



# 2020-21 ANNUAL REPORT



COTM  
College of Occupational Therapists of Manitoba

*The College of Occupational Therapists of Manitoba office is located on original lands of Anishinaabeg, Cree, Oji-Cree, Dakota, and Dene Peoples, and on the homeland of the Métis Nation. We respect the Treaties that were made on these territories, we acknowledge the harms and mistakes of the past, and we dedicate ourselves to move forward in partnership with Indigenous communities in a spirit of reconciliation and collaboration.*



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# Who we are & What we value

## Mission Statement

Our Mission is to protect the public by regulating occupational therapy practice in Manitoba.

## Vision

Quality Occupational Therapy -  
Accountable to Manitobans

## Mandate

The College must carry out its activities and govern its members in a manner that serves and protects the public interest.

- *The Occupational Therapists Act 2002*

### Excellence.

We strive to be and do the very best.

### Leadership.

We demonstrate best practices in regulation.

### Respect.

We trust our partners and work openly and honestly.

### Innovation.

We collaborate to create unique approaches to opportunities and challenges.

### Integrity.

We operate with fairness and transparency to ensure accountability.

### Stewardship.

We are careful and accountable for all funds and are especially conscious of the impact of our decisions on our members.

### Social Accountability.

We consider the welfare of the community in which we operate.



# 2020-2021 Council



Top row, L to R: C. Ball, A. Szulc, B. Shearer, K. Debrecen, and K. Maruca. Middle row, L to R: J. Edwards and K. Baessler. Bottom row, L to R: C. Froese, T. Paxton, L. Polet, M. Bolivar and S. Ott.

## 2020-2021 Committees

### BOARD OF ASSESSORS

Sandra Ott (Chair)  
Laurel Rose  
Julie Huish  
Valentina Cornejo  
Lorraine Polet  
Sharon Eadie (staff)

### EXECUTIVE COMMITTEE

Christine Froese (Chair)  
Katelyn Maruca  
Carolyn Ball\*  
Kim Baessler  
Mickely Bolivar  
Sharon Eadie (staff)

### INQUIRY COMMITTEE

Andrea Auch (Chair)  
Linda Bailes  
Kimberly Roer  
Tamara Rogers  
Barbara Siemens  
Karen Debrecen  
Mickely Bolivar

### LEGISLATION COMMITTEE

Brenna Shearer (Chair)  
Leslie Johnson  
Ann Booth  
Margaret Anne Campbell-  
Rempel  
Sharon Eadie (staff)

### CONTINUING COMPETENCE ADVISORY COMMITTEE

Arthur Szulc (Chair)  
Christy Mackenzie  
Scott Glasier  
Eva St. Lawrence  
Kimberly Gingras  
Nicole Kerbrat  
Pooja Patel  
Alexandria Simms (staff)

### CONTINUING COMPETENCE STEERING COMMITTEE

Arthur Szulc (Chair)  
Sharon Eadie (staff)  
Alexandria Simms (staff)

### NOMINATIONS COORDINATOR

Sharon Eadie

### INVESTIGATION COMMITTEE

Sheryl Singer (Chair)  
Jeanette Edwards (Chair to  
Dec.'20, then member)  
Kendra Huot  
Vikas Sethi  
Heather Scott  
Tom Paxton  
Lorraine Polet\* to Oct.'20  
Doreen Stapleton  
Sandra Nowicki (staff)

### PRACTICE ISSUES COMMITTEE

Chelsey Reimer (Chair)  
Carolyn Ball \*(Chair to Dec.'20)  
Sheila Marlow  
Julie Bell  
Cherry Nixdorf \* to Dec. '20  
Karen Debrecen  
Sharon Eadie (staff)

\* completed role on committee \*\* completed role on council

## 2020-2021 Council

**Katelyn Maruca**, Chair

**Christine Froese**, Vice Chair

**Sandra Ott**, Registrar, Board of Assessors Chair

**Kim Baessler**, Treasurer

**Carolyn Ball**, Secretary, Practice Issues Committee Chair to Dec. 2020\*\*

**Brenna Shearer**, Legislation Committee Chair

**Jeanette Edwards**, Investigation Committee Chair to Dec. 2020\*\*

**Sheryl Singer**, Investigation Committee Chair

**Arthur Szulc**, Continuing Competence Committees Chair

**Tom Paxton**, Investigation Committee

**Lorraine Polet**, Investigation Committee to Oct. 2020, Board of Assessors

**Karen Debreceen**, Inquiry Committee, Practice Issues Committee

**Mickely Bolivar**, Inquiry Committee, Executive Committee

COTM is grateful for the contributions of all its members!

# THANK YOU!

*COTM acknowledges the contributions of the following **public representatives** who served on Council and various Committees during the past year:*

**Mickley Bolivar**

**Karen Debreceen**

**Pooja Patel**

**Tom Paxton**

**Lorraine Polet**

**Doreen Stapleton**

\* completed committee role \*\* completed council role

## 2021-2022 Council





K. Maruca



S. Eadie

## Council Chair & Executive Director Message

We are preparing this report as the dreaded 4th Wave of the COVID-19 pandemic is looming in Manitoba; collective efforts continue on many fronts to mitigate the health and social impacts.

It is worth noting that this report covers the period of June 1, 2020 to May 31, 2021 – a full year that has been dominated, or at least, overshadowed in every way by the pandemic.

We are preparing this report as another key milestone has been reached; in August 2021 the College of Occupational Therapists of Manitoba formally reached 50! But like so many celebrations or acknowledgements of key life events during the pandemic, the COTM “festivities” will be rather muted.

