College of Occupational Therapists of Manitoba

Quality Occupational Therapy – Accountable to Manitobans

Annual Report

2025–2026

Serving and protecting the public interest

Land Acknowledgement

The College of Occupational Therapists of Manitoba acknowledges that Manitoba is located on the Treaty Territories and ancestral lands of the Anishinaabe, Anishininew, Ininiw, Dakota, Dene, and Nehetho Nations. We also acknowledge that this land is the National Homeland of the Red River Métis.

We acknowledge that Winnipeg's water is sourced from Shoal Lake 40 First Nation. We respect the Spirit and Intent of Treaties and remain committed to working in partnership with First Nations, Inuit, and Red River Métis people in the spirit of truth, reconciliation and collaboration.

Who We Are & What We Value

Mission Statement

Our mission is to protect the public by regulating occupational therapy practice in Manitoba.

Vision

Quality Occupational Therapy – Accountable to Manitobans

Mandate

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

The Occupational Therapists Act (2002)

Excellence

We strive to be and do the very best.

Leadership

We demonstrate best practices in regulation.

Respect

We trust our partners and work openly and honestly.

Innovation

We collaborate to create unique approaches to opportunities and challenges.

Integrity

We operate with fairness and transparency to ensure accountability.

Stewardship

We are careful and accountable for all funds and are especially conscious of the impact of our decisions on our members.

Social Accountability

We consider the welfare of the community in which we operate.

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2025 Council

Sheryl Singer
Vice Chair

Michelle Horkoff
Continuing Competence Committees Chair

Jeanette Logan
Governance Committee Chair

Kent Ulrich
Board of Assessors

Trina Wielkopolan
Board of Assessors

Stefanie Wiens
Practice Issues Committee Chair

Itoro Affia
Investigation Committee

Christine Froese
Chair

Katelyn Maruca
Council Member
Practice Issues Committee

Danielle Geddes
Treasurer

Brenda Martinussen
Inquiry Committee

Jordan Friesen
Registrar
Board of Assessors Chair

2025–2026 Committees

Board of Assessors

Jordan Friesen (Chair)

Sandra Ott

Laurel Rose

Valentina Cornejo

Tom Paxton

Kent Ulrich (Public Member)

Ines McKenzie (Staff)

Michelle Martin-Strong (Staff)

Executive Committee

Sheryl Singer (Chair)

Christine Froese

Danielle Geddes (Treasurer)

Brenda Martinussen (Public Member)

Michelle Martin-Strong (Staff)

Governance Committee

Jeanette Logan (Chair)

Brenna Shearer

Leslie Johnson

Ann Booth

Margaret Anne Campbell-Rempel

Teresa Allison

Michelle Martin-Strong (Staff)

Continuing Competence Advisory Committee

Michelle Horkoff (Chair, OT Member, COTM Council Member)

Arthur Szulc (OT Member)

Scott Glasier (OT Member)

Nicole Kerbrat (OT Member)

Trina Gmiterek (previously Wielkopolan; Public Member, COTM Council Member)

Alexandria Simms (CCP Manager, committee staff support, non-voting)

Continuing Competence Steering Committee

Michelle Horkoff (Chair, OT Member, COTM Council Member)

Michelle Martin-Strong (Staff)

Alexandria Simms (Staff, CCP Manager)

Nominations Coordinator

Michelle Martin-Strong (Staff)

Practice Issues Committee

Stefanie Wiens (Co-chair)

Katelyn Maruca (Co-chair, joined November 2025)

Brenda Semenko (joined January 2026)

Melissa Colbeck

Eunice Chen

James Langridge (Public Member)

Ines McKenzie (Staff)

Michelle Martin-Strong (Staff)

Inquiry Committee

Andrea Auch (Chair)

Linda Bailes

Kimberly Roer

Tamara Rogers

Barbara Siemens

Brenda Martinussen (Public Member)

Investigation Committee

Heather Scott (Chair)

Julie Lamothe

Kim Baessler

Itoro Affia (Public Member)

Norberto Castro (Staff)

COTM is grateful for the contributions of all its members. Thank you!

