

# ANNUAL REPORT 2021



**CANADIAN COUNCIL FOR PRACTICAL NURSE REGULATORS**





# Message from the Chair

Covid-19 continues to challenge the world, our country and to some extent, how we regulate. Despite the restrictions and uncertainties of the pandemic, CCPNR continued to focus on its priorities successfully completing several of its planned activities.

One of the immediate impacts of Covid was the delivery of the Canadian Practical Nurse Registration Examination (CPNRE). CCPNR was one of the first regulatory federations in Canada to pilot and subsequently support online proctoring of the national exam. Moving forward into 2022, the CPNRE will be offered online and test centres will be available for special accommodation requests that cannot be met through online proctoring.

Together with the Canadian Council for Registered Nurse Regulators (CCRN) and the Registered Psychiatric Nurse Regulators of Canada (RPNRC), CCPNR will continue the dialogue with the Principle Nursing Advisors Task Force (PNATF) and will explore opportunities to lead and/or consult in the Task Force's vision for nursing in Canada.

2022 ushers in the REx-PN exam in Ontario and British Columbia and a new CPNRE. Efforts to streamline communication and policies and

procedures will continue to be a focal point of dialogue among CCPNR Directors. 2022 will also see the update and publication of CCPNR's code of ethics as the Council continues to focus on its priorities. This project is timely as we work with other initiatives to incorporate recommendations from key reports such as the "Truth and Reconciliation".

The global pandemic will continue to loom over the latter half of 2021 and the beginning of 2022 but there is light at the end of the tunnel as the world learns to live with Covid. Over the next year, the Board will review its priorities and work with its ad hoc groups, CNRC and new alliances to continue to lead excellence in regulation.

I would like to thank our Executive Director, Christine for keeping me well prepared and organized for each meeting and throughout my two-year term. Thank you to the Board Directors for their support and patience as together we navigated uncertainties and new ventures. I am proud and honoured to be part of a team of leaders in the regulatory community.

Respectfully,  
**Lynsay Nair, Chair**

# Message from the **Executive Director**

Despite the urgencies and priorities Covid-19 demands of organizations, CCPNR adapted quickly to changes resulting from restrictions and continued to work at its strategic activities. Key accomplishments in the last two years includes the update of CCPNR's Entry-Level Competencies and Standards of Practice in English and French. A special thanks to the respective working group members for accepting the challenge and completing these updates.

CCPNR initiated the formation of the Canadian Nurse Regulators Collaborative (CNRC) in 2017 and continues to support CNRC. CCPNR acts as the legal entity for the CNRC recently signing a contribution agreement with Employment and Social Development Canada. Funding from the Foreign Credentials Recognition project will support the review and update of the language proficiency benchmark levels/cut scores accepted by nurse regulators in Canada. The project will also recommend the best approach and method(s) to assess language proficiency of internationally and Canadian educated nurses to practice safely in Canada. CCPNR will continue to participate and support the CNRC valuing the dialogue and collaborative opportunities with nurse regulators across Canada and nursing groups.

The goal in 2022 will be to complete the initiatives underway and review is strategic priorities for the next three years. Pandemic uncertainties will continue to require adaptation and flexibility. I have no doubt that the strong leadership of the Council's board will successfully meet these new challenges. I am very grateful to the board for their guidance and continued confidence and I look forward to the endeavours that lie ahead.

Respectfully,

**Christine Da Prat, Executive Director**



# CCPNR Board of Directors

Government of Northwest Territories, Office of the Registrar of Professional Licensing  
**Samantha Van Genne, Registrar, Professional Licensing**

Government of Yukon, Professional Licensing & Regulatory Affairs  
**Laurianne Grenier Deschênes, Regulatory Affairs Officer**

British Columbia College of Nurses and Midwives  
**Christine Penney, Chief Officer, Regulatory Policy & Programs**

College of Licensed Practical Nurses of Alberta  
**Jeanne Weis, Chief Executive Officer**

