



NSCRT ANNUAL REPORT 2022-2023

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The Nova Scotia College of Respiratory Therapists acknowledges that we are in Mi'kma'ki, the ancestral and unceded territory of Mi'kmaq people. We are all treaty people.

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TO OUR PARTNERS

GUIDING LIGHT

Protecting the public by ensuring Respiratory Therapy best practice.

VALUES

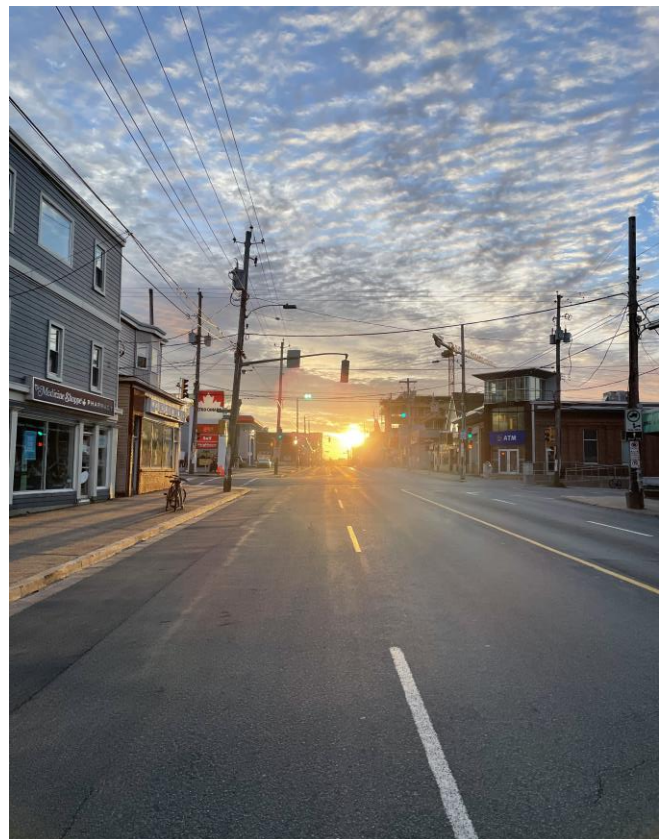
- We govern with an equitable and inclusive lens.
- We lead with adaptability and innovation.
- We regulate with transparency and fairness.
- We engage in collaborative relationships.

NSCRT BOARD OF DIRECTORS

Chastity Bennett	President
Kim Thompson	President-Elect
Noel Pendergast	Past-President
Laura Betts	Treasurer
Claire Ward	Director at Large
Deryck Kelly	Director at Large
Monique Richard	Director at Large
Daniel Gee	Public Member
Dave Lamb	Public Member
Lauren Randall	Public Member

NSCRT STAFF

Tara Boudreau	Registrar
Debbie Hicks	Deputy Registrar



Message from the President

This time of year provides an opportunity to reflect on the main contributions and initiatives undertaken by the Board of Directors (BoD), committees and staff, in leading the mission to promote excellence in respiratory therapy and ensure public confidence in the profession. Two specific initiatives come to mind while reviewing the work completed by the NSCRT in the last year.

In the Fall of 2022 in alignment with the Truth and Reconciliation Commission of Canada: Calls to Action and the NSCRT Statement on Racism, the BoD approved development of an e-learning module for 2023-2024 license renewal. The goal of the content was to raise awareness and understanding of the history of indigenous peoples in Nova Scotia, and how colonization and associated policies continue to impact the delivery of health care to Indigenous Nova Scotians. While we are proud of this first step, we recognize there is much work to be done and will continue to strive to learn more on how to provide cultural competency training for both the BoD and Respiratory Therapy professionals.

In anticipation of the Spring approval of Bill No. 256, the “Patient Access to Care Act” (PACA), the NSCRT collaborated extensively with the Department of Health and Wellness (DHW) and the Nova Scotia Regulated Health Professions Network (NSRHPN) to ensure smooth transitions for any upcoming changes in regulatory processes. The BoD is thankful for the opportunity to collaborate on this innovative piece of legislation and is confident the Act will reduce administrative burdens for licensing Respiratory Therapists and ensuring they can work to their full training, as well as allowing for an expanded scope of practice through regulations, all contributing to better access to care for Nova Scotians. The NSCRT looks forward to contributing to the development of the Regulations related to the PACA in the upcoming months.

In closing, I want to thank all Respiratory Therapists, the BoD, committees, and NSCRT staff for their hard work and dedication to outstanding patient care. On behalf of the NSCRT, I am pleased to present the 2022-2023 NSCRT Annual Report.



Chastity Bennett
NSCRT President

Message from the Staff

As we reflect on the past year, we note what a challenging year it was for the people of Nova Scotia. Hurricane Fiona made landfall in September 2022, slamming the area with fierce winds and storm surge. Many people were displaced, homes and businesses destroyed, and memories lost. While the damage was widespread and saddening, Nova Scotians came together to support their neighbors in the recovery. Our thoughts are with you for those who dealt with the devastating impacts of Hurricane Fiona.

