

# 2024 ANNUAL REPORT



Saskatchewan Air Ambulance

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Saskatchewan Health Authority

# About the Saskatchewan College of Paramedics

The Saskatchewan College of Paramedics (SCoP) is the regulatory body responsible for licensing and regulating paramedic professionals in the province. Paramedics working in Saskatchewan are self-regulated by the College who receives its authority through *The Paramedics Act*. SCoP has operated in the public interest since proclamation of the act in 2008.

Pursuant to *The Paramedics Act*, “it is the duty of the College at all times: to serve and protect the public interest and to exercise its powers and discharge its responsibilities in the public interest....”

SCoP is governed by a Council and committees made up of members and public representatives.

The mandate of SCoP is protection of the public. The College accomplishes this through establishing entry to practice qualifications, licensing and certification systems, and disciplinary functions.

The title “Paramedic” is a protected term, and any paramedics working or volunteering in Saskatchewan must be registered as a member with SCoP.

There are currently 5 licence levels in Saskatchewan, each with their own educational requirements and scope of practice. The levels are Emergency Medical Responder (EMR), Primary Care Paramedic (PCP), Intermediate Care Paramedic (ICP), Advanced Care Paramedic (ACP), and Critical Care Paramedic (CCP).

See page 36 for the Mission, Vision, and Values of SCoP.

## 2024 - 2025 SCoP Council

### President

Noël Dunn, ACP

### Vice President

Bill Fischer, ACP

### Past President

Matt McGurk, ACP

### Members-at-Large

Jason Farago (Fire), PCP

Donna Dohms, ICP

Michael Slater, ACP

David Kopperud, ACP

### Public Representatives

Karen Gibbons

Joel Gritzfeld

Roger Carriere

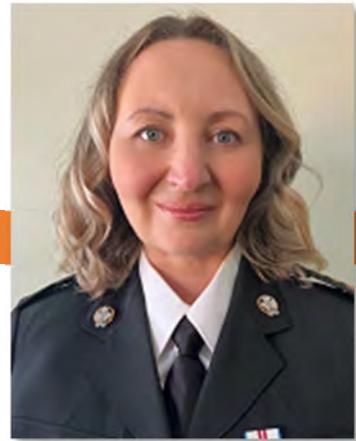
# Message from the President

## Noël Dunn, ACP

I would like to take a moment to sincerely welcome each of you as respected colleagues and regulated members of our profession. It is a distinct honour for me to continue serving as President of Council, for the Saskatchewan College of Paramedics. I am excited to build upon and enhance the path laid out by our former president, Matt McGurk, and all those who have served before him.

I want to extend my genuine gratitude to the dedicated members of our Council and the remarkable team and staff at the College. Your unwavering commitment and teamwork have been instrumental in navigating through this last year. Together we have made significant strides, and I am confident that, as we move forward, our collective efforts will continue to advance our profession and provide the highest quality of care to our patients.

To all those who have generously volunteered their time and expertise to our committees, thank you! Your participation is vital for shaping our shared future and improving patient care across our province. By contributing your skills and insights you make a significant difference in our profession, ensuring that we deliver the highest standard of care to



those we serve. I encourage all members to consider volunteering as your advocacy and dedication have a meaningful impact.

**As a self-regulated profession, we have the responsibility to set and uphold high standards of practice, ensuring we stay accountable to both our profession and the people we serve.**

As we continue to navigate the ever-changing landscape of healthcare, I want to take a moment to reflect on the progress we've made in serving the province of Saskatchewan. The achievements of our College are a direct result of the hard work and dedication of each of you. As a self-regulated profession, we have the responsibility to set and

uphold high standards of practice, ensuring we stay accountable to both our profession and the people we serve. Our members continue to earn the public's trust, which is both an honor and a responsibility. This trust strengthens our commitment to excellence, professionalism, and ethical practice—all of which are crucial to maintaining the integrity of our profession.

It has been exciting to see the positive changes and growth within our profession. The expansion of our scope of practice is a clear reflection of our commitment to providing exceptional care to our communities. These advancements not only empower us as practitioners but also improve the quality of care we deliver to our patients. I'm proud to see our profession continually recognized and relied upon for the important role we play in the healthcare system.

Throughout this last year we have seen significant changes and activities at the College, including but not limited to:

- The new Standards of Practice and Code of Conduct
- Changes to PCP restricted license
- Evaluation of COPR Pan-Canadian Essential Regulatory Requirements (PERRs)
- Completion of Community Paramedicine Standards
- Ongoing Continuing Education (CE) changes
- Introduction of scope changes

- Internal launch of cultural safety policy
- Diversity, Equity, and Inclusion policy work development
- Continued partnerships
- Updated strategic plan

At the core of our profession is the unwavering integrity that each of you embodies. As EMRs and Paramedics we need to hold ourselves to the highest ethical standards, prioritizing the well-being of those we serve. This commitment not only defines who we are but also fosters trust within our communities. It is essential that we continue to uphold these values.

As your President I am dedicated to championing our profession to best support and provide care to the people of Saskatchewan. Together we have the power to drive meaningful change and ensure that our patients receive the highest level of care possible. Let us remain persistent in our mission and support one another as we strive for excellence in all that we do.

Thank you for all your hard work, dedication, and commitment to this important profession. Together we'll keep making a positive difference in the lives of those we serve.

Noël Dunn  
President

# Report of the Executive Director

## Jacqueline Messer-Lepage



It is my pleasure to present the Executive Director's Report for the 2024 fiscal year, offering an overview of the College's activities, developments, and key initiatives. This report reflects our continued commitment to ensuring excellence in paramedicine throughout Saskatchewan.

As we navigate the evolving landscape of healthcare, it is crucial that the College continues to adapt to emerging public needs while supporting our members and upholding the high standards that define the profession.

Throughout 2024 we have focused on enhancing our services, addressing critical

issues facing paramedics, and advancing professional development opportunities.

In this report, you will find updates on key initiatives, challenges, and accomplishments that aim to further the goals of our organization and strengthen the paramedic profession across the province.

I invite you to review the following pages for insights into our ongoing efforts and the strides we are making in fulfilling our mandate to protect the public interest and regulate the paramedic profession in Saskatchewan.

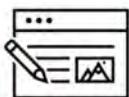




## Saskatchewan College of Paramedics

### Vision

*Collaboratively building a profession that is a continually engaged partner and fully utilized in a patient centered health care system.*



### Mission

*To protect and serve the public interest through regulatory oversight of the Paramedic profession.*



### Values

*Fairness, Transparency, Collaboration, Professionalism*



The Saskatchewan College of Paramedics (SCoP) protects the public by establishing and monitoring standards for member competency and conduct in the province. As mandated by law, the College ensures public safety is at the forefront of all its decisions and actions.

The College's regulatory work is guided by its core values, mission, and vision to ensure that member practice aligns with safe, high-quality patient care. A right touch regulatory approach ensures that actions are flexible, proportionate, consistent, and accountable.

College Regulatory effectiveness is measured using established performance benchmarks. Below is a summary of key advancements in each of these benchmark areas:

## Our Strategic Priorities 2025 - 2028

### Priority 1. Advance regulatory excellence

- Enhance regulatory standards and scope of practice
- Advance regulation within the new Umbrella Legislation
- Incorporate DEI and trauma-informed regulation & practices into policy
- Enhance the use of evidence-informed regulation and research

### Priority 2. Enhance stakeholder awareness and relationships

- Strengthen active engagement of members with SCoP
- Improve public awareness and understanding of the role of SCoP
- Enhance strategic and collaborative relationships with stakeholders

### Priority 3. Strengthen the organization sustainability

- Strengthen HR capacity to achieve the strategic plan
- Establish sustainable finances and sources of operating income
- Enhance technology to improve business processes and operations

## Regulatory Effectiveness Reporting Domain: Governance

This domain evaluates SCoP's efforts to ensure that the Council and Statutory Committees possess the necessary knowledge and skills for effective governance and decision-making. It also assesses how decisions are disclosed and communicated in a clear, timely, and accessible manner to relevant audiences.

***Standard 1: Council and Statutory Committee members have the knowledge, skill and ability needed to effectively execute their role and fulfil their responsibilities as they relate to SCoP's public protection mandate.***

- Ongoing orientation and governance training
- Updated Terms of Reference for all Committees and Council
- Regularly scheduled meetings of Council and Committees
- Regulatory Effectiveness reporting to Council bi-annually
- Investigation and investigative reporting training
- Evaluation of Ministry of Health proposed legislative changes; Identification and reporting of impact of these amendments.
- Governance policy review completed

***Standard 2: Council decisions consider both the safety and the interest of the public***

***Standard 3: SCoP acts to enhance public trust through transparency about decisions made and actions taken***

- Professional conduct committee activity; posting of consensual resolution agreements and discipline committee findings
- The Pulse newsletter and posted meeting highlights provide College updates
- Changes to scope of practice to improve patient care and safety

## Domain: Regulatory Policies

This domain measures how SCoP uses policies, standards of practice, evidence-based practice guidelines, current best practices to promote the health, safety and wellbeing of patients, members of public, and the paramedic profession.

***Standard 4: The regulatory policies must comprise of standard- practice requirements, evidence-based practice standards and practice guidance. All must be relevant to the practice environment and align with the principles of right touch regulation with consideration given to the interest and safety of public.***

- Evaluation of COPR Pan-Canadian Essential Regulatory Requirements (PERRs)
- Exam implementation of PERRS
- Updated clinical practice standards
- Completion of community paramedicine standards development
- Ongoing Continuing Medical Education (CME) changes
- Introduction of scope changes
- Internal launch of cultural safety policy
- Diversity Equity and Inclusion policy work underway

# Domain: Licensing and Regulation

This domain measures how SCoP ensures that only those individuals who are qualified, skilled, and competent are registered, and only those members who remain competent, safe, and ethical continue to practice the profession.

