

The Psychological Association of Manitoba

2023 Annual Report



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**The Psychological Association of Manitoba
Annual General Meeting Minutes
April 27, 2023
By Zoom Conference**

Present: Sonia Marrone (Chair), Kirsten Wirth, Lorne Sexton, Andy Lubusko, Kent Somers, Anne-Marie Brown-De Gagne, Harold Wallbridge (Registrar), Lesley Phimister (Deputy Registrar) and 38 members.

The meeting was called to order at 7:03 p.m.

1. Opening Remarks & Approval of Agenda

Dr. Marrone welcomed the membership and thanked everyone for their attendance, noting that an educational extension of this meeting will occur separately and in-person on May 17 on professional will planning. She reminded members to make motions in chat function of ZOOM.

MOTION (Lubusko, A./ DeWiele, L.) that the proposed agenda be accepted was made. CARRIED.

2. Minutes of the Annual General Meeting: April 28, 2022

The Minutes of the 2022 Annual General Meeting were reviewed.

MOTION (Stambrook M/Goser-Tritt, S) that the Minutes of the Annual General Meeting of April 28, 2022 be accepted. CARRIED.

3. Registrar's Report

Dr. Hal Wallbridge presented his report and highlighted the following:

- Progress on RHPA which is essentially ready for release for public review.
- Fairness Office of the Province of Manitoba has mandate for labour mobility and insist that psychologists from other jurisdictions with MA must be registered as psychologist in Manitoba when new act is implemented.
- Changes in renewal process reflects forthcoming RHPA; renewal now requests geographical zone of practice in province to answer governmental questions; secondary trustee; in future flagging disclosure of area of practice, etc.
- Ongoing work in PAM for criteria for master's level applicants, including retaining research requirement.
- Renewal of agreement with Inuvik for remote virtual care.
- Reciprocal agreement with Saskatchewan for access to psychological care by members

Question from attendee regarding destruction of records was tabled.

4. President's Report:

Dr. Marrone summarized her report and highlighted the following:

- Thanked PAM committee chairs, council, and volunteers.
- Thanked Dr Wallbridge for work on RHPA.
- Thanked Legislative Review Committee (Wallbridge, Walters, Sexton, Hiebert-Murphy)
- Council held a virtual retreat this year with committee chairs: theme emerged regarding connectivity between committees.
- Truth & Reconciliation Task Force was thanked for their work: Dr. Dell Ducharme; Ms. Aleah Fontaine; Dr. Lesley Koven; Dr. Alicia Ordóñez; Dr. Maggie Penfold; Ms. Stephanie Sinclair; and Dr. Lindsay Woods. We have also consulted with members of the Indigenous community including Elder Isobel Day as well as Ms. Rose Roulette,

MOTION (Stambrook, M./Swartz, M.) to receive the President's Report. CARRIED.

5. Treasurer's Report & Presentation of 2023 Budget

Dr. Wirth presented the Treasurers Report, Auditor's Report and Audited Financial Statement for the 2021 fiscal year and noted:

- Report circulated online prior to meeting.
- Trending into deficits due to increasing costs in general, more office staff, safer office space, and legal costs (35% is complaint related); 3rd deficit in a row with this budget; reserve has decreased.
- Investments discussed / situation being monitored.
- Noted that there is a need to look at fee increases or one time levy for 2024.

MOTION (Dreger, L./ Swartzman,L.) that the Auditor's and Treasurer's Reports for the year ending December 31, 2022 be received. CARRIED

6. Registration & Membership Committee

Dr. Somers discussed function of committee, thanked the members of the committee: James Ediger, Lesley Koven, Karen O'Brien, Amanda Lints-Martindale, Darren Neufeld, Hal Wallbridge and Lesley Phimister, Deputy Registrar. Dr Somers reviewed the report of the Registration and Membership Committee and welcomed new members to P.A.M. There are 17 new registered psychologists, 5 psychological associates – independent practice, 13 psychologist candidates, and 6 new life members. In memoriam noted for Dr. Joe Pear.

MOTION (Stubbings, V./ Wirth, K.) to receive the report of the Registration and Membership Committee. CARRIED.

7. Committee Reports

The following reports (prepared by the committee chairs, in parentheses) were distributed to members prior to the meeting for review: *Complaints (Dr. S. Feldgaier)*, and *Examinations (Dr. K. Penner Hutton)*. Thanks given to committee members for their time.

Members were given the opportunity to provide comments, corrections, and further discussion on these reports. There was no discussion.

MOTION (Somers, K/Stubbings, V.) to receive the reports of the Complaints and Examination Committees. CARRIED.

8. Recognition of Outgoing Committee Members:

Dr. Marrone thanked the following outgoing council members and committee chairs.

Dr. Steven Feldgaier has served as

PAM Complaint Committee Chair	2018-2023
PAM Complaint Committee Member	2016-2018

Dr. Andrew Lubusko has served as

PAM Council Member	2015-2023
PAM Council Treasurer	2019-2022

Dr. Donna Chubaty has served as

PAM Publications Committee Chair	2017-2022
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9. **Council Nominations**

Dr Wallbridge announced 7 Council elected by acclamation:

Sonia Marrone, Lorne Sexton, Valerie Krynski, Kerri Walters, Kristin Wirth, Anne Marie Brown-DeGagne and Kent Somers.

