

2019/2020 Annual Report

SPTRB serves the public interest by ensuring Registered Teachers meet professional standards for certification, conduct and competence.



SPTRB

*Saskatchewan Professional
Teachers Regulatory Board*

Land Acknowledgement

We acknowledge that we are on Treaty 4 Territory and that our work occurs on Treaty 2, 4, 5, 6, 8 and 10 Territory and the Homeland of the Métis.

We are dedicated to ensuring that the spirit of Reconciliation and these Treaties are honored and respected.

We pay our respect to First Nations and Métis ancestors and reaffirm our relationship with one another.



Letter to the Minister

November 20, 2020

Honourable Dustin Duncan
Minister of Education
Room 361, Legislative Building
2405 Legislative Drive
REGINA SK S4S 0B3

To the Honourable Minister Duncan:

The Saskatchewan Professional Teachers Regulatory Board (SPTRB) is pleased to share, in accordance with *The Registered Teachers Act*, its 2020 Annual Report.

The report is an account of the SPTRB's activities for the fiscal year September 1, 2019, through August 31, 2020 and includes audited financial statements for the period.

Respectfully Submitted,



Robin Bellamy
Chair
Saskatchewan Professional
Teachers Regulatory Board



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“ The Board continues to be proud of the more than 17,000 Registered Teachers in Saskatchewan. They continue to have an ever-changing role to support the thousands of children who attend classes both in the schools as well as online. ”

- Robin Bellamy

Chairperson's Message

It continues to be a privilege to serve as the Saskatchewan Professional Teachers Regulatory Board (SPTRB) Chair over the past year. All nine members of the Board of Directors have Bachelor of Education degrees, most are still working within the Saskatchewan school system. The COVID-19 pandemic has certainly created obstacles throughout the teaching profession including the work of the SPTRB. Though this has caused making changes in how we as a Board can operate, the Board and the committees continue to meet through video chat on a regular basis.

The SPTRB welcomed its newest member, Bruce Gibson to the Board earlier this year as a Public Member.

Bruce Gibson was born, raised and educated in Saskatchewan. He holds bachelor's degrees in Arts and Science, Education and Law. Bruce has extensive experience in regulatory law having represented the Crown in over 50 inquests and public inquiries. Bruce was recognized at the National Departmental Awards for his outstanding career by the Deputy Minister of Justice and Deputy Attorney General of Canada.

The Board continues to be proud of the more than 17,000 Registered Teachers in Saskatchewan. They continue to have an ever-changing role to support the thousands of children who attend classes both in the schools as well as online. We have been pleased with the work of the SPTRB staff to make certain that all teachers who are supporting students through online classrooms are also registered and updated accordingly.

Each year our Board continues to see fewer public complaints and we recognize that this is largely due to the professionalism that our teachers show and the close relationship created between parents/guardians and their children's teachers.

The SPTRB looks forward to more opportunities to improve on the ties between our teachers and the public. We continue to appreciate the support of the other education sector organizations as we move forward.

Robin Bellamy
Chair, SPTRB Board of Directors



Registrar & Chief Operating Officer's Message

This, my fifth report for the SPTRB, is for the fiscal year September 1, 2019 to August 31, 2020.

Throughout the first half of this fiscal year, the management team worked to improve the SPTRB's technology infrastructure by moving our client management system/database to a locally managed cloud-based environment and exchanging our local file server for a virtual server. Just prior to the provincial shut-down, SPTRB staff had their workstations converted to virtual desktop environments, permitting them to work from pretty much anywhere with internet service. These technology enhancements were part of our work plan for the year as we maximized our computer hardware life cycle and, more importantly mitigated risk associated with loss of technology infrastructure due, perhaps, to a fire or natural disaster . . . needless to say, a global pandemic was not on our radar.



Consequently, I am both pleased and relieved to be able to report that SPTRB operations have been relatively unscathed by COVID-19. This is primarily due to the can-do attitude and effort of the SPTRB staff!

SPTRB staff began working (mostly) from home on March 19, 2020 and fully returned to the SPTRB offices on August 17th. In spite of the adversity presented by having to establish a home workspace and the uncertainty of what impact the pandemic would have, our staff persevered. They learned to work in a new virtual desktop environment and how to use Microsoft Teams to communicate and collaborate. Their adaptability and dedication made it possible for the work of the SPTRB to carry on.

During the year staff digitized over one thousand teacher's files. This involved scanning thousands of individual documents and pairing more than 3500 digital files to their corresponding registrant's profile. Teacher certification also continued without missing a beat while staff worked remotely; 468 teacher's certificates were issued during that period. Throughout the spring and summer staff also supported the annual registration of more than 17,500 Registered Teachers.

This past year saw the SPTRB take another important step towards its independence when it implemented annual registration fees as its primary source of revenue. Prior to this, the SPTRB received its funding in the form of a grant from the provincial government. The move to registration fees allows the SPTRB to operate at arm's length from government and provides the SPTRB's Board of Directors with the autonomy to determine a fee structure that ensures the SPTRB will have the resources necessary to carry out its mandate.

It continues to be my privilege to serve and protect the public of Saskatchewan by administering the standards for certification, conduct and competence of teachers in this great province.



