



Council Minutes	
Date/Time of Meeting	January 23, 2012 – 9:30 a.m.
Chair	Conny Glenn (CG)
Timekeeper	Stamatis Kefalianos
Notetaker	Stamatis Kefalianos
Present:	Conny Glenn (CG), Maureen Ralph (MR), Tony Bauer (TB), Rod Hare (RH), Doug Lafreniere (DL), Neil McCartney (NM), Neil McCartney (NM), Michelle Meghie (MM), Elizabeth Chapman (EC), Denise Nadeau, (DN), Bob Ross (BR)
Regrets	None
Staff in Attendance/ Guests	Brenda Kritzer, Dianne Aziz, Sheryl Hobbs-Canning, Nancy Leris, Allan Mak, Stamatis Kefalianos
Constitution of the Meeting	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.
Conflict of Interest	Facilitator: CG None
Approval of Agenda	Facilitator: CG UPON A MOTION duly made by NM, it was resolved that the Agenda as circulated be approved. Carried
Approval of Minutes	Facilitator: CG UPON A MOTION duly made by MR, it was resolved that the Minutes of October 17, 2011 be accepted. Carried
Business Arising	<p style="text-align: center;">Action Items from November 28, 2011 Meeting</p> <p>Facilitator: CG</p> <p>The draft Registration Regulation in its entirety and as amended, dated November 28, 2011, be submitted to the Ministry of Health and Long Term Care.</p> <p>Brenda Kritzer - Completed</p> <p>The draft Quality Assurance Regulation in its entirety and as amended, dated November 28, 2011, be submitted to the Ministry of Health and Long Term Care.</p> <p>Brenda Kritzer - Completed</p> <p>The Business Case for systems development be submitted to the MOHLTC for approval and that once approval is received by MOHLTC the Registrar to proceed with the issuance of an RFP.</p> <p>Brenda Kritzer - Completed</p> <p>The revised Business Plan and operating forecast are to be submitted to the Ministry of Health and Long Term Care.</p>

	<p>Brenda Kritzer - Completed</p> <p>The by-laws and financial policies to be amended according to Council's direction.</p> <p>Brenda Kritzer - Completed</p>
<p>Committee Reports</p>	<p style="text-align: center;"><u>1. Executive Committee</u></p> <p>Facilitator: CG</p> <p>I. President's Report:</p> <ul style="list-style-type: none"> • A request for proposal has been posted on MERX for prospective proponents to submit proposals for the development and administration of an entry-to-practice examination. The College received two submissions from ASI and EPSI. On the January 30th, 2012, each of the proponents will make a presentation to the Executive Committee. Once all of the scoring is done, Executive Committee will make its recommendation to Council for approval. • Jan Robinson left the College of Physiotherapists of Ontario on January 20, 2012. Shari Hughes will serve as the College's Interim Registrar until the recruitment process for a permanent Registrar is completed. TCKKO wishes Jan all the best as she moves to her new role as Registrar of the College of Veterinarians of Ontario. • The College continues to take part in a number of outreach activities to Ontario universities. These activities will focus on communicating information on the competencies and on the progress of the TCKKO. <p>II. Amendment of Financial Policy</p> <ul style="list-style-type: none"> • An amendment to the financial policy on payment of per diems and Council and Committee Compensation was presented to Council. Council directed staff to make the following revisions to the policy statement: <ul style="list-style-type: none"> ○ To include non-council members who are members of committees and panels or who are investigators of the College. <p>UPON A MOTION made by DL, Council approves the amendment to policy on Payment of Per Diems and Council and Committee compensation. Carried.</p> <p>III. Examination Oversight Committee</p> <ul style="list-style-type: none"> • The Executive Committee's recommendation for the Examination Oversight Committee was presented to Council for approval. • Council made the following changes: <ul style="list-style-type: none"> ○ Examination Oversight Committee will report directly to Council. ○ The Executive Committee will present slate of candidates and report the roster to Council. ○ There will be a range of 10-15 Examination Oversight Committee members. ○ Included in the membership of the Examination Oversight

