

# THE COLLEGE OF OCCUPATIONAL THERAPISTS OF MANITOBA

## ANNUAL REPORTS JUNE 1, 2007 - MAY 31, 2008

### COUNCIL\*

<b>CHAIR</b>	<i>Sheryl Singer</i>	Executive Committee Chair
<b>VICE CHAIR</b>	<i>Ernie McLean</i>	Executive Committee member
<b>REGISTRAR</b>	<i>Laurel Rose</i>	Board of Assessors Chair
<b>RECORDING SECRETARY</b>	<i>Nikki Chiang Ko</i>	Executive Committee member
	<i>Andrea Funk</i>	Investigation Committee Chair
	<i>Ann Booth</i>	Legislation Committee Chair
	<i>Lynda Wolf</i>	Continuing Competence Committee Chair
	<i>Brenda Roznowski</i>	Communications Committee Chair
<b>TREASURER</b>	<i>Steve Johns</i>	Executive Committee member
<b>PUBLIC REPRESENTATIVES</b>	<i>Karen Pirnie</i>	Executive Committee (corresponding member) Investigation Committee alternate
	<i>Lois Stewart-Archer</i>	Executive Committee (corresponding member) Practice Issues Committee Chair
	<i>Shawnee Scatliff</i>	Executive Committee (corresponding member) Legislation Committee member
	<i>Ernie McLean</i>	Executive Committee member
<b>EXECUTIVE DIRECTOR</b>	<i>Sharon Eadie</i>	Participates in Board of Assessors, Legislation Committee, Practice Issues Committee, Executive Committee,

\*Council terms run from January 1st to December 31st; annual reports cover the period of June 1st to May 31st. The above represents the individuals holding the positions as of May 31, 2008.

This annual report is available to anyone upon request.  
Please contact the COTM office for a copy.

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## **CHAIRPERSON 2007 – 2008**

The 2007-2008 year was an exciting one for COTM and the Council.

In March, the Council participated in a retreat to review and revise our strategic plan for the next three years. At that time, our mission and vision statements were also reviewed. The retreat helped to direct the work of the Council on behalf of COTM and provided clear goals for us. Below are the updated strategic plans and the relevant work the Council completed this year to achieve them.

### **MAINTAINING AND SUPPORTING AN EFFECTIVE GOVERNANCE MODEL**

- COTM is continually working on succession planning for Council members as well as a mentor program for new Council members.
- COTM is excited to have welcomed five new public members this year. These members have joined various committees including one on Council. This allows every committee to have a minimum of one public member, which is sure to be an invaluable resource.
- One Council member attended a series of five sessions on board development. An additional member attended the session on board governance.
- As part of our board evaluations, it was decided to add formal committee reporting at all Council meetings to ensure Council members are well informed about all committee work.
- As mentioned above, Council members participated in a retreat for strategic planning. The consensus from Council was that it was an extremely useful exercise and should be completed on a regular basis.

### **DEVELOPING RECIPROCAL COMMUNICATION WITH STAKEHOLDERS**

- A communications committee was formed as of the last AGM. Council has accepted the Terms of Reference and there are a few members waiting to get to work. In the coming year, this committee will be hard at work creating and implementing strategies for communication with all of our stakeholders (members, public), monitoring information that may be beneficial to members, and ensuring access to all.
- We have added our vision and/or mission statements to our letterhead and to member registration cards.

### **A CONTINUING COMPETENCE PROGRAM**

- In keeping with *The Occupational Therapists Act 2005* (part 5, section 15) the development and implementation of a Continuing Competence (CC) program continues to be a key area for Council. The CC Committee has been quite busy this year, reviewing goals and beginning to plan what our program might look like and the steps needed in order to begin trial, implementation and evaluation. Please read the CC Committee Report for the CC Committee activities this year.

### **EFFECTIVELY MEETING REGULATORY REQUIREMENTS, REGISTRATION AND COMPLAINTS INVESTIGATION**

- A roster of members for the Inquiry Committee has been ratified and plans are underway for a committee orientation. This will be an annual event so that all members are prepared in the event that an inquiry is needed.
- Council approved two updated policies developed by the Board of Assessors: Change of Registration Status and Modifications to Currency Policy

### **PARTICIPATE IN THE DEVELOPMENT OF THE HEALTH PROFESSIONS REGULATORY REFORM INITIATIVE**

- The Legislation Committee has started work on the *Health Professions Act*. COTM is committed to being proactive and prepared to respond as needed to requests for our

input as this legislation is developed. The Legislation Committee Report outlines their work this year.

As you will read in the reports that follow, all committees were quite busy this year. The reports represent many hours of work for the chairs and their members. COTM volunteers come from many different OT practice areas and from all over the province. I also want to mention the dedicated public members that spend just as many hours working on behalf of COTM. COTM relies on volunteer service from OTs and the public. As you read on please consider volunteering for a committee or nominating someone (or yourself) for Council next year. Feel free to approach someone on Council or a committee chair to discuss the opportunities available.

Respectfully submitted,

Sheryl Singer, O.T. Reg. (MB)  
Chairperson

## **EXECUTIVE DIRECTOR 2007 - 2008**

This has been a particularly busy year. Over the last number of years, government interest in professional regulation has been on the increase. This is evident in a variety of ways in both the federal and provincial arenas this past year.

### ***HEALTH PROFESSIONS REGULATORY REFORM INITIATIVE (HPRRI)***

The work to develop new provincial legislation that will encompass all of Manitoba's health professions is underway. <http://www.gov.mb.ca/health/hprri/index.html> As the representative on the HPRRI meetings between MB Health and the regulatory organizations, I have participated in the development of the list of restricted actions and the complaints investigation provisions of the new act, with the support of the Legislation Committee Chair and Investigation Committee Chair. The member forum at the 2008 Annual General Meeting will provide the opportunity to hear more about the "umbrella legislation", your potential role in this preparatory work, and how the legislation may affect your practice.

