

2014 - 2015 Annual Report



COTM

College of **Occupational
Therapists** of Manitoba

Quality Occupational Therapy - Accountable to Manitobans

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

Shawn Bugden

Trisha Cooling

Shauna Briscoe

Janet Lawrenson

Wade Derkson

Crystal Wilkie

Tricia Weidenbacher

COTM is grateful
for the contributions
of its members.

2014 - 2015 Council

Sheila Marlow, Chair

Melanie Read, Vice Chair & Executive Committee Chair

Heather Bartley, Registrar, Board of Assessors Chair

Ed Giesbrecht, Treasurer

Gina Tranquada, Recording Secretary, Practice Issues
Committee Chair

Leslie Johnson, Legislation Committee Chair

Jeanette Edwards, Investigation Committee Chair

Christine Froese, Continuing Competence Committee Chair

Shauna Briscoe, Inquiry Committee, Legislation Committee

Crystal Wilkie, Inquiry Committee, Board of Assessors

Trisha Cooling, Investigation Committee



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

CONTINUING COMPETENCE**ADVISORY COMMITTEE**

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Scott Glasier
Christy Mackenzie
Tricia Weidenbacher
Sue Lotocki *
Eva St. Lawrence
Lynda Wolf
Pearl Soltys (staff)

CONTINUING COMPETENCE**STEERING COMMITTEE**

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Sharon Eadie (staff)
Pearl Soltys (staff)

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Ed Giesbrecht
Sheila Marlow
Gina Tranquada
Joanna Quanbury *
Sharon Eadie (staff)

INVESTIGATION COMMITTEE

Jeanette Edwards
Kendra Huot
Vikas Sethi
Ashley Kremel
Shawn Bugden
Trisha Cooling
Sandra Nowicki (staff)

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Andrea Auch
Carolyn Bergen *
Shauna Briscoe
Janet Lawrenson
Kimberly Roer
Tamara Rogers
Barbara Siemens
Crystal Wilkie
Wade Derkson *

LEGISLATION COMMITTEE

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

PRACTICE ISSUES COMMITTEE

Gina Tranquada
Sheila Marlow
Julie Bell
Janet Lawrenson
Rebecca Friesen
Sharon Eadie (staff)

NOMINATIONS COORDINATOR

Sheryl Singer

Committees

* completed term

Council Chair & Executive Director Message

The current year started with council approval of a three year strategic plan which will guide COTM to the end of 2016. Therefore it seems fitting to highlight this plan in the 2014-2015 Annual Report.

This plan makes a renewed commitment to the COTM vision of *Quality Occupational Therapy - Accountable to Manitobans*.

Several significant events have made this past year notable as COTM works - often through significant collaboration - to meet the legislated obligations of *The Occupational Therapists Act*. Significant planning has also continued in COTM's journey towards becoming regulated under *The Regulated Health Professions Act*.

During this current year council has also confirmed a pathway towards an overhaul of the organization's internet-based information technology. COTM exists with a mandate of public protection with accountability to you, as a COTM member, for the manner in which COTM works as an organization. This report will provide you with the opportunity to see how the council is using the financial resources you contribute to COTM to meet its strategic directions. But underpinning all of its work is the need for strong operational structures. The move to an effective IT system is perhaps long overdue, however our preparation has paid off, as we have, with confidence, selected a vendor with expertise in the regulatory arena. We will devote considerable discussion at the Annual Meeting to the financial implications of this initiative which will support the areas of registration and renewal, complaints investigation, continuing competence, secure communication and enhanced document management for the council /committees and consultants.

Further, this report will highlight the manner in which COTM is meeting its key obligations of registration, complaint investigation and promoting quality practice.

In addition to the new goals, outlined in this report, COTM continues with many long standing efforts such as the development of practice guidelines; for example, work is underway to develop a new client records guideline.

You will see from this report that though COTM is an autonomous organization, it works in partnership with the many others: OT regulators in Canada through the Association of Canadian OT Regulatory Organizations (ACOTRO), and regulatory organizations in MB that regulate health professions through the MB Alliance of Health Regulatory Colleges (MAHRC). Other national partner entities also include such organizations as the Canadian Association of Occupational Therapists (CAOT) and the Canadian Network of Agencies for Regulation (CNAR), and local entities such as the OT Department in the University of Manitoba College of Rehabilitation Sciences (CoRS).

