

## Minutes/Meeting Notes

### Annual General Meeting for the College of Paramedics of Nova Scotia

#### Session 3

DATE: May 27, 2020

2:00 PM to 4:00 PM

Microsoft Teams Platform

No in-person meeting space due to COVID-19 Pandemic

No sign in sheet available due to COVID-19 Pandemic – Attendance retrieved from Microsoft Teams Platform

## 1. Call to Order

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The President called the meeting to order at 2:05 pm, noting that for the meeting to proceed at least 12 paramedic members must be present at the meeting, per Bylaw Article 20.4.

- Attendance recorded: Noting 34 paramedic voting paramedics and 9 members of the public were in attendance at today's AGM;

Present: According to the Microsoft Teams Platform:

Practicing Paramedics in attendance: Charles Lavers, Steven Menzies, Barry Tracy, Chris MacKenzie, Todd Folz, Pam MacLennan, Ian MacLean, Katherine Houde, Janel Swain, Zach Fitzsimmon, Luke Slysz, Brian Oliver, Sheldon Johnston, John MacIsaac, William Muirhead, Daniel Gould, Husein Lockhart, Karl Kowalczyk, Karyn Hamilton, Laura Hirello, Mark Walker, Nikolas Petuhoff, Ryan Brown, Bruce Sangster, Sean Teed, Shannon Ashton, Travis MacNeil, Chris Carriere, John Bignell, Jason MacKay, Judah Goldstein, Jonathan White, Shelagh Wright, Sandee Crooks

Restricted Practicing Paramedics in attendance: Robert Lamoine

Guests: Donna Denney, Chair Legislative Review Committee, Beth Mann, Public Representative Councillor, Jim Williams, Public Representative Councillor, Andrew Travers, Public Representative Councillor, Gerard Murphy: Barefoot Facilitation Inc. Matt Lafond, Counselling Therapists, Jamie Serran, Counselling Therapists, Nicole Webb, College Staff, Beth Phillips, College Staff

The President called for a motion to approve the minutes, but it was noted this was not required.

## 2.0 Standing Rules

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The President stated that any member who wished to address the meeting do so by introducing themselves, their registration number, their class of license, category of license (Practicing, Restricted Practicing, Temporary or Restricted Temporary) and the geographic district they are from.

President noted that per Paramedics Regulation 33(a) A member who is entered in the temporary roster or restricted temporary roster may attend and participate in meetings of the College as a non-voting member. So, during the voting process any member with a temporary or restricted temporary license cannot vote.

During the voting process there is a spot on the Teams platform for members to raise their hand. During a vote we will be asking those who are in favour of the motion to raise their hands and anyone opposed not to raise their hands and to keep them set as such until the College staff conduct their count and report the number.

- No Questions were brought forward from the attendees.

The President called for a motion to approve the standing rules, but it was noted this was not required.

### **3. Introduction of Council Members Present**

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The President introduced this agenda item.

The President introduced the Council including those who were outgoing and incoming members:

- Ryan Grist (Western Region), Laura Hirello (Northern Region), Jason MacKay (ACP Class of License), Jim Williams (Public Representative OIC Appointment), Sean Teed (CCP Class of License), Ryan Brown (PCP Class of License, Re-elected), Doug Lloy (Public Representative OIC Appointment), Elizabeth Mann (Public Representative OIC Appointment) & Kevin Carey (Central Region)
- Incoming members: Brian Oliver (Eastern District), Tavis MacNeil (ICP Class of License)
- Outgoing members: Steve Menzies (ICP Class of License), Andrew Travers (Public Representative EHSNS Provincial Medical Director OIC Appointment), Sharon Johnston-Legere (Public Representative OIC Appointment, Resigned), Tanya Snow (Eastern District, Resigned)

### **4. Approval of the 2019 AGM Minutes**

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The President introduced this agenda item, noting the minutes:

- Were previously distributed via the College's portal for all members.
- The Executive Director/Registrar of the College brought up the minutes twice on screen for attendees to view and noted:
  - No comment on them.
- Motion to approve the minutes from the May 22, 2019 Annual General Meeting Session 2.  
**Motioned:** Member Bill (William) Muirhead 19558  
**Seconded:** Member Travis McNeil 29845  
President restates the motion  
**Vote:** Majority in favour. Motion passed

