

2022-2023 Annual Report

College of Occupational Therapists of Manitoba



COTM

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.

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.

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2022 Council



Top row - left to right:

Sheryl Singer, Treasurer

Arthur Szulc, Continuing Competence Committees Chair

Jeanette Logan, Legislation Committee Chair

Karen Debrechen, Inquiry Committee, Practice Issues Committee

Doreen Stapleton, Investigation Committee

Bottom row - left to right:

Christine Froese, Vice Chair

Heather Scott, Investigation Committee Chair

Lorraine Polet, Board of Assessors

Mickely Bolivar, Inquiry Committee, Executive Committee

Sandra Ott, Registrar, Board of Assessors Chair

Middle row - left to right:

Chelsey Reimer, Practice Issues Committee Chair

Kim Baessler, Council Chair

**COTM is
grateful for the contributions
of all its members!**

2022-2023 Committees

BOARD OF ASSESSORS

Jordan Friesen (Chair)
 Sandra Ott (Chair to Dec.'22)
 Laurel Rose
 Julie Huish (to Dec.'22)*
 Valentina Cornejo
 Lorraine Polet (public member)
 Sharon Eadie (staff to Dec.'22)*
 Ines McKenzie (staff)
 Michelle Martin-Strong (staff)

EXECUTIVE COMMITTEE

Christine Froese (Chair)
 Kim Baessler
 Mickely Bolivar (public member to Feb. 2023)*
 Sharon Eadie (staff to Dec.'22)*
 Sheryl Singer
 Brenda Martinussen (public member)
 Michelle Martin-Strong (staff)

INQUIRY COMMITTEE

Andrea Auch (Chair)
 Linda Bailes
 Kimberly Roer
 Tamara Rogers
 Barbara Siemens
 Karen Debrecen (public member)*
 Mickely Bolivar (public member to Feb. 2023)*
 Brenda Martinussen (public member)

LEGISLATION COMMITTEE

Jeanette Logan (Chair)
 Brenna Shearer (former Chair)
 Leslie Johnson
 Ann Booth
 Margaret Anne Campbell-Rempel
 Teresa Allison
 Sharon Eadie (staff to Dec.22)*
 Michelle Martin-Strong (staff)

CONTINUING COMPETENCE ADVISORY COMMITTEE

Michelle Horkoff (Chair)
 Arthur Szulc
 Christy Mackenzie
 Scott Glasier
 Eva St. Lawrence
 Kimberly Gingras (to Dec.'22)*
 Nicole Kerbrat
 Pooja Patel (public member)*
 Alexandria Simms (staff)

CONTINUING COMPETENCE STEERING COMMITTEE

Michelle Horkoff (Chair)
 Sharon Eadie (staff to Dec.'22)*
 Alexandria Simms (staff)
 Michelle Martin-Strong (staff)

NOMINATIONS COORDINATOR

Michelle Martin-Strong

INVESTIGATION COMMITTEE

Heather Scott (Chair)
 Jeanette Edwards (to Jan. 2023)*
 Kendra Huot
 Vikas Sethi
 Tom Paxton (public member)
 Doreen Stapleton (public member)
 Evelyn Yelinek (public member)
 Sandra Nowicki (staff)

PRACTICE ISSUES COMMITTEE

Chelsey Reimer (Chair)
 Sheila Marlow
 Julie Bell
 Karen Debrecen (public member)*
 Sharon Eadie (staff to Dec.'22)*
 Ines McKenzie (staff)
 Michelle Martin-Strong (staff)

* completed role on committee ** completed role on council

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

Mickley Bolivar
Karen Debrecen
Brenda Martinussen
Pooja Patel-Barr
Tom Paxton
Lorraine Polet
Doreen Stapleton
Evelyn Yelinek

THANK YOU!

COTM is grateful for the contributions of all its members!