Trevor Smith
Registrar & COO

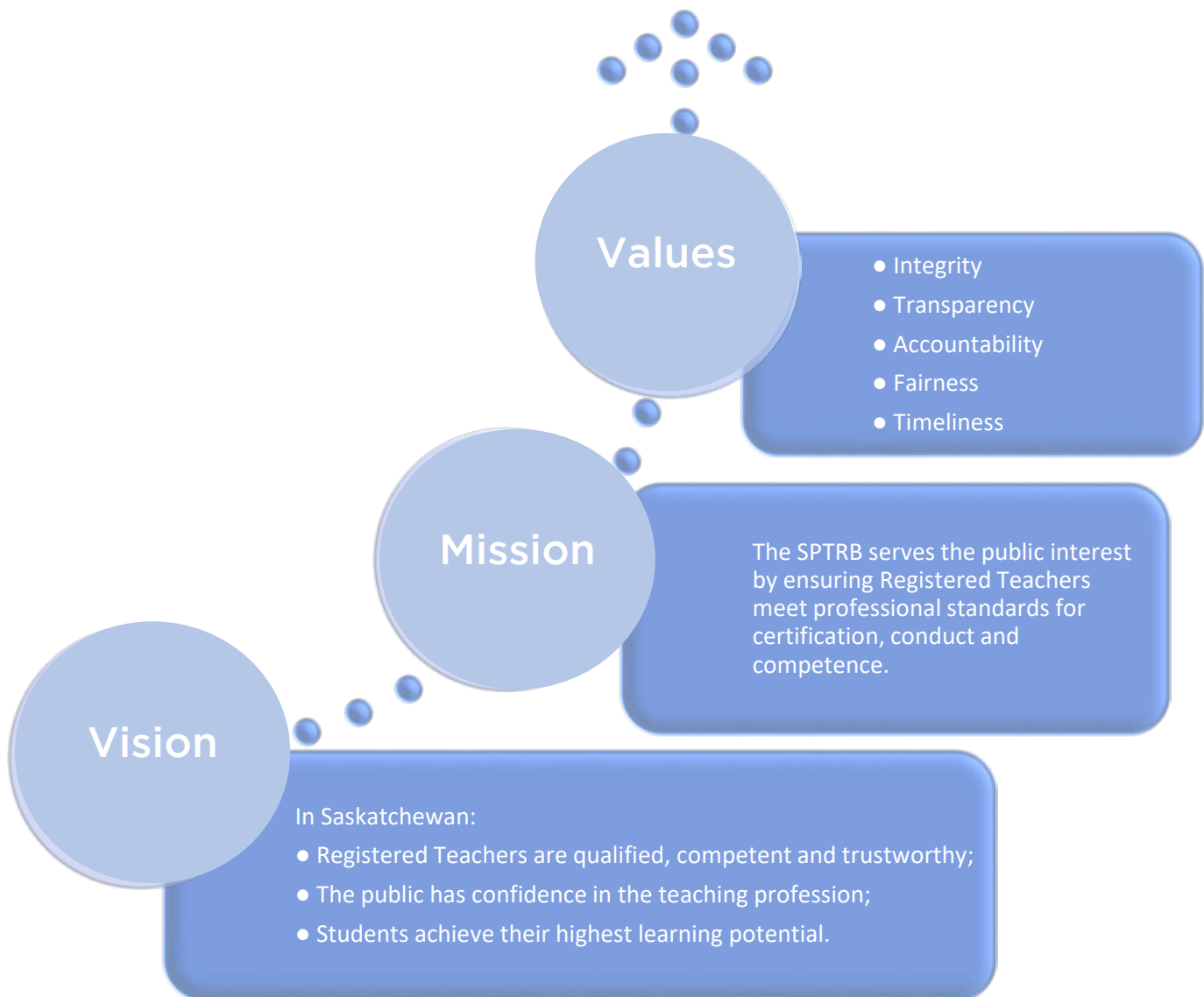
Who We Are

The Saskatchewan Professional Teachers Regulatory Board is the professional regulator for teachers in Saskatchewan.

We serve the public and the public interest by ensuring Registered Teachers in Saskatchewan:

- meet requirements for certification for entry into the teaching profession; and
- meet standards of conduct and competence.

In practice, the SPTRB receives and reviews applications for certification to teach in Saskatchewan, registers teachers annually, and administers the complaint management process related to professional conduct and competency.



Our Services

The services provided by the SPTRB revolve around our core activities of certification, registration, and complaint management.

Certification

Being issued a Saskatchewan teacher’s certificate verifies that an individual has met the academic requirements for being a teacher in Saskatchewan. To this end, the SPTRB receives applications for, evaluates and issues:

- Teacher Certificates
- Temporary Teaching Permits
- Additional Qualification Certificates
- Statements of Professional Standing
- Replacement Certificates



Annual Registration

The annual registration process allows teachers to declare their continuing commitment to the teaching profession by maintaining the standards of the profession and keeping public confidence strong. The resulting Public Registry informs the public about which teachers are certified and registered to teach in Saskatchewan.

Services related to annual registration include approval of registration renewal applications and the maintenance of the SPTRB Public Registry.

Complaint Management

Complaint management, including concern/complaint intake and coordination of the investigation process, provides accountability and transparency as it relates to the conduct and competence of teachers.



COVID-19 Response

Temporary Changes

The most notable adjustment that the SPTRB made was with criminal record checks (CRC) and vulnerable sector searches (VSS) for new certifications. In light of law enforcement locations being closed to the public, CRC/VSS were not readily available. In response we temporarily adjusted the validity timeline of CRCs from 3 months to 6 months. This measure allowed spring graduates to utilize CRC/VSS which were previously obtained for their internships towards their certification applications. The impact was minimal as most applicants had already submitted current CRCs prior to the COVID-19 restrictions. Return to regular timelines occurred on June 1st with CRC availability difficulties being handled on a case by case basis.

2020-2021 Contingencies

In planning for the 2020-2021 year and anticipating potential changes due to COVID-19, the SPTRB worked with sector partners to ensure certification requirements can accommodate various contingencies for the school year. This has primarily included our Teacher Education and Certification Committee (TECC) which includes a large number of our sector partners. TECC met numerous times and made two important decisions in support of teacher candidates during these exceptional times.



1. Courses that are delivered remotely during the period of May 2020 to April 2021 shall not be considered online courses for the purpose of the criteria that limits the number of online credits which can be recognized for certification purposes to 18; and
2. For the 2020-2021 academic year, teacher candidates who are placed with a supervising teacher who is teaching remotely as a result of conditions in place due to COVID-19, are considered to have met the practicum requirements for certification upon successful completion of the expectations of that practicum.

These decisions will position Saskatchewan teacher certification for the 2020-2021 year and provide flexibility for educational partners and teacher candidates in these uncertain times.

We would like to thank our partners for being so generous with their time in making these decisions in such a timely fashion.



Governance

Board of Directors as of August 31, 2020

The SPTRB is governed by a nine-person Board of Directors:

- Seven Registered Teachers:
 - three appointed by the Saskatchewan Teachers' Federation;
 - three appointed by the Minister of Education; and
 - one appointed by the League of Educational Administrators, Directors and Superintendents of Saskatchewan.
- Two public members appointed by the Lieutenant Governor in Council.



Robin Bellamy
Public Member
Saskatoon



Linda Blaser-Fiddler
Registered Teacher
Carry the Kettle First Nation



Ryan Boughen
Registered Teacher
Prairie South School Division



Wanda Clare
Registered Teacher
Carry the Kettle First Nation



Christopher Garner
Registered Teacher
Chinook School Division



Bruce Gibson
Public Member
Saskatoon



Murray Guest
Registered Teacher
Saskatoon Public School Division



Markus Rubrecht
Registered Teacher
Regina Catholic School Division



Jill Tressel
Registered Teacher
Prairie South School Division



2016–2021 Strategic Priorities

Comprehensive Communications

The SPTRB communicates with registrants and stakeholders to provide clear and timely information. These communications take various forms including but not limited to: presentations at stakeholder events such as the University of Regina’s Education Students Career Fair, the University of Saskatchewan’s Student Union’s Next Steps Conference, Regina Teachers’ Convention and League of Educational Administrators, Directors and Superintendents’ New Member Orientation. We communicate directly with registrants via email throughout the year to provide them with information concerning topics such as annual registration and changes to bylaws. Our website continues to be our primary source of information with more than 61,000 unique visitors this past year.

Stakeholder Relationship Building

This year, the SPTRB continued to foster relationships with Saskatchewan’s other education stakeholder organizations by meeting and dialoguing with senior leaders and executive members of: Saskatchewan Teachers’ Federation, League of Educational Administrators, Directors and Superintendents, Faculty of Education – University of Regina, College of Education – University of Saskatchewan, Saskatchewan School Boards Association, File Hills Qu’Appelle Tribal Council Principals’ Group, Prince Albert Grand Council, Treaty Four Education Alliance and the Ministries of Education and Immigration and Career Training.

Board and Committee Effectiveness

A significant portion of the Board of Directors’ work occurs by committee. Examples of the Board’s committee work conducted this year are: the Human Resources Committee conducted a 360 degree feedback review of the Chief Operating Officer; the Teacher Education and Certification Committee held two emergent meetings to address the impact that the pandemic would have on teacher candidates; and the Appointments Committee struck a Professional Conduct Committee and appointed new members to the Professional Conduct Committee and Discipline Committee panels.

The Board of Directors also struck a new committee this year – the Strategic Planning Committee. This committee will be responsible for oversight of the development of the SPTRB’s five-year plan that will begin in the fall of 2021.

Administration of *The Registered Teachers Act*

SPTRB staff actualized *The Registered Teachers Act* by facilitating: the registration of 18,502 teachers; the certification of 957 teachers; and the Professional Conduct Committee which held 12 meetings where 26 complaints were received and nine investigations were initiated.



2016-2021 Strategic Priorities Continued

Efficient and Effective

Weekly management meetings are held to discuss emerging issues and ways to enhance efficiency and performance. Whole staff meetings are held every six weeks or more frequently if necessary. Staff members work collaboratively and meet as frequently as desired to address difficult certification assessments or to problem-solve issues impacting workflow.

The Management team reviews the SPTRB work plan each quarter and adjusts resourcing as required.

Due to the SPTRB's efficiencies, the Board of Directors were able to reduce the annual registration fee by \$10 for the upcoming year.

Staff were able to work from home and fulfill the SPTRB's core business by utilizing virtual desktop environments, our cloud-based client management system and Microsoft Office 365.

