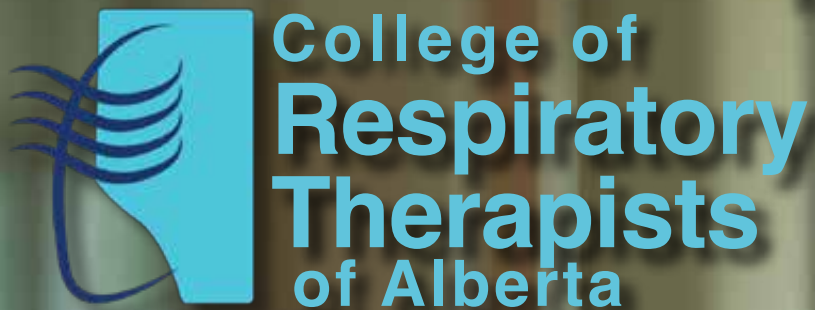


2024-2025 Annual Report





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About Respiratory Therapy

The Respiratory Therapy profession consists of a diverse professional population who collaborate with other members of the health care team.

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. Regulated members 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. Regulated members 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 patients. Regulated members actively leverage existing and emerging technologies to provide patients with access to exceptional quality care experiences.



About CRTA

Global Approach Regional Focus

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

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.”

Legal Services

Derrick Pagenkopf LLB Professional Corp
Calgary AB

Karen Perry LLB
Osler, Hoskin and Harcourt LLP
Calgary, Alberta

Auditing Services

Mahamed khalfan
Khalfan Chartered Professional
Accountants
Calgary, Alberta

Banking Services

Bank of Nova Scotia
101 8120 Beddington BLVD NW
Calgary AB

ATB Financial
Calgary North Hill
217 16th Ave NW
Calgary AB

About This Report

This report is for the reporting period of April 1st, 2024 to March 31st, 2025. It is produced for the benefit of all of our stakeholders including: the people who receive health services from regulated members, the public, the Minister of Health, the Alberta provincial government, our regulated members 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 CRTA 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 him or her, 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 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.

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. Our provincial corporate access number is 500064191 with August 23rd being our anniversary date. 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 fees or services. Council reviewed and approved of this report at a meeting on September 26th, 2025.

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 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 and the Alberta Foundation of Administrative Justice.

The Council executes its duties by integrating governance best practices in: transparency, appropriate disclosure, regulated member 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 registrants, 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.

Mission, Vision & Values



Mission Statement

Protecting the public through quality regulation of the practice of Respiratory Therapy.

Vision Statement

Promoting excellence in Respiratory Therapy through regulation, education and member support.

Values

Integrity, respect, accountability, ethics and practice excellence.

Corporate & 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 CARTA 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;
- CRTA 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 REGULATED MEMBERS & 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.

OUR FUTURE

To become a leader in regulation while protecting the environment.

