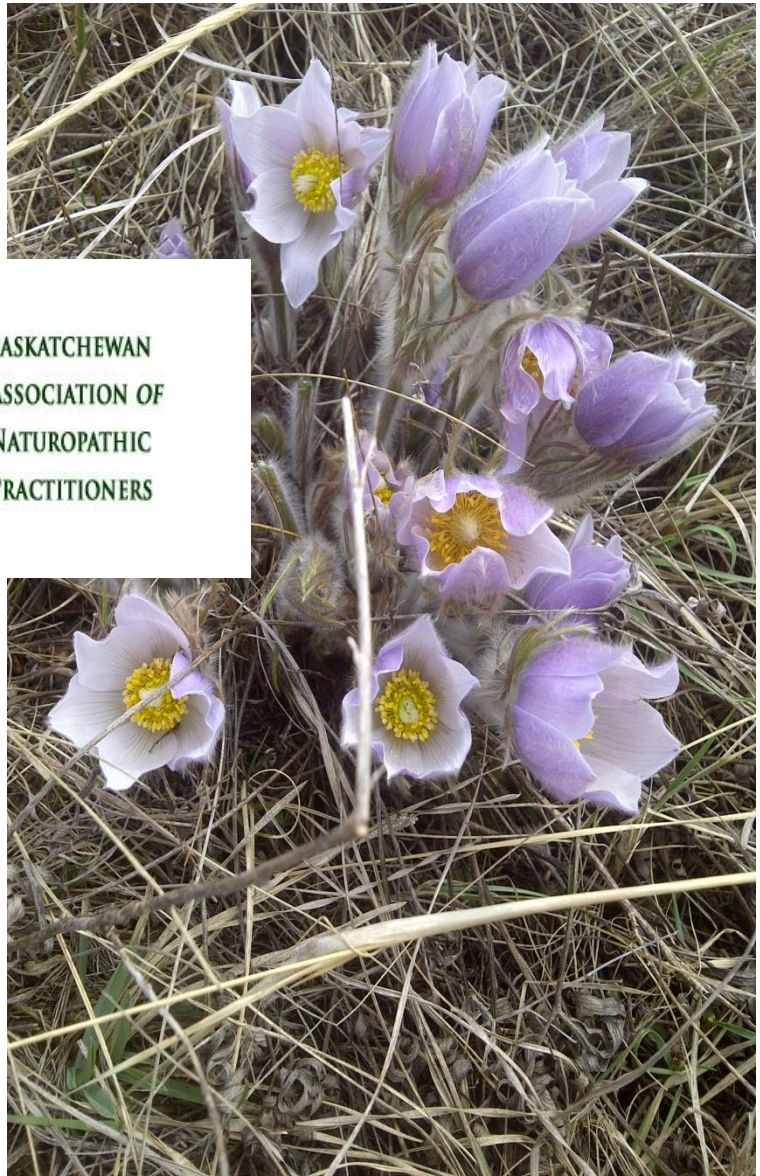




SASKATCHEWAN
ASSOCIATION OF
NATUROPATHIC
PRACTITIONERS



ANNUAL REPORT

FISCAL YEAR 2015

*Naturopathic Medicine is a regulated health profession in
Saskatchewan (The Naturopathy Act, 1978).*

SANP ANNUAL REPORT 2015

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The greatest discovery of any generation is that human beings can alter their lives by altering the attitudes of their minds.

- **Albert Schweitzer**



SANP ANNUAL REPORT 2015

Minister of Health



SASKATCHEWAN

Legislative Building
Regina, Saskatchewan



A Message from the Honourable Dustin Duncan Minister of Health

Naturopathic medicine has been an established health profession in Saskatchewan for decades. Saskatchewan naturopathic doctors provide professional services to patients that are tailored to their needs and emphasize prevention and self-care.

To support our health care transformation agenda, the Ministry of Health has been working closely with SANP to update the legislation that governs the self-regulation of naturopathic doctors.

Our government introduced The Naturopathic Medicine Act in 2014. The new Act will enable SANP to better protect patients from harm and also give more treatment options to Saskatchewan residents.

This is an excellent example of a collaborative approach where government and health professionals work together to best meet the needs of the health system and the patients we serve.

I sincerely thank all naturopathic doctors for their contributions to the health and well-being of Saskatchewan residents.

