



# Annual Report

## 2020



REGISTERED  
PSYCHIATRIC  
NURSES  
ASSOCIATION OF  
SASKATCHEWAN



April 29, 2021

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 2020 Annual Report in accordance with the provisions of the *Registered Psychiatric Nurses Act*.

This report covers the period from January 1, 2020 to December 31, 2020 and outlines key projects and achievements, statistical information and the audited financial statement of accounts of the RPNAS as required by the Act.

Sincerely,

A handwritten signature in black ink, appearing to read 'Dan Badowich', with a long horizontal flourish extending to the right.

Dan Badowich RPN  
President RPNAS

## Table of Contents

|   |    |
|---|----|
| RPNAS Council.....                          | 4  |
| RPNAS Staff .....                           | 5  |
| Vision, Mission and Ends .....              | 6  |
| About the RPNAS .....                       | 7  |
| President’s Message .....                   | 8  |
| Executive Director/Registrar’s Report ..... | 10 |
| Covid-19 Pandemic Report .....              | 13 |
| Strategic Plan Update .....                 | 15 |
| Committee Reports.....                      | 16 |
| Finance Committee.....                      | 16 |
| Legislative Committee .....                 | 17 |
| Nominations Committee .....                 | 18 |
| Professional Conduct Committee .....        | 19 |
| Discipline Committee.....                   | 20 |
| Education Committee .....                   | 20 |
| Statistics .....                            | 21 |
| Financial Statements.....                   | 25 |
| Annual Meeting Agenda .....                 | 36 |

# RPNAS Council



Dan Badowich, RPN  
President



Cheryl Carlson, RPN  
President-Elect



Yvonne Sawatzky, RPN  
Member-at-Large



Kyla Shabatura, RPN  
Member-at-Large



Penni Caron, RPN  
Member-at-Large



Leslie Gamble, RPN  
Member-at-Large



Michelle Manson, RPN  
Member-at-Large



Jill Thomasen, RPN  
Member-at-Large



Don Froese, RPN  
Member-at-Large  
Jan - Aug 2020



Michael Lummerding  
Public Representative

# RPNAS Staff



Beverly Balaski, RN BN MN  
Exexcutive Director/Registrar



Karen Turner, RN BScN MHSA CTAJ  
Deputy Registrar



Lacey Bennett, RPN BA (psyche)  
Director of Nursing Practice



Amanda Brewer  
Registration Coordinator +  
Office Support



Safiya Donaldson  
Executive Coordinator  
On leave Feb - Dec 2020

## 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 the RPNAS

The Registered Psychiatric Nurses Association of Saskatchewan (RPNAS) is a self-regulatory body governing Registered Psychiatric Nurses (RPNs) in Saskatchewan. In order to practice as an RPN, individuals must meet the requirements for, and hold a license to practice. RPN is a protected title, and only those licensed can practice as a RPN and use the title.

*The RPN Act, 1993* is the legislation that gives RPNs the authority to practice and provides the framework for governance of the profession in the best interest of the public. RPNAS is governed by a Council of 9 members and 1 public representative. Statutory and non-statutory committees, consisting of members and public representatives contribute to the governance and regulatory excellence of RPNAS.

For the professions, self-regulation is an exceptional privilege and not a right. In Saskatchewan, the government has delegated regulatory functions through the self-regulatory privilege to RPNAS. In accepting this privilege, RPNAS forms a social contract between RPNAS and the public of Saskatchewan to safely provide regulatory programs and services in the best interest of the public. RPNAS takes this privilege seriously and strives to achieve excellence in regulation and governance. RPNAS must be self-funding and self-sustaining, which means it relies exclusively on membership fees to carry out its responsibilities in the public interest.

RPNAS responsibilities include, but are not limited to:

- establishing requirements for licensure;
- approving basic psychiatric nursing education programs;
- registering members and renewing licenses;
- establishing, monitoring, and enforcing practice standards, the code of ethics, and a continuing competence program;
- receiving, investigating, and adjudicating complaints pertaining to members competence and conduct;
- administering a discipline process when required; and
- providing practice advisement and support to members

## **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
- Ensure practicing RPNs participate in the continuing competence program

## Presidents Message

So, sometime in May of 2013, I decided to go for a beer. At the hotel bar a nearby group saw I was unaccompanied, waved me over and asked me to join them. I did so. That nearby group was RPNAS council and staff including then Executive Director, Robert Allen. 2 years later I was acclaimed to Council and I recall with joy being sworn in to serve this profession and the people of Saskatchewan. Such was my 'butterfly effect' for RPNAS.

A lot has changed since then – for Council, for staff and for us as a profession. RPNAS Council continues to shift towards a greater regulatory duty, that of stronger governance to uphold our mandate of protection of the public. Our current model of governance requires adaptation as we attempt to balance our dual mandate roles.

We have overseen a complete changeover of staff and the creation of a new position, that of Director of Nursing Practice. For the workplace, even pre-COVID, RPN's are asked to do more with less. To adapt. And we have risen admirably to the challenge. The rise of substance use of crystal methamphetamine and fentanyl, our increasing aging population, a greater awareness of mental health triggering a requirement for psychiatric nurse services, COVID, the list goes on...the demands for quality mental health care have never been greater.

At this time, I'd like to express my appreciation for the hard work of RPNAS staff, notably our Executive Director and Registrar, Bev Balaski. I also wish to express the condolences of council to Bev for the passing of her husband, Jason.

I'd also like to thank my fellow Council members, past and present for their support and confidence in me. It's been a roller coaster these 6 years, thank you.

For the year 2020, RPNAS council has undertaken the following:

- Council remains focused on building towards financial stability, our finance committee remains a fixture with frequent reports and updates to council.
- Understanding and implementation of best practices in governance is a top priority, as I've stated previously, we are investigating better ways to govern.
- We continue to prioritize Regulatory obligations versus Association functions. RPNAS is exploring the need to formally separate regulatory responsibilities from association functions. We are observing other regulatory bodies making this transition (e.g. SRNA, College and Association of RNs of Alberta, BC, etc.).
- Significant Bylaw review to include more regulatory requirements and clarity to support our mandate of protection of the public – with all approved by the Minister of Health.
- Smaller Council sizes.



- A greater representation of the public. Our bylaws have allowed for council appointed public representatives. We continue to work with government to allow for more government appointed public reps.
- Recognized need for changes to the RPNAS Continuing Professional Development process. Approved new Continuing Competence Program to be effective 2022.
- Council participated in various education classes on governance with experts in the field, Daniel Faulkner and Bradley Chisholm, SRNA presentation on separation of regulatory from association functions.
- Nicole Hamm from OWZW law firm – emphasized importance of understanding difference between governance and operations.
- Mary Martin Smith – Provincial Chief Nursing Officer – emphasized legislative requirement that RPNAS focus on regulatory obligations. Mary also mentioned inclusion of more public representatives.
- The fulfillment of 2018 – 2021 strategic plan continues.
- Covid-19 Pandemic required Council’s attention on how to best support RPNs to participate fully. Emergency licensure efforts were supported.
- RPNAS provided members with information regarding the development of an association that includes all three categories of nursing providers (RPN, RN, LPN) should they be interested in participating.

