



**College of Occupational
Therapists of Manitoba**

Quality Occupational Therapy – Accountable to Manitobans

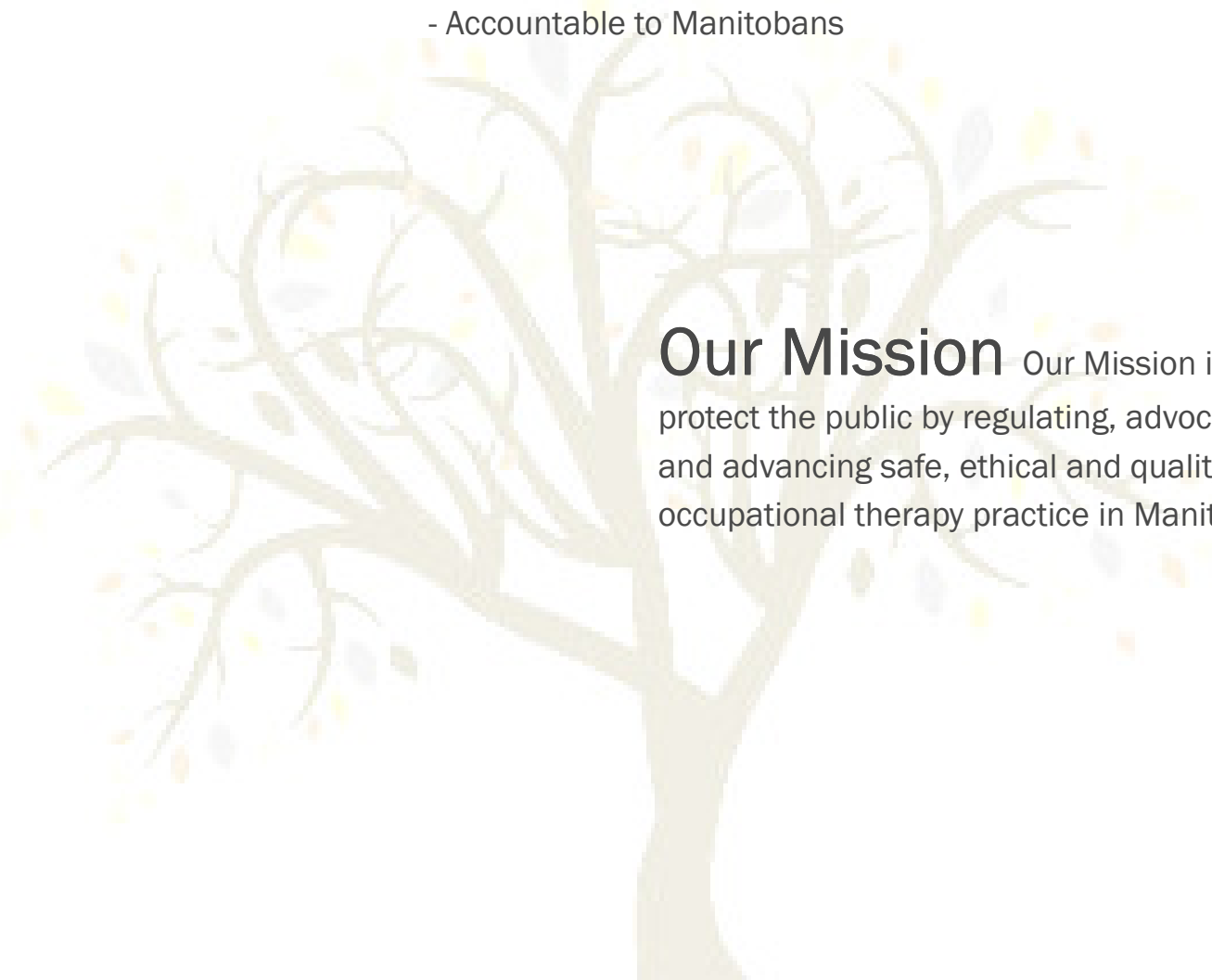
ANNUAL REPORT 2011

June 1 2010 to May 31 2011



7—120 Maryland Street
Winnipeg Manitoba
R3G 1L1

Email: OTinfo@cotm.ca
Phone: (204) 957-1214 or 1-866-957-1214 toll-free
Fax: (204) 775-2340



Our Vision Quality Occupational Therapy
- Accountable to Manitobans

Our Mission 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

COTM COUNCIL

Council terms run from January 1 to December 31.
Annual reports cover the period of June 1 to May 31.

The above represents the individuals holding the positions as of May 31, 2011.

CHAIR:

Cara Brown Executive Committee Member

VICE CHAIR:

Joanna Quanbury Coordinator of Governance
Issues & Strategic Directions
Executive Committee Chair

REGISTRAR:

Laurel Rose Board of Assessors Chair

RECORDING SECRETARY:

Melanie Read Executive Committee Member
Communications Committee Chair

TREASURER:

Ed Giesbrecht Executive Committee Member

Kendra MacKinnon Investigation Committee Chair

Leslie Johnson Legislation Committee Chair

Christine Froese Continuing Competence
Committee Chair

EXECUTIVE DIRECTOR:

Sharon Eadie

PUBLIC REPRESENTATIVES:

Audra Taylor Council Member
Executive Committee
Corresponding Member
Investigation Committee Member

Merle Dvorak Council Member
Executive Committee
Corresponding Member

Laura Goossen Council Member
Executive Committee
Corresponding Member
Board of Assessors Member