A handwritten signature in black ink, appearing to read 'Dustin Duncan'.

***Dustin Duncan
Minister of Health***

SANP ANNUAL REPORT 2015

STRATEGIC HIGHLIGHTS

At the end of January 2015, your Council met in Moose Jaw to hold its annual face-to-face meeting. This was an exciting opportunity to craft the five-year Strategic Plan: The Way Forward. The Council will continue review and update the 5-year Strategic Plan and Annual Operations and Implementation Plan on an annual basis. Our executive director, Ken Alecxe, has spent the last two years helping us create these two plans and the review process. It has been incredibly empowering to use this collaborative planning framework to set our goals and priorities, get realistic about what we can accomplish, and have a clear plan to make all those things happen!

OPERATING HIGHLIGHTS

- The Naturopathic Medicine Week campaign was a great success, and we had proclamations declaring Naturopathic Medicine Week issued by the Minister of Health, as well as by City Councils in almost every city in Saskatchewan
- The Annual General Meeting was held in Saskatoon on Sunday, May 3rd with excellent attendance and great energy in the room. The Council members were confirmed in their respective roles, except for two changes: I took over the role of President of the Council, as the term of Julie Zepp-Rutledge as our hard working and forward looking President was completed.
- The Legislative Committee started working in earnest with our Executive Director to develop a draft of the new administrative and regulatory bylaws, and the initial draft received feedback from the Ministry of Health officials. Toby Bridgman and Amy Velichka have stepped forward to take on the joint role of Legislation Committee co-chairs and have been reaching out far and wide to gather shared experiences from those who have worked on implementing new naturopathic medicine regulatory bylaws for prescriptions, medical laboratory access, and invasive procedures...the cornerstones of our new legislation
- The Communications Committee started its work on developing a regular members' newsletter, updating the website, and developing a framework for a long-term Communications Plan for the SANP.



SANP ANNUAL REPORT 2015

PRESIDENT’S REPORT: “MOVING FORWARD”

First of all, I have to give Julie Zepp-Rutledge our heartfelt thanks for her incredible dedication to the SANP and the Council for the past eight years, particularly in her incredible role as our President until completing her term in May of 2015. Julie has been our leader on so many policy and legislative fronts, it is difficult to even begin to recount them all. The new regulations of 2013 and the new legislation of 2015 count as being among two of her highest achievements on behalf of the SANP and all those who benefit from the practice of naturopathic medicine in Saskatchewan. Thank you from all of us, Julie!

Further work on the regulatory bylaws is needed to support the new legislation in order to achieve proclamation. A strong consultative process with other jurisdictions and health professions in Saskatchewan is also being implemented.

In early 2015, we worked with our Executive Director to develop an annual Operations and Implementation Plan 2014-2015, linked directly to our new strategic plan for 2014-2018, *The Way Forward*. The Operations and Implementation plan takes a one-year look forward to create specific tasks and assignments to carry out the work of the strategic plan. It will be evaluated and refreshed every year.

Julie Zepp-Rutledge became the ex officio Past President, a position created by the Council, *pro tempore*. Once the new legislation is proclaimed, the membership will be asked to consider and ratify the creation of the Past President position as a voting member of the Council on a permanent basis. Jon Sheridan became the Vice-President until he moved out of province later in the year. At that time, we were fortunate to have Julie take on the Vice-President role until the next Council elections were held in 2016.

Toby Bridgman continues to be our CAND representative. The CAND has launched a great national awareness campaign for naturopathic medicine in 2016 that will become part of the SANP Communications Plan.

Dr. Laura Stark
President



Registrar's Report

Message from the Registrar

Greetings! I would like to send a warm welcome to our new members who joined in 2015:

Willow Langille (New Brunswick)

Stephanie Liebrecht (Saskatoon)

Candace Esposito (Emerald Park)

It is exciting to have all of you join the SANP, and we wish you all the best in your practices. The SANP currently has 40 members, with 5 members being out of province. There are various Council positions up for nomination in 2016: Secretary, Treasurer and Registrar positions will be voted upon at the 2016 AGM in May. The Council is looking forward to having new involvement from SANP members.

Thank all of you for your contributions to the good practice of naturopathic medicine in Saskatchewan, and all the best to you this 2016 year!

