

# Annual Report 2020



THE COLLEGE OF  
REGISTERED PSYCHIATRIC NURSES of MANITOBA





May 3, 2021

The Honourable Heather Stefanson  
Minister of Health and Seniors Care  
Legislative Building  
450 Broadway  
WINNIPEG, MB R3C 0V8

VIA E-MAIL: [minhsal@leg.gov.mb.ca](mailto:minhsal@leg.gov.mb.ca)

Dear Minister:

The College of Registered Psychiatric Nurses of Manitoba is pleased to present 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 includes statistical information and a financial statement of accounts of the College as required by the *Act*.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "T. Thiele".

Tracy Thiele, RPN  
President

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# About the College

## Our Mission

The College of Registered Psychiatric Nurses of Manitoba regulates the psychiatric nursing profession to protect the public by ensuring safe, competent and ethical practice.

## Our Core Functions

The College of Registered Psychiatric Nurses of Manitoba achieves its mission through its core functions of:

- *setting standards for psychiatric nursing education and practice*
- *making registration decisions that are transparent, objective, impartial and fair*
- *ensuring the continuing competence of its registrants*
- *receiving complaints, conducting investigations and appeals, and taking appropriate disciplinary action*

# Strategic Priorities

1

**Align and improve the regulatory framework to better protect the public**

2

**Support professional practice in a manner that protects and serves the public interest**

3

**Ensure cultural safety and humility**

4

**Strengthen engagement and collaboration with the public, registrants, and other stakeholders**

# Message from the President and Executive Director

We are pleased to share some highlights of the activities the College has undertaken, or completed, to meet our mission, core functions and strategic priorities in 2020.

## Results-Based Strategic Board Governance

The CRPNM has a well-defined governance structure and the appropriate resources to support the Board in its governance role. The Board ensures effective governance and leadership through board and committee succession planning, formal board orientation and education, and a formal board evaluation process. Remaining results-based and strategic and actively preparing for the transition to regulation under *The Regulated Health Professions Act* (RHPA) continued to be a priority for the CRPNM in 2020.

To prepare for the next 5 years, the Board implemented its Strategic Planning Framework in 2020. This framework outlined a process for external consultation with our registrants, current and former public members, education and practice leaders, students, and other nursing regulatory bodies. Our processes were guided by the College's *Community Engagement Framework* and included scan of the internal and external environment, and the participation of the College's committees for self-assessment against the *Standards of Good Regulation*. Our data collection and strategic planning process was protracted because of the pandemic, but we found creative and innovative ways to proceed in our process when the public health orders prohibited us from meeting in person. The 2021-2026 Strategic Plan was approved by the Board on March 13, 2021. [Learn more about our strategic priorities here.](#)

The College is fortunate to be able to rely on a committed group of staff and volunteers to accomplish its work. We wish to acknowledge the hard work and exceptional commitment of the board, staff, and committee members in

supporting the CRPNM to achieve its mission, core functions, and strategic priorities. A complete list of Board members can be found on page 9. A list of the committees and their members can be found on pages 10-11. A list of the staff can also be found on page 9.

## Preparing for the Regulated Health Professions Act (RHPA)

The CRPNM continues to be actively engaged in the work required to transition the Registered Psychiatric Nursing profession to regulation under the Regulated Health Professions Act (RHPA). Some of the highlights of our work in 2020 include:

- Reviewing the legal drafts of the CRPNM's General Regulation and the Practice of Registered Psychiatric Nursing regulation
- The introduction and implementation of a new requirement for Professional Liability Protection (PLP) for those on the Practising and Graduate registers beginning January 1, 2020.
- The introduction of the Regulation 101 and Social Media Awareness jurisprudence learning modules. This has been implemented on a voluntary basis but will be a requirement of the Continuing Competency Program once the RPN profession is regulated under the RHPA.
- Ensuring the College has the appropriate structures and resources in place for the transition to the RHPA. This included the updating of our by-laws, the development of policies and practice directions and a collaboration with the College of Registered Nurses of Manitoba (CRNM) and Shared Health on the RN and RPN Authorized Prescriber role. More information about this project can be found on page 14.

To continue to prepare for the CRPNM's transition to regulation under the RHPA, and to ensure that the College continues to have the appropriate structures and resources in place for this transition, the Board is recommending some further changes to the CRPNM by-laws. These by-law recommendations include a change that would decrease the board size to 11, as is required in the RHPA, and begins the implementation of the Board's governance vision.

Pursuant to section 52(2) of *The Registered Psychiatric Nurses Act*, the Board has prepared the proposed by-law changes for member review and comment. Following the consultation process, the Board will review and consider all comments received. The final revised by-laws will be presented for approval by the members at the CRPNM Annual General Meeting on June 24, 2021.

The documents outlining the changes and the rationale [can be found here](#).

We look forward to our continued work in 2021 and the remaining activities that will transition the Registered Psychiatric Nurses profession to regulation under the RHPA.

## Regulating During a Global Pandemic

2020 has been a year like no other. The constantly changing landscape of health care delivery during the COVID-19 pandemic required that the College be agile and responsive to the needs of Manitobans, the

system, students, Graduate and Registered Psychiatric Nurses, and their employers. In response to notice from the Minister of Health, under s56 of *The Regulated Health Professions Act*, the College established a Practising – Temporary (Pandemic Service) register to allow former registered psychiatric nurses and RPNs from other provinces to practice during this public health emergency. An online graduate psychiatric nurse renewal process facilitated ongoing registration and practice for Graduate Psychiatric Nurses (GPsyN) when the Registered Psychiatric Nurses of Canada Examination (RPNCE) had to be rescheduled.

From re-deployment to the provision of psychiatric nursing services using technology, the College assisted RPNs to understand and apply the public health orders, the *Standards of Psychiatric Nursing Practice* and College's practice directions to this context. The CRPNM also collaborated with other health regulatory colleges to provide further direction and COVID-19 specific resources.

The College has been pleased to support and contribute to Manitoba's pandemic response. We recognize the impact that COVID-19 will have on the physical and mental health of Manitobans during and after the pandemic. We will continue to regulate the registered psychiatric nursing profession in Manitoba in a manner that serves and protects the public interest as the system stabilizes and communities heal in the months, and years, to come.

We welcome any questions or comments on any of the items we have presented in this report.

Respectfully,

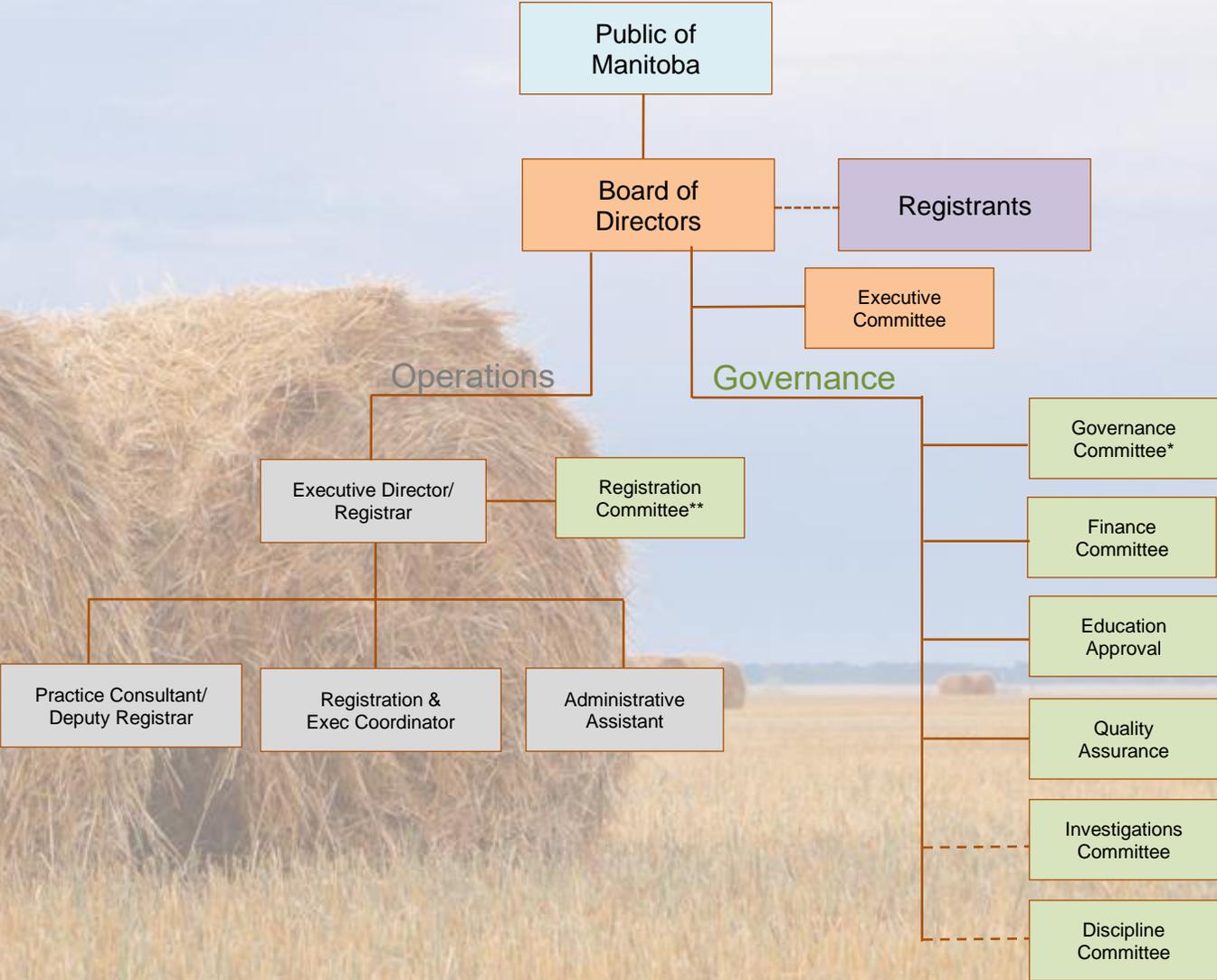


Tracy Thiele  
President



Laura Panteluk  
Executive Director

# Organizational Structure



\* The Governance Committee also acts as the College's Appointment/Nominations Committee

\*\* The Board directed that the Registration Committee would be a Registrar's Committee.