*Standard 5: Demonstrate to the public that paramedic professionals are regulated and are required to meet standards by assessing the competency, safety, and ethics of those who obtain registration and licensure*

- Successful annual renewal
- Realtime member status available to the public
- Clearly defined Professional Conduct process
- Scheduled implementation of cloud-based registration (2026)
- Professional conduct meeting frequency increased
- Disciplinary hearings held virtually; negotiated agreed facts prior to hearing to expedite the process

*Standard 6: SCoP supports the continued competence of Licensed Paramedics through requirements of ongoing licensure that address the Standards of Practice, Code of Ethics, competency, professionalism, and quality of care.*

- Updated code of professional conduct
- Updated regulatory bylaws
- Update to standards ongoing
- Advances to scope of practice

- Paramedic Practice Committee ongoing role
- VAPOC Project: Full rollout research of VAPOC underway: Deliberate Dialogue sessions in partnership with the University of Regina
- Implementation of approved Regulatory Bylaw Updates
- Planning underway for umbrella legislation: Ongoing feedback with the Ministry of Health regarding specific provisions
- Internal policy review to identify potential areas requiring revision with new legislation
- Research underway regarding implementation of 'restricted activities' provisions with new legislation
- Initial costing estimates underway in support of funding requests for Registry system changes (arising from new legislation)
- Working with NIRO members to leverage regulatory work and avoid duplication of effort
- Collaborated with the health system to introduce advanced scope for specific categories of membership (i.e.: wound care)



## Domain: Compliance and Discipline

This domain measures how SCoP promotes the health and safety of the patient, members of public and confidence in the paramedic profession through compliance and discipline.

**Standard 7:** *The complaints, investigation and discipline processes are accessible and supportive, and intend to remediate identified competence and ethical concerns.*

**Standard 8:** *All complaints, reports and investigations are prioritized based on public risk, and conducted in a timely manner with necessary actions to protect the public.*

**Standard 9:** *The complaint process is coordinated and integrated.*

**Standard 10:** *SCoP maintains its role to protect the public while supporting and monitoring Licensed Paramedics who demonstrate unsatisfactory knowledge, skills, and judgement, as identified in the complaints process.*

- Well established PCC process in place
- Management of PCC concerns using collaborative approach (moving towards consensual resolution where possible)
- 2024: managed 53 new PCC files
- DC hearings held and decisions posted on SCoP website
- Complaint Resolution Agreements (CRA) reached in the majority cases; two formal hearings in 2024 with agreed statement of facts identified in advance (cost and time saving)

## Domain: Resources

This domain focuses on SCoP's ability to have the financial and human resources to meet its statutory objects and regulatory mandate, now and in the future.

### *Standard 11: SCoP manages resources responsibly*

- Balanced budget in place
- Grant application efforts ongoing
- Registrar responsibilities reassigned as a part of overall succession planning
- Cross training of accounting resource in support of backfill and/or succession planning
- Additional signing authority added to ensure continuity in invoice processing
- Senior policy analyst recruited to support anticipated needs arising from new legislation and to provide support to the professional conduct area.
- Recruited clinical expert to support backfill in the professional practice area
- Renewal of lease underway; 10-year duration with a 10% increase over that period
- Planning for the re-introduction of inflationary increases to annual licencing fees to offset ongoing inflationary increases

## Domain: System Partner

This domain measures how SCoP is working with other Colleges and system partners, where appropriate, to help execute its mandate in a more effective,

efficient and/or coordinated manner and to ensure it is responsive to changing public expectations.

*Standard 12: SCoP actively engages with other health regulators and system partners to align oversight of the practice of the profession and support execution of the SCoP mandate*

*Standard 13: SCoP contributes to health care in Saskatchewan through its involvement in the regulatory community*

*Standard 14: SCoP maintains cooperative and collaborative relationships to ensure it is responsive to evolving public expectations of regulators and health care professionals*

*Standard 15: SCoP seeks to understand and respond to changing public expectations in a timely and effective manner*

- Membership in the Network of Inter-professional Regulatory Organizations (NIRO)
- Member of the Canadian Organization of Paramedic Regulators (COPR)
- Participated in the development and launch of a NIRO Citizen Advisory Group
- Introduced a revised definition of supervision for members awaiting licencing examinations
- Member of Program Advisory Committee, Saskatchewan Polytechnic
- National standards development committee participation

## Domain: Information Management

*Standard 16: Information collected by the SCoP is protected from unauthorized disclosure and cybersecurity threats*

This domain measures how SCoP ensures that the confidential information it deals with is retained securely and used appropriately while administering its regulatory activities and legislative duties and objects.

- Cloud-based server (planned implementation summer 2026)
- Two factor authentication in place for all access to SCoP systems
- Privacy and risk management frameworks in place
- Business continuity plan in place

## Domain: Measurement, Reporting & Improvement

This domain focuses on how SCoP continuously assesses risks and measures, evaluates, and improves its performance in a transparent manner.

*Standard 17: SCoP monitors, reports and improves on its performance*

- Strategic plan updated June 2024
- Risk evaluation ongoing
- Risk Framework updated
- Numerous presentations and seminars promoting regulatory innovation and research undertaken by the College
- Professional liability coverage for members fully implemented

- NIRO Citizen Advisory Group launched

SCoP continues to represent leadership in the regulatory and innovation arenas. In 2023/24, the College adopted leading practices in human resource management which will serve to ensure a stable workforce well into the future.

In addition, our use of immersive technology in regulation has drawn national attention leading to presentations and meetings with other regulatory agencies and stakeholders. We are hopeful that in the future, this technology will help to offset some of the challenges faced within the province in obtaining competency verification, in addition to supporting the assessment of international applicants.

As we moved through 2024, we were also introduced to the potential for further changes in legislation, which we anticipate will now come to fruition in 2025. The Ministry of Health has proposed the introduction of a broader piece of legislation that encompasses the regulation of multiple health professions under one umbrella. We anticipate many changes will arise from the introduction of the new Act and have started our analysis to ensure that we are ready to respond as quickly as possible.

Along with legislative changes, this year saw changes to scope of practice for some licence levels and a complete review and updating of practice standards, code of conduct and ethics, and entry to practice regulatory requirements/standards.

The entry to practice regulatory standards (Canadian Paramedic Competence Framework - CPCF) were amended to

ensure alignment with the national examinations. Changes to the exams are being introduced starting in 2025 by the Canadian Organization of Paramedic Regulators (COPR); implementation will take place on a staggered basis to ensure adequate time for programs to adapt if necessary.

The National Occupational Competency Profile (NOCP) is very similar to the new CPCF, so we do not anticipate significant issues with its rollout. It is important to note that these changes were necessary to ensure that regulators across the country had competencies that reflected the current and near future regulatory environment. The CPCF was developed by the COPR jurisdictions for pan-Canadian use.

As noted in the past, so little of what we do is the actual issuance of licences. Many behind the scenes activities serve to support the mandate of the College and the well-being of our patients and membership. Moving forward in 2025, we anticipate very significant changes to our governance with the introduction of

umbrella legislation. With these changes we may also see changes to our operational structure. The College is committed to viewing our coming year in a positive light as we navigate uncharted waters with optimism.

In closing, I would like to once again express my gratitude for the support of a strong Council, Committee members, and general membership. Some of the work we do may not resonate with everyone, however our decisions and actions are always made with the best of intentions and align with our corporate mission, vision, and values.

As you may be aware, the team at the College are long serving and committed to doing good work. I am grateful for the strength of our people and their support particularly when unusual circumstances necessitate innovative solutions! Thank you to each and every one of you!

Jacqueline Messer-Lepage  
Executive Director

Stanley Mission Health Services



# Three Year Budget

	2024 Actual	2025 Budget	2026 Forecast	2027 Forecast
<b>Revenues</b>				
Licence Fees	1,142,895	1,079,900	1,100,388	1,100,388
Other Registration Fees	82,870	30,000	30,000	30,000
Licensing Exam and Equivalency Assessment Fees	1,250	0	0	0
Fines and Orders for Costs	10,545	1,000	1,000	1,000
Rental Income	42,750	42,510	44,413	48,892
Other Revenue	538	<u>15,000</u>	<u>15,000</u>	<u>15,000</u>
Grants	0			
<b>TOTAL REVENUE (Operations)</b>	<b>1,280,848</b>	<b>1,168,410</b>	<b>1,190,801</b>	<b>1,195,2800</b>
<b>Expenditures</b>				
Accounting, Audit, Legal, Insurance and Payroll Service	29,272	24,100	24,600	25,000
Legal Fees - PCC and Discipline	43,364	30,000	30,000	30,000
Licensing Exam and Equivalency Assessments	500	0	0	0
Consulting and IT Support	106,828	96,750	96,750	96,750
Memberships	6,024	6,000	6,000	6,000
Wages, Benefits, Staff Travel and Training (includes staff membership dues)	697,566	777,718	792,646	807,872
Council and AGM Expenditures	11,422	15,000	15,000	15,000
Committee Expenses incl. PCC	55,122	32,050	32,050	32,050
Office Expenses and Advertising	22,960	19,600	19,600	19,600
Telephone	9,756	15,000	15,000	15,000
Rent, Occupancy Costs and Maintenance	111,324	108,210	114,033	114,033
Bank Charges and Interest Expenses	31,648	25,000	25,000	25,000
Projects	225			
Amortization Expense	<u>4,600</u>			
<b>TOTAL EXPENSES</b>	<b>1,130,611</b>	<b>1,149,428</b>	<b>1,170,679</b>	<b>1,186,305</b>
<b>NET INCOME (Operations)</b>	<b>150,237</b>	<b>18,982</b>	<b>20,122</b>	<b>8,975</b>
Interest Income – general fund and restricted fund	102,421			
Investment – FMV adjustment	82,200			
<b>NET INCOME (Operations &amp; Investments)</b>	<b>334,858</b>			



# SCoP Reserve

	Contribution to or Expenditure from Reserve	Legal	Contingency	Capital	Registry	Projects	R & D
2009	Contribution:	\$25,000	\$10,000		\$30,000		
2010	Contribution:	\$25,000	\$10,000	\$5,000	\$50,000		
2011	Contribution: \$171,000 Expenditure: \$80,000.00 for Registry system	\$75,000	\$50,000	\$16,000		\$30,000	
2012	Contribution:	\$75,000	\$20,000	\$60,000		\$40,000	
2013	Contribution	\$53,000	\$33,000	\$19,000		\$30,000	
2014	Contribution: \$319,000 Leasehold Improvements \$50,000 (proposed)	\$47,000	\$77,000	\$60,000		\$50,000	\$85,000
2015	Contribution: Surplus kept in retained earnings – legal contingency Expenditure: Server, computers, projector and screen				(18,790)		Was not required
2016	Expenditure: Registry upgrade project				(102,770)		
2017	Contribution:			\$102,770			\$15,000
2018	No Contributions						
2019	Contribution:			\$58,790			
2020	Contribution:						\$28,119
2021	No Contributions						
2022	No Contributions						
2023	No Contributions						
2024	Contribution:				\$164,500		
	Total estimated in Reserve at end of 2024	\$300,000	\$200,000	\$200,000	\$164,500	\$150,000	\$128,119

Unallocated restricted funds: Closing balance is \$243,408.



