

**Nova Scotia
College of
Respiratory
Therapists Annual
Report 2021-2022**



NSCRT Annual Report

2021-2022

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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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 |
| Laura Betts | Treasurer |
| Melissa Berry | Director at Large |
| Monique Richard | Director at Large |
| Daniel Gee | Public Member |
| Lauren Randall | Public Member |
| David Lamb | Public Member |

NSCRT Staff

| | |
|---------------|-------------------------------|
| Tara Boudreau | Ex-officio – Registrar |
| Debbie Hicks | Ex-officio – Deputy Registrar |

Leadership in Innovation: Strategic Plan

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

As I approach the end of my term as President of the NSCRT, it is interesting to reflect on the past three years. It has been a very challenging time for all health professionals including respiratory therapists. The RTs across NS have stepped up and provided safe and competent care, as they always have, but under increasingly challenging circumstances caused by the pandemic.

Just like the RTs across the province, the NSCRT has showed amazing innovation and resilience when faced with significant and ever-changing challenges throughout the pandemic. The NSCRT team, including the Registrar, Deputy Registrar, Board of Directors and many committees, have worked tirelessly in leading the mission of the NSCRT – protection of all Nova Scotians by ensuring the highest standard of practice in respiratory therapy.

An important step taken by the NSCRT has been development and promotion of our statement on racism. We acknowledge our Black, Indigenous, and People of Colour (BIPOC) members, patients, families, and community members continue to be harmed by the impact of systemic racism and colonialism. As an organization we are committed to promoting inclusion and safer healthcare environments through education, reflection, policy, and action.

The pandemic has raised awareness of the important role of respiratory therapists on the healthcare team. There have been more articles, stories, and features on the role of RTs across all media platforms in the past three years than I have noticed in the over 30 years I have been part of this amazing profession. More RTs are going into diverse areas of practice including leadership, government, education, and research. Organizations and teams across all sectors are now realizing what we have known all along – RTs tend to be critical thinkers and strong leaders.

I have always been very proud to be a respiratory therapist, now even more than ever, because of the amazing team of RTs across NS!



Noel Pendergast
President, NSCRT

Message from the Staff

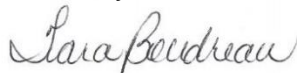
As we reflect on another year of change and challenges, the NSCRT recognizes the dedication and contributions of Respiratory Therapists across the province who have worked so hard to provide exemplary care to their patients. As staff of the NSCRT, we regularly interact with the membership and their commitment to the safety of the public was evident in the increase in inquiries related to best practice.

The 2021-2022 licensing year has seen the evolution of RT practice with a stronger involvement in the primary care sector, as well as pockets of practice change not only across the province but across Canada. The contribution RTs make to healthcare is becoming increasingly evident and is supported by a broad scope of practice. With the delayed revision of the National Competency Framework (NCF) about to kick-off, changes in practice will be identified and incorporated into the entry to practice curriculum, better allowing for increased scopes of employment.

As we move into the next stage of the pandemic, projects that were paused will once again start up again. As this important work with both National and Provincial partners moves forward, we will be reaching out to stakeholders to provide vital feedback on RT practice. We look forward to collaborating with the membership, employers and other stakeholders on these vital projects.

Thank you again for your hard work, patience, and adaptability during these times of great change. It is our pleasure to present you with the operations report for the 2021-2022 fiscal year.

Sincerely,



Tara Boudreau
Registrar



Debbie Hicks
Deputy Registrar

Operations Report

Registration

The Registrar and Deputy Registrar oversee the 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 2021-2022.

On April 1, 2021, the NSCRT had 301 active practice members, down from 307 in 2020, 15 non-practicing members and 1 temporary graduate. The membership steadily increased over the year however, by year end there was an outflow of 17 members:

- 13 cross-jurisdictional transfers
- 4 retirements

Temporary pandemic licenses were once again issued to deal with the 3rd wave of COVID-19, with 2 individuals meeting the criteria for this temporary license category.

Internal Updates

The Board of Directors (Board) has continued to engage virtually allowing for easier participation of Board members and the streamlining of meetings. The Board has decided that going forward more frequent but shorter meetings will be held to assist the Board in keeping up to date on the staff activities and operations of the College.

