

ANNUAL REPORT 2020



College of Licensed Practical
Nurses of Manitoba



College of Licensed Practical
Nurses of Manitoba

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Table of Contents

Letter to the Minister.....	2
2020 by the Numbers.....	3
President and Executive Director’s Report.....	4
“Who We Are”.....	6
Vision and Mission.....	7
Strategic Priorities and Core Values.....	8
Organizational Chart.....	9
Board of Directors 2020.....	10
CLPNM Committees.....	11
Registration.....	13
LPN Age Distribution.....	14
LPN Age Distribution 2016-2020.....	14
LPNs Who Left the Register.....	15
LPNs New to the Register.....	16
Mandatory Suitability Checks.....	17
Mandatory Suitability Check Program, 2020.....	17
Credential Assessments and Endorsements.....	18
Education Program Evaluation and Approval.....	20
Canadian Practical Nurse Registration Examination.....	21
Canadian Educated Candidates.....	21
Internationally Educated Candidates.....	22
Professional Conduct.....	23
Professional Nursing Practice.....	26
By-Laws of the College of Licensed Practical Nurses of Manitoba.....	27
Financial Statements 2020.....	32
Independent Auditor’s Report.....	34
Statement of Financial Position.....	36
Statement of Operations.....	37
Statement of Changes in Net Assets.....	38
Statement of Cash Flows.....	39
Notes Financial Statements.....	40



College of Licensed Practical
Nurses of Manitoba

April 2021

Honourable Heather Stefanson
Minister of Health and Seniors Care
Room 302, Legislative Building
450 Broadway
Winnipeg MB R3C 0V8

Dear Minister,

The College of Licensed Practical Nurses of Manitoba (CLPNM) is pleased to present the 2020 Annual Report in accordance with the provisions of *The Licensed Practical Nurses Act* (the Act).

This report covers the period from January 1, 2020 to December 31, 2020 and includes statistical information regarding the profession and a financial statement of accounts of the CLPNM as required by the Act.

Yours sincerely,

Cheryl Geisel, LPN
President
CLPNM

2020 by the Numbers

3719 Registered LPNs

449

Number of Student
Practical Nurses

210

Number of Graduate
Practical Nurses

181

LPNs
Left the Register

218 New LPNs

Added to the Active Practicing Register

2.16%

Increase in LPNs
From 2019

19

Complaints Received
in 2020

0.76%

Complaints per Total
Registrants

0

Referrals to Discipline
Committee

89,903

Total Number of Website Visits

6.59%

Increase From 2019

337

CCP Audits Conducted

700

Suitability Check
Audits Conducted

President and Executive Director's Report



A Special Acknowledgement

LPNs, and health professionals in general, have faced unique challenges in 2020. At times, some may have felt their resilience tested. However, LPNs know that Manitobans count on them for safe, competent, compassionate, and high-quality care. Overwhelmingly, LPNs rose to the challenges presented by the COVID-19 Pandemic in 2020.

The CLPNM acknowledges and thanks the LPNs of our province for their dedication to their clients, and for their unwavering commitment to providing exceptional care and comfort during a difficult year.



College of Licensed Practical Nurses of Manitoba

It is not possible to report on the College of Licensed Practical Nurses of Manitoba's activities in 2020 without acknowledging the COVID-19 Pandemic and its broad impact on Manitobans and the health care system, as well as its resulting impact on CLPNM registrants and CLPNM operations. The events of 2020 required all individuals and organizations to adapt. This is true of the CLPNM as well.

When the first COVID-19 cases were identified in Manitoba, in early March 2020, the CLPNM quickly recognized the need to adjust our way of working to meet public health guidelines for workplaces, while remaining available and responsive to our registrants, applicants, stakeholders and the public.

When our office doors closed to visitors on March 13, 2020, we quickly transitioned to a virtual work model, which included:

- Accepting many documents, which we previously accepted only in hard copy format, by electronic submission from registrants.
- Remaining available to our registrants and stakeholders, while our office was closed, by email and phone, and in circumstances where appropriate video conference.
- Continuing to collaborate with our stakeholders and partners in professional regulation through technology, instead of in-person.
- Working with our database service provider to improve online payments and invoices, making easier for registrants and applicants to access invoices and make payments online.
- Carrying on with the governance of the profession by holding all Board of Directors and committee meetings by secure, virtual means, including the 2020 annual general meeting.

Recognizing the strain of the COVID-19 Pandemic on all health care professionals, including CLPNM registrants and applicants, the CLPNM sought opportunities to continue serving our public interest mandate while also introducing greater flexibility in our requirements. For example, in 2020, we:

- Cancelled the 2020 audit portion of registrants' participation in the CLPNM Continuing Competence Program.

- Did not process Non-Sufficient Funds penalty fees.
- Granted extensions to registrants and applicants who were unable to provide criminal record checks, in cases where they could provide evidence that the delay resulted from an RCMP office closure.
- Offered alternatives to applicants from other jurisdictions who were unable to provide evidence of being registered in good standing.

Also, in 2020, recognizing the health care system's need for additional qualified health care professionals, the CLPNM:

- Introduced an expedited and cost-free reinstatement process for former LPNs willing to return to practice to help in the Pandemic service provision.
- Introduced a new expedited endorsement process for applicants from other Canadian jurisdictions.
- Collaborated with Shared Health, Manitoba Health and Seniors Care, and the Manitoba Alliance of Health Regulatory Colleges to support safe and competent health care in the context of new staff mix models, introduced in order to maximize health system capacity.
- Collaborated with practical nursing education providers in Manitoba to problem-solve ways of keeping the practical nursing diploma programs operational, thus ensuring the availability of new health human resources in the coming years.
- Worked with all Canadian practical nursing regulators, who have adopted the Canadian Practical Nurse Registration Examination, to implement remote proctoring for the entry-to-practice examination. This made it possible for practical nursing diploma graduates to meet all the requirements for full registration as LPNs, without delay, while testing centres were closed.
- Granted an extension to Assiniboine Community College (ACC), providing it with additional time to meet the CLPNM's Board Directed Action Plan for its Diploma in Practical Nursing Program, recognizing the strain on its resources during 2020.

Although COVID-19 presented many new challenges in 2020, the CLPNM's activities did not focus exclusively on responding to the Pandemic. Our regular operational and strategic priorities continued to drive much of our work as well. A few highlights from 2020 include:

- Working with our partners in nursing regulation, the College of Registered Nurses of Manitoba and the College of Registered Psychiatric Nurses of Manitoba, to publish a new resource, titled *Nursing in a Team Environment*, to help nurses and their employers understand the roles of all nurses as well as the factors that underpin effective collaboration amongst them.

- Updating the CLPNM's policy on the practice hours required for competence to ensure that the same competency standards are applied uniformly for all applicants and registrants.
- Publishing a new practice direction on aesthetic nursing, in response to the growing area of practice.
- Changing our practice of applying conditions to the licenses of LPNs who apply to us from some Canadian jurisdictions, to optimize our support for labour mobility and in response to efforts in many jurisdictions to harmonize the scopes of the practical nursing profession.
- Continuing our review of the Standards of Practice of the profession, which remained ongoing at the end of the year.
- Completing a full program evaluation of the Diploma in Practical Nursing Program offered by the University College of the North (UCN). The evaluation resulted in UCN's program receiving full program approval status.

Throughout 2020, the CLPNM continued to engage and collaborate with a variety of stakeholders, including health system leaders and other regulators locally, nationally, and internationally. These stakeholders include:

- The Canadian Council for Practical Nurse Regulators (CCPNR), which provides the opportunity to advance harmonization of education and scope of practice across Canadian jurisdictions, and to share information on regulatory matters specific to the practical nursing profession.
- The Canadian Nurse Regulator Collaborative (CNRC), a consortium of LPN, RPN and RN regulators across Canada.
- The National Council of State Boards of Nursing, which provides a forum for learning about and contributing to best practices in nursing regulation across North America.
- The Manitoba Alliance of Health Regulatory Colleges (MAHRC), a network of Manitoba regulators that meets regularly to discuss and collaborate on matters related to the regulation of health professions and public protection in Manitoba.

The CLPNM is able to carry out its many functions and meet its legislated requirements as a result of the dedication and hard work of its staff, committee members, and board members. We thank each one of them for their role in serving and protecting Manitobans through effective, transparent, objective and supportive nursing regulation.

“Who We Are”

The College of Licensed Practical Nurses of Manitoba (CLPNM) is the professional regulatory body for practical nurses in Manitoba. Its duty, set out in legislation, is to carry out its activities and govern its members in a manner that serves and protects the public interest.

The CLPNM’s core activities include:

- assessing applications for new and renewed registration against the standards and criteria of the practical nursing profession
- issuing registrations to qualified student practical nurses (SPNs), graduate practical nurses (GPNs) and licensed practical nurses (LPNs)
- supporting, evaluating and approving practical nursing education programs offered in Manitoba
- maintaining, updating and communicating professional standards and other documents to support ethical, competent and safe practical nursing care
- providing consultation to nurses, employers and other stakeholders regarding the profession and the standards that guide it
- supporting quality practice and lifelong learning through the administration of a continuing competence program for LPNs, and
- when necessary, investigating and addressing concerns about the conduct or competence of practical nurses through the CLPNM’s investigation and discipline processes.

The CLPNM continuously strives to maintain, and grow, its competence as a professional regulator. It does so through a variety of activities such as:

- monitoring trends and best practices in professional regulation in Canada and across the world
- regularly reviewing its policies and processes
- providing education for members of the Board of Directors, committees and staff
- providing staff with access to professional development opportunities that enhance their knowledge of regulation and related disciplines,
- collaborating with our partners in professional regulation here in Manitoba, as well as across Canada and internationally. and
- participating in conferences and learning events where regulators share knowledge, experiences and ideas for improvement.

In all of its work, the CLPNM is guided by its duty to serve and protect the public interest, which is set out in Manitoba’s *Licensed Practical Nurses Act*. However, the CLPNM operates within a broader, balanced framework of legislation and principles, which provide for regulation that is in the public interest, but also fair, reasonable and justified.

