

REGISTERED PSYCHIATRIC NURSES,
PARTNERING WITH PEOPLE

RPN

REGISTERED
PSYCHIATRIC
NURSES
ASSOCIATION OF
SASKATCHEWAN

2017
Annual Report

OUR 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.

OUR 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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2017/2018 Council



President
Donna Dyck, RPN, Saskatoon



President-Elect
Dan Badowich, RPN, Yorkton

Members-at-Large



Carlee Bodnar,
RPN, Saskatoon



Cheryl Carlson,
RPN, Regina



Rachel Desnomie,
RPN, Regina



Denise Gettle,
RPN, Regina



Darcy McIntyre,
RPN, Battleford



Pam Watt,
RPN, Saskatoon

2017 Staff



Interim Executive Director / Registrar
Candace Alston, RPN



Office Administrator
Kim Clory



Director of Operations
Mike Clory, BBA

President's Report

As I write I find myself reflecting on my first year as President of the registered psychiatric Nurses Association of Saskatchewan. Personally, and professionally it has been a year of challenges and exciting changes that has helped me grow to be a stronger woman, wife, mother, grandmother, and President. I am also reminded of how deep my gratitude is to my family friends, colleagues, and to the Council of the RPNAS. I'm privileged to sit beside very dedicated Registered Psychiatric Nurses who want to do what is best for our Association and for the people of Saskatchewan.

My vision for Registered Psychiatric Nurses is to be that household name that all Saskatchewan residents request in their time of mental health challenges. I want us to be the mental health profession that the news media comes to for advice during Mental Health Week and on Bell Let's Talk Day. I want us to be the first line nursing provider in every acute mental health ward, psychiatric emergency, long-term care, community Mental Health and Corrections facility. I want employers to understand the difference that we can make and let the government know that they need more Registered Psychiatric Nurses on every unit.

Some may say that this is an impossible and daunting task, but I say hogwash. I truly believe the change begins with me and my attitude towards our profession. We need to continue to take pride in who we are as Registered Psychiatric Nurses. We need not be afraid to tell people who we are, what we do, and how we can be of service. Let's be the change. Let's join together and celebrate our accomplishments. We are Registered Psychiatric Nurses! We do make a difference!

Sincerely,



Donna Dyck, RPN
President



Executive Director's Report

Over the last year I have worked as the Interim Executive Director and I am pleased to present this report to you on the activities of the association during that time. Last year was an exceptionally busy one as we had three staff to complete a four-person job – I'm very thankful to Kim and Mike for taking on a significantly increased workload throughout the year. As a team we worked diligently to ensure the association fulfilled its obligations and made progress on many ongoing projects where we were able to.

Council spent most of the year in search of a new Executive Director. Our goal was to set the incoming Executive Director up for success by completing deferred building maintenance tasks, completing the modernization of the internal IT systems, renovating the interior and replacing much of the deteriorating furniture. Since RPNAS owns the building and there has been only a small amount of maintenance work done since its purchase in the early nineties, the improvements will increase the asset value of the property as well as prevent any major maintenance requirements for years to come. As of the end of 2017 we were approximately 75% completed, and the work continued into 2018. We do get many compliments on the work – I trust council, staff, visitors and the incoming Executive Director are pleased with the new professional office environment.

The promotion committee released RPNAS' Facebook and Twitter pages at the Annual General Meeting in 2017. We look forward to promoting this page and utilizing it significantly more in 2018. In addition, our first video highlighting an RPN and their impact working with a client was completed at the end of 2017. Thank you to the participants of that video! The committee is still looking for RPNs to participate in other videos – we rely on the volunteerism of the members of the association. Please consider participating in this project so we can showcase RPNs as experts in mental health and recovery.

On December 4th, 2017 the Saskatchewan Health Authority officially went live replacing 12 of the existing health regions. RPNAS looks forward to sitting down with the new health authority to help the employer understand the important role RPN practice plays and the value we bring to the healthcare system in Saskatchewan.

The federal government offered transfer payments to each province for new mental health initiatives. Of the \$5.2 billion the provincial government allocated to



Before

healthcare spending, only 5% of that was for mental health – the lowest in Canada by a significant margin. The underfunding meant that mental health services were overwhelmed or non-existent and patients didn't receive the care they deserved. Fortunately, the government promised additional funding to mental health which may help.

Our membership continues to age – RPNAS has the oldest membership of all three nursing bodies. At the end of 2017 we had over 50 members retire and saw a total membership loss of nearly 70, or 8% of all members. These are significant losses that will only continue into 2018 and beyond. The RPN education program only has 32 seats – not all of which stay in Saskatchewan after graduating. The need for additional education seats is immediate. The supply of RPNs in Saskatchewan is decreasing which makes it very difficult to meet the increasing demands on the mental health system.

As RPNs we have expertise in mental health nursing and possess the depth and breadth of knowledge to provide quality care to the citizens of Saskatchewan. Our clients live in recovery from severe and persistent mental illnesses or addictions. It is important for RPNs to be the voice within their workplace to advocate for better mental health services for our clients.

Please continue to volunteer (and recruit others!) for various roles within the association including council, statutory committees and council committees. Your input is what makes our ongoing initiatives successful.

