



Physiotherapy Alberta  
College + Association

# 2018 Annual Report

Physiotherapy Alberta - College + Association



# Annual Report

Covering period of January 1, 2018 to December 31, 2018 except Financial Statements (year end September 30, 2018).

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## Council as of December 31, 2018

Simone Hunter, President  
Karin Eldred, Vice-President  
Sharon Sproule, Public Member  
Dennis Horrigan, Public Member  
Simon Cooke, Member at large  
Shaun Macauley, Member at large  
Bryce Rudland, Member at large  
Christina van der Lugt, Member at large

## Staff Members as of December 31, 2018

**Registrar:** Jody Prohar  
**Deputy Registrar:** Joyce Vogelgesang  
**Accounting/Hearings Director:** Jane McKenzie  
**Administrative Support:** Haylee O'Reilly, Jamie Mutrey  
**Communications:** Alison Baird  
**Competence:** Audrey Lowe  
**Conduct:** Moyra McAllister  
**Corporate Services:** Tennille Willis  
**Policy and Practice:** Leanne Loranger  
**Professional Practice:** Nancy Litthe  
**Registration:** Lori Auld

## Committees as of December 31, 2018

### Competence Committee

Nurudeen Amusat  
Rafeeq Ansari  
Kelly Stark

### Registration Committee

Stephen Keating  
Thierry Lamvohee  
Nicole Lavoie

### Conduct Committee (complaint reviews and hearing tribunal)

Each Hearing Tribunal and Complaint Review Committee is appointed by the Hearings Director and comprised of two or more members from the following membership list:

Mark Hall  
David Magee  
Melissa Merritt  
Julie Moylan  
Barbara Norton  
Jo-Anne Ogle  
Amarjeet Saini  
Bob Sydenham  
Janelle Van Heeren  
Melissa De Smet  
Jennifer Oldford  
Todd Wolansky  
Sharla Butler

# President + Registrar's Message

Albertans deserve the best health and, therefore, the best health care. As contributors to the health system, physiotherapists have a key role in improving the function, mobility and quality of life of Albertans. Physiotherapy Alberta - College + Association serves the public interest by supporting physiotherapists in their practice to deliver the best quality and safest care to the patients they serve. Being a physiotherapist requires a lifelong commitment to learning and professional growth. In 2018, Physiotherapy Alberta launched the new DO. LEARN. GROW Continuing Competence Program with emphasis on lifelong learning and a “do better” mindset which are key to practicing competently and serving our patient's better.

Physiotherapy Alberta continues to focus on quality improvement. By supporting quality practice and practice improvement, patient safety and health outcomes also improve. Physiotherapists have an important role to play addressing trends and innovations in health care and improving the lives of our patients. This year, many resources and tools were developed to support physiotherapists including the Healthy Aging: Seniors Mobility Toolkit and the Telerehabilitation Guide.

Self Regulation is a valued privilege and we depend on the trust placed on us by our patient's, the public and the government that physiotherapists are held to the highest professional standard with commitment of placing the public's interest first. This annual report will give you a glance of our commitment and continued efforts in earning this trust everyday.

Enjoy our 2018 Annual Report. We look forward to continuing our engagement with all stakeholders.

**“Physiotherapy Alberta continues to focus on quality improvement. By supporting quality practice and practice improvement, patient safety and health outcomes also improve.”**



*J Prohar*

Jody Prohar, Registrar



*Simone Hunter*

Simone Hunter, President

# Public Member's Message

This is my second year on Council as a Public Member. I am grateful for the opportunity to represent Albertans. At each meeting I attempt to look at the agenda items from the public perspective and supply input and feedback accordingly.

The professions regulated under the *Health Professions Act* (Physiotherapy Alberta College + Association is included) have been granted the privilege of self-governance and have accepted responsibility for things such as developing and enforcing regulations, standards of practice, code of ethics, and bylaws to govern their members in a manner that protects and serves the public interest. Colleges must also establish minimum requirements for entry to practice, continuing competency programs and requirements for maintaining currency in the profession. They also investigate complaints about regulated members and impose disciplinary actions on regulated members when they are found to have not met the required standards. The general public is well represented by the two public members on the council. We do our utmost to ensure the public's well being is top of mind and the Council and its registered members are regulated in the public's best interest.