Warmest Regards,
Allison Ziegler, ND



SANP ANNUAL REPORT 2015

Operational Committees

Communications Committee

Purpose: To focus on developing SANP communications capacity and messaging for distribution to the public, members, and stakeholders.

Update: The Communications Committee can report on the following activities in 2015:

- Continued to provide updates to social media accounts. Facebook page has 225 likes. Creation of Twitter account in the last year
- Created a newsletter template for member newsletters
- First member only newsletter sent out November 2015 with updates from board and changes within SANP
- Continuous updates on website
- Communicate information and updates from the SANP board to members

Chair: Megan Parker (Humboldt)

Members: Wendy Presant-Jahn (Regina), Joanne Dawe (Saskatoon)



SANP ANNUAL REPORT 2015

Canadian Association of Naturopathic Practitioners

Purpose: To provide representation from the SANP on the Board of the Canadian Association of Naturopathic Doctors (CAND), and liaise between the two organizations.

Update: The CAND has continued its work efforts on developing and completing a strategic operating plan, government relations, plus development of a core consistent message for the naturopathic profession, health fusion, and Naturopathic Medicine Week.

Member: Toby Bridgman

Membership Committee

Purpose: To focus on developing resources and promotional materials to encourage growth of the profession within Saskatchewan. SANP is a regulatory body for Naturopathic Doctors in the province with a focus on protecting the public. This membership committee will focus on supporting members to achieve healthy, thriving practices.

Update: The Membership Committee would like to report on the following activities:

The main activity for 2015 was:

1. Organization of Naturopathic Medicine week May 11-17 2015
 - Proclamations were received from the Minister of Health, the Hon. Dustin Duncan, and from 12 City Councils across Saskatchewan
 - Radio interview with Rawlco aired in Saskatoon and Regina May 16
 - Website listing of all member's NMW activities

The main activities for 2016 are:

1. Organization of sponsorship/CE opportunities for the SANP AGM May 1, 2016.
2. Organization of Naturopathic Medicine Week May 9-13 2016.
 - 2 public screenings of the movie "That Sugar Film" on Thursday May 12
 - 1 screening at the Broadway Theatre in Saskatoon and 1 screening at the Royal Natural Museum in Regina
3. Development of Membership Support documents. (New Member Welcome letter, Listing of National CE opportunities)
4. Support the development of a Saskatchewan naturopathic medicine conference.

Chair: Darlene Ahenakew

Members: Alana Barmby (Saskatoon), Katherine Fyffe (Regina), Michelle Marcoux (Saskatoon)

SANP ANNUAL REPORT 2015

Exam and Invigilators Committee

Purpose: To create, update, and invigilate exams as needed.

Update: The committee worked diligently on implementing the ethics and jurisprudence exam, as well as invigilating the practical exams.

Chair: Leshia Ferguson

Members: Christian Gleisberg, Tim Mrazek, and Leshia Ferguson

Exam Invigilators/Practical Exams – Tim Mrazek, Christian Geisberg, Wendy Present-Jahn, Marika Geis, and Laura Stark



Quality Management

Best Practices Committee

Purpose: To monitor and improve the safety of all therapies provided by registrants to patients in the Province of Saskatchewan; to ensure that policy and bylaws are appropriate with the chief aim to maintain the highest level of safety for patients; to create and modify policy so that it is easy to interpret and to follow; and to make quality assurance visits to registrant ND clinics to ensure that policy is being effectively maintained.

Update: The major undertaking of the Best Practices Committee this year was to also convene itself as the Legislation Committee at the direction of the Council.

Chair: Laura Stark

Members: Toby Bridgman, Christina Gleisberg, Laura Stark, and Amy Velichka

SANP ANNUAL REPORT 2015

Legislation Committee

The Legislation Committee has continued to make progress on developing bylaws to accompany Bill 172 through 2015 and continuing into 2016. Meetings with the College of Pharmacists in Saskatchewan and other regulatory colleges continue. Meetings with our Health Minister, the Hon. Dustin Duncan, and the Health Ministry officials have been productive. New policy to accompany the bylaws has also been developed by our committee. A focus on the safe practice of naturopathic medicine in a primary care setting directs all of the efforts on this front.

A special thanks to Ken Alecxe and Laura Stark for the many hours of excellent work that have gone into this development so far.

Thank you to all of our members who have put in valuable hours to help to make SK a better place to practice and a safer place for patients to get care. Thank you in advance to those of you who are interested in getting involved in 2016.