Saskatchewan College of Paramedics

## Report of the Registrar

The College continues to operate with a stable and slightly increasing membership, driven by new graduates, labour mobility applicants, and international entrants. As of December 31, 2024, we had registered **2,453** members throughout the year, comparing to **2,417** in 2023, **2,349** in 2022, and **2,331** in 2021.

Investments in technology continue to shorten licensing turnaround times and provide a more seamless experience for both members and staff. Once individuals are ready to be licensed with the College,

licence issuance can be done within an hour.

Ongoing development to improve online forms and streamline data entry processes are important to the College to reduce barriers to licensing. Self-serve member accounts continue to save significant amounts of time and provide members with more information at their fingertips, 24 hours a day.

These days, most licence renewal applications are automatically approved based on mandatory document uploads and member declarations. Members renewing as non-practicing and applications that meet practicing requirements are approved by the system within seconds.

Applications which request a restriction for incomplete skills assessments, expired certifications, or from applicants already restricted are approved manually and within one day where possible.

The College uses an auditing process to ensure that submissions and declarations are consistent with the mandatory renewal requirements. Renewal auditing is a common approach among regulatory bodies that manage large volumes of documentation and allows for timely processing of standard renewal applications.

A sample of members are chosen to have their submissions checked for accuracy. Members that submit renewal documents that are incomplete or inaccurate are contacted by the College and given 24 hours to provide accurate documentation based on the information provided at renewal (i.e.: dates must match declared dates).

This approach assumes that all member declarations are truthful and that uploading errors can occur.

If a member is unable to provide the missing documentation, a Registrar's letter of warning is sent. Submissions that are confirmed as having fraudulent documentation, or misrepresenting dates or credentials, will be addressed with a letter of warning and may also be referred to the Professional Conduct Committee for further consideration. Letters of warning will be retained on member files.

All members are reminded that it is your professional responsibility to ensure that all documents and information submitted for your licence renewal is correct and legible.

Payments made by employers, and not by the member directly, remain a challenge even with a system purpose-built for regulatory licensing. The primary issue lies in attempting to reconcile a lump sum payment by the employer with the Ministry of Health payment portion and each member renewal submission.

Entries to the early bird draw, intended to encourage members to renew as early as possible to avoid late fees and gaps in licensing, increased substantially this year. 531 members (24%) renewed by the end of day November 1, 2024 and were entered to win one of two \$250 VISA gift cards. This is the second-highest percentage of members renewing early since tracking began in 2014.

Licence Renewal deadline is December 1, but members can renew until the end of January 2025. 70 to 85% of members complete renewal each year by the deadline and for 2025 renewal that number was 83%. Late fees are applied after December 1.

In general, Renewal submissions were stronger, with fewer people missing documents and fewer members subject to late penalties.

As for new graduates, SCoP continues to work with the Canadian Organization of Paramedic Regulators (COPR) to ensure that the Emergency Medical Responder (EMR), Primary Care Paramedic (PCP) and Advanced Care Paramedic (ACP) examinations remain current and are delivered appropriately.

Over the past year, a total of 405 individuals took the national licensing examinations in Saskatchewan over five sittings: EMR: 197, PCP: 180, ACP: 28. This was an increase over the previous year.

Saskatchewan is very involved with the continued development, implementation, and delivery of all three national licensing exams. We are also actively involved on the COPR National Exam Committee, allowing the College the opportunity to stay connected to the national exams as they evolve.

We continue to improve our registry system and focus on our protection of the public mandate through the use of better exams.

Jacqueline Messer-Lepage  
Registrar

## Registration Statistics

### 10 Year Registration Comparison

	March 2025	March 2024	March 2023	March 2022	March 2021	April 2020	March 2019	Feb 2018	March 2017	March 2016
EMR	428	435	381	350	366	371	314	294	308	331
EMT/PCP	1,313	1,273	1,280	1,254	1,243	1,200	1,230	1,249	1,317	1,287
ICP	98	104	113	119	129	135	145	150	162	176
ACP	415	400	400	391	358	362	349	371	345	310
CCP	36	32	36	34	36	31	32			
<b>Total</b>	<b>2,290</b>	<b>2,245</b>	<b>2,210</b>	<b>2,148</b>	<b>2,132</b>	<b>2,099</b>	<b>2,070</b>	<b>2,064</b>	<b>2,132</b>	<b>2,104</b>

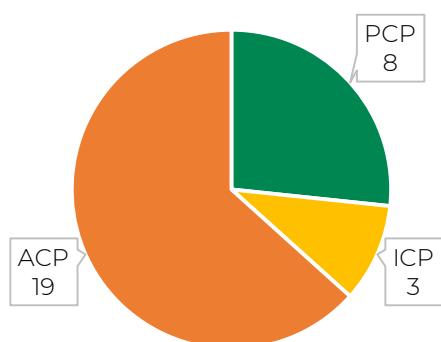
### Type of Membership by Classification

	EMR	PCP	ICP	ACP	CCP	Total
Practicing	375	1,231	90	377	34	2,107
Non-practicing	53	82	8	38	2	183
<b>Total</b>	<b>428</b>	<b>1,313</b>	<b>98</b>	<b>415</b>	<b>36</b>	<b>2,290</b>

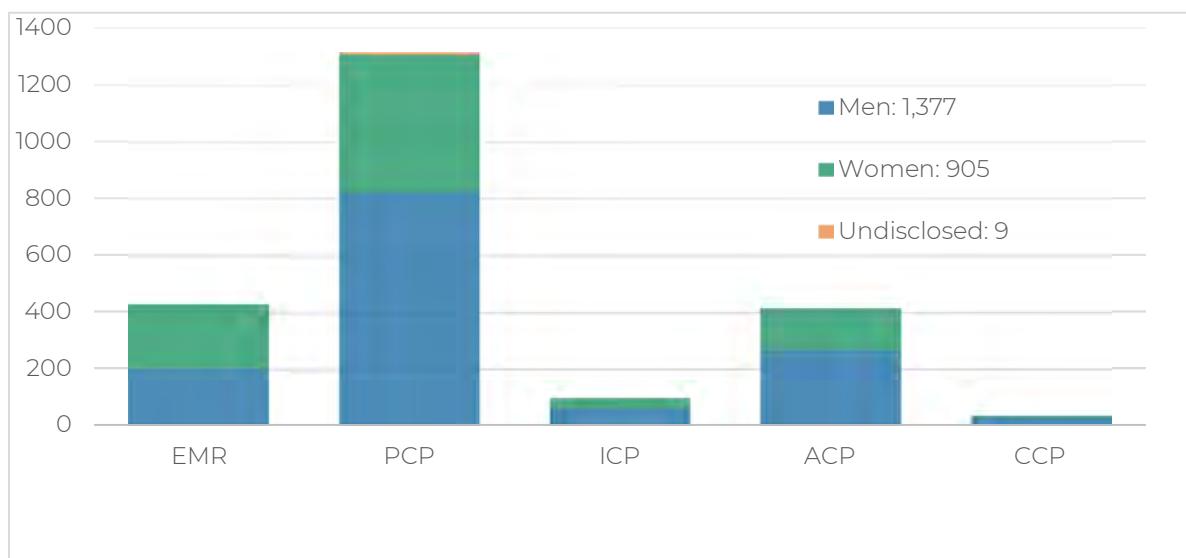
## 10 Year Impact of Labour Mobility – Province of Residence

	March 2025	March 2024	March 2023	March 2022	March 2021	April 2020	Mar 2019	Feb 2018	Mar 2017	Mar 2016
Alberta	107	98	85	87	88	47	71	91	87	79
BC	16	18	13	10	11	5	4	10	7	7
MB	17	19	20	22	24	15	19	26	22	23
NB	1	2	4	4	4	4	4	8	2	2
Nova Scotia	5	3	4	9	6	5	5	7	5	2
NWT	2	2	1	2	3	1	3	3	2	3
NL	1	1	1	1					2	1
Yukon	1		1	2	2	1	1			
Ontario	5	3	9	11	8	5	8	11	6	14
Quebec	1	2	3	3	1		1	1	1	1
Sask	2,130	2,088	2,064	1,994	1,983	2,013	1,942	1,904	1,996	1,990
Other	4									
Undisclosed		9	5	3		3	3	3	2	1
Total	2,290	2,245	2,210	2,148	2,132	2,099	2,070	2,064	2,132	2,104