# Board of Directors

## CRPNM Board of Directors 2020

### Executive



Tracy Thiele, RPN  
*President*



Wanda Brine, RPN  
*Vice President*



Kelly-Ann Stevenson, RPN  
*Finance Committee Chair*



Candice Holden-Piush,  
Public Representative  
*Executive Member at Large*

### Directors



Annette McDougall, RPN



Jennifer McKelvey, RPN



Sharran Mullins, RPN



Taryn Schrot, RPN



Andrea Thomson, RPN



Sara Wikstrom, RPN



Richard Zwiep, RPN



Kristen Kroeker,  
Public Representative



Joanne Burns,  
Ministerial Appointment



Carole Lupkowski,  
Ministerial Appointment



Destiny Watt,  
Ministerial Appointment

### CRPNM Staff



Laura Panteluk, RPN  
Executive Director/  
Registrar



Ryan Shymko, RPN  
Practice Consultant/  
Deputy Registrar



Marigrace Licerio,  
Registration and  
Executive Coordinator



Sherry Leynes,  
Administrative  
Assistant



John Schmidt,  
Contract Accountant

# Committees

## Executive Committee

The Executive Committee ensures the functioning of the CRPNM, the Board and its committees in keeping with the mission, core functions and strategic plan.

Chair/RPN	Tracy Thiele
RPN	Wanda Brine
RPN	Kelly-Ann Stevenson
Public Rep	Candice Holden-Piush

## Investigation Committee

The Investigation Committee's role is to review complaints made against members or former members and determine how to best deal with the matter. The Investigation Committee's options are identified in the *Registered Psychiatric Nurses Act*.

Chair/RPN	Christine Prociuk
RPN	Kris Lischynski
RPN	Arlene MacLennan (on leave)
RPN	Val Mondor
Public Rep	Brian Bjorklund
Public Rep	Norman Schatz
Public Rep	Dale Oleschuk

## Discipline Committee

The Discipline Committee's role is to hold a hearing into matters that are referred from the Investigation Committee.

Chair/RPN	Marg Synyshyn
RPN	Melissa Ramharakh
RPN	Ken Krahn
RPN	Kelly Sweeney
RPN	Jacque Williams
RPN	Robert Sokoliuk
RPN	Alexandria Taylor
RPN	John Jackson
RPN	Renee Martens
RPN	Amudat (Nikky) Oladeji
RPN	Dixie Tomchuk
RPN	Lori Kemp
Public Rep	Lee-Ann Dowsett
Public Rep	Gil Johnston
Public Rep	Patrick Desrochers

## Governance Committee

The Governance Committee ensures effective board governance and leadership through board and statutory committee succession planning and board member development. The Governance Committee also acts as the College's appointment and nominating committee.

Chair/RPN	Lynda Stiles
RPN	Tracy Thiele
RPN	Wanda Brine
RPN	Richard Zwiép
Public Rep	Barb Gemmell

## Finance Committee

The Finance Committee assists the Board of Directors to fulfill its fiduciary responsibilities for financial reporting, internal controls, auditing, and accountability for the use of the College's assets.

Chair/RPN	Kelly-Ann Stevenson
RPN	Sara Wikstrom
Public Rep	Kristen Kroeker
Staff	John Schmidt

## Quality Assurance Committee

The Quality Assurance Committee ensures that Registered Psychiatric Nurses maintain their competence to practice by monitoring the *Code of Ethics and Standards of Psychiatric Nursing Practice* and by ensuring compliance in the CRPNM Continuing Competence Program.

Chair/RPN	Teri Stefanation
RPN	Sharon Combiadakis
RPN	Isabelle Jarrin
RPN	Tina Curtis
RPN	Robert Sokoliuk
RPN	Kyla Johnston
RPN	Kimberly Dawn Sawatsky
RPN	Iulia Macavei
Public Rep	Kate Dubberley



## Psychiatric Nursing Education Approval Committee

The Psychiatric Nursing Education Approval Committee ensures that the program(s) for psychiatric nursing education leading to registration as a Registered Psychiatric Nurse in Manitoba meet the *Standards and Indicators for Approval of Psychiatric Nursing Education in Manitoba*, as referenced in the *Registered Psychiatric Nurse Regulation*.

Chair/Public Rep	Atlanta Sloane-Seale
RPN	Patrick Griffith
RPN	Isabelle Jarrin
RPN	Doreen Fey
RPN	Ashley Stewart
Ministerial Appointment	Anju Bajaj

## RPNCE Examination Committee

The Exam Committee approves test materials at critical points in the test development cycle. The following RPNs represented Manitoba on this committee in 2020:

Wanda Brine  
Jane Karpa

# Setting Standards for Psychiatric Nursing Education and Practice

## Psychiatric Nursing Education Approval



The *Registered Psychiatric Nurses Act* gives the College of Registered Psychiatric Nurses of Manitoba (CRPNM) the legislated responsibility for the approval of psychiatric nursing education programs in Manitoba. The Psychiatric Nursing Education Approval Committee (PNEAC), a standing committee required by legislation, is responsible to ensure regular review and follow up with the psychiatric nursing education program.

The primary goals of the approval process are:

- to safeguard the public interest by ensuring that education programs that prepare Registered Psychiatric Nurses meet the *Standards and Indicators for Approval of Psychiatric Nursing Education in Manitoba* (the “Standards and Indicators”), as referenced in the Registered Psychiatric Nurse Regulation Amendment (2015); and,
- to improve the quality of the education programs that prepare Registered Psychiatric Nurses through the process of regular program evaluation using external review and follow up.

The Bachelor Science in Psychiatric Nursing (BScPN) program at Brandon University was formally evaluated in 2020. The College contracts with external evaluators to evaluate the psychiatric nursing education program. The evaluators use various methods to assess the program against the *Standards and Indicators*, including site visits at the Brandon and Winnipeg campuses.

In anticipation of the College’s transition to regulation under the of the Regulated Health Professions Act (RHPA), and pursuant to section 139 of the RHPA, the process included sharing the evaluation outcome and recommendations to the Minister of Health and the Minister of Education through their respective departments, Manitoba Health Seniors and Active Living (MHSAL) and Economic Development and Training (EDT), for review and comment prior to approval by the Board.

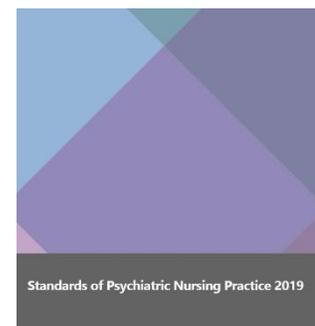
On October 14, 2020, the Board awarded the BScPN program a 4-year approval. Following an approval, and for the purposes of the continuous improvement of the psychiatric nursing education, the PNEAC will follow up on any recommendations from the approval process.

The BScPN program will next be formally evaluated in 2024.

## Standards of Psychiatric Nursing Practice

The College of Registered Psychiatric Nurses (CRPNM) schedules a review of the *Standards of Psychiatric Nursing Practice* (the “Standards”) approximately every five (5) years. This is done to ensure the document remains current and relevant and reflective of the current and emerging trends in health and mental health delivery systems.

The *Standards of Psychiatric Nursing Practice* were last updated and approved by CRPNM Board of Directors in 2019.



# Promoting Good Practice and Preventing Poor Practice

## Quality Assurance Committee

The Quality Assurance Committee plays an instrumental role in assisting the CRPNM to prepare for the *Regulated Health Professions Act*. While the RHPA and the profession specific regulations will provide the overarching regulatory structure, there is much work to be done to operationalize this structure once it is in place.

The Quality Assurance Committee is developing the practice directions and interpretive documents that will guide Registered Psychiatric Nurses in their practice under this new regulatory framework. In 2020, this has included a practice direction on the use of a Clinical Decision Tool and an interpretation of the RPN scope of practice set out in the draft regulations.

A review of the Continuing Competence Program (CCP), including updates to the core documents, policies, and the audit, is planned for 2021.

## Collaboration with Other Regulators

As noted in the President and Executive Director report, the three nursing Colleges (CRPNM, CRNM & CLPNM) have been working collaboratively with each other, and with other health regulators, on a variety of common regulatory issues.

## Scope of Practice

The RHPA recognizes the overlapping scopes of practice of regulated health professionals. While each of the three nursing professions have different scopes of practice, the nursing Colleges have been working to achieve a consistent approach to defining scope of practice.

The nursing College's frequently receive questions about how to best understand the roles of licensed practical nurses (LPN), registered nurses (RN) and registered psychiatric nurses (RPN) in a specific practice setting. In the context of system transformation and evolving practice, the nursing Colleges determined that it was time to examine and discuss scope of practice in a more meaningful and modern way.

With that in mind, in April 2020, the Colleges of Licensed Practical Nurses (LPNs), Registered Nurses (RNs), and Registered Psychiatric Nurses (RPNs) of Manitoba released a new, jointly developed resource document called [\*Nursing in a Team Environment\*](#).

