

2015-2016 Annual Report



SPTRB

*Saskatchewan Professional
Teachers Regulatory Board*

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Chairperson's Report – Tom Schonhoffer

It has been a year of firsts. With the proclamation of *The Registered Teachers Act* in 2015 the Government of Saskatchewan gave teachers the privilege of self-regulation and created the SPTRB. The SPTRB, being an entirely new and independent organization, needed to establish its infrastructure before it could begin carrying out its legislative mandate of regulating the teaching profession in the public interest.

Consequently, *The Registered Teachers Act* was proclaimed in two parts. The first part was proclaimed on July 1, 2015. This permitted the SPTRB to hire staff and acquire property and equipment. The second part was proclaimed on October 19, 2015, which is the day the SPTRB began operating.

Modern regulators are complex organizations with many components that must all work together as follows:

- An administration consisting of an office, equipment, staff and management policies.
- A registry of teachers. This simple function takes on a new dimension when creating a modern data-base to manage all membership functions.
- A credentialing department that can fairly assess new applicants no matter where they were trained.
- A complaints investigation and adjudication process that complies with the principles of natural justice.
- A board governance policy that defines the duties of the board, the roles of committees and the relationship with management.
- A relationship with other stakeholders. The regulator must be independent from the profession. It must establish high standards for credentialing, conduct and competence that are in the public interest. At the same time the regulator can only succeed if it has the confidence and respect of the community. It succeeds by defining the community's vision of the public interest.



Between July and October staff worked diligently to prepare to launch the new organization, which opened its doors for business on October 19, 2015. SPTRB staff continue to develop and refine processes in order to assure timely and efficient services.

We have made substantial progress in our first year and I am impressed with the progress we have made, but we recognize that there is still work to be done.

Credit goes to the Board of Directors consisting of Robin Bellamy, Linda Blaser-Fiddler, Darrell Burko (vice-chair), David Carter, Christina Janzen, Kyle McIntyre, Colleen Norris and Tobi Tamblyn. Board members are volunteers that take time away from jobs, family and home to serve the teaching profession. The board's positive collegial working relationship was an essential element to a successful year's work.

Credit also goes to the work of our capable COO Trevor Smith and his staff for much of this seamless transition.

Now that most of the operational aspects have been established, we look forward to actualizing our strategic plan as we continue to fulfill our mission of serving the public interest by ensuring registered teachers meet professional standards for certification, conduct and competence.

Respectfully submitted by:
Tom Schonhoffer Q. C.
Chair - SPTRB Board of Directors

Registrar and Chief Operating Officer's Report – Trevor Smith

This has been an eventful first year at the Saskatchewan Professional Teachers Regulatory Board! The Board of Directors appointed me as acting COO on July 1, 2015 and we immediately began preparing to get the SPTRB up and running for the fall of 2015. Initial preparations involved arranging for the renovation of our office, procuring furniture and computer equipment and hiring staff members who would initially help to prepare the SPTRB for operations and who would then become responsible for carrying out the work of the SPTRB.

Staff

Laura Weisgarber, Executive Coordinator, Jason Vogelsang, Assistant Registrar and Kelsie Marshall, Records Clerk began work with the SPTRB in August, with the rest of the staff commencing work throughout September. Our primary task during September and early October was testing and refining iMIS – our membership database management program. Thanks to the efforts of those already mentioned and Certification Analysts - Brenda Holowatuk, Janice Krietemeyer, and Crystal Kowalski, Records Clerk - Yuan Liu, Admin Assistant/Accounting Clerk - Anabelle Gonzalez and Policy Analyst - Becky Wock, iMIS was ready to go live on our targeted opening day, October 19, 2015.

Annual Registration

Between opening day and the time we turned out the lights on Christmas Eve 2015, nearly 17,000 teachers had completed their initial registration with the SPTRB.

Teacher Certification

Throughout the first few months of 2016, we refined administrative processes in preparation for the more than 600 applications that would be submitted by teacher candidates who would complete their Saskatchewan teacher education program in the spring. We are pleased to report that most applicants were issued their teacher's certificate within two working days after the SPTRB received confirmation from their university that they had qualified for convocation.



Conduct and Competence

During the winter the Professional Conduct Committee (PCC) began to receive public complaints and employer notices, and the SPTRB began operationalizing its mandate of regulating the teaching profession by administering the professional standards of conduct and competence for registered teachers. Please see the PCC's report, contained herein, for further details about the work of this committee.

In the coming year, we will facilitate the development of a set of exemplars for the proposed Standards of Professional Conduct. The exemplars associated with each standard will be developed from the feedback provided by the more than 2000 people who responded to the survey that was posted online during this year's registration period. The Standards of Conduct, a set of positively stated expectations and their exemplars, will guide registrants' judgments and decisions as they practice their profession. The Standards will also serve to inform parents, guardians, learners and the general public about the conduct they can expect from registered teachers.

Respectfully submitted by:

**Trevor Smith
COO & Registrar**

SPTRB Board of Directors

Tom Schonhoffer



Robin Bellamy



Linda Blaser-Fiddler



Darrell Burko



David Carter



Christina Janzen



Kyle McIntyre



Colleen Norris



Tobi Tamblyn



Mission, Vision and Values

SPTRB Mission:

The SPTRB serves the public interest by ensuring registered teachers meet professional standards for certification, conduct and competence.

SPTRB Vision:

In Saskatchewan:

- Registered teachers are qualified, competent and trustworthy;
- The public has confidence in the teaching profession;
- Students achieve their highest learning potential.

SPTRB Values:

- Integrity
- Transparency
- Accountability
- Fairness
- Timeliness

Registered teachers
are **qualified,**
competent, and
trustworthy.



