

2019/2020 Annual Report

Redefining Resilience

TABLE OF CONTENTS

| | |
|---|----|
| DEFINITIONS | 3 |
| INTRODUCTION | 4 |
| President's Message | 4 |
| Public Members' Report | 5 |
| Chief Executive Officer's Report | 6 |
| About the Alberta College of Paramedics | 7 |
| GOVERNANCE | 10 |
| REGULATORY | 12 |
| Registrar's Report | 12 |
| Regulatory Changes | 12 |
| MEMBERSHIP INFORMATION | 14 |
| New Registrants | 14 |
| Number and Types of Regulated Members | 15 |
| APPROVED EDUCATION PROGRAMS | 17 |
| PROVINCIAL REGISTRATION EXAMINATIONS | 18 |
| CONTINUING COMPETENCE PROGRAM | 20 |
| Program Description and Changes | 20 |
| Program Activities | 21 |
| COMPLAINTS AND DISCIPLINE | 22 |
| OTHER ACTIVITIES | 24 |
| FINANCIAL INFORMATION | 26 |
| Audited Financial Statements | 29 |
| Revenues and Expenditures | 32 |

DEFINITIONS

| | |
|-----------------------------------|---|
| ACP | Advanced Care Paramedics |
| Approved Paramedic Program | a program that has met the College's approval standards for an education program. |
| CC | continuing competence |
| College | the Alberta College of Paramedics; the corporation that regulates the profession of paramedicine in Alberta, established in accordance with and with the full authority as outlined in the HPA. |
| Council | the governing committee of the College. Council means the Council of the College, established under section 5 of the HPA. |
| CPD | continuing professional development |
| EMR | Emergency Medical Responder |
| HPA | the <i>Health Professions Act</i> , R.S.A. 2000, c. H-7 |
| PCP | Primary Care Paramedic |
| PPR | the <i>Paramedics Profession Regulation</i> |

INTRODUCTION

PRESIDENT'S MESSAGE: A YEAR OF RESILENCY

Reflecting on the past membership year, it would be easy to point out the challenges and devastation faced world-wide. So, I'm not going to do that here.

Instead I am going to focus on the incredible resiliency and stamina exhibited by the paramedic profession and all our stakeholders in health care. At what I can only hope will be a singular experience in our lifetime, Albertans needed their healthcare providers more than they ever have in the past. Albertans needed care, but also reassurance and an example to follow to navigate what will forever be called "unprecedented" situations.

And I am so proud to say that our profession and those of our friends, colleagues and stakeholders in health stepped up immeasurably to provide excellent care and a guiding hand. The hours were long and daunting. The situation required personal sacrifice of time and connection with loved ones. But Alberta's paramedics and healthcare providers rose to the need and served Albertans faithfully – and they continue to do so as we navigate a new world of health care.

Stepping up in times of crisis is something the paramedic profession is very familiar with; the very building blocks of the profession are rooted in emergency response. As seen in the work done to celebrate the profession's milestones, crisis response has been a key element of all trained first responders. It is this training and personal calling that makes the paramedic profession valuable in times like the ones we've just lived through.

But we know that the world of healthcare continues to evolve – despite global pandemics – and we're seeing healthcare providers going above and beyond to provide proper care to patients. It is in this that we are seeing the expansion of the profession more and more into the private employer arena, and also seeing expansion of public services into integrated health teams in the

community. The regulated members in private settings are key voices in roles of safety and prevention, as well as provision of care. And our regulated members working on community care teams are filling gaps in the current environment where patients require more regular contact or care when other healthcare providers are unable to respond.

It is the resiliency and determination of the paramedic profession that I hope you will join me in celebrating this year. As part of the regulated healthcare team of providers in Alberta, I say on behalf of our profession, we are committed to working with all of our valued stakeholders in health and government to ensure Albertans have the right care from the right providers at the right time.

The very best to you all,



Melissa Manion
President

PUBLIC MEMBERS' REPORT

As public members we are volunteers appointed by the government through an Order in Council, to assist the Alberta College of Paramedics in carrying out their mandate to govern the profession in a manner that protects and serves the public interest. We are accountable to the Minister of Health and serve on the College Council under the *Health Professions Act* to ensure that the interests of all citizens of Alberta are represented. We actively participate in the governance activities of the College, serving as voting members of the Council along with elected practitioners. While we have diverse educational and professional expertise, we share a background in health, education and governance activities. We welcome our new public member, Chris Salmon, who brings a fresh perspective and a wealth of experience in enhancing organizational effectiveness and leading through change in complex environments.

The College's commitment and ours as public members is to ensure safe, competent practitioners. With COVID-19 came challenges and new opportunities. One significant opportunity was the examination process. We were pleased that Registrar Tim Ford and his team were proactively engaged with broader national examination systems that would provide consistency of standards across provinces and that also support labour mobility. The quality of the regulatory standards of Alberta is evident in the interest other provinces have in Alberta's examination content. We want to highlight the Registrar's decision to recognize COVID-19 related experience and training as part of continuing education credits and the decision to support continued access to the examination process.

Our strategic plan is proving its strength in decision-making for current and future directions, developing organizational resiliency to provide better outcomes in a changing regulatory environment. The strategic plan

allows the College to support quality standards while maintaining a keen eye on future directions.

We want to commend the hard work and commitment of our colleagues, the elected members of the Council, College staff and CEO Wendy Dugas for her leadership. Members serving on the Council commit time and energy towards the betterment of the profession while still maintaining positions in practice. Thank you to the past Council President, Dusty Schlitter, whose leadership was invaluable through a period of significant transition. We welcome our new Council President, Melissa Manion, who has already demonstrated her commitment to professional standards and good governance.

On behalf of all Albertans, we would like to express our gratitude to all paramedics working across the province. Your important service, in diverse settings, meets a critical public need in the face of the challenging events of 2020.

Public Appointed Members:

Lynda Cherry
Dr. Harriet Johnston
Chris Salmon

CHIEF EXECUTIVE OFFICER'S REPORT

This has been a year of exceptional changes and extremely unexpected challenges.

We kicked off 2020 by moving into our new home on the southeast side of Edmonton at 1003 Ellwood Road. The new office makes significantly better use of the space, affords better heating and cooling capabilities, and is almost 15% smaller than our old office space. We were very fortunate to find a newer building with a landlord that offered significant added value in generous tenant allowances that covered renovation expenses. The space is set up to provide a very solid working environment for the College well into the future. With the new office space completed, we had hoped to be able to host an open house for members. Unfortunately, in March we were hit with the COVID-19 outbreak and our staff began the transition of working from home as we all adapted to changes due to the pandemic.

This year we responded to several requests from government, including building a process to open up the courtesy register for practitioners who wanted to help out during the pandemic. The College also addressed some less well-known information coming out of the government including the new *Health Statutes Amendment Act*, Ground Ambulance Regulation and a new provincial *Labour Mobility Act*. Additionally, the Health Minister issued a discussion paper involving several proposals to modify the *Health Professions Act*, which could change many aspects of self-regulation in Alberta. The College was also able to meet with both the Ministries of Health and Labour during the pandemic to discuss future planning for paramedicine and the College.

There were a couple of very notable decisions made during the summer months as well. One being the decision to award members 60 Continuing Competence credits to recognize learning gained from the pandemic.

This decision supports the legislative and program rules regarding members' continuing competence, while appreciating the unexpected, challenging environment COVID-19 created for members. The second decision was Council's direction to approve the COPR examinations as the College's approved registration exams. The decision comes after many years of discussing the future of exams in Alberta, and was made much more urgent with the challenges of a global pandemic that required physical distancing in all public settings. COVID-19 shadowed much of our year. However, despite having to work from our homes, our team demonstrated resiliency and was able to achieve remarkable results.

Of course, the College was also able to celebrate the profession with the week-long focus on Celebrating the Milestones of the profession during Paramedic Services Week. We were so very pleased to be able to also deliver the first ever, fully virtual Annual Members' Meeting in May at the end of Paramedic Services Week – and were excited by the number of members who took the time to join us and provide their positive feedback on the format change.

We are a strong College with strong convictions and an unbeatable resiliency. I am proud to be part of such an incredible team – members, Council, staff and stakeholders. We are truly in this together, regulating the profession in the interest of Albertans.

Sincerely,



Wendy Dugas
Chief Executive Officer

ABOUT THE ALBERTA COLLEGE OF PARAMEDICS

The Alberta College of Paramedics regulates the practice of paramedicine in Alberta. The privilege of self-regulation is granted through Alberta's *Health Professions Act* (HPA).

Like all health professions, paramedicine continues to evolve in scope, breadth and complexity. It is the job of the College to ensure paramedicine practitioners meet the minimum standards for professional behaviour and ethical conduct. We work together with practitioners, educational institutions, employers and government to uphold the trust Albertans have in our profession.

A regulated health profession

It is our responsibility to ensure all regulated members possess the necessary skills, training and ethical reasoning to safely serve and care for our communities to the highest possible standards.

The Alberta College of Paramedics regulates all three levels of paramedicine:

- Emergency Medical Responder (EMR)
- Primary Care Paramedic (PCP)
- Advanced Care Paramedic (ACP)

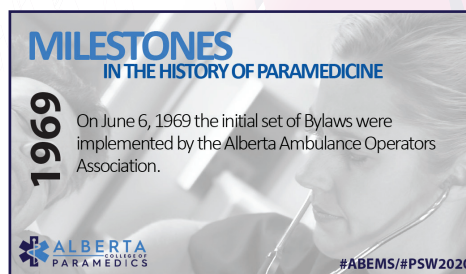
All paramedic practitioners must be registered with the College to practice in Alberta.

