

<b>College of Kinesiologists of Ontario Council Meeting Minutes</b>	
<b>Date/Time of Meeting</b>	Monday, July 8, 2013, 9:00am
<b>Chair</b>	Conny Glenn (CG)
<b>Timekeeper</b>	Monica McPherson (MMcP)
<b>Notetaker</b>	Monica McPherson
<b>Present</b>	Conny Glenn (CG), Neil McCartney (NM), Robert Ross (RR), Elizabeth Chapman (EC), Maureen Ralph (MR), Denise Nadeau (DN), Doug Lafreniere (DL), Rod Hare (RH), Michelle Meghie (MM)
<b>Regrets</b>	Tony Bauer (TB)
<b>Staff in Attendance/ Guests</b>	<b>Staff:</b> Brenda Kritzer (BK), Stamatis Kefalianos (SK), Lara Thacker (LT), Cara Moroney (CM), Magda Reder (MRed), Ryan Pestana (RP), Monica McPherson (MMcP) <b>Guests:</b> Stuart Moulton, Ontario Kinesiology Association (OKA)
<b>Constitution of the Meeting</b>	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.
<b>Conflict of Interest</b>	Facilitator: CG  None.
<b>Approval of Agenda</b>	Facilitator: CG  <b>UPON A MOTION duly made by NM, seconded by EC, it was resolved that the Agenda be approved. CARRIED.</b>
<b>Approval of Minutes of May 14, 2013</b>	Facilitator: CG  DL proposed the following addition to the conflicts of interest declaration:  <i>'DL is also a member of the Ontario Kinesiology Association and Professor at Loyalist College.'</i>  RH was inadvertently omitted from those listed as present at the meeting on May 14; a correction will be made.  <b>UPON A MOTION duly made by MR, seconded by EC, it was resolved that the minutes of May 14, amended to include the additions, be approved. CARRIED.</b>
	<b><u>Business Arising - Review of Action Items</u></b>  i) Amendment to the Minutes, May 14, 2013 to include additional declaration for D. Lafreniere and addition to members present. <b>Completed</b> ii) Council members' messages for inclusion in the Annual Report to be sent to the College by July 12. <b>Completed</b> iii) Publish Spring 2014 examination dates on the College website. <b>Completed</b> iv) Arrange publication of the Annual Report, despatch to stakeholders and

	<p>posting on the College website. <b>In progress</b></p> <p>v) Audited financial statements to be sent to the Ministry. <b>Completed</b></p> <p>vi) The Registrar is directed to issue a second call for nominations in Districts 1, 2, 6 and 7; the election in these Districts to be held on September 12, 2013. <b>See Report</b></p> <p>vii) Conduct Orientation for Examination Appeals Committee members. <b>Completed</b></p> <p>viii) Request for Proposals for the Peer and Practice Assessment framework to be posted on the MERX website for 8 weeks at the end of July 2013. <b>Completed</b></p> <p>ix) Guideline on <i>'Working with Regulated Health Professionals'</i> to be re-drafted for next meeting on August 8. <b>On agenda</b></p> <p>x) Registrar to make arrangements for the handover Council meeting on August 8. <b>Completed</b></p>
	<p style="text-align: center;"><b><u>5. Annual Report</u></b></p> <p>Facilitator: CG</p> <p>The President was pleased with the draft presented. The report is suitably reflective of the College's journey through the transition phase and now moving ahead.</p> <p>Copies will be sent to the Minister, Assistant Deputy Minister and associated departments; additional addressees will include other regulatory health colleges, Ontario universities and the Association. A maximum of 100 copies will be printed and the report posted on the College website. The Registrar thanked the Communications team for their sterling efforts in producing the report to a tight timescale.</p> <p>Members were invited to add comments about their experiences on Council; RP is to send an electronic communication to members with a maximum word count; entries are to be submitted to the College by July 12.</p> <p><b>UPON A MOTION duly made by EC, seconded by RH, it was resolved that the draft Annual Report for 2012-2013, be approved. CARRIED.</b></p>
	<p style="text-align: center;"><b><u>6. Draft Financial Statements</u></b></p> <p>Presentation by D. Levin, Auditor for the College</p> <p>The audited financial report for 2012-2013 was presented showing the financial position of the transitional Council for the year ending March 31. The report concluded that College operations and cash flows for the year ended, in accordance with generally accepted accounting principles for non-profit organizations. The President thanked Mr. Levin for his narrative.</p>
	<p style="text-align: center;"><b><u>7. Approval of Draft Financial Statements</u></b></p> <p>Facilitator: CG</p> <p>Council reviewed the draft statements. Questions were invited.</p>

