

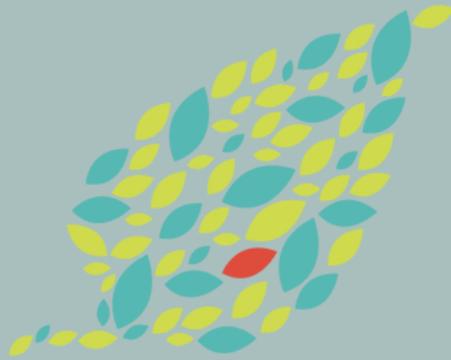
2022

# Annual Report



cnda

COLLEGE OF NATUROPATHIC  
DOCTORS OF ALBERTA



cnda

COLLEGE OF NATUROPATHIC  
DOCTORS OF ALBERTA

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# Introduction

The CNDA submits its 2022 Annual Report to the Minister of Health with the intention to communicate important information and updates about the College's membership and activities. This report highlights key trends, results, and accomplishments from the past fiscal year. Unless otherwise indicated, the statistics presented cover the period from January 1, 2022, to December 31, 2022.

## The Privilege of Self-Regulation

Self-regulation is a promise we make as naturopathic doctors in Alberta to hold ourselves to the highest standards of professionalism and competency in serving Albertans. This privilege comes through the *Health Professions Act, RSA 2000, Chapter H-7* and the College of Naturopathic Doctors of Alberta (CNDA) is the representative body. The CNDA is supported primarily through the annual practice permit fees of CNDA members.

The CNDA is governed by a Council of elected and appointed members including (at year-end) four elected naturopathic doctors and three public members appointed by Alberta's Lieutenant- Governor in Council. Each of these individuals brings a unique perspective and experience to CNDA Council decisions that set the strategic and policy direction for the regulation of naturopathic doctors in Alberta.

Two CNDA staff members attend as non-voting guests at Council meetings to report to Council, to provide answers to questions and provide any background necessary to assist Council in making informed decisions.

At this time, the CNDA Council awaits the appointment to council of three public members to fill vacant seats.

All Council members have a fiduciary duty to the CNDA. This means they are required to make careful decisions in good faith that are consistent with our commitment to protecting the public. Our Council members must always be aware of any undue influence from any party or any financial interests.

In their capacity as Council members, the elected naturopathic doctors do not represent members of the profession, but rather bring their experience to develop policy and direction for the governance of the profession.

There were a handful of changes to the CNDA Council in 2022:

On February 22, 2022, Mr. Larry Bohn was appointed as a public member of the CNDA Council.

On June 29, 2022, Mr. David Swanson was appointed as a public member of Council.

On July 26, 2022 Mr. Ralph Westwood concluded his time as a public member of the Council.

On August 31, 2022, the term of Dr. AJ DeNault ND ended and he did not seek re- election.

On August 31, 2022, the term of Dr. Dawne Engele ND ended and she did not seek re-election.

On September 1, 2022, Dr. Harmi Kaler ND and Dr. Adam Kozin ND were acclaimed to Council.

On September 27, 2022, Mr. Michael McQuaid was appointed as a public member of the CNDA Council. On October 31, 2022 Mr. McQuaid resigned as a public member.

On October 28, 2022, Dr. Beverly Huang resigned her seat on Council.

On December 6, 2022, Dr. Harmi Kaler resigned her seat on Council.



# CNDA Council, Staff & Committees

The 2022 College Council, Staff and Committees were:

## College Council

Dr. AJ DeNault ND	Vice-President	(01-01-22 to 08-31-22) <i>term ended</i>
Dr. Dawne Engele ND	President	(01-01-22 to 08-31-22) <i>term ended</i>
Dr. Beverly Huang ND	Member-At-Large	(01-01-22 to 10-28-22) <i>resigned</i>
Dr. Harmi Kaler ND	Vice-President	(01-01-22 to 12-06-22) <i>resigned</i>
Dr. Clayton Koganow ND	Member-At-Large	(01-01-2022 to 12-31-22) <i>term expires 08-31-24</i>
Dr. Adam Kozin ND	Member-At-Large	(09-01-2022 to 12-31-22) <i>term expires 08-31-25</i>
Dr. Kin Leung ND	Member-At-Large	(01-01-2022 to 12-31-22) <i>term expires 08-31-23</i>
Dr. Robert Roth ND	President	(01-01-2022 to 12-31-22) <i>term expires 08-31-24</i>
Mr. Larry Bohn	Public Member	(02-23-22 to 12-31-22) <i>term expires 02-22-25</i>
Mr. Michael McQuaid	Public Member	(09-27-22 to 10-31-22) <i>resigned</i>
Mr. David Swanson	Public Member	(06-29-22 to 12-31-22) <i>term expires 06-28-25</i>
Ms. Patrizia Valle	Public Member	(01-01-22 to 12-31-22) <i>term expires 01-25-24</i>
Mr. Ralph Westwood	Public Member	(01-01-22 to 07-26-22) <i>term ended</i>

# College Staff

**Cherie Baruss**

Registrar & Complaints Director - *resigned effective 01-27-23*

**Ralph Westwood**

Interim Registrar - *appointed 11-27-22; resigned 12-05-22*

**Dr. Trevor Hoffman ND**

Interim Registrar - *appointed 12-0-22*

**Erika Ringseis**

Interim Complaints Director - *appointed 12-04-22*

**Logan Corkin**

Interim Assistant Complaints Director - *appointed 12-04-22*

**Kristen Tanaka**

Deputy Registrar & Hearings Director

**Katie Cooper**

Complaints Investigator - *resigned effective 11-21-22*

**Deborah Banack**

Practice Visit Administrator

# College Committees

The CNDA also has several committees comprised of staff, council members, and regulated member volunteers, including:

1. Executive Committee;
2. Continuing Competence Committee;
3. Registration Committee;
4. Special Committee;
5. Standards Committee; and,
6. Hearing Tribunal and Complaint Review Committee.



# About the CNDA

The CNDA regulates naturopathic doctors in Alberta in the interests of the public. We believe the best way to protect the public is by ensuring patients have safe, competent and ethical naturopathic care. The CNDA sets requirements to enter the profession, establishes requirements for continuing competence for our regulated members, and establishes and enforces standards of practice outlining the minimum requirements a naturopathic doctor must meet all with a goal to ensuring Alberta's naturopathic doctors are accountable for their conduct and practice.

## How We Regulate

### Registration Requirements

We establish requirements to enter the profession and, through our rigorous application process, register only qualified individuals as naturopathic doctors in Alberta.

### Standards of Practice

We develop, maintain, and enforce Standards of Practice that outline the minimum requirements for regulated members across all areas of their practices ensuring that the public is protected, and that patient safety is paramount.

### Complaints & Concerns

We investigate and determine appropriate solutions to issues about naturopathic practice and the conduct of our members.

### Continuing Competence

We ensure that the continuing competence requirements of our members are current and appropriate to assure the safest quality naturopathic care, including conducting regular practice visit assessments.

Our registrants are required, on a two-year cycle, to complete continuing competence credits directly related to their areas of practice as well as mandatory additional credits for restricted activities for which they are authorized. All continuing competence activity is uploaded to a member portal and subject to audit by the College.

In addition, all registrants must meet CPR and Emergency Medical Refresher requirements as well as complete a learning plan.

# Note from the Registrar

On behalf of the Council and Staff of the College, I am pleased to present the CNDA 2022 Annual Report.

As you all know, 2022 was quite an eventful year. We saw the departure of Cherie Baruss after six years as the Registrar, CEO, and Complaints Director. I would like to take this opportunity to thank Cherie for her years of service to the Alberta Naturopathic community. The Council took this transition as an opportunity to separate out the roles of Registrar and Complaints Director. The Registrar and CEO roles were plenty to tackle in of themselves, as it was not only year-end registration, but the end of the two-year competency cycle.