2023 Council



Top row - left to right:

Sheryl Singer, Treasurer

Michelle Horkoff, Continuing Competence Committees Chair

Jeanette Logan, Legislation Committee Chair

Evelyn Yelinek, Inquiry Committee, Practice Issues Committee

Doreen Stapleton, Investigation Committee (to Apr. 22)**

Middle row - left to right:

Chelsey Reimer, Practice Issues Committee Chair

Kim Baessler, Council Chair

Bottom row - left to right:

Christine Froese, Vice Chair

Heather Scott, Investigation Committee Chair

Lorraine Polet, Board of Assessors

Brenda Martinussen, Inquiry Committee

Jordan Friesen, Registrar, Board of Assessors Chair

Arthur Szulc, Continuing Competence Committees Chair (to Dec. 22)** (not shown)



Council Chair & Executive Director Message

The year of 2022-2023 was more focused on stability, education and orientation after the 2021-2022 year which was full of change and growth. This year the COTM council and staff members were able to focus their attention on the foundational work that is needed to reach COTM's vision of *Quality Occupational Therapy -Accountable to Manitobans*.

Staffing/Office

COTM staffing has been fairly stable after the changes made in the prior year. The new Executive Director/Registrar, Michelle Martin-Strong, started Oct. 3, 2022. Our long standing Executive Director, Sharon Eadie, retired at the end of Dec. 2022. COTM members were able to celebrate all Sharon's accomplishments at a party held in her honour on Oct. 6, 2022. Thanks to Chris Froese, COTM Vice-Chair, for organizing a lovely evening - and thank you to all members who were able to attend and celebrate with Sharon and her family.

As Executive Director/Registrar, Michelle leads COTM in collaboration with the Council and has overall responsibility for all operational aspects. Supporting Michelle are two OT roles within COTM: a Professional Practice Manager and a Continuing Competence Practice (CCP) Manager. The Professional Practice Manager provides support in the areas of practice, registration, complaints and practice consultations. Ines McKenzie started in this role in August 2022 and Alexandria Simms continues as the CCP Manager of the CCP program. There are two associate positions at COTM: Registration Associate & Operations Associate. COTM is happy to welcome Adriana Loeb in Sept. 2023 to the Registration Associate position and Victoria Priadko continues to support COTM as the Operations Associate. Sandra Nowicki continues to play a vital role in complaint/

investigation matters with a recent job title change to Complaints/Investigations Manager.

COTM staff are working with the Association of Canadian Occupational Therapy Regulatory Organization (ACOTRO) partners to launch a first-time collaborative project developed for occupational therapists across Canada. COTM has focused some resources on technology this last year with expanded internet and a move to online phones. The staff and council continue to explore technology options for the future of COTM.

Other office projects completed was the updating of the Human Resources Policies and the employee handbook.

Truth & Reconciliation Commission (TRC)

Michelle has continued work with the Manitoba Alliance of Health Regulatory Colleges (MAHRC) Building Cultural Safety Working Group and the Association of Canadian Occupational Therapy Regulatory Organizations (ACOTRO) Task Force on the TRC to address the calls to action.

In Sept. 2022, MAHRC arranged for a speaker for the National Day for Truth & Reconciliation to provide education for regulatory staff and council members.

In August 2022, during Sharon's work with ACOTRO on cultural safety, a commitment statement of progress made by ACOTRO was developed and is posted on their website. [Building Indigenous Cultural Safety – Commitment and Actions – Association of Canadian Occupational Therapy Regulatory Organizations \(acotro-acore.org\)](https://www.acotro-acore.org/)

The COTM Council continues to support education on Cultural Awareness to all council members and staff.

Education

COTM highly values education of council members and staff and many opportunities for education were provided during the last year. The council orientation was held in January and many education sessions were added to Council meetings during the year including an education session by the University of Manitoba OT students regarding their Critical Inquiry projects. All COTM staff completed training on *The Accessibility Act* and both staff and council members continue to take advantage of education provided by CLEAR, CSAE and CNAR. Sharon Eadie and Kim Baessler attended the CNAR conference in PEI in October 2022.

