

UNIFYING FOR A HEALTHY FUTURE

ANNUAL REPORT



Annual Report 2021



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THE 2nd ANNUAL GENERAL MEETING

The Nova Scotia College of Medical Imaging and Radiation Therapy Professionals

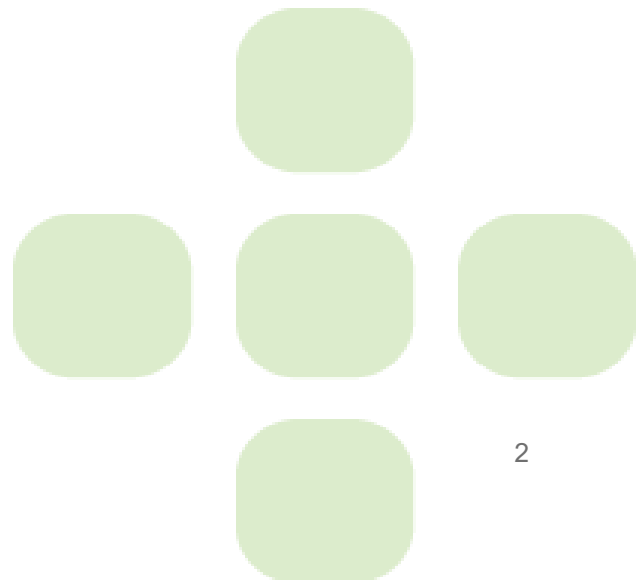
Notice is hereby given to the registrants of the Nova Scotia College of Medical Imaging and Radiation Therapy Professionals (NSCMIRTP) that the 2nd Annual General Meeting of the College will be held **Saturday, June 11th, 2022 1100-1200**. This will be a webinar event, details on how to connect will be sent nearer the time. A plenary education event will also take place via webinar from **0930-1030 am** prior to the AGM.

Those in attendance are reminded that they are not eligible to vote at the AGM if they are not an active registrant of NSCMIRTP.

The following pages contain the Annual Reports of the Executive and the committees of the NSCMIRTP. Please bring your own copy of the Annual Report with you to the AGM. The report is available in electronic format on the NSCMIRTP [website](#) and will be displayed electronically during the annual meeting.



Chrissy Gamache, BHSc, MRT, RTR, CTIC
Chair NSCMIRTP





AGENDA

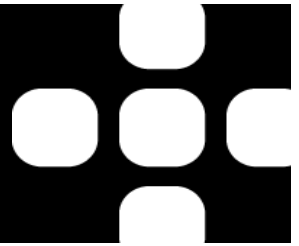
The Nova Scotia College of Medical Imaging and Radiation Therapy Professionals

2nd Annual General Meeting

June 11th, 2022 11:00 - 12:00

Webinar

- 1.0 Call to Order & Roll Call of NSCMIRTP Board
- 2.0 Chair's Welcome and Approval of Agenda
- 3.0 Approval of Minutes of NSCMIRTP's 1st AGM
- 4.0 Business Arising from the Previous Minutes
- 5.0 Annual Reports
 - 5.1 Executive Board
 - 5.1.1 Chair and Executive Director's Report
 - 5.1.2 Registrar's Report
 - 5.1.3 Volunteer Coordinator's Report
 - 5.2 Committee Reports
 - 5.3 Finances
 - 5.3.1 Committee Report
 - 5.3.2 MNP Audit Report
- 6.0 New Business
 - 6.1 Election Results
 - 6.2 Appointment of Auditors
 - 6.3 Joint Stocks
- 7.0 Adjournments



Julie Avery
Executive Director/Registrar
julieavery@nscmirtp.ca



Joanne Jones
Administrative Assistant
joannejones@nscmirtp.ca

Vision

Public trust as the leader in regulating Medical Imaging and Radiation Therapy Professionals.

Mission

Regulating the profession of Medical Imaging and Radiation Therapy Professionals (MIRTPs) in the public interest.

Values

Accountability: We protect the public by holding registrants accountable for delivery of safe, competent and ethical care.

Excellence: We define and maintain the standards of excellence required for high-quality, evidence-informed care.

Inclusion: We are committed to upholding the values intrinsic of equity, diversity and inclusion.

Collaboration: We work with internal and external stakeholders to improve practice and professional competency.

Transparency: We are fair, open, and forthright in our processes.

NSCMIRTP 2021 Board



Chrissy Gamache— Chair



Rebecca Jessome - Vice Chair



Diana Sheppard - Treasurer



Nancy Duggan - Secretary



Kenny Zhan - Member at Large



Jennifer Kressebuch
Member at Large

PUBLIC MEMBERS



Ann Mann



Hammad Moyid ud Din



Nick Burke



Chair & Executive Director Report

Setting the Foundation

As of this writing, Nova Scotia is slowly building a new normal and laying the foundation for living with endemic COVID-19. Setting a solid foundation has also been a theme for the NSCMIRTP this year. With proclamation occurring in late 2020, it means 2021 was the College's inaugural year as a self-regulated organization with many firsts. Before Jan 1st, 2020, was even rung in, the College had begun the process of electing its first board. Interest was high with eleven individuals putting their name forth for consideration. Approximately 21% of registrants voted to determine the individuals that would be elected to serve. The inaugural board was charged with setting the tone and direction of the College.

In addition to continuing to build upon the foundational work required of a new organization, we maintained

our day-to-day regulatory responsibilities while also addressing the impacts of COVID-19. This has included:

- Collaborating with public health and clinics to develop reopening guidelines for private clinics.
- Developing a flexible approach to solutions to address the needs of the health system
- Disseminating consistent resources and support materials to registrants related to COVID-19
- Developing consistent messaging for the public, registrants, and government.

Governance

Board education was an area of focus in 2021. It was important that with the change to self-regulation that the board members and committee chairs had a strong understanding of their responsibility related to governance. To address this, we invited our lawyers

from McGinnis Cooper to conduct two half days of virtual education in March. This was followed by a facilitator working with the board and committee chairs on how to conduct effective meetings. These sessions helped to cement the foundational mandates of the College and the Board and Committee's responsibilities in ensuring the College mandate is fulfilled.

College Operations

With a change in mandate from dual role association to pure regulation the board was asked to consider multiple aspects of operations throughout the year to ensure activities of the College aligned to the mandate of public protection. As a result of this review the College has implemented changes to committee structures, and educational offerings.

Additionally travel and in-person meetings were impacted. In planning for 2021 there had been hope

that travel by spring would be possible. In supporting public health restrictions and the health and safety of our staff and volunteers, the College cancelled all travel related activities but hopes to resume some level of in person collaboration and travel in 2022. While virtual meetings are the new norm and have proven to be effective in supporting ongoing operations and collaborations, there is an element that has been lost. We look forward to a time that in-person collaborations are once again an option.

Strategic Plan

After reviewing the current strategic plan, the need to develop a new plan was evident. With assistance from a facilitator, feedback from stakeholders to inform the plan was sought. Over a daylong session the board

identified the strategic focus for the next three years and updated the Mission, Vision and Values. This plan has assisted staff in developing operational objectives and strengthening foundational processes. Two core pillars were identified, Stakeholder Awareness and Effective Governance. Under each of these pillars strategic goals were identified and specific operational objective for each year developed to meet the goals. The full plan is available on the [website](#).

There is no question while 2021 was a challenging year it was also a time of success. We take this mindset forward to continue to grow as an organization and serve the public interest. We are pleased to share highlights of some of NSCMIRTP's accomplishments from this

past year in this report.

On behalf of the public that we serve, NSCMIRTP is appreciative of all MIRTPs as they continue to provide safe, competent, ethical, and compassionate care to Nova Scotians. Lastly, the College cannot function without the vital work of our MIRTPs and public members volunteering with the College from around the province. Thank you for committing your time and for your valuable contributions. Your efforts continue to support our mandate to ensure that Nova Scotians receive safe, effective, and ethical care.

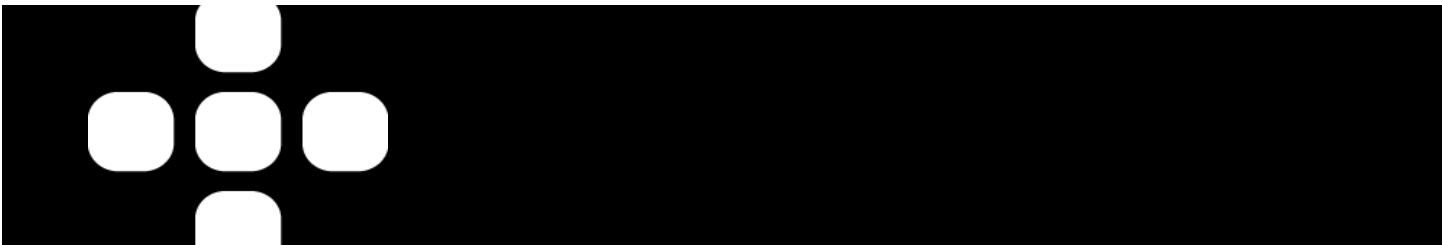


Chrissy Gamache, BHSc, MRT,
RTR, CTIC
NSCMIRTP Board Chair



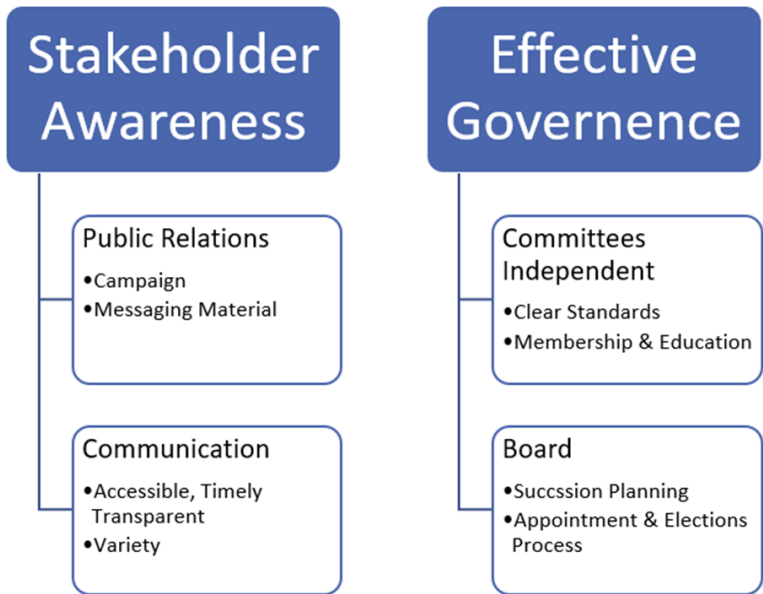
Julie Avery MHA, BHSc, MRT, CTIC
Executive Director, NSCMIRTP





2021 Strategic Highlights Report

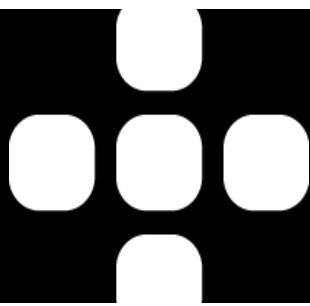
We began 2021 with a strategic plan that no longer aligned with the strategic focus of the organization. A new plan was developed and rolled out in the fall of 2021. Vision, Mission, and Values were updated, and two core pillars were identified with goals related to each of these pillars and operational objectives linked to each goal. This plan will cover 2022-2024. While only rolled out in the fall many of the College activities through 2021 aligned with the new plan.



