



2017–2018 Annual Report

ALBERTA COLLEGE OF OCCUPATIONAL THERAPISTS



Responsibilities

The Alberta College of Occupational Therapists regulates the profession of Occupational Therapy in the province of Alberta. The College is responsible for ensuring the public receives competent and ethical Occupational Therapy services.

The practice of Occupational Therapy is set out in *Health Professions Act, RSA 2000 cH-7 (HPA) Schedule 15, section 3:*

In their practice, Occupational Therapists do one or more of the following:

- (a) in collaboration with their clients, develop and implement programs to meet everyday needs in self-care, leisure and productivity;*
- (b) assess, analyze, modify and adapt their client's activities in which their clients engage to optimize health and functional independence;*
- (c) interact with individuals and groups as clinicians, consultants, researchers, educators and administrators; and*
- (d) provide restricted activities authorized by the regulations.*

Occupational Therapy as a profession has been organized in Alberta since 1950, when the Alberta Society of Occupational Therapists formed. In 1975 the Society adopted a new constitution and name, the Alberta Association of Registered Occupational Therapists (AAROT). By 1990, the *Occupational Therapy Profession Act*, RSA 1987 cO-2.5 was proclaimed and in force.

On October 5, 2006, Schedule 15 of the HPA and the *Occupational Therapists Profession Regulation AR 217/2006* (the Regulations) were proclaimed to be in force by Order in Council of the Alberta

Legislature. Upon proclamation, AAROT was continued as the Alberta College of Occupational Therapists (ACOT), and the Occupational Therapy Profession Act was repealed.

The Alberta College of Occupational Therapists is governed by a Council, comprised of Occupational Therapists elected by their peers, an ex-officio academic representative selected from the University of Alberta Department of Occupational Therapy, and members of the public appointed by the Alberta government.

Overseeing the regulatory and administrative activities is the Registrar (HPA s19). Four additional staff members of the College report directly to the Registrar, and a volunteer force of members assist the College in committee and advisory roles. The College does not set professional fees for Occupational Therapy services, provide guidelines on professional fees nor negotiate professional fees on behalf of its members; it is not approved to do so under section 27 of the HPA.

This is the 11th Annual Report of the Alberta College of Occupational Therapists, reporting the year ending February 28, 2018. It is an official document of the Alberta College of Occupational Therapists, and as such, was approved by the Council of the College on June 10, 2018.

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Council, Committee Members and College Staff

2017-18 Council



Elizabeth Taylor,
President (Edmonton)



Kerstin Hurd,
Vice President (Calgary)



Kent Tsui
(Fort McMurray)



Jennifer Lee
(Calgary)



Sharon Parmar
(Edmonton)



Andrea Petryk
(Sherwood Park)



Peter Portlock
Public Member (Edmonton)



Vacant Public Member



Sharon Brintnell,
U of A Ex-Officio (Edmonton)

College Staff



Maggie Fulford
Registrar



Patricia Wheadon
Assistant Registrar



Kirsten Ash
Program Manager



Meron Gebremikael
Financial Assistant



Mallory Foreman
Administrative Assistant

Nominations Committee

Kerstin Hurd, Chair
Council of the Whole

Complaint Review Committee

Sandra Impey (Grande Prairie)

Fay Der (Calgary)

Rosalie Freund Heritage (Edmonton)

Lois Neumier (Edmonton)

Janet Smith (Edmonton)

Rosemary Koziel (Calgary)

Betsey Williams (Edmonton)

Kim Omar (Edmonton)

Mary Culshaw (Calgary)

Probir Roy (Calgary)

Simrit Dhillon (Calgary)

Ryan Sommer (Edmonton)



President's Report

It is amazing that over a year has passed since I wrote a message for the Annual Report. We continue to evolve as a Council and College, and I would like to reflect on the time since March 1st of last year. I will frame it around the tenets of the new strategic plan that you received that same month. To remind you all, it was based on information and survey results from members. Optimize Consulting helped us develop a robust plan to direct the work of the College until February 2021 (end of the fiscal year.)

Together we identified five key strategic themes—each with high-level action that requires our College to continue to rapidly evolve. In doing so, we must consider how we're perceived not only at the government level, but also by other association partners and college registrants. Some strategies the Council and College are engaging in are ongoing, so those outcomes will be reported in next year's report due to reporting rules.

The most obvious strategic theme is to ensure Occupational Therapists are competent and adhere to all standards and legislation in place. Our college should be proud of its record, especially in comparison to other provincial colleges under the act. We have very few complaints.

That said, another part of the strategic plan is to make sure college registrants have easy access to additional information so that they fully understand the act. To guarantee a multifaceted approach to this, we will offer new courses in multiple medias, as well as take advantage of the results from the Practice Advisory Committee (set up external to Council and including SAOT). All of these measures help ensure we support the needs of College members.

With that being a target, we are also beginning to address another theme—one that focuses on a deep and mutual understanding among the public and other health services about the role, capability and capacity of the College. Plans are in place to increase our visibility and work with a broader audience. We will continue to work with SAOT; partnering is important and our joint communication helps ensure what the College provides is under its mandate. More information will be released over the next year through eNews.

