

2023/2024

ANNUAL REPORT

Alberta College of Paramedics



PURPOSE

Ensure public trust and safety through the regulation of the paramedic profession.

MISSION

Provide oversight to the paramedic profession through governance and regulatory excellence.

VALUES

ACCOUNTABILITY

We will be accountable in fulfilling our regulatory functions.

CONSISTENCY

We will be consistent in the application of rules, regulations and processes.

COLLABORATION

We will collaborate and engage with our stakeholders.

TRANSPARENCY

We will be open and transparent with our policies and processes.



TABLE OF CONTENTS

PURPOSE, MISSION AND VALUES	2
GOALS AND OBJECTIVES	4
INTRODUCTION	5
GOVERNANCE: COUNCIL’S ROLE	10
A YEAR IN REVIEW	14
REGULATORY	15
APPROVED EDUCATION PROGRAMS	17
MEMBERSHIP INFORMATION	18
CONTINUING COMPETENCE PROGRAM	20
COMPLAINTS AND DISCIPLINE	22
FINANCIAL INFORMATION	26
EQUITY, DIVERSITY AND INCLUSION STATEMENT	39

Goals and Objectives

These goals and objectives are set by Council and are the guiding imperatives for setting priorities, advancing activities and guiding the operations of the College.

ADVANCE THE PROFESSION

- Maintain and enhance updated information on professional development opportunities for members on the College website and other channels.
- Support the attraction of new and diverse candidates to the profession to ensure the next generation of competent practitioners.
- Align education standards with best practices in the profession.

BUILD PRODUCTIVE AND COLLABORATIVE RELATIONSHIPS

- Increase engagement with our regulated members.
- Develop our existing government relationships and national presence to further shape the delivery of healthcare.
- Commit to pursuing alignment and collaboration with key stakeholders in developing and adopting national practice guidelines.
- Increase communication and information sharing with employers.

COMMUNICATE THE ROLE OF THE COLLEGE

- Improve understanding of the role of the College with regulated members.
- Ensure public awareness by being accessible and informative to Albertans in our role of protecting the public interest by providing clear information, process and educational resources.
- Continue the conversation around what constitutes a regulated member and the impact on public safety when unregulated individuals provide medical services.
- Increase awareness on professional conduct and our complaints process.

ENSURE THE INTERNAL EFFECTIVENESS OF THE COLLEGE

- Maintain our commitment to our regulatory mandate through excellence in registration practices.
- Uphold high standards of education by administering our robust program approval process.
- Commit to continuous improvement of governance practices.
- Maintain and enhance our financial practices and reporting systems.
- Maintain and enhance our IT security practices.
- Ensure the long-term stability of the College by attracting and retaining high quality staff.
- Improve our onboarding process for new members of Council and committees including ongoing development and education.
- Continuously pursue best practices in operational and regulatory activities through effective collaboration with the regulatory community.
- Maintain our comprehensive conduct processes while continuing our commitment to a fair and transparent investigation and hearing process.

UNDERSTAND THE ENVIRONMENT, SOCIAL AND GOVERNANCE IMPACT OF THE COLLEGE

- Maintain our commitment to adhere to ESG principles within the College.
- Promote diversity and inclusion in the development and delivery of College processes and procedures.
- Promote diversity and inclusion on the College Council.

SUPPORT OUR MEMBERS' WELLBEING AND MENTAL HEALTH TO ENSURE ALBERTANS RECEIVE THE HIGHEST LEVEL OF CARE

- Continue to build a robust list of educational resources of mental health and wellbeing programs and supports for members.
- Foster a supportive regulatory environment for members impacted by physical and mental health issues.

President's Message

As I assume the role of Council President, I am humbled by the legacy of leadership that precedes me. The foundation built by past presidents, the collaborative spirit of our Council members and the commitment of our regulated members have collectively shaped a profession that continuously strives for excellence.

I want to extend my gratitude to Travis Lanoway, whose tenure as President set new benchmarks for our organization. Travis' strategic vision, dedication to evidence-based decision-making and ability to navigate complex challenges has left an indelible mark on our profession. His mentorship has equipped me with invaluable insights that will guide my leadership approach.

In September, we strengthened our Council with the appointment of Mozac Samson as our newest regulated member. Mozac brings with him extensive experience and knowledge in the field of paramedicine as well as an eager attitude to collaborate and support the profession. On behalf of Council, welcome to the table; we look forward to working with you and watching you excel in your new role.

One of our proudest achievements this year has been our continued financial stewardship. In an economic climate marked by inflation and rising costs, we've achieved what many thought impossible: implementing our third annual registration fee reduction since 2021. This accomplishment speaks volumes about our operational efficiency and fiscal responsibility.

To ensure long-term financial sustainability, Council has taken a landmark step by establishing the Fee Freeze Fund. This investment will capture surplus funds beyond our budgeted requirements, creating a financial buffer that enables us to maintain or potentially further reduce registration fees. This strategic approach demonstrates our commitment to financial responsibility and sustainability.

Looking ahead, we stand at the threshold of transformative changes in our profession. The expanded competency profiles the Canadian Organization of Paramedic Regulators (COPR) developed will better reflect the evolving scope of paramedic practice. The potential introduction of the Critical Care Paramedic designation represents a significant step forward in specialized care capabilities. Our strengthened collaboration with provincial stakeholders is opening new avenues for supporting our members in delivering exceptional patient care.

I am particularly excited about our initiatives to enhance professional development opportunities and our work on modernizing practice standards to align with emerging healthcare needs. These efforts will ensure Alberta's paramedics and EMRs remain at the forefront of EMS.

As your President, I commit to fostering transparent communication and steering our profession toward new heights of excellence. The challenges ahead are significant, but so are the opportunities. With our collective expertise and dedication, we are well-positioned to shape the future of paramedicine in Alberta.

I encourage all members to stay engaged and to continue providing the valuable feedback that helps guide our decisions. Together, we will continue building a stronger, more resilient profession that serves both our practitioners and the public.



Adam Swendsen, ACP
Council President

Public Members' Report

As public members, we are appointed to Council by the Government of Alberta. Together with the appointed regulated members, we govern the profession to protect and serve the public interest. We are accountable to the Minister of Health and serve on the College's Council under the *Health Professions Act* (HPA) to represent the interests of all citizens of Alberta. We actively participate in the governance activities of the College, serving as voting members of the Council. Providing value through our diverse experience, we bring health, education, governance, business, non-profit and organizational development perspectives to support the effective co-regulation of the profession. It is our pleasure to provide a brief overview of developments over the past year.

An onboarding process and document developed by a Council working group was successfully implemented for new Council members. Given the dynamic nature of the scope of Council, the onboarding process will continue to evolve every year.

An area of discussion at the Council table for several years has been the development of a Learning Management System (LMS). Over the past year, Council approved a five-year plan for the implementation of Moodle, the College's official LMS platform. This platform is a means to ensure that all members have access to high-quality up-to-date training and education which can improve their knowledge and skills, and ultimately enhance the quality of care they provide to the public.

Council was proud to announce another registration fee reduction in 2023/2024. This reduction was the result of a successful financial investment strategy and effective fiscal management. Our effective cybersecurity strategy resulted in a reduction of insurance costs while mitigating organizational risk.

In the summer, we said farewell to our longtime colleague and Council President, Travis Lanoway. It was a pleasure working alongside Travis and we commend him for his strong leadership role.

We would like to thank our fellow Council members, College executive and staff for their hard work and commitment. We appreciate Council's efforts as they devote their personal time and energy to the betterment of the profession.

On behalf of Albertans, we express deep gratitude to all regulated members working across the province in diverse and demanding conditions. We look forward to continuing to serve the public's interest.

Public Appointed Members:

Lynda Cherry, VP Finance, Audit and Risk Management
Tim Dyck
Tosin Osiberu
Chris Salmon, ICD.D
Donna Stephenson

Chief Executive Officer's Report

This year has been a period of quiet change and progress. This year is a testament to the mindset that although you may not witness the growth, it is still happening behind the scenes. At a high-level, a lot of work was accomplished at the Council table and by College administration to regulate the profession in a great path forward while ensuring public protection. As we have always maintained, these two areas are not mutually exclusive and these changes show that.

A large project that will be of increasing benefit and importance to the membership is the establishment of the College's own Learning Management System (LMS). At the beginning of this registration year, Council approved the administration team to develop and launch an LMS which will be available to our regulated members for educational and training purposes. Over the course of this year, the College staff have worked diligently to build this system and we're incredibly proud to see it officially launch at the beginning of our 2024/2025 year. The ongoing goal of the LMS will be to continue to enhance our members' training opportunities and all activities on the platform will be available for Continuing Education credits. This is another great example of how our mandate of public protection and interest can also provide benefit to regulated members.

This year, the College increased its focus on Professional Liability Insurance (PLI). We have worked collaboratively to increase awareness and education on why it is important for our members to have valid insurance. We have expanded our messaging to encourage members to do their own research on their policies and make sure the coverage fits not only our minimum requirements but also their specific practice needs. We also implemented a mandatory upload of PLI certificates in the member portal and an audit process. The two pieces work in tandem to remove any extra work from the members while giving us the opportunity to confirm records to meet our due diligence as the regulator.

