

Council Minutes	
Date/Time of Meeting	November 28, 2011 – 9:30 a.m.
Chair	Conny Glenn (CG)
Timekeeper	Dianne Aziz
Notetaker	Dianne Aziz
Present:	Conny Glenn (CG), Michelle Meghie (MM), Maureen Ralph (MR), Tony Bauer (TB), Rod Hare (RH), Doug Lafreniere (DL), Elizabeth Chapman (EC,) Denise Nadeau (DN)
Regrets	Neil McCartney (NM), Bob Ross (BR)
Staff in Attendance/ Guests	Brenda Kritzer, Dianne Aziz, Sheryl Hobbs-Canning, Nancy Leris Jennifer Prosen, Stuart Moulton and Mary Duggan
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 EC, it was resolved that the Agenda as circulated be approved. Carried
Approval of Minutes	Facilitator: CG UPON A MOTION duly made by TB, it was resolved that the Minutes of October 17, 2011 be accepted. Carried
Business Arising	<p style="text-align: center;">Action Items from October 17, 2011 Meeting</p> <p>Facilitator: CG</p> <p>Resolution on Interest to be paid on loan:</p> <ul style="list-style-type: none"> • This item tabled and referred to Executive Committee. <p style="text-align: center;">Executive Committee – Will report to Council November 28/11</p> <p>By-Laws:</p> <ul style="list-style-type: none"> • To be tabled until such time as the fees have been established and the accountant has completed his/her review of the financial by-laws. The by-laws will then be returned to Council for approval to circulate or post for comment. <p style="text-align: center;">Brenda Kritzer - Completed</p> <p>Business Case and RFP for Examination Development and Administration:</p> <ul style="list-style-type: none"> • The business case will be submitted to MOHLTC for approval. Following its approval, the RFP will be submitted to MOHLTC for approval. Once the RFP is approved it will be posted on MERX. <p style="text-align: center;">Brenda Kritzer - Completed</p> <p>Professional Standards:</p> <ul style="list-style-type: none"> • The standards will be posted for public consultation on the TCKKO website. Once the consultation has ended, the feedback will be reviewed and a further report

	<p>made to Council on the feedback received and recommendation on the finalization of the standards.</p> <p>Brenda Kritzer - Completed</p> <p>Staffing Plan, Business and Work Plans and Revised Projected Operating Costs:</p> <ul style="list-style-type: none"> • Will be submitted to the MOHLTC. <p>Brenda Kritzer - Completed</p> <p>Note: further revisions to be reviewed Nov. 28</p> <p>The meeting dates will be sent out to Council.</p> <p>Nancy Leris – In progress</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"> • Update on Competency Profile: The competency profile has been completed and will be presented to Council today for approval. <ul style="list-style-type: none"> ○ Background materials are being prepared to be available to stakeholders and posted on the TCKKO website. These materials will explain the process and outcome of the project. • All committees are working diligently in a number of areas to support proclamation. Each committee will report today. • A number of outreach activities to Universities are being planned. These activities will focus on communicating information on the competencies and on the progress of the TCKKO. • A presentation was made to the Guelph/Humber graduate certificate program in Kinesiology on the College's progress to date. • A request has been received from York University for a presentation; this will take place in the New Year.
