

2018

ANNUAL REPORT



College of
Physiotherapists of
Manitoba

College of Physiotherapists of Manitoba

Mission

To protect the public interest through regulation of physiotherapists in Manitoba.

Vision

Recognized as a leader in public protection, influencing the future direction and regulation of physiotherapy.

Values

We strive for excellence through:

- Integrity
 - Respect
 - Transparency
 - Collaboration
- ... for public protection

Every physiotherapist who practices in Manitoba must be a registered member of the College of Physiotherapists of Manitoba (CPM).

CPM is a self-supported professional body that regulates the practice of physiotherapy in Manitoba. CPM receives its regulatory authority from *The Physiotherapists Act* of Manitoba (2001).

CPM is responsible for:

- Setting standards of practice
- Registering only qualified physiotherapists who wish to practice in Manitoba
- Ensuring that complaints of malpractice, misconduct or incompetence involving physiotherapists are thoroughly investigated and that appropriate action is taken
- Maintaining a Continuing Competency Program that requires members to demonstrate that they have engaged in activities to maintain and enhance their ability to practice

MESSAGE FROM COUNCIL CO-CHAIRS

This year we have returned to the co-Chair model on Council. As they say, “two is better than one”, but in our case, maybe it would be more accurate to say that 11 is better than one, because it is the 11 Council members, along with the guidance and collaboration of the office staff, that work together to help CPM carry out its role and function of regulating the profession of physiotherapy in Manitoba. Council’s diversity in background, areas of practice, years of work experience/generational differences and even education has been a strength as we have been asked to weigh in on many provocative issues over the last year. As you read through the Annual Report, you will see the work of the many CPM committees that have been very active over the last year and some of the topics that have been brought forward to Council.

CPM’s mission to *ensure that the public receives safe, competent physiotherapy care from qualified physiotherapists* seems straight forward, but our last year on Council has remained fascinating as we view this mission through the many lenses of changing societal expectations, professionalism, ethics, social media presence, inter-professional practice, evolving technologies and how these issues all impact the role of Physiotherapists as one of the regulated health professions in Manitoba not only now, but as we plan for the future.

In his book *True Professionalism*, David Maister said, “Professional is not a label you give yourself - it is a description that you hope others will apply to you” and this principle has been at the foundation of our discussions, debates and decisions at Council over the last year. We hope that through the hard work of the many volunteers and staff of CPM, that Physiotherapists in Manitoba will continue to be viewed by the public and by other regulated health professions not only as a *profession*, but as a *professional*.

We would like to take this time to thank and acknowledge all those individuals for their commitment and support over the last year!

Respectfully Submitted By:



Susan Bowman
Council Co-Chair



Mark Garrett
Council Co-Chair

COUNCIL 2018



Front Row (Left to Right):

Lindsay Pratt, Susan Bowman, Mark Garrett, Kathy Johnson

Back Row (Left to Right):

Leslie Wilder, Caylie Young, Rebecca Krahn, Kelli Berzuk

Missing from photograph:

Susan Gerlach, Ray Hoemsen, Barry Smith, Ashley Froese, Jackie Ogloza

Council Co-Chairs:

Susan Bowman

Mark Garrett

Elected Representatives:

Lindsay Pratt

Kathy Johnson

Kelli Berzuk

Susan Gerlach

Ashley Froese (outgoing)

Jackie Ogloza (outgoing)

Public Members:

Leslie Wilder

Ray Hoemsen

Barry Smith

Student Members:

Rebecca Krahn

Caylie Young

REGISTRAR'S REPORT

The year 2018 was a challenging time for the College of Physiotherapists of Manitoba both financially and administratively.

In an effort to not increase membership fees for 2018, it was decided by Council to keep expenses down and in some cases to decrease certain budget lines. For example, this was accomplished by delaying the installation of a much needed new server. The impact of this was that some areas of College work were less robust than in other years.

Council also learned that our current database requires an upgrade by the end of 2019 or else it would no longer be supported. Council decided to look into options for either upgrading or purchasing a new system altogether. After months of research and deliberation, it was decided to upgrade the current system as the most cost effective option.

One budget line that saw a significant increase was legal expenses which was more than \$9000 over expected. Part of the reason for this was that an inquiry was held in 2018. As well, the number of complaints increased significantly. CPM also had a higher number of members who practiced without liability insurance in 2018 than ever before.

Administratively, the College received an unprecedented number of complaints from members about members. Some complaints included issues of advertising, including Facebook pages, testimonials and Instagram. There were complaints about questionable advertising in hockey arenas and retaliatory complaints from one member against another. By the end of the year, the Co- Chairs of Council were compelled to send an e-blast to the membership to remind members of their responsibility for ethical behavior and the importance of following the Standards of Practice of the College.

Telerehabilitation was a new topic in early 2018. While the Council had entered into a Memorandum of Understanding between the other Canadian Physiotherapy regulators about cross border services with respect to Telerehabilitation, the number of questions continued to rise. CPM approached Physiotherapy Alberta, as they were struggling similarly and between the two organizations, a resource guide was developed which has now been shared with all other Canadian physiotherapy regulators through the Canadian Alliance of Physiotherapy Regulators (CAPR).

In 2018, CPM was asked to participate in a project regarding Standards of Opioid Prescribing in Manitoba that the College of Physicians and Surgeons of Manitoba had undertaken. It was proposed by CPM that physicians consider referring to physiotherapy at an earlier stage. CPM is awaiting further information on the final results. As well, CPM was asked to respond to a consultation undertaken by Manitoba Health about high neck manipulation.

REGISTRAR'S REPORT

Following this consultation, two recommendations were made by Manitoba Health for any profession practicing neck manipulation:

1. Ensure that the patient is provided with written and informed consent before treatment.
2. Practitioners must provide patients with information for the recognition of a serious adverse event.

The new Essential Competencies document was released in 2018 and work began by CAPR to revise the Physiotherapy Competency Examination blueprint. As well, CAPR had coordinated a project, in conjunction with Physiotherapy Alberta, to develop a Harmonized Code of Ethics that would be accepted nationally. The CPM Ethics Committee has reviewed this document and will be presenting it to the membership at the AGM in April 2019.

A hot topic in 2018 was concussion care and the role of physiotherapists. CAPR lead discussions on the topic, brought in expert speakers, all in preparation to develop a national position statement. At the provincial level, CPM established an Ad Hoc Concussion Committee as the provincial government was set to pass the Concussion In Youth Sport Act. CPM monitored the Legislative Assembly daily timetable to see when this Bill would go to Committee after First Reading. A member of the Ad Hoc Committee, Russ Horbal had prepared to address the Committee on behalf of Physiotherapists and CPM. By the end of 2018, the Bill had not received First reading and the item fell off the Order Paper when the House closed.

However, work continues nationally on concussion care. CAPR has developed a position statement through the Provincial Registrars. Council will discuss implementation in Manitoba.

CPM created a list of Winnipeg private practice clinics where physiotherapists are employed and posted it to the CPM website. The plan is to also make a list of private practice clinics outside of Winnipeg and post it to the CPM website.

In September CPM Council welcomed two new student members: Caylie Young (MPT1) and Rebecca Krahn (MPT2).

In the latter half of 2018, CPM experienced a breach in confidentiality of information by a government appointed public member. Although she had been cautioned about confidentiality during her term on the Complaints Committee, at the end of her term on the committee she repeatedly refused to return her confidential complaints information. Many attempts had been made to have the information returned and finally CPM turned to a legal approach to secure the documents. Prior to approaching the Attorney General to seek approval for commencing a legal process, one more attempt was made to send a private investigator to the person's home to retrieve the documents. The investigator was able to retrieve all the documents and a legal recourse was not necessary.

REGISTRAR'S REPORT

A jurisprudence module on the *Regulated Health Professions Act*, which had been collaboratively developed with other Manitoba health regulators, was ready for testing in 2018. In September, Council was testing the module.

In October, CPM received notification that the Supreme Court of British Columbia had issued a permanent injunction against Evidence in Motion (EIM) courses that provide a doctorate degree to physiotherapists. CPM issued this notice to members in case a member had been involved in these courses.

Council also agreed to develop a policy on Cannabis which was approved by end of year 2018. As well, a resource document on Medical Assistance in Dying (MAID) for physiotherapists was being developed.

In December, Kathy Johnson was hired as the new Complaints Coordinator to replace Andrea Thiessen who had initially established this position for the College. The College thanks Andrea for her great work in establishing this position and wishes her well in her new position.