In April, Rhea Bell joined the College as the Deputy Registrar. As the profession and the College continue to grow, it was clear there was a need to establish this new role. Rhea brings with her a wealth of knowledge having

worked in the profession for many years as well as extensive management experience. This position is designed to focus on administrative effectiveness within our registration system and support the increasing demands of both our members and external stakeholders. Rhea is also leading the initiative to launch the new Learning Management System (LMS). The LMS which will allow the College to develop and deliver regulatory educational content as well as courses and modules to enhance professional development. Rhea's expertise and dedication will be indispensable as we continue to advance our mission of safeguarding the public and supporting our members.

Finally, a relatively small accomplishment but one that I'm particularly proud of is the ability to provide our regulated members with plastic member cards at renewal. We have heard over the years that a hard plastic card was what the vast majority of members would prefer but it was not something we were able to offer at a fiscally responsible price. I'm very proud of the work and research our College staff invested to find a way to deliver this to the membership once a year at no additional cost to members. It is very encouraging to see that over 5,000 members opted in for this card.

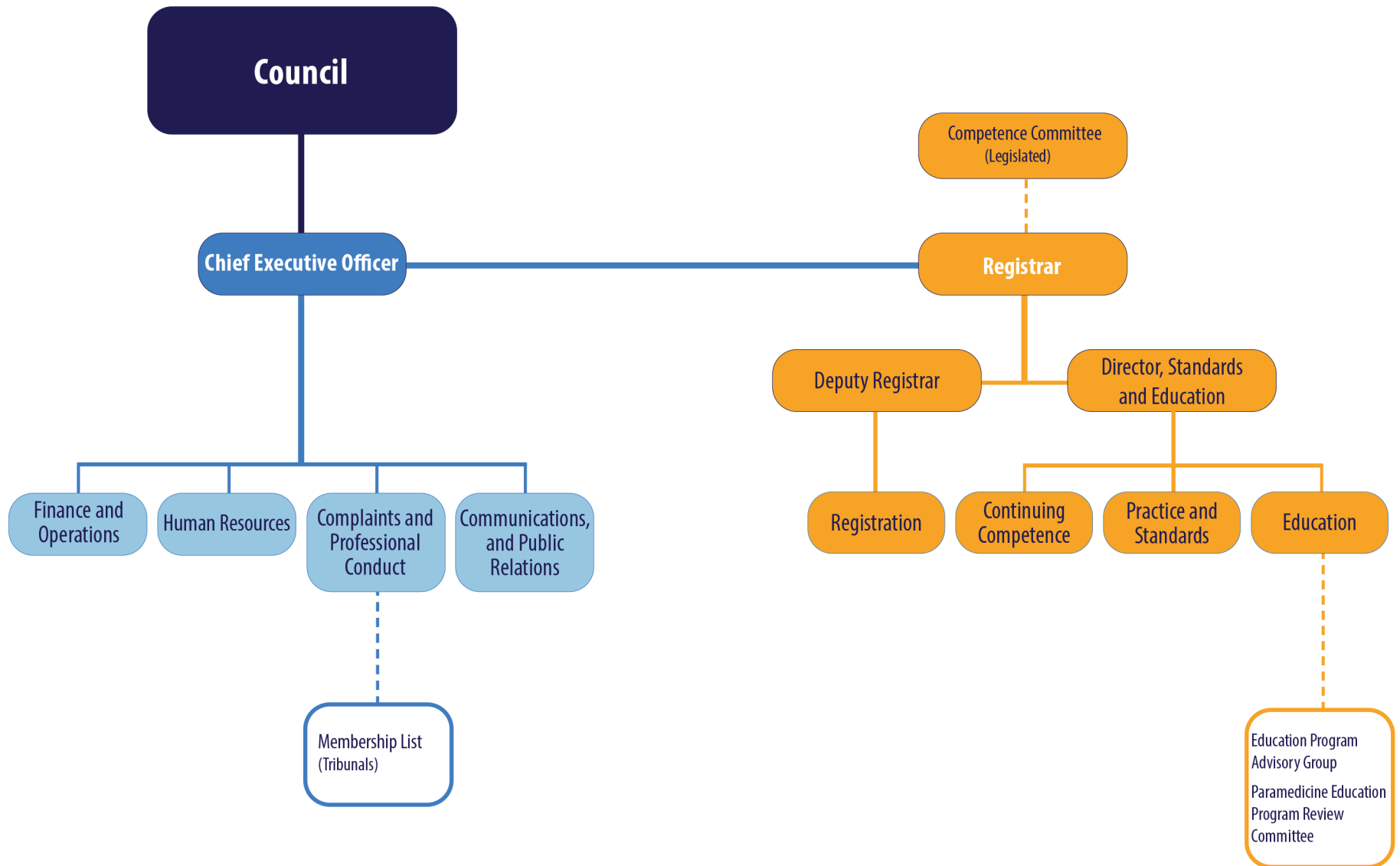
It is exciting to see how far we have come and where we are headed. Our dedicated staff and Council are working tirelessly to bring positive change each day. We are watching paramedicine connect and align nationally while making leaps and bounds provincially. It makes me extremely proud to be at the helm of the Alberta College of Paramedics and get to see real change in real time.



Wendy Dugas, ICD.D
Chief Executive Officer

Alberta College of Paramedics Organization Chart

(At September 30, 2024)



About the College

The Alberta College of Paramedics (College) regulates the practice of paramedicine in accordance with Alberta's *Health Professions Act* (HPA). The College regulates all three levels of paramedicine recognized in Alberta:

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

The College ensures that all paramedics in the province are registered before they can work in Alberta, by making sure every paramedic meets registration requirements including approved education, training, criminal record check, proof of good character and professional liability insurance.

The College also sets minimum requirements for paramedic education programs and evaluates education programs offered in Alberta.

As part of the College's requirement to establish and maintain a continuing competence program, the College and the Competence Committee will work with various educators, seminar providers and other organizations to ensure ongoing opportunities for professional development in the areas of continuing education and self-directed learning.

A critical component to the College's work in ensuring patient safety and the ongoing accountability of members is to carry out the functions of the complaints process outlined in the *Health Professions Act*. This process is designed to ensure that the public have a method for expressing concerns about a regulated member's actions, conduct or provision of treatment. As a regulated member of the College, a practitioner is required to participate in all complaint processes. Complaints against a regulated member are taken very seriously and serve to ensure the highest quality of care is upheld in Alberta.

As regulated members, paramedics must follow the continuing competence program requirements and practice within the Standards of Practice and Code of Ethics (created

by the College) in all professional and patient interactions. This ensures that all paramedic practitioners are held to the highest standard of practice when providing expert, quality care to Albertans.

Working together with regulated members, educational institutions, employers and government, the College's regulation of the paramedic profession upholds and enhances the trust Albertans have in this vital component of the healthcare system.

Like all health professions, paramedicine continues to evolve in scope, breadth and complexity.

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.



BACK ROW: Tim A. Ford, Alex Tetoff, Jay Parsons, Mozac Samson, Adam Swendsen and Harrison Stein.
FRONT ROW: Tim Dyck, Tosin Osiberu, Lynda Cherry, Wendy Dugas and Stephen Underhay.
MISSING: Chris Salmon and Donna Stephenson.

Council's Role

The College is governed by Council, which is made up of six regulated members and six 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
- Implementing Bylaws, Code of Ethics and Standards of Practice
- Developing and approving policy
- 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.

There was one, three-year term position available this year for appointment to Council. A call for applications was distributed to the membership. A third-party HR consultant reviewed all the applications and compiled a list of shortlisted candidates. These candidates were interviewed by the Selection Committee and the vacant position was filled.

COUNCIL

President: Adam Swendsen, ACP

President: Travis Lanoway, ACP (*term ended August 2024*)

Vice President Governance: Harrison Stein, ACP

Vice President Finance and Risk Management: Lynda Cherry

Regulated Council Members

Alex Tetoff, ACP
Jay Parsons, ACP
Mozac Samson, ACP
Stephen Underhay, PCP

Public Appointed Members

Chris Salmon ICD.D
Donna Stephenson
Tim Dyck
Tosin Osiberu

BYLAWS

The College made the following changes to the Bylaws in the 2023/2024 year:

Section 2.3

- 2.3.1 (b) added 'affiliated with'

Section 2.4

- 2.4.1 (d) deletion of 'for appointment to Council'
- 2.4.3 changed 'no more than seven days following the appointment' to 'before the beginning of their term'

Section 2.6

- (a) addition of 'Audit'
- (f) addition of 'participating in the vote'
- 2.6.3 addition of 'audit'

Section 2.7

- (b) addition of 'video'
- (c) addition of 'audit'

Section 3.1

- Deletion of section 3.1 Categories and Registers of Regulated Members and updated section numbers

Section 3.2

- Addition of Section 3.2 Information Regarding Regulated Members and Applicants

Section 3.4

- (a) deletion of 'or' and addition of 'or removed'
- Removed (b)

Section 3.6

- Removed (f)

Section 3.7

- Addition of section

Section 4.1

- (a) and (b) addition of 'the'

Section 4.2

- Addition of (a)
- (c) addition of 'and any additional requirements outlined in the Terms of Reference approved by the Council'
- (h) addition of 'and the Bylaws'
- (i) changed 'present at a meeting' to 'participating in the vote'

Section 4.3

- (a) addition of 'The Council may establish', changed 'is hereby established and may' to 'to' and changed 'Regulation' to 'Regulations'
- (c) addition of 'and any additional requirements outlined in the Terms of Reference approved by the Council'
- (h) changed 'present at a meeting' to 'participating in the vote'

Section 4.4

- (a) addition of 'for a term decided by the Council'
- (b) addition of 'and any additional requirements outlined in the Terms of Reference approved by the Council'

Section 4.5

- (a) deletion of 'any' and 'the hearing tribunal or CRC' and addition of 'it by the Hearings Director'
- Addition of (b)
- (c) change 'and' to 'or'
- (d) addition of 'the Regulation and the Bylaws'
- (e) addition of 'a decision of a', changed 'and' to 'or', deletion of 'decisions', changed 'a' to 'majority', deletion of 'of the majority of the Hearing Tribunal/CRC members present' and addition of last sentence.