	<p>MR pointed out that the name of the company does not show up in the draft report and questioned whether a letter of suggestion had been received. The Registrar explained the College would receive letter-headed statements once the signed copies have been processed. No letter of suggestion had been received. The auditors were fully aware that this year had been a very challenging one. The College was informed at the end of February 2011 that in order to function as an independent entity, all chartered accounts needed to be in place before April 1. The Manager, Finance &amp; Operations had worked extremely hard to achieve this.</p> <p>The approved statements will be incorporated in the Annual Report. The Ministry will require the audited financial statements by July 31.</p> <p><b>UPON A MOTION duly made by EC, seconded by DN, it was resolved that the draft financial statements, be approved. CARRIED.</b></p>
	<p style="text-align: center;"><b><u>8. President's Report</u></b></p> <p>Facilitator: CG</p> <p>The College conducted the inaugural sitting of the entry-to-practice examination in May. Feedback has been positive.</p> <p>Positive feedback has been received about regulation of the profession from many different stakeholders. The President thanked all Council members for the work and commitment over the last four years; thanks were also extended to the staff as the work continues in earnest.</p>
	<p style="text-align: center;"><b><u>9. Registration Committee Report</u></b></p> <p>Facilitators: RR/BK/SK</p> <p>The College has over 900 registered members to date. Staff continue to work with applicants to finalize incomplete applications.</p> <p>The inaugural entry-to-practice examination was held on May 25. 101 candidates registered, 100 wrote the examination, including one international candidate. The exam was offered in five locations - Ottawa, Toronto, North Bay, Thunder Bay and London; Toronto saw the most candidates at 77.</p> <p>The process ran smoothly and there were no major issues with logistics or administration.</p> <p>On June 3, Chair of the Examination Committee (Peter Tiidus) and Vice-Chair (Jonathan Dubberley) met with Assessment Strategies Inc. (the exam provider) via teleconference to review performance of questions on the exam. The Examination Committee met on June 7 to review and finalize the examination results, and suggest exam dates for 2014 and 2015. The next Committee meeting is scheduled for August 12-14 to approve the new examination forms for 2014. Two Item-Writing Committee sessions have been held allowing the development of 220 multiple choice questions adding to the bank of questions for future examinations.</p>

The Registrar reported that the performance on the exam was very much in line with the calculations of the Examination Committee and demonstrates the skill and professionalism of the item-writers. M. Reder successfully coordinated the Examination and Item-Writing Committees and obtained a number of textbooks from publishers, delivering considerable cost-savings for the College. She worked closely with candidates who requested testing accommodation and coordinated the examination sittings with S. James, the lead invigilator for Toronto. Feedback on the administration of the examination has been provided to the examination provider.

There are 74 exam eligible candidates registered to date for the October examination.

Director, Registration informed Council that notifications have been sent to all examinees from the May exam sitting. The most frequent feedback received was that the preparatory materials were insufficient. To date, the College has received one appeal and one notice of intention to appeal.

The Chair enquired whether there was wide representation of candidates from across Ontario and whether results for particular universities would be made public. Director, Registration advised that there had been good cross representation and the candidates included several from outside Ontario, but within Canada. While results for particular universities would not be made public, the College will provide information to individual universities, if requested, once the number of candidates from that institution exceeds five. Those with fewer than five candidates will not receive reports in order to maintain privacy. The College will wait until the second sitting of the examination before releasing information via the CKO Universities' Liaison Committee.

#### Examination Appeals Committee

The Appeals Policy is printed in the examination guide. Papers are OCR machine-marked, however, candidates may request hand-marking if a borderline failure mark is awarded. All exams in the first sitting were hand-marked as well as machine-marked to ensure accuracy.

It is proposed that DL, MM and DN comprise the Examination Appeals Committee – these members have provided consent. The Terms of Reference for the Committee will be drawn from the guide. Director, Registration will provide an orientation.

One member questioned the premise on which candidates were appealing, given the multiple choice format. The two appeals are based on personal/health emergency and administrative irregularities. In the Examination Appeals policy, candidates are permitted to challenge on three grounds, supported by appropriate documentation; if an appeal is successful, the first result may be discounted and the candidate can resit.

#### 2014 Examination dates

The following dates were considered by Council for publication on the College website:

