

ANNUAL REPORT

June 1, 2022 to
May 31, 2023



SCPT
Saskatchewan College
of Physical Therapists



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ABOUT THE SCPT

MISSION

To serve and protect the public through supporting physical therapists to be safe, competent, and qualified.

VISION

To be a proactive leader in regulation, influencing the future of healthcare.

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.

STRATEGIC PRIORITIES



Vision
To be a proactive leader in regulation, influencing the future of healthcare.

Mission
To serve and protect the public through supporting physical therapists to be safe, competent, and qualified.

Values
Transparency, Collaboration, Fairness, Inclusion

Our Strategic Priorities 2023 - 2028

-  **Enhance Professional Competency**
-  **Advance Equity, Diversity, and Inclusion in Practice**
-  **Strengthen Stakeholder Relationships**
-  **Improve SCPT Practices and Regulation Through Technology**
-  **Maximize Operational Stability**

CONTACT US

105A-701 Cynthia Street
Saskatoon, SK S7L 6B7
Toll Free: 1-877-967-SCPT (7278)
Phone: (306) 931-6661
Email: admin@scpt.org



COUNCIL AND STAFF REPORTS

COUNCIL ROSTER

Dale Pitura: President

CAPR Board Representative
Governance and Nominations Committee

Kristie Mueller: Treasurer

(until October 2022)
Treasurer and Chair: Finance Committee

Lauren McLellan: Secretary

Communications Committee (Chair)

Liz Rackow: Treasurer

Treasurer and Chair: Finance Committee
(starting October 2022)
Legislation Committee

Cathy Cuddington: Vice President

Finance Committee

William Chukwu: Member at Large

Karla Horvey: Member at Large

Continuing Competency Committee (Chair)
Registration Committee

Amanda Crow: Member at Large

Registration Committee

Jackie Hunchak: Public Representative

(until April 2022)
Discipline Committee
Legislation Committee

Doug Finnie: Public Representative

(starting April 2023)

Judy Grant: Public Representative

(until April 2022)
Professional Standards of Practice Committee
Continuing Competency Committee

Kirsten Large: Student Representative

Jeralyne Manweiler: Public Representative

(starting April 2023)

Lee Hall: Member at Large

Kelsey Neill: Student Representative

Kathryn Harrison: Student Representative

(until October 2022)

Bert Yakichuck: Public Representative

(starting June 2022)
Discipline Committee

Erin Hebron: Student Representative

(starting October 2022)

OFFICE ADMINISTRATION

Jason Vogelsang: Executive Director & Registrar

Tammy MacSymetz: Registration & Operations Manager

Jody Rice: Practice Advisor

PRESIDENT

Dale Pitura

...my time with the SCPT has been nothing but enjoyable and rewarding. As most, I was a little tentative getting involved at first. This trepidation was quickly removed. It was replaced with thanks and rewards for being part of the organization. Thank you for allowing me the opportunity. The profession is strong, the members are passionate, and all have the public's interest and safety front and centre.

This will be the last Presidents Report from me as my term will end at the 2023 Annual General Meeting. As I have said in past reports, I am grateful that membership of the SCPT and the members of Council have given me the opportunity to serve in this role. Not only have they given me that opportunity, but they have also given me tremendous support through my two and half years. I am extremely thankful to all.

The SCPT went through a new strategic planning process this year. The day was extremely interactive, attended by many Council members, Committee members and staff. The Strategic Priorities are noted on the SCPT website under About the SCPT -> Strategic Framework. The Vision and Mission Statements were also updated. The Vision now reads "To be a proactive leader in regulation, influencing the future of healthcare."

In my time on Council and as the president of the SCPT I have come to note that the members of the SCPT, that is the physiotherapists of Saskatchewan, are always proactive in their thinking. We have been influencing healthcare in many ways. We tend to do this in a very nondescript, behind the scenes way. The updated vision statement simply identifies what the profession has been doing. This will continue, as the members of the profession conscientious, forward thinking, and passionate about healthcare. The priorities outlined in the strategic plan confirm this:

- Enhance professional competency.
- Advance equity, diversity, and inclusion in practice.
- Strengthen stakeholder relationships.
- Improve SCPT practices and regulation through technology.
- Maximize operational stability.

All priorities looking forward, being proactive and showing leadership in our profession and healthcare in general.

These priorities are seamlessly integrated into the SCPT organization through the great work done by our staff. Jason, Jody, and Tammy make it very easy to be on Council and for Council to make decisions on the future direction of regulation of our profession.

The Committees that work with the staff add their expertise to inform the decisions and the operation. To them a huge thank you for your time, effort, engagement, and passion. Thank you.

To the Council. The discussions on the direction of the organization is always well thought out and in depth. This comes from the work that Council members put in preparing for the meetings, understanding the issues, and working together in a risk-free environment to express their opinions, come to consensus and move forward as one. It has been a pleasure working with you all.

In closing, my time with the SCPT has been nothing but enjoyable and rewarding. As most, I was a little tentative getting involved at first. This trepidation was quickly removed. It was replaced with thanks and rewards for being part of the organization. Thank you for allowing me the opportunity. The profession is strong, the members are passionate, and all have the public's interest and safety front and centre.

Sincerely
Dale Pitura
SCPT President

EXECUTIVE DIRECTOR & REGISTRAR

Jason Vogelsang

This past year the SCPT has increased the public perspective in our operations by adding public members to our Professional Conduct Committee. Their perspective is invaluable as the PCC investigates and deals with complaints received.

This past year has felt a bit calmer than previous ones as the world seems to be regaining an equilibrium moving out of the pandemic. It has allowed individuals and organizations to turn their attentions to projects delayed or modified given our collective experience over the past years. This has certainly been true for the SCPT.

Council and Committee Chairs were able to come together in October to start the development of a new strategic plan. As noted in other portions of the Annual Report, consensus was developed around five strategic priorities that will guide the work of the SCPT over the next five years:

- Enhance Professional Competency
- Advance Equity, Diversity, and Inclusion in Practice
- Strengthen Stakeholder Relationships
- Improve SCPT Practices and Regulation Through Technology
- Maximize Operational Stability

Staff have developed ambitious operational initiatives to move the organization throughout these strategic priorities. At the same time, we recognize that strategic plans are living documents and organizations must be flexible enough to adapt to unforeseen developments and opportunities.

Within the past year, the Government of Saskatchewan has introduced and passed two pieces of legislation that impact the SCPT: *The Labour Mobility and Fair Registration Practices Act* and *The Miscellaneous Statutes (Health Professions) Amendment Act, 2022*. *The Labour Mobility and Fair Registration Practices Act* codifies the principle of labour mobility, establishes benchmark timelines for licensure decisions and creates reporting structures to the government. *The Miscellaneous Statutes (Health Professions) Amendment Act, 2022* makes changes to most healthcare regulators' legislation in the province including *The Physical Therapists Act, 1998*. The changes were requested by health regulators, including the SCPT, to modernize aspects of our legislation. The SCPT is well positioned in relation to both pieces of legislations as we have already incorporated labour mobility principles into our bylaws and daily work, and we have made policy and procedure changes where possible in anticipation of the changes. Our varied committees are working through the policy implications and will do so into the next year.

All regulators work in and for the public interest. In doing so, the public must be involved in our governance and operations. This past year the SCPT has increased the public perspective in our operations by adding public members to our Professional Conduct Committee (PCC). Their perspective

is invaluable as the PCC investigates and deals with complaints received. This expansion is in addition to the three public representatives on the SCPT Council for which three new members have been appointed this past year – welcome to Doug Finnie, Jeralyne Manweiler and Bert Yakichuk.

Two of our relatively new initiatives, the Practice Based Assessment (PBA) and the Continuing Competency Program (CCP), continue to grow and develop. The PBA consisted of three rounds accommodating over 40 candidates throughout the year. The CCP will be making changes next year to make it more straightforward, and hopefully more meaningful for members in future years, including additional resources to assist with the CCP. These changes were a result of feedback obtained from physical therapists earlier this year.

On the national level, work with the Canadian Alliance of Physiotherapy Regulators (CAPR) remains productive. In addition to our regular work as Registrars working on various projects of common interest, the CAPR organization continues to embark on its transformational change in the areas of governance and in relation to credentialing and assessment. Both projects are reaching the operational stage that will see more visible changes in the coming year.

Continued gratitude to all our volunteers who serve on Council and Committees is again required this year. Through their hard work and dedication to the profession the SCPT has been able to progress its work in new and continuing projects such as reviewing new core standards for physical therapists, specialized procedures, updating our jurisprudence bank of questions, and supervision guidelines just to name a few.

Still on the topic of gratitude, I want to thank Tammy MacSymetz, Registrations and Operations Manager, and Jody Rice, Practice Advisor, for their continued and reliable commitment. Despite our physical distance, I have seen firsthand their hard work and dedication to the SCPT from answering phone calls and emails, to developing practice resources, to ensuring renewal is ready, to ensuring our financials are maintained, both are strong assets to the SCPT.

Respectfully submitted,
Jason Vogelsang
Executive Director & Registrar

PRACTICE ADVISOR

Jody Rice

The Practice Advisor responds to members' questions, assists in the Continuing Competency Program and other committees, participates in the development of practice resources and webinars for member education and engagement.

The Practice Advisor (PA) continues to respond to members' questions around regulation, assists in the Continuing Competency Program and other committees including the Continuing Competency Committee (CCC) and the Professional Standards of Practice Committee (PSOP), participates in the development of practice resources and webinars for member education and engagement, and actively participates in other tasks including those addressing the strategic priorities.

Professional Competency

Continuing Competency Program (CCP): As a result of member feedback and in consultation with the CCC refinements have been made to the CCP requirements. For 2024 members will be required to complete one document, the general submission form, for each of the two domains. Modifications to the CCP website and resources will be finalized to reflect these changes and, in the fall, the PA will alert members through Momentum and eblasts and provide presentations to update members of any changes made, provide members an opportunity to ask questions, and educate those new to the process.