Dean Janzen

Registered Teacher

2015-2016 Achievements

Goal 1: SPTRB
is Fully
Operational



- Committees of the board were established consisting of both registered teachers and public members.
- The SPTRB office opened its doors on October 19, 2016 with a staff of 10:
 - COO and Registrar
 - Assistant Registrar
 - Executive Coordinator
 - Policy Analyst/Writer
 - 3 Certification Analysts
 - 2 Records Clerks
 - Administrative / Accounting Support Clerk
- First communication with teachers: October 2016 for introductions and information about SPTRB and annual registration.
- Public Registry available at www.sptrb.ca of all registered teachers.
- Visual identity established.
- Online applications available for certification, replacement certificates, registration, and statements of professional standing.
- Mission and Vision statements adopted.

2015-2016 Achievements cont.

Goal 2: Standards of Conduct and Competence

- Initial Standards of Competence adopted by the SPTRB Board of Directors and set out in the Regulatory Bylaws of the SPTRB.
- Standards of Conduct Development:
 - Phase One: Research and project proposal presented to board March 2016
 - Phase Two: Consultation with registered teacher and members of the public
 - Survey on Standards of Professional Conduct ran from June 1 – September 30, 2016 with 2257 participants.

Goal 3: Implement Best Practices in Professional Regulation

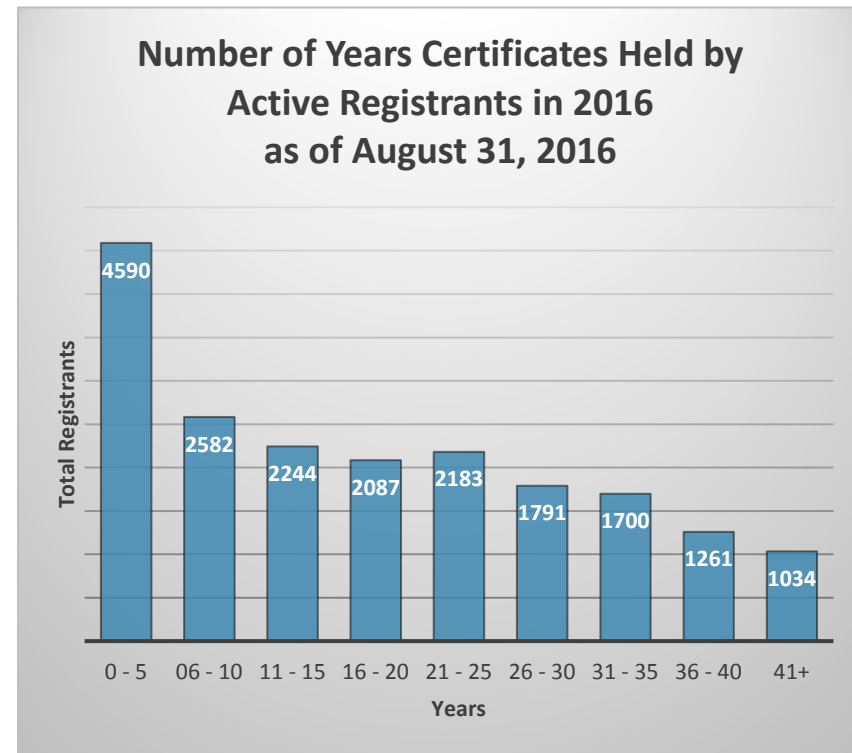
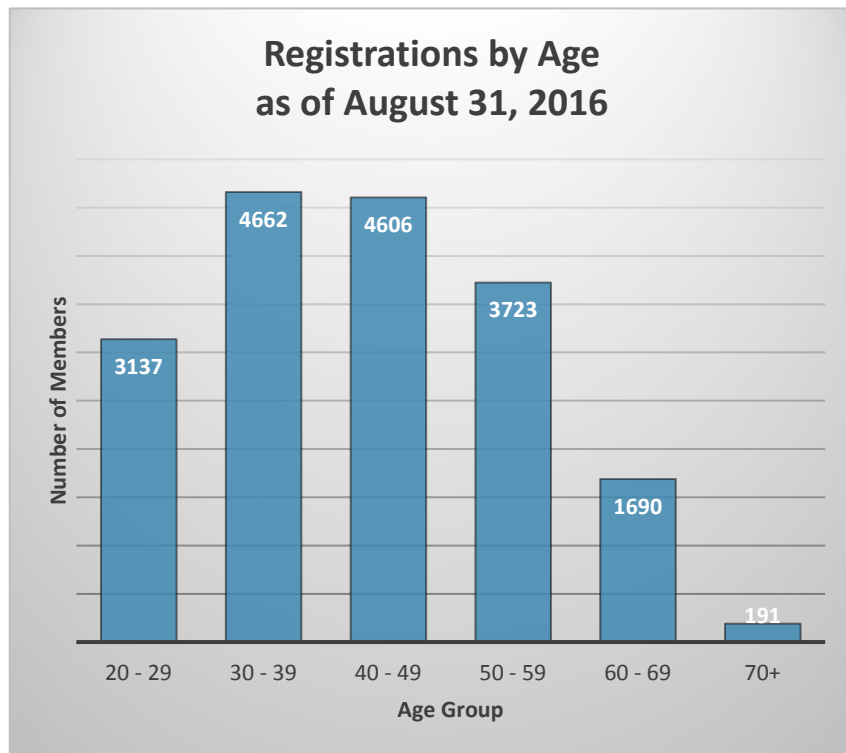
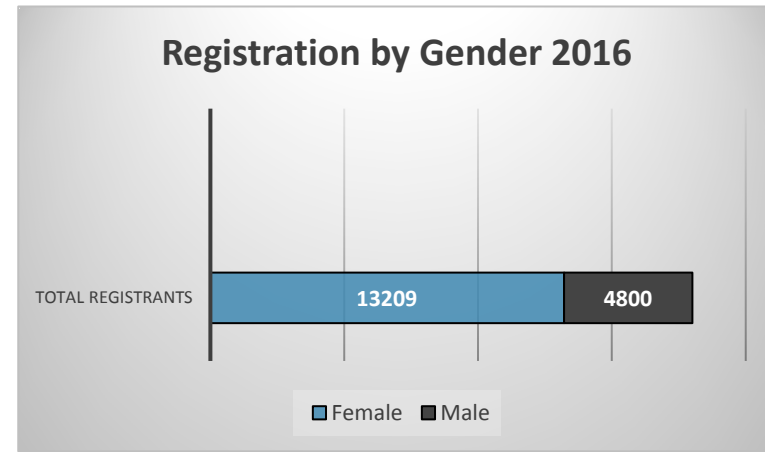
- Certification requirements available to all potential applicants at www.sptrb.ca.
- Registration protocols communicated to teachers via email, print posters, and registration webinar presented to administrators and posted at www.sptrb.ca.
- Opportunities for registered teachers to become involved on a committee with the SPTRB communicated via email and online:
 - Professional Conduct Committee (PCC) and Discipline Committee (DC) established
 - Comprised of both registered teachers and public representatives.
- Complaint intake process established.
- Staff training.
- Implement Chapter 7 (Labour Mobility) of the Agreement on Internal Trade (AIT) by working with all Canadian certifying authorities.
- Liaise with First Nations Partners.



