

College of Kinesiologists of Ontario Council Meeting Minutes	
Date/time of meeting	Monday, June 24, 2019 at 9:30 a.m.
Chair	Jennifer Pereira
Note Taker	Sue Behari-McGinty
1. Present	Ryan Wight, Jenn Bushell, Marilyn Bartlett, Elwin Lau, Stefanie Moser, Nelson Amaral, Mary Pat Moore, Jennifer Pereira, Michelle Young, Lori-Anne Beckford
Teleconference	Graydon Raymer, Nicole DiFilippo, Michelle Meghie,
Regrets	Kalen Johnson, Chad McCleave, Ken Alger, Derek DeBono
Staff/guests in Attendance	<p>Staff: Brenda Kritzer, Sue Behari- McGinty, Keisha Simpson, Eric Bruce, Nancy Leris and Magda Reder</p> <p>Guests: Sandy Jespersen (CATA) in attendance in the afternoon</p>
2. Conflict of Interest	<p>Chair Jennifer Pereira, asked if any Council member present wished to declare a conflict of interest.</p> <p>Stefanie Moser asked for Council's opinion on whether she would be in a conflict of interest concerning item #10 – Correspondence. (response to a member of the public). It was noted that this was an information item only and no conflict existed.</p> <p>Jennifer Pereira disclosed that for item #10 (Member's correspondence) she did download the RFP. She and her company pan to take no action on the item in relation to the item.</p>
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.
3. Approval of Agenda	<p>Approval of the Agenda:</p> <p>UPON A MOTION duly made by Nelson Amaral and seconded by Jennifer Bushell, it was resolved that the agenda as distributed electronically and posted on the website be approved. Carried.</p>
4. Approval of Minutes for April 15, 2019	<p>Numerous errors and omissions were identified in the Draft Minutes which had been posted to the website.</p> <p>The Registrar agreed that the draft Minutes were unsatisfactory and did not achieve the objectives of transparency and provision of a straightforward and reasonable record of the proceedings. She agreed to have a revised draft record prepared for Council's consideration and approval.</p> <p>Motion #1:</p>

	<p>Upon a motion duly made by Jennifer Bushell and seconded by Nelson Amaral, it was resolved that the Registrar revise the section of the minutes of April 15, 2019 dealing with Conflict of interest. Carried.</p> <p>In further discussion, while there was concern that the time lapse until the Draft April Minutes could be revised and approved might be troublesome, members decided that it would not be effective to approve the Minutes of a meeting in sections only (in reference to draft Minutes of April 15, 2019).</p> <p>Motion #2: Upon a motion duly made by Mary Pat Moore and seconded by Lori Ann Beckford, it was resolved that the remaining topics of the Minutes of April 15, other than the section pertaining to conflict of interest, be approved. Defeated.</p> <p>Council discussed the posting of draft Minutes and noted concern that draft Minutes may contain errors and omissions. The Registrar noted that the complete Council package is posted in compliance with the RHPA, Procedural Code which allows only minimal exceptions. Council agreed that the College should explore with other health professions regulators whether minutes posted in draft format or posted only after approved.</p> <p>Council members felt that it would be good align our practices similar to other Colleges. Council members asked if minutes could be sent to them before the meeting package is posted, for review and input.</p> <p>Motion #3: Upon a motion duly made by Elwin Lau and seconded by Nelson Amaral, it was resolved that Council discuss at a future meeting how we post minutes. Carried.</p>
<p>4 a. New Item: Meeting Procedures</p>	<p style="text-align: center;">Meeting Procedures</p> <p>Arising from the discussion of Draft Minutes, Council discussed the need for procedural consistency in dealing with decision items, - specifically relating to the order of motions, amendments to motions, discussion and voting. It was noted that Council has used a simplified or modified approach to applying Roberts Rules of Order.</p> <p>Motion #4: Upon a motion duly made by Stefanie Moser and seconded by Elwin Lau, it was resolved that the College review the process and policy by which Minutes are recorded and posted on the College’s website.</p> <p>A friendly Amendment was proposed by Mary Pat Moore:</p> <p>Motion as amended by Mary Pat Moore and seconded by Ryan Wright, that staff specify applicable section of Robert’s Rules for taking/recording minutes. Carried</p>