The 2023 CCP audit is complete. The process of assisting members with document revisions and completing the final audits will continue through the late summer.

Jurisprudence: The PA assisted with the review and revision of the jurisprudence questions to capture issues currently affecting practice and update the references. The revised bank of questions is currently being finalized and will be available for future year's renewal.

Momentum: "Ask the Practice Advisor" articles including themes of package deals and discounts, who is the trustee of personal health information and regulation affecting certification requirements such as CPR are available on the most recent editions of Momentum. Other articles including topics around CCP, and advertising are also available.

New methods for providing regulatory information and resources to members are being considered such as podcasts and including Fast FAQs in regular eblasts.

Stakeholder Relationships

Member Questions: The PA researched and responded to 207 questions from members on topics as per Figure 1 with the average response time being two days. Many of the questions were related to requirements for the CCP and a request for guidance around regulatory questions particularly specialized

procedures, opening a practice and licensing. Other practice areas where members frequently requested guidance included supervision particularly related to that of remote supervision of restricted licensees and providing supervision virtually to support workers. Advertising, privacy, documentation, virtual care, and provision of non-PT services, including questions around PT scope of practice, remain areas where PTs are seeking practice advice.

Practice Resources: The Practice Resource *Title, Credentials and Specialty Designations* has been finalized and the PA is currently developing a practice resource *Privacy and Record Retention* that will include the recent proclamations made to HIPA. Future resource development will include virtual care, supervision of restricted licensees and support workers, as well as, provision of non-PT services. Practice Resources are available on the SCPT website.

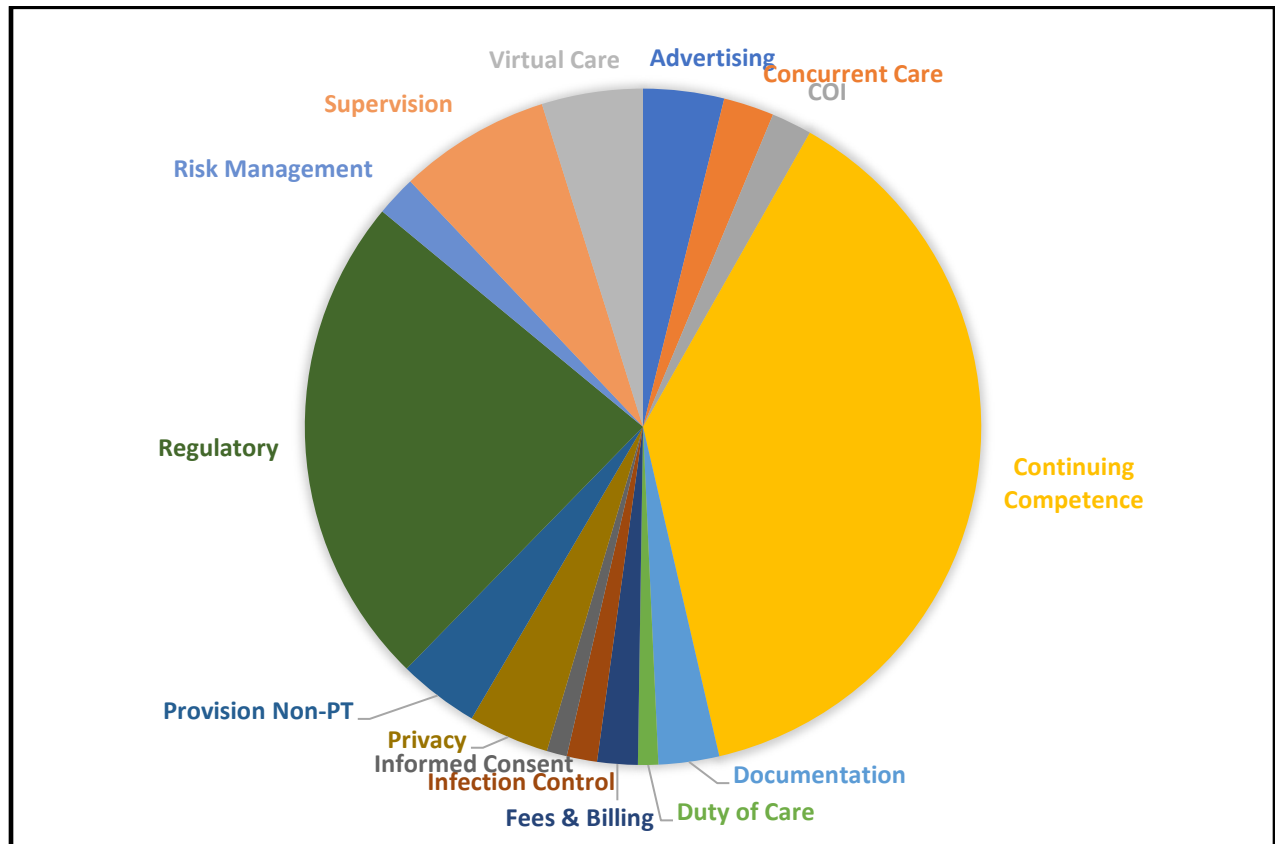


Figure 1 Member Questions 2022 - 2023

Practices and Regulation Through Technology

By updating technology skills and streamlining routine tasks the PA will continue to provide timely responses to members’ questions. The collection of data related to these questions will lead to the identification and development of needed resources to assist members in their practice.

The PA invites questions from members at practiceadvisor@scpt.org or telephone at (306) 931-7344.

Respectfully submitted,
 Jody Rice, PT
 SCPT Practice Advisor

PUBLIC REPRESENTATIVES

Judy Grant (until April 2022)

Jackie Hunchak (until April 2023)

Doug Finnie (starting April 2023)

Jeralyne Manweiler (starting April 2023)

Bert Yakichuk, (starting June 2022)

The SCPT Council has three public representatives appointed to it by the Saskatchewan Lieutenant Governor in Council. As timing unfolded, all three of us are relatively new to the Council, one being appointed approximately a year ago and two of us appointed in the last few months replacing two long serving members on Council.

In our short time on Council, we are learning more about the physical therapy profession, the governance of the SCPT, its operations, and how it works to serve and protect the public interest in Saskatchewan.

We can report that the public perspective is incorporated through the organization's governance and continues to expand within its operations. Specifically, in the past year the SCPT has included public members on its Professional Conduct Committee (PCC). The PCC investigates complaints received about physical therapists and it is great to see the public perspective incorporated within the complaint management process.

We look forward to our continued participation on the Council and its committees, particularly as the organization embarks on its new strategic plan and other initiatives.

Respectfully submitted,

Doug Finnie

Jeralyne Manweiler

Bert Yakichuk



**COMPLAINT
MANAGEMENT
AND
STATUTORY
COMMITTEE
REPORTS**

COMPLAINT MANAGEMENT

The Saskatchewan College of Physical Therapists (SCPT) is a self-regulating professional body. Our purpose is to protect the public through the licensing, regulation, and discipline of physical therapists of Saskatchewan. To maintain a license in the province, each physical therapist must follow *The Physical Therapists Act*, SCPT Regulatory Bylaws, Standards of Practice, the Code of Ethical Conduct, and other regulations established by the SCPT. The SCPT and its member physical therapists take this responsibility of upholding professional conduct and competence seriously.

Our complaint management process is designed to be thorough, confidential, and objective, providing fairness to the complainant and to the physical therapist throughout the process. Transparency is also an important part of the complaint management process. If a member is found guilty of professional misconduct or incompetence, this is published on our website as per established policy and process.

The SCPT's two Statutory Committees are entrusted with the complaint management process – the Professional Conduct Committee (PCC) and the Discipline Committee (DC).

Complaints received by the SCPT are investigated by our PCC. Investigations collect all necessary and relevant information via interviews and document collection/review. At the conclusion of the process, the PCC may choose to take no further action because evidence was not found to support professional misconduct or incompetence; may enter into an agreement with the practitioner to improve their practice; or refer the matter to the DC for a hearing.

The DC hears formal charges of professional misconduct and/or incompetence brought forward by the PCC following the PCC's investigation. The hearings are open to the public and allow the DC to hear the evidence in the matter and determine its decision.

The following data are based on complaint activity for the period of June 1, 2022 and May 31, 2023.

COMPLAINT INFORMATION

Number of Complaints/Files with the PCC	
Files in progress on June 1, 2022	4
New complaints received	9
Files completed in 2022-2023	5
Files open on May 31, 2023	8

Nature of Complaints Received*	
Clinical Practice	8
Communications	2
Specialized Procedures	1

* complaints may involve more than one type of complaint

Source of Complaints	
Public	9
Executive Director/Registrar	0
Employer	0

PROFESSIONAL CONDUCT COMMITTEE STATISTICS

PCC Recommended Conclusion of File	
No Further Action (NFA)	5
Consent Agreement	0
Refer to a Hearing	0

Time from complaint received to PCC Recommendation for files completed in 2022-2023	
PCC Recommends NFA	PCC Recommends RMC or Hearing
7.25 months	N/A
4.75 months	N/A
5.5 months	N/A
7.5 months	N/A

Timeline range 2021-2022	Timeline range 2022-2023
2.75 – 16 months	4 – 7.5 months

DISCIPLINE COMMITTEE STATISTICS

Number of Complaints/Files with the DC	
Files in progress on June 1, 2022	1
New complaints received	0
Files completed in 2022-2023	0
Files open on May 31, 2023	1

PROFESSIONAL CONDUCT COMMITTEE

Committee Chair

Leah White (until October 2022)

Jen Aberhart (from October 2022)

Committee Members

Emad Abdelmasseh

Annie Jaimon (until October 2022)

Amanda Paterson

Christopher Sarsons (Public Member)

Moira Stoll

Bonnie Yake

Legal Counsel

Merrilee Rasmussen

The Professional Conduct Committee (PCC) of the Saskatchewan College of Physical Therapists is committed to upholding professional standards and ensuring the safety and well-being of the public. This annual report provides an overview of the committee's activities and accomplishments during the 2022-2023 year.

