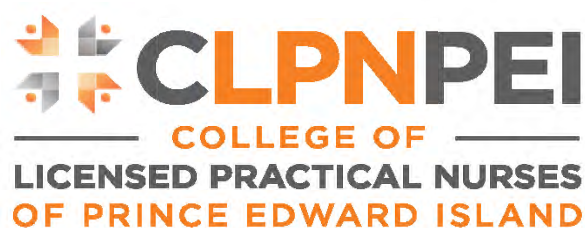




**ANNUAL REPORT  
2020- 2021**

**College of Licensed  
Practical Nurses of Prince  
Edward Island**



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## Introduction

The CLPNPEI is the professional regulatory authority for LPNs in Prince Edward Island. Its duty, set out in legislation, is to carry out its activities and govern its members in a manner that serves and protects the public interest.

The CLPNPEI core activities include:

- Assessing applications for new and renewed registration against the standards and criteria of the practical nursing profession
- Issuing registrations to qualified graduate practical nurses (GPNs) and licensed practical nurses (LPNs)
- Supporting, evaluating, and approving practical nursing education programs offered in Prince Edward Island
- Maintaining, updating, and communicating professional standards and other documents to support safe, competent, and ethical practical nursing care
- Providing consultation to nurses, employers and other stakeholders regarding the profession and the standards that guide it
- Supporting quality practice and lifelong learning through the administration of a continuing competence program for LPNs, and
- When necessary, investigating and addressing concerns about the conduct or competence of licensed practical nurses through the CLPNPEI's investigation and discipline processes

The CLPNPEI continues to demonstrate its commitment to growth as a professional regulator. It does so through a variety of activities such as:

- Monitoring trends, emerging issues, and best practices in professional regulation in Canada and across the world
- Policy and process review
- Educational opportunities for members of the Council, committees, and staff
- Enhancing relations between the College and its members, other Colleges, key stakeholders, and the public
- Promoting inter-professional collaboration with other Colleges
- Participating in conferences and learning events where Regulators can share knowledge experiences and ideas for improvement



This has been a year like no other. In March 2020, the College recognized the need to adapt to meet public health guidelines that evolved rapidly in response to the COVID-19 pandemic. Our physical office spaces were closed, and staff immediately established remote virtual office settings in their homes. This focused on the health and safety of staff, members, and the public, and ensured continuity and responsiveness in our business practices. The College staff and Council members evolved their approach to work while adapting to governing in a virtual world. Strategic priorities were met, continued, or reassessed within the context of almost daily changes to the regulatory landscape. Throughout this pandemic year, our commitment to carry out our work and govern our members in a manner that serves and protects the public interest has not wavered.

### Highlights and achievements from the 2020-21 year.

- Introduced an expedited and cost-free temporary emergency registration process for qualified LPNs willing to return to practice to help in the provision of practical nursing services during the Pandemic
- Collaborated with practical nursing education providers in PEI to problem-solve ways to ensure practical nursing diploma programs were operational, and that students met the entry to practice competencies thus ensuring the availability of new practical nurse graduates in the coming years
- Worked with our colleagues at the Canadian Council of Practical Nurse Regulators (CCPNR) to implement online secure remote proctoring for the Canadian Practical Nurse Registration Examination (CPNRE) in our jurisdiction. This made it possible for practical nursing diploma graduates to access the examination, safely, securely, and in a timely manner while physical testing centres were closed
- Adoption by the Council of the updated CCPNR document *Standards of Practice for Licensed Practical Nurses in Canada*

The CLPNPEI would like to acknowledge and thank our members. They have consistently demonstrated a commitment to delivering safe, competent, ethical, and compassionate care during a very challenging year. Islanders have benefitted from the leadership and commitment to care provided by Licensed Practical Nurses and all other health care providers during these unprecedented times.

In conclusion, the CLPNPEI is pleased to present its Annual Report that covers the period from April 1, 2020 – March 31, 2021. It includes some statistical information regarding the profession and a financial statement of accounts. This report is, in part, how we demonstrate our accountability and transparency to the public.