Council

Leading with
Impact



Karrie Whalen BSc RRT

President
Term Expires 2026



Melissa Morrison RRT

Vice President
Term expires 2026



Melissa Grabowski BSc RRT CRE

Director at Large
Term expires 2026



Lynard Higoy RRT BMR(RT) CRE CTE

Director at Large
Term expires 2026



Jesse Haddock RRT

Director at Large
Term expires 2027

Executive Leadership



Bryan Buell RRT BGS CTAJ CMP

Registrar,
Executive Director



Gerald Spence RRT CTAJ

Deputy Registrar,
Complaint's Director

Public Members



Garry Christopherson BH(H) MPA

Term Expires 2025



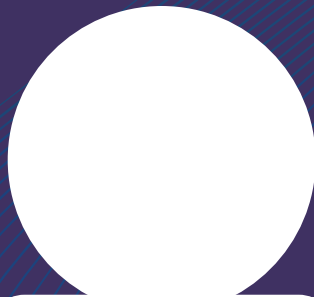
Tiffany Poltz CPA

Term Expires 2025

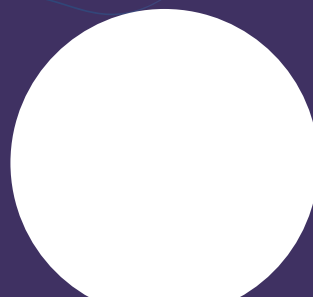


Katherine Sweet

Term Expires 2027

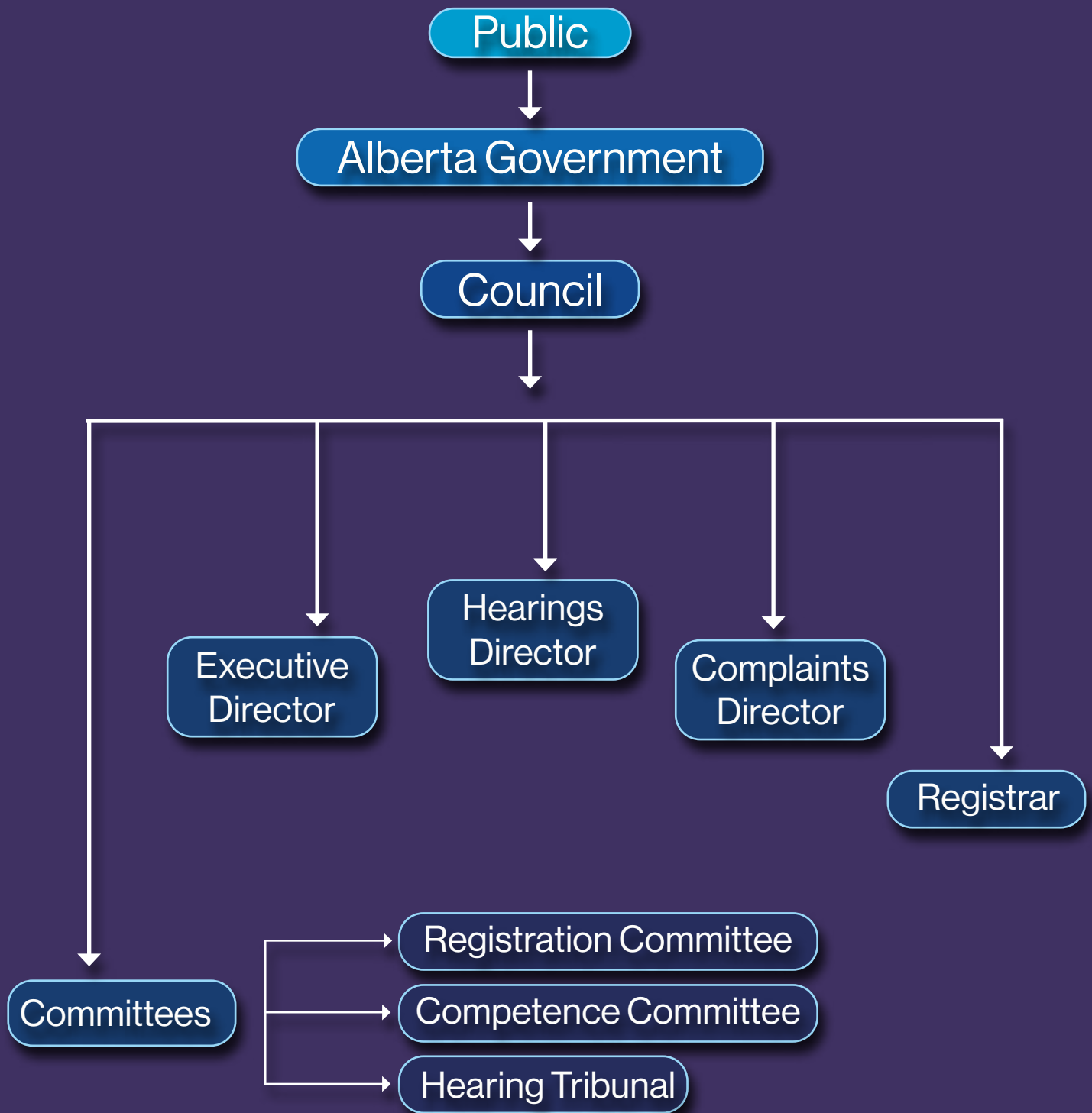


Vacant



Vacant

Organization Chart





Committees

REGISTRATION COMMITTEE

CHAIRPERSON: Mr. Jeffery Ung RRT, Calgary

Dolores Michelin RRT, Calgary
Judy Duffett-Martin RRT, Calgary
Will Cunnington RRT, Calgary
Travis Eremko RRT, Calgary
Elizabeth French RRT, Edmonton
Christa Krause RRT, Calgary