The Regulated Health Professions Act (RHPA)

Although COTM has not yet been invited to move under *The Regulated Health Professions Act (RHPA)*, the Legislation Committee and the COTM Council continue to prepare for this transition.

Strategic Planning

The COTM Council met Nov. 5, 2022 to start planning for the new three-year strategic plan. The council decided that this important plan needed more time for development especially after many recent COTM changes. The COTM Council met multiple times over the next few months to fine-tune the 2023-2025 strategic plan—which was approved at the August 2023 council meeting. The COTM Council is looking forward to sharing the new strategic plan with members at the AGM and on the website. As the plan was not approved until August 2023, you will notice that this current annual report continues to use the Strategic Directions from the 2020-2022 Strategic Plan.

Partnerships

Many organizations support COTM to achieve its work:

- **ACOTRO** - The Association of Canadian Occupational Therapy Regulatory Organizations works in close collaboration with occupational therapy organizations at the national & provincial/territorial levels. The COTM Council approved an annual membership increase from \$1500 to \$1800 to support the important work of ACOTRO. Michelle Martin-Strong was appointed as the COTM Director on ACOTRO at the December 2022 council meeting. Michelle has also been appointed to the exam oversight committee. [ACOTRO-Annual-Report-2022-Final.pdf \(acotro-acore.org\)](#)
- **MAHRC** - The Manitoba Alliance of Health Regulatory Colleges is a collective that provides immense benefit to COTM by offering a collegial and local environment to assist in our efforts with professional regulation. MAHRC has hired their first Executive Director, Sophia Ali. Michelle has joined their Building Cultural Safety Working Group. www.mahrc.net
- **120 Maryland** - This is the name we have given to the collective of organizations that reside at our street address.
- **FRPO** - (The Fair Registration Practice Office) COTM has worked directly with this office this year to clarify some of COTM's documents and the process in which data is reported.
- **CoRS** - (The College of Rehabilitation Sciences) COTM continues a strong partnership with CoRS with council members attending different committees.

But at the heart of COTM's efforts are the people who serve as volunteers, whether as OTs or public representatives; COTM members who provide us with formal and informal feedback and through their participation in COTM requirements with care and professionalism; and the COTM staff who demonstrate dedication to the organization; all in service of assisting COTM to meet its public protection mandate.

Kim Baessler
OT Reg. (MB)
Council Chair



Michelle
Martin-Strong
Executive
Director/Registrar



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 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.

A key initiative to support the monitoring role of Council was the formalization of a risk management program in April 2022. The Council continues to receive an annual formal risk report as well as an annual

