

**NEWFOUNDLAND AND LABRADOR COLLEGE OF PHYSIOTHERAPISTS**

P.O. Box 21351 St. John's, Newfoundland and Labrador, CANADA A1A 5G6

Phone : 709-753-6527 Fax : 709-753-6526 E-mail: [registration@nlcpt.com](mailto:registration@nlcpt.com) Website: <http://nlcpt.com/>

August 4, 2021

Hon. John Haggie  
Minister of Health and Community Services  
P.O. Box 8700  
1st Floor, West Block, Confederation Building  
St. John's, NL A1B 4J6

**Re: Newfoundland and Labrador College of Physiotherapists  
2020 Annual Report and Council Positions**

Dear Dr. Haggie,

As required through our legislation, please find enclosed our 2020 Annual Report including our Chairperson's Report, Executive Director/Registrar's Report, Committee Reports, Treasurer's Report and Financial Report for the Newfoundland and Labrador College of Physiotherapists.

The Council positions for 2021 are as follows:

**Council Positions:**

**Chairperson:** Bill Maher

**Vice Chairperson:** Rachelle Ryan

**Treasurer:** Emma House/Craig Seymour

**Secretary:** Caroline Sullivan

**Members at Large:** Rebecca Cahill

Raeleen Baggs

Deanne Wareham

**Public Members:** (2 public members, appointed by the minister, required under the Act )

1. Kerri Smith
2. Vacant Position

**Executive Director/Registrar:** Michael Kay

**Committee Positions:**

**Complaints Authorization Committee:** Rachelle Ryan, Bill Maher

**PTA Advisory Committee (CONA):** Bill Maher

**CAPR (Canadian Alliance of Physiotherapist Regulators) Representative:** Michael Kay

**Registration Committee:** Michael Kay(Chair); Raeleen Baggs, Caitlin Connolly, Kerri Smith

**Legislative Review Committee:** Deb Noseworthy (Chair), Sue Quinton, Lori Paterson

**Governance Committee:** Michael Kay(Chair), Judy Kay, Lori Manuel, Eric Lamme

**Continuing Competency Committee:** Michael Kay (Chair), Nicole Peters, Tracy Penny, Tom Farrell, Sonya Hoskins, Lisa Durnford, Brooke Wiseman, Caroline Sullivan

**Disciplinary Panel:**

**Registered Physiotherapist Members:**

1. Marcel Billard
2. Lori Collins
3. Mike Mulrooney
4. Cheryl Faseruk
5. Kathy Winsor
6. Heather Foley
7. Elizabeth Porter
8. Michelle O'Brien
9. Susan Quinton
10. Vacant

**Appointed Public members:**

1. Lester Watton
2. Doug Neary
3. April Carey
4. Ruby Constantine
5. Darren Pitcher

I trust this information is satisfactory. If you require any further information, please feel free to contact me.

Yours truly,

Michael Kay  
Executive Director/Registrar



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## **2021 Annual General Meeting**

### **EXECUTIVE DIRECTOR / REGISTRAR'S REPORT**

At the time of writing this report Council has functioned exclusively in a ZOOM based meeting forum. Many of our previously established meeting sites closed their doors to all external groups, which makes perfect sense given the pandemic – yet, it was the start of a complete shift in how we worked and resources we partnered with; personal/face to face connections we had made over the years will have to be re-established. No doubt with significant changes we have yet to appreciate.

Like many working from home, or in an isolated office – this actually meant greater time was needed for Council business as we attempted to deal with developing issues related directly to the COVID Pandemic or fall out from the consequences.

Special thanks go to Council members for their extra time and dedication to carry out the business of the College. The amount of commitment from all members can not be repeated enough. Also playing a major role are all the volunteers who are highlighted in reports detailing work on: Competency, Governance, Legislation and Registration. All College volunteers have been inundated by me with a range of papers and reports ranging from: Labour Mobility, PHIA, Advertising issues, Professionalism, Digital Practice, Jurisprudence just to name a few. And many registrants called and wrote to provide additional thoughts, comments and to ask questions – all of which are valued and acted on as quickly and as thoroughly as possible.

A special thanks to Kerri Smith who in the midst of her own career path - achieving her PhD, served double duty as the Public Representative. This position is appointed by GovNL and there is an extensive selection process that has not yet provided a second Public representative. Kerri made herself available for Council meetings, Registration Committee discussion and the Complaint process.

Council met monthly throughout the year and 8 times for what came to be described as extraordinary meetings. These extra meetings were needed through the heaviest times during the COVID lock down and during difficulties with the National exam.

Pandemic Response The College answered a wide range of concerns over the last year from both the public and registrants. The challenges have been considerable, but it has been clear that Physiotherapists have been vigilant regarding procedures outlined by public health and reinforced/posted by the College. In addition, the COVID restrictions impacted licensing due to the postponement of the written PCE and cancellation of the National practical exams. There was understandable frustration and distress. NL is the only province to require CPA membership, as part of registration; so, it was difficult at times to reconcile with College registrants as to why the College was not advocating more and pushing to cancel the PCE. The answer can appear complex – however, our mandate is to protect the public. Licensing is linked to bylaws, regulations and legislation. Not to mention we are bound by Labour Mobility laws. On behalf of Council I attempted to answer each email individually. One issue that I reinforced is that if you are licensed, you are a registrant and that is a significantly

different classification than a member of an association. Conditional registrants are licensed physiotherapists and not students. The College extended Mentorships to permit Conditional Registrants to apply for positions and practice physiotherapy, under conditions outlined in the Mentorship Program. Recently, Council changed the Conditions of Practice, to provide more flexibility for both the Conditional Registrant and the Mentor. Inquiries and requests were all thoughtfully communicated and Conditional Registrants asked and offered many constructive questions, critiques and suggestions. Mentors have demonstrated an extraordinary level of commitment going beyond the usual time required for the Mentorship Programme. Thank you to all involved through very challenging and unprecedented time.

There are three vacant Council positions this year. Several individuals' terms are being completed this year and I would like to recognize the following individuals:

Rachelle Ryan – Rachelle has contributed significantly over the last 6 years; including the Vice Chairperson and CAC Chair. Rachelle has been a steady resource for all on Council, a special thanks goes out to her for her dedication and interest in the work of the Council.

Emma House – In addition to being on Council, Emma took on the role of Treasurer for the last two years and has been tirelessly working on the accounts as well as providing advice. This time of year is especially busy since she has to work with the accountants to confirm our finances. Thank you Emma for all your work.