Vann Nuygen Council Member
Legislation Committee
Executive Committee
Corresponding Member
Investigation Committee

Table of Contents

Chairperson's Report	4
Executive Director's Report	5
Treasurer's Report	9
Registrar's Report	10
COTM Committee Reports	11
Board of Assessors	12
Executive Committee	12
Investigation Committee	13
Inquiry Committee	13
Continuing Competence	14
Communications Committee	14
Legislation Committee	15
Practice Issues Committee	15
Nominations Coordinator's Report	16
Auditor's Report	17
Financial Statements	18

Working to Serve and Protect the Public Interest

C

HAIRPERSON'S REPORT

During the 2010 and 2011 year, I had the opportunity to attend a workshop entitled, "Leadership Series: In Support of Excellence". This workshop, was sponsored by the provincial government and delivered by the Crown Corporations Council and focused on the roles and responsibilities of a chairperson as well as, how to ensure effective council functioning. This workshop ended up being a wonderfully validating experience as it reinforced to me that our Council and Executive Director are well grounded in our duties and responsibilities and, in our efforts for continual quality improvement. Our Council is strong and well positioned for the many changes over the next few years as we transition to the *Regulated Health Professions Act* (RHPA) and the new Continuing Competence Program (CCP). It is a pleasure to work with a group of dedicated individuals who are invested in putting forth their best efforts to ensure our College continues to be on the leading edge.

In the past year, the Council continued to focus on work related to our strategic goals, which we updated and modified somewhat to ensure a focus on priority areas. However, much of our work right now continues to be guided by the move to the new RHPA and the implementation of the CCP.

Highlights from this include:

- As a direct result of the "Leadership Series" workshop, we developed *Council Values*.
- Policy was developed on criteria for persons seeking appointment to the Council and Committees to ensure that the Council and Committees maintain the confidence of the public and the membership.
- Work was done with consultants to work towards a professional, organized, collaborative and informative roll-out of the CCP.
- The Investigation Committee and Inquiry Committee continue to hold an orientation program for the members of the Committees. As well, other organizations were invited to join in order to share resources in a cost effective manner.
- We received a positive report from the Manitoba Fairness Commissioner, and our Executive Director was highlighted in the report as being integral to our College's success.

Thank you to all our volunteers on the College's Council and Committees for their time and service. In addition, our public members deserve extra accolades for their commitment and energy towards our organization. Finally, thanks to our invaluable office staff who have dealt with many office changes this past year and are still keeping their chins up!

Respectfully submitted,
Cara Brown, O.T. Reg. (MB)
Council Chair




EXECUTIVE DIRECTOR'S REPORT

The *Annual Report* covers the period of June 1, 2010 to May 31, 2011 but, since it is written in August, it is difficult to ignore the events of the summer. This July, I was able to participate in the "Second Council on Licensure, Enforcement and Regulation" (CLEAR) and the "International Congress on Professional and Occupational Regulation", in London, England. At the meeting, I learned the term "Right Touch Regulation" which, although new to most of the congress participants, summarizes the challenge for regulators and the governments that create professional legislation and regulations. This concept indeed influences many of the initiatives outlined in this report.



Speaking of travelling, many of you have likely had the experience of planning a very large vacation. You have the idea, you research the location, negotiate the wishes and desires of various family members, begin to save for the journey, in some cases you plan your route and as the date comes closer you begin your packing. In all of this, you are trying to balance resources, space (in your vehicle, your luggage, etc.), and determine a schedule that includes your hopes and dreams for a memorable and wonderful vacation for all.

During 2010 and 2011, after a few years of planning and saving that we are now on the journey in a few key areas. Often with unanticipated opportunities and "bumps in the road"! For several adventures, we are still in the planning stages (such as member consultations on *Reserved Acts*), and with others we are about to take off on our journey with great hopes that we have the right luggage (such as with the anticipated fall launch of the CCP). What we learned as we prepared for these major initiatives is that in order to have the facility to move ahead we needed to completely overhaul the COTM website. Like a family that is planning a once in a lifetime road trip with an unreliable vehicle, COTM concluded that a new website was critical to our future work which will involve significant interactivity with COTM members. We hope you like it!

www.cotm.ca

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 Manitoba (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 becomes law. However, the RHPA will not go into effect until a date set by proclamation following approval of regulations. These regulations will be developed over the next number of months/years for each profession.

To date, no profession is regulated under the RHPA although, MB Health is working intensively with the College of Registered Nurses of Manitoba, the Manitoba Speech and Hearing Association, and the College of Physicians and Surgeons of Manitoba, in order to move towards approval of the regulations that will make the RHPA law for these professions. Please see the Legislation Committee report for further information on COTM's work.

FAIR REGISTRATION PRACTICES IN REGULATED PROFESSIONS ACT

My 2007/2008 Annual Report introduced readers to this new legislation which gives direction to all MB regulatory organizations regarding their registration processes. This legislation received Royal Assent in 2007 and was proclaimed (went into effect) on April 15, 2009. This date marked the official opening of the Office of the Manitoba Fairness Commissioner (OMFC).

The OMFC (www.manitobafairnesscommissioner.ca) is a dynamic office, established as a result of the provincial legislation proclaimed in 2009. The OMFC "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."

