

Council Minutes	
Date/Time of Meeting	October 17, 2011, 9:00 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), Neil McCartney (NM), Bob Ross (BR) Denise Nadeau (DN)
Regrets	None
Staff in Attendance/ Guests	Brenda Kritzer, Dianne Aziz, Sheryl Hobbs-Canning GUESTS: Stuart Moulton (OKA); Jennifer Prosen (OSHF)
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 seconded by TB and unanimously carried, it was resolved that the Agenda as circulated be approved.
Approval of Minutes	Facilitator: CG UPON A MOTION duly made by DL seconded by MM and unanimously carried, it was resolved that the Minutes of August 22, 2011 be accepted.
Business Arising	Facilitator: CG <u>Action Items from August 22, 2011 Meeting:</u> 1. Posting of TCKKO Minutes and consultation feedback on the TCKKO website: <ul style="list-style-type: none"> • The Minutes of the TCKKO meetings will be posted on the TCKKO website effective with the June 27, 2011 minutes. • The feedback from the consultation on the proposed regulations will be posted on the TCKKO website. The feedback will be verbatim but will not identify the author of the feedback. Brenda Kritzer – COMPLETED 2. The Professional Misconduct Regulation will be formally submitted to the Ministry of Health and Long Term Care. Brenda Kritzer – WILL BE SUBMITTED ONCE AUGUST 22, 2011 MINUTES OF COUNCIL ARE RATIFIED 3. Brenda will consult with legal counsel on the types of questions which will be developed for the jurisprudence examination in terms of how the questions will be framed to be specific to Kinesiologists and report back to Council.

	<p>Brenda Kritzer - COMPLETED</p> <p>4. The Audited Financial Statement will be submitted to the Ministry of Health and Long Term Care with the TCKO Annual Report.</p> <p>Brenda Kritzer – COMPLETED</p>
<p>Committee Reports</p>	<p style="text-align: right;"><u>Executive Committee</u></p> <p>Facilitator: CG</p> <p>I. President’s Report:</p> <ul style="list-style-type: none"> • Conny and Brenda attended the OKA conference. They met with representatives from some of the Universities where discussion took place on the regulations and development of competencies. The Universities are awaiting the guidelines and core competencies for the profession. • Conny presented an update at the conference of the activities of the Transitional Council, including the implications and expectations as we move to proclamation. • The competency development project continues to move forward. The working group, focus groups and Council members through committees have reviewed the draft competencies and these will be sent to the Registration Committee for a final review prior to presentation to Council for approval. Once Council approves the competencies they will be posted for comment. • Conny and Brenda will be conducting outreach to Universities over the next few months. <p>II. By-Laws:</p> <ul style="list-style-type: none"> • The by-laws have been revised to include those areas identified as “to be developed”. The by-laws on fees have not been completed. The by-laws on finance and banking will be reviewed by an accountant. <p>UPON A MOTION duly made by NM seconded by RH and unanimously carried, it was resolved that the by-laws as drafted be approved and that they 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 post for comment.</p> <p>III. Resolution on Interest to be paid on Loan:</p> <ul style="list-style-type: none"> • This item will be tabled and referred to Executive Committee for discussion.
	<p style="text-align: right;"><u>Registration Committee</u></p> <p>Facilitator: RR:</p> <p>I. Chair’s Report:</p> <p>The Committee met on the 5th October. Committee received updates on:</p>

- the recent meeting with the Office of the Fairness Commissioner regarding the revised draft Registration Regulation. This meeting was positive and informative and staff will keep Committee apprised of any further information received from the OFC on the draft Regulation.
- the competency development project. Staff provided information on the current status of this project following the Focus Groups and Council feedback on the draft competency statements.

Exam Development and Delivery

Committee reviewed the business case pertaining to exam development and, following on from this, developed two recommendations to Council. These will be covered under the next agenda item.

Specialty Classes

Committee considered a recommendation to Council regarding Specialty Classes. This too will be covered under the next agenda item.

Policy and Procedure Development and Work Plan

A presentation by staff provided Committee with an overview of the process that will be followed to develop registration policies and associated procedures, as well as the tools and resources required for implementation.