2026 Council

Sheryl Singer
Vice Chair
Executive Committee Chair

Michelle Horkoff
Continuing Competence Steering and Advisory Committees Chair

Jeanette Logan
Governance Committee Chair
(formerly Legislation Committee)

Kent Ulrich
Board of Assessors

Trina Gmiterek
Public Member
Continuing Competence Advisory Committee

Stefanie Wiens
Practice Issues Committee Chair

Itoro Affia
Investigation Committee

Christine Froese
Chair
Executive Committee Member

Katelyn Maruca
Practice Issues Committee Co-chair

Danielle Geddes
Treasurer
Executive Committee Member

Brenda Martinussen
Inquiry Committee Member
Executive Committee Member

Jordan Friesen
Registrar
Board of Assessors Chair

Council Chair and Executive Director Message

2025–2026

In 2025–2026, COTM focused on quality improvement, including ongoing development of the registration database to strengthen the consistency and efficiency of its operations. Council and staff also advanced the foundational work needed to achieve COTM's vision: Quality Occupational Therapy – Accountable to Manitobans.

Public protection is central to every aspect of COTM's work. COTM supports this mandate through a robust complaints and investigations process that ensures procedural fairness for all parties, and through a fair, transparent registration process for applicants ranging from new graduates to internationally educated occupational therapists.

Staffing and Operations

COTM's staffing remained stable. Executive Director Michelle Martin-Strong leads the organization in collaboration with Council and is responsible for all operational functions. The team also includes:

- Ines McKenzie, Professional Practice Manager, supporting registration, complaints, and practice consultations;
- Alexandria Simms, Continuing Competence Program Manager, supporting the Continuing Competence Program and CIHI data collection;
- Victoria Priadko, Operations Associate and Executive Assistant;
- Adriana Loeb, Registration Associate; and
- Norberto Castro, Complaints and Special Projects Coordinator.

Database Development

In 2025–2026, COTM continued developing its database to support registration, the Continuing Competence Program, and office management. Used successfully for renewals for a second consecutive year, the database gives members greater accessibility, efficiency, and autonomy while allowing staff to provide administrative support.

COTM also expanded the system to include online applications for new-graduate, previously registered, and internationally educated OTs. Although registration remains applicant-driven, these improvements make it easier for applicants to apply and for members to update their information, thereby expediting services.

COTM worked with the Canadian Institute for Health Information (CIHI) to upgrade the database so it could collect and report the demographic and employment data requested by CIHI. This occupational therapy workforce information is used to accelerate improvements in health care, health system performance, and population health across Canada. COTM gratefully acknowledges CIHI's grant contribution toward the cost of this work.

Policy, Records, and Accessibility

Other projects included reviewing and updating policies and procedures to keep them current and relevant, and digitizing current and historical records to improve access and archiving.

COTM moved to a fully remote office model in fall 2025 while remaining flexible in how it meets with the public and members. Staff are available by telephone, through video conferencing, and in person at partner locations. Together, these measures help Council and staff maintain consistent, accessible operations throughout the year.

COTM staff are actively engaged with key partners, provincially and nationally. COTM works with its partners in the Association of Canadian Occupational Therapy Regulatory Organizations (ACOTRO). COTM also works closely with the Manitoba Alliance of Health Regulatory Colleges (MAHRC), the Fair Registration Practices Office (FRPO), the College of Rehabilitation Sciences (CoRS), and the Manitoba Institute of Trades and Technology (MITT).

Truth and Reconciliation

Michelle continues to serve on several MAHRC committees and working groups focused on Building Cultural Safety, Indigenous Cultural Safety, and the Truth and Reconciliation Commission (TRC). She also contributes to ACOTRO's TRC Task Force in support of the Calls to Action. She brings relevant issues and initiatives to Council and incorporates them into COTM policy and procedure updates.

COTM established the ad hoc Safer Access Committee to:

- redevelop COTM's Land Acknowledgement;
- consider the distinct needs of Indigenous Peoples and other marginalized groups in policy development and strategic planning;
- assess the accessibility of COTM's services; and
- review communications and public-facing processes.

COTM Council continues to support and encourage all Council and staff members to engage in education supporting culturally safer interactions with the public and COTM members.