COTM has been involved with the OMFC to refine their review process through participation as one of three pilot organi-

(Continued on page 6)

(Continued from page 5)

zations. The review involves a detailed examination, and assessment of COTM's application and registration processes with a view to determining improvements in the fairness, transparency, impartiality, and objectivity of these processes. COTM received its review in March 2011 and is working in a cooperative manner with the OMFC on an action plan to address the recommendations. COTM was extremely pleased that the OMFC identified a number of exemplary best practice models employed by COTM.

During this period, the OMFC has provided the regulators with data requirements for reporting on international applicants. This anonymous information will assist the OMFC in determining the timeliness of regulatory processes and will be one of the benchmarks against which to measure improvements. The information is also used to populate the Commissioner's report to the Minister of Labour and Immigration.

The OMFC continues to hold workshops that assist in our work such as "Plain Language, Appeals and Reconsideration" as well as, provide a forum for regulators to present to colleagues on best practices. The OMFC can support work by colleges to improve their processes through an application for MB Opportunities Fund monies. COTM has availed itself of these funds in the past and anticipates doing so in the coming year in order to further develop the COTM database and the new COTM website specifically; for the benefit of Internationally Educated Occupational Therapist (IEOT) applicants. This fund supported the COTM Executive Director participation at the 2011 CLEAR Congress in London.

PAN CANADIAN FRAMEWORK

The Pan-Canadian Framework is a joint commitment by the federal, provincial and territorial governments to work together to improve the foreign qualification assessment and recognitions system in Canada. It is a reference point for federal, provincial and territorial strategies. The Framework is not a legal document but, a public commitment towards realizing a principles based vision for improving qualifications assessment and recognition practice, with a priority placed on regulated professions.

In the fall of 2010, the Association of Canadian Occupational Therapy Regulatory Organizations (ACOTRO) received confirmation that it would receive \$2.3 million dollars to support its work to achieve the goals of improving our collective registration processes. Please see, http://www.cotbc.org/PDFs/ACOTRO_NewsRelease_Nov29_2010.aspx to learn more about this project.

Further, the Council of Ministers of Education in Canada (CMEC) has provided funding to the Canadian Information Centre for International Credentials (CICIC), to work with partners in many sectors to improve credential assessment services for immigrants to Canada. As a professional regulatory representative, I am participating on two of CICIC's six projects; developing a Pan-Canadian Quality Assurance Framework to serve as a reference tool for all groups/agencies performing credential assessments in Canada, and conducting a needs and issues analysis regarding the possible development of a Pan-Canadian database of credentials assessments.

ASSOCIATION OF CANADIAN OCCUPATIONAL THERAPY REGULATORY ORGANIZATIONS (ACOTRO)

The efforts of ACOTRO over this past year has focused 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 IEOT assessment, developing a more formal presence for ACOTRO (visual identity, website, etc.), and furthering the harmonization of language registration requirements.

IEOT ASSESSMENT

Work continues in the development of assessment tools for internationally-educated occupational therapists assessment. This latest work includes finalizing an education benchmark, beginning the pilot for the profession specific credentials assessment and creating the competence assessment test. The final touches are being added to the *Third Edition of the Essential Competencies for the Practice of Occupational Therapists in Canada*, a document that refreshes the previous version and makes more explicit the differences in essential competencies for occupational therapists without a client focused practice.

(CAOT) CONFERENCE

In the area of resource development, ACOTRO continues to host a sponsored session at each Canadian Association of Occupational Therapists (CAOT) conference. The topic in 2011 was a presentation regarding boundary violations including, strategies to recognize and manage potential problems related to crossing professional boundaries.

(Continued on page 7)

(Continued from page 6)

CNNAR

ACOTRO continues to support the work of the Canadian Network of National Associations of Regulators (CNNAR). The third conference was held in November 2010 with a theme of “Focus on Qualification Assessment and Recognition”.

INCORPORATION

ACOTRO has been striving to modify its structures to support the increasing complexity of the work of the organization. A key initiative has been the development of by-laws and objects to support its application for corporate status. The incorporation of ACOTRO will allow the organization to receive funds from government agencies. To date, all government funds are directed to ACOTRO via one of the provincial regulators. Incorporation was approved by the federal government namely Industry Canada, early on in 2011. Work will continue to formalize the organization.

PARTNERSHIP INITIATIVES

OCCUPATIONAL THERAPY LEADERSHIP FORUM

Each year a leadership forum is held the day prior to the first full day of the CAOT national conference. I represented the OT regulators on the planning committee and was one of five ACOTRO representatives at the June 2010 forum to discuss “Use of Title”. Specifically, we addressed issues related to OT’s moving into areas outside of “traditional practice” such as policy development, academia, government, management, research, etc.. ACOTRO examined the topic with representatives of the national professional organization (CAOT), the university programs (ACOTUP), the national research foundation (COTF) and the provincial professional organizations (PAC). As follow up to the forum, a small working group has been developing a position or discussion paper on the topic. In addition, our group will identify to the OT Coordinating Council (OTCC) activities that may assist in furthering the aim of clarity on the topic, a better understanding of the issues, and assistance to OT’s to help determine if they are practising occupational therapy. I also participated in the 2011 Forum, hosted by the Canadian Occupational Therapy Foundation (COTF), as a representative of the Canadian OT regulators, to assist in setting a research agenda for the profession.

CANADIAN INSTITUTE FOR HEALTH INFORMATION (CIHI)

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. We are currently preparing submission of the 2011 data and awaiting the 2010 report, the *Fifth CIHI OT Database Report*. Representatives of the OT regulatory organizations will meet with CIHI in September 2011. The submission of the 2010 data marked the end of funding by Health Canada to develop and maintain the CIHI OT database. Funding will now be managed internally by CIHI. A new *Memorandum of Understanding* between COTM and CIHI was signed. Work will begin in the coming year to significantly modify a number of the data elements especially related to area of practice.

