

College of Kinesiologists of Ontario Council Meeting Minutes	
Date/Time of Meeting	Monday, September 12, 2016 at 9:00 a.m.
Chair	Steve Anderson
Timekeeper	Steve Anderson
Note taker	Zeina Yusuf
Present	Steve Anderson, Mary Pat Moore, Michelle Meghie, Daniel Crete, Graydon Raymer, Michelle Young, Elwin Lau, Nicole DiFilippo, Kalen Johnson Teleconference: Samantha Eyles (9am-11am, 1:30-4pm), Fergal O'Hagan , Lori-Anne Beckford
Regrets	Gennady Vaserbakh, Alexander (A.J.) Stephen
Staff in Attendance/ Guests	Staff: Brenda Kritzer, Nancy Leris, Cara Moroney, Stamatis Kefalianos, Magdalena Reder, Ryan Pestana, Zeina Yusuf, Carlyn Aspilla (student) Guests: Deanna Rudiak from CG Group
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.
	Steve Anderson, Vice-President, welcomed newly elected Councillors Graydon Raymer, Michelle Young, Elwin Lau, Nicole DiFilippo and A.J. Stephen (absent). Council Meeting Overview Brenda Kritzer, Registrar and CEO, provided an overview of Council meeting protocols. Council generally follows Robert's Rules of Order in the conduct of its meetings. Brenda explained how motions are made, carried or changed; the general order of the Council agenda and the role of the Chair. She noted that Robert's Rules of Order was used to ensure transparency, respectfulness and accountability at meetings, which are open to the public. She outlined the role of Council in governance and decision-making. (slide presentation)
	Conflict of Interest Rebecca Durcan, College's legal counsel from Steinecke Macuire Leblanc, joined the meeting to provide training to Council and staff on conflict of interest. She noted the three types of conflict of interest that could occur; real, potential and apparent and Council had the opportunity to discuss various scenarios. Rebecca advised that Councillors, the Chair and Registrar continue to use open communication to ensure conflict is handled in a timely and appropriate manner. (slide presentation)
	Strategic Plan Overview and Orientation to Committees Brenda Kritzer provided training to Council on its governance role and the duties of Councillors. Brenda presented the College's three year strategic plan

	<p>which was developed in 2015. The plan outlines three goals which guide the College's priorities and projects. (presentation document)</p> <p>Her presentation focused on the role of the seven statutory committees versus the role of Council with regards to policy decision-making. Council was briefed on where Council, Committees and the College lie within the chain of accountability as well as the appeals process for the public and membership. An emphasis was placed on Council's duty to act in and protect the public interest.</p>
	<p style="text-align: center;">Portfolio Summaries</p> <p>Program directors gave informational presentations on their Committees including; Inquiries, Complaints and Reports, Patient Relations, Registration, Quality Assurance and Discipline.</p>
	<p style="text-align: center;">Finance Training</p> <p>Brenda Kritzer provided training to Council members on resource management. The presentation covered College budgeting, revenue and expenditure reporting, annual audit and the role of Council in managing the College's financial resources. Brenda noted that a proposal will be reviewed by Executive Committee concerning the formation of a Planning and Finance Committee. This Committee would help to ensure due diligence in relation to resources management and risk management.</p>
Adjournment	Motion to adjourn the meeting made by Chad McCleave at 4p.m

