

**CANADIAN ALLIANCE OF *PHYSIOTHERAPY*\* REGULATORS**

# **ANNUAL REPORT**

**2002**

\* Physiotherapy and related words are official marks used with permission.

***Published: March 2003***

Canadian Alliance of *Physiotherapy* Regulators

1243 Islington Avenue, Suite 501

Toronto, Ontario

M8X 1Y9

(416) 234-8800 (phone)

(416) 234-8820 (fax)

<http://www.alliancept.org> (Web site)

# TABLE OF CONTENTS

2002-2003 BOARD OF DIRECTORS .....	2
ALLIANCE STAFF .....	2
HONOURING CONTRIBUTORS.....	3
RECIPIENT OF BETH MALONEY MEMORIAL AWARD.....	3
RECIPIENTS OF RECOGNITION AWARDS, 2002 .....	3
RECIPIENTS OF RECOGNITION AWARDS, 1997-2001 .....	3
REPORT OF THE BOARD OF DIRECTORS .....	4
REPORT OF THE EXECUTIVE DIRECTOR.....	5
REPORT ON ALLIANCE INITIATIVES: THE YEAR IN REVIEW .....	7
NATIONAL CONSISTENCY OF REGISTRATION REQUIREMENTS .....	7
NATIONAL CONSISTENCY OF STANDARDS.....	8
PHYSIOTHERAPY COMPETENCY EXAMINATION PROGRAM.....	9
ORGANIZATIONAL EFFECTIVENESS .....	10
REPORT OF THE FINANCE COMMITTEE .....	11
GENERAL FUND.....	11
EXAMINATION FUND .....	12
CREDENTIALLING FUND.....	12
FINANCIAL CHARTS .....	14
AUDITED FINANCIAL STATEMENTS .....	20
AUDITORS' REPORT .....	20

# **2002-2003 BOARD OF DIRECTORS**

**Margaret Warcup**, Chair

**Bobbie Bailey**, Member at Large  
Liaison for National Consistency of Registration Requirements

**Jenneth Swinamer**, Member at Large  
Liaison for National Consistency of Standards

**Dianne Parker-Taillon**, Member at Large  
Liaison for Physiotherapy Competency Examination

**Barbara Denny**, Director of Finance  
Liaison for Organizational Effectiveness

## **ALLIANCE STAFF**

**Alison Cooper**, Manger of Examination Operations

**Tabasom Eftekari**, Manager of Credentialling Operations & Coordinator of Corporate Services

**Laura Ferguson**, Coordinator Examination Operations

**Barb Gawlik**, Credentialling Officer

**Susan Glover Takahashi**, Executive Director

**Claire Hardwick**, Corporate Services Officer

**Sara Maginn**, Credentialling Officer

**Dianne Millette**, Policy Associate

# HONOURING CONTRIBUTORS

Each year, the Board of Directors honours with its Recognition Awards individuals who have made a significant contribution to The Alliance. We also honour many other contributors to The Alliance by listing throughout the document, in a "Wall of Names," those who belong to key committees and workgroups and the many who participate in the Examination Programs.

## RECIPIENT OF BETH MALONEY MEMORIAL AWARD

**Brenda McKechnie (2002)**

Marilyn Atkins, British Columbia (2001)

Cathryn Beggs, Ontario (2000)

## RECIPIENTS OF RECOGNITION AWARDS, 2002

Donna Arsenault, Ontario	Kyla Jonah-Hourihan, New Brunswick/Prince Edward Island
Irena Blodgett, Alberta	Mike McDougall, Nova Scotia
Sandy Brunham, British Columbia	Karen McIntosh, Alberta
Nancy Cho, British Columbia	Linda Nickerson, Newfoundland & Labrador
Brenda Dean, Saskatchewan	Mireille Oullet, New Brunswick
Brigid Dilworth, Ontario	Giselle Periera, Manitoba
Lise Dupont, Quebec	Barb Pollock, Ontario
Amy Holt, Ontario	Sue Turner, Alberta

## RECIPIENTS OF RECOGNITION AWARDS, 1997-2001

1997	1998	1999	2000	2001
Marel Fielding, Ontario	Valerie Goodman, Manitoba	Rodger Cummins, Ontario	Marnie Deighton, Saskatchewan	Bobbie Bailey, Newfoundland & Labrador
Gloria Gallant, Manitoba	Kim Hunter, Saskatchewan	Brenda Hudson, British Columbia	Peter Dilworth, Ontario	Lesley Bainbridge, British Columbia
Brenda McKechnie, Manitoba	Marilyn MacKay-Lyons, Nova Scotia	Sally Lawler, Manitoba	Diane Hiscox, Ontario	Frances Jamieson, Nova Scotia
Mary Ann O'Brien, Ontario	Cindi Pederson, Saskatchewan	Janet Lundie, British Columbia	Hilary Jebson, British Columbia	Judy King, Ontario
Diane Paulin, New Brunswick	Kathleen Rogers, Alberta	Marla Nayer, Ontario	Elisa Macri, Quebec	Deana Landry, Nova Scotia
Lyn Roche, Newfoundland & Labrador	Joyce Vogelgesang, Alberta	Mireille Ouellet, New Brunswick	Agnes Makowski, Ontario	Mariette Lanthier, Quebec
Gail Wainwright, Nova Scotia		Sue Pirie, Nova Scotia	Laura May, Alberta	Karen Lycan, Nova Scotia
		Ernie Skakun, Alberta	Donna McIntrye, British Columbia	Helen McKay, Ontario
			Liz Rogers, Nova Scotia	Nancy McKay, New Brunswick
			Deanna Stewart, New Brunswick	Nancy Milligan, Alberta
			Sandra Webber, Manitoba	

# REPORT OF THE BOARD OF DIRECTORS

## MARGARET WARCUP

### ALLIANCE COMMITTEES AND WORKGROUPS

#### NOMINATIONS COMMITTEE:

Barbara Denny, Andrea Bragdon Dennis Desautels

#### FINANCE COMMITTEE: Archie

Cuke Barbara Denny

#### HUMAN RESOURCES COMMITTEE:

Margaret Warcup Barbara Denny

#### ETHICAL CONDUCT AND

#### CONFLICT OF INTEREST

#### FRAMEWORK WORKGROUP:

Bobbie Bailey Marilyn Atkins

Jackie Schleifer-Taylor Karen

Lycan Joan Duncan

#### OVERSIGHT GROUP TO THE

#### REVIEW PLAR INDEPENDENT

STUDY OPTION: Sue Murphy

Mardy Scales Joseph Vibert

Sarah Quackenbush Kathy

Badali Dianne Millette

#### CANDIDATE DEMOGRAPHICS

STUDY: Jonathan Clay Ernie

Skakun Leila Abboud Arthur

Rothman

#### OVERSIGHT GROUP TO THE

#### SAFETY PROFESSIONALISM STUDY:

Lesley Bainbridge Heather

Toporowski Jodi McIlroy

Joan McComas Arthur

Rothman Paul Macdonald

#### CREDENTIAL REVIEW COMMITTEE:

Brenda McKechnie Lesley

Bainbridge Madeleine Cherry

Irena Blodgett Maryann

Jeffries Bobbie Bailey

#### STANDING COMMITTEE ON

#### CONTINUING COMPETENCY:

Nicole Chan Audrey Lowe

Brenda McKechnie Alison

Baldwin Karen Lee Marla

Nayer Eric Bourdeau Bobbie

Bailey Dorianne Sauvé

Dianne Millette

#### REGULATORY WORKGROUP ON

#### FUNDING SYSTEM ISSUES: Annick

de Gooyer Jenneth Swinamer

Moyra Holliday Denis

Desautels Darryn Mandel

Carol Puri Pamela Fralick

Joan Ross Margaret Butler

Dianne Millette

#### REGULATORS COMMITTEE ON

#### SUPPORT WORKERS: Cheryl

Thompson Sharla Butler

Cathy Jones Debbie Poncsak

Maryan Gemus Jackie

Schleifer-Taylor Louise Bleau

Isabelle Zwerling Jenneth

Swinamer Paul Harter

Marilyn Bartlett

#### GUIDELINES ON THE USE OF TITLE

#### WORKGROUP: Kay Alsop

Grant Fedoruk Jan Robinson

Dianne Millette

Although it is a short time since we had our most recent annual meeting — in October of 2002 — the time since we met has been quite productive. Change is something we are all becoming familiar with, and our organization continues to show leadership in anticipating change and dealing proactively with it. Our organization also continues to work with extraordinary dedication to achieve its goals.

We have coped successfully with change because of the support and dedication of our staff, Board of Directors, committee members, and volunteers. On behalf of the Board and the membership, I would like to express appreciation for this continued commitment of time and effort.