Learning and Development

COTM places a high value on education and provided Council and staff with many learning opportunities throughout the year. Most Council meetings included an educational session, and all staff completed Manitoba Indigenous Cultural Safety Training (MICST). Staff and Council members also participated in learning offered by the Canadian Network of Agencies for Regulation (CNAR), the Canadian Society of Association Executives (CSAE), MAHRC, and the Council on Licensure, Enforcement and Regulation (CLEAR).

Preparing for The Regulated Health Professions Act

Although COTM has not yet been invited to transition under The Regulated Health Professions Act (RHPA), the Governance Committee and Council continue to prepare. The Governance Committee is reviewing the new RHPA workbook to identify actions COTM can take in advance of the transition.

Strategic Plan

Council is completing the final year of its 2023–2026 Strategic Plan. In summer 2026, COTM engaged a facilitator to support development of the next plan. The 2026–2029 Strategic Plan has now been approved and will take effect in December 2026.

2023–2026 Strategic Directions

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

Strategic Direction 2: Advancing Quality Practice by OTs

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

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

2026–2029 Strategic Directions

Beginning in December 2026, COTM will pursue the following three strategic directions:

Strategic Direction 1: To increase the transparency and accessibility of COTM regulatory functions and services.

Strategic Direction 2: To reinforce the practice conditions necessary for OTs to meet COTM requirements for reflexivity and continuing competence.

Strategic Direction 3: To support the safe, ethical, and competent application of technology in OT practice.

Partnerships and Collaboration

Association of Canadian Occupational Therapy Regulatory Organizations (ACOTRO). COTM works closely with ACOTRO and occupational therapy organizations across Canada. Michelle contributes on behalf of COTM to the following committees and working groups:

- Exam Oversight Committee;
- Accreditation Committee of Canada Task Force;
- SEAS Oversight Committee;
- Governance Committee, as Chair;
- Re-entry to Practice Working Group, as Co-chair;
- Truth and Reconciliation and Equity Working Group;
- National Code of Ethics Working Group; and
- Diversity and Justice Joint Task Force.

In 2025, ACOTRO launched a collaborative initiative to develop a national occupational therapy code of ethics, which will be presented for adoption at the 2026 General Meeting. COTM contributed to several ACOTRO initiatives:

- an e-learning module on the Culture, Equity, and Justice competencies from the *Competencies for Occupational Therapists in Canada* (2021, updated 2024);
- a second module, planned for 2027, addressing professional responsibilities in the Competencies and the Code of Ethics; and
- revisions to the Labour Mobility Support Agreement (LMSA), including welcoming British Columbia as a signatory.

The LMSA clarifies how OTs licensed in one jurisdiction can register in another and expedites registration once all documentation is received. In 2026, six OTs joined COTM through this process, a similar number to 2025.

COTM continues to participate in the work of a cross-jurisdictional remote practice memorandum of understanding. This memorandum sets out regulatory considerations and necessary actions when clients are located in a different province than the OT providing the service. As stated by ACOTRO, the memorandum considers variations in the regulation of high-risk activities across Canada, such as controlled acts or restricted activities. It addresses these differences and outlines regulatory obligations to ensure clarity and compliance in cross-provincial service delivery.

Manitoba Alliance of Health Regulatory Colleges (MAHRC). MAHRC provides COTM with a valuable local network for collaboration on professional regulation. Michelle serves as Vice Chair of the MAHRC Board of Directors, in addition to the culturally safer care activities listed above.

COTM was pleased to work with MAHRC on the Interprofessional Collaboration document, which COTM hosts on its website as a practice direction. COTM also invited all members to participate in a survey based on this document. The survey data are expected to identify areas for health regulatory colleges to review and to support further initiatives for positive interprofessional collaboration.

Fair Registration Practices Office (FRPO). COTM continues to work directly with this office to ensure COTM's processes and documents are clear and transparent, especially for international applicants. COTM has worked with FRPO on language benchmarks for applicants, as well as on a complimentary review of the information that the COTM website provides for both domestically and internationally educated applicants.