BEST
PRACTICE

Statistics - Registration

Year	Total Registrants
2016	18009

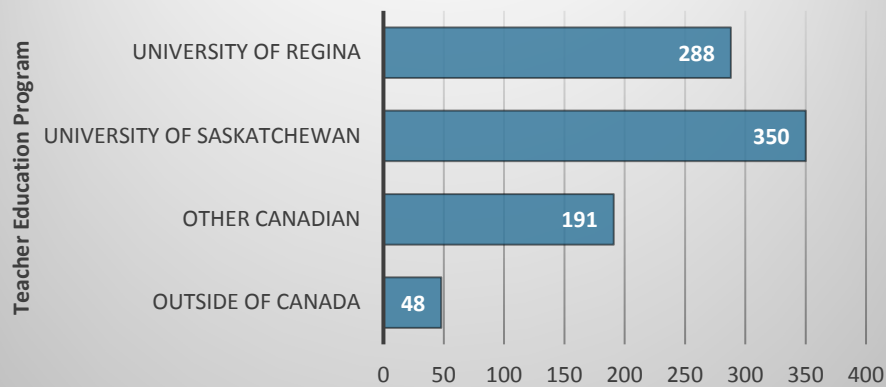


*Registrants may hold more than one type of certificate

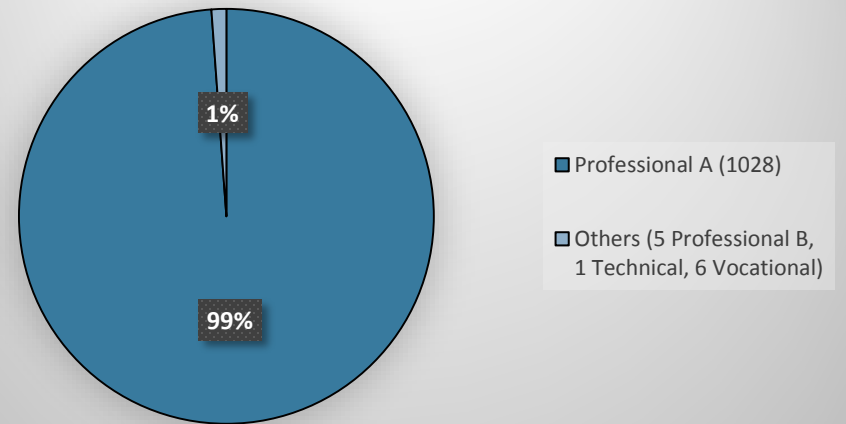


Statistics - Certification

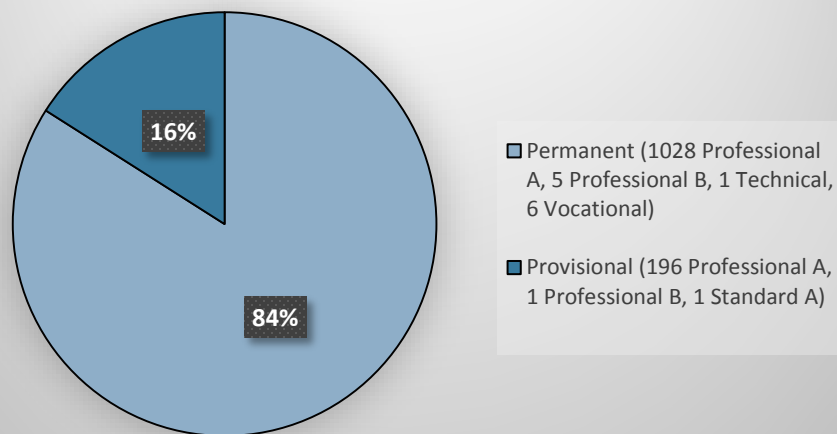
Certificates by Education Location issued between September 1, 2015 and August 31, 2016