(http://www.cotm.ca/index.php/resources/workforce_trends)

SCHOOL OF MEDICAL REHABILITATION / MASTER OF OCCUPATIONAL THERAPY

It has been rewarding for me to continue to participate in a number of ways with the MOT students. Assisting some with their Independent Study projects, and others with their work on understanding legislation relevant to OT practice. I continue to be a part of the MOT Program Committee.

INQUIRY COMMITTEE AND INVESTIGATION COMMITTEE ORIENTATION

It was the realization of a COTM strategic direction to arrange an orientation for investigators, COTM staff, Investigation Committee and Inquiry Committee members and representatives of other Manitoba colleges. In early May 2011 over 50 individuals from six colleges took part in this event. The exchange of ideas made for a rich learning experience; and registration fees charged by COTM to the five other organizations significantly supported the costs of having two lawyers present at the one-day session.

MB REGULATORS (HEALTH)

This past year, health regulators have met several times to update one another on *Health Professions Regulatory Reform Initiatives* (HPRRI). Our meetings provide a forum for presentations by various government departments such as, MB Health Emergency Planning (i.e. 2011 flood preparations). In 2011/ 2012, I will be working with one of my colleagues to support the formalization of this group.

(Continued on page 8)

(Continued from page 7)

COTM INTERNAL OPERATIONS

COMMITTEE SUPPORT

This past year, has seen significant activity in the several committees to which I provide staff support. These committees include the Board of Assessors (policy development, Office of the Fairness Commissioner and national project liaison), Practice Issues Committee (code of ethics and standards work), Continuing Competence Steering Committee (implementation of operational aspects); Legislation Committee (implementation of the RHPA), and the Executive Committee.

OFFICE

Barb Kosheluk, COTM Registration and Financial Coordinator, retired as of December 31, 2009. However, she continued to provide office support one day a week until early June 2011. I hope many of you have had the pleasure of connecting with Carmen Funk, COTM's Registration and Financial Coordinator. In the spring of 2011, we bid farewell to Carolyn Peterson who left COTM for a wonderful opportunity. We welcomed Christel Hildebrandt as our new COTM Operations and Special Projects Facilitator. Christel is the key MSOT contact in the office, coordinates COTM communications as well as work related to the COTM complaint files. We continue to enhance the efficiencies in the office through improved technology, and in the coming year there will be changes to our physical space. We welcome your visit to us at 7-120 Maryland Street.

COTM Staff

Sharon Eadie
Executive Director
sharon.eadie@cotm.ca

Carmen Funk
Registration and Financial Coordinator
carmen.funk@cotm.ca

Christel Hildebrandt
Operations and Special Projects Facilitator
christel.h@cotm.ca

I value the opportunity to speak with members. Whether, you are seeking practice advice or have a question regarding COTM activities. Lastly, I wish to acknowledge the tremendous commitment of all of COTM's volunteers; on Council and on committees, both OT's and the many public representatives appointed by the Minister of Health.

In the spring of 2011, I participated in an "Excellence in Executive Director Leadership" course through the Volunteer Centre of Manitoba. This offered many new perspectives (which will help with the packing for many upcoming adventures) but, it also confirmed that COTM is a strong and effective organization due to cooperative effort and clear vision.

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



Working to Serve and Protect the Public Interest

TREASURER'S REPORT

The primary role of COTM is to fulfill the regulatory responsibilities of our profession the COTM Council is mandated to fulfill the regulatory requirements of our profession in a fiscally responsible manner. At the 2010 AGM, we reviewed historical patterns of member registration, income, and expenses for COTM. The dynamic nature of our regulatory responsibilities demands a forward looking and prudent approach to financial planning. As outlined at the AGM, emergent roles (such as the CCP, increased expenses (such as legal fees for complaints and discipline activities), and prudent contingency planning ("Reserve Funds") dictate the income requirements of the College. To proactively meet these demands, membership renewal fees were increased from \$350 to \$425 for the 2011/2012 renewal period. In response to previous feedback, an informational notice regarding the fee increase was sent to members with their renewal package. As anticipated, there was a net operating loss in 2010/2011, with expenses exceeding revenues by \$26,431. The number of members during this period was 616; reflecting a small increase of 35 over the previous year.

Revenue: Actual income was \$3387 higher than budgeted. This reflects a small rise in membership with increased income resulting through member fees.

Expenses: Overall expenses this year were \$36,678 higher than budgeted. Some activities involved in rolling out the CCP were expended early and reflected in the 2010/2011 expenses. Professional fees, primarily related to legal counsel, are subject to variability depending upon the number and complexity of cases dealt with by the Investigation Committee, and exceeded the budget by \$10,115. With increased staffing and expanding College responsibilities, office related supplies continue to increase, with both mailing and office supply expenses exceeding budget.