The Collaborative Decision-Making Framework document was approved by the councils of all three nursing regulators in 2017. This document is to be used as guidance for RPNs and employers – a recorded webinar is available online to further explain the document. Each regulatory organization agreed that the document should be revisited and assessed in two years.

Health Canada's Non-Insured Health Benefits now allows RPNs to be counsellors. This should create significant opportunities for our members to help those in rural and remote areas. According to the Saskatchewan Advocate report "Listen!! We have something to say," teen suicide rates among first nations are as much as 26 times higher than non-first nations individuals. The ability for RPNs to act as counsellors to these youth is an opportunity for additional mental health services in the northern communities.

It has been a privilege serving as the Interim Executive Director of the Association for the last 16 months. I look forward to my continued work as Registrar.



After



The following are the ENDS of the association as of December 31, 2017:

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
Interim Executive Director

Registrar's Report

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. To achieve this goal, our members must comply with legislation, standards of practice and registration processes.

I would like to ask the members to ensure that the information provided to us at renewal time is an accurate and represents their current situation and reflects their highest level of academic achievement. Changes in email or mailing addresses are extremely important to us as this is how we communicate with you throughout the year. Thanks to Kim and Mike for all their assistance in facilitating a seamless process for on-line renewals again this year.

Congratulations to the graduating class of 2017 of the Psychiatric Nursing program, we 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 along with our regulatory colleagues continue to work on projects that will assist in collaborative practice.

In the capacity of privacy officer my responsibilities are to ensure that our organization complies with privacy legislation and ensure that our members comply 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, works with the external consultant, receives and reviews the report and makes recommendations to Council

EXTERNAL ORGANIZATIONS

Network of Inter-Provincial Regulatory Organizations (NIRO)

This organization consists of members from the 23 regulated health professions in the province. They meet semi-annually to discuss issues common to all, share trends in regulation and participate in educational opportunities that furthers the goals of the group.

Mental Health Coalition

This is an interprovincial organization consisting of agencies, groups, and citizens who have a common goal of advocating for a better quality of life for those who live with mental illness. This year the focus is on improving the system to allow for stakeholder engagement and to enhance the continuum of care in Saskatchewan.

EXTERNAL COMMITTEES

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 for this group are the Executive Directors Resource Group (EDRG) and the Inter Provincial Group (IPG).

Executive Directors Resource Group

This group consisting of the Executive Directors and Practice Consultants from each jurisdiction. The role of this group is to oversee national initiatives related to mobility, trends in regulatory excellence, the National Examination

Inter Provincial Group

This group meets in conjunction with the meetings held by the EDRG. 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
Client Advisory Group (CAG)*

This committee consists of the Executive Director and Practice Consultant from each jurisdiction. Its mandate is to oversee all aspects of the national examination. Currently it is a single, 4-hour exam of approximately 200 questions. This year we worked on the development of a practice test and preparation guide that will be available in time for our 2018 graduates to purchase.

Canadian Institute of Health Information (CIHI)

Our organization along with our inter-provincial colleagues continue to assist this government agency to ensure that the information gathered about our profession is accurate and complete. Its purpose is to review a data dictionary of information collected for submission to CIHI. This report is published annually and is accessed by a variety of stakeholders.

National Nursing Assessment Service (NNAS)

This organization is 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 User Group is to provide input in to ongoing changes within our organization.

Respectfully submitted,



Candace Alston, RPN
Registrar

North Battleford Branch

Chair: Marion Palidwor
Number of Meetings: 12

The North Battleford branch spends most of its time meeting and planning for the gala, Champions of Mental Health. This event has become extremely popular and is in recognition of local "champions" of mental health. Planning for this event is ongoing and after each annual event we conduct a review of what happened and what needs to be changed in the next planning session for the event.

During mental health week the branch is active throughout the community, including a mental health fair in one of our local malls.

In 2017 we also hosted the RPNAS AGM & Education days, hosted at the Western Development Museum. The event was a success with several great speakers. Thanks to those that helped participate in the event planning and those that volunteered to help at the meeting itself.

In the upcoming year we will continue our gala planning for 2018. The branch hopes to go through our bylaws and ensure they are up to date. We intend to assist in the planning and participate in Mental Health Week in 2018 also. We have a goal of trying to resurrect our Mental Health Clinics to provide information to the community.



Moose Jaw Branch

Chair: Joyce Taylor
Number of Meetings: 3

We have had 3 meetings over the past year. We have gone through the archives at 2 of those meetings. Discussion about what to do with the large amount of material that we now needed to find a suitable storage place for. We are hoping to bring some surplus to Regina for the archives there.

As a group we would like to see us becoming more visible in the community; we would like to go back to having the annual RPN awards banquet. & and continue to participate in the local nurses' cupcake/apple give away day at the local co—op.

Regina Branch

Chair: Candace Alston
Number of meetings: 3

The year got off to a slow start in 2017. In March we hosted an education night with Carolyn Sikorski from Carolyn's Reflexology who presented on several healing modalities that she uses in her practice. In addition we saw Dr. Sally Cleland, a retired veterinarian who has a lifelong interest in holistic health practices and presented on aromatherapy.

The student meet and greet was held in October to introduce the First Year Psychiatric Nursing Students to RPNs in the community. Presenters that attended were able to talk about what they do in each of their areas of work and how it might impact the students.