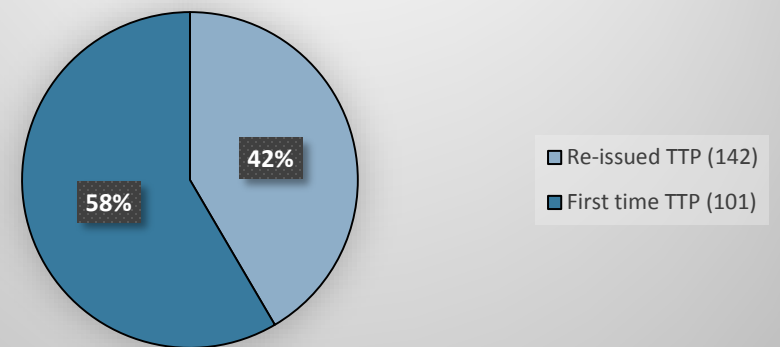
Certificate types issued between September 1, 2015 and August 31, 2016



Permanent and Provisional Certificates issued between September 1, 2015 and August 31, 2016

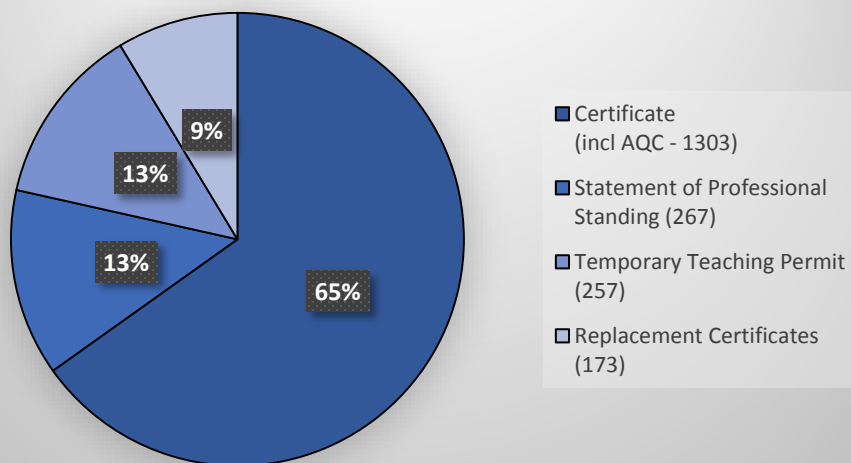


Temporary Teaching Permits issued between September 1, 2015 and August 31, 2016

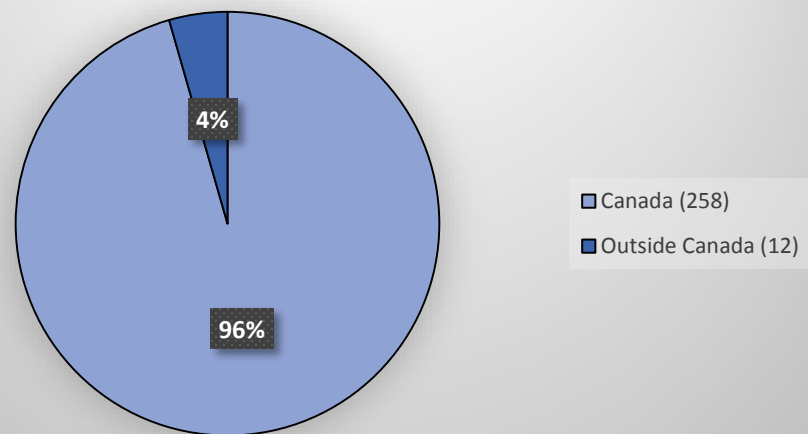


Statistics - Applications

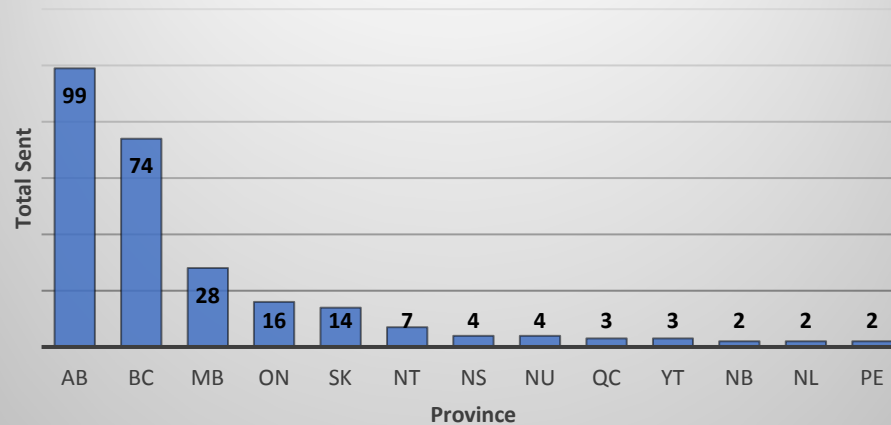
Application Submitted from September 1, 2015 - August 31, 2016



Total Statements of Professional Standing Sent from September 1, 2015 - August 31, 2016



Total Statements of Professional Standing Sent Domestically from September 1, 2015 - August 31, 2016



*some applicants requested SOPS to be sent to their own address

Committee Reports

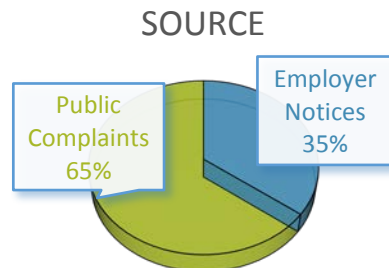
Professional Conduct Committee (PCC)

