



Transitional Council of the College of Kinesiologists of Ontario

MEETING OF: Council

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| DATE OF MEETING: | June 27, 2011 | TIME OF MEETING: | 9:00 |
| CHAIR: | Conny Glenn (CG) | TIMEKEEPER: | Dianne Aziz |
| NOTETAKER: | Dianne Aziz | | |
| PRESENT: | Conny Glenn (CG), Michelle Meghie (MM), Denise Nadeau (DN) by phone, Maureen Ralph (MR), Tony Bauer (TB), Stu McGill (SM), Rod Hare (RH), Doug Lafreniere (DL), Elizabeth Chapman (EC) | | |
| REGRETS: | Ayub Hamid (AH), Murtaza Najmudin (MN), Bob Ross (BR), Neil McCartney (NM) | | |
| STAFF IN ATTENDANCE: | Brenda Kritzer, Dianne Aziz, Sheryl Hobbs-Canning, Nancy Leris | | |

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 TB seconded by DN and unanimously carried, it was resolved that the Agenda as circulated at the meeting, be approved.

Approval of Minutes

Facilitator: CG

UPON A MOTION duly made by MR seconded by DL and unanimously carried, it was resolved that the Minutes of March 21, 2011 be accepted.

Business Arising

Facilitator: CG

ACTION ITEMS FROM MARCH 21, 2011 MEETING

- 1. Future meeting dates:**
 - Brenda and Conny will send proposed Council meeting dates out to Council members. **COMPLETED**
- 2. Amendments to Quality Assurance Regulation:**
 - The draft regulation will be amended pursuant to Council's direction, prior to posting. **COMPLETED**
- 3. Values Statement:**
 - The values statement will be posted on the College's website and included in the Business Plan. **COMPLETED**
- 4. Future Committee Meeting Dates:**

The Committees will meet to set future meeting dates. **COMPLETED**



Committee Reports

| Registration Committee | |
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| Facilitator: | SM |
| <p>i. Chair's report:</p> <ul style="list-style-type: none"> • The committee has met in April, May and June. • The committee has developed a work plan to articulate activities to proclamation. • The committee continues to work on a number of matters related to registration regulation including the inactive class, education requirements, practice hours, refresher courses, recognition of specialisms, jurisprudence and the academic class. <p>ii. Summary of Feedback received from Consultations:</p> <ul style="list-style-type: none"> • The committee received and reviewed a number of submissions on the draft registration regulation. • A report was circulated containing the feedback from the consultation. <p>iii. Actions to complete regulation:</p> <ul style="list-style-type: none"> • There are a number of actions that the committee will complete over the coming months including: <ul style="list-style-type: none"> ○ Reviewing requirements for inactive members returning to active practice. ○ Consideration of the necessity of the academic class. <p>iv. Proposed Work plan:</p> <ul style="list-style-type: none"> • The Chair reviewed the proposed work plan for the committee and noted that there is time allotted for further consultation on an amended registration regulation. • Changes may be made to the work plan to reflect decisions regarding jurisprudence, education requirement and refresher programs. • After the registration regulation is submitted to MOHLTC, the committee will focus on development of guidance for applications on the regulation. | |
| Quality Assurance Committee | |
| Facilitator: | DL |
| <p>i. Chair's report:</p> <ul style="list-style-type: none"> • The committee met on June 21 to review the proposed work plans and to consider the feedback from the consultation on the Quality Assurance regulation. • The committee is working toward a deadline of August to get the revised regulation to Council for approval for further consultation in early fall. • The committee's future work includes defining some of the key QA program components. <p>ii. Summary of Feedback received from Consultations:</p> <ul style="list-style-type: none"> • The committee received and reviewed a number of submissions on the draft registration regulation. • A report was circulated containing the feedback from the consultation. <p>iii. Proposed Work plan:</p> <ul style="list-style-type: none"> • The Chair reviewed the proposed work plan for the committee and noted that there is time allotted for further consultation on an amended QA regulation. | |



Executive Committee

Facilitator: CG

I President's Report:

- Following the March 21, 2011 Council meeting, several meetings were held with stakeholders to elicit feedback on the regulation.
- In late March Brenda and Conny met with the Fairness Commissioner to get feedback on the registration regulation. The feedback from the Fairness Commissioner was positive. The Fairness Commissioner will provide formal feedback once the regulation is finalized.
- The Fairness Commissioner inquired about the appeal process, should a potential member fail the examination. In particular they inquired as to what mechanisms will be put in place to address this situation. Conny advised that discussions have taken place and it is planned that three opportunities to take the examination will be allowed; discussions continue on how to address a potential member failing all three attempts.
- Registrar and President also met with representative of the Ministry of Health and Long Term Care (MOHLTC) and OATA and OAPO; the feedback from these meetings was passed onto the Chairs of the Registration and Quality Assurance Committees and will be presented by the Committee chairs later in the agenda.
- A meeting was held with the Canadian Kinesiology Alliance April 4th. Discussion took place on the progress of the TCKKO and what the impact would be on their group. The group noted that Kinesiologists practicing in the Ottawa-Hull area would likely be particularly interested in regulation and the impact on their practice. Members were invited to post links to the TCKKO website on their provincial websites and to inform their members of our interest in their comments
- The Core Competency Development Project is progressing; Conny will present a full update later in the agenda.