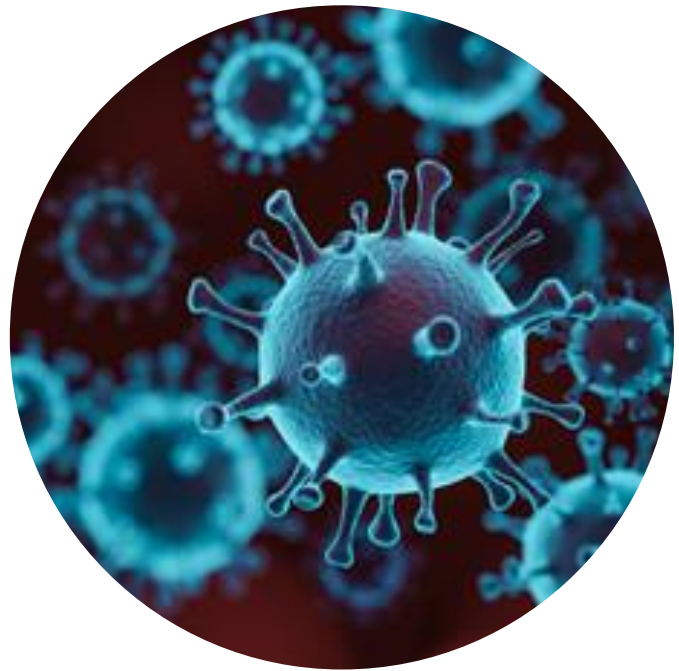
At this time last year, we introduced you to the new COTM Council Strategic Plan. Achievement of the plan has been affected by the pandemic but the council continues to monitor achievement of its objectives; thankfully COTM committees have been able to pursue efforts in support of these hoped for accomplishments.

The pandemic has highlighted so many aspects of the organization and the profession that are worth noting:

- The profession, and thus the clients it serves, benefit from the dynamic and responsive work of the Manitoba Society of Occupational Therapists (MSOT) and the Canadian Association of Occupational Therapists (CAOT) – these professional organizations work to ensure occupational therapists have the personal and professional support to live and practise in these challenging times
- Occupational therapists have stepped up to be a dynamic part of the pandemic response with many joining the provincial efforts as vaccinators
- There has been a generosity of information exchange in many aspects of COTM’s work. Most notably COTM staff, contracted personnel and volunteers have had the opportunity to participate in many workshops; we are grateful to such organizations as [CLEAR - Home \(clearhq.org\)](https://clearhq.org), [Canadian Network of Agencies of Regulation \(CNAR\) \(cnar-rcor.ca\)](https://cnar-rcor.ca), and the Canadian Society

of Association Executives [Homepage - CSAE](#) for offerings focusing on key areas of learning such as understanding the pandemic, enhancing the use of technology, conducting online hearings and investigations, etc. to name just a few events. All organizations were able to host their annual conferences through virtual means. Notably, all organizations are also supporting the essential work of organizations to address racism and to work towards equity and inclusion.

- COTM benefits from the collegiality of various collectives that have supported its work during the pandemic and that these collectives have been able to continue to evolve despite the disruptions. These include:
- the Association of Canadian Occupational Therapy Regulatory Organizations (ACOTRO) [acotro annual report 2020 final.pdf \(acotro-acore.org\)](#) highlights some of the work noted above such as the CORE COM project along with the Association of Canadian OT University Programs and the Canadian Association of Occupational Therapists to develop a new core competencies [<https://www.corecomcanada.com/>]; ACOTRO has been the means of the OT regulators in Canada to develop coordinated responses on such issues as virtual practice through temporary registration; assisting in the CAOT transition to safe offerings of the National OT Certification Examination; examining the impacts of the pandemic on OT student education and fieldwork with the Association of Canadian OT University Programs (ACOTUP) and so much more.
- the MB Alliance of Health Regulatory Colleges (MAHRC) [<http://www.mahrc.net/>] which offers a collegial and local environment to assist in our efforts with professional regulation. During the pandemic MAHRC offered a tremendous opportunity to information exchange and problem solving amongst the regulators and also created an efficient and effective means of information exchange with Manitoba Health and Seniors Care



and with Shared Health Manitoba. MAHRC is committed to anti-racism efforts with those focused on the Truth and Reconciliation being coordinated through the Building Cultural Safety Working Group.

- 120 Maryland – this is the name we have given to the collective of organizations that reside at our street address; although COTM staff have been working remotely since March 2020 we continue to contribute to the COVID-19 protocols and the preparations for our eventual return to the building.

Though the purpose of the annual report is to look back over the previous year, we cannot help but consider the future – it will be a period of inevitable change and ideally growth for COTM, our members and volunteers, and for society as a whole.

Sincerely,

Katelyn Maruca  
OT Reg. (MB)  
Council Chair

Sharon Eadie  
OT Reg. (MB)  
Executive Director

# Strategic Direction #1

## Governance

### *Enhance Council Governance*

**Goal #1:** The COTM Council will focus on the organization's key mandate.

**Goal #2:** COTM will engage the public (a) to improve their understanding and confidence in how COTM regulates occupational therapists' practice and (b) to inform the COTM council regarding the public's needs and perspectives.

**Goal #3:** The Council will provide oversight through a Risk Assessment and Management Program.

**Goal #4:** The Council will guide and make real COTM's commitment to cultural safety and humility.

The COTM Council is supported by the Executive Committee in meeting its governance obligations; this committee also tends to financial and human resource initiatives.

The new 2020 -2022 Council strategic plan is woven throughout this report. The goals and operational plan associated with this first of five strategic directions make real the COTM Council's commitment to good governance and to COTM's core mandate.

This first strategic priority goal outlines how critical it is for the council to focus on COTM's key mandate of public protection. All briefing notes now examine the public interest proposition in new initiatives.

