



College of **Occupational
Therapists** of Manitoba

Quality Occupational Therapy – Accountable to Manitobans



ANNUAL REPORT

2013 - 2014



College of Occupational Therapists of Manitoba

7 - 120 Maryland St., Winnipeg, Manitoba R3G 1L1 p: 204.957-1214 f: 204.775.2340 www.cotm.ca



September 2014

The Honourable Erin Selby
Minister of Health
Room 302, Legislative Building
450 Broadway
Winnipeg, MB R3C 0V8

Dear Minister:

We are pleased to provide you with a copy of the 2013 - 2014 annual report of the College of Occupational Therapists of Manitoba. This report is in compliance with ss.66 (1) of *The Occupational Therapists Act*.

Respectfully submitted,

A handwritten signature in dark ink, which appears to read "Sharon Eadie". The signature is written in a cursive, flowing style.

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

Executive Director
College of Occupational Therapists of Manitoba

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Working to Serve and Protect the Public Interest

The College of Occupational Therapists of Manitoba (COTM) exists to serve and protect the public interest (*The Occupational Therapists Act, 2002*). COTM administers *The Occupational Therapists Act* and the Occupational Therapists Regulation (2005).

COTM works to maintain and build confidence in the occupational therapy profession by:

- ♦ setting standards for practice and ethical conduct;
- ♦ registering only those occupational therapists who meet established education and practice standards;
- ♦ responding fairly to concerns and complaints raised about members' practice; and
- ♦ monitoring and supporting members' continued competence.

Our Vision Quality Occupational Therapy -
Accountable to Manitobans

Our Mission is to protect the public by regulating, advocating and
advancing safe, ethical and quality occupational therapy practice in Manitoba.

Our 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*

2013 - 2014 COTM COUNCIL

Joanne Quanbury.... Chair
Melanie Read..... Vice Chair & Executive Committee Chair
Heather Bartley..... Registrar, Board of Assessors Chair
Ed Giesbrecht..... Treasurer
Sheila Marlow..... Recording Secretary
Leslie Johnson..... Legislation Committee Chair
Kendra Huot..... Investigation Committee Chair
Christine Froese..... Continuing Competence Committee Chair
Shawn Bugden..... Investigation Committee
Shauna Briscoe..... Legislation Committee
Crystal Wilkie..... Board of Assessors
Trisha Cooling..... Investigation Committee

Council terms run from Jan. 1 to Dec. 31. Annual reports cover the period of June 1 to May 31. The above represents the individuals holding the positions as of May 31, 2014.

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

Shawn Bugden
Gurdeep Chahal
Laura Goossen
Michelle Masserey
Gary Sawisky
Trisha Cooling
Shauna Briscoe
Janet Lawrenson
Crystal Wilkie



COMMITTEES

BOARD OF ASSESSORS COMMITTEE

Heather Bartley
Laurel Rose
Julie Huish
Elisha Watanabe
Crystal Wilkie
Sharon Eadie (staff)

CONTINUING COMPETENCE ADVISORY COMMITTEE

Christine Froese
Scott Glacier
Sue Lotocki
Eva St. Lawrence
Lynda Wolf
Pearl Soltys (staff)

CONTINUING COMPETENCE STEERING COMMITTEE

Christine Froese
Sharon Eadie (staff)
Pearl Soltys (staff)

EXECUTIVE COMMITTEE

Melanie Read
Joanna Quanbury
Ed Giesbrecht
Sheila Marlow
Sharon Eadie (staff)

NOMINATIONS COORDINATOR

Sheryl Singer

INVESTIGATION COMMITTEE

Kendra Huot
Vikas Sethi
Ashley Martens
Sue Lotocki
Shawn Bugden
Trisha Cooling
Sandra Nowicki (staff)

INQUIRY COMMITTEE

Linda Bailes
Andrea Auch
Carolyn Bergen
Shauna Briscoe
Janet Lawrenson
Kimberely Roer
Tamara Rogers
Barbara Siemens
Crystal Wilkie

LEGISLATION COMMITTEE

Leslie Johnson
Leanne Leclair
Ann Booth
Brenna Shearer
Shauna Briscoe
Sharon Eadie (staff)

PRACTICE ISSUES COMMITTEE

Sheila Marlow
Julie Bell
Janet Lawrenson
Sharon Eadie (staff)

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Crystal Wilkie



CHAIRPERSON'S REPORT

Council continued to be busy in 2013-2014. We reviewed and updated the strategic directions that guide the work of Council. We remain primed to transition to the upcoming *Regulated Health Professions Act* (RHPA) and look forward to the time when we are called upon by the Provincial Government to do so. And the Continuing Competency Program (CCP) was implemented this year. As you will read in the reports that follow, the committees have been hard at work. These reports represent many hours of work for the Chairs and committee members. As you read their reports, you may want to consider volunteering for a committee or nominating a colleague (or yourself!) to work on Council next year. If you have questions about volunteering with COTM please do not hesitate to speak with a council member or committee chair; we would be happy to discuss our experiences as council members and the opportunities available at COTM.

The Council and its committees are not only made up of Occupational Therapists but also by public members appointed by the Provincial Government. COTM continues to benefit from the hard work of these dedicated individuals who bring a wide diversity of knowledge and experience to the table in their various roles on Council and on committees. COTM is the stronger for their participation.

Last but not least, a big thanks to our Executive Director, Sharon Eadie, who skillfully supports and coordinates the work of Council and COTM with enthusiasm and to the office staff, Carmen Funk and Sandra Nowicki, for all of their continued hard work. They are a pleasure to work with and they run a tight ship.

This is my last year serving on Council and as with many learning opportunities, I leave just as I feel I am getting my feet under me! I have enjoyed my time with COTM and have learned so much about the regulatory process and governance and have a richer appreciation for the work that COTM does on behalf of the public. Again, I would encourage any member who is thinking of volunteering on Council to do so - they are a wonderful group of people to spend time with each month!