We are fortunate to once again be hosting the Annual General Meeting in Regina for the 2018 AGM & Education days. The last event that was hosted in Regina had a very large turnout and we hope to see the same again here. In 2018 it will be hosted at the RCMP Heritage Centre on May 17th & 18th. We look forward to seeing you there.

Meetings going into 2018 will include planning for the AGM, planning for a potential education night for branch members as well as other annual events.

Education Committee

Chair: Roberta Jors
Number of Meetings: 1

Only a partial committee met on June 23/17 to do the CPD audit. We completed 22 audits and 3 needed further information to be sent in for review. The remaining 19 passed the audit.

There were no requests for funding for any of the scholarships or bursaries and no nominations for RPN awards.

The committee decided to call out to the membership for new members to sit on the committee as some of our members retired. Our plan for the 2017/18 year if feasible was to review current CPD requirements from other provinces and compare as well as to look at the current equity and accuracy of how we are currently allocating credits. We will also be looking at ensuring our categories are in alignment with and reflect the newest competencies.

Our hope was to get this work done to present to council prior to the next annual meeting; however for various reasons this goal was not met. We will be continuing this work as well as have an independent consult/research to ensure there are no gaps and we are capturing what we need to ensure RPN's are meeting the continuing education requirements, reflecting competency and meeting the mandate of protection of the public. Our goal will be to have this work completed in time to implement any changes for the 2020 registration year, meaning all work will be completed prior to 2019 Annual General Meeting.

Professional Conduct Committee

Chair: Pat Thronberg
Number of Meetings: 4

In 2017 the committee continued it's work on new and existing complaints. Entering 2017, there were 9 outstanding complaints: seven from 2016, one from 2015 and one from 2014. Of these, 7 were resolved. Six new complaints were received in 2017. Of these six, three were resolved.

One complaint was forwarded to the discipline committee in 2017 for action in early 2018. Another complaint was received regarding a nurse practicing without a license/using the RPN for numerous years. The scope of this complaint was outside the legislative capacity of the professional conduct committee and therefore was referred to RPNAS Council for action.

The committee improved internal communications in 2017 – using an e-mail distribution list communication tool made reaching out to members easy. Historically meetings were always held via teleconference with very few in-person meetings over the years. We have committing to having meetings every quarter with one in-person meeting annually and the rest by teleconference.

Some training was provided in 2017 to the committee with more formal education planned in 2018. Thank you to our volunteer professional conduct committee – investigations are time intensive and we appreciate their commitment to participating and fulfilling RPNAS' role of protecting the public.

Nominations Committee

Chair: Angie Craig
Meetings: 2

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

The election for the 2017/2018 year was called with 4 member-at-large positions available. We received 8 nominations for this election however one withdrew before the election began. The committee met to validate the nominations and construct a candidate profile based on the nomination submissions.

An election was called to members by e-mail. Feedback received on the voting process the year prior was very positive, so the committee continued with the same method for this election. The voting was conducted online where members were required to log in to their self-service portal to access a ballot.

There was a 12.7% turnout for the election – slightly down from last year. The committee encourages members participate in future elections.

See the election results below:

Candidates

Rules

- Maximum number of votes per sheet: 4
- Maximum number of votes per selection: 1
- "Invalidate vote" as possible option allowed
- Empty sheets were valid.
- Type: candidate election

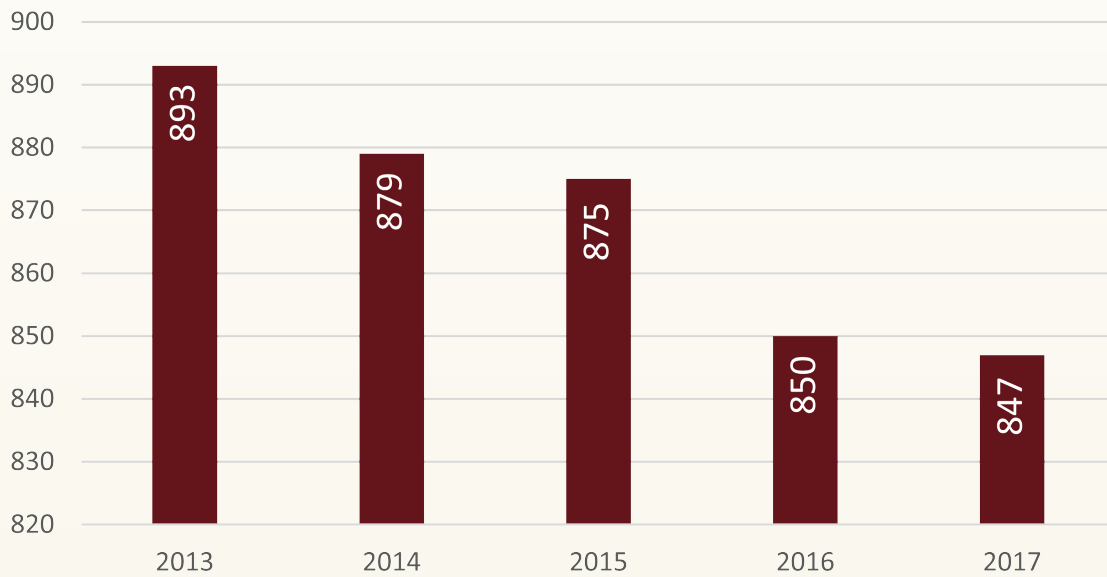
Counting of ballots

Eligible voters	835
Submitted ballots	106
Abstains	0
Invalid ballots	1
Marked as invalid	1
Valid ballots	106