MOTION (Lubusko, A./Furer, P.) to receive the nomination and acceptance of Council membership. CARRIED

10. Adjournment

A MOTION (Simister, H/DeWiele, L) was made to conclude the business portion of the meeting, at 7:55 p.m. CARRIED.

Report from the PAM President
Submitted by: Sonia Marrone, Ph.D., C.Psych.
President, The Psychological Association of Manitoba

This is my fourth report serving as President of PAM Council. With each year that passes, I bear witness to the growth of the Association, the increasingly complexity that comes with self-regulation, and the remarkable commitment and talent of the community of psychologists in Manitoba.

First, I would like to thank the staff who ensure the efficient running of the daily operations of the Psychological Association of Manitoba. We are very fortunate to have Dr. Hal Wallbridge as registrar who has served as PAM registrar since 2021 but has served in many volunteer roles with PAM over the past 28 years. His vast knowledge of regulatory policy, practice, and innovation has been a significant benefit to the organization as we navigate complex challenges and necessary growth as a self-regulatory body. Additionally, I would like to highlight the knowledge and professionalism that Ms. Lesley Phimister brings to her role of Deputy Registrar and the significant work she has done to optimize current processes (like updating supervisor forms to fillable PDFs!) and working closely with committee chairs and the registrar to support the myriad work that happens each day within PAM.

I would like to thank each Committee Chair as well as our Legal Counsel Representatives – Terra Welsh from Thompson, Dorfman, & Sweatman LLP (TDS) and Nicole Watson from MLT Aikins.

Regulated Health Professionals Act (RHPA)

Each year that passes, I hope to be able to provide a fulsome update and timeline from the Manitoba Legislative Review Unit and Manitoba Health, Seniors, and Active Living (HSAL) to bring Psychology under the RHPA. However, with a new government in the Legislature, the work with HSAL has slowed considerably and we are not able to provide a timeline for when this work will be complete. We have recently been in contact with the Manitoba Legislative Review Unit who has assured us that Psychology remains a high priority for coming under the RHPA and again, we will patiently wait for more progress and will provide updates as we can.

I would like to thank the PAM Legislative Review committee (Drs. Sonia Marrone [Chair]; Diane Hiebert-Murphy; Lorne Sexton; Kerri Walters; Harold Wallbridge) for their continued work on this committee.

As I have explained in past reports, once the legislative drafters have completed all of the final changes and modifications, the regulations will be approved by the Minister and then will be made available by Manitoba Regulatory Accountability for 60 days for public consultation. During this period, the draft of the regulations will be available on the Manitoba Regulatory Consultation Portal (<https://reg.gov.mb.ca/home>) for review by the public for 60 days at which time, PAM members will be notified to review the proposed regulations. After this period has concluded and any final amendments are made, then the regulations will receive Royal Assent and approval by the Cabinet. We will continue to provide updates to PAM members as the situation progresses.

Truth and Reconciliation Committee Update

In February 2020, Council for the Psychological Association of Manitoba appointed a Truth and Reconciliation Commission Task Force to develop recommendations for the regulation of psychology based on the CPA report and the Truth and Reconciliation Commission of Canada's 2015 Final Report. A committee of registered psychologists, candidates, and students were appointed to the task force and the first meeting was held on June 1, 2020. The following are members of this task force: Dr. Dell Ducharme; Ms. Aleah Fontaine; Dr. Lesley Koven; Dr. Alicia Ordóñez; Dr. Maggie Penfold; Ms. Stephanie Sinclair; and Dr. Lindsay Woods. We have also consulted with members of the Indigenous community including Elder Isobel Day as well as Ms. Rose Roulette, both of whom have provided invaluable insight and perspective on this project.

After significant consultation, revisions, and reflection, the TRC committee finalized a report titled “[Two-eyed Seeing: Truth and Reconciliation Commission Task Force Recommendations for the Psychological Association of Manitoba](#)”. This report includes recommendations for the regulatory body but also for other critical stakeholders in the profession of psychology such as the professional association, academic institutions and training programs.

In the document, the recommendations are organized into sections based on the four directions; these include a purpose, rationale and identification of potential participants or targeted audience to which each recommendation would apply.

- **North - Integration and Application of Knowledge** - these recommendations are centered around research, education, and training of psychologists, larger systemic changes, and knowledge translation from psychology research.
- **East - Traditional Healing and the Practice of Psychology** - these recommendations involve honoring traditional methods of healing, as well as assessing the appropriateness of Western models of treatment and diagnosis (e.g., issues around assessments, lack of norms in testing, etc.).
- **South – Building Relationships and Allyship** - these recommendations include advancing cultural competence, allyship, anti-racism initiatives, seeking feedback from Indigenous communities around their experiences with psychology, and making reparations.
- **West - Understanding the Impact of Colonization and Reform** - these recommendations involve continuing education for psychologists as well as changes to education and training programs.

While this decision to include recommendations for many areas of the profession was expansive in nature, it became apparent to the TRC task force early in the process that all aspects of the profession are intertwined in such a way that it became impossible to separate them and still provide a comprehensive and cogent framework of recommendations. In January 2024, the TRC Task Force presented the final report to PAM Council and a motion was passed by Council to accept the report which will be posted on the PAM website.