Section 4.6

- (a) and (b) addition of 'the'

Bylaws and Committees

Section 5.1

- 5.1.3 (a) addition of 'audit'

Section 6.1

- Addition of (a)(ii)

Section 6.2

- (c) addition of 'and these Bylaws' and changed 'and the Chief Executive Officer shall immediately notify the Council in writing' to 'the Registrar shall immediately notify the Chief Executive Officer'
- Changed (d) from 'In the event of a conflict involving or due to incapacity of the Registrar is unable to act due to a conflict of interest or due to incapacity, the Chief Executive Officer will assume the role of acting Registrar' to the current content

Section 7.1

- (b) deletion of 'approved'

Section 7.2

- (a) deletion of 'and College Policy'
- (b) changed 'finalizing' to 'Council's approval of the'

Section 7.4

- 7.4.1(a) addition of 'may', changed 'publishes' to 'publish', deletion of 'including' and bullets i-iii
- 7.4.3 (a) changed 'College' to 'Registrar' and changed 'with respect to the professional conduct process, hearings, hearing decisions, and complaint resolution agreement and undertakings in accordance with the HPA, these Bylaws, College policies or as otherwise required by law' to current content
- Deletion of (b)
- (c) changed to (b) and changed 'in accordance with College policy' to 'if authorized to do so by the ratified settlement'

Section 7.5

- Removed 'the College and for'
- (a) addition of 'limits and discretion of Council set out', deletion of 'and save harmless', and 'and against'
- (b) changed 'absolute' to 'sole'
- (d) deletion of 'which will decide by a simple majority vote,' and addition of 'Council shall decide'

The College reviews the Bylaws annually.

COMMITTEES

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

The College's legislated and Council formed 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. Hearing Tribunal:** A Hearing Tribunal is established when a complaint of unprofessional conduct with respect to a member is referred for a hearing and may recommend that conditions be imposed on an investigated person's practice permit, or that the practice permit be suspended or cancelled.
- 3. Paramedic 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.

A Year in Review

FEE REDUCTION

The College and Council have been working to maintain fiscal responsibility and provide fee decreases wherever possible. Since 2021, Council has approved a total of \$26 in fee reductions. This year, Council approved another decrease of \$29 bringing the total of the registration fees to \$470. It remains imperative to Council that when approving any decreases, it is done so with the financial stability to maintain the new price for the next few years, and this decrease is no exception.

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 May 2024, the College broadcasted their virtual AMM utilizing the same media platform and feedback platform as previous years. The live update consisted of presentations from the CEO, Wendy Dugas; Registrar, Tim A. Ford; and Council President, Travis Lanoway. There were 126 participants on Pigeonhole and a total of 42 questions submitted. The AMM was available to view for the remainder of the registration cycle and could be used towards Continuing Competence (CC) credits. By the end of the registration year, the AMM had 1,443 total views and 732 regulated members claimed it for CC credits.

DEPUTY REGISTRAR

In April, Rhea Bell joined the College's Registration Department as Deputy Registrar. Rhea is an Advanced Care Paramedic with extensive experience in leadership roles and a keen interest in regulation. As Deputy Registrar, she is working closely with Registrar, Tim A. Ford, and engaging with a diverse range of stakeholders to ensure the effective regulation of the paramedic profession in Alberta.

PRACTICE PERMIT CHANGES

In 2016, when the profession was first brought under the HPA, a large list of "prohibitive conditions" were added on members' permits, most of these on the PCPs permits. These conditions highlighted several activities the regulations granted but regulated members were not properly trained to perform.

In June, the College made the transition to remove these prohibitive conditions from the permits and replaced them with the requirement that *'The performance of any restricted activity must align with the College's Standards of Practice'*. This statement applies in particular to SoP 4.1.2, where we remind our members that *"Despite any authorization to perform restricted activities, regulated members must restrict themselves to performing only the restricted activities that they are competent to perform, and those which are clinically relevant"*.

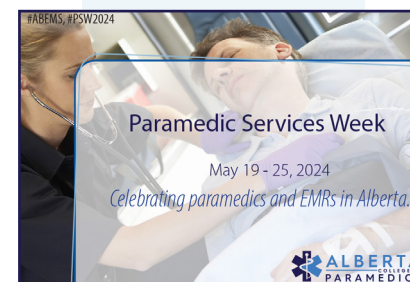
This transition was completed for a few reasons. First, the way these "prohibitive conditions" were used no longer aligns with the way the HPA now defines permit conditions. Second, the use of these prohibitive conditions was not applied consistently across all designations and education types. And finally, this demonstrates that the regulator is viewing all its members as true health care professionals by allowing them more autonomy in their practice.



Financials

- Fees are decreasing \$29 bringing the total to \$470.
- Our budgeting goal is to break-even.
- Council approved a Fee Freeze Fund
 - We are committed to either keep registration fees the same or lowering them whenever possible.
- We will continue to evaluate our financial position and provide updates.

#ABEMsAlberta | @ParamedicsAB



#ABEMs, #PSW2024

Paramedic Services Week

May 19 - 25, 2024

Celebrating paramedics and EMRs in Alberta.

ALBERTA PARAMEDICS



#ABEMs, #ThePulseEMS

THE PULSE

Registrar's Message -
Removing the listed Restricted Activities from Practice Permits

ALBERTA PARAMEDICS



#ABEMs, #ThePulseEMS

THE PULSE

2024 Annual Members' Meeting Recap

ALBERTA PARAMEDICS

Registrar's Report

Reflecting on this past year, I'm very proud of the progress we have achieved. As we all know, there has been increased focus as of late on the Emergency Medical Services (EMS) system in Alberta and specifically the stress on our regulated members. Provincially, significant work has been done to find solutions at addressing some of these areas of concerns and I'm very proud to have been the College representative during these discussions. It is imperative that we continue to have a seat at the table for these discussions so that we can advocate for increased supports for our members to ensure they can continue to deliver safe and effective care to Albertans.

This year, the College was asked to participate in the provincial Alberta Emergency Medical Services Standing Committee (AESC). This committee comes as a result of the previous Alberta Emergency Medical Services Provincial Advisory Committee (AEPAC) recommendations provided to the Minister of Health in January 2023. The AESC has been tasked with executing those recommendations and to advise the Minister of Health on various aspects of the EMS system, including air ambulance, ground ambulance and medical first response. The AESC will also provide recommendations to enhance workforce performance, system standards and overall EMS operations, and will do so by engaging with paramedics and EMS staff to understand and address emergency healthcare needs in different communities.

By participating on this committee, we have the opportunity to collaborate with key stakeholders and contribute to the development of policies and standards that impact the EMS sector in Alberta. This involvement ensures that the perspectives and voices of paramedics are well-represented in provincial decision-making processes. Furthermore, our participation is instrumental in driving initiatives that lead to improved outcomes for the communities we serve, ensuring that EMS services are delivered efficiently and effectively.

In our ongoing efforts to uphold accountability and transparency, we implemented a new comprehensive review process for members' Professional Liability Insurance (PLI) records. The PLI review confirms the information provided to the College and checks for any discrepancies as well as allows the College to verify any information that appears abnormal.

The PLI review and Continuing Competence record audits are meticulously designed to ensure that all members meet the required standards and are adequately insured, while also demonstrating the commitment to continuous professional development. By conducting these audits, we reinforce our dedication to safeguarding public trust and promoting the highest levels of competence within our profession. This process is essential to maintaining the integrity of our practice and ensuring that all members are equipped to deliver safe and effective care.

Perhaps most significantly, the College has embarked on a significant educational reform initiative to align our curriculum with the Canadian Organization of Paramedic Regulators' (COPR) Paramedic Entry to Practice Requirements (PERRs) project. Many members will be familiar with this project as there has been a number of opportunities to provide input throughout the development phase. The College will now begin working with our educational partners to realign the current curriculum model to ensure that our educational programs remain rigorous, relevant and reflective of the competencies required for paramedic practice in today's dynamic healthcare environment. By updating our curriculum, we are preparing our future paramedics to meet the evolving demands of the profession and deliver high-quality care to those in need. This alignment with COPR's PERRs ensures that our graduates are well-prepared to meet national standards and excel in their professional roles.

