

Minutes/Meeting Notes

Annual General Meeting for the College of Paramedics of Nova Scotia Session 6

DATE: May 24, 2023

2:15 PM to 4:15 PM

Microsoft Teams Platform

Attendance retrieved from Microsoft Teams Platform

1. Call to Order

The President called the meeting to order at 2:16 pm, noting that for the meeting to proceed at least 12 paramedic members must be present at the meeting, per Bylaw Article 20.4.

The President noted that the agenda had been previously approved by Council in accordance with College Bylaw 20.1, which indicates Council approves the agenda for the AGM.

The President introduced:

- Michael MacMillan, PhD, who has been engaged by the College to be the Parliamentarian for this AGM. As the parliamentarian, Dr MacMillan is an expert in rules and usages of a deliberative assembly, such as the College's AGM and will assist in following the rules of order during the meeting today.
- Christopher Trenaman, Principal at Grant Thornton. Chris specializes in year-end accounting and advisory services to meet the specific needs of not-for-profit organizations.

- Attendance recorded: Noting 35 registrants of the College and 4 members of the public were in attendance during the call to order.

- Present at today's AGM according to the Microsoft Teams Platform by category were:

Practicing: Scott Ramey, Karl Kowalczyk, Bruce Sangster, William Hill, Ed Guenette, Stacey Boyko, Evan Brander, Christine Waller, Sandee Crooks, Wayne Canfield, Kevin Carey, Sean Teed, Kathy Leadlay, Michael Janczyszyn, Ryan Brown, Jen Canvin, Janel Swain, Barry Tracey, Elysha Lavin, Shelagh Wright, Cheryl Crowley, Kevin Timmons, Curtis MacLellan, Steve Menzies, Phil Stewart, Wil Wittmer, Daniel Gee, Paula Delorey, Mike Lockett, Mark Walker, Steve Crocker, Evan McNeil, Justine Bowman

Restricted Practicing: Stephen Leadlay, Chris Lukeman

Public Guests: Dr Michael MacMillan (Parliamentarian), Donna Denney (Public Representative OIC Appointment), Chris Trenaman (Grant Thornton), Nicole Webb (College Staff)

2.0 Standing Rules

The President introduced this agenda item and noted the following:

- Any Registrant who wished to address, this includes making motions, the meeting, must do so by introducing themselves, with:
 - Their registration number, their class of license, category of license (Practicing, Restricted Practicing, Temporary or Restricted Temporary) and the geographic district they are from.

- The current edition of Robert’s Rules of Order, Newly Revised is the parliamentary authority in all instances not covered by the College’s Bylaws, and/or policies.
- Meetings of the College are conducted in a harassment free, respectful environment.
- Motions may be introduced by any voting registrant (paramedic in the practicing and restricted practicing categories of licensure). The first voting registrant to raise their hand will be recognized by the President at which time the voting registrant must verbalize the motion. The President will then confirm the motion.
- Motions must be seconded by any voting registrant (paramedic in the practicing and restricted practicing categories of licensure). The first voting registrant, seconding the motion, to raise their hand will be recognized by the President and verbalize that they seconded the motion.
- During the debate:
 - The voting registrant who introduces the motion is entitled to speak first.
 - Voting registrants of the assembly are entitled to speak only once, for a maximum of two minutes, on a debatable motion, unless permission to the contrary is given by the assembly.
 - All comments must be directed to the President, who presides as the chair of the meeting. Online comments submitted in the “Chat function” of the Teams Platform will be received and read aloud.
 - Total debate shall not exceed 15 minutes unless two thirds of the voting registrants decide to extend the debate.
- Voting:
 - Per Paramedics Regulation 33(a) A registrant 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 registrant with a temporary or restricted temporary license cannot vote.
 - Voting Registrants will use the “Poll feature” of the Teams Platform to cast their vote.
 - Motions are decided by a majority vote unless otherwise indicated. A majority vote is more than half of the voting registrants who are present.
 - In the case of a tie vote, the chair will cast the deciding vote.
- Members of the public may only ask questions. They may not make motions, vote or participate in debate.

The president then asked the attendees if there were any questions regarding the standing rules.

No questions were brought forward from the attendees.

3. Introduction of Council Members

The President introduced this agenda item.

The President stated that he would mention some changes to the Council over the past year.

