



building foundations

governance engagement standards

2011–2012 annual report

vision

Our Vision is a healthier Ontario through excellent kinesiology practice.



mission

To protect the public through governing and ensuring excellent professional practice of kinesiologists in Ontario.



values

The College of Kinesiologists of Ontario holds honesty and integrity as its guiding principles.

The College is committed to operating in a fair and open manner and treating its staff, members, the public and stakeholders with respect and dignity.



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president's message

In May 2012, as the transitional Council reflected on the work of the first two years of TCCKO and considered the many projects in which we are currently engaged to lay the foundations for the future, we were acutely conscious that April 1, 2012, was a significant milestone. It marked the beginning of the final leg in establishing the policies, business processes and implementation plans for the future College. Indeed, for the members of Council, in 2012 the word “transitional” would take on its literal meaning as we head towards proclamation in April 2013.

The role of the transitional Council is to put in place the regulatory framework for the governance of kinesiology in Ontario to protect the public. Our mandate as a transitional Council was defined in the *Kinesiology Act, 2007*—to do what is necessary to enable the government to proclaim the rest of the act including the establishment of the College. Further, the Council was required to consult with the profession, with other health regulatory colleges and with the public to develop regulations for the governance of the profession of kinesiology and to develop and eventually enforce standards of professional practice.

Over the past year, numerous meetings were held to discuss iterations of several regulations and by-laws; we prepared for and responded to public consultations and engaged in a process that led to the submission of draft regulations to the Ministry of Health and Long-Term Care (MOHLTC).

Our successes in 2011/12 were many; I have highlighted only a few:

- Three draft regulations on (i) registration (ii) professional misconduct and (iii) quality assurance, were submitted to the MOHLTC for review and recommendation to Cabinet;

- Standards of Practice to accompany the draft Professional Misconduct Regulation were posted for public consultation and then approved by Council;
- The Kinesiologist Core Competency Profile was approved by the transitional Council and posted on our website;
- The establishment of two new Standing Committees of Council—Examination and Item Writing.

We thank all those who participated in the public consultations, provided feedback and volunteered their time to assist us in critical parts of our mandate. The commitment of members of the profession, of faculty members from universities across Ontario and of other health care professionals and their regulatory colleges, has enabled us to stay on track, to adopt best practices developed by others and to develop a sound framework for the governance of kinesiology in Ontario.

The financial support of the Ministry of Health and Long-Term Care has enabled us to hire qualified staff and consultants and to travel to meet with faculties and students.

The policy advice provided by the staff of the ministry and the Office of the Fairness Commissioner and the examples of other Ontario regulated professions have made it possible for us to make our final submissions to the ministry with confidence.

building foundations through governance

The staff body, led by our Registrar, Brenda Kritzer, is to be commended for the focused attention on our strategic objectives. Without their operational support and commitment, the Council would not have been able to carry out its mandate quite so effectively.

On behalf of the Council, I wish to take this opportunity to congratulate Brenda on her recent election to the executive of the Federation of Health Regulatory Colleges of Ontario (FHRCO). We have benefited greatly from the support and example of other health regulatory colleges and are pleased to have this opportunity to contribute to the work of the federation at this level.



Conny Glen, BSc Kin, CK
President
Transitional Council of the College of
Kinesiologists of Ontario





registrar's report

It has been an incredible year with the transitional Council, staff, volunteers, and stakeholders pulling together to move us closer to the finish line—proclamation.

Our accomplishments have been many. We concluded the public consultation on three regulations, made necessary revisions and submitted Council's final recommendations along with all feedback received to the MOHLTC.

To develop the Kinesiologist Core Competency Profile for entry-level practitioners, we implemented a sizable project with volunteers from among practitioners and academics across Ontario.

Bylaws were developed and posted for consultation. Standards of Practice were also developed to define expectations relating to professional conduct.