Cassie Chisolm – In addition to regular Council duties, Cassie has worked with Oversight Committee on Support Personnel. Thank you Cassie for your work and commitment to the College.

We are missing again an opportunity for face to face recognition but I will make sure a special certificate of recognition is mailed or delivered on behalf of the College.

I have continued to represent the College at both Provincial and National levels through:

**NL Health Professions Regulatory Network:**

The NLHPRN is comprised of 16 regulated health professions in Newfoundland and Labrador which meets on a quarterly basis to discuss and share topics of mutual interest. Through June to February the HRN met monthly via ZOOM and occasionally met for extra COVID discussions, especially when there was information pending from GovNL.

The annual education session scheduled for May 11<sup>th</sup> was well attended virtually and the GOVERNANCE topic was very timely and relevant.

**Canadian Alliance of Physiotherapy Regulators:**

There were no face to face meetings but monthly ZOOM meetings, interspaced with biweekly meetings for 2-3 month block.

Topics discussed:

- Cross border Physiotherapy
- Emerging digital practice
- Follow-up from the Cayton Report
- Jurisprudence
- Pandemic issues
- PCE WR exam restructuring
- Closing of exam sites across the country due to pandemic
- PCE CR examination cancellation, issues and jurisdictional challenges

### **Office Management:**

I would like to acknowledge the work done by our office support specialist Lorne Warren and Jonathan Miller our IT expert. They have been on call throughout the year and especially during the registration time period. There were no issues with Pay Pal this year and by all accounts the process was efficient and straight forward. We did have 1 complaint from a registrant who was late.

## **REGISTRAR'S REPORT**

A considerable part of the dual position is taken up by Registrar responsibilities.

### **Registration:**

Registrants to Dec.31<sup>st</sup>, 2021:

- Total 325
- Active 286
- Inactive 25
- Conditional 14

Late registrations: 30

This year there were no technical problems with PayPal. Unfortunately, in the interest of fairness for all we were compelled to issue late fees if registrants missed the deadline.

There was one written concern, and this initiated a review of our system. It was found there could be substantial cost if we purchased a new registration system; and a new system would not help registrants who are remiss in signing their form, not submitting a form at all or providing incorrect information. Refusing to pay your fee is not a strategy to facilitate resolution of any concerns, since fee payment and completion of a new form are both required to complete registration.

### **Conditional Registrants**

- Fourteen registrants remain Conditional Registration (P.C.E. Candidates) during 2021
- Five of the fourteen were initially unsuccessful in the CC portion of PCE.

### **Physiotherapy Clinics**

- 35 clinics registered in 2021

**Canadian Institute of Health Information (CIHI):** The College continues to collaborate with CIHI and provides the data collection on NL registrants' demographics in order that CIHI can develop a report on Physiotherapy across the country.

Our 2020 submission was submitted, and errors corrected. Thank you to Jonathan Miller, for his assistance in uploading data.

### **Discipline:**

One complaint is in the process for review by the CAC.

**Overall accomplishments:**

1. Governance Manual – partly completed
2. Bylaws ready for Council approval and they will then be posted
3. Review in place for Digital Practice national agreement
4. Ethics document on the website
5. 2021 fillable CCC Portfolio on website
6. Registration Committee in place
8. Pandemic response – Tele-rehabilitation Guidelines and posted these on the website.
9. Submission to EngageNL re: Diagnostics and Treatment Protocols
10. Labour Mobility discussion
11. Continued Competency Portfolio submission

A major goal for me has been to respond to all communications personally and within a reasonable timeframe. I would encourage members to reach out by email or call the office for information and to seek clarification on any matter of concern.

Respectfully submitted,

*Michael Kay*

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Michael Kay  
Executive Director/Registrar

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**2021 Annual General Meeting**

**LEGISLATIVE REVIEW COMMITTEE REPORT**

The Legislative Review Committee (LRC) resumed virtual meetings in the fall of 2020 with regular meetings scheduled every 2 months and extra work meetings as needed. The purpose of the LRC is to provide input or recommendations on issues regarding policy and procedures, bylaws, regulations and/or legislation as directed by the Council of the NLCP.

The primary focus of the Committee work in the past year has been amendments to the bylaws. These amendments were to ensure the bylaws make reference to the Core Standards of Practice and Code of Ethics, definitions of professional misconduct and conduct unbecoming of a Physiotherapist, advertisement guidelines, professional standards and competence as well as general review to ensure Bylaws are current. Though near completion Bylaw reviews will continue to be an evolving process.

The other area of focus that Council has consulted with the LRC on over the past year has been the exploring options for the College in addressing the current issue with the National Physiotherapy Competency Examination – Clinical Component. These discussions are ongoing and the committee will continue to be available for consultation as directed by Council.

The Legislative Review Committee members currently include Susan Quinton, Jennifer Burt and myself. I would like to thank them for volunteering their time, their engagement in our interesting and dynamic discussions and commitment to this committee. Also thanks to Mike Kay for his dedication and participation as support person from the College with this committee.

Respectfully submitted,  
Deb Noseworthy  
LRC Chairperson



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## **2021 Annual General Meeting**

### **REGISTRATION COMMITTEE REPORT**

The Registration Committee, a standing committee of the College, is comprised of the Registrar; a Council member, representing the public; a College member representing the administrative perspective and a College member who is a recent graduate who successfully completed the Physiotherapy Competency Examination (PCE). The Registrar is currently the Chairperson.

Last year Council approved a change of name that more reflects the work of the Committee. This year the following individual were part of the Committee: Rachelle Ryan, Raeleen Baggs, Rebecca Cahill, Kerri Smith, Michael Kay

#### **The objectives of the Registration Committee are:**

To make recommendations to the Registrar regarding issues arising from registration of members. Examples of issues include but not limited to Physiotherapy Competency Examination (PCE) failure, continuing competency issues or re-entry.

To research registration information and practices in other provinces and to maintain current knowledge of the PCE.

To provide input on policy development regarding registration of members.

Key items we have been discussing:

1. Criminal Reference Check to occur every 5 years – decision to hold at this time
2. Active Registration
3. Inactive to Active registration
4. Registration – late fees, timing reviewed. Consideration of changes to prorating fees.
5. *Implementation of Regulatory History form*
6. Temporary Registration: Cross Border Registration still in place
7. New MOU on Digital Practice being considered – debate, discussion and review.
8. Conditional registrants
9. Alteration of Conditions of Practice to allow virtual/indirect supervision

Considerable discussion is expected in future related to the Mentorship Program, Conditional Registration and Digital Practice.

