

2021-22 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 and a registrar as appointed by the board. In 2021 there were no changes to the composition of the board due to the re-election of Dr. Chris Prior, Dr. Doug White and Dr. Laura Park. This resulted in the board being constituted as follows as of December 31, 2021

Dr. Chris Prior, DC- Chair

Dr. Douglas White, DC- Secretary-Treasurer

Dr. Laura Park, DC- Member

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

There have been no additional changes to the composition of the board in 2022 and with no expiring terms in 2022, an election will not be required. The NLCB continues to seek the addition of 2 public appointments to fill the current public member vacancies.

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 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 2021 the Registrar fielded no new allegations and resolved one complaint satisfactorily by way of Alternative Dispute resolution. One complaint remained active from a previous allegation during 2021 and was heard in 2022 by an adjudication tribunal at which the Board and the respondent submitted an agreed statement

of facts as well as an admission by the respondent to the charges outlined in the agreed statement. As a result, the respondent was reprimanded which included an order to pay costs to the board in the amount of \$20,000. This amount is reflected in the NLCB financials as “other income”.

Activities of the Board

I am pleased to report that leading up to and during 2022 the board has been working on a number of important initiatives. These include:

Federation of Canadian Chiropractic (FCC)

During 2021 and 2022, the NLCB Registrar chaired the National Code of Ethics working group under the regulatory council of the FCC. This group was tasked with reviewing the Code of Ethics of each provincial jurisdiction in Canada, the Code of Ethics of the Canadian Chiropractic Association, as well as the Code of Ethics of other national professional organizations.

As a result, the reference document “Guiding Principles of Ethics for Canadian Chiropractors” was developed and presented to the FCC board for adoption. It is anticipated that this document will be adopted at the April 2023 FCC AGM.

In addition, the NLCB registrar is currently chairing the FCC Cultural Safety Working Group which has been tasked with exploring issues surrounding the profession of chiropractic and indigenous cultural safety. To date the group has conducted a survey of provincial chiropractic regulators and is in the process of engaging chiropractic leaders who identify as indigenous to better inform next steps. In 2022 and beyond, the NLCB remains committed to participation in national forums of regulators to discuss issues of importance to chiropractic regulation in Canada.

Policies

Since the last NLCB AGM, members of the board have expended considerable effort in order to identify gaps in current policies and guidelines in order to inform the revision of current policies as well as the development of new policies and guidelines to address policy gaps that may exist. As a result, the Board has developed the following policies:

NLCB Policy on Sexual Impropriety-SI01- A Policy Regarding the Requirements of Doctors of Chiropractic to Maintain Appropriate Professional Boundaries with Respect to Patients

NLCB Policy on Treatment of Family Members-TFM-01- A Policy Regarding the Requirements of Doctors of Chiropractic with Respect to the Treatment of Family Members

These policies have an effective date of December 3, 2022 and can be found at <https://nlcb.ca/standards-and-legislations/policies-and-guidelines/>.

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, 2021 the register of the NLCB consisted of 71 licensed chiropractors. As of December 3, 2022 the NLCB register consists of 75 licensed members. This is the result of the addition of 4 new members during 2022. The NLCB corporate register consisted of 23 PCC's as of December 31st, 2021.

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 2021 audited financial statements. As outlined in the 2022 NLCB treasurers report, 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, 2021

THE NEWFOUNDLAND & LABRADOR CHIROPRACTIC BOARD

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Year Ended December 31, 2021

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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 Board), which comprise the statement of financial position as at December 31, 2021, and the statements of revenues and expenses, changes in net assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In my opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Board as at December 31, 2021, and the results of its operations and cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations (ASNPO).

Basis for Opinion

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 Board in accordance with 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 these 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 ASNPO, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Board'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 Board or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Board'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:

(continues)

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

- 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 Board'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 Board'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 Board 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 22, 2022



CHARTERED PROFESSIONAL ACCOUNTANT

THE NEWFOUNDLAND & LABRADOR CHIROPRACTIC BOARD
Statement of Financial Position
December 31, 2021

	2021	2020
ASSETS		
CURRENT		
Cash	\$ 43,522	\$ 65,842
Term deposits	224,820	217,884
Accounts receivable	20,720	11,850
Interest receivable	-	4,765
Prepaid expenses	515	515
	289,577	300,856
LONG TERM INVESTMENTS	100,399	100,232
	\$ 389,976	\$ 401,088
LIABILITIES AND NET ASSETS		
CURRENT		
Accounts payable and accrued liabilities	\$ 16,059	\$ 15,679
Due to NLCA	-	10,000
	16,059	25,679
NET ASSETS	373,917	375,409
	\$ 389,976	\$ 401,088

COMMITMENTS (Note 4)

