



## DAY 1 - Council Meeting

Date & Time: Monday, December 3, 2018 9:30. – 4:00 | Tuesday, December 4, 2018 9:30 – 3:00

Teleconference Details: 1 (866) 261- 6767 (from outside the GTA)  
(416) 850 -2050 (from Toronto)  
Access Code: 67893747#

1	Call to Order Roll Call, Welcome	K. Alger	Verbal		9:30 a.m.
2	Conflict of Interest Declarations	K. Alger	Verbal	Decision	9:30 a.m.
3	Approval of Agenda	K. Alger	Verbal	Decision	9:35 a.m.
4	Approval of Minutes	K. Alger	Verbal	Decision	9:40 a.m.
5	<p style="text-align: center;"><b>Action Items from the September 10-11 Meeting</b></p> <ul style="list-style-type: none"> <li>• Add the fee breakdown to the College's website, perhaps under the membership portal.</li> <li>• Add information to the website regarding the advantage of being a regulated health professional.</li> <li>• Schedule a facilitated discussion regarding Core Competencies.</li> </ul>				
6	Committee Reports Discussion <ul style="list-style-type: none"> <li>• Registration</li> <li>• Quality Assurance</li> <li>• ICRC</li> <li>• Q1 Finance Report</li> <li>• Q1 Performance Report</li> </ul>	Chairs Report  N. Leris	Document	Information	9:50 a.m.
7	Examination Appeals Committee Appointment	E. Bruce	Document	Decision	10:00 a.m.
8	Appointment of non-Council Committee Members	K. Alger	Document	Decision	10:05 a.m.
9	Communications Update	D. Theakston	Verbal	Information	10:10 a.m.
<b>BREAK</b>					10:20 a.m.
10	President's Report - CNAR Conference	K. Alger	Verbal	Information	10:35 a.m.
11	Proposed Amendment – Reserve Funds Policy	E. Bruce	Document	Decision	10:50 p.m.
12	Proposed Amendment to Terms of Reference- Planning and Finance Committee	K. Alger	Document	Decision	11:00 a.m.
13	Registration: Statistical Report	M. Reder	Verbal	Information	11:10 a.m.
<b>LUNCH</b>					
14	Council Development- The Practice of Kinesiology (#3)	Kathie Sharkey	Verbal	Information	1:00 p.m.



BREAK					
15	Council Development- Peer and Practice Assessment Panel Presentation-	S. Behari Dr Devin Govindasamy, Tara Digout Alexandra Roshan	Verbal	Information	2:00 p.m.
ADJOURNMENT					4:00 p.m.

DAY 2 - Council Meeting					
17	Call to Order	K. Alger	Verbal		9:30 a.m.
18	Draft Financial Statements	C. McCleave	Document	Decision	9:40 a.m.
19	Operational Plan	B. Kritzer	Verbal	Information	10:10 a.m.
20	Draft Budget	N. Leris	Document	Decision	10:40 a.m.
BREAK					11:00 a.m.
21	Travel policy	B. Kritzer	Document	Decision	11:15 a.m.
22	Strategic Planning Update	Steering Committee	Verbal	Information	11:30 a.m.
23	Registrar's Report - Benefits Plan	B. Kritzer	Verbal	Information	11:45 a.m.
LUNCH					12:00 p.m.
24	Council Development- Presentation - "The Educational Program"	Dr. Mardy Frazer	Verbal	Information	1:00 p.m.
25	Other Business and Review of Action Items	K. Alger	Verbal	Information	2:30 p.m.
ADJOURNMENT					3:00 p.m.

	<b>College of Kinesiologists of Ontario Council Meeting Minutes</b>
<b>Date/time of meeting</b>	Monday, September 10 <sup>th</sup> , 2018 at 9:00 a.m.
<b>Chair</b>	Mary Pat Moore
<b>Note Taker</b>	Danae Theakston
<b>Present</b>	Ken Alger, Nelson Amaral, Marilyn Bartlett, Lori-Anne Beckford, Jennifer Bushell, Derek DeBono, Kalen Johnson, Elwin Lau, Chad McCleave, Michelle Meghie, Mary Pat Moore, Ryan Wight, Michelle Young Steve Anderson (Teleconference), Jennifer Pereira (Teleconference)
<b>Regrets</b>	Stefanie Moser, Graydon Raymer
<b>Staff/guests in Attendance</b>	<b>Staff:</b> Brenda Kritzer, Nancy Leris, Danae Theakston, Eric Bruce, Sue Behari, Colleen Foster  <b>Guests:</b> Doug Ross (MOHLTC), Devon Blackburn, R.Kin
<b>Conflict of Interest</b>	President Mary Pat Moore provided an overview on the importance of declaring conflicts of interest and how Council's role is to make decisions in the public interest. <b>No conflicts of interest were declared.</b>
<b>Constitution of the Meeting</b>	As a notice of the meeting had been duly given in accordance with the by-laws of the College of Kinesiologists of Ontario and a quorum was present, the meeting was duly constituted for the transaction of business.
<b>Approval of Agenda</b>	Mary Pat Moore noted an addition of an in-camera session regarding a Human Resources matter during the President's Report.  UPON A MOTION duly made by Jennifer Pereira and seconded by Nelson Amaral, it was resolved that the agenda be approved with the revision of an in-camera session added under the President's Report. <b>Carried.</b>
<b>Approval of Minutes</b>	Changes to the attendance of the June 25 meeting - Michelle Young was not in attendance; Nicole DiFilippo was in attendance; Elwin Lau's name is duplicated under present and regrets.  UPON A MOTION duly made by Ken Alger and seconded by Nelson Amaral, it was resolved that the Minutes of March 25, 2017 be approved with the revision of correcting member attendance. <b>Carried.</b>
	<b>Action Items Review</b>
	Chad McCleave, Chair of the Finance and Planning Committee provided an update on the discussion surrounding improving technology options in the boardroom. The Finance and Planning Committee determined the cost was too great for the return. Going forward, the College will do another trial run of GoTo Meeting.
	<b>Committee Reports Discussion</b>

	<p>The ICRC, Quality Assurance and Registration Committees provided reports on the committee meetings, activities and discussions that took place since the previous Council meeting.</p>																
	<p style="text-align: center;"><b>Executive Committee Election Presentations</b></p> <p>Council members were given the opportunity to complete a form indicating their interest in serving as president, vice-president or Executive Committee member. The following members of council indicated interest and each candidate was given two minutes to speak.</p> <table border="1" data-bbox="451 590 1430 863"> <thead> <tr> <th>Council Member</th> <th>Executive Committee Position</th> </tr> </thead> <tbody> <tr> <td>Ken Alger</td> <td>President, Vice President</td> </tr> <tr> <td>Jennifer Pereira</td> <td>President, Vice President</td> </tr> <tr> <td>Kalen Johnson</td> <td>Vice President</td> </tr> <tr> <td>Michelle Meghie</td> <td>Vice President</td> </tr> <tr> <td>Jennifer Bushell</td> <td>Member</td> </tr> <tr> <td>Mary Pat Moore</td> <td>Member</td> </tr> <tr> <td>Michelle Young</td> <td>Member</td> </tr> </tbody> </table>	Council Member	Executive Committee Position	Ken Alger	President, Vice President	Jennifer Pereira	President, Vice President	Kalen Johnson	Vice President	Michelle Meghie	Vice President	Jennifer Bushell	Member	Mary Pat Moore	Member	Michelle Young	Member
Council Member	Executive Committee Position																
Ken Alger	President, Vice President																
Jennifer Pereira	President, Vice President																
Kalen Johnson	Vice President																
Michelle Meghie	Vice President																
Jennifer Bushell	Member																
Mary Pat Moore	Member																
Michelle Young	Member																
	<p style="text-align: center;"><b>Kinesiologist Presentation</b></p> <p>As an ongoing opportunity for our Council members to learn more about the field of kinesiology and the roles kinesiologists hold, kinesiologists were invited to present to Council their roles and the work they do as a kinesiologist. Devon Blackburn, R.Kin presented to Council.</p>																
	<p><b>Proposed By-Law Amendments concerning the Public Register</b></p> <p>Eric Bruce, Director, Professional Conduct, presented an update on the proposed By-Law amendments concerning the Public Register, following legislative changes by the government.</p> <p><b>Amendments to By-Law 21- The Public Register</b></p> <p>The proposed amendments were circulated to members and stakeholders for feedback over a 60-day period. Council reviewed the feedback and no significant comments were received.</p> <p>Therefore, be it resolved that Council approves the proposed amendments to By-Law 21 (The Register) as circulated.</p> <p><b>MOTION</b>  Moved by Michelle Meghie, seconded by Nicole DiFilippo, that the College approve the changes to By-Law 21. <b>Carried.</b></p>																
	<p style="text-align: center;"><b>Directors &amp; Officers Liability Insurance</b></p> <p>Chad McCleave gave a presentation surrounding the College's Directors and Officers Liability Insurance. Chad noted the importance that members of Council apply diligence, obedience, honesty and loyalty in the performance of</p>																

	<p>his or her duties. Members are expected to act in good faith and in the best interest of the College within the scope of authority granted to him/her.</p>
	<p style="text-align: center;"><b>Revised Draft Financial Statements</b></p> <p>During the stub period audit, invoices from the previous audit period were brought forward that were to be included in the March 31, 2018 draft Financial Statements.</p> <p>Therefore, be it resolved that the Council of the College of Kinesiologists of Ontario accept and approve the resubmitted draft financial statements for circulation, and submission to the Minister of Health and Long-Term Care, the audited financial statements for 2017/2018.</p> <p><b>MOTION</b>  Moved by Chad McCleave and seconded by Nelson Amaral that the College approve the revised draft financial statements for 2017/2018 for circulation and submission to the Minister of Health and Long-Term Care. <b>Carried.</b></p>
	<p><b>BREAK</b></p>
	<p style="text-align: center;"><b>President's Report</b></p> <p>In-Camera Session at 11:01 a.m.</p> <p><b>MOTION</b></p> <p>UPON A MOTION duly made by Lori-Anne Beckford and seconded by Kalen Johnson, it was resolved that Council would be in-camera to discuss a human resources matter. <b>CARRIED.</b></p> <p>Mary Pat Moore reflected on her time served as president, sharing her thanks with Council members for their incredible dedication and work to the College.</p>
	<p style="text-align: center;"><b>Strategic Planning Report</b></p> <p>Brenda Kritzer provided an update on the Strategic Planning Proposal for 2018. With moving forward in the creation of a new Strategic Plan, a motion was brought forward to appoint a Strategic Planning Steering Committee.</p> <p><b>MOTION – APPOINTMENT OF A STRATEGIC PLANNING STEERING COMMITTEE</b></p> <p>Therefore be it resolved the appointment of Mary Pat Moore, Elwin Lau and Marilyn Bartlett to lead the Strategic Planning Steering Committee for the development of the new Strategic Plan.</p> <p>Motion is moved by Jennifer Pereira, and seconded by Michelle Meghie. <b>Carried.</b></p>
	<p><b>Election of Officers</b></p> <p><b>Election of Officers and Striking of Committees</b></p>

Council members were given the opportunity to complete a form indicating their interest in serving as president, vice-president or Executive Committee member.

As per the College By-Laws, Council was required to elect the president first, followed by the vice-president, both of whom are members of the Executive Committee, and then the remaining members of the Executive Committee. The Committee must include three Council members who are kinesiologists and two public members.

#### **Election of officers**

Mary Pat Moore presented a motion that would allow the Registrar to chair the portion of the meeting related to the election of officers.

#### **MOTION**

Moved by Kalen Johnson and seconded by Lori-Anne Beckford that Brenda Kritzer, Registrar and CEO, chair the portion of the meeting related to the election of officers. **Carried.**

Brenda Kritzer then presented a motion to appoint Danae Theakston and Eric Bruce as scrutineers.

#### **MOTION**

Moved by Chad McCleave and seconded by Ken Alger that Danae Theakston and Eric Bruce be appointed scrutineers. **Carried.**

Brenda reviewed the statements of interest submitted for president. She declared that Ken Alger (public member) was elected president by a majority of Council members voting.

Brenda reviewed the statements of interest submitted for vice-president. The following Council members had put their name forward:

- Jennifer Pereira, R.Kin
- Michelle Meghie (public member)
- Kalen Johnson (public member)

Ballots were distributed and those on the phone were asked to email their votes to Danae. Jennifer Pereira was elected vice-president by a majority of Council members voting.

Brenda reviewed the statements of interest received for the position of the remaining public member on the Executive Committee. The following Council members had put their name forward:

- Mary Pat Moore (public member)
- Kalen Johnson (public member)
- Michelle Meghie (public member)

Ballots were distributed and those on the phone were asked to email their

votes to Danae. Mary Pat Moore was elected as a public member on the Executive Committee by a majority of Council members.