### ***FAIR REGISTRATION PRACTICES IN REGULATED PROFESSIONS ACT***

Following the late spring election in 2007, the Minister of Labour and Immigration reintroduced the *Fair Registration Practices* bill (<http://web2.gov.mb.ca/bills/39-1/b019e.php>). Following second reading of the bill in the legislature, COTM, along with numerous other groups and individuals, provided a presentation to the Justice Committee regarding concerns with the bill. Amendments were made such that the legislation will not relate to annual registration (renewal). This legislation creates clear expectations for regulators in the processing of initial applications - especially those of internationally educated health professionals and sets out reporting requirements to the Fairness Commissioner. This is a newly created position for which MB Labour and Immigration is currently recruiting. The legislation is not yet in force; the date of proclamation will be set once the office of the Fairness Commissioner is operational and the regulations have been approved.

### ***AGREEMENT OF INTERNAL TRADE AND THE OT MUTUAL RECOGNITION AGREEMENT***

The Agreement of Internal Trade (AIT) was passed by the federal/provincial/territorial governments in 2000 and the first OT Mutual Recognition Agreement was signed by all ten provincial OT regulators in 2001; a revised agreement was signed in 2006. (<http://www.cotm.ca/pdf/MRA-EnglishVersion.pdf>) The Council of the Federation – made up of the federal/provincial/territorial leaders – has affirmed their commitment to greater interjurisdictional mobility and to support this has passed amendments to the Labour Mobility Chapter of the AIT.

***ASSOCIATION OF CANADIAN OCCUPATIONAL THERAPY REGULATORY ORGANIZATIONS (ACOTRO)***

The work of ACOTRO has focused on the priorities identified in the 2005 Strategic Plan that relate to the areas of competency evaluation, resource development and enhancing the effectiveness of occupational therapy regulation in Canada, evaluating the services upon which regulators rely, developing structures that will support the work of ACOTRO.

In 2007, the provincial government in Manitoba provided ACOTRO with resources to fund a foundational study of competency-based assessment – the study examined the processes of twelve health professions in eight countries around the world. This investment by Manitoba Labour and Immigration was followed with significant support from BC and Saskatchewan which enabled ACOTRO to move ahead with its work – the result is a detailed approach to the assessment of internationally educated health professions including qualifications recognition and competency verification components. As this is being written, we anticipate further funding to now confirm the acceptable standards and develop the methods of assessment. ACOTRO has also received Human Resources Social Development Canada (HRSDC) funding to renegotiate the Occupational Therapy Mutual Recognition Agreement (MRA) so as to allow internationally educated occupational therapists (IEOTs) to more fully access the agreement; this work will also address the Labour Mobility amendments noted above.

In the area of resource development and furthering the understanding and effectiveness of regulation in Canada – ACOTRO has moved toward using a secure web-based service to allow greater collaboration and archiving of our deliberations. There are plans to use the library features of the service into which each regulator would post their policies and other documents which would assist in interprovincial support and education. Further, there are plans to develop an ACOTRO website. ACOTRO continues to host a sponsored session at each Canadian Association of Occupational Therapists (CAOT) conference – the topic in 2007 was on continuing competency and in 2008 the OT Database was the topic with presentations by a regulator, a representative of the Canadian Institute of Health Information (CIHI) and a manager who discussed her use of the CIHI data.

ACOTRO is also represented on the Canadian Network of National Associations of Regulators (CNNAR), (<http://www.cnnar.ca/>), formerly the National Organization of Regulatory Agencies, by Françoise Rollin of the Ordre des Ergothérapeutes du Québec. ACOTRO continues to support the work of the CNNAR – the second annual conference for regulators will be held in November 2008.

As governments introduce legislation to promote fair registration practices, there is now a greater emphasis on regulators achieving confidence in the external services used in their assessment of IEOT applicants. ACOTRO has had a long term commitment to conducting a review of the National Occupational Therapy Certification Examination (NOTCE). With the support of CAOT and the Association of Canadian Occupational Therapy University Programs (ACOTUP) this review is currently underway.

Lastly ACOTRO has been striving to modify its structures to support the increasing complexity of the work of the organization. A key initiative has been efforts to develop by-laws and objects to support its application for corporate status. The incorporation of ACOTRO will allow the organization to receive funds from government agencies – to date all government funds are directed to ACOTRO via one of the provincial regulators.

During this reporting period ACOTRO, ACOTUP and CAOT completed the framework for access to registration for internationally educated occupational therapists. This project will be used to inform the work of the three constituent groups individually and collectively.

I continue to carry out the role of Vice Chair of ACOTRO supporting the work of the Chair, Kathy Corbett, Registrar of the College of Occupational Therapists of BC.

### **CANADIAN INSTITUTE FOR HEALTH INFORMATION**

In November 2007 the first report of the Occupational Therapy Workforce in Canada was released – it was based on the 2006 data that each jurisdiction in Canada submitted to CIHI. The second report, which adds in the 2007 data, is due for release in November 2008 just as we prepare for submission of the 2008 data. To view the reports go to the workforce reports section of [www.cihi.ca](http://www.cihi.ca)

### **IMMIGRATION**

During this reporting period COTM received financial support from Manitoba Labour and Immigration to conduct work in a few areas. This included: further review of the OT English Language Assessment including the opportunity to share information about the assessment with the wider OT community at the 2008 CAOT conference; the development of 7 Information Sheets about key registration policies for posting on the COTM website; initial exploration of needed changes to the education standard for qualifications recognition processes; and initial exploration into the potential of learning modules to assist in the integration of IEOTs. The funds also supported Manitoba's participation in the BC/SK funded project for the IEOT assessment and contributed to the final preparation of the 2007 Substantial Equivalency Competency Evaluation report conducted by ACOTRO and the University of Alberta.