The extent of the Registration process from application to examination to appeals was reviewed as were the parameters (such as the Regulation, the RHPA Procedural Code, and practicalities) that will need to be considered as Committee moves forward with policy and procedure development.

The policies, procedures and tools required for implementation for each aspect of registration were reviewed by Committee.

In particular, Committee discussed how guidelines for universities and applicants on recommended education (courses and content) can best be developed and how educational equivalency will be determined.

In reviewing the work plan and identifying priorities for the coming months, Committee was clear in its view that this guideline and determining criteria for educational equivalency were high priority items.

Committee noted the volume of work to be completed both before and in time for proclamation and was interested in the development of the draft staffing plan proposed by the Registrar.

Fees

As part of its review of the policies and procedures required for proclamation, Committee considered where the development of a fees schedule might best be placed. A resolution concerning this item will be covered under the next agenda item.

	<p><u>Upcoming Meetings</u> Thursday, November 17th – 9:30am – 4:00pm Monday, December 12th – 9:30am – 4:00pm</p> <p>II. Minutes of October 5, 2011:</p> <ul style="list-style-type: none"> • The minutes of October 5, 2011 were submitted to Council. <p>III. Resolutions to Council from Registration Committee:</p> <ul style="list-style-type: none"> • Strategic Plan for Potential Creation of Specialty Classes <p>The Registration Committee recommended that Council direct staff to develop a strategic plan for undertaking due diligence activity in relation to the potential creation of specialty classes such that it does not impinge upon the completion of those tasks critical to reaching proclamation.</p> <p>UPON A MOTION duly made by DL, seconded by RH and unanimously carried, it was resolved that staff be directed to develop a strategic plan as described above.</p> <ul style="list-style-type: none"> • Development of Fees Schedule <p>UPON A MOTION duly made by EC, seconded by TB and unanimously carried, it was resolved that all fees related to the operation of the College be developed by the Executive Committee. Input on those fees specifically related to registration will be provided by the Registration Committee prior to review and approval of the fee schedule by Council.</p> <ul style="list-style-type: none"> • Exam Development <p>The business case for exam development was reviewed by Council and the Registrar provided further information on the process including the use of the professional competencies and the involvement of stakeholders.</p> <p>UPON A MOTION duly made by EC, seconded by DN and unanimously carried, it was resolved that the business case for the procurement of expert consulting services for examination development for the entry to practice exam be approved by Council. Additionally, Council requests that the RfP for these services be provided as an information item.</p> <p>The Registrar outlined the process for evaluation of the responses to the RfP and explained that the RfP would be posted on MERX.</p> <p>UPON A MOTION duly made by RH, seconded by DL and unanimously carried, it was resolved that the Registration Committee be the body, along with the Registrar, that evaluates responses to the RfP for exam development and conducts the selection of the proponent for exam development.</p>
	<p style="text-align: center;"><u>Professional Practice Committee</u></p> <p>Facilitator: RH</p> <p>I. Chair's Report:</p> <ul style="list-style-type: none"> • The committee has approved draft standards to accompany the Regulation. These standards have been reviewed by legal

