

<b>Council Minutes</b>	
<b>Date/Time of Meeting</b>	September 24, 2012
<b>Chair</b>	Conny Glenn (CG)
<b>Timekeeper</b>	Stamatis Kefalianos
<b>Notetaker</b>	Stamatis Kefalianos
<b>Present:</b>	Conny Glenn (CG), Michelle Meghie (MM), Maureen Ralph (MR), Rod Hare (RH), Elizabeth Chapman (EC,) Denise Nadeau (DN), Robert Ross (RR), Neil McCartney (NM), Tony Bauer (TB),
<b>Regrets</b>	Doug Lafreniere (DL)
<b>Staff in Attendance/ Guests</b>	Brenda Kritzer (BK), Stamatis Kefalianos (SK), Magda Reder (MR), Sheryl Hobbs-Canning (SHC), Rebecca Durgan (RD).
<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 MR, it was resolved that the Agenda as circulated be approved. Carried</b>
<b>Approval of Minutes</b>	Facilitator: CG  <b>UPON A MOTION duly made by TB, it was resolved that the Minutes of August 14, 2012 be accepted. Carried</b>
	<b><u>New Business</u></b>
	Facilitator: CG  None
	<b><u>Review of Action Items</u></b>
	<p><b><u>Minutes – June 18, 2012</u></b></p> <ol style="list-style-type: none"> <li>1. BK to provide Council with more information regarding professional corporations and examination costs. <b>Brenda Kritzer – Completed</b></li> <li>2. Posting of the fees bylaw on the website for consultation. <b>Brenda Kritzer – Completed</b></li> <li>3. Changes to the Required Documents Policy- change the word “practice” on page 3, section I to read “experience”. <b>Brenda Kritzer – Completed</b></li> <li>4. Changes to the Policy on Evidence of Currency and Experience Required in Meeting the Alternative Registration Requirements- change the word “proclamation” when discussing the 1500 hour provision to read “application”. <b>Brenda Kritzer – Completed</b></li> <li>5. Review of the Christine Forsyth report at next Council meeting. <b>Brenda Kritzer – Completed</b></li> </ol> <p><b><u>Minutes – August 14, 2012</u></b></p>

	<p>1. A revised budget forecast will be presented to Council to reflect changes to the cost of education equivalency.  <b>Brenda Kritzer – Completed</b></p>
	<p style="text-align: center;"><b><u>President’s Report</u></b></p> <p>Facilitator: CG</p> <p>1. <b>Fees By-law Consultation</b>  Proposed fees by-law was posted on the College website for 60 days. During this period comments were received from individuals, a professional association and the Office of the Fairness Commissioner. The majority of comment raised concerns that the proposed fees were too high. Executive Committee has directed staff to develop additional revenue models using different fees and to consider the long range forecast using these different revenue models. Staff will report back at the next scheduled Committee meeting and will present various models looking at the financial impact of reducing certain fees.</p> <p>2. <b>Update on Projects</b>  Council was updated regarding the Examination Development and Education Equivalency projects. Both projects are progressing well and are on track to be completed by the end of the year.</p>
	<p style="text-align: center;"><b><u>Strategic Plan Update</u></b></p> <p>Facilitator: CG</p> <p>BK and CG made a joint presentation to review the strategic planning session report and progress to-date. Council reviewed a structured report that enables the College to identify, track and measure success in achieving its strategic imperatives.</p>
	<p style="text-align: center;"><b><u>Summary of Candidate – Item Writing Committee</u></b></p> <p>Facilitator: CG</p> <p>A new candidate for Item-Writing Committee was introduced to Council. Questions were raised about the educational qualifications of the new candidate. Council directed staff to report back and confirm the candidate’s credentials at the next Council meeting.</p> <p>Council requested that the qualifications of all members of the Examination Committee and the Item Writing Committee be kept on file.</p>
	<p style="text-align: center;"><b><u>Communications Update</u></b></p> <p>Facilitator: SHC</p> <p>SHC provided Council with an overview of the TCKO’s Communications Strategy that will take the College through from now until Proclamation. Key to this communications strategy will be to identify and disseminate critical information (registration policies, advanced application, jurisprudence, fee schedule, the exam), create the communication tools to facilitate application and registration (application forms and guides, standard letters, certificate of registration, examination guide), and facilitate and support stakeholder engagement (fees and professional corporations bylaws, item writing, understanding regulation and registration, inter-professional collaboration). The Communications strategy will be revisited in early 2013.</p>
	<p style="text-align: center;"><b><u>Examination Appeals Policy</u></b></p> <p>Facilitator: CG</p>