2022-2023 has been marked by a modernization of regulation in Nova Scotia, making it a busy year for the NSCRT Board of Directors (BoD) and staff. As the government focused on rebuilding critical infrastructure, it announced the Action for Health Plan, a strategic plan to address problems in healthcare, which included proposed changes to the existing regulatory model, including Bill 256, the “Patient Access to Care Act” (PACA). This new legislation is focused on eliminating licensing barriers and ensuring equitable access to health care for all Nova Scotians. The NSCRT is committed to making the necessary changes to improve healthcare access for all Nova Scotians

Healthcare is constantly changing, and change is a necessary component for growth and improvement. This year, the BoD demonstrated an unwavering commitment to public safety by embracing change and devoting their time and efforts to meet the College mandate. We thank the BoD for their direction and assistance as we navigate new legislation and updates of our operations processes. The staff have also leaned on the NSCRT’s many committees for support. Committees rely on RRT and public board member volunteers, most of whom devote their time after hours from their employment positions. We are grateful for the energy and perspective they bring to the work of the NSCRT.

We commend all RRTs who consistently uphold the standards set by the NSCRT. Your dedication to the respiratory therapy profession is an essential component of the healthcare system in our province. Your support is invaluable and appreciated.



Tara Boudreau
NSCRT Registrar



Debbie Hicks
NSCRT Deputy Registrar

COMMITTEE REPORTS

Complaints Committee

<i>Lauren Randall (Chair)</i>	<i>Public Member</i>
<i>Tammy Scott</i>	<i>Regular Member</i>
<i>Tanya Frail</i>	<i>Regular Member</i>
<i>Tracey Cushing</i>	<i>Regular Member</i>
<i>Megan Steeves</i>	<i>Regular Member</i>
<i>Kristina Johnstone</i>	<i>Regular Member</i>

The NSCRT Complaints Committee is a statutory committee comprised of a public Board member and several active practice members. When a complaint is ready to be heard by the committee, the Chair will appoint a panel of three from the committee to sit and to hear the complaint.

Under the Respiratory Therapists Act, the committee has the authority to investigate a complaint and then to decide whether to:

1. dismiss the complaint;
2. counsel the member or caution the member or both;
3. informally resolve the complaint; or
4. refer the matter to the Professional Conduct Committee.

2022-2023 Report:

The NSCRT Complaints Committee completed the investigation on a professional misconduct and conduct unbecoming complaint filed in 2021-2022. The complaint was dismissed as unsubstantiated.

The committee received one new complaint for 2022-2023 regarding capacity. The investigation was ongoing as of March 31, 2023.

Respectfully submitted by

Tara Boudreau
Registrar, NSCRT

Professional Conduct Committee

<i>Dave Lamb</i>	<i>Public Member</i>
<i>Kathy Spurr</i>	<i>Regular Member</i>
<i>Melini Sutherland</i>	<i>Regular Member</i>
<i>Jennifer Hoyt-Veinot</i>	<i>Regular Member</i>
<i>Donna Young</i>	<i>Regular Member</i>
<i>Andrew Aucoin</i>	<i>Regular Member</i>
<i>Jessie Pitre</i>	<i>Regular Member</i>

The Professional Conduct Committee is a statutory committee comprised of a public Board Member and several Active Practice Members. When a file is referred to the committee, the Chair will appoint a panel of five persons from the committee to administer the professional conduct process.

If the Professional Conduct Committee finds professional misconduct, conduct unbecoming a respiratory therapist, incompetence, or incapacity the committee may do one or more of the following:

1. Revoke or registration and remove the respondent's name from the appropriate rosters.
2. Suspend the respondent's license for a period of time.
3. Require the respondent to comply with any conditions or restrictions imposed by the committee if registration is granted.
4. Direct the respondent to pass a particular course of study or satisfy the committee of the respondent's general competence in the field of respiratory therapy.
5. For findings that involve practicing respiratory therapy while not holding a valid license to practice, direct the respondent to pay a fine in an amount determined by the committee; and
6. Publish or disclose its findings in accordance with the Act and Regulations.

2022-2023 Report:

No files were referred to the Professional Conduct Committee in 2022-2023.

Credentials Committee

<i>Jamie Murphy (Chair)</i>	<i>Regular Member</i>
<i>Daniel Gee</i>	<i>Public Member</i>
<i>Deryck Kelly</i>	<i>Regular Member</i>
<i>Tara Boudreau</i>	<i>Ex-Officio</i>

The Credentials Committee is a statutory committee comprised of one public Board Member and 2 Active Practice Members.

The committee decides on eligibility of applications for registration and renewals referred by the Registrar. The committee also directs projects related to improving registration processes and maintenance of competency.

2022-2023 Report:

The 2022-2023 year was another productive year for the Credentials Committee. Efforts were focused on policy review and the continued roll out of the E-volve Continuing Competency Profile (CCP).

