our mission

To protect the public by regulating, advocating and advancing safe, ethical, and quality occupational therapy practice in British Columbia.

We strive to maintain and build your confidence in the College and the occupational therapy profession by:

- setting standards for practice and ethical conduct,
- registering only those occupational therapists who meet established education and practice standards,
- responding fairly to concerns and complaints raised about registrants’ practice, and
- monitoring and supporting registrants’ continued competence.
greetings from the chair of the board

In my third year as a Board member and first year as Chair, this has truly been an amazing journey of professional development. Situated as I am in the BC interior, the Board experience has connected me with the wider occupational therapy issues of regulation and competence provincially, nationally and internationally. I have gained knowledge of and clarity about our responsibility to public protection and education as it relates to advancing occupational therapy excellence and the privilege of self-regulation. I urge you to also consider becoming involved. As a College we have continued our commitment to fulfill our mandate as prescribed under the Health Professions Act. This occurs in the increasingly more complex regulatory environment in which the COTBC must operate.

“Looking Back to Plan for the Future” themed our April 2012 Board development session as we involved committee representatives for the first time to inform our strategic planning. The plan was completed at the June 2012 Board meeting and will carry us into the next five years. We look forward to introducing the improvements in committee structure, Board and committee membership continuity, use of technology, and information sharing with registrants.

Our Continuing Competence Program continues its development with the new Competence Maintenance element scheduled for launch in Spring 2013 and the first sitting of the Competence Exam in Fall 2014. The program, as a whole, is designed to focus occupational therapists’ attention on areas where additional resources or supports may assist them in maintaining or improving their competence. This can’t help but ultimately elevate our professional profile. Occupational therapists are reminded of the public trust placed in them to remain current and to advance safe, ethical and quality best care within their occupational therapy scope of practice.

Prior to the AGM an important and timely educational session will take place acknowledging changing trends in communication; “Whr R U @: Social Media & OT Practice”. Please plan to attend. I look forward to meeting you there.

I would also like to take this opportunity to recognize the dedication and hard work of my fellow Board members; both occupational therapists and public members, committee members, as well as our registrar, staff and the many volunteers of COTBC. Thank you for your commitment to uphold the values of the College and to ensure that COTBC continues to be on the leading edge.

Diane Graham,
Chair of the Board
Occupational therapy is a self-regulated health profession. This means our government, that represents the public, gives occupational therapists the authority and privilege to oversee the quality and safety of the professional services they deliver. To fulfill this responsibility, the College sets standards, supports occupational therapists to meet these standards, monitors and confirms occupational therapists’ continuing competence through quality assurance activities, and acts when standards are not met. This is the core business of COTBC as a regulatory organization and it does not change. How we set our strategy does change and must change. Maintaining clients' trust and confidence is foremost. This requires a nimble and responsive approach to ensure we remain relevant and current to both registrants and the public.

The College of Registered Nurses of British Columbia identifies “collaborative self-regulation” as one of the core concepts in their regulatory philosophy and framework. Although not explicit in our strategic plans, it may be an important element to add. The College from its inception has valued and leveraged collaborative opportunities to advance our strategic priorities. This year, the College partnered across professional boundaries (and across provincial boundaries) with the College of Physiotherapists of Ontario to develop and pilot an occupational therapist, physiotherapist and support personnel team building forum. The response to the three-team building forums was immediate; registration filled up in 24 hours. The contribution each profession makes to the inter-professional team was reinforced, and conversations to sustain the learning process are underway.

One way the College fulfills its safeguarding role to protect the public is to provide transparent, fair, objective and impartial processes to address public inquiries and concerns about the practice of an occupational therapist. This important work is done primarily by the Inquiry Committee where a complaint is first reviewed, investigated and ultimately a decision made. Under the Health Professions Act, complainants have the right to apply for a review of a College decision to the Health Professions Review Board (HPRB), an independent government-appointed administrative review board. To date there are five files with the HPRB where complainants have requested the HPRB review the decision of the Inquiry Committee. The files are in various stages of consideration by the HPRB, and when concluded the decisions are posted on their website. While the HPRB

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has been in operation since March 2009, this is relatively new for our College and reflects a significant increase in workload and other resources.

We were very sorry to lose the College’s first deputy registrar at the end of June, Susan Mulholland, who returned to work at the University of Alberta. Susan provided staff support to several committees, led a research project on supports in the workplace for internationally educated occupational therapists, fielded most of the practice questions and helped develop this new position for the College. I thank her for her contribution to our College. Recruitment for the new deputy is underway. I also extend my appreciation for another year of superb support from a talented staff at the College who ensure smooth and effective operations.