	<p>The College requires the creation of a non-statutory committee on examination appeals. The Examination Appeals Committee will be a standing committee responsible for hearing all appeals from candidates who have failed the entry-to-practice examination. Council reviewed a decision note that outlines in detail the examination appeals policy. The College looked at the practices of other regulated health colleges and considered all recommendations from the PriceWaterhouse Coopers Operational review of another College. The proposed policy was sent for legal review.</p> <p><b>UPON A MOTION duly made by RH, an Examination Appeals Committee is to be established to consider appeals of examinations based on illness, emergency or procedural irregularity and reporting directly to Council. Carried.</b></p>
	<p style="text-align: center;"><b><u>Legislated Committees</u></b></p> <p>Facilitator: CG</p> <p>Rebecca Durcan from the law firm of Steinecke Maciura LeBlanc spoke to Council about the roles that Council and Committee members will fulfill once the College is proclaimed. She provided an overview of the statutory committees and spoke on topics regarding conflict of interest and confidentiality.</p> <p>It was agreed that training for the Registration Committee will begin first followed by training for the other statutory committees. Training sessions will be planned beginning early in the new year.</p>
	<p style="text-align: center;"><b><u>Professional Corporations</u></b></p> <p>Facilitator: CG</p> <p>Rebecca Durcan reviewed with Council the proposed Professional Corporations by-law along with an information paper explaining in greater detail professional corporations. Council noted that the fees are consistent with similar sized regulatory health colleges.</p> <p><b>MOTION</b>  <b>Moved by EC, that Council approve the draft Professional Corporations bylaw, and post it for 60 days on its website and circulate to all subscribers and to the various professional associations that have contacted the transitional College. The final recommended bylaws will be returned to Council for a vote at its first meeting following the 60-day period. Carried.</b></p>
	<p style="text-align: center;"><b>Registrar's Report</b></p> <p>Facilitator: BK</p> <p><b>1. Expenditures Report</b>          The Registrar provided to Council a Report on Expenditures to-date and Variance Report. She noted areas of under-spending and areas where spending is delayed. She also noted that the costs for translation are likely to exceed the original amount budgeted.</p> <p><b>2. Audited Financial Statements</b>          A Final Copy of the audited Financial Statements was distributed to all members. It was noted that the Statements were previously received by Council and would be posted on the website together with the Annual report.</p>

	<p><b>3. Staffing</b>                  BK reported that recruitment had been undertaken over the past weeks to hire a Director of Quality Assurance, Director of professional Practice and Administrative Officer. New staff are expected to be on board by the next Council meeting. S H-C will move to a part-time position as Director of Communications.</p> <p><b>4. Report on the CLEAR Conference</b>                  BK reported on her attendance at the CLEAR Conference, the sessions attended and the networking opportunities. She noted that there were a number of Presidents from other Colleges and three of the other Transitional Councils had representation at the Conference. CLEAR is the pre-eminent association of professional regulators with membership world-wide. The training opportunities and networking are excellent. Ontario is well-represented with a number of presentations and workshops dealing with various aspects of the Ontario experience, sometimes as part of general themes such as “top ten legal cases”.</p> <p><b>5. HPRAC Spousal Patient Report</b>                  This report was distributed with the agenda. The registrar noted that the CPSO had written to the Minister disagreeing with the HPRAC recommendations.</p>
	<p style="text-align: center;"><b>Review of Action Items</b></p> <ol style="list-style-type: none"> <li>1. Staff to confirm education qualifications of new item writer.</li> <li>2. Examination Appeals Policy to be forwarded to the Ministry of Health.</li> <li>3. Posting of the Professional Corporations By-Law for 60-day consultation Period.</li> </ol>
<p><b>Next Council Meeting</b></p>	<p><b>October 29, 2012</b></p>
<p><b>Motion to Terminate the Meeting</b></p>	<p><b>UPON A MOTION duly made by RH, the meeting was adjourned at 3:50 p.m.</b></p>