All of our strategic initiatives are interrelated, and leadership and visibility are core themes entrenched throughout. Over the past year we have looked at the need to participate with partner organizations in delivering Occupational Therapy and related health programs to serve the public well. Visibility and representation need to increase with other colleges and key health partners. We have begun to prepare for when the government opens the act, and will continue to interface with members to work through their practice concerns under the act. As a College, we must be part of the solution.

Part of the strategic plan is to increase this communication and respond to our registrants in a visible way. Last year, the Registrar and I attended forums for members to discuss issues, particularly around the non-confidence vote. We encourage you to communicate your needs to us—talk to me, Council members or the Registrar. We have also struck a leadership forum with SAOT and will coordinate together to move this agenda forward.

One exciting moment this past year was moving the office to its new space. The move allows Council to reduce costs while using enhanced technology, so we can engage more members in our College. Now we have an accessible space and more capacity. We hope members will come see the new office, or attend our upcoming member sessions from the ease of their home computer.

In order to ensure the operationalization of the plan, Council has changed and so has our meeting format—meetings are now six times a year plus multiple phone meetings. I am always grateful for those that volunteer for Council or committees. They all are busy practitioners (including our public appointed members), negotiating with both family and employers to participate. This Council demands significant time, but is absolutely critical in ensuring the mandate of the College.

I am so appreciative of the support of Council. We are a team that communicates well, and together will make sure the College continues to evolve.

Elizabeth Taylor, BScOT, MSc, PhD

President





Public Member's Messages

ACOT is one of 29 Professional Regulatory Organizations (PROs) with public members that fall under the jurisdiction of Alberta Health. The Alberta government delegates responsibility to the PROs to govern their professions.

The Councils of each PRO are responsible for:

- establishing or recommending the minimum entry standards to be met by professionals in order to become registered members of the regulated profession;
- establishing, maintaining, and enforcing the standards of practice and codes of ethics that guide the registered members within each regulated profession; and
- hearing appeals of decisions made in response to complaints heard by the Council about registered members of regulated professions.

The Minister of Health appoints public members for a fixed term, typically three years that may or may not be renewed. Alberta's Health Professions Act requires at least 25% of a Council's voting members to be public members (that equals two for ACOT). The remaining voting members of ACOT Council are regulated members of ACOT who are elected by the general membership. Any costs associated with public member appointments are borne by the government, not the PRO.

Public members appointed to PRO Councils are a key mechanism that the provincial government uses to ensure PRO accountability. Public members are appointed by Order in Council to:

- ensure professional governance activities for that profession are conducted in a manner that protects and serves the public interest;

- develop policies in accordance with legislation to make responsible decisions; and
- act fairly and in the public interest.

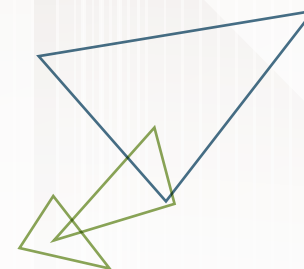
It is a public member's responsibility to contribute an independent and objective perspective, external to that of regulated members of the profession. We must (a) ensure that the interest of the general public is considered in the decisions being made by the governing body; (b) prepare for, attend, and participate in Council meetings which includes participating fully in the decisions being made by the governing body; and (c) provide reports in the PRO's Annual Report.

In addition to contributing to the creation and oversight of ACOT's strategic plan and governance, the College tries to ensure that there is public representation on standing and ad hoc committees, as appropriate.

Since my appointment to the ACOT council in October, I see Council's focus on good governance in the public interest. I appreciate the profession of Occupational Therapy, and the care and dedication with which OTs perform their duties in optimizing the health and independence of the public they care for. Albertans and ACOT's regulated members should be confident in the dedicated and inspired leadership of ACOT's Council, and in the work of its exemplary staff.

Peter Portlock, CD, MHSA

Public Member



Governance

Standards of Practice, Code of Ethics and Bylaws

Under the HPA, the Council is responsible for governing the profession in the public's interest. Council carries out this responsibility through the development of standards of practice, codes of ethics and bylaws. There have been no amendments to or major activities around the standards, code and bylaws during this reporting period.

Other Initiatives

ACOTRO

The College is a member of the Association of Canadian Occupational Therapy Regulatory Organizations (ACOTRO). ACOTRO is the national association of provincial Occupational Therapy regulatory bodies, whose mandates are the protection of the public. ACOTRO members work collaboratively to:

- advance quality Occupational Therapy regulation;
- develop and promote a national strategy for consistent and congruent regulatory practices for the profession;
- promote interprovincial and international labour mobility and workforce planning; and
- promote national and international networking and information sharing of regulatory issues and positions.

For several years, ACOTRO has been committed to promoting access to the profession for qualified Internationally Educated Occupational Therapists (IEOTs) through a number of shared initiatives. One of them is the Substantial Equivalency Assessment System (SEAS), launched in the summer of 2015.

Occupational Therapists who have completed their OT education outside of Canada—including Canadians who travelled outside Canada for their education—and who want to register for practice anywhere in Canada (except Quebec), must now first apply to the ACOTRO to complete SEAS. Applicants apply to the Alberta College of Occupational Therapists *only after* ACOTRO has deemed them having met the substantial equivalency requirement. ACOTRO will also grant successful applicants access to the National Occupational Therapist Certification Examination.