	<p>counsel. Once the standards have Council approval they will be posted on the website for public consultation for 60 days. Feedback from the consultation will be considered by the Professional Practice Committee and the Committee will prepare a recommendation to Council on finalizing the standards.</p> <ul style="list-style-type: none"> • Once the work on the standards is completed, the committee will turn to the review and approval of the foundational elements of the legislated committees – policies, procedures, forms, etc. The objective will be to have this work completed by mid-summer of 2012 with a view to electing Council members to sit on the Committees in the fall and to have training in the mid to late winter of 2012/13. <p>II. Minutes of September 12, 2011</p> <ul style="list-style-type: none"> • The minutes were presented to Council. <p>III. Draft Standards for Consultation</p> <p>1. Draft Professional Practice Standards:</p> <ul style="list-style-type: none"> • The following standards have been drafted and reviewed by the Professional Practice Committee and legal counsel: <ul style="list-style-type: none"> ○ Advertising ○ Fees and Billing ○ Professional Collaboration ○ Sexual Abuse ○ Infection Control ○ Record Keeping ○ Record Keeping Checklist ○ Dual Health Care Practices ○ Conflict of Interest ○ Clinical Education/Supervision/Delegation During Placement ○ Code of Ethics ○ Consent ○ Discharging a Client • The Standards are presented to Council for approval for posting on the College’s website for public consultation for 60 days • We will review the feedback from the consultation and come back to Council in early 2012 with a recommendation on any changes resulting from the consultation and approval of Council for the final standards <p>It was moved by EC seconded by MM and unanimously approved that the draft standards as amended be approved for public consultation on the TCCKO website. Once the consultation has ended, the feedback will be reviewed and a further report made to Council on the feedback received and recommendation on the finalization of the standards.</p>
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	<p style="text-align: center;"><u>Quality Assurance Committee</u></p> <p>Facilitator: DL</p> <p>I. Chair's report</p> <p>Committee met on the 13th September. Part of the meeting was allocated for discussion of the draft competency statements and some members of Registration Committee took part in that discussion.</p> <p><u>Policy and Procedure Development</u></p> <p>The latter part of the meeting focused on the policy and procedure development and implementation process for the QA program. A presentation by staff provided Committee with an overview of the process that will be followed to develop program policies and associated procedures, as well as the tools and resources required for implementation of the program.</p> <p>Looking at each component of the QA program in turn (Self-Assessment, Continuing Professional Development, and Peer and Practice Assessment and Remediation), staff highlighted the policy development work that has so far been completed and the work that remains. The procedures and implementation tools required to support these policies were also described and discussed.</p> <p>Committee also considered the work that will need to be done in order to ensure it is able to function effectively as an operational Committee post-proclamation.</p> <p><u>Work Plan</u></p> <p>Committee reviewed the draft work plan for the development and implementation of the program in time for proclamation and the first year thereafter.</p> <p>It was noted that there was much work to be done and, as such, Committee would give consideration to using third-parties to undertake some areas of work as appropriate.</p> <p><u>Continuing Professional Development</u></p> <p>Committee began consideration and discussion of the policies associated with the Continuing Professional Development component of the program.</p> <p>The merits of a credit vs. hour's system for CPD activity were discussed and staff were asked to develop a rubric/criteria for attributing credits to activity for consideration by Committee at its next meeting.</p> <p><u>Upcoming Meetings</u></p> <p>Thursday 27th October - 9:00am -2:00pm Thursday 10th November - 9:00am - 3:00pm</p> <p>II. Minutes of September 13, 2011:</p> <ul style="list-style-type: none"> • The minutes were submitted to Council.
	<p style="text-align: center;"><u>Operations</u></p> <p>I. Registrar's Report:</p> <ul style="list-style-type: none"> • The Registrar attended a meeting of the Federation of Health Regulatory