College of Rehabilitation Sciences (CoRS). COTM continues a strong partnership with CoRS, with Council members and staff sitting on various committees to provide input from a regulatory perspective. COTM enjoys an engaged relationship with CoRS leaders and meets with them often to exchange ideas and discuss any issues either party may have identified.

Manitoba Institute of Trades and Technology (MITT) and Red River College Polytechnic (RRC Polytech). Selected MITT programs are transitioning to RRC Polytech in 2026. COTM consults with RRC Polytech regarding its Rehabilitation Assistant Program.

Acknowledgement

At the heart of COTM's work are the people who make it possible: OTs and public representatives who volunteer on COTM committees; members who provide formal and informal feedback and participate professionally in COTM requirements; and staff whose dedication supports the organization's public-protection mandate.

2023–2026

Strategic Plan in its final year; the directions that follow are from this plan

Strategic Direction 1

Ensuring Confidence in OT Regulation and Risk Assessment

Strategic Goals 2023–2026

Ensuring Confidence in Occupational Therapy Regulation and Risk Assessment

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

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

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

In April 2009, Bill 18, The Regulated Health Professions Act (RHPA), was introduced in the Manitoba Legislature. Following amendments and the required readings, it received Royal Assent and became law on June 11, 2009. The RHPA was proclaimed on January 1, 2014, with the College of Audiologists and Speech-Language Pathologists of Manitoba becoming the first regulator to come under the Act.

Other regulators that have since come under the RHPA include the College of Paramedics of Manitoba, the College of Registered Nurses of Manitoba, the College of Physicians and Surgeons of Manitoba, and the College of Registered Psychiatric Nurses of Manitoba. Additional regulators in the process of transitioning to the Act include the College of Physiotherapists of Manitoba, the College of Licensed Practical Nurses of Manitoba, the College of Medical Laboratory Technologists of Manitoba, and the Psychological Association of Manitoba.

The term "umbrella legislation" is often used to describe the RHPA. Bringing regulated health professions under one act provides consistent legislation and regulations, with a standardized focus on patient safety. As each profession proceeds toward proclamation under the RHPA, COTM actively participates in its consultation process.

COTM continues to prepare for notice from the government to transition to the RHPA. Part of this future work involves identifying reserved acts currently performed in Manitoba, those performed by OTs in other jurisdictions, and those emerging in occupational therapy practice. Reserved acts are specific health care services or procedures identified in the RHPA that must be performed by competent health care professionals because they pose a greater risk of harm to the public. This work will eventually involve consultation with various stakeholders.

The Governance Committee is reviewing and updating internal governance policies to address identified risks to COTM and align with regulatory best practices. Completed policies include Document Management and Media Relations. Work continues on other governance policies important to COTM.

2

new governance policies completed: Document Management and Media Relations

Strategic Direction 2.1

Advancing Quality Practice by OTs – Practice Issues Committee

Strategic Goals 2023–2026

Under the direction of Council, the Practice Issues Committee investigates and debates current occupational therapy practice issues relevant to the College's mandate and provides recommendations to Council.

The Practice Issues Committee ensures that all reviewed and newly developed documentation on practice issues and standards of practice aligns with The Occupational Therapists Act. The Committee also considers the statutory provisions of the RHPA in preparation for a future transition. It continues to integrate the *Competencies for Occupational Therapists in Canada* (2021, updated 2024) into updates to codes of ethics, practice directions, and standards of practice.

Key Initiatives and Achievements

- **Code of Ethics modernization:** In close collaboration with the Professional Practice Manager and the Executive Director, the Committee initiated a comprehensive update to the COTM Code of Ethics, which was last reviewed in 2010. This revision will ensure alignment with both the 2021 national competencies and the Canadian Association of Occupational Therapists (CAOT) Code of Ethics.
- **National regulatory collaboration:** The Committee actively supports the Professional Practice Manager's appointment to the ACOTRO working group. This national initiative aims to develop harmonized standards, guidance, and resources for OTs across Canada.
- **Responsive governance:** The Committee remains dedicated to executing directives from Council and addressing urgent, time-sensitive inquiries regarding standards and practice guidance from staff and members.