	<p style="text-align: center;">Committee will be <u>at least</u> 1 member who is French speaking.</p> <p>UPON A MOTION made by RH, Council approves the criteria for membership to the Examination Oversight Committee. Carried.</p> <p>IV. Posting of By-Laws</p> <ul style="list-style-type: none"> • The Executive Committee recommends to Council that the TCCKO post the by-laws without the fees for consultation for 60 days on the College's website. <p>UPON A MOTION made by MR, Council approves the posting of the by-laws on the College's website for 60 days. Carried.</p> <p>V. Core Competencies Update</p> <ul style="list-style-type: none"> • The College has published the Profile on its website and plans to undertake face to face meetings with representatives of key stakeholder groups including educational institutions and professional associations. Background materials are posted on the website. • The competency profile will be an ongoing project and will be reviewed every 2 or 3 years.
	<p style="text-align: center;"><u>2. Registration Committee</u></p> <p>Facilitator: BR</p> <p>I. Chair's Report</p> <ul style="list-style-type: none"> • The Chair updated on the work of the Committee since the last Council Meeting. The Committee met once on December 12, 2011 and considered the following items: <p><u>1. Education Equivalency</u></p> <ul style="list-style-type: none"> ○ The Registration regulation provides for consideration of applicants with a learning program and qualifications different from but equivalent to those specified in Section 4 (1)1 – the Bachelor program from an Ontario university. ○ Staff undertook an initial survey of Ontario university programs with a view to identifying courses of study common to all Ontario kinesiology programs. ○ The analysis has confirmed the challenge faced by the College in defining criteria for equivalence. ○ Staff to discuss and report on approaches to assessing equivalency with credential assessment providers in order to find out more about the processes involved and to gain insight into how this is undertaken.

	<ul style="list-style-type: none"> ○ Staff will also be discussing options regarding equivalency with the MOHLTC and will report back to Committee at its next meeting in February. <p><u>2. Language Requirements</u></p> <ul style="list-style-type: none"> ○ The Registration regulation states that applicants to the College must be able to speak, read and write English or French with reasonable fluency. ○ Committee determined that the policy on language requirements would include the following core elements: <ul style="list-style-type: none"> ▪ Applicants must provide proof that they completed their qualifying education program in English or French. Where any part of the education program was not in English or French, the applicant must further prove fluency by undertaking an approved language test; or ▪ Applicants must provide proof that they have successfully completed an approved language fluency test. ○ In determining policies for language requirements, Committee needs to consider which language proficiency assessment tools are acceptable and what level of proficiency is required. ○ Committee will be briefed on options for this at its meeting February. <ul style="list-style-type: none"> ● Next Registration Committee meeting is on February 28, 2012
	<p style="text-align: center;"><u>3. Quality Assurance Committee</u></p> <p>Facilitator: DL</p> <p>Chair's report:</p> <ul style="list-style-type: none"> ● Committee has not met since the last Council meeting on the 28th of November. ● The next QA Committee meeting will take place on the 8th of February when the Committee will consider policy and procedure options for Self-Assessment and Continuing Professional Development that are currently being developed by staff. ● Next scheduled QA Committee meeting is on February 6, 2012.
	<p style="text-align: center;"><u>4. Professional Practice Committee</u></p> <p>Facilitator: RH</p> <p>Chair's Report:</p>

	<ul style="list-style-type: none"> • The Chair presented an update on the work of the Committee since the last Council Meeting. The Committee met on January 20, 2012 and considered the following items: <p><u>1. Review of Feedback on Draft Standards</u></p> <ul style="list-style-type: none"> • Submissions were received from the OKA and there was an individual submission and were summarized by staff; staff provided proposed responses. Committee reviewed the feedback and proposed responses and made the following changes/additions to the Standards. <ol style="list-style-type: none"> 1. Advertising – Staff to prepare an Advertising Guideline to provide tools to assist members in understanding the expectations of the standard and to facilitate application into practice. This includes testimonials and product recommendations. Where necessary certain sections will include examples for clarification. 2. Code of Ethics, Conflict of Interest & Fees & Billing – Make appropriate wording changes and include examples for clarification. 3. Consent Standard – Add definitions of “informed” and “implied” consent, and where identified make suggested wording changes. <ul style="list-style-type: none"> • The changes suggested as a result of the feedback will be reviewed by legal counsel. • Feedback from legal counsel will be discussed at the next meeting and the standards will be finalized and brought to Council for final approval. Once final approval is received, the staff will prepare a response to the OKA and to the individual submission on the proposed changes. <p><u>2. Update on Materials for Legislated Committees</u></p> <ul style="list-style-type: none"> • Draft materials have been prepared and submitted to legal counsel for review. Legal counsel’s comments will be reviewed by the Committee at their next meeting on April 12, 2012. <ol style="list-style-type: none"> 3. <u>Conflicting Jurisprudence</u> <ul style="list-style-type: none"> • A letter will be drafted by Council to the Ministry to bring this matter to their attention. <ol style="list-style-type: none"> 4. <u>CPSO document on Medical Records</u> <ul style="list-style-type: none"> • Committee reviewed the CPSO document on Medical Records and deemed it was not necessary for the College to respond. • Next scheduled Professional Practice Committee meeting is April 12, 2012.
	<u>5. Operations</u>

