

2024-2025 Annual Report

College of Occupational Therapists of Manitoba



COTM

The College of Occupational Therapists of Manitoba (COTM) office is located on Treaty 1 Territory in Winnipeg, Manitoba, and benefits from the clean water sourced from Shoal Lake 40 First Nation on Treaty 3 territory. COTM regulates occupational therapists who practice throughout Manitoba on areas encompassed by Treaties 1, 2, 3, 4, 5, and Treaty 5 Adhesion.

We recognize these are the ancestral lands of the Anishinaabeg, Anishininew, Denesuline, Nehethowuk, Ininiwak, Nehiyawak, Dakota Oyate, and the National Homeland of the Red River Métis. We acknowledge that 5 Dakota communities in Manitoba are not signatory to any treaty with Canada and that northern Manitoba includes lands that were and are the ancestral lands of the Inuit.

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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2024 Council



Top row - left to right:

Sheryl Singer, Vice Chair
Michelle Horkoff, Continuing Competence Committees Chair
Jeanette Logan, Legislation Committee Chair
Evelyn Yelinek, Inquiry Committee, Practice Issues Committee
Trina Wiekopolan, Public Member, Continuing Competence Advisory Committee,

Bottom row - left to right:

Christine Froese, Chair
COTM: Vacant
Lorraine Polet, Board of Assessors
Brenda Martinussen, Inquiry Committee
Jordan Friesen, Registrar, Board of Assessors Chair

Middle row - left to right:

Stefanie Wiens, Practice Issues Committee Chair
Danielle Geddes, Treasurer

***COTM is
grateful for the contributions !***

2024-2025 Committees

BOARD OF ASSESSORS

Jordan Friesen (Chair)
Sandra Ott
Laurel Rose
Valentina Cornejo
Tom Paxton
Kent Ulrich (Public Member)
Ines McKenzie (Staff)
Michelle Martin-Strong (Staff)

*Lorraine Polet, Board of Assessors to January 2025

CONTINUING COMPETENCE ADVISORY COMMITTEE

Michelle Horkoff (Chair)
Arthur Szulc
Christy Mackenzie
Scott Glasier
Nicole Kerbrat
Trina Wiekopolan (Public member)
Alexandria Simms (Staff)

EXECUTIVE COMMITTEE

Christine Froese
Danielle Geddes (Treasurer)
Sheryl Singer (Chair)
Brenda Martinussen (Public member)
Michelle Martin-Strong (staff)

CONTINUING COMPETENCE STEERING COMMITTEE

Michelle Horkoff (Chair)
Alexandria Simms (Staff)
Michelle Martin-Strong (Staff)

INQUIRY COMMITTEE

Andrea Auch (Chair)
Linda Bailes
Kimberly Roer
Tamara Rogers
Barbara Siemens
Brenda Martinussen (Public member)

INVESTIGATION COMMITTEE

Heather Scott (Chair)
Julie Lamothe
Kim Baessler
Ito George Affia (Public member)
Norberto Castro (Staff)

-Evelyn Yelnick, Investigation Committee to July 2024
-Vikas Sethi , Investigation Committee until October 2024

GOVERNANCE COMMITTEE

Jeanette Logan (Chair)
Brenna Shearer
Leslie Johnson
Ann Booth
Margaret Anne Campbell-Rempel
Teresa Allison
Michelle Martin-Strong (Staff)

PRACTICE ISSUES COMMITTEE

Stephanie Wiens (Chair)
Sheila Marlow
Julie Bell
Sheila Marlow
Melissa Colbeck
Eunice Chen
Ines McKenzie (Staff)
Michelle Martin-Strong (Staff)

NOMINATIONS COORDINATOR

Michelle Martin-Strong

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

Ito George Affia
Karen Debrecen
James Langridge
Brenda Martinussen
Tom Paxton
Lorraine Polet
Evelyn Yelinek
Kent Ulrich
Trina Wiekopolan

Thank you!

COTM is grateful for the contributions of all its members!

