COLLEGE OF KINESIOLOGISTS OF ONTARIO

December Council Meeting Minutes

Date/Time of Meeting:	Monday December 2, 2024, 10:05am
Council present:	Benjamin Matthie, Victoria Nicholson, Teresa Bendo, Heather Westaway, Chad McCleave, Alyssa King, Jennifer Yee, Susan Garfat, Matthew Daher, Jane Gage, Oluwashindara Isaac-Oloye (unable to attend fully), Sara Gottlieb, Jana Smith
Regrets:	Leanne Smith, Corby Anderson, Jotvinder Sodhi
Staff members:	Nancy Leris, Fiona Teape, Brian Fehst, Magdalena Reder, Wendy Fung, Samuel Hanna
Guest presenters:	David Brown (GSI Inc.), Janice Dusek (JD & Associates), Blair Mackenzie (Hilborn LLP), Usman Paracha (Hilborn LLP), Deanna Williams (Dundee Consulting)
Guests/Observers:	Dana Lobson (Ministry of Health)

Let it be noted that Council held an in-camera session from 9:00 am – 10:05 am.

1. Call to order, roll call, welcome.

Benjamin Matthie, Council President called the meeting to order at 10:05 a.m. and welcomed Council, staff members and guests.

The Chair shared a Land Acknowledgement.

As the 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.

2. Introductions

The Chair welcomed Dana Lobson from the Ministry of Health.

3. Conflict of Interest Declarations

The Chair asked the Registrar if any Council members had declared a Conflict of Interest. The Registrar confirmed that no such declarations were received.

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The Chair also asked the Council if they knew of anyone who might have a Conflict of Interest on the agenda items presented. None were raised.

4. Approval of Agenda

UPON A MOTION duly made by Victoria Nicholson and seconded by Heather Westaway, it was resolved that the agenda be approved. **Carried.**

5. Approval of Minutes from the September 17, 2024 Council Meeting

UPON A MOTION duly made by Susan Garfat and seconded by Matthew Daher, it was resolved that the minutes of the September 17, 2024, Council Meeting be approved. **Carried.**

6. Previous Action Items

Nancy Leris informed the Council that work has been completed for action items from the September 2024 meeting.

First, the development of a policy for R.Kins who accept delegated duties from supervisors while licensed under the Emergency Act. After reviewing the regulation and existing College standards and guidelines, a policy does not appear to be necessary to address the delegation of duties by a supervisor to R.Kins licensed in the Emergency Class. As the individual is registered with the College, and unless there is a specific circumstance where practice limitations are imposed on a registrant by the Registration Committee, the individual would not be working "under the delegation" of a supervisor. Based on a review of the (limited)-available materials of other health regulators, the registrant would be expected to function autonomously at the supervisor's practice location. The supervisor would be expected to broadly oversee that the registrant is practising safely and within scope and to provide any necessary support and professional guidance.

Second, the College will explore methods to measure engagement with the Annual Report. An environmental scan was performed on Colleges that are members of the Health Profession Regulators of Ontario (HPRO), with scans being performed on the methods for communicating the Annual Report, the method used to track engagement, benchmark for engagement, and engagement rate of the past two Annual Reports. The results of the environmental scan were that all colleges communicate the Annual Report through publications such as newsletters, and emails to the Ministry of Health, members of the College, and to specific stakeholders. Engagement rate is generally tracked through the open rate of the emails, and no Colleges reported a specific goal for engagement. The College of Kinesiologist's open rate for the emails containing Annual Report generally matches with the other Colleges.