During fall 2021 initial steps were taken to begin meeting the 2022 strategic objectives. A call for PR proposals was sent out and a PR firm will be hired by spring 2022 to develop a 2-year plan. This project will include an audit of current communication practices, development of a communication plan with stakeholders, creation of materials to assist in consistent messaging, and PR reach out to the public. The anticipated outcomes will be improved awareness of NSCMIRTP’s existence and mandate by our registrants and the public as well as improving our communication strategies with stakeholders to enhance accessibility, timelessness, transparency, and variety of methods.

The 2nd pillar will address governance and focus on developing strong foundational processes and structures. Board and committees will review TORs and Bylaws to ensure they align with current mandate and operational activities. Intent is to build consistent orientation and onboarding for chairs and identify required education, and skills needed to support the working of committees and the board. Outcome will be for the College to have incorporated clear policies, processes and supports related to Board and Committee make-up and function allowing for committees to independently make consistent and legally defensible decisions.

Succession planning for the Board and staff is another strategic area of focus. To address succession planning of staff a position of deputy registrar has been created. Allowing for enhanced operational stability and memory in the event the executive director is unable to report to work.



Registrar's Report

As of Dec 31st, 2021, there were 736 active registrants with the Nova Scotia College of Medical Imaging and Radiation Therapy Professionals (NSCMIRTP). This is an increase of 18 from 718 on Jan 1st, 2021. NSCMIRTP had 80 new applicants, with 78 being successful, 57 resignations and 8 lapsed registrants through 2021 which are broken down in the registration renewal chart.

New Applicants	#2021/#2020	Resignation/Lapsed	#2021/#2020
CFTA	10/36	Retirement	23/25
International	1/3	Maternity/Parental	9/23
NON-CFTA Canadian	17/11	Left/Not in Jurisdiction	17/19
New NS Grad	21/16	Medical	1/4
Reinstatement	31/20	Unemployed/Other	6/4
2 nd Discipline	7/7 (3 reinstate, 4 new, 1 add)	Working in Non MIRTP Role	1/5
Withdrawn/Closed	2/8	Lapsed	8/7

On Jan 1st, 2022 there was a total of 758 active licenses issued to a total of 708 individuals. A total of 50 MIRTPs are currently dual licensed. NSCMIRTP continues to update information on dual licensing to ensure primary license reflects primary area of practice rather than first licensed received.

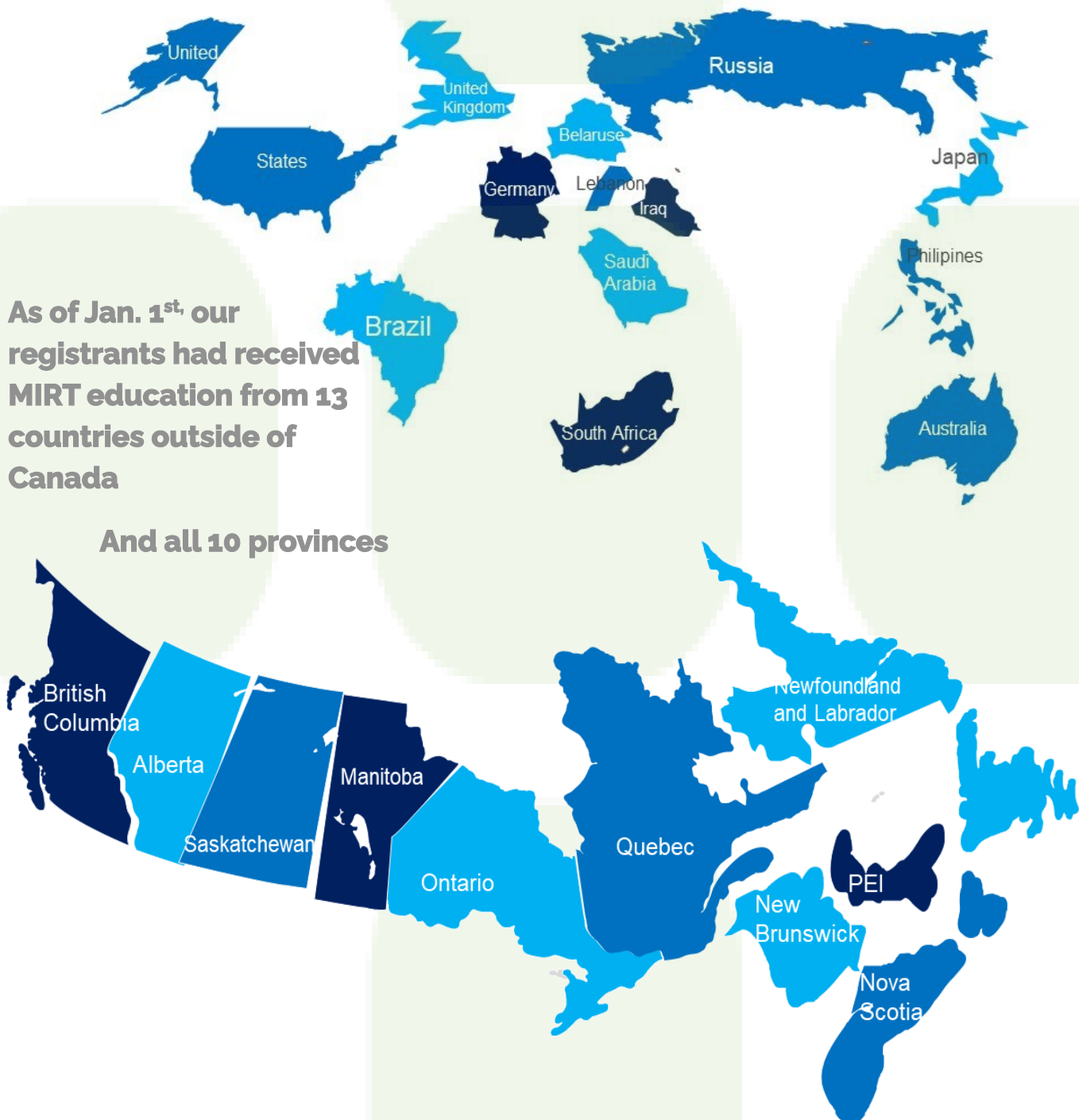
Discipline	#First License	#2nd License	Totals
DMS	133	4	137
MRT(R)	387	20	409
MRT(T)	76	0	76
MRT(NM)	65	10	75
MRT(MR)	47	16	63

Registrant Makeup

The most common jurisdiction for NSCMIRTP registrants to receive their MIRTP education is in Nova Scotia. As of Dec 31st, 2021, our registrants had received MIRTP education from 13 countries outside of Canada and from all 10 provinces. With 42 registrants receiving their MIRTP education internationally and 274 in Canada, but outside Nova Scotia this equates to 41.6% of the Nova Scotia MIRTP workforce educating outside Nova Scotia.

As of Jan. 1st, our registrants had received MIRT education from 13 countries outside of Canada

And all 10 provinces



Registration Process Updates

The movement to a full registration platform in 2018 has vastly improved the College's ability to track information and identify trends. It has also improved our ability to securely maintain data, and locate historical information when required.

Now that the updates related to NSCMIRTP's name change and the incorporation of a 5th discipline into our database have been completed the focus has moved to improving the quality of the data and identifying any areas that can be upgraded to improve the registration process for applicants, registrants, and staff.

Data accuracy was one of the primary focus areas in 2021. In particular name in registry, dual license status, and employment status were data points identified with substantial inaccuracies. To address these issues the College reached out to all dual licensed technologists to clarify if they were still current in practice for both licenses and if their primary license was listed correctly. This resulted with the number of MIRTPs holding a dual license to drop from approximately 70 MIRTPs to 50 and the change in primary license for roughly

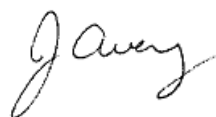
20 MIRTPs. NSCMIRTP also reached out to almost 1/3 of the registrants to verify that name in registry corresponded to current ID. Renewals were not processed for these individuals until name and ID were verified.

For 2022 work is already underway to improve reporting accuracy related to professional liability insurance (PLI) and currency hours. Professional liability insurance changes are expected to be live in spring of 2022.

A new section will be added to the application process to collect information related to currency. This will enable individuals and the College to track hours more accurately and identify those at risk of not meeting currency requirements. Applicants will be required to enter hours worked each year. As currency is based on a 5-year cycle in 2022 applicants will be asked for an estimate of hours worked in each of the past 5 years.

One area that remains problematic is the administrative function of the CPD platform. The College has been working with the 3rd party provider for more than a year to rectify the issues. It is the expectation

that the CPD platform will allow for full administrative access by the end of June 2022. In the meantime, the College will be working to identify those registrants awaiting CPD credit determinations.



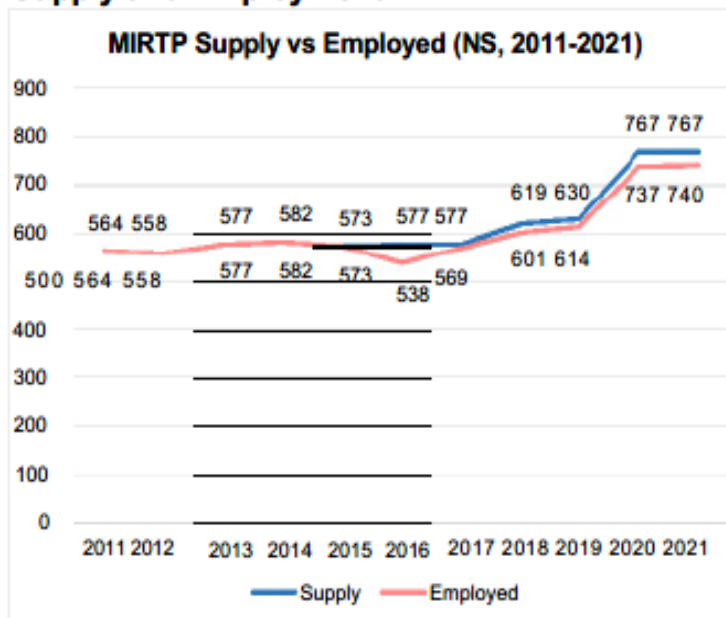
Julie Avery MHA, BHSc, MRT, CTIC
Registrar, NSCMIRTP