2025 Council



Top row - left to right

Sheryl Singer , Vice Chair

Michelle Horkoff, Continuing Competence Committees
Chair

Jeanette Logan, Governance Committee Chair
(formerly Legislation Committee)

Kent Ulrich, Board of Assessors

Trina Wiekopalan , CCP Advisory Committee

Bottom row - left to the right

Christine Froese, Chair

Kathelyn Maruca

Daniel Geddes, Treasurer

Brenda Martinussen, Inquiry Committee

Jordan Friesen, Registrar, Board of Assessors Chair

Middle row - left to the right

Stephanie Wiens Practice Issues Committee Chair Ito

George Affia , Investigation Committee



Council Chair & Executive Director Message

The year 2024-2025 was focused on quality improvement at COTM with the adoption of a new database to support consistency and efficiency in COTM's operations. This year the COTM council and staff members continued 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 stable as Executive Director/Registrar, Michelle leads COTM in collaboration with the Council. Michelle maintains overall responsibility of all operational aspects of COTM. Supporting Michelle, there are two occupational therapist roles, a Professional Practice Manager and a Continuing Competence Manager. Ines McKenzie is the Professional Practice Manager provides support in the areas of practice, registration, complaints and practice consultations.

Alexandria Simms continues as the Continuing Competence Manager to manage the CCP program and provides support around technology and IT systems. There are two associate positions at COTM; Registration Associate and Operations Associate, Adriana Loeb, and Operations Associate and Executive Assistant, Victoria Priadko. Finally, Norberto Castro continues as the Complaints and Special Projects Coordinator.

In 2024/2025 COTM embarked on a database transition to support the information and technology needs of the College, including registration, CCP, and office management. COTM used this new database for its renewal process from March 2, 2025 to May 3, 2025, with great success. This database has allowed COTM to offer more accessibility and efficiency to the members when completing their renewal and continuing competency requirements while allowing staff to provide administrative support to the members.

Further COTM is developing applications for registration as well as conversion documents for members changing their practice status, all through the database. Although our application process is still driven by the applicant, these improvements should make it easier for new applicants to apply as well as members to make changes when needed. Other office projects included reviewing and revising policies and procedures to ensure they are up to date and relevant.

Further COTM has been in the process of making all relevant documentation, current and historical, digitalized for easier access and archival purposes. COTM is moving to a fully remote office model as of Fall 2025. Combined, these activities support COTM staff and council to maintain operations in a consistent manner throughout the year.

COTM staff work with our key partners, provincially and nationally. COTM works with the Association of Canadian Occupational Therapy Regulatory Organization (ACOTRO) partners. COTM also works closely with Manitoba Association of Health Regulatory Colleges (MAHRC), Fair Registration Practice Office (FRPO), College of Rehabilitation Sciences (CoRS) and Manitoba Institute of Trades and Technology (MITT).

Michelle has continued work with the Manitoba Alliance of Health Regulatory Colleges (MAHRC) on several committees: Building Cultural Safety, Indigenous Cultural Safety and the TRC working groups, as well as work with the Association of Canadian Occupational Therapy Regulatory Organizations (ACOTRO) Task Force on the TRC in order to address the calls to action. Michelle works to bring issues and initiatives from these committees to the attention of council and integrate them into policy and procedure updates within COTM.

In June of 2025 Council participated in a seminar on Microaggressions. The COTM council continues to support and encourage all council and staff members to engage in education supporting culturally safer interactions with the public and COTM members.

Education

COTM highly values education of board members and staff, providing many opportunities for education during the last year. The council orientation was held in January and education sessions were added to Council meetings during the year. Most staff have successfully complete Manitoba Indigenous Cultural Safety Training (MICST) and Accessibility training, and we work towards all staff having completed these in the coming months.

Further COTM staff and council members continue to take advantage of education provided by Council on Licensure Enforcement and Regulation, Canadian Society of Association Executives and Canadian National Association Regulators.

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. COTM’s Governance Committee is looking at the New RHPA workbook to determine what actions COTM can work on in preparation for the transition.

Strategic Planning

The COTM council is in the second year of the four year strategic plan. The three Strategic directions established in the plan will guide the work of the College, Council and committees through 2026. Work being executed in these strategic directions are further expanded on later in this report.

Strategic Direction #1: Ensuring Confidence in OT Regulation and Risk Assessment

Strategic Direction #2: Advancing Quality Practice by OTs

Strategic Direction #3: Sustaining Strong Governance, Financial and Organizational Practices.