COMPETENCY COMMITTEE *is the registration committee*

HEARING DIRECTOR: Gerald Spence RRT, Calgary

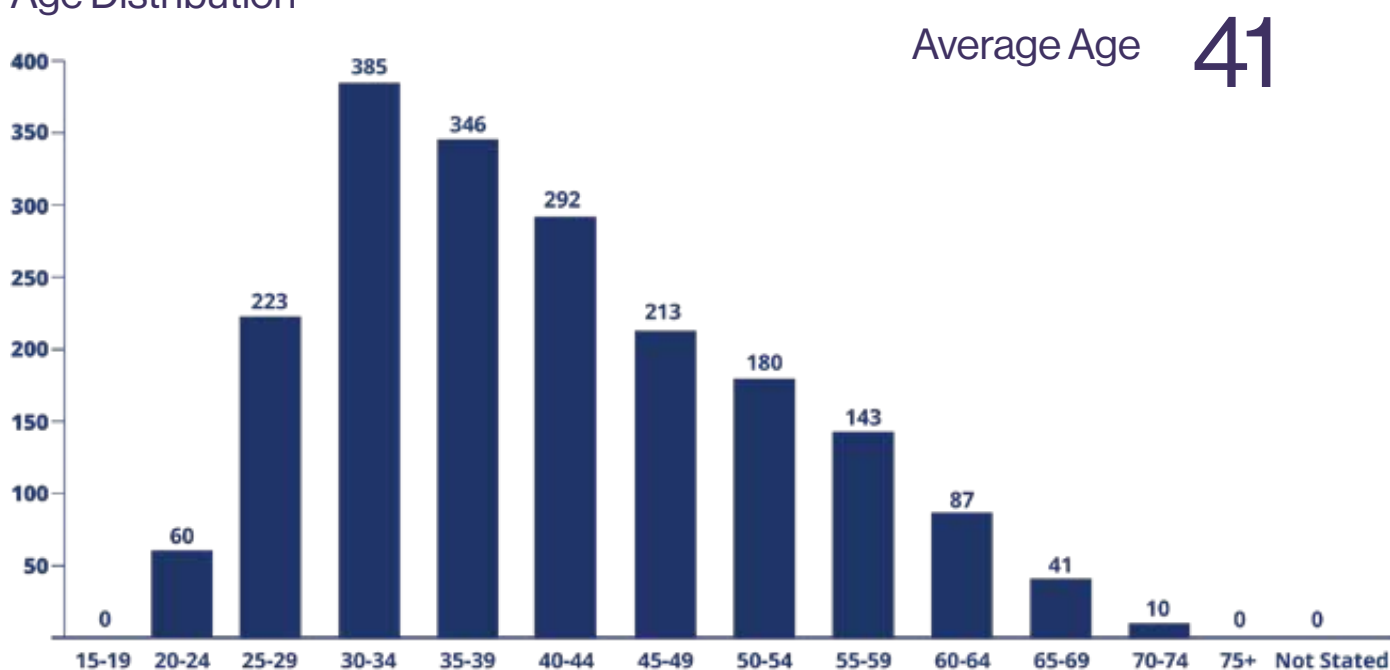
HEARING TRIBUNAL PANEL

Catherine Johansen RRT, Medicine Hat
Travis Eremko RRT, Calgary
Shannon Foster RRT, Edmonton
Linda Sheen RRT, Edmonton
Lisa Lem RRT, Edmonton
Dolores Michelin RRT, Calgary
Nicholas Castle RRT, Calgary
Gregory Hind RRT, Calgary
Linda Tymchuk RRT, Edmonton
Maristella Nandan RRT, Calgary
Fiona Lee RRT, Edmonton

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

Registrant Demographics

Age Distribution



1487  75%

491  25%

Registration



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 by CRTA 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 with or without conditions.

Council Approved Education & Examination



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 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 2024-2025 examinations were administered in January and July as originally scheduled by Measure 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. Both approved Alberta schools at NAIT and SAIT are fully accredited. 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..

The following programs are not approved by the council: All campuses of College Ellis and College Valleyfield in Quebec, College of the North Atlantic Newfoundland, and satellite campus located in Doha, Qatar, St Clair College in Windsor and Sir Sanford Fleming in Peterborough, Ontario.

The council does not recognize either the diploma or bachelor's degree program of Independence University, located in Salt Lake City, Utah, U.S.A. (formerly the California College of Health Sciences), which closed their doors and ceased operations this past year. The council was never able to receive any satisfactory explanation about the clinical competencies their graduates acquired while enrolled in that program. The only information provided was a marketing brochure list of distance delivery courses offered to students by the school.

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

- Algonquin College of Applied Arts and Technology
- Canadore College of Applied Arts and Technology
- Cégep de Chicoutimi
- Cégep de L'Outaouais
- Cégep 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 were reviewed over the 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 we will make suggestions for some future changes to the list of council approved programs. The Health and Advanced Education Ministers will be consulted on any changes to be made by the council.

Complaint Investigations, Hearing Tribunals & Incapacity Assessment Report

Complaints: This year we experienced a record number of **eleven professional practice complaints**, seven are pursuant to *section 57* from employers and four pursuant to *section 54* of the Act. Of the four pursuant to *section 54*, **three were from one complainant** of the public and in the other matter two registrants filed a complaint about another registrant.

Two of the complaints were satisfactorily resolved by the complaint director encouraging both the complainant(s) and investigated person(s) to communicate successfully with each other in attempts to resolve the matters. Both matters involved the registrants complying fully with their employer's policies and procedures.

Investigations: Nine complaint investigations were conducted during this reporting period. **A complaint investigation was suspended** pending the results of an incapacity assessment of an investigated person.

Two investigations are concluded, and no evidence of unprofessional conduct was identified one matter involving an employee accepting disability insurance benefits and the other involving a matter of intellectual property rights.

Two investigations were satisfactorily resolved by the complaint director with the consent of both the complainant(s) and the investigated person(s). One matter involved a non-invasive mechanical ventilator setting limits and patient refusal of emergency services and the other matter involved communication deficiencies by the registrant and issues of appropriate emergency responses. Both matters were satisfactorily resolved with additional education activities and in the matter involving emergency services the registrant agreed to a condition of direct supervision by another regulated member.