This past year marked the end of the three year term of Joanna Quanbury as council chair - we extend sincere thanks for her leadership.

The COTM Council is made up of highly engaged and committed elected and public representatives, and the many committees accomplish much due to the involvement of many occupational therapists and these same public members. This report provides a formal opportunity to acknowledge these invaluable contributions.

Respectfully submitted,

Sheila Marlow, O.T. Reg. (MB)

Council Chair

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

Executive Director



COTM

College of Occupational
Therapists of Manitoba

Quality Occupational Therapy – Accountable to Manitobans



Vision

Quality Occupational Therapy - Accountable to Manitobans

Mission Statement

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

Mandate

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

The Occupational Therapists Act 2002

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.

Governance

Strategic Direction: Maintaining and supporting an effective governance model.

Goal #1: Facilitating meaningful involvement of all council members.

Goal #2: COTM has an effective nomination process to facilitate council continuity.

Goal #3: COTM has a clear formal and informal education program for council.

Goal #4: The COTM Council will be guided by organizational “values”.

Goal #5: The COTM Council will be guided by risk management strategies.

Goal #6: The strategic plan and balanced scorecard will be used to effectively manage and communicate strategic change.

In order for COTM to function as a highly effective organization, it must be guided by a highly effective council. To this end the council focuses significant energy towards its own education and learning.

The role of the governing board of any organization has the key roles of planning, decision making and monitoring.

In the past year the council has continued to focus on its own orientation and learning to ensure that all council members are prepared for the work of governing a regulatory organization. Council members are engaged in education sessions at each council meeting and some have also attended formal education opportunities hosted by the Council of Licensure Enforcement and Regulation (CLEAR) and by the Crown Corporations Council (of Manitoba). The plan for the coming period is to engage in targeted education to better understand the council’s statutory obligations under *The OT Act*.

The council self-evaluation process continues to be enhanced to identify areas for ongoing improvement. In the coming year the council will add in an additional review of council meeting effectiveness and develop key competencies for council members.

The development of a risk assessment strategy will begin in earnest this coming year; given that this has become an essential component of all organizations we are confident that we can secure relevant resources and approaches tailored to the regulatory environment.

And finally, since the strategic plan guides the work of COTM it is logical to use it to report on progress – to this end you will see the changes to the format of the COTM Annual Report. We hope you find it informative and welcome your feedback (via info@cotm.ca).

Registration

Strategic Direction: Effectively meeting registration regulatory requirements.

Goal #1: Continue involvement in national initiative for a comprehensive international applicant registration process through the ACOTRO Harmonization Project (Substantial Equivalence Assessment System – SEAS).

Goal #2: Registration processes are consistent with the Fair Registration Practices Act and the work of the Office of the MB Fairness Commissioner when managing the changes created by the ACOTRO SEAS process, provincial legislation, and those anticipated under the Regulated Health Professions Act

Goal #3: Ensure that the COTM Council is prepared to meet its legislative obligations to hear appeals of registration decisions.

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

During this year COTM has worked to transition to the new national process for internationally educated occupational therapists seeking registration to practise in Canada. This process has been developed by, and will be implemented through, the Association of Canadian Occupational Therapy Regulatory Organizations (ACOTRO). This has involved continued work with all of the OT regulators to develop the assessment tools that form the Substantial Equivalence Assessment System. Further COTM has contributed to the development of policies and practices that provide the operational framework for the program. Most recently the college signed a Letter of Understanding which clearly outlines the accountabilities of the national organization and the provincial regulators. And, like all of the nine participating provinces, COTM has made a financial commitment to create a SEAS start up fund until the program is fully self-sustaining.

Though much is changing at the organizational level because of the new process, significant energy is devoted to a smooth and fair process for those already engaged in COTM's application process for IEOTs.

In introducing this new process, COTM met with representatives of MB Health, MB Immigration, the Office of the MB Fairness Commissioner, the Winnipeg Regional Health Authority OT Leadership Group and the OT Department - College of Rehabilitation Sciences (CoRS) at the University of Manitoba.