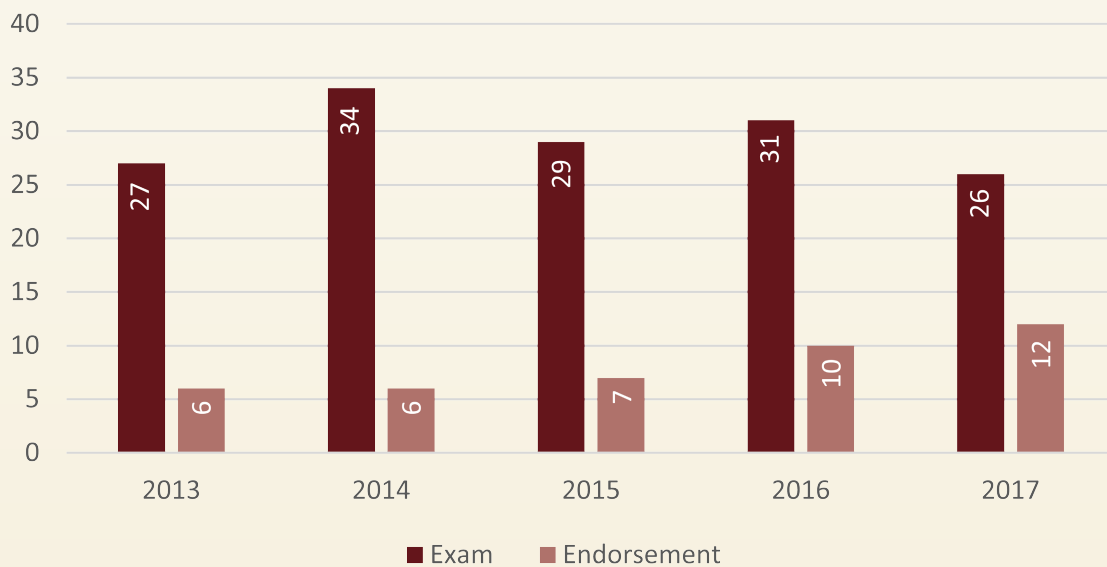
Candidate Name	Candidate Biographies	Votes
Rachel Desnomie	To Rachel's Biography	52
Deborah Dyer	To Deborah's Biography	40
Cheryl Carlson	To Cheryl's Biography	54
Shirley Bedford	To Shirley's Biography	46
Syd Bolt	To Syd's Biography	31
Denise Gettle	To Denise's Biography	59
Darcy McIntyre	To Darcy's Biography	61