For more details on each direction, please visit <https://cotm.ca/about/what-guides-cotm>

Partnerships:

Association of Canadian Occupational Therapy Regulatory Organizations) works in close collaboration with occupational therapy organizations at the national and provincial/territorial levels. Michelle works with the Exam Oversight Committee, ACC Task Force, Seas Oversight Committee, Chair of the Governance Committee, Co-Chairs the Re-entry to Practice Working Group, as well as working on the Truth and Reconciliation/Equity Working Group, National Code of Ethics Working Group, and Diversity and Justice Joint Task Force. <https://acotro-acore.org/wp-content/uploads/2025/09/ACOTRO-Annual-Report-2024-EN.pdf>.

COTM staff continue to broaden and nurture our work with ACOTRO provincially and nationally. COTM is with the Association of Canadian Occupational Therapy Regulatory Organization (ACOTRO) partners and in 2025 we launched a collaborative project developed for occupational therapists across Canada in creating a National Code of Ethics and developed a new e-learning module which incorporates the Competencies for Occupational Therapists of Canada.

Further COTM partnered with ACOTRO to develop a more individualized re-entry to practice program to help OTs return to practice in an efficient manner. COTM also worked in the revision of the Labour Mobility Support Agreement (LMSA) with the provincial members of ACOTRO. This agreement outlines the conditions under which licensed occupation therapists in one jurisdiction can obtain a license in another province. The LMSA may expedite registration when all documentation is received.

COTM also participated in the work of cross jurisdictional remote practice memorandum of understanding. This memorandum sets out regulatory considerations and necessary actions when clients are located in a different province than the occupational therapist providing the service. As stated by ACOTRO this service takes into account the variation in regulation of high risk activities across Canada such as controlled acts, or restricted activities and the agreement addresses differences and outlines significant regulatory obligations to ensure clarity and compliance in cross-provincial service delivery.

COTM, as member of ACOTRO, worked in starting the collaboration on a template code of ethics. This document may be used by provincial occupational therapy regulators and be tailored to meet their specific regulatory requirements. It is hoped this template will promote great consistency in ethical standards across jurisdictions. Once complete this document will be shared with all the provincial regulators. MAHRC (The Manitoba Alliance of Health Regulatory Colleges) is a collective that provides great benefit to COTM by offering a collegial and local environment to assist in our efforts with professional regulation.

Michelle is on the Building Cultural Safety Working Group and Indigenous Cultural Safety, Truth and Reconciliation Committee, the MAHRC Board of Directors as Treasurer. 120 Maryland, this is the name we have given to the collective of organizations that reside at our street address. Fair Registration Practice Office (FRPO), COTM continues to work directly with this office to ensure COTM’s processes and documents are clear and transparent to international registrants. College of Rehabilitation Sciences (CoRS), COTM continues a strong partnership with CoRS with council members sitting on various committees to provide input from a regulatory perspective. Manitoba Institute of Trades and Technology (MITT), COTM consults with MITT regarding their Rehabilitation Assistant Program.

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 such professionalism, and the COTM staff who demonstrate dedication to the organization, all in service of assisting COTM to meet its public protection mandate.

**Christine Froese
(MB)
Council Chair**



**Michelle
Martin-Strong
Executive
Director/Registrar**



Ensuring Confidence in OT Regulation and Risk Assessment



Ensuring Confidence in Occupational Therapy Regulation and Risk Assessment

Objective #1: To monitor and respond to developing changes that are on the provincial, national and/or global stage.