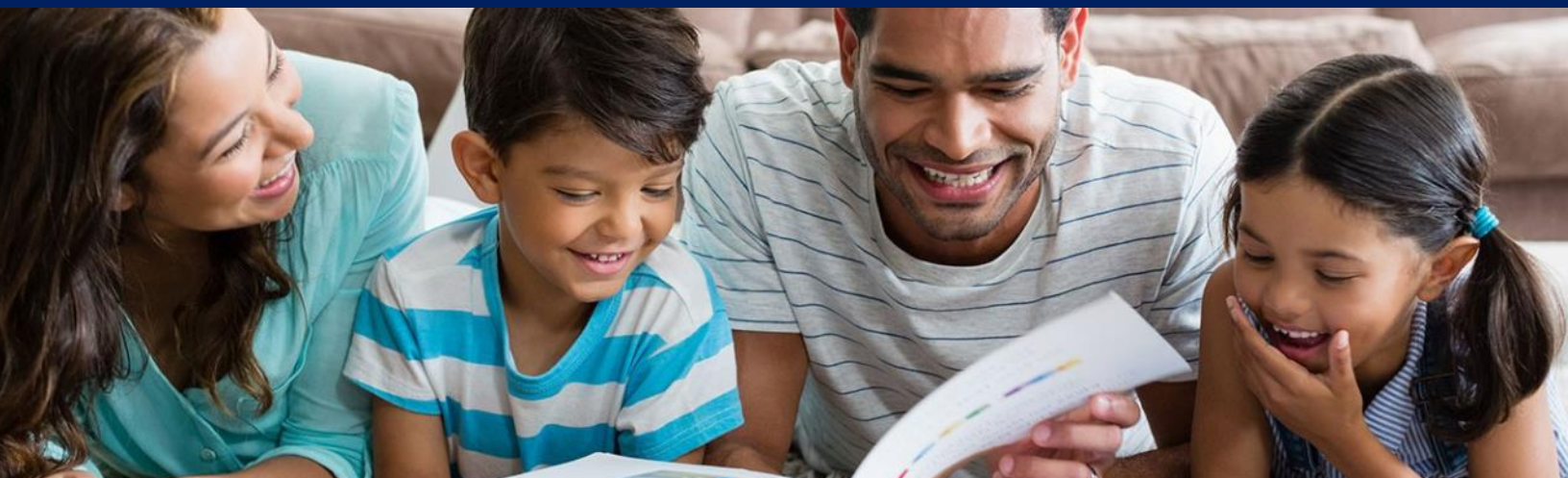
operational plan from the Executive Director regarding progress on the Strategic Plan.

In the area of monitoring, the Council receives financial reports through monthly reports as well as annual audited financial statements. Financial monitoring is also supporting the planning that is underway to respond to the fact that COTM has almost reached its reserve fund targets. The 2022 audit conveys the current status of the reserve (see Treasurer's Financial Report).

The Executive and Council are also reflecting on many aspects of *The Regulated Health Professions Act* that have the potential for implementation in the short term such as council size, officials' directory, and remuneration.

The Council continues its commitment to collective and individual educational opportunities for council and staff, with all staff completing San'yas Indigenous Cultural Safety Training Program.

Council will continue to guide COTM's commitment to cultural safety and humility.



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.

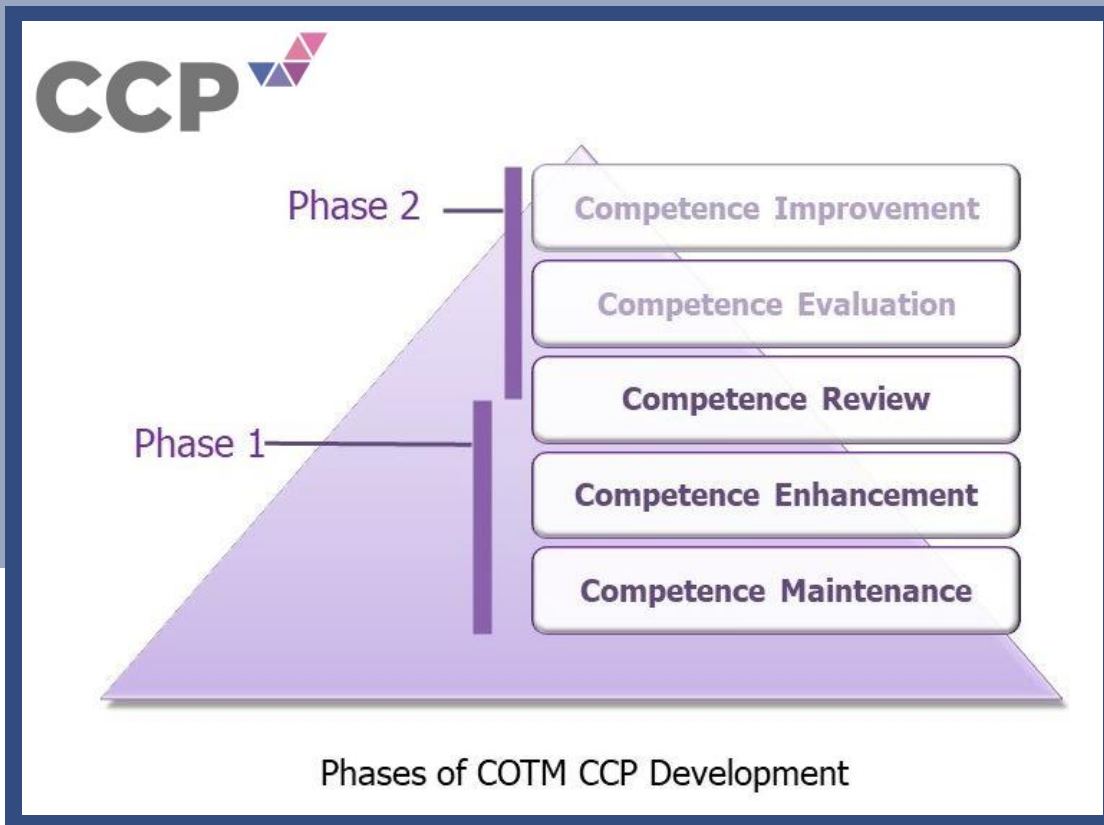
The Continuing Competence Program (CCP) strategic direction is carried out by the CCP Advisory and Steering Committees. The Steering Committee addresses the operational implementation of the CCP, whereas the Advisory Committee is comprised of practicing occupational therapists and a public member who provide feedback, support and direction to the CCP. CCP committee work continues to be conducted remotely, a practice which began in March 2020.

