

NOTICE
of the
49th Annual General Meeting
of the College of Occupational Therapists of Manitoba

Location: GoToWebinar

Date: Tuesday, October 27th, 2020

Time: 5:30 p.m. - 7:00 p.m.

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Please see the following detailed Agenda for full meeting information.

The Annual Report is available at www.cotm.ca after October 1, 2020. It will not be read at the meeting, however questions are welcome and open discussion will be facilitated during the AGM.



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AGENDA

49th Annual General Meeting

College of Occupational Therapists of Manitoba

October 27th, 2020

Virtual meeting via GoToWebinar

- 1.0 Registration
- 2.0 Call to Order/Review of Meeting Procedures K. Maruca
- 3.0 Additional Agenda Items K. Maruca
- 4.0 Approval of the Agenda..... K. Maruca
- 5.0 Appointment of Two Scrutineers..... K. Maruca
- 6.0 Approval of “Rules of Meeting of the College” K. Maruca
- 7.0 Approval of the Minutes of October 22, 2019 AGM..... K. Maruca
- 8.0 Business Arising from the Minutes K. Maruca
- 9.0 Chairperson’s and Executive Director’s Remarks K. Maruca / S. Eadie
- 10.0 Review of Annual Report & COTM Strategic Directions K. Maruca
- 11.0 Registrar’s Report - Registration Information K. Maruca
- 12.0 Treasurer’s Report - Financial Information K. Baessler
- 13.0 Nominations Coordinator’s Report..... J. Quanbury
- 14.0 Election of Council Members..... K. Maruca
- 15.0 Appointment of Auditor K. Maruca
- 16.0 New Business K. Maruca
 - 16.1 COTM COVID-19 response
 - 16.2 COTM COVID-19 planning
- 17.0 Certificates of Appreciation K. Maruca
- 18.0 Adjournment..... K. Maruca

Rules of Meetings of the College of Occupational Therapists of Manitoba

1. At any in-person annual, general or special general meeting, COTM will implement a process to accept proxies. By-laws, Article IV 4.13
2. At any meeting of the college, the voting body shall consist of members on the register of practising occupational therapists and on the register of non-practising occupational therapists, who are in good standing at the date of the meeting. By-laws, Article IV 4.15
3. A majority vote of those eligible members present shall be required for adoption of any motion at any annual, general or special general meeting, with the exception of situations specified in the current edition of Call to Order. By-laws, Article IV 4.16
4. Eligibility to vote at a meeting shall be determined by presentation of a current registration on either the register of practising occupational therapists or the register of non-practising occupational therapists. By-laws, Article IV 4.17
5. A vote may be taken by ballot, a show of voting cards, or through a poll during an online meeting at the discretion of the chair. By-laws, Article IV 4.18
6. The Chair of the meeting shall appoint from amongst those assembled, two scrutineers who shall tabulate the vote for and against in the show of voting cards or, in the event of a ballot vote, shall distribute, collect and count the ballots and report the results to the chair. By-laws, Article IV 4.19
7. If there is an equal number of votes for and against a non-procedural motion, the motion would be defeated. By-laws, Article IV 4.20
8. Each member shall use the microphone when speaking except when seconding a motion.
9. Each member shall identify him/herself before speaking.
10. Abstentions are not counted with either the positive or the negative vote.
11. Mail in ballots will not be accepted.
12. By-laws may be enacted, repealed or amended at a general meeting by a majority vote, provided that previous notice of the amendment has been sent with written notice of the meeting as per Article IV (4.7). By-laws, Article X 10.1
13. The quorum for any meeting of members shall be the number in attendance at the meeting and must include at least three elected council members. By-laws, Article IV 4.12

**Minutes of the 48th Annual General Meeting of the
College of Occupational Therapists of Manitoba
Held at the COTM Boardroom and virtual GoToWebinar
Winnipeg, Manitoba on October 22, 2019**

Present:	Chair	K. Maruca	Regrets: B. Shearer
	Council	J. Edwards C. Ball (Secretary) S. Ott (Registrar) K. Baessler (Treasurer) C. Mackenzie S. Hargreaves	
	Guests - Public Members	K. Debrecen L. Polet	Regrets: T. Paxton
	Executive Director	S. Eadie	
	CCP Coordinator	A. Simms	
	Members	50 Voting members (in person, virtual) 0 Non-voting members	

1.0 Registration

2.0 Call to Order & Review of Meeting Procedures by K. Maruca at 5:30 p.m.

K. Maruca welcomed all joining the second virtual COTM Annual General Meeting. She introduced the COTM Council Members in attendance in-person at the 120 Maryland Boardroom to the COTM membership attending by GoToWebinar. Since the meeting is virtual, no proxy procedure was utilized.