There were several Bills that were in the process of completion when I started. The proclamation of Bill 46 will be delayed until the Spring of 2023. The changes in Bill 46 will not affect Naturopathic practice in Alberta at this time. There were submissions that were requested to expand key areas of practice and will be reviewed at a later date. Bill 11, which addresses Female Genital Mutilation concerns was also nearing completion at the end of 2022 and will be going out for stakeholder consultation and submission. Bill 49, also known as the Labour Mobility Act, reduces or removes obstacles for practitioners to move from province to province. The last government project came from the Fairness for Newcomers Office. The Fair Registration Practices Act provides the authority to require regulatory bodies of regulated occupations and trades to report on their registration and assessment practices to the Minister to ensure principles of transparency, objectivity, impartiality, and procedural fairness are met.

The Standards, Continuing Competence and Registration Committee all worked very hard this year to fulfill all their requirements. There were some other staffing changes that occurred at the end of the year, thus making things even busier. Our Deputy Registrar, Kristen Tanaka, did an amazing job of keeping on top of items as well as finding time to on-board me. I want to take this opportunity to say thank you for the hard work and patience afforded me during this time, including the Council. It was heartwarming to see the dedication and commitment to the profession by all.

Respectfully submitted,



Trevor Hoffman, ND  
Interim Registrar & CEO

College of Naturopathic Doctors of Alberta

# Registration

The CNDA ensures that individuals applying to become registered naturopathic doctors in Alberta meet the requirements set out for them to ensure safe, competent and ethical naturopathic care. We review their education, training and experience, as well as confirm there are no concerns relating to their conduct or their ability or fitness to practice. This includes a review of any previous or current registrations in any other jurisdiction and a review of any disciplinary action.

In addition to educational requirements, applicants are required to submit passing results from Council-approved written, practical, and jurisprudence examinations; a criminal record check; reference letters; and proof of certification in any elective practice areas that are considered restricted activities requiring authorization in Alberta.

## About Our Membership

Naturopathic doctors in Alberta must renew their registration with the CNDA every year, including meeting the continuing competence requirements set out for them in the CNDA Continuing Competence Program Rules and paying the annual practice permit renewal fee set by Council annually.

There are three register categories with the CNDA:

1. General Register;
2. Provisional Register; and,
3. Courtesy Register.

## Registration Renewals

98% of members renewed on time, reflecting a strong ongoing member commitment to compliance with registration requirements.

# Members in Good Standing

	2021	2022
General Register	312	329
Provisional Register	0	2
Courtesy Register	0	0
Applications received	17	36
New registrations	16	24
Reinstatements	0	1
Practice permits cancelled, restricted or not renewed	14	15
Requests for registration review	0	0
Incapacity assessments	0	0
Number of foreign applicants	0	0
Length of time to process applications from foreign applicants	N/A	N/A

# Complaints

The CNDA is responsible for handling all concerns and complaints respecting regulated members of the College. The CNDA reviews and responds to all concerns about the practice, conduct, or health of CNDA registered members. Anyone, whether a member of the public, a patient, an employer or other health care professional, can contact us about an issue, concern, or to initiate a complaint.

All concerns are taken seriously and the Complaints Director will follow a process of reviewing the details, contacting the member, and determining resolution depending on the nature of the concern.

A concern is different from a formal complaint. A complaint is governed by a formal process set out in the *Health Professions Act RSA 2000 Chapter H-7* and must meet specific statutory requirements and deadlines. Every complaint must be considered by the Complaints Director pursuant to the provisions set out in Part 4 of the *Health Professions Act*.



# Complaints Summary

	2021	2022
Concerns received	4	0
Concerns resolved	4	0
Concerns carried over from previous year	0	0
Complaints received	20	12
Complaints dismissed	3	0
Complaints carried over from previous year	9	8
Complaints referred to hearing	3	0
Complaints referred to alternative complaint resolution	0	0
Hearings conducted	1	1
Hearings closed or partly closed to the public	0	0
Appeals	1	0
Complaints alleging sexual abuse or sexual misconduct	0	0
Findings of unprofessional conduct based in whole or in part on sexual abuse or sexual misconduct	0	0

## Patient Relations Program

The CNDA maintains a Patient Relations Program and Fund for Treatment and Counselling. No changes were made to this program or fund in 2022.