**College of Kinesiologists of Ontario
Council Meeting Minutes**

Date/Time of Meeting	Tuesday, September 13, 2016 at 9:00 a.m.
Chair	Steve Anderson
Timekeeper	Steve Anderson
Note taker	Zeina Yusuf
Present	Steve Anderson, Mary Pat Moore, Michelle Young, Michelle Meghie, Lori-Anne Beckford, Alexander Stephen, Chad McCleave, Kalen Johnson, Fergal O'Hagan, Jennifer Pereira, Samantha Eyles (9am-12pm), Daniel Crete, Graydon Raymer, Elwin Lau, Nicole DiFilippo
Regrets	Gennady Vaserbakh
Staff in Attendance/ Guests	Staff: Brenda Kritzer, Nancy Leris, Cara Moroney, Stamatis Kefalianos, Magdalena Reder, Ryan Pestana, Zeina Yusuf, Carlyn Aspilla (student) Guests: Deanna Rudiak from CG Group and Stuart Moulton from the Ontario Kinesiology Association (teleconference).
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.
Conflict of Interest	None declared.
Approval of Agenda	UPON A MOTION duly made by Michelle Meghie and seconded by Daniel Crete, it was resolved that the agenda be amended to move afternoon items to the morning. CARRIED.
Approval of Minutes	UPON A MOTION duly made by Samantha Eyles and seconded by Jennifer Pereira it was resolved that the Minutes of June 6-7, 2016 be approved. CARRIED.
	Meaning of Inactive Class
	<p>Cara Moroney presented an Issue Note on the meaning of inactive class membership. She noted that while the regulation provides conditions for this class, they are not clearly defined within the context of kinesiology. As a result, the College is working to better define the meaning of the Inactive Class to its membership to ensure kinesiologists practising within scope, are not applying for Inactive status</p> <p>Cara noted that the College will conduct more research to clarify and validate the Inactive Class conditions listed in the regulation. Research will include gathering input from a working group to be gathered comprising kinesiologists from several areas of practice.</p>
	Quality Assurance Committee Report
	<p>Kalen Johnson, Quality Assurance Committee Chair, reported on the Committee's activities:</p> <p>Self-Assessment</p> <p>One member was referred to the Inquiries, Complaints and Reports Committee</p>

	<p>(ICRC) for non-compliance with the 2015 self-assessment.</p> <p>Peer and Practice Assessment (PPA)</p> <p>Peer assessors conducted eight PPAs over the spring and summer months for the Spring 2016 cycle. Kalen noted common competency gaps such as record keeping, ensuring informed consent and adhering to confidentiality and privacy legislation. Eight new members will be randomly selected for the Fall 2016 PPA cycle in mid-September.</p> <p>New and experienced peer assessors were provided extensive training in May 2016 to ensure that PPA's are conducted and scored consistently and reliably. New assessors had the opportunity to shadow experienced assessors during the Spring PPAs. Assessors' scores were re-calibrated and they received feedback.</p> <p>The Director, Quality Assurance is working with Communications to develop a video for the membership on the purpose and process of the PPA. A vendor has been selected to develop a video that is informative and engaging.</p> <p>Ethics and Professionalism Learning Module</p> <p>The College has selected a vendor to convert its paper-based learning module to an online format, targeted for mid-October. The module will be interactive and intended to guide members in applying the essential competencies, practice standards and code of ethics in their practice.</p> <p>College Student Placements</p> <p>The University of Guelph-Humber was selected to pilot the College's Student Placement Program. The placement is intended to provide kinesiology students exposure to the regulatory field and develop skills in a non-clinical setting. Following several interviews, the College offered the Junior Analyst position to Carlyn Aspilla, a fourth year student. Carlyn will work with staff to develop a record keeping module, assist communications with social media strategy and the coordination of an e-newsletter.</p>
	<p style="text-align: center;">Professional Conduct Report</p> <p>Cara Moroney presented on Alternative Dispute Resolution (ADR). The presentation outlined the methodology of principled negotiation and mediation and highlighted how it can be used in the complaints process.</p> <p>The <i>Regulated Health Professions Act (RHPA)</i> indicates that ADR is permitted; the only legislative limitation is that it cannot be used in any complaint of sexual abuse.</p> <p>The College will begin to develop processes and policies on ADR so that an option for mediation exists in the future, should parties prefer it and to ensure that it is used appropriately and protects the public interest.</p>

