



**RPNAS**

REGISTERED PSYCHIATRIC NURSES  
ASSOCIATION OF SASKATCHEWAN

**2021**

**Annual Report**



April 25, 2022

The Honourable Paul Merriman  
Minister of Health,  
Government of Saskatchewan  
Room 204, Legislative Building  
2405 Legislative Drive  
Regina, SK S4S 0B3

Dear Minister Merriman,

The Registered Psychiatric Nurses Association of Saskatchewan (RPNAS) respectfully presents our 2021 Annual Report in accordance with the provisions of the Registered Psychiatric Nurses Act.

This report covers the period from January 1, 2021 to December 31, 2021 and outlines key projects and achievements, statistical information and the audited financial statement of accounts of the RPNAS as required by the Act.

Respectfully Submitted,

Cheryl Carlson, RPN  
President RPNAS

# About our new logo:

In 2021 we launched a new logo and wordmark. The new logo represents hope, strength and optimism.



When we first started thinking about a new logo, we considered how we could visually represent the inherent qualities of our association and its members. Our desire was to illustrate a sense of hope, strength and optimism. Our new icon may be interpreted as a butterfly taking flight, a flower in full bloom, or a harmonious relationship.

While the modern update is reflective of a progressive and changing association, we wanted to maintain the original colour palette, as burgundy has meaningful historical significance with psychiatric nursing in Saskatchewan.

Font choice was also very important to us. We wanted the wordmark to convey professionalism, while also being welcoming and friendly. Our new font, with its soft edges and approachable characteristics, emphasizes 'RPN' –our most valued members.

**RPNAS**

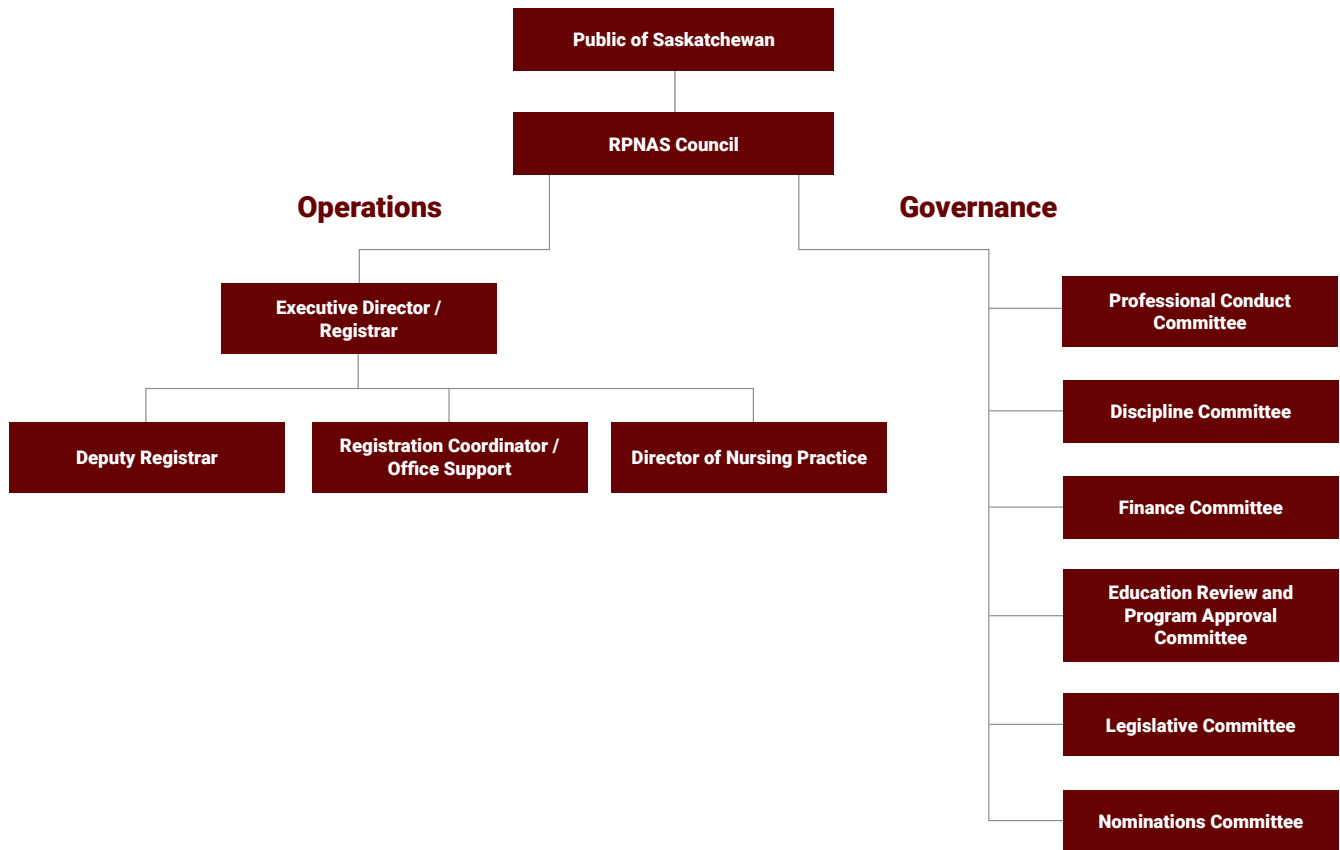
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REGISTERED PSYCHIATRIC NURSES  
ASSOCIATION OF SASKATCHEWAN

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# Organizational Structure



## Council and Staff

### Council

Cheryl Carlson, RPN – President  
 Yvonne Sawatzky, RPN – President-Elect  
 Kyla Shabatara, RPN  
 Leslie Gamble, RPN  
 Penni Caron, RPN  
 Michelle Cleland, RPN  
 Michael Lummerding, Public Representative  
 Russ Marchuk, Public Representative

### Staff

Beverly Balaski, RN, Executive Director/Registrar  
 Karen Turner, RN, Deputy Registrar  
 Lacey Bennett, RPN, Director of Nursing Practice  
 Amanda Brewer, Registration Coordinator/Office Support

# Our Values

## 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 the Saskatchewan People with competent psychiatric nursing.

## Ends

The mission involves the achievement of the following ends:

- Competent RPNs and GPNs
- Public Policy that Promotes/ Supports Optimal /mental Health
- Psychiatric Nursing is a Self-Regulated Profession
- Mental Health is Valued in an Integrated Health System
- Public knowledge and awareness of mental health literacy which is the knowledge and skills that enable people to access, understand, and apply for information for mental health
- A Distinct and Vibrant Professional Identity

# About RPNAS

## What we do:



Set requirements for becoming an RPN in Saskatchewan



Inform the public of what they can expect from RPNs



Inform RPNs of their responsibilities and accountabilities



Respond to concerns about RPN's practice, conduct, and competence



Set continuing education requirements for RPNs

# President's Message



It has been a privilege and honor to serve as your President. As I complete my first year in the President role I reflect back on the tremendously busy year, the challenges, and the achievements RPNAS made.