<p>5. Action Items arising from Previous meetings</p>	<p style="text-align: center;">Action Items Review</p> <ul style="list-style-type: none"> • Development of a strategic dashboard which helps Council visualize the operational plan of the College – work has been underway to determine a low cost approach to development of a dashboard. The College intends to create a dashboard which tracks operational activities against the strategic goals set by Council. The Performance Report: September- November 2018, presented at the December 2018 meeting was a first step in this direction. More work will be completed over the summer. Ongoing • Summary of the Strategic Plan to be shared and circulated with the membership and public – Ongoing • Amendment to the letter regarding the CNO submission to the Ministry to be circulated to Council, forwarded to the Minister, and posted on website –Changes circulated to Council and approved. Letter submitted to the Minister. Completed • Add the fee breakdown to the College’s website, perhaps under the membership portal – This is being prepared for posting to the website. Ongoing • Add information to the website regarding the benefits of being a regulated health professional. – This work stems from the Strategic Plan developed and approved by Council. Work is underway and will continue in the coming months as the College updates the website materials and enhances the focus on public protection in materials posted. Ongoing. • Addition of specific questions to the Renewal Form to improve information gathering – In progress for targeted launch at beginning of August.
<p>6. Committee Reports</p>	<p style="text-align: center;">Committee Reports Discussion</p> <p>Reports were provided by the ICRC, Quality Assurance, Finance and Planning, and Registration Chairs regarding their Committees, which highlighted committee meetings, activities, changes and discussions that took place since the April Council meeting. The reports were posted with the Council package.</p> <p>Council member posed the following questions/comments regarding Committee Reports.</p> <ul style="list-style-type: none"> • Re: ICRC report – Were any of the cases related to sexual abuse? Eric Bruce reported that none were such. • Re: Registration Report – Meeting date needs to be corrected. • QA Report – Based on questions posed, QA Chair clarified that changes to the Peer and Practice Assessment component of the QA Program are still in progress. QA staff present at the meeting clarified selection criteria and process for the PPA.
<p>7. Appointment of Item Writing Committee</p>	<p style="text-align: center;">Item Writing Committee Slate</p> <p>Magda Reder, Registration and Examinations Coordinator, provided an overview of the history and process of selecting and appointing Item</p>

	<p>Writing Committee members. Following a review of applications by Executive Committee a slate was presented, of qualified, competent kinesiologists for Council to approve as the new Item Writing Committee.</p> <p>Questions posed by Council included clarification that staff consult the register to ensure that those selected are members in good standing. One member on this committee is currently an inactive member with past experience on ICRC.</p> <p>Upon a motion duly made by Jennifer Bushell and seconded by Michelle Young, it was resolved that Council approve the proposed Item Writing Committee Slate. Carried.</p>
<p>8. Draft Guideline</p>	<p style="text-align: center;">Complementary/Alternative Therapies Guideline</p> <p>Eric Bruce, Director of Professional Conduct, provided an update on the Complementary/Alternative Therapies Guideline following the 60-day public circulation for comment. At the April 15 meeting, Council approved the Draft Practice Guideline in principle and directed that the Guideline be circulated to the membership and stakeholders for comment for a period of sixty days.</p> <p>In summary, there were 72 comments, two formal responses from two associations one of which was the OKA. Other Colleges were consulted informally and verbal comments were received. The number of comments received indicates that this topic requires attention. Comments were polarized from “no we should not” to “yes, tell me more”, and everything in between. Most of the comments can be addressed by providing some clarification in the next iteration.</p> <p>In light of the breadth and nature of the feedback received from members and stakeholders, further policy work is required and it is recommended that the College report back to Council in the Fall. The College is aware that the CPSO will be updating their guideline. Our guideline was adapted from this guideline (with CPSO permission). Feedback may also indicate that a guideline to address this topic may not be the best approach and perhaps more guidance for members is appropriate.</p> <p>Council concluded that the proposed approach going forward is reasonable.</p>
<p>9. Academic Assessment Form</p>	<p style="text-align: center;">Academic Assessment Form (Registration)</p> <p>Keisha Simpson, Manager, Registration Services provided an overview of the new Academic Assessment Form that was approved by Registration Committee. The form combines information and data gathering from three separate documents now merged to make it easier for applicants to complete. The document now includes the Academic Assessment table, points scoring system and the template course descriptions. The modified form increases transparency in the registration process.</p>