ON BEHALF OF THE BOARD

_____ Director

_____ Director

THE NEWFOUNDLAND & LABRADOR CHIROPRACTIC BOARD

Statement of Revenues and Expenses

Year Ended December 31, 2021

	2021	2020
REVENUES		
Membership fees	\$ 50,805	\$ 50,070
Other income	20,000	-
Professional Chiropractic Corporation fees	3,450	3,750
Interest income	2,337	4,633
Registration fees	1,250	-
Application fees	600	-
	<u>78,442</u>	<u>58,453</u>
EXPENSES		
NLCA - Registrar fees and office rental	49,000	30,000
Professional fees	24,751	8,843
Memberships	2,583	2,583
Travel, conferences and meetings	1,496	1,284
Insurance	1,236	1,395
Interest and bank charges	838	760
Office	30	150
COVID-19 related supplies and expenses (transfer to NLCA)	-	15,000
Memorial Research Funding	-	50,000
	<u>79,934</u>	<u>110,015</u>
DEFICIENCY OF REVENUES OVER EXPENSES	\$ (1,492)	\$ (51,562)

The notes are an integral part of these financial statements

THE NEWFOUNDLAND & LABRADOR CHIROPRACTIC BOARD

Statement of Changes in Net Assets

Year Ended December 31, 2021

	2021	2020
NET ASSETS - BEGINNING OF YEAR	\$ 375,409	\$ 426,971
DEFICIENCY OF REVENUES OVER EXPENSES	<u>(1,492)</u>	<u>(51,562)</u>
NET ASSETS - END OF YEAR	<u>\$ 373,917</u>	<u>\$ 375,409</u>

THE NEWFOUNDLAND & LABRADOR CHIROPRACTIC BOARD

Statement of Cash Flows

Year Ended December 31, 2021

	2021	2020
OPERATING ACTIVITIES		
Deficiency of revenues over expenses	\$ (1,492)	\$ (51,562)
Changes in non-cash working capital:		
Accounts receivable	(8,870)	(11,850)
Interest receivable	4,765	(4,575)
Accounts payable and accrued liabilities	380	12,574
Prepaid expenses	-	159
	<u>(3,725)</u>	<u>(3,692)</u>
Cash flow used by operating activities	<u>(5,217)</u>	<u>(55,254)</u>
INVESTING ACTIVITY		
Change in long term Investments	<u>(167)</u>	104,797
FINANCING ACTIVITY		
Advances from (to) NLCA	<u>(10,000)</u>	10,000
INCREASE (DECREASE) IN CASH FLOW	(15,384)	59,543
Cash - beginning of year	<u>283,726</u>	224,183
CASH - END OF YEAR	\$ 268,342	\$ 283,726
CASH CONSISTS OF:		
Cash	\$ 43,522	\$ 65,842
Term deposits	<u>224,820</u>	<u>217,884</u>
	\$ 268,342	\$ 283,726

The notes are an integral part of these financial statements

THE NEWFOUNDLAND & LABRADOR CHIROPRACTIC BOARD

Notes to Financial Statements

Year Ended December 31, 2021

1. DESCRIPTION OF BUSINESS

The Newfoundland and Labrador Chiropractic Board (the Board) was established as a corporation by the Chiropractors Act and continued as a corporation without share capital under the Chiropractors Act, 2009. The Board commenced operation on July 1, 1993 and operates as the regulatory body which licenses chiropractors in Newfoundland and Labrador and sets standards of practice to protect the public.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements were prepared in accordance with Canadian accounting standards for not-for-profit organizations (ASNPO) and, in management's opinion, with consideration of materiality and within the framework of the following accounting policies:

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

The Board follows the deferral method of accounting for contributions. Restricted contributions are recognized as revenue of the appropriate fund in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue of the operating fund in the year received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

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 Board 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.

THE NEWFOUNDLAND & LABRADOR CHIROPRACTIC BOARD

Notes to Financial Statements

Year Ended December 31, 2021

3. RELATED PARTY TRANSACTIONS

Revenue from membership fees includes \$5,490 (2020 - \$5,760) collected from members of the Board 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.

4. COMMITMENTS

As at December 31, 2021, the Board had contractual commitments \$49,000 per year for Registrar fees and office rental.

5. FINANCIAL INSTRUMENTS

The Board is exposed to various risks through its financial instruments and has a comprehensive risk management framework to monitor, evaluate and manage these risks. The following analysis provides information about the Board's risk exposure and concentration as of December 31, 2021.

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. Given the nature of the Board's activities, the Board does not have material exposure to credit risk.

Liquidity risk

Liquidity risk is the risk that an entity will encounter difficulty in meeting obligations associated with financial liabilities. The Board is exposed to this risk mainly in respect of its receipt of funds from its customers and other related sources and accounts payable and accrued liabilities.

Interest rate risk

Interest rate risk is the risk that the value of a financial instrument might be adversely affected by a change in the interest rates. In seeking to minimize the risks from interest rate fluctuations, the Board manages exposure through its normal operating and financing activities. The Board is exposed to interest rate risk primarily through its market-linked guaranteed investment certificate.

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

6. COMPARATIVE FIGURES

Some of the comparative figures have been reclassified to conform to the current year's presentation.