Barbara Denny completes her term on our Board of Directors at this annual meeting. Barbara served two consecutive terms, and we extend our appreciation to her for leadership on our Board. Always willing to serve The Alliance, Barbara has taken on many roles. In her most recent term, she assumed the responsibilities of leading the Finance Committee and participating on the Human Resources Committee. Thank you, Barbara; working with you was a pleasure, and we wish you continued success and contentment.

At our meeting in March 2003, we will, through our Strategic Plan, both reflect on the past and plan for the future. The strategic planning we do will guide how we continue to meet our objectives.

I look forward to continuing to serve on the Board for this coming year.

# REPORT OF THE EXECUTIVE DIRECTOR

## SUSAN GLOVER TAKAHASHI

It is hard to imagine that spring and summer are around the corner, but the calendar suggests this is so. I am pleased that the annual meeting has moved to the springtime — to March, April, or May of the year. At the annual meeting, we will be able to report on our annual activities and financial results in a more timely way.

In addition, I think that the metaphor of spring suits us better. At The Alliance annual meeting, we meet with hopefulness about the future. We get together to decide what ideas and initiatives we will plant in our collective gardens. In making our choices — for there is much we can choose to grow, but only so much room, money, and time — we try to be selective so that the harvest of our work will be productive for each of the member regulators.

There are many workers who tend the garden. Sometimes they work regularly, and sometimes they provide focused help for a short period of time. What is certain is that many talented and positive volunteers and staff serve the public interest through physiotherapy regulation.

The work of The Alliance has grown over the past decade and with it the number of committees and workgroups. With the advent of new committees and workgroups, we must ensure that the flow of information to and from committees, regulators, and Alliance administrative staff improves.

One of the ways we have increased the yield of our work is through collaboration and partnerships. There is a strong bond of teamwork among Alliance Representatives, Registrars, and Board members, and this helps us to weather the challenges and achieve more than might be expected, given our human and financial resources.

We acknowledge the value of our human resources by paying tribute every year to the inspiring number of volunteers who contribute to the mission of The Alliance. You will find the names of those who contributed over the past year in the "Wall of Names." These hundreds of individuals, from all corners of Canada, gave generously of their time throughout the year. *Thank you one and all!*

Another way we pay tribute is through the Recognition Awards, which honour those who have contributed their time and talents over a number of years or on a variety of projects or portfolios. This past year, we recognized the following individuals for their many contributions to the work of The Alliance: Nancy Cho (British Columbia), Sandy Brunham (British Columbia), Sue Turner (Alberta), Karen McIntosh (Alberta), Irena Blodgett (Alberta),

**ALLIANCE COMMITTEES AND WORKGROUPS**  
**OFFICIAL MARKS**  
**COMMUNICATIONS**  
**WORKGROUP:** Joyce Vogelgesang Rod Hamilton Margaret Parent Gale Pryznyk Sarah Garson  
**BEST PRACTICES 3:**  
**CREDENTIALLING REVIEW**  
**OVERSIGHT COMMITTEE:** Lesley Bainbridge Irena Blodgett Brenda McKechnie Jan Robinson Janice Miller Dianne Millette  
**2002 EXAM-RELATED**  
**CONTRIBUTORS**  
**JUNE 2002 CLINICAL**  
**COMPONENT ADMINISTRATION:** Susanne Schmiesing Grace Bennett Nancy Cho Sue Murphy Hilary Jebson Marilyn Atkins John Van Horne Joseph Vibert Doug Blackie Don Philippon Barbara Schmid Leanne Daneyko Pamela Rock Nancy Milligan Lara McClelland Kathy Edge PeterDilworth Sara Cymbalosty Lisa Bonney Joan Southam Brigid Dilworth Jane Bennet Kerry Knickle Donna Hardaker Anja Robb Helen McKay Gareth Sneath Nancy McNaughton Dale McCarthy Jodi McLlroy  
**NOVEMBER 2002 CLINICAL**  
**COMPONENT ADMINISTRATION:** Gail Wainwright Judy Woodward Liz Rogers Susan Wakefield Suzanne Taylor Don Rutherford Paulette Baddour Joan Heard Paulette Panesh Michelle Fansett Marie André Paquin Herve Cavanagh Kerry Knickle Donna Hardaker Anja Robb Peter Dilworth Gareth Sneath Nancy McNaughton Dale McCarthy Stan Rogel Sharon Weir Donna Arsenault Holly Harris Cheryl Peitsch Neil MacHutchon Holly Harris Ted Stevenson Brenda McKechnie Barbara Schmid Don Philippon Leanne Daneyko Pamela Rock Nancy Milligan Susanne Schmiesing Marcella Paoletti Nancy Cho Hilary Jebson Darryl Caves Sue Murphy Marilyn Atkins John Van Horne Joseph Vibert

**2002 EXAM-RELATED****CONTRIBUTORS****JANUARY 2002 WRITTEN****COMPONENT ADMINISTRATION:**

Henry Andrews Susan  
Wakefield Rebecca Bourdage  
Brigitte Vachon Paulette  
Baddour Tracy Nick Margaret  
Lee Brenda Hebert Susanne  
Schmiesing

**APRIL 2002 WRITTEN****COMPONENT ADMINISTRATION:**

Susan Wakefield Rebecca  
Bourdage Brigitte Vachon  
Paulette Baddour Tracy Nick  
Margaret Lee Norma  
Alexander Marion Blair  
Brenda Hebert Susanne  
Schmiesing

**AUGUST 2002 WRITTEN****COMPONENT ADMINISTRATION:**

Annie McClellan Rebecca  
Bourdage Brigitte Vachon  
Paulette Baddour Tracy Nick  
Helena Collins Norma  
Alexander Cora Sookochott  
Brenda Hebert Susanne  
Schmiesing

**SEPTEMBER 2002 WRITTEN****COMPONENT ADMINISTRATION:**

Gloria Matheson Martin  
Juneau Tracy Nick Alexander  
Cora Sookochott Brenda  
Hebert Susanne Schmiesing

**NOVEMBER 2002 WRITTEN****COMPONENT ADMINISTRATION:**

Henry Andrews Susan  
Wakefield Brigitte Vachon  
Lori Fehr Brenda Hebert  
Susanne Schmiesing

**EXAMINATION STEERING GROUP:**

Peter Dilworth Nancy Cho  
Lise Dupont Alison Cooper  
Susan Glover Takahashi

**CANDIDATE ADVISORY GROUP:**

Zoran Petrovic Caroline  
Harrison Dean Bessas Brian  
Empey Jaime Quantrell  
Becky McKeever Agnes  
Makowski

**EXAMINATION ADVISORY GROUP:**

Nancy Cho Caroline Harrison  
Ernest Skakun Arthur  
Rothman Steve Lawless  
Marilyn Mackay-Lyons Sue  
Turner Lise Dupont Laura  
May Wendy Brook Alison  
Cooper Susan Glover  
Takahashi

**WRITTEN COMPONENT TEST****CONSTRUCTION COMMITTEE:**

Nancy Cho Darryl Caves  
Rachel de Souza Marnie  
Deighton Neil MacHutchon  
Sarah Lowe Alice Aiken

Brenda Dean (Saskatchewan), Giselle Periera (Manitoba), Barb Pollock (Ontario), Brigid Dilworth (Ontario), Donna Arsenault (Ontario), Amy Holt (Ontario), Lise Dupont (Quebec), Mireille Oullet (New Brunswick), Kyla Jonah-Hourihan (New Brunswick/Prince Edward Island), Mike McDougall (Nova Scotia), and Linda Nickerson (Newfoundland & Labrador). For your notable contributions, *our thanks to each of you.*

The Beth Maloney Memorial Award is a special honour given by the Chair of The Alliance Board of Directors. This award goes to a person who has made an extraordinary contribution to the mission and goals of The Alliance. In 2002, this award was presented to Brenda McKechnie for her service to the public for over a decade in a variety of leadership roles with both the College of Physiotherapists of Manitoba and The Alliance. Brenda has been a consistent contributor, providing input and leadership to many initiatives undertaken in the public's interest. Congratulations and thank you Brenda.

In 2002, work began on an administrative staffing redesign to improve customer service. Implementation of the new staffing look will continue through 2003. The staff working at The Alliance administrative offices take their role of serving the regulators, examination candidates, and credentialling applicants very seriously. Alison, Tabasom, Barb, Sara, Laura, and Dianne work on behalf of the exam candidates, credentialling applicants, and member regulators team to accomplish the mission and goals of The Alliance. I am very proud of their contributions.

As we look forward, there may be changes that will affect both physiotherapy and physiotherapy regulation. Spring, like change, brings a spirit of hope for the future. As we decide what work we want to do individually, collectively, and in partnership, we need to make sure that regardless of the season, we are clearly working together *in the public interest.*

# REPORT ON ALLIANCE INITIATIVES: THE YEAR IN REVIEW

The following pages summarize key accomplishments and outcomes in terms of the four strategic areas of The Alliance:

- National Consistency of Registration Requirements
- National Consistency of Standards
- Physiotherapy Competency Examination Program
- Organizational Effectiveness

## NATIONAL CONSISTENCY OF REGISTRATION REQUIREMENTS

### STRATEGIC AREA GOALS

- To facilitate consistent application of entry and re-entry-to-practice requirements.
- To assist member regulators in their implementation of fair and consistent approaches to ensuring the continuing competency of their registrants.
- To assist physiotherapy regulators in decreasing or eliminating labour mobility barriers.