This document sets out to a common framework for effective collaboration between health care professionals including the client. When viewed from this lens, it became clear that describing scope of practice as a delineation between nurses at the individual level and between the individual professions was a limiting way of thinking about intra and interprofessional practice. The document is intended to provide a foundation for reflective questioning and consideration to help support collaborative approaches to quality care.

## *Reserved Acts Requiring Additional Education*

Some of the reserved acts under the RHPA will require additional education, approved by the College. While each of the three nursing professions will have different reserved acts that require additional education, the three nursing Colleges have been working together to identify common standards and processes for the recognition of the programs that will provide this additional education.

## *RN and RPN Authorized Prescriber Project*



This project is sponsored by the College of Registered Nurses of Manitoba (CRNM), the College of Registered Psychiatric Nurses of Manitoba (CRPNM) and Shared Health. The project seeks to improve services to populations within Manitoba by developing and implementing strategies to advance the provincial Registered Nurse (RN) and Registered Psychiatric Nurse (RPN) Authorized Prescriber (AP) roles. Shared Health became a partner on this project knowing there is clear alignment with the Provincial Clinical Services and Preventative Plan.

The goals of the project include:

- Supporting RNs and RPNs in Manitoba to develop and practice within the legislated scope of practice of the Authorized Prescriber (AP) role\*\*
- Providing RNs and RPNs with access to appropriate resources, including educational modules, so that they can acquire the skills required for safe, competent, and ethical prescribing practice in the context of a specific practice population
- Ensuring the appropriate supply and utilization of Authorized Prescribers (APs); and,
- Developing programs, determining funding opportunities, and creating employment opportunities for APs

*\*\*The RPN profession is not yet regulated under The Regulated Health Professions Act. The CRPNM has proposed regulations that would introduce a RPN (AP) in the areas of Sexual and Reproductive Health and Sexually Transmitted Infections and Blood-Borne Pathogens (STBBI) and Diabetes Health. The CRPNM has been working proactively to address any implementation issues with respect to the RPN (AP).*

A steering committee consisting of leaders representing employers, RHAs/SDOs, education, physicians, government, Indigenous health, and the public provide oversight to the project. In addition to the steering committee's work, a working group has been established.

The working group has developed the **AP Toolkit** that can be found on the CRNM and CRPNM websites and can also be **accessed directly by clicking here**.

This collaboration has, ultimately, created opportunities to educate employers and other stakeholders about how RN and RPN authorized prescribers might help to meet the population need, improve access, focus on early prevention and intervention, and decrease emergency room visits and hospitalizations.

a collaboration of:



For more information on the RN (AP) role, [click here](#).  
For more information on the RPN (AP) role, [click here](#).

## Practice Consultation & Support

Providing practice consultation and support is one of the ways that the CRPNM supports RPNs in their practice. The College supports professional practice by assisting RPNs to understand the *Standards of Psychiatric Nursing Practice* and the CRPNM *Code of Ethics* and to apply them to their practice. In this way, the CRPNM meets its public protection mandate by promoting good practice and preventing poor practice.

The CRPNM Practice Consultant provides presentations to workplaces and to students on a variety of professional practice issues and is available for consultation to individual RPNs and to employers. The Practice Consultant also participates in, or provides support to, various local, provincial or interprovincial and national committees that address professional practice issues.

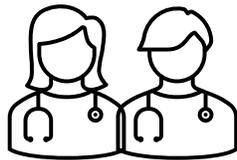
# Making Registration Decisions that are Transparent, Objective, Impartial and Fair

## **The Fair Registration Practices in Regulated Professions Act**

At times specified by the Office of the Manitoba Fairness Commissioner (OMFC), Manitoba regulators are required to review their registration practices and to provide a report to the OMFC. The CRPNM last underwent the OMFC registration review process in 2017.

The CRPNM's registration review report highlighted many fair and progressive practices in addition to areas in which we could improve. The College submitted a work plan to address the recommendations and we continue to explore solutions to the three long-term progress issues that were identified in the report.

## **National Nursing Assessment Service (NNAS)**



The National Nursing Assessment Service (NNAS) coordinates a consistent national approach for internationally educated nurses (IENs) seeking registration in Canada. Since 2014, all internationally educated nurse applicants, be they RN, RPN or LPN, wishing to come to Canada apply through the National Nursing Assessment Service.

Applicants apply through the NNAS web portal and submit all the supporting documents for initial assessment (steps 1-4) through the NNAS. Once the assessment is complete, the applicant is ready to apply to the nursing profession(s) and province(s) of their choice. The IEPN only becomes an applicant to CRPNM after they have made this choice and have initiated the registration application process with CRPNM. In 2020, the CRPNM registered three internationally educated applicants.

## **Report on Registration**



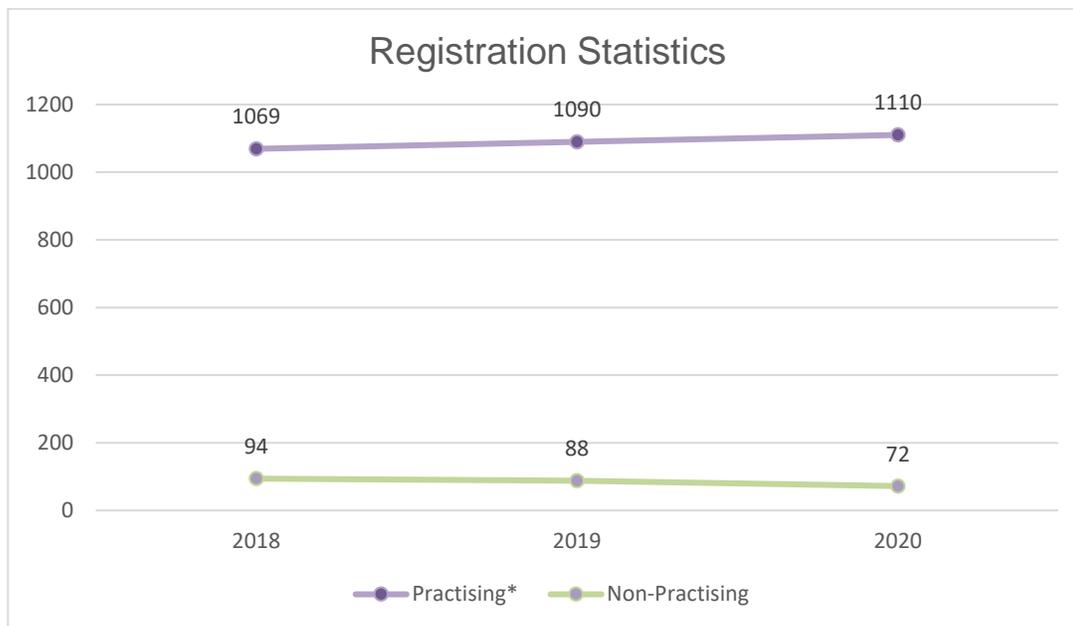
To meet its public protection mandate, the CRPNM ensures valid and timely registration, and the prevention of unauthorized practice by implementing policies and processes for initial and continued registration. These policies and processes are consistent with the requirements of the *Registered Psychiatric Nurses Act* and the *Registered Psychiatric Nurses Regulation*.

In 2019, the CRPNM migrated to a new database and implemented a new and improved public register and employer verification site. The 24/7 availability of the Member Portal ensures the accurate and timely collection of registration and employment data. The online public register can be accessed through the CRPNM website and an online registration verification system assists employers to meet their obligations under the *Registered Psychiatric Nurses Act*.

Complete employment information is a requirement of the *Registered Psychiatric Nurses Act* but is also essential for health human resource planning. On an annual basis, the CRPNM submits registration data, in aggregate form, to Manitoba Health, Seniors and Active Living (MHSAL) and the Canadian Institute for Health Information (CIHI) for this purpose. The CRPNM does not share personal member information with other persons or agents except where required by law.

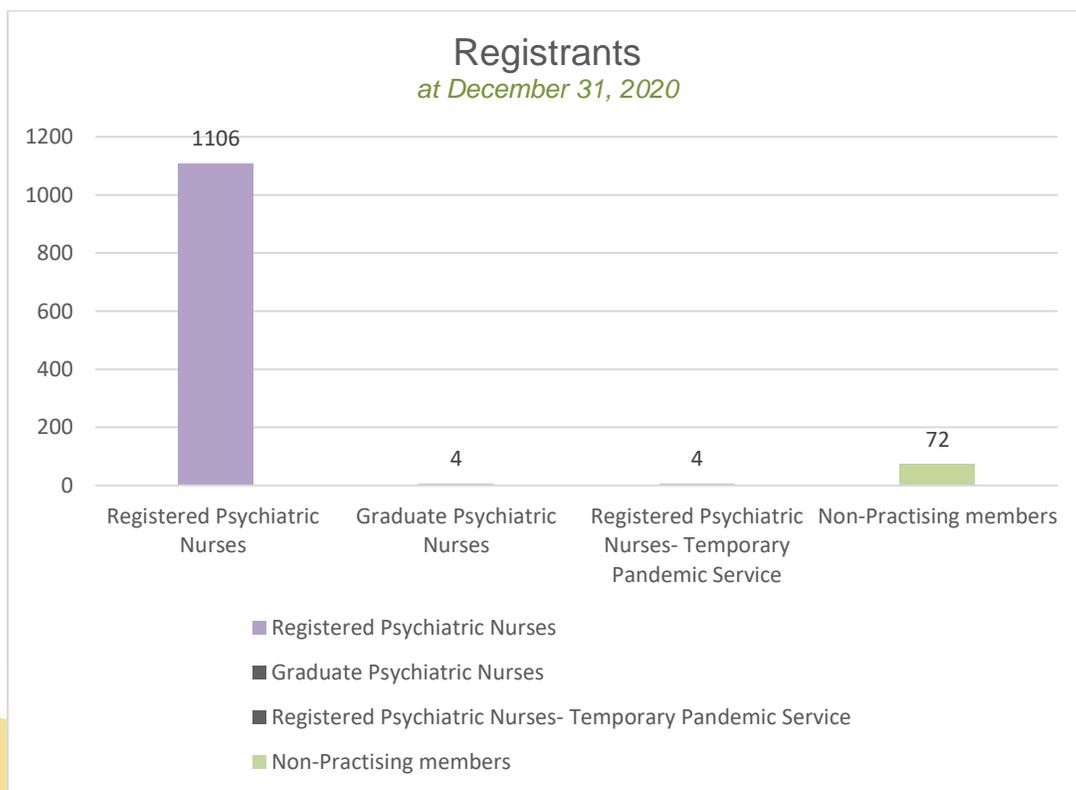
The CRPNM works to ensure the accuracy of the data and works with others, like Manitoba Health, Seniors and Active Living, to put the data in context. The data in this report, unless otherwise specified, was captured December 31, 2020.

