

College of Kinesiologists of Ontario Council Meeting Minutes	
Day 1	
<b>Date/Time of Meeting</b>	Monday, September 22, 2014 9:00 am
<b>Chair</b>	Lynn Kabaroff
<b>Timekeeper</b>	Ryan Pestana
<b>Notetaker</b>	Angelica Ronquillo
<b>Present</b>	Dianne Aziz (DA), Lori-Anne Beckford (LAB), Elizabeth Chapman (EC), Rosario Colomba (RC), Daniel Crete (DC), Jonathan Dubberley (JD), Don Halpert (DH), Kalen Johnson (KJ), Lynn Kabaroff (LK), Chad McCleave (CMc), Michelle Meghie (MM), Mary Pat Moore (MPM), Robert Ross (RR), Kathie Sharkey (KS), Gennady Vaserbakh (GV)  <b>Teleconference:</b> Steve Anderson (SA), Fergal O'Hagan (FO)
<b>Regrets</b>	John Gray (JG)
<b>Staff in Attendance/ Guests</b>	<b>Staff:</b> Brenda Kritzer (BK), Stamatis Kefalianos (SK), Cara Moroney (CM), Magdalena Reder (MR), Ryan Pestana (RP), Lara Thacker (LT), Nancy Leris (NL), Angelica Ronquillo (AR)
<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>	Facilitator: LK  No conflict of interest declared.
<b>Approval of Agenda</b>	Facilitator: LK  Council reviewed the agenda as circulated and proposed the following amendments: <ul style="list-style-type: none"> <li>• Move the in-camera meeting with Mr. Patrick Ryan, the investment advisor from the Royal Bank of Canada (RBC) to Day 2 following financial reports.</li> <li>• Add Mary Pat Moore as reporter on behalf of ICRC.</li> <li>• Add a report from the Patient Relations Committee by Kathie Sharkey following reports from other committees.</li> <li>• Take 15 minutes from the allotted lunch break to discuss 2015 Council meeting dates.</li> </ul> <p><b>UPON A MOTION duly made by JD and seconded by EC, it was resolved that the agenda be approved as amended. CARRIED.</b></p>
<b>Approval of Minutes</b>	Facilitator: LK  Upon review of the Council minutes from both June 17-18 and July 9 meeting, FO requested that the following amendment be made in the minutes of the June 17 and 18 meeting: <ul style="list-style-type: none"> <li>• Note that on Day 2, FO was present via teleconference.</li> </ul> <p><b>UPON A MOTION duly made by DA and seconded by MM, it was resolved that the minutes of June 17 and 18 and July 9, 2014 be approved as amended. CARRIED.</b></p>

	<p style="text-align: center;"><b>Proposed Policy on Investment Strategy</b></p> <p>Facilitator: BK</p> <p>The Registrar presented to Council a revised version of a proposed policy on investment strategy.</p> <p>According to the By-laws, any excess funds that the College acquires at the end of each fiscal year shall be used to maintain the reserve funds as established by Council. This reserve fund can be invested in short-term or long-term vehicles, with the objective of generating reasonable returns on monetary assets. Therefore, a policy was created to guide Council to invest conservatively to ensure that College assets are not at risk. The Executive Committee, at their last meeting on August 8, 2014, decided that all reserve funds should be put into safe and secure investments. Council would meet with an investment advisor on September 23 to discuss investment options.</p> <p>BK also further elaborated on what are “ethical funds” as the proposed policy indicates that the College will only be investing in such vehicles. BK clarified that “ethical funds” are funds that may not necessarily have the highest return but are in line with the College’s values.</p> <p>Council members sought clarification about who has the authority to transfer and withdraw investments. BK referenced section 4.04 of the College’s By-Laws and explained that this authority mainly lies with the registrar. Council reviewed the policy and moved to adopt it.</p> <p><b>RESOLUTION – Adoption of the Investment Policy</b></p> <p><b>WHEREAS</b> Council is authorized under the College By-Laws and the <i>Regulated Health Professions Act, 1991</i> (RHPA) to establish reserve funds; and</p> <p><b>WHEREAS</b> the College is required under section 85.7 of the RHPA to maintain adequate reserves to meet statutory obligations; and</p> <p><b>WHEREAS</b> Council feels it is prudent to maintain reserve funds in case of unplanned and extraordinary expenses; and</p> <p><b>WHEREAS</b> Council is expected to manage the funds of the College over the long term to ensure that funds are in place for projects in the future; and</p> <p><b>WHEREAS</b> Council has previously approved maximum amounts to be retained in reserves; and</p> <p><b>WHEREAS</b> Executive Committee has recommended a comprehensive investment policy that describes how the College’s investment portfolio will look and which investment tools are permissible;</p> <p><b>Therefore, be it resolved that Council approve the Investment Policy and begin reserving funds in accordance with the terms described in it.</b></p> <p><b>Moved by EC and seconded by JD. CARRIED.</b></p>
	<p style="text-align: center;"><b>Risk Management Strategy and Approval of Risk Tolerance Profile</b></p> <p>Facilitator: CM</p> <p>The College’s Risk Management Plan was presented to Council at its meeting in June 2014. Council discussed the document at length to ensure full understanding of</p>