The Manitoba Association of Registered Respiratory Therapists (MARRT) joined our office in the early part of the year. They have a small office space and mainly use our Board room for meetings. It has been a good association between the two organizations and has helped to defray some rental costs for CPM.

Despite the limited budget, a great deal of work happened by our volunteer committees to update CPM policies and Practice Directions. Here is a list of reviewed and approved policies for 2018:

3.3 Registration on the Examination Candidate Register

3.13 Failure of the Physiotherapy Competency Examination Policy

3.14 Labour Mobility

3.16 Renewal Procedure

3.23 Criminal Record Checks for Registration

3.24 Renewal of Administrative Policy (became 9.9 in the Administrative section of the policy manual)

4.6 Acupuncture and Intramuscular Dry Needling Therapy Practice Direction

4.9 Approval of Business Names

4.31 Electrophysical Agents

REGISTRAR'S REPORT

8.7 Physiotherapy (PT) Standards Term of Reference

8.10 Conflict of Interest for Council and Committee Members

8.26 Expense policy

8.30 Annual General Meeting Policy

8.39 Newsletter Policy

8.58 Code of Conduct

9.2 Reference Guide Policy

9.5 Agents of the College

The College also developed a Standard of Customer Service Document to meet the obligations of *The Accessibility for Manitobans Act*.

Despite the challenges facing CPM in 2018, much work was accomplished and will continue into 2019.

Respectfully Submitted By:



Brenda McKechnie

Registrar/Executive Director



INQUIRY REPORT

Inquiry Panel Notice of Decision

The Inquiry Panel convened on June 20, 2018 for a hearing into charges against Christopher Bisignano, a member of the College of Physiotherapists of Manitoba.

Members of the Panel were Murray MacHutchon (Chair), Sam Steinfeld, Annyue Wong, and Darlene West.

Christopher Bisignano entered a plea of guilty to a charge that:

On or about October 1, 2016 to on or about January 13, 2017, he did practice physiotherapy and provide clinical services when he knew or ought to have known that he did not have liability insurance coverage, contrary to Section 18 of the Regulations.

Accordingly, the Inquiry Panel found Christopher Bisignano guilty of professional misconduct and, pursuant to Section 42(1)(a), Mr. Bisignano received a reprimand and pursuant to Section 43(1)(a) and (b), was ordered to pay costs in the amount of \$3,000.00 and a fine in the amount of \$1,250.00

In coming to this conclusion, the Panel considered the following:

- (a) Any registrant of the College of Physiotherapists of Manitoba who is providing clinical services is required to maintain a minimum of \$5,000,000 of professional liability insurance;
- (b) Christopher Bisignano's lapse in coverage was not an oversight. He was aware that he was uninsured while providing clinical services to his clients between October 1, 2016 and January 13, 2017.

Respectfully Submitted By:

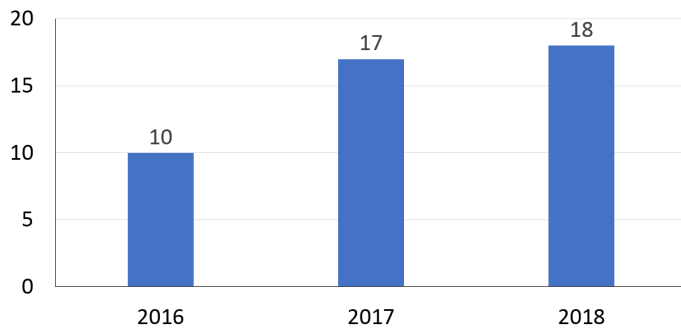


Brenda McKechnie

Registrar/Executive Director

COMPLAINTS COMMITTEE REPORT

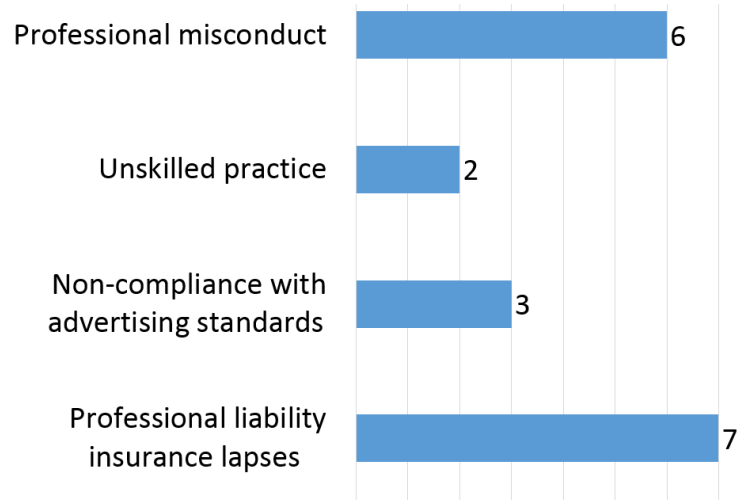
Complaints Received



Complaints Referred By:

| | |
|---------------------|---|
| Registrar: | 7 |
| Public: | 8 |
| Registrants of CPM: | 3 |

Types of New Complaints Received in 2018



Complaint Dispositions 2018:

| | |
|-----------------------------------|----|
| Referred to Inquiry Committee: | 1 |
| Resolved by Complaints Committee: | 14 |
| In progress at year end: | 8 |

Outcomes of Complaints Resolved By the Complaints Committee in 2018:

| | |
|---|---|
| No action required: | 3 |
| Censure: | 8 |
| Registrant required to participate in an undertaking: | 3 |

Respectfully Submitted By:

Susan Gerlach

Chair of Complaints Committee

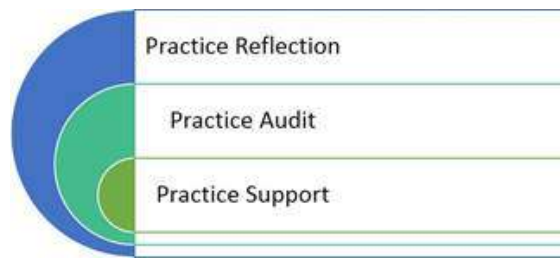
Andrea Thiessen

Complaints Coordinator

CONTINUING COMPETENCY PROGRAM

The College of Physiotherapists of Manitoba (CPM) in accordance with Part 7 of the [Regulated Health Professions Act](#) (RHPA) of Manitoba has developed a Continuing Competency Program (CCP) which consists of three components (Figure 1).

Figure 1. CPM Continuing Competence Framework



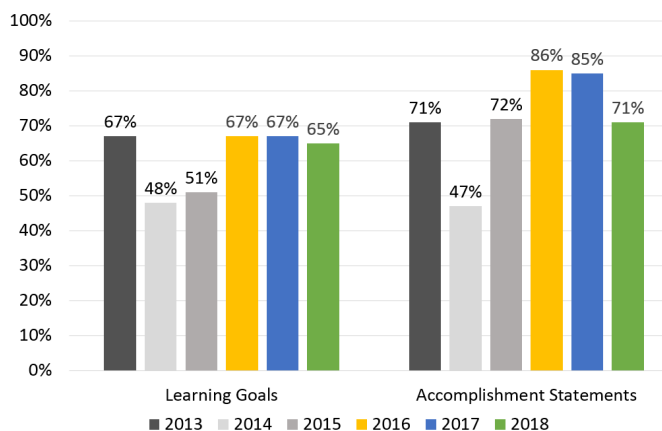
Practice Reflection

The Practice Reflection component of the CCP in place since 2010 consists of registrants identifying their own two professional learning goals for the coming year and reflecting on their learning outcomes the following year. All registrants of CPM are encouraged to participate annually, while 20% of registrants are requested to submit their learning goals or accomplishment statements electronically for peer review. It is anticipated that participation in this component of the CCP will be a requirement for annual registration once the necessary Regulations are in place and physiotherapists in Manitoba are functioning under the RHPA.

Participation Rates in 2018

Over 200 registrants from the active and inactive register were selected for peer review in 2018: 135 to submit Learning Goals and 67 to submit Accomplishment Statements based on the prior year's Learning Goal submissions. This equates to roughly 24% of the active and inactive registrants with the College of Physiotherapists of Manitoba at the time of selection. Sixteen deferrals of participation in the Practice Reflection component of the CCP were requested in 2018, three for reasons of pending retirement, seven for pending maternity leave and six for health reasons. Participation rates in the peer review process of both Learning Goal and Accomplishment Statement submissions from 2013-2018 are depicted in Figure 2. It is unclear why participation fell in both components in 2018; this will be evaluated further in 2019.