Of course, 2021 cannot be discussed without identifying the perseverance required by our members to sustain their work through the ongoing COVID-19 Pandemic, but also that of RPNAS Council to ensure our mandate of public protection was maintained during this time. RPNAS members rose to the challenge of continuing to provide services in an uncertain environment, through short staffing, risk of becoming ill and redeployment to new care environments. RPNAS supported members by emphasizing the need to uphold public health orders and ensure they delivered information based on science and evidence. We thank our members for their contribution to the delivery of safe care.

The pandemic also meant that RPNAS Council could not meet face-to-face to conduct its important work. Video meetings became the norm, and all were committed to adapting and proceeding with our governance work. New Council orientation was conducted via video and every effort was made to ensure new members became part of the important work RPNAS does.

2021 saw the end of our 3-year strategic plan (2019 – 2022). Many of the identified initiatives have been met and are included within the update of this annual report. To prepare for the next 3 years of governance and operational priorities a full day strategic planning session occurred in September. The new plan was finalized and will be in effect for 2022 – 2024 and positions RPNAS to continue its emphasis on regulatory excellence.

RPNAS Council reviewed our governance model and made the important decision to transition away from Carver Policy Governance with an emphasis on Strategic Governance. The new governance model being adopted focuses on opportunities and risks with emphasis on implementation of initiatives as necessary to uphold our mandate and set the organization up for success into the future. The governance model change does not impact the RPNAS mandate and Council remains focused on governance responsibilities and fulfillment of our mandate of protection of the public.

In closing, I would like to acknowledge the many members that serve on Council and RPNAS committees. This is important governance work that would not be possible without their involvement. A list of committees and their members can be found in this report. On behalf of Council I would like to acknowledge and thank the RPNAS staff for their sincere commitment and all their hard work over the past year, often going above the call of duty in achieving the organization's mandate.

**Cheryl Carlson, RPN**

RPNAS President



# Executive Director/ Registrar Report



RPNAS entered 2021 with a continued emphasis on strengthening regulatory processes to achieve delivery of psychiatric nursing care in the public interest. This required changes, enhancements or development of new bylaws, policies, and procedures, as we focused on regulatory excellence.

As the pandemic persisted into 2021, it further challenged us to continue our daily work and yet be responsive to the unique needs being presented. While we continued to register members, administer the national exam (although postponements were required), grant graduate nurse licensure, and respond to complaints regarding member practice, we ensured RPNs from other provinces and those returning from a retirement or leave from the profession were safely granted emergency licensure. Our members also required practice advice to support them during uncertain times. As they were redeployed to work in unfamiliar environments and with unfamiliar team members, RPNAS responded to questions and provided clear messaging around professional expectations. RPNs are respected professionals and are expected to provide evidenced based information regarding the pandemic, vaccines, compliance with public health orders and the sharing of accurate information to patients and the public. We are proud of our members. They sacrificed so much and provided remarkable care in a time of ongoing crisis.

During this time, RPNAS continued to review Council's governance framework to ensure we are upholding our mandate and are able to be responsive, strategic thinking and future focused. As a result, RPNAS Council began the journey of transitioning away from Carvery Policy Governance. This transition will continue throughout 2022.

2021 was also a critical year in quantifying the critical shortage of RPNs. Internally, data showed a consistent decline in practicing members year over year. This was in alignment with the demographic profile of our members. 50% of our members are aged 50 or older and eligible to retire. RPNAS and Saskatchewan Polytechnic partnered to commission a Saskatchewan Market Analysis Supply and Demand study through Insightrix Research. The results validated our internal statistics and demonstrated employers' desire to hire RPNs. Based on these findings, important leadership work continues on addressing the need for more education seats for psychiatric nurses in Saskatchewan. Since 2018 RPN education seats have increased from 32 to 56 with introduction of program delivery in partnership with Saskatchewan Polytechnic at North West College.

These are a few of the key activities we have been busy with. Additional information, including statistics and the results of the financial audit are provided throughout this annual report and highlight the work of the organization in 2021.

In closing, the hard work of RPNAS Council and staff must be acknowledged. Without their dedication none of this work would be possible.

