
AGENDA

- 1. Confirmation of Voting Delegates**
- 2. Approval of Agenda**
- 3. Approval of Minutes of AGM, September 24, 2025**
- 4. Annual Report Presentation**
- 5. New Business**
 - (a) Board Member Recognition
 - (b) Ratification of Board Nominees
 - (c) Approval of 2025-2026 Audited Financial Statements
 - (d) Appointment of Auditor MWC Chartered Professional Accountants LLP
- 6. Adjournment**



Chartered Professionals in Human Resources Saskatchewan
Annual General Meeting Minutes
September 24, 2025, 12:00pm
Virtual

Board of Directors

Lionel Tootoosis, Chair
Jeff Hepp, Chair-Elect
Norm Peel, Treasurer
Amy Gibson, Director
Carmen Kaweski, Director
Reagan Lowe, Director
Genelle Payant, Director
Kaylynn Schroeder, Public Appointee
Shauna Wilkinson, Director

Regrets: Leah Regent, Director

Staff

Amanpreet Kaur- Member Relations Coordinator/ Minute Taker
Ashlee Langlois, CPHR – CEO/Registrar
Brandi Roy – Executive Coordinator

Board Chair, Lionel Tootoosis called the meeting to order at **12:03 PM**.

1. Confirmation of Voting Delegates

Chair, Lionel Tootoosis welcomed everyone to the AGM and provided a land acknowledgement.

Lionel reminded everyone that all members; Professional, CPHR Candidate, Associate, General and Student members have the right to vote.

Lionel highlighted 9 proxies had been received and enough present as of 12:03PM to proceed with the meeting. Quorum has been met (require 25) with enough voting members present to carry out the business of the meeting.

2. Approval of Agenda

Motion by Norm Peel to approve the agenda as presented.

Seconded by Genelle Payant
- Carried

3. Approval of Minutes of AGM from September 12, 2024

Motion by Isioma Coker to approve the agenda as presented.

***Seconded by Jeff Hepp
- Carried***

4. Annual Report

Chair, Lionel Tootoosis highlighted that a copy of the Annual Report was provided in the emailed AGM package. Lionel shared a few highlights from the Annual Report.

Highlights from the Annual Report:

- Lionel expressed deep appreciation and pride for the progress CPHR Saskatchewan has made over the past year. It has been a year of thoughtful transition, continued evolution, and a renewed focus on our future as both a legislated regulator and a professional association.
- One of the most meaningful milestones this year was supporting Ashlee Langlois in her first full year as CEO and Registrar. Ashlee has brought strong leadership, a fresh perspective, and a genuine commitment to both public interest and member value.
- At the board level, they remained focused on advancing the priorities outlined in our 2024–2026 Strategic Plan. They continued to strengthen governance, align with regulatory best practices, and uphold robust professional standards. This year also marked the launch of a comprehensive marketing strategy and implementation plan — a key initiative under the Brand and Stakeholder Relations pillar of our Strategic Plan. This work aims to increase awareness of the CPHR designation, increase our membership, and deepen our peer-to-peer HR community.
- The organization has seen a growing number of individuals across Saskatchewan actively pursuing the CPHR designation—an encouraging sign of the continued relevance, credibility, and value of the credential in today's HR landscape. Lionel congratulated the 58 individuals who received their CPHR designation this year and completed this significant milestone that reflects a deep commitment to professional excellence, ethical practice and continued growth in the HR field.
- CPHR Saskatchewan continues to offer meaningful professional development experiences and opportunities for members to connect. The organization welcomed over 270 delegates to the annual conference in Regina which showcased four incredible keynotes, meaningful breakout sessions, and the unforgettable Kevin Lim as our emcee. The virtual HR forum brought together over 170 registrants across the province, making connections and learning more accessible to our members across the province. In addition, in partnership with MLT Aikins, we hosted seven Labour and Employment Law Workshops throughout the province, bringing participants together to discuss emerging legal issues in the HR space.
- Lionel thanked our Board Directors, Staff and Volunteers for their dedication to this professional and our organization.