Updates to the COTM website were made with consideration for COTM's public target audience, recognizing that in the past much of the content was designed for an occupational therapist user.

A key initiative to support the monitoring role of Council was the formalization of a risk management program; COTM now has a Risk Management Policy and the Council will receive its first formal Risk report in April 2022. A formal business continuity policy and procedure is pending though considerable efforts have occurred this past year - especially in the area of

technology - to mitigate disruptions that could occur due to a pandemic, occasional staff illness, severe weather and/or building issues.

We have been able to onboard new public representatives and occupational therapists to council and committees and have found that the use of technology has resulted in effective meetings and productivity. Nevertheless, we continue to work to improve recruitment, onboarding / orientation, and education of Council members and committee members. To support the work on

cultural safety and humility, to promote inclusion and equity and to address racism, the council has participated in collective education on Truth and Reconciliation and racism; and individually council members are enrolling in the Manitoba Indigenous Cultural Safety Training (MICST) managed through the Winnipeg Regional Health Authority - Indigenous Health.



# Strategic Direction #2

## Continuing Competence

*Confirm competence and build public confidence through the Continuing Competence Program (CCP)*

**Goal #1: The CCP will outline clear expectations for members to meet basic competency standards that uphold the requirement of delivering safe and ethical OT services to the public.**

**Goal #2: COTM will build public confidence in occupational therapists' practice through an evidence-based and relevant continuing competence program.**

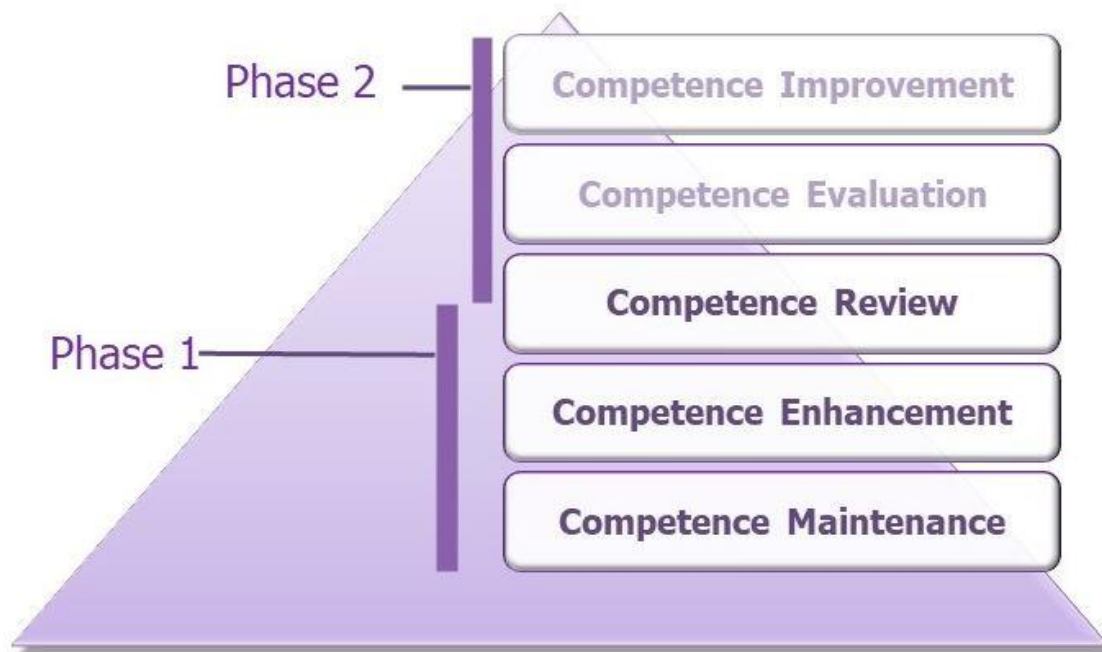
The Continuing Competence Program (CCP) strategic direction is carried out by the CCP Advisory and Steering Committees. The Steering Committee addresses the operational implementation of the CCP, whereas the Advisory Committee is comprised of practising occupational therapists and a public member who provide feedback, support and direction to the CCP. CCP committee work has been conducted remotely since March 2020.

Past year activity highlights:

- Improved the accessibility of CCP content and resources.
- Improvements to resources to align policy, procedure and website content for members.
- Supported members learning about scope of practice through the annual prescribed regulatory education program (PREP) for 2020.
- Increased education and support provided for members post CCP audit review.
- Reengaged a CCP interest group through collaboration with the Manitoba Alliance of Health Regulatory Colleges allowing COTM to keep current with CCP and quality assurance program developments in Manitoba.

#### Planned activity highlights:

- Collaboration with OT regulators at a national level to educate and support member learning and application of the CORECOM competencies project that will supersede the current Essential Competencies of Practice for Occupational Therapists in Canada, 3rd edition.
- Work with the CCP Interest Group and Manitoba Alliance of Health Regulatory Colleges to address and support member competency in interprofessional collaborative practice.
- Evaluation of the current CCP tools (Self-Assessment, Professional Development Plan, PREP and Audit Review) to incorporate the new national competencies document and improve client outcomes in the public interest.
- Finalize evidence-based recommendations for Competence Evaluation and Improvement components of the CCP.



Phases of COTM CCP Development

# Strategic Direction #3

## OT Practice

### *Support Quality Practice*

**Goal #1: COTM will support the quality practice of occupational therapists through new and renewed resources.**

Supporting quality practice through formal guidance documents is the work of the COTM Practice Issues Committee.