Mandate	The Professional Conduct Committee (PCC) reviews and investigates complaints of alleged professional misconduct, professional incompetence, or both, made about a registered teacher. The PCC determines the disposition of the complaint and whether or not further action is required to be taken.		
Members	Russell Czemerer Anna Edoo Christopher Garner Len Lorenz *public representative	Kimberly Marshall Jacqueline Messer-LePage* Shawn Morris Sharron Pratchler*	Arlene Syrota Len Thomas Kenneth (Dale) West Melanie Wilkinson
	Committees each consisting of 5 individuals are chosen from the full group to receive and manage complaints. This year there were 2 committees of 5 individuals.		
Meeting Dates	December 3, 2015 <i>(included committee training)</i> January 13, 2016 February 8, 2016 February 23, 2016 <i>(included committee training)</i> March 7, 2016 March 15, 2016		
	April 6, 2016* May 16, 2016* June 15, 2016* August 10, 2016 *both PCC groups met		

Between October 19, 2015 and August 31, 2016, the Professional Conduct Committee of the Saskatchewan Professional Teachers Regulatory Board received:

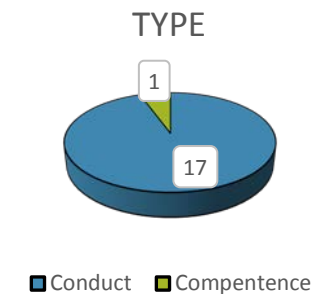
Total Complaints 17

<u>Source</u>	
Public Complaints	11
Employer Notices	6



<u>Type*</u>	
Conduct Related	17
Competence Related	1

*Cases may include both conduct and competence related matters

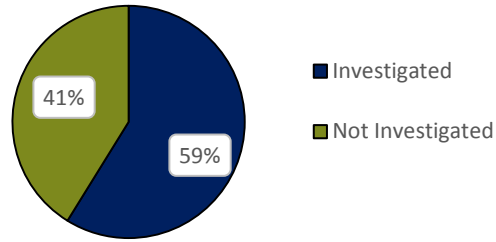


Professional Conduct Committee cont.

Direction of PCC (of the Total 17 Cases)

Investigation not initiated 7
 Investigation initiated 10

Decision to Investigate



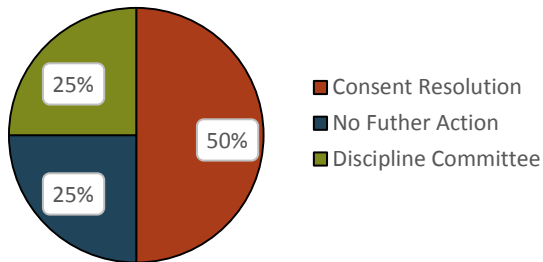
Investigation (of the 10 Investigations Initiated)

Ongoing Investigations 6
 Completed Investigations 4

Direction After Investigation (of the 4 Completed Investigations)

Attempt Consent Resolution 2
 No Further Action 1
 Refer to the Discipline Committee 1

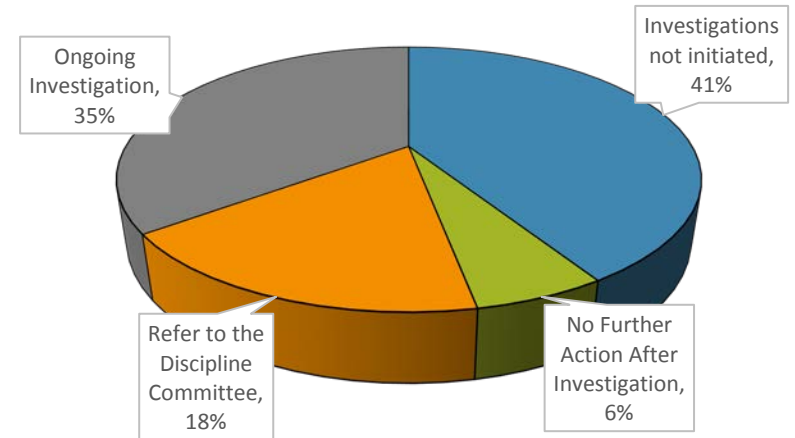
Direction After Investigation



Summary

Total Complaints: 17	Percentage
Investigations not initiated	7 41%
Ongoing Investigation	6 35%
Refer to the Discipline Committee	3* 18%
No Further Action After Investigation	1 6%

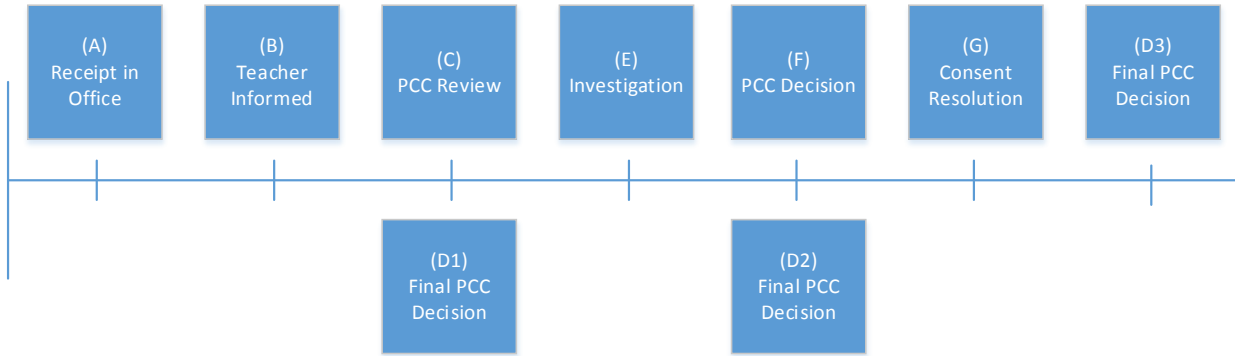
Status as of August 31, 2016



* 2 cases referred to the Discipline Committee after consent resolution was not successful

Professional Conduct Committee cont.