In policy review, the committee completed review of the Membership and Licensure Policy Manual. The committee completed efforts to launch the new self-assessment tool ahead of the 2023-2024 membership renewal. Additionally, the committee implemented a Truth and Reconciliation eLearning Module as an approved education credit for the 2023-2024 membership renewal. The eLearning Module is a two-part video series on Indigenous Health in Nova Scotia. The initiative supports NSCRT commitment to action following the release of the NSCRT's statement on Racism in July 2021.

Respectfully Submitted by,

Jamie Murphy, RRT, BHSc, CRE, MEd
Chair, Credentials Committee

Nominations Committee

<i>Noel Pendergast (Chair)</i>	<i>Past President</i>
<i>James Fitzpatrick</i>	<i>Regular Member</i>
<i>Emma Hart</i>	<i>Regular Member</i>

The Nominations Committee is a statutory committee comprised of the immediate Past-President and 2 Active Practice Members appointed by the Board, who are not members of the Board.

Upon establishment of the Nominations Committee, the Committee will verify the composition and number of Board Members and the eligibility for appointment to the Board. The Committee will recruit Board Members from the active practicing membership and ensure that there is at least one candidate for each available position. If no nominations are forthcoming, the Nominations Committee shall nominate a slate of candidates for available Board positions.

2022-2023 Report:

The Nominations Committee was tasked with recruiting nominees for two vacancies for Director-at-Large positions on the NSCRT Board of Directors (BOD).

A call to nominations was sent to the membership in April 2022 with additional reminders sent in the spring and summer. The committee received nominations from two members. No election was required at the Annual General Meeting (AGM). After review of the candidates' credentials, Claire Ward and Deryck Kelly were appointed as the new Directors-at-Large on the NSCRT BOD. Claire and Deryck were officially proclaimed during our NSCRT AGM on October 19th, 2022.

Going forward, the NSCRT BoD has approved a competency-based appointment process with the goal to enhance diversity of perspectives, knowledge, skills, and experiences among Board members. Upon completing a competency survey of current Board members any gaps in diversity of perspective and/or competency will be identified, informing future nominations and appointment process for the Board.

Respectfully submitted by,

Noel Pendergast
NSCRT Past-President and Chair of the Nominations Committee

Registration Appeal Committee

<i>Lauren Randall</i>	<i>Public Member</i>
<i>Corry Fitzgerald</i>	<i>Regular Member</i>
<i>Andrea Fitzgerald</i>	<i>Regular Member</i>

The Registration Appeal Committee is a statutory committee comprised of one public Board Member and 2 Active Practice Members.

Where an applicant has been refused registration or has been refused an active practice license, the applicant may appeal that decision to the Registration Appeal Committee. In accordance with the evidence, it receives when hearing an appeal, the Committee may make any determination that, in its opinion, ought to have been made by the Registrar or the Credentials Committee. The decision of the Registration Appeal Committee is final.

2022-2023 Report:

No registration appeals were received by the NSCRT in 2022-2023.

Professional Practice Committee

<i>Claire Ward (Chair)</i>	<i>Board Member</i>
<i>Veronica Grosset</i>	<i>Regular Member</i>
<i>Sarah Wallace</i>	<i>Regular Member</i>
<i>Nicole Nemirovsky</i>	<i>Regular Member</i>
<i>Jillian Shadbolt</i>	<i>Regular Member</i>
<i>Denny Andolfatto</i>	<i>Regular Member</i>
<i>Debbie Hicks</i>	<i>Ex-Officio</i>
<i>Tara Boudreau</i>	<i>Ex-Officio</i>

The Professional Practice Committee is a standing committee comprised of a minimum of 4 Active Practice Members appointed by the Board. The Registrar and/or Deputy Registrar are an ex-officio member of the Committee.

The Professional Practice Committee ensures that Respiratory Therapy services are delivered to the public in a safe, competent, and ethical manner consistent with the Standards of Practice and

Code of Ethics. The committee advises, reviews, and approves professional practice standards and issues consistent with the Act, in collaboration with the Department of Health and Wellness and other provincial healthcare regulatory bodies as well as National Respiratory Therapy Regulatory bodies.

2022-2023 Report:

The Professional Practice Committee completed the revision of the NSCRT Position Statement on the Anesthesia Assistant Role. The statement was approved by the Board and published on the NSCRT website.

The committee is committed to reviewing and updating the NSCRT's Standards of Professional Practice. This is an extensive project to be worked on collaboratively with the National Alliance of Respiratory Therapy Regulatory Bodies and the Canadian Society of Respiratory Therapists.

The committee also began work on a Transfer of Care/Accountability guideline containing recommendations that will be endorsed by the NSCRT.

Respectfully submitted by,

Debbie Hicks, RRT
NSCRT Deputy Registrar

Governance Committee

<i>Chastity Bennett (Chair)</i>	<i>President</i>
<i>Tara Boudreau (Co-Chair)</i>	<i>Registrar</i>
<i>Louanna Bethune</i>	<i>Regular Member</i>
<i>Julien Gallant</i>	<i>Regular Member</i>
<i>David Adams</i>	<i>Regular Member</i>

The Governance Committee was approved as a standing committee in 2019 by the Board of Directors. The purpose of the committee is to review and recommend changes to: By-laws; committee Terms of Reference; existing governance and/or operational policies; assess and make recommendations for new policy development; and to ensure that Board members fulfil their legal, ethical, and functional responsibilities, as described in legislation, through adequate governance policy development and review.