	<p>Council's accountabilities related to risk. At the time, Council felt it prudent to review the plan in more detail, and it was decided that Council members would review the plan over the summer and provide any comments to College staff. CM incorporated the feedback of Council members and revised the plan accordingly, and some risk likelihoods, impacts and priorities were adjusted.</p> <p>CM updated Council on the steps that the College is taking with regards to information management. CM informed Council that the College has hired Sean Hazelton to develop a records management process for the College.</p> <p><b>RESOLUTION – Risk Management</b></p> <p><b>WHEREAS</b> the Council is responsible for ensuring that the College is managing risk effectively; and</p> <p><b>WHEREAS</b> the Council has been presented with and reviewed the College's Risk Management Plan; and</p> <p><b>WHEREAS</b> the Council has been given sufficient opportunity to review and provide comment to the College and the College has responded to this feedback; and</p> <p><b>WHEREAS</b> the Council has considered the risk assessment process the College has undertaken; and</p> <p><b>WHEREAS</b> the Council has considered and understands the nature of the risks, and their accountability for these risks; and</p> <p><b>WHEREAS</b> the Council is satisfied the College's Risk Management plan will sufficiently meet this accountability; and</p> <p><b>WHEREAS</b> the Council understands the Risk Management plan will continually be reviewed by College staff and that any major occurrence of risk will be reported to Council along with a yearly review of the Risk Management plan.</p> <p><b>Therefore, be it resolved that the Council of the College of Kinesiologists of Ontario accepts the process undertaken by the College and agrees with the risk priorities assigned to each event outlined in the Risk Management Plan</b></p> <p><b>Moved by RR, seconded by RC. CARRIED.</b></p>
	<p style="text-align: center;"><b>Strategic Planning Proposal</b></p> <p>Facilitator: BK</p> <p>At its meeting in June, Council decided that it should engage in strategic planning and asked the Registrar to develop a proposal for a strategic planning process to occur in 2015. BK outlined to Council the process that the College hopes to follow in preparation for the strategic planning workshop.</p> <p>BK informed Council that the transitional Council engaged in strategic planning twice. These strategic planning workshops focused on ensuring that the College would be ready for proclamation by April 1, 2013. The College has been in operation for a year and it was noted that the College operates in a dynamic environment. Changes are occurring within the profession and changes are also expected in the educational and training system, which will impact entry to practice and ongoing professional development and Council wanted to be prepared to address these opportunities.</p> <p>Council reviewed the proposal in-depth and several resolutions were presented that</p>

would enable the College to begin the strategic planning process.

***RESOLUTION 1 - Appointment of a Strategic Planning Task Group***

**WHEREAS** Council recognizes that considerable upfront work is required to ensure a meaningful and productive strategic planning workshop; and

**WHEREAS** effective strategic planning will require conducting environmental scans and issues analysis, and the procurement of a facilitator; and

**WHEREAS** the Registrar will require the input of Council to manage the strategic planning process, confirm analyses, and determine an agenda and priority issues for the strategic plan;

**Therefore, be it resolved that the Council of the College of Kinesiologists of Ontario appoint Lynn Kabaroff, Fergal O'Hagan, Kathie Sharkey, Mary Pat Moore, Rosario Colombo, and Don Halpert to form a Strategic Planning Task Group.**

**Moved by EC, seconded by JD. CARRIED.**

***RESOLUTION 2 - Approval of the budget to hire a facilitator***

**WHEREAS** Council recognizes that effective and meaningful strategic planning is a joint process involving staff and Council members; and

**WHEREAS** a professional facilitator will enable staff and Council members to participate fully in the process; and

**WHEREAS** the Registrar has provided an expected cost for facilitation services; and

**WHEREAS** the Registrar will canvass other organizations for recommendations of facilitators;

**Therefore, be it resolved that the Council of the College of Kinesiologists of Ontario approve the budget of \$6500 to hire a facilitator for strategic planning.**

**Moved by KJ seconded by RC, CARRIED.**

Council discussed the proposed budget and felt that it was too low. Because Council felt that a facilitator may need to solicit the opinions of stakeholders, BK indicated that this would take more time. Council decided to increase the budget to allow the facilitator to conduct the scan if Council chose to do so.