Complaint Timeline



*D1: PCC Final Decision may include:

- No Investigation

*D2: PCC Final Decision may include:

- No Further Action, or
- Referral to the Discipline Committee

*D3: PCC Final Decision may include:

- No Further Action,
- Accept the Consensual Complaint Resolution Agreement (CCRA), or
- Referral to the Discipline Committee

Timeline Averages

Start Point	End Point	Working Days
(A) Receipt of complaint at SPTRB office	(B) Registered Teacher informed of complaint	9.6
(A) Receipt of complaint at SPTRB office	(C) PCC Review	20.6
(A) Receipt of complaint at SPTRB office	(D*) Final PCC decision	59.0
(C) PCC initiating investigation	(F) PCC receiving investigator’s report	59.7

**does not include 6 ongoing investigations

Committee Reports

Discipline Committee (DC)

Mandate

The Registered Teachers Act requires an independent body to maintain standards of competence and conduct in the profession. That task is delegated to a Professional Conduct Committee that investigates complaints and a Discipline Committee that adjudicates 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.

Members

Thomas Schonhoffer Q.C., Chairperson	(Public/SPTRB Board of Directors)
Robin Bellamy	(Public/SPTRB Board of Directors)
Jacqueline Bouck	(Registered Teacher)
David DePape	(Registered Teacher)
Candace Elliott-Jensen	(Registered Teacher)
Trevor Forrest	(Public)
Don Lee	(Registered Teacher)
Yasmina Lemieux	(Registered Teacher)
Darcy Sander	(Registered Teacher)

Major Accomplishments

Hearings about professional competence or misconduct may have serious consequences and may affect the ability of the teacher to carry on his or her profession. Because of the serious nature of the hearings, the committee is supported by a legal advisor and all members of the Discipline Committee received training to help them carry out their responsibilities and maintain the principles of natural justice.

Committee Reports

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:
 Darrell Burko (Chair)
 Robin Bellamy
 Colleen Norris

Meeting Dates and Major Accomplishments

The committee met on August 22, 2016 for the purpose of selecting a chairperson and an auditor for recommendation to the Board for approval.

At the September 22, 2016 Board of Directors meeting Darrell Burko was appointed chair of the Audit Committee and the Board accepted the Audit Committee's recommendation that Virtus Group be contracted to provide an audit of the SPTRB's operations for the fiscal year ending August 31, 2016.

The audited financial statement for the 14 months ended August 31, 2016 can be found on page 22 of this report.



Committee Reports

Governance Committee

Mandate

The SPTRB's Governance Committee is responsible for ensuring that the board fulfils its legal, ethical and functional responsibilities through adequate governance of the SPTRB.

Members

Christina Janzen (Chair)
Robin Bellamy
Linda Blaser-Fiddler

Meeting Dates and Major Accomplishments

November 6, 2015

- Create work plan and prioritize policies.
 - Three policies put forward for approval (Roles and Responsibilities of the Board, Duties and Responsibilities of Directors and Officers and Membership).

February 26, 2016

- Policy amendments
- Succession matrix
- Board survey options and preparation

July 27, 2016

- Revised a Conflict Resolution Process to be followed when discussing concerns with individual board members, chairperson, and SPTRB staff.
- Drafted a list of words to be crafted into value statements that align with our mission and vision.
- Continue to work on our policy Handbook.
- Continue to develop the criteria for the appointment of directors. The criteria will be shared with stakeholders to guide their selection process.
- Continue to discuss Board member succession matrix.
- Continue to build on culture and professional development.
- Recommend director self-evaluation/reflection once a year.
- Recommend board evaluation every two years.

Committee Reports

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, coordinating a regular performance evaluation of the COO and advising on Human Resource policies of the SPTRB.

Members

Kyle McIntyre, Chairperson
 Dave Carter
 Tobi Tamblyn

Meeting Dates and Major Accomplishments

Advertised for COO – September 1, 2015
 Hired COO – September 28, 2015
 Evaluated COO – May 20, 2016 – June 30, 2016



Human Resources Committee cont.

COO Evaluation



- A group of 14 Educational Stakeholders consisting of government and ministry representatives, teachers, superintendents, directors of education, Saskatchewan Teachers' Federation members, University representatives, SPTRB Board members, Saskatchewan School Board Association representatives, and SPTRB staff was consulted as part of a 360 review of Trevor's work as COO.
- The feedback from the fourteen 360 participants identify Trevor to be well-organized, professional, astute, passionate, forthright, analytical, hard-working and thorough. Trevor is viewed as being highly knowledgeable, approachable, and very responsive to any inquiry or informational need. Even in my role as a Board member on the SPTRB board of directors, there have been no instances where the board has questioned his judgment or his actions. Trevor is principled in his approach and is dedicated to, committed to and passionate about student safety and teacher regulation and certification.
- The sector stakeholders have appreciated Trevor's willingness to ask questions, to seek clarification, and to always keep the best interests of students and the SPTRB at the fore front. All identified that Trevor will seek out advice, ask questions and seek clarification when it is required. He is also very thoughtful. As a reflective leader, his responses are thorough, well-researched, measured and are consistently applied. He wants to grow and improve, and he wants to meet expectations for his role. All have identified that he is fully invested in ensuring the success of the new entity.
- In his first year as COO Trevor has done an impressive job building relationships with his office staff, our board and with many school division personnel.