Saskatchewan Association of Licensed Practical Nurses  
**Lynsay Nair, Vice Chair, Executive Director**

College of Licensed Practical Nurses of Manitoba  
**Jennifer Breton, Chair, Executive Director**

College of Nurses of Ontario  
**Carol Timmings, Chief Quality Officer**

Ordre des infirmières et infirmiers auxiliaires du Québec  
**Daniel Benard, Directeur général et secrétaire de l'Ordre**

Association of New Brunswick Licensed Practical Nurses  
**Joanne Graham, Executive Director/Registrar**

College of Licensed Practical Nurses of Prince Edward Island  
**Dawn Rix-Moore, Executive Director**

Nova Scotia College of Nursing  
**Sue Smith, CEO and Registrar**

College of LPNs of Newfoundland & Labrador  
**Wanda Wadman, Chief Executive Officer/Registrar**

# Strategic Priorities

CCPNR's strategic plan 2020 - 2022 identifies three priorities:

1

Advance Practical  
Nurse Regulatory  
Practices in Canada

## Accomplishments to date:

- ▶ 2019 updated Entry-Level Competencies in English and French. These come into effect in 2022.
- ▶ 2020 updated Standards of Practice in English and French.
- ▶ The standards are adopted by Alberta, Saskatchewan, New Brunswick, Nova Scotia, Prince Edward Island and Newfoundland and Labrador.
- ▶ Work is underway to update CCPNR's Code of Ethics and is expected to be completed by the fall, 2022.
- ▶ Practical nurse regulatory authorities continue to collaborate and exchange information in the development of the two exams that along with Quebec's Examen Professionnel will be offered in 2022.

2

Advance  
Professional  
Regulation

## Accomplishments to date:

- ▶ As a member of the Canadian Nurse Regulators Collaborative (CNRC), CCPNR is collaborating with the Canadian Council of Registered Nurse Regulators (CCRNR) and the Registered Psychiatric Nurse Regulators of Canada (RPNRC) to review of the language proficiency cutscores/benchmarks for safe nursing practice in Canada. The project will update the 2010 cutscores/benchmarks and will review current, new and alternative assessments of language proficiency. The work is expected to be completed by the spring, 2023.
- ▶ Participating in CCRNR's multi-jurisdictional licensing project as observers.
- ▶ Monitoring the progress of the College of Nurses of Ontario (CNO) and the British Columbia College of Nurses and Midwives' (BCCNM) development of Nursys.

3

Advance  
Professional  
Regulation

## Accomplishments to date:

- ▶ CCRNR continues to act as the legal entity to CNRC and support CNRC's work.
- ▶ As part of CNRC, CCPNR is engaged in frequent communication with the Principal Nurse Advisors Task Force to inform the task force about the regulation of practical nurses in Canada.



# Fees & Expenses

CCPNR is in a strong financial position at the end of 2020 in large part due to the continued restrictions to travel. Meetings were convened virtually throughout the year and will continue for most or all of 2021. Membership fees remained at the same level as 2019 due to the limited increment in expenses.

## About **CCPNR**

CCPNR strives to lead excellence in regulation by expanding capacity within practical nurse regulators. Our values, collaboration, integrity, accountability, excellence and transparency are our foundation guiding our interactions and work. CCPNR is the federation of provincial and territorial organizations identified in legislation as responsible for the safety of the public through the regulation of Licensed/Registered Practical Nurses. Council membership can be found at <https://ccpnr.ca/about/council/>.





# Financial Statements



# Financial Statements

**Canadian Council for Practical Nurse Regulators**

December 31, 2020

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# Independent Practitioner's Review Engagement Report

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To the Members of  
[Canadian Council for Practical Nurse Regulators](#)

We have reviewed the accompanying financial statements of Canadian Council for Practical Nurse Regulators that comprise the statement of financial position as at December 31, 2020, and the statements of revenues and expenditures, changes in net assets, and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

## **Management's responsibility for the financial statements**

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

## **Practitioner's responsibility**

Our responsibility is to express a conclusion on the accompanying financial statements based on our review. We conducted our review in accordance with Canadian generally accepted standards for review engagements, which require us to comply with relevant ethical requirements.