3.0 Agenda Items from the Floor

None brought forward.

4.0 Approval of the Agenda

S. Ott / K. Baessler
Motion to approve the Agenda.
Carried.

5.0 Approval of "Rules of Meeting of the College"

C. Ball / S. Ott
Motion to approve Rules of Meeting of the College.
Carried.

6.0 Appointment of Two Scrutineers

S. Nowicki / C. Funk (office staff) volunteered.

K. Maruca appointed Sandra Nowicki and Carmen Funk as scrutineers for the meeting.

7.0 Approval of the Minutes of October 24, 2018

S. Ott / K. Baessler

Motion to approve the Agenda.

Carried.

8.0 Business Arising from the Minutes

None.

9.0 Chairperson's & Executive Director's Remarks

K. Maruca briefly reviewed the highlights of this past year and any new developments since the start of the current registration year. She thanked members for their involvement in this new method of meeting and acknowledged their patience as we become used to the technology.

10.0 Treasurer's Report: K. Baessler

10.1 Presentation of the audited Financial Statements as prepared by Deloitte for the fiscal year June 1, 2018 to May 31, 2019.

10.2 Presentation of 2018 / 2019 Statement of Operations and 2018 / 2019 Budget.

10.3 Presentation of Projected 2019 / 2020 COTM Budget

11.0 Review of Annual Report & COTM Strategic Directions: K. Maruca

12.0 Nominations Coordinator's Report: J. Quanbury

C. Mackenzie / K. Baessler

Motion to accept the Nominations Coordinator's Report as distributed.

Carried.

13.0 Election of Council Members

J. Quanbury, COTM Nominations Coordinator, presented the results of the 2019 Council Member nomination process.

The slate of candidates includes Arthur Szulc and Sandra Ott. Arthur will begin his term on January 1, 2020 and Sandra Ott is returning for her second three-year term.

COTM Executive Director, Sharon Eadie, cast one ballot in favour of the slate of candidates to confirm that both nominees were elected by acclamation.

14.0 Election of Nominations Coordinator

Call for nominations from the floor. There were none.

S. Ott / K. Baessler

Motion to appoint Joanna Quanbury as Nominations Coordinator for the 2020 recruitment process for council terms beginning January 1, 2021.

Carried.

15.0 Appointment of Auditor

K. Baessler / C. Ball

Motion to appoint Deloitte as auditors for COTM for the current budget year June 1, 2019 to May 31, 2020.

Carried.

16.0 New Business

None.

17.0 Certificates of Appreciation

Certificates of Appreciation acknowledge the contributions of past elected council members.

This year we acknowledge Hon Ha O’Donovan who served on Council as Treasurer from January 1, 2016 to December 31, 2018.

18.0 Adjournment

C. Ball / J. Edwards

Motion to adjourn at 6:15 p.m.

Carried.

Signed:

Carolyn Ball, O.T. Reg. (MB)
Secretary

Signed:

Katelyn Maruca, O.T. Reg. (MB)
Chair

Financial Information Explanation

The Treasurer’s Report (in the Annual Report)

The Treasurer’s Report is an overview of the financial position of COTM at the end of the fiscal year. This narrative report provides a brief review of notable revenue and expense items for the last complete fiscal year and addresses significant variances between what was anticipated in the fiscal year and what actually occurred. The report will provide a breakdown of the funds allocated in the Reserve Fund. The report will also identify significant items in the Proposed Budget that the membership will vote on at the AGM and explain any notable items. The Treasurer’s Report will also address any significant financially relevant COTM activities and initiatives that have occurred in the year, such as changes to audit processes or revisions to COTM financial policies.