	<p>The form has been updated on our website. Council members commended staff on the new form.</p>
<p>10. Correspondence</p>	<p style="text-align: center;">Correspondence</p> <p>Brenda Kritzer, Registrar, provided an update on three correspondence matters that took place at the College.</p> <ul style="list-style-type: none"> i. Brenda spoke to the Letter to the Honourable Christine Elliott – Support for the College of Nurses of Ontario Vision 2020. Council had approved the letter with some edits, to be sent to the Minister at the April 15, 2019 meeting. The letter was sent to the Minister on April 30, 2019 following final edits requested by Council. The letter included in Council’s June package is the final approved letter and is included for information and transparency. ii. The second item of correspondence was an email sent to a member of the public who had attended the April meeting of Council and had contacted the Registrar by phone to express personal views. The email correspondence re-affirmed Council’s and the College’s commitment to transparency and to meetings of Council being open to the public. iii. The third item of correspondence, a letter from registrant from Conny Glenn, informed the College that a public agency had issued a public document which restricts Registered Kinesiologists from work which falls within the scope of practice. Ms. Glenn was writing to seek support in helping the WSIB to understand the scope of practice of the regulated profession of Kinesiology. It was noted that if Council wishes to take action by writing to the WSIB, the purpose of our correspondence should be to clarify the scope of practice and competencies of the regulated profession, and to encourage the agency to ensure access by their clients to the services of regulated professionals, in the interest of public protection. <p>Council agreed that such a letter should be sent to the WSIB focusing on public protection through access to regulated health professionals.</p>
<p>11. Committee on Specialties (a sub-Committee of Council)</p>	<p style="text-align: center;">Committee on Specialties Update</p> <p>Mary Pat Moore, a member of the Committee on Specialties, provided a summary of the Committee’s work to date:</p> <p>Members of the Committee- Ken Alger, Kalen Johnson, Mary Pat Moore, Graydon Raymer and Ryan Wight</p> <p>Critical Question to be addressed by the Committee: Is the risk of harm to the public sufficient to require additional or specific regulation/governance?</p>

Meetings

May 8, 2019, June 5, 2019 and June 6, 2019. Work is underway to schedule additional meetings.

Documents Reviewed by the Committee

- Assessment Framework for Specialities (CKO)
- Assessment Tool: Specialities Application for authorizing of a speciality (CKO)
- Correspondence from Ontario Athletic Therapist Association (OATA).
- Submission to the College of Kinesiologists of Ontario “Proposal to Recognize and Athletic Therapist Specialization/Class of Members” October 2013
- Role Delineation Study for Athletic Therapists: the CATA created an examination blueprint 9/24/15
- The OATA President’s comments on Role Delineation Document. Spring 2019
- Managing Concussions in Clinical Practice-May 3, 2017 (OATA)
- The CATA Program Accreditation Manual-evaluation of A.T. programs, evaluation of applications by post-secondary institutions, and maintenance of accreditation policies.
- The CATA Code of Ethics
- Review of Draft Specialties Assessment Framework and Proposal from the OATA on Specialties by Dr. N. McCartney, March, 2017
- Risk of Harm Submission from the OATA Oct 2018 and follow-up (from Dr. Frances Flint on behalf of the OATA) Feb 2019
- Submission to the Sub-Committee on Sports-related Concussions in Canada by OATA May 2019
- Tri-Council Policy Statement on Special Conduct for Research Involving Humans: Inter-Agency Panel on Research Ethics 2017-10-12. (provided by G. Raymer)
- Public Standards Authority U.K. “Right Touch Methodology”

Presentations

June 5, 2019

- Jeanette Quach R. Kin. Athletic Therapist, CAT(C), RMT
- Devon Blackburn, R. Kin

