



# REPORT ANNUAL 2022

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College of  
Physiotherapists of  
Manitoba

# ANNUAL REPORT 2022

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## College of Physiotherapists of Manitoba

The CPM Office is located on Treaty 1 territory and that the land on which we gather is the traditional territory of Anishinaabe, Cree, Oji-Cree, Dakota, and Dene Peoples, and the traditional homeland of the Métis Nation.

We respect the Treaties that were made on these territories, we acknowledge the harms and mistakes of the past, and we dedicate ourselves to move forward in partnership with Indigenous communities in a spirit of reconciliation and collaboration.





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## Mission

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

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## Vision

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

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## 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 THE CHAIR OF COUNCIL

## Respectfully Submitted By D'Arcy Bain, CPM Chair of Council

Following the predicted theme from last year's Chair's Message, there has been continued "excitement and change" at the College. The expected staff changes occurred with the transition to a new Registrar/Executive Director and Deputy Registrar now complete. Welcome Jennifer and Heather to their new roles within CPM. During the transition from

Brenda McKechnie's retirement and Jenn's start, Sue Bowman acted as the Interim Registrar. Sue evaluated every budget line and service provider contract. As with any change and transition, the CPM team took the opportunity to do some spring cleaning, reviewing, purging and scanning years of paper documents. The College also has a new book keeper/accounting firm, new IT provider and support staff. Thank you Sue and the College staff for making Jenn's landing ready to go, with all the business that the College is involved with.

With renewal complete for another year, I would like to thank all those who volunteered to serve on committees and Council. The registrant's support, energy and intellect could not have been better during this endemic time. If you did not note your interest in volunteering during renewal, it is never too late to contact CPM to learn more about committee and Council opportunities.

There are 12 public members that work with the College's over 60 volunteers. The public members make the College so different from any other professional or educational organization that also has the words physiotherapy/physical therapy in their title. These public members are appointed by our provincial government or selected by the College. Three (3) serve on Council, 3 are on the Complaints Committee, 3 are on the Inquiry Committee, 1 is on the Continuing Competency Committee, and 2 are on the Board of Assessors. A special thank you to these individuals who give of their time and knowledge to play such a valuable role in our organization.

The exciting part of the next year is twofold. After almost 13 years of preparation, Physiotherapy has now been prioritized to be one of next professions to move under this umbrella legislation. The consultation process is already well under way. We will have stronger legislation and this will serve the profession for the next decades to come. We also look forward as the 2022 MPT graduating class becomes the first group to be evaluated through the Practice Based Competency Program as part of the pathway to active licensure.

Thank you again to the College staff for their continued above and beyond work ethic, calm in the times of confusion and for the energy and diligence for all matters of the College.

# COUNCIL 2022

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D'Arcy Bain, Chair

Jan Lumsden, Vice-Chair, Treasurer

Dr. Kelli Berzuk, Member, Complaints Chair

Tricia Fisher, Member, AGM Chair

Carly Proctor, Member, Newsletter Editor

Amelia Hansen, Member, GNC Member

Leslie Wilder, Interim CPM Public Member (January - June 2022)

Joan Todd, CPM Public Member, Continuing Competence Committee Member

Kim Stephens, CPM Public Member

Anthony Okeke, Government Appointed Public Member (June 2022 - Present)

Haley Ward, Student Member Year 2

Chelsea Zhu, Student Member Year 2 (Outgoing)

Emma Granger, Student Member Year 1



# REGISTRAR'S REPORT

Respectfully Submitted By Jennifer Billeck, Registrar/Executive Director and Susan Bowman, Interim Registrar/Executive Director

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The overarching theme for 2022 has been transition and change. Heraclitus, a Greek philosopher, is quoted as saying "change is the only constant in life" and as we reflect on 2022, we can definitely relate to this statement.

Brenda McKechnie, CPM's Registrar and Executive Director retired in May 2022 after 33 years in this role, and within 6 weeks, Christie Lamy, CPM's Executive Assistant/Bookkeeper, and Shauna Martin, CPM's Policy Writer, both resigned to pursue other career opportunities. We wish them all the best as they enter a new phase of life or career.

In life, it is often adversity and challenges that bring out the best in us and this was the case with the CPM team as they pulled together amongst some of the most substantial changes that CPM has faced in years.

Susan Bowman was hired at the end of May as the Interim Registrar while Council's Search Committee engaged with Harris Leadership in an extensive search for a new Registrar/Executive Director. Under her leadership and guidance the transition has gone smoothly. The staff appreciates all the encouragement and support and looks forward to continuing to work with her as the new consultant for the College's RHPA transition.

Carol Rempel returned to her role at CPM as the interim bookkeeper and agreed to stay on until year end as CPM moved to an external accounting firm which also brought with it a transition to a new financial software platform.

CPM shifted from an individual IT Consultant to a new IT Company to guide our implementation of network infrastructure and security protocols and plan for our transition from a physical server to a cloud server.

Jennifer Billeck was hired as the Registrar/Executive Director in November 2022. With her, she brought her extensive knowledge of regulation from the last 12 years of her work with CPM, but left a huge vacancy in the Deputy Registrar position.



# REGISTRAR'S REPORT

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The difficult decision to delete the Practice Advisor position meant that we lost Lynda Loucks in this particular role, but her extensive work on the Practice Based Competency Assessment was integral in launching this program in June in time for the 2022 graduates from the MPT program. We continue to develop processes and policy to meet our legislative requirement for a Clinical Evaluation in the absence of the practical component of the Physiotherapy Competency Evaluation (PCE). CPM has participated in ongoing consultation and national focus groups to ensure consistent regulatory practices across the country.

The savings from the deletion of the Practice Advisor position was used to increase the Deputy Registrar position to full time and in December 2022, Heather Kattenfeld accepted this position and transitioned into this role from her previous position as the Continuing Competency Coordinator. Finding a replacement for her will be a priority for 2023.

Anna Kolushkina was hired in December as CPM's Administrative Assistant. Anna is a Ukrainian refugee who has quickly proven to be a valuable addition to CPM sharing not only her administrative talents but her culture. Cheryl Saranchuk's position was restructured to oversee the registration process as CPM's Registration Coordinator to fully capitalize on her knowledge and skills.

Kathy Johnson's position as Complaints Coordinator was the only position that was left unchanged on paper, but her willingness to step in and help in many ways throughout the many changes throughout the organization was vital to the functioning of the office.

After 8 years as both an employee and consultant for CPM, Dr. Moni Fricke also stepped back from her formal commitment with CPM in order to focus on her full time position at the University of Manitoba as an assistant professor in the College of Rehabilitation Sciences and Director of the Office of Interprofessional Collaboration. Her ongoing volunteer work with the Legislative Committee as we move closer to our transition to the Regulated Health Professional Act (RHPA) is invaluable.

The Legislative Committee was formed in 2010 and after years of extensive work on our RHPA proposal, Physiotherapy was prioritized to be one of next professions (alongside the College of Licensed Practical Nurses of Manitoba and the College of Medical Laboratory Technologists) to move under this umbrella legislation. Work with Manitoba Health on the General Regulations is ongoing and CPM's proposals for the Reserved Acts were submitted in December with the plan for consultation with other regulatory colleges, employers, bargaining units and leadership in health authorities planned for spring 2023.



# REGISTRAR'S REPORT

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Work on a new website began in 2022 with the hope to launch by year end, but with the many changes throughout the organization, this was re-prioritized to 2023.

CPM's proposal to the College of Rehabilitation Sciences to be one of the capstone projects was accepted and we have had the privilege to work with 4 students from the MPT program who are assisting us with new content and communication strategies for the website.

A multi-jurisdictional working group (that included CPM) updated the Core Standards of Practice for Canadian physiotherapists and were presented to the Regulators across the country in November 2022. The draft will now undergo a validation process in early 2023.

After approximately 2 years of working remotely during the height of the pandemic, CPM staff fully returned to the office in September and have a new found appreciation of the teamwork and collaboration that is so much easier when we transition out from behind our screens.

In closing, we would like to thank the many volunteers on CPM committees and Council for their work and support over the last year. The privilege of self-regulation brings with it difficult decisions as we fill our mandate to protect the public by setting standards of competency and conduct. This last year has once again been challenging as we continue to tackle issues related to the pandemic, the pathway to active licensure, professional ethics and legislation, but the thoughtful reflection that is displayed by Council and our many committees is encouraging and inspiring. Amy Poehler has said "Find a group of people who challenge and inspire you, spend a lot of time with them, and it will change your life." The staff and volunteers at CPM are this group of people for us.



