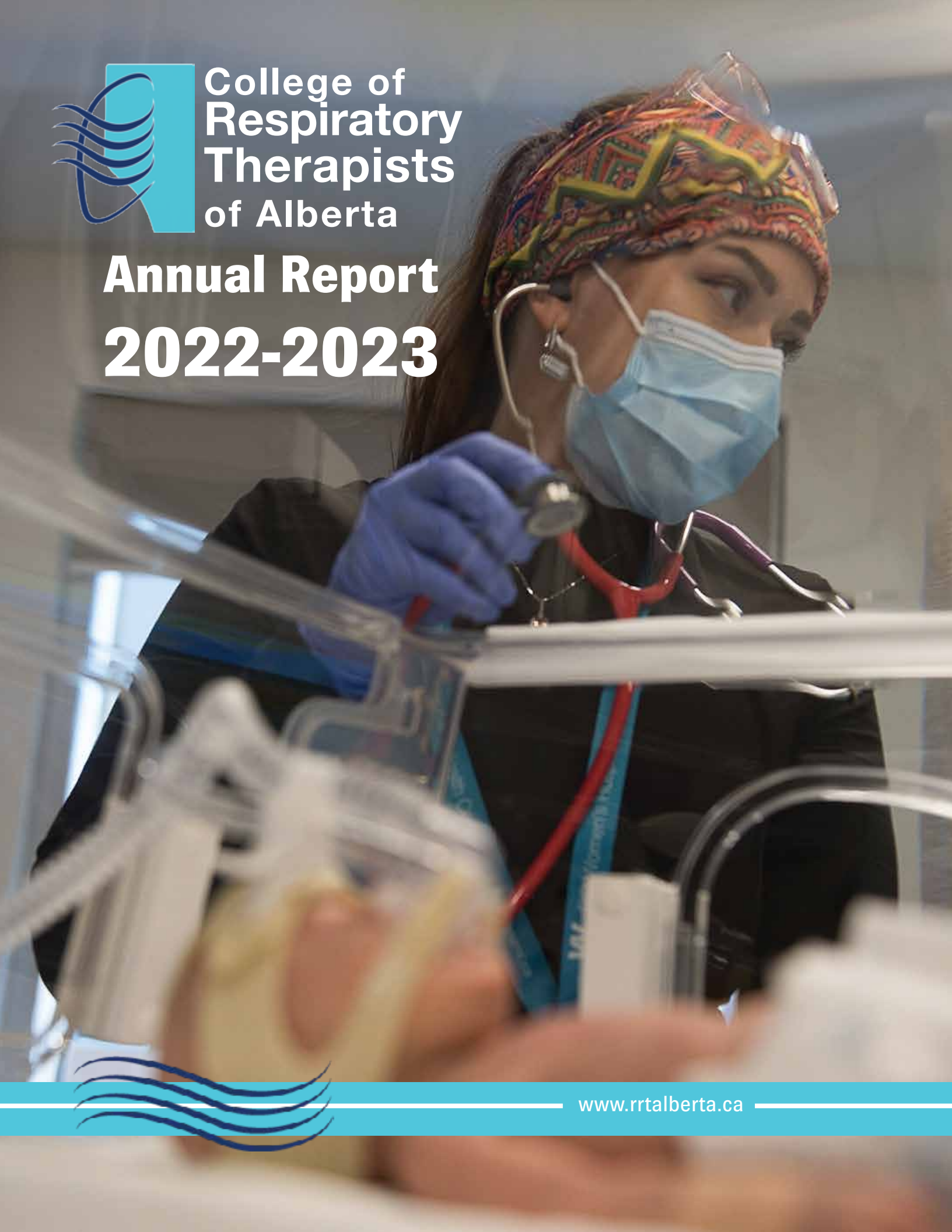
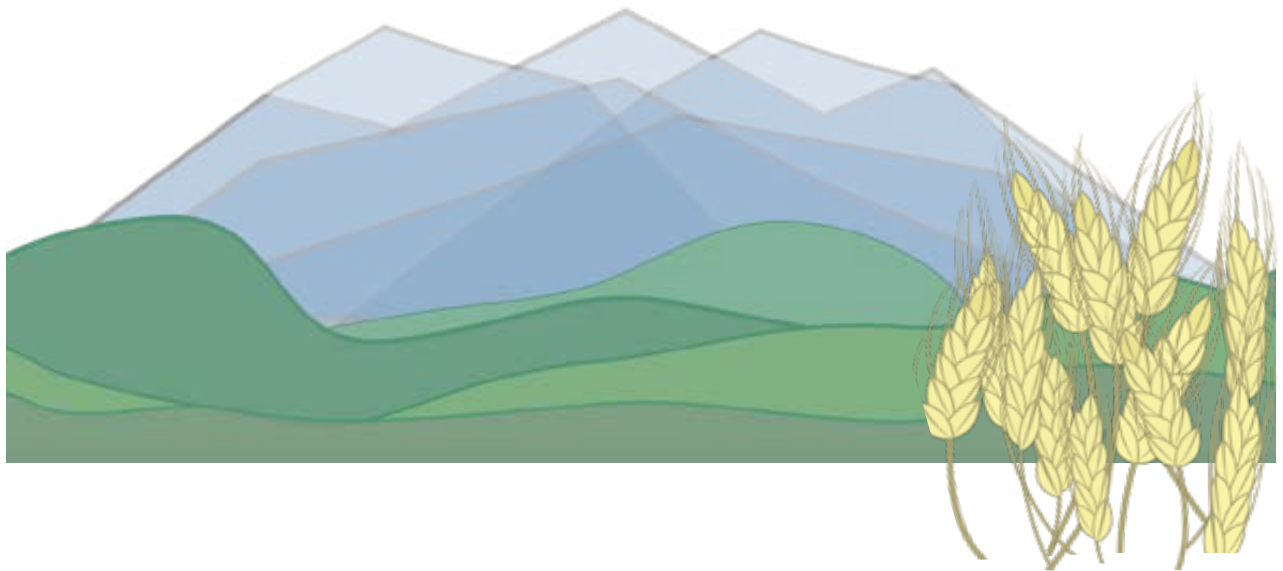




College of
Respiratory
Therapists
of Alberta

Annual Report 2022-2023





Photography and Design by Shannon Silver Images, Calgary
Printing by Budget Printers , Calgary
Photos in this Annual Report are of RRTs at work at the Grande Prairie Regional Hospital

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About This Report

This annual report is for the reporting period of April 1st, 2022, to March 31st, 2023. It is produced for the benefit of all stakeholders including: the people who receive health services from registrants, the public, the Minister of Health, the Alberta provincial government, our registrants and employees, approved education programs, public and private industry. We hope that readers will make use of the information and perspectives provided within this report and see them as an invitation to further dialogue with the CARTA Council.

We continue to engage in constructive discussions, we seek to adapt and develop solutions based on what we learn, and we aim to contribute to, and succeed in, value creation for people

with the goal of providing exceptional corporate social responsibility. This annual report is submitted to the Minister of Health in a form acceptable to them, and contains the information requested by the Minister pursuant to *Section 4* of the *Health Professions Act*.

This report also includes the independent auditor's report for the fiscal year ending January 31st, 2023, it is created in accordance with Canadian Accounting Standards for Not-for-Profit Organizations (ASNPO). The College does not establish professional fees for health care services rendered or have an authorization under *Section 27* of the *Act* to establish professional fees. The activities of the College do not include collective bargaining. This is performed by the Health Sciences Association of Alberta which is the organization certified as the official bargaining agent on behalf of Respiratory Therapists working in the public sector for Alberta Health Services and Covenant Health.

The College is a corporation under the authority of the *Act* and registered with Alberta Corporate Registries. The organization was originally incorporated as the Alberta Society of Respiratory Therapists on August 23rd, 1971.

We operate as a not-for-profit entity in accordance with the *Federal Income Tax Act* and are exempt from charging the goods and services tax to our regulated members for registration fees or services. The Council of the College reviewed and approved this report at a virtual meeting convened on September 15th, 2023.

About Respiratory Therapy

The following Practice Statement for the Respiratory Therapy profession is identified in *Schedule 26* of the *Health Professions Act*:

“In their practice, Respiratory Therapists do one or more of the following: provide basic and advanced cardio-respiratory support services to assist in the diagnosis, treatment and care of persons with cardio-respiratory and related disorders, and provide restricted activities authorized by the regulation”

Respiratory Therapists use the protected title Registered Respiratory Therapist together with the professional designation “RRT” as identified in *Schedule 26* of the *Health Professions Act*. Registrants provide a wide variety of diagnostic and therapeutic services of exceptional quality to individuals suffering from lung or heart problems, as well as an assortment of related disorders.

These services are provided in acute care hospitals, extended care facilities, clinics, laboratories, and clients’ private residences. Registrants provide health services in a wide variety of public and private clinical practice settings and are also actively engaged in the stabilization and transportation of critically injured and ill patients. Registrants actively leverage existing and emerging technologies to provide patients with access to exceptional quality care experiences.





About the College of Respiratory Therapists of Alberta

The College of Respiratory Therapists of Alberta is a provincial regulatory body dedicated to delivering value added services to the public. Our primary focus is to protect the public by providing our members the resources they require to effectively serve Alberta communities.

Legal Services

DERRICK PAGENKOPF PROFESSIONAL CORPORATION
Calgary, Alberta

KAREN PERRY LAW
Calgary Alberta

Independent Auditor

Mahmud Khalfan
KHALFAN CHARTERED PROFESSIONAL ACCOUNTANTS
Chartered Professional Accountants
Calgary, Alberta

Banking

ATB FINANCIAL
Calgary North Hill Branch
Calgary Alberta

BANK OF NOVA SCOTIA
Beddington Branch
Calgary, Alberta

Investigative Services

IRISS Integrated Risk Investigations Security Solutions
#1430, 240 - 70 Shawville Blvd SE
Calgary, Alberta

Mission

Protecting the public through quality regulation of practice of respiratory therapists.