	<p style="text-align: center;">Registration Committee Report</p> <p>Lori-Anne Beckford, Registration Committee Chair, provided an update to Council.</p> <p>The Committee met twice since June to review three referrals. Two files involved applicants requesting approval to write their third attempt of the exam. The third file involved a grandparenting applicant requesting approval of their experience to meet grandparenting provisions.</p> <p>Examination</p> <p>The College’s fall entry-to-practice examination takes place on September 17, 2016. This is the largest sitting to date with 292 candidates registered to write.</p> <p>The Examination Committee met in August to approve test forms for 2017. The Item Writing Committee developed 145 new questions, resulting in over 988 total questions in the item bank.</p> <p>Renewal</p> <p>Members had until September 1st, 2016 to renew. Renewal notices were sent to the membership throughout July and August. As of September 9th, ten percent of the membership has not renewed. Those who did not renew were sent a <i>Notice of Intention to Suspend</i> on September 7th. Failure to renew after 30 days of this Notice will result in the members’ suspension for non-payment of fees.</p> <p>Lori-Anne reported the current registration numbers as of September 9th:</p> <ul style="list-style-type: none"> - 2,259 general membership - 2,033 members in the general active class - 226 members in the inactive class
	<p style="text-align: center;">Finance and Business Plan Q2 Report</p> <p>Nancy Leris, Director, Finance and Operations, presented the Q2 interim finance report. It was noted that Registration, Examination and Jurisprudence fees exceeded projections in quarters one and two. This is largely due to greater than projected numbers applying to be grandparented prior to the deadline of March 31 and paying registration fees in Q1 and Q2..</p> <p>Nancy reported that expenditures were disbursed as expected in Q2. The Office and General budget was exceeded due to high bank charges during the grandparenting period.</p> <p>Council was made aware of an additional disbursement to be made as a result of minor flooding in the ensuite washroom. Work will be done with mould testing and construction companies to ensure a safe and healthy workspace.</p> <p style="text-align: center;">Business Plan Q2 Update</p> <p>Brenda updated Council on the College’s activities in relation to the business plan. The College continues its commitment to ensuring good governance and</p>

	<p>sound risk management through the completion of an annual risk management review by staff and annual Council/Committee member training.</p> <p>A call for participation was issued to the membership to engage in an upcoming webinar. The webinar will identify emerging practice issues and lead to the development of a prevention of sexual abuse learning module.</p> <p>College staff ensured that all members applying for the inactive class were contacted directly to clarify conditions and reasons for going inactive during the 2016/2017 renewal cycle. Additionally, all members reaching the two-year mark of being inactive were contacted.</p> <p>Other priorities in the next half of the year include the development of student brochures for distribution at university visits, the coordination of a stakeholders' meeting, and completion of the College's registration practice audit by the Office of the Fairness Commissioner.</p> <p>UPON A MOTION duly made by Chad McCleave and seconded by Mary Pat Moore, it was resolved that the interim Q2 finance report and business plan update be accepted. CARRIED.</p>
	<p style="text-align: center;">Risk Management</p> <p>Cara Moroney provided an amended risk management plan to Council. As part of its annual review, staff revised some risks. The plan is based on a matrix which weighs risk impact and risk likelihood.</p> <p>In this year's plan, one new risk was added and two risks were amended. A risk was added under Examination as a result of student placements at the College. Staff recognized the possibility of a confidentiality breach and will ensure, students are given access to the College's internal drives.</p> <p>UPON A MOTION duly made by Kalen Johnson and seconded by Jennifer Pereira, it was resolved that the amended risk management plan and risk Tolerance ratings be accepted. CARRIED.</p>
	<p style="text-align: center;">Public Register By-Law Amendment</p> <p>Cara Moroney presented to Council a draft change in the College By-Laws to remove members' registration numbers from the Public Register. This proposal comes from growing concern over fraudulent billing. While some cases involved members knowingly committing fraud, other cases involve a member's registration number being used fraudulently by others.</p> <p>The Insurance Bureau of Canada made a recommendation to the College to remove registration numbers from the public register. The <i>Health Professions Procedural Code</i> does not specify registration numbers as mandatory information to be posted on the public register.</p> <p>A scan of other health regulatory colleges indicated that a number of other regulators omit their members' numbers to ensure the member has control over disclosure.</p>