- Firstly, in July 2022 the Government replaced public representative Elizabeth (Beth) Mann with another public representative Donna Denney.
- Then, in March 2023 the College held the elections for the paramedic registrant term positions that were expiring on the Council in 2023.
 - The registrants who were nominated and duly elected or unopposed in the 2023 Council elections included:
 - Barry Tracey (Eastern Geographical District), Michael Lockett (ICP Class of Licensure) and Laura Hirello (PCP class of licensure)

- Laura, Barry and Michael assumed their positions on the Council at the May 12, 2023, meeting of the incoming Council.
- Also in March of 2023 three Councillors recognized they were unable to dedicate sufficient time to support the College in their object to serving and protecting the public interest in the practice of paramedicine. They included
 - Paul Carr (Northern Geographical District).
 - Ryan Grist (Western Geographical District).
 - Caitlin Lees (Public Representative).
 - The resignation of Caitlin Lees had to be accepted by the Minister of Health and Wellness through an Order-in-Council.
 - The resignations of Paul Carr and Ryan Grist were accepted by the Council.
- With the resignation of Paul Carr, who represented the Northern Geographical District, the Council used By-Law Article 17.1 to appoint Bruce Sangster, who formerly served on Council during its first three years of operation. Article 17.1 states, “If the term of office of any member of Council, including the office of the President or Vice-President, is not completed, Council shall appoint a member to fill such vacancy for the period of the unexpired term, and such period is not to be considered a term for purposes of Article 13.1.”
- The Council plans to appoint a Paramedic Councillor for the Western Geographical District that was represented by Ryan Grist, in the near future.
- The President acknowledged the work of those Councillors who served the College through the 2022 and 2023 year.
 - First, he recognized, the paramedics:
 - Kevin Carey (CCP class of licensure), Ryan Brown (PCP class of licensure), Travis MacNeil (ICP class of licensure), Sandee Crooks (Central Geographical District), Brian Oliver (Eastern Geographical District), Jason MacKay (ACP Class of Licensure), Paul Carr (Northern Geographical District), and Ryan Grist (Western Geographical District)
 - Then the Government appointed representatives including:
 - Nicholas Burke, Caitlin Lees and Andrew Nemirovsky, as well as,
 - Elizabeth (Beth) Mann until July 2022 then after July 2022 Donna Denney.
- Finally, the President acknowledged the outgoing Councillors, he indicated we would be remiss if we did not acknowledge the outgoing Councillors commitment to the College. They selfishly gave their time and energy to support the Council and its objectives, as they continued to show their commitment towards the profession. The outgoing Councillors included:
 - Travis MacNeil (ICP class of licensure)
 - three-year term as Intermediate Care Paramedic Class of Licensure representative of Council.
 - Brian Oliver (Eastern Geographical District)
 - three-year term as the Eastern Geographical District representative of Council;
 - continue to serve on the Registration Appeals Committee.
 - Ryan Brown (PCP class of licensure),
 - two one-year terms as President,
 - two one-year terms as Vice President,
 - on the College’s Education Advisory and Legislative Review Committees, and
 - continue to serve on the Registration Committee.

4. Approval of the 2022 AGM Minutes

The President introduced this agenda item and asked the College's Administrative Coordinator to post the minutes from the 2022 AGM in the chat feature of Teams.

The President then noted the minutes were:

- Previously distributed via the College's portal for all registrants.
- Available on the College's website under "About CPNS," then "Annual General Meeting."
- Placed in the chat area for all Registrants to review.

After asking if there were any questions or concerns regarding the minutes the President called for a motion to approve the minutes.

- Motion to approve the minutes from the May 25, 2022, Annual General Meeting Session 5.

