

ANNUAL REPORT

June 1, 2021 to
May 31, 2022



SCPT
Saskatchewan College
of Physical Therapists



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ABOUT THE SCPT

MISSION

To serve the public by ensuring safe competent care from qualified physical therapists.

VISION

All physical therapists in Saskatchewan provide outstanding care, ensuring public safety and confidence in the profession and the SCPT.

VALUES

- | | |
|----------------------------------|--|
| TRANSPARENCY | We act openly to enhance accountability. |
| COLLABORATION | We value our members and stakeholders' input. |
| FAIRNESS | We make fair, consistent and defensible decisions. |
| INCLUSION & DIVERSITY | We are committed to an environment where all individuals are safe and welcome. We are committed to diversity within all aspects of our organization. |

CONTACT US

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COUNCIL AND STAFF REPORTS

COUNCIL ROSTER

Dale Pitura: President

CAPR Board Representative
Governance and Nominations Committee

Cathy Cuddington: Vice President

Finance Committee (Chair & Treasurer)
(until October 2021)
Finance Committee Member
Registration Committee Member
(until March 2021)

Lauren McLellan: Secretary

Communications Committee (Chair)

Kristie Mueller: Treasurer

Treasurer and Chair: Finance Committee
(starting October 2021)

William Chukwu: Member at Large

Starting October 2021

Karla Horvey: Member at Large

Continuing Competency Committee (Chair)
Registration Committee

Amanda Crow: Member at Large

Registration Committee

Jackie Hunchak: Public Representative

Discipline Committee
Legislation Committee

Judy Grant: Public Representative

Professional Standards of Practice Committee

Kirsten Large: Student Representative

Professional Standards of Practice Committee

Lee Hall: Member at Large

Starting October 2021

Kelsey Neill: Student Representative

Starting October 2021

Kathryn Harrison: Student Representative

Until October 2021

OFFICE ADMINISTRATION

Brandy Green: Interim Executive Director & Registrar

Until September 31, 2021

Jason Vogelsang: Executive Director & Registrar

Starting October 1, 2021

Tammy MacSymetz: Registration & Operations Manager

Jody Rice: Practice Advisor

PRESIDENT

I continue to be grateful to be able to serve the membership in my role as president. The role is a pleasure to fulfill due to the great staff that work at SCPT, the many volunteers who make up Council and all the committees throughout the College...

As we enter fall 2022 there is some normalcy returning. Although COVID is still present in our lives many things are returning to how they used to be. Some things will always remain changed due to the last two years. As many say, the only constant is change.

The SCPT has gone through changes over the past year. The practice-based assessment has been implemented in response to CAPR discontinuing the practical component of the PCE. SCPT was well positioned to make this change and adapt to the new reality. The SCPT staff did a tremendous job implementing the new assessment to allow our restricted licensee candidates to move into a full practicing license. Thank you to the staff, the supervisors of the restricted licensees, the members who took on evaluator roles and to the candidates who were all so respectful, patient and engaged through the whole process.

The review of the ad hoc committee's PCE Report continued through the year. Surveys were sent to the membership and the other regulators. This feedback was considered as the SCPT Council decided to continue in our current situation, with the Practice Based Assessment, as we wait for the results of the expert panel recommendations on evaluation of competency that is being conducted by CAPR.

The new year will bring with it a new strategic planning session. A focus of this planning will be to ensure that equity, diversity, and inclusion is incorporated into the SCPT. This strategic planning session will occur shortly after the AGM and set the course for the College over the next number of years.

I continue to be grateful to be able to serve the membership in my role as President. The role is a pleasure to fulfill due to the great staff that work at SCPT, the many volunteers who make up Council and all the committees throughout the College and the members who continue to be engaged and sincere about providing the best physiotherapy services to the public and maintaining the safety of the public is front and centre.

Thank you all for the past year and lets look forward to next year, a new strategic plan and a new direction that we can better control.

Sincerely,
Dale A Pitura
SCPT President

EXECUTIVE DIRECTOR & REGISTRAR

Jason Vogelsang (from October 2021)

Brandy Green, Interim (until September 2021)

I had several meetings my first day with the SCPT on October 1, 2021. One was with staff, one was with Interim EDR Brandy Green, and one was with Council as it was their pre-AGM Council meeting. On all three accounts I was warmly and eagerly greeted into my new role. I can say with confidence that there was no better way to start; all three generously provided me their time and expertise to make the transition as smooth as possible. This kind welcome continued the next day with our AGM as well as with all SCPT committees and external partners that I have had the opportunity to work with so far.

One of the largest accomplishments of the organization this past year was the development and implementation of the Practice Based Assessment (PBA) in lieu of the CAPR PCE-Clinical Component. The PBA started with its first round of 15 candidates in December 2021 and by the end of May 2022 was able to accommodate over 50 Restricted Licensees through the assessment, including one individual from Yukon. Feedback on the process has been positive and constructive as we continue to refine the process.

Separate but related to the PCE-Clinical Exam, is the SCPT's PCE Working Group Report and its recommendations. The Group's report was published in September 2021 and we conducted a survey of membership gathering feedback on the report's recommendations in early 2022. Both the report and survey results are published on the SCPT website. Council will provide an update on this process at the AGM on October 1, 2022.

The above are examples of how a strategic plan is a living document in that they were not part of the official SCPT strategic plan but emerged as necessary objectives to keep the organization functional, relevant, and dynamic. From the strategic plan proper, objectives met in the 2021-2022 year included:

- A communication plan being developed and implemented within the organization. This will guide committees and staff as to the appropriate means of communication to the variety of audiences.
- The Continuing Competency Program (CCP) reaching another milestone. CCP documentation was required as part of license renewal. This went as smoothly as we could have expected with all members supplying documentation. The audit of documentation is underway.
- An efficient and effective Council meeting schedule allowing Council to focus on providing direction and leadership to the organization.
- Continued focus on communication and member engagement including maintaining momentum in this area following the height of the pandemic.

The current strategic plan is at its natural end with the vast majority of objectives being met or evolving given the changes in public health and regulation over the past few years. Council will be meeting in the fall to develop a new strategic plan to guide the organization through the next 3-5 years.

I am happy to report on the collegiality within the physiotherapy profession, particularly in Saskatchewan. Working collaboratively with the Saskatchewan Physiotherapists Association (SPA) where our work overlaps has been productive. SCPT has been part of two presentations with the SPA; one in relation to third party reporting and one related to the SCPT Practice Based Assessment. Again, in instances where our work overlaps, working with the School of Rehabilitation Sciences only strengthens the profession and our regulatory work. This year's work with the PBA has afforded just one of many opportunities for this collaboration with the School as the PBA will impact how future graduates are licensed.

On the national level, work with the Canadian Alliance of Physiotherapy Regulators (CAPR) has also been productive. Registrars across the country meet regularly to exchange ideas and work on various projects of common interest. This year saw the need for each jurisdiction to develop their own alternative to the PCE-Clinical Component and with that the need for close communication to ensure labour mobility of practitioners was not hindered.

Unfortunately, COVID remained prevalent throughout our work, influencing how we interacted with one another and what demanded our focus and energies. Our Practice Advisor continued to receive and answer questions that involved COVID throughout the year. The SCPT continues to maintain a COVID section on our website with relevant information for our members. We encourage everyone to monitor that and other resources for COVID information.

On a more positive note, I want to thank Tammy MacSymetz, Registrations and Operations Manager, and Jody Rice, Practice Advisor, for their hard work and dedication to the SCPT. Despite our physical distance I feel staff has formed an excellent team working well together and complements each other's skill sets.

As we all know, an organization like the SCPT cannot fulfill its mandate of working in the public interest and protecting the public without a long list of volunteers, all of which deserve not only my gratitude but the profession's gratitude. This list includes everyone who contributes their time and expertise by serving on the SCPT Council and Committees. I thank you all on behalf of the organization and the public we serve.

Respectfully submitted,
Jason Vogelsang
Executive Director & Registrar

PRACTICE ADVISOR

The Practice Advisor (PA) continues to respond to members questions around regulation and participate in the development of informational resources and webinars to assist members to provide safe, quality PT services. The PA assists the EDR in other tasks as requested.

Completed and Ongoing Tasks

1. **Member Questions:** Researched and responded to 290 questions from members on topics as per Figure 1. Most of the questions were related to completion of the CCP. Other practice areas where members frequently requested guidance included licensing, private practice, COVID, scope, supervision, confidentiality, and virtual care. The average response time to the member was two days.

