

<b>Council Minutes</b>	
<b>Date/Time of Meeting</b>	March 28, 2013, 9:30 a.m.
<b>Chair</b>	Conny Glenn (CG)
<b>Timekeeper</b>	Lara Thacker
<b>Notetaker</b>	Lara Thacker
<b>Present</b>	Conny Glenn (CG), Neil McCartney (NM), Elizabeth Chapman (EC), Rod Hare (RH), Doug Lafreniere (DL), Michelle Meghie (MM), Denise Nadeau (DN), Robert Ross (RR)
<b>Regrets</b>	Tony Bauer (TB), Maureen Ralph (MR)
<b>Staff in Attendance/ Guests</b>	Brenda Kritzer (BK), Cara Moroney (CM), Lara Thacker (LT), Monica McPherson (MMcP)  Guests: Stuart Moulton (Ontario Kinesiology Association), Brad Gibbs, Jonathan Strauss (Pedorthic Association of Canada)
<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 DL, it was resolved that the Agenda, amended to reflect the Minutes of January 17 and March 18, 2013, and the removal of Item 11, be approved as amended.</b> <b>CARRIED.</b>
<b>Approval of Minutes of January 17, 2013 and March 18, 2013</b>	Facilitator: CG  <b>UPON A MOTION duly made by EC, it was resolved that the Minutes of January 17, 2013 as circulated, be approved.</b> <b>CARRIED.</b>  <b>UPON A MOTION duly made by RH, it was resolved that the Minutes of March 18, 2013, amended to reflect the Council's decision regarding changes to the educational equivalency model, be approved as amended.</b> <b>CARRIED.</b>
	<b><u>Review of Action Items</u></b>
	<ol style="list-style-type: none"> <li>1. Circulate to all stakeholders and post on the College website the Academic Assessment Form. <b>Brenda Kritzer – Completed</b></li> <li>2. 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 Elections By-Law #10.</li> </ol>

	<p><b>Brenda Kritzer – Completed</b></p> <p>3. Circulate to the universities and colleges with whom the College has been communicating the information regarding the election of an academic member to Council.  <b>Brenda Kritzer – Completed</b></p> <p>4. Engage Marsh as an insurance broker to seek up to five quotations on insurance for a period of five years.  <b>Brenda Kritzer – Completed</b></p>
	<p style="text-align: center;"><b><u>President’s Report</u></b></p> <p>Facilitator: CG</p> <p>i) <u>Executive Committee Report</u>          CG and BK have wrapped up the university visits, fielding questions from students with respect to registration, grandparenting, the examination and fees.</p> <p>CG and BK participated in the inaugural meeting of the CKO-Universities Liaison Committee, which was chaired by NM.</p> <p>CG and BK attended and met with Stephen Frank, Vice President of Canadian Life Insurance Association (CLIA) to discuss and answer questions pertaining to regulation of the profession. CLIA agreed to provide the College with information regarding billing, and it was noted that there may be an opportunity for the College to attend an annual event.</p> <p>ii) <u>Proposed By-Law Amendment – Academic Member</u>          Council reviewed the documents regarding the proposed by-law amendment with respect to the appointment of an academic member to Council for Electoral District 7.</p> <p>The amended by-laws were circulated and the College received feedback requesting clarification around “teaching in an Ontario degree program,” and recommending a broader definition of “professional kinesiology association.”</p> <p>The 60 day period for circulation has now ended, and the draft document was presented to Council for discussion and approval with amendments which reflect stakeholder feedback.</p> <p>BK clarified that the Kinesiology Act states that the member must teach at a university as opposed to a college faculty. NM and RR suggested slight modification of the wording to preclude a situation in which an adjunct professor teaching one course seeks to run for Council.</p> <p>Following some discussion around the meaning of ‘teaching in a degree program,’ Council further defined eligibility for Electoral District 7 under paragraph 10.09, paragraph 2, (a) to ensure clarity and accordance with what</p>



is written in the Kinesiology Act.