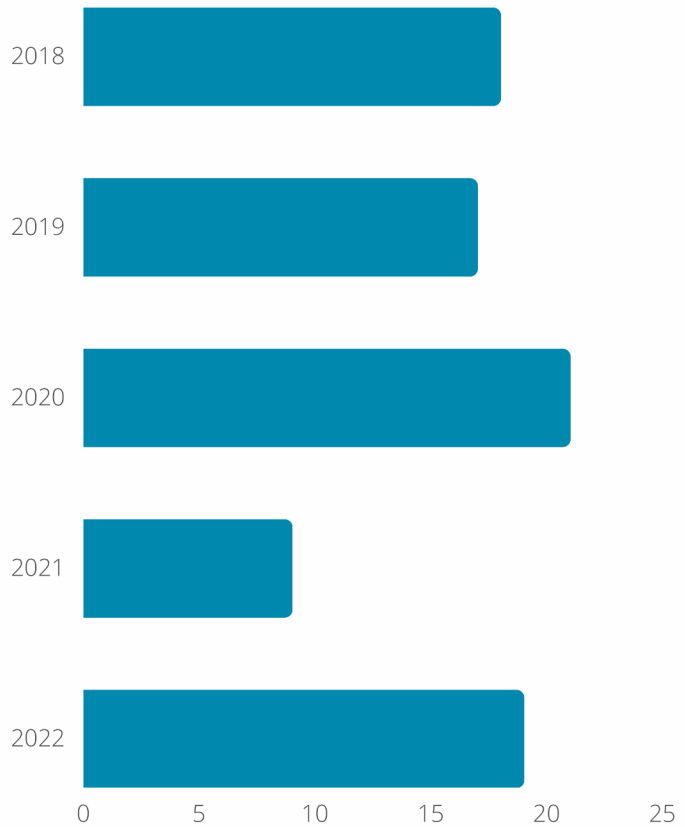
# TAKING ACTION WHEN STANDARDS ARE NOT MET

## Complaints Committee Report

*Respectfully submitted by Kathy Johnson, Complaints Coordinator and Kelli Berzuk, Chair, Complaints Committee*

### NUMBER OF COMPLAINTS RECEIVED BY CPM

- **2018**  
18 complaints received
- **2019**  
17 complaints received
- **2020**  
21 complaints received
- **2021**  
9 complaints received
- **2022**  
19 complaints received



# Taking Action When Standards Are Not Met

## Complaints Committee Report

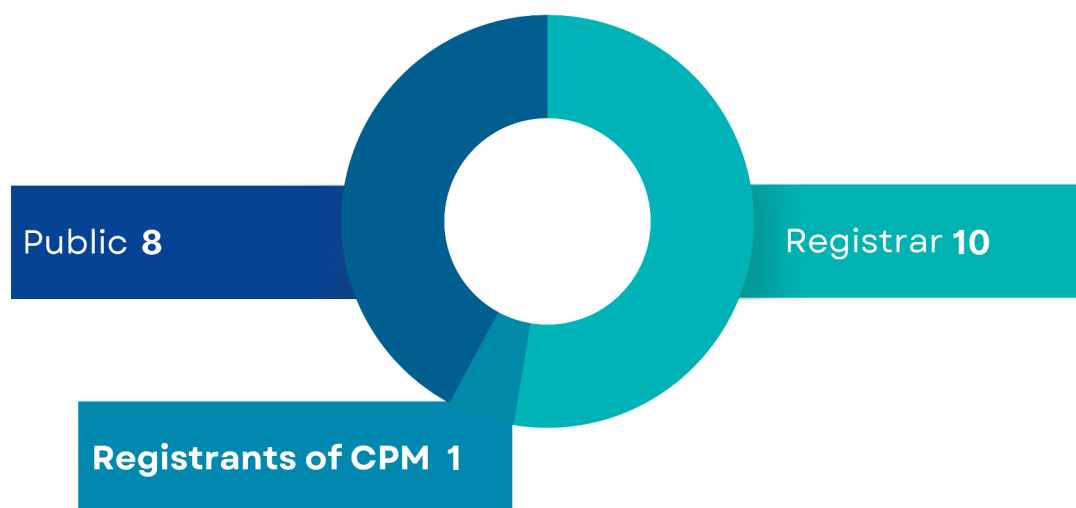
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### Types of New Complaints Received in 2022

- Unethical and unprofessional conduct
- Breach of patient confidentiality
- Poor record keeping, lack of interprofessional care communication issues
- Professional liability insurance lapses
- Treatment causing harm
- Breach of professional boundaries
- Exam Candidate with insufficient supervision
- Lack of informed consent, inadequate assessment & treatment
- Breach of advertising expectations
- Unethical business practice

Four of the nineteen complaints received, each involved multiple allegations crossing many of the categories above.

### SOURCE OF COMPLAINTS RECEIVED IN 2021:



# Taking Action When Standards Are Not Met

## Complaints Committee Report

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### Complaint Dispositions in 2022

A total of seventeen (17) complaints were resolved in 2022. They consist of complaints lodged in 2019, 2021 & 2022.

### Complaints lodged in 2022:



- 9 registrants were censured. Of these, 2 censures were ultimately revoked.
- 5 complaints carried over to 2023.
- 4 complaints were closed with no evidence to support the allegations.
- 1 registrant entered into an agreement to complete remedial learning.

• No complaints were referred to the Inquiry Committee

Fourteen (14) Complaints lodged in 2022 were resolved by the Complaints Committee in 2022.

Two (2) Complaints lodged in 2021 were resolved by the Complaints Committee in 2022.

One (1) Complaint lodged in 2019 was resolved by the Complaints Committee in 2022.

# Taking Action When Standards Are Not Met

## Complaints Committee Report

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### 5 Complaints Carried Over Into 2023:

- 2  
Two of these under active investigations.
- 2  
Two with decisions pending the appeal period prior to closing.
- 1  
One registrant undergoing remedial learning plan.



### 2 COMPLAINTS CARRIED OVER FROM 2020:

- Both of these complaints pending completion of remedial learning plans.

### INVESTIGATIONS:

- Five (5) formal investigations were conducted in 2022.

# CONTINUING COMPETENCE COMMITTEE REPORT

*Respectfully submitted by Heather Kattenfeld, Continuing Competence Coordinator, Alyssa McAllister, Co-Chair, Continuing Competence Committee and Lynne Gagnon, Co-Chair, Continuing Competence Committee*

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 has been in place since 2010. This arm of the Continuing Competency Program traditionally consisted of registrants identifying two professional learning goals for the coming year and reflecting on their learning outcomes the following year. The Practice Reflection process underwent changes based on the 5-year Continuing Competency Program Review completed in 2020. The change led to an amalgamation of the previous Learning Goals and Accomplishment Statements into one retrospective reflective piece referred to as a Practice Reflection Submission. All registrants of CPM are encouraged to participate annually in the Practice Reflection arm of the Continuing Competency Program, while 20% of registrants will be requested to submit their Practice Reflection Submissions electronically for peer review as was done with the previous process. In 2022, the college did not gather self-reported statistics in

completing the Practice Reflection Submission as it was only in the pilot stage. 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 2022**

Due to a delay in preparing for the pilot of the new form in the renewal database, no registrants were selected to submit their Practice Reflection Submission for renewal in January 2022. The pilot was initiated following renewal in February 2022 with submission due by March 31, 2022. For this pilot, a smaller proportion of Active registrants were chosen to submit. Sixty-eight registrants, 8% of the Active roster, were chosen randomly and were informed of their selection through email on February 10, 2022. Fifty of the sixty-eight (74%) selected completed and submitted online for peer review and 2 deferrals (3%) were granted. No submissions were deemed incomplete with peer evaluation. Surveys were sent to registrants that participated as well as the peer review members of the Continuing Competence Evaluation Committee. With input and feedback from the evaluators and participants, minor changes were made to the evaluation and submission process. All changes were reviewed with and approved by the Continuing Competence Evaluation Committee and the Continuing Competence Committee.

## **Practice Audit**

The Practice Audit component of the CCP continued its implementation in 2022 with the practice audits of 26 individuals, 11 (42%) of whom provided evidence of consistently meeting all practice standards of the College; and 12 of whom were identified as not consistently applying all standards of practice but no safety concerns were noted. Three individuals demonstrated two or more professional standards that were not consistently applied to practice and a quality concern was raised requiring ongoing learning or improvement; these individuals were subsequently provided practice support.

One non-clinical practice audit for those registrants who work in areas of management, education and or research but continue to use the title of “Physiotherapist” in their work was completed in 2022. While patient chart reviews are excluded from these audits, other relevant practice questions are included and modified for their own context of practice. By the end of 2022, 165 registrants have undergone a practice audit, 107 of whom (65%) were found to consistently meet all practice standards.

COVID 19 – COVID 19 did not limit the Practice Audit process in 2022. The Practice Audits were able to continue with all safety measures in place and the option of a virtual audit or virtual audit discussion when required or requested.

## Practice Support

The Practice Support component of the CCP was utilized in 2022 with three registrants, where the Continuing Competence Committee developed an individual learning and improvement plan based on the results of the Clinical Practice Audit. The Practice Support programs were completed shortly after the review and input from the Continuing Competence Committee was provided as all registrants had made significant changes in their practice detailed in the letters submitted for the Continuing Competence Committee's review.