Medical Imaging and Radiation Therapy Professionals 2021

Nova Scotia Profile

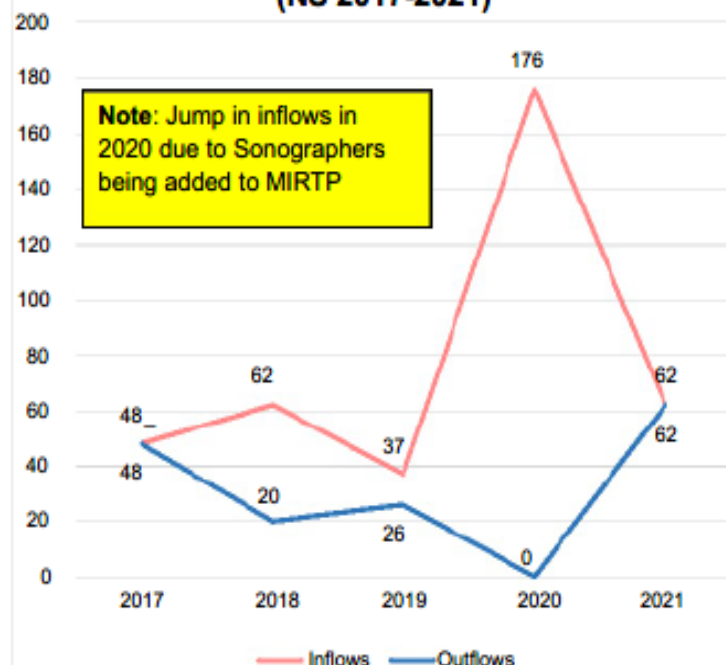
Supply and Employment



Quick Facts

Registrants	767	
Employed	740	96.5%
Change in Reg (1 year)	0	0.0%
Inflow*	62	8.1%
Outflow†	62	8.1%
Outflow > age 55	34	4.4%
Outflows Avg Age	50.0	
Full-Time	526	71.1%
Part-Time	100	13.5%
Casual	115	15.4%
Average Age	41.6 years	
Avg Experience	15.8 years	

MIRTP Inflow Outflow Trends (NS 2017-2021)



Location of Graduation

MIRTP (total = 767)	#	%
Nova Scotia	436	56.8%
Other Provinces	302	39.4%
International	29	3.8%

New Registrants and New Graduates

New registrants (total = 51)	#	%
Nova Scotia	24	47.1%
Other Provinces	26	51.0%
International	1	1.9%

New graduates (total = 31)	#	%
Nova Scotia	21	67.7%
Other Provinces	10	32.3%

Primary Discipline	Total	%
Radiological Technology	419	54.6%
Sonography	144	18.8%
Radiation Therapy	83	10.8%
Nuclear Medicine	71	9.3%
MRI Technology	50	6.5%

DATA SOURCE: Nova Scotia College of Medical Imaging and Radiation Therapy Professionals Registration period: Jan 1st, 2021 – Dec 31st, 2021.

Notes: Total MIRTP (767) exclude those on-leave.

* Inflow refers to the number of registrants who were not registered in the previous year (i.e., new or returning registrants)

† Outflow refers to the number of registrants who register in the previous year who did not register in the current year.

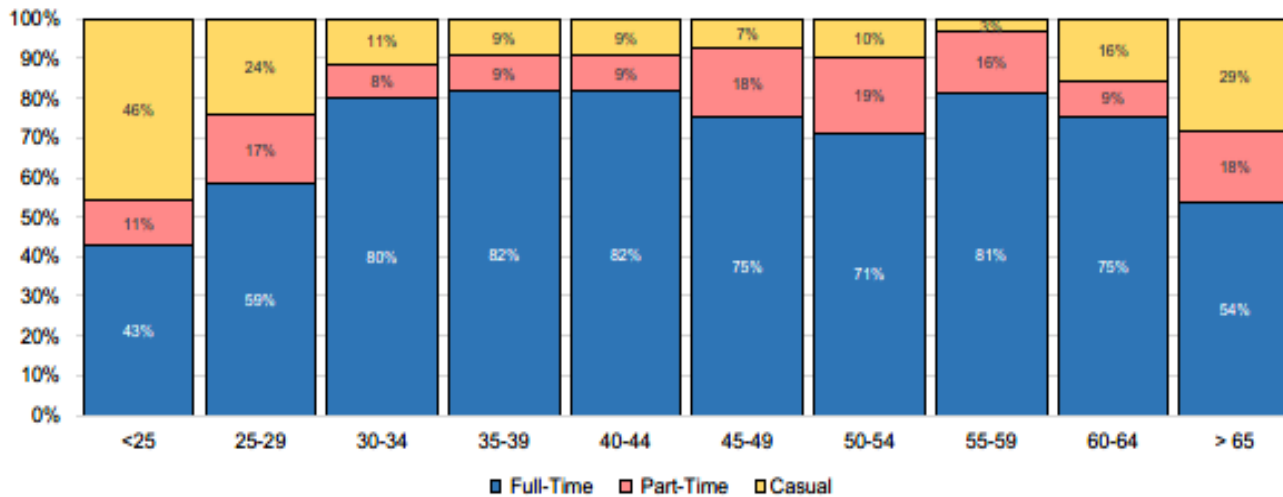
Questions regarding this Provincial Profile can be directed to:

Scott Luff, Research and Statistical Officer 3, Health Workforce Planning, NS Department of Health and Wellness.

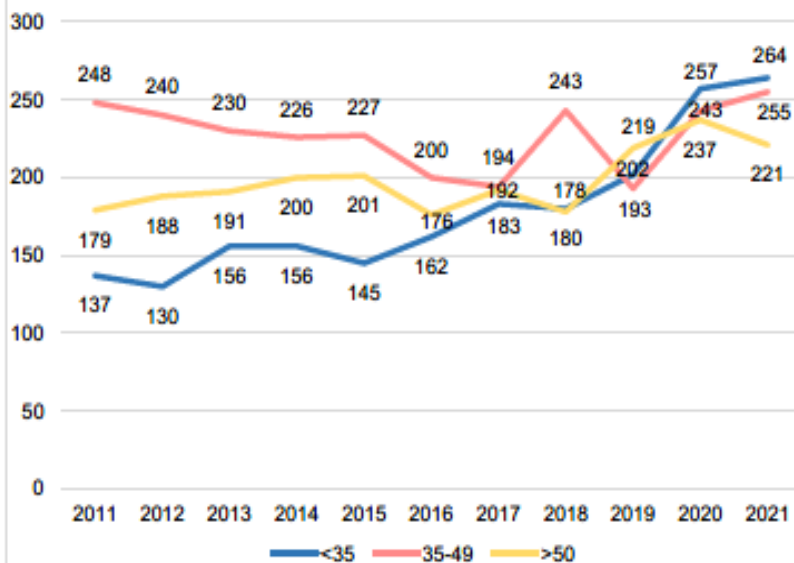
E-mail : Scott.Luff@novascotia.ca Phone : 902-424-3005

Medical Imaging and Radiation Therapy Professionals 2021

Employment Time Status by Age Group MIRTPs (NS, 2021)



MIRTP by Broad Age (NS, 2011-2021)

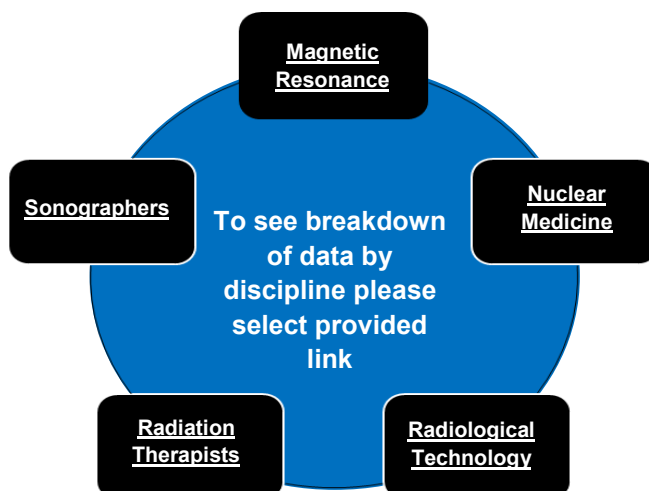
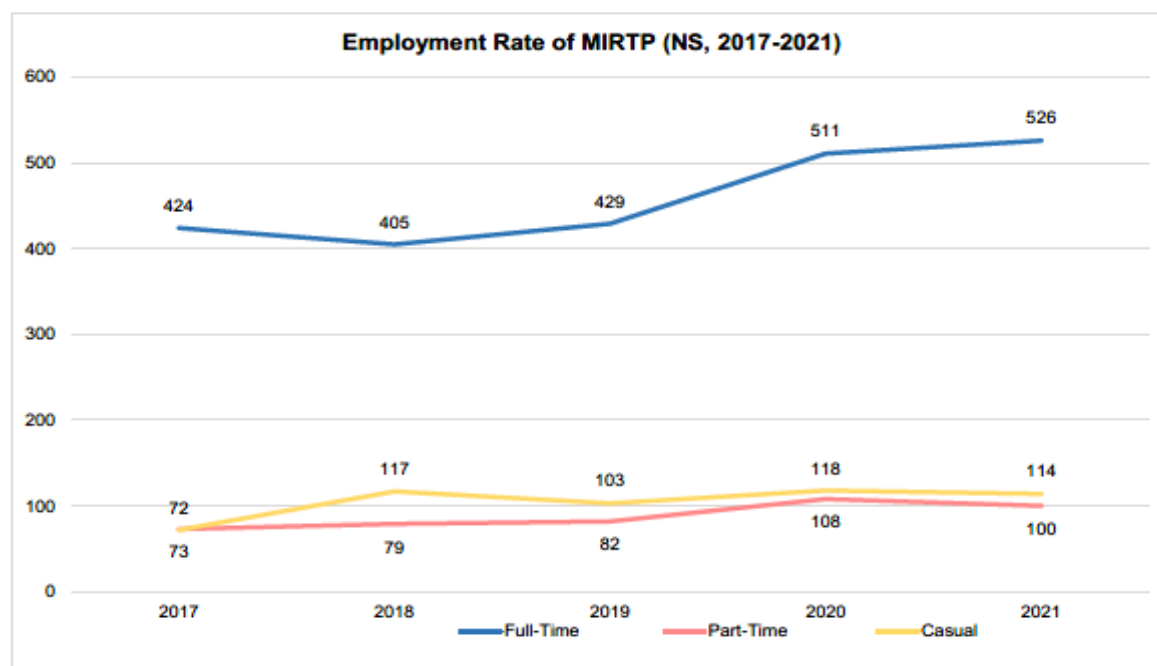
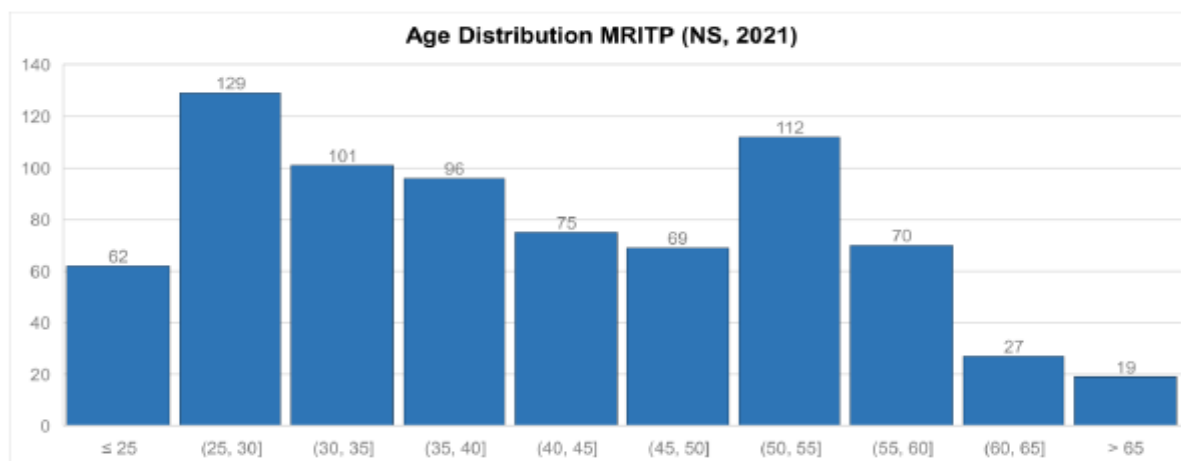