Respectfully submitted

*Michael Kay*

Michael Kay, ED/ Registrar





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## 2021 Annual General Meeting

### CANADIAN ALLIANCE OF PHYSIOTHERAPY REGULATORS BOARD REPORT

The Canadian Alliance of Physiotherapy Regulators (CAPR) is the pan-Canadian federation of provincial and territorial regulators of the practice of physiotherapy in Canada. During 2020-2021, several additional Board meetings were held because of the ongoing response to COVID19 Pandemic.

The work of the Board is focused on governance. A key function of which includes monitoring the Strategic plan. Full details on the CAPR Strategic Plan can be on the website: <https://www.alliancept.org/about-capr/strategic-plan/>. Summary is provided below:

***Vision** Every physiotherapist is a competent and ethical physiotherapist.*

***Mission** To support the physiotherapy community in protecting the public.*

***Values** Serving the Public Interest, Good governance, Excellence, Integrity,  
Collaboration and Transparency*

***Strategic Objectives 2018-2022:***

***Ensure Excellence in Evaluation Services***

***Engage Stakeholders***

***Cultivate Regulatory Excellence***

During 2020-21, efforts continued with implementation of the strategic objectives outlined in the CAPR 2018-2022 Strategic Framework.

The top three priorities for implementation in 2020 were as follows:

1. Business Modernization (LINK project):

Significant change and efforts have taken place to build the new electronic records management system. Launched in house for CAPR staff in spring of 2020, the development and functional testing for credentialing system was completed and has been operational since October 2020. Development on the exam side of operations began in late 2020 and completion is expected by the end of 2021.

2. Innovate the Physiotherapy Competency Examination.

In 2019, CAPR launched the new competency-based exam blueprint, however COVID19 challenged the implementation of the new blueprint.

In October 2020, the Clinical Component Innovation Roadmap was presented and approved by the CAPR Board of Directors and non-board Canadian physiotherapy Registrars. A summary is available in press release online.

In May 2020, the Board determined it would delay implementation of new blueprint until 2021 examinations, however in December 2020, the Board decided that all administrations of the 2021 PCE would continue to be based on the current (2009) examination blueprint. This decision was to limit further disruption and uncertainty to candidates and is in keeping with CAPR commitment to safeguard the validity and reliability of the 2021 PCE.

Despite the limitations, some of the innovation work did come to fruition with five administrations of the Written Component through the use of remote proctoring

Most clinical licensing examinations for health professions in Canada were cancelled in 2020 due to limits on in person contact involved due to COVID-19 control efforts, including the PCE. CAPR focused significant attention and effort on exploring ways to administer the clinical exam in a pandemic environment recognizing the vital role to protect public safety while allowing competent candidates to attain full licensure and participate in the Canadian health system as independent practitioners.

3. External review of credentialing program.

A five-year review of the Credentialing program was completed by CamProf Inc. The review contained recommendations which build upon or extend the admirable work that CAPR already has and continues to do.

The top three priorities for implementation in 2021 (& year to date progress) are as follows:

1. Successfully launch virtual exam

Significant planning and development work took place during 2021 in the lead up to the planned launch of the first virtual clinical exam on March 20, 2021.

Work was completed on exam content, platform build, creating planned redundancies for virtual platform, virtual proctoring, preparing examiners, and securing agreements with standardized patient programs. Exam design modifications were completed to remove 5+5 (written stations) in clinical component and to reduce the number of clinical stations.

A plan for a comprehensive, multi-dimensional evaluation of the virtual clinical exam was also developed.

Additionally, resources were developed and are available on the 2021 clinical component webpage to support exam candidates. Resources include:

- two webinars: *candidate orientation to the 2021 clinical component and clinical component troubleshooting and contingency measures.*
- five preparatory modules: preparing the physical environment, technical requirements, approaching a virtual clinical station, guide to exam policies and logistics, and navigating the testing platform.
- a guide to troubleshooting and contingency measures

Despite, significant preparatory work, CAPR was forced to cancel the clinical component administration on March 20 and March 21, 2021. Significant technical difficulties relating to capacity on the exam-delivery platform made it necessary to cancel the exam shortly after its

launch early March 20, 2021. The unsuccessful launch of the virtual exam on March 20 impacted candidates, regulators, physiotherapists, CAPR and the board. Subsequent actions were focused on meeting the needs of candidates by responding to questions and concerns, offering access to counselling supports and making decision to issue a full refund of the clinical component fees and waiving fees for future date for these candidates. Several steps to ensure the problems are solved and to mitigate the damage caused by this issue have been undertaken early in 2021-22, including an independent, third-party review of the root cause. CAPR continues to communicate with candidates and to work closely with all the college registrars, including NLCPT regarding issues relating to the licensing process.

In April 2021, the CAPR Board of Directors made the decision to cancel the previously posted 2021 scheduled clinical component of the exams and continue development work with an alternate provider. Clinical exams will take place later in 2021 with dates to be provided to candidates and regulators in advance. All large-scale virtual exam administrations scheduled for 2021 will be replaced with smaller, more frequent virtual and in-person exam administrations. CAPR intends to partner with various organizations across Canada to plan administrations that are safe and appropriate for local conditions. It is anticipated that these smaller administrations will begin in late summer or early autumn of 2021.

2. Complete the LINK project

Internal launch for the exams segment completed early in 2021. Work has commenced on the first phase of the client self-serve portals for candidates, universities, external stakeholders, and regulators. Portals will be introduced in two phases.

3. Proceed with an external governance review:

CAPR issued a request for proposals for its 2021 organizational governance review in February 2021. The review was intended to proceed but Board decision to defer to 2022 to focus on the cancellation of the March and work to move forward.

Engagement of stakeholders:

During 2020, CAPR worked collaboratively with Canadian regulators and physiotherapy educators, candidates, and other regulatory bodies to navigate the challenges imposed upon by COVID19.

In November 2020, CAPR conducted interviews with small sample of practicing PTs to collect feedback to better understand how performing OSCE stations virtually differs from performing at an exam site.

New academic reports were introduced for academic programs beginning Spring 2020 and new technical reports for each exam were released and are posted to CAPR website.