Motion was amended from:

Therefore, be it resolved that the Council of the College of Kinesiologists of Ontario approve the budget of \$6500 to hire a facilitator for strategic planning.

To

Therefore, be it resolved that the Council of the College of Kinesiologists of Ontario approve the budget of **up to \$10,000** to hire a facilitator for strategic planning.

**Moved by EC, seconded by DA. CARRIED.**

***RESOLUTION 3- External analyses for strategic planning***

**WHEREAS** conducting an environmental scan helps provide an understanding of how

	<p>the College relates to its external environment; and</p> <p><b>WHEREAS</b> an environmental scan includes both an internal and external strengths, weaknesses, opportunities and threats (SWOT) analysis; and</p> <p><b>WHEREAS</b> the facilitator would obtain frank and honest responses from external stakeholders; and</p> <p><b>WHEREAS</b> the input of external stakeholders would help create a comprehensive strategic plan;</p> <p><b>Therefore, be it resolved that the Council of the College of Kinesiologists receive the views of external stakeholders as input to the strategic planning process and that this work be completed by the chosen facilitator.</b></p> <p><b>Moved by DH, seconded by DA.</b></p> <p><i>Amendment:</i> DH suggested taking out everything after the word “process”</p> <p><b>REVISED MOTION:</b></p> <p><b>Therefore, be it resolved that the Council of the College of Kinesiologists receive the views of external stakeholders as input to the strategic planning process.</b></p> <p><b>Moved by DH, seconded by KS. CARRIED.</b></p> <p><b>RESOLUTION 4- Date for the planning workshop – Tabled for day 2 to be discussed during future Council meeting dates.</b></p> <p><b>RESOLUTION 5- Releasing the strategic plan</b></p> <p><b>WHEREAS</b> the College regularly provides information on its activities and achievements to members and stakeholders; and</p> <p><b>WHEREAS</b> the College’s strategic plan will be an important document that will set the course for the College over the next3-5 years; and</p> <p><b>WHEREAS</b> these changes will impact prospective members, current members and stakeholders; and</p> <p><b>WHEREAS</b> the College posts information to its website and notifies members and stakeholders of significant milestones via its electronic newsletter;</p> <p><b>Therefore, be it resolved that the Council of the College of Kinesiologists post a summary of the strategic plan to the College website and notify stakeholders via the e-newsletter of its release.</b></p> <p><b>Moved by EC, seconded by JD. CARRIED.</b></p>
	<p style="text-align: center;"><b>Registrar’s Report</b></p> <p>Facilitator: BK</p> <p>BK informed Council of the Council on Licensure, Enforcement and Regulation (CLEAR) Conference that she attended in New Orleans and shared her impressions. She also informed Council of future conferences that College staff will be participating in, upcoming speaking sessions at universities and of staff’s summer team building session.</p>

	<p>BK reported that Peter Tiidus' term as Chair of the Examination Committee ended and the Committee is looking for a replacement.</p>
	<p style="text-align: center;"><b>Quality Assurance Committee</b></p> <p>Facilitator: EC and Leanne Worsfold</p> <p>Leanne Worsfold presented to Council the Peer and Practice Assessment Blueprint, Assessor Policy and Terms of Reference for Peer Assessors. EC presented to Council the revised Quality Assurance Program Policies.</p> <p><b>RESOLUTION 1 – Essential Competencies of Practice for Kinesiologists in Ontario</b></p> <p><b>WHEREAS</b> the College has a legislative obligation under the <i>Regulated Health Professions Act, 1991</i> to define standards of practice and communicate the standards to the public, and kinesiologists have a legislative obligation to meet the standards and demonstrate ongoing competence; and</p> <p><b>WHEREAS</b>, the College has been working with kinesiologists and educators from across the province to expand the <i>Kinesiologist Core Competency Profile</i> to include the essential competencies and performance indicators for entry-level and practising kinesiologists; to identify performance indicators relevant to registrants in non-clinical practice; and to incorporate language that supports the uniqueness of the profession; and</p> <p><b>WHEREAS</b> the <i>Essential Competencies of Practice for Kinesiologists in Ontario</i> defines the knowledge, skill, judgment and attitude requirements of kinesiologists across the province for both clinical and non-clinical practitioners, and articulates the minimum expectations regardless of the number of years of experience; and</p> <p><b>WHEREAS</b> the <i>Essential Competencies of Practice for Kinesiologists in Ontario</i> will provide the foundation for the College's Quality Assurance Program and other College programs; and</p> <p><b>WHEREAS</b> the development and validation of the <i>Essential Competencies of Practice for Kinesiologists in Ontario</i> involved a literature review and global environmental scan of essential competencies; development of the competency framework and outline; competencies writing session; stakeholder consultations; provincial validation of the essential competencies; and the development of practice illustrations; and</p> <p><b>WHEREAS</b> the Quality Assurance Committee has approved the <i>Essential Competencies of Practice for Kinesiologists in Ontario</i>;</p> <p><b>Therefore, be it resolved that the Council of the College of Kinesiologists of Ontario approve and adopt the <i>Essential Competencies of Practice for Kinesiologists in Ontario</i>.</b></p> <p><b>Moved by DA, seconded by KS. CARRIED.</b></p> <p><b>RESOLUTION 2– Assessor Policy &amp; Terms of Reference for Peer Assessors</b></p> <p><b>WHEREAS</b> the <i>Health Professions Procedural Code</i> requires that the College have in place a Peer and Practice Assessment (PPA) component, a process by which trained peer assessors work with members to determine the extent to which they are meeting the essential competencies of practice and to formulate plans for addressing any challenges; and</p> <p><b>WHEREAS</b> PPAs will be carried out by trained assessors whose reports are then considered by the Quality Assurance (QA) Committee; and</p>