### **BOBBIE BAILEY, BOARD LIAISON FOR NATIONAL CONSISTENCY OF REGISTRATION REQUIREMENTS**

The focus of activity has been the completion of the Mutual Recognition Agreement (MRA) for the Agreement on Internal Trade. In October 2002, the MRA was completed by the physiotherapy regulators and submitted for consideration and approval.

In 2002, a national-provincial working group on continuing competency, the Standing Committee on Continuing Competency, was formed. This group meets quarterly and oversees initiatives that support the continuing competency-related work of member regulators.

A program review of the credentialing program and standards, called Best Practices 3, was initiated in 2002. An Oversight Group was appointed to advise on the design, implementation, and reporting of the program review. The report on the review of the credentialing program, which included new standards and processes for the credentialing program, was approved in October 2002.

**2002 EXAM-RELATED CONTRIBUTORS**  
**WRITTEN COMPONENT TEST CONSTRUCTION COMMITTEE (CONT'D):**  
Marianne Manoli Karla MacDonald Ernest Skakun  
**CLINICAL COMPONENT TEST CONSTRUCTION COMMITTEE:**  
Peter Dilworth Diana Sinnige Kath MacKenzie Sherri Wagenhoffer Barbara Pollock Diana Hopkins-Rossee Judy King Deanna Stewart Liz Rogers Arthur Rothman  
**BOARD OF EXAMINERS:** Sandy Brunham Frances Jamieson Kari Elliott Janet Lundie Peter Dilworth Mary Ann O'Brien Neil MacHutchon  
**ETHICAL REVIEW COMMITTEE:**  
Chris Carpenter Katherine Harman Murray Maitland  
**SAFE, PROFESSIONAL PRACTICE CRITERION STUDY OVERSIGHT GROUP:** Jodi McIlroy Joan McComas Lesley Bainbridge Arthur Rothman Heather Topotowski Paul MacDonald  
**WRITTEN ITEM GENERATION SUBCOMMITTEES:** Nancy Cho Darryl Caves Brent Lewis Joseph Anthony Karen McIntosh Kevin Van Es Rachel De Souza Linda Janzen Marnie Deighton Cindi Pederson Janice Block Camille Poulin Jo Ann McKenzie Kim Hunter Neil MacHutchon Sandra Webber Melanie Fernandes Glenys Perry Sarah Lowe Tania Brittain Jacqueline Strauss Gillian Manson Alice Aiken Randy Booth Murray Tough Mariane Manoli Elisa Macri Catherine Van Der Knaap Michael MacDougall Alison McDonald Karla MacDonald  
**CLINICAL ITEM GENERATION SUBCOMMITTEES:** Peter Dilworth Donna McIntyre Beverley Lundren Judith Richardson Frank Chung Diana Sinnige Kath MacKenzie Brenda Corie Cindy Bonin Sherri Wagenhoffer Brenda Dean Shannon Sigfusson Linds Morgan Barbara Pollock Brigid Dilworth Doug Stacy Vicki Fraser-McDougall Gill Manson Bronwen Thomas Diana Hopkins-Rossee Joseph Putos Al MacVicar Mary Burton

## 2002 EXAM-RELATED

### CONTRIBUTORS

#### CLINICAL ITEM GENERATION

#### SUBCOMMITTEES (CONT'D):

Michèle Murphy Sheila Wall  
Judy King Deanna Stewart  
Jennifer Elliott Krista Sweet  
Liz Rogers Monette Graham  
Alison McDonald Cherie  
Gunn

#### JUNE 2002 CLINICAL

#### COMPONENT EXAMINERS: Susan

Abe Zahara Abuani Karl  
Achenbach Beverley  
Achenbach Beverley Agur  
Angie Andreoli Donna  
Arsenault Marilyn Atkins  
Caroline L Badach Deanna  
Baker Salim Bandali Sandra  
Bates Sonia Batra Ingrid  
Beam Suzanne Bergsten  
Margaret Bisch Jane  
Boardman Paola Booker  
Dominique Bouchard Simon  
Bougie Evelyn Mary Brett  
Marie Brien Asuko Brittain  
Victor Brittain Jim Brohman  
Jean Brown John Brubacher  
Jeremy Buchan Linda Burnett  
Kimberlee Butcher Anthea  
Cameron Julie Campeau-  
Vaillant Herve Cavanagh  
Marian Cayer Mary Chang  
Betty Cheung Nancy Cho  
Sang Wan Choi Hazel Choy  
Eileen Chung Jennifer Clark  
Ann-Marie Connolly Judy  
Cook Linda Cousins Shelley  
Cowcill Gail Creaser Theresa  
Culakovski Julie D'Arcy  
Leanne Daneyko Bazilia  
DaSilva Carrie Davis Michelle  
Davis Peter De Vette Tripta  
Devichand Brigid Dilworth  
Peter Dilworth Micheline  
Dionne Jill Dollimount Joanne  
Dorion Cynthia Ecclestrore  
Gill Edwards Susan Ehler  
Cindy Ellerton Chantal Ethier  
Helen Janzen Ezekiel Chandra  
Farrer Lyne Fauvel Patricia  
Fejes Deshayne Fell Karen  
Ferguson Karen Fisher Clare  
Fitzgerald Lois Flakstad Jane  
Flett Bill Forsyth Vicki Fraser-  
MacDougall Susan Fuh  
Jacqueline Gallant M.  
Paulette Gardiner Millar  
Diana Lynn Gartner Leigh  
Garvie Susan Geis Wendy  
Gold-Basch Johanne Gordon  
Peter Goyert Teresa Gravelle  
Nancy Greaves Henriette  
Grootenboer Ravi Gulhati  
Cheri Gunn Bronwyn  
Halliday Therese Hawn

## NATIONAL CONSISTENCY OF STANDARDS

### STRATEGIC AREA GOALS

- To scan, analyze and communicate trends that may have implications for national standards.
- To advocate the role of physiotherapy regulators in standard setting.
- To clarify and communicate the role of physiotherapy regulators in conflict of interest, funding models and business practices.
- To clarify and communicate the role of support personnel in physiotherapy practice.
- To develop a definition of the roles and responsibilities of the physiotherapist in their relationship with support personnel and facilitate its consistent application.
- To explore the need and possible nature of a relationship between physiotherapy regulators and support personnel.

### JENNETH SWINAMER, LIAISON FOR NATIONAL CONSISTENCY OF STANDARDS

Achieving national consistency of standards requires both monitoring trends that may affect national standards and clarifying standards as needed.

As in other years, The Alliance carried out both types of activities. Regarding the clarification of standards, The Alliance worked with the Canadian Physiotherapy Association to publish a landmark document that describes the competencies of support workers, *Essential Competencies for Physiotherapist Support Workers in Physiotherapy*.

In 2002, a national-provincial working group, the Regulators' Committee on Support Workers, was established to address issues relevant to support workers.

A workgroup completed the development of guidelines on the use of title and credentials.

In 2002, a national-provincial working group, the Regulators' Workgroup on Funding System Issues, was formed to explore issues faced by member regulators.

These national-provincial working groups have been most productive at helping each other keep up to date on what is happening and identifying what work we need to do collectively.

## PHYSIOTHERAPY COMPETENCY EXAMINATION PROGRAM

### **DIANNE PARKER-TAILLON, LIAISON FOR THE PHYSIOTHERAPY COMPETENCY EXAMINATION**

#### **STRATEGIC AREA GOALS**

- To have the competency examination used throughout Canada.
- To ensure that the Physiotherapy Competency Examination (PCE) continues to be a valid, reliable and cost-effective means of evaluating safe, effective entry to practice.

I have served as the Board's Liaison for the Physiotherapy Competency Examination since October 2002. My past involvement on examination committees, as well as my experience in policy and standards development, has been very helpful as I have become oriented to the Physiotherapy Competency Examination Program. My role as the Board Liaison is to assist with the Board's role of setting policy related to the Examination, which the Examination committees and staff capably operationalize.

The Examination is now required for entry to practice in seven provinces.

The Physiotherapy Competency Examination administrations in 2002 were as follows:

- Written Component offered 5 times in 2002 at 12 sites (one or more times at each site during the year) to 727 candidates (533 Canadian-educated candidates, 194 non Canadian-educated candidates)
- Clinical Component offered 2 times in 2002 at 7 sites (one or more times at each site during the year) to 702 candidates (551 Canadian-educated and 151 non Canadian-educated)

During 2002, The Alliance worked to develop comprehensive administrative reports following each administration of the Clinical Component.