There were many new faces around the Board table this year. Following the retirement of Shannon McDonald in September 2021, a new Deputy Registrar was hired in December. The Board welcomed Debbie Hicks as Deputy Registrar with a primary role of professional practice lead. Cory Fitzgerald completed his second and final term as Treasurer and the Board welcomed Laura Betts in this role. In addition, 2 new public members were appointed to the NSCRT Board of Directors by the Executive Councils Office – Daniel Gee, and David Lamb. The Board extends a heartfelt thank-you to the exiting Board members for their time, dedication and contribution and is looking forward to the fresh perspectives of these new Board members.

In line with good governance practices, the Board has outsourced mandatory, standardized Board training to ensure directors have an improved understanding of their responsibilities. In addition, following the release of the “NSCRT Statement on Racism” in July of 2021, the Board has been working to review existing processes and integration of new processes aimed at ensuring the NSCRT meets requirements for Equity, Diversity and Inclusion – this includes a proposal to move to an appointment process for upcoming Board vacancies rather than election by the membership. Annually, a skills matrix will be completed to identify areas of diversity, knowledge and skill required on the Board of Directors, followed by a targeted call for nominations. From these nominees, the Board will select the candidate who best meets the identified gaps in Board composition.

The Board continues to move forward with the final stage of the new Continuing Competency Program (CCP) - the development of the Self-Assessment Tool that will assist members on identifying their learning objectives has restarted. The work is not expected to be complete until the 2022-2023 license year with implementation during the 2023-2024 renewal period. In light of the stress related to the ongoing pandemic, the Credentials Committee opted to defer annual professional portfolio audits once again. Auditing of the new CCP is expected to resume in the spring of 2022.

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

compliant 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.

2021-2022 Report:

The Complaints Committee received one complaint this year. The investigation was ongoing March 31, 2022.

Professional Conduct Committee

Committee Members

| | |
|----------------------|---------------|
| David Lamb | Public Member |
| Jennifer Hoyt-Veinot | RT Member |
| Melini Sutherland | RT Member |
| Donna Young | RT Member |
| Kathy Spurr | 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.

2021-2022 Report:

The Committee welcomed David Lamb as a public member. No files were referred to the Professional Conduct Committee in 2021-2022.

Credentials Committee

Members

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

The Credentials Committee is a statutory committee 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.

2021-2022 Report:

Long-time Credentials Committee member, Wendy Conrad, completed her final term on the Committee in October 2021. The Committee wishes to thank

Wendy for her dedication and contributions to the Committee over the last number of years.

The 2021-2022 year was a productive year for the Credentials Committee. Efforts were focused on policy review and the continued roll out of the new Continuing Competency Program (CCP). In policy review, the Committee concentrated on the development of policies listed in the Fair Registration Practices Act (FRPA) Action Plan. The Committee has also continued to develop the Self-Assessment Tool which will be implemented into 2023-2024 membership renewal as part of the new CCP, Evolve, that was first rolled out April 1st, 2020.

Respectfully Submitted,

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

Nominations Committee

Committee Members

| | |
|---------------------|--------------------------|
| Adam Gillis (Chair) | RT Member/Past President |
| James Fitzpatrick | RT Member |
| Emma Hart | 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.

2021-2022 Report:

This year the Nominations Committee was tasked with recruiting applicants/nominations for an upcoming Treasurer vacancy on the NSCRT Board of Directors (BOD). A call to nominations was sent to the membership in April 2021, as well as over the summer. The Committee received one nominee. No election was required at the Annual General Meeting (AGM). After review of the candidate's credentials, Laura Betts was selected as the new Treasurer on the NSCRT BOD. Laura was officially proclaimed during our AGM on November 4th, 2021.

Respectfully Submitted,

Adam Gillis
Chair, Nominations Committee

Registration Appeal Committee*Members*

| | |
|------------------|---------------|
| Corry Fitzgerald | RT Member |
| Andrew Mott | Public Member |
| Vacancy | |

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.

2021-2022 Report:

No registration appeals were received by the NSCRT in 2021-2022.

Professional Practice Committee*Members*

| | |
|-------------------|------------|
| Denny Andolfatto | RT Member |
| Lauren Lumsden | RT Member |
| Jillian Shadbolt | RT Member |
| Veronica Grossett | RT Member |
| Sarah Wallace | RT Member |
| Nicole Nemirovsky | RT Member |
| Tara Boudreau | ex-officio |
| Debbie Hicks | ex-officio |

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 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.