Figure 2. Rates of Participation in Practice Reflection Peer Review



CONTINUING COMPETENCY PROGRAM

Practice Audit

The Practice Audit component of the CCP continued its implementation in 2018 with the practice audits of 21 individuals, 17 (81%) of whom provided evidence of consistently meeting all practice standards of the College; and 3 of whom were identified as not consistently applying all standards of practice but no safety concerns were noted. Similar to 2017, one individual demonstrated two or more professional standards that were not consistently applied to practice and a quality concern was raised requiring ongoing learning or improvement; this individual was subsequently provided practice support.

New in 2018 was the addition of non-clinical practice audits for those registrants who work in areas of management, education and or research but continue to use the title of “physiotherapist” in their work. While patient chart reviews are excluded from these audits, other relevant practice questions are included and modified for their own context of practice. As of December, 2018, 70 registrants have undergone a practice audit, 59 of whom (84%) were found to consistently meet all practice standards.


Practice Support

The Practice Support component of the CCP was utilized in 2018 with one registrant, where the Continuing Competence Committee developed an individual learning and improvement plan based on the results of the clinical practice audit. Within a few months, the requirements for the practice support had been met, including a review of specific practice standards and the development of specific learning goals.

Additional Activities

The on-line jurisprudence module was launched in 2018 to assist registrants in understanding the role of self-regulation under the [Regulated Health Professions Act](#) in collaboration with six other health care regulatory colleges in Manitoba. To date, completion of this module is optional but it is anticipated that all registrants will be required to complete the module in the future.

Respectfully Submitted By:



Moni Fricke, BMR(PT), PhD
Coordinator,
Continuing Competency Program



Jan Lumsden, BMR(PT)
Chair,
Continuing Competence Committee

FINANCIAL STATEMENTS 2018



Financial Statements

College of Physiotherapists of Manitoba

December 31, 2018

FINANCIAL STATEMENTS 2018

College of Physiotherapists of Manitoba

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Independent Practitioner's Review Engagement Report

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To the Members of the
College of Physiotherapists of Manitoba

We have reviewed the accompanying financial statements of the College of Physiotherapists of Manitoba that comprise the statement of financial position as at December 31, 2018, and the statements of operations, fund balances, and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

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.

Practitioner's responsibility

Our responsibility is to express a conclusion on the accompanying financial statements based on our review. We conducted our review in accordance with Canadian generally accepted standards for review engagements, which require us to comply with relevant ethical requirements.

A review of financial statements in accordance with Canadian generally accepted standards for review engagements is a limited assurance engagement. The practitioner performs procedures, primarily consisting of making inquiries of management and others within the entity, as appropriate, and applying analytical procedures, and evaluates the evidence obtained.

The procedures performed in a review are substantially less in extent than, and vary in nature from, those performed in an audit conducted in accordance with Canadian generally accepted auditing standards. Accordingly, we do not express an audit opinion on these financial statements.

FINANCIAL STATEMENTS 2018

Independent Practitioner's Review Engagement Report (continued)

Conclusion

Based on our review, nothing has come to our attention that causes us to believe that the financial statements do not present fairly, in all material respects, the financial position of the College of Physiotherapists of Manitoba as at December 31, 2018, 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.

Winnipeg, Canada
March 20, 2019

Grant Thornton LLP

Chartered Professional Accountants

College of Physiotherapists of Manitoba Statement of Operations

| Year ended December 31 | 2018 | 2017 |
|--|------------------|------------------|
| Revenues | | |
| Registration fees | \$ 670,590 | \$ 649,585 |
| Other revenues | <u>13,777</u> | <u>4,939</u> |
| | <u>684,367</u> | <u>654,524</u> |
| Operating expenses | | |
| Administrative | 48,680 | 45,761 |
| Amortization | 29,833 | 30,802 |
| Bank and transaction fees | 16,992 | 17,811 |
| Insurance | 3,386 | 1,415 |
| Interest on capital lease obligation | 213 | - |
| Jurisprudence project | - | 10,678 |
| Meetings and conventions | 7,170 | 10,476 |
| Memberships and licenses | 18,185 | 17,428 |
| Office | 20,197 | 20,388 |
| Professional fees | 54,235 | 45,103 |
| Projects | 9,274 | 11,711 |
| Rental | 100,025 | 100,025 |
| Salaries and wages | 349,089 | 326,823 |
| Telecommunications | 6,067 | 7,060 |
| Training | <u>186</u> | <u>1,558</u> |
| | <u>663,532</u> | <u>647,039</u> |
| Excess of revenues over operating expenses before other income | <u>20,835</u> | <u>7,485</u> |
| Other income | | |
| Interest | 1,044 | 1,214 |
| Loss on sale of marketable securities | (7,552) | (917) |
| Income from marketable securities | 17,050 | 5,618 |
| (Writedown) writeup of marketable securities to market value | <u>(19,610)</u> | <u>766</u> |
| | <u>(9,068)</u> | <u>6,681</u> |
| Excess of revenues over expenses | <u>\$ 11,767</u> | <u>\$ 14,166</u> |

See accompanying notes to the financial statements.

FINANCIAL STATEMENTS 2018

College of Physiotherapists of Manitoba Statement of Fund Balances

Year ended December 31

| | General Fund | Capital Assets Fund | Total 2018 | Total 2017 |
|--|-------------------|------------------------|-------------------|-------------------|
| Balance, beginning of year | \$ 133,895 | \$ 275,809 | \$ 409,704 | \$ 395,538 |
| Excess of revenues over expenses | 11,767 | - | 11,767 | 14,166 |
| Amortization of capital assets | 29,833 | (29,833) | - | - |
| Fund transfer on purchase of capital assets | <u>(2,093)</u> | <u>2,093</u> | <u>-</u> | <u>-</u> |
| Balance, end of year | <u>\$ 173,402</u> | <u>\$ 248,069</u> | <u>\$ 421,471</u> | <u>\$ 409,704</u> |

College of Physiotherapists of Manitoba
Statement of Financial Position

| December 31 | 2018 | 2017 |
|--|-------------------|-------------------|
| Assets | | |
| Current | | |
| Cash | \$ 29,868 | \$ 32,329 |
| Marketable securities (Note 3) | <u>354,527</u> | <u>314,638</u> |
| | 384,395 | 346,967 |
| Capital assets (Note 4) | 267,190 | 275,809 |
| Security deposits | <u>60,314</u> | <u>59,536</u> |
| | <u>\$ 711,899</u> | <u>\$ 682,312</u> |
| Liabilities | | |
| Current | | |
| Accounts payable and accrued liabilities | \$ 52,146 | \$ 44,874 |
| Deferred revenue | 57,830 | 55,132 |
| Current portion of capital lease obligation (Note 5) | <u>3,480</u> | <u>-</u> |
| | <u>113,456</u> | <u>100,006</u> |
| Long-term | | |
| Capital lease obligation (Note 5) | 15,641 | - |
| Lease inducement | 156,000 | 169,000 |
| Deferred rent payable | <u>5,331</u> | <u>3,602</u> |
| | <u>176,972</u> | <u>172,602</u> |
| | <u>290,428</u> | <u>272,608</u> |
| Fund balances | | |
| General Fund | 173,402 | 133,895 |
| Capital Assets Fund | <u>248,069</u> | <u>275,809</u> |
| | <u>421,471</u> | <u>409,704</u> |
| | <u>\$ 711,899</u> | <u>682,312</u> |

Operating lease commitment (Note 6)

On behalf of the board

 Director

 Director

FINANCIAL STATEMENTS 2018

| College of Physiotherapists of Manitoba | | |
|--|------------------|------------------|
| Statement of Cash Flows | | |
| Year ended December 31 | 2018 | 2017 |
| Increase (decrease) in cash | | |
| Operating | | |
| Excess of revenues over expenses | \$ 11,767 | \$ 14,166 |
| Items not affecting cash | | |
| Amortization | 29,833 | 30,802 |
| Amortization of deferred lease inducement | (13,000) | (13,000) |
| | <u>28,600</u> | <u>31,968</u> |
| Change in non-cash working capital items | | |
| Accounts payable and accrued liabilities | 7,272 | (5,824) |
| Deferred revenue | 2,698 | 6,677 |
| Security deposits | (778) | (765) |
| Deferred rent payable | 1,729 | 1,729 |
| | <u>39,521</u> | <u>33,785</u> |
| Financing | | |
| Repayment of capital lease obligation | (559) | - |
| Investing | | |
| Marketable securities | (39,889) | (25,467) |
| Purchase of capital assets | (1,534) | (6,138) |
| | <u>(41,423)</u> | <u>(31,605)</u> |
| (Decrease) increase in cash | (2,461) | 2,180 |
| Cash | | |
| Beginning of year | <u>32,329</u> | <u>30,149</u> |
| End of year | <u>\$ 29,868</u> | <u>\$ 32,329</u> |

College of Physiotherapists of Manitoba

Notes to the Financial Statements

December 31, 2018

1. Purpose

The College of Physiotherapists of Manitoba is the licensing body for the profession and was incorporated by a special act of the Manitoba Legislature. The College is a not-for-profit organization and is therefore not subject to income taxes.