5. New Business

a) Board Member Recognition



Sarah Johnston will be leaving the Board and was recognized by Board Chair, Lionel Tootoosis.

b) Ratification of Board Nominees

The Nominating Committee is pleased to recommend the following candidates for re-election. The candidates are current Board Directors and are eligible for re-election pursuant to the Bylaws:

1. Amy Gibson, JD

- Regarding the Board Executive, Board Chair, Lionel Tootoosis, CPHR will be moving into the role of Past-Chair as of the AGM in September 2025.
- Chair-Elect, Jeff Hepp, CPHR will be moving into the role of Board Chair as of the AGM in September 2025.

The following Board Directors are completing the second year of their term and will continue on the Board for 2025-2026:

1. Carmen Kaweski
2. Reagan Lowe, CPHR
3. Genelle Payant, CPHR
4. Norm Peel, CPA, CMA, CPHR
5. Leah Regent, CPHR
6. Shauna Wilkinson, CPHR
7. Kaylynn Schroeder, F.L.M.I., CEBS

The Committee is please to recommend the following candidates for election to a two-year term:

- Iza Parker, CPHR
- Isioma Coker, CPHR

Motion by Kaylynn Schroeder to approve the Board Nominees for 2025-26.

**Seconded by Emmanoella Val - Kanu
Carried**

C) Approval of 2024-2025 Audited Financial Statements

Norm Peel, Treasurer, presented the Audited Financial Statements and highlighted the following:

- There were some prepaid expenses impacting net income. These included speaker fees (\$14,000) and investment activities (\$20,000). Materiality for the audit is low at \$20,000, which is why these items are reported.
- There were only some small year-end adjustments.
- Assets are at \$801,110 up from \$750,100 last year

- Current Liabilities are at \$101,230 from \$84,561 last year
- General fund \$181,656 and Restricted funds of approximately \$500,000 are included this year. There are two \$250,000 GIC funds (one for the legal reserve and one for the operating reserve) which have now been reflected on the balance sheet under equity, with separate lines for restricted and unrestricted investments. These reserves will continue to grow through accrued interest and are to be reapproved annually
- Revenues \$1,102,063 up from \$984,937
- Expenses \$1,067,722 up from \$939,953
- Which brings us to end the year with \$34,341 in profit.

Motion by Amy Gibson to approve the Financial Statements for the 12-month period ending April 30, 2025.

Seconded by Carmen Kaweski
- Carried

D) Appointment of Auditor MWC Chartered Professional Accountants LLP

Norm Peel, Treasurer, presented the appointment of the Auditors for the 2025/26 fiscal year.

Motion by Isioma Coker to appoint MWC Chartered Professional Accountants LLP as auditors for the 2025/2026 fiscal year.

Seconded by Lionel Tootoosis
- Carried

6. Adjournment

Motion by Carmen Kaweski to adjourn the meeting.

Seconded by Norm Peel.
- Carried.

The meeting adjourned at **12:20pm**.

2026 GOVERNANCE AND HR COMMITTEE REPORT

The Governance and HR Committee strives to create a nominating process that is inclusive of the members of CPHR Saskatchewan and ensures ongoing alignment and successful governance for the organization.

The Committee invited the CPHR Saskatchewan membership to submit their Expressions of Interest to serve on the Board of Directors.

CPHR Saskatchewan's Administrative Bylaws provide for a Board comprised of a **minimum of six and a maximum of fourteen Directors**. As of July 2026, the CPHR Saskatchewan board consisted of **11 Directors** and **1 Public Appointee**.

The Governance and HR Committee deliberated, and the Board of Directors agreed that given a Board comprised of **eleven (11) Directors** and **one (1) Public Appointee, with three (3) Directors leaving and the election of three (3) Board Directors** that the composition of the current Board is diverse and at an appropriate size for succession.

Current Board Directors

In accordance with the Bylaws, the following Directors are within their approved terms of office and will be continuing on the Board:

- Isioma Coker, CPHR
- Amy Gibson, JD
- Iza Parker, CPHR
- Kaylynn Schroeder, F.L.M.I, CEBS

Chair, Jeff Hepp, CPHR, will be moving into the second year of his two-year term as of the AGM in September 2026.

Director, Shauna Wilkinson, CPHR, is being nominated as Chair-Elect as of the AGM in September 2026.

Past-Chair, Lionel Tootosis, CPHR, has completed his term and will be leaving the Board as of the AGM in September 2026.