Moving forward I can offer these words. Incremental change must be our process, must be our goal. I (as many I'm sure) tire of hearing the phrase "the new normal." Our patients look to us for being stable. Competent. Professional. Yes, many things have required a new approach. But that doesn't mean we throw away our processes, our experience, clinical assessment, or our training. Whether it be for governance, your practice, or even your personal life, give these words a try:

Incremental change must be the goal.

Thank you.



Dan Badowich, RPN  
President  
RPNAS

# Executive Director/Registrar's Report

2020 has been an extremely challenging year for everyone. It goes without saying that the COVID-19 pandemic has impacted each of us, in all areas of our lives – work, family, and leisure, and has affected our physical and emotional health. RPNAS staff and Council recognize the tremendous contribution the RPNAS membership has made caring for the people of Saskatchewan and providing high quality psychiatric nursing services in a truly overwhelming environment. We are proud and grateful for your service.

Despite the disruption of the pandemic, RPNAS continued to focus on our regulatory mandate through working with our members and key stakeholders to ensure RPNs were supported to provide safe care for Saskatchewan residents. During this time RPNAS focused on maintaining services while staff transitioned to working from home.

In 2020, additions were made to the RPNAS Emergency Practicing bylaw, addressing a public health emergency, and approved by Council and the Minister of Health. These bylaws allowed RPNAS to quickly register RPNs in good standing from other Canadian provinces to work in Saskatchewan. These bylaws also provided the Registrar increased flexibility to grant Emergency Practicing membership to any category of RPNAS membership should this be required.

In June 2020, administrative and regulatory bylaws approved by Council aligned RPNAS's governance structure with governance best practices and trends while additional regulatory bylaws further demonstrated RPNAS' commitment toward regulatory compliance. These bylaws were approved by the Minister of Health in January 2021.

RPNAS welcomed Lacey Bennett, RPN, as RPNAS' part-time Director of Nursing Practice, in April of 2020. This portfolio encompasses practice consultations, and development of regulatory policy and practice documents to guide RPN practice. Work has begun on several guidelines and documents to support RPN practice. Significant work with employers was undertaken to assist in the understanding of the RPN scope. Also, the practice consultation service developed in 2019 has seen an increase of 92% (See statistical section of this report for details of the consultation program).

RPNAS continues to work on our financial stability. We once again realized a budget surplus in the amount of \$109,000. Much of this can be contributed to the impact of the pandemic on face-to-face meetings and travel, as well as the ongoing strict monitoring of spending. However, surpluses in the future cannot be anticipated and the RPNAS continues to make financial decisions in order to sustain the viability of the Association.

Throughout this past year, RPNAS noted continued regulatory reform related to trends and governance best practices for Council and statutory committees. This included monitoring appointments and terms of office, developing screening criteria and interviewing potential committee members for required competencies.

The RPNAS also continued to strengthen its core regulatory programs and services, thus providing confidence in psychiatric nursing regulation:

- An in-depth review of RPNAS bylaws resulted in numerous governance and regulatory changes, allowing the Association to more effectively regulate in the public interest.
- A review of the Continuing Professional Development (CPD) program was commenced in 2020. Council approved the change from CPD credits to a program of self-reflection, based on a self-assessment and development of a learning plan to best meet the individual's learning needs. This program will be further developed throughout 2021 for implementation in 2022.
- A review of the Professional Conduct Committee (PCC) processes began in 2020. RPNAS witnessed complaints double in the first quarter of 2020 with a corresponding increase in complexity. Monitoring of timelines and other data was initiated; however, the declaration and longevity of the pandemic impacted RPNAS work in this area. An external investigator was hired to conduct the complex investigations and to assist RPNAS in upholding this key regulatory obligation, allowing the committee to focus on the disposition of the complaint.
- Nationally, the RPNAS continued its work from 2019 with provincial counterparts, to transition delivery of the Registered Psychiatric Nurses of Canada Examination (RPNCE) from its current in-person paper and pencil-based format, to a computer-based test. The pandemic highlighted the need to complete this transition as soon as possible with implementation anticipated for early 2022.
- In December 2020, Saskatchewan Polytechnic's Diploma RPN Program was granted a one year extension for a request to postpone the scheduled program review of the entry-level RPN program in 2021.

### **Provincial and National Collaborations**

RPNAS welcomed all opportunities to work with stakeholders on matters impacting effective RPN regulation. Highlights include:

#### **Provincial:**

- Network of Interprofessional Regulatory Organizations (NIRO)
- Provincial Senior Nurse Leaders Forum

#### **National:**

- Registered Psychiatric Nurse Regulators of Canada (RPNRC)
- Psychiatric Nursing Registration Examination Committee
- Canadian Nurse Regulators Collaborative (CNRC)

- National Nursing Assessment Services (NNAS)

**Affiliations:**

- Council on Licensure, Enforcement, and Regulation (CLEAR)
- Canadian Network of Agencies for Regulation (CNAR)
- National Council of State Boards of Nursing (NCSBN)

In closing, I would like to recognize the RPNAS team. They work very hard to uphold our regulatory responsibilities and support safe practice. I am eternally grateful for their dedication to the Association, the members, and the people of Saskatchewan.

Sincerely,

A handwritten signature in cursive script that reads "B Balaski".

Beverly Balaski, RN BN MN

RPNAS Executive Director/Registrar

# COVID-19 Pandemic Report

RPNAS recognizes the toll the COVID-19 pandemic has taken on all aspects of our lives. As members of a collective we have pulled together to drastically change our ways of living and working to slow and stop the spread of COVID-19 to protect ourselves, our families, our neighbors, and our health care system.

When the COVID-19 Pandemic took hold in Saskatchewan in March of 2020, RPNAS was required to look at ways of maintaining core business functions, while ensuring staff, stakeholder and public safety. RPNAS supported staff to quickly transition their work from in-office to home-based functioning. Committee and Council meetings were conducted remotely, and we all became very familiar with videoconferencing. Actions such as talking while muted, talking unintendedly when unmuted, enabling or disabling your video as needed, and sharing documents were regular challenges. Not to mention getting use to the different platforms. But we persevered and utilizing this technology has almost become second nature.



RPNAS also had to postpone the 2020 Annual Meeting from May 21 and 22 to July 11. Instead of a face-to-face meeting, RPNAS hosted its first ever videoconference Annual Meeting. The Annual Meeting was our initial test with technology and with some great preparation and assistance from fellow regulators we carried the entire meeting off without significant challenge. Staff, Council, members and guests were patient as we utilized the technology to complete important work of the Association. Our second big test was to hold a virtual discipline meeting. We were pleased with the process and are confident the requirements of the process, along with principles of administrative fairness, were met.