Motioned: Registrant Bruce Sangster

Seconded: Registrant Sandee Crooks

President restates the motion

Vote: Majority in favour. Motion passed

5. President's Annual Report

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

- Recognized everyone for paramedic week.
- Council and College staff worked closely to they ensure the College meet its mandate of regulating the paramedic profession in the public interest.
- The Council sets the strategic direction of the College and approves regulatory policies developed in accordance with the *Paramedics Act and Regulations*, as well as governance policies consistent with its leadership role. Meanwhile, the Executive Director/Registrar is responsible for implementing the Council's decisions and ensuring that the College's operations align with its strategic direction.
- The Council, with the assistance of the Executive Director/Registrar engaged in a number of initiatives to support good governance and enhance regulatory processes within the College.
- The Council, College Committees and College staff attended an Indigenous cultural awareness training session with Indigenous Treaty Partners. The program aims to educate businesses about Indigenous culture and encourage them to be better allies to their Indigenous neighbours.
 - Topics related to Indigenous issues such as the Truth and Reconciliation Commission, Indian Act and Residential Schools, UN Declaration on the Rights of Indigenous Peoples, and more.
- Governance Consultant Carla Anglehart provided their expertise in supporting the Council in pursuing governance excellence by providing an education session that covers topics such as legal duties of Council/Board Members, key stewardship responsibilities, governance function, management function, delegation, and building Board-CEO relationships.
- To help address the shortage of licensed paramedics in Nova Scotia, the College also implemented a policy that allows a Primary Care Paramedic (PCP) graduate to be issued a restricted temporary license.
- The Council recognized the importance of ensuring the College's statutory committees have access to a pool of volunteers that are focused on serving and protecting the public interest in the practice of paramedicine.
- *If you are, or know someone, interested in participating in the activities of the College please reach out to us!*
- Collaboration between the Council and the Executive Director/Registrar fosters a positive working relationship and facilitates effective communication between the College's governance and management structures. Ensuring that the College operates in a transparent and accountable manner and is responsive to the needs of its stakeholders, including the public, the paramedic profession, and other healthcare providers.

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

6. Approval of Auditors

The President introduced this agenda item and noted that the Council made the recommendation to continue with Grant Thornton as the auditors for the 2023 – 2024 fiscal year.

- **Discussion point included:**
- Motion to approve Grant Thornton as the College’s auditors for 2024.
Motioned: Registrant Bruce Sangster
Seconded: Registrant Sean Teed
President restates the motion
Vote: Majority in favour. Motion passed

7. Executive Director/Registrar Annual Report

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

The ED/Registrar address the meeting noting the following:

- Operationally the College staff continued to support:
 - The Council, as well as all College Statutory and Standing Committees
 - The complaint/professional conduct process, College staff worked closely with the consulting firm Lafond Serran and the Investigation Committee to reduce the number of active complaints.
 - The College concluded its first case against a registrant in the Nova Scotia Supreme Court with the College being successful in the litigation.
 - The College also managed the logistics for two different hearings over the course of the past year.
 - The review of two key pieces of legislation moved forward by the Government, including the Common Foundations Legislation and the *Patient Access to Care Act*.
 - Developed a budget that would support the hiring of a Deputy Registrar on a permanent part-time basis starting early in the 2024 fiscal year.
- Executive Director position is supported by the CPNS staff, researching, and preparing work on a day-to-day basis.
 - We continue to assess registration and licensure applications while ensuring the College complies with important pieces of legislation including the Human Resources Act, the Nova Scotia Fair Registration Practice Act, and Canada’s Free Trade Agreement. Going into the new year we will also have to comply with the *Patient Access to Care Act*.
 - The College’s demonstrated compliance with the *Fair Registration Practices Act* review initiated by the *FRPA* Review Officer in the previous year. Compliance was demonstrated five months ahead of schedule.
 - College staff and several of its registrants were actively involved in the Canadian Organization of Paramedic Regulators development of the Canadian Paramedic Competence Framework and Canadian Paramedic Regulatory Practice Standards development.
 - Significant work conducted by the Subject Matter Expert Committee.
 - As in previous years, the ED/Registrar attended in excess of:
 - 20 internal 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.
 - 50 external Committee meetings on behalf of the College and did several presentations about the College to various groups.
- The College’s Administrative Coordinator continued to aid in the development and improvement of the College’s database.
- Details of the professional conduct process start on page 14 of this year’s annual report.