The committee is comprised of up to five members and is co-Chaired by the NSCRT President and Registrar. Additional Committee members may be drawn both from the Board and from the active-practicing roster.

2022-2023 Report:

The Governance Committee welcomed David Adams as a new member. The committee completed revisions on the NSCRT Operations Manual early in the 2022-2023 license year. The manual is currently being reformatted and will be going to the Board for approval.

The committee's priorities continue to be updating all existing policy manuals.

Respectfully submitted by,

Tara Boudreau,
Registrar, NSCRT



OPERATIONAL REPORT

The NSCRT staff includes the Registrar and Deputy Registrar who are responsible for the day-to-day operations of the NSCRT under the direction of the Board of Directors (BoD).

PROVINCIAL UPDATES

Internal

At the end of March 2023, the NSCRT had 322 active practice members. There was a significant increase in international applications received in the latter part of the 2022-2023 fiscal year with one international applicant referred to the College of Respiratory Therapists of Ontario (CRTC) for a competency assessment and more expected to follow once all required documentation has been received.

In the Fall of 2022, the NSCRT Board of Directors approved the development of an eLearning module related to Truth and Reconciliation, which aligned with the Call to Action and the NSCRT's Statement on Racism. A subject matter expert was contracted and subsequently developed two eLearning videos and a series of multiple-choice questions. The e-Learning module went live in February 2023 with the 2023-2024 license renewal as part of the NSCRT continuing competency program - the eLearning module is an annual Board approved mandatory continuing competency credit.

In October 2022, the NSCRT hosted the Annual General Meeting. An education session on "Duty to Report" was held after the AGM and provided valuable information on an RT's professional responsibilities with regards to reporting issues within the workplace. Additionally, the Registrar provided an overview of the final phase of the new CCP program (2021). Thank you to all the RTs who participated in the AGM and these sessions.

In the Fall of 2022, the NSCRT met with several organizations offering strategic planning. The NSCRT last undertook Strategic Planning in 2015. One Page Plans was contracted for a 3-day strategic planning session, scheduled to take place at the end of April 2023.

After several months of negotiations, the Board of Directors is pleased to have signed a new 2-year contract with software service provider Guild. The continuation of services with this provider will insure no interruption of services to members with their online profiles.

Department of Health and Wellness (DHW)

As part of the ongoing consultation by DHW on health profession regulation modernization, the NSCRT participated in a series of theme-based discussions which began in May 2022 and continued throughout the year. Over the series of meetings, the NSCRT collaborated with the Nova Scotia Regulated Health Professions Network to provide feedback to the DHW on the possible structure and challenges related to the proposed new legislation.

In June 2022, the Registrar met with workforce planning to discuss the RT supply in Nova Scotia. It was noted in the profile that there were a sizable number of RTs listed as casual or part time employees which gave the appearance of a surplus of RTs in the province. RTs in the province were polled about their employment status during license renewal to obtain additional information. The poll indicated that many RTs in the province are choosing to work

casual or part-time. Upcoming retirement eligibility was also assessed during these discussions, and the potential impact on respiratory therapy departments in the province. Additional seats are being considered in the Dalhousie University Respiratory Therapy Program to help deal with the workforce shortage.

Related to discussions on RT supply, anesthesia assistant practice in NS was touched upon. The NSCRT regulates the practice of anesthesia assistants (AA) in the province. AA is an advanced certification course that RTs are eligible to acquire involving additional didactic and clinical training. Increasingly, RTs are opting to attain this advanced certification and move to this alternative area of practice. Coupled with increasing employment opportunities, AA practice directly impacts supply in respiratory therapy departments. The NSCRT began preliminary discussions on drafting of Regulations for AA practice regarding the approval of educational programs, credentialing examinations, and a profession specific Scope of Practice.

In March 2023, the NSCRT, in collaboration with the Nova Scotia Regulated Health Professions Network, provided feedback to the DHW on a newly proposed Bill titled the "Patient Access to Care Act" (PACA). The intention of the Act is to facilitate the licensing of regulated health professionals moving to the province and to improve workforce supply. The new legislation is expected to come into effect in April 2023.

Nova Scotia Regulated Health Professions Network

Most of the meetings in 2022-2023 with the Nova Scotia Regulated Health Professions Network (NSRHPN) focused on proposed legislation changes and the potential impact on the role of the NSRHPN. The Network contracted the services of a consultant to assist with the development of a new business plan. A joint position statement, drafted by legal counsel, was presented to the DHW by the NSRHPN regarding the proposed legislation.

In keeping with the NSRHPN deliverables, two training/education sessions were offered:

- The Principles of Sound Decision-making
- Establishing an Enterprising Risk Framework

The staff and several NSCRT Board and committee members were pleased to take advantage of these important learning opportunities.