Student Director, Carmen Kaweski will be leaving the board as of the AGM in September 2026.

Director, Leah Regent, CPHR, will be leaving the board as of the AGM in September 2026.

The Nominating Committee is recommending the re-election of **three (3) directors**, and the **election of two (2) new Board Directors and one (1) Student Director** such that the Board be comprised of a total of **11 Directors** and **1 Public Appointee** for the 2026-2027 year.

Proposed Slate of Candidates – AGM 2026

The Governance and HR Committee is pleased to recommend the following candidates for election. These candidates are current Board members and are eligible for re-election pursuant to the Administrative Bylaws, and whose names will be included on the formal slate of candidates presented to the membership at the AGM in September 2026:

1. Reagan Lowe, CPHR
2. Genelle Payant, CPHR
3. Norm Peel CPA, CMA, CPHR

The Governance and HR Committee is pleased to recommend the following candidates for election to a two-year term, whose names will be included on the formal slate presented to membership at the AGM in September 2026.

1. Shiza Hirani, Student
2. Davin Hildebrand, CPHR
3. Colin Weimer, CPHR

As per the Administrative Bylaws Article 9.8, nominations for election as Director may **not** be made at the annual general meeting at which the election will be held or elected Directors will be declared.

Respectfully submitted by the CPHR Saskatchewan Governance and Human Resources Committee:

Lionel Tootoosis, CPHR – Past Chair
Jeff Hepp, CPHR - Chair
Amy Gibson, JD, Director
Reagan Lowe, CPHR, Director
Kaylynn Schroeder, F.L.M.I, CEBS – Public Appointee

Motion:

To approve the board nominees for the 2026-2027 year.

PROPOSED SLATE

REAGAN LOWE, CPHR, B.Comm.

Reagan is currently the Superintendent of Human Resources with Regina Public Schools. She is a versatile human resources leader with 25 years of experience in human resources across all HR disciplines in the public and nonprofit sectors. Prior to joining the school division, Reagan was the Director of People Services at Regina Exhibition Association Limited, supporting the organization through transformational change. Throughout her career, she has worked in progressively more senior positions with a primary focus in Employee and Labour Relations and working with leaders at all levels of the organization to develop and manage strategic and operational HR programs and services.

Reagan is a CPHR designation holder and has a Bachelor of Commerce from the University of Saskatchewan, majoring in Human Resources, and is passionate about organizational effectiveness and creating cultures where people feel engaged, valued, and inspired to deliver their very best. Passions outside of work include exploring the outdoors with family and friends and nurturing balance and creativity as a professional craftsperson and member of the Saskatchewan Craft Council.

Reagan joined the CPHR Saskatchewan Board of Directors in January 2022 and participates on the Governance and HR Committee. She will be moving into the 1st year of her 3rd term on the board.

GENELLE PAYANT, B.Admin., CPHR

Genelle has been practicing human resources for over 25 years. She has over 15 years of senior and executive level human resource experience with Marriott Hotels of Canada where she worked as a Director of Human Resources in both Calgary and Edmonton. In 2010, Genelle returned to her home province of Saskatchewan and founded a human resource consulting practice, Spark People Solutions, located in Moose Jaw. This practice remains active today.

In 2019, she accepted a full-time position at Saskatchewan Polytechnic where she teaches classes in the HR Diploma program. Of interest, Genelle played a key role in Saskatchewan Polytechnic's CPHR Saskatchewan's accreditation of the HR Diploma program.

Genelle has her Bachelor's Degree in Administration from Athabasca University and obtained her CPHR designation in 2011.

Genelle joined the CPHR Saskatchewan Board of Directors in 2022 and is a member of the Professional Standards Committee. She will be moving into the 1st year of her 3rd term on the board.

NORM PEEL, CPA, CMA, CPHR

Norm is currently the Chief Financial Officer (CFO) for the Warner Industries Group of Companies based in Regina with locations throughout Saskatchewan. His role as the CFO includes responsibility for Managing and leading both the Accounting and Human Resource Teams in the Company.

Norm joined Warner Industries in 2012 after a 10-year career working in the hospitality, manufacturing and agriculture sectors. Throughout Norm's 20 years of professional experience, he has held Senior Leadership Roles in both Accounting and Human Resources often holding dual responsibility.