# Message From Our Public Members

The Public Members of the CNDA Council in 2022 were Larry Bohn (appointed February 22, 2022), Michael McQuaid (appointed September 27, 2022/resigned October 31, 2022), David Swanson (appointed July 27, 2022), Patrizia Valle (appointed January 27, 2021) and Ralph Westwood (term ending July 26, 2022).

Our role in the governance of the profession is to provide transparency and to ensure that the public interest of Albertans is safeguarded. None of the public members is a health care professional but we bring our legal and business/executive backgrounds and experience to the tasks.

We participate fully in all the business of Council and we engage in robust debate. We participate from time to time in sub-committees of Council and we work to provide oversight, strategic direction, and financial oversight.

We have found the Council members to be fully supportive of our input and fully accept our involvement in all affairs of Council, including debating standards of practice and future directions for the profession.

We have played a critical and active role over the last year in a number of areas including: (i) management and staff changes; (ii) CNDA transition period operational oversight; (iii) interviewing interim and permanent candidates for staff and management; (iv) securing candidates for the vacant management and staff roles; (v) splitting the Registrar and Complaints Director role into two roles; (vi) the CNDA financial review; (vii) change of auditors; and (viii) the implementation of auditor recommendations which include establishing reserves.

We are pleased to work with this dedicated Council of volunteers, professionals, and staff striving to serve the public interest of Albertans by setting, monitoring, maintaining, and enforcing quality standards are provided to Albertans by its registered naturopathic doctors.

In 2022, we saw a transition in Council leadership. Dr. Dawne Engele ND served in the role of President from December 2021 through to the end of her term in August 2022. She graciously agreed to extend her responsibilities in that role until October to ensure a smooth transition in leadership.

We are pleased to report that, under the leadership of Dr. Robert Roth ND who was appointed President in October 2022, the Council is fulfilling its responsibilities to serve and protect Albertans. Council acts with transparency and in a fiscally responsible manner. Council has effectively developed relationships with government partners, regulators and professional associations.

We expect this will continue and we are confident the Council will fulfill its mandate to protect and serve the public while regulating and providing direction to the profession.

Respectfully submitted by the Public Members:  
Patrizia Valle, Larry Bohn and David Swanson

# Financial Statements



**COLLEGE OF NATUROPATHIC DOCTORS OF ALBERTA**

**Financial Statements**

**Year Ended December 31, 2022**

**COLLEGE OF NATUROPATHIC DOCTORS OF ALBERTA**  
**Index to Financial Statements**  
**Year Ended December 31, 2022**

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## INDEPENDENT AUDITOR'S REPORT

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To the Members of College of Naturopathic Doctors of Alberta

### *Opinion*

We have audited the financial statements of College of Naturopathic Doctors of Alberta (the College), which comprise the statement of financial position as at December 31, 2022, and the statements of revenues and expenses, 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 College as at December 31, 2022, 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.

### *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 College 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 Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

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

Those charged with governance are responsible for overseeing the College'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:

(continues)



**MAHON + ASSOCIATES**

Chartered Professional Accountants

an association for the practice of Chartered Professional Accountancy  
Bruce MS Mahon Professional Corporation  
William E. Mahon Professional Corporation

Icon Tower I / 301, 10138-104 St. NW  
Edmonton, AB T5J 1A7  
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Independent Auditor's Report to the Members of College of Naturopathic Doctors of Alberta (*continued*)

- 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 College'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 College'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 College 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.

