

COMMITMENT TO GOVERNANCE & ACCOUNTABILITY

Annual Report 2023-2024

People Leading Business

Chartered Professionals in Human Resources Saskatchewan

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LIONEL TOOTOOSIS

This past year brought numerous changes, but I am most proud of the admirable job CPHR Saskatchewan has done as a legislated regulator. Since CPHR Saskatchewan become self-regulated in 2021, we have made great strides to maintain our focus on the interests of the public while providing immense value to our members through continuing professional development opportunities, networking events, and resources.

At the board level, we spent the later part of this fiscal year developing a new strategic plan focused on enhancing regulatory accountability and governance, ensuring robust professional standards, and strengthening brand and stakeholder relations. CPHR Saskatchewan has set ambitious goals toward 2026, centred on supporting the public interest, maintaining rigorous designation standards, and increasing CPHR awareness and membership alignment. (see more – page 6)

This year, we entered into new professional and educational partnerships. Three new partnerships, aligned with the CPHR Competency Framework, offer additional resources and quality learning opportunities for our members. The First Nations University of Canada and Saskatchewan Polytechnic received CPHR accreditation, joining the list of accredited post-secondary programs, enhancing the educational landscape for our members, and providing more pathways to achieving the CPHR designation.

At the HR Professional Awards, we celebrated individuals who have made exemplary contributions to the HR profession by awarding them the Fellow of the Chartered Professionals in Human Resources (FCPHR) designation. This is the first year the FCPHR designation has been granted by CPHR Saskatchewan, marking a significant milestone and recognizing individuals who've made exemplary

contributions to the HR profession.

I extend my heartfelt gratitude to our small yet mighty staff. CPHR Saskatchewan continues to grow and advance the HR profession within the province because of your dedication. A special thank you to our outgoing CEO and Registrar, Nicole Norton Scott. Nicole was the driving force behind propelling the HR profession to self-regulated status in Saskatchewan, showcasing phenomenal leadership every step of the way. Her dedication, vision, and incredible twelve-and-a-half-year tenure have left an indelible mark on our organization.

I am also thrilled to welcome our incoming CEO, Ashlee Langlois, CPHR. Ashlee brings extensive and diverse HR experience, having worked in a variety of areas, including organizational development, recruitment, and diversity, equity and inclusion. Her commitment to the community and advocacy for the CPHR designation is commendable.

I am fortunate to work alongside my fellow board members, a dedicated and talented group of professionals. You have made it a privilege to step into this role as Board Chair. Thank you to Lee Knafelc, Tracy Hepworth and Preetma Manohar who will be leaving the board this year. Your contributions to our Board of Directors are greatly appreciated.

To our volunteers and committee members, thank you for your dedication to this profession and our organization. It is because of you that our conferences, events, and initiatives are a continuous success.

This has been a year of growth and immense appreciation. I look forward to continuing to contribute to our profession in my second year as Board Chair.

Lionel Tootoosis, MBA, CPHR
Chair

As we mark the end of one fiscal year and the beginning of another at CPHR Saskatchewan, this joint message reflects not just the change a year makes, but in our case, the change and transition from one CEO to the next. Therefore, it seemed fitting that we write this message together, to celebrate not just one year, but the last twelve-and-a-half that Nicole has led our association, and the years to come as Ashlee takes the reins.

Two years into becoming a self-regulating professional association, CPHR Saskatchewan continues to see an increase in membership and an increase in the number of members applying for and receiving their CPHR designation. The number of annual Validation of Experience (VOE) applicants doubled from 34 to 68 between April 2022 and April 2024, signifying a greater commitment to excellence across the profession, and greater credibility for the profession and association.

As our membership grows, CPHR Saskatchewan does too. This year the association worked to institute a Good Character Attestation for new CPHR membership applicants and existing members, to ensure members are competent, held to professional standards, and are suitable to practice human resources. The Good Character Attestation took effect on May 1, 2024.

CPHR Saskatchewan welcomed 280 delegates from across the province to our first in-person conference in four years; offered 72 professional development opportunities, both in-person and online; and engaged with our partners and members at events, sessions, forums and webinars, and through mentorship and programming.

Our work to raise awareness and enhance the CPHR designation continued. We supported and awarded the next generation of CPHRs, delivered significant results on our marketing initiatives, shared CPHR member stories, sponsored events, and presented at post-secondary and business sessions around the province.

Working inside and outside of this association, we have seen an increased recognition for the role of HR and the CPHR designation. Employers rely on CPHR Saskatchewan to navigate societal and workplace changes, like mental health, work/life balance, culture and diversity, equity and inclusion. The depth of knowledge and purpose with which the HR community has led these efforts is commendable.

As we reflect on these achievements and our own journeys with CPHR Saskatchewan, we want to thank our community, our members, the staff, Board of Directors, and the committee volunteers who show up every day for this profession. Those practicing HR build credibility, trust and advocacy for the HR profession and the CPHR designation. They ensure the public understands the importance of HR and its role in leading business to create workplaces that thrive.

Together we both have the privilege of carrying the title of CPHR Saskatchewan CEO and Registrar with great pride and respect for our community and each other. As Nicole's journey ends and Ashlee's begins, CPHR Saskatchewan will continue to remain advocates of the profession, the designation, and the people who carry the title of CPHR.

Ashlee Langlois, CPHR &
Nicole Norton Scott, CPHR
Chief Executive Officer/Registrar



Incoming
ASHLEE LANGLOIS



Outgoing
NICOLE NORTON SCOTT

Land Acknowledgement

CPHR Saskatchewan and its members live and work on lands covered by Treaties 2, 4, 5, 6, 8, and 10. These are the territories of the Anihšīnāpēk/Saulteaux, Dakota, Dene, Lakota, Nakoda, nēhiyaw/Plains Cree, néhinaw/Swampy Cree, nehithaw/Woodland Cree, and Stoney Nations. They are also the homeland of the Métis/Michif Nation. We pay our respect to the First Nations and Métis ancestors of this place and reaffirm our relationship with one another.

We respect and honour the Treaties that were made on all territories, we acknowledge the harms and mistakes of the past, and we are committed to moving forward in partnership with Indigenous Nations in the spirit of reconciliation and collaboration.

Who We Are

The Chartered Professionals in Human Resources (CPHR) Saskatchewan is the professional regulatory association for human resource practitioners and ensures the protection of public interest and confidence in the practice of its members. The association is the granting body of the Chartered Professional in Human Resources (CPHR) designation within the Province of Saskatchewan. CPHR Saskatchewan is governed by The Chartered Professionals in Human Resources Act, and by its Board of Directors pursuant to its Bylaws.

As a member of the Chartered Professionals in Human Resources of Canada (CPHR Canada), CPHR Saskatchewan is linked to over 30,000 members across Canada. CPHR Saskatchewan represents over 1,400 human resource practitioners from all industries and geographical areas of Saskatchewan.

Duty and Objects of the Association

It is the duty of the association at all times:

- to serve and protect the public; and
- to exercise its powers and discharge its responsibilities in the public interest.

The objects of the association are:

- to regulate the practice of the profession and to govern the members in accordance with the Act and the bylaws; and
- to assure the public of the knowledge, skill, proficiency, and competency of members in the practice of the human resources profession.

Our Vision

Leading people and organizational excellence through competent and ethical HR practice.

Our Mission

CPHR Saskatchewan protects the public interest and enhances the trust and value of the HR practice with professional standards and the pre-eminent national CPHR designation.

We support our members in maintaining the highest standards of the knowledge, skills, proficiency, competency, and ethical conduct of the practice of the human resources profession.

Values

Accountability: We honour our responsibility to all stakeholders and to serve the public interest.

Integrity: We build trust with all stakeholders and act with high ethical standards and professional conduct.

Leadership: We pursue excellence in our advocacy for the advancement of the HR profession and competent practice.