Norm holds a Bachelor of Administration from the University of Regina (2002), completed the Strategic Leadership program to obtain his Certified Management Accountant (CMA) designation, wrote the NKE in 2017 scoring the highest mark in Saskatchewan and obtained his Chartered Professional in Human Resources (CPHR) in 2018.

Norm joined the CPHR Saskatchewan Board of Directors in 2022 and is the Chair of the Audit, Finance and Risk Committee. He will be moving into the 1st year of his 3rd term on the board.

SHAUNA WILKINSON, CPHR

With over two decades of Human Resources experience, Shauna Wilkinson is a dedicated professional committed to contributing to workplaces where people feel valued, supported, and empowered to do their best work.

Known for her values based, people-focused approach, Shauna combines strong relationship-building skills with a strategic understanding of workplace needs. She brings professionalism, integrity, and a strong focus and commitment to supporting people, building effective workplaces, and aligning HR practices with organizational goals.

Most recently, Shauna served as the Vice-President People & Culture at Federated Co-operatives Limited (FCL) where she contributed to the overall strategic direction and vision of FCL and the ongoing evolution of FCL's people practices and programs.

Shauna earned a Bachelor of Commerce from the University of Saskatchewan and holds a Chartered Professional in Human Resources (CPHR) designation. Shauna joined the CPHR Saskatchewan Board of Directors in 2022, is a member of the Professional Standards Committee, and a Director on the Board of CPHR Canada. Shauna is being nominated as Chair-Elect as of the AGM.

SHIZA HIRANI

Shiza Hirani is a youth advocate and Founder of the global youth-led nonprofit Youth MentorNet Café. She is a Bachelor of Business Administration student at the University of Regina's Hill and Levene School of Business, where she has earned a place on the Dean's Honour List and is a two-time recipient of the prestigious Faculty of Business Administration Award. Through Youth MentorNet Café, Shiza is supporting more than 150,000 youth across 15+ countries through culturally responsive mentorship and

leadership development opportunities, to help youth build academic confidence and thrive in their communities. In recognition of its impact on advancing quality education, Shiza's nonprofit received the 2025 RCE Education for Sustainable Development Recognition Award from the Lieutenant Governor of Saskatchewan.

Shiza is passionate about advancing mental health, youth empowerment, gender equality, accessibility, and educational equity. At the University of Regina, she served as the Director of Equity, Diversity, and Inclusion (EDI) for the Hill Business Students' Society and co-chaired the annual Diversity Gala, helping strengthen inclusion and belonging across campus. Her leadership extends from local communities to the international stage. Shiza became the first youth from Saskatchewan appointed to the Advisory Board for the Permanent Mission of Canada to the United Nations, serving as one of only ten youth advisors nationwide. She became the youngest speaker at the 2025 Disrupt HR YQR Forum and has represented Canada as a delegate at the World Bank Youth Summit.

She continues to volunteer her time as a member of the City of Regina's Accessibility Advisory Committee and the Quality Education Lead on the SDG Council with the United Nations Association in Canada. Her commitment to service, leadership, and academia has been recognized through numerous honours, including the Outstanding Youth Philanthropist Award from the Association of Fundraising Professionals South Saskatchewan Chapter, the Henry Baker Scholar Award presented at City Hall by the Mayor of Regina, the Hillberg & Berk Foundation Award, and the 2026 Keystone Education Group Student of the Year Award.

Shiza is nominated for the first year of a two-year term as of the AGM.

DAVIN HILDEBRAND, CPHR

Davin Hildebrand is currently the Deputy Director of Education with the Northwest School Division. His role for the past 13 years has included the Human Resources portfolio in the organization, having previously served as the Superintendent of Human Resources.

Davin's educational background includes holding both an Ed.D. and an M.Ed. from the University of Calgary, a B.Ed. from the University of Saskatchewan and an MCert.HRM. from the University of Regina. Davin is also a Chartered Professional in Human Resources.

Davin has taught broadly in higher education in the areas of research, leadership, curriculum, foundations and human resources. He has lectured at the University of Saskatchewan, University of Regina, St. Francis Xavier University, Western University, Brandon University and the University of Alberta.