Respectfully submitted,



Joanna Quanbury, O.T. Reg. (MB)
COTM Chair

EXECUTIVE DIRECTOR'S 2013 - 2014 REPORT

GOVERNMENT DIRECTED ACTIVITY

THE REGULATED HEALTH PROFESSIONS ACT / HEALTH PROFESSIONS REGULATORY REFORM INITIATIVE (HPRRI)

In April 2009, Bill 18 - *The Regulated Health Professions Act* (RHPA) was introduced into the MB 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. RHPA regulations will be developed over the next number of months / years for each profession.

The RHPA was proclaimed as of January 1st, 2014 with the College of Audiologists and Speech Language Pathologists of Manitoba the first health professions 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 <http://news.gov.mb.ca/news/index.html?item=20060> from the Minister of Health mentioned the many benefits of ombudsman legislation governing all the health professions. The Minister also mentions the next two professions most likely to go under the RHPA are the registered nurses, and the physicians and surgeons.

Given the uncertain timing of COTM being in the queue to begin working with MB Health on preparing for regulation of the occupational therapy profession under the RHPA, and the evolving MB Health directives on many aspects of draft regulations, COTM has spent this last year working on aspects of our work about which we have more control and direction. As a consequence our efforts have continued to focus on the scope of practice statement that will be included in future OT Regulations and in furthering our understanding of the nature of reserved acts / restricted acts related to occupational therapy.

Please see the Legislation Committee report for further information on COTM's work with the Regulated Health Professions Act.

THE FAIR REGISTRATION PRACTICES IN REGULATED PROFESSIONS ACT

The Office of the Manitoba Fairness Commissioner (see www.manitobafairnesscommissioner.ca) "works cooperatively with Manitoba regulators to ensure their registration practices comply with *The Fair Registration Practices in Regulated Professions Act*. The result is more internationally educated professionals working to their fullest potential, with significant economic benefits to the province."

During this past year the OMFC continued its registration process review mechanism; these review reports can be seen at <http://www.manitobafairnesscommissioner.ca/registration-reviews/reports/> COTM was asked to review the Action Plan that flowed from our review in 2012.



For the third year, COTM and all regulators covered by *The Fair Registration Practices in Regulated Professions Act*, submitted anonymous data on their international applicants. The OMFC will use this information to populate the Commissioner's report to the Minister of Immigration and Multiculturalism and review regulator performance regarding the timeliness of registration processing. The report to the Minister is prepared on a biannual basis the Fairness Commissioner; the report can be seen on the OMFC website at http://www.manitobafairnesscommissioner.ca/wp-content/uploads/OMFC_Report_Minister_2012_tk115_web.pdf

The OMFC continues to hold workshops that assist in our work such as introducing new agencies that support immigrant settlement, changes to federal and provincial processes, best practices in registration processing by regulators, etc.

The COTM Board of Assessors monitors the work of COTM driven by OMFC initiatives.

MB HEALTH - OT REGULATION REVIEW

In the early part of 2011, COTM submitted a request to MB Health for amendments to the Occupational Therapy Regulations in a number of key areas. These changes would facilitate COTM's explicit compliance with the Agreement of Internal Trade. A key item for amendment was the change in the required number of hours each occupational therapist in MB is required to work on every three year period; this would see the currency requirement reduced from 700 hours to 600 hours. COTM continues to work with MB Health to confirm all required regulation amendments, which have been broader than originally planned and incorporate some of the newer regulatory language employed in the RHPA profession specific regulations. It is anticipated that approval will occur before the end of the calendar year.

ASSOCIATION OF CANADIAN OCCUPATIONAL THERAPY REGULATORY ORGANIZATIONS (ACOTRO)

The efforts of ACOTRO over this past year have continued to focus on the Harmonization Project – the name given to the six component projects supported by 2.3 million dollars from the federal government's Foreign Credentials Recognition program. The projects include the next stages of work on the Internationally Educated Occupational Therapist (IEOT) assessment which is now called the Substantial Equivalency Assessment System, incorporating language proficiency requirements into this national assessment process, mapping the *Essential Competencies of Practice for Occupational Therapists in Canada* to the National Occupational Therapy Certification Examination (NOTCE) Blueprint; and work on the practical implementation and sustainability of the SEAS including a roll out and communication plan.

IEOT ASSESSMENT: Substantial Equivalency Assessment System (SEAS) - Over this past year, development work has continued on the assessment components of the SEAS which will be used in the assessment of internationally-educated occupational therapists for the purposes of giving access to registration by a provincial regulator in Canada, with the exception of Quebec which already has a well-developed process. This latest work includes developing and pilot testing of additional items for the Jurisprudence Knowledge Assessment Test (JKAT) and confirmation of implementation methods and policies / procedures for all components of the SEAS including the Profession Specific Credentials Assessment (PSCA), the Jurisprudence Knowledge Assessment Test (JKAT), and the Competency Assessment Test (CAT).



CANADIAN ASSOCIATION OF OCCUPATIONAL THERAPISTS (CAOT) CONFERENCE - In the area of resource development, ACOTRO continues to host a sponsored session at each CAOT conference - the topic in 2014 was a presentation regarding the pitfalls of practice in the areas of consent, documentation, privacy and confidentiality.

CNNAR - ACOTRO continues to support the work of the Canadian Network of National Associations of Regulators (CNNAR) – the sixth conference was held in October 2013 with a title of **QUALITY REGULATION ACROSS THE SPECTRUM – PRE-ARRIVAL TO CONTINUING COMPETENCE**. This year's conference included a pre-conference seminar on continuing competence in which COTM participated.