Celebrating 75 Years of Regulation

Manitoba’s practical nursing profession reached its 75th year in 2020.

On March 23, 1945, “An Act to Provide for the Training, Examination, Licensing, and Regulation of Practical Nurses” received Royal assent. It was the first such legislation enacted to govern practical nurses or their counterparts in North America.



College of Licensed Practical
Nurses of Manitoba

VISION

Lead, innovate, and promote professional excellence of the Licensed Practical Nurse in Manitoba and collaborate with our stakeholders in a changing health care environment to serve and protect the public.

MISSION

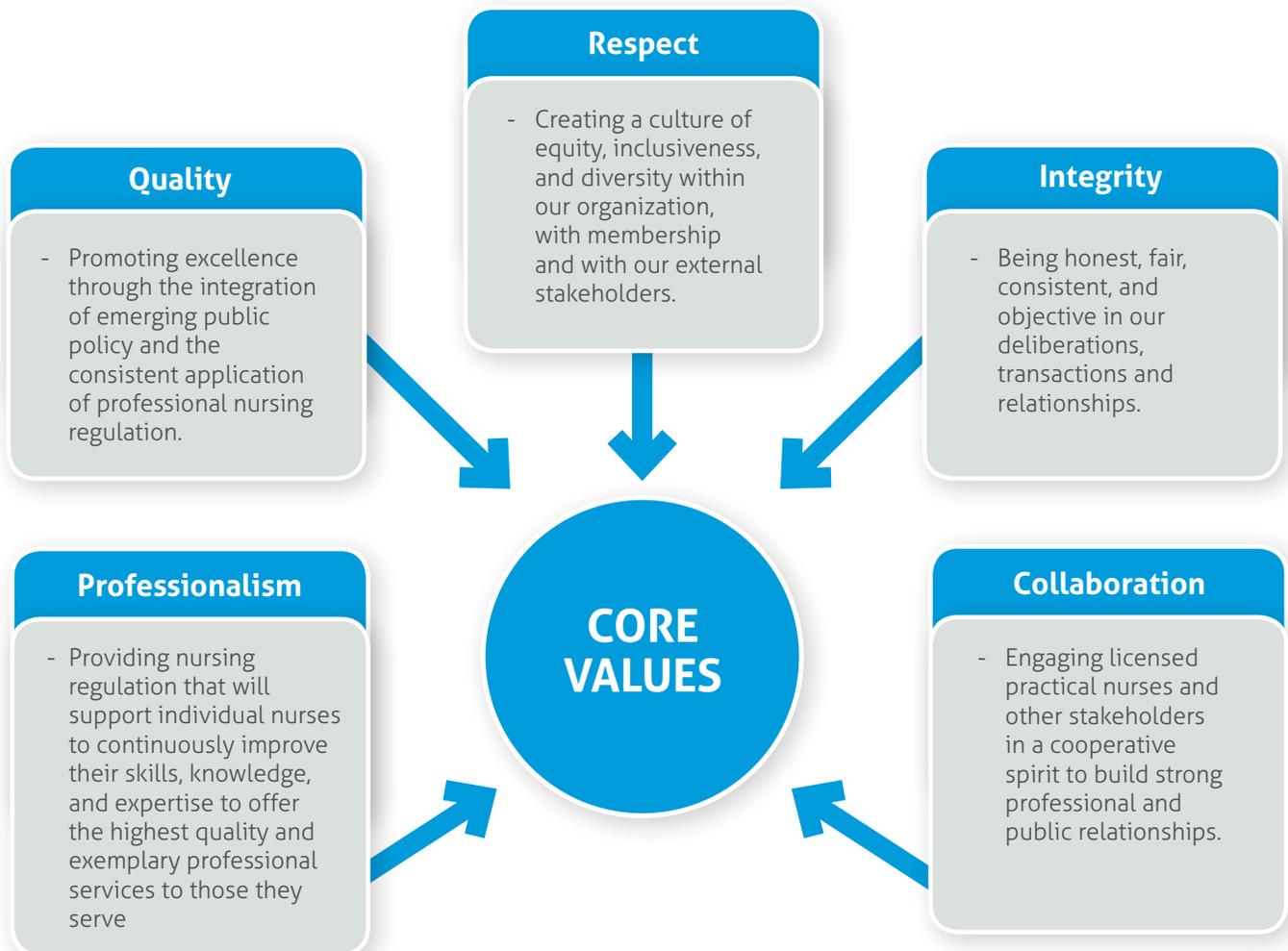
We are dedicated to protecting and serving Manitobans through effective, transparent, objective, and supportive nursing regulation.

Strategic Priorities & Core Values

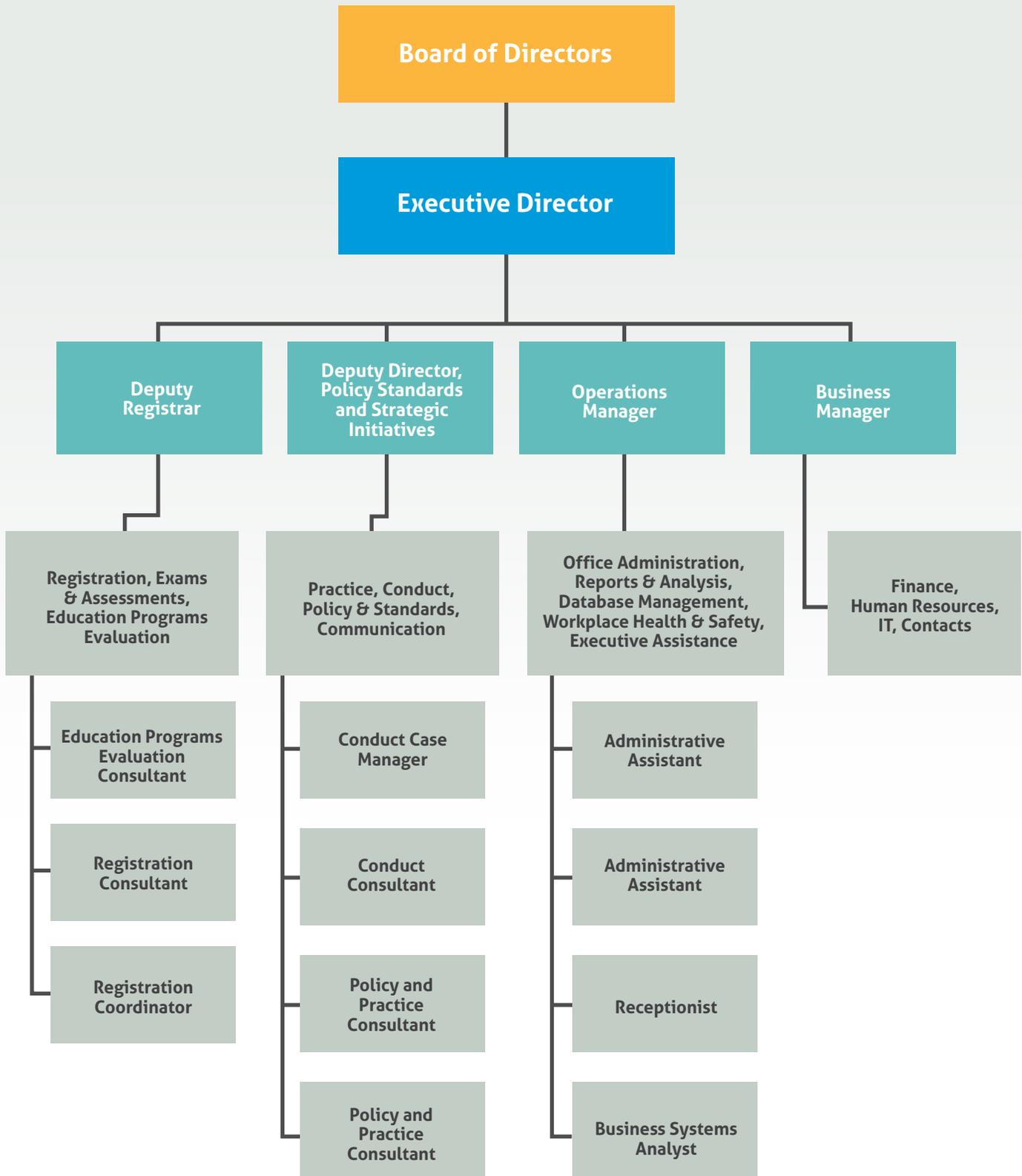
Board of Director's Strategic Priorities

- Develop the profession's capacity to meet the future needs of Manitobans.
- Support Manitobans' access to quality health care by addressing barriers to full scope of practice.
- Enhance effective self-regulation in the public interest.
- Strengthen engagement and collaboration with stakeholders to achieve all strategic priorities

Core Values



Organizational Chart



Board of Directors 2020

The Board of Directors is comprised of seven licensed practical nurses elected by their peers, three government appointed public representatives, and two board appointed public representatives. This is in accordance with section 4.2(a) of the CLPNM By-Laws which states:

- a] Subject to these By-Laws, the Board shall consist of the following people:
- I. six licensed practical nurses,
 - II. five public representatives, and
 - III. one president.

The Licensed Practical Nurses Act, section 4(2) states:

The College must carry out its activities and govern its members in a manner that serves and protects the public interest.

	Board Members Until December 2020	Board Members After December 2020
President	Cheryl Geisel LPN	Cheryl Geisel LPN
Licensed Practical Nurses	Vida Faustino LPN Fiona Mervyn LPN Rochelle Molino LPN Camille Martyniw LPN Kristi Cantelo LPN, Vice President Jo Williams LPN	Vida Faustino LPN Fiona Mervyn LPN Rochelle Molino LPN Rodney Hintz LPN Kristi Cantelo LPN, Vice President Jo Williams LPN
Public Representatives	Gary McPherson Sonia Kowalewich Cynthia Rempel Patrick Vacant Vacant	Gary McPherson Sonia Kowalewich Cynthia Rempel Patrick Anna Maria Magnifico Meghan Chorney

CLPNM Committees

Governance Committee

Reviews and monitors reports related to strategic ends, finance, nominations and elections, and makes recommendations to the Board of Directors.

