

| <b>College of Kinesiologists of Ontario<br/>Council Meeting Minutes</b> |   |
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| <b>Date/Time of Meeting</b>   | Monday, March 7, 2016 at 9:00 a.m.  |
| <b>Chair</b>  | Lynn Kabaroff   |
| <b>Timekeeper</b>   | Lynn Kabaroff   |
| <b>Note taker</b>   | Ryan Pestana  |
| <b>Present</b>  | Steve Anderson (teleconference), Lori-Anne Beckford, Rosario Colomba, Daniel Crete, Jonathan Dubberley, Samantha Eyles, Don Halpert, Kalen Johnson (teleconference until 12 p.m.), Lynn Kabaroff, Chad McCleave (teleconference), Michelle Meghie, Mary Pat Moore, Fergal O'Hagan (teleconference), Jennifer Pereira, Robert Ross (teleconference), Kathie Sharkey, Gennady Vaserbakh   |
| <b>Regrets</b>  |   |
| <b>Staff in Attendance/<br/>Guests</b>                                  | <b>Staff:</b> Stamatis Kefalianos, Brenda Kritzer, Nancy Leris, Cara Moroney, Ryan Pestana, Magdalena Reder, Lara Thacker<br><br><b>Guests:</b> Mardy Frazer from Sheridan College; Don Gracey from the Ontario Athletic Therapist Association; Rod Hare, R.Kin from the Association of Registered Kinesiologists of Ontario; Stuart Moulton from the Ontario Kinesiology Association.  |
| <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>Conflict of Interest</b>   | Jonathan Dubberley and Daniel Crete indicated that they knew some of the members being put forward for appointment to the Item Writing Committee. Both volunteered to leave the room when Council reviewed and voted on these appointments.   |
| <b>Approval of Agenda</b>   | <b>UPON A MOTION</b> duly made by Chad McCleave and seconded by Jonathan Dubberley, it was resolved that the agenda be approved as circulated.<br><b>CARRIED.</b>   |
| <b>Approval of Minutes</b>  | <b>UPON A MOTION</b> duly made by Kathie Sharkey and seconded by Jonathan Dubberley, it was resolved that the minutes of December 7, 2015 be approved.<br><b>CARRIED.</b>   |
|   | <b>Business Arising from the Minutes of December 7, 2015</b><br><br><ul style="list-style-type: none"> <li>• Stamatis Kefalianos to provide employment information of other health practitioners. <b>Completed</b></li> <li>• Stamatis Kefalianos to provide Council with: <ul style="list-style-type: none"> <li>○ building lockdown procedures</li> <li>○ floor safety tour and</li> <li>○ options for staff member CPR and AED training.</li> </ul> <b>In-progress</b> </li> </ul> |

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|  | <p style="text-align: center;"><b>Fourth Quarter Reports</b></p> <p><b>Interim Q4 Financial Report and Business Plan Update</b></p> <p>Nancy Leris, Director of Operations and Financial Services, presented an interim fourth quarter financial report. The report included revised revenue projections and variances, as well as a detailed expenditure report.</p> <p>Brenda Kritzer, Registrar and CEO, provided an overview of the College’s achievements in the fourth quarter as they related to the 2015/2016 Business Plan.</p> <p>Council reviewed the reports and was satisfied with the information presented.</p> <p><b>RESOLUTION</b></p> <p><b>Whereas</b> the Registrar has provided a Q4 interim update for Council to review and inquire about the College’s finances and operations, and</p> <p><b>Whereas</b> the Registrar has noted that the Q4 financial report and Business Plan update are interim in that March 31 represents the end of the quarter, and</p> <p><b>Whereas</b> Council has found the reports to be satisfactory;</p> <p><b>Therefore, be it resolved that the Council of the College of Kinesiologists of Ontario accepts the Q4 interim update for 2015-16.</b></p> <p>Moved by: Mary Pat Moore</p> <p>Seconded by: Fergal O’Hagan</p> <p><b>CARRIED.</b></p> |
|  | <p style="text-align: center;"><b>Proposed Budget and Business Plan for 2016/2017</b></p> <p>Nancy Leris presented the proposed budget for 2016/2017. Prior to approving the budget, Council asked to review the registration projections. Stamatis Kefalianos, Director of Registration, presented the Registration Committee report, which contained current registration statistics and projections for the coming years.</p> <p><b>Registration Committee report</b></p> <ul style="list-style-type: none"> <li>• Orientation was provided to new Committee members in December 2015.</li> <li>• It was noted that over 200 candidates were registered for the April 2016 exam, making it the largest sitting of the spring exam to-date.</li> <li>• Three reports on the College’s registration data were submitted, including to the Office of the Fairness Commissioner, the Labour Mobility Coordinating Group, and the Ministry of Health and Long-Term Care.</li> <li>• As of March 6, there were 1824 registered members and 220 open files for grandparenting.</li> </ul>   |