Arrivals and Departures

In November 2025, the Committee welcomed Katelyn Maruca as Co-chair. In January 2026, it welcomed new OT member Brenda Semenko. The Committee gratefully acknowledges the excellent and dedicated work of OTs Stefanie Wiens, Melissa Colbeck, and Eunice Chen, and public member James Langridge.

2026

Code of Ethics update, proposed to replace the 2010 Code

Strategic Direction 2.2

Advancing Quality Practice by OTs – Continuing Competence, June 2025 to May 2026

Strategic Goals 2023–2026

Goal 1

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

The Continuing Competence Program requirements were updated to reflect the *Competencies for Occupational Therapists in Canada* (2021, updated 2024). The updated requirements are the Annual Competence Enhancement Self-Assessment, Learning Plan, and Evaluation. Two Prescribed Regulatory Education Program (PREP) modules were developed to support understanding and application of the Culture, Equity, and Justice competencies. All members, both practising and non-practising, were required to complete these modules to be eligible to renew their registration.

Goal 2

Advance the Continuing Competence Program by developing Competence Evaluation and Competence Improvement components.

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

Continuing Competence

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

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

- reviewing the professional competence of members;
- conducting practice audits in accordance with the Act; and
- requiring members to participate in programs for ensuring competence.

The CCP committees are responsible for implementing tasks that support the program's objectives, in alignment with the strategic direction set by COTM Council. The Steering Committee addresses the operational implementation of the CCP, whereas the Advisory Committee is composed of practising OTs and a public member who provide feedback, support, and direction to the program. CCP committee work is conducted remotely through video meetings and document sharing. Committee membership is listed on page 6.

Continuing Competence Program Requirements and Methods 2025–2026

- **Self-assessment:** Members who are registered as practising at the time of annual renewal must complete a documented self-assessment of the *Competencies for Occupational Therapists in Canada* (2021, updated 2024) at least once a year, and within 90 days of returning to practice from the Non-Practising Register when practising for more than half of the registration year.
- **Competence enhancement learning plan:** Members who are required to complete the self-assessment must also identify, plan, reflect on, evaluate, and document at least one competency-based learning plan goal and its outcomes within each registration year.
- **Prescribed Regulatory Education Program (PREP):** All practising, provisional, and non-practising members must complete PREP annually. PREP focuses on regulatory expectations and developments.
- **Annual renewal submission:** All members must submit their most recent CCP documentation by renewal, including planned competence enhancement learning for the upcoming year.
- **CCP Review:** Practising members may be selected for a CCP Review at least once every 5 years and may be required to submit up to 5 years of CCP documentation. Feedback is provided, and follow-up actions may be required as determined by the CCP Advisory Committee within Council-approved policies. Selection for CCP Review is both random and based on risk criteria approved by Council.
- **Verification:** COTM confirms that CCP requirements are completed through required electronic submissions, declarations, and audits.
- **Late fees, registration, and resignation requirements:** Late submission fees apply. Members must complete all CCP requirements to renew or resign in good standing. Incomplete requirements and fees are tracked and reported according to The Occupational Therapists Act and its regulations.
- **Member feedback:** Anonymous feedback opportunities are built into the annual requirements, and members may contact COTM with questions or feedback, or to arrange a meeting.
- **Continuous evaluation:** Completion statistics and feedback results are compiled annually, evaluated for program monitoring and outcome measurement, and considered for continuous program improvement and policy changes.

Past Year Highlights

- Continued collaboration with Canadian occupational therapy regulators to share resources and address challenges in the nationwide implementation and assessment of the application of the *Competencies for Occupational Therapists in Canada* (2021, updated 2024).
- Participated with ACOTRO partners to develop a second national resource to support understanding and application of the Culture, Equity, and Justice competencies through the PREP 2025 requirement, released in fall 2025.
- Launched an updated Annual Competence Enhancement Evaluation section to align with the *Competencies for Occupational Therapists in Canada* (2021, updated 2024), required for renewal in 2026. It includes new guidance and outcomes for members to record key learning and the impact of completed annual competence enhancement activities on the client, community, or population served in practice.
- Collaborated with MAHRC and the University of Manitoba to complete a cross-sectional survey of health profession members. The survey identified shared and profession-specific strengths, gaps, and opportunities to inform interprofessional collaborative practice in the public interest.