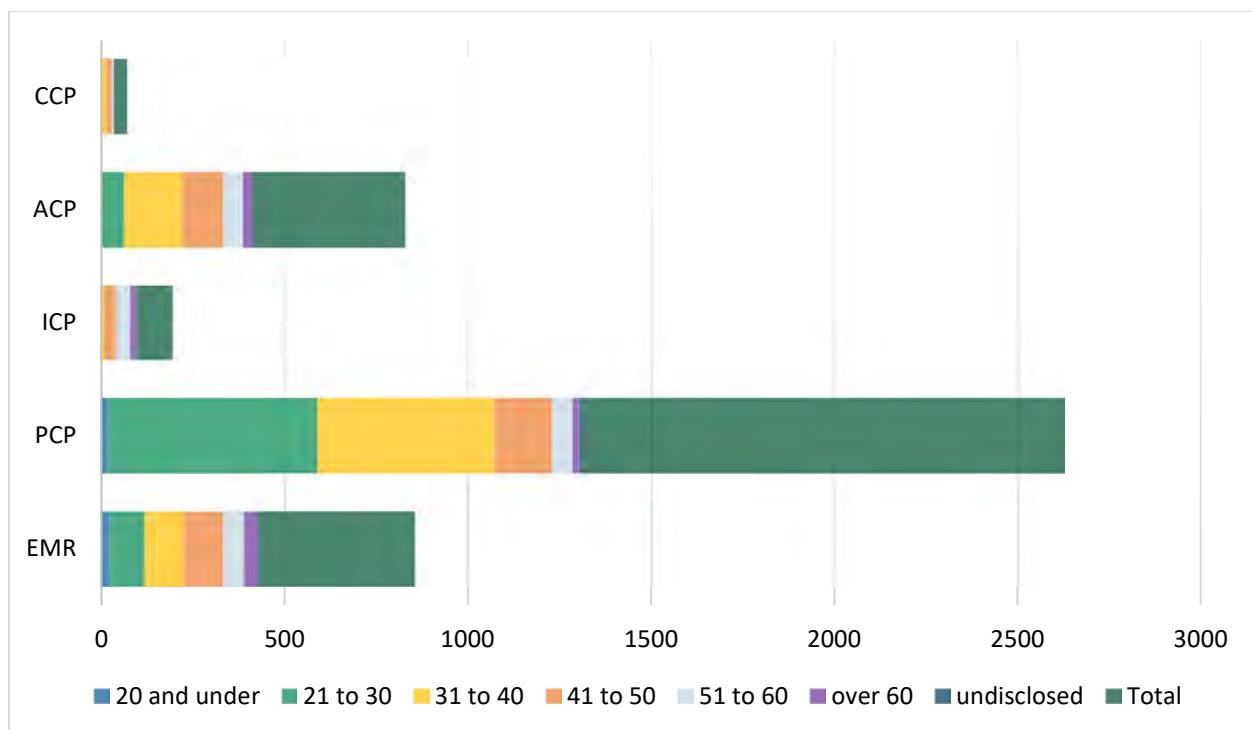
## Community Paramedic (CP) endorsement



## Membership by Classification and Gender



## Membership by Classification and Age



# RESEARCH, POLICY, AND OTHER INITIATIVES

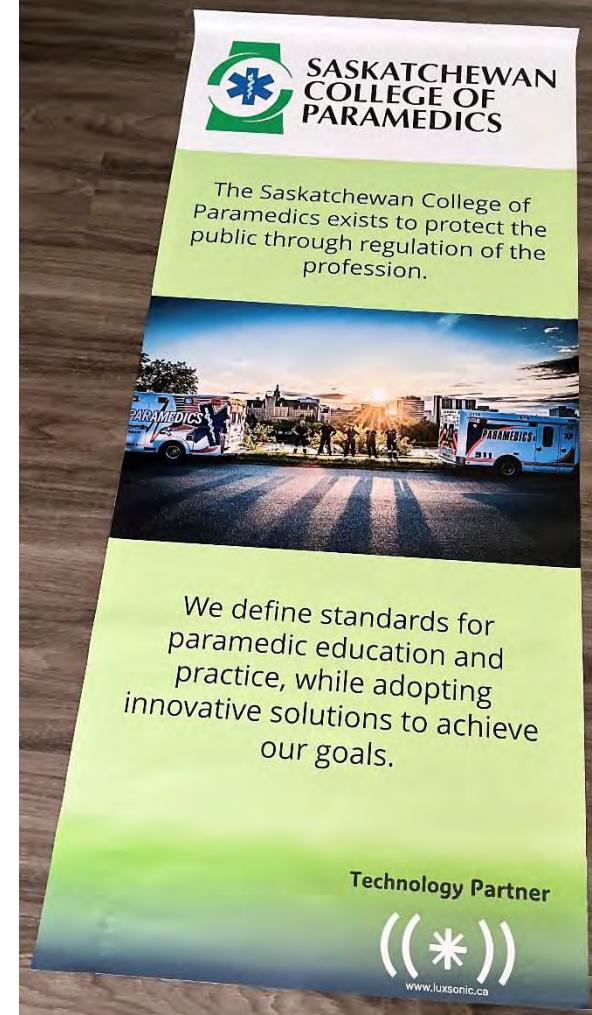
The Saskatchewan College of Paramedics pursues research opportunities and partnerships for the development of evidence to inform regulation. This is especially important as there is limited ongoing research in regulation, especially in the paramedic practice arena. The lack of evidence surrounding paramedicine makes it difficult to support changes to scope, general practice, and the advancement of the profession and its regulation.

The Saskatchewan College of Paramedics (SCoP) participated in three research projects in 2024.

SCoP partnered with University of Regina to develop a **Deliberate Dialogue pilot**. The deliberate dialogue sessions will look at the impact of virtual reality (VR) in healthcare practice, education, and licensure. Through this pilot, we aim to bring together key stakeholders such as provincial healthcare regulators, healthcare practitioners and educators to explore the opportunities, challenges, and policy implications of integrating VR into licensure regulatory frameworks. This project received research ethics board approval in late 2024 and the pilot will begin early 2025.

SCoP attended the SHRF (Saskatchewan Health Research Foundation) Virtual Care Research Expo in Saskatoon. The SHRF Virtual Care Research Expo provided SCoP an opportunity to collaborate and connect with other healthcare researchers, healthcare providers, and policymakers from across the province. The expo showcased research solutions and allowed SCoP to learn about the latest advancements in virtual care research, meet other teams behind virtual care research projects, and connect with other stakeholders who are passionate about advancing healthcare solutions in Saskatchewan.

SCoP was on a Digital Health Canada webinar as part of their Webinar Wednesday series. The webinar, titled *Advancing Paramedic Training and Assessment through Virtual Reality: Saskatchewan's College of Paramedics VAPOC Project*, presented the preliminary findings from two innovative projects utilizing VR technology to enhance paramedic training and assessment in Saskatchewan. Discussion included future directions involving engagement with regulators on recognizing VR as an acceptable practice, and stakeholder views on the future of paramedic education and assessment. SCoP shared our interdisciplinary academic-industry partnership with the University of Regina and how we are integrating usability research with agile development to test and develop a high-fidelity VR product.



# Committee Reports

The business of the Saskatchewan College of Paramedics is conducted by Committees which have members drawn from practitioners across the province.

*The Paramedics Act and the Regulatory and Administrative Bylaws* set out the Committee structure of the College, and the composition and key responsibilities of the various committees.

The College Council appoints members to College Committees. Council also appoints each Committee chairperson and establishes terms of references and budgets for each committee.

Executive Committee

Audit Committee

Discipline Committee

Nominations Committee

Education Committee

Legislation and Bylaws Committee

Member Wellness Committee

Paramedic Practice Committee

Professional Conduct Committee

# Executive Committee Report

Chair: Noël Dunn, President of Council

Vice President of Council: Bill Fischer

Council Public Member: Karen Gibbons

Through the year of 2024, the Executive Committee demonstrated a strong commitment to the College's operations, working collaboratively to support the Executive Director between Council meetings. The Committee was integral to our collective decision-making process.

Over the year, the Executive Committee addressed concerns that extended beyond the Executive Director's authority, including policy amendments and organizational structure change. Decisions made by the Executive Committee were thoroughly discussed and subsequently ratified by the Council at the following meetings.

This team-focused and streamlined approach to urgent matters significantly enhanced our organizational decision-making efficiency, reflecting our commitment to collaboration and shared leadership.

**Noël Dunn**  
Chair

# Audit Committee Report

Chair: Bill Fischer, Vice President of Council

Members: Heather MacMillan, Robin Focht, Dylan Powell, John Crocker

Public Representative: Betty Hoffart, FCPA, FCMA

The purpose of the Audit Committee is to ensure the College has appropriate risk and financial management systems in place and to advise Council and members on matters pertaining to the College's finances and risk. This is done through following the College's fiscal and budgeting processes.

At present through the budgeting process of Council the financial needs are managed, stable, and within budget. A significant portion of funds have come through grants and collaboration with government and universities that have been used to fund research projects that further support and strengthen SCoP. The budgeting process has had some

uncertainty due to looming government changes to the Regulatory Colleges legislation or Umbrella legislation. These uncertainties have been accounted for as much as possible through the Executive Director's guidance. The Committee meets four times each fiscal year to review and ensure transparency and accountability. All financials are audited as required by legislation. I would like to thank Audit Committee members Dylan Powell, Robin Focht, John Crocker, Heather MacMillan and Betty Hoffart, Public Representative.

**Bill Fischer**  
Chair

## Discipline Committee Report

Chair: Joel Gritzfeld, Public Representative on Council

Members: Jesse Dunsing, Tyler Erker, Jim Bandola, Nathan Ramsay, Rachel Tyler, Shelby Payne

Public Representative: Mary Lou Deck

The role of the Discipline Committee is to conduct hearings to determine whether a member is guilty of professional misconduct, professional incompetence, or both, based on referrals from the Professional Conduct Committee. The Discipline Committee is comprised of both Members of the public and College. All members of the Discipline Committee attend administrative tribunal training sessions to ensure understanding of the discipline process as described within *The Paramedics Act*. Participation of Members within the Discipline Committee is integral in ensuring paramedics in Saskatchewan are performing their duties in a manner that is protecting the public's safety and health in all interactions.

In 2024, the Professional Conduct Committee referred three matters to the Discipline Committee for adjudication. References to the related Discipline Decisions are located in the "For the Public" section of the SCoP website. Currently, the Committee is not aware of any proceedings that are to take place in 2025.