## College Selected Activity

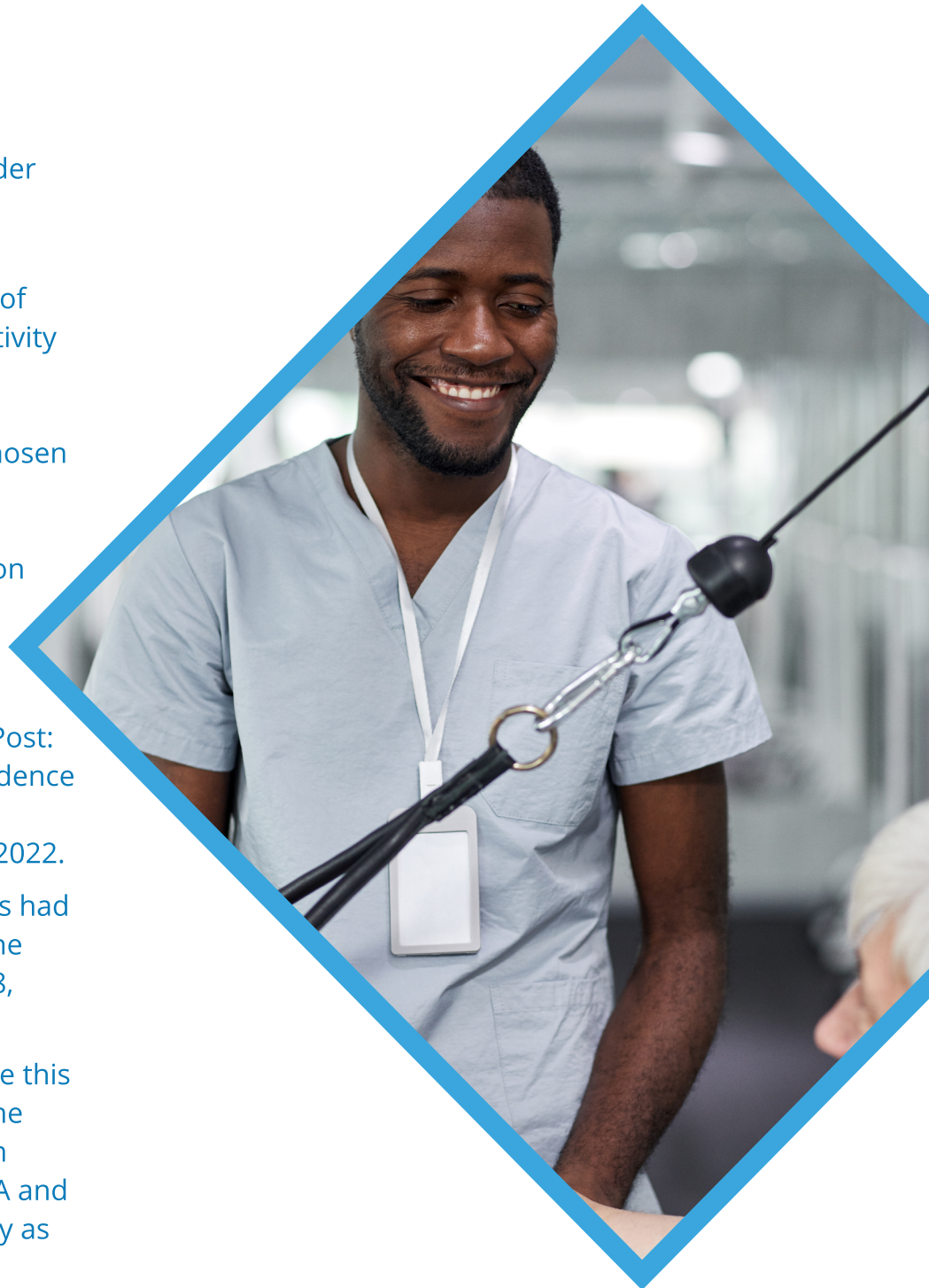
The College Selected Activity continues to be a mandatory under the Board of Assessors as a requirement for renewal.

All registrants were made aware of the required College Selected Activity for renewal in 2022 by email on December 10, 2021. The name "College Selected Activity" was chosen to encompass the topics of jurisprudence, ethical decision making, and other topics based on professional and public interest issues.

All registrants were required to complete the Pause Before You Post: Social Media Awareness jurisprudence module as the College Selected Activity for Active registration in 2022.

In 2022, 92% of Active registrants had completed the module around the provided deadline of February 28, 2022.

The future plan would be to move this College Selected Activity under the Continuing Competency Program after CPM moves under the RHPA and the Program becomes mandatory as per the legislation.





# FINANCIAL STATEMENTS

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For the year ended December 31, 2022

**COLLEGE OF PHYSIOTHERAPISTS OF MANITOBA**

**Financial Statements**

For the year ended December 31, 2022

# FINANCIAL STATEMENTS

For the year ended December 31, 2022

## COLLEGE OF PHYSIOTHERAPISTS OF MANITOBA

### Financial Statements

For the year ended December 31, 2022

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# FINANCIAL STATEMENTS

For the year ended December 31, 2022



Tel.: 204 956 7200  
Fax.: 833 888 1678  
Toll Free: 800 268 3337  
www.bdo.ca

BDO Canada LLP  
201 Portage Avenue, 26<sup>th</sup> Floor  
Winnipeg MB R3B 3K6 Canada

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## Independent Auditor's Report

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**To the Members of the College of Physiotherapists of Manitoba**

### Opinion

We have audited the financial statements of the College of Physiotherapists of Manitoba (the College), which comprise the statement of financial position as at December 31, 2022, and the statement of changes in net assets, the statement of operations and the statement of cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the College as at December 31, 2022, and its results of operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

### Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. 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 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.

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 generally accepted auditing standards 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.

# FINANCIAL STATEMENTS

For the year ended December 31, 2022



As part of an audit in accordance with Canadian generally accepted auditing standards, 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.

*BDO Canada LLP*

Chartered Professional Accountants

Winnipeg, Manitoba

March 22, 2023

# FINANCIAL STATEMENTS

For the year ended December 31, 2022

## COLLEGE OF PHYSIOTHERAPISTS OF MANITOBA Statement of Financial Position

As at December 31 2022 2021

### Assets

#### Current Assets

Cash and bank	\$ 66,168	\$ 56,279
Investments in mutual funds	591,204	592,680
Accounts receivable	1,422	1,000
Prepaid expenses	647	-

659,441 649,959

#### Prepaid expenses

7,708 50,624

#### Property and equipment (Note 3)

141,709 161,322

#### Intangible assets (Note 4)

17,561 24,911

\$ 826,419 \$ 886,816

### Liabilities and Net Assets

#### Current Liabilities

Accounts payable and accrued liabilities	\$ 92,405	\$ 71,015
Current portion of obligation under capital lease (Note 5)	3,071	4,228
Deferred revenue from registration fees	67,200	63,700

162,676 138,943

#### Obligation under capital lease (Note 5)

- 3,743

#### Lease inducement

104,000 117,000

#### Deferred rent payable

- 4,181

266,676 263,867

#### Commitment (Note 6)

#### Net Assets

Invested in property, equipment and intangible assets	156,199	178,262
Unrestricted	403,544	444,687

559,743 622,949

\$ 826,419 \$ 886,816

Approved on behalf of Council:



Chair



Vice-Chair

The accompanying notes are an integral part of these financial statements.

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# FINANCIAL STATEMENTS

For the year ended December 31, 2022

## COLLEGE OF PHYSIOTHERAPISTS OF MANITOBA Statement of Changes in Net Assets

For the year ended December 31, 2022

	2022			2021
	Invested in Property, Equipment and Intangible Assets	Unrestricted	Total	Total
<b>Net assets</b> , beginning of year	\$ 178,262	\$ 444,687	\$ 622,949	\$ 557,191
<b>Excess (deficiency) of revenue over expenses for the year</b>	(33,598)	(29,608)	(63,206)	65,758
<b>Interfund Transfers</b>				
Acquisition of property and equipment	6,635	(6,635)	-	-
Lease payments	4,900	(4,900)	-	-
<b>Net assets</b> , end of year	\$ 156,199	\$ 403,544	\$ 559,743	\$ 622,949

# FINANCIAL STATEMENTS

For the year ended December 31, 2022

## COLLEGE OF PHYSIOTHERAPISTS OF MANITOBA Statement of Operations

For the year ended December 31	2022	2021
<b>Revenue</b>		
Registration fees	\$ 775,067	\$ 740,698
Investment income, net (Note 7)	(66,879)	26,450
Other	22,853	10,906
	<b>731,041</b>	<b>778,054</b>
<b>Expenses</b>		
Administrative	33,715	25,001
Amortization of property, equipment and intangible assets	25,726	28,322
Bank and transaction fees	18,318	19,082
Bad debt	-	291
Insurance	4,019	3,500
Interest on capital lease	403	671
Meetings and conventions	3,615	-
Memberships and licenses	24,508	19,649
Office	32,898	25,239
Professional fees	66,890	51,901
Projects	11,184	9,092
Rent	121,226	100,670
Salaries and wages	438,299	423,368
Telecommunications	5,484	4,950
Training	90	560
Loss on disposal of equipment	7,872	-
	<b>794,247</b>	<b>712,296</b>
<b>Excess (deficiency) of revenue over expenses for the year</b>	<b>\$ (63,206)</b>	<b>\$ 65,758</b>

