

**Nova Scotia
College of
Respiratory
Therapists Annual
Report 2020-2021**



NSCRT Annual Report

2020-2021

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.

Table of Contents

<i>Pg. 2</i>	<i>Governance</i>
<i>Pg. 3</i>	<i>Strategic Plan</i>
<i>Pg. 4</i>	<i>Message from the President</i>
<i>Pg. 5</i>	<i>Message from the Registrar and Registrar's Report</i>
<i>Pg. 10</i>	<i>Committee Reports</i>
<i>Pg. 19</i>	<i>Statistics and Demographics</i>
<i>Pg. 20</i>	<i>Audited Financial Statements</i>

Mission Statement

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

Vision Statement

An innovative Nova Scotian profession trusted by the public and integral to the healthcare team.

NSCRT Board of Directors

Noel Pendergast	President
Chastity Bennett	President-Elect
Adam Gillis	Past-President
Corry Fitzgerald	Treasurer
Daniel Gee	Public Member
Lauren Randall	Public Member
Ian Ayles	Director at Large
Melissa Berry	Director at Large
Monique Richard	Director at Large

NSCRT Staff

Tara Boudreau	Ex-officio – Registrar
Shannon McDonald	Ex-officio – Deputy Registrar

Leadership in Innovation: Strategic Plan 2015-2019

Priority 1 – Governance for long term viability

Goals:

- Increase the member involvement with the College
- Develop a Board and Committee Recruitment Plan that communicates opportunities and requirements necessary to achieve defined goals
- To engage students and new RRTs early in their career
- To engage employers in the membership's professional development

Priority 2 – Engaged Membership

Goals:

- To increase member knowledge surrounding the responsibilities of the College
- To increase member satisfaction with the College's role
- To develop a member engagement plan

Priority 3 – Proactive Partnering

Goals:

- To develop planned and structured dialogue to collaborate with post-secondary schools to maximize education opportunities for members
- To explore opportunities for adding value to the community through partnering with related associations
- To leverage relationships with provincial, regional, and national health based professional organizations

Priority 4 – Recognized Professional Identity

Goals:

- To identify and understand the specialized skills RRTs possess
- To develop a messaging strategy to better enable RRTs to work within their optimal scope of practice

Message from the President

Greetings to RTs across NS!

I am very proud to be an RT and to serve as President of the NSCRT. We continue to face many challenges due to the Covid-19 pandemic. In addition to providing excellent care to those infected with Covid-19, RTs across NS continue to care for our community members with acute as well as chronic respiratory issues. All aspects of the health system have been impacted by changes to public health regulations and guidelines, and these challenges faced by all RTs in NS are acknowledged and the efforts are appreciated by the NSCRT.

A global pandemic has increased the visibility of the profession and highlighted the amazing role and responsibilities of RTs – something we have all known for many years!

I know we are all hopeful the epidemiology and public health regulations will improve throughout NS, allowing us to return to some semblance of normality in everyday life, as well as in professional practice. As we move forward, we can expect RTs to play a larger role in the healthcare system-as many of you are already doing! The expanding areas of professional practice for RTs include acute care, chronic and long-term care, community-care, research, government, education, leadership, and industry. As a result of the expanding breadth and diversity in RT professional practice, the role of the NSCRT in protecting the public becomes even more vital.

Our Registrar and Deputy Registrar continue to do an amazing job communicating and collaborating with government departments and other RT regulators across Canada as well as healthcare regulators in NS, in helping to maneuver through the regulatory challenges of the Covid-19 pandemic.

Your Board of Directors has worked on many different projects over the past year, most notably in a new position statement on racism in NS. We continue to have many conversations and strive to learn more how racism is impacting our communities and our membership. We continue to organize both formal and informal educational events, with the goal to learn more about what we can do to decrease the impact of systemic racism within our profession, the healthcare system, and all our communities.

Thanks to all of you who have represented our profession so well throughout all the many challenges of the past year. We are a smaller profession, but truly mighty in our ability to provide safe, competent respiratory care to all Nova Scotians!