Sincerely,

Toby Bridgman and Amy Velichka - Legislation Committee Co-Chairs.

Professional Conduct Committee

Purpose: As the governing body for assessing and certifying the credentials of naturopathic practitioners in Saskatchewan, the SANP has a strong due diligence process for ensuring that best practices and standards of conduct for naturopathic practice are observed. The Professional Conduct Committee (PCC) provides due diligence recommendations to the SANP Council on the disclosure and notification of public complaints.

Update: The PCC completed an investigation in April of 2015. The PCC had several recommendations on how to handle recalls. Members were reminded that they should always refer to Health Canada's website when doubt arises about the safety of recalled products. Members will not sell recalled products listed on Health Canada's website under any circumstances. It was determined that signage and reminders should be used in inventory control for naturopathic medicine practices to check for recalled products in the practice dispensary.

A second and third complaint was received in the later part of 2015. These complaints are related and the investigation is ongoing. (A third party investigator has been hired to assist with this investigation.)

Chair: Naomi Whelan

Members: Kathleen Fyffe, Lynn Chiasson

SANP ANNUAL REPORT 2015

Discipline Committee

Purpose: Under the *Naturopathy Act*, the Discipline Committee works closely with the Professional Conduct Committee and conducts disciplinary procedures and hearings where required to address complaints and protocol breaches in naturopathic practice, and to make recommendations to the Council for redress.

Update: There were no disciplinary procedures or hearings required in 2015.

Chair: Marika Geis

Members: Vanessa DiCisso, Peter Gleisberg



SANP ANNUAL REPORT 2015

SANP Council and Staff



Council Members:

Front row, left to right: Amy Velichka, Secretary; Julie Zepp Rutledge, President until May 2015 and then interim Vice President until May 2016; Jacqui Fleury, Treasurer.

Back row, left to right: Allison Ziegler, Registrar; Laura Stark, Vice-President until May 2015, at which time Laura became President.

Staff:

Back row, far right: Ken Alecxe, Executive Director

Note: The picture of the Council and the Executive Director was taken on February 1, 2015 in Moose Jaw during the second day of a session on finalizing the SANP Strategic Plan 2014-2018 and developing the Operations and Implementation Plan 2014-2015.



Highlights of 2015: Report from the Executive Director

- *As a result of the completed Organization Review of 2014, the Council implemented an SANP Strategic Plan: 2014-2018 and launched the first Operational and Implementation Plan to put words into action.*
- *One of the first acts of the Council under the Operational and Implementation Plan 2014-16 was to make the position of the Executive Director an ongoing function of the SANP operations. The position of Executive Director has been beneficial to the work of the Council and the SANP; and it will be re-examined for possible expansion of hours and function as it becomes affordable and feasible.*
- *The new legislation received third reading and was passed in the Legislative Assembly in 2015 to implement a College system for the regulation of Naturopathic Doctors in Saskatchewan separate from the SANP. The legislation requires new sets of administrative and regulatory bylaws. The regulatory bylaws must be approved by the Minister of Health, and must accurately reflect the scope of practice for NDs in three critical areas: prescriptive rights; medical laboratory access; and invasive procedures. In 2015, the Legislation Committee was established out of the Best Practices Committee to assist Council with the development of the new regulatory bylaws. This work is being supported by Ken Alecxe and Laura Stark, and Toby Bridgman and Amy Velichka are the Co-Chairs.*
- *Naturopathic Medicine Week 2015 was another great success, and has provided new educational opportunities to the public. The SANP is very appreciative that the Province of Saskatchewan and City Councils across the province all proclaimed Naturopathic Medicine Week 2015.*

I have thoroughly enjoyed working with the SANP committees and the Council as your Executive Director, and I am looking forward to another exciting year in 2016!

Ken Alecxe

Executive Director

SANP ANNUAL REPORT 2015

Financial Summary

The financial picture of the Saskatchewan Association of Naturopathic Practitioners has remained stable over the recent number of years. Some of the accumulated retained earnings have been utilized toward developing the organizational and legislative capacity of the SANP.

A key objective of the last four years of *The Way Forward: SANP Strategic Plan 2014-2018* will focus on the regulatory bylaws of the *Naturopathic Medicine Act, 172*. There will be resources also assigned to the realization of the Saskatchewan Association of Naturopathic Practitioners as the Saskatchewan College of Naturopathic Doctors, as provided by the new legislation.