Through the MB Alliance of Health Regulatory Colleges (MAHRC) COTM is monitoring new requirements related to the Adult Abuse Registry and registration requirement changes that will occur with *The Regulated Health Professions Act*. COTM continues to benefit from the best practices presentations and initiatives that are facilitated through the Office of the MB Fairness Commissioner.



Much of the work in this area is coordinated by the COTM Board of Assessors – one of the committees that COTM is required to have as per S. 8 of *The Occupational Therapists Act*. S 11 of the legislation speaks to the role of the COTM Council to hear appeals of registration decisions made by the Board of Assessors or applications for reinstatement under S49. In the coming year the council will devote dedicated time to enhancing its knowledge related to this important but infrequent work.

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 in every three year period; with Cabinet approval of the OT Regulation amendments the currency requirement was reduced from 700 hours to 600 hours in the spring of 2015.



Registration of College Members

2014-2015 Data (June 1, 2014 - May 31, 2015)

Registered OTs as of June 1, 2014: 647

Practising	572
Non-practising	73
Provisional	2
Temporary	0

Number of applications received **50**

Processed	45
Rejected	0
In process	5

New Registrations issued

June 1, 2014 - May 31, 2015 (+) **45**

Practising	44
Non-practising	0
Provisional	1
Temporary	0

Reinstatements issued

June 1, 2014 - May 31, 2015 (+) **0**

Practising	0
Non-practising	0
Provisional	0

Resignations (-) **19**

Practising	9
Non-practising	10
Provisional	0
Temporary	0

Non-renewal of membership (-) **7**

Practising	3
Non-practising	4
Provisional	0

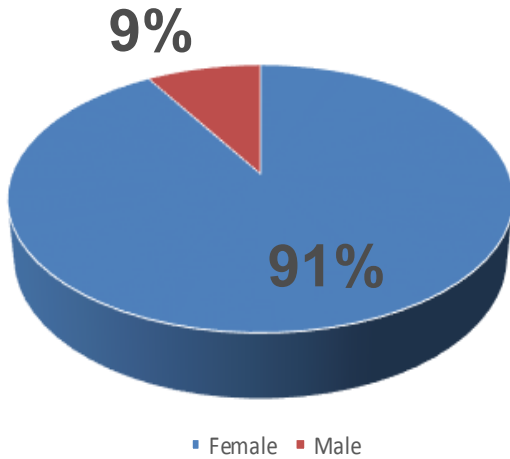
June 1, 2015 Data

Registered OTs as of June 1, 2015: 676

Practising	610
Non-practising	65
Provisional	1
Temporary	0

Demographics of Registered Members

Gender



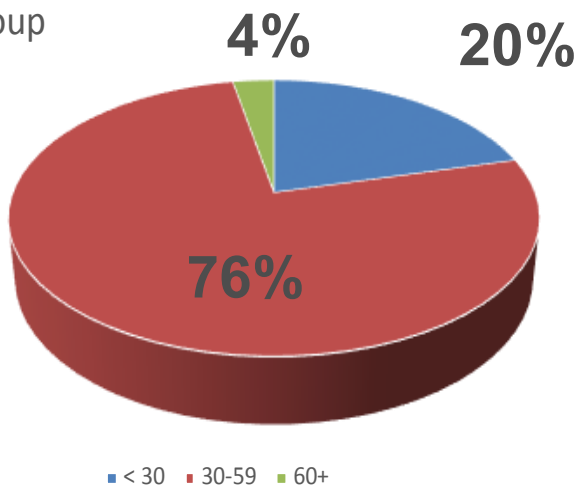
Occupational Therapist Workforce Profile, Manitoba, 2013

Source: The Canadian Institute for

Health Information (CIHI)