A review of financial statements in accordance with Canadian generally accepted standards for review engagements is a limited assurance engagement. The practitioner performs procedures, primarily consisting of making inquiries of management and others within the entity, as appropriate, and applying analytical procedures, and evaluates the evidence obtained.

The procedures performed in a review are substantially less in extent than, and vary in nature from, those performed in an audit conducted in accordance with Canadian generally accepted auditing standards. Accordingly, we do not express an audit opinion on these financial statements.

## **Conclusion**

Based on our review, nothing has come to our attention that causes us to believe that the financial statements do not present fairly, in all material respects, the financial position of Canadian Council for Practical Nurse Regulators as at December 31, 2020, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Winnipeg, Canada  
August 31, 2021



Chartered Professional Accountants

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# Canadian Council for Practical Nurse Regulators

## Statement of Revenues and Expenditures

Year ended December 31

2020

2019

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### Revenue

Membership fees	\$ 165,500	\$ 117,514
Other	19,890	72,311
Interest	561	956
	<u>185,951</u>	<u>190,781</u>

### Expenses

Accounting fees	5,000	8,080
Legal fees	4,869	-
Meetings	1,847	14,548
Insurance	2,258	2,150
Interest and bank charges	402	404
Special projects	14,836	88,742
Miscellaneous	172	937
Telephone	932	2,403
Travel	1,471	8,611
Salaries and wages	105,956	97,842
	<u>137,743</u>	<u>223,717</u>

Excess (deficiency) of revenue over expenses	<u>\$ 48,208</u>	<u>\$ (32,936)</u>
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## Canadian Council for Practical Nurse Regulators

### Statement of Changes in Net Assets

Year ended December 31	2020	2019
Net assets, beginning of year	\$ 119,178	\$ 152,114
Excess (deficiency) of revenue over expenses	<u>48,208</u>	<u>(32,936)</u>
Net assets, end of year	<u>\$ 167,386</u>	<u>\$ 119,178</u>

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# Canadian Council for Practical Nurse Regulators

## Statement of Cash Flows

Year ended December 31

2020

2019

Increase (decrease) in cash

**Operating**

Excess (deficiency) of revenue over expenses	\$	<b>48,208</b>	\$	(32,936)
Change in non-cash working capital items				
Accounts receivable		985		13,369
Prepaid expenses		1,181		(3,459)
Interest receivable		28		(2)
Goods and Services Tax		(3,160)		(7,669)
Accounts payable and accrued liabilities		(8,011)		922
Deferred revenue		<u>20,864</u>		<u>(6,800)</u>

Increase (decrease) in cash 60,095 (36,575)

**Cash**

Beginning of year		<u>115,591</u>		152,166
End of year	\$	<u>175,686</u>	\$	<u>115,591</u>

**Cash consists of:**

Cash	\$	153,222	\$	93,678
Investments		<u>22,464</u>		<u>21,913</u>
	\$	<u>175,686</u>	\$	<u>115,591</u>

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# Canadian Council for Practical Nurse Regulators

## Notes to the Financial Statements

December 31, 2020

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### 1. Nature of operations

Canadian Council for Practical Nurse Regulators ("CCPNR" or "Organization") is a not-for-profit organization incorporated under the Canada Corporation Act. The CCPNR is a federation of provincial and territorial members identified in legislation responsible for safety of the public through the regulation of Licensed/Registered Practical Nurses.

The Organization is a registered non-profit organization under the meaning assigned in Section 149 of the Income Tax Act and as such is exempt from income taxes. Accordingly, no provision has been made in the accounts for income taxes.

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### 2. Significant accounting policies

The organization follows accounting principles generally accepted in Canada in preparing its financial statements. The significant accounting policies used are as follows:

#### Cash and cash equivalents

The Organization's policy is to present bank balances under cash and cash equivalents, including term deposits with a maturity period of three months or less at the date of acquisition.