This is a tall order, and I can honestly say that I continually experience first hand, the tremendous amount of time, due diligence, and emphasis placed on protecting public interest and the education and communication with its members is extraordinary.

***“The general public is well represented by the two public members on the council. We do our utmost to ensure your well being is top of mind and the Council is regulated in your best interest as well as its members.”***



A handwritten signature in black ink, appearing to read 'D. Horrigan', with a long horizontal line extending to the right.

Dennis Horrigan, Public Member



# About the Physiotherapy Profession

Physiotherapy is performed by physiotherapists. Physiotherapists are experts in physical function, movement and mobility. They have advanced knowledge of how the human body moves and what stops it moving. Physiotherapists help to restore, maintain, and maximize optimal function and quality of life.

Physiotherapists:

- Assess, diagnose and treat physical symptoms and limited movement caused by injury, aging, disability, or medical condition.
- Help patients understand what's causing their condition.
- Work with patients to restore, maintain and maximize movement, flexibility and physical independence.
- Develop customized treatment plans.
- Teach patients how to reduce pain and manage chronic symptoms.
- Teach patients how to stay well, avoid future injury and achieve the best quality of life they can.

Physiotherapists use individualized therapeutic exercise, manual techniques and a range of modalities in their practice.

## Protected titles

- Physical Therapist
- Physiotherapist
- Physical Therapist Intern
- Physiotherapist Intern
- P.T.



# About the Organization

Physiotherapy Alberta - College + Association regulates physiotherapy practice in Alberta. Through effective regulation and leadership we ensure the physiotherapists we register (i.e., our members) are qualified to practice and have the appropriate training, education and skills to provide competent, ethical and professional physiotherapy care to Albertans.

## Protect the public interest

Our mandate, first and foremost, is to protect the public interest. The public places the utmost trust in health-care providers. Patients and families expect safe, effective, quality care. We share those expectations and work to ensure the right systems and processes are in place to support quality physiotherapy service delivery. We:

- Set and enforce practice and professional standards.
- License only qualified and competent physiotherapists.
- Administer a Continuing Competence Program.
- Investigate public and patient concerns.
- Promote and advocate excellence in physiotherapy and patient care.
- Support member understanding of and adherence to their regulatory responsibilities.

## Leadership and direction to the profession

We provide leadership and direction to the profession and promote excellence in practice, education and research to improve the health and mobility of Albertans. We:

- Offer professional development opportunities; collaborating with partners such as academic institutions.
- Promote the value of the profession through marketing and public relations activities.
- Support the profession by providing advice and practice resources.

## Governing board

Our governing board (Council) is made up of:

- Six physiotherapists elected by peers.
- Two government-appointed public members who provide valuable and insightful public input and perspective into Council's policy and decision-making processes.



Council's role, in collaboration with staff, is to:

- Fulfill our mandate to serve and protect Albertans by regulating the profession within the legal framework.
- Lead and guide the profession through policy, standard and guideline development.

## Our regulatory authority

We receive our regulatory authority from Alberta's *Health Professions Act (HPA)* and the *Physical Therapists Profession Regulation (PTPR)*.



# Key Achievements

## Stakeholder communication and awareness

- Added new Physiotherapy Works documents about Parkinson's disease, healthy aging and rehabilitation. Physiotherapy Works are a series of evidence-based briefings members can use to demonstrate the effectiveness of physiotherapy to patients, other health-care practitioners and policy makers.
- Attended the Alberta Medical Students Conference and Retreat (AMSCAR) to inform medical students about Physiotherapy Alberta, physiotherapy, and how their future patients can benefit from and access physiotherapy.
- Attended the Interprofessional Launch at the University of Alberta with a focus on educating students in the first weeks of their training as future health professionals of the merits of interprofessional teamwork, the role of different health professions, and how health professions are regulated.

## Registration and licensing

- Developed a Project Charter for the Registration Harmonization Project with a long-term goal to standardize approaches to physiotherapy registration across jurisdictions, improving clarity, efficiency and physiotherapist mobility.
- Enhanced the registration requirements by requiring completion of Physiotherapy Alberta's jurisprudence module by all applicants prior to registration.
- Implemented a process to collect a current Criminal Record Check from all applicants as required by Bill 21: An Act to Protect Patients.