Staff transitions and vacancies have challenged the CCP development work this past year, and the program continues without administrative support. However, this situation has provided the opportunity for the

evaluation of administrative processes and improvements are in progress for member communications and resources.

Past year activity highlights:

- Initiated integrating the new Competencies for Occupational Therapists in Canada into the CCP.
- Worked with the Association of Canadian Occupational Therapy Regulatory Organization (ACOTRO) partners to launch a first-time collaborative project developed for occupational therapists across Canada. The National eLearning Module on the Competencies for Occupational Therapists in Canada was the



Prescribed Regulatory Education Program (PREP) 2022 requirement for COTM members. This module is still available to members as a resource through the Member Area of cotm.ca.

- Maintained and developed working relationships both provincially and nationally, with the Manitoba Alliance of Health Regulatory Colleges CCP interest group, University of Manitoba, and ACOTRO Competence and Quality Practice working group.
- Revised member communications to simplify and clarify program instructions, with continued work in progress.

Planned activity highlights:

- Incorporate the Competencies for Occupational Therapists in Canada into the current program tools and requirements.

- Support members to understand regulatory expectations related to the Culture, Equity and Justice competencies aimed at developing culturally safer occupational therapy in the public interest.
- Work with the ACOTRO Competence and Quality Practice working group to identify and participate in opportunities for continuing competency and quality assurance program consistency across Canada.
- Develop a phased plan for Competence Evaluation and Competence Improvement components of the CCP, including budget and database requirements.

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. This year the Committee has worked on items in support of the following Strategic Plan objectives:

- 1 (b) OT Regulation and Risk Assessment:
Provide relevant and appropriate information about COTM to the public and COTM members.
- 2 (b) Advancing Quality Practice by OTs:
Reflect evolving practice through professional standards.

The Committee has focused on restructuring the resources on the COTM website to improve the accessibility of all documents and resources. COTM members will see a reorganization of the Quality Practice page of

the website in the near future. There will be improved accessibility of practice guidelines and guidance documents, including a complete list of available resources followed by a brief description and link to the detailed document.

This year, the Committee updated the Occupational Therapist Assessment Practice Guidelines and created the Standards for Assessment 2022 document. Assessment is an integral part of occupational therapy practice and serves as the foundation for an occupational therapist's decisions, professional opinions, interventions, and recommendations. The committee is grateful to all who continue to provide feedback when resources are in the development stages.