Reserve Fund:

The Reserve Fund provides for the following expenditures:

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

The following is the value of COTM's investments as of May 31, 2011. 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: \$168,651.91
Total: \$168,651.91

RESERVE FUND

Value of the Reserve Fund as of May 31, 2011

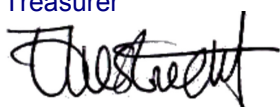
Restricted Reserve	\$137,779.22
Unrestricted Reserve	\$16,000
Current Earnings	(\$26,431.10)
TOTAL	\$127,348.12

2011 – 2012 Proposed Budget

The budget approved by the Council for the 2011/2012 fiscal year anticipates a surplus of \$2844. The "Projected Budget" for the 2011/2012 year and last year's "Projected Budget" are listed in the COTM AGM booklet (please see pages at the back of the *COTM Annual Report 2011*). The anticipated shortfall this past year (as well as in 2010) led Council to increase member fees; reflected in the \$55,000 rise in income. In addition to a small surplus, the 2011/2012 budget incorporates a \$15,000 allocation to the "Reserve Fund" with a long term goal of securing adequate protection against risks incurred by a costly discipline hearing. Allocations for professional fees and office expenses have also been raised to reflect realistic and anticipated costs.

For more details on COTM's financial information please refer to the *Auditor's Report* and COTM's fiscal year 2011/2012, "Projected Budget".

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



2010 - 2011 Data
(June 1, 2010—May 31, 2011)

Registered OTs as of June 1, 2010	572
Practising	518
Non-practising	54
Provisional	0
Temporary	0

Number of applications received	44
Processed	44
Rejected	0

New Registrations issued	
June 1, 2010 - May 31, 2011 (+)	44
Practising	43
Non-practising	0
Provisional	1
Temporary	0

Reinstatements issued	
June 1, 2010 - May 31, 2011 (+)	0
Practising	2
Non-practising	1
Provisional	0

Resignations (-)	9
Practising	8
Non-practising	1
Provisional	0
Temporary	0

Non-renewal of membership (-)	5
Practising	5
Non-practising	0
Provisional	0

June 1, 2011 Data

Registered OTs as of June 1, 2011:	607
Practising	541
Non-practising	65
Provisional	1
Temporary	0

R

EGISTRAR'S REPORT

Registration continues to be an interesting area of development within COTM. The diverse practice of our members encouraged us to continue in our development and review of policies pertaining to registration. We continue to monitor closely the work and requirements of the Office of the Manitoba Fairness Commissioner.

Nationally, the incorporation of the Association of Canadian Occupational Therapy Regulatory Organizations should be seen as a positive step forward for the OT Regulators across Canada. COTM has been an active participant in the development of this organization and from a registration perspective we have benefitted from the collective wisdom of other regulators.

The Registrar and Board of Assessors (BOA) have a great deal of work ahead in preparing for the transition to the *Regulated Health Professions Act*. Please refer to the BOA report for additional details regarding the work of the Registrar and the BOA.

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



COTM COMMITTEE REPORTS



BOARD OF ASSESSORS

B The Board of Assessors (BOA) is chaired by the Registrar and focuses its attention on matters pertaining to the registration of COTM members. In the registration year of 2010-2011, BOA work included:

- Development and or revision of the following policies: “Temporary Registration Policy”, “Currency Policy”, “Death of a Member Policy”, “Regulatory History Policy”, and “Language Policy”.
- Review of the *OT Regulation* as delegated by the COTM Council. Section 19 of the *OT Regulation* mandates the Council to review the regulation within five years of it coming into force.
- Review of academic eligibility of international applicants and requests from members for recognition of volunteer and education hours.
- Review of the *Compliance Evaluation Report* from the Office of the Manitoba Fairness Commissioner and discussion of the *Action Plan* to address the recommendations.
- Update of the “Strategic Directions”, which are pertinent to the BOA.

We look forward to continued work on policy development and revision in the coming registration year, as the requirements of the *Regulated Health Professions Act* pertaining to registration become clear.

COMMITTEE MEMBERS

Laurel Rose (Registrar)
Elisha Watanabe

Julie Huish
Laura Goossen (Public Member)

Board Objectives: In accordance with the By-Laws, the Council shall appoint a Board of Assessors to consider and decide on applications for registration under Section 9 of *The Occupational Therapists Act*.

EXECUTIVE COMMITTEE

E The Committee coordinated the review of the COTM Council’s “Strategic Directions”, the development of “Council Values” and “Terms of Reference” updating. The Committee is also responsible to support policy development initiatives related to human resources, financial planning and council development.

COMMITTEE MEMBERS

Joanna Quanbury (Chair)
Ed Giesbrecht

Cara Brown
Melanie Read

(All Council Public Members are corresponding Executive Committee Members.)

Committee Objectives: To assist the Council by monitoring and supervising the day-to-day management of COTM’s affairs, decision making between Council meetings, and supervising the performance of the Executive Director.

INVESTIGATION COMMITTEE

Five complaints involving five COTM members were reviewed during the period of June 1, 2010 to May 31, 2011. One prior complaint continues to be managed between the member and COTM.

One file was referred to the Investigation Committee (IC) with concerns regarding one member's practice abilities in the areas of assessment and documentation. The IC recommended COTM complete an investigation. The "Investigator's Report" was not available at the end of the annual year; therefore, the file remained open at the end of the 2010/2011 year and will continue to be managed in 2011/2012.

A second complaint, involving a billing dispute was referred to the IC. The IC recommended informal resolution and the complainant and member resolved the complaint through this process.

A third complaint, involved termination of employment. An interim suspension was placed on this member's registration and the IC recommended an investigation. Based on the "Investigator's Report", the IC presented an undertaking to the member. This file continues to be managed between COTM and the member.