Brenda reviewed the statements of interest submitted for the remaining two positions on Executive Committee to be filled by kinesiologists on Council. She declared that Michelle Young, R.Kin and Jennifer Bushell, R.Kin were elected by acclamation to the Executive Committee.

Brenda presented a motion to destroy the ballots.

**MOTION**

Moved by Ryan Wight, seconded by Lori-Anne Beckford that the ballots be destroyed. **Carried.**

Brenda presented a motion for the president to re-assume the position of chair.

**MOTION**

Moved by Kalen Johnson and seconded by Nicole DiFilippo that the president re-assumes the position of chair. **Carried.**

Mary Pat Moore presented a motion to appoint the new Executive Committee.

**MOTION**

It was moved by Chad McCleave and seconded by Ken Alger that the following Council members be appointed to the Executive Committee:

- Ken Alger, President
- Jennifer Pereira, Vice-President
- Mary Pat Moore
- Jennifer Bushell
- Michelle Young

**Carried.**

**2018/2019 committee slate**

Mary Pat explained that at the last meeting of the previous Executive Committee, they reviewed Council members' committee preferences. They appointed committee members and committee chairs (committee slate attached).

Council members were given a moment to review the document. Mary Pat presented a motion to approve the proposed 2018/2019 committee slate.

Chad McCleave brought forward that Nelson Amaral was in previous years on the Finance Committee and expressed interest that Nelson remain on the Finance Committee.

Brenda outlined the factors that were used to consider the committee slate which included previous committee experience and workload/timing.

	<p>Nelson Amaral expressed that he would like to be a member of the Finance Committee and will take on the responsibility of sitting on three committees.</p> <p>Mary Pat Moore then presented a motion to revise the 2018/2019 committee slate.</p> <p><b>MOTION</b>  Moved by Michelle Meghie and seconded by Jennifer Bushell that Council approve the revised 2018/2019 committee slate, with Nelson Amaral added to Finance Committee. <b>Carried.</b></p>
	<p style="text-align: center;"><b>Finance Committee Report</b></p> <p>Chad McCleave provided an update on the Finance Committee Report for Q2. One key item that was noted was the switch of the College's year end from March 31 to August 31 to better align with the registration department needs. The approach the auditors will take for the stub period will involve them doing a comparative audit of the 4-month stub audit. Reports will likely be available for the December Council meeting.</p> <p>A discussion from Chad McCleave was provided on the updated College investment policy. The Finance and Planning Committee approved a laddered GIC strategy, allowing the College to increase the rate of return by 1.2% over all.</p> <p><b>MOTION</b>  To adopt the changes to the College investment policy. Moved by Nelson Amaral, seconded by Kalen Johnson. <b>Carried.</b></p>
	<p style="text-align: center;"><b>Topics to be brought forward for Strategic Planning</b></p> <p>An opportunity was brought forward for Council members to suggest any ideas to the Strategic Planning Steering Committee that they felt were important to focus on during the Strategic Planning process.</p> <p>The following topics were brought forward:</p> <ul style="list-style-type: none"> <li>- Fee scales and fee accountabilities for members.</li> <li>- Communications evolution – membership and public.</li> <li>- Value propositions for members</li> </ul> <p style="text-align: center;"><b>Action:</b> add the fee breakdown to the College's website, perhaps under the membership portal.</p>
Adjournment	Motion to adjourn made by Michelle Young at 2:47 p.m.



	<b>College of Kinesiologists of Ontario Council Meeting Minutes</b>
<b>Date/time of meeting</b>	Tuesday, September 11, 2018 at 9:00 a.m.
<b>Chair</b>	Mary Pat Moore
<b>Note Taker</b>	Danae Theakston
<b>Present</b>	Nelson Amaral, Marilyn Bartlett, Jennifer Bushell, Derek DeBono, Kalen Johnson (afternoon), Elwin Lau, Chad McCleave, Michelle Meghie, Mary Pat Moore, Ryan Wight, Michelle Young  Steve Anderson (Teleconference), Lori-Anne Beckford (Teleconference) Jennifer Pereira (Teleconference)
<b>Regrets</b>	Ken Alger, Graydon Raymer, Stefanie Moser
<b>Staff/guests in Attendance</b>	<b>Staff:</b> Brenda Kritzer, Nancy Leris, Danae Theakston, Eric Bruce, Sue Behari, Colleen Foster  <b>Guests:</b> Stuart Moulton, Ontario Kinesiology Association (teleconference); Doug Ross (MOHLTC), Krista Crozier, R.Kin, Samia Shaheen (MOHLTC) – afternoon
<b>Constitution of the Meeting</b>	As a notice of the meeting had been duly given in accordance with the by-laws of the College of Kinesiologists of Ontario and a quorum was present, the meeting was duly constituted for the transaction of business.
	<b>Risk Management Training</b>  Eric Bruce, Director of Professional Conduct, provided a training session on Risk Management. Outlining the basics of Risk Management Training as well as providing Council specific training on their roles in the Risk Management process.
	<b>Presentation from a Kinesiologist – Krista Crozier, R.Kin</b>  As an ongoing opportunity for our Council members to learn more about the field of kinesiology and the roles kinesiologists hold, Kinesiologists were invited to present to Council their roles and the work they do as a kinesiologist. Krista Crozier, R.Kin presented to Council.
	<b>Risk Management Plan</b>  Eric Bruce, Director of Professional Conduct presented the updated 2018-2019 Risk Management Plan, noting changes made to personnel and updates to cover the College's risks regarding the upgrade to our new IT technology. The addition of reputational risk regarding social media misuse by a staff member.  <b>MOTION</b>  To accept the Risk Management Plan for 2018-2019 with edits as instructed and approves the risk prioritization as presented therein.  Moved by Nicole DiFilippo seconded by Ryan Wight. <b>Carried.</b>

	<p style="text-align: center;"><b>Draft Competencies for Council and Committee Members</b></p> <p>Brenda Kritzer provided an overview of the proposed Draft Competencies for Council and Committee Members.</p> <p>Following a review of the Council Effectiveness Framework, it was brought forward that Council was hoping to be more informed about the practice of kinesiology, which would help to develop a feel for where the risks lie within the profession. Another interest of Council was a request for more engagement from the College.</p> <p>Brenda Kritzer, Registrar and CEO, through research conducted of other College’s Councils, other boards and research into the Ontario Government, developed a Draft Competency for Council and Committee members.</p>
	<p style="text-align: center;"><b>Deanna Williams – Challenges and Trends in Regulation</b></p> <p>Deanna Williams of Dundee Consulting Group Ltd joined the College to provide a presentation and insight into Challenges and Trends in Health Regulation.</p>
	<p style="text-align: center;"><b>Review of Action items</b></p> <ul style="list-style-type: none"> <li>• Add the fee breakdown to the College’s website, perhaps under the membership portal.</li> <li>• Adding information to the website regarding the advantage of being a regulated health professional</li> <li>• Scheduling a facilitated discussion regarding Core Competencies</li> </ul>
	<p style="text-align: center;"><b>Motion for Adjournment</b></p> <p>Moved by Kalen Johnson, seconded by Jennifer Bushell. <b>Carried.</b></p>

## Registration Report

<b>Committee: Registration</b>
<b>Prepared for: Council</b>
<b>Date: November 20, 2018</b>

### Registration Committee meetings

The Registrar has made several referrals to the Registration Committee since the September meeting. Matters addressed by Panels include education equivalency, reinstatement into the general class and registration after one year following successful completion of the examination, and exceptional circumstances relevant to examination timelines.

The Committee was also asked to review submission from Trent University requesting the Committee to determine whether their two degree programs are substantially equivalent to a four or five year bachelor's degree in kinesiology offered in Ontario.

On October 10, 2018, an orientation was held for new and existing members of the Registration Committee.

### Fall Examination

The fall sitting of the College's entry-to-practice examination was administered on Saturday, September 22, 2018. There were 259 candidates registered for the fall exam with 9 candidates requesting testing accommodations. As we approached closer to the exam date we had applicants withdraw from writing and 240 candidates wrote the exam.

In 2018, a total of 451 candidates wrote the exam. The number dropped by 11.1% compared to the previous year but it was similar to years 2015 and 2016.

Number of Candidates	Spring	Fall	Total
2013	100	141	241
2014	141	252	393
2015	174	271	445
2016	207	265	472
2017	226	281	507
2018	211	240	451

## Membership Renewal

Renewal notices were sent to all 2,882 members on August 1, 2018. Members had until September 1, 2018 to complete renewal. Here is the breakdown:

Renewed total	2672
Renewed in the general class	2268
Renewed in the inactive class	404
Suspended for non-payment of fees	61
Deceased	1
Resigned	162 (**185 through the registration year)
Revoked after three years	16
Professional Corporations	5

A total of 245 members or 8.5% of membership have either resigned or been suspended for non-payment of fees.

As of November 21, 2018 the College has registered 126 new members since September 1. The total membership stands at 2,798 members, with 2,390, in the general class and 408 in the inactive class.

## Committee and Program Report

<b>Committee:</b> Quality Assurance
<b>Prepared for:</b> Council
<b>Date:</b> December 3/4, 2018

The Quality Assurance Committee will have met once since last reports were made at the September Council meeting. The committee met on November 16, 2018. Four new committee members were orientated to the workings of the committee on November 5, 2018 via teleconference.

### **New Committee Members:**

Three professional members and one public member joined the committee after the September Council meeting. New members were provided with an orientation to the committee.

### **Decisions and actions at the November 16, 2018 meeting:**

A total of 9 Peer and Practice Assessment files were reviewed for decision.

1. Committee reviewed one Demonstrated Change Report submitted by member from the Fall 2018 PPA – No Further Action to be taken.
2. Committee reviewed one file from the Fall 2018 PPA for non-compliance with the PPA – Member has since resigned from the College.
3. Committee reviewed 7 PPA Assessors' Reports/submissions/demonstrated change reports from the Spring 2018 PPA cycle – Decisions include requiring three members to submit first or a further Demonstrated Change Report/s, three cases where the decision was no further action and one case where the decision was no further action and a recommendation to the member.
4. Committee reviewed three policies related to the Peer and Practice Assessment.
  - a. General Policy: Peer and Practice Assessment General Requirements
  - b. Peer and Practice Assessment Exemptions
  - c. Deferral of a Peer and Practice Assessment
5. Committee reviewed the pre-assessment questionnaire members complete as the first step in the PPA process. The purpose was to examine the appropriateness of questions to be included in the tailored assessment tool assigned for a member's

PPA. The committee also reviewed instances where a client/patient records review too would be an appropriate tool to be included as part of a member's PPA.

### **Fall 2018 PPA**

- 32 Randomly selected
- 1 Deferred from a previous cycle
- 5 For non-compliance with the 2017 Self-Assessment
- **Total of 38**

### **2018 Self-Assessment**

The College is preparing to launch the 6<sup>th</sup> Annual Self-Assessment period – December 1, 2018 to March 1, 2019. All General Class members will be required to complete their self-assessments and individual learning plans by March 1, 2019.

The college staff have made some small refinements to facilitate completion and these changes are being tested before the official launch date.

## Committee Report

<b>Committee: Inquiries, Complaints, and Reports Committee</b>
<b>Prepared for:</b> Council
<b>Date:</b> December 3, 2018

Since its last report to Council, panels of the Inquires, Complaints, and Reports Committee (ICRC) have met on three occasions. One decision has been issued in a complaint matter, finding that the complaint was moot or otherwise an abuse of process and taking no action. Two complaints have been withdrawn at the request of the complainant, with the approval of the Registrar.

There are currently three active complaint matters under investigation and pending review by the ICRC. One complaint matter remains before the Health Professions Appeal and Review Board, with the review hearing scheduled for early 2019.

The Committee held its annual orientation session for members on October 24, 2018, which included a presentation and a hands-on complaint review training activity.