Promote Professional Learning

Last year, the Teacher Education and Certification Committee struck a working group to develop recommendations concerning the topics of continual professional learning and currency of practice. The pandemic waylaid the work of this committee, but it is anticipated that it will recommence its work before the end of 2020.

The SPTRB's Additional Qualification Certificate encourages professional learning by providing Registered Teachers with a credential that can lead to a salary reclassification. Additional Qualification Certificates may be earned in four different ways:

1. Completion of a Certificate Program designed by one of the Saskatchewan universities and which has been approved by the Teacher Education and Certification Committee.
2. Completion of a relevant Technical or Vocational Program through Saskatchewan Polytechnic or similar post-secondary institution.
3. Development, approval and completion of an Integrated Program in consultation with the SPTRB.
4. Completion of a relevant Journey person's Certificate.

Practice Strategic Risk Management

The SPTRB's strategic risk management practice involves the maintenance of a risk register. Actual and potential risks that may negatively impact both operation and strategic objectives are recorded in the risk register. Each quarter the risk register is updated, the likelihood and impact of each risk is reviewed, and mitigation strategies are adjusted accordingly.



Governance Committee

Mandate:

The SPTRB's Governance Committee is responsible for ensuring that the Board of Directors fulfils its responsibilities through effective governance of the SPTRB.

Members:

Robin Bellamy, Linda Blaser-Fiddler, Wanda Clare

Accomplishments:

The Governance Committee reviewed the Board Handbook and discussed the time commitment required to serve as a member of the SPTRB Board of Directors. It was agreed that time commitments be communicated to the appointing bodies so that recruited board members are fully aware of what they are volunteering for when seeking appointment to the Board.

The Governance Committee reviewed and discussed the Board's evaluation process.

The Governance Committee identified the First Nation education system and cultural sensitivity as learning priorities for the Board.



Human Resources Committee

Mandate:

The SPTRB Human Resources Committee is responsible for monitoring the implementation of the SPTRB salary schedule, advising and supporting the Board in the recruitment of the Chief Operating Officer (COO), coordinating a regular performance evaluation of the COO and advising on the SPTRB's Human Resource policies.

Members:

Ryan Boughen (Chair), Murray Guest, Jill Tressel

Accomplishments:

As part of the committee's mandate to coordinate regular performance evaluations of the Chief Operating Officer, the committee contracted Aldebaran Coaching and Consulting to conduct a 360-degree review. The parameters for the 360 were determined collaboratively by Aldebaran, the HR Committee and the COO, and aligned with the COO's job description. The review concluded:

It is apparent that there are many exceptional examples of positive leadership happening within the Saskatchewan Professional Teachers Regulatory Board. The writer was impressed by the sentiments shared by staff members regarding the highly important work of the SPTRB. Staff feel that their work impacts students, schools and school divisions and our provincial education system. All were very aware of the mandate and vision of the SPTRB. The positive comments from staff and other interviewees, as well as the data from the survey supports the leadership that Trevor has provided. The knowledge of his strengths that were brought forward in the interviews and the survey will carry him and the SPTRB far into the future.

Aldebaran Coaching and Consulting

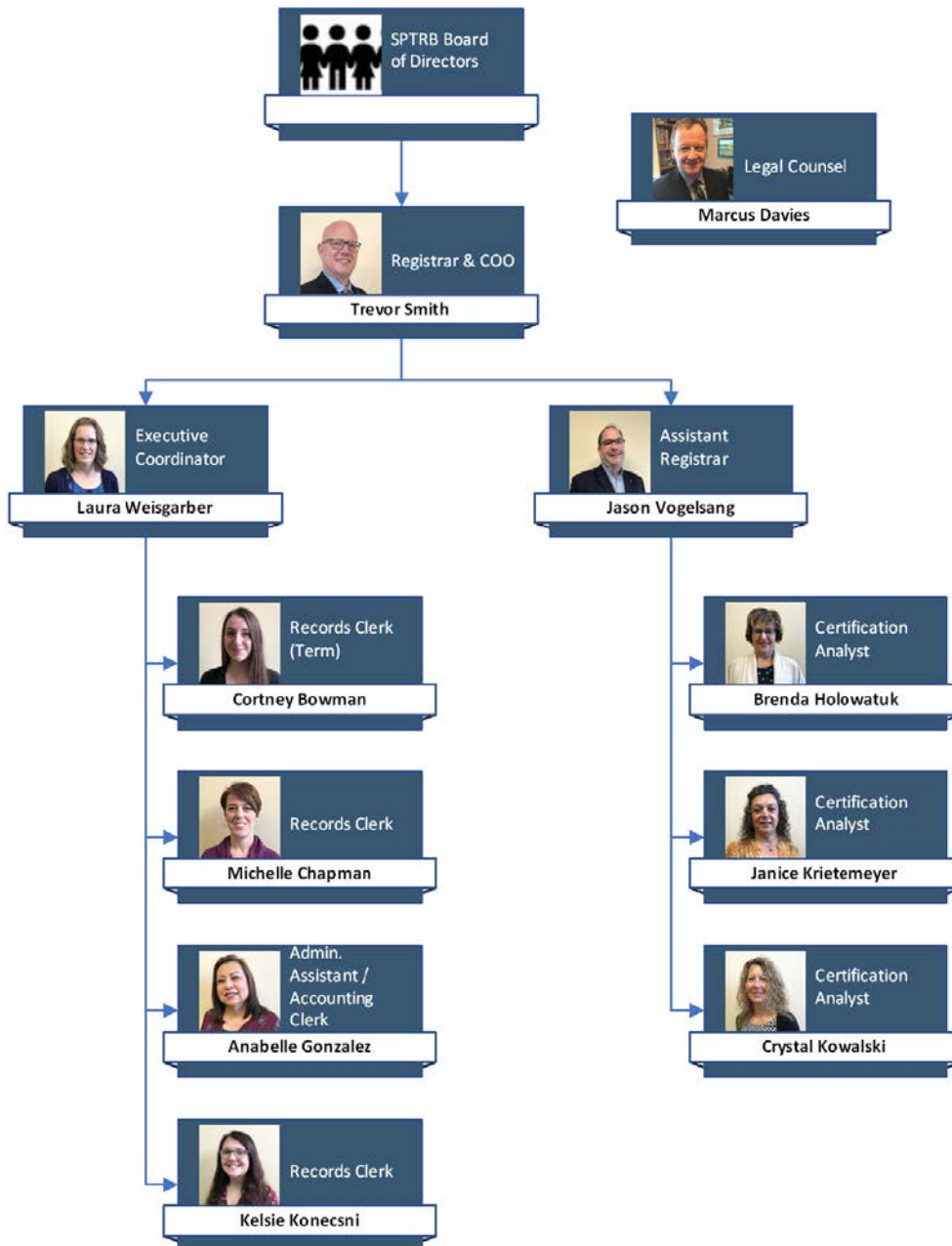
In addition, The HR committee worked with the Chief Operating Officer to review and renew his contract of employment.



