

*Registered Psychiatric Nurses
Partnering with People*

2016

Annual Report

RPN

REGISTERED
PSYCHIATRIC
NURSES
ASSOCIATION OF
SASKATCHEWAN





*Registered Psychiatric Nurses
Partnering with People*



Left to right: Robert Allen, Kim Clory, Donna Dyck, Tamara Quine, Rachel Desnomie, Syd Bolt, Dan Badowich, Pam Watt, Carlee Schindel, Eileen Zaba, Brenda Francis, Candace Alston, Mike Clory

2016/2017 COUNCIL

President

Syd Bolt, RPN, Regina

President-Elect

Donna Dyck, RPN, Saskatoon

Public Representative

Schad Richea

Members-at-Large

Dan Badowich, RPN, Yorkton
 Rachel Desnomie, RPN, Regina
 Brenda Francis, RPN, Saskatoon
 Tamara Quine, RPN, Regina
 Carlee Schindel, RPN, Saskatoon
 Pam Watt, RPN, Saskatoon
 Eileen Zaba, RPN, Saskatoon

STAFF

Interim Executive Director / Registrar

Candace Alston, RPN

Office Administrator

Kim Clory

Director of Operations

Mike Clory, BBA

Vision

The Distinct Profession of Psychiatric Nursing is a valued partner in the continuum of health care with competent members who promote and support mental health, hope and recovery.

Mission

The mission of the Registered Psychiatric Nurses Association of Saskatchewan is to provide Saskatchewan People with competent psychiatric nursing.

The mission involves the achievement of the following ends:

1. Ensuring the supply of competent Registered Psychiatric Nurses
2. Protecting the public through regulation
3. Continual development of a body of knowledge
4. Developing practice opportunities
5. Advocating for quality integrated mental health services and policy

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Happy Spring!

It is time to now time to wrap up the end of my presidency of our association. It has been an extremely busy year with many issues arising that needed attention. I want to thank the members that attended the AGM last year and demonstrated your passion for the work that you do and for the association that regulates and supports your practice. I've provided an update on those resolutions below.

It has also been a time of change for me as I retired at the end of April though I will continue to work with the Ministry of Justice in a reduced capacity. It frees me up to take on some of the other work that I believe is important, including running for Council for another term to assist in the transition to a new ED and to continue to provide support in meeting our outstanding priorities as there remains much work to do. It was refreshing to see the number of members that were seeking a seat on council and look forward to fresh perspectives providing their input.

The Association is currently filling the position of Executive Director due to Bob's untimely passing. This has been another challenge for the association to tackle in the past year. We are meeting with the top candidate today to discuss this opportunity and hope to have the position filled by the AGM in June. I want to take this opportunity to thank Candace Alston our Registrar for stepping up and acting

in the Interim Executive Director role while recruitment was undertaken. I also want to thank Pam Watt, Donna Dyck and Shad Richea for their leadership on the selection committee. And I would be remiss without offering my sincerest thanks for the ongoing leadership, support and assistance that Mike Clory, our Director of Operations has provided to me during my term as President. I'm not certain the membership fully appreciates the tireless work and passion that Mike brings to his role.

As a result of our annual meeting a number of new initiatives were undertaken as a result of the direction received from resolutions made. A copy of these resolutions is available in on page 17 of the Fall 2016 RPNNews. The following is an update on those initiatives:

Resolution 4

This resolution focused on the promotion of RPNs. The promotion committee's work continues into 2017 with many developments expected over the summer and into fall. The committee is based out of North Battleford.

A large ad was in both the Saskatoon Star Phoenix and the Regina Leader Post for Nurses' Week that aimed to teach the public about mental health, mental illness and RPNs.

The strategic marketing plan has been completed and will be used as a tool going forward to stimulate engagement on many levels including our membership, employers and the public. As mentioned, the committee needs to balance the need for promotion of RPNs and mental health awareness with our legislated mandate to protect the public. We expect the development of various campaigns that satisfy this need.

If you are interested in joining or participating in this committee, I recommend you reach out to central office for more information.

Resolution 5

Work between the SRNA, SALPN and RPNAS continues on the collaborative decision making framework. Feedback was sought by the membership of each body and that feedback was used in further development of the document.

We are close to completion of this framework it can not be considered complete until all three bodies involved are

satisfied. While we aren't quite there, RPNAS will continue to collaborate with SRNA and SALPN until the document is complete. Council looks forward to presenting this to the membership upon completion.

Resolution 6

The identified committee will soon begin work under the guidance of our Registrar and Practice Advisor, Candace Alston. The committee is still looking for additional members in various areas of practice. If you have an interest in contributing to this committee, please reach out to Candace.

Open Forum Motion 1

This has been dismissed due to non-response from the members that put forward the motion.

Open Forum Motion 2

This motion is being addressed by the promotion committee. I thank the committee members on their continued participation in this initiative.

Open Forum Motion 3

Additional education seats are essential to ensure optimal mental health for Saskatchewan citizens as well as the long-term sustainability of RPNs in the province. Currently the program only has 30 seats in Saskatchewan, a number that is not high enough to sustain membership given the number of expected retirements over the next 5-8 years. This initiative is one of council's highest priorities and we look forward to continued pursuit of this with the new RPNAS leadership in collaboration with the promotion committee and other stakeholders.

In closing I want to thank the council and staff for their support and guidance during my term and wish Donna Dyck the best as she moves into the role.

I hope to see many of you at the AGM in June and want to close my report by gently reminding us all of our vision and mission as we move into the future.

Our vision is that the distinct profession of psychiatric nursing is a valued partner in the continuum of health care with competent members who promote and support mental health, hope, and recovery.

Our mission is to provide Saskatchewan people with competent psychiatric nursing. This is achieved through meeting the following ends:

- Ensuring the supply of competent Registered Psychiatric Nurses.
- Protecting the public through regulation.
- Continued development of a body of knowledge.
- Developing practice opportunities.
- Advocating for quality integrated mental health services.

We achieve these ends by ensuring the following values of public protection, member competence, accountability and compliance.

I thank the association for the opportunity to lead this organization during these challenging times and look forward to its continued success.

Respectfully submitted,



Sydney Bolt, RPN

President



It is my distinct honour to submit this report on behalf of my friend and former colleague Bob Allen. His untimely passing prevents the delivery of the year in retrospect. Bob had announced that at the end of 2017 he would be retiring as the Executive Director of this organization. The Council was preparing to start this process believing that they had a year to complete the task. The committee has been working tirelessly to fill the position.

Kim, Mike and I have been continuing the work of the organization and I will be forever grateful for the support that I have received from them as well as the Council the members and my colleagues in regulation.

I am encouraged by the interest of our members in working as part of the Council. This year we had eight individuals submit their nomination to run as member at large. Thanks for your dedication and your willingness to effect change.

Last year our membership rallied and requested a special meeting. This meeting was held on March 31, 2016. Discussion was held on a number of issues of concern to the members. Resolutions were voted on and submitted for consideration at the Annual meeting. The passion of the participants was evident and some left the meeting feeling undervalued. It closed with a comment from a newly registered member reminding all of the need for professionalism.

The Promotion Committee has been hard at work since the Annual Meeting. Members are involved at the front line and will soon be delivering a social media strategy and an advertising campaign. I look forward to seeing what they have to offer.

There has been much discussion and anticipation of the Collaborative Framework Document. The working group has spent extensive time creating, editing, collecting and integrating feedback. Members were given the opportunity to provide feedback through a member survey as well as focus groups held in Regina, Saskatoon and Yorkton. Thank you to those who contributed their feedback in support of this project.