During the reporting period, the PCC welcomed a new committee chair Jennifer Aberhart, two new professional members, Bonnie Yake and Moira Stoll, and one new public member, Chris Sarsons, to its team. Their expertise and dedication, along with that of existing members Emad Abdelmasseh and Amanda Patterson have enriched the committee's ability to carry out its responsibilities effectively. I acknowledge their valuable contributions and thank them for their commitment to safeguarding the public interest. The Professional Conduct Committee members range in experience in outpatient musculoskeletal/orthopedics, inpatient acute care, home care, rehabilitation and mental health. Geographically, they live in rural Saskatchewan, Regina, and Saskatoon.

One of the significant developments during the year was the introduction of Bill 120, which has granted the PCC additional authority in decision-making in relation to its mandate and operations. This new legislation recognizes the importance of empowering the committee to take appropriate action in cases of professional misconduct or incompetence. The committee acknowledges the responsibility entrusted to them and maintains a fair and compassionate approach to ensure that decisions are made in the best interest of both the profession and the public. In consideration with Council, the Discipline Committee, and the Professional Conduct Committee, the full implementation of Bill 120 as it pertains to the SCPT is currently in the development stages.

The PCC understands that public safety is paramount in its work. Throughout the year, the committee has remained dedicated to evaluating and addressing complaints against registered physical therapists promptly and thoroughly. The PCC has taken a proactive approach in protecting the public by ensuring that appropriate measures are implemented when necessary. Further development of processes and procedures to streamline and create increased efficacy of investigations and decision making is ongoing and evolving in a positive direction.

The committee has worked diligently to foster effective communication and collaboration with both affected members and complainants. Recognizing the importance of maintaining open lines of communication, the PCC has actively engaged with registered physical therapists and complainants to ensure a fair and compassionate resolution to their concerns. The committee values transparency and strives to provide clear and timely updates to all parties involved.

When matters cannot be resolved following an investigation, the committee has diligently referred cases to the Disciplinary Committee. This collaborative approach ensures that complex cases receive thorough consideration and that decisions are made based on a careful evaluation of all available evidence and documentation.

In conclusion, the Professional Conduct Committee continues to make significant strides in fulfilling its mandate of safeguarding the public interest during the year 2022-2023. The addition of new professional and public members, the implementation of Bill 120, and the committee's commitment to fair and compassionate decision-making have further strengthened its ability to address concerns related to professional misconduct or incompetence. The PCC remains dedicated to upholding professional standards and protecting the public, and it looks forward to another year of serving the profession and the community.

On behalf of the Professional Conduct Committee,
Jen Aberhart
Chairperson
Professional Conduct Committee

DISCIPLINE COMMITTEE

Committee Chair

Kent Earle

Committee Members

Leslie Beck

Richard Bourassa

Elyse Greenberg,

Jackie Hunchak (Public Member) (until April 2023)

Bert Yakichuck (Public Member)

Legal Counsel

Scott Spencer

Key Outcomes/work pertaining to the SCPT Strategic Framework:

As the SCPT continues to work towards its Strategic Framework, the Discipline Committee remains set on fulfilling its mandated objective to hear all complaints referred to it by the Professional Conduct Committee, 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 (DC) was referred to hear one case in 2022. This case continues to be ongoing, including matters external to the DC, and as such a hearing date set has not yet been set.

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.

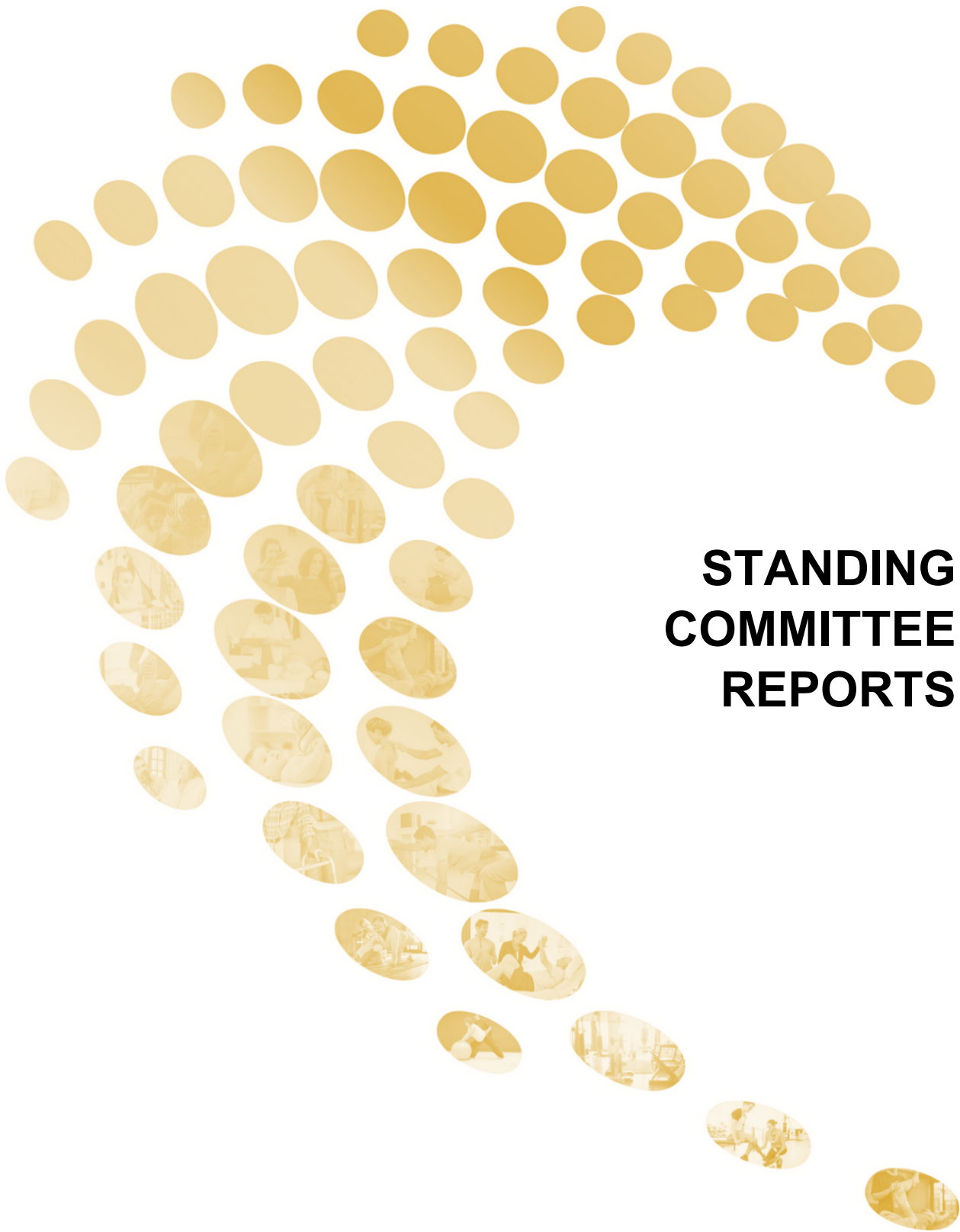
Our former public representative, Jackie Hunchak, has completed her tenure with the Discipline Committee and SCPT. Bert Yakichuk was appointed as the new public representative for our committee and we look forward to his experience and insight in disciplinary matters.

I would like to thank the Discipline Committee members, our current and former Public Representatives and Legal Counsel for their continued dedication.

Kent Earle

Chairperson

Discipline Committee Chair



**STANDING
COMMITTEE
REPORTS**

LEGISLATION COMMITTEE

Committee Chair

Liz Rackow

Committee Members

Megan Armbruster-Stephen

Christina Charles,

Jackie Hunchak (Public Member) (until April 2023)

Cara Maher,

Meghaben Patel

Dale Pitura (ex-officio),

Beverly Wilson

Legal Counsel

Merrilee Rasmussen

The Legislation Committee had an active year, with one key outcome:

- Comprehensive review of the revised Core Standards of Practice for Physiotherapists of Canada

Work for the coming year:

- Review of Labour Mobility Act
- Review of Bill 120

The Committee said goodbye to our public representative Jackie Hunchak in January 2023. I want to thank Jackie for her service to the Committee and wish her well in her future endeavours.

I am sincerely grateful for the active engagement on this Committee.

With regard,

Liz Rackow

Chairperson

Legislation Committee

PROFESSIONAL STANDARDS OF PRACTICE COMMITTEE

Committee Chair

Brandy Green (until October 2022)

Tim Asare (starting October 2022)

Committee Members

Jeff Brousseau

Judy Grant (Public Member) (until April 2023)

Bronwyn Lasair

Joann Nilson

Key Outcomes/work pertaining to the SCPT Strategic Framework:

- In-depth review of the New Core Standards of Practice for Canadian Physiotherapists (National Validation Process)
- Review of Pelvic Health Practice Resource and the use of Titles Practice Resource (ongoing)
- Recommendation to Council with respect to two dry needling courses and two spinal manipulation courses
- Review of the use of point of care Ultrasound Imaging by Physical Therapists with recommendations made to Council

Respectfully submitted,

Tim Asare

Chairperson

PSOP Committee

REGISTRATION COMMITTEE

Committee Chair

Heather Burridge

Committee Members

Amanda Crow

Karla Horvey

Danielle Johnston

Amanda Lloyd-Haubrich

The Registration Committee's 2022-2023 activities included the following:

- Reviewed the *Saskatchewan Labour Mobility and Fair Registration Practice Act*. Discussed how this Act impacts the Saskatchewan College of Physical Therapists' registration policies and procedures.
- Ongoing review of the Practice Based Assessment and changes to assessment based on feedback from the Executive Director, the Evaluation Committee, supervisors and candidates.
- Discussed and made recommendations for supervision requirements for the Practice Based Assessment and Restricted License Supervision.
- Reviewed and made recommendations on applications, appeals and registration related questions.