It is important to also acknowledge that MAHRC was instrumental in coordinating the work to quickly develop a telepractice guideline. COTM's version, *A Guidance Document for Occupational Therapists in Manitoba Regarding Telepractice 2020*, which is professionally generic, can be found on the COTM website - [https://cotm.ca/upload/Telepractice\\_Guidance\\_Document.pdf](https://cotm.ca/upload/Telepractice_Guidance_Document.pdf). After a year of use, a recent review was conducted to determine if any of the guidance is problematic for the manner in which occupational therapists practise. The conclusion is that the guidance is relevant and consistent with current OT approaches.

A significant rewrite of the *Assignment and Supervision Guideline* resulted in the development of a more robust document entitled *Extending Occupational Therapy Interventions: Working with Occupational Therapist Assistants - A Standard of Practice*. [Extending OT Interventions \(cotm.ca\)](https://cotm.ca) The new document serves to improve clarity around the matter of occupational therapists working with occupational therapy assistants and other support personnel.

A feature of the Committee's work, as a result of the new Strategic Plan, is the focus to ensure that all guidelines, directions, and guidance documents are written in such a manner as to be useful to a public audience as well as regulated occupational therapists. COTM knows that users of OT services utilize COTM documents in order to inform themselves regarding the expectations they can have of their therapist. COTM efforts will support informed health services consumers. We are grateful for the review of our drafts by COTM public members and others in the wider practice community.

At the request of the COTM Executive Director, committee members and other interested COTM members also participated in a review of the College of Physicians and Surgeons of Manitoba draft standard on mandatory reporting.

In the coming year, the Practice Issues Committee will return to its work considering the Regulated Health Professions Act (RHPA) provisions related to codes of ethics, practice directions, standards of practice and what possible transitions COTM will need to take in this area. This was work that began prior to the pandemic but has not been a priority over this past year.

The Committee will also monitor the development and impacts of a new national essential competencies document. The Committee will identify a work plan to update all of COTM's current standards and practice directions to incorporate the new guidance and practice expectations.



# Strategic Direction #4

## Complaints Investigation/Inquiry

### *Enhance complaint investigation and inquiry processes*

**Goal #1: COTM will refine processes to ensure that all files are managed in a manner that is objective, effective and consistent.**

The work of complaints investigation is carried out by the COTM Investigation Committee and hearings are through panels established by the COTM Inquiry Committee.

Some of the most critical and costly work that COTM does in meeting its public protection mandate is the investigation and hearing of complaints. This work is guided by acknowledging that COTM members involved in COTM complaints processes have the right to procedural fairness and natural justice that are set out in *The Occupational Therapists Act* (the “Act”) and as required by law.

The Council monitors these expenses and has approved a Legal Fees Reserve Fund in order to smooth out the unpredictable nature of these expenditures.

Given the cost and complexity of investigation and inquiry proceedings, COTM prepared a FAQ to assist members in their understanding of this work.

[https://www.cotm.ca/upload/FACTS-Complaints\\_Investigation\\_Inquiry.pdf](https://www.cotm.ca/upload/FACTS-Complaints_Investigation_Inquiry.pdf)

COTM has made staff and investigator training a priority during this past year; and the pandemic has contributed to readily available and affordable online education. Many organizations are also willing to share their resources, especially in such areas as how to conduct investigations using technology and hold hearings using online platforms.

Work concluded on an Investigation Committee manual which provides guidance on a wide array of topics to the committee members.

The Strategic Plan identifies that the committee needs to determine if decision-making tools are of value to their work. This work has been developed by a number of other regulators as a means of using right-touch regulation; that is, a decision-making process that assists complaint committees to focus on issues that are in the public interest.

The following information provides you with a snapshot of the Investigation Committee activity over this past year and along with the previous four years.

### ***Complaints Status : June 1, 2020 - May 31, 2021***

Carried forward files: 1	Concluded files: 1	New files referred by client: 2
New files opened: 3	Files open at year end (May 31): 3	New files referred by other: 1

## **Review of COTM Complaints by Calendar Year 2017 - 2021**

<b>File Year</b>	<b>Type of Concern</b>	<b>Complainant/Source of Concern</b>	<b>Type of Practice</b>
<b>2021 (to May 31)</b>			
2 new files		Referred by other	Public
		Client	Public
<b>2020</b>			
2 new files		Client	Private
		Client	Private
<b>2019</b>			
2 new files	Fitness to practise	Referred by other	Public
	Unskilled practice	Referred by other	Public
<b>2018</b>			
4 new files	Unskilled practice	Client	Public
	Misconduct	Client	Private
	Fitness to practise	Referred by other	Public
	Unskilled practice	Client	Public
<b>2017</b>			
4 new files	Misconduct	Client	Private
	Misconduct	Client	Private
	Misconduct	COTM Executive Director	Public
	Unskilled practice	Client	Private

## The Regulated Health Professions Act

*Prepare for The Regulated Health Professions Act transition  
and enhance regulatory structures.*

**Goal #1: COTM regulatory structures will align with the RHPA.**

**Goal #2: COTM will modernize its regulatory processes.**

The COTM work on this strategic direction is supported by the Legislation Committee.

By way of background, in April 2009, Bill 18 - *The Regulated Health Professions Act* (RHPA) was introduced into the Manitoba Legislature and after the required readings and committee hearings the Bill was amended prior to going to Third Reading and then receiving Royal Assent on June 11, 2009. Receiving Royal Assent means that the RHPA is now a law. The RHPA was proclaimed as of January 1st, 2014 with the College of Audiologists and Speech Language Pathologists of Manitoba as the first health profession and regulator to come under *The Regulated Health Professions Act* (RHPA). The RHPA, as proclaimed by the Government of Manitoba, will eventually replace the current acts of 22 regulated health professions in Manitoba. Each profession will also have its own profession-specific regulations under the RHPA. This legislation ensures all health professions in Manitoba are governed by consistent, uniform legislation and regulations with a focus on patient safety. The Government of Manitoba News Release from the Minister of Health at that time mentioned the many benefits of ombudsman legislation governing all the health professions.