The fourth complaint, involved unethical behaviour and poor assessment. After review of the complaint and the member's response, the IC requested clarifying information from the member. The IC recommended no further action be taken as there were no misconduct or practice issues identified.

A fifth complaint, was initiated by the Registrar on matters related to registration. The IC recommended an investigation. The "Investigator's Report" was not available at the end of the annual year; therefore, the file will continue to be managed in the 2011/2012 year.

COTM continues to support the learning needs of the Investigation and Inquiry Committees with, the continuation of the "Third Annual Investigation and Inquiry Orientation". Facilitated by Sharon Eadie (Executive Director), and COTM legal counsel Gordon McKinnon and Bill Gange; the orientation included Investigation and Inquiry Committee members of COTM as well as participants from six other colleges. This one-day orientation is an invaluable review and discussion of the investigation and inquiry processes. The benefit of sharing knowledge with other colleges was evident as the day progressed, providing COTM with some new information and validating how COTM currently handles the complaints and inquiry processes. The IC continues to appreciate the resources available to them, including legal advice and office support.

The IC wishes to thank the individuals who continue to act in the role of investigators: Barb Kowalski, Lisa Diamond-Burchuk, and Nicole Beauchesne.

COMMITTEE MEMBERS

Kendra MacKinnon (Chair)
Vikas Sethi
Andrea McNytre

Vann Nuygen (Public Member)
Audra Taylor (Public Member)

Committee Objectives: The Investigation Committee is responsible to carry out the provisions of Section 17 to 30 of *The Occupational Therapists Act*.

INQUIRY COMMITTEE

In May, members of the Investigation Committee and the Inquiry Committee, investigators and, COTM staff once again participated in a one-day “Investigation and Inquiry Orientation”. Gord McKinnon and Bill Gange (COTM legal councils) were also in attendance.

This year, we were joined by the College of Registered Psychiatric Nurses of Manitoba, the College of Midwives of Manitoba, the College of Podiatrists of Manitoba, the College of Dieticians of Manitoba, the College of Licensed Practical Nurses of Manitoba and the College of Medical Laboratory Technologists of Manitoba. We reviewed the complaints process and, the *Regulated Health Professions Act*. Lively discussion led to the disclosure of key concepts such as the establishment of standards, monitoring compliance with standards and enforcing standards.

The plan is to continue holding these orientation sessions on an annual basis in order to keep COTM committee members familiar with the processes involved in investigation and inquiry. Extending an invitation to other colleges to this event allows us to share the costs, learn from each other and engage in dynamic dialogue.

COMMITTEE MEMBERS

Linda Bailes, Chair	Michael Shumsky	Kathy Richen
Kimberly Roer	Lynda Day	Tamara Rogers
Barbara Siemens	Carolyn Bergen	Andrea Auch
Gary Sawisky (Public Member)		
Michelle Masserey (Public Member)		

Committee Objectives: The Inquiry Committee is responsible to carry out the provisions of Part 6, Sections 31 to 45 of *The Occupational Therapists Act*.

COMMUNICATIONS COMMITTEE

The following steps in our action plan have been completed this year:

- The “Terms of Reference” for the Communications Committee have been modified.
- A *Master of Occupational Therapy Independent Study* report has been reviewed to gain insight on member engagement and consultations.
- The Committee has served an advisory role as COTM continues to develop the COTM communications plan related to the CCP.
- The Committee chair has worked in collaboration with the Continuing Competence Committee towards the development of a new website.

(Continued on page 14)

(Continued from page 13)

This committee will continue to act in an advisory capacity with the development of the communications strategy for the CCP in the upcoming year. This committee will meet on an as needed basis to support COTM and its respective committees upon request.

COMMITTEE MEMBERS

Melanie Read (Chair)

Lorna Parent

Gary Sawisky (Public Member)

Committee Objectives: To create strategies of effective reciprocal communication between Council and membership, consumers/public, and other stakeholders in Manitoba. As directed by the Council, implement communication strategies to ensure an informed and engaged membership and public regarding COTM strategic directions and business as it affects those to whom it applies.

C

ONTINUING COMPETENCE COMMITTEE



This year's activities have focused on practical development and rollout of the Continuing Competence Program (CCP) as required by the *OT Act*. The Committees continue to progress towards an initial launch date in the fall of 2011.

Activities have included:

- Communication plan and visual identity; developed with a professional communications consultant to facilitate effective program launch and member buy-in.
- Website re-development; conducted in conjunction with the Communications Committee to facilitate the CCP as well as other COTM initiatives.
- CCP material development; with the permission of the College of Occupational Therapists of Ontario and of BC, CCP materials are being adapted from those already in use by COTBC and COTO.
- Policy development; draft CCP policies have been developed to govern the implementation of the CCP.
- Program launch planning; program launch is expected by October 2011. Plans for a comprehensive roll out as well as, a pre/post survey of OT's knowledge of continuing competence are underway.
- Strategic directions have been updated to reflect current activities and goals for the coming years.

STEERING COMMITTEE MEMBERS

Christine Froese (Chair)

Pearl Soltys

Sharon Eadie

ADVISORY COMMITTEE MEMBERS

Christine Froese (Chair)

Pearl Soltys

Lynda Wolf

Eva St. Lawrence

Scott Glasier

Michelle Masseray (Public Member)

Committee Objectives: To develop a continuing competence program for COTM members in accordance with Part 5 of *The Occupational Therapists Act*.