In conclusion, the achievements and advancements we have made this year are a testament to the hard work and dedication of our members, staff and partners. As we move forward, I am confident that we will continue to build on this strong foundation and drive positive change within our profession.

Sincerely,



Tim A. Ford, ACP
Registrar



Regulations

PARAMEDICS PROFESSION REGULATION

- There were no activities associated with the development of new or amended regulations in 2023/2024.
- No major consultations on the regulations with members and other stakeholders occurred in the reporting year.

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

Standards of Practice

No changes were made to the Standards of Practice in the 2023/2024 year.

Code of Ethics

No changes were made to the Code of Ethics in the 2023/2024 year.

Copies of the currently adopted Standards of Practice and Code of Ethics can be found on the College's website [ABparamedics.com](https://abparamedics.com).

Provincial Registration Examination

The Canadian Organization of Paramedic Regulators (COPR) examinations are approved as the provincial registration examinations in Alberta.

Approved Education Programs

CURRICULUM CHANGES

At a national level, the new Canadian Paramedic Competency Framework (CPCF) was released by the Canadian Organization of Paramedic Regulators (COPR). The CPCF is a comprehensive framework that outlines the essential competencies and regulatory practice standards for paramedics across Canada to unify the profession on a national scale.

In 2024, College staff initiated some important work in reviewing and revamping the province's current education program framework for EMR, PCP and ACP education as a response to these newly updated profiles. Dr. Joyce Engel was contracted to work collaboratively with the College to interview individuals from Alberta and across Canada. She has extensive expertise on gathering perspectives on the current state of education and the future requirements for education advancements. As part of the curriculum review, Dr. Engel compiled information into an environmental scan and drafted a new model for education in Alberta. During focus groups in the spring, summer and fall, Dr. Engel engaged with participants to present and receive feedback on the new education framework.

This framework will incorporate the recently released competency profile published by COPR. The anticipated release date for the new education framework is early 2025.

EDUCATION REVIEW AND ONGOING INITIATIVES

The Education Providers Advisory Group (EPAG) met twice during 2023/2024. EPAG members also collaborated with other stakeholders to develop recommendations for increasing the number and quality of PCP and ACP preceptorships. Some recommendations include providing Continuing Education (CE) credits for precepting students, offering preceptor training and tracking trends in preceptorship utilization more closely. These are all initiatives that the College is targeting for delivery in 2024/2025. Other recommendations such as harmonizing practicum evaluations, practicum lengths and simulation are recommendations that are being considered in the aforementioned project to review and revamp paramedicine education.

The Paramedicine Education Program Review Committee (PEPRC) completed approval reviews for PCP programs at Northwestern Polytechnic and Lethbridge Polytechnic. They also completed an approval review for an EMR program at Northwestern Polytechnic. These providers were granted conditional approval by Council as a recommendation from the PEPRC.

After thorough review of one approved education provider, the PEPRC made the difficult decision to provide Council with a recommendation of removing the education provider's approval status. At the time, this provider was approved to deliver the EMR and PCP education programs. Effective June 2024, the education provider had its approval statuses removed.

All currently approved paramedicine education programs can be found on the College's website.

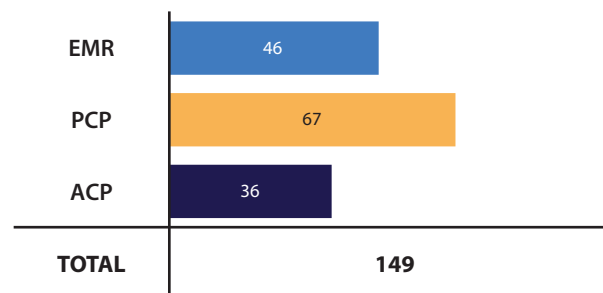
NEW REGISTRANTS

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 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.

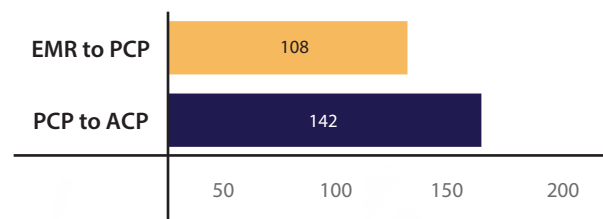
New Applications	Number
Number of total applications received for registration	913
New graduates from Alberta approved programs <i>(including those who have graduated from a new designation)</i>	584
Applications through other routes	Labour Mobility: 149 Substantial Equivalency: 48
Applicants returning to practice <i>(previously inactive/cancelled and reinstated)</i>	132
Number of registration reviews conducted	9
Total applications completed	664

Labour Mobility Applications



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

Applications for Registration Change



Number and types of regulated members

On October 1, 2023, 8,217 regulated members completed renewal on time and held a practice permit for the 2023/2024 membership year.

Total Regulated Members	Start of member year (Oct 1, 2023)	End of member year (Sept 30, 2024)
2023/2024	8,217	9,161
2022/2023	8,204	8,784
2021/2022	8,018	8,834
2020/2021	8,336	8,739

Non-renewal reactivations and cancellations	Suspended for non-renewal at start of member year (Oct 1, 2023)	Reactivated in the member year (Nov 2024)	Cancelled in the member year (Nov 2024)
2023/2024	496	161	538
2022/2023	511	95	498
2021/2022	679	76	755
2020/2021	558	50	508

Member Information

Members who held a practice permit through to the end of September 30, 2024

In total, there were 9,189 regulated members that held a practice permit at the end of September 30, 2024. Below is the breakdown per designation and registers:

Total Regulated Members (Sept 30, 2024)	EMR	PCP	ACP
Provisional Register	34	39	6
General Register	1,465	4,345	3,272
Suspended	8	13	7
TOTAL	1,507	4,397	3,285

Members whose practice permits were denied, restricted or not renewed in the 2023/2024 year

Number of denied practice permits = 33 (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	10	19	4
*Restricted	5	56	44
Not renewed	193	240	105

**In 2023/2024, the College changed the way conditions/restrictions were displayed on regulated members' practice permits. The current reporting structure is an accurate representation of practice conditions placed on a permit either due to conduct or from the Registrar. For more detail, see the 'Practice Permit Changes' update on page 15.*

Number of practice permits not renewed = 538

(includes those who declared non-renewal and those who were suspended due to Professional Liability Insurance (PLI) and had no access to the renewal application and those that just did not renew.)

Courtesy Register

Total number	0
Average length on courtesy register	0
Most common reason	N/A

Registration reviews by Council in 2023/2024

Reviews by Council

Number of Reviews	0
Reasons/circumstances for request to review(s)	0
Outcomes of review(s)	0



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.

The 2023/2024 CC cycle marks the fifth full year under the program’s recently adopted rules. The Continuing Competence program is reviewed every five years by the Competence Committee. In 2024, the Competence Committee determined no major changes would be made to the structure of the program. The Committee will review the program in 2029 for any structural changes.

2023/2024 Required Learning

There were no required learning modules for the 2023/2024 member year.

Continuing Competence

Program Description

The Continuing Competence program functions by the following rules:

1. Participation in the CC program is mandatory for all regulated members on the general register, regardless of employment status or practice setting.

Exceptions:
(i) Regulated members on the provisional and courtesy register do not have credit requirements.
(ii) New regulated members added on the general register in the middle of a membership year, will have no credit requirements until they renew their registration.
2. The CC cycle follows the membership year from October 1 to September 30.
3. CC activities are divided into two activity categories in which credits can be achieved:
(i) Continuing Education activities
(ii) Self-directed activities
4. Regulated members must complete a minimum of 60 credits each CC cycle. At least 30 of those 60 credits must be earned in the category of Continuing Education activities to be eligible to renew their practice permit.
5. Members are able to fulfill both credit categories with only Continuing Education; however, Self-Directed activities cannot fulfill both credit requirements.
6. Continuing Education activities are assigned three credits for one hour of activity.
7. Self-directed activities are awarded credits based on each hour equaling one credit with a maximum of 30 credits per activity.
8. Continuing competence credits exceeding the minimum 60 credits in one cycle cannot be carried over to the following continuing competence cycle.

9. The same or similar continuing competence 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 cycle is not permitted.
10. Credits can be claimed for instructor (re)certification course(s) or instructor prep hours however, subsequent teaching of the course cannot be.
11. Credits cannot be claimed for practice hours (i.e. time spent carrying out the activities that regularly occur in the course of providing paramedicine services). This includes hours on-call as they are considered part of regular employment responsibilities/expectations, patient contacts and teaching.
12. If the minimum credit requirements are not fulfilled before renewal, eligibility for renewal will be denied until credit requirements are met and may result in suspension or cancellation of the practice permit.
13. Members on a leave of absence may be eligible for a credit adjustment for the time in which they are unable to practice.
14. Members on a leave of absence will be required to complete any required/mandatory activities.

CHANGES TO THE CC PROGRAM

There were no changes to the program in the 2023/2024 member year.

CC RECORD AUDITS

The 2022/2023 CC Record Audit took place from November 2023 until February 2024. This was the fourth record audit conducted under the new Continuing Competence program. A total of 533 regulated members were audited. Of that group, regulated members were either randomly selected to participate or were additional participants flagged for mandatory audit participation. These members were required to provide documentation for all CC activities recorded on their profiles for the 2022/2023 CC cycle.