## Registration Statistics

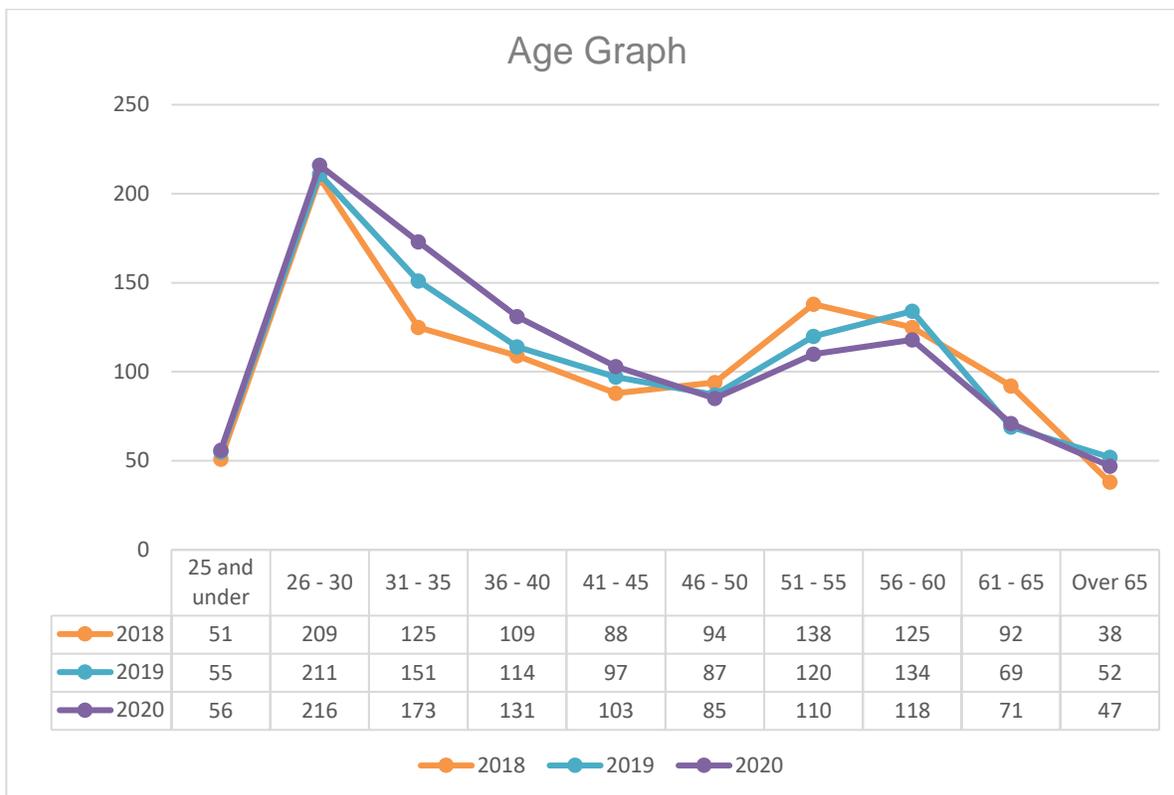


*\*These numbers also include those that were on the graduate register at December 31st.*

Despite sixty-six (66) new registrants in 2020, the number of Practising registrants grew by less than 1% in 2020.



## Demographics of the Current Supply



While the numbers of RPNs in the 51-55 age category has been decreasing steadily, so has the number of RPNs over the age 55. This might suggest that RPNs 56 and older are beginning to retire.

Currently, the number of RPNs in the 25 and under and the 26-35 age categories offset the number of RPNs who are leaving the register. Those RPNs who are 55+ age category represents 21% of the current RPN workforce. When we add in the RPNs who are in the 51-55 age category, this increases to 31%.

## Supply - New Graduates



The CRPNM collects data on the number of graduates who wrote the registration examination and subsequently register. The number of graduates in the calendar year is defined as those individuals who have met all the requirements for registration, except for the successful completion of the Registered Psychiatric Nurses of Canada Examination (RPNCE). These individuals have successfully completed the Bachelor of Science in Psychiatric Nursing (BScPN) program.

Year	Total Number of Graduates Who Wrote the Registration Exam	Number & Percent Who Did Not Register	Reason
2020	60	6 (10%)	4 transfers to AB, 1 transfer to BC, 1 transfer to SK
2019	76	2 (<3%)	2 transfers to SK
2018	76	3 (<4%)	2 transfers to SK, 1 in process
2017	75	1 (<1%)	1 transfer to SK
2016	65	7 (9%)	2 transfers to BC, 1 transfer to SK, 3 unknowns, 1 in process

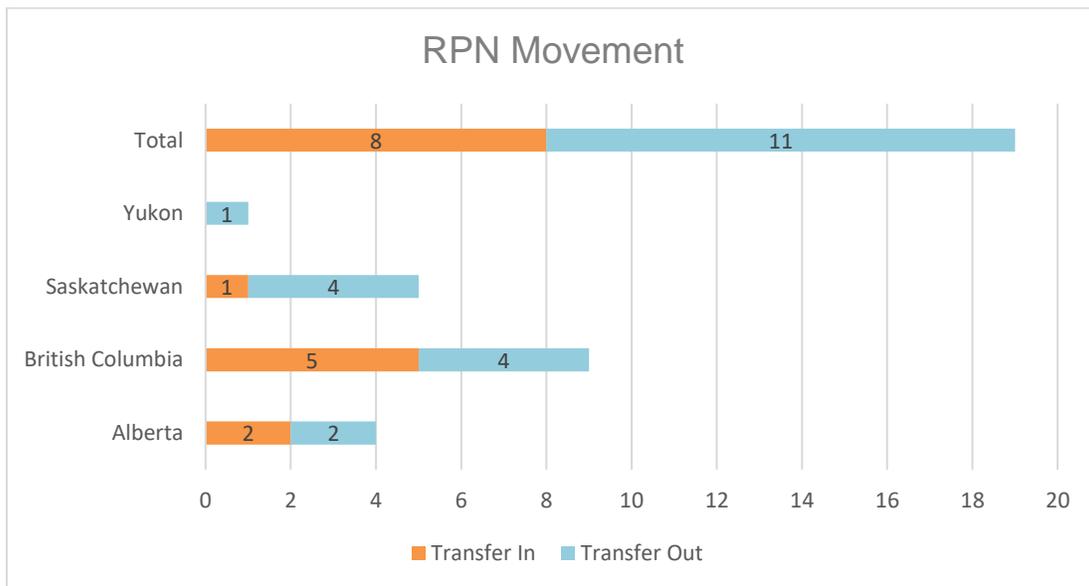
## New Graduates Who Were New Registrants

There were sixty (60) new graduates who completed the BScPN program and registration exam in the 2020 calendar year. Not all new graduates register in the year that they complete the psychiatric nursing education program. Some immediately seek registration in another psychiatric nursing jurisdiction. Others chose to register in the next calendar year.

In the past five years, the average retention rate for new psychiatric nursing graduates has been 95%. The rate of retention has increased from 92% in the previous five-year period. The highest rate of retention was in 2017 at 99%.