**Joel Gritzfeld**  
Chair

# Nominations Committee Report

Chair: Noël Dunn, President of Council

Member: Donna Dohms

Public Representative: vacant

I would like to extend my deepest gratitude to all those who have generously volunteered their time and expertise. Your contributions are invaluable and greatly appreciated.

As we continue to advance the profession of paramedicine, we invite more members to get involved. Your participation is essential not only for shaping our collective future but also for enhancing patient care within our province. By sharing your skills and insights, you can make a meaningful impact on the profession and ensure that we provide the highest level of care to those we serve.

During 2024, the Nominations Committee met on several occasions. Listed below are the vacancies within both Council and Committees:

Council	<ul style="list-style-type: none"><li>• 1 Member-at-Large</li></ul>
Audit Committee	<ul style="list-style-type: none"><li>• 3 Members-at-Large</li></ul>
Discipline Committee	<ul style="list-style-type: none"><li>• 2 Members-at-Large</li></ul>
Education Committee	<ul style="list-style-type: none"><li>• 1 Member-at-Large</li><li>• 1 Public Representative</li></ul>
Legislation and Bylaws Committee	<ul style="list-style-type: none"><li>• 1 Member-at-Large</li></ul>
Nominations Committee	<ul style="list-style-type: none"><li>• 1 Member-at-Large</li><li>• 1 Public Representative</li></ul>
Paramedic Practice Committee	<ul style="list-style-type: none"><li>• Community Paramedic Member-at-Large</li><li>• EMR Member-at-Large</li><li>• PCP Member-at-Large</li><li>• ICP Member-at-Large</li><li>• ACP Member-at-Large</li></ul>
Professional Conduct Committee	<ul style="list-style-type: none"><li>• 1 Member-at-Large</li></ul>

Thank you to all those who contribute to the ongoing advancement of paramedicine.

Noël Dunn  
Chair

# Education Committee Report

Chair: Joel Gritzfeld, Public Representative on Council

Members: Julia Braaksma, Bobbi Buchanan, Jesse Dunsing, Dan Lewis, Dylan Powell, Chris Warren, Steve Keymer, Tracey Watt, Heather MacMillan, Jeff Maxin, Merilee Morales, Sara Adams, John McDonald

It is the goal of the Education Committee to continually address and improve the continuing education program for all members, and to ensure that the public is protected by maintaining member competency in their practice. The Education Committee meets quarterly by teleconference. Thank you to the Committee for their time and effort making Paramedic education effective for the public and the membership.

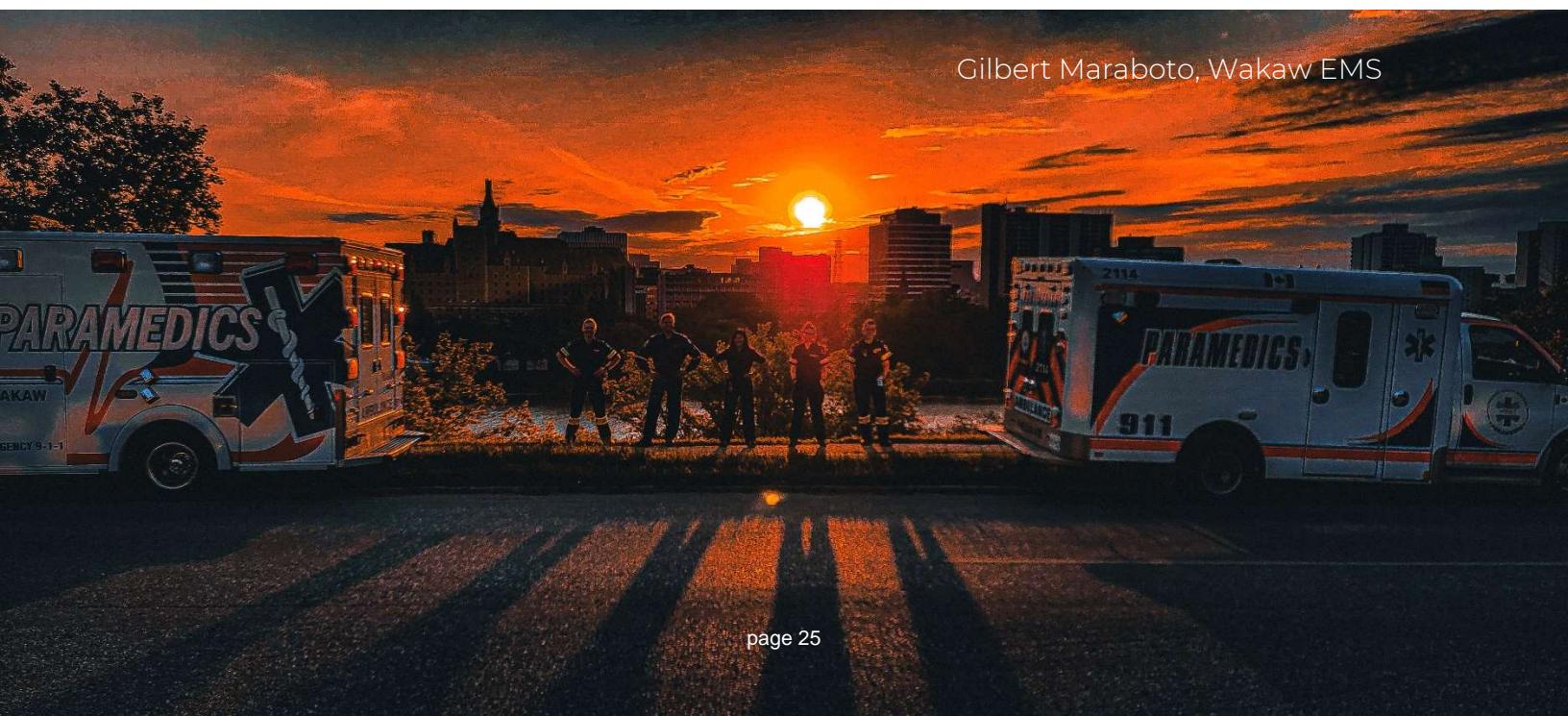
The Committee has completed or continues to work on the following projects:

- PCP Pediatric Educational Assessments
- ITLS Assessment for EMRs
- STEMI Protocol
- Continuing Education requirements & Renewal timelines
- Endotracheal Intubation requirements
- ACP Suturing
- PCP Oxytocin Drug Therapy Education

Joel Gritzfeld

Chair

Gilbert Maraboto, Wakaw EMS



# Legislation and Bylaws Committee Report

Chair: Noël Dunn, President of Council

Member: Dale Backlin

Public Representatives: Betty Hoffart, FCPA, FCMA, Roger Carriere, Mary Lou Deck

The Legislation and Bylaws Committee plays a crucial role in overseeing the governance framework of the College by conducting systematic and comprehensive review of *The Paramedics Act* and its associated Bylaws. These foundational documents not only guide the operations of the College but also define the practice for its members.

The Committee is responsible for several key functions. It identifies areas where legislative changes may be necessary, and drafts proposed amendments that reflect current best practices and emerging trends in the healthcare sector. Additionally, the Committee is tasked with updating existing provisions to ensure that they remain relevant and effective in meeting the evolving needs of the health system. This ongoing evaluation is critical to maintaining alignment with the College's mandate, vision, and core values.

Throughout 2024, the Committee has been actively assessing impact that the upcoming Regulated Health Professions Act (aka "umbrella legislation") will have on the College. We know this will have a significant impact and the changes will be substantial, including changes to bylaws. As we continue conversations and evaluate changes, we will ensure the membership is well informed of the changes to come.

Key amendments and changes in 2024:

- Eligibility provisions
- Revised definition of supervision for restricted (awaiting the examination) Primary Care Paramedic members
- SCoP Standards of Practice; reflected in both the Act and Regulatory Bylaws
- Updated Code of Professional Conduct
- The ability to use panels of the Professional Conduct Committee

Noël Dunn  
Chair

# Member Wellness Committee Report

Chair: Cheryl Solonenko

Members: David Reed, Noël Dunn, Jason Farago, Colby Burwell, Michael Slater, Jennifer Williams (SCoP), Rashed Al-Mamun (SCoP), Karen Messer-Engel (Public Representative – Psychologist, non-practicing)

The Member Wellness Committee developed a member wellness policy. With changes to *The Paramedics Act* in 2024, there was a need to develop a policy to provide direction to the College and the membership in fitness to practice concerns.

Member wellness refers to the state of a registrant's health and fitness, which is essential for the safe and effective delivery of patient care. This policy provides a means to address fitness to practice concerns about members, one which does not initially engage the formal disciplinary process. These concerns can either be self-identified by the registrants themselves or identified by others. Registrants with a condition (medical, physical, mental health or other) that impacts their ability to practice safely, may be able to seek treatment and/or complete remedial activities without having to go through a disciplinary process.

We recognize that our members face unique and difficult challenges in their professional lives that are not easily left at work when the day is done. The College has a listing of support services on the website. These are a step in helping to support your mental health before and after help is needed.

Cheryl Solonenko  
Chair

# Paramedic Practice Committee Report

Chair: Jennifer Williams, Director of Professional Practice & Research, SCoP

Members: Bill Fischer, Donnita Derbyshire, Mike Hengstler, Corey McNeice, Dana West, Matthew Hogan, Dr. Brad Jamison, Dr. Kamini Premkumar, Christina Backlin (Ministry of Health)

Consultation Group: Derek Dagenais, Noël Dunn, William Breen, Len Protz, Leonard Rostotski

The Paramedic Practice Committee (PPC) provides direction in various practice areas to all EMRs and Paramedics in Saskatchewan. In 2024, the PPC expanded its committee to ensure representation from all levels of EMRs and Paramedics as well as the Community Paramedic endorsement.

In total, seven requests for changes to scope of practice were received. Of those, three have been approved with the remaining awaiting additional information. The PPC also played a role in the development and approval of the standards of practice.

