

2023 Annual Report



College of Physiotherapists
of Manitoba

College of Physiotherapists of Manitoba

The CPM Office is located on Treaty 1 territory and the land on which we gather is the traditional territory of Anishinabe (Ojibway), Ininiwak (Cree), Dakota, Denesuline (Dene) and Anishininwak (Ojibway/Cree) 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.

2023 Annual Report

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College of Physiotherapists of Manitoba

MISSION

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

VISION

To be 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 the Chair of Council

Respectfully Submitted by D'Arcy Bain,
Chair of Council

With registration completed another year, I would like to thank all those who volunteered to serve on committees. The registrants' support, energy and intelligent contributions are always welcome. The College attempts to have committees with a balance of public and private practice representation as well as having an urban and rural view point. If this year does not work out for you, consider volunteering next year. Most meetings are held virtually so it is not necessary to travel through the city or on snowy roads. It will be a very rewarding experience.

I would also like to thank those registrants on committees and our public members on committees and on Council for all their work in the past year.

As of December 31, 2023 the College had 947 Active registrants, 49 In-active registrants, 72 Exam Candidates and 98 Students.

From last year's Chair's Message, the 'excitement and change' theme evolved into the harder work of 'continued maintenance' through managing the daily, monthly and yearly work at the College. As expected, Jenn Billeck our new Executive Director/Registrar and Heather Kattenfeld, Deputy Registrar now have nearly 9 months of experience. They have thrived in their new positions. Both have command of their respective roles at the College, so that tasks are completed on time and the business of the College is conducted very professionally. We have some new support staff at the College to provide extra hands for registration and for holiday relief. Welcome to Jacquie Wotherspoon. Thank you for all the work of the College staff.

The registrants should be assured that the College is in very good hands.

Due to the change in the governing parties from the provincial elections, the work on the *Regulated Health Professions Act* (RHPA) has been delayed. The physiotherapy profession will have stronger legislation and this will serve the profession for the next decades to come. The new pathway for licensing physiotherapy Examination Candidates in our province, the Practice Based Competency Assessment, has proven to be a sustainable short-term solution to replace the practical exam. There is still work to be done to further streamline the process for the candidates.

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.

Message from the Public Members of Council

Respectfully Submitted by Kim Stephens and Joan Todd, Public Members of Council

In 2023, we actively engaged in discussions on various regulatory matters as public members of the Council. Our focus was on identifying and addressing potential conflicts between professional obligations and public interests. We take pride in offering valuable insights to enrich the decision-making process of the College of Physiotherapists of Manitoba (CPM) and endeavour to promote broader community perspectives whenever feasible.

Over the past year, we have had the opportunity to hear how other provinces address key issues and learn about their best practices.

As we enter the new term, we are honoured to have been reappointed as public council members. Participating in the CPM's significant initiatives has been a privilege, and we eagerly anticipate continuing our contributions to the Council's endeavours.

Council 2023

Council Chair

D'Arcy Bain, Chair

Physiotherapy Members

Carly Proctor, Vice-Chair, GNC Chair

Jan Lumsden, Treasurer

Kelli Berzuk, Member, Complaints Chair

Tricia Fisher, Member, AGM Chair (January-March)

Amelia Hansen, Member, GNC Member (January-March)

Diana Sanchez Ramirez, AGM Committee (August-December)

Kristyn Ball, Newsletter Editor, AGM Committee (April-December)

Public Members

Joan Todd, Public Member, CCC Public Member

Kim Stephens, Public Member

Anthony Okeke, Government Appointed Public Member (January-June)

Student Members

Haley Ward, Student Member Year 2 (January-August)

Emma Granger, Student Member Year 2 (September-December)

Ainsley Cameron, Student Member Year 1 (October-December)

Registrar's Report

Respectfully Submitted by Jennifer Billeck,
Registrar/Executive Director

“Progress and growth are impossible if you always do things the way you’ve always done things.” – Wayne Dyer

This annual report marks the end of my first year as the Registrar/Executive Director. This past year has included welcoming new staff to the College, collaborating with other regulators in Physiotherapy and within healthcare in Manitoba, and intense learning on many fronts. Council and the staff are building a solid foundation for the future of the Physiotherapy profession with the submission of our regulations by Manitoba Health to the legal drafters on November 16, 2023, preparing for the transition to the Regulated Health Professions Act.

Truth and Reconciliation

The College staff have committed to a learning journey to address the Call to Action 23 iii ensuring cultural safety and humility by completing the Manitoba Indigenous Cultural Safety Training (MICST).

Council also committed to providing education for all the registrants of the College and launched the Health Equity and Cultural Humility learning module as a requirement for renewal of practice licenses in 2023.

Equity Diversity and Inclusion

The College has just begun its learning journey with other regulators in Manitoba and continues to participate in the interest group – Equity Diversity and Inclusion with the Manitoba Alliance of Health Regulatory Colleges (MAHRC). The group aims to provide resources and educational opportunities for regulators use.

Fair Registration Practices Office (FRPO) Review

Duty to comply with domestic trade agreements – act,4(1)

“A regulated profession must ensure that its registration practices comply with the obligations of a domestic trade agreement.”

The College participated in a review of our registration requirements in 2023 with the FRPO. Registration in Manitoba did not fully comply with provisions set out in the Canadian Free Trade Agreement and the New West Partnership Trade Agreement. As a result of the College's FRPO review in 2023, changes were made to our registration process to better align and meet the Labor Mobility Agreement.

Registrar's Report continued

National Standards of Practice

A consultant was hired by the joint working group (including representatives from each jurisdiction in Canada) to undertake an update to the Standards of Practice that included a widespread consultation with the physiotherapy profession nationally. The project has now been completed. Council accepted the revised National Standards of Practice document.

Following this work, Manitoba participated in the development of jurisprudence exam questions based on the National Standards of Practice and will look to launch the questions as a College Selected Activity for renewal in the future. Internally the College has undertaken a review of our current Practice Directions compared to the new National Standards of Practice and will continue this process into 2024.

By-Law Edits 2023

An update to bylaw Section II Special Meetings 2.1 occurred at the AGM held in 2023, with the addition of the italic sentence below:

2.1 A special meeting of the College may be called by the Council at any time and shall be called if so requested in writing by 5% of the membership of the College who are entitled to vote. *The submitted request shall include each registrants printed name, registration number and signature.*

Beyond Entry to Practice

College staff participated in a Capstone Project with University of Manitoba MPT2 students to produce four podcasts under the banner "Manitoba Moments". The podcasts that can be found on our website are:

1. When Boundaries are Crossed in Physiotherapy (Gabriella Masi and Jael Unger)
2. Social Media in Physiotherapy (Klein Elegado & Fung Cheung)
3. Sensitive Practice in Physiotherapy (Klein Elegado & Fung Cheung)
4. Professional Boundaries in Physiotherapy (Gabriella Masi and Jael Unger)

Practice Consultation & Support

Practice Advice – The College continues to support registrants of the College to meet or exceed the Practice Directions by providing presentations, through consultation to individual Physiotherapists and to employers on how the Practice Directions guide their work.

Additional achievements for 2023

The College launched a new website in the spring of 2023. Improvements include an

Registrar's Report continued

accessibility icon that provides options for individuals when navigating our site. The updated site also includes the “Find a Clinic option” that lists all private and public facilities in Winnipeg and rural Manitoba including mobile options for the public seeking physiotherapy care.

The first applicants proceeded through the Practice Based Competency Assessment (PBCA) beginning in the spring of 2023. The PBCA is the temporary entry to practice examination for the still absent National Physiotherapy Clinical Exam. For more information about the PBCA, please refer to the Board of Assessors Committee Report on page 36.

