



College of Kinesiologists of Ontario Council Meeting Minutes	
Date/Time of Meeting	Wednesday, October 23, 2013, 9:00am
Chair	Brenda Kritzer
Timekeeper	Julie Morton
Notetaker	Julie Morton
Present	Robert Ross (RR), Elizabeth Chapman (EC), Rod Hare (RH), Michelle Meghie (MM), Steve Anderson (SA), Dianne Aziz (DA), Lori-Anne Beckford (LB), Don Halpert (DH), Chad McCleave (CMcC), Mary Pat Moore (MPM), Fergal O'Hagan (FO), Lindsay Beattie (LB), John Gray (JG), Kathie Sharkey (KS), Lynn Kabaroff (LK), Jonathan Dubberley (JD)
Regrets	Rosario Colomba
Staff in Attendance/ Guests	Staff: Brenda Kritzer (BK), Stamatis Kefalianos (SK), Cara Moroney (CM), Magdalena Reder (MR), Ryan Pestana (RP), Lara Thacker (LT), Nancy Leris (NL), Julie Morton (JM) Guests: Ashton Spear, CG Group; Tanya Chute-Molina, Office of the Fairness Commissioner and Stuart Moulton, OKA.
Constitution of the Meeting	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.
Conflict of Interest	Facilitator: BK None.
Approval of Agenda	Facilitator: BK UPON A MOTION duly made by MM, seconded by EC, it was resolved that the Agenda, amended to include a discussion of existing committees of Council and College signing authorities, be approved. CARRIED.
	<u>4. Election of Officers</u>
	Facilitator: BK Appointment of Scrutineers BK proposed scrutineers to oversee the election of officers. UPON A MOTION duly made by DA, seconded by RR, it was resolved that Cara Moroney and Stamatis Kefalianos be appointed scrutineers. CARRIED. Election of the President BK presented to Council the names of the candidates for president. Two members of Council declared their interest- Rod Hare and Lynn Kabaroff. Straws were drawn for the order of presentations and each member addressed Council.

	<p>RP distributed the ballots. Upon tabulation of the votes, it was declared that Lynn Kabaroff was elected president by a majority of Council members present and voting.</p> <p>Election of the Vice-President</p> <p>BK presented to Council the names of the following candidates: Rod Hare, Michelle Meghie and Robert Ross. Each candidate addressed Council. RP distributed the ballots. Upon tabulation of the votes, Robert Ross was declared elected vice-president by a majority of Council members present and voting.</p> <p>Election of the remaining positions on Executive Committee</p> <p>As per the College's By-Laws, the Executive Committee is comprised of at least the President, Vice-President, one other professional member and two public appointees. BK presented the names of the candidates as a professional member on the Executive Committee. They were Elizabeth Chapman, Jonathan Dubberley and Rod Hare. Each candidate addressed Council. RP distributed the ballots. After two ballots and the final tabulation of votes, Jonathan Dubberley was declared elected to the Executive Committee by a majority of Council members present and voting.</p> <p>BK presented the names of public members nominated for two positions on the Executive Committee. They were Dianne Aziz, Michelle Meghie, Chad McCleave and Mary Pat Moore. Each candidate addressed Council. RP distributed the ballots. The votes were tabulated and Dianne Aziz and Chad McCleave were declared elected to Executive Committee by a majority of Council members present and voting.</p> <p>UPON A MOTION duly made by DA seconded by JD, it was resolved that the ballots be destroyed. CARRIED.</p>
	<p style="text-align: center;"><u>5. Committee Updates</u></p> <p>Facilitator: SK Registration and Examination Committees SK provided an overview (slide presentation) of the College's membership profile to Council. Statistics of the first examination written in May 2013 were provided as well as a profile of candidates who wrote the examination on October 19, 2013. SK reported that the Office of the Fairness Commissioner (OFC) will require an assessment of the College's registration practices and a review of the College's registration policies.</p> <p>Facilitator: RP Quality Assurance Committee RP informed Council that Quality Assurance (QA) Program's Self-Assessment Portal was nearing completion and would be ready to launch for December 1. All members must complete the self-assessment annually, between December 1 and March 1. Staff had been working over the summer to design, develop and test the Portal for its December 1 launch date. A call for testing by the new Quality Assurance Committee would be sent out in the coming weeks. The College is in the process of procuring a consultant to develop performance indicators for the Kinesiologist Core Competency Profile that will describe the</p>