Inclusion: We extend our stakeholder outreach to all of our regions and welcome all levels of practice in our professional community.

KEY FOCUS AREA	REGULATORY ACCOUNTABILITY & GOVERNANCE	PROFESSIONAL STANDARDS	BRAND & STAKEHOLDER RELATIONS
OUTCOME	I. Regulatory Framework Supports the Public Interest Mandate and Role of the Board. II. Ensure effective governance documents and a measurement system that monitors progress and performance of the organization.	I. Designation standards in Saskatchewan are robust and are aligned to engage employers and consistent with all CPHR Canada Partners. II. Members achieve and maintain the CPHR designation and Professional Development is aligned with the competency framework.	I. More than 50% of surveyed organizations and 25% of public surveyed within Saskatchewan see the benefit of the HR profession (CPHR designation) by 2026. II. Grow the profile and credibility of CPHR Saskatchewan with individuals who practice HR (practitioners and existing professionals).
GOALS	I. Provide stakeholder education on the regulatory framework and importance of protecting public interest. II. Maintain regulatory documents in support of being a regulator and ensure effective governance over progress and performance of the organization.	I. Ensure CPHR Saskatchewan has relevant and robust education and experience standards and engage and influence Saskatchewan employers and CPHR Canada to ensure quality and consistency. II. Support members in achieving and maintaining their professional designation, including a professional development framework that leverages partnerships to a greater extent.	I. Deliver a marketing strategy to attract members and strengthen the profile of CPHR Saskatchewan and the designation with HR practitioners. II. Increase membership by 10% by April 30, 2026.

We are represented at the National level through our participation on the CPHR Canada Board, seat at the Chief Staff Officer's table and participation on various committees.

CPHR Canada

CPHR Canada represents over 30,000 members in the Human Resources Profession across nine provinces and three territories in Canada. Established in 1994, CPHR Canada is the national voice on the enhancement and promotion of the HR Profession. With an established and credible designation and collaboration on national issues, we are proactively positioning the national human resources agenda in Canada and representing the Canadian HR Profession with HR Associations around the world.

CPHR Canada has made significant progress towards making a global presence and impact. This past year the Creating People Advantage survey was conducted with the support of the Boston Consulting Group and the World Federation People Management Association. North American Human Resources Management Association (NAHRMA) celebrated 25 years and released an Anniversary Guidebook highlighting key HR Perspectives with HR professionals from Canada, Mexico, and the USA.

CPHR Saskatchewan is represented at the National level through our participation on the CPHR Canada Board, seat at the Chief Staff Officer's table, and participation on various committees.

CPHR Saskatchewan is governed by a Board of 13 members. During the AGM held on October 5, 2023, the Board election results were announced. Lee Knafelc’s term as Board Chair concluded and he moved into the role of Past-Chair. Chair-Elect, Lionel Tootoosis moved into the role of Board Chair and will serve a two-year term. Kaylynn Schroeder was appointed by the Government of Saskatchewan as the Public Appointee in March 2024. Amy Gibson and Sarah Johnston were eligible for re-election pursuant to Administrative Bylaws. The Board of Directors held four meetings in 2023-2024. The attendance is noted below each director.



BOARD CHAIR
Lionel Tootoosis
MBA, CPHR
Attendance: 4/4



PAST CHAIR
Lee Knafelc
B. Ed., FCPHR, SHRM-SCP
Attendance: 4/4



TREASURER
Norm Peel
CPA, CGA, CPHR
Attendance: 4/4



DIRECTOR
Amy Gibson
B.Comm., JD
Attendance: 3/4



DIRECTOR
Jeff Hepp
B.Comm., CPHR
Attendance: 4/4



DIRECTOR
Tracy Hepworth
CPA, CA, CIA, ACC
Attendance: 2/4



DIRECTOR
Sarah Johnston
CPHR, CAIB, CMS
Attendance: 3/4



DIRECTOR
Reagan Lowe
B.Comm., CPHR
Attendance: 4/4



DIRECTOR
Preetma Manohar
MA, B.Ed, CPHR Candidate
Attendance: 3/4



DIRECTOR
Genelle Payant
B.Admin., CPHR
Attendance: 4/4



DIRECTOR
Leah Regent
CPHR
Attendance: 3/4



PUBLIC APPOINTEE
Kaylynn Schroeder
F.L.M.I, CEBS
Attendance: 3/4



DIRECTOR
Shauna Wilkinson
B.Comm., CPHR
Attendance: 4/4

Tamara Therrien, FCPHR held the role of Past-Chair until the AGM on October 5, 2023. She attended 1/4 meetings during 2023-2024.

An Overview

The CPHR Saskatchewan Code of Ethics and Standards of Professional Conduct express the professional commitment that CPHR Saskatchewan members make to the ethical delivery of human resources practice in Saskatchewan.

The Code of Ethics and Standards of Professional Conduct establishes the duties of a member toward an employer or clients, employees, other professionals, the profession, and the public. The Code of Ethics and Standards of Professional Conduct applies to all members registered by CPHR Saskatchewan, whether responsible for the Human Resources policies of an organization, whether as employees of the organization or in an independent practice providing services to organizations. All members are expected to familiarize themselves with the Code of Ethics & Standards of Professional Conduct and to acknowledge that they are bound by it when they submit their annual registration.

This document is intended to give a high-level overview of the requirements. For the specific details of all duties and obligations, please consult the full CPHR Saskatchewan Code of Ethics & Standards of Professional Conduct document, available on the CPHR Saskatchewan website.

Introduction

CPHR Saskatchewan’s overarching objective is to protect the public by ensuring that Human Resource practitioners in Saskatchewan are competent and act in an ethical manner. The CPHR Saskatchewan Code of Ethics and Standards of Professional Conduct support this objective in two ways: (1) they provide guidance to Human Resources practitioners as to what is acceptable professional conduct, and (2) they provide guidelines for defining what constitutes unprofessional conduct in the Human Resources profession.

The Code of Ethics and the Standards of Professional Conduct serve not only as a guide to the profession itself but also as a source of assurance of the profession’s concern for the public. It is a hallmark of a profession that there is a voluntary acceptance by its members that ethical conduct is, first and foremost, for the benefit and protection of the public, and only secondarily intended to achieve appropriate skills and conduct within the profession. It is for these purposes that CPHR Saskatchewan’s standards are directed.

Standards of Professional Conduct

These standards outline specific duties that will ensure the effectiveness and relevance of the advice provided by CPHR Saskatchewan members. The public has a reasonable expectation that a member will carry out these duties with utmost diligence. These duties are as follows:

- **Duties when Employed by Organizations-** members must ensure all information is accurate and all records and documentation are up to date, respect the rights and dignity of all stakeholders, and adhere to all applicable laws.
- **Duties when Managing Others-** members must carefully exercise their power and must not direct others to perform HR functions without reasonable competence in such a manner that could jeopardize the well-being of others.
- **Duties when Representing an Individual or Organization-** members shall be fully prepared, present themselves as CPHR Saskatchewan members, and be free of conflicts of interest when representing individuals or organizations at labour and employment tribunals. Members must not withdraw from representation without good cause and appropriate notice.

- **Duties Specific to Independent Consultants-** members who act as independent consultants are subject to the following additional duties:
 - Duties while Carrying out an Engagement- a member should gain complete knowledge of the facts, report conflicts of interest, and maintain open communication on progress and potential issues as they arise.
 - Duties Regarding Fees- a member shall quote a fee for service only once adequate information has been provided. Fees charged by a member should be disclosed and must be fair and reasonable
 - Duties Regarding Advertising- members must not make unsubstantiated claims about their services or advertise in any way that is likely to mislead the public. A member may not resort to advertising practices likely to denigrate other professionals.