I am privileged to be a part of a College that strives for excellence and is committed to effective and accountable governance and operations. I am grateful for the support and principled leadership provided by our public Board members and elected registrants serving on the Board and the efforts of the many registrants participating on College committees. Responsible self-regulation is dependent upon the leadership and the commitment of the professions’ members to take on the roles of governing the profession in the public interest. We are well equipped for the important work ahead.

Kathy Corbett,
Registrar and CEO
qualified occupational therapists

Guided by our commitment to fair, objective, transparent and timely processes, the Registration Committee is responsible for ensuring applicants meet all registration requirements before they are granted registration and may practice in British Columbia. This includes a careful review of an applicant’s education, total recent practice hours, successful completion of the national examination, and English proficiency. The applicant’s regulatory history from another jurisdiction, such as conditions on practice or disciplinary actions taken, is also considered. By doing so, only qualified applicants are registered and people living in BC can count on receiving safe, ethical and competent care delivered by occupational therapists.

As of June 30, 2012 there were 2037 registered occupational therapists in BC, exceeding 2000 for the first time. While this increase may appear encouraging, a closer look at previous years reveals that because of the high number of registrants working part-time, the occupational therapy workforce may be smaller (Canadian Institute of Health Information, 2010). Registration statistics also confirm BC’s ongoing reliance on occupational therapists coming to practice in BC from other provinces and from other countries to fill our workforce demands. Of the 142 new applicants this year, only 39 (27%) graduated from the Occupational Science and Occupational Therapy program at the University of British Columbia. Of the remaining applicants, 68 (48%) were from other provinces and 35 (25%) were internationally educated occupational therapists (IEOTs).

On the national level, the Association of Canadian Occupational Therapy Regulatory Organizations (ACOTRO) continues to work toward establishing uniform Canadian registration standards for assessing IEOTs. This Harmonization Project, led by COTBC, was funded from Human Resources & Skills Development Canada and spans from November 2010 to March 2015. This project aims to implement better tools to assess IEOTs and confirm they have qualifications and competencies substantially equivalent to a Canadian educated occupational therapist. In addition, a recently launched national ACOTRO website at www.acotro-acore.org makes it easier for applicants to find the information needed for registration in any province.

According to the 2011 Canadian Institute for Health Information (CIHI) data on workforce trends, BC had the highest proportion of OTs who were internationally educated (16.8%). The second highest was Ontario at 10%.

Through ACOTRO’s national Labour Mobility Support Agreement occupational therapists have full mobility across Canada, and in the last year 19 occupational therapists moved to BC under this provision. Over the next year a review of our registration bylaws and policies with respect to required practice hours and competence assessment is necessary to harmonize registration standards across Canada.

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# Registration Statistics

<table>
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<tr>
<th>Year</th>
<th>Full Registration</th>
<th>Provisional Registration</th>
<th>Re-entry, Temporary and Non-practising</th>
<th>Total</th>
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<td>10</td>
<td>102</td>
<td>2037</td>
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* Number of new applicants does not equal number of new registrants due to the varying length of the application process and the College year end.

### Online Renewal

There were 2,011 registrants eligible to renew in 2012; 90% renewed online compared to 76% in 2009.

### Where Applicants Received Entry-level Education

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<th>Canada</th>
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<tr>
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<td>154</td>
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<tr>
<td>2011-2012</td>
<td>39</td>
<td>68</td>
<td>35</td>
<td>142</td>
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</table>

### BC IEOT Applicants 2010-2012

- **Australia**: 21
- **India**: 9
- **Philippines**: 9
- **United Kingdom**: 8
- **South Africa**: 8
- **United States**: 7
- **Iran**: 4
- **Germany**: 3
- **Chile**: 2
- **Ireland**: 2
- **New Zealand**: 1
- **Hong Kong**: 1
- **Israel**: 1
- **Sweden**: 1
- **Taiwan**: 1

Number of new applicants does not equal new registrants due to the varying length of the individual application process and the College year end.
In supporting quality occupational therapy practice and a high level of professionalism, we need to be responsive to emerging issues and proactive to make sure we are cognizant of any new challenges on the horizon. This is achieved through publishing practice guidelines and advisory statements, developing tools that support the application of the standards in practice, and providing ongoing learning opportunities.

