

Council Minutes	
Date/Time of Meeting	June 18, 2012 – 9:30 am.
Chair	Conny Glenn (CG)
Timekeeper	
Note Taker	Ryan Pestana
Present	Conny Glenn (CG), Michelle Meghie (MM), Maureen Ralph (MR), Rod Hare (RH), Doug Lafreniere (DL), Elizabeth Chapman (EC), Denise Nadeau (DN), Robert Ross (RR)
Regrets	Tony Bauer (TB), Neil McCartney (NM)
Staff in Attendance/ Guests	<p>Brenda Kritzer (BK), Sheryl Hobbs-Canning (SHC), Nancy Leris (NL), Magda Reder (MR), Stamatis Kefalianos (SK), Ryan Pestana</p> <p>Guests: Peter Tiidus (Examination Committee Chair), Eric Graham (OAPO), Faith Delos-Reyes (WCH), Stuart Moulton (OKA), Jennifer Prosen (OSHF), Stephanie Naulls (WCH), Tanya Chute-Molina (OFC), Charles Mayenga (ASI) (Teleconference), Meghan Robson (ASI) (Teleconference)</p>
Constitution of the Meeting	As a notice of the meeting had been duly given in accordance with the by-laws of the transitional Council 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	<p>Facilitator: CG</p> <p>None</p>
Approval of Agenda	<p>Facilitator: CG</p> <p>UPON A MOTION duly made by RR, seconded by DL, it was resolved that the Agenda as circulated be approved. CARRIED</p>
Approval of the Minutes	UPON A MOTION duly made by DL, seconded by RH, the minutes of April 16th, 2012 were approved. CARRIED.
Business Arising	<p style="text-align: center;">Action Items from April 16, 2012 Meeting</p> <p style="text-align: center;"><u>Review of Action Items</u></p> <ol style="list-style-type: none"> 1. Amend the Examination Committee listing to delete Stephanie Naulls who is already on the Item Writing Committee <p>Brenda Kritzer- Completed</p> <ol style="list-style-type: none"> 2. Seek further clarification from Ministry and/or legal counsel on Section 7.5(b) of the Memorandum of Understanding

	<p>Brenda Kritzer- Ongoing</p> <p>3. Further develop HR policies related to:</p> <ol style="list-style-type: none"> a. College closing between Christmas and New Year's day b. Maternity leave c. Issue resolution and performance review of the Registrar d. Type of reference that will be provided to staff in terms of personnel records e. Employees reaching the maximum of their salary f. Benefits paid during unpaid leave <p>Brenda Kritzer- Ongoing</p>
<p>5. Reports and Recommendations</p>	<p style="text-align: center;"><u>5.1. Registration Committee</u></p> <p>Facilitator: RR</p> <ul style="list-style-type: none"> • Chair's Report: <p>RR reported to Council that the Registration Committee had met three times since the last Council meeting to finalize and approve ten registration policies. At each of the three meetings, the Registration Committee drafted and approved the following registration policies:</p> <ul style="list-style-type: none"> • Language Proficiency • Translation • Police Background Check • Required Documents • Referral of a Registration Application to the Registration Committee Panel • Registration Appeals • Professional Liability Insurance • Access to Records • Accommodations • Policy on Evidence of Currency and Level of Knowledge as Required in Meeting the Alternative Registration Requirements <p>MOTION UPON A MOTION made by DL, seconded by DN, it was resolved that Council approve the release of the Language Proficiency Policy. CARRIED.</p> <p>MOTION UPON A MOTION made by DN, seconded by RH, it was resolved that Council approve the release of the Translation Policy. CARRIED.</p> <p>MOTION UPON A MOTION made by DL, seconded by RH, it was resolved that Council approve the release of the Police Background Check Policy. CARRIED.</p> <p>While the <i>Required Documents Policy</i> was to be approved fourth, Council felt it best to approve the <i>Policy on Evidence of Currency and Level Required in Meeting the Alternative Registration Requirements</i> first as the <i>Required Documents Policy</i> referred to requirements in this latter policy.</p>