The Monitoring and Evaluation Program continued to oversee quality assurance and research activities related to the PCE. During 2002, a research report on the use of the safe professional practice criterion was completed. The recommendations from this report are being implemented.

The Examination committees continue to meet regularly to oversee research activities, develop and review examination items, review administrative policies, and provide guidance on examination communication. Many volunteers provide their time and knowledge to these committees, and The Alliance sincerely appreciates their contributions of time and knowledge.

2002 EXAM-RELATED  
CONTRIBUTORS  
JUNE 2002 CLINICAL  
COMPONENT EXAMINERS  
(CONT'D):  
Joan Heard Mira Herljevic  
Christine Homonylo Diana  
Hughes Anna Hughton  
Megan Hurn Deb Jenkins  
Rhonda Johnston Daniel  
Judson Michelle Karis Linda  
Kealey Maureen King Shauna  
Kingwell Stacey Klawitter  
Sabina (Iga) Krawczyk Mark  
Labrentz Marc LaFlamme  
Jenny Lai Lily Lai Cynthia  
Lambert Josee Lamontagne  
Russel Lang Nathalie  
Larocque Colleen Lewis  
Nancy Littke Kristine Long  
Katherine Audrey Lowe Karen  
Lycan Sandra MacBeath  
Karla Maria MacDonald  
Michael MacDougall Amanda  
Mack Marilyn Mack-Summers  
Marilyn MacKay-Lyons Derek  
Mah Melanie Mallette  
Darryn Mandel Zahara Manji  
Gillian Manson Lisa Manto-  
Grant Mark Marcynuk Jane  
Matheson Alison M  
McDonald Helen McKay  
Cheryl Menkema Mac  
Mierzejewski Janet Millar  
Roderick Millea Nancy E  
Milligan Michelle Morin  
Karen Morse Veronica Newell  
Christina Ng Alan Nolet  
Barbara Norton Catherine  
Nyman Reni O'Flaherty  
Michael Oates Tania  
Obljubek Janine Pakulis  
Janice Palmer Marie-Andree  
Paquin Barbara Paull Anne  
Pearce Barbara Pollock  
Nancy Preston Maria Elena  
Psarianos Paria Radmard Judi  
Rajczak Dominique Raymond  
Ann Read Jillian Reid Liz  
Rogers Mary Ann Samuels  
Brett Sanderson Akari Sano  
Marian Sears-Carter Yvette  
Sedgewick Carole Shaw  
Katherine Shearman Jennifer  
Simon Leeanne Smith Susan  
Smith Gareth Sneath Lynne  
Stacey Donna Stever Jody  
Strik Catherine Sullivan  
Christopher Sulway Margaret  
Lynne Taffs Erin Taylor Sonja  
Taylor Suzanne Taylor  
Beverly Thomas Courtland  
Thomson Mira Todosijevic  
Thelma Toews Sarah Toms  
Danuta Valleau Terrylee van  
Apeldoorn

## 2002 EXAM-RELATED

### CONTRIBUTORS

#### JUNE 2002 CLINICAL

##### COMPONENT EXAMINERS

###### (CONT'D):

Patricia van der Mark  
Amanda Walton David  
Walton Maria Watson Ligita  
Welsh Marcia Werb Sandra K  
Whetham Christine Whitford  
Cornelia Whittaker Jaqueline  
Willis Kai-Ming Jiffy Wong  
Mary Wood John Wright  
Martha Wyatt Lora Yee Alice  
Yu Lynn Zammit Albina  
Zavaglia Diane Zayac Patricia Zuk

#### NOVEMBER 2002 CLINICAL

##### COMPONENT EXAMINERS:

Susan Abe Zahara Abuani Elizabeth  
Adamkowicz Sheila Antoshko  
Donna Arsenault Marilyn  
Atkins Rosita Au Deanna  
Baker Alison Baldwin Lorna  
Banting Sandra Bates Sonia  
Batra Margaret Bednard  
Emily Beedell Suzanne  
Bergsten Kathy Blacklin Jane  
Boardman Paola Booker Lynn  
Boudreau Simon Bougie Jan  
Boyd Heather Branscombe  
Monica Brechka Marie Brien  
H.Victor Brittain Jim Brohman  
Jean Brown John Brubacher  
Julie Budd Bonnie Bao Yan  
Cai Kirstin Campbell Rose  
Marie Carr Greg Cassap  
Anna Maria Catallo Herve  
Cavanagh Nancy Cho Su  
Ling Chong Heather Christie  
Eileen Chung Jeanette Clark  
Jennifer Clark Ann-Marie  
Connolly Judy Cook Sheri  
Corriero Gail Creaser Erin  
Daling Leanne Daneyko  
Michelle Davis Tripta  
Devichand Peter Dilworth  
Micheline Dionne Jill  
Dollimount Mary Eaton  
Cynthia Ecclestone Gill  
Edwards Susan Ehler Cindy  
Ellerton Chantal Ethier Helen  
Janzen Ezekiel Anita Fan  
Deshayne Fell Melanie  
Fernandes Ronda Field Joelle  
Fillion Lois Flakstad Caroline  
Forster Bill Forsyth Jacqueline  
Gallant Mark Garrett Leigh  
Garvie Susan Geis Suzanne  
Girling Eric Girouard April  
Gobert Ian Goodwin Peter  
Goyert Nancy Greaves Ann  
Greener Joanne Gross Ravi  
Gulhati Cheri Gunn Bronwyn  
Halliday Lorelei Hammond  
Alanna Harris Joan Heard

## ORGANIZATIONAL EFFECTIVENESS

### STRATEGIC AREA GOALS

- To ensure periodic review of The Alliance's Strategic Framework and its integration into all aspects of the organization.
- To ensure the infrastructure, financial, and human resources necessary to fulfil The Alliance's Strategic Plan.
- To co-ordinate the collection and dissemination of information to member regulators.
- To maintain effective liaison with the Canadian Physiotherapy Association, the Canadian Universities Physical Therapy Academic Council, the Federation of State Boards of Physical Therapy (United States), and the Accreditation Council of Canadian Physiotherapy Academic Programs.

### BARBARA DENNY, LIAISON FOR ORGANIZATIONAL EFFECTIVENESS

Organizational Effectiveness looks at components of The Alliance infrastructure and Alliance resources, both financial and human, to ensure they can support The Alliance's Strategic Plan. To this end, the Human Resources Committee meets regularly by telephone to review staff and volunteer human resources policies, practices, and procedures.

In 2002, conflict of interest guidelines were completed, approved, and implemented. These guidelines will help individuals making decisions on behalf of The Alliance identify where questions of ethical conduct may arise and provide a process to manage them. The guidelines are designed to protect the integrity of both the individual and The Alliance.

The date change for the annual general meeting has required that the Nominations and Elections Committee work within a compressed timeframe to recruit and select qualified candidates for election to the Board of Directors. Committee members were Barbara Denny (Chair), Dennis Desautels, and Andrea Bragdon.

# REPORT OF THE FINANCE COMMITTEE

## BARBARA DENNY, DIRECTOR OF FINANCE

The Finance Committee continues to meet quarterly by telephone.

As the Director of Finance, I work with the Board of Directors and the Finance Committee to ensure the financial interests of the member regulators and the examination and credentialing program customers are met.

I wish to thank the other members of the Finance Committee: Archie Cuke, CA, who oversees the overall finances; Tabasom Eftekari, The Alliance corporate treasurer, who carefully attends to the day-to-day management of Alliance finances; and Susan Glover Takahashi, who is attentive to balanced budgets and the financial affairs of our organization.

Annual activities included the following:

- reviewing and updating The Alliance's Financial Policy Framework
- reviewing and updating The Alliance's investment strategy
- monitoring cash flow, investments, and monthly financial operations

The Alliance has three revenue-expense streams: The Alliance General Fund, the Examination Fund, and the Credentialing Fund. This allows the Finance Committee and Board of Directors to monitor the financial affairs of The Alliance General account, the Examination Program, and the Credentialing Program.

The audited financial statements appear on pages 20 through 28. I offer the following observations on the financial statements.

### GENERAL FUND

Overall, the 2002 General Fund shows a balanced Statement of Operations with a net revenue of \$14,075.

Revenue in The Alliance's General Fund showed a small increase (+6%) between 2001 and 2002. Specific year-to-year increases were as follows: Agreement on Internal Trade/Human Resources Development Canada project grant (+\$12,501) was up, and the registration levy experienced a small increase (+\$6,475) related to an increase in registrants. There was a small decrease in interest (-\$2,243) and other income (-\$2,214).