As well, significant outreach activities took place during 2020-21 focused on exam issues, transitioning to virtual protocol and status updates. On December 2, CAPR held a Regulatory Townhall to present the Clinical Component Innovation Roadmap to our Regulator members, their staff, and councils. The presentation was uploaded to CAPR website for those interested.

CAPR website is frequently updated with interesting national and international regulatory news, I would encourage members to find out more at <http://www.alliancept.org>. Please note that CAPR is also on Facebook and LinkedIn. Beginning in May, CAPR has launched weekly updates for exam candidates waiting for the clinical exam.

Lastly, CAPR will hold a virtual Annual General Meeting on Thursday, June 17, 2021, at 1:30 p.m. If you are interested in observing the proceedings, please contact Gina Maio at [gina.maio@alliancept.org](mailto:gina.maio@alliancept.org) for more information.

Respectfully submitted,

Kelli O'Brien

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## **2021 Annual General Meeting**

### **TREASURER'S REPORT**

#### **2020 Fiscal Year**

The Newfoundland and Labrador College of Physiotherapist's Financial Statements for the period of January 1, 2020 to December 31, 2020 shows another sound financial year. This year ended with no financial deficit after expenses.

The Contingency Reserve Fund currently has \$30,000 in anticipation of any unexpected costs of disciplinary proceedings.

The College's current investment strategy continues to aim to ensure maximal interest with low risk. This continues with a 2 year laddering strategy of GICs and a high-power savings account. This continues to be an appropriate and fiscally responsible approach for the College's needs.

#### **2021 Proposed Budget**

Below is a summary of anticipated revenue and expenditures to accompany the attached 2021 proposed budget. Noting that in 2020 COVID-19 restrictions have resulted in decreased financial need in multiple areas as a result of virtual meetings, cancelled conferences, etc. There was also delay in payment reception for multiple payees due to COVID-19 closures are delays.

#### **Revenue Notes**

**Membership Fees** - \$325 x 286 Active + Conditional \$ x 14 + \$55 x 25 Inactive + \$100 x 45 Clinics;

**Levied Fines** - any fines from disciplinary process; undetermined amount

**Interest** - estimation based upon previous year

## **Expenses Notes**

**Executive Director** - salary based on ~ 22 hrs/week for Registrar/ED position; increase in salary in 2018 with new contract to reflect current job market. Numbers reflect transition of previous Registrar/ED to current.

**Legal Fees** - based on last year's fees and current anticipated needs; Contingency Reserve Fund in place to cover any disciplinary fees more than the projected budget

**Office** - includes office staff hours up to 300 hours/year, office supplies and professional fees for IT and website;

**Rent** - rental term will stay the same at ~\$537/month

**Meetings** - 4 Alliance meetings including 2 CAPR Board of Directors and 2 Registrar meetings/year; also includes AGM, Council and Committee meetings or other special meetings e.g. Health Regulator's Network Meeting

**Membership Fees** - includes CAPR Fees and Canadian Society of Association Executives (CSAE). CAPR Fees include \$500 for NLCP as member and registrant levy; increased by 2%/yr (cost of living increase).

**Accounting Fees** – occurred to prepare the college finances for the yearly audit.

**Audit Fees** - based on 2019 Audit fees

**Gifts and Honorariums** - honorariums to be equivalent to registration fee;

**Bank Charges** – fees associated with accounts as well as PayPal charges

**Telephone/Internet** - same or gradual increase costs expected

The proposed budget for 2020 demonstrates a fairly balanced expectation of revenues and expenses. This budget is prepared to show and ensure the College will maintain its fiscal responsibility to maintain a fair and appropriate financial position.

This Treasurer acknowledges that this report and budget reflects as accurately as possible at this time the College's fiscal outlook for the upcoming year.

Respectfully submitted

Emma House  
Treasurer

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## 2020 Annual General Meeting

<b>Proposed</b>	<b>2020 Proposed</b>	<b>2020 Actual</b>	<b>2021 Proposed</b>
<b>Revenue</b>			
Membership Fees	105,600	101,861.55	105,000
Fines Levied			
Interest	1,500	1,274.36	1,500
<b>Total</b>	<b>107,100</b>	<b>103,138.91</b>	<b>106,500</b>
<b>Expenses</b>			
Executive Director	50,000	33,915.37	50,000
Legal Fees	15,000	1,700.54	15,000
Office	8,000	872.07	8,000
Rent	6,553	6,553.49	6,553
Meetings	7,000	684.82	7,000
Accounting Fees	600	600	600
Membership Fees	7,400	8,245.07	7,400
Audit Fees	5,260	6,123.75	5,260
Gifts/Honoraria	2,925	1,950	2,925
Telephone/Internet	2,300	744.59	2,300
Insurance	1,750	771.48	1,750
Bank Charges	2,800	142.58	2,800
Amortization	500	424.54	500
<b>Total</b>	<b>110,088</b>	<b>66,550.85</b>	<b>110,000</b>
Net revenue over Expenses	<b>2,988</b>	<b>36,585.06</b>	<b>3,000</b>

**Minutes of the 2020 Annual General Meeting of Newfoundland and Labrador College of Physiotherapists  
Wednesday May 27, 2020 Time: 12:00 p.m. – 1:00 p.m.  
Teleconference**

**Present:** Kim Furlong, Michelle Sheppard, Jeff Webber Natalie Minicola, Heather Sullivan, K Fahey, Jodi Cooper, Sherry Lythgoe, Chris Cluett, Bobbie Bailey, Rebecca Cahill, Caroline Sullivan, Heather Foote

**Council:** Rachelle Ryan (Vice Chair), Mike Davis (Chair), Kelli O'Brien (Secretary), Emma House (Treasurer), Cassie Chisolm (Member at Large), Kerri Smith (Public member) and Michael Kay (Executive Director), Bill Maher (Member at Large), Raeleen Baggs.