# REVENUES

COLLEGE OF KINESIOLOGISTS OF ONTARIO - REVENUE PROJECTIONS FOR QTR 1 (SEPT-NOV-2018)  
FOR THE FISCAL YEAR 2018/2019

updated 15/11/2018

	1	2	3	4	5	6
CATEGORY	ACTUAL REVENUES EARNED (Apr to Aug 2018)	DRAFT REVENUE FORECAST (Sept 1 2018 to Aug 31, 2019)	PROJECTIONS QTR 1 SEPT - NOV 2018	REVENUES RECEIVED QTR 1 SEPT - OCT (INTERIM)	VARIANCE QTR 1	
	\$	\$	\$	\$	\$	
<b>Revenue:</b>						
Jurisprudence Fee (\$48.25)	13,365	21,713	2,300	1,738	-563	
Application Fee (\$100)	26,802	45,000	2,000	1,300	-700	
Examination Fee (\$400)	84,000	170,000	0	0	0	
Registration Fees*	711,345	1,652,150	216,100	189,325	-26,775	
Interest Income	3,435	8,000	4,000	5,263	1,263	
<b>TOTAL REVENUE</b>	<b>838,947</b>	<b>1,896,863</b>	<b>224,400</b>	<b>197,626</b>	<b>-26,775</b>	
<b>*Registration Fees made-up of:</b>		<b>Draft Forecast</b>	<b>Projections Q1 (Sept-Nov)</b>	<b>Interim Actual (Sept-Oct)</b>	<b>Variance Q1</b>	
		\$	\$	\$	\$	
New Registrants						
- Sept - Nov (\$650)		65,000	65,000	61,900	-3,100	
- Dec - Feb (\$487.50)					0	
- Mar - May (\$325)					0	
- Jun - Aug (\$162.50)					0	
Renewal (\$650)			117,200	96,325	-20,875	
Change in Status (members back to active)			0	900		
Professional Corporation			400	400		
Inactive Renewal (\$200)			25,000	23,400	-1,600	
Inactive Renewal Late Fee(\$50)			2,500	2,700	200	
Renewal Late Fee (\$100)			6,000	3,700	-2,300	
Re-instatement Fee (\$325)			0		0	
<b>Total</b>		<b>65,000</b>	<b>216,100</b>	<b>189,325</b>	<b>-27,675</b>	

## Notes

Actual Revenues Earned - Based on F/S at Aug 31st-2018

We are expecting to meet projections under each category by end of Q1.





# EXPENDITURES

## COLLEGE OF KINESIOLOGISTS OF ONTARIO - EXPENDITURE FORECAST FOR QTR 1 (SEPT-NOV-2018) FOR THE FISCAL YEAR 2018/2019 (Interim)

updated 15/11/2018

	1	2	3	4	5	6
CATEGORY	EXPENDITURE Apr to Aug 2018	DRAFT BUDGET Sept 1 2018 to Aug. 31, 2019	PROJECTIONS QTR 1 SEPT - NOV 2018	ACTUAL EXPENSES QTR 1 SEPT - OCT (INTERIM)	VARIANCE QTR 1	
	\$	\$	\$	\$	\$	\$
<b>Expenditure:</b>						
Council & Committees	14,647	86,800	15,000	11,824	3,176	
Professional Fees	19,331	85,132	10,000	6,349	3,651	
Communications & Media	41,801	109,500	5,000	-2,487	2,513	
Rent & Facility Costs	89,922	236,342	55,300	36,896	18,404	
Office & General	92,920	123,760	28,000	24,449	3,551	
Salaries & Wages	406,149	945,772	237,668	155,112	82,556	
Registration	102,416	161,170	35,000	31,750	3,250	
Quality Assurance	33,571	66,080	5,000	1,109	3,891	
Professional Conduct	7,267	7,500	4,000	1,254	2,746	
<b>TOTAL EXPENDITURE</b>	<b>808,024</b>	<b>1,822,056</b>	<b>394,968</b>	<b>266,257</b>	<b>123,736</b>	

### Notes:

Actual Expenditures - Based on F/S at Aug 31st-2018, does not include amortization

#### Rent and Facility Costs

Expenses for November rent is still outstanding

#### Salaries and Wages

Salaries for November is outstanding. Payment of salaries for full and part time staff

**Resolution– Appointment to Examination Appeals Committee**

**Whereas**, the Examination Appeals Committee is the body set by Council pursuant to section 15 of the General Regulation to hear appeals by applicants who have failed the registration examination, and

**Whereas**, in accordance with the College’s By-Laws and its Terms of Reference, a minimum of three members of the Committee are required to constitute a quorum, and

**Whereas**, only two members of the Committee are available for a meeting on today’s date, and

**Whereas**, it is desirable to proceed with a Committee meeting today to provide a timely decision regarding an applicant’s appeal, and

**Whereas**, Ms. Jennifer Pereira, R.Kin, is eligible to be appointed to the Committee and is available to serve at today’s meeting, now

**Therefore, be it resolved that Ms. Jennifer Pereira, R.Kin, be appointed to serve as a member of the Examination Appeals Committee.**

Moved by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

Date: December 3, 2018

2018-2019 Committee Composition

Committee	Professional members	Public members	Member(s)-at-large
Executive	Jennifer Bushell Jennifer Pereira (Vice-President) Michelle Young	Ken Alger (President) Mary Pat Moore	N/A
Finance	Stefanie Moser Nelson Amaral Jennifer Pereira	Chad McCleave Kalen Johnson	
Registration	Elwin Lau Graydon Raymer Stefanie Moser Jennifer Bushell	Ken Alger Steve Anderson Lori-Anne Beckford Mary Pat Moore Michelle Meghie	Jessica Johnson Faith Delos-Reyes Alisha Gleiser Richard Wotherspoon Jaclyn Benn
Quality Assurance	Jennifer Pereira Jennifer Bushell Nelson Amaral Michelle Young Derek DeBono Graydon Raymer	Ken Alger Marilyn Bartlett Kalen Johnson Lori-Anne Beckford	Susan Garfat Andrea Scrivener Mardy Frazer Steven Lindstone Denis Beaulac
ICRC	Nelson Amaral Nicole DiFilippo Elwin Lau Michelle Young Ryan Wight	Marilyn Bartlett Steve Anderson Kalen Johnson Chad McCleave	Rosario Colomba Alex Burnaru Ben Matthie
Patient Relations	Michelle Young Stefanie Moser Derek DeBono Jennifer Pereira	Steve Anderson Michelle Meghie Mary Pat Moore Kalen Johnson	Jonathan Kwok Renee Raymond
Examination Appeals	Nicole DiFilippo	Michelle Meghie Chad McCleave	
Discipline	All	Ken Alger All	Chris Serran Rosario Colomba Denis Beaulac Richard Wotherspoon
Fitness to Practise	All	Ken Alger All	

Red= Committee chair

Green = to be approved



**Resolution- Committee slates for 2018/2019**

**Whereas** Executive Committee is required to appoint non-Council members to committees;  
and

**Whereas** the term of the existing committees has expired; and

**Whereas** non-Council members, were given the opportunity to submit applications of interest regarding which committees they wished to serve on for the coming year; and

**Whereas** per By-law 13, the Executive Committee at its last meeting developed a proposed slate for committee membership based on the needs of each committee and the interests and skills of non-Council committee members;

**Therefore, be it resolved that the Council of the College of Kinesiologists of Ontario appoints the non- Council members to Committees as per the attached slate developed.**

Moved by:

Seconded by:

Date: December 3, 2018

COLLEGE OF  
KINESIOLOGISTS  
OF ONTARIO



# Communications Update

Danae Theakston  
Communications Officer

# DISCUSSION POINTS

- University visits
- Communications Survey

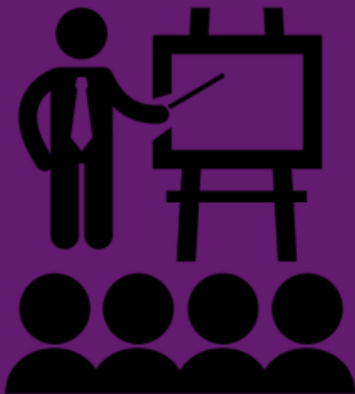


# UNIVERSITY VISITS



11 schools visited to date

Two career fairs



Nearly 500 students



# COMMUNICATIONS SURVEY

- Survey was initially distributed in December 2017
- Received 195 responses - 189 R.Kins, 6 members of the public
- The goal was to gain a better understanding of how our audience wants to receive information and the information they need
- Will resend the survey in January 2019, adding new questions regarding the new website with hopes to get more engagement to help steer the new Communications Strategy



THANK YOU!



QUESTIONS?

**COLLEGE OF  
KINESIOLOGISTS  
OF ONTARIO**



# **Draft Operational Plan 2018-2019**

## About the Operational Plan

The College of Kinesiologists is the regulatory body that governs the profession of kinesiology in Ontario. The College receives its authority from the *Kinesiology Act, 2007* and the *Regulated Health Professions Act, 1991*. It is governed by a Council, comprised of kinesiologists and members of the public appointed by the Ontario government, who ensure the College achieves its mandate to regulate the profession of kinesiology in the public interest. Council sets the College's strategic direction and develops the policies and standards that support achievement of the mandate. The College's daily affairs are managed by a Registrar and CEO, who is accountable to Council, and ensures that policies and procedures are implemented. The Registrar is supported by seven fulltime staff members.

The operational plan is an important document that details what the College is expected to accomplish during the year and it holds the College accountable for how it is achieving its mandate. The operational plan is presented to Council at the end of each quarter, with comments from staff that provide progress updates on work undertaken to achieve the objectives. The business plan is revised every year, and Council provides final approval of the document.

**Vision:** Our vision is a healthier Ontario through excellent kinesiology practice.

**Mission:** Our mission is to protect the public through governing and ensuring excellent professional practice of kinesiologists in Ontario.

**Values:** The College of Kinesiologists holds honesty and integrity as its guiding principles. The College is committed to operating in a fair and open manner and to treating its staff, members, the public and stakeholders with respect and dignity.

**Strategic Goal One:** *The value of the regulation of kinesiologists is demonstrated and recognized through public accountability.*

Strategic Objective 1): Public Awareness of and Confidence in the College

*Strategic Initiatives:*

- Begin outreach to employers of kinesiologists to support their understanding of reporting obligations, the standards that kinesiologists must adhere to and the benefits to the employer and their clients of regulation of health care professionals. This will be done by leveraging kinesiologists' high engagement with the College and using them to reach employers;
- Continue working with FHRCO on a Federation-wide public awareness campaign that promotes regulated health professions in Ontario and the benefits of regulation to the public;
- Continue the development of public awareness campaigns that highlights the role of kinesiologists in the healthcare system and how the College protects the public;

Strategic Objective 2): Retention of members and registration of unregulated practitioners

*Strategic Initiatives:*

- Outreach to leaders to encourage complementary approaches in communications and building the value proposition.

**Strategic Goal Two: Members are supported by the College in maintaining and enhancing professional competence to improve the health of Ontarians.**

Strategic Objective 1): The practice of kinesiology is enhanced by access to educational and professional development programs that provide information and training in technological and scientific advancements in the discipline and practice of kinesiology.

*Strategic Initiatives:*

- Encourage cooperative ventures among trainers to ensure broad access to training.
- Request all universities to respond to the educational requirements survey for 2017-18
- Ensure members have access to practice guidance through:
  - mentorship program
  - practice resources, webinars and workshops
  - online learning modules
  - regional educational sessions and employer sessions
- Encourage further enrichment of university undergraduate programs,
- Understand and help to address members' needs for professional development
- Provide meaningful opportunities to members for involvement in College initiatives

Strategic Objective 2): The College understands and responds in a flexible manner to members' learning needs

*Strategic Initiatives:*

- *Conduct inter-program analytics and report on trending*
- *Consider forum that engages universities and professional associations to collaborate on education/training opportunities*

Strategic Objective 3): Professional practice standards and guidelines are comprehensive, current and meaningful

*Strategic Initiatives:*

- Assess gaps or areas for improvement in practice by enhancing the analytics and trends assessment of data gathered by the College
- Address gaps in areas of practice and provide support by:
  - directing members to educational resources (internal and external)
  - consulting and collaborating with other colleges
- Conduct a comprehensive review of the standards (2016-2018)
- Revalidate the Jurisprudence e-Learning Module in 2017-18 with improved practice scenarios. Encourage further collaboration with other colleges to ensure standards are mutually supportive, and assist kinesiologists in working collaboratively with other health professionals

**Strategic Goal Three: CKO is responsive to the public's need for information about its members, its policies and its practices.**

Strategic Objective 1): The College publishes user-friendly, timely information about its decision-making processes, policies, and members such that the public is able to understand the extent and limit of college powers, and has sufficient information about members to make informed choices about their health care needs.