	<p>Facilitator: BK</p> <p>I. Registrar’s Report:</p> <ul style="list-style-type: none"> • Introduction of new staff at the TCKO – Allan Mak and Stamatis Kefalianos. • A presentation was made to the York University School of Kinesiology and Health Science program on January 12, 2012; communicating information on the competencies and on the progress of the TCKO. • The Registrar proposed that further work be undertaken to ensure that optimal communication take place between TCKO and the universities. <p>II. Business Case, Communications Specialist:</p> <ul style="list-style-type: none"> • The TCKO is seeking approval to procure the services of a Communications Specialist to develop and implement a communications strategy for registration of Kinesiologists, and for the launch of the new College upon proclamation. • The purpose of this new position will be to develop communications that will allow for an effective exchange of information to all parties that the transitional Council and the future CKO must engage to successfully operate and meet legislative requirements. <p>III. Business Case, Facilitator for Strategic Planning Meeting:</p> <ul style="list-style-type: none"> • The TCKO has prepared a business case to the Ministry requesting that approval be sought to hire a Facilitator to assist Council and staff in a two-day strategic planning session. This approval has been received and an invitation RFP undertaken. <p>IV. Strategic Planning Session</p> <ul style="list-style-type: none"> • The date of the Strategic Planning Session is on March 5 and 6th, 2012. • The purpose of the session is to consider how the approved Business Plan is to be achieved and what actions need to be taken by the Council and staff to be prepared for proclamation by April 1, 2013. • Council has recognized that full participation of staff will be required in this planning session and that efficient use of our time is required and as such a facilitator will be engaged to facilitate the session. <p>V. Ontario Health Human Resources Research Network (OHHRN) Survey</p> <ul style="list-style-type: none"> • TCKO was asked to be involved in a survey about the effects of inter-professional collaboration following the passage of Bill 171 and 179. • Council reviewed the survey and raised concerns to the OHHRN about how untimely for us to respond since the College is not fully proclaimed. • OHHRN has agreed to modify the survey to make it more compatible to where we are currently in the regulatory process.
	<p><u>New Business</u></p> <p>Facilitator: CG</p>

	None
	<p style="text-align: center;"><u>Review of Action Items</u></p> <p>1. The financial policy on payment of per diems will be changed to include non-council members of committees, panels and those who are investigators of the College.</p> <p>Brenda Kritzer/Stamatis Kefalianos</p> <p>2. The Examination Oversight Committee framework will be changed to include:</p> <ul style="list-style-type: none"> • Examination Oversight Committee will report directly to Council, • The Executive Committee will present slate of candidates and report the roster to Council, and • Included in the membership of the Examination Oversight Committee will be at least 1 member who is French speaking. <p>Brenda Kritzer/Stamatis Kefalianos</p> <p>3. The TCKKO by-laws will be posted on the TCKKO website for consultation for a period of 60 days.</p> <p>Brenda Kritzer/Sheryl Hobbs-Canning/ Nancy Leris/Stamatis Kefalianos</p>
In-Camera Session	Council adjourned to an in-camera session.
Next Council Meeting Date	<u>Council Meeting:</u> March 5 and 6, 2012 – Strategic Planning Session
Motion to Terminate the Meeting	UPON A MOTION duly made by RH, the meeting was adjourned 3:30. Carried