**UPON A MOTION** duly made by EC, it was resolved that the transitional Council of the College of Kinesiologists of Ontario approve the amended Elections By-Law #10, to ensure clarity and accordance with what is written in the *Kinesiology Act, 2007*, with the following further amendment to section 10.09 – Eligibility for Election, paragraph two, item a) as per the feedback and discussion by Council: *the Member is a full-time member of faculty or department in an Ontario university degree program in Kinesiology.*  
**CARRIED.**

iii) Proposed By-law Amendment – Composition of Non-Statutory Committees  
Council reviewed the proposed amendment to Schedule 4 to the By-Laws concerning the composition of non-statutory and ad hoc committees. Council carefully considered the proposed amendment and made minor revisions to wording for clarity.

**UPON A MOTION** duly made by NM, it was resolved that the transitional Council of the College of Kinesiologists of Ontario approve the amendment of Schedule 4 ii. to the By-Laws to read as follows:

*With the exception of the Examination Committee and the Item Writing Committee, and unless otherwise stated in the Terms of Reference, Non-Statutory Committees are composed of a minimum of three (3) members, with a cross-section of professional, public and academic members of Council, with at least one (1) member being a Council member appointed by the Lieutenant Governor's Order-in-Council.*

**CARRIED.**

iv) Proposed By-law Amendment – Selection of Committee Chairs and Members

Council reviewed and carefully considered proposed changes to the by-law pertaining to selection of committee chairs and members.

**UPON A MOTION** duly made by NM, it was resolved that the transitional Council of the College of Kinesiologists of Ontario approve the proposed amendments to By-laws 12.02, 12.03, 12.04, 13.08, 13.09 and 13.10.  
**CARRIED.**

v) Terms of Reference Finance (Non-Statutory)

Council reviewed and carefully considered the documents titled Terms of Reference Finance Committee and Resolution – Approval of Terms of Reference for the Finance Committee included in the Council package.

**UPON A MOTION** duly made by EC, it was resolved that the transitional Council of the College of Kinesiologists of Ontario approve the Terms of Reference for the Finance Committee as a Non-Statutory Committee of the

	<p><b>College.</b> <b>CARRIED.</b></p> <p style="text-align: center;"><b><u>Report on inaugural meeting of the CKO-Universities Liaison Committee</u></b></p> <p>Facilitator: NM</p> <p>Fifteen representatives attended and participated in the inaugural meeting of the CKO-Universities Liaison Committee, chaired by NM and aided by CG and BK.</p> <p>CG delivered a presentation on the Terms of Reference (TOR), which will govern Committee members with respect to their mandate, duties and time commitment.</p> <p>CG and BK addressed questions and responses to hot button issues raised during College visits to Ontario universities over the past year.</p> <p>CG summarized the work that the Registration Committee had undertaken to establish a framework to determine educational equivalency. CG asked representatives to keep the College apprised of changes to curriculum content in order to ensure that the model remains current and relevant.</p> <p>NM asked the academic representatives for their cooperation and consideration in developing a master compendium of courses for applicants who have not obtained the full suite of requisite courses and require academic upgrading. Representatives expressed willingness to support the initiative. A popular model involved blocks of Spring/Summer courses delivered in a condensed time period.</p> <p>Committee reviewed the School Performance Profile document, which outlines the type of Entry-to-Practice Examination data available to institutions regarding a school's performance in relation to all other academic institutions in Ontario. Universities were invited to provide feedback around how such information should be communicated to the institutions.</p> <p>Academic representatives broke out into groups and were tasked with identifying topics and potential issues they wished addressed by the College. CG advised members to reach back to academic alumni and associations looking to establish examination preparation courses and facilitate mentoring opportunities for students and unsuccessful exam candidates.</p> <p>The next Committee meeting is scheduled for October 2013.</p>
	<p style="text-align: center;"><b><u>Registration Committee Report</u></b></p> <p>Facilitator: RR</p> <p>The Committee has met a total of three times since its last report to Council on December 3<sup>rd</sup>, 2012.</p> <p>i) <b><u>Update on Educational Equivalency:</u></b>              In January, Committee met and finalized the educational equivalency model. Applicants who have not graduated from an Ontario degree program in</p>