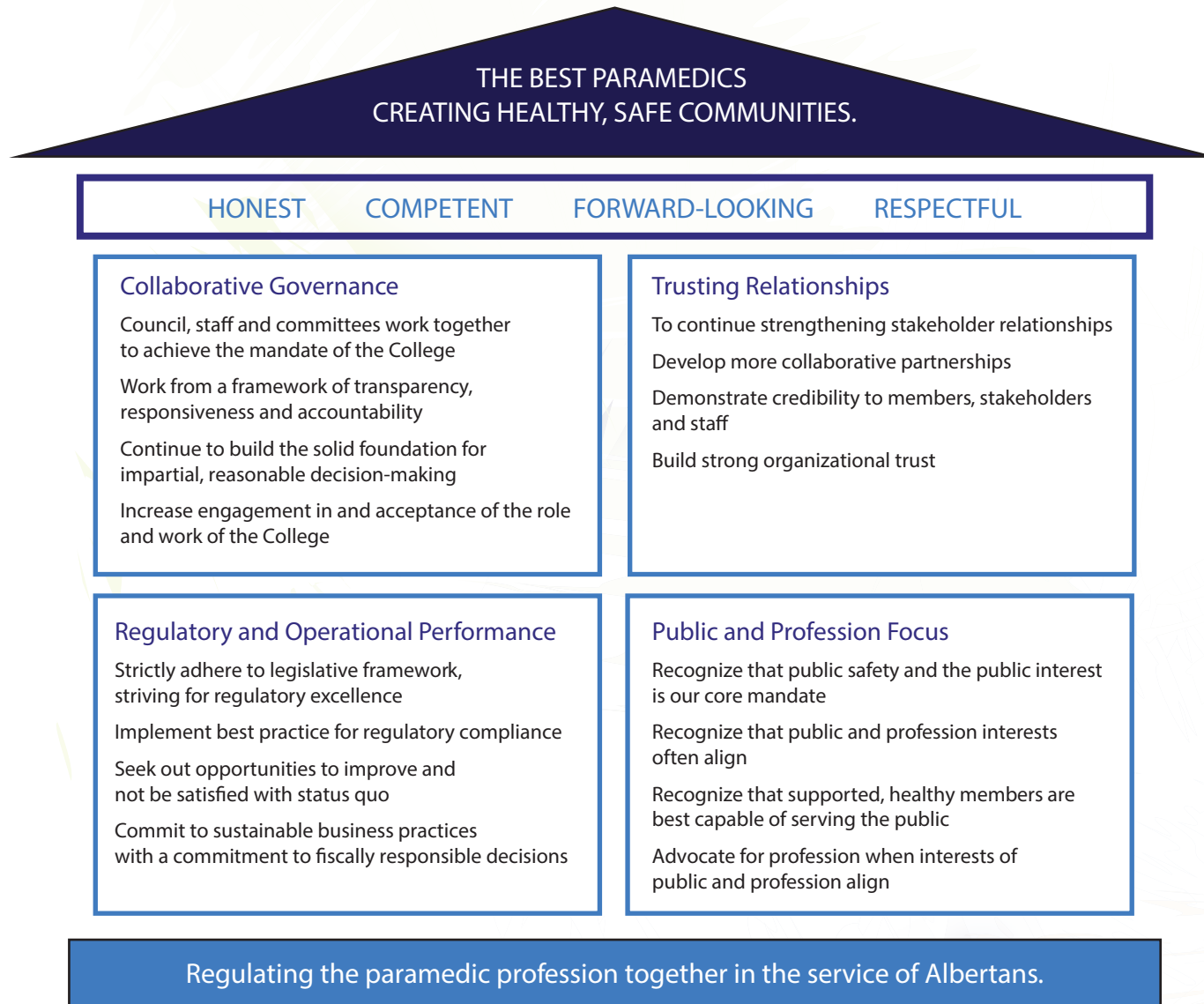
The Alberta College of Paramedics is not responsible for delivering paramedicine education programs in Alberta nor is it directly affiliated with any of the education providers. We do set the standards for educational program approval in Alberta.

Paramedicine's essential role

No matter what corner of the province they work in, paramedics are trusted to deliver quality, expert health care to Albertans when it's needed most. Paramedics play a critical role in our health system and have an enormous responsibility in maintaining the health and wellness of Albertans.

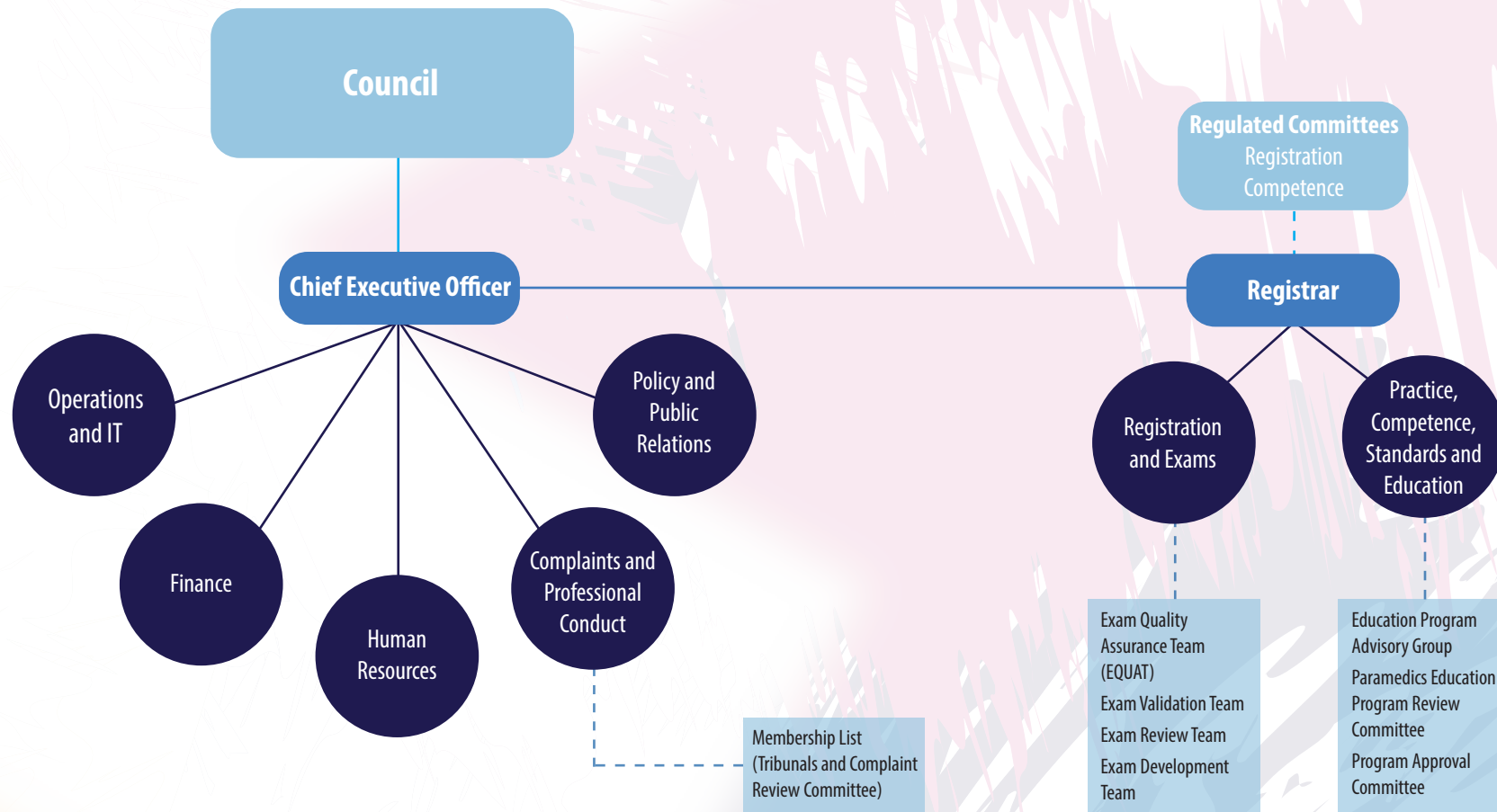
The College regularly assesses our members against expected competencies and Standards of Practice, and we ensure paramedics have access to the education and support needed to deliver the best possible patient care.





ALBERTA COLLEGE OF PARAMEDICS ORGANIZATION CHART

(At September 30, 2020)



GOVERNANCE

COUNCIL'S ROLE

The College is governed by Council, which is made up of six to nine elected members from the profession and three public members who are appointed by the Government of Alberta. Council is accountable for the overall governance of the Alberta College of Paramedics, which includes:

- Setting the strategic direction for the College
- Approving Bylaws, Code of Ethics and Standards of Practice
- Approving policies
- Ensuring the College meets all legislated and regulatory requirements
- Approving the College's annual operational budget (and members' fees)
- Ensuring the Chief Executive Officer provides leadership and efficiently conducts College business

The daily operations of the College are entrusted to the Chief Executive Officer who works with the Registrar and a team of regulatory and administrative staff to carry out the functions and activities of the College.