We invited bids for three contracts: the development of an e-Learning module for a jurisprudence course, for an integrated database system and systems development work and hosting. And, we developed various policies and business processes which will be used in the Quality Assurance Program and in managing the College.

Council has continued to emphasize the need for increased engagement with stakeholders and future members. We visited 15 universities and one college, meeting with faculty and students to discuss progress towards proclamation and to respond to questions—particularly from students. We met

with professional associations and responded to hundreds of email enquiries. We also met with the Office of the Fairness Commissioner and received positive comments regarding our proposed Registration Regulation and business processes.

The professional associations that have kinesiologists among their members have provided tremendous support in helping us to reach out to prospective members of the College, to seek volunteers, feedback and input, and to share information. As the word about the College of Kinesiologists of Ontario (CKO) spreads, graduating students and experienced practitioners have been contacting the office to learn about application and registration requirements, timing and fees.

In Winter 2011/12 we implemented plans to streamline communication with our stakeholders, using the website as the central hub. In our efforts to provide you with timely information about the development of CKO we created **@CKO**, our monthly e-newsletter.

Council, staff members, and many volunteers have worked diligently to achieve CKO's strategic priorities. Work continues on establishing policies and procedures to implement the regulatory requirements of the future college, and we are now focused on preparing to begin advance application in late 2012.

engagement and standards

To our hard-working staff, I say thank you. And, to our Council, the many volunteers who have come forward to participate on working groups and committees, and to the current practising kinesiologists, faculty members and students, I look forward to continuing with you on this exciting journey as the first jurisdiction in the world to regulate kinesiology as a health care profession.

To our colleagues in other regulatory colleges, the staff of the Ministry of Health and Long-Term Care, and the Office of the Fairness Commissioner and to the public, we extend our thanks and appreciation for your comments and advice, which have helped us to be even more transparent and open as we build a solid foundation based upon engagement and standards for the future College of Kinesiologists of Ontario.



Brenda Kritzer
Registrar





about the transitional council

The transitional Council acts as the board of directors of the College of Kinesiologists of Ontario until new board members are elected and appointed by the Ontario Government in 2013. The roles and responsibilities of the Council are defined in the *Regulated Health Professions Act, 1991*. Specifically, the Council is accountable to the Ontario Government through the Minister of Health and Long-Term Care for the governance of the profession of kinesiology in the interests of the public. Through the *Kinesiology Act, 2007*, and regulations made under these two acts, the Council must set standards and define the minimum requirements for entry to the practice of kinesiology. Also, Council must ensure that only those who have been determined to have the knowledge, skills and judgement to practice safely and ethically without endangering the public are issued a certificate of registration.

This Council, upon the date of proclamation, will form the inaugural Council of the College of Kinesiologists of Ontario. This Council will remain in place until the membership elects members to the Council and the government appoints public members.

The College is required to establish and maintain standards of professional ethics as well as promote and develop standards for continuing competence among members. Various committees have been formed by the transitional Council to lead the development of regulations, programs, business processes and examinations. Once proclaimed, the College must have in place five legislated committees as well as other standing committees of Council to carry out the work of the College.

In 2009, the Lieutenant-Governor of Ontario appointed 13 members of Council for a two-year term. Eleven of the original appointees were re-appointed and one member stepped down during this past year. The current appointees may serve until August 2013 by which time an election will have resulted in representation from the membership.

The president leads Council and is elected by the members of the Council. The current Council is made up of ten public appointees.

council members

Conny Glenn	President
Neil McCartney	Vice-President
Tony Bauer	
Elizabeth Chapman	
Rod Hare	
Douglas Lafreniere	
Michelle Meghie	
Denise Nadeau	
Maureen Ralph	
Robert Ross	



transparency and participation



public consultations



Our success in producing the required draft regulations can be attributed in large part to the assistance TCKO has received from members of the profession, students and members of faculties of universities and colleges, our partners in government and other regulatory colleges.