Financial Audit (in the Annual Report and the AGM meeting notice package)

A **financial audit**, or more accurately, an **audit of financial statements**, is the verification of the financial statements of a legal entity with a view to express an audit opinion. The audit opinion is intended to provide reasonable assurance that the financial statements are presented fairly, in all material respects, and/or give a true and fair view in accordance with the financial reporting framework. The purpose of an audit is to enhance the degree of confidence of intended users in the financial statements. The audit is conducted by an entity external to COTM.

The following is to provide a brief explanation for information contained in the financial audit that is included in AGM package.

Page 1 - Statement of Operations

The statement of operations is used to assess a company’s financial position and summarizes the revenues and expenses over the entire reporting period. It also compares the current fiscal year to the previous year to allow the reader to compare the changes that have occurred in the financial figures.

Page 2 - Statement of Changes in Net Assets

The statement of changes in net assets provides details on net assets and how they are allocated between Unrestricted and Internally Restricted accounts. This statement provides a comparative to the previous year to allow the reader to compare the changes from the current fiscal year to the previous fiscal year.

Page 3 - Statement of Financial Position

The statement of financial position provides an overall view of the financial position in the current fiscal year as well as the previous year for comparison purposes. It reviews the asset, liabilities and net assets.

Page 4 - Statement of Cash Flows

A statement of cash flow shows how changes in balance sheet accounts and income affect cash and cash equivalents, and breaks the analysis down to operating, investing, and financing activities. Essentially, the cash flow statement is concerned with the flow of cash in and cash out of the business. It provides the numbers of the previous year's fiscal period for comparative purpose.

Pages 5 to 7 - Notes to the Financial Statements

The notes provide detailed information on key aspects of the financial statements.

Budgets**Statement of Operations and Budget Comparative (in the AGM booklet / referenced as part of Treasurer's presentation at AGM)**

The statement of operations and budget comparative shows the actual costs that occurred in the fiscal year just ending to the budget that was prepared for that same fiscal year. The comparison enables the membership to compare side by side the income and expenses that were forecasted for the year versus the actual income and expenses for the year. This statement of operations is comparable to the statement of operations presented in the audit however the comparator is the budget rather than the previous year's revenue and expenses as is the case with the audit.

Budgets (in the AGM booklet /referenced as part of Treasurer's presentation at AGM)

The budget for the current fiscal year is presented at the AGM for information. The previous fiscal year's budget is provided for a side by side comparison to see the changes in the budget. The budget is the Council's best estimate of expenses for the current fiscal year.

Reserve Fund Table (in the Annual Report - Treasurer's Report)

A detailed reserve fund table show changes in the reserve fund. It also describes how funds are allocated.

Financial Statements of

**THE COLLEGE OF OCCUPATIONAL
THERAPISTS OF MANITOBA**

May 31, 2020

INDEPENDENT AUDITOR'S REPORT

To the Members of
The College of Occupational Therapists of Manitoba

Opinion

We have audited the accompanying financial statements of The College of Occupational Therapists of Manitoba (the "College"), which comprise the statement of financial position as at May 31, 2020 and the statements of operations and changes in net assets for the year then ended, and the notes to the financial statements, including a summary of significant accounting policies (collectively referred to as the "financial statements").

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, 2020 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 ("ASNPO").

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards ("Canadian GAAS"). Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the College in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with ASNPO, 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.

In preparing the financial statements, management is responsible for assessing the College's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the College or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the College's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian GAAS will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian GAAS, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit 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 College's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the College's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the College to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Deloitte LLP

Chartered Professional Accountants

August 25, 2020
Winnipeg Manitoba

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THE COLLEGE OF OCCUPATIONAL THERAPISTS OF MANITOBA
Statement of Operations
Year Ended May 31, 2020