SPTRB Staff

The SPTRB has nine full-time staff members and one contracted lawyer:

- Registrar & Chief Operating Officer
- Assistant Registrar
- Executive Coordinator
- Certification Analyst (three)
- Records Clerk (two)
- Administrative Assistant & Accounting Clerk

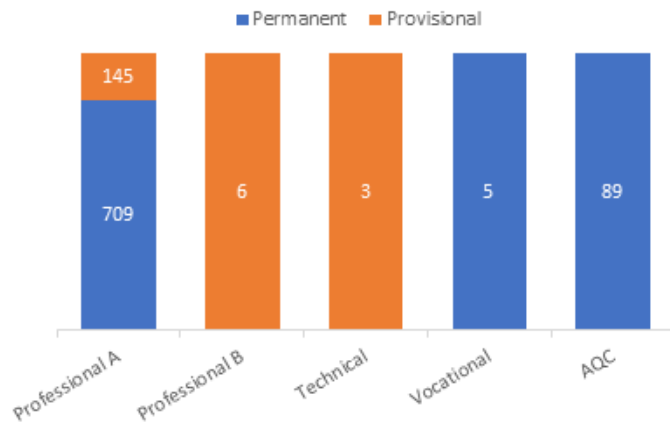


Certification & Registration

Certification

957 CERTIFICATES
ISSUED*

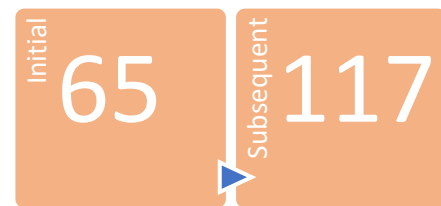
CERTIFICATES ISSUED BY TYPE



Certificates by Teacher Education Program Location

University of Regina:	291
University of Saskatchewan:	299
Canadian Provinces:	122
USA	35
Outside North America	86

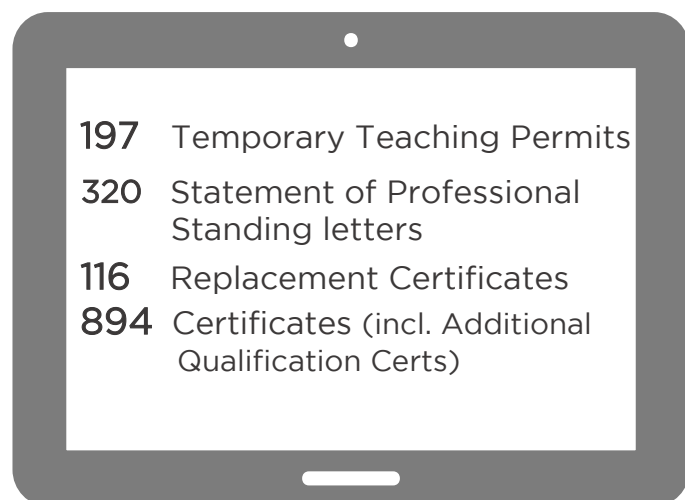
TEMPORARY TEACHING PERMITS ISSUED



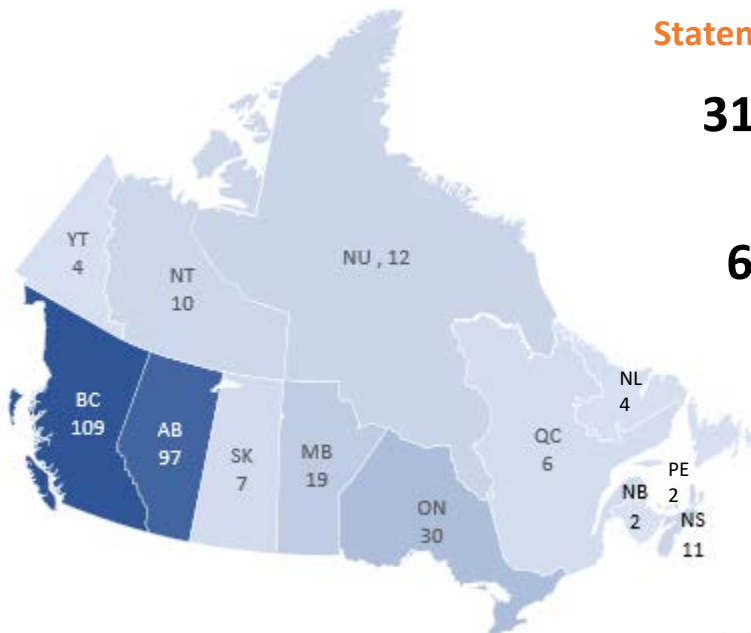
*Provisional and Permanent certificates issued in same year are counted twice.

Applications

1,527
APPLICATIONS
RECEIVED



Statistics continued



Statement of Professional Standing:

313 Statements of Professional Standing sent **within Canada**

6 Statements of Professional Standing sent **outside of Canada**
(United Kingdom, Cambodia, Switzerland, Ireland, New Zealand, United States)

Registration

18,502

REGISTERED TEACHERS



MALE: 4,705



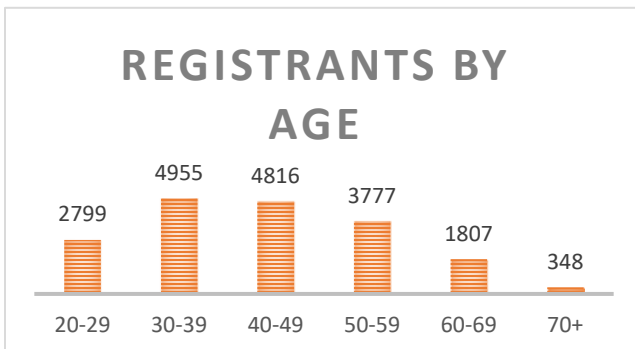
FEMALE: 13,794

NOT DISCLOSED: 1
 UNSPECIFIED: 2

NUMBER OF YEARS CERTIFICATE(S) HELD BY ACTIVE REGISTRANTS*

0-5	4,037
6-11	3,064
11-15	2,360
16-20	2,269
21-25	2,014
26-30	1,927
31-35	1,410
36-40	1,150
41+	1,200

*More than one type of certificate may be held at a time (i.e. Professional A and AQC)



Teacher Education and Certification Committee

Mandate:

The SPTRB's Teacher Education and Certification Committee (TECC) is responsible for setting the criteria for teacher education program approval, reviewing teacher education programs, and determining the qualifications, standards and procedures for the issuing of teacher's certificates. The TECC makes recommendations to the Board of Directors concerning matters related to teacher education and teacher certification.

Members:

The Teacher Education and Certification Committee is comprised of representatives appointed by Saskatchewan's education sector partner organizations.

Jill Tressel (Chair)
Angelina Weenie
Michael Relland
Laurie Gatzke
Gerry Craswell
Bob Simpson
Elizabeth Hutton
Twyla Salm
Dawn Wallin

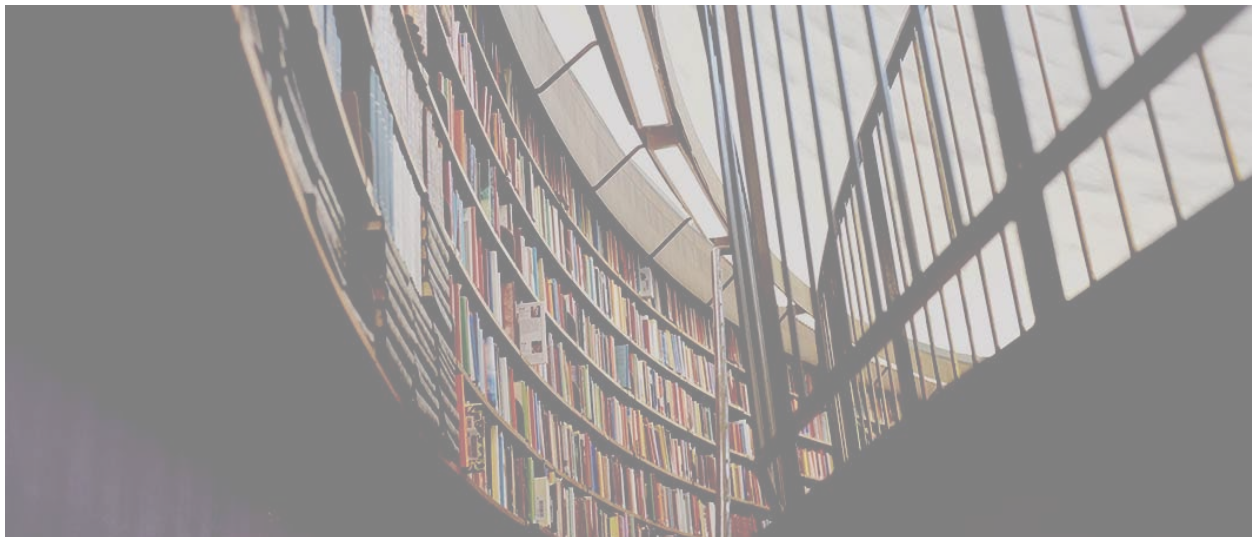
SPTRB Board of Directors
First Nations University of Canada
Gabriel Dumont Institute
LEADS
Ministry of Education
Saskatchewan School Boards Association
Saskatchewan Teachers' Federation
University of Regina
University of Saskatchewan

Meetings & Accomplishments:

The TECC met on October 3, 2019 and May 6 and 26, 2020.