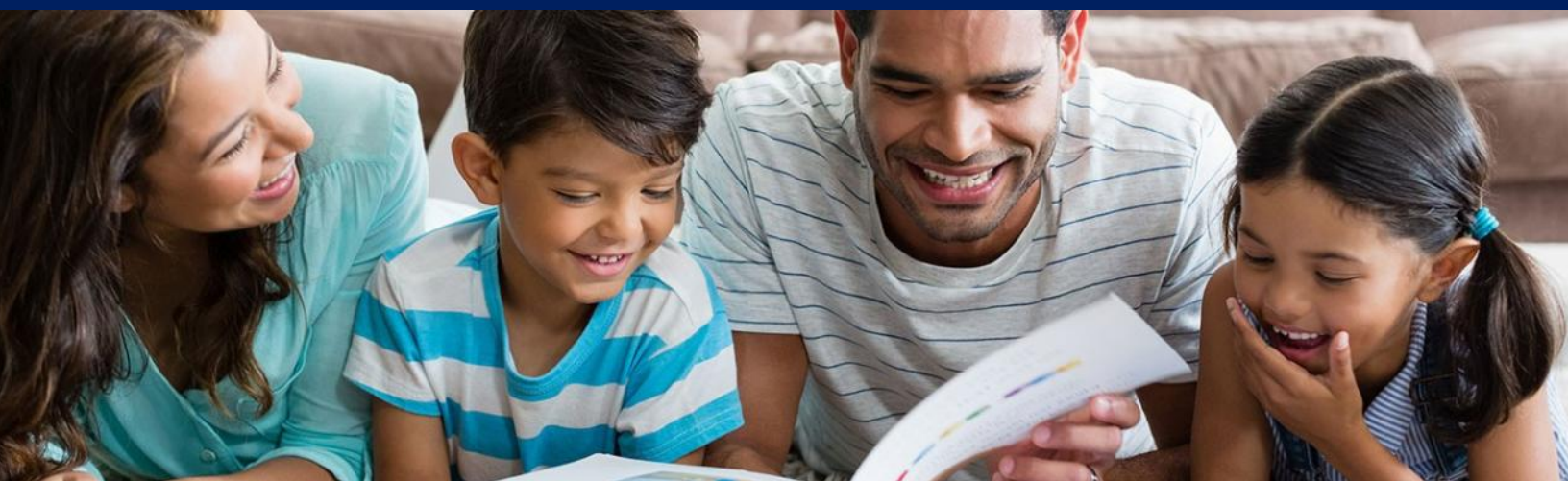
Objective #2: To ensure relevant and appropriate information about COTM is available to the public and COTM members.

The COTM work on this strategic direction is supported by the Governance Committee (formerly called the Legislation Committee).

In April 2009, Bill 18- The Regulated Health Professions Act (RHPA) was introduced into the Manitoba Legislature and after the required readings, the Bill was amended prior to go to the Third Reading and then receiving Royal Assent and becoming law on June 11, 2009. The RHPA was proclaimed as of January 1st, 2014 with the College of Audiologists and Speech Language Pathologists of Manitoba as the first health professions and regulator to come under RHPA. Other professions that have since come under the RHPA include the College of Paramedics of Manitoba, The College of Registered Nurses of Manitoba, The College of Physicians and Surgeons of Manitoba, and The College of Registered Psychiatric Nurses of Manitoba. Additional regulators are currently in the process of transitioning to the Act which include the College of Physiotherapists of Manitoba,

The College of Licensed Practice Nurses of Manitoba, The College of Medical Laboratory Technologists of Manitoba and the Psychologists Association of Manitoba.

Currently, the Governance Committee is reviewing and updating internal governance policies in relation to identified risks to COTM and to aligning with regulatory best practices. Policies currently under review include Risk Management, Media Relations, Race Based Identity Data and Document Management.





strategic direction #2

2.1 Advancing Quality Practice by OTs

PIC Annual Report 2024-2025

Under the direction of Council, the Practice Issues Committee is responsible to investigate, debate and provide recommendations to the Council on current occupational therapy practice issues relevant to the mandate of the College.

The Practice Issues Committee continues to make a conscious effort to consider the provisions of The Regulated Health Professions Act (RHPA) in relation to all documents we review and create, and now also the Competencies for Occupational Therapists in Canada (2021) and how they direct changes to codes of ethics, practice directions, standards of practice.



COTM PIC ANNUAL REPORT 2024-2025

This year, working closely with the OT Professional Practice Manager, the Committee has continued the complex and interesting work of investigating and debating how to integrate the 2021 National Competencies for Occupational Therapists into practice standards and guidelines, with an interest both in ensuring that existing standards and guidelines are in line with competencies, and in investigating how competencies that are relevant, but not currently explicitly reflected in standards, can be included. We are currently applying this lens to a scope and function review of the informed consent practice guideline.

In addition, the committee continues to be available to respond to direction from council and requests from staff and membership related to urgent and time sensitive requests for standards and guidance.

Arrivals and Departures: In November 2024 we welcomed new occupational therapist members Melissa Colbeck and Eunice Chen, and public member James Langridge to our committee, and we gratefully acknowledge the excellent and dedicated work of outgoing long time occupational therapist member Julie Bell.