I encourage all members to review this important report which provides a broad range of recommendations and a roadmap for truth and reconciliation for many years to come. Some recommendations could be implemented fairly easily (such as reading the Summary of the Truth and Reconciliation Commission report) while some recommendations are aspirational and would take significant stakeholder collaboration and coordination to achieve. It is important to note that this report is extensive and includes recommendations that go beyond the scope of the Psychological Association of Manitoba. For the recommendations that apply directly to the regulation of psychology, Council will be contemplating how to develop an action plan to realize these recommendations. On behalf of PAM Council, I would like to sincerely thank the members of PAM and of the broader community who gave their time and expertise to produce this important report.

Volunteer Recruitment

The privilege of self-regulating our profession can only be achieved through the remarkable commitment of psychologists willing to volunteer to serve in various ways through Council and committee work, serving as oral examiners, and doing yearly audits – all of which are critical roles to ensure that we are able to continue to regulate the profession in an effort to protect the public. To this end, we are currently looking for a Member-At-Large to join Council in order to complete the remainder of the term which expires at our next AGM in April 2025. PAM is committed to pursuing a diverse Council, including actively seeking members with diverse backgrounds, cultures, and perspectives. We encourage you to self-identify if you are a member of an underrepresented group or have lived experience that could contribute to the diversity of our organization. If you are interested in serving on Council, please contact myself at dr.sonia.marrone@gmail.com or Harold Wallbridge, Registrar at registrarcpmb@gmail.com.

Report from the PAM Registrar
Submitted by: Hal Wallbridge, Ph.D., C.Psych.
Registrar, The Psychological Association of Manitoba

Dear Members,

This report will be brief because I already provided an update in February that covered much of what I want to say here. The intervening two months have not provided us with any new information about the proposed revision of registration act, other than for us to know that the same people in the Legislative Unit of the government are actively working on it (which is important). As I explained earlier, the Legislative Unit had been asking for quick feedback from us last summer because they believed that it might be possible to start the public review process before the election, if only just. That didn't happen, but subsequently we learned that the Legislative Unit was asked to reconsider proposals for regulating school psychology and ending the institutional exemption. However, I have nothing else to say about that because we have not yet seen what is being considered and whether we would accept it or not. It is typically the case that the Legislative Unit seeks to create legislation that the regulatory college approves of, although they have also been known to take a hard line on some things. I expect that it will be an interesting summer.

I would like to thank members for accepting the annual fee increase as they have. I received only one informal complaint, which was less than I expected. I interpret this degree of quiet as your understanding that our reasons for the increase were necessary to ensure the security of the college. If it helps, this is the same annual renewal fee that is charged by British Columbia, Ontario, and New Brunswick, making \$1,200 the modal Canadian fee. We continue to consider strategies for how to stabilize some of our more volatile expenses, which primarily means essential legal consultation fees. Naturally, considering the stakes, any such changes need to be done carefully. We have also explored the possibility of sharing office space with another regulator, although that idea has not yet led to any results. I am also hopeful that the steady increase in our membership will help to improve our financial bottom line. In 2021 we had 24 candidates for independent practice and in 2023 we had 36, which is an increase of 50%. Considering that changes to the new act should enroll a block of new members as well, this should also help us financially. As I explained in February, our target for the reserve fund is for it to be 1.5 times the annual budget and currently it is at about 1.0 times the annual budget. This means that we remain financially viable, but we want some additional thickness to our safety cushion.

I should note, however, that I remain mindful of how our small size continues to be a factor in the stability of the college. Our annual budget is roughly \$400,000 which is one tenth of Ontario's 4-million-dollar budget. PAM has essentially only one full-time and one part-time administrative staff positions to support all of our activities. The registrar position is also part-time and competes with my other full-time job (thank you University of Manitoba). At some point, PAM needs to hire a full-time (and younger) registrar like a grown-up regulatory college in order to ensure the long-term continuity of this specialized role.

In other more positive news, PAM recently negotiated an MOU with the other Canadian regulatory bodies in the Association of Canadian Psychology Regulatory Organizations (ACPRO) about making it easier for limited telepractice across Canada without the need for full registration, when circumstances warrant. This MOU is not yet on the ACPRO website, but anyone looking for more information about it could contact me.

Another summer project, which is related to the new registration act, will be to revise and update the Code of Conduct (or what will probably be renamed the Standards of Practice). This will be a multi-step process that starts with the Legislative Review sub-committee proposing a first draft, followed by an opportunity for input by PAM members and likely some consultation with certain other groups. Members will be informed about when and how they will be able to give input into the revision of this important document. I also predict that we will revise the PAM guidelines related to Medical Assistance in Dying and we will probably have some preliminary guidelines on psychedelic-assisted therapy. We have also started to review proposals for upgrading the PAM website, which has started to look dated when compared to other regulators. The information in it also needs to be reorganized to make it easier to use.