Sincerely,



J. Tim Goddard, MSM, PhD  
Council Chair



Dawn Rix-Moore, LPN  
Executive Director



# CLPNPEI Council

The CLPNPEI Council includes nursing and public leaders from across Prince Edward Island who are dedicated to serving and protecting the public interest. The Council consists of six LPNs nominated from and by registered LPNs and appointed by the Minister of Health & Wellness and three public representatives appointed by the Lieutenant Governor in Council.

The Council as part of its governance role is responsible for setting the mission, vision, and values of the Organization and for developing the strategic plan. The current strategic plan was set to guide the organization from 2020-2022 and includes strategic priorities that the Executive Director is responsible for implementing.

## Strategic Priorities

The strategic priorities provide a map guiding the decisions and actions of the College in 2020 – 2022. CLPNPEI will focus on:

- effectively regulating practical nurses
- strengthening transparency and accountability
- building and sustaining operational capacity and
- reinforcing the foundations of the College

## 2020 – 2021 CLPNPEI Councillors

Timothy Goddard Public	Council Chair
Laurie Pineau LPN	Council Vice - Chair
Nicole Blanchard LPN	
Lindsey Doucette LPN	
Doreen Gillis Public	
Lacey Mallet LPN	
Caroline Pardy LPN	
Anthony Carroll Public	
Marlene Baird LPN	(Resigned December 2020)

### The following Council meetings were held between April 1, 2020 – March 31, 2021

June 17, 2020  
July 22, 2020  
September 23, 2020  
November 2, 2020  
January 25, 2021



February 23, 2021  
March 22, 2021

## Vision

The College's long -term vision is excellence in governance and regulation of Licensed Practical Nurses in the public interest.

## Mission

CLPNPEI's mission is protecting the public interest by governing and regulating for the safe, competent, and ethical practice of Licensed Practical Nurses.

## Values

The following three values guide the thinking and actions of the CLPNPEI. The College is committed to demonstrating these values in all its work.

**Integrity** – Being honest, transparent, reliable, and committed to do the right thing.

**Accountability** – Being responsible for our actions.

**Respect** – Creating a culture that is fair, inclusive, and focused on equal opportunities.

## Provincial Collaborations

Included here are some highlights of various initiatives, from this past year of which CLPNPEI has partnered:

### Prince Edward Island Regulated Health Professions Network

The PEI Regulated Health Professions Network was established in 2018 and provides an opportunity for health profession regulators to share resources, trends, and challenges among its members thus enabling them to build capacity for their respective regulatory bodies. The Network facilitates development of strategies and approaches that enable members to respond individually and collectively to regulatory challenges and opportunities and fosters a collaborative environment amongst health regulators.

The Network members include health professions organizations that are regulated health professions under the Regulated Health Professions Act. Each member exists under separate statutes but share the common mandate: protection of the public.



## Inter-Professional Regulatory Collaborations

In 2020, the CLPNPEI continued its collaboration with the College of Registered Nurses of Prince Edward Island (CRNPEI) to produce several practice directives for nurses in Prince Edward Island. These practice directives are a resource for nurses in all practice settings and supports nurses to understand their legal and ethical duty to provide care. They include.

- Therapeutic Nurse Client Relationship Practice Directive
- Abandonment Practice Directive
- Medication Administration Practice Directive

## CLPNPEI Affiliations

CLPNPEI is affiliated with other organizations and or entities. In 2020 we continued to collaborate with our stakeholders and partners in professional regulation through technology, instead of in person meetings.

See the chart below to learn more about some of our affiliations and how they support CLPNPEI in fulfilling its mandate to carry out its work and govern its members in a manner that serves and protects the public interest (SALPN2020).

Name of Affiliation	Description	How the affiliation supports CLPNPEI’s mandate
Canadian Council of Practical Nurse Regulators (CCPNR)	A not-for-profit organization consisting of all Practical Nurse regulators in Canada leading the development of multi-jurisdictional practice guidance/standard documents and multi-jurisdictional initiatives.	<ul style="list-style-type: none"> <li>• Pan-Canadian standards and guidance documents promoting consistent standards/ expectations/LPN practice in Canada</li> <li>• Labour Mobility – supports access to health care and healthcare professionals across Canada</li> <li>• Shared initiatives and common approaches for fair, consistent, and accessible regulatory processes in Canada</li> </ul>
Council on Licensure, Enforcement, and Regulation (CLEAR)	A network of all nursing regulators in Canada committed to collaboration and networking among Canadian nursing regulators.	<ul style="list-style-type: none"> <li>• Enhancing regulatory effectiveness and leadership improves CLPNPEI’s ability to fulfill the public interest mandate</li> <li>• Improves public access to consistent, competent, and accessible practices</li> <li>• Effectively governed regulatory organizations are focused on and direct resources to the public interest mandate</li> </ul>