	<p style="text-align: center;"><u>2. Registration Committee</u></p> <p>Facilitator: CG</p> <p>I. Chair's Report</p> <p>The Committee met on the 17th November. As well as reviewing the feedback from the consultation on the draft Registration Regulation, the Committee considered the following items:</p> <p>a. Education Equivalency and Recommendations</p> <ul style="list-style-type: none"> • The Regulation provides for consideration of applicants with a learning program and qualifications different from but equivalent to those specified in Section 4 (1) 1. – a bachelor program in kinesiology from an Ontario university. • Committee is considering the criteria to be used to determine equivalency. • It is also considering the guidance to be provided to educational institutions, students and prospective applicants regarding the recommended courses of study/content and work experience that may support applicants in achieving success in the entry to practice exam. • Committee has identified two separate processes for further considering and developing these items and will be returning to the issue of the equivalency criteria at its meeting in December. <p>b. Draft Kinesiology Competency Profile for the Entry Level Practitioner</p>

	<ul style="list-style-type: none"> • Committee reviewed the draft Kinesiology Competency Profile for the entry-level practitioner that had been developed by the Working Group and PES. • Committee considered additional comments from members and determined that no changes would be recommended to Council. • Committee is recommending the Competency Profile to Council for approval and has noted that in disseminating to stakeholders, the Profile should be accompanied by information that provides context to the material and addresses anticipated questions. <p>II. Minutes of November 17/11 – will be submitted under separate cover.</p> <p>III. Resolution on Draft Competency Profile:</p> <p>a. The Registration Committee has reviewed the draft kinesiology competency profile dated October 14, 2011 and the Committee endorses the draft kinesiology competency profile for the entry level practitioner.</p> <p>Moved by EC that the Draft Kinesiology Competency Profile for the entry level practitioner dated 14th October, 2011 be approved. Carried.</p> <p>b. The Registration Committee recommends to Council that the Kinesiology Competency Profile for the entry level practitioner be approved to be released to the public with supporting documentation by January 9, 2012 subject to prior approval of that material by the Executive Committee.</p> <p>It was moved by RH that the Kinesiology Competency Profile for the entry level practitioner be approved for released to the public with supporting documentation by January 9, 2012 subject to prior approval of that material by the Executive Committee. Carried.</p> <p>IV. Resolution on Governance of Examination Development: In consideration of the understanding that management of the examination for entry to practice applicants to the College is a matter of Governance and the responsibility of Council, the Registration Committee recommends to the Council that the Executive Committee oversee the management of the examination development and administration contract and research further the development of an Examinations Committee and report back to Council on this matter.</p> <p>Moved by MR, that the Executive Committee oversee the contract for management of examination development and research further the development of an Examination Committee and report back to Council on this matter. Carried</p> <p>V. Regulation Feedback: A summary of the feedback was presented to Council. This feedback was reviewed by the Registration Committee and a number of changes to the Regulation are recommended to Council as follows:</p> <ol style="list-style-type: none"> 1. Section 2. (1) 2. – that the explanation be amended to read, “The application fee covers the cost of processing applications, including overhead expense and complying with the requirements of Section 2 of the RHPA.” 2. Section 2. (1) 3. viii. – that the provision be amended to read, “any other event that would provide reasonable grounds for the belief that the applicant will not practise safely and professionally.”
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	<p>3. Section 2. 1. 7. – that provision be amended to read “The applicant’s certificate of registration must not be under suspension or have been revoked by the College”.</p> <p>4. Sections 4. (1) 1. ii and 4. (2) 1. ii be amended to read, “have successfully completed a program which is deemed substantially equivalent by the Registration Committee to a degree program referred to in subparagraph I”.</p> <p>5. Section 5. (1) 4. be amended to read, “The applicant must not be subject to any requirements of the quality assurance program or be in non-compliance with a decision of the Inquiries, Complaints and Reports Committee”.</p> <p>Moved by DL that the above described changes to the draft Registration Regulation be approved by Council. Carried</p> <p><u>Recorded Vote:</u> In favour: Doug Lafreniere, Maureen Ralph, Michelle Meghie, Rod Hare, Conny Glenn, Denise Nadeau, Elizabeth Chapman, Tony Bauer Opposed: None</p> <p style="text-align: center;">VI. Draft Regulation Approval– Recorded Vote</p> <p>Moved by EC that the draft Registration Regulation in its entirety, dated November 28, 2011, be approved as amended for submission to the Ministry of Health and Long Term Care. Carried</p> <p><u>Recorded Vote:</u> In favour: Doug Lafreniere, Maureen Ralph, Michelle Meghie, Rod Hare, Conny Glenn, Denise Nadeau, Elizabeth Chapman, Tony Bauer Opposed: None</p>