The complaint director investigated **three complaints** from a patient who had received care and alleged privacy violations by three registrants.



Two of the complaint investigations resulted in **no evidence** of unprofessional conduct by the registrants and the third resulted in insufficient evidence due to a three second inspection of an emergency department patient digital location board. In all three investigations the findings were also corroborated by internal investigations conducted by the employer involved.

The **final complaint was agreed by both the complainant and investigated person** for the complaint director to satisfactorily resolve the matter. A successful resolution outcome is anticipated by the complaint director where the investigated person accepts responsibility for their original behaviour and develops a plan to change that behaviour going forward including regular reporting of progress.

Incapacity Assessment: One incapacity assessment was conducted on a investigated person and the complaint investigation was suspended.

Patient Relations Program: No complaints involving sexual abuse or sexual misconduct were received during the reporting period. In addition, no supports were provided to any complainants through the patient relations program with Homewood Health during the reporting period.

Hearing Tribunals: One tribunal was convened in the reporting period where the investigated person admitted to unprofessional conduct for making multiple false submissions to their employer's extended health benefit administrator totalling \$4,900.87. The investigated person paid back all the false claims to the administrator, they also paid a \$3,000 fine to the college, agreed to successfully complete a professional ethics course and also pay a portion of the investigation and hearing tribunal costs up to a maximum of \$2,000 to the college.

President's Report



This past year has been one of significant progress, resilience, and renewed commitment to our mission of protecting the public through quality regulation of the practice of Respiratory Therapy. In a time marked by rapid change in healthcare delivery, growing demands on professionals, and evolving patient needs, the College of Respiratory Therapists of Alberta (CRTA) has remained a trusted leader and advocate.

CRTA Council met five times over this reporting period including a virtual engagement meeting open to all registrants. I would like to extend my deepest gratitude to the members of our Council for their unwavering dedication, insight, and leadership over the past year. Your commitment to serving the profession—and to advancing the standards, values, and goals of our organization—has been truly inspiring. Your thoughtful contributions, whether through policy discussions, committee work, or strategic planning, have played a vital role in guiding our direction and ensuring that we continue to serve the public with integrity and excellence.

Following careful consideration and deliberation over several meetings, CRTA Council approved the implementation of mandatory professional liability insurance for all practicing members on a recommendation from the Alberta Health Minister. It was not a decision made lightly, Council was acutely aware of the financial impact this would have on registrants. This decision reflects the Council's commitment to upholding public protection, supporting professional accountability, and aligning

"The only way that we can live is if we grow. The only way we can grow is if we change. The only way we can change is if we learn. The only way we can learn is if we are exposed. And the only way that we are exposed is if we throw ourselves into the open."
~C. Joybell

with regulatory best practices across the healthcare sector. Mandatory PLI ensures that all members are appropriately insured against potential claims arising from the provision of professional services, thereby safeguarding both practitioners and the clients or patients they serve.

To support the implementation of mandatory professional liability insurance requirements, Council undertook several key initiatives to ensure registrants were informed, prepared, and engaged. Multiple electronic communications were distributed to all registrants outlining the upcoming changes and their implications. A virtual information session was convened, during which presentations were delivered on the importance of professional liability insurance, coverage expectations, and available options. In addition, Council approved and implemented a mandatory continuing competency activity, which included an assessment designed to ensure registrants understand the requirements and can identify acceptable forms of coverage. These proactive steps reflect Council's commitment to supporting registrants through regulatory changes while reinforcing public protection and professional accountability.

In this reporting year, Council approved two corporate bylaw changes on September 13th, 2024 to sufficient quorum for council meetings to flexibly convene future council business and on December 13th, 2024 to require changes to the minimum professional liability insurance in response to the Health Minister's request on July 15th, 2024.

Thank you to Council for your time, your expertise, and above all, your steadfast support. It is a privilege to work alongside such a passionate and engaged group of professionals.

Respectfully Submitted,

Karrie Whalen BSc., RRT
President, CRTA

Public Members' Report

The Government of Alberta oversees the regulation of several health professions under the *Health Professions Act (HPA)*. Under this framework, the College of Respiratory Therapists of Alberta (CRTA) functions as a self-governing body, integrating appointed public members to its CRTA Council alongside appointed regulated members. The CRTA Council is entrusted with regulating and overseeing the Respiratory Therapists (RT) profession, ensuring RTs uphold the highest standards of respiratory care and patient safety in the province of Alberta. Through its governance, the Council is committed to protecting and serving the public.

Public members advance CRTA's mandate by offering a balanced public perspective and contributing strategic direction to safeguard public interest. Over the past year, **the College has undertaken proactive measures to enhance governance and accountability, reinforcing its commitment to excellence.** These efforts seek to ensure that both the healthcare system and health professionals meet the health needs of Albertans.