	<p>kinesiology are required to undergo an Academic Assessment. The College conducts a review by comparing the course descriptions and transcripts with the courses linked to the Core Competency Profile.</p> <p>In March, Committee met to review the scoring and consider revisions to the requirements. Committee noted that some flexibility is required to enable Council to consider “program” more broadly such that otherwise qualified persons are approved for registration with the College. The Committee has recommended revisions to the scoring system to allow Committee greater flexibility to consider the factors in reviewing applications where educational equivalency must be demonstrated. The Academic Assessment Form has been revised to reflect these changes.</p> <p>ii) <u>Committee Training:</u>          Registration Committee and staff received training from College legal counsel, Richard Steinecke, with respect to the powers, duties and responsibility of the Committee and staff. The session included anti-discrimination training.</p> <p>iii) <u>Registration Update:</u>          Since the online application launch on February 1, 2013, the College has</p> <ul style="list-style-type: none"> <li>• received 1010 initiated online applications</li> <li>• registered 263 members (completed and met all requirements to date)</li> <li>• opened 940 jurisprudence module accounts</li> <li>• received 623 completed jurisprudence modules</li> <li>• deemed 92 applicants eligible to sit the Entry-to-Practice Exam</li> </ul>
	<p style="text-align: center;"><b><u>Use of Titles and Designations</u></b></p> <p>Facilitator: CG</p> <p>Council reviewed the proposed guideline with respect to use of title and designations. The scope of practice for Kinesiology was developed to include many distinct areas of practice. Many associations representing groups of practitioners have expressed the desire to become registered and to maintain their existing designations denoting area of practice and or additional education, pointing to a need for policy.</p> <p>Recognizing specialties as a separate class is a detailed and extensive process, and the College will attempt to deal with this issue through permissive use of designations to reflect distinct practice. The proposed guideline contains a set of criteria that would enable the College to recognize designations related to appropriate further education and training and distinguish them from other types of titles.</p> <p>The College has a mandate to protect the public interest by ensuring that practitioners do not represent their qualifications in a misleading way. Inappropriate use of designations may place the College in a position of liability. However, the guideline recognizes that it may be in the public interest to allow certain groups of practitioners to use additional qualifications, certifications or designations to better inform the public and enable choice.</p>

	<p>RR asked for clarification around the criteria “prescribed course of study.” It was noted that a prohibition against the use of certain designations due to denial of certain courses of study may cause groups of practitioners not to register with the College, which would serve to undermine the regulation of health practitioners practicing under the scope of kinesiology. NM expressed further concern that the College may receive potential challenges on this issue.</p> <p>CG stated that the criteria must be considered in totality, and that the course should provide additional education beyond the entry-level Kinesiology degree. CG stated that the intent was to strike a balance between public protection with the swift need to address the issue of use of designations.</p> <p>Council considered stipulating that the course of study be situated at a university level.</p> <p>RR expressed concern with the present resolution, indicated that it opened the College up to liability and recommended further discussion and consideration on the matter.</p> <p><b>UPON A MOTION duly made by EC, it was resolved that the transitional Council of the College of Kinesiologists of Ontario approves the Practice Guideline – Use of Titles and Designations, and that the Guideline be posted immediately on the College’s website.</b>  <b>CARRIED.</b></p>
	<p style="text-align: center;"><b><u>Professional Practice Committee Report</u></b></p> <p>Facilitator: RH</p> <p>i) <u>Inquiries, Complaints and Reports Committee Terms of Reference</u>          Council reviewed and carefully considered the documents titled Terms of Reference for the Inquiries, Complaints and Reports Committee and Resolution included in the Council package.</p> <p><b>UPON A MOTION duly made by EC, it was resolved that the transitional Council of the College of Kinesiologists of Ontario approves the Terms of Reference for the Inquiries, Complaints &amp; Reports Committee as presented.</b></p> <p>ii) <u>Discipline Committee Terms of Reference</u>          Council reviewed and carefully considered the documents titled Terms of Reference for the Discipline Committee and Resolution in the Council package.</p> <p><b>UPON A MOTION duly made by DL, it was resolved that the transitional Council of the College of Kinesiologists of Ontario approves the Terms of Reference for the Discipline Committee as presented.</b>  <b>CARRIED.</b></p> <p>iii) <u>Fitness to Practise Committee Terms of Reference</u>          Council reviewed and carefully considered the documents titled Terms of Reference for the Fitness to Practise Committee and Resolution in the Council</p>