Office of the Fair Registration Practices Act

The Fair Registration Practices Act (FRPA) applies to forty-nine regulatory bodies in Nova Scotia, including the NSCRT. Annually, the NSCRT completes a FRPA survey providing anonymous information about NSCRT graduate, labor mobility, and international applicants.

FRPA reviews are conducted in accordance with, and in fulfillment of, the requirements of Section 16 of the Fair Registration Practices Act, which requires that every regulating body review its registration practices and file a report on the results of the review every 5 years. In January 2023, the Registrar was notified that the next scheduled review for the NSCRT would launch in March 2023. The review is expected to be completed by summer 2023 and published on the FRPA website.

The NSCRT staff were fortunate to be able to attend a training session this year offered by the FRPA office on cultural competence - a topic the NSCRT is committed to improving their knowledge and understanding of.

NATIONAL UPDATES

National Alliance of Respiratory Therapy Regulatory Bodies (NARTRB)

The NSCRT continues to be an active member of the NARTRB, with the Registrar sitting on both the Executive Committee, Governance Committee, the Harmonization Working Group, and the National Competency Framework (NCF) Steering Committee.

In November 2022, revision of the NCF - the pan-Canadian reference for respiratory therapy entry to practice competencies - was initiated. This project included an entry to practice validation survey circulated to RTs across Canada in March of 2023 - this survey provided valuable information on entry to practice competencies and emerging areas of practice. The draft revised framework has undergone significant revisions and is expected to be completed by November 2023. Respiratory Therapy Educational Program implementation will take place in September 2024.

The Harmonization Working Group met several times between September and November on multiple projects:

- Revision of a national registration verification form related to labor mobility. The updated document is expected to increase clarity regarding what information applicants are consenting to release and provides additional details to regulators facilitating labor mobility across Canada.
- Review of jurisdictional declaration statements for applicants in an attempt to harmonize across Canada, as provincial jurisdictional legislation allows.
- National Standards of Professional Practice - goal to finalize list of standards by January 2023. Development to follow.

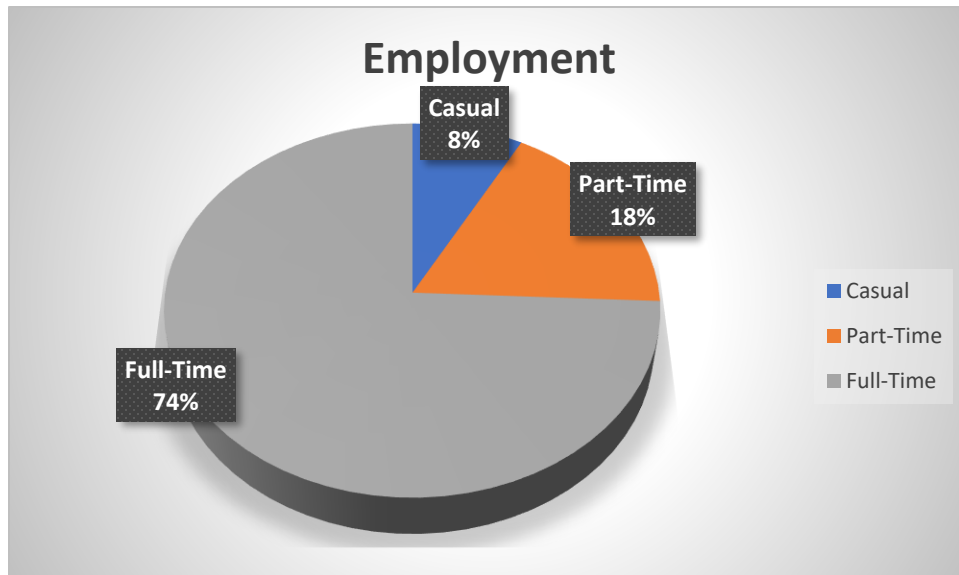
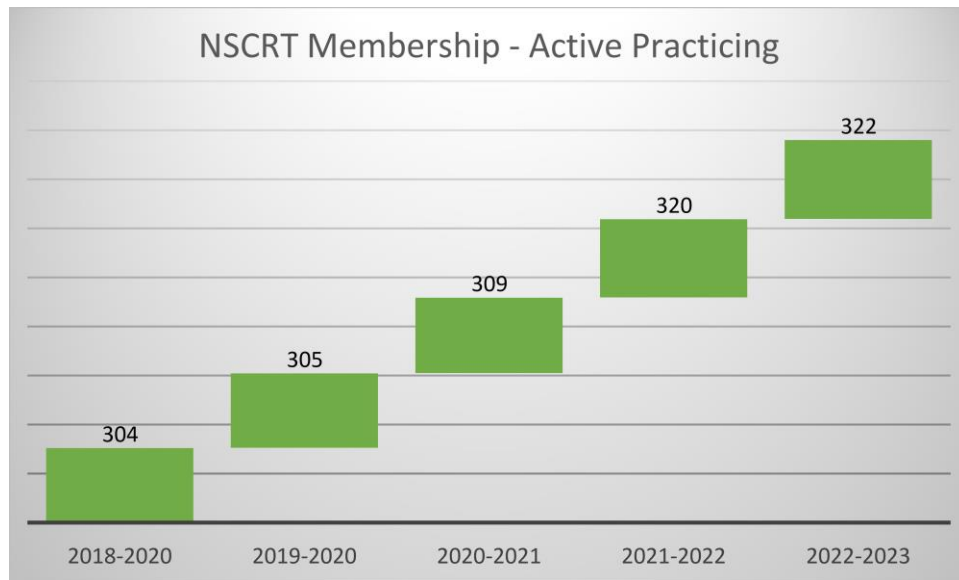
Health Professional Testing Canada (HPTC)

