

Minutes

Date: November 18, 2025 7-9 pm
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Meeting ID: 281 565 071 175

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

Late:

Regrets:

Absent: John-David Brown, Jason Sheppard

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

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

1. Reviewed Q3 financials
2. Discussed the implementation and start of renewal using the Alinity registration platform
3. Decision on staffing model
4. Reviewed the 1st 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	1930			NSCMIRTP acknowledges that we are in Mi'kma'ki, the ancestral and unceded territory of the Mi'kmaq. We are all Treaty people.	Correction on the Mi'kma'ki spelling made
1.3 AGENDA	1935	AGENDA			
1.3.1 Agenda	1937	Approval of Agenda	*	Motion to approve the agenda.	Moved: R. Jessome Second: L. Bonin Motion Carried
1.3.2 Minutes	1938	Minutes from Meeting Sept 23, 2025		Deferred to next meeting K. Fader and E. Kodua to revise and submit at the next meeting.	
1.3.3 ED Report	1940	Executive Director Report	*	<p>See document provided</p> <p>Risk and Compliance Updates or Incidence</p> <p>All the complaints have the same in-progress status except for the complaint received in September. The report for the September complaint has been received. The next step will be to bring the committee together to discuss the report and follow up with the next steps.</p> <p>Update on Operational Activities</p> <p>A meeting was held on November 6th with DHW with regards to PSR (Profession Specific Regulation) submission. We were updated on the anticipated initial draft we are expected to receive. Most of the proposals align with the College's request.</p> <p>The biggest difference is the non-removal of the 25-bed rule. R. Baxter has been engaged with regard to the expected draft response. There will be discussion with the Board through either email or a quick call meeting after R. Baxter produces rational to support our position on items. The turnaround should be in two to three weeks upon receipt from DHW.</p> <p>QAPRP</p> <p>Submission was made on October 30th through the survey tool. We are hoping to hear from them in early winter.</p> <p>RTT Refresher</p> <p>The academic component has been completed, and the examination component is being worked on now. It is expected to be launched at the end of January.</p>	For information

				<p>Fall Education</p> <p>K. Fader is planning on using the videos NSCMIRTP owns as a cost sharing endeavor with the other office regulators to plan for possible topics on fall education.</p> <p>All the conferences on the last meeting agenda have been attended except the CAMRT conference in May and will be attended by K. Fader and L. Bonin</p> <p>The continuation of the Town Hall will be discussed next year. If there is a virtual meeting, a video can be created for CPD credit.</p>	
1.3.4 Policy	1946	Claim of Expense Policy	*	<p>See Policy provided</p> <p>Finance Committee has accepted the Claim of Expense Policy</p> <p>Removal of accommodation sharing has been made to the expense claim.</p> <p>The new claim is</p> <p>Breakfast is \$20.00</p> <p>Lunch is \$20.00</p> <p>Dinner is \$40.00</p> <p>Incidental is \$15.00.</p> <p>The claim form is going to be revised to put clarity on non-reimbursement according to purchase receipt submission for meals, but reimbursement will be made per diem.</p> <p>The policy has been deferred.</p>	<p>For decision</p> <p>Moved: E. Kodua</p> <p>Second: L. Bonin</p> <p>Motion Defeated</p>
1.3.5 Finance Update	1925	Review of Q3	*	<p>See Q3 Folder</p> <p>Finance Committee has accepted the Q3 reports</p> <p>Briefing Notes</p> <p>The ED and RFO met with an MNP partner in October to review 3rd quarter financial report.</p> <p>Quick Books documents are being exported from Alinity so that MNP can check the finances in Alinity are balancing with finances in Quick Books.</p> <p>We are hoping to give MNP specific access to Alinity but it is not in place now.</p> <p>3rd Quarter Balance Sheet Comparison</p> <p>Total cash and cash equivalents as of September 30th were lower at the same time last year and it was because of more bills being paid this year.</p>	<p>For decision</p> <p>Moved: E. Kodua</p> <p>Second: L. Bonin</p> <p>Motion Carried</p>

		<p>Property and equipment amortization reduces our total assets as of 30th September 2025 compared to the same period the year before.</p> <p>Total investments are up this year compared to last year</p> <p>Note should be made that whilst more money is being taken this year, there is also an increase in expenses. It was expected and hopefully with a dues increment, there will be a turnaround next year.</p> <p>The College's total liabilities for 2025 are almost half the amount in the year 2024.</p> <p>The combined liabilities and net assets in 2025 are lower than 2024.</p> <p>The refresher program will be included in the budget next year.</p> <p>Initial payment to Alinity has reduced the balance of the Special Project fund.</p> <p>Operational Reserve fund balance is at the maximum permissible.</p> <p>Contingency fund balance as of 30th September 2025 is higher than the balance in the same period in 2024.</p> <p>Variance Analysis 3rd Quarter budget vs Actual financial report brief</p> <p>The budgeted income for the year was exceeded due to growth in application and deferred payments.</p> <p>Legal fees were under spent due to not migrating under RHPA this year.</p> <p>A special project was not budgeted, but there was an expenditure on the Alinity project.</p> <p>The audit is under budget because the final bill has not been received.</p> <p>Putting the refresher course online was at a cost, but it was not captured in the budget.</p> <p>Q3 Budget vs Actual</p> <p>Request was made by the Chair to go through the supporting document to support the financial brief notes.</p> <p>Salaries and benefits were not put in the briefing notes as they were close to the budgeted amount.</p>	
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1.3.6 Electronic Business	2021	Policy Approval		Policies were provided for review by email. Minor edits were suggested and incorporated. See Policy Review 2025	Moved: J. Sheppard Second: L. Bonin Motion Carried
2.0 Business Arising	2021				
2.1 Registration Platform	2022	Update on implementation and renewal	*	<p>See briefing note</p> <p>Implementation role out is in two phases. The first phase which includes registration, renewals, CPD, and public roster/data review is to be completed December 2025 and Complaints/investigations, reinstatement and miscellaneous which is to complete by March 2026.</p> <p>Renewals in general are going as expected with some issues, but they are being dealt with promptly.</p>	For information
2.2					
3.0 New Business	2023	GOVERNANCE			

3.1 Additional FTE (0.4)	2023	Staffing Model	*	<p>See briefing note Motion to approve to 0.4 FTE for 2026</p> <p>0.4FTE position is required to reflect the current staffing model. It was presented to the Board. The Board has requested financial details and how the role will contribute to the operations. The board is in favor of the additional position to take some of the administrative roles but needs more information before approval.</p>	It is to be brought back next meeting for approval.
3.2 Staff Annual Review and Salary Adjustments	2047	Policy		Development of a policy on performing staff annual performance review and salary adjustments.	For discussion
3.3 1 st draft Budget 2026	2050	Finance	*	<p>See budget document with comments The early draft for next year's budget was provided for the Board to consider. It will be brought up again at the January meeting to discuss. There is a financial meeting two weeks before the next board meeting so if there is anything which the Board would like the Finance Committee to include, it should be shared prior to the meeting.</p>	, For discussion
3.3					
4.0		STRATEGIC DISCUSSION			
4.1					
5.0 Other Business					
6.0 Next Meeting		January 27 th , 2026 Other Meetings		Board Meeting See Calendar	
7.0 Adjournment		Meeting adjourned			
		Respectively submitted by Edmond Kodua			