2. Significant accounting policies

The College applies the Canadian accounting standards for not-for-profit organizations.

Fund method of accounting

Under the fund method of accounting, the excess of revenues over expenses is allocated to the General Fund and assets acquired are transferred to the Capital Assets Fund.

The General Fund accounts for the College's program and administration activities. Contributions are recognized as revenue of the fund in the year received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

The Capital Assets Fund represents the College's investment in computers, software, office equipment and leasehold improvements. Amortization is recorded as an expense of the Capital Assets Fund.

Financial instruments

The College's financial instruments consist of cash, marketable securities, accounts payable and accrued liabilities, and capital lease obligation. Unless otherwise noted, it is management's opinion that the company is not exposed to significant interest, currency or credit risks arising from these financial instruments.

A financial asset or liability is recognized when the College becomes party to the contractual provisions of the instrument. The College initially measures its financial assets and financial liabilities at fair value and, except for securities quoted in an active market, which must be measured at fair value, subsequently measures them at amortized cost. All changes in fair value of the College's investments in securities quoted in an active market are recorded in the statement of operations.

Capital assets

Capital assets are stated at cost less accumulated amortization.

Capital assets are amortized over their estimated useful lives at the following rates and methods:

| | |
|--------------------|-----------------------|
| Equipment | 20% Declining balance |
| Computer equipment | 20% Declining balance |
| Computer software | 20% Declining balance |

Amortization of leasehold improvements is recorded over the remaining term of the lease.

No amortization is recorded in the year of acquisition.

FINANCIAL STATEMENTS 2018

College of Physiotherapists of Manitoba Notes to the Financial Statements

December 31, 2018

2. Significant accounting policies (continued)

Assets and obligations under capital lease

Assets and obligations under capital lease are accounted for at cost. The cost corresponds to the present value of the minimum lease payments. Amortization of assets under capital lease is calculated by the same method and rates of similar capital assets.

Lease inducement

The College has entered into a lease agreement. The negotiation of the lease agreement included the consideration of incentives, or inducements, for the lessee to sign the lease. The deferred lease inducements are amortized on a straight line basis over the term of the lease, and are included as a reduction of rent expense each year.

Revenue recognition

Registration fees and sundry income are recognized as income in the year to which they relate.

Use of estimates

Management reviews the carrying amounts of items in the financial statements at each balance sheet date to assess the need for revision or any possibility of impairment. Many items in the preparation of these financial statements require management's best estimate. Management determines these estimates based on assumptions that reflect the most probable set of economic conditions and planned courses of action.

These estimates are reviewed periodically and adjustments are made to net income as appropriate in the year they become known.

Contributed services

The work of the College is dependent on the voluntary services contributed by many members. Contributed services are not recognized in the financial statements because of the difficulty in determining their fair value.

Rent

The College leases its premises. Rent expense is recognized on a straight line basis over the term of the related lease agreements.

College of Physiotherapists of Manitoba Notes to the Financial Statements

December 31, 2018

3. Marketable securities

| | 2018 Market | 2018 Cost | 2017 Market | 2017 Cost |
|-------------------------------------|-------------------|-------------------|-------------------|-------------------|
| Investor Income Plus Portfolio B | \$ 354,527 | \$ 374,399 | \$ 314,638 | \$ 315,094 |

4. Capital assets

| | Cost | Accumulated Amortization | 2018 Net Book Value | 2017 Net Book Value |
|---|-------------------|-----------------------------|---------------------------|---------------------------|
| Equipment | \$ 86,605 | \$ 74,261 | \$ 12,344 | \$ 15,430 |
| Leasehold improvements | 241,797 | 47,118 | 194,679 | 211,687 |
| Computer equipment | 81,184 | 59,268 | 21,916 | 25,478 |
| Computer software | 109,788 | 91,217 | 18,571 | 23,214 |
| Server equipment under capital lease | 19,680 | - | 19,680 | - |
| | \$ 539,054 | \$ 271,864 | \$ 267,190 | \$ 275,809 |

5. Capital lease obligation

| | 2018 | 2017 |
|--|------------------|------|
| RCAP Leasing capital lease contract with server equipment pledged as security, repayable in monthly installments of \$386 including interest at 7.57% per annum with a maturity date of October 1, 2023 and a buyout option of \$10 at maturity. | \$ 19,121 | \$ - |
| Less current portion | 3,480 | - |
| Due beyond one year | \$ 15,641 | \$ - |
| Estimated principal repayments are as follows: | | |
| 2019 | \$ 3,480 | |
| 2020 | 3,711 | |
| 2021 | 3,959 | |
| 2022 | 4,228 | |
| 2023 | 3,743 | |
| Total future minimum lease payments | \$ 19,121 | |

FINANCIAL STATEMENTS 2018

College of Physiotherapists of Manitoba Notes to the Financial Statements

December 31, 2018

6. Operating lease commitment

The College's total future minimum lease payments in aggregate and for each of the next five years on premises it occupies under a lease expiring November 30, 2030 are as follows:

| | | |
|------------------|----|----------------|
| 2019 | \$ | 78,663 |
| 2020 | | 79,151 |
| 2021 | | 84,513 |
| 2022 | | 84,513 |
| 2023 | | 84,513 |
| Subsequent years | | <u>551,983</u> |
| | \$ | <u>963,336</u> |

7. Financial instruments

Market risk

Market risk is the risk that the fair value or expected future cash flows of a financial instrument will fluctuate because of changes in market prices. Market risk comprises three types of risk: currency risk, interest rate risk and other price risk.

(i) Currency risk

The College does not have financial instruments denominated in a foreign currency and therefore is not exposed to currency risk.

(ii) Interest rate risk

Interest rate risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market interest rates. Management believes that the College is not exposed to significant interest rate risk arising from its financial instruments.

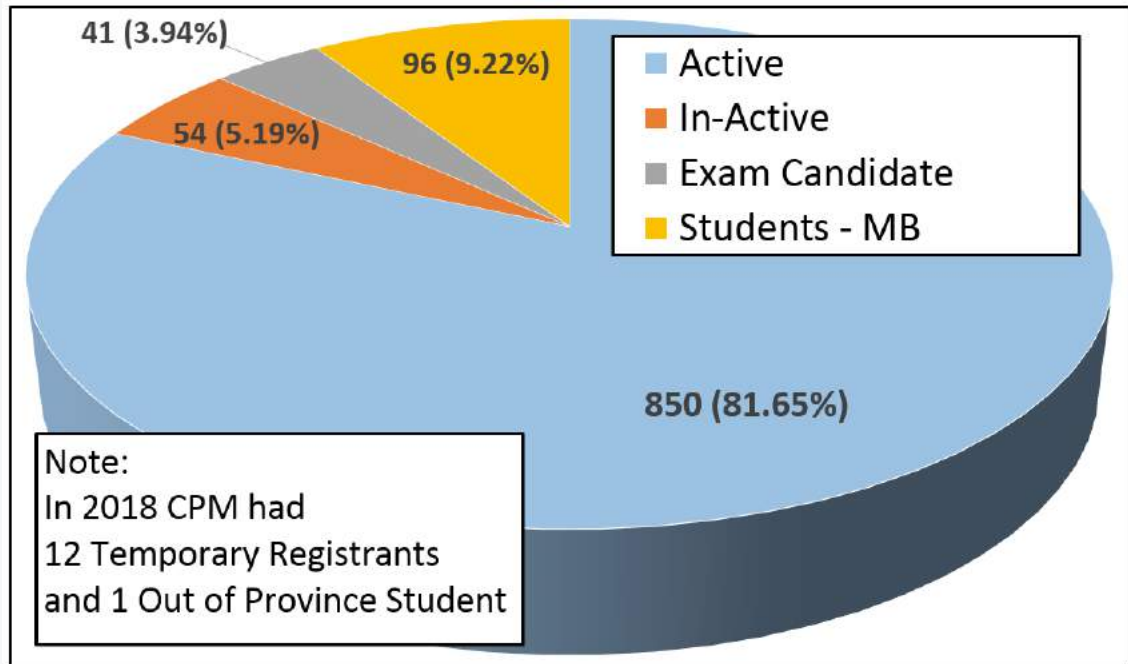
(iii) Other price risk

Other price risk relates to the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices of securities held. There was no significant change in exposure from the prior year. This risk is managed through diversification of investments across industries.