	<p><u>3. Quality Assurance Committee</u></p>
	<p>Facilitator: DL</p> <p>I. Chair’s report:</p> <p>a. QA Program Components Development</p> <ul style="list-style-type: none"> • Committee met on the 10th November. As well as reviewing the feedback from the consultation on the draft QA Regulation, Committee considered policy and procedure issues related to two key components of the QA program – Self-Assessment and Continuing Professional Development. <p>For both components, Committee considered:</p> <ul style="list-style-type: none"> • current research • best practices • examples from other Colleges <p>Committee discussed options relating to several program features including::</p> <ul style="list-style-type: none"> • timing • compliance processes • record retention • frequency

	<p>Committee has directed staff to further develop some selected policy and procedure options for both components which will be reviewed at the next Committee meeting.</p> <p>b. Self-Assessment Tool Development</p> <ul style="list-style-type: none"> • Committee received an update on the Self-Assessment tool • The tool is being developed by PES and the Self-Assessment Development Group (volunteers from the profession) • The tool is soon to be pilot tested • Committee is providing input on policy and procedure to the Group <p>II. Minutes of November 10/11 – to be provided to Council</p> <p>III. Regulation Feedback The Quality Assurance Committee recommends to the transitional Council of the College of Kinesiologists of Ontario that the following changes be made to the draft Quality Assurance Regulation:</p> <ol style="list-style-type: none"> 1. Section 5. – that the explanation be amended to read <i>‘It is anticipated that every year, every member must participate in self-assessment. However, there may be alternate timing for any one or more of the components at the discretion of the Committee.’</i> 2. Section 7. (2) – the following to be added as sub-paragraph (d), A member shall undergo a peer and practice assessment if, <ul style="list-style-type: none"> <i>‘(d) Committee determines the member to be at risk of having impaired knowledge, skill and judgement on the basis of criteria specified by the Committee and published on the College’s website at least three months before the member is selected on the basis of those criteria; or’</i> <p style="margin-left: 40px;">The current sub-paragraph (d) to be moved to sub-paragraph (e).</p> <p>Moved by EC, that the above described changes to the draft Quality Assurance Regulation be approved by the transitional Council of the College of Kinesiologists of Ontario. Carried</p> <p>Recorded Vote: In favour: Doug Lafreniere, Maureen Ralph, Michelle Meghie, Rod Hare, Conny Glenn, Denise Nadeau, Elizabeth Chapman, Tony Bauer Opposed: None</p> <p>IV. Draft Regulation – Recorded Vote</p> <p>Moved by MR, that the draft Quality Assurance regulation in its entirety, dated November 28th 2011, be approved as amended for submission to the Ministry of Health and Long-Term Care. Carried</p> <p>Recorded Vote: In favour: Doug Lafreniere, Maureen Ralph, Michelle Meghie, Rod Hare, Conny Glenn, Denise Nadeau, Elizabeth Chapman, Tony Bauer Opposed: None</p>
	<p><u>4. Professional Practice Committee</u></p>
	<p>Facilitator: RH Chair’s Report:</p>

	<p>1. Update on posting of standards for consultation</p> <ul style="list-style-type: none"> a. The draft standards as approved by Council were posted on the College website on November 9, 2011. In addition stakeholders were notified by letter or email that the draft standards had been posted for consultation. b. We will receive feedback until January 9, 2012 c. The feedback will be summarized and analyzed and presented to the Professional Practice Committee on January 20, 2012. The Committee's recommendations on the final standards will be presented to Council in the New Year <p>2. Update on Progress of materials and training for Legislated Committees:</p> <ul style="list-style-type: none"> a. Staff continue to work on the development of handbooks for the legislated committees along with developing information overviews on the roles of the committees which will be posted on the College's website. b. The TCKKO will propose that members of the legislated committees receive formal training for their roles as committee members.