RPNAS strived to maintain services while accommodating evolving public health orders. Due to limits on number of people who could gather in one location, we had to postpone the May 2020 writing of the Registered Psychiatric Nurses of Canada Examination (RPNCE). This was postponed until August 2020 when we were fortunate to schedule the exam in between outbreaks and restricted gathering numbers.

As the pandemic continued RPNAS worked closely with the Ministry of Health to address issues, find solutions, and communicate key information to members. We worked with employers to address their needs for an adequate supply of RPNs. This included utilizing and enhancing through bylaw development, our existing Emergency Practicing category of

membership. We collaborated with Saskatchewan Polytechnic, the educational institution that administers the RPN education program, to support modifications to learning activities, that allowed students to graduate on time. Ensuring these students were meeting entry-level competencies and able to complete and enter the workforce to assist with the pandemic was a priority. We also worked with members, employers, and stakeholders to clarify the RPN scope of practice to support the appropriate use of health care providers to respond to the pandemic and support RPNs to work with their employers to continue to uphold the standards of care, despite the drastic change in circumstances within which they are practicing.

As the pandemic continues, RPNAS is dedicated to supporting quality practice through work with our members, stakeholders, government and members of the public. We remain dedicated to excellence in regulation and stay adaptable to ways we can achieve that in these ever-changing times.

Stay safe, wear a mask, social distance, follow public health orders and get vaccinated. We will get through this together.



# 2020 Update on Strategic Plan (2019 – 2021)

Council and staff worked with a facilitator in 2018 to develop a three-year strategic plan. Opportunities and challenges, as well as trends in regulation, were considered in the development and implementation of the plan. There has been success on some of the initiatives and work is ongoing to meet the remaining priorities and indicators.

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

- *North West College's RPN program in North Battleford is in its second year of a 3-year agreement with Saskatchewan Polytechnic. The program currently has an intake of 16 students. Discussions are underway for a renewed agreement*
- *Ongoing delivery of 40 RPN program seats through Saskatchewan Polytechnic*
- *Analysis of current supply and age of RPNs and projection of shortfall conducted. Information shared with Ministry of Health and Ministry of Advanced Education*
- *Regular meetings with employers to ensure understanding of RPN role and scope*

## 2. Strengthen Membership Supports

- *RPNAS is in its second year of delivery of a practice consultation service. An analysis of calls saw a 92% increase in consultations in 2020*
- *Review of Continuing Competence CPD program completed and recommendations to Council for modification*
- *New website launched*
- *Increase in number of Members interested in volunteering to sit on Council and RPNAS committees*

## 3. Improve the Foundation of the RPNAS

- *Accepted Accounting Practices are strictly followed*
- *RPNAS realized another surplus budget in the amount of \$109,000*
- *2020 saw significant updates and enhancements to the RPNAS administrative and regulatory bylaws, that strength regulation*

# Committee Reports

## Finance Committee

**Chair:** Darcy McIntyre, RPN

**Members:** Cheryl Carlson, RPN, Jill Thomson, RPN, Michael Lummerding, Public Representative

**Staff Support:** Beverly Balaski – Executive Director/Registrar, Bob Kenny – RPNAS Accountant

**Meetings:** 4

The Finance Committee was established to provide financial oversight for the organization and has contributed to the financial monitoring, establishment of policies and overall accountability. The Finance Committee worked in collaboration with the RPNAS Accountant and Executive Director to establish best practices on financial matters – information and recommendations are then shared with the Council for review and final approval. In 2019 emphasis was on securing financial stability and that work continued in 2020.

The committee continues to focus on monitoring the budget through review of the quarterly financial statements, building and sustaining long term reserves to ensure the responsibilities required of a regulatory body can be met, and conducting an ongoing assessment of any financial risks and opportunities. As part of the risk analysis, the benefit versus risk of continued ownership of the office property was explored. Based on the age of the office space and increased upkeep and repair costs, the committee recommended to Council that the property be sold. The move from ownership to lease property will serve to lower financial costs and risk and the organization will benefit from the equity of the sale. The Council agreed on the sale and the property was listed. Financial decisions regarding utilization of equity from sale of property will occur in 2021.

A priority of the Finance Committee is to ensure the financial sustainability of RPNAS. We are pleased to announce another surplus budget of \$120,000 for 2020. A large portion of this surplus can be attributed to the impact the pandemic has had on meetings and travel. A sincere thank you to the ongoing hard work and dedication of Executive Director, Beverly Balaski in her ongoing efforts to stabilize the finances of the organization.

In the future the committee will focus it's work on the ongoing monitoring of financial controls and the reviewing of investment and financial policies of the organization.

Thank you to the dedication of the committee, Executive Director, Accountant and Financial Advisor.



## Legislative Committee

**Chair:** Cheryl Carlson, RPN

**Members:** Rachel Desnomie, RPN, Stephanie Bajus, RPN, Ray Joubert, Public Representative

**Staff Support:** Beverly Balaski - Executive Director/Registrar, Karen Turner - Deputy Registrar

**Meetings:** 2

The Legislation Committee is a key Council Committee directly impacting regulatory performance and public interest. The Committee monitors federal, provincial, and municipal legislation affecting the public and the psychiatric nursing profession, including reviewing the Act and Bylaws of the Association. A critical component of the Committee's work is to monitor annually the trends and outcomes of the Association's work to inform bylaw development. As a result of the Committee's work, recommendations are made to Council.

In 2020, RPNAS Council voluntarily enhanced public participation in this key committee by appointing its first public representative. The Legislative Committee welcomed Ray Joubert, who provides a public perspective and informs the work of the Committee, which directly impacts RPNAS core mandate.

The Committee met several times over video conferencing and had numerous email communications in the development of the proposed bylaw amendments. The 2020 bylaw amendments were significant and focused on RPNAS' regulatory mandate. Specifically, in April 2020, emergency bylaws were enhanced as a means of responding to the COVID-19 pandemic. These bylaws were important for RPN licensure during a public health emergency and supported the obligations of the Registrar. In June 2020, administrative bylaws approved by Council further demonstrated Council's commitment toward regulatory compliance.

Following Council approval, the bylaws were sent to the RPNAS membership, government, and stakeholders for consultation, as well as posted on the RPNAS website. The proposed amendments were presented to the membership for approval at the 2020 RPNAS Annual Meeting. The membership approved the bylaw amendments in their entirety. The Bylaws were submitted to government for approval as per the requirements of the *RPN Act*. RPNAS received government approval of the bylaw amendments and they came into effect January 2021. Communication was sent to all members advising of the bylaw amendments through email and were also posted on the RPNAS website.

This important work could not be completed without the dedication of the committee. My sincere thank you to each of you.