Of particular note this year was the invitation to present at and take part in the Consortium National de formation en santé (CNFS)– the group is working across Canada to address issues to support the preparation and integration of French speaking health professions – this has particular significance to a number of jurisdictions outside of Quebec. Sessions were held in Manitoba, Ontario and New Brunswick.

The participants in the session looked at the barriers and challenges affecting the provision of French-language credential and competency assessment services in four target professions (medicine, nursing and practical nursing, occupational therapy, physiotherapy) in the participants' region or province. Part of the session was devoted to identifying the measures to better meet the needs of Francophone Internationally educated health professions (IEHP's) during the application process. (Visit [www.cnfs.net](http://www.cnfs.net) for more information).

### **SCHOOL OF MEDICAL REHABILITATION / MASTER OF OCCUPATIONAL THERAPY**

It has been rewarding for me to participate in a number of ways with the MOT students – I have attended some of the MOTII classes to discuss professional regulation issues and registration. I was able to assist in some of the MOTI work on various forms of legislation that is relevant to occupational therapy practice, and along with a representation of Manitoba Health's legislative unit, added a session of the MOT I class on significant Manitoba legislation. New this year was participation on a panel regarding Advocacy – this reflects an articulated role for occupational therapists in the *Profile of OT Practice in Canada (2007)* which serves as a foundational document for the MOT program. I continue to be a part of the MOT Program Committee.

### **COUNCIL MATTERS**

The Chair and Executive Committee reports highlight some of the significant activities in this area. Reconfirmation of the strategic plan was conducted such that we are now working with a 2008 version.

### **OFFICE**

A few updates from the office are the introduction of a toll free number for COTM – 1-866-957-1214.

Last summer we embarked on the hiring of a part-time office assistant. When the incumbent was not able to continue with us we took the time to reconfirm the needed staff complement. In February 2008, COTM hired Carolyn Peterson, who will coordinate operations and projects as well as learn all the many aspects of the current Administrative Assistant position as part of COTM's succession planning.

Of tremendous value this year is the opportunity, on a trial basis and through our work with ACOTRO, to utilize the services of CSCW – a secure web-based tool that allows for collaboration

and archiving of deliberations and documents. This tool has facilitated the work of the Practice Issues Committee and is available for other committees as needed.

#### ***MEETING WITH MEMBERS***

This past year, I presented at the Private Practice Group annual symposium – the symposium topic was on incorporation and my presentation looked at the area of “professional corporations” – at present the practice of occupational therapy in Manitoba can only be done by a registered member of COTM. A legislative change would be required for practice to be conducted by a professional corporation.

I also met with a staff group of an agency looking at significant changes to the manner in which service would be delivered.

I welcome the opportunity to discuss practice questions with you.

#### ***ONGOING LEARNING***

This year, as in the past, I have had opportunities to take part in a number of events that promote my learning in the areas of OT practice and issues, professional regulation and lastly association management. Most of the latter events are sponsored by the Canadian Society of Association Executives and this year included sessions on organization insurance and Seven Measures of Success of Exceptional Organizations.

Respectfully submitted,

Sharon Eadie, O.T. Reg. (MB)  
Executive Director

### **TREASURER 2007 - 2008**

COTM's financial position is better than expected this fiscal year due to greater than expected revenues and lower than expected expenses.

COTM's Excess of Revenue over Expenditures is \$40,223.00. (see Page 18). When the non-budgeted Reserve Fund items (New Legislation, Leasehold Improvements, Continuing Competence Developer) are removed from the annual expenditures, the actual annual Excess of Revenue over Expenditures was \$49,778.00.

Revenue: Dues from a larger membership produced higher income than anticipated and market conditions were favourable, resulting in greater than anticipated returns on COTM's investments. Other Registration Income was based on academic equivalency assessments and was lower than budgeted due to little activity in this area. Finally, Other Income (not a budgeted item) consists of registration misconduct levies, completion of Mutual Recognition Confirmation form charges and income recognized due to a computer provided to COTM by CIHI in 2006. The computer is being depreciated over three years and each year's recognized income will offset the depreciation amount. These items resulted in income being \$10,000.00 higher than budgeted. When expense recoveries – primarily from MSOT - are included, the total income is \$16,543.00 higher than budgeted.

Expenses: the 2007/2008 fiscal year's expenses were lower than budgeted by \$1,181.70. When costs allocated in the Reserve Fund are removed, this year's expenses are \$10,737.00 lower than budgeted, and when expense recoveries are removed, this year's expenses are \$17,280.00 lower than budgeted. Reserve Fund items included costs for office leasehold improvements, legislative amendments (COTM binders) and the Continuing Competence Developer. The Fund has been adjusted to reflect these expenditures.

The lower than anticipated expenses are primarily due to delays in the development of the Continuing Competence Program and a staff vacancy. Other smaller variations also contributed to the overall lower than budgeted expenditures.

The net effect of the greater than anticipated revenue and lower than anticipated expenditures resulted in our financial position being approximately \$28,000.00 greater than anticipated.

### Reserve Fund

The following is the value of COTM's reserve fund as of May 31, 2008.

Restricted Reserve	\$151,990.00
Unrestricted Reserve	\$16,000.00
<b>Total</b>	<b>\$167,990.00</b>

The Reserve Fund provides for the following expenditures:

1. Discipline hearings
2. Sick time accumulation
3. Capital expenditures (that extend beyond one budget year)
4. Contingency funds
5. Major projects
6. Leasehold improvements

The following is the value of COTM's investments as of May 31, 2008. This amount does not take into consideration undepreciated capital assets, bank balance, and year-end liabilities. It represents the funds invested at year end.