The HPTC is a not-for-profit organization that is contracted by respiratory therapy regulatory bodies across Canada to produce the respiratory therapy credentialling examination. The HPTC tests candidates for defined competencies that are aligned with the National Competency Framework (NCF) for the profession. The HPTC was formerly known as the Canadian Board for Respiratory Care (CBRC) but changed their name in early 2023 to Health Professional Testing Canada to better reflect the nature of their business practices and to limit confusion in the marketplace.

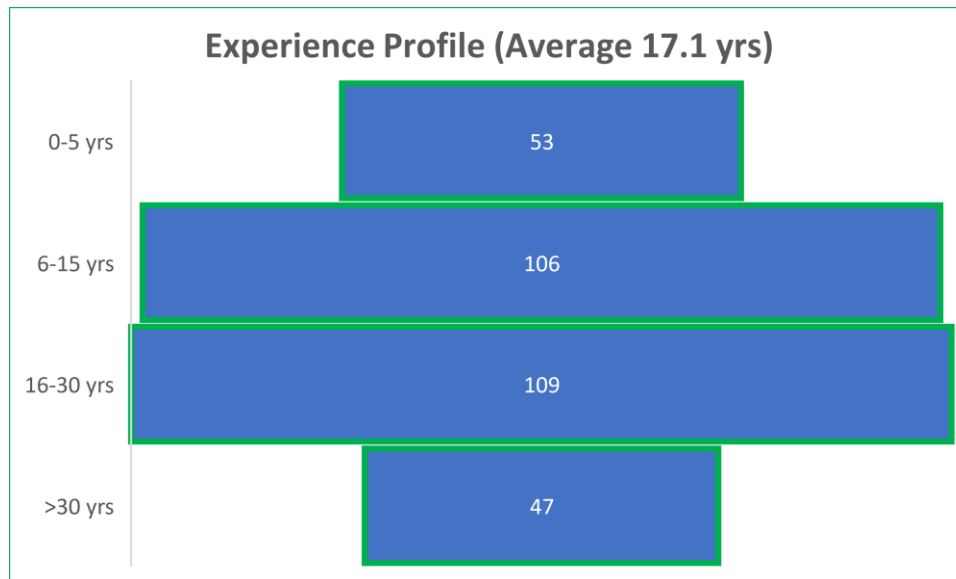
The HPTC continues to offer the online credentialling exam twice per year, in January and July. They also provide a credentialling exam for anesthesia assistants who wish to attain their Certified Clinical Anesthesia Assistant designation. There were no significant issues identified in the 2022-2023 exam writings.

The NSCRT had ongoing communication with the HPTC throughout the year related to referral of international applicants. Additionally, the Registrar and President attended the HPTC AGM in the Fall of 2022.

DEMOGRAPHICS AND STATISTICS



<i>Age Profile of Active Practice RTs (Average age 42.4)</i>		
<i>Age</i>	<i>Number of RTs</i>	<i>Percentage of RTs</i>
≤25	25	7.80%
26-30	33	10.20%
31-35	60	18.60%
36-40	43	13.30%
41-45	25	7.80%
46-50	39	12.10%
51-55	37	11.50%
56-60	34	10.50%
61-65	18	6.60%
>65	8	2.50%



Areas of Practice

<i>Area of Practice</i>	<i>Number of RTs in each area</i>	<i>Percentage of RTs in each area</i>
<i>Adult Acute Care</i>	<i>98</i>	<i>30.40%</i>
<i>Home Care Services</i>	<i>25</i>	<i>7.80%</i>
<i>Neo/Peds</i>	<i>22</i>	<i>6.80%</i>
<i>Administration</i>	<i>21</i>	<i>6.50%</i>
<i>Patient Educator</i>	<i>10</i>	<i>3.10%</i>
<i>Sleep Clinic</i>	<i>9</i>	<i>2.80%</i>
<i>Diagnostic Services</i>	<i>8</i>	<i>2.50%</i>
<i>Professional Educator</i>	<i>8</i>	<i>2.50%</i>
<i>Clinic or Rehab</i>	<i>7</i>	<i>2.20%</i>
<i>Hyperbaric Medicine</i>	<i>5</i>	<i>1.60%</i>
<i>Sleep Lab</i>	<i>3</i>	<i>0.90%</i>
<i>Unknown</i>	<i>1</i>	<i>0.30%</i>