## **Nominations Committee**

**Chair:** Michelle Manson, RPN

**Members:** Patti Deis, RPN, Denise Gettle, RPN

**Staff Support:** Karen Turner - Deputy Registrar, Amanda Brewer - Registration Coordinator and Office Support

**Meeting:** 2 Teleconference Meetings

The Nominations Committee is responsible for recruitment of RPN members to present a slate of candidates who have expressed interest in serving in a RPNAS Council position. A call for nominations was issued via email and posted on the RPNAS website prior to the annual meeting. The membership was provided with pertinent information and encouraged to consider running, or nominating a colleague, for an upcoming council vacancy.

Given the challenges and restrictions of the pandemic the committee was not able to meet in person. There were 2 teleconferences to discuss implementation of the requirements of the committee.

In 2020 there were three (3) vacancies on Council. Three RPN members expressed interested and agreed to permit their names to stand for consideration. The committee met to review submissions and determine eligibility. All candidates met the eligibility requirements.

Candidate names were presented to Council in advance of the July 2020 Annual General Meeting.

As there were not enough candidates to require an election, the three members were acclaimed to Council for the 2020 – 2022 term:

Penni-Sue Caron (Acclaimed)

Leslie Gamble (Acclaimed)

Yvonne Sawatzky (Acclaimed)

Thank you to the Committee for their hard work in supporting RPNAS Council governance.

## Professional Conduct Committee

**Chair:** Pat Thronberg

**Members:** Tania Huel, RPN, Kim Schindel, RPN, Joyce Taylor, RPN, Jamie Louiseize, RPN, Carrie Lavallie, RPN, Tracy Martell, RPN, Colleen Cameron, RPN, Susan Wood, RPN, Kevin Kozan, Public Representative

**Staff Support:** Beverly Balaski - Executive Director/Registrar, Amanda Brewer - Registration Coordinator and Office Support

**Meetings:** 2

The Professional Conduct Committee (PCC) is a statutory committee requiring the RPNAS to investigate all allegations of professional misconduct and/or professional incompetence of a member. The committee makes every effort to complete investigations as soon as possible. However, due to the pandemic, in-person investigations were not possible, and the committee members were busy working and responding to the increased need of RPNs in their workplaces. The committee suspended investigations for several months until video/audio technology could be used to conduct investigations, and committee members could once again accommodate participation in investigations.

The PCC received 12 new cases in 2020 in addition to 4 cases which were carried over from 2019. It is important to note that the two investigations from 2019 involved police investigations which contributes to the delay. Disposition of the 3 files completed in 2020 resulted in 1 alternate dispute resolution, 1 no further action and 1 advisory letter.

Several new members were welcomed to the committee in 2020. Orientation was provided to the new members. In addition, an education day for the committee was provided by John Tedeschini and focused on crucial elements of conducting a successful interview.

I would once again like to thank the members of our committee for their hard work and commitment, especially during the stressful time of a pandemic. I would also like to extend a heartfelt thank you outgoing committee members – Joyce Taylor and Jamie Louiseize. Finally, 2020 is the final year I will be acting as chair of the PCC. I have enjoyed my time on the committee and know my colleagues will continue to uphold the Association mandate of protection of the public.

## **Discipline Committee**

**Chair:** Theresa Girardin, RPN

**Members:** Jennifer Hennig RPN, Bruce Reimer, RPN, Brenda Green, RPN, Carol Hipfner, RPN, Michelle Graham, RPN, Michael Lummerding, Public Representative

**Staff Support:** Beverly Balaski – Executive Director/Registrar

**Meetings:** 1

The Discipline Committee is a statutory committee with the purpose of determining whether or not a member is guilty of allegations of professional misconduct and/or professional incompetence.

The Discipline Committee convened once in 2020 for a discipline hearing. This was the first virtual meeting that RPNAS conducted due to the COVID-19 pandemic.

### **Katie Jorgensen (Luckwell) #3968**

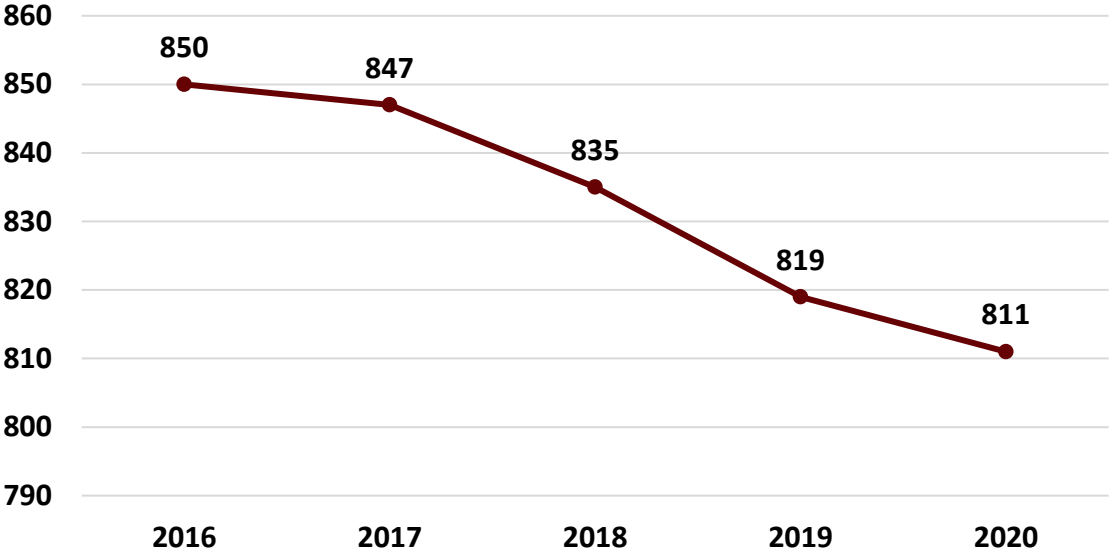
Member was charged with three counts of professional misconduct contrary to Section 28 of *The Registered Psychiatric Nurses Act*, SS 1993, c R-13.1, Regulatory Bylaw XIII, s 1(f), (i), (l), (n) and (q), and Regulatory Bylaw XIV, s. 1(1), (2) and (3)(g), and s. 2(1)(c) and (1)(d). The decision was rendered on December 2, 2020 and is available on the RPNAS website.