	<p>package.</p> <p><b>UPON A MOTION duly made by EC, it was resolved that the transitional Council of the College of Kinesiologists of Ontario approves the Terms of Reference for the Fitness to Practise Committee as presented.</b>  <b>CARRIED.</b></p>
	<p style="text-align: center;"><b><u>QA Committee Report</u></b></p> <p>Facilitator: DL</p> <p>Committee has met three times since its last report to Council on December 3<sup>rd</sup> 2012.</p> <p>i) <u>Program Updates</u>          Committee determined that members should retain their Portfolio in the form of a binder, file folder, file box, personal electronic device or computer file. Members selected for a Peer and Practice Assessment will be required to retain a hard copy of all Portfolio contents for review by staff or an assessor to confirm completion and retention of Self-Assessments and Individual Learning Plans.</p> <p>Committee determined that the first annual 90 day Self-Assessment period will begin on December 1, 2013 and end on March 1, 2014. The Self-Assessment will be completed at the same time each year. These dates will permit sufficient time for tool development and notice to registrants regarding program requirements and deadlines.</p> <p>ii) <u>QA Committee Terms of Reference</u>          Council reviewed and carefully considered the documents titled Terms of Reference for the Quality Assurance Committee and Resolution – Approval of Terms of Reference for the Quality Assurance Committee included in the Council package.</p> <p><b>UPON A MOTION duly made by EC, it was resolved that the transitional Council of the College of Kinesiologists of Ontario approves the Terms of Reference for the Quality Assurance Committee as presented.</b>  <b>CARRIED.</b></p> <p>iii) <u>Selection of Self-Assessment Tool Service Provider Update</u>          The Committee’s key deliverable for this quarter has been the selection of a Self-Assessment Tool service provider. At the January meeting, Committee reviewed the proposal evaluation process and scoring sheets.</p> <p>In March, Committee reviewed submissions from four vendors. Proposals were considered according to rated criteria to score how effectively each proponent demonstrated experience and qualifications, methodology, timelines, sample work and handover plans. Two proponents met the minimum score requirement and were invited to present to Committee.</p>

	<p>References were contacted to confirm proponents' qualifications and ability to deliver with respect to responsiveness, advisory capacity, reliability, professionalism and currency of knowledge.</p> <p>Committee listened to presentations from the selected vendors, and considered how effectively each presentation demonstrated the relevant experience and qualifications to meet the needs of the College. Scores from all stages of the evaluation process were added, and the highest scoring proponent was selected to enter into an agreement.</p> <p>Committee's focus will now shift to the development of a policy framework for the Peer and Practice Assessment process, the preliminary phase of which will involve developing Core Competency Profile Performance Indicators.</p>
	<p style="text-align: center;"><b><u>Q3 Financial Report and Outlook</u></b></p> <p>Facilitator: BK</p> <p>Council reviewed the document titled Financial Report and the Third Quarter Financial Report.</p> <p>The report, which reflects a revised budget and staff resources to assist with registration, was approved by Executive Committee and submitted to the Ministry. BK informed Council that the College was not underspent and was now spending money drawn from revenues from fees.</p> <p>Some projects came in at less than projected and there were savings. For example, cost savings in regards to expenses were realized with the subject matter experts as portions of their work were conducted remotely.</p> <p>Revenues from the jurisprudence e-learning module and application fees are incoming. Once letters acknowledging registration eligibility are sent out, the College expects further revenue from registration fees.</p> <p>It was noted that the College has outsourced certificate printing; fully registered members will receive certificates in the first print run in late May/early June.</p> <p>BK clarified that this is not the final Q4 Financial Report, which will be presented to Council in May 2013, followed by audited financial statements in June.</p>
	<p style="text-align: center;"><b><u>Business Plan and Financial Forecast for 2013-14</u></b></p> <p>Facilitator: BK</p> <p>Council reviewed the document titled TCKCO Operating Cost Estimation – Proclamation 2013/14 in the meeting materials.</p> <p>Noteworthy expenses include:</p> <ul style="list-style-type: none"> <li>• Entry-to-practice examination development and administration</li> <li>• Self-Assessment Online Tool development</li> </ul>