PUBLIC PRESENCE - ACOTRO formally launched its website in September 2012 in Ottawa. The www.acotro-acore.org site provides internationally-educated occupational therapy applicants with a national site for access to regulation in Canada. In many countries, regulation is managed on a national basis and the website will provide a logical introduction to the provincial regulatory scheme in Canada.

OCCUPATIONAL THERAPY CANADA

The OT Council of Canada is now known as OT Canada. Each year this collective hosts a forum prior to the first full day of the CAOT national conference. This year's forum continued to focus on the economic impact of the profession - what is it, what might improve it, is the academic preparation of occupational therapists as generalists support or hinder the value of occupational therapy.

The OTC, with representation from ACOTRO, ACOTUP, CAOT and COTF, meets several times a year to review relevant activities and most importantly to discuss approaches on matters of mutual interest.

PARTNERSHIP INITIATIVES

CANADIAN INSTITUTE FOR HEALTH INFORMATION

In November 2007, the first report of the Occupational Therapy Workforce in Canada was released - it was based on the 2006 data that each jurisdiction in Canada submitted to CIHI. The 2013 report will be released in early 2015. Representatives of the OT regulatory organizations meet with CIHI on a regular basis with the next meeting set for late September 2014. Work will begin in the coming years to significantly modify a number of the data elements - especially related to area of practice. To see the reports visit: http://www.cotm.ca/index.php/resources/workforce_trends or www.cihi.ca

SCHOOL OF MEDICAL REHABILITATION / MASTER OF OCCUPATIONAL THERAPY (MOT)

It has been rewarding to participate in a number of ways with the MOT students - such as assisting with Independent Study projects and with promoting understanding of legislation relevant to OT practice. I continue to be a part of the MOT Program Committee.

MB REGULATORS (HEALTH)

This past year the health regulators have met several times to update one another on Health Professions Regulatory Reform Initiative (HPRRI) activities and issues. Our meetings also provide a forum for presentations by various



government departments and the Winnipeg Regional Health Authority. The group has now formally adopted Terms of Reference and the name – “MB Alliance of Health Regulatory Colleges (MAHRC)”. We are currently exploring models for supporting regulatory focused education for college staff, council volunteers, and our regulated members. The group has focused on gaining understanding of the Adult Abuse Registry and working with the MB Patient Safety Institute regarding the Apology Act. With the coordination of effort by the College of Physicians and Surgeons of MB, COTM and other MB regulators provided members with information on Post Partum Depression. http://www.cotm.ca/index.php/news/identification_of_and_intervention_in_post_partum_depression/

COTM INTERNAL OPERATIONS

COMMITTEE SUPPORT

This past year has seen significant activity in the several committees to which I provide staff support such as the Board of Assessors (policy development, Office of the Fairness Commissioner and national project liaison), Continuing Competence Steering Committee (implementation of operational aspects); Legislation Committee (planning for the RHPA), and the Executive Committee (governance, human resources, financial planning). The Practice Issues Committee has begun work to rewrite the Guideline on Client Records.

The most notable new activity this year related to the learning we did in preparing for COTM’s first ever Inquiry Committee hearing.

INFORMATION TECHNOLOGY

COTM is a relatively small organization with limited resources and yet the obligations of *The Occupational Therapists Act* and expectations of organizations to have robust online systems exist despite the organization size. COTM continues to accumulate financial resources, seek out technical and experiential knowledge, and examine our current operations in preparation for online renewal (and eventual registration application), secure inter-organizational communication, and continuing competence program member portal and storage.

We welcome the opportunity to talk with you should have questions about anything such as COTM activities, practice questions, volunteer opportunities.

Respectfully submitted,

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

COTM Office

7 - 120 Maryland St., Winnipeg, MB R3G 1L1 p: 204.957-1214 f: 204.775.2340

Sharon Eadie
Executive Director
ph. ext. 22
sharon.eadie@cotm.ca

Carmen Funk
Registration & Financial
Coordinator
ph. ext. 20
carmen.funk@cotm.ca
or registration@cotm.ca

Sandra Nowicki
Operations & Special
Projects Facilitator
ph. ext. 21
sandra.nowicki@cotm.ca
or operations@cotm.ca

TREASURER'S 2013 - 2014 REPORT

The COTM council is mandated with fulfilling the regulatory requirements of our profession in a fiscally responsible manner. As with any organization, this is a challenging endeavour particularly in light of the fact that membership fees are the principal source of income. The council discerns both immediate and extended priorities, which are reflected in our financial planning. One example of short-term planning is proficient operation and enabling employees and volunteers to maintain the quality of their work, such as utilizing legal council when prudent. Mid-range goals include transitioning to a robust and secure web-based presence that supports communication, registration/renewal and CCP services as well as in-house technology services. Long-term planning ensures adequate resources are in Reserve Funds for unforeseen or potentially compromising expenses. The annual budget is the vehicle through which we act on these priorities.

In the last budget we highlighted two priorities: increasing our Discipline Activity reserve fund and preparing for enhancements to our website. A \$50 levy was enacted to raise an initial \$30,000 towards the cost of implementing on-line services and a projected surplus of \$11,500 would be directed towards the Discipline Activity fund towards the goal of \$100,000 in reserve. The number of members during this period was 679, reflecting an increase of 23 over the previous year. A summary of revenue and expense items follows.

Revenue: At the end of the 2013-2014 year, income exceeded that budgeted by \$16,107.

Expenses: Overall expenses this year were \$22,925 higher than budgeted. Professional fees were higher than budgeted by \$6240, primarily related to legal consultation costs. In addition, the College was required to undertake an Inquiry related to a complaint against a member. For clarity, the legal costs associated with the inquiry (~\$28,100) have been separated out from the other professional/legal fees.