Similarly, our evaluation procedures for candidacy continue to be refined. The educational criteria for membership have been revised and made more detailed about the required coursework, supervised training, and research requirements for eligible graduate degrees. The revised criteria can be found on our website. We have also combined the application form for both doctoral and MA level candidates for independent practice into a single document and made it fillable so that it is easier to review and to store electronically. Through the efforts of the Examination Committee, the guidance to applicants about the oral exam has been updated and the assessment criteria for oral examiners continue to be refined to ensure that the process is standardized and effective. We continue to learn about how our candidates are performing on the EPPP2 and how to use the results to guide our assessments of the readiness of candidates for independent practice. And we continue to gain experience with the increasing number of applicants for registration who have had training outside of North America, which frequently requires an increased level of flexibility and effort on the part of the Registration and Membership Committee.

Finally, I would like to thank the PAM administrative staff for their creativity and diligent work over this past year. I again thank Council, and Sonia Marrone in particular, for their support and leadership, and a sincere thank you to all of the members of PAM who continue to contribute selflessly to the regulation of the profession of psychology in Manitoba through their volunteer time and effort.

Harold Wallbridge, PhD., C.Psych.
Registrar

**Report from the PAM Treasurer
Submitted by Kirsten Wirth, Ph.D., C.Psych., BCBA-D
Treasurer, The Psychological Association of Manitoba**

I would like to start by re-capping last year's report to review for members where things have stood financially for our regulatory college (hereafter referred to as "college"). I mentioned that over the past several years there had been significant cost increases to our college, both on the day-to-day operations side (e.g., staffing and office expenses) and on the complaints side (e.g., staffing and legal fees). Part of the increase in spending has been directly related to increases in membership, and partly due to complex ongoing complaints. The cost of most things globally has increased, and we feel those increases in all money that is to be spent, whether for rent, labour costs, or consultant fees. I predicted an operating deficit for 2023 with a need to dip into the reserve fund yet again and mentioned that it was our duty to find ways to reduce costs, increase income, and increase our reserve fund.

Updates on Our Reserve Fund – What Do We Need & Why?

Reserve funds are typically recommended to be kept equal to 2 full years of operating expenses (i.e., 2 x yearly expenses). Our operating expenses over the past two years were between \$350-400K per year. This would mean that we should have \$700-800K held in reserve. Given our financial situation over the past few years, council approved 1.5 rather than 2 years, so that is our long-term goal. Currently our reserve fund sits at \$370K. This is 31% of what it was in 2020, when it was \$539K. The good news is that the current reserve fund is the same as last year, meaning we had success in stabilizing expenses with our financial efforts this year! The bad news is that we have not yet increased it.

Our goal is to have \$600K available in the reserve fund. This may seem like a large amount to hold in reserve; however, as a college we are never allowed to borrow money to cover and emergency, so we need a reserve fund that is sufficiently large. We need to minimize potential risks that can occur as well as have "rainy day" funds. For example, predictable income could decrease unexpectedly (e.g., a natural disaster occurs and half our members cannot pay their fees), unpredictable legal costs could occur (e.g., one or more very complex complaints lead to substantial legal costs related to court proceedings), one-time project costs may be necessary (e.g., a new portal or website, term staffing to support a new project), or long-term change costs planned for (e.g., assets needed due to aging in current assets or growth of the college over time).

Accounting Rule 101

Thou shall not have greater annual expenses than revenues. That is, our annual budget should be based on the amount we collect as income and should never rely on what is in the reserve fund. We are trying to balance the budget with the income we can predict, but the greatest current threat to unpredictable expenses is legal costs.

Efforts to Increase Income

In the past year we established investment income by putting 30% of our reserve funds into a GIC. This was successful, and we plan to add a conservative amount to that base amount this year. We increased our rental income by providing file storage space to an additional regulatory body (we already provide this service to another regulatory body). As you are aware, we are also increasing our membership fees by a moderate amount to help manage the annual funds available to us. If our revenue to expenses ratio changes for the good, we will reduce our annual fees for members. Our fees are comparable to those across the country; that said, some larger colleges have the benefit of lower fees, simply because they have a significantly larger pool of members to draw from.

While our primary source of income remains annual fees, we intend to hold at this level until we see how our financial situation evolves. We expect to see some increased membership through growing interprovincial practice, newcomers to Manitoba, and growing training programs in the province. We have also reluctantly increased fees related to applications and exams, as candidates use a lot of college resources for processing. When we eventually fall under the RHPA (delayed by the change in government, unfortunately), eligible members will be able to incorporate, for which we will charge an annual fee.

Efforts to Decrease Costs

Council is extremely cautious and thoughtful around approving expenses to the association, and we do not approve costs frivolously. The greatest cost savings impact to date has been moving meetings, including the AGM, to virtual settings. The AGM alone saves about \$4,000 (rental, food, beverages, corkage, gratuity, etc.). There is unfortunately a social cost (i.e., the feelings of connection and collegiality that come with meeting in person), and we hope to return to some in person meetings in future. We had also hoped to introduce credit cards as a method of collecting fees this year; however, we did not because if a large number of members elected to pay via credit, it would be a substantial processing cost to the association (i.e., up to \$10K).

Our biggest endeavor to save money will be in working closely with the Complaints Committee to reduce legal costs, which we have started to do. This will be a process, and due to the volatile and unpredictable nature of complaints, it is tricky.

What Can Members Do to Help?

One way that all members can help us reduce our legal fees is for members to continue to practice carefully and professionally, such as using careful documentation, consulting with colleagues to get assistance or to discuss concerns, practicing good, informed consent procedures, etc. Good practice does not guarantee a member would not receive a complaint but would make a complaint easier (and cheaper) for the Complaints Committee to manage.