### **5. President's Annual Report**

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The President introduced this agenda item, presented their report, noting the following:

- He welcomed the attendee's and noted there is a good membership turnout at today's AGM.
- The 2019-2020 year as a busy year for The College of Paramedics of Nova Scotia.
- There were six Council meetings, in addition to discussions by Council via secure electronic forum.
- There has been a huge amount of work accomplished and the annual report details the work that has been done over the course of the year.
- There is a focus on the organizations efforts meets the goals of its three year strategic plan, while ensuring risks are managed.
- A Policy Governance model has been implemented at the College. Need a clear governance model in place for more streamline and effective work.

- Council agreed to move forward with a consultation process that will consider proposed amendments the Paramedics Acts and Regulations. The consultation process will be facilitated by Barefoot Facilitation Inc.
- The Paramedic Essential Competency Profiles work completed by the Education Advisory Committee was done in consultation with EMCI, NSHA and EHS, and approved by Council. The document takes into consideration innovation in clinical care across environments, the public's interest and modern practice for high quality care.
- Thanked the College staff for their ongoing efforts to support the College. Mentioned the Executive Director/Registrar, Administrative Coordinator and a temporary Administrative Assistant.
- Mentioned the outgoing Councilors and their dedication, as well as the two new Councilors.
- Finally, the President noted that these are unprecedented times and wanted to thank all paramedics for what they do and asked them to please stay safe throughout the year.

At the end of the report, the President declared it filed.

## 6. Approval of Auditors

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The President introduced this agenda item and noted that the Council made the recommendation to continue with Grant Thornton as the auditors for the 2020 – 2021 fiscal year.

- No discussion points were raised.
- Motion to approve Grant Thornton as the College's auditors for 2021.  
**Motioned:** Member Ian MacLean 31502  
**Seconded:** Member Steve Menzies 20519  
 President restates the motion  
**Vote:** Majority in favour. Motion passed

## 7. Executive Director/Registrar Annual Report

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The President introduced this agenda item and invited ED/Registrar to present his report.

The ED/Registrar addressed the meeting noting the following:

- Several operational aspects that the College staff support including:
  - Council, as well as all College Statutory, Standing and Ad-hoc committees.
  - Registration process, financial plan, risk management and accomplishments of the year.
  - Complaints process, professional conduct process, registration, and rosters.
  - Executive Director position is supported by the CPNS staff, researching, and preparing work on a day to day basis.
  - Registration and Licensure, we must ensure that we comply with many governing bodies including the Human Resources Act and Canada's Free Trade Agreement.
  - There has been 108 applicants and 1393 eligible renewals for the year.
  - There were 23 meetings this year. Each meeting requires 2-3 days of preparation time by staff prior to the meetings and post-meeting another 1-2 days for final documentation.
  - Attended 42 external Committee meetings on behalf of the College and made 14 presentations about the College to various groups.
  - Finances are managed with a conservative approach. The College cannot fail as an entity because our legislation dictates this to us, even if we must drain the bank accounts reserves. Even if we need a 1-time fee above and beyond the yearly licencing fee to members to ensure that we do not fail. Keep this in mind in some of the challenges that we could face. As an example, an appeal court process could dry up the finances quickly.