2022-2023 AUDITED FINANCIAL STATEMENTS AND INDEPENDENT AUDITORS REPORT

Peverill & Associates Incorporated

**Nova Scotia College of
Respiratory Therapists**

FINANCIAL STATEMENTS

MARCH 31, 2023

Peverill & Associates Incorporated

Nova Scotia College of Respiratory Therapists

MARCH 31, 2023

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Peverill & Associates Incorporated

INDEPENDENT AUDITOR'S REPORT

To the Members of:
Nova Scotia College of Respiratory Therapists

Opinion

We have audited the financial statements of the Nova Scotia College of Respiratory Therapists, which comprise the statement of financial position as at March 31, 2023, 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 Nova Scotia College of Respiratory Therapists as at March 31, 2023, and the results of its operations and cash flows for the year then ended in accordance with Accounting Standards for Not-for-profit Organizations (ASNFPO).

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 Nova Scotia College of Respiratory Therapists in accordance with the 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 ASNFPO, 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 Nova Scotia College of Respiratory Therapists'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 Nova Scotia College of Respiratory Therapists or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Nova Scotia College of Respiratory Therapists's financial reporting process. When individuals responsible for the oversight of the financial reporting process are the same as those responsible for the preparation of the financial statements, no reference to oversight responsibilities is required.

~ Founded in 1988 ~

5 Florence Street, Lower Sackville, Nova Scotia B4C 1J5
Phone: (902) 865-6580 Fax: (902) 865-6590

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Peverill & Associates Incorporated

INDEPENDENT AUDITOR'S REPORT (continued)

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 Nova Scotia College of Respiratory Therapists'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 Nova Scotia College of Respiratory Therapists 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 Nova Scotia College of Respiratory Therapists 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.

Per: audit

September 19, 2023
Lower Sackville, Nova Scotia
CHARTERED PROFESSIONAL ACCOUNTANTS

~ Founded in 1988 ~
5 Florence Street, Lower Sackville, Nova Scotia B4C 1J5
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Nova Scotia College of Respiratory Therapists

STATEMENT OF FINANCIAL POSITION

AS AT MARCH 31, 2023

	<u>2023</u>	<u>2022</u>
ASSETS		
CURRENT		
Cash - Current Account	\$ 318,178	\$ 334,081
Guaranteed Investment Certificates	25,015	25,015
Prepaid Expenses	<u>5,317</u>	<u>5,847</u>
	<u>348,510</u>	<u>364,943</u>
LONG TERM INVESTMENTS		
Guaranteed Investment Certificates	<u>171,209</u>	<u>145,271</u>
WEBSITE AND EQUIPMENT (Note 3)	<u>4,430</u>	<u>4,861</u>
	<u>\$ 524,149</u>	<u>\$ 515,075</u>
LIABILITIES		
CURRENT		
Accounts payable and accrued liabilities	\$ 6,475	\$ 4,992
Deferred Membership Fee Revenue	<u>159,368</u>	<u>143,859</u>
	<u>165,843</u>	<u>148,851</u>
NET ASSETS		
CONTINGENCY FUND (Note 2 and 4)	200,000	200,000
OPERATING RESERVE FUND (Note 2)	40,000	40,000
SPECIAL PURPOSE FUND (Note 2 and 4)	54,111	66,425
NET ASSETS	<u>64,195</u>	<u>59,799</u>
	<u>358,306</u>	<u>366,224</u>
	<u>\$ 524,149</u>	<u>\$ 515,075</u>

APPROVED ON BEHALF OF THE COLLEGE:

Charlity Bennett President

Laura Betts Treasurer

Peverill & Associates Incorporated

Nova Scotia College of Respiratory Therapists

STATEMENT OF OPERATIONS AND NET ASSETS
FOR THE YEAR ENDED MARCH 31, 2023

	<u>2023</u>	<u>2022</u>
RECEIPTS		
New member fees	\$ 9,355	\$ 10,270
License renewal fees	145,904	142,128
Interest and miscellaneous	<u>9,713</u>	<u>8,337</u>
	<u>164,972</u>	<u>160,735</u>
DISBURSEMENTS		
Accounting	2,530	2,760
Bank charges	655	790
Credit card fees	2,710	3,535
Depreciation	1,623	2,058
Dues and subscriptions	8,315	8,315
Educational funding	600	200
Insurance	3,693	3,585
Legal and Audit	10,307	11,076
Meetings	5,702	-
Accreditation services expense	5,428	4,014
Office expenses	1,183	1,583
Honorariums	2,300	500
Registrars	79,591	70,174
Telephone	1,112	1,661
Website maintenance	10,578	12,117
Rent	2,838	2,700
Strategic planning	-	1,490
Training	3,784	411
Travel expenses	<u>2,129</u>	<u>36</u>
	<u>145,078</u>	<u>127,005</u>
EXCESS OF RECEIPTS OVER DISBURSEMENTS	19,894	33,730
NET ASSETS, beginning of year	<u>59,799</u>	<u>34,501</u>
	79,693	68,231
TRANSFER TO SPECIAL PURPOSE FUND (Note 4)	(7,137)	(8,432)
TRANSFER TO CONTINGENCY FUND (Note 4)	<u>(8,361)</u>	<u>-</u>
NET ASSETS, end of year	<u>\$ 64,195</u>	<u>\$ 59,799</u>