Davin recently served as a Co-Chair for the 2026 Saskatchewan Winter Games and previously served on the Board of Directors for Softball Saskatchewan.

Davin is nominated for the first year of a two-year term as of the AGM.

COLIN WEIMER, CPHR

Colin is currently Director, Employee and Labour Relations with the University of Saskatchewan and has been with the university for 13 years. Prior to his current role, Colin held a variety of Human Resources roles with USask, including Senior Consultant, Manager of Advisory Services, Team Lead for Organizational Design and Staffing with USask's Shared Services project, and Manager of Labour and Faculty Relations. Over his 22-year career in Human Resources, Colin also worked for the Calgary Health Region, the City of Calgary and the Saskatchewan Public Service Commission.

Colin holds a Bachelor of Arts degree (English) from the University of Saskatchewan and a Diploma in Business Administration (Human Resources) from Mount Royal University.

Colin is nominated for the first year of a two-year term as of the AGM.

WITHIN APPROVED TERMS**Kaylynn Schroeder, F.L.M.I., CEBS**

Kaylynn Schroeder is a retired senior executive with over thirty years of high-profile leadership focusing on corporate services, human resources, and building capacity within organizations. She was active in board governance for many organizations over the last several years focused on managing risk. Kaylynn has actively served on several community not for profit boards as a director during her working career. Kaylynn is currently serving as Vice Chair of the Saskatoon Airport Authority (YXE) Board, Director of New Horizon Construction Benefit Services Inc., and Chair of the Occupational Health & Safety Advisory Council for the province of Saskatchewan.

Kaylynn was appointed to the CPHR Saskatchewan Board of Directors in 2024 by the Government of Saskatchewan as the Public Appointee. She participates on the Governance and HR Committee and the Discipline Committee. She will be continuing with the board as the Public Appointee.

JEFF HEPP, B. Comm., CPHR

Jeff is currently Senior Manager, HR Corporate, with Nutrien. He joined Nutrien in 2019 after spending over 16 years in HR with the Government of Canada and the University of Saskatchewan. Throughout his career, he has held roles leading teams advising and partnering with the business and operations, and developing programs and strategies focusing on employee engagement, HR metrics and analytics, and process improvement. Jeff holds a Bachelor of Commerce, from the University of Saskatchewan and is a Chartered Professional in Human Resources (CPHR).

Jeff joined the CPHR Saskatchewan Board of Directors in 2020, is Chair of the Professional Standards Committee, and the Governance and HR Committee. Jeff will continue as Board Chair after the AGM.

AMY GIBSON, B.COMM., JD

Amy Gibson is a Partner at MLT Aikins in Saskatoon. She represents and provides strategic advice to provincially and federally regulated employers on a variety of labour and employment matters, including union certification drives, collective bargaining, collective agreement interpretation, labour disputes, workplace policies, discipline and discharge, employment contracts, occupational health and safety, workers' compensation, labour standards, and human rights. She has experience with a variety of court and administrative proceedings, as well as representing clients before the Saskatchewan Labour Relations Board and in Canada Labour Code unjust dismissal adjudications. She also acts as chief negotiator in collective bargaining.

Amy joined the CPHR Saskatchewan Board of Directors in 2021 and participates on the Governance and HR Committee. She will be moving into the 2nd year of her 3rd term on the board.

ISIOMA COKER, CPHR, CIPD

Isioma Coker is a seasoned Human Resources leader with over 15 years of global experience spanning labour relations, business partnering, compensation and benefits, and organizational management across diverse industries. In her current role at SaskTel, she leads the company's labour relations strategy, fosters industrial harmony, and champions a compelling employee value proposition through robust compensation and benefits programs.

Isioma holds a Master of Science in Human Resource Management and Industrial Relations from the University of Manchester in England and a Bachelor of Business Administration in Human Resource Management from Baylor University in the United States. She is a Chartered Fellow of the Chartered Institute of Personnel Development (CIPD) and a Chartered Professional in Human Resources (CPHR). She will be moving into the 2nd year of her 1st term on the board.