Noel Pendergast
President, NSCRT

Message from the Registrar

This past year was unlike any other! Although the pandemic challenged Respiratory Therapists, and the healthcare system in general, it was also an opportunity to prove how healthcare workers can come together in times of uncertainty and rapidly changing practice.

During the last year, Respiratory Therapists showed an enduring commitment to learning and the delivery of quality patient care in the most stressful of environments. Correspondence was regularly received at the College from members across the province offering their services.

Despite the strain, the College was able to adapt and continue its important regulatory work. The Board remained engaged and committed despite competing responsibilities. I am grateful for the leadership of the Board during this time. As we reflect on this year, although fraught with challenges, it is also important to remember the positives – a true demonstration of teamwork and resiliency. Thank you for all your hard work.

I am pleased to present the 2020-2021 Registrar's Report.



Tara Boudreau
Registrar, NSCRT

Registrar's Report

Registration

The Registrar oversees approval of applications for registration according to legislative requirements. When an issue arises with an application, the application is referred to the Credentials Committee for review and consideration before making a recommendation to the Registrar. No applications for registration were denied in 2020-2021.

On April 1, 2020, the NSCRT had 307 active practice members. 15 jurisdictional transfer applications and 8 applications for Temporary Graduate licenses were approved. The NSCRT completed one competency assessment of a non-Canadian educated respiratory therapist who was successful in obtaining a graduate license.

Operations Report

Internal Updates

With the declaration of a global pandemic in March of 2020, the 2020-2021 license year was filled with challenges and a great deal of learning for both the College and the membership.

During a potential health crisis, it is imperative that the College provides timely responses to emerging issues. The NSCRT Board of Directors formed an Operational Emergency Team (OET) from the NSCRT Executive. The OET was granted the authority to execute the NSCRT emergency response. An emergency response plan was created detailing the role of the OET and supporting emergency licensing of retired RTs, RTs from other jurisdictions and student RTs. The College also initiated a COVID-19 link on the website which provided both member and public access to current information on COVID-19, as well as educational resources. As the province encountered multiple waves of the pandemic and the challenge of changing public health measure requirements as a result, the College released a return-to-work plan for the public sector based on the latest information available. The plan was submitted to Dr. Strang for review and subsequently approved and published for members.

The OET met 14 times during the 2020-2021 licensing year to address the emerging issues related to the pandemic, with the executive meeting an additional 5 times related to regular College business. The Board of Directors (BoD) convened 6 times over the course of the fiscal year including for a special meeting related to an ongoing review of the NSCRT Bylaws.

Directors-at-Large Darrah Kennie and Jamie Murphy completed their final terms with the BoD after many years of invaluable dedication and service to the NSCRT. The BoD welcomed Ian Ayles and Melissa Berry as new Directors-at-Large. In addition, two Public Members completed their third and final term on the BoD. Jasmine Ghosn and Andrew Mott provided 6 years of valued input and perspective. Daniel Gee joined the BoD as a new Public Member. A special election was called in early 2021 to fill the President-Elect vacancy. Chastity Bennett was the successful candidate for this position. She will assume the role of President in the Fall of 2022. The BoD welcomes these new members and looks forward to their unique perspectives and leadership.

The BoD continues to recognize the importance of ongoing Board training and actively seeks these learning opportunities. In November, several board members participated in a board governance workshop offered by the Nova Scotia Regulated Health Professions Network. The workshop addressed governance roles and responsibilities. All who attended found the information valuable.

In alignment with feedback from the 2019 education forum the NSCRT initiated the development of a “members only” online sharing platform. The platform went live in early 2021. This forum allows members to share educational resources and ask practice questions. Educational opportunities for members are also consistently posted to the site.