Money Market	\$161,000.00
Income Portfolio	\$16,470.00
<b>Total</b>	<b>\$177,470.00</b>

### 2008 – 2009 Proposed Budget

The budget approved by the Council for the 2008/2009 fiscal year anticipates a small surplus. The Projected Budget for the 2008/2009 year and the last year's Projected Budget are listed in the COTM AGM booklet on Page 7.

Income for 2008/2009 reflects an anticipated increase in registration activity.

Budgeting expenses include the following new items and increases:

- Council and Committee: additional funds for travel for one additional face-to-face meeting for our out-of-town council member, commitment to participate in the annual Canadian Network of National Associations of Regulators (CNNAR)
- Continuing Competence Development: the funds for the staff support for the program will now be a part of the operating budget rather than the reserve fund which increases the COTM Continuing Competence program budget line from \$10,000 to \$15,000. The Continuing Competence Program Developer allocation line was removed from the Reserve Fund effective June 1, 2008
- Education/Training: annual continuing education fund for three staff members to promote ongoing learning

- Wages: Salary/Wages/Benefits/Source Deductions – this includes the new staff member and also reflects increased salary expenditures consistent with COTM Salary Review policies.

The 2008 – 2009 budget has a proposed surplus of \$460.00.

For more details on COTM's financial information please refer to the Auditor's Report and COTM's fiscal year 2008/2009 Projected Budget.

Respectfully submitted,

Stephen Johns, O.T. Reg. (MB)  
Treasurer

## REGISTRAR 2007 - 2008

### 2007-2008 Data (June 1, 2007 to May 31, 2008)

Registered OTs as of June 1, 2007 .....	505
Practising .....	451
Non-practising.....	54
Provisional .....	0
Temporary .....	0

Number of Applications Received.....	40
Processed.....	40
Rejected.....	0

New Registrations issued June 1, 2007 to May 31, 2008 (+) .....	40
Practising .....	36
Non-practising.....	1
Provisional .....	3
Temporary .....	0

Reinstatements issued June 1, 2007 to May 31, 2008 (+) .....	1
Practising .....	1
Non-practising.....	0
Provisional .....	0

Resignations (-) .....	18
Practising .....	14
Non-practising.....	3
Provisional .....	1
Temporary .....	0

Non-renewal of membership (-).....	5
Practising .....	3
Non-Practising .....	2
Provisional .....	0

**June 1, 2008 Data**

Registered OTs as of June 1, 2008.....	523
Practising.....	481
Non-practising.....	40
Provisional.....	2
Temporary.....	0

2007–2008 has been another year of growth for the practice of occupational therapy in Manitoba. We welcome all new registrants to this dynamic and interesting community of professionals.

This year saw an increase in the number of therapists who were late to renew, and therefore an increase in the number of late fees paid. Please do not hesitate to contact the office prior to the renewal deadline to discuss any issues or concerns you may have, as this allows all of us the time needed to sort out any questions or concerns prior to the June 1st renewal deadline.

An exciting trend noted in renewals this year was seen in inquiries from therapists regarding scope of practice and use of title. As Registrar, I feel very fortunate to be able to draw upon the tremendous talents of Sharon Eadie to address these questions. Sharon will be involved in developing a paper with ACOTRO regarding Use of Title, and we in Manitoba will undoubtedly benefit from this work.

Further details regarding the work of the Registrar are included in the Board of Assessors Report below.

Respectfully submitted,

Laurel Rose, O.T. Reg. (MB)  
Registrar

**BOARD OF ASSESSORS  
2007 - 2008**

Committee Members: Laurel Rose, Chair Amy Braunstein Julie Huish	Public Member: David Rushforth
Board Objectives: In accordance with the By-Laws, the Council shall appoint a Board of Assessors to consider and decide on applications for registration under Section 9 (of <i>The Occupational Therapists Act [2002]</i> ).	

As Registrar, it is my pleasure to chair the Board of Assessors, formerly known as the Registration Committee. The work of the Board of Assessors (BOA) aims to support the Registrar in all matters concerning registration with COTM.

Complete details regarding the Manitoba Immigrant Integration Program are contained in the Executive Director’s Report, included in this package. Sharon has continued to keep the BOA abreast of developments in this area and the impact these programs and projects will have on the registration of occupational therapists in Manitoba. The BOA has reviewed the academic profile of two international applicants over the 2007-2008 membership year. Tremendous work is being done by committee member Julie Huish on updating the Education Standard.

The BOA approved the creation of a letter to be sent to employers, to coincide with the May 2008 renewal, regarding registration requirements for practice. Therapists are reminded that they must be fully registered with COTM before commencing any aspect of practice. Through the letter to employers and updates to the COTM website, we hope to clarify any questions that members and employers may have about what constitutes practice, and what proof of registration looks like. Members are encouraged to contact the office with any questions about their registration at their earliest possible convenience to help avoid any issues of misconduct.

Respectfully submitted,

Laurel Rose, O.T. Reg. (MB)  
Chair, Board of Assessors

### **EXECUTIVE COMMITTEE 2007 - 2008**

<b>Committee Members:</b> Sheryl Singer, Chair Ernie McLean, Vice chair Nikki Chiang Ko, Secretary Stephen Johns, Treasurer	<b>Public Members: (corresponding)</b> Allen Bleich Lois Stewart-Archer Shawnee Scatliff
Committee Objectives: To assist the Council by monitoring and supervising the day-to-day management of COTM's affairs, decision making between Council meetings and supervising the performance of the Executive Director.	