Position	Total	%
General Radiology	275	35.9%
General Sonography	86	11.2%
General Radiation Therapy	65	8.5%
Computed Tomography	51	6.6%
General Nuclear Medicine	45	5.9%
General MRI	44	5.7%
Unknown	36	4.7%
Mammography	34	4.4%
Cardiac Sonography	28	3.7%
Administration	26	3.4%
Interventional	19	2.5%
IT Technologist	12	1.6%
Dosimetry	11	1.4%
Applications Specialist	8	1.0%
Education	7	0.9%
Vascular Sonography	6	0.8%
Fetal Assessment	5	0.7%
Quality Assurance	3	0.4%
PET/CT	3	0.4%
Radiopharmacy	1	0.1%
BMD	1	0.1%
Cyclotron	1	0.1%

Age and Experience

Age Profile	#	%	Years Experience	#	%
<35	264	35.7%	0-5	157	21.2%
35-49	255	34.5%	6-15	274	37.0%
50+	221	29.8%	16-30	202	27.3%
Average Age: 41.6			>30	107	14.5%
			Average Experience: 15.8		

Medical Imaging and Radiation Therapy Professionals 2021



Independent Auditors' Report

To the Board of the Nova Scotia College of Medical Imaging and Radiation Therapy Professionals:

Opinion

We have audited the financial statements of Nova Scotia College of Medical Imaging and Radiation Therapy Professionals (the "College"), which comprise the statement of financial position as at December 31, 2021, and the statements of operations, 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 December 31, 2021, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the College in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Emphasis of Matter - Amalgamation

We draw attention to Note 2 to the financial statements, which describes that an amalgamation occurred during the prior year. Our opinion was not modified in respect of the matter.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

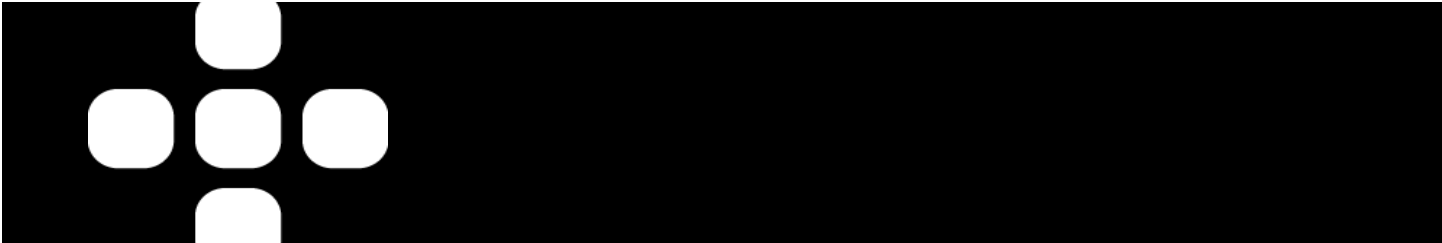
Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the College's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the College or to cease operations, or has no realistic alternative but to do so.

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

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.



As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the College's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the College's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the College to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Dartmouth, Nova Scotia

May 10, 2022

MNP LLP

Chartered Professional Accountants

Nova Scotia College of Medical Imaging and Radiation Therapy Professionals

Statement of Financial Position

As at December 31, 2021

	2021	2020 (10 months- Note 2)
Assets		
Current		
Cash	586,162	532,270
Accounts receivable	215	1,124
Prepaid expenses and deposits	13,190	2,874
	599,567	536,268
Capital assets (Note 5)	19,841	20,845
Investments (Note 6)	237,820	183,984
	857,228	741,097
Liabilities		
Current		
Accounts payable and accruals	21,013	29,999
Deferred revenue (Note 7)	317,150	303,314
Deferred grant revenue (Note 8)	16,525	-
	354,688	333,313
Commitments (Note 10)		
Net Assets		
Operating fund	-	67,784
Operational reserve fund	109,592	40,000
Special project fund	50,000	50,000
Contingency fund	342,948	250,000
	502,540	407,784
	857,228	741,097

Approved on behalf of the Board

Nova Scotia College of Medical Imaging and Radiation Therapy Professionals

Statement of Operations

For the year ended December 31, 2021

	Operating Fund	Special Projects Fund	Contingency Fund	2021	2020 (10 months- Note 2)
Revenue					
Registration fees (Note 7)	333,022	-	-	333,022	269,920
CAMRT dues	-	-	-	-	90,814
Atlantic conference	350	-	-	350	8,469
Government grants (Note 8)	-	15,875	-	15,875	-
Refresher program	3,716	-	-	3,716	800
Other	2,748	-	-	2,748	1,315
Total revenue	339,836	15,875	-	355,711	371,318
Expenses					
Amortization	5,938	-	-	5,938	3,397
Awards and honorariums	4,090	-	-	4,090	3,478
Bank charges and interest	490	-	-	490	378
CAMRT Dues	-	-	-	-	90,814
Conferences	4,456	-	-	4,456	20,850
Insurance	4,624	-	-	4,624	1,119
Legal fees	13,299	-	-	13,299	27,850
Licences and fees	8,123	-	-	8,123	5,667
Management fees	4,962	-	-	4,962	2,003
Membership fees	4,791	-	-	4,791	3,950
Office rent	12,117	-	-	12,117	10,063
Office supplies	2,896	-	-	2,896	2,398
Professional fees	22,220	-	-	22,220	20,401
Salaries and benefits	135,490	-	-	135,490	94,334
Special projects	-	20,240	1,898	22,138	6,174
Subscriptions	14,369	-	-	14,369	11,094
Training and education	17,147	-	-	17,147	7,628
	255,012	20,240	1,898	277,150	311,598
Excess (deficiency) of revenue over expenses before other items	84,824	(4,365)	(1,898)	78,561	59,720
Other items					
Loss on disposal of investments	(863)	-	-	(863)	-
Unrealized gain on investments	9,106	-	-	9,106	5,997
Dividends	7,952	-	-	7,952	3,420
	16,195	-	-	16,195	9,417
Excess (deficiency) of revenue over expenses	101,019	(4,365)	(1,898)	94,756	69,137

Nova Scotia College of Medical Imaging and Radiation Therapy Professionals

Statement of Changes in Net Assets

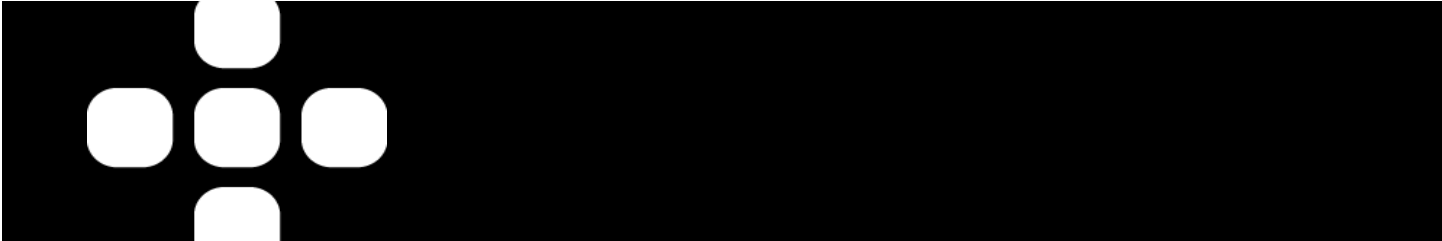
For the year ended December 31, 2021

	<i>Operating Fund</i>	<i>Operational reserve fund</i>	<i>Special Projects Fund</i>	<i>Contingency Fund</i>	2021	2020 <i>(10 months- Note 2)</i>
Net assets beginning of period	67,784	40,000	50,000	250,000	407,784	338,647
Excess (deficiency) of revenue over expenses	101,019	-	(4,365)	(1,898)	94,756	69,137
Fund transfers (Note 9)	(168,803)	69,592	4,365	94,846	-	-
Net assets, end of period	-	109,592	50,000	342,948	502,540	407,784

Statement of Cash Flows

For the year ended December 31, 2021

	2021	2020 <i>(10 months- Note 2)</i>
Cash provided by (used for) the following activities		
Operating		
Excess of revenue over expenses	94,756	69,137
Amortization	5,938	3,397
Realized loss on disposal of investments	863	-
Unrealized gain on investments	(9,106)	(5,997)
	92,451	66,537
Changes in working capital accounts		
Accounts receivable	909	14,392
Prepaid expenses and deposits	(10,316)	3,672
Accounts payable and accruals	(8,986)	24,255
Deferred revenue	13,836	34,836
Deferred grant revenue	16,525	-
	104,419	143,692
Investing		
Purchase of capital assets	(4,934)	(22,080)
Purchase of investments	(66,975)	(177,987)
Proceeds on disposal of investments	21,382	-
	(50,527)	(200,067)
Increase (decrease) in cash resources	53,892	(56,375)
Cash resources, beginning of period	532,270	588,645
Cash resources, end of period	586,162	532,270
Cash resources are composed of:		
Cash	525,327	428,832
Marketable securities	60,835	103,438
	586,162	532,270



Nova Scotia College of Medical Imaging and Radiation Therapy Professionals

Notes to the Financial Statements

For the year ended December 31, 2021

1. Incorporation and nature of the organization

Nova Scotia College of Medical Imaging and Radiation Therapy Professionals (the "College") was established pursuant to the Medical Imaging and Radiation Therapy Professionals' Act of the Province of Nova Scotia. The College was formed upon the amalgamation of two former organizations effective September 8, 2020 as described in Note 2. The College is a non-profit organization that collects registration fees and acts as the regulator for Medical Radiation Technologists and Sonographers in Nova Scotia. Under the Income Tax Act of Canada, the College is not subject to income taxes.

2. Amalgamation

Effective September 8, 2020, the Nova Scotia Association of Medical Radiation Technologists (NSAMRT) and the Nova Scotia Society of Diagnostic Medical Sonographers (NSSDMS) were amalgamated pursuant to the proclamation under the Medical Imaging and Radiation Therapy Professionals Act. Effective the date of proclamation, the amalgamated entity became known as the Nova Scotia College of Medical Imaging and Radiation Therapy Professionals.

The statement of operations for the period ended December 31, 2020 represents the combined 10 month period from March 1, 2020 to December 31, 2020 of the amalgamated entities.

3. Fund accounting

Operating Fund

The Operating Fund accounts for the current operations of the College.