- *Strategic Initiatives:*
- Provide information to the public on the College's continuing transparency efforts – on-going
- Provide information publicly about decision-making processes and what decisions mean
- Collaborate with other Colleges to harmonize transparency practices and to align with or cooperate in developing policies and standards (e.g., streamlined record-keeping, clinic regulation)
- Reassess Kinesiology Core Competency Profile and blueprint in year 5 (2017-18)

**Operational Plan 2018-19**

**Strategic Goal One: *The value of the regulation of kinesiologists is demonstrated and recognized through public accountability.***

Target	Measures	Status (Q1)	Status (Q2)
<b><u>Communications</u></b>	<ul style="list-style-type: none"> <li>Review the results of the 2017/2018 member communications survey and identify areas for improvement. This will include more video development and a possible change in the way @CKO is distributed.</li> <li>Review the results of an audience analysis undertaken at the end of Q4 2017/2018 to better understand how the public wants to receive information from the College and the type of information they need. Strategies will then be developed to reach the public with the appropriate key messages.</li> </ul>	<ul style="list-style-type: none"> <li>In progress – in discussion to send the survey one more time, to garner more responses. Once all responses have been received, review will begin on the distribution channels In progress – the development of a social media strategy will be implemented as part of the 2018/2019 fiscal year. Insight from the audience analysis will play a large role in framing how we communicate with the public.</li> </ul>	<ul style="list-style-type: none"> <li>Survey being sent out in January 2019, with the addition of questions pertaining to the strategic plan to help develop the upcoming Communications Strategy</li> <li>In progress – looking into companies that could conduct an audience analysis for early 2019 to shape the social media and communications strategy.</li> </ul>

**Strategic Goal Two: *Members are supported by the College in maintaining and enhancing professional competence to improve the health of Ontarians.***

Target	Measures	Status (Q1)	Status (Q2)
<b><u>Members</u></b> <b><u>Member Retention</u></b>	<ul style="list-style-type: none"> <li>Identify opportunities to draft articles and create videos that explain professional obligations, such as consent, mandatory reporting, and professional boundaries.</li> </ul>	ongoing	
<b><u>Quality Assurance</u></b>	<ul style="list-style-type: none"> <li>Increase pool of peer assessors through advertising, recruitment, orientation and training to provide requisite knowledge, skills and judgment for conducting independent assessments. Annual orientation and training to be completed in</li> </ul>	<ul style="list-style-type: none"> <li>To date 25 trained assessors appointed by the QA committee provide assessments in all areas of practice.</li> <li>Twenty-seven PPA are in progress for the spring 2018 cycle and 18</li> </ul>	

Target	Measures	Status (Q1)	Status (Q2)
<ul style="list-style-type: none"> <li>Strengthen College's commitment to elimination of sexual abuse by enhancing members' understanding of the application of professional boundaries standards and mandatory reporting obligations.</li> <li>Develop communications pieces directed to members that enhance their competencies.</li> <li>Spearhead collaboration on development of compendium of practice issues with Federation of Health Regulatory Colleges of Ontario (FHRCO) Practice Advisory Group to address common gaps in competencies.</li> <li>Develop database of cautionary tales corresponding to each essential competency for assessors' reference during peer and practice assessments.</li> <li>Engage academic institutions and trainers regarding existing online/in-person courses to ensure broad access to training.</li> <li>Encourage further enrichment of university undergraduate programs through dissemination of data regarding respective graduates' performance on prescribed e-learning modules (e.g. Prevention of Sexual Abuse and Ethics and Professionalism e-learning module).</li> <li>Facilitate meetings with professional associations to collaborate on professional development opportunities and discuss approaches to membership engagement</li> </ul>	<p>April and May. Increase number of randomly selected member participants each PPA cycle.</p> <ul style="list-style-type: none"> <li>Launch Prevention of Sexual Abuse e-Learning Module. Analyze and report on results to stakeholders.</li> <li>Publish focussed articles and resources in e-newsletter on practice issues (e.g. consent; virtual assessment/treatment, internet practice, telehealth; counseling and coaching; scope of practice and sphere of competence, etc.). Direct members to educational resources (internal and external).</li> <li>Develop and maintain practice issue database among health regulatory bodies through FHRCO online platform. Update CKO's compendium of practice resources bimonthly and publish external links on CKO website.</li> <li>Facilitate meeting with CKO-University Liaison Committee and professional associations to discuss further development of kinesiology programs, mentorship and practicum placements.</li> <li>Analyze trends and report on members' performance results on prescribed e-learning modules to academic institutions and professional associations.</li> <li>Facilitate focus group sessions for new and</li> </ul>	<p>were randomly selected.</p> <ul style="list-style-type: none"> <li>All members in the General Class notified of requirement to complete the Sexual Abuse Prevention E-Learning module released on May 1, 2018.</li> <li>A continuing professional development resource portal has been added to the College's website to direct members to learning opportunities – links to 80 practice resources currently.</li> <li>Permission to post practice resources granted from the College of Nurses of Ontario and College of Dietitians of Ontario so far.</li> <li>The next meeting planned tentatively for December 10 2018 to coincide with the CCUPEKA meeting.</li> <li>Cycles close on July 31 – trends to be analyzed then.</li> <li>Call for members registered within the last two years to participate in a series of teleconferences to gain intelligence on their practice issues included in June E-newsletter and special invitation to participate sent to such members pulled from the</li> </ul>	



Target	Measures	Status (Q1)	Status (Q2)
<ul style="list-style-type: none"> <li>Develop forum for new and young members to become involved in College QA initiatives and to develop leadership competencies in regulation.</li> <li>Continue conducting program evaluation to measure impact of programming, relevance, and to identify efficiencies.</li> </ul>	<p>young members to identify most relevant practice issues and develop supports for membership.</p> <ul style="list-style-type: none"> <li>Facilitate focus groups to solicit feedback on program components and stakeholder satisfaction.</li> <li>Conduct inter-program analytics to identify trends, areas of risk for profession, practice areas/settings to begin developing business case for targeting risk areas through stratified random sampling.</li> </ul>	<p>Data base.</p> <ul style="list-style-type: none"> <li>2017 Self-Assessment and 2017 PPA analytics reported in the annual report.</li> </ul>	
<p><b>Registration</b></p> <ul style="list-style-type: none"> <li>Registration processes are consistent with the Fair Access to Regulated Professions Act and the work of the Office of the Fairness Commissioner (OFC)</li> <li>Suspended and inactive class members understand and meet requirements to re-enter active practice</li> <li>Jurisprudence e-Learning Module reflects the changing practice and regulatory environment</li> <li>The College database (iMIS) responds to the needs of staff, applicants and members</li> <li>Development of Examination Blueprint</li> <li>The examination development process</li> </ul>	<ul style="list-style-type: none"> <li>Jurisprudence e-Learning work to start</li> <li>Spring exam scheduled for April 28<sup>th</sup>.</li> <li>Quarterly policy reviews</li> <li>Database update – new application form for applicants, including training for staff</li> <li>Referral for applicants and members</li> <li>Annual Submission to Ministry of Health and Long Term Care – HPDB.</li> <li>Annual renewal form to be tested and approved.</li> <li>Approval of all Registration internal processes.</li> </ul>	<ul style="list-style-type: none"> <li>Released and communicated Spring entry to practice exam results to applicants</li> <li>Developed and communicated registration policies to Registration committee, waiting for approval from Council – Academic assessment and Exceptional circumstances relevant to examination timelines</li> <li>Database update – new application form for applicants – completed</li> <li>Annual Submission to Ministry of Health and Long Term Care – HPDB - ongoing</li> <li>Development of the annual</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>

Target	Measures	Status (Q1)	Status (Q2)
<p>meets the College's needs and fairly evaluates the competency of potential measures</p> <ul style="list-style-type: none"> <li>Reassess Kinesiologist Core Competency Profile and blueprint in year 5 (2018/2019)</li> </ul>	<ul style="list-style-type: none"> <li>Digitization of membership files to begin</li> </ul>	<p>renewal form-ongoing</p> <ul style="list-style-type: none"> <li>Digitization of membership files - underway</li> <li>Documentation of Registration internal processes - complete</li> <li>Examination administration contract approved and signed for entry to practice exam administered from 2018 - 2020</li> <li>French translation of registration processes and policies for the College's French website - complete</li> <li>Tracking of registration enquiries to analyze opportunities for improvement - ongoing</li> </ul>	

**Strategic Goal Three: *The College is responsive to the public's need for information about its members and stakeholders, its policies and its practices.***

Target	Measures	Status (Q1)	Status (Q2)
<p><b><u>Professional Conduct</u></b></p> <p>Provide opportunities for members of the public and all stakeholders to comment on bylaws, policies, programming and quality of College's website</p> <p>Provide information to the public on its members and on the College's continuing transparency efforts</p> <p>Collaborate with other Colleges to harmonize transparency practices and to align with or cooperate in developing policies and standards (e.g. streamlined record keeping, clinic regulation)</p> <p>Respond to legislative changes regarding transparency, including expected new Ministry regulations.</p> <p>Ongoing Comprehensive Standards and By-Law Review</p>	<ul style="list-style-type: none"> <li>• Publish on college website and in Newsletter how the College is actively working to prevent sexual abuse by members</li> <li>• Alternative Dispute Resolution processes established and communicated.</li> <li>• Review opportunities to participate in public meetings, publish on our website and newsletter, our availability to attend speaking engagements</li> <li>• Review actions taken by others to enhance transparency and evaluate whether their methods are transferrable to the CKO</li> <li>• Analyse requirements of new Ministry regulations (once promulgated) to ensure that we are in full compliance</li> <li>• Ensure all transparency measures are met, through updates to the public register and database</li> <li>• Ensure that public register is updated in a timely fashion regarding professional conduct matters</li> <li>• Create a comprehensive file management and tracking system, to ensure that information regarding member conduct is</li> </ul>	<ul style="list-style-type: none"> <li>• Publish on college website and in Newsletter how the College is actively working to prevent sexual abuse by members <ul style="list-style-type: none"> <li>○ Notice to membership sent in April 2018 regarding updates to sexual abuse provisions of the Health Professions Procedural Code.</li> </ul> </li> <li>• Alternative Dispute Resolution processes established and communicated. <ul style="list-style-type: none"> <li>○ Complete. ADR Roster established and being monitored. No matters suitable for ADR received to date.</li> </ul> </li> <li>• Review opportunities to participate in public meetings, publish on our website and newsletter, our availability to attend speaking engagements <ul style="list-style-type: none"> <li>○ Opportunities for outreach reviewed on a case-by-case basis as they arise.</li> </ul> </li> <li>• Review actions taken by others to enhance transparency and evaluate whether their methods are transferrable to the CKO <ul style="list-style-type: none"> <li>○ Actions of other regulators being monitored on a continuing basis through FHRCO, direct consultation, and other venues.</li> </ul> </li> <li>• Analyse requirements of new Ministry regulations (once promulgated) to ensure that we are in full compliance</li> </ul>	

Target	Measures	Status (Q1)	Status (Q2)
	<p>readily available and appropriately monitored</p> <ul style="list-style-type: none"> <li>• Continue review of standards and begin comprehensive review of by-laws</li> <li>• Provide additional resources on the scope and meaning of the Inactive Class</li> <li>• Review framework and proposal for new classes of registration, and potential regulatory amendments</li> </ul>	<ul style="list-style-type: none"> <li>○ In progress. New ministry regulations enacted May 1, 2018; membership advisory sent out April 24, 2018. Updated By-Laws being brought to Council June 2018.</li> <li>• Ensure all transparency measures are met, through updates to the public register and database</li> <li>• Ensure that public register is updated in a timely fashion regarding professional conduct matters <ul style="list-style-type: none"> <li>○ Ongoing. General functionality updates to public register and database in progress in partnership with IT consultant. Member-specific register entries updated as required.</li> </ul> </li> <li>• Create a comprehensive file management and tracking system, to ensure that information regarding member conduct is readily available and appropriately monitored <ul style="list-style-type: none"> <li>○ Complete. Internal file management system for complaints and reports complete and in use.</li> </ul> </li> <li>• Continue review of standards and begin comprehensive review of by-laws <ul style="list-style-type: none"> <li>○ In progress. Project being scoped and review plan established.</li> </ul> </li> <li>• Provide additional resources on the scope and meaning of the Inactive Class <ul style="list-style-type: none"> <li>○ Complete. New FAQ and Self-Assessment Questionnaire for the Inactive Class created. Reviewed</li> </ul> </li> </ul>	

Target	Measures	Status (Q1)	Status (Q2)
		by Registration Committee in May 2018.	