The Education program at Saskatchewan Polytechnic was reviewed this past year. The external consultant John Collins of JJC Consulting reviewed the program and submitted his report. The Education Review Committee reviewed the report and made recommendations to Council. The program was approved with recommendations for improvements to be completed in early 2018. We have seen them already making positive steps in this direction.

The faculty at Saskatchewan Polytechnic approached the RPNAS seeking the profession's stance on a direct entry degree. Currently the program is a diploma exit with degree completion options for pre and post 2010 graduates. The other provinces Psychiatric Nursing education programs offer this option. The RPNAS would support the faculty in this initiative as it is felt that the increasing demand for quality and evidence requires a higher degree of expertise.

The health landscape in the province is changing with amalgamations and budget cuts sometimes it feels like we are alone in our need to advocate for the need for improved mental health services in this province. Our members are aging and we will soon face drastic drop in our membership due to retirement. To this end we continue to lobby for additional seats in our program. Many professions claim to be mental health experts. As RPNs we are experts in our field and have the depth and breadth of knowledge to provide quality care to the citizens of Saskatchewan. We are proud psychiatric nurses! Our clients live in recovery from severe and persistent mental illnesses or addictions. We want to be involved in the decisions that impact our future.

E: Global Ends Statement

The Distinct Profession of Psychiatric Nursing is a valued partner in the continuum of healthcare, with competent members who promote and support mental health, hope and recover, with use of resources that demonstrates good stewardship of member fees. Council’s highest priorities are E4, 2.2 followed by E1.

E-1: Competent RPNs & GPNs

The End, “Competent Registered Psychiatric Nurses and Graduate Psychiatric Nurses” is interpreted to include, but not limited to:

1. Education programs in place that ensure graduates meet beginning practitioner competencies.
2. RPNs adhere to standards of practice and code of ethics.
3. A credible measure of competence.
4. Criteria for registration and ongoing licensure.

E-2: Public Policy that Promotes/Supports Optimal Mental Health

The End “Public Policy that Promotes/Supports Optimal Mental Health” is interpreted to include but not limited to:

1. Public and other agencies have reliable mental health information.
2. Government accesses credible information when forming mental health policy.
3. More funds for mental health research.
4. Public policy is in place that prioritizes safety for vulnerable individuals and care givers.

E-3: Psychiatric Nursing is a Self-Regulated Profession

The End, “Psychiatric Nursing is a Self-Regulated Profession” is interpreted to include, but not limited to:

1. Members understand and support self-regulation.
2. Public and members receive fair and just hearing of concerns.
3. Public participation in regulation processes.
4. Members demonstrate ethics, professionalism, and pride in their profession.

E-4: Mental Health is Valued in an Integrated Health System

The End “Mental Health is Valued in an Integrated Health System” is interpreted to include, but not limited to:

1. Public receives competent mental health care.
2. RPNs are valued partners in a quality health care system.

- 2.1 RPNs teach other human service providers concerning mental health.
- 2.2 There is an adequate supply of RPNs in Saskatchewan.
- 2.3 RPNs have equal opportunity for career advancement and mobility.
3. Public and human service providers recognize registered psychiatric nursing as a distinct profession.

E-5: Public knowledge and awareness of mental health literacy which is defined as the knowledge and skills that enable people to access, understand, and apply information for mental health.

The End “Public knowledge and awareness of mental health literacy which is the knowledge and skills that enable people to access, understand, and apply information for mental health” is interpreted to include, but not limited to:

1. Comprehension of mental health as not merely the absence of mental illness;
2. Human service providers have an understanding of mental health literacy;
3. Social inclusion;
4. Recovery.

E-6: A Distinct and Vibrant Professional Identity

The End “A Distinct and Vibrant Professional Identity” is interpreted to include, but not limited to:

1. An engaged membership
 - 1.1 Members network with other human service providers
 2. Members demonstrate professional pride.

Respectfully submitted,



Candace Alston, RPN





The mandate of the Registered Psychiatric Nurses Association of Saskatchewan as a regulatory organization is to ensure that its members practice in a safe, competent and ethical manner while delivering quality mental health services to the citizens of Saskatchewan. Our members must comply with legislation, standards of practice and registration processes to meet this obligation. Again this year I would like to ask the members to insure that the information provided to us at renewal time is an accurate representation of their current situation and reflects their highest level of academic achievement. Canadian Institute of Health Information (CIHI) uses this information to produce their reports. Thanks to Kim and Mike for all their assistance in facilitation a seamless process for on-line renewals again this year.

Congratulate to the graduating class of 2016 of the Psychiatric Nursing program and welcome them in to the profession. You have worked hard to complete your program, pass the national examination and are now working as Registered Psychiatric Nurses throughout the province.

As Practice Consultant my responsibilities include supporting members in their practice by assisting them to understand and apply the Code of Ethics and Standards of Practice As well as collaborating with employers to assist them to define the RPN role as it relates to our competencies. The RPNAS alone and with our regulatory colleagues continue to work on projects that will assist in collaborative practice.

In the capacity privacy officer my responsibilities are to insure that our organization is in compliance with privacy legislation and ensure that our members` are in compliance with the Health Information Protection Act (HIPA).

INTERNAL COMMITTEES

Education Committee

It is my responsibility to provide staff support to this committee by organizing the annual review of CPD audits, following up on any committee recommendations as well as presenting scholarship and bursary applications to the committee.

Education Approval Committee

This committee provides guidelines for the review of the Psychiatric Nursing Programs within the province. This year an external consultant was engaged to review the program and make recommendations regarding changes that could be made to improve the existing program. The report was reviewed by the committee and presented to Council.

Nominations Committee

The responsibilities of this committee are to seek RPN's to are interested in running for RPNAS Council and oversee the election process. This year there was an election. I would like to encourage our members to become involved in the activities of the Association.

EXTERNAL COMMITTEES

Network of Inter-Provincial Regulatory Organizations (NIRO)

This committee consists of members of regulated health professions. They meet twice a year to discuss issues common to all and participate in an educational opportunity that furthers the goals of the committee.

Mental Health Coalition

This is an inter-provincial committee consisting of over 150 agencies, groups, citizens who have a common goal of advocating for a better quality of life for those who live with mental illness members. This year the focus is on improving the system to allow for stakeholder engagement and to

enhance the continuum of care in Saskatchewan.

Orientation to Nursing in Canada for Internationally Educated Nurses – Program Advisory Committee – Sask. Polytechnic

This committee meets annually to provide a link between Sask. Polytechnic and the various sectors that they serve providing advice and guidance to assist in determining program quality, and relevance.

Psychiatric Nursing Program Advisory Committee – Sask. Polytechnic

This committee meets semi-annually to reach out to stakeholders and Sask. Polytechnic to discuss relevant trends in the profession and the workplace that could have impact on the program now and in the future.

NATIONAL ORGANIZATIONS

Registered Psychiatric Nurses Regulators of Canada (RPNRC)

This group consists of the Presidents and Executive Directors from each province in which Psychiatric Nurses are regulated. They meet twice a year to discuss matters of national concern. The working committees or this group are the Executive Directors Resource Group (ERDG) and the Inter Provincial Group (IPG).

Inter Provincial Group (IPG)

This group meets quarterly in conjunction with the meetings held by the ERDG. The discussion at these meetings relate to common practice concerns, the Mutual Endorsement Agreement and other issues that may have inter-jurisdictional implications.