## Competent practice and public safety

- Created a new and improved Continuing Competence Program after Council and Member consultation. For more information, see page 12.
- Created a Position Statement regarding the Substitution of Physiotherapists with Unregulated Health-Care Providers in both private and public environments highlighting the value of physiotherapists and the care they provide for optimal health and well-being for Albertans.
- Began work on a Standard of Practice in accordance with Bill 21: An Act To Protect Patients regarding sexual abuse and sexual misconduct.
- Implemented a Provision of Professional Services policy to approve practice settings in which physiotherapy services are provided.
- Responded to more than 800 inquiries regarding the Standards of Practice from members of the public, members of the profession, employers and other stakeholders.

## Grants

- Continued the Clinical Research Innovation Fund, a research grant made possible through a partnership between TD Insurance Meloche Monnex, Physiotherapy Alberta, and the University of Alberta's Department of Physical Therapy. Funds are available to support clinically relevant research by clinicians within the physiotherapy community.
- Continued work on the online networking platform for Internationally Educated Physiotherapists and others via [ignitephysio.ca](http://ignitephysio.ca).

## Collaboration and partnerships

- Participated in Physiotherapy Palliative Care Competency Working Group to develop essential competencies for physiotherapists working in this area of practice.
- Contributed to the Alberta Pain Strategy, an initiative working to address acute pain, chronic pain and the opioid crisis.
- Gained or continued membership in:
  - Workers' Compensation Board Physical Therapy Advisory Committee
  - Federation of Regulated Health Professionals and various sub-committees
  - Grant MacEwan University and Norquest College Therapist Assistant Advisory Committee
  - Canadian Alliance of Physiotherapy Regulators
  - Physiotherapy Education Accreditation Canada
  - Various committees with Alberta Health Services and the University of Alberta's Faculty of Rehabilitation





# Other Professional Activities

## Continuing professional development

- Continued with the Awards Program where two members on the General Register are nominated for awards regarding their contribution to the profession through research or excellence in practice. One award is also available to a physiotherapy student from the University of Alberta for leadership skills. This year, two awards were awarded - one to a student and one jointly to two members.
- Continued to administer Financial Opportunities for members on the General Register who exemplify knowledge translation and lifelong learning.
- Continued offering live and recorded webinars to members on various topics (presentations primarily relate to clinical practice topics, however, some relate to regulatory issues).
- Created the Healthy Aging: Seniors' Mobility Toolkit intended to help promote healthy aging in community-dwelling older adults.
- Created a Telerehabilitation Guide to assist physiotherapists in understanding regulatory expectations and develop policies and procedures to support quality, effective physiotherapy care using technology.
- Introduced the Mentorship Guidebook with the intention of assisting members in career planning, particularly for those searching for a mentor.

## Born to Move

- Continued promoting the physiotherapy profession through the Born To Move videos and commercials. Born to Move advertising was featured both online and on television throughout the year.



# Member Statistics

**Table 1:** Regulated members as of December 31

	2018	2017
<b>General Register</b>	2,797	2,683
<b>Provisional Register</b>	165	144
<b>Total</b>	2,962	2,827

**Table 2:** Changes to regulated member registers in 2018

<b>New and returning members</b>	
Coming from another Canadian jurisdiction (see Table 4)	42
Canadian-educated (see Table 5)	120
Internationally-educated (see Table 8)	94
Reinstatements	59
<b>Total</b>	315
<b>Removed from registers</b>	
Cancellation for failure to renew	25
Career change	2
Conditions not met	12
On leave	56
Other/unknown reason	9
Relocating	43
Retirement	32
Deceased	1
<b>Total</b>	180

**Table 3:** Applications denied, restricted or incomplete

<b>Deferred</b>	1
<b>Restricted</b>	0
<b>Incomplete as of December 31, 2018</b>	44
<b>Closed, incomplete after one year</b>	5
<b>Closed, applicant request</b>	4
<b>Registration reviews by Council in 2018</b>	0

**Table 4:** Canadian jurisdiction where members registered previously

	2018	2017
<b>British Columbia</b>	12	8
<b>Manitoba</b>	1	3
<b>Newfoundland</b>	2	1
<b>Nova Scotia</b>	0	3
<b>Ontario</b>	18	9
<b>Prince Edward Island</b>	1	0
<b>Northwest Territories</b>	0	1
<b>Quebec</b>	4	1
<b>Saskatchewan</b>	4	3
<b>Total</b>	42	29