	<p>MOTION UPON A MOTION made by DL, seconded by EC, it was resolved that Council approve the Policy on Evidence of Currency and Level of Knowledge as Required in Meeting the Alternative Registration Requirements. CARRIED.</p> <p>MOTION UPON A MOTION made by RH, seconded by DN, it was resolved that Council approve the release of the Referral of a Registration Application to the Registration Committee Panel Policy. CARRIED.</p> <p>MOTION UPON A MOTION made by DL, seconded by MM, it was resolved that Council approve the release of the Registration Appeals Policy. CARRIED.</p> <p>MOTION UPON A MOTION made by DN, seconded by DL, it was resolved that Council approve the release of the Professional Liability Insurance Policy. CARRIED.</p> <p>MOTION UPON A MOTION made by MR, seconded by EC, it was resolved that Council approve the release of the Access to Records Policy. CARRIED.</p> <p>MOTION UPON A MOTION made by DL, seconded by DN, it was resolved that Council approve the Accommodations Policy. CARRIED.</p> <p>MOTION UPON A MOTION made by EC, seconded by MM, it was resolved that Council approve the release of the Required Documents Policy. CARRIED.</p> <p>MOTION UPON A MOTION made by RH, seconded by DL, it was resolved that the registration policies, together with contextual information, be posted on the website by the end of the week commencing June 25th, 2012. CARRIED.</p>
	<p style="text-align: center;"><u>5.2. Examination Committee</u></p> <p>Facilitator: Peter Tiidus</p> <ul style="list-style-type: none"> • Chair's Report: <p>PT informed Council that the Examination Committee met for three days, May 25th, 26, 27th, 2012, in a session led by Assessment Strategies Inc. (ASI) to begin work on developing the CKO's entry to practice examination. Council discussed concerns with the feedback of results to applicants who failed the exam, the timing of the release of the examination guide, and issues surrounding the pass mark and its determination. Charles Mayenga and Meghan Robson from ASI participated in this portion of the Council meeting via teleconference to answer any of Council's questions.</p> <p>MOTION UPON A MOTION made by DL, seconded by RR, it was resolved that Council approve the title of the exam as the College of Kinesiologists of Ontario Examination and that Saturday, April 20th, 2013 and Saturday, October 19th, 2013 be set as the dates for the 2013 examinations. CARRIED.</p>

	<p>MOTION UPON A MOTION made by RR, seconded by DL, it was resolved that Council approve the Examination Blueprint as forwarded by the Examination Committee. CARRIED.</p> <p>MOTION UPON A MOTION made by DN, seconded by MM, it was resolved that Council approve the examination as a PASS or FAIL outcome and that only FAIL candidates will receive a detailed performance profile. CARRIED.</p> <p>MOTION UPON A MOTION made by DL, seconded by RR, it was resolved that Council appoint Peter Tiidus as Chair of the Examination Committee and Jonathan Dubberley as Vice-Chair of the Examination Committee. CARRIED.</p> <p>Examination Work Plan:</p> <p>Facilitator: BK</p> <p>BK informed Council that ASI was producing examination items for the TCCKO's review much faster than anticipated and that the Examination Committee and Item Writing Committee had been very efficient. The Item Writing Committee had already met once and will be meeting on another three occasions over the summer to design examination questions. BK noted that the target of having 450 questions in the question bank will be met. BK informed Council that the Examination Committee will be meeting in October to approve exam items and the passing scores for both exams in 2013. BK informed Council that the Content Experts will be meeting in November to review the questions in the item bank against the core competencies profile and to review the French translation.</p> <p>MOTION UPON A MOTION made by DL, seconded by DN, it was resolved that Council approve the work plan for the Examination Committee. CARRIED.</p>
	<p style="text-align: center;"><u>5.3. Executive Committee and 5.4 Revised Forecast and Calendarization</u></p> <p>Facilitator: CG</p> <ul style="list-style-type: none"> • Chair's Report: <p>CG updated Council on the recent university outreach that included a presentation at Queen's University. CG and BK attended a presentation at CPSO and CG gave a presentation on the kinesiology scope of practice and how it relates to the CPSO's scope of practice. The goal of the presentation was to provide the CPSO with a better sense of what the profession of kinesiology is. CG noted that more awareness around the profession is still needed. CG also noted that there will be a meeting with the MOHLTC to discuss specialization and other groups who have approached the College. Council will hear the outcome of the meeting once it takes place. Finally, CG informed Council that the Executive Committee had increased the amount of money for the RFP on Educational Equivalency.</p> <p>MOTION UPON A MOTION made by RR, seconded by DL, it was resolved that the Registrar issue a</p>



Request for Proposals to obtain the necessary expertise to assist the College in developing a framework for the assessment of educational credentials, and that the Registration Committee act as the Steering Committee for this project. CARRIED.

MOTION

UPON A MOTION made by DN, seconded by DL, it was resolved that the meeting be moved in-camera at 2 pm.