- The complaints were initiated by different parties, including the College’s Registrar, employers, and the public.
- The reported issues include conduct unbecoming, professional misconduct, competence, capacity, criminal charges, communication, privacy, and treatment.
- The outcomes of the complaints vary, some may be unsubstantiated, or dismissed, while others may involve informal resolution, caution, counsel, reprimand, dismissal with advice, or consent revocation.
- Investigation costs were down significantly year over year. If we continue to reduce the number of complaints, we can avoid fee increases.
- Data regarding the College’s Register and Rosters starts on page 17 of the annual report.
 - Graph 1 demonstrates that by March 31, 2022, a total of 1235 registrants renewed their licenses.
 - Graph 2 depicts number of initial registrations and licensure applicants by class of licensure. You will notice that we have begun to record the Paramedic Graduate category of licensure. A total of 70 people applied for a paramedic graduate restricted temporary license.
 - 25 people applied for a PCP licence and 4 for an ACP licence.
 - The vast majority of the applicants are Nova Scotia Qualified and New to the practice of paramedicine at 87. The College had 12 labour mobility applicants over the past year.
 - Of the 1360 +/- registrants who could have renewed in February and March of 2023 only 1231 renewed before March 31, 2023, a decrease of 100 + registrants who renewed their licences.
 - This is consistent with previous years.
 - Since the College’s inception we have in excess of 1800+ registrants, but only 1231 renewed their licenses by March 31, 2023. There are 500 + registrants who have not renewed their licences with the College.
 - Percentage of registrants by geographically by region: 16.0% Northern, 37.0% Central, 24.5% Eastern and 22.5% Western
 - Male 732, Female 496, Undifferentiated 3.
 - Graph 10 on page 21 captures the data showing a 5-year comparison of New Registrants and Non-renewals:
 - In each year except for 2021 more registrants did not renew in comparison to those who entered the profession.
 - Another highlight would be the lowest number of new registrants occurred in 2022. This may be related to the COVID-19 Pandemic and the associated public gathering restrictions. Impacting paramedic program delivery.
 - Graph 11 on page 22 shows there has been a decrease in the number of registrants who renew their licences by March 31 annually.

The President asked if there were any questions for the ED/Registrar.

Discussion points included:

- Registrant Sean Teed: Is there a plan to explore the decrease in registrations?

ED/Registrar: Council will be having a strategic planning session to determine if this will be investigated.

The President thanked the Executive Director/Registrar and declared the Executive Director/Registrar’s Annual Report for 2023 filed.

8. Audited Financial Statements for 2023

The President introduced this agenda item and called upon Christopher Trenaman to complete a review of the financial statements.

Mr Trenaman noted the following:

- The independent auditors report gives a clean audit opinion. Statements are in compliance with Not for profits.

- Grant Thornton staff appreciated the staff of the College supporting their efforts to ensure GT had all the information they needed.
- Viewing page 36 of the annual report (page 3 of the financial statements), you see the Statement of Financial Position. This is also known as the balance sheet. This demonstrates that the College at present is in a good financial position. Mr Trenaman reviewed the Assets and Liabilities.
- Viewing page 37 of the annual report (page 4 of the financial statements), you see the Statement of Operations. This is also known as the income statement; it records the income and the expenses of the College. Mr Trenaman reviewed the revenues against the expenditures and the changes in year over year.
- Viewing page 38 of the annual report (page 5 of the financial statements), you see the Statement of Changes in net assets. This records the change between the current and prior period for net asset balances. Of particular interest is that the Colleges net assets increased slightly year over year from \$999,893 to \$1,027,717.
- Viewing page 39 of the annual report (page 6 of the financial statements) we see the Statement of Cash flows. This statement summarizes the movement of cash and cash equivalents that move in and out of the College. It demonstrates at year end the College had cash and cash equivalents equalling \$1, 265,690.
- Reference was made to the not disclosures as well.

The President asked if there were any questions for Mr Trenaman.

Question Discussion points included:

- Registrant Sean Teed: What is “other revenue” why is this increasing?
- Chris Trenaman: Change in class requests, verification of registration forms are paid and classified as “other revenue”.
- ED/Registrar: Our new is database allowing for robust reporting so additional forms and invoices can be tracked.
- Registrant Sean Teed: There is an excess of funds, will this change licensure fees?
- Chris Trenaman: Typically Not-for-profit orgs, there is a deficit some years and a slight excess this year, it would depend on projections.
- ED/Registrar: If we could have 1380 registrants renewing on an annualized basis, we could potentially stabilize fees for a number of years. A surplus of \$27 000 for the year is not significant because a 1-day hearing could consume that surplus. Since we have the recurrent decrease in registrants this leads to volatile stability at best. If there continue to be Hearings and Registration Appeals, there will be a greater need for reserve funds.

With no other questions from the attendees, the President thanked Mr Trenaman for attending today’s meeting. Then, Mr Trenaman, left the meeting.

Next, the President asked the ED/Registrar to review the 2024 – 2026 three-year forecasted budget.