June 6, 2019

- Drew Laskowski R.Kin., A. T., CAT (C), President of OATA
- Dr. Sanje Beca, Associate Dean, School of Applied Health, Sheridan College
 - Presentation on typical baccalaureate degree qualifying a graduate for certification as an A.T.
- Dr. Steve Fisher, R.Kin. Professor- University of Waterloo
 - Presentation re: typical honours degree at an Ontario

	<p>University. He spoke to competencies of assessment, exercise prescription, and provision of services (therapeutic treatment).</p> <p>In its deliberations the Committee is also considering the following questions which would have to be addressed in any submissions to the Ministry, concerning a specialty or a class:</p> <ul style="list-style-type: none"> • Is the risk of harm to the public sufficient to require additional regulation/governance? • Do the education and training required to qualify for certification as an A.T. meet the requirements laid out in the Specialties Assessment Framework policy? • What would be the impact of separate recognition requirements for the proposed speciality on the practice of kinesiology? • What options other than regulation should be explored which would address the risk of harm? • Would authorization of a speciality increase costs to practitioners? To the College? To the public? <p>Discussion: Clarification was provided concerning the academic member of Council. Specifically, the academic member of Council is elected from among the members of the profession in District 7 (the entire province - only members who are eligible to run in this District may vote). It was confirmed that all members of the Committee were appointed by Council and that the Committee may call upon external advisors and experts in their deliberations. It was further noted that the Registrar and other staff support the work of the Committee on Specialties by providing materials, etc., but take no part in the decision-making processes.</p> <p>Council members acknowledged the hard work of the Committee and re-affirmed the importance of the deliberations and the recommendations which will come forward to Council. Members of Council affirmed their commitment to ensuring transparency and integrity in all decisions by Council and recommendations from Committees and task forces appointed by Council.</p>
<p>12. Draft Policy Review of Specialty Proposal (Committee Selection)</p>	<p style="text-align: center;">Draft Policy re: Review of Specialty Proposal</p> <p>At the April meeting of Council, a Decision Note was presented concerning appointments to a Committee on Specialties. At that time, Council made a number of suggestions and requested that the content of the Note be developed into an addendum to the current policy, <i>Specialties: Authorizing a Specialty of the Profession</i>.</p> <p>The Registrar presented the Draft addendum to the above noted policy, noting the amendments that had been suggested by Council.</p> <p>Council members noted that it would be important for organizations making submissions in the future to have this policy beforehand.</p>

	<p>Some concerns were raised about the cost to the College (including time and staff resources), expertise and experience of the College in dealing with such submissions. The issues of cost and the ability of an organization to make resubmissions if not successful were also discussed.</p> <p>It was acknowledged that the policy development concerning specialties has been an iterative process. The experience of the College and of Council in addressing the first submission under the policy will inform future policy refinements. Organizations making submissions will be made aware of this.</p> <p>It was noted that unlike legislation and regulation, the nature of policy is intended to allow organizations to evolve in their “rules and procedures” in response to changing needs and different experiences. Committee members noted that it is through the application of a policy, that gaps or inconsistencies may be identified. Through this process the Committee on Specialties will be able to inform the College and Council of “lessons learned”.</p> <p>Members of the Specialties Committee noted that the current Policy was of great help in addressing the current submission.</p> <p>Council members asked if the College knows what the cost for the current submission has been so far and noted that costs would include costs incurred by the committee for meetings, etc., staff time to develop the framework, cost of circulation to the members and others and the cost for experts to review to name a few places where extra costs can be incurred.</p> <p>It was noted by some Council members that some other Colleges have specialties, for instance Dentistry and their experience may help to inform our processes.</p> <p>The Registrar thanked the Council members for their comments and committed that the College will ensure the availability of a comprehensive package for those registrants in the College and their representatives interested in making a submission in the future under the Specialties Assessment Framework policy.</p> <p>Motion: Upon a motion duly made by Elwin Lau and seconded by Michelle Young it was resolved that the College be requested to prepare a more fulsome application package for members of the profession wishing to make a submission. Carried.</p>
<p>13 Registrar- Performance Review Template</p>	<p style="text-align: center;">Performance Review Template</p> <p>Jennifer Pereira, Vice President, provided an update regarding revisions made to the Registrar Evaluation Guide and approved by Executive Committee on June 17, 2019. Revisions were made to respond to feedback from Council members on the complexity, repetition, and areas in</p>