**WHEREAS** the College will maintain a roster of qualified Assessors able to conduct assessments within the PPA component of the QA Program and ensure an adequate supply for managing the assessment of members annually; and

**WHEREAS** the College is now seeking applications from members interested in becoming assessors for the College's PPA, and the College requires an appointment process in order to draw a variety of qualified members; and

**WHEREAS** the duties and responsibilities of assessors in carrying out the PPAs are extensive and require a significant time commitment in order to ensure the PPAs are accurate, reliable and comprehensive in order to meet the mandate of the QA program; and

**WHEREAS** a comparison study has been conducted with other Colleges and the College has considered this in conjunction with its financial resources; and

**WHEREAS** the QA Committee has approved both the *Assessor Policy* and the *Terms of Reference for Peer Assessors*;

**WHEREAS** the Executive Committee has approved both the *Assessor Policy* and the *Terms of Reference for Peer Assessors*;

**Therefore, be it resolved that the Council of the College of Kinesiologists of Ontario approve and adopt the *Assessor Policy* and the *Terms of Reference for Peer Assessors*.**

**Moved by MM, seconded by LAB. CARRIED.**

***RESOLUTION 3– QA Program Policies***

**WHEREAS** the quality assurance program as set out in the *Health Professions Procedural Code* and the *Quality Assurance Regulation* made under the *Kinesiology Act* reflects the principles of quality assurance and quality improvement; and

**WHEREAS** every registrant of the College is required to participate in the Quality Assurance Program in accordance with the *Quality Assurance Regulation*; and

**WHEREAS** registrants are required to demonstrate competence throughout their careers as self-regulating professionals; and

**WHEREAS** to support and promote these efforts, and as part of its mandate to protect the public interest, the College has established a Quality Assurance (QA) Program to assist registrants in applying knowledge, skills and attitudes to ensure ongoing competence; and

**WHEREAS** the Quality Assurance Committee has developed program policies that set out both what members must do to ensure they comply with these requirements and the role of the College in supporting them; and

**WHEREAS** in preparation for the previous Quality Assurance Committee orientation and training session the College engaged the services of regulatory college consultant, Dr. Marla Nayer, and College legal counsel, Richard Steinecke, to review and comment on program policies pertaining to Self-Assessment, Continuing Professional Development, and Peer and Practice Assessment, which resulted in extensive suggested changes; and

**WHEREAS** a project deliverable for the Peer and Practice Assessment framework project by Dr. Nayer and iComp Consulting's Leanne Worsfold involved the review of existing and development of new program policies pertaining to confidentiality, bias, communication, file retention and requests for deferral from program components; and