In Closing:

The health care system is in crisis and if we look to how we have always done things it will remain inadequate to meet the needs of the public in the coming years. Physiotherapists are well positioned to assist in the evolution of the health care system.

The Council continues to discuss the issues they have encountered as the profession moves further from the pandemic, recognizing the ongoing crisis in health care and the entry to practice exam requirements.

You will also read in the following pages about the many accomplishments of the Council and committees for the year 2023. I would like to acknowledge each of the volunteers listed in this report for their dedication to their profession, their commitment to ensuring physiotherapy maintains our self-regulatory status, and the countless hours of work they continue to do on behalf of our profession. We couldn't do it without you. Thank you.

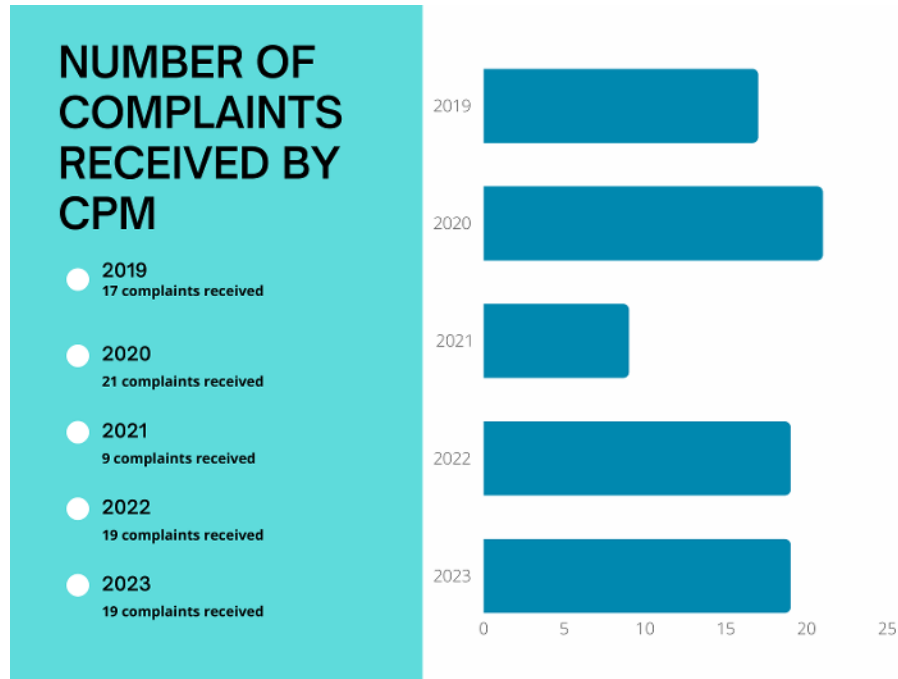
“Change is the law of life. And those who look only to the past or present are certain to miss the future.”

John F. Kennedy

Taking Action When Standards Are Not Met

Complaints Committee Report

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



Types of New Complaints Received in 2023

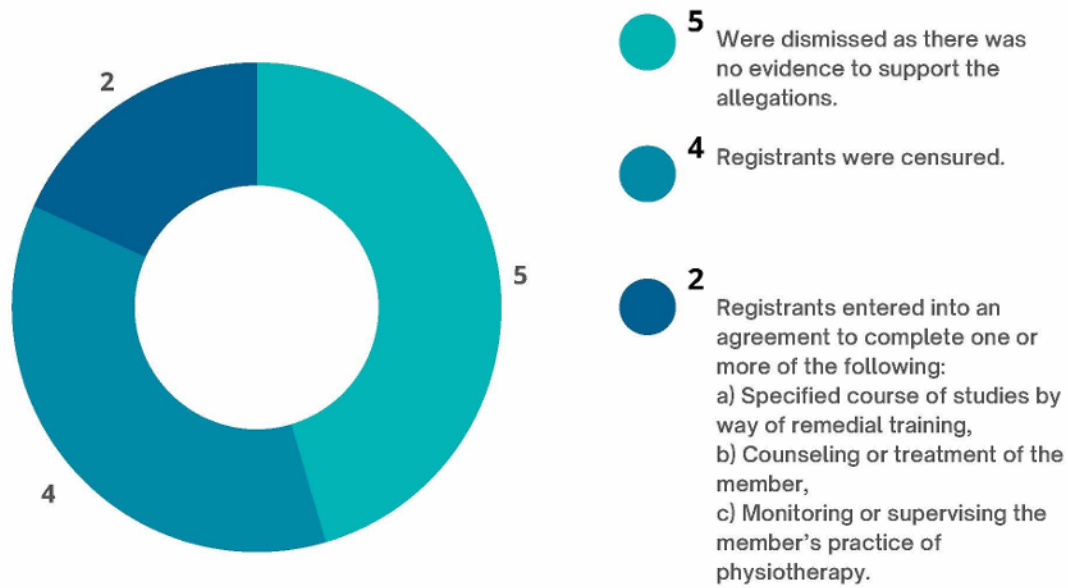
- Unethical conduct and harassing behavior by a registrant towards colleagues.
- On the Active practice roster without liability insurance.
- Treatment declined for a patient, for the patient's failure to wear mandatory mask during COVID.
- Disrespectful communication towards a patient, lacking treatment goals and inadequate treatment.
- Breach of advertising expectations.
- Lack of collaborative treatment and communication with third-party payors resulting in loss of benefits.
- Inadequate procedures for infection protection and control.
- Physiotherapy treatment provided resulted in injury to the patient.
- Inappropriate social media posts.
- Soliciting google reviews for a clinic.
- Providing and billing for alternative/complementary therapies without adequate evidence.
- Examination Candidate practicing without adequate supervision and failure to report change in employment.
- Fraudulent billing for physiotherapy services.
- Incomplete and inadequate assessment and treatment of a patient.

Taking Action When Standards Are Not Met

Complaints Committee Report continued

COMPLAINT DISPOSITIONS DETERMINED IN 2023

A total of eleven (11) of nineteen (19) new complaints were resolved in 2023, however not all undertakings have been completed.



2023 Dispositions of Complaints Carried Over From Previous Years

- Two (2) complaints lodged in 2022 were dismissed.
- One (1) complaint lodged in 2022 resulted in a voluntary surrender of registration.
- Seven (7) complaints were carried over into 2023 from previous years for completion of either investigations or undertakings.

Appeals

- Three (3) Complaints Committee dispositions were appealed in 2023 by complainants. All three decisions were upheld in appeal.

Disciplinary Dispositions in 2023

- No complaints were referred to Inquiry in 2023.

Investigations

- Two (2) new investigations were initiated in 2023. (One for a complaint lodged in 2022, and one for a complaint lodged in 2023)

Complaints Carried Over into 2024

- Eight (8) new complaints lodged in 2023 are carried over into 2024 awaiting dispositions.

Promoting Good Practice Through Prevention and Education

Continuing Competence Committee Report

Respectfully Submitted by Alyssa McAllister and Lynne Gagnon, Co-Chairs, Continuing Competence Committee, and Shauna Fury, Continuing Competence Coordinator

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 is a Practice Reflection Submission, which consists of a detailed annual retrospective reflection of a learning goal. All registrants of CPM are encouraged to participate annually in the Practice Reflection arm of the Continuing Competency Program, while 20% of registrants are randomly selected and requested to submit their Practice Reflection Submission 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 2023

One hundred eighty-seven registrants (20% of registrants on the Active Register) were randomly selected to submit their Practice Reflection Submission for renewal in January 2023,

Promoting Good Practice Through Prevention and Education

Continuing Competence Committee Report *continued*

and were informed of their selection through email on November 22, 2022. Sixteen registrants were removed from the selection group (Refusal-2, moved-2, non-renewal/retired-3, error-1, inactive-3, active complaint-1, deferral- 4). One hundred thirty-nine of the registrants (81%) completed and submitted forms online for peer review. Six submissions (4%) were deemed incomplete.