7. Registrar's Report

Nancy Leris, Registrar/CEO, presented the Registrar's Report, highlighting the following key points:

- *5-Year Strategic Plan*: After a strategic planning workshop with Council and an external consultant, the 2025-2030 strategic plan has been completed.
- *System Partnership & Events*: Throughout Q1 of 2024/2025, the registrar and members of the College's management team have met with external partners and other health regulators, and attended events such as the Canadian Kinesiology Alliance's 'Kin Can Conference' and the 2024 CNAR conference.
- *Registration:* The College is exploring how to handle requests for reductions to the College's membership fee, such as those based on financial hardship or other individual circumstances. Additionally, late renewals have been processed and notices of suspension have been issued. Lastly, the entry-to-practice examination was successfully administered on September 24, 2024.
- *Quality Assurance:* The Quality Assurance eLearning Modules were open from September 1 – November 1. Both modules had a 98% completion rate and Peer and Practice Assessments for Fall/Winter 2024/2025 are ongoing.
- *Communications:* University visits were scheduled for four universities in 2024, with more planned in early 2025. The draft 2023/2024 Annual Report has been completed and work is ongoing for the Website Redesign project.
- *Governance:* Meeting Evaluation Surveys have continued to be administered for the Council Effectiveness Review Framework, with an ongoing review of Council training and development, including working with an external consultant. A by-election in Electoral District 2 was run in Q1, with the Governance and Nominations Committee meeting to consider nominee eligibility.
- *Operations:* The College has received a report from an external third-party auditor regarding its Internal Controls and presented to the Planning and Finance Committee on October 24, 2024. The College's financial Audit has also been completed and the audited statements have been included in the Council package for review. The Registrar continues to provide support to the Operations, Communications & Professional Conduct portfolios due to staff changes and onboarding of new personnel including meeting with external vendors regarding IT and cybersecurity.

8. President's Report

Benjamin Matthie, Chair, presented the Presidents Report. The President's activities in Q1 of fiscal year 2024-2025 included attendance at the CNAR conference in October 2024, and periodic communication and meetings with the Vice-President and the Registrar & CEO. The President has also provided mentorship and training to new Council members in keeping with the College's Council Mentorship and Succession Planning Policy. Benjamin Matthie opened the floor for questions, none presented.

9. Understanding Financial Statements

David Brown of Governance Solutions Incorporated (GSI), provided an education and dialogue session focused on Council's review of financial statements. This session covered Council and committee roles and responsibilities, financial literacy, financial red flags and risks and key questions that may or should be asked by Council and committee members.

The Chair opened the floor for questions, Council inquired how the College can ensure that Planning & Finance Committee members have the required skill level. The Chair noted the

College's moves towards competency-based Council election eligibility and committee appointments. The Registrar also noted that there are opportunities to acquire experience through the public appointments and/or appointment of external members to serve on the Planning & Finance Committee.

10. Draft Audited Financial Statements – 2023/2024

Blair Mackenzie and Usman Paracha, Hilborn LLP, provided an overview of the draft Audited Financial Statements for 2023/2024.

The Chair then opened the floor for questions. Council asked whether the professional fees line item is expected to stay at the current level or increase. The Registrar noted that this line item was increased due to costs for specific projects, such as strategic planning, internal controls audit and the annual financial audit, which have been completed.

UPON A MOTION duly made by Alyssa King and seconded by Matthew Daher, it was resolved that Council approve for circulation, and submission to the Minister of Health, the audited financial statements for 2023/2024. **Carried.**

11. Revised Risk Management Plan

Brian Fehst, Manager, Professional Practice, delivered a presentation on the Revised Risk Management Plan for 2024-2025.

The Chair opened the floor for questions. Council enquired about the lowered risk priority for IT and cybersecurity and asked about what other measures are in place beyond training of staff. BF responded that there are ongoing measures and projects to ensure cybersecurity. The Planning and Finance Committee has received a report from the College's external IT provider regarding specific proposed measures. The Registrar provided additional information on the steps the College has taken to address cybersecurity and assured Council that ongoing monitoring and measures will be implemented, as reflected in the revised budget.

UPON A MOTION duly made by Heather Westaway and seconded by Alyssa King, it was resolved that Council approves the revised Risk Management Plan for 2024/2025. **Carried.**

12. Report on Council Effectiveness Review Framework

Brian Fehst, Manager, Professional Practice, provided a presentation on the public report of the 2023-2024 Council Effectiveness Review Framework (CERF). The report identified the following continuous improvement priorities for 2024-2025: Registrar & CEO performance evaluation and compensation, meeting evaluation survey participation, Council learning and development and meeting materials.