At last year’s pre-AGM workshop, the Client Relations Committee sponsored an education session “Maintaining Professional Boundaries: Is there an App for that?” Designed to raise awareness of professional boundaries, the keynote presentation was provided by Elinor Larney, Deputy Registrar of the College of Occupational Therapists of Ontario. BC registrants also engaged in lively roundtable discussions on recognizing risks, the “slippery slope”, and practical strategies for managing professional boundaries in everyday practice. Registrants also identified current and emerging issues related to professional boundaries that are impacting practice today. With rapid developments in technology and the prevalence of social media, this area was confirmed as a topic for further College direction and practice support. This and other pre-AGM workshops are audiotaped and available on the website for those unable to attend.

Through the work of the Standards Committee, the revised Practice Guideline “Supervising Support Personnel” was released to reflect updated content and greater clarity in response to practice questions. A new advisory statement was also published on Use of Title. The College is currently exploring a transition to a standards framework to clarify the purpose of the various guidelines’ content in directing, guiding and advising registrants on practice expectations.

The public needs to have confidence that occupational therapists act according to the ethical standards and professionalism expected of a trusted professional. The Quality Assurance Committee continued its work on an eLearning module: Ethics in Everyday Practice. This module will help occupational therapists apply the COTBC Code of Ethics to their practice. The work on this module has provided significant learning for the College and how it will approach the production of future e-learning supports.
People in BC expect to receive quality occupational therapy services. They assume that their occupational therapist meets the profession’s standard for practice and professional conduct because it’s a requirement of registration. It’s the profession’s promise in exchange for the privilege of self-regulation, and the public trusts that occupational therapists maintain their competence. COTBC is dedicated to building a Continuing Competence Program that supports occupational therapists’ competence. The government requires it.

The Health Professions Act, which governs registered health professionals in BC, requires colleges to provide programs that support individual competence, and in 2008 the Act was amended to include assessment. To allow the regulatory organizations a chance to update their programs to meet the new requirements, the amendment was passed but is not yet in force. Over the past four years COTBC has spent considerable time and resources building the program and putting in place an infrastructure for sustainability. The two main activities of 2011-2012 included re-designing the Competence Maintenance element of the program and continued development of the Competence Exam. Activities needed in the Competence Improvement element of the program were taken into consideration when building the other elements; detailed work on this will commence in 2013.

Re-designing Competence Maintenance

In September 2011, the Board approved a recommendation of the Continuing Competence Committee to suspend the requirement of completing the program’s Competence Maintenance activities for the 2011-2012 registration cycle. This allowed for review and redesign of the current program, which includes an annual professional development plan based on a bi-annual self-assessment, and an attestation that it was completed through submission of a declaration form every February 15 to the College.

The committee worked with SGT & Associates to review the evidence, best practices of other regulatory organizations, and data available from the original development of the Competence Maintenance activities.

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The committee also evaluated the activities’ fit with the program’s guiding principles and revised legislative mandate, neither of which had been present when the program was launched in 2006. To complete the review a registrant perspective was needed. The committee received Board approval to conduct a survey of all registrants regarding perceptions of the present program, and supports available to maintain and/or enhance BC occupational therapists’ competence.

The online survey was sent to all active COTBC registrants (total of 2010) and was open for four weeks in March. There were 631 responses (31.4%) and the demographic features of the respondents highly resemble the COTBC registrants as a group. Of the present program, 64% of the respondents rated highly (4 or 5 on a 5-point scale) “encourages thinking about own occupational therapy practice” and 61.4% rated highly “facilitates revisiting professional development annually”. The respondents also provided some clear direction on preferred features of the future Competence Maintenance element. These included exploring the management of practice problems and every day challenges, fostering critical thinking skills, and support to integrate the Essential Competencies and COTBC practice documents (guidelines, advisory statements, bylaws) into their own practice.

Results of this survey, along with the initial work done by the committee, culminated in the final report by SGT & Associates, titled: Redesigning the next generation COTBC Competence Maintenance Element of the Continuing Competence Program: Inventory of past, looking at the present, directions for the future. Building the new element commenced shortly after the results of the analysis were received by the committee. The review of tools used by other regulatory organizations provided examples that can be adapted to the specific B.C. occupational therapy practice context. The proposed timeline includes a pilot test early in the new year with a launch in Spring 2013.