II The Executive Committee met on May 30, 2011 to address a number of issues.

- Report on Procurement of Consulting Services for Competency Development and Status of the Competency Development Project:
- CG presented an overview of the procurement process and outcome; a report was appended to the meeting materials.
- CG presented slides which reported on the status of the Competency Development Project.

III . Sub-Committee Formation:

- The TCKKO has been working with interim by-laws which did not contain provisions for the formation of sub-committees. As a result of the lack of policy in this area, decisions on sub-committee formation may not have been as transparent as they could have been and Council was asked to address concerns in this area.
- Executive Committee recommended that a by-law be adopted to address the formation of Council sub-committees and ensure transparency.
- A proposed by-law on the formation of sub-committees of Council, with companion terms of reference was reviewed by Council.

A resolution to accept the proposed by-law was presented.

It was moved by RH, seconded by DL and unanimously approved that by-law 12.02, 12.03 and Schedule 4 to the by-law concerning the establishment of non-statutory committees be approved and that final numbering of this by-law be confirmed at a later date for publication on the College's website.

At this time the CG requested that the meeting move **In Camera**.

It was moved by DL and seconded by RH and unanimously approved that the meeting be moved **In Camera**.



Observers were asked to leave and invited to return at 11:15 following the Break

In Camera Session-10:30: 11:15

It was moved by DL, seconded by LC and unanimously approved that the in-camera meeting be adjourned and that Council return to their regular meeting agenda.

Observers were invited to return to the meeting room

Regular meeting Resumed

Professional Practice Committee

| Facilitator | RH | |
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| i. Chair's report: | <ul style="list-style-type: none"> • Professional Misconduct regulation was posted for public consultation on the College's website. Feedback was received. • The feedback was summarized and summary reports were prepared for Council. | |
| ii. Summary of Feedback received from Consultations: | | <ul style="list-style-type: none"> • A report was circulated containing the feedback, the proposed response, changes which are recommended to the rationale and explanation and changes recommended to the regulation. |
| iii. Draft Regulation – Update on Proposed Changes; Resolution to Approve: | | <ul style="list-style-type: none"> • The Chair presented the proposed changes to the regulation. • Once legal counsel provides guidance on changes to the explanation and rationale on the regulations, the regulations will be submitted to the Ministry of Health. |
| iv. Proposed Work plan: | | <ul style="list-style-type: none"> • RH reviewed the proposed work plans for the Committee; CG emphasized that the work to set up and support the regulatory committees is significant. The regulatory committee members will be elected by Council. |

A resolution to accept the proposed by-law was presented.

Motion #1

It was moved by EC and seconded by DL and unanimously approved that the following described changes in the draft Regulation regarding Professional Misconduct be approved by the transitional Council.

Section 31:

31. Influencing a client or the client's authorized representative to change the client's will or other testamentary instrument

Changed to:

31. Influencing a client or the client's authorized representative with respect to the client's will or other testamentary instrument.

Section 33:

33. Using a term, title or designation indicating or implying a specialization in an area or areas of practice of the profession, except in accordance with any formal specialist recognition program approved by the College.

Changed to:

33. Using any term, title or designation indicating or implying certification or a specialization in an area or areas of practice of the profession unless

- a) it is conferred by a recognized credentialing body,
- b) it is earned,



- c) it meets established standards, and
- d) prominence is given to the member's legislated title

until such time as the College may establish a formal specialist recognition program.

Motion # 2:

It was moved by DL, seconded by MR and unanimously approved that the Professional Misconduct regulation in its entirety, dated June 27, 2011, be approved as amended for submission to the Ministry of Health and Long –Term Care.

Motion # 3:

It was moved by TB, seconded by CG and unanimously approved that Part II - Conflict of Interest in the draft Professional Misconduct Regulation, dated June 27, 2011 be approved for submission to the Ministry of Health and Long-Term Care.

Motion # 4:

It was moved by DL, seconded by DN and unanimously approved that Part III – Record-Keeping in the Draft Professional Misconduct Regulation, dated June 27, 2011 be approved for submission to the Ministry of Health and Long-Term Care.