- From a risk management perspective, there is a template that the Executive Director brings to Council at every meeting.
- MAID Guideline, Scope of Practice, Class of Licensure Scope, Individual Scope of Practice and Scope of Employment Guideline, Essential Competency Profiles and other pertinent documents are all live on the web at [www.cpns.ca](http://www.cpns.ca)
- Spoke about the College's relationship with the Department of Health and Wellness, Clinical and Educational institutions to develop a Critical Care Paramedic program for submission to Council for Council's approval.
- The consultation already mentioned by the President with Barefoot Consultation Inc. has three phases. Phase one is well underway and we have connected with the four groups (College of Physicians & Surgeons Nova Scotia, Emergency Health Services Nova Scotia, Nova Scotia College of Nursing, as well as the College's Statutory Committees) identified in this phase. The Statutory Committee group is meeting this Friday May 29, 2020 with the consultants. We are in the process of planning and organizing phase two during which time the entire membership will be engaged in the process. The sessions will be via the Zoom platform hosted by Barefoot. The goal is to have a final report to the DHW by October 2020.
- In reviewing the professional conduct process in the annual report, it is important to note that in the ground ambulance setting when a complaint is brought forward it is usually directed toward both paramedics in the ambulance. Each person is a different and separate complaint that will be processed.
- There are 63 complaints listed in the report but as of today's date we now have 65 complaints since the College inception. Of the complaints to date 26 have been managed (16 by the Investigation Committee and 10 by the Executive Director/ Registrar).
- Reviewed data regarding the College's Registrants found on page 19 of the annual report.
- There is an artificially high number of labour mobility applicants in the report because the vast majority of New Brunswick labour mobility applicants attended their training in Nova Scotia but went to write the exam to register and license in NB, then immediately use the labour mobility process to license in NS. Anecdotally, there were 40-43 people that avoided the COPR exam in Nova Scotia and went to New Brunswick to Labour Mobility back to Nova Scotia.
- 105 Members did not renew
- Last year members geographically by region: 16% Northern, 33% Central, 25% Eastern and 25% Western
- Male 817, Female 469, Undifferentiated 1; Not Applicable 1
- Looking at Page 23; new graduates are down from the previous year which is directly related to the number of NS graduates who first license in NB.
- Highlighted the 3-year Budget Forecast, noting that a conservative approach was being utilized.
- Noted that Council approved \$120,000 for the consultation process associated with the proposed amendments to the Paramedics Act and Regulations. This is a big expense for this year, but because of the conservative approach to managing the budget the financial resources are available this year.

#### Questions & Discussion:

- Husein Lockhat: Why is that? Are local grads not required to license first in NS?

ED/Registrar's response - Referenced the Canadian Free Trade Agreement and in Labour Mobility, Chapter 7. A regulator cannot prevent them from moving between jurisdictions.

- Dr. Andrew Travers: What percentage of the cohort from Medavie HealthEd is province hopping? Is this the vast majority? Are there Advanced Care Paramedics practicing in NB?

ED/Registrar's response – The ED/Registrar hosts a presentation during the class near the end of the education program and when they present to the classes and asks where they are going to license, the vast majority indicate New Brunswick. There is a Primary Care Paramedic exam and an Advanced Care Paramedic exam in New Brunswick. There are Advanced Care Paramedics in New Brunswick in practice.

- Charles Lavers: Will there be any movement to attract grads to right here in Nova Scotia?

ED/Registrar's response - COPR hosts the examinations on The College's behalf. COPR, due to the COVID-19 Pandemic have moved to an online virtual proctorship that may draw grads towards us. COPR has reviewed the online proctoring process and deemed it a reasonable approach. Several other regulated professions use online entry to practice exams.

- Shannon Ashton: The exam in New Brunswick is less expensive to my knowledge, is this the case?

ED/Registrar's response – The exam does not cost as much as Nova Scotia but if you take the time to calculate the costs of registering and licensing in NB first and then using the labour mobility process to register and license in NS, it is more expensive to go to NB first.

- Daniel Gould: Is it possible some are Nova Scotia residents who went to school in New Brunswick and have to license in the province they graduated from prior to licensing in Nova Scotia?

ED/Registrar's response – That is possible, but the vast majority graduate from the programming in NS, then write the exam in NB. COPR meets once or twice a year and they have a massive databank of questions for the examination. This is a true high stakes exam.

- Brian Oliver: Speaking anecdotally, a lot of "province jumpers" write in New Brunswick because they test a lot more frequently than COPR in Nova Scotia, and therefore, get hired with EHS quicker. Is there any way that we could get more writes locally?

ED/Registrar's response – It should be noted that NB offers four exam sittings per year, as does COPR, so there is no difference there. However, NB also has additional sittings specifically set up to meet the demands of the Department of National Defence contract between and educational institution in NB and DND to train military medical technicians. An entry to exam process should never be one that creates a revenue source that an organization depends upon. Entry to practice exams should be close to cost neutral otherwise it is a potential conflict of interest.

- [lr552045@dal.ca](mailto:lr552045@dal.ca): Given they have moved to an online proctoring model are they planning to increase the number of exam sittings in Nova Scotia?

