

Council Minutes	
Date/Time of Meeting	October 29, 2012, 9.30am
Chair	Conny Glenn (CG)
Timekeeper	Monica McPherson
Notetaker	Monica McPherson
Present:	Conny Glenn (CG), Michelle Meghie (MM), Maureen Ralph (MR), Elizabeth Chapman (EC), Denise Nadeau (DN), Neil McCartney (NM)
Regrets	Doug Lafreniere (DL), Rod Hare (RH), Robert Ross (RR), Tony Bauer (TB),
Staff in Attendance/ Guests	Brenda Kritzer (BK), Stamatis Kefalianos (SK), Nancy Leris (NL), Magda Reder (MR), Sheryl Hobbs-Canning (SHC), Lara Thacker (LT), Cara Moroney (CM), Monica McPherson (MM) Guests: Stuart Moulton (OKA), Bridget Lett (Canadian Society for Exercise Physiology); Michelle Teves and Kaeley Wyger (Humber College)
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 MR, it was resolved that the Agenda as circulated be approved. Carried
Approval of Minutes of September 24, 2012	Facilitator: CG UPON A MOTION duly made by NM, it was resolved that the Minutes as circulated be approved. Carried
	<u>New Business</u>
	Facilitator: CG None
	<u>Review of Action Items</u>
	<u>Minutes – September 24, 2012</u> 1. Staff to confirm education qualifications of new item writer Brenda Kritzer – On today’s agenda 2. Examination Appeals Policy to be forwarded to the Ministry of Health Brenda Kritzer – Completed 3. Posting of the Professional Corporations By-Law for 60-day consultation period Brenda Kritzer – Ongoing

	<p>ii. <u>Introduction of New Staff</u></p> <p>BK introduced new staff members - Lara Thacker, Director, Quality Assurance, Cara Moroney, Director, Professional Practice and Monica McPherson, Administrative Assistant,</p>
	<p style="text-align: center;"><u>5. Reports & Recommendations</u></p> <p>Facilitator: CG</p> <p><u>President's Report</u></p> <p>i. OKA Conference CG & BK attended the recent conference, delivering two presentations – CG focussed on the future for kinesiology, opportunities to be involved with the college, the changing role and perception of kinesiologist and inter-professional collaboration, whilst BK shared information about advance registration processes, obligations of members and employers and College functions. SK received a number of enquiries at the booth, particularly from those concerned with grand-parenting provisions and the evidential requirements. The fees issue was also addressed in the presentation. The presentations were well received; feedback positive overall.</p> <p>ii. HPARB CG delivered a presentation on case studies at the Health Professions Appeal & Review Board. The Minister was present and networking opportunities were good. Members heard that HPARB is moving towards a paperless environment and a secure flash drive communication system, with its members.</p>
	<p style="text-align: center;"><u>Summary of Candidate – Item Writing Committee</u></p> <p>Facilitator: CG</p> <p>Questions about the educational qualifications of a new candidate were raised at the last meeting. Following a direction by Council to confirm the candidate's credentials, clarification was sought and the application reviewed again by Executive Committee on October 24, who were satisfied the credential requirements had been verified.</p> <p>UPON A MOTION duly made by MR, that the Council approve the addition of Jennifer Crozier to the Item Writing Committee. Carried</p>
	<p style="text-align: center;"><u>Fees Consultation and Fees Bylaw</u></p> <p>Facilitator: CG</p> <p>Executive Committee had reviewed feedback from the College website raising concerns about the level of the proposed fees and considered various revenue models demonstrating the impact of reducing certain fees on the College budget. Committee recommended two changes not anticipated to significantly impact the budget:</p> <p>By-law 19.01 – Application fee – reducing fee from \$150 to \$100 plus applicable taxes By-law 19.04 – Examination fee – reducing fee from \$500 to \$400 plus applicable taxes</p> <p>It is clear some confusion still exists around what it means to be part of an association and part of a College. The communications plan will work to address some of the issues. Each edition of the newsletter will seek to reinforce key messages.</p>