Vision

Promoting excellence in respiratory therapy through regulation, education and registrant support.

Values

Integrity, respect, accountability, ethics and practice excellence.





Corporate and Social Responsibility

Corporate Social Responsibility (CSR) is defined as an organization's commitment to operating in an economic, social and environmentally sustainable manner, while recognizing the interests of its stakeholders, including; regulated members, business partners, local communities, the environment and society at large. CSR goes beyond activities such as volunteer-ism and charity. Organizations such as CRTA who practice CSR develop policies, procedures and programs in areas such as: employee relations, community development, environmental stewardship, marketplace practices, transparency of processes and accountability. The following are some of the CSR practices CRTA has been actively engaged in this year:

OUR OFFICES

- We use computer monitors that are the most energy efficient and position them to minimize glare and employee eye fatigue;
- Our office chairs are sourced for their ergonomic design so that employees are comfortable as well as properly supported when sitting while at work;
- We lease office space in a Building Owners and Managers Association (BOMA) certified building which is highly energy efficient and meets or exceeds extensive environmental practice standards.

OUR ORGANIZATION

- Our web-site is a source of electronic truth which also reduces the need for paper records and reports, with the exception of those specifically required, such as the hard-copy of this report submitted to the Minister of Health;
- We securely cross-shred and destroy office paper documents. This makes recycling easier while ensuring privacy is protected;
- CARTA actively participates in the Building Paper, Electronic Recycling Program created by Green Calgary. We also use recharged ink cartridges for our office printers;
- We are committed to transparency about our business practices as well as our regulatory responsibilities and publish our social responsibility activities in this annual report.

OUR REGISTRANTS & EMPLOYEES

- Our employees enjoy the use of building exercise facilities and safe secured parking facilities;
- Our employees routinely participate in building security, fire and evacuation practices and drills;
- Many of our regulated members volunteer their time and services for a variety of professional, community, sport, cultural and education events throughout the year in the province;
- We value the contributions made by our employees to an innovative profession and treat them with respect consistent with all Labour and Occupational Health and Safety Legislation.

OUR COMMUNITY

- We continue to source products and services from providers in our supply chain who treat us fairly and with integrity. We look for suppliers who respect our vision and mission, and we look to be fiscally responsible stewards of our regulated member's limited resources;
- When possible we source 30% to 100% recycled paper products that possess the trademark of the not-for-profit Forest Stewardship Council indicating that the wood used to make the product is well managed according to strict environmental, social and economic standards.

Equity, Diversity and Inclusion

“The College of Respiratory Therapists of Alberta registrants and representatives have a responsibility to protect and serve the public interest by providing competent, safe, respectful, and inclusive care. The integrity of our relationships is supported by our commitment to acknowledging equity, diversity, and inclusion. Registrants and representatives are dedicated to preventing discrimination against its registrants, their patients, and clients. We are committed to demonstrating accountability when supporting our diverse population.”

Registrants and Representatives Land Acknowledgement

“We acknowledge that Alberta is the traditional and ancestral territory of many peoples, presently subject to Treaties 6,7, and 8. This includes the Metis Settlements. Our membership makes this acknowledgement as an act of reconciliation and gratitude to those whose territory we reside on or are visiting.”

Our Future

To become a leader while protecting the environment





Governance

Under the authority of the *Health Professions Act*, the Council is responsible for governing the profession in the public interest. An important aspect of governance is the responsibility the Council has to act as a stakeholder in the development of regulation in the province, development of profession specific Standards of Practice and Codes of Ethics, as well as create and amend corporate by-laws to support the mandate in accordance with the *Act*.

The Council also directs and regulates the profession, establishes, maintains and enforces standards for registration and continuing competence, and approves programs of study and education courses for purposes of registration requirements.

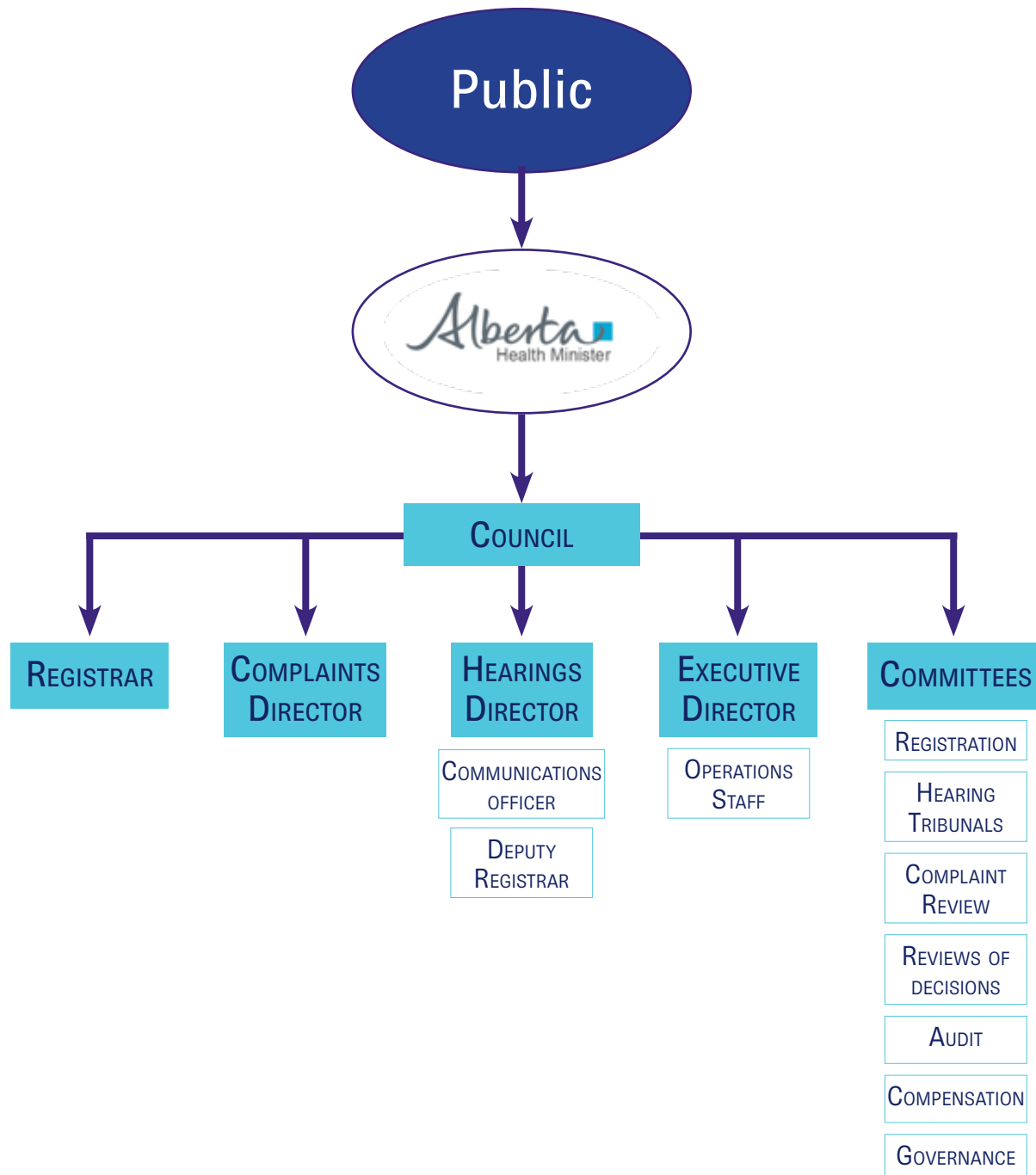
To achieve these objectives the Council has representation on a variety of organizations involved in matters related to professional regulation which include: the Health Professionals Testing Canada (formerly the Canadian Board for Respiratory Care), and the National Alliance of Respiratory Therapy Regulatory Bodies (NARTRB). To fulfill its governance mandate and uphold regulatory excellence, the Council maintains membership in; the Council on Licensure Enforcement and Regulation, the Alberta Federation of Regulated Health Professionals, and the Alberta Foundation of Administrative Justice.

The Council executes its duties by integrating governance best practices in: transparency, appropriate disclosure, registrant engagement, and broad based stakeholder consultation. These best practices are the basis by which the regulatory body actively participates with the other members of the NARTRB leveraging the economies of scale with our regulatory counterparts from other provincial jurisdictions. We are able to optimize value for the patient, client and resident populations served by regulated members throughout the country.

The Council has built a strong governance team and sustains a knowledge-based governance strategy by exploring tactics to effectively manage change in today's operating environment. Additionally, it employs techniques to create continued growth and success, while developing resources to remain effective and meet regulated members' needs.

The decision making model that the Council incorporates is based on pragmatic consensus. Council routinely considers the value proposition as it relates to its legislative mandate when making business decisions. Reflecting the characteristics of the Respiratory Therapy membership, assumptions are frequently challenged by the Council in an attempt to be innovative and responsive to a rapidly changing health care environment. In this regard, stakeholders look towards the Council for leadership.