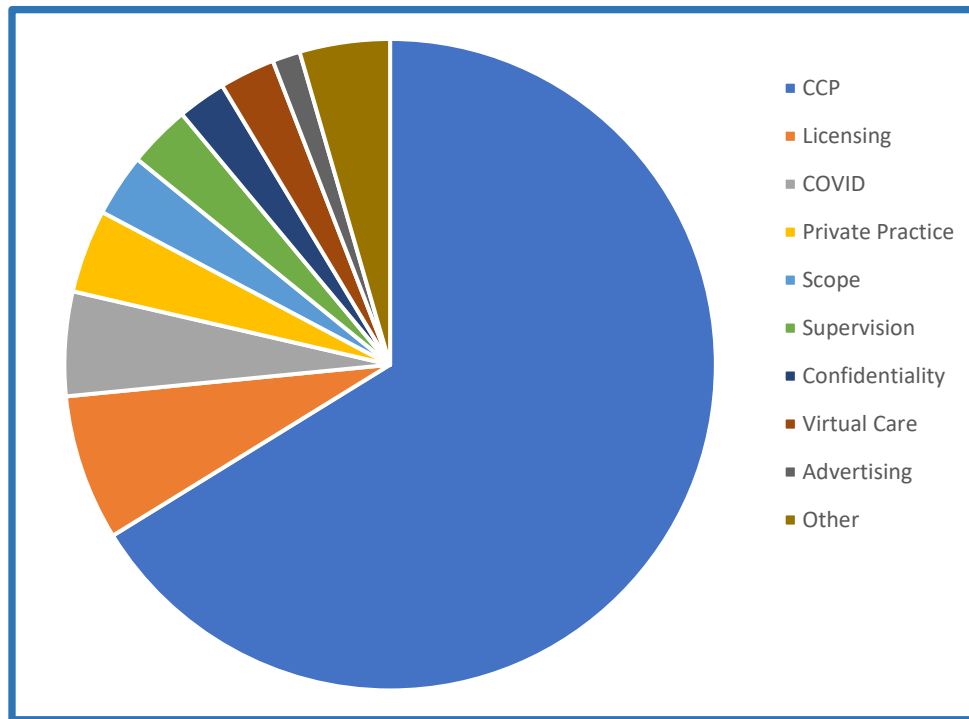


Figure 1 Member Questions 2021 - 2022

2. **Continuing Competency Program (CCP):** A good portion of time has been spent over the past year assisting with activities related to the CCP: developing policies and procedures, refining the audit process, finalizing criteria for evaluating the program, providing webinars for members, and assisting them to complete the requirements. In its first year, the process went relatively smoothly due to the program planning and oversight provided by the Continuing Competency Committee (CCC), the support of SCPT staff, and willingness of members to engage in this new competency activity. Following renewal, the PA has been assisting with the audit process and providing guidance to members who require refinement of their submissions. With the input of members (through informal feedback and focus groups), following the review of data collected through the audit process

and in consultation with the CCC, the requirement criteria and resources will be refined. In the fall, the PA will provide presentations to update members of any changes made and educate those new to the process.

3. **Professional Development:** Completed a webinar series “Introduction to Regulatory Governance” and have met regularly with Practice Advisors from BC, AB, MB and ON to discuss issues common to regulation across provinces. The webinar series and peer meetings proved to be helpful in building knowledge around regulation and practice advice.
4. **Regulatory Resources:** Provided input into the new Standards of Practice document and completed the first of several Practice Resources: “Informed Consent and Capacity”. The goal is to develop further Practice Resources around specialized procedures, pelvic health, supervision, virtual care, and professional business practices.
5. **Momentum:** Contributed articles to Momentum – several related to CCP - Redeployment, Student Preceptorship, Audit Process, FAQs as well as other topics of interest including Social Media and Advertising Regulations, Supervision, Package Deals and Discounts, and Is It Physiotherapy? section.
6. **SCPT Documents and Eblasts:** Assisted with updating SCPT office policies and procedures, researching and developing eblasts and website information around COVID, and virtual care.
7. **Advertising:** Completed an environmental scan of other Canadian PT regulatory bodies to provide information to the EDR around advertising and assisted with information gathering and presentation of materials for considerations around the use of social media.
8. **Virtual Care and Supervision:** Participated in meetings with SHA and consultants for the SK Ministry of Health on topics of Virtual Care and Supervision to provide background information related to SCPT regulation and clinical experience.
9. **SPA Disability Documentation:** Participated with the EDR in a webinar organized by the SPA on their newly developed Disability Documentation Guidelines. The SCPT responded to questions from members regarding consent to release and other regulatory considerations.
10. **Pelvic Health & Pessaries:** Completed a literature review, environmental scan and survey of other PT colleges in Canada and beyond and developed a report on Pessaries and Pelvic Health. This was initiated due to multiple questions around pessary regulation in Saskatchewan and at the request of Pelvic Floor Certified PTs, who also contributed to the report. The report was presented to the Professional Standards of Practice (PSOP) Committee and their recommendations for pessary regulation were defined and Council has provided guidance for members.
11. **National Core Standards Review:** Along with our EDR, participated in monthly meetings to review the National Core Standards of Practice for Physiotherapists in Canada and this is ongoing with the goal to present a draft Standards document to the SCPT for consideration in early fall 2022.

The position of the Practice Advisor continues to evolve, the tasks are varied but all with the goal of providing information to and supporting our members in the best interest of the public.

Respectfully submitted,
Jody Rice, PT
SCPT Practice Advisor

PUBLIC REPRESENTATIVES COMMITTEE

Judy Grant, Public Representative

Jackie Hunchak, Public Representative

We are the appointed Public Representatives on Council. Our role is to continually ensure that the public interest is placed at the forefront of regulation. We actively participate in Council meetings and on statutory and standing committees.

The mandate of the SCPT is to protect the public by ensuring competent, safe and ethical practice by physical therapists in Saskatchewan. The actions and accomplishments already detailed in the reports of the Executive Director, the President and committees reflect our focus on this mandate.

Council has undertaken important initiatives in the past year including: Practice Based Assessment, PCE Working Group Report/Membership Feedback, the wrap up of the current Strategic Plan, and ongoing Stakeholder Relations. The Practice Advisor role has proven to be a huge asset to SCPT.

Indigenous participation and representation continues to need focus along with the relevant recommendations (#18-24) of the Truth & Reconciliation Commission. Little progress has been made. It is recommended it return to Council's agenda on a regular basis with a specific action plan established in the upcoming year.

We have appreciated and been inspired by the hard work and commitment demonstrated by Council and committee members throughout this challenging year.

Respectfully submitted by:
Jacqueline Hunchak & Judy Grant
Public Representatives



**STATUTORY
COMMITTEE
REPORTS**

PROFESSIONAL CONDUCT COMMITTEE

Committee Chair

Leah White

Committee Members

Jen Aberhart, Emad Abdelmasseh, Annie Jaimon, Amanda Paterson

Legal Counsel

Merrilee Rasmussen

It is a requirement of *The Physical Therapists Act, 1998* that all written complaints received by the College, alleging that a member of the College is guilty of professional misconduct or professional incompetence be forwarded to, and investigated by, the Professional Conduct Committee (PCC).

The PCC maintains a mix of committee members from public and private practice, and currently has members from three different geographical areas of the province. One or more committee members may be recused from any complaint if there is any real or perceived conflict of interest with the complainant and/or member involved. All committee members have been provided with the opportunity to participate in investigation training programs and all complaints are investigated with the same standardized procedures.

In 2021, the PCC held ten teleconference meetings and received sixteen new complaints. This is more than double the highest number of complaints in any given year previously managed by the PCC. Many of these complaints had multiple areas of concern identified by the Complainants. There were 10 allegations of unprofessional behaviour, 10 allegations of treatment causing harm, 1 questioned scope of practice and 10 were administrative. One of these complaints was resolved through an agreement by mutual consent between the member and the PCC and 15 were dismissed with no further action warranted.

As of July 31, 2022, the PCC has held seven teleconference meetings and has received 4 new complaints. Of these 4 new complaints, there were 4 allegations of unprofessional behaviour, 1 allegation of treatment causing harm, 1 allegation of professional incompetence, and 1 was administrative. Two of these complaints have been dismissed with no further action warranted and the other 2 remain under investigation.

Thank you to the committee members for their significant time and dedication provided to our profession, our college members and the public. I would also like to express immense gratitude to Merrilee Rasmussen for her continued support and expert advice on matters of the law.

Respectfully submitted,
Leah White, Chair
Professional Conduct Committee

DISCIPLINE COMMITTEE

Committee Chair
Kent Earle

Committee Members
*Leslie Beck, Richard Bourassa, Elyse Greenberg,
Jackie Hunchak (Public Member)*

Legal Counsel
Scott Spencer

Key Outcomes/work pertaining to the SCPT Strategic Framework:

The Discipline Committee remains set on fulfilling its mandated objective to hear all complaints referred to it by the Professional Conduct Committee and decide whether a Member is guilty of professional misconduct or professional incompetence, and make an order as to penalty if the Committee finds the Member guilty.