	<p><b>WHEREAS</b> the QA Committee has approved the <i>QA Program Policies</i> in principle to be vetted by College legal counsel</p> <p><b>Therefore, be it resolved that the Council of the College of Kinesiologists of Ontario approve and adopt the <i>QA Program Policies</i>.</b></p> <p><b>Moved by CMc, seconded by DH. CARRIED.</b></p>
	<p style="text-align: center;"><b>Transparency Principles – moved from Day 2</b></p> <p>Facilitator: CM</p> <p>CM explained that the Transparency Principles were developed by the Advisory Group for Regulatory Excellence to assist colleges in making decisions about what information on members should be made public and what should be kept confidential. The Principles were designed after regulatory colleges came under increased pressure to increase transparency after a series of articles were released in the Toronto media. Council reviewed these Transparency Principles at its meeting in April and approved them for circulation for a period of 60 days. CM reported to Council that the College received a small number of comments from members of the profession. One comment mentioned the need for privacy of members’ information and that some complaints should be dealt with in a discreet forum. It also mentioned an apprehension of making all complaints public, particularly when some may contain false accusations that tarnish a member’s reputation. CM mentioned that the weighing of privacy and fairness for members with the need for transparency is one of the principles.</p> <p><b>RESOLUTION– Adoption of the Transparency Principles</b></p> <p><b>WHEREAS</b> the Transparency Principles were developed by a group of health regulators known as the AGRE group; and</p> <p><b>WHEREAS</b> an object of every health regulatory college is to promote inter-professional collaboration; and</p> <p><b>WHEREAS</b> the public is increasingly demanding more information about health practitioners in Ontario and it will be important that Colleges approach the issue with as much unity as possible; and</p> <p><b>WHEREAS</b> the Transparency Principles are meant to help guide Colleges in their decision making around types of information that should be made public and types that should not; and</p> <p><b>WHEREAS</b> the Transparency Principles do not presuppose any decisions nor have any major decisions been made by any Colleges at this time regarding the provision of further information to the public; and</p> <p><b>WHEREAS</b> if there were to be any future denial of information to the public will have to be made with strong and sound reasoning; and</p> <p><b>WHEREAS</b> the College has circulated the Transparency Principles to the membership and received comments which did not voice any major objections.</p> <p><b>Therefore, be it resolved that the Council of the College of Kinesiologists adopts and posts the Transparency Principles and supposes to use the principles in any future decision making regarding the provision of information to the public.</b></p> <p><b>Moved by DA, seconded by GV. CARRIED.</b></p>



Adjournment	Motion to adjourn for the day at 5:13pm made by DC.
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**College of Kinesiologists of Ontario  
Council Meeting Minutes**

**Day 2**

<b>Date/Time of Meeting</b>	Tuesday, September 23, 2014 9:00 am
<b>Chair</b>	Lynn Kabaroff
<b>Timekeeper</b>	Ryan Pestana
<b>Notetaker</b>	Angelica Ronquillo
<b>Present</b>	Robert Ross (RR), Daniel Crete (DC), Michelle Meghie (MM), Steve Anderson (SA), Dianne Aziz (DA), Lori-Anne Beckford (LAB), Don Halpert (DH), Chad McCleave (CMc), Mary Pat Moore (MPM), Gennady Vaserbakh (GV), Kathie Sharkey (KS), Jonathan Dubberley (JD), Rosario Colomba (RC), Kalen Johnson (KJ), Lynn Kabaroff (LK), John Gray (JG)  <b>Teleconference:</b> Fergal O'Hagan (FO)
<b>Regrets</b>	Elizabeth Chapman (EC)
<b>Staff in Attendance/Guests</b>	<b>Staff:</b> Brenda Kritzer (BK), Stamatis Kefalianos (SK), Cara Moroney (CM), Magdalena Reder (MR), Ryan Pestana (RP), Lara Thacker (LT), Nancy Leris (NL), Angelica Ronquillo (AR)
<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>	Facilitator: LK  No conflict of interest declared.
	<b>Finance Report</b>
	Facilitator: BK  The Registrar presented to Council the College's financial reports. She presented a detailed report of the College's long-term financial commitments with various vendors. A statement of operations for 2014/2015 was presented, and Council reviewed the variances. Finally, the Registrar reviewed a detailed five-year projection of revenues and enrollment.  <b>RESOLUTION 1 – Acceptance of Financial Reports</b>  <b>WHEREAS</b> the Registrar has provided a comprehensive interim statement of operations for the fiscal year 2014-15, and the statement of projected revenues and cash flows for the next five years; and  <b>WHEREAS</b> the Registrar has noted that the statement of operations is interim in that September 30 represents the end of the quarter; and  <b>WHEREAS</b> Council has had the opportunity to review the report and ask questions of the Registrar; and  <b>WHEREAS</b> Council has found these reports to be satisfactory; <b>Therefore, be it resolved that Council accept the presented financial reports.</b>  <b>Moved by MM, seconded by CMc. CARRIED.</b>