To date, the practice of five professions have been proclaimed under the RHPA: College of Audiologists and Speech Language Pathologists of Manitoba (2014), College of Registered Nurses of Manitoba (2018), the College of Physicians and Surgeons of Manitoba (2019) and the College of Paramedics of Manitoba (2021). A number of other professional colleges have been identified by government for RHPA proclamation over the

next few years including the Psychological Association of Manitoba, Registered Psychiatric Nurses of Manitoba, Licensed Practical Nursing, Physiotherapy, and Medical Laboratory Technologists. The College of Paramedics of Manitoba is the first new health regulator established under the RHPA.

As each profession proceeds through the steps to RHPA proclamation, COTM actively participates in each profession's consultation process.

COTM benefits from the collaborative work of the Manitoba Alliance of Health Regulatory Colleges (MAHRC) as each regulator moves towards RHPA regulation, albeit on varied schedules.

The Committee has devoted considerable time this year reviewing the various parts of the RHPA and documenting COTM's readiness to transition to the new provisions.

Other essential work of the Legislation Committee continues to coordinate the efforts of all other COTM committees as they address key areas of RHPA preparation. The Committee considers the draft standards documents prepared by other regulators during the formal consultation period.

An additional area of focus is monitoring the regulatory reform that is occurring in a number of other Canadian provinces, namely Ontario, B.C. and Alberta. Some of the key initiatives that have been proposed include board / council member appointments rather than elections and moving towards a competency / skills-based selection process; a higher percentage of public representatives on governing councils; increased separation of governance and operations; mandated responses to complaints involving sexual abuse of clients; greater transparency especially related to investigations for the public regarding their health providers. COTM uses these provincial initiatives to identify how COTM may be able to improve its operations.





## Registration Matters - A Message from the Registrar, Sandra Ott

Registration is a key operation of COTM. It is in support of the core COTM mandate of public protection through ensuring that all registered occupational therapists are qualified to practise. This work is primarily carried out by COTM staff with oversight by the Board of Assessors. This is COTM's registration committee and as such has two very distinct mandates - one to manage registration related matters involving COTM members; this complements the work of the office staff in administering COTM registration policies and procedures. The second significant area of work is that of development.

Registration related matters include a review of requests for the use of education hours or volunteer hours towards meeting COTM's currency requirement.

Development work this past year has been carried out by the Registrar and Executive Director related to draft registration regulations that comply with the Regulated Health Professions Act. The Board of Assessors has been able to contribute to a draft RHPA College Regulation as it relates to registration, renewal, and other related provisions. It will now be directed to the Legislation Committee for review and eventually the Council.

Just as COTM members are accountable to the College of Occupational Therapists of Manitoba for acting in a professional manner and for adhering to regulatory standards, COTM is required to comply to the principles of natural justice, to the parameters set out in *The Occupational Therapists Act* and to the provisions of such legislation as *The Fair Registration Practices in Regulated Professions Act*. Information on

the Office of the Manitoba Fairness Commissioner - which oversees compliance with this Act - can be found at: <http://www.manitobafairnesscommissioner.ca/>. COTM submits registration data to the OMFC on an annual basis with an emphasis on Internationally Educated OT statistics.

COTM also submits data on an annual basis to the Canadian Institute of Health Information in compliance with our agreement with CIHI. This populates the OT dataset. Occupational therapists | CIHI

Some key ongoing registration related work is:

- COTM participates with all other Canadian OT regulators as members of the Exam Oversight Committee along with representatives from the Canadian Association of Occupational Therapists (CAOT) staff and CAOT Certification Examination Committee (CEC)
- COTM is working alongside the other members of the EOC to review all of CAOT's policies regarding the National OT Certification Examination.

Pandemic related work included:

- Meeting with CAOT staff and Certification Examination Committee (CEC) to discuss needed changes to the in-person offering of the NOTCE in order to move to remote platforms; consider the implications of changes to the examination schedule and manner of offering the exam (i.e. moving from in-person sittings to test centres and/or online examinations with remote proctoring).

- Meetings with CAOT, the Association of OT University Programs (ACOTUP) regarding challenges to completion of student fieldwork and the impact on registration.
- Working through the ACOTRO SEAS's Oversight Committee to move the SEAS Competency Assessments to a virtual platform.
- Developing temporary registration processes to harmonize with other provincial OT regulators to facilitate Manitoba OTs providing remote service and other registered OTs to provide remote service to Manitoba clients.
- Providing a process for COTM members who were challenged to fully meet all the registration requirements due to the pandemic.

As noted in earlier reports, ACOTRO also administers the Substantial Equivalency Assessment System (SEAS) which is the vehicle to determine the eligibility for an internationally educated occupational therapist to register with a Canadian OT regulatory organization. The Board of Assessors reviews reports from the SEAS Oversight Committee of ACOTRO.

COTM participates in, and is monitoring, the work of the SEAS Oversight Committee in the key area of gap filling for SEAS applicants who have not been deemed substantially equivalent. A framework approach is being developed by ACOTRO however the pandemic has protracted this work.

The Board of Assessors is also monitoring developments by ACOTRO in the area of virtual practice. COTM will need to confirm its ability to sign onto a Memorandum of Understanding (MOU) regarding the proposed manner in which the OT regulators address registration in order for registered OTs to offer services through virtual means to clients in other jurisdictions.