Approved changes to scope of practice include: dexamethasone (ACP) for the treatment of croup (dyspnea protocol), tranexamic acid (ACP) for postpartum hemorrhage, and a new alcohol withdrawal protocol (available in upcoming protocol manual release).

I would like to express my sincere thanks to the committee members for their dedication and support.

Jennifer Williams  
Chair

Saskatchewan Air Ambulance



# Professional Conduct Committee Report

Chair: Ron Colin, Public Representative

Members: Carla Steciuk, Cory Brossart, Jenna Dixon, Jaimie Bursey, Shauna MacLssac, Ryan Omichinski, Steve Keymer, Drew Davidson, Yingzhe Sui, Selena Letain, Ryan King

The Terms of Reference for the PCC states that:

*“The Professional Conduct Committee reviews and investigates complaints of professional misconduct or professional incompetence and reports to the Discipline Committee as to whether or not a disciplinary hearing should be conducted.”*

The PCC's primary responsibilities are patient safety and protection of the profession. Therefore, the PCC considers complaints from two perspectives:

- **Professional Misconduct:** any act(s) considered harmful to the best interests of the public and/or members, and that harm the standing of the profession.
- **Professional Incompetence:** any act(s) that demonstrate a lack of knowledge, skill or judgment, or a disregard for the welfare of a member of the public served by the profession.

In accordance with these guidelines, the PCC investigated 53 complaints during 2024. This is down 13 complaints from 2023 and is contrary to the upward trend in the number of complaints received year-over-year. Of the 53 complaints received, we saw a decrease in the number of complaints across all categories, with the largest decreases in complaints filed by the public and by employers. There were 21 complaints filed by the public (down from 38 in 2023), and 13 complaints filed by employers (down from 14 in 2023).

The PCC endeavours to resolve all complaints as soon as possible. However, the complexity of investigations is increasing, resulting in increases in both the time to investigate and time for the PCC to adjudicate. It is important to note, however, that not all complaints warrant further action by the PCC once investigations are complete. Of the 29 closed complaint files in 2024, 11 were dismissed outright and 12 complaints were dismissed with a letter of guidance.

Despite its lower number from 2023, complaints received by the public represented 43% of all complaints, and is reasonably consistent with the results from previous years. While there may be different reasons for these complaints, no doubt the stresses experienced by members are certainly a contributor to behaviours that are viewed negatively by the public.

EMS is a stressful profession due to a myriad of factors. Difficult as it may be at times, members always need to keep in mind that patients and involved parties are fearful and are in a heightened state of anxiety regardless of the nature of the call. Because of this, it is important that members act with respect, compassion, and empathy regardless of the nature of the call. We understand that members can often overlook these in favour of expediency in providing care. We also understand that not all calls are urgent and may be similar in nature to previous calls, but to the patient, their call is unique. However, it is always in the best interests of the public, the profession, and members to strive to be professional in all interactions.

I want to point out that the PCC does not seek to be unnecessarily punitive with its decisions nor punish members. It is important for members to understand this. The end goal of a PCC investigation and decision is to help our members understand, reflect upon, and receive the required resources to support and correct their behaviour.

Despite the reduction in the number of complaints received in 2024, the complexity of the complaints still requires a great deal of effort to investigate and adjudicate complaints. I want to acknowledge, with gratitude, the dedicated work that PCC members have demonstrated in our investigations. Preparation for, and participation in, PCC meetings takes a great deal of time and effort. This is vital to ensure informed discussions and appropriate decisions for each individual complaint we review.

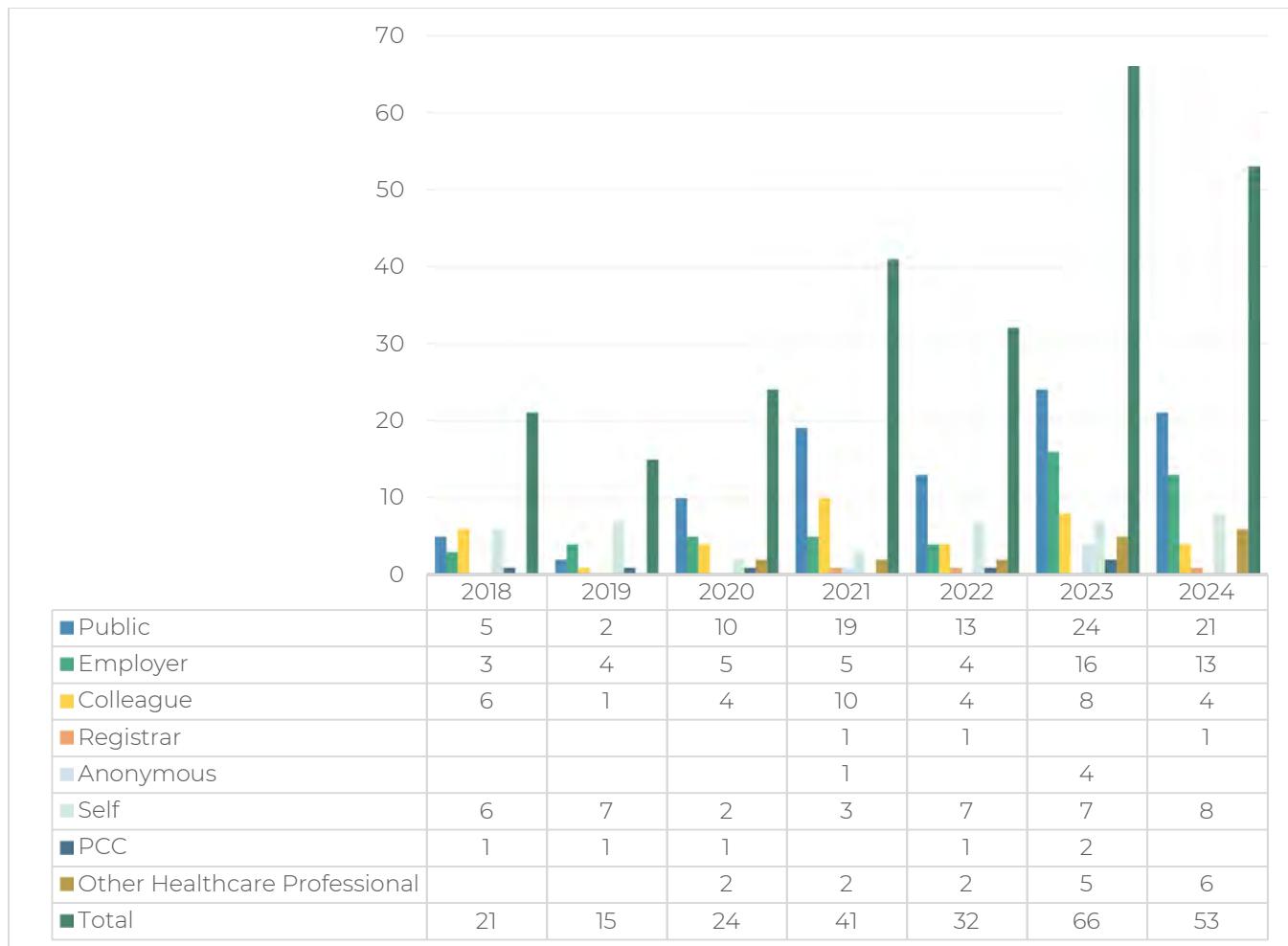
I also want to acknowledge the fine work of our investigators. The quality of their investigations ensures the PCC is able have fulsome discussions that result in informed decisions for each complaint.

Finally, I would be remiss if I did not acknowledge Jen Williams, Jodi Egeborn, Destin Ash, and Tosin Adewusi. The excellent work they do to manage the complaint process and provide support to the PCC is crucial to the work we do. Without their efforts and support, the work of the PCC would not be as effective as it is.

As I stated in last year's annual report, it continues to be a privilege to serve the PCC with the important work we do. And, as I also stated in last year's annual report, it remains my hope that my contributions have helped the profession maintain a positive image with the public and to aid members improve the services they provide.

Ron Colin  
Chair

## Source of PCC Report Trends



## Category of complaint at Intake

Professional Incompetence	29
Professional Misconduct	24
Both	11

## Status of investigated complaints at year end

Closed complaint files	32
Open complaint files still under investigation	19
Complaints files pending more info	2
<b>Total</b>	<b>53</b>

## Resolution of the complaints investigated

Dismissed	12
Dismissed with letter of guidance	12
Consensual Resolution Agreement	5
Referred to Discipline	3
Reported to Deputy Minister of Justice	0
Suspension of Licence	0
<b>Total Number of Closed Complaints</b>	<b>32</b>

## Length of time to close complaint files

Within 0-60 days	1
Within 61-90 days	2
Within 91-120 days	2
Within 121-150 days	4
Within 151-180 days	2
Greater Than 180 days	21

## Complaint by paramedic levels

(This table may represent complaints involving more than one registrant)

PCP	43
ACP	16
EMR	5
ICP	1
CCP	1

## Years of Employment

(This table may represent complaints involving more than one registrant)

within 0-5 years	18
within 6-10 years	19
within 11-15 years	7
within 16-20 years	3
within 21-30 years	10
greater than 30 years	6

## Total cost associated with resolving complaints

Investigation	\$23,082.00
Legal Counsel	\$9,776.35
Hearing	\$6,405.90
<b>Total Cost</b>	<b>\$39,264.25</b>

## Breakdown by allegations

A single complaint may encompass one or several allegations. This breakdown enables us to identify trends and devise proactive strategies that enhance our mandate to serve the public.