	<p>UPON A MOTION duly made by EC that the Council approves the: Recommendation that Fees By-law provision #19.12 not be approved Recommendation that Application fee is reduced from \$150 to \$100 Recommendation that Examination fee is reduced from \$500 to \$400 Recommendation that the Fees By-law #19 as amended, be approved. Carried</p>
	<p style="text-align: center;"><u>6. QA Committee</u></p> <p>Facilitator: SHC</p> <p>i. <u>Committee Report</u> - SHC provided an overview of the Committee's recent work which has focused on the review of a number of policies and implementation and operational matters - mandatory course requirements, the random portfolio audit process and implementation plan.</p> <p>ii. <u>Self-Assessment Tool</u> - QA Committee wishes to ensure that the Self-Assessment Tool supports compliance with the requirements of Bill 179 which requires Colleges to promote inter-professional development</p> <p>UPON A MOTION duly made by DN, recommended by the QA Committee, that the Self-Assessment Tool as presented in the PES Final Report to TCKKO dated February 2012 and as amended by QA Committee on 18th April 2012 be approved by Council. Carried.</p> <p>iii. <u>Self-Assessment Policy</u> – Self assessment is completed every year. The current format of the tool is paper-based, plans for an online tool are in the pipeline</p> <p>UPON A MOTION duly made by NM, that the Self-Assessment Policy dated 26th June 2012 be approved by the Transitional Council of the College of Kinesiologists of Ontario.</p> <p>iv. <u>CPD Policy</u> – The draft QA regulation requires that members participate in Continuing Professional Development activity to develop and enhance their practice. The policy sets out what members must do to comply and the role of the College in supporting this.</p> <p>UPON A MOTION duly made by MR, that the draft Continuing Professional Development Policy dated 26th June 2012 be approved by the Transitional Council of the College of Kinesiologists of Ontario.</p> <p>v. <u>Jurisprudence Refresher Policy</u> – Members will be required to keep abreast of changes in legislation, standards and practice requirements at regular intervals (every 4 years) from the date of registration.</p> <p>UPON A MOTION duly made by DN, that the draft Continuing Professional Development Policy dated 26th June 2012 be approved by the Transitional Council of the College of Kinesiologists of Ontario.</p> <p>vi. <u>Peer & Practice Assessment (PPA) Policy</u> – This policy sets the parameters for how these assessments will be carried out by the College and includes selection criteria, timing and notice periods for PPA for those random and other criteria selection, assessment requirements and reports and non-compliance issues.</p> <p>A question was raised in relation to paragraph 58 (Evaluation) of the draft policy</p>