	<p style="text-align: center;"><b>Meeting with Investment Advisor – Tabled from Day 1</b></p> <p>Facilitator: LK</p> <p>Council is permitted to discuss matters of investment in-camera. While in-camera, Council met with Mr. Patrick Ryan, an investment manager from the Royal Bank of Canada.</p> <p><b><u>MOTION TO GO IN CAMERA</u></b></p> <p><b>WHEREAS</b> Council is required to have its meetings open to the public; and</p> <p><b>WHEREAS</b> Council is permitted to exclude the public (go in-camera) for a part of a meeting pursuant to section 7(2) (d) of the Health Professions Procedural Code in order to discuss personnel matters;</p> <p><b>Therefore, be it resolved that Council move in-camera to discuss personnel matters.</b></p> <p><b>Moved by MPM, seconded by RR. CARRIED.</b></p> <p><b><u>MOTION TO TERMINATE IN-CAMERA SESSION at 00:00</u></b></p> <p><b>Moved by DA, seconded by RR. CARRIED.</b></p>
	<p style="text-align: center;"><b>President’s Report</b></p> <p>Facilitator: LK</p> <p>The President informed Council that since the last Council meeting, she participated in the Quality Assurance peer and practice assessment webinar, scored the proposals for the College’s salaries and benefits survey, completed the Council Effectiveness Review Framework, and conducted the Registrar’s performance review.</p> <p>LK informed Council that she and the Registrar met with the Board of directors of the Ontario Athletic Therapists Association (OATA). Executive Committee discussed the meeting with OATA at its meeting on August 8, and LK explained that BK would provide an update on the discussion after lunch when discussing the topic of specialties.</p>
	<p style="text-align: center;"><b>Executive Committee Report</b></p> <p>Facilitator: LK</p> <p>The President presented to Council a summary of Executive Committee’s meeting on August 8, 2014, as many of these topics have been discussed or will be talked about in depth throughout this Council meeting. Executive discussed the following:</p> <ul style="list-style-type: none"> <li>- Council members’ declaration of interests for committees and drafted committee slates.</li> <li>- The proposed policy on appointing chairs.</li> <li>- Specialties and how the College will consider future requests to consider a specialty.</li> </ul>
	<p style="text-align: center;"><b>ICRC Report</b></p> <p>Facilitator: MPM</p> <p>MPM informed Council that the College has received no complaints. MPM explained that in one case that Committee rendered a decision; the individual appealed the</p>

	<p>decision to the Health Professions Appeal and Review Board (HPARB). MPM explained that CM will be at the pre-hearing conference scheduled by HPARB.</p>
	<p style="text-align: center;"><b>Registration Report</b></p> <p>Facilitator: RC</p> <p>RC presented to Council the following statistics after the College's first annual membership renewal:</p> <ul style="list-style-type: none"> <li>- 1278 people renewed</li> <li>- 81 people have not yet renewed</li> <li>- 18 people resigned</li> </ul> <p>RC informed Council that no referrals have been made to the Registration Committee.</p> <p>SK explained that several reminders to renew were sent to members in the days leading up to the August 31 renewal deadline. SK informed that a notice of intent to suspend was sent to members who had not renewed on September 5. Members had 30 days from the date of notice to complete their renewal or be suspended for non-payment of fees. SK noted that employers would be notified of suspended members. RC informed Council that people finding jobs in other professions appears to be the most common reason for resigning from the College</p> <p>RC reported that there was a 35% increase in the number of people taking the September 2014 exam compared to the April 2014 examination. A total of 252 candidates wrote the exam on September 20.</p>
	<p style="text-align: center;"><b>Patient Relations Committee</b></p> <p>Facilitator: KS</p> <p>KS informed Council that the Committee will be meeting in early November to discuss whether or not the College should seek a regulation exempting the treatment of spouses from the sexual abuse provisions of the <i>Regulated Health Professions Act, 1991</i>. It was noted that several other colleges have proceeded with this regulation. The Committee will report to Council in December and make its recommendation for Council's approval. CM explained that the College will be hosting a professional boundaries webinar and more than one hundred people have signed up thus far.</p>
	<p style="text-align: center;"><b>Communication Update</b></p> <p>Facilitator: RP</p> <p>RP presented to Council on a recently launched public awareness initiative. Three articles and one video, explaining who kinesiologists are and what they do, and the role of the College in regulating the profession, were created. The articles and video were distributed online using digital content drivers. RP informed Council that since launching the campaign, visits to the website via referrals doubled and high user engagement with content on the site was noted in Google Analytics. RP recommended that Council consider communications as it engaged in strategic planning. Council discussed other options to reach the public and raise awareness of the College.</p>
	<p style="text-align: center;"><b>Record Keeping Standard Revision</b></p> <p>Facilitator: CM</p> <p>CM presented to Council the changes made to the Record Keeping Standard. The College collaborated with five other colleges- the colleges of Audiologists and Speech-</p>