<b>Abuse</b>	<b>8</b>
Mental/Psychological	0
Physical	3
Sexual	0
Sexual Misconduct	5
Verbal	0
<b>Clinical Incompetence</b>	<b>36</b>
Assessment	17
Basic Skills	0
Communication	10
Documentation	2
Medical Administration	7
Professional Scope of Practice	0
<b>Client Engagement</b>	<b>9</b>
Abandonment	0
Neglect	3
Professional Boundaries	1
Refusing to provide Care/ refusal of service	5
Theft	0

<b>Employment</b>	<b>7</b>
Bullying/Conflict/Anger Management	0
Confidentiality/Privacy	3
Drug Diversion	1
Disregard for Authority	0
Policy/Protocol	3
Theft	0
<b>Ethics</b>	<b>3</b>
Discrimination	0
Racism	2
Misuse of Social Media	1
Others	0
<b>Fitness to Practice</b>	<b>5</b>
Mental	0
Physical	3
Substance Abuse/Addiction	2
<b>Regulatory</b>	<b>4</b>
Criminal Charges/Conviction	0
Deceit	1
Failure to Comply with SCoP Bylaws-General	0
Failure to comply with the SCoP Bylaws - Audit	0
Failure to cooperate with a Statutory Committee (Discipline orders)	1
Practising without a licence/unlawful use of title/Beyond scope of license	2
<b>Other</b>	<b>1</b>
Conduct outside of Paramedicine	1

# SCoP Staff



Jacqueline  
Messer-Lepage  
Executive Director  
/ Registrar



Louise  
Durnford  
Director of  
Operations /  
Deputy  
Registrar



Jennifer Williams  
Director of  
Professional  
Practice &  
Research



Jodi Egeborn  
Manager of  
Professional  
Conduct



Rashed Al-  
Mamun  
Senior Policy &  
Research  
Analyst



Collette Parks  
Communications  
Coordinator



Destin Ash  
Clinical Practice  
Specialist

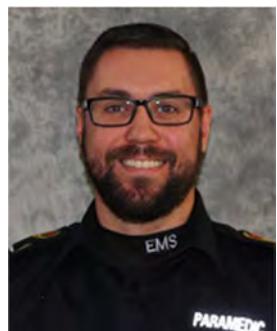


Tosin Adewusi  
Senior  
Legislative and  
Conduct Analyst



Manal Harb  
Bookkeeper

# 2024 - 2025 SCoP Council



Top row: Noël Dunn, Bill Fischer, Matt McGurk, Jason Farago, Donna Dohms  
Bottom row: Michael Slater, David Kopperud, Joel Gritzfeld, Roger Carriere  
Not pictured: Karen Gibbons

The work of the College is based on a well-established mission and vision, along with organizational core values that provide a point of reference for decision-making. We continue to support an evolved patient-centric healthcare system that engages paramedic practitioners to the fullest extent possible as expressed in our Vision and Mission statements:

The primary purpose of regulation is to ensure that the needs of the public are paramount, and that public protection remains the priority above all other objectives. With that in mind, the College adopted values statements that reflect an ethical and ideological framework of fairness, transparency collaboration, and professionalism.

## Vision

Collaboratively building a profession that is a continually engaged partner and fully utilized in a patient centered health care system.

## Mission

To protect and serve the public interest through regulatory oversight of the Paramedic profession.

## Value Statements:

Fairness

The College is committed to the principle of impartiality in achieving its mandate. Procedural due process and fundamental fairness is embedded in its actions and decisions.

Transparency

The work of the College is be conducted in a proactively transparent manner; an 'open government' concept will be adopted.

Collaboration

The College develops and leverages collaborative relationships in order to achieve its goals. It makes its decisions in consultation with appropriate subject matter experts.

Professionalism

The College and its representatives have adopted and demonstrated professional standards and behaviours in the completion of its work. Adopted standards include principles articulated in the Code of Professional Conduct found in the Regulatory Bylaws.

# **SASKATCHEWAN COLLEGE OF PARAMEDICS**

**Financial Statements**

**Year Ended December 31, 2024**

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## MANAGEMENT'S RESPONSIBILITY FOR FINANCIAL REPORTING

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The financial statements of Saskatchewan College of Paramedics have been prepared in accordance with Canadian accounting standards for not-for-profit organizations. When alternative accounting methods exist, management has chosen those it deems most appropriate in the circumstances. These statements include certain amounts based on management's estimates and judgments. Management has determined such amounts based on a reasonable basis in order to ensure that the financial statements are presented fairly in all material respects.

The integrity and reliability of Saskatchewan College of Paramedics's reporting systems are achieved through the use of formal policies and procedures, the careful selection of employees and an appropriate division of responsibilities. These systems are designed to provide reasonable assurance that the financial information is reliable and accurate.

The Council is responsible for ensuring that management fulfills its responsibility for financial reporting and is ultimately responsible for reviewing and approving the financial statements. The Council carries out this responsibility principally through its Audit Committee, which is appointed by Council and meets periodically with management and the members' auditors to review significant accounting, reporting and internal control matters. Following its review of the financial statements, and discussions with the auditors, the Audit Committee reports to the Council prior to its approval of the financial statements. The Committee also considers, for review by the Council, the engagement or re-appointment of the external auditors.

The financial statements have been audited on behalf of the members by MWC Chartered Professional Accountants LLP, in accordance with Canadian generally accepted auditing standards.

*Jacqueline Messer-Lepage*

Executive Director



Vice President

Regina, SK  
April 11, 2025



Chartered Professional  
Accountants LLP

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## INDEPENDENT AUDITOR'S REPORT

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**To the Members of Saskatchewan College of Paramedics**

**Opinion**

We have audited the financial statements of Saskatchewan College of Paramedics (the "College"), which comprise the statement of financial position as at December 31, 2024, 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, 2024, 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..

**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.

*(continues)*

*An asset to our clients, not an expense*

102 – 4701 Parliament Ave, Regina, SK S4W 0T9 **306-352-8621** **306-565-8476** [mwc-cpa.ca](http://mwc-cpa.ca)

Independent Auditor's Report to the Members of Saskatchewan College of Paramedics *(continued)*

**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.

*MWC LLP*

Chartered Professional Accountants

Regina, Saskatchewan  
April 11, 2025

# SASKATCHEWAN COLLEGE OF PARAMEDICS

## Statement of Financial Position

December 31, 2024

	General Fund	Restricted Funds	2024	2023
<b>ASSETS</b>				
<b>CURRENT</b>				
Cash	\$ 2,993,090	\$ 265,719	\$ 3,258,809	\$ 2,978,614
Accounts receivable	8,076	-	8,076	10,292
Prepaid expenses	17,328	-	17,328	12,370
Professional liability insurance (Note 5)	-	-	-	6,332
	3,018,494	265,719	3,284,213	3,007,608
<b>INVESTMENTS (Note 3)</b>	-	1,120,308	1,120,308	1,045,472
<b>CAPITAL ASSETS (Note 4)</b>	12,134	-	12,134	12,211
	<b>\$ 3,030,628</b>	<b>\$ 1,386,027</b>	<b>\$ 4,416,655</b>	<b>\$ 4,065,291</b>
<b>LIABILITIES AND NET ASSETS</b>				
<b>CURRENT</b>				
Accounts payable	\$ 20,576	\$ -	\$ 20,576	\$ 27,630
Wages payable	69,501	-	69,501	89,059
Employee deductions payable	3,594	-	3,594	10,054
Deferred revenue (Note 6)	1,072,970	-	1,072,970	1,033,955
Professional insurance liability (Note 5)	10,563	-	10,563	-
	1,177,204	-	1,177,204	1,160,698
<b>NET ASSETS</b>	<b>1,853,424</b>	<b>1,386,027</b>	<b>3,239,451</b>	<b>2,904,593</b>
	<b>\$ 3,030,628</b>	<b>\$ 1,386,027</b>	<b>\$ 4,416,655</b>	<b>\$ 4,065,291</b>

### CONTRACTUAL OBLIGATIONS (Note 8)

#### ON BEHALF OF THE COUNCIL

Karen Johnson Councillor  
Willie D. Councillor

# SASKATCHEWAN COLLEGE OF PARAMEDICS

## Statement of Operations Year Ended December 31, 2024

	General Fund	Restricted Funds	2024	2023
<b>REVENUES</b>				
Memberships	\$ 1,142,895	\$ -	\$ 1,142,895	\$ 1,107,415
Processing fees	84,120	-	84,120	82,640
Other revenues	53,833	-	53,833	59,613
Grant funding	-	-	-	177,708
	<b>1,280,848</b>	<b>-</b>	<b>1,280,848</b>	<b>1,427,376</b>
<b>EXPENSES</b>				
Wages and benefits	689,256	-	689,256	671,397
Occupancy and equipment costs	131,548	-	131,548	129,951
Registry services	82,647	-	82,647	75,537
PCC committee	51,730	-	51,730	49,275
Legal fees - PCC and discipline	43,364	-	43,364	35,134
Bank charges and interest	31,639	-	31,639	28,952
General and administration	26,451	-	26,451	25,371
Accounting, audit and legal	18,988	-	18,988	16,585
Consulting fees	12,900	-	12,900	14,844
Insurance	10,284	-	10,284	9,840
Committees and council meetings	8,311	-	8,311	4,486
Staff travel and training	7,701	-	7,701	17,273
Annual general meeting	5,502	-	5,502	4,475
Amortization of capital assets	4,600	-	4,600	6,079
Projects	4,190	-	4,190	279,110
Licensing exams	1,500	-	1,500	600
Amortization of intangible assets	-	-	-	73
	<b>1,130,611</b>	<b>-</b>	<b>1,130,611</b>	<b>1,368,982</b>
<b>EXCESS REVENUES FROM OPERATIONS</b>	<b>150,237</b>	<b>-</b>	<b>150,237</b>	<b>58,394</b>
<b>INTEREST AND INVESTMENT EARNINGS (Note 10)</b>	<b>102,421</b>	<b>82,200</b>	<b>184,621</b>	<b>168,472</b>
<b>EXCESS OF REVENUES (EXPENSES)</b>	<b>\$ 252,658</b>	<b>\$ 82,200</b>	<b>\$ 334,858</b>	<b>\$ 226,866</b>