We are committed to realizing our goals in an environment of transparency and accountability. With this in mind, we have held several public consultations to ensure that we receive feedback from all our stakeholders. This feedback has been incorporated in the development of successive iterations of the draft regulations that were finally submitted to the MOHLTC.

Similarly, TCKO has sought to meet with academics and students to learn more about the respective university programs and to provide information about the future College, the regulation of kinesiology as a health care profession in Ontario and the application process that will unfold later in 2012.

The commitment of kinesiologists in Ontario continues to be strong. Practising kinesiologists from across Ontario as well as graduate students and faculty members of kinesiology programs have volunteered to participate in many projects: the development of the Kinesiologist Core Competency Profile, the development and field testing of a self-assessment instrument for the Quality Assurance Program; a survey to provide input to the development of the Examination Blueprint. Volunteers also participate on the Examination Committee—a two-year commitment to membership on a new standing committee of Council—as well as on the Item-Writing Committee which is composed of four panels to develop examination questions. In addition, members of the profession and faculty members who are bilingual francophones have volunteered to review translations of examination items as well as the examination guides.

regulations,
policies and standards



registration committee



The Registration Committee of the Transitional Council of the College of Kinesiologists of Ontario met 11 times during the course of the fiscal year. Throughout the year the committee remained focused on reflecting feedback from the public consultation in the re-drafting of the Registration Regulation and designing the processes for examining applicants for admission to the College.

In early 2011, public consultation was initiated on the draft Registration Regulation. After consideration of all the feedback, the Registration Committee recommended changes to the draft regulation. The revised draft regulation was re-circulated and posted again on the College website for further consultation and feedback.

Issues that were addressed in the second draft include:

- Elimination of the academic class and student class;
- Adding greater explanation regarding practical experience;
- Elimination of the requirement for 2000 hours of practical experience prior to taking the entry-to-practice examination.

In November 2011, the amended draft Registration Regulation that defines the requirements for registration with the College, the classes of membership and the eligibility criteria (including education, practical experience and other requirements) was approved by Council. The draft regulation was submitted to the MOHLTC for review and recommendation to Cabinet.

In addition, the Registration Committee began the design of policies in support of the

requirements outlined in the draft Registration Regulation. The committee also reviewed and recommended a strategy for procurement of consulting services to guide the development of an entry-to-practice examination and to administer the examination for a period of up to five years. It also recommended a procurement strategy for the development and delivery of an e-Learning course in Jurisprudence that will be required of all applicants.

The committee reviewed and provided input to the Kinesiologist Core Competency Profile and approved the model for examination development that will result in a competency-based examination.

Finally, prior to the end of the year, the committee reviewed policies and terms of reference for the establishment of two new standing committees—Examination and Item Writing. This supported the recommendation of the Executive Committee that these two committees report directly to Council and be composed of members of the profession and faculty members from kinesiology programs.

committee members

Robert Ross	Chair
Tony Bauer	
Elizabeth Chapman	
Conny Glenn	
Rod Hare	
Neil McCartney	
Maureen Ralph	



quality assurance committee

As described in *the Regulated Health Professions Act, 1991*, the Quality Assurance Committee is mandated to provide a quality assurance program that promotes continuing competence and continuing professional improvement among the members.

In 2011, the QA Committee completed the draft QA Regulation that defines the nature and scope of the QA Program; outlines how participants will be selected and assessed, and by whom; and determines remediation programs for those individuals whose knowledge, skills and judgement have been assessed and found to be unsatisfactory.

Input and feedback were sought from the public, other health regulatory colleges, and from the profession through professional associations. After consideration of all the feedback and discussions with the ministry, the transitional Council initiated further consultations on a revised draft Quality Assurance Regulation. In November 2011, Council approved and submitted the amended draft QA Regulation to the Ministry of Health and Long-Term Care.

In addition, during the year the QA Committee began to design policies in support of the requirements outlined in the draft QA Regulation. These also have been posted on the College website for comment.