In closing, we are pleased that although we operated at a deficit again this year, we were able to avoid depleting the reserve fund further. We continue to scrutinize our operating costs and added expenses and add to methods of increasing our income. We are also actively working on ways to reduce our legal fees and are attempting to balance our budget appropriately this year.

**Psychological Association of Manitoba
Comparative Balance Sheet**

ASSET	As at 31/12/23	As at 31/12/22	Percent
Current Assets			
Cash to be deposited	0.00	1,000.00	-100.00
Steinbach CU	66,450.78	19,636.78	238.40
Community Reg Savings	271,307.42	469,245.77	-42.18
GIC	100,000.00	0.00	0.00
Accounts Receivable	-800.00	1,542.00	-151.88
Security Deposits	7,357.66	7,357.66	0.00
Total Current Assets	<u>444,315.86</u>	<u>498,782.21</u>	-10.92
Capital Assets			
Computer Equipment	11,506.18	9,832.05	17.03
Accum. Dep'n: Computer	-8,837.14	-7,693.26	14.87
Computer, Net	<u>2,669.04</u>	<u>2,138.79</u>	24.79
Office Furniture & Equipment	14,614.25	14,614.25	0.00
Accum. Amort. -Furn. & Equip.	-9,167.57	-7,805.90	17.44
Net - Furniture & Equipment	<u>5,446.68</u>	<u>6,808.35</u>	-20.00
Total Capital Assets	<u>8,115.72</u>	<u>8,947.14</u>	-9.29
Other Non-Current Assets			
Leasehold Improvements	5,807.48	5,807.48	0.00
Accum Amortization Leaseholds	-5,807.48	-5,807.48	0.00
Leasehold Improvements, Net	<u>0.00</u>	<u>0.00</u>	0.00
Total Other Non-Current Assets	<u>0.00</u>	<u>0.00</u>	0.00
TOTAL ASSET	<u>452,431.58</u>	<u>507,729.35</u>	-10.89
LIABILITY			
Current Liabilities			
Accounts Payable	27,983.52	23,157.72	20.84
RBC Visa - Andrew(7106)	0.00	-336.87	-100.00
RBC Visa - Lesley(5828)	2,159.91	756.74	185.42
Total Current Liabilities	<u>30,143.43</u>	<u>23,577.59</u>	27.85
TOTAL LIABILITY	<u>30,143.43</u>	<u>23,577.59</u>	27.85
EQUITY			
Owners Equity			
Retained Earnings - Previous Year	484,151.76	516,228.12	-6.21
Current Earnings	-61,863.61	-32,076.36	92.86
Total Owners Equity	<u>422,288.15</u>	<u>484,151.76</u>	-12.78
TOTAL EQUITY	<u>422,288.15</u>	<u>484,151.76</u>	-12.78
LIABILITIES AND EQUITY	<u>452,431.58</u>	<u>507,729.35</u>	-10.89

**Psychological Association of Manitoba
Comparative Income Statement**

	Actual 01/01/23 to 31/12/23	Actual 01/01/22 to 31/12/22	Percent
REVENUE			
Sales Revenue			
Application Fees	10,475.00	15,550.00	-32.64
Exam Fees	5,800.00	8,100.00	-28.40
Late Fees	6,000.00	1,800.00	233.33
Membership Dues	301,237.50	272,884.00	10.39
Net Sales	<u>323,512.50</u>	<u>298,334.00</u>	8.44
Other Revenue			
Interest Revenue	12,132.58	8,834.68	37.33
Miscellaneous Revenue	0.00	1,600.00	-100.00
US Exchange	49.31	0.00	0.00
Rent	3,600.00	4,200.00	-14.29
Total Other Revenue	<u>15,781.89</u>	<u>14,634.68</u>	7.84
TOTAL REVENUE	<u>339,294.39</u>	<u>312,968.68</u>	8.41
EXPENSE			
General & Administrative Expenses			
Alarm & security	0.00	268.80	-100.00
Bank charges & Interest	370.39	295.44	25.37
Bookkeeping	3,754.19	3,973.21	-5.51
Business Fees & Licenses Membership	1,783.14	2,971.44	-39.99
Cleaning Services	0.00	472.50	-100.00
Consultant	400.00	0.00	0.00
Computer supplies & service	7,745.89	3,246.92	138.56
Depreciation & amortization	2,505.55	5,522.44	-54.63
Donations	150.00	0.00	0.00
Educational Programs	694.29	5,000.00	-86.11
Entertainment & meals	446.98	164.87	171.11
Gifts	632.04	813.67	-22.32
Internet	835.06	1,368.81	-38.99
Insurance	3,284.73	3,172.50	3.54
Meetings	2,763.90	263.00	950.91
Memberships & Subscriptions	1,709.04	571.49	199.05
Moving	0.00	9,760.36	-100.00
Deputy Registrar	80,262.00	74,770.00	7.35
Office Supplies	1,699.86	2,348.74	-27.63
PAM Dues - Acpro	1,969.00	1,969.00	0.00
Postage, courier, express	217.86	650.02	-66.48
Printing	150.00	225.00	-33.33
Registrar Fee	51,302.92	51,302.92	0.00
Rent	57,186.07	48,484.95	17.95
Rent - Parking	2,251.46	890.90	152.72
Telephone	582.33	962.38	-39.49
Travel/ACRO & ASPPB	416.73	3,944.86	-89.44
Total General & Admin. Expenses	<u>223,113.43</u>	<u>223,414.22</u>	-0.13
LEGAL/COMPLAITS			
Complaints Committee - Assistant	20,839.28	25,837.25	-19.34
Complaints Committee -Investigation	0.00	420.00	-100.00
Complaints Committee - Legal	141,111.61	90,299.89	56.27
Complaints Committee - Honoraria	1,980.00	3,980.00	-50.25
Complaints Committee Costs	163,930.89	120,537.14	36.00
Legal to Council	14,113.68	1,093.68	1,190.48
Total Legal/Complaints	<u>14,113.68</u>	<u>1,093.68</u>	1,190.48
TOTAL LEGAL/COMPLAINTS	<u>178,044.57</u>	<u>121,630.82</u>	46.38
TOTAL EXPENSE	<u>401,158.00</u>	<u>345,045.04</u>	16.26
NET INCOME	<u>-61,863.61</u>	<u>-32,076.36</u>	92.86