COUNCIL

President: Melissa Manion, ACP

Dusty Schlitter, EMR (term ended August 2020)

Vice President Governance: Luke Flowers, ACP

Vice President Finance and Risk Management:

Adam Swendsen, ACP

Tim Moen, ACP (term ended August 2020)

Regulated Elected Members:

1. Travis Lanoway, ACP
2. Kristopher Porlier, ACP
3. Jacelynn Reinbolt, ACP
4. Harrison Stein, ACP

Public Appointed Members:

- Lynda Cherry
- Dr. Harriet Johnston
- Chris Salmon

There were three, three-year term positions open this year for new elected members to Council. There were nine contestants and the top three were elected to Council.

BYLAWS

The College made the following changes to the Bylaws in the 2019/2020 year:

- Bylaw 2.3.2 addition of the word contractor to clause (e)
- Bylaw 2.3.2 addition of clause (g)
- Bylaw 2.6 (c) changing the term of officers to one year from two years; and removing reference to being able to appoint an officer for one additional year
- Bylaw 3.6 clarification edits to ensure understanding that the section applies to practice permit renewals
- Bylaw 3.6 (e) to allow for the Registrar to suspend a permit until such time as the condition(s) are met; in addition to being able to refer the matter
- Bylaw 3.7 Professional Liability Insurance new section added

The College reviews the Bylaws annually.

COMMITTEES

A number of legislated and Council formed committees support the work of the College. Committee work is a critical component of successful self-regulation of the profession.

The College's standing committees include:

1. **Competence Committee:** Provides support to Council and the Registrar by carrying out activities related to the development and implementation of the Continuing Competence Program.
2. **Registration Committee:** Provides support to Council and the Registrar by carrying out activities related to applicant registration and practice permit renewals.
3. **Education Program Review Committee:** Provides support to Council and the Registrar by reviewing the documentation and conduct site visits for new program applications and for comprehensive program reviews.

**Due to the COVID-19 pandemic, the College needed to review the way it conducted its registration examination. In response to this review, it was determined that the College would move to approve the Canadian Organization of Paramedic Regulators (COPR) examinations as the approved registration examinations. The move to the COPR examinations resulted in the disbandment of the College's Exam Working Groups.*

EXAM WORKING GROUPS

Exam Quality Assurance Team

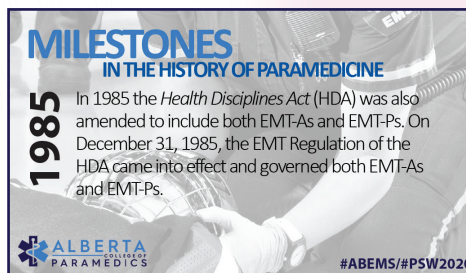
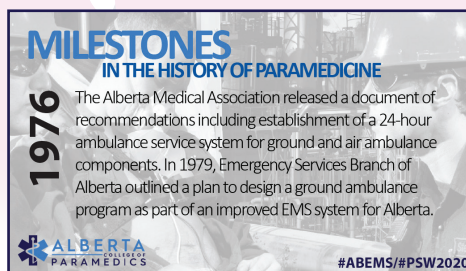
The Exam Quality Assurance Team (EQAT) ensures the continuous improvement of exam content and delivery, validation and quality control.

Post-Exam Validation Team

The Post-Exam Validation Team is comprised of practitioner representatives with industrial, education and practice experience. The team reviews and approves the grades and results of all exams for all three designations: EMR, PCP and ACP.

Exam Item Development (Writers and Reviewers)

The Provincial Item Writing Team develops and reviews new questions for the EMR, PCP and ACP testing banks. Representing education, industry, community paramedicine and health employers, the team of reviewers and validators ensures questions have reference sources and meet current standards of practice. The Exam Item Bank is hosted and monitored by the College's psychometric services provider, Psychometric Strategies and Research (PSAR).



REGISTRAR'S REPORT

This past year, paramedics faced adversity and challenges unlike any that have come before. Our profession is known for its adaptability and versatility, and our members have continued to demonstrate their value to the healthcare system through the COVID-19 pandemic. The Alberta College of Paramedics has also risen to the occasion and implemented a significant number of processes to increase safety and efficiency in the face of this crisis.

In an effort to ensure the influx of new graduates into the profession in a safe and reliable manner, our College merged our exam processes with the Canadian Organization of Paramedic Regulators (COPR) and adopted the pan-Canadian entry-to-practice exams as the College's approved registration examinations. This move not only allows for the safe and reliable demonstration of competencies, but also represents a step toward harmonization of the profession across the country and increases labour mobility throughout the provinces.

As the practice of paramedicine continues to advance, new avenues and practice settings are creating the opportunity for regulated members of the paramedic profession to expand the care they provide to patients. While once paramedics were synonymous with emergency care, paramedics are becoming more integrated into the fabric of healthcare in Alberta, providing ongoing care to patients through community care programs and as healthcare professionals in a growing number of private companies and organizations.

What is little known of the paramedic profession is that more than 50% of the workforce is employed outside the public Alberta Health Services system. This not only allows for better outcomes for Albertans, but also provides efficiencies to the healthcare system as a whole. As regulated healthcare professionals, EMRs, PCPs and ACPs respond to and attend to Albertans where they are and when paramedics are needed – whether that is on a jobsite as part of a company team, at the management table as a

trusted safety advisor, in the community as a provider of in-home care... or, as an emergency care provider on an ambulance.

CONTINUING COMPETENCE

The 2019/2020 continuing competence cycle marks the first full year under the program's new rules. Implemented for this cycle was the requirement that members self-assess their competency to identify areas for growth and continued learning. The credit streams implemented were that of formal, approved continuing education, as well as of a self-identified, self-directed. The COVID-19 pandemic did present challenges, but also provided a number of exceptional learning opportunities.

In 2020, regulated members have been called upon to fill an incredible need during a global pandemic. This need came upon the profession quickly and gave no one the time to adequately prepare for the magnitude of response required.

Our members were tested with every new announcement and developed skills in resiliency, as well as in planning and executing contingency strategies. These are skills and competencies that cannot be taught through formal continuing education – they must be learned through experience and practical application, and they are just as valuable as formal education.

We recognized that regulated members were involved in a variety of roles within the healthcare structure and that each one stepped up in whatever way they were asked to respond. The experience resulted in learning, greater understanding and skill development for all members – regardless of practice setting.

Due to restrictions on public gatherings and the need for physical distancing, the pandemic left very little in the way of available, approved continuing education activities. I, along with Council and the Competence Committee,

agreed a pandemic was not the time to stress over meeting additional Continuing Competence (CC) requirements.

In recognition of the additional time spent learning and updating skills during the COVID-19 outbreak, the Alberta College of Paramedics officially approved COVID-19 for 60 credits (20 hours continuing education) for the 2019/2020 CC Cycle.

Approving credits in this manner fell within the legislative authority granted to the Registrar and Competence Committee and was supported by Council. The solution required no changes to the CC program, was fast and easy to implement, and required no additional resources (human or financial) and most of all, recognized the incredible work of our regulated members during this time.

The College is already working on ways to address CC for the next cycle, in the event the pandemic persists and continues to create issues for members seeking continuing education (CE) opportunities.

The College recognizes the valuable learning that results through continuing competence activities and continues to develop and approve a wide range of learning opportunities.

REGULATION

Paramedics Profession Regulation

- There were no changes to the College's regulation during the reporting year.
- There were no activities associated with the development of new or amended regulations in 2019.
- No major consultations on regulation with members and other stakeholders occurred in the reporting year.

The College continues to monitor and respond to any need for revisions to the regulation for the profession.

Standards of Practice

The new Standards of Practice are in development. Due to COVID-19 the development and consultation of these were delayed. The College only recently resumed this project late 2020.

Code of Ethics

A complete review of the Code of Ethics was completed in 2019 to address gaps that have been identified throughout the first two years since proclamation under the *Health Professions Act*.

These changes were submitted to the Minister for review. Following a review of expected feedback from government and other stakeholders in healthcare, Council approved a new Code of Ethics for the profession in November 2019.

Copies of the currently adopted Standards of Practice and Code of Ethics can be found on our website:
www.ABparamedics.com.

We recognize and value the incredible team of healthcare professionals in Alberta, and know that the care provided to Albertans is not possible unless we work together to achieve the best possible outcomes. The Alberta College of Paramedics is a proud member of the Alberta Federation of Regulated Healthcare Professions, and continue to work together with our stakeholders in health in the interest of Albertans.

Sincerely,



Tim A. Ford
Registrar

MEMBERSHIP INFORMATION

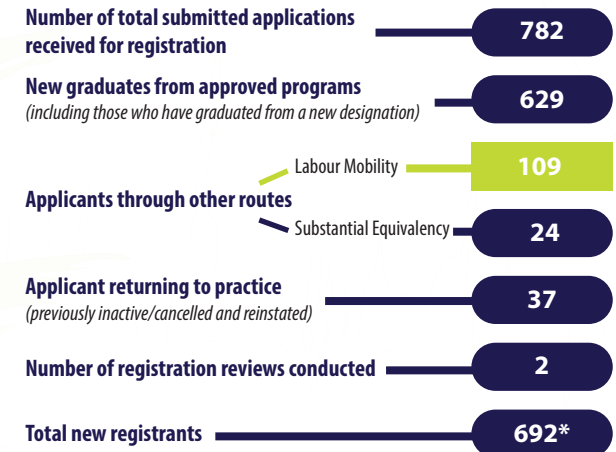
NEW REGISTRANTS

The College's application process for registrants includes those who are new to the profession (never been registered), as well as those who are changing their designation (new to their new designation) and those who have reinstated their practice permit (previously inactive/cancelled).

