

Our Mission:

“To promote and ensure competent nursing practice
for the people of the Northwest Territories and Nunavut”



The Registered Nurses Association of
the Northwest Territories and Nunavut
2013 Annual Report

Table of Contents

President’s Message..... 2

Executive Director Report..... 3

2013 Highlights..... 5

Committee Reports..... 8

 Professional Conduct Committee..... 8

 Education Advisory Committee..... 9

 Registration Committee..... 10

 RN Practice Committee..... 12

 NP Practice Committee..... 14

Treasurer’s Report..... 16

Auditor’s Report..... 17

Meet the Board of Directors..... 25

President's Message

Each of us carries and has earned the title Registered Nurse whereby members of the general public can recognize and connect to each of us by virtue of our membership in the RNANT/NU. It is a professional duty but also a privilege. A privilege earned and continued through ongoing education and practice. Membership in our association also connects us to the wider Canadian nursing landscape.

As we work within our practices it can sometimes be hard to feel connected but we are connected. One of the visioning statements of the incoming president of the Canadian Nursing Association, Karima Velji, RN, PHD, CHE is "Unleash the power of registered nurses". In part the root of this idea arose when she was visiting a community health centre in the Yukon where she was able to witness firsthand how registered nurses can, and do act to the full potential of their capacities as registered nurses as they work in remote northern communities. By virtue of being northern nurses we in the Northwest Territories and Nunavut are connected to the Yukon and to the inspiration that is 'Unleash the power of registered nurses'.

We also have a lot to be proud of as members of the RNANT/NU. Each of us practices to a level that challenges our clinical skills. We deliver care in some of the more remote communities in Canada, practice independently in greatly expanded roles that demonstrate the abilities of Registered Nurses. For me this exemplifies

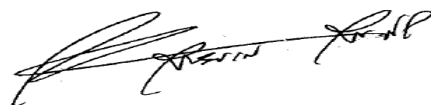
that registered nurses are a vital part of the northern health care landscape. Imagine a health care system in any northern territories if there were no nurses living and working in communities. Simply put the contribution of nurses in the north is something to be proud of.

In southern jurisdictions the nursing landscape is ever changing and there is movement toward maximizing the use of the skills of registered nurse to strengthen the health care system – nursing in primary care, the concept of the RN prescriber. When northern nurses participate in these discussions we get to say that we have been doing just that for the last sixty or more years – Northern Registered Nurses are leaders and have been unleashing the power of the registered nurses.

Be leaders, connect with people in your community and talk about how registered nurses contribute to the strength of our communities. Recognize that we are clinicians practicing nursing, and as individuals and as an association we are one of the determinants that help keep our communities, and territories healthy.

Make a connection!

Regards

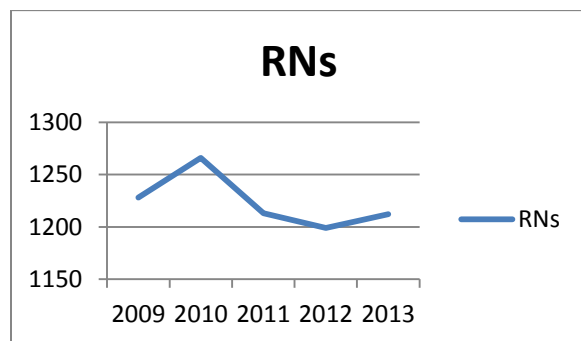
A handwritten signature in black ink, appearing to read 'Robert Nevin', written in a cursive style.

Robert Nevin, RN-NP

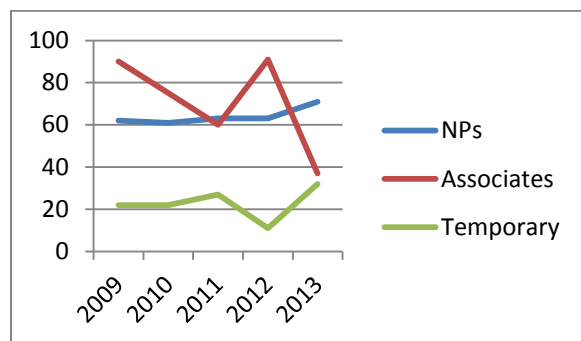
Executive Director Report

This annual report provides an overview of the work performed by the employees and volunteers on behalf of the Registered Nurses Association of the Northwest Territories and Nunavut. The regulatory activities of the Association are mandated in the Nursing Profession Act for both the Northwest Territories and Nunavut. These include registration, professional conduct review and the approval of education programs.