Including the IT Levy funds but without accounting for the Inquiry costs, a surplus of \$69,760 was realized. While inquiry hearings are rare and unanticipated, this is precisely the situation for which we were preparing in augmenting the reserve fund. Consequently, we were able to mitigate the impact of this expense to some degree. Inquiry legal costs were initially paid from the Discipline Activity reserve fund, and then replaced using the budget surplus. The \$30,000 levy income was deposited in the IT Solution reserve fund as projected. The remaining surplus funds were then allocated to the IT Solution fund (\$7030) and Discipline Activity fund (\$4630).

Reserve Fund

The following is the value of COTM's reserve fund as of May 31, 2014.

Restricted Reserve	\$151,441.00
Unrestricted Reserve	\$16,000.00
Current Earnings	\$0
Total	\$167,441.00

The Reserve Fund provides for the following expenditures:

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



Status	Restricted						Unrestricted	
	Discipline Hearing Fund	Sick Time Coverage	Computer/ Office Upgrade	Major Projects	RHPA Fund	Technology	Capital Assets	Contingency
May 31, 2013	82,831.00	14,342.85	489.84	2316.00	10,000.00	0	1236.00	14,764.00
Transfer Out	-28,097.09							
Transfer In	28,097.09							
Net Gain 2013/14	4630.53					37,030.00		
May 31, 2014	87,262.37	14,343.85	489.94	2316.00	10,000.00	37,030.00	0	16,000.00
Money from Savings account being contributed to Technology Line						2,970.00		
May 31, 2014	87,262.37	14,343.85	489.94	2316.00	10,000.00	40,000.00	0	16,000.00

The following is the value of COTM's investments as of May 31, 2014. This amount does not take into consideration non-depreciated capital assets, bank balance, and year-end liabilities. It represents the funds invested at year end.

SCU Term Deposit & Shares	\$64,560.00
Total	\$64,560.00

2014 - 2015 Proposed Budget

The budget approved by Council for the 2014 - 2015 fiscal year anticipates a surplus of \$32,872, which includes a Discipline Fund levy. The Projected Budget for the 2014 - 2015 year and last year's Projected Budget are included in the COTM AGM booklet. The levy income (\$25,000) will go towards securing adequate protection against risks incurred by a costly discipline hearing. The anticipated remaining surplus for 2014 - 2015 will be allocated to development and future maintenance costs of an integrated technology service.

For more details on COTM's financial information please refer to the Auditor's Report and COTM's fiscal year 2014-2015 Projected Budget.

Respectfully submitted,

Ed Giesbrecht, O.T. Reg. (MB)
Treasurer

REGISTRATION

Report from the Registrar

It has been an exciting year in registration matters with the addition of mandatory Continuing Competence Program requirements, including the PREP module, for registration renewal of all practising members. Despite this additional requirement, the registration renewal period ran smoothly with very few issues. We are nearing the 650 milestone with 647 members on the register as of June 1, 2014.


Though registration requirements were more complex this year, there were more resources to assist members with the registration process. Members can avail themselves of FACT sheets that answer the most common questions (and some more obscure questions) regarding registration matters. These can be found on the COTM website in the Resources section.

The COTM website was further updated this year with a focus on expanding the initial registration for Canadian-educated occupational therapists section to mirror the Office of the Fairness Commissioner-funded improvement to the Internationally-educated OT initial registration section in 2012-2013.

As we move forward towards incorporating the Regulated Health Professions Act in the years to come, members can depend on the hardworking staff at COTM, as well as myself and the Board of Assessors to communicate these changes and provide the support necessary to ensure easy and efficient registration.

I look forward to serving the membership as Registrar in the year to come!

Respectfully submitted,



Heather Bartley, O.T. Reg. (MB)
Registrar

Registration of College Members

2013 - 2014 Data
(June 1, 2013 - May 31, 2014)

Registered OTs as of June 1, 2013	633
Practising	572
Non-practising	60
Provisional	1
Temporary	0
 Number of applications received	 50
Processed	50
Rejected	0
 New Registrations issued	
June 1, 2013 - May 31, 2014 (+)	50
Practising	49
Non-practising	0
Provisional	1
Temporary	0
 Reinstatements issued	
June 1, 2013 - May 31, 2014 (+)	0
Practising	0
Non-practising	0
Provisional	0
 Resignations (-)	27
Practising	12
Non-practising	15
Provisional	0
Temporary	0
 Non-renewal of membership (-)	9
Practising	4
Non-practising	5
Provisional	0

June 1, 2014 Data

Registered OTs as of June 1, 2014:	647
Practising	572
Non-practising	73
Provisional	2
Temporary	0

MANITOBA OT WORKFORCE HIGHLIGHTS (2011)

Source: The Canadian Institute for Health Information (CIHI)
www.cihi.ca/CIHI-ext-portal/pdf/internet/OT2011_HIGHLIGHTS_PROFILES_EN
or www.cotm.ca/index.php/resources/CIHI_HHR_workforce_trends

Supply

- From 2006 to 2011, the OT workforce grew by 22.2% in Manitoba, reaching a total of 555 active OTs registered and employed in the province.
- The ratio of OTs per 100,000 population showed an increase, from 38.3 in 2006 to 44.2 in 2011.
- When the supply estimate was adjusted based on the total number of hours worked per week, the overall supply estimate for Manitoba's OT workforce grew by 22.6% since 2007.

Demographics

- Most (91.9%) of the Manitoba OT workforce was female.
- The average age of the Manitoba OT workforce was 39.7.

Education

- The province of Manitoba had one university program (University of Manitoba) that offered a master's degree in occupational therapy.
- In Manitoba, 8.1% of the Manitoba OT workforce was classified as new graduates (having a graduation year of 2010 or 2011), second only to Saskatchewan (10.3%).
- The top three provinces of graduation for the Canadian-educated Manitoba OT workforce in 2011 were Manitoba (85.4%), Ontario (5.4%) and Alberta (1.4%).