## **Education Committee**

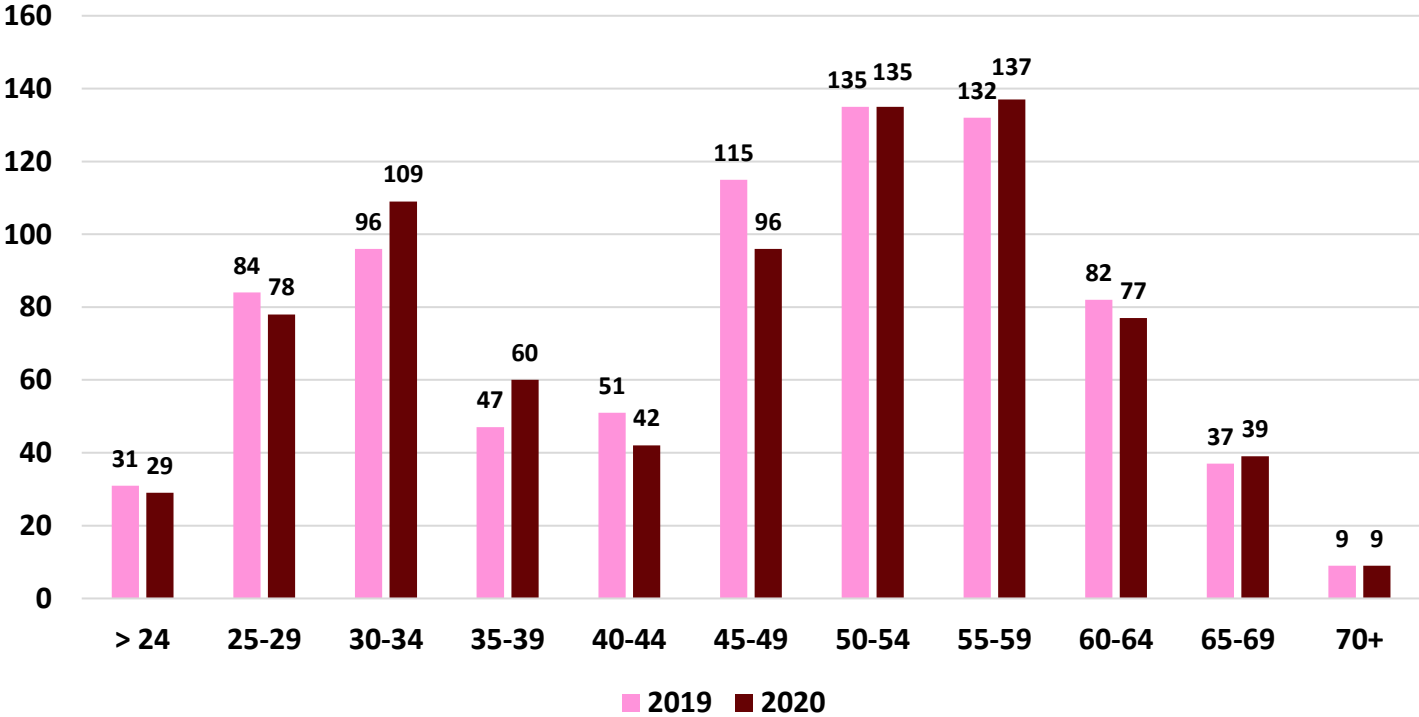
The RPNAS is currently evaluating the format and terms of reference of this committee. There were no meetings in 2020.

# 2020 Statistics

Practicing Members Over Last 5 Years

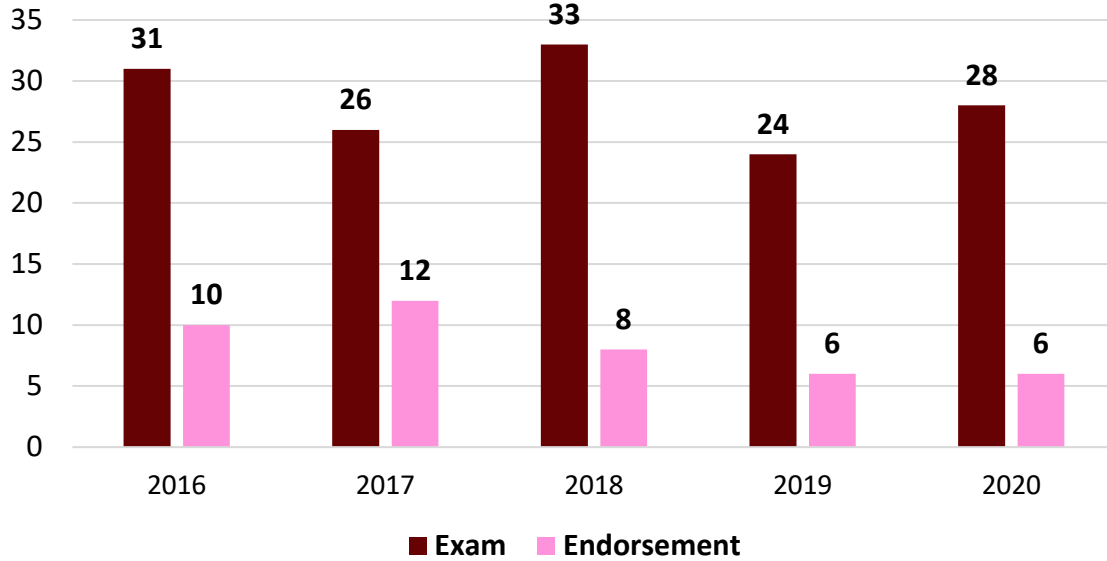


Membership by Age

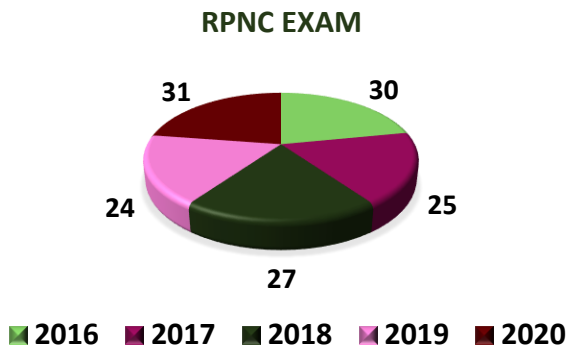


## New Members Over Last 5 Years

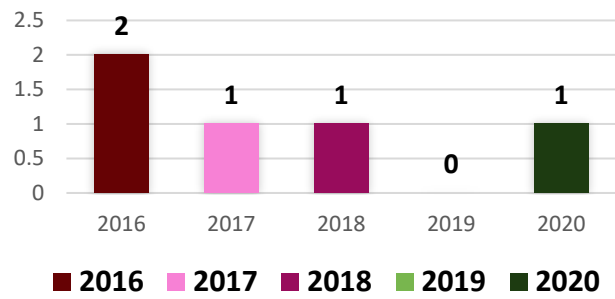
### New Members by Method of Registration



