



College of Kinesiologists of Ontario Council Meeting Minutes- Day 1	
Date/Time of Meeting	Tuesday, December 3, 2013 at 9:30 a.m.
Chair	Lynn Kabaroff
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 (CMc), Mary Pat Moore (MPM), Fergal O'Hagan (FO), Lindsay Beattie (LB), John Gray (JG), Kathie Sharkey (KS), Jonathan Dubberley (JD) Rosario Colomba(RC)
Regrets	None
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)
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.
Welcome of New Member	The President welcomed the newest member of the Council, Kalen Johnson (KJ), to the meeting and thanked her for attending.
Conflict of Interest	Facilitator: LK RH declared a conflict of interest for agenda item 27, Council representation from Toronto.
Approval of Agenda	Facilitator: LK Council reviewed the agenda and asked if item 29, meeting dates for 2014, could be moved to the end of day one. LK added the resolution to appoint an auditor for 2013/2014 as item 17 in day one. Both additions were added as friendly amendments to the agenda. UPON A MOTION duly made by DH, seconded by RH, it was resolved that the Agenda be approved. CARRIED.
Approval of Minutes	UPON A MOTION duly made by EC, seconded by MM, it was resolved that the Minutes be approved. CARRIED.
	5. Business Arising
	Facilitator: LK i) Confirmation of committee appointments After the initial appointment of Council members to committees at the October meeting, Executive Committee approved a plan allowing Council members to change their committee assignments. Council members were invited via email to change their committee preferences. Kalen Johnson, a public member, was also appointed to Council after initial appointments were made. After some Council members indicated interest in changing their committee appointments and because Council had to consider the committee composition requirements stated in the College By-Laws and committee workloads, Executive developed a new committee slate for Council's approval.

	<p>LK presented to Council the new committee slates for consideration.</p> <p>Motion Whereas, at the first meeting of Council held in October, Executive Committee brought forward a recommended slate for membership in each of the statutory Committees as well as the Examination Appeals Committee, and Whereas prior to attending the first meeting and learning more about the roles and expected workload for each of the Committees, all Council members had been asked to submit committee preferences for consideration by Executive Committee; and Whereas subsequent to the October meeting of Council and the initial appointment, Executive Committee approved a recommendation to allow Council members to request changes to their appointments; and Whereas some members of Council expressed interest in changing their committee appointments and a balance of public and professional members is required on Committees; and Whereas the Executive Committee took into consideration Council member change requests and committee composition requirements stated in the College By-Laws;</p> <p>Resolution Therefore, be it resolved that the Council of the College of Kinesiologists of Ontario confirm the new appointments to Council's statutory committees recommended by the Executive Committee. Moved by EC, seconded by MM. CARRIED</p> <p>ii) Composition of two standing committees At its meeting in October, Council deferred discussion on the composition of two standing committees of Council, Examination and Item Writing. JD noted that the composition of both committees should be reviewed as a number of changes had occurred potentially jeopardizing the breadth of expertise on the committees. The matter would be discussed later in the meeting.</p>
	<p style="text-align: center;">6. Training 1–Decision-making process of Council</p> <p>Facilitator: BK</p> <p>The Registrar expanded on the decision-making process of Council noting the roles and responsibilities, duties and obligations required by Council members to achieve the College's mandate. Members were asked about their preferences for receiving relevant information. Some Council members suggested cloud storage and it was decided to revisit this matter in the future as part of the information technology requirements of the office relocation.</p>
	<p style="text-align: center;">7. Training 2-The Objects of the College: What is 'in the public interest?'</p> <p>Facilitator: CM</p> <p>The Director, Professional Conduct discussed in greater depth, the mandate of the College to protect the public. A series of mini-cases were presented to illustrate the complexity of decision-making when public interest and the interests of the profession do not necessarily coincide. CM noted that the lines between the profession's interest and public interest blur, but that the public interest must be Council's overriding concern.</p>