With assistance from volunteers selected from practising kinesiologists and from faculty teaching in kinesiology programs, a self-assessment tool was developed and field tested. This instrument will be used by future members to annually review their practice against the Kinesiologist Core Competency Profile and develop a plan for continuing education and learning which addresses areas of need and interest.

The committee has developed a timetable and approaches for implementing the QA Program so that the College is able to provide appropriate support and guidance to its members beginning in year one of operations.

committee members

Douglas Lafreniere	Chair
Elizabeth Chapman	
Michelle Meghie	
Denise Nadeau	
Maureen Ralph	
Robert Ross	

professional practice committee



At the beginning of April 2011 the draft Professional Misconduct Regulation was posted on the College website and distributed widely to stakeholders for public consultation. The College responded to all feedback and Council completed its work on the draft regulation over the summer. In October, Council approved the draft Professional Misconduct Regulation and submitted it to the MOHLTC for review and recommendation to Cabinet.

The Professional Practice Committee also prepared draft standards to support the regulation. The Standards of Practice outline members' duties and responsibilities if they are to remain in compliance with the regulation. These were posted on the website for consultation and input. Positive comments were provided, confirming for the Committee and Council that the profession is prepared for self-governance within a regulatory framework.

The draft Professional Misconduct Regulation defines unprofessional behaviour and addresses those incidences which constitute a conflict of interest. The Professional Misconduct Regulation specifies how members may use the protected title—Kinesiologist.

The Professional Practice Committee and staff have worked on the development of guidelines and protocols for the future Discipline Committee, the Investigations, Complaints and Reports Committee and the Patient Relations Committee. These Committees will be established and Council members trained shortly before proclamation in 2013.

committee members

Rod Hare	Chair
Conny Glenn	
Douglas Lafreniere	
Neil McCartney	
Michelle Meghie	
Denise Nadeau	



operations report

The end of the fiscal year marked a change in the operational and financial relationship between TCKO and the MOHLTC. A Transfer Payment Agreement and a Memorandum of Understanding will govern the provision of direct funding to the College for the next three years, beginning April 2012.

The Council confirmed by-laws and posted these on the website for consultation and feedback. They include by-laws on elections, liability insurance, requirements of Council and the legislated committees and duties of officers, financial management and accountability, and information that will be included on the registry. In addition, Council approved human resources policies and a training program, Violence in the Workplace, for Council, staff and volunteers. Bank accounts were opened.

With an advance application process anticipated to start in late Fall 2012 and numerous critical projects underway, plans were developed to ensure the necessary staffing was in place.

Stamatis Kefalianos joined TCKO in January 2012 as a Senior Policy Analyst and Magdalena Reder joined as Program Assistant—Registration in March. Both roles will be instrumental in facilitating the advance application process in Fall 2012 and supporting the development of TCKO's entry-to-practice examination.

Recognising the importance of intensifying the College's communication efforts with its stakeholders, Council approved the hiring of a Communications Consultant.

TCKO said goodbye to Dianne Aziz, Senior Policy and Financial Planning Analyst, who retired in March 2012. Dianne led the creation of a number of critical organizational policies and processes and supported the Professional Practice Committee in the development of the draft Professional Misconduct Regulation and the Standards of Practice.

staff

Brenda Kritzer
Registrar

Dianne Aziz
Senior Policy and Financial Planning Analyst

Sheryl Hobbs-Canning
Senior Policy and Communications Analyst

Jacqui Getfield
Communications Consultant

Stamatis Kefalianos
Senior Policy Analyst

Nancy Leris
Administrative Officer

Magdalena Reder
Program Assistant, Registration





financial performance

The Council posted on the College website proposed financial by-laws for the prudent management and administration of funds. These bylaws will ensure that:

- adequate and appropriate controls are in place to safeguard and protect the funds of the future college;
- members' fees are tracked and appropriately credited.