Priority: College demonstrates good governance, ensures administration processes are efficient, sound risk management and strategic acuity

Target	Measures	Status (Q1)	Status (Q2)
<p><b><u>Administration/Management &amp; Council</u></b></p> <p>Risk to the College’s reputation, viability, and mandate are understood by Council and mitigating strategies are in place to assure ongoing operations</p> <p>Council plans for the long term as well as the short-term and ensures that operational plans align with strategic goals and are responsive to the changing environment of health care governance</p>	<ul style="list-style-type: none"> <li>• Develop new approaches to orienting new Council and committee members so that they understand their obligations and the commitment.</li> <li>• Risk Management Strategy re-evaluated to ensure that policy requirements re: sexual abuse therapy fund are addressed.</li> <li>• Council members complete the Council Effectiveness Evaluation Framework and identify actions necessary by the Council or the College to improve effectiveness.</li> <li>• Development of performance measures through business planning and auditing</li> </ul>	<p>Completion of Annual Report (2017/2018) by end of Q1</p> <p>Completion of Council Effectiveness Evaluation Framework by end of Q1</p> <p>Completion of 2017/2018 annual audit by end of Q1</p>	

College of Kinesiologists Policies and Procedures Manual			
SECTION: FINANCIAL			POLICY #:
POLICY: Reserve Funds		COVERAGE: Council, College	
CREATED: March 2011	REVISED: <del>April 9, 2014</del> <u>December 3, 2018</u>	NEXT REVIEW: <del>2015</del> <u>TBD</u>	PAGE #: 1 of 2

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**POLICY STATEMENT:**

The College shall establish and maintain reserve funds in order to cover variable and/or unforeseen costs and expenses.

**PROCEDURE:**

1. The College shall establish and maintain the following reserve funds: Investigations, ~~& Hearings,~~ and Legal Reserve Fund; Therapy and Counselling Reserve Fund; General Reserve Fund; and any other reserve funds as deemed appropriate by the Council.
2. All transfers to and from the reserve funds shall be approved by the Council upon the recommendation of the Executive Committee, unless otherwise specified.
3. The details of the funds are as follows:
  - i. Investigations, ~~& Hearings,~~ and Legal Reserve Fund
    - (a) The Investigations, ~~and Hearings,~~ and Legal Reserve Fund is designated to cover costs, including legal costs, for the conduct of inquiries; investigations; discipline hearings; fitness to practice hearings; appeals, judicial review, and other legal proceedings related to College processes or in which the College is an intervener; and payments under the program for Funding for Therapy and Counselling which exceed annual budget provisions for those activities.
    - (b) The minimum amount to be maintained in this fund is \$20,000 or such greater amount as may be determined by the Council of the College.
    - (c) In any fiscal year in which the costs of the activities set out in paragraph 3(a) exceed the budget and the College runs an operating deficit for that year, funds may be transferred from this fund to cover the cost overrun.
  - ii. Therapy and Counselling Reserve Fund:
    - (a) The Therapy and Counselling Reserve Fund is designated to provide funding for therapy and counselling for persons ~~who, while patients/clients of members of the College, were sexually abused by such members~~ alleging sexual abuse by a member and such other

purposes as prescribed by regulation in accordance with the College's obligations under the Health Professions Procedural Code.

- (b) ~~The maximum funding available to each applicant is established by the RHPA and is equivalent to the amount that the Ontario Health Insurance Plan (OHIP) would pay for 200 half hour sessions of individual out patient psychotherapy with a psychiatrist. This funding amounts to approximately \$14,000 per person and is accessible over a five year period. Under the RHPA, applicants are required to use other available sources of funding, such as private insurance, first.~~
- (c) The minimum amount to be maintained in this fund is \$140,000 or such greater amount as may be determined by the Council of the College.
- (d) ~~In the event of dissolution of the Council, these funds are to be used only upon approval of a person or entity legally authorized to oversee the financial affairs of the College.~~

iii. General Reserve Fund

- (a) The General Reserve Fund is designated to provide for extraordinary expenses that exceed or fall outside of the provisions of the College's operating budget and are not otherwise covered by the ~~Complaints, Investigations, & Hearings~~ and Legal Reserve Fund or to fund the College's obligations in extreme circumstances as determined and approved by the Council of the College including in the event that the College ceases to exist as a statutory body corporate.
- (b) The minimum amount to be maintained in this fund is \$20,000 or such greater amount as may be determined by the Council of the College.
- (c) ~~In the event of dissolution of the Council, these funds are to be used only upon approval of a person or entity legally authorized to oversee the financial affairs of the College.~~

4. Maximum Aggregate Value of Reserve Funds: The aggregate value of these reserve funds shall not exceed \$2,000,000 or such other amount as may be approved by the Council of the College to achieve plans for larger than normal expenditures such as capital expenditures. In the event that there are surpluses in excess of the approved maximum aggregate value, the Executive Committee or Council will request the College to undertake a review of the Fees Bylaw and prepare any recommendation for consideration by Council in the year subsequent to the ceiling being reached. In the year following the year in which the ceiling is reached, Council will consider any additional projects which should be undertaken to enable it to better fulfill its mandate before making any decision to change the Fees Bylaw.

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## Issue or Decision Note

<b>Issue or Decision: Updates to Reserve Fund Policy</b>
<b>Prepared for: Council</b>
<b>Date: December 3, 2018</b>

### Background

A “reserve fund” is a sum of money or other investments maintained by the College to cover expenses incurred in a given year in excess of budget allocations for that year. Reserve funds generally act as a buffer and source from which to cover variable or unanticipated costs and expenses.

Subsection 4.04(3) of the College’s By-Laws authorizes Council to establish any reserve funds as required. Section 85.7 of the *Health Professions Procedural Code* also requires the College to establish a program to provide funding for therapy and counselling for persons alleging sexual abuse by a member; the College does this by means of a special purpose reserve fund.

The College currently maintains three reserve funds, as follows:

- The Investigations & Hearings Reserve Fund
- The Therapy and Counselling Reserve Fund
- The General Reserve Fund

The details of the three reserve funds, including the purposes to which each of the funds can be directed, are set out in the College’s Reserve Funds Policy. The Reserve Fund Policy was last revised in April 2014.

The College is recommending revisions to the Reserve Fund Policy to achieve the following objectives:

- To clarify and expand the scope of the Investigations & Hearings Reserve Fund to permit the fund to be used to cover legal expenses related to appeals, judicial reviews, and other legal proceedings arising from College processes.
- To bring the policy for the Therapy and Counselling Reserve Fund into alignment with recent legislative changes relating to the program for funding for persons alleging sexual abuse by a member.

- To make minor housekeeping amendments to remove legally redundant provisions.

### **Updates to Investigations & Hearings Reserve Fund**

In the current Reserve Fund Policy, the Investigations & Hearings Reserve Fund is designated to cover costs related to “the conduct of inquiries, investigations, discipline hearings, fitness to practice hearings, appeals and payments under the program for Funding for Therapy and Counselling” that exceed budget allocations.

Notably, the current policy does not explicitly contemplate costs related to judicial reviews or other legal proceedings outside of appeals. Moreover, the wording of the provision suggests that costs would be limited to those appeals arising out of the Inquiries, Complaints, and Reports Committee. Decisions of the Registration and Quality Assurance Committees, which may also be subject to appeal or judicial review, do not appear to be covered by the current wording of the policy. In addition, the fund details do not contemplate legal proceedings where the College may have sought leave to intervene.

The College is recommending revisions to rename the fund the “Investigations, Hearings, and Legal Reserve Fund” and to clarify the purposes to which the fund may be directed to include those items referred to above.

### **Update to Therapy and Counselling Reserve Fund**

Since the Reserve Fund Policy was first established, there have been legislative amendments regarding the College’s program to provide funding for therapy and counselling. In particular, the purposes for which the College must provide funding have been expanded. The details of the Therapy and Counselling Reserve Fund in the Reserve Fund policy are out-of-date and do not conform to these new expanded criteria.

The College is recommending revisions to reference the updated criteria and to remove details that are already captured elsewhere in legislation, as these provisions may be modified in future through Ministry regulations.

In addition, the College is proposing that the minimum amount required to be maintained in the fund be increased to \$14,000, which represents the approximate maximum funding available to a single claimant. The current balance of the fund is already in excess of this amount.

### **General Housekeeping Updates**

The descriptions of the General Reserve and Therapy and Counselling Reserve Funds indicate that, in the event that the Council is dissolved, the funds may only be used “upon approval of a person or entity legally authorized to oversee the financial affairs of the College.” This provision is legally redundant, as if the Council were dissolved, only a legally authorized person would be able to direct use of the College’s resources, including any reserve funds. Moreover, any subsequent legally authorized entity would not be bound by the policies of the since dissolved Council.

The College is recommending removing these redundant provisions for clarity.

**Resolution– Revisions to the Reserve Fund Policy**

**Whereas**, subsection 4.04(3) of the College’s By-Laws authorizes Council to establish reserve funds as required to cover variable and/or unforeseen costs and expenses, and

**Whereas**, the Reserve Fund Policy sets out the College’s current reserve funds and the details related to such reserve funds, including the purposes to which the funds are devoted and the minimum amounts to be maintained in the funds, and

**Whereas**, the name and purpose of the Investigations & Hearings Reserve Fund should be clarified to include costs for legal proceedings associated with College processes, and

**Whereas**, the details of the Therapy and Counselling Reserve Fund should updated in light of recent legislative amendments, now

**Therefore, be it resolved that the Council approve the revised College’s Reserve Fund Policy as appended to this resolution.**

Moved by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

Date:



## Terms of Reference Planning and Finance Committee

### Purpose:

In order to be fully accountable to members, the public and the Ministry of Health and Long Term Care as per S. 6 of the *Regulated Health Professions Act, 1991*, the College of Kinesiologists of Ontario (the College) hereby establishes a Planning and Finance Committee (the Committee) as a Non-Statutory Committee of the College. The Committee will work with the Registrar and the Director of Finance and Operations providing guidance and advice to ensure the financial stability of the College and the appropriate allocation of financial resources in order to develop, operate and maintain the College's programs necessary to fulfill its mandate of public protection.

### 1) Accountability:

The Committee is established effective November, 2016 as a Non-Statutory Committee of Council with a Chair appointed by Council, who is accountable to report on the Committee's activities to Council.

The Committee has authority to meet in-camera with the Auditor for the College to discuss the College's financial policies, procedures, and any concerns or questions of a financial nature which may impact the ongoing operations of the College.

### 2) Reporting

The Committee shall report to Council at least once annually to recommend audited financial statements for Council's review and approval and for purposes of publication of the annual report. In addition the Committee will report to Council during regular Council meetings and at special and in-camera meetings, on certain financial affairs of the College and to make recommendations on matters such as the appointment of an auditor, approval of operational plans, and annual budgets and on matters of financial concern to the College.

### 3) Membership

The Committee shall be comprised of at least three (3) members of Council and no more than five members of Council. At least one member of Council appointed to the Committee shall be a public member.

Appointments to the Committee will be based on the College by-laws (12 and 13) and any corresponding College policies. Committee members will be expected to have a basic understanding of financial statements and accounting principles and be able to

analyze and interpret financial data and statements and relate these to organizational plans.

#### **4) Appointment of Chair of the Planning and Finance Committee**

**Council shall appoint one of the members of the Planning and Finance Committee, who is a public appointee to Council, as Chair of the Committee**

#### **4)5) Conflict of Interest**

Members of the Committee must declare any conflict of interest or perception of bias before being appointed to the Committee in which a conflict of interest or perception of bias may arise.

#### **5)6) Rules Governing the Selection of Members, the Appointment of the Chair and the Functioning of the Committee**

The approved By-laws governing Council and Committee members and Committees and the Schedules to the By-laws apply to the members of this Committee and to the procedures of this Committee.

#### **6)7) Time Commitment**

The term of office of a Committee member shall commence immediately after the appointment and shall continue for approximately one (1) year.

It is expected that the Committee will meet up to six (6) times per year – once to receive training, once to review the proposed Budget and Operational/Business plan put forward by the College, and at least once with the auditor to review the draft year-end audited financial statements, and to discuss financial business practices of the College and potential risks.

#### **7)8) Duties and Responsibilities of the Finance Committee**

In addition to the duties and responsibilities outlined in By-law 15, the Committee is also responsible for the following:

- Reviewing the College's Revenue and Expenditure budget and in-year progress reports
- Reviewing the College's annual Capital Budget
- Reviewing and recommending action to Executive Committee or Council as necessary, proposed expenditures not included in the College's budget that exceed the monetary amount outlined in the by-laws
- Reviewing the performance of the auditor and recommending appointment of the auditor by Council
- Reviewing and approving the College's annual financial statements for publication in the Annual Report of the College
- Analyzing the data in the financial statements and providing feedback to College staff where necessary
- Ensuring the College abides by its financial policies on procurement and any other stipulations regarding finances in the College's by-laws

- Acting as an advisory body to the Council on matters of finance
- **Meeting, as necessary with the College's financial advisor or banker to discuss investment strategies**
- Reviewing, revising and/or developing, as needed, internal policies or by-laws respecting the financial operations of the College to ensure efficiency, transparency and accountability.

### **Confidentiality**

Members of the Committee will have access to highly sensitive and confidential information which they must keep in the strictest confidence. Any breach of confidentiality could jeopardize the operations of the College and its financial security.

### **8)9) \_\_\_\_\_ Confidence**

The College is mandated to protect the public and is therefore accountable for fair and reasonable expenditures necessary to protect the public interest. Members of the Committee are expected to adhere to the Code of Conduct approved by Council.