It was, once again, a wonderful year working with all the committee members. I appreciate all the time, perspectives, and ideas that you all give to the Registration Committee.

Respectfully submitted,

Heather Burridge

Chairperson

Registration Committee



SPECIAL COMMITTEE REPORTS

CAPR REPRESENTATIVE

The past year at the Canadian Alliance of Physiotherapy Regulators (CAPR) has been one on setting the stage for the future. The CAPR had committees looking at their governance structure as well as their evaluation services structure. These committees completed their work and presented to the CAPR Annual General Meeting in June 2023. This work, along with continuing work by the staff, under the new leadership of Dr. Bob Haennel, kept the CAPR extremely busy throughout 2023.

A review of the governance of the CAPR was completed in the spring of 2022. The information gathered from this review was used by the Governance Review Committee to present a series of recommendations to the Board related to a new governance structure for CAPR. One of the main questions that was explored was related to the actual mandate of CAPR. The recommendation that was brought forth to the Board, and was approved at the June 2023 AGM, was that CAPR should focus on evaluation and credentialling services. The policy arm of CAPR will continue through the Registrars Committee. The form and structure of this will be determined by the Registrars Committee and will continue outside of the CAPR.

This new structure will create an environment for the CAPR to ensure strong communication with all the stakeholders. It is through this communication that CAPR will obtain the information that is required to maintain quality and effective credentialling and evaluation of physiotherapy candidates wanting to enter the profession.

The Evaluation Services Committee took on a project that had been delayed due to COVID. This was titled Re-envisioning Evaluation Services. The project included assembling an expert panel to determine the best way forward for evaluating the candidates entering into the profession. The outcome of this expert panel review is summarized in the recommendation to include eight principles into future evaluation services. The National Director of Evaluation Services is currently carrying out a country wide discussion on the recommendations of the panel and the plans of CAPR to implement the same. An informative blog outlines the status of the project going forward which can be read at: <https://alliancept.org/announcement/blog-the-journey-of-re-envisioning-evaluation-services-has-begun/>

The CAPR staff continue to improve the services currently available. For example, the written examination will now be offered 10 times throughout the year. Credentialling is continuing trying to streamline their practice. They are adding more international locations that can upload the required documents digitally to improve the process. This is an ongoing process and the CAPR staff are continuously looking for improvement options.

It has been very rewarding to be the SCPT representative to CAPR. The CAPR is working hard to improve communication with stakeholders, improve efficiencies, and look to the future for evaluation services. This is exciting and the Board and staff are committed to continuing the changes to better serve the regulatory bodies, the candidates and internationally educated physiotherapists.

Sincerely submitted,
Dale A Pitura
SCPT Representative to CAPR

COMMUNICATIONS COMMITTEE

Committee Chair
Lauren McLellan

Committee Members
Catrina Wasyliv

The Communications Committee continues to create the SCPT newsletter, Momentum, to provide updated information regarding registration, regulation, and key issues that impact the SCPT and its membership. This is shared with membership via email and published on our website three to four times per year.

The 2022-2023 year was otherwise quiet for the Communication Committee. We look forward to participating in new initiatives outlined in the updated Strategic Plan including a review of the Annual Report.

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 Catrina Wasyliv for all the hard work and time commitment as a member of the Communication Committee.

Respectfully submitted,
Lauren McLellan
Chairperson
Communications Committee

CONTINUING COMPETENCE COMMITTEE

Committee Chair

Karla Horvey

Committee Members

Barbara Anderson

Judy Grant (Public Member) (until April 2023)

Darcie Sahar

Kendra Usunier

There have been two main priorities for the Continuing Competency Committee over the past year. The first of which is the continuing work on the Continuing Competency Program (CCP). We remain dedicated to the constant need for revisions to our relatively new program and continue to seek feedback from the membership on how to make the CCP best suit the SCPTs needs. The Continuing Competency Committee, in conjunction with the EDR and Practice Advisor, have been working on streamlining the documents required for upload. We have also been giving input on the creation of a webinar on this year's mandatory competency *Leadership*.

Our second priority has been the revision of the jurisprudence questions. Our question bank was in need of an update so the SCPT employed an expert to help us revise current questions as well as write new questions to fit with the updated national Core Standards of Practice. We are continuing to work on this process. Many thanks to both the Continuing Competency Committee, SCPT staff, and others who have volunteered to be a part of the question writing and revision process.

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 2024 renewal. The mandatory competency domain for 2024 is *Leadership*.

Respectfully submitted,

Karla Horvey

Chairperson

Continuing Competency Committee

GOVERNANCE AND NOMINATIONS COMMITTEE

Committee Chair

Brandy Green (until October 2022)

Sara Lawson (from October 2022)

Committee Members

Dale Pitura

Liz Rackow

Key outcomes and ongoing work pertaining to the current SCPT Strategic Framework and New Legislation for 2022-2023:

- Along with assistance of the Executive Director & Registrar and the Professional Conduct Committee, recruitment and interviews were conducted for adding new Public Representatives. From a diverse and qualified group of interviewees, selection of two public representatives for the Professional Conduct Committee was completed.
- Review of current processes and procedures pertaining to clarity of communication with the public, transparency of disciplinary actions to the public, and timelines for disclosure of disciplinary actions of SCPT members has been conducted. There was thorough discussion on the clarification of terminology used, access of information, and detailed report access for public use on the SCPT website. There will be ongoing work on improving these processes to ensure public access to information on the website is clear and concise.
- A procedure related to sexual misconduct complaints was developed. The process included guidance to complainants to access community supports given the nature of the circumstances.
- Fitness to practice complaint categories have been discussed. Draft processes on handling these specific complaints have been drafted and further deliberation is necessary given the nature of these complaints. This development will continue into the upcoming year.
- Changes to the legislation have been made for handling complaints and disciplinary actions. Detailed discussion has been initiated with further discussion required to adequately address the changes to legislation within the existing SCPT bylaws, policies and procedures. This will be continued to be addressed through 2023.
- Strategies have been discussed for more active recruitment of committee and Council members and has been put into effect for filling upcoming positions. Ongoing work to recruit public representatives and SCPT members to assist in committee and Council roles is ongoing.

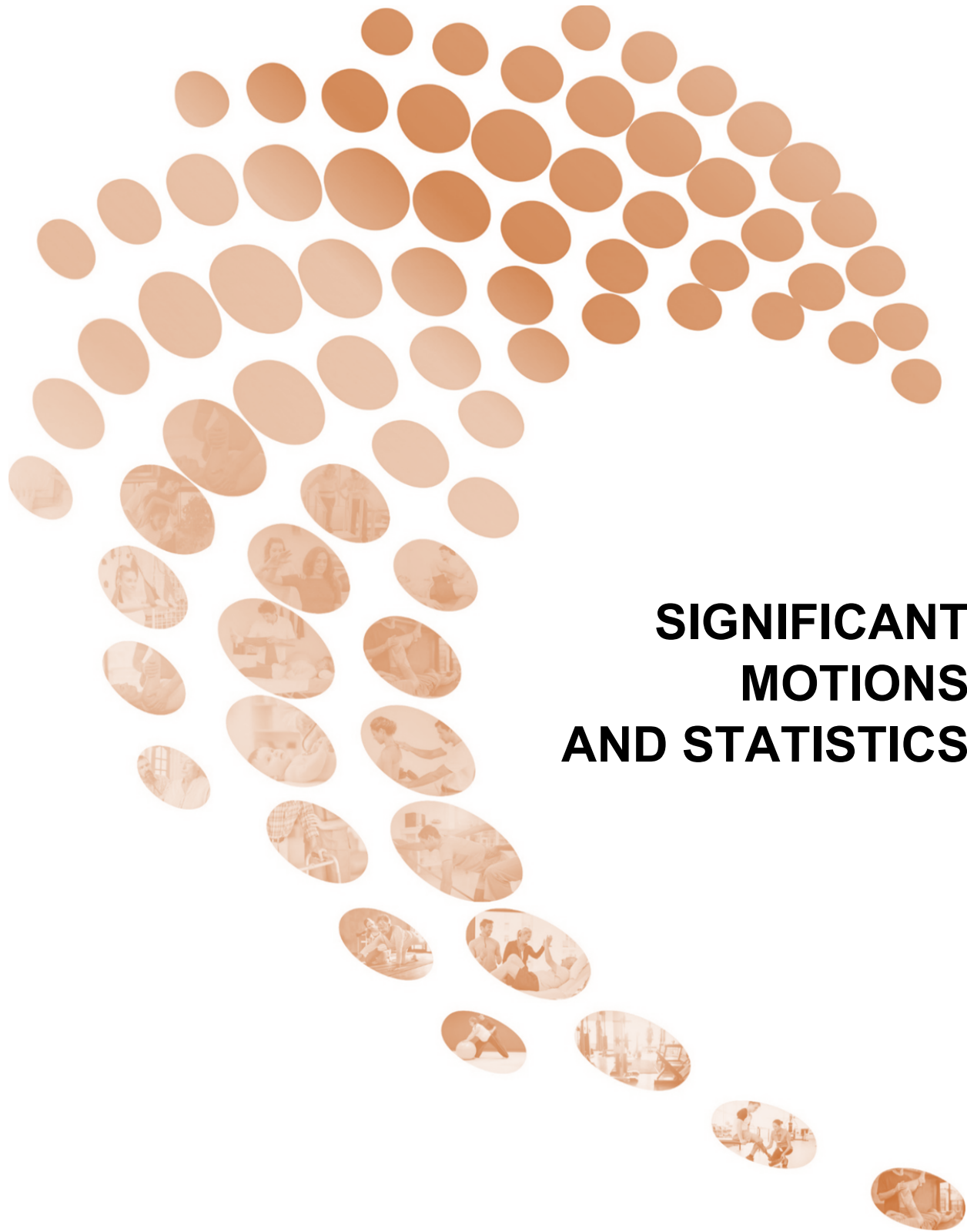
Thank you to Jason Vogelsang, Dale Pitura, Elizabeth Rackow and Brandy Green for their assistance and contributions to our committee this past 2022-2023 year.