Item	Discussion	Action
<b>1.0 OPENING</b>		
1.1 Introduction of Council Members	The meeting was called to order at 12:03 p.m. by Mike Davis. Mike Davis introduced members of Council present and the Executive Director/Registrar.	
1.2 Explanation of Proceedings	Rachelle Ryan explained proceedings of meeting.	
<b>2.0 ADDITIONS TO AGENDA</b>		
2.1 Additions to Agenda	There were non additions to the agenda	<b>Motion:</b> Mike Davis moved to approve agenda as presented, seconded by Emma House. Motion carried.
<b>3.0 ADOPTION OF MINUTES</b>		
3.1 2019 Annual General Meeting Minutes	No errors, omissions or corrections were brought forward with respect to the minutes	<b>Motion:</b> Mike Davis moved for adoption of minutes of the 2019 AGM; Emma House seconded. Motion carried.
3.2 Business Arising from the Minutes	There was no business arising from the 2019 AGM Minutes.	
<b>4.0 NEW BUSINESS</b>		
4.1 Certificates of Recognition	Certificate of recognition was presented to Mike Davis. Rachelle expressed thanks to Mike for his volunteer work and commitment to the college noting that Mike has most recently served as Chairperson and has served on Council for the last six years.	
4.2 Election of Officers	Rachelle oversaw the election process. No nominations were received for the one vacant position. Proceedings ensured for nominations from those present. Three calls were made for nominations from the floor for the vacant position. Stephanie Spencer put her name forward from the floor. By acclamation Stephanie was appointed to Council.	
4.3 Ratification of Solicitor	Mike provided background on solicitor recommendation. Mr. John O'Dea has been the solicitor for the college for several years. Mike put forward motion put forward to ratify Mr. John O'Dea as solicitor for the college.	<b>Motion:</b> Mike Davis moved to ratify John O'Dea as solicitor; Kelli O'Brien seconded. Motion carried.
4.4 Ratification of Auditor	Emma House provided background on auditor recommendation. Cost for auditors remained consistent for past three years. Emma put forward motion to ratify auditors Pinsent and Associates for the college.	<b>Motion:</b> Emma House moved to ratify Pinsent & Associates as Auditor; Kelli O'Brien seconded. Motion carried.
4.5 Volunteers for Committees	Mike noted that college is always in need of volunteers. Any specific committees looking for members. Question brought forward from the floor to clarify which committees were looking for volunteers. Mike indicated the following committees	



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		could benefit from additional volunteers: continuing competency committee, legislative committee, membership committee, governance & policy committee.	
<b>5.0 REPORTS</b>			
<b>5.1 Chairperson's Report – Mike Davis</b>		Mike Davis presented the chairpersons report. Mike expressed his gratitude for the opportunity to participate in the capacity of chairperson. Mike noted that a significant amount of work happens at the college and stressed the importance of members' participation in terms of self-regulation. Mike acknowledged that the last quarter of 2019-2020 brought many challenges to members personally and professionally with respect to COVID 19. Mike acknowledged all registrants and thanked them for their role in the public health response. Mike thanked Mike Kay, for accepting the role of ED and for his tireless leadership with respect to the response to COVID19 pandemic. Mike moved to have his report accepted as presented.	<b>Motion:</b> Mike Davis moved to accept the report as presented; Bill Maher seconded. Motion carried.
<b>5.2 Executive Director/Registrar's Report – Mike Kay</b>		Mike Kay presented the Executive Director/Registrar's report. Mike expressed his thanks to the council and Jo Crossan, former ED, who did a fabulous job in preparing the college for the transition and his orientation to the ED/Registrar role. As ED, an important role is to ensure college is informed of current activities across jurisdictions across the country. Mike acknowledged council members willingness to attend additional meetings associated with COVID19. Mike expressed thanks to office support professionals (Johnathan and Lauren) who assist with registration and technical issues. There are 290 active PT and 45 PT clinics registered. Mike Kay put forward a motion to accept his report as presented.	<b>Motion:</b> Mike Davis motioned to accept the report as presented; Raeleen Baggs seconded. Motion carried.
<b>5.3 Treasurer's Report - Emma House</b>		Emma House presented the Treasurers report, sharing 2019 was a sound financial year. As the report indicated, college continues to maintain and monitor investments to ensure best interest rates. It was noted that there were additional costs associated with COVID19 and the audit process this year. Proposed budget for 2020 presented with increased expenditures noted. Emma put for a motion to accept the report and proposed budget for 2020.	<b>Motion:</b> Emma House moved to accept the report and the 2018 budget; Mike Davis seconded. Motion carried.
<b>5.4 CAPR Report – Kelli O'Brien</b>		Report was circulated in advance. Kelli referred members to the CAPR website for additional information, including the strategic framework 2018-2022. Kelli also noted that CAPR utilizes social media platforms including Facebook, LinkedIn and twitter and encouraged council members to follow these pages for up-to-date information. Kelli put forward a motion to accept the report as presented.  Questions from the floor with respect to national exam plans with respect to COVID. Mike Kay noted that written exam is scheduled this summer and the clinical will tentatively proceed in November 2020.	<b>Motion:</b> Kelli O'Brien moved to accept the report; Mike Davis seconded. Motion carried.
<b>5.5 Complaints Authorization Committee Report - Rachelle Ryan</b>		Rachelle Ryan highlighted the work completed during 2019/20. Report was reviewed as circulated. Rachelle put forward a motion to accept the report as presented.	<b>Motion:</b> Rachelle Ryan moved to accept the report as presented; Bobbie Bailey seconded. Motion carried.

**Minutes of the 2020 Annual General Meeting of Newfoundland and Labrador College of Physiotherapists  
 Wednesday May 27, 2020 Time: 12:00 p.m. – 1:00 p.m.  
 Teleconference**

<p><b>5.6 Continuing Competency Report - Mike Kay</b></p>	<p>Mike thanked the committee members.</p> <p>Mike Kay thanked committee members Mike Kay provided an overview of work to date and share that the process has been integrated with that of the membership committee. An additional 70 portfolios to be reviewed this year. Mike provided an overview of how the number is determined. The intention is that audit is completed every 3-4 years for each member. Mike put forward a motion for acceptance of his report as presented.</p>	<p><b>Motion:</b> Mike Kay moved to accept the report as amended; Mike Davis seconded. Motion carried.</p>
<p><b>5.7 Membership Committee Report – Mike Kay</b></p>	<p>Mike Kay provided overview of membership committee report, noting that in his role as ED he is ex-officio chair. The committee is comprised of Rachelle Ryan, Raeleen Baggs, Rebecca Cahill, &amp; Kerri Smith. Committee recommended to Council a name change to Registration Committee to better reflect the role. Further details are provided in the report. Mike Kay put forward a motion to accept the report as presented.</p>	<p><b>Motion:</b> Mike Kay moved to accept the report as presented; Keith Adey seconded. Motion carried.</p>
<p><b>5.8 Other</b></p>	<p>Question from the floor brought forward with respect to the Cayton report. Mike Kay noted that there have been no discussions with respect to implications within NL, but he did note how the report stresses the importance of accountability of regulatory bodies.</p>	
<p><b>6.0 ADJOURNMENT:</b></p>	<p>Mike Davis thanked registrants and council members for their involvement and attendance at the 2020 AGM. Mike acknowledged the uncertain times, and strength of the members and council and wished everyone the best of luck in the upcoming year. Mike Davis put forward a motion to adjourn.</p>	<p><b>Motion:</b> Mike Davis motioned to adjourn the 2020 AGM; Kelli O'Brien seconded. Motion carried Meeting adjourned at 1236.</p>