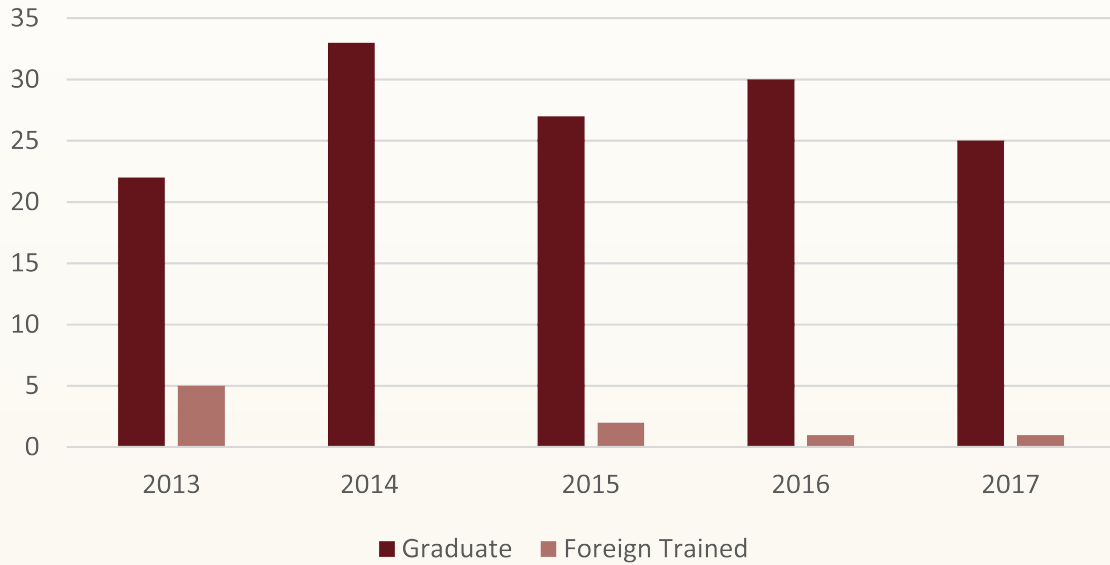
2017 Statistics

5 year comparison of practicing members

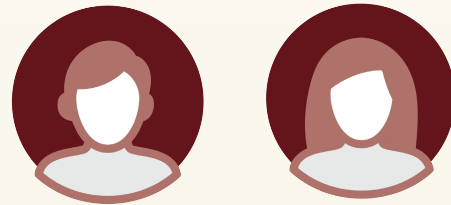


5 year comparison of new registrations





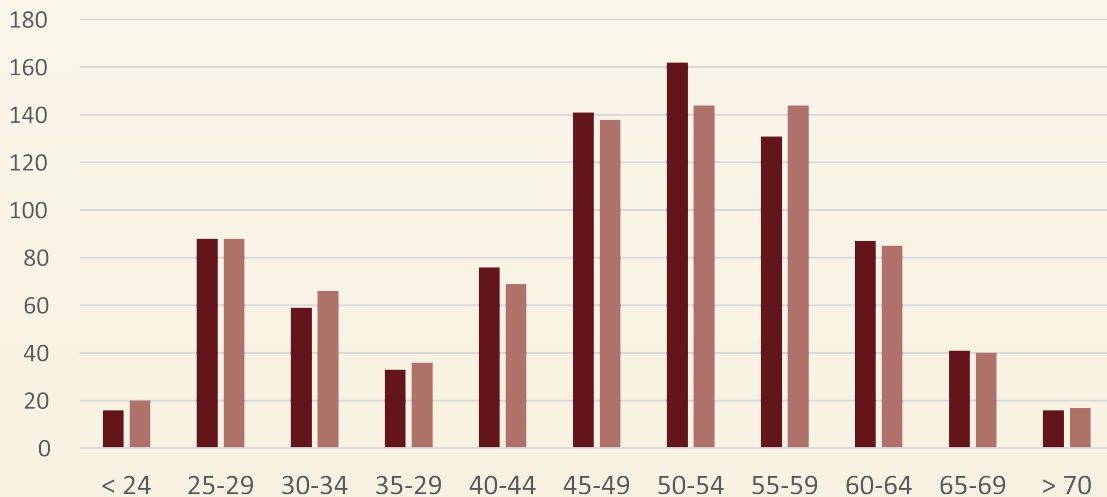
2017 members by Gender



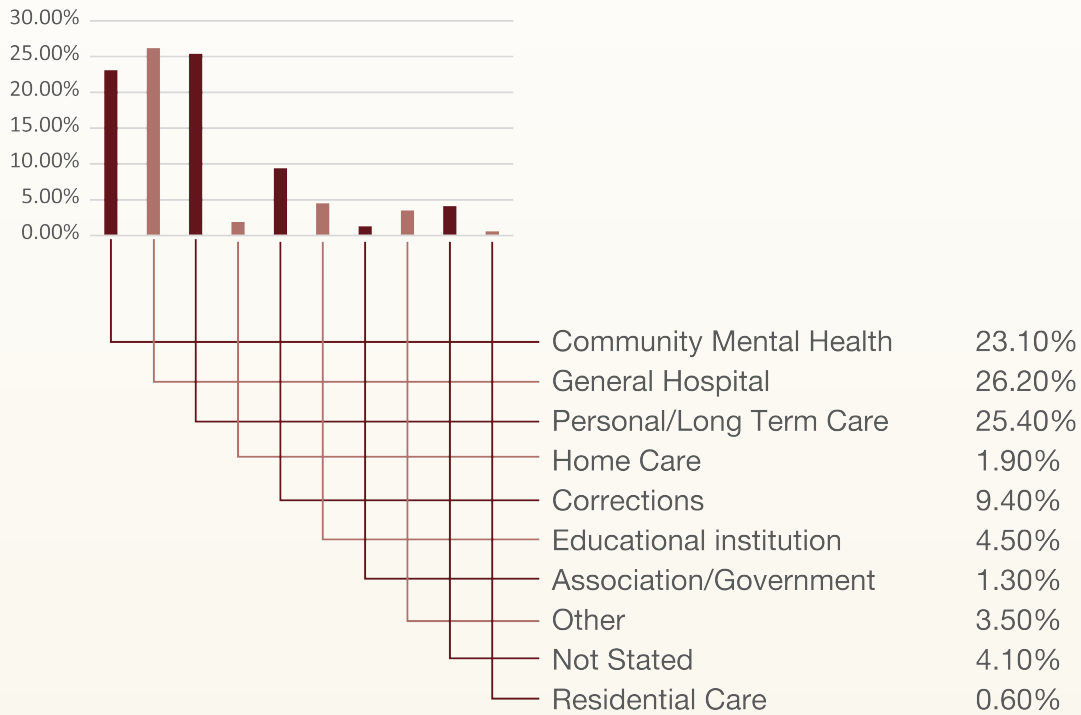
Male 13.4%

Female 86.6%

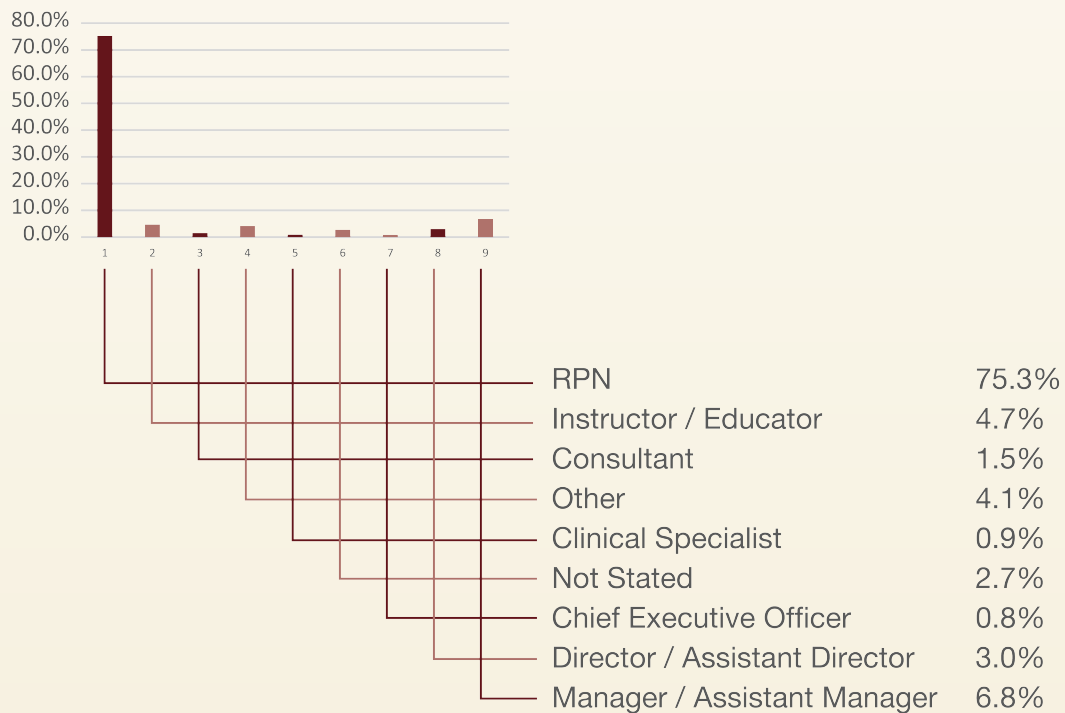
2016 - 2017 members by age



2017 Members by Employing Agency



2017 Members by Position



2019 Proposed Budget

REVENUES	
Annual Fee Practicing	617,330
Annual Fees Non Practicing	4,500
Temporary License	7,900
Registration fees	3,000
Interest Income	15,000
Liability insurance	5,600
Registration examinations	23,520
Miscellaneous	1,800
Total Revenues	678,650

EXPENDITURES	
Expenditures Part A	
Office Insurance	1,500
Salaries	345,000
Employee Benefits	56,000
Taxes	8,500
Telephones	5,000
Maintenance	5,000
Postage/Bank Changes	3,500
Office Supplies	6,000
Legal Fees/Audit	17,000
Printing Costs	2,000
Executive Director Expenses	8,000
Staff Development	5,000
Computer Support	12,000
Utilities	11,500
Total	486,000
Statutory Functions	
Council Meetings	10,000
Council Insurance	1,100
Council Honorarium	4,000
Council Development	5,000
Disciplinary Hearings	6,000

Professional Conduct Legal	60,000
PCC Chair Honorarium	500
Discipline Chair Honorarium	500
Registrar Travel	8,000
Election	700
Sponsored Travel	2,000
Total Statutory Functions	5,000
Computer Support	12,000
Utilities	11,500
Total Statutory Functions	97,800

Representative Activities / Services

Provincial Student Resources	1,000
Special Education Fund	2,000
Bursaries/Scholarships	3,000
Membership Fees	4,000
Delegate Expenses	2,000
Executive Travel	10,000
Total Representative Activities / Services	22,000

Membership Services

Annual Meeting	6,000
Liability Insurance	5,600
RPN NEWS	1,000
Annual Report	950
Examinations	20,800
Public Relations & Awareness	20,000
Total Membership Services	54,350

Total Expenditures Part A 660,150

Expenditures Part B

Statutory Committees	6,000
(Legislation, Professional, Conduct, Discipline, Nominations)	5,600
RPNC	1,000
Special Projects/RPNP/Program Approval	950
Examinations	20,800
Public Relations & Awareness	20,000

Total Expenditures Part B 54,350