Assessment Services Incorporated (ASI) –Registered Psychiatric Nurses of Canada Examination Advisory Committee

This committee consists of two representatives from each jurisdiction. The mandate is to approve test materials at critical points in the test development cycle, to resolve issues and problems related to the work of item writer’s groups and to report to the Client Advisory Group. The current examination is

a single, 4-hour exam of approximately 200 questions.

Canadian Institute of Health Information (CIHI)

Our organization along with our inter-provincial colleagues continue to assist this group to ensure that the information gathered about our profession is accurate and complete. In addition to attending the annual meeting with CIHI my current role is to participate as part of the Nursing Database Dictionary working group. This group consists of 2 members of each regulatory group. Its purpose is to review dictionary of information collected for submission to CIHI. This will more accurately reflect the

National Nursing Assessment Service (NNAS)

This not for-profit corporation established to co-ordinate a consistent national approach to the assessment of internationally educated nurses’ eligibility for licensure by Canadian nursing regulators. My role as part of the Regulatory Body (RB) User Group to provide input in to ongoing changes within our organization.

Respectfully submitted,



Candace Alston, RPN



2016 Champions of Mental Health set up crew.

NORTH BATTLEFORD

Chair: Marion Palidwor

Meetings: 10

The North Battleford Branch spends most of its time meeting in regards to our gala, Champions of Mental Health. We were asked by RPNAS provincial office if we would host the 2017 AGM in June, so we have also been meeting in order to make this happen.

During Mental Health week in May, we will again have a mental health fair in one of our communities malls. We will set up a table with loads of information and have RPN's available to speak on issues if needed. Last year we had a draw for a couple of prizes at the table so this got people coming in to put their names in for the draw, this led to questions being asked and information being taken. We will again have a couple of prizes at this years table as well. The RPN's that manned the table last year said it was very well received.



REGINA

Chair: Candace Alston

Meetings: 4

The Regina Branch continued its push to involve students with the annual meet and greet held in February, 2016. It was a well attended event with a number of students and RPNs. The purpose of this meet and greet is to connect the students and recent graduates with experienced RPNs for networking purposes as well as introducing them to the branch. We hope to keep students and recent grads involved in branch activities in the future.

In January the Branch hosted an education evening at the RPNAS Central office. This event was entitled the "The Psychiatric Nursing Student International Practice Education Experience in Uganda. In the spring of 2016, four students and one faculty member from the Psychiatric Nursing programs travelled across the world to delve into the culture and mental health community in Kampala, Uganda. Kampala is home to over 1.5 million people in the land-locked country of Uganda in south-eastern Africa. Two students, enrolled in the diploma program, and two in the bachelor degree completion program, completed their final practice education experience at the Butabika National Referral Mental Hospital. This psychiatric hospital services all of Uganda as well as some residents from neighbouring countries. The students will present on the unique experience of an international clinical placement, including highlights of their study abroad, perceived strengths and challenges of the mental health services, and research gathered as part of the educational experience.

The branch hopes to continue to increase member involvement into 2017 by hosting various social events and education sessions. Thanks to the continued involvement of branch members.

MOOSE JAW

Chair: Joyce Taylor

Meetings: 3

In 2016 the Moose Jaw branch finally secured access to branch archives from Valley view Centre. It was enough papers and records to fill an entire car! The branch will begin going through the files in 2017.

We also intend to go through the bylaws of the branch to determine whether they need any updates.

Shelley Smith has agreed to be the secretary and treasurer. Joyce Taylor will continue the role as chair.

Thanks to all the branch members for their activity - we look forward to more activity in 2017.

EDUCATION COMMITTEE

Chair: Roberta Jos

Meetings: 1

The committee met on Saturday May 14/16. Present were chair Roberta; staff advisor - registrar Candace; members: Karen and Sid.

We reviewed 4 CPD follow ups from last year. We received a request from Council to recognize the Degree program graduates. We reviewed Scholarship and Bursary applications and reviewed applications for special education fund.

Cindy Sherban was awarded a \$2,000.00 scholarship towards her PhD. Karolayna Isley was awarded \$1,000.00 towards a bachelors degree she was also awarded an RPN bursary. Chrisinda Tkatch-Melle was awarded a \$500.00 bursary.

Special Education Funds were awarded to: Chrisinda Tim and Pat Smith.

We had 2 nominees for the RPN award both in Education to: Carol Hipfner and Karrie Orr.

We reviewed 22 members CPD credits; 2 members did not submit material requested and were sent letters. One member was granted and extension to submit materials needed. 7 members were written to submit further information and/or clarification.

We reviewed the CPD allocations. We decided to find out how other provinces allocate their CPD credits and ensure we are in line on a national level. We also planned to review competencies again to be in alignment with other jurisdictions. Review current committee members see who is still willing to sit on committee and call for new members if needed.

NOMINATIONS COMMITTEE

Chair: Angie Craig

Meetings: 2

This committee forms when council positions become available and there are enough nominations to call an elections.

The election for the 2016/2017 year was called and there were five candidates for the three positions available. The committee met to validate their nominations and put together a candidate profile based on their submissions.

An election was called to members by e-mail and online voting was conducted. The process was successful and will be used in future elections as the voter turnout doubled over the previous election, with approximately a 15% turnout.

See the election results here:

2016 Election for RPNAS Council 22.04.2016 04:00 until 06.05.2016 20:00 CEST

Candidates	Valid votes
Carlee Schindel Statement of Purpose and Biographical Notes (PDF)	59
Pam Watt Statement of Purpose and Biographical Notes (PDF)	57
Eileen Zaba Statement of Purpose and Biographical Notes (PDF)	56
Shirley Bedford Statement of Purpose and Biographical Notes (PDF)	53
Marion Palidwor Statement of Purpose and Biographical Notes (PDF)	46
Tina Cameron Statement of Purpose and Biographical Notes (PDF)	46

Invalid votes: 1

Voter turnout: 120 / 838 (14.32 %)

PROFESSIONAL CONDUCT COMMITTEE

Chair: Pat Thronberg

Meetings: 2

The committee continues its work on new and existing complaints. Work was disrupted slightly with the sickness and sudden passing of our Executive Director who has acted as the ex-officio and aided in coordinating the committee.

Entering 2016, there were 4 outstanding complaints from years prior. This includes two complex complaints from 2014 and two complaints from 2015.

Nine new complaints were opened in 2016. Of these 9 complaints, 3 were resolved in 2016.

There were no complaints referred to the discipline committee in 2016.

The committee intends to make improvements to processes in 2017 including communication with members and complainants, improvements to a standardized process, timelines and more. The committee also intends invest in some refresher for those that feel it would be beneficial.

Big thanks to the entire professional conduct committee that volunteers their time and energy to the ends of the Association.