Accomplishments include:

The TECC endorsed the University of Saskatchewan, College of Education's Early Childhood Education Certificate as an Additional Qualification Certificate - Certificate Program.



Teacher Education and Certification Committee continued.

The TECC held two emergent meetings to discuss the challenges faced by candidates for teacher certification in Saskatchewan due to the COVID-19 pandemic.

The two main areas of discussion were:

- o Distance education - change to the maximum amount of distance education coursework recognized for teacher certification purposes for graduates of Saskatchewan's teacher education programs (currently maximum of 18 credit hours);
- o Practicum - changes to the requirement for a teaching practicum to be completed in person.

At the May 6 meeting, the committee passed the following motion:

Courses that are delivered through a remote delivery mode during the period of May 2020 to April 2021 shall not be considered online courses for the purpose of the criteria that limits the number of online course credits to 18.

At the May 26 meeting, after in depth discussion and careful deliberation, the committee unanimously passed the following motion:

That for the 2020-2021 academic year, teacher candidates who are placed with a supervising teacher who is teaching remotely as a result of conditions in place due to the COVID-19, are considered to have met the practicum requirements for certification upon successful completion of the expectations of that practicum.

Certification Decision Review Committee

This committee is a subcommittee of the Teacher Education and Certification Committee (TECC).

Mandate:

The Certification Decision Review Committee hears and decides appeals of teacher certification decisions made by the Registrar on behalf of the SPTRB's Board of Directors.

Members:

Jill Tressel (Chair)

Gerry Craswell

Fay Humbert (until Jan, 2020)

Accomplishments:

The CDRC considered two requests to review a teacher certification decision and upheld the Registrar's decision in both cases.



Continuing Professional Learning and Currency of Practice (CPLCP) Working Group

Mandate:

The CPLCP working group is a sub-committee of the Teacher Education and Certification Committee (TECC) and is established for the purpose of making recommendations to the TECC which will in turn make recommendation to the Board of Directors pertaining to:

- continuing education for Registered Teachers.
- currency of practice for Registered Teachers.

Members:

Jill Tressel	SPTRB Board Member	Mike Chase (Chair)	Registered Teacher
Gerry Craswell	TECC member	Jody Dahlen	Registered Teacher
Elizabeth Hutton	TECC member	Azalea Parisien	Registered Teacher
Suzanne Vance	Registered Teacher		

Accomplishments:

Mike Chase was appointed as Chairperson of the working group.

A delegation from the University of Regina's Centre for Educational Research, Collaboration & Development (CERCD) presented to the committee.

Next steps were identified:

- CERCD provides definitions on key concepts.
- CERCD finalizes instruments and tools.
- CPLCP approves instruments and tools.

The working group decided to pause its work due to the COVID-19 pandemic. The working group intends to recommence its work in the fall of 2020.



Complaint Management

Appointments Committee

Mandate:

The Appointments Committee reviews applications for and makes recommendations to the Board of Directors for appointments to the Professional Conduct Committee Panel or Discipline Committee Panel.

This Committee also appoints members of the Professional Conduct Committee Panel to a Professional Conduct Committee and members of the Discipline Committee Panel to a Discipline Committee.

Members:

Ryan Boughen

Chris Garner

Markus Rubrecht (Chair)

Accomplishments:

The Appointments Committee appointed one new public member to the Professional Conduct Committee Panel.

The Appointments Committee discussed recruitment strategies to attract currently practicing teachers to serve on SPTRB committees and emailed a call for expressions of interest to Registered Teachers.



Professional Conduct Committee

Purpose/Mandate:

The Professional Conduct Committee (PCC) reviews and investigates complaints of alleged professional misconduct, professional incompetence, or both, against a Registered Teacher. The PCC determines the disposition of the complaint and further action to be taken.

Panel Members:

Natasha Cochran	Len Lorenz	Shawn Morris
Nora Findlay	Kimberly Marshall	Arlene Syrota
Rory Griffith	Jacqueline Messer-LePage	Len Thomas
Sarah Loewen	Dan Mielke	Kenneth (Dale) West

There were three Professional Conduct Committees (each consisting of five panel members) that received and/or managed complaints during the 2019-2020 fiscal year.

Complaints Previous Years Update

As of September 1, 2019, seven ongoing matters remained from previous years. Of these seven matters, four were concluded in the 2019-2020 year. One resulted in a successful consent resolution, and three were concluded with no further action. Three matters from previous reporting periods remain ongoing as of August 31, 2020; one investigation on hold pending medical matters, one investigation on hold due to logistical matters, and one currently in an ongoing consent resolution process.

Complaints 2019-2020

Between September 1, 2019 and August 31, 2020, the Professional Conduct Committee of the Saskatchewan Professional Teachers Regulatory Board received 26 complaints: 17 from members of the public* and nine employer notices.

** one member of the public submitted five complaints stemming from one incident; another member of the public submitted five complaints stemming from a separate incident; all ten submissions were not investigated.*

Decision Points

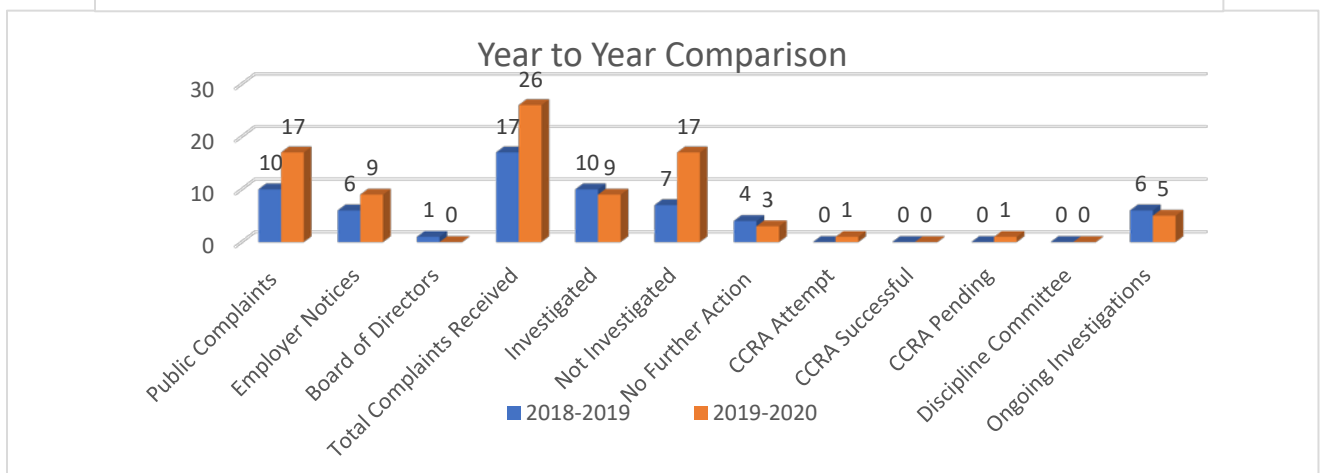
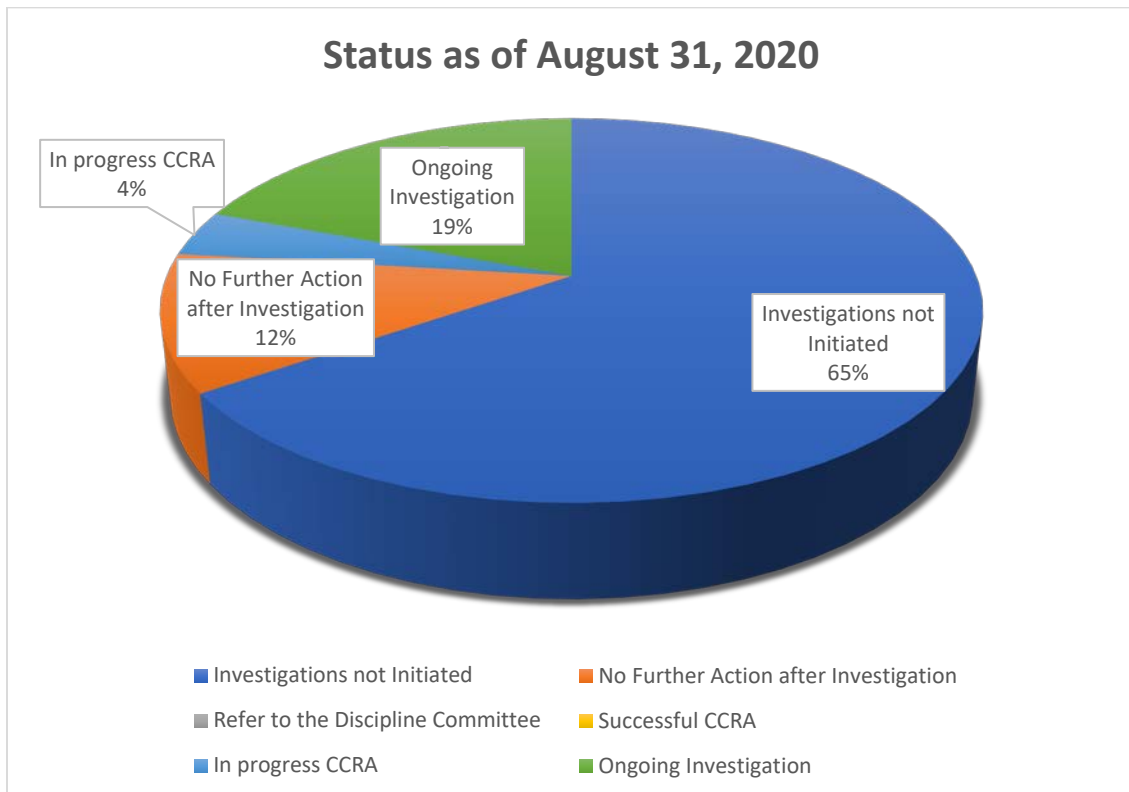
Of the 26 complaints received, the PCC ordered investigations in nine matters and did not initiate investigations in 17.

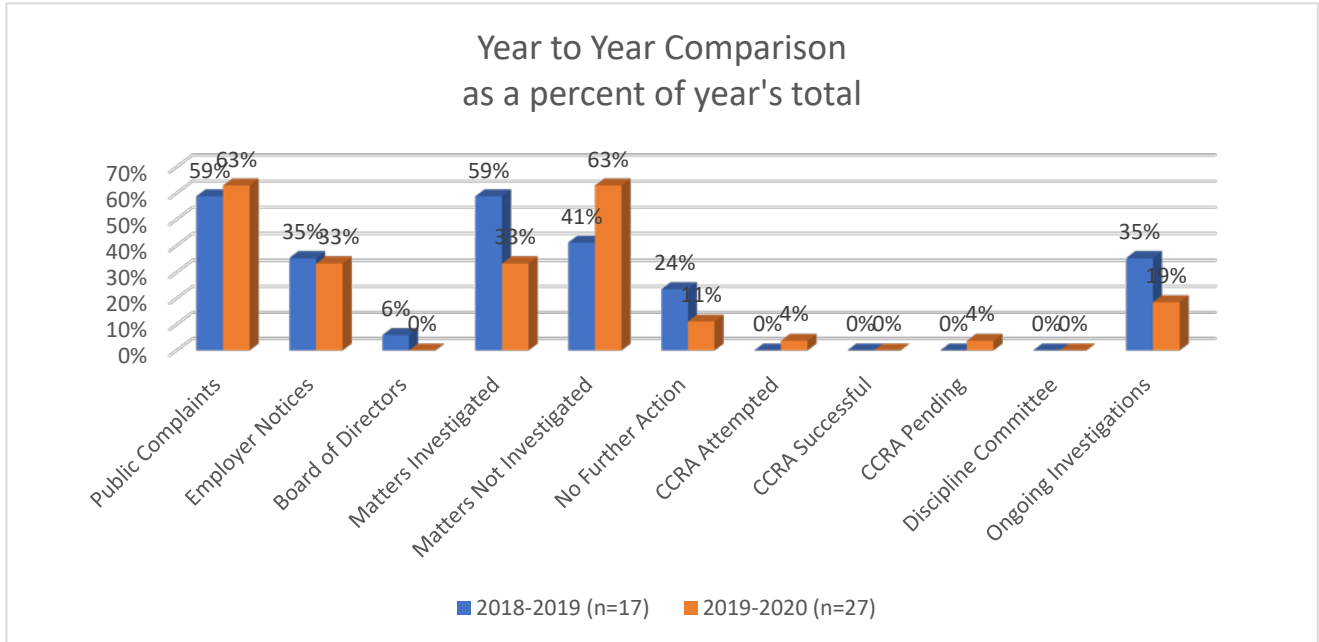
Of the nine matters investigated, four were completed prior to August 31, 2020. Of those four, the PCC took no further action in three matters and referred one matter to consent resolution.



Summary

Total Complaints	26	Percentage
Investigations not Initiated	17	65%
No Further Action after Investigation	3	12%
Refer to the Discipline Committee	0	0%
Successful Consent Resolution	0	0%
In Progress Consent Resolution	1	4%
Ongoing Investigation	5	19%





Timelines

(includes 4 ongoing 2017-2018 investigations that were completed in 2019-2020)

The average time between receipt of a complaint to the initial review by the PCC is 15 working days.

The time on average between receipt of a complaint and the final decision by the PCC (no investigation, consent resolution, no further action, or hearing) is 75 working days.

The average length of an investigation is 127* working days.

** 2 investigations were paused for approximately 2 months due to COVID-19 precautions; 1 investigation was on hold for approximately 1 year due to pending legal criminal matters.*

Highlights:

- 12 meetings
- 26 complaints received
- 20 matters not investigated or resulted in no further action
- 67% of matters concluded within 90 days
- 55% of investigations completed within 90 days



Discipline Committee

Mandate:

The Registered Teachers Act requires the SPTRB to administer the standards of competence and conduct in the teaching profession. It is the legislated responsibility of the Professional Conduct Committee to investigate complaints and the Discipline Committee to adjudicate complaints that are well-founded.

The Act requires that each Discipline Committee consist of five persons. The majority of the Committee must be Registered Teachers and one person on the Committee must be a public representative who is also a member of the Board of Directors.

Panel Members:

Bruce Gibson (Chair)	Public/SPTRB Board of Directors
Robin Bellamy	Public/SPTRB Board of Directors
Sandy Antonini	Public
John Bumbac	Registered Teacher
Trevor Forrest	Public
Yasmina Lemieux	Registered Teacher
Dean Mieziako	Registered Teacher
Darcy Sander	Registered Teacher
Thomas Schonhoffer Q.C.	Public/SPTRB Board of Directors <i>(term ended Nov 2019)</i>

Accomplishments:

The Discipline Committee did not receive a formal complaint from the Professional Conduct Committee during the 2019/20 fiscal year; however, the Committee did issue and publish its decision from a hearing held on June 20, 2019.