<p>Canadian Nurse Regulators' Collaborative (CNRC)</p>	<p>A not-for-profit organization with membership consisting of nursing regulators throughout the US, Canada, and globally. The NCSBN is a United States (U.S) independent, not for profit organization through which boards of nursing act and counsel together on matters of common interest and concern affecting public health, safety and welfare. The membership consists of nursing regulators throughout the US, Canada, and other international countries.</p>	<ul style="list-style-type: none"> <li>• Pan-Canadian standards and guidance documents promoting consistent standards and expectations in Canada</li> <li>• Labour Mobility – supports access to health care and healthcare professionals across Canada</li> <li>• Shared initiatives and common approaches for fair, consistent, and accessible regulatory processes in Canada.</li> </ul>
<p>National Council of State Boards of Nursing (NCSBN)</p>	<p>A not-for-profit organization responsible for the assessment of foundational education and experience of international nurses seeking licensure in Canada.</p>	<ul style="list-style-type: none"> <li>• Enhancing regulatory effectiveness and leadership improves CLPNPEI's ability to fulfill the public interest mandate</li> </ul>
<p>National Nursing Assessment Service (NNAS)</p>	<p>A not-for-profit organization it provides education and networking opportunities for regulators in Canada</p>	<ul style="list-style-type: none"> <li>• Increased access to qualified care providers across Canada and within Prince Edward Island</li> </ul>
<p>Canadian Network of Agencies for Regulation (CNAR)</p>		<ul style="list-style-type: none"> <li>• Enhancing regulatory effectiveness and leadership improves CLPNPEI's ability to fulfill the public interest mandate</li> <li>• Improves public access to consistent, competent, and accessible practices</li> <li>• Effectively governed regulatory organizations are focused on and direct resources to the public interest mandate</li> </ul>



## Canadian Practical Nurses Registration Exam (CPNRE)

The CLPNPEI, under the Regulated Health Professions Act (RHPA) and Licensed Practical Nurse Regulations is responsible to administer the Canadian Practical Nurses Registration Examination (CPNRE) according to policies approved nationally in collaboration with Yardstick Assessment Strategies Inc.

The exam contributes to public protection by ensuring that entry-level practical nurses possess the competencies required to practise safely and effectively. Regulatory authorities in Canada are responsible for ensuring that individuals applying for registration meet an acceptable level of competence before they begin to practise. This level of competence is measured, in part, by the CPNRE. The exam is administered four times a year, in January, June, September, and November/December. In June 2020 due to the COVID -19 pandemic, the CPNRE was administered for the very first time using a secure online exam proctoring platform. This made it possible for practical nursing diploma graduates to access the examination, safely, securely, and in a timely manner while physical testing centres were closed.

To date, the delivery of the exam has been successful with this format with very few issues for candidates.

Prince Edward Island exam writers continue to perform very well, as evidenced through the number of writers who successfully passed the CPNRE on their first attempt.

Number of Candidates in Province	First Exam	Second Attempt	Final Attempt
Number Registered	43	0	0
Number Writing	43	0	0
Number Not Writing	0	0	0
Number Passing	40	0	0
Number Failing	3	0	0
Percent Passing	93%	0%	0%

## Annual Registration Renewal (April 1, 2020 – March 31, 2021)

The CLPNPEI registers and oversees the professional practice of Licensed Practical Nurses and Graduate Practical Nurses in Prince Edward Island. The CLPNPEI considers all applications for registration against criteria for entry into the profession and for ongoing registration. The CLPNPEI registration assessments – including criminal record and vulnerable sector checks and verification of practice hours checks – assist the CLPNPEI in confirming that its registrants are qualified, competent and safe for professional practice in Prince Edward Island.

No person may practice as a practical nurse or use the titles associated with the profession unless registered with the CLPNPEI.