Employment

- In Manitoba, 39.9% of the OT workforce in 2011 was employed on a part-time basis.
- The percentage of OTs who reported having multiple employers increased from 15.2% in 2006 to 20.5% in 2011.
- About half (52.1%) of the Manitoba OT workforce in 2011 worked in a hospital setting.

Geography and Mobility

- A large percentage (84.3%) of the Manitoba OT workforce was employed in urban areas; the remainder were employed in rural or remote regions (13.5%).



Occupational Therapist Workforce Profile, Manitoba, 2008 and 2012

		2008		2009		2010	
		Count	Percent	Count	Percent	Count	Percent
Employed in Occupational Therapy		489	100	508	100	534	100
Per 100,000 Population		40		42		43	
Full-Time Equivalent		0.89		0.91		0.90	
Sex	Female	450	92.0	468	92.1	492	92.1
	Male	39	8.0	40	7.9	42	7.9
	<i>Missing Values</i>	0	0.0	0	0.0	0	0.0
Average Age	Years	39.3		39.5		39.5	
Age Breakdown	< 30	89	18.3	100	19.8	106	20.0
	30-59	384	79.2	390	77.4	409	77.2
	60+	12	2.5	14	2.8	15	2.8
	<i>Missing Values</i>	4	0.8	4	0.8	4	0.7
Full-Time/ Part-Time Status	Full Time	279	58.4	292	59.0	311	59.5
	Part Time	199	41.6	203	41.0	212	40.5
	<i>Missing Values</i>	11	2.2	13	2.6	11	2.1
Employer Type	Hospital	251	52.5	261	52.8	266	51.1
	Community	92	19.2	104	21.1	121	23.2
	Professional Practice	35	7.3	32	6.5	34	6.5
	Other	100	20.9	97	19.6	100	19.2
	<i>Missing Values</i>	11	2.2	14	2.8	13	2.4
Area of Practice	Direct Service, Mental Health	69	14.5	75	15.2	75	14.4
	Direct Service, Physical Health	242	50.8	257	52.1	263	50.5
	Direct Service, Other Areas	84	17.6	76	15.4	97	18.6
	All other areas of practice	69	14.5	77	15.6	72	13.8
	Vocational Rehabilitation	12	2.5	8	1.6	14	2.7
	<i>Missing Values</i>	13	2.7	15	3.0	13	2.4
Position	Direct Service Provider	394	82.9	402	81.5	429	82.2
	Manager/Professional Leader/ Coordinator	43	9.1	48	9.7	49	9.4
	Educator/Research	21	4.4	23	4.7	22	4.2
	Other	17	3.6	20	4.1	22	4.2
	<i>Missing Values</i>	14	2.9	15	3.0	12	2.2
Multiple Employers	Single	399	81.6	410	80.7	426	79.8
	Multiple	90	18.4	98	19.3	108	20.2
	<i>Missing Values</i>	0	0.0	0	0.0	0	0.0
Source of Funding	Public/Government	393	82.9	405	82.0	440	84.3
	Public-Private Mix/Private/Other	81	17.1	89	18.0	82	15.7
	<i>Missing Values</i>	15	3.1	14	2.8	12	2.2
Highest Education in Occupational Therapy	Diploma/Baccalaureate	403	82.4	401	78.9	394	73.8
	Master's/Doctorate	86	17.6	107	21.1	140	26.2
	<i>Missing Values</i>	0	0.0	0	0.0	0	0.0
Location of Graduation	Canadian-Trained	449	93.5	468	93.8	496	94.1
	Internationally Educated	31	6.5	31	6.2	31	5.9
	<i>Missing Values</i>	9	1.8	9	1.8	7	1.3

Occupational Therapist Workforce Profile, Manitoba, (2008 - 2012)

2011		2012	
Count	Percent	Count	Percent
555	100	572	100
44		45	
0.91		0.92	
510	92.1	522	91.3
44	7.9	50	8.7
1	0.2	0	0.0
39.7		39.7	
117	21.3	119	20.9
415	75.4	433	76.1
18	3.3	17	3
5	0.9	3	0.5
316	59.0	342	62.1
220	41.0	209	37.9
19	3.4	21	3.7
287	53.4	281	50.8
97	18.1	106	19.2
38	7.1	46	8.3
115	21.4	120	21.7
18	3.2	19	3.3
85	15.8	90	16.3
260	48.4	267	48.3
109	20.3	96	17.4
71	13.2	88	15.9
12	2.2	12	2.2
18	3.2	19	3.3
437	81.4	445	80.5
57	10.6	55	9.9
23	4.3	24	4.3
20	3.7	29	5.2
18	3.2	19	3.3
427	78.9	447	80.7
114	21.1	107	19.3
14	2.5	18	3.1
437	81.5	446	80.7
99	18.5	107	19.3
19	3.4	19	3.3
385	69.5	375	65.7
169	30.5	196	34.3
1	0.2	1	0.2
519	94.9	540	94.7
28	5.1	30	5.3
8	1.4	2	0.3

Source: The Canadian Institute for Health Information (CIHI)
<https://secure.cihi.ca/estore/productSeries.htm?pc=PCC375>
 or www.cotm.ca/index.php/resources/CIHI_HHR_workforce_trends

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. In 2012, the non-consent rate was 8.0% (9.3% in 2007, 7.4% in 2008, 6.9% in 2009, 6.7% in 2010, 7.4% in 2011 and 8.0% in 2012).

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.

Missing Values

Missing values are values attributed in instances where a data provider is unable to provide information for a registrant for a specific data element. There are three 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.

Groupings:

Employer Type

Hospital includes *general hospital, rehabilitation hospital/facility and mental health hospital/facility*.