LEGISLATION COMMITTEE

The Legislative Committee is responsible to coordinate the efforts of COTM to affect legislation and policy changes; including those related to *The Occupational Therapists Act* and the *Regulated Health Professionals Act* (RHPA).

During the 2010/2011 year, the committee has been actively working to:

- Identify and collect information regarding controlled actions and reserved acts assigned to occupational therapists to inform COTM in its work with Manitoba Health from other OT regulatory colleges across the country.
- Participate in the development of the many provisions of the RHPA with Manitoba Health and other Manitoba regulatory organizations.
- Establish a document that outlines responsibilities and approval related to the RHPA with a related project management plan.
- Consider strategies to enhance member's familiarity with the RHPA, especially with respect to the *Reserved Acts* regime.

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

COMMITTEE MEMBERS

Leslie Johnson (Chair)

Leanne Leclair

Ann Booth

Vann Nguyen (Public Member)

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

PRACTICE ISSUES

The major goal of the Committee over this past year was that of selecting and refining the application of Michael McDonald's (2007), *A Framework for Ethical Decision-making* presented via working through scenarios and vignettes, based on examples of key typical ethical challenges found in OT practice. Ethical values from the COTM *Code of Ethics*, 2009 (COE) were added to the work on the scenarios for ease and clarity.

The COTM COE was amended at the 2010 General Meeting held in October. The amendments included changes requested by members following member approval of the new code in 2009.

The Committee worked on phase II of the COE which included reviewing and updating other code supporting documents such as; "Table of Contents", "Preamble", "Glossary", "References", "Appendices", etc..

Phase III of the COE work, will cover the implementation plan with an emphasis on education and dissemination of information. Having a highly engaged and available membership bodes well for the committee's desire to draw on expertise and skills in the final phases of the development of a COE which, we anticipate will symbolize the high degree of ethical practice as articulated by COTM.

(Continued from page 15)

Other action items this past year included:

- Initiation of discussion with Faculty of the University of Manitoba, to confirm inclusion of ethical discourse in curriculum.
- Review of feedback and recommendations from OTs in private practice on an early draft of the COTM *Standard for Occupational Therapy Assessments*.
- Initiation of external review of Ordre des Ergothérapeutes du Québec (OEQ), *Driving Assessment Guideline* and feasibility of COTM's possible adoption and use of this document.

COMMITTEE MEMBERS

Lois Stewart Archer, Chair & Public Member
Jill Moats

Natalie Macleod Schroeder

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

NOMINATIONS COORDINATOR REPORT

I am excited to announce that COTM received five nominations for three vacancies; this will trigger a COTM mail in ballot election. The three successful nominees will be announced at the AGM. On behalf of COTM I would like to thank all the nominees - it is great to see so many qualified OT's wanting to volunteer on council.

Respectfully submitted,
Sheryl Singer, O.T. Reg. (MB)
Nominations Coordinator

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

Working to Serve and Protect the Public Interest

F INANCIAL STATEMENTS



Deloitte & Touche LLP
360 Main Street
Suite 2300
Winnipeg MB R3C 3Z3
Canada

Tel: (204) 942-0051
Fax: (204) 947-9390
www.deloitte.ca

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, 2011, 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 generally accepted accounting principles, 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

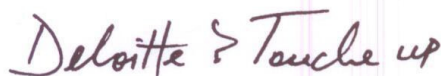
Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable 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, 2011, and the results of its operations and its cash flows for the year then ended in accordance with Canadian generally accepted accounting principles.



Chartered Accountants

October 18, 2011
Winnipeg, Manitoba

FINANCIAL STATEMENTS con't

THE COLLEGE OF OCCUPATIONAL THERAPISTS OF MANITOBA

Statement of Operations

Year Ended May 31, 2011

	2011	2010
REVENUE		
Registration and license fees	\$ 203,388	\$ 193,818
Other registration income	220	-
Investment income	8,696	9,114
Other income	10	1,200
Expense recoveries - rent	900	900
Expense recoveries - phone	444	444
Expense recoveries - salary	6,864	6,500
	220,522	211,976
EXPENSES		
Amortization	1,782	1,671
Association dues	1,296	1,296
Council expenses and meetings	11,258	14,956
Casual labour	968	3,920
Continuing competence	23,389	10,267
Education and training	-	700
Insurance	3,317	2,692
Maintenance	139	-
Miscellaneous	-	25
Printing	3,008	3,389
Professional fees	30,115	26,933
Projects	-	1,791
Rent	12,336	11,666
Service charges	465	551
Supplies	4,401	3,771
Telephone and postage	11,358	8,817
Wages, secretarial services and benefits	143,119	131,605
	246,951	224,050
EXCESS OF EXPENSES OVER REVENUE	\$ (26,429)	\$ (12,074)

THE COLLEGE OF OCCUPATIONAL THERAPISTS OF MANITOBA
Statement of Changes in Net Assets
Year Ended May 31, 2011

	Unrestricted	Internally Restricted	2011	2010
BALANCE, BEGINNING OF YEAR	\$ 16,000	\$ 137,779	\$ 153,779	\$ 165,853
EXCESS OF EXPENSES OVER REVENUE	(26,429)	-	(26,429)	(12,074)
INTERNAL RESTRICTIONS (Note 5)	26,429	(26,429)	-	-
BALANCE, END OF YEAR	\$ 16,000	\$ 111,350	\$ 127,350	\$ 153,779