Overall, expenses were marginally higher (+0.9%). Specifically, expenses were lower in 2002 than in 2001 for office supplies and administration (-\$2,840), salaries and benefits (-\$9,649), and Board of Directors costs (-\$587). The increase in general meeting costs (+\$4,016) reflects the

<p>2002 EXAM-RELATED CONTRIBUTORS NOVEMBER 2002 CLINICAL COMPONENT EXAMINERS (CONT'D): Mira Herljevic Stuart Hopcraft Mary Jan Hoy Catherine Hudson Anna Hughton Deb Jenkins Rhonda Johnston Colleen Katsube Linda Kealey Shauna Kingwell Stacey Klawitter Sandi Kossey Tanya Kozera Sabina (Iga) Krawczyk Susan Krupica Mark Labrentz Denis Lafleche Jenny Lai Nancy Lambert Russel Lang Roland Lavallee Carol Leach Shirley Lecker Monique Ledoyen Anna Lee Ellen Lee Stephen Leung Josée Levesque Alexandra Loewen Carolyn Longmire Lynda Loucks Karen Lycan Sandra MacBeath Joy MacDermid Tanya R. MacDonald Karla Marie MacDonald Dianne MacDonald Michael MacDougall Amanda Mack Susan MacLeod Mélanie Malette Anne Manczyk Lynne Markham Bernadette Martin Heahter Martin-Brown Christine Masson Allison Mathers Jane Matheson Alison M. McDonald Brenda McKechnie Carole McMaster Jennifer McNutt Cheryl Menkema Mac Mierzejewski Kristen Millar Nancy E. Milligan Lesley Milne Christine Misener Christine Moore Michelle Morin Lisa Morris Karen Morse Rosh Narrantes Rudy Niebuhr Tara Norcott Barbara Norton Laurian Nowitz Lynda O'Callaghan Michael Oates Patricia Jan Pakulis Marie Andree Paquin Madhavi Patil Cheryl Peitsch Delphine Porter Tracy Potter Michelle Price Dominique Raymond Moir Reed-Davis Danny Reid Judy Richardson Lorraine Robertson Liz Rogers Tracy Ross Linda Ryan Mary Ann Samuels Akari Sano Marian Sears-Carter Yvette Sedgewick Carole Shaw Katherine Shearman Marily Simonsen Alison Smith Metcalf Gareth Sneath Christopher Snow Joan Southam Sandra Squire Marla Stand Karen Steinfeld Kathryn Strum</p>
---

2002 EXAM-RELATED  
CONTRIBUTORS  
NOVEMBER 2002 CLINICAL  
COMPONENT EXAMINERS  
(CONT'D):  
Catherine Sullivan Sonja  
Taylor Arlana Taylor Beverly  
Thomas Bronwen Thomas  
Kate Thomson Mira  
Todosijevic Edmund Tsui  
Danuta Valleau Gail  
Wainwright Amanda Walton  
David Walton Ligita Welsch  
Shian Williams Jaqueline  
Willis Ellen Woo John Wright  
Lora Yee Albina Zavaglia  
Marguerite Zaworonok Diane  
Zayac

increased costs for the 2002 annual meeting; the increased project costs (+\$8,235) relate directly to the Agreement on Internal Trade.

## EXAMINATION FUND

Overall, the 2002 Examination Fund shows a balanced Statement of Operations, with a net excess of expenses over income (loss) of \$45,592.

The Examination Fund saw an increase in revenue of 10.5% in 2002 as more candidates took the examinations. Miscellaneous income, which includes fees such as cancellation fees, site-change fees, file-review fees, and appeal fees, was higher (+\$2,828). Interest income decreased because of poor interest yields (-\$2,000). The grant from member board is recorded as income (+\$16,684) [for more information, see financial note 7].

The increase in expenses was greater than the increase in revenue. This is related to increasing candidate enrolment and to the increasing cost of administering the Examination Program. Specific changes in expenses included an increase in written exam costs (+\$3,804 or 6.5%); an increase in committee-related development costs including two meetings for the Clinical Committee (+\$11,201); an increase in the costs of administering the Clinical Examination (+\$5,003); an increase in exam-site costs related to more candidates, more smaller sites, and increased site administration costs (+\$51,191, or 15%). Exam quality and research costs reflect the completion of a couple of research studies. Increased staffing costs (+\$62,509, or 20%) relate to both increased candidate enrolment and ongoing work for exam research, development, and maintenance. In addition to increased volumes, there were some one-time costs associated with an increase in office supplies and administration (+\$29,950, or 21%). The increase in legal fees relates to a legal challenge (+\$48,676). The democratic costs, which include costs of the Board and general meetings, are shared between the General Fund and the Examination Fund.

## CREDENTIALLING FUND

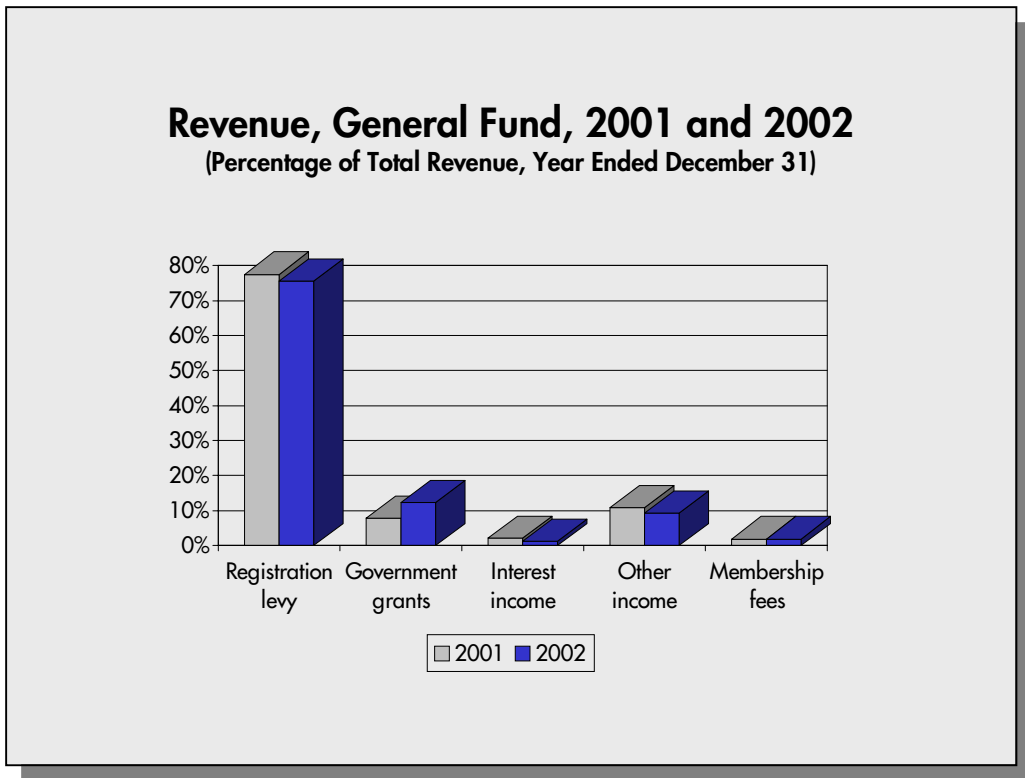
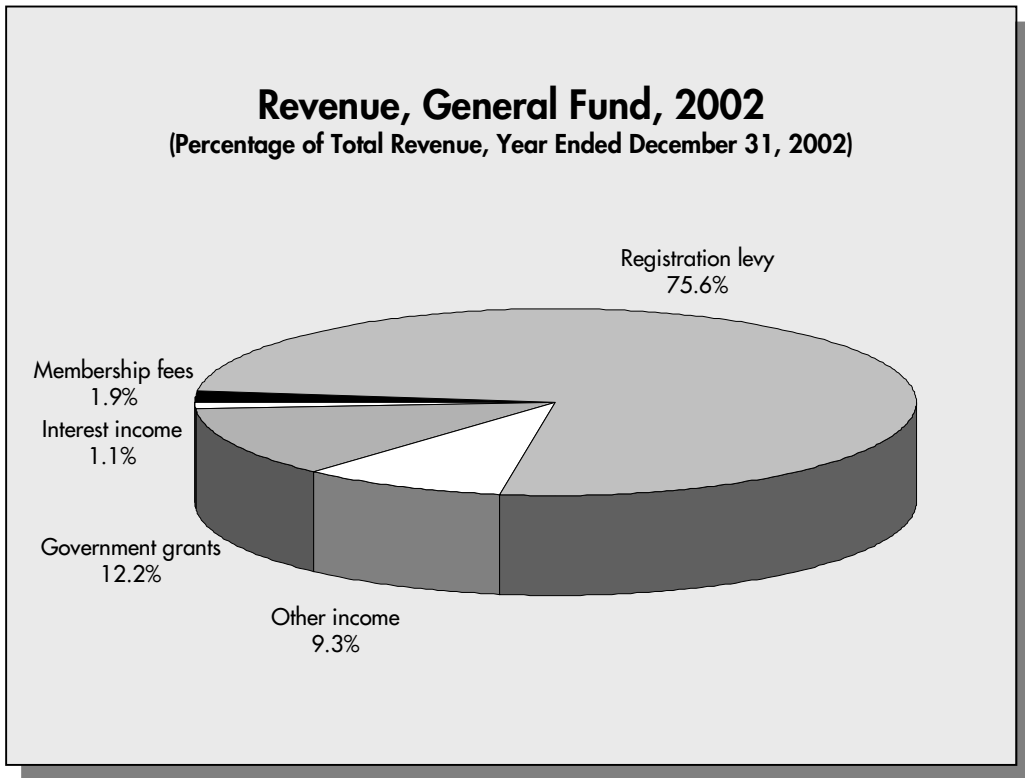
Overall, the 2002 Credentialling Fund shows a balanced Statement of Operations, with a net revenue of \$23,162.