The following are a list of accomplishments achieved by the College for the reporting period:

- **Processed 117 applications** for registration and provided registration decisions for domestic new graduates, domestic labour mobility and global labour mobility applicants in less than 60 minutes after receiving a complete application as defined by the *Health Professions Act, Labour Mobility Act, Fair Registration Practices Act*.
- **Approved and implemented a mandatory continuing competency** activity including an assessment on acceptable **professional liability insurance** coverage in response to the Health Minister's July 15th, 2024, written request to the Registrar.
- Approved **two corporate bylaw changes** on September 13th, 2024, to sufficient quorum for council meetings to flexibly convene future council business and on December 13th, 2024, **to require changes to the minimum professional liability insurance** in response to the Health Minister's request on July 15th, 2024.
- Convened **five (5) council meetings including a registrant's engagement meeting** to conduct the business of the college including multiple policy review and approval, appointment of independent auditor.
- Developed within corporate governance a **council professional member appointment process** to fill any vacancies of professional members on the council.
- Reviewed a study of respiratory therapist public sector and independent sector employment postings for the reporting period **with the intention of making informed recommendations for future enrolment numbers** at both council approved programs of study.



- Discussed the value propositions and possible continued participation in the National Alliance of Respiratory Therapy Regulatory Bodies and Alberta Federation of Regulated Health Professions.
- Convened one panel to consider a request for review of a practice permit renewal decision made by the registration committee.
- Begun consultation on the feasibility and interest to create a respiratory therapy bridging program in the North Zone of Alberta Health Services for international applicants for registration in Alberta.
- Facilitated the hosting of two days of business meetings of the National Alliance of Respiratory Therapy Regulatory Bodies on May 2nd and 3rd, 2024.
- Convened national respiratory therapist's engagement with a booth for the entire exhibition and trade-show at the Canadian Society of Respiratory Therapists Education Conference in Banff.
- Continually monitoring the performance of the accreditation process of respiratory therapy education programs in the country by Accreditation Canada/Equal.
- Approved amendments to the minimum funds required for the Treatment and Counselling Regulation, also amended the contract with Homewood Health who provide the services for the college's Patient Relations Program.
- Approved amendments to the regulation guidance document (area of practice) for the Medications, Liquid, and Substance Administration compliant with sections 63 and 64 of the *Health Professions Act Restricted Activities Regulation*.
- Performing ongoing monitoring of service provider co-operation of private corporations, chartered financial institutions to fully comply with the corporate name change of schedule 26 of the Health Professions Act amended in December 2023.
- Received a report on a national review of registrant membership fees and mandatory minimum practice hour requirements within other Canadian regulated jurisdictions.
- Convened two education sessions for registrants on topics of regulatory importance. Professional liability insurance coverage and protection to limit personal liabilities and a detailed analysis of the Jaswall factors for determining sanctions at disciplinary hearing tribunals and governability of registrants.
- Received two legal opinions on publication of registrant sector of employment on the college website and duty to accommodate pursuant to the *Alberta Human Rights Act*.
- Received briefing note on Article 706 of Canada Free-Trade Agreement about proposed regulation amendments to registration requirements on assessment of applicants in Ontario.
- Approved distribution of request for proposals for independent auditor services for the fiscal year ending January 31st, 2025.

In summary, the past year has been marked by significant accomplishments and a commitment to responsive governance aligned with provincial policy. CRTA has pro-actively responded to Alberta's evolving healthcare landscape, addressing both professional needs of its members and the broader health system. CRTA public members remain dedicated to continued collaboration with the College, ensuring the highest standards of respiratory therapy care and protecting the interests of the people of Alberta.

Registrar's Report

Global Approach **Regional Focus**



2008 registrants renewed their general practice permits and sourced professional liability insurance on or before midnight March 31st, 2025. After extensive registrant consultation by the council the college amended their by-law to respond to the July 2024 Health Minister's request to consider amending the liability insurance requirement.

The Minister's request was in response to a recommendation from a special advisory committee who reviewed Alberta legislation post Covid-19 pandemic. Evidently, in some health professions regulated members had insufficient personal resources to respond to any allegation of professional practice complaints made by the public, employers, or other parties.

The previous government minimum standard was liability insurance coverage to compensate patients for damages associated with unskilled practice only. In most cases the employer's insurance coverage was acceptable to the College and served the public and our profession well since the profession was regulated initially under the authority of the *Health Disciplines Act* and then in 2009 under the *Health Professions Act*.

Most registrants were able to source cost effective group insurance (\$300) by participating in the national professional association's group insurance program. The policy also responds to payments for sexual abuse and sexual misconduct allegations reducing the college's \$24,600 maximum liability exposure through the mandatory patient relations program.

The added fee for liability insurance is the first across the board increase in cost to practice for every registrant since 2008. The \$300 cost results in a 71% increase in the tax to work/practice in the province while the regulatory college receives none of the money.

Individual commitment to a group effort is the cornerstone of success for any team, company, society, or civilization.