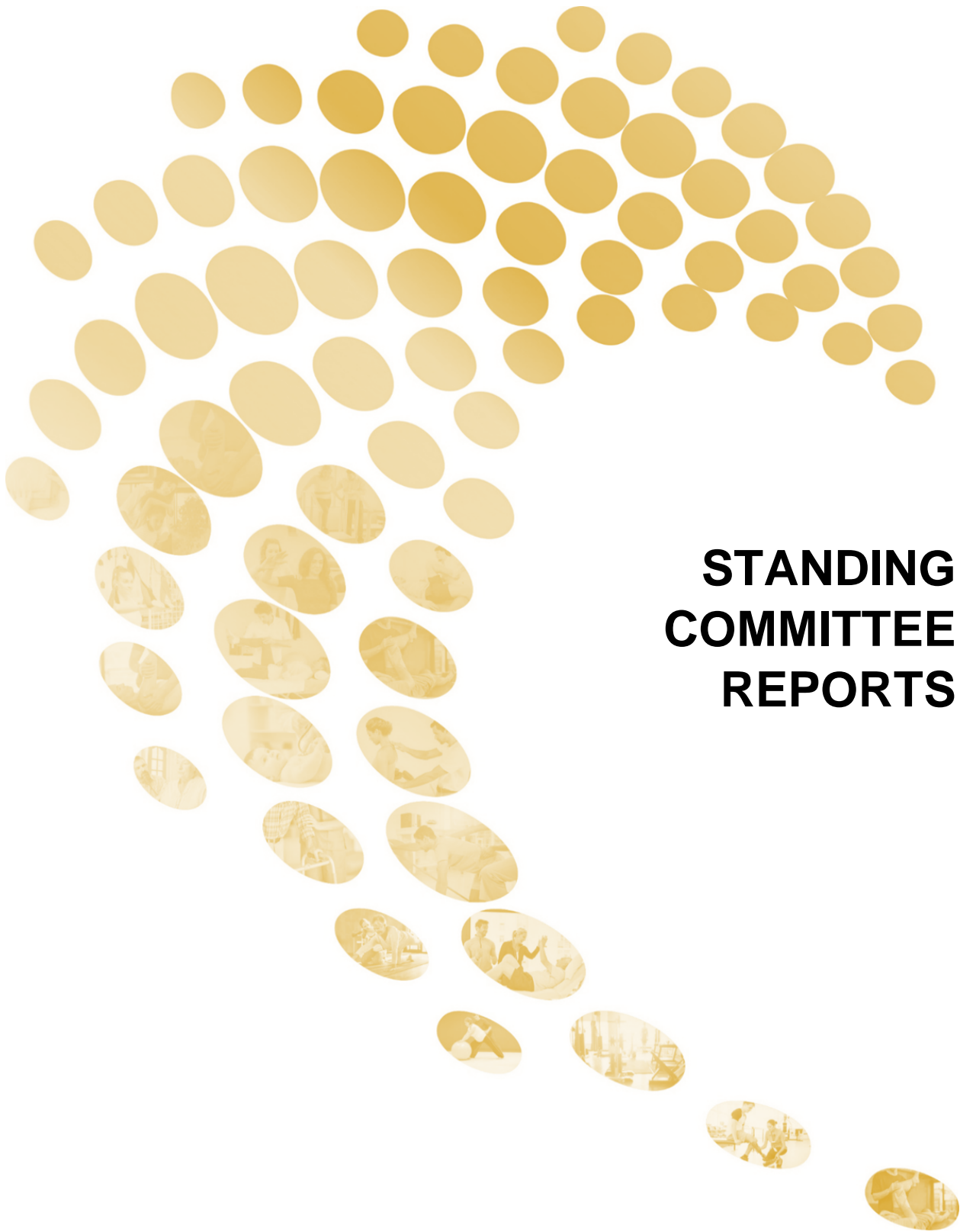
The Discipline Committee was referred one case for a hearing in 2022. As of the writing of this report, we are in the process of setting a hearing date.

The Discipline Committee continues to review all reports from the Professional Conduct Committee that are recommended for dismissal or have been determined to meet criteria for resolution by mutual consent.

We remain sensitive to the importance of transparency and timely proceedings for protection of the public. In an effort to maintain this integrity and public confidence, we have suggested a review of the reporting of the complaints process for future annual reports with the view that this is a complete complaints process report.

Thank you to the Discipline Committee members, our Public Representative and Legal Counsel for their continued dedication.

Respectfully submitted,
Kent Earle, Chair
Discipline Committee



**STANDING
COMMITTEE
REPORTS**

LEGISLATION COMMITTEE

Committee Chair

Liz Rackow

Committee Members

*Megan Armbruster-Stephen, Christina Charles,
Jackie Hunchak (Public Member), Cara Maher,
Dale Pitura (ex-officio), Beverly Wilson*

Legal Counsel

Merrilee Rasmussen

Following some very active years, including a number of bylaw revisions in 2020/21, the Legislation Committee had a very quiet year.

The Committee welcomed Christina Charles and Cara Maher following the 2021 AGM.

The Committee said goodbye to Cathy Cuddington in a member role, and Brandy Green in an ex-officio role last year. I would like to thank both Cathy and Brandy for their valuable contributions and service to the Legislation Committee for the last number of years.

I remain grateful for the engaged team members that I have to work with on this Committee and look forward to a productive year ahead.

With regard,
Liz Rackow, Chair
Legislation Committee

PROFESSIONAL STANDARDS OF PRACTICE COMMITTEE

Committee Chair

Brandy Green

Committee Members

Tim Asare, Judy Grant (Public Member), Jacob Jibin, Joann Nilson

Key Outcomes/work pertaining to the SCPT Strategic Framework:

- Amalgamation of the National Standards of Practice document with the SCPT Practice Guidelines to create a more user friendly, single document format for membership.
- Assistance in reviewing emerging practice questions, including use of pessaries for pelvic health practitioners.
- Recommendations to Council with respect to one dry needling and one manipulation course.

Work in the coming year:

- Development of additional practice resources as requested by Council.

Respectfully submitted,
Brandy Green, Chair
Professional Standards of Practice Committee

REGISTRATION COMMITTEE

Committee Chair

Heather Burridge

Committee Members

*Amanda Crow, Cathy Cuddington, Karla Horvey,
Amanda Lloyd-Haubrich*

The Registration Committee had a very active year with the following activities:

- Developed the Practice Based Assessment (PBA) as a license alternative, given the cancellation of the PCE and the large number of restricted license members awaiting a means of assessment for full licensure.
- Reviewed feedback, regarding the PBA, from the Executive Director, Evaluation Committee members, PBA candidates, supervisors who participated in the PBA and other PT jurisdictions. Based on this feedback, recommendations for changes to the PBA and eligibility criteria were made to Council.
- Updated the Practice Hour Guidelines document, which is available on the SCPT website.
- Reviewed and made recommendations on applications, appeals and registration questions.

I am grateful for all the hard work, dedication, and excellent contributions of all the Registration Committee members. I would also like to acknowledge Brandy Green for the tremendous amount of work she put into developing the PBA with the Registration Committee, while she was Interim EDR.

In April 2022, Cathy Cuddington resigned from the Registration Committee. I would like to sincerely thank Cathy for all of her invaluable input and participation on the Registration Committee over the years.

Respectfully submitted,
Heather Burridge, Chair
Registration Committee



SPECIAL COMMITTEE REPORTS

CAPR REPRESENTATIVE

October 2021 – September 2022 was a period of “relative” stability for the Canadian Alliance of Physiotherapy Regulators (CAPR). The two years previous, as all know, were dominated by COVID and the attempt to move the Clinical Portion of the PCE to a virtual delivery from a face-to-face delivery.

The transition to the virtual delivery was not successful due to the virtual platform that was required to perform the delivery. Two different providers were used with neither being able to allow for the successful delivery. The CAPR determined that they would be unable to complete this transition and indefinitely suspended the clinical portion of the exam.

The CAPR had previously determined that a review of the evaluation process was needed. This review was deemed the Evaluation Services Re-envisioned Project. This project is part of the Innovation Agenda, a five-year strategic plan to ensure excellence in providing evaluation services. This Project has started with an Expert Advisory Panel being chosen. Further information on this project and the makeup of the Expert Advisory Panel can be seen at [CAPR - CAPR "Evaluation Services Re-envisioned \(ESR\)" Project](#). Further information on the Innovation Agenda can be seen [at CAPR - Innovation Agenda](#).

The CAPR continues to re-organize since the decision to suspend the clinical examination. Katya Masnyk, the CEO of CAPR for the past 10+ years moved on. Monique Porlier has assumed the Interim CEO position as well as continuing her duties as Corporate Director, Finance and Operations. The staff was reorganized to account for the suspension of the clinical examination. The budget was reviewed to ensure that financial goals could be met. With the assistance of many of the Regulators, through loans and grants, the CAPR was able to navigate the financial challenges that occurred due to the unsuccessful attempt to move to a virtual delivery. The current status is stable with all goals being met or exceeded for revenue and expenses.

Other strategic goals continue to progress. There has been a Governance review which has recommended changes to the Governance structure. These recommendations were explored at the Annual General Meeting in June and will continue to be explored and implemented through 2022/2023. The search for a new CEO is underway and it is planned for a new CEO to be in place by late Fall 2022. The innovation agenda continues with the Expert Advisory Panel continuing their work, the credentialing process is being transitioned to a new electronic environment that will increase efficiencies and simplify the process for Internationally Educated Candidates.

In summary, the recent [CAPR Annual Report](#) gives a fulsome overview of the past year. CAPR continues to move forward to provide Excellence in Evaluation Services and to provide a venue for the regulators across the country to come together to determine common solutions to national issues that arise. The Alliance began 30 years ago for this reason, to find a national solution to a mutual problem. The current difficulties incurred from the COVID pandemic may have slowed, but have not stopped, this vision.

Sincerely Submitted,
Dale A Pitura
CAPR Representative/ Board Member

COMMUNICATIONS COMMITTEE

Committee Chair
Lauren McLellan

Committee Members
Catrina Wasyliv

Key Outcomes/work pertaining to the SCPT Strategic Framework:

The Communications Committee continues to create our newsletter, Momentum, to communicate key issues and updates to the membership regarding important issues. This is shared with membership and published on our website three to four times per year.

The Communication Committee has been focused on creating a Communication Plan for the SCPT. A draft was completed and was provided to Council. Following some revision, a Communication Plan was approved by Council and will be utilized by the Committee Chairs and SCPT moving forward. The committee also developed a briefing note for Council regarding Social Media and the SCPT asking for feedback on this item. Council had determined that social media usage by the SCPT at this time was not needed.

The Communications Committee continues to be available to create and edit publications that are sent out to the membership or provided on the website to keep the membership informed of SCPT events, regulation updates, renewal, and other important information.

Thank you to all the hard work and time commitment of committee member Catrina Wasyliv.

Respectfully submitted,
Lauren McLellan, Chair
Communications Committee

CONTINUING COMPETENCE COMMITTEE

Committee Chair

Karla Horvey

Committee Members

Barbara Anderson, Judy Grant (Public Member)

Darcie Sahar, Kendra Usunier

As part of the SCPT's Strategic Framework, the development of a quality Continuing Competency Program (CCP) has continued to be prioritized. This most recent renewal year marked the first year of the new CCP. As part of the efforts to evaluate this program, the Continuing Competency Committee (CCC) helped to initiate focus group interviews with a number of members to find out their thoughts on the program. We are awaiting the results of these interviews in the fall of this year. We are also looking at questions and comments that have come into the office about the CCP so that we can help guide Council to make decisions as to whether changes need to be made to the CCP in the coming years. We have been working with SCPT staff to inform choices for logistical changes in the CCP submission process based on some of the feedback that has been received.

