

**COPR**  
Canadian Organization of  
Paramedic Regulators



**OCRP**  
Organisation canadienne des  
régulateurs paramédicaux



ANNUAL REPORT 23|24

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This Annual Report is a summary of activities for the April 1, 2023 to March 31, 2024 fiscal year.



## ABOUT US

The Canadian Organization of Paramedic Regulators (COPR), founded in 2009, is comprised of self-regulating colleges and government regulators of the Paramedic profession in Canada.

The purpose of COPR is to facilitate collective and collaborative action in current and future interests of pan-Canadian Paramedic regulation and to support the development of a common understanding of provincial and federal obligations that may impact regulator functions.

COPR administers the paramedic entry to practice examination for seven regulatory jurisdictions in Canada and serves as a point of entry and body responsible for the preliminary assessment of credentials for internationally educated paramedics.

[copr.ca](http://copr.ca)    @copr\_ocrp



## VISION

COPR is recognized as a leader in fostering consistency and excellence in paramedic regulation.

# MISSION

COPR works collaboratively with paramedic stakeholders to progressively advance best practice in paramedic regulation across Canada.



# VALUES

COPR is committed to operating with integrity in the pursuit of excellence through:

transparency

collaboration

respect

innovation

accountability



# MESSAGE FROM THE CHAIR AND EXECUTIVE DIRECTOR

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*Chelsea Wilker, Executive Director  
and Tim Ford, Chair*

**I**t is our pleasure to present the fourteenth annual report for the 2023–2024 fiscal year on behalf of COPR.

We are well into the organization’s three-year strategic plan, “Inspiration in Action 2023–2025”. As we reflect on the past year, we are filled with pride at all we have accomplished in a short period of time.

The achievements highlighted in this annual report are owing to COPR’s ability to leverage our strengths and opportunities in overcoming current and emerging challenges in the regulatory and practice environments. We are inspired by the good work of our members and other relevant parties in the pursuit of our mission of working collaboratively to progressively advance best practice in paramedic regulation in Canada.

## **Launch of the New Canadian Paramedic Competency Framework, an Outcome of PERRs**

One of the most significant achievements of the past year, and one of our strategic priorities, was the public launch in September 2023 and initial implementation efforts of the Pan-Canadian Essential Regulatory Requirements (PERRs) project outcomes; namely, the Canadian Paramedic Competency Framework (CPCF) and the Canadian Paramedic Regulatory Practice Standards (CPRPS), as well as the Canadian Paramedic Examination and Education Resources (EERs) for each of the eight competence areas. Extremely important in the PERRs project design, development, and completion was the single-minded attention to the needs of



regulators and the publics they serve. PERRs is a direct result of COPR's leadership vision of fostering consistency and excellence in paramedic regulation.



To ensure interested parties, including educators, were kept informed regarding the implementation of PERRs, COPR

released a video in both official languages outlining the gradual transition to the new framework and indicating that it would include a mapping exercise of the current profile to the new CPCF. This mapping, which was undertaken by COPR, was made public in the spring of 2024 and is available on the COPR website.

One important function of PERRs, also highlighted in the video, will be to inