

Newfoundland and Labrador Chiropractic Board

2018 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 a registrar as appointed by the board. In 2017 changes to the composition of the board occurred as a result of the resignation of public member Dr. Beaton Walsh, the expiration of the term of Dr. Samuel Rouse, and the election of Dr. Keith Cassell . At present there remain 2 vacant public positions as the board awaits the appointment of new public members. The current members of the NLCB are therefore as follows.

Dr. Chris Prior, DC- Chair

Dr. Douglas White, DC- Treasurer

Dr. Janice Grace, DC- Secretary

Dr. Janice Manning, DC- Member

Dr. Keith Cassell, DC- Member

Dr. Laura Park, 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 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

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at their level, the complaint may be referred to the complaints authorization committee. In 2018 the Registrar fielded no new complaints.

One existing allegation that had been received in 2017 regarding the purchase and sale of a previously registered chiropractic clinic was reviewed by the complaints authorization committee. Following the provision of further information regarding the matter it was determined that no breach of the legislation had occurred and the matter was discharged without further action.

Meetings of the Board

In 2018 the Members of the NLCB met on January 27, April 14, and November 24th, 2018. As a result the following initiatives were discussed and or implemented.

Choosing Wisely Canada

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 2018 The NLCB committed to supporting the research project “ De-implementing low value care: a research program of the Choosing Wisely Canada Implementation Research Network”. Financial support for this project in the amount of \$50,000 has been committed and will be disbursed in 2019 in order to allow a Masters or PhD candidate to complete research and associated work that will inform and further the progress of the aforementioned project.

Federation of Canadian Chiropractic

In October 2018, representatives from the NLCB attended a national forum of regulators in Toronto to discuss issues of importance to chiropractic regulation in Canada including scope of practice, advertising regulations, and the regulatory complaints climate in each individual province. While the NLCB was pleased to report positively on the state of chiropractic regulation in NL, it was clear that challenges are being faced in other jurisdictions. As a result the NLCB has committed to engaging in further discussions with other provincial chiropractic regulators to identify best practice solutions that may assist other jurisdictions to enhance their ability to regulate the practice of chiropractic effectively in the best interest of the public.

Entry to Practice

The NLCB continues to receive periodic inquiries 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 who have previously practiced in regulated jurisdictions outside of Canada for a duration of greater than 2 years. In addition, the members of the NLCB passed policy TL-01 at the November 24, 2018 meeting to allow for a more streamlined application process for those applicants who already hold a valid license to

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practice chiropractic in another Canadian jurisdiction and who intend to practice in a locum capacity for a duration of less than 30 days. This policy significantly reduces the financial burden on applicants by establishing a single application and licensure fee for temporary practice of less than 30 days duration. Since the implementation of this policy, the NLCB has processed 2 applications under the direction of this policy and it has been well received by registrants as reducing barriers to filling an identified need to attract locum practitioners to the province.

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 are also engaged in the process of updating bylaws to coincide with the expected regulatory updates.

Membership

As of December 31, 2018 the register of the NLCB consisted of 70 licensed chiropractors . This is the result of the addition of 3 new practitioners, the non renewal of 1 practitioner due to moving out of the country, and the non renewal of 1 retired license. The NLCB corporate register consists of 26 PCC's as of December 31st, 2018.

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 2018 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, 2018

THE NEWFOUNDLAND & LABRADOR CHIROPRACTIC BOARD

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Year Ended December 31, 2018

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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, 2018, 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, 2018, 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.

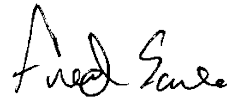
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Independent Auditor's Report to the Members of The Newfoundland & Labrador Chiropractic Board
(continued)

- 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
October 4, 2019



CHARTERED PROFESSIONAL ACCOUNTANT

THE NEWFOUNDLAND & LABRADOR CHIROPRACTIC BOARD

Statement of Financial Position

December 31, 2018

	2018	2017
ASSETS		
CURRENT		
Cash	\$ 219,579	\$ 113,183
Term deposits	213,059	312,930
Interest receivable	2,977	2,340
Prepaid expenses	528	515
	<u>\$ 436,143</u>	<u>\$ 428,968</u>
LIABILITIES AND NET ASSETS		
CURRENT		
Accounts payable	\$ 6,056	\$ 26,798
NET ASSETS		
General fund	<u>430,087</u>	<u>402,170</u>
LIABILITIES AND NET ASSETS	<u>\$ 436,143</u>	<u>\$ 428,968</u>

ON BEHALF OF THE BOARD

_____ Director

_____ Director

THE NEWFOUNDLAND & LABRADOR CHIROPRACTIC BOARD

Statement of Revenues and Expenditures

Year Ended December 31, 2018

	2018	2017
REVENUES		
Membership fees	\$ 63,075	\$ 61,200
PCC fees	3,150	3,000
Interest income	2,181	2,575
Registration fees	1,000	250
Application fees	600	150
CFED/CCEB	293	737
	<u>70,299</u>	<u>67,912</u>
EXPENSES		
NLCA - Registrar fee and office rent	30,000	30,000
Professional fees	4,822	4,009
Travel, conferences and meetings	3,506	1,225
AGM expenses	1,685	3,834
Insurance	1,254	1,169
Interest and bank charges	1,115	743
Memberships	-	3,400
	<u>42,382</u>	<u>44,380</u>
EXCESS OF REVENUES OVER EXPENSES	<u>\$ 27,917</u>	<u>\$ 23,532</u>

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Statement of Changes in Net Assets

Year Ended December 31, 2018

	2018	2017
NET ASSETS - BEGINNING OF YEAR	\$ 402,169	\$ 378,638
Excess of revenues over expenses	<u>27,917</u>	<u>23,532</u>
NET ASSETS - END OF YEAR	<u>\$ 430,086</u>	<u>\$ 402,170</u>

THE NEWFOUNDLAND & LABRADOR CHIROPRACTIC BOARD

Statement of Cash Flow

Year Ended December 31, 2018

	2018	2017
OPERATING ACTIVITIES		
Excess of revenues over expenses	\$ 27,917	\$ 23,532
Changes in non-cash working capital:		
Interest receivable	(637)	(2,286)
Accounts payable	(20,742)	23,525
Prepaid expenses	(13)	(67)
	<u>(21,392)</u>	<u>21,172</u>
INCREASE IN CASH FLOW	6,525	44,704
Cash - beginning of year	<u>426,113</u>	<u>381,409</u>
CASH - END OF YEAR	\$ 432,638	\$ 426,113
CASH CONSISTS OF:		
Cash	\$ 219,579	\$ 113,183
Term deposits	<u>213,059</u>	<u>312,930</u>
	<u>\$ 432,638</u>	<u>\$ 426,113</u>

The notes are an integral part of these financial statements

THE NEWFOUNDLAND & LABRADOR CHIROPRACTIC BOARD

Notes to Financial Statements

Year Ended December 31, 2018

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 \$6,300 (2017 - \$6,300) 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.

THE NEWFOUNDLAND & LABRADOR CHIROPRACTIC BOARD

Notes to Financial Statements

Year Ended December 31, 2018

4. COMMITMENTS

As at December 31, 2018, 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.