Developing the Competence Exam

The goal of this element of the program is to monitor registrants’ continued competence. The method chosen is a case-based exam focusing on the key features which are critical to the successful resolution of a client’s occupational performance issue. The 14 occupational therapists from around the province who make up the Exam Development Sub-Committee had completed over half of the required cases by the end of June. These therapists volunteer their time to ensure that the cases and questions are reasonable, fair and address practice knowledge that is essential for safe, ethical and effective occupational therapy care in BC. Additional scenarios to support their writing are an outcome of the Case Construction Sessions held across the province. Here, groups of occupational therapists are invited to provide details of a scenario that could be used to augment an existing case or trigger ideas for new cases. Each case with 3-5 questions goes through a 14-step process that includes several reviews to check for the authenticity and accuracy of the content as well as sound technical structure to meet international standards for case development and exam delivery.

Research Agenda

Our program will continue to evolve as we learn more about how competence is developed and improved. Research which unravels the complexity of clinical reasoning and other factors affecting continued competence for occupational therapists will help build more effective programs to support and monitor competence. To this end, the Board is including the development of a research agenda in their next strategic plan. Activities such as the registrant survey conducted in March as well as data from registrants’ participation in the Continuing Competence Program will be used for ongoing program improvements. This data could also contribute to unlocking the mysteries of continued competence. By coordinating efforts with other stakeholders, many important questions can be studied and duplication avoided.

Establishing valid and reliable measurement tools and building effective supports involves the critical review of existing evidence, careful consideration of stakeholder interests, values inherent in the profession, and costs. The COTBC Board, Continuing Competence Committee and staff are dedicated to building a comprehensive and sustainable program to enhance competence and provide quality occupational therapy care to people living in BC.
The College exists to protect the public’s right to safe, quality occupational therapy services. When the public has concerns about the practice of an occupational therapist, these complaints are addressed through the College’s Inquiry and Discipline processes. Under the Health Professions Act complaints are first reviewed through the Inquiry Committee. Guided by processes that are transparent, objective, impartial and fair, the committee ensures a comprehensive review of each complaint. Decisions of the Inquiry Committee may result in taking no further action or taking appropriate action required in the public interest. Action may include directing remedial action, formal consent orders or undertakings, or citation to the Discipline Committee for a hearing.

The Inquiry Committee draws on the expertise of both public members and occupational therapists. The committee meets regularly to thoroughly review every complaint and provide a fair and just process for the individual complainant and the occupational therapist. With 10 new complaints added to the 12 files from the previous year, the committee had a very busy year. For details, please review: Outcomes of Complaints.

In 2009, the Health Professions Review Board (HPRB) was established under the Health Professions Act. Once the Inquiry Committee has made its decision, individuals have the right to apply to the HPRB to review a decision of the Inquiry Committee. To date, five complainants applied for review of the Inquiry Committee decisions. One has been resolved and the matter was dismissed by the HPRB. Other files remain in process. The Committee will monitor decisions and consider any improvements that may be recommended in our processes.

Continuing professional development to support committee members is important to sustainability and quality decisions. This year, the committee participated in a two educational session – one on principles of decision making and one to learn more about the HPRB.

Undertaking and Consent Orders” occur when the occupational therapist agrees to particular terms and conditions proposed by the Inquiry Committee. These may include a reprimand, practice supervision, future practice inspection and chart audits or any other specified remedial action.”

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**trends in complaint data**  
*(July 1, 2007 – June 30, 2012)*

### Figure 1: Complaints received 2007-2012

<table>
<thead>
<tr>
<th>Year</th>
<th>Complaints</th>
</tr>
</thead>
<tbody>
<tr>
<td>2007-2008</td>
<td>7</td>
</tr>
<tr>
<td>2008-2009</td>
<td>8</td>
</tr>
<tr>
<td>2009-2010</td>
<td>5</td>
</tr>
<tr>
<td>2010-2011</td>
<td>12</td>
</tr>
<tr>
<td>2011-2012</td>
<td>10</td>
</tr>
</tbody>
</table>

### Figure 2: Outcomes of complaints

![Outcome Pie Chart]

- Decision to take no further action: HPA s.33(6)(a)
- No jurisdiction or insufficient particulars to proceed
- Directed action to resolve matter: HPA s.33(6)(b)
- *Referred to discipline for hearing: HPA s.33(6)(c) & s.36(1)*
- Reprimand and/or remedial actions (Undertakings by consent orders) HPA s.33(6)(c) & s.36(1)
- *Two of these did not proceed to a hearing before the Discipline Committee because the matters were resolved with acceptance by the Inquiry Committee of a proposal under HPA s.37(1).*

### Figure 3: Origins of complaints

- Clients: 25
- Occupational Therapists: 9
- Managers/Agency: 7
- Other Health Professionals
- Own Motion/Inquiry Committee: 1

### Figure 4: Practice environment 2000-2012

- **Public Sector**
  - 2007-2012: 23 (55%)
  - 2000-2012: 49 (61%)
- **Private Sector**
  - 2007-2012: 19 (45%)
  - 2000-2012: 31 (39%)
independent auditors’ report

To the Board of Directors of College of Occupational Therapists of British Columbia

We have audited the accompanying financial statements of College of Occupational Therapists of British Columbia, which comprise the statement of financial position as at June 30, 2012 and the statements of revenues and expenditures, 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 generally accepted accounting principles, 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.