Organization Chart





Elected Council



President

Karrie Whalen RRT BSc
Edmonton
Term expires: 2026



Vice President

Melissa Morrison RRT
Calgary
Term Expires: 2026

Directors at Large



Lynard Higoy RRT, BMR(RT) CRE CTE
Edmonton
Term expires: 2024



Melissa Grabowski RRT
Calgary
Term expires: 2025



Sarah Bieganek RRT BSc MA
Edmonton
Term Expires: 2026

Public Members and Administration



Dr Raj Singh PhD MSc MBBS BSC
Term Expires: *Nov 2024*



Larry Loven BSc BID CMC
Term Expires: *Nov 2026*



Gary Christopherson BH(H), MPA
Term Expires: *Jun 2025*



Tiffany Poltz, CPA
Term Expires: *Jun 2025*



Registrar, Complaints Director
Bryan Buell RRT, BGS, CTAJ, CMP



Deputy Registrar, Hearings Director
Gerald Spence RRT, CJAT





Committee and Hearing Tribunal Members

REGISTRATION COMMITTEE

Chairperson- Jeffery Ung, RRT Calgary

Members

- Dolores Michelin, RRT Calgary
- Judy Duffett-Martin, RRT Calgary
- Will Cunnington, RRT Calgary
- Travis Eremko, RRT Calgary

Competency Committee is the registration committee

HEARING TRIBUNAL PANEL MEMBERS

Preliminary Investigations conducted by IRISS Integrated Risk Investigations Security Solutions

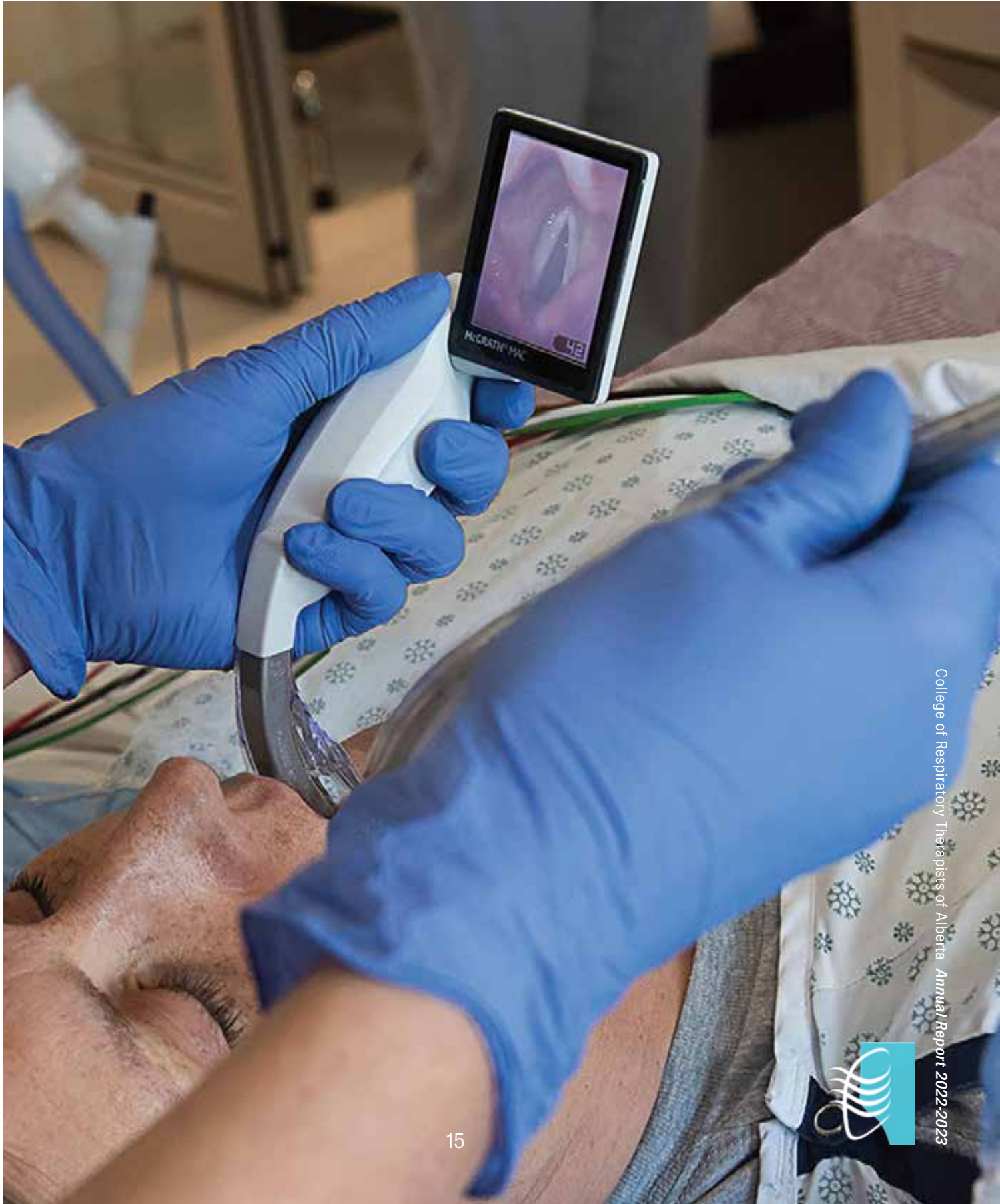
Hearing Director: Gerald Spence, RRT Calgary

Panel Members:

- Shannon Foster RRT, Edmonton
- Linda Sheen RRT , Edmonton
- Lisa Lem RRT, Edmonton
- Dolores Michelin RRT, Calgary
- Nicholas Castle RRT, Calgary
- Gregory Hind RRT, Calgary
- Micheline Courtney RRT, Calgary
- Linda Tymchuk RRT, Edmonton
- Catherine Johansen RRT, Medicine Hat
- Travis Eremko RRT, Calgary
- Amy Whitney RRT, Calgary
- Connie Kadey RRT, Drumheller



Public members to hearing tribunal panels are appointed by order in Council and are approved by the Minister of Health and Wellness.





President's Report

“The secret of change is to focus all your energy not on fighting the old but on building the new”

~ Socrates

There are two pieces of work I wanted to acknowledge first and foremost in reflecting on the past year for Council.

We posted a Land Acknowledgment on our website and use it to begin every meeting. We acknowledge that Alberta is the traditional and ancestral territory of many peoples, presently subject to Treaties 6, 7 and 8. This includes the Metis settlements. Our registrants and representatives make this acknowledgment as an act of reconciliation and gratitude to those whose territory we reside on or are visiting. Council completed this work in the spirit of truth and reconciliation with the Indigenous peoples of Alberta and Canada.

Council drafted and approved an Equity, Diversity and Inclusion (EDI) statement for the College. We received feedback on the EDI statement at our 2022 Annual General Meeting and incorporated that into the statement. We are looking to have the EDI statement posted to our website in the near future.

This year we said good bye to the College and Association of Respiratory Therapists of Alberta (CARTA) and said welcome the College of Respiratory Therapists of Alberta (CRTA). Council has, in my opinion, always used the lens of protection of the public when conducting business on behalf of the College or the Association. With the divestiture of the two entities, it strengthens the Council's mandate to protect the public and solidifies the work done by Council in the past.

Divestiture of the two entities was not a small task. Council could not have completed the divestiture on time without the support of many individuals and groups.

Thank you to our Registrar, Bryan Buell, and Deputy Registrar, Gerald Spence, for their tireless work on this project. Their organization of tasks and dedication to this project made the work of Council straightforward.

Thank you to the members of the Governance Committee who met routinely to provide Council with the support to make decisions on various requirements to divest the two entities. A large project of this group was drafting new bylaws for the College. I am happy to report that Council approved and implemented the new corporate bylaws to continue the College.

Thank you to Shannon Silver RRT, who using her amazing knowledge of design, presented Council with a new logo and colour options. Shannon's presentation to Council was well researched and provided all the information we needed to make an informed decision. I am proud to say that they new logo was unveiled at the 2022 CARTA Annual General Meeting in Red Deer.

While the divestiture of the Association and the College was one of the bigger projects for the year, there are many other accomplishments for Council and the College.

Council is pleased to report that the College executed another successful independent objective external financial audit with a 20th consecutive financial surplus contributing to the retained equity of the organization. Council Reserved \$100,000 in restricted funds (see notes to 2023-24 independent auditor's report to finance a provincial professional association in recognition of the membership equity of the Alberta Society of Respiratory Therapists in 1988.

Council takes its role to protect the public seriously. Council has made proposed amendments to the *Respiratory Therapists Profession Regulation*, proposed amendments to sections 62 and 63 of the *Restricted Activities Regulation* under the *Health Professions Act*, and proposed amendments to schedule 26 of the *Health Professions Act* pertaining to protected designation for Provisional Respiratory Therapists. Council is protecting the public by working with the government to ensure the public gets the care they need in a timely fashion by the regulated health care professionals who are authorized to perform the restricted activity that fits within their role.

Council met a few times in person during this year. It is nice to have virtual and/or hybrid options but meeting in person was a treat after not being able to for so long. We are hoping to carry forward a mix of hybrid/virtual and in-person meetings. Council attended a half day education session provided by the college corporate general counsel and their professional colleague.

Now that the direction of the College is cemented, Council began development of a human resources succession plan for current College operations staff. While this will be a sad day as our operations staff have been with the College for decades, Council does want to do our due diligence to prepare for eventual retirements.

Last, but by no means least, I want to thank to all the members of CRTA Council, professional and public. This past year, like ones in the past, you have been a Council that leads and made my year as President a smooth one. Discussions at the Council table always had purpose and welcomed all points of view. When unclear or needing further information to make an informed decision, Council never hesitated to gather what was needed to make the right decision for the College and the public. It has been a pleasure working with all Council Members.

Respectfully Submitted,



Karrie Whalen BSc., RRT
President, CRTA





Public Members' Report

“There is no greater challenge and there is no greater honour than to be in public service.”

~ Condoleezza Rice

The College of Respiratory Therapists of Alberta (CRTA) has a mandate to regulate and oversee the profession of Registered Respiratory Therapists (RRT), ensuring the highest standards of respiratory care and patient safety, in the province of Alberta. CRTA, and its RRT registrants, have relentlessly pursued the mission and commitment to public welfare which has helped the province improve the quality of care, especially during and after the COVID-19 pandemic.

It is important to highlight the proactive efforts of the College over the last two years in developing and implementing a comprehensive divestiture plan in response to *Bill 46, the Health Statutes Amendment Act, 2020*. The provincial plan aimed to improve governance and accountability within the College, aligning with the broader objectives of *Bill 30, the Health Statutes Amendment Act, 2020*. It seeks to ensure that the healthcare system and health professionals meet the health needs of Albertans while strengthening the role of Albertans in our health system.