# FINANCIAL STATEMENTS

For the year ended December 31, 2022

## COLLEGE OF PHYSIOTHERAPISTS OF MANITOBA Statement of Cash Flows

For the year ended December 31	2022	2021
<b>Cash Flows from Operating Activities</b>		
Excess (deficiency) of revenue over expenses for the year	\$ (63,206)	\$ 65,758
Adjustments for items not affecting cash		
Amortization of property, equipment and intangible assets	25,726	28,322
Loss on disposal of equipment	7,872	-
Unrealized loss (gain) on investment income	59,612	(31,910)
Amortization of deferred lease inducement	(13,000)	(13,000)
	<u>17,004</u>	<u>49,170</u>
Changes in non-cash operating working capital balances		
Accounts receivable	(422)	(1,000)
Prepaid expenses	42,269	10,296
Accounts payable and accrued liabilities	21,390	13,571
Deferred revenue from registration fees	3,500	1,100
Deferred rent payable	(4,181)	(4,121)
	<u>79,560</u>	<u>69,016</u>
<b>Cash Flows from Investing Activities</b>		
Investments acquired	(350,000)	(250,000)
Investment dispositions	291,864	156,954
Acquisition of property and equipment	(6,635)	-
Acquisition of intangible assets	-	(5,250)
	<u>(64,771)</u>	<u>(98,296)</u>
<b>Cash Flows from Financing Activities</b>		
Capital lease payments	(4,900)	(3,959)
<b>Net increase (decrease) in cash and bank during the year</b>	<b>9,889</b>	<b>(33,239)</b>
<b>Cash and cash equivalents, beginning of year</b>	<b>56,279</b>	<b>89,518</b>
<b>Cash and cash equivalents, end of year</b>	<b>\$ 66,168</b>	<b>\$ 56,279</b>

The accompanying notes are an integral part of these financial statements.

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# FINANCIAL STATEMENTS

For the year ended December 31, 2022

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## COLLEGE OF PHYSIOTHERAPISTS OF MANITOBA Notes to Financial Statements

For the year ended December 31, 2022

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### 1. Nature of Operations

The College of Physiotherapists of Manitoba (the College) has as its mission to protect the public interest through regulation of physiotherapists in Manitoba. The Physiotherapists Act of the Province of Manitoba sets out the College's responsibilities.

The College is a not-for-profit organization exempt from taxes under the Income Tax Act.

### 2. Summary of Significant Accounting Policies

#### a. Basis of Accounting

These financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations ("ASNPO").

#### b. Revenue Recognition

The College follows the deferral method of accounting for contributions.

Registration fees revenue is recognized as revenue in the period that corresponds to the registration year to which they relate.

Investment revenue is recognized as revenue in the year earned and includes gains and losses resulting from changes in the fair market value of investments.

Other revenues are recognized in the year earned.

#### c. Cash and Cash Equivalents

Cash and cash equivalents consist of cash on hand and bank balances.

#### d. Property and Equipment

Property and equipment are stated at cost less accumulated depreciation. Depreciation is recorded beginning in the later of the month of acquisition or when the asset is available for use, based on the estimated useful life of the asset is calculated as follows:

Computer equipment	20% declining balance basis
Computer equipment under capital lease	5 years straight-line over the term of the lease
Equipment	20% declining balance basis
Leasehold improvements	15 years straight-line over the term of the lease

# FINANCIAL STATEMENTS

For the year ended December 31, 2022

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## COLLEGE OF PHYSIOTHERAPISTS OF MANITOBA Notes to Financial Statements

For the year ended December 31, 2022

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### 2. Summary of Significant Accounting Policies (continued)

e. Intangible Assets

Intangible assets consist of computer software. Intangible assets are stated at cost less accumulated amortization. Amortization is recorded beginning in the later of the month of acquisition or when the asset is available for use. Amortization based on estimated useful life of the asset is calculated on a straight-line basis over a 5-year period.

f. 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 difficulty in determining their fair value.

g. Rent

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

h. Financial Instruments

Financial instruments are recorded at fair value when acquired or issued. In subsequent periods, financial assets with actively traded markets are reported at fair value, with any unrealized gains and losses reported in income. All other financial instruments are reported at cost or amortized cost less impairment, if applicable. Financial assets are tested for impairment when changes in circumstances indicate the asset could be impaired. Transaction costs from the acquisition, sale or issue of financial instruments are expensed for those items remeasured at fair value at each balance sheet date and charged to the financial instrument for those measured at amortized cost.

i. 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 assets and liabilities at the date of the financial statements, and the reported amounts of revenue and expenses during the reporting period. Significant estimates included in these financial statements are the estimate of useful lives of property and equipment and intangible assets for calculating amortization. Actual results could differ from management's best estimates as additional information becomes available in the future.

# FINANCIAL STATEMENTS

For the year ended December 31, 2022

## COLLEGE OF PHYSIOTHERAPISTS OF MANITOBA Notes to Financial Statements

For the year ended December 31, 2022

### 3. Property and Equipment

	2022			2021		
	Cost	Accumulated	Net Book Value	Cost	Accumulated	Net Book Value
Computer equipment	\$ 5,186	\$ 2,018	\$ 3,168	\$ 2,666	\$ 1,542	\$ 1,124
Computer equipment under capital lease	-	-	-	19,680	11,808	7,872
Equipment	90,719	81,961	8,758	86,605	80,286	6,319
Leasehold improvements	241,797	112,014	129,783	241,797	95,790	146,007
	<b>\$ 337,702</b>	<b>\$ 195,993</b>	<b>\$ 141,709</b>	<b>\$ 350,748</b>	<b>\$ 189,426</b>	<b>\$ 161,322</b>

### 4. Intangible Assets

	2022			2021		
	Cost	Accumulated	Net Book Value	Cost	Accumulated	Net Book Value
Computer software	\$ 36,750	\$ 19,189	\$ 17,561	\$ 36,750	\$ 11,839	\$ 24,911

### 5. Obligation Under Capital Lease

	2022	2021
RCAP Leasing capital lease, contract with server equipment pledged as security, repayable in monthly installments of \$386 including interest at 7.57% per annum. During the year, the equipment has been returned to RCAP Leasing with final payment due in February 2023.	\$ 3,071	\$ 7,971
Less amount due within one year included in current liabilities	3,071	4,228
	<b>\$ -</b>	<b>\$ 3,743</b>

# FINANCIAL STATEMENTS

For the year ended December 31, 2022

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## COLLEGE OF PHYSIOTHERAPISTS OF MANITOBA Notes to Financial Statements

For the year ended December 31, 2022

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### 6. Commitment

The College has entered into an agreement to lease its premises expiring in November 2030. The College has entered into an agreement for managed IT services expiring in October 2025. The minimum annual lease payments for the next five years are as follows:

	Premises	IT Services	Total
2023	\$ 84,513	\$ 10,500	\$ 95,013
2024	84,513	10,500	95,013
2025	83,970	8,750	92,720
2026	78,000	-	78,000
2027	78,000	-	78,000

### 7. Investment Income

Investment income for the year is comprised of the following:

	2022	2021
Realized investment income	\$ 597	\$ 1,494
Unrealized gain (loss) on adjustment to fair value of investments	(59,612)	31,910
Investment management fees	(7,864)	(6,954)
	<u>\$ (66,879)</u>	<u>\$ 26,450</u>

### 8. Financial Instrument Risk Management

The College, through its financial assets and liabilities, is exposed to various risks in the normal course of operations. The College's objective in risk management is to optimize the risk return trade-off, within set limits, by applying integrated risk management and control strategies, policies and procedures throughout the College's activities. The following analysis provides a measurement of those risks.

#### Credit Risk

Credit risk is the risk that the College will incur a loss due to the failure by its debtors to meet their contractual obligations. Financial instruments that potentially subject the College to significant concentrations of credit risk consist primarily of cash and cash equivalents, receivables and investments. The College is not exposed to significant credit risk as cash and cash equivalents are held in operating accounts, receivables are typically paid when due, and investments are in mutual funds which are diversified.

