

<b>Council Minutes</b>	
<b>Date/Time of Meeting</b>	January 17 <sup>th</sup> , 2013, 7:30 pm.
<b>Chair</b>	Conny Glenn (CG)
<b>Timekeeper</b>	Ryan Pestana
<b>Notetaker</b>	Ryan Pestana
<b>Present</b>	Conny Glenn (CG), Elizabeth Chapman (EC), Rod Hare (RH), Doug Lafreniere (DL), Michelle Meghie (MM), Denise Nadeau (DN), Maureen Ralph (MR), Robert Ross (RR)
<b>Regrets</b>	Tony Bauer (TB), Neil McCartney (NM)
<b>Staff in Attendance/ Guests</b>	Brenda Kritzer (BK), Cara Moroney (CM), Lara Thacker (LT), Magda Reder (MR), Ryan Pestana (RP)  Guests: Dr. Veronica Jamnik (OSHF), Bridget Lett (CSEP) Stuart Moulton (OKA), Jennifer Prosen (OSHF)
<b>Constitution of the Meeting</b>	As a notice of the meeting had been duly given in accordance with the by-laws of the Transitional Council for 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: CG  None
<b>Approval of Agenda</b>	Facilitator: CG  <b>UPON A MOTION duly made by DN, it was resolved that the Agenda as circulated be approved. CARRIED.</b>
<b>Approval of Minutes of December 3<sup>rd</sup>, 2012</b>	Facilitator: CG  <b>UPON A MOTION duly made by MR, it was resolved that the Minutes, amended to reflect that CG visited Brock University without BK, be approved as amended. CARRIED.</b>
	<b><u>New Business</u></b>
	Facilitator: CG  None
	<b><u>Review of Action Items</u></b>
	<b><u>Minutes – December 3<sup>rd</sup>, 2012</u></b> 1. Update TOR for the Universities Liaison Committee by adding the proviso that the Chair of the Committee will be a member of Council, appointed by Council. <b>Brenda Kritzer – Completed</b>  2. Registrar to draft a decision note for the Executive Committee as to whether the academic member of Council should be appointed to the University Liaison Committee <b>Brenda Kritzer – Completed</b>

	<p>3. Approval of the examination report and guide and posting to the website once translated.  <b>Brenda Kritzer –</b></p> <p>BK clarified to Council that this process is ongoing. The examination report and the examination guide were still being translated, and as such, nothing had been posted to the website yet.</p> <p>4. Following changes to be made to the Advertising Guideline -</p> <ol style="list-style-type: none"> <li>a. Under A) Description of Guideline, amendment to guideline 5: Review language with respect to testimonials to remove any contradictions</li> <li>b. Clarify and add <i>when</i> the use of testimonials is acceptable</li> <li>c. In Question 4 for consistency add ‘...or other individual or entity...’ wherever it appears</li> <li>d. Review term exclusivity</li> </ol> <p><b>Brenda Kritzer – Completed</b></p> <p>5. Prepare financial report for submission to the Ministry  <b>Brenda Kritzer – Completed</b></p>
	<p><b><u>Educational Equivalency</u></b></p>
	<p>Facilitator: RR</p> <p>RR summarized the work that the Registration Committee had undertaken to establish a framework for the College to determine whether academic credentials provided by applicant with a non-Kinesiology degree could be deemed to be substantially equivalent to a degree in Kinesiology offered at an Ontario university. The Registration Committee determined that a third party should be selected to develop the framework for a comparator model, and as a result of the procurement process being undertaken, Committee selected Professional Examination Services (PES) to complete this work. Committee then selected six universities offering programs that it felt typically represented a Kinesiology degree. These universities were contacted and asked to participate in the project by providing course information.</p> <p>Committee developed a Comparator Model that consists of 11 core areas of study and 10 elective areas of study that typically reflect a Kinesiology degree. RR introduced the Academic Assessment Form which applicants seeking equivalency will be required to complete and provide documentary evidence of how the course reflected the requirements of core courses and elective courses. The Committee RR discussed the scoring system that will be used to determine whether an individual`s credentials meet the equivalency requirement.</p> <p><b>UPON A MOTION duly made by DN, it was resolved that the transitional Council of the College of Kinesiologists of Ontario approve the Comparator Model, the Academic Assessment Form and the proposed scoring system to determine substantial equivalency to a minimum 4-year degree in kinesiology from an</b></p>