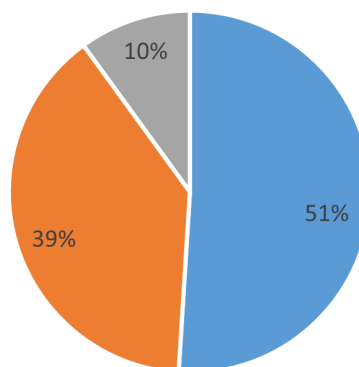
Input and feedback were received via survey from registrants and from evaluators, and after reviewing feedback no changes to this process were deemed necessary in 2023.

Practice Audit

The Practice Audit component of the CCP continued in 2023. The practice audits of 22 registrants occurred in 2023, 14 (64%) of whom provided evidence of consistently meeting all practice standards of the College; 6 (27%) where one area of practice was identified where a standard was not consistently met; 2 (9%) of whom demonstrated two or more professional standards were not applied to practice, and/or, a risk or a safety/quality concern for patients. These two registrants participated in practice support for ongoing learning and improvement activities.

In the CCP Five-Year Cycle (2022-2027), 49 registrants have undergone a practice audit:

2022-2023 (49 Audits total)



- Met all standards (25 registrants)
- One standard not consistently met (19 registrants)
- Required Practice Support (≥2 standards not met or safety risk) (5 registrants)

Promoting Good Practice Through Prevention and Education

Continuing Competence Committee Report *continued*

The Continuing Competency Program has identified that the following standards were not consistently met:

- informed consent,
- record keeping and
- the physiotherapist's role in managing personal health information.

This remains consistent with standards not met in the previous review cycle, where in addition social media issues (advertising and use of title and credentials) were identified.

Practice Support

The Practice Support component of the CCP was utilized in 2023 with two registrants. The Continuing Competence Committee developed an individual learning and improvement plan based on the results of each Clinical Practice Audit. The Practice Support programs were completed after final review by the Continuing Competence Committee.

Promoting Good Practice Through Prevention and Education

Respectfully Submitted by Jennifer Billeck, Registrar/Executive Director and Heather Kattenfeld, Deputy Registrar

College Selected Activity

The College Selected Activity (CSA) continues to be a mandatory requirement for renewal by the Board of Assessors. 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 notified of the mandatory CSA for renewal in 2023 by email on November 24, 2022 and were required to complete the Health Equity and Cultural Humility jurisprudence module for Active registration in 2023. In 2023, 92% of Active registrants had completed the module by the provided deadline of February 28, 2023.

Practice Consultation & Support

The College staff continue to offer presentations to registrants, students, new graduates, and employers on a variety of topics including Complaints, the Continuing Competency Program, Supervision of Examination Candidates, the Practice Based Competency Assessment, and other issues. College staff are also available for consultation to individual Physiotherapists and to employers on how the Practice Directions of the College should guide their work.

In 2023, the staff received over 200 emails and phone calls from registrants regarding questions or concerns in practice. The most common areas addressed were opening/closing a business, pelvic health, offering classes as a physiotherapist, advertising, virtual care, supervision of Examination Candidates, and acupuncture/dry needling.

Multiple staff members have also provided support to various local, provincial, interprovincial, and national committees that address professional practice issues.

Financial Statements

For the year ended December 31, 2023

COLLEGE OF PHYSIOTHERAPISTS OF MANITOBA

Financial Statements

For the year ended December 31, 2023

Financial Statements

For the year ended December 31, 2023

COLLEGE OF PHYSIOTHERAPISTS OF MANITOBA

Financial Statements

For the year ended December 31, 2023

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Financial Statements

For the year ended December 31, 2023



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Independent Auditor's Report

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, 2023, 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, 2023, 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, 2023



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 20, 2024

Financial Statements

For the year ended December 31, 2023

COLLEGE OF PHYSIOTHERAPISTS OF MANITOBA Statement of Financial Position

As at December 31 2023 2022

Assets

Current Assets

Cash and bank	\$ 58,798	\$ 66,168
Investments in mutual funds	695,325	591,204
Accounts receivable	-	1,422
Prepaid expenses	-	647

754,123 659,441

Prepaid expenses

7,708 7,708

Deferred rent asset

4,061 -

Property and equipment (Note 3)

137,014 141,709

Intangible assets (Note 4)

10,211 17,561

\$ 913,117 \$ 826,419

Liabilities and Net Assets

Current Liabilities

Accounts payable and accrued liabilities	\$ 89,749	\$ 92,405
Obligation under capital lease	-	3,071
Deferred revenue from registration fees	67,200	67,200

156,949 162,676

Lease inducement

91,000 104,000

247,949 266,676

Commitment (Note 5)

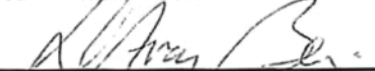
Net Assets

Invested in property, equipment and intangible assets	147,855	156,199
Internally restricted for contingencies (Note 6)	20,000	-
Unrestricted	497,313	403,544

665,168 559,743

\$ 913,117 \$ 826,419

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, 2023

COLLEGE OF PHYSIOTHERAPISTS OF MANITOBA Statement of Changes in Net Assets

For the year ended December 31, 2023

	2023			2022	
	Invested in Property, Equipment and Intangible Assets	Internally Restricted for Contingencies (Note 6)	Unrestricted	Total	Total
Net assets , beginning of year	\$ 156,199	\$ -	\$ 403,544	\$ 559,743	\$ 622,949
Excess (deficiency) of revenue over expenses for the year	(27,527)	-	132,952	105,425	(63,206)
Interfund transfers					
Acquisition of property and equipment	15,482	-	(15,482)	-	-
Lease payments	3,701	-	(3,701)	-	-
Appropriation for the year	-	20,000	(20,000)	-	-
Net assets , end of year	\$ 147,855	\$ 20,000	\$ 497,313	\$ 665,168	\$ 559,743

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

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Financial Statements

For the year ended December 31, 2023

COLLEGE OF PHYSIOTHERAPISTS OF MANITOBA Statement of Operations

For the year ended December 31	2023	2022
Revenue		
Registration fees	\$ 835,483	\$ 775,067
Program fees	45,000	-
Investment income, net (Note 7)	34,398	(66,879)
Other	11,724	22,853
	<u>926,605</u>	<u>731,041</u>
Expenses		
Administrative	48,579	33,715
Amortization	27,527	25,726
Bank and transaction fees	19,888	18,318
Consultant and professional fees	95,078	51,854
Information Technology	4,563	15,036
Insurance	5,226	4,019
Interest on capital lease	-	403
Loss on disposal of equipment	-	7,872
Meetings and conventions	4,223	3,615
Memberships and licenses	27,989	24,508
Office	17,598	38,382
Program	30,211	-
Projects	10,550	11,184
Rent	108,743	121,226
Salaries and wages	417,146	438,299
Training	3,859	90
	<u>821,180</u>	<u>794,247</u>
Excess (deficiency) of revenue over expenses for the year	\$ 105,425	\$ (63,206)