Initial notification letters were emailed on November 7, 2023. The members were given until January 31, 2024, to provide proper supporting documentation to their 2022/2023 CC activities record. The Competence Committee and College administration reviewed all submitted documentation and found 92% to have successfully completed the process and met all the requirements. The remaining members that were determined to have been non-compliant were provided with additional requirements.

PROGRAM ACTIVITIES

The Competence Committee met five times to review audit documentation and make decisions regarding the Continuing Competence program. Regulated members are required to complete a minimum of 30 credits from the College's approved list of Continuing Education courses. There are more than 1,100 approved opportunities with roughly 40 of those added in the 2023/2024 registration year.

PRACTICE VISITS

The College has not yet implemented practice visits.

COMPLAINTS RECEIVED

	2023/2024	2022/2023	2021/2022
New Complaints	129	69	78
Complaints carried over from previous years*	65	69	50
Complaints closed	98	68	67
Complaints still open*	96	70	83

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

ORIGIN OF COMPLAINTS

Complaints Received	2023/2024	2022/2023	2021/2022
Public (includes patient, family member, regulated member, other)	46	34	27
Employer	42	30	43
Complaints Director	41	5	8

Types of Unprofessional Conduct Allegations Received Between October 1, 2023 - September 30, 2024

Behaviour	Paramedic Designation (EMR, PCP or ACP)
Behaviour - Assault	2 PCP
Behaviour - Bill 21 - Sexual misconduct	1 PCP
Behaviour - Criminal Code (non-specific)	1 EMR, 1 ACP
Behaviour - Discrimination/racism	1 PCP
Behaviour - Disrespectful language/comments (patient)	5 PCP, 4 ACP
Behaviour - Disrespectful language/comments (public)	1 PCP, 1 ACP
Behaviour - Disrespectful language/comments (workplace/colleagues)	1 PCP, 5 ACP
Behaviour - Failure to adhere to workplace policies	5 PCP, 4 ACP
Behaviour - Failure to comply with Continuing Competence	4 EMR, 1 ACP
Behaviour - Failure to uphold integrity of the profession	1 PCP, 1 ACP
Behaviour - Fraud	1 PCP
Behaviour - Harassment (workplace)	1 PCP, 2 ACP
Behaviour - Miscellaneous	5 PCP, 2 ACP
Behaviour - Not maintaining mental fitness to practice (psychological)	4 PCP, 2 ACP
Behaviour - Not maintaining physical fitness to practice (substance abuse)	1 EMR, 3 PCP, 4 ACP
Behaviour - Not maintaining professional boundaries	1 PCP
Behaviour - Practicing without a permit	1 PCP, 1 PCP-Provisional
Behaviour - Practicing without professional liability insurance	10 EMR, 1 PCP-Provisional, 16 PCP, 6 ACP

Complaints and Discipline

Behaviour	Paramedic Designation (EMR, PCP or ACP)
Behaviour - Privacy breach	2 PCP, 1 ACP
Behaviour - Sexual harassment (workplace)	2 PCP, 2 ACP
Behaviour - Social media	2 PCP
Behaviour - Theft	1 ACP
Behaviour - Workplace bullying	1 PCP
TOTAL	111

Practice/Clinical	Paramedic Designation (EMR, PCP or ACP)
Practice - Assessment (insufficient/error)	5 PCP, 3 ACP
Practice - Documentation (inaccurate/falsified)	1 EMR, 2 PCP, 1 ACP
Practice - Failure to supervise effectively	1 ACP
Practice - Lack of competence	2 PCP, 3 ACP
Practice - Medication error	1 PCP, 1 ACP
Practice - Practicing out of scope	1 EMR, 3 PCP, 2 ACP
Practice - Professional negligence	3 PCP, 5 ACP
Practice - Treatment error	1 ACP
Practice - Unsafe practice	2 PCP, 2 ACP
TOTAL	39

COMPLAINTS OUTCOMES

Outcome	2023/2024	2022/2023	2021/2022
In progress	96	70	83
Referred to hearing	3	4	7 files (4 hearings)
Dismissed	33	39	52
Withdrawn	15	11	5
Resolved	38	14	10
s.118 (10)	0	3	1

HEARINGS

Summary	2023/2024	2022/2023	2021/2022
Number of public hearings held	4 hearings (5 members)	4 hearings (6 files, 6 members, 2 hearings with multiple members)	4 hearings (10 files, 6 members)
Number of closed hearings held	0	0	0

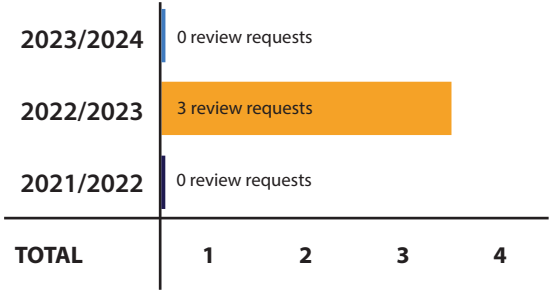
Section 118	2023/2024	2022/2023	2021/2022
Number of members dealt with under section 118*	2	2	5

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

Hearing Outcomes	2023/2024	2022/2023	2021/2022
Reprimand, course	1 (Joint Hearing - two members)	0	0
Reprimand, fine and costs	0	1 (Joint Hearing - two members)	0
Reprimand, fines and/or costs, course	0	0	6
Reprimand, suspension, fine, courses	1	0	0
Reprimand, suspension, fine, course, practice permit conditions, psychologist and therapy	0	1	0
Reprimand and cancellation, fine and costs	0	0	1
Reprimand, courses, fitness to practice required (by physician)	0	0	0
Reprimand, fines, course, practice permit conditions	0	1 (Joint Hearing - two members)	0
Permanent permit cancellation, publication	1	0	0
Pending Decision	1	0	0
TOTAL	4	3	7 (3 are continuations)

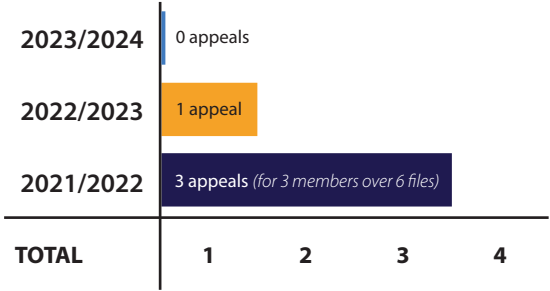
Complaints and Discipline

Request for Review to the Complaint Review Committee (CRC)



	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 fund	0	0	0
Amount of money dispersed	0	0	0

Appeals to Council



ALTERNATIVE COMPLAINT RESOLUTION

In 2023/2024, 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.