Respectfully Submitted,

Sara Lawson

Chairperson

Governance and Nominations Committee



SIGNIFICANT MOTIONS AND STATISTICS

SIGNIFICANT MOTIONS OF COUNCIL

SEPTEMBER 7, 2022

- 22.018 to approve the agenda and consent agenda
- 22.019 to approve the May 25, 2022 Council Meeting Minutes
- 22.020 to remain with Grant Thornton as our auditors for 2022-2023 and to present recommendation to membership at AGM
- 22.021 to approve the amended policy for the PCC Composition and representation
- 22.022 to approve the amended procedures for the GNC
- 22.023 to add meeting stipend description for Public rep PCC member to 13.4 of the Governance Procedures
- 22.024 to approve the cervical/thoracic management course

OCTOBER 1, 2022 (AGM)

- 22.025 to appoint Jason Vogelsang and Lauren McLellan as scrutineers for 2022 SCPT AGM
- 22.026 to approve the agenda as circulated
- 22.027 to approve the minutes for October 2, 2021 as circulated
- 22.028 to accept the June 1, 2021 to May 31, 2022 financial results as circulated in the auditor report
- 22.029 to appoint Grant Thornton as auditor for June 1, 2022 to May 31, 2023 year end audit

OCTOBER 2, 2022 (POST-AGM)

- 22.030 to approve agenda
- 22.031 to appoint Dale Pitura-President, Cathy Cuddington-Vice President, Lauren McLellan Secretary and Liz Rackow-Treasurer to Executive
- 22.032 to accept appointments to the statutory, standing and special committees as presented
- 22.033 to appoint Karla Horvey (Member at Large), Tammy MacSymetz (Registration and Operations Manager), Dale Pitura (President), Liz Rackow (Treasurer) and Jason Vogelsang (EDR) as signing authorities for SCPT
- 22.034 to appoint Dale Pitura, Lauren McLellan, Cathy Cuddington, Liz Rackow, Amanda Crow, Karla Horvey, Judy Grant, Jackie Hunchak, Bert Yakichuk, Lee Hall, William Chukwu as CRA Directors for October 2022-October 2023.

MARCH 15, 2023

- 23.001 be it moved to pay Jason Vogelsang a performance bonus of 5% of his base salary for the period of October 2021-September 30, 2022
- 23.002 To appoint Guy Penney and Christopher Sarsons to the Professional Conduct Committee
- 23.003 to remove 3.3.4 from agenda
- 23.004 to approve the amended agenda and consent agenda (including pulled DC report)
- 23.005 to approve the September 7, 2022 Council Meeting Minutes
- 23.006 to approve the October 2, 2022 (Post AGM) Council Meeting Minutes
- 23.007 approve in principle of the Five Strategic Priorities
- 23.008 approve Q2 and Q3 financials as presented
- 23.009 to approve the requested amount for expenditure in the 2022-2023 budget year
- 23.010 to approve the requested \$2500 for CCC Jurisprudence question bank facilitator session in the 2022-2023 budget year
- 23.011 to approve the \$5000 for Core Standards of Practice National Validation in the 2022-2023 budget year
- 23.012 to approve the Practice Statement and implications plan as outlined in the EDR Briefing Note
- 23.013 to approve the Spinal Manipulation course and added to the SCPT spinal manipulation course
- 23.014 to approve EIM Dry Needling course and added to the SCPT needling courses
- 23.015 to refer IFD and additional information gathered to the GNC for review of policy and process and request GNC to return to Council with any recommended changes.

MAY 25, 2022

- 23.016 to approve the agenda and consent agenda
- 23.017 to approve the March 15, 2023 Council Meeting Minutes
- 23.018 to accept the strategic operational plan as presented
- 23.019 to update the Mission to "To serve and protect the public through supporting physical therapists to be safe, competent and qualified"
- 23.020 to update the Vision to "To be a proactive leader in regulation, influencing the future of healthcare"
- 23.021 to update the Value Collaboration to "We build strong relationships with the public, our members and stakeholders"
- 23.022 to approve the 2023-2024 budget

- 23.023 to approve the courses (EIM Functional Dry Needling Level 1 and EIM Functional Dry Needling Level 2 or EIM Functional Dry Needling Level 1 AND Basic Acupuncture prerequisite (AFCI certification or equivalent) and same added to the SCPT's approved Dry Needling Courses
- 23.024 to nominate Dale Pitura as SCPT's CAPR representative
- 23.025 to go in camera
- 23.026 to approve a 5% increase to salary and increase the RSP contribution to 6% for the position of EDR for the 2023-2024 fiscal year

REGISTRATION STATISTICS

Registration Statistics

	2021-2022	2022-2023
Number of New Registrants	57	60
Number of New Inactive Members	31	43

As of June 1, 2022

Licence Statistics

	2021-2022	2022-2023	July 26
Practicing	770	779	781
Restricted	40	46	47
Academic	2	2	2
Non-Practicing	54	58	58
Life/Honorary	4	4	
Temporary	6	5	
Extended Access	5	3	4
Total	881	897	892

As of June 1, 2023



FINANCE AND BUDGET

FINANCE COMMITTEE

Committee Chair

Liz Rackow

Committee Members

Heather Burridge

Cathy Cuddington,

Beverly Wilson

As in past years, the Finance Committee works with oversight of SCPT staff and Council in support the SCPT Strategic goals. The SCPT is conservative in our approach to risk – we have enough money in savings to cover 6 months of operations, as well as legal, and disaster funding. This is also considered to be our “restricted” reserve.

The financial statement (included in the Annual Report) for June 1 2022 to May 31, 2023 shows a deficit of revenue over expenditures of approximately \$73,000, which is smaller than the projected deficit of \$155,000. The most significant expense this year is related to a complex Professional Conduct matter. There were additional expenses associated with the strategic planning session that was occurred in May.

The 2023/24 budget submitted by the Finance Committee and approved by Council projects an excess of expenditures over income of approximately \$160,000. Of note, there is an increased cost for insurance this year to ensure the SCPT has coverage for Errors and Omissions and adequate Cybersecurity protection. Council has also committed to ensuring that SCPT staff are fairly and equitably compensated on an annual basis.

The deficit spending in the past few years, as well as, projected into the future, is necessary to have effective self regulation for our profession. Council keeps prudent budgeting in mind as major project work is carried out. Our fees remain among the lowest in Canada for PT’s as well as other self regulated professions.

We will be able to use unrestricted reserve funding that has been unused in previous years to cover the projected deficit, while keeping our restricted reserve funds intact. However, with a deficit existing over a number of years now, an increase in Member fees may need to be a consideration for Council in the near future.

Council continues to analyze risk and has decided to keep all short-term and long-term investments in secured accounts and GIC’s, with RBC Dominion Securities.