Registration functions include maintaining a public registry through the initial and annual renewal of all registered nurses and nurse practitioners practicing in the NT and NU. The following graph provides registration statistics for the last five (5) years:



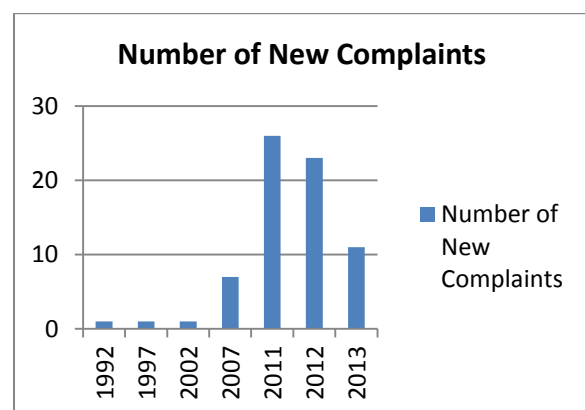
NPs, Associates & Temporary



These statistics indicate the number of RNs and NPs registered with RNANT/NU has remained consistent over the last five years. The number of associate members registered tends to fluctuate and the number of temporary licenses issued varies based on the numbers of new graduates from the Aurora College and Nunavut Arctic College BScN Programs.

The Continuing Competence Program is a key part of the registration process. An audit of our members' individual professional development plans is done annually. It is the responsibility of RNANT/NU to ensure our members are competent to engage in the practice of nursing.

Again, like the Continuing Competence Program, professional conduct review is performed first and foremost for public safety. The number of complaints received in 2013 has decreased by more than 50% from 2012. Jan Inman assumed the role of



Director of Professional Conduct in July of 2013. Jan has attended a number of meetings/education sessions to educate our members and employers regarding the

professional conduct process. A similar number of new complaints are anticipated for 2014.

The 2013 Treasurer's and Auditor's Report found on page 16 and page 17 showed a surplus budget. As noted in the Treasurer's Report, the surplus is the result of additional revenues, a deferred professional conduct hearing and reduced Board expenses. While a surplus is favourable for the association, it is anticipated the cost of professional conduct review will increase in both 2014 and 2015. As a member, you should be aware financial statements are reviewed by our Treasurer, Jennifer Pearce on a monthly basis and our Board of Directors at all meetings.

RNANT/NU employees have been kept busy as ex-officio for a number of committees at the association. Reports from the Chairpersons of the RNANT/NU committees can be found further in this report. I would like to thank all the volunteers who serve on our committees and board, assist with our Annual General Meeting and represent our association at a national level. Your commitment, enthusiasm and knowledge are greatly appreciated.

As well, RNANT/NU employees participate on a number of territorial and national committees and jurisdictional projects. These committees include the Nurse Practitioner's Advisory Group, the Aurora College BScN Advisory Committee, the Canadian Council of Registered Nurse Regulators (CCRN) regarding regulatory

matters and the Canadian Nurses Association (CNA) for matters pertaining to professional practice, policy and advocacy. A number of regular and ad hoc committees result from both CCRNR and CNA participation including NCLEX Exams, the CNPE, and the jurisdictional collaborative projects for the development of Entry Level Competencies.

The last items I would like to report on are professional practice and advocacy. Professional advocacy for 2013 included the development of new standards of practice for registered nurses, entry level competencies and an education package for NP prescribing of controlled drugs and substances. RNANT/NU committees began work on documentation standards and a social media position statement. In addition, the RNANT/NU had 4 members contribute as either item writers or item reviewers for the NCLEX Exam. This number is more than some of the larger provincial jurisdictions.

As Executive Director, I had the opportunity to meet with Debbie DeLancey, Deputy Minister of Health and Social Services and Sue Cullen, Assistant Deputy Minister - Operations for the Government in June and with the Chief Nursing Officer for the GNWT in July and September. The meetings were to make introductions and to discuss current trends and issues. The Chief Nursing Officer position in Nunavut is currently vacant. Presentations regarding the regulatory role of RNANT/NU were made to both the Northern Nursing

Leadership Network and the CEOs of the Health Authorities in the NT. RNANT/NU employees attended job fairs put on by the nurses at the Behchoko Health Center and the Aurora College Health Programs.

2013 was a busy and productive year with new faces at the association. I would like to thank the RNANT/NU staff for their hard work and support during a year of many changes.

Donna Stanley-Young
Executive Director

2013 RNANT/NU Highlights

- Anna Tumchewics was the RNANT/NU recipient of the Queen Elizabeth II Diamond Jubilee Medal. She was presented with the medal at the Rideau Club on March 5th, 2013 along with 21 other deserving nurses.