Code of Ethics

CPHR Saskatchewan’s Code of Ethics is based on the national Code of Ethics set out by CPHR Canada. The code of ethics is derived from seven ethical principles:

- **Competence-** Human Resources practitioners must maintain competence in carrying out their responsibilities and providing services in an honest and diligent manner. They must ensure that activities engaged in are within the limits of their knowledge, experience, and skill. When providing services outside one’s level of competence, or the profession, the necessary assistance must be sought so as not to compromise professional responsibility.
- **Legal Requirements-** Human Resources practitioners must adhere to all statutes and statutory acts, regulations and statutes that apply in their jurisdiction which relate to the field of Human Resources. They must not knowingly or otherwise engage in or condone any activity or attempt to circumvent the clear intention of the law.
- **Dignity in the Workplace-** Human Resources practitioners support, promote and apply the legislative requirements and the principles of human rights, equity, dignity and respect in the workplace, within the profession and in society as a whole.
- **Balancing Interests-** Human Resources practitioners must, to the best of their abilities, strive to balance organizational and employee needs and interests in the practice of their profession.
- **Confidentiality-** Human Resources practitioners must hold in strict confidence all confidential information acquired in the course of the performance of their duties and not divulge confidential information beyond those individuals required within the normal course of duty, unless required by law and/or where serious harm is imminent.
- **Conflict of Interest-** Human Resources practitioners must either avoid, or disclose, a potential conflict of interest that might influence or might be perceived to influence, personal actions or judgments.
- **Professional Growth and Support of Other Professionals-** Human Resources practitioners must maintain personal and professional growth in Human Resources by engaging in activities that enhance the credibility and value of the profession.

Member’s Relations with CPHR Saskatchewan

- Members shall identify the level of qualification held with CPHR Saskatchewan to an employer or client, and those who are CPHR designation holders must display their CPHR Saskatchewan certificate in such a way that it is readily visible to the public.
- Members shall ensure that all information provided in the context of registration with CPHR is complete and accurate. A member shall be honest, transparent, and forthright during any examination conducted by CPHR Saskatchewan.
- Members shall comply with the regulatory authority of CPHR Saskatchewan, and complete the Good Character Attestation annually. When requested, a member shall promptly provide an account of their activities, responsibilities, and functions, and a description of their organization and its business.
- CPHR has the jurisdictional authority to discipline a member’s conduct in the province of Saskatchewan. A member of shall comply with the regulatory authority of CPHR Saskatchewan including any sanctions imposed or undertakings made, and not interfere with the disciplinary process.
- Before following a formal complaint process individuals are encouraged to resolve conflicts through direct and respectful dialogue. Where this is not an option, a member shall promptly report to the Registrar any breach of the Code of Ethics or Standards of Professional Conduct.

Regulation 101: Acting in the Public Interest¹

CPHR Saskatchewan, like other professional regulators, has one dominant purpose: protection of the public. This is codified in the legislation governing CPHR members, The Chartered Professionals in Human Resources Act, which indicates:

It is the duty of the association at all times:

- to serve and protect the public; and
- to exercise its powers and discharge its responsibilities in the public interest.

The objects of the association are:

- to regulate the practice of the profession and to govern the members in accordance with this Act and the bylaws; and
- to assure the public of the knowledge, skill, proficiency and competency of members in the practice of the human resources profession.

The Act does not list as one of CPHR Saskatchewan’s duties that it should protect the members of CPHR Saskatchewan. Likewise, it does not indicate that CPHR Saskatchewan is to improve the financial remuneration or standing of its members. The entire focus is to act in the public interest.

This raises the question of what constitutes the “public interest”. In reviewing that issue, it is important to consider the history of self-regulation and its aims. In addition, we have to consider the consequence of failing to act in the public interest.

¹ This article is written by Sean Sinclair, a partner at Robertson Stromberg LLP.

History of Self-Regulation

There is an excellent article entitled “Professional Self-Regulation and the Public Interest in Canada” by Tracey L. Adams² that outlines the history of self-regulation in Canada. Some of the information that can be gleaned from that paper includes:

- I. Research into legislation enacted in the early history of self-regulated professions in Canada suggests that self-regulation was developed because of the benefits to both the public and the profession. The public benefits from ensuring that only well-qualified and competent practitioners be admitted to certain professions. Professionals benefit from exclusive jurisdiction to work in certain fields of practice or be known by a certain title.
- II. Into the 1960s to 1990s, legislators started questioning the benefits of professional regulation. Skeptics asked whether professional regulators were acting for the benefit of the profession or the public. Several provinces established commissions to investigate and evaluate professional regulation and health care services. Ontario’s Committee on the Healing Arts provided a list of factors relevant to the public interest in health care: quality services, accessibility, co-ordination of services, flexibility, economy, complementarity of services, and freedom of choice consistent with public safety. In response to the concerns about professional protectionism, governments in some provinces modified legislation to require that more non-

professionals be on regulatory boards.³ There was a new emphasis on greater oversight of professions.

- III. In more modern times, governments have “increasingly applied private sector business models to the public section”. As a result, the focus has become more connected to efficiency and consumer choice than qualifications and service quality. Thus, public interest has become synonymous with business growth and reducing barriers to entry. That said, there is still a consistent recognition of the need for competence in professions.

From this history, we can see:

- IV. The definition or focus of “public interest” is ever-changing with the times.
- V. The public interest and the interests of professions are not necessarily in conflict. Professionals and the public have an interest in ensuring that only competent individuals are admitted to practice.
- VI. There is a need to balance qualifications with efficiency and consumer choice. Otherwise, barriers to entry create accessibility problems that jeopardize the statutory monopoly given to professionals.
- VII. The public and professionals have an interest in ensuring that standards are maintained. Professionals benefit from rigorous standards because it provides legitimacy to the profession. The public benefits from ensuring that they obtain competent and trustworthy services from professionals.

² Tracey Adams, “Professional Self-Regulation and the Public Interest in Canada” (2016) Professions and Professionalism, Volume 6(2), page 1587.

³ This is seen in The Chartered Professionals in Human Resources Act at sections 8(2), 9 and 29. All of these sections provide for government appointees to be included in the board and the discipline committee.

How is the Public Interest Protected by CPHR Saskatchewan?

CPHR Saskatchewan has taken steps to ensure that it is acting in the public interest. Specifically, CPHR has:

- a. Enacted a Code of Ethics and Standards of Professional Conduct. Among other things, those documents require that members avoid conflicts of interest, co-operate with the regulator, ensure dignity in the workplace, maintain client confidentiality and sustain professional competence.
- b. Passed bylaws to:
 - I. Ensure that members are of good character;
 - II. Set the qualifications for different categories of membership;
 - III. Require ongoing continuing professional development; and

Determine processes to follow if members need to be disciplined for failing to adhere to the Code of Ethics and Standards of Professional Conduct. In performing its statutory functions, including its investigatory and discipline functions, CPHR Saskatchewan and its committees regularly meet to discuss issues affecting the public interest.

Consequences of Emphasizing the Interests of the Profession over the Public Interest

Over the past number of years, governments across the world have de-emphasized the

importance of self-regulation. For instance, in the United Kingdom, there was a complete restructuring of professional regulation in law and medicine such that legal and health professionals are now governed by regulatory boards made up of a majority of individuals that are not part of the professions that they govern⁴. Similar trends have occurred in Australia. In British Columbia, legislation has been introduced to significantly reduce the proportion of lawyers to non-lawyers on the proposed new legal regulatory board.

These changes to regulation are related to a number of different factors, including scandals (particularly in the UK), desire for greater government oversight, harmonization of standards across related professions (such as a single legal regulator in B.C. with oversight over paralegals, notaries and lawyers), and accessibility concerns.

However, in most cases, these factors are connected to a concern that the public is not being sufficiently protected by a self-regulated body.