### **9)10) \_\_\_\_\_ Liability/Immunity**

No members of the Committee are liable for any act, neglect or default of an act done in good faith in the performance or intended performance of a duty, or in the exercise or the intended exercise of a power under the *Regulated Health Professions Act* or a regulation or a By-law under said Act.

**Resolution– Amended Terms of Reference - Planning and Finance Committee**

**Whereas**, the Planning and Finance Committee is established by Council to provide guidance and advice with respect to the College’s allocation of financial resources and financial planning; and

**Whereas**, the Terms of Reference for the Committee set out structure of the Committee and its membership; and

**Whereas**, it is desirable for the Terms of Reference to provide for the appointment of a Chair of the Committee, and for a minimum number of members of Council appointed by the Lieutenant-Governor in Council; now

**Therefore, be it resolved that the Council approve the amended Terms of Reference as appended to this resolution.**

Moved by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

Date:

**COLLEGE OF KINESIOLOGISTS OF ONTARIO**  
**FINANCIAL STATEMENTS**  
**AUGUST 31, 2018**

DRAFT



**COLLEGE OF KINESIOLOGISTS OF ONTARIO**  
**FINANCIAL STATEMENTS**

**AUGUST 31, 2018**

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# INDEPENDENT AUDITORS' REPORT

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To the Board of Directors of  
College of Kinesiologists of Ontario

We have audited the accompanying financial statements of College of Kinesiologists of Ontario, which comprise the statement of financial position as at August 31, 2018 and the statements of operations, changes in net assets and cash flows for the five month period then ended and a summary of significant accounting policies and other explanatory information.

## ***Management's Responsibility for the Financial Statements***

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

## ***Auditors' Responsibility***

Our responsibility is to express an opinion on these financial statements 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 statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditors consider internal control relevant to the entity's preparation and fair presentation of the financial statements 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 made by management, as well as evaluating the overall presentation of the financial statements.

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 statements present fairly, in all material respects, the financial position of College of Kinesiologists of Ontario as at August 31, 2018 and the results of its operations and its cash flows for the five month period then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Chartered Professional Accountants  
Licensed Public Accountants

Toronto, Canada

**COLLEGE OF KINESIOLOGISTS OF ONTARIO**  
**STATEMENT OF FINANCIAL POSITION**  
**At**

**August 31**                      **March 31**  
**2018**                                      **2018**

**ASSETS**

**Current**

Cash - unrestricted	\$ 2,468,807	\$ 1,592,950
Cash - restricted, internally (Note 3)	260,000	260,000
Prepaid expenses and sundry	101,931	108,250

**2,830,738**                      **1,961,200**

**Capital assets (Note 4)**                                      **249,983**                      **269,075**

**\$ 3,080,721**                      **\$ 2,230,275**

**LIABILITIES**

**Current**

Accounts payable and accrued liabilities	\$ 202,053	\$ 96,000
Deferred revenue	1,527,150	774,201

**1,729,203**                      **870,201**

**Deferred rent**    **133,156**                      **141,375**

**1,862,359**                      **1,011,576**

**Commitments (Note 7)**

**NET ASSETS**

<b>Net assets invested in capital assets</b>	<b>249,983</b>	<b>269,075</b>
<b>Internally restricted net assets (Note 3)</b>	<b>260,000</b>	<b>260,000</b>
<b>Unrestricted net assets</b>	<b>708,379</b>	<b>689,624</b>

**1,218,362**                      **1,218,699**

**\$ 3,080,721**                      **\$ 2,230,275**

*The accompanying notes are an integral part of the financial statements*

On behalf of the Board

Director                      Date

Director                      Date

**COLLEGE OF KINESIOLOGISTS OF ONTARIO**  
**STATEMENT OF CHANGES IN NET ASSETS**

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<b>Period ended</b>	Net assets invested in capital assets	Internally restricted net assets	Unrestricted net assets	<b>August 31, 2018</b> <b>(5 months)</b>	March 31, 2018 <b>(12 months)</b>
Net assets, beginning of period	\$ 269,075	\$ 260,000	\$ 689,624	\$ <b>1,218,699</b>	\$ 973,948
Excess (deficiency) of revenue over expenses	(27,825)	-	27,488	<b>(337)</b>	244,751
Interfund transfers <i>(Note 3)</i>	8,733	-	(8,733)	-	-
Net assets, end of period	\$ 249,983	\$ 260,000	\$ 708,379	\$ <b>1,218,362</b>	\$ 1,218,699

*The accompanying notes are an integral part of the financial statements*

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**COLLEGE OF KINESIOLOGISTS OF ONTARIO  
STATEMENT OF OPERATIONS**

<b>Period ended</b>	<b>August 31 2018</b>	<b>March 31 2018</b>
	<b>(5 months)</b>	<b>(12 months)</b>
<b>Revenue</b>		
Registration fees	\$ 711,345	\$ 1,610,620
Examination fees	84,000	208,100
Application fees	26,802	52,600
Jurisprudence fees	13,365	27,070
	<b>835,512</b>	<b>1,898,390</b>
<b>Expenses</b>		
Salaries and benefits	406,149	820,708
Registration costs	102,416	193,107
Rent	89,922	213,500
Processing fees	68,235	72,185
Communications and media costs	41,801	81,786
Quality assurance	33,571	45,015
Office and general	24,685	58,327
Professional fees	19,331	31,170
Council and committee costs	14,647	44,140
Professional conduct	7,267	28,739
Amortization of capital assets	27,825	64,962
	<b>835,849</b>	<b>1,653,639</b>
<b>Excess (deficiency) of revenue over expenses</b>	<b>\$ (337)</b>	<b>\$ 244,751</b>

*The accompanying notes are an integral part of the financial statements*

**COLLEGE OF KINESIOLOGISTS OF ONTARIO**  
**STATEMENT OF CASH FLOWS**

<b>Period ended</b>	<b>August 31 2018</b>	<b>March 31 2018</b>
	<b>(5 months)</b>	<b>(12 months)</b>
<b>SOURCES (USES) OF CASH</b>		
<b>Operating activities</b>		
Excess (deficiency) of revenue over expenses	\$ (337)	\$ 244,751
<i>Item not involving cash</i>		
Amortization of capital assets	27,825	64,962
Amortization of deferred rent	(8,219)	(18,436)
	<b>19,269</b>	<b>291,277</b>
<b>Changes in non-cash working capital items</b>		
Prepaid expenses and sundry	6,319	(17,726)
Accounts payable and accrued liabilities	106,053	23,826
Deferred revenue	752,949	52,072
<b>Cash provided by operating activities</b>	<b>884,590</b>	<b>349,449</b>
<b>Investing activity</b>		
Acquisition of capital assets	(8,733)	(12,902)
<b>Cash used in investing activity</b>	<b>(8,733)</b>	<b>(12,902)</b>
<b>Net increase in cash</b>	<b>875,857</b>	<b>336,547</b>
<b>Cash, beginning of period</b>	<b>1,852,950</b>	<b>1,516,403</b>
<b>Cash, end of period</b>	<b>\$ 2,728,807</b>	<b>\$ 1,852,950</b>
<b>Represented by:</b>		
Cash - unrestricted	\$ 2,468,807	\$ 1,592,950
Cash - restricted, internally	260,000	260,000
	<b>\$ 2,728,807</b>	<b>\$ 1,852,950</b>

*The accompanying notes are an integral part of the financial statements*

**COLLEGE OF KINESIOLOGISTS OF ONTARIO**  
**NOTES TO FINANCIAL STATEMENTS**  
**August 31, 2018**

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**1. Purpose of the organization and income tax status**

The College of Kinesiologists of Ontario (“the College”) was created April 1, 2013 pursuant to the proclamation of the Kinesiology Act, 2007. The College is a non-profit organization mandated through legislation and regulations to regulate the profession of kinesiology in Ontario in the interest of the public. The College is committed to ensuring excellent professional practice by registered kinesiologists. Through the establishment of entry-to-practice requirements and through the provision of continuous practice support, the College ensures that registered kinesiologists deliver competent, safe and ethical services.

The College is exempt from income tax under Section 149(1)(1) of the Income Tax Act. Registration remains valid so long as the College continues to fulfill the requirements of the Income Tax Act and regulations in respect of non-profit organizations.

Effective April 1, 2018, the fiscal year end of the College was changed from March 31 to August 31.

**2. Significant accounting policies**

These financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations.

**Use of estimates**

The preparation of financial statements in accordance with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the statement of financial position date and the reported amounts of revenue and expenses during the reporting period. Actual results could differ from those estimates.

**Fund accounting**

The net assets invested in capital assets fund reports the assets, liabilities, revenues and expenses related to the College's capital assets.

The internally restricted net assets fund of the College represents resources internally restricted by the Council for specific use.

The unrestricted fund accounts for current operations as well as the College's general operations.

**COLLEGE OF KINESIOLOGISTS OF ONTARIO**  
**NOTES TO FINANCIAL STATEMENTS**  
**August 31, 2018**

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**2. Significant accounting policies (continued)**

**Revenue recognition**

Non-refundable application fees are recognized as revenue upon assessment of the application.

Jurisprudence fees are recognized as revenue when the services have been provided.

Examination fees are recorded in the fiscal period to which they relate. Examination fees received in advance are recorded as deferred revenue.

Registration fees are recognized as revenue proportionately over the fiscal period to which they relate. Registration fees received in advance of the membership year to which they relate are recorded as deferred revenue.

**Financial instruments**

The College initially measures its financial assets and liabilities at fair value.

The College subsequently measures all of its financial instruments at amortized cost using the straight-line method.

Transaction costs are recognized in the statement of operations in the period incurred.

**Capital assets**

Capital assets are recorded at cost less accumulated amortization. Amortization is provided annually on bases designed to amortize the assets over their estimated useful lives, as follows:

Furniture and fixtures	-	straight line over 5 years
Computer equipment	-	straight-line over 3 years
Computer software	-	straight-line over 3 years
Leasehold improvements	-	straight-line over 10 years

**Deferred rent**

Deferred rent includes reduced rent benefits and tenant inducements received in cash.

The College recognizes rental expenses using the straight-line method whereby any contractual rents over the term of a lease are recognized into income evenly over that term. The difference between the rental expense recognized and rental payments made is shown as deferred rent. Lease incentives received in connection with leasehold improvements are amortized to income on a straight-line basis over the terms of the lease.



**COLLEGE OF KINESIOLOGISTS OF ONTARIO**  
**NOTES TO FINANCIAL STATEMENTS**  
**August 31, 2018**

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**3. Interfund transfers and internally restricted net assets**

The purpose of the internally restricted net assets fund is to address unplanned expenses, any increases in investigation costs and hearings and provide support to victims of sexual abuse in the future.

The internally restricted net assets of \$260,000 (March 31, 2018 - \$260,000) is comprised of the abuse therapy fund of \$30,000 (March 31, 2018 - \$30,000), investigations and hearings fund of \$140,000 (March 31, 2018 - \$140,000) and property and technology fund of \$90,000 (March 31, 2018 - \$90,000).

In addition, \$8,733 (March 31, 2018 - \$12,902) was transferred from the unrestricted net assets fund to the capital assets fund in order to fund the cash outlays for capital asset acquisitions.

**4. Capital assets**

		Cost	Accumulated Amortization	August 31 2018 Net Carrying Amount	March 31 2018 Net Carrying Amount
Furniture and fixtures	\$	131,180	\$ 100,231	\$ 30,949	\$ 41,881
Computer equipment		42,220	30,557	11,663	4,981
Computer software		121,863	115,703	6,160	7,392
Leasehold improvements		326,662	125,451	201,211	214,821
	\$	621,925	\$ 371,942	\$ 249,983	\$ 269,075

**5. Bank loan**

The College's banking facility provides for a maximum operating line of credit of \$125,000. Borrowings under the line of credit bear interest at the prime rate of the College's banker plus 0.5% per annum, and are secured by a general security agreement and assignment of fire and other perils insurance on the College's leased premises. The line of credit remains unused as at August 31, 2018.

**COLLEGE OF KINESIOLOGISTS OF ONTARIO**  
**NOTES TO FINANCIAL STATEMENTS**  
**August 31, 2018**

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**6. Financial instruments**

The College regularly evaluates and manages the principal risks assumed with its financial instruments. The risks that arise from transacting in financial instruments include liquidity risk, credit risk, market risk, interest rate risk, and foreign currency risk. The following analysis provides a measure of the College's risk exposure and concentrations. There are no significant changes in the risk exposures from the prior period.