	<p>about 'who' members would provide feedback to, once a PPA assessment has been completed. Council members agreed that whilst comments would be directed to staff, the option for anonymity in the report to Council should be permissible. The following wording will be added to paragraph 58 – 'As feedback is presented to Committee, it may be formatted as such that it is anonymized in the report.'</p> <p>UPON A MOTION duly made by DN, that the draft PPA: General Requirements Policy dated 26th June 2012 be approved, subject to the proposed amendment, by the Transitional Council of the College of Kinesiologists of Ontario.</p> <p>vii. <u>PPA Conflict of Interest Policy</u> – Careful consideration was given to the feedback from the PwC report to ensure the policy is clear and impartial.</p> <p>UPON A MOTION duly made by MR, that the draft PPA: Conflict of Interest Policy dated 15th October 2012 be approved by the Transitional Council of the College of Kinesiologists of Ontario.</p> <p>viii. <u>Portfolio Content Policy Statement</u> - College members will be encouraged to include additional material in their portfolios to support the self-assessment and goal setting processes. Council agreed the following items should be added to the Policy statement – résumés, performance reviews and feedback from clients.</p> <p>UPON A MOTION duly made by NM, that the draft Policy Statement on Portfolio Contents dated 15th October 2012 be approved, subject to the proposed amendment, by the Transitional Council of the College of Kinesiologists of Ontario.</p> <p style="text-align: center;"><u>Executive Committee Report</u></p> <p>Facilitator: CG</p> <p>Executive Committee met on October 22 and primarily dealt with year-to-date College expenditure, HST and contingency plans given the prorogation of Parliament. Current indications are that proclamation in April 2013 is still on the cards. If any delay is between 2-6 months, the College could be facing a budget shortfall.</p> <p style="text-align: center;"><u>Registration Committee Report</u></p> <p>Facilitator: CG</p> <p>The Registration Committee has met twice since the last Council meeting and is reviewing educational equivalency - the scope of work with timelines and deliverables. Consultants are currently looking at six schools – Brock, Laurentian, McMaster, Ottawa, Waterloo and Windsor - reviewing coursework against core competences to adequately assess the various degree content across Ontario and internationally. The aim is a good comparator model. Brock, Waterloo and Laurentian are complete; the others are set to complete by end of October. Communications team will review the submissions and provide analysis.</p> <p>The Examination Committee met twice in October to approve two exam formats. French content is to be reviewed in January to ensure nuances and terms are accurately reflected. The exam guide is almost complete and covers exam preparation, sample questions and recommended reading. It is anticipated to be on the website by year end</p> <p style="text-align: center;"><u>Professional Practice Report</u></p>
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	<p>The Professional Misconduct regulation has been approved and was filed on October 19, 2012 (Reg #316/12) and is available on e-Laws. Committee meets next on November 19. Work is progressing on guidelines to assist members with professional standards and the complaints process.</p>
	<p style="text-align: center;"><u>7. Registrar's Report</u></p> <p>Facilitator: BK</p> <ul style="list-style-type: none"> i. <u>Expenditures Report</u> - A spreadsheet tracking College expenditure with Year-To-Date totals and projections will be sent to the Ministry on monthly basis. Current expenditure stands at ~\$390,000 or 26% of the College budget ii. <u>Contingency Plan</u> - All indications from the Ministry suggest that business continues, working on the assumption that proclamation will occur on, or near April 1, 2013. Contingencies are needed in case timelines change. Council reviewed an issue note considering contingency plans should insufficient fees be collected in 2012-13 to meet the budget, namely negotiating a line of credit to a maximum of \$500.0 <p>UPON A MOTION duly made by NM, that the Registrar negotiate a line of credit with the bank up to \$500.0. Carried.</p> <ul style="list-style-type: none"> iii. <u>HST</u> - Council considered an issue note about whether the College should charge HST to the membership in the collection of registration and other associated fees. BK explained that advice had been sought from the auditor, Crowe Soberman and presented to the Executive Committee. <p>UPON A MOTION duly made by EC, as recommended by Executive Committee that the College will not charge HST to the membership. Carried</p> <ul style="list-style-type: none"> iv. At the recent FHRCO meeting, attendees heard that four Colleges - Ontario College of Pharmacists, The College of Physicians & Surgeons of Ontario, The Royal College of Dental Surgeons of Ontario and the College of Nurses of Ontario – will form a separate regulatory advisory group. The four will continue to be FHRCO members and others will be invited to join, if they wish. FHRCO executive will send a letter clearly stating their position that this development does not support a move towards better regulatory models. Council will be kept posted of any further developments.
	<p style="text-align: center;">Review of Action Items</p> <ul style="list-style-type: none"> 1. Fees and Fees By-law to be amended as approved and re-posted on the College website. 2. Amendment to paragraph 58 of the draft PPA policy to permit member anonymity in the feedback report to Council 3. Amendment to the Portfolio Contents Policy Statement to reflect examples of materials that could be included in portfolios. 4. Negotiations with the College's bank to secure a line of credit (maximum \$500.0)

	<u>Other Business</u>
	CG shared the content of a letter of appreciation to all TCKKO Board members for the work to bring regulation to the Kinesiology profession, from a member of the Examination Committee.
Next Council Meeting	December 3, 2012
Motion to Terminate the Meeting	UPON A MOTION duly made by MR, the meeting was adjourned at 11:50 a.m.