A reminder that members can upload their CCP documents to their SCPT profiles anytime. They will be required to be uploaded before you can complete your 2023 renewal. The mandatory competency domain for 2023 is Communication.

While the Continuing Competency Program continues to be the main focus of the CCC's time, we also have continued work on our annual jurisprudence questions.

Respectfully submitted,
Karla Horvey, Chair
Continuing Competency Committee

GOVERNANCE AND NOMINATIONS COMMITTEE

Committee Chair
Brandy Green

Committee Members
Dale Pitura, Liz Rackow

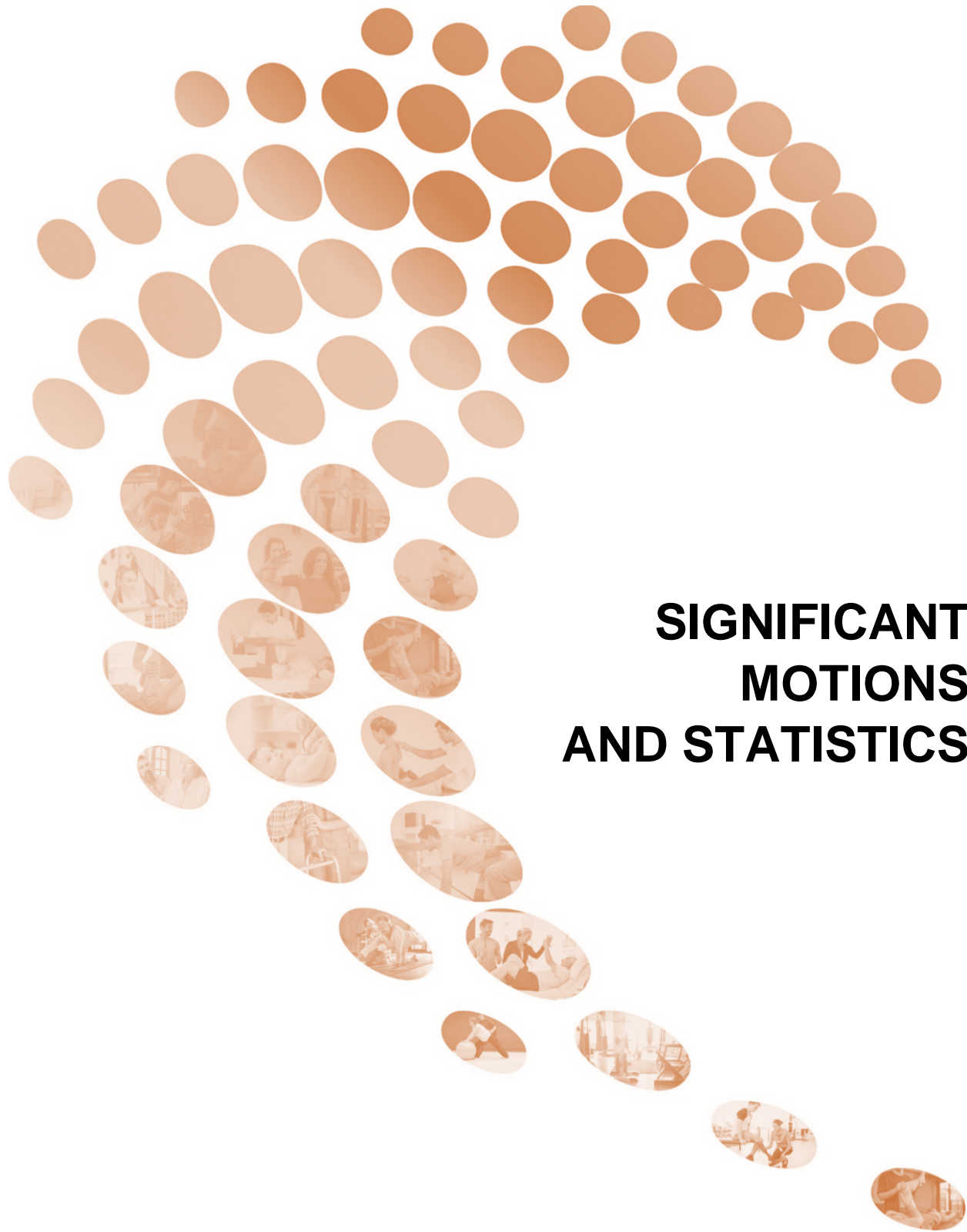
Key Outcomes/work pertaining to the SCPT Strategic Framework:

- Development of procedure to manage complaints with allegations of sexual assault/harassment.
- Development of Committee Description Document.
- Recruitment for 2022-23 Council and Committee positions.

Work in the coming year:

- Discussion regarding continued governance review and training for Council.

Respectfully Submitted,
Brandy Green, Chair
Governance and Nominations Committee



SIGNIFICANT MOTIONS AND STATISTICS

SIGNIFICANT MOTIONS OF COUNCIL

JULY 7, 2021

No motions

SEPTEMBER 1, 2021

- 21.029 to approve amended agenda and consent agenda
- 21.030 to approve May 29, 2021 council meeting minutes
- 21.031 to approve July 7, 2021 council meeting minutes
- 21.032 to increase EDR salary budget amount (amortized over remaining 8 months)
- 21.033 to accept the Governance Procedure Manual as presented
- 21.034 to have a virtual AGM on October 2, 2021
- 21.035 to go in camera

OCTOBER 1, 2021 (PRE-AGM)

- 21.036 to accept our Audited Financials as per September 2, 2021 statement
- 21.037 to accept our Finances and Budget statement, as per September 2, 2021 statement.
- 21.038 to approve amended agenda and consent agenda
- 21.039 to approve September 1, 2021 Council meeting minutes
- 21.040 to pass the Q4 2020-2021 financials as presented
- 21.041 to approve Q1 2021-2022 financials as distributed
- 21.042 to change the SCPT Licensure payment procedures to remove the option of employer payment.
- 21.043 to approve the criteria of having a greater than 70% overall pass rate of the virtual practical exam
- 21.044 to go in camera

OCTOBER 2, 2021 (AGM)

- 21.045 to appoint Brandy Green and Lauren McLellan as scrutineers for 2021 SCPT AGM
- 21.046 to approve the agenda as circulated
- 21.047 to approve the minutes for September 2020 AGM as circulated

- 21.048 to accept the June 1 to May 31, 2021 Financial Results as circulated in the Auditor Report
- 21.049 to appoint Grant Thorton as auditor for June 1, 2021 to May 31, 2022 year end audit
- 21.050 to approve the Regulatory Bylaw Amendments to section (4) as presented
- 21.051 to approve the Regulatory Bylaw Amendments to section 4.1 as presented
- 21.052 to approve the Regulatory Bylaw Amendments to section 12 as presented
- 21.053 to approve the Regulatory Bylaw Amendments to section 13 and 15 as presented
- 21.054 to approve the Regulatory Bylaw Amendments to section 18 as presented

OCTOBER 2, 2021 (POST-AGM)

- 21.055 to approve amended agenda and consent agenda
- 21.056 to appoint Dale Pitura- President, Cathy Cuddington-Vice President, Lauren McLellan- Secretary, and Kristie Mueller-Treasurer to Executive Council
- 21.057 to accept statutory committee appointments as circulated
- 21.058 to accept appointments to the standing committees as amended
- 21.059 to accept appointments to the special committees as circulated
- 21.060 to appoint Jason Vogelsang (EDR), Dale Pitura (President), Kristie Mueller (Treasurer), Karla Horvey (Member at Large), and Tammy MacSymetz (Registration and Operations Manager) as signing authorities for SCPT.
- 21.061 to appoint Dale Pitura, Lauren McLellan, Cathy Cuddington, Amanda Crow, Karla Horvey, Judy Grant, Jackie Hunchak, Kristie Mueller, Lee Hall, William Chukwu as CRA Directors for October 2021-October 2022

DECEMBER 15, 2021

- 21.062 to accept the Practiced Based Assessment process submitted by the Registration Committee on Friday October 22, 2021 as the alternative examination for licensure due to the cancellation of the CAPR PCE CC. (recording an e-vote)
- 21.063 the SCPT proceed with outsourcing the gathering of feedback from the membership regarding the PCE Ad Hoc Committee report recommendations by contracting Praxis to complete phase one of the RFP proposal. (recording an e-vote)
- 21.064 to approve amended agenda and consent agenda
- 21.065 to approve October 1, 2021 Council meeting minutes
- 21.066 to approve October 2, 2021 Council meeting minutes
- 21.067 to accept the Q2 financials as presented

- 21.068 to agree in principle to loan CAPR up to \$54 per registrant based on Council requirements being met by CAPR (including understanding final agreement, a CAPR Governance review, CAPR provides financials that demonstrate they will be financially viable, an understanding to what happens to exam questions if CAPR cannot offer exams and a request to review the proposed fee increases to the written exam.