Financial Statements

For the year ended December 31, 2023

COLLEGE OF PHYSIOTHERAPISTS OF MANITOBA Statement of Cash Flows

For the year ended December 31	2023	2022
Cash Flows from Operating Activities		
Excess (deficiency) of revenue over expenses for the year	\$ 105,425	\$ (63,206)
Adjustments for items not affecting cash		
Amortization	27,527	25,726
Loss on disposal of equipment	-	7,872
Unrealized loss (gain) on investment income	(12,333)	59,612
Amortization of deferred lease inducement	(13,000)	(13,000)
	<u>107,619</u>	<u>17,004</u>
Changes in non-cash operating working capital balances		
Accounts receivable	1,422	(422)
Prepaid expenses	647	42,269
Deferred rent asset	(4,061)	(4,181)
Accounts payable and accrued liabilities	(2,656)	21,390
Deferred revenue from registration fees	-	3,500
	<u>102,971</u>	<u>79,560</u>
Cash Flows from Investing Activities		
Investments acquired	(400,000)	(350,000)
Investment dispositions	308,212	291,864
Acquisition of property and equipment	(15,482)	(6,635)
	<u>(107,270)</u>	<u>(64,771)</u>
Cash Flows from Financing Activities		
Capital lease payments	(3,071)	(4,900)
Net increase (decrease) in cash and bank during the year	(7,370)	9,889
Cash and cash equivalents, beginning of year	66,168	56,279
Cash and cash equivalents, end of year	\$ 58,798	\$ 66,168

Financial Statements

For the year ended December 31, 2023

COLLEGE OF PHYSIOTHERAPISTS OF MANITOBA Notes to Financial Statements

For the year ended December 31, 2023

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

Program revenue is recognized as revenue in the year services are rendered.

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 amortization. Amortization is recorded beginning in the later of the month of acquisition or when the asset is available for use. Amortization 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, 2023

COLLEGE OF PHYSIOTHERAPISTS OF MANITOBA Notes to Financial Statements

For the year ended December 31, 2023

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 agreement.

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, 2023

COLLEGE OF PHYSIOTHERAPISTS OF MANITOBA Notes to Financial Statements

For the year ended December 31, 2023

3. Property and Equipment

	2023			2022		
	Cost	Accumulated	Net Book Value	Cost	Accumulated	Net Book Value
Computer equipment	\$ 9,832	\$ 3,116	\$ 6,716	\$ 5,186	\$ 2,018	\$ 3,168
Equipment	101,555	84,796	16,759	90,719	81,961	8,758
Leasehold improvements	241,797	128,258	113,539	241,797	112,014	129,783
	<u>\$ 353,184</u>	<u>\$ 216,170</u>	<u>\$ 137,014</u>	<u>\$ 337,702</u>	<u>\$ 195,993</u>	<u>\$ 141,709</u>

4. Intangible Assets

	2023			2022		
	Cost	Accumulated	Net Book Value	Cost	Accumulated	Net Book Value
Computer software	\$ 36,750	\$ 26,539	\$ 10,211	\$ 36,750	\$ 19,189	\$ 17,561

5. Commitment

The College has entered into agreements for managed IT services and for lease of its premises expiring in October 2025 and November 2030, respectively. The minimum annual payments for the next five years and thereafter are as follows:

	Premises	IT Services	Total
2024	\$ 10,500	\$ 84,513	\$ 95,013
2025	8,750	83,970	92,720
2026	-	78,000	78,000
2027	-	78,000	78,000
2028	-	78,000	78,000
Thereafter	-	149,500	149,500
	<u>\$ 19,250</u>	<u>\$ 551,983</u>	<u>\$ 571,233</u>

6. Internally Restricted Net Assets

During the year, Council restricted net assets of \$20,000 for contingencies (nil in 2022). These internally restricted amounts are not available for other purposes without approval of Council.

Financial Statements

For the year ended December 31, 2023

COLLEGE OF PHYSIOTHERAPISTS OF MANITOBA Notes to Financial Statements

For the year ended December 31, 2023

7. Investment Income

Investment income for the year is comprised of the following:

	2023	2022
Realized investment income	\$ 29,259	\$ 597
Unrealized gain (loss)	12,333	(59,612)
Investment management fees	(7,194)	(7,864)
	<u>\$ 34,398</u>	<u>\$ (66,879)</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.

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.

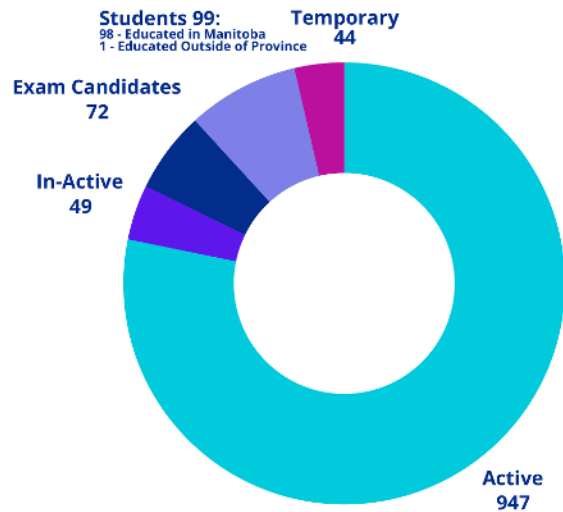
9. Comparative Amounts

The comparative amounts presented for expenses have been reclassified to conform their presentation to the current year.