PAM 2024 Projected Budget

	2024 Projected	2023 Actual	2023 Projected	2022 Actual
REVENUE				
Application Fees	15,000.00	10,475.00	16,000.00	15,550.00
Exam Fees	6,000.00	5,800.00	8,100.00	8,100.00
Late Fees	2,000.00	6,000.00	1,200.00	1,800.00
Registration Fees	362,100.00	301,237.50	293,500.00	271,884.00
Other				
Interest	10,000.00	12,132.58	8,000.00	8,834.68
GIC Interest	4,800.00			
Misc	0.00	49.31	0.00	1,600.00
Rent shared space	6,800.00	3,600.00	3,600.00	4,200.00
Total Revenue	406,700.00	339,294.39	330,400.00	311,968.68
EXPENSE				
General & Admin				
Advertising/YP	0.00	0.00	236.44	0.00
Alarm			0.00	268.80
Bank Charges/Interest/Cheque	400.00	370.39	300.00	295.44
Bookkeeping	3,700.00	3,754.19	4,000.00	3,973.21
Cleaning (in rent)				472.50
Computer/Database/web	8,000.00	7,745.89	5,944.00	3,509.92
Depreciation & Amortization	2,000.00	2,505.55		5,522.44
Educational Programs/meeting	1,000.00	3,458.39	1,500.00	5,000.00
Entertainment & Meals	500.00	446.98	1,700.00	164.87
Gifts/volunteer thanks/donation	700.00	782.00	700.00	813.67
Retreat Expenses				
TRC Committee/Consultant	400.00	400.00	1,000.00	
Phone & Internet Combined	1,400.00	1,417.39	1,317.00	2,330.81
Insurance	3,300.00	3,284.73	3,200.00	3,172.50
Office Move				9,760.36
Office Supplies	1,000.00	1,699.86	1,000.00	2,348.74
Memberships:				
ACPRO	1,969.00	1,969.00	1,969.00	1,969.00
ASPPB	1,800.00	1,783.14	1,578.01	2,971.44
MAHRC (shows as mbsp & sut)	1,709.04	1,709.04	1,709.04	571.49
Postage/courier	300.00	217.86	650.00	650.02
Printing	500.00	150.00	300.00	225.00
Salaries	133,000.00	131,564.92	134,000.00	126,072.92
Rent	55,717.24	57,186.07	57,058.59	48,484.95
Travel to meetings ASPPB/ACF	4,000.00	416.73	890.00	4,835.76
New Website	3,500.00	0.00	4,000.00	
Parking	1,100.00	2,251.30	0.00	0.00
Total admin expense	225,995.28	223,113.43	229,052.08	224,507.52
Complaint Expenses				
Legal to Council/Staff	15,000.00	14,113.68	6,000.00	1,093.68
Legal to Complaint Committee	86,741.96	141,111.61	70,000.00	90,299.89
Complaint Assistant salary	22,000.00	20,839.28	25,000.00	25,837.25
Public Member Honorariums	1,980.00	1,980.00	1,980.00	3,980.00
Investigation	5,000.00	0.00	6,000.00	420.00
Hearings	45,000.00	0.00	50,000.00	
Total Complaint Exp	175,721.96	178,044.57	152,980.00	120,537.14
Total Expenses	401,717.24	401,158.00	382,032.08	345,044.66
Reserve Fund Contribution (4%)		0.00	0.00	0.00
Surplus/Deficit	4.982.76	-61,863.61	-51,632.08	-33,075.98

April 9 2024

Lay Auditor's Report

To the Members of the Psychological Association of Manitoba:

We have audited the statement of the financial position of the Psychological Association of Manitoba as of December 31, 2023, and the statements of operations and net assets for the year that ended. These financial statements are the responsibility of the Association's management. Our responsibility as lay auditors are to express an opinion on these financial statements based on our audit.