2021-2022 Report:

Chastity Bennett resigned from the Committee when she became President-Elect of the NSCRT. Darrah Kennie resigned from PPC after several years of service. The Committee extends thanks Chastity and Darrah for their dedication and contributions. Shannon McDonald resigned her position as

Deputy Registrar and graciously offered to stay on as Chair of the PPC. Shannon has since resigned, and the NSCRT is appreciative of Shannon's hard work with this Committee over the years and wishes her well in her future endeavors. The PPC requires a new Chair which will be appointed by the Board.

The PPC completed a revision of the NSCRT Position Statement on the Anesthesia Assistant Role. The position statement will be sent to stakeholders for review and feedback before final approval by the Board.

The PPC is committed to reviewing and updating the NSCRT's Standards of Professional Practice (Standards). Committee members conducted an environmental scan of the RT Standards across the country. They created a list of new potential Standards as well as a list of Standards that require revision. This is an extensive project and the PPC plans to review Standards of other regulated health care professions across Canada. The priority for 2022–2023 is to work on this project collaboratively with the National Alliance of Respiratory Therapy Regulatory Bodies.

Respectfully submitted,

Debbie Hicks, RRT
Deputy Registrar

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.

2021-2022 Report:

The Governance Committee continued to work on policy recommendations outlined in the FRPA action plan and began the work of reviewing and making recommendations to all NSCRT operational policies. There is an extensive list of policies to review, and the Committee hopes to complete the work on this policy manual in 2022. Going forward, on the approval of the Board, all policies will be reviewed in a 3-year cycle unless otherwise indicated by the Board.

Respectfully submitted,

Tara Boudreau
Registrar

Provincial Updates

- ***Department of Health and Wellness (DHW):***

Over the course of the year, the DHW continued to share pertinent updates related to the pandemic. This information was regularly shared with the membership and/or added to the NSCRT COVID-19 information page.

The Registrar continues to meet annually with workforce planning to assess RT supply in the province. Together they are exploring how best to assess/measure care provided by RTs in the province and ways to address upcoming retirements/transfers. A work force planning group has been initiated to address supply issues.

Significant discussion has taken place with the DHW regarding the modernization of regulation in Nova Scotia. Several meetings were held on regulatory reform between the DHW and members of the Nova Scotia Regulated Health Professions Network. The NSCRT staff attended these meetings. The proposed reform is in the early stages of development and may involve one over-arching piece of legislation for all regulated health professions with each profession having profession specific regulations. The consultation phase continues.

- ***Fair Registration Practice Act (FRPA) Review:***

The Fair Registration Practices Act (FRPA) applies to 49 regulatory bodies in Nova Scotia, including the NSCRT. Amendments were made to the FRPA to help simplify administrative requirements for regulators during their review.

Every 5 years, Regulatory bodies undergo a review of their registration practices with the review officer to ensure they are compliant with the FRPA and their registration practices are transparent, objective, impartial and procedurally fair. The NSCRT's last review was in 2018. Policy development was the primary activity required in the action plan, and several policies related to the action plan were put before the Board for approval in 2021-2022.

Quarterly educational sessions are also offered by the FRPA Office to ensure regulators have a good understanding of the requirements – these sessions are attended regularly by the NSCRT staff.

- ***Nova Scotia Regulated Health Professions Network (NSRHPN):***

The NSRHPN welcomed a new interim Executive Director in the fall of 2021. This group continued to meet virtually and collaborate on issues impacting the health of Nova Scotians, including the response to COVID-19. The NSRHPN provides an open forum for members to address concerns, discuss ideas, and collaborate on projects that deal with the changing healthcare landscape.

This year the Council approved a document developed by a working group titled “Innovation in Regulation”. The document was submitted to the DHW and provided feedback on models of umbrella legislation.

Following this, the DHW further consulted the NSRHPN on their plan to modernize regulation in Nova Scotia – the intention is to have several consultations as the DHW moves forward with this initiative. A literature review was completed by a working group on best practices in assuring ongoing competence of registrants. This document was circulated to NSRHPN members to use when updating their individual continuing competency programs.

The NSRHPN provided several educational opportunities for members in 2021-2022, including sessions on EDI and managing investigations processes.

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.

Secondary to the ongoing pandemic, much of the work of the NARTRB was delayed, including the revision of the National Competency Framework, with the current iteration being extended until May 2023. Work was intended to resume on this project in May 2022.