The Practice Issues Committee has made a conscious effort to consider the provisions of *The Regulated Health Professions Act (RHPA)* in relation to the *Competencies for Occupational Therapists in Canada (2021)* and how they direct changes to codes of ethics, practice directions, and standards of practice. The transition work on these documents and guidelines will continue to be the committee's focus in the coming year.



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.

COTM has the responsibility to protect the public; therefore some of the most critical work in meeting this public protection mandate is the investigation and hearing of complaints. The work of complaints investigation is carried out by the legislated COTM Investigation Committee and hearings through panels established by the legislated Inquiry Committee.

Regarding COTM's commitment to cultural safety and humility, it is hoped that in the near future all health regulators will work to make their complaints processes more accessible for Indigenous individuals. This may create opportunities for COTM to work with other Manitoba and OT regulators on a path where Building Cultural Safety is a key priority. COTM staff have begun this important work and it will continue to be an area of focus for the committee in the coming year.

COTM's Strategic Plan identifies the committee is to determine if available decision-making tools are of potential value to their work. Development by other regulators has been occurring as a means of using "right-touch regulation" - that is, a decision-making process which assists complaints committees to focus on, and deal with issues that are in the public interest. This development work is currently being re-visited as a COTM Professional Practice Manager recently joined the complaints investigation team.

Orientation and file debriefing meetings with COTM's trained OT investigators are in the works as part of COTM's commitment to ongoing quality improvement initiatives. As well, committee members' orientation sessions are also planned for the coming year.

The following information provides a snapshot of the work of the Investigation Committee over this past year (see Complaints status chart: June 1, 2022 - May 31, 2023) along with the previous four years complaint activity (see Review of COTM Complaints by Calendar Year 2019 - 2023):

Complaints Status : June 1, 2022 - May 31, 2023			
Carried forward files:	5	Concluded files:	4
		New files referred by client:	5
New files opened:	6	Files open at year end (May 31):	7
		New files referred by other:	1

Review of COTM Complaints by Calendar Year 2019 - 2023

File Year	Type of Concern	Complainant / Source of Concern	Type of Practice
2023 (to May 31)			
3 new files	Misconduct	Client	Private
	Misconduct	Client	Public
	Misconduct	Client	Private
2022			
5 new files	Unskilled practice	Client	Private
	Misconduct/unskilled practice	Client	Public
	Misconduct	Referred by other	Public
	Misconduct	Client	Private
	Misconduct	Client	Private
2021			
3 new files	Misconduct	Client	Private
	Misconduct	Client	Public
	Unskilled practice	Referred by other	Public
2020			
2 new files	Misconduct	Client	Private
	Misconduct	Client	Private
2019			
2 new files	Fitness to practise	Referred by other	Public
	Unskilled practice	Referred by other	Public

The RHPA



Prepare for *The Regulated Health Professions Act (RHPA)* 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.

As each profession proceeds through the steps to RHPA proclamation, COTM actively participates in each profession's consultation process. One of the most significant consultations to which COTM contributed the past year was a submission by the College of Physiotherapists of Manitoba.

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 continued to consider various parts of the RHPA and document 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 hopes to revisit past work on the OT scope of practice description given that the profession continues to evolve.

Work is also underway to identify Reserved Acts carried out by OTs in current practice in Manitoba and to identify Reserved Acts, within the scope of practice or are emerging into practice, for OTs across Canada.

The Legislation Committee is hopeful to work further with the Health Profession Advisory Council to eventually move under the RHPA.