**Beverly Balaski, RN BN MN**

RPNAS Executive Director/Registrar

# Regulatory Update

## Goal: Regulation of RPNs in the public interest

Action/Initiative	Regulatory Compliance
<ul style="list-style-type: none"> <li>Implementation of member pay licensure renewal directly to RPNAS</li> </ul>	<ul style="list-style-type: none"> <li>✓ Met Regulatory Excellence:               <ul style="list-style-type: none"> <li>✓ Provide public confidence in licensure process</li> <li>✓ Assured members were responsible for and aware of their licensure status</li> <li>✓ Reduced risk of members working without a license</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>Held special membership meeting to address viability and sustainability of organization</li> </ul>	<ul style="list-style-type: none"> <li>✓ Met legislative requirement of member involvement to approve bylaw and fee changes</li> </ul>
<ul style="list-style-type: none"> <li>Developed 2022-2024 Strategic Plan</li> </ul>	<ul style="list-style-type: none"> <li>✓ Set regulatory and governance plan to meet established accountabilities and priorities</li> </ul>
<ul style="list-style-type: none"> <li>Revised the RPNAS Continuing Education Requirements and introduced the Career-Long Learning Program (CLP) effective January 2022</li> </ul>	<ul style="list-style-type: none"> <li>✓ Met public safety expectations of highly competent care providers</li> <li>✓ Met best practices to fulfill legislative requirements for ongoing learning requirements of members</li> </ul>
<ul style="list-style-type: none"> <li>Completed Intensive work to transition the RPN national exam from a paper and pencil format to a modern computer-based testing format with implementation to occur in May 2022</li> </ul>	<ul style="list-style-type: none"> <li>✓ Enhanced test security to ensure exam integrity</li> <li>✓ Protects the public by restricting the practice of psychiatric nursing to qualified individuals who have met specific exam and other registration qualifications</li> </ul>
<ul style="list-style-type: none"> <li>Commissioned and disseminated the RPNAS Labour Market Needs Assessment as conducted by Insightrix Research to establish supply and demand needs for RPNs in Saskatchewan               <ul style="list-style-type: none"> <li>Met several times with Minister of Advanced Education, Honourable Gene Makowsky, and Minister of Mental Health and Addictions, Honourable Everett Hindley</li> <li>Public communication to media in response to mental health crisis</li> </ul> </li> <li>Since 2018 education seats have increased from 32 to 56</li> </ul>	<ul style="list-style-type: none"> <li>✓ Protects public by identifying need for increase in Registered Psychiatric Nurses to ensure adequate access to mental health nursing services for the people of Saskatchewan</li> <li>✓ Facilitate effective communication to stakeholders and government</li> </ul>
<ul style="list-style-type: none"> <li>Conducted review of Saskatchewan Polytechnic request for substantive curriculum revisions and approved for implementation in September 2021</li> </ul>	<ul style="list-style-type: none"> <li>✓ Fulfilled regulatory obligation of approving educational programs for RPNs</li> </ul>
<ul style="list-style-type: none"> <li>Strengthened recruitment process for RPNAS committees</li> <li>Established inclusion of public representatives</li> </ul>	<ul style="list-style-type: none"> <li>✓ Met regulatory compliance of ensuring members informed of their role and secures integrity of functioning</li> <li>✓ Met regulatory best practice in ensuring perspective of the public are represented</li> </ul>
<ul style="list-style-type: none"> <li>Enhanced professional practice supports and representation               <ul style="list-style-type: none"> <li>Representation on committees</li> <li>Consulted on employer initiatives</li> <li>Developed practice resources to support members</li> <li>Provide member consultation service</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>✓ Defined professional responsibilities and accountabilities</li> <li>✓ Contributed to safe practice in the public interest</li> </ul>
<ul style="list-style-type: none"> <li>Ceased licensure of Saskatchewan RPNs in Northwest Territories and Nunavut               <ul style="list-style-type: none"> <li>Agreement concluded December 31, 2021</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>✓ Aligned licensure with mandate of protection of the public of Saskatchewan</li> <li>✓ Eliminated regulatory, legal and financial risks to RPNAS</li> </ul>
<ul style="list-style-type: none"> <li>Continued Focus on Finances/Membership:               <ul style="list-style-type: none"> <li>RPNAS sold office space and moved to lease property</li> <li>Established disciplinary reserve fund</li> <li>Further stabilized finances</li> <li>Ongoing monitoring of membership numbers</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>✓ Fulfilled fiduciary responsibilities</li> </ul>

# RPNAS Affiliations

**RPNAS welcomes all opportunities to work with stakeholders on matters impacting effective RPN Regulation. The following organizations are key partners:**

<b>Organization</b>	<b>Description</b>
Canadian Network of Agencies for Regulation (CLEAR)	A not-for-profit organization providing education, certification, and networking opportunities for regulators in Canada
Canadian Nurse Regulators' Collaborative (CNRC)	A network of all designations of nursing regulators in Canada committed to collaboration and networking to harmonize regulation where possible
Council on Licensure, Enforcement and Regulation (CLEAR)	A not-for-profit organization providing education, certification, and networking opportunities for regulators on an international level
National Council of State Boards of Nursing (NCSBN)	A not-for-profit organization with membership consisting of nursing regulators throughout the US, Canada, and globally
National Nursing Assessment Service (NNAS)	A not-for-profit organization that is responsible for the assessment of foundational education and experience of international nurses seeking licensure in Canada
Network of Interprofessional Regulatory Organizations (NIRO)	A network of all health regulators in Saskatchewan committed to collaboration, networking, and education sharing among regulators of health professions in Saskatchewan
Registered Psychiatric Nurse Regulators of Canada (RPNRC)	A national organization of RPN regulators in Canada committed to collaboration to achieve excellence and consistency in regulatory requirements where appropriate
Saskatchewan Nurse Leadership Network (SNLN)	A collaboration of nurse regulators, healthcare employers, unions representing nursing, and government representation to facilitate discussion and strategies

# Committees

## Professional Conduct Committee

The Professional Conduct Committee's role is to review complaints received regarding members, or former members practice. In accordance with the RPN Act, the committee determines the best disposition for the complaint.

Carrie LaVallie, RPN (Chair)

Tania Huel, RPN

Tracy Martell, RPN

Colleen Cameron, RPN

Jacquelyn Oberndorfer, RPN

Jeannine Brown, Public Representative

Dale Gerhardt, Public Representative

## Discipline Committee

The Role of the Discipline Committee is to hold hearings into matters that are referred from the Professional Conduct Committee. In accordance with the RPN Act, the committee determines whether or not a member is guilty of allegations of professional misconduct and/or professional incompetence and establishes orders of disposition.

Theresa Girardin, RPN (Chair)

Ashley Lemus, RPN

Jennifer Hennig, RPN

Elizabeth Tuazon, RPN

Carol Hipfner, RPN

Harley Libke, RPN

Michelle Graham, RPN

Mallory Unger, RPN

Sharon Ash, RPN

Michael Lummerding, Public Representative

## Finance Committee

The Finance Committee provides financial oversight for the organization and assists the Council to meet its fiduciary responsibilities.

Darcy McIntyre, RPN (Chair)

Cheryl Carlson, RPN

Jill Thomson, RPN

Michael Lummerding, Public Representative

## Legislative Committee

The Legislative Committee is responsible for monitoring federal, provincial, and municipal legislation affecting the public and the psychiatric nursing profession. They review the Act and Bylaws of the RPNAS and make recommendations for change to Council.

Yvonne Sawatzky, RPN (Chair)

Rachel Desnomie, RPN

Stephanie Bajus, RPN

Ray Joubert, Public Representative

## Education Review and Program Approval Committee (ERPAC):

The purpose of the ERPAC is to ensure entry-level psychiatric nursing programs meet the education standards and indicators as outlined by the RPNAS Council.