The Fall AGM and Business meetings were held virtually in November to budget plan and fill any upcoming Board vacancies.

Respiratory Therapists in Prince Edward Island became regulated under the College of Allied Health Professionals of Prince Edward Island (CAHPPEI). The College was invited to join the NARTRB.

- ***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 credentialling examination. The examination produced by the CBRC tests candidates for defined competencies that are aligned with National Competency Framework (NCF) for the profession.

The CBRC continued to offer the online credentialling exam with virtual proctoring secondary to lack of availability of testing sites due to COVID-19. No significant issues were identified in the July 2021 or January 2022 exam writing.

The CBRC continues to engage the NARTRB for feedback and in the future plans on an exam revision that includes the development of video content.

Statistics and Demographics

Figure 1 – Categories of Licensure – March 31, 2022

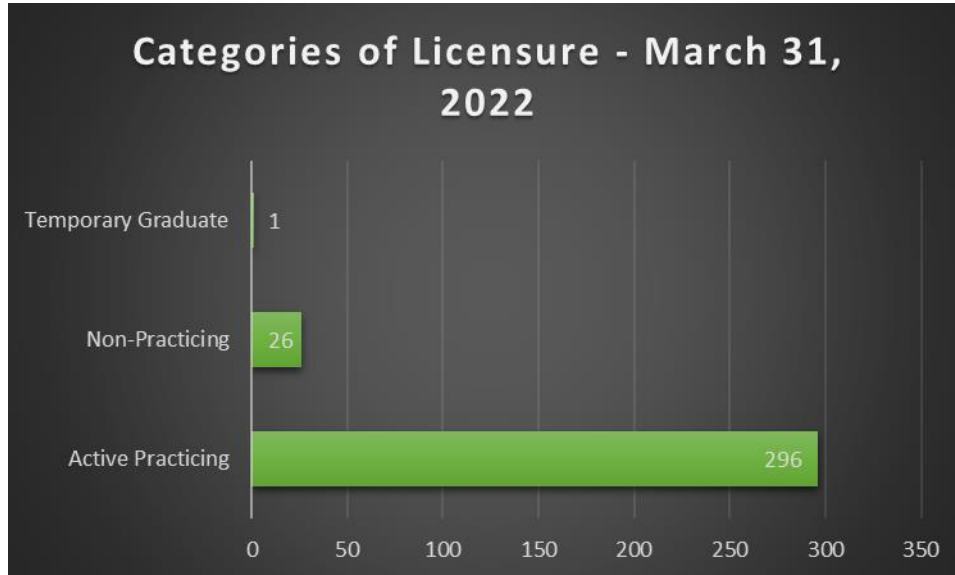


Figure 2 – Graduate Licenses issued 2021-2022

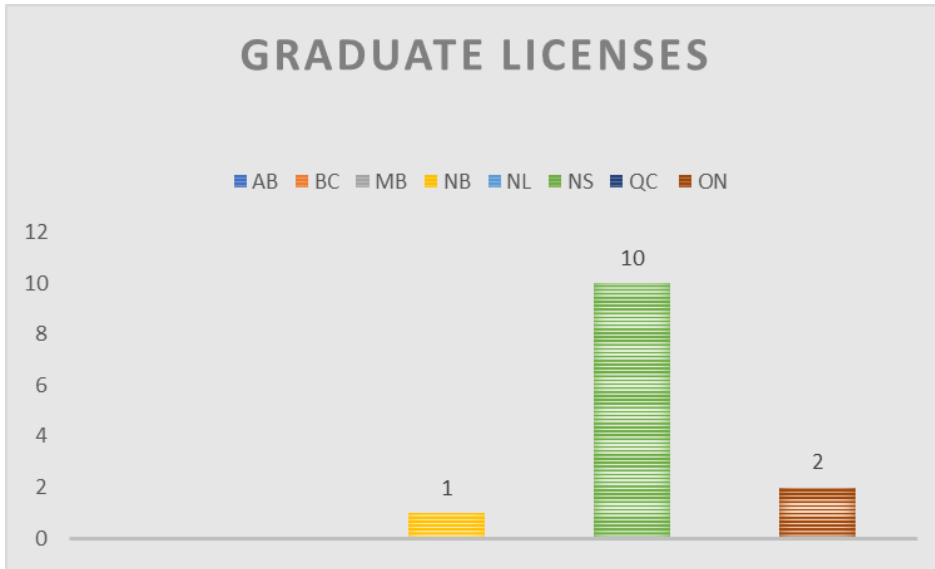


Figure 3 - Cross-Jurisdictional Transfers (Outflow)