Community includes *residential care facility, assisted-living residence, community health centre, visiting agency/business and school or school board*.

Professional practice includes *group professional practice/clinic and solo professional practice/business*.

Other includes *post-secondary educational institution, association/government/para-governmental, industry, manufacturing and commercial and other employer types not otherwise specified*.

Area of Practice

Mental health areas of direct service include *mental health*.

Physical health areas of direct service include *neurological system, musculoskeletal system, cardiovascular and respiratory systems, digestive/metabolic/endocrine systems and general physical health*.

Additional areas of direct service include *palliative care, health promotion and wellness and other areas of direct service*.

All other areas of practice include *client service management and medical-/legal-related client service management, service administration, teaching and research and other areas of practice not otherwise specified*.

Vocational rehabilitation includes *vocational rehabilitation*.

Population estimates are based on Statistics Canada data.

Totals may not equal 100% due to rounding.

Statistics released by CIHI will differ from statistics released by provincial regulatory authorities due to CIHI's collection, processing and reporting methodology.

Additional methodological information is available by sending an email to otdb@cihi.ca.

Sources

Occupational Therapist Database, Canadian Institute for Health Information; Manitoba Health.

COMMITTEE REPORTS

Board of Assessors

Submitted by Heather Bartley, Committee Chair

Committee Objectives:

Assists the Registrar in the matters of member registration consistent with *The Occupational Therapists Act*, the Occupational Therapists Regulation and Council approved Policies and Procedures. Supports the Council in establishing registration policies & procedures.

The Board of Assessors (BOA) is chaired by the Registrar and addresses matters pertinent to the registration of members. Some highlights of the BOA work for the registration year of 2013-2014 included:

- Revision of nine separate policies regarding registration;
- Development of FACT sheets to describe the updates to policies revised;
- Attention to the development of the Substantial Equivalency Assessment System and other developments from the ACOTRO Harmonization Project;
- Review of applications for registration by internationally educated Occupational Therapists and requests from members for recognition of volunteer hours;
- Continued Examination of the Occupational Therapy Examination and Practice Preparation program (OTepp) based out of McMaster University as it pertains to re-entry and internationally educated candidates applying for registration with COTM;
- Development of a WRHA-COTM Agreement on Supervised Practice – it is anticipated that this will facilitate supervised practice opportunities; and
- Development of an employer confirmation FACT sheet to better educate new employers of their responsibilities when employing occupational therapists.

Executive Committee

Submitted by Melanie Read, Committee Chair

Committee Objectives:

Assists the Council by monitoring and supervising the day-to-day management of COTM's affairs, decision-making between Council meetings, supporting financial planning and supervising the performance of the Executive Director.

The Executive Committee serves as COTM's financial / budget committee, human resources committee, and council governance support committee.

The committee monitors financial activity and was especially vigilant this year as we dealt with the significant expenditures related to the Inquiry Committee hearing and its impact on planning for the Information Technology planning.

In the area of human resources, the committee supports the Executive Director's work on employee policies updating and exploration of benefits providers. The Committee continues to improve Executive Director performance review procedures.



The Executive Committee supports the development of council members through orientation and education planning. Council evaluation continues to be an area of focus.

In this past year the Committee coordinated preparations for the council's development of the 2014-2016 Strategic Plan and review of committee terms of reference and position descriptions.

Continuing Competence Committee

Submitted by Chris Froese, Committee Chair

Committee Objectives:

Plans for the implementation of a continuing competence program for COTM members.

June 2014 marked the completion of the first full year of required participation in the CCP program. Despite a trial participation year, many learning opportunities have arisen for COTM members and the CCP committee during the first mandatory year. Member's anxiety about the program continued until renewal, however many were able to avail themselves of the resources provided including workshops at workplaces and COTM, email newsletters leading up to deadlines, CCP help line phone number, CCP email address, mentorship opportunities and small group discussions.

Following the renewal deadline, fewer than 1% of the membership had not completed their CCP requirements. This falls within the expectations of the committee and is in line with the experiences of other provincial Colleges. The CCP committee has continued to revise policies to more accurately address the process and support members with consistent expectations.

Ongoing work for this year's PREP, Phase 2 of the CCP program and communication strategies continues. This will include simplifying processes to facilitate ease of CCP completion for members, monitoring indicators of the CCP's effectiveness, continued review of policies, and progress towards Phase 2 of the CCP. The CCP Advisory committee has recently lost two members, and will require additional members as we move forward with these activities.

The work of the CCP committee could not proceed without the volunteer time of the committee members and the tireless work of the CCP developer, Pearl Soltys. As CCP developer, Pearl continues to support the CCP committee's forward progress and liaises with other COTM projects to ensure compatibility between technological upgrades, the members' needs and the CCP program.

A special thank you to Michelle Massery and Sue Lotocki for their contributions to the CCP Advisory committee. You will both be missed.

For more information about the CCP program visit the COTM website at www.COTM.ca . Questions regarding the program can be directed to CCP@COTM.ca .



Investigation Committee

Submitted by Kendra Huot, Committee Chair

Committee Objectives:

Reviews complaints received by COTM in accordance with Part 6 of *The Occupational Therapists Act*.

For the registration year of June 1, 2013 to May 31, 2014, the Investigation Committee (IC) met regarding three new complaints. Additionally, the Investigation Committee met regarding three complaints from the registration year of June 1, 2012 to May 31, 2013. The Investigation Committee placed an interim suspension on a member in the registration year of June 1, 2011 to May 31, 2012. This interim suspension remains in place until the member agrees to meet with the Investigation Committee.

Complaints Carried Forward

The first complaint from the previous registration year involved concerns related to practice standards. After review of the investigator's report, and pursuant to Section 21(1)(f) of the OT Act, the Investigation Committee entered into an agreement with the member. At the completion of this registration year, the Investigation Committee continues to work with the member on developing this agreement. Interim supervision arrangements continue.