Council considered projections for 2016/2017 and through to 2020 and noted the increase in members applying to the Inactive Class and the number of successful exam candidates not completing their registration. Stamatis Kefalianos discussed the outreach that will be undertaken with members to help them better understand the purpose of the Inactive Class. The College will also begin contacting members registered in the Inactive Class who are nearing the two-year mark to advise them of requirements for re-instatement after two years in the Inactive class.

Following discussion of registration projections, Council returned to their review of the 2016-17 budget and future year projections.

Brenda Kritzer explained that Executive Committee and Council had previously approved increases to the budget above the forecast for revenues and that the resulting deficit budgets will require the College to draw down the reserves. She further noted that items such as communications are discretionary and that Council may reduce the budget in discretionary categories should it become necessary to retain more money in the reserve accounts for investigations, Discipline hearings, or other, higher priority activities.

Council reviewed the 2016/2017 business plan and noted that annual objectives are now tied directly to the strategic objectives approved by Council.

After extensive discussion, Council agreed to approve the 2016/2017 budget and business plan as presented.

#### **RESOLUTION**

**Whereas** Council and Executive Committee have reviewed the budget and business plan presented by the Registrar and considered whether provision has been made to meet the requirements of the College during the fiscal year 2016-2017; and

**Whereas** Council plans to continue with operations in a responsible manner; and

**Whereas** opportunity has been provided for Council members to raise questions and to gain a full understanding of the risks faced by the College, the medium term financial outlook for the College and detailed proposed expenditures; and

**Whereas** the Registrar is asking for a vote from Council to approve the budget and business plan as presented,

**Therefore, be it resolved that Council approve the budget and business plan for 2016-2017.**

Moved by: Mary Pat Moore

Seconded by: Michelle Meghie

**CARRIED.**

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|  | <p><b>Addition to reserve funds</b></p> <p>Brenda Kritzer noted that in 2014 Council approved a resolution setting aside \$70,000 in reserves for investigations, Discipline hearings and capital requirements. She noted that the College was seeing an increase in complaints and that the Discipline Committee may be considering a case in the next year or two. Council was being asked to allocate an additional \$150,000 to the reserve fund to ease the pressures that may be put on the investigations and discipline lines of the budget.</p> <p>Council considered the proposal and no concerns were identified.</p> <p><b>RESOLUTION</b></p> <p><b>Whereas</b> in 2014, Council passed a resolution setting aside \$70,000 in Reserve Funds; and</p> <p><b>Whereas</b> the College is experiencing an increase in the number of complaints received and the need for investigation by external experts; and</p> <p><b>Whereas</b> the College understands that the Inquiries, Complaints and Reports Committee may refer more than one case to Discipline in the next two years, creating pressure on that budget line;</p> <p><b>Therefore, be it resolved that upon review of the proposal and Executive Committee's recommendation, that Council approve an additional allocation of \$150,000 to the Internally Restricted fund.</b></p> <p>Moved by: Chad McCleave</p> <p>Seconded by: Lori-Anne Beckford</p> <p><b>CARRIED.</b></p> |
|  | <p style="text-align: center;"><b>President's Report/Executive Committee Report</b></p> <p>President Lynn Kabaroff provided a report on her activities and on the work of Executive Committee. Since January she had:</p> <ul style="list-style-type: none"> <li>• Presented an update on the College's activities with Brenda Kritzer to the board of directors of the Ontario Kinesiology Association (OKA).</li> <li>• Met with the presidents and executive directors of the OKA, the Association of Registered Kinesiologists of Ontario (ARKO), and the Ontario Athletic Therapist Association (OATA) to discuss the draft Specialties Assessment Framework. At the meeting, miscommunications around specialty classes and their recognition were clarified. After the meeting, the President of OATA sent a communiqué to members encouraging them to register with the College.</li> <li>• Received correspondence from the College of Podiatry of Canada, expressing interest in the work of the College on the specialties framework. A response letter had been sent explaining that the College has made no special provisions for any of its members at this time and that work will continue on the Specialties Assessment Framework.</li> </ul>  |

