

## December Council Meeting Minutes

<b>Date/Time of Meeting:</b>	Monday, December 1, 2025, at 10:00am
<b>Council present:</b>	Heather Westaway, Victoria Nicholson, Mehrdad Alizadeh-Meghrazi, Corby Anderson, Kristin Baker, Teresa Bendo, Jane Gage, Susan Garfat, Oluwashindara Isaac-Oloye, Frank Jasek, Alyssa King, Leanne Smith, Gergo Szoboszlai, Jennifer Yee
<b>Regrets:</b>	Sara Gottlieb, Jana Smith
<b>Absent:</b>	Jotvinder Sodhi
<b>Staff members:</b>	Nancy Leris, Lily Oeur, Brian Fehst, Magdalena Reder, Cecilia Li, Ethan Foerster
<b>Guests/Observers:</b>	Dana Lobson (Ministry of Health), Shirley Woolf (Enkel), Dale Tinkham (Tinkham LLP), Nicole Ryan, CSM, Christie Misketis

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Let it be noted that Council held an in-camera session from 9:00 a.m. to 10:05 a.m.

### 1. Call to order, roll call, welcome.

Heather Westaway, Council President called the meeting to order at 10:12 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 all guests for Public Council Meeting and reviewed the Code of Conduct and Rules of Order for the meeting.

### 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. The Registrar reminded Council of the requirement to complete the Conflict-of-Interest form prior to the meeting. The Chair then invited verbal declarations of Conflict of Interest, none were raised.

#### 4. Approval of Agenda

Following their review of the agenda for the December 1, 2025 Council meeting, the President invited any proposed changes or additions to the agenda.

*UPON A MOTION duly made by Teresa Bendo and seconded by Susan Garfat, it was resolved that the agenda be approved. Carried.*

#### 5. Approval of Minutes from the September 16, 2025 Council Meeting

Having been provided an opportunity to review the Minutes from the September 16th, Council meeting, a Council member noted that the Minutes for the September 2025 Council meeting was incorrectly titled as “June Council Meeting Minutes”. The title of the Minutes should be amended to “September Council Meeting Minutes”. No other comments were made.

*UPON A MOTION duly made by Victoria Nicholson and seconded by Mehrdad Alizadeh-Meghrazi it was resolved that the minutes of the September 2025 Council Meeting be approved as amended. Carried.*

#### 6. Action Items

The Chair invited Nancy Leris, Registrar and CEO, to provide an update on outstanding action items. Council was informed that work continues on the collection and analysis of membership data, with further information to be presented later in the meeting. It was also noted that the revised budget had been reviewed by the Planning and Finance Committee and would be brought forward to Council for consideration during this meeting.

#### 7. Registrar’s Report

Nancy Leris, Registrar and CEO, delivered her registrar’s report through a video presentation that highlighted key updates across the College’s three strategic themes—Governance & Public Trust, Engagement & Partnerships, and System Collaboration—covering all major portfolios of the College. Additional updates included the CIHI’s inclusion of Kinesiologists’ data in its workforce overview, the DVDRC report, and collaboration between COKO and CMTO, as well as the College’s meeting with FKQ.

As part of the Registrar’s Report, staff also shared their learning from professional development during this quarter.

The chair opened the floor for questions. None were raised.

#### 8. President’s Report

The Chair highlighted her ongoing communication with the Registrar to support effective oversight and ensure College operations continue to run at a high standard.

The Chair also informed Council that she attended the CNAR Conference alongside College staff and the Registrar.

Council was advised that the Chair has been working with the external consultant responsible for the Registrar's 2024–2025 performance evaluation.

The Chair further noted that both she and the Registrar have been invited to present at the CMTO Council Meeting in December and looked forward to this collaboration to share insights with another College.

## 9. Committee Reports

Committee Reports were provided by the Chairs of the ICRC, Quality Assurance Committee, Registration Committee, Patient Relations Committee, and Planning and Finance Committee.

## 10. Council Effectiveness Review Framework Report

Brian Fehst, Manager of Professional Practice, provided a presentation on the Council Effectiveness Review Framework (CERF).

The College has noted progress on the goals set out in the previous year's CERF.