Before September 2020	After September 2020
Kristi Cantelo LPN, Chair	Kristi Cantelo LPN, Chair
Gary McPherson, Public Representative	Gary McPherson, Public Representative
Sonia Kowalewich, Public Representative	Meghan Chorney, Public Representative

Public Representatives Committee

Recruits public representatives to serve on the CLPNM Board of Directors and its committees.

COMMITTEE MEMBERS
Cynthia Rempel Patrick, Chair, Public Representative
Vida Faustino LPN
Kristi Cantelo LPN

Education Approval Committee

Reviews, evaluates and makes recommendations to the Board of Directors on all matters related to practical nursing education programs in Manitoba. There were no changes to this committee's membership in 2020.

Committee Members
Donagh Peters LPN, Chair
Lindsay Maryniuk LPN
Janice Cournoyer LPN
Rene Perreault, Public Representative
Judy Harapiak, Public Representative

Investigation Committee

Reviews and facilitates the resolution of complaints against licensed practical nurses in accordance with *The Licensed Practical Nurses Act*.

Before September 2020	After September 2020
Richard Rivard LPN, Chair	Richard Rivard LPN, Chair
Erika Gronenschild LPN, Vice Chair	Erika Gronenschild LPN, Vice Chair
Lisa Romanow LPN	Lisa Romanow LPN
Kay Stewart, Public Representative	Kay Stewart, Public Representative
Susan Swan, Public Representative	Susan Swan, Public Representative
Gary McPherson, Public Representative	Sonia Kowalewich, Public Representative

Discipline Committee

Conducts hearings and makes findings regarding the practice or conduct of licensed practical nurses in accordance with *The Licensed Practical Nurses Act*.

Before September 2020	After September 2020
Lindsay Maryniuk LPN, Co-Chair	Lindsay Maryniuk LPN, Chair
Patricia Smythe LPN, Co-Chair	Patricia Smythe LPN, Vice Chair
Pat Knowles LPN	Pat Knowles LPN
Janice McDonald LPN	Janice McDonald LPN
Erano Baldonada LPN	Erano Baldonada LPN
Monique Friesen LPN	Monique Friesen LPN
Shelby Marks LPN	Shelby Marks LPN
Melanie Lavallee LPN	Melanie Lavallee LPN
Janice Cournoyer LPN	Janice Cournoyer LPN
Rhonda Neufeld LPN	Rhonda Neufeld LPN
Elisa Wiebe LPN	Elisa Wiebe LPN
Rodney Hintz LPN	Camille Martyniw LPN
Jodi La France LPN	Jodi La France LPN
Betty Plett, Public Representative	Betty Plett, Public Representative
Rene Perreault, Public Representative	Rene Perreault, Public Representative
Ryan Muirhead, Public Representative	Ryan Muirhead, Public Representative
Ingrid Piper, Public Representative	Ingrid Piper, Public Representative
Eveline Beriault, Public Representative	Eveline Beriault, Public Representative
Rod Chipping, Public Representative	Rod Chipping, Public Representative
Darlene Barbe, Public Representative	Darlene Barbe, Public Representative
Diwa Marcelino, Public Representative	Diwa Marcelino, Public Representative
Robert Young, Public Representative	Robert Young, Public Representative
Anna Maria Magnifico, Public Representative	

Registration

The CLPNM registers and oversees the professional practice of licensed practical nurses (LPNs), graduate practical nurses (GPNs) and student practical nurses (SPNs) in Manitoba. SPNs include students registered in a Diploma in Practical Nursing program, the Practical Nursing Qualification

Recognition (PNQR) program, or the Practical Nursing Refresher (PNR) program.

The CLPNM considers all applications for registration against criteria for entry into the profession and for ongoing registration. The CLPNM's registration assessments – including suitability checks, fitness to practice assessments and verifications of practice hours – assist the CLPNM in confirming that its registrants are qualified, competent, and safe for professional practice in Manitoba.

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

The public can confirm the registration status of a practical nurse through the CLPNM's Public Register. Employers also have access to the CLPNM's Employer Verification System. Both systems are accessible on the CLPNM website.

CLPNM Registrants by Type 2016-2020

	2016	2017	2018	2019	2020
Licensed Practical Nurses*	3401	3504	3616	3694	3719
Graduate Practical Nurses♦	217	211	229	206	210
Student Practical Nurses♦	406	426	450	427	449

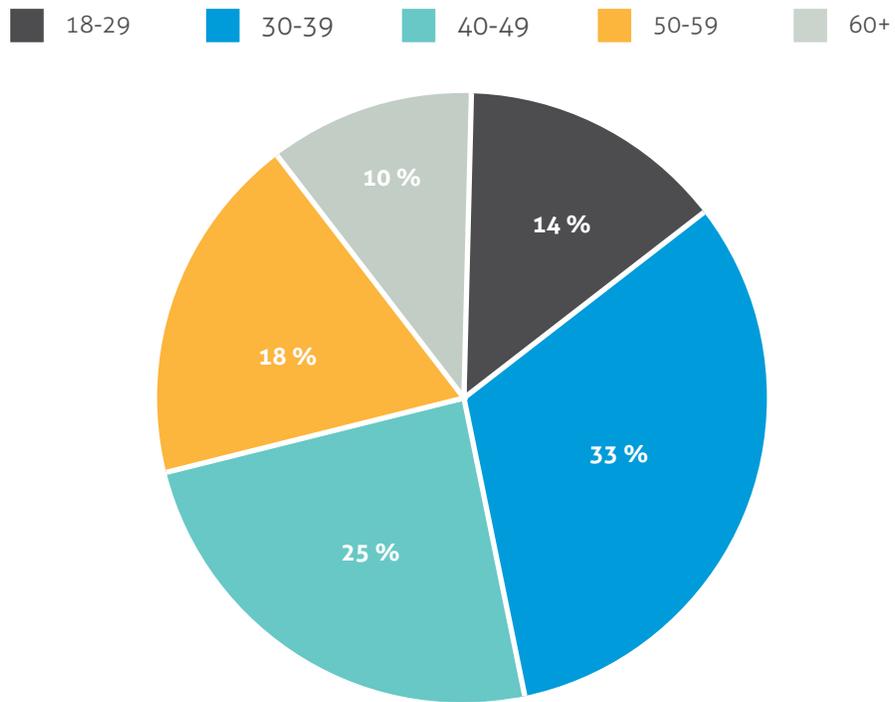
* This data represents the number as of November 30th, the last day of the registration year.

♦ This data represents the total number in these registration categories during the full registration year.

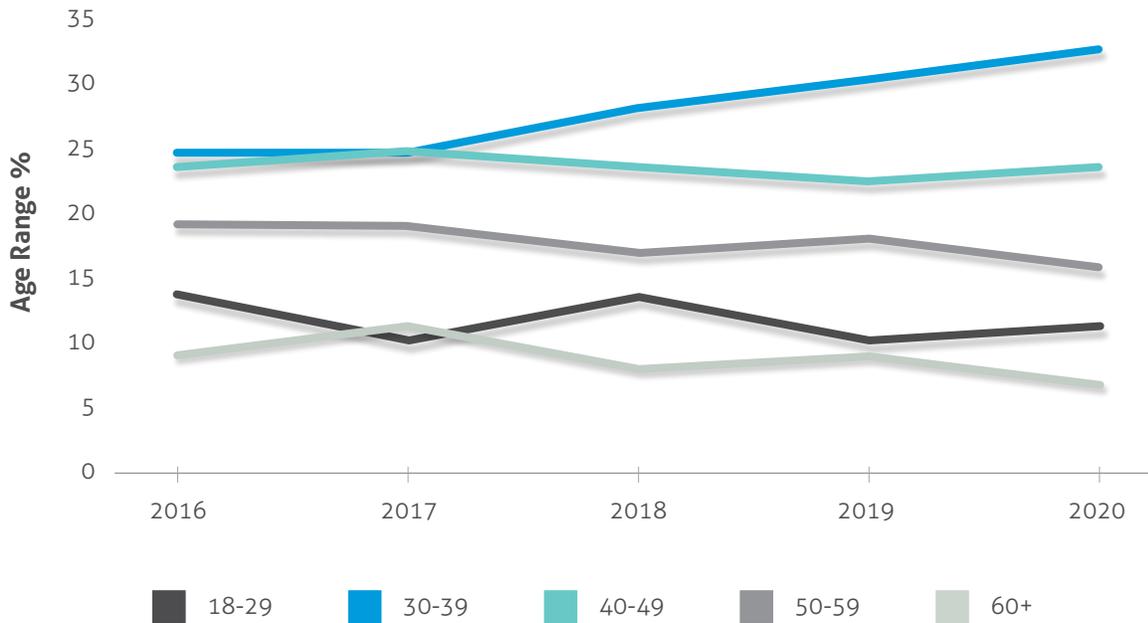
LPNs by Age Group in 2020, Percentage of Total

Age Range	Number of LPNs	Percentage of LPNs
18-29	534	14%
30-39	1220	33%
40-49	912	25%
50-59	687	18%
60+	366	10%
Total	3719	100%