IZA PARKER, CPHR

With over 22 years of transformative leadership as a CHRO and strategy expert, Iza brings a wealth of international experience across Fortune 100 companies, Crown corporations, and global enterprises. She has successfully led strategic initiatives, including overseeing one of the largest M&A projects in the U.S. telecommunications sector, managing COVID-19 responses for a Crown corporation, and supporting executive teams through complex transitions. Iza specializes in organizational strategy & design, people operations excellence, and change management, driving measurable results across industries such as technology, manufacturing, finance, marketing, and government. Through her consulting firm, she collaborates with CEOs and senior executives to align people strategies with business objectives, enhancing performance, culture, and operational effectiveness.

Iza's robust educational background complements her extensive leadership experience. She holds a BBA, a Major in Financial Management, HRM Education and an Executive MBA from UNA University, USA, which has honed her strategic and operational acumen. Her expertise is further supported by certifications in Change Management from PROSCI Canada, Mediation from Panko Collaborative Law, and Executive Leadership from Queen's University. This diverse academic foundation equips her with the tools to

navigate complex organizational challenges, foster innovation, and drive transformational growth. Her continuous commitment to learning reflects her passion for staying at the forefront of leadership excellence and organizational development. She will be moving into the 2nd year of her 1st term on the board.

**CHARTERED PROFESSIONALS IN HUMAN RESOURCES
SASKATCHEWAN**

(Operating as CPHR Saskatchewan)

Financial Statements

Year Ended April 30, 2026

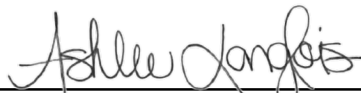
MANAGEMENT'S RESPONSIBILITY FOR FINANCIAL REPORTING

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
August 05, 2026



Chartered Professional
Accountants LLP

INDEPENDENT AUDITOR'S REPORT

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, 2026, 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, 2026, 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.

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.

(continues)

An asset to our clients, not an expense

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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
August 5, 2026

CHARTERED PROFESSIONALS IN HUMAN RESOURCES SASKATCHEWAN

(Operating as CPHR Saskatchewan)

Statement of Financial Position

April 30, 2026

	2026	2025
ASSETS		
CURRENT		
Cash	\$ 75,228	\$ 69,761
Accounts receivable	8,808	5,677
Investments - unrestricted (Note 3)	11,172	166,340
Prepaid expenses	39,746	30,261
	<u>134,954</u>	<u>272,039</u>
INVESTMENTS - RESTRICTED (Note 3)	533,278	518,224
CAPITAL ASSETS (Note 4)	11,551	10,846
	<u>\$ 679,783</u>	<u>\$ 801,109</u>
LIABILITIES AND NET ASSETS		
CURRENT		
Accounts payable	\$ 12,325	\$ 14,941
Goods and services tax payable	7,662	9,579
Wages payable	33,071	37,868
Member and other prepayments (Note 5)	51,311	38,841
	<u>104,369</u>	<u>101,229</u>
NET ASSETS		
General fund	42,136	181,656
Restricted funds	533,278	518,224
	<u>575,414</u>	<u>699,880</u>
	<u>\$ 679,783</u>	<u>\$ 801,109</u>

CONTRACTUAL OBLIGATIONS (Note 6)

ON BEHALF OF THE BOARD

Director

Director

See accompanying notes to financial statements

CHARTERED PROFESSIONALS IN HUMAN RESOURCES SASKATCHEWAN

(Operating as CPHR Saskatchewan)

Statement of Operations

Year Ended April 30, 2026

	2026	2025
REVENUES		
Dues	\$ 547,289	\$ 488,917
Provincial conference registrations and sponsorships	276,825	222,809
Professional development fees	153,523	168,191
CPHR designation fees (exam, validation of experience and continuing professional development)	94,916	90,147
Advertising	67,700	65,775
Commissions	25,528	31,335
Interest	19,714	34,889
	1,185,495	1,102,063
EXPENSES		
Wages and benefits	471,752	427,758
Provincial conference	213,303	154,690
Media relations	162,127	70,906
Professional fees	121,400	57,822
Programming	84,264	101,046
Office	75,950	65,493
CPHR Canada dues	48,267	47,633
Bank and credit card charges	40,110	35,965
Travel	28,421	37,286
Exams	18,993	24,846
Insurance	11,019	10,399
Other expenses	9,999	15,740
CPHR Canada meetings	8,714	9,114
CPHR certificates	7,216	3,624
Bad debts	5,427	3,668
Amortization of capital assets	2,999	1,732
	1,309,961	1,067,722
EXCESS OF REVENUES (EXPENSES)	\$ (124,466)	\$ 34,341