**Liquidity risk**

Liquidity risk is the risk that an entity will encounter difficulty in meeting obligations associated with its financial liabilities as they come due. The College is exposed to this risk mainly in respect of its accounts payable and accrued liabilities. Accounts payable are generally repaid within the credit terms.

The College is not exposed to any significant credit risk, market risk, interest rate risk, and foreign currency risk at the statement of financial position date.

**7. Commitments**

The College is committed under several contracts which expire between October 2019 and October 2021. The College is also committed under a long-term lease for premises which expires in June 2024. Annual contract and lease payments (exclusive of requirement to pay taxes, insurance and maintenance costs) for the next five years and thereafter are approximately as follows:

Year ending August 31, 2019	\$	176,000
2020		175,000
2021		164,000
2022		130,000
2023		118,000
Thereafter		98,000
		<hr/>
	\$	861,000
		<hr/>

College of Kinesiologists of Ontario - Revenue Projections & Operating Cost Estimation - 2018/2019 - 2020/2021						
	Approved Revenue Forecast	Revenues Received	Projections			
	2018/2019 (Apr 1 2018 to Mar 31, 2019)	Apr to Aug 2018/2019	2018/2019 (Sept 1 2018 to Aug 31, 2019)	2019/2020	2020/2021	2021/2022
Revenues	(\$)	(\$)	(\$)	(\$)	(\$)	(\$)
Jurisprudence Fee	21,713	13,365	21,713	21,713	21,713	21,713
Application Fee	45,000	26,802	45,000	45,000	45,000	45,000
Examination Fee	160,000	98,650	170,000	170,000	170,000	170,000
Registration Fees	1,685,175	1,450,855	1,652,150	1,687,350	1,722,050	1,755,750
Interest At Bank	3,000	4,450	8,000	8,000	8,000	8,000
<b>Total Revenue Projections</b>	<b>1,914,888</b>	<b>1,594,122</b>	<b>1,896,863</b>	<b>1,932,063</b>	<b>1,966,763</b>	<b>2,000,463</b>
Operating Expenses	Approved Budget 2018/2019	Expenditures To Date Apr to Aug 2018	Revised Projections 2018/2019 \$	2018/2019 \$	2019/2020 \$	2020/2021 \$
Council and Committees	97,800	14,647	86,800	94,800	94,800	94,800
Professional Services	30,450	19,331	85,132	66,132	51,132	66,132
Communications/Media	90,500	41,801	109,500	93,000	93,500	90,500
Rent and Facilities Costs	231,825	89,922	236,342	236,948	241,647	246,440
Office and General	138,548	92,920	123,760	123,760	123,760	120,760
Staff Salaries/Benefits & Stat Remittances	931,739	406,149	945,772	983,603	1,022,947	1,063,865
Registration Costs	241,050	102,416	161,170	130,500	141,119	131,763
Quality Assurance Costs	77,176	33,571	66,080	138,080	133,080	140,080
Professional Conduct	20,000	7,267	7,500	14,500	14,500	14,500
<b>TOTAL OPERATING COSTS</b>	<b>1,859,088</b>	<b>808,024</b>	<b>1,822,056</b>	<b>1,881,323</b>	<b>1,916,485</b>	<b>1,968,840</b>
<b>SURPLUS (DEFICIT)</b>	<b>55,800</b>		<b>74,807</b>	<b>50,740</b>	<b>50,278</b>	<b>31,623</b>



<b>College of Kinesiologists Policies and Procedures Manual</b>			
<b>SECTION:</b> FINANCIAL			<b>POLICY #:</b>
<b>POLICY:</b> Travel Policy		<b>COVERAGE:</b> Council, Committees, Task Forces, Workgroups, including, but not limited to, Oral Examiners, Examination Proctors, Registration Interviewers and Quality Assurance Reviewers	
<b>CREATED:</b> 19 November 18	<b>REVISED:</b>	<b>NEXT REVIEW:</b>	<b>PAGE #:</b> 1 of 9

1. The purpose of this Policy is:

- To set out rules and principles for the reimbursement of expenses to ensure fair and reasonable practices; and
- To provide a framework of accountability to guide the effective oversight of College resources in the reimbursement of expenses.

2. This Policy sets out the rules for managing travel, meal and hospitality expenses for employees, elected members of Council and appointees. The Policy also applies to consultants and contractors.

The following definitions apply for the purpose of this Policy:

- Claimant refers to any person making a claim under the terms of this Policy.
- Approver refers to the person with the authority to make approvals under this Policy.
- Registrar refers to the Chief Executive Officer (CEO).

This Policy does not prevail over legislation or a collective agreement.

3. Registrants' and applicants' fees are used prudently and responsibly with a focus on accountability and transparency.

Expenses for travel, meals and hospitality support College objectives.

Plans for travel, meals, accommodation and hospitality are necessary and economical with due regard for health and safety.

Legitimate authorized expenses incurred during the course of College business are reimbursed.

Best practices are in place, including:

- Prior approval to incur expenses is obtained.
- Other options for meetings are always considered before travel is approved, including audio or video conferencing.
- Those approved for travel submit expense claims on a timely basis. The corporate credit card may be used to secure accommodation, book travel by plane or train, secure a rental vehicle, and cover hospitality expenses.
- The College's vendors of record for travel-related services are used whenever possible.

## 4.0 MANDATORY REQUIREMENTS

### GENERAL

- Written approval is required for the following before any arrangements are made. Use the appropriate form, if available.
- International travel
- Hospitality events involving alcohol
- Attendance at conferences or training events.
  - Alcohol cannot be claimed and will not be reimbursed as part of a travel or meal expense except where approved by the Registrar.
  - Hospitality is provided only when the event involves people who are not members of Council or Committees or staff.. Functions involving only people who work for the College (all those covered by this Policy) are not considered hospitality functions.
- Expenses for a group should generally be claimed by the most senior person present
- Expenses cannot be claimed by an individual that are incurred by his/her approver.

Good record-keeping practices must be maintained for verification and audit purposes.

Claimants must:

- obtain all appropriate approvals before incurring expenses; if no prior approval was obtained, then a written explanation must be submitted with the claim;
- Submit original, itemized receipts with all claims, except for meal expenses where meal allowances are used; credit card slips are not sufficient. In the absence of an itemized receipt, a written explanation of why the receipt is unavailable must be submitted and a description itemizing and confirming the expenses must be provided;
- submit claims by the end of the quarter following the quarter in which the expense was incurred; a written explanation is required if not submitted within this timeframe;
- Submit claims for expenses before leaving the College.

Approvers must:

- provide approval only for expenses that were necessarily incurred in the performance of ministry or agency/organization business;
- provide approval only for claims that include all appropriate documentation (e.g., original itemized receipts);
- Not approve their own expenses. Note that an overpayment to a claimant is considered to be a debt owing to the College and must be repaid.

## 5.0 ACCOUNTABILITY FRAMEWORK

This Policy sets out the approval authority for travel, meals and hospitality expenses. All expenses of the Registrar must be approved by Chair of the Planning and Finance Committee who is a member of Council appointed by the Lieutenant-Governor-in-Council (through Order in Council [OIC]). In the absence of the Chair of the Planning and Finance Committee, a member of the Executive Committee who is a public appointee (through OIC), may approve the expenses of the Registrar. Expenses of staff and of elected and appointed members of the profession serving on Council and/or Committees are approved by the Registrar.

The Registrar has the authority to establish additional rules regarding expenses. Any additional rules must be consistent with those laid out in this Policy and be necessary to meet specific operational needs. These rules do not replace any rules in this Policy, nor can they substitute higher rates of reimbursement for kilometres or meals. Additional rules must include the date of approval and must be accessible to everyone covered by the rules.

### 5.1 Managerial Discretion

For the purpose of this Policy, managerial discretion is the administrative authority to make decisions and choices with some degree of flexibility, while maintaining compliance with this Policy. There is no discretion to depart from the principles and the mandatory requirements of this Policy.

All decisions should be taken very carefully. When exercising discretion, the rationale must be documented and filed with the claim. Approvers are accountable for their decisions, which must be:

- based on good judgment and knowledge of the situation;
- exercised in appropriate circumstances; and
- Compliant with the principles and mandatory requirements set out in this Policy.

When a situation arises and discretion needs to be exercised, approvers should consider whether the request is:

- able to stand up to scrutiny by the auditors, registrants and members of the public
- properly explained and documented
- fair and equitable
- Reasonable and appropriate.

It is the responsibility of both the approver and the claimant to work out appropriate arrangements which would meet the test of being fair and equitable.

Examples of situations where managerial is required will include such activities as follows:

- Expenses related to attendance at conferences
- Staff team building events
- Training for both public and professional members of Council and Committees if not covered by Ontario Ministry of Health and Long-Term Care
- Attendance by Council members at speaking engagements, if not covered by Ontario Ministry of Health and Long-Term Care.

Other expenses - any reasonable expense, such as Internet fees, telephone calls, faxes incurred in conducting college business will be paid on the basis of reasonable documentation of such expenses.

## **5.2 Before Travelling**

There is a process to follow for those wishing to be reimbursed for travel expenses.

- Obtain prior written authorization required for all travel.
- If there is a change in your itinerary, you should:
- report any changes to your approver as soon as possible; and
- Submit any changes through the travel management company or, if appropriate, an alternate travel agency.
- Secure passports, visas, immunizations, medications, as appropriate before you travel.
- Consult with your approver to ensure that your travel arrangements include accommodation for any special needs.
- Until the time that loyalty points can be accumulated through the College corporate credit card, participation in frequent flyer or other loyalty programs is permitted provided that you:
- choose the most cost-effective accommodation and methods of travel;
- retain original receipts, not just the credit card receipt.

Loyalty points can be redeemed at the user's discretion; however, they cannot be redeemed for cash by using the points for business purposes and then submitting a claim for reimbursement.

Work with the Director of Operations and Finance or delegate to determine which expenses, if any, should be charged to the corporate credit card.

## **International Travel**

If travelling internationally (outside Canada), in addition to the obligations set out elsewhere in this Policy, the following rules apply.

- Requests for international travel require:
  - prior written approval by Registrar for staff and by Executive Committee for Council or Committee members;
  - acknowledgement that all appropriate approvals are in place;
  - written rationale demonstrating critical value of travel for College priorities and interests, and details how the travel will produce a benefit for the College;
  - documentation showing detailed itemization of anticipated expenses (note that the lowest cost and most reasonable method of travel must be used);

### **Medical and Health Insurance**

Eligible College employees are covered under the employer's health insurance plans in the event of illness or injury. The cost of additional private medical/health insurance will not be reimbursed for travel within Canada or internationally.

### **Traveling outside of Canada**

Employees, appointees of the College and elected members of Council are responsible for arranging appropriate out-of-country medical insurance. For employees, coverage for international travel is in place.

### **Travel Accident Insurance**

Eligible employees have basic insurance for accidental injury or accidental death. Extra insurance may be arranged at the traveler's expense – it will not be reimbursed.

### **Vehicle Insurance**

The College credit card does not include benefits insurance for coverage of the cost of repairing the damage to vehicle rented. If you have approval to rent a vehicle, the College credit card may be used, however you should not decline the collision and liability damage coverage offered by the rental agency.

### **Using a Personal Vehicle**

If you use your personal vehicle while on College business, the following apply.

- The vehicle must be insured at the vehicle owner's expense for personal motor vehicle liability.
- It is the driver/owner's responsibility to ensure that the motor vehicle insurance includes coverage for business use of the vehicle.
- The College will not reimburse the costs of insurance coverage for business use, physical damage or liability.
- The College is not responsible for reimbursing deductible amounts related to insurance coverage.
- In the event of an accident, you will not be permitted to make a claim to the College for any resulting damages.

## **5.3 Transportation**

### **How to Get There**

Employees should make travel reservations through the Administrative Officer.

### **Airplane**

Air travel is permitted if it is the most practical and economical way to travel. Economy (coach) class is the standard option for ticket purchase. Travel in business class must have prior approval by the CEO, and may be considered in the following circumstances:

- On international flights; or on flights within Canada and the continental United States of America if related to the provision of reasonable accommodation (e.g., health reasons).

### **Train**

Travel by train is permitted when it is the most practical and economical way to travel. A coach class economy fare is the standard. Business class may be acceptable with prior approval in limited circumstances such as:

- the need to work with a team;
- choosing a travel time that allows you to reduce expenditures on meals or accommodation (e.g., compare an economy (coach) class ticket plus a meal, with the cost of a ticket for VIA 1, where the meal is included);
- accommodation requirements; and
- health and safety considerations.

International train travel should be at the Canadian equivalent to coach class.

### **Rental Vehicle**

When renting a vehicle, a compact model or its equivalent is required. Any exceptions must be documented and approved prior to the rental if possible; and guided by the principle that the rental vehicle is the most economical and practical size, taking into account the business purpose, number of occupants and safety (including weather) considerations. Luxury and sports vehicles are prohibited. To avoid higher gasoline charges, refuel your rental car before returning it.