	<p>Moved by EC, that the meeting be moved to in-camera. 1:00 pm</p>
	<p>Moved by EC that the meeting move back to a public meeting. 1:20pm</p>
	<p style="text-align: center;"><u>5. Operations</u></p> <p>I. Registrar's Report: No further report</p> <p>II. Business Case, Systems Development: The purpose of the Systems Development Project will be to acquire and customize an integrated database management system; to link the TCKKO website to the database management system; and to program certain functionality required by the TCKKO and the future College for critical operations. Once approved, an RFP will be developed and be posted on MERX. It is hoped that a vendor will be in position by the end of January.</p> <p>Moved by DL, that the Business Case for systems development be approved for submission to the MOHLTC for approval and that once approval is received by MOHLTC that the Registrar proceed with issuing an RFP. Carried</p> <p>III. Business Plan/Revised Operating Costs/ Resolution: The deliverables and costs related to the systems development project and ongoing maintenance of the system were not previously elaborated fully in the TCKKO business plan and forecast of operating costs, the Executive Committee therefore recommends to Council that it approve the TCKKO revised Business Plan and forecast presented to Council on November 28, be approved and submitted to the Ministry of Health and Long Term Care.</p> <p>Moved by RH that the revised business plan and forecast of operating costs be approved and submitted to the Ministry of Health and Long Term Care. Carried</p> <p>IV. Report from Accountant: The accountant has reviewed the draft by-laws and financial policies and recommended changes as follows:</p>

	<p><u>Budget:</u></p> <p>Propose to Change from:</p> <p>4.01 – Budget</p> <p>The financial year of the College will be the fiscal year which ends September 30, Council shall approve annually,</p> <ul style="list-style-type: none"> (i) an operating expense and revenue budget for the College for each fiscal year; and (ii) (ii) a capital budget for the College for each fiscal year. <p>The financial accounts and account transactions shall be audited yearly by a recognized auditing firm as chosen by Council.</p> <p>To:</p> <p>4.01 – Budget</p> <p>The financial year of the College will be the fiscal year which ends September 30.</p> <ul style="list-style-type: none"> (i) Council shall approve annually, in accordance with the College’s financial policy on budget development: an operating expense and revenue budget for the College for each fiscal year; and (ii) a capital budget for the College for each fiscal year. <p>4. 01. i.</p> <p>The financial statements shall be audited by a recognized licensed public accountant appointed by Council.</p> <p>4. 02(2) - Expense Approval:</p> <p>The President, Vice-President and the Registrar may approve purchases or leasing of goods and acquisition of services in accordance with the following:</p> <ul style="list-style-type: none"> (i) the Registrar may authorize expenses not exceeding \$25,000 if the expenditure has previously been approved as an item in the College budget; (ii) the Registrar and one of the President, or Vice-President may authorize expenses in excess of \$25,000 if the expenditure has previously been approved as an item in the College budget; (iii) the Registrar may authorize expenses not exceeding \$5,000 if the expenditure has not previously been approved as an item in the College budget if the Registrar believes that the expenditure is necessary for the operations of the College; (iv) the Executive Committee shall review any proposed expense exceeding \$5,000 if the item is not expenditure in the College budget and make recommendations to Council for approval. If immediate action is required, the Executive Committee may approve the expenditure; and (v) expense claim submissions for expenses incurred by the Registrar shall be approved by the President and Vice-President. or other such person as Council may designate. <p>Changed to:</p> <p>4. 02(2) - Expense Approval:</p> <p>The President, Vice-President and the Registrar may approve purchases or leasing of goods and acquisition of services in accordance with the College’s financial policy on procurement.</p> <p>4.02(3) - Signing Authority:</p> <p>The Registrar has the authority to sign for payments for up to \$25,000 of approved expenses described above in articles 4.02(2) (i), (iii) and (iv). For amounts described above in article 4.02(2) (ii) for over \$25,000, the Registrar and any one of the President</p>