~Vince Lombardi

The college has been refining our application processing for new graduates, domestic labor mobility application and global labor mobility application pathways to quickly respond to employer's needs. I am very pleased to report that after receiving a completed application (containing all the required digital and hard copy information from the applicant pursuant to the Act) we provide a registration decision for the applicant in under sixty minutes for all three pathways. This performance exceeds expectations by any critics from any source pointing their finger at regulatory colleges alleging they are responsible for delays in licensing.

The success of our timeline approach is attributable to providing detailed online instructions to applicants on our website, electronic mail, and telephone support to any applicant. We measure everything in our office and have monitored a significant reduction by seven days of the time taken by applicants to provide our office with all the necessary documents to be able to make a registration decision. It is truly amazing to observe how efficient our system is when the applicants carefully follow plain English language instructions.

In closing, I would like to commend all our registrants for their professional resilience. While many provinces, most notably Saskatchewan and Manitoba, report significant labor shortages for our profession. Alberta reports very favorable results as we are not listed on the provincial express entry stream for immigrants. I continue to maintain the opinion that the best place to practice our profession in North America is right here in Alberta and nowhere else. Thank-you all for the work that you do.

Respectfully submitted,

Bryan Buell RRT, BGS, CTAJ, CMP,
College Registrar



Management Discussion of Finances

Management's Discussion and Analysis on Audited Financial Statements

Once again, we have enjoyed an operational surplus of excess revenue over expenses as membership revenue and interest income revenue modestly increased. Our surplus was less than the previous year due to a rise in complaint investigations, conduct expenses and general inflationary administration costs.

Note 10 of the auditor's report contains a comparison of investigation and legal costs year over year. We encountered a record number of complaints compared to years previous, and those complaints are much more complicated requiring further legal review and analysis. We also spent a significant amount on a legal opinion to confirm the College is in full compliance with the *Human Rights Act* when considering applications for registration and /or renewal of general practice permits due to maternity leave and or disability leave by registrants.

We continue to enjoy leveraging technology and synergies of scale through our website to operate efficiently and effectively providing 24/7 access to registration and education services for registrants and potential registrants. We continue to receive favourable comments from the public and registrants on how easy it is to navigate through the site and easily access high quality information to answer questions.

The council reserved funds for the purpose of creation of a provincial professional association and hope to release the funds once sufficient evidence is provided for the creation of a provincial professional association for Alberta registered respiratory therapists. We understand that a small group of organizers are close to completing the task.

For the next fiscal year, we anticipate less interest income due to GIC re-investment at lower interest rates. This is due to lowering of central bank lending rates to improve the general economy in the country. Our computer hardware, furniture and equipment have served us well but is beginning to show age and related usefulness. This may result in acquiring new furniture and equipment for additional human resources at the College.

Our human resources are planning to retire from practice in November 2026 and will have to be replaced with multiple competent individuals possessing diverse skill sets which may result in one-time recruitment costs and increased salary and benefits expenses. There will be a planned overlap for orientation and business continuation which will result in one-time duplication of salaries and benefits until the personnel transition is complete.

We anticipate some modest incremental expenses to complete the corporate name change of the College due to legislative changes imposed on the College on April 1st, 2023. To date we have encountered an estimated \$30,000 in expenses and staff time associated with changing e-mail addresses, all bank accounts, all supplier accounts, credit card account, Canada Revenue Agency account for source deduction contributions, letterhead, envelopes, web-site branding and messaging.

In conclusion the council decided not to consider increasing registration fees given all registrants were required to obtain professional liability insurance policies in response to the Health Minister's request to the registrar. For most registrants this resulted in an annual increase of \$300 per year to be able to practice. There is currently no plan to increase fees for the upcoming transition of staffing as the membership equity is sufficient to cover those one-time costs.

Auditor's Report

To the Members of College of Respiratory Therapists of Alberta

Opinion

We have audited the financial statements of College of Respiratory Therapists of Alberta (the "College"), which comprise the statement of financial position as at January 31, 2025, 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 as at January 31, 2025, 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 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.

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

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 scepticism 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.

Calgary, Alberta

Mahmud Khalfan Professional Corporation Chartered Professional Accountants

*operating through Mahmud Khalfan Professional Corporation, Chartered Professional Accountants

College of Respiratory Therapists of Alberta
Statement of Financial Position
January 31, 2025

