

Newfoundland and Labrador Chiropractic Board

2020 NLCB Annual Report

About the NLCB

The Newfoundland and Labrador Chiropractic Board (NLCB) is comprised of 6 chiropractors elected by the licensed chiropractors in NL, up to 3 appointed public members as well as a registrar as appointed by the board. In 2020, changes to the composition of the board occurred due to the retirement of Dr. Janice Grace from practice and non-renewal of license in 2020, and the notification by Dr. Keith Cassell of his desire to take a leave of absence from the board. As a result, on February 20, 2020 the NLCB appointed Dr. Carl Eustace to replace the board vacancy left by Dr. Grace's departure. On November 28, 2020 Dr. Eustace was elected to a 3 year term and Dr. Brianna Hynes was also elected to fill the vacancy left by the departure of Dr. Cassell. The NLCB is currently in the process of securing 2 public appointments to fill the current public member vacancies.

The members of the NLCB in 2020 were as follows.

Dr. Chris Prior, DC- Chair

Dr. Douglas White, DC- Treasurer

Dr. Laura Park, DC- Secretary

Dr. Janice Manning, DC- Member

Dr. Carl Eustace, DC- Member

Dr. Brianna Hynes, DC- Member

Vacant- Public Member

Ms. Wanda Cuff-Young- Public Member

Vacant- Public member

Dr. Darrell Wade, DC- Registrar

Mandate of the NLCB

Registration and License

The Registrar is responsible for receiving applications for licensure from qualified candidates, ensuring that the criteria for registration is met by all applicants, and ensuring that current registrants continue to meet the legislated qualifications for licensure on an annual basis. The Registrar is also responsible for keeping a current register of licensed members and professional chiropractic corporations in the province of Newfoundland and Labrador.

Complaints

The registrar is responsible for fielding enquiries from the public regarding formal and informal complaints relating to the practice of chiropractic in NL. It is the duty of the registrar to resolve

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complaints within their discretion in the event that both the complainant and respondent are in agreement with this form of resolution. In the event that the registrar is unable to resolve the complaint satisfactorily at their level, the complaint may be referred to the complaints authorization committee. In 2020, the Registrar fielded 1 new allegation which was referred to the CAC and resulted in a suspension from practice pending further investigation. As a result, there are 2 active complaints ongoing in 2020.

Meetings of the Board

In 2020, the Members of the NLCB conducted meetings on February 20 and March 7 to discuss and address usual and recurring business of the NLCB. On March 16, 2020 the NLCB registrar issued correspondence to all licensed chiropractors in NL informing them of the need to practice extra precautions in relation to the emerging threat of COVID-19 in NL. In the days, weeks and months following this correspondence, the members of the NLCB met through virtual meetings and corresponded electronically frequently, at times daily, to coordinate the NLCB's response to the constantly evolving threat of COVID-19. As a result, the following initiatives were discussed and or implemented.

Suspension of non-essential services

On March 18, 2020, in consultation with my board and in consideration of increasing evidence of the risk associated with COVID-19, I issued a notice to all licensed chiropractors in NL to suspend all non-essential chiropractic services to the public. This essentially suspended clinic operations with the exception of the provision of services to patients that would experience a significant exacerbation of symptoms or experience significant deterioration of their condition in the absence of care. I also recommended the following:

- All non-essential clinic staff should remain home to prevent the potential for increased transmission.
- Clinics should not hold regular clinic hours where significant volumes of those who require care are present in proximity to other patients. Where a chiropractor is aware of multiple patients that require essential care on a given day, these patients should be scheduled with at least 15 minutes of time between the end of one appointment and the beginning of the next to allow for proper clinic disinfection and to create physical isolation measures where at all possible.

Deferral of license fees

In response to the significant financial pressures placed on individual chiropractors and clinics as a result of mandated restrictions on clinical services, the NLCB approved a deferral of licensing fees for the months of April, May and June. These measures were well received and the deferred fees associated with this initiatives are projected to be recovered by the end of 2021 closures.