UPON A MOTION duly made by Jennifer Yee and seconded by Matthew Daher, it was resolved that Council approves the report on the 2023-2024 Council Effectiveness Review Framework for publication. **Carried.**

13. Governance Training

Deanna Williams of Dundee Consulting delivered a training presentation on Governance as part of the ongoing training series designed for continuous improvement, based on the results of the CERF.

14. Draft Strategic Plan 2025-2030

Nancy Leris, Registrar and CEO, provided a presentation on the Draft Strategic Plan for 2025-2030. The main themes of the strategic plan are: to effectively regulate the profession of kinesiology and advance its governance and statutory work through risk-based approaches; meaningfully engaging with the public, the profession and others to support an understanding of kinesiologists' role and mandate; and, to develop strategic collaborations to build a robust healthcare system. The Chair opened the floor for questions.

UPON A MOTION duly made by Teresa Bendo and seconded by Alyssa King, it was resolved that Council approves the proposed five-year Strategic Plan for 2025-2030 for implementation. **Carried.**

17. Draft Annual Report – 2023/2024

Council approved moving the Draft Annual Report presentation forward in the agenda due to additional time. Samuel Hanna, Communications Officer, provided a presentation on the draft 2023-2024 Annual Report. The Chair opened the floor for questions.

UPON A MOTION duly made by Heather Westaway and seconded by Sarah Gottlieb, it was resolved that Council approves the draft annual report for 2023/2024 for submission to the Ministry of Health and posting to CKO's website. **Carried.**

15. Revised 2024/2025 Operational Plan & Budget

Nancy Leris, Registrar and CEO, provided a presentation on the operational plan for 2024/2025. The Chair opened the floor for questions. Council noted the need for acceleration of the Communications strategy, acknowledging staffing pressures and noted a compromise proposed by the Planning and Finance Committee, which was to start developing the strategy and start to build it into the budget framework. Council asked for clarification regarding the Provincial Provider Database and data-sharing project, with the College noting that this project will be done after the College's database upgrade project is completed and following the Ministry of Health's timelines.

Nancy Leris, Registrar and CEO, provided a presentation on the budget for 2024/2025. The Chair opened the floor for questions.

UPON A MOTION duly made by Victoria Nicholson and seconded by Sara Gottlieb, it was resolved that Council approves the draw-down of the internally restricted fund for property and technology for the upgrade of the College's database. **Carried.**

UPON A MOTION duly made by Heather Westaway and seconded by Alyssa King, it was resolved that Council approves the revised Budget for the fiscal year 2024-2025, effective December 2, 2024. **Carried.**

16. Registration Report

Fiona Teape, Director, Registration, provided the Registration Report. The Chair opened the floor for questions. Council inquired whether there was any statistical data regarding members' work in public or private practice. FT advised that this data is not specifically gathered at this time, but could be worth incorporating as surveys are amended and updated.

Council enquired about how often members complete additional courses as assigned by the Registration Committee. FT confirmed that this data can be collected and reported at the next Registration Committee meeting. Council noted the potential value associated with data regarding membership trends over time, such as number of members who have maintained their certificates of registration since the College's proclamation.

18. Communications Report

Samuel Hanna, Communications Officer, provided the Communications Report for 2023/2024. The Chair opened the floor for questions.

19. Committee Reports

The Chair reviewed the various Committee reports included in the meeting package, which comprised reports from the Governance and Nominations Committee, the Inquiries, Complaints and Reports Committee (ICRC), Patient Relations Committee, Quality Assurance Committee, Registration Committee, and the Planning and Finance Committee.

The Chair opened the floor for questions

15. Review of Action Items

- The College will explore opportunities to refine and enhance member data collection including information regarding members' practice (e.g., public vs private settings).
- To review and report information regarding the duration of members' tenure with the College.

Termination

UPON A MOTION duly made by Matthew Daher, seconded by Chad McCleave, the Council meeting of December 2, 2024 was terminated at 3:32 pm. ***Carried****.*

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