Auditor’s 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.

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 College of Occupational Therapists of British Columbia as at June 30, 2012 and the results of its operations and its cash flows for the year then ended in accordance with Canadian generally accepted accounting principles.

Hayes Stewart Little & Company
Chartered Accountants
Victoria, BC
September 11, 2012

Please note that the following financial statement excerpts do not represent the full set of audited financial statements. The full set is available by request through the College.
## Statement of Financial Position

### Year Ended June 30, 2012

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## Statement of Operations

### Year Ended June 30, 2012

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<th>2011</th>
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<tr>
<td></td>
<td>$1,405,166</td>
<td>$1,047,724</td>
</tr>
<tr>
<td><strong>EXCESS (DEFICIENCY) OVER EXPENSES</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>$(89,066)</td>
<td>$26,649</td>
</tr>
</tbody>
</table>

On behalf of the Board

[Signature]

[Signature]
notes to financial statements

Year Ended June 30, 2012

1. NATURE OF OPERATIONS
The College of Occupational Therapists of British Columbia was established under the Health Professions Act, effective December 17, 1998. The College’s mandate is to serve and protect the public interest by setting standards for entry to practice the profession in British Columbia establishing programs and guidelines to ensure that occupational therapists practice safely, ethically and competently, and investigating complaints raised about registrants’ practice. For income tax purposes, the College is treated as a not for profit organization.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

   Fund accounting
The College of Occupational Therapists of British Columbia follows the deferral fund method of accounting for contributions. The College records its activities in the following funds:

   The Unrestricted Fund accounts for the College’s general operations and overhead.

   The Capital Fund includes transactions relating to equipment.

   The Internally Restricted Funds include the following:
   - Inspections, Inquiry and Discipline Funds, which are designated for use in the development and management of the inquiry and discipline process.
   - Program Development Funds, which are designated for the development and establishment of statutory programs.
   - Special Projects Funds, which are designated for specific, time limited projects related to Board strategic plan/College business plan.

   Expenditures from these funds require Board approval.

   Revenue recognition
The College follows the deferral method of accounting for contributions. Restricted contributions are recognized as revenue in the appropriate fund 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. Application fees are recognized as revenue when received. Annual registration fees are recognized as revenue in the year to which they relate and fees received in advance are included in deferred revenue.

   Publications expense
Included in publications expense are costs for certain materials which the College purchases and distributes to all registrants at no additional charge. The costs of such materials are expensed when costs are incurred.

   Contributed services
The College would not be able to carry out its activities without the services of the many volunteers who donate a considerable number of hours. Because of the difficulty of compiling and valuing these hours, contributed services are not recognized in the financial statements.

   Investments
In accordance with section 3855 “Financial Instruments – Recognition and Measurement” of the CICA Handbook, the College has classified its investments as held for trading and is reporting them at fair value. All investments are accounted for at the fair market values based on quoted prices at year end.

   Investment income includes interest earned and gains and losses net of investment expenses incurred during the year. Investment transaction costs are expensed as incurred.

   Cash and cash equivalents
Cash includes cash and cash equivalents. Cash equivalents are term deposits and are valued at cost plus accrued interest. The carrying amounts approximate fair value because they have maturities at the date of purchase of less than ninety days or are redeemable at the option of the College.

(continues)
2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Capital assets

Purchased capital assets are recorded at cost, and contributed capital assets are recorded at fair value at the date of contribution. Amortization is provided as follows:

<table>
<thead>
<tr>
<th>Asset Type</th>
<th>Useful Life</th>
<th>Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer equipment</td>
<td>3 years</td>
<td>Straightline</td>
</tr>
<tr>
<td>Computer software</td>
<td>2 years</td>
<td>Straightline</td>
</tr>
<tr>
<td>Equipment</td>
<td>5 years</td>
<td>Straightline</td>
</tr>
<tr>
<td>Leasehold improvements</td>
<td>Remaining lease term</td>
<td>Straightline</td>
</tr>
</tbody>
</table>

Long lived assets

The College regularly reviews the carrying value of long lived assets and continually makes estimates regarding future cash flows and other factors to determine the fair value of the respective assets. If these estimates or their related assumptions change in the future, the College may be required to record impairment charges for these assets.