Provision of Personal Protective Equipment (PPE) supplies to chiropractors

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On April 25, 2020 the members of the NLCB approved a \$15,000 commitment to facilitate the provision of PPE for all licensed chiropractors in order to ensure that chiropractors had the necessary tools in order to protect themselves and their patients upon the resumption of full clinical services. With this commitment, the NLCB was able to source a sufficient supply of medical grade face masks, gloves, hand sanitizer and surface disinfectant to allow every chiropractor to meet the requirements of the NLCB pandemic practice guide prior to the resumption of services. Over the course of the next 4 weeks, these supplies were disbursed to chiropractors throughout the province.

Pandemic Practice Guide

Throughout the months of April, May and June, the work of the NLCB largely consisted of constitution the NLCB pandemic practice guide to inform and direct chiropractors on necessary procedures and precautions related to Covid-19 with respect to the provision of clinical services that required frequent periods of close contact with patients. The development of this guide was in collaboration with other Canadian chiropractic regulators as well as locally in consultation with the Health Regulators Network (HRN). As new trends emerged over the course of 2020, this guide received periodic updates to reflect the evolution of the pandemic.

Evidence Based Practice

The NLCB remains committed to the promotion of evidence based principles to enhance both the safety and effectiveness of chiropractic care in order to benefit the residents of Newfoundland and Labrador. In 2020 The NLCB continued its support of the research project “ De-implementing low value care: a research program of the Choosing Wisely Canada Implementation Research Network”. The NLCB continues to provide input as needed into this project.

Federation of Canadian Chiropractic

In November 2019, the NLCB renewed its membership in the Federation of Canadian Chiropractic (FCC) which is a federation of all chiropractic regulators in Canada. In 2020 the FCC continued to complete work to update the professions Code of Ethics including addressing issues related to evidence based care and road map to care, advertising, clinical competence, substance use disorders and public health. Representatives from the NLCB continue to participate in national forums of regulators to discuss issues of importance to chiropractic regulation in Canada. In 2020, through consultations with other chiropractic regulators, The NLCB implemented policies relating to Telehealth as well as the publishing of the pandemic practice guideline which outlined the requirements for chiropractors, staff and the clinical environment more generally in order to ensure the safe delivery of care.

The NLCB continues to receive periodic enquiries under the policy for international applicants that would result in a possible exemption from the sitting of Part A of the CCEB competency examination. The policy continues to serve as a means to reduce barriers for entry to practice for experienced chiropractors

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who have previously practised in regulated jurisdictions outside of Canada for a duration of greater than 2 years.

Regulations and Bylaws

The members of the NLCB continue to work with the Department of Health and Community services regarding regulations that require updating in relation to changes to the Chiropractors Act in 2009. Members of the board also continue to engage in the process of updating policies and bylaws to coincide with the expected regulatory updates.

Membership

As of December 31, 2020 the register of the NLCB consisted of 71 licensed chiropractors . The NLCB corporate register consists of 25 PCC's as of December 31st, 2020.

Fiscal Position of the Board

The NLCB continues to operate in a fiscally responsible manner with sufficient financial assets to discharge its legislative duties with respect to the regulation of the practice of chiropractic in Newfoundland and Labrador as noted in the 2020 audited financials. The board will continue to monitor licensing fees and make adjustments as appropriate to reflect the financial need of the board in the discharge of its legislated duties.