2.2 Advancing Quality Practice by Ots: Continuing Competence

Goal #1: Evolve the Continuing Competence Program to incorporate updated national occupational therapy competencies, including supporting members to understand regulatory expectations related to the Culture, Equity and Justice competencies aimed at developing culturally safer occupational therapy in the public interest.

The Continuing Competence Program requirements were updated to reflect the Competencies for Occupational Therapists in Canada (2021), and the revised Annual Competence Enhancement self-assessment and learning plan were required for Renewal 2025. Two Prescribed Regulatory Education Program (PREP) modules have been developed related to understanding and applying the Culture, Equity and Justice competencies with the second module to be released in fall 2025.

Goal #2: To advance the Continuing Competence Program by developing Competence Evaluation and Competence Improvement components.

COTM is exploring opportunities to pilot an evidence based competence assessment process that has been developed and is being validated in Canada. Outcomes are being monitored, and the next steps are for the CCP committees to evaluate the operational and philosophical fit with COTM resources and policies. National developments in re-entry assessments and Canada wide practice standards are being monitored for potential use for competence evaluation and improvement components.

Continuing Competence

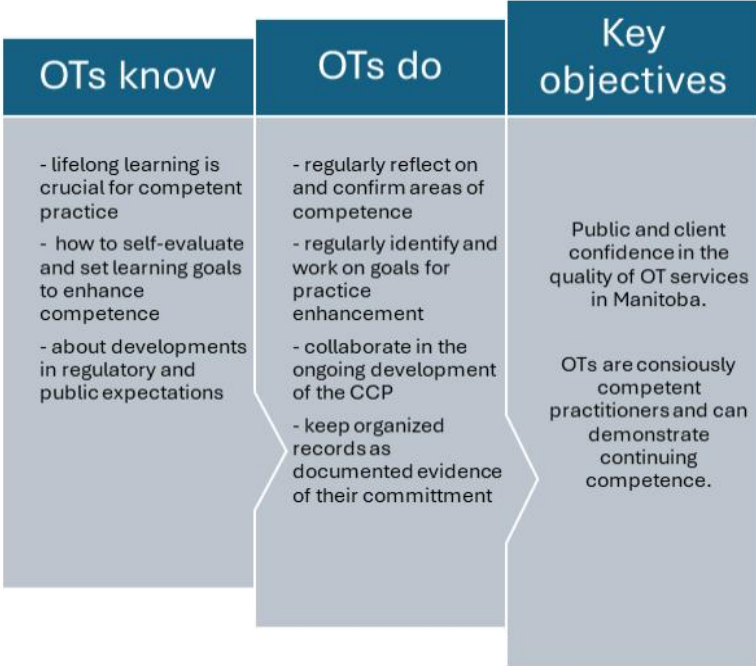
A key legislated function of the College includes operation of a continuing competence program. The Continuing Competence Program (CCP) helps ensure safe, effective occupational therapy in Manitoba by supporting members in maintaining and improving their skills throughout their careers.

COTM Council is required to establish a continuing competence program, in accordance with the regulations, that provides for supervision of the practice of occupational therapy by members. The program may provide, but is not limited to,

- a. Reviewing the professional competence of members;
- b. Conducting practice audits in accordance with this Act; and
- c. Requiring members to participate in programs for ensuring competence.

The Continuing Competence Program (CCP) Committees are responsible for implementing tasks that support the program’s objectives, in alignment with the strategic direction set by the COTM Council. 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 continuing competence program. CCP committee work is conducted remotely through video meetings and document sharing .