Ann-Marie Urban, RPN (Chair)

Lise Perrault Streeter, RPN

Patti Deis, RPN

Don Kuntz, Public Representative

## Nominations Committee

The Nominations Committee is responsible for recruitment of RPN members to present a slate of candidates to serve on RPNAS council.

Leslie Gamble, RPN (Chair)

Kyla Bereti, RPN

Russ Marchuk, Public Representative

# Update on Strategic Plan



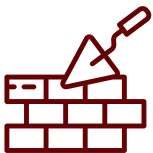
## 1. Stabilize and Advance the Profession in the Public Interest

- Continued to monitor and analyze supply and age of RPNs
- RPNAS Labour Market Needs Assessment in partnership with Saskatchewan Polytechnic and conducted by Insightrix Research to establish supply / demand for RPNs in Saskatchewan
- Submitted proposal to government requesting additional psychiatric nursing education seats
- Met with government and stakeholders regarding proposal
- First graduating class of 11 students from North West College



## 2. Strengthen Membership Supports

- RPNAS practice consultation service well utilized. Received 167 calls – an increase of 81% since 2020
- Revised the RPNAS continuing education requirements to a new Career-Long Learning Program
- Developed two practice documents to support RPN practice:
  - Documentation Guideline for Registered Psychiatric Nurses
  - Graduate Psychiatric Nurse Practice Guideline



## 3. Improve the Foundation of the RPNAS

- Sold office space to realize equity
- Established a discipline reserve fund to ensure RPNAS financial obligations
- Further stabilized finances
- Ongoing monitoring of membership numbers

# Bylaw Compliance Audit

RPNAS members are obligated to comply with eligibility for licensure bylaws. This includes:

1. Worked for a minimum of 1400 hours in recognized psychiatric nursing practice in the previous 5 years.
2. Meet requirements of the continuing competence program of 10 Continuing Professional Development (CPD) credits applicable to psychiatric nursing. For 2019 and 2020 the Registration Coordinator reviewed the CPD activities for all members as they were being submitted during registration renewal. Questionable or invalid activities were flagged, and the member was notified via a letter of guidance and provided with information regarding expectations.

As the pandemic has had significant impact on employers and the profession, additional time for submission of data has been granted. Audit findings for 2021 and 2022 will be reported in the 2022 Annual Report.

## Bylaw Compliance Audit

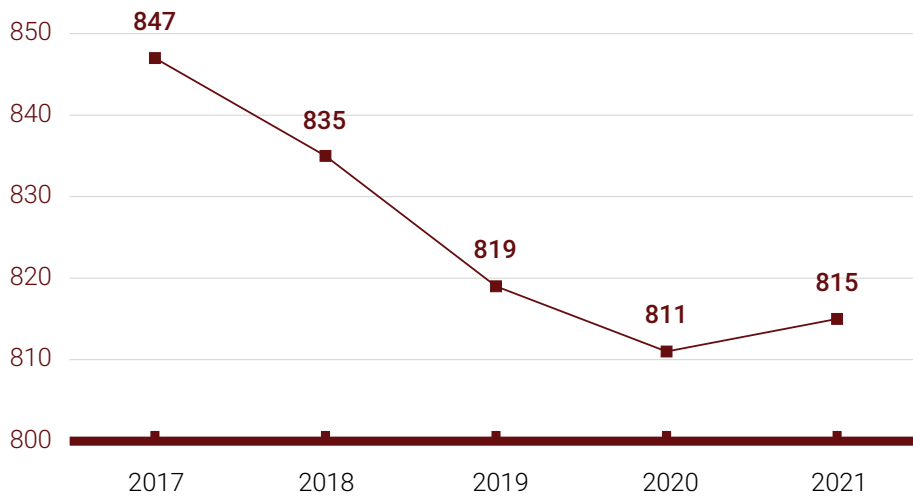
<b>Practice Hours</b>	<b>2019</b>	<b>2020</b>
# Practicing Members Audited	20	18
Met Requirements	20	18
Did not Meet Requirements/ Did not Submit	0	0

<b>Continuing Professional Development Credits (CPDs)</b>	<b>2019</b>	<b>2020</b>
# Practicing Members Audited	819	811
Letters of Guidance Issued	39	42