Edmonton, Alberta  
April 13, 2023

Bruce MS Mahon Professional Corporation  
Chartered Professional Accountants

**COLLEGE OF NATUROPATHIC DOCTORS OF ALBERTA**  
**Statement of Revenues and Expenses**  
**Year Ended December 31, 2022**

	2022	2021
<b>REVENUES</b>		
Membership income	\$ 604,277	\$ 590,750
Application and other fees	19,075	13,981
Conduct fines	4,850	10,800
Rental income	3,900	8,100
Interest income	2,635	1,799
Covid support	-	10,000
	<b>634,737</b>	<b>635,430</b>
<b>EXPENSES</b>		
Sub-contracts	158,571	126,536
Salaries and wages	137,676	103,599
Legal and investigative fees	71,183	70,464
Council meeting expenses	37,769	21,375
Condo fees and property taxes	32,814	27,874
Interest and bank charges	21,084	26,490
Interest on long term debt	20,173	13,881
Professional fees	17,824	13,413
Registration software	16,414	40,019
Office	15,072	12,427
Amortization	13,951	14,433
Memberships	9,234	8,460
Travel	4,471	170
Insurance	4,406	4,783
Professional development	3,786	445
Telephone	3,148	2,645
Delivery, freight and express	892	454
Advertising and promotion	-	1,470
	<b>568,468</b>	<b>488,938</b>
<b>EXCESS OF REVENUES OVER EXPENSES</b>	<b>\$ 66,269</b>	<b>\$ 146,492</b>

**COLLEGE OF NATUROPATHIC DOCTORS OF ALBERTA**  
**Statement of Changes in Net Assets**  
**Year Ended December 31, 2022**

	Unrestricted	Invested in Property and Equipment	Internally Restricted	2022	2021
<b>NET ASSETS - BEGINNING OF YEAR</b>	\$ 125,788	\$ 146,377	\$ 101,105	\$ 373,270	\$ 226,778
Excess (deficiency) of revenues over expenses	77,603	(13,951)	2,617	66,269	146,492
Transfers ( <i>Note 9</i> )	(23,292)	23,292	-	-	-
<b>NET ASSETS - END OF YEAR</b>	<b>\$ 180,099</b>	<b>\$ 155,718</b>	<b>\$ 103,722</b>	<b>\$ 439,539</b>	<b>\$ 373,270</b>

**COLLEGE OF NATUROPATHIC DOCTORS OF ALBERTA**  
**Statement of Financial Position**  
**December 31, 2022**

	2022	2021
<b>ASSETS</b>		
<b>CURRENT</b>		
Cash	\$ 943,701	\$ 739,165
Short term investments (Note 3)	5,010	5,010
Accounts receivable	-	630
Prepaid expenses	1,100	3,513
	<b>949,811</b>	<b>748,318</b>
PROPERTY AND EQUIPMENT (Note 4)	504,661	510,694
RESTRICTED LONG TERM INVESTMENTS (Note 5)	103,722	101,105
	<b>\$ 1,558,194</b>	<b>\$ 1,360,117</b>
<b>LIABILITIES AND NET ASSETS</b>		
<b>CURRENT</b>		
Accounts payable	\$ 84,077	\$ 27,452
Bank operating loan (Note 6)	1,282	1,186
Wages payable	2,904	6,316
Employee deductions payable	11,135	5,011
Goods and services tax payable	19,307	8,736
Deferred membership fees (Note 7)	651,007	573,830
Current portion of long term debt (Note 8)	9,220	22,267
	<b>778,932</b>	<b>644,798</b>
LONG TERM DEBT (Note 8)	339,723	342,049
	<b>1,118,655</b>	<b>986,847</b>
<b>NET ASSETS</b>		
Unrestricted	180,099	125,788
Invested in property and equipment	155,718	146,377
Internally restricted (Note 5)	103,722	101,105
	<b>439,539</b>	<b>373,270</b>
	<b>\$ 1,558,194</b>	<b>\$ 1,360,117</b>