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|  | <p>Lynn Kabaroff reported the Executive Committee met in early February to review the 2016/2017 budget.</p>   |
|  | <p style="text-align: center;"><b>2016 Council Elections</b></p> <p>In 2016, elections to Council are to be held in districts 1, 4, 5 and 7. Council reviewed the proposed schedule for the nomination and election process, and directed Registrar Brenda Kritzer to publish July 12 and 13 as the dates of election to Council.</p> <p><b>RESOLUTION</b></p> <p><b>Whereas</b> the College is required under By-Law 10.06 to hold an election of members to Council in 2016 and in every third year after that for the Council member from District 1, one Council member from District 4 and one Council member from District 5; and</p> <p><b>Whereas</b> the representative from District 7 (Academic) was elected to Council in July 2013 and has served a three-year term as per By-Law 9.03; and</p> <p><b>Whereas</b> the Council is required under By-Law 10.07 to direct the Registrar to set the date for elections; and</p> <p><b>Whereas</b> the Registrar has proposed the dates of election as July 12-13, 2016 to ensure consistency with the time period established for the previous elections;</p> <p><b>Therefore, be it resolved that the Council of the College of Kinesiologists of Ontario directs the Registrar to publish immediately the election dates of July 12-13, 2016 in districts 1, 4, 5 and 7.</b></p> <p>Moved by: Jonathan Dubberley</p> <p>Seconded by: Daniel Crete</p> <p><b>CARRIED.</b></p> |
|  | <p style="text-align: center;"><b>Registrar's Report</b></p> <p>Cara Moroney, Director of Professional Conduct, provided an update on the clinics regulation project. The working group of colleges proposing a model to regulate clinics met to review consultation feedback. Support for the proposed model was very low, and the working group decided not to proceed with a submission to government on the proposed model. Instead, it would submit a brief update to government on what has been learned, and the review work undertaken by the colleges working collaboratively together. The working group will also offer to work closely with the government should this matter be taken further. Council would have an opportunity to review the submission at its June meeting.</p> <p>Brenda Kritzer reported that staff had visited a majority of the academic institutions to speak to students about regulation and how to register with the College. Visits will continue throughout the spring. She also directed Council's</p>   |

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|  | attention to the Ministry of Health and Long-Term Care's <i>Patients First</i> discussion paper and its proposals to improve and modernize Ontario's healthcare system.   |
|  | <p style="text-align: center;"><b>CKO-Universities Liaison Committee Report</b></p> <p>Chair Robert Ross provided an update on the Committee's December 14, 2015 meeting. He noted a trend of greater engagement and enthusiasm from the College's academic partners. At the meeting Committee members discussed the possibility of publishing exam results, but no decisions were reached. Committee was informed of two new Masters of Professional Kinesiology and the draft Specialties Assessment Framework. Robert Ross reminded Committee members of the April 1, 2016 grandparenting deadline and the importance of having academics registered with the College.</p>                                   |
|  | <p style="text-align: center;"><b>Quality Assurance Committee Report</b></p> <p>Lara Thacker, Director of Quality Assurance, provided the Committee report on behalf of Chair Kalen Johnson. She reviewed the top learning goals and practice challenges coming out of the 2015 self-assessment cycle. Committee met once to review eight files, and five new peer assessors were selected. Lara Thacker reported that the development of the Ethics and Professionalism e-Learning Module is well underway and next steps include converting the paper-based module to online format. Committee also approved a business case to move forward with the development of a prevention of sexual abuse module.</p> |
|  | <p style="text-align: center;"><b>ICRC Report</b></p> <p>Chair Mary Pat Moore provided the Committee report. The Committee met twice since the last Council meeting to review one case. It made a decision on the case to issue an oral caution.</p> <p>Don Halpert enquired as to how long decisions are kept on the Public Register of Kinesiologists. Cara Moroney explained that internally, decisions are kept forever and become a prior. Once the transparency policies take effect, oral cautions and specified continuing education and remediation options (SCERPs) will be posted on the Public Register for two years.</p>  |
|  | <p style="text-align: center;"><b>Patient Relations Committee Report</b></p> <p>Chair Kathie Sharkey provided the Committee report. The Committee met on February 3 for training, and to approve a strategic plan for the next three years. Committee reviewed the draft <i>Practice Guideline- Treating Family Members and Close Personal Others</i>. The draft document was then posted to the College website to receive feedback. Kathie Sharkey noted that the College had submitted the regulation to exempt spouses from the definition of sexual abuse to the Ministry of Health and Long-Term Care, and that it is likely to take many months before the regulation comes into effect.</p>             |
|  | <p style="text-align: center;"><b>Appointments to Committees</b></p> <p>Council was asked to consider appointments to the Item Writing Committee and</p>  |