SEAS has four main components:

- Academic Credential Assessment Review (ACAR)
- Curriculum and fieldwork review through the Profession-Specific Credential Assessment (PSCA)
- Jurisprudence Knowledge Assessment Test (JKAT)
- Competency Assessment Interview

Strategic Plan

In 2016, the College developed a strategic plan. Based on data generated by the initial members and stakeholders survey, the plan is a strategic approach to guide the College over the coming five years.

As part of the plan, the Council and staff created “future scenarios” to help identify potential opportunities and threats. The ultimate outcome was a set of actions that will ensure the College plays a meaningful role in creating and maintaining Occupational Therapy as a profession that works for Alberta and its people.

Most important within the adopted strategy is maintaining the relentless focus on regulatory compliance—specifically, compliance with the HPA, the Standards of Practice and the Code of Ethics, all to protect the public.

Beyond the expected, the plan calls for the College to adopt a far more inclusive, collaborative approach. The goal is to actively engage with existing and future stakeholders, while taking a more proactive stance in influencing the future of the industry’s regulations and behaviours. Ultimately, the strategy sees ACOT assuming a leadership role among colleges, associations, unregulated therapies, government and other professions. Following the plan, we will incorporate specific changes in the way the College relates to its members. The strategy recommends a shift in the style and culture of the organization, helping us to improve engagement with members and stakeholders.

In fact, there are several key themes the College will focus on:

- Ensure Occupational Therapists are competent and adhere to all standards and legislation in place.
 - » *In support of this theme, the College has begun planning education seminars for the public and regulated members on the Health Professions Act, and why it matters to practice.*
- Influence a strategic outcome regarding ongoing and new models of care by taking a leadership position in designing and implementing the care model.
 - » *The College has provided information to stakeholders regarding the role of the College, restricted activities and Occupational Therapy services.*
- Ensure there is a deep and mutual understanding among the public and other health services in ACOT’s role, capability and capacity.
 - » *The College has begun planning educational seminars with respect to the Health Professions Act and Occupational Therapy. These will be posted on the website for both public and regulated members.*
- Participate with partner organizations to deliver excellence in Occupational Therapy regulation to serve the public well.
 - » *The College has been active in leadership roles provincially, nationally and internationally, as part of the Alberta Federation of Regulated Health Professionals, the Association of Canadian Occupational Therapy Regulatory Organizations, and the Council on Licensure, Enforcement and Regulation (CLEAR).*

- Develop and maintain an effective and healthy College that has impactful processes and capacity to support its mandate.
 - » *Both the Council and College staff are committed to continuous learning and have attended workshops, educational seminars and conferences such as the annual CLEAR conference, the Canadian Association of Occupational Therapy conference, workshops on regulatory issues provided by Field Law, and other related educational opportunities.*

The College Council and the Registrar take full responsibility for the intent and direction of the strategic plan. They will oversee the deliverables, and make sure the goals are measurable and achieved.

Considering the work Council and staff have put behind possible future scenarios and the range of strategic action, we have a high degree of confidence that this plan is fit for purpose. Of course the future contains many unknowns, but the strategic plan will certainly help the sustainability of the profession for years to come.

Relocation of College Office

On November 1, 2017 ACOT took possession of a new office space in Sprucewoods Business Park (312-8925 51 Ave NW, Edmonton). Initially a blank canvas, the space allowed us to design a totally accessible office with unlimited free parking. The interior features a bright and open reception area, and a boardroom that comfortably accommodates 15 people with state-of-the-art video-conferencing technology. Five bright offices feature ergonomically-designed seating and sit/stand desks for the health and wellbeing of staff. There is a convenient workroom adjacent to the reception area, a kitchen, computer room, janitor closet and wheelchair accessible washroom. The College is very proud of the new, accessible environment, and encourages both registrants and the public to visit.



Governance Committee Report

The Governance Committee (GC), chaired by Kerstin Hurd, is a standing committee of Council. Its primary purpose is to evaluate and enhance the performance of individual Council members and the Council as a whole, for a more functional and efficient organization.

Key initiatives and achievements of the GC this reporting year include:

- Delivery of new Policy and Procedures Manuals. Our governance model requires us to govern by policy, so we created an updated set of policies.
- Development of a new onboarding/ orientation process for incoming Council members. Three new Council members joined us this year and were the first to trial this new process. It will undergo ongoing review.

Upcoming GC work includes:

- Review of current bylaws.
- Development of a process to evaluate individual Council member performance. This will ensure ongoing learning and skill building.

Practice Advisory Committee Report

In 2017, ACOT Council approved a Practice Advisory initiative, the goal being to explore and develop a vision for how the College can address practice issues within its regulatory framework. An arms-length committee, including a representative from SAOT, developed key principles and recommendations. Committee chair Mary Culshaw has been leading this important work

and will look for member feedback through surveying. The committee will review finalized survey results and present recommendations to Council for consideration. It will be Council's decision to approve and operationalize a plan.

Leadership Committee Report

The ACOT/SAOT Leadership Committee was developed this year to explore opportunities for collaboration and joint initiatives, all to promote the Occupational Therapy profession while ensuring protection of the public. Members of the board from ACOT and SAOT sit on the committee.

- Working Group activities include:
- Collaborative problem solving or idea sharing related to planning, implementation and evaluation of SAOT/ACOT joint initiatives.
- Status reviews of groundwork, implementation and sustainability activities.
- Review/provide input to scheduling and communication logistics.
- Sharing successes and lessons learned via reports or presentations to the joint boards when necessary.