Operational Reserve Fund

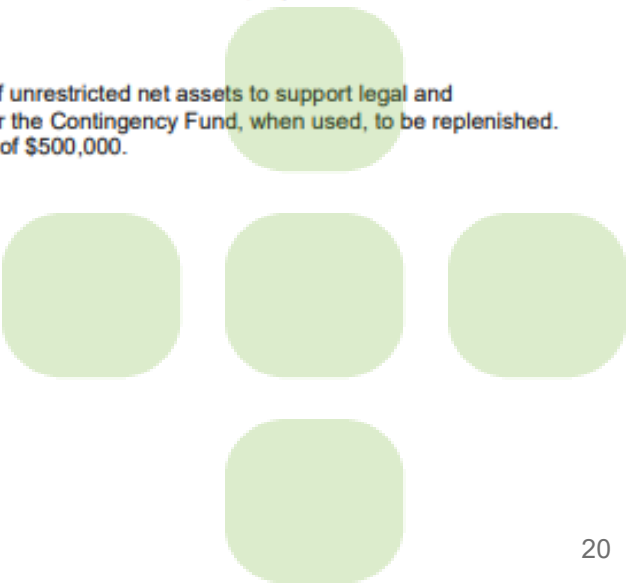
The purpose of this fund is to build and maintain an adequate level of unrestricted net assets to fulfil contractual obligations in the event of unforeseen shortfalls. The Operational Reserve Fund is not intended to replace a permanent loss of funds or eliminate an ongoing budget gap. The target for the fund is equal to a minimum of six months of average operating costs to a maximum of \$150,000.

Special Projects Fund

The purpose of this fund is to build and maintain an adequate level of unrestricted net assets to fund one-time, nonrecurring projects that will build long-term capacity, such as strategic initiatives or investment in infrastructure. The College intends for the Special Projects Fund, when used, to be replenished. The target minimum of this fund is \$20,000 to a maximum of \$50,000.

Contingency Fund

The purpose of this fund is to build and maintain an adequate level of unrestricted net assets to support legal and investigative costs of the complaints process. The College intends for the Contingency Fund, when used, to be replenished. The target minimum of this fund is \$50,000 to be built to a maximum of \$500,000.



Nova Scotia College of Medical Imaging and Radiation Therapy Professionals

Notes to the Financial Statements

For the year ended December 31, 2021

4. Significant accounting policies

The financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations set out in Part III of the CPA Canada Handbook - Accounting, as issued by the Accounting Standards Board in Canada and include the following significant accounting policies:

Cash and cash equivalents

Cash and cash equivalents includes balances with banks and funds held in an investment savings account.

Capital assets

Purchased capital assets are recorded at cost. Contributed capital assets are recorded at fair value at the date of contribution plus all costs directly attributable to the acquisition.

Amortization is provided using the declining balance and straight-line methods at rates intended to amortize the cost of assets over their estimated useful lives as follows:

	Rate
Computer equipment	55 %
Website and software	5 years

Revenue recognition

Registration fees

The College follows the deferral method of accounting for registration fees and student fees. Registration fees and student fees are considered unrestricted contributions and are recognized as revenue in the fiscal year to which they relate, if the amounts to be received can be reasonably estimated, and collection is reasonably assured.

Conference fees

The College follows the deferral method of accounting for conference sponsorship and registration fees. Conference sponsorship and registration fees are recognized as revenue in the fiscal year in which the conference is held, if the amounts to be received can be reasonably estimated, and collection is reasonably assured.

Investment and other income

Unrestricted investment income and other income is recognized as revenue in the period earned when collection is reasonably assured.

Measurement uncertainty (use of estimates)

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the reporting period.

Estimates are used when accounting for items and matters such as allowance for uncollectible accounts receivable, useful lives of property and equipment, deferred revenue and certain accrued liabilities.

Accounts receivable are stated after evaluation as to their collectability and an appropriate allowance for doubtful accounts is provided where considered necessary.

Amortization is based on the estimated useful lives of capital assets.

These estimates and assumptions are reviewed periodically and, as adjustments become necessary they are reported in the earnings in the years in which they become known.

Notes to the Financial Statements

For the year ended December 31, 2021

Financial instruments

The College recognizes its financial instruments when the College becomes party to the contractual provisions of the financial instrument. All financial instruments are initially recorded at their fair value, including financial assets and liabilities originated and issued in a related party transaction with management.

Arm's length financial instruments:

Financial instruments originated/acquired or issued/assumed in an arm's length transaction ("arm's length financial instruments") are initially recorded at their fair value.

At initial recognition, the College may irrevocably elect to subsequently measure any financial instrument at fair value. The College has not made such an election during the period.

The College subsequently measures all its financial assets and financial liabilities at amortized cost, except for investments, which are measured at fair value. Changes in fair value are recognized in the statement of revenues and expenditures.

Financial asset impairment

The College assesses impairment of all of its financial assets measured at cost or amortized cost. The College groups assets for impairment testing when there are sufficient indicators of impairment. 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, which is not considered temporary, is included in current year excess of revenues over expenses.

The College reverses impairment losses on financial assets when there is a decrease in impairment and the decrease can be objectively related to an event occurring after the impairment loss was recognized. The amount of the reversal is recognized in the excess of excess in the year the reversal occurs.

Transaction costs

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

Portfolio investments

Portfolio investments with prices quoted in an active market are measured at fair value while those that are not quoted in an active market are measured at cost less impairment.

Employee benefits

The College's employee benefit program consists of an RRSP matching program for the Executive Director; contributions are matched by the College at 50% to maximum of \$5,000 annually.

Government assistance

Government assistance is recorded in the financial statements as revenue when there is reasonable assurance that the Company has complied with all conditions necessary to obtain the assistance, the amount is fixed or determinable and collectibility is reasonably assured.

5. Capital assets

	Cost	Accumulated amortization	2021 Net book value	2020 Net book value
Computer equipment	2,162	1,724	438	973
Website and software	27,014	7,611	19,403	19,872
	29,176	9,335	19,841	20,845

Notes to the Financial Statements

For the year ended December 31, 2021

5. Investments

	2021	2020
Investments - Fair Value		
Fixed Income	170,190	172,844
Equities	67,630	11,140
	237,820	183,984

These investments have a carrying value of \$225,920 (2020 - \$180,191).

7. Deferred revenue

Membership fees are for a 12 month period which runs January 1 to December 31, which are collected in the previous fiscal period. The Association defers and recognizes the revenue into the statement of revenues and expenses based on the months that fall within the fiscal year.

Deferred revenue is comprised of the following:

	2021	2020
Opening balance	303,314	268,478
Provincial registration fees collected during the year	347,758	332,880
Atlantic sponsorship funds repaid during the year	-	(21,670)
Atlantic sponsorship funds included in revenue	-	(6,454)
Registration fees refunded	(900)	-
Provincial registration fees included in revenue	(333,022)	(269,920)
Ending balance	317,150	303,314

3. Deferred grant revenue

	2021	2020
Grant funds received	32,400	-
Grant funds included in revenue	(15,875)	-
Ending balance	16,525	-

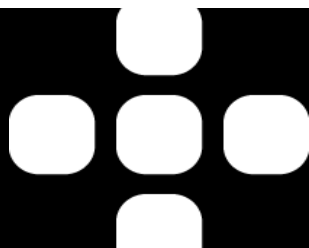
3. Fund transfers

During the year, the board approved the following transfers from the Operating Fund: \$4,365 to the Special Projects Fund, \$94,846 to the Contingency Fund, and \$69,592 to the Operational Reserve Fund.

The amounts due to the Operational Reserve Fund, Special Projects Fund and Contingency Fund from the Operating Fund are non-interest bearing and have no set terms of repayment.

10. Commitments

The College's total obligation for the next fiscal year, assuming renewal of current agreement, for an operating lease for occupied premises with a lease term of 12 months, exclusive of realty taxes and other occupancy charges, is \$12,075.



11. Financial instruments

The College, as part of its operations, carries a number of financial instruments. It is management's opinion that the College is not exposed to significant interest, currency, credit, liquidity or other price risks arising from these financial instruments except as otherwise disclosed.

Concentration of credit risk

Credit risk is the risk that one party to a financial instrument will cause a financial loss for the other party by failing to discharge an obligation. The College's main credit risks relate to its cash, investments and accounts receivable. The College is exposed to concentration risk on its cash and investments held with financial institutions. To minimize this risk the College holds its cash and investments with high quality Canadian financial institutions. The College provides credit to its registrants in the normal course of its operations.

Market risk

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 other price risk.

Other price risk

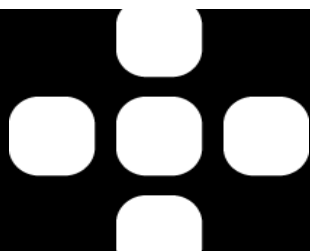
Other price risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices (other than those arising from interest rate risk or currency risk), whether those changes are caused by factors specific to the individual financial instrument or its issuer, or factors affecting all similar financial instruments traded in the market. The College is exposed to other price risk through its investments.

12. COVID-19

In early March 2020, the impact of the global outbreak of COVID-19 (coronavirus) began to have a significant impact on businesses and organizations through the restrictions put in place by the Canadian, provincial and municipal governments regarding travel, business operations and isolation/quarantine orders.

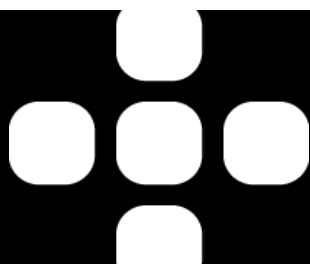
The College's operations were impacted by COVID-19 due to the closure of the main office, requiring management and staff to work from home. The College engages in national collaboration which requires travel multiple times per year; COVID-19 restricted travel at various times during the year, which has reduced some costs and is expected to reduce costs going forward. However, this does not impact the College's ability to generate revenues as they are based on registration fees from individuals who work in an essential service.

Other than the above changes to operations, the College remains largely un-impacted by the pandemic.