Respectfully submitted,

Liz Rackow

Treasurer and Chairperson

Finance Committee

2023-2024 BUDGET

SCPT 2020-2026 Budget and Financials

ITEM	Budget 2020/21	Actual 2020/21	Budget 2021/2022	Actuals 2021/2022	Budget 2022/2023	Actuals 2022/2023	Budget 2023/2024	Projection Budget 2024/25	Projection Budget 2025/26	Projection Budget 2026/27
Income	\$418,750	\$452,563	\$426,250	\$480,191	\$473,900	\$492,207	\$479,300	\$479,300	\$487,175	\$487,175
Expenditures	\$513,044	\$442,537	\$563,570	\$565,916	\$629,257	\$565,272	\$639,644	\$646,919	\$658,420	\$670,548
Annual Net	-\$94,294	\$10,026	-\$137,320	-\$85,725	-\$155,357	-\$73,065	-\$160,344	-\$167,619	-\$171,245	-\$183,373
Transfer from Unrestricted Reserve	\$100,294	\$0	\$123,154	\$85,725	\$155,357	\$73,065	\$160,344	\$167,619	\$171,245	\$183,373
Net Income	\$6,000	\$10,026	-\$14,166	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Assets										
	Budget 2020/21	Actual 2020/21	Budget 2021/2022	Actuals 2021/2022 (May 31, 2022)	Budget 2022/2023	Actuals 2022/2023 (May 31, 2023)	Budget 2023/2024	Projection Budget 2024/25	Projection Budget 2025/26	Projection Budget 2026/27
Operational Funds										
RBC Chequing June 1, 2023: \$235,837.57	\$418,750 (\$418,750)	\$452,563 (\$452,563)	\$426,250 (\$426,250)	\$480,191 (\$480,191)	\$473,900 (\$473,900)	\$492,300 (\$492,300)	\$479,300 (\$479,300)	\$471,400 (\$471,400)	\$471,400 (\$471,400)	\$471,400 (\$471,400)
Total Operational		\$304,523	\$304,523	\$232,656	\$232,656	\$235,838	\$235,838			
Restricted Reserve Funds										
RBC Savings June 1, 2023: \$360,676	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
Total Restricted Reserve	\$282,425	\$282,425	\$282,425	\$282,425	\$282,425	\$360,676	\$360,676	\$367,890	\$375,247	\$382,752
Unrestricted Reserve Funds										
RBC LT GIC's & Cash June 1, 2023: \$313,339	-\$94,294	\$10,026	-\$137,320	-\$85,725	-\$155,357	-\$73,065	-\$160,344	-\$167,619	-\$128,099	-\$183,373
Total Unrestricted Reserve	\$394,794	\$499,114	\$176,019	\$372,275	\$216,918	\$240,274	\$211,931			
Loans										
CAPR Loan				\$43,146	\$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	\$762,967	\$930,502	\$775,145	\$879,933	\$851,591			
INCOME										
Income Account	Budget 2020/21	Actual 2020/21	Budget 2021/2022	Actuals 2021/2022	Budget 2022/2023	Actuals 2022/2023	Budget 2023/2024	Projection Budget 2024/25	Projection Budget 2025/26	Projection Budget 2026/27
4010 - Initial Registration	\$2,400.00	\$4,500.00	\$3,750.00	\$4,050.00	\$ 3,375	\$ 4,350	\$3,375	\$3,375	\$4,641	\$4,641
4015 - Monitoring fee	\$2,250.00	\$2,850.00	\$2,625.00	\$3,075.00	\$ 2,625	\$ 3,300	\$2,625	\$2,625	\$3,609	\$3,609
4020 - Practising	\$375,000.00	\$366,471.00	\$382,500.00	\$374,650.00	\$ 409,500	\$ 376,117	\$415,000	\$415,000	\$415,000	\$415,000
4030 - Non-Practising	\$7,500.00	\$6,000.00	\$6,250.00	\$6,491.67	\$ 6,750	\$ 8,521	\$6,500	\$6,500	\$6,500	\$6,500
4035 - Extended Access	\$1,000.00	\$1,612.50	\$625.00	\$1,045.83	\$ 750	\$ 325	\$500	\$500	\$500	\$500
4040 - Temporary	\$500.00	\$0.00	\$300.00	\$116.67	\$ 500	\$ 283	\$250	\$250	\$250	\$250
4050 - Restricted	\$12,500.00	\$36,235.00	\$13,750.00	\$38,229.16	\$ 15,000	\$ 50,542	\$15,000	\$15,000	\$20,625	\$20,625
4055 - Practice Based Assessment				\$30,600.00	\$ 18,000	\$ 25,200	\$18,000	\$18,000	\$18,000	\$18,000
4060 - Incorporation Fees	\$6,600.00	\$7,850.00	\$7,450.00	\$8,050.00	\$ 8,200	\$ 4,596	\$9,150	\$9,150	\$9,150	\$9,150
MEMBERSHIPS	\$407,750.00	\$425,518.50	\$417,250.00	\$466,308.33	\$464,700.00	\$473,233.34	\$470,400.00	\$470,400.00	\$478,275.00	\$478,275.00
4070 - Late fees	\$500.00	\$1,910.00	\$500.00	\$1,690.00	\$ 500	\$ 3,680	\$500	\$500	\$500	\$500
4080 - Discipline fees	\$0.00	\$200.00	\$0.00	\$0.00	\$ -	\$ -	\$0	\$0	\$0	\$0
4075 - Misc Income	\$300.00	\$330.00	\$300.00	\$375.00	\$ 300	\$ 400	\$300	\$300	\$300	\$300
4440 - Investment Income	\$10,000.00	\$24,004.53	\$8,000.00	\$11,117.25	\$ 8,000	\$ 14,893	\$8,000	\$8,000	\$8,000	\$8,000
4461- Use of Database	\$200.00	\$600.00	\$200.00	\$700.00	\$ 400	\$ -	\$100	\$100	\$100	\$100
INTEREST & SUNDRY INCOME	\$11,000	\$27,045	\$9,000	\$13,882	\$9,200	\$18,973	\$8,900	\$8,900	\$8,900	\$8,900
TOTAL INCOME	\$418,750	\$452,563	\$426,250	\$480,191	\$473,900	\$492,207	\$479,300	\$479,300	\$487,175	\$487,175

EXPENSE

EXPENSE	Budget 2020/21	Actual 2020/21	Budget 2021/2022	Actuals 2021/2022	Budget 2022/2023	Actuals 2022/2023	Budget 2023/2024	Projection Budget 2024/25	Projection Budget 2025/26	Projection Budget 2026/27
5510 - Alliance Expense (meeting and travel)	\$6,000.00	\$0.00	\$4,360.00	\$105.00	\$ -	\$ -	\$4,000	\$4,080	\$4,162	\$4,245
5511 - Alliance Rep Salary Rep	\$1,100.00	\$0.00	\$1,440.00	\$0	\$ 1,500	\$ 93	\$1,500	\$1,530	\$1,561	\$1,592
5515 - Communications (Stipend)	\$500.00	\$630.00	\$720.00	\$210	\$ 480	\$ -	\$480	\$490	\$499	\$509
5514 - Communications Expense	\$0.00	\$0.00	\$250.00	\$0	\$ 300	\$ -	\$300	\$306	\$312	\$318
5516 - Finance (stipend)	\$500.00	\$225.00	\$400.00	\$240	\$ 480	\$ 320	\$480	\$490	\$499	\$509
5517 - Legislation (Stipend)	\$1,000.00	\$1,410.00	\$1,000.00	\$0	\$ 1,200	\$ 2,220	\$1,920	\$1,958	\$1,998	\$2,038
5518 - Legislation	\$3,000.00	\$8,699.64	\$5,000.00	\$0	\$ 5,000	\$ 5,243	\$5,000	\$5,100	\$5,202	\$5,306
5520 - CCC (stipend)	\$600.00	\$360.00	\$900.00	\$180	\$ 960	\$ 1,260	\$960	\$979	\$999	\$1,019
5521 - PSOP (Stipend)	\$1,300.00	\$990.00	\$720.00	\$540	\$ 960	\$ 1,620	\$960	\$979	\$999	\$1,019
5524 - PSOP	\$1,000.00	\$106.00	\$500.00	\$0	\$ 500	\$ 450	\$500	\$510	\$520	\$531
5522 - Registration (stipend)	\$400.00	\$780.00	\$400.00	\$2,775	\$ 2,100	\$ 800	\$1,800	\$1,836	\$1,873	\$1,910
5523 - Registration							\$1,000	\$1,020	\$1,040	\$1,061
5525 - Discipline (stipend)	\$1,500.00	\$270.53	\$9,000.00	\$454	\$ 600	\$ 2,106	\$1,920	\$1,958	\$1,998	\$2,038
5526 - Discipline hearings	\$5,000.00	\$21,553.05	\$15,900.00	\$0	\$ 25,400	\$ 15,877	\$26,000	\$26,520	\$27,050	\$27,591
5527 - Discipline Comm	\$8,000.00	\$1,176.49	\$3,000.00	\$1,858	\$ 3,000	\$ 1,237	\$3,000	\$3,060	\$3,121	\$3,184
5529 - CCC Expense						\$ 2,595				
5535 - PCC	\$13,000.00	\$16,081.20	\$16,250.00	\$51,121	\$ 19,000	\$ 42,877	\$18,000	\$18,360	\$18,727	\$19,102
5536 - PCC (stipend)	\$2,500.00	\$2,452.95	\$4,000.00	\$7,566	\$ 4,800	\$ 4,180	\$4,800	\$4,896	\$4,994	\$5,094
5538 - Ad Hoc Committees	\$4,000.00	\$0.00	\$0.00	\$16,748						
5539 - Ad Hoc Committee stipend	\$1,700.00	\$2,700.00								
5541 - Governance and Nominatons	\$0.00	\$0.00	\$1,500.00	\$0	\$ 1,500	\$ 389	\$1,500	\$1,530	\$1,561	\$1,592
5542 - GNC (stipend)	\$500.00	\$360.00	\$810.00	\$270	\$ 720	\$ 370	\$1,080	\$1,102	\$1,124	\$1,146
5560 - Committee Honorariums	\$1,875.00	\$2,037.50	\$4,500.00	\$3,575	\$ 3,950	\$ 4,125	\$4,550	\$4,641	\$4,734	\$4,828
5210 - Practice Based Assessment				\$2,625	\$ 2,000	\$ -	\$2,000	\$2,000	\$2,000	\$2,000
5220 - Practice Based Assessment (Salary)				\$20,191	\$ 16,000	\$ 13,617	\$16,000	\$16,000	\$16,000	\$16,000
Committees	\$53,475	\$59,832	\$70,650	\$108,457	\$90,450	\$99,379	\$97,750	\$99,345	\$100,972	\$102,631
5610 - Council Exec	\$3,000.00	\$0.00	\$1,208.00	\$0.00	\$ 500	\$ -	\$500	\$510	\$520	\$531
5611 - Council Exec Stipend	\$1,500.00	\$1,440.00	\$3,011.00	\$1,365.00	\$ 1,920	\$ 1,760	\$1,920	\$1,958	\$1,998	\$2,038
5615 - Council Expenses	\$17,000.00	\$300.00	\$10,000.00	\$220.00	\$ 8,000	\$ 220	\$8,000	\$8,160	\$8,323	\$8,490
5616 - Council Stipend	\$9,300.00	\$7,455.00	\$8,201.20	\$3,750.00	\$ 10,000	\$ 8,014	\$6,500	\$6,630	\$6,763	\$6,898
5625 - Council (Other)	\$1,000.00	\$1,360.67	\$1,000.00	\$1,501.29	\$ 1,000	\$ 667	\$1,000	\$1,020	\$1,040	\$1,061
5630 - Council Honorariums	\$3,950.00	\$3,787.50	\$10,050.00	\$7,462.50	\$ 8,600	\$ 8,600	\$8,100	\$8,262	\$8,427	\$8,596
Council Expenses	\$35,750.00	\$14,343.17	\$33,470.20	\$14,298.79	\$30,020.00	\$19,260.72	\$26,020.00	\$26,540.40	\$27,071.21	\$27,612.63
Strategic Objectives										
5340 - HR Manual	\$0.00	\$0.00								
5310 - Public Survey Consultant	\$16,800.00	\$15,272.26								
5320 - Accounting Advisory	\$0.00	\$0.00								
5330 - Cont Competency Program	\$3,500.00	\$300.00	\$5,000.00	\$2,092.76	\$ 6,500	\$ 4,952	\$7,000	\$5,000	\$5,000	\$5,000
Practice Guidelines Review		\$0.00								
5352 - Citizen's Advisory Group			\$5,000.00	\$0.00	\$ 5,000	\$ -	\$5,000	\$3,000	\$3,000	\$3,000
5350 - Public Education Campaign			\$2,000.00	\$0.00	\$ 1,000	\$ -	\$1,000	\$1,000	\$1,000	\$1,000
5351 - Member Engagement/Education			\$5,000.00	\$0.00	\$ 4,000	\$ 5,000	\$5,000	\$5,000	\$5,000	\$5,000
5360 - Strategic Planning					\$ 8,000	\$ 10,682				
5361 - Market Review					\$ 7,000	\$ 5,206				
PCE Membership Feedback			\$18,000.00	\$0.00						
PCE Implementation					\$ 5,000	\$ -				
New strategic initiatives - TBD in new Strat Plan					\$ 10,000	\$ -	\$20,000	\$20,000	\$20,000	\$20,000
Strategic Objectives	\$20,300.00	\$15,572.26	\$35,000.00	\$2,092.76	\$46,500.00	\$25,839.82	\$38,000.00	\$34,000.00	\$34,000.00	\$34,000.00
External Stakeholders										
5710 - NIRO	\$300.00	\$0.00	\$300.00	\$0.00	\$ 300	\$ -	\$300	\$306	\$312	\$318
5715 - Council Education / CNAR	\$8,500.00	\$735.00	\$8,500.00	\$1,842.15	\$ 8,000	\$ 1,712	\$8,000	\$8,160	\$8,323	\$8,490
5716 - EDR Education	\$3,000.00	\$593.25	\$5,000.00	\$305.57	\$ 5,000	\$ 1,337	\$5,000	\$5,100	\$5,202	\$5,306
5720 - Sponsorship	\$250.00	\$0.00	\$0.00	\$0.00	\$ -	\$ -	\$0			
5735 - SPTAG	\$350.00	\$0.00	\$350.00	\$0.00	\$ 350	\$ -	\$250	\$255	\$260	\$265
5810 - Alliance fees	\$17,279.60	\$19,132.53	\$18,369.50	\$19,760.51	\$18,300.00	\$ 18,088	\$19,500	\$19,890	\$20,288	\$20,694
External Stakeholders	\$29,680	\$20,461	\$32,520	\$21,908	\$31,950	\$21,136	\$33,050	\$33,711	\$34,385	\$35,073
5825 - Software Fees	\$23,200.00	\$22,157.29	\$19,800.00	\$26,175.65	\$ 24,000	\$ 31,104	\$27,000	\$27,540	\$28,091	\$28,653
5826 - IT Support for Office	\$8,300.00	\$2,689.82	\$2,936.50	\$7,694.95	\$ 3,000	\$ 2,424	\$3,500	\$3,570	\$3,641	\$3,714
SUPPORT & WEBSITE	\$31,500	\$24,847	\$22,737	\$33,871	\$27,000	\$33,528	\$30,500	\$31,110	\$31,732	\$32,367
5815 - AMORTIZATION	\$5,000.00	\$6,363.94	\$5,000.00	\$4,205.46	\$ 6,000	\$ 5,412	\$6,000	\$6,120	\$6,242	\$6,367
5840 - Interest and Bank charges	\$700.00	\$1,030.91	\$960.00	\$1,144.92	\$ 1,000	\$ 950	\$1,000	\$1,020	\$1,040	\$1,061
5841- Credit Card Fees-member payments	\$9,700.00	\$11,429.66	\$12,000.00	\$14,069.45	\$ 13,000	\$ 14,507	\$11,000	\$11,220	\$11,444	\$11,673
TOTAL BANK FEES	\$15,400	\$18,825	\$17,960	\$19,420	\$20,000	\$20,869	\$18,000	\$18,360	\$18,727	\$19,102