Based on feedback received, Council members believe that overall performance and effectiveness in 2024-2025 was above expectations. Council members expressed confidence in their ability to fulfill their fiduciary duties.

Areas for improvement have been identified, including the meeting materials. Council can further support this process by providing direct feedback to the College to ensure they receive what they need in a timely manner.

The Chair opened the floor for questions. None were raised.

*UPON A MOTION duly made by Jennifer Yee and seconded by Oluwashindara Isaac-Oloye it was resolved that Council approve the 2024-2025 CERF Report as presented for publication. Carried.* Frank Jasek and Mehrdad Alizadeh Meghrazi were absent during the voting as their cameras were turned off.

## 11. Risk Management Plan

Ethan Foerster provided an update to the 2025–2026 Risk Management Plan, highlighting issues related to specific risks faced by the College. Each amendment was presented with its rationale and details regarding the current risk landscape. The amendments presented had been reviewed by the Planning and Finance Committee and recommended to Council.

The Chair opened the floor for questions. None were raised.

*UPON A MOTION duly made by Teresa Bendo and seconded by Victoria Nicholson it was resolved that Council approves the revised risk management plan for Q1 FY 2025-2026. Carried.* Frank Jasek and Mehrdad Alizadeh Meghrazi were absent during the voting as their cameras were turned off.

## 12. Revised Operational Plan

Nancy Leris, Registrar and CEO, provided a high-level presentation on the revisions to the 2025-2026 Operational Plan. The revisions include the timeline for development of the Communications Strategy and Implementation Plan, which has been adjusted to mid-Q2. This will include a more specific government relations plan, which is scheduled for Q3 of 2025-2026.

The French translation of the website content has been removed from the current operational cycle. The College will focus on refining the English content, with French translation to follow at a later date.

Council received information regarding the public interest rationale behind these revisions, along with the associated risk-mitigation rationale.

The Chair opened the floor for questions. One Council member noted that this is a significant undertaking and inquired whether adequate human resource support is available. Nancy confirmed that while there is strong staff support in place, the College may bring in additional human resources to support implementation.

### Revised Budget

Nancy Leris, Registrar and CEO, shared an overview of the revisions to the proposed budget for the 2025-2026 fiscal year. Revenue projections remain unchanged.

The proposed adjustments relate primarily to the expenditure forecast. The first proposed change relates to Registration—to support the development of new test forms for 2026 and address rising exam hosting fees. The second pertains to Quality Assurance, where additional funding is required to complete the Essential Competencies project, which was delayed in the previous fiscal year.

The Chair opened the floor for questions. Council members sought clarification on the projected surplus and the status of the Professional Conduct budget. It was confirmed that an annual surplus is expected and that the Professional Conduct budget should be adjusted due to higher-than-anticipated expenses. It was also noted that costs in this area can vary significantly. Council agreed that an in-year adjustment is appropriate, and an increase of \$20,000 for Professional Conduct will be proposed.

*UPON A MOTION duly made by Jennifer Yee and seconded by Frank Jasek, it was resolved that Council approve the Revised Budget and Revised Operation Plan for FY2025-2026 with the additional increase of \$20,000 for Professional Conduct. Carried.*

### 13. Essential Competencies of Practice for Kinesiologists in Ontario

Brian Fehst, Manager of Professional Practice, provided an update on the Essential Competencies Project on behalf of CAHIIM. The project is a review of the existing Essential Competencies of Practice for Kinesiologists in Ontario, initiated following previously-approved revisions to the Kinesiologist Core Competency Profile.

Project work to-date was informed by a gap analysis, environmental scan, and the principles of equity, diversity, inclusion, anti-bias, right-touch regulation, and the Kinesiology Core Competency Profile. Proposed revisions to the Essential Competencies include creation of additional competency Units to enhance clarity and applicability, streamlining competencies and performance indicators, removal of redundancies and addition of new competencies and performance indicators where indicated based on project research and gap analysis. Consideration has also been given to amending the title of the document for clarity.

Council was advised that the draft Essential Competencies will be circulated for public consultation. Following review of received feedback, revisions will be completed with the consultant and brought to the Quality Assurance Committee before presenting to Council in March 2026.

Council received clarification in response to questions regarding the incorporation of non-clinical practice into competencies, potential content changes following consultation, inclusion of the document title in public consultation, and distinctions between essential and entry-to-practice competencies.

