

CPTNB PROPOSED METHOD OF FEE SETTING

Approved at CPTNB Council Meeting (Feb. 17, 2011) to forward to Members at AGM 2011

Background

Under new Physiotherapy Act, Council has authority to determine what registration fees will be, but we agreed it was agreed to seek members' input on the "method" of fee setting we will use. Members will continue to receive regular communications from Council and encouraged to offer input to guide CPTNB in its work.

A. To set registration fees, CPTNB Council and Registrar will:

- (i) **decide what** operations, services, projects and goals are required and desirable to deliver and sustain CPTNB's mandate
- (ii) **estimate costs** of such items
- (iii) **calculate projected revenue** from fees
- (iv) **analyze and establish fees** required to meet the costs
- (v) **present annual budget** to members at AGM
- (vi) **monitor and report** financial status to members at least annually

Note: as is common, in the event of exceptional circumstances Council may levy special fees or apply mandatory increases without notice.

B. Principles which will guide Council:

1. **Transparency** with members about financial information – by providing them with rationale and details as to operations, projects, costs and revenues, etc.
2. Application of **objective analysis** – by evaluating and comparing financial details and other variables such as members' input, and financial status of similar-sized PT Colleges and other regulators as may be determined
3. **Good stewardship** – as indicated by:
 - (i) trying to achieve balanced budgets
 - (ii) monitoring operations and expenditures
 - (iii) sustaining appropriate levels of "reserves" to cover costs of (a) complaints & disciplinary processes at a minimum of 2 proceedings annually; (b) potential dissolution and/or emergencies relating to CPTNB functions and mandate
4. **Responsible Leadership** – by informing members well in advance of anticipated financial changes, especially in fees (e.g. a multiple-year plan allowing for setting pay roll deductions, etc.)

C. Operationalizing the Method of Fee Setting

- a. Registrar forwards proposed budget(s) to Council and Committees for their input
- b. Council determines the final proposal to present to members
- c. Council presents budget to members at AGM for input and may adjust accordingly
- d. Registrar applies the budget to operations
- e. Council assesses and reviews throughout the fiscal year and, should circumstances change reserves authority to adjust
- f. Council reviews and compares outcomes annually prior to confirming the next budget (e.g. determines what is still necessary to the operations and mandate of CPTNB; what trends or priorities are evident as in environmental scanning; what changes may be made).
- g. changes in registration fees will be applied to the next fiscal year unless otherwise determined; other fees for services may be changed or applied without notice and upon Council decision ■