In 2002, credentialling income from the Credentialling Program, the Prior Learning Assessment and Remediation (PLAR) Program, and miscellaneous income increased (+\$37,654, or 18.6%) because of an increase in applicants.

Expenditures increased over the past year, and the increase relates both to the increasing candidate enrolment and to the increasing costs of administering the Credentialling Program. Increases in salaries and benefits (+\$36,448) reflect the increased staffing required to provide applicant support and complete the evaluations, including PLAR evaluations. The decrease in PLAR costs (-\$9,006) reflects that most of that work is being done by Credentialling Program staff. The increase in credentialling

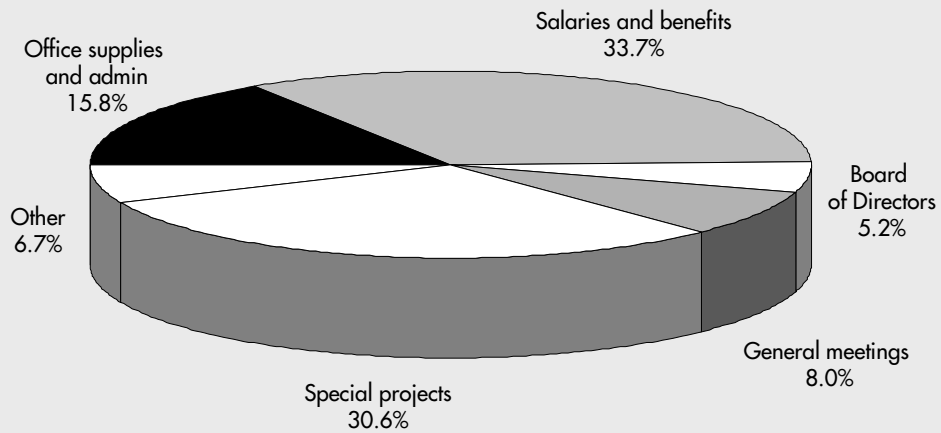
expenses (+\$6,359, or 18.5%) paid to external agencies and evaluators reflects the increase in their work. The increases in Credentialling Program quality and research (+\$17,932) relates to the review and revision to the Program and its standards

# FINANCIAL CHARTS



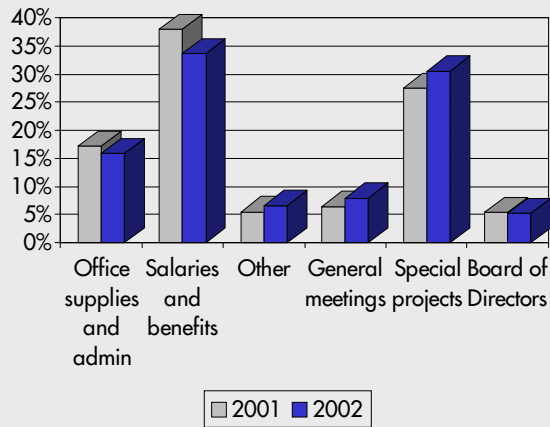
## Expenditure, General Fund, 2002

(Percentage of Total Expenditure, Year Ended December 31, 2002)



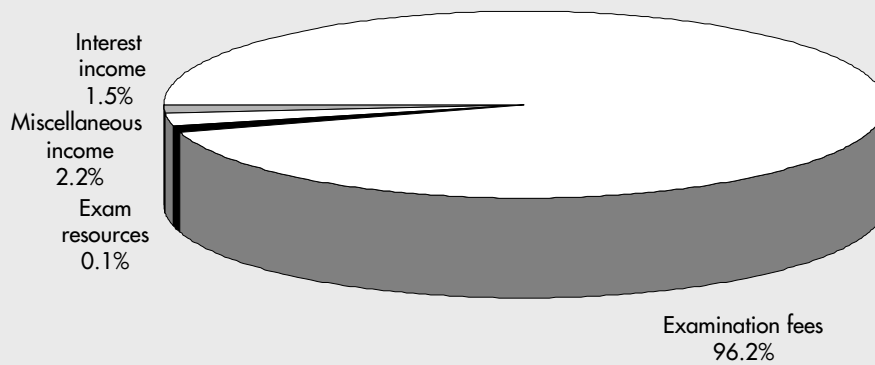
## Expenditure, General Fund, 2001 and 2002

(Percentage of Total Expenditure, Year Ended December 31)



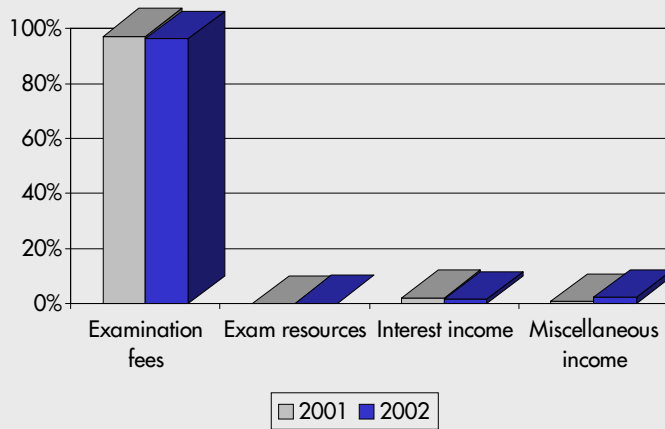
## Revenue, Examination Fund, 2002

(Percentage of Total Revenue, Year Ended December 31, 2002)

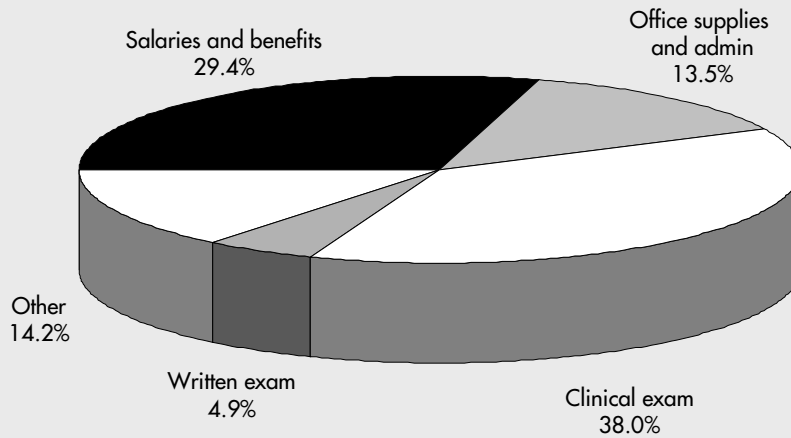


## Revenue, Examination Fund, 2001 and 2002

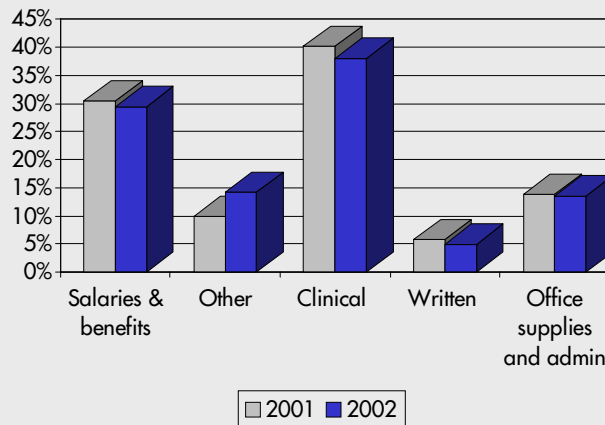
(Percentage of Total Revenue, Year Ended December 31)