*UPON A MOTION* duly made by *Teresa Bendo* and seconded by *Victoria Nicholson*, it was resolved that Council approve the draft revised Essential Competencies of Practice for Kinesiologists in Ontario for circulation for validation and additional feedback. **Carried.** Frank Jasek was absent during the voting as his camera was turned off.

### 14. Financial Oversight Training

The Chair introduced guest speaker, Shirley Wolff, CFO at Enkel, who delivered a presentation on financial oversight. Shirley Wolff reviewed key fiduciary duties, including the duties of care, loyalty, and obedience, and outlined the distinction between Council and management roles.

She also provided an overview of fraud awareness and risk management, as well as core components of financial statements.

The Chair opened the floor for questions; none were raised. The Chair thanked Ms. Wolff for her informative presentation.

### 15. Audited Financial Statements

The Chair introduced Dale Tinkham, the College’s auditor for the current fiscal year. Dale Tinkham provided a high-level overview of the audit process, draft audited financial statements and key audit findings for fiscal year 2024-2025. He noted that the draft financial statements had been reviewed by the Planning and Finance Committee.

The Chair opened the floor for questions. One member inquired about the “Other Matter” section. This disclosure is a mandatory requirement, as the previous year’s audit was completed by a different firm.

*UPON A MOTION duly made by Jennifer Yee seconded by Kristin Baker the Council approved the Audited Financial Statements for the Fiscal Year 2024-2025 to circulate and provide to the Ministry. **Carried***

## **16. Annual Report: 2024-2025**

Cecilia Li, Senior Communications Officer, provided an overview of the 2024-2025 Annual Report, highlighting its refreshed visual approach to make data more accessible. The Report demonstrates accountability, outlines progress toward strategic objectives, supports risk mitigation, and clarifies governance and complaint-handling processes.

The Chair opened the floor for questions. Council members inquired about the blank audit section, which was confirmed as pending approval, and expressed appreciation for the updated visual format.

*UPON A MOTION duly made by Victoria Nicholson seconded by Mehrdad Alizadeh-Meghrazi, Council accepts and approved the Annual report to be submitted to the Ministry and publication. **Carried.***

## **17. Communications Update**

Cecilia Li, Senior Communications Officer, provided an overview of communications activities for the quarter, focusing on four key areas: e-newsletter, social media, university engagement, and the Communications Strategy and Implementation Plan.

All communications metrics continue to be reviewed to support ongoing planning and strategy development. The College continue to engage universities this quarter to raise awareness of the College and kinesiology being a regulated profession in Ontario. Additional visits are being planned for the next quarter.

### **Communications Strategy Update**

Cecilia then provided an update on the Communications Strategy. Implementation of the strategy has been delayed. The strategy is expected to be ready for implementation by February/March 2026. The College continues to uphold this strategy as a cornerstone of public protection and meaningful collaboration with key partners.

The Chair opened the floor for further discussion regarding the next steps for the Communications Strategy. Members considered the approval process, specifically whether Patient Relations Committee review should be followed by the Executive Committee for expedited consideration or a Special Council meeting. After discussion, it was agreed that the Communications strategy will be presented at a Special Council meeting, subject to Council member availability, to allow full Council discussion and feedback.

*UPON A MOTION duly made by Mehrdad Alizadeh-Meghrazi, seconded by Oluwashindara Isaac-Oloye Council approved the division to call for a special council meeting to discuss the Communications Strategy and Implementation Plan, as long as logistically this does not hold the plan up from being implemented. **Carried.***

## **18. Registration Membership Data Report**

Magdalena Reder, Manager of Examinations and Registration, provided an overview of the 2025 Annual Renewal. She provided an overview of the registrant data that emerged from the 2025 annual renewal, as well as the information related to examinations administered in fiscal 2024-2025.

The Chair opened the floor for questions and discussion. It was noted that financial assistance is available through payment plans for those unable to pay renewal fees. There was also discussion about this data to enhance public protection by informing the Peer Circle component of the Quality Assurance portfolio, and supporting communication projects and efforts. Registration data supports reporting obligations to the Office of the Fairness Commissioner and contributes to broader strategic and public protection efforts.