As the College's application process is online, applications may be started but never submitted to be formally considered received for consideration of registration. For the purposes of our reporting, the total number of applications received are those that were submitted, and the total applications completed are those that were approved for registration.

(For the 2019 year, the College was transitioning the timing of the annual member renewal process, and as such, this report reflects nine-months of reporting. The 2017, 2018 and 2019/2020 numbers reflect a 12-month reporting period.)

New Applicants



Labour Mobility Applications

| | |
|-------|-----|
| EMR | 11 |
| PCP | 58 |
| ACP | 40 |
| TOTAL | 109 |

**Of the total completed applications received, 75 applicants were denied based on the currency in practice requirement (either due to outdated education or failure to meet an active practice requirement) or did not complete payment.*

These numbers reflect the total number of applications received by the Alberta College of Paramedics. They include applications from all routes and upgrading designations; and should not be used to determine the number of practitioners who applied with the College.

NUMBER AND TYPES OF REGULATED MEMBERS

On October 1, 2019, 8,255 regulated members had completed renewal on time and held an active practice permit for the 2019/2020 membership year.

Total Active Practice Permits

| | Start of member year | End of member year |
|------------|----------------------|--------------------|
| 2019/2020* | 8,255 | 8,885 |
| 2019** | 8,331 | 9,081 |
| 2018* | 8,286 | 9,440 |
| 2017* | 8,269 | 9,460 |

These numbers do not count the number of members that submit a Declaration of Non-Renewal

* 2017, 2018 and 2019/2020 reflect a 12-month reporting period

** 2019 reflects a nine-month reporting period

Members whose practice permits were denied, restricted or not renewed in the 2019/2020 year

Number of denied practice permits = 78 (includes refused and those who were approved but failed to complete the payment portion within the allowable time frame.)

Number of practice permits that are restricted

| | EMR | PCP | ACP |
|-------------|-------|-------|-----|
| Denied | 34 | 36 | 8 |
| Restricted | 1,722 | 4,235 | 63 |
| Not renewed | 287 | 268 | 94 |

Members who held an active practice permit through to the end of September 30, 2020

In total, there were 8,885 total practice permits that were active through to the end of September 30, 2020.

Active Practice Permits

| | EMR | PCP | ACP |
|----------------------|-------|-------|-------|
| Provisional Register | 97 | 4,098 | 20 |
| General Register | 1,625 | 137 | 2,908 |
| Total | 1,722 | 4,235 | 2,928 |

Number of practice permits not renewed = 649 (includes those who declared non-renewal and those who were suspended).

MEMBERSHIP INFORMATION

Practitioners who were registered with the College in 2019/2020 but do not hold an active practice permit

| Unregulated Members | |
|---------------------|------------|
| Alumni | 8 |
| Honorary | 1 |
| Inactive | 144 |
| Other | 0 |
| TOTAL | 153 |

| Courtesy Register | |
|-------------------------------------|------------------|
| Average length on courtesy register | 90 days |
| Most common reason | Pandemic support |
| TOTAL | 29 |

Registration reviews by Council in 2019/2020

| Reviews by Council | |
|---|---|
| Number of reviews | 0 |
| Reasons/circumstances for request to review | 0 |
| Outcomes of review | 0 |

Pro-rated Fee Schedule Implemented

The College recognizes that we must be continually improving our registration processes to ensure practitioners are able to register quickly and without barriers.

To help support easier and faster registration with the College, in October 2019 we implemented a pro-rated fee schedule that offers proportionally lower fees for those registering later into the membership year. Previously the College had only offered pro-rated fees during the last two months of the year; and we are pleased to be able to offer the additional financial structure to help those who are first time registrants with the College.

The College offers pro-rated fees based on a quarterly schedule for permits issued as follows:

- Within the first quarter: 100% of fees
- Within the second quarter: 75% of fees
- Within the third quarter: 50% of fees
- Within the fourth quarter: 25% of fees

This pro-rated fee schedule was another key process improvement that reduced a cost barrier for new registrants and helped facilitate a smoother registration process.

APPROVED EDUCATION PROGRAMS


The Education Providers Advisory Group met three times during 2019-2020. The group reviewed the 2019 changes to the EMR learning outcomes and provided feedback about their implementation and ways in which the changes could be better refined.

An important undertaking of the Standards and Education portfolio was to commence the creation of and preparation for the launch of the Paramedicine Education Program Review Committee. Council approved the committee's Terms of Reference, its processes, and its composition. The new committee will begin its activities in Fall 2020.

The number of approved programs in Alberta remained static with the exception of one change: Breath for Life relinquished its approval for its EMR program. All approved paramedicine education programs can be found on the College's website.

MILESTONES
IN THE HISTORY OF PARAMEDICINE


1986 The continued lobbying for ambulance legislation from AAOA led to revisions of the Ambulance Standards. They also approved an "EMS Awareness Week" to promote patient care and ambulance service in Alberta. *The first EMS week in Alberta was held in 1987.*

 **ALBERTA**
COLLEGE OF
PARAMEDICS

#ABEMS/#PSW2020

MILESTONES
IN THE HISTORY OF PARAMEDICINE


1988 A motion was carried to merge the Registered Emergency Medical Technicians of Alberta (REMTAA) & the Registered Emergency Paramedic Association of Alberta (REPAA) which were the two regulating associations.

 **ALBERTA**
COLLEGE OF
PARAMEDICS

#ABEMS/#PSW2020

MILESTONES
IN THE HISTORY OF PARAMEDICINE

1989 The Alberta Prehospital Professions Association (APPA) became the governing body for EMTs and EMT-Ps in Alberta. On August 16, the Minister of Health introduced the *Ambulance Services Act* that was used to govern all ambulance services.

 **ALBERTA**
COLLEGE OF
PARAMEDICS

#ABEMS/#PSW2020

PROVINCIAL REGISTRATION EXAMINATIONS

PROVINCIAL REGISTRATION EXAMINATIONS

Up to March 2020, the College administered its own provincial registration examination as the only approved registration examination for achieving registration in the province. There were two exams in October 2019 (PCP and ACP), three exams in November 2019 (EMR, and clinical for PCP and ACP) and three exams in February 2020 (EMR, clinical for PCP and ACP).

In March 2020 during the COVID-19 pandemic, all exams that had been scheduled were eventually cancelled until further notice. There was one EMR exam that ran on September 28, 2020 in Calgary and Edmonton with 50 participants total.

Examination Reviews and Changes Council Votes to Approve COPR Exam

In June 2020, Council voted unanimously to approve the Canadian Organization of Paramedic Regulators (COPR) examinations as the approved registration examinations required of all applicants applying to the general register of the College under the *Health Professions Act* part 2, 28(2)(a)(iii) and the Paramedics Profession Regulation section 3(b).

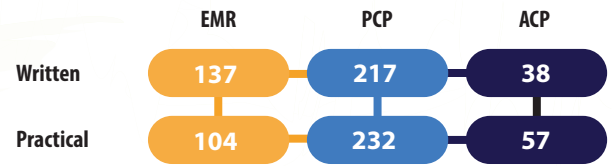
COPR is a well-established organization at the national level in Canada made up of nine regulators across Canada. The COPR examinations are used by several other Canadian jurisdictions as their approved registration/entry-to-practice examination.

Approving the COPR examination provides significant opportunities for Alberta to continue to be collaborative and forward-thinking stakeholder in the paramedic profession at the national level. This move signifies an important step in harmonizing the profession as we work to merge the exam bank questions with the national exam at the ACP and PCP levels. The College is also working with COPR to develop an EMR exam. These steps will result in a more unified approach to this

important component of registration and regulation of the profession across Canada. We are very pleased to be working with COPR in this manner and believe strongly that together, we can even further enhance the level of assessment of all practitioners.

Examinations Delivered in 2019/2020

The numbers of exams delivered from October 1, 2019 to September 30, 2020.



These numbers reflect the total number of exams delivered by the Alberta College of Paramedics. They include all first, second and third attempts; and should not be used to determine the number of students who took the provincial registration examinations with the College. These numbers do not include any examinations delivered by the Canadian Organization of Paramedic Regulators (COPR) after the College adopted the exam in June.

MILESTONES

IN THE HISTORY OF PARAMEDICINE

1992

Emergency Medical Responder training was established in 1992 as a minimum level of training as established by the *Ambulance Services Act*.



#ABEMS/#PSW2020

MILESTONES

IN THE HISTORY OF PARAMEDICINE

2009

Paramedic regulators initiated a Labour Mobility project that the Government of Canada sponsored, and formed COPR with a goal of establishing national registration examinations.



#ABEMS/#PSW2020

MILESTONES

IN THE HISTORY OF PARAMEDICINE

1994

By 1994, all ambulance services personnel in the province had to be a minimum of EMR. The goal was to ensure all provinces had a minimum level of care established being the Emergency Medical Responder standard.



#ABEMS/#PSW2020

MILESTONES

IN THE HISTORY OF PARAMEDICINE

2016

The Alberta College of Paramedics proclaimed into the *Health Professions Act* - joining 26 other regulated healthcare professions in Alberta.



#ABEMS/#PSW2020

MILESTONES

IN THE HISTORY OF PARAMEDICINE

2000

The Paramedic Association of Canada (PAC) established the National Occupational Competency Profile (NOCP) to create national standards for education programs and provide a tool to assist regulators establish workplace standards.



#ABEMS/#PSW2020

MILESTONES

IN THE HISTORY OF PARAMEDICINE

2020

The entire paramedic profession *Redefined Resilience* while adapting and changing throughout the COVID-19 outbreak.