LEGISLATIVE COMMITTEE

Chair: Donna Dyck

Meetings: 1

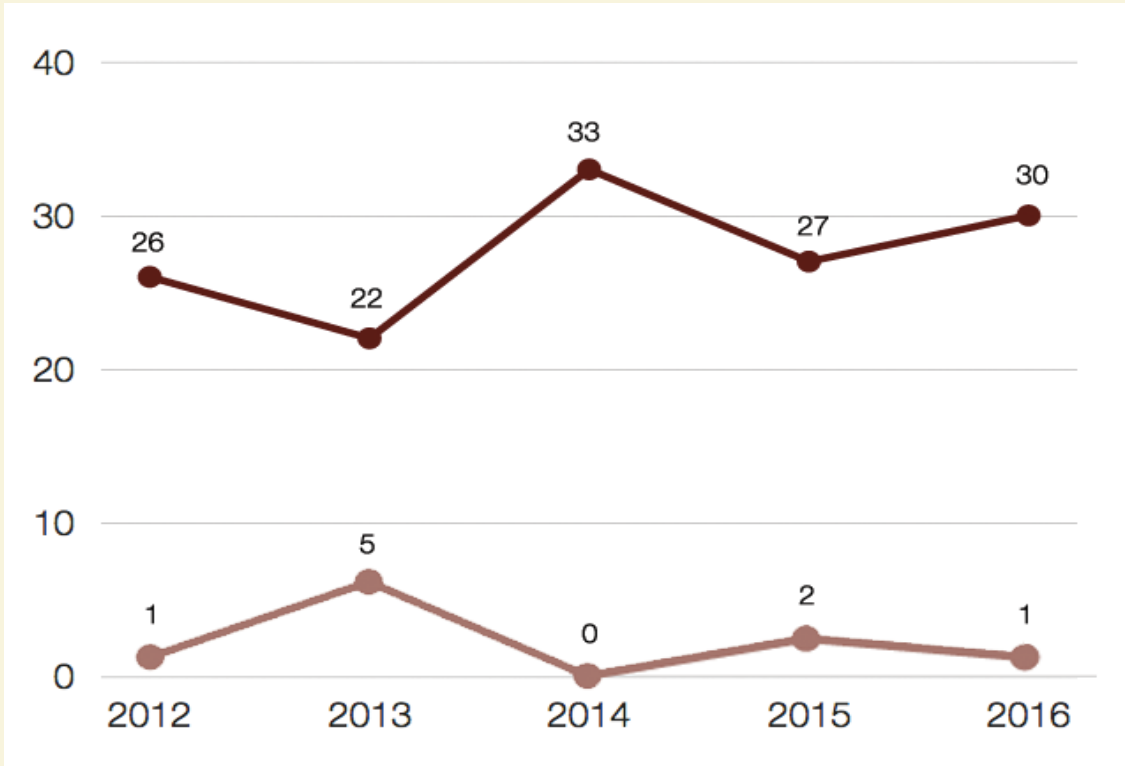
The legislative committee met in early 2016 to review bylaw changes that were proposed by staff and council. The chair of this committee is always the president elect.

Proposed changes to the RPNAS bylaws primarily surrounded updating the words within specific bylaws to allow for the digital development of the organization and/or best practice.

Bylaws changes are submitted to RPNAS council for approval before going to members at the annual meeting. Administrative bylaws are effective the day RPNAS council approves them. Regulatory bylaws are effective the day the minister with the provincial government approves it.

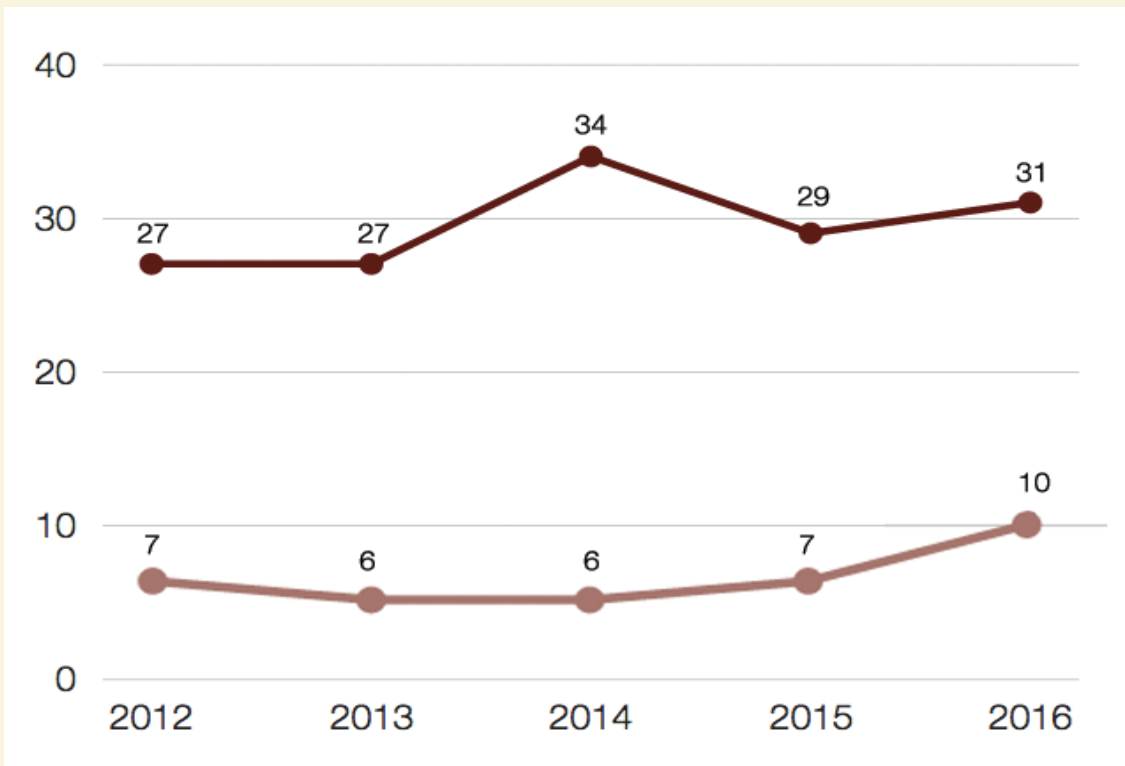
Bylaws were distributed to members by means of the annual report. Members voted at the annual general meeting to approve all bylaws.

The committee then sent an copy of the updated bylaws to members as required by the Act in early 2017.