The second complaint from the previous registration year involved concerns related to professional misconduct. Due to the serious nature of the matter, pursuant to Section 21(1)(a) of the OT Act, the Investigation Committee referred the matter in whole, to the Inquiry Committee. The Investigation Committee had no further involvement in this matter after referral.

The third complaint from the previous registration year involved concerns regarding unprofessional behaviour. The Investigation Committee chairperson was appointed investigator and upon review of the investigation, the Investigation Committee recommended no further action be taken. The decision was not appealed by the complainant.

New Complaints

One complaint involved one member and concerns regarding accuracy of the documentation involving an initial assessment report, progress reports, and discharge reports that were provided to a third party payer. The Investigation Committee appointed the Investigation Committee Chairperson as investigator. At the end of this registration year, the investigation was ongoing.

The second complaint related to inadequate assessment processes. The Investigation Committee appointed the Investigation Committee chairperson as investigator. At the end of this registration year, the investigation was nearing completion.

A third complaint involved concerns related to unskilled practice and employer termination. The Investigation Committee recommended an investigation and appointed an investigator. In addition, the Investigation Committee met with the member and entered into an interim agreement that permits the committee to place conditions on this member's practice upon return to work.

In support of the work of the committee, COTM arranged for orientation for the investigators. Many thanks to COTM Investigators Barb Kowalski, Lisa Diamond-Burchuk, Nicole Beauchesne, and Teresa Platt.

The IC continues to appreciate the support provided to the committee through the COTM office, as well as the legal resources that are made available to them.

Development of policies and procedures and orientation materials remain a key goal of the committee.

Inquiry Committee

Submitted by Linda Bailes, Committee Chair

Committee Objective:

*To conduct a hearing into the conduct of a member in accordance with Part 6 of **The Occupational Therapists Act**.*

One case that originated in 2012 - 2013 was referred to the Inquiry Committee by the COTM Investigation Committee in 2013 as a result of the member's breach of the Code of Ethics and Essential Competencies regarding professional boundaries. The member admitted to misconduct.

The member had their registration suspended until successfully completing necessary assessment and remediation. The member was also ordered to pay costs in the amount of \$2,000.

The Notice of Decisions and Reasons can be found on the COTM website.

Legislation Committee

Submitted by Leslie Johnson, Committee Chair

Committee Objective:

*Co-ordinates efforts by COTM to effect legislation and policy changes, including those directly related to **The Occupational Therapists Act** and **The Regulated Health Professions Act**. Monitors and reviews legislative and policy initiatives, and determines an action when initiatives may affect the practice of occupational therapy.*

During the 2013/14 year, the committee has been working to:

- Revise the draft *Scope of Practice Statement* based on member feedback provided via an on-line survey;
- Enhance members' familiarity with the Regulated Health Professions Act (RHPA);
- Participate in the development of the provisions of the RHPA with Manitoba Health and other Manitoba Regulatory organizations; and
- Consult with other occupational therapy regulatory colleges across Canada regarding controlled acts and reserved acts to inform COTM in its work to prepare for regulation under the RHPA.

We continue to maintain active liaison with other health regulators in the province as well as Manitoba Health through Sharon Eadie.





Practice Issues Committee

Submitted by Sheila Marlow, Committee Chair

Committee Objective:

Investigates, debates and provides recommendations to the Council on current occupational therapy practice issues relevant to the mandate of the College.

The current work of the committee is focusing on rewriting the Client Records guideline in recognition of amendments to the *Personal Health Information Act*, significant changes in communication technology and privacy expectations, the electronic health records initiatives, and a variety of other influences. In this effort we are making use of materials from other OT regulators.

Nomination Coordinator's Report

Submitted by Sheryl Singer

Coordinator's Objective:

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

Each year members are asked if they wish to volunteer on Council when they complete their COTM Renewal Form. I would like to extend my sincere thanks to the number of you who considered putting your names forward. This year there were three vacancies on COTM Council for the upcoming term.

Two therapists have been nominated to fill two of the vacancies on Council. Consistent with COTM Nomination Rules of Procedure, the Secretary of COTM will be asked to cast one ballot in favour of the slate of candidates presented by the Nomination's Coordinator. The mail-in ballot procedure for elections was not implemented this year, given that the nominees will be elected by acclamation at the Annual General Meeting (AGM). Brief resumes from the candidates can be found in the AGM package. The nominees are: incumbent Sheila Marlow, O.T. Reg. (MB) and Jeanette Edwards, O.T. Reg. (MB).

A third therapist has expressed interest in serving on Council and may be appointed by Council (at its discretion).

Financial Statements of

**THE COLLEGE OF OCCUPATIONAL
THERAPISTS OF MANITOBA**

May 31, 2014

INDEPENDENT AUDITOR'S REPORT

To the Members of
The College of Occupational Therapists of Manitoba

We have audited the accompanying financial statements of The College of Occupational Therapists of Manitoba, which comprise the statement of financial position as at May 31, 2014 and the statements of operations, changes in net assets and cash flows for the year then ended and the notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, 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.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements 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 entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

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, 2014 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.