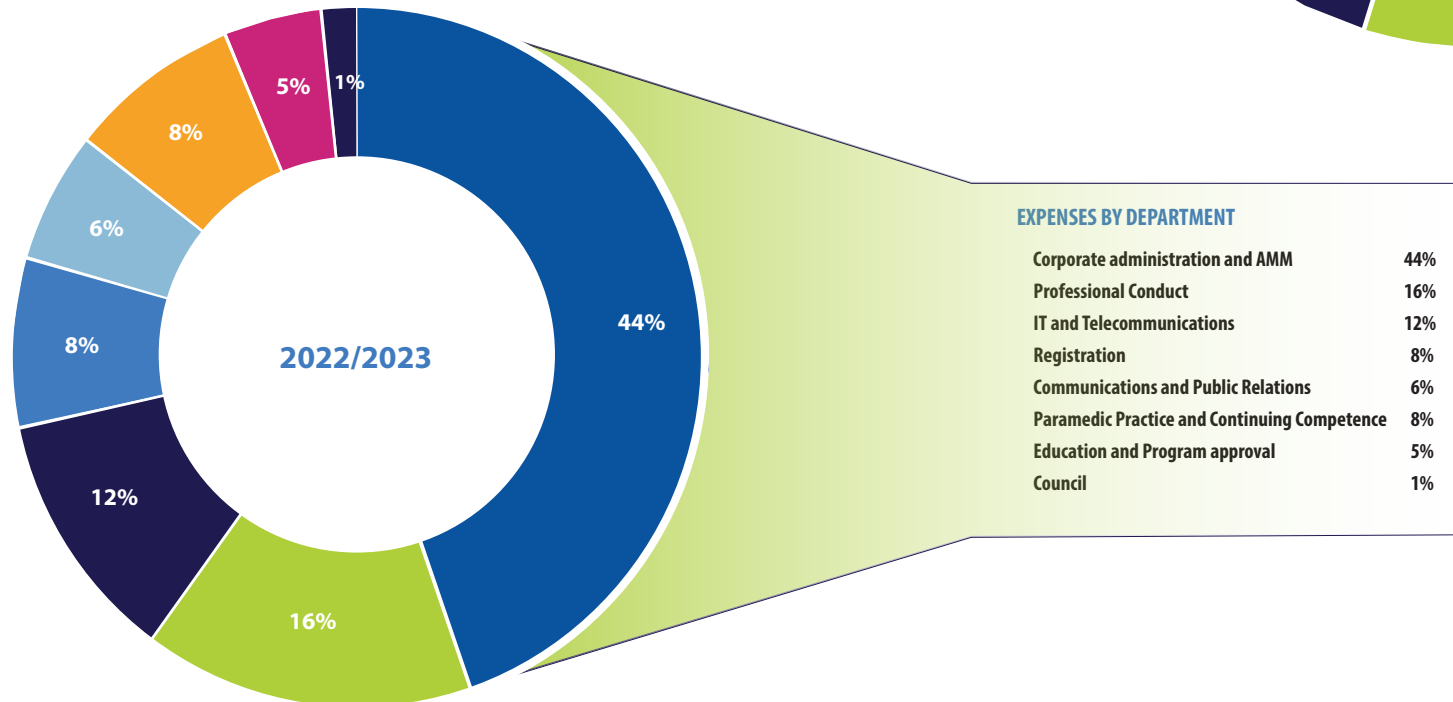
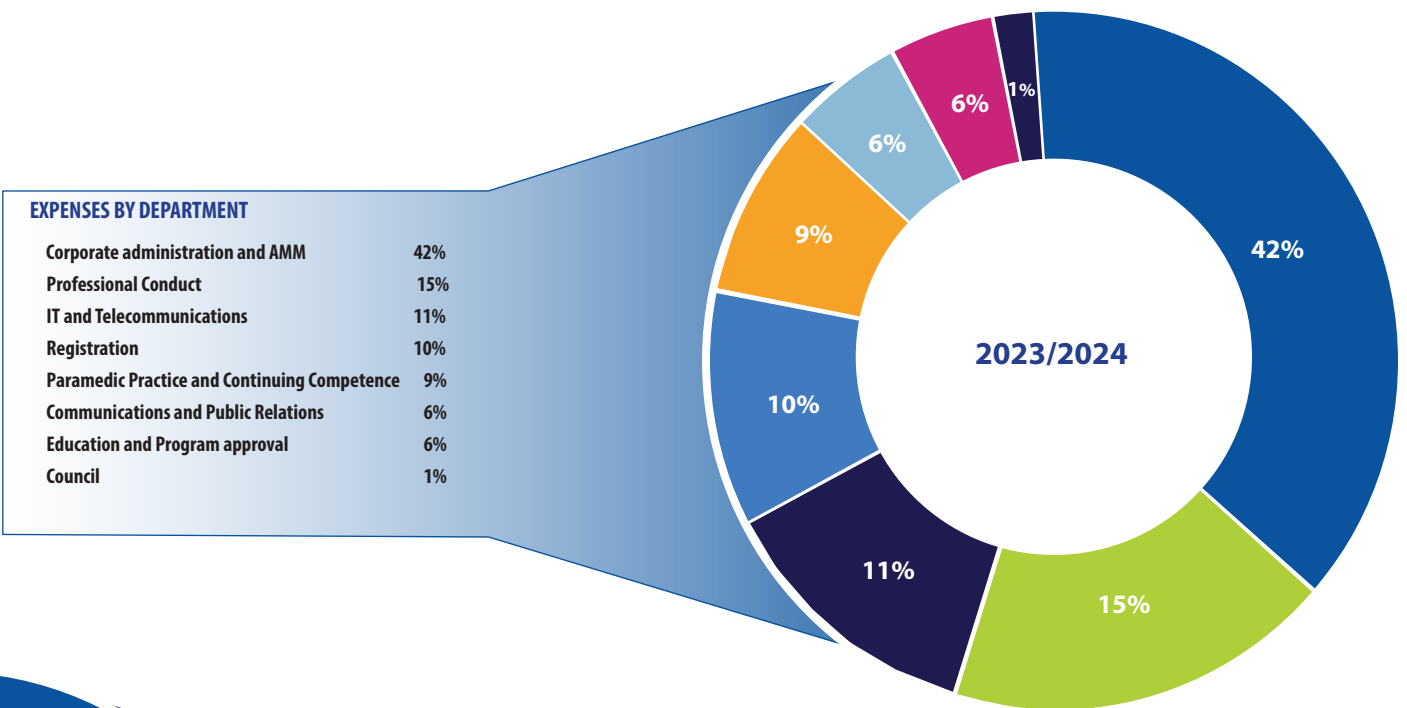
2023/2024 Financial Summary

The 2023/2024 fiscal year marks five consecutive years where the College has achieved a surplus. This year's significant surplus was largely driven by outstanding investment returns resulting from the College's Investment Strategy implemented by Council during the previous fiscal year. This allowed the College to invest in a more diverse array of financial options and due to having excess revenue, the College has been able to reduce member fees from \$525 to \$470.

Due to these unexpected excess returns on investments and having more reserves than required, Council and the College have been looking at the best solution to address future surpluses. This year, Council approved the establishment of a Fee Freeze Fund for the College. The purpose of the Fee Freeze Fund is to allow the organization to run a deficit without the need to increase fees. As long as there is a balance over a pre-determined amount set by Council in the account, Council will not increase the annual member fees. The Fee Freeze Fund currently sits with a balance above the determined minimum and as such, we will continue to evaluate whether fee decreases are possible but are committed to not introducing any increases over the next few years.

Although this is a strong financial position for the College to be in, it is imperative that Council remains cautious when deciding on future registration fees due to the volatility in the investment revenue and market. While the returns will be helpful in the long run, it could be possible to see significant year-to-year swings in investment revenue depending on the state of the market. This means that even if everything looks great for future fee reductions, Council should consider more conservative decreases over time rather than a larger one-off decrease.

Looking ahead, the College will look to operate budgets with a small deficit although our potential investment revenue may create surpluses in some years. This is the financial plan for the 2024/2025 fiscal year.



Expenses Breakdown

Corporate administration and AMM

- AMM: project management, audio/video costs to live stream, food, venue, signage
- HR: staff programs, training, benefits
- Finance: banking and annual audit
- Office management: property tax, rent, utilities, repairs and maintenance stationery, courier/postage, alarm
- Insurance
- Six full time employees (FTE)

Registration

- Registration and renewals
- Merchant fees on registration revenue
- Registration committees: honorarium, travel, accommodation, meals
- Four FTE

IT and Telecommunications

- Software: licenses and subscriptions
- Hardware: servers, computers, peripherals for 20 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 FTE

Professional Conduct

- Complaints: acceptance of complaints, communication, interview with complainants
- Investigation: travel and contract expenses
- Hearings: scheduling, venue, tribunal member compensation
- Lawyers: reviews of cases, recommendations, attendance at hearings, decisions
- Four FTE

Communications and Public Relations

- 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
- Two FTE

Paramedic Practice and Continuing Competence

- Competence committees: honorarium, travel, accommodation, meals
- Module Development
- Two FTE

Education and Program Approval

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



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, 2024, 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, 2024, and the results of its operations and 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 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.

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 related 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

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
December 12, 2024


Chartered Professional Accountants

ALBERTA COLLEGE OF PARAMEDICS
Statement of Financial Position
September 30, 2024



	2024	2023
ASSETS		
CURRENT		
Cash	\$ 5,139,400	\$ 4,449,630
Guaranteed investment certificate and marketable securities (Note 4)	4,310,190	3,779,386
Prepaid expenses	152,337	148,423
Note receivable (Note 5)	82,400	82,400
Land held for sale (Note 14)	1,950,000	-
	<u>11,634,327</u>	<u>8,459,839</u>
NOTE RECEIVABLE (Note 5)	34,500	116,900
GUARANTEED INVESTMENT CERTIFICATE (Note 4)	287,791	-
CAPITAL ASSETS (Note 6)	460,746	594,460
INTANGIBLE ASSETS (Note 7)	30,000	-
INVESTMENT IN LAND (Note 14)	-	2,700,000
INTERNALLY RESTRICTED CASH AND INVESTMENTS (Note 10)	<u>650,000</u>	<u>650,000</u>
	<u>\$ 13,097,364</u>	<u>\$ 12,521,199</u>
LIABILITIES		
CURRENT		
Accounts payable and accrued liabilities	\$ 390,000	\$ 330,859
Deferred income (Note 8)	<u>4,023,858</u>	<u>4,136,982</u>
	<u>4,413,858</u>	<u>4,467,841</u>
NET ASSETS		
Unrestricted fund	3,420,000	4,108,798
Capital asset fund (Note 9)	2,440,746	3,294,560
Internally restricted		
Professional conduct and legal fund (Note 10)	650,000	650,000
Fee freeze fund (Note 11)	<u>2,172,760</u>	<u>-</u>
	<u>8,683,506</u>	<u>8,053,358</u>
	<u>\$ 13,097,364</u>	<u>\$ 12,521,199</u>

COMMITMENT (Note 12)

CONTINGENT LIABILITY (Note 13)

SUBSEQUENT EVENT (Note 14)

ON BEHALF OF THE COUNCIL

 Councillor
 Councillor

ALBERTA COLLEGE OF PARAMEDICS
Statement of Revenues and Expenditures
Year Ended September 30, 2024