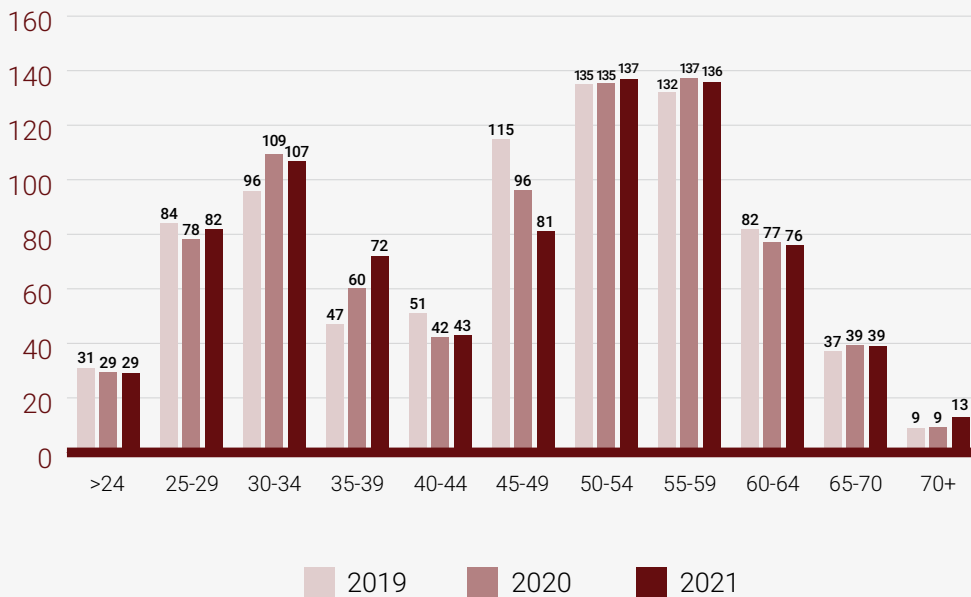
# 2021 Statistics



Practicing Members Over Last 5 Years

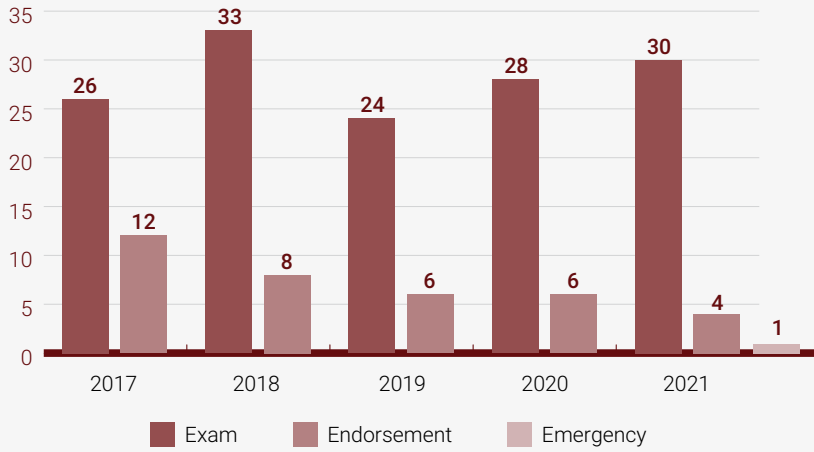


Membership by Age

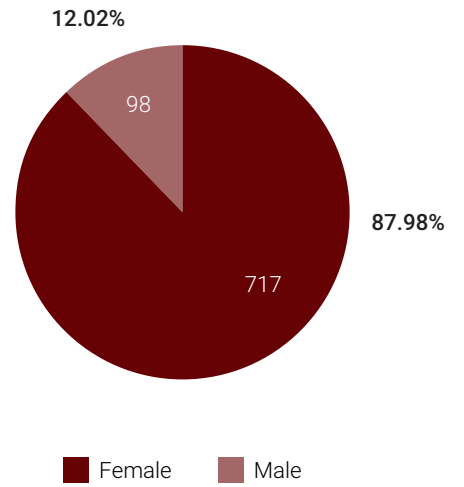




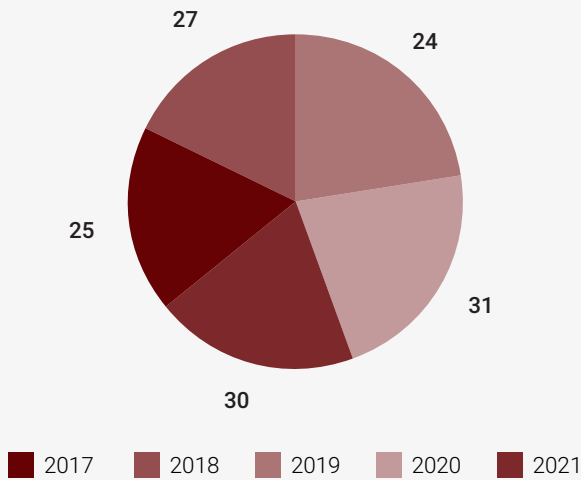
### New Members by Method of Registration



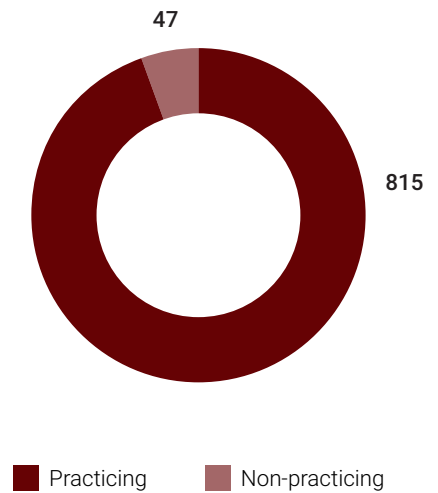
### Membership by Gender



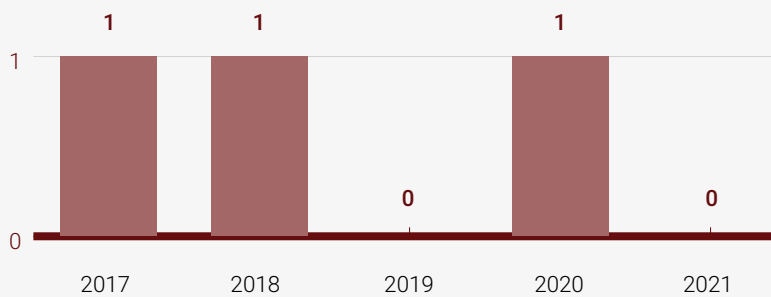
### New Graduate Registrants via RPNCE



### Membership by Status



### Internationally Educated



# 2021 Professional Conduct Stats

## 2021 Cases

9

New Cases  
in 2021

12

Cases brought  
forward from  
2020

2

Cases brought  
forward from  
2019

## Cases Resolved in 2021

2

2021  
Resolved  
Cases

6

2020  
Resolved  
Cases

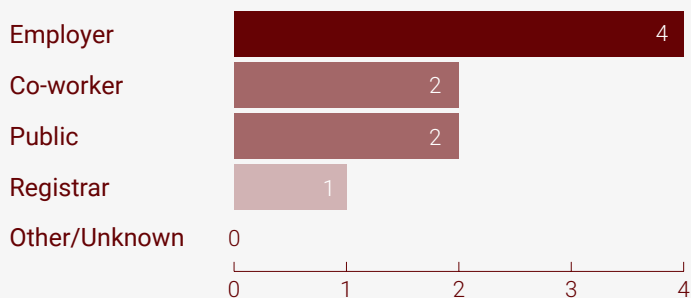
1

2019  
Resolved  
Cases

## Outcome of resolved cases

- 0 Discipline
- 1 Alternate Dispute Resolution
- 0 Advisory Letter
- 8 Dismissal with no further action