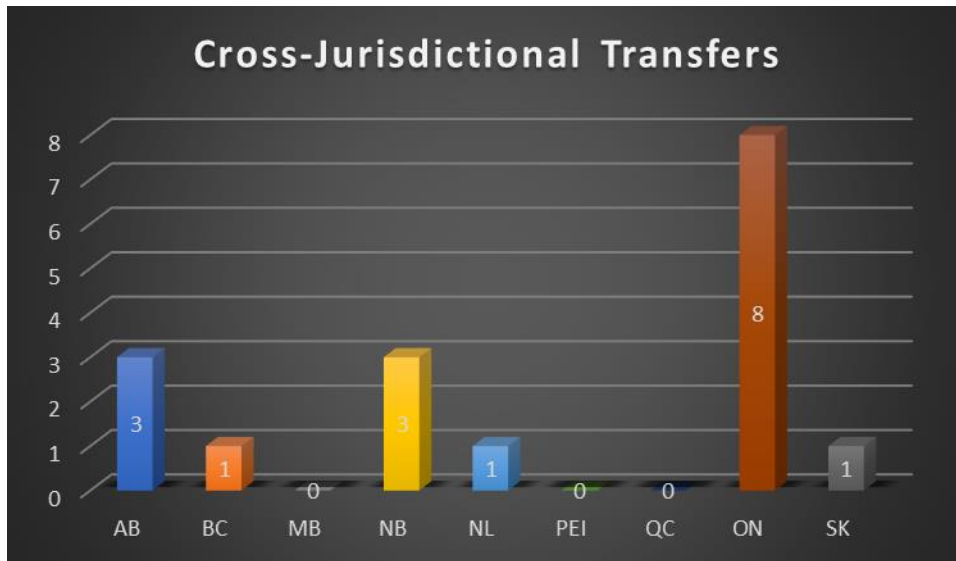


Figure 4 – Age Demographic

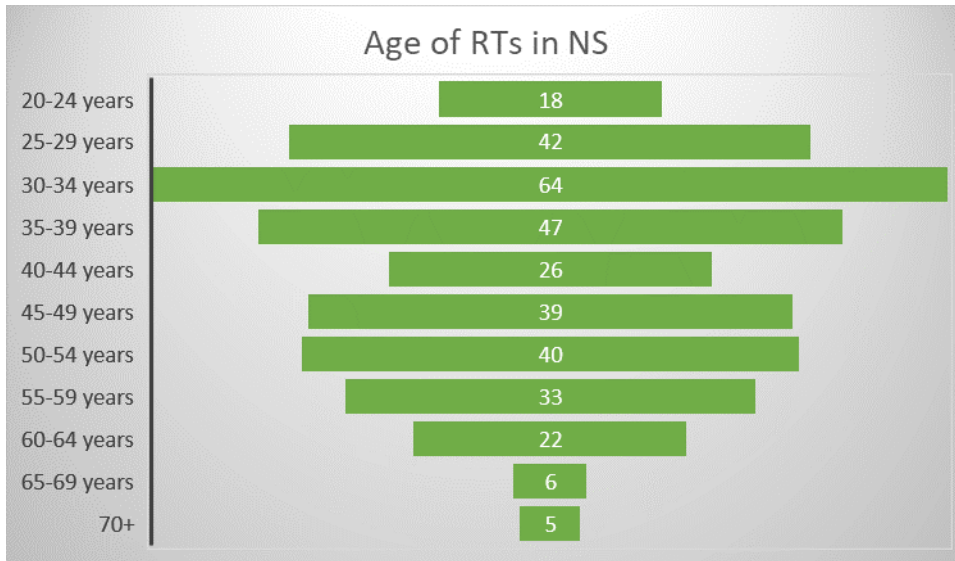


Figure 5 – Experience Profile (includes Active-Practising and Non-Practicing)