Respectfully submitted by:
Kyle McIntyre
Chair, SPTRB HR Committee

Committee Reports

Teacher Education and Certification Committee (TECC)

Mandate

The SPTRB’s Teacher Education and Certification Committee 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 members of Saskatchewan’s education sector partner organizations.

TECC Members:

Dave Carter, Chairperson	SPTRB Board of Directors
Gerry Craswell	Ministry of Education
Laurie Gatzke	LEADS
Fay Humbert	Saskatchewan Teachers’ Federation
Val Mulholland	University of Regina
Elizabeth Perreault	Saskatchewan School Boards Association
Michael Relland	Gabriel Dumont Institute
Dawn Wallin	University of Saskatchewan
Angeline Weenie	First Nations University of Canada

Meeting Dates and Major Accomplishments

The TECC met on February 4, 2016 and April 27, 2016.

The following priorities were identified and will be the focus of the committee’s attention for the next few years:

Immediate priorities:

- Teacher certification course requirements / review of teacher certification competencies
- Development of teacher education program approval process
- Bridging to teaching program for internationally educated teachers
- Review of recognized teachable content areas (academic coursework)

Teacher Education and Certification Committee cont.

Meeting Dates and Major Accomplishments

Secondary priorities:

- Continual professional learning.
- Teacher supply and demand report.
- Recognition of a previously completed professional degree as fulfilling the academic (teachable content) requirements for teacher certification (nursing, engineering, social work).
- Currency of practice for initial certification and registration renewal.

Two revised University of Regina teacher education programs were approved by the committee: the Bachelor of Education in Arts Education and the Bachelor of Music Education/Bachelor of Music joint degrees.

The TECC approved the following new University of Saskatchewan programs for Additional Qualification Certificates: Practical and Applied Arts certificate; Post-Degree Certificate in English as an Additional Language Education; Post-Degree Certificate in Career and Guidance Studies; and the Indigenous Language Certificate.

The committee initiated a review for the purpose of determining if there is sufficient alignment between the SPTRB's proposed standards of professional conduct, the revised teacher certification coursework requirements and the teacher certification competencies.

The TECC made the following recommendation to the Board of Directors concerning the matter of currency of practice: In deciding matters of currency of practice for individuals seeking certification in Saskatchewan, the Registrar consider 10 years of non-practice as the threshold for denial of a certificate. The applicant will be provided with the opportunity to qualify for certification by fulfilling a re-entry to teaching plan provided by the Registrar. The Registrar will consult with the applicant in the development of the re-entry plan. The Board approved this recommendation at its May 19, 2016 meeting.

Respectfully submitted by:
Dave Carter
Chair, SPTRB TECC/CDRC Committee



Committee Reports

Certification Decision Review Committee (CDRC)

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

This committee is a subcommittee of the TECC and is made up of the following three TECC members:
 Dave Carter (Chairperson)
 Fay Humbert
 Elizabeth Perreault.

Meeting Dates and Accomplishments

The committee met four times (February 26, 2016; March 11, 2016; May 10, 2016; and June 22, 2016) and considered eight requests for a review of certification decisions. The committee upheld the registrar's decision in five of the cases and in the remaining three cases the committee accepted the Registrar's recommendations to amend certification policy to allow the individuals to be certified.

The Committee has identified concerns about the difficulty internationally educated teachers have in accessing relevant teacher education experiences in their efforts to qualify for certification in Saskatchewan. Consequently, the committee recommends that Saskatchewan's teacher education providers begin work towards developing a program of study that would address the needs of teachers who are internationally educated. The program should include field experience and courses of study that provide orientation to the Saskatchewan curriculum.

SPTRB Staff



Back Row (left to right):

Crystal Kowalski, Certification Analyst; **Janice Krietemeyer**, Certification Analyst; **Kelsie Marshall**, Records Clerk;
Brenda Holowatuk, Certification Analyst; **Anabelle Gonzalez**, Admin Assistant / Accounting Clerk;
Laura Weisgarber, Executive Coordinator

Front Row (left to right):

Becky Wock, Policy Analyst / Writer; **Jason Vogelsang**, Assistant Registrar; **Trevor Smith**, COO & Registrar;
Yuan Liu, Records Clerk

Missing from photo:

Indhyra Helfrich Linares, Records Clerk (Co-op Student)

SASKATCHEWAN PROFESSIONAL TEACHERS REGULATORY BOARD

FINANCIAL STATEMENTS

FOR THE 14 MONTHS ENDED AUGUST 31, 2016

MANAGEMENT'S RESPONSIBILITY FOR FINANCIAL STATEMENTS

The accompanying financial statements of **Saskatchewan Professional Teachers Regulatory Board** have been prepared by the Association's management in accordance with Canadian accounting standards for 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.



Darrell Burko
Chair, Audit Committee



Trevor Smith
Chief Operating Officer & Registrar



INDEPENDENT AUDITORS' REPORT

To the Members

Saskatchewan Professional Teachers Regulatory Board

We have audited the accompanying financial statements of **Saskatchewan Professional Teachers Regulatory Board** which comprise the statement of financial position as at **August 31, 2016** and the statements of operations and accumulated surplus and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

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

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those assessments, the auditor considers internal control relevant to the Association's preparation and fair presentation of the financial statements 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 Association's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, these financial statements present fairly, in all material respects, the financial position of the Association as at August 31, 2016 and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

November 22, 2016

Regina, Saskatchewan

VIRTUS GROUP LLP
Chartered Professional Accountants

SASKATCHEWAN PROFESSIONAL TEACHERS REGULATORY BOARD
STATEMENT OF FINANCIAL POSITION
FOR THE 14 MONTHS ENDED AUGUST 31, 2016

ASSETS

Current assets

Cash	\$	1,133,613
Temporary investments (Note 3)		30,330
Accounts receivable		11,743
Prepaid expenses		64,910
		1,240,596

Property and equipment (Note 5)

551,537

\$ 1,792,133

LIABILITIES

Current liabilities

Accounts payable and accrued liabilities	\$	87,641
Deferred revenue (Note 4)		973,519
		1,061,160

NET ASSETS

Accumulated surplus

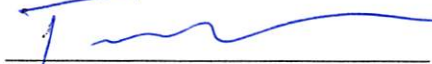
730,973

\$ 1,792,133

Commitment (Note 7)

See accompanying notes to the financial statements.