Measurement uncertainty

The preparation of financial statements in conformity with Canadian generally accepted accounting principles 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 expenditures during the period. This includes the estimated life of capital assets and accruals. 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.

Financial instruments

The College’s financial instruments consist of cash, short term investments, accounts receivable, and accounts payable and accrued liabilities. Cash and short term investments have been classified as held for trading and are recorded at their fair value. Accounts receivable have been classified as loans and receivables and are recorded at amortized cost. Accounts payable and accrued liabilities have been classified as other financial liabilities and are recorded at amortized cost. Unless otherwise noted, it is management’s opinion that the College is not exposed to significant interest, currency or credit risks arising from these financial instruments.

The College continues to apply the provisions of CICA Handbook Section 3861, “Financial Instruments Disclosures and Presentation.”

Future changes in significant accounting policies

The following accounting standards have been issued by the Canadian Institute of Chartered Accountants (CICA) but are not yet effective for the College. The College is currently evaluating the effect of adopting these standards, which it expects to do in fiscal year 2013.

The Accounting Standards Board will be implementing Part III of the CICA Handbook Accounting Standards for Not-for-Profit Organizations effective January 1, 2012. The College will be assessing the impact of the new standards on its financial statements over the next year. Early adoption is permitted for the new standards.

3. CAPITAL ASSETS

<table>
<thead>
<tr>
<th></th>
<th>2012</th>
<th>2011</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Cost</td>
<td>Accumulated amortization</td>
</tr>
<tr>
<td>Equipment</td>
<td>$34,080</td>
<td>$28,022</td>
</tr>
<tr>
<td>Computer equipment</td>
<td>38,438</td>
<td>29,024</td>
</tr>
<tr>
<td>Computer software</td>
<td>11,719</td>
<td>11,453</td>
</tr>
<tr>
<td>Leasehold improvements</td>
<td>10,990</td>
<td>8,792</td>
</tr>
<tr>
<td></td>
<td>$95,227</td>
<td>$77,291</td>
</tr>
</tbody>
</table>

(continues)
4. DEFERRED REVENUE
Included in deferred revenue are restricted funds related to contribution agreements for amounts received in excess of expenditures incurred.

<table>
<thead>
<tr>
<th></th>
<th>2012</th>
<th>2011</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deferred registration fees</td>
<td>$ 687,050</td>
<td>$ 624,735</td>
</tr>
<tr>
<td>Contribution agreements (externally restricted)</td>
<td>40,801</td>
<td>41,416</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$ 727,851</strong></td>
<td><strong>$ 666,151</strong></td>
</tr>
</tbody>
</table>

5. NET ASSETS INTERNALLY RESTRICTED

<table>
<thead>
<tr>
<th>Inspections, Inquiry and Discipline Fund</th>
<th>Program Development Fund</th>
<th>Special Projects Fund</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance, beginning of year</td>
<td>$ 289,305</td>
<td>$ 312,054</td>
</tr>
<tr>
<td>Support Personnel Project with CPTON</td>
<td>–</td>
<td>–</td>
</tr>
<tr>
<td>Server implementation costs</td>
<td>–</td>
<td>(7,010)</td>
</tr>
<tr>
<td>Continuing Competence program</td>
<td>–</td>
<td>(40,000)</td>
</tr>
<tr>
<td>Competency exam development</td>
<td>–</td>
<td>(45,000)</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$ 289,305</strong></td>
<td><strong>$ 220,044</strong></td>
</tr>
</tbody>
</table>

6. LEASE COMMITMENTS
The association leases premises under a long term lease that expires on December 31, 2013. Estimated future minimum lease payments are as follows:

<table>
<thead>
<tr>
<th>Year</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>2013</td>
<td>$ 43,500</td>
</tr>
<tr>
<td>2014</td>
<td>21,700</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$ 65,200</strong></td>
</tr>
</tbody>
</table>

7. CONTRIBUTION AGREEMENTS
In prior years, the College received funding to support the Skills Connect Health Consortium Advisory Group, an initiative of the Ministry of Health Services, in partnership with the Ministry of Advanced Education and Labour Market Development. This project was substantially completed in 2010 however unspent funds have been carried forward to the current year awaiting instruction from the Ministry.