In June of 2020, the College signed a contract with Accreditation Canada for the provision of accreditation services for the Dalhousie University Respiratory Therapy Program. The program was scheduled for their on-site accreditation visit in the Fall of 2020; however, it was postponed until the week of February 22, 2021, as the survey team prepared to switch to a hybrid model for the visit with most of the interactions taking place via video conferencing. Shannon McDonald, NSCRT Deputy Registrar, was a member of the survey team. The program received full accreditation.

Provincial Updates

- ***Department of Health and Wellness (DHW):***
The NSCRT continues to collaborate on issues of importance with our partners at the DHW. To improve the health of Nova Scotians, we work together to identify issues and provide solutions related to respiratory therapy services in Nova Scotia.

The College has been in ongoing discussions with the DHW regarding supply of RTs in Nova Scotia. The province has seen minimal growth in the population of RTs in the NS despite demand for RTs. These discussions continued throughout the pandemic with a focus on how to meet the increased demand related to the pandemic response.

The DHW was in regular communication with the College, via the Nova Scotia Regulated Health Professions Network, providing resources and ongoing support related to the pandemic including assistance with the creation of pandemic reopening plans.

- ***Fair Registration Practice Act (FRPA) Review:***
Policy development related to the NSCRT's FRPA review in 2019 was a priority in 2020-2021 although COVID-19 created delays in draft policy revision and approval. Updates to websites and the development of template letters and information provided to applicants was ongoing throughout the licensing year. The NSCRT remains committed to completion of the FRPA Action Plan ensuring applicants are subject to a fair, transparent, objective, and impartial registration process.
- ***Regulated Health Professions Network (NSRHPN):***
The 2020-2021 license year saw an increase in meetings of the NSRHPN. As individual Colleges adapted to the changing landscape of healthcare with the pandemic, NSRHPN members met frequently to share information, best practices, and concerns.

Despite increased workloads, NSRHPN members were committed to continuing their work on existing projects. The Council approved a "Standards of Good Regulation" document. It provides a benchmark against which regulators can measure their performance. The Council also approved the "What the Public Wants to Know" reference document which provides a checklist for regulatory bodies to review

when deciding what information should be provided on the public website. Additionally, a working group was formed and tasked with updating the NSRHPN Registration Appeals process in attempt to create a standardized process which all NSRHPN members have the option to utilize in the event of a registration appeal.

National Updates

- ***National Alliance of Respiratory Therapy Regulatory Bodies (NARTRB):***

The NARTRB consists of organizations across Canada who have been given the legislative authority by provinces or territories for regulating the practice of respiratory therapy in that jurisdiction. The mission of the organization is to facilitate collaboration on regulatory issues while respecting the autonomy of each member organization to fulfill their regulatory mandate.

Spring business meetings scheduled for May 2020 were cancelled as provincial regulatory bodies managed the COVID-19 pandemic in their jurisdiction. Despite not holding a regular business meeting, regular communication and information sharing occurred related to the pandemic response.

The NARTRB held a virtual Fall business meeting and AGM November 12, 2021, where the decision was made to delay the revision of the National Competency Framework (NCF) secondary to workload related to the ongoing pandemic. Highlights from the Fall business meeting include:

- Adoption of the new strategic plan created in 2019
- Extension of the existing version of the NCF until 2023 with the expectation that the pandemic will create lasting practice changes which will need to be evaluated for the revision.
- Working group formation, Chaired by NSCRT President Noel Pendergast, to assess the attainment of competencies through simulation if clinical placements were further impacted by the pandemic.
- Continuation of work on the harmonization of disclosure statements.
- Begin work creating a new Standards of Practice and Code of Ethics to be adopted by all NARTRB members.

- **Canadian Board for Respiratory Care (CBRC)**

The CBRC is a not-for-profit organization that is contracted by respiratory therapy regulatory bodies across Canada to produce the professional credentialing examination. The examination produced by the CBRC tests candidates for defined competencies that are aligned with National Competency Framework (NCF) for the profession.