On April 1, 2020, 748 Licensed Practical Nurses renewed their registration and were provided with a certificate of registration to practice practical nursing in the province of PEI. Throughout the registration year, the number of Licensed Practical Nurses grew to include:

- 40 new graduates
- 26 out of province applicants
- 0 internationally educated nurses



The CLPNPEI membership has increased in size by 15.9% since 2016.

In the 2020-2021 fiscal year, twenty – two LPNs, registered to practice in Prince Edward Island applied to have their registration verified by the CLPNPEI in preparation to apply for registration in the following jurisdictions.

Requesting Jurisdiction	Verifications
New Brunswick	3
Alberta	5
Ontario	3
Northwest Territories	1
Yukon	3
Nova Scotia	7
<b>Total</b>	<b>22</b>



## Professional Practice Consultations

One of the ways CLPNPEI supports the practice of LPNs is by offering confidential practice consultation services over the phone or via email to support individuals in understanding the practice expectations of LPNs in Prince Edward Island and provide practice direction in relation to meeting their accountabilities as self-regulating professionals. Consultations originate from multiple sources: Individual (such as registrants, employers, or members of the public), organizations and provincial groups. In addition, the CLPNPEI continues to communicate with employers and health system leaders across the province to share information on the entry level education, competencies, and scope of practice of Prince Edward Islands LPNs.

## Continuing Competency Program

The RHPA and Licensed Practical Nurse Regulation require that the CLPNPEI establish and maintain standards and requirements respecting the continuing education and competency of LPNs. In 2018, the CLPNPEI Continuing Competency Program (CCP) was reviewed and improved by the addition of several continuing competency support documents/tools which can be accessed on the CLPNPEI website. During the 2018-19 registration renewal, registrants were guided to these support documents which have been designed to support quality practice and life-long learning. During the 2019-20 registration year, members completed self-assessments, implemented learning plans, reflected upon how their individual learning plan had positively impacted client outcomes, and declared their participation in the CCP. On October 5, 2020, the CCP Audit Committee met to conduct the inaugural CCP audit whereby a percentage of members were randomly selected for an assessment of their participation in the CLPNPEI Continuing Competency Program.

The 2020 CCP Audit ensured that the LPNs selected for audit were compliant with the CCP program requirements. Compliance is achieved when learning plans have been completed within specific dates, apply to practical nursing practice, and demonstrate a sufficient reflective practice evaluation.

The CCP Audit is one way that the College demonstrates its commitment to governing its members in a manner that serves and protects the public interest.

### CCP Audit Committee Members

Linda Deschenes, LPN

Shannon Cormier, LPN

Dawn Rix-Moore, LPN Executive Director

## Practical Nursing Program Evaluation

The CLPNPEI Education Committee advises and makes recommendation to the Council on establishing the standards for practical nursing education programs. The committee also makes recommendations to the Council to enable it to approve, conditionally approve or deny approval of practical nursing education programs in accordance with the Standards of Practical Nursing Education Programs approved by the Council. Assessments of practical nursing education programs occurs at time intervals approved by Council.



The education committee also meets annually to review approval of Practical Nursing education programs and receives and monitors reports from educational facilities on progress towards any recommendations made. This annual progress report protects the public as the standards intend to support the education program to develop graduates with the entry-to-practice competencies required to practice in a safe, competent, and ethical manner.

### **CLPNPEI Education Committee Members**

Lacey Mallet, LPN  
Lindsey Doucette, LPN  
Nicole Blanchard, LPN  
Doreen Gillis, Public

### **Concerns and Complaints**

The Regulated Health Professions Act requires the CLPNPEI to carry out its activities and govern its members in a manner that serves and protects the public interest. Any person with a concern regarding the conduct or competence of a practical nurse in Prince Edward Island may file a complaint with the Registrar of the CLPNPEI. The Registrar will inquire into the complaint to the extent warranted and may attempt to resolve a complaint informally if the Registrar considers informal resolution to be appropriate and not contrary to the public interest. The Registrar may also dismiss a complaint or request that the Council appoint an investigation committee and refer the complaint to the Investigation Committee.

In 2020, there were 0 complaints submitted to the CLPNPEI.