Some of the salient achievements of CRTA are highlighted below:

- A re-branding exercise was initiated in response to the requirements of *Bill 46*. The corporate name was effectively changed to the “College of Respiratory Therapists of Alberta”, representing the organization’s core function as a regulatory body. A new website with the domain address www.rrtalberta.ca was launched, to enhance communication with the RRT registrants and the public. The divestment was successfully achieved by March 31, 2023.
- Given the evolving nature of regulation of healthcare providers in the province, the College approved and implemented new corporate bylaws. New amendments have been put in place to enhance regulation and protect the rights of RT practitioners. This also includes proposed changes to *sections 62 and 63 of the Restricted Activities Regulation* that ensure public safety and regulatory compliance and *schedule 26 of the Health Professions Act*.
- Fiscal prudence has been at the core of the CRTA operations and demonstrates a fiscal responsibility and transparency to its membership and the public. Such fiscal prudence has led to a financial surplus, allowing for an allocation of \$100,000 (in restricted funds) to finance a provincial professional association.
- CRTA has collaborated with Alberta Health Services on a survey to establish a competency profile for anesthesia respiratory care practitioners in the province. It is hoped that this would allow for further professional development and enhancement of the skills of RRTs.
- The College continues to hold its registrants to high standards of practice. While 1,936 practice permits have been renewed, CRTA conducted 103 continuing competency audits. It continues to grow, as exemplified by 90 new applications for registration as an RRT in the province.
- To further facilitate the practice, CRTA has reduced the ‘interim registration decision times’ from 2.4 days to less than 60 minutes. To support inclusivity and accessibility, registration and other information is now available in 108 languages.

Furthermore, we are pleased to report that the College has been exceptionally receptive to the suggestions and input of public members. Throughout the year, it has engaged in candid discussions on various matters of governance, ethics, membership fees, hearing reviews, and appeals on complaints. This open and transparent dialogue demonstrates CRTA's commitment to upholding the highest standards of professionalism and accountability within the College and the profession.

In summary, it is noteworthy that the College continues to maintain a financial surplus, a testament to its prudent fiscal management. The College is audited by an external, independent third-party auditor, ensuring the highest levels of transparency and accountability in its financial operations, which demonstrates its commitment to sound financial stewardship and responsible governance.

As evidenced above, the past year has been marked by significant accomplishments and a commitment to responsive governance (and alignment with provincial policies). These actions demonstrate the College's dedication to its mission and its responsiveness to the evolving healthcare environment in Alberta. The public members look forward to continued collaboration with the College in ensuring the highest standards of respiratory therapy practice and protecting the interests of the people of Alberta.



Dr Raj Singh PhD MSc MBBS BSc



Larry Loven BSc BID CMC



Tiffany Poltz



Gary Christopherson BH(H), MPA





Registrar's Report

“FEAR IS A REACTION, COURAGE IS A DECISION”

~SIR WINSTON CHURCHIL

Courage: Take it to the Limit One More Time

In my 25th annual report to the public and registrants I believe the caption, courage: take it to the limit one more time, appropriately captures the sentiment of the number of pandemic waves we have responded to over the years as well as the recent waves of legislative change that occurred this year to the Respiratory Therapists Profession Regulation, standards of practice, code of ethics, new corporate by-laws, complete execution of the association divestment plan by April 1st, a new *Restricted Activities Regulation* moved from *schedule 7.1* of the *Government Organization Act* now under the authority of the *Health Professions Act*, and a new *Labour Mobility Regulation* under the authority of the *Labour Mobility Act*.

I really hope you appreciate the new branding of the corporate website, including the name change removing the word association. We have a new fresh look and all association activities and services have been removed such as the continuing competency app and the job advertising section. A new corporate logo has been unveiled and streaming video will make the homepage more engaging and impactful.

No more annual general meetings will be convened. The council does plan to convene registrant engagement meetings in the future. These meetings will be an opportunity for the council to report to registrants, conduct consultation meetings on legislative changes needed and to listen to registrants who identify opportunities and provide feedback.

I was very surprised in November when the Province of Ontario announced the proposed *Bill 60* legislation which impacts Registered Respiratory Therapists, Registered Nurses, Registered Medical Laboratory Technologists Physicians and Surgeons only. Basically, *Bill 60*

allows anyone registered in the country not having to become licensed by the Ontario regulator for up to 12 months.

Clearly, the Ontario government fails or refuses to acknowledge the fact that the Ontario regulator for respiratory therapists can issue a general certificate of registration to any applicant within 48 hours of receipt of a complete application including a registration verification. I am offended at the lack of consultation with regulators outside of Ontario who are having additional liabilities being imposed on them by Ontario due to this proposed *Bill 60*.

In 1988 the Alberta Society of Respiratory Therapists made an application and accepted the delegation of Alberta provincial government authority to regulate the profession in Alberta only. There never was any intention to regulate practice in Ontario or any other province for that matter. In my view the proposed situation to needlessly expose the College to additional potential liabilities outside of the province is patently unfair and unreasonable.

It has been a very busy year with many important projects including assisting Alberta Health Services to conduct a comprehensive survey of professional practice. The practice area included in the survey was Registered Respiratory Therapists working in the operating theatres and or assisting with procedural sedation in the province. They obtained survey results with a 98% confidence interval + or - 2%. This results in very high-quality survey data and any subsequent decisions can be made with strong confidence. I am very confident this evidence will speak truths that some other professions and many patients might find pleasantly surprising.

I say thank-you to everyone that participated in the national industry survey for entry to practice competencies validation study. Alberta has always produced impressive response rates in validating our entry to practice competencies for adult, pediatric and neonatal patient populations. In 2016, we achieved a 95% confidence level response rate plus or minus 5%. This response rate was so robust that many of the other provincial respiratory therapy regulators hide behind the Alberta data.

Special thanks to Rena Sorensen RRT, Shannon Silver RRT, George Handley RRT, Tracey Telenko RRT, MEd and Roberta Dubois RRT, MA for your time, expertise, and leadership direction on making the next iteration of the entry to practice competencies for the profession comprehensive. Your sustaining commitment to Alberta patients having access to safe healthcare from new graduates is very commendable.

Obtaining insufficient sample sizes not truly representative of the profession is a common survey confounding problem in many other English-speaking parts of our country. Thank- goodness for Alberta RRTs in robust numbers keeping the profession strong!

Not only are Alberta RRTs very strong but you are also very resilient. While many professions struggle in the current practice climate. All Alberta RRTs respond, to a constantly changing practice landscape wave after wave.

In closing, this is my forty-sixth year as an RRT and 25th year as registrar. I have never been proud of this profession more than I am these days. The average public person finally has heard about us and what they hear is very favourable. Quickly integrating recent evidence into your professional practice during the pandemic turned a lot of heads and it was brilliant! We are no longer just an emerging profession.

I would also like to thank all the registrants for your competence and patience as we wait for the proposed regulation amendments that will result in more access to safe care from RRTs in Alberta.

Respectfully Submitted,



Bryan Buell RRT, BGS, CTAJ, CMP, Registrar

*“Leadership
and learning are
indispensable to
each other.”*

~John F. Kennedy





Registrants

Registrants of the College have successfully completed an approved program of study as well as successfully completed an examination approved by the Council. Alternatively, some members are admitted into the College as substantially equivalent based on a detailed assessment of the competencies they possess from their education and current work experience.

The data presented in this report illustrates a membership that has been growing to accommodate future anticipated workforce needs as a result of an aging work force demographic, while respecting an individual's career objectives related to work-life balance. The Council takes pride in supporting and engaging work experience for regulated members where legislated obstacles or barriers are minimized or eliminated.

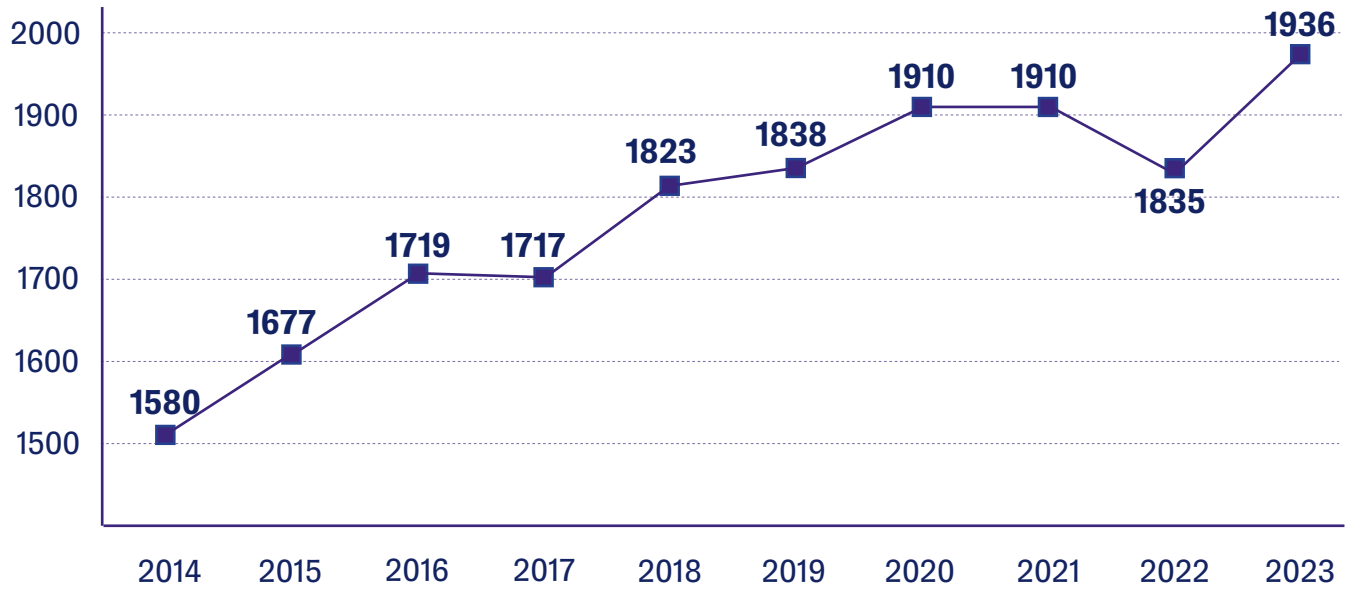
This creates an environment where innovation and creativity are nourished, enabling them to achieve clinical excellence while protecting the public. We are very proud of the positive day-to-day interactions our regulated members have with patients and clients. We believe that Registered Respiratory Therapists are a profession comprised of patient or client choice!