The COVID-19 pandemic created difficulties related to the delivery of the CBRC exams in 2020-2021. As there were delays in program completion and public health measures prohibited the administration of in-person exams, the CBRC moved to providing the examination remotely with virtual proctoring. The July 2020 exam writing was delayed until August 2020 to allow for program completion and planning and implementation of the necessary measures related to the pandemic. To prevent postponement of the January 2021 examination, the exam was offered in the same format. The CBRC plans to return to in-person exams once gathering limits allow.

Committees

Complaints Committee

Committee Members

Lauren Randall (Chair)	Public Member
Tracy Cushing	RT Member
Tanya Frail	RT Member
Tammy Scott	RT Member
Megan Steeves	RT Member
Kristina Johnstone	RT Member

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 3 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.

2020-2021 Report:

The Complaints Committee received one complaint this year. Following a thorough investigation, the complaint was dismissed.

Professional Conduct Committee

Committee Members

Daniel Gee	Public Member
Jennifer Hoyt-Veinot	RT Member
Melini Sutherland	RT Member
Donna Young	RT Member
Kathy Spurr	RT Member
Laura Betts	RT Member
Debbie Gillis	RT Member

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 5 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.

2020-2021 Report:

No files were referred to the Professional Conduct Committee in 2020-2021.

Credentials Committee

Members

Jamie Murphy	Chair, RT Member
Daniel Gee	Public Member
Wendy Conrad	RT Member
Deryck Kelly	RT Member
Tara Boudreau	ex-officio

The Credentials Committee is a statutory comprised of one public Board Member and 2 Active Practice Members who are not members of the Board.

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.

2020-2021 Report:

Public member Andrew Mott finished his term with Credentials Committee in February 2021. The Committee thanks Andrew for his dedication and contributions over the last number of years. Daniel Gee has joined the credentials committee as a public member.

The 2020-2021 year was a productive year for the Credentials Committee. Efforts were focused on revamping of the Continuing Competency Profile (CCP) and policy review. The new CCP, E-Volve, rolled out on April 1st, 2020. The jurisprudence exam, a requirement for new members of the NSCRT, was rolled out successfully in July 2020. The Committee continues to work on the Self-Assessment tool. This project was delayed secondary to COVID-19, no new roll-out date has been set. Prior to implementation, the members will receive a comprehensive orientation to the tool.

In policy review, the committee began initial review of the Fair Registration Practices Act (FRPA) Policies. This project will continue into the 2021-2022 year. The past year also saw the committee review two Internationally Educated Healthcare Professional (IEHP) applications for licensure with the NSCRT.

Respectfully submitted,
 Jamie Murphy
 Chair, Credentials Committee

Nominations Committee

Committee Members

Adam Gillis (Chair)	RT Member
James Fitzpatrick	RT Member
Laura Betts	RT Member

The Nominations Committee is a statutory committee comprised of the immediate Past-President or a Director at Large in the absence of a 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 election or 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.

2020-2021 Report:

This year the Nominations Committee was tasked with recruiting applicants/nominations for two upcoming Director-at-Large (DAL) vacancies on the NSCRT Board of Directors (BOD). A call to nominations was sent to the membership in May 2020, as well as over the summer. This resulted in two members putting their names forward for the DAL positions. As there were two vacancies and two nominations, no election was required at the Annual General Meeting (AGM). After review of the candidate's credentials, Ian Ayles and Melissa Berry were selected as the newest DALs on the NSCRT BOD. They were officially proclaimed during our AGM on November 5th, 2020.

Following a legal review of the NSCRT Bylaws, it was determined BOD did not have the proper composition of Board members as outlined in the Respiratory Therapists Act. The President-Elect seat on the BOD was vacant. To correct this, a special Bylaw was created and approved by the BOD to hold a special nomination and election process to fill the President-Elect position and ensure compliance with the Act. The Nominations Committee was tasked with recruiting nominees for this position. A call for nominations was sent to the membership in December 2020, with a closing date of February 15, 2021.