Operations

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| Facilitator: | BK |
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i. Registrar's Report:

- The MOHLTC met with all TC registrars to introduce the new ADM who is acting in her position at least until April 2012.
- The MOHLTC advised the registrars that it is their expectation that TCs meet a proclamation date of March 31/April 1, 2013 and that their regulations are to be submitted to MOHLTC by early December 2011.
- The regulation consultation process was discussed with the registrars. MOHLTC will facilitate meetings with MTCU where needed.
- The Ministry requested that each TC have work plans in place and to consider delaying activities which are not essential operations on the date of proclamation until after that date.
- It was also suggested that the TCs consider their capacity to begin to register potential members in mid-2012. This has not been factored into the Workplans of the TCKCO at this time and will have to be given further consideration by Council.

ii. Draft Financial Statement – Year-End:

- BK presented a TCKCO draft financial statement to year end prepared by staff. The statement is TCKCO's record of spending to the end of the fiscal year.
- It was noted that the TC does not receive confirmed expenditure reports from HFO and has not yet received a year end statement from HFO.
- BK reviewed on a line-by-line basis the over- and under- spending in this fiscal year compared top forecasted expenditures.
- It was recommended that the 2011/12 budget for the TCKCO be revised once we receive the year- end report from HFO; the revision will reflect current spending trends.
- The revised budget will be brought to Council for approval for furtherance to MOH.



iii. Draft Annual Report

- BK presented the proposed Annual Report which was reviewed by an editorial committee of EC, DL and CG on behalf of Council.
- There are edits required on page 4 and these will be completed.
- Pictures of Council & committees may be included for publication on our website.
- BK advised that the Report will not contain an audited financial statement as we are unable to verify one without additional information from HFO.
- Once finalized, the Report will be posted on the TCKKO website.

It was moved by DL, seconded by RH and unanimously approved that the Annual Report without a financial report be approved. When ready it is to be submitted to the Ministry.

iv. Proposed Operational Work plans

- BK presented the work plans outlining the operational activities which will take place over the next year and a half.
- It was noted that many of the activities in the operational work plans correspond with the work of the various committees.
- It is anticipated that over the summer, the HR policies, communications plan and Orientation manual for Council members will be finalized and presented to Council in the Fall.

BK noted that Council re-appointments have been confirmed and are posted on the Public Appointments website.

Council and Committee Dates for 2011

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| Facilitator: | CG |
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| MEETING | DATE | TIME |
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| Quality Assurance Committee Meeting | 25/07/2011 | 9:00 – 3:30 |
| Quality Assurance Committee Meeting | 09/08/2011 | 9:00 – 1:00 |
| Competency Development Working Group | 09/08/2011 | 9:00 – 4:30 |
| | 10/08/2011 | 9:00 – 4:30 |
| Steering Committee Meeting - Virtual Presentation by PES | 19/08/2011 | 9:00 – 12:00 |
| 4 - Focus Group Meetings – Competency Development | 14/09/2011 | 9:00 - 5:00 |
| | 15/09/2011 | 9:00 – 5:00 |
| Competency Development Working Group | 5/10/2011 | 9:00 – 4:30 |
| | 6/10/2011 | 9:30 – 4:30 |
| Steering Committee Meeting | 14/10/2011 | 9:00 – 12:00 |
| Professional Practice Committee Meeting | 12/9/2011 | 9:30 – 1:30 |
| Registration Committee Meeting | 22/06/2011 | 9:30 – 4:30 |
| Registration Committee Meeting | 18/07/2011 | TBA |
| Registration Committee Meeting | 08/08/2011 | TBA |
| Council Meeting | 27/06/2011 | 9:00 – 5:00 |
| Council Meeting | 22/08/2011 | TBA |
| Council Meeting | 17/10/2011 | TBA |
| Council Meeting | 28/11/2011 | TBA |

- CG reviewed the dates and noted that there will be a number of meetings to ensure that the TCCKO meets the time frame imposed by MOHLTC.
- CG noted that any member of Council can observe the work of the Working Groups of the Competency Project. Members were asked to respond to BK within 1 week of receiving the dates of the meetings of the Working Groups, if they intend to observe.



Review Action Items

Facilitator: CG

Registration and Quality Assurance Committees:

- Registration Committee to advise the Quality Assurance Committee on their decision regarding the academic class.
- The Registration Committee will work toward having a standard on educational requirements to go out to with the registration regulation.

Sheryl Hobbs-Canning, Stu McGill, Doug Lafreniere

Payment for Observers of Competency Development Working or Focus Groups:

- Brenda will ask the MOHLTC if the observers who wish to come to observe at the Competency Development working groups will be compensated for attendance at these meetings.
- Council members will indicate to Brenda whether they will attend within one week.

Council Members, Brenda Kritzer

New Business

Facilitator: CG/SM/BK

Draft Examination Regulation:

- CG reported that the MOHLTC has asked us to separate the examination regulation from the registration regulation
- SM circulated the proposed examination regulation for Council's information only at this time

Examination Development:

- BK presented an overview of the business case which will be built to request the MOHLTC's approval for issuance of an RfP for examination development; BK is conducting extensive research on examination development and delivery.
- In the meantime there are some critical decisions which need to be made to inform the business case, for example, how the examination will be delivered – by paper, electronically, etc.
- A number of these questions will be developed and presented to the Registration Committee for guidance.
- It is anticipated that the Registration Committee will make the decisions this summer and that their recommendations will be presented to Council in October.
- If Council members wish to receive any of BK's research they are asked to advise BK.

NEXT COUNCIL MEETING DATE: August 22, 2011

A motion to terminate the meeting was made by MR and seconded by MM.