From left to right: Rachel Bard, CEO CNA; Barb Mildon, President CNA; Anna; Leona Aglukkag, Minister of Health and Rob Nevin, RNANT/NU President.

- Annual General Meeting (AGM)
The 2013 AGM was held in Yellowknife on May 4th. Notable moments at the AGM included greetings from the Minister of Health and Social Services, Tom Beaulieu and CNA President, Barb Mildon. Shawna Tohm was acclaimed as the new RNANT/NU President Elect. Greg Robertson presented the Auditors 2012 Financial Statement. Last, a lovely dinner was enjoyed by RNANT/NU members and a few lucky members were awarded door prizes.



Rob Nevin, RNANT/NU President; Barb Mildon, CNA President; Tom Beaulieu, Minister of Health and Social Services.



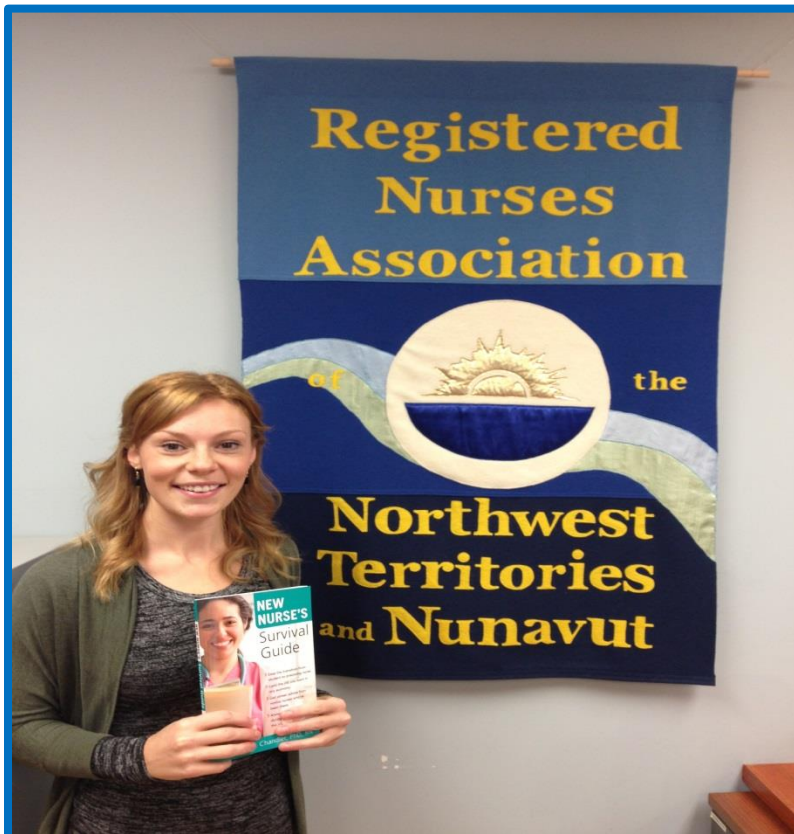
Shawna Tohm,
RNANT/NU President Elect



Members: Faye Stark, Iris Kogiak and Yvette Deleff.

- 🌐 Judith Shamian, past president of CAN, was elected president of the International Council of Nurses (ICN) on May 19th, 2013.
- 🌐 The Board of Directors approved the new Standards of Practice for Registered Nurses on September 16th, 2013.

- 🌐 Nurse Practitioners in both territories completed continuing education for prescribing controlled drugs and substances in the fall of 2013.
- 🌐 RNANT/NU Engagement Survey conducted November 2013.
- 🌐 1,034 registration renewal applications were processed from October 1st to December 31st, 2013.
- 🌐 RNANT/NU developed a Facebook Page in the fall of 2013.



In May, 2013 30 future RNs and one current RN graduated from Aurora College and Arctic College with Bachelor in Science Nursing Degrees. RNANT/NU welcomed these graduates to our profession with a small gift, the New Nurse's Survival Guide by Genevieve E. Chandler.

New Registered Nurse Sarah Brenton holding her copy of the "New Nurse's Survival Guide".

RNANT/NU Committee Reports

Professional Conduct Review Committee

The Chairpersons of the Professional Conduct Review Committee (PCC) meet monthly with the Director of Professional Conduct Review and the Executive Director. The meetings lasted approximately 2 hours and were always very productive. The focus of the meetings varied from reviewing and making new complaint decisions to monitoring the progress of nurses involved in the undertaking of a Settlement Agreement.