# FINANCIAL STATEMENTS

For the year ended December 31, 2022

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## COLLEGE OF PHYSIOTHERAPISTS OF MANITOBA Notes to Financial Statements

For the year ended December 31, 2022

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### 8. Financial Instrument Risk Management (continued)

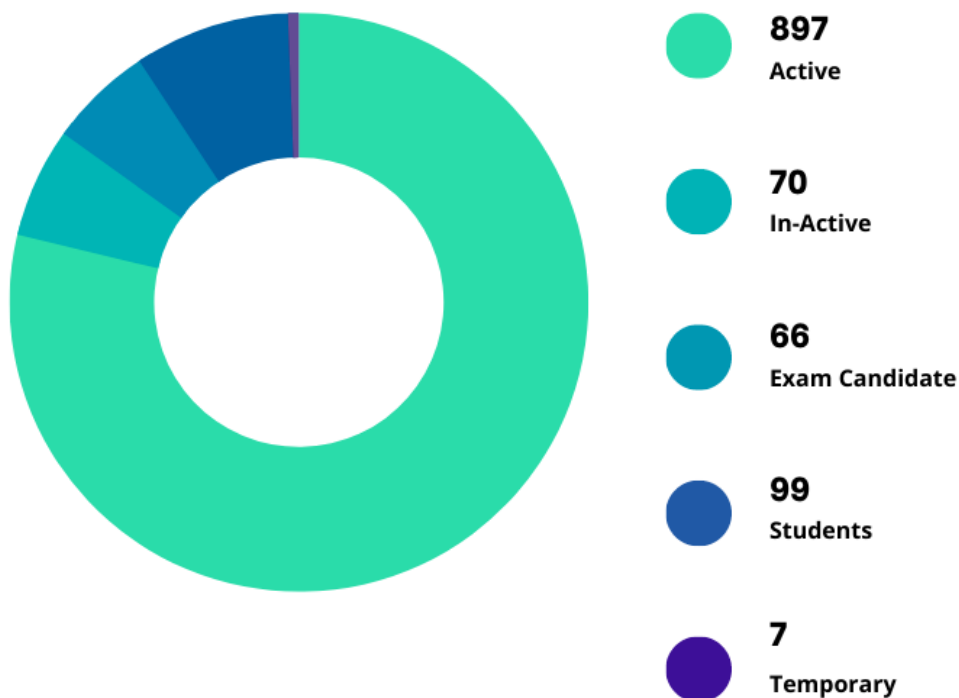
#### Liquidity Risk

Liquidity risk is the risk that the College will not be able to meet its obligations as they fall due. Financial instruments that potentially subject the College to significant concentrations of liquidity risk consist primarily of accounts payable. The College maintains adequate levels of working capital to ensure all its obligations can be met when they fall due by maintaining a portion of its investments in highly liquid investments.

#### Market Risk

Market risk is the risk that the value of an investment will fluctuate as a result of changes in market prices, whether those changes are caused by factors specific to the individual investment or factors affecting all securities traded in the market. The College is exposed to market risk through its investments and follows its investment policy to monitor the investments in an effort to safeguard against market fluctuations.

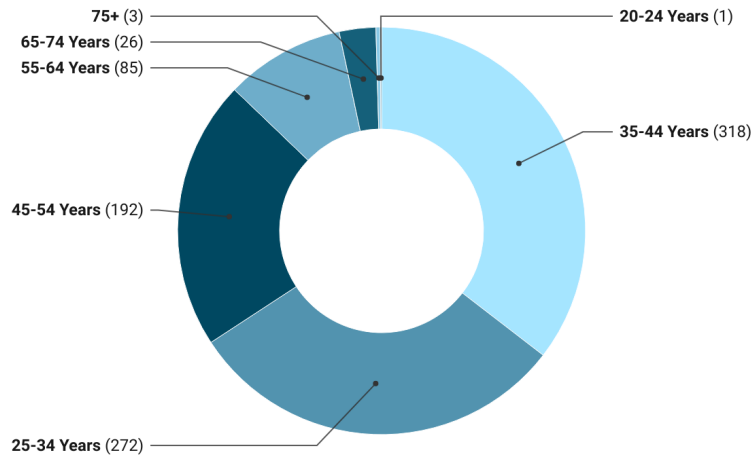
## Registration Status



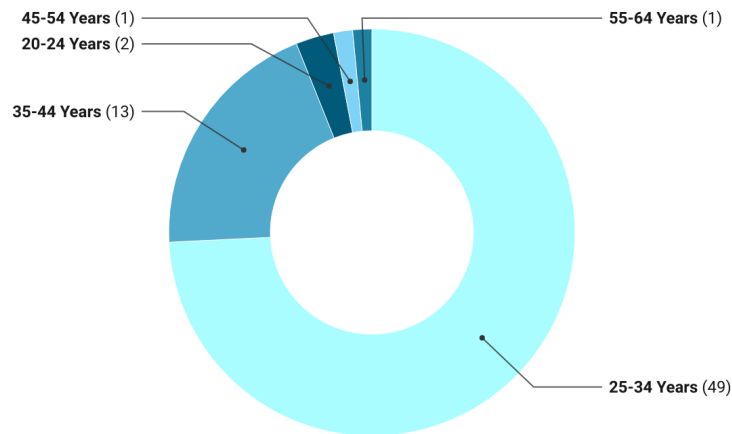
New Registrations/Non-Renewals	
New Registrants Educated in Manitoba	49
New Registrants Educated in other Canadian Provinces	7
New Registrants Internationally Educated	13
<b>TOTAL NUMBER OF NEW REGISTRANTS 2021</b>	<b>69</b>
Number of Registrants NOT Renewed	-34
Total Number of Re-Registers	9
First Year Students	50
<b>NET GAIN</b>	<b>94</b>

# REGISTRATION STATISTICS As of December 31, 2022

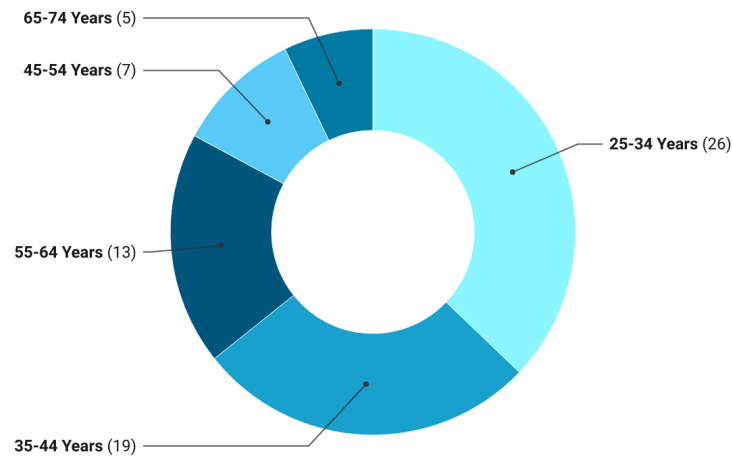
## Registrant Age Group - Active



## Registrant Age Group - Exam Candidate



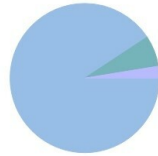
## Registrant Age Group - In-Active



# REGISTRATION STATISTICS As of December 31, 2022

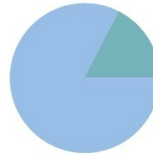
## Entry Level Physiotherapy Education Credentials

Baccalaureate Degree



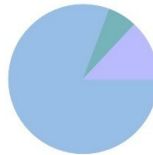
Active 567 In-Active 42  
Exam Candidate 16

PT Diploma



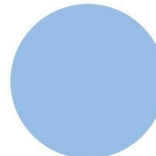
Active 19 In-Active 4  
Exam Candidate 0