Planned Activity Highlights

- Continue to collaborate with national and provincial regulatory partners to develop resources for competent and quality occupational therapy and interprofessional practice. Education modules are planned to inform members about the updated Code of Ethics and standards regarding professional boundaries.
- Evaluate CCP processes, content, and policies in the context of the revised requirements and member portal features.
- Evaluate and develop the CCP sections in the member portal, including updated member feedback mechanisms and resources.
- Develop program strategies to meet objectives as directed by Council through the new 2026–2029 Strategic Plan.

2

PREP modules on the Culture, Equity, and Justice competencies

Strategic Direction 3

Sustaining Strong Governance, Financial and Organizational Practices

Strategic Goals 2023–2026

Governance Structure

COTM's Council oversees the College's governance obligations. The Council is composed of four appointed public members and eight OTs.

The Executive Committee supports Council by overseeing financial and human resource initiatives. Public representatives serve on all committees, statutory and non-statutory, reflecting the value COTM places on public perspectives, experience, and voice.

Public Engagement

A significant challenge for regulators mandated to serve and protect the public interest is finding meaningful ways to engage with the public. Contact is often limited to occasional inquiries or interactions with people who file complaints with the College.

In preparation for its 2026–2029 Strategic Plan, COTM held a small focus group with community members and OTs working in a variety of positions. Their feedback was reviewed in the development of the new strategic plan.

MAHRC is working toward establishing a Citizen Advisory Group (CAG) made up of a diverse group of public members. The CAG will be accessible to all MAHRC members. Hearing directly from the public will help COTM create policies and processes that are relevant and accessible to both OTs and the public.

Planning, Decision-Making, and Public Protection

The governing board of any organization has three key roles: planning, decision-making, and monitoring. COTM advances these responsibilities by identifying themes in complaints and using them to strengthen guidance, education, and public protection.

- **Ethics guidance:** COTM has collaborated with the national body, ACOTRO, to develop a new Code of Ethics template and an e-learning module focused on OTs' professional responsibilities.
- **Investigations training:** Complaint themes have informed additional training for the Investigation Committee and investigators.
- **Education planning:** A comprehensive education plan is being implemented this year for the Investigation Committee and investigators.

Financial Monitoring and Reserve Planning

Council monitors COTM's financial position through monthly financial reports and annual audited financial statements. This oversight also informs planning to replenish and maintain restricted reserve fund targets for discipline activity, special projects, the Continuing Competence Program, and technology upgrades.

The 2026 audit reports on the current status of these reserves. See the Treasurer's report on pages 22–24 for details.

Complaints Investigation and Inquiry

2025–2026 Complaints Report

Complaints Overview. The number of complaints received by COTM remains low. The complaints team reviews complaints for themes and trends that may identify areas where members would benefit from additional guidance or resources.

Cultural Safety and Accessibility. COTM remains committed to advancing cultural safety and humility throughout its work. This includes making the complaints process more accessible and responsive to Indigenous and marginalized individuals. COTM also continues to collaborate with other Manitoba regulators to advance this priority.

Education and Quality Improvement. To strengthen quality improvement, COTM is holding education sessions for trained investigators and Investigation Committee members. The first session, which focused on complaints submitted by third-party employers, was well received. Future sessions will examine The Occupational Therapists Act and its provisions to help participants understand their statutory obligations. Together, these initiatives are intended to ensure that everyone involved is prepared to manage complaints in a fair, timely, and transparent manner.

Files by Year. The 2026 complaints report includes five files: two assigned in 2026, two in 2025, and one in 2020.

Complaint Type and Practice Setting. Four files involve allegations of misconduct and unskilled practice, while one involves misconduct only. Three files relate to public practice and two to private practice.

File List. Each file number identifies the year in which the number was assigned; it does not indicate when the file was opened or closed during the reporting period.