EXPENSE	Budget 2020/21	Actual 2020/21	Budget 2021/2022	Actuals 2021/2022	Budget 2022/2023	Actuals 2022/2023	Budget 2023/2024	Projection Budget 2024/25	Projection Budget 2025/26	Projection Budget 2026/27
5835 - Insurance	\$4,000.00	\$4,095.84	\$3,800.00	\$7,328.84	\$ 4,000	\$ -	\$7,500	\$7,650	\$7,803	\$7,959
5860 - Office Supplies, Printing, Photocopy	\$5,047.79	\$5,385.24	\$4,000.00	\$4,189.51	\$ 4,000	\$ 1,585	\$2,500	\$2,550	\$2,601	\$2,653
5850 - SCPT Professional Memberships	\$500.00	\$343.12	\$1,400.00	\$1,435.95	\$ 1,200	\$ 1,805	\$1,200	\$1,224	\$1,248	\$1,273
5865 - Rent	\$24,000.00	\$18,721.99	\$19,876.00	\$19,113.39	\$ 19,876	\$ 19,083	\$19,876	\$19,876	\$19,876	\$20,274
5870 - Furniture/Equip.	\$1,600.00	\$0.00	\$1,000.00	\$0.00	\$ 500	\$ -	\$500	\$510	\$520	\$531
5875 - Telephone	\$6,632.00	\$6,204.02	\$6,500.00	\$5,824.29	\$ 6,500	\$ 4,640	\$5,000	\$5,100	\$5,202	\$5,306
5866 - Recruit/Relocate	\$11,950.57	\$1,741.25	\$0.00	\$23,624.99						
5881 - Postage	\$100.00	\$384.00	\$100.00	\$113.12	\$ 100	\$ 236	\$250	\$255	\$260	\$265
5880 - Staff Training/Education	\$1,500.00	\$42.00	\$1,000.00	\$326.00	\$ 1,500	\$ 111	\$1,500	\$1,530	\$1,561	\$1,592
5885 - Office Miscellaneous	\$300.00	\$360.79	\$300.00	\$221.07	\$ 300	\$ 200	\$300	\$306	\$312	\$318
5890 - Website	\$0.00	\$0.00	\$500.00	\$949.05	\$ 500	\$ -	\$500	\$510	\$520	\$531
5891 - EDR Expenses	\$5,000.00	\$834.21	\$500.00	\$917.31	\$ 5,000	\$ 776	\$5,000	\$5,100	\$5,202	\$5,306
5892 - Practice Advisor Expenses	\$0.00	\$0.00	\$1,000.00	\$500.00	\$ 1,000	\$ 1,213	\$1,000	\$1,020	\$1,040	\$1,061
5895 - Member Audit Expenses	\$500.00	\$514.30	\$550.00	\$573.55	\$ 550	\$ 1,211	\$650	\$663	\$676	\$690
TOTAL OFFICE EXPENSES	\$61,130.36	\$38,626.76	\$40,526.00	\$65,117.07	\$45,026.00	\$30,859.19	\$45,776.00	\$46,294.00	\$46,822.36	\$47,758.81
5805 - Accounting Expenses	\$5,500.00	\$13,216.50	\$8,000.00	\$8,325.00	\$ 8,500.0	\$ 16,710.5	\$13,000	\$13,260	\$13,525	\$13,796
5845 - Legal Fees	\$8,000.00	\$31,299.25	\$12,000.00	\$16,344.80	\$ 12,000.0	\$ 13,217.8	\$12,000	\$12,240	\$12,485	\$12,734
TOTAL PROFESSIONAL FEES	\$13,500.00	\$44,515.75	\$20,000.00	\$24,669.80	\$20,500.00	\$29,928.33	\$25,000.00	\$25,500.00	\$26,010.00	\$26,530.20
5420 - EI Expense	\$3,718.36	\$1,708.54	\$3,218.16	\$3,242.58	\$3,787.51	\$3,938.73	\$3,638	\$3,711	\$3,785	\$3,861
5430 - CPP Expense	\$7,864.54	\$4,071.13	\$4,749.66	\$8,135.40	\$9,885.23	\$9,208.04	\$7,509	\$7,659	\$7,812	\$7,969
5440 - WCB Expense	\$427.24	\$553.28	\$544.61	\$649.42	\$541.24	\$369.94	\$520	\$530	\$541	\$551
5450 - RRSP'S Employer	\$3,965.90	\$3,179.78	\$5,879.68	\$2,983.70	\$10,063.44	\$9,981.12	\$15,588	\$15,900	\$16,218	\$16,542
5460 - Vacancy Pay Earned		\$6,297.06	\$14,166.04	\$5,785.97	\$24,639.60	\$24,804.59	\$18,220	\$18,585	\$18,957	\$19,336
5465 - Salary - E. D.	\$53,066.64	\$0.00	\$84,000.00	\$91,132.84	\$138,600.00	\$114,046.84	\$145,530	\$148,441	\$151,409	\$154,438
5471 - Interim EDR Contract	\$45,522.00	\$91,044.00	\$15,174.00	\$45,435.00						
5475 - Salaries - Staff	\$97,872.75	\$84,263.27	\$101,511.94	\$67,976.62	\$124,010.83	\$115,606.85	\$127,500	\$130,050	\$132,651	\$135,304
5476 - Stat Pay	\$1,687.50	\$0.00								
5477 - Temporary Contract Staff	\$19,000.00	\$4,477.50	\$7,200.00	\$0.00		\$0.00	\$0	\$0	\$0	\$0
5478 - Practice Advisor	\$17,160.00	\$6,649.31	\$49,500.00	\$46,783.04						
5480 - Employee Benefits	\$2,024.26	\$3,270.04	\$ 4,763	\$3,957.13	\$ 6,283	\$ 6,515	\$7,043	\$7,183	\$7,327	\$7,474
TOTAL WAGES & BENEFITS	\$252,309.19	\$205,513.91	\$290,707.38	\$276,081.70	\$317,811.34	\$284,471.41	\$325,547.59	\$332,058.54	\$338,699.71	\$345,473.71
TOTAL EXPENSES	\$513,044	\$442,537	\$563,570	\$565,915.63	\$629,257	\$565,272	\$639,644	\$646,919	\$658,420	\$670,548
Total Surplus/Deficit	-94,294	10,026	-137,320	-85,725	-155,357	-73,065	-160,344	-167,619	-171,245	-183,373

2022-2023 AUDITORS REPORT



Financial Statements

Saskatchewan College of Physical Therapists

May 31, 2023

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Independent Auditor's Report

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, 2023, 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, 2023, 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 9 to the financial statements, which explains that certain comparative information for the year ended May 31, 2022 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.