**Table 5:** Canadian-educated members by province of education

	2018	2017
Alberta	91	80
British Columbia	1	1
Manitoba	4	0
Nova Scotia	5	3
Ontario	9	5
Quebec	2	2
Saskatchewan	8	5
<b>Total</b>	120	96

**Table 6:** Members on the Courtesy Register in 2018

	Number	Average # of days
Visiting clinician	1	364
Visiting instructor	13	13
Visiting learner	28	18
<b>Total</b>	42	

**Table 7:** Non-regulated members as of December 31

Alumni Member Register	31
Physiotherapy Student Register	71
<b>Total</b>	102

**Table 8:** Internationally-educated members by country of education

	2018	2017
Australia	9	4
Bangladesh	1	0
Brazil	0	1
China	0	1
Czech Republic	1	0
India	49	49
Iran	1	2
Ireland	3	2
Israel	1	0
Lebanon	1	0
Netherlands	1	0
Nigeria	2	4
Pakistan	3	0
Palenstine	1	0
Philippines	8	5
Scotland	4	2
South Africa	1	3
United Arab Emirates	1	0
United Kingdom	6	4
United States	1	2
<b>Total</b>	94	79

# Profile of Physiotherapy Profession in Alberta

## Age and gender of physiotherapists

	Total		Female		Male	
	#	%	#	%	#	%
<b>0 - 34 years</b>	1,011	34	716	34	295	35
<b>35 - 49 years</b>	1,293	44	865	41	428	51
<b>50+ years</b>	658	22	535	25	123	15
<b>Total</b>	2,962	100	2,116	71	846	29

## By practice focus

	2018	2017
<b>Clinical: cardiovascular and respiratory system</b>	37	36
<b>Clinical: more than one system</b>	1,121	1,074
<b>Clinical: musculoskeletal system</b>	1,411	1,316
<b>Clinical: neurological system</b>	150	147
<b>Clinical: skin and related structures</b>	11	9
<b>Non-clinical</b>	168	170
<b>Unknown or not applicable</b>	64	75





## Where physiotherapists are working

### By health zone

Based on employee and personal information



Zone 5  
North  
**168**

Zone 4  
Edmonton  
**1,093**

Zone 3  
Central  
**252**

Zone 2  
Calgary  
**1,276**

Zone 1  
South  
**144**

Not  
practicing  
in Alberta  
**29**

### By practice setting

<b>Association/government</b>	100
<b>Community health centre</b>	171
<b>General hospital</b>	680
<b>Home care</b>	98
<b>Industry/manufacturing/commercial</b>	5
<b>Mental health facility</b>	12

<b>Post-secondary education/institution</b>	57
<b>Private practice</b>	1,557
<b>Rehabilitation hospital/facility</b>	82
<b>Residential care facility</b>	90
<b>School or school board</b>	53
<b>Unknown, not applicable or other</b>	57

# Continuing Competence Program

*Under the Health Professions Act, participation in the Continuing Competence Program is mandatory for members on the General Register and a requirement for practice permit renewal, regardless of practice area, role or experience.*

Physiotherapy Alberta launched its new Continuing Competence Program in 2018 following three years of discussion, research, visioning and member consultation. The new program is based on the concept of healthy practice and offers members a menu of choices to meet the program requirements.

Each year, physiotherapists on the General Register take part in two activities. One activity is a Self-Selected Activity and the other is a College-Selected Activity. Both support physiotherapists to learn and grow.

## **Self-Selected Activity**

- Any activity the member chooses to do provided it results in significant, meaningful and sustained improvement in both their personal competence, and either patient care practice or physiotherapy/health-care services.
- After completing the activity members report on what happened when they applied the new information or skill.
- 10% of submitted forms will be reviewed each year to ensure compliance with the reporting criteria.

## **College-Selected Activity**

- An activity the College selects and requires members to complete.
- Mandatory participation ensures a profession-wide collective and common understanding of a topic.
- The topics will vary from year-to-year and will be based on profession and public interest issues, practice standards and other rules governing physiotherapist practice.