## Source of Reports for 2021 Cases

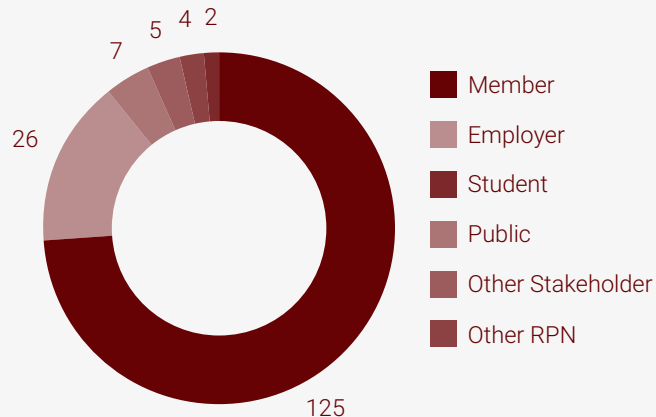


# 2021 Practice Consultation Stats

Total Practice Consultation Calls

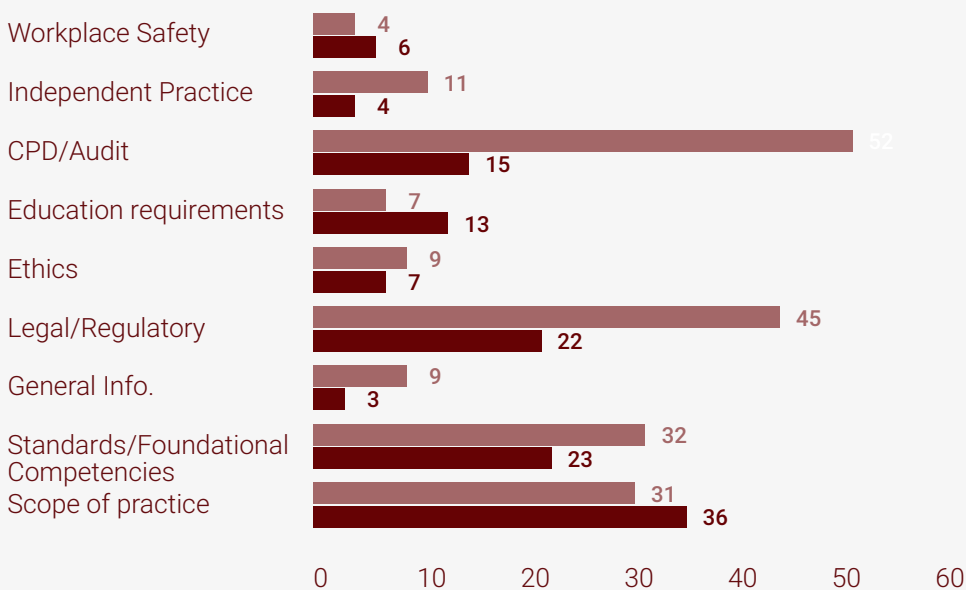


Consultation by Source



(Numbers add to higher than 100% because some inquiries categorized under more than one area)

Category of Inquiry

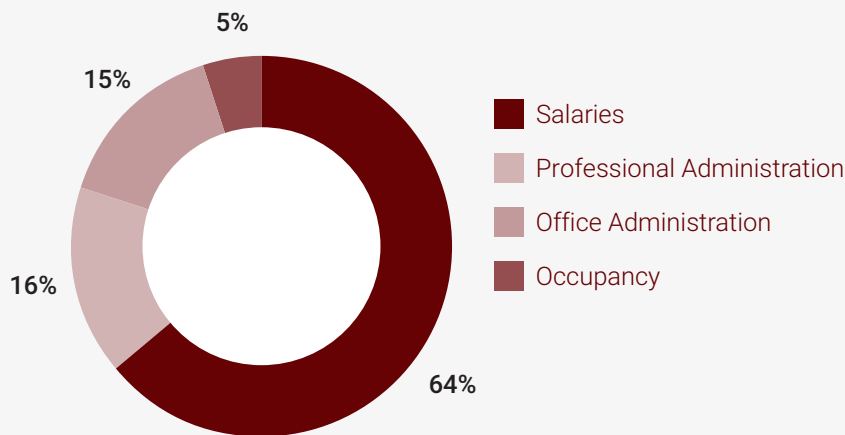


(Numbers add to higher than 100% because some inquiries categorized under more than one area)

# RPNAS

## Financial Summary

The RPNAS is responsible for our financial accountability. RPNAS Council takes its fiduciary responsibilities seriously and is committed to transparency on spending. The operating expenses below identify the broad categories of required services and reflect the cost of conducting RPNAS operations. As the RPNAS is a knowledge and service-based organization, the majority of our expenses are related to staffing.



<b>Salaries</b>	\$482,113	64%
<b>Professional Administration</b>	\$120,094	16%
<b>Office Administration</b>	\$111,686	15%
<b>Occupancy</b>	\$41,070	5%

# Financial Statements

For the Year Ended December 31, 2021



# 2021

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## INDEPENDENT AUDITOR'S REPORT

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To the Members of Registered Psychiatric Nurses Association of Saskatchewan

### Opinion

We have audited the financial statements of Registered Psychiatric Nurses Association of Saskatchewan (the Association), which comprise the statement of financial position as at December 31, 2021, and the statements of operations, changes in net assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Association as at December 31, 2021, and the results of its operations and cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

### Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Association in accordance with ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the 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.

In preparing the financial statements, management is responsible for assessing the Association's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Association or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Association's financial reporting process.

### Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

(continues)

Independent Auditor's Report To the Members of Registered Psychiatric Nurses Association of Saskatchewan (*continued*)

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit 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 Association's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Association's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Association to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

*Lingard + Dreger*

Chartered Professional Accountants

Saskatoon, Saskatchewan  
March 21, 2022



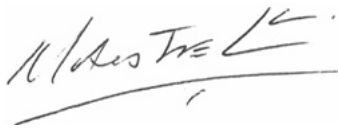
**REGISTERED PSYCHIATRIC NURSES ASSOCIATION OF SASKATCHEWAN**

**Statement of Financial Position**

**As at December 31, 2021**

	2021	2020
<b>ASSETS</b>		
<b>CURRENT</b>		
Cash and equivalents	\$ 1,455,359	\$ 923,418
Marketable securities (Note 3)	146,817	197,360
Marketable securities - internally restricted (Note 3)	250,000	171,398
Prepaid expenses	8,233	80,218
	<b>1,860,409</b>	1,372,394
<b>TANGIBLE CAPITAL ASSETS (Note 4)</b>	<b>53,972</b>	242,061
	<b>\$ 1,914,381</b>	\$ 1,614,455
<b>LIABILITIES</b>		
<b>CURRENT</b>		
Accounts payable and accrued liabilities (Note 5)	\$ 85,851	\$ 47,523
Deferred revenue (Note 6)	837,371	716,184
	<b>923,222</b>	763,707
<b>NET ASSETS</b>		
<b>INVESTED IN TANGIBLE CAPITAL ASSETS</b>	<b>53,972</b>	231,467
<b>INTERNALLY RESTRICTED</b>	<b>250,000</b>	171,398
<b>UNRESTRICTED</b>	<b>687,187</b>	447,883
	<b>991,159</b>	850,748
	<b>\$ 1,914,381</b>	\$ 1,614,455