	<p>Council was asked to approve the deletion of the by-law 21.06(2) (iv) and circulate the by-law amendment for consultation to the membership for 60 days.</p> <p>UPON A MOTION duly made by Lori-Anne Beckford and seconded by Fergal O’Hagan, it was resolved that the proposed deletion of by-law 21.06(2) (iv) requiring that members’ registration numbers be posted on the register, be circulated to the membership for a period of 60 days.</p>
	<p style="text-align: center;">Election of Officers</p> <p>Council members were asked to submit tstatements of interest to stand for president, vice-president or member of the Executive Committee. Brenda thanked Councillors for expressing interest in open positions and announced the following acclamations:</p> <ul style="list-style-type: none"> • Mary Pat Moore, President and Executive Committee member • Steve Anderson, Vice-President and Executive Committee member • Jennifer Pereira, Executive Committee member • Alexander Stephen, Executive Committee member • Michelle Young, Executive Committee member <p style="text-align: center;">Striking of Committees</p> <p>Executive Committee (former) met on August 24th to develop proposed Committee slates. Councillors had the opportunity to review the composition and were asked to approve the slate.</p> <p>UPON A MOTION duly made by Michelle Meghie and seconded by Daniel Crete, it was resolved that the attached Committee slate (Appendix A) be approved. CARRIED.</p>
	<p style="text-align: center;">Discipline Committee Report</p> <p>Steve Anderson, Discipline Committee Chair, reported on an ongoing matter referred to the Discipline Committee. A pre-hearing conference is set for October 31st and a panel will be selected after the pre-hearing conference takes place. The panel will have the guidance of independent legal counsel, Bonni Ellis, through the process.</p>
	<p style="text-align: center;">Workplace Safety Training</p> <p>Brenda Kritzer provided staff and Council with workplace violence and harassment safety training.</p>
	<p style="text-align: center;">Registrar’s Report</p> <p>Brenda reported to Council on the Federation of Health Regulatory Colleges of Ontario (FHRCO) and staff’s involvement in its various Committees. She noted that the Communications Committee began work on a new website for the federation which will be public oriented. The website will be a hub for Ontarians to access links for and information on all health regulatory colleges. The</p>

	<p>Committee is working with a vendor to develop a marketing plan to guide public outreach.</p> <p>The Ministry's Public Appointments Secretariat has been contacted regarding the appointment of two new public members to Council. Two new members will join Council at its December meeting.</p> <p>The College was invited to participate in a panel at the annual Canadian Network of Agencies for Regulation Conference this November. The panel will focus on lessons learned by new regulators.</p>
Adjournment	Motion to adjourn the meeting made by Michelle Meghie at 2:50p.m.

Appendix A: Proposed Committees

Committee	Professional members	Public members	Member(s)-at-large
Executive	Elected Jennifer, AJ, Michelle Young	Steve (VP), Mary Pat (President Elected)	N/A
Registration	Daniel, Elwin , Samantha, AJ , Graydon	Steve, Lori-Anne , Mary Pat	Justin Fabella
Quality Assurance	Daniel, Samantha, Fergal, Graydon , Jennifer	Kalen , Michelle Meghie, new public	Marc Davis
ICRC	Elwin , Nicole , Gennady, AJ, Michelle Young	Lori-Anne, Kalen, new public , Michelle Meghie	Chris Pizzimenti Rosario Colomba
Patient Relations	Fergal, Jennifer, Gennady, Michelle Young	Lori-Anne, Michelle Meghie, new public	Jonathan Kwok Renee Raymond
Examination Appeals	Nicole , AJ	Chad, Michelle Meghie	N/A
Discipline	All	Steve , all	Chris Serran Rosario Colomba
Fitness to Practise	All	All	

Red= current committee chair

Yellow= new addition