Decisions of the Discipline Committee are posted on the SPTRB's website at www.sptrb.ca



Audit Committee

Mandate

The SPTRB's Audit Committee is responsible for overseeing the accounting process of the Board and reviewing the effectiveness of the internal control, risk management, and both internal and independent audit systems.

Members:

The Audit Committee is comprised of the following three members of the Board of Directors:

Robin Bellamy
Wanda Clare
Markus Rubrecht (Chair)

Accomplishments:

The Audit Committee met on November 13, 2019 and determined that they would recommend that the Board of Directors:

- approve the Audited Financial Statements for the fiscal year ended August 31, 2019;
- engage Virtus Group LLP as auditor of the SPTRB's accounts for the 2019/20 fiscal year.



Both recommendations were subsequently approved by the Board of Directors.

The Audit Committee held their 2020-21 audit planning meeting on August 18, 2020. Representatives from Virtus Group and the Office of the Provincial Auditor were in attendance.

The Audit Engagement Agreement between the SPTRB and Virtus Group and the Audit Involvement Plan of the Provincial Auditor of Saskatchewan for the fiscal year ending August 31, 2020 were approved by Audit Committee Chairperson Markus Rubrecht.

The audited financial statement for the 12 months ending August 31, 2020 can be found at the end of this report. The SPTRB's finances for the fiscal year ending August 31, 2020 were also subject to an audit by the Office of the Provincial Auditor.

SASKATCHEWAN PROFESSIONAL TEACHERS REGULATORY BOARD

FINANCIAL STATEMENTS

AUGUST 31, 2020

MANAGEMENT'S RESPONSIBILITY FOR FINANCIAL STATEMENTS

The accompanying financial statements of **Saskatchewan Professional Teachers Regulatory Board** have been prepared by the Organization's management in accordance with Canadian public sector accounting standards for government not-for-profit organizations and necessarily include some amounts based on informed judgement and management estimates.

To assist management in fulfilling its responsibilities, a system of internal controls has been established to provide reasonable assurance that the financial statements are accurate and reliable and that assets are safeguarded.

The board of directors have reviewed and approved these financial statements.

These financial statements have been examined by the independent auditors, **Virtus Group LLP**, and their report is presented separately.



Markus Rubrecht
Chair, Audit Committee



Trevor Smith
Chief Operating Officer & Registrar

INDEPENDENT AUDITORS' REPORT

To the Members, Saskatchewan Professional Teachers Regulatory Board

Opinion

We have audited the financial statements of **Saskatchewan Professional Teachers Regulatory Board**, which comprise the statement of financial position as at August 31, 2020, and the statements of operations, 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 our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Organization as at August 31, 2020, and its results of operations, changes in net assets and cash flows for the year then ended in accordance with Canadian public sector accounting standards for government 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 Organization in accordance with the ethical requirements that are relevant to our audit of the financial statements in Saskatchewan, 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.

Information Other than the Financial Statements and Auditors' Report Thereon

Management is responsible for the other information. The other information comprises the information included in the annual report, but does not include the financial statements and our auditors' report thereon. The annual report is expected to be made available to us after the date of this auditors' report.

Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information identified above when it becomes available and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit, or otherwise appears to be materially misstated.

When we read the annual report, if we conclude that there is a material misstatement therein, we are required to communicate the matter to those charged with governance.

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 public sector accounting standards for government 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 related 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.

INDEPENDENT AUDITORS' REPORT continued

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.

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 Organization'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 Organization'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 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.
- We communicate with those charged with governance regarding, among other matters, the planned scope and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

November 20, 2020
Regina, Saskatchewan

VIRTUS GROUP LLP
Chartered Professional Accountants

SASKATCHEWAN PROFESSIONAL TEACHERS REGULATORY BOARD
STATEMENT OF FINANCIAL POSITION
AS AT AUGUST 31, 2020
(with comparative figures for 2019)

	ASSETS	
	2020	2019
Current assets		
Cash	\$ 1,460,459	\$ 612,841
Accounts receivable	5,150	426,843
Prepaid expenses	25,221	31,104
	1,490,830	1,070,788
Investment (Note 3)	32,437	31,824
Tangible capital assets (Note 4)	410,606	477,856
	\$ 1,933,873	\$ 1,580,468
	LIABILITIES	
Current liabilities		
Accounts payable and accrued liabilities	\$ 21,178	\$ 16,903
Deferred revenue	10,300	9,425
	31,478	26,328
	NET ASSETS	
Invested in tangible capital assets	410,606	477,856
Accumulated surplus	1,491,789	1,076,284
	1,902,395	1,554,140
	\$ 1,933,873	\$ 1,580,468
Contractual rights (Note 6)		
Commitments (Note 7)		

See accompanying notes to the financial statements.

APPROVED BY:



Director



Director

SASKATCHEWAN PROFESSIONAL TEACHERS REGULATORY BOARD
STATEMENT OF CHANGES IN NET ASSETS
FOR THE YEAR ENDED AUGUST 31, 2020
(with comparative figures for the year ended August 31, 2019)

	Invested in tangible capital assets	Accumulated surplus	Total 2020	Total 2019
Beginning balance	\$ 477,856	\$ 1,076,284	\$ 1,554,140	\$ 2,107,219
Excess (deficiency) of revenue over expenses	-	348,255	348,255	(553,079)
Amortization	(79,447)	79,447	-	-
Additions to tangible capital assets	12,357	(12,357)	-	-
Loss on disposal of tangible capital assets	(160)	160	-	-
Ending balance	<u>\$ 410,606</u>	<u>\$ 1,491,789</u>	<u>\$ 1,902,395</u>	<u>\$ 1,554,140</u>

See accompanying notes to the financial statements.

SASKATCHEWAN PROFESSIONAL TEACHERS REGULATORY BOARD
STATEMENT OF OPERATIONS
FOR THE YEAR ENDED AUGUST 31, 2020
(with comparative figures for the year ended August 31, 2019)

	<u>2020</u>	<u>2019</u>
Revenue		
Grants - Province of Saskatchewan	\$ -	\$ 703,500
Interest	11,680	10,875
Registration fees	1,772,100	-
Rental revenue	97,000	92,818
Services	149,187	171,506
	<u>2,029,967</u>	<u>978,699</u>
Expenses		
Advertising and promotion	19,446	7,276
Amortization	79,447	81,272
Board and committee meetings	34,957	22,027
Computer technology	160,470	113,601
Dues and memberships	1,174	1,469
Insurance	22,836	27,544
Interest and bank charges	8,175	6,492
Loss on disposal of tangible capital assets	160	164
Office and general	10,331	13,055
Professional fees	167,793	117,152
Rent	290,466	282,038
Telephone	7,678	7,100
Training	19,170	10,455
Travel	20,614	23,184
Wages and benefits	838,995	818,949
	<u>1,681,712</u>	<u>1,531,778</u>
Excess (deficiency) of revenue over expenses	<u>\$ 348,255</u>	<u>\$ (553,079)</u>

See accompanying notes to the financial statements.

SASKATCHEWAN PROFESSIONAL TEACHERS REGULATORY BOARD
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED AUGUST 31, 2020
(with comparative figures for the year ended August 31, 2019)

	<u>2020</u>	<u>2019</u>
Cash provided by (used in) operating activities:		
Excess (deficiency) of revenue over expenses	\$ 348,255	\$ (553,079)
Items not involving cash:		
- Amortization	79,447	81,272
- Loss on disposal of tangible capital assets	160	164
	427,862	(471,643)
Non-cash operating working capital (Note 5)	432,726	(412,924)
	860,588	(884,567)
Cash provided by (used in) investing activities:		
Additions to investments	(613)	(575)
Additions to tangible capital assets	(12,357)	(53,727)
	(12,970)	(54,302)
Increase (decrease) in cash	847,618	(938,869)
Cash position - beginning of year	612,841	1,551,710
Cash position - end of year	\$ 1,460,459	\$ 612,841

See accompanying notes to the financial statements.