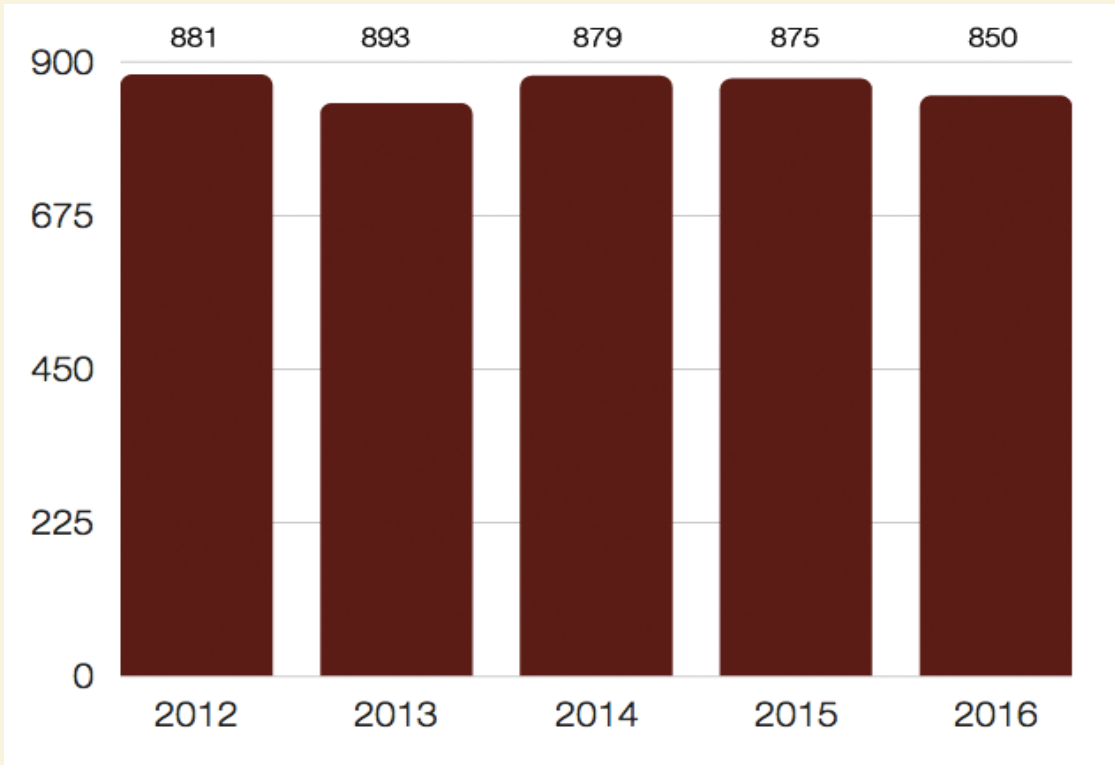
5 Year Exam Registrations

Graduate
 Foreign Trained

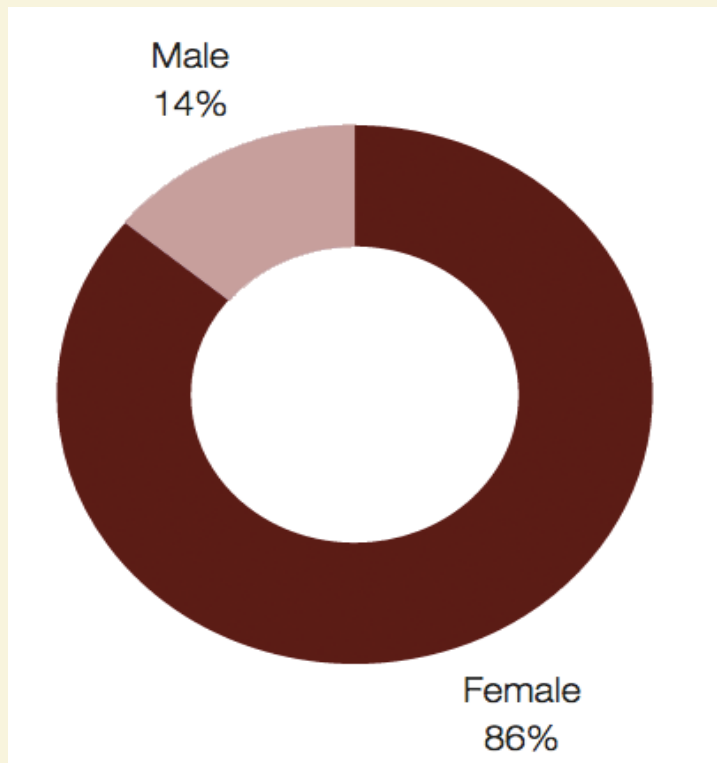


5 Year Comparison of New Registrations

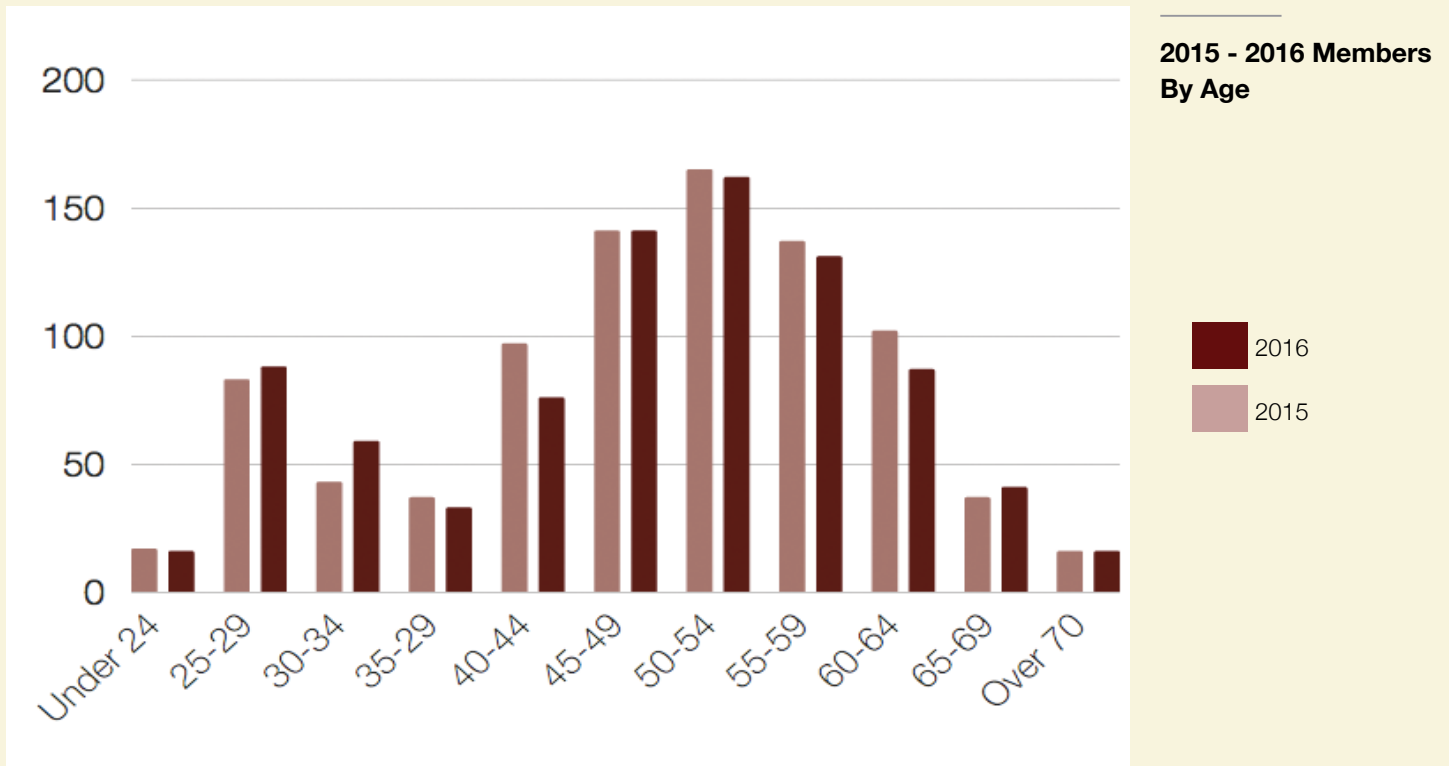
Exam
 Endorsement



**5 Year Comparison
of Practicing
Members**



**2016 Members
By Gender**



2015 - 2016 Members By Employing Agency

Community Mental Health	22.9%
General Hospital	24.8%
Personal/Long Term Care	24.8%
Home Care	2.2%
Corrections	9.8%
Educational Institution	3.9%
Association/Government	1.1%
Other	3.4%
Not Stated	6.5%
Residential Care	0.6%

2015 - 2016 Members By Position

RPN	76.1%
instructor/Educator	4.8%
Consultant	1.5%
Other	3.4%
Clinical Specialist	0.8%
Not Stated	2.4%
Chief Executive Officer	0.8%
Director/Assistant Director	3.5%
Manager/Assistant Manager	6.7%

2018 Proposed Budget

REVENUES

Annual Fee Practicing	\$	610,050	
Annual Fees Non Practicing		3,000	
Temporary Licence		5,500	
Registration Fees		2,100	
Interest Income		11,000	
Liability Insurance		6,230	
Registration Examinations		22,000	
Miscellaneous		3,500	
Total Revenues			\$ 663,380