	<u>2020</u>	<u>2019</u>
REVENUE		
Registration and license fees	\$ 514,095	\$ 515,715
Investment income	10,546	12,313
Other income	480	80
Expense recoveries - rent	900	900
Expense recoveries - phone	444	444
Expense recoveries - administration	4,529	6,383
Expense recoveries - supplies	300	300
Expense recoveries - salary	1,410	1,304
	532,704	537,439
EXPENSES		
Amortization	17,752	17,752
Association dues	3,551	2,633
Continuing competence	1,305	-
Council expenses and meetings	14,165	14,086
Education and training	839	1,637
Insurance	4,212	3,452
Maintenance	157	-
Miscellaneous	188	-
Printing	1,359	849
Professional fees	6,557	33,042
Professional fees - Legal	14,607	38,854
Rent	17,685	17,476
Service charges	12,368	19,877
Supplies	4,099	4,928
Technology operations	15,068	15,100
Technology upgrades and development	10,369	3,661
Telephone and postage	13,163	11,866
Wages and benefits	261,080	244,567
	398,524	429,780
EXCESS OF REVENUE OVER EXPENSES	\$ 134,180	\$ 107,659

THE COLLEGE OF OCCUPATIONAL THERAPISTS OF MANITOBA**Statement of Changes in Net Assets**

Year Ended May 31, 2020

	2020			
	Unrestricted	Internally Restricted	Invested in Capital Assets	Total
BALANCE, BEGINNING OF YEAR	\$ 55,236	\$ 401,502	\$ 28,372	\$ 485,110
EXCESS OF REVENUE OVER EXPENSES	151,932	-	(17,752)	134,180
INTERNAL RESTRICTIONS (Note 4)	(118,785)	118,785	-	-
BALANCE, END OF YEAR	\$ 88,383	\$ 520,287	\$ 10,620	\$ 619,290

	2019			
	Unrestricted	Internally Restricted	Invested in Capital Assets	Total
BALANCE, BEGINNING OF YEAR	\$ 36,000	\$ 295,327	\$ 46,124	\$ 377,451
EXCESS OF REVENUE OVER EXPENSES	125,411	-	(17,752)	107,659
INTERNAL RESTRICTIONS (Note 4)	(106,175)	106,175	-	-
BALANCE, END OF YEAR	\$ 55,236	\$ 401,502	\$ 28,372	\$ 485,110

THE COLLEGE OF OCCUPATIONAL THERAPISTS OF MANITOBA
Statement of Financial Position
May 31, 2020

	<u>2020</u>	<u>2019</u>
ASSETS		
CURRENT		
Cash	\$ 1,134,230	\$ 990,880
Accounts receivable	15,371	9,784
Prepaid expenses	619	619
	<u>1,150,220</u>	<u>1,001,283</u>
CAPITAL ASSETS (Note 3)	10,619	28,372
	\$ 1,160,839	\$ 1,029,655
LIABILITIES		
CURRENT		
Accounts payable	\$ 25,226	\$ 43,988
Deferred revenue	516,324	500,557
	<u>541,550</u>	<u>544,545</u>
COMMITMENT (Note 5)		
NET ASSETS		
Unrestricted	88,383	55,236
Internally restricted	520,287	401,502
Invested in Capital Assets	10,619	28,372
	<u>619,289</u>	<u>485,110</u>
	\$ 1,160,839	\$ 1,029,655

APPROVED BY THE COUNCIL

..... Council Member

..... Council Member

THE COLLEGE OF OCCUPATIONAL THERAPISTS OF MANITOBA
Statement of Cash Flows
Year Ended May 31, 2020

	<u>2020</u>	<u>2019</u>
OPERATING ACTIVITIES		
Excess of revenue over expenses	\$ 134,180	\$ 107,659
Item not affecting cash:		
Amortization	17,752	17,752
	<u>151,932</u>	<u>125,411</u>
Changes in non-cash operating working capital items:		
Accounts receivable	(5,587)	(141)
Prepaid expenses	-	101
Accounts payable	(18,762)	11,027
Deferred revenue	15,767	26,180
	<u>143,350</u>	<u>162,578</u>
NET INCREASE IN CASH POSITION	143,350	162,578
CASH POSITION, BEGINNING OF YEAR	990,880	828,302
CASH POSITION, END OF YEAR	<u>\$ 1,134,230</u>	<u>\$ 990,880</u>

THE COLLEGE OF OCCUPATIONAL THERAPISTS OF MANITOBA

Notes to the Financial Statements

May 31, 2020

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. The net assets Invested in Capital Assets account for investment made in long-term assets for the College.