Our statistics for 2013 are as follows:

	April 19	August 19	December 19
Active Cases	33	29	21
Monitoring Cases	8	10	11
Closed Cases	2	3	7 ²
Cases Dismissed ¹		5	11 ²
New Complaints Accepted	6	8	11 ²

1. After a full investigation

2. Total for 2013

In October, 2013 an Interim Panel of Inquiry was struck as per Bylaw 6. The purpose of the panel was to determine whether a member's licence should be suspended or restricted. As a result of the deliberations of the panel, restrictions were imposed on the member's license to practice. This member has since entered into a Settlement Agreement.

The Board of Inquiry scheduled for October, 2013 was further delayed and rescheduled for February, 2014.

The Director of Professional Conduct met with the CEO's of the Regional Health Boards of the NT to review the Professional Conduct process and the reporting of complaints. The Director of Professional Conduct Review was invited to the Northern Nurse Leadership Network to review the Professional Conduct process as well. Both of these meeting were beneficial; offering an opportunity to provide clarification and details of the reporting process. The Director of Professional Conduct was invited and attended an education session to first year nursing students of the Aurora College Yellowknife Campus Nursing Program. These networking and educational opportunities are valuable for RNANT/NU.

RNANT/NU continues to be indebted to the volunteer nursing and public members who put their names forward, dedicating time, effort, experience and skill to review panels, investigation reports and Boards of Inquiry. RNANT/NU continues to recognize and sincerely appreciated the excellent work of all who volunteer.

Respectfully submitted
Chair, Professional Conduct Review

Education Advisory Committee

NT Representatives:

- **Chairperson:** Shelley Kapraelian – Education Culture and Employment
- Karen Pardy RN – RNANT/NU Member
- Joanne Montgomery NP – RNANT/NU Member
- Patricia Gillis RN- Department of Health and Social Services

NU Representatives:

- Edward Duru-Department of Education
- Myrna Krause – Department of Health and Social Services
- Elise Van Schaik NP- RNANT/NU Member

Sheila Humphrey– RNANT/NU Staff Liaison (non-voting)

Meetings

The committee met three times in 2013

Activities of the Committee

1. The initial meeting was held in January, 2013, to review the Site Visitor Report for the full program review of the Aurora College Masters of Nursing Nurse Practitioner Program. The 2 site visitors, Nancy Beckham and Naoimi Torrance, were available via teleconference to discuss their report. The Committee recommended to the Board of Directors the program be approved for 5 years. The committee also reviewed the annual reports for both BScN programs. The Committee decided to make the use of the annual report template for all annual reports as it made review of the reports easier and more efficient.
2. A second meeting was held in April, 2013, to review the Self-Assessment

Report for the BScN Program at Aurora College. Denise Bowen, Chair, Health and Human Services and Kerry Lynn Durnford, Senior Instructor Nursing Program, joined the meeting to discuss the report. A site visit at Aurora College took place on April 9-10, 2013.

3. The third meeting was held in May, 2013. The Committee reviewed the site visitor report from Aurora College BScN Program. The 2 site visitors, Dauna Crooks and Peggy Martens, were available via teleconference to discuss the report. Following review of the report, the Committee recommended to the Board of Directors that the program be approved for 4 years. At this meeting it was decided the next annual report would be due in April 2014.

Submitted by: Shelley Kapraelian on behalf of the EAC.

Registration Committee



Committee Members from left to right: Lynda Koe, Kera Misling, Candy Grimm and Raylene Porter

Committee Members:

Candy Grimm

Sandra Lockey

Kera Misling

Lori Dashney (May 2013)

Kaebri Ziolkowski (November 2013)

Lea Barbosa-Leclerc (until August 2013)

Valerie Jefferd (until August 2013)

Ruth McNaughton

Michele Ray Jones

Raylene Porter (March 2013)

Lynda Koe (September 2013)

Jacqueline Green (November 2013)

Kim Riles (until August 2013)

Sheila Cruz (until August 2013)

Meetings/Activities

- The Registration Committee met 10 times in 2013. The committee decided to continue meetings during the summer as there are many policies due for review. Meetings were postponed in March and December due to lack of quorum.
- Meetings continue to be chaired by committee members on a rotational basis.
- The committee still requires a Public Representative.

The Committee's work and major matters in 2013 were linked to the following three areas:

1. Registration

- Review of files for the year 2013 is as follows:
 - Temporary files - 31
 - Registration files - 4
 - Registration violations - 4
- Registration appeal - 1
 - Files for assessment of practice hours - 1.