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	<p>or Vice-President are to sign jointly with the Registrar. If the Registrar is not available and payment must be made promptly, another signing officer can sign on behalf of the Registrar.</p> <p>Cheques for reimbursement of the Registrar's expenses shall be signed by the President and Vice-President or other such person as Council may designate.</p> <p>Changed to:</p> <p>4.02(3) – Cheque Signing Authority:</p> <ul style="list-style-type: none"> (i) All cheques under \$5000 to be signed by one of the signing authorities (ii) All cheques with a value of \$5001 and more must be signed by two signing authorities (iii) Cheques issued to the Registrar are to be signed by two signing authorities who are not the Registrar. (iv) Cheques for reimbursement of the Registrar's expenses shall be signed by the President and Vice-President or other such person as Council may designate <p>4.04(3) - Reserve funds</p> <p>From time to time, the Council may establish reserve funds as required.</p> <ul style="list-style-type: none"> i At the end of each fiscal year from any excess of revenue over expenses shall be made to maintain the reserve funds as established by the Council. ii The reserve funds may be invested in short-term or long-term instruments, with terms of up to 10 years as appropriate to the need for liquidity of the specific funds. The primary objectives of such investments shall be, in order of importance, preservation of capital and yield. iii Surplus funds, not needed to meet the College's operating expenses during the immediate 12-month period, may be invested in short-term or long-term instruments with terms of up to 10 years. The primary objectives of such investments shall be, in order of importance, preservation of capital and yield. <p>Changed to:</p> <p>4.04(3) - Reserve funds</p> <p>From time to time, the Council may establish reserve funds as required.</p> <ul style="list-style-type: none"> i At the end of each fiscal year from any excess of revenue over expenses shall be made to maintain the reserve funds as established by the Council. ii The reserve funds may be invested in short-term or long-term instruments, with terms of up to 10 years as appropriate to the need for liquidity of the specific funds. The primary objectives of such investments shall be, in order of importance, preservation of capital and yield. iii Surplus funds, not needed to meet the College's operating expenses during the immediate 12-month period, may be invested in short-term or long-term instruments with terms of up to 10 years. The primary objectives of such investments shall be, in order of importance, preservation of capital and yield. No part of the income of the College, whether current or accumulated, can be payable to, or otherwise made available for the benefit of any member of the College or its Council. <p style="text-align: center;"><u>Financial Policies</u></p>
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	<p><u>Internal Controls:</u> The accountant noted that TCKCO did not have a policy on internal controls. He provided a policy for internal controls which was revised to suit the TCKCO.</p> <p><u>Financial Reporting:</u> On a quarterly basis, the Registrar will report to Executive Committee on the most recent month for which complete year-to-date financial information is available. This report will include:</p> <p>(a) <u>Financial Statements:</u> the Balance Sheet together with comparative figures for the previous calendar year and a narrative report explaining the Balance Sheet and any significant changes from the previous year's figures.</p> <p>To be changed to:</p> <p>On a quarterly basis, the Registrar will report to Executive Committee on the most recent month for which complete year-to-date financial information is available. This report will include:</p> <p>(b) <u>Financial Statements:</u> A Financial Statement (consisting of a Statement of Financial Position and a Statement of Operations) for the fiscal quarter and the period from the start of the fiscal year to the end of that fiscal quarter with comparative figures for the preceding fiscal year and a narrative report explaining the financial results and any significant changes from the previous year's figures.</p> <p style="text-align: center;"><u>Fiscal Year End and Membership Year</u></p> <p>After discussion, Council recommended that the fiscal and membership year be September 30.</p> <p>Moved by DL that the by-laws and financial policies be amended according to the recommendations of the accountant described above and that the TCKCO adopt a membership and fiscal year ending September 30. Carried</p>
	<p style="text-align: center;"><u>New Business</u></p> <p>Facilitator: CG</p> <p>None</p>
	<p style="text-align: center;"><u>Review of Action Items</u></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</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</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</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</p> <p>The by-laws and financial policies to be amended according to Council's direction.</p> <p>Brenda Kritzer</p>
<p>Next Council Meeting Date</p>	<p><u>Council Meetings:</u> January 23, 2012 March 5, 2012 May 7, 2012 June 18, 2012</p>
<p>Motion to Terminate the Meeting</p>	<p>UPON A MOTION duly made by MR, the meeting was adjourned. 2:45</p>