JANUARY 18, 2022

- 22.001 to approve agenda
22.002 the SCPT to provide CAPR with the loan of the requested amount of \$54 per registrant (approximately \$43 200)

MARCH 16, 2022

- 22.003 to approve the agenda and consent agenda
22.004 to approve the December 15, 2021 Council meeting minutes
22.005 to approve the January 18, 2022 Council meeting minutes
22.006 to approve the Combined Standards Document as presented
22.007 to approve Q3 actual financials, as presented
22.008 to approve the proposed \$8160.50 (half this year and half next year budget) to complete a focus group evaluation of the CCP.
22.009 to approve the use of pessaries as within scope of practice for pelvic floor certified physical therapists in Saskatchewan, who have taken the additional education to become competent in this specialized component of pelvic floor practice
22.010 to approve the Anatomical Neuropathic Intramuscular Stimulation (AN-IMS1) Course and add it to the SCPT approved Dry Needling course list.
22.011 to go in camera
22.012 to end in camera

MAY 25, 2022

- 22.013 to approve agenda and consent agenda
22.014 to approve March 16, 2022 council meeting minutes
22.015 to approve changes to the stipend schedule and honoraria schedules as proposed in the IFD
22.016 to approve the 2022-2023 budget
22.017 to accept the Reg Committee's suggested changes to further Practice Based Assessments in the IFD

REGISTRATION STATISTICS

Registration Statistics

	2020	2021-2022
Number of New Registrants	57	57
Number of New Inactive Members	26	31

As of June 1, 2022

Licence Statistics

	2020	2021-2022
Practicing	736	770
Restricted	55	40
Academic	2	2
Non-Practicing	48	54
Life/Honorary	4	4
Temporary	0	6
Extended Access	5	5
Total	850	881

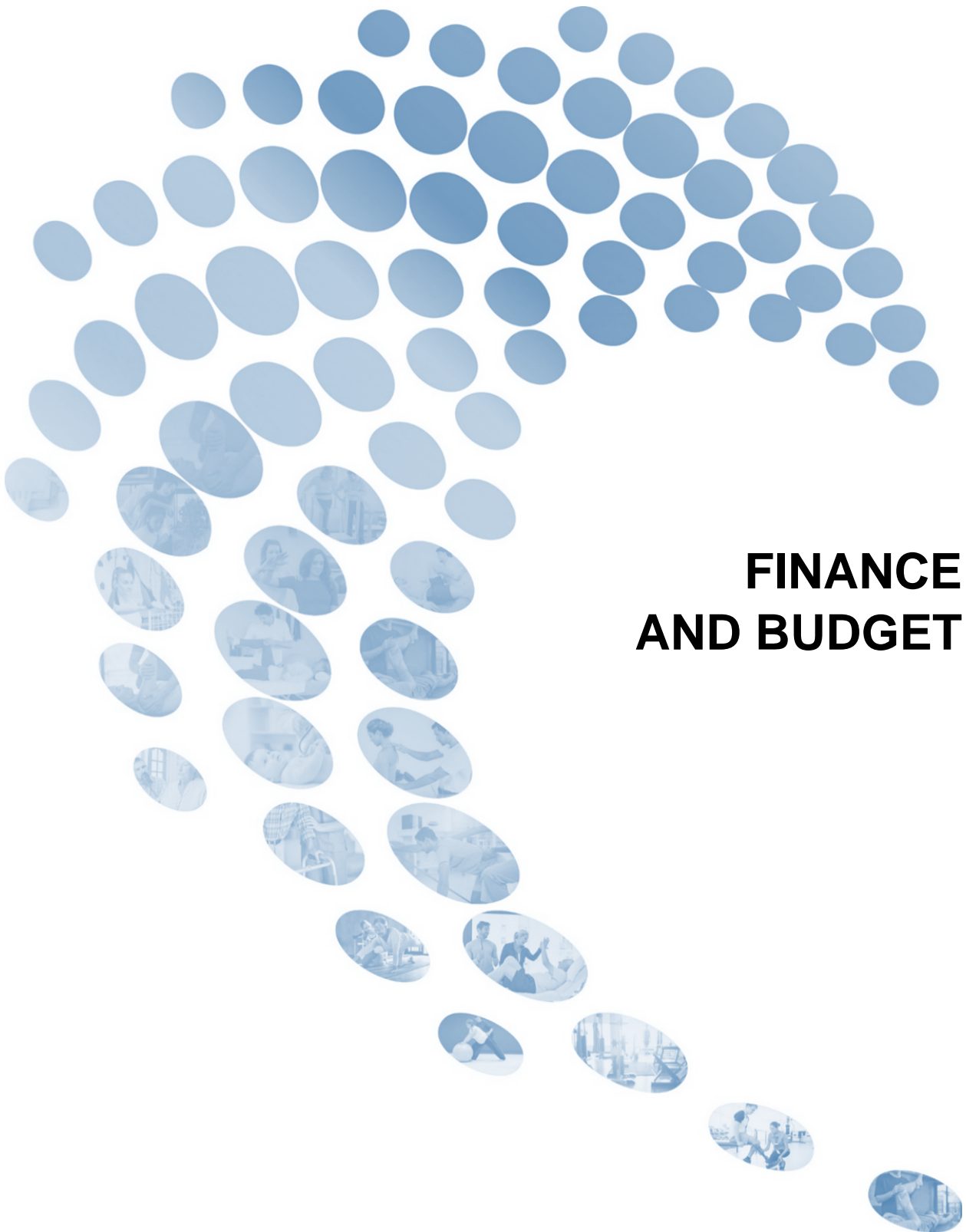
As of June 1, 2022

2020 statistics are corrected numbers. Previously reported statistics were incorrect for the time period.

COMPLAINTS TIMELINE

Time from complaint received to PCC Recommendation for cases closed in 2021-2022	
PCC Recommends NFA	PCC Recommends RMC or Hearing
6.75 months	16 months
4.5 months	7.75 months
5 months	
3.25 months	
5.5 months	
4 months	
2.75 months	
5.75 months	
3.75 months	
5.75 months	
6 months	
4.25 months	

Timeline range 2020	Timeline range 2021-2022
3.25-9.25 months	2.75-16 months



FINANCE AND BUDGET

FINANCE COMMITTEE

Committee Chair

Kristie Mueller

Committee Members

*Heather Burridge, Cathy Cuddington,
Beverly Wilson*

The Finance Committee works with Council and staff supporting the SCPT strategic goals. We are conservative in our approach to risk. We have enough savings in a restricted fund to cover six months of operations, in addition to legal and disaster funding. There is also an unrestricted fund that was planned to be used for future strategic objectives determined by the Council. This year Council approved a loan (distributed in two payments to manage risk) to CAPR from our unrestricted fund. It is expected this loan will be paid back in full no later than the end of 2025.

The financial statement (included in the annual report) for June 1, 2021, to May 31, 2022 shows a deficit of revenue over expenditures. Expenditures this year included a PCE membership survey, increased costs due to an increased level of complaints, and a CCP focus groups and study. There was also an increase in revenue due to the Practice Based Assessment, although these funds are then immediately distributed to carry out the assessment and no significant revenue is gained from the PBA. Viewed together with our unrestricted funds remaining, the SCPT remains in a healthy financial situation.

The Finance Committee reviewed and discussed honorariums and meeting stipends, we put forth a recommendation for changes to some honorariums related to recent changes in position specific demands; it was determined to review these yearly. The Committee also recommended an increase in meeting stipends.

The 2022/23 budget approved by Council projects an excess of expenditures over income of approximately \$85,500. The major projects include strategic planning and implementation. We will be able to use unrestricted reserve funds that have been unused in previous years, while keeping our restricted reserve funds intact. There is currently no plan to increase registration fees in the near future. Council analyzes risk regularly and has again decided to keep all short term and long-term investments in secured accounts and GIC's, with RBC Dominion Securities.

Respectfully submitted,
Kristie Mueller, Chair
Finance Committee

2022-2023 BUDGET

SCPT 2020-2025 Budget and Financials

ITEM	Budget Jan-May 2020	Actual Jan-May 2020	Budget 2020/21	Actual 2020/21 (May 2021)	Budget 2021/22	Actuals 2021/22 (May 2022)	Budget 2022/23	Projection Budget 2023/24	Projection Budget 2024/25	Projection Budget 2025/26
Income	\$386,025	\$402,233	\$418,750	\$452,563	\$426,250	\$480,191	\$473,900	\$471,400	\$471,400	\$471,400
Expenditures	\$261,277	\$193,039	\$513,044	\$442,537	\$563,570	\$565,916	\$629,257	\$620,985	\$630,341	\$648,920
Annual Net	\$124,748	\$209,193	-\$94,294	\$10,026	-\$137,320	-\$85,725	-\$155,357	-\$149,585	-\$158,941	-\$177,520
Transfer from Unrestricted Reserve			\$100,294	\$0	\$123,154	\$85,725	\$155,357	\$149,585	\$158,941	\$177,520
Net Income			\$6,000	\$10,026	-\$14,166	\$0	\$0	\$0	\$0	\$0
Assets										
	Budget Jan-May 2020	Actual Jan-May 2020	Budget 2020/21	Actual 2020/21 (May 2021)	Budget 2021/22	Actuals 2021/22 (May 2022)	Budget 2022/23	Projection Budget 2023/24	Projection Budget 2024/25	Projection Budget 2025/26
Operational Funds										
RBC Chequing June 1, 2022: \$232,656			\$418,750 (\$418,750)	\$452,563 (\$452,563)	\$426,250 (\$426,250)	\$480,191 (\$480,191)	\$473,900 (\$473,900)	\$471,400 (\$471,400)	\$471,400 (\$471,400)	\$471,400 (\$471,400)
Total Operational				\$304,523	\$304,523	\$232,656	\$232,656	\$232,656	\$232,656	\$232,656
Restricted Reserve Funds										
RBC Savings June 1, 2022: \$299,403	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Restricted Reserve	\$282,425	\$282,425	\$282,425	\$282,425	\$282,425	\$282,425	\$299,403	\$299,403	\$299,403	\$299,403
Unrestricted Reserve Funds	Budget Jan-May 2020	Actual Jan-May 2020	Budget 2020/21	Actual 2020/21 (May 2021)	Budget 2021/22	Actuals 2021/22 (May 2022)	Budget 2022/23	Projection Budget 2023/24	Projection Budget 2024/25	Projection Budget 2025/26
RBC LT GIC's June 1, 2022: \$441,022	\$122,248	\$207,382	-\$94,294	\$10,026	-\$137,319	-\$85,725	-\$155,357	-\$149,584	-\$158,941	-\$177,520
Total Unrestricted Reserve			\$394,794	\$499,114	\$303,702	\$355,296	\$199,939	\$50,354	-\$108,586	-\$242,960
Loans										
CAPR Loan						\$43,146	\$43,146	\$43,146	\$43,146	\$43,146
Total Loans						\$43,146	\$43,146	\$43,146	\$43,146	\$43,146
TOTAL ASSETS			\$677,219	\$1,086,062	\$890,650	\$913,524	\$775,144	\$625,559	\$466,618	\$289,098