	<p style="text-align: center;">8. Resolution to Appoint the Chair of the ICRC</p> <p>Facilitator: LK</p> <p>The Inquiries, Complaints & Reports Committee (ICRC) had its first meeting and selected a chair. The committee brought forward a motion to appoint Mary Pat Moore Chair of the Committee.</p> <p>Motion Whereas the Council is required, as per the By-laws, to appoint a chair to each statutory committee; and Whereas the at the first meeting of the ICRC, a call for interest to chair the committee was made; and Whereas the ICRC made a unanimous motion to request the Council to appoint Mary Pat Moore as the Chair of the ICRC;</p> <p>Therefore, be it resolved that the Council of the College of Kinesiologists of Ontario appoint Mary Pat Moore as the Chair of the ICRC for a period of one year from the date of appointment. Moved by RR, seconded by KS. Carried.</p>
	<p style="text-align: center;">9. Report of the ICRC</p> <p>Facilitator: MPM</p> <p>The Chair, ICRC reported on the first meeting of the ICRC, which included orientation and education of the members to the mandate of the Committee, and procedures. The Committee considered the first complaint received.</p>
	<p style="text-align: center;">10. Briefing on the following Standing Committees of Council</p> <p>Facilitator: SK</p> <p>Examination Committee The Director, Registration described the mandate, composition, functions and processes of the Examination Committee. He noted that this standing committee oversees the administration of the examination, sets the cutscore for the examination and reviews with the administrator of the exam, the performance at each sitting. It was noted that a psychometric review of the results from each sitting is undertaken and discussed with the Examination Committee which then determines whether any items on the exam should be eliminated before final scoring. Council noted the important work of this Committee and the contribution made by individual Committee members who are all volunteers, to the work of the College.</p> <p>Item Writing Committee The Director, Registration provided a report about the work of the committee and how they had created a sizable bank of questions for the exams.</p>
	<p style="text-align: center;">11. Resolution –Appointments to Examination and Item Writing Committees</p> <p>Facilitator: LK</p> <p>LK reminded Council that they had deferred appointment from interested members of the College to the Item Writing and Examination Committees until staff analyzed the need for members based on committee composition requirements. Council considered the removal of members of both committees who were not members of the College or academics teaching in kinesiology programs and considered the appointment of College members to fill these vacancies.</p>

Motion #1

WHEREAS the terms of reference for both Committees state members of both Standing Committees must be registered with the College of Kinesiologists of Ontario or drawn from academia, and

WHEREAS the persons listed in the table below have not completed registration with the College and therefore are not eligible to remain on the Committees,

THEREFORE BE IT RESOLVED THAT the following persons be removed from the Committee and that a letter of appreciation be sent on behalf of Council and the membership of the College, to these individuals for their contribution to the development of the first examination for kinesiologists as professionals.

1	Heather Westaway	Examination Committee
2	RJ Clements	Examination Committee
3	Dianne Tolgyesi	Item-Writing Committee
4	Natalie Sidorkewicz	Item-Writing Committee
5	Dave Humphreys	Item-Writing Committee
6	Katie Selman	Item-Writing Committee
7	Dan Blocka	Item-Writing Committee

Moved by MM, seconded by RR. CARRIED.

Motion #2

WHEREAS suitable nominations have been received and reviewed by the College for appointment to the Examination Committee, and

WHEREAS the slate of nominees presented by the College includes nominees with diverse areas and years of practice, from various parts of the province, both English and French speaking practitioners, a balance in gender, and qualified educators involved in teaching within degree programs in kinesiology and human kinetics; and

WHEREAS Council is satisfied that the nominees have demonstrated through their résumés and by being known and respected in the kinesiology community, that they have the knowledge and desire to contribute to the work of Council in developing and managing an exemplary entry-to-practice examination; and