Respectfully submitted by:  
 Kelli O'Brien, NLCP Secretary



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## **CONTINUING COMPETENCE COMMITTEE REPORT - JUNE 2021**

Committee members: Michael Kay, Tom Farrell, Tracy Penney, Nicole Peters, Sonja Hoskins, Lisa Durnford, Brooke Wiseman

We are now in the process of the second Portfolio review. Overall, the response has been both timely and positive. There are one or two outstanding Portfolios.

The CCC welcomes comments, questions and feedback which we try to respond as quickly and directly as possible.

Two critiques were received around reflection component and hours. These were both responded via email. The assessors are interested in what the Registrant is doing to maintain their competency. This may involve a critical appraisal of the literature, implementation of a new guideline, or innovative on site clinical research. Regarding hours – the portfolio is not a human resource tool or business review. It is well known and appreciated that there are blocks of time dedicated to teaching, mentoring and CI work – the portfolio review is meant to reflect those hours that fit into competency education.

Special thanks to all the Committee for all their work and time.

Part 1 of the Portfolio was by and large well done. Many submissions included extensive use of references and individuals provided an indepth review and analysis.

The actual goal setting section (Part 2) is now a voluntary submission only. Nevertheless, it is considered a valuable part of the portfolio. Goals give direction, purpose, heighten performance and determine priorities to list just a few benefits. Members were advised to utilize a SMART model in writing them: the specific nature of goals means you know exactly what you are striving for, including measurable criteria, and might answer the question: how will I know when I have reached my goal? Assessors reviewed Part 2 as part of the portfolio but did not score.

Part 3 Continuing Education Hrs remains a mandatory section and provides an insight into the range of evidence utilized in work and clinical practice. References utilized in reflection could be included. Registrants can list other areas of self-directed education. This may include formal presentations, educational events, courses, providing education, or research. Regular work tasks such as rounds, team meetings, the full duration of a student placement, the length(weeks/hours) of a mentorship, or volunteer trainer for sports team would not be accepted as competency hours. We had to cut out some hours. In certain cases there was just hours listed with no identification of what or when events were done.

In past years the CCC did not require a specific number of education hours. This became an issue when members submitted either no hours or a very low number of hours. The CCC proposed and the Executive accepted 200 hours over 5 yrs. This recognizes that there may be years, when an individual's continuing education hours might be lower than that person's usual average. The expectation of the CCC is that continuing education and references identified in Part 3 would have relevance to clinical practice area, specific goals or work role.

A primary goal for the college is protection of the public and the portfolio assessment is part of that commitment. It ensures that physiotherapists are taking steps to maintain skill and knowledge.

### Results:

70 portfolios requested

Scoring is still being done.

Letters will go out shortly.

Physiotherapists should consider the following:

Registered physiotherapists should keep their portfolios up to date all the time, not just when they think they are due for a review or the month or week before they are requested

Webinars, ZOOM events, Congress and courses are common important sources of education. These are valuable and can certainly be included as part of your submissions.

Registered Physiotherapists are still responsible for knowing the requirements to maintain their licence and registration.

Aside from the requirement to submit the CCC a copy on request; using and building your portfolio has inherent value in reflecting on your practice and planning for the future. The hope of the CCC and Council is that individuals will make the best use of the tool and develop it to their unique needs.

Physiotherapists have to be registered to practice and each member signs the declaration statement on the application for registration/renewal indicating they will maintain their professional portfolio. The portfolio and subsequent assessment is an important part of maintaining your licence.

Again, thanks very much to my fellow committee members for taking time to serve on the committee and carry out reviews to make meaningful change to the portfolio evaluation system.

*Michael Kay*

Michael Kay, Chair of the Continuing Competence Committee

2021 Annual General Meeting NLCPT  
Chairperson's Report

I am privileged to provide the Chairperson's Report for the 2021 Annual General Meeting of the Newfoundland and Labrador College of Physiotherapists'. In stating the obvious, this has not been a normal year. It has been highlighted by the ongoing challenges for all therapists presented by the Covid-19 pandemic. The cancellation of the practical component of the national exam has been very stressful and demanding for the therapists practicing under conditional licenses and their mentors.

On behalf of the Council, I would like to commend all physiotherapists in the province for their work during the pandemic. Physiotherapists have risen to the challenges presented by the pandemic and continued to provide the general public with safe and effective care. We have implemented the evolving practice guidelines and public health orders without question. It has shown our collective commitment to the well-being of our colleagues and patients, as well as ourselves, and without doubt, strengthened the public's trust in our profession.

Despite much of the Council and committee time being focused on the issues brought about by Covid-19, the regular work of the College has continued. Council has continued to meet monthly through the entire year with several extra meetings to deal with various issues. The future months look to be just as busy. The practical exam will be a topic that dominates the summer and early fall as we wait for the exam to be up and running and if not, deal with the challenge of a possible by-law change to provide licenses to the conditional registrants that have been impacted by the exam cancellation.

The Registration committee members have been busy meeting to deal with issues around registration, the mentorship program, and the Conditions of Practice form. The Governance committee has been steadily working on the completion of the governance manual – a monumental task that will be of tremendous benefit to the College and our profession. The Legislative committee is busy with by-law work. The Complaints Authorization Committee have had meetings and interviews to deal with complaints to the College. The Continuing Competency committee have conducted evaluations of the Continued Competency portfolios. Kelli O'Brien has been busy keeping track of the national issues as the Alliance representative. Emma House has spent hours on the finances. Our public member, Kerri Smith has gone above and beyond the call of duty, as a member of Council and other committees. The College is very fortunate to have such a qualified and dedicated public member contribution. The Executive Director and Registrar, Mike Kay, has continued to show tremendous devotion to his position and passion for the profession. His coordination of Council activities along with the various committees that he serves on makes his contribution to the College invaluable.