	<p>competency characteristics in practice. The Request for Proposals also requires the development of a framework for the mandatory peer and practice assessment component of the QA Program. A request for proposals for both projects was posted on the MERX website and four proposals were received. The QA Committee is to meet on November 18 to review proposals and on November 25 for vendor presentations.</p> <p>Facilitator: CM</p> <p>Inquiries, Complaints and Reports Committee (ICRC) CM informed that the first meeting of the Committee is contingent on any complaints or reports being received. CM informed that ICRC may meet in panels and that a chair will be selected at the first meeting. The College has received one complaint that is to go before ICRC in the coming weeks to review the complaint.</p> <p>Discipline Committee CM informed that the Discipline Committee will meet only as required. An extensive training program will be required for members of the Discipline Committee. The training program has been developed under the auspices of the Federation of Health Regulatory Colleges of Ontario (FHRCO) and is offered twice per year through FHRCO.</p> <p>Patient Relations CM informed that the Committee would meet for a brief training session in the Spring, focusing on the mandate of the Committee mandate, the Committee's terms of reference. The training will also cover conflict management and standard of care.</p>
	<p style="text-align: center;"><u>Lunch Break</u></p> <p>Steve Anderson left the meeting. Convening of Executive Committee to develop Committee slates for review by Council and appointment of members.</p>
<p>Call to Order</p>	<p style="text-align: center;"><u>Council reconvenes after lunch</u></p> <p>Meeting called to order at 1:30. Steve Anderson joined the meeting via teleconference.</p>
	<p style="text-align: center;"><u>7.By-Law-Amendments</u></p> <p>Facilitator: CM</p> <p>Resolution to amend Elections By-Law 10</p> <p>The issue before the Council to consider amendments to the existing By-laws in order to establish a process when no nominations are received in an electoral district(s). Discussion among the Council ensued. Whereas the College By-laws are silent on a process when no nominations for Council are received; and Whereas the College By-law on vacancies does not include in its definition a vacancy created by a lack of nominations; and Whereas the vacancy By-law does not have a complete and comprehensive process for filling vacancies on Council; and</p>

	<p>Whereas the proposed amendments provide a clear, complete and efficient process for addressing situations when no nominations are received or when vacancies are created on Council; and Whereas the proposed amendments were approved for circulation for a period of 60 days by the transitional Council; and Whereas the 60 day period has now lapsed and the College did not receive any comment;</p> <p>UPON A MOTION duly made, may it be resolved that Council approve the amended By-law 10.Moved by FO, seconded by EC. Carried.</p> <p style="text-align: center;">Review Terms of Reference: CKO–Universities Liaison Committee</p> <p>Facilitator: BK</p> <p>An amendment to the Terms of Reference for the CKO-Universities Liaison Committee was discussed. The proposed amendment would allow Council’s academic member to be appointed as chair of the CKO-Universities Liaison Committee but not be a representative of the university at which s/he taught. Council also amended the wording in section three of the Terms of Reference, Membership, third paragraph, from:</p> <p><i>The Chair is to be an elected Council member, appointed by Council. The academic member of Council may not be appointed as a member of the College-Universities Liaison Committee or be a representative of the College-Universities Liaison Committee.</i></p> <p>to read:</p> <p><i>The Chair is to be an elected Council member appointed by Council as a representative of an electoral district. The academic member of Council may be appointed by Council as Chair of the CKO-Universities Liaison Committee. If the Academic Member is appointed as Chair, that person may not sit as a representative of their University.</i></p> <p>UPON A MOTION moved by EC, seconded by LB, that the academic member of Council may be appointed as the Chair of the CKO-Universities Liaison Committee, and that the CKO –Universities Liaison Committee terms of reference be amended to reflect this. Carried.</p> <p>Motion to appoint Robert Ross as the chair of the CKO-Universities Liaison Committee.</p> <p>Moved by EC, seconded by JD that Robert Ross be appointed chair of the CKO-Universities Liaison Committee. Carried.</p>
	<p style="text-align: center;"><u>8. Financial Forecasts</u></p> <p>Facilitator: BK</p> <p>BK presented to Council an overview of the College’s financial position for the</p>

	<p>first and second quarters. An overview of the College’s financial forecasts into 2014/2015 was also presented. BK informed Council that the College would be submitting its budget to the Ministry of Health and Long-Term Care (MOHLTC) by the end of the calendar year. The budget would be submitted with a proposal to alter the cash flow to allow higher payments in the first half of the year to support ongoing operations as well as the move of the College to new premises.</p>
	<p style="text-align: center;"><u>9. Striking of Committees</u></p> <p>Facilitator: BK</p> <p>Executive Committee had convened during the lunch break to develop committee slates for Council’s consideration. The slates included members of Council and members of the College. Council approved the slates and appointed members to the College’s statutory committees as well as the Examinations Appeal Committee. Executive Committee will bring forward proposed appointments of members-at-large to the Examinations and Item Writing Committees as well as the Discipline Committee at a later date.</p> <p>Discussion of current non-statutory committees JD noted that the College’s the membership on the Examination and Item Writing Committees should be reviewed to ensure members meet the requirements stated in the terms of Reference. Committee members are to recruited from among the membership of the College. In addition, because a number of members have left in order to join Council the areas of expertise of committee members should be reviewed to ensure comprehensive coverage to reflect the practice of kinesiology.</p> <p>Signing Authorities As per the College’s By-Laws, two members of Council, ideally who reside in the Toronto area, are needed to be the College’s signing authorities. After a discussion regarding Council member availability and accessibility two suitable members agreed to take on this role.</p> <p>UPON A MOTION duly made by DA, seconded by KS it was resolved that Council appoint John Gray and Michelle Meghie as signing authorities. CARRIED.</p>
	<p style="text-align: center;"><u>10. Communications Strategy re: Elections and appointments</u></p> <p>Facilitator: BK</p> <p>BK informed Council that the College would release the results of the election of officers to stakeholders in the coming days. The College’s website would then be updated to include information on the new Council and an overview of College committees.</p>
	<p style="text-align: center;"><u>11. Other Business</u></p> <p>None.</p>
	<p style="text-align: center;"><u>12. Council Meeting Dates</u></p> <p>December 3-4, 2013</p>
Adjournment	<p style="text-align: center;"><u>Adjournment</u></p> <p>UPON a motion duly made by EC, the meeting adjourned at 3:50 p.m.</p>