One member put their name forward for the President-Elect position. Following review of the candidate's credentials and nomination documentation, the BOD approved and proclaimed Chastity Bennett as the newest President-Elect of the NSCRT. Chastity began her term as President Elect in March 2021 and will assume the role of President after the 2022 AGM.

I would like to thank all members for their time and interest in the NSCRT.

Respectfully Submitted,
Adam Gillis
Chair, Nominations Committee

Registration Appeal Committee

Members

Corry Fitzgerald	RT Member
Andrew Mott	Public Member
Dawn Oliver	RT Member

The Registration Appeal Committee is a statutory committee comprised of 1 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.

2020-2021 Report:

No registration appeals were received by the NSCRT in 2020-2021.

Professional Practice Committee

Members

Chastity Bennett	RT Member
Darrah Kenzie	RT Member
Lauren Lumsden	RT Member
Sarah Wallace	RT Member
Veronica Grossett	RT Member
Shannon McDonald	Chair, ex-officio
Tara Boudreau	ex-officio

The Professional Practice Committee is a standing comprised of a minimum of 4 Active Practice Members appointed by the Board. The Registrar is 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.

2020-2021 Report:

Noel Pendergast resigned from the committee when he became President of the NSCRT. Two other committee members resigned for personal reasons. We thank Noel Pendergast, Lauren Lumsden and Shane Mullet for their contributions while serving on this committee.

The Professional Practice Committee (PPC) members identified two main priorities for the year.

1. To review and update the NSCRT Standards of Professional Practice and Code of Ethics.
2. To review current published guidelines to schedule updates and to identify a priority list of guidance documents to be developed.

These priorities were worked on through two working groups: Standards WG and Guidelines WG. The Standards working group plan to work collaboratively with member RT regulators in other provinces who also want to update their standards of practice. The Guidelines' working group has developed a list of documents to be updated and are currently working on a new guideline to address transfer of care.

The working groups were paused for a period of time in 2020 to address issues arising from the COVID 19 pandemic.

Respectfully submitted,
Shannon McDonald
Chair, Professional Practice Committee

Governance Committee

Members

Noel Pendergast	President
Tara Boudreau	Registrar
Holly Kennedy	RT Member
Julien Gallant	RT Member
Louanna Bethune	RT Member

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 5 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.

2020-2021 Report:

The Governance Committee met once in the 2020-2021 license year. Additional meetings were postponed secondary to the ongoing pandemic although literature searches and initial draft work was ongoing by the Registrar.

The Committee reviewed the Access to records policy and recommended referral to the Board of Directors for approval. The Committee also completed a partial review of a draft Virtual Meeting policy. Revision is ongoing.

Committee priorities include review of initial drafts of Fair Registration Practices Act action plan policies and review and updating of the existing NSCRT policy manuals.

An additional Committee member was added in early 2021 to fill a vacancy. The Committee welcomed Louanna Bethune and looks forward to her contribution.

Respectfully submitted,
 Tara Boudreau
 Registrar

Statistics and Demographics

Figure 1 – Graduate licenses issued

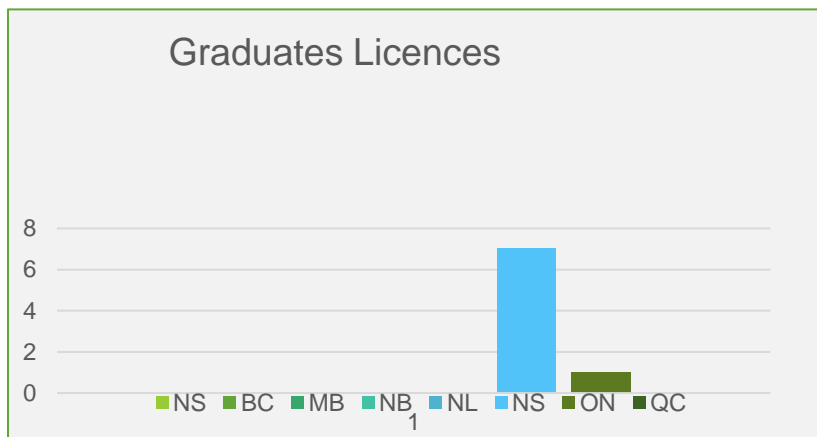


Figure 2 – Transfers to NS by Province



Figure 3 - Employment Status Respiratory Therapists by Age Group (NS, 2020)