REGISTRATION

A message from the Registrar, Jordan Friesen

Registration is a core function of COTM in our role to protect the public and ensure quality Occupational Therapy practice in Manitoba. For most members, the interface with the registration function of COTM is limited to completing an online form and paying a fee in May of each year. However, the Registrar, along with COTM staff and the Board of Assessors are active throughout the year to ensure that:

- Members are registered in the most appropriate category, representing their role in the provision of OT services to the public;
- The registration process is fair, accessible, and inclusive;
- All members are suitable to practice OT, and have the necessary support or supervision to do so safely; and
- The public has a clear avenue for raising concerns or complains about OTs in Manitoba, or those providing services from other jurisdictions.

In light of these functions, you will find below a summary of key activities and updates related to registration at COTM over the past year.

Registered Members

We are pleased to see the number of OTs in Manitoba continue to grow. As of June 1, 2023, the total number of registered OTs in the province was **895** which shows the continued growth of our profession and need for OT services in and beyond our health system.

Fair Registration Practices Office (FRPO)

COTM is required to submit data and documentation to FRPO to ensure a fair, equitable, and inclusive application process for all applicants to the College. The FRPO reviewed our registration practices and found them to

be largely acceptable and robust. They offered two recommendations related to currency and the provision for employment related to registration which the Board of Assessors and COTM staff have addressed to their satisfaction since. You can find copies of the most up-to-date application forms on our website.

Remote Practice

Virtual practice is now referred to as Remote Practice. Continuing work from the previous year, the Registrar and Board of Assessors are please to support COTM staff in the negotiation of a Memorandum of Understanding (MOU) with other jurisdictions in Canada that would define how OTs from other provinces and territories can provide remote services to clients in Manitoba and Canada. While we are confident this will enable greater access to quality services, we are also conscious of the need to provide clear complaint reporting mechanisms for the public and tracking between jurisdictions. The MOU is still in deliberation, but we are confident in COTM's ability to accommodate this new practice modality for the benefit of Canadians.

Policy Review and Updates

Although the timeline for inclusion in *The Regulated Health Professionals Act* is unclear, we continue to prepare to align COTM registration policies with the requirements of this Act. In addition, the Board of Assessors has been working diligently on a new Professional Suitability policy that will provide guidance to members and COTM staff, should it become known that a member is facing circumstances that put their suitability to practice in question. Our goal is to strike a balance between protection of the public, and a reasonable degree of understanding, compassion, and accountability for our members who disclose these circumstances proactively and are committed to providing quality services.

Registration of College Members

2022-2023 Data (June 1, 2022 - May 31, 2023)

Registered OTs as of June 1, 2022: 866

Practising	779
Non-practising	85
Provisional	2
Temporary	0

New Registrations issued

June 1, 2022 - May 31, 2023 (+) **57**

Practising	13*
Non-practising	0*
Provisional	43*
Temporary	1*

Reinstatements issued

June 1, 2022 - May 31, 2023 (+) **0**

Practising	0
Non-practising	0
Provisional	0

Resignations

June 1, 2022 - May 31, 2023 (-) **28**

Practising	18
Non-practising	9
Provisional	0
Temporary	1

Non-renewals of membership

June 1, 2022 - May 31, 2023 (-) **0**

Practising	0
Non-practising	0
Provisional	0

June 1, 2023 Data

Registered OTs as of June 1, 2023: 895

Practising	810
Non-practising	83
Provisional	2
Temporary	0

(* represents final applicant status during the registration year and not the initial registration category)

Complaints Referral

A core function of the Registrar is to receive complaints related to misconduct, fitness to practice, or unskilled practice and refer these to the Investigations Committee for review and resolution. While this is undoubtedly an uncomfortable and stressful situation for members to find themselves in, we continuously strive to ensure our members have access to an equitable investigation process and, whenever possible, seek to use these incidents as opportunities for learning and development.

As I am new to the role of Registrar, I'd like to thank the COTM staff, especially Ines McKenzie and Sandra Nowicki, for their diligence and care in supporting these critical functions of the College. I'd also like to acknowledge Sandra Ott as outgoing Registrar, and the entire Board of Assessors, all of whom have provided sound advice, generous input, and ongoing collaboration to ensure the public can be confident in the professionals who practice occupational therapy in Manitoba.