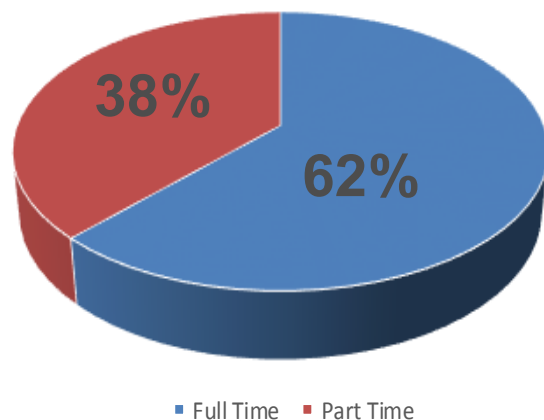
www.cihi.ca

Age Group

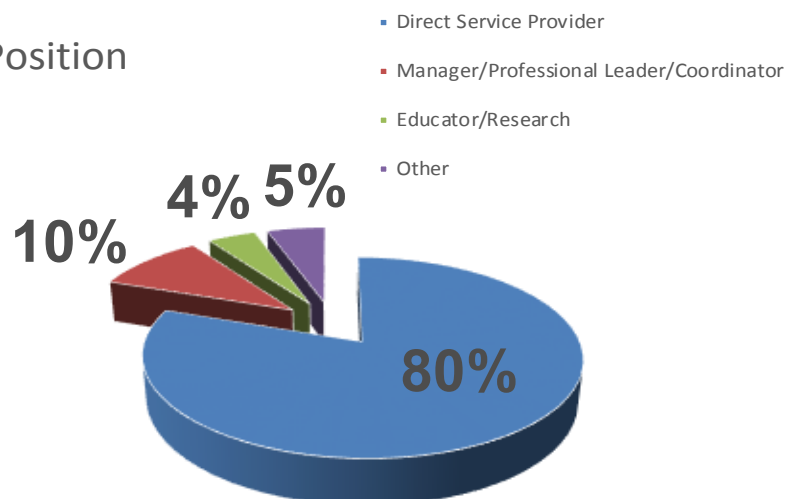


The average age
of a Manitoba OT
is 40.2 years old.

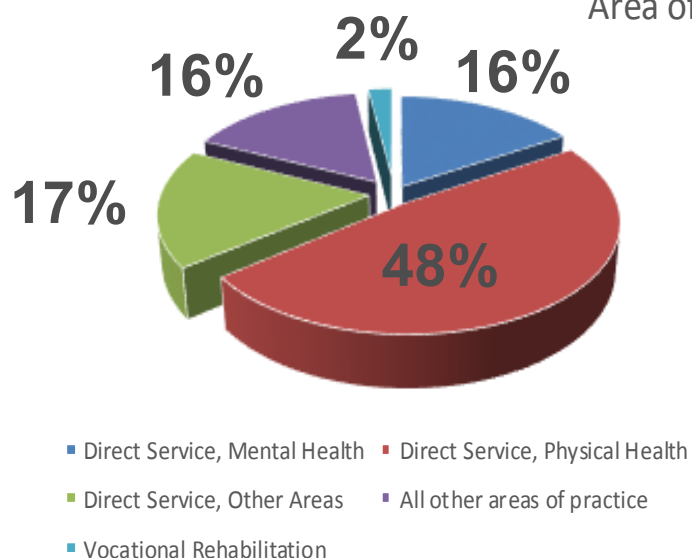
Employment Status



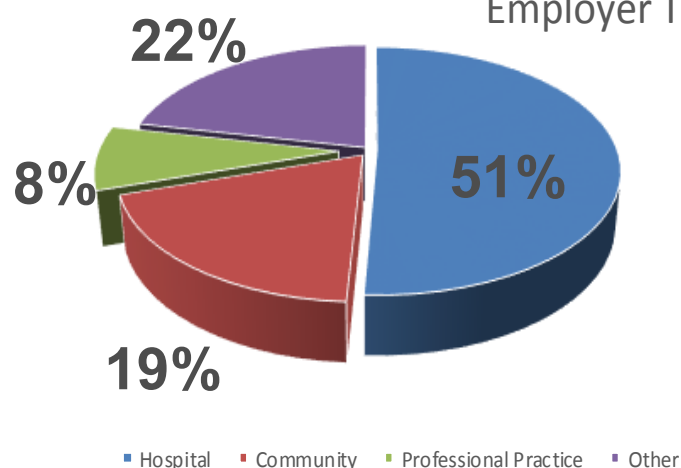
Position



Area of Practice



Employer Type



Notes

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

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

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.

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.

Sources

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

Continuing Competence

Strategic Direction: Implementing a Continuing Competence Program (CCP)

Goal #1: Use a consultative process to develop a fair and objective measure and process for review of competence.