2021/2022 Budgets

	2022 Budget	2021 Budget
Revenue		
Registration Fees	\$ 328,500.00	\$ 328,500.00
CAMRT Dues	\$ -	
Atlantic Conference	\$ -	
Student Membership	\$ -	
Other Income	\$ -	
Grants	\$ -	
Refresher Program	\$ -	
Total revenue	\$ 328,500.00	\$ 328,500.00
Expenses		
Amortization	\$ 3,000.00	\$ 1,250.00
Honorariums/Gifts	\$ 6,200.00	\$ 2,950.00
Bank Charges and interest	\$ 350.00	\$ 600.00
Conferences	\$ 7,500.00	\$ -
Board and Committee Development	\$ 8,000.00	\$ 6,000.00
AGM/Speakers	\$ 5,500.00	\$ 3,000.00
Meetings	\$ 2,000.00	\$ 1,000.00
National Representation	\$ 10,000.00	\$ 9,000.00
Insurance	\$ 6,000.00	\$ 1,400.00
Legal fees	\$ 15,000.00	\$ 15,000.00
Credit Card Fees	\$ 4,500.00	\$ 2,000.00
Web Hosting	\$ -	\$ 750.00
Registration Platform	\$ 14,000.00	\$ 14,500.00
Alliance Fees	\$ 4,000.00	\$ 4,000.00
Office Rental	\$ 16,000.00	\$ 12,075.00
PLTCad Bank Service Charges	\$ 300.00	
Office Expenses	\$ 10,000.00	\$ 4,000.00
Accounting	\$ 5,520.00	\$ 5,520.00
Audit	\$ 14,000.00	\$ 10,000.00
Consultants	\$ -	\$ 2,500.00
Salaries and Benefits	\$ 140,900.00	\$ 132,300.00
Special Projects	\$ -	\$ 30,000.00
Subscriptions	\$ 11,000.00	\$ 10,000.00
CAMRT LDI	\$ 2,000.00	\$ 2,000.00
ED Professional Development	\$ 500.00	
Public Relations Advertising	\$ 25,000.00	\$ 10,000.00
Site Visits	\$ 2,500.00	\$ 2,500.00
Education Program Accreditation	\$ 1,848.00	\$ 1,865.00
Fall Education	\$ -	\$ 5,000.00
Lunch and Learns	\$ -	\$ 2,500.00
ED Professional Development	\$ -	\$ 140.00
Registrant Portal Upgrades	\$ 5,000.00	
Total	\$ 320,618.00	\$ 291,850.00
Excess (deficiency) of revenue over expenses before other items	\$ 7,882.00	\$ 36,650.00



Welcome New 2022 Board Members



Lisa Bonin

Members-at-Large

Term : Feb 2022-2025



Jason Sheppard

Lisa graduated from the Dalhousie School of Health Sciences and has been a licensed nuclear medicine technologist since 2008. Working at the QEII in Halifax, she has a diverse clinical background in radiopharmacy, cyclotron, PET-CT, theranostics, and general imaging. Since 2019, Lisa has educated future practitioners as an adjunct lecturer for the Nuclear Medicine Technology degree program at Dalhousie University. She has engaged in professional service by volunteering for various committees and projects with the CAMRT, NSAMRT, NSH, Accreditation Canada, Thyroid Cancer Nova Scotia, and now the NSCMIRTP. Lisa is excited to contribute her professional voice and experience to the NSCMIRTP Board.

Jason is also a graduate of Dalhousie School of Health Sciences in Nuclear Medicine Technology. Jason has worked in Cape Breton for the past 14 years. First in the Cape Breton Regional in the nuclear medicine department and for the past 10 years working with IMIT supporting MEDITECH.

As we welcomed two new members to the board, we also said goodbye to **Diana Sheppard** who served as Treasurer since 2020, firstly on the Interim Board and then on the NSCMIRTP Board and **Jennifer Kressebuch**, who served as Co President from 2020 on the Interim Board and then as a Member-at Large on the NSCMIRTP Board. Thanks and appreciation is sent to both for their time and dedication they have committed to the College and prior to that NSAMRT and NSSDMS.

Our Committees



Credentials Committee Report

Meeting Dates:

Feb 10, Apr 12, Sep 20, Nov 29, 2021

Chair: Rebecca Jessome BHSc, MRT, RTMR, RTNM

rebeccajessome@nscmirt.ca

Members: Adam MacDonald MRT(T)

Breanna Bauchman CRCS, CRGS

Crystal Smeaton MRT(R)

Nicholas Burke BA LL.B (public member)

Rachel MacLeod MRT(R)

Julie Avery MHA, BSc, MRT(NM), CTIC (ex-officio)

Achievements:

- Drafted, revised, and approved several policies relevant to credentials
- Approved framework for Jurisprudence module
- Drafted and approved position statements regarding Performance of Diagnostic CT, Breast Ultrasounds, and Nuclear Medicine Technology Scope of Practice
- Reviewed and rendered decisions on 5 applications that did not meet standard licensing requirements
- Reviewed and rendered decisions on 6 educational activities that did not fit into the current CPD program

Concerns/Issues:

- Ongoing issues with accessing CPD platform from the back end in order to evaluate unique activities (such as research) for CPD credits. Expecting to have a solution/fix completed by July 2022.

Current Work:

- Designing a checklist that registrants can use when creating presentations or educational activities to ensure they meet requirements for CPD credits
- Reviewing and editing the audit process for biennial CPD auditing

Future Work:

- Conduct inaugural CPD audit in Fall 2022
- Create mini modules for ongoing Jurisprudence education

Education Committee Report

Meeting Dates:

Mar 22, May 10, 2021

Chair: Hannah Connolly BHSc, RTNM

hannah.connolly@nshealth.ca

Members: Daniel Aucoin BHSc, RTNM

Megan Donovan BSc, MRT (R)

Shay Kohli MRT(T), BMRS

Jennifer Taylor BHSc, RTNM, RTMR

Taylor Tobin BHSc, DMS

Achievements:

- Recruited and arranged for our June AGM Plenary Speaker
- Updated Lunch and Learn Policies
- Administered lunch and learn funding
- Reviewed the new Jurisprudence module

Current Work:

- None – Committee will be dissolved due to the College mandate being in the ‘interest of the public’..... new Atlantic Chapter will be formed through the CAMRT for members to receive educational opportunities and any remaining committee responsibilities will be assumed by College staff.



Finance Committee Report

Meeting Dates: May 27, July 29 , Aug 26, Oct 22, 2021

Chair: Diana Sheppard BSc, MRT(R), CBI
dianasheppard@nscmirtp.ca

Members: Pearl Duffy BHSc, RTR, RTMR
Chrissy Gamache BHSc, MRT(R), CTIC
Kelly Maloney MRT(NM)
Hammad Mohiy Ud Din (public member)
Julie Avery MHA, BSc, MRT(NM), CTIC
(ex-officio)

Achievements:

- Provided financial oversight of operations and reported to board on quarterly basis
- Updated/created policies related to finances
- Developed formalized budget process and timelines
- Developed financial reporting standards to board
- Reviewed role of treasurer and made recommendations to dissolve
- Developed educational resource for financial literacy
- Reviewed draft 2022 budget

Concerns/Issues:

- Seeking member with understanding of financial reporting

Current Work:

- Continue principle role of financial oversight

Future Work:

- Develop rubric for selection of auditors
- Identify key financial KPIs for board and stakeholders

Nominations Committee Report

Meeting Dates: Feb 9, Mar 15, Apr 19, 2021

Chair: Ann Mann RN, MN
annmann@nscmirtp.ca

Members: Megan Farrell BHSc, MRT(MR)(R)
Jennifer Sperry MRT, RTNM
Amy Munroe BA, BHSc, RTR
Julie Avery MHA, BSc, MRT(NM) (ex officio)

Achievements:

- Over saw board nominations and elections process for 2022 board
- Developed an operationalized pre-screening rubric for board nominees

Concerns/Issues:

- Seeking two new members to join the committee

Current Work:

- Developing process for appointment of board executive roles

Future Work:

- Update current competency based matrix and incorporate usage into elections process

Policy and Procedures Committee Report

Meeting Dates: Jan 28, Apr 26, Jun 24, Sept 27, 2021

Chair: Julie Avery MHA, BSc, MRT(NM), CTIC
julieavery@nscmirtp.ca (acting)

Members: Jennifer Kressebuch BHSc, DMS (GS)

Megan Donovan BSc, MRT (R)

Miranda Thomson BHS, RTR (R)

Phoebe Mandry MTR (R), DMS (GS)

Achievements:

- Wrote /edited 20+ policies
- Developed tracking tool for policies

Concerns/Issues:

- Seeking a chair for committee

Current Work:

- Beginning cycle review of current policies

Future Work:

- Policy development as identified by the board and staff.

Other Committees



The College has a pool of individuals that are prepared to serve on investigation and hearing panels if required. These individuals are offered periodic education related to these roles but would receive additional education as needed if called upon to serve on a hearing panel or as a member of an investigation committee.

Investigation Committee

Members of the investigative committee will be drawn from the professional conduct committee pool when need arises for an investigation. In 2021 two complaints were received. One was dismissed and one was withdrawn so no investigations were conducted.

Professional Conduct Committee

Members of the Professional Conduct committee would be appointed and provided with required education in the event of a hearing being required. **No hearings were required in 2021.**

Fitness to Practice Committee

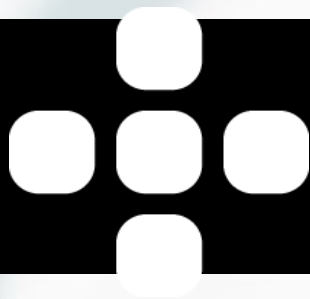
Members of the Fitness to Practice committee would be appointed and provided with required education in the event of a FTP case being filed. **No FTP cases were filed in 2021.**

Registration Appeal Committee

Members of the Registration Appeal Committee would be appointed by the board and provided with required education in the event of an appeal being filed. **No appeal cases were filed in 2021.**

Reinstatement Committee

Members of the Reinstatement Committee would be appointed and provided with required education in the event of a request for reinstatement post license revocation. **No requests were filed in 2021.**



Student/New Grad Report

As of Dec 2021, there are 56 student members composed of 31 RTR , 24 RTNM and 1 Sonography student. MRI is a 2nd discipline program in Nova Scotia so MRI students are registered with us as a student in another area of study. There are no radiation therapy programs in the province of Nova Scotia thus we have no student members in this discipline. It is not a requirement of the College for students to become student members with the College so this list does not represent all students currently in the SHS programs.

In 2021 MRT and DMS graduates were given 3 opportunities to write the national exam. The results for those who challenged the exam in Nova Scotia are below. CAMRT's annual report gives national exam results for each year. Sonography Canada does not currently publish exam results annually. Please note that Jan and May sittings reflect only MRT students challenging the national exam as at that time there was no agreement with Sonography Canada to share Nova Scotia results with NSCMIRTP.

January 2021 - No NS writes. This indicates no one wrote in Nova Scotia as writers are classified by where they write not what program they graduated from.

May 2021 - Total of 16 NS Writers

- 1- Canadian Educated students successfully challenge the MRI exam
- 6-Canadian Educated students successfully challenge the NM exam.
- 8- Canadian Educated students challenged the radiological technology exam, 7 were successful.
- 1 Internationally educated candidate successfully challenged the radiological technology exam

Sept 2021 - Total of 6 NS Writers

- 1 -Canadian Educated student successfully challenged the radiological technology exam
- 1-Internationally educated candidate failed the radiological technology exam
- 4- Canadian Educated students challenged the diagnostic medical sonography exam, 3 were successful.

CONGRATULATIONS TO ALL SUCCESSFUL CANDIDATES.



Volunteer Report

NSCMIRTP appreciates and thanks all our volunteers for their hard work and dedication throughout 2021. The contribution of volunteers enables NSCMIRTP to achieve strategic objectives and contribute to the regulation of MIRTPTs in the public interest.

In 2021 we had more than 30 volunteers work on the Board and College committees. In addition we had a volunteer pool of 20 individuals willing to be called to serve on investigation and hearing panels if required and another 30 acting as site contacts to share College communications.

We continue to see a strong interest in volunteering with 147 registrants stating they would consider volunteering. For those interested that are not yet volunteering we encourage you to check out the [website](#) for current volunteer opportunities.