The Registrar receives applications for registration pursuant with the *Health Professions Act*. Applicants are notified when a completed application has been received or advised of what remains outstanding for an application to be considered. Applicants are added to one of three registers if they meet the requirements of the *Regulation*.

If an applicant does not meet the requirements their application is referred to the registration committee for review. The committee considers all written and verbal representations made by the applicant before carefully making a decision with respect to the application. If the applicant is not issued a practice permit they are advised regarding what is required to become registered. The protocols used by the registration committee are consistent with the *2010 Lisbon Convention on Credential Recognition, Labour Mobility Regulation, and Chapter 7 of the Canada Free Trade agreement*.

Unsuccessful applicants are also advised of their legal right to request a review Council. Applicants wishing to do so must make the request in writing which includes reasons for the request. The Council appoints a panel to adjudicate the request which will provide reasons for any decision to issue or not issue a practice permit.

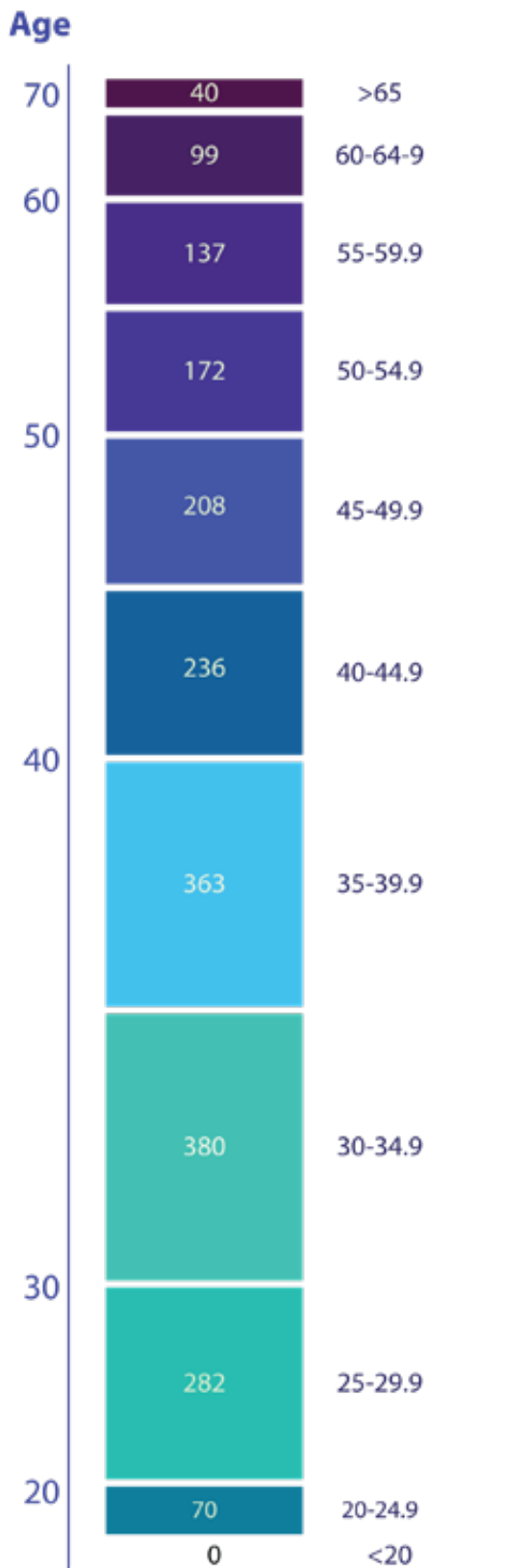
Registrant Growth



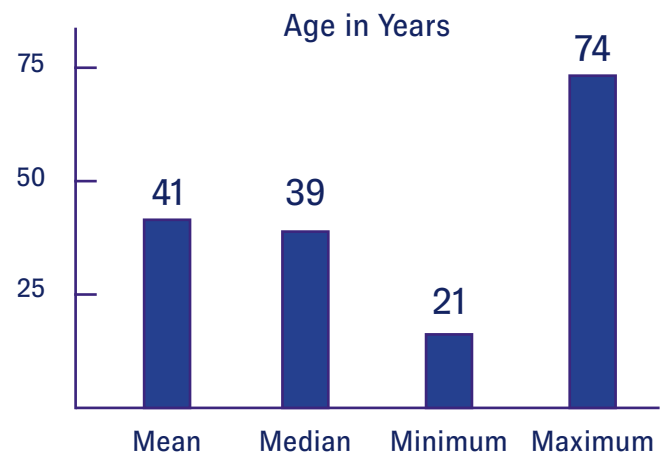
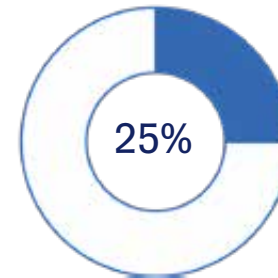
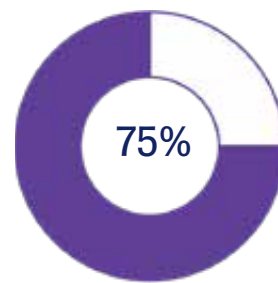


Demographics as of March 31st 2023

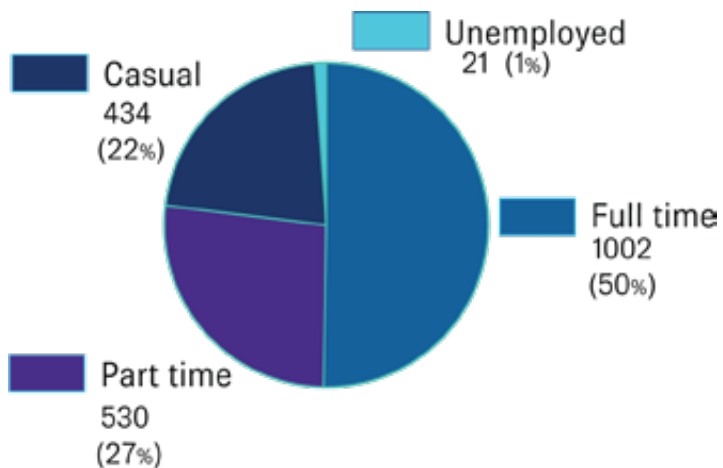
Registrant Age and Gender Distribution



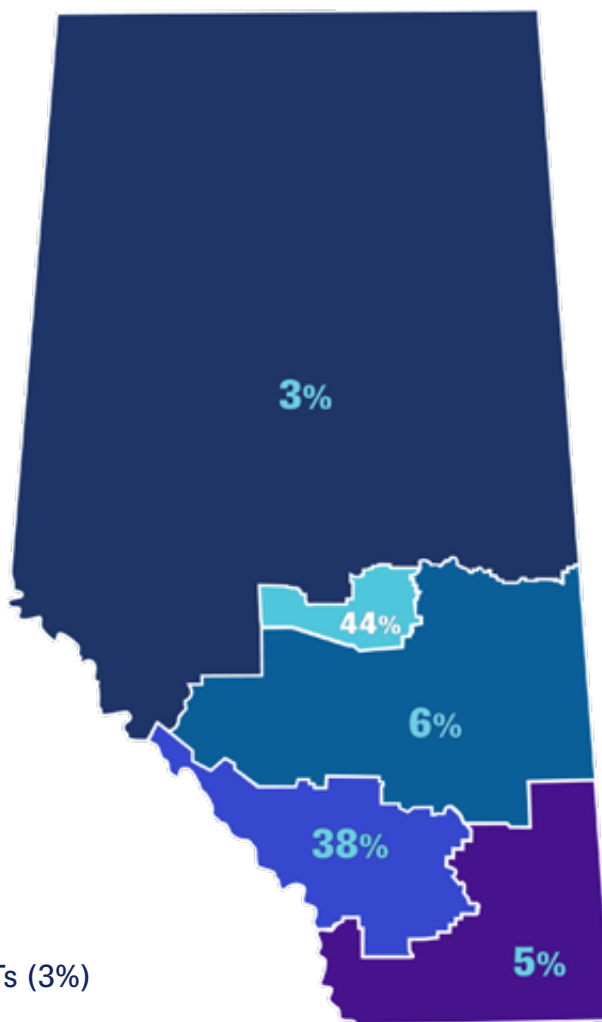
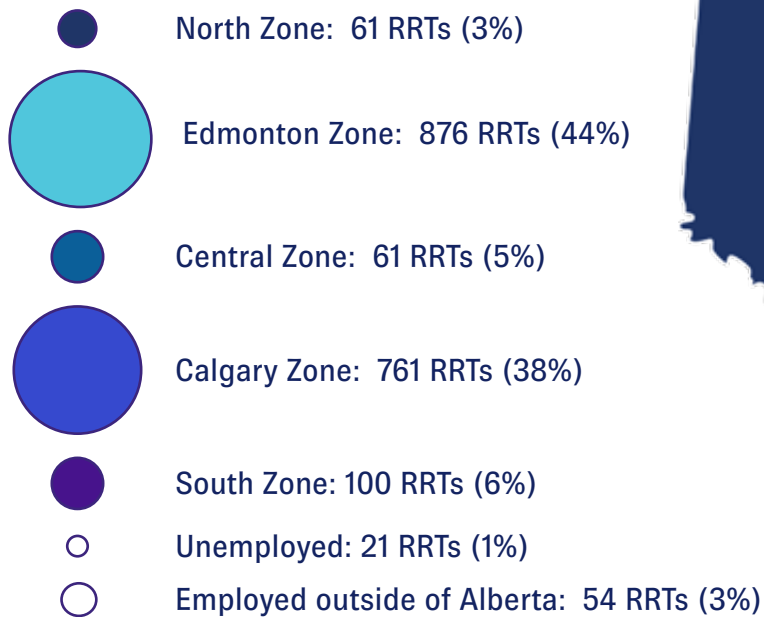
Total Number of Registrants **1936**



Registrant Employment Status



RRT's Employed per AHS Zone





Council Approved Examination and Education

Council Approved Examinations

The council recognizes approved examination authority pursuant with *Section 3(1)(f)* of the *Health Professions Act (the Act)*. Focus on the fundamental principles of transparency, fairness, objectivity, validity, and internal consistency of approved examinations produced by any service provider. The council currently recognizes the prescribed examination for registered respiratory therapists created by the Health Professionals Testing Canada corporation (formerly the Canadian Board for Respiratory Care) and the National Board for Respiratory Care (NBRC) in the United States of America.