Goal #2: Repeat survey of COTM members.

Goal #3: Identify and implement a way to incorporate consumer and public feedback for improving the CCP.

Goal #4: Implementation of Competence Review for 20% of members on the Practising Register.

Goal #5: Assist the selection, testing and implementation of an ePortal that integrates with COTM IT.

Goal #6: Select, monitor and report outcomes to develop a comprehensive evaluation of Phase 1 implementation with recommendations for improvement.

The CCP Advisory and Steering Committees consulted with other occupational therapy regulators as well as other professional regulators in Manitoba to build on the plan for the stage of the CCP titled “Competence Review”. Following a report of the Committees, Council approved the adoption of a two-step process for Competence Review consisting of an audit of member personal CCP materials and a multi-source feedback (MSF) survey process for obtaining performance measurement information from member clients and colleagues.

A follow-up to the Baseline Survey of COTM member attitudes, beliefs and behaviours related to continuing competence was conducted between January and March of 2015. Results will be published on the COTM website in the coming months.

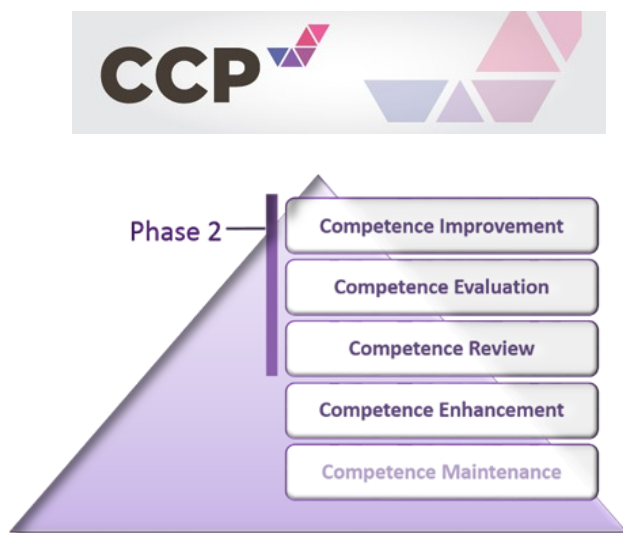
The Committees are continuing to work on this goal by consulting with other regulators and members. Several methods for obtaining consumer and public feedback are being considered.

The Paper Audit portion of Competence Review was implemented in September 2015 when 10% of eligible members were randomly selected to submit copies of their CCP materials for review.

Another random sample of 10% of members will be selected in January 2016. The MSF process is still being developed and is not part of Competence Review at this time.

The COTM IT project is underway and the CCP ePortal will be developed after the other COTM business function platform has been installed and tested. The CCP Committees are involved in advising the development of the project as requested.

Developing a comprehensive evaluation of Phase 1 implementation with recommendations for improvement is a priority for 2015-16 and a report to Council is expected by summer 2016.



The College of Occupational Therapists of Manitoba operates a Continuing Competence Program (CCP) to assist Manitoba OTs to assume professional accountability for maintaining and developing their own continuing competence. In 2014, COTM began planning for the implementation of the second phase of the program which will eventually encompass all of levels described in the diagram. For more description about each level, please visit the CCP area of the COTM website.

*"Continuing competence is like rowing upstream, not to advance is to drop back."
- Chinese proverb, adapted*

Complaints Investigation/Inquiry

Strategic Direction: Effectively meeting regulatory requirements: complaints investigation/inquiry

Goal 1: Investigation and inquiry processes are consistent with *The OT Act* (*The Regulated Health Professions Act* pending).

Some of the most critical work that COTM does in meeting its public protection mandate is the investigation of complaints. This work is guided by detailed provisions in *The Occupational Therapists Act*, by the principles of natural justice, and by the rules of administrative law. Nevertheless, there are also policies and procedures and guiding documents that can assist all involved in this area of work. In this past year, much energy has been devoted to the ongoing management of a number of complaint files (please see statistics below). However, COTM is making a concerted effort to enhance orientation and reference materials for our council and committee members, staff and investigators. For the past number of years, COTM has hosted formal orientation sessions for these individuals and those from other MB colleges. During the current year and this coming period, our energy will focus on this written record of procedures, concepts, and other documents that can guide all the various constituents of this critical part of COTM.