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
---------------------------------	---------

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, 2020

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.

e) *Use of estimates*

The preparation of financial statements in accordance with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amounts of certain assets and liabilities at the date of the financial statements and the reported amounts of certain revenue and expenses during the year. The College's significant estimate is the useful life of capital assets. Actual results could differ from those estimates.

3. CAPITAL ASSETS

	2020			2019
	Cost	Accumulated Amortization	Net Book Value	Net Book Value
Computer equipment and software	\$ 88,759	\$ 78,140	\$ 10,619	\$ 28,372

4. INTERNAL RESTRICTIONS

During the year, the Board of Directors approved the following transfers:

Transfers to Internally Restricted Funds

- \$Nil from the Unrestricted Fund to the Discipline Activity Fund (2019 - \$34,000)
- \$25,000 from the Unrestricted Fund to the Investigation Committee Legal Fees Fund (2019 - \$Nil)
- \$Nil from the Unrestricted Fund to the Legislative Amendments Fund (2019 - \$10,000)
- \$25,000 from the Unrestricted Fund to the Continuing Competence Fund (2019 - \$41,640)
- \$49,785 from the Unrestricted Fund to the Succession and Sustainability Fund (2019 - \$20,535)
- \$5,000 from the Unrestricted Fund to the Sick Time Accumulation Fund (2019 - \$Nil)
- \$14,000 from the Unrestricted Fund to the Office Upgrades Fund (2019 - \$Nil)
- \$Nil from the Unrestricted Fund to the Technology Fund (2019 - \$Nil)

THE COLLEGE OF OCCUPATIONAL THERAPISTS OF MANITOBA
Notes to the Financial Statements
May 31, 2020

5. COMMITMENT

The College has a lease on its current office space that expires on September 30, 2022. Lease payments are expected to be as follows over the remaining term of the lease:

2020-21	17,945
2021-22	18,211
2022-23	6,100

6. RECENT DEVELOPMENTS

In March 2020, the World Health Organization declared coronavirus COVID-19 a global pandemic. This contagious disease outbreak, and any related adverse public health developments, have adversely affected workforces, economies and financial markets globally, potentially leading to an economic downturn. It has also disrupted the normal operations of many businesses including that of C.O.T.M. At this time it is not possible for the College to predict the duration or magnitude of the adverse results of the outbreak and its effects on the Colleges' business.

Budget Comparative

	Budget June 1/20 - May 31/21	Budget June 1/19 - May 31/20
Registered OTs	775	725
Annual Registration Fees (Practising & Non Practising)	\$700/280	\$700/280
<u>REVENUE</u>		
Member Fees	\$542,500	\$507,500
Levy Income	0	0
Other Registration Income	0	0
Investment Income	6,000	2,000
Other Revenue	500	500
Recovered Expense (Rent)	900	900
Recovered Expense (Phone)	444	444
Recovered Expense (Supplies)	300	300
Recovered Expense (Wages)	5,700	6,765
Recovered Expenses (Wages-Contract)	600	1,440
TOTAL REVENUE	\$556,944	\$519,849
<u>EXPENSES</u>		
Miscellaneous	\$225	\$225
Council & Committee Expenses	7,350	4,200
Executive Director Meeting Expenses	6,900	6,560
Continuing Competence Program	24,000	24,000
Education/Training	2,100	2,100
Projects	2,000	2,000
Association Dues	2,720	2,720
Membership Refunds	10,000	10,000
Office: Courier/Fax/Post/Phone	9,750	9,750
Office: Supplies	4,000	4,000
Office: Copying/Printing	2,400	2,400
Office: Technology	22,300	23,000
Office: Maintenance	2,400	2,400
Office: Depreciation Expense (Computers, Furniture)	0	720
Bank Charges	600	750
Payment Processing	10,000	10,000
Insurance	4,000	4,000
Rent	18,660	18,660
Casual Office Support	6,720	6,720
Professional Fees - misc (includes Investigators)	15,375	15,375
Professional Fees - IT Project Mgmt.	2,000	2,000
Professional Fees – Legal	40,800	36,000
Wages: Salary, Benefits / Source Deductions	316,796	299,200
Integrated Technology Solution development	5,000	2,500
Website Development	2,500	2,500
CCP Development	10,000	10,000
TOTAL EXPENSES	\$528,596	\$501,780
NET INCOME/NET LOSS	\$28,348	\$18,069