In the next year, we hope to increase engagement of both ACOT and SAOT with all stakeholders. The committee has worked hard to identify potential opportunities for engagement, with plans to participate in events side by side and communicate face to face—talking with stakeholders, answering questions they may have and addressing potential concerns. Together we will make ourselves visible and accessible.

Registration Of College Members

The College issues practice permits to Alberta Occupational Therapists in two categories. Depending on the application circumstances, Occupational Therapists are registered on the College's General Register or Provisional Register.

Occupational Therapists

A registered Occupational Therapist in Alberta holds a General Register permit to practice, having demonstrated and provided documented proof of the combined knowledge, skills, attitudes and judgment required to provide professional services as defined by the Health Professions Act.

Provisional Occupational Therapists

A Provisional Occupational Therapist practices under the supervision of an Occupational Therapist registered on the General Register of the College.

Provisional permits may be granted to Occupational Therapists who are (1) new graduates in the process of completing application requirements—applicants may be waiting for conferment of their degree, completion of the national certification exam, or submission of examination results to the College; (2) re-entering the profession after a period of absence and are unable to demonstrate the currency of their practice—they may be required to write or re-write the national certification exam, complete a supervised practicum and complete any coursework or training requirements identified during the competency assessment; or (3) IEOT applicants who have been assessed on the basis of substantial equivalence but may be waiting to write the national certification exam or complete a supervised practicum. Provisional Register permits are valid for up to one year.

A total of 2141 members renewed their registration. During the 2017-2018 registration

year, 295 new applications were processed, including Courtesy permits, new graduates and new members from outside of Alberta and Canada. During the same period, 245 registrations were cancelled for various reasons such as leave of absence, moving out of province and retirement. No applicants were denied registration in the 2017-2018 year.

Occupational Therapists who normally reside outside of Alberta and wish to teach or provide Occupational Therapy services temporarily in Alberta must register with the Alberta College of Occupational Therapists.

Applicants will have an unrestricted practice permit with another licensing/registering organization and have a time limitation attached to their tenure in Alberta. Other applicants may be registered on the Courtesy Register at the discretion of the Registrar. During this reporting period, 11 30-day courtesy permits were issued.

Registration must be completed prior to the start of any temporary employment in Alberta.

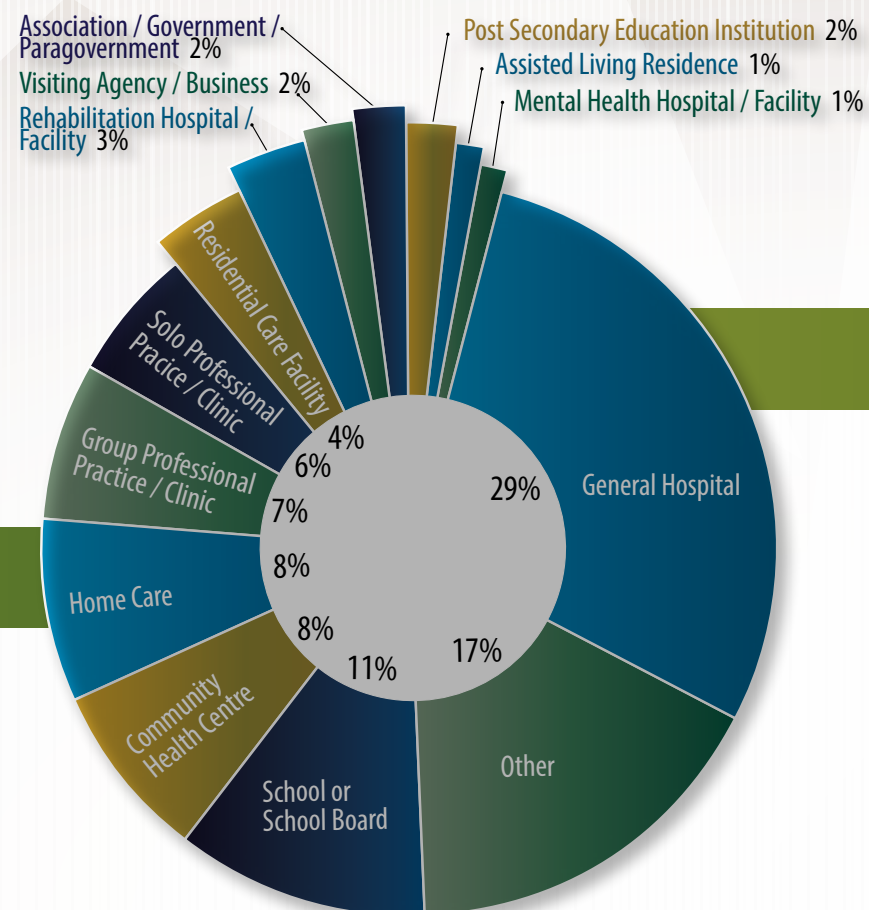
Reviews by Council

There were no reviews by Council during the 2017-2018 year.