LPN Age Distribution, by Percentage



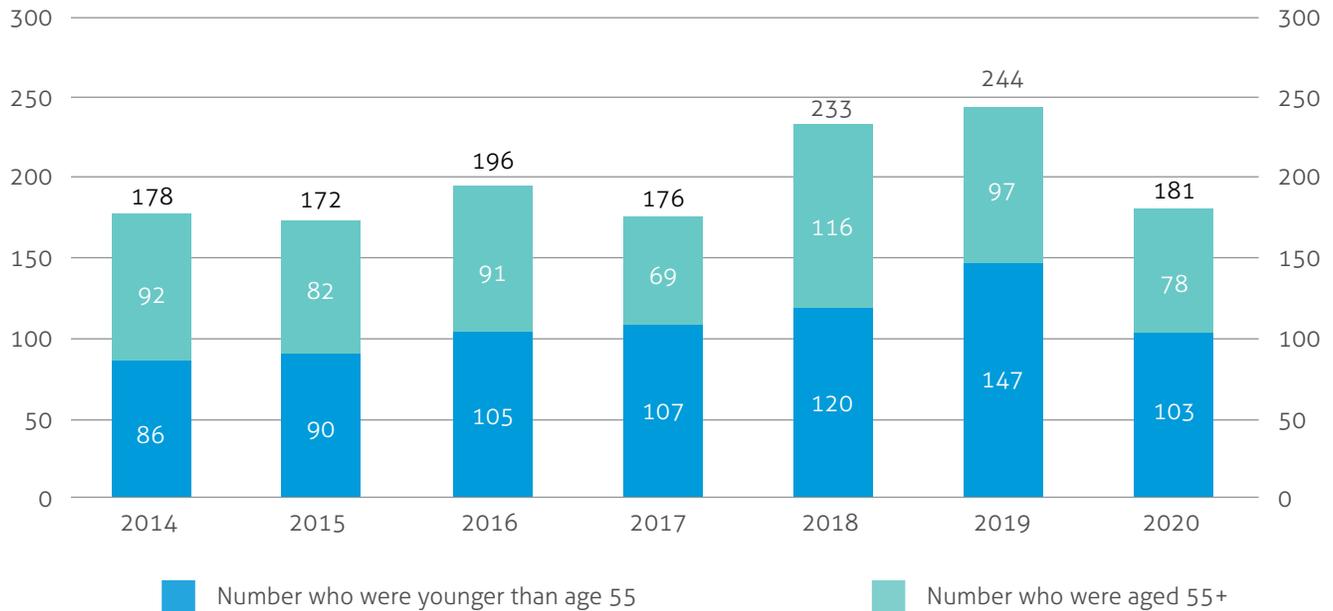
LPN Age Distribution 2016-2020



LPNs Who Left the Register, 2020

181 LPNs left the active register in 2020. The number of LPNs who left trended down from 2019. The age of LPNs who left the register is below retirement age range for 60% of the registrants.

LPNs Who Left the Register



It is known that LPNs who choose to leave the profession in Manitoba do so for a variety of reasons. Some retire, others complete additional education and go on to become registered in another health profession, some move to different jurisdictions.

In 2020, the trend continued to show that many of those who left the CLPNM register were not yet of retirement age. The median age for those who left the register was 50 years old with the average age of 49.

LPNs Who Left the Register	2015	2016	2017	2018	2019	2020
Median Age	53	51	44	54	47	50
Average Age	49	48	47	50	49	49
Younger than Age 55	52%	54%	61%	52%	60%	57%
Age 55 and older	48%	46%	39%	48%	40%	43%

LPNs New to the Register, 2020

The following table shows a net increase in the number of Manitoba practical nursing graduates who newly enrolled onto the active practicing register in 2020 and in part, to an increase in the migration of LPNs from other Canadian Jurisdictions.

It is important to note that the vast majority of the LPNs who moved to Manitoba from other Canadian jurisdictions in 2020 required temporary conditions on their registration limiting their practice, pending the completion of additional education. These conditions were required because of material differences in the scope of practice of LPNs from some other Canadian jurisdictions.

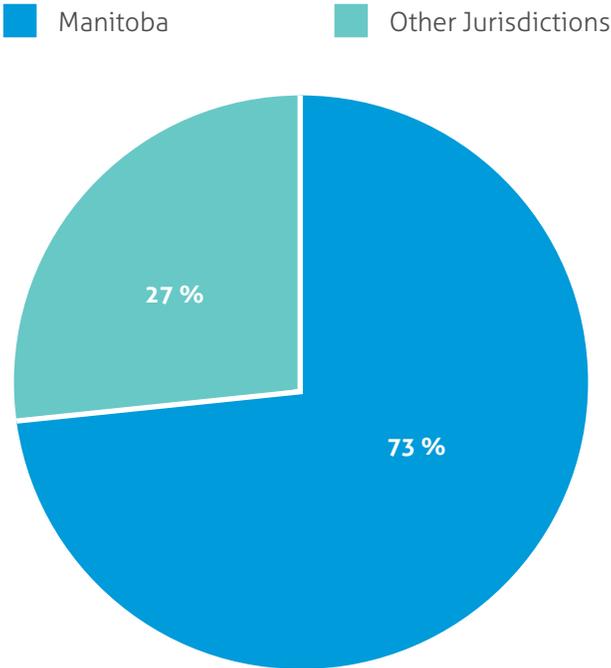
New Manitoba LPNs, by Origin*	2017	2018	2019	2020
Graduates of a Manitoba practical nursing diploma program ♦	161	177	171	131
Graduates of international nursing programs, who completed a CLPNM credential assessment	42	42	35	18
Other graduates of nursing programs, not registered with another Canadian regulator	1	0	1	0
LPNs registered in other Canadian jurisdictions †	63	117	121	84
Total	267	336	328	312

* This data does not include former registrants who returned to a CLPNM register.

♦ This number will differ from the number of graduates noted elsewhere in this report. This number represents the number of practical nursing graduates who became LPNs during the registration year. It does not reflect the number who graduated in that year, or the total number of individuals on the register of graduate practical nurses in any given year.

† This number includes many internationally educated nurses, who became registered as LPNs in other Canadian jurisdictions before applying for LPN registration in Manitoba.

LPNs New to the Register, by Percentage



Mandatory Suitability Checks

Each year, approximately 20% of Manitoba's licensed practical nurses (LPNs) are asked to submit updated criminal record checks, as well as child and adult abuse registry checks, to the CLPNM. The CLPNM refers to these three checks collectively as "suitability checks" because they help the CLPNM determine if its registrants are suitable for ongoing practise as members of the profession.

Mandatory Suitability Check Program, 2020

In January 2020, 700 licensed practical nurses (LPN) were selected for this process. After accounting for LPNs who left the CLPNM register for a variety of reasons, 684 LPNs were required to submit suitability checks. As of December 1, 2020, 12 LPNs had yet to submit their suitability checks, and were therefore not eligible for the renewal of their registration for 2021.

None of the individuals selected for the process this past year were found to have an adult or child abuse registry record. However, the process identified twelve LPNs registered with the CLPNM who had positive and/or adverse information located on their criminal records. Six of the twelve LPNs had previously disclosed their offence to the CLPNM and were not required to undergo a registration assessment.

The remaining six LPNs, based on the initial results of their suitability checks, were directed to undergo a registration assessment. However, upon receipt of additional information, it was determined that one LPN no longer required an in-depth assessment. Of the five remaining LPNs requiring a registration assessment, two LPNs did not complete the requirements and, as a result, were not eligible to renew their registration for 2021.

Based on the outcomes of the remaining three registration assessments, one LPN was referred to the CLPNM's Board of Directors. Under section 14(2) of The Licensed Practical Nurses Act, the Board's role includes considering whether it is in the public interest for an LPN, with a criminal record, to remain authorized to practise. Ultimately, it was determined that the LPN's prior conduct did not pose a serious or immediate risk to the public today.

The remaining two LPNs who required a registration assessment had their matters reviewed by the Executive Director. In both these cases, the offences occurred many years ago and evidence was received that demonstrated that the LPNs had undertaken positive steps to rehabilitate and address his/her prior behaviours. It was determined, based on the evidence provided, there was no current risk to the public.

Ultimately, ten of the twelve LPNs identified during the suitability check process as having a positive and/or adverse criminal record were deemed eligible for ongoing registration in 2021.

Based on the above noted information, the vast majority of LPNs are ethical practitioners who are honest in their self-disclosures to the CLPNM. The CLPNM appreciates the participation of its registrants in this ongoing, routine process. It assists us in meeting our legislated duty to govern the profession in the best interest of the public, and contributes to the public's trust and confidence in the profession.

Credential Assessments and Endorsements

The CLPNM is responsible for evaluating applications for credential assessment and endorsement.

The credential assessment process is used to assess the qualifications of internationally educated nurses (IENs) who wish to see registration as licensed practical nurses (LPNs) in Manitoba. It is also used to assess the qualifications of former LPNs who graduated from a practical nursing program in Canada and who were registered in a Canadian jurisdiction at some point in time, but who are not currently registered in Canada yet wish to seek registration as LPNs in Manitoba. The CLPNM conducts credential assessments to determine whether these applicants have the same depth and breadth of knowledge, skill and judgment as a Manitoba practical nursing program graduate.

For IENs, the credential assessment is a ten-step process. The first four steps in this process are supported by the National Nursing Assessment Service (NNAS), a centralized service that supports the majority of nursing regulators across Canada. Following the NNAS review and the CLPNM's own assessment of an applicant's documentation, many applicants are referred for a clinical competence assessment (CCA) to directly observe and measure the applicant's entry-level nursing competence. The results of the CCA are considered along with the applicant's prior education and practice experience when determining the bridging education that will best address each applicant's unique competency gaps. The success rate of Manitoba-based IENs on the Canadian Practical Nurse Registration Examination may attest to the positive impact of the CCA and bridging education in Manitoba.

For former Canadian LPNs, who originally graduated from a nursing program inside or outside of Canada, the credential assessment is a five-step process. The CLPNM conducts their own assessment of the applicant's documentation. The applicant may then be referred for a CCA and further practical nursing education through Continuing Education.

The endorsement process is used when an LPN currently registered in another Canadian jurisdiction wishes to become registered as an LPN in Manitoba. This process supports the objectives of the Labour Mobility Chapter of The Canadian Free Trade Agreement.

The CLPNM works closely with the Office of the Manitoba Fairness Commissioner to ensure that its credential assessment and endorsement processes are fair, transparent, timely and consistent.