- Registration was denied to 2 applicants.
- In February, the committee made the decision that in order to count RN hours of practice, the member must be working in a designated RN position as per job description. A new practice of hours worksheet was created to be used only for nurses who are self-employed. A policy around this decision needs to be drafted and a strategy for membership awareness developed.

2. Policy

- Many hours were spent on policy review and update with a goal of standardizing the language used throughout and across policies.
- The definitions of “good character”, “fitness to practice” and “in good standing” as presented by the working group were accepted. These definitions were added to the beginning of Policy R1-RN requirements for registration and sent to our legal counsel for review. The response from legal counsel is pending.
- NP prescriptive authority has been expanded to include “Controlled drugs and substances”. To reflect this change, policy R2-NP requirements for registration was reviewed and updated with the addition of a compulsory education package for prescribing controlled drugs and substances. This education package was developed and recommended by the NP Practice Committee. It was put into effect for registration in 2014.

- Revisions were made to Policy R3-Temporary Certificates and Policy R6-Reinstatement to Active Practicing.
- The Director of Regulatory Services, Sheila Humphrey provided the committee with a table of review dates for current policies, The ED, Donna Stanley-Young has suggested a review cycle of every 3 years and when necessary. The committee will continue to work on reviewing policies as per this list in the coming months.

3. Continuing Competence

- The committee continues to have one meeting set aside to do a PDP audit blitz. This is working very well with more timely feedback to the membership as required.
- The committee reviewed 112 PDPs for 2013.
 - 78 Members responded (70%)
 - 56 were satisfactory
 - 21 were non-satisfactory and were sent back to the members to revise.

Challenges

- The Registration Committee continues to seek a public representative to ensure that the public’s best interests are served.
- The committee’s membership and attendance at meetings are both very fluid resulting in lack of continuity and potentially leading to difficulties with follow up on decisions made at the table. The committee will strive for more consistency while recognizing that

Members are volunteers who may work shifts, live in a different time zone, and have many other important commitments.

Acknowledgements

- This committee acknowledges its utmost duty to protect the public! Thank you Sheila Humphrey, our Director of Regulatory Services for your support in our endeavor to do this.
- Thank-you to the RNANT/NU ED and staff for your support throughout the year.

- Thank-you to the members of the other committees whose input and expertise makes our job easier!
- Thank-you to all the Committee members for taking part in such an important mandate. It is much appreciated.

Respectfully submitted by:
Candy Grimm RN NP
May 12th, 2014

RN Practice Committee



2013 Committee Members:

Brianne Timpson (Chair)
Carol Amirault
Natasha Bursey
Mary-Ann Hannaford

Melanie Fecteau
Cathy Chinna
Sheila Humphrey (ex-officio)

Meetings

The committee has met seven times over the past year between June 2013 and April 2014.

Committee Activities

- The committee reviewed and finalized the *Standards of Practice for Registered Nurses* document which was submitted to the RNANT/NU Board of Directors during their September 2013 meeting.
- The committee also provided feedback and edits for the document *Competencies in the Context of Entry-Level Registered Nurse Practice*. This document was then submitted to the RNANT/NU Board of Directors in November 2013 for approval.
- The need for a Northwest Territories/Nunavut document on documentation standards was raised. The committee received approval from the Executive Director (ED) to engage in the process of creating this document. The committee engaged in a national jurisdictional search for documents pertaining to quality documentation. Documents were also collected from the Canadian Nurses Protective Society, Canadian Nurses Association, and reviewed along with a fundamental nursing textbook. At this time, we are in the process of completing our first draft and anticipate having a document to the RNANT/NU Board of Directors for approval this fall. This document will be beneficial for our members working in a variety of nursing positions across NT and NU.
- Membership has been transient over the past year. In early fall 2013, our only Nunavut representative resigned due to personal reasons and we have not had representation from Nunavut since her departure. The committee has expressed concern over lack of representation from Nunavut, acute care practice from both territories, and from members living outside of Yellowknife. While the position of RNANT/NU Director of Regulatory Services has been vacant, the ED has been active in trying to recruit new members and recently, we have added 2 new members to the committee. We currently have 1 member from Nunavut who has been approved by the RNANT/NU Board of Directors, but has yet to attend a meeting (on personal travel). In February and March, we were unable to reach quorum and therefore did not meet. In April, quorum was expected for the meeting but not achieved – we went ahead and continued to work on our documentation project. I have spoken to both Sheila and Donna about the RN Practice Committee's work, expectation of the committee, and the need for committed members in order for the committee's work to be completed.