NSCMIRTP has begun the use of a skills matrix to help match volunteers' skill sets to those required for different projects or tasks.

For those who required documentation of their volunteer roles, CPD certificates were sent out for 2021. If you did not receive one please reach out to joannejones@nscmirpt.ca.

Joanne Jones Administrative Assistant/Volunteer Coordinator





2021 Professional Practice Complaints



Written Complaints received in 2021-1
Inquires re possible complaint 2020 - 3



Fitness to Practice Inquiry (FTP) - 1



Written complaint withdrawn



Complaint Inquiries - 1 not related to regulation and
two individuals opted not to complete complaint.
Registrar had insufficient information to proceed.



FTP - Current individual not licensed. If reinstatement
submitted will trigger FTP process



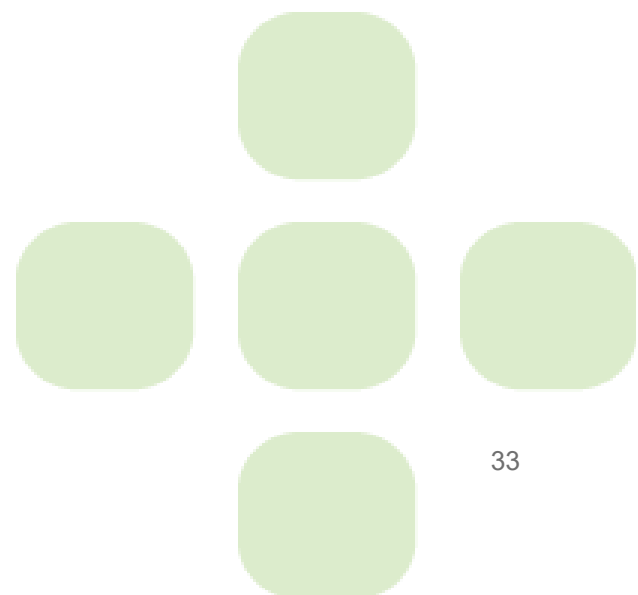
Lunch and Learn Report 2021

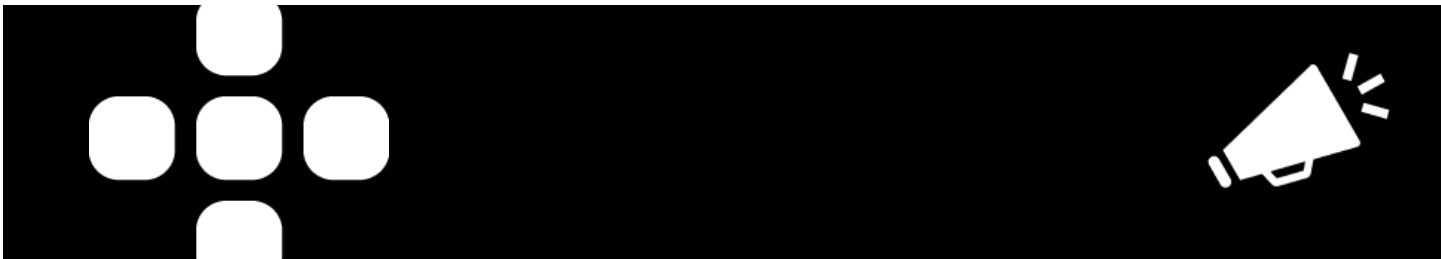
Location	Speaker / Topic	Amount Requested	Date	Targeted Audience	Attendance
QEII	Speaker: Unknown	\$202.69	June 6, 2021	SHS Faculty	20
	TOTAL EXPENSES	\$202.69			

Historically NSAMRT has budgeted \$2500 annually for lunch and learns. Over the past two years request for funding of sessions has declined. In 2021 funding of lunch and learns was reviewed by the board. The decision was made to discontinue this funding as it fell more clearly under an association mandate. This funding will be moved to support a plenary session each fall that will be linked to a Q&A session with the executive director and board chair. This session will be a virtual session to increase accessibility to registrants across the province. When possible, it will be taped for on demand viewing. Topics will be approached from a regulatory lens.

Surveys

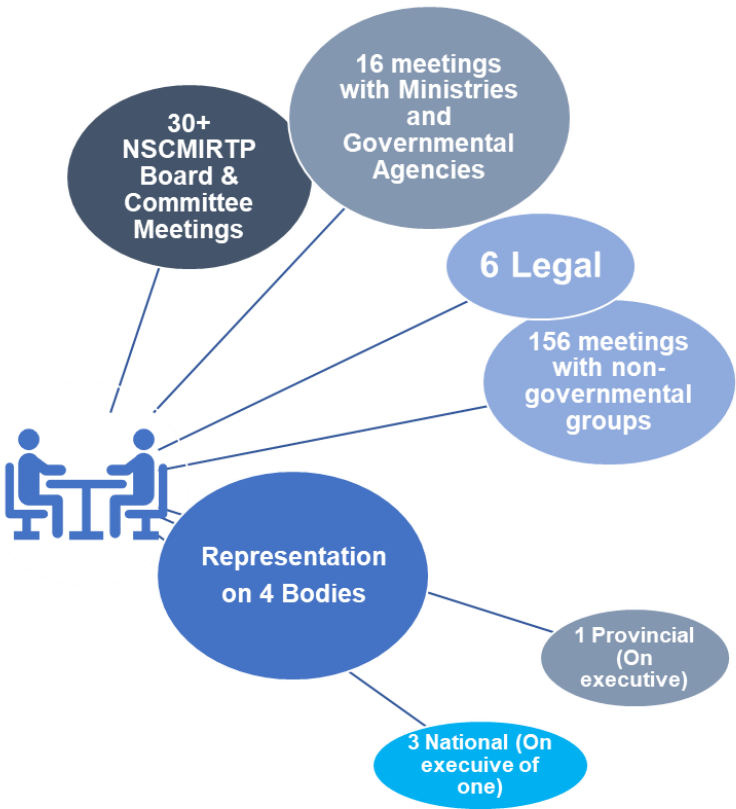
One survey was sent to registrants and other stakeholders to help inform strategic planning. General surveys of registrants remain on hold in 2021. Strategic planning did identify communication as an area for strategic development for 2022-24. We anticipate surveys will be reconfigured and used to collect targeted registrant feedback in 2022 to assist in meeting communication objectives.





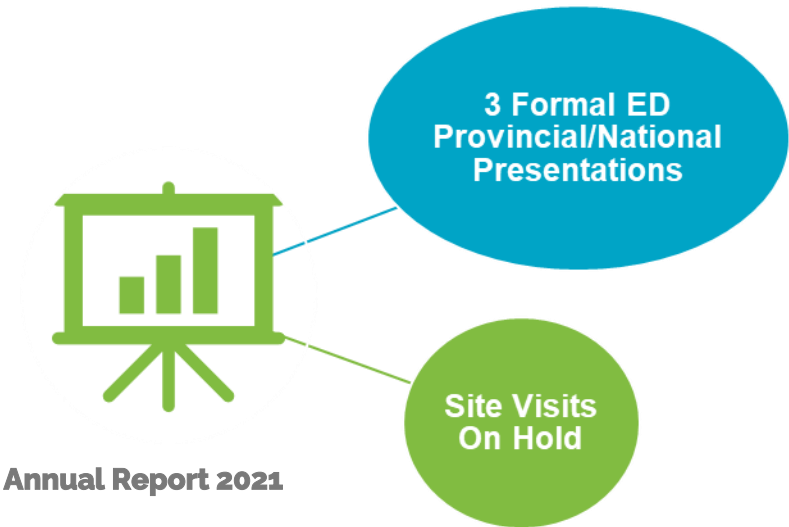
Communications Outreach

ED Meetings & Presentations 2021



Information Sessions

Given ongoing health restrictions site visits were cancelled for 2021 and at the time of this writing they will unlikely occur in 2022. The Board continues to support these visits as a chance to have conversations with registrants and it is planned for them to resume as soon as health restrictions allow.



Webinars

AGM

The AGM was taped and posted for those that were unable to view the live stream. The AGM included an open Q&A session after the formal meeting and a plenary lecture prior to the meeting. There was strong attendance with 110 individuals present.



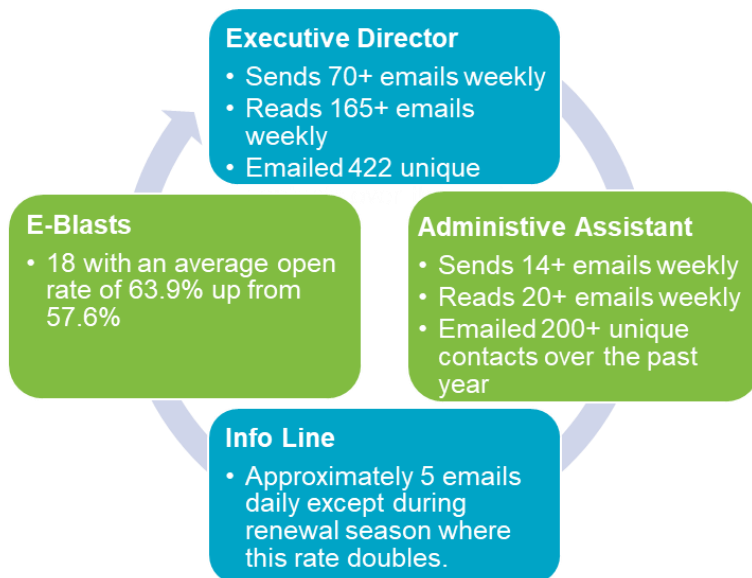
Social media

While NSCMIRTP has seen increase uptake in followers of our Facebook page numbers are still low. Moving forward we expect to develop a plan to better leverage the use of social media as a method of communication with our stakeholders. We encourage registrants to follow for an alternative way of staying up to date with College news.

Email Statistics

Email communications

As promised bulk email communication was reduced from 55 to 18 in 2021. Open rate for these email sits at roughly 64% with on average only 20.3% of those that open an e-blast clicking on any links within the email. It is important that registrants are aware they are responsible for contents of communication sent out by the College even if they choose not to read it. The College recommends all registrants ensure they have info@nscmirtp.ca listed as a safe sender to reduce risk of emails going to junk and being missed.



* Info line (info@nscmirtp.ca) cannot generate stats as not associated with MS office account. This line averages approximately 5 emails daily except during renewal season where this rate doubles.

Nova Scotia College of Medical Imaging and Radiation Therapy Professionals
1st Annual General Meeting
June 5th, 2021
11:00-12:00
Virtual Webinar

1.0 Call to order and Roll Call of executive council.

1.1 Recognition by the chair, C. Gamache that the 1st annual general meeting is being held within the Mi'kma'ki ancestral and unceded territory of the Mi'kmaq people.

Registrants can participate in the meeting through the question and voting functions of the go-to webinar platform. Participant are muted; however, they can ask questions through the question window located at the right of the screen. The webinar will be recorded and available to all registrants.

A polling app will be used to vote on motions during this AGM.

Quorum was reached with 95 registrants and 9 board members for a total of 104 eligible voters at 11: 10 am.