	<p>Language Pathologists, Chiropractors, Massage Therapists, Occupational Therapists and Physiotherapists- to revise the record keeping standard and to streamline the standards given that these professionals often work together at the point of care. Council discussed the revisions and recommended that the revised standard be circulated for comment.</p> <p><b>RESOLUTION – Circulation of the Revised Record Keeping Practice Standard</b></p> <p><b>WHEREAS</b> the existing standard provided substantial detail of information now contained in other College resources regarding record keeping; and</p> <p><b>WHEREAS</b> standards are comprehensive, yet high-level documents; and</p> <p><b>WHEREAS</b> it is important that have clear and concise language to ensure they lay out the minimum expectations; and</p> <p><b>WHEREAS</b> the College has been part of a project to ensure standards among the 6 rehab Colleges (COTO, CPO, CASLPO, CMTO and CCO) are interpreted collaboratively by professionals; and</p> <p><b>WHEREAS</b> review of these other College standards, and in particular, the new CASLPO regulation was an opportunity to update the College’s standard; and</p> <p><b>WHEREAS</b> the revisions have been made in line with the format of the newly revised Professional Boundaries Practice Standard.</p> <p><b>Therefore, be it resolved that the Council of the College of Kinesiologists approves the revised version of the Practice Standard – Record Keeping for circulation for a period of 60 days</b></p> <p><b>Moved by JG, seconded by JD. CARRIED.</b></p>
	<p style="text-align: center;"><b>Specialties Update</b></p> <p>Facilitator: BK</p> <p>BK provided an update on the issue of specialities. BK informed Council that Executive Committee asked that a decision note be developed on how to deal with special interest groups enquiring about specialities. Executive Committee also asked that this be brought up during the strategic planning meeting in April.</p>
	<p style="text-align: center;"><b>Election of Officers and Striking of Committees</b></p> <p>Facilitator: BK</p> <p><b>RESOLUTION: Registrar to supervise election of officers</b></p> <p><b>WHEREAS</b> the Registrar is required by the By-Laws to supervise the election of officers; and</p> <p><b>WHEREAS</b> the Registrar is not the chair of meetings;</p> <p><b>Therefore, be it resolved that the Registrar assume the chair for the portion of the meeting relating to election of officers.</b></p> <p><b>Moved by DA, seconded by RC. CARRIED.</b></p> <p>BK explained that Executive Committee was comprised of the three kinesiologists and</p>

two public members.

BK informed Council that Lynn Kabaroff, R.Kin was the only Council member to declare her interest to stand for the office of president. BK declared that Lynn Kabaroff was elected President by acclamation.

BK informed Council that Dianne Aziz, public member, was the only Council member to declare her interest to stand for the office of vice-president. BK declared that Dianne Aziz was elected Vice-President by acclamation.

Rosario Colomba, R.Kin and Jonathan Dubberley, R.Kin declared their intents to stand as members of the Committee; both were elected by acclamation, Steve Anderson and Chad McCleave, public members, declared their interest to stand as a public member of the Committee.

During the election, Steve Anderson withdrew his name and Chad McCleave was elected by acclamation.

***RESOLUTION: Appointment of Officers***

**WHEREAS** the term of office for the president, vice-president and remaining members of the Executive Committee is one year; and

**WHEREAS** Council members were invited to submit their intent to stand for the Executive Committee on July 11, 2014 and for president and vice-president on August 14, 2014; and

**WHEREAS** the members below were elected by acclamation;

**Therefore, be it resolved that:**

- **Lynn Kabaroff be appointed President;**
- **Dianne Aziz be appointed Vice-President;**
- **Jonathan Dubberley be appointed as a member of the Executive Committee;**
- **Rosario Colomba be appointed as a member of the Executive Committee; and**
- **Chad McCleave be appointed as a member of the Executive Committee.**

**Moved by GV, seconded by RR. CARRIED.**

**Striking of committees**

Council reviewed the draft slate and discussed the appointment of committee chairs by Council rather than committees electing their chairs. Some Council members expressed concern with the proposed policy, feeling that this should be a function of committees. Council also considered the names of College members seeking re-appointment to committees as members-at-large, and the need to send an invitation to the membership seeking interest for appointment to the Discipline Committee.

DA stepped down as Chair of the Discipline Committee because of what could be perceived as a conflict of interest.