Credential Assessment Applications

Jurisdiction of Origin	2016	2017	2018	2019	2020
Philippines	46	34	27	13	10
India	4	6	12	3	2
Nigeria	1	0	0	2	5
Other*	4	3	2	4	0
Total	54	43	41	20	17

Outcome of Applications	2016	2017	2018	2019	2020
Registered as an LPN	33	42	42	36	18
Not eligible for registration	11	3	8	5	0

Endorsement Applications

Jurisdiction of Origin	2016	2017	2018	2019	2020
Ontario	75	62	71	82	66
Alberta	22	35	44	32	10
British Columbia	6	5	6	6	7
Saskatchewan	3	1	4	2	0
Nova Scotia	0	1	4	3	1
Newfoundland	0	1	3	0	1
Quebec	3	3	0	1	2
Other	1	0	1	0	0
Total	110	108	133	126	87

Outcome of Applications [♦]	2016	2017	2018	2019	2020
Registered as an LPN	72	63	117	121	84
Registered without conditions on practice	10	8	17	12	13
Registered with conditions on practice [‡]	62	55	100	109	71
Not eligible for registration	0	0	0	0	0

* Jurisdictions not listed have two or fewer applications per year.

♦ Number of outcomes per year does not match the number of new applications per year because of files carried over from previous years, and because of files that are closed, expired or carried over into the next year.

‡ The Government of Manitoba's Notice of Measure to Achieve a Legitimate Objective under Chapter 7 of The Canadian Free Trade Agreement authorizes the CLPNM to restrict the practice of LPNs who move to Manitoba from a Canadian jurisdiction with a material difference in scope of practice.

[§] All credential assessment and endorsement data represent applications submitted during the CLPNM registration year: December 1 to November 30.

The number of conditions applied per year is largely a reflection of where applicants are registered before they apply to us. For example, ON applicants represent the largest proportion of our endorsement applicants, and as per the Legitimate Objective, the vast majority of these applicants have conditions placed on their registration. This is the reason the proportion of applicants that have conditions may appear high.

Education Program Evaluation and Approval

The CLPNM and its Education Approval Committee evaluate practical nursing education programs in Manitoba against the Standards of Education set out in the Licensed Practical Nurses Regulation. To support its activities, the CLPNM works closely with educators and other stakeholders from across the province.

Diploma in Practical Nursing Program

Approved Diploma in Practical Nursing programs are offered by Assiniboine Community College (ACC), University College of the North (UCN) and Université de Saint-Boniface (USB). The program covers entry level practical nursing and requires two years to complete.

In 2020, ACC operated practical nursing diploma programs in Winnipeg, Brandon, Dauphin, Russell, Peguis First Nation, Southport, and Selkirk. UCN continued to offer the program in Swan River and Flin Flon. USB continued to offer its French-language program in Winnipeg. Together, these three institutions had 211 Diploma in Practical Nursing graduates in 2020.

Practical Nursing Refresher Program

The Practical Nursing Refresher (PNR) Program is offered through ACC. It is designed for former LPNs who are seeking re-entry into the practical nursing profession and do not meet the practice hour requirements set out in regulation. The PNR has a self-paced modular theory component followed by clinical experiences.

In total, four students were enrolled in the PNR program in 2020: two who began the program in previous years, and two who began the program in 2020. Two of these students remained in progress at the end of the year, one completed the program, and one discontinued the program.

Practical Nursing Qualification Recognition Program

The Practical Nursing Qualification Recognition (PNQR) program, was established through a partnership between the Manitoba Health and Seniors Care, CLPNM, and ACC. It is taught at ACC's Winnipeg Campus. The program is designed to provide education in order to bridge any competency gaps of internationally educated nurses (IENs) applying for registration with the CLPNM. The PNQR prepares IENs to write the Canadian Practical Nurse Registration Examination and to integrate into Manitoba's health workforce.

In January 2020, 17 students, who had started the PNQR program August 2019 successfully completed the program. Normally, there are two intakes of the PNQR program per year: April and August; however, the April 2020 cohort was postponed due to the impacts of the COVID-19 global pandemic. The August 2020 PNQR program consisted of 17 students. This cohort was still in progress at the end of 2020.

Education Program Evaluation and Approval Activities

The Education Approval Committee (EAC) of the CLPNM comprehensively evaluates each practical nursing education program at least every five years.

The Diploma in Practical Nursing (DPN) program and Practical Nurse Refresher (PNR) program offered by ACC were both placed on conditional program approval status in 2018. A CLPNM Board-directed action plan remains in place. In September 2020, the CLPNM Board decided to extend the completion of the Board Directed Action Plan from 2021 to 2022. ACC's DPN program will be re-evaluated in 2023.

The DPN program offered by USB, has full program approval status. It will be re-evaluated in 2023. An evaluation of the DPN program offered by UCN, which began in 2018 was completed in 2020. UCN continues with full approval status. The program will be re-evaluated in 2024.

Canadian Practical Nurse Registration Examination

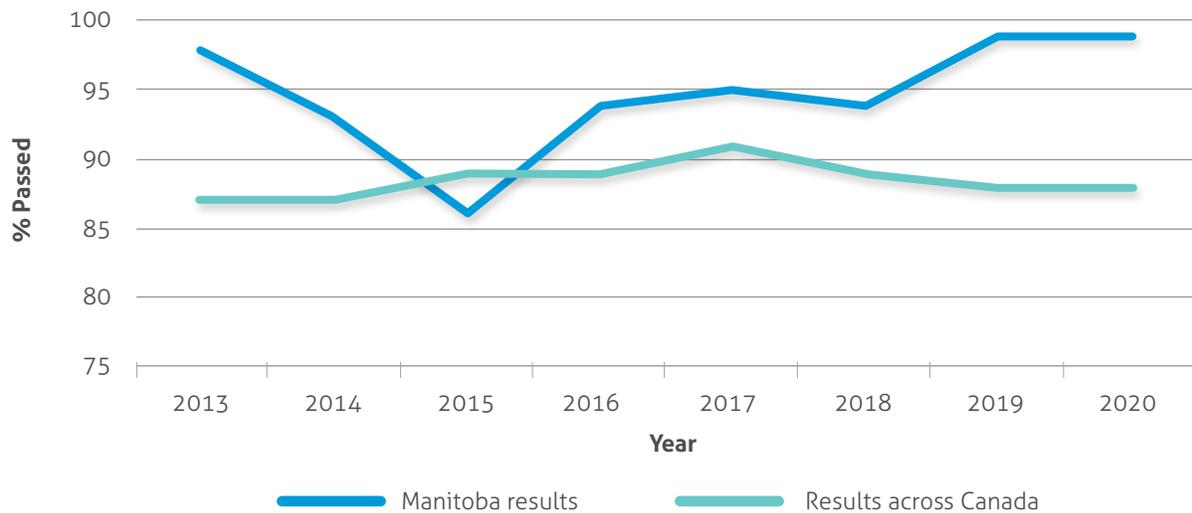
The CLPNM works with its Canadian counterparts through the Canadian Council of Practical Nurse Regulators (CCPNR) to develop the blueprint for the Canadian Practical Nurse Registration Examination (CPNRE). The CLPNM is also responsible for overseeing all activities related to the CPNRE in Manitoba. The CPNRE is the entry-to-practice examination for the practical nursing profession in Manitoba, and in most of Canada.

Overall, CPNRE writers from Manitoba perform very well on the examination. In particular, internationally educated nurses who undergo the CLPNM’s credential assessment process --which includes a clinical competence assessment and targeted bridging education – consistently do very well on the examination compared to internationally educated candidates across Canada.

CPNRE Success Rates by Percent, 2013-2020

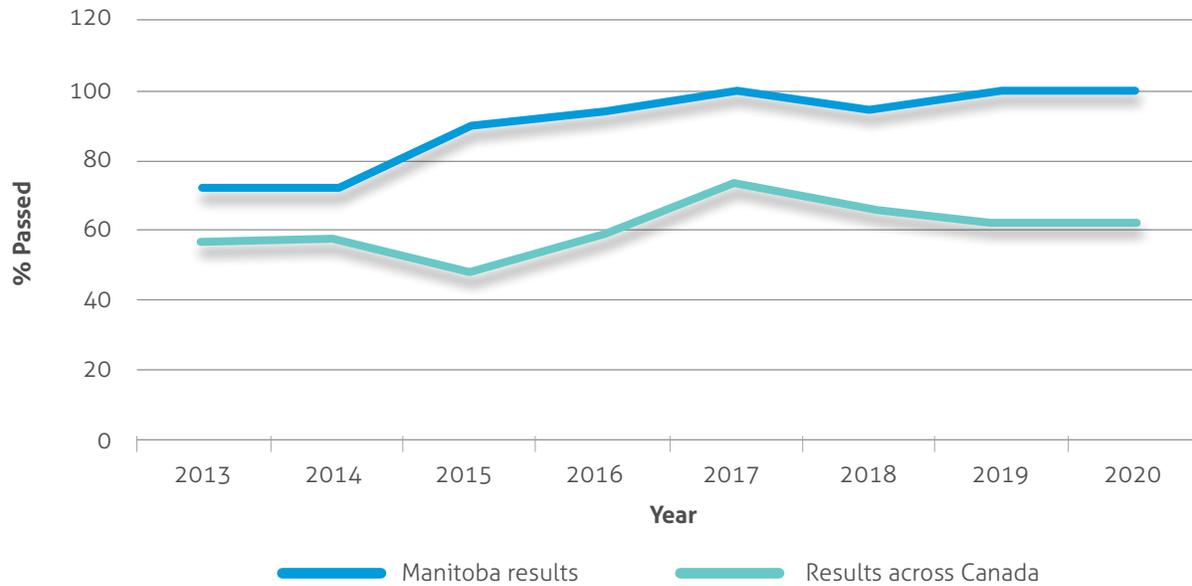
Canadian Educated Candidates	2013	2014	2015	2016	2017	2018	2019	2020
Manitoba results	98	93	86	94	95	94	99	98
Results across Canada	87	87	89	89	91	89	88	87

Canadian Educated Candidates



Internationally Educated Candidates	2013	2014	2015	2016	2017	2018	2019	2020
Manitoba results	72	72	90	94	100	95	100	100
Results across Canada	57	57	48	58	74	66	61	53

Internationally Educated Candidates



* The data in these tables represents the percentage of CPNRE exams written, each year, that resulted in a pass. This data does not represent individual writers, as a single individual may write the exam more than once.