Conclusion

To maintain self-regulation, CPHR Saskatchewan must ensure that it keeps its focus on acting, at all times, in the public interest. As noted, CPHR Saskatchewan has, in its short history as a legislated regulator⁵, done an admirable job of keeping its focus on the interests of the public, while providing value to its members through (among other things) offering continuing professional development courses, creating networking events and providing resources to its members.

⁴Adams, *supra*.
⁵The Chartered Professionals in Human Resources Act was passed in 2021.



Professional Conduct and Discipline

CPHR Saskatchewan received three formal complaints in 2023-2024. Complaints were received on October 6, 2023, November 11, 2023 and December 18, 2023.

The regulatory committees receive ongoing education to ensure they stay abreast of current case law and processes for good committee governance.

Regulatory Notices

Regulatory Notices are available to the public to help clarify the expectations of Members, including Chartered Professionals in Human Resources (CPHRs), CPHR Candidates, and Retired Professionals. These notices pertain to matters that directly impact professional practice and the protection of the public.

The former members may not use the professional designation Chartered Professional in Human Resources or Chartered Professional in Human Resources Candidate or initials CPHR or CPHR Candidate in Saskatchewan.

Regulatory Notices can be found on the CPHR Saskatchewan website.



Members at April 30, 2024

Professional	619
CPHR Candidate	276
Associate	388
General	42
Students	82
Retired	7
Retired Professional	7



Members at April 30, 2023

Professional	576
CPHR Candidate	245
Associate	407
General	33
Students	71
Retired	5
Retired Professional	6



Members at April 30, 2022*

Professional	552
CPHR Candidate	268
Associate	321
General	31
Students	52

* Retired and Retired Professional Membership counts were not published for 2022.

NKE Exam Statistics

2023:
15 writers –
11 successfully
passed

2022:
15 writers –
8 successfully
passed

(Decrease in writers in 2022 is due to the HR educational requirement effective January 1, 2022. One must have HR courses to be eligible to write the exam.)

2021:
73 writers –
58 successfully
passed

2020:
61 writers –
35 successfully
passed

All those who
passed are now
CPHR Candidates

The reporting period for this information is CPHR Saskatchewan's fiscal year; May 1, 2023-April 30, 2024.

National Knowledge Exam (NKE)

The NKE is the first step in the path to becoming a CPHR. For 2024 and onward, a decision was made by CPHR Canada to offer the NKE once annually, instead of twice each year.

JUNE 1, 2023 NOVEMBER 2, 2023

- 24 writers
- 21 passed
- 15 writers
- 11 passed

NKE Waiver

RECEIVED:

- University of Saskatchewan, Edwards School of Business: 12
- University of Regina, Paul J. Hill School of Business: 6
- University of Regina, Kenneth Levene Graduate School of Business: 5
- Saskatchewan Polytechnic: 14
- Other CPHR Accredited Institutions outside Saskatchewan: 11

NKE WRITERS & WAIVERS :

Congratulations to the following CPHR Candidates:

Akpos Adonkie	Sarah Kudeba
Nadim Ahmed	Patricia Lemky
Bukola Akanbi	Kelsey Liebrecht
Shafa Alasgarova	Jennifer Logel
Ruaa Al-Bahrani	Kaylee Low
Lisa Benallack	Krista Loydl
Nolan Benesh	Preetma Manohar
Julia Benoanie	Steven Mccarville
Kenisha Blair-Walcott	Shikha Misra
Precious Boye	Yvonne Moasun
Paula Cajipo	Afrina Najib
Shaileen Daigle	Darian Neil
James Deck	Kelsey Neufield
Ejibha-okpa Ekeng	Amaka Nnaji
Uzezi Ekhatior	Maddison Nurse-Sich
Cherrise Esplin	Wycliffe O. Okelo
Dawn Ewart	Omolola Olukanni
Joe Ann Fajillan-Taer	Raluchukwu Onu
Michel Farrugia	Omongbohu P. Owoyemi
Camille Flavel	Chintan Panchal
Kendra Furber	Payal Patel
Amy Gabriel	Kallum Perkins
Nadine Genest	Cherie Pilot
Sherine George	Sarah Press
April Gilchrist	Shayla Riche
Laura Gilson	Mika Riglin
Donna Greyeyes	Rachael Schedlosky
Laura Haid	Christine Schwark
Shauna Hammer	Kerry Stefaniuk
Adam Hendrickson	Yvonne Takwe-Ogboro
Amanda Hundseth	Cody Thoring
Marina Iyeme-Eteng	Angielle Troesch
Cailin Jarvis	Shandi Van De Sype
Kymerley Jones	Vernon Volt Ventura
Jason Justiniano	Janna Walz
Amanjot Kaur	Taryn Webb
Jennifer Kliman	Megan Weir
Annika Kohlman	Samira Zamini
Stacy Kozakewich	
Ashley Krale	
Val Krasnokutsky	
Melissa Krieger	

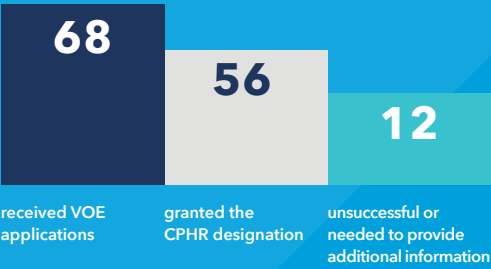
Validation of Experience (VOE) Assessment

The VOE Assessment is the final step in earning the CPHR designation that requires CPHR Candidates to demonstrate three or more years of professional experience in human resources within the last ten years. The VOE Assessment is established in compliance with the national guidelines of the Chartered Professionals in Human Resources (CPHR) Canada. Starting in 2021, there are 3 intake deadlines throughout the year for VOE applications, and assessments are completed by the VOE committee with final recommendations to the Registrar.

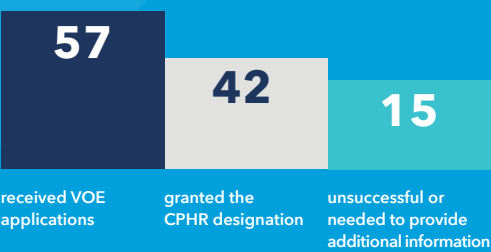
Continuing Professional Development (CPD)

- 572 CPHRs were required to submit
- 568 CPHR submitted the required minimum hours
- 3 CPHRs retired/resigned and did not submit hours
- 1 CPHR did not submit hours
- 3% (18) of CPD submissions were audited; 18 were successful

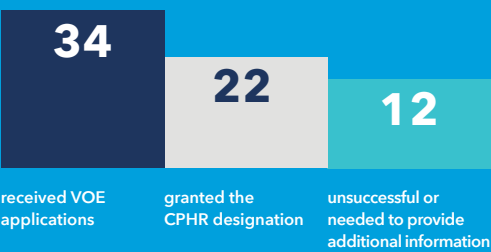
As of April 30, 2024



As of April 30, 2023



As of April 30, 2022



CONGRATULATIONS TO THE FOLLOWING HR PROFESSIONALS WHO WERE GRANTED THE CPHR DESIGNATION BY CPHR SASKATCHEWAN DURING THIS ANNUAL REPORTING PERIOD (MAY 1, 2023 - APRIL 30, 2024)

The designation is a commitment to the professional standard of excellence in the HR profession. Congratulations on this achievement!