Work concluded on rewrites on the majority of COTM's registration policies with the exception of those requiring greater discussion with the other Canadian regulators such as regulatory history. The conclusion of the policy review is now triggering a rewrite of the COTM Registration Fact Sheets which provide COTM members, the public and others with plain language descriptions of COTM registration practices.

## Registration of College Members

2020-2019 Data (June 1, 2020 - May 31, 2021)

**Registered OTs as of June 1, 2020: 802**

Practising	743
Non-practising	59
Provisional	0
Temporary	0

Number of applications received **58**

Processed	58
Rejected	0
In process	0

New Registrations issued

June 1, 2020 - May 31, 2021 (+) **58**

Practising	55
Non-practising	0
Provisional	3
Temporary	0

Reinstatements issued

June 1, 2020 - May 31, 2021 (+) **0**

Practising	0
Non-practising	0
Provisional	0

Resignations (-) **21**

Practising	11
Non-practising	10
Provisional	0
Temporary	0

Non-renewal of membership (-) **0**

Practising	0
Non-practising	0
Provisional	0

June 1, 2021 Data

**Registered OTs as of June 1, 2021: 839**

Practising	780
Non-practising	54
Provisional	3
Temporary	2

# Demographics of Registered Members



## Occupational Therapist Workforce Profile, Manitoba, 2020

Source: The Canadian Institute for Health Information (CIHI) [www.cihi.ca](http://www.cihi.ca)

### ***Manitoba OT Providers: 722 OTs***

Years since graduation, 0 to 10:	296	41.0 %
Years since graduation, 11 to 20:	209	28.9 %
Years since graduation, 21 to 30:	147	20.4 %
Years since graduation, 31 & more:	70	9.7 %

### ***Employment Category***

Permanent:	599	84.0 %
Temporary:	52	7.3 %
Casual:	16	2.2 %
Self-employed:	46	6.5 %

### ***Employment Status***

Full-time:	451	63.3%
Part-time:	262	36.7 %

Workforce = 713 OTs. For each employment statistic above, 1.25% are not stated.

## ***Workforce - Place of Work***

Hospital	Community	Long Term Care	Other
42.5 %	30.1 %	2.9 %	16.8 %

## ***Workforce - Position***

Direct Service Provider	Manager/Leader/Coordinator	Other
81.6 %	10.2 %	8.1 %

## ***Workforce - Area of Practice***

Direct Service	Client Management	Administration	Education	Research	Other
79.2 %	5.3 %	3.5 %	2.2 %	.70 %	9.0 %

For each workforce statistic above, 1.25 % are not stated.

## ***Workforce - Geography***

Urban	Rural/Remote	Not Stated
85.8 %	8.4 %	5.8 %

### **Notes:**

The College of Occupational Therapists of Manitoba (COTM) provides record-level information only for registrants who have given their consent to share this information with CIHI. For registrants who do not consent, the value *not collected* is submitted by the COTM. Manitoba Health provides CIHI with aggregate analyses with respect to the gender and year of birth for OTs in Manitoba.

The percentage calculated does not include missing values. The count and percentage of missing values provide an indication of data quality for each data element.

### **Data availability:**

All workforce data and analysis in this product represents primary employment statistics for health workforce. Primary employment refers to employment, with an employer or in a self-employed arrangement, that is associated with the highest number of usual weekly hours worked.

*Not stated* refers to values attributed in instances where a data provider is unable to provide information for a registrant for a specific data element. There may be 3 situations that correspond to the following CIHI missing values: *not collected* means that the information is not collected by the data provider on the registration form or that a data provider cannot submit the information; *unknown* indicates that the information was not provided by the registrant; and *not applicable* states that the data element is not relevant to the situation of the registrant.

CIHI data will differ from provincial and territorial statistics due to CIHI's collection, processing and reporting methodology.

For more information regarding collection and comparability of data as well as notes specific to individual provinces and territories, refer to Occupational Therapists in Canada, 2020 - Methodology Notes on CIHI's website: [cihi.ca/en/health-workforce](https://cihi.ca/en/health-workforce).

### **Source:**

[Canadian Institute for Health Information. Occupational Therapists in Canada, 2020 — Data Tables. Ottawa, ON: CIHI; 2021](#); Manitoba Health.



# Financial Matters -

## *A Message from the Treasurer, Kim Baessler*

This report accompanies the 2021 Audited Financial Statement prepared by Deloitte and accepted by the COTM Council on August 24, 2021.

This report will provide a review of this past year's actual financial activity with a comparison to the proposed budget.

The overall **revenue** in 2021 compared with 2020 was approximately \$45,000 greater due to a higher number of members, increased investment revenues, additional other income, and higher than anticipated recoveries.

At the end of the 2021 fiscal year, **revenue exceeded expenses** by close to \$90,000 rather than the anticipated \$28,000 surplus. This was due to COTM underspending in a number of key areas as well higher than anticipated revenue as noted above.

**Expenses** in 2021 were approximately \$90,000 greater than in 2020. The increases were mainly in the areas of wages/source deductions, professional fees for investigations and a human resources review, and some additional office expenses. There are a number of areas where expenses were lower when compared with the previous fiscal year and some are directly related to the pandemic; the most notable is Council and Committee Expenses which include funds spent on meetings and staff travel/expenses for out of province meetings and conferences.

COTM was able to add just under \$90,000 to the **Reserve Fund**. In 2020, \$134,181 was added to the reserve fund.