PT Masters



Active 310 In-Active 24  
Exam Candidate 50

PT PhD



Active 1

## Post Entry Level Education Credentials

Baccalaureate Degree



Active 13 In-Active 4

PT Diploma



Active 5

PT Masters



Active 25 In-Active 1

PT PhD



Active 1

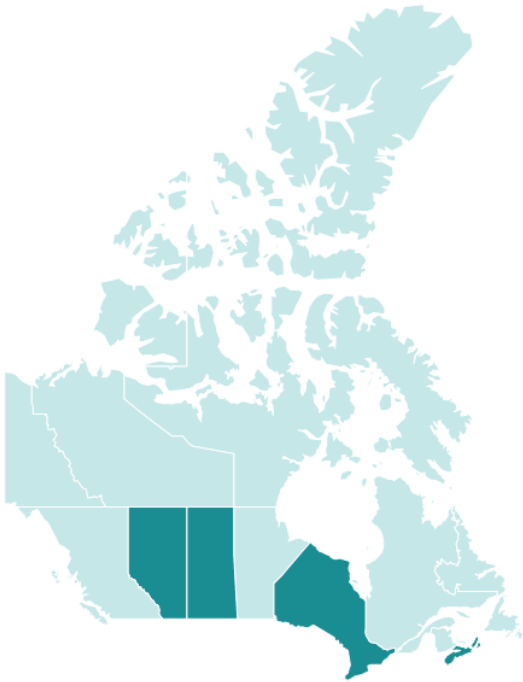
PhD in Other



Active 8



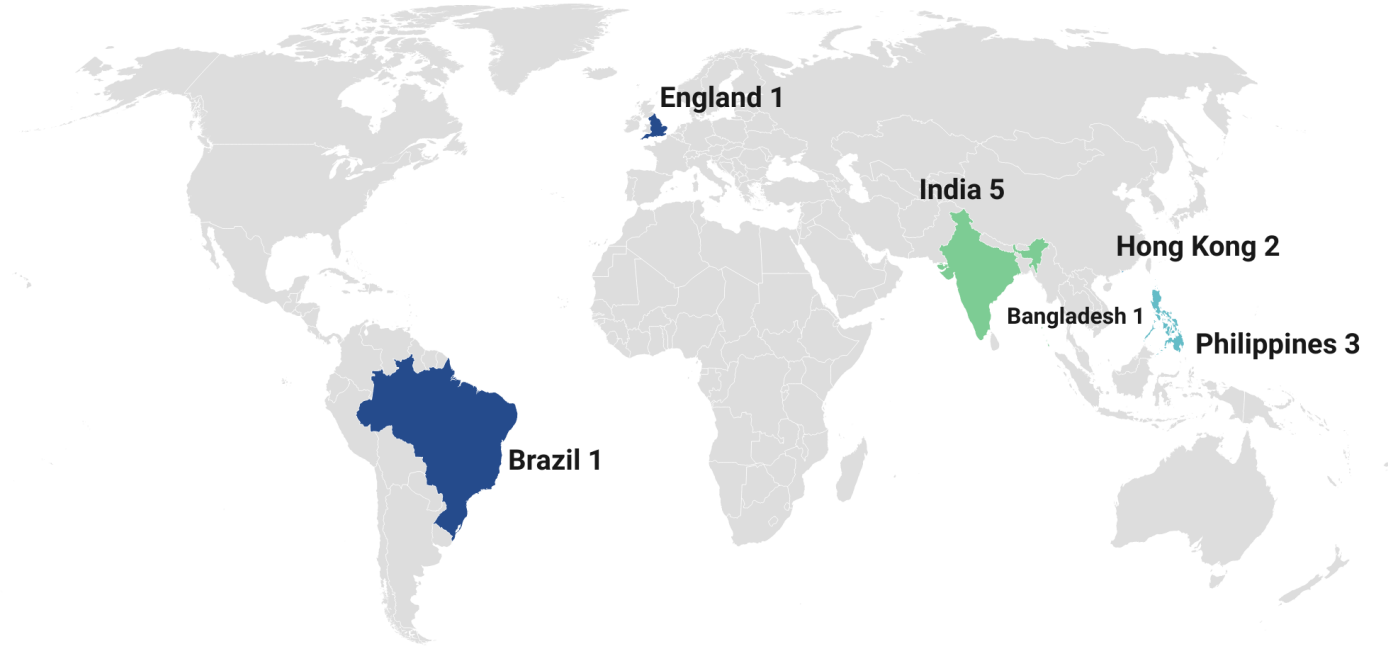
# REGISTRATION STATISTICS As of December 31, 2022



## New Registrants Educated outside of Manitoba:

- Ontario: 3
- Saskatchewan: 1
- Alberta: 2
- Nova Scotia: 1

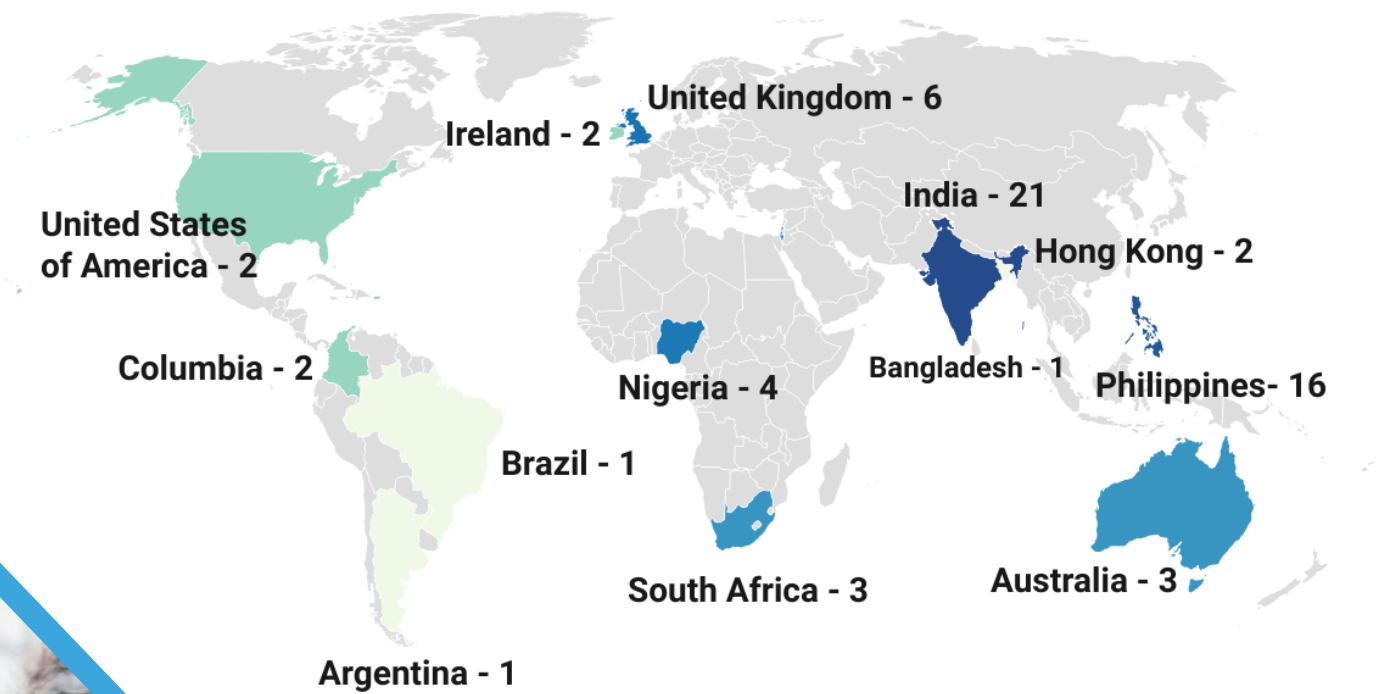
## New Registrants Internationally Educated



# REGISTRATION STATISTICS As of December 31, 2022

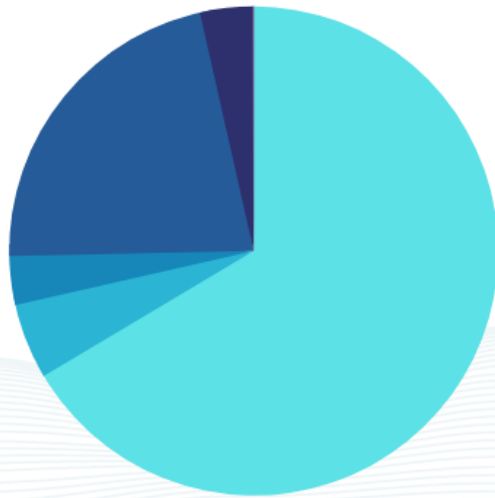
## Active & Exam Candidate Registrants Internationally Educated

Number of Registrants from different countries

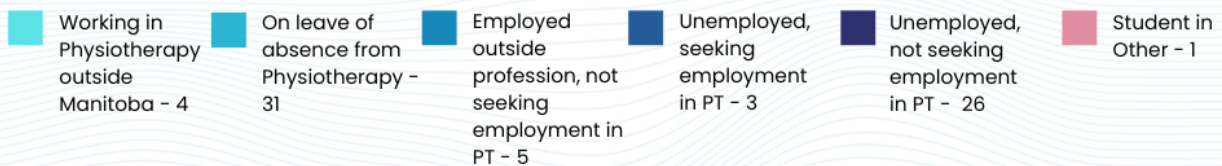
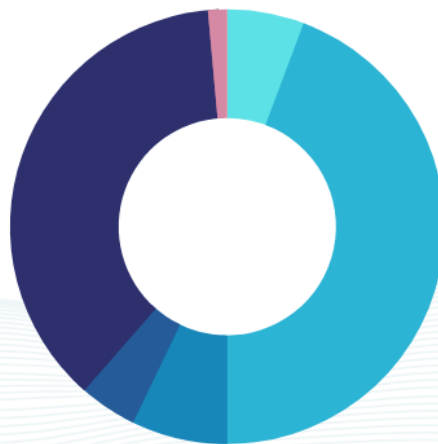