### **Report of the Auditor**

The College of Licensed Practical Nurses of Prince Edward Island was audited by Rachel Mella Chartered Professional Accountant for the fiscal year beginning April 1, 2020 and ending March 31, 2021. Please see Appendix A.

### **Appendix A**

College of Licensed Practical Nurses of Prince Edward Island Financial Statements year ended March 31, 2021.



## References

Saskatchewan Association of Licensed Practical Nurses. (2020). *2019 Annual Report*.  
<https://salpn.com/wp-content/uploads/2019-Annual-Report-Final.pdf>



# **COLLEGE OF LICENSED PRACTICAL NURSES OF PRINCE EDWARD ISLAND**

(Incorporated under the laws of Prince Edward Island)

**CHARLOTTETOWN, PRINCE EDWARD ISLAND**

**FINANCIAL STATEMENTS**

**YEAR ENDED MARCH 31, 2021**

**COLLEGE OF LICENSED PRACTICAL NURSES OF PRINCE EDWARD ISLAND**

**YEAR ENDED MARCH 31, 2021**

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## INDEPENDENT AUDITORS' REPORT

To the Council of College of Licensed Practical Nurses of Prince Edward Island

### *Opinion*

I have audited the accompanying financial statements of College of Licensed Practical Nurses of Prince Edward Island which is comprised of the statement of financial position as at March 31, 2021 and the statements of operations, changes in net assets, and cash flow for the year then ended and a summary of significant accounting policies and other explanatory information.

In my opinion, these financial statements present fairly, in all material respects, the financial position of College of Licensed Practical Nurses of Prince Edward Island as at March 31, 2021, and the results of its operations and cash flow for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations

### *Basis for Opinion*

I conducted my audit in accordance with Canadian generally accepted auditing standards. My responsibilities under those standards are further described below in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of the report. I am independent of College of Licensed Practical Nurses of Prince Edward Island in accordance with the ethical requirements that are relevant to my audit of the financial statements in Canada, and I have fulfilled my other ethical responsibilities in accordance with these requirements. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

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

Management is responsible for the preparation and fair presentation of these financial statements in accordance with the Canadian accounting standards for not-for-profit organizations and for such internal control as management determines is necessary to enable the preparation of the 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 College of Licensed Practical Nurses of Prince Edward Island'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 College of Licensed Practical Nurses of Prince Edward Island or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the College of Licensed Practical Nurses of Prince Edward Island's financial reporting process.

### *Auditors' Responsibilities for the Audit of the Financial Statements*

My 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 my 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.

(Continued)

As part of an audit in accordance with Canadian generally accepted auditing standards, I exercise professional judgment and maintain professional skepticism throughout the audit. I 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 my 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 College of Licensed Practical Nurses of Prince Edward Island'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 College of Licensed Practical Nurses of Prince Edward Island's ability to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in my auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify my opinion. My conclusions are based on the audit evidence obtained up to the date of my auditor's report. However, future events or conditions may cause College of Licensed Practical Nurses of Prince Edward Island 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 representation.

I 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 I identify during my audit.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

*Rachael A. Mella CPA, CA*

**CHARTERED PROFESSIONAL ACCOUNTANT**

**June 28, 2021**

**Charlottetown, Prince Edward Island**

**COLLEGE OF LICENSED PRACTICAL NURSES OF PRINCE EDWARD ISLAND**

**STATEMENT OF FINANCIAL POSITION**

**MARCH 31, 2021**

**ASSETS**

	<b><u>2021</u></b>	<b><u>2020</u></b>
<b>CURRENT</b>		
Cash	\$ 364,703	\$ 266,941
Receivables	-	2,504
Prepaid expense	<u>14,752</u>	<u>14,365</u>
	<b><u>379,455</u></b>	<b><u>283,810</u></b>
 <b>RESTRICTED INVESTMENTS</b>		
Program Review Fund	5,000	5,000
Operating Reserve Fund	100,001	100,000
Development Reserve Fund	17,000	17,000
Investigation and Discipline Reserve Fund	<u>67,133</u>	<u>67,133</u>
	<b><u>189,134</u></b>	<b><u>189,133</u></b>
	<b><u>\$ 568,589</u></b>	<b><u>\$ 472,943</u></b>