Modupeola Abiodun
CPHR



Sikemi Adebisi
CPHR



Peter Adetiloye
CPHR



Halima Alawoki
CPHR



Freda Atsunyo
CPHR



Oluwabusuyi O. Awolusi
CPHR



Stacy Bennett
CPHR



Tamara Burke
CPHR



Lindsay Burlock
CPHR



Susan de Vries
CPHR



Lindsay Dumanski
CPHR



Adedolapo T. Femi - Babalola
CPHR



Molly Fergusson
CPHR



Aaron Fornwald
CPHR



Miranda Francoeur
CPHR



Melina Gillies
CPHR



Shauna Hammer
CPHR



Jessica Hewison
CPHR



Tricia Hodel
CPHR



McKenzie Hunter
CPHR



Swati Kapoor
CPHR



Syed Kashif Sajjad
CPHR



Kara Leftley
CPHR



Michelle Leith
CPHR



Dominik Lerat
CPHR



Brenna Lozinsky
CPHR



Stacey Lulik
CPHR



Lesley McFarlane
CPHR



Alexandra Meredith
CPHR



Dilshad Mohammad
CPHR



Tammy Nilson
CPHR



Oluwabunmi Omeke
CPHR



Taiya M Paylor
CPHR



Megan Pellegrini
CPHR



Erin Phillips
CPHR



Sarah Press
CPHR



Collin Pullar
CPHR



Heather Saunders
CPHR



Dhiraj Sethi
CPHR



Sayid Md. Omar Sharif
CPHR



Anjali Sharma
CPHR



Thomas Skulski
CPHR



Jayasudha Somasekharan
CPHR



Riley Stefaniuk
CPHR



Ridhima Tarika
CPHR



Heidi Tiller
CPHR



Angela Uwah
CPHR



Julie Wilkinson
CPHR



Bailey Williams
CPHR



Jamie Wlock
CPHR



Marnie Wright
CPHR



Erika Zufka
CPHR



Pemiya P. Zuhumben-Ifechigha
CPHR

Images not available: Marly Anderson, Blair Desjardins, Jacqueline Johns, Kimberley Kuny, Lacey McNabb, Olga Sadikova, Gaurav Sharma, Desiré Theriault, and Debra Ward.

CONGRATULATIONS TO THE FOLLOWING HR PROFESSIONALS WHO WERE GRANTED THE FCPHR DESIGNATION BY CPHR SASKATCHEWAN DURING THIS ANNUAL REPORTING PERIOD (MAY 1, 2023 - APRIL 30, 2024)

The Fellow of the Chartered Professionals in Human Resources (FCPHR) recognizes CPHRs who have made exemplary contributions to the HR profession. Congratulations on this achievement!



Bob Bayles
FCPHR



Maryann Deutscher
FCPHR



Greg Honey
FCPHR



Lee Knafelc
FCPHR



Candace Laing
FCPHR



Gary Mearns
FCPHR



Heather Ryan
FCPHR



Tamara Therrien
FCPHR



Greg Trew
FCPHR



Jaime Valentine
FCPHR

Professional Development (CPD)

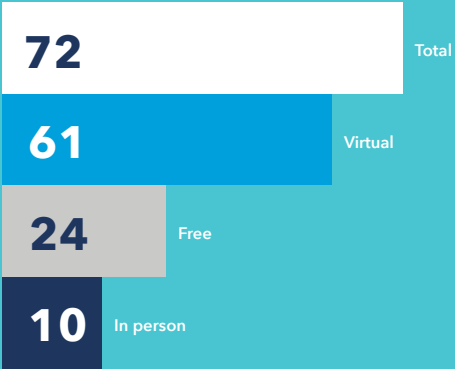
CPHR Saskatchewan offered a variety of professional development (PD) opportunities that allowed members to learn in a way that was convenient to them. Courses were offered virtually and in person. Free webinars were also offered on a variety of topics. In 2023-2024, CPHR Saskatchewan provided 72 PD offerings resulting in 1513 registrations.

MEMBER SERVICES*

Registrations	1513
Job Postings	148
Mentorship Matches	72

* The event categories can include more than one delivery method. i.e., virtual and free, or in-person and free.

Events



Member Services

CPHR Saskatchewan provides a broad range of programs, services, and resources to assist HR practitioners at every career stage. This includes education, outreach, events, mentorship, and communication initiatives.

Outreach initiatives provide information to prospective members and post-secondary HR students about the Association, and the process to become a CPHR. Once a member, many professional development opportunities are available to continuously learn and grow while remaining knowledgeable to protect the public and to celebrate the profession by bringing members together.

The Mentorship Program provides the framework for building professional relationships and enhancing professional development in a meaningful and supportive way. These relationships enable participants to share knowledge and experiences relating to skills, culture, and values. This member-only program runs from January to December each year to align with continuing professional development (CPD) deadlines. For 2023/2024, there were a total of 72 successful matches.

Communications such as the HR Weekly e-newsletter, weekly eblasts, and the bi-annual HR Saskatchewan magazine, keep members informed and provide valuable information. Members can also browse the CPHR Saskatchewan website for news updates, career opportunities, information, and resources, and to find upcoming course offerings and events.

Partnerships

CPHR Saskatchewan alone cannot develop and deliver all the professional development our members want and need. As such, we have engaged partners whose development offerings align with the CPHR Competency Framework. These experts and organizations help bring best practices to life, delivering compelling and relevant learning and development. CPHR British Columbia & Yukon have offered several complimentary webinars for Professional Development along with on-demand training; CPHR Atlantic delivered a complimentary International Women’s Day webinar on March 8, 2023; Academy to Innovate HR (AIHR) offers a variety of virtual courses and programs; Gallagher Benefit Services continues to offer the Executive Senior Breakfast Series webinars; Lighthouse Labs continues to offer brilliant sessions on Data Analytics for HR 101; MLT Aikins LLP presented their Annual HR Professionals Seminar; Indigenous Works continues to deliver their Thought Leadership Series throughout the year; and Veritas Solutions offered three sessions of their Workplace Investigations Certificate Program.

Three new partnerships were entered into to provide members with resources and quality learning opportunities at a reduced cost:

- Enough Already Saskatchewan
- Kellie Garrett - Dare to Lead™
- St. John Ambulance



Events

17th Annual Conference

The 17th Annual Conference was held October 4 - 5, 2023, at the Saskatoon Inn & Conference Centre, presented by Federated Cooperatives Limited. The CPHR Saskatchewan Board, staff, and its members were excited to be together in person after a four-year hiatus. The Conference boasted five dynamic keynote speakers, including Eric Termuende (who delivered a virtual keynote), Dr. Marie-Hélène Pelletier, Becky Sasakamoose-Kuffner and Sharissa Hantke, Michelle Cederberg, and Carla Gradin who was also did a phenomenal job as the Conference emcee. The Conference offered six engaging breakout sessions on cutting-edge topics that members could choose from. The Conference also included an Exhibitor tradeshow, an on-site bookstore, and endless networking opportunities. Over 280 delegates from across the province attended the Conference.





HR Professional Awards

The HR Professional Awards, presented by Saskatchewan Blue Cross, happened over the lunch hour on October 4, 2023, at the Conference. The Awards showcase outstanding human resource achievements and honour people who inspire exceptional people practices. The Award categories included:



The Rising Star Award recognizes and publicly honours a CPHR Saskatchewan member in the first 5 -7 years' of their career who demonstrates great promise as a future leader in the Saskatchewan human resources community.

Rising Star Nominees

- Lily Dyck, CPHR
- Megan Pellegrini, CPHR
- Riley Stefaniuk, CPHR

Recipient - Lily Dyck, CPHR



HR Team of the Year Award is granted to an HR Team that plays a key role in driving the performance and reputation of an organization, are catalysts for organization-wide change, and serve as trusted advisors on organizational strategy.

HR Team of the Year Nominees

- Canpotex
- GFL Environmental
- SIGA
- Viterra

Recipient - Saskatchewan Indian Gaming Authority (SIGA)

Fellow of the Chartered Professionals in Human Resources (FCPHR) recognizes Chartered Professionals in Human Resources (CPHR) who have made exemplary contributions to the HR profession. This is a designation, and recipients are granted recognition as an FCPHR.