Continuing Competence Program Outcomes



Continuing Competence Program Requirements and Methods 2024-2025

- **Self-assessment:** Members who are registered as practicing at the time of annual renewal must complete a documented self-assessment of the Competencies for Occupational Therapists in Canada (2021), at least once a year, and within 90 days of returning to practice from the Non-Practicing Register.
- **Competence enhancement learning plan:** Members who complete the self-assessment must also identify, plan, reflect on, evaluate and document at least once competency based learning plan goal and outcomes within a 12 month period.
- **Prescribed Regulatory Education Program (PREP):** All Practicing, Provisional, and Non-Practicing members must complete PREP annually. The PREP focuses on regulatory expectations and developments.
- **Annual Renewal submission:** All members must submit their most recent CCP documentation at renewal, including planned competence enhancement learning for the upcoming year.
- **CCP Review:** Practicing members may be selected for a CCP Review at least once every five years and must submit up to five years of CCP documentation. Feedback is provided, and follow up actions may be required as determined by the CCP Advisory Committee within Council approved policies. Selection for CCP Review is both random and according to risk criteria approved by Council.
- **Verification:** Compliance is confirmed through electronic submissions, online declarations and staff audits.
- **Late fees, registration, and resignation requirements:** Late submissions fees apply. Members must complete all CCP requirements to renew, resign, or transfer in good standing.
- **Member feedback:** Anonymous feedback opportunities are built into the annual requirements and members may contact ccp@cotm.ca with questions, feedback, or to arrange a meeting.
- **Continuous evaluation:** Completion statistics and feedback results are compiled annually and evaluated for program monitoring, outcome measurement, and are considered for continuous program improvement and policy changes.

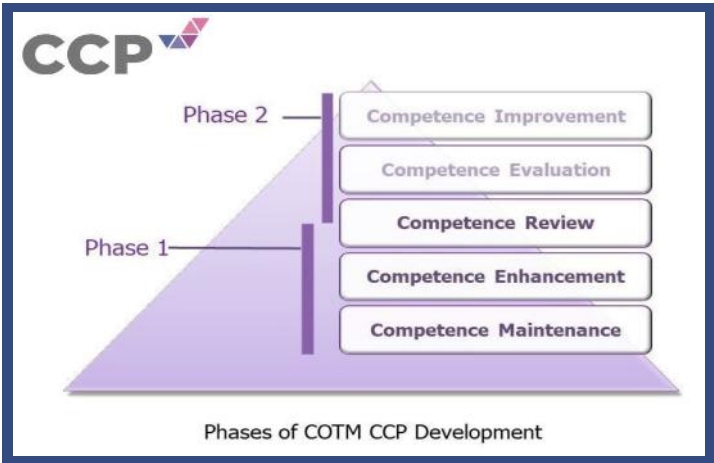
Past Year Highlights

- Continued collaboration with other Canadian occupational therapy regulators to share resources and problem solve challenges for the nationwide implementation and assessment of the application of the Competencies for Occupational Therapists in Canada (2021).
- Participated with the Association of Canadian Occupational Therapy Regulatory Organization (ACOTRO) partners to develop a second national resource to support understanding and application of the Culture, Equity, and Justice competencies through the PREP 2025 requirement. Scheduled to be released in fall 2025.

- Launched an updated Annual Competence Enhancement self-assessment and learning plan format to align with the Competencies for Occupational Therapists in Canada (2021); required for Renewal 2025.
- Evaluation and recommendations resulted in the frequency of the self-assessment requirement to be changed from every two years to yearly.
- Included new guidance in the revised learning plan to include documented reflection on the impact of the annual competence enhancement work on the client, community, or population served in practice.

Planned Activity Highlights

- Continued development and evaluation of the CCP sections in the new member portal, including updated member feedback mechanisms.
- Evaluate the need and resources available for the development of member resources related to the revised requirements and member portal process.
- Evaluation of the CCP Review process, content, and policies in context of the revised requirements and member portal features.
- Budget assessment and proposal development for Competence Evaluation and Improvement sections of the CCP according to the 2023-2026 strategic direction.





strategic direction #3

Sustaining strong governance, financial and organizational practices

COTM committed to focusing on making a comprehensive review of COTM financial practices, completed a full review of all our financial policies and procedures ensuring they are relevant and reflect effective resource management, including incorporation of best financial practices for a non-profit business. COTM continues to seek education and guidance in best practice strategies.

We are further committed to continue to work with and develop a succession plan to meet the needs of changes in the council and committees to ensure proper representation is available for future years. This includes public representation on our statutory committees as well as ad hoc committees, to bring that public representative voice to the forefront in the decisions COTM makes.

COTM is working on identifying complaint themes to better determine ways to be proactive in providing guidance to OT members to better protect the public interest. COTM is currently working with the Association of Canadian Occupational Therapists Regulatory

Organizations (ACOTRO), National OT Regulatory Body determine any themes we identify are being noted in other Canadian jurisdictions. Discussions will continue with ACOTRO about future projects related to complaints data collection.