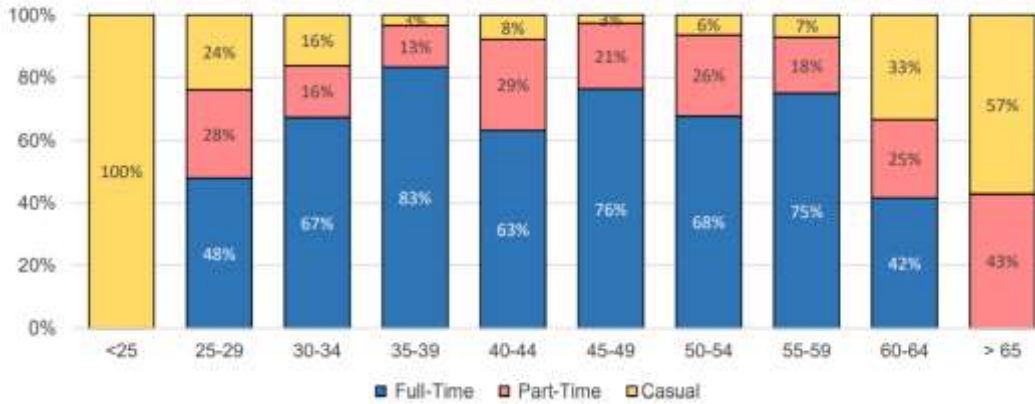


Figure 4 – Gender of RTs in NS

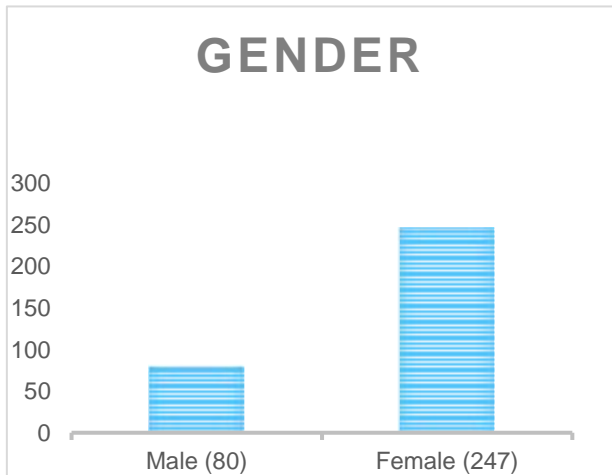


Figure 5 – Age Demographic

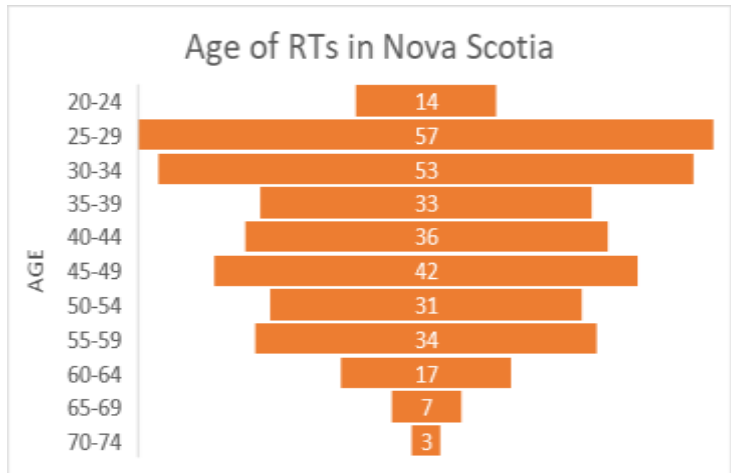


Figure 6 – Experience Profile

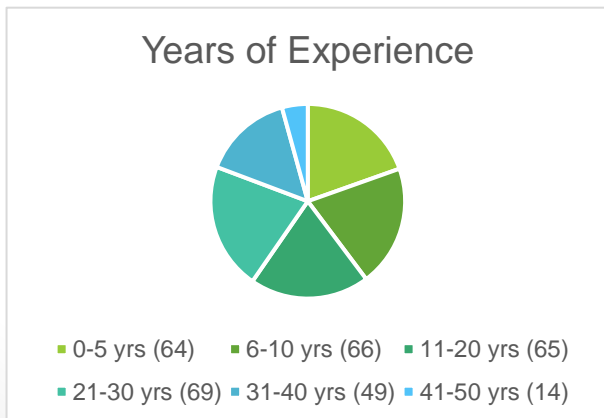


Figure 7 – RTs Across Practice Areas



Audited Financial Statements

Peverill & Associates Incorporated

Nova Scotia College of Respiratory Therapists

FINANCIAL STATEMENTS

MARCH 31, 2021

Peverill & Associates Incorporated

Nova Scotia College of Respiratory Therapists

MARCH 31, 2021

CONTENTS

	Page
AUDITOR'S REPORT	1-2
FINANCIAL STATEMENTS	
Statement of Financial Position	3
Statement of Operations	4
Statement of Cash Flows	5
Notes to Financial Statements	6-8

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, 2021, 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, 2021, and the results of its operations and cash flows for the year then ended in accordance with Accounting Standards for Not-for-profit Organizations (ASNFPPO).

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 ASNFPPO, 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

1.

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.



September 9, 2021