The Executive Committee met five times this past year. The Executive Director attends the meetings as a resource to the committee. Many agenda items from this committee are brought forward to Council for approval (budget, policy revision, committee Terms of Reference). The Executive Committee tends to focus on Council issues, staffing and finance.

An *in-camera* policy was drafted and later approved by Council. Planning for Council orientation was completed after last year's AGM and preliminary planning for a public member orientation is underway with the addition of our new public members. A Communications Committee was formed after the last AGM; the Executive Committee worked on reviewing the Terms of Reference for the committee with some input from members (an e-mail survey was sent out to the membership in the spring). The Executive Committee also prepares the agendas for all Council meetings.

The salary and benefits review was completed and Council later approved the Executive Committee's recommendations. The employee handbook was also reviewed and updated. The Executive Committee was involved in the decision to hire a part time staff member with succession planning in mind. Our part time office assistant is no longer working for us and there are no immediate plans to replace her. At our year end, the committee began reviewing and updating the Executive Director job description.

The Executive Committee also assisted with development of the budget, including the allocation of any surplus to the appropriate reserve funds.

Respectfully submitted,

Sheryl Singer, O.T. Reg. (MB)  
Chair, Executive Committee

## LEGISLATION COMMITTEE 2007 - 2008

**Committee Members:**

Ann Booth, Chair  
Leanne Leclair  
Lorraine Mischuk

**Public Member:**

Shawnee Scatliff

Committee Objectives: To monitor changes in legislation and government policy which may affect the practice of occupational therapy as it impacts consumers/public in Manitoba, and as directed by the Council, to coordinate efforts by COTM to effect legislation and policy changes, including those directly related to *The Occupational Therapists Act*.

In 2006, the provincial government and Manitoba Health initiated a process to develop one act to govern all of the regulated health professions. This process is known as the Health Professions Regulatory Reform Initiative (HPRRI). The two purposes of HPRRI were to develop a single, common statute to replace multiple stand-alone health profession acts and to develop a common integrated regulatory framework. As a member of the committee, Sharon Eadie is the COTM representative to Manitoba Health and to the regulators collective. The key areas of activity in 2007-2008 have included:

- Participating in the development of the *Health Professions Act* by clarifying, reviewing items, and specifically responding to the proposed complaints and discipline sections.
- Identifying and collecting a list of controlled actions in other provinces which may be included in the *Health Professions Act*.
- Participating in the development of the proposed general list of restricted actions.

The key focus of the Legislation Committee for 2008-2009 will be to develop a consultative process and plan for the section on restricted actions.

Respectfully submitted,

Ann Booth, O.T. Reg. (MB)  
Chair, Legislation Committee

## PRACTICE ISSUES COMMITTEE 2007 - 2008

**Committee Members:**

Lois Stewart Archer, Chair  
Gillian Moats  
Natalie Macleod Schroder

**Public Member:**

Lois Stewart Archer

Committee Objectives: Under the direction of the Council, the committee is responsible to investigate, debate and provide recommendations to the Council on current occupational therapy practice issues relevant to the mandate of COTM.

Work has begun in earnest to redraft the COTM Code of Ethics. Two significant tools at our disposal include the resources shared by the College of Occupational Therapists of BC (COTBC) used in their recent creation of their Code of Ethics; and the use of CSCW Peer to Peer computer services – this allows us to post all relevant resource documents on line on a secure site. We can

post our comments and can use the service to survey members on drafts of our work. The service will provide a library of relevant materials and an archive of our committee deliberations.

Please send your thoughts or suggestions via e-mail to [OTinfo.cotm.ca](mailto:OTinfo.cotm.ca). If you are interested in working on these practice issues, please let the office know, as there is room for new members.

Respectfully submitted,

Lois Stewart Archer, B.N.  
Chair, Practice Issues Committee

## **INVESTIGATION COMMITTEE 2007 – 2008**

<b>Committee Members:</b> Andrea Funk, Chair Lena Kublick Christine Froese (Alternate)	<b>Public Members:</b> Allen Bleich Karen Pirnie, Alternate
<b>Committee Objectives:</b> The Investigation Committee is responsible to carry out the provisions of Section 17 to 30 of <i>The Occupational Therapists Act (2002)</i> .	

Matters involving two members were reviewed during the period of June 1, 2007 to May 31, 2008.

One file from the previous period was closed after the member completed the requirements of the agreement signed between the member and COTM.

One file from the previous period was carried over. An investigator was appointed and conducted a detailed investigation. The Investigation Committee met and reviewed the report. The Investigation Committee made several recommendations and engaged the member in an agreement to take necessary educational and remediation courses to address matters of concern identified in the investigation.

Respectfully submitted,

Andrea Funk, O.T. Reg. (MB)  
Chair, Investigations Committee

## **INQUIRY COMMITTEE 2007 – 2008**

<b>Committee Members:</b> Linda Bailes, Chair Michael Shumsky Kimberley Roer Lynda Day Andrea Auch Kathy Richen Tamara Rogers Desmond Connor Carolyn Bergen	<b>Public Members:</b> Gary Sawisky Michelle Masserey David Rushforth
<b>Committee Objectives:</b> The Inquiry Committee is responsible to carry out the provisions of Part 6, Sections 31 to 45 of <i>The Occupational Therapists Act (2002)</i> .	

The Inquiry Committee has been established with the appointment of ten occupational therapists to the roster in a manner that is consistent with The Occupational Therapists Act (2002). The establishment of the Committee is necessary to fair administrative processes and will takes the form of a roster of 2-3 public representatives and approximately 10 occupational therapist members from which a hearing panel can be composed in order to conduct an inquiry. It is critical that individuals not be asked to join the committee only when a matter is referred to the Inquiry Committee – this process could be construed as unfair to the investigated member. Past members of COTM who are now retired from occupational therapy practice are eligible to sit on the Inquiry Committee.

