

Minutes

Date: January 27, 2025 7-9 pm

In Attendance: Kenny Zhan (Chair), Lisa Bonin (Vice-Chair), Edmond Kodua (Secretary), Jason Sheppard, Rebecca Jessome, Hammad Mohiy Ud Din, Karren Fader (ED/R), Bob Jenkins (RFO)

Late:

Regrets: Paulette Anderson, John-David Brown,

Absent:

Session Purpose: *To commit to defining and maintaining the standards of excellence required for high quality, evidence-informed care by competent MIRTTPs.*

Session Outcomes: By the end of this meeting, we will have ...

1. Reviewed
2. Discussed
3. Decision
4. Reviewed the 2nd draft budget for 2026

Item	Time	Summary	Supp Docs	Discussion	Action
1. Call to order	1900	WELCOME			
1.1 Quorum	1902			Quorum	Quorum met: Yes
1.2 Conflict of Interest	1903				Any conflicts declared: No
1.2a In Camera		Chair to Lead			
Land Acknowledgement	1904			NSCMIRTTP acknowledges that we are in Mi'kma'ki, the ancestral and unceded territory of the Mi'kmaq. We are all Treaty people.	
1.3 AGENDA	1905	AGENDA			
1.3.1 Agenda	1923	Approval of Agenda	*	Motion to approve the agenda.	Moved: R. Jessome Second: L. Bonin Motion Carried

1.3.2 Minutes	1908	Minutes from Meeting November 18, 2025 Minutes from Meeting September 23, 2025		Motion to approve the minutes from the November 2025 meeting. Refreshing the acknowledgement of land treaties. Motion to approve the minutes from the September 2025 meeting.	Moved: R. Jessome Second: J. Sheppard Motion Carried Moved: L. Bonin Second: J. Sheppard Motion Carried
1.3.3 ED Report	1910	Executive Director Report	*	There are seven complaints currently in the process. Three of them were received in December. The lead investigator has been engaged. The RTT refresher program's documentation has been received. It needs to be evaluated, tidied up, and uploaded online to begin offering to candidates. Winter education has been initiated. We are working with OHPR with regards to candidates from Jordan. We are working to assess the different MIRT programs to evaluate equivalency to the Canadian standard.	For information
1.3.4 Policy	1920	Claim of Expense Policy	*	Motion: To approve the Claim of Expense Policy. The updated claim form was brought back for approval. The required updates are highlighted.	Decision Moved: J. Sheppard Second: L. Bonin Motion Carried
1.3.5 Finance Update	1925	Review of 2025 year-end	*	Registration fees and Refresher program fees came in higher than budgeted, which resulted in a profit. Gift and Honorariums came in lower than what was budgeted. The amount was set to reflect an increase in volunteers after RHPA migration, which did not happen last year. Insurance is lower than budget but not all the final bills for 2025 are in yet. Actual Legal/ legislation is lower than the budgeted amount. RHPA migration was expected in the year 2025, but it did not happen. Contingency/complaints/investigations were not budgeted yet spending was made in the years 2025 and 2024. It is projected to be higher in the coming year with more complaints expected.	For information

				<p>Credit card fees are less than what is budgeted. There are more registrants on payroll deduction, and the final bill for November/December has not been factored in.</p> <p>Registration platform annual fees were over the expected budget. The higher cost was due to payment to Guild for data purges and work with Guild to migrate to Alinity.</p> <p>Accounting (Bookkeeping) was considerably higher than expected. Configuration of payroll and QuickBooks was made through a series of meetings with MNP.</p> <p>Audit amount is not a full reflection as we are yet to be billed on the 2025 audit.</p> <p>The refresher program was not budgeted for, but we incurred cost and it has been added.</p> <p>Total actual expenses are lower than what was budgeted. We are yet to pay the Alinity cost and some money for commerce and meetings which were not spent.</p> <p>It brought the deficit lower than expected.</p> <p>LDI fees from last year and the year before will be adjusted to reflect the actual figures.</p>	
1.3.6 Electronic Business	1945				
2.0 Business Arising	1945				
2.1 Registration Platform	1945	Update on implementation and renewal	*	<p>All the modules are in place except complaints and investigations module, reinstatement module and CPD auditing. They are expected to be out in February 2026.</p> <p>Application module and student registration module came live last month. There is no more manual registration.</p> <p>Problems with registration process were small and the turn arounds with fixing the problems were quick. They have mainly been lock ups at some point in the renewal process.</p> <p>Data mining and report creation is an improvement from the previous service.</p> <p>There are continuous meetings with softworks.</p>	For information

2.2 Additional FTE (0.4)	2000	Staffing Model	*	<p>With the requirement with RHPA migration, 0.4FTE will be an asset to the organization.</p> <p>Comparison made with similar group regulators; their FTE numbers have increased after migration.</p> <p>There is anticipation of the role moving from a 0.4FTE to higher FTE, but it is situation determinant.</p> <p>There is an expectation of a challenge in recruitment. It will be a unique person and should be open until it is filled.</p>	<p>For decision</p> <p>Moved: L. Bonin Second: E. Kodua Motion Carried</p>
3.0 New Business	2020	GOVERNANCE			
3.1 2 nd draft Budget 2026	2020	<p>Review 2nd draft budget 2025/2026 comparison</p> <p>Approval of 2026 Budget</p>	<p>3.1a</p> <p>3.1b</p>	<p>The registration fees are expected to be higher than last year because of an increase in registrants and higher registration fees.</p> <p>Registration fees and application fees can be separated with the aid of Alinity. Together with interest, total revenue is expected to be higher in 2026 compared to 2025.</p> <p>Most of the expenses are kept the same as last year. Legal has been reduced as we do not believe the cost of migration will be as high as previously thought.</p> <p>The salary proposal includes the 0.4FTE highest level salary. The budget is expected to result in gross profit.</p> <p>Contingency/complains/investigations are not budgeted for but will be captured as an expense.</p> <p>The total conference fees are up slightly.</p> <p>See budget proposal The budget is approved as presented.</p>	<p>For discussion</p> <p>For decision Moved: J. Sheppard Second: L. Bonin Motion Carried</p>
3.2 Board Composition 2026		Executive roles and new members	*	<p>Three vacancies need to be filled, and we are in the process of soliciting candidates for the positions. Public members position on-going for this year. L. Bonin expressed interest in the Chair position J. Sheppard expressed interest in the Vice Chair position E. Kodua expressed interest in the Secretary position.</p>	<p>For discussion and decision</p> <p>Moved: H. Mohiy Ud Din Second: R. Jessome Motion Carried</p>

				Motion: To approve Directors for Executive positions of Chair, Vice-Chair and Secretary.	
3.3 Approve new compensation for ED	1920			Motion: To approve an increase in ED compensation of 2.2% and to approve a \$500 holiday gift for the ED and \$250 holiday gift to the RFO.	Moved: J. Sheppard Second: L Bonin Motion Carried
3.3					
4.0		STRATEGIC DISCUSSION			
4.1 Strategic Plan Review	2040	Update on 2025 activities and proposed for 2026	*	Financial stability has been concentrated over the past year. Hence, less concentration on finance so as to concentrate on communication. RHPA migration, by law creation and a whole year to get other things done. It should take us through June 2027.	
5.0 Other Business					
6.0 Next Meeting		March 18 th , 2026 Other Meetings		Board Meeting See Calendar	
7.0 Adjournment	Meeting adjourned				
	Respectively submitted by Edmond Kodua				