	<ul style="list-style-type: none"> <li>• Spring examination - Saturday, April 12, 2014</li> <li>• Fall examination - Saturday , September 20, 2014</li> </ul> <p><b>UPON A MOTION duly made by MR, seconded by DL, it was resolved that the 2014 examination dates, April 12 and September 20, be approved and posted to the College website. CARRIED.</b></p> <p>The Chair thanked all Committee members for their outstanding contributions throughout the process; he had learned a great deal from members of the Committee, staff and Council.</p>
	<p style="text-align: center;"><b><u>10. QA Committee Report</u></b></p> <p>Facilitator: DL/LT</p> <p>The last meeting will take place on Friday, July 12. The Committee is seeking to procure the services of a consultant to expand the Kinesiologist Core Competency Profile to include performance indicators that describe entry-level professional practice in greater detail and develop a Peer and Practice framework. The development of performance indicators will help members identify whether they are meeting all the necessary practice requirements.</p> <p>Following an enquiry about whether the assessment would be based on classical methods or modified to suit an individual's practice, Director, QA explained that the second phase of the project will entail the review of various possible assessment formats and intricacies to support different practice environments (<i>i.e.</i> clinical vs. non-clinical practice).</p> <p>A fuller explanation of definition of the term 'performance indicator' was requested and the Director, QA advised that the intent is to provide descriptions of observable behaviours which demonstrate entry-level and mature practitioner levels of the requisite knowledge, skills and judgement required to practice the profession safely and effectively. An example was provided regarding the behavioural indicators or cues expected for communication competencies.</p> <p><b>UPON a motion duly moved by NM, seconded by DN, it was resolved that Council approve the Business Case to procure a consultant to facilitate the development of Kinesiologist Core Competency Profile performance indicators and the development of a Peer and Practice Assessment framework; the College will post the RFP on the MERX website for 8 weeks at the end of July 2013. CARRIED.</b></p> <p>The Chair expressed thanks to the Director, QA, the support of staff and Committee members.</p>
	<p style="text-align: center;"><b><u>11. Elections Update</u></b></p> <p>Facilitator: BK</p> <p>Registered members and applicants who had not yet completed their applications, were informed of election dates via iMIS, including the nominations deadline. The elections are being conducted online using Big</p>

Pulse; two or three reminders were issued.

No qualifying nominations were received in the Northern (District 1), Central East, Western (District 6) and Academic (District 7).

Districts to be acclaimed:

- Eastern (District 2)
- Central (District 4)
- Central West (District 5)

DL has offered to fill the Academic seat on a nomination basis if no qualified candidate comes forward. Members that have been acclaimed will be now be informed and invited to attend the informal handover Council meeting on August 8. A second call for nominations is, therefore, required in the Northern, Central East, Western and Academic Districts with similar timelines as previously.

Following a question about the process for public appointees, the Registrar reported that an advertisement has been posted on the website of the Public Appointments Secretariat and weekly contact is being maintained; applications from interested parties have been submitted. The first meeting of the new Council is scheduled for October once the public appointments have been made.

In the event that insufficient members are elected and/or appointed, the Registrar advised that the College could remain functional with the appointment of signing officers elected from Council. Most major decisions have already been considered and the College has an approved budget from which to continue to operate sufficiently. If a full complement of elected members is not achieved, the Council could call for an election or appoint a seat.

**Resolution to direct the Registrar to issue a second call for nominations in Districts 1, 2, 6 and 7 and to set a date for elections in those Districts**

Preamble:

Whereas the College issued a call for nominations in all electoral Districts on May 22

And

Whereas nominations were not received for members qualified to be nominated in three Districts prior to the date specified as the closing date for nominations;

And

Whereas indications of interest have since been received from members qualified to vote in Districts 1 and 6;

And

Whereas only one person is registered in District 7 and that person has not indicated an interest in taking a seat on Council;

And

Whereas another member of the College who is an academic but is not qualified to vote in Electoral District 7 has indicated an interest in representing the Academic District;

**Therefore, be it resolved that**

	<ol style="list-style-type: none"> <li>1. The Registrar is directed to issue a second call for nominations in Districts 1, 2, 6 and 7</li> <li>2. The nomination period for Districts 1, 2, 6 and 7 be from July 10 through July 25</li> <li>3. The election in these Districts be held on September 12, 2013.</li> </ol> <p><b>UPON a motion duly made by MR, seconded by NM it was resolved that Council approve above dates for the new elections. CARRIED.</b></p>
	<p style="text-align: center;"><b><u>12. By-law Amendment</u></b></p> <p>Facilitator: CG</p> <p>Council reviewed a decision note addressing changes to the process in the existing by-laws for a second call for nominations when no eligible nominations in an electoral district are received.</p> <p>EC requested that when information for the second call is disseminated, details about the time commitment is included or flagged. DL declared a conflict of interest and declined to vote.</p> <p><b>UPON a motion duly moved by NM seconded by RR, it was resolved that Council approve the following:</b></p> <ul style="list-style-type: none"> <li>• Amend the By-law on nominations to establish a specific process when no eligible nominations are received in an electoral district(s)</li> <li>• Amend the By-law on vacancies, to broaden the definition of “vacancy” and to provide further options to Council to fill a vacancy</li> <li>• Amend the By-law on vacancies to allow the Registrar to call a by-election when needed without a resolution of Council and strike out the existing By-law 10.34</li> <li>• Recommend for circulation the proposed amendments for a period of 60 days</li> </ul> <p><b>CARRIED.</b></p>
	<p style="text-align: center;"><b><u>13. Guideline on Working with Regulated Health Professionals</u></b></p> <p>Facilitator: BK</p> <p>The College has received a number of enquiries about the relationships and roles supervisors have with other regulated health professionals working in support positions. Legal advice was sought from the College solicitors, given the concerns.</p> <p>The purpose of the guideline is to provide guidance to the membership about working with other regulated health professionals and the roles and responsibilities of a supervising practitioner and of a regulated professional working in a support position.</p> <p>Comments were invited.</p> <ul style="list-style-type: none"> <li>• Suggestion that a number of examples should be provided to increase understanding and efficacy of the guideline</li> </ul>