***RESOLUTION: Slate Selection for the College Committees 2014/15***

**WHEREAS** each statutory and non-statutory committee of the College appoints members for a period of 1 year; and

**WHEREAS** the term of the existing committees will expire in October 2014; and

**WHEREAS** Council members, including two newly elected Council members, were canvassed for their interest regarding which committees they wished to serve on for the coming year; and

**WHEREAS** as per By-law 13, the Executive Committee at its last meeting developed a proposed slate for committee membership based on the needs of each committee and the interests and skills of Council members; and

**WHEREAS** the Executive Committee also reviewed the issue of whether to appoint chairs or continue to have the committees elect chairs; and

**WHEREAS** the existing By-laws were developed in a manner that would allow the out-going Executive Committee to recommend chairs as part of the slate; and

**WHEREAS** this process allows the out-going Executive to use its knowledge of the past year and the future needs of committees and taking into account the skills and interests of Council members thereby ensuring efficiency and optimal use of Council members' skills at the committee level; and

**WHEREAS** recommending chairs as well as committee members will ensure that all committees and chairs are reconstituted at the same time every year; and

**WHEREAS** D. Aziz has resigned as Chair of the Discipline Committee for the reason of conflict of interest and shall not sit on any panels of the Discipline Committee; and

**WHEREAS** S. Anderson has agreed to assume the role of Chair of the Discipline Committee; and

**WHEREAS** with the changes noted above all existing Chairs expressed interest in continuing in the position for the next year;

**Therefore, be it resolved that the Council of the College of Kinesiologists of Ontario appoints the committee members and Chairs of committees as per the attached slate selection developed and recommended by the out-going Executive Committee.**

**Moved by DA seconded by JD. CARRIED.**

***RESOLUTION: Reappointment of non-Council Committee Members***

**WHEREAS** Council is required by the College By-Laws to appoint members of the College who are not members of Council to statutory committees; and

**WHEREAS** Council appointed in October 2013:

- Conny Glenn to the Registration Committee;
- Laiza Ravarra to the Inquiries, Complaints and Reports Committee;
- Lital Crombie to the Patient Relations Committee;
- Neil Gillam to the Patient Relations Committee; and
- Stephanie Naulls to the Fitness to Practise Committee; and

**WHEREAS** the term of appointment for members-at-large is for one year; and

**WHEREAS** Conny Glenn, Laiza Ravarra, Lital Crombie, Neil Gillam and Stephanie Naulls expressed interest in being re-appointed to the respective committees; and

**WHEREAS**, in the first year of operations, committees have not been required to meet frequently and thus the appointed members-at-large have not fully benefited from this

	<p>developmental opportunity of engagement with the College;</p> <p>Therefore, be it resolved that Council re-appoints:</p> <ul style="list-style-type: none"> <li>• Conny Glenn member-at-large on the Registration Committee;</li> <li>• Laiza Ravarra member-at-larger on the Inquiries, Complaints and Reports Committee;</li> <li>• Lital Crombie member-at-large on the Patient Relations Committee;</li> <li>• Neil Gillam member-at-large on the Patient Relations Committee; and</li> <li>• Stephanie Naulls member-at-large on the Fitness to Practise Committee.</li> </ul> <p>Moved by JD seconded by LAB. CARRIED.</p> <p><b>RESOLUTION: Call for Members at-large to the Discipline Committee</b></p> <p><b>WHEREAS</b> Council is required by the College By-Laws to appoint members of the College who are not members of Council to statutory committees; and</p> <p><b>WHEREAS</b> the College By-Laws require that the Discipline Committee include at least two members of the College who are not members of Council; and</p> <p><b>WHEREAS</b> Council did not appoint members-at-large to the Discipline Committee in October 2013;</p> <p>Therefore, be it resolved that Council requests the Registrar to issue a call of interest to the membership, inviting them to apply to sit as members-at-large on the Discipline Committee, and the selected members will be appointed to the Discipline Committee at the December Council meeting.</p> <p>Moved by MPM seconded by KS. CARRIED.</p> <p>SA informed Council that letters have been sent to legal firms because the College was seeking independent legal counsel should a discipline hearing arise. It was noted that CM would provide a further update on the work being done to develop the discipline processes at the December Council meeting.</p>
	<p style="text-align: center;"><b>Council Meeting Dates</b></p> <p>Facilitator: BK</p> <p>BK presented the 2015 Council meeting dates and asked for Council’s agreement. The dates for 2015 are as follows:</p> <ul style="list-style-type: none"> <li>• February 3</li> <li>• May 4 - 5</li> <li>• June 15 - 16 (Strategic Planning Meeting)</li> <li>• September 28 - 29</li> <li>• December 7 - 8</li> </ul>
Adjournment	Motion to adjourn for the day at made by MPM 3:08pm