EXPENDITURES

Expenditures Part A

Office Insurance	\$	1,500	
Salaries		350,000	
Employee Benefits		60,000	
Taxes		7,000	
Telephones		4,000	
Maintenance		5,000	
Postage/Bank Changes		3,500	
Office Supplies		6,000	
Legal Fees/Audit		13,000	
Printing Costs		2,000	
Executive Director Expenses		10,000	
Staff Development		5,000	
Computer Support		7,000	
Utilities		10,000	
Total			\$ 484,000

Statutory Functions

Council Meetings		13,000	
Council Insurance		2,500	
Council Honorarium		4,000	
Council Development		6,000	
Disciplinary Hearings		6,000	

2018 Proposed Budget

Professional Conduct Legal	40,000	
PCC Chair Honorarium	500	
Discipline Chair Honorarium	500	
Registrar Travel	12,000	
Election	700	
Sponsored Travel	2,000	
Total Statutory Functions		87,200

Representative Activities/Services

Provincial Student Resources	1,000	
Special Education Fund	2,000	
Bursaries/Scholarships	3,000	
Membership Fees	1,500	
Delegate Expenses	2,000	
Executive Travel	12,000	
Total Representative Activities/Services		21,500

Membership Services

Annual Meeting	6,000	
Liability Insurance	6,230	
RPN News	1,000	
Annual Report	950	
Examinations	18,000	
Public Relations & Awareness	20,000	
Total Membership Services		52,180

Total Expenditures Part A		644,880
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Expenditures Part B

Statutory Committees (Legislation, Professional, Conduct, Discipline, Nominations)	4,000	
RPNC	5,000	
Special Projects/RPNP/Program Approval	9,500	
Total Expenditures Part B		18,500

Total Expenditures		\$ 663,380
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Registered Psychiatric Nurses Association of Saskatchewan

Financial Statements

December 31, 2016

Registered Psychiatric Nurses Association of Saskatchewan

December 31, 2016

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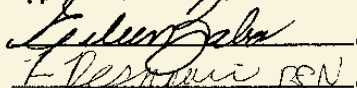
Registered Psychiatric Nurses Association of Saskatchewan

Statement of Financial Position

December 31, 2016

	Note	2016	2015
Assets			
Current Assets			
Cash	2.	\$ 285,419	\$ 459,989
Prepaid expenses-benefits		852	3,042
Total Current Assets		286,271	463,031
Long term investments	3.	676,566	458,867
Property, plant and equipment, net of accumulated amortization	4.	102,258	92,562
Total Assets		\$ 1,065,095	\$ 1,014,460
Liabilities and Net Assets			
Current Liabilities			
Accounts payable and accrued liabilities	5.	\$ 4,153	\$ 8,218
Deferred income/revenue	f.	566,546	525,724
Total Current Liabilities		570,699	533,942
Net Assets			
Unrestricted net assets		226,436	212,558
General reserve		92,562	92,562
Appraisal surplus		127,352	127,352
Other reserves		48,046	48,046
Total Net Assets		494,396	480,518
Total Liabilities and Net Assets		\$ 1,065,095	\$ 1,014,460

Approved on Behalf of the Board:


F. Desrosiers RPN

The accompanying notes are an integral part of these financial statements.

2

Registered Psychiatric Nurses Association of Saskatchewan

Statement of Operations

For the Year Ended December 31, 2016

	2016	2015
Revenue		
Licensing fees	\$ 550,686	\$ 542,898
Non-active licensing fees	3,775	3,540
Interest income	20,669	22,195
Member's liability insurance	5,985	6,132
Promotional revenue	1,754	1,084
Other revenue	30,737	27,709
Total revenue	613,606	603,558
Operating expenses		
Advertising and promotion	2,916	3,639
Amortization of tangible assets	3,578	2,132
Data processing (Note 9)	2,153	35,637
Discipline hearing and professional conduct	17,719	79,574
Donations	2,360	660
Employee benefits	33,988	44,837
Insurance	3,980	3,745
Interest and bank charges	9,139	6,017
Liability insurance	6,106	7,139
Meetings and travel expenses	31,918	24,398
Memberships and licenses	18,774	12,509
Office expenses	15,072	17,049
Professional fees	14,087	18,131
Property taxes	7,362	6,982
Registration and special projects	15,429	6,770
Repairs and maintenance	7,140	8,497
Salaries and wages	337,682	335,634
Promotional	10,520	7,506
Membership development	1,120	19,596
Utilities	8,602	9,203
Staff development	22,032	22,381
Committees	38,647	43,631
Total operating expenses	610,324	715,667
Revenues (deficiencies) over expenses	\$ 3,282	\$ (112,109)

The accompanying notes are an integral part of these financial statements.

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Registered Psychiatric Nurses Association of Saskatchewan

Statement of Changes in Net Assets

For the Year Ended December 31, 2016

	2016	2015
Unrestricted net assets	\$ 212,558	\$ 282,225
Revenues (deficiencies) over expenses	13,878	(112,118)
Transfers from (to) restricted funds	-	42,451
Unrestricted net assets (deficit), end of year	\$ 226,436	\$ 212,558

The accompanying notes are an integral part of these financial statements.

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Registered Psychiatric Nurses Association of Saskatchewan

Statement of Cash Flows

For the Year Ended December 31, 2016

	Note	2016	2015
CASH FLOWS FROM OPERATING ACTIVITIES:			
Proceeds from contributions	\$	573,607	\$ 550,319
Proceeds from investments received		20,669	22,195
Payments for program service expenses		(233,995)	(281,080)
Payments for payroll		(337,682)	(335,633)
Payments for Committee and Council expenses		(38,647)	(43,631)
TOTAL CASH FLOWS FROM OPERATING ACTIVITIES		(16,048)	(87,830)
CASH FLOWS FROM INVESTING ACTIVITIES:			
Payments to acquire marketable securities		(258,522)	-
Proceeds from sale and maturity of marketable securities		100,000	50,000
NET CASH USED BY INVESTING ACTIVITIES		(158,522)	50,000
CASH FLOWS FROM FINANCING ACTIVITIES:			
OTHER ACTIVITIES:			
Net cash increase (decreases) in cash and cash equivalents		(174,570)	(37,830)
		459,989	497,819
Cash and cash equivalents at end of period	\$	285,419	\$ 459,989

Cash and cash equivalents consist of the following:

Cash	2.	\$	285,419	\$	459,989
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The accompanying notes are an integral part of these financial statements.

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Registered Psychiatric Nurses Association of Saskatchewan

Summary of Significant Accounting Policies

For the Year Ended December 31, 2016

1. Significant Accounting Policies

Registered Psychiatric Nurses Association of Saskatchewan (the association) is the professional association with regulatory authority for the registration and licensing of psychiatric nurses in Saskatchewan and is incorporated under a Special Act of Saskatchewan. The association is exempt from income tax under paragraph 149(1)(1) of the Federal Income Tax Act.