Demographics of Registered Members 2017-2018

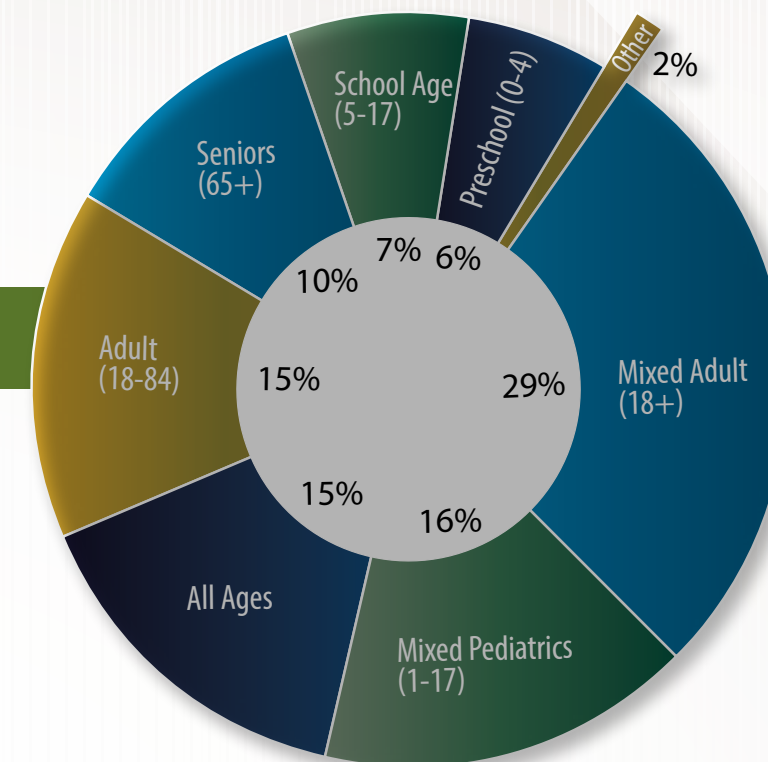
PRACTICE SETTING

% of Occupational Therapists work in a



CLIENT AGE RANGE

% of Occupational Therapists work with



GENDER

% of Occupational Therapists are of

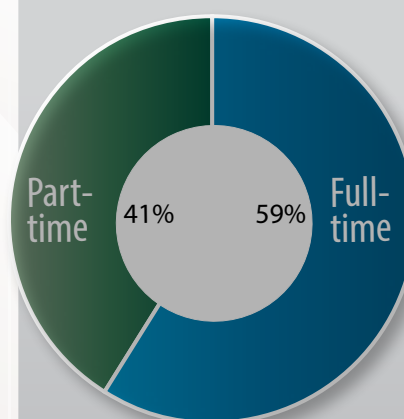


90% female
10% male



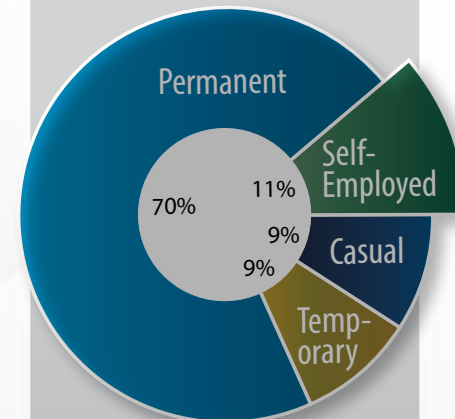
EMPLOYMENT STATUS

% of Occupational Therapists work



EMPLOYMENT CATEGORY

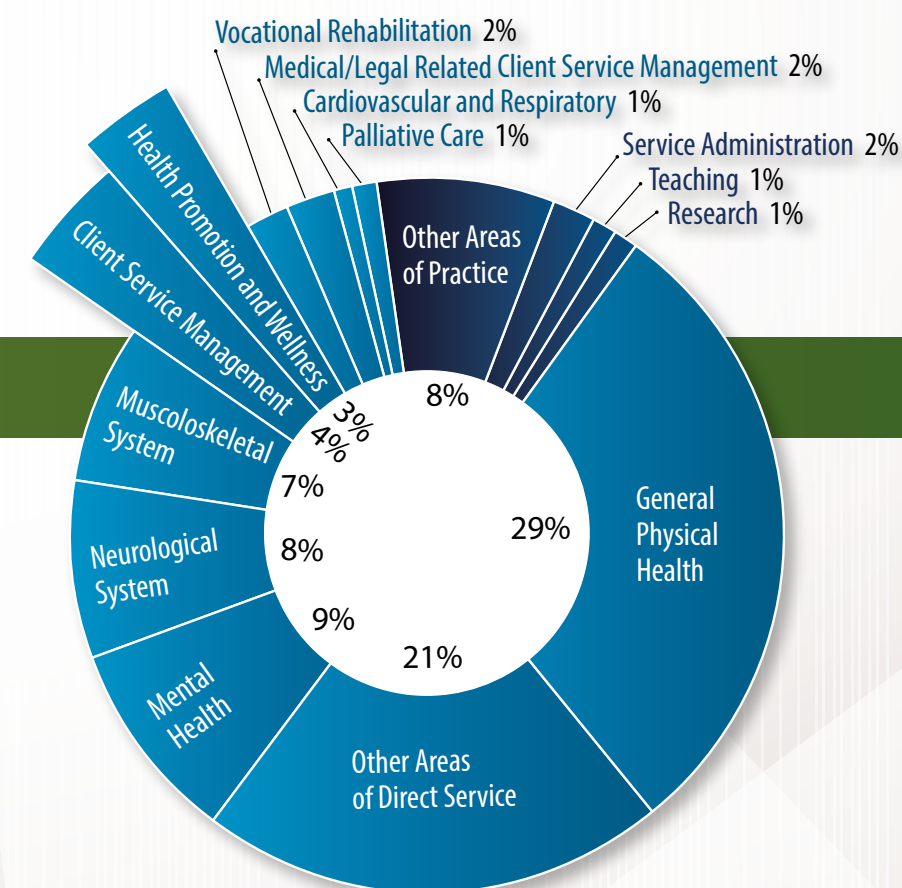
% of Occupational Therapists fall within