	<ul style="list-style-type: none"> <li>• Development of the Public Register</li> <li>• Development of automated alerts in the database</li> <li>• Development of an online annual renewal tool</li> </ul> <p>The College anticipates reduced costs in legal fees for the first two fiscal years.</p> <p>The College has been receiving more requests for bilingual documents, compelling a budget line for translation.</p> <p>In 2014, the College will begin to develop a contingency fund and a reserve fund for investigations. Complex cases will require the expertise and experience of an external investigator.</p> <p>The Communications budget was designed to reach out to the public and members to help them understand the mandate of the College.</p> <p>The College intends to move offices in mid-2014. The budget allows for design costs and furniture. While it was noted that there may be potential to co-locate with another regulatory body, BK commented that the College had experienced significant challenges with sharing meeting room resources at its present location.</p> <p>The budget includes training for staff and committee members.</p> <p>The Sexual Abuse Therapy Fund, if not spent, will begin to build to work towards a holding account.</p> <p>The College submits to the Ministry a budget of \$1 million. Council asked whether operating funds from the Ministry for the first three years were to be repaid. BK clarified that the money would not have to be repaid: the College signed a transfer payment agreement and is listed as a separate entity.</p> <p>Council members reviewed the document titled Business Plan in the meeting materials. Substantial changes over the next two fiscal years will include the roll out of the Quality Assurance Program, elections and facilities.</p> <p>The Business Plan will be reorganized into a more user-friendly format in future.</p> <p><b>UPON A MOTION duly made by RR, it was resolved that the transitional Council of the College of Kinesiologists of Ontario approves the Business Plan and Financial Forecast as presented.</b>  <b>CARRIED.</b></p>
	<p><b><u>Registrar's Report</u></b></p>
	<p>i) <u>D&amp;O Insurance</u>          The College will be purchasing insurance through Healthcare Insurance Reciprocal Canada (HIROC); arrangements are underway.</p> <p>ii) <u>Staffing</u></p>

	<p>BK reported that Sheryl Hobbs-Canning, former Director of Communications, has now resigned. The College is looking to hire a full-time Communications Analyst.</p> <p>BK reported that she and CM facilitated an information session for an employer on regulation and standards of practice.</p> <p>iii) <u>Other</u>          Council inquired as to how the College intended to formally recognize and celebrate proclamation. BK informed Council that the College was considering hosting an event which would include a reception, photography session and dinner. A full day Council meeting will be held the following day.</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> <ol style="list-style-type: none"> <li>1. BK to amend March 18, 2013 Minutes to reflect Council’s decision regarding changes to the educational equivalency model.</li> <li>2. CM to update Bylaw re: Academic Member Election Bylaw section 10.09 – Eligibility for Election, paragraph two, item a) to ensure clarity and accordance with what is written in the <i>Kinesiology Act, 2007</i> to read: “the Member is a full-time member of faculty or department in an Ontario university degree program in Kinesiology.”</li> <li>3. CM to amend Schedule 4 ii. to the Bylaws re: Composition of Non-Statutory and Ad Hoc Committees to read as follows: “With the exception of the Examination Committee and the Item Writing Committee, and unless otherwise stated in the Terms of Reference, Non-Statutory Committees are composed of a minimum of three (3) members, with a cross-section of professional, public and academic members of Council, with at least one (1) member being a Council member appointed by the Lieutenant Governor’s Order-in-Council.”</li> <li>4. CM to add further examples of appropriate job titles to Use of Title Guideline and post on College website.</li> <li>5. BK to arrange meeting with the Ministry of Training, Colleges and Universities.</li> <li>6. BK to plan proclamation celebratory event.</li> </ol> <p style="text-align: center;"><b><u>Other Matters</u></b></p> <p>None</p>
	<p style="text-align: center;"><b><u>Date of Next Meeting</u></b></p> <p>In celebration of proclamation, a reception followed by dinner was scheduled for</p>

	the evening of Monday, May 13, 2013. A full day Council meeting was slated for Tuesday, May 14, 2013.
<b>Motion to Terminate the Meeting</b>	<b>UPON A MOTION</b> duly made by RR, seconded by MM, the meeting was adjourned at 3:00 p.m.