Complaints Summary – 2026 Report

Total Files Listed	Files From 2026	Files From 2025	Files From 2020	Client Complainants	Other Complainants
5	**2**	**2**	**1**	**5**	**0**

Review of COTM Complaints

File	Type of Concern	Complainant	Type of Practice
26-05	Misconduct and unskilled practice	Client	Public
26-03	Misconduct and unskilled practice	Client	Public
25-01	Misconduct and unskilled practice	Client	Private
25-03	Misconduct and unskilled practice	Client	Public
2020 file	Misconduct	Client	Private

Registration Matters

A Message From the Registrar, Jordan Friesen

Registration is a core function of COTM in our role to protect the public and ensure quality occupational therapy practice in Manitoba. The Registrar, COTM staff, and the Board of Assessors are active throughout the year to ensure that:

- members are registered in the most appropriate category, representing their role in the provision of OT services to the public;
- the registration process is fair, accessible, and inclusive;
- all members are suitable to practise occupational therapy and have the necessary support or supervision to do so safely; and
- the public has a clear avenue for raising concerns or complaints about OTs in Manitoba or those providing services from other jurisdictions.

In light of these functions, below is a summary of key activities and updates related to registration at COTM over the past year.

Registered Members

We are pleased to see the number of OTs in Manitoba continue to grow. As of June 1, 2026, there were 976 registered OTs in the province, reflecting the continued growth of our profession and the need for OT services in and beyond our health system.

Registration Processes

COTM has successfully transitioned to a new member database and regulatory management platform. Staff continue to work with our technology partner to refine the registration process and build additional features to simplify both registration and continuing competence management. Feedback from members is welcomed and appreciated. The Board of Assessors continues to review registration policies to ensure that COTM complies with current legislation and accessibility requirements and provides a clear, fair pathway for those seeking to practise occupational therapy in Manitoba.

Complaints Referral

A core function of the Registrar is to receive complaints related to misconduct, fitness to practise, or unskilled practice and refer them to the Investigation Committee for review and resolution. While this is undoubtedly an uncomfortable and stressful situation for members, we continuously strive to ensure our members have access to an equitable investigation process and, whenever possible, seek to use these incidents as opportunities for learning and development.

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

Sincerely,

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

976

registered occupational therapists in Manitoba

as of June 1, 2026

Registration of College Members

June 1, 2025, to May 31, 2026

Registration Data, June 1, 2025

Category	Members
Practising	856
Non-practising	87
Provisional	3
Temporary	1
Total	**947**

Registrations Issued (+), June 1, 2025, to May 31, 2026

Category	Members
Practising	7
Non-practising	0
Provisional	51
Temporary	1
Total	**59**

Reinstatements Issued (+), June 1, 2025, to May 31, 2026

Category	Members
Practising	0
Non-practising	0
Provisional	0
Total	**0**

Resignations (–), June 1, 2025, to May 31, 2026

Category	Members
Practising	13
Non-practising	5
Provisional	0
Temporary	3
Total	**21**

Non-renewals (–), June 1, 2025, to May 31, 2026

Category	Members
Practising	6
Non-practising	2
Provisional	1
Total	**9**

Registration Data, June 1, 2026

Category	Members
Practising	875
Non-practising	94
Provisional	7
Temporary	0
Total	**976**

Reconciliation: 947 + 59 + 0 – 21 – 9 = 976 registered members.

Financial Matters

A Message From the Treasurer, Danielle Geddes

Deloitte prepared the audited financial statements for the fiscal year June 1, 2025, to May 31, 2026. COTM Council accepted them on August 25, 2026.

This report reviews the past year's financial activity and compares it with the anticipated budget for the same period (June 1, 2025, to May 31, 2026). It also provides context for the June 1, 2026, to May 31, 2027, budget, which was used to establish the registration fees that members paid in spring 2026.

Revenue

Overall revenue in 2026 was $22,371 higher than in 2025. This is due to the $25-per-member increase in membership fees collected for the 2025–2026 registration year and the overall increase in OT membership. Interest rates on investments decreased, and, unlike in 2025, there were no additional grants.

Actual revenue was $17,720 more than the 2025–2026 budgeted amount.

The budget for 2026–2027 anticipates a slight increase in overall revenue due to a $25 increase in membership fees.

Revenue Over Expenses

As of May 31, 2026, overall revenue exceeded expenses by $23,104, indicating a modest surplus. Both fiscal years ended with a surplus. The 2025–2026 budget anticipated a surplus of $7,607.78.