AREA OF PRACTICE

% of Occupational Therapists provide direct service in

% of Occupational Therapists work in



Continuing Competence Programs

Competence—the combined knowledge, skills, attitudes and judgement required to provide professional services.
(Health Professions Act RSA 2000 cH-7 s1(1)(f))

Annual participation in the Continuing Competence Program is mandatory for every Occupational Therapist practicing in Alberta, as set out in the *Health Professions Act RSA 2000 cH-7 p3* and the *Occupational Therapists Profession Regulation AR217/2006 s13*.

A practice challenge log, self-assessment questionnaire, log of activities and competence portfolio containing documentation to demonstrate the continuing competence activities make up the program.

It runs as an ongoing annual cycle; each year regulated members reflect on their practice challenges. They complete the self-assessment and identify the practice challenges to be addressed to maintain and enhance their competence. We ensure compliance by periodically reviewing regulated members’ plans.

To apply to the College to renew their practice permit, Occupational Therapists must meet these requirements of the Continuing Competence Program. To comply, regulated members are required to annually complete the documentation of their personal continuing competence plan—including the self-assessment, practice challenge log and log of activities. This must be completed online *prior* to completing their application for annual permit renewal, also online. Regulated members who do not comply with the requirements of the Continuing Competence Program are not eligible to renew their practice permits.

If the competence committee, registration committee or Registrar believes a regulated

member has intentionally provided false or misleading information about his or her Continuing Competence Program, they must refer that information to the College’s complaints director (*Health Professions Act RSA 2000 cH-7 s51.1(1)*).

Complaints and Discipline

The Alberta College of Occupational Therapists investigates and manages complaints about Occupational Therapists in accordance with the *Health Professions Act*. As the body responsible for regulating Alberta’s Occupational Therapists, the College takes its responsibility of protecting and serving the public seriously.

Public interest is forefront in the complaints process. All regulatory matters must balance protecting the public and ensuring fairness to the complainant and the regulated member. To be considered a formal complaint that requires action, it must be submitted in writing and signed.

The Complaints Director is responsible for reviewing all formal written, signed complaints against regulated members of the Alberta College of Occupational Therapists. Following the review of a formal complaint, as per the *Health Professions Act*, the Complaints Director can take several action steps. These steps include:

- dismissal of the complaint if the complaint is trivial or vexatious, or,
- formal mediation of the complaint (attempting to solve the complaint via encouraging communication, etc.), or,
- conducting of an investigation into the complaint.

Following an investigation, a complaint can be dismissed or referred to a Hearing Tribunal.

If a complaint is dismissed by the Complaints Director, the complainant has the option of

submitting an appeal of the dismissal to the Hearings Director, who will then assemble a Complaint Review Committee (CRC) to review all documentation relating to the complaint and its dismissal. Following the CRC review, the dismissal will either be upheld, investigated

Complaint Receipt and Disposition

	Source of Complaint			Status	
	Number	Employer	Colleague	Public	
Complaints carried forward from 2016-2017	7	3	1	3	#60, #68-Same respondent, complaints on hold, respondent under medical care, permit not renewed. #74 – Alleged incompetence. Dismissed. #75 – Alleged unprofessional conduct. Dismissed. #76 – Alleged unprofessional conduct. Dismissed. #77 – Alleged incompetence. Resolved. #78 – Alleged incompetence. Resolved.
Complaints received during 2017-2018	5	1	0	4	#79 – Alleged unprofessional conduct. Dismissed. #80 – Alleged unprofessional conduct. Dismissed. #81 – Alleged incompetence. Dismissed. #82 – Alleged incompetence. Dismissed. #83 – Alleged unprofessional conduct. Dismissed.
Total number of complaints investigated in 2017-2018					0
Complaints closed in 2017-2018					10 (#74, #75, #76, #77, #78, #79, #80, #81, #82, #83)
Complaints carried forward to 2017-2018					2 (#60, #68)

Summary of Complaints Since Proclamation in October 2006

48 complaints received by the College	2 in 2006-2007		3 in 2010-2011	7 in 2014-2015
	4 in 2007-2008		4 in 2011-2012	3 in 2015-2016
	5 in 2008-2009		4 in 2012-2013	7 in 2016-2017
	3 in 2009-2010		1 in 2013-2014	5 in 2017-2018
46 complaints assessed by the College	25	Complaints dismissed by the Complaints Director, no further action		
	12	Informal resolution		
	7	Complaints referred to the alternate complaints resolution process for mediation and resolved		
	2	Complaint on hold		
	2	Complaint withdrawn		

No hearings were held during the 2017-2018 year. Further, the College has never had to deal with a regulated member under Section 118, Assessing Incapacity.