INCOME										
Income Account	Budget Jan-May 2020	Actual Jan-May 2020	Budget 2020/21	Actual 2020/21 (May 2021)	Budget 2021/22	Actuals 2021/22 (May 2022)	Budget 2022/23	Projection Budget 2023/24	Projection Budget 2024/25	Projection Budget 2025/26
4010 - Initial Registration	\$900	\$600	\$2,400	\$4,500	\$3,750	\$4,050	\$3,375	\$3,375	\$3,375	\$3,375
4015 - Monitoring fee	\$225	\$225	\$2,250	\$2,850	\$2,625	\$3,075	\$2,625	\$2,625	\$2,625	\$2,625
4020 - Practising	\$375,000	\$373,160	\$375,000	\$366,471	\$382,500	\$374,650	\$409,500	\$410,000	\$410,000	\$410,000
4030 - Non-Practising	\$6,250	\$7,645	\$7,500	\$6,000	\$6,250	\$6,491	\$6,750	\$6,500	\$6,500	\$6,500
4035 - Extended Access	\$0	\$1,800	\$1,000	\$1,612	\$625	\$1,045	\$750	\$500	\$500	\$500
4040 - Temporary	\$250	\$50	\$500	\$0	\$300	\$116	\$500	\$500	\$500	\$500
4050 - Restricted	\$2,700	\$9,265	\$12,500	\$36,235	\$13,750	\$38,229	\$15,000	\$15,000	\$15,000	\$15,000
4055 - Practice Based Assess.						\$30,600	\$18,000	\$18,000	\$18,000	\$18,000
4060 - Incorporation Fees	\$0	\$150	\$6,600	\$7,850	\$7,450	\$8,050	\$8,200	\$8,000	\$8,000	\$8,000
MEMBERSHIPS	\$385,325	\$392,895	\$407,750	\$425,518	\$417,250	\$466,308	\$464,700	\$464,500	\$464,500	\$464,500
4070 - Late fees	\$500	\$2,830	\$500	\$1,910	\$500	\$1,690	\$500	\$500	\$500	\$500
4080 - Discipline fees	\$0	\$0	\$0	\$200	\$0	\$0	\$0	\$0	\$0	\$0
4075 - Misc Income	\$100	\$275	\$300	\$330	\$300	\$375	\$300	\$300	\$300	\$300
4440 - Investment Income	\$0	\$6,232	\$10,000	\$24,004	\$8,000	\$11,117	\$8,000	\$6,000	\$6,000	\$6,000
4461- Use of Database	\$100	\$0	\$200	\$600	\$200	\$700	\$400	\$100	\$100	\$100
INTEREST & SUNDRY INCOME	\$700	\$9,338	\$11,000	\$27,045	\$9,000	\$13,882	\$9,200	\$6,900	\$6,900	\$6,900
TOTAL INCOME	\$386,025	\$402,233	\$418,750	\$452,563	\$426,250	\$480,191	\$473,900	\$471,400	\$471,400	\$471,400

EXPENSE										
EXPENSE	Budget Jan-May 2020	Actual Jan-May 2020	Budget 2020/21	Actual 2020/21 (May 2021)	Budget 2021/22	Actuals 2021/22 (May 2022)	Budget 2022/23	Projection Budget 2023/24	Projection Budget 2024/25	Projection Budget 2025/26
5510 - Alliance Expense (meeting and travel)	\$8,500	\$825	\$6,000	\$0	\$4,360	\$105	\$0	\$6,000	\$6,000	\$6,180
5511 - Alliance Rep Salary Rep		\$362	\$1,100	\$0	\$1,440	\$0	\$1,500	\$2,000	\$2,000	\$2,060
5515 - Commun. (Stipend)	\$330	\$60	\$500	\$630	\$720	\$210	\$480	\$600	\$600	\$618
5514 - Commun. Expense			\$0	\$0	\$250	\$0	\$300	\$300	\$300	\$309
5516 - Finance (stipend)	\$250	\$135	\$500	\$225	\$400	\$240	\$480	\$500	\$500	\$515
5517 - Legislation (Stipend)	\$1,500	\$300	\$1,000	\$1,410	\$1,000	\$0	\$1,200	\$1,200	\$1,200	\$1,236
5518 - Legislation		\$738	\$3,000	\$8,699	\$5,000	\$0	\$5,000	\$5,000	\$5,000	\$5,150
5520 - CCC (stipend)	\$900	\$195	\$600	\$360	\$900	\$180	\$960	\$1,000	\$1,000	\$1,030
5521 - PSOP (Stipend)	625	\$495	\$1,300	\$990	\$720	\$540	\$960	\$800	\$800	\$824
5524 - PSOP		\$0	\$1,000	\$106	\$500	\$0	\$500	\$500	\$500	\$515
5522 - Registration (stipend)	\$330	\$90	\$400	\$780	\$400	\$2,775	\$2,100	\$1,500	\$1,500	\$1,545
5525 - Discipline (stipend)	\$11,458	\$0	\$1,500	\$270	\$9,000	\$454	\$600	\$500	\$500	\$515
5526 - Discipline hearings	\$7,500	\$0	\$5,000	\$21,553	\$15,900	\$0	\$25,400	\$26,000	\$26,000	\$26,780
5527 - Discipline Comm			\$8,000	\$1,176	\$3,000	\$1,858	\$3,000	\$3,000	\$3,000	\$3,090
5535 - PCC	\$7,437	\$4,857	\$13,000	\$16,081	\$16,250	\$51,121	\$19,000	\$18,000	\$18,000	\$18,540
5536 - PCC (stipend)	\$1,000	\$1,185	\$2,500	\$2,452	\$4,000	\$7,566	\$4,800	\$5,000	\$5,000	\$5,150
5538 - Ad Hoc Committees	\$10,000	\$0	\$4,000	\$0	\$0	\$16,748	\$0	\$0	\$0	\$0
5539 - Ad Hoc Comm stipend	\$500	\$1,177	\$1,700	\$2,700	\$0	\$0	\$0	\$500	\$500	\$515
5541 - GNC			\$0	\$0	\$1,500	\$0	\$1,500	\$1,500	\$1,500	\$1,545
5542 - GNC (stipend)			\$500	\$360	\$810	\$270	\$720	\$600	\$600	\$618
5560 - Committee Honorariums	\$3,850	\$4,600	\$1,875	\$2,037	\$4,500	\$3,575	\$3,950	\$4,125	\$4,125	\$4,249
5210 - Practice Based Assess.						\$2,625	\$2,000	\$2,000	\$2,000	\$2,060
5220 - Practice Based Assess. (Salary)						\$20,191	\$16,000	\$17,000	\$18,000	\$18,540
Committees	\$54,181	\$15,021	\$53,475	\$59,832	\$70,650	\$108,457	\$90,450	\$97,625	\$98,625	\$101,584
5610 - Council Exec	\$2,700	\$0	\$3,000	\$0	\$1,208	\$0	\$500	\$600	\$600	\$618
5611 - Council Exec Stipend	\$500	\$1,980	\$1,500	\$1,440	\$3,011	\$1,365	\$1,920	\$1,750	\$1,750	\$1,803
5615 - Council Expenses	\$10,500	\$4,146	\$17,000	\$300	\$10,000	\$220	\$8,000	\$10,000	\$10,000	\$10,300
5616 - Council Stipend	\$5,000	\$6,640	\$9,300	\$7,455	\$8,201	\$3,750	\$10,000	\$6,850	\$6,850	\$7,056
5625 - Council (Other)	\$1,250	\$202	\$1,000	\$1,360	\$1,000	\$1,501	\$1,000	\$1,000	\$1,000	\$1,030
5630 - Council Honorariums	\$6,975	\$8,400	\$3,950	\$3,787	\$10,050	\$7,462	\$8,600	\$11,000	\$11,000	\$11,330
Council Expenses	\$26,925	\$21,369	\$35,750	\$14,343	\$33,470	\$14,298	\$30,020	\$31,200	\$31,200	\$32,136
Strategic Objectives										
5340 - HR Manual	\$3,500	\$1,638	\$0	\$0						
5310 - Public Survey Consult.	\$5,000	\$0	\$16,800	\$15,272						
5320 - Accounting Advisory	\$5,300	\$6,182	\$0	\$0						
5330 - Cont. Comp. Program			\$3,500	\$300	\$5,000	\$2,092	\$6,500	\$4,000	\$4,000	\$4,000
Practice Guidelines Review				\$0						
5352 - Citizen's Advisory Grp					\$5,000	\$0	\$5,000	\$2,500	\$2,500	\$2,500
5350 - Public Ed. Campaign					\$2,000	\$0	\$1,000	\$1,000	\$1,000	\$1,000
5351 - Member Engagement/Education					\$5,000	\$0	\$4,000	\$2,000	\$2,000	\$3,000
Mentorship Network										
Strategic Planning							\$8,000			
Market Review							\$7,000			
PCE Membership Feedback					\$18,000	\$0				
PCE Implementation							\$5,000			
New strategic initiatives - TBD in new Strat Plan							\$10,000	\$15,000	\$15,000	\$15,000
Strategic Objectives	\$13,800	\$7,820	\$20,300	\$15,572	\$35,000	\$2,092	\$46,500	\$24,500	\$24,500	\$25,500