Professional Conduct

The *Licensed Practical Nurses Act* (the Act) requires the CLPNM to carry out its activities and govern its members in a manner that serves and protects the public interest. Any person with a concern regarding the conduct or competence of a practical nurse in Manitoba may file a complaint with the CLPNM. In keeping with that duty, the Act requires that the CLPNM Executive Director refer complaints regarding registrants and former registrants to the CLPNM Investigation Committee. The Investigation Committee may attempt to resolve a complaint informally or refer it on to the Discipline Committee.

The CLPNM and its committees strive to uphold the principles of procedural fairness, transparency and due process. Each complaint is reviewed thoroughly to determine the appropriate course of action. The Act sets out the means by which the Investigation and Discipline Committees may address professional misconduct and incompetent practice in order to protect the public. Complaints may also be initiated by the CLPNM itself. The Act states that the Executive Director may refer to the Investigation Committee any matter that he or she considers appropriate. In 2020, four complaints were initiated by the Executive Director.

In 2020, 19 complaints were lodged against a total of 18 LPNs. This represents less than 1% of all LPNs in Manitoba.

The Investigation Committee pursues options for resolving complaints that serve and protect the public interest, above all else. Whenever possible, the Committee will seek options that enable the nurse in question to remediate and achieve or restore their professional competence and/or conduct to a level that is expected of all members of the profession. Referrals to the Discipline Committee are made when the options available to the Investigation Committee do not adequately protect the public interest. In 2020, the Investigation Committee did not make any referrals to the Discipline Committee.

New Complaints by Source, 2018-2020

Complainant	2018	2019	2020
Employers	18	20	9
Public*	2	6	4
Colleagues♦	0	1	2
Executive Director of the CLPNM	2	1	4
Total	22	28	19

* The public may include a client or a client's family member.

♦ A colleague may be another practical nurse, a member of another regulated health care profession or any other member of the health care team. Nature of Complaints and Decisions, 2020

Nature of Complaints and Decisions, 2020

The following table describes the nature of the complaints submitted to the CLPNM in 2020, and the decisions and directions that the Investigation Committee made in relation to each complaint in that year. Some cases remained open at the end of the year and were the subject of additional decisions in following year.

Complaints are not listed in the order they were received.

Nature of Complaint	Investigation Committee Decisions
Professional Misconduct and Incompetent Practice	Investigation Multi-year voluntary undertaking agreement, including remedial education Costs
Professional Misconduct	Investigation Remedial Education Costs
Professional Misconduct and Incompetent Practice	Investigation Remedial Education Costs Close**
Professional Misconduct and Incompetent Practice	Investigation Suspension of registration Temporary adjournment*
Professional Misconduct	Investigation Final decision not rendered in 2020
Professional Misconduct and Incompetent Practice	Investigation Referral for a CLPNM fitness to practice assessment Condition on registration Multi-year voluntary undertaking agreement, including remedial education and employer practice reports Costs
Professional Misconduct	Investigation No further action Close**
Professional Misconduct and Incompetent Practice	Investigation Conditions on registration Final decision not rendered in 2020
Professional Misconduct and Incompetent Practice	Investigation Multi-year voluntary undertaking agreement, including remedial education and employer practice reports Costs
Professional Misconduct	Investigation Final decision not rendered in 2020

Nature of Complaint	Investigation Committee Decisions
Incompetent Practice	Investigation Remedial Education Employer Practice Reports Costs
Professional Misconduct and Incompetent Practice	Investigation Remedial Education Employer Practice Reports Costs
Professional Misconduct	Investigation Final decision not rendered in 2020
Professional Misconduct	Investigation Final decision not rendered in 2020
Professional Misconduct and Incompetent Practice	Investigation Referral for a CLPNM fitness to practice assessment Conditions on registration Clinical competence assessment Temporary adjournment*
Professional Misconduct	Investigation Final decision not rendered in 2020
Professional Misconduct	Investigation Remedial Education Costs
Professional Misconduct and Incompetent Practice	Investigation No further action Close**
Professional Misconduct and Incompetent Practice	Investigation Final decision not rendered in 2020

* The Investigation Committee may temporarily adjourn a matter when the registrant is no longer on the active practicing register and the registrant's practice poses no risk to the public. The committee will resume its consideration of the matter prior to the former registrant applying to reinstate their registration.

** The Investigation Committee will close a conduct matter after the registrant has successfully completed all requirements set forth by the Investigation Committee.

Professional Nursing Practice

The CLPNM provides consultation to practical nurses, employers, educators and the public regarding practical nursing in Manitoba. It also provides consultation and education on the legislation, policies and standards that guide the profession.

The CLPNM regularly collaborates with other health regulators, both within and outside of Manitoba, to address common issues and trends in health care that may impact practical nursing both provincially and nationally.

In support of quality practice, the CLPNM administers a Continuing Competence Program (CCP) for Manitoba's LPNs. The objective of the CCP is to ensure that Manitoba's practical nurses retain and continuously build upon their knowledge, skills and judgment. As part of this program, all LPNs maintain a professional portfolio, practise a minimum number of hours, and complete a self-assessment and learning plans each year.

Annual participation in the CCP is mandatory for all Manitoba LPNs and is monitored through an annual audit process. Each year, the CLPNM randomly selects 10% of its active practising registrants to undergo the CCP Audit.

The audit conducted in 2020 reviewed registrants' CCP participation in 2019.

In total, 337 registrants were audited. One registrant was exempted mid audit. 2 provisional registrations were revoked for non-compliance. The remaining 334 Registrants were found to have met requirements by the end of audit. These numbers are consistent with previous audits.

CCP Audit Results

	2016	2017	2018	2019	2020
Number of LPNs audited	322	319	320	320	337
Resigned mid-audit	0	1	0	0	1
Exempted mid-audit	0	2	0	1	0
Provisional registrations revoked for non-compliance	8	3	9	0	2
Failed to demonstrate competence	0	0	0	0	0
Number found to meet requirements by end of audit	314	313	311	319	334

By-Laws of the College of Licensed Practical Nurses of Manitoba

The following amendments to the By-Laws of the College of Licensed Practical Nurses of Manitoba (CLPNM) were approved by the CLPNM Board of Directors April 6, 2020, as part of the CLPNM’s response to the COVID-19 Pandemic.

Former	Changes
<p>4.4 Term of Office</p> <p>a] Subject to subsection 4.5, the term of office of all Board members, including the President, shall be two years; however, an incumbent Board member may continue to hold office upon completion of a term until a successor is elected, or if required and subject to Article 8, until a successor is appointed by the Board.</p> <p>b] All Board members, including the President, may serve more than one term but not more than three consecutive terms.</p> <p>c] A Board member who has served three consecutive terms may once again seek election or appointment after at least one year has elapsed since the expiry of their last term.</p> <p>d] Before the end of the two-year term, and before the spring meeting, the incumbent President shall provide written notice of his/her intent to seek re-election or intent to resign.</p> <p>e] The Vice-President’s term of office will be determined by the Board upon appointment but shall not exceed the member’s elected term.</p>	<p>4.4 Term of Office</p> <p>a] Subject to clauses f] and g] and subsection 4.5, the term of office of all Board members, including the President, shall be two years; however, an incumbent Board member may continue to hold office upon completion of a term until a successor is elected, or if required and subject to Article 8, until a successor is appointed by the Board.</p> <p>b] All Board members, including the President, may serve more than one term but not more than three consecutive terms.</p> <p>c] A Board member who has served three consecutive terms may once again seek election or appointment after at least one year has elapsed since the expiry of their last term.</p> <p>d] Before the end of the two-year term, and before the spring meeting, the incumbent President shall provide written notice of his/her intent to seek re-election or intent to resign.</p> <p>e] The Vice-President’s term of office will be determined by the Board upon appointment but shall not exceed the member’s elected term.</p> <p>f] If any new Board member is elected in 2020, who is not an incumbent, they will begin their term at the 2020 annual general meeting, and the term of office of the incumbent will be extended until the 2020 annual general meeting.</p> <p>g] Any Board member newly elected in 2020, who is not an incumbent, will hold office until the date of the annual general meeting held in 2022.</p>

Explanation: In 2020, the CLPNM Annual General Meeting (AGM) was postponed to later in the year, as a result of the COVID-19 Pandemic. This postponement resulted in ambiguity regarding when the terms of office of newly elected Board members would begin and end, since terms of office normally begin at the AGM when it is held in June each year. The Board has determined that terms of office of any newly elected Board member will begin at the AGM in 2020, regardless of the date of the AGM is held. The Board has also determined that those terms of office will end at the 2022 AGM, regardless of the date that the 2022 AGM is held.

Rationale: This by-law change will support continued effective governance of the CLPNM. This will ensure that newly elected members can start their term of office later within the year at a time when they can receive full orientation. The change will also extend the terms of office of incumbent members of the Board of Directors to a date later in the year in order to provide the Board of Directors with stability, and ensure it is able to meet its requirement for quorum, during this time of uncertainty and change.

The following amendments to the By-Laws of the College of Licensed Practical Nurses of Manitoba (CLPNM) were approved by the CLPNM Board of Directors and ratified at the Annual General Meeting of the CLPNM on December 8, 2020. Due to the Covid-19 pandemic the Annual General meeting was postponed from the normal June date.