Registration Statistics

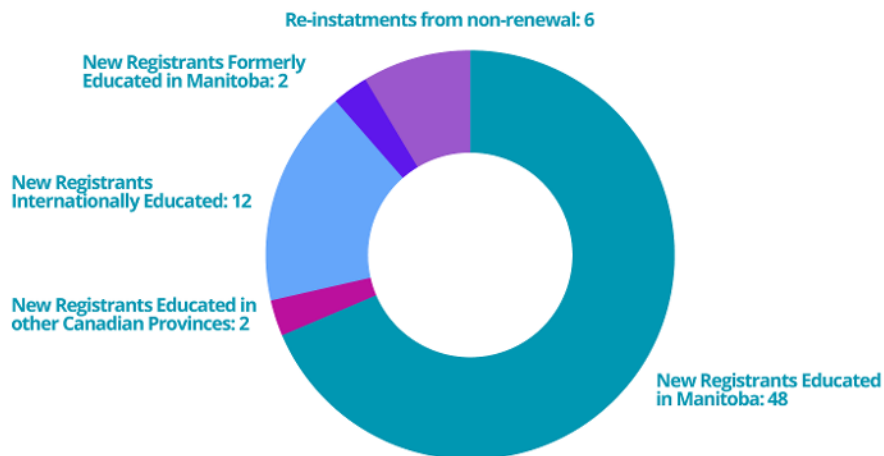
As of December 31, 2023

Registration Status



TOTAL REGISTRANTS: 1211

New Registrations



TOTAL NUMBER OF NEW REGISTRANTS IN 2023: 70

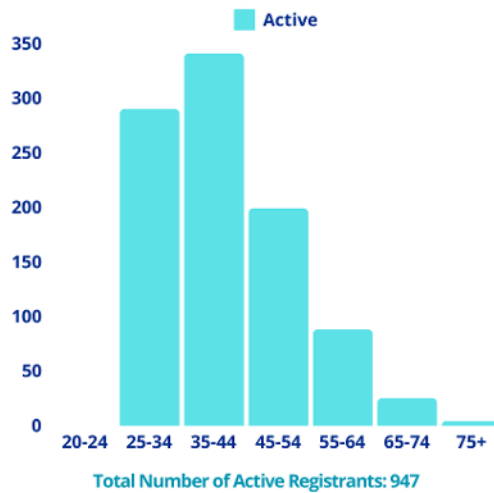
Non-renewals in 2023: 34

Net gain: 36

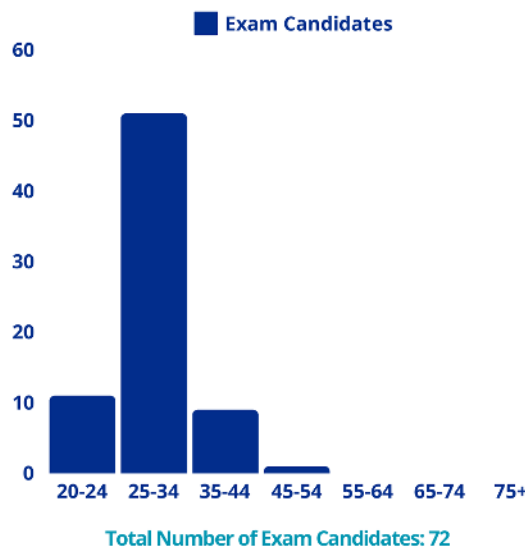
Registration Statistics

As of December 31, 2023

Registrant Age Group: Active



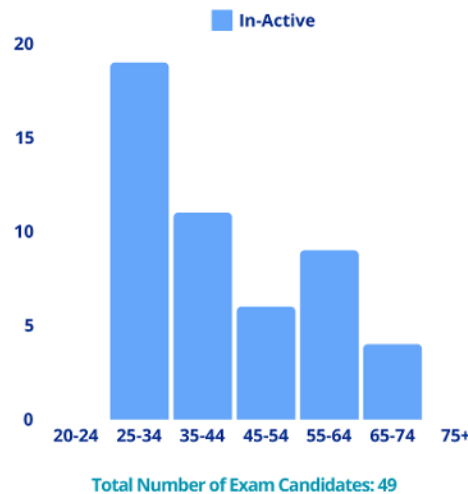
Registrant Age Group: Exam Candidates



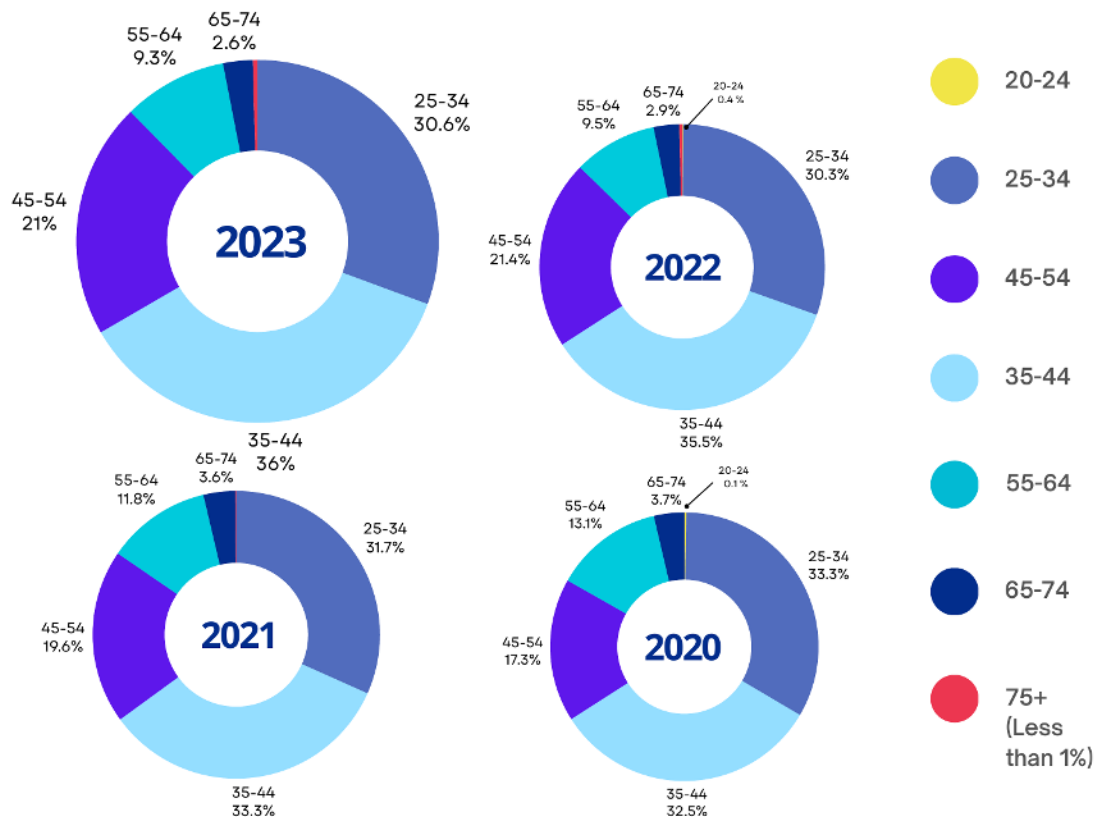
Registration Statistics

As of December 31, 2023

Registrant Age Group: In-Active



Registrant Age Group: Active








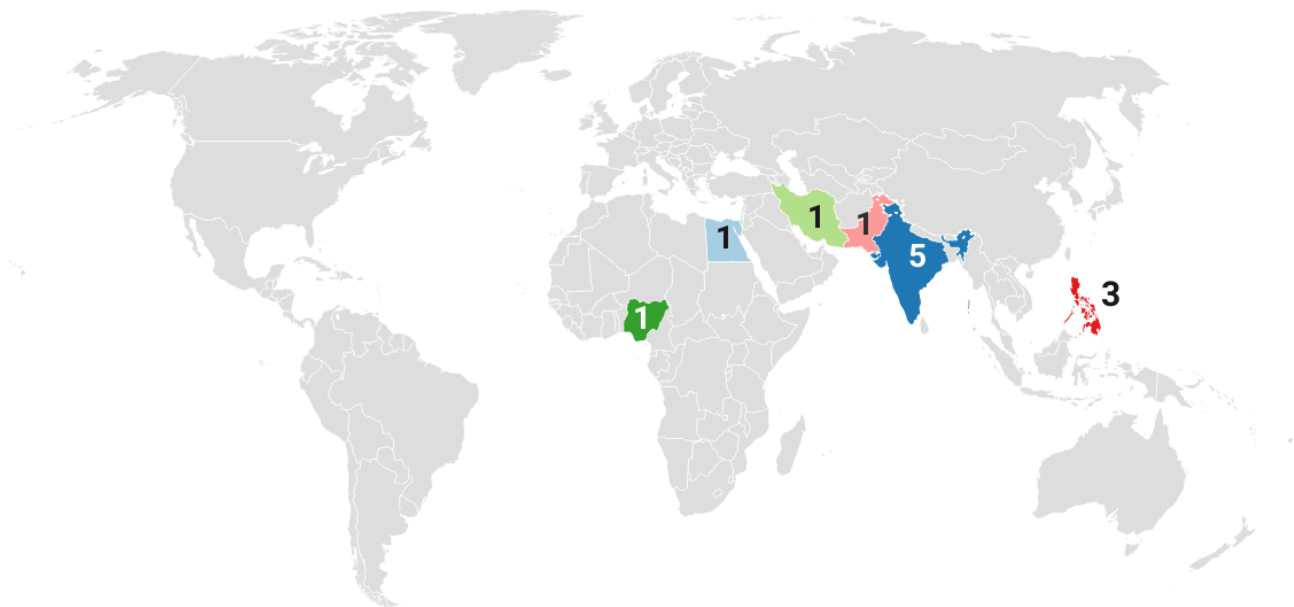
Registration Statistics

As of December 31, 2023

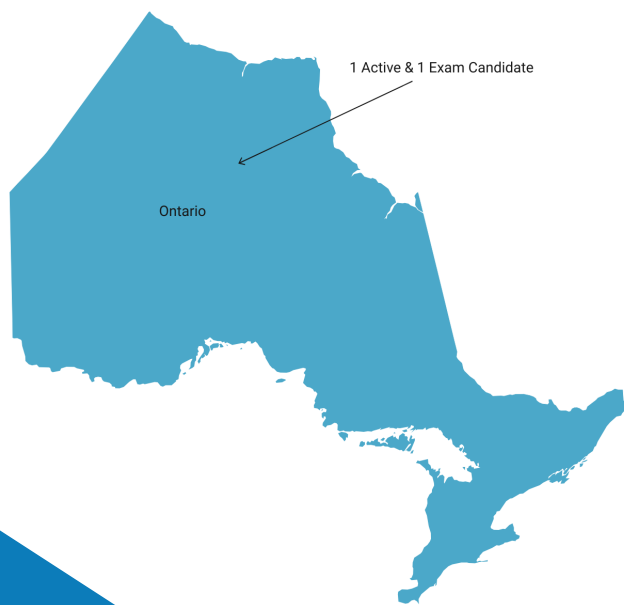
New Registrants Internationally Educated 2023