2020 Year End Statement of Operations

	Actual	Budget
	June 1/19-May 31/20	June 1/19-May 31/20
Registered OTs	761	725
Annual Registration Fees		
(Practising & Non Practising)	\$700/280	\$700/280
REVENUE		
Member Fees	\$514,095	\$507,500
Levy	0	0
Investment Income	10,546	2000
Other Revenue	480	500
Recovered Expense (Rent)	900	900
Recovered Expense (Phone)	444	444
Recovered Expense (Supplies)	300	300
Recovered Expense (Wages)	4,529	6,765
Recovered Expenses (Wages-Contract)	1,410	1,440
TOTAL REVENUE	\$532,704	\$519,849
EXPENSES		
Miscellaneous	\$188	\$225
Council & Committee Expenses	5,648	4,200
Executive Director Meeting Expense	8,517	6,560
CC Program	1,305	24,000
Education/Training	839	2,100
Projects	0	2,000
Association Dues	3,551	2,720
Membership Refunds *	0	10,000
Office: Courier/Fax/Post/Phone	13,163	9,750
Office: Supplies	4,099	4,000
Office: Copying/Printing	1,359	2,400
Office: Technology Upgrades & Development	25,437	23,000
Office: Maintenance	157	2,400
IT System Depreciation	17,752	0
Office: Depreciation Expense (Computers, Furniture)	0	720
Bank Charges	90	750
Payment Processing	12,278	10,000
Insurance	4,212	4,000
Rent	17,685	18,660
Casual Office Support	2,350	6,720
Professional Fees - misc (including Investigators)	6,557	15,375
Professional Fees - IT	0	2,000
Professional Fees - Legal	14,607	36,000
Accounts Reconciliation	0	0
Wages: Salary, Benefits & Source Deductions	258,730	299,200
Integrated Technology Development	0	2,500
Website development	0	2,500
CCP Development	0	10,000
TOTAL EXPENSES	\$398,524	\$501,780
NET INCOME/NET LOSS	\$134,180	\$18,069

Please note: Membership Refunds in the Actual column have already been deducted from the Membership income. Therefore it appears as a zero.

Council Nominations

Kim Baessler, O.T. Reg. (MB)

Education:

- Bachelor of Medical Rehabilitation, University of Manitoba, 1992.
- Advanced Certificate in Gerontology, University of Manitoba, 1997.
- Health Care Management and Leadership, Red River College, 2017.
- International Inter-professional Wound Care, 2017

Professional Experience:

- WRHA Home Care Program Consultant for Equipment, Supplies and Wheelchairs, 2014 - present.
- HSC Staff Occupational Therapist, 1995 - 2014.
- Deer Lodge Centre Day Hospital – Occupational Therapist, 1992 - 1995.

Professional Memberships/Activities:

- Manitoba Society of Occupational Therapists (MSOT) Secretary, 2009 - 2011.
- Canadian Association of Occupational Therapists (CAOT) Manitoba Representative, 2005 - 2008.
- MSOT Government Affairs, Chair, 2002 - 2004.
- MSOT Co-Editor MSOT Update Newsletter, 1992 - 1995.
- MSOT Member Services, Chair.

NOTICE of a General Meeting

of the College of Occupational Therapists of Manitoba

Location: GoToWebinar

Date: Tuesday, October 27th, 2020

Time: Immediately following the AGM

A General Meeting has been called to review and accept revisions to the COTM By-laws.

The enclosed revisions to the COTM By-laws, having been approved by the COTM Council, are being brought to the Membership to be confirmed or rejected as per **Section 51** of *The Occupational Therapists Act*.