WHEREAS all members of the two Committees receive training from the Company hired by Council, Assessment Strategies Inc., and are required to sign a confidentiality agreement; and

WHEREAS Council has determined that continuity and a clear understanding of the roles of the Committees and the responsibilities and requirements of individual committee members require that appointments to the Committees be for a period of at least two years during the period of developing and administering this initial exam,

Proposed new additions to Examination Committee

1	Chris Jackson, R. Kin	Toronto
2	Lital Crombie, R. Kin	Toronto/Vaughan
3	Nicole Dela Cruz, R. Kin.	Toronto

THEREFORE BE IT RESOLVED THAT the persons listed on the table above as new additions are appointed to serve for a period of two years, with potential for re-appointment, on the Examination Committee of the College of Kinesiologists of Ontario

Moved by FO, seconded by EC. CARRIED.

Discussion ensued by Council regarding verification of education credentials and relevant experience in the field of study to ensure members have adequate knowledge

of the requirements needed to practice kinesiology.

Motion #3

WHEREAS suitable nominations have been received and reviewed by the College for appointment to the Item Writing Committee,

and

WHEREAS the slate of nominees presented by the College includes nominees with diverse areas and years of practice, from various parts of the province, both English and French speaking practitioners, a balance in gender, and qualified educators involved in teaching within degree programs in kinesiology and human kinetics in Ontario;

and

WHEREAS Council is satisfied that the nominees have demonstrated through their résumés and by being known and respected in the kinesiology community, that they have the knowledge and desire to contribute to the work of Council in developing and reviewing items to be included in the item bank from which will be drawn questions to be included in the entry-to-practice examination;

and

WHEREAS all members of the Item Writing Committee receive training from Assessment Strategies Inc., the company hired by College, and are required to sign a confidentiality agreement;

and

WHEREAS Council has determined that additional item writers are required in specific areas of expertise and practice to augment the expertise represented among those appointed to-date to ensure that there is not an over-reliance on one or two Committee members to contribute items of a certain nature;

and

WHEREAS Council has determined that continuity and a clear understanding of the roles of the Committee and the responsibilities and requirements of individual committee members requires that appointments to the Committee should be for a period of at least two years,

THEREFORE,

BE IT RESOLVED THAT the persons listed as new additions in the table below are appointed to serve for a period of two years, with potential for re-appointment, on the Item Writing Committee of the College of Kinesiologists of Ontario.

Moved by FO, seconded by LB. CARRIED

1	Evan Wallman, R. Kin.	Toronto
2	Lori Stephens, R. Kin.	Barrie
3	Mark Bruner, PhD	North Bay
4	Marie-Josée Perrier, PhD	Hamilton

Motion moved by MM, seconded by RR, as a friendly amendment to send letters to the people of the Item Writing Committee, thanking them for their contributions. CARRIED.

12. Next meeting date

The Council discussed the date of the April 2014 meeting. Because the proposed date of April 1-2 does not work for a number of members of Council and BK advised the Council the April meeting could be held on one day rather than two, Council changed the date of the meeting to April 9, 2014.