Countries:

 Egypt  India  Iran  Nigeria  Pakistan  Philippines



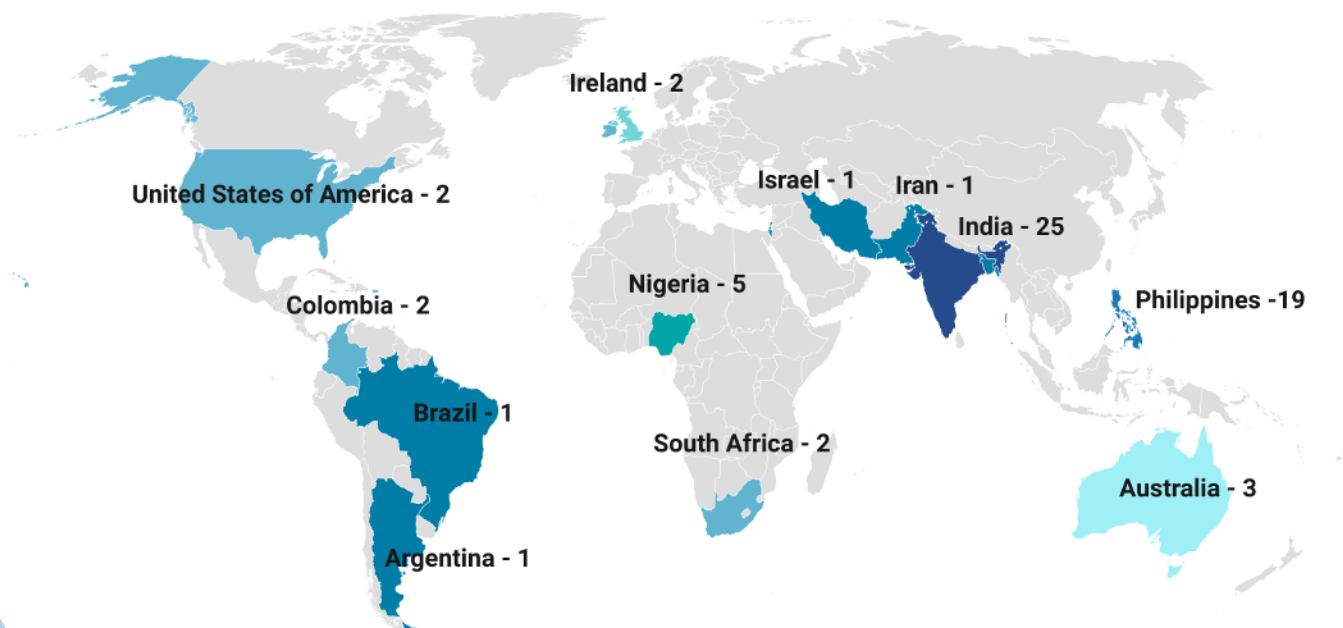
New Registrants Educated Outside of Manitoba



Registration Statistics

As of December 31, 2023

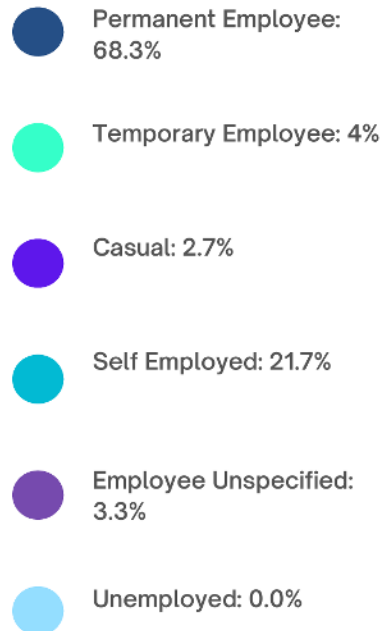
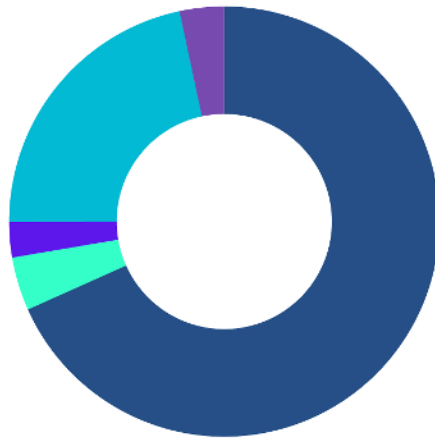
Total Number of Registrants Internationally Educated (Active & Exam Candidates)



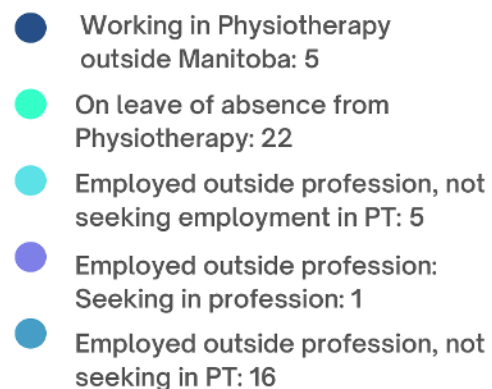
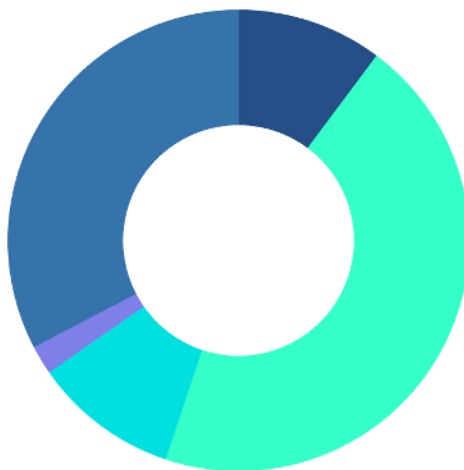
Registration Statistics