Bank accounts were established and Council sought advice from both legal counsel and a certified accountant experienced with the operations of health regulatory colleges.

During the year all expenditures of the Council continued to be reviewed and approved by the ministry. In addition to staff salaries and costs related to Council and committee meetings, Council also approved expenditures as follows:

- Consulting services for the development of the Kinesiologist Core Competency Profile;
- Communications;

- Travel costs for volunteers participating in the development of the Kinesiologist Core Competency Profile and a self-assessment instrument for use by future members in the QA Program;
- Consulting services to assist Council in developing a strategic plan for transition;
- Travel costs related to consultation meetings with universities and professional associations;
- Membership in the Federation of Health Regulatory Colleges of Ontario (FHRCO) and the Council on Licensure, Enforcement and Regulation (CLEAR);
- Legal fees;
- Consulting fees for the development of the Jurisprudence e-Learning content;
- Consulting fees for early deliverables in the development of an entry-to-practice examination.

Council also approved signing officers in preparation for receiving transfer payments from the Ministry of Health and Long-Term Care beginning in April 2012.

The transitional Council has been fortunate in receiving financial support from the ministry, and services and accommodation from Health Force Ontario Marketing and Recruitment Agency. This has enabled the Council to keep expenditures to a minimum and to remain focused on deliverables instead of infrastructure.

The transitional Council adheres to its approved procurement policy and also the procurement directives of the Ontario Government. Each project launched by the Council has been the result of extensive research into best practices, the development and approval of a business case and tendering through an open and competitive process. Consultants hired by the Council have demonstrated the necessary expertise and experience to ensure high quality and timely deliverables at a competitive price. In addition, the College has worked with other transitional colleges where possible to develop joint projects and further reduce potential costs.



looking ahead



The transitional Council has worked very hard to meet tight timelines with limited resources. We are well positioned for the launch of the College upon proclamation and to carry out the first elections during the summer of 2013. The first examination sitting has already been scheduled for April 2013 and applications for registration will begin in the Fall 2012. Members of the profession are already vying to see who will be first to be registered and get that coveted registration number “1”.

This last transitional year will see the early fruits of the hard work of the past two years. We are well on our way at the time of publication and looking forward to receiving the first applications. Our integrated database system will be in place by late fall to support the registration process and hopefully enable applicants to complete much of the application process online. Those who will be required to write the entry-to-practice examination already have the examination blueprint and Kinesiologist Core Competency Profile to inform their preparations. By the end of the year, they will have the examination guide.

This last year of “transition” will be a year of expectations, intensified communications, engagement with future members, and training for the new roles that Council members must take on as the “regulators” beginning in April 2013.

financial statements



Statement of expenditures of

**Transitional Council of the
College of Kinesiologists of Ontario**
March 31, 2012

Independent Auditor's Report

To the Transitional Council of the College of Kinesiologists of Ontario

We have audited the accompanying statement of expenditures of the Transitional Council of the College of Kinesiologists of Ontario for the year ended March 31, 2012 and a summary of significant accounting policies and other explanatory information (together, the "financial statement").

Management's Responsibility for the Financial Statement

Management is responsible for the preparation and fair presentation of this financial statement in accordance with Canadian generally accepted accounting principles, and for such internal control as management determines is necessary to enable the preparation of the financial statement that is free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on the financial statement based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statement is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statement. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statement, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statement in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates, if any, made by management, as well as evaluating the overall presentation of the financial statement.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statement presents fairly, in all material respects, the results of operations of the Transitional Council of the College of Kinesiologists of Ontario for the year ended March 31, 2012 in accordance with Canadian generally accepted accounting principles.

Transitional Council of the College of Kinesiologists of Ontario

Notes to statement of expenditures
March 31, 2012

The Transitional Council of the College of Kinesiologists of Ontario (the "Transitional Council") is a regulatory body established under the Regulated Health Professions Act, 1991 and the Kinesiology Act, 2007. It has a statutory duty to regulate the practice of kinesiology in Ontario so that the public has access to safe and ethical care from registered kinesiologists. The Transitional Council is a not-for-profit organization and is not subject to income taxes.