REGISTRATION STATISTICS

AS OF DECEMBER 31, 2018

Registration Status



Male/Female Distribution

| | Active | Exam Candidate | In-Active | MB Students | Total |
|---------------|------------|----------------|-----------|-------------|-------------|
| Male | 220 | 16 | 6 | 39 | 281 |
| Female | 630 | 25 | 48 | 57 | 760 |
| TOTAL | 850 | 41 | 54 | 96 | 1041 |

New Registrations and Non-Renewals

| | |
|--|-----------|
| New Registrants Educated in Manitoba | 32 |
| New Registrants Educated in other Canadian Provinces | 4 |
| New Registrants Internationally Educated | 11 |
| TOTAL NUMBER OF NEW REGISTRANTS 2018 | 47 |
| Number of Registrants NOT Renewed | 40 |
| Total Number of Re-Registrants | 6 |
| First Year Students | 50 |
| NET GAIN | 63 |

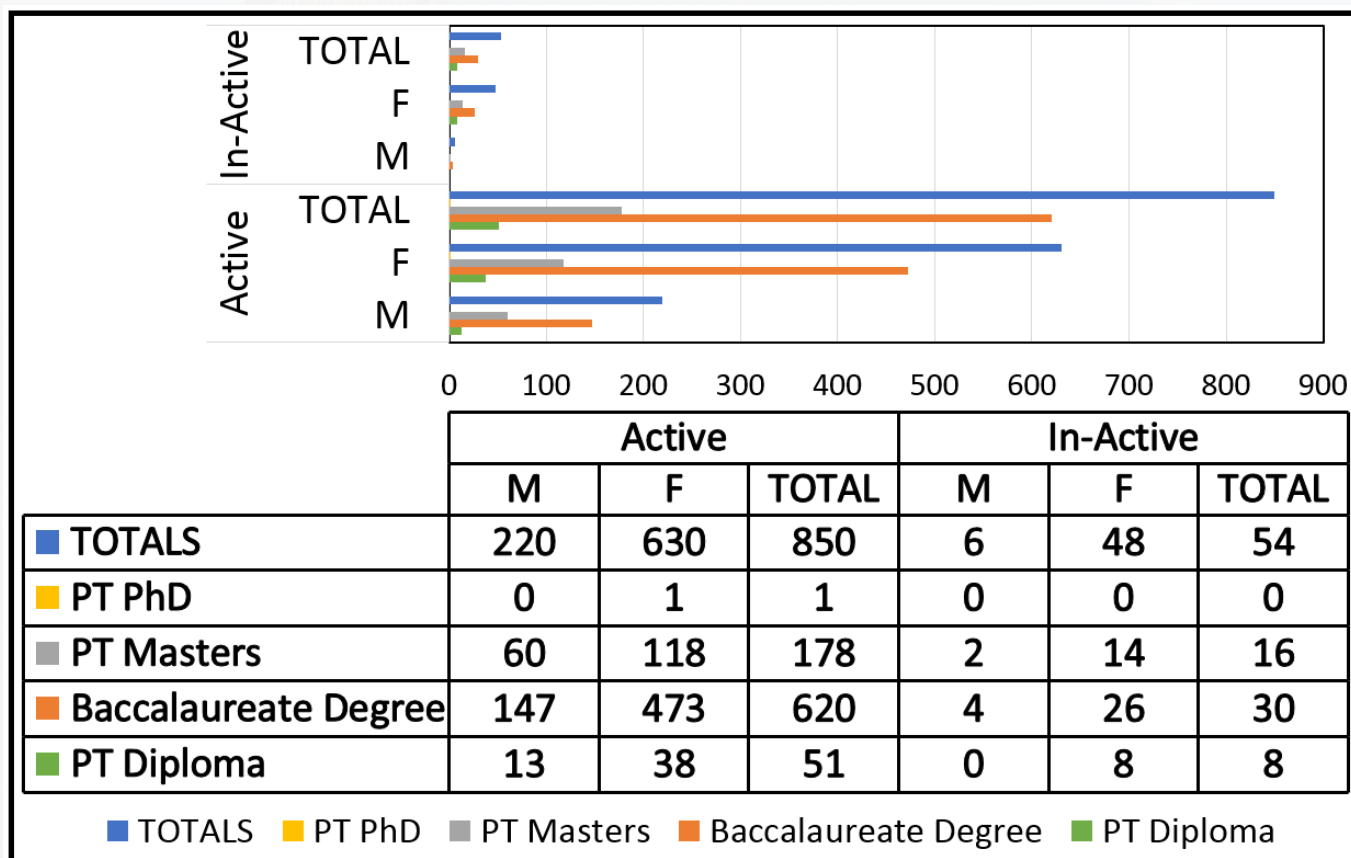
REGISTRATION STATISTICS

AS OF DECEMBER 31, 2018

Group Age Chart

| Age | Active | | | In-Active | | | Exam Candidates | | |
|--------------|------------|------------|------------|-----------|-----------|-----------|-----------------|-----------|-----------|
| | M | F | Total | M | F | Total | M | F | Total |
| 19 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 20-24 | 0 | 2 | 2 | 0 | 0 | 0 | 0 | 4 | 4 |
| 25-34 | 84 | 220 | 304 | 0 | 19 | 19 | 13 | 21 | 34 |
| 35-44 | 53 | 192 | 245 | 4 | 12 | 16 | 3 | 0 | 3 |
| 45-54 | 43 | 109 | 152 | 0 | 6 | 6 | 0 | 0 | 0 |
| 55-64 | 31 | 87 | 118 | 1 | 7 | 8 | 0 | 0 | 0 |
| 65-74 | 9 | 20 | 29 | 1 | 4 | 5 | 0 | 0 | 0 |
| 75+ | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total | 220 | 630 | 850 | 6 | 48 | 54 | 16 | 25 | 41 |