The council of COTM is aware of the interest of COTM members regarding the nature of complaints made about occupational therapists. To this end, COTM is developing some

collated information from all Canadian OT regulators that will outline the practice challenges and pitfalls of practice. This will be shared at the Annual General Meeting and eventually shared via the COTM website.

Complaints Status : June 1, 2014 - May 31, 2015

Carried forward files:	6
New files opened:	1
Concluded files:	3
Files open at May 31, 2015:	4

Working to serve & protect the public interest.

The Regulated Health Professions Act

Strategic Direction: Transitioning to *The Regulated Health Professions Act* (RHPA)

Goal #1: Council fulfills its monitoring role for the implementation of RHPA.

Goal #2: By December 31, 2016, COTM has submitted an application for approval of COTM Council made Regulations.

Goal #3: Council fulfills its role in monitoring the progress of other professions in their transition to regulation under the RHPA.

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 in force. RHPA regulations will be developed over the next number of months / years for each profession. As of January 1st, 2014 with the College of Audiologists and Speech Language Pathologists of Manitoba became 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 from the Minister of Health at that time mentioned the many benefits of ombudsman legislation governing all the health professions. The Minister also mentioned 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 for regulation of the occupational therapy profession under the RHPA, and the evolving MB

The Regulated Health Professions Act continued...

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 understanding of the nature of reserved acts related to occupational therapy. In the spring of 2015 the COTM Legislation Committee conducted a member survey to engage its members about their practice as it relates to the reserved acts. In the coming year, COTM will begin to conduct focus groups on some key reserved acts to learn more about practice, competencies, delegation and all the items that COTM must be able to determine and document regarding reserved acts.

The council of COTM, through the efforts of the COTM Legislation Committee, will monitor the December 2016 target for a submission to MB Health given the current pace of other professions in the queue achieving regulation under the RHPA. We monitor the submissions of other professions to provide feedback and glean guidance as to the aspects of our work that may be changed with regulation under the RHPA.

The RHPA has been a catalyst for the further establishment of the MB Alliance of Health Regulatory Colleges (MAHRC). And with the refinement and enhancement of mandate and structure, MAHRC recently launched a public education campaign. It is designed to assist the public about professional regulation. Visit <http://www.mahrc.net/>.

Financial Matters - A Message from the Treasurer

The COTM council is mandated with fulfilling the regulatory requirements of our profession and ensuring the public interest is served with respect to occupational therapy practice in Manitoba. These activities include registering appropriately qualified therapists, setting and monitoring standards of practice, implementing and monitoring a system of continuing competence, and responding to concerns and complaints related to our members' practice. The scope of these activities continues to grow as our profession expands and additional legislated responsibilities are assumed. As a self-regulated professional organization, COTM is under constant pressure to meet these obligations responsibly while funded principally through membership fees. Proactive financial planning is critical to the process of ensuring that we continue to provide comprehensive service in an accessible and up-to-date manner. Currently, we are undertaking transition to a contemporary information technology platform that will enable secure web-based services for members as well as the public to meet both current and future needs. In addition, we are enhancing our reserve funds to sufficiently protect the organization against potential risks. The current and future costs of implementing these initiatives must be considered with a view to long-term planning. The Council continues to plan proactively to achieve these goals in a financially responsible manner. The annual budget is the vehicle through which we act on these priorities.

In the 2014-2015 budget we highlighted two priorities: increasing our Discipline Activity reserve fund and funding the new web based platform. A \$40 levy was enacted to generate \$25,000 for Discipline Activity fund, which had been partially depleted due to a previous inquiry, and the any additional projected surplus was earmarked for the IT solution. A summary of revenue and expense items follows.

Revenue: At the end of the 2014-2015 year, revenue exceeded that budgeted by \$ 22,062.

Expenses: Overall expenses this year were \$ 21,027 higher than budgeted; significant variances will be reviewed at the Annual General Meeting.

Surplus: The 2014-2015 budget projected a surplus of \$6,853 and the actual surplus came in at \$5,988. This was in addition to the \$26,000 surplus that was directed to the Discipline activity account; the 2014 - 2015 budget anticipated that \$25,000 would have been directed however with additional members the higher amount was realized.