The 2026–2027 proposed budget anticipates a surplus of $21,607.

Expenses

Expenses in 2026 were approximately $47,077 higher than in 2025.

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

- **Amortization:** additional database software and laptops for the remote office.
- **Association dues:** increased travel for association meetings compared with the previous year.
- **Continuing Competence:** shared costs of national continuing education for a future PREP module.
- **Professional fees (legal):** expenses related to a member complaint.
- **Supplies and subscriptions:** items associated with the remote office.

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

- **Council expenses and meetings:** no additional resources required for new committee members.
- **Education and training:** lower continuing education costs for staff and committee members.
- **Maintenance:** lower costs following COTM's move to a remote office in 2025.
- **Professional fees:** less professional consultation required this fiscal year.
- **Rent:** lower costs following the move to a remote office.
- **Technology upgrades and development:** less IT support required this year.
- **Wages and benefits:** less overtime required following completion of the database transition.

Overall expenses were approximately $2,223 higher than budgeted. Areas notably above budget were amortization, professional fees (legal), Continuing Competence, and supplies.

Reserve Fund

The following transfers were approved by Council this year:

- one transfer to Investment in Capital Assets for database software and the purchase of laptops to replace nonworking equipment;
- five transfers from the Unrestricted Fund to replenish the Discipline Activity, Special Projects, Continuing Competence, Technology, and Office Upgrades funds, including support for the transition to a remote office; and
- three transfers to the Unrestricted Fund: from the Continuing Competence Fund, from the Technology Fund to cover overtime for the database project, and from the Discipline Activity Fund to cover legal costs.

The tables below summarize these transfers and the totals in the restricted funds.

Restricted Funds (CAD)

Fund	May 31, 2025	Change	May 31, 2026
Discipline	210,864	(44,746)	166,118
Legal Fees	35,000	0	35,000
Sick Time	25,000	0	25,000
Office Upgrades	23,000	10,000	33,000
Special Projects	0	15,000	15,000
RHPA Fund	20,330	0	20,330
IT	10,000	2,765	12,765
Sustainability	35,310	0	35,310
CCP	76,860	17,721	94,581
Total	**436,364**	**740**	**437,104**

Reserve Funds as of May 31, 2026

Fund	CAD
Unrestricted	$246,604
Invested in Capital Assets	$50,613
Restricted	$437,104
Total	**$734,321**

Amounts are in Canadian dollars, as reported in the Treasurer's report.

The Reserve Fund Provides for the Following Potential Expenditures

Risk Management

- Investigation Committee legal fees
- Staff sick time accumulation
- Discipline activity
- Contingency fund

Planned Projects

- Office culture development and sustainability
- Special projects
- Preparing for the RHPA (legislative amendments)
- Technology development and upgrades
- Succession planning and sustainability
- Continuing Competence Program development
- Capital expenditures

Investment in Capital Assets

Capital assets had a total cost of $103,299 in 2026 and a net book value of $50,613. The increase in net book value from 2025 reflects the new database, software, and laptop computers.

2026–2027 Budget

The 2026–2027 projected budget for the fiscal and registration year was approved by Council in late 2025 and will be presented at the 2026 Annual General Meeting (AGM) for information and questions. Based on this budget, a surplus of $66,134 is expected.

The budget for the 2026–2027 year can be found in the COTM AGM Package under the title “Budget Comparisons.” This budget includes the registration fees collected in March and April 2026; the fee was $25 per member higher than in 2025 (from $825 to $850).

Overall Summary

Several transfers were made from restricted funds to unrestricted funds to ensure funds were available for the transition to a remote office, professional legal fees, and prepayment of database software. COTM continues to have a modest surplus and anticipates a modest surplus in the 2026–2027 year to facilitate payment of ongoing legal fees and replenish restricted funds as resources permit. Resources are continually reviewed to facilitate effective management.

COTM Council recognizes the financial impact that the fee changes of the last several years have had on COTM members. COTM will continue to communicate with members about the fee changes at the AGM and through ongoing email communication.

$734,321

total reserve funds
as of May 31, 2026

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College of Occupational Therapists of Manitoba

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