The Reserve Fund provides for the following potential and future expenditures:

### Risk Management Accounts:

1. Discipline (Inquiry Committee Hearings)
2. Legal Fees – Investigation Fund (NEW in 2020)
3. Staff sick time coverage
4. Contingency funds

Project Accounts:

5. Office Upgrades
6. Special Projects
7. Preparing for The Regulated Health Professions Act
8. Technology Development and Upgrades
9. Succession planning and Sustainability
10. Continuing Competence Program Development
11. Capital expenditures (that extend beyond one budget year)

The COTM Information Technology system purchased in 2015 is now fully depreciated and therefore now has a zero asset value. The system was depreciated over a period of five years. The purchase of the staff laptops created a new invested in Capital Assets line; computers are depreciated over three years.

Given the status of the current reserve fund, COTM reduced the member fee for the 2021 – 2022 fiscal year by \$100.00 per member.



*Financial Statements of*

**THE COLLEGE OF OCCUPATIONAL  
THERAPISTS OF MANITOBA**

*May 31, 2021*

## INDEPENDENT AUDITOR'S REPORT

To the Members of  
The College of Occupational Therapists of Manitoba

### Opinion

We have audited the accompanying financial statements of The College of Occupational Therapists of Manitoba (the "College"), which comprise the statement of financial position as at May 31, 2021 and the statements of operations, changes in net assets and cash flows for the year then ended, and the notes to the financial statements, including a summary of significant accounting policies (collectively referred to as the "financial statements").

In our opinion, the financial statements present fairly, in all material respects, the financial position of The College of Occupational Therapists of Manitoba as at May 31, 2021 and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations ("ASNPO").

### Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards ("Canadian GAAS"). Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the College in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with ASNPO, 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.

In preparing the financial statements, management is responsible for assessing the College's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the College or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the College's financial reporting process.

### Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian GAAS will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian GAAS, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit 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 College's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the College's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the College to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

*Deloitte LLP*

Chartered Professional Accountants

August 24, 2021  
Winnipeg Manitoba

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# THE COLLEGE OF OCCUPATIONAL THERAPISTS OF MANITOBA

## Statement of Operations

Year Ended May 31, 2021

	2021	2020
REVENUE		
Registration and license fees	\$ 556,142	\$ 514,095
Investment income	9,864	10,546
Other income	1,280	480
Expense recoveries - rent	900	900
Expense recoveries - phone	444	444
Expense recoveries - administration	7,304	4,529
Expense recoveries - supplies	300	300
Expense recoveries - salary	967	1,410
	<b>577,201</b>	<b>532,704</b>
EXPENSES		
Amortization	12,261	17,752
Association dues	2,684	3,551
Continuing competence (recovery)	(343)	1,305
Council expenses and meetings	6,960	14,165
Education and training	1,616	839
Insurance	4,989	4,212
Miscellaneous	146	188
Printing	1,998	1,359
Professional fees	25,259	6,557
Professional fees - Legal	7,734	14,607
Rent	17,945	17,685
Service charges	11,505	12,368
Supplies	7,376	4,099
Technology major systems	23,021	10,369
Technology upgrades and development	3,759	15,068
Telephone and postage	7,116	13,163
Wages and benefits	353,228	261,080
	<b>487,253</b>	<b>398,524</b>
EXCESS OF REVENUE OVER EXPENSES	\$ 89,948	\$ 134,180

# THE COLLEGE OF OCCUPATIONAL THERAPISTS OF MANITOBA

## Statement of Changes in Net Assets

Year Ended May 31, 2021

	2021			
	Unrestricted	Internally Restricted	Invested in Capital Assets	Total
BALANCE, BEGINNING OF YEAR	\$ 88,383	\$ 520,287	\$ 10,619	\$ 619,289
EXCESS OF REVENUE OVER EXPENSES	102,209	-	(12,261)	89,948
TRANSFER FROM UNRESTRICTED FUND (Note 4)	(10,326)	-	10,326	-
INTERNAL RESTRICTIONS (Note 4)	(75,000)	75,000	-	-
BALANCE, END OF YEAR	\$ 105,266	\$ 595,287	\$ 8,684	\$ 709,237

	2020			
	Unrestricted	Internally Restricted	Invested in Capital Assets	Total
BALANCE, BEGINNING OF YEAR	\$ 55,236	\$ 401,502	\$ 28,371	\$ 485,109
EXCESS OF REVENUE OVER EXPENSES	151,932	-	(17,752)	134,180
INTERNAL RESTRICTIONS (Note 4)	(118,785)	118,785	-	-
BALANCE, END OF YEAR	\$ 88,383	\$ 520,287	\$ 10,619	\$ 619,289

**THE COLLEGE OF OCCUPATIONAL THERAPISTS OF MANITOBA**  
**Statement of Financial Position**  
**May 31, 2021**

	<u>2021</u>	<u>2020</u>
<b>ASSETS</b>		
<b>CURRENT</b>		
Cash	\$ 1,225,034	\$ 1,134,230
Accounts receivable	14,934	15,371
Prepaid expenses	619	619
	<u>1,240,587</u>	<u>1,150,220</u>
<b>CAPITAL ASSETS (Note 3)</b>	<b>8,684</b>	<b>10,619</b>
	<u><b>\$ 1,249,271</b></u>	<u><b>\$ 1,160,839</b></u>
 <b>LIABILITIES</b>		
<b>CURRENT</b>		
Accounts payable	\$ 67,057	\$ 25,226
Deferred revenue	472,977	516,324
	<u>540,034</u>	<u>541,550</u>
 <b>COMMITMENT (Note 5)</b>		
 <b>NET ASSETS</b>		
Unrestricted	105,266	88,383
Internally restricted	595,287	520,287
Invested in Capital Assets	8,684	10,619
	<u>709,237</u>	<u>619,289</u>
	<u><b>\$ 1,249,271</b></u>	<u><b>\$ 1,160,839</b></u>