Peverill & Associates Incorporated

Nova Scotia College of Respiratory Therapists

STATEMENT OF CASH FLOWS

MARCH 31, 2023

	<u>2023</u>	<u>2022</u>
CASH FLOWS FROM OPERATING ACTIVITIES		
Cash Receipts from Members	\$ 180,481	\$ 164,358
Cash Paid to Suppliers	<u>(169,253)</u>	<u>(124,078)</u>
	<u>11,228</u>	<u>40,280</u>
CASH FLOWS FROM INVESTING ACTIVITIES		
Additions to capital assets	(1,193)	-
Increase in investments	<u>(25,938)</u>	<u>(19,704)</u>
(DECREASE) INCREASE IN CASH	(15,903)	20,576
CASH, beginning of year	<u>334,081</u>	<u>313,505</u>
CASH, end of year	<u>\$ 318,178</u>	<u>\$ 334,081</u>

Peverill & Associates Incorporated

Nova Scotia College of Respiratory Therapists
NOTES TO THE FINANCIAL STATEMENTS
MARCH 31, 2023

1. PURPOSE OF THE ORGANIZATION:

The Mission of the Nova Scotia College of Respiratory Therapists is to promote excellence and leadership in the practice of Cardio-Respiratory Care. The College is exempt from income taxes.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

(a) Basis of Presentation

The financial statements have been prepared in accordance with Canadian accounting standards for Not-for-Profit organizations.

(b) Cash and cash equivalents

Cash and cash equivalents represent funds on deposit with Canadian financial institutions and guaranteed investment certificates.

(c) Revenue Recognition

Membership dues and assessment revenue are recognized using the accrual basis of accounting. Deferred revenue represents license fees paid during 2022 for the 2023 year. Interest is recognized as earned.

(d) Equipment

Equipment is recorded at cost. Depreciation is provided annually at rates calculated to write-off the assets over their estimated useful lives as follows:

Website	- 30% diminishing balance
Office equipment	- 20% diminishing balance
Computer	- 30% diminishing balance

Nova Scotia College of Respiratory Therapists
NOTES TO THE FINANCIAL STATEMENTS
MARCH 31, 2023

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Cont.)

(e) Funds

Contingency Fund

The purpose of the Contingency fund is to maintain reserve funds necessary to fund the legislated obligations of the College. Finance policy determined that 50% of the net income would be transferred to the Contingency Fund until the fund reached \$200,000, which occurred during the prior year.

Operating Reserve Fund

The Operating Reserve fund has been established on the premise that it contains funding for three months operating expenses. The amount of the fund was estimated based on a review of the previous five years expenses. There were no funds transferred to this fund during the current year.

Special Purpose Fund

The Special Purpose fund is maintained to provide funds for projects that have a defined purpose that relates to the objects of the College and the current strategic plan. Finance policy determined that either 25% of net income or an amount determined by the board is transferred to the Special Purpose Fund each year.

(f) Financial Instruments

The College's financial instruments consists of cash and short-term investments, amounts receivable, accounts payable and accrued liabilities. The fair values of these financial instruments approximate their carrying values, unless otherwise stated. Accounts receivable and payable are initially recorded at fair value and then carried at amortized cost.

(g) Use of estimates

The preparation of the financial statements in conformity with Canadian accounting standards requires the College's management to make estimates and assumptions that affect the amounts reported in the financial statements and related notes to the financial statements. Actual results may differ from these estimates.

3. EQUIPMENT

	<u>Cost</u>	<u>Accumulated Depreciation</u>	<u>Net 2023</u>	<u>Net 2022</u>
Website	\$ 32,376	\$ 29,408	\$ 2,968	\$ 4,239
Office equipment	596	483	113	141
Computer	<u>3,505</u>	<u>2,156</u>	<u>1,349</u>	<u>481</u>
	<u>\$ 36,477</u>	<u>\$ 32,047</u>	<u>\$ 4,430</u>	<u>\$ 4,861</u>

Peverill & Associates Incorporated

Nova Scotia College of Respiratory Therapists

NOTES TO THE FINANCIAL STATEMENTS

MARCH 31, 2023

4. FUND ACTIVITY

	<u>2023</u>	<u>2022</u>
Contingency Fund		
Balance at beginning of the year	\$ 200,000	\$ 200,000
Less: Legal fees	(4,940)	-
Less: Committee expenses	(3,421)	-
Allocation from general fund	<u>8,361</u>	<u>-</u>
	<u>\$ 200,000</u>	<u>\$ 200,000</u>
Special Purpose Fund		
Balance at beginning of the year	\$ 66,425	\$ 57,993
Less: Guild Software Inc	(5,451)	-
Less: Other	(14,000)	-
Allocation from General Fund	<u>7,137</u>	<u>8,432</u>
Balance at the end of the year	<u>\$ 54,111</u>	<u>\$ 66,425</u>