At this time, the Transitional Council is in a transitional phase. The Lieutenant Governor in Council has appointed a Transitional Council to develop standards and regulations for registration of qualified practitioners. Once the Council completes its work and the regulations are approved by the Government of Ontario, the Transitional Council will be able to register members and have the tools to regulate the practice of kinesiology in the public interest.

1. Significant accounting policies

Basis of presentation

This financial statement has been prepared in accordance with Canadian generally accepted accounting principles. Only a statement of expenditures is presented as the Transitional Council is funded through HealthForceOntario Marketing and Recruitment Agency with funds provided by the Ministry of Health and Long-Term Care (the "Ministry").

Expenditures

Expenditures are recognized on the accrual basis.

Capital expenditures

Purchased capital assets are recorded at historical cost less accumulated amortization. Amortization is provided on a straight-line basis at rates based on the estimated service lives of the capital assets. Capital expenditures represent the current year's charge over the underlying capital assets which were funded by the Ministry.

Use of estimates

The preparation of financial statements requires management to make estimates and assumptions that affect the reported amounts of expenditures and disclosure of contingent liabilities at the date of the financial statement and the reported amounts of expenditures during the year. There are no significant estimates. Actual results could differ from those estimates.

2. Future accounting changes

In December 2010, the Public Sector Accounting Board changed the accounting framework required to be followed by Government Not-for-Profit Organizations. The Transitional Council is required to adopt the new accounting standards for Government Not-for-Profit Organizations for its fiscal year beginning on April 1, 2012. The impact of transitioning to this new accounting framework has not been determined at this time.

Transitional Council of the College of Kinesiologists of Ontario

Notes to statement of expenditures

March 31, 2012

3. Management fee

The Transitional Council is allocated a management fee for corporate services provided by HealthForceOntario Marketing and Recruitment Agency at a rate of 15% of total expenditures less rent and management fees. The management fee is eliminated on HealthForceOntario Marketing and Recruitment Agency's statement of revenue and expenditures. The Transitional Council does not remit payment and HealthForceOntario Marketing and Recruitment Agency does not receive funds from the Transitional Council as HealthForceOntario Marketing and Recruitment Agency cannot receive money or assets from any person or entity other than the Crown in right of Ontario per regulation.

4. Economic dependence

The Transitional Council is economically dependent upon the continued support of the Ministry.

5. Guarantees

In the normal course of business, the Transitional Council has entered into agreements that meet the definition of a guarantee and may include indemnities in favor of third parties. The Transitional Council's primary guarantees are as follows:

- (a) Indemnity has been provided to all directors and officers of the Transitional Council for various items including, but not limited to, all costs to settle suits or actions due to association with the Transitional Council, subject to certain restrictions. The Transitional Council has purchased directors' and officers' liability insurance to mitigate the cost of any potential future suits or actions. The term of indemnification is not explicitly defined, but is limited to the period over which the indemnified party served as a director or officer of the Transitional Council. The maximum amount of any potential future payment cannot be reasonably estimated.

The nature of these indemnification agreements prevents the Transitional Council from making a reasonable estimate of the maximum exposure due to the difficulties in assessing the amount of liability which stems from the unpredictability of future events and the unlimited coverage offered to counterparties.

Transitional Council of the College of Kinesiologists of Ontario

Statement of expenditures year ended March 31, 2012

	2012	2011
	\$	\$
Salaries and wages	466,506	266,585
Rent and management fees (Note 3)	156,348	104,746
Office and general	84,742	38,116
Professional services	157,732	32,517
Communications/media	3,263	26,106
Council and committees	190	15,668
Audit	9,627	9,627
Capital expenditures	14,887	4,967
	893,295	498,332





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