As of December 31, 2023

Employment Status Active & Exam Candidate 2023



Status of In-Active Registrants 2023



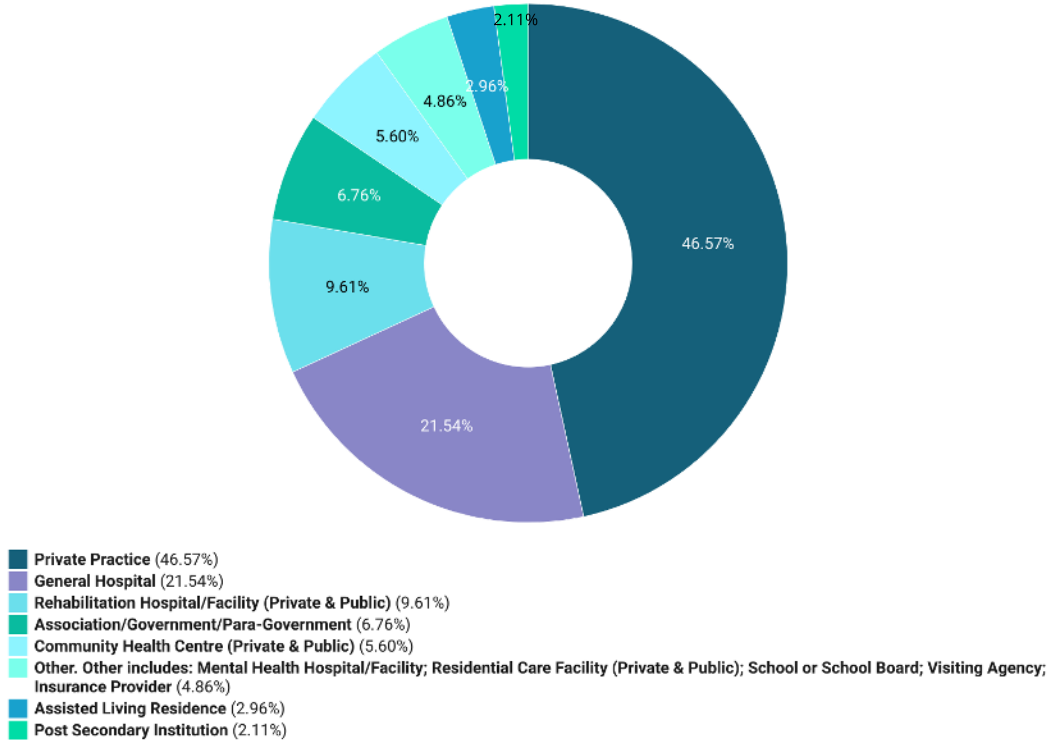
No registrant chose these categories in 2023:

- Unemployed, seeking employment in PT
- Unemployed, unspecified
- Retired
- Student
- Employed, unspecified

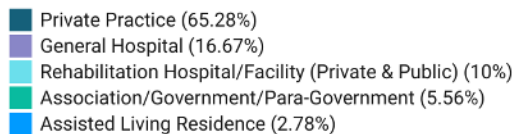
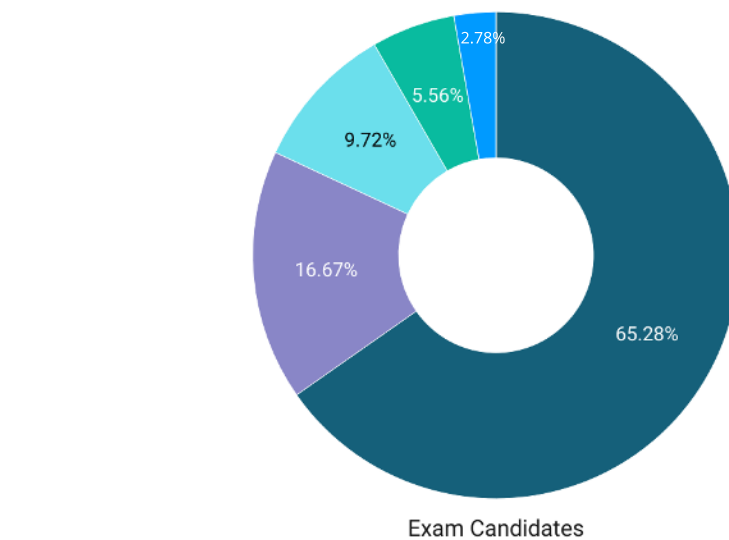
Registration Statistics

As of December 31, 2023

Organization Classification/Primary Employment 2023: Active (947)

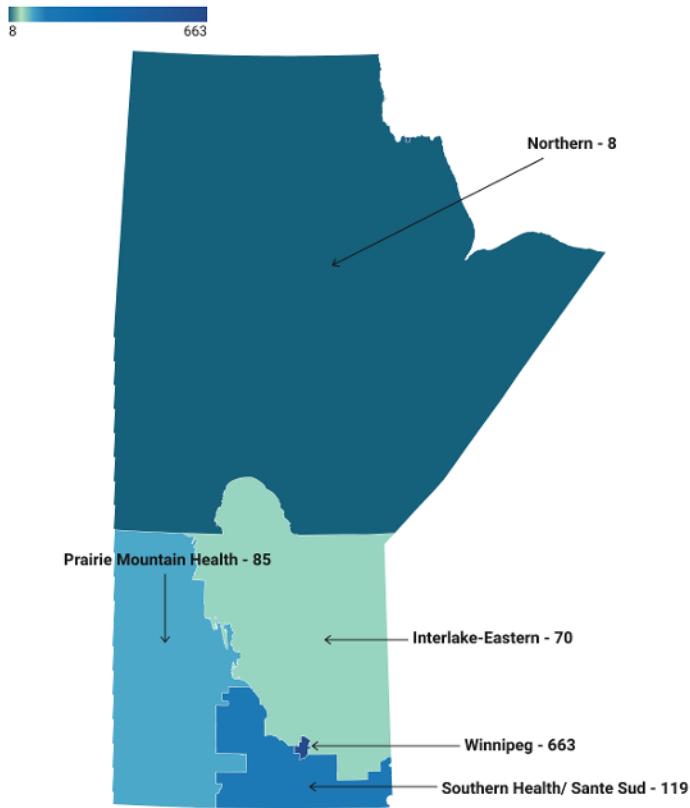


Organization Classification/Primary Employment 2023: Exam Candidates (72)

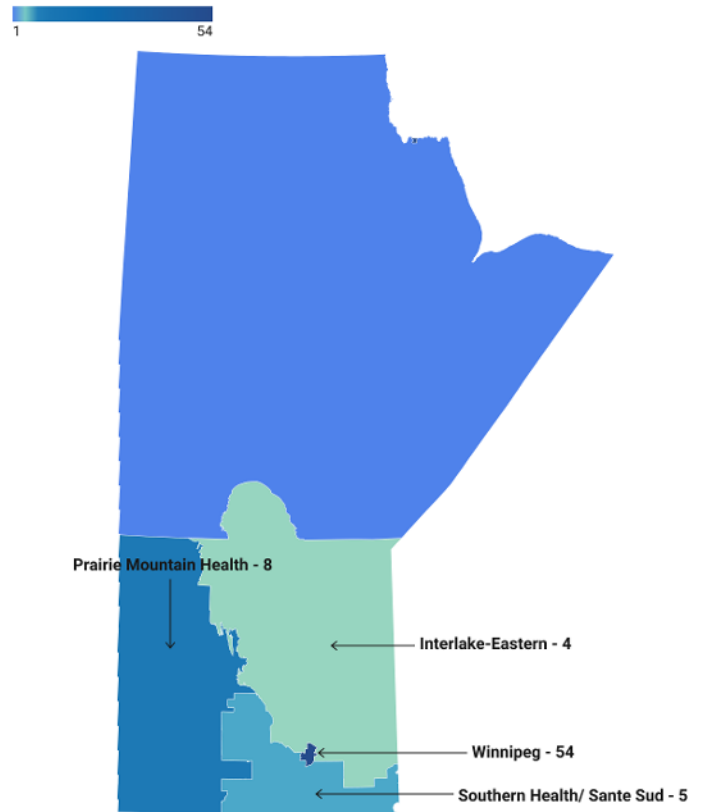


Registration Statistics

Geographical Statistics (As of December 31, 2023)
Region (Manitoba) - Active



Geographical Statistics (As of December 31, 2023)
Region (Manitoba) - Exam Candidates



CPM Committees & Chair Reports

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

Bernard Lesk (Outgoing Chair), Lindsay Clarke (Chair effective April 2023), Tabitha Bear, Jennifer Penman, Maureen Morrison (Public Member), Christine Bell (Government Appointed Public Member), Kinsley Skulmoski. CPM Staff: Jennifer Billeck and Heather Kattenfeld.