**ON BEHALF OF COUNCIL**

 Robert Roth, CNDA President  
 \_\_\_\_\_ Councilor

 Kin Leung  
 \_\_\_\_\_ Councilor

**COLLEGE OF NATUROPATHIC DOCTORS OF ALBERTA**  
**Statement of Cash Flows**  
**Year Ended December 31, 2022**

	2022	2021
<b>OPERATING ACTIVITIES</b>		
Excess of revenues over expenses	\$ 66,269	\$ 146,492
Item not affecting cash:		
Amortization of property and equipment	13,951	14,433
	<b>80,220</b>	<b>160,925</b>
Changes in non-cash working capital:		
Accounts receivable	630	171
Prepaid expenses	2,413	15,903
Accounts payable	56,626	(5,896)
Bank operating loan	96	96
Wages payable	(3,412)	2,300
Employee deductions payable	6,124	1,194
Goods and services tax payable	10,571	(7,244)
Deferred membership fees	77,177	(1,508)
	<b>150,225</b>	<b>5,016</b>
Cash flow from operating activities	<b>230,445</b>	<b>165,941</b>
<b>INVESTING ACTIVITIES</b>		
Purchase of property and equipment	(7,919)	(1,060)
Purchase of short term investments	-	(5,010)
Purchase of long term investments	(2,617)	(1,788)
Cash flow used by investing activities	<b>(10,536)</b>	<b>(7,858)</b>
<b>FINANCING ACTIVITIES</b>		
Short term debt acquired (repaid)	-	(40,000)
Repayment of long term debt	(15,373)	(22,119)
Cash flow used by financing activities	<b>(15,373)</b>	<b>(62,119)</b>
<b>INCREASE IN CASH FLOW</b>	<b>204,536</b>	<b>95,964</b>
Cash - beginning of year	<b>739,165</b>	<b>643,201</b>
<b>CASH - END OF YEAR</b>	<b>\$ 943,701</b>	<b>\$ 739,165</b>

# COLLEGE OF NATUROPATHIC DOCTORS OF ALBERTA

## Notes to Financial Statements

Year Ended December 31, 2022

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### 1. PURPOSE OF THE COLLEGE

College of Naturopathic Doctors of Alberta (the "College") is established under the Health Professions Act and is a not-for-profit organization and accordingly, is exempt from payment of income tax.

The College regulates naturopathic doctors in a manner that protects and serves the public interest. The College fulfills this role by registering qualified naturopathic doctors, setting standards, monitoring competency and investigating and acting on complaints.

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### 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements were prepared in accordance with Canadian accounting standards for not-for-profit organizations and include the following significant accounting policies:

#### Cash and cash equivalents

Cash includes cash and cash equivalents. Cash equivalents include amounts on deposit with financial institutions and term deposits that mature within three months from the date of acquisition.

#### Short term investments

Short term investments are stated at amortized cost plus accrued interest.

#### Property and equipment

Property and equipment is stated at cost or deemed cost less accumulated amortization and is amortized over its estimated useful life on a declining balance basis at the following rates and methods:

Buildings	4% declining balance method
Computer equipment	30% declining balance method
Furniture and fixtures	20% declining balance method

The College regularly reviews its property and equipment to eliminate obsolete items.

Property and equipment acquired during the year but not placed into use are not amortized until they are placed into use.

#### Revenue recognition

Membership fee revenue is recognized in the year to which the membership fees relate.

Application and other fee revenue is recognized in the year in which the related service is provided.

Revenue from conduct fines and legal fee recoveries is recognized when the amount is established and collection is reasonably assured.

Rental income and government support is recognized in the year to which it relates.

Interest and other investment income is recognized as it is earned.

#### Contributed services

The operations of the organization is dependent on the voluntary service of many individuals. Due to the difficulty in determining their fair value, contributed services are not recognized in the financial statements.

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# COLLEGE OF NATUROPATHIC DOCTORS OF ALBERTA

## Notes to Financial Statements

Year Ended December 31, 2022

### 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(continued)*

#### Use of estimates

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amount of assets and liabilities, disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the period. Significant items subject to such estimates include the estimated lives of property and equipment. These estimates are periodically reviewed and any adjustments necessary are reported in earnings in the period in which they become known. Actual results could differ from these estimates.

#### Financial instruments

The College initially measures its financial assets and liabilities at fair value. Subsequent measurement is at amortized cost.

Financial assets measured at amortized cost consist of cash, term deposits, accounts receivable and long term investments.

Financial liabilities measured at amortized cost include accounts payable and accrued liabilities, wages and employee deductions payable, and goods and service tax payable.