Former	With Changes
<p>3.1 Licensed Practical Nurses</p> <p>f] Shall accurately complete and submit the required registration and registration renewal applications by providing such information as may be requested and required in the manner prescribed by the College and pay such fees as determined in accordance with these By-laws.</p>	<p>3.1 Licensed Practical Nurses</p> <p>f] Shall accurately complete and submit the required registration and registration renewal applications by providing such information as may be requested and required in the manner prescribed by the college, shall pay such fees as determined in accordance with these By-laws, and shall pay or make reasonable arrangements acceptable to the College to pay any outstanding costs and fines owed to the College.</p>
<p>Rationale: This change is proposed to clarify that a licensed practical nurse who has not fully paid outstanding costs owed to the College, or who has become delinquent in their approved payment plan, is required to pay their costs to the satisfaction of the CLPNM as part of the registration renewal application process.</p>	

Former	With Changes
<p>3.2 Graduate Practical Nurses</p> <p>e] Shall accurately complete and submit the required graduate practical nurse registration and registration renewal applications by providing such information as may be requested and required in the manner prescribed by the College and pay such fees as determined in accordance with these By-laws</p>	<p>3.2 Graduate Practical Nurses</p> <p>e] Shall accurately complete and submit the required graduate practical nurse registration and registration renewal applications by providing such information as may be requested and required in the manner prescribed by the College, shall pay such fees as determined in accordance with these By-Laws, and shall pay or make reasonable arrangements acceptable to the College to pay any outstanding costs and fines owed to the College.</p>
<p>Rationale: This change is proposed to clarify that a licensed practical nurse who has not fully paid outstanding costs owed to the College, or have become delinquent in their approved payment plan, is required to pay their costs to the satisfaction of the CLPNM as part of the registration renewal application process.</p>	

Former	With Changes
<p>3.3 Student Practical Nurses</p> <p>f] Shall accurately complete and submit the required student practical nurse registration and registration renewal applications by providing such information as may be requested and required in the manner prescribed by the College and pay such fees as determined in accordance with these By-Laws.</p>	<p>3.3 Student Practical Nurses</p> <p>f] Shall accurately complete and submit the required student practical nurse registration and registration renewal applications by providing such information as may be requested and required in the manner prescribed by the College, shall pay such fees as determined in accordance with these By-Laws, and shall pay or make reasonable arrangements acceptable to the College to pay any outstanding costs and fines owed to the College.</p>

Rationale: This change is proposed to clarify that a licensed practical nurse who has not fully paid outstanding costs owed to the College, or have become delinquent in their approved payment plan, is required to pay their costs to the satisfaction of the CLPNM as part of the registration renewal application process.

Former	With Changes
<p>14.2 Registration Fees</p> <p>c] A registrant who fails, refuses or neglects to apply on the prescribed form and pay such fees prescribed for the ensuing year before December 1st, shall be notified of his or her default pursuant to Regulation 22 (1) and shall be advised of such penalty fees as determined by the Board.</p> <p>d] If the default is not remedied pursuant to Regulation 22(1), the registration of the member shall be cancelled pursuant to Regulation 22(1) and 22(2) until such time as the registrant makes application for reinstatement and pays such fees as determined by the Board.</p> <p>e] The Executive Director shall notify College registrants of the fees payable for the ensuing year at least two months prior to the day upon which such fees are due.</p>	<p>14.2 Registration Fees</p> <p>c] Subject to d] below, a registrant who fails, refuses or neglects to apply on the prescribed form, provide the required information, pay such fees prescribed for the ensuing year, and pay or make reasonable arrangements to pay any outstanding costs and fines owed to the College, before December 1st in any year, is not eligible for renewal of registration.</p> <p>d] If, on December 1st, an individual's only outstanding requirement for renewal of registration is payment of the prescribed fees for the ensuing year, then as per Section 22 of the Licensed Practical Nurses Regulation (the Regulation), the individual's registration will be in default. The individual will be advised of such penalty fees as determined by the Board.</p> <p>e] If the default [referred to in d] is not remedied pursuant to Section 22(1) of the Regulation, the registration of the member shall be cancelled pursuant to Section 22(1) and 22(2) of the Regulation until such time as the individual makes application for reinstatement and pays such fees as determined by the Board.</p> <p>f] The Executive Director shall notify College registrants of the fees payable for the ensuing year at least two months prior to the day upon which such fees are due.</p>

Note that these changes do not affect the registration fee amount.

Background: Each year, the registration renewal period for licensed practical nurses lasts two months, from September 1 – November 1. Following this two-month period, registrants may still renew until November 30th provided that they pay an additional late fee.

Under the current Licensed Practical Nurses Regulation, registrants who have met all requirements for renewal on December 1st, except for payment of fees, are deemed to be in default. Those in default do not have active practicing registration and are not entitled to practice but they have historically been provided an additional 15 days (beyond the already three-month renewal period) to pay the required fees and reactivate their registration.

Historically, the CLPNM has granted this extra 15-day reactivation period to any licensed practical nurse with outstanding renewal requirements of any type on December 1st. This broad application of the reactivation period is reflected in the CLPNM By-Laws but is not required by regulation.

Rationale: As a result of the proposed changes, the additional 15-day reactivation period will be applied only to LPNs who, on December 1st, are in default because of non-payment of fees. This will more closely match the current Licensed Practical Nurses Regulation and move the CLPNM closer to regulations expected under the RHPA.

All LPNs will continue to have a full three-month period in which to renew their registration each year. The proposed changes will take effect beginning in 2021, during the 2022 renewal period.

Former	With Changes
<p>14.3 Reinstatement</p> <p>a] All applicants for renewal of registration received after December 1 of each year shall pay such administrative and late fees as prescribed by the Board.</p> <p>b] Pursuant to Regulation 23, applicants applying for reinstatement shall pay such administrative and late fees as prescribed by the Board.</p>	<p>14.3 Reinstatement</p> <p>a] An individual who does not apply to renew their registration, does not complete their renewal, or is not deemed eligible for registration renewal or for a registration decision, within the renewal timeframe as per 14.2 b] c] d] and e] above, must meet the requirements for reinstatement and pay the fees for reinstatement prescribed by the Board, before being authorized to return to active practice.</p> <p>b] Pursuant to Section 23 and 24 of the Regulation, applicants applying for reinstatement shall pay such administrative and late fees as prescribed by the Board.</p>
<p>Rationale: Changes proposed in a] are incidental to, and for the same purpose, as changes described above in relation to section 14.2. Changes proposed in b] are to clarify an omission.</p>	

COLLEGE OF LICENSED PRACTICAL NURSES OF MANITOBA

Financial Statements
For the year ended December 31, 2020

COLLEGE OF LICENSED PRACTICAL NURSES OF MANITOBA

Financial Statements

For the year ended December 31, 2020

Contents

Independent Auditor's Report	34
Financial Statements	
Statement of Financial Position	36
Statement of Operations	37
Statement of Changes in Net Assets	38
Statement of Cash Flows	39
Notes to Financial Statements	40



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Independent Auditor's Report

To the Board of Directors of the College of Licensed Practical Nurses of Manitoba

Opinion

We have audited the financial statements of the College of Licensed Practical Nurses of Manitoba (the "College"), which comprise the statement of financial position as at December 31, 2020, and the statement of operations, statement of changes in net assets, and statement of 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 its results of operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

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

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.

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.

BDO Canada LLP, a Canadian limited liability partnership, is a member of BDO International Limited, a UK company limited by guarantee, and forms part of the international BDO network of independent member firms.



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.

BDO Canada LLP

Chartered Professional Accountants

Winnipeg, Manitoba
April 12, 2021

COLLEGE OF LICENSED PRACTICAL NURSES OF MANITOBA Statement of Financial Position

As at December 31 2020 2019

Assets

Current Assets

Cash and bank	\$ 1,859,085	\$ 1,607,722
Receivables	9,185	17,075
Prepays	40,247	43,837
	1,908,517	1,668,634

Investments (Note 3) 1,557,898 1,487,879

Capital and intangible assets (Note 4) 756,781 747,540

\$ 4,223,196 \$ 3,904,053

Liabilities and Net Assets

Current Liabilities

Payables and accruals (Note 5)	\$ 279,714	\$ 243,571
Deferred revenue	1,619,258	1,620,860
	1,898,972	1,864,431

Commitment (Note 6)

Net Assets

Invested in capital and intangible assets	756,781	747,540
Unrestricted	1,567,443	1,292,082
	2,324,224	2,039,622
	\$ 4,223,196	\$ 3,904,053

Approved on behalf of the Board of Directors:


_____ President


_____ Executive Director

The accompanying notes are an integral part of these financial statements.

COLLEGE OF LICENSED PRACTICAL NURSES OF MANITOBA Statement of Operations

For the year ended December 31	2020	2019
Revenue		
Registration fees	\$ 1,841,161	\$ 1,498,676
Program income	127,363	133,841
Administrative income	51,982	59,576
Investment (Note 7)	99,989	135,362
Other	779	8,682
	2,121,274	1,836,137
Expenses		
Personnel	1,259,776	1,162,447
Administration	170,764	190,147
Program	68,300	70,315
Legal	47,086	50,455
Interest and services charges	44,092	40,583
Board of Directors	20,905	40,353
Committee	54,597	35,743
Insurance	36,451	34,662
Repairs and maintenance	23,122	28,834
Utilities	21,028	22,904
Property taxes	20,813	19,561
Investment management fees	18,198	17,333
Equipment	6,314	6,595
	1,791,446	1,719,932
Excess of revenue over expenses before other items	329,828	116,205
Other Items		
Amortization of capital and intangible assets	45,226	38,219
Loss on disposal of capital assets	-	12,811
	45,226	51,030
Excess of revenue over expenses for the year	\$ 284,602	\$ 65,175

The accompanying notes are an integral part of these financial statements.

COLLEGE OF LICENSED PRACTICAL NURSES OF MANITOBA Statement of Changes in Net Assets

For the year ended December 31, 2020

	2020			2019
	Invested in Capital and Intangible Assets	Unrestricted	Total	Total
Net assets , beginning of year	\$ 747,540	\$ 1,292,082	\$ 2,039,622	\$ 1,974,447
Excess (deficiency) of revenue over expenses for the year	(45,226)	329,828	284,602	65,175
Interfund Transfers				
Capital and intangible assets acquired (\$164,449 in 2019)	54,467	(54,467)	-	-
Net assets , end of year	\$ 756,781	\$ 1,567,443	\$ 2,324,224	\$ 2,039,622

The accompanying notes are an integral part of these financial statements.