COTM has completed adopting the changes set out in the Manitobans with Disability Act amendments to ensure that COTM is compliant. COTM as of Spring 2025 reviewed and improved COTM's Virtual Accessibility with our website and communication pieces.

COTM is further determining what areas require addressing accessibility from location of offices to meeting the needs of public accessing our website and COTM information.

COMPLAINTS

INVESTIGATION/INQUIRY

Complaints to COTM continue to remain low. The complaints team strives to identify potential themes and trends within the complaints received, with the goal of exploring ways to support the membership in areas that may benefit from additional guidance or resources.

COTM is also collaborating with the Association of Canadian Occupational Therapy Regulatory Organizations (ACOTRO) to collect and analyze national complaint data. This joint effort will help identify any common patterns across jurisdictions and contribute to proactive strategies that enhance public protection and promote high standards in occupational therapy practice.

COTM remains committed to advancing cultural safety and humility in all aspects of its work. The aim is to ensure that complaint processes are more accessible and responsive to Indigenous individuals. We anticipate that continued collaboration with other Manitoba and occupational therapy regulators will support progress on this important priority.

The committee is also continuing to explore whether decision-making tools developed by other regulators, tools that support “right-touch regulation” and can add value to its work. This approach helps focus decisions on what best serves the public interest. With the recent addition of a Professional Practice Manager to the complaints team, COTM has been revisiting these tools to ensure decisions are well-informed and consistent.

To strengthen quality improvement, COTM is planning orientation and debriefing sessions with its trained OT investigators, as well as updated orientation for committee members. These steps are designed to ensure that all involved remain well-prepared and equipped to handle complaints in a fair, timely, and transparent way.



The following information provides a snapshot of the work of the Investigation Committee over this past year (see Complaints status chart: June 1, 2020 - May 31, 2025) along with the previous four years complaint activity (see Review of COTM Complaints by Calendar Year 2020 - 2024):

Complaints Status : June 1, 2023 - May 31, 2024

Carried forward files: 6	Concluded files: 4	New files referred by client: -
New files opened: 2	Files open at year end (May 31): 6	New files referred by other: -

Review of COTM Complaints by Calendar Year 2021 - 2025

File Year	Type of Concern	Complainant	Type of Practice
2025			
#25-01	Misconduct/ Unskilled Practice	Client	Private
#25-02	Misconduct/ Unskilled Practice	Client	Private
2024			
#24-02	Unskilled Practice	Client	Public
2023			
#23-03	Unskilled Practice	Client	Private
#23-05	Unskilled Practice	Client	Public
2020			
1 file	Misconduct	Client	Private

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. 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;
- 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, 2025, the total number of registered OTs in the province was **947** which shows the continued growth of our profession and need for OT services in and beyond our health system.

Technology Changes

COTM is transitioning to a new member database regulatory management software system. The first stage of this transition was rolled out prior to the latest membership renewal and new parts of the system will be available for member use as they are developed. Feedback from members on navigating and using this new system has been positive. The next stage will include allowing for the submission of application documents directly into the system to streamline the process for those applying for registration with COTM.

Re-Entry Policy

COTM is working collaboratively with ACOTRO on a new nationally harmonized re-entry policy. In the future, this will support COTM in revising its own policy to allow for competency based assessment and more tailored re-entry plans for OTs returning to practice.

Registration Practices

COTM, as well as all other professional regulatory bodies in Manitoba, is regularly reviewed by the Fair Registration Practices Office (FRPO) of the Province of Manitoba. They enforce requirements and provide recommendations to ensure our registration practices are fair and accessible to our members. In the coming year, following recommendation from FRPO, COTM will be reviewing and updating its language proficiency policy to better align with Manitoba's current Language Proficiency Testing Regulation (M.R. 91/2024).

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 always, a thanks to the COTM staff for their efforts to support safe and effective OT practice in Manitoba, and a special thanks to the members of the Board of Assessors who volunteer their time and advice to support this critical function of the College.