1.2 Executive Chair's Chrissy Gamache welcome all to the 1st NSCMIRTP annual general meeting and introductions:

The NSCMIRTP Board of directors:

- Chair: Chrissy Gamache
- Vice Chair: Rebecca Jessome
- Treasurer: Diana Sheppard
- Secretary Nancy Duggan
- Member at large: Jennifer Kressebuch
- Member at large: Kenny Zhan
- Public member: Ann Mann
- Public member: Hammad Mohiy Ud Din
- Public member: Nick Burke

The NSCMIRTP staff:

- Executive Director and Registrar: Julie Avery
- Administration and assistant to the Executive Director: Joanne Jones. Joanne is the moderator for the meeting.

The legal representative:

- Ryan Baxter from McGinnis Cooper.

The financial representative:

- Kathleen Mitchell from MNP who will provide an overview of the 1st financial audit.

The parliamentarian:

- The gracious Trish Munro

1.3 Recognition to past presidents of the NSAMRT and NSSDMS:

- Megan Brydon MRT(NM)
- Karren Fader MRT (NM)
- Burt Langille MRT (R)
- Erin Lushman DMS
- Jennifer Kressebuch DMS
- Christal Hilton DMS
- Trish Munro RTNM

1.4 Recognition of volunteers: Thank you all. Without your valuable contributions our NSCMIRTP initiatives could not be accomplished.

2.0 Approval of agenda.

Chair: Is there a mover to accept the agenda for the 1st annual general meeting?

1st mover: K. Zhan

2nd mover: J. Kressebuch

Motion carried to accept the meeting of the 1st annual general meeting of the NSCMIRTP at 11:13 am.

3.0 Approval of the 80th NSAMRT AGM minutes.

Chair: Is there a mover to approve the 80th NSAMRT AGM?

1st mover: K. Zhan

2nd mover: J. Kressebuch

Motion carried to approve the 80th NSAMRT AGM minutes. Time 11:15 am.

4.0 Business arising.

Chair: Is there any discussion of business arising from last years minutes?

Moderator: No questions regarding the 80th AGM minutes.

5.0 Annual report.

5.1 executive director's 2020 report and a look ahead for 2021/22.

The executive director Julie Avery discussed the college's strategic plan 5 pillars and the work done in 2020, as well as a look ahead into 2021/22.

- **Governance for long term viability:**

In 2020:

The college began using board skills matrix/assessment document for the purpose of aiding in appropriate candidate selection. Education, on governance, was provided to the board to create an accountable and responsible executive board. The credentials committee had one day education session to ensure they are aware of their responsibilities.

MNP completed the college's 1st audit which included testing the colleges systems to ensure they are working according to policy, and I am happy to report we received an unqualified audit, this indicates the auditors are satisfied with the financial processes and safeties that are in place. Audits provide greater transparency and accountability around the College's financials. MNP will also submit a not-for-profit information return.

The website and regulation platforms have undergone extensive changes to align with college language. Sonographers have been included in the registrant pool.

Looking ahead to 2021:

The strategic plan will be realigned to focus on the College mandate as we no longer have a dual mandate. A nomination process will be developed to create better policies to be inclusive of competencies as part of the call and selection of board members. This will aid in how registrant can be elected to the board.

- **Registrant engagement:**

In 2020:

The NSAMRT provided the spring education and AGM. After proclamation, the College provided the fall education, town hall meeting and the Atlantic conference.

Looking ahead to 2021:

Education will change as the college mandate is public focused, therefore education will be centered accordingly. The College will still engage with registrants through newsletters and feedback surveys.

- **Proactive partnering:**

In 2020:

The College developed an agreement with the CAMRT to cover national examinations, registrant processes and international assessments. The College developed lectures for the 1st and 3rd year students at the school of health sciences . Dalhousie. Lecture topics are centered on understanding the details of a self-regulating college. Private clinics were not under the college jurisdiction, however collaboration between the two organizations occurred to streamline Covid reopening.

Looking ahead to 2021:

Developing a jurisprudence model in conjunction with the NBAMRT to reduce the costs which is expected to be approximately \$ 30,000. The College has received a grant which has paid for the College's fiscal obligation. Currently working with Sonography Canada to move forward with an agreement that covers sonographer registration process, PLI, national exams, streaming CPD, and international assessments.

The college is partnering with fair registration practise to receive money for the jurisprudence model, refresher program development and updating. The College and Dal SHS collaborating on process to streamline new grads registration process.

The private clinics are now under the college jurisdiction, and we worked together through the 3rd wave of Covid to ensure reopening complied with public health requirements .

- **Promotion:**

In 2020:

NSCMIRTP released a video. Had a CBC interview, and worked on PPE and Covid frontline pay. The College's messaging will change to public advocacy. Promotion of the profession will continue, however through the lens of informing the public.

- **College Integration:**

In 2020:

Proclamation saw changes to the registration platform and requirements. Language has changed on the website to reflect college branding and requirements. If registrants see residual NSAMRT brand, please bring this to the college's attention.

The CPD program was launched.

Updated committee structures and policies which have been board approved.

Looking ahead to 2021:

Through 2021 have worked on updating name with all stakeholders and platforms that we use for operations.

The inaugural board was voted in and will be ratified at the AGM.

Jurisprudence model will be a new education component to be available late 2021 early 2022.

Staffing:

The executive director: Julie Avery. Pre proclamation worked 30 hrs/wk. Post proclamation now works 40 hrs/wk. The admin assistant: Joanne Jones works 15 hrs/wk.

Summer student works for 16 weeks for 30hrs/week and has 70% of pay covered through a grant program. An additional grant was approved to allow the student to continue to work 1 day/wk. through the winter.

Volunteers:

Thank you to all volunteers for their time and commitment through their terms.

Amy Munroe	Anna Steves	Bev Barrios
Colin MacIntyre	Colleen Keoghan	Crystal Hilton
Greg Maclean	Keltie O'Brien	Krista MacInnis
Jon Bower	Jonathan Murphy	Megan Bryon
Michael LeLievre	Miranda Thomson	Natasha McMaster
Nicole Mroz	Paul Menhennett	Satayesh Sabar
Sherry Chauder	Corinna Doary	

Annual Reports:

The chair thanks all for their hard work in developing their reports.

5.1 Chair: Is there a motion to accept all the reports on mass excluding the financial reports?

1st mover: K. Zhan.

2nd mover: J. Kressebuch.

Chair: Motion carried to accept all the reports on mass excluding the financial reports. Time 11:29 am.

5.2 Chair: are there any questions on the co presidents and ED report?

Moderator: No questions.

Chair: are there any question on the remaining reports excluding the financial reports? (Registrar pg. 18-21, Committees 38-41)

Moderator: No questions on the reports.

5.3 Chair: Is there a mover to approve the financial statements for 2020?

1st mover: K. Zhan

2nd mover J. Kressebuch.

Chair: it is moved and seconded to approve the audited financial statements for 2020. Time 11:33 am.

Are there any questions on these statements which are on pg. 24-34 of the annual report?

Chair: invites Kathleen Mitchell from MNP to speak on the Audited statements.

Kathleen Mitchell: The college achieved a clean audit report which means it is free from material misstatement.

Expense and revenues: document ended Dec 31, 2020. Revenue: registration revenues increased due to the addition of sonographer with the formation of the college. Overall, the revenue is inline with the budget. Expenses are below budget. Operating expenses: approx. 10K lower than projected due to lack of travel related to Covid 19 restrictions. 20K was budgeted for special projects. 14k was used for the registration platform and reallocated to capital expense. The college earned 9k through investments.

Balance sheet: it shows the colleges financial position at a point in time. Column 1, Dec 31, 2020 is year end of NSCMIRTP. Column 2 Feb 28, 2020, represents last year end for NSAMRT. Total assets increased 162K from: operations earning 143K and investment in the registration platform of 14K and 9K in investments. Total value of year end investments is 287K. 103K is included as cash, the remaining in fixed income bonds and mutual funds.

Accounts payable and accrued liabilities increased 24K owing for the guild software and annual audit.

Differed revenue: increased due to registration fees being collected prior to the next fiscal year.

Overall net assets: increased due to excess of revenues over expenses. Operation, contingency, and special reserves have hit their maximum so 67K remained in the operating fund.

Statement of cash flow: Cash decreased 56K. 143k come in from operations, however 178k cash used to purchase long term investments and guild software platform of 22k.

Statement of changes in net assets: Shows opening fund balances, allocation of access of revenue over expenses, and the remaining funds in operating.

Kathleen: are there any questions?

Moderator: question from C. Rogers: Can you speak to how the investments were chosen and any ethical considerations that were taken?

Chair: The ED will answer.

ED: The college had cash that could be invested. The board agreed to develop an investment policy. An investment professional spoke to the board and finance committee. A not-for-profit policy was developed for low to medium risk investment with available liquid assets for emergencies equalling approx. 280K. The College reviewed the bank account 5-year annual cash availability to create a liquid cash flow buffer. The college has an investment firm which strictly follows the College policy for investing.

Kathleen: any other questions?

Moderator: No questions.

Kathleen thanks Julie for her assistance through the audit, congratulates the college for their accomplishment and thanks the college for the invitation to speak.

6.o New Business:

6.1 election ratification:

Chair: Is there a mover to ratify the election of Chrissy Gamache, Rebecca Jessome, Diana Sheppard, Nancy Duggan, Kenny Zhan, and Jennifer Kressebuch to the NSCMIRTP board of directors?

1st mover: H. Mohiy Ud Din.

2nd mover: A. Mann.

Chair: It is moved and seconded to ratify the election of Chrissy Gamache, Rebecca Jessome, Diana Sheppard, Nancy Duggan, Kenny Zhan, and Jennifer Kressebuch to the NSCMIRTP board of directors. Time 11: 45 am.

Chair: Is there any debate of the motion?

Moderator: No questions.

6.2 appointment of accounting firm for financial review.

The NSCMIRTP is recommending the appointment of the firm of MNP to perform a financial audit for 2021 fiscal year.

Chair: Is there a mover to appoint the firm of MNP to perform a financial audit for 2021 fiscal year?

1st mover: K. Zhan

2nd mover J. Kressebuch.

Chair: it is moved and seconded to appoint the firm of MNP to perform a financial audit for 2021 fiscal year.

Time 11: 48 am.

Chair: Is there any debate? None.

7.o Other business:

7.1 Chair introduces the board of directors for 2021.

- Chair: Chrissy Gamache
- Vice Chair: Rebecca Jessome
- Treasurer: Diana Sheppard
- Secretary Nancy Duggan
- Member at large: Jennifer Kressebuch
- Member at large: Kenny Zhan
- Public member: Ann Mann
- Public member: Hammad Mohiy Ud Din
- Public member: Nick Burke

8.o Closure

Chair: thanks all for attendance and those for their assistance in helping in the AGM.

Question: Rogers: with the elimination of education/support for members in the college as well as a significant increase in membership dues. When should we expect a reduction of dues?

Ans: Chair: the dues rate was decided as a long-term rate. There is no plan to reduce the dues rate. The budget for a college is much larger than for an association.

Chair: declares the 1st annual general meeting of the NSCMIRTP closed. Time: 11:51 am.

Nova Scotia
College of  **MIRTP**

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