### New Graduate Registrants via RPNC Exam

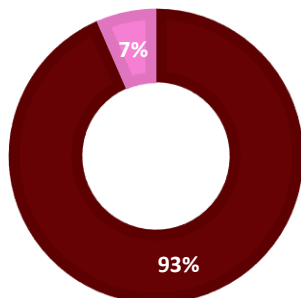


### INTERNATIONALLY EDUCATED



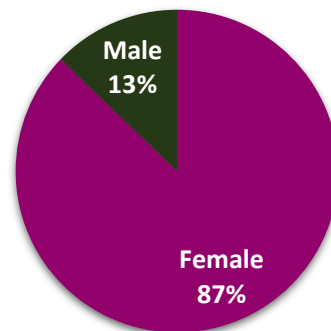
## Membership by Status

■ Practising    ■ Non-Practising



## Practising Membership by Gender

■ Female    ■ Male



## Professional Conduct Committee Stats

12 new cases in 2020

4 cases brought forward from 2019



2 completed, 2 ongoing

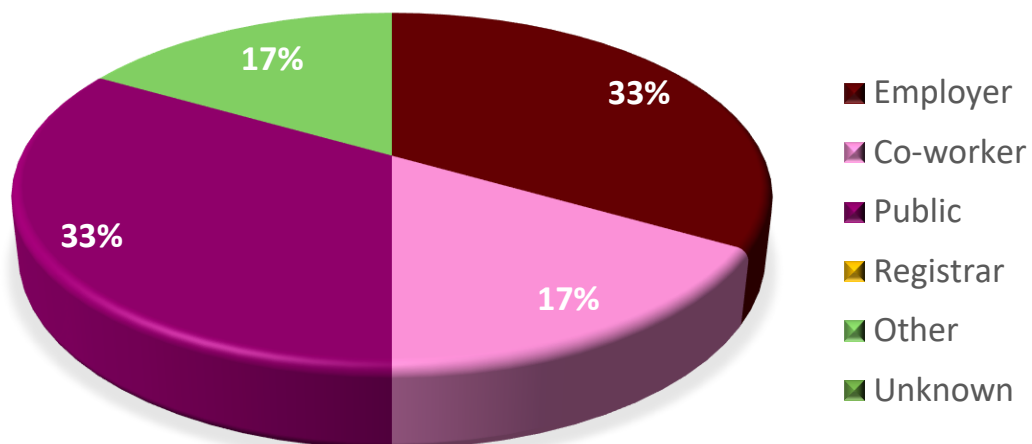
1 case brought forward from 2018



1 completed, 0 ongoing



### SOURCE OF REPORTS

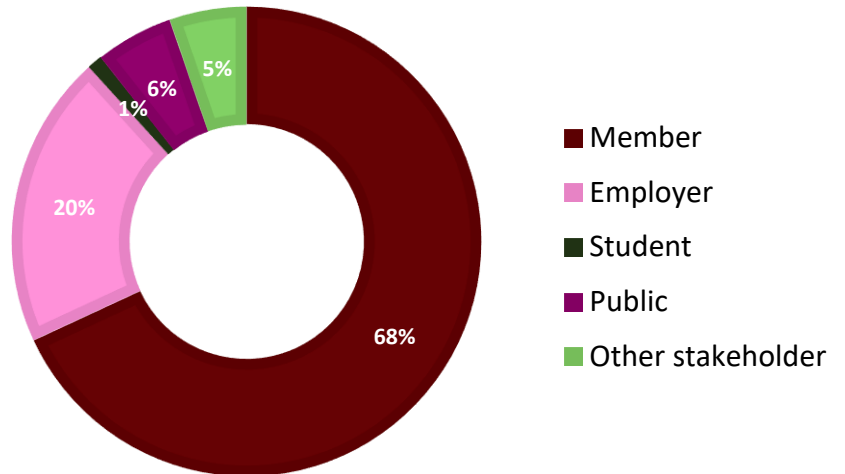


## Practice Consultation Stats

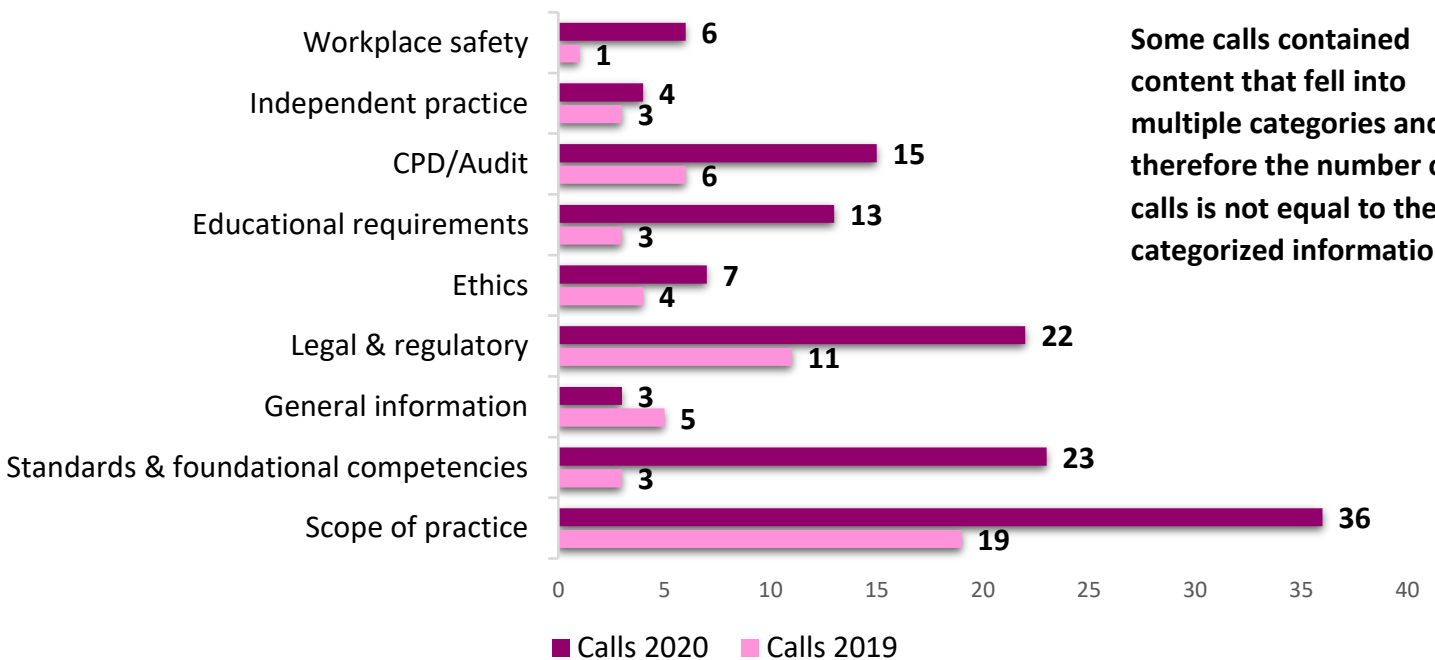
**Total Practice  
Consultation Calls**

92

### CONSULTATIONS BY SOURCE



### Consultations by Category





**REGISTERED PSYCHIATRIC NURSES ASSOCIATION OF  
SASKATCHEWAN**

**Financial Statements**

**For the Year Ended December 31, 2020**

---

## INDEPENDENT AUDITOR'S REPORT

---

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, 2020, 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, 2020, 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.