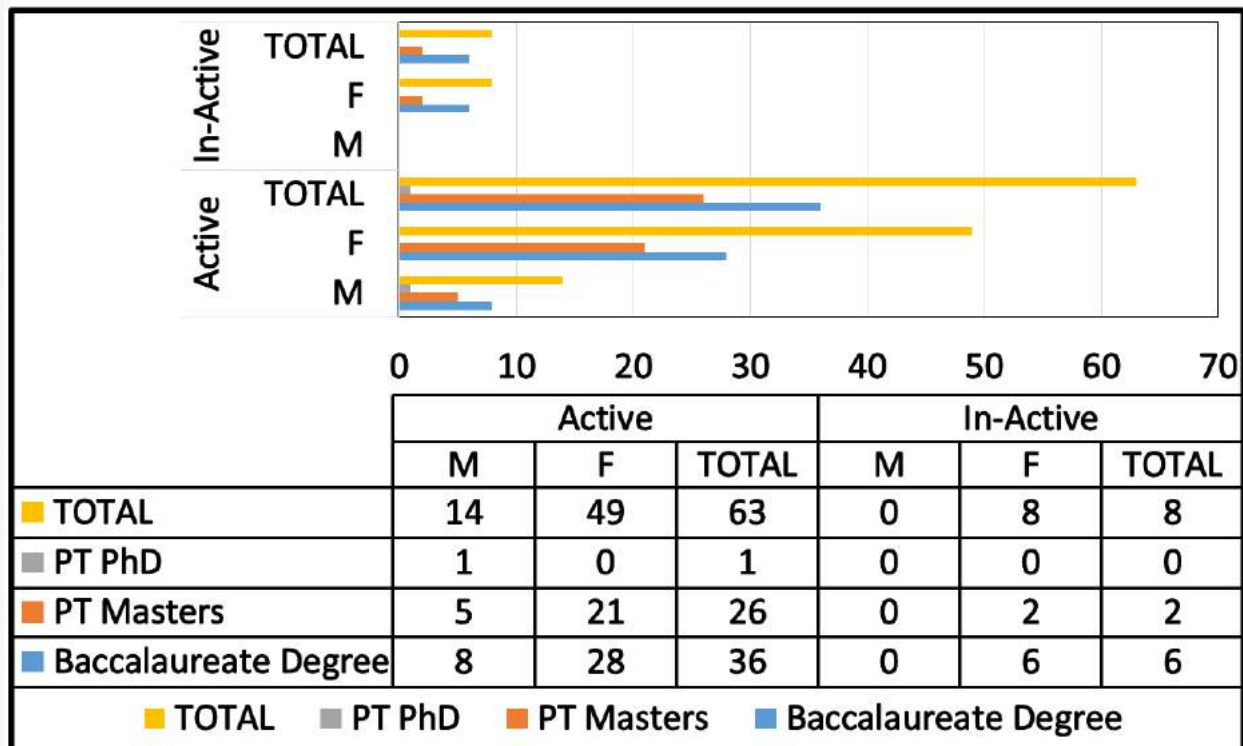
Entry Level Physiotherapy Credentials



REGISTRATION STATISTICS

AS OF DECEMBER 31, 2018

Post Entry Level Physiotherapy Credentials



New Registrants Educated Outside Manitoba

| Province | Males | Females | Total |
|--------------|----------|----------|----------|
| Quebec | 0 | 1 | 1 |
| Alberta | 0 | 1 | 1 |
| Ontario | 1 | 1 | 2 |
| TOTAL | 1 | 3 | 4 |

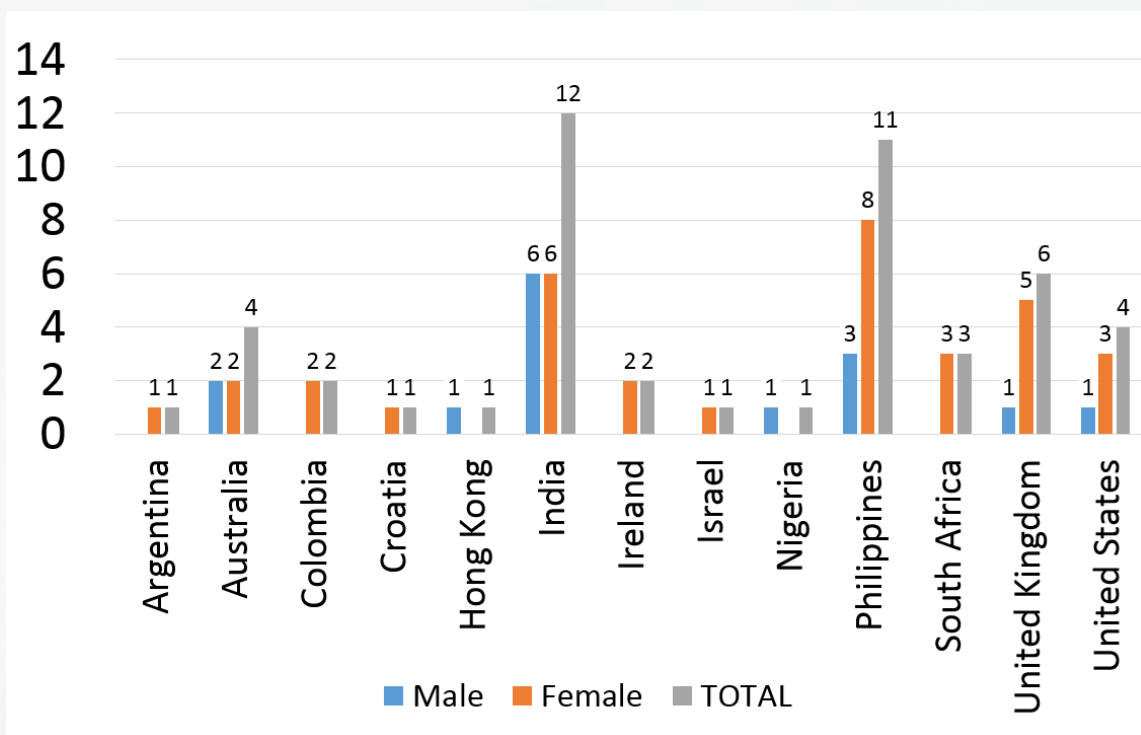
New Internationally Educated Professionals

| Country | Males | Females | Total |
|--------------|----------|----------|-----------|
| Philippines | 1 | 2 | 3 |
| Colombia | 0 | 1 | 1 |
| India | 3 | 2 | 5 |
| Nigeria | 1 | 0 | 1 |
| England | 0 | 1 | 1 |
| TOTAL | 5 | 6 | 11 |