As per Section 7, subsection 2(b) of Schedule Two of the Regulated Health Professions Act, Council may exclude the public from part of the meeting if it is satisfied that “financial or personal or other matters may be disclosed of such a nature that the harm created by the disclosure would outweigh the desirability of adhering to the principle that meetings be open to the public.”

MOTION

UPON A MOTION made by DL, seconded by RH, it was resolved that the in-camera meeting be adjourned and that the public meeting be resumed at 2:45 pm.

MOTION

UPON A MOTION made by MM, seconded by RR, it was resolved that Council pass Fees Bylaw #19 with the amendment to 19.06 and that the Professional Corporations Bylaw #22 be removed and a vote on this bylaw deferred until Council receives further information on Professional Corporations. CARRIED.

MOTION

UPON A MOTION made by DL, seconded by RR, it was resolved that Council approve the draft Fees Bylaw, with the provision that anything relating to professional corporations be removed, post these for 60 days on the website before July 1st, 2012 and circulate to all website subscribers and to the various professional associations that have contacted the transitional Council. The final recommended bylaws will be returned to Council for a vote at the first meeting following the end of the 60-day period. CARRIED.

MOTION

UPON A MOTION made by DL, seconded by MM, it was resolved that the transitional Council of the College of Kinesiologists of Ontario approve the draft Expenditure Forecast as presented and requires that the Executive Committee and the Registrar provide an update to the Forecast and a Revenue Outlook at each meeting of the Council during 2012-2013. CARRIED.

MOTION

UPON A MOTION made by MR, seconded by RH, it was resolved that the transitional Council of the College of Kinesiologists of Ontario approves the 2012-2013 Calendarization of forecasted expenditures. CARRIED.

CG provided an overview of the amendments to the Elections Bylaw 10.09 for Council's approval.

MOTION

UPON A MOTION made by MM, seconded by DL, it was resolved that Elections Bylaw 10.09 – Eligibility for Election,

(e) the Member is not an employee, officer or director of any professional kinesiology



association such that a real or apparent conflict of interest may arise, including but not limited to being an employee, officer or director of the Ontario Kinesiology Association;

Is amended to read

- (e) the Member has not been an employee, officer or director of any professional association or certifying body in the health care and health related fields for one year prior to the date of nomination for the Council of the College of Kinesiologists of Ontario, such that a real or apparent conflict of interest may arise, including but not limited to being an employee, officer or director of the Ontario Kinesiology Association. In the first year of elections following the date of proclamation, the time lapse required before accepting nomination shall be six months prior to the date of nomination;

CARRIED.

MOTION

UPON A MOTION made by RH, seconded by RR, it was resolved that that the following clause be added to the Eligibility for Election Bylaw 10.09,

- (m) Members appointed from among the general membership to a Standing Committee of Council must resign from their position on the Standing Committee UPON THE DATE OF THEIR ELECTION to the Council of the College of Kinesiologists

CARRIED.

Council felt the need to amend this clause because Council members found it unfair that members of the Standing Committee would have to resign their position on the Standing Committee prior to accepting a nomination to run for Council. Prior to amendment, the clause read,

- (m) Members appointed from among the general membership to a Standing Committee of Council must resign from their position on the Standing Committee PRIOR TO ACCEPTING A NOMINATION TO RUN FOR the Council of the College of Kinesiologists

This rule did not apply to other Committees so Council proposed the amendment that members of a Standing Committee resign their position on the date of their election.

MOTION

UPON A MOTION made by RH, seconded by DL, it was resolved that Amendments to the Eligibility for Election By-law are to be posted on the College website and communicated directly to subscribers and to professional associations no later than August 1, 2012 to allow potential members to consider whether they will be eligible to accept a nomination for the election to occur in 2013. CARRIED.

CG provided Council with an overview of the new candidates selected for the Item Writing Committee. Council noted that nominee Krista Holdsworth is Chairperson of the CAPO Stakeholder Relations Committee and that involvement in both may be perceived as a conflict of interest.