	<ul style="list-style-type: none"> <li>• Further clarity needed around the issue of delegated acts</li> <li>• More focus should be placed on how to work <i>collaboratively</i> in teams with other health professionals.</li> <li>• Provide guidance to the profession about how to navigate the change in relationship, whilst upholding their accountability to the public</li> <li>• Address the issue that duty to the patient/client comes first</li> <li>• Adherence to standards of practice, where the professional does not have autonomy.</li> </ul> <p>Council requested that the guideline be re-drafted with input from Council and brought back to the next meeting. .</p> <p><b>Resolution to approve for circulation and comment the Guideline – Working with other Regulated Health Professionals – NOT CARRIED.</b></p>
	<p style="text-align: center;"><b><u>14. Registrar’s Report</u></b></p> <p>Facilitator: BK</p> <p style="padding-left: 40px;">i) Financial Report</p> <p>The Registrar presented a revenue and expenditure report of the College’s financial position, two months into the fiscal year. No questions were raised on the content.</p> <p>The Registrar was invited to present to members of the Canadian Assisted Devices Association in June. The Parliamentary Assistant to the Ministry of Health also attended. The College had approached the ministry to let them know that kinesiologists may request that they be approved for authorizing such devices. Some other health professionals also authorize these devices. The presentation focused on the regulation of kinesiology as a profession; feedback was both positive and pleasant.</p> <p>The College has approached OKA to participate in their annual conference and AGM in October. The OKA has indicated that their agenda is complete.</p> <p>The Ministry continues to hold clinical table meetings related to the physio announcement. OKA was sent materials for the second meeting. The College is not attending these meetings as they relate to matters which are more within the mandate of the professional associations.</p>
	<p style="text-align: center;"><b><u>15. Plan for handover meeting and first meeting of new Council</u></b></p> <p>Facilitator: CG/BK</p> <p>The Registrar proposed preparation of a summary of the major tasks anticipated in 2014. This will include an audit of College registration practice (required by the Office of the Fairness Commissioner) and a continuation of work to strengthen liaison with the universities.</p> <p>Council members will be invited to share their individual experiences on Council and the various associated committees e.g. providing some contextual</p>



	<p>background on processes and examples of what has worked well or, not so well. Legal training from the College solicitor would be scheduled at a later date.</p>
	<p style="text-align: center;"><b><u>Other Business</u></b></p> <p>Facilitator: BK</p> <p>Council reviewed the decision note which proposes the development of a more robust examination preparation guide in both official languages prior to the end of February 2014. The guide will be expanded so it relates the questions to the core competencies. The objective is to provide a more fulsome guide to assist the candidates.</p> <p>The guide will be ready for the Spring 2014 examination. The College is planning to undertake the work in conjunction with the selected members of the Item-Writing Committee and the examination provider. Cost controls are being discussed - savings have been identified in a number of line items which will allow development costs to be covered within the approved budget.</p> <p><b>Resolution – Development of Examination Preparation Guide</b></p> <p>Preamble:</p> <p>Whereas, the College has had its first sitting of the examination and received feedback from exam candidates via a survey that additional preparation materials would be valuable;</p> <p>And</p> <p>Whereas the current exam guide contains 20 questions which do not include analysis and cross reference to the Blueprint;</p> <p>And</p> <p>Whereas candidates for this high stakes examination pay a considerable sum for each attempt at the exam;</p> <p>And</p> <p>Whereas the College wishes to provide sufficient assistance to qualified candidates to enable them to be well-prepared for this examination, consistent with best practices in licensure and high stakes examinations;</p> <p>And</p> <p>Whereas the College is able to cover the costs of this project within the existing approved budget</p> <p><b>Therefore,</b>  <b>Be it resolved that Council approves a project to develop a robust Examination Preparation Guide to be paid from the Examination administration budget, the translation budget and re-allocation from the QA budget as necessary.</b></p> <p><b>Moved by: NM Seconded by: RH. CARRIED.</b></p>
	<p style="text-align: center;"><b><u>Adjournment</u></b></p> <p><b>UPON a motion duly made by MR, seconded by EC, the meeting adjourned at 1.00pm.</b></p>