#### Financial instruments

The Organization considers any contract creating a financial asset, liability or equity instrument as a financial instrument, except in certain limited circumstances. The organization accounts for the following as financial instruments:

- cash
- investments
- accounts receivable
- interest receivable
- accounts payable and accrued liabilities

A financial asset or liability is recognized when the organization becomes party to contractual provisions of the instrument.

The organization initially measures its financial assets and financial liabilities at fair value.

The organization subsequently measures all of 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; investments in equity instruments that are not quoted in an active market, which are measured at cost less any reduction for impairment. Changes in fair value are recognized in net income.

Financial assets measured at amortized cost include cash, investments, accounts receivable and interest receivable.

Financial liabilities measured at amortized cost include accounts payable and accrued liabilities.

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# Canadian Council for Practical Nurse Regulators

## Notes to the Financial Statements

December 31, 2020

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### 2. Significant accounting policies (continued)

#### Revenue recognition

The Organization recognizes membership fees revenues in the year to which membership fees relate if the amount to be received can be reasonably estimated and collection is reasonably assured.

The Organization recognizes interest revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

The Organization recognizes other revenue in the year the event takes place.

Deferred revenue consists of the unspent portion of any Canadian Nurse Regulators Collaborative fees received during the year, these fees will be recognized as other revenue when the associated expenses have been incurred.

#### Contributed services

Volunteers contribute a significant amount of their time each year. Because of the difficulty in determining their fair value, contributed services are not recognized in the financial statements.

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### 3. Investments

	<u>2020</u>	<u>2019</u>
Toronto Dominion, 1.00% GIC, due July 6, 2022.	<u>\$ 22,464</u>	<u>\$ 21,913</u>

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### 4. Impact of COVID-19

Since March 2020, the spread of COVID-19 has continued to severely impact many local economies around the globe. In many countries, including Canada, businesses are being forced to cease or limit operations for long or indefinite periods of time. Measures taken to contain the spread of the virus, including travel bans, quarantines, social distancing, and closures of non-essential services have triggered significant disruptions to businesses worldwide, resulting in an economic slowdown. Global stock markets have also experienced great volatility and a significant weakening. Governments and central banks have responded with monetary and fiscal interventions to stabilize economic conditions.

CCPNR has been impacted by the measures taken to control the spread of COVID-19 by reduced in-person meetings and a reduction or deferral of special projects. The impact of these is a reduction in travel and meeting expenses, a reduction of other revenue and special projects expenses and has resulted in an increase of deferred revenue for the year ended December 31, 2020.

CCPNR has determined that the events subsequent to December 31, 2020 are non-adjusting subsequent events. Accordingly, the financial position and results of operations as of and for the year ended December 31, 2020 have not been adjusted to reflect their impact. The duration and impact of the COVID-19 pandemic, as well as the effectiveness of government and central bank responses, remains unclear at this time. It is not possible to reliably estimate the duration and severity of these consequences, as well as their impact on the financial position and results of the Organization for future periods.

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# Canadian Council for Practical Nurse Regulators

## Notes to the Financial Statements

December 31, 2020

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### 5. Financial instruments

The Organization is exposed to various risks through its financial instruments. The following analysis provides information about the Organization's risk exposure and concentration as of December 31, 2020:

#### Liquidity risk

Liquidity risk is the risk that the organization will encounter difficulty in meeting the obligations associated with its financial liabilities. The organization is exposed to this risk mainly in respect of its accounts payable and accrued liabilities. The Organization generates enough cash from operating activities to fund operations and fulfill obligations as they become due.

#### Market risk

Market risk is the risk that the fair value or expected future cash flows of a financial instrument will fluctuate because of changes in market prices. Market risk comprises three types of risk: currency risk, interest rate risk and other price risk. The Organization is mainly exposed to interest rate risk.

##### (i) 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 Organization manages exposure through its normal operating and financing activities. The Organization is exposed to interest rate risk primarily through its investments.