COLLEGE OF LICENSED PRACTICAL NURSES OF MANITOBA Statement of Cash Flows

For the year ended December 31	2020	2019
Cash Flows from Operating Activities		
Excess of revenue over expenses for the year	\$ 284,602	\$ 65,175
Adjustments for items not affecting cash		
Amortization of capital assets	45,226	38,219
Unrealized gain on adjustment to fair value of investments	(48,348)	(57,648)
Loss on disposal of capital assets	-	12,811
	<u>281,480</u>	<u>58,557</u>
Changes in non-cash operating working capital balances		
Receivables	7,890	5,961
Prepays	3,590	(7,370)
Payables and accruals	36,143	8,230
Deferred revenue	(1,602)	359,795
	<u>327,501</u>	<u>425,173</u>
Cash Flows used in Financing and Investing Activities		
Investment acquisitions net of dispositions	(21,671)	(95,410)
Acquisition of capital assets	(54,467)	(164,449)
	<u>(76,138)</u>	<u>(259,859)</u>
Net increase in cash and bank during the year	251,363	165,314
Cash and bank, beginning of year	1,607,722	1,442,408
Cash and bank, end of year	\$ 1,859,085	\$ 1,607,722

The accompanying notes are an integral part of these financial statements.

COLLEGE OF LICENSED PRACTICAL NURSES OF MANITOBA

Notes to Financial Statements

For the year ended December 31, 2020

1. Nature of Operations

The College of Licensed Practical Nurses of Manitoba ("College") is the professional regulatory body for Licensed Practical Nurses in Manitoba. The College ensures safe nursing care for the public by establishing and monitoring standards of nursing education and nursing practice, and investigating complaints concerning the conduct and practice of Licensed Practical Nurses.

The College is incorporated under the laws of the Province of Manitoba and is exempt from taxes under the Income Tax Act.

2. Summary of Significant Accounting Policies

a. Basis of Accounting

These financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations ("ASNPO").

b. Revenue Recognition

The College follows the deferral method of accounting for contributions. Registration fees are recognized as revenue in the period to which they relate. Examination fees are recognized as revenue in the year the applicant completes the exam. Investment revenue is recognized as revenue in the year earned. All other revenue is recognized in the year earned.

c. Capital and Intangible Assets

Capital assets and intangible assets with limited life are stated at cost less accumulated amortization. Amortization is recorded beginning in the later of the month of acquisition or when the asset is available for use. Amortization based on the estimated useful life of the asset is calculated as follows:

Building	4% declining balance basis
Computer equipment	40% declining balance basis
Furniture	20% declining balance basis
Intellectual property	25% declining balance basis
Office equipment	20% declining balance basis
Telephone system	20% declining balance basis
Registration system	24 months straight line basis

COLLEGE OF LICENSED PRACTICAL NURSES OF MANITOBA

Notes to Financial Statements

For the year ended December 31, 2020

2. Summary of Significant Accounting Policies (continued)

d. Employee Future Benefits

Pre-retirement entitlement, pension and other employee future benefit costs are determined using the projected benefit method prorated on years of service and based on best estimate assumptions.

e. Financial Instruments

Financial instruments are recorded at fair value when acquired or issued. In subsequent periods, financial assets with actively traded markets are reported at fair value, with any unrealized gains and losses reported in income. All other financial instruments are reported at cost or amortized cost less impairment, if applicable. Financial assets are tested for impairment when changes in circumstances indicate the asset could be impaired. Transaction costs from the acquisition, sale or issue of financial instruments are expensed for those items remeasured at fair value at each balance sheet date and charged to the financial instrument for those measured at amortized cost.

f. Use of Estimates

The preparation of financial statements in accordance with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements, and the reported amounts of revenue and expenses during the reporting period. Actual results could differ from management's best estimates as additional information becomes available in the future.

3. Investments

The investment portfolio consists of the following instruments at December 31:

	<u>2020</u>	<u>2019</u>
Cash	\$ 35,807	\$ 103,104
Canadian equity	205,970	179,398
Fixed income fund	1,025,616	945,385
International equity	118,310	106,074
U.S. equity	172,195	153,918
	<u>\$ 1,557,898</u>	<u>\$ 1,487,879</u>

COLLEGE OF LICENSED PRACTICAL NURSES OF MANITOBA

Notes to Financial Statements

For the year ended December 31, 2020

4. Capital and Intangible Assets

	2020			2019		
	Cost	Accumulated Amortization	Net Book Value	Cost	Accumulated Amortization	Net Book Value
Land	\$ 135,455	\$ -	\$ 135,455	\$ 135,455	\$ -	\$ 135,455
Building	823,584	294,426	529,158	816,804	272,751	544,053
Computer equipment	176,967	138,451	38,516	160,932	123,168	37,764
Furniture	56,844	45,615	11,229	54,800	43,187	11,613
Intellectual property	7,000	1,896	5,104	7,000	146	6,854
Office equipment	306,079	293,936	12,143	302,923	291,122	11,801
Registration system	26,450	1,274	25,176	128,525	128,525	-
	\$ 1,532,379	\$ 775,598	\$ 756,781	\$ 1,606,439	\$ 858,899	\$ 747,540

5. Payables and Accruals

	2020	2019
Government remittances payable	\$ 110,056	\$ 104,293
Salaries and vacation payable	46,005	29,239
Trade payables and accrued liabilities	123,653	110,039
	\$ 279,714	\$ 243,571

6. Commitment

Contractual obligations in respect of lease for office equipment expiring in December 2022 and September 2023 require payments as follows for the years ending December 31:

2021	\$ 13,776
2022	13,776
2023	5,788

COLLEGE OF LICENSED PRACTICAL NURSES OF MANITOBA Notes to Financial Statements

For the year ended December 31, 2020

7. Investment Revenue

Investment revenue for the year is comprised of the following:

	2020	2019
Unrealized gain on adjustment to fair value of investments	\$ 48,348	\$ 57,648
Gain on disposition of investments	3,569	24,923
Interest and dividends	48,072	52,791
	\$ 99,989	\$ 135,362

8. Employee Future Benefits

Multi-employer Defined Benefit Pension Plan

Substantially all of the employees of the College are members of the Healthcare Employees Pension Plan, a successor to the Manitoba Health Organization Inc. Plan (the "Plan"), which is a multi-employer defined benefit pension plan available to all eligible employees of the participating members of the Plan. Plan members will receive benefits based on the length of service and on the average of annualized earnings during the best five years of the last ten years prior to retirement, termination or death, that provides the highest earnings.

Pension assets consist of investment grade securities. Market and credit risk on these securities are managed by the Plan by placing plan assets in trust and through the Plan investment policy.

Pension expense is based on Plan management's best estimates, in consultation with its actuaries, of the amount, together with the contributions by employees, required to provide a high level of assurance that benefits will be fully represented by fund assets at retirement, as provided by the Plan. The funding objective is for employer contributions to the Plan to remain a constant percentage of employees' contributions.

Variances between actuarial funding estimates and actual experience may be material and any differences are generally to be funded by the participating members. The most recent actuarial valuation of the Plan as at December 31, 2019 indicates a solvency deficiency. Special payments will be made to the plan over the next five years, out of current contributions in those years. Contributions to the Plan made during the year by the College on behalf of its employees amounted to \$96,345 (\$88,645 in 2019) and are included as expenses in the statement of operations.

COLLEGE OF LICENSED PRACTICAL NURSES OF MANITOBA

Notes to Financial Statements

For the year ended December 31, 2020

8. Employee Future Benefits (continued)

Pre-retirement Leave Plan

Employees are granted pre-retirement leave benefits based on meeting specific criteria. Pre-retirement leave benefits liability is estimated by management to be \$3,500 as at December 31, 2020 (\$3,200 as at December 31, 2019). Since the amount is insignificant, the estimate of pre-retirement liability has not been recorded in these financial statements at year end.

9. Financial Instrument Risk Management

The College, through its financial assets and liabilities, is exposed to various risks in the normal course of operations. The College's objective in risk management is to optimize the risk return trade-off, within set limits, by applying integrated risk management and control strategies, policies and procedures throughout the College's activities. The following analysis provides a measurement of those risks.

Credit Risk

Credit risk is the risk that the College will incur a loss due to the failure by its debtors to meet their contractual obligations. Financial instruments that potentially subject the College to significant concentrations of credit risk consist primarily of cash and bank, and investments. The College is not exposed to significant credit risk as cash and bank are held in operating accounts, and investments are diversified. In addition, the College follows its investment policy to monitor the investments in an effort to minimize its exposure to credit risk.

Liquidity Risk

Liquidity risk is the risk that the College will not be able to meet its obligations as they fall due. The College maintains adequate levels of working capital to ensure all its obligations can be met when they fall due by maintaining a portion of its investments in money market pooled funds which are highly liquid. In addition, registration fees are collected in advance.

COLLEGE OF LICENSED PRACTICAL NURSES OF MANITOBA

Notes to Financial Statements

For the year ended December 31, 2020

9. Financial Instrument Risk Management (continued)

Market and Interest Rate Risk

Market risk is the risk that the value of an investment will fluctuate as a result of changes in market prices, whether those changes are caused by factors specific to the individual investment or factors affecting all securities traded in the market. Interest rate risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market interest rates. The College is exposed to market risk and follows its investment policy to monitor the investments in an effort to safeguard against market fluctuations. The College is not exposed to significant interest rate risk as cash and bank are held in short-term products, and investments are diversified.

Foreign Exchange Risk

Foreign exchange risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in foreign exchange rates. The College is exposed to foreign exchange risk since it holds a portion of its investments in U.S. and international equity instruments. The College follows its investment policy to monitor the investments in an effort to minimize its exposure to foreign exchange risk.

10. Uncertainty Due to COVID-19 Issue

On March 13, 2020, the World Health Organization declared COVID-19 a global pandemic. This has had adverse impacts in Canada and on the global economy. As this continues, there could be further impact on the College. The Members are actively monitoring the effect on the College's financial condition, liquidity and operations. Given the daily evolution of the pandemic and global responses to curb its spread, the College is not able to estimate fully the effects at this time.





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