These financial statements are presented in accordance with the Canadian Accounting Standards for Not-for-Profit Organization.

a. Cash and cash equivalents

Cash and cash equivalents includes short-term investments and highly liquid investments in money market instruments which are carried at the lower of cost and market value with a maturity date of three months or less from the acquisition date. These are valued at cost which approximates market value.

b. Property, plant and equipment

Property, plant and equipment is carried at cost. Depreciation is calculated using the declining balance method over estimated useful lives. The building depreciation rate is 4% and equipment is calculated at 20% annual. Additions to capital assets are calculated at half year rate.

c. Impairment of long lived assets

In the event that facts and circumstances indicate that the association's long-lived assets may be impaired, an evaluation of recoverability would be performed. Such an evaluation entails comparing the estimated future undiscounted cash flows associated with the asset to the asset's carrying amount to determine if a write down to market value or discounted cash flow value is required. The association considers that no circumstances exist that would require such an evaluation.

d. Reserves and Fund Accounting

Contingency Reserve:

The contingency reserve represents an amount established by the Governing Council for the purpose of providing funds for unexpected events. The interest earned on funds established for the contingency reserve remains as part of the general operation of the association.

Bursary Reserve:

A bursary reserve was established by the Governing Council for the purpose of providing bursaries each year. Interest relating to the bursary reserve is allocated to the operating surplus, and bursary awards are charged to the reserve annually.

Fund Accounting:

Two funds are maintained: Operating Surplus Fund and Investment in Capital Assets Fund.

The Operating Surplus Fund is used to account for all revenue and expenditure related to general and ancillary operations

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Registered Psychiatric Nurses Association of Saskatchewan

Summary of Significant Accounting Policies

For the Year Ended December 31, 2016

1. Significant Accounting Policies

d. Reserves and Fund Accounting of the Association.

The investment in Capital Assets Fund is used to account for all capital assets of the association and to present the flow of funds related to their acquisition and disposal, unexpended capital resources and debt commitments.

e. Financial instruments

The association has determined that the estimated fair value of the financial assets and liabilities do not differ considerably from their book value.

The association recognizes its financial instruments when the association becomes party to the contractual provisions of the financial instrument. All financial instruments are initially recorded at their fair value, including financial assets and liabilities originated and issued in a related party transaction with management.

At initial recognition, the association may irrevocably elect to subsequently measure any financial instrument at fair value. The association has not made such an election during the period. Cash, accounts receivable, short-term investments, long-term investments, and accounts payable and accrued liabilities have been designated to be subsequently measured at their fair value. Fair value is approximated by the instruments' initial cost in a transaction between unrelated parties. Transactions to purchase or sell these items are recorded on the settlement date.

The association subsequently measures investments in equity instruments quoted in an active market at fair value. Fair value is determined by the instruments' initial cost in a transaction between unrelated parties. Investments in equity instruments not quoted in an active market and derivatives that are linked to, and must be settled by delivery of, unquoted equity instruments of another entity, are subsequently measured at cost less impairment. All financial assets and liabilities are subsequently measured at amortized cost.

f. Revenue recognition

Licensing fees, both active and non-active, which are based on a calendar year, are recognized as revenue in the fiscal year that they are applicable to. Deferred revenue represents fees received during the year that relate to the next fiscal period. All other revenue is recognized when earned.

g. Use of estimates

The preparation of financial statements in accordance with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates and may have impact on future periods.

Registered Psychiatric Nurses Association of Saskatchewan

Notes to the Financial Statements

For the Year Ended December 31, 2016

2. Cash

Cash and cash equivalents consist of the following:

	2016	2015
Bank chequing-domestic currency	\$ 89,348	\$ 59,613
Bank savings-domestic currency	194,732	399,037
Petty cash	1,339	1,339
Total	\$ 285,419	\$ 459,989

3. Investments

Scotia Wealth Management Investments consist of the following:

	2016	2015
Cash investments		
Colabor Group due 10/13/2021 @ 6.000%	\$ 50,000	\$ 50,000
Crombie Real Estate due 03/31/2021 @ 5.250%	30,000	30,000
First Capital Realty due 02/28/2020 @ 4.450%	50,000	50,000
Morneau Shepell Inc. due 06/30/2021 @ 4.750%	50,000	50,000
PIMCO monthly income	100,000	100,000
Cash	148,130	113,766
Total equity investments	428,130	393,766
Other investments, at cost		
BMO	25,000	-
Enbridge	25,000	-
Manulife	25,000	-
Northland Power	33,615	-
Partners Value Split Corp.	62,740	-
Algonquin Power	16,569	5,720
Exchange Income Corp	50,000	50,000
Accrued Interest	10,512	9,381
Total other investments	248,436	65,101

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Registered Psychiatric Nurses Association of Saskatchewan

Notes to the Financial Statements

For the Year Ended December 31, 2016

	2016	2015
Total investments	\$ 676,566	\$ 458,867

4. Property, plant and equipment

Property, plant and equipment consist of the following:

	2016		2015	
	Cost	Accumulated Depreciation	Net Book Value	Net Book Value
Land	\$ 38,250	\$ -	\$ 38,250	\$ 38,250
Buildings	155,263	(96,954)	58,309	47,188
Machinery, equipment, furniture and fixtures	91,682	(85,983)	5,699	7,124
Total	\$ 285,195	\$ (182,937)	\$ 102,258	\$ 92,562

5. Accounts payable and accrued expenses

Accounts payable consist of the following:

	2016	2015
Trade accounts payable	\$ -	\$ 2,107
Wages payable	1,684	1,048
Employee deductions payable	2,469	5,063
Total	\$ 4,153	\$ 8,218

6. Commitments

The association's total obligations, under various operating leases are as follows:

Copier lease and Heat and Cool	\$ 6,200
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7. Credit and other risks

The association does not face significant credit risk exposure. The fair values of items that meet the definition of

Registered Psychiatric Nurses Association of Saskatchewan

Notes to the Financial Statements

For the Year Ended December 31, 2016

7. Credit and other risks

financial instruments approximate their carrying values.

Credit risk

The association does not face significant credit risk exposure. The fair values of items that meet the definition of financial instruments approximate their carrying values. These items include accounts receivable, notes receivable and short-term debt. The organization doesn't have any long term liabilities.

Fair value

The carrying amount of the association's financial instruments approximates their fair value due to their relatively short-term maturity, except for long-term investments which are recorded at their fair value, determined by reference to published bid price quotations in an active market. The investments of the association managed by the Scotia bank and invested mostly into conservative bonds and mutual funds.

Interest rate risk

Interest rate risk is the risk that the value of a financial instrument might be adversely affected by a change in the interest rates. Changes in market interest rates may have an *effect* on the cash flows associated with some financial assets and liabilities, known as cash flow risk, and on the fair value of other financial assets or liabilities, known as price risk. The association is exposed to interest rate risk primarily relating to its marketable securities and long-term investments

8. Data Processing

Helsby Drake (formally ORIGAMI) was a necessary expense approved by council in 2014 to streamline and modernize the way the Organization operates. The company was contracted to complete the project for the association. Since the project went live in 2015, it has introduced some cost savings, reduce the administrative burden of processing renewals and allows for improved digital record keeping.

9. Pension

Employees of the Registered Psychiatric Nurses Association of Saskatchewan participate in the Saskatchewan Healthcare Employees' Pension Plan (SHEPP). The plan is a defined benefit plan and the pension benefits and assets are for all members of the plan and are not segregated by participating organization. Both the employer and employee contribute to the plan. The association remits the contributions monthly, based on the contribution rate provided by SHEPP, which totaled \$ 11,186 for the year (December 2015 -\$15,691).

Although the plan is a defined benefit plan, the Corporation's financial obligation is limited to contributions in respect of employees' current service.

Join us!