**APPROVED ON BEHALF OF COUNCIL**



\_\_\_\_\_  
Council Member



\_\_\_\_\_  
Council Member



**REGISTERED PSYCHIATRIC NURSES ASSOCIATION OF SASKATCHEWAN**

**Statement of Operations**

**For the Year Ended December 31, 2021**

	<b>2021</b>	2020
<b>REVENUE</b>		
Licensing fees	\$ 654,125	\$ 654,337
Members' liability insurance	62,179	64,542
Examination fees	25,899	22,923
AGM fees	-	200
Other	17,150	21,921
	<b>759,353</b>	763,923
<b>EXPENSES</b>		
Advertising and promotion	1,792	4,961
Amortization	9,748	15,235
Committees	16,282	4,273
Council development	3,250	4,477
Discipline hearing and professional conduct	43,153	46,340
Employee pension ( <i>Note 7</i> )	40,829	31,796
Insurance	2,737	464
Interest and bank charges	16,286	4,773
Legal, audit, and consulting fees	42,025	34,910
Meetings and travel	2,413	3,635
Members' liability insurance	61,980	68,842
Memberships and licenses	4,927	6,549
Office	43,182	35,499
Property taxes	1,022	9,281
Registration exams	25,824	20,469
Rental	25,663	-
Repairs and maintenance	2,658	750
Special projects	26,228	-
Staff development	3,479	6,666
Utilities	2,182	6,949
Wages and benefits	441,285	356,847
	<b>816,945</b>	662,716
<b>EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSES FROM OPERATIONS</b>	<b>(57,592)</b>	101,207
<b>OTHER INCOME (EXPENSES)</b>		
Investment income	8,376	23,219
Gain (loss) on disposal of marketable securities	7,346	(20,622)
Unrealized gain on marketable securities	19,570	5,771
Gain on disposal of tangible capital assets	162,711	-
	<b>198,003</b>	8,368
<b>EXCESS OF REVENUE OVER EXPENSES FOR THE YEAR</b>	<b>\$ 140,411</b>	\$ 109,575

**REGISTERED PSYCHIATRIC NURSES ASSOCIATION OF SASKATCHEWAN**

**Statement of Changes in Net Assets  
For the Year Ended December 31, 2021**

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	Invested in tangible capital assets	Internally Restricted	Unrestricted	<b>2021</b>	2020
<b>NET ASSETS -</b>					
<b>BEGINNING OF YEAR</b>	\$ 231,467	\$ 171,398	\$ 447,883	<b>\$ 850,748</b>	\$ 741,173
Amortization	(9,748)	-	9,748	-	-
Purchase of tangible capital assets	29,958	-	(29,958)	-	-
Transfer to internally restricted	-	78,602	(78,602)	-	-
Transfer to unrestricted	(360,416)	-	360,416	-	-
Excess (deficiency) of revenue over expenses	162,711	-	(22,300)	<b>140,411</b>	109,575
<b>NET ASSETS - END OF YEAR</b>	<b>\$ 53,972</b>	<b>\$ 250,000</b>	<b>\$ 687,187</b>	<b>\$ 991,159</b>	<b>\$ 850,748</b>

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**REGISTERED PSYCHIATRIC NURSES ASSOCIATION OF SASKATCHEWAN**

**Statement of Cash Flows**

**For the Year Ended December 31, 2021**

	2021	2020
<b>OPERATING ACTIVITIES</b>		
Excess of revenue over expenses for the year	\$ 140,411	\$ 109,575
Items not affecting cash:		
Amortization	9,748	15,235
Loss (gain) on disposal of marketable securities	(7,346)	20,622
Unrealized gain on marketable securities	(19,570)	(5,771)
Gain on disposal of tangible capital assets	(162,711)	-
	<b>(39,468)</b>	139,661
Changes in non-cash working capital:		
Prepaid expenses	71,985	(74,718)
Accounts payable and accrued liabilities	38,329	2,475
Deferred revenue	121,187	24,871
	<b>231,501</b>	(47,372)
Cash flow from operating activities	<b>192,033</b>	92,289
<b>INVESTING ACTIVITIES</b>		
Purchase of marketable securities	(40,536)	(108,083)
Proceeds on disposal of marketable securities	39,392	790,359
Purchase of tangible capital assets	(29,958)	(2,331)
Proceeds on disposal of tangible capital assets	371,010	-
Cash flow from investing activities	<b>339,908</b>	679,945
<b>NET CHANGE IN CASH AND CASH EQUIVALENTS DURING THE YEAR</b>	<b>531,941</b>	772,234
<b>CASH AND CASH EQUIVALENTS - BEGINNING OF YEAR</b>	<b>923,418</b>	151,184
<b>CASH AND CASH EQUIVALENTS - END OF YEAR</b>	<b>\$ 1,455,359</b>	\$ 923,418
<b>CASH AND CASH EQUIVALENTS CONSIST OF:</b>		
Cash	<b>\$ 1,455,359</b>	\$ 923,418

# REGISTERED PSYCHIATRIC NURSES ASSOCIATION OF SASKATCHEWAN

## Notes to the Financial Statements

For the Year Ended December 31, 2021

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### 1. PURPOSE OF THE ASSOCIATION

Registered Psychiatric Nurses Association of Saskatchewan (the "Association") is the regulatory authority for the registration of psychiatric nurses in Saskatchewan and is incorporated under *The Registered Psychiatric Nurses Act, 1993*.

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### 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements were prepared in accordance with Canadian accounting standards for not-for-profit organizations and include the following significant accounting policies:

#### Cash and cash equivalents

Cash and cash equivalents consist of balances with banks and short-term investments with maturities of three months or less.

#### Tangible capital assets

Tangible capital assets are stated at cost or deemed cost less accumulated amortization and are amortized over their estimated useful lives on a declining balance basis at the following rates:

Furniture and fixtures	20%
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In the year of acquisition amortization is calculated at one-half of the applicable rates.

#### Reserves

Council has approved the use of the following reserves included in internally restricted net assets:

Discipline reserve: This reserve was established to provide funds for future discipline investigations and legal claims.