	2025	2024
ASSETS		
CURRENT		
Cash	\$ 361,789	\$ 133,218
Short term investments (Note 4)	1,890,308	1,227,027
Prepaid expenses	10,462	16,993
	<u>2,262,559</u>	<u>1,377,238</u>
PROPERTY AND EQUIPMENT (Net of accumulated amortization) (Note 6)	6,621	9,900
INTANGIBLE ASSETS (Net of accumulated amortization) (Note 6)	36,917	39,113
LONG TERM INVESTMENTS	1,164,336	1,676,120
	<u>\$ 3,470,433</u>	<u>\$ 3,102,371</u>
LIABILITIES AND NET ASSETS		
CURRENT		
Accounts payable and accrued liabilities	\$ 21,725	\$ 21,398
Wages payable	14,461	8,122
Unearned revenue (Note 8)	153,861	167,026
	<u>190,047</u>	<u>196,546</u>
NET ASSETS		
Unrestricted fund	2,336,848	1,956,812
Restricted fund (Note 9)	900,000	900,000
Invested in capital assets	43,538	49,013
	<u>3,280,386</u>	<u>2,905,825</u>
	<u>\$ 3,470,433</u>	<u>\$ 3,102,371</u>

College of Respiratory Therapists of Alberta
Statement of Revenues and Expenses
Year Ended January 31, 2025

	2025	2024
REVENUES		
Membership	\$ 909,180	\$ 879,255
Interest income	141,611	116,239
Cost recovery - conduct	24,565	23,460
Other	219	5,356
	<u>1,075,575</u>	<u>1,024,310</u>
EXPENSES		
<u>Operating</u>		
Investigations and conduct (<i>Note 10</i>)	127,881	70,786
Printing and design - annual report	15,213	8,836
Professional development	11,184	3,443
Accommodation, travel and parking	10,709	6,511
Meals	2,990	2,125
Telephone	1,086	161
Consulting, supplies and other	695	1,775
Awards, diplomas and certificates	250	2,640
Accreditation	-	3,580
	<u>170,008</u>	<u>99,857</u>
<u>Administration</u>		
Wages and benefits	319,649	282,726
Advertising, promotion and web page	49,498	24,413
Professional fees	44,112	26,423
Rent	43,466	44,827
Interest and bank charges	19,789	18,277
Amortization of capital assets	18,484	4,165
Office and general	16,802	19,380
Memberships and subscriptions	15,963	23,149
Insurance	3,243	4,105
	<u>531,006</u>	<u>447,465</u>
	<u>701,014</u>	<u>547,322</u>
EXCESS OF REVENUES OVER EXPENSES	<u>\$ 374,561</u>	<u>\$ 476,988</u>

College of Respiratory Therapists of Alberta
Statement of Changes in Net Assets
Year Ended January 31, 2025

	Unrestricted Fund	Restricted Fund	Invested in capital assets	2025	2024
NET ASSETS - BEGINNING OF YEAR	\$ 1,956,812	\$ 900,000	\$ 49,013	\$ 2,905,825	\$ 2,428,837
Investment in intangible assets	(13,010)	-	13,010	-	-
Excess of revenues (deficiency) over expenses	393,046	-	(18,485)	374,561	476,988
NET ASSETS - END OF YEAR	\$ 2,336,848	\$ 900,000	\$ 43,538	\$ 3,280,386	\$ 2,905,825

College of Respiratory Therapists of Alberta
Statement of Cash Flows
Year Ended January 31, 2025

	2025	2024
OPERATING ACTIVITIES		
Cash receipts from regulated members	\$ 1,025,081	\$ 955,504
Cash paid to suppliers and employees	(669,331)	(554,279)
Interest received	37,328	69,480
	<u>393,078</u>	<u>470,705</u>
Cash flow from operating activities		
INVESTING ACTIVITIES		
Purchase of property and equipment	-	(2,933)
Purchase of intangible assets	(13,010)	(39,113)
Purchase of investment - GIC	(151,497)	(492,272)
	<u>(164,507)</u>	<u>(534,318)</u>
Cash flow used by investing activities		
INCREASE (DECREASE) IN CASH FLOW	228,571	(63,613)
Cash - beginning of year	<u>133,218</u>	<u>196,831</u>
CASH - END OF YEAR	\$ 361,789	\$ 133,218

College of Respiratory Therapists of Alberta
Notes to Financial Statements
Year Ended January 31, 2025

1. NATURE OF ORGANIZATION

The College 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 (ASNFPO). Canadian accounting standards for not-for-profit organizations are part of Canadian GAAP.

3. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Cash

Cash and cash equivalents include amounts on deposit with financial institutions and cash equivalent includes term deposits that mature within three months from the date of acquisition. The College did not hold cash equivalents at the end of the year.

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.

Investment

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.

Property and equipment

Property and equipment is stated at cost or deemed cost less accumulated amortization and is amortized over its estimated useful life on a declining balance basis at the following rates:

Computer hardware	45%
Furniture and equipment	20%

The College regularly reviews its property and equipment to eliminate obsolete items. Government grants for property and equipment are treated as deferred capital contribution which will be recognized as revenue over related amortization period.

Property and equipment acquired during the year but not placed into use are not amortized until they are placed into use. All additions made during the year are amortized at 50% of the above rates.

Intangible assets

Intangible assets are stated at cost or deemed cost less accumulated amortization and are amortized over their estimated useful lives on a straight-line basis at the following rates:

Website	3 years straight-line method
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(continues)

College of Respiratory Therapists of Alberta
Notes to Financial Statements
Year Ended January 31, 2025

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

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.