Recommendations for 2014-2015

- Finalize our current project on documentation standards. Distribute to the RNANT/NU Board of Directors for review and approval in Fall 2014.
- Once our documentation standards are finalized, begin to work on drafting a document/position statement on social media for our membership.
- Continue to recruit new members from various areas of practice to the committee.

The committee would like to acknowledge the support and guidance of Sheila Humphrey over the past year. Prior to her departure, Sheila was active in obtaining documents from other jurisdictions as well as providing input during our meetings. Since Sheila’s departure, Donna Stanley-Young has acted as a liaison and has been active in recruitment, thank you Donna. We look forward to working with Karyn Unrau in her new role as Director of Regulatory Services and Policy.

Respectfully submitted by,
Brienne L. Timpson, MN RN (Chair)
6 May, 2014

NP Practice Committee



Committee Members seated from left to right: Elizabeth Cook and Sheila Laity; standing Jo-Anne Hubert and Kathleen Matthews.

2013 Committee Members:

- Elizabeth Cook NP (Chair)
- Pat Nymark (educator)
- Kathleen Matthews (Yellowknife)
- Colleen Wyatt (Nunavut)
- Candy Grimm (Yellowknife)

- Elise Van Schaik (Nunavut)
- Sheila Laity (Yellowknife)
- Jo-Anne Hubert (Yellowknife)
- Danielle Simandl (Fort Simpson)

The NP Practice Committee meets monthly (except July and August) to examine matters related to NP practice. Several issues continue to be discussed at the meeting. In addition, Donna Stanley-Young, the Executive Director brings updates from the Canadian Council of RN Regulators (CCRNRR) pertaining to NP matters.

The NP Practice Committee developed a learning package for NPs related to prescribing controlled drugs and substances as a result of the enactment of the New Classes of Practitioners Regulations (2012). Completion of the learning package is mandatory for NP licensure with the RNANT/NU.

The Standards of Practice for Registered Nurses and Nurse Practitioners document was completed in 2014. The committee decided that a separate document for NPs was not needed. The language in the document was changed slightly to reflect its applicability to NPs as well as RNs.

The NP Practice Committee also discussed the format of an NP refresher program. Preliminary work has been done as it relates to process of application and necessary aspect i.e. theory and practicum components.

Respectfully Submitted
Elizabeth Cook MN NP
May 2014

Treasurer's Report

A budget surplus of \$43,250 was estimated when the 2013 annual budget was built and approved by the Board of Directors. The audited financial statements for 2013 indicate a budget surplus of \$105,153.

Revenue

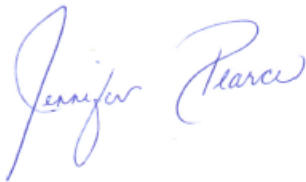
Revenues were \$2,780 greater than budgeted as a result of a slightly higher number of members registered with our association in 2013 compared to 2012.

Expenses

Expenses were \$64,683 less than expected in 2013. These are the result of a deferred Board of Inquiry planned for 2013 and reduced Board expenses.

Unrestricted Surplus

The unrestricted surplus is the funds accumulated over the life of the association. The amount of the surplus is increased or reduced based on whether a deficit or surplus budget occurs. For 2013, the unrestricted surplus increased by \$116,388. The \$116,388 increase is the result of \$105,153 2013 budget surplus amount and \$11,235 donated by the Northern Nurses Memorial Foundation in a previous year for use at a future Annual General Meeting. These funds were used in 2013.



Jennifer Pearce
Treasurer

Auditor's Report

To the Board of Directors
Registered Nurses Association of the Northwest Territories and Nunavut

I have audited the Statement of Financial Position of the Registered Nurses Association of the Northwest Territories and Nunavut as at December 31, 2013 and the Statements of Operations and Changes in Net Assets for the year then ended. These financial statements are the responsibility of the Association. My responsibility is to express an opinion on these financial statements based on my audit.

I conducted my audit in accordance with Canadian generally accepted auditing standards. Those standards require that I plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

In my opinion, these financial statements present fairly, in all material respects, the financial position of the Association as at December 31, 2013 and the results of its operations for the year then ended in accordance with Canadian generally accepted accounting principles.