The Council continues to devote time and resources toward ensuring a very high level of confidence in our financial stewardship of the SANP resources. To that end, the scrutinized 2014 financial statements are attached. As part of the Strategic Plan 2014-2018, additional financial quality assurance has been applied, beginning with the 2013 financial statements and continuing on into the future, through a Review Engagement Report with H. Bryce Groenwold, CPA, CA of Salamon Ratzlaff Groenwold, Saskatoon.

Sincerely yours,

Dr. Jacqui Fleury

Treasurer



***FINANCIAL
STATEMENTS***

Saskatchewan Association of Naturopathic Practitioners

FINANCIAL STATEMENTS

December 31, 2014

REVIEW ENGAGEMENT REPORT

**To the Board of Directors of
Saskatchewan Association of Naturopathic Practitioners**

We have reviewed the statement of financial position of **Saskatchewan Association of Naturopathic Practitioners** as at December 31, 2014 and the statements of operations, changes in net assets, and cash flows for the year then ended. Our review was made in accordance with Canadian generally accepted standards for review engagements and accordingly consisted primarily of enquiry, analytical procedures and discussion related to information supplied to us by the directors.

A review does not constitute an audit and consequently we do not express an audit opinion on these financial statements.

Based on our review, nothing has come to our attention that causes us to believe that these financial statements are not, in all material respects, in accordance with Canadian accounting standards for not-for-profit organizations.

Saskatoon, Saskatchewan
April 7, 2016


Chartered Professional Accountants

Saskatchewan Association of Naturopathic Practitioners

STATEMENT OF FINANCIAL POSITION

as at December 31, 2014

Unaudited

	<u>2014</u>	<u>2013</u>
ASSETS		
Current assets		
Cash	\$ 45,985	\$ 43,868
Accounts receivable	2,000	-
Prepaid expenses	<u>692</u>	<u>692</u>
	<u>\$ 48,677</u>	<u>\$ 44,560</u>
LIABILITIES AND NET ASSETS		
Current liabilities		
Accounts payable and accrued liabilities	<u>\$ 7,255</u>	<u>\$ 2,749</u>
Net assets	<u>41,422</u>	<u>41,811</u>
	<u>\$ 48,677</u>	<u>\$ 44,560</u>

On behalf of the Board:

Director _____

Director _____

Saskatchewan Association of Naturopathic Practitioners

STATEMENT OF OPERATIONS

for the year ended December 31, 2014

Unaudited

	<u>2014</u>	<u>2013</u>
Revenues		
Membership dues	\$ 27,465	\$ 25,018
Grants	<u>2,000</u>	<u>2,000</u>
	<u>29,465</u>	<u>27,018</u>
Operating expenses		
Advertising and promotion	7,641	7,025
Consulting fees	10,919	-
Insurance	2,142	1,450
Meeting expenses	2,564	473
Miscellaneous	152	41
Office	1,102	428
Professional fees	4,985	6,341
Telephone	<u>349</u>	<u>155</u>
	<u>29,854</u>	<u>15,913</u>
(Deficiency) excess of revenues over operating expenses	<u>\$ (389)</u>	<u>\$ 11,105</u>

Saskatchewan Association of Naturopathic Practitioners

STATEMENT OF CHANGES IN NET ASSETS
for the year ended December 31, 2014

Unaudited

	<u>2014</u>
Net assets, beginning of year	\$ 41,811
(Deficiency) excess of revenues over operating expenses	<u>(389)</u>
Net assets, end of year	<u>\$ 41,422</u>

Saskatchewan Association of Naturopathic Practitioners

STATEMENT OF CASH FLOWS for the year ended December 31, 2014

Unaudited

	<u>2014</u>	<u>2013</u>
Cash flows from operating activities		
(Deficiency) excess of revenues over operating expenses	\$ <u>(389)</u>	\$ <u>11,105</u>
Change in non-cash working capital items		
Accounts receivable	(2,000)	-
Prepaid expenses	-	(692)
Accounts payable and accrued liabilities	4,506	2,339
GST payable	<u>-</u>	<u>(515)</u>
	<u>2,506</u>	<u>1,132</u>
Net change in cash position during the year	2,117	12,237
Cash resources, beginning of year	<u>43,868</u>	<u>31,631</u>
Cash resources, end of year	<u>\$ 45,985</u>	<u>\$ 43,868</u>

Saskatchewan Association of Naturopathic Practitioners

NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2014

Unaudited

1 Nature of operations

Saskatchewan Association of Naturopathic Practitioners was incorporated May 9, 2001 under the Saskatchewan Non-Profit Corporations Act, 1995. The organization's mission is to regulate and assure the safe, highly qualified practice of naturopathic medicine in Saskatchewan.