Financial Statements of Alberta College of Occupational Therapists

For the year ended February 28, 2018

Independent Auditors' Report



To the Members of Alberta College of Occupational Therapists

We have audited the accompanying financial statements of Alberta College of Occupational Therapists, which comprise the statement of financial position as at February 28, 2018 and the statements of operations, changes in net assets and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

Edmonton, Alberta
June 10, 2018

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements 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 entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements present fairly, in all material respects, the financial position of Alberta College of Occupational Therapists as at February 28, 2018 and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Colleen Banow Edmonton LLP
Chartered Professional Accountants



Statement of Financial Position

February 28, 2018

	2018	2017
ASSETS		
Current		
Cash and cash equivalents	\$ 3,666,032	\$ 3,432,709
Prepaid expenses	27,970	18,841
	3,694,002	3,451,550
Capital assets (Note 3)	93,921	98,902
Rental deposits receivable	4,397	-
	\$ 3,792,320	\$ 3,550,452
LIABILITIES AND NET ASSETS		
Current		
Accounts payable and accrued liabilities (Note 4)	\$ 38,498	\$ 29,731
Registration fees received in advance (Note 5)	1,179,350	1,139,000
	1,217,848	1,168,731
Lease inducement	9,459	-
	1,227,307	1,168,731
Net Assets		
Unrestricted	1,471,092	1,282,819
Internally restricted (Note 6)	1,000,000	1,000,000
Invested in capital assets	93,921	98,902
	2,565,013	2,381,721
	\$ 3,792,320	\$ 3,550,452

COMMITMENTS (Note 7)

Approved on behalf of the Council
Elizabeth Taylor, President
Kerstin Hurd, Vice President

See notes to financial statements

Statement of Operations

Year ended February 28, 2018

	2018 Budget (unaudited) (Note 9)	2018 Actual	2017 Actual
Revenues			
Member registration	\$ 1,247,663	\$ 1,234,688	\$ 1,209,953
Interest	21,000	27,534	20,809
Other	-	6,513	-
	1,268,663	1,268,735	1,230,762
Expenses			
Salaries, wages and benefits	459,250	461,144	436,568
Administration	253,231	270,764	193,608
Council activities	336,000	184,510	268,757
College activities	115,000	80,798	113,277
Amortization	45,000	26,982	40,467
Professional Fees	59,000	5,499	3,898
	1,267,481	1,029,697	1,056,575
Excess of revenues over expenses from operations	1,182	239,038	174,187
Other Expenses			
Loss on disposal of capital assets	-	(55,746)	-
Excess of revenues over expenses	\$ 1,182	\$ 183,292	\$ 174,187

See notes to financial statements

Statement of Changes in Net Assets

Year ended February 28, 2018

	Unrestricted	Internally Restricted	Invested in Capital Assets	2018	2017
Net assets - Beginning of year	\$ 1,282,819	\$ 1,000,000	\$ 98,902	\$ 2,381,721	\$ 2,207,534
Excess (deficiency) of revenues over expenses	210,274	-	(26,982)	183,292	174,187
Purchase of capital assets	(77,747)	-	77,747	-	-
Disposal of capital assets	55,746	-	(55,746)	-	-
Net assets - End of year	\$ 1,471,092	\$ 1,000,000	\$ 93,921	\$ 2,565,013	\$ 2,381,721

See notes to financial statements

Statement of Cash Flows

Year ended February 28, 2018

	2018	2017
Cash provided by (used in):		
Operating activities		
Excess of revenues over expenses	\$ 183,292	\$ 174,187
Lease inducement	9,459	-
Items not affecting cash:		
Amortization	26,982	40,467
Loss on disposal of capital assets	55,746	-
	275,479	214,654
Changes in non-cash working capital:		
Prepaid expenses	(9,129)	221
Accounts payable and accrued liabilities	8,767	(21,295)
Registration fees received in advance	40,350	45,600
	39,988	24,526
	315,467	239,180
Investing activity		
Purchase of capital assets	(77,747)	(29,898)
Rental deposit	(4,397)	-
	(82,144)	(29,898)
	233,323	209,282
Increase in cash and cash equivalents	233,323	209,282
Cash and cash equivalents - beginning of year	3,432,709	3,223,427
Cash and cash equivalents - end of year	\$ 3,666,032	\$ 3,432,709

See notes to financial statements

Notes to the Financial Statements

February 28, 2018

1. PURPOSE OF THE COLLEGE

Alberta College of Occupational Therapists (the “College”) is incorporated under the Health Professions Act of Alberta (as of October 5, 2006). Its principal activities include public protection, registration and ongoing regulation of Occupational Therapists, overseeing professional conduct of Occupational Therapists and providing for the professional needs of its members and the development and maintenance of standards of practice of Occupational Therapy in Alberta.

The College is a non-profit organization and accordingly, it is exempt from the payment of income taxes.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

These financial statements were prepared in accordance with Canadian accounting standards for not-for-profit organizations. Significant accounting policies observed in the preparation of the financial statements are summarized below.

(a) Cash and cash equivalents

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

(b) Revenue recognition

The College follows the deferral method of recognizing revenue. Restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Annual registrations expire at the end of February. Registration revenue is recognized in the registration year to which it relates. Revenue arising from registration dues which are received during the current period and which relate to the following fiscal year are deferred.