June 1 & June 2, 2017 Hosted at the Western Development Museum

Highway 16 & Highway 40
North Battleford, SK



Prices

Member Price - Early Bird	\$165.00
Member Price	\$200.00
Non-Member Price - Early Bird	\$185.00
Non-Member Price	\$225.00
Student Price	\$45.00

Schedule

Thursday, June 1, 2017

- 8:00 AM – Continental Breakfast
- 9:00 AM – Welcome & Introductions
- 9:15 AM – Shanaaz Gokool – MAID
- 10:30 AM – Morning Break
- 10:45 AM – Shanaaz Gokool continued
- 11:45 AM – Lunch
- 1:00 PM – Dr. Sally Cleland – Aromatherapy
- 2:30 PM – Afternoon Break
- 2:45 PM – Dr. Sally Cleland – Workshop
- 4:00 PM – END Education Day 1
- 6:00 PM – Robert Allen Memorial BBQ

Hotel

Gold Eagle Lodge
12004 Railway Ave E
North Battleford, SK
S9A 3W3

Room Rate: \$140/night
Rate Code: RPNAS



Friday, June 2, 2017

- 8:30 AM – Welcome & Introductions
- 8:45 AM – Speaker 3
- 9:45 AM – Break
- 10:00 AM – Dr Gene Marcoux
- 12:00 PM – President's Award Luncheon
- 1:30 PM – Annual General Meeting

Speakers



Shanaaz Gokool – Dying with Dignity Canada

Shanaaz is a life-long human rights activist. She began her campaigning career in the 1980s in Nova Scotia, where she worked on promoting racial equality and inclusion as a youth leader in a number of community organizations.

Death is inevitable. Suffering at the time of death does not have to be. Legislated and regulated end-of-life choices are as much about the celebration of an individual's life lived as it is about the grief associated with their inevitable passing.

The concept of dignity is intrinsic to how the vast majority of us define a good life, and certainly deeply embedded within the articles of the Universal Declaration of Human Rights. Dignity at the time of death is our final expression of what must be recognized as a fundamental human right. To not provide legislated choice is tantamount to cruel and unusual punishment for those of us who wish to determine the conditions in which we will spend our last days.



Dr. Sally Cleland – Aromatherapy

Dr. Sally Cleland is a veterinarian (now retired) whose professional focus was bio-medical research working in both industry and academia. Having a life-long interest in a holistic approach to both veterinary medicine and personal/family health, she was drawn to the ancient art and “science” of employing essential oils; currently she is studying to become a Certified Aromatherapist in her “retirement”. Through her company, EsTeam Consulting she facilitates both interactive workshops and experiential seminars with special emphasis on the role of self-esteem in the workplace. Dr. Cleland is a dedicated teacher and excels in the teaching laboratory. She is passionate about encouraging people in their journey of self-discovery and inspiring and education people to reach greater levels of achievement, contribution and fulfillment in their personal and professional lives.

Her presentation entitled “An Overview of the Safety and Efficacy of Essential Oils to Support Mental Health” will feature current regulatory guidelines, contemporary trends and as well as the basic physiological and emotional responses to essential oils. In addition to the medicinal properties historically attributed to essential oils, they are legendary for uplifting the emotions. As a continuation of the main presentation “The Safety and Efficacy of Essential Oils to Support Optimal Mental Health”, conference participants are invited to attend a hands-on workshop following the afternoon break. Attendees will have the opportunity to prepare several essential oil preparations specifically designed to address various emotional needs AND take said preparations home as a Thank You Gift. Please indicate your interest in attending this workshop such that sufficient supplies are available. “Healthy isn’t a goal; it is a way of life.



Dr. Gene Marcoux

Dr. Marcoux is a Psychiatrist within the Saskatoon Health Region. He will be discussing cases presented to him by senior RPNs.

The President, or in his/her absence or at his/her request, a Chairperson shall preside over the Annual Meeting.

SUBJECT OF DISCUSSION

- No question of a sectarian character shall be discussed at meetings.

RECOGNITION

- When a member wishes to speak, he/she shall be recognized by the Chairperson, and shall give his/her name and the branch he/she represents, and shall confine his/her remarks to the question at issue.

CONDUCT OF MEETING PARTICIPANTS

- A member shall not interrupt another except it be to call a point of order. If a member is called to order, he/she shall at the request of the Chairperson, take his/her seat until the question of order has been decided.
- Should a member persist in unparliamentary conduct, the Chairperson will be compelled to name him/her and submit his/her conduct to the judgment of the meeting. In such cases the member whose conduct is in question should explain and then withdraw, and the meeting will determine what course to pursue in the matter.

MOTIONS

- All motions arising from the floor shall be written in duplicate and signed by the mover and seconder before being presented. Discussion will not commence until this process is complete.

DEBATE

- Members who wish to speak to a question or make a motion shall use the microphone, address the Chairperson and give their name and position.
- No member may speak more than once to the same question unless all others who wish to speak have done so. If the mover of the motion speaks a second time, debate shall be closed.
- Time for debate may be extended by a two-thirds (2/3) vote of the members.
- When a motion to Close Debate is made, no discussion or amendment of either motion is permitted. If the majority vote that the “questions now put” the original motion has to be put without debate. If the motion to put the question is defeated, discussion will continue of the original motion.

CALLING THE QUESTION

- When a question is put, the Chairperson, after announcing the question, asks “Are you ready for the question?” If no member wishes to speak, the question will be put..
- Questions may be decided by a show of hands, or a standing vote, but a roll call vote may be demanded by 30 per cent of the members present. In a roll call vote, each member shall be entitled to one vote.
- A call for a vote on the question (“Call to Question”) requires a formal motion and approval by two-thirds (2/3) vote of the members.

APPEAL

- The member may appeal the decision of the Chairperson.
- The Chairperson shall then put the question thus “Shall the decision of the Chair be sustained?” The question shall not be debatable, except that the Chairperson may make an explanation of his/her decision.

RECONSIDERATION OF A MOTION

- A motion may be reconsidered provided that the mover of the motion to reconsider voted with the majority, and notice of motion is given for consideration at the next meeting, and said notice of motion is supported by two-thirds (2/3) of the members qualified to vote.

AUTHORITY

- In all matters not regulated by these rules of order, Robert’s Rules of Order shall govern.

OBSERVERS

- Observers may, at the call of the Chairperson, be invited to comment or ask questions on a particular issue once discussion by membership has been completed.

CLARIFICATION REGARDING ABSTENTIONS

- The basic rule is that a motion requiring a majority vote is adopted if more members vote in favour of the motion than vote in opposition. Members who are entitled to vote but who abstain are not counted when determining a majority. In effect, they have relinquished their right to be a factor in the decision. (It is possible for example, to have 30 members in attendance at a meeting and when the votes are counted discover that there are seven votes in favour and five opposed. The motion would be adopted because a majority of those voting were in favour of the motion)

Statement of Purpose

In June 1984, the RPNAS Council passed a statement focusing the purposes of the Annual Meeting. These purposes are:

- 1. To provide a forum for the dissemination of information from Council to the membership;**
- 2. To provide a vehicle for the membership to give guidance to Council through adoption of resolutions/motions; and**
- 3. To afford an opportunity for members to raise issues of concern through an “Open Forum.”**

The agenda for the Annual Meeting has been prepared following legislated requirements and these purposes. The call for submissions of new business via the Open Forum was published in the Spring 2016 issue of the RPNews. The guidelines for the Open Forum allow for questions and new business arising from the floor. Time limits for discussion will be at the discretion of the Chair.

**This publication and others are available on our website
www.rpnas.com**



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