The plan is bring the members of the roster together on an annual basis for orientation and review of current issues related to administrative law.

Respectfully submitted,

Sharon Eadie, O.T. Reg. (MB)  
Executive Director

### **CONTINUING COMPETENCE COMMITTEE 2007 - 2008**

Committee Members: Lynda Wolf, Chair Scott Glasier Christine Froese Eva St. Lawrence	Public Member: Michelle Masserey
Continuing Competence Program Developer: Pearl Soltys	
Committee Objectives: To develop a Continuing Competence program for COTM members in accordance with Part 5 of <i>The Occupational Therapists Act [2002]</i> .	

The Continuing Competency (CC) Committee is carrying forward the work of the first Continuing Competency Program Committee that met from September 2005 to February 2006. The current committee would like to express its gratitude for the excellent work done by its predecessor as it appears in their report, *Standing on the Shoulders of Giants (2006)*. This report sets out a framework for a Continuing Competency program for occupational therapists in Manitoba as required by *The Occupational Therapists Act [2002]*. The Program Logic Model in this report identified the long term outcomes of this program as “public and consumer confidence in the quality of occupational services” and “occupational therapists are consciously competent and can demonstrate continuing competence”.

The CC Committee has met six times since January. We have reviewed the previous report as well as foundational documents related to an occupational therapy Continuing Competency program. The environmental scan conducted by Pearl Soltys has provided information about Continuing Competency programs in five other provinces including their timing, implementation, communication strategies and the tools that have been used.

Currently, our committee is reviewing specific continuing competency tools in terms of the proposed outcomes of the Manitoba program, the experience of other provinces, membership demographics, and possible costs and benefits of the program to COTM, the public, and the membership. The committee expects to continue meeting regularly in the coming year in order to develop a COTM Continuing Competence program based on the values and beliefs in the 2006

*Standing on the Shoulders of Giants* report, including an implementation plan, communication strategies, and proposed budget.

Respectfully submitted  
Lynda Wolf, O.T. Reg. (MB)  
Chair, Continuing Competence Committee

## COMMUNICATIONS COMMITTEE 2007 - 2008

Committee Members: Brenda Roznowski, Chair Lorna Parent Kendra MacKinnon	Public Member: Gary Sawisky
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Committee Objectives: To create strategies of effective reciprocal communication between Council and membership, consumers/public, and other stakeholders in Manitoba. As directed by the Council, implement communication strategies to ensure an informed and engaged membership and public regarding COTM strategic directions and business as it affects those to whom it applies.

The Communications Committee is COTM's newest committee and reflects the council priorities of enhancing the college's effectiveness through many forms of communication, with a variety of constituents.

The Committee conducted an e-mail survey in the spring asking three very simple questions: what does COTM do well in the area of communications, what needs improvement, and if resources were unlimited what would you like to see COTM do. Thank you for your responses.

Respectfully submitted,

Brenda Roznowski, O.T. Reg. (MB)  
Chair, Communications Committee

## NOMINATIONS COORDINATOR 2007 - 2008

Coordinator Objectives: To facilitate the work of recruiting potential Council members for election by the membership.

Each year, members are asked to confirm the possibility that they may wish to volunteer on the Council of COTM when they complete their COTM/MSOT Renewal Forms. I would like to extend my sincere thanks to the number of you who considered putting your names forward. My particular thanks go those who agreed to stand for nomination.

Two therapists have been nominated for three positions. Consistent with COTM Nomination Rules of Procedure, the secretary of COTM will be asked to cast one ballot in favour of the Slate of Candidates presented by the Nominations Coordinator. The mail-in ballot procedure for elections was not implemented this year given nominees will be elected by acclamation at the AGM.

The nominees are:

**Cara Brown, O.T. Reg. (MB)**  
**Kendra MacKinnon, O.T. Reg. (MB)**

A brief resume from each of the candidates forms part of the Annual General Meeting package.

Because there are only two nominations for three positions, COTM Council has the authority to appoint an eligible member to Council to fill the vacancy at a later date (COTM By-Laws, Article IV, Section 1.6).

Recruitment is a vital part of COTM's succession planning and it was recommended that the COTM Nominations Coordinator be a former COTM Council member. As a former Council (board) member, I accepted this appointment and welcome the opportunity to continue to be involved with the COTM.

Respectfully submitted,

Richard Broadhurst, O.T. Reg. (MB)  
Nominations Coordinator

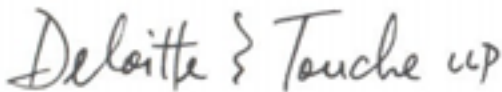
## AUDITORS' REPORT

To the Members of  
The College of Occupational Therapists of Manitoba

We have audited the statement of financial position of The College of Occupational Therapists of Manitoba as at May 31, 2008 and the statements of operations, changes in net assets and cash flows for the year then ended. These financial statements are the responsibility of the Company's management. 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 plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

In our opinion, these financial statements present fairly, in all material respects, the financial position of the Company as at May 31, 2008 and the results of its operations and its cash flows for the year then ended in accordance with Canadian generally accepted accounting principles.