#ABEMS/#PSW2020

CONTINUING COMPETENCE PROGRAM

Under the *Health Professions Act* (HPA), active paramedicine practitioners are required to remain current in their practice and knowledge through the Continuing Competence (CC) program. The CC program fosters individual improvement and growth of professional practice, enhancing the level of service and care provided to Albertans.

Requirement for 2019/2020

There were no required competencies for the 2019/2020 member year.

PROGRAM DESCRIPTION

The Continuing Competence program functions by the following rules:

1. Members fulfill continuing competence credit requirements by completing Continuing Professional Development (CPD). CPD activities are divided into two credit categories:
 - (i) Continuing Education
 - (ii) Self-directed activities
2. The continuing competence cycle follows the membership year from October 1 to September 30. Regulated members must fulfill a minimum of 60 credits, 30 of which must be fulfilled by continuing education to be eligible to renew their practice permit.

Exceptions:

- (i) Provisionally registered members entering the profession do not have credit requirements.
- (ii) Credit requirements will be adjusted by 10 credits depending on the month in which the member was placed on the general register. For example, a member initially registered on the general register in December or January is

required to fulfill 40 credits by the end of the year (eight months remaining in the annual cycle).

3. Members are able to fulfill both credit categories with only Continuing Education; however, self-directed activities cannot fulfill both credit categories.
4. Continuing Education activities are assigned three credits for one hour of activity.
5. Self-directed activities are awarded credits based on each assigned hour equaling one credit with a maximum of 30 credits per activity.
6. Continuing competence credits exceeding the minimum 60 credits in one cycle cannot be carried over to the following continuing competence cycle.
7. The same or similar continuing professional development activity cannot be claimed more than once for credits per CC cycle. For example, claiming a BLS certification course and a CPR-C certification course during the same registration period is not permitted.
8. Credits can be claimed for instructor (re)certification courses however, subsequent teaching of the course cannot be.
9. Credits cannot be claimed for practice hours (i.e. time spent carrying out the activities that regularly occur in the course of providing paramedic services). This includes hours on-call as they are considered part of regular employment responsibilities/expectations, patient contacts, instructing certification courses and teaching.

10. In the event that the minimum credit requirements are not fulfilled before practice permit renewal, eligibility for practice permit renewal will be denied until credit requirements are met and may result in suspension or cancellation of the practice permit.
11. All regulated members, regardless of practice setting or employment status, are required to participate in the CC program to maintain registration.
12. Members on a leave of absence may be eligible for a credit adjustment for the time in which they are unable to practice.
13. Members on a leave of absence will be required to complete any required learning/mandatory activities, but will have their credit requirements adjusted.
14. Members are required to participate in the CC record audit as part of the CC program.
15. In the event that audit requirements are not fulfilled before practice permit renewal, eligibility for practice permit renewal will be denied until the requirements are met, and may result in the suspension or cancellation of the practice permit.

CHANGES TO THE CC PROGRAM

There were no changes and no member consultations on changes to the CC program during the 2019/2020 CC cycle.

COVID-19 Credits Approved for Continuing Competence

In 2020, during the COVID-19 pandemic, the Alberta College of Paramedics officially approved 60 credits to

recognize COVID-19 as continuing competence. It was agreed that the pandemic experience has resulted in learning, greater understanding and skill development for all members.

The credits were available to all members and fulfilled the requirements for the 2019/2020 continuing competence cycle. All members who claimed COVID-19 credits were emailed a feedback form to assist the College in gaining perspective on what was required of members during the pandemic. A total of 7,644 members recorded this activity and 2,796 responded to the feedback form. This information will help inform future crisis response plans and further prepare the profession to be able to provide excellent care to Albertans in times of urgent need.

CC RECORD AUDITS

In 2019/2020, the Competence Committee put the 2020 continuing competence record audit on hold due to the COVID-19 pandemic. Audits are scheduled to resume in 2021.

PROGRAM ACTIVITIES

The Competence Committee met five times to review continuing education submissions. A total of 429 individual activities were approved as continuing education.

Practice Visits

The College has not yet implemented practice visits.

COMPLAINTS AND DISCIPLINE

The 2019/2020, 2018 and 2017 numbers reflect a 12-month reporting period. The 2019 numbers reflect a nine-month reporting period.

Complaints Received

| | 2019/2020 | 2019 | 2018 |
|--|-----------|------|------|
| New Complaints | 52 | 65 | 68 |
| Complaints carried over from previous years* | 24 | 31 | 45 |
| Complaints closed | 50 | 66 | 75 |
| Complaints still open* | 26 | 30 | 38 |

*Open and carried over complaints include those files that are currently being monitored for sanctions.

Origin of Complaints

| | 2019/2020 | 2019 | 2018 |
|---|-----------|------|------|
| Public (includes patient, family member, regulated member, other) | 13 | 21 | 23 |
| Employer | 35 | 42 | 44 |
| Complaints Director | 4 | 2 | 1 |

Disposition of new complaints

2019/2020

BEHAVIOUR

38

Substance Abuse

2 (ACP)

Social Media

2 (1 PCP, 1 ACP)

Breach of confidentiality

2 (1 PCP, 1 ACP)

Disrespectful Language and/or Comments

9 (1 EMR, 4 PCP, 4 ACP)

Harassment

8 (2 EMR, 4 PCP, 2 ACP)

Failure to report/criminal charges

2 (1 PCP, 1 ACP)

Not maintaining mental/physical fitness to practice

3 (1 EMR, 2 PCP)

Uttering threats

1 ACP

Theft

1 PCP

Sexual misconduct

1 PCP

Other

7 (2 PCP, 5 ACP)

CLINICAL

14 (1 PCP, 13 ACP)

Complaints Outcomes

| | 2019/2020 | 2019 | 2018 |
|--|-----------|------|------|
| In progress | 37* | 30 | 33 |
| Referred to hearing | 4 | 0 | 7 |
| Dismissed | 4 | 3 | 8 |
| No Further Action (Employer reporting) | 31 | 43 | 19 |
| Withdrawn | 1 | 0 | 0 |
| Resolved | 4 | 5 | 14 |
| Section 118 | 4 | 2 | 1 |

*does not include sanction monitoring files

Hearings and Appeals

| | 2019/2020 | 2019 | 2018 |
|--|-----------|------|-------------------------|
| Number of public hearings held | 1 | 1 | 7 |
| Number of closed hearings held | 0 | 0 | 0 |
| Number of appeals | 1 (CRC) | 0 | 0 |
| Number of members dealt with under section 118** | 2 | 1 | 1 (from the 2017 files) |

**incapacitated due to a physical, mental or emotional condition, or due to an addiction to alcohol or drugs.

Summary of reviews and appeals of decisions

| | 2019/2020 | 2019 |
|--|-----------|------|
| Total requests for review of dismissal | 1 | 0 |

Appeals of Hearing Tribunal decisions

| | 2019/2020 | 2019 |
|--|-----------|------|
| Total requests for appeals of Hearing Tribunal decisions | 0 | 0 |

| | Related to sexual abuse involving a patient | Related to sexual misconduct involving a patient | TOTAL |
|--|---|--|-------|
| Number of Complaints | 0 | 0 | 0 |
| Number of Patients that Accessed the Funds | 0 | 0 | 0 |
| Amount of Money Dispersed | 0 | 0 | 0 |

Hearing Outcomes

| | 2019/2020 | 2019 | 2018 |
|---|-----------|------|------|
| Reprimand, course* | 1 | 0 | 0 |
| Reprimand, costs, psychologist | 0 | 0 | 1 |
| Reprimand, costs, psychologist, course | 0 | 0 | 1 |
| Reprimand, fines and/or costs, course | 0 | 0 | 2 |
| Reprimand, suspension, fine and costs | 0 | 1 | 1 |
| Reprimand and cancellation, fine and costs | 0 | 0 | 1 |
| Reprimand, courses, fitness to practice required (by physician) | 0 | 0 | 1 |
| TOTAL | 1 | 1 | 7 |

*Hearing decision not yet finalized at September 30, 2019.

Alternative Complaint Resolution

In 2019/2020, there were 0 settlements ratified, amended, or not ratified by a complaint review committee under the Alternative Complaint Resolution (ACR) process. There are currently 0 referred complaints remaining within the ACR process.

Virtual Hearing During COVID-19 Pandemic

On September 9, 2020, the Alberta College of Paramedics and the Hearing Tribunal conducted a virtual hearing over Zoom. The hearing ran smoothly with no technology issues and everyone was able to attend. The platform allowed for breakout rooms for different parties to discuss matters privately while keeping with COVID-19 restrictions of social distancing and limited travel. Overall, the virtual hearing was a positive alternative and also helped save costs. This is something that the College has been working towards for a while and will continue to do for uncontested hearings.

OTHER ACTIVITIES

Foundational College Policies

As the College continues to evaluate processes and structures post HPA proclamation, we continue to also update and develop sound policies to detail how we carryout core functions. In 2019/2020, the College updated the registration and examination policies, as well as added the corporate policy suite to the website.

Annual Members' Meeting

In the interest of accountability and transparency, each year since 2017 the College has held an Annual Members' Meeting (AMM), providing members with the chance to learn more about the activities of the College and the direction of the profession, and ask questions of Council and College staff.