Reserve Fund

The following is the value of COTM's reserve fund as of May 31, 2015.

Status	Restricted						Unrestricted	
	Discipline Hearing Fund	Sick Time Coverage	Computer/ Office Upgrade ¹	Major Projects	RHPA Fund	Technology	Capital Assets	Contingency
May 31, 2014	87,262.37	14,342.85	489.84	2315.94	10,000.00	37,030.00	0	16,000.00
Transfer Out								
Transfer In								
Net Gain 2014/15	26,000.00	656.16				5,331.84		
May 31, 2015	113,262.37	14,999.01	489.84	2315.94	10,000.00	42,361.84	0	16,000.00

Classification	Amount
Restricted	183,429.00
Unrestricted	16,000.00
Total Reserve Fund – May 31, 2015	199,429.00

The Reserve Fund provides for the following expenditures:

Project Accounts:

1. Capital expenditures (that extend beyond one budget year)
2. Leasehold improvements
3. Projects
4. Targeted initiatives (e.g. preparing for *The Regulated Health Professions Act*)
5. Technology Development and Upgrades

Risk Management Accounts:

1. Discipline hearings
2. Staff sick time coverage
3. Contingency funds

2015 – 2016 Proposed Budget

The budget approved by Council for the 2015-2016 fiscal year anticipates a surplus of \$8,415; any surplus realized will be directed toward the costs of the integrated technology system. In addition, a levy of \$40 per member will generate \$26,000, which will augment the Discipline Activity reserve fund account. The Projected Budget for the 2015-2016 year and last year's budget are included in the COTM AGM booklet.

Looking ahead to 2020

COTM has prepared a five-year financial plan for:

- undertaking an Information Technology (IT) contract to develop an *integrated information technology system* for the organization. The cost of this project is approximately \$130,000, spread over the next two years. Additional baseline funding will be required for ongoing IT system operations;
- continuing to develop and implement the Continuing Competence Program with commensurate ongoing costs; and
- building the reserves required to manage potential financial events and fund future projects such as the transition to *The Regulated Health Professions Act*.

To inform our planning, the council made budget projections for the years 2015-16 to 2019-20 that incorporate anticipated increases in operating expenses - unrelated to major development areas - such as adjustments to staffing, inflation of all expenses, etc. This five-year plan projects full payment of the IT development and implementation and CCP development costs, incorporating ongoing support costs and increased operational expenses into the baseline budget, and augmenting the Reserve Fund to the recommended level of \$250,000 by the end of the 2019-20 year.



After consultation with our financial auditor (Deloitte), COTM made the decision to employ a focused strategy for funding these additional expenses:

- The development costs for IT and CCP and building the reserves will be funded through member levies,
- The additional operating costs incurred will be funded through fee increases.

Respectfully submitted,

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

Treasurer

Financial Statements of

**THE COLLEGE OF OCCUPATIONAL
THERAPISTS OF MANITOBA**

May 31, 2015

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, 2015 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, 2015 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

August 25, 2015
Winnipeg, Manitoba

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THE COLLEGE OF OCCUPATIONAL THERAPISTS OF MANITOBA
Statement of Operations
Year Ended May 31, 2015

	<u>2015</u>	<u>2014</u>
REVENUE		
Registration and license fees	\$ 336,301	\$ 329,457
Other registration income	20	550
Investment income	7,229	6,668
Other income	200	2,000
Expense recoveries - rent	900	900
Expense recoveries - phone	444	444
Expense recoveries - administration	9,440	7,528
Expense recoveries - supplies	300	-
Expense recoveries - salary	2,402	2,316
	357,236	349,863
EXPENSES		
Amortization	-	92
Association dues	1,329	1,569
Council expenses and meetings	12,243	9,359
Casual labour	-	410
Continuing competence	22,333	25,402
Insurance	3,058	2,404
Maintenance	-	158
Miscellaneous	1,502	1,859
Printing	2,967	3,253
Professional fees	23,850	13,008
Professional fees - Legal	37,251	56,229
Rent	15,549	13,860
Service charges	552	510
Supplies	2,703	1,461
Support to National equivalency project	9,000	-
Telephone and postage	12,585	11,358
Wages and benefits	180,326	167,268
	325,248	308,200
EXCESS OF REVENUE OVER EXPENSES	\$ 31,988	\$ 41,663