2 Significant accounting policies

These financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations. Because a precise determination of many assets and liabilities is dependent on future events, the preparation of financial statements for a period necessarily involves the use of estimates which have been made using careful judgment. Actual results could differ from those estimates.

The financial statements reflect the following significant accounting policies:

Cash resources

The organization's policy is to disclose bank balances under cash resources, including bank overdrafts with balances that fluctuate frequently from being positive to overdrawn.

Income taxes

The organization is exempt from tax under paragraph 149(1)(e) of the Income Tax Act therefore no provision has been made for income taxes.

Revenue recognition

The organization follows the deferral method of accounting for contributions. Restricted contributions (Grants) are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions (Membership dues) are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Saskatchewan Association of Naturopathic Practitioners

NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2014

Unaudited

2 Significant accounting policies, continued

Financial instruments

Measurement of financial instruments

The organization initially measures its financial assets and liabilities at fair value, except for certain non-arm's length transactions.

The organization subsequently measures all its financial assets and financial liabilities at amortized cost, except for investments in equity instruments that are quoted in an active market, which are measured at fair value. Changes in fair value are recognized in net income.

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

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

Impairment

Financial assets measured at cost are tested for impairment when there are indicators of impairment. The amount of the write-down is recognized in net income. The previously recognized impairment loss may be reversed to the extent of the improvement, directly or by adjusting the allowance account, provided it is no greater than the amount that would have been reported at the date of the reversal had the impairment not been recognized previously. The amount of the reversal is recognized in net income.

Transaction costs

The organization recognizes its transaction costs in net income in the period incurred. However, financial instruments that will not be subsequently measured at fair value are adjusted by the transaction costs that are directly attributable to their origination, issuance or assumption.

Saskatchewan Association of Naturopathic Practitioners

NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2014

Unaudited

3 Canadian Association of Naturopathic Doctors

During the year, the organization collected fees on behalf of the Canadian Association of Naturopathic Doctors. As the Canadian Association of Naturopathic Doctors is an autonomous organization, the fees are not included in the statement of operations.

	<u>2014</u>	<u>2013</u>
Fees collected on behalf of and remitted to Canadian Association of Naturopathic Doctors	<u>\$ 15,319</u>	<u>\$ 12,453</u>

4 Financial instruments

The organization is exposed to various risks through its financial instruments, without being exposed to concentrations of risk. The following analysis describes the organization's risk exposure as at December 31, 2014.

(a) Credit risk

The organization is exposed to this risk mainly in respect of its accounts receivable.

(b) Liquidity risk

The organization is exposed to this risk mainly in respect of its accounts payable.

SANP ANNUAL REPORT 2015

Notes to Financial Statements

ACCOUNTS

The Profit and Loss Statement shows a comparison between 2013 and 2014. In 2014, the Council also contracted a certified accountant to conduct a Review Engagement of all of the SANP accounts and transactions for the 2013 Fiscal Year. The Review Engagement will be provided in early 2015 and will provide detailed analysis of the accounts and recommendations for their management in the future.

DEBT

The SANP is not carrying any long-term debt, and short-term debt is managed through cash flow on a continuing basis.

GOING CONCERN

The SANP remains a financially strong and viable organization. The increase in contracted labour expenses in 2014 is due to the use of a legislative officer to assist in drafting new legislation and bylaws, plus the use of a contracted consultant to facilitate the Council through an Organization Review and Strategic Plan.

CONTINGENT LIABILITIES

A small amount of positive retained earnings accrued from 2014 and was aggregated with the ongoing retained earnings. Aggregate retained earnings remain available for the standard wind-down provisions and for investment in future contract requirements to assist in the day-to-day operations of the SANP and in the transition following new legislation in 2015.

SANP ANNUAL REPORT 2015

NATUROPATHIC MAY MEDICINE WEEK 11-17



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