### **Personal Vehicle**

The College assumes no financial responsibility for personal vehicles. The College will, however, pay the kilometric rate if you are, with prior approval, using your own vehicle for College business. If you will be driving more than 200 kilometres in a day, you should consider using a rental vehicle. If you are going to drive your personal vehicle for more than five days within a single calendar month – even if you are not exceeding 200 kilometres in a single day - you should consider lower cost options, such as vehicle rental or audio or video conferencing. The approver must make a decision on the type of vehicle used for travel (personal or rental) based on the frequency of travel as well as the distance per trip. If a decision is made, with your approver, for you to continue using a personal vehicle, both your research and the rationale must be documented. If using a personal vehicle, keep daily logs to track the business use.

### **Accident Reporting**

All accidents must be reported immediately to local law enforcement authorities and your immediate supervisor.

### **Reimbursement and Rates**

Rates are based on kilometres accumulated from September 1 of each year (fiscal year). Expense claims must be submitted with distances calculated in kilometres.

Total Kilometres Driven per fiscal year	Southern Ontario (\$ per km)
	Northern Ontario (\$ per km)
0 – 4000 km	0.40
	0.41



## Parking and Tolls

Reimbursement is provided for necessary and reasonable expenditures on parking, as well as tolls for bridges, ferries and highways, when driving on College business. Special services such as valet parking are permitted in exceptional circumstances upon pre-approval by the Registrar. Such circumstances would include Premium or valet parking to accommodate a disability- either permanent or temporary. Parking costs incurred in the office area as part of a regular commute to work will not be reimbursed. There is no reimbursement for traffic or parking violations.

## Taxis

Prior approval to use a taxi should be obtained whenever possible. Taxis may be justified in cases where:

- group travel by cab is more economical than the total cost of having individuals travel separately by public transit or shuttle; or
- Taking a cab allows you to meet an unusually tight schedule for meetings.
- Taxis may not be used to commute to work or home except under exceptional circumstances; for instance:
  - weather, health or safety conditions indicate it is the best, appropriate option; or
  - Transport of work-related baggage or parcels is required.

## Public Transit

Local public transportation including hotel/airport shuttles should be used wherever possible.

## 5.4 Accommodation

In the normal conduct of business, reimbursement for overnight accommodation within your office area will be neither authorized nor approved. However, in emergency or highly unusual situations exceptions will be considered. For example:

- You are required to remain close to your office for periods long in excess of (your) standard working hours.
- Your services are deemed necessary (and approved accordingly) for the purposes of emergency or crisis management.

There will be no reimbursement for hotel suites, executive floors or concierge levels when traveling. Reimbursement will be made for single accommodation in a standard room. Use the federal online accommodation directory which provides information on service providers offering reasonable and acceptable rates. For extended stays at a single location, accommodation must be arranged with prior approval. This will take advantage of lower weekly or monthly rates.

Penalties incurred for non-cancellation of guaranteed hotel reservations are the claimant's responsibility and may be reimbursed only in an exceptional circumstance. Private stays with friends or family are acceptable, and a cash payment or gift may be provided to the friends or family:

- A maximum of \$30 per night is allowed for accommodation including any meals with friends or family, in lieu of commercial accommodation. Instead of a receipt, you must submit a written explanation describing the purpose of the trip, identifying the host and the number of days you stayed.
- The \$30 value may be given in the form of a small gift (which must be accompanied by a receipt) or by cash or cheque.

## Tips/Gratuities

You may be reimbursed for reasonable gratuities for porter, hotel room services, and taxis. Keep a record of gratuities paid. Examples of reasonable amounts for gratuities include: 10- 15% on a taxi fare, \$5-\$10 for housekeeping per night for up to two nights in a hotel, \$2-\$5 per bag for a porter.

## Telecommunication

If you are away on College business, reimbursement will be made for: reasonable, necessary personal calls home for each night away; and additional business expenses, such as: business calls or emergency calls from air or rail phones, internet connections and computer access charges, facsimile transmissions, word processing and photocopying services.

## Dependent Care

For the purposes of this Policy, a dependent is a person who resides with the traveler on a full-time basis and relies on the traveler for care (e.g., a child or parent). Prior approval for reimbursement of dependent care expenses is required, as well as a written explanation of the circumstances. If travel is an expected part of your job duties, there is no reimbursement for dependent care expenses. However, expenses may be reimbursed if the travel requirements of your job or personal circumstances change unexpectedly. Requests for dependent care expenses may be reimbursed under the following circumstances:

- if travel is occasional or unexpected, and
- if you incur expenses above and beyond your usual costs for dependent care as a direct result of travel. In these situations, you may be reimbursed for your actual costs up to a daily maximum of \$75/day, if you have a caregiver's receipt or \$35/day, if you provide a written explanation.

## 6 MEALS

### Rules

Reasonable and appropriate meal expenses may be reimbursed. You may incur a meal expense when you are on College business and you are away from the office area (i.e., at least 24 km) beyond two hours of your normal meal period, or you have prior approval for the expense (e.g., a business meeting within the office area that must occur over lunch. **Meal expenses will be reimbursed at the established meal reimbursement rates, regardless of the actual meal costs.** This is a meal allowance. Taxes and gratuities are included in the meal reimbursement rates. Receipts must be submitted with meal claims or retained. Meals must be purchased in order to be able to submit a claim for reimbursement. In limited and exceptional circumstances such as accommodation for health considerations, limited options available, or where the claimant is representing the College at a business dinner where a meal expense is higher than the meal reimbursement rate, the actual cost of the meal may be reimbursed. In these situations, the claim for meal reimbursement must be accompanied by an original itemized receipt and a written rationale for exceeding the rate. A credit card slip is not sufficient. Approval is subject to managerial discretion.

There may be situations where an individual pays the meal expenses for a group of individuals. In such cases, the individual may be reimbursed for the total of all meals purchased at the reimbursement rate for that meal. Group meal expenses can be claimed only:

- by the most senior person present – expenses cannot be claimed by an individual that are incurred by his/her approver; and
- for individuals covered by this Policy. Reimbursement is for restaurant/prepared food only.

Reimbursement for groceries must have prior approval. A receipt and a written rationale must be submitted with the claim. Reimbursement will not be provided for meals consumed at home or included in the cost of transportation, accommodation, seminars or conferences.

## Alcohol

As a general rule, alcohol cannot be claimed and will not be reimbursed. See Hospitality Section for exceptions.

## Meal Rates in Canada

Reimbursement for meal expenses incurred in Canada is subject to the meal reimbursement rates set out in the chart below. These rates are an allowance and include taxes and gratuities.

Meal Type	Meal Reimbursement Rate
Breakfast	\$10.00
Lunch	\$14.00
Dinner	\$25.00

Rates include taxes and gratuities. Internationally, rates are in the funds identified for each country - there are often different rates dependent on the city - rates include taxes and gratuities.

## 6. HOSPITALITY

### What is “hospitality” for the purpose of this Policy?

Hospitality is the provision of food, beverage, accommodation, transportation and other amenities at the College’s expense to people who are not employees of the College and people who are not registrants of the College engaged in their regular work for the College such as attendance at Council and Committee meetings.

### When hospitality is appropriate

Hospitality may be extended on behalf of the College when:

- engaging in discussion of official College matters with a key external stakeholders, or sponsoring formal conferences;
- providing people from other organizations with an understanding or appreciation of the mandate of the College and its work;
- honouring distinguished people for exceptional service to the College and/or to the advancement of the regulation of kinesiology;
- conducting prestigious ceremonies for heads of state, College or distinguished guests from the private sector;
- the business of the College includes hospitality functions providing they conform to the rules listed in this section of the Policy;
- in an act of reciprocity where returning hospitality to a long-time service provider or stakeholder is appropriate;
- Where, at the discretion of the Registrar or the President, the building of a solid working relationship will be enhanced by allowing for inclusion of alcoholic beverages as a gesture of hospitality.

### Responsibilities regarding alcoholic beverages

Reimbursement of alcohol expenses is allowed only when the appropriate approvals are in place. Hospitality may include the consumption of alcohol at a meal or a reception with invitees as defined above, but only when there is a business case. Alcohol should be provided in a responsible manner, e.g., food must always be served when alcohol is available. Preference should be given to wine, beer and spirits produced in Ontario.

### Gift-Giving

Appropriate token gifts of appreciation, valued up to \$30, may be offered in exchange for gifts of service or expertise to people who are not engaged in work for the College of Ontario. Gifts valued over \$30 must have prior approval.

## **7. COMBINING PERSONAL AND BUSINESS TRAVEL**

The College recognizes that from time to time, staff, elected members of Council or appointed Committee members may wish to combine personal plans with business travel. This is permitted. However, in doing so the staff, elected or appointed member must adhere strictly to the provisions in this policy.

Reimbursement will be at the rate for the cheapest or most efficient mode of travel regardless of another choice which may be made in order to accommodate personal plans (for example, hotel shuttle versus car rental, standard room versus upgrade).

## **8.0 EXPENSES FOR CONSULTANTS AND OTHER CONTRACTORS**

Consultants and other contractors will not be reimbursed for any hospitality, incidental or food expenses, including:

- Meals, snacks and beverages
- Gratuities
- Laundry or dry cleaning, valet services, dependent care, home management, personal telephone calls.

### **Claims for Reimbursement of Expenses**

Reimbursement for allowable expenses under this Policy can be claimed only when the contract with the College or agency specifically allows for it.

## **9.0 RESPONSIBILITIES**

Employees, Appointees and consultants are responsible for:

- following the principles and rules set out in this Policy,
- being aware of the conflict of interest rules that govern the College,
- being aware of any relevant statutes, directives, policies and guidelines.

The Registrar and the Director of Operations and Finance are responsible for:

- carrying out any delegated authorities and assigned tasks in accordance with this Policy,
- exercising managerial discretion judiciously,
- ensuring there is an appropriate records retention system and that documents, including claims and approvals, are maintained and stored,
- ensuring staff are aware of the requirements of this Policy,
- seeking timely direction when there are questions of application,
- taking appropriate action in the case of non-compliance.

The Chair of the Planning and Finance Committee is responsible for acting on behalf of Council in approving expense claims of the Registrar which are in compliance with this policy and for exercising managerial discretion judiciously.

## Decision Note

<b>Issue or Decision:</b>	Amendments to the Travel Policy
<b>Prepared for:</b>	Council
<b>Date:</b>	December 3, 2018

### Background

- The College's current travel policy was established prior to proclamation and met the needs at the time by requiring adherence to the Ontario Government Directive on Travel, intended to apply to employees of the Ontario Government and specific agencies, boards and commissions.
- That policy required that staff and members refer to the Government Directive for specific direction, for rates, etc. It was therefore cumbersome to use and does not now meet the needs of the College.
- Human resources policies of the College should be easy to use, comprehensive, clear and transparent for staff and members of committees and Council.

### Analysis

- The new policy has borrowed from many of the rules established in the Ontario Government Directive on Business Travel which addresses many of the needs of the College. However, the new policy describes the accountability structure for decisions, removes some of the restrictions that are present regarding travel outside of Ontario, and addresses hospitality in a manner which responds to the affairs of the College.
- The draft policy proposes that rates for mileage and meals remain consistent at this time with the Ontario Government approved rates.
- The draft policy provides clear direction on what expenses are allowed, how expenses are to be claimed and approval of expenses. The policy also addresses hospitality and conditions under which expenses may be paid to non-staff and non-Council and Committee members. The draft ne policy is detailed and is a stand-alone policy. not clarifies and simplifies the College's current travel policy to provide ease and understanding for staff members and members of council and committees who are using the policy.

### Recommendation

- That Council rescind the previous travel policy and approve the new policy for implementation commencing January 1, 2019.

**Resolution– College of Kinesiologists of Ontario Travel Policy**

**Whereas** the College sets out rules and principles for the reimbursement of expenses for staff, elected Council members, members-at-large serving on Committees and others as necessary, to ensure fair, reasonable and transparent practices; and

**Whereas** the College provides a framework of accountability to guide the effective oversight of College resources in the reimbursement of expenses; and

**Whereas** the existing policy was formulated prior to proclamation and was required to be compliant with Ontario Government Directive on travel for its employees and appointees; and

Whereas the existing policy does not meet the needs of the College, lacks clarity and transparency and is cumbersome to use and its provisions regarding executive discretion relate to the Government and not the College;

**Now therefore, be it resolved that Council repeals and cancels the existing policy and adopts the new proposed Travel Policy as appended to this resolution, effective January 1, 2019..**

Moved by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

Date: December 3, 2018