Total Expenditures 678,650

Registered Psychiatric Nurses Association of Saskatchewan

Audited Financial Statements

December 31, 2017

Registered Psychiatric Nurses Association of Saskatchewan

December 31, 2017

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Priority Accounting Services CPA Prof. Corp.

2144 Cornwall Street
Regina, SK, S4P 2K7
Tel: 306-565-2777
Fax: 306-565-2633

Independent Auditors' Report

To the Board of Directors Registered Psychiatric Nurses Association of Saskatchewan

We have audited the accompanying financial statements of Registered Psychiatric Nurses Association of Saskatchewan, which comprise the Statement of Financial Position as at December 31, 2017 and the Statements of Operations, Net Assets and Cash Flows for the year then ended and a summary of significant accounting policies and other explanatory information.

Owners' Responsibility for the Financial Statements

Owners are responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements present fairly, in all material respects, the financial position of Registered Psychiatric Nurses Association of Saskatchewan as at December 31, 2017 and its financial performance and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Priority Accounting Services CPA Prof. Corp.
Chartered Professional Accountants

Regina, SK

Registered Psychiatric Nurses Association of Saskatchewan

Statement of Financial Position

December 31, 2017

	Note	2017	2016
Assets			
Current Assets			
Cash	2.	\$ 99,561	\$ 285,419
Prepaid expenses-benefits		853	852
Total Current Assets		100,414	286,271
Long term investments	3.	909,891	676,566
Property, plant and equipment, net of accumulated amortization	4.	220,728	102,258
Total Assets		\$ 1,231,033	\$ 1,065,095
Liabilities and Net Assets			
Current Liabilities			
Accounts payable and accrued liabilities	5.	\$ 13,966	\$ 4,153
Deferred income/revenue	g.	629,547	566,545
Total Current Liabilities		643,513	570,698
Net Assets			
Unrestricted net assets		319,560	226,436
General reserve		92,562	92,562
Appraisal surplus		127,352	127,352
Other reserves		48,046	48,046
Total Net Assets		587,520	494,396
Total Liabilities and Net Assets		\$ 1,231,033	\$ 1,065,094