	<p>which they feel they are unable to respond. Revisions include a simplified scoring system and deletion of redundant performance indicators.</p>
<p>14 Registrar's Update</p>	<p>i. Staffing update</p> <ul style="list-style-type: none"> - Danae Theakston has left the staff of the College and returned to the hospital sector. - Tracy Scott has left the staff of the College to take a position with the Professional Engineers of Ontario. - Ryan Pestana will be returning to the College in the capacity of Manager of Communications as of July 15, 2019. <p>Council members commented on the recent staff turnovers. The Registrar explained that turnover has been most frequent in administrative positions which are primarily entry-level positions where turnover is common in most organizations. She noted that staff in senior positions, for the most part, have stayed about five years which in today's hiring market, is a significant achievement for the College, and should not be considered typical. She also noted that the College recently received the final report on the Compensation Survey commissioned by the CKO and five other Colleges. The results of that survey are being reviewed and will inform the salary range decisions for several positions in the College. The intent is to improve our competitive position in the recruitment market.</p> <p>Council members asked whether 360's had ever been considered and whether exit interviews were conducted. The Registrar reported that a 360-survey had been conducted upon occasion in the past and that exit interviews are conducted with staff leaving the college and the record added to HR files. The College has not used an external consultant to conduct staff interviews.</p> <p>ii. Election Update</p> <p>Brenda reminded Council members that elections for Districts 1, 4, 5 and 7 (academic) will take place from July 9-16, 2019. It was noted that Michelle Young and Nicole DiFilippo will not be seeking re-election to Council. They were thanked for their contributions to the work of Council and Committees and their strong commitment to public protection through governance of the profession of kinesiology.</p>
<p>15. Budget</p>	<p>i. Budget 2019/2020</p> <p>Jennifer Pereira, spoke on behalf of the Finance and Planning Committee regarding the proposed 2019/2020 budget. Updates were provided on the budget with regard to proposed allocations for Council & Committees, Communications & Media, Office and General, Staff Salaries, Benefits and Statutory Remittances, Registration Costs, Quality Assurance Costs and Professional Conduct.</p> <p>Motion</p> <p>Upon a motion duly made by Mary Pat Moore and seconded by Nelson Amaral it was resolved that Council approve the 2019/2020 budget as</p>

	<p>circulated. Carried.</p> <p>ii. Reserve Fund Allocation</p> <p>Council discussed a recommendation from the Finance and Planning Committee to approve a deposit of \$30,000 to the reserve fund for Investigations and Hearings, as budgeted. No decision was made at this time.</p>
	<p style="text-align: center;">Review of Action Items</p> <p>i. Registrar to provide a re-draft of the Minutes of April 15th</p> <p>ii. The College to investigate practices of other College 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.</p> <p>iii. College to return to Council with revised Draft Complementary/Alternative Therapies Guideline</p> <p>iv. A letter is to be sent to the WSIB focusing on public protection through access to regulated health professionals.</p> <p>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.</p> <p style="text-align: center;">Items Carried Over</p> <ul style="list-style-type: none"> • Strategic Dashboard development. Ongoing • Circulation and Posting of Summary of the Strategic Plan– Ongoing • Fee breakdown posted on College website, • 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. Targeted for release in August.
14- Motion to Move in-camera to discuss specific matters relating to human resources	<p style="text-align: center;">In-Camera Session</p> <p>Upon a motion duly made by Mary Pat Moore and seconded by Nelson Amaral, it was resolved that Council would continue the meeting in-camera to discuss the results of the compensation survey and to set the new salary range for the position of Registrar. Carried.</p>
15 Open Public Meeting Resumed	Public Meeting resumed.
	Motion for Adjournment by the Chair 4:30 pm