## **2018 activities to finalize the new program:**

- Transitioned elements of existing reflective practice review and jurisprudence into the new program
- Determined assessment using practice visits is not needed
- Developed reporting form
- Developed records review criteria and process
- Pilot tested the program material with about 25% of registrants
- Developed program rules, following member consultation, to reflect the new program

The new program officially launched December 2018 with first registrant reporting September 2019.

# Complaints + Discipline

*The College is committed to high standards of professional conduct and competency. One way we protect Albertans and ensure safe, high-quality and competent physiotherapy care is by receiving, investigating, and administering concerns about our members' conduct.*

The College is committed to high standards of professional conduct and competency. One way we protect Albertans and ensure safe, high-quality and competent physiotherapy care is by receiving, investigating and administering concerns about our members' conduct.

While our members are qualified and competent practitioners who practice within our standards and guidelines, occasionally complaints arise, often through misunderstanding and/or miscommunication between provider and patient.

## Our complaints process

We take all concerns very seriously and investigate all formal (i.e., written) complaints in an objective and confidential manner. Our process is designed to ensure fairness to both the person making the allegation (the complainant) and the practitioner in question. During the investigation phase, we gather all information possible about the situation (e.g., interview the complainant, physiotherapist in question and others, and review patient charts, billing records and other relevant documentation). If at any time during the investigation, the physiotherapist in question is deemed a danger to the public, the Registrar will be informed and actions taken to ensure the public is protected.

After the investigation, a decision is made to refer the complaint for a hearing or dismiss it (often because of lack of or insufficient evidence). If dismissed, the complainant has 30 days to appeal.

The Physiotherapy Alberta investigates and manages complaints about physiotherapists in accordance with the *Health Professions Act*. To be considered a formal complaint, which requires action, the complaint must be submitted in writing and signed.

The following data are based on formal complaint activity between January 1 and December 31, 2017.

**Table 1: Number of complaints**

Complaint files open on January 1, 2018	15
New complaints received (see Table 2)	15
Complaint files closed (see Table 4)	14
Total open as of December 31, 2018	16

**Table 2: Primary Nature of Complaints Received**

Clinical Competence	6
Communication	1
Legislative responsibility	1
Management of Patient Care	4
Record Keeping	2
Sexual Impropriety	1
<b>Total</b>	<b>15</b>

**Table 3: Source of Complaints Received**

College	2
Consumer service	10
Employer	1
Health-care Professional (non-member)	2
<b>Total</b>	<b>15</b>

**Table 4: Complaint files closed**

Dismissed after investigation (no evidence)	5
Dismissed after investigation with recommendations	6
Resolved prior to investigation	1
Facilitated resolution	2
Referred to hearing	0
<b>Total</b>	<b>14</b>

## Hearings

There was one hearing in 2018 (outcome pending at year end).

## Appeals

There was one review by the Complaint Review Committee. Decision of Complaints Director to dismiss upheld.

There were no appeals to Council.

A 2017 Court of Appeal was outstanding at year end.

There was one Ombudsman review. Decision outstanding at year end.

## Section 118 of the HPA

No members were dealt with under Section 118 of the *Health Professions Act*.

# Financial Statements

## Independent Auditor's Report

*To the Members of  
Physiotherapy Alberta - College + Association*

### Report on the Financial Statements

We have audited the accompanying financial statements of Physiotherapy Alberta - College + Association, which comprise the statement of financial position as at September 30, 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.

### 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 Physiotherapy Alberta - College + Association as at September 30, 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.