### Expenditure, Examination Fund, 2002 (Percentage of Total Expenditure, Year Ended December 31, 2002)

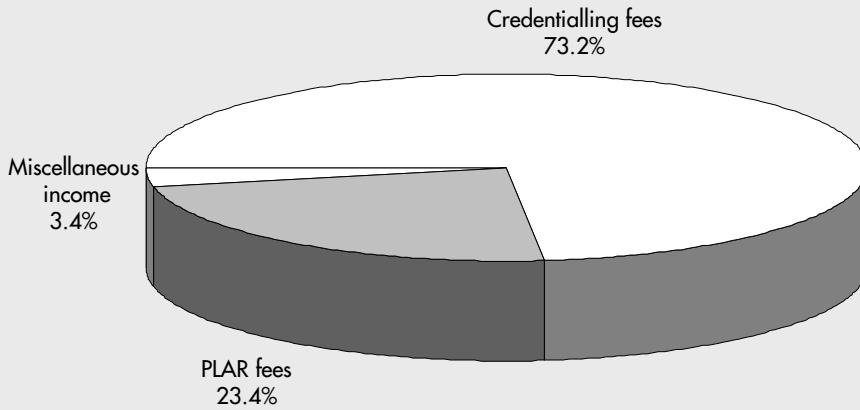


### Expenditure, Examination Fund, 2001 and 2002 (Percentage of Total Expenditure, Year Ended December 31)



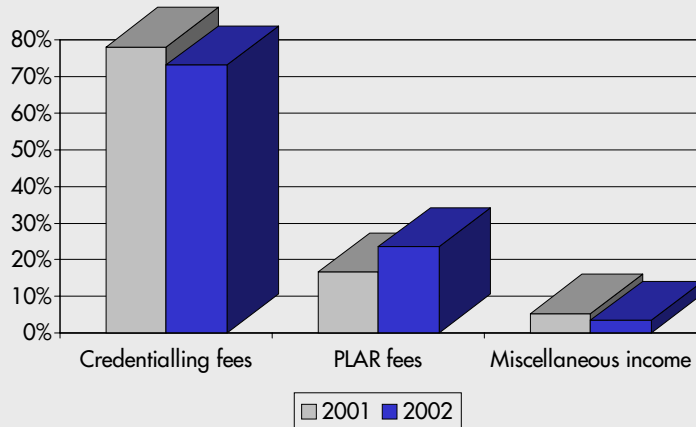
## Revenue, Credentialling Program Fund, 2002

(Percentage of Total Revenue, Year Ended December 31, 2002)



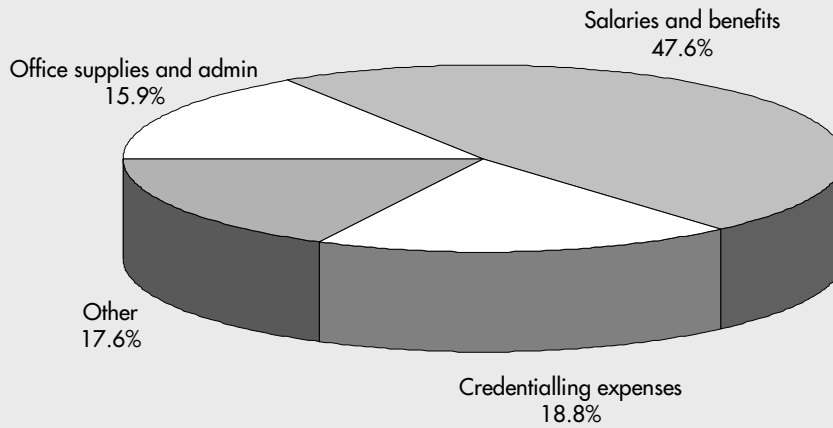
## Revenue, Credentialling Program Fund, 2001 and 2002

(Percentage of Total Revenue, Year Ended December 31)



## Expenditure, Credentialling Program Fund, 2002

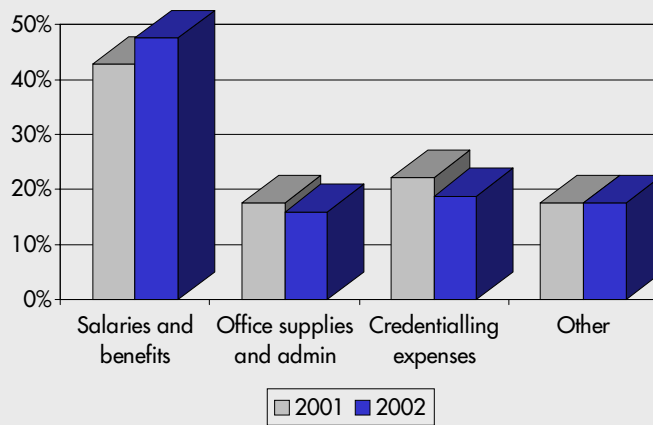
(Percentage of Total Expenditure, Year Ended December 31, 2002)



## Expenditure, Credentialling Program Fund, 2001 and 2002

(Percentage of Total Expenditure, Year Ended December 31, 2001)

(Percentage of Total Expenditure, Year Ended December 31, 2001)



# AUDITED FINANCIAL STATEMENTS

## AUDITORS' REPORT

To: The members of

Canadian Alliance of *Physiotherapy* Regulators

We have audited the balance sheet of the Canadian Alliance of Physiotherapy Regulators as at December 31, 2002 and the statements of operations and changes in net assets of the general, examination, credentialling program and reserve funds and changes in cash flows for the year then ended. These financial statements are the responsibility of the Board of Directors. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with generally accepted Canadian auditing standards. These standards require that we plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

In our opinion these financial statements present fairly, in all material respects, the financial position of The Alliance as at December 31, 2002 and the results of its operations for the year then ended in accordance with generally accepted Canadian accounting principles.

Leggett Weatherhead

**CHARTERED ACCOUNTANTS**

Milton, Ontario

January 29, 2003

**CANADIAN ALLIANCE OF *PHYSIOTHERAPY* REGULATORS**

**BALANCE SHEET**

**AS AT DECEMBER 31, 2002**

		2002	2001
	<b>ASSETS</b>		
<b>CURRENT ASSETS:</b>			
Cash		\$ 5,351	\$ 0
Short term investments	(Note 3)	1,089,230	1,053,030
Accrued interest receivable		19,575	15,560
Accounts receivable		4,687	31,202
Due from member boards	(Note 4)	573	1,146
Prepaid expenses		6,050	12,315
		<u>1,125,466</u>	<u>1,113,253</u>
<b>CAPITAL ASSETS:</b>			
Cost	(Note 5)	191,069	147,892
Less: accumulated depreciation		124,181	96,695
		<u>66,888</u>	<u>51,197</u>
		<u>\$ 1,192,354</u>	<u>\$ 1,164,450</u>
	<b>LIABILITIES</b>		
<b>CURRENT LIABILITIES:</b>			
Bank overdraft		\$ 0	\$ 26,740
Accounts payable and accrued liabilities		70,082	50,215
Deferred revenue	(Note 6)	480,187	424,098
		<u>550,269</u>	<u>501,053</u>
<b>NON-CURRENT LIABILITIES:</b>			
Loans from member boards	(Note 7)	0	16,684
		<u>0</u>	<u>16,684</u>
	<b>MEMBERS' NET ASSETS</b>		
<b>MEMBERS' NET ASSETS:</b>			
General Fund	(Note 8)	\$ 9,129	(4,946)
Examination Fund		43,149	88,741
Credentialling		50,004	46,842
Reserve Fund		539,803	516,076
		<u>642,085</u>	<u>516,076</u>
		<u>\$ 1,192,354</u>	<u>\$ 1,164,450</u>

Approved by the Board

\_\_\_\_\_ Director

\_\_\_\_\_ Director

**CANADIAN ALLIANCE OF *PHYSIOTHERAPY* REGULATORS**

**STATEMENT OF OPERATIONS**

**GENERAL FUND**

**FOR THE YEAR ENDED DECEMBER 31, 2002**

	2002	2001
REVENUE:		
Membership fees	\$ 4,785	\$ 4,736
Registration levy	195,500	189,025
Government AIT/HRDC project grant	31,539	19,038
Other income	23,937	26,151
Interest income	2,798	5,041
	<u>258,559</u>	<u>243,991</u>
EXPENDITURE:		
Office supplies and administration	38,712	41,552
Salaries and benefits	82,398	92,047
Depreciation	5,497	4,102
Board of Directors	12,617	13,204
General meetings	19,558	15,542
Special projects	74,918	66,683
Legal fees	3,599	3,255
Audit and accounting fees	3,116	2,578
Insurance	2,195	1,346
Bank charges	427	360
Membership fees	1,447	1,671
	<u>244,484</u>	<u>242,340</u>
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENDITURE	<u>\$ 14,075</u>	<u>\$ 1,651</u>