APPROVED BY THE COUNCIL

..... Council Member

..... Council Member

**THE COLLEGE OF OCCUPATIONAL THERAPISTS OF MANITOBA**  
**Statement of Cash Flows**  
**Year Ended May 31, 2021**

	<u>2021</u>	<u>2020</u>
OPERATING ACTIVITIES		
Excess of revenue over expenses	\$ 89,948	\$ 134,180
Item not affecting cash:		
Amortization	12,261	17,752
	<u>102,209</u>	<u>151,932</u>
Changes in non-cash operating working capital items:		
Accounts receivable	437	(5,587)
Prepaid expenses	-	-
Accounts payable	41,831	(18,762)
Deferred revenue	(43,347)	15,767
	<u>101,130</u>	<u>143,350</u>
INVESTING ACTIVITY		
Purchase of capital assets	(10,326)	-
NET INCREASE IN CASH POSITION	90,804	143,350
CASH POSITION, BEGINNING OF YEAR	1,134,230	990,880
CASH POSITION, END OF YEAR	\$ 1,225,034	\$ 1,134,230

# THE COLLEGE OF OCCUPATIONAL THERAPISTS OF MANITOBA

## Notes to the Financial Statements

May 31, 2021

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### 1. DESCRIPTION OF BUSINESS

The College of Occupational Therapists of Manitoba ("C.O.T.M." or "College") was incorporated under the Corporations Act of Manitoba. The College 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 College is a non-profit organization for the purposes of the Income Tax Act and accordingly is exempt from income taxes.

### 2. SIGNIFICANT ACCOUNTING POLICIES

The financial statements are prepared in accordance with Canadian accounting standards for not-for-profit organizations and include the following significant accounting policies:

a) *Net assets*

The Unrestricted net assets of the College account for all revenue and expenses relating to the operations of the College. The College has internally restricted net assets to provide for the future costs of discipline hearings and legislative amendments, significant capital expenditures, supplemental employee costs, special projects and development programs. The net assets included in the Invested in Capital Assets account are for investment made in long-term assets for the College.

b) *Revenue recognition*

The College follows the deferral method of accounting for contributions whereby restricted contributions related to expenses of future periods are deferred and recognized as revenue in the period in which the related expenses are incurred. All other contributions are reported as revenue of the period in which they are received or may be considered receivable. Registration and license fees are recognized in the fiscal period to which they relate. Other items of revenue are recognized as revenue when the amount is fixed or determinable and collection is reasonably assured.

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:

IT equipment and software	5 years
Computers	3 years

d) *Financial instruments*

Financial assets and financial liabilities are initially recognized at fair value. The College subsequently measures all its financial assets and financial liabilities at amortized cost. Changes in fair value are recognized in the statement of operations.

**THE COLLEGE OF OCCUPATIONAL THERAPISTS OF MANITOBA**  
**Notes to the Financial Statements**  
**May 31, 2021**

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**2. SIGNIFICANT ACCOUNTING POLICIES (continued)**

*d) Financial instruments (continued)*

*Interest rate risk*

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

*e) 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 certain assets and liabilities at the date of the financial statements and the reported amounts of certain revenue and expenses during the year. Key components of the financial statements requiring management to make estimates includes the useful life of capital assets. Actual results could differ from those estimates.

**3. CAPITAL ASSETS**

	<b>2021</b>			<b>2020</b>
	<b>Cost</b>	<b>Accumulated Amortization</b>	<b>Net Book Value</b>	<b>Net Book Value</b>
IT equipment and software	\$ 88,759	\$ 86,959	\$ 1,800	\$ 10,619
Computers	10,326	3,442	6,884	-
	<b>\$ 99,085</b>	<b>\$ 90,401</b>	<b>\$ 8,684</b>	<b>\$ 10,619</b>

**4. INTERNAL RESTRICTIONS**

During the year, the Board of Directors approved the following transfers:

Transfers to Internally Restricted Funds

- \$10,000 from the Unrestricted Fund to the Investigation Committee Legal Fees Fund (2020 - \$25,000)
- \$20,000 from the Unrestricted Fund to the Continuing Competence Fund (2020 - \$25,000)
- \$35,000 from the Unrestricted Fund to the Succession and Sustainability Fund (2020 - \$49,785)
- \$Nil from the Unrestricted Fund to the Sick Time Accumulation Fund (2020 - \$5,000)
- \$Nil from the Unrestricted Fund to the Office Upgrades Fund (2020 - \$14,000)
- \$10,000 from the Unrestricted Fund to the Special Projects Fund (2020 - \$Nil)

**THE COLLEGE OF OCCUPATIONAL THERAPISTS OF MANITOBA**  
**Notes to the Financial Statements**  
**May 31, 2021**

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**4. INTERNAL RESTRICTIONS (continued)**

As at May 31, 2021 the balance in the internally restricted funds are as follows:

	<u>2021</u>	<u>2020</u>
Investigation Committee Legal Fees	\$ 35,000	\$ 25,000
Continuing Competence	106,640	86,640
Succession and Sustainability	105,310	70,310
Sick Time Accumulation	25,000	25,000
Office Upgrades	23,000	23,000
Special Projects	20,000	10,000
Discipline Activity	250,000	250,000
Legislative Amendments	20,330	20,330
Technology	10,000	10,000
	<u>\$ 595,280</u>	<u>\$ 520,280</u>

Transfers to Invested in Capital Assets

- \$10,326 from the Unrestricted Fund to the Invested in Capital Asset Fund (2020 - \$nil)

**5. COMMITMENT**

The College has a lease on its current office space that expires on September 30, 2022. Lease payments are expected to be as follows over the remaining term of the lease:

2021-22	18,211
2022-23	6,100



# Serving & Protecting the Public Interest



**College of Occupational Therapists of Manitoba**

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