The original Health Disciplines Board decision to recognize the Canadian Board for Respiratory Care (now Health Professionals Testing Canada) examination occurred in the autumn of 1986 and recognition of the NBRC examination occurred in autumn of 1988. Our registration committee has monitored the examination blueprints for each examination over the years to confirm the cognitive knowledge domains measured by each examination are comparable.

The cognitive knowledge domains tested are not identical, however, they are well within the definition of a high level of commonality as determined by the Canadian Forum of Labour Market Ministers. The only noticeable difference is that the Health Professionals Testing Canada examines a number of competencies in the practice area of assisting in anesthesia.

The 2022-2023 examinations were administered in January and July as originally scheduled by Meazure Learning using a virtual proctoring service. The results for both examinations and passing scores for the initial writers all were within acceptable psychometric standards.

Council Approved Programs of Study

Section 3 of the *Act* requires the College to establish standards for registration that include approving programs of study. Presently, the council recognizes most but not all accredited education programs in the country as well as the United States of America (U.S.A). The council relies heavily but not exclusively on accreditation services provided by Health Standards Organization/Accreditation Canada and the Council on Accreditation in Respiratory Care in the U.S.A.

Both Alberta schools at NAIT and SAIT are fully accredited, and the council continues to recognize some schools still not accredited by the former Council on Accreditation in Respiratory Therapy Education operated by the Canadian Society of Respiratory Therapists.

The following programs are not recognized by the council: All campuses of College Ellis and College Valleyfield in Quebec, College of the North Atlantic Newfoundland and Qatar campuses and St Clair College in Windsor Ontario. These colleges are not recognized for producing enough graduates who have successfully completed the approved examination testing all the entry to practice competencies to warrant full approval by the council.

The council also does not recognize either the diploma or the bachelors degree program of Independence University located in Salt Lake City, Utah, U.S.A. as we are unable to confirm entry to practice clinical competencies graduates acquire from either program. The program was formerly known as California College of Health Sciences who provided distance delivery education content only.

Pursuant with the 2016 amendment to the *Lisbon Convention Agreement* graduates from this educational institution are welcome to apply for registration and be considered for a practice permit through substantial equivalency assessment of their competencies on a case-by-case basis.

Substantial Equivalency Assessment of Registration Applicants

Pursuant with the 2016 amendment to the *Lisbon Convention Agreement* graduates from education programs not approved by the council may apply for registration through substantial equivalency. Applicants are referred by the registrar to the registration committee who consider an application on a case-by-case basis. The committee considers the competencies the applicant possesses irrespective of how the competencies are acquired. Where applicable they also determine whether the applicant is current to the Alberta continuing competency standard.

Council Approved Programs of Study

The following eighteen programs of study are approved by the council for purposes of application of the Respiratory Therapist Profession Regulation:

- Algonquin College of Applied Arts and Technology,
- Canadore College of Applied Arts and Technology,
- Cegep de Chicoutimi,
- Cegep deL'Outaouais,
- Cegep de St-Foy,
- College de Rosemont,
- Community College of New Brunswick Dieppe,
- Conestoga College Institute of Technology and Advanced Learning,
- Dalhousie University School of Health Sciences,
- Fanshawe College of Applied Arts and Technology,
- La Cite Collegiale-College d'arts Appliques et de Technologie,
- Michener Institute of Applied Health Sciences,
- New Brunswick Community College St John,
- Northern Alberta Institute of Technology,
- Southern Alberta Institute of Technology,
- Thompson Rivers University,
- University of Manitoba School of Rehabilitation Medicine,
- Vanier College

The status of all these programs will be reviewed in the upcoming year by the council for continued recognition. The list of programs was originally approved in 1988 with some small additions after the original execution of the 2000 Agreement on Internal Trade in Canada now known as the Canada Free-trade Agreement. The regulatory landscape has changed significantly since the original approval of programs by the Health Disciplines Board in 1986 and as such there could be some future changes to the list of council approved programs.





Complaints-Investigations Hearings and Complaints Review

Complaints Received and Investigations Conducted

Pursuant to the *Act*, the complaints director received four written complaints. One complaint was dismissed by the complaints director as the complaint was not about a registrant but rather was about the conduct of the registrant's spouse in the submission of medical expense claims with the employer's extended health benefits plan. The complaints director ruled that it was not a professional conduct or competency matter but rather a workplace administrative matter.

Two complaints received involved appointments of an investigator to conduct investigations into the complaint. The first investigation was complex as the complainant was complaining about the conduct of two registrants in both matters who refused to replace a continuous positive airway pressure mask after the manufacturer's warranty period had expired.

The second investigation involved three separate incidents that resulted in termination of the registrant by the employer. The complaints director dismissed the complaint due to insufficient evidence. A patient and their physician involved in the matter were strongly supportive of the registrant and very disappointed at the employer.

The final complaint received in the reporting period was satisfactorily resolved between the complainant and the investigated person. Following an internal employer investigation into the submission of documents to receive funding subsidy for a patient it was discovered that the registrant was not responsible for the submission of the assessment documents but rather an unregulated clerical staff member. The complaints director dismissed the matter as they determined they had no jurisdiction in a matter involving a non-regulated individual.

Hearings Convened

The hearings director convened two hearing tribunals during the reporting period. The first hearing involved an admission of unprofessional conduct for potentially exposing patients to infection by way of an agreed statement of facts and joint submission of sanctions. The sanctions involved a written reprimand and a costs award of up to a maximum of \$6,000 costs associated with investigation and hearing.

The second hearing involved an admission of unprofessional conduct involving misuse of anesthetic gases by way of an agreed statement of facts and joint submission of sanctions. The sanctions involved a permanent condition on their practice permit that they may not practice in the operating theatres or case rooms except in the event of an emergency and not permitted access to the medication room to obtain medications.

They were also ordered to pay a fine of \$6,000 and to pay partial costs of the investigation and hearing in the amount of \$16,000.

Complaint Review

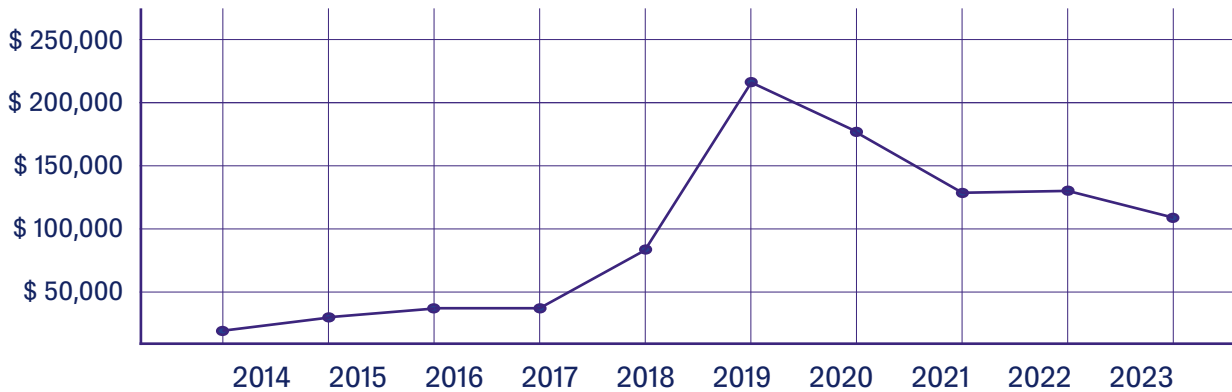
There was one complaint review convened in the reporting period. A review of the dismissal of the complaint involving the two registrants refusing to replace the continuous positive airway pressure mask after the manufacturer's warranty expired was convened. The committee decision was to uphold the original decision of the complaint director.

The table on the following page provides an analysis of the disciplinary costs experienced from 2014 to 2023 as reported in the audited financial statements. The average expense per member over the previous ten years is \$51.85.