the Inquiries, Complaints and Reports Committee. Jonathan Dubberley and Daniel Crete left the room when Council voted on appointments to the Item Writing Committee.

### **Item Writing Committee**

#### **RESOLUTION**

**WHEREAS** appointments to the Item Writing Committee have expired and suitable nominations for re-appointment to the Item Writing Committee have been received and reviewed by the College, and

**WHEREAS** the slate of nominees presented by the College includes nominees with diverse areas and years of practice, from various parts of the province, both English and French speaking practitioners, a balance in gender, and qualified educators involved in teaching within degree programs in kinesiology and human kinetics; and

**WHEREAS** Council is satisfied that the nominees have demonstrated through their résumés and by being known and respected in the kinesiology community, that they have the knowledge and desire to contribute to the work of Council in developing and managing an exemplary entry-to-practice examination; and

**WHEREAS** all members of the Committee receive training from the company hired by Council, Assessment Strategies Inc., and are required to sign a confidentiality agreement; and

**WHEREAS** Council has determined that additional item writers are required in specific areas of expertise and practice to augment the expertise represented among those nominated to date to ensure that there is not an over-reliance on one or two Committee members to contribute items of a certain nature; and

**WHEREAS** Council has determined that continuity and a clear understanding of the roles of the Committee and the responsibilities and requirements of individual committee members requires that appointments to the Committee should be for a period of at least two years,

**Therefore be it resolved that:**

**Kristina H. Karvinen  
Kimberly Klockars  
Marie-Josée Perrier  
Robert Caryn  
Sophie Malo  
Alexandru Burnaru  
Jasmeet Cheema**

**are appointed to serve for a period of two years, with potential for re-appointment, to the Item Writing Committee of the College of Kinesiologists of Ontario.**

Moved by: Kathie Sharkey

Seconded by: Rosario Colomba

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|                           | <p><b>CARRIED.</b></p> <p><b>Inquiries, Complaints and Reports Committee</b></p> <p><b>RESOLUTION</b><br/> <b>Whereas</b> the College By-Laws require that at least one member of the College who is not a member of Council sit on the Inquiries, Complaints and Reports Committee (ICRC); and</p> <p><b>Whereas</b> Chris Pizzimenti’s one year appointment expired on March 2, 2016; and</p> <p><b>Whereas</b> Chris Pizzimenti has expressed interest in serving on the ICRC for another year; and</p> <p><b>Whereas</b> members-at-large can serve for up to three years; and</p> <p><b>Whereas</b> the ICRC would benefit from having the continued experience of its members;</p> <p><b>Therefore, be it resolved that Council re-appoint Chris Pizzimenti to the Inquiries, Complaints and Reports Committee for a period of one year.</b></p> <p>Moved by: Jonathan Dubberley</p> <p>Seconded by: Michelle Meghie</p> <p><b>CARRIED.</b></p> |
|                           | <p style="text-align: center;"><b>Council Self-Evaluation</b></p> <p>Lynn Kabaroff reported that it was time for Council members to complete the Council Effectiveness Review Framework. This consists of two surveys to gauge the performance of Council as a whole and the performance of the President. A third piece provides the President and Council members with a tool to guide a self-reflection. Council will consider the two survey reports at an in-camera meeting in June.</p>   |
|                           | <p style="text-align: center;"><b>Review of Action Items</b></p> <ul style="list-style-type: none"> <li>• Ryan Pestana to distribute evaluation surveys via email to Council members.</li> <li>• Ryan Pestana to prepare communications update for the June Council meeting.</li> </ul>   |
| <p><b>Adjournment</b></p> | <p><b>Motion to adjourn the meeting made by Jennifer Pereira at 2:30p.m.</b></p>  |