Greg Robertson, CMA
Yellowknife, NT
May 10, 2014

**Registered Nurses Association
of the Northwest Territories and Nunavut**

STATEMENT OF FINANCIAL POSITION

<u>As at December 31</u>	<u>2013</u>	<u>2012</u>
CURRENT ASSETS	ASSETS	
Cash	\$1,037,342	\$1,191,102
Accounts Receivable (net)	-	3,701
Investments (Note 2)	635,540	207,329
Prepaid Expense	<u>5,352</u>	<u>4,011</u>
	<u>\$1,678,234</u>	<u>\$1,406,143</u>
	LIABILITIES	
CURRENT LIABILITIES		
Accounts Payable & Accrued Liabilities	\$ 123,382	\$ 60,881
Deferred Fees	<u>881,670</u>	<u>777,233</u>
	<u>1,005,052</u>	<u>838,114</u>
	NET ASSETS	
Restricted for Professional Conduct (Note 5)	100,000	100,000
Restricted For Annual General Meetings (Note 5)	-	11,235
Unrestricted Net Assets	<u>573,182</u>	<u>456,794</u>
	<u>673,182</u>	<u>568,029</u>
	<u>\$1,678,234</u>	<u>\$1,406,143</u>

ON BEHALF OF THE BOARD OF DIRECTORS



President



Treasurer

**Registered Nurses Association
of the Northwest Territories and Nunavut**

STATEMENT OF OPERATIONS

<u>For the Year Ended December 31</u>	<u>Budget</u> <u>2013</u>	<u>Actual</u> <u>2013</u>	<u>Actual</u> <u>2012</u>
REVENUE			
Processing Fees	\$ 19,750	\$18,875	\$ 18,237
Active/Temporary Membership Fees	872,000	885,143	811,059
Associate Membership Fees	3,700	2,312	5,687
Nurse Practitioner Fees	4,200	3,905	3,465
Investment Income	12,000	6,591	13,358
CNA Fees	71,000	67,093	69,347
CRNE Exam Fees	11,400	13,729	11,784
CRNE Administration Fee	3,100	3,719	-
CNPE Revenue	4,700	2,623	4,193
CNPE Administration Fee	900	269	-
Verification Fees	8,700	7,761	10,030
Miscellaneous	2,000	1,013	968
CNPS Membership Fees	34,000	34,949	23,375
Other Fees	7,300	5,088	13,470
Diabetes Boot Camp Program	-	-	19,914
	<u>\$1,054,750</u>	<u>\$ 1,053,070</u>	<u>\$1,004,887</u>

**Registered Nurses Association
of the Northwest Territories and Nunavut**

STATEMENT OF OPERATIONS

<u>For the Year Ended December 31</u>	Budget <u>2013</u>	Actual <u>2013</u>	Actual <u>2012</u>
EXPENSES			
Salaries & Benefits	\$524,800	\$570,743	\$472,322
Travel	10,000	4,884	10,801
Office Expenses	40,500	34,307	41,617
Rent/Utilities	28,350	27,000	26,718
CRNE Exam Fees	11,400	14,731	8,252
Accounting/Audit Fees	10,000	8,939	26,443
CCRN	1,000	1,700	1,000
Insurance	4,000	4,058	3,742
CNPS Fees	34,000	34,949	23,375
CNA Fees	71,000	67,093	69,347
CNPE Fees	5,000	3,564	5,788
Bank Charges & Interest	33,300	29,997	22,735
NP Practice Committee	200	424	-
RN Practice Committee	200	224	249
EAC Costs	20,000	13,109	13,458
Registration Committee	500	599	815
Professional Conduct Committee	500	1,210	342
Promotional Items	-	1,452	-
Miscellaneous	1,150	7,645	4,235
Capital Expenditures	7,500	3,011	4,986
Bad Debts	-	-	8,604
Consulting Fees	3,000	3,033	1,466
Professional Conduct	150,000	80,437	15,270
Professional Resources	300	-	-
Data Base	7,200	188	-
AGM/Board Expenses	40,000	18,611	9,805
Information Technology	4,500	8,016	477
Leasehold Improvements	2,000	-	-
Diabetes Boot Camp Program	-	-	19,914
Publications	1,500	3,197	-
Staff Education	<u>13,500</u>	<u>4,794</u>	<u>3,220</u>
	<u>1,025,400</u>	<u>947,917</u>	<u>794,980</u>
EXCESS REVENUE (EXPENDITURES)	<u>\$ 29,350</u>	<u>\$105,153</u>	<u>\$209,907</u>