EXPENSE	Budget Jan-May 2020	Actual Jan-May 2020	Budget 2020/21	Actual 2020/21 (May 2021)	Budget 2021/22	Actuals 2021/22 (May 2022)	Budget 2022/23	Projection Budget 2023/24	Projection Budget 2024/25	Projection Budget 2025/26
5710 - NIRO	\$300	\$0	\$300	\$0	\$300	\$0	\$300	\$300	\$300	\$309
5715 - Council Education	\$4,000	\$0	\$8,500	\$735	\$8,500	\$1,842	\$8,000	\$8,500	\$8,500	\$8,755
5716 - EDR Education	\$2,800	\$0	\$3,000	\$593	\$5,000	\$305	\$5,000	\$5,000	\$5,000	\$5,150
5720 - Sponsorship	\$250	\$0	\$250	\$0	\$0	\$0	\$0	\$0	\$0	\$0
5735 - SPTAG	\$350	\$0	\$350	\$0	\$350	\$0	\$350	\$350	\$350	\$361
5810 - Alliance fees	\$16,859	\$7,024	\$17,279	\$19,132	\$18,369	\$19,760	\$18,300	\$18,666	\$19,039	\$19,610
External Stakeholders	\$24,559	\$7,024	\$29,680	\$20,461	\$32,520	\$21,908	\$31,950	\$32,816	\$33,189	\$34,185
5825 - Software Fees	\$13,000	\$6,164	\$23,200	\$22,157	\$19,800	\$26,175	\$24,000	\$22,500	\$22,500	\$23,175
5826 - IT Support for Office			\$8,300	\$2,689	\$2,936	\$7,694	\$3,000	\$3,000	\$3,000	\$3,090
SUPPORT & WEBSITE	\$13,000	\$6,165	\$31,500	\$24,847	\$22,737	\$33,871	\$27,000	\$25,500	\$25,500	\$26,265
5815 - AMORTIZATION	\$1,200	\$2,025	\$5,000	\$6,363	\$5,000	\$4,205	\$6,000	\$6,000	\$6,000	\$6,180
5840 - Interest & Bank charges	\$100	-\$26	\$700	\$1,030	\$960	\$1,144	\$1,000	\$1,000	\$1,000	\$1,030
5841 - Credit Card Fees (member payments)	\$8,800	\$10,080	\$9,700	\$11,429	\$12,000	\$14,069	\$13,000	\$13,000	\$13,000	\$13,390
TOTAL BANK FEES	\$10,100	\$12,081	\$15,400	\$18,825	\$17,960	\$19,420	\$20,000	\$20,000	\$20,000	\$20,600
EXPENSE	Budget Jan-May 2020	Actual Jan-May 2020	Budget 2020/21	Actual 2020/21 (May 2021)	Budget 2021/22	Actuals 2021/22 (May 2022)	Budget 2022/23	Projection Budget 2023/24	Projection Budget 2024/25	Projection Budget 2025/26
5835 - Insurance	\$4,000	\$1,478	\$4,000	\$4,095	\$3,800	\$7,328	\$4,000	\$4,100	\$4,100	\$4,223
5860 - Office Supplies, Printing, Photocopy	\$3,724	\$2,902	\$5,047	\$5,385	\$4,000	\$4,189	\$4,000	\$4,000	\$4,000	\$4,120
5850 - SCPT Prof. Memberships		\$730	\$500	\$343	\$1,400	\$1,435	\$1,200	\$1,200	\$1,200	\$1,236
5865 - Rent	\$9,200	\$7,588	\$24,000	\$18,721	\$19,876	\$19,113	\$19,876	\$19,876	\$19,876	\$19,876
5870 - Furniture/Equip.	\$0	\$0	\$1,600	\$0	\$1,000	\$0	\$500	\$500	\$500	\$515
5875 - Telephone	\$3,100	\$2,142	\$6,632	\$6,204	\$6,500	\$5,824	\$6,500	\$6,500	\$6,500	\$6,695
5866 - Recruit/Relocate	\$0	\$0	\$11,950	\$1,741	\$0	\$23,624				
5881 - Postage	\$100	\$202	\$100	\$384	\$100	\$113	\$100	\$100	\$100	\$103
5880 - Staff Education	\$500	\$0	\$1,500	\$42	\$1,000	\$326	\$1,500	\$1,500	\$2,000	\$2,060
5885 - Office Miscellaneous	\$150	\$29	\$300	\$360	\$300	\$221	\$300	\$300	\$300	\$309
5890 - Website		\$221	\$0	\$0	\$500	\$949	\$500	\$500	\$500	\$515
5891 - EDR Expenses		\$323	\$5,000	\$834	\$500	\$917	\$5,000	\$5,000	\$5,000	\$5,150
5892 - Practice Advisor Expenses			\$0	\$0	\$1,000	\$500	\$1,000	\$1,000	\$1,000	\$1,030
5895 - Member Audit Expenses	\$0	\$0	\$500	\$514	\$550	\$573	\$550	\$600	\$600	\$618
TOTAL OFFICE EXPENSES	\$20,775	\$15,618	\$61,130	\$38,626	\$40,526	\$65,117	\$45,026	\$45,176	\$45,676	\$46,450
5805 - Accounting Expenses	\$6,000	\$5,355	\$5,500	\$13,216	\$8,000	\$8,325	\$8,500	\$9,000	\$9,000	\$9,270
5845 - Legal Fees	\$3,000	\$12,106	\$8,000	\$31,299	\$12,000	\$16,344	\$12,000	\$11,000	\$12,000	\$12,360
TOTAL PROFESSIONAL FEES	\$9,000	\$17,463	\$13,500	\$44,515	\$20,000	\$24,669	\$20,500	\$20,000	\$21,000	\$21,630
5420 - EI Expense	\$2,000	\$1,578	\$3,718	\$1,708	\$3,218	\$3,242	\$3,787	\$3,863	\$3,941	\$4,059
5430 - CPP Expense	\$2,400	\$3,540	\$7,864	\$4,071	\$4,749	\$8,135	\$9,885	\$10,083	\$10,285	\$10,593
5440 - WCB Expense	\$400	\$189	\$427	\$553	\$544	\$649	\$541	\$552	\$563	\$580
5450 - RRSP'S Employer	\$1,637	\$1,037	\$3,965	\$3,179	\$5,879	\$2,983	\$10,063	\$10,265	\$10,470	\$10,784
5460 - Vacation Pay Earned				\$6,297	\$14,166	\$5,785	\$24,639	\$25,132	\$25,635	\$26,404
5465 - Salary - E.D.	\$40,000	\$37,593	\$53,066	\$0	\$84,000	\$91,132	\$138,600	\$141,372	\$144,199	\$148,525
5471 - Interim EDR Contract		\$12,139	\$45,522	\$91,044	\$15,174	\$45,435				
5475 - Salaries - Staff	\$39,000	\$33,176	\$97,872	\$84,263	\$101,511	\$67,976	\$124,010	\$126,491	\$129,021	\$132,891
5476 - Stat Pay			\$1,687	\$0						
5477 - Temp. Contract Staff			\$19,000	\$4,477	\$7,200	\$0				
5478 - Practice Advisor			\$17,160	\$6,649	\$49,500	\$46,783				
5480 - Employee Benefits	\$3,500	\$1,221	\$2,024	\$3,270	\$4,763	\$3,957	\$6,283	\$6,409	\$6,537	\$6,733
TOTAL WAGES & BENEFITS	\$88,938	\$90,477	\$252,309	\$205,513	\$290,707	\$276,081	\$317,811	\$324,167	\$330,650	\$340,570
TOTAL EXPENSES	\$261,277	\$193,039	\$513,044	\$442,537	\$563,570	\$565,915	\$629,257	\$620,985	\$630,341	\$648,920
Total Surplus/Deficit	124,748	209,193	-94,294	10,026	-137,320	-85,725	-155,357	-149,585	-158,941	-177,520

2021-2022 AUDITORS REPORT



Financial Statements

Saskatchewan College of Physical Therapists

May 31, 2022

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Independent Auditor's Report

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To the Members of
Saskatchewan College of Physical Therapists

Opinion

We have audited the financial statements of Saskatchewan College of Physical Therapists (the "College"), which comprise the statement of financial position as at May 31, 2022, and the statement of operations, statement of changes in net assets and 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 May 31, 2022, and its financial performance and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations ("ASNPO").

Basis for Opinion

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

Emphasis of matter

We draw attention to Note 8 to the financial statements, which explains that certain comparative information for the year ended May 31, 2021 has been restated. Our opinion has not been modified in respect of this matter.

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

Management is responsible for the preparation and fair presentation of the financial statements in accordance with ASNPO, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

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

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

Independent Auditor's Report (continued)

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. 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.

Saskatoon, Canada
September 9, 2022

The logo for Grant Thornton LLP, featuring the company name in a stylized, cursive script.