13. Training #3: Our Key Stakeholders

Facilitator: BK

	<p>The Registrar gave an overview of the various stakeholder groups that the College engages with including professional associations of kinesiologists and other professions, regulatory colleges, universities and college, the public and how the College works to manage the expectations of these various groups. BK explained the College's relationship with the Ministry of Health and Long-Term Care and how Council, the registrar and staff work to achieve the College's objectives.</p>
	<p style="text-align: center;">14. Report on the CKO-Universities Liaison Committee</p> <p>Facilitator: RR</p> <p>The Chair of the CKO-Universities Liaison Committee spoke about the meeting on November 22 which welcomed representatives from fourteen universities and colleges offering degree programs in kinesiology or programs whose graduates are likely to seek equivalency of academic credentials. Attendees were provided with considerable information including school profiles (describing examination performance), quality assurance briefing, registration briefing, development of the College, stakeholders briefing. Attendees found the meeting helpful and are pleased to be invited to be part of the Committee and to have this formal link with the College and their colleagues. Discussion regarding the development of supports necessary to ensure the success and encourage interest in Kinesiology ensued.</p>
	<p style="text-align: center;">15. Training #4: Our Accountability Relationships</p> <p>Facilitator: BK</p> <p>BK provided an overview of the College's relationship with the Ministry of Health and Long-Term Care. Particular attention was paid to the transfer payment agreement signed by the College and the Ministry which secured funding for the College until 2015. BK explained the requirements established in the agreement of how monies were to be used and the reporting obligations that the College has to the Ministry on performance and expenditures.</p>
	<p style="text-align: center;">16. Business Plan and Budget</p> <p>Facilitator: BK</p> <p>BK presented the draft business plan for 2014/2015 for Council's consideration. Council noted that the business plan covered several strategic objectives. BK informed Council that staff are committed to achieving all objectives contained in the document in the next fiscal year to help the College achieve its legislative requirements and to meet the needs of a growing membership.</p> <p>BK presented the budget for fiscal 2014/2015 as well as financial forecasts through to 2019. Council reviewed both documents and approved for submission to the Ministry of Health and Long-Term Care the 2014/2015 budget and draft business plan.</p> <p>UPON a motion duly made by DA, seconded by MM, it was resolved that the 2014/2015 budget and draft business plan for submission to the Ministry of Health and Long-Term Care be approved. CARRIED.</p>
	<p style="text-align: center;">17. Resolution to Appoint an Auditor for 2013/2014</p> <p>Facilitator: BK</p> <p>The Registrar notified the Council that pursuant to its obligations to the ministry and to members, an audit is required of the fiscal year 2013-14. The company of Crowe Soberman was recommended to carry out the audit of the College for fiscal year 2013-</p>

	<p>14.</p> <p>Motion Whereas, the College received transfer payment funds directly from the Ministry of Health and Long Term Care throughout the fiscal year beginning April 1, 2013; and Whereas, the College is required annually to provide audited financial statements to the Ministry; and Whereas, from time to time the Registrar will require advice on accounting and bookkeeping matters to ensure that College practices are consistent with other health regulatory bodies and carried out with due diligence and to meet both provincial and federal (CRA) government requirements; and Whereas Crowe Soberman was previously selected from an invitational Request for Proposals for the College's Annual Audit for the fiscal year April 1, 2012 to March 31, 2013; and Whereas the audit of 2012-13 was performed in a satisfactory manner; and Whereas the cost of services from Crowe Soberman has been found to be competitive;</p> <p>Therefore, Be it resolved that Crowe Soberman is reappointed as the auditor for the College of Kinesiologists of Ontario for the period of April 1, 2013 through to and including March 31, 2014. Moved by JD, seconded by RH. CARRIED.</p> <p>Robert Ross left the meeting at 3:50 p.m.</p>
	<p align="center">18. Working with Other Regulated Health Care Professionals</p> <p>Facilitator: CM Members of Council had been provided with a draft Guideline which had been circulated to stakeholders and members via the College website for 60 days for comment. She noted that the College of Physiotherapists had requested additional time to meet with our College representatives to discuss the guideline and that the proposed meeting had not yet occurred. She also noted that while in the early months leading up to proclamation and immediately following proclamation, the College had received a number of questions about this matter; practitioners seem to have resolved the question with their employers and colleagues in other regulated health professions.</p>
Adjournment Day 1	UPON a motion duly made by CMc, the meeting adjourned at 4:30 p.m. CARRIED
	<p>College of Kinesiologists of Ontario Council Meeting Minutes- Day 2</p>
Date/Time of Meeting	Wednesday, December 4, 2013 9:00 a.m.
Chair	Lynn Kabaroff
Timekeeper	Julie Morton
Notetaker	Julie Morton
Present	Elizabeth Chapman (EC), Rod Hare (RH), Michelle Meghie (MM), Steve Anderson (SA), Dianne Aziz (DA), Lori-Anne Beckford (LB), Chad McCleave (CMC), Mary Pat Moore (MPM), Fergal O'Hagan (FO), Lindsay Beattie (LB), John Gray (JG), Kathie Sharkey (KS), Jonathan Dubberley (JD) Rosario Colomba(RC)
	Teleconference: Steve Anderson
Regrets	Robert Ross (RR), Don Halpert (DH)