**CANADIAN ALLIANCE OF *PHYSIOTHERAPY* REGULATORS**

**STATEMENT OF OPERATIONS**

**EXAMINATION FUND**

**FOR THE YEAR ENDED DECEMBER 31, 2002**

	2002	2001
REVENUE:		
Examination fees	\$ 1,161,681	\$ 1,062,085
Examination resources	1,148	1,245
Miscellaneous income	10,046	7,218
Grant from member board	16,684	0
Interest income	17,879	22,635
	<hr/> 1,207,438	<hr/> 1,093,183
EXPENDITURE:		
<b>Written Examination</b>		
Test construction committee	21,740	20,509
Examination administration	32,813	30,491
Test consultants	6,913	6,662
	<hr/> 61,466	<hr/> 57,662
<b>Clinical Examination</b>		
Test construction committee	31,853	20,652
Examination administration	32,502	27,499
Test consultants	11,750	8,000
Examination site costs	399,698	348,507
	<hr/> 475,803	<hr/> 404,658
<b>Candidate Advisory Group</b>	<hr/> 0	<hr/> 26
<b>Translation and Translation Verification Committee</b>	<hr/> 8,631	<hr/> 6,703
<b>Exam Quality and Research</b>	<hr/> 45,370	<hr/> 30,731
<b>Other</b>		
Salaries and benefits	368,661	306,152
Office supplies and administration	169,208	139,258
Board of Directors	12,575	13,203
General meetings	19,766	15,142
Audit and accounting fees	10,127	8,377
Bank charges	1,425	1,186
Insurance	7,133	4,375
Depreciation	17,866	13,329
Legal fees	54,999	6,323
	<hr/> 661,760	<hr/> 507,345
TOTAL EXPENDITURE	<hr/> 1,253,030	<hr/> 1,007,125
<b>EXCESS (DEFICIENCY) OF REVENUE OVER EXPENDITURE</b>	<hr/> \$ (45,592)	<hr/> \$ 86,058

**CANADIAN ALLIANCE OF *PHYSIOTHERAPY* REGULATORS**

**STATEMENT OF OPERATIONS**

**CREDENTIALLING PROGRAM FUND**

**FOR THE YEAR ENDED DECEMBER 31, 2002**

	2002	2001
REVENUE:		
Credentiaing fees	\$ 175,279	\$ 157,831
PLAR fees	56,092	33,481
Interest income	2,629	855
Miscellaneous income	5,596	9,775
	<u>239,596</u>	<u>201,942</u>
EXPENDITURE:		
Office supplies and administration	34,400	27,286
Salaries and benefits	103,049	66,601
Credentiaing expenses	40,785	34,426
PLAR expenses	1,950	10,956
Credentiaing Review Committee	291	978
Credentiaing program quality and research	25,686	7,754
Legal fees	1,847	1,446
Audit and accounting fees	2,337	1,933
Insurance	1,646	1,010
Bank charges	320	270
Depreciation	4,123	3,076
	<u>216,434</u>	<u>155,736</u>
<b>EXCESS OF REVENUE OVER EXPENDITURE</b>	<u>\$ 23,162</u>	<u>\$ 46,206</u>

**CANADIAN ALLIANCE OF *PHYSIOTHERAPY* REGULATORS**  
**STATEMENT OF CHANGES IN NET ASSETS**  
**FOR THE YEAR ENDED DECEMBER 31, 2002**

	2002	2001
<b>GENERAL FUND:</b>		
Members' net assets at the start of the year	\$ (4,946)	\$ (6,597)
Excess of revenue over expenditure	14,075	1,651
<b>MEMBERS' NET ASSETS AT THE END OF THE YEAR</b>	<b>\$ 9,129</b>	<b>\$ (4,946)</b>
 <b>EXAMINATION FUND:</b>		
Members' net assets at the start of the year	88,741	52,683
Transfer to Reserve Fund (Note 8)	0	(50,000)
Excess (deficiency) of revenue over expenditure	(45,592)	86,058
<b>MEMBERS' NET ASSETS AT THE END OF THE YEAR</b>	<b>\$ 43,149</b>	<b>\$ 88,741</b>
 <b>CREDENTIALLING PROGRAM FUND:</b>		
Members' net assets at the start of the year	46,842	20,636
Transfer to Reserve Fund (Note 8)	(20,000)	(20,000)
Excess of revenue over expenditure	23,162	46,206
<b>MEMBERS' NET ASSETS AT THE END OF THE YEAR</b>	<b>\$ 50,004</b>	<b>\$ 46,842</b>
 <b>RESERVE FUND:</b> (Note 8)		
Members' net assets at the start of the year	\$ 516,076	\$ 454,674
Interest Income	19,803	16,076
Transfer to General Fund	(16,076)	(24,674)
Transfer from Credentialling Program Fund	20,000	20,000
Transfer from Examination Fund	0	50,000
<b>MEMBERS' NET ASSETS AT THE END OF THE YEAR</b>	<b>\$ 539,803</b>	<b>\$ 516,076</b>

**CANADIAN ALLIANCE OF *PHYSIOTHERAPY* REGULATORS**

**STATEMENT OF CHANGES IN CASH FLOWS**

**FOR THE YEAR ENDED DECEMBER 31, 2002**

	2002	2001
<b>CASH WAS PROVIDED BY (USED IN):</b>		
Operating Activities		
Excess (deficiency) of revenue over expenditure		
General Fund	\$ 14,075	\$ 1,651
Examination Fund	(45,592)	86,058
Credentialling Program Fund	23,162	46,206
Reserve Fund	3,727	(8,598)
	<hr/>	<hr/>
	(4,628)	125,317
Adjustment to reconcile to cash		
Depreciation	27,486	20,504
	<hr/>	<hr/>
	22,858	145,821
Changes in		
Accrued interest receivable	(4,015)	8,035
Accounts receivable	26,515	(1,024)
Due from member boards	573	0
Prepaid expenses	6,265	(2,655)
Accounts payable	19,867	(22,458)
Deferred revenue	56,089	153,760
	<hr/>	<hr/>
	128,152	281,479
Financing Activities		
Loans from member boards	(16,684)	0
Investing Activities		
Purchase of capital assets	(43,177)	(23,906)
	<hr/>	<hr/>
<b>INCREASE IN CASH</b>	68,291	257,573
<b>CASH AT THE START OF THE YEAR</b>	<hr/>	<hr/>
	1,026,290	768,717
<b>CASH AT THE END OF THE YEAR</b>	<hr/>	<hr/>
	\$ 1,094,581	\$ 1,026,290
<b>REPRESENTED BY:</b>		
Cash	\$ 5,351	\$ (26,740)
Short investments	1,089,230	1,053,030
	<hr/>	<hr/>
	\$ 1,094,581	\$ 1,026,290
	<hr/>	<hr/>

# CANADIAN ALLIANCE OF *PHYSIOTHERAPY* REGULATORS

## NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2002

### 1. STATUS AND NATURE OF ACTIVITIES

The Corporation is a federation representing the provincial physiotherapy regulatory corporations to facilitate the sharing of information and build consensus on national regulatory issues in order to assist member regulators in fulfilling their mandate of proceeding the public interest. The federation was incorporated by letters patent under the Canadian Corporations Act on April 9, 1992.

### 2. ACCOUNTING POLICIES

Fees, grants and expenditures are recorded on an accrual basis whereby they are reflected in the period in which they have been incurred.

### 3. SHORT-TERM INVESTMENTS

Short-term investments are held by Scotia McLeod in a variety of investments. The current market value is \$1,099,098.

### 4. DUE FROM MEMBER BOARDS

The amount due relates to a billing to a member board for the services of the Examination Co-ordinator. One-half of the billing was repaid in the current year, with the remaining balance to be repaid in November 2003.

### 5. CAPITAL ASSETS

Capital assets are recorded at cost. Depreciation is recorded on the straight-line basis at the rate of 20% per annum.

	Cost	2002 Accumulated depreciation	Net book value	2001 Net book value
Furniture and equipment	\$ 114,917	\$ 65,104	\$ 49,813	\$ 33,996
Computer equipment	76,152	59,077	17,075	17,201
	<u>\$ 191,069</u>	<u>\$ 124,181</u>	<u>\$ 66,888</u>	<u>\$ 51,197</u>

During the year, \$9,470 in computer equipment and \$33,707 in office furniture and equipment was purchased.

## 6. DEFERRED REVENUE

	2002		2001
Membership fees and registration levy paid in advance \$	0	\$	49,513
Examination fees paid in advance	480,187		374,585
	<u>480,187</u>		<u>374,585</u>
	\$ 480,187	\$	424,098

## 7. LOANS FROM MEMBER BOARDS

The loans from member boards are unsecured, interest free and have no fixed repayment term. In March 2002, the full amount of this loan was forgiven by the College of Physical Therapists of British Columbia and was treated as a grant on the Examination Fund statement of operations for the current year.

## 8. RESERVE FUND

In 1999, the Board of Directors recommended that a reserve fund be set up by transfers from the existing funds. \$500,000 was transferred in the prior years and \$20,000 in the current year. The interest income earned by the fund in the current year is transferred to the general fund in the following year.

## 9. LEASE COMMITMENTS

The corporation entered into a lease agreement for premises for the period June 1, 2000, to May 31, 2006. The lease was amended for additional space from May 1, 2002. The basic rent for the remainder of the lease is as follows:

2003	\$41,698
2004	\$44,320
2005	\$47,992
2006	\$19,997

The additional rent, taxes, maintenance, and insurance is estimated at \$14.55 per square foot for 2002.