Approved on Behalf of the Board:

Denise Gettle / Denise Gettle
R Desrosier RPN / Rachel Desrosier

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

Registered Psychiatric Nurses Association of Saskatchewan

Statement of Operations

For the Year Ended December 31, 2017

	2017	2016
Revenue		
Licensing fees	\$ 579,792	\$ 550,686
Non-active licensing fees	3,950	3,775
Interest income and dividends	22,610	20,669
Member's liability insurance	5,936	5,985
Promotional revenue	1,912	1,754
Other revenue	27,277	30,737
Gains (losses) on disposal of investments	60,965	-
Total revenue	702,442	613,606
Operating expenses		
Advertising and promotion	3,163	2,916
Amortization of tangible assets	9,434	3,578
Data processing	-	2,153
Discipline hearing and professional conduct	37,137	17,719
Donations	8,500	2,360
Employee benefits	27,221	33,988
Insurance	3,501	3,980
Interest and bank charges	10,750	9,139
Liability insurance	5,936	6,106
Meetings and travel expenses	27,125	31,918
Memberships and licenses	21,684	18,774
Office expenses	23,254	15,072
Professional fees	26,503	14,087
Property taxes	8,208	7,362
Registration and special projects	26,384	15,429
Repairs and maintenance	4,580	7,140
Salaries and wages	290,792	337,682
Promotional	19,244	10,520
Membership development	3,144	1,120
Utilities	11,155	8,602
Staff development	14,353	22,032
Committees	27,250	38,647
Total operating expenses	609,318	610,324
Revenues (deficiencies) over expenses	\$ 93,124	\$ 3,282

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

Registered Psychiatric Nurses Association of Saskatchewan

Statement of Changes in Net Assets

For the Year Ended December 31, 2017

	2017	2016
Unrestricted net assets	\$ 226,436	\$ 223,154
Revenues (deficiencies) over expenses	93,124	3,282
Unrestricted net assets (deficit), end of year	\$ 319,560	\$ 226,436

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

Registered Psychiatric Nurses Association of Saskatchewan

Statement of Cash Flows

For the Year Ended December 31, 2017

	Note	2017	2016
CASH FLOWS FROM OPERATING ACTIVITIES:			
Proceeds from contributions	\$	587,111	\$ 573,607
Proceeds from investments received		83,575	20,669
Payments for program service expenses		(260,153)	(233,995)
Payments for payroll		(290,792)	(337,682)
Payments for Committee and Council expenses		(27,252)	(38,647)
TOTAL CASH FLOWS FROM OPERATING ACTIVITIES		92,489	(16,048)
CASH FLOWS FROM INVESTING ACTIVITIES:			
Payments to acquire marketable securities		(418,183)	(258,522)
Payments to acquire capital assets		(127,904)	-
Proceeds from sale and maturity of marketable securities		267,740	100,000
NET CASH USED BY INVESTING ACTIVITIES		(278,347)	(158,522)
CASH FLOWS FROM FINANCING ACTIVITIES:			
OTHER ACTIVITIES:			
Net cash increase (decreases) in cash and cash equivalents		(185,858)	(174,570)
		285,419	459,989
Cash and cash equivalents at end of period	\$	99,561	\$ 285,419

Cash and cash equivalents consist of the following:

Cash	2.	\$	99,561	\$	285,419
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Registered Psychiatric Nurses Association of Saskatchewan

Summary of Significant Accounting Policies

For the Year Ended December 31, 2017

1. Significant Accounting Policies

a. Nature of organization

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.

b. 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.

c. 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.

d. 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.

e. 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:

Registered Psychiatric Nurses Association of Saskatchewan

Summary of Significant Accounting Policies

For the Year Ended December 31, 2017

1. Significant Accounting Policies

e. Reserves and 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 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.

f. 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.

g. 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.

h. 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, 2017

2. Cash

Cash and cash equivalents consist of the following:

	2017	2016
Bank chequing-domestic currency	\$ 10,902	\$ 89,348
Bank savings-domestic currency	87,319	194,732
Float	100	-
Petty cash	1,240	1,339
Total	\$ 99,561	\$ 285,419

3. Investments

Scotia Wealth Management Investments consist of the following:

	2017	2016
Cash investments		
Colabor Group due 10/13/2021 @ 6.000%	\$ -	\$ 50,000
Crombie Real Estate due 03/31/2021 @ 5.250%	-	30,000
First Capital Realty due 02/28/2020 @ 4.450%	-	50,000
Morneau Shepell Inc. due 06/30/2021 @ 4.750%	-	50,000
PIMCO monthly income	100,000	100,000
Cash and accrued investment income	128,390	148,130
Preferred Investments	265,330	-
Total equity investments	493,720	428,130
Other investments, at cost		
BMO	-	25,000
Enbridge (multiple holdings)	51,322	25,000
Manulife	-	25,000
Northland Power	17,901	33,615
Partners Value Split Corp.	-	62,740
Algonquin Power	14,623	16,569
Exchange Income Corp	18,044	50,000
Alta Gas	29,150	10,512