Edmonton, Alberta  
March 16, 2019



Chartered Accountants



# Statement of Financial Position


September 30, 2018

	2018	2017
<b>ASSETS</b>		
CURRENT		
Cash	\$ 2,390,139	\$ 1,290,528
Investments (Note 3)	1,026	500,260
Accounts receivable	2,053	453
Prepaid expenses	49,563	91,989
	<b>2,442,781</b>	1,883,230
RESTRICTED INVESTMENTS (Notes 3, 8)	<b>1,085,663</b>	1,374,605
PROPERTY AND EQUIPMENT (Note 4)	<b>74,499</b>	84,539
INTANGIBLE MANAGEMENT SYSTEM (Note 5)	<b>451,561</b>	514,874
	<b>\$ 4,054,504</b>	\$ 3,857,248
<b>LIABILITIES AND NET ASSETS</b>		
CURRENT		
Accounts payable and accrued liabilities (Note 6)	\$ 159,164	\$ 252,060
Deferred revenue (Note 7)	2,226,509	2,116,259
	<b>2,385,673</b>	2,368,319
<b>NET ASSETS</b>		
Internally restricted for membership reserve (Note 8)	<b>1,085,663</b>	1,374,605
Invested in property and equipment	<b>74,499</b>	84,539
Unrestricted	<b>508,669</b>	29,785
	<b>1,668,831</b>	1,488,929
	<b>\$ 4,054,504</b>	\$ 3,857,248

COMMITMENTS (Note 9)

CONTINGENCY (Note 10)

Approved on behalf of Council:



**Simone Hunter**  
Council Member



**Bryce Rudland**  
Council Member

# Statement of Operations

Year ended September 30, 2018

	2018	2017
<b>REVENUE</b>		
Membership fees (Note 11)	\$ 2,357,389	\$ 2,262,766
<b>MEMBERS' SERVICES EXPENSES</b>		
Special projects	210,300	224,089
Technology	113,904	107,178
Conduct	79,489	124,461
Bank and credit card fees	64,891	58,094
Dues and membership fees	62,698	61,373
Legal fees	36,954	79,007
Professional fees	11,580	22,564
Records management	4,070	3,716
Committees	427	75,478
	584,313	755,960
<b>REVENUE BEFORE OPERATING EXPENSES</b>	<b>1,773,076</b>	<b>1,506,806</b>
<b>OPERATING EXPENSES</b>		
Salaries and employee benefits	1,095,875	1,068,514
Communications	254,111	399,746
Rent	146,549	133,115
Amortization or intangible management system	63,314	63,314
Representation and travel	48,403	71,843
Donations	47,450	43,262
Amortization of property and equipment	29,010	37,333
Office support	25,083	26,171
Printing	18,840	7,370
Salary replacement and honorariums (Note 12)	13,100	24,300
Gifts and recognition	9,423	8,578
Office supplies	5,703	15,937
	1,756,861	1,899,483
<b>INCOME (LOSS) FROM OPERATIONS</b>	<b>16,215</b>	<b>(392,677)</b>
<b>OTHER REVENUE (EXPENSES)</b>		
Other income	101,863	71,508
Investment income	62,949	73,861
Gain on disposal of investments	59,816	25,434
Government of Alberta grants	0	76,880
Special projects related to government grants	0	(85,633)
Investment fees	(22,670)	(26,113)
Unrealized loss on investments	(38,271)	(24,622)
	163,687	111,315
<b>REVENUE OVER (UNDER) EXPENSES</b>	<b>\$ 179,902</b>	<b>\$ (281,362)</b>

# Statement of Changes in Net Assets

Year ended September 30, 2018

	Internally restricted for membership reserve	Invested in property and equipment	Unrestricted	2018	2017
<b>NET ASSETS AT THE BEGINNING OF THE YEAR</b>	\$ 1,374,605	\$ 84,539	\$ 29,785	<b>\$ 1,488,929</b>	\$ 1,770,291
Purchase of property and equipment	0	18,970	(18,970)	<b>0</b>	0
Transfers (Note 8)	(350,000)	0	350,000	<b>0</b>	0
Revenue over (under) expenses	61,058	(29,010)	147,854	<b>179,902</b>	(281,362)
<b>NET ASSETS AT THE END OF THE YEAR</b>	\$ 1,085,663	\$ 74,499	\$ 508,669	<b>\$ 1,668,831</b>	\$ 1,488,929