Cost of Complaints-Investigations, Hearings and Complaints Review

| Year | Expense | Number of Registrants | Per Registrant |
|-----------------|------------|-----------------------|----------------|
| April 1st, 2023 | \$ 105,579 | 1,936 | \$ 54.53 |
| April 1st, 2022 | \$ 130,737 | 1,835 | \$ 71.25 |
| April 1st, 2021 | \$ 129,459 | 1,910 | \$ 67.78 |
| April 1st, 2020 | \$ 165,471 | 1,910 | \$ 86.63 |
| April 1st, 2019 | \$ 212,142 | 1,838 | \$ 115.42 |
| April 1st, 2018 | \$ 95,020 | 1,823 | \$ 52.12 |
| April 1st, 2017 | \$ 47,840 | 1,717 | \$ 27.86 |
| April 1st, 2016 | \$ 43,150 | 1,719 | \$ 25.10 |
| April 1st, 2015 | \$ 24,844 | 1,677 | \$ 14.81 |
| April 1st, 2014 | \$ 8,978 | 1,580 | \$ 5.68 |

Total Cost of Investigations, Hearings and Complaints Review per Year



Respectfully Submitted,



Bryan Buell RRT, BGS, CTAJ, CMP,
Complaints Director



Gerald Spence RRT, CTAJ
Hearings Director





Management Discussion of Finances

We celebrate our twenty-second consecutive financial surplus. The \$269,740 surplus is a record for the organization and reflects prudent financial stewardship by both the council and operations staff. Our revenues increased this year due to the increase in the total number of registrants. A much more favourable interest rate climate for our guaranteed investment certificates and re-investment strategies have increased our total rate of return on investments.

We continue to recover modest (not all) amounts of costs associated with complaint investigations and hearing tribunals. Court decisions have prohibited the College from collecting all the costs associated with these processes even though the *Act* authorizes regulators to do so. In the current environment we anticipate that fairness will always be the priority and just because someone is admitting to unprofessional conduct, they should pay all the costs associated with investigations and hearings only in certain exceptional circumstances.

Our operating expenses increased this year due to a need for professional development expenses (see note 12) to meet the requirements of the *Fair Registration Practices Act* and legislative changes associated with *Bill 60*. Some (not all) one-time costs associated with divesting the association from the College are reflected in these financial statements and there will be more in the next fiscal year.

We are encouraged to see that our expenses associated with complaint investigations and conduct hearings are decreasing. It would appear we are enjoying the benefits of education from previous mandatory continuing competency activities. We still have a way to go in this area. Costs associated with complaints are the single most important line items registrants have direct control over. To keep costs down and subsequent

registration fees low registrants just need to prevent conduct that initiates professional practice complaints.

Our administrative expenses have been managed effectively as part of our corporation's pandemic response. The Council and committees met virtually, reducing some expenses. This has also proven to be a convenient strategy for our council and committees to conduct the necessary business of the College while prudently managing our costs associated with that essential business.

Our largest association related expenses have decreased or disappeared while our interest, bank charges credit card user fees, office expenses and insurance costs continue to be impacted by general inflationary pressures.

You will note that our capital assets asset costs such as computer hardware, office furniture, filing cabinets are aging and decreasing in value (depreciation). The original plan to purchase quality supported by a comprehensive maintenance strategy has provided enhanced value by increasing the longevity of our capital assets.

At the February council meeting they approved a motion to place \$100,000 in restricted funds for a separate provincial association in the future. The amount was determined reviewing the membership equity in audited financial statements of the Alberta Society of Respiratory Therapists in 1988. The dollar amount was adjusted to reflect the changes in the value of the Canadian dollar between October 1988 to February 2023. These restricted funds will eventually be released to an association after sufficient evidence is provided to the council that there is sufficient participation and a plan to make it a going concern in the future.





INDEPENDENT AUDITOR'S REPORT

To the Members of College and Association of Respiratory Therapists of Alberta

Opinion

We have audited the financial statements of College and Association of Respiratory Therapists of Alberta ("the College"), which comprise the statement of financial position as at January 31, 2023, and the statements of revenues and expenses, 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 at January 31, 2023, 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 (ASNPO)

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 organization 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.

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 ASNPO, 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 organization or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the organization'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.

(continues)

*operating through Mahmud Khalfan Professional Corporation, Chartered Professional Accountants

400, 1701 Centre St NW, Calgary Alberta, T2E 7Y2, Phone: (403) 265-8297 Fax: (866) 431-9320
www.khalfans.ca

Independent Auditor's Report To the Members of College and Association of Respiratory Therapists of Alberta (*continued*)

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 organization'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 organization'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 organization 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.

Calgary, Alberta
June 22, 2023

Mahmud Khalfan Professional Corporation
Chartered Professional Accountants





Financial Statements Statement of Financial Position

College And Association Of Respiratory Therapists Of Alberta Statement of Financial Position January 31, 2023

| | 2023 | 2022 |
|---|---------------------|---------------------|
| ASSETS | | |
| CURRENT | | |
| Cash and cash equivalents | \$ 196,831 | \$ 1,191,245 |
| Short term investments (Note 4) | 1,434,988 | 144,795 |
| Short term investments- restricted (Note 5) | 100,082 | - |
| Wages Recoverable (Note 6) | 12,479 | - |
| Prepaid expenses | 14,299 | 13,522 |
| | <u>1,758,679</u> | <u>1,349,562</u> |
| CAPITAL ASSETS (Note 7) | 11,130 | 10,830 |
| LONG TERM INVESTMENTS - RESTRICTED (Note 5) | <u>875,806</u> | <u>995,286</u> |
| | <u>\$ 2,645,615</u> | <u>\$ 2,355,678</u> |
| LIABILITIES AND NET ASSETS | | |
| CURRENT LIABILITIES | | |
| Accounts payable and accrued liabilities | \$ 15,593 | \$ 13,417 |
| Payroll and benefits payable | 22,354 | 12,950 |
| Unearned revenue (Note 9) | 178,831 | 170,214 |
| | <u>216,778</u> | <u>196,581</u> |
| NET ASSETS | | |
| Unrestricted | 1,517,707 | 1,255,679 |
| Restricted (Note 10) | 900,000 | 900,000 |
| Invested in capital assets | 11,130 | 3,418 |
| | <u>2,428,837</u> | <u>2,159,097</u> |
| | <u>\$ 2,645,615</u> | <u>\$ 2,355,678</u> |

Statement of Revenue and Expenses Financial Statements

College And Association Of Respiratory Therapists Of Alberta Statement of Revenues and Expenses Year Ended January 31, 2023

| | 2023 | 2022 |
|---|-------------------|-------------------|
| REVENUES | | |
| Membership | \$ 828,891 | \$ 822,623 |
| Interest income | 47,118 | 5,512 |
| Cost recovery - conduct | 14,356 | 18,932 |
| Web advertising | 1,750 | 6,650 |
| Other | 418 | 469 |
| | <u>892,533</u> | <u>854,186</u> |
| EXPENSES | | |
| Operating | | |
| Investigations and conduct (Note 11) | 105,579 | 130,737 |
| Printing and design - annual report | 13,757 | 8,125 |
| Accommodation, travel and parking | 13,551 | 1,362 |
| Professional development (Note 12) | 12,046 | 2,965 |
| Telephone | 4,299 | 2,058 |
| Consulting, supplies and other | 4,268 | 3,922 |
| Meals | 2,969 | 245 |
| Speakers | 1,995 | - |
| Awards, diplomas and certificates | 1,108 | 405 |
| | <u>159,572</u> | <u>149,819</u> |
| Administration | | |
| Wages and benefits | 311,732 | 269,969 |
| Rent | 43,735 | 41,957 |
| Memberships and subscriptions | 23,359 | 30,509 |
| Professional fees | 20,389 | 34,935 |
| Advertising, promotion and web page | 19,820 | 63,339 |
| Interest and bank charges | 19,345 | 17,934 |
| Office and general | 17,166 | 13,785 |
| Insurance | 3,213 | 2,464 |
| Amortization of capital assets | 4,389 | 9,120 |
| Training | - | 5,518 |
| Accreditation | - | 3,089 |
| | <u>463,148</u> | <u>492,619</u> |
| | <u>622,720</u> | <u>642,438</u> |
| EXCESS OF REVENUES OVER EXPENSES FROM OPERATIONS | 269,813 | 211,748 |
| OTHER EXPENSE | | |
| Loss on disposal of property and equipment | (73) | - |
| EXCESS OF REVENUES OVER EXPENSES | <u>\$ 269,740</u> | <u>\$ 211,748</u> |

Notes to follow statements.





**College And Association Of Respiratory Therapists Of Alberta
Statement of Changes in Net Assets
Year Ended January 31, 2023**

| | Unrestricted | Restricted | Invested in capital assets | 2023 | 2022 |
|---|--------------|------------|-------------------------------|--------------|--------------|
| NET ASSETS - BEGINNING OF YEAR | \$ 1,255,679 | \$ 900,000 | \$ 3,418 | \$ 2,159,097 | \$ 1,947,349 |
| Excess of revenues over expenses | 274,129 | - | (4,389) | 269,740 | 211,748 |
| Interfund reallocation | (7,340) | - | 7,340 | - | - |
| Investment in capital asset | (4,761) | - | 4,761 | - | - |
| NET ASSETS - END OF YEAR | \$ 1,517,707 | \$ 900,000 | \$ 11,130 | \$ 2,428,837 | \$ 2,159,097 |

Statement of Cash Flow Financial Statements

College And Association Of Respiratory Therapists Of Alberta Statement of Cash Flows Year Ended January 31, 2023

| | 2023 | 2022 |
|--|---------------------|---------------------|
| OPERATING ACTIVITIES | | |
| Cash receipts from customers | \$ 935,789 | \$ 849,876 |
| Cash paid to suppliers and employees | (606,399) | (606,079) |
| Interest received | 47,122 | 9,337 |
| Interest paid | (1,129) | (17,938) |
| Cash flow from operating activities | 375,383 | 235,196 |
| INVESTING ACTIVITIES | | |
| Purchase of property and equipment | (4,761) | (3,811) |
| Proceeds on disposal of property and equipment | - | 409,656 |
| Sale (Purchase) of investments, net | (732,038) | - |
| Cash flow from (used by) investing activities | (736,799) | 405,845 |
| INCREASE (DECREASE) IN CASH FLOW | (361,416) | 641,041 |
| Cash - beginning of year | 2,093,317 | 1,452,276 |
| CASH - END OF YEAR | \$ 1,731,901 | \$ 2,093,317 |
| CASH CONSISTS OF: | | |
| Cash and cash equivalents | \$ 196,831 | \$ 2,093,317 |
| Cash and cash equivalents - restricted | 1,535,070 | - |
| | \$ 1,731,901 | \$ 2,093,317 |





Notes to Financial Statements

College And Association Of Respiratory Therapists Of Alberta Notes to Financial Statements Year Ended January 31, 2023

1. NATURE OF ORGANIZATION

The College and Association of Respiratory Therapists of Alberta ("the College") is a self-governing professional organization established for the certification and governance of respiratory therapists in Alberta. It is a not-for-profit organization and as such is not subject to federal or provincial taxes under section 149(1) of the income tax act.