In fiscal 2011, the College also received funding from the British Columbia Ministry of Jobs, Tourism, and Innovation (formerly the Ministry of Regional Economic and Skills Development) for a BC focused project to identify supports needed, such as supervision models for internationally educated occupational therapists to integrate successfully into the BC workforce. The BC IEOT Support Project was completed by September 2011 and unspent funds currently remain in deferred revenue. The College is currently awaiting instruction from the Ministry regarding the use of these funds.

During 2011 and 2012 fiscal years, the College has been receiving funding from the Government of Canada’s Foreign Credential Recognition Program, Human Resources Skills Development Canada to complete phase three of a project to develop, with partner provincial occupational therapy regulatory organizations, the Association of Canadian Occupational Therapy Regulatory Organizations (ACOTRO) a common approach to the assessment and recognition of internationally educated occupational therapists. Phase three, the “ACOTRO Harmonization Project” spans just under five years and will be complete by March 31, 2015, with funding each year to complete work on harmonizing registration requirements and processes such as fluency testing, academic credential assessment, pilot testing the Profession Specific Credential Assessment and Competence Assessment tools (developed in phase one and two), and mapping the essential competencies to the national exam blueprint.

(continues)
7. CONTRIBUTION AGREEMENTS (continued)

Included in operations are the following amounts relating to contribution agreements:

<table>
<thead>
<tr>
<th></th>
<th>2012</th>
<th>2011</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>REVENUE</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACOTRO</td>
<td>$425,765</td>
<td>$186,286</td>
</tr>
<tr>
<td>BC IEOT Support Project</td>
<td>10,317</td>
<td>38,825</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$436,082</td>
<td>$225,111</td>
</tr>
<tr>
<td><strong>EXPENSES</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACOTRO Salaries, benefits, and professional contracts</td>
<td>$292,721</td>
<td>$97,567</td>
</tr>
<tr>
<td>Other direct costs</td>
<td>133,044</td>
<td>88,719</td>
</tr>
<tr>
<td>BC IEOT Support Project</td>
<td>10,317</td>
<td>38,825</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$436,082</td>
<td>$225,111</td>
</tr>
</tbody>
</table>

Where expenditures for these individual projects exceeded the amount of cash already received by the end of the year, the College has set up receivables from funders (provided the expenditures have not exceeded the maximum allowable). In the case that the College has already received the funds but has not yet fully spent them, the excess cash has been classified as deferred revenue and will be recognized as the related expenses are incurred. At June 30, 2012, a total of $40,801 (2011: $41,416) relating to the completed projects was received but not yet spent and therefore included in deferred revenues. At June 30, 2012, a total of $64,838 (2011: $0) in expenditures relating to the ACOTRO Harmonization Project were incurred but the cash had not yet been received and therefore they are accrued in accounts receivables.

8. CAPITAL DISCLOSURES

The College considers its capital to be the balance maintained in its net assets. The primary objective of the College is to invest its capital in a manner that will allow it to continue as a going concern and comply with its stated objectives. Capital is invested under the direction of the Board of Directors of the College with the objective of providing a reasonable rate of return, minimizing risk and ensuring adequate liquid investments are on hand for current cash flow requirements.

9. COMPARATIVE FIGURES

Some of the comparative figures have been reclassified to conform to the current year's presentation. •
commitment to quality

Supporting transitions to a new strategic plan

Preparing to meet the challenges of a new strategic plan cannot be contained in just one fiscal year. A successful transition requires building on current work. The College continues to focus on public protection, collaboration, enhancing quality assurance programs including supports for practice, and operating within a culture of continuous improvement and best practices. Below is a list of ongoing and emerging work that will transition the College to meet the new challenges ahead.

- Developing resource materials will guide occupational therapy practice and conduct in the areas of: Assessing Fitness to Drive, Dysphagia Management, and Incapability Assessment.
- Harmonizing and adopting national standards for registration practices will enable occupational therapists to move across the country more easily but will require reviewing College Bylaws.
- The ACOTRO Harmonization Project funding continues to March 2015 and will address the needs of internationally educated occupational therapists. Over the next year, the project is focused on completing the Professions Specific Credential Assessment and pilot testing the Competence Assessment Tool. The launch of the ACOTRO website www.acotro-acore.org creates a source for project updates and a first stop for applicants regarding information about registration in any province.
- Leading collaboration through the Health Regulatory Organizations of BC will create opportunities for joint activities and possible pooling of resources.
- Embracing new technologies will further enhance communication with registrants, the public and other stakeholders.
- A new Competence Maintenance element will roll out over the next year to replace the former self-assessment and professional development plan. This and the ongoing work on the Competence Exam are part of an integrated plan to build a Continuing Competence Program to support occupational therapists’ efforts to continuously maintain and update their practice to deliver safe, quality and effective care.
College leadership

With three public members appointed to the COTBC Board, a balanced perspective is achieved providing the public with a strong voice in the regulation of occupational therapy practice.