Chartered Professional Accountants

Saskatchewan College of Physical Therapists

Statement of Financial Position

Year ended May 31

2022

2021
(Restated -
Note 8)

Assets

Current

Cash	\$ 232,656	\$ 305,258
Accounts receivable	8,210	8,110
Temporary investments (Note 3)	740,425	772,454
Prepaid expenses	10,248	12,530

991,539 1,098,352

Loan receivable

43,146 -

Property, plant and equipment - Net (Note 5)

12,873 14,873

56,019 14,873

\$ 1,047,558 \$ 1,113,225

Liabilities

Current

Accounts payable and accrued liabilities	\$ 28,261	\$ 21,814
Visa payable	2,019	1,693
Vacation payable	9,020	4,275
Unearned revenue	346,938	338,396

386,238 366,178

Net Assets

661,320 747,047

\$ 1,047,558 \$ 1,113,225

Approved on behalf of the board

Director,

Lauren McLellan
Lauren McLellan
Secretary

Director,

Dale A Pitura

Dale A Pitura
President

Saskatchewan College of Physical Therapists

Statement of Operations

Year ended May 31

	2022	2021 (Restated - Note 8)
Revenues		
Membership	\$ 467,009	\$ 426,319
Interest income	11,117	24,005
Other revenues	<u>2,065</u>	<u>2,240</u>
	<u>480,191</u>	<u>452,564</u>
Expenses		
Alliance fees	19,761	19,133
Amortization	4,205	6,364
Committee expenses	53,084	47,616
Computer support	34,820	24,847
Council expenses	3,563	2,396
Honorariums and stipends	67,952	24,900
Insurance	7,329	4,096
Interest and bank charges	15,214	12,461
Licenses	1,436	343
Office	30,772	9,854
Professional fees	24,670	44,516
Rent	19,113	18,722
Strategic objectives	2,093	15,572
Telephone	5,824	6,204
Wages and benefits	<u>276,082</u>	<u>205,514</u>
	<u>565,918</u>	<u>442,538</u>
Excess (deficiency) of revenue over expenses	<u>\$ (85,727)</u>	<u>\$ 10,026</u>

Saskatchewan College of Physical Therapists

Statement of Changes In Net Assets

Year ended May 31	2022	2021
Balance, beginning of year, as previously reported	\$ 1,085,443	\$ 1,063,578
Prior period restatement (Note 8)	<u>(338,396)</u>	<u>(326,557)</u>
Balance, beginning of year, as restated	747,047	737,021
Excess of revenue over expenses	<u>(85,727)</u>	<u>10,026</u>
Balance, ending of year	<u>\$ 661,320</u>	<u>\$ 747,047</u>

Saskatchewan College of Physical Therapists

Statement of Cash Flows

Year ended May 31	2022	2021
Operating		
Excess (deficiency) of revenue over expenses	\$ (85,727)	\$ 10,026
Adjustments for		
Amortization	4,205	6,364
Change in non-cash working capital items		
Accounts receivable	(100)	(200)
Temporary investments	32,029	(24,005)
Prepaid expenses	2,282	1,939
Accounts payable and accrued liabilities	6,449	12,429
Visa payable	326	132
Vacation payable	4,745	881
Unearned revenue	8,542	11,838
	(27,249)	19,404
Investing		
Loans receivable	(43,146)	-
Purchase of property and equipment	(2,207)	(2,285)
Disposition of equipment	-	950
	(45,353)	(1,335)
Increase (decrease) in cash	(72,602)	18,069
Cash, beginning of year	305,258	287,189
Cash, end of year	\$ 232,656	\$ 305,258

Saskatchewan College of Physical Therapists

Notes to the Financial Statements

Year ended May 31, 2022

1. Nature of operations

Saskatchewan College of Physical Therapists (the "College") was incorporated under the laws of the Province of Saskatchewan. The College has been organized to serve the public by ensuring safe, competent care from qualified physical therapists in the province of Saskatchewan. The College is exempt from Canadian income tax.

Effective May 31, 2020, the College changed their year end date from December 31 to May 31. The purpose was to move the year end to a period where the organization was less busy with their normal operational activities.

2. Significant accounting policies

The College's financial statements are prepared in accordance with Canadian accounting standards for not-for-profit organizations. The significant policies are detailed as follows:

Revenue recognition

Membership fees and sundry income are recognized as revenue for the period to which they relate and when revenue is received or collection is reasonably assured. Interest revenue is recognized as revenue for the period it relates to.

Financial instruments

The College considers any contract creating a financial asset, liability or equity instrument as a financial instrument, except in certain limited circumstances. A financial asset or liability is recognized when the College becomes party to contractual provisions of the instrument. It is management's opinion that the College is not exposed to significant credit or liquidity risk arising from the financial instruments except as disclosed in Note 7.

Measurement

The College's financial instruments are measured at fair value when issued or acquired. For financial instruments subsequently measured at cost or amortized cost, fair value is adjusted by the amount of the related financing fees and transactions costs. Transaction costs and financing fees relating to financial instruments that are measured subsequently at fair value are recognized in operations in the year in which they are incurred.

Financial assets or liabilities obtained in related party transactions are measured in accordance with the accounting policy for related party transactions except for those transactions that are with a person or entity whose sole relationship with the College is in the capacity of management in which case they are accounted for in accordance with financial instruments.

Saskatchewan College of Physical Therapists

Notes to the Financial Statements

Year ended May 31, 2022

2. Significant accounting policies, continued

Financial instruments, continued

At each reporting date, the College measures its financial assets and liabilities at cost or amortized cost (less impairment in the case of financial assets). The financial instruments measured at amortized cost are cash and cash equivalents, receivables, temporary investments, payables and accruals.

Impairment

Financial assets measured at cost are tested for impairment when there are indicators of impairment. Previously recognized impairment losses are reversed to the extent of the improvement provided the asset is not carried at an amount, at the date of the reversal, greater than the amount that would have been the carrying amount had no impairment loss been recognized previously. The amounts of any write-downs or reversals are recognized in the statement of operations.

Tangible capital assets

Tangible capital assets are stated at cost less accumulated amortization. Tangible capital assets are amortized over estimated useful lives on a straight line basis as follows:

Furniture and equipment	10 years
Computer equipment	3 years
Computer software	10 years

Tangible capital assets acquired during the year but not placed into use are not amortized until they are placed into use.

Contributed services

A substantial number of board members contribute a significant amount of their time to the College throughout the year to assist the College in carrying out its activities. Because of the difficulty of determining their fair value, contributed services are not recognized in the financial statements.

Measurement uncertainty

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

These estimates are reviewed periodically and adjustments are made to net revenue as appropriate in the year they become known. For the current fiscal year, there are no such estimates required.

Saskatchewan College of Physical Therapists

Notes to the Financial Statements

Year ended May 31, 2022

3. Temporary investments

The investments are recorded at fair market value. The breakdown of the investments are as follows:

	<u>2022</u>	<u>2021</u>
GICs	\$ 455,371	\$ 453,901
Mutual funds	285,054	282,485
Cash	-	36,078
	<u>\$ 740,425</u>	<u>\$ 772,454</u>

4. Loan receivable

	<u>2022</u>	<u>2021</u>
<p>The College, along with other Canadian provincial and territorial physiotherapy regulators, all members of the Canadian Alliance of Physiotherapy Regulators (CAPR), advanced funds to CAPR with the balance receivable representing the College's portion receivable. This loan is non-interest bearing and may be repaid in-part or in-full at any time before the due date of December 31, 2025, in proportion to the amount outstanding for each individual College. If CAPR fails to repay the loan balances fully by December 31, 2025, interest shall begin to apply on the unpaid balance of the loan at the prime rate then in effect, plus 2%, commencing January 1, 2026 until full payment is received by the Canadian provincial and territorial physiotherapy regulators. The loan is unsecured.</p>	<u>\$ 43,146</u>	<u>\$ -</u>

5. Property, plant and equipment - Net

	<u>Cost</u>	<u>Accumulated Amortization</u>	<u>2022</u>	<u>2021</u>
Equipment	\$ 9,245	\$ 7,386	\$ 1,859	\$ 2,784
Computer equipment	17,100	15,037	2,063	1,185
Computer software	<u>19,530</u>	<u>10,579</u>	<u>8,951</u>	<u>10,904</u>
	<u>\$ 45,875</u>	<u>\$ 33,002</u>	<u>\$ 12,873</u>	<u>\$ 14,873</u>

Saskatchewan College of Physical Therapists

Notes to the Financial Statements

Year ended May 31, 2022

6. Lease commitment

Effective April 1, 2021, the College committed to their current lease agreement's optional extension for an additional period of 45 months ending March 31, 2026 at the amount of \$1,008 per month plus occupancy costs based on usage.

The organizations lease commitments over the next 39 months are as follows:

2023	\$	12,096
2024		12,096
2025		12,096
2026		<u>3,024</u>
	\$	<u>39,312</u>

7. Financial instruments

The College is exposed to various risks through its financial instruments. The following provides a measure of the College's risk exposure and concentrations at May 31, 2022.

(a) Credit risk

Credit risk arises from the potential that a counter party will fail to perform its obligations. The College is exposed to credit risk from its receivables and long-term investments. It is management's opinion that the risk related to accounts receivable is minimal. Credit risk is also considered to be minimum since 100% of the funds are held in one Schedule A Canadian Chartered banks.

(b) Liquidity risk

The College's liquidity risk represents the risk that the College could encounter difficulty in meeting obligations associated with its financial liabilities. The College is, therefore, exposed to liquidity risk with respect to its payables and accruals.

Saskatchewan College of Physical Therapists

Notes to the Financial Statements

Year ended May 31, 2022

8. Prior period adjustment

The College has determined that unearned membership revenue was understated in the prior period and that the opening net assets were overstated. As a result of the correction, the following financial statement items as at May 31, 2021 have been increased (decreased) by the following amounts:

	2021 Increase (Decrease)
Membership revenue	\$ (11,839)
Net assets (beginning of year)	(326,557)
Unearned revenue	<u>\$ 338,396</u>

9. Comparative figures

The financial statements have been reclassified, where applicable, to conform to the presentation used in the current year. The changes do not affect prior year excesses of revenue over expenses.