Chartered Accountants

Winnipeg, Manitoba

August 8, 2008

# THE COLLEGE OF OCCUPATIONAL THERAPISTS OF MANITOBA

## Statement of Operations

Year Ended May 31, 2008

	2008	2007
<b>REVENUE</b>		
Registration and license fees	\$ 179,103	\$ 124,511
Other registration income	675	225
Investment income	7,454	5,458
Other income	2,118	1,108
Expense recoveries - rent	855	720
Expense recoveries - phone	444	444
Expense recoveries - salary	5,244	5,040
	<b>195,893</b>	<b>137,506</b>
<b>EXPENSES</b>		
Amortization	3,100	5,160
Association dues	1,264	1,264
Council expenses and meetings	8,973	8,739
Casual labour	1,494	2,480
Continuing competence	6,354	-
Education and training	274	555
Insurance	1,386	1,386
Leasehold improvements	744	2,233
Maintenance	260	439
Miscellaneous	22	18
New legislation	3,811	7,809
Printing	2,128	2,575
Professional fees	13,835	9,376
Rent	10,943	10,075
Service charges	598	446
Supplies	1,904	1,512
Telephone and postage	7,697	7,751
Wages, secretarial services and benefits	90,883	74,653
	<b>155,670</b>	<b>136,471</b>
<b>EXCESS OF REVENUE OVER EXPENSES</b>	<b>\$ 40,223</b>	<b>\$ 1,035</b>

**THE COLLEGE OF OCCUPATIONAL THERAPISTS OF MANITOBA**

**Statement of Changes in Net Assets**

Year Ended May 31, 2008

	Unrestricted	Invested in Capital Assets	Reserve Fund	2008	2007
BALANCE, BEGINNING OF YEAR	\$ 10,256	\$ 5,748	\$ 111,764	\$ 127,768	\$ 126,733
EXCESS OF REVENUE OVER EXPENSES (EXPENSES OVER REVENUE)	52,878	(3,100)	(9,555)	40,223	1,035
INTERFUND TRANSFERS (Note 6)	(49,778)	-	49,778	-	-
BALANCE, END OF YEAR	\$ 13,356	\$ 2,648	\$ 151,987	\$ 167,991	\$ 127,768

**THE COLLEGE OF OCCUPATIONAL THERAPISTS OF MANITOBA**

**Statement of Financial Position**

May 31, 2008

	2008	2007
<b>ASSETS</b>		
<b>CURRENT</b>		
Cash	\$ 10,624	\$ 7,330
Short-term investments (Note 4)	177,470	130,017
Accounts receivable	5,239	5,201
	<b>193,333</b>	<b>142,548</b>
<b>CAPITAL ASSETS (Note 5)</b>	<b>2,648</b>	<b>5,748</b>
	<b>\$ 195,981</b>	<b>\$ 148,296</b>
<b>LIABILITIES</b>		
<b>CURRENT</b>		
Accounts payable	\$ 27,126	\$ 18,716
<b>DEFERRED CONTRIBUTIONS</b>	<b>864</b>	<b>1,812</b>
	<b>27,990</b>	<b>20,528</b>
<b>NET ASSETS</b>		
Unrestricted	13,356	10,256
Invested in capital assets	2,648	5,748
Reserve Fund	151,987	111,764
	<b>167,991</b>	<b>127,768</b>
	<b>\$ 195,981</b>	<b>\$ 148,296</b>

APPROVED BY THE COUNCIL

..... Council Member

..... Council Member

# THE COLLEGE OF OCCUPATIONAL THERAPISTS OF MANITOBA

## Statement of Cash Flows

Year Ended May 31, 2008

	<u>2008</u>	<u>2007</u>
<b>OPERATING ACTIVITIES</b>		
Excess of revenue over expenses	\$ 40,223	\$ 1,035
Items not affecting cash		
Amortization	3,100	5,160
Amortization of deferred contributions	(948)	(948)
	<u>42,375</u>	<u>5,247</u>
Changes in non-cash operating working capital items		
Accounts receivable	(38)	(1,999)
Accounts payable	8,410	(1,716)
	<u>50,747</u>	<u>1,532</u>
<b>INVESTING ACTIVITY</b>		
Increase in short-term investments	(47,453)	(20,458)
<b>NET INCREASE (DECREASE) IN CASH POSITION</b>	<b>3,294</b>	<b>(18,926)</b>
<b>CASH POSITION, BEGINNING OF YEAR</b>	<b>7,330</b>	<b>26,256</b>
<b>CASH POSITION, END OF YEAR</b>	<b>\$ 10,624</b>	<b>\$ 7,330</b>

# THE COLLEGE OF OCCUPATIONAL THERAPISTS OF MANITOBA

## Notes to the Financial Statements

May 31, 2008

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### 1. DESCRIPTION OF BUSINESS

The College of Occupational Therapists of Manitoba (C.O.T.M.), formerly The Association of Occupational Therapists of Manitoba (A.O.T.M.), was incorporated under the Corporations Act of Manitoba. The Company is a regulatory organization administering The Occupational Therapists Act in Manitoba, and is responsible for the registration of occupational therapists and the investigation of complaints made against C.O.T.M. members. The Company is a non-profit organization for the purposes of the Income Tax Act and accordingly is exempt from income taxes.

### 2. CHANGES IN ACCOUNTING POLICIES

The Company has adopted the following recommendations of the Canadian Institute of Chartered Accountants ("CICA") Handbook:

- a) Section 3855, Financial Instruments – Recognition and Measurement. This standard describes the standards for recognizing and measuring financial instruments in the statement of financial position and the standards for reporting gains and losses in the financial statements. Under the new standard, financial assets and liabilities are initially recorded at fair value. Subsequently, financial instruments classified as financial assets or liabilities held for trading, financial assets available-for-sale and derivative financial instruments are measured at fair value on the balance sheet at each reporting date, whereas other financial instruments are measured at amortized cost using the effective interest method.
- b) Section 3861, Financial Instruments – Disclosure and Presentation. This Section establishes standards for presentation of financial instruments and non-financial derivatives, and identifies the information that should be disclosed about them.
- c) Section 3251, Equity. This Section establishes standards for the presentation of net assets and changes in net assets during the reporting period.