Staff in Attendance	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)
Call to Order Day 2 Roll Call Introduction of Guests	Guests: The Honourable Jean Augustine, Fairness Commissioner of Ontario, Tanya Chute-Molina, Office of the Fairness Commissioner of Ontario, Janice Vauthier, Vice-Chair, Health Professions Appeal and Review Board; Ms. Taivi Lobu, Vice-Chair, Health Professions Appeal and Review Board; Ms. Sara van der Vliet, Registrar and A/Chief Operating Officer, Health Boards Secretariat; Sandra Evora, Deputy Registrar, Health Boards Secretariat, Stuart Moulton, Ontario Kinesiology Association..
	<p style="text-align: center;">1. Training 5-Conflict of Interest Communications</p> <p>Facilitator: CM</p> <p>The Director, Professional Conduct presented to Council on the College's conflict of interest guidelines and policy. Examples were provided of what constitutes a conflict of interest and how to avoid potential conflicts. Conflict of interest is addressed in by-law 16.</p>
	<p style="text-align: center;">2. Registration Update</p> <p>Facilitator: SK</p> <p>The Director, Registration presented to Council statistics and data relating to the College's two examination sittings. Council briefly discussed the administration of the examination and how to proceed with the release of candidate results from the examinations. SK provided updated statistics on the College's membership profile for Council's information.</p>
	<p style="text-align: center;">3.Resolution to Appoint the Chair of the Quality Assurance Committee</p> <p>Facilitator: LK</p> <p>The Quality Assurance Committee (QA) met for its second meeting and selected its chair. The Committee brought forward a motion to appoint Elizabeth Chapman as Chair of the Committee.</p> <p>Whereas the Council is required, as per the By-laws, to appoint a chair to each statutory committee; and Whereas at the second meeting of the newly constituted QA Committee, a call for interest to chair the committee was made; and Whereas the QA Committee made a unanimous motion to request the Council to appoint Elizabeth Chapman as the Chair of the QA Committee;</p> <p>Motion Therefore, be it resolved that the Council of the College of Kinesiologists of Ontario appoint Elizabeth Chapman the Chair of the Quality Assurance Committee for a period of 1 year from the date of appointment. Moved by MPM, seconded by RH. CARRIED</p>
	<p style="text-align: center;">4. Report of the Quality Assurance Committee</p> <p>Facilitator: EC</p> <p>EC reported to Council that the new Quality Assurance Committee received training on its role and mandate from two consultants at its first meeting.</p> <p>Pursuant to the College Procurement Policy a request for proposals (RFP) had been</p>