Agenda:

- 1.0 Call to Order
- 2.0 Approval of Agenda
- 3.0 Appointment of Two Scrutineers
- 4.0 Approval of the October 22, 2019 General Meeting Minutes
- 5.0 Revisions to the COTM By-laws (enclosed)
 - 5.1 Motion to approve revisions to several by-laws regarding Fees, Member Meetings and Council Meetings (see detailed information with this notice)
 - 5.2 Motion to rescind October 2019 by-laws/replace with October 2020 by-laws
- 6.0 Motion to Adjourn

**Minutes of the General Meeting of the
College of Occupational Therapists of Manitoba
Held at 120 Maryland and online via GoToWebinar
Winnipeg, Manitoba on October 22, 2019**

Present: Chair K. Maruca Regrets: B. Shearer
 Council J. Edwards
 C. Mackenzie
 C. Ball (Secretary)
 K. Baessler (Treasurer)
 S. Ott (Registrar)
 S. Hargreaves

Guests -
Public Members K. Debrecen Regrets: T. Paxton
 L. Polet

Executive Director S. Eadie

CCP Coordinator A. Simms

Members 50 Voting members (in person, virtual)
 0 Non-voting members

1.0 Call to Order by K. Maruca at 6:16 p.m.

2.0 Approval of Agenda
(C. Ball / K. Baessler)
Carried.

3.0 Approval of October 24, 2018 General Meeting Minutes
(S. Ott / J. Edwards)
Carried.

4.0 Appointment of Two Scrutineers
S. Nowicki / C. Funk (office staff) volunteered.
K. Maruca appointed Sandra Nowicki and Carmen Funk as scrutineers for the meeting.

5.0 Revisions to the By-laws
K. Maruca outlined the purpose of the proposed by-law changes.

5.1 MOTION to Amend the By-laws Article III related to fees:

(J. Edwards / S. Ott)

To amend Article III: Fees, Article IV: Meetings of Members, Article V: Meetings of Council as outlined in the General Meeting materials.

Motion carried.

5.2 MOTION to Rescind & Accept the By-laws in their entirety:

(S. Ott / C. Mackenzie)

To rescind the COTM By-laws October 2018 and accept the COTM By-laws October 2019. Motion carried.

6.0 Adjournment

(K. Baessler / C. Ball)

Motion to adjourn at 6:30 p.m.

Carried.

Signed:

Carolyn Ball, O.T. Reg. (MB)
Secretary

Signed:

Katelyn Maruca, O.T. Reg. (MB)
Chair

College of Occupational Therapists of Manitoba (COTM)
Proposed By-law Changes
October 27, 2020

5.1 MOTION: To approve the following proposed by-law changes approved by the COTM Council

A. Article III: FEES

Currently states:

3.16 A member may terminate his/her membership and registration with the college for reason of a move out of province, retirement, or other reason deemed acceptable by the college, by returning his/her membership card to the registrar. The individual shall be entitled to receive a partial refund of fees, based on a pro-rated schedule.

Amend to read:

3.16 A member may terminate his/her membership and registration with the college for reason of a move out of province, retirement, or other reason deemed acceptable by the college, ~~by returning his/her membership card to the registrar.~~ The individual shall be entitled to receive a partial refund of fees, based on a pro-rated schedule.

Rationale:

Since membership cards are now in the member portal and cannot be removed, it is not practical to ask members to return their card.

B. Article IV: MEETINGS - Annual General Meeting

Currently states:

4.5 At the annual general meeting, reports will be presented by the chair, treasurer, registrar, standing committees, and from such committees as the council deems necessary.

Amend to read:

4.5 At the annual general meeting, a reports will be presented by the chair, treasurer, ~~registrar, standing committees,~~ and from such committees as the council deems necessary.

Rationale:

Since the registrar and other standing committee reports are available to members in the annual report prior to the AGM, there is no need to present these reports at the meeting. Members are provided with the opportunity to ask questions about any reports at the AGM.

C. Article IV: Meetings - Voting at Meetings of the College

Currently states:

4.22 The council can elect to have members return a vote on an issue, via regular mail, electronic mail, or facsimile provided that the question has been put to the member in a notice, via regular mail, to the member's last recorded address. If the motion is passed, the issue shall be considered resolved effective retro-active to the date of notice.

Amend to read:

- 4.22 The council can elect to have members return a vote on an issue, via regular mail, electronic mail, or facsimile provided that the question has been put to the member in a notice, ~~via regular mail~~, to the member's last recorded address. If the motion is passed, the issue shall be considered resolved effective retro-active to the date of notice.

Rationale:

Materials sent by regular mail are no longer conventional. Emails and faxes are a far more prevalent means of communication with members.