I hope I have not unintentionally omitted the contributions of anyone. I do draw attention to the work of Mike and the many volunteers who serve the College in some capacity. It is this work that makes it possible for our profession to have self-governance with the confidence of the government and the public. Self-governance is a privilege, and it is hard work. We should not take it for granted. In these evolving times in our province's health care system, we should all take interest in the issues that arise to challenge our profession and be well informed College members. I encourage every therapist to take the time to review the reports from the various committees, so you have a better understanding of the work being done on your behalf.

We are all hopeful that better, more new normal days are close at hand. However, the profession will continue to be challenged by the requirements of practicing with Covid-19, but as we emerge from the pandemic, there are new challenges ahead for our profession and the College. There is the registration of our conditional registrants and the national exam, the evolving role of support personnel, and specialization and restricted practice to name a few.

I would like to thank all the members of the Council, Mike Kay, and the many other committee volunteers for their contributions. I wish every member of the College a healthy summer and I look forward to serving the College in my role as chairperson in the coming year.

Respectfully submitted,

**Bill Maher**  
Chair – Newfoundland and Labrador College of Physiotherapists'



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## **GOVERNANCE COMMITTEE REPORT - JUNE 2021**

Committee members: Michael Kay, Lori Manuel, Susan Kennedy, Eric Lamme, Judy Kay

Last year Council approved the transition from Policy and Procedures Committee to Governance Committee which sought to update policies and procedures while creating a more transparent document for registrants.

We have come to realize that this approach required a bigger conversation, in fact a lot of them – since Governance is more than a written document. And even though we need to have policies and procedures we also needed to look at the context, barriers and shifts in thinking.

We started off with some immediate concerns related to Advertising, then moved to Charts, documentation and what to do if you are leaving a practice. This required discussion around PHIA and led to more review and links to the broader system.

A critical point that keeps surfacing especially during the last year – our mandate is to protect the public.

I wish to convey a special thanks to all the Committee for all their work and time. It has been slow work in the midst of the pandemic plus the clinical demands have not lessened for all involved.

Discussions completed that we hope to share and post shortly:

Advertising

Leaving a Practice

Informed Consent

*Michael Kay*

Michael Kay, Chair of the Governance Committee

**NEWFOUNDLAND & LABRADOR COLLEGE OF PHYSIOTHERAPISTS**

**Financial Statements**

**Year Ended December 31, 2020**



**NEWFOUNDLAND & LABRADOR COLLEGE OF PHYSIOTHERAPISTS**

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**Year Ended December 31, 2020**

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## INDEPENDENT AUDITOR'S REPORT

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To the Members of Newfoundland & Labrador College of Physiotherapists

### *Opinion*

We have audited the financial statements of Newfoundland & Labrador College of Physiotherapists (the College), which comprise the statement of financial position as at December 31, 2020, and the statements of revenues and expenditures, changes in net assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the College as at December 31, 2020, and the results of its operations and cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

### *Basis for Opinion*

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the College in accordance with ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

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

Management is responsible for the preparation and fair presentation of 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.

### *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:

(continues)

Independent Auditor's Report to the Members of Newfoundland & Labrador College of Physiotherapists  
(continued)

- 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.

St. John's, Newfoundland and Labrador  
December 16, 2021

PINSENT BARTLETT  
CHARTERED PROFESSIONAL ACCOUNTANTS

**NEWFOUNDLAND & LABRADOR COLLEGE OF PHYSIOTHERAPISTS****Statement of Revenues and Expenditures****Year Ended December 31, 2020**

	2020	2019
<b>REVENUES</b>	<b>\$ 105,370</b>	<b>\$ 107,501</b>
<b>EXPENSES</b>		
Executive director	33,915	43,478
Memberships	7,689	7,229
Audit fees	6,724	4,970
Rental	6,533	6,553
Office	4,964	8,894
Interest and bank charges	2,874	2,996
Telephone	2,544	2,258
Gifts and honoraria	1,950	2,600
Legal fees	1,701	17,837
Insurance	1,328	1,795
Meetings and conventions	685	5,943
Amortization	425	476
	<b>71,332</b>	<b>105,029</b>
<b>EXCESS OF REVENUES OVER EXPENSES FROM OPERATIONS</b>	<b>34,038</b>	<b>2,472</b>
<b>OTHER INCOME</b>		
Legal fee recovery (Note 3)	34,115	-
Interest income	1,274	1,561
	<b>35,389</b>	<b>1,561</b>
<b>EXCESS OF REVENUES OVER EXPENSES</b>	<b>\$ 69,427</b>	<b>\$ 4,033</b>

See notes to financial statements

**NEWFOUNDLAND & LABRADOR COLLEGE OF PHYSIOTHERAPISTS**

**Statement of Financial Position**

**December 31, 2020**

	2020	2019
<b>ASSETS</b>		
<b>CURRENT</b>		
Cash	\$ 160,048	\$ 120,661
Term deposits	34,428	33,831
Prepaid expenses	1,727	786
Other current asset #1	31,115	-
	<b>227,318</b>	<b>155,278</b>
<b>CAPITAL ASSETS (Note 4)</b>	<b>1,028</b>	<b>1,453</b>
	<b>\$ 228,346</b>	<b>\$ 156,731</b>
<b>LIABILITIES AND NET ASSETS</b>		
<b>CURRENT</b>		
Accounts payable	\$ 10,061	\$ 7,873
<b>NET ASSETS</b>	<b>218,285</b>	<b>148,858</b>
<b>LIABILITIES AND NET ASSETS</b>	<b>\$ 228,346</b>	<b>\$ 156,731</b>

**APPROVED BY SOLE DIRECTOR**

\_\_\_\_\_ *Treasurer*

\_\_\_\_\_ *Director*

See notes to financial statements

**NEWFOUNDLAND & LABRADOR COLLEGE OF PHYSIOTHERAPISTS**

**Statement of Changes in Net Assets**

**Year Ended December 31, 2020**

	2019 Balance	Excess of revenues over expenses	2020 Balance
General Fund	\$ 118,858	\$ 69,427	\$ 188,285
Contingency Reserve Fund	30,000	-	30,000
	<b>\$ 148,858</b>	<b>\$ 69,427</b>	<b>\$ 218,285</b>