	<p>sent to a number of vendors inviting proposals to develop performance indicators which will further explain the Core Competencies and to develop a Peer and Practice Assessment framework for the College.</p> <p>The Chair informed Council that Committee reviewed four proposals submitted in response to the RFP by vendors. Committee short-listed three vendors and invited them to present to Committee. Committee selected a vendor to recommend to the Registrar. Work is to begin the new year to the project.</p> <p>LT then provided a demonstration to Council of the recently launched on-line Self-Assessment Portal. Questions regarding standards for training, improving the practice of kinesiology, education and operation of the Portal were answered.</p>
	<p style="text-align: center;">5. Training #6: Fairness in Registration Practices among Profession and Trades in Ontario</p> <p>Presenter: The Honourable Jean Augustine, Fairness Commissioner of Ontario</p> <p>The President welcomed Ms. Augustine and thanked her for attendance at the meeting. The Commissioner presented to Council on the mandate of her office and on the work done with regulatory colleges. She gave the members a brief history of the office, the legislation applicable to her office and the work the office does to ensure impartial and fair practices among profession and trades in Ontario.</p>
	<p style="text-align: center;">6. Training #7: Health Professions Appeal and Review Board</p> <p>Presenters: Janice Vauthier, Taivi Lobu, Sara van der Vliet and Sandra Evora</p> <p>The President welcomed the two vice-chairs of the Health Professions Appeal and Review Board and the Registrar and Deputy Registrar of the Health Boards Secretariat who provided an overview to Council of the roles and responsibilities of both bodies and how their mandate tied into the regulatory health system, specifically with the appeals of regulatory colleges' registration and ICRC decisions on complaints. Council asked several questions with respect to the appeal of ICRC decisions and the presenters clarified several points for Council.</p>
	<p style="text-align: center;">7. Training #8- Expense Claims and Allowable Expenses</p> <p>Presenter: Sara van der Vliet</p> <p>Ms. van der Vliet provided a presentation to Council on allowable expenses for publicly appointed members. They also provided a demonstration on how to complete the expense claim form and provided details on the payment process. The presenters took questions from Council members invited public members to contact their offices if problems persisted with their payment.</p>
	<p style="text-align: center;">8. President's Report</p> <p>Facilitator: LK</p> <p>LK reported to Council that the College was conducting research regarding the complicated topic of speciality classes to decide how best to proceed with this issue. Several organizations had previously submitted proposals to the College to have their profession recognized as a specialty class within the profession. The College had previously committed to beginning the policy analysis following proclamation as the College requires a policy or framework of analysis on speciality classes to be able to respond. LK informed Council that she had been in correspondence with one organization regarding their request for specialty status.</p>

	<p style="text-align: center;">9. Resolution Concerning Representation from Toronto</p> <p>Facilitator: LK</p> <p>Rod Hare left the room for this portion of the meeting.</p> <p>LK informed Council that RH recently moved from District 4, which he represented. A decision was required from Council as to whether to declare the seat vacant and issue a call for nominations and set a date for election. Council considered the issue and it was noted that RH’s primary place of practice remains in District 4. Council discussed and debated the meaning of primary practice and Council asked for further clarification on the geographical parameters of electoral districts. Council resolved to allow RH to remain a member of Council given that he still practises in District 4. Council noted that Rod Hare has elected to stay as a member of Council for only one year. Toronto has three representatives and to ensure continuity on Council election for these seats is staggered (some other Districts will also be having an election after only one year for members elected in the first election).</p> <p>Motion Therefore, be it resolved that the Council of the College of Kinesiologists of Ontario declare the seat in Toronto held by Rod Hare is not declared vacant at this time as R. Hare continues to meet the requirements for election to Council for District 4. Moved by DA, seconded by JD. CARRIED.</p>
	<p style="text-align: center;">10. Registrar’s Report</p> <p>Facilitator: BK</p> <p>BK gave a brief report on the Exercise is Medicine program (EIM) which is being promoted by the Canadian Society for Exercise Physiology (CSEP) and conversations with Susan Yungblut, Program Coordinator hired by CSEP.</p> <p>BK informed Council that a review of the <i>Skin Cancer Prevention Act (Tanning Beds), 2013</i> would be undertaken by the College to assess the impact of the legislation on members of the College who use UB light on their clients.</p> <p>BK also informed Council of the recent developments with regard to the new office spaces being considered and the procurement of a design firm to begin design plans on potential office spaces.</p>
<p>Adjournment</p>	<p style="text-align: center;">Adjournment</p> <p>UPON a motion duly made by MM, the meeting adjourned at 4:05 p.m.</p>