**LIABILITIES**


<b>CURRENT</b>		
Accounts payable and accrued liabilities	\$ 11,607	\$ 15,726
Government remittances payable	4,520	4,624
Deferred revenue	<u>307,600</u>	<u>262,778</u>
	<b>323,727</b>	<b>283,128</b>

**NET ASSETS**

<b>INTERNALLY RESTRICTED ASSETS</b>		
Program Review Fund	5,000	5,000
Operating Reserve Fund	100,001	100,000
Development Reserve Fund	17,000	17,000
Investigation and Discipline Reserve Fund	<u>67,133</u>	<u>67,133</u>
	189,134	189,133
 <b>UNRESTRICTED ASSETS</b>	<u>55,728</u>	<u>682</u>
	<b><u>244,862</u></b>	<b><u>189,815</u></b>
	<b><u>\$ 568,589</u></b>	<b><u>\$ 472,943</u></b>

**ON BEHALF OF THE BOARD**

  
 \_\_\_\_\_ **DIRECTOR**

  
 \_\_\_\_\_ **DIRECTOR**

COLLEGE OF LICENSED PRACTICAL NURSES OF PRINCE EDWARD ISLAND

STATEMENT OF CHANGES IN NET ASSETS

MARCH 31, 2021

	<u>Internally Restricted Funds</u>				<u>Unrestricted</u>	<u>2021 Total</u>	<u>2020 Total</u>
	<u>Program Review</u>	<u>Operating Reserve</u>	<u>Development Reserve</u>	<u>Investigation &amp; Discipline Reserve</u>			
<b>Beginning of year</b>	\$ 5,000	\$ 100,000	\$ 17,000	67,133	\$ 682	\$ 189,815	\$ 144,691
Excess of revenues over expenditures	-	-	-	-	55,047	55,047	45,123
Transfers to internally restricted assets	-	1	-	-	(1)	-	-
<b>End of year</b>	<u>\$ 5,000</u>	<u>\$ 100,001</u>	<u>\$ 17,000</u>	<u>\$ 67,133</u>	<u>\$ 55,728</u>	<u>\$ 244,862</u>	<u>\$ 189,814</u>

**COLLEGE OF LICENSED PRACTICAL NURSES OF PRINCE EDWARD ISLAND**

**STATEMENT OF OPERATIONS**

**YEAR ENDED MARCH 31, 2021**

	<u>Budget</u>	<u>2021</u>	<u>2020</u>
<b>REVENUES</b>			
Annual Fees	\$ 277,550	\$ 279,727	\$ 272,800
CPNRE	21,200	17,600	20,075
Process fees	4,800	6,525	7,025
Other fees	3,700	5,299	4,618
Miscellaneous	-	11	784
Interest	<u>170</u>	<u>1</u>	<u>168</u>
	<u><b>307,420</b></u>	<u><b>309,163</b></u>	<u><b>305,470</b></u>
<b>EXPENDITURES</b>			
CPNRE	11,130	10,014	12,133
Communications	1,500	1,400	1,091
Continuing education	11,300	3,802	4,682
Equipment	4,800	2,194	3,335
General and administrative	6,400	2,664	2,924
Insurance	8,738	9,071	8,638
Interest and bank charges	6,300	8,658	6,937
Investigation, discipline, and program review	15,000	1,328	-
Meetings	6,050	4,380	4,440
Occupancy	28,121	28,053	27,658
Professional associations	22,478	12,107	22,706
Professional fees	32,000	33,497	34,771
Wages and benefits	<u>131,000</u>	<u>132,948</u>	<u>131,032</u>
	<u><b>284,817</b></u>	<u><b>250,116</b></u>	<u><b>260,347</b></u>
<b>EXCESS OF REVENUES OVER</b>			
<b>EXPENDITURES FROM OPERATIONS</b>	<b>22,603</b>	<b>59,047</b>	<b>45,123</b>
<b>OTHER EXPENDITURES</b>			
LPN Registry development	<u>(4,000)</u>	<u>(4,000)</u>	<u>-</u>
<b>EXCESS OF REVENUES OVER EXPENDITURES</b>	<b>\$ <u>18,603</u></b>	<b>\$ <u>55,047</u></b>	<b>\$ <u>45,123</u></b>