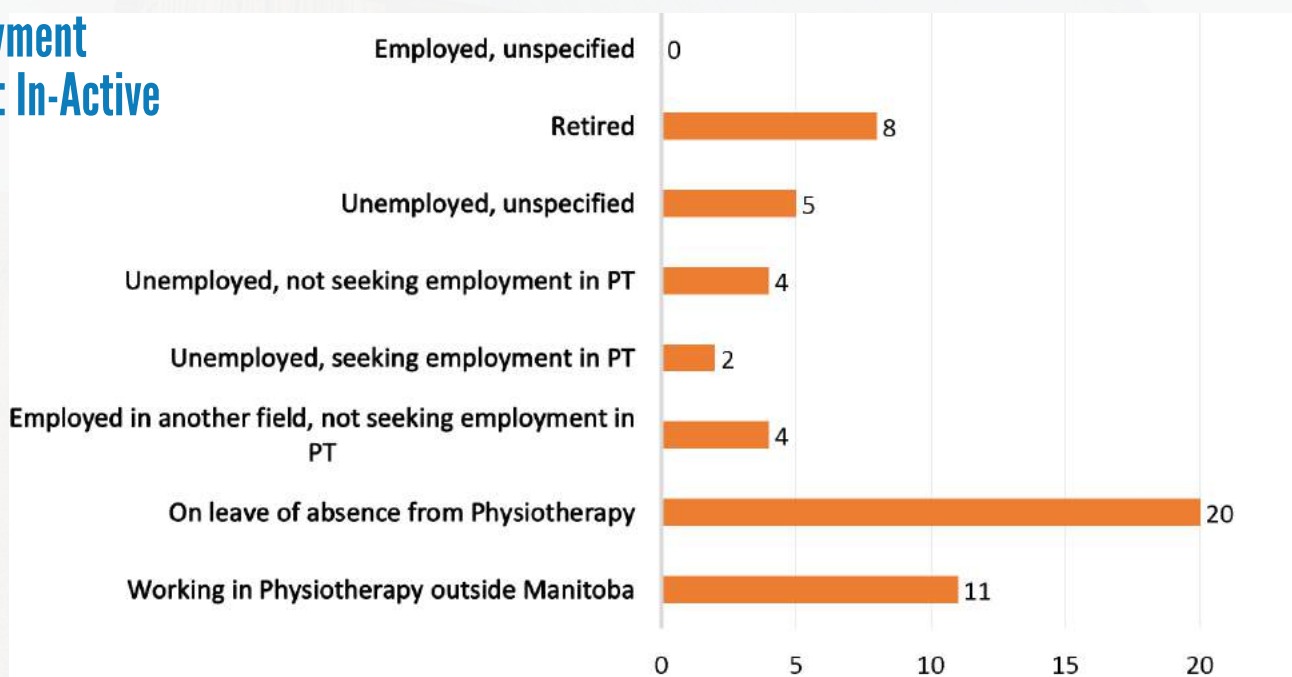
REGISTRATION STATISTICS

AS OF DECEMBER 31, 2018

All
Internationally
Educated
Active/Exam
Candidates



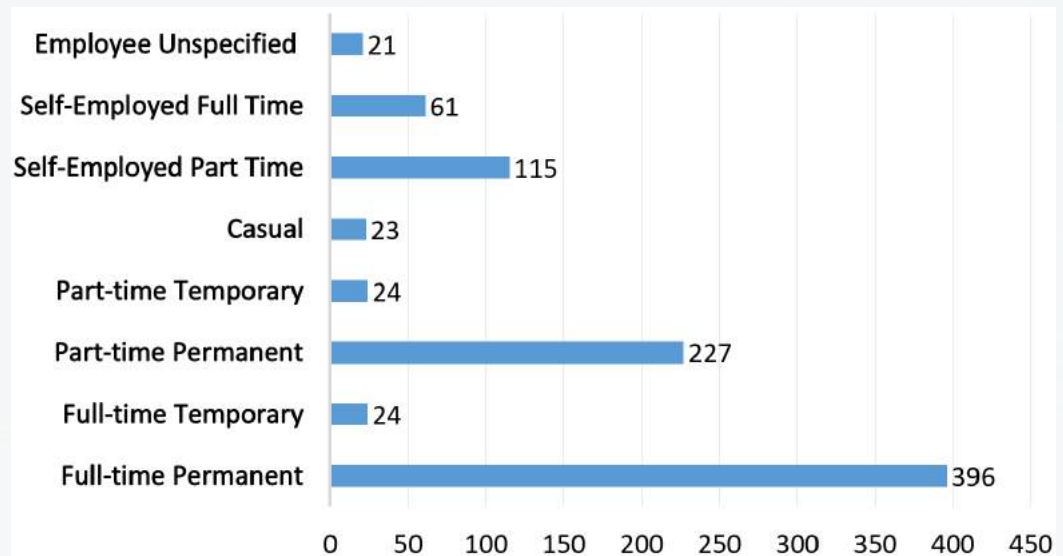
Employment
Status: In-Active



REGISTRATION STATISTICS

AS OF DECEMBER 31, 2018

Employment Status: Active and Exam Candidate



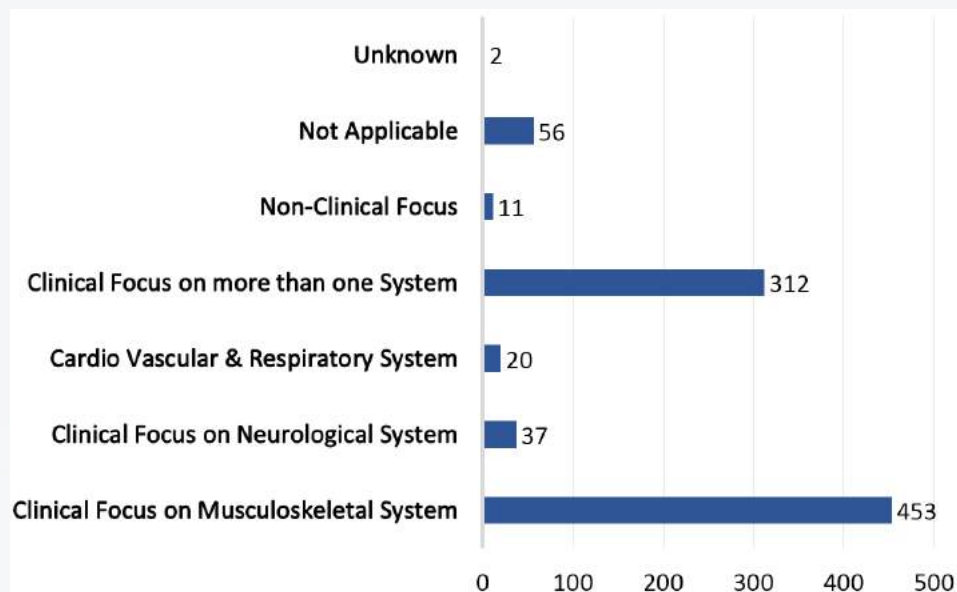
Area of Practice: Active and Exam Candidate

| Area of Practice | Male | Female | TOTAL |
|---------------------------------|------------|------------|------------|
| Administration | 2 | 13 | 15 |
| Amputations | 2 | 1 | 3 |
| Burns and Wound Management | 1 | 0 | 1 |
| Cardiology | 0 | 6 | 6 |
| Client Services Management | 0 | 6 | 6 |
| Consultant | 4 | 10 | 14 |
| Continuing Education | 0 | 0 | 0 |
| Critical Care | 4 | 4 | 8 |
| Direct Patient Care | 7 | 45 | 52 |
| Ergonomics | 0 | 3 | 3 |
| General Practice | 89 | 254 | 343 |
| Gerontology | 5 | 19 | 24 |
| Health Promotion and Wellness | 0 | 3 | 3 |
| Home Care | 2 | 6 | 8 |
| Mental Health | 1 | 0 | 1 |
| Neurology | 10 | 33 | 43 |
| Oncology | 0 | 0 | 0 |
| Orthopedics | 97 | 188 | 285 |
| Other Area of Direct Service | 1 | 9 | 10 |
| Other Education | 0 | 0 | 0 |
| Other Area of Practice | 2 | 6 | 8 |
| Palliative Care | 0 | 0 | 0 |
| Perineal | 0 | 4 | 4 |
| Plastics | 1 | 3 | 4 |
| Return to Work Rehabilitation | 0 | 3 | 3 |
| Research | 1 | 8 | 9 |
| Respirology | 0 | 6 | 6 |
| Rheumatology | 0 | 0 | 0 |
| Sports Medicine | 4 | 6 | 10 |
| Teaching: Physiotherapy Related | 3 | 8 | 11 |
| Vestibular Rehab | 0 | 2 | 2 |
| Woman's Health | 0 | 7 | 7 |
| Not Applicable | 0 | 0 | 0 |
| Unknown | 0 | 2 | 2 |
| TOTAL | 236 | 655 | 891 |

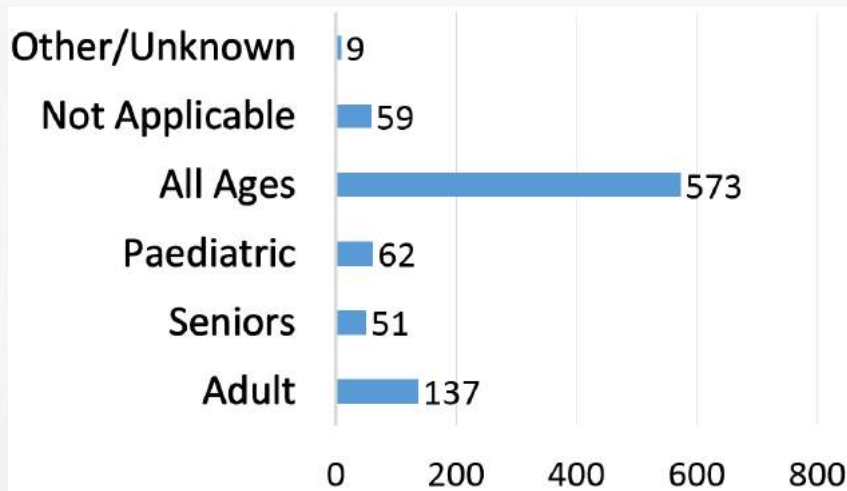
REGISTRATION STATISTICS

AS OF DECEMBER 31, 2018

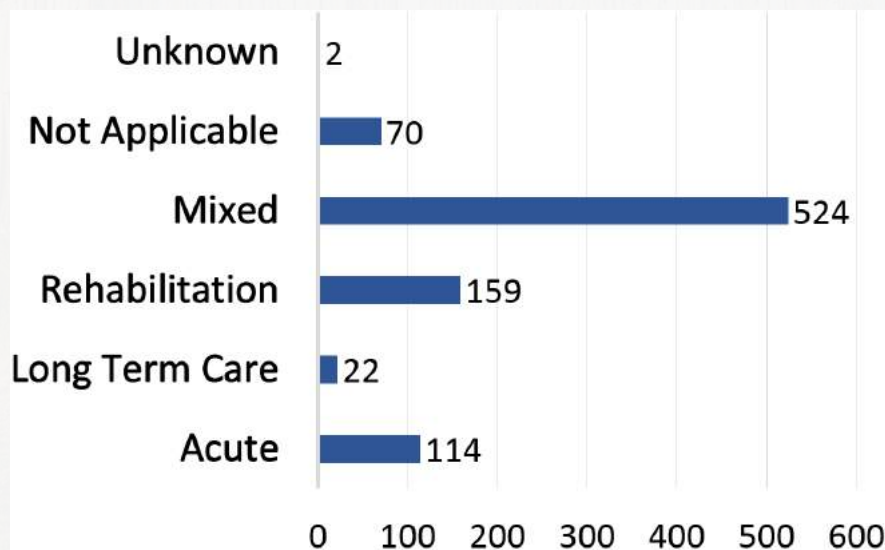
Focus of Practice: Active and Exam Candidate