# REGISTRATION STATISTICS As of December 31, 2022

## Employment Status Active & Exam Candidate



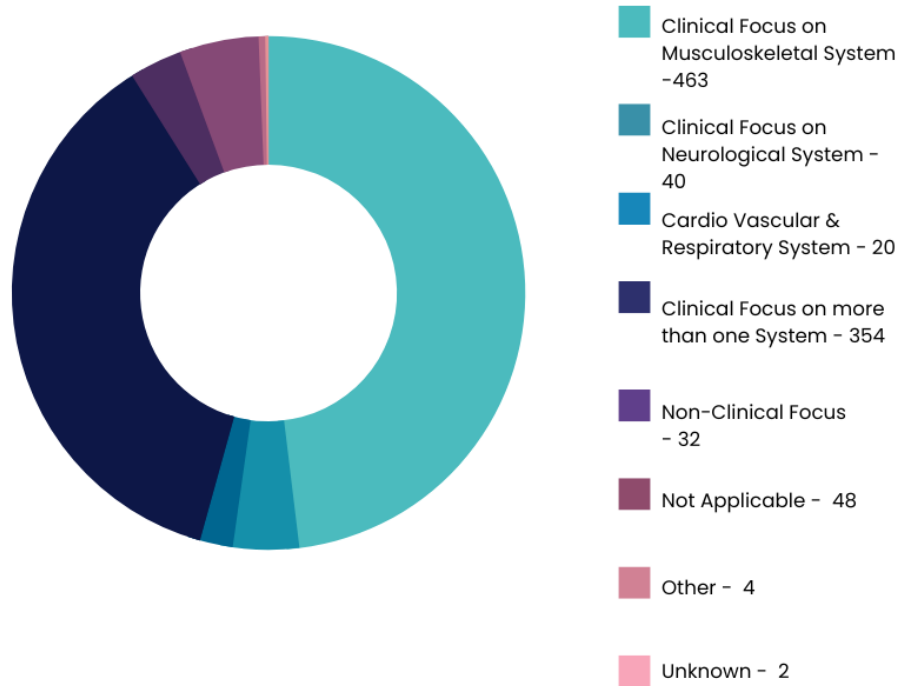
## Status of In-Active Registrants



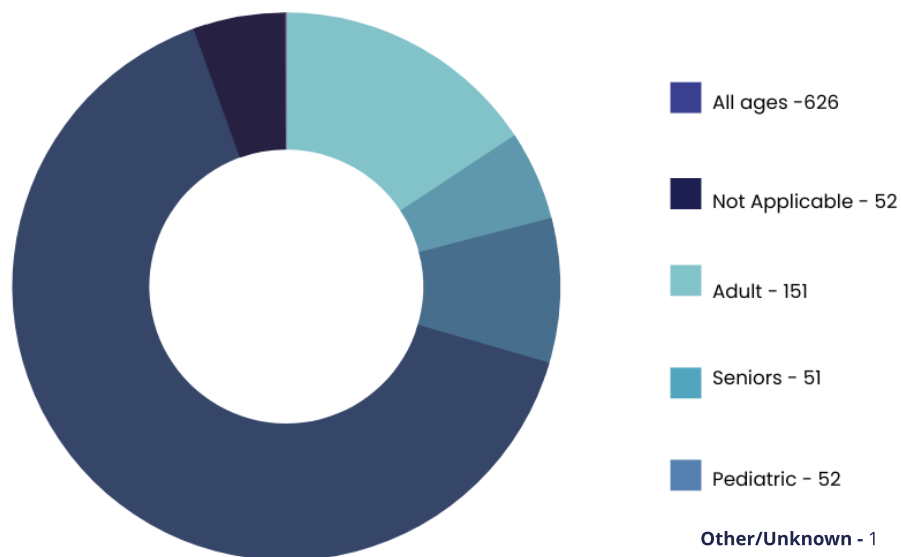
# REGISTRATION STATISTICS

As of December 31, 2022

## Focus of Practice Active & Exam Candidates

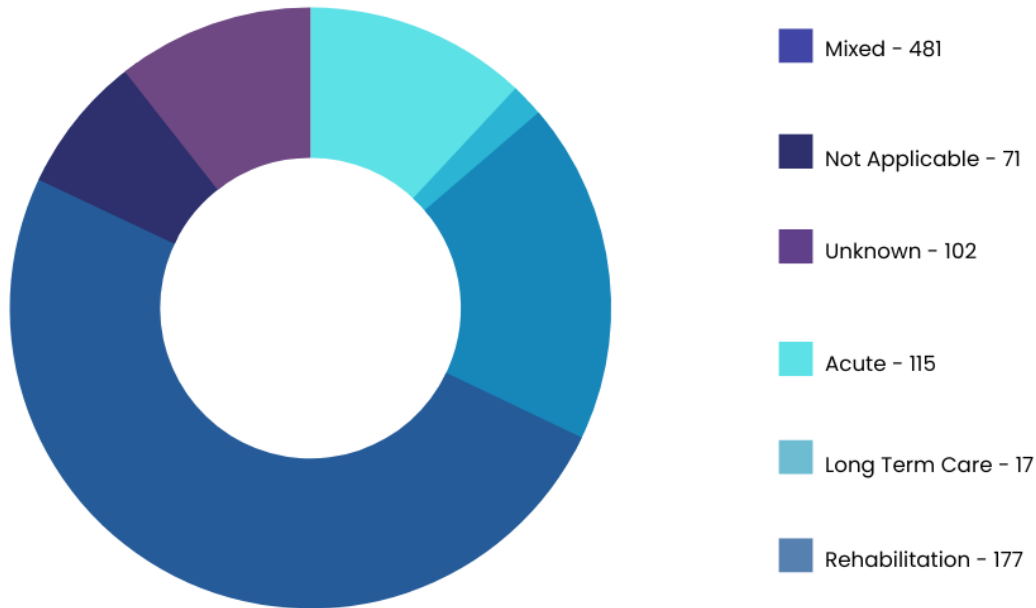


## Category of Patients Active & Exam Candidates



# REGISTRATION STATISTICS As of December 31, 2022

## Client Level Active & Exam Candidates



### Organization Classification/Primary Employment (Active and Exam Candidates)

Location	TOTAL	Location	TOTAL
Assisted Living Residence	30	Post Secondary Institution	23
Association/Government/Para-Government	63	School or School Board	12
Community Health Centre	55	Professional Practice	452
General Hospital	216	Visiting Agency	6
Mental Health Hospital/Facility	2	Other	7
Rehabilitation Hospital/Facility	86	Not applicable	0
Residential Care Facility	10	Insurance Provider	1
<b>TOTAL</b>	<b>462</b>	<b>TOTAL</b>	<b>501</b>
		<b>GRAND TOTAL</b>	<b>963</b>

# REGISTRATION STATISTICS

As of December 31, 2022

Area of Practice (Active and Exam Candidate) 2022	
Area of Practice	TOTAL
Administration	23
Amputations	2
Burns and Wound Management	1
Cardiology	5
Client Services Management	10
Consultant	12
Continuing Education	1
Covid Related Activities	4
Critical Care	3
Direct Patient Care	66
Ergonomics	3
General Practice	391
Gerontology	18
Health Promotion and Wellness	1
Home Care	13
Mental Health	2
Neurology	32
Oncology	3
Orthopaedics	287
Other Area of Direct Service	6
Other Education	1
Other Area of Practice	11
Palliative Care	0
Perineal	5
Plastics	3
Return to Work Rehabilitation	1
Research	10
Respirology	6
Rheumatology	0
Sports Medicine	8
Teaching: Physiotherapy Related	14
Vestibular Rehab	4
Woman's Health	17
Not Applicable	0
Unknown	0
<b>TOTAL</b>	<b>963</b>

# REGISTRATION STATISTICS As of December 31, 2022

## Geographical Statistics (As of December 31, 2022)

Region (Manitoba)	Active and Exam Candidate	In-Active
Interlake-Eastern	73	4
Northern	8	0
Prairie Mountain Health	84	6
Southern Health/ Sante Sud	116	10
Winnipeg	680	43
<b>TOTAL</b>	<b>961</b>	<b>63</b>
<b>Out of Province</b>		
Alberta	0	1
British Columbia	0	0
Ontario	2	1
Saskatchewan	0	0
Northwest Territories	0	0
<b>TOTAL</b>	<b>2</b>	<b>2</b>
<b>Out of Country</b>		
Caymen Island	0	1
New Zealand	0	1
United States	0	3
<b>TOTAL</b>	<b>0</b>	<b>5</b>
<b>GRAND TOTAL</b>	<b>963</b>	<b>70</b>

# CPM COMMITTEES & CHAIR REPORTS

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## Board of Assessors

### Committee Mandate

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

### Committee Members

Bernard Lesk (Chair), Kelly Myskiw, Candice Tremblay, Brenda Tittlemier, Patrick Quimio, Jennifer Penman, Maureen Morrison (Public Member), Christine Bell (Government Appointed Public Member), Tabitha Bear, Lindsay Clarke. CPM Staff: Brenda McKechnie, Susan Bowman, Jennifer Billeck and Heather Kattenfeld.

### Committee Report

While using the recognition of prior learning clause (clause 4(2) of the Regulations), the Board of Assessors (BOA) has been involved in reviewing applications in supporting the transition from examination candidate to active registration in the absence of the National Physiotherapy Practical Exam. In accordance with the College Licensing Directions, the BOA has annually reviewed physiotherapy practice hours to ensure a member's currency within the profession and to assure the public that members are competent to practice. The BOA has assisted in updating and reviewing Registration and Licensing Directions to reflect current changes within the profession.