	<p>Colleges of Ontario (FHRCO). The meeting was attended by Suzanne McGurn the acting ADM of MOHLTC along with Thomas Corcoran from HPRAC.</p> <ul style="list-style-type: none"> • Ms. McGurn asked the FHRCO to consider acting as “the voice” of Colleges to bring forward concerns to the Ministry from all Colleges. • The Registrar and Registrars of the other Transitional Councils have met with representatives of Health Force Ontario (HFO) and the MOHLTC. This group will meet on an ongoing basis to work on the issues related to proclamation including how to establish a bank account. The Registrar of Naturopaths will take the lead in resolving this issue. • Two Ministry staff have been appointed to assist the Transitional Councils in expediting issues related to proclamation. • The Transitional Councils (TCs) continue to work with MOHLTC and HFO on the development of a Memorandum of Understanding (MOU). It is hoped that a revised draft MOU will be presented to the Registrars in the near future. • The MOHLTC is requesting revised financial and work plan forecasts from the TCs. • The Registrar attended a career fair at University of Western Ontario and the College’s presence was enthusiastically received. <p>II. Staffing Ramp Up Plan:</p> <ul style="list-style-type: none"> • The Registrar reviewed the proposed staffing plan with Council. The staffing resources identified in the plan will enable us to complete our work to proclamation. • The MOHLTC has advised that they would like us to start to register members in mid-2012. Realistically the TCCKO might be able to begin a rep-registration in the Fall of 2012 <p>UPON A MOTION duly made by EC seconded by DN and unanimously carried, it was resolved that the staffing plan as presented be approved for furtherance to the Ministry of Health and Long Term Care.</p> <p>UPON A MOTION duly made by RH seconded by NM and unanimously carried, the Council moved to an in-camera session.</p> <p>UPON A MOTION duly made by EC seconded by DL and unanimously carried, the Council moved back to a public session.</p> <p>III. Revised Financial Projections:</p> <ul style="list-style-type: none"> • The Registrar reviewed the issue/decision note with Council and presented the projections as an estimate of what we propose to spend. <p>UPON A MOTION duly made by MR seconded by DL and unanimously carried, it was resolved that the Council approve the revised financial projections as presented for furtherance to the Ministry of Health and Long Term Care.</p>
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	<p>IV. Revised Business and Work Plans:</p> <ul style="list-style-type: none"> The Registrar and staff reviewed the revised business and work plans as a reflection of the work ahead to proclamation. <p>UPON A MOTION duly made by RH seconded by NM and unanimously carried, it was resolved that the business and committee and operational work plans be approved as presented for furtherance to the Ministry of Health and Long Term Care.</p> <p>V. Business Case for Examination Development:</p> <ul style="list-style-type: none"> The business case has two components: development of the examination and administration of the examination process. The development of the examination will be done by the Registration Committee with the assistance of representatives of the profession and an expert company with experience in exam development. The examination will be based on the core competencies. It is expected that the Ministry of Health and Long Term Care (MOHLTC) will approve the business case this week. Once the business case is approved the RFP will be completed and submitted to MOHLTC with approval of the RFP coming within a few days. The RFP will be posted for 8 weeks to ensure we have a good response and that potential proponents have enough time to fully consider the requirements. We expect to have a successful proponent in place by the end of January or beginning of February. The earliest an examination could be offered would be early October of 2012, depending upon availability of volunteers. <p>UPON A MOTION duly made by EC seconded by DN and unanimously carried, it was resolved that the business case for the procurement of expert consulting services for examination development for the entry to practice examination be approved by Council. Additionally, Council requests that the RFP for these services be provided as an information</p> <p>UPON A MOTION duly made by DH and seconded by DN that the Registration Committee be the body, along with the Registrar, that evaluates and selects responses to the RFP for examination development and conducts the selection of the proponent for examination development.</p> <p>UPON A MOTION duly made by RH and seconded by DL that the Registration Committee be the body, along with the Registrar, that evaluates and selects responses to the RFP for examination development and conducts the selection of the proponent for examination development.</p>
	<p><u>New Business</u></p>
	<p>Facilitator: CG</p>

	<p>1. The Registrar met with the Office of the Fairness Commissioner (OFC) to review the draft Registration Regulation. The OFC was supportive of the Registration Regulation. When we submit the Registration Regulation we require a letter from the OFC. The OFC has indicated that they will provide their letter directly to MOHLTC.</p> <p>2. The Ministry has approved the request to hire an accountant to review our financial by-laws and policies and advise us on fiscal year. Soberman was the successful bidder.</p> <p>3. Conny and other transitional Councils' representatives will be presenting to the Ontario Hospital Association (OHA) this fall. The objective is for the OHA to understand the professions being regulated.</p>
	<p style="text-align: center;"><u>Review of Action Items</u></p> <p>Resolution on Interest to be paid on Loan:</p> <ul style="list-style-type: none"> • This item will be tabled and referred to Executive Committee for discussion. <p style="text-align: center;">Executive Committee</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</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</p> <p>Professional Standards:</p> <ul style="list-style-type: none"> • The standards will be posted for public consultation on the TCCKO website. Once the consultation has ended, the feedback will be reviewed and a further report made to Council on the feedback received and recommendation on the finalization of the standards. <p style="text-align: center;">Brenda Kritzer</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 style="text-align: center;">Brenda Kritzer</p>

	<p>The meeting dates will be sent out to Council.</p> <p style="text-align: center;">Nancy Leris</p>
Next Council Meeting Date	November 28, 2011
Motion to Terminate the Meeting	UPON A MOTION duly made by DL seconded by NM and unanimously carried, the meeting was adjourned.