In conducting the audit, we reviewed the financial statements and the Treasurer's reports. We examined the evidence supporting the amounts and disclosures in the financial statements considering the documents on file used for bookkeeping. We also reviewed the minutes of the Council concerning discussions related to the Treasurer's reports and financial decisions. In our opinion the treasurer's reports, the documentation concerning decisions, and the minutes of Council suggest a prudent use of Association funds and careful attention to financial decisions. We note the significant increase in legal fees for the Association in 2023 due to an increase in the number of new complaints and due to a small number of complaints that were carried forward from previous years that have required significant legal involvement. We are aware that the Council is actively working to address this issue.

Overall, we believe that the Council has taken measures to control expenditures in 2023 while continuing to fulfill its mandate to protect the public. The recent membership fee increase appears to be a necessary fiduciary decision considering ongoing yearly deficits. And it appears from the previous years minutes that council has discussed the ongoing deficit and potential strategies in detail.

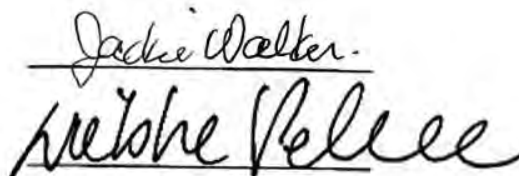
The budget proposed for 2024 supports a modest surplus and we are happy to see the increase in rental income which helps to offset rental expenses.

In our opinion, these financial statements present fairly the financial position of the organization as of December 31, 2023, and results of its operation, changes in net assets and cash flows for the year ending on December 31, 2023.

Sincerely,

Dr. Jackie Walker, C.Psych.

Dr. Wiebke Peschken, C.Psych

Handwritten signatures of Jackie Walker and Wiebke Peschken. Jackie Walker's signature is written in cursive and is positioned above Wiebke Peschken's signature, which is also in cursive and larger in size.

Lay Auditors
Psychological Association of Manitoba

**Report from the PAM Registration & Membership Committee
Submitted by Kent Somers, Ph.D., C.Psych.
Chair, Registration & Membership Committee**

The PAM Registration & Membership Committee meets monthly to review: applications for registration, oral exam applications, competency change requests, oral exam outcomes (and then determining practice conditions), exam and candidacy extension requests, supervision plans, registration queries from potential applicants, and registration policies and procedures. The recommendations generated by R&M are then presented to Council for approval.

Of note, this past year has seen a marked increase in application queries from internationally educated applicants and queries from applicants from hybrid (in-person and online) programs. The Committee is attentive to balancing our responsibilities, promoting competent professional psychology practice, while welcoming new Canadians, new knowledge traditions, and new mediums of training.

In addition to these duties, in the past year the Committee has provided PAM staff with guidance on the creation and updates to the following applications and guidelines: courtesy application, candidate and associate application forms, supervision record of hours form, reference form with declaration of competence, and fields of practice definitions. Forms are now fillable PDF's, to assist applicants, members, and supervisors with their completion.

I would like to thank my colleagues and committee members: Drs James Ediger, Lesley Koven, Amanda Lints-Martindale, Darren Neufeld, Karen O'Brien and Hal Wallbridge (ex-officio). Each volunteers their time and thoughtful consideration to the often-complex task of overseeing the processes associated with professional psychology registration. I would also like to thank, and abundantly so, Lesley Phimister, Deputy Registrar, who provides invaluable support to the Committee, both during our meetings and behind the scenes.

In Memoriam

Glenna Lambert, C. Psych. (1946-2023)

Ronald Richert, C. Psych. (1947-2024)

Gail Robertson, C. Psych. (1947-2024)

2023 and Early 2024 Members

Registered Psychologist	Psychological Associate (Independent Practice)	Psychologist Candidate	Psychological Associate Candidate	Life Member
Karli Pedreira	Marissa Costa	Kevin Kristjanson	Bethany Craig	Ivan Bilash
Jona Frohlich	Virginia Milbourne	Laura Heath	Krystan O'Rourke	
Elena Bilevicius	John Laing	Sarah Petty	Anishka Madansingh	
Katherine Kovachik	Deborah Comeau	Laura Ceccarelli	Blair Motluk	
Chantel Mayo		Chantal Van Landeghem	Carly Brooks	
Steven Bailley		Jessa Hogarth		
Brenlee Cantor		Marissa Bowsfield		
Gabrielle Poon		Sydney Kingston		
Michelle Ward		Jacquelyne Wong		
		Courtney Andrysiak		
		Raoom Qureshi		
		Farhad Taremian		
		Brenna Henrikson		
		Amber Cook		
		Michelle Wright		
		Kari Duerksen		
		Jessica Zagrodney		
		Sophie Robitaille		

**Report from the PAM Examination Committee
Submitted by Kelly Penner Hutton, Ph.D., C.Psych.
Chair, Examinations Committee**

Thank-you to everyone who volunteered to serve on an Oral Examination committee this past year. Without your dedication, we would not be able to welcome new Psychologists to our profession. 2023 continued to be a busy year for oral examinations with nine taking place, as well as three oral interviews for reciprocity applicants. All Oral Examinations were held virtually over Zoom conference.

A reminder that oral exam applications are reviewed three times during the year (January, April & October.) This approach should make it easier on volunteers as they will know when to expect Oral Examinations throughout the year (e.g., in the two months following each application deadline). Due to examiner availability during the summer and availability at the start of the school year, exams are not held from July-September.