FINANCIAL STATEMENTS con't

THE COLLEGE OF OCCUPATIONAL THERAPISTS OF MANITOBA

Statement of Financial Position

May 31, 2011

	2011	2010
ASSETS		
CURRENT		
Cash	\$ 2,088	\$ 14,246
Short-term investments (Note 3)	168,652	161,347
Accounts receivable	5,946	12,179
Prepaid expenses	7,741	1,835
	184,427	189,607
CAPITAL ASSETS (Note 4)	2,169	3,001
	\$ 186,596	\$ 192,608
LIABILITIES		
CURRENT		
Accounts payable	\$ 59,246	\$ 38,829
NET ASSETS		
Unrestricted	16,000	16,000
Internally restricted	111,350	137,779
	127,350	153,779
	\$ 186,596	\$ 192,608

APPROVED BY THE COUNCIL

..... Council Member

..... Council Member

THE COLLEGE OF OCCUPATIONAL THERAPISTS OF MANITOBA **Statement of Cash Flows**

Year Ended May 31, 2011

	<u>2011</u>	<u>2010</u>
OPERATING ACTIVITIES		
Excess of expenses over revenue	\$ (26,429)	\$ (12,074)
Item not affecting cash		
Amortization	1,782	1,671
	<u>(24,647)</u>	<u>(10,403)</u>
Changes in non-cash operating working capital items		
Accounts receivable	6,233	(1,396)
Prepaid expenses	(5,906)	(1,712)
Accounts payable	20,417	(2,466)
	<u>(3,903)</u>	<u>(15,977)</u>
INVESTING ACTIVITIES		
(Increase) decrease in short-term investments	(7,305)	12,867
Purchase of capital assets	(950)	(1,976)
	<u>(8,255)</u>	<u>10,891</u>
NET DECREASE IN CASH POSITION	(12,158)	(5,086)
CASH POSITION, BEGINNING OF YEAR	14,246	19,332
CASH POSITION, END OF YEAR	\$ 2,088	\$ 14,246

F INANCIAL STATEMENTS con't

THE COLLEGE OF OCCUPATIONAL THERAPISTS OF MANITOBA Notes to the Financial Statements May 31, 2011

1. DESCRIPTION OF BUSINESS

The College of Occupational Therapists of Manitoba (C.O.T.M.) 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 College has elected to use the exemption provided by the Canadian Institute of Chartered Accountants (CICA) permitting not for profit organizations not to apply Sections 3862 and 3863 of the CICA Handbook which would otherwise have applied to the financial statements of the Organization for the year ended May 31, 2011. The College applies the requirements of Section 3861 of the CICA Handbook.

The financial statements are prepared in accordance with Canadian generally accepted accounting principles 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. All other revenue is recorded on an accrual basis. Registration fees are recognized in the fiscal period to which they relate.

c) *Capital assets*

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

Computer equipment and software	3 years
Office equipment	5 years

THE COLLEGE OF OCCUPATIONAL THERAPISTS OF MANITOBA

Notes to the Financial Statements

May 31, 2011

2. SIGNIFICANT ACCOUNTING POLICIES (continued)

d) *Financial instruments*

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

Classification

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

Held for trading

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

Loans and receivables

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

Other liabilities

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

Effective interest method

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

Financial risk

Financial risk is the risk to the 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.

FINANCIAL STATEMENTS con't

THE COLLEGE OF OCCUPATIONAL THERAPISTS OF MANITOBA Notes to the Financial Statements

May 31, 2011

2. SIGNIFICANT ACCOUNTING POLICIES (continued)

d) *Financial instruments (continued)*

Fair value

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

e) *New accounting framework*

In December 2010, the CICA issued a new accounting framework applicable to for not-for-profit organizations in the private sector. Effective for fiscal years beginning on January 1, 2012, not-for-profit organizations in the private sector will have to choose between International Financial Reporting Standards and Accounting Standards for Not-for-Profit Organizations, whichever suits them best. The Organization currently plans to adopt Accounting Standards for Not-for-Profit Organizations for its fiscal year beginning on June 1, 2012, however, the impact of this transition has not yet been determined.

3. SHORT-TERM INVESTMENTS

	<u>2011</u>	<u>2010</u>
Term deposits and shares – at market	\$ 168,652	\$ 161,347

4. CAPITAL ASSETS

	<u>2011</u>			<u>2010</u>
	<u>Cost</u>	<u>Accumulated Amortization</u>	<u>Net Book Value</u>	<u>Net Book Value</u>
Computer equipment and software	\$ 14,393	\$ 12,224	\$ 2,169	\$ 3,001
Office equipment	8,720	8,720	-	-
	<u>\$ 23,113</u>	<u>\$ 20,994</u>	<u>\$ 2,169</u>	<u>\$ 3,001</u>

5. INTERNAL RESTRICTIONS

During the year, internal restrictions in the amount of \$26,429 (2010 - \$12,074) were made under Council approval to offset current year excess of expenses over revenue.

6. CAPITAL DISCLOSURES

The objective of the College's Council when managing capital, is to safeguard the ability to continue as a going concern. The Board sets the amount of capital in proportion to risk. The Board manages the capital structure and makes adjustments to it in the light of changes in economic conditions and the risk characteristics of the underlying assets. These capital management policies have not changed in the year.

THE COLLEGE OF OCCUPATIONAL THERAPISTS OF MANITOBA
Notes to the Financial Statements
May 31, 2011

7. COMMITMENT

The College is currently negotiating the final terms of the lease for its office space that extends to September 30, 2012. Annual lease payments are expected to be \$9,199.