THE COLLEGE OF OCCUPATIONAL THERAPISTS OF MANITOBA
Statement of Changes in Net Assets
Year Ended May 31, 2015

	2015		
	Unrestricted	Internally Restricted	Total
BALANCE, BEGINNING OF YEAR	\$ 16,000	\$ 151,441	\$ 167,441
EXCESS OF REVENUE OVER EXPENSES	31,988	-	31,988
INTERNAL RESTRICTIONS (Note 5)	(31,988)	31,988	-
BALANCE, END OF YEAR	\$ 16,000	\$ 183,429	\$ 199,429

	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

THE COLLEGE OF OCCUPATIONAL THERAPISTS OF MANITOBA
Statement of Financial Position
May 31, 2015

	<u>2015</u>	<u>2014</u>
ASSETS		
CURRENT		
Cash	\$ 161,694	\$ 130,571
Short-term investments (Note 3)	66,468	64,560
Accounts receivable	6,838	2,614
Prepaid expenses	1,334	2,523
	<u>\$ 236,334</u>	<u>\$ 200,268</u>
LIABILITIES		
CURRENT		
Accounts payable	\$ 36,905	\$ 32,827
COMMITMENT (Note 6)		
NET ASSETS		
Unrestricted	16,000	16,000
Internally restricted	183,429	151,441
	<u>199,429</u>	<u>167,441</u>
	<u>\$ 236,334</u>	<u>\$ 200,268</u>

APPROVED BY THE COUNCIL

..... Council Member

..... Council Member

THE COLLEGE OF OCCUPATIONAL THERAPISTS OF MANITOBA
Statement of Cash Flows
Year Ended May 31, 2015

	<u>2015</u>	<u>2014</u>
OPERATING ACTIVITIES		
Excess of revenue over expenses	\$ 31,988	\$ 41,663
Item not affecting cash:		
Amortization	-	92
	31,988	41,755
Changes in non-cash operating working capital items:		
Accounts receivable	(4,224)	2,560
Prepaid expenses	1,189	(653)
Accounts payable	4,078	(11,439)
	33,031	32,223
INVESTING ACTIVITY		
(Increase) decrease in short-term investments	(1,908)	90,864
NET INCREASE IN CASH POSITION	31,123	123,087
CASH POSITION, BEGINNING OF YEAR	130,571	7,484
CASH POSITION, END OF YEAR	\$ 161,694	\$ 130,571

THE COLLEGE OF OCCUPATIONAL THERAPISTS OF MANITOBA

Notes to the Financial Statements

May 31, 2015

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 and license fees are recognized in the fiscal period to which they relate. Other items of revenue are recognized as revenue when the amount is fixed or determinable and collection is reasonably assured.

c) Capital assets

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

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, 2015

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>2015</u>	<u>2014</u>
Guaranteed investment certificates, maturing December 11, 2015, including accrued interest at 2.1%	\$ 66,468	\$ 64,560

4. CAPITAL ASSETS

	<u>2015</u>			<u>2014</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	\$ -	\$ -
Office equipment	8,720	8,720	-	-
	\$ 23,113	\$ 23,113	\$ -	\$ -

5. INTERNAL RESTRICTIONS

In the current year, a transfer of \$nil (2014 - \$28,097) was made from the Internally Restricted Fund to the Unrestricted Fund to cover specific legal expenses that were incurred during the year. Additionally, the Board of Directors approved a transfer of \$31,987 (2014 - \$69,760) from the Unrestricted Fund to the Internally Restricted Fund. \$26,000 of this amount has been restricted to the Discipline Fund, \$5,332 to the Information Technology Fund and \$656 to the Staff Sick Time Fund.

THE COLLEGE OF OCCUPATIONAL THERAPISTS OF MANITOBA
Notes to the Financial Statements
May 31, 2015

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:

2015	\$	15,813
2016		5,294
	\$	<u>21,107</u>

7. COMPARATIVE FIGURES

Certain of the prior year's figures have been reclassified to conform to current year presentation.