Lower Sackville, Nova Scotia
CHARTERED PROFESSIONAL ACCOUNTANTS LICENSED PUBLIC ACCOUNTANTS

~ Founded in 1988 ~
5 Florence Street, Lower Sackville, Nova Scotia B4C 1J5
Phone: (902) 865-6580 Fax: (902) 865-6590

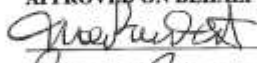

2.

Peverill & Associates Incorporated

Nova Scotia College of Respiratory Therapists
STATEMENT OF FINANCIAL POSITION
AS AT MARCH 31, 2021

	<u>2021</u>	<u>2020</u>
ASSETS		
CURRENT		
Cash - Current Account	\$ 313,505	\$ 279,473
Guaranteed Investment Certificates	150,582	150,819
Accounts receivable	-	2,059
Prepaid Expenses	<u>5,402</u>	<u>9,440</u>
	<u>469,489</u>	<u>441,791</u>
WEBSITE AND EQUIPMENT (Note 3)	<u>6,920</u>	<u>9,855</u>
	<u>\$ 476,409</u>	<u>\$ 451,646</u>
LIABILITIES		
CURRENT		
Accounts payable and accrued liabilities	\$ 3,679	\$ 4,213
Deferred Membership Fee Revenue	<u>140,236</u>	<u>139,525</u>
	<u>143,915</u>	<u>143,738</u>
NET ASSETS		
CONTINGENCY FUND (Note 2 and 4)	200,000	155,793
OPERATING RESERVE FUND (Note 2)	40,000	40,000
SPECIAL PURPOSE FUND (Note 2 and 4)	64,743	51,243
NET ASSETS	<u>27,751</u>	<u>60,872</u>
	<u>332,494</u>	<u>307,908</u>
	<u>\$ 476,409</u>	<u>\$ 451,646</u>

APPROVED ON BEHALF OF THE COLLEGE:

 President
 Treasurer

Nova Scotia College of Respiratory Therapists

STATEMENT OF OPERATIONS AND NET ASSETS
FOR THE YEAR ENDED MARCH 31, 2021

	<u>2021</u>	<u>2020</u>
RECEIPTS		
New member fees	\$ 7,780	\$ 9,725
License renewal fees	140,340	139,215
Grant revenue	-	1,225
Interest and miscellaneous	<u>6,184</u>	<u>12,766</u>
	<u>154,304</u>	<u>162,931</u>
DISBURSEMENTS		
Accounting	2,760	2,646
Bank charges	546	513
Committees	-	153
Credit card fees	3,131	3,868
Depreciation	2,934	4,184
Dues and subscriptions	8,315	8,300
Educational funding	700	2,550
Insurance	2,550	3,892
Legal and Audit	8,066	8,456
Meetings	363	14,577
Accreditation services expense	5,091	1,802
Office expenses	1,489	1,810
Honourariums	1,500	1,450
Registrars	72,985	66,878
Fees	363	923
Telephone	2,737	2,286
Website maintenance	9,960	9,223
Rent	2,619	2,663
Training	1,193	3,364
Travel expenses	<u>-</u>	<u>220</u>
	<u>127,362</u>	<u>139,758</u>
EXCESS OF RECEIPTS OVER DISBURSEMENTS	27,002	23,173
NET ASSETS, beginning of year	<u>60,872</u>	<u>59,285</u>
	87,874	82,458
TRANSFER TO SPECIAL PURPOSE FUND (Note 4)	(13,500)	(5,793)
TRANSFER TO OPERATING RESERVE FUND (Note 2)	-	(10,000)
TRANSFER TO CONTINGENCY FUND (Note 4)	<u>(46,623)</u>	<u>(5,793)</u>
NET ASSETS, end of year	<u>\$ 27,751</u>	<u>\$ 60,872</u>

Peverill & Associates Incorporated

Nova Scotia College of Respiratory Therapists
 STATEMENT OF CASH FLOWS
 MARCH 31, 2021

	<u>2021</u>	<u>2020</u>
CASH FLOWS FROM OPERATING ACTIVITIES		
Cash Receipts from Members	\$ 157,074	\$ 162,322
Cash Paid to Suppliers	<u>(123,279)</u>	<u>(133,791)</u>
	<u>33,795</u>	<u>28,531</u>
CASH FLOWS FROM INVESTING ACTIVITIES		
(Decrease)increase in investments	<u>237</u>	<u>(3,771)</u>
INCREASE IN CASH	34,032	24,760
CASH, beginning of year	<u>279,473</u>	<u>254,713</u>
CASH, end of year	<u>\$ 313,505</u>	<u>\$ 279,473</u>

Nova Scotia College of Respiratory Therapists
NOTES TO THE FINANCIAL STATEMENTS
MARCH 31, 2021

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 2021 for the 2022 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, 2021

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 net income would be transferred to the Contingency Fund until the fund reached \$200,000, which occurred during this 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 (2020-\$10,000).

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 50% 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 2021</u>	<u>Net 2020</u>
Website	\$ 32,376	\$ 26,320	\$ 6,056	\$ 8,652
Office equipment	596	420	176	220
Computer	<u>2,314</u>	<u>1,626</u>	<u>688</u>	<u>983</u>
	<u>\$ 35,286</u>	<u>\$ 28,366</u>	<u>\$ 6,920</u>	<u>\$ 9,855</u>

Peverill & Associates Incorporated

Nova Scotia College of Respiratory Therapists
NOTES TO THE FINANCIAL STATEMENTS
MARCH 31, 2021

4. FUND ACTIVITY

	<u>2021</u>	<u>2020</u>
Contingency Fund		
Balance at beginning of the year	\$ 155,793	\$ 150,000
Less: Committee expenses	(2,416)	-
Allocation from general fund	<u>46,623</u>	<u>5,793</u>
	<u>\$ 200,000</u>	<u>\$ 155,793</u>
Special Purpose Fund		
Balance at beginning of the year	\$ 51,243	\$ 45,450
Allocation from General Fund	<u>13,500</u>	<u>5,793</u>
Balance at the end of the year	<u>\$ 64,743</u>	<u>\$ 51,243</u>

8.