## Supply - Out of Province/Out of Country

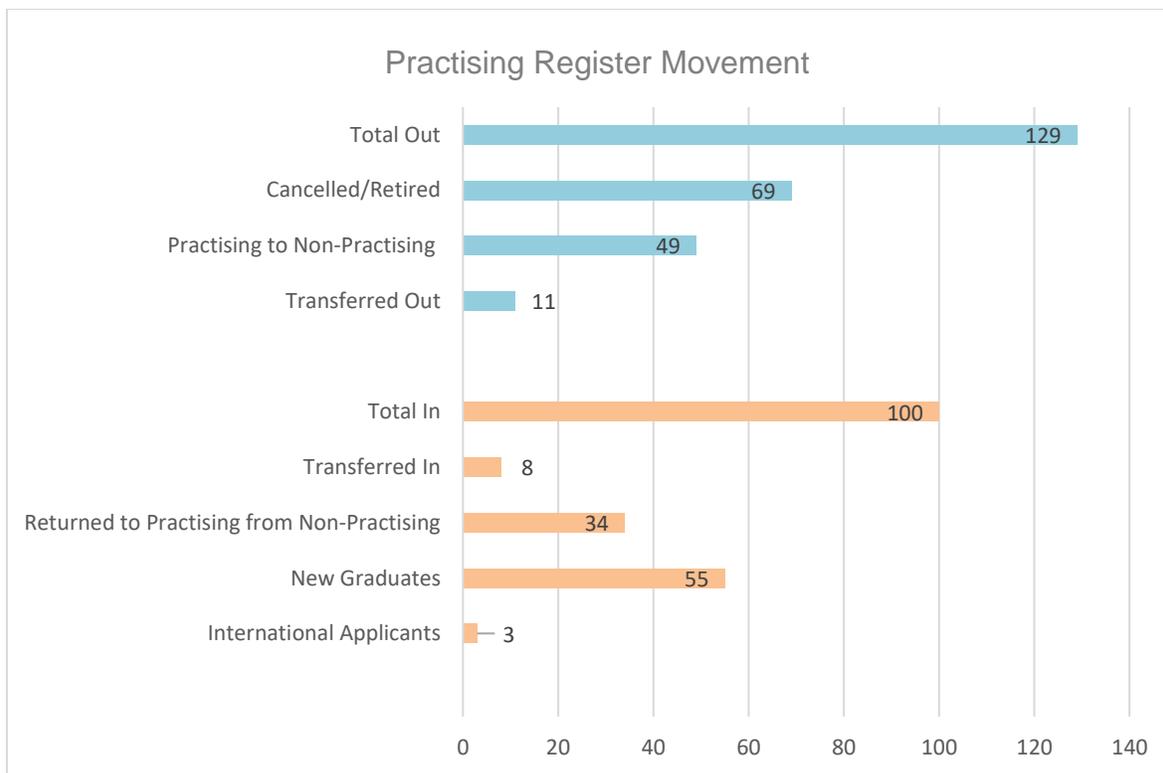
The *RPN Endorsement Agreement* identifies the requirements that facilitate the mobility of RPNs between the jurisdictions that currently regulate the psychiatric nursing profession in Canada. The agreement also ensures that the RPN regulators in Canada meet the labour mobility obligations under the *Canadian Free Trade Agreement (CFTA)*.



The “transfer in” numbers are actual numbers. The “transfer out” data is collected when an RPN has requested that the CRPNM confirm their registration to another psychiatric nursing jurisdiction.

As of December 31, 2020, eleven (11) RPNs requested that their registration be confirmed to facilitate a transfer to another jurisdiction. Not all RPNs who made this request have left the province. Some RPNs hold registration in more than one jurisdiction.

## Supply - Movement Between the Registers



Unlike the previous graphs, the above graphs illustrate the movement to and from the Practising register throughout 2020.

In the 2020 registration year, a total of forty-nine (49) RPNs moved from the Practising to Non-Practising register due to maternity leave, medical leave, or retirement. In 2020, there was an increase in the number of RPNs moving to the non-practising register due to retirement.

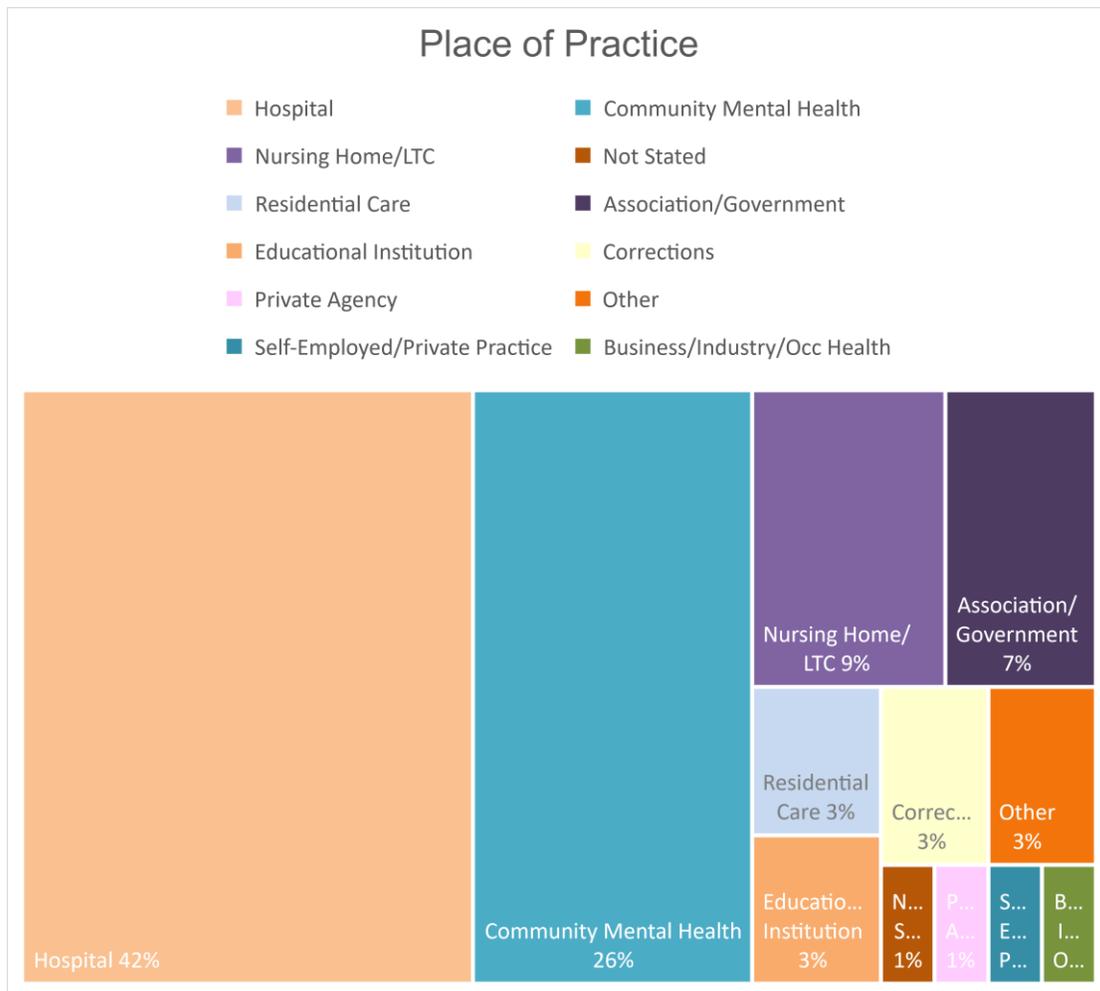
Those that move to the Non-Practising register due to maternity/paternity leave are, for the most part, considered to be only temporarily unavailable to the workforce. The return to the workforce is demonstrated in 2020 when thirty-four (34) RPNs returned to the Practising register.

## Supply – Non-Renewal at December 31st

At midnight on December 31, 2020, sixty-nine (69) RPNs were cancelled for non-renewal. The number of cancellations was significantly higher than the previous year when there were twenty-six (26). Of those who informed the College that they were not renewing, the majority indicated that they were cancelling their registration because they have retired. Others indicated that they were not renewing because they had transferred to another jurisdiction.

## Utilization of the Current RPN Supply

### Practising Registrants – Primary Place of Work (2020)



Data about where RPNs work is captured during the annual registration renewal process. While more discrete data is collected, some data elements are suppressed due to small numbers (<5). For reporting purposes, some of the data elements are combined. For example, *Community Mental Health* includes community mental health and family services. The majority of RPNs in this category work in community mental health services.

# Ensuring the Continuing Competence of Its Registrants

Registered Psychiatric Nurses have long engaged in activities to maintain their competence. The Continuing Competence Program is another way that the CRPNM supports professional practice while meeting its obligations under the Registered Psychiatric Nurses Act and its attendant regulation.

The CRPNM Continuing Competence Program was fully implemented in 2005 and the first audit process was implemented in 2006. The audit process reminds RPNs that they are required to keep documentation of a self-assessment, a learning plan and their continuing competence activities and requires that RPNs engage in a reflective practice process.

## Jurisprudence Modules Introduced

The College introduced two jurisprudence modules in 2020 as another piece of the CRPNM's Continuing Competence Program.



- Regulation 101 - The Regulated Health Professions Act
- Pause Before You Post - Social Media Awareness



The jurisprudence modules were introduced on a voluntary basis and RPNs were encouraged to complete these in advance of this becoming a registration renewal requirement. By the end of 2020, over one hundred RPNs completed the Regulation 101 module.

Completion of the Regulation 101 jurisprudence module will be a requirement for registration renewal in 2022.

## Continuing Competence Program Audit

The CRPNM normally selects 25% of RPNs to complete the audit process each year. The audit cycle occurs over a five-year period and RPNs are randomly selected. An RPN could be randomly selected more than once in the five-year period.

Due to the unprecedented nature of COVID-19, the College decided not to make an audit selection in 2020.

# Receiving Complaints, Conducting Investigations and Appeals, and Taking Appropriate Disciplinary Action

Through its website, the CRPNM has ensured that there is clear, transparent, and accessible information for RPNs, employers and members of the public about the CRPNM's complaint process.

## Investigation Committee



Complaints can be made by employers, other RPNs, or members of the public. The Investigation Committee, composed of four (4) RPNs and three (3) public representatives, reviews all complaints and determines how to best deal with the matter.

The mandate of the Investigation Committee is to protect the public interest. To achieve this mandate, it must decide what actions, if any, are required. The Committee's options are identified in section 23(1) of the *Registered Psychiatric Nurses Act*.