	2024	2023
REVENUES		
Registration fees	\$ 4,637,670	\$ 4,597,652
Program approvals	67,488	70,263
Investment income	797,032	275,344
Professional conduct fees	<u>9,750</u>	<u>7,500</u>
	<u>5,511,940</u>	<u>4,950,759</u>
EXPENSES		
Corporate administration and annual members' meeting	1,753,017	1,789,857
Professional conduct	637,509	681,768
Information technology and telecommunications	445,139	483,967
Registration	400,530	325,711
Public relations and policy	239,066	228,482
Paramedic practice and continuing competency	375,922	340,930
Education and program approval	233,243	195,512
Council	<u>47,366</u>	<u>48,197</u>
	<u>4,131,792</u>	<u>4,094,424</u>
EXCESS OF REVENUES OVER EXPENSES FROM OPERATIONS	1,380,148	856,335
IMPAIRMENT OF LAND (Note 14)	<u>(750,000)</u>	<u>(190,000)</u>
EXCESS OF REVENUES OVER EXPENSES	<u>\$ 630,148</u>	<u>\$ 666,335</u>

ALBERTA COLLEGE OF PARAMEDICS
Statement of Changes in Net Assets
Year Ended September 30, 2024

	2023 Balance	Excess of revenues over expenses	Interfund transfers	2024 Balance
Unrestricted fund	\$ 4,108,798	\$ 1,534,007	\$ (2,222,805)	\$ 3,420,000
Capital asset fund <i>(Note 9)</i>	3,294,560	(903,859)	50,045	2,440,746
Professional conduct and legal fund <i>(Note 10)</i>	650,000	-	-	650,000
Fee freeze fund <i>(Note 11)</i>	-	-	2,172,760	2,172,760
	<u>\$ 8,053,358</u>	<u>\$ 630,148</u>	<u>\$ -</u>	<u>\$ 8,683,506</u>

ALBERTA COLLEGE OF PARAMEDICS
Statement of Cash Flows
Year Ended September 30, 2024

	2024	2023
OPERATING ACTIVITIES		
Excess of revenues over expenses	\$ 630,148	\$ 666,335
Items not affecting cash:		
Impairment of land	750,000	190,000
Amortization of capital assets	153,759	198,183
Unrealized gain on marketable securities	(545,449)	(64,063)
	<u>988,458</u>	<u>990,455</u>
Changes in non-cash working capital:		
Prepaid expenses	(3,914)	(19,319)
Accounts payable and accrued liabilities	59,143	(22,998)
Deferred income	(113,124)	28,044
	<u>(57,895)</u>	<u>(14,273)</u>
Cash flow from operating activities	<u>930,563</u>	<u>976,182</u>
INVESTING ACTIVITIES		
Purchase of capital assets	(50,045)	(48,938)
Proceeds on disposal of capital assets	-	150
Collection of note receivable	82,400	82,400
Purchase of guaranteed investment certificates and marketable securities	(4,313,433)	(4,365,323)
Proceeds on the maturation of guaranteed investment certificates and sale of marketable securities	<u>4,040,285</u>	<u>502,548</u>
Cash flow used by investing activities	<u>(240,793)</u>	<u>(3,829,163)</u>
INCREASE (DECREASE) IN CASH FLOW	689,770	(2,852,981)
Cash - beginning of year	<u>4,449,630</u>	<u>7,302,611</u>
CASH - END OF YEAR	\$ 5,139,400	\$ 4,449,630

ALBERTA COLLEGE OF PARAMEDICS
Notes to Financial Statements
Year Ended September 30, 2024

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 accounting

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. 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 evaluation of the note receivable as to its collectability. An approximate allowance for doubtful accounts is provided where considered necessary.
- The assessment of the useful lives of capital assets. This assessment has an impact on the amortization and net book value of the assets recorded in the financial statements.
- The valuation of investment in land. Impairment provisions are recognized when there is an indicator of impairment and the carrying value exceeds the fair market value.
- The recognition and measurement of provisions and contingencies along with the key assumptions pertaining to the likelihood and magnitude of an outflow of resources.

Financial instruments

Initial measurement

The college initially measures its financial assets and liabilities originated or exchanged in arm’s length transactions at fair value. Financial assets and liabilities originated or exchanged in related party transactions, except for those that involved parties whose sole relationship with the college is in the capacity of management, are initially measured at cost.

The cost of a financial instrument in a related party transaction depends on whether the instrument has repayment terms. If it does, the cost is determined using its undiscounted cash flows, excluding interest, less any impairment losses previously recognized by the transferor. Otherwise, the cost is determined using the consideration transferred or received by the college in the transaction.

(continues)

ALBERTA COLLEGE OF PARAMEDICS
Notes to Financial Statements
Year Ended September 30, 2024

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

Subsequent measurement

The college subsequently measures all its financial assets and liabilities at cost or amortized cost, except for marketable securities that are quoted in an active market, which are measured at fair value. Changes in fair value are recognized in the statement of revenues and expenditures in the period incurred.

Financial assets measured at amortized cost include cash, guaranteed investment certificates, note receivable and internally restricted cash and investments. Financial assets measured at fair value include marketable securities. Financial liabilities measured at amortized cost include accounts payable and accrued liabilities.

Impairment

For financial assets measured at cost or amortized cost, the college determines whether there are indications of possible impairment. When the college determines that a significant adverse change has occurred during the period in the expected timing or amount of future cash flows, a write-down is recognized in the statement of revenues and expenditures. If the indicators of impairment have decreased or no longer exist, the previously recognized impairment loss may be reversed to the extent of the improvement. The carrying amount of the financial asset may be 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 the statement of revenues and expenditures.

Transaction costs

Transaction costs attributable to financial instruments subsequently measured at fair value and to those originated or exchanged in a related party transaction are recognized in the statement of revenues and expenditures in the period incurred. Transaction costs related to financial instruments originated or exchanged in an arm’s length transaction that are subsequently measured at cost or amortized cost are recognized in the original cost of the instrument. When the instrument is measured at amortized cost, transaction costs are recognized in the statement of revenues and expenditures over the life of the instrument using the straight-line method.

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.

Marketable securities

The college records its investments at fair value. Investment income includes interest income, dividend income, and realized and unrealized gains and losses. Included in investment income is an unrealized gain of \$545,449.

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.

(continues)

ALBERTA COLLEGE OF PARAMEDICS
Notes to Financial Statements
Year Ended September 30, 2024

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

Intangible assets

Intangible assets are comprised of development costs for a paramedicine program. Costs to develop intangible assets are capitalized provided the costs meet the capitalization criteria required by accounting standards for not-for-profit organizations. Intangible assets are amortized over their useful lives to the college unless the life is determined to be indefinite in which case the assets are assessed for impairment if events or circumstances suggest that the carrying value may be impaired. While under development, intangible assets are not amortized.

Impairment of long lived assets

When a long-lived asset no longer contributes to the college's ability to provide services, the net carrying amount is written down to the asset's fair value or replacement cost. The write-downs of long lived assets are accounted for as expenses in the statement of operations. A write-down is not reversed.

Investment in land

Investment in land consists of land owned by the college that is not in use, nor being held for future development. It is held at amortized cost except when it is established that its value is impaired. Impairment losses are accounted for as an expense in the statement of revenues and expenditures. When the extent of impairment of a previously written down investment decreases, the previously recognized impairment loss will be reversed to the extent of the improvement to a maximum of the amount of the loss previously recorded. Such reversal shall be recognized in the statement of revenues and expenses in the period the reversal occurs.

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 program approvals, special projects and other sources are recognized when the services are rendered.

Investment income

Investment income is comprised of interest income, dividend income, and realized and unrealized gains and losses from cash, fixed income investments and publicly traded securities. Revenue is recognized as it is earned. 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, 2024

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, 2024.

Credit risk

The college is exposed to credit risk in the event of non-performance by counterparties in connection with its note receivable. The college does not obtain collateral or other security to support the note receivable subject to credit risk but mitigates this risk by dealing only with what management believes to be a financially sound counterparty and, accordingly, does not anticipate significant loss for non-performance.

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 and leases an office facility. 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.

Market risk

The college's investments in publicly-traded securities exposes the college to price risks as equity investments are subject to price changes in an open market. The college does not use derivative financial instruments to alter the effects of this risk.

4. GUARANTEED INVESTMENT CERTIFICATE AND MARKETABLE SECURITIES

	2024	2023
Guaranteed investment certificate	\$ -	\$ 289,428
Equity investments	2,492,571	1,907,703
Pooled fund investments	1,817,619	1,582,255
Total short term	4,310,190	3,779,386
Guaranteed investment certificate - long term	287,791	-
	\$ 4,597,981	\$ 3,779,386

Guaranteed investment certificate includes accrued interest and excludes internally restricted amounts. Guaranteed investment certificate bears interest at 4.60% and matures May 2027.