#### Revenue recognition

Licensing fees are based on a calendar year and recognized as revenue in the period to which they relate. Revenues received in advance of the period to which they relate are recorded as deferred revenue. Registration, graduation, examination, and late fees are recognized as the services are provided. Investment revenues are recognized as they are earned in the period to which they relate. Other revenues are recognized as the services are provided.

Restricted contributions are recognized as revenue in the year in which the related expenses are incurred or restrictions met. Unspent amounts are included in deferred revenue.

Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

#### Income taxes

The Association qualifies as a tax exempt organization under section 149 of the *Income Tax Act* and accordingly no provision for income taxes is recorded.

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**REGISTERED PSYCHIATRIC NURSES ASSOCIATION OF SASKATCHEWAN**

**Notes to the Financial Statements**

**For the Year Ended December 31, 2021**

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**2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

**Financial instruments**

The Association initially measures its financial assets and financial liabilities at fair value. It subsequently measures all its financial assets and financial liabilities at amortized cost, except for investments in equity instruments that are quoted in an active market, which are measured at fair value. Changes in fair value are recognized in the statements of operations in the period incurred.

Financial assets subsequently measured at amortized cost include cash and equivalents. Financial liabilities subsequently measured at amortized cost include accounts payable and accrued liabilities, and deferred revenue. The fair value of the cash and equivalents, accounts payable and accrued liabilities, and deferred revenue approximates their carrying value due to their short-term nature.

**Measurement uncertainty**

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amount of assets and liabilities, disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the period. Such estimates are periodically reviewed and any adjustments necessary are reported in earnings in the period in which they become known. Actual results could differ from these estimates.

Significant estimates include, but are not limited to, the determination of the useful life of tangible capital assets, deferred revenue, and accruals for certain revenues and expenses.

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**3. MARKETABLE SECURITIES**

	Cost	2021 Market value	Cost	2020 Market value
<b>Short-term</b>				
Equities and other	396,887	\$ 396,817	382,798	\$ 368,758
-		\$ 396,817		\$ 368,758

Of the investments held, \$250,000 (2020 - \$171,398) has been internally restricted to provide funds for the Discipline Reserve.

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**4. TANGIBLE CAPITAL ASSETS**

	Cost	Accumulated amortization	2021 Net book value	2020 Net book value
Land	\$ -	\$ -	\$ -	\$ 38,250
Building	-	-	-	170,048
Furniture and fixtures	177,269	123,297	53,972	33,763
	\$ 177,269	\$ 123,297	\$ 53,972	\$ 242,061

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**REGISTERED PSYCHIATRIC NURSES ASSOCIATION OF SASKATCHEWAN**

**Notes to the Financial Statements**

**For the Year Ended December 31, 2021**

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**5. ACCOUNTS PAYABLE AND ACCRUED LIABILITIES**

	2021	2020
Accrued liabilities	\$ 32,684	\$ 14,100
Employee benefits payable	7,781	6,297
Trade payables	20,021	3,680
Vacation payable	25,365	23,446
	<b>\$ 85,851</b>	<b>\$ 47,523</b>

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**6. DEFERRED REVENUE**

	Balance, beginning of year	Amounts received	Amounts recognized	Balance, end of year
Licensing fees	\$ 617,950	\$ 723,742	\$ (617,950)	\$ 723,742
Member's liability insurance	60,004	74,794	(60,004)	74,794
Examination fees	21,830	29,768	(21,830)	29,768
Other	16,400	9,067	(16,400)	9,067
	<b>\$ 716,184</b>	<b>\$ 837,371</b>	<b>\$ (716,184)</b>	<b>\$ 837,371</b>

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**7. DEFINED CONTRIBUTION PENSION PLAN**

Employees of the Association participate in the Saskatchewan Healthcare Employee's 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 contributions monthly, based on the contribution rate provided by SHEPP, which totalled \$40,829 for the year ended December 31, 2021 (2020 - \$31,796).

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

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**8. LEASE COMMITMENTS**

The Association is committed under a lease agreement for its premises at 205 - 4401 Albert Street, Regina, Saskatchewan. In addition to the fixed payments, the Association is responsible for its proportionate share of occupancy costs. The agreement expires on January 31, 2031 and requires minimum annual payments as follows:

2022	\$ 34,217
2023	34,217
2024	34,217
2025	34,217
2026	35,194
Thereafter	143,707
	<b>\$ 315,769</b>

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# REGISTERED PSYCHIATRIC NURSES ASSOCIATION OF SASKATCHEWAN

## Notes to the Financial Statements

For the Year Ended December 31, 2021

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### 9. FINANCIAL INSTRUMENTS

The Association is exposed to various risks through its financial instruments and has a comprehensive risk management framework to monitor, evaluate and manage these risks. The following analysis provides information about the Association's risk exposure and concentration as of December 31, 2021.

#### **Liquidity risk**

Liquidity risk is the risk that an entity will encounter difficulty in meeting obligations associated with financial liabilities. The Association's exposure is dependent upon the receipt of funds from its operations, investments, and other related sources. Funds from these sources are primarily used to finance working capital and capital expenditure requirements, and are considered adequate to meet the Association's financial obligations.

#### **Market risk**

Market risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices. Market risk comprises three types of risk: currency rate risk, interest rate risk, and other price risk. The Association is mainly exposed to price risk through its investment in quoted mutual funds, and equities and other.

#### **Currency risk**

Currency risk is the risk to Association's earnings that arise from fluctuations of foreign exchange rates and the degree of volatility of these rates. The Association is exposed to foreign currency exchange risk on its investments held in U.S. dollars. The Association does not use derivative instruments to reduce its exposure to foreign currency risk.

#### **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. In seeking to minimize the risks from interest rate fluctuations, the Association manages exposure through its normal operating and financing activities. The Association is exposed to interest rate risk primarily through its short-term investments portfolio.

#### **Other price risk**

Other price risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices (other than those arising from interest rate risk or currency risk), whether those changes are caused by factors specific to the individual financial instrument or its issuer, or factors affecting all similar financial instruments traded in the market. The Association is exposed to other price risk through its investment in quoted mutual funds, and equities and other.

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# Contact Us



**RPNAS**

REGISTERED PSYCHIATRIC NURSES  
ASSOCIATION OF SASKATCHEWAN

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