**Saskatoon, Saskatchewan**  
**April 27, 2021**

*Lingard + Dreger*

**Chartered Professional Accountants**



**REGISTERED PSYCHIATRIC NURSES ASSOCIATION OF SASKATCHEWAN**  
**Statement of Financial Position**  
**As at December 31, 2020**

|   | 2020                | 2019                |
|---|---------------------|---------------------|
| <b>ASSETS</b>                                     |                     |                     |
| <b>CURRENT</b>                                    |                     |                     |
| Cash and equivalents                              | \$ 923,418          | \$ 151,184          |
| Investments (Note 3)                              | 197,360             | 894,488             |
| Investments - internally restricted (Note 3)      | 171,398             | 171,398             |
| Prepaid expenses                                  | 80,218              | 5,500               |
|   | <b>1,372,394</b>    | <b>1,222,570</b>    |
| <b>TANGIBLE CAPITAL ASSETS (Note 4)</b>           | <b>242,061</b>      | <b>254,965</b>      |
|   | <b>\$ 1,614,455</b> | <b>\$ 1,477,535</b> |
| <b>LIABILITIES</b>                                |                     |                     |
| <b>CURRENT</b>                                    |                     |                     |
| Accounts payable and accrued liabilities (Note 5) | \$ 47,523           | \$ 45,049           |
| Deferred revenue (Note 6)                         | 716,184             | 691,313             |
|   | <b>763,707</b>      | <b>736,362</b>      |
| <b>NET ASSETS</b>                                 |                     |                     |
| <b>INVESTED IN TANGIBLE CAPITAL ASSETS</b>        | <b>231,467</b>      | <b>254,965</b>      |
| <b>INTERNALLY RESTRICTED</b>                      | <b>171,398</b>      | <b>171,398</b>      |
| <b>UNRESTRICTED</b>                               | <b>447,883</b>      | <b>314,810</b>      |
|   | <b>850,748</b>      | <b>741,173</b>      |
|   | <b>\$ 1,614,455</b> | <b>\$ 1,477,535</b> |

**APPROVED ON BEHALF OF COUNCIL**

Cheryl Caborn RPN Council Member

J. Johnson Council Member

See notes to the financial statements

**REGISTERED PSYCHIATRIC NURSES ASSOCIATION OF SASKATCHEWAN**  
**Statement of Operations**  
**For the Year Ended December 31, 2020**

|  | 2020              | 2019              |
|--|-------------------|-------------------|
| <b>REVENUE</b>   |                   |                   |
| Licensing fees   | \$ 654,337        | \$ 631,444        |
| Members' liability insurance                           | 64,542            | 10,822            |
| Examination fees                                       | 22,923            | 21,444            |
| AGM fees   | 200               | 13,080            |
| Other  | 21,921            | 6,760             |
|  | <b>763,923</b>    | <b>683,550</b>    |
| <b>EXPENSES</b>  |                   |                   |
| Advertising and promotion                              | 4,961             | 2,283             |
| Amortization   | 15,235            | 17,276            |
| Bursaries  | -                 | 4,300             |
| Committees   | 4,273             | 15,145            |
| Council development                                    | 4,477             | 3,520             |
| Discipline hearing and professional conduct            | 46,340            | 28,849            |
| Donations  | -                 | 400               |
| Employee pension (Note 7)                              | 31,796            | 19,725            |
| Insurance  | 464               | 4,865             |
| Interest and bank charges                              | 4,773             | 5,174             |
| Legal, audit, and consulting fees                      | 34,910            | 54,210            |
| Meetings and travel                                    | 3,635             | 19,388            |
| Members' liability insurance                           | 68,842            | 6,160             |
| Memberships and licenses                               | 6,549             | 27,754            |
| Office   | 35,499            | 29,984            |
| Property taxes   | 9,281             | 9,108             |
| Registration exams                                     | 20,469            | 16,310            |
| Repairs and maintenance                                | 750               | 3,829             |
| Staff development                                      | 6,666             | 12,042            |
| Utilities  | 6,949             | 7,779             |
| Wages and benefits                                     | 356,847           | 280,331           |
|  | <b>662,716</b>    | <b>568,432</b>    |
| <b>EXCESS OF REVENUE OVER EXPENSES FROM OPERATIONS</b> | <b>101,207</b>    | <b>115,118</b>    |
| <b>OTHER INCOME (EXPENSES)</b>                         |                   |                   |
| Investment income                                      | 23,219            | 22,497            |
| Loss on sale of investments                            | (20,622)          | -                 |
| Unrealized gain on investments                         | 5,771             | 27,524            |
|  | <b>8,368</b>      | <b>50,021</b>     |
| <b>EXCESS OF REVENUE OVER EXPENSES FOR THE YEAR</b>    | <b>\$ 109,575</b> | <b>\$ 165,139</b> |

See notes to the financial statements

**REGISTERED PSYCHIATRIC NURSES ASSOCIATION OF SASKATCHEWAN**  
**Statement of Changes in Net Assets**  
**For the Year Ended December 31, 2020**

|  | Invested in<br>tangible capital<br>assets | Internally<br>Restricted | Unrestricted      | <b>2020</b>       | 2019              |
|--|---|--------------------------|-------------------|-------------------|-------------------|
| <b>NET ASSETS -</b>                    |   |                          |                   |                   |                   |
| <b>BEGINNING OF YEAR</b>               | \$ 254,965                                | \$ 171,398               | \$ 314,810        | <b>\$ 741,173</b> | \$ 576,034        |
| Amortization                           | (15,235)                                  | -                        | 15,235            | -                 | -                 |
| Purchase of tangible<br>capital assets | 2,331                                     | -                        | (2,331)           | -                 | -                 |
| Excess of revenue over<br>expenses     | (10,594)                                  | -                        | 120,169           | <b>109,575</b>    | 165,139           |
| <b>NET ASSETS - END OF<br/>YEAR</b>    | <b>\$ 231,467</b>                         | <b>\$ 171,398</b>        | <b>\$ 447,883</b> | <b>\$ 850,748</b> | <b>\$ 741,173</b> |

See notes to the financial statements

**REGISTERED PSYCHIATRIC NURSES ASSOCIATION OF SASKATCHEWAN**  
**Statement of Cash Flows**  
**For the Year Ended December 31, 2020**