See accompanying notes to financial statements

CHARTERED PROFESSIONALS IN HUMAN RESOURCES SASKATCHEWAN

(Operating as CPHR Saskatchewan)

Statement of Changes in Net Assets

Year Ended April 30, 2026

	General Fund	Restricted Funds	2026	2025
NET ASSETS - BEGINNING OF YEAR	\$ 181,656	\$ 518,224	\$ 699,880	\$ 665,539
EXCESS OF REVENUES (EXPENSES)	(139,520)	15,054	(124,466)	34,341
NET ASSETS - END OF YEAR	\$ 42,136	\$ 533,278	\$ 575,414	\$ 699,880

See accompanying notes to financial statements

CHARTERED PROFESSIONALS IN HUMAN RESOURCES SASKATCHEWAN

(Operating as CPHR Saskatchewan)

Statement of Cash Flows

Year Ended April 30, 2026

	2026	2025
OPERATING ACTIVITIES		
Excess of revenues (expenses)	\$ (124,466)	\$ 34,341
Items not affecting cash:		
Amortization of capital assets	2,999	1,732
Reinvested investment earnings	(19,715)	(34,886)
	(141,182)	1,187
Changes in non-cash working capital:		
Accounts receivable	(3,131)	6,991
Accounts payable	(2,615)	3,303
Prepaid expenses	(9,485)	(17,740)
Goods and services tax payable	(1,917)	2,673
Wages payable	(4,797)	8,212
Member and other prepayments	12,470	2,479
	(9,475)	5,918
Cash flow from (used by) operating activities	(150,657)	7,105
INVESTING ACTIVITIES		
Purchase of capital assets	(3,704)	(8,974)
Proceeds from (purchase of) investments	159,828	52,953
Cash flow from investing activities	156,124	43,979
INCREASE IN CASH FLOW	5,467	51,084
CASH - BEGINNING OF YEAR	69,761	18,677
CASH - END OF YEAR	\$ 75,228	\$ 69,761

See accompanying notes to financial statements

CHARTERED PROFESSIONALS IN HUMAN RESOURCES SASKATCHEWAN

(Operating as CPHR Saskatchewan)

Notes to Financial Statements

Year Ended April 30, 2026

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).

Fund accounting

The Association has established the following funds:

- a) General fund - reports the day-to-day operations of the Association.
- b) Organizational reserve - established to provide for the ongoing financial stability of the Association and to ensure there are sufficient resources set aside to meet obligations as they arise.
- c) Legal reserve - established to provide resources to address legal issues of the Association or its members.

Revenue recognition

Membership revenues are deferred and recognized in the year for which the individual is an approved member. Fees, registrations, advertising, and miscellaneous revenues are recognized when the related service is provided or in the period the event occurs. Commissions are recognized when the amounts are received or reasonably estimated. 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.

(continues)

CHARTERED PROFESSIONALS IN HUMAN RESOURCES SASKATCHEWAN

(Operating as CPHR Saskatchewan)

Notes to Financial Statements

Year Ended April 30, 2026

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

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

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 2.25% and 3.17% with maturity dates between May 2026 and August 2026 (2025 - 3.17% and 4.90% with maturity dates between August 2025 and May 2026).

	2026	2025
<u>Restricted Fund</u>		
Organizational reserve	\$ 266,647	\$ 259,112
Legal reserve	266,631	259,112
	<u>533,278</u>	<u>518,224</u>
<u>General fund</u>		
	11,172	166,340
	<u>\$ 544,450</u>	<u>\$ 684,564</u>

CHARTERED PROFESSIONALS IN HUMAN RESOURCES SASKATCHEWAN

(Operating as CPHR Saskatchewan)