SASKATCHEWAN PROFESSIONAL TEACHERS REGULATORY BOARD
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED AUGUST 31, 2020
(with comparative figures for the year ended August 31, 2019)

1. Nature of operations

Saskatchewan Professional Teachers Regulatory Board (the "Organization") was incorporated under *The Registered Teachers Act* in the province of Saskatchewan on July 6, 2015. The Organization serves the public interest by ensuring registered teachers meet professional standards for certification, conduct and competence. The Organization is a not-for-profit organization and is exempt from income tax under Section 149(1)(l) of the *Income Tax Act*.

2. Summary of significant accounting policies

The financial statements are prepared in accordance with Canadian public sector accounting standards for government not-for-profit organizations. The financial statements require management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the period. These estimates are reviewed periodically, and, as adjustments become necessary, they are reported in earnings in the period in which they become known. The financial statements reflect the following policies:

Financial instruments

Financial assets and financial liabilities are recorded on the statement of financial position when the Organization becomes party to the contractual provisions of the financial instrument. The Organization initially measures its financial assets and financial liabilities at fair value, except for certain related party transactions that are measured at the carrying amount or exchange amount, as appropriate.

The Organization subsequently measures all its financial assets and financial liabilities at cost or amortized cost, except for investments in equity instruments that are quoted in an active market, which are measured at fair value. Changes in fair value of these financial instruments are recognized in net income. Fair value is the amount at which a financial instrument could be exchanged at arm's length between willing, unrelated parties in an open market.

Tangible capital assets

Tangible capital assets are recorded at cost less accumulated amortization. Amortization is provided on the diminishing balance basis over the estimated useful life of the assets at the following annual rates:

Computer equipment	55 %
Furniture and fixtures	20 %

Leasehold improvements and computer software are amortized on the straight-line basis over 10 years.

Revenue recognition

Registration fees are recognized in the year in which the member is registered with the Organization. Services revenue consists of fees related to certificates, statements of professional standing, permits and other miscellaneous services to members, and is recognized at the time the related applications are received. Rental revenue is recognized in the period to which the service is provided. Interest revenue is recognized as it is earned. Provincial grants are government transfers recognized in the financial statements in the period in which the events giving rise to the transfer occur, eligibility criteria are met, the transfer is authorized and reasonable estimates of the amount can be made. Other revenues are recognized as the services are provided.

SASKATCHEWAN PROFESSIONAL TEACHERS REGULATORY BOARD
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED AUGUST 31, 2020
(with comparative figures for the year ended August 31, 2019)

3. Investment

The investment consists of one non-redeemable Guaranteed Investment Certificate that earns interest at 1.92% (2019 - 1.92%) and matures on August 31, 2024 (2019 - August 31, 2024).

4. Tangible capital assets

	2020		2019	
	Cost	Accumulated Amortization	Net Book Value	Net Book Value
Computer equipment	\$ 54,538	\$ 48,334	\$ 6,204	\$ 14,142
Computer software	609,866	254,600	355,266	404,496
Furniture and fixtures	91,983	60,124	31,859	39,824
Leasehold improvements	33,350	16,073	17,277	19,394
	<u>\$ 789,737</u>	<u>\$ 379,131</u>	<u>\$ 410,606</u>	<u>\$ 477,856</u>

5. Non-cash operating working capital

Details of net change in each element of working capital relating to operations excluding cash are as follows:

	2020	2019
(Increase) decrease in current assets:		
Accounts receivable	\$ 421,693	\$ (419,949)
Prepaid expenses	5,883	12,471
	<u>427,576</u>	<u>(407,478)</u>
Increase (decrease) in current liabilities:		
Accounts payable and accrued liabilities	4,275	(5,821)
Deferred revenue	875	375
	<u>5,150</u>	<u>(5,446)</u>
	<u>\$ 432,726</u>	<u>\$ (412,924)</u>

SASKATCHEWAN PROFESSIONAL TEACHERS REGULATORY BOARD
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED AUGUST 31, 2020
(with comparative figures for the year ended August 31, 2019)

6. Contractual rights

The Organization has an agreement to lease a portion of its premises to a third party through July 31, 2025 for \$94,200 per year.

7. Commitments

The Organization leases premises under agreements requiring aggregate minimum payments over the next five years as follows:

2021	\$	278,507
2022		278,507
2023		278,507
2024		278,507
2025		255,298

The Organization is also committed to pay service contracts through May 31, 2024 totaling \$102,539.

8. Financial risk management

The Organization has a risk management framework to monitor, evaluate and manage the principal risks assumed with financial instruments. The significant financial risks to which the Organization is exposed are:

Liquidity risk

Liquidity risk is the risk that an entity will encounter difficulty in meeting obligations associated with financial liabilities. The Organization's exposure to liquidity risk is dependent on the receipt of funds from its operations, external borrowings and other related sources. Funds from these sources are primarily used to finance working capital and capital expenditure requirements, and are considered adequate to meet the Organization's financial obligations.

9. Related party transactions

These financial statements include transactions with related parties. The Organization is related to all Saskatchewan Crown agencies such as ministries, corporations, boards and commissions under the common control of the Government of Saskatchewan. Also, the Organization is related to non-Crown enterprises that the Government jointly controls or significantly influences. Related parties of the Organization also include its key management personnel, close family members of its key management personnel, and entities controlled by, or under shared control of any of these individuals. Transactions with related parties have occurred and are settled on normal trade terms.

During the year, the Organization paid \$90,200 (2019 - \$92,400) to certain government related parties including school divisions for reimbursement of costs related to the activities of the Organization, as well as to Crown agencies for services such as telephone and group benefits. At August 31, 2020, there was \$134 (2019 - \$96) owing to these related parties.

SASKATCHEWAN PROFESSIONAL TEACHERS REGULATORY BOARD
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED AUGUST 31, 2020
(with comparative figures for the year ended August 31, 2019)

10. Pension plan

Substantially all of the Saskatchewan Professional Teachers Regulatory Board's employees participate in the Public Employees Pension Plan which is a defined contribution plan. The Saskatchewan Professional Teachers Regulatory Board's financial obligation to the plan is limited to making required payments to match amounts contributed by employees for current services. Included in salaries and benefits is pension expense of \$89,100 (2019 - \$85,800) for the year.

11. Covid-19

On March 11, 2020, the World Health Organization declared a global pandemic for the COVID-19 virus. The Organization is following health advisories and mandatory requirements from local, provincial and national health and government organizations. The Organization has continued to deliver services to its members and conduct operations since the pandemic began. The future impact on the Organization's operations and finances, if any, is unknown at this time.




STANDARDS OF PROFESSIONAL CONDUCT

Registered Teachers have a duty to uphold the professional standards and reputation of the teaching profession and to assist in the advancement of its goals, organizations and institutions.

Integrity is the fundamental quality of Registered Teachers. Integrity is the foundation of the commitment made by Registered Teachers to learners and to the reputation of the profession.

Public confidence in the teaching profession may be bolstered by professional conduct on the part of Registered Teachers. Accordingly, the conduct of Registered Teachers should reflect favorably on the profession and inspire the respect and trust of learners and the community.

Conduct on the part of a Registered Teacher in either public life or professional practice will reflect upon the integrity of the profession. Teacher conduct can directly impact public trust. Registered Teachers ensure public trust is upheld by adhering to these standards. Registered Teachers are also expected to adhere to all applicable policies and procedures set by their employing school division, the Ministry of Education, the STF, LEADS, or any other professional organization that relates to their work as a Registered Teacher.

1. Registered Teachers base their relationships with learners on mutual trust and respect.
 2. Registered Teachers have regard for the safety and academic, physical, emotional and spiritual well-being of learners.
 3. Registered Teachers act with honesty and integrity.
 4. Registered Teachers take responsibility for maintaining the quality of their practice.
 5. Registered Teachers uphold public trust and confidence in the education profession.
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