	2018 Balance	Excess of revenues over expenses	Contributions	Withdrawals	2019 Balance
Fund #1	\$ 114,825	\$ 4,033	\$ -	\$ -	\$ 118,858
Fund #2	30,000	-	-	-	30,000
	<b>\$ 144,825</b>	<b>\$ 4,033</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 148,858</b>

See notes to financial statements

**NEWFOUNDLAND & LABRADOR COLLEGE OF PHYSIOTHERAPISTS****Statement of Cash Flows****Year Ended December 31, 2020**

	2020	2019
<b>OPERATING ACTIVITIES</b>		
Excess of revenues over expenses	\$ 69,427	\$ 4,033
Item not affecting cash:		
Amortization of capital assets	425	476
	<b>69,852</b>	<b>4,509</b>
Changes in non-cash working capital:		
Accounts payable	2,188	328
Prepaid expenses	(941)	(24)
Legal fee recovery	(31,115)	-
	<b>(29,868)</b>	<b>304</b>
Cash flow from operating activities	<b>39,984</b>	<b>4,813</b>
<b>INVESTING ACTIVITY</b>		
Purchase of capital assets	-	(592)
<b>INCREASE IN CASH FLOW</b>	<b>39,984</b>	<b>4,221</b>
Cash - beginning of year	<b>154,492</b>	<b>150,271</b>
<b>CASH - END OF YEAR</b>	<b>\$ 194,476</b>	<b>\$ 154,492</b>
<b>CASH CONSISTS OF:</b>		
Cash	\$ 160,048	\$ 120,661
Term deposits	34,428	33,831
	<b>\$ 194,476</b>	<b>\$ 154,492</b>

See notes to financial statements

# NEWFOUNDLAND & LABRADOR COLLEGE OF PHYSIOTHERAPISTS

## Notes to Financial Statements

Year Ended December 31, 2020

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### 1. PURPOSE OF THE COLLEGE

Newfoundland and Labrador College of Physiotherapists is governed by the Physiotherapy Act, 2006, and the Legislature of the Province of Newfoundland and Labrador. The College is a corporation without share capital for the purpose of Part XXI of the Corporations Act.

The Act gives the College authority to regulate itself as a professional body. The objectives of the College are to promote, encourage, and improve the status of Physiotherapists and to maintain, improve, and increase the knowledge, ability, and competence of its members.

The College is not subject to income tax under section 149(1) of the Income Tax Act of Canada.

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### 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

#### Basis of presentation

The financial statements were prepared in accordance with Canadian accounting standards for not-for-profit organizations (ASNFPO).

#### Cash equivalents

Highly liquid investments with maturities of one year or less at date of purchase are classified as cash equivalents.

#### Measurement uncertainty

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amount of assets and liabilities, disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the period. Such estimates are periodically reviewed and any adjustments necessary are reported in earnings in the period in which they become known. Actual results could differ from these estimates.

#### Comparative figures

Certain comparative amounts have been reclassified to conform to the current year's presentation.

#### Revenue recognition

- a) Income from membership fees is recognized as income on a cash basis.
- b) Interest income is recognized on an accrual basis.
- c) Fines, penalties and recoupment of costs as a result of disciplinary actions are recognized in the period when the matter becomes settled.

#### Contributed services

The operations of the College depend on the contribution of time by volunteers. The fair value of services cannot be reasonably determined and are therefore not reflected in these financial statements.

#### Investments

Investments are measured on a fair market value basis.

(continues)

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# NEWFOUNDLAND & LABRADOR COLLEGE OF PHYSIOTHERAPISTS

## Notes to Financial Statements

Year Ended December 31, 2020

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### 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(continued)*

#### Financial instruments policy

Financial instruments are recorded at fair value when acquired or issued. In subsequent periods, financial assets with actively traded markets are reported at fair value, with any unrealized gains and losses reported in income. All other financial instruments are reported at amortized cost, and tested for impairment at each reporting date. Transaction costs on the acquisition, sale, or issue of financial instruments are expensed when incurred.

#### Capital assets

Capital assets are stated at cost or deemed cost less accumulated amortization and are amortized over their estimated useful lives on a declining balance basis at the following rates and methods:

Computer equipment	30%
Furniture and fixtures	20%

The College regularly reviews its capital assets to eliminate obsolete items. Government grants are treated as a reduction of capital assets cost.

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

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### 3. AMOUNT RECEIVABLE FROM MEMBER

As the result of a disciplinary action, a member agreed to repay the College for legal fees incurred in the amount of \$34,115. As at December 31, 2020, \$3,000 has been collected. Related legal costs were incurred through the general fund since 2016.

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### 4. CAPITAL ASSETS

	Cost	Accumulated amortization	2020 Net book value	2019 Net book value
Computer equipment	\$ 5,885	\$ 4,947	\$ 938	\$ 1,340
Furniture and fixtures	598	508	90	113
	<b>\$ 6,483</b>	<b>\$ 5,455</b>	<b>\$ 1,028</b>	<b>\$ 1,453</b>

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### 5. FINANCIAL INSTRUMENTS

The College is exposed to various risks through its financial instruments. These risks are routinely monitored and managed by the Board. The following analysis provides information about the College's risk exposure and concentration as of December 31, 2020.

*(continues)*

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**NEWFOUNDLAND & LABRADOR COLLEGE OF PHYSIOTHERAPISTS**

**Notes to Financial Statements**

**Year Ended December 31, 2020**

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**5. FINANCIAL INSTRUMENTS (continued)**

**(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 members. An allowance for doubtful accounts is established based upon factors surrounding the credit risk of specific accounts, historical trends and other information. The College has a significant number of members which minimizes concentration of credit risk.

**(b) Interest rate risk**

Interest rate risk is the risk that the value of a financial instrument might be adversely affected by a change in the interest rates. In seeking to minimize the risks from interest rate fluctuations, the College manages exposure through its normal operating and financing activities.

Unless otherwise noted, it is management's opinion that the College is not exposed to significant other price risks arising from these financial instruments.

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**6. COMMITMENTS**

The College has a lease commitment that commenced on June 1, 2021 and expires May 31, 2024. The monthly cost, including taxes, is \$536.66.

	<b>2020</b>
2021	<b>\$ 6,440</b>
2022	<b>6,440</b>
2023	<b>6,440</b>
2024	<b>2,683</b>

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