Recipients - Bob Bayles, Maryann Deutscher, Greg Honey, Lee Knafelc, Candace Laing, Gary Mearns, Heather Ryan, Tamara Therrien, Greg Trew, and Jaime Valentine.



Virtual HR Forum

CPHR Saskatchewan held the Virtual HR Forum on March 19, 2024. Hosting a virtual event allowed members and non-members across Saskatchewan to participate.

Member Info Sessions

General information sessions were held monthly, which reviewed membership information and steps to joining the association, exclusive resources, and information on pursuing the CPHR designation. Additional information sessions were held for CPHR Candidates regarding the Validation of Experience (VOE) and for CPHRs about the annual Continuing Professional Development (CPD) requirements and reporting.

Lunch & Learn Events Across Saskatchewan

Lunch & Learn Events, in partnership with MLT Aikins LLP, were held throughout October and November 2023 in multiple locations across the province. The sessions titled, "Managing Disabilities and the Duty to Accommodate: A Guide for HR Professionals" reviewed an employer's legal duty to take reasonable steps to adjust rules, policies, and practices to accommodate an employee's individual needs.





CPHR Saskatchewan Pre-Approved for CPD Hours Program

The CPHR Saskatchewan Pre-Approved for CPD Hours Program supports the continued professional development needs of our growing population of CPHRs by recognizing quality HR-focused professional development programs.

This year, we pre-approved continuing professional development hours with the following partners:

- AboutFace
- Academy to Innovate HR (AIHR)
- ACHIEVE Centre for Leadership
- Canadian HR Solutions
- CPHR BC & Yukon
- Destination Leadership
- Edwards Executive Education
- Enough Already Saskatchewan
- Express Employment Professionals
- Indigenous Works
- Lighthouse Labs
- Siefertling Law/ Cascade HR
- Sundance Consulting Inc
- Sutton Benefits & Pension
- UKG
- Veritas Solutions
- Workforce Forward

Competency Framework

In 2019, CPHR Canada commenced a review of the CPHR Competency framework, the last being in 2013.

The result of the review includes HR Competencies that are more specific to the work of today's HR professional as well as broadening the scope of non-HR competencies, now termed General Competencies. The separation of competencies into HR-Specific Competencies and General Competencies helps the field move beyond the silos of "functional" HR areas, which results in the structure of the new framework being more strategic and integrative. These enhancements showcase the greater breadth of the practice of HR and reflect how the evolution of the professional is playing out in workplaces across Canada.

Enhancements to the framework have the most direct impact on the people who are preparing for the designation; writing the National Knowledge Exam (NKE) and gaining HR experience at the applied level through the Validation of Experience (VOE) requirement. The changes also impact accredited Post Secondary Institutions (PSIs). CPHR Saskatchewan has been working with primary stakeholder groups and Post Secondary Institutions to educate on the changes and what it means for each of them. The following is the timeline of implementation:

- The fall 2022 the NKE commenced testing on the revised competency framework;
- Spring 2023 the VOE requirements and application was aligned to the revised competency framework and;
- Post Secondary Institutions align curriculum to the revised competency framework from 2022, and no later than 2025.

Ethics Training

At the end of August 2021, a mandatory ethics requirement was introduced to all CPHRs. During each three-year rolling period, a CPHR must take a minimum of 3 hours of ethics training as part of their continuing professional development (CPD) hours. CPHR Canada partnered with Neovox Media and created a free three-hour ethics course called Professionals in Grey Areas - How to Make Ethical Decisions. A CPHR can take this course or any course they choose as long as it is a minimum of 3 hours. Feedback on the Professionals in Grey Areas - How to Make Ethical Decisions was exceptional. A new ethics course will be announced in August 2024.

Mutual Recognition

The Chartered Institute of Personnel & Development (CIPD UK) and CPHR Canada entered a Mutual Recognition Agreement (MRA) to recognize each organization's certification programs (CPHR, and Chartered MCIPD). Professional Members (CPHRs) can earn the Chartered MCIPD credential. Once a CPHR Saskatchewan Professional Member (CPHR) becomes a member of CIPD, with an appropriate experience level, they are awarded the equivalent membership grade of Chartered MCIPD. Members of CPHR Saskatchewan can also access professional development at a discounted rate through CIPD's e-learning platform.

Enhancing the CPHR Designation

ACCREDITATION

The First Nations University of Canada, Indigenous Business and Public Administration with the University of Regina received accreditation in July 2023. Graduates with a Bachelor of Administration with a major in Human Resource Management from April 2017 onward with an overall cumulative average of 70 percent or higher, along with six specific electives, are eligible to waive the National Knowledge Exam (NKE) to become a CPHR Candidate.

Saskatchewan Polytechnic received accreditation in March 2024 for its Human Resources Management Certificate program and renewed accreditation for its Business Diploma in Human Resources. Graduates from either program, with an overall cumulative average of 70% or higher are eligible to waive the National Knowledge Exam (NKE). Graduates must submit their waiver and fee within five (5) years of graduating from the program.

CPHR Saskatchewan accredited post-secondary programs also include:

- University of Saskatchewan, Edwards School of Business - Bachelor of Commerce Human Resources
- University of Regina, Paul J. Hill School of Business - Bachelor of Business Administration with a major in Human Resource Management
- University of Regina, Kenneth Levene Graduate School of Business Master of Human Resource Management



Scholarships and Student Activities

The future of the human resources profession in our province is bright because of our students. The University of Saskatchewan, University of Regina, and Saskatchewan Polytechnic have HR students and faculty who are dedicated to facilitating the exchange of information between students, alumni, academics, industry experts, CPHR Saskatchewan and other business partners.

Student Outreach

CPHR Saskatchewan presented information sessions to post-secondary HR students at Saskatchewan Polytechnic Moose Jaw Campus, Paul. J Hill School of Business at the University of Regina, and Edwards School of Business at the University of Saskatchewan.



JDC West

Every year, universities across Western Canada send students of many disciplines to compete in JDC West. This prestigious undergraduate business competition hosts 1,300 attendees and unites over 650 delegates from twelve premier post-secondary institutions. For three days students from British Columbia, Alberta, Saskatchewan, and Manitoba showcase their skills in the academic, athletic, and debate competitions. The University of Alberta School of Business hosted participants for JDC West in January 2024. This year Paul J. Hill School of Business (U of R) was awarded 1st place for the coveted title 'School of the Year', along with 1st place in the Human Resources, Accounting, Finance, Entrepreneurship, and Operations Management categories. Edwards School of Business (U of S) was awarded 2nd place for Participation and Debate, and 3rd place for Athletics. Both schools have represented Saskatchewan extremely well in their professionalism and performance at the competition.

Scholarship Recipients

CPHR Saskatchewan offers awards to students studying human resources at the following Post Secondary Institutions:



Lexi Doderai
University of Saskatchewan
- Edwards School of Business
\$1,000
Chartered Professionals in Human Resources (Saskatchewan) Award



Chase LaPointe
University of Saskatchewan
- Edwards School of Business
\$1,000
CPHR Saskatchewan Award for Indigenous Students



Denise Kenny
University of Regina
- Paul J. Hill School of Business
\$1,000
Chartered Professionals in Human Resources Saskatchewan Indigenous Student Award



Hunter Nippi-Thirsk
Saskatchewan Polytechnic
- Paul J. Hill School of Business
\$1,000
Chartered Professionals in Human Resources Saskatchewan Scholarship



Edwards JDC West Team
\$1,000



Hill JDC West Team
\$1,000

Not Awarded
University of Regina
- Paul J. Hill School of Business
\$1,000
Chartered Professionals in Human Resources Saskatchewan Scholarship
University of Regina
- Kenneth Levene Graduate School of Business
\$1,000
Chartered Professionals in Human Resources Saskatchewan Graduate Student Scholarship

Marketing Initiatives

CPHR Saskatchewan executed several marketing initiatives over the past year. These initiatives included a national CPHR Canada digital campaign, a member story featuring a recent CPHR, student outreach, in-person member receptions, member holiday giveaways, sponsorship, partnerships, newspaper advertising, and social media advertising.