2. BASIS OF PRESENTATION

The financial statements were prepared in accordance with Canadian accounting standards for not-for-profit organizations (ASNPO). Canadian accounting standards for not-for-profit organizations are part of Canadian GAAP.

3. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Cash and cash equivalents

Cash and cash equivalents include amounts on deposit with financial institutions, bank overdrafts that can fluctuate from being positive to overdrawn, and term deposits that mature within three months from the date of acquisition. Cash and cash equivalents include restricted cash on deposit with financial institutions.

Revenue recognition

The College recognizes its revenue on a deferral basis and earns most of its revenue from fees to its members and advertising. Revenue is recognized when fees are collected or collection is reasonably assured.

Restricted grants are recognized on a deferral basis and recognized as revenue in the year the related expenses are incurred.

Short-term investments

The College reports its investments at cost and consists of the cash value of guaranteed investment certificates. Short-term investments consist of guaranteed investment certificates with maturities of less than 12 months. Long-term investments consist of guaranteed investment certificates with maturities of greater than one year. Cost approximates market value.

Volunteer contributions

Volunteers contribute a significant number of hours per year to assist the College in carrying out its service delivery activities. Due to the difficulty of determining their fair value, contributed services are not recognized in the financial statements.

Capital assets

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

| | | |
|-------------------|-----|--------------------------|
| Computer hardware | 45% | declining balance method |
| Furniture | 20% | declining balance method |
| Office Equipment | 20% | declining balance method |

The organization regularly reviews its capital assets to eliminate obsolete items. Government grants are treated as a reduction of capital assets cost.

(continues)

Notes to Financial Statements

College And Association Of Respiratory Therapists Of Alberta Notes to Financial Statements Year Ended January 31, 2023

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

Capital assets acquired during the year but not placed into use are not amortized until they are placed into use.

Intangible assets

Purchased intangible assets are recorded at cost. Amortization is recorded at the following rates, which have been established by estimates of useful lives as follows:

| | | |
|-------------------|---------|----------------------|
| Website | 3 years | straight line method |
| Computer software | 2 years | straight line method |

Financial instruments

Financial assets and liabilities are measured initially at fair value. Subsequent measurement is at amortized cost. Changes in fair value are recognized in net income.

Financial assets measured at amortized cost consist of cash, term deposits, GIC investments and accounts receivable.

Financial liabilities measured at amortized cost consist of the bank overdraft, accounts payable, accrued liabilities and wages payable.

The College assesses impairment of all its financial assets measured at cost or amortized cost. When there is an indication of impairment, the College determines whether it has resulted in a significant adverse change in the expected timing or amount of future cash flows during the year. If so, the College reduces the carrying amount of any impaired financial assets to the highest of: the present value of cash flows expected to be generated by holding the assets; the amount that could be realized by selling the assets; and the amount expected to be realized by exercising any rights to collateral held against those assets. Any impairment loss is recognized in the statement of revenues and expenses.

Measurement uncertainty

When preparing financial statements according to Canadian accounting standards for not for-profit organizations, management makes estimates and assumptions that affect the reported amounts of revenues and expenses during the year, the reported amounts of assets and liabilities at the date of the financial statements, and the disclosure of contingent assets and liabilities at the date of the financial statements. Management bases their assumptions on a number of factors including historical experience, current events, actions that the College may undertake in the future, and other assumptions believed reasonable under the circumstances.

Material measurement uncertainties include estimates of useful lives of capital assets and impairment of long lived assets and accrued liabilities. Actual results could differ from the estimates; the resolution of these uncertainties will be determined by future events.

4. SHORT TERM INVESTMENTS

The short term investments consist of Guaranteed Investment Certificates (GICs) maturing within one year. The interest rates on the GICs vary between 1.35% to 3.75% (2022 - 1.25% - 2.00%).





Notes to Financial Statements

College And Association Of Respiratory Therapists Of Alberta Notes to Financial Statements Year Ended January 31, 2023

5. RESTRICTED INVESTMENTS

The use of these investments are restricted - see note 9. The short-term investments consist of guaranteed investment certificates maturing within one year earning interest of 1.25% to 3.75%. Investments consist of guaranteed investment certificates, with various maturity dates from Jan 2024 to May 2027. The cost approximates the market value.

6. WAGE RECOVERABLE

During the year the payroll vendor that processes the College's payroll, erroneously continued to pay an employee who left the College's employment. These amounts are deemed to be recoverable by the College.

7. PROPERTY AND EQUIPMENT

| | Cost | Accumulated amortization | 2023 Net book value | 2022 Net book value |
|-------------------------|------------------|--------------------------|------------------------|------------------------|
| Computer hardware | \$ 20,344 | \$ 15,097 | \$ 5,247 | \$ 4,877 |
| Furniture and equipment | 26,755 | 20,872 | 5,883 | 5,953 |
| | <u>\$ 47,099</u> | <u>\$ 35,969</u> | <u>\$ 11,130</u> | <u>\$ 10,830</u> |

8. BANK INDEBTEDNESS

The College has a credit card with a limit of \$25,000 and an annual interest rate 19.99%. The College pays the outstanding balance of the credit card at the end of each month. As at January 31, 2023, the balance was \$962 (2022- \$nil).

9. UNEARNED REVENUE

Membership dues are collected in January, February and March for the period of April 1 to March 31. As at January 31, two months of the services have not been provided for the membership dues and is deferred.

| | 2023 | 2022 |
|--------------------------------|-------------------|-------------------|
| Deferred Revenue - Memberships | \$ 175,227 | \$ 165,241 |
| Deferred Revenue - New Grads | 3,604 | 4,973 |
| | <u>\$ 178,831</u> | <u>\$ 170,214</u> |

Notes to Financial Statements

College And Association Of Respiratory Therapists Of Alberta
Notes to Financial Statements
Year Ended January 31, 2023

10. RESTRICTIONS ON NET ASSETS

With respect to the net assets of the College; funds will be reserved specifically for the following amounts and purposes:

\$350,000 for business continuation purposes in the event of a public health emergency such as an influenza pandemic or other such event that could potentially jeopardize normal day to day business operations for an extended timeframe;

\$200,000 for maintenance of a psychometrically reviewed competency profile for entry to practice into the profession;

\$150,000 for maintenance of a psychometrically reviewed registration examination for entry to practice into the profession.

\$200,000 for a patient relations program.

11. INVESTIGATIONS AND CONDUCT

| | <u>2023</u> | <u>2022</u> |
|---|-------------------|-------------------|
| Investigations into conduct | \$ 44,816 | \$ 44,413 |
| Legal fees associated with conduct and hearings | 60,763 | 86,324 |
| | <u>\$ 105,579</u> | <u>\$ 130,737</u> |

12. PROFESSIONAL DEVELOPMENT

| | <u>2023</u> | <u>2022</u> |
|--------------------|------------------|-----------------|
| Council committee | \$ 9,271 | \$ 2,541 |
| Conduct committee | 1,123 | 235 |
| Deputy registrar | 425 | - |
| Executive director | 1,227 | 189 |
| | <u>\$ 12,046</u> | <u>\$ 2,965</u> |





Notes to Financial Statements

College And Association Of Respiratory Therapists Of Alberta
Notes to Financial Statements
Year Ended January 31, 2023

13. FINANCIAL INSTRUMENTS

The College can be exposed to various risks through its financial instruments. The College's financial instruments in the statement of financial position consist of cash, accounts receivable, marketable securities, accounts payable and accrued liabilities. It is management's opinion that the College is not exposed to significant credit, currency, interest rate, liquidity, or market risk arising from these financial instruments. The fair value of these instruments approximate their carrying value.

Credit risk arises from the potential that a counter party will fail to perform its obligations. The College's main credit risks relate to its accounts receivable.

Liquidity risk is the risk that an entity will encounter difficulty in meeting obligations associated with financial liabilities. The College is exposed to this risk mainly from its accounts payable.

Market risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices. Market risk comprises three types of risk: currency risk, interest rate risk and other price risk. The College is mainly exposed to interest rate risk, as described above. Market risks are managed by the application of an approved investment policy that restricts the nature of the investments held.

Subsequent to year end, the College's credit, liquidity and market risk have increased due to the possible delays in the collection of funds from customers.

14. SUBSEQUENT EVENTS

Subsequent to year-end the College membership passed a resolution to drop "Association" from its name in keeping with the new requirements under Bill 46 which came into effect on April 1, 2023. The College has been actively working to divest itself of its professional association functions as required under the new legislation and expects to complete the process within the 18-month time frame outlined in the Bill.

15. COVID - 19 PANDEMIC

In early 2020, Covid-19 was identified as a world-wide pandemic. In response, the Government of Alberta declared a public health emergency, and during 2020 and 2021 varying restrictions on the activities of organizations and individuals in the province were enacted. The financial impact these measures had on the Association cannot be quantified with certainty nor separated from other cyclical factors and normal organizational changes.

16. COMPARATIVE FIGURES

In the prior year comparatives, some of the figures on the statement of operations have been reclassified to conform with the current year's presentation.







College of Respiratory Therapists of Alberta



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