# Statement of Cash Flows

Year ended September 30, 2018

	2018	2017
<b>OPERATING ACTIVITIES</b>		
Revenue over (under) expenses	\$ 179,902	\$ (281,362)
Items not affecting cash:		
Amortization of property and equipment	29,010	37,333
Amortization of intangible management system	63,314	63,314
Gain on disposal of investments	(59,816)	(25,434)
Unrealized loss on investments	38,271	24,622
	250,681	(181,527)
Changes in non-cash working capital:		
Accounts receivable	(1,600)	50,852
Prepaid expenses	42,426	(26,877)
Accounts payable and accrued liabilities	(92,896)	133,051
Deferred revenue	110,250	114,389
Deferred contributions related to government grants	0	(59,433)
	58,180	211,982
	308,861	30,455
<b>INVESTING ACTIVITIES</b>		
Purchase of property and equipment	(18,970)	(14,931)
Purchase of intangible management system	0	(84,188)
Net change in investments	310,698	(42,824)
	291,728	(141,943)
<b>INCREASE (DECREASE) IN CASH</b>	600,589	(111,488)
Cash - beginning of year	1,791,801	1,903,289
<b>CASH - END OF YEAR</b>	\$ 2,392,390	\$ 1,791,801
<b>CASH CONSISTS OF</b>		
Cash	\$ 2,390,139	\$ 1,290,528
Cash included in investments	2,251	501,273
	\$ 2,392,390	\$ 1,791,801



# Notes to Financial Statements

Year ended September 30, 2018

## 1. NATURE OF OPERATIONS

Physiotherapy Alberta - College + Association was established pursuant to the Health Professions Act Revised Status of Alberta 2000 Chapter H-7 on May 8, 2011. The College operates to regulate physiotherapists in the province that are licensed under the Health Professions Act. Operations are administered by a registrar and office staff and are governed by an elected council. Several standing committees carry out the business activities and programs, which include complaints, discipline and continuing competence. The College is a not-for-profit organization for income tax purposes and is not subject to income taxes. No dividends may be paid or assets distributed to members of the College.

## 2. SIGNIFICANT ACCOUNTING POLICIES

### Basis of presentation

These financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations.

### Cash

Cash is defined as cash on hand and cash on deposit, net of cheques issued and outstanding at the reporting date.

### Property and equipment

Property and equipment are stated at cost less accumulated amortization. Property and equipment are amortized over their estimated useful lives at the following rates and methods:

Furniture and fixtures	20%	Declining balance method
Leasehold improvements	20%	Straight-line method
Computer equipment	30%	Declining balance method
Computer software	50%	Straight-line method

### Investments

Investments of marketable securities are carried at fair value. Unrealized gains or losses are reported on the statement of operations.

### Intangible management system

The intangible management system developed by the College is a data management system stated at cost less accumulated amortization. The system is amortized over its estimated useful life of 10 years on a straight-line basis.

### Contributed services

The College receives a substantial amount of volunteer time and effort to carry out its activities. Due to the difficulty in determining the fair value of these contributed amounts, they have not been recognized in these financial statements.

### Leases

Leases are classified as either capital or operating leases. A lease that transfers substantially all of the benefits and risks of ownership is classified as a capital lease; all other leases are accounted for as operating leases. At the inception of a capital lease, an asset and a payment obligation are recorded at an amount equal to the lesser of the present value of the minimum lease payments and the property's fair market value. Assets under capital leases are amortized on a declining balance basis, over their estimated useful lives. Rental payments under operating leases are expensed as incurred.

### Revenue recognition

The College follows the deferral method of accounting for contributions. Contributions, including grants, are included in revenue in the year in which they are received or receivable, with the exception that contributions to fund a specific future period's expenses are included in revenue in that later period.

Membership fees are recognized as revenue in the fiscal year in which membership services are provided and when collection is reasonably assured.

Deferred membership fees represent membership fees for the service period after the College's fiscal year end.

### Financial instruments

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.

### Use of estimates

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 amounts reported in the financial statements. Significant estimates include providing for allowance for doubtful accounts, amortization, accrued liabilities and deferred contributions related to government grants. By their nature, these estimates are subject to measurement uncertainty and actual results could differ.