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

Saskatoon, Canada
September 14, 2023

Chartered Professional Accountants

Saskatchewan College of Physical Therapists

Statement of Financial Position

Year ended May 31

2023

2022
(Restated -
Note 9)

Assets

Current

Cash	\$ 231,066	\$ 232,656
Short-term investments (Note 3)	418,435	449,195
Prepaid expenses	11,111	10,248
Accounts receivable	<u>476</u>	<u>576</u>
	661,088	692,675
Loan receivable (Note 4)	43,146	43,146
Long-term investments (Note 5)	253,528	291,230
Property, plant and equipment (Note 6)	<u>11,082</u>	<u>12,873</u>
	<u>307,756</u>	<u>347,249</u>
	<u>\$ 968,844</u>	<u>\$ 1,039,924</u>

Liabilities

Current

Accounts payable and accrued liabilities	\$ 26,917	\$ 28,261
Visa payable	3,993	2,019
Vacation payable	4,649	9,020
Deferred revenue	<u>352,667</u>	<u>346,938</u>
	<u>388,226</u>	<u>386,238</u>
Net Assets	<u>580,618</u>	<u>653,686</u>
	<u>\$ 968,844</u>	<u>\$ 1,039,924</u>

Approved on behalf of the board

Director,



Director,



Saskatchewan College of Physical Therapists

Statement of Operations

Year ended May 31

	2023	2022 (Restated - Note 9)
<hr/>		
Revenues		
Membership dues	\$ 473,234	\$ 467,009
Interest income	14,893	11,117
Other revenues	<u>4,080</u>	<u>2,065</u>
	<u>492,207</u>	<u>480,191</u>
Expenses		
Alliance fees	18,088	19,761
Amortization	5,412	4,205
Committee expenses	68,279	53,084
Computer support	33,528	34,820
Council expenses	2,599	3,563
Honorariums and stipends	49,474	67,952
Insurance	-	7,329
Interest and bank charges	15,457	15,214
Licenses	1,805	1,436
Office	6,669	30,772
Professional fees	29,929	24,670
Rent	19,083	19,113
Strategic objectives	24,788	2,093
Telephone	4,640	5,824
Wages and benefits	<u>285,524</u>	<u>276,082</u>
	<u>565,275</u>	<u>565,918</u>
Deficiency of revenue over expenses	<u>\$ (73,068)</u>	<u>\$ (85,727)</u>
<hr/>		

See accompanying notes to the financial statements.

Saskatchewan College of Physical Therapists

Statement of Changes In Net Assets

Year ended May 31

	2023	2022 (Restated - Note 9)
Balance, beginning of year	\$ 653,686	\$ 747,047
Prior period restatement	<u>-</u>	<u>(7,634)</u>
Balance, beginning of year	653,686	739,413
Deficiency of revenue over expenses	<u>(73,068)</u>	<u>(85,727)</u>
Balance, ending of year	<u>\$ 580,618</u>	<u>\$ 653,686</u>

Saskatchewan College of Physical Therapists

Statement of Cash Flows

Year ended May 31

	2023	2022 (Restated - Note 9)
Operating		
Deficiency of revenue over expenses	\$ (73,068)	\$ (85,727)
Adjustments for		
Amortization	<u>5,412</u>	<u>4,205</u>
	<u>(67,656)</u>	<u>(81,522)</u>
Change in non-cash working capital items		
Accounts receivable	100	(100)
Prepaid expenses	(863)	2,282
Accounts payable and accrued liabilities	(1,343)	6,449
Visa payable	1,974	326
Vacation payable	(4,371)	4,745
Deferred revenue	<u>5,729</u>	<u>8,542</u>
	<u>1,226</u>	<u>22,244</u>
Investing		
Loan receivable	-	(43,146)
Purchase of property and equipment	(3,622)	(2,207)
Proceeds on sale of investments	245,502	32,029
Purchase of investments	<u>(177,040)</u>	<u>-</u>
	<u>64,840</u>	<u>(13,324)</u>
Decrease in cash	(1,590)	(72,602)
Cash		
Cash, beginning of year	<u>232,656</u>	<u>305,258</u>
Cash, end of year	<u>\$ 231,066</u>	<u>\$ 232,656</u>

See accompanying notes to the financial statements.

Saskatchewan College of Physical Therapists

Notes to the Financial Statements

Year ended May 31, 2023

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.

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, interest income and other revenue are recognized as revenue for the period to which they relate and when revenue is received or collection is reasonably assured.

Deferred revenue

Membership fees received in advance of the membership period to which they apply are recorded as deferred revenue.

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 8.

Initial measurement

The Organization'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 transaction 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.

Subsequent measurement

The Organization subsequently measures all of its financial assets and financial liabilities at cost or amortized cost less any reduction for impairment, except for investments in equity instruments that are quoted in an active market, which are measured at fair value. Changes in fair value are recognized in net income.

Financial instruments measured at cost or amortized cost less any reduction for impairment include cash, accounts receivable, accounts payable and accrued liabilities.

Financial instruments measured at fair value include investments. The fair value of investments in publicly traded companies has been determined using the closing price at year end.

Saskatchewan College of Physical Therapists

Notes to the Financial Statements

Year ended May 31, 2023

2. Significant accounting policies, continued

Financial instruments, continued

For financial assets measured at cost or amortized cost, the Organization regularly assesses whether there are any indications of impairment. If there is an indication of impairment, and the Organization determines that there is a significant adverse change in the expected timing or amount of future cash flows from the financial asset, it recognizes an impairment loss in the statement of operations. Any reversals of previously recognized impairment losses are recognized in operations in the year the reversal occurs.

Tangible capital assets

Capital assets are recorded at cost. Amortization is provided at rates intended to allocate the cost of capital assets over their estimated useful lives as follows:

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

The Organization tests for impairment whenever events or changes in circumstances indicate that the carrying amount of these assets may exceed the fair value.

Contributed services

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. Items subject to significant management estimate include the useful lives of tangible capital assets.

Cash and cash equivalents

Cash includes bank balances and cash held in high-interest savings accounts.

Long-term investments

Long-term investments with original maturities at date of purchase beyond twelve months are carried at market value.

Saskatchewan College of Physical Therapists

Notes to the Financial Statements

Year ended May 31, 2023

3. Short-term Investments

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

	<u>2023</u>	<u>2022</u>
Guaranteed investment certificates	\$ 162,069	\$ 164,141
Mutual funds	<u>256,366</u>	<u>285,054</u>
	<u>\$ 418,435</u>	<u>\$ 449,195</u>

4. Loan receivable

	<u>2023</u>	<u>2022</u>
Loan receivable	<u>\$ 43,146</u>	<u>\$ 43,146</u>

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.

5. Long-term investments

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

	<u>2023</u>	<u>2022</u>
Guaranteed investment certificates	<u>\$ 253,528</u>	<u>\$ 291,230</u>

Saskatchewan College of Physical Therapists

Notes to the Financial Statements

Year ended May 31, 2023

6. Property, plant and equipment

	<u>Cost</u>	<u>Accumulated Amortization</u>	<u>2023</u>	<u>2022</u>
Computer equipment	\$ 20,721	\$ 17,572	\$ 3,149	\$ 2,063
Computer software	19,530	12,532	6,998	8,951
Furniture and equipment	<u>9,245</u>	<u>8,310</u>	<u>935</u>	<u>1,859</u>
	<u>\$ 49,496</u>	<u>\$ 38,414</u>	<u>\$ 11,082</u>	<u>\$ 12,873</u>

7. 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, 2027 at the amount of \$1,008 per month plus occupancy costs based on usage.

The organizations lease commitments are as follows:

2024	\$ 12,096
2025	12,096
2026	12,096
2027	<u>3,024</u>
	<u>\$ 39,312</u>

8. 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, 2023.

(a) Fair value

The fair value of current financial assets and current financial liabilities approximates their carrying value due to their short-term maturity dates. The fair value of long-term financial liabilities approximates their carrying value based on the presumption that the College is a going concern and thus expects to fully repay the outstanding amounts.

(b) Market risk

Market risk is the risk that the value of a financial instrument will fluctuate as a result of changes in market prices, whether the factors are specific to the instrument or all instruments traded in the market. The College is exposed to credit risk from its receivables, investments and loan receivable.

(c) 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, investments and loan receivable.

Saskatchewan College of Physical Therapists

Notes to the Financial Statements

Year ended May 31, 2023

8. Financial instruments, continued

(d) Liquidity risk

The Organization's liquidity risk represents the risk that the Organization could encounter difficulty in meeting obligations associated with its financial liabilities. The Organization is, therefore, exposed to liquidity risk with respect to its accounts payable and accrued liabilities. The Organization manages liquidity risk by employing professional management.

9. Prior period adjustment

The College has determined that investments are held at market value and therefore an accrual for investment income is not required. As a result of the correction, the following financial statement items as at May 31, 2022 have changed by the following amounts:

	2022 Balance, beginning of year	Change	2022 Balance, ending of year
Interest receivable	\$ 7,634	\$ (7,634)	\$ -
Net assets (beginning of year)	747,047	(7,634)	739,413
Net assets (ending of year)	<u>\$ 661,320</u>	<u>\$ (7,634)</u>	<u>\$ 653,686</u>

10. 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.