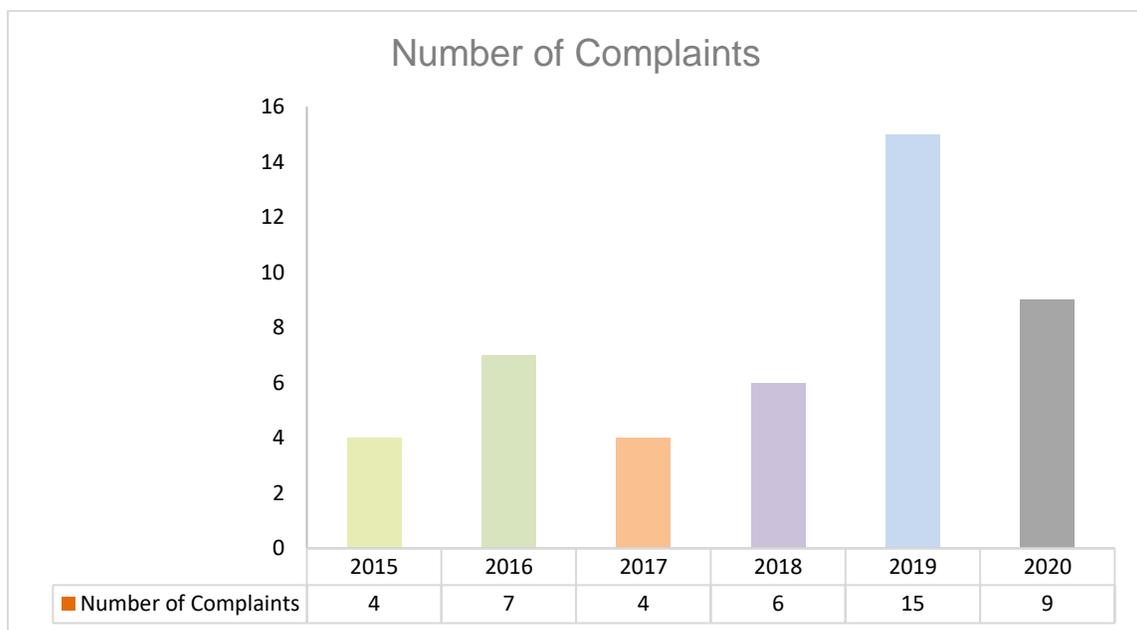
The Investigation Committee received and reviewed eight (8) new complaints in 2020. One complaint was withdrawn. The Committee also reviewed one instance of non-compliance with a previous agreement made pursuant to section 23 (1) (d) of the *Registered Psychiatric Nurses Act*.

The nature of the complaints and the dispositions are outlined in the table below. Complaints received in 2019 and resolved in 2020 are also included.

ID Number	Complaint	Final Disposition
2019-1	Unethical behaviour, unprofessional practice. Insensitive and disrespectful communication. Destruction and removal of employer property.	Suspended from the practice of psychiatric nursing, pursuant to section 43(1)(b) of <i>The Registered Psychiatric Nurses Act</i> ; for a period of one month (30 days); a fine of \$1000.00 pursuant to section 44(1)(b) of <i>The Registered Psychiatric Nurses Act</i> , and a payment of \$5,000.00 as a contribution to the College's costs, pursuant to section 44(1)(b) of <i>The Registered Psychiatric Nurses Act</i> .
2019-13	Non-compliance with agreement accepted in 2019.	Voluntary surrender of certificate of registration pursuant to 23(1)(e) of the <i>Registered Psychiatric Nurses Act</i> .
2019-15	Sexual harassment.	Voluntary surrender of certificate of registration pursuant to 23(1)(e) of the <i>Registered Psychiatric Nurses Act</i> following an investigation.

ID Number	Complaint	Final Disposition
2020-1	Professional misconduct and conduct unbecoming a RPN by having an inappropriate and intimate relationship with a patient who was, to the member's knowledge, suffering from, and previously under their care for mental health issues.	Voluntary consent for the permanent cancellation of their certificate of registration. The member agreed to never again practice as a registered psychiatric nurse in Manitoba or any other jurisdiction.
2020-2	Unprofessional conduct. Breach of the Personal Health Information Act (PHIA).	Agreement pursuant to section 23 (1) (d) of the <i>Registered Psychiatric Nurses Act</i> .
2020-3	Unprofessional behaviour.	Complaint Withdrawn
2020-4	Failure to uphold standards related to documentation and medication administration/wastage. Breach of employer policies.	Agreement pursuant to section 23 (1) (d) of the <i>Registered Psychiatric Nurses Act</i> .
2020-5	Unprofessional behaviour.	No further action
2020-6	Unprofessional social media posts inconsistent with the public health orders.	Agreement pursuant to section 23 (1) (d) of the <i>Registered Psychiatric Nurses Act</i> .
2020-7	Impairment at work.	Agreement pursuant to section 23 (1) (d) of the <i>Registered Psychiatric Nurses Act</i> .
2020-8	Documentation error which caused delay and inappropriate care.	No further action.
2020-9	Poor judgement. Alcohol consumption when on call.	No further action

### Complaints by Year (2015-2020)



## Discipline Decisions

The College publishes decisions in accordance with the requirements of *The Registered Psychiatric Nurses Act* (the “Act”) and *The Registered Psychiatric Nurses Regulation* (the “Regulation”) and for the purposes of:

- Public accountability; and,
- Deterring and preventing professional misconduct and unacceptable practice by informing and educating members.

Discipline decisions are findings of the College’s Discipline Committee. They inform members and the public of the outcome of discipline hearings.

The Discipline Committee made one such decision in 2020 which [can be found here](#).

## Finance Committee Report



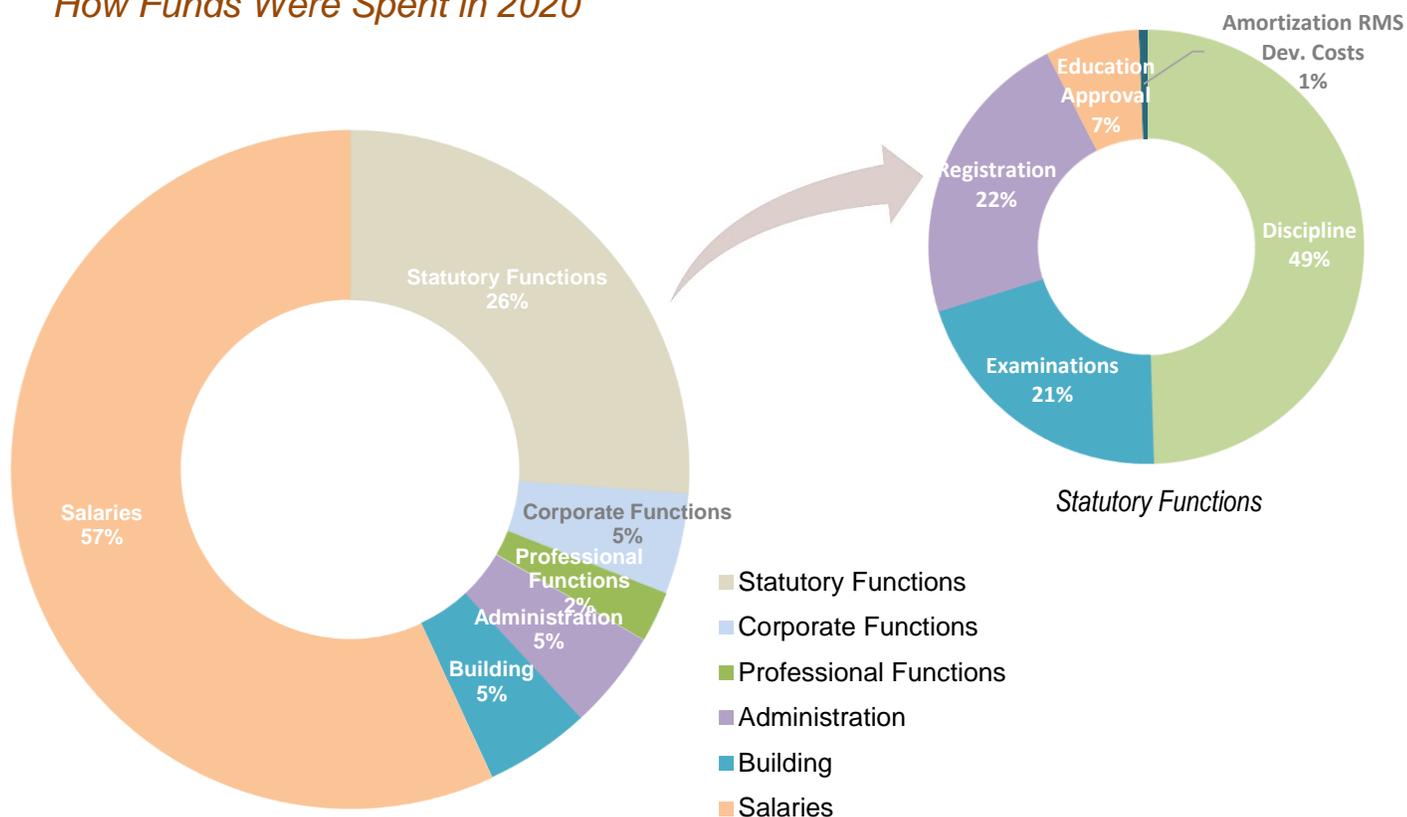
The CRPNM Board of Directors has approved the audited financial statements for the year ending December 31, 2020. The complete audited financial statements can be found on the following pages. The audited financial statements will also be presented at the CRPNM Annual General Meeting, being held on June 24, 2021 via GoTo Webinar, where members of the Board and staff will be available to answer any questions.

The College’s primary and most significant source of revenue are registration fees. Registration with the CRPNM gives members with the legal authority to call themselves a Registered Psychiatric Nurse and the privilege of being one of Manitoba’s regulated health professions. The CRPNM is mandated, by the government of Manitoba and the *Registered Psychiatric Nurses Act*, to carry out its activities and govern its members in a manner that serves and protects the public interest.