MOTION

UPON A MOTION made by RH, seconded by DL, it was resolved that Council appoint the



	<p>following nominees as members of the Item Writing Committee: Raymond Ravazzolo, Dianne Tolgyesi, Rene Vandenboom, and that on the condition of her resignation from the CAPO Stakeholder Relations Committee, Krista Holdsworth also be appointed to the Item Writing Committee. CARRIED.</p>
	<p style="text-align: center;"><u>5.5. Quality Assurance Committee</u></p> <p>Facilitator: DL</p> <ul style="list-style-type: none"> • Chair's Report <p>DL reported to Council that the QA Committee had met twice in 2012 and that another meeting was scheduled for June 26th, 2012.</p> <p>Committee has been focused on developing the policies and procedures for Self-Assessment, Continuing Professional Development, and Peer and Practice Assessment. Committee has made minor amendments to the Self-Assessment tool to ensure inter-professional collaboration has been addressed and the policies for frequency of completion are included and DL noted that a resolution will be coming forward to Council in the Fall.</p> <p>Committee has also considered draft CPD policies covering requirements for participation and reporting of learning activities, while policies have been drafted covering the procedure for selection, notification, and extenuating circumstances surrounding PPA.</p> <p>At its next meeting, Committee will discuss mandatory courses and policies related to the operation of PPA.</p> <p>DL stated that Committee intends to bring forward a complete package of policies relating to the implementation of the QA program to Council for approval in the Fall.</p>
	<p style="text-align: center;"><u>5.6. Professional Practice</u></p> <p>Facilitator: RH</p> <ul style="list-style-type: none"> • Chair's Report <p>RH informed Council that the Professional Practice regulations will be approved by the MOHLTC. RH reported to Council that Committee met on April 12th, 2012 to discuss the Standards of Practice and the feedback on them. RH reported that changes had been made and that the revised copy had been sent to the TCKKO's lawyer for review and that the feedback had been received. SK provided a summary of the feedback on the Standards of Practice that were mostly from the OKA and mostly concerned the advertising standard. SK reported that feedback had not yet been finalized but that it will be between September and November of 2012.</p> <p>MOTION UPON A MOTION made by DL, seconded by MM, it was moved that the Standards of Practice be approved by Council. CARRIED.</p> <p>MOTION UPON A MOTION made by RH, seconded by DL, it was resolved that Council approve the posting of the final Standards of Practice on the website. CARRIED.</p>

6. Communications Strategy to Proclamation

Facilitator: SHC

SHC provided Council with an overview of the TCCKO'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.

7. Operations

Facilitator: BK

- Jurisprudence Course

BK provided Council with an update on the development of the jurisprudence course. BK stated that the TCCKO's lawyer had developed the Jurisprudence Guide and is working on the questions that will be brought to the College by the end of the month. BK reminded Council that the TCCKO is working with the Colleges of Homeopaths and Psychotherapists and that the TCCKO will be the first of the three Colleges to develop the jurisprudence course by September, because the College is on target to meet its April 1st, 2013 date of Proclamation.

- IDBMS

BK noted that two RFPs had been released, one for hosting and one for implementation of the Integrated Database System. BK informed Council that there is a development meeting in July.

- Strategic Planning Report

BK proposed that the report from Christine Forsyth from the two-day Strategic Planning Session be tabled and discussed at the next Council meeting on September 24th, 2012.

- Business Plan

BK also presented Council with an updated business plan. BK noted that the business plan must be updated and submitted to the MOHLTC. The updated business plan included information on the examination, it updated the risks that the TCCKO faces, and BK cautioned that many of the risks can only be avoided if the MOHLTC approves the College's registration regulation. BK noted that the MOHLTC had committed to approve those regulations, but that a timeframe on when they would be approved was not clear.

MOTION

UPON A MOTION made RH, seconded by DL, it was resolved that the Business Plan be submitted with revisions as necessary and forwarded to the Ministry of Health and Long-Term Care. CARRIED.

	<ul style="list-style-type: none"> • Proposed Council and Committee Dates <p>BK presented Council with a list of Proposed Council and Committee dates for the remainder of 2012. BK told Council that a reminder would be sent to all Council members in advance of a meeting date.</p> <p>MOTION UPON A MOTION made by DL, seconded by MM, it was resolved that Council dates be approved and posted on the website. CARRIED.</p>
	<p style="text-align: center;"><u>8. Review of Action Items</u></p> <ol style="list-style-type: none"> 1. BK to provide Council with more information regarding professional corporations and examination costs 2. Posting of the fees bylaw on the website for consultation 3. Changes to the Required Documents Policy- change the word “practice” on page 3, section I to read “experience” 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” 5. Review of the Christine Forsyth report at next Council meeting.
<p>Next Council Meeting</p>	<p>September 24th, 2012</p>
<p>Motion to Terminate the Meeting</p>	<p>UPON A MOTION duly made by RH, seconded by DL, the meeting was adjourned at 5 pm.</p>