ED/Registrar's response - No, that number will never increase because it exposes the questions and puts the integrity of the exam at risk. They would need more administrative resources for creating more exam questions to expand what they currently have. They have a decent database and we do not anticipate any more exam administrations.

- No further questions or discussion.
- The President thanked the Executive Director/Registrar and declared the Executive Director/Registrar's Annual Report for 2020 filed.

## **8. Audited Financial Statements for 2020**

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The President introduced this agenda item and called upon the ED/Registrar to complete a review of the financial statements and to address any questions.

The ED/Registrar reviewed the financial statements for the members in attendance, referring to the following:

- Executive Director noted, for reference, the financial statements are in the back of the annual report.

- Spoke to how an audit works. Management puts together the financial statements for the auditors, for the auditor's thorough review and analysis. The financial statements are taken and validated on whether we are in compliance with the principles looking at risks, internal controls, and the accounting principles.
- Viewing page 3 of the audit statement, the financial position, and the balance sheet: CPNS has money on hand from the audit in 2020 as approximate 1.5 million dollars. On the balance sheet, assets are balanced against liabilities and net assets.
- Council moved some money into a low risk investment to start generating money for the College. From September 2019 to today's date the \$400,000 invested made approximately \$4,000 for the College.
- Notes the excess of revenue over expenditures \$172,846.00
- Highlighted the bank charges from last year in 2019.
- Auditors did not accrue approximately \$10,000 in merchant fees this year but had last year. That is why this number is different.
- Investigation fees to cost \$100,000, which has increased from last year which was anticipated and budgeted for because of the number of complaints. Based upon the trends being noted, it is anticipated that we will have up to 30 complaints per year, so we will continue to budget just in excess of \$100,000/year for complaints.
- This year the consultation process regarding proposed amendments to the Paramedics Act and Regulations will be in the range of \$120,000
- This coming year Council has asked for a review of the human resources to ensure business continuity. Potentially hire another part-time backup role to the Executive Director/Registrar.
- Statement of cash flow revenue available to us for year end. We will use funds to continue to operate the organization effectively and efficiently.
- In an example of estimating costs: One hearing could cost the College up to \$50,000, are we in a position if we have to go to a hearing associated with complaint application process? We need to ensure that we are.
- Discussed the Fitness to Practice process. There are nine people that may need to go through this process, one case could cost us up to \$8,000 or more. There is enough for one or two a year. We could have potentially eight cases this calendar year. Looking at how to manage these with the lens of protecting the public's interest with the financial resources at hand.

The ED/Registrar asked if there were any questions. None were brought forward.

The president declared the Audited Financial Statements for 2020 filed.

## **9. Business Arising from 2019 AGM**

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The President addressed this agenda item, noting that there was no business arising from the minutes of the 2019 Annual General Meeting Session 2.

## **10. Elections for 2020**

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The President introduced this agenda item noting the following:

- There is no requirement for a run-off vote at today's AGM as there were no ties in any of the elections.
- The Election for a President and Vice President positions on Council took place earlier today.
- Through acclamation Ryan Brown became President and Kevin Carey Vice President.

## **11. Resolutions & Motions to be voted upon pursuant to Bylaw Article 22**

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The President introduced and addressed this business item by noting no resolutions or motions were put forward in accordance with the College's Bylaws.

## **12. Other Matters as determined by Council**

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The President noted that the Council had no further matters to bring forward at this year's AGM.

## **13. Member Forum**

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The President called for any comments, questions, or concerns from the membership in attendance.

- Discussion items: Nothing to discuss from those in attendance.

## **14. Adjournment**

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The President called for a motion to adjourn the meeting.

Thank you from the president and novel format for this meeting and the technology that was available to allow it to happen. Thanked the ED/Registrar and Administrative Coordinator.

- Motion to adjourn the Annual General Meeting – Session 3, May 27, 2020.  
**Motioned:** Member Bill (William) Muirhead 19558  
**Seconded:** Member Travis McNeil 29845

Andrew Travers thanked everyone in attendance at the AGM for “the ride with the College” and mentioned collaborating with the College going forward only from a different forum. The President, on behalf of the Public and Membership thanked Dr Travers for his service.

President restates the motion

**Vote:** Majority in favour. Motion passed

The AGM was adjourned at 3:12 pm.