Respectfully Submitted,



Dr. Chris Prior DC
Chair
Newfoundland and Labrador Chiropractic Board

THE NEWFOUNDLAND & LABRADOR CHIROPRACTIC BOARD

Financial Statements

Year Ended December 31, 2020

THE NEWFOUNDLAND & LABRADOR CHIROPRACTIC BOARD

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Year Ended December 31, 2020

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Fred Earle

Chartered Professional Accountant

INDEPENDENT AUDITOR'S REPORT

To the Members of The Newfoundland & Labrador Chiropractic Board

Opinion

I have audited the financial statements of The Newfoundland & Labrador Chiropractic Board (the Organization), which comprise the statement of financial position as at December 31, 2020, and the statements of revenues and expenditures, changes in net assets and cash flow for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In my opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Organization as at December 31, 2020, and the results of its operations and its cash flow for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Basis for Opinion

I conducted my audit in accordance with Canadian generally accepted auditing standards. My responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of my report. I am independent of the Organization in accordance with the ethical requirements that are relevant to my audit of the financial statements in Canada, and I have fulfilled my other ethical responsibilities in accordance with those requirements. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with 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 Organization's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless management either intends to liquidate the Organization or to cease operations, or has no realistic alternative but to do so.

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

Auditor's Responsibilities for the Audit of the Financial Statements

My 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 my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements. As part of an audit in accordance with Canadian generally accepted auditing standards, I exercise professional judgment and maintain professional skepticism throughout the audit. I 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 my 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 Organization's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.

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Independent Auditor's Report to the Members of The Newfoundland & Labrador Chiropractic Board
(continued)

- 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 Organization's ability to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in my auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify my opinion. My conclusions are based on the audit evidence obtained up to the date of my auditor's report. However, future events or conditions may cause the Organization 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.

I 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 I identify during my audit.

St. John's, Newfoundland and Labrador
November 19, 2021



CHARTERED PROFESSIONAL ACCOUNTANT

THE NEWFOUNDLAND & LABRADOR CHIROPRACTIC BOARD

Statement of Financial Position

December 31, 2020

	2020	2019
ASSETS		
CURRENT		
Cash	\$ 65,842	\$ 111,124
Term deposits	318,117	318,088
Accounts receivable	11,850	-
Interest receivable	4,765	190
Prepaid expenses	515	674
	<u>\$ 401,089</u>	<u>\$ 430,076</u>
LIABILITIES AND NET ASSETS		
CURRENT		
Accounts payable	\$ 15,680	\$ 3,105
Due to NLCA	10,000	-
	<u>25,680</u>	<u>3,105</u>
NET ASSETS		
General fund	<u>375,409</u>	<u>426,971</u>
	<u>\$ 401,089</u>	<u>\$ 430,076</u>

ON BEHALF OF THE BOARD

Director

Director

The notes are an integral part of these financial statements

THE NEWFOUNDLAND & LABRADOR CHIROPRACTIC BOARD

Statement of Revenues and Expenditures

Year Ended December 31, 2020

	2020	2019
REVENUES		
Membership fees	\$ 50,070	\$ 50,760
Interest income	4,633	826
Professional chiropractic corporation fees	3,750	3,750
Application fees	-	300
Registration fees	-	500
	<u>58,453</u>	<u>56,136</u>
EXPENSES		
Memorial Research Funding	50,000	-
NLCA - Registrar fee and office rent	30,000	30,000
Covid-19 supplies (transfer to NLCA)	15,000	-
Professional fees	8,843	3,220
Memberships	2,583	633
Insurance	1,395	1,090
Travel, conferences and meetings	1,284	15,839
Interest and bank charges	760	840
Office	150	129
Canadian Memorial Chiropractic College(CMCC)- Training	-	7,500
	<u>110,015</u>	<u>59,251</u>
DEFICIENCY OF REVENUES OVER EXPENSES	<u>\$ (51,562)</u>	<u>\$ (3,115)</u>

THE NEWFOUNDLAND & LABRADOR CHIROPRACTIC BOARD

Statement of Changes in Net Assets

Year Ended December 31, 2020

	2020	2019
NET ASSETS - BEGINNING OF YEAR	\$ 426,971	\$ 430,086
Deficiency of revenues over expenses	<u>(51,562)</u>	<u>(3,115)</u>
NET ASSETS - END OF YEAR	<u>\$ 375,409</u>	<u>\$ 426,971</u>