Over the years the College has updated the format of the AMMs to adapt to the needs of the members and make the event more accessible and inclusive to everyone. In 2020, the AMM was broadcast completely virtually. This transition was beneficial for multiple reasons including being more cost effective for the College and members, easily accessible and timely as it took place during the COVID-19 pandemic. The College used an online interactive feedback system that allowed members to submit questions in real-time to be ranked by viewers and addressed by the panel in the studio. All meetings are published online for those that cannot view it live. CC credits are also offered to members who view and complete the participant form any time before the end of the CC cycle.

Alberta Providers' Directory

Between October 2019 and February 2020 the College and Alberta Provincial Providers' Registry completed the final phase of the project to check the accuracy of the data within the extract (using scenario testing against the established source translation dictionary).

Discussions about the changes required to the extract originally began in March 2018 and included looking at how the College manages member data, how government

requires member data to be reported, how the data would be interpreted. This two year process required significant testing to ensure the accuracy of the information; and as a result, all parties are confident in the data and the stability of the extract process.

The extract was fully and successfully implemented in March 2020.

Paramedic Services Week

This year for Paramedic Services Week, the College recognized major milestones in the profession's history. A timeline indicating important events showing the resiliency of paramedics over the years was shared online through the College's social media channels.

Among the major milestones were the many developments of the profession through the 20th century, including the efforts throughout WWI, WWII and the Korean conflict, medic training and field advancements that helped decrease mortality rate. In 1953, battlefield casualties were down to 2.5%.

In 1976, a special committee of the Alberta Medical Association released a document entitled "Recommendations for Development of the Provincial Ambulance Service for Alberta." This document of recommendations included an establishment of a 24-hour ambulance service system for ground and air ambulance components. By 1979, Emergency Services Branch of Alberta outlined a plan to design a ground ambulance program as part of an improved EMS system for Alberta. In 1985, the *Health Disciplines Act* (HDA) was amended to include both EMT-As and EMT-Ps. On December 31, 1985, the EMT Regulation of the HDA came into effect and governed both EMTs and EMT-Ps.

January 1, 1989 marked the official day the Alberta Prehospital Professions Association (APPA) became the governing body for EMTs and EMT-Ps in Alberta. On August 16, the Minister of Health introduced the *Ambulance*

Services Act that was used to govern all ambulance services. By 1994, all ambulance services personnel in the province had to be a minimum of EMR. The goal was to ensure all provinces had a minimum level of care established; and that standard was the Emergency Medical Responder. In 1999 APPA was renamed the Alberta College of Paramedics to align with the naming convention of other regulatory colleges in Alberta. The paramedic profession was proclaimed into the *Health Professions Act* in 2016 - joining 26 other self-regulating healthcare professions in Alberta.

Privacy

The College received six requests for access to information. Four were from members, one from the public and one from another agency. Five were granted full access and the sixth was granted partial access.

We also completed one Privacy Impact Assessment (PIA) that addressed the College's move to the COPR registration examination format. An Information Sharing Agreement remains in draft format.

The College had one instance where personal information was mistakenly disclosed to the wrong person. An email containing the personal email address and nature of their communication with the College was sent to wrong person; however, the information released did not pose a significant risk. Both parties were notified of the error and no further action was required.

Dress Uniforms

To support the needs of members and to help create unity among the profession, the College announced a new dress uniforms program offered through Derk's formal wear.

This province-wide program is offered to all members as a response to feedback that many members are no longer provided with a dress uniform by employers and want an opportunity to purchase one for special occasions. The uniform is a way for members to proudly represent the profession and the College in both public and professional, formal settings.

Changes to the Public Registry

In June 2020, the College launched an updated version of the Verify a Member tool on our website www.ABparamedics.com. This meant that more of our members' information will be displayed, in accordance with the requirements of the *Health Professions Act* (HPA).

The Verify a Member tool is an important component of the website, as it allows members of the public, employers and other colleagues in health care to find and verify if a practitioner is a regulated member of the Alberta College of Paramedics. This tool is a requirement of the *Health Professions Act* (HPA), which requires the College to provide the public with an online, on-demand, easy access to information about regulated members through the College website. This is a requirement of all regulated health professions in the province and does help in keeping members accountable to patients and other healthcare practitioners. The information the College is required to make available about each regulated member is as follows:

- Full name of the member section 33(3)(a)
- Current practice permit details (type, registration number, start/end date) including revoke reason, if any section 33(b.1)
- Conditions, if any section 33(c)(g)
- Status of permit (active, suspended or cancelled) section 33(d)
- Endorsements, if any section 33(e)(f)
- Hearing Decisions, if any section 85(3)
- Upcoming hearing dates, if any section 119(4)

Information regarding regulated members with a cancelled or suspended permit will remain accessible through the Verify a Member tool for a period of five years from the date of cancellation or suspension. This is in compliance with section 37 of the Paramedic Profession Regulation, which requires the College to provide information regarding regulated members for a minimum term of five years.

FINANCIAL INFORMATION

2019/2020 FINANCE SUMMARY

The 2019/2020 financials represent the first full fiscal year since the change of renewal year for the College. The comparative prior year (2019) financials represent the shortened nine-month year in transition to the new renewal cycle.

In 2020 the College was able to continue the previous years' trend and finish the year with an excess of revenue over expenses from operations. Even better than the prior year, the College was able to finish the 2019/2020 with a positive accounting excess of revenue compared to the excess of expenses in the prior year. This outcome is attributed to no longer needing to write down the value of the land held by the College.

Other factors that added to the excess of revenue in the current year included moving the examinations process online with third-party delivery facilitated by COPR as well as removing the clinical component of the registration examination process, which were driven largely by COVID-19. Another significant impact from COVID-19 was on our operating costs, as many meetings were rescheduled as virtual meetings; thereby reducing travel and hotel costs significantly. However, not all cost-savings recognized in the current year will be permanent changes, as many projects and expected costs have simply been delayed and pushed into the following year(s).

In the upcoming year, the College expects to see a boost in revenue from the sale of the examination bank of questions to COPR, however this influx is a one time temporary increase in revenue, meaning that the next year will be a very good year financially, with an expected return to more normal revenues in the following year.

In the past few years, the College has made significant strides in improving all aspects of fiscal responsibility, and we aim to maintain this momentum going forward. While the College has budgeted at break-even for the past few years, the College expects to finish the 2020/2021 year with a significant excess of revenues over expense, which means that the organization can start planning and budgeting with a longer term focus for the organization.

EXPENSES BREAKDOWN

Corporate admin and AMM

- AMM: project management, audio/video costs to live stream, food, venue, signage
- HR: staff programs, training, benefits
- PAC: membership dues for all members
- Finance: banking, and annual audit
- Office management: property tax, rent, utilities, repairs and maintenance stationery, courier/postage, alarm
- Insurance
- Seven Staff

Examinations

- Exam creation: content writers, psychometrician services
- Exam administration: scheduling, applicant coordination, special accommodations
- Exam delivery: copying/creation of exam books, venue, examiners, food, travel
- Merchant fees on exam revenue
- Three staff at start of year, 2 staff by end of the year.

Registration

- Registration and renewals
- Merchant fees on registration revenue

- Registration committees: honorarium, travel, accommodation, meals
- Four staff

IT and telecommunications

- Software: licenses and subscriptions
- Hardware: servers, computers, peripherals for 25 staff, video conferencing, network management
- Network: virus and malware security and backups
- Backup and storage: all electronic and paper records
- Telephone: in office VOIP, mobile phones and contracts
- One staff

Professional conduct

- Complaints: acceptance of complaints, communication, interview with complainants
- Investigation: travel
- Hearings: scheduling, venue, tribunal member compensation
- Lawyers: reviews of cases, recommendations, attendance at hearings, decisions
- Three staff

Communications and Policy

- Publications: Annual Report, e-newsletter/direct email subscription
- Website: maintenance, updates, certificates, domain
- Licenses: design program, online survey platform
- Legal: review on new/revised policy
- Three staff

Paramedics Practice and Continuing Competence

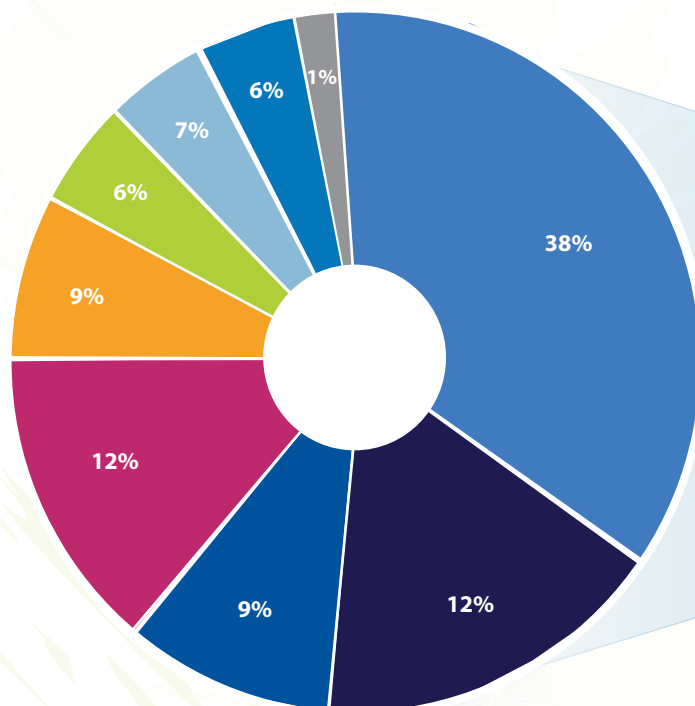
- Competence committees: honorarium, travel, accommodation, meals