## **19. Demographics and Race-Based Data to Advance Fair Registration Practices**

Lily Oeur, Director of Registration, provided an overview of proposed initiatives to collect Demographics and Race-Based Data during the 2026 Annual Renewal cycle.

Collection of such data is aligned with the Office of the Fairness Commissioner (OFC) the Anti-Racism Act and standards to address systemic barriers. It also aligns with COKO's 2025-2030 strategic priorities. Data allows the College to demonstrate fairness as a measurable standard, enhancing transparency, trust, and public accountability. This presentation included a case study to illustrate diverse approaches from other regulatory Colleges. Key considerations included privacy protection, voluntary participation, and clear communication to registrants regarding the purpose and process of data collection.

The Chair opened the floor for questions. Council discussions confirmed that participation would be voluntary and that data would be analyzed by a third-party consultant. Clarification was provided on data storage and access, noting that—consistent with practices at other regulators—data would be securely stored by the service provider with limited access for the consultant. Registrants would be able to request their data be removed. Data would only be

retained for specified retention periods. Best practices would be implemented regarding privacy, utility, and public protection.

Questions were raised about how voluntary responses would be interpreted. Analysis will be based on available sample sizes. Council members noted the importance of ensuring registrants feel comfortable providing information. A robust communications plan will be put in place to build trust and encourage participation.

*UPON A MOTION duly made by Alyssa King and seconded by Susan Garfat Council approved the proposed pilot plan to collect registrant demographic and race-based data for the 2027 renewal period. **Carried***

## 20. Policy Review Update

### Whistleblower Policy

Brian Fehst, Manager of Professional Practice, presented the College's proposed Whistleblower Policy. This initiative was prompted by findings from the 2023-2024 internal controls audit, which recommended that the College implement such a formal policy. The Whistleblower Policy supports the College's Enterprise Risk Management Plan by providing a structured mechanism for reporting concerns related to wrongdoing within the organization.

The development process included research and an environmental scan of other health regulators in Ontario and beyond, ensuring a broad and informed approach. The Whistleblower Policy is designed to encourage the reporting of concerns while protecting individuals who come forward and safeguarding anonymity and confidentiality. The policy also clarifies accountabilities, particularly those of the Executive Committee and the Registrar/CEO, in addressing reported concerns.

The Chair opened the floor for questions. Clarification was provided regarding the scope of the policy. It was also noted that the policy does not include a specific reporting time limit, though investigations may or may not proceed depending on the circumstances and information provided. Discussions touched on potential costs to the College. There is an internally-restricted reserve fund for investigations, so no additional funding would be required.

*UPON A MOTION duly made by Alyssa King seconded by Corby Anderson Council approved the draft Whistleblowing Policy. **Carried***

### Council Engagement, Mentorship and Succession Planning

Brian Fehst, Manager of Professional Practice, presented an overview of the College's Council Engagement, Mentorship, and Succession Planning initiatives. These initiatives support the 2025–2030 Strategic Plan, specifically the goal to build and maintain strong governance through continuous improvement. The College has drafted a Council Engagement Guideline, which will complement the existing Mentorship and Succession Planning Policy.

This draft guideline includes recommendations and suggestions to build and maintain Council engagement and support the College's mentorship and succession planning policy.

Engagement, mentorship and succession planning will build and maintain Council governance competencies, foster a culture of participation, and enhance decision-making in the public interest. From a risk management perspective, the guideline will help maintain compliance, reduce the likelihood of governance challenges, and minimize potential loss of confidence in the College.

*UPON A MOTION duly made by Jennifer Yee seconded by Leanne Smith Council approved the draft Council Engagement, Mentorship and Succession Guide. **Carried.***

## 21. Review of Action Items

- The draft audited Financial Statements will be finalized and included in the 2024/2025 Annual Report.
- The 2024/2025 Annual Report will be provided to the Ministry of Health and posted to the College's website.
- College staff will correct the typographical/grammatical error noted in the Council Engagement, Mentorship and Succession Planning Guideline.

## Termination

*UPON A MOTION duly made by Jennifer Yee, seconded by Mehrdad Alizadeh-Meghrazi, the Council meeting of December 1st, 2025, was terminated at 4:28 pm. **Carried.***