The Company has made the following classifications:

- Cash and short-term investments are classified as financial assets held for trading and are measured at fair value.
- Accounts receivable are classified as loans and receivables and are recorded at amortized cost using the effective interest rate method.
- Accounts payable are classified as other liabilities and are measured at amortized cost using the effective interest rate method.

These new standards were applied retroactively as of June 1, 2007 without restatement of prior years' figures. There was no significant impact to the financial statements as a result of implementing these new standards.

# THE COLLEGE OF OCCUPATIONAL THERAPISTS OF MANITOBA

## Notes to the Financial Statements

May 31, 2008

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### 3. SIGNIFICANT ACCOUNTING POLICIES

The financial statements are prepared in accordance with Canadian generally accepted accounting principles and include the following significant accounting policies:

a) *Fund accounting*

The Unrestricted net assets of the Company account for all revenue and expenses relating to the operations of C.O.T.M. The Company also discloses the component of net assets invested in capital assets. The Reserve Fund is to provide for the future costs of discipline hearings and legislative amendments, significant capital expenditures, supplemental employee costs, special projects and development programs.

b) *Revenue recognition*

The Company follows the deferral method of accounting for contributions. All other revenue is recorded on an accrual basis. Registration fees are recognized in the fiscal period to which they relate.

c) *Capital assets*

Capital assets in excess of \$500 are recorded at cost and are amortized on a straight-line basis over the following terms:

Computer equipment and software	3 years
Office equipment	5 years

d) *Financial instruments*

Financial assets and financial liabilities are initially recognized at fair value and their subsequent measurement is dependent on their classification as described below. Their classification depends on the purpose, for which the financial instruments were acquired or issued, their characteristics and the Company's designation of such instruments.

Classification

Cash	Held for trading
Short-term investments	Held for trading
Accounts receivables	Loans and receivables
Accounts payable	Other liabilities

*Held for trading*

Held for trading financial assets are financial assets typically acquired for resale prior to maturity or that are designated as held for trading. They are measured at fair value at the balance sheet date. Fair value fluctuations including interest earned, interest accrued, gains and losses realized on disposal and unrealized gains and losses are included in income.

*Loans and receivables*

Loans and receivables are accounted for at amortized cost using the effective interest method.

# THE COLLEGE OF OCCUPATIONAL THERAPISTS OF MANITOBA

## Notes to the Financial Statements

May 31, 2008

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### 3. SIGNIFICANT ACCOUNTING POLICIES (continued)

#### d) *Financial instruments (continued)*

##### *Other liabilities*

Other liabilities are recorded at amortized cost using the effective interest method and include all financial liabilities, other than derivative instruments.

##### *Effective interest method*

The Association uses the effective interest method to recognize interest income or expense which includes transaction costs or fees, premiums or discounts earned or incurred for financial instruments.

##### *Financial risk*

Financial risk is the risk to the Company's earnings that arises from fluctuations in interest rates earned on investments, and the degree of volatility of these rates. The Company does not use derivative instruments to reduce its exposure to interest rate risk.

##### *Credit risk*

Credit risk arises from the potential that a counterparty will fail to perform its obligations. Credit risk on short-term investments is managed by placing the investment portfolio with a major Canadian financial institution.

##### *Fair value*

The fair value of cash, short-term investments, accounts receivable, and accounts payable approximate their carrying value due to their short-term maturity.

#### e) *Future accounting changes*

##### *Financial Instruments*

In December 2006, the CICA issued Section 3862, Financial Instruments - Disclosures; Section 3863, Financial Instruments - Presentation; and Section 1535, Capital Disclosures. All three Sections will be applicable to financial statements relating to fiscal years beginning on or after October 1, 2007. Accordingly, the Company will adopt the new standards for its fiscal year beginning June 1, 2008. Section 3862 on financial instruments disclosures, requires the disclosure of information about: a) the significance of financial instruments for the entity's financial position and performance and b) the nature and extent of risks arising from financial instruments to which the entity is exposed during the period and at the balance sheet date, and how the entity manages those risks. Section 3863 on the presentation of financial instruments is unchanged from the presentation requirements included in Section 3861. Section 1535 on capital disclosures requires the disclosure of information about an entity's objectives, policies and processes for managing capital. The Company is currently assessing the impact of these new standards on its financial statements.

**THE COLLEGE OF OCCUPATIONAL THERAPISTS OF MANITOBA**  
**Notes to the Financial Statements**  
 May 31, 2008

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**4. SHORT-TERM INVESTMENTS**

	<u>2008</u>	<u>2007</u>
Money Market Fund	\$ 161,000	\$ 114,392
Income Fund	16,470	15,625
	<u>\$ 177,470</u>	<u>\$ 130,017</u>

**5. CAPITAL ASSETS**

	<u>2008</u>			<u>2007</u>
	<u>Cost</u>	<u>Accumulated Amortization</u>	<u>Net Book Value</u>	<u>Net Book Value</u>
Computer equipment and software	\$ 8,793	\$ 7,508	\$ 1,285	\$ 2,700
Office equipment	9,582	8,219	1,363	3,048
	<u>\$ 18,375</u>	<u>\$ 15,727</u>	<u>\$ 2,648</u>	<u>\$ 5,748</u>

**6. INTERFUND TRANSFERS**

During the year, interfund transfers in the amount of \$49,778 to the Reserve Fund (2007 - \$11,073) were made under Council approval.

**7. COMMITMENT**

The Company is currently negotiating the final terms of the lease for its office space that extends to September 30, 2012. Annual lease payments are expected to be \$8,614.