CPHR Canada National Campaign

CPHR Canada's national brand-focused campaign, delivered by Curve Communications, ran from May - December 2023. This digital ad campaign focused on lead generation ads through Google and Facebook advertising. The campaign focused on two unique personas: "Kennedy", a young HR practitioner and recent graduate, and "Fred", a CEO who values and supports the CPHR designation. The "Fred" video ads aimed at CEOs emphasized the indispensable role of CPHRs in businesses across Canada, significantly boosting our target audience's awareness. The "Kennedy" campaign's strategic leveraging of both platforms led to a steady increase in leads, demonstrating its effectiveness in engaging the target audience. Through innovative automation sequences tailored for each province and, a focus on efficient lead management, the campaign enhanced CPHR's digital and public presence and provided valuable insights for future strategies.



Member Story

KARA LEFTLEY, CPHR
CPHR Saskatchewan celebrated HR Professional Day on September 26, 2023, by featuring member Kara Leftley, CPHR. At the time, Kara was a recent recipient of the CPHR designation. She talked about her path to the CPHR designation and why she decided to become a CPHR. Kara also reflected on her involvement with the United Way of Saskatoon & Area, and how it's shaped her experience as an HR practitioner.

Annual Member Receptions

Annual Member Receptions were held in Saskatoon at the Sheraton Cavalier and at The Atlas Hotel in Regina in December 2023. A well-enjoyed opportunity to connect and network with members from across the province.



5 Days of Giveaways- Email Campaign

CPHR Saskatchewan celebrated the season with a holiday email campaign in mid-December. Members of CPHR Saskatchewan could win various daily prizes. The grand prize draw was complimentary registration to the 2024 Conference.



Saskatchewan Chamber of Commerce

CPHR Saskatchewan continues to support the Saskatchewan Chamber of Commerce Chair's Invitational Dinner as a Supporting Sponsor. A unique event that connects Deputy Ministers, Crown Presidents, and the Saskatchewan Chamber of Commerce Board and Members. The event was held on October 3, 2023.



Partnerships

ChatterHigh

Career Planning is a mandatory course for students in grades 10 and 11 across Canada. Teachers and guidance counselors use ChatterHigh to deliver content to students to build awareness and understanding. CPHR Saskatchewan partnered with ChatterHigh to educate students on HR career opportunities, and the value of the CPHR designation.



BadgeCert

CPHR Saskatchewan in partnership with CPHR Canada launched digital badges from BadgeCert in June 2023. Designated members received a CPHR, CPHR Candidate, or FCPHR Badge, which verifies a member's credentials. Badges can be shared with employers and peers, and added to digital resumes, email signatures, or social networking sites.



Newspaper Advertising

CPHR Saskatchewan continues to recognize its CPHRs throughout the year in the Saskatoon Star Phoenix and the Regina Leader Post. Ads were placed in July 2023, December 2023, and March 2024. The December ad also recognized our most recent Fellow of the Chartered Professionals in Human Resource (FCPHRs).

Social Media Advertising

CPHR Saskatchewan (CPHR SK) utilizes a variety of platforms, including Facebook, LinkedIn, Instagram, and Twitter. CPHR Saskatchewan will continue to post 2-3 every week throughout the year with paid advertising purchased monthly. CPHR Saskatchewan also utilized LinkedIn Recruiter for member recruitment and promoting the CPHR designation.

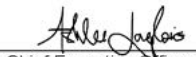
Management’s Responsibility
for Financial Reporting

The financial statements of Chartered Professionals in Human Resources Saskatchewan, operating as CPHR Saskatchewan, have been prepared in accordance with Canadian accounting standards for not-for-profit organizations (ASNPO). When alternative accounting methods exist, management has chosen those it deems most appropriate in the circumstances. These statements include certain amounts based on management's estimates and judgments. Management has determined such amounts based on a reasonable basis in order to ensure that the financial statements are presented fairly in all material respects.

The integrity and reliability of Chartered Professionals in Human Resources of Saskatchewan Corporation's reporting systems are achieved through the use of formal policies and procedures, the careful selection of employees and an appropriate division of responsibilities. These systems are designed to provide reasonable assurance that the financial information is reliable and accurate.

The Board of Directors is responsible for ensuring that management fulfills its responsibility for financial reporting and is ultimately responsible for reviewing and approving the financial statements. The Board of Directors discharges its fiduciary and risk management requirements through its Audit, Finance and Risk Committee. Following the Committee's review of the financial statements and discussions with the auditors and management, the Board of Directors will approve the financial statements and consider the engagement or re-appointment of the external auditors.

The financial statements have been audited on behalf of the members by MWC Chartered Professional Accountants LLP, in accordance with Canadian generally accepted auditing standards.


Chief Executive Officer


Board Chair

Saskatoon, SK
July 30, 2024

To the Members of Chartered Professionals in Human Resources
Saskatchewan operating as CPHR Saskatchewan

OPINION

We have audited the financial statements of Chartered Professionals in Human Resources Saskatchewan, operating as CPHR Saskatchewan, (the Association), which comprise the statement of financial position as at April 30, 2024, 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 Association as at April 30, 2024, and the results of its operations and cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations (ASNPO).

BASIS FOR OPINION

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 Association in accordance with ethical requirements that are relevant to our audit of the financial statements in Canada, 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.

EMPHASIS OF MATTER

We draw attention to Note 1 to the financial statements which provides information on the dissolution of the Association, effective January 31, 2023 including the transfer of the residual net assets to a new corporation as a result a change in regulatory status of its membership. Our opinion is not modified in respect of this matter.

RESPONSIBILITIES OF MANAGEMENT AND THOSE CHARGED WITH GOVERNANCE FOR THE FINANCIAL STATEMENTS

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

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

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

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 Association’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 Association'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 Association 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 timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.


Chartered Professional Accountants
Regina, Saskatchewan
July 24, 2023

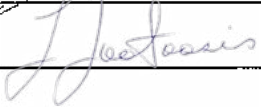
STATEMENT OF FINANCIAL POSITION

AS AT APRIL 30, 2024

	2024	2023
ASSETS		
CURRENT		
Cash	\$ 18,677	\$ 144,671
Investments	702,630	513,368
Accounts receivable	12,668	17,122
Prepaid expenses	12,521	37,932
	746,496	713,093
CAPITAL ASSETS	3,603	2,387
INTANGIBLE ASSETS	-	1,505
LIABILITIES AND NET ASSETS		
CURRENT		
Accounts payable	\$ 11,635	\$ 28,723
Goods and services tax payable	6,906	7,419
Wages payable	29,656	29,085
Member and other prepayments	36,362	31,202
	84,559	96,429
	665,540	620,556
NET ASSETS	\$ 750,099	\$ 716,985

ON BEHALF OF THE BOARD





Director
Director

STATEMENT OF OPERATIONS

YEAR ENDED APRIL 30, 2024

	2024	2023
REVENUES		
Dues	\$ 460,567	\$ 426,871
Provincial conference registrations and sponsorships	188,618	-
Professional development fees	108,391	132,337
Advertising	100,350	138,262
CPHR designation fees (exam, validation of experience and continuing professional development)	64,118	29,616
Commissions	33,630	29,912
Interest	29,263	8,265
Miscellaneous revenue	-	558
Re-Skill Saskatchewan Training Subsidy	-	5,000
HR Executive Series sponsorships	-	5,000
	984,937	775,821
EXPENSES		
Wages and benefits	407,227	131,543
Provincial conference	125,212	1,643
Professional development	70,072	78,655
Professional fees	51,728	75,797
CPHR Canada dues	42,333	39,999
Office	37,502	40,833
Rent	34,919	31,941
Advertising and promotion	32,822	58,564
Bank and credit card charges	32,791	22,826
Exams	30,091	10,988
Public relations	16,813	19,950
Travel	15,129	24,076
Website maintenance	12,089	11,033
Scholarship and academic support	8,000	5,000
Insurance	6,988	7,995
CPHR Canada meetings	5,815	6,348
CPHR certificates	4,008	2,746
Bad debts	2,705	3,426
Amortization of capital assets	2,204	1,947
Amortization of intangible assets	1,505	1,505
Contracted wages (Note 9)	-	247,120
	939,953	823,935
EXCESS OF REVENUES (EXPENSES)	\$ 44,984	\$ (48,114)