Sincerely,

Jordan Friesen, O.T. Reg. (MB)
Registrar



Registration of College Members

Registration Data June 1, 2024

TOTAL	915
Practicing	831
Non-practicing	82
Provisional	2
Temporary	0

Registrations Issued June 1, 2024 – May 31, 2025 (+)

TOTAL	58
Practicing	12
Non-practicing	0
Provisional	42
Temporary	4

Reinstatements Issued June 1, 2024 – May 31, 2025 (+)

TOTAL	0
Practicing	0
Non-practicing	0
Provisional	0

Resignations June 1, 2024– May 31, 2025 (-)

TOTAL	26
Practicing	16
Non-practicing	4
Provisional	0
Temporary	6

Non Renewals June 1, 2024 – May 31, 2025(-)

TOTAL	9
Practicing	6
Non-practicing	3
Provisional	0

Registration Data June 1, 2025

TOTAL	947
Practicing	856
Non-practicing	87
Provisional	3
Temporary	1

FINANCIAL MATTERS

A Message from the Treasurer, Danielle Geddes

Financial Matters – A Message from the Treasurer

This report includes the 2025 Audited Financial Statement (for fiscal year June 1 2024 to May 31 2025) prepared by Deloitte and accepted by the COTM Council on August 25 2025.

This report will provide a review of this past year's financial activity with a comparison to the anticipated budget for that same period (June 1 2024 to May 31 2025).

It will also provide context to the June 1, 2024 – May 31, 2025 budget which was used to establish the registration fees that members paid in the spring of 2025.

Revenue

Overall revenue in 2024-2025 compared with 2023-2024 was higher by approximately \$61,049 due to the \$25 per member increase in membership fees collected for the 2024-2025 registration year. This year, there was also additional funding available from Canadian Institute for Health Information for data collection.

Actual revenue appears to be \$64,630.77 less the 2024-2025 budgeted amount, however this as a result of temporary funds transferred from restricted funds for the data base project.

The budget for 2025-2026 anticipates comparable overall revenue; while there was an increase in membership fees of \$25, there is no anticipated additional funding.

Revenue over expenses

As of May 31, 2025, the overall revenue exceeded expenses by \$47,810 indicating a surplus. This is consistent with overall excess revenue from the previous year. It was anticipated in the 2024-2025 budget to have excess of \$51,335.25.

As per the 2025-2026 proposed budget, it is anticipated to expect a surplus of \$21,335.78.

Expenses

Expenses in 2025 were approximately \$62,671 higher when comparing to 2024.

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

- Amortization: Due to acquiring new database system as planned
- Professional fees: Due to expenses related to member complaint
- Professional fees, legal: Due to expenses related to member complaint
- Wages and Benefits: Due to wage increases as well as additional staff
- Education and Training: Costs related to conferences and new investigator education

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

- Continuing Competence removed as this year no new staff requiring additional training
- Printing reduced as printed only AGM notice, did not print member renewal
- Technology Major Systems & Upgrades and Development while significant costs associated with database, this is captured under capital expenses not technology.
- Note that while Association Fees appear to be less overall in 2025, it is still budgeted and not yet expensed this year and as such is categorized differently as of now.
- Overall expenses this year were approximately \$55,105 less compared to what was budgeted. Areas where expenses were notably higher than budgeted was Amortization, Professional Fees, Professional Fee Legal, Wages/Benefits, and Education/ Training.

Reserve Fund

Two transfers were approved by the Council this fiscal year. A transfer from Unrestricted Funds to Capital Asset Fund was completed to ensure funds available for Database Project. A transfer from Discipline Activity Fund to Unrestricted Fund was completed to ensure legal costs available.

	Restricted									TOTALS
Type	Risk Management			Project						
Purpose	Discipline	Legal Fees	Sick Time	Office Upgrades	Special Projects	RHPA Fund	IT	Sustainability	CCP	
May 31, 2024	250,000	35,000	25,000	23,000	0	20,330	10,000	35,310	76,860	475,500
Change	39,136									
May 31, 2025	210,864	35,000	25,000	23,000	0	20,330	10,000	35,310	76,860	436,364

Reserve Funds as of May 31, 2025

Unrestricted	\$232,759
Invested in Capital Assets	\$42,094
Restricted	\$436,364
TOTAL	\$711,217

The Reserve Fund provides for the following potential expenditures:

Risk Management:

- Investigation Committee Legal Fees
- Staff Sick Time Accumulation
- Discipline Activity
- Contingency Fund
- Planned Projects:
- Office Upgrades
- Special Projects (Database Project)
- Preparing for Regulated Health Professions Act Legislative Amendments
- Technology Development and Upgrades
- Succession Planning and Sustainability
- Continuing Competence Program Development
- Capital Expenditures

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