Committee Report

Respectfully Submitted by Lindsay Clarke, Board of Assessors Chair

The Board of Assessors (BOA) has completed reviewing the final few applications in supporting the transition from Examination Candidate to Active registration using the recognition of prior learning clause (clause 4(2) of the Regulations) in the absence of the National Physiotherapy Practical Exam. The transition was made to the Practice Based Competency Assessment process for applicants registering on the Examination Candidate roster on or after June 20, 2022. 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 Board of Assessors initiated a new process and form to allow registrants to have their position reviewed to accrue practice hours in non-traditional roles. The BOA has also 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. The criteria to apply for the PBCA include a minimum of 6 months on the Examination Candidate register, 1200 verified practice hours and no outstanding complaints or unresolved discipline proceedings. The first group of Examination Candidates started to apply for this process in April of last year and in total we have had 45 Examination Candidates move through this process in 2023. The PBCA was set up to be an expedited process for the Examination Candidate and Supervisor once the PBCA application was received and deemed complete. On average, the College has allowed for 4-6 weeks to complete the PBCA process. As part of the PBCA process, the final report from the evaluator must be reviewed by the Board of Assessors. The Board of Assessors reviews the PBCA evaluation of each Exam Candidate and the recommendations of the evaluator as the final determination of whether the Exam Candidate can send in an application for and be moved onto the active practice register.

CPM Committees & Chair Reports

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, Mylene Steiman, Suzanne Dyck, and Monique Levesque.
CPM Staff: Kathy Johnson.

Committee Report

Respectfully Submitted by Monique Wichenko, Ethics Committee Chair

The 2023 CPM Ethics Committee consisted of five members who have a keen interest in ethics for their practise and more broadly. The members represent public (hospital, community care and workplace safety) and private practice in both urban and rural settings. The Complaints Coordinator has continued to attend the Ethics Committee meetings and provide valuable insights which direct the goals for the committee.

The committee has met four times since May of 2023, with scheduled meetings occurring approximately every two months, excluding July and August.

At the request of CPM, the Ethics Committee developed numerous physiotherapy specific, ethics related scenarios. These scenarios reflected a variety of ethical considerations in; public, private, rural and urban practice.

The Ethics Committee Resource List has been updated and reinstated in the Portal section of the CPM website. This includes a variety of Ethics resources for CPM Members.

An article was developed and submitted for the CPM newsletter in November 2023. This included a fictional scenario from a rural setting with ethical analysis. The themes explored were "Professional Boundaries" and "Conflicting Values".

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

CPM Committees & Chair Reports

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

Carly Proctor (Chair), D'Arcy Bain, Amy Hansen, Susan Bowman, and Jackie Ogloza. CPM Staff: Jennifer Billeck and Heather Kattenfeld.

Committee Report

Respectfully Submitted by Carly Proctor, Governance and Nomination Committee Chair

The Governance and Nominations Committee met 5 times, in addition to 1 Scrutineer Meeting for the AGM. The committee continues to work on restructuring the Terms of Reference for non-legislated committees as well as Emergency Preparedness/Emergency Succession planning documents to ensure CPM is well prepared in the event of emergency scenarios such as natural or pandemic events. The committee edited policies related to investment practices, expense policies and CPM contingency funds and is working with Council on final versions. They recommended By-Law changes related to the Human Rights Code, Special Meetings and Removal of a Council Member. The GNC committee has also continued to work on recruitment for CPM committees and Council striving to ensure varied representation.

CPM Committees & Chair Reports

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: Susan Bowman, Jennifer Billeck, and Heather Kattenfeld.

Committee Report

Respectfully Submitted by Ken Grove, Legislative Committee Chair

The ongoing priority remained the preparation for the change in legislation to the Regulated Health Professions Act (RHPA).

The Legislative Committee met 4 times in 2023 with Ken Grove (Committee Chair) attending additional meetings with Manitoba Health along with Jennifer Billeck, Registrar/Executive Director, Heather Kattenfeld, Deputy Registrar and Susan Bowman to continue to review the General Regulations line by line. Moni Fricke stepped away from the committee in 2023 after serving as an integral part of this group and their work on the RHPA for the last 16 years. We cannot thank her enough for her commitment and many, many hours of work.

Consultation sessions with stakeholder groups occurred in March and April regarding Reserved Acts under the RHPA. An update was provided to registrants at the AGM in April and a voiced over PowerPoint was posted on the website in the member portal.

The final draft of the General Regulations was sent to Manitoba Health in November therefore the work of the Legislative Committee is on hold until we hear back from government.

CPM Committees & Chair Reports

Complaints Committee

Committee Mandate

To review written complaints against registered Physiotherapists

Committee Members

Kelli Berzuk (Chair), Debra Suderman, Jasmine Thorsteinson, Kayla Harold (Government Appointed Public Member), Rosa Robert (Government Appointed Public Member), Tara Wolchuk, Clint Greaves (until December 2023), Laura Yurkowski, and Jean Louis Pehe (Government Appointed Public Member). CPM Staff: Kathy Johnson.

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

Darlene Gerrior (Government Appointed Public Member), Darlene West (Government Appointed Public Member) and Angela Temple (Government Appointed Public Member). The Inquiry Committee did not meet in 2023.

AGM Committee

Committee Members

Kristyn Ball and Diana Sanchez Ramirez. CPM Staff: Jennifer Billeck and Heather Kattenfeld.

Finance Committee

Committee Members

Jan Lumsden. CPM Staff: Jennifer Billeck and Heather Kattenfeld.

CPM Committees & Chair Reports

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), Candace Little (outgoing) and Andrea Gray. CPM Staff: Shauna Fury.

Continuing Competence Evaluation Committee

Committee Mandate

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

Committee Members

Alexandra De Vries, Jennifer Forbes (outgoing), Andrea Gray (outgoing), Rukmali Mendis, Carly McLeod, Kendall Kinsey, Krista Boese (outgoing) and Renee Plante. CPM Staff: Shauna Fury.

Agents of the College

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

Heather Martin-Brown
Investigator

Pamela Shymko
Investigator

F.H. Black & Company
Chartered Professional Accountants

Shauna Martin
Policy Writer

Susan Bowman
Support to Legislative Committee and
RHPA Consultant

Darcy Reynolds
Core Standards Project

Kori Kagan
CCP Practice Auditor

Sean Edwards
CCP Practice Auditor

Megan Ferrone
CCP Practice Auditor

Candace Little
CCP Practice Auditor

Darryl Penner
CCP Practice Auditor

Jen Forbes
CCP Practice Auditor

Paula Sather
CCP Practice Auditor

Bridget Maksymchak
Practice Auditor

Iris Gair
PBCA Evaluator

Rosh Narrandes
PBCA Evaluator

Ted Stevenson
CCP Practice Auditor and PBCA
Evaluator

Tannis Lotocki-Bell
PBCA Evaluator

Gail Brewis
PBCA Evaluator

Kimberly Hamilton
PBCA Evaluator

Christa Rusk
PBCA Evaluator

Susan Gerlach
PBCA Evaluator

Natasha Mohebi
PBCA Evaluator



College Staff

Jennifer Billeck
Registrar/Executive Director

Heather Kattenfeld
Deputy Registrar
Continuing Competence Coordinator
(January - April 2023)

Anna Kolushkina
Administrative Assistant

Jacquie Wotherspoon
Administrative Assistant

Kathy Johnson
Complaints Coordinator

Shauna Fury
Continuing Competence Coordinator
(April 2023 - Present)

Cheryl Saranchuk
Registration Coordinator



College of Physiotherapists of Manitoba

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