- Module Development
- Two staff

Education and Program Approval

- Review of standards, work with schools
- One staff
- Operating: meeting costs, honorarium, travel, accommodation, meals
- Strategic planning: facilitator, consultations, reporting
- Governance Training

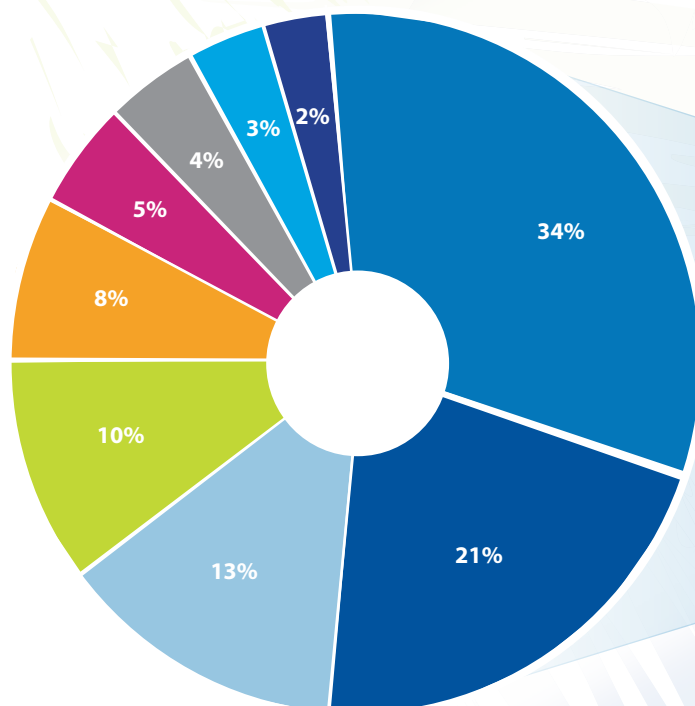
2019/2020



EXPENSES BY DEPARTMENT

| | |
|--|-----|
| Corporate administration and AMM | 38% |
| Examinations | 12% |
| Registration | 9% |
| IT and telecommunications | 12% |
| Professional conduct | 9% |
| Public relations and policy | 6% |
| Paramedic practice and continuing competency | 7% |
| Education and program approval | 6% |
| Council | 1% |

2019



EXPENSES BY DEPARTMENT

| | |
|--|-----|
| Corporate administration and AMM | 34% |
| Examinations | 21% |
| Registration | 13% |
| IT and telecommunications | 10% |
| Professional conduct | 8% |
| Public relations and policy | 5% |
| Paramedic practice and continuing competency | 4% |
| Education and program approval | 3% |
| Council | 2% |

INDEPENDENT AUDITOR'S REPORT

To the Members of Alberta College of Paramedics

Opinion

We have audited the financial statements of Alberta College of Paramedics (the College), which comprise the statement of financial position as at September 30, 2020, and the statements of revenues and expenditures, 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 the College as at September 30, 2020, and its results of operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

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 College 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.

Other Information

Management is responsible for the other information. The other information comprises the information, other than the financial statements and our auditor's report thereon, in the Annual Report. The Annual Report is expected to be made available to us after the date of this auditor's report.

Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information identified above when it becomes available and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated.

When we read the Annual Report, if we conclude that there is a material misstatement therein, we are required to communicate the matter to those charged with governance.

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 Canadian accounting standards for not-for-profit organizations, 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 College's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless management either intends to liquidate the College or to cease operations, or has no realistic alternative but to do so.

(continues)

Independent Auditor's Report to the Members of Alberta College of Paramedics *(continued)*

Those charged with governance are responsible for overseeing the College's financial reporting process.

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 College'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 College's 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 College 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.

Edmonton, Alberta
November 26, 2020

KBH
Chartered Professional Accountants

ALBERTA COLLEGE OF PARAMEDICS
Statement of Financial Position
September 30, 2020

| | 2020 | 2019 |
|--|----------------------|---------------|
| ASSETS | | |
| CURRENT | | |
| Cash | \$ 2,164,579 | \$ 5,976,824 |
| Guaranteed investment certificates (Note 4) | 3,960,322 | 353,468 |
| Prepaid expenses | 187,897 | 237,080 |
| | 6,312,798 | 6,567,372 |
| CAPITAL ASSETS (Note 5) | 3,840,020 | 3,511,744 |
| INTERNALLY RESTRICTED INVESTMENTS (Note 6) | 650,000 | 650,000 |
| | \$ 10,802,818 | \$ 10,729,116 |
| LIABILITIES | | |
| CURRENT | | |
| Accounts payable and accrued liabilities | \$ 259,707 | \$ 264,672 |
| Deferred income (Note 7) | 4,343,975 | 4,536,925 |
| | 4,603,682 | 4,801,597 |
| NET ASSETS | | |
| Unrestricted fund | 1,709,116 | 1,765,775 |
| Capital asset fund | 3,840,020 | 3,511,744 |
| Internally restricted | | |
| Professional conduct and legal fund (Note 8) | 650,000 | 650,000 |
| | 6,199,136 | 5,927,519 |
| | \$ 10,802,818 | \$ 10,729,116 |
| COMMITMENT (Note 9) | | |
| CONTINGENT LIABILITY (Note 10) | | |
| SUBSEQUENT EVENT (Note 11) | | |

ON BEHALF OF THE COUNCIL
ORIGINAL SIGNED

Councillor

Councillor

ALBERTA COLLEGE OF PARAMEDICS
Statement of Revenues and Expenditures
Year Ended September 30, 2020

| | 2020 (12 months) | 2019 (9 months) |
|---|---------------------|--------------------|
| REVENUES | | |
| Registration fees | \$ 4,738,176 | \$ 3,690,448 |
| Examination fees | 349,600 | 570,275 |
| Interest | 63,592 | 50,980 |
| Program approvals | 22,925 | 16,275 |
| Professional conduct fees | 3,500 | 11,050 |
| Grant, sponsorship and annual members meeting | - | 14,225 |
| | <u>5,177,793</u> | <u>4,353,253</u> |
| EXPENSES | | |
| Corporate administration and annual general meeting | 1,891,074 | 1,434,707 |
| Examinations | 624,732 | 883,265 |
| Registration | 421,468 | 521,802 |
| Information technology and telecommunications | 584,586 | 413,862 |
| Professional conduct | 427,275 | 324,672 |
| Public relations and policy | 308,079 | 195,149 |
| Paramedic practice and continuing competency | 326,397 | 182,486 |
| Education and program approval | 284,489 | 119,361 |
| Council | 38,076 | 97,500 |
| | <u>4,906,176</u> | <u>4,172,804</u> |
| EXCESS OF REVENUES OVER EXPENSES FROM OPERATIONS | 271,617 | 180,449 |
| IMPAIRMENT OF CAPITAL ASSETS | - | (260,000) |
| EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES | <u>\$ 271,617</u> | <u>\$ (79,551)</u> |

ALBERTA COLLEGE OF PARAMEDICS
Statement of Changes in Net Assets
Year Ended September 30, 2020

| | 2019 Balance | Excess (deficiency) of revenues over expenses | Interfund transfers | 2020 Balance |
|--|---------------------|--|------------------------|---------------------|
| Unrestricted fund | \$ 1,765,775 | \$ 502,809 | \$ (559,468) | \$ 1,709,116 |
| Capital asset fund | 3,511,744 | (231,192) | 559,468 | 3,840,020 |
| Professional conduct and legal fund (Note 8) | 650,000 | - | - | 650,000 |
| | <u>\$ 5,927,519</u> | <u>\$ 271,617</u> | <u>\$ -</u> | <u>\$ 6,199,136</u> |

ALBERTA COLLEGE OF PARAMEDICS

Statement of Cash Flows
Year Ended September 30, 2020

| | 2020 (12 months) | 2019 (9 months) |
|--|---------------------|---------------------|
| OPERATING ACTIVITIES | | |
| Excess (deficiency) of revenues over expenses | \$ 271,617 | \$ (79,551) |
| Items not affecting cash: | | |
| Impairment of capital assets | - | 260,000 |
| Amortization of capital assets | 221,495 | 147,204 |
| Loss on disposal of capital assets | 9,698 | - |
| | <u>502,810</u> | <u>327,653</u> |
| Changes in non-cash working capital: | | |
| Prepaid expenses | 49,183 | 33,832 |
| Accounts payable and accrued liabilities | (4,966) | 58,250 |
| Deferred income | (192,950) | 1,144,344 |
| | <u>(148,733)</u> | <u>1,236,426</u> |
| Cash flow from operating activities | <u>354,077</u> | <u>1,564,079</u> |
| INVESTING ACTIVITIES | | |
| Purchase of capital assets | (569,468) | (69,761) |
| Proceeds on disposal of capital assets | 10,000 | - |
| Purchase of guaranteed investment certificates | (4,600,000) | - |
| Proceeds on the maturation of guaranteed investment certificates | 343,146 | 429,842 |
| | <u>(4,816,322)</u> | <u>360,081</u> |
| Cash flow from (used by) investing activities | <u>(4,816,322)</u> | <u>360,081</u> |
| INCREASE (DECREASE) IN CASH FLOW | <u>(4,462,245)</u> | <u>1,924,160</u> |
| Cash - beginning of year | <u>6,626,824</u> | <u>4,702,664</u> |
| CASH - END OF YEAR | <u>\$ 2,164,579</u> | <u>\$ 6,626,824</u> |
| CASH CONSISTS OF: | | |
| Cash | \$ 2,164,579 | \$ 5,976,824 |
| Internally restricted cash | - | 650,000 |
| | <u>\$ 2,164,579</u> | <u>\$ 6,626,824</u> |

ALBERTA COLLEGE OF PARAMEDICS
Notes to Financial Statements
Year Ended September 30, 2020

1. PURPOSE OF THE ORGANIZATION

Alberta College of Paramedics (the "College") has operated under the authority of the Health Professions Act of Alberta since September 15, 2016, and under the Health Disciplines Act of Alberta prior to that. The College is a not-for-profit organization, as described in Section 149(1)(l) of the Income Tax Act, and therefore is not subject to income taxes.