**COLLEGE OF LICENSED PRACTICAL NURSES OF PRINCE EDWARD ISLAND**  
**STATEMENT OF CASH FLOW**  
**YEAR ENDED MARCH 31, 2021**

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	<u>2021</u>	<u>2020</u>
<b>CASH PROVIDED FROM (USED FOR)</b>		
<b>OPERATING ACTIVITIES</b>		
Excess of revenues over expenditures	\$ 55,047	\$ 45,123
Changes in non-cash working capital items		
Temporary investments	-	33,965
Receivables	2,504	(2,504)
Prepaid expense	(387)	(2,532)
Accounts payables and accrued liabilities	(4,119)	(888)
Government remittances payable	(104)	1,728
Deferred revenues	<u>44,822</u>	<u>16,378</u>
	<u>97,763</u>	<u>91,270</u>
<b>INVESTING ACTIVITIES</b>		
Transfer of restricted investments	<u>-</u>	<u>(189,133)</u>
<b>INCREASE (DECREASE) IN CASH</b>	<b>97,763</b>	<b>(97,863)</b>
<b>CASH, BEGINNING OF YEAR</b>	<u>266,940</u>	<u>364,803</u>
<b>CASH, END OF YEAR</b>	<u>\$ 364,703</u>	<u>\$ 266,940</u>

**COLLEGE OF LICENSED PRACTICAL NURSES OF PRINCE EDWARD ISLAND**

**NOTES TO FINANCIAL STATEMENTS**

**MARCH 31, 2021**

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**1. NATURE OF OPERATIONS**

College of Licensed Practical Nurses of Prince Edward Island is a professional regulatory body for Licensed Practical Nurses in Prince Edward Island. It is mandated in legislation to regulate the practice of Licensed Practical Nurses and to govern its members in a manner that serves and protects public interest. This includes setting educational standards and other qualifications for registration; assessing applicants and determining eligibility for registration; issuing registrations and maintaining the public registry; and investigating complaints and exercising discipline to ensure safe competent and ethical care is provided by Licensed Practical Nurses. It is a not-for-profit organization and as such, has tax exempt status with Canada Revenue Agency.

On April 1, 2018, the Prince Edward Island Practical Nurse Registration Board was continued as the College of Licensed Practical Nurses of Prince Edward Island pursuant to section 3 of the Licensed Practical Nurse Regulations.

**2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

These financial statements have been prepared in accordance with Canadian Accounting Standards for Not-for-Profit Organizations (ASNFPPO).

**CASH**

Cash is comprised of cash in bank and cash on hand.

**INVESTMENTS**

Investments for which there are quoted prices in an active market are carried at fair value. Unrealized gains or losses are reported as part of excess of revenues over expenditures. Investments for which there is not an active market are carried at amortized cost except when it is established that their value is impaired. Impairment losses, or reversal of previously recognized impairment losses, are reported as part of excess of revenues over expenditures.

Restricted investments are internally restricted investments to be used for the Program Review Fund, Operating Reserve Fund, Development Reserve Fund and Investigation and Discipline Reserve Fund.

All of the Board's investments are recorded at amortized cost.

**PROPERTY AND EQUIPMENT**

In accordance with the CPA Handbook section 4433, Tangible Capital Assets held by Not-for-Profit Organizations, the Board expenses its capital acquisitions in the year of purchase. Major property and equipment owned by the Board but not reflected on the financial statements include computer hardware and software, office furniture, fixtures, website, and equipment.

During the year, \$1,096 was expensed for computers and included in continuing education expense. During 2020, \$700 was expensed for a computer and included in equipment expense.

COLLEGE OF LICENSED PRACTICAL NURSES OF PRINCE EDWARD ISLAND

NOTES TO FINANCIAL STATEMENTS

MARCH 31, 2021

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

**INTERNALLY RESTRICTED ASSETS**

During the year, the Council and Management identified the need to create reserve funds to support the long-term sustainability of College of Licensed Practical Nurses of Prince Edward Island. As a result the following reserve funds were established and are to be funded annually as Council and Management deem required and is financially feasible:

*Operating Reserve Fund* - the College of Licensed Practical Nurses of Prince Edward Island current operating reserve policy establishes that the minimum amount to be designated as operating reserve would be an amount sufficient to maintain ongoing operations and programs for three months.

