seconded by Ryan Wight, it was resolved that Council appoints Ken Alger and Mary Pat Moore to the Specialties Committees, with the removal of Leslee Brown. Motion Carried.</p>
<p><b>22. Fire Drill Training</b></p>	<p>Ryan Pestana, as Fire Warden, provided brief instructions on what to do in the event of a fire.</p>
<p><b>Review of Action Items</b></p>	<p>There were no action items noted.</p>

<b>Closing Comments/Motion for Adjournment</b>	<p>Jennifer wished Council members the very best during the holidays and prosperity in the coming New Year. She reminded Council that the next meeting is scheduled for March 30, 2020.</p> <p>It was moved by Mary Pat Moore to adjourn the meeting at 4:00pm</p>
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