Diane Graham  Chair
Kelowna

Darlene Russell  Vice-Chair
Penticton

Sherry Baker *
Langley

Tanya Boudier †
Prince Rupert

Andrea Bowden †
Victoria

Vila Nova Carvalho *
Richmond

Naz Chow
Richmond

Angenita Gerbracht †
Prince Rupert

Helen Turner +
North Vancouver

Carol Williams *
Victoria

* Government appointed public board members
+ Completed term as of January 31, 2012
† Began term as of February 1, 2012
College organization

College Team
We extend our sincere appreciation to the staff at the College for their positive attitude, caring nature, generous energy, and continuing dedication to excellence in the everyday functions that make our College work smoothly.

Registrar and CEO
Kathy Corbett
Deputy Registrar
Susan Mulholland (until June 30, 2012)
Director of Communications
Continuing Competence Program Manager
Mary Clark

Project Manager, ACOTRO Harmonization Project
Rita Parikh
Executive Assistant
Jill Langridge
Administrative Assistant
Darlene Hay
Receptionists
Alexandria Kreiberg (until May 31, 2012)
Arpita Monahan (after June 1, 2012)

Board of the COTBC (Six Elected Full Registrants and Three Appointed Public Members)

Committees:
- Registration
- Quality Assurance
- Standards Committee
- Continuing Competence Committee
  - Exam Development Sub-committee
- Client Relations
- Inquiry
- Discipline

Legal Counsel
Inspectors/Investigators
Accounting/Auditor
Project Consultants
Web Site/Graphic Design/Publications

*funded through the ACOTRO Harmonization Project
## Committee membership

The work of the College is dependent on the dedication of our volunteers who participate on the COTBC board, and its standing and ad hoc committees. Their time and talents in assisting us to achieve our mission are very much appreciated and ensure that the organization remains responsive and reflective of the occupational therapy profession throughout BC.

### Registration Committee

- **Chair:** Holly Read +
- **Chair:** Mimi Simon ‡
- **Vice Chair:** Theresa Wong
- Sherry Baker ‡
- Andrea Bowden ‡
- Vila Nova Carvalho +
- Diane Graham +
- Sonja Magnuson (as of Dec. 1, 2011)

### Inquiry Committee

- **Chair:** Caroline Ehmann
- **Vice Chair:** Nicole Penner
- Sandra Bressler
- Angenita Gerbracht ‡
- Carol Williams
- Lindsey Townsend
- Helen Turner +

### Client Relations Committee

- **Chair:** Jeff Boniface
- **Vice Chair:** Munirah Shivji
- Sherry Baker ‡
- Shelly Boardman
- Vila Nova Carvalho +
- Darlene Russell

### Discipline Committee

- **Chair:** Andrea Bowden +
- **Chair:** Vila Nova Carvalho ‡
- Catherine Backman
- William Chan
- Jan Gauthier
- Diane Graham
- Nancy Sheehan

### Quality Assurance Committee

- **Chair:** Tanya Boudier
- **Vice Chair:** Emma Christensen
- Sherry Baker +
- Vila Nova Carvalho ‡
- Sean Corman
- Angenita Gerbracht ‡
- Sandy Leznoff ‡

### Standards Committee

- **Chair:** Patti Erlendson
- **Vice Chair:** Tracy MacDonald
- Jacqueline Riske-Allan
- Darlene Russell ‡
- Helen Turner

### Continuing Competence Committee

- **Chair:** Donna Drynan
- **Vice Chair:** Jennifer Glasgow
- Naz Chow
- Teresa Green
- Hilary MacInnis

### Exam Development Subcommittee

- **Chair:** Wendy Thompson
- Linda Boronowski
- Heather Burrett
- Eric Delisie
- Liza Hart
- Angela Louie
- Lindsey McMitchell
- Ivonne Montgomery
- Sharon Montgomery
- Catherine Patchell
- Janice Ritson
- Cara Shorter
- Laura Smith
- Ellie Wray

+ Completed term as of January 31, 2012
‡ Began term as of February 1, 2012
College leadership distribution in BC