5. NOTE RECEIVABLE

During 2021, the college sold its internally developed Advanced Care Paramedics and Primary Care Paramedics exam bank for \$282,450 and its internally developed Emergency Medical Responder exam bank for \$135,550. The proceeds are receivable under the following terms:

	2024	2023
Note receivable due from Canadian Organization of Paramedic Regulators due in quarterly payments of \$20,600, maturing May, 2026. The balance is non-interest bearing and is unsecured.	\$ 116,900	\$ 199,300
Amounts receivable within one year	(82,400)	(82,400)
	\$ 34,500	\$ 116,900

ALBERTA COLLEGE OF PARAMEDICS
Notes to Financial Statements
Year Ended September 30, 2024

6. CAPITAL ASSETS

	Cost	Accumulated amortization	2024 Net book value
Computer equipment	\$ 720,972	\$ 632,714	\$ 88,258
Computer software	1,668,897	1,457,668	211,229
Examination equipment	40,759	33,045	7,714
Leasehold improvements	100,533	31,277	69,256
Office furniture and equipment	321,066	236,777	84,289
	<u>\$ 2,852,227</u>	<u>\$ 2,391,481</u>	<u>\$ 460,746</u>

	Cost	Accumulated amortization	2023 Net book value
Computer equipment	\$ 707,968	\$ 597,675	\$ 110,293
Computer software	1,661,855	1,368,651	293,204
Examination equipment	40,759	31,117	9,642
Leasehold improvements	100,533	24,574	75,959
Office furniture and equipment	321,066	215,704	105,362
	<u>\$ 2,832,181</u>	<u>\$ 2,237,721</u>	<u>\$ 594,460</u>

Amortization on capital assets for the year was as follows:

	2024	2023
Amortization included in corporate administration and annual members' meeting	\$ 27,774	\$ 32,829
Amortization included in information technology and telecommunications	124,058	162,944
Amortization included in paramedic practice and continuing competency	1,928	2,410
	<u>\$ 153,760</u>	<u>\$ 198,183</u>

7. INTANGIBLE ASSETS

Intangible assets consists of development costs related to the development of a paramedicine program. The paramedicine program has total costs of \$30,000. No amortization has been recorded as this program is still under development.

ALBERTA COLLEGE OF PARAMEDICS
Notes to Financial Statements
Year Ended September 30, 2024

8. DEFERRED REVENUE

	2024	2023
Deferred registration fees	\$ 4,007,370	\$ 4,118,957
Deferred program approval	16,488	18,025
	<u>\$ 4,023,858</u>	<u>\$ 4,136,982</u>

9. CAPITAL ASSET FUND

The capital asset fund represents investments made in capital assets and is comprised of capital assets, intangible assets and land held for sale.

10. 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.

This fund is held in a guaranteed investment certificate in the amount of \$650,000 until required for use. Terms of the guaranteed investment certificate are included in Note 4.

11. FEE FREEZE FUND

The fee freeze fund has been established during the current year. If there is more than \$250,000 in this fund, council and administration have committed to not entertaining a registration or renewal fee increase. The unrestricted fund and the professional conduct and legal fund referred to in note 10 must sum to at least 75%-90% of the budgeted expected expenditures for the upcoming year. Any excess amounts will be allocated to the fee freeze fund.

12. 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, 2024, are as follows:

2025	\$ 362,946
2026	366,640
2027	372,182
2028	377,723
2029	383,264
Thereafter	<u>128,370</u>
	<u>\$ 1,991,125</u>

13. CONTINGENT LIABILITY

The college has been named as a defendant in a wrongful dismissal, defamation claim and human rights complaint. The claim has not yet been resolved, however, an accrual representing management's best estimate of the payout has been recorded in these financial statements. Any settlement in excess of the amount accrued or under the amount accrued will be recorded in the period the final resolution of the matter is reached. Legal costs associated with the claim are expected to be covered by insurance.

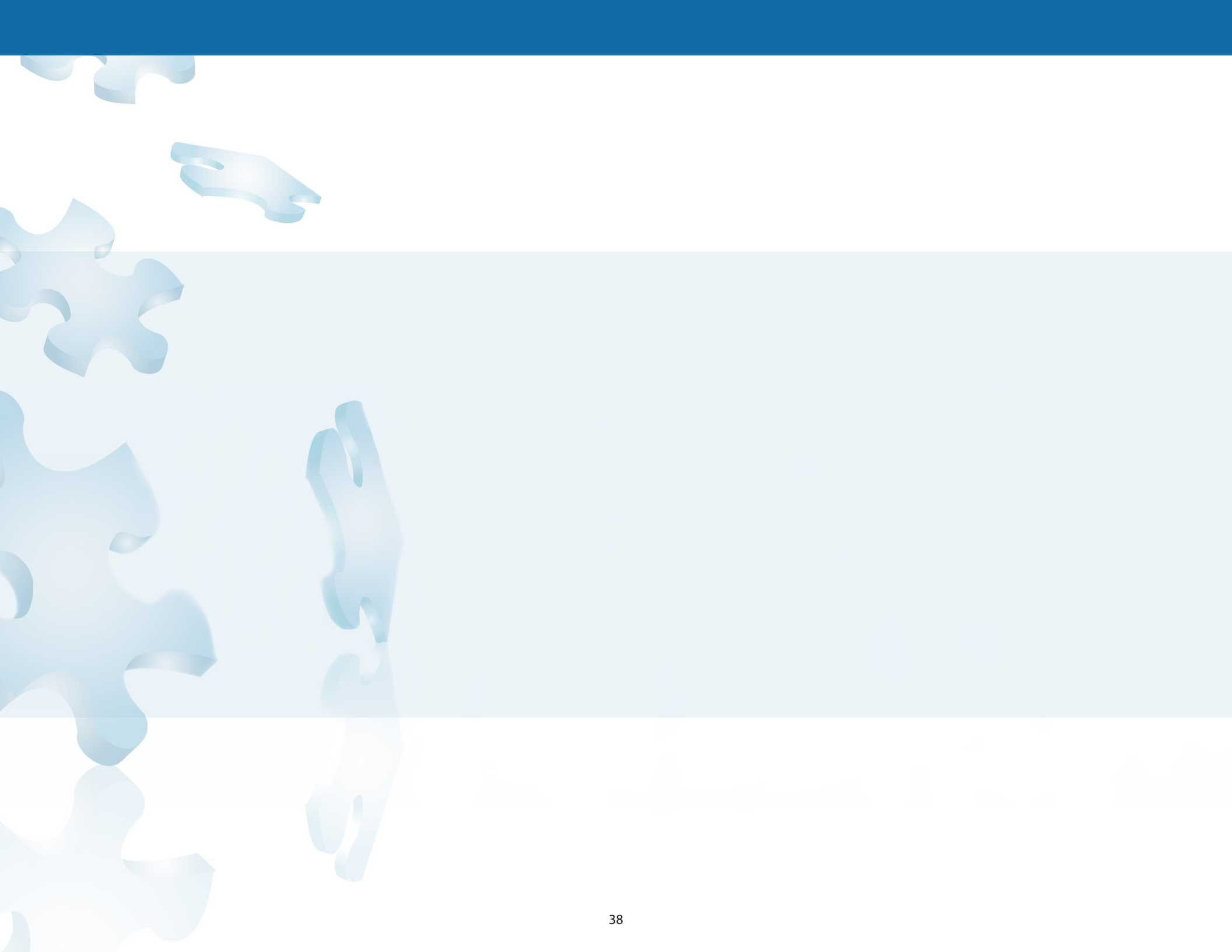
ALBERTA COLLEGE OF PARAMEDICS
Notes to Financial Statements
Year Ended September 30, 2024

14. SUBSEQUENT EVENT

On October 31, 2024, the college accepted an offer to purchase the land in which it has held since 2015. The agreed sales price was \$2,000,000. This amount is to be paid by way of a \$100,000 deposit upon signing of the sales agreement, a \$400,000 deposit when all conditions have been lifted and the remaining \$1,500,000 on the closing date which is August 30, 2024.

As all proceeds will be collected prior to the next balance sheet date, the investment in land was reclassified as a current asset called "land held for sale."

On September 30, 2023 the investment in land had a carrying amount of \$2,700,000. As at September 30, 2024 the land has been written down to its fair value less an estimate of the costs to sell which amounted to \$1,950,000. The resulting \$750,000 impairment has been recorded in the statement of revenues and expenditures.



EQUITY, DIVERSITY AND INCLUSION

The Alberta College of Paramedics and its regulated members highly value and respect this diversity among public, patients, practitioners and those who regulate the healthcare profession.

The College is committed to providing equal opportunity to all qualified persons without regard to race, religious beliefs, colour, gender, gender identity, gender expression, physical disability, mental disability, ancestry, age, place or origin, marital status, family status, sexual orientation and any other protected grounds, in accordance with relevant legislation. Equal opportunity is provided in employment and volunteer positions with the College.

In regulating the paramedic profession, the College is committed to creating a space free of discrimination across all operating and regulatory practices. Recognizing that inclusion is about the collective, we foster a culture of equity by embracing, respecting, accepting and valuing differences.

Approved by Council September 2021

LAND ACKNOWLEDGEMENT

The Alberta College of Paramedics expresses gratitude and respect for the land we use.

The College acknowledges that our office is located on Treaty 6 Territory and our regulated members practice within Treaty 4, Treaty 6, Treaty 7, Treaty 8, Treaty 10, and the Métis Settlements within Regions 1 to 6 of the Métis Nation of Alberta. The College strives to respect, honour the histories, languages and cultures of First Nations, Métis and Inuit nations.

May we find new ways to live with respect on this land, moving into reconciliation as we journey forward together.



Alberta College of Paramedics

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