The ED/Registrar reviewed the information in the annual report for the members in attendance, referring to the following:

- As the regulatory body responsible for ensuring safe, effective, ethical care from qualified paramedicine professionals, the College must have adequate financial resources to fulfil its mandate.
 - Failure to do so could have serious consequences for both the College and the public. Therefore, good financial planning is not just a desirable objective, but an absolute necessity.
- To achieve its goal of upholding public safety and trust, the College prioritizes financial planning, making it one of its top priorities.
 - A three-year budget is an essential tool that allows for better financial planning and provides a longer-term financial outlook. The College can ensure that it has the resources necessary to fulfil its responsibilities effectively by developing a solid budget.
- Several factors were considered when creating the budget, including:

- Membership fee information from other healthcare regulators.
- The unpredictability of revenue sources.
- The risks associated with the professional conduct process.
- The volume of complaints received.
- The maintenance of the College's contingency funds.
- The College's revenue source is primarily from application, registration, licensing, and annual renewal fees, which fluctuate with the number of registrants.
- The professional conduct process, which includes complaints and fitness to practice processes, can also be unpredictable.
 - Significant expenses were incurred this year due to one matter heard by the Supreme Court of Nova Scotia and the first appeal received by the College's Registration Appeals Committee.
- However, good financial planning has enabled the College to manage these unanticipated expenses and avoid the need for unintended additional fees from registrants.
- Executive Director referred the attendees to pages 29 and 30 of the annual report to review the three-year budget forecast. Emphasis was placed on this being a forecast and that any number of things could occur to change the forecast for the 2024 budget.
 - Looking at the revenue assumptions:
 - For 2024 new applicant and renewal fees increase from \$500 to \$535.
 - Allowing for 1283 renewal licenses.
 - Allowing for a total of 100 new to practice, as well as labour mobility applicants.
 - For 2025 new applicant and renewal fees remain at \$535.
 - Allowing for 1283 renewal licenses.
 - Allowing for a total of 100 new to practice, as well as labour mobility applicants.
 - For 2026 new applicant and renewal fees increase to \$550.
 - Allowing for 1283 renewal licenses.
 - Allowing for a total of 100 new to practice, as well as labour mobility applicants.
 - Looking at the expense assumptions:
 - In 2024 the following occurs:
 - A 2.5% inflationary increase across most expense lines.
 - Expense lines that were increased beyond a 2% inflationary increase include:
 - Legislative and General Legal fee lines adjusted to reflect the annual average of the past five years.
 - Other professional fees, for the management of fitness to practice files, including monies allotted for substance testing.
 - Salaries adjusted to allow for a part-time deputy registrar.
 - Benefits adjusted to reflect increased salaries and deputy registrar.
 - Expense lines that were decreased to reflect the annual average of the past five years include:
 - Investigation Fees
 - Courier and postage
 - Transport, Accommodations and Meals.
 - In 2025 and 2026 there is a 2% inflationary increase across all lines.
- Looking at the three-year forecast the College anticipates minor net gains of \$33,000, \$15,000 and \$15,000 over the next three years.

The President asked if there were any questions about the 3-year forecasted budget for the ED/Registrar.

Discussion points included:

- Registrant Sean Teed: Meetings and Conferences were less than \$25 000. Now \$80 000 is allocated for the future, why?
- ED/Registrar: There will be meetings coming up e.g. strategic planning session where those funds will be allocated.

The President declared the Audited Financial Statements for 2023 filed.

9. Business Arising from 2022 AGM

The President addressed this agenda item, noting that there was no business arising from the minutes of the 2022 Annual General Meeting Session 5.

10. Elections for 2023

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 on May 12, 2023, at the incoming Council meeting Session 44.
 - The Incoming President is Donna Denney, a publicly appointed representative on the Council.
 - The Incoming Vice-President is Bruce Sangster ACP and Northern Geographical District representative.

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

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

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

13. Member Forum

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

Discussion points included:

- No questions were brought forward from the attendees.

14. Adjournment

The President called for a motion to adjourn the meeting.

- **Motion** to adjourn the Annual General Meeting – Session 6, May 24, 2023, at 3:16.
Motioned: Registrant Crocker
Seconded: Registrant Chris MacKenzie
President restates the motion
Vote: Majority in favour. Motion passed

The AGM was adjourned at 3:16 pm.