**Registered Nurses Association
of the Northwest Territories and Nunavut**

STATEMENT OF CHANGES IN NET ASSETS

Year ended December 31

	<u>Restricted for Professional Conduct (Note 5)</u>	<u>Restricted for AGM (Note 5)</u>	<u>Unrestricted Surplus</u>	<u>Total 2013</u>	<u>Total 2012</u>
Balance, Beginning of year	\$100,000	\$11,235	\$456,794	\$568,029	\$341,487
Prior Period Adjustments	-	-	-	-	5,400
As Restated	100,000	11,235	456,794	568,029	346,887
Transferred to Surplus		(11,235)	11,235	-	-
Excess Revenue (Expenses)	-	-	105,153	105,153	209,907
Internally Imposed Restrictions	-	-	-	-	11,235
Balance, End of Year	<u>\$100,000</u>	<u>\$ -</u>	<u>\$573,182</u>	<u>\$673,182</u>	<u>\$568,029</u>

**Registered Nurses Association
of the Northwest Territories and Nunavut**

NOTES TO THE FINANCIAL STATEMENTS

Year ended December 31, 2013

1. STATUS AND NATURE OF ACTIVITIES

The Northwest Territories Registered Nurses Association (NWTRNA) changed its name effective January 1, 2004 to **“Registered Nurses Association of the Northwest Territories and Nunavut”**, RNANT/NU, under new legislation.

The Northwest Territories Nursing Profession Act, Bill 12 (2003) and the Act to Amend the Nunavut Nursing Profession Act, Bill 41 (2003) are both proclaimed (become effective) January 1, 2004.

The legislation provides:

Continuation of Association

- (1) The Northwest Territories Registered Nurses Association is continued as a corporation called the Registered Nurses Association of the Northwest Territories and Nunavut;
- (2) The Association has the capacity and, subject to this Act, the rights, powers and privileges of a natural person.

The Association has provided regulatory services to nurses in the north, dating back before the division of the Northwest Territories and Nunavut, however; the name was not adjusted at that time.

The Association regulates the profession of nursing by setting its own standards of practice, education, investigating and disciplining its members. Its purpose is to promote and ensure competent nursing practice for the people of the Northwest Territories and Nunavut.

On September 9, 2012, the Association became incorporated under the *Canada Not-for-profit-Corporations Act*.

2. STATEMENT OF ACCOUNTING POLICIES

Budget/Financial Monitoring

Under the Association’s Finance Policy 1.3, the Board is required to maintain a minimum of 3 months budgeted expenditures within the Operating Surplus (Unrestricted Net Assets) at all times. During the year, a balance of more than 3 months was maintained.

**Registered Nurses Association
of the Northwest Territories and Nunavut**

Investments

Investments are valued on the Statement of Financial Position at the lesser of cost or market value. Market value as at December 31, 2013 totalled \$658,244.

3. CAPITAL ASSETS CHARGED TO THE STATEMENT OF OPERATIONS

Capital Assets

Capital assets are recorded as expenses in the year they are acquired.

Information Item:

The cost of capital assets held by the Association is as follows:

	<u>2013</u>	<u>2012</u>
Furniture and Equipment	\$ 38,589	\$ 38,589
Leasehold Improvements	52,440	52,440
Computer Equipment	<u>24,898</u>	<u>21,887</u>
	<u>\$115,927</u>	<u>\$112,916</u>

4. COMMITMENTS

The Association is committed to a lease for its new premises until March 31, 2015 at a rate of \$2,156 per month for the first year, \$2,250 per month for the next two years and \$2,344 per month in the fourth year.

The Association is committed to an operating lease for a copier/fax machine, which expires September 16, 2016. Annual lease cost is \$7,178.

5. INTERNAL RESTRICTIONS

Professional Conduct Reserve

The Board of Directors previously approved the allocation of \$100,000 to this Reserve to cover any extraordinary costs of professional conduct.

Reserved for Annual General Meetings and Biennial Activities –NNMF Funding

The Association received a donation of \$11,235 in 2010 from the Northern Nurses Memorial Foundation with the condition that these funds be used for future Annual General and Biennial meetings.

The reserve was transferred to Surplus in 2013 and used to host the 2013 Annual General Meeting.

6. COMPARATIVE FIGURES

The 2012 comparative figures have been revised to conform to the current year.

Meet the 2013 RNATNT/NU Board of Directors



Position

President
President Elect*
NT Vice President
NT Public Representative
NT North Representative
NT South Representative
NU Vice President
NU Public Representative
NU East Representative
NU West Representative
Secretary
Treasurer

Representative

Robert Nevin
Shawna Tohm
Jan Inman (resigned July 2013)
Jeanette Hall
Deborah Colquhoun
Linda Simpson
Fred Montpetit (resigned May 2013)
John Maurice
Cathy Rose
Vacant
Jo-Anne Hubert
Jennifer Pearce

* Shawna began 2013 as a NU Representative and was acclaimed as president-elect in May, 2013.