

# MINUTES

College of Paramedics of Nova Scotia  
Annual General Meeting – Session 1

DATE: March 7, 2018

2:30 pm – 4:00 pm (TIME)

Best Western Glengarry

150 Willow St

Truro, NS

Item	Discussion	Action	Responsibility/ Time Frame
1.0 Call to Order	<ul style="list-style-type: none"> <li>Call to order at 2:53</li> </ul> <p>The President notes that quorum for this meeting is 12 attendees who are members. A count of voting members was conducted, noting 57 voting were present.</p>		
1.1 Introduction of Council Members	<ul style="list-style-type: none"> <li>Each of the Council members in attendance introduced themselves to the AGM. They included Steve Menzies (President), Donna Denney (Vice-President), Bruce Sangster, Ryan Brown, Paul Landriault, Jim Williams, Dr. Elizabeth Mann, Dr. Andrew Travers and Sean Teed.</li> <li>The President read out the name of the Council members not present.</li> </ul>		
1.2 Discussion regarding the requirements for Minutes from the previous AGM	<ul style="list-style-type: none"> <li>President indicates, as this is the inaugural AGM of the College there are no previous minutes to discuss. However, in accordance with the College by-laws, this is required to be on the Agenda.</li> <li>No further discussion.</li> </ul>		

<b>1.3 Presidents Annual Report</b>	<ul style="list-style-type: none"> <li>• Steve Menzies, President read his message as included in the 2017 Annual Report</li> </ul>		
<b>1.4 Approval of an Auditor</b>	<ul style="list-style-type: none"> <li>• Executive Director indicated three accounting/financial firms were contacted for quotes, including BDO, MNP and Grant Thornton.</li> <li>• Each quote had very similar price points, but the decision was to bring forward a recommendation that Grant Thornton be the College’s auditors.</li> </ul> <p>Bruce Sangster motions that the Council accept the recommendation of the ED and move forward with Grant Thornton as the auditing firm of the College.</p> <p><b>Motioned:</b> Bruce Sangster <b>Seconded:</b> Ryan Brown</p> <p>The President restates the motion to move forward with Grant Thornton as the auditing firm for the College.</p> <p><b>Vote:</b> All in favour. Motion passed.</p>		
<b>1.5 Executive Directors/Registrar’s Report</b>	<ul style="list-style-type: none"> <li>• The ED mentioned the annual report for the College has been upload to the portal and emailed to all Registrants. He completed an overview of his written submission.</li> <li>• The ED emphasized the role of the College in protecting the interests of the public and providing paramedics with the tools to support their practice</li> <li>• The ED stressed the importance of the College’s relationship with the Registrants as self-regulation starts with the members.</li> <li>• The ED asked that If anyone has concerns to please bring them forward, to him so they may be addressed appropriately</li> </ul>		
<b>1.6 Discussion regarding College’s unaudited financial position</b>	<ul style="list-style-type: none"> <li>• The ED presented the projected financial statement up to March 31<sup>st</sup>, 2018. Revenue sources were reviewed.</li> <li>• Expenses and associated variances where noted and it was also mentioned that there are still a few additional expenses not received yet.</li> <li>• Noted that the College has accounted for approximately \$90,000 in HST that will be held in reserve until there is a ruling from Revenue Canada.</li> <li>• Noted the \$353, 000 grant from the Government will be held in a contingency fund for unforeseen events.</li> <li>• The College is projecting to end the year with a positive unrestricted balance of \$125,000</li> </ul>		

	<ul style="list-style-type: none"> <li>• Cynthia Hahn (PCP -Northern District) asked if the annual report will be ready earlier next year, so that attendees might have an opportunity to review the report prior to the meeting. The President indicated that they would anticipate sending it out earlier and explained the unforeseen issue that prevented it from being sent earlier this year.</li> </ul>		
<p><b>1.7 Discussion regarding the requirement for Business Arising from Previous Annual General Meeting</b></p>	<ul style="list-style-type: none"> <li>• The President indicated that as this is the inaugural AGM of the College there is no business arising from a previous AGM to discuss. However, in accordance with the College by-laws, this is required to be on the Agenda.</li> </ul>		
<p><b>1.8 Discussion Regarding the Election Process</b></p>	<ul style="list-style-type: none"> <li>• The ED noted that with the workload over the past year he had consequently overlooked the requirements to hold elections for upcoming Council vacancies. As a result, elections will take place electronically in April.</li> <li>• It will be an online voting process using the Colleges portal.</li> <li>• Two Council positions must be filled: CCP class of licensure and the Central Geographical District members.</li> <li>• It was mentioned that, in accordance with the Regulations, only CCPs may vote for the CCP position and only members living in the Central Geographical District, may vote for Central District position.</li> <li>• The Nominations Committee will review nominations at the end of March/ first of April.</li> <li>• Chad Drover (ACP -Central District) asked why the voting process was based on where you live and used the example of a member who may practice in Nova Scotia but live in New Brunswick. The ED explained that it is the way the Regulations are written and that the Geographical District Representative of Council must be from jurisdiction in which they reside. If an individual resides out of province, then they are citizen of another province.</li> <li>• Chad Drover (ACP - Central District) then asked about our fees and if they are reviewed year to year. The ED explained that from his understanding prior to the Paramedics Act coming into force the Department of Health and Wellness canvassed other health regulators in province to determine the size of their populations and</li> </ul>		

	<p>the licensing fees paid by those members. They then took an average based on the College's projected paramedic population. Council has the authority to review the fees on an annual basis, but it is recommended that they wait for another year or two to conduct a review of fees, allowing the College a sufficient period to assess its financial position. Chad followed up by asking if the Department of Health and Well considered rate of pay of each of the health professions canvassed to which the ED responded from his understanding, yes.</p>		
<p><b>1.9 Any Resolutions or motions to be voted upon pursuant to Bylaw Article 22</b></p>	<p>The President noted, that any Resolutions for today's meeting according to the By-Laws had to be submitted 90 days prior to the AGM and that none were received. As such, there are no resolutions or motions to be voted upon.</p>		
<p><b>2.0 Any other matters as determined by Council</b></p>	<p>The President indicated that no other matters were brought forward by Council.</p>		
<p><b>Meeting Adjournment</b></p>	<p>Motion by Cynthia Hahn (PCP - Northern District), that the inaugural AGM of the College of Paramedics of Nova Scotia be adjourned.</p> <p><b>Motioned:</b> Cynthia Hann  <b>Seconded:</b> Daniel Ghee, (PCP - Northern District)</p> <p>The President restates the motion to adjourn the meeting</p> <p><b>Vote:</b> All in favour. Motion passed.</p>		