Interest income is recognized as earned.

(c) Capital assets

Capital assets are stated at cost or deemed cost less accumulated amortization. Capital assets are amortized over their estimated useful lives at the following rates and methods:

Computer equipment . . .	30%	straight-line method
Furniture and fixtures. . .	10%	straight-line method
Computer software. . . .	50%	straight-line method
Office equipment	20%	straight-line method

Amortization of leasehold improvements is recorded over the initial term of the lease plus the term of the first renewal option.

(d) Contributed services

Volunteers contribute services to assist the College in carrying out its activities. Because of the difficulty in determining their amount or fair value, contributed services are not recognized in the financial statements.

(e) Lease Inducement

Lease payments under operating leases are recognized on a straight-line basis over the term of the lease. Lease inducements received such as free rent or reduced rent payments in early periods are accounted for as a reduction of the lease expense over the term of the lease.

(e) Financial Instruments

Measurement of Financial Instruments

Financial instruments are financial assets or liabilities of the College where, in general, the College has the right to receive cash or another financial asset from another party or the College has the obligation to pay another party cash or other financial assets.

The College initially measures its financial assets and liabilities at fair value, except for certain non-arm’s length transactions that are measured at the exchange amount.

The College subsequently measures all its financial assets and financial liabilities at amortized cost.

Financial assets measured at amortized cost include cash and cash equivalents and rental deposits receivable.

Financial liabilities measured at amortized cost include accounts payable and accrued liabilities.

Impairment

Financial assets measured at cost or amortized cost are tested for impairment, at the end of each year, to determine whether there are indicators that the asset may be impaired. The amount of the write-down, if any, is recognized in the statement of operations. The previously recognized impairment loss may be reversed to the extent of the improvement, directly or by adjusting the allowance account. The reversal may be recorded provided it is not greater than the amount that had been previously reported as a reduction in the asset and it does not exceed original cost. The amount of the reversal is recognized in the statement of operations.

(f) Use of Estimates

The preparation of these 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. By their nature, these estimates on the financial statements in future periods could be significant. Accounts specifically affected by estimates in these financial statements are capital assets where significant estimates pertain to the physical and economic lives of capital assets.

3. CAPITAL ASSETS

	2018			2017
	Cost	Accumulated amortization	Net book value	Net book value
Leasehold improvements - old office	\$ -	\$ -	\$ -	\$ 63,507
Computer equipment	53,298	36,508	16,790	26,892
Furniture and fixtures	55,322	52,359	2,963	6,941
Computer software	132,114	132,114	-	1,152
Leasehold improvements - new office	58,049	1,961	56,088	-
Office equipment	32,300	14,220	18,080	410
	<u>\$ 331,083</u>	<u>\$ 237,162</u>	<u>\$ 93,921</u>	<u>\$ 98,902</u>

4. ACCOUNTS PAYABLE AND ACCRUED LIABILITIES

	2018	2017
Accounts payable & accruals	\$ 19,793	\$ 13,248
Vacation payable	13,187	11,621
Wages payable	3,799	3,304
Source deduction payable	1,718	1,558
	<u>\$ 38,497</u>	<u>\$ 29,731</u>

5. REGISTRATION FEES RECEIVED IN ADVANCE

Deferred revenue arises when the College receives payments from members in the current year for registration fees relating to the subsequent year.		2018	2017
	Registration fees received in advance	<u>\$ 1,179,350</u>	<u>\$ 1,139,000</u>

6. INTERNALLY RESTRICTED NET ASSETS

The internally restricted net assets are reserved for: litigation, to provide for expenses related to any civil actions; contingencies, to provide the College with short-term funding for day-to-day operations in the event of unforeseen circumstances; and professional conduct, to provide the College with short-term funding for investigative and disciplinary costs in the event that actual investigative and disciplinary costs exceed the budgeted amount in a fiscal year.

7. COMMITMENTS

The College leases office space under an agreement expiring November 30, 2018 as well as a photocopy machine under an agreement expiring October 24, 2021. During the 2018 fiscal year, the College entered into a 10 year lease for office space which commences on July 1, 2018. Future minimum lease payments are as follows:

2019	\$ 89,946
2020	51,362
2021	51,362
2022	51,471
2023	49,797
	<u>\$ 293,938</u>

8. FINANCIAL INSTRUMENTS

The College is exposed to various risks through its financial instruments and has a comprehensive risk management framework to monitor, evaluate and manage these risks. The following analysis provides information about the College's risk exposure and concentration as of February 28, 2018.

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 cash and cash equivalents. The College does not believe it is subject to any significant credit risk due to the cash and cash equivalents being held with large financial institutions.

Liquidity risk

Liquidity risk is the risk that an entity will encounter difficulty in meeting obligations associated with financial liabilities. It is management's opinion that there is no significant liquidity risk as of February 28, 2018.

Interest rate risk

Interest rate risk is the risk that the fair value or cash flows of a financial instrument might be adversely affected by a change in the interest rates. The College is exposed to interest rate risk primarily through its interest bearing savings account. It is management's opinion that there is no significant interest rate risk as of February 28, 2018.

9. BUDGET

The budget amounts presented in the Statement of Operations are taken from the College's approved budget. The budget amounts are unaudited.



Together. Making life better.



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