|  | 2020              | 2019              |
|--|-------------------|-------------------|
| <b>OPERATING ACTIVITIES</b>                                    |                   |                   |
| Excess of revenue over expenses for the year                   | \$ 109,575        | \$ 165,139        |
| Items not affecting cash:                                      |                   |                   |
| Amortization   | 15,235            | 17,276            |
| Loss on disposal of investments                                | 20,622            | -                 |
| Unrealized gain on investments                                 | (5,771)           | (27,524)          |
|  | <b>139,661</b>    | <b>154,891</b>    |
| Changes in non-cash working capital:                           |                   |                   |
| Prepaid expenses   | (74,718)          | 2,481             |
| Accounts payable and accrued liabilities                       | 2,475             | 15,448            |
| Deferred revenue   | 24,871            | 62,603            |
|  | <b>(47,372)</b>   | <b>80,532</b>     |
| Cash flow from operating activities                            | <b>92,289</b>     | <b>235,423</b>    |
| <b>INVESTING ACTIVITIES</b>                                    |                   |                   |
| Purchase of investments  | (108,083)         | (164,138)         |
| Proceeds on disposal of investments                            | 790,359           | -                 |
| Purchase of tangible capital assets                            | (2,331)           | -                 |
| Cash flow from (used by) investing activities                  | <b>679,945</b>    | <b>(164,138)</b>  |
| <b>NET CHANGE IN CASH AND CASH EQUIVALENTS DURING THE YEAR</b> | <b>772,234</b>    | <b>71,285</b>     |
| <b>CASH AND CASH EQUIVALENTS - BEGINNING OF YEAR</b>           | <b>151,184</b>    | <b>79,899</b>     |
| <b>CASH AND CASH EQUIVALENTS - END OF YEAR</b>                 | <b>\$ 923,418</b> | <b>\$ 151,184</b> |
| <b>CASH AND CASH EQUIVALENTS CONSIST OF:</b>                   |                   |                   |
| Cash   | <b>\$ 923,418</b> | <b>\$ 151,184</b> |

See notes to the financial statements

**REGISTERED PSYCHIATRIC NURSES ASSOCIATION OF SASKATCHEWAN**

**Notes to the Financial Statements**

**For the Year Ended December 31, 2020**

---

**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*.

---

**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:

|                        |     |
|------------------------|-----|
| Building               | 4%  |
| Furniture and fixtures | 20% |

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:

Bursary reserve: This reserve was established to provide bursaries to members.

Contingency reserve: The contingency reserve was established to ensure funds are available for unexpected events.

**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 of the appropriate unrestricted fund 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.

*(continues)*

---



**REGISTERED PSYCHIATRIC NURSES ASSOCIATION OF SASKATCHEWAN**  
**Notes to the Financial Statements**  
**For the Year Ended December 31, 2020**

**5. ACCOUNTS PAYABLE AND ACCRUED LIABILITIES**

|                           | 2020             | 2019             |
|---------------------------|------------------|------------------|
| Accrued liabilities       | \$ 14,100        | \$ 12,210        |
| Employee benefits payable | 6,297            | 5,145            |
| Trade payables            | 3,680            | 11,238           |
| Vacation payable          | 23,446           | 16,456           |
|                           | <b>\$ 47,523</b> | <b>\$ 45,049</b> |

**6. DEFERRED REVENUE**

|                              | Balance,<br>beginning of<br>year | Amounts<br>received | Amounts<br>recognized | Balance, end of<br>year |
|------------------------------|----------------------------------|---------------------|-----------------------|-------------------------|
| Licensing fees               | \$ 650,797                       | \$ 617,950          | \$ (650,797)          | \$ 617,950              |
| Member's liability insurance | 11,476                           | 60,004              | (11,476)              | 60,004                  |
| Examination fees             | 19,184                           | 21,830              | (19,184)              | 21,830                  |
| Other                        | 9,856                            | 16,400              | (9,856)               | 16,400                  |
|                              | <b>\$ 691,313</b>                | <b>\$ 716,184</b>   | <b>\$ (691,313)</b>   | <b>\$ 716,184</b>       |

**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 \$31,796 for the year ended December 31, 2020 (2019 - \$19,725).

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

**8. LEASE COMMITMENTS**

The Association is committed under a lease agreement for its premises at 205 - 4401 Albert Street, Regina, Saskatchewan beginning March 1, 2021. 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:

|            |                   |
|------------|-------------------|
| 2021       | \$ 12,279         |
| 2022       | 18,482            |
| 2023       | 18,482            |
| 2024       | 18,482            |
| 2025       | 18,482            |
| Thereafter | 102,918           |
|            | <b>\$ 189,125</b> |

**REGISTERED PSYCHIATRIC NURSES ASSOCIATION OF SASKATCHEWAN**

**Notes to the Financial Statements  
For the Year Ended December 31, 2020**

**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. Financial liabilities subsequently measured at amortized cost include accounts payable and accrued liabilities, and deferred revenue. The fair value of the cash, 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.

**3. INVESTMENTS**

|                    | Maturity | 2020<br>Market value | Yield   | 2019<br>Market value |
|--------------------|----------|----------------------|---------|----------------------|
| <b>Short-term</b>  |          |                      |         |                      |
| Term deposit       | -        | \$ -                 | -       | \$ 700,211           |
| Mutual funds       | -        | -                    | -       | 38,629               |
| Equities and other | -        | <b>368,758</b>       | Various | 327,046              |
|                    |          | <b>\$ 368,758</b>    |         | <b>\$ 1,065,886</b>  |

Of the investments held, \$171,398 (2019 - \$171,398) has been internally restricted to provide funds for the Bursary Reserve and the Contingency Reserve.

**4. TANGIBLE CAPITAL ASSETS**

|                        | Cost              | Accumulated<br>amortization | 2020<br>Net book<br>value | 2019<br>Net book<br>value |
|------------------------|-------------------|-----------------------------|---------------------------|---------------------------|
| Land                   | \$ 38,250         | \$ -                        | \$ 38,250                 | \$ 38,250                 |
| Building               | 290,115           | 120,067                     | <b>170,048</b>            | 177,133                   |
| Furniture and fixtures | 155,312           | 121,549                     | <b>33,763</b>             | 39,582                    |
|                        | <b>\$ 483,677</b> | <b>\$ 241,616</b>           | <b>\$ 242,061</b>         | <b>\$ 254,965</b>         |

**REGISTERED PSYCHIATRIC NURSES ASSOCIATION OF SASKATCHEWAN**  
**Notes to the Financial Statements**  
**For the Year Ended December 31, 2020**

---

**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, 2020.

**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.

---

**10. SUBSEQUENT EVENT**

On February 18, 2021 the Association sold its land and building at 2055 Lorne Street, Regina, Saskatchewan for net proceeds of \$365,988.

---

# **Annual Meeting Agenda**

**May 13, 2020 9:00 a.m. – 12:00 p.m.**

## **Virtual Webinar**

- 1. Call to Order**
- 2. Introductions and Greetings**
- 3. Rules of Order and Rights of Observers**
- 4. Voting procedures**
- 5. Adoption of Agenda**
- 6. Approval of Minutes – 2020 Annual Meeting**
- 7. President’s Report**
- 8. Executive Director/Registrar’s Report**
- 9. 2020 Annual Report**
  - Overview
  - Questions
- 10. Report on 2020 Audited Financial Statements**
- 11. Bylaws – Approval of Proposed Bylaw Amendments**
- 12. Presentation of Resolutions for Approval**
- 13. Adjournment**

**This publication and others are available on our website**

**[www.rpnas.com](http://www.rpnas.com)**



**REGISTERED  
PSYCHIATRIC  
NURSES  
ASSOCIATION OF  
SASKATCHEWAN**

**2055 Lorne Street  
Regina, SK S4P 2M4  
P: 306-586-4617  
F: 306-586-6000**