	<p>Ontario university. <b>CARRIED.</b></p> <p><b>UPON A MOTION</b> duly made by MR, it was resolved that the transitional Council of the College of Kinesiologists of Ontario circulate to all stakeholders and post on the website the Academic Assessment Form. <b>CARRIED.</b></p>
	<p style="text-align: center;"><b><u>Third Party Credential Assessments</u></b></p> <p>Facilitator: RR</p> <p>RR informed Council that while the future College will be accepting applications from international applicants, a process is required to determine if academic degrees or diplomas held by international applicants are comparable to a Bachelor's degree, or a degree deemed substantially equivalent, offered at an Ontario university. To ensure a fair, reasonable and transparent process, Committee determined that international applicants should have their degree assessed by a third-party, as a course-by-course assessment.</p> <p>In coming to this recommendation, Registration Committee noted that it reflects best practices among regulatory bodies.</p> <p><b>UPON A MOTION</b> duly made by EC, it was resolved that transitional Council of the College of Kinesiologists of Ontario approve a policy indicating that assessment of international academic credentials be accepted from the following experienced organizations:  <b>World Education Services (WES), International Credential Assessment Service of Canada (ICASC), and International Credential Education Service (ICES).</b>  <b>CARRIED.</b></p>
	<p style="text-align: center;"><b><u>Proposed By-Law Amendment- Academic Member</u></b></p> <p>Facilitator: CG</p> <p>While criteria and processes had been established to determine the composition of the future Council, Council has not determined how the academic member to Council would be selected. Extensive research was undertaken to consider approaches taken by other regulatory college and a report and recommendations were considered by Executive Committee. Specifically, Executive Committee considered amendments to the Election By-Law to create an additional electoral district, District 7, to be province-wide and to make active members of the College who are members of faculty of degree programs in Kinesiology be eligible to run in this District. Executive Committee also considered amendments to specify that the requirements applying to all other members of the College running for election would apply to the academic member. Executive Committee felt it prudent to amend the Election By-Law to state that the academic member of Council cannot be appointed to the College-Universities Liaison Committee so as not to create a conflict of interest or the perception of such. These are the recommendations of the Executive Committee.</p>

	<p>UPON A MOTION duly made by DL, it was resolved that the transitional Council of the College of Kinesiologists of Ontario approve a proposed amendment to the Elections By-Law to establish District 7 as the entire province, and that members of faculty of degree programs in Kinesiology who are members of the College in good standing be eligible to vote and to run for election in District 7. CARRIED.</p> <p>UPON A MOTION duly made by RH, it was resolved that the transitional Council of the College of Kinesiologists of Ontario approve the amended Elections By-Law #10 to be circulated to the Chairs of all faculty at the universities and colleges with whom the College has been communicating, and to be posted on the College website for 60 days and to invite input to this By-Law amendment. CARRIED.</p> <p>UPON A MOTION duly made by RR, it was resolved that the transitional Council of the College of Kinesiologists of Ontario approve amendments to the Terms of Reference for the CKO-Universities Liaison Committee to exclude the academic member from eligibility to be appointed to the Committee, to ensure that there is not perceived Conflict of interest. CARRIED.</p>
	<p style="text-align: center;"><b><u>Business Case- Procurement of D &amp; O and Commercial Insurance</u></b></p> <p>Facilitator: CG</p> <p>CG informed Council that the College already had Directors' and Officers' Liability and Errors and Omissions Liability Insurance, but that insurance policies were coming up for renewal. Executive Committee felt it prudent to begin seeking quotes on insurance to make sure that the College is getting the best possible rates for the money that it is spending.</p> <p>UPON A MOTION duly made by RH, it was resolved that the transitional Council of the College of Kinesiologists of Ontario requests that the Registrar engage Marsh as an insurance broker to seek up to five quotations on insurance for a period of five years, commencing April 1<sup>st</sup>, 2013 as follows:</p> <ul style="list-style-type: none"> <li>• Directors' and Officers' Liability and Errors and Omissions Liability Insurance to a level of \$2 million per occurrence</li> <li>• Commercial General Liability Insurance to a level of \$2 million; and</li> </ul> <p>That Marsh be requested to provide these quotes by February 15<sup>th</sup>, 2013, and that the quotes be reviewed by Committee and a recommendation made to Council prior to its last meeting prior to the expiration of the current insurance coverage. CARRIED.</p>
	<p style="text-align: center;"><b><u>Fees to be charged in 2013-2014</u></b></p> <p>Facilitator: BK</p> <p>BK informed Council that the College was concerned that with early registration</p>