The registration fees support the work of the College in fulfilling the legislated mandate to regulate the practice of all RPNs in the public interest.

The last page of the auditor's report is the *Schedule 1 - General Fund Expenses*. This schedule breaks down expenses by functional category and compares this year expenses to last year. The following chart identifies how the CRPNM's funds were spent in 2020.

### How Funds Were Spent in 2020



### Setting the Registration Fees - 3% Increase Recommended for 2022

One of the Board's responsibilities is to ensure that the College has sufficient resources to finance its operations. In exercising this responsibility, the Board uses a 5-year planning tool to forecast the impact of various scenarios on our revenue and expenses and makes recommendations about the registration and other fees.

The Board carefully considered what is happening in the external environment, including the longer term and unknown financial impacts of COVID-19, the expenses to implement *The Regulated Health Professions Act*, the College's rising discipline costs and the assumptions used in the 5-year plan to determine the Practising registration fee for 2022. A fee increase of 3% will be required next year to keep the College in a sound financial position.

The CRPNM Board of Directors is therefore recommending that the 2022 Practising fees be set at \$574 (plus the GST). This recommendation will be presented to the members at the Annual General Meeting.

# Auditor's Report

**COLLEGE OF REGISTERED PSYCHIATRIC NURSES OF MANITOBA**

**Financial Statements**

**Year Ended December 31, 2020**



**COLLEGE OF REGISTERED PSYCHIATRIC NURSES OF MANITOBA**  
**Financial Statements**  
**Year Ended December 31, 2020**

**COLLEGE OF REGISTERED PSYCHIATRIC NURSES OF MANITOBA**  
**Index to Financial Statements**  
**Year Ended December 31, 2020**

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## INDEPENDENT AUDITOR'S REPORT

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To the Members of College of Registered Psychiatric Nurses of Manitoba

*Opinion*

We have audited the financial statements of College of Registered Psychiatric Nurses of Manitoba (the College), which 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 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 College 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 (ASNPO).

*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 College 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 ASNPO, 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 College'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 or to cease operations, or has no realistic alternative but to do so.

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

*(continues)*

Independent Auditor's Report to the Members of College of Registered Psychiatric Nurses of Manitoba  
(continued)

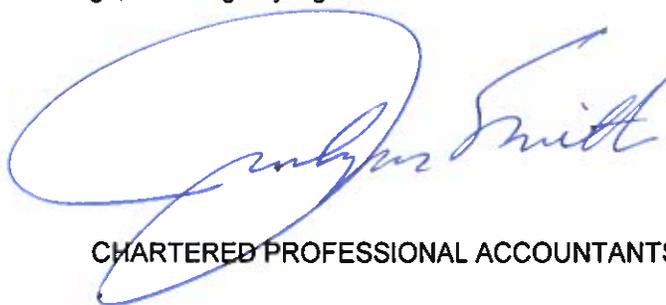
*Auditor's Responsibilities for the Audit of the Financial Statements*

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.

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 College'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 College'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 College 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.



CHARTERED PROFESSIONAL ACCOUNTANTS

Winnipeg, Manitoba  
March 13, 2021

**COLLEGE OF REGISTERED PSYCHIATRIC NURSES OF MANITOBA**  
**Statement of Financial Position**  
**December 31, 2020**

	2020	2019
<b>ASSETS</b>		
<b>CURRENT</b>		
Cash	\$ 336,672	\$ 271,488
Money market fund and savings account	194,173	45,982
Accounts receivable	3,180	6,621
Accrued Interest receivable (Note 2)	4,480	6,100
Prepaid expenses	15,076	21,321
Due from Registered Psychiatric Nurses Foundation Inc.	-	179
	553,581	351,691
LONG TERM INVESTMENTS (Notes 2, 3)	334,500	518,000
CAPITAL ASSETS (Notes 2, 4)	148,716	150,617
REGISTRATION MANAGEMENT SYSTEM DEVELOPMENT COSTS (Note 5)	9,450	-
	\$ 1,046,247	\$ 1,020,308
<b>LIABILITIES</b>		
<b>CURRENT</b>		
Accounts payable	\$ 142,564	\$ 142,443
Goods and services tax payable	30,847	28,646
Employee deductions payable	11,159	6,771
Prepaid membership fees	591,512	573,504
Unearned rent	3,240	3,240
	779,322	754,604
CEBA LOAN (Note 8)	30,000	-
	809,322	754,604
<b>NET ASSETS</b>		
GENERAL FUND	207,265	128,494
BUILDING AND EQUIPMENT RESERVE FUND (Note 6)	29,660	37,210
DISCIPLINE RESERVE FUND (Note 7.)	-	100,000
	236,925	265,704
	\$ 1,046,247	\$ 1,020,308

**ON BEHALF OF THE BOARD**

 \_\_\_\_\_ Director

 \_\_\_\_\_ Director

See notes to financial statements



**COLLEGE OF REGISTERED PSYCHIATRIC NURSES OF MANITOBA**  
**Statement of Revenues and Expenditures**  
**Year Ended December 31, 2020**

	2020	2019
<b>REVENUE</b>		
Membership Fees - Practicing	\$ 581,764	\$ 560,888
Membership Fees - Non-practicing	8,125	8,975
Membership fees - Graduate	10,900	6,300
Examinations	45,360	52,131
Fees and penalties	14,625	8,136
Interest	13,882	13,513
Rent	17,690	19,779
CEBA Subsidy	10,000	-
COVID Payroll Subsidy	5,460	-
Other income	110	200
	<u>707,916</u>	<u>669,922</u>
<b>EXPENSES</b>		
Statutory functions - schedule 1	192,764	163,517
Corporate Functions - schedule 1	35,317	54,299
Professional Functions - schedule 1	17,833	31,451
Administration - schedule 1	34,912	50,619
Building - schedule 1	36,912	39,213
Salaries and benefits	418,957	392,476
	<u>736,695</u>	<u>731,575</u>
<b>DEFICIENCY OF REVENUE OVER EXPENSES</b>	<b>\$ (28,779)</b>	<b>\$ (61,653)</b>

**COLLEGE OF REGISTERED PSYCHIATRIC NURSES OF MANITOBA**  
**Statement of Changes in Net Assets**  
**Year Ended December 31, 2020**

	General Fund	Building and Equipment Reserve Fund	Discipline Reserve Fund	2020	2019
<b>NET ASSETS - BEGINNING OF YEAR</b>	\$ 128,494	\$ 37,210	\$ 100,000	\$ 265,704	\$ 327,357
Deficiency of revenue over expenses	(28,779)	-	-	(28,779)	(61,653)
Transfer from Restricted Reserve	100,000	-	(100,000)	-	-
Utilization of Restricted Reserve	24,016	(24,016)	-	-	-
Transfer to Restricted Reserve	(16,466)	16,466	-	-	-
<b>NET ASSETS - END OF YEAR</b>	<b>\$ 207,265</b>	<b>\$ 29,660</b>	<b>\$ -</b>	<b>\$ 236,925</b>	<b>\$ 265,704</b>

See notes to financial statements

**COLLEGE OF REGISTERED PSYCHIATRIC NURSES OF MANITOBA**  
**Statement of Cash Flows**  
**Year Ended December 31, 2020**

	2020	2019
<b>OPERATING ACTIVITIES</b>		
Cash receipts from members and customers	\$ 715,483	\$ 680,697
Cash paid to suppliers and employees	(709,474)	(619,273)
Interest received	15,502	12,009
Goods and services tax	2,201	3,314
Cash flow from operating activities	<u>23,712</u>	<u>76,747</u>
<b>INVESTING ACTIVITIES</b>		
Purchase of property, plant and equipment	(24,016)	(2,198)
Proceeds from (purchase of) investments	183,500	(108,500)
Cash flow from (used by) investing activities	<u>159,484</u>	<u>(110,698)</u>
<b>FINANCING ACTIVITIES</b>		
Advances from related parties	179	852
Proceeds from CEBA Loan	30,000	-
Cash flow from financing activities	<u>30,179</u>	<u>852</u>
<b>INCREASE (DECREASE) IN CASH FLOW</b>	<b>213,375</b>	<b>(33,099)</b>
Cash - beginning of year	<u>317,470</u>	<u>350,569</u>
<b>CASH - END OF YEAR</b>	<b>\$ 530,845</b>	<b>\$ 317,470</b>
<b>CASH CONSISTS OF:</b>		
Cash	\$ 336,672	\$ 271,488
Money market fund and savings account	194,173	45,982
	<u>\$ 530,845</u>	<u>\$ 317,470</u>

**COLLEGE OF REGISTERED PSYCHIATRIC NURSES OF MANITOBA**  
**Notes to Financial Statements**  
**Year Ended December 31, 2020**

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**1. PURPOSE OF THE ORGANIZATION**

The College is incorporated without share capital under the laws of Manitoba and its principal activities are to establish and maintain standards of education and practice for psychiatric nursing. The College must carry out its activities and govern its members in a manner that serves and protects the public interest as set out in the Registered Psychiatric Nurses Act.

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**2. SIGNIFICANT ACCOUNTING POLICIES**

Basis of presentation

The financial statements were prepared in accordance with Canadian accounting standards for not-for-profit organizations (ASNFPO).

General

The College follows the restricted fund method of accounting for contributions.

The General Fund accounts for the College's program delivery and administrative activities. This fund reports unrestricted resources.

The Internally Restricted Reserve Funds, Building and Equipment Reserve and the Discipline Reserve Funds report the transfers to restricted reserve from the General Fund and the capital expenditures and discipline expenditures for the year.