Demographics of Registered Members



Occupational Therapist Workforce Profile, Manitoba, 2021*

Source: The Canadian Institute for Health Information (CIHI) www.cihi.ca

* NOTE: The 2021 data set is the most current data available from CIHI.

Manitoba OT Providers: 753 OTs

Years since graduation, 0 to 10:	307	40.8 %
Years since graduation, 11 to 20:	227	30.1 %
Years since graduation, 21 to 30:	149	19.8 %
Years since graduation, 31 & more:	70	9.3 %

Employment Category

Permanent:	558	74.1 %
Temporary:	54	7.2 %
Casual:	19	2.5 %
Self-employed:	44	5.8 %

Employment Status

Full-time:	421	55.9%
Part-time:	254	33.7 %

Workforce - Place of Work

Hospital	Community	Long Term Care	Other
308 (40.9 %)	222 (29.4 %)	24 (3.2 %)	121 (16.1 %)

Workforce - Position

Direct Service Provider	Manager/Leader/Coordinator	Other
546 (72.5 %)	70 (9.3 %)	58 (7.7 %)

Workforce - Area of Practice

Direct Service	Client Management	Administration	Education	Research	Other
543 (72 .1%)	35 (4.6 %)	20 (2.6 %)	14 (1.8 %)	6 (.70 %)	57 (7.6 %)

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

Workforce - Geography

Urban	Rural/Remote	Not Stated
586 (77.8 %)	52 (6.9 %)	110 (14.6 %)

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, 2021 - Methodology Notes on CIHI's website: cihi.ca/en/health-workforce.

Source:

[Canadian Institute for Health Information. Occupational Therapists in Canada, 2021 - Data Tables. Ottawa, ON: CIHI; 2022](https://www.cihi.ca/en/health-workforce); Manitoba Health.

FINANCIAL MATTERS

A Message from the Treasurer, Sheryl Singer

This report includes the 2023 Audited Financial Statement (for fiscal year June 1, 2022 to May 31, 2023) prepared by Deloitte and accepted by the COTM Council on August 29, 2023.

Revenue

Overall revenue in 2022-2023 compared with 2021-2022 was higher by approximately \$141,902 due to the \$150 per member increase in membership fees collected for the 2022-2023 registration year. There was also a higher investment income with higher interest rates being available.

Revenue over expenses

At the end of the 2023 fiscal year, expenses exceeded revenue by \$47,984; this is over the anticipated \$32,000 deficit budget.

Expenses

Expenses in 2023 were approximately \$146,072 greater than in 2022.

Areas where expenses were notably higher than in the previous year include:

- Supplies – increase in the number of yearly subscriptions for services due to higher pricing and an increase in the number of staff.
- Wages and Benefits – slight increase in wage rates, payout of vacation and banked time for some staff, and addition of two full-time staff in June and August 2022 the onboarding of the incoming Executive Director with the outgoing Executive Director and that included an overlap of three months creating greater expenditures of approximately \$111,533 in 2022-23 compared to 2021-2022 fiscal year.





Reserve Funds as of May 31, 2023

Unrestricted	\$ 13,859
Invested in Capital Assets	\$4,836
Restricted	\$595,280
TOTAL	\$631,975

The Reserve Fund provides for the following potential expenditures:

Risk Management	Planned Projects
1. Discipline (Inquiry Committee) Hearings	5. Office Upgrades
2. Legal Fees – Investigation Fund	6. Special Projects
3. Staff Sick Time coverage	7. Preparing for <i>The Regulated Health Professions Act</i>
4. Contingency Funds	8. Technology development and upgrades
	9. Succession Planning & Sustainability
	10. Continuing Competence Program Development
	11. Capital expenditures



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COTM

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7 - 120 Maryland St., Winnipeg, Manitoba R3G 1L1 ph: 204.957.1214 www.cotm.ca