The objectives of the College are to regulate membership of emergency personnel and to promote their professional development.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of presentation

The financial statements were prepared in accordance with Canadian accounting standards for not-for-profit organizations.

Measurement uncertainty

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amount of assets and liabilities, disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the period. In addition, the impact of the COVID-19 pandemic on the global economy has increased the challenges encountered throughout the estimation process. Such estimates are periodically reviewed and any adjustments necessary are reported in earnings in the period in which they become known. Actual results could differ from these estimates.

Estimates made by management include the assessment of the useful life of capital assets and the valuation of the land and construction costs held by the College.

Financial instruments

Measurement

The College initially measures its financial assets and liabilities at fair value, except for certain non-arm's length transactions. The College subsequently measures all its financial assets and financial liabilities at amortized cost.

Financial assets measured at amortized cost include cash, guaranteed investment certificates and internally restricted investments. Financial liabilities measured at amortized cost include accounts payable and accrued liabilities.

Impairment

Financial assets measured at cost are tested for impairment when there are indicators of impairment. The amount of the write-down is recognized in net income. The previously recognized impairment loss may be reversed to the extent of the improvement, directly or by adjusting the allowance account, provided it is no greater than the amount that would have been reported at the date of the reversal had the impairment not been recognized previously. The amount of the reversal is recognized in net income.

Transaction costs

The College recognizes its transaction costs in net income in the period incurred. However, financial instruments that will not be subsequently measured at fair value are adjusted by the transaction costs that are directly attributable to their origination, issuance or assumption.

(continues)

ALBERTA COLLEGE OF PARAMEDICS
Notes to Financial Statements
Year Ended September 30, 2020

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(continued)*

Cash and cash equivalents

Cash includes cash and cash equivalents. Cash and cash equivalents consist of cash on hand, bank balances and highly liquid investments with maturities less than three months at date of acquisition.

Capital assets

Capital assets are stated at cost or deemed cost less accumulated amortization. Capital assets are amortized over their estimated useful lives on a declining balance basis at the following rates and methods:

| | | |
|--------------------------------|-----------------|--------------------------|
| Computer equipment | 30% | declining balance method |
| Computer software | 30% | declining balance method |
| Examination equipment | 20% | declining balance method |
| Leasehold improvements | over lease term | straight-line method |
| Office furniture and equipment | 20% | declining balance method |

The college regularly reviews its capital assets to eliminate obsolete items. Capital assets acquired during the year but not placed into use are not amortized until they are placed into use.

Impairment of Long Lived Assets

The college tests for impairment whenever events or changes in circumstances indicate that the carrying amount of the assets may not be recoverable. Recoverability is assessed by comparing the carrying amount to the projected future net cash flows the long-lived assets are expected to generate through their direct use and eventual disposition. When a test for impairment indicates that the carrying amount of an asset is not recoverable, an impairment loss is recognized to the extent the carrying value exceeds its fair value. Impairments are not reversed.

Revenue recognition

The college follows the deferral method for accounting for revenues.

Registration fees

Registration fees are recognized as revenue proportionately over the fiscal year to which they relate. The registration year coincides with the fiscal year of the college. Registration fees received in advance of the registration year to which they relate are recorded as deferred registration fees.

Services

Revenue from examinations, program evaluations, special projects and other sources are recognized when the services are rendered. Examination fees received in advance of the date of examination are held and recorded as deferred examination fees.

Interest income

Interest income is comprised of interest from cash and fixed income investments. Revenue is recognized on an accrual basis. Interest on fixed income investments is recognized over the terms of these investments using the effective interest method.

ALBERTA COLLEGE OF PARAMEDICS
Notes to Financial Statements
Year Ended September 30, 2020

3. FINANCIAL INSTRUMENTS

The entity is exposed to various risks through its financial instruments. The following analysis provides information about the entity's risk exposure and concentration as of September 30, 2020.

Liquidity risk

Liquidity risk is the risk that the College will encounter difficulty in meeting obligations associated with financial liabilities. The College enters into transactions to purchase goods and services on credit, borrow funds from financial institutions and leases office equipment from various creditors for which repayment is required at various maturity dates. Liquidity risk is measured by reviewing the College's future net cash flows for the possibility of a negative net cash flow. The College manages the liquidity risk resulting from the accounts payable and operating leases through the preparation and monitoring of budgets and maintaining cash on hand.

4. GUARANTEED INVESTMENT CERTIFICATES

Guaranteed investment certificates includes accrued interest, bear interest at 0.35% to 1.10% and mature between December 2020 and March 2021.

5. CAPITAL ASSETS

| | Cost | Accumulated amortization | Impairment | 2020 |
|--------------------------------|---------------------|-----------------------------|---------------------|---------------------|
| Land and construction costs | \$ 4,554,217 | \$ - | \$ 1,664,217 | \$ 2,890,000 |
| Computer equipment | 638,756 | 448,223 | - | 190,533 |
| Computer software | 1,350,249 | 1,016,495 | - | 333,754 |
| Examination equipment | 279,862 | 141,967 | - | 137,895 |
| Leasehold improvements | 97,225 | 4,321 | - | 92,904 |
| Office furniture and equipment | 312,988 | 118,054 | - | 194,934 |
| | <u>\$ 7,233,297</u> | <u>\$ 1,729,060</u> | <u>\$ 1,664,217</u> | <u>\$ 3,840,020</u> |

| | Cost | Accumulated amortization | Impairment | 2019 |
|--------------------------------|---------------------|-----------------------------|---------------------|---------------------|
| Land and construction costs | \$ 4,554,217 | \$ - | \$ 1,664,217 | \$ 2,890,000 |
| Computer equipment | 541,880 | 387,322 | - | 154,558 |
| Computer software | 1,173,326 | 911,367 | - | 261,959 |
| Examination equipment | 279,526 | 107,535 | - | 171,991 |
| Leasehold improvements | 149,608 | 149,608 | - | - |
| Office furniture and equipment | 232,007 | 198,771 | - | 33,236 |
| | <u>\$ 6,930,564</u> | <u>\$ 1,754,603</u> | <u>\$ 1,664,217</u> | <u>\$ 3,511,744</u> |

ALBERTA COLLEGE OF PARAMEDICS
Notes to Financial Statements
Year Ended September 30, 2020

Amortization on capital assets for the year was as follows:

| | 2020 (12 months) | 2019 (9 months) |
|--|---------------------|--------------------|
| Amortization included in corporate administration and finance | \$ 21,036 | \$ 5,688 |
| Amortization included in examinations | 34,432 | 30,233 |
| Amortization included in information technology and telecommunications | 166,027 | 111,283 |
| | <u>\$ 221,495</u> | <u>\$ 147,204</u> |

6. INTERNALLY RESTRICTED INVESTMENTS

Restricted investments are comprised of investments subject to internal restrictions and not available for use for current purposes.

All internally restricted funds are invested in guaranteed investment certificates until required for use. The terms of the guaranteed investment certificates are the same as those noted in Note 4.

Note 8 provides a description of the funds internally restricted by the college.

7. DEFERRED REVENUE

| | 2020 | 2019 |
|----------------------------|---------------------|---------------------|
| Deferred registration fees | \$ 4,335,975 | \$ 4,303,950 |
| Deferred program approval | 5,600 | 5,425 |
| Deferred examination fees | 2,400 | 227,550 |
| | <u>\$ 4,343,975</u> | <u>\$ 4,536,925</u> |

8. PROFESSIONAL CONDUCT AND LEGAL FUND

The Professional Conduct and Legal Fund was established to provide a reserve should the College experience higher than normal conduct complaints. The fund would be used to cover investigation, legal and settlement costs in excess of the College's budgeted amount.

9. COMMITMENT

The College has a lease with respect to its premises. The lease provides for payment of utilities, property taxes and maintenance costs. The lease agreement expires on January 31, 2030. Future minimum lease payments as at September 30, 2020, are as follows:

| | |
|------------|---------------------|
| 2021 | \$ 351,125 |
| 2022 | 356,666 |
| 2023 | 358,513 |
| 2024 | 362,207 |
| 2025 | 364,055 |
| Thereafter | 1,632,981 |
| | <u>\$ 3,425,547</u> |

10. CONTINGENT LIABILITY

During the year, an employee of the College was given notice that the employee's position would be discontinued. Subsequent to year end, that employee filed a wrongful dismissal lawsuit claim against the College. The potential liability related to this claim cannot be determined as management feels the claim is without merit. As such, no amount related to this claim has been recorded in these financial statements.

11. SUBSEQUENT EVENTS

Subsequent to year end, the College sold their internally developed Advanced Care Paramedics and Primary Care Paramedics exam bank for \$300,000. The internally developed Emergency Medical Responder exam bank was also sold for \$145,000. The proceeds for both are due in quarterly installments over a period of five years.