Registered Psychiatric Nurses Association of Saskatchewan

Notes to the Financial Statements

For the Year Ended December 31, 2017

	2017	2016
Canadian Imperial Bank	18,286	-
Canoe Global Income class	24,916	-
Chemtrade Logistics income	25,000	-
Bank of Nova Scotia	17,779	-
BCE	17,684	-
Emera	17,216	-
Maple Leaf Foods	18,168	-
Kinder Morgan CDA	16,166	-
Norbord Inc	18,336	-
Parkland Fuel	22,916	-
Potash Corp of SK	11,300	-
Royal Bank of Canada	17,635	-
Telus Corp	18,027	-
Transcanada corp	23,352	-
Canadian Railway	18,350	-
Total other investments	416,171	248,436
Total investments	\$ 909,891	\$ 676,566

4. Property, plant and equipment

a. Cost less accumulated depreciation/impairment - net book value by period

Property, plant and equipment consist of the following:

			2017	2016
	Cost	Accumulated Depreciation	Net Book Value	Net Book Value
Land	\$ 38,250	\$ -	\$ 38,250	\$ 38,250
Buildings	248,875	(98,769)	150,106	58,309
Office equipment	125,976	(93,604)	32,372	5,699
Total	\$ 413,101	\$ (192,373)	\$ 220,728	\$ 102,258

5. Accounts payable and accrued expenses

Registered Psychiatric Nurses Association of Saskatchewan

Notes to the Financial Statements

For the Year Ended December 31, 2017

5. Accounts payable and accrued expenses

a. Accounts payable by period

Accounts payable consist of the following:

	2017	2016
Trade accounts payable	\$ 2,993	\$ -
Employee deductions payable	7,865	2,469
Benefits payable	3,108	1,684
Total	\$ 13,966	\$ 4,153

6. Commitments

Copier and Heat and control-2017	\$ 1,550
Copier and Heat and control-2018	1,550
Copier and Heat and control-2019	1,550
Total	\$ 4,650

7. Credit and other risks

a. No significant credit risk exposure

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.

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.

Registered Psychiatric Nurses Association of Saskatchewan

Notes to the Financial Statements

For the Year Ended December 31, 2017

7. Credit and other risks

a. No significant credit risk exposure

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. Pension

a. 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 \$ 12,984 for the year (December 2016 -\$11,186).

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

2018 AGM & Education Days

Thursday, May 17

8:30 AM - 12:00 PM
EDUCATION

12:00 PM - 1:00 PM
AWARDS LUNCHEON

1:30 PM - END
ANNUAL GENERAL
MEETING

Friday, May 18

8:30 AM - 4:30 PM
EDUCATION

Location

RCMP Heritage Centre
5907 Dewdney Ave
Regina, SK S4T 0P4

For more information on speakers, pricing hotel reservations and registration please visit us online at:

www.rpnas.com/agm2018

Registration is not required to attend the Annual General Meeting only. Please arrive at the venue after 1:00 PM on Thursday, May 17.



It has been legal in Canada with a doctor's recommendation since 2001. Canada is entering a new landscape as the federal government plans to legalize marijuana for recreational use in 2018.

But what do we really know about Cannabis? What impacts might legalization have on addiction? How do we approach cannabis in the workplace?

Join us on May 17-18 for our AGM and Education Day to learn from experts in Saskatchewan the answer to these and many other burning questions. Enjoy great discussion, great networking and earn CPD Credits!

Resolutions for the 2018 AGM

RESOLUTION 1 **Fee Increase - Practicing**

WHEREAS, The RPNAS is a not for profit, membership organization funded by licensing fees of RPNs on an annual basis, and

WHEREAS, The RPNAS does not have any other significant source of guaranteed revenue, and

WHEREAS, the RPNAS is responsible to fulfill specific regulatory functions according to the Registered Psychiatric Nurses Act, 1993 and in compliance with the mandate of the organization, and

WHEREAS RPNAS is experiencing a significant decline in membership numbers due to retirements being greater than the number of graduating students a revenue shortfall in 2018, 2019 and 2020 is inevitable, and

WHEREAS , operating costs of the association continue to rise despite increases in efficiencies and substantial cutbacks to spending; therefore be it

RESOLVED, That RPNAS will raise its annual registration fees by \$33 for the 2019 registration year and \$25 for the 2020 registration year.

RESOLUTION 2 **Fee Increase - Non-Practicing**

WHEREAS, The RPNAS is a not for profit, membership organization funded by licensing fees of RPNs on an annual basis, and

WHEREAS, there is a cost incurred by RPNAS to deliver services to non-practicing members, and

WHEREAS RPNAS is experiencing a significant decline in membership numbers due to retirements being greater than the number of graduating students a revenue shortfall in 2018, 2019 and 2020 is inevitable, and

WHEREAS , operating costs of the association continue to rise despite increases in efficiencies and substantial cutbacks to spending; therefore be it

RESOLVED, That RPNAS will raise its annual registration fees for non-practicing members by \$25 for the 2019 registration year.

Rules of Order for the Annual General Meeting

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 for the Annual General Meeting

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 RPNNews. 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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