Notes to Financial Statements

Year Ended April 30, 2026

4. CAPITAL ASSETS

	Cost	Accumulated amortization	2026 Net book value	2025 Net book value
Computer equipment	\$ 22,453	\$ 13,138	\$ 9,315	\$ 7,886
Furniture and fixtures	9,571	7,335	2,236	2,960
	\$ 32,024	\$ 20,473	\$ 11,551	\$ 10,846

5. MEMBER AND OTHER PREPAYMENTS

	Opening prepayments	Received	Recognized	Ending prepayments
Professional development fees	\$ 29,650	\$ 163,611	\$ (153,523)	\$ 39,738
Dues	5,306	545,674	(547,289)	3,691
CPHR designation fees	3,885	98,913	(94,916)	7,882
	\$ 38,841	\$ 808,198	\$ (795,728)	\$ 51,311

6. CONTRACTUAL OBLIGATIONS

The Association has a long term lease with respect to its premises. The lease is a 1 year lease which expires February 28, 2027. The lease provides for payment of utilities, property taxes and maintenance costs with an expected cost of \$30,485 in 2027.

The Association has a contractual obligation related to the rental of conference rooms for the CPHR Conference to be held October 2026. The total agreed upon facility fee is \$31,150 which decreases on a sliding scale dependent on the banquet food and beverage revenue at the event. As part of the agreement, CPHR has agreed to a minimum \$50,000 food and beverage charge. The Association will also be responsible for utilizing 150 hotel room nights during the event. If the rooms are vacant, CPHR will be responsible for covering the charges associated with the vacant rooms at a maximum rate of \$199 per room per night.

The Association has also contracted a speaker for the 2027 Forum at a cost of \$34,000. As at the yearend, a deposit of \$17,000 has been paid.

7. 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, 2026.

(continues)

CHARTERED PROFESSIONALS IN HUMAN RESOURCES SASKATCHEWAN

(Operating as CPHR Saskatchewan)

Notes to Financial Statements

Year Ended April 30, 2026

7. FINANCIAL INSTRUMENTS *(continued)*

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.

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.

8. 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, 2025, or excess of revenues (expenses) for the year then ended as result of the reclassification.

MOTIONS

1. Approval of the 2026 AGM agenda.
2. Approval of the AGM minutes from September 24, 2025.
3. Approval of the board nominees for the 2026/2027 year.
4. Approval of the Audited Financial Statements for the year ended April 30, 2026.
5. Approval of the appointment of MWC Chartered Professional Accountants LLP as auditors for the 2026/2027 year.
6. Approval to adjourn the 2026 AGM.

**Annual General Meeting
September 23, 2026**

**Chartered Professionals in Human Resources of Saskatchewan Corporation
FORM OF PROXY**

IMPORTANT: Your proxy counts towards the quorum

The undersigned, being a voting member of the Chartered Professionals in Human Resources of Saskatchewan Corporation (the "Association"), hereby appoints Jeff Hepp, CPHR, being the Chair of the Association, or, _____ as proxy of the undersigned, to attend and vote and act for and on behalf of the undersigned at the Annual General Meeting of the Association to be held **Virtually on Wednesday September 23, 2026**, and at any adjournment thereof.

	In Favour	Opposed
1. Approval of the 2026 AGM agenda.	☐	☐
2. Approval of the AGM minutes from September 24, 2025.	☐	☐
3. Approval of the board nominees for the 2026/2027 year.	☐	☐
4. Approval of the Audited Financial Statements for the period ending April 30, 2026.	☐	☐
5. Approval of the appointment of MWC Chartered Professional Accountants LLP as auditors for the 2026/2027 fiscal year.	☐	☐
6. Approval to adjourn the 2026 AGM.	☐	☐

Signed on: _____

Name of voting member: _____

Signature of voting member: _____

Please **email** this form to info@cphrsk.ca or **mail** to CPHR Saskatchewan #210-3501 8th Street East Saskatoon, SK S7H 0W5.

If the member cannot attend the meeting but wishes to vote and appoint a member other than the nominee named by the Association, please insert your appointed proxy holder's name in the space provided, sign, date and return the Proxy. If the member does not insert a name, this will be taken to mean that Jeff Hepp, CPHR will be the appointed proxy holder of that member. The appointed proxy holder must be a voting member in good standing of the Association.

Voting Privileges: Professional, CPHR Candidate, Associate, General, and Student members all have the right to vote.