THE NEWFOUNDLAND & LABRADOR CHIROPRACTIC BOARD

Statement of Cash Flow

Year Ended December 31, 2020

	2020	2019
OPERATING ACTIVITIES		
Deficiency of revenues over expenses	\$ (51,562)	\$ (3,115)
Changes in non-cash working capital:		
Accounts receivable	(11,850)	-
Interest receivable	(4,575)	2,787
Accounts payable	12,575	(2,952)
Prepaid expenses	159	(146)
	<u>(3,691)</u>	<u>(311)</u>
Cash flow used by operating activities	<u>(55,253)</u>	<u>(3,426)</u>
FINANCING ACTIVITY		
Advances from related parties	<u>10,000</u>	-
DECREASE IN CASH FLOW	(45,253)	(3,426)
Cash - beginning of year	<u>429,212</u>	<u>432,638</u>
CASH - END OF YEAR	\$ 383,959	\$ 429,212
CASH CONSISTS OF:		
Cash	\$ 65,842	\$ 111,124
Term deposits	<u>318,117</u>	<u>318,088</u>
	\$ 383,959	\$ 429,212

The notes are an integral part of these financial statements

THE NEWFOUNDLAND & LABRADOR CHIROPRACTIC BOARD

Notes to Financial Statements

Year Ended December 31, 2020

1. DESCRIPTION OF BUSINESS

The Newfoundland and Labrador Chiropractic Board (the "Board") was established as a corporation by the Chiropractors' Act which received Royal Assent on July 1, 1992. The board commenced operation on July 1, 1993.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

These financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations. Outlined below are those policies considered particularly significant for the Board.

Cash and cash equivalents

Cash is defined as cash on hand, cash on deposit and short-term deposits with maturity dates of less than 90 days, net of cheques issued and outstanding at the reporting date.

Financial instruments policy

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 amortized cost, and tested for impairment at each reporting date. Transaction costs on the acquisition, sale, or issue of financial instruments are expensed when incurred.

Revenue recognition

Membership fee revenue is recorded using the accrual method of accounting. Fees are recorded as income in the year to which they apply.

Measurement uncertainty

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organization requires management to make estimates and assumptions that affect the reported amount of assets and liabilities, disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the period.

Contributed services

Volunteers contribute a significant number of hours each year to assist the organization in carrying out its governance and service delivery activities. The fair value of donated services cannot be reasonably determined and are therefore not reflected in these financial statements.

Income tax

The Board is a not-for-profit organization and is not subject to corporate income tax.

3. RELATED PARTY TRANSACTIONS

Revenue from membership fees includes \$5,760 (2019 - \$5,760) collected from members of the organization who also serve as members of the Board of Directors. These transactions are in the normal course of operations and are measured at the exchange amount, which is the amount established and agreed to by the related parties.

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Notes to Financial Statements

Year Ended December 31, 2020

4. COMMITMENTS

As at December 31, 2020, the Board had commitments of \$500 per month for rental of premises and \$2,000 per month for registrar services.

5. FINANCIAL INSTRUMENTS

The Board's main financial instrument risk exposure is detailed as follows.

Credit Risk

Credit risk arises from the potential that a counter party will fail to perform its obligations. The Board is exposed to credit risk from its members. An allowance for doubtful accounts is established based upon factors surrounding the credit risk of specific accounts, historical trends and other information. Given the nature of the Board's activities, the Board does not have material exposure to credit risk.

Fair Value

The Board's carrying value of cash and cash equivalents, accounts receivable, and accounts payable approximates its fair value due to the immediate or short term maturity of these instruments.

Liquidity Risk

The Board's liquidity risk represents the risk that the organization could encounter difficulty in meeting obligations associated with its financial liabilities. The Board is therefore exposed to liquidity risk with respect to its accounts payable and accrued liabilities. The Board manages liquidity risk by monitoring its cash flows and ensuring that it has sufficient cash available to meet its obligations and liabilities.