	<p>starting in February 2013, applicants would be paying their registration fee when their application was approved, only to pay their renewal fee again in September 2013, as the College's registration year ends August 31<sup>st</sup>. It was further noted that there is till considerable work to complete on the online renewal process as well as other projects.</p> <p>Options were developed for consideration of Committee and Council to determine whether, in this transitional year a transitional fee might be charged which would enable members to pay one fee covering the period from April 1, 2013 through to August 31, 2014. While members would be automatically renewed, they would still be required to inform the College of any changes to their registration status, as described in the Professional Misconduct Regulation.</p> <p><b>UPON A MOTION duly made by DL, it was resolved by the transitional Council of the College of Kinesiologists of Ontario that applicants registering during the transition period from now until August 31<sup>st</sup>, 2013 be offered an option to pay one full year registration fee which would cover the period from April 1<sup>st</sup>, 2013 to August 31<sup>st</sup>, 2014. CARRIED.</b></p> <p><b>UPON A MOTION duly made by MM, it was resolved that the transitional Council of the College of Kinesiologists automatically renew members who have opted to pay the full year registration fee to cover the period from the date of registration until August 31<sup>st</sup>, 2014. CARRIED.</b></p> <p><b>UPON A MOTION duly made by DL, it was resolved by the transitional Council of the College of Kinesiologists of Ontario that the Registrar put in place all of the necessary communications to inform potential applicants of this transitional fees payment option and that they must still inform the College of any changes to their registration information. CARRIED.</b></p>
	<p style="text-align: center;"><b><u>Third Quarter Financial Report</u></b></p> <p>Facilitator: BK</p> <p>BK presented to Council the Third Quarter Financial Report. The Ministry of Health and Long Term Care (MOHLTC) approved requested amendments to the Transfer Payment Agreement to move money into Salaries and Benefits from Operations and Special Projects after savings were realized in both categories. More money was also allocated into Consulting/Professional Services to reflect the increased costs of translations. BK informed Council that the College was operating within budget.</p>
	<p style="text-align: center;"><b><u>New Business</u></b></p> <p style="text-align: center;"><b>Review of Action Items</b></p> <p>1. BK to circulate to all stakeholders and post on the College website the Academic Assessment Form</p>

	<p>2. BK to circulate to the Chairs of all faculties of Kinesiology at the universities and colleges with whom the College has been communicating, and post on the College website for 60 days to invite input to, the amendments to the Elections By-Law #10</p> <p>3. BK to circulate to the universities and colleges with whom the College has been communicating the information regarding the election of an academic member to Council.</p> <p>4. BK to engage Marsh as an insurance broker to seek up to five quotations on insurance for a period of five years.</p>
	<p><b><u>Other Matters</u></b></p> <p>None</p>
	<p><b><u>Date of Next Meeting</u></b></p> <p>TBD</p>
<p><b>Motion to Terminate the Meeting</b></p>	<p><b>UPON A MOTION duly made by RH, seconded by DL, the meeting was adjourned at 8:42pm.</b></p>