Category of Patients: Active and Exam Candidate



Client Level: Active and Exam Candidate



REGISTRATION STATISTICS

AS OF DECEMBER 31, 2018

Organization
Classification/Primary
Employment:
Active and Exam
Candidate

| Location | Male | Female | TOTAL | Location | Male | Female | TOTAL |
|-----------------------------|------|--------|-------|----------------------------|------|--------|-------|
| Assisted Living Residence | 8 | 25 | 33 | Regulatory Body | 0 | 2 | 2 |
| Association | 1 | 4 | 5 | Rehab Hospital/Facility | 8 | 47 | 55 |
| Community Health Centre | 9 | 28 | 37 | Residential Care Facility | 1 | 7 | 8 |
| Government | 3 | 5 | 8 | School/School Board | 0 | 16 | 16 |
| Group Professional Practice | 4 | 7 | 11 | Self Employed | 4 | 10 | 14 |
| Health Authority | 10 | 33 | 43 | Solo Professional Practice | 7 | 10 | 17 |
| Hospital | 44 | 180 | 224 | University | 4 | 8 | 12 |
| Industry | 2 | 1 | 3 | Visiting Agency | 4 | 21 | 25 |
| Mental Health Facility | 1 | 0 | 1 | Other | 3 | 5 | 8 |
| Private Practice | 123 | 244 | 367 | Unknown | 0 | 2 | 2 |
| SUBTOTAL | | | 732 | SUBTOTAL | | | 159 |
| | | | | TOTAL | | | 891 |

Geographical Breakdown By Residence



| Region (Manitoba) | Active and Exam Candidate | | | In-Active | | |
|----------------------------|---------------------------|------------|------------|-----------|-----------|-----------|
| | M | F | TOTAL | M | F | TOTAL |
| Interlake-Eastern | 16 | 52 | 68 | 0 | 1 | 1 |
| Northern | 4 | 8 | 12 | 0 | 0 | 0 |
| Prairie Mountain Health | 20 | 58 | 78 | 1 | 8 | 9 |
| Southern Health/ Santé Sud | 19 | 67 | 86 | 0 | 7 | 7 |
| Winnipeg | 177 | 467 | 644 | 3 | 26 | 29 |
| SUBTOTAL | 236 | 652 | 888 | 4 | 42 | 46 |
| Out of Province | | | | | | |
| Alberta | 0 | 1 | 1 | 0 | 1 | 1 |
| British Columbia | 0 | 1 | 1 | 0 | 0 | 0 |
| Ontario | 0 | 1 | 1 | 0 | 0 | 0 |
| Saskatchewan | 0 | 0 | 0 | 0 | 1 | 1 |
| SUBTOTAL | 0 | 3 | 3 | 0 | 2 | 2 |
| Out of Country | | | | | | |
| New Zealand | 0 | 0 | 0 | 1 | 0 | 1 |
| United States | 0 | 0 | 0 | 1 | 4 | 5 |
| SUBTOTAL | 0 | 0 | 0 | 2 | 4 | 6 |
| TOTAL | 236 | 655 | 891 | 6 | 48 | 54 |

THANK YOU TO OUR VOLUNTEERS



Board of Assessors

Committee Mandate:

1. To consider and decide on applications for registration where the Registrar may have concerns or questions of eligibility.
2. To review and make recommendations to the Council on matters pertaining to physiotherapy education programs.

Committee Members:

Brenda Tittlemier (Chair), Candice Tremblay, Kayla Adriaansen, Shreya Desai, Pratima Dheeman, Bernard Lessard Lesk, Maureen Morrison (Public Member), Laura Matlashewski (Government Appointed Public Member) and Kelly Sheedy. *Outgoing Member:* Lindsay Pratt (Interim Chair).

Complaints Committee

Committee Mandate:

To review written complaints against registered Physiotherapists.

Committee Members:

Susan Gerlach (Chair), Larry Brandt (Government Appointed Public Member), Carol Ellerbeck (Public Member), Evelyn Lightly, Jasmine Thorsteinson, Carol Akerman (Government Appointed Public Member), Kim Shaw, Kayla Harold, Debra Suderman and Val Wright. *Outgoing Members:* Kelli Berzuk, Jo-Anne Peltz and Jane Robertson (Government Appointed Public Member).

Continuing Competence Committee

Committee Mandate:

1. Oversee the Continuing Competency Program;
2. Monitoring the work of the Continuing Competence Evaluation Committee;
3. Monitoring and making recommendations to the Registrar regarding the results of individual Practice Audits;
4. Performing a five-year evaluation of the program;
5. Advising Council on recommendations to improve the Continuing Competency Program.

Committee Members:

Jan Lumsden (Chair), Laura Harder, Doug Treloar, Ray Hoemsen (Public Member) and Heather Kattenfeld.

THANK YOU TO OUR VOLUNTEERS



Continuing Competence Evaluation Committee

Committee Mandate:

To consider written submissions for the Reflective Practice Component of the College's Continuing Competency Program.

Committee Members:

Krista Boese, Lindsay Clarke, Yvonne DeCaire, Tracy Dreger, Maxine Koroscil, Mylene Steiman, Debra Suderman, Maggie Wallin, Resa Wan and Alexandra De Vries. *Outgoing Members:* Daniel Halpin and Lori Weiman.

AGM Committee Lindsay Pratt (Chair) and Leslie Wilder (Public Member).
Outgoing Member: Ashley Froese (Chair).

Finance Committee Lindsay Pratt (Council Treasurer) and Brenda McKechnie. *Outgoing Member:* Ashley Froese (Council Treasurer).

Governance and Nomination Committee Jackie Ogloza (Chair until April 2018) and Kelli Berzuk.
Outgoing Member: Kathy Johnson (Chair, May - December 2018)

Ethics Committee

Committee Mandate:

1. To provide a multi representative forum to encourage ethical reflection and learning on the ethical dimensions of Physiotherapy Practice.
2. To promote ethical practice among the membership, that reflects values of the Code of Ethics of The College of Physiotherapists of Manitoba.
3. To discuss and facilitate the application of an ethical lens to the development, revision and implementation to policies, directives and standards of practice.
4. To identify educational opportunities for promoting ethically sound practice for college members.
5. To promote a forum for issues of an ethical nature or concern to be discussed.

Committee Members:

Sandra Webber (Chair), Anna Dimarco, Suzanne Dyck, Monique Wichenko, Kinsley Wojnarski, and Catherine Christie. *Outgoing Member:* Donna Marr.

THANK YOU TO OUR VOLUNTEERS



Inquiry Committee

Committee Mandate:

To receive in whole or in part, matters referred by the complaints committee. This will involve a formal hearing at which the Inquiry Committee is presented with information and facts concerning the misconduct, conduct unbecoming or suitability to practice of a member.

Committee Members:

Mark Beatty, Kelly Codispodi, Alix Kravetsky (Government Appointed Public Member), Murray MacHutchon, Gil Magne, Sam Steinfeld, Darlene West (Government Appointed Public Member), Annyue Wong and Darlene Gerrior (Government Appointed Public Member).

Legislative Committee

Committee Mandate:

To investigate, inform and make recommendations to the Council on matters pertaining to legislation.

Committee Members:

Ken Grove (Chair September 2018 -current), Maria Froese, Jaclyn Rempel, Lisa Baldwinson, Rebecca Cohen, Moni Fricke. *Outgoing Members:* Heather Parrott-Howdle (Chair until August 2018), Rukmali Mendis, Lesley Milne and Denisha Thompson.

Physiotherapy Standards Committee

Committee Mandate:

To investigate, inform and make recommendations to the Council regarding physiotherapy practice. Practice recommendations will reflect the minimum level of competency of essential competencies required of a physiotherapist. Physiotherapy practice issues may include, but are not limited to, treatment new to the practice of physiotherapy, treatment techniques, program or modalities; or changes to physiotherapy practice that results in significant modification of current procedures or practice.

Committee Members:

Gisèle Pereira (Chair), Iris Gair, Elizabeth Hammond, Karen Oswald, Alison Pethrick, Dona Watts-Hutchings, Jamie Wheaton, Sarah Conci. *Outgoing Member:* Lisa Baldwinson.

AGENTS OF THE COLLEGE

David Marr and Joey Pollock
Legal Counsel, Marr Finlayson Pollock LLP

Heather Martin-Brown
Investigator

Pamela Shymko
Investigator

Carol Rempel
Comptroller, Carol Rempel Accounting

Shauna Martin
Policy Writer

OFFICE TEAM

Brenda McKechnie
Registrar/Executive Director

Jennifer Billeck
Deputy Registrar

Moni Fricke
Continuing Competence Coordinator

Andrea Thiessen
Complaints Coordinator

Christie Lamy
Executive Assistant

Maegan Piltzmaker
Executive Assistant

Cheryl Saranchuk
Administrative Assistant



**College of Physiotherapists of
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