Financial assets measured at amortized cost are tested for impairment when there are indicators of impairment. The amount of write-down is recognized in net income. Any previously recognized impairment loss may be reversed to the extent of the improvement, directly or by adjusting the allowance account, provided it is no greater than the amount of impairment recognized previously. The amount of the reversal is recognized in net income.

### 3. SHORT TERM INVESTMENTS

Short term investments consist of a guaranteed investment certificate. The GIC has an interest rate of 0.75% and matures on June 13, 2023. This investment is held by the College's bank as collateral on two credit cards that each have a limit of \$2,500 and annual interest rates of 19.99%. The College's practice is to pay off the balance at the end of every month. The combined balance on the two cards as at December 31, 2022 is \$348.

### 4. PROPERTY AND EQUIPMENT

	Cost	Accumulated amortization	2022 Net book value	2021 Net book value
Land	\$ 200,000	\$ -	\$ 200,000	\$ 200,000
Buildings	394,765	95,953	298,812	304,755
Computer equipment	8,123	5,312	2,811	2,141
Furniture and fixtures	13,600	10,562	3,038	3,798
	<b>\$ 616,488</b>	<b>\$ 111,827</b>	<b>\$ 504,661</b>	<b>\$ 510,694</b>

**COLLEGE OF NATUROPATHIC DOCTORS OF ALBERTA**

**Notes to Financial Statements**

**Year Ended December 31, 2022**

**5. RESTRICTED LONG TERM INVESTMENTS**

	<b>2022</b>	<b>2021</b>
Guaranteed investment certificate	\$ 102,189	\$ 96,863
Interest receivable	1,533	4,241
	<b>\$ 103,722</b>	<b>\$ 101,104</b>

The College's Council has internally restricted net assets to create a contingency fund to enable the College to continue to operate in the case of unforeseen events. These funds are invested in a long-term guaranteed investment certificate that matures August 8, 2025 and carries an interest rate of 3.75%.

**6. BANK OPERATING LOAN**

The bank operating loan is an operating line of credit with the College's bank authorized to \$40,000. The line of credit is non-secured and interest is payable monthly on any outstanding balance at bank prime plus 4.25%. The interest rate as at December 31, 2022 is 10.7%.

**7. DEFERRED MEMBERSHIP FEES**

The prior year deferred membership fees of \$573,830 have been included in the 2022 membership income on the Statement of Revenues and Expenses. The College collected \$651,007 of deferred membership fees during fiscal 2022 which will be included in the 2023 membership income.

**8. LONG TERM DEBT**

	<b>2022</b>	<b>2021</b>
Bank business term loan secured by the commercial condo (net book value \$498,812), at an interest rate of prime plus 1.5% per annum, requiring monthly combined principal and interest payments of \$3,000, with amortization to April 2040 and maturing in April 2027. The interest rate as at December 31, 2022 is 7.95%.	\$ 348,943	\$ 364,316
Amounts payable within one year	(9,220)	(22,267)
	<b>\$ 339,723</b>	<b>\$ 342,049</b>

Principal repayment terms are approximately:

2023	\$ 9,220
2024	9,967
2025	10,775
2026	11,649
2027	12,594
Thereafter	294,738
	<b>\$ 348,943</b>

**COLLEGE OF NATUROPATHIC DOCTORS OF ALBERTA**

**Notes to Financial Statements**

**Year Ended December 31, 2022**

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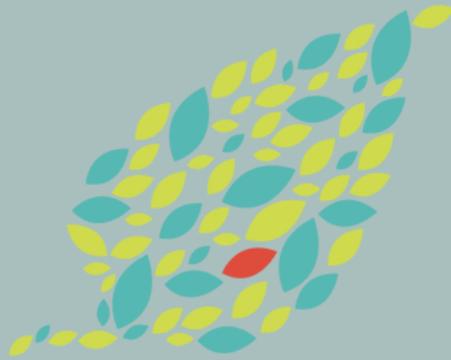
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COLLEGE OF NATUROPATHIC  
DOCTORS OF ALBERTA