# SASKATCHEWAN COLLEGE OF PARAMEDICS

## Statement of Changes in Net Assets

Year Ended December 31, 2024

	General Fund	Restricted Funds	2024	2023
<b>NET ASSETS - BEGINNING OF YEAR</b>	\$ 1,765,266	\$ 1,139,327	\$ 2,904,593	\$ 2,677,727
<b>EXCESS OF REVENUES (EXPENSES)</b>	252,658	82,200	334,858	226,866
<b>TRANSFER (Note 7)</b>	(164,500)	164,500	-	-
<b>NET ASSETS - END OF YEAR</b>	<u>\$ 1,853,424</u>	<u>\$ 1,386,027</u>	<u>\$ 3,239,451</u>	<u>\$ 2,904,593</u>

# SASKATCHEWAN COLLEGE OF PARAMEDICS

## Statement of Cash Flows Year Ended December 31, 2024

	2024	2023
<b>OPERATING ACTIVITIES</b>		
Excess of revenues (expenses)	\$ 334,858	\$ 226,866
Items not affecting cash:		
Amortization of capital assets	4,600	6,079
Amortization of intangible assets	-	73
Investment fair market value adjustment	<u>(64,395)</u>	<u>(18,650)</u>
	<u>275,063</u>	<u>214,368</u>
Changes in non-cash working capital:		
Accounts receivable	2,216	(1,071)
Accounts payable	(7,055)	(26,319)
Deferred revenue	39,015	38,360
Prepaid expenses	(4,958)	(356)
Grant receivable	-	210,067
Wages payable	(19,558)	23,101
Employee deductions payable	(6,460)	1,506
Professional insurance liability	<u>16,895</u>	<u>(6,332)</u>
	<u>20,095</u>	<u>238,956</u>
Cash flow from operating activities	<u>295,158</u>	<u>453,324</u>
<b>INVESTING ACTIVITIES</b>		
Purchase of capital assets	(4,524)	(4,326)
Reinvested earnings and purchase of investments	<u>(10,439)</u>	<u>(39,547)</u>
Cash flow used by investing activities	<u>(14,963)</u>	<u>(43,873)</u>
<b>INCREASE IN CASH FLOW</b>	<b>280,195</b>	<b>409,451</b>
<b>CASH - BEGINNING OF YEAR</b>	<b>2,978,614</b>	<b>2,569,163</b>
<b>CASH - END OF YEAR</b>	<b>\$ 3,258,809</b>	<b>\$ 2,978,614</b>
<b>CASH CONSISTS OF:</b>		
Cash	<u>\$ 3,258,809</u>	<u>\$ 2,978,614</u>

# SASKATCHEWAN COLLEGE OF PARAMEDICS

## Notes to Financial Statements Year Ended December 31, 2024

### 1. PURPOSE OF THE COLLEGE

Saskatchewan College of Paramedics (the College) is established under the Paramedics Act of Saskatchewan. The College is a registered not-for-profit and is exempt from income taxes. The College is a self-regulatory body which administers the membership qualifications for practicing paramedics in Saskatchewan.

### 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

#### Basis of presentation

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

#### Fund accounting

Saskatchewan College of Paramedics reports using fund accounting and has established the following funds:

The General Fund reports the results of day- to-day operations of the College.

The Council has internally restricted the following funds:

- a) Contingency fund - reports money set aside to provide for assistance to operations in the event of unforeseen circumstances.
- b) Legal fund - reports money set aside to provide for assistance to operations for unusual legal issues effecting the members.
- c) Capital reserve - reports funds set aside for future capital purchases.
- d) Projects fund - reports money set aside for future major projects that are outside the scope of the normal day-to-day operations of the College.
- e) Research & development fund - reports money set aside for research and development work that supports the public interest, the College vision and mandate, health system developments, and paramedical practice.
- f) Technology & cybersecurity fund - reports money set aside for the upgrading of hardware, software, and online technology of the College and to cover costs of any cybersecurity issues.
- g) Unallocated restricted fund - funds restricted from use in operations. Allocation to other restricted funds is determined periodically by the Council.

#### Revenue recognition

Membership fees are recognized in the year in which the annual membership is valid, and is prorated in the year of initiation.

Processing fees and other revenues are recognized in the year the services are provided.

The College follows the deferral method of accounting for contributions, which includes grant funding. Restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Investment income is recognized in the year earned.

*(continues)*

# SASKATCHEWAN COLLEGE OF PARAMEDICS

## Notes to Financial Statements Year Ended December 31, 2024

### 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(continued)*

#### Financial instruments

Financial instruments are recorded at fair value when acquired or issued. In subsequent periods, financial assets with actively traded markets are reported at fair value, with any unrealized gains and losses reported in income. All other financial instruments are reported at amortized cost, and tested for impairment at each reporting date. Transaction costs on the acquisition, sale, or issue of financial instruments are expensed when incurred.

Financial assets including cash and accounts receivable are reported at amortized cost. Mutual funds included in investments are reported at their fair market value. Financial liabilities including accounts payable and accrued liabilities are measured at amortized cost.

#### Capital assets

Capital assets are stated at cost or deemed cost less accumulated amortization and are amortized over their estimated useful lives at the rates and methods noted below. In the year of acquisition, a half-year of amortization is taken.

Equipment	20%	declining balance method
Computer equipment	30%	declining balance method
Furniture and fixtures	20%	declining balance method

The College regularly reviews its capital assets to eliminate obsolete items.

#### Intangible assets

The software and license rights are amortized on a straight-line basis over their estimated useful lives of five years. In the year of acquisition a half-year of amortization is taken.

### 3. INVESTMENTS

The College's investments are held under the direction of the College's Protection of Assets policy which requires the portfolio to minimize risk and optimize liquidity and return. As at year end the College holds the following mutual fund investments:

	2024	2023
Investment - NEI Conservative Yield	<u>\$ 1,120,308</u>	<u>\$ 1,045,472</u>

### 4. CAPITAL ASSETS

	Cost	Accumulated amortization	2024 Net book value	2023 Net book value
Equipment	\$ 11,259	\$ 10,115	\$ 1,144	\$ 1,430
Computer equipment	26,408	17,634	8,774	8,011
Furniture and fixtures	23,513	21,297	2,216	2,770
	<u>\$ 61,180</u>	<u>\$ 49,046</u>	<u>\$ 12,134</u>	<u>\$ 12,211</u>

# SASKATCHEWAN COLLEGE OF PARAMEDICS

## Notes to Financial Statements Year Ended December 31, 2024

### 5. PROFESSIONAL LIABILITY INSURANCE ADMINISTRATION

The College began administering the collection and remittance of member's Professional Liability Insurance (PLI) premiums as part of the membership registration process. The insurance policy covers the practice of members and the College holds its own insurance policy against errors, omissions and other insurable losses.

	2024	2023
<u>PLI prepaid (payable) at year end:</u>		
Premiums received	\$ (220,160)	\$ (184,680)
Premiums remitted	<u>209,597</u>	<u>191,012</u>
	<u><u>\$ (10,563)</u></u>	<u><u>\$ 6,332</u></u>

### 6. DEFERRED REVENUES

Deferred revenue includes membership fees for the subsequent received in advance of yearend. All deferred fees of the prior year are recognized in the current year member fee revenue.

### 7. RESTRICTED FUNDS

	2024	2024		
	Beginning Balance	Current Earnings (Loss)	Transfer In (Out)	Ending Balance
Contingency	\$ 200,000	\$ -	\$ -	\$ 200,000
Legal	300,000	-	-	300,000
Capital reserve	200,000	-	-	200,000
Projects	150,000	-	-	150,000
Research & development	128,119	-	-	128,119
Technology & cybersecurity	-	-	164,500	164,500
Unallocated	161,208	82,200	-	243,408
	<u>\$ 1,139,327</u>	<u>\$ 82,200</u>	<u>\$ 164,500</u>	<u>\$ 1,386,027</u>

All transfers between funds are approved by the board of directors. Investment earnings are not allocated to the individual funds, but are reported in the unallocated restricted fund to be transferred to the other funds upon the discretion of the board.

### 8. CONTRACTUAL OBLIGATIONS

The College has an obligation under a lease for rent of the office premises which commenced January 2018 and expires July 2025. The monthly rent is \$8,350 plus applicable taxes for the duration of the lease. In addition, the College has subleased unused space to three independent organizations for the same lease term expiring July 2025. Total lease revenue under the leases is \$3,563 per month.

The College has contracted a vendor to provide a registry system for the College which will be paid for using a subscription model which was renewed on October 2022 for another 3 years. Obligations under the contract are \$5,995 per month plus applicable taxes.

The College entered into a three year contract for cloud based server hosting services effective October 2024 and expiring October 2027. Total obligations for each year are \$16,051 (2025), \$16,693 (2026) and \$12,892 (2027).

# SASKATCHEWAN COLLEGE OF PARAMEDICS

## Notes to Financial Statements Year Ended December 31, 2024

### 9. FINANCIAL INSTRUMENTS

The College is exposed to various risks through its financial instruments and management is responsible to monitor, evaluate and manage these risks. The following analysis provides information about the College's risk exposure and concentration as of December 31, 2024.

#### Credit risk

Credit risk arises from the potential that a counter party will fail to perform its obligations. The College has minimal exposure to credit risk as the due date for membership renewal is a month before membership expires and members must renew their memberships to remain in good standing with the College.

#### Liquidity risk

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 in respect of its receipt of funds from its members and other related sources, and accounts payable. Through budgetary and other fiscal management it is management's opinion that the College does not have significant exposure to liquidity risk.

#### Interest rate risk

Interest rate risk is the risk that the value of a financial instrument might be adversely affected by a change in the interest rates. In seeking to minimize the risks from interest rate fluctuations, the College manages exposure through its high interest savings and portfolio investment.

Unless otherwise noted, it is management's opinion that the College is not exposed to significant other price risks arising from these financial instruments.

### 10. INTEREST AND INVESTMENT EARNINGS

	General Fund	Restricted Funds	2024	2023
Interest income	\$ 102,421	\$ -	\$ 102,421	\$ 106,106
Investment FMV adjustment	-	64,395	64,395	18,650
Investment earnings	-	17,805	17,805	43,716
	<b>\$ 102,421</b>	<b>\$ 82,200</b>	<b>\$ 184,621</b>	<b>\$ 168,472</b>