APPROVED BY:

 Director


 _____ Director

SASKATCHEWAN PROFESSIONAL TEACHERS REGULATORY BOARD
STATEMENT OF REVENUES, EXPENSES AND ACCUMULATED SURPLUS
FOR THE 14 MONTHS ENDED AUGUST 31, 2016

	<u>2016</u>
Revenue	
Grants	\$ 2,215,556
Services	<u>166,504</u>
	<u>2,382,060</u>
Expenses	
Advertising and promotion	33,559
Amortization	68,456
Board meetings	39,268
Dues and memberships	1,896
Insurance	40,864
Interest and bank charges	6,028
Office and general	70,153
Professional fees	229,322
Rent	304,273
Repairs and maintenance	805
Supplies	1,368
Telephone	7,664
Training	28,771
Travel	38,207
Wages and benefits	<u>782,071</u>
	<u>1,652,705</u>
Income from operations	729,355
Other income	
Interest	<u>1,618</u>
Excess of revenue over expenses	<u>\$ 730,973</u>
Accumulated surplus - opening balance	<u>-</u>
Accumulated surplus - closing balance	<u>\$ 730,973</u>

See accompanying notes to the financial statements.

SASKATCHEWAN PROFESSIONAL TEACHERS REGULATORY BOARD
STATEMENT OF CASH FLOWS
FOR THE 14 MONTHS ENDED AUGUST 31, 2016

	<u>2016</u>
Cash provided by (used in) operating activities:	
Excess of revenue over expenses	\$ 730,973
Items not involving cash:	
- Amortization	<u>68,456</u>
	799,429
Non-cash operating working capital (Note 6)	<u>954,177</u>
	<u>1,753,606</u>
Cash provided by (used in) investing activities:	
Additions to property and equipment	<u>(619,993)</u>
Increase in cash	1,133,613
Cash position - beginning of year	<u>-</u>
Cash position - end of year	<u>\$ 1,133,613</u>

See accompanying notes to the financial statements.

SASKATCHEWAN PROFESSIONAL TEACHERS REGULATORY BOARD
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED FOR THE 14 MONTHS ENDED AUGUST 31, 2016

1. Nature of operations

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

2. Summary of significant accounting policies

The financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations which required 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 balance sheet when the Association becomes party to the contractual provisions of the financial instrument. The Association 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 Association 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.

Property and equipment

Property and equipment 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 %
Computer software	10 %
Furniture and fixtures	20 %
Leasehold improvements	10 %

Revenue recognition

Licensing revenue consists of fees related to certificates, statements of professional standing, permits and other miscellaneous services to members. Licensing revenue is recognized as revenue once the related applications are processed. Provincial grants are recognized in the time period in which the funds relate. Other revenues are recognized as the services are provided.

SASKATCHEWAN PROFESSIONAL TEACHERS REGULATORY BOARD
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED FOR THE 14 MONTHS ENDED AUGUST 31, 2016

3. Investments

	<u>Cost</u>
Guaranteed Investment Certificate	\$ 30,330
	\$ 30,330

The investment consists of one non-redeemable Guaranteed Investment Certificate that earns interest at 1.30% and matures on August 28, 2017.

4. Deferred revenue

Deferred revenue consists of deferred government grants and funds received for services not yet delivered to members. The deferred government grants total \$964,444 and will be recognized as revenue over the period of September 1, 2016 and March 31, 2017. The remaining \$9,075 relates to fees collected prior to year end, but for which the related applications have not yet been processed.

5. Property and equipment

	<u>Cost</u>	<u>Accumulated Amortization</u>	<u>Net Book Value</u>
Computer equipment	\$ 42,146	\$ 16,708	\$ 25,438
Computer software	455,778	30,880	424,898
Furniture and fixtures	90,583	17,693	72,890
Leasehold improvements	31,486	3,175	28,311
	\$ 619,993	\$ 68,456	\$ 551,537

SASKATCHEWAN PROFESSIONAL TEACHERS REGULATORY BOARD
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED FOR THE 14 MONTHS ENDED AUGUST 31, 2016

6. Non-cash operating working capital

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

	<u>2016</u>
(Increase) decrease in current assets:	
Temporary investments	\$ (30,330)
Accounts receivable	(11,743)
Prepaid expenses	<u>(64,910)</u>
	<u>(106,983)</u>
 Increase (decrease) in current liabilities:	
Accounts payable and accrued liabilities	87,641
Deferred revenue	<u>973,519</u>
	<u>1,061,160</u>
	<u>\$ 954,177</u>

7. Commitment

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

2017	\$	278,507
2018		278,507
2019		278,507
2020		278,507
2021		278,507

8. Financial risk management

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

Liquidity risk

Liquidity risk is the risk that an entity will encounter difficulty in meeting obligations associated with financial liabilities. The Association'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 Association's financial obligations.