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, short-term investment and prepaid expenses.

Financial liabilities measured at amortized cost consist of accounts payable and accrued liabilities, wages payable and unearned revenue.

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.

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 1.10% to 5.30% (2024 - 2.70% - 5.20%).

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 1.10% to 5.30%. Investments consist of guaranteed investment certificates, with various maturity dates from Jan 2024 to July 2027. The cost approximates the market value.

College of Respiratory Therapists of Alberta
Notes to Financial Statements
Year Ended January 31, 2025

6. PROPERTY AND EQUIPMENT

	Cost	Accumulated amortization	2025 Net book value	2024 Net book value
Computer hardware	\$ 23,278	\$ 20,422	\$ 2,856	\$ 5,193
Furniture and equipment	26,755	22,990	3,765	4,707
	\$ 50,033	\$ 43,412	\$ 6,621	\$ 9,900

INTANGIBLE ASSETS

	Cost	Accumulated amortization	2025 Net book value	2024 Net book value
Website	\$ 52,123	\$ 15,206	\$ 36,917	\$ 39,113

7. 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, 2025, the balance was \$738 (2024 - \$1,438).

8. 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.

	2025	2024
Memberships	\$ 153,861	\$ 147,476
New Grads	-	19,550
	\$ 153,861	\$ 167,026

College of Respiratory Therapists of Alberta
Notes to Financial Statements
Year Ended January 31, 2025

9. 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.

The Council approved the allocation of \$115,000, plus accrued interest, to be held in restricted funds for the purpose of establishing a provincial professional association. This amount reflects the adjusted value—based on inflation and the Canadian dollar—of funds reported in the 1988 audited financial statements of the former Alberta Society of Respiratory Therapists, as of the time the College was originally established.

10. INVESTIGATIONS AND CONDUCT

	2025	2024
Investigations into conduct	\$ 34,776	\$ 42,870
Legal fees associated with conduct and hearings	93,105	27,916
	<u>\$ 127,881</u>	<u>\$ 70,786</u>

11. 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 members.

College of Respiratory Therapists of Alberta
Notes to Financial Statements
Year Ended January 31, 2025

12. 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.



In Memorial of

Nelson Kennedy RRT

The College of Respiratory Therapists of Alberta has received word of the death of our professional colleague Nelson Kennedy RRT.

Nelson successfully practiced as a registered respiratory therapist in the city of Edmonton and most notably at the Royal Alexandra Hospital and Northern Alberta Institute of Technology. He was an avid supporter of our professional organizations, nationally and provincially, sitting on many committees, and taking on many roles.

Nelson graduated from the Royal Alexandra Hospital's training program in 1967 and earned the R.I.T.T. (C) designation (Registered Inhalation Therapy Technician-Canadian), a precursor to our current registered credential. At this time he was a bedside clinician in the infancy of our profession.



At NAIT he taught Respiratory Therapy, soon leading that program, and then developing the Paramedic Program. He became Dean of the School of Health Sciences and the School of Hospitality. Nelson thrived in these roles and was admired by administration, faculty, students, and the health care community at large for his vision, energy and leadership. He believed in leadership by engagement and was known to drop into labs, unannounced, to talk with and encourage students in many different programs of study.

In addition to a 1979 Alberta Society of Respiratory Therapists Outstanding Service Award, Nelson was recognized in 2005 for "Lifetime of Achievement and Distinctive Leadership in the Health Professions" by the Canadian Society of Respiratory Therapists. For his remarkable contributions, the College honoured Nelson by establishing a lecture series in his name and sponsoring the Honourable Stephen Lewis, former Canadian Ambassador to the United Nations, and UN Secretary General's Special Envoy to deliver the inaugural "Nelson Kennedy Lecture" as a keynote speaker at the June 2005 CSRT Educational Conference in Edmonton at the Shaw Conference Centre.

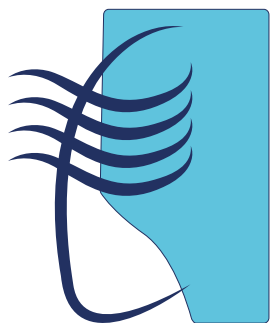
Also to honour Nelson, the College conducted many national registration examination preparation workshops for colleagues who were unsuccessful on the initial writing of the examination. An impressive achievement and fitting tribute to a colleague known to be larger than life in making a difference.





This report has been designed by Shannon Silver Images. Photos of respiratory therapists at work are all Alberta RRTs and also produced by Shannon Silver RRT. Any 'patients' in these photos are also RRTs or their family members. Any inquiries can be directed to Shannon Silver at info@shannonsilverimages.ca. www.shannonsilverimages.ca

This report was printed by Budget Printing and Supplies, Calgary Budget Printing Supplies is a locally owned and operated small business in Calgary and has been providing printing and digital services since 2013. www.budgetprintingsupplies.ca



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