*Development Reserve Fund* - as technology and the external environment evolves, College of Licensed Practical Nurses of Prince Edward Island will need to make investments to ensure the credibility and security of its infrastructure. The development reserve fund was established to fund future expenditures relating to technology.

*Investigation and Discipline Reserve Fund* - the Investigation & Discipline process is a key component of the CLPNPEI's mandate to govern its members in a manner that serves and protects the public interest. Section VI of the Regulated Health Professions Act (RHPA) gives authority for this process to the CLPNPEI to investigate and manage complaints against CLPNPEI members. The Investigation & Discipline reserve fund was established to fund expenditures related to the investigation and discipline process

*Practical Nursing Program Review Fund* - the College of Licensed Practical Nurses of Prince Edward Island is responsible through the Regulated Health Professions Act and Licensed Practical Nurse Regulations to approve practical nursing programs in PEI and evaluate requests for new practical nurse program requests that may come forward. The practical nursing program review fund was established to fund future expenditures relating to these requests.

**REVENUE RECOGNITION**

The Board follows the deferral method of accounting for revenues. Restricted contributions are recognized as revenues in the year in which the related expenditures are incurred. Unrestricted contributions are recognized as revenues when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Membership dues are recognized when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Interest revenue is recognized on a time proportionate basis.

COLLEGE OF LICENSED PRACTICAL NURSES OF PRINCE EDWARD ISLAND

NOTES TO FINANCIAL STATEMENTS

MARCH 31, 2021

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

**FINANCIAL INSTRUMENTS**

The Board initially measures its financial assets and financial liabilities at fair value, except for certain related party transactions that are measured at the carrying amount or exchange amount, as appropriate.

The Board subsequently measures all of its financial assets and financial liabilities at cost or 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 of these financial instruments are recognized in excess of revenues over expenditures.

Financial assets measured at amortized cost on a straight-line basis include cash, temporary investments and restricted investments.

Financial liabilities measured at amortized cost on a straight-line basis include accounts payable and accrued liabilities.

Transaction costs on the acquisition, sale, or issue of financial instruments that are subsequently measured at amortized cost are shown as an adjustment to the carrying value of the related financial instrument.

**MEASUREMENT UNCERTAINTY**

When preparing financial statements according to Canadian Accounting Standards for Not-for-Profit Organizations, management makes estimates and assumptions relating to:

- reported amounts of revenues and expenditures
- reported amounts of assets and liabilities
- disclosure of contingent assets and liabilities

Estimates are based on a number of factors including historical experience, current events and actions that the Board may undertake in the future, and other assumptions that management believes are reasonable under the circumstances. By their nature, these estimates are subject to measurement uncertainty and actual results could differ. In particular, estimates are used in accounting for certain items such as revenues, allowance for doubtful accounts, and legal contingencies.

**3. LEASE COMMITMENTS**

The Board has entered into lease agreements for the lease of office space. The minimum lease payments due over the next two years are as follows:

2022	\$19,140
2023	4,350

COLLEGE OF LICENSED PRACTICAL NURSES OF PRINCE EDWARD ISLAND

NOTES TO FINANCIAL STATEMENTS

MARCH 31, 2021

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**4. FINANCIAL INSTRUMENTS**

The Board's financial instruments consist of cash, temporary investments, restricted investments and accounts payable and accrued liabilities.

The Board 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 Board's risk exposure and concentration as of March 31, 2021.

**INTEREST 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 Board manages exposure through its normal operating and financing activities. The Board is exposed to interest rate risk primarily through its investments.

**LIQUIDITY RISK**

Liquidity risk is the risk that the Board will encounter difficulty in meeting obligations associated with financial liabilities. The Board is exposed to liquidity risk mainly in respect of its receipt of funds from its members and accounts payable.

**CREDIT RISK**

Credit risk arises from the potential that a counter party will fail to perform its obligations. The Board is exposed to credit risk from members. An allowance for doubtful accounts is established based upon factors surrounding the credit risk of specific accounts, historical trends and other information. The Board has a significant number of members which minimizes concentration of credit risk.

**5. BUDGET FIGURES**

The budgeted figures have not been subject to review or audit by the external auditor and are presented for information purposes only.