Thank you to the following members who acted as examiners in 2023 and early 2024

Exam Chairs	Exam Panel Members
Naomi Berger	Jessica Senn
Kelly Penner Hutton	Heather Simister
April Buchanan	Gillian Alcolado
Valdine Scott	Garry Fisher
Michelle Warren	Sharon Goszer Tritt
Jessica Senn	Ross McCallum
	Brigitte Sabourin
	Shanna Trinke
	Darcy Cantin
	Connie Boutet
	Colleen Millikin
	Kevin Barber
	Craig Yury
	David Willoughby
	Kate Williamsom
	Katterina Powers
	Ali El-Khatib
	Jennifer Frain
	April Buchanan

**Report from the PAM Complaints Committee
Submitted by Alejandra Ogando, Ph.D., C.Psych.
Chair, Complaints Committee**

Guided by the PAM bylaws, the Canadian Code of Ethics, PAM Code of Conduct, and the Guidelines for the Providers of Psychological Services, the PAM Complaints Committee responds to complaints filed by members of the public against registered psychologists in terms of their professional conduct, competence, and ethical behaviour. This is done in a manner consistent with the principles of natural justice for both parties involved (i.e., the right to impartial decision-making and a fair hearing) and in accordance with By-law #1, the Committee's procedural code.

In the year 2023, the Committee received 11 new complaints consisting of several practice issues including informed consent, confidentiality, aspects of the assessment process, provision of specialized psychological services, dual relationships, and unprofessional conduct. In addition to those, 16 files were carried from 2022. Out of those 27 files, 18 were closed in 2023 and the rest carried forward to this current year. Six out of the new 11 complaints received during 2023 were closed with an average processing time of 4.8 months.

The number of new complaints for 2023 has remained average when compared against the number of complaints received within the past 5 years. However, the number of appeals regarding the Committee's decisions has increased, from 1-2 a year for the past 5 years, to 5 appeals in 2023. Even though the number of complaints has remained quite similar to previous years, some of them were notable for their complexity, which required (and still requires in some cases) extensive review of documentation and deliberation to assure proper disposition. This has at times increased the workload of the Committee considerably. In addition, some of the complaints carried forward from previous years have required extensive deliberation, data gathering, investigation, and legal involvement, resulting in them being carried forward to 2024.

COMPLAINTS STATISTICS

	2023	2022	2021	2020	2019
COMPLAINTS					
Number of Complaints in Process	27	22	23	25	20
Carried Forward from Previous Year	16	8	14	12	10
New Complaints	11	14	9	13	10
STATUS OF COMMITTEE REVIEW					
Closed	18	6	15	11	8
Carried Forward to the next year	9	16	8	14	12
APPEALS	5	1	2	2	2

Outcome of Cases: Disposition has varied including 11 dismissals, two caution letters, two agreements, two censures, and one case that did not move ahead.

Committee membership: The Committee continues to have the invaluable presence of Dr. Neil Arnason, Mr. Glenn Matsumoto, and Ms. Val Stanowski as members of the public who bring their experience and thoughtfulness to every discussion. Drs. Lois Edmund, Linda Rhodes, and Carmen Bodkyn, continued as psychologist members of the Committee contributing with their professional expertise and judgment, and Ms. Monika Allen continued as a member in her capacity as a Psychological Associate, providing a unique perspective to the Committee. Two new members joined the Committee in 2023 – Dr. Melissa Tiessen and myself. In early 2024, the Committee welcomed two new members - Dr. Chris Tysiaczny as a psychologist member, and Mr. Michael Hogan as a Psychological Associate. After serving on the Committee since 2013, Linda Rhodes has announced that she is retiring in June 2024, and her steady presence and wise input will be greatly missed.

Dr. Edmund graciously took the lead as interim chair until I had the opportunity to fully occupy the chair position in the fall of 2023. For me, it has been an interesting and challenging learning curve to chair this Committee I could not have done it without the guidance from Dr. Edmund.

Assistance to the Committee: I also want to acknowledge the assistance that other PAM members have provided as Investigators, Experts, and Remediation Supervisors. They have provided their much-needed input that was and will continue to be crucial for many of the Committee's decisions.

I would not be fair if I excluded Ms. Doreen Phimister, Complaints Committee Assistant, from these acknowledgements. She is the one that keeps us going in the right direction with her professionalism as well as administrative and organizational skills. I must say that without her assistance, it would be extremely difficult for the Committee to carry on according to expectations!

A special thanks to Ms. Terra Welsh, our Committee's legal counsel, whose expertise continuously sheds light on the legal intricacies embedded in many cases the Committee has to deal with. Both her dedication and perseverance are remarkable.

Finally, I would like to extend my gratitude on behalf of the Committee to Dr. Hal Wallbridge, PAM Registrar, Lesley Phimister, PAM Deputy Registrar, and PAM Council for their continuous support and assistance for the work we do.

I particularly want to say thanks to Dr. Wallbridge and PAM Council for having offered me the opportunity to occupy a place of significance within the structure of PAM by chairing this Committee. I am pleased to have been able to meet and work hand in hand with people invested in making the profession of psychology move forward according to standards and, with zeal, protect its integrity as much as the safety of the public.

Submitted by:



Alejandra Ogando, Ph.D., C. Psych.
Chair, PAM Complaints Committee