STATEMENT OF CHANGES IN NET ASSETS

YEAR ENDED APRIL 30, 2024

	2024	2023
NET ASSETS - BEGINNING OF YEAR	\$ 620,556	\$ -
CONTRIBUTIONS ON FORMATION (Note 9)	-	668,670
EXCESS OF REVENUES (EXPENSES)	44,984	(48,114)
NET ASSETS - END OF YEAR	\$ 665,540	\$ 620,556

STATEMENT OF CASH FLOWS

YEAR ENDED APRIL 30, 2024

	2024	2023
OPERATING ACTIVITIES		
Excess of revenues (expenses)	\$ 44,984	\$ (48,114)
Items not affecting cash:		
Amortization of capital assets	2,204	1,947
Amortization of intangible assets	1,505	1,505
Reinvested investment earnings	(27,948)	(7,555)
	20,745	(52,217)
Changes in non-cash working capital:		
Accounts receivable	4,454	(17,122)
Accounts payable	(17,086)	28,727
Prepaid expenses	25,411	(37,932)
Goods and services tax payable	(513)	7,419
Wages payable	571	29,085
Member and other prepayments	5,160	31,202
	17,997	41,379
Cash flow from (used by) operating activities	38,742	(10,838)
INVESTING ACTIVITIES		
Purchase of capital assets	(3,421)	(750)
Purchase of investments	(161,315)	(505,818)
Cash flow used by investing activities	(164,736)	(506,568)
FINANCING ACTIVITIES		
Contributions on formation	-	668,670
Capital and intangible assets on formation	-	(6,593)
Cash flow from financing activities	-	662,077
INCREASE (DECREASE) IN CASH FLOW	(125,994)	144,671
CASH - BEGINNING OF YEAR	144,671	-
CASH - END OF YEAR	\$ 18,677	\$ 144,671

1. NATURE OF OPERATIONS

The Chartered Professionals in Human Resources Saskatchewan (the "Association") was incorporated April 4, 2022 as a Professional Association, the regulatory body responsible for the initial registration and designation granting of the CPHR designation.

The Association serves and protects the public, as well as works to foster public confidence in the HR profession and ensures the highest standards of knowledge, skills, proficiency, and competency of its members in the practice of the HR profession.

The Association is a non-profit organization governed by *The Chartered Professionals in Human Resources Act, 2021*, and is exempt from income tax under section 149 of the Income Tax Act.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of presentation

The financial statements were prepared in accordance with Canadian accounting standards for not-for-profit organizations (ASNPO).

Revenue recognition

Membership revenues are deferred and recognized in the year for which the individual is an approved member.

Fees, registrations and advertising are recognized when the related service is provided or in the period the event occurs. Commission and miscellaneous revenue are recognized when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Interest is recognized in the period earned.

The Association follows the deferral method of accounting for contributions, which includes government subsidies, grant revenues and sponsorships. Restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Capital assets

Capital assets are stated at cost less accumulated amortization and are amortized over their estimated useful lives at the following rates and methods. A full year of amortization is taken in the year of acquisition.

Computer equipment	5 years	straight-line method
Furniture and fixtures	5 years	straight-line method

(continues)

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Intangible assets

Software is amortized on a straight-line basis over their estimated useful lives of five years.

Financial instruments policy

Financial instruments are recorded at fair value when acquired or issued. In subsequent periods, financial assets with actively traded markets are reported at fair value, with any unrealized gains and losses reported in income. All other financial instruments are reported at amortized cost, and tested for impairment at each reporting date. Transaction costs on the acquisition, sale, or issue of financial instruments are expensed when incurred.

Financial assets including cash, investments and accounts receivable are reported at amortized cost.

Financial liabilities including accounts payable and accrued liabilities are measured at amortized cost

3. INVESTMENTS

Investments include guaranteed investment certificates which can be accessed at any time, and earn interest between 4.25% and 6.05% with maturity dates between June 2024 and April 2025 (2023 - 4.85% with maturity dates between July 2024 and August 2024).

4. CAPITAL ASSETS

	Cost	Accumulated amortization	2024 Net book value	2023 Net book value
Computer equipment	\$ 12,647	\$ 9,569	\$ 3,078	\$ 1,712
Furniture and fixtures	6,698	6,173	525	675
	<u>\$ 19,345</u>	<u>\$ 15,742</u>	<u>\$ 3,603</u>	<u>\$ 2,387</u>

5. INTANGIBLE ASSETS

	2024	2023
Software	\$ 7,526	\$ 7,526
Accumulated amortization	(7,526)	(6,021)
	<u>\$ -</u>	<u>\$ 1,505</u>

6. MEMBER AND OTHER PREPAYMENTS

Deferred revenue includes member dues, exam and professional development fees received in the year for services to be provided in the following fiscal year.

	2024	2023
Member dues	\$ 6,030	\$ 9,227
Examination fees	4,907	13,125
Professional development fees	25,425	8,850
	<u>\$ 36,362</u>	<u>\$ 31,202</u>

7. LEASE COMMITMENTS

The Association has a long term lease with respect to its premises. The lease is a 3 year lease which expires February 28, 2026. The lease provides for payment of utilities, property taxes and maintenance costs.

Future minimum commitments as at yearend are as follows:

2025	\$ 20,456
2026	17,530

8. FINANCIAL INSTRUMENTS

The Association is exposed to various risks through its financial instruments and management is responsible to monitor, evaluate and manage these risks. The following analysis provides information about the Association's risk exposure and concentration as of April 30, 2024.

Credit risk

Credit risk arises from the potential that a counter party will fail to perform its obligations. The Association is exposed to credit risk from members. The Association has a significant number of members which minimizes concentration of credit risk. In addition, most of the member fees are paid for by the member's employer and the likelihood of default is considered small. The risk is considered to be low.

Liquidity risk

Liquidity risk is the risk that an entity will encounter difficulty in meeting obligations associated with financial liabilities. Liquidity risk also includes the risk of the Association not being able to liquidate assets in a timely manner at a reasonable price.

The Association is exposed to this risk mainly in respect of its receipt of funds from its members, accounts payable, and accrued liabilities. The Association holds assets that can be readily converted into cash; therefore, risk is considered low.

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8. FINANCIAL INSTRUMENTS (continued)

Interest rate risk

Interest rate risk is the risk that the value of a financial instrument might be adversely affected by a change in the interest rates. The Association's risk to interest rate fluctuations is largely related to its short term investments and credit facilities. As a consequence, the Association has a portfolio that limits exposure to changes in market interest rates and the credit usage is not significant; therefore, risk is considered low.

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

9. FORMATION OF CORPORATION

With the change to a regulatory body the net assets of the former corporation were transferred at their carrying value of \$668,670 to the Association. The former corporation employed the staff of Association and charged the Association contract wages of \$247,120 to December 31, 2022, after which the employees were paid direct by the Association.

10. CORRESPONDING FIGURES

Some of the corresponding figures have been reclassified to conform to current year's presentation. There has been no impact on the total assets, liabilities, net assets as of April 30, 2023, or excess of revenues (expenses) for the year then ended as result of the reclassification.