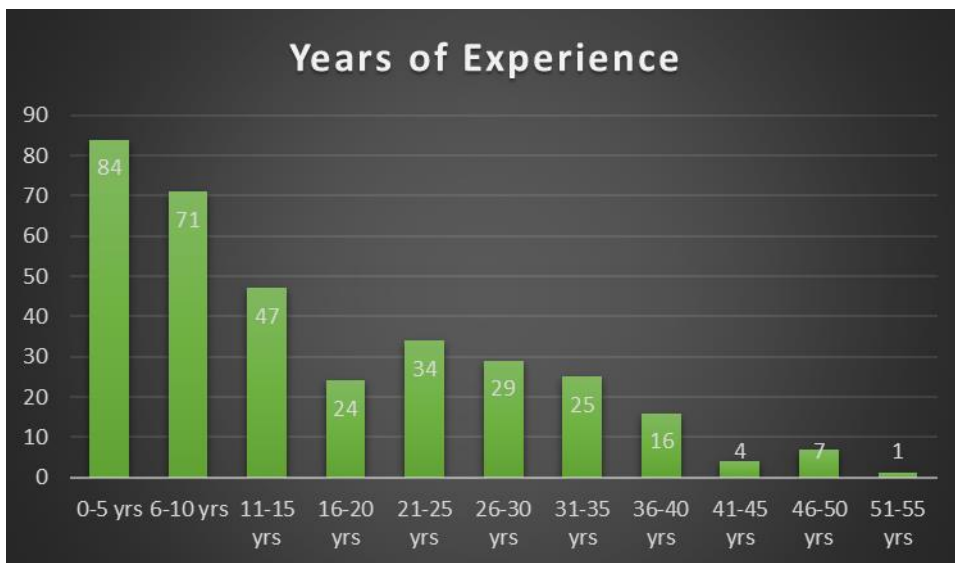


Figure 6 – RTs Across Practice Areas



(*HBO – 2 members identified this as their area of practice)

Audited Financial Statements

Peterill & Associates Incorporated

Nova Scotia College of Respiratory Therapists

FINANCIAL STATEMENTS

MARCH 31, 2022

Peverill & Associates Incorporated

Nova Scotia College of Respiratory Therapists

MARCH 31, 2022

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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, 2022, 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, 2022, 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
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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.

September 13, 2022
Lower Sackville, Nova Scotia
CHARTERED PROFESSIONAL ACCOUNTANTS LICENSED PUBLIC ACCOUNTANTS

~ Founded in 1988 ~
5 Florence Street, Lower Sackville, Nova Scotia B4C 1J5
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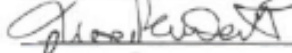

Nova Scotia College of Respiratory Therapists

STATEMENT OF FINANCIAL POSITION

AS AT MARCH 31, 2022

| | <u>2022</u> | <u>2021</u> |
|--|-------------------|-------------------|
| ASSETS | | |
| CURRENT | | |
| Cash - Current Account | \$ 334,081 | \$ 313,505 |
| Guaranteed Investment Certificates | 170,286 | 150,582 |
| Prepaid Expenses | <u>5,847</u> | <u>5,402</u> |
| | <u>510,214</u> | <u>469,489</u> |
| WEBSITE AND EQUIPMENT (Note 3) | <u>4,861</u> | <u>6,920</u> |
| | <u>\$ 515,075</u> | <u>\$ 476,409</u> |
| LIABILITIES | | |
| CURRENT | | |
| Accounts payable and accrued liabilities | \$ 4,992 | \$ 3,679 |
| Deferred Membership Fee Revenue | <u>143,859</u> | <u>140,236</u> |
| | <u>148,851</u> | <u>143,915</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) | 66,425 | 57,993 |
| NET ASSETS | <u>59,799</u> | <u>34,501</u> |
| | <u>366,224</u> | <u>332,494</u> |
| | <u>\$ 515,075</u> | <u>\$ 476,409</u> |

APPROVED ON BEHALF OF THE COLLEGE:

 President
 Treasurer

Peverill & Associates Incorporated

Nova Scotia College of Respiratory Therapists

STATEMENT OF OPERATIONS AND NET ASSETS FOR THE YEAR ENDED MARCH 31, 2022

| | <u>2022</u> | <u>2021</u> |
|--|------------------|------------------|
| RECEIPTS | | |
| New member fees | \$ 10,270 | \$ 7,780 |
| License renewal fees | 142,128 | 140,340 |
| Interest and miscellaneous | <u>8,337</u> | <u>6,184</u> |
| | <u>160,735</u> | <u>154,304</u> |
| DISBURSEMENTS | | |
| Accounting | 2,760 | 2,760 |
| Bank charges | 790 | 546 |
| Credit card fees | 3,535 | 3,131 |
| Depreciation | 2,058 | 2,954 |
| Dues and subscriptions | 8,315 | 8,315 |
| Educational funding | 200 | 700 |
| Insurance | 3,585 | 2,550 |
| Legal and Audit | 11,076 | 8,066 |
| Meetings | - | 363 |
| Accreditation services expense | 4,014 | 5,091 |
| Office expenses | 1,583 | 1,489 |
| Honorariums | 500 | 1,500 |
| Registrars | 70,174 | 72,985 |
| Fees | - | 363 |
| Telephone | 1,661 | 2,737 |
| Website maintenance | 12,117 | 9,960 |
| Rent | 2,700 | 2,619 |
| Strategic planning | 1,490 | - |
| Training | 411 | 1,193 |
| Travel expenses | <u>36</u> | <u>-</u> |
| | <u>127,005</u> | <u>127,302</u> |
| EXCESS OF RECEIPTS OVER DISBURSEMENTS | 33,730 | 27,002 |
| NET ASSETS, beginning of year | <u>34,501</u> | <u>60,872</u> |
| | 68,231 | 87,874 |
| TRANSFER TO SPECIAL PURPOSE FUND (Note 4) | (8,432) | (6,750) |
| TRANSFER TO CONTINGENCY FUND (Note 4) | <u>-</u> | <u>(46,623)</u> |
| NET ASSETS, end of year | <u>\$ 59,799</u> | <u>\$ 34,501</u> |

Peverill & Associates Incorporated

Nova Scotia College of Respiratory Therapists

STATEMENT OF CASH FLOWS

MARCH 31, 2022

| | <u>2022</u> | <u>2021</u> |
|---|-------------------|-------------------|
| CASH FLOWS FROM OPERATING ACTIVITIES | | |
| Cash Receipts from Members | \$ 164,358 | \$ 157,074 |
| Cash Paid to Suppliers | <u>(124,078)</u> | <u>(123,279)</u> |
| | <u>40,280</u> | <u>33,795</u> |
| CASH FLOWS FROM INVESTING ACTIVITIES | | |
| (Increase) decrease in investments | <u>(19,704)</u> | <u>237</u> |
| INCREASE IN CASH | 20,576 | 34,032 |
| CASH, beginning of year | <u>313,505</u> | <u>279,473</u> |
| CASH, end of year | \$ <u>334,081</u> | \$ <u>313,505</u> |

5.

Peverill & Associates Incorporated

Nova Scotia College of Respiratory Therapists
NOTES TO THE FINANCIAL STATEMENTS
MARCH 31, 2022

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, 2022

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.

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 (amended as per special board meeting Dec. 14, 2021) 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 2022</u> | <u>Net 2021</u> |
|------------------|------------------|-------------------------------------|---------------------|---------------------|
| Website | \$ 32,376 | \$ 28,137 | \$ 4,239 | \$ 6,056 |
| Office equipment | 596 | 455 | 141 | 176 |
| Computer | 2,314 | 1,833 | 481 | 688 |
| | <u>\$ 35,286</u> | <u>\$ 30,425</u> | <u>\$ 4,861</u> | <u>\$ 6,920</u> |

Peverill & Associates Incorporated

Nova Scotia College of Respiratory Therapists

NOTES TO THE FINANCIAL STATEMENTS

MARCH 31, 2022

4. FUND ACTIVITY

| | <u>2022</u> | <u>2021</u> |
|----------------------------------|-------------------|-------------------|
| Contingency Fund | | |
| Balance at beginning of the year | \$ 200,000 | \$ 155,793 |
| Less: Committee expenses | - | (2,416) |
| Allocation from general fund | <u> </u> | <u>46,623</u> |
| | <u>\$ 200,000</u> | <u>\$ 200,000</u> |
| Special Purpose Fund | | |
| Balance at beginning of the year | \$ 57,993 | \$ 51,243 |
| Allocation from General Fund | <u>8,432</u> | <u>6,750</u> |
| Balance at the end of the year | <u>\$ 66,425</u> | <u>\$ 57,993</u> |