Membership Fees

Membership fees are recorded as revenue in the year that the membership applies.

Capital assets

Capital assets are stated at cost. Amortization is provided on the straight - line basis, using the following annual rates:

Buildings	5%	straight-line method
Office furniture and equipment	20%	straight-line method
Computer equipment	33 1/3%	straight-line method

Use of Estimates

The preparation of financial statements in accordance with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amount of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amount of revenues and expenses during the reporting period. These estimates are reviewed periodically, and, as adjustments become necessary, they are reported in earnings in the period in which they became known.

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**COLLEGE OF REGISTERED PSYCHIATRIC NURSES OF MANITOBA**  
**Notes to Financial Statements**  
**Year Ended December 31, 2020**

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2. SIGNIFICANT ACCOUNTING POLICIES *(continued)*

Investments

All short-term investments are classified held-for trading and reported at market value.

Long-term investments are classified held-to-maturity investments. The held-to-maturity investments are classified as such because the College has the positive intent and ability to hold the securities until maturity and are recorded at cost plus accrued interest receivable.

Financial Instruments

The College's financial instruments comprise cash, short-term investments, accounts receivable, long-term investments, accounts payable, accrued liabilities, deferred revenue and due to or from related company.

Cash, accounts receivable, accounts payable, accrued liabilities, deferred revenue and due to related company approximates are reported at their fair values on the balance sheet. The fair values are the same as the carrying values due to their short-term nature.

The fair value of short and long-term investments are disclosed in the respective notes to the financial statement.

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**COLLEGE OF REGISTERED PSYCHIATRIC NURSES OF MANITOBA**

**Notes to Financial Statements**

**Year Ended December 31, 2020**

**3. LONG TERM INVESTMENTS**

	2020	2019
Bank of Montreal GIC, 2.30%		
Cost \$25,000, Due March 16, 2020	\$ -	\$ 25,000
Equitable Bank - GIC, 2.00%		
Cost \$41,500, Due May 19, 2020	-	41,500
Home Equity Bank GIC 2.21%		
Cost \$36,000, Due October 14, 2020	-	36,000
Bank of Montreal GIC, 2.15%		
Cost \$55,000, Due November 13, 2020	-	55,000
Province of B.C. Serial Bond 3.70%		
Cost \$42,341, Due December 18, 2020	-	41,000
Canadian Western Bank - GIC 1.88%		
Cost \$54,000, Due January 11, 2021	54,000	54,000
Canadian Western Bank - GIC 2.00%		
Cost \$45,500, Due May 17, 2021	45,500	45,500
Laurentian Bank - GIC, 2.23%		
Cost \$55,000, Due November 15, 2021	55,000	55,000
TD MTG GIC 0.70%		
Cost \$50,000 Due September 15, 2021	50,000	-
Canadian Tire Bank GIC 2.02%		
Cost \$55,000 due January 11, 2022	55,000	55,000
Laurentian Bank - GIC, 2.57%		
Cost \$25,000, Due March 14, 2022	25,000	25,000
Cameco Series E Bond 3.75%		
Cost \$36,477.95, Due November 14, 2022	-	35,000
Laurentian Bank - GIC, 2.62%		
Cost \$25,000, Due March 15, 2023	25,000	25,000
Canadian Tire Bank GIC 2.80%		
Cost \$25,000 due March 14, 2024	25,000	25,000
<b>NET BOOK VALUE OF INVESTMENTS</b>	<b>\$ 334,500</b>	<b>\$ 518,000</b>

**4. CAPITAL ASSETS**

	2020		2019	
	Cost	Accumulated amortization	Cost	Accumulated amortization
Land	\$ 28,827	\$ -	\$ 28,827	\$ -
Buildings	471,103	358,607	462,303	349,892
Office furniture and equipment	240,632	233,239	235,916	226,537
	<b>\$ 740,562</b>	<b>\$ 591,846</b>	<b>\$ 727,046</b>	<b>\$ 576,429</b>
 Net book value	 <b>\$ 148,716</b>		 <b>\$ 150,617</b>	

**COLLEGE OF REGISTERED PSYCHIATRIC NURSES OF MANITOBA**  
**Notes to Financial Statements**  
**Year Ended December 31, 2020**

5. REGISTRATION MANAGEMENT SYSTEM DEVELOPMENT COSTS

	2020	2019
Registration management system development costs	\$ 209,609	\$ 199,109
Accumulated amortization	(200,159)	(199,109)
	\$ 9,450	\$ -

The College capitalized all the costs related to the development of an on-line registration management system. Those costs are amortized on a straight-line basis over five years.

6. BUILDING AND EQUIPMENT RESERVE FUND

The College of Registered Psychiatric Nurses of Manitoba board of directors internally restricted \$29,660 into a Reserve Fund for building and equipment. Transfers of these amounts were made from the General Fund to the Building and Equipment Fund. These internally restricted amounts are not available for unrestricted purposes without approval of the board of directors.

	2020	2019
Internally Restricted Reserve, Beginning of year	\$ 37,210	\$ 24,092
Transfer to restricted reserve - amortization	16,466	15,316
Capital Expenditures for the year	(24,016)	(2,198)
Internally Restricted Reserve, End of Year	\$ 29,660	\$ 37,210

7. DISCIPLINE RESERVE FUND

The purpose of the Fund is to ensure the College has adequate fiscal resources to meet its statutory obligations related to complaints, investigations, and discipline. The fund will be assessed on an annual basis to determine its sufficiency. These internally restricted amounts are not available for unrestricted purposes without approval of the board of directors. The Board has decided to no longer continue with the Discipline Reserve Fund as the College has instead negotiated a retainer fee with the law firm to level out the legal costs to enable better planning and budgeting of the expenses to meet the statutory obligations related to complaints, investigations and discipline.

	2020	2019
<u>Discipline Reserve Fund</u>		
Internally Restricted Reserve opening balance	\$ 100,000	\$ 50,000
Discipline Reserve allocation from (to) General Fund	(100,000)	122,992
Utilization - expenses incurred during the year	-	(72,992)
Internally Restricted Reserve Ending balance	\$ -	\$ 100,000

**COLLEGE OF REGISTERED PSYCHIATRIC NURSES OF MANITOBA**  
**Notes to Financial Statements**  
**Year Ended December 31, 2020**

8. CANADA EMERGENCY BUSINESS ACCOUNT

	2020	2019
CEBA loan, no monthly payments, bearing interest at 0% per annum, \$30,000 repayable December 31, 2022. \$10,000 of the original loan of \$40,000 forgiven, Government secured.	\$ 30,000	\$ -
Amounts payable within one year	-	-
	\$ 30,000	\$ -
Principal repayment terms are approximately:		
2022	\$ 30,000	
	\$ 30,000	

9. FINANCIAL INSTRUMENTS

The college 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 college's risk exposure and concentration as of December 31, 2020.

**(a) Liquidity risk**

Liquidity risk is the risk that an entity will encounter difficulty in meeting obligations associated with financial liabilities. The college is exposed to this risk mainly in respect of its receipt of funds from its members and other related sources and accounts payable. The college has set aside funds in investments to minimize this risk.

Unless otherwise noted, it is management's opinion that the college is not exposed to significant other price risks arising from these financial instruments.

10. COVID-19

In March 2020, the World Health Organization declared a global pandemic due to the novel coronavirus outbreak (COVID-19). The outbreak has resulted in governments worldwide enacting emergency measures to combat the spread of the virus. These measures, which include the implementation of travel bans, self-imposed quarantine periods and social distancing, have caused material disruption to businesses globally resulting in an economic slowdown. The extent to which COVID-19 impacts the future financial results of the College will depend on future developments, which are highly uncertain and cannot be predicted, including new information which may emerge concerning the severity of COVID-19 and actions taken to contain the virus or its impact, among others.

# THE COLLEGE OF REGISTERED PSYCHIATRIC NURSES' OF MANITOBA

## Schedule 1 - General Fund Expenses

Year ended December 31, 2020, with comparative figures for 2019

	2020	2019
<b>Statutory Functions:</b>		
Discipline	\$ 95,423	\$ 72,992
Examinations	39,859	50,107
Registration	42,948	33,903
Education Approval	13,485	406
Amortization RMS Dev. Costs	1,050	6,109
	<u>\$ 192,764</u>	<u>\$ 163,517</u>
<b>Corporate Functions:</b>		
Annual Conference & Report	\$ -	\$ 866
Board and Executive	5,980	17,626
Finance	29,337	30,807
	<u>\$ 35,317</u>	<u>\$ 49,299</u>
<b>Professional Functions:</b>		
Communications	\$ 6,758	\$ 8,745
Professional Practice	6,061	10,747
Membership Fees	3,269	3,791
Inter-Provincial Activities/RPNC	1,745	8,168
	<u>\$ 17,833</u>	<u>\$ 31,451</u>
<b>Administration:</b>		
Equipment Depreciation	\$ 6,702	\$ 6,402
General Liability Insurance	2,302	2,227
Stationary and Office	5,417	6,769
Legal Fees	-	11,091
Professional Development	2,653	4,080
Telephone	8,691	6,838
IT	9,147	13,213
	<u>\$ 34,912</u>	<u>\$ 50,619</u>
<b>Building:</b>		
Depreciation	\$ 8,715	\$ 8,914
Utilities	4,904	5,344
Security	885	775
Property Taxes	13,925	15,757
Maintenance	3,933	4,108
Landlord Expense	-	546
Janitorial	4,550	3,770
	<u>\$ 36,912</u>	<u>\$ 39,214</u>
<b>Total</b>	<u>\$ 317,738</u>	<u>\$ 334,100</u>