Chartered Accountants

September 9, 2014

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THE COLLEGE OF OCCUPATIONAL THERAPISTS OF MANITOBA

Statement of Operations

Year Ended May 31, 2014

	<u>2014</u>	<u>2013</u>
REVENUE		
Registration and license fees	\$ 329,457	\$ 262,259
Other registration income	550	140
Investment income	6,668	10,632
Other income	2,000	-
Expense recoveries - rent	900	900
Expense recoveries - phone	444	444
Expense recoveries - salary	2,316	4,012
	342,335	278,387
EXPENSES		
Amortization	92	312
Association dues	1,569	1,317
Council expenses and meetings	9,359	11,939
Casual labour	410	1,190
Continuing competence	25,402	16,013
Education and training	-	83
Insurance	2,404	3,594
Maintenance	158	-
Miscellaneous	1,859	603
Printing	3,253	2,517
Professional fees	13,008	24,113
Professional fees - Legal	56,229	34,994
Rent	13,860	13,192
Service charges	510	392
Supplies	1,461	1,826
Telephone and postage	11,358	11,193
Wages and benefits	159,740	160,767
	300,672	284,045
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSES	\$ 41,663	\$ (5,658)

THE COLLEGE OF OCCUPATIONAL THERAPISTS OF MANITOBA
Statement of Changes in Net Assets
Year Ended May 31, 2014

	2014		
	Unrestricted	Internally Restricted	Total
BALANCE, BEGINNING OF YEAR	\$ 16,000	\$ 109,778	\$ 125,778
EXCESS OF REVENUE OVER EXPENSES	41,663	-	41,663
TRANSFER FROM RESTRICTED FUND (Note 5)	28,097	(28,097)	-
INTERNAL RESTRICTIONS (Note 5)	(69,760)	69,760	-
BALANCE, END OF YEAR	\$ 16,000	\$ 151,441	\$ 167,441

	2013		
	Unrestricted	Internally Restricted	Total
BALANCE, BEGINNING OF YEAR	\$ 16,000	\$ 115,436	\$ 131,436
DEFICIENCY OF REVENUE OVER EXPENSES	(5,658)	-	(5,658)
TRANSFER FROM RESTRICTED FUND (Note 5)	5,658	(5,658)	-
BALANCE, END OF YEAR	\$ 16,000	\$ 109,778	\$ 125,778

THE COLLEGE OF OCCUPATIONAL THERAPISTS OF MANITOBA
Statement of Financial Position
May 31, 2014

	<u>2014</u>	<u>2013</u>
ASSETS		
CURRENT		
Cash	\$ 130,571	\$ 7,484
Short-term investments (Note 3)	64,560	155,424
Accounts receivable	2,614	5,174
Prepaid expenses	2,523	1,870
	200,268	169,952
CAPITAL ASSETS (Note 4)	-	92
	\$ 200,268	\$ 170,044
 LIABILITIES		
CURRENT		
Accounts payable	\$ 32,827	\$ 44,266
 COMMITMENT (Note 6)		
 NET ASSETS		
Unrestricted	16,000	16,000
Internally restricted	151,441	109,778
	167,441	125,778
	\$ 200,268	\$ 170,044

APPROVED BY THE COUNCIL

..... Council Member

..... Council Member

THE COLLEGE OF OCCUPATIONAL THERAPISTS OF MANITOBA

Statement of Cash Flows

Year Ended May 31, 2014

	<u>2014</u>	<u>2013</u>
OPERATING ACTIVITIES		
Excess (deficiency) of revenue over expenses	\$ 41,663	\$ (5,658)
Item not affecting cash:		
Amortization	92	312
	<u>41,755</u>	<u>(5,346)</u>
Changes in non-cash operating working capital items:		
Accounts receivable	2,560	3,814
Prepaid expenses	(653)	(35)
Accounts payable	(11,439)	2,931
	<u>32,223</u>	<u>1,364</u>
INVESTING ACTIVITY		
Decrease (increase) in short-term investments	90,864	(8,768)
NET INCREASE (DECREASE) IN CASH POSITION	123,087	(7,404)
CASH POSITION, BEGINNING OF YEAR	7,484	14,888
CASH POSITION, END OF YEAR	\$ 130,571	\$ 7,484

THE COLLEGE OF OCCUPATIONAL THERAPISTS OF MANITOBA

Notes to the Financial Statements

May 31, 2014

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 C.O.T.M. 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.

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 fees are recognized in the fiscal period to which they relate. Other contributions and registration fees 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:

Computer equipment and software	3 years
Office equipment	5 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, 2014

2. SIGNIFICANT ACCOUNTING POLICIES (continued)

d) Financial instruments (continued)

Financial 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.

Credit risk

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

3. SHORT-TERM INVESTMENTS

	<u>2014</u>	<u>2013</u>
Guaranteed investment certificates, maturing December 11, 2015, including accrued interest at 2.1%	\$ 64,560	\$ 155,424

4. CAPITAL ASSETS

	<u>2014</u>			<u>2013</u>
	<u>Cost</u>	<u>Accumulated Amortization</u>	<u>Net Book Value</u>	<u>Net Book Value</u>
Computer equipment and software	\$ 14,393	\$ 14,393	\$ -	\$ 92
Office equipment	8,720	8,720	-	-
	<u>\$ 23,113</u>	<u>\$ 23,113</u>	<u>\$ -</u>	<u>\$ 92</u>

5. INTERNAL RESTRICTIONS

In the current year, a transfer of \$28,097 was made from the Internally Restricted Fund to the Unrestricted Fund to cover specific legal expenses that were incurred during the year. In the prior year, a transfer of \$5,658 was made from the Internally Restricted Fund to the Unrestricted fund to cover the excess of expenses over revenues incurred. Additionally, the Board of Directors approved a transfer \$69,760 from the Unrestricted Fund to the Internally Restricted Fund. \$30,000 of this amount has been restricted to fund future information technology expenditures. The remaining amount has been restricted to fund future operating deficits if incurred.

THE COLLEGE OF OCCUPATIONAL THERAPISTS OF MANITOBA
Notes to the Financial Statements
May 31, 2014

6. COMMITMENT

The College has a lease on its current office space that expires on October 1, 2016. Annual lease payments are expected to be as follows over the remaining term of the lease:

2014	\$	13,425
2015		13,519
2016		6,807
	\$	<u>33,751</u>