### Practice Based Competency Assessment (PBCA)

The Practice Based Competency Assessment (PBCA) was approved by Council as the approved Clinical Evaluation for Exam Candidates in Manitoba in June 2022. In the absence of the National Physiotherapy Practical Exam, the Board of Assessors reviewed this program and its components starting in February 2022 to ensure the program would meet the need of Manitoba graduates. The committee also ensured all the college Practice Directions related to this clinical evaluation were updated to reflect the new process and expectations of Exam Candidates applying for the program. Starting in the summer of 2022, the Board of Assessors utilized this program with Exam Candidates under the Prior Learning clause where issues were identified through the supervisor assessments submitted which allowed needed changes to be made to the forms and process in preparation for the first Exam Candidates to move through the program in Spring 2023. The College has hired 6 physiotherapists from various work settings in Manitoba to complete these evaluations. The Board of Assessors will review the PBCA evaluators final reports submitted for each Exam Candidate moving through this process and make the final determination regarding licensure based on the information submitted by the applicant as well as the outcome of their evaluation.



# CPM COMMITTEES & CHAIR REPORTS

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## Ethics Committee

### Committee Mandate

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

### Committee Members

Monique Wichenko (Chair), Dhaval Desai, Cara Windle, Mylene Steiman, and Suzanne Dyck. CPM Staff: Brenda McKechnie, Susan Bowman, Kathy Johnson.

### Committee Report

The 2022 CPM Ethics Committee consisted of four members who have a keen interest in ethics for their practise and more broadly. All members practice in Winnipeg. The shared experience of the members included private and public practice (hospital, community care and workplace safety). For this year, the Complaints Coordinator has attended the Ethics Committee meetings which has resulted in improved awareness and discussion regarding ethical issues in physiotherapy practise that may lead to complaints. They have met four times since May of 2022, with scheduled meetings occurring approximately every two months, excluding July and August.

The committee has focused on the mandate of developing engaging, educational content for members aimed to encourage reflection and learning about the ethical dimensions of physiotherapy practice. A series of physiotherapy pertinent ethical scenarios have been created. These issues will be analyzed through an ethical lens and presented to the membership in subsequent newsletters, with an invitation to the membership to confidentially provide thoughts and/or insights. Updates were also completed for the Ethics portion of the CPM Resource page to include easier access to all previous Ethics Committee submissions and completed a review of the Ethics Committee Resource List and has updated the Ethics portion of the CPM, For Physiotherapists, Resource page.

The Ethics committee would like to express gratitude to Jenn Billeck (Registrar), Kathy Johnson (Complaints Coordinator), Cheryl Saranchuk and Anna Kolushkina (CPM Administration) for their excellent support.

# CPM COMMITTEES & CHAIR REPORTS

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## Legislative Committee

### Committee Mandate

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

### Committee Members

Ken Grove (Chair), Lisa Baldwinson, Madeline Lengyel, Alex Marshall, Melissa Wishart, Shannon Smith. CPM Staff: Brenda McKechnie, Susan Bowman, Dr. Moni Fricke.

### Committee Report

The Legislative Committee mandate is to investigate, inform and make recommendations to Council on matters pertaining to the legislation of physiotherapy practice, therefore the ongoing priority was preparation for the change in legislation to the Regulated Health Professions Act.

The Legislative Committee met 10 times in 2022 with both Ken Grove (Committee Chair) and Dr. Moni Fricke (CPM Staff) attending additional meetings with Manitoba Health. In March 2022, a draft of the General Regulations workbook was submitted to Manitoba Health and monthly meetings began to review and clarify all items, line by line. This work is ongoing and will continue into 2023. In December 2022, drafts of the CPM requests for both existing and new reserved acts were submitted to government. After consultation and feedback from registrants, other colleges and government, the one new reserved act that was included in the submission was the ordering of x-rays. A group of four MPT students completed a literature review on PTs' prescribing rights internationally and a survey of Manitoban registrants was conducted in June related to prescribing topical anti-inflammatories. This work was very valuable and ultimately helped inform the decision to remove prescribing medications from the proposal.

We were informed in December that Manitoba Health has engaged a consultant beginning in January 2023 to help facilitate the formal consultation process with other regulatory colleges, health leadership and employers so we expect 2023 to be a very busy year.

# CPM COMMITTEES & CHAIR REPORTS

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## Governance and Nomination Committee

### Committee Mandate

To consider and enhance the functioning of the CPM Council, its committees and working groups in relation to monitoring and reviewing governance policies, committee structure and terms of reference as well as managing Council and committee orientation, development and evaluation. The Committee is also responsible for seeking nominations to Council and committees of CPM and for overseeing the election process.

### Committee Members

D'Arcy Bain (Chair), Jackie Ogloza, Amelia Hansen, CPM Staff: Brenda McKechnie, Susan Bowman, Jennifer Billeck.

### Committee Report

The Governance and Nominations Committee met 4 times with 3 other meetings conducted via electronic vote, in addition to 2 Scrutineer Meetings (for the AGM and the Special Meeting that was held in December 2021). The focus of this committee in 2022 was on recruitment for CPM committees and Council. As volunteer recruitment remained a challenge and there was high turnover on several committees, Council supported a change in process in order to allow GNC to have more time to focus on governance. In 2023, GNC will review the lists of volunteers and screen for eligibility and send a list of names to each committee to contact potential candidates. This will engage committees in the recruitment process and ensure potential committee members have an opportunity to discuss the volunteer commitment directly with the committee chairs.

GNC also worked with the Policy Writer to inform a briefing note to Council on the options for restructuring the Terms of Reference for non-legislated committees, drafted gender neutral language for CPM By-Laws and authored a new policy "File Retention and Destruction" for Council's approval.

# CPM COMMITTEES & CHAIR REPORTS

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## Complaints Committee

### Committee Mandate

- To review written complaints against registered Physiotherapists

### Committee Members

Kelli Berzuk (Chair), Evelyn Lightly, Kim Shaw, Debra Suderman, Jasmine Thorsteinson, Val Wright, Kayla Harold (Government Appointed Public Member), Rosa Robert (Government Appointed Public Member), Michael Zwaagstra (Outgoing Government Appointed Public Member), Tara Wolchuk, Clint Greaves, Laura Yurkowski, Jean Louis Pehe (Government Appointed Public Member). CPM Staff: Kathy Johnson.

## Inquiry Committee (no meeting held in 2022)

### 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

Darlene Gerrior (Government Appointed Public Member), Darlene West (Government Appointed Public Member) and Angela Temple (Government Appointed Public Member).

## Special Projects Committee (no meeting held in 2022)

### Committee Members

Elizabeth Hammond, Shayla Heidinger. CPM Staff: Jennifer Billeck , Shauna Martin.

## AGM Committee

### Committee Members

Tricia Fisher. CPM Staff: Brenda McKechnie, Jennifer Billeck, Heather Kattenfeld

## Finance Committee

### Committee Members

Jan Lumsden. CPM Staff: Brenda McKechnie, Susan Bowman, Jennifer Billeck, Heather Kattenfeld

# CPM COMMITTEES & CHAIR REPORTS

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## Continuing Competence Committee

### Committee Mandate

Oversee the Continuing Competency Program;

Monitoring the work of the Continuing Competence Evaluation Committee;

Monitoring and making recommendations to the Registrar regarding the results of individual Practice Audits;

Performing a five-year evaluation of the program;

Advising Council on recommendations to improve the Continuing Competency Program.

### Committee Members

Lynne Gagnon (Co-Chair), Alyssa McAllister (Co-Chair), Tracy Dreger, Joan Todd (Public Member).  
CPM Staff: Heather Kattenfeld.

## 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, Alexandra De Vries, Jennifer Forbes, Andrea Gray, Maggie Wallin, Rukmali Mendis.  
CPM Staff: Heather Kattenfeld.

# Agents of the College

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

**Heather Martin-Brown**  
*Investigator*

**Pamela Shymko**  
*Investigator*

**Shauna Martin**  
*Policy Writer*

**Carol Rempel**  
*Accounting*  
(June-December 2022)

**F.H. Black & Company**  
*Chartered Professional Accountants*  
(December 2022-Present)

# College Staff

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**Brenda McKechnie**

*Registrar/Executive Director*  
(January - May 2022)

**Susan Bowman**

*Interim Registrar/Executive Director*  
(May-November 2022)  
*Support to Legislative Committee*  
(November 2022 - Present)

**Lynda Loucks**

*Practice Advisor*  
(January - December 2022)

**Christie Lamy**

*Executive Assistant/Book Keeper*  
(January - July 2022)

**Anna Kolushkina**

*Administrative Assistant*  
(December 2022 - Present)

**Dr. Moni Fricke**

*Support to Legislative Committee*  
(January - November 2022)

**Jennifer Billeck**

*Deputy Registrar*  
(January - November 2022)  
*Registrar/Executive Director*  
(November 2022 - Present)

**Heather Kattenfeld**

*Continuing Competence Coordinator*  
(January 2022 - Present)  
*Deputy Registrar*  
(December 2022 - Present)

**Kathy Johnson**

*Complaints Coordinator*

**Cheryl Saranchuk**

*Administrative Assistant*  
(January - November 2022)  
*Registration Coordinator*  
(November 2022 - Present)





# COLLEGE OF PHYSIOTHERAPISTS OF MANITOBA

1465A Pembina Highway  
Winnipeg, Manitoba R3T 2C5  
(204) 287-8502  
[www.manitobaphysio.com](http://www.manitobaphysio.com)

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