D. Article V: Election of Members of the Council

Currently states:

- 5.4 Only members in good standing who have had a minimum of two years practice in occupational therapy in Canada shall be eligible to serve as members of the council.

Amend to:

Delete the provision in its entirety.

- ~~5.4 — Only members in good standing who have had a minimum of two years practice in occupational therapy in Canada shall be eligible to serve as members of the council.~~

Rationale:

This provision is currently redundant with 5.3 that was changed a few years back (and 5.4 should have been removed at that time when the details were added to 5.3). Therefore the removal of 5.4 is merely a housekeeping item.

E. Article VI: Council Members - Removal from the Council

Currently states:

- 6.7 The council may, by a majority vote, remove a council member from the council if:

- (a) the council member consistently fails or refuses to perform the duties assigned to the council member by the chair of the council;
- (b) the council member consistently fails or refuses to adhere to the by-laws, regulations or policies of the college;
- (c) the council member is absent without reason, from more than three meetings of the council between annual general meetings;
- (d) the council member's membership has been allowed to lapse, been suspended or revoked.

Amend to:

Add in “has been surrendered” to (e)

- 6.7 The council may, by a majority vote, remove a council member from the council if:
- (a) the council member consistently fails or refuses to perform the duties assigned to the council member by the chair of the council;
 - (b) the council member consistently fails or refuses to adhere to the by-laws, regulations or policies of the college;
 - (c) the council member is absent without reason, from more than three meetings of the council between annual general meetings;
 - (e) the council member's membership has been allowed to lapse, **has been surrendered**, been suspended or revoked.

Rationale:

The voluntary surrendering of a council member’s membership was absent from this list and needs to be included.

F. Article VII: Standing Committees

Currently states:

- 7.5 No person shall be chair of more than two committees at any time. Each committee shall consist of a chair and not less than two members of the college and a public representative.

Amend to:

Add in “if possible”

- 7.5 No person shall be chair of more than two committees at any time. Each committee shall consist of a chair and not fewer than two members of the college and, **if possible**, a public representative.

Rationale:

In recognizing the support we receive from public members, we acknowledge there may be times we will not have a public member assigned to COTM or available/able to attend to committee matters. This amended provision allows for committee work to be done in the absence of a public member. Improves the grammar.

G. Article VIII: Board of Assessors

Currently states:

8.1 The board of assessors shall consist of a chair, who shall be the registrar, and not less than two members of the college and a public representative.

Amend to:

Add in "if possible"

8.1 The board of assessors shall consist of a chair, and no fewer than two members of the college and, **if possible**, a public representative. **The Registrar will serve as Chair.**

Rationale:

Same reason as previous amendment Article VII, 7.5. Improves the grammar.

H. ARTICLE V: ELECTION OF MEMBERS OF THE COUNCIL / ARTICLE VII: STANDING COMMITTEES

Currently states:

7.10 A nomination coordinator shall be elected from the membership at the annual general meeting. In the absence of an elected candidate the council at its next regular council meeting shall appoint a member to the position of nomination coordinator.

Amend to:

Delete the provision in its entirety.

~~7.10 A nomination coordinator shall be elected from the membership at the annual general meeting. In the absence of an elected candidate the council at its next regular council meeting shall appoint a member to the position of nomination coordinator.~~

An additional provision would be added to Article V:

The nominations and election processes will be coordinated by the COTM Executive Director.

Rationale:

Potential nominees to council are now identified during the COTM annual renewal process. The work of the Nominations Coordinator to support the nominations process and the election process is no longer necessary. The COTM staff currently provide the operational support to this process and placing this responsibility with the Executive Director provides for efficient processes. This arrangement is consistent with that of other regulatory colleges. The work of the Nominations Coordinator did offer prospective nominees with the opportunity to talk with a COTM member who is not on COTM staff. This option will continue to be offered to nominees through current COTM Council members who themselves are juggling work and COTM volunteer commitments.

The exact numbering of Article V will be amended as a result of this amendment and the amendment noted in Section D above.

5.2 MOTION: To rescind and approve by-laws in their entirety

Final Motion

To rescind the October 2019 COTM Bylaws and approve October 2020 Bylaws which incorporate all amendments approved on October 27, 2020.