### 3. INVESTMENTS

	2018	2017
Cash	\$ 2,251	\$ 501,273
Mutual funds	1,084,438	1,373,592
	<b>\$ 1,086,689</b>	<b>\$ 1,874,865</b>
Investments are comprised of:		
Unrestricted investments	\$ 1,026	\$ 500,260
Restricted investments	<b>\$ 1,085,663</b>	<b>\$ 1,374,605</b>

### 4. PROPERTY AND EQUIPMENT

	Cost	Accumulated amortization	2018 Net book value	2017 Net book value
Furniture and fixtures	\$ 138,652	\$ 96,342	<b>\$ 42,310</b>	\$ 49,314
Leasehold improvements	227,088	222,510	<b>4,578</b>	14,959
Computer equipment	68,856	41,245	<b>27,611</b>	20,266
Computer software	4,709	4,709	<b>0</b>	0
	<b>\$ 439,305</b>	<b>\$ 364,806</b>	<b>\$ 74,499</b>	<b>\$ 84,539</b>

### 5. INTANGIBLE MANAGEMENT SYSTEM

	Cost	Accumulated amortization	2018 Net book value	2017 Net book value
Fusion Data Management System	\$ 633,136	\$ 181,576	<b>\$ 451,561</b>	\$ 514,874

### 6. ACCOUNTS PAYABLE AND ACCRUED LIABILITIES

Included in accounts payable and accrued liabilities is the following government remittance:

	2018	2017
Payroll source deductions	<b>\$ 22,407</b>	\$ 0

### 7. DEFERRED REVENUE

Deferred revenue consists of:

	2018	2017
Membership fees	<b>\$ 2,226,509</b>	\$ 2,077,409
Conference fees	<b>0</b>	38,850
	<b>\$ 2,226,509</b>	<b>2,116,259</b>

### 8. NET ASSETS

As a component of the College's risk management strategy, a restricted membership reserve is maintained in the event the College incurs liabilities for decommissioning the organization or for other unexpected events such as extraordinary conduct costs.

Funds are allocated to the restricted membership reserve under the direction of council and may only be used by motion of council.

Reserve fund amounts are re-calculated on an annual basis to ensure that there are adequate funds available in keeping with the purpose of the fund. The College maintains these funds in an investment account (Note 3). During the year council approved a transfer of \$350,000 (2017--\$0) to the operating account.

### 9. COMMITMENTS

The College leases equipment under long-term leases that expire at various times in the future. The College also leases the office space under a long-term lease that expires in October 2021. Future minimum lease payments are indicated below which include an estimate of the operational costs. The College is responsible for its share of any additional incremental operational costs.

2019	<b>\$ 142,517</b>
2020	<b>131,693</b>
2021	<b>131,693</b>
2022	<b>10,974</b>
	<b>\$ 416,877</b>

### 10. CONTINGENCY

The College has been named as a defendant in a claim filed by a member. At this time the losses, if any, cannot be determined. Any gains or losses incurred will be recognized in the year they are incurred.

### 11. MEMBERSHIP FEES

	2018	2017
Physiotherapists	<b>\$ 2,341,966</b>	\$ 2,251,438
Penalty fees	<b>15,423</b>	11,328
	<b>\$ 2,357,389</b>	<b>\$ 2,262,766</b>

### 12. RELATED PARTY TRANSACTIONS

The College paid \$13,100 (2017--\$24,300) to council members for their attendance at various council meetings.

These transactions are in the normal course of operations and are measured at the exchange amount, which is the amount of consideration established and agreed to by the related parties.

### **13. FINANCIAL INSTRUMENTS**

The College's financial instruments consist of cash, investments, accounts receivable and accounts payable and accrued liabilities.

The College is exposed to the following risks through its financial instruments:

#### **Credit risk**

Credit risk is the risk that one party to a financial instrument will cause a financial loss for the other party by failing to discharge an obligation. The College's main credit risk relates to accounts receivable. The College's accounts receivable are generally the result of services to its members.

The College's members are numerous which reduces the concentration of credit risk. It is management's opinion that there is no significant credit risk as of September 30, 2018.

#### **Liquidity risk**

Liquidity risk arises from the possibility that the College might encounter difficulty in settling its debts or in meeting its obligations related to financial liabilities. In management's opinion, this risk has been reduced due to the large cash and investment reserves kept on hand at September 30, 2018.

#### **Currency risk**

Currency risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in foreign exchange rates. The College has cash and investments denominated in a foreign currency. Foreign exchange gains and losses are included in unrealized loss on investments in the statement of operations.


#### **Interest rate risk**

Interest rate risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market interest rates. The College is exposed to interest rate risk arising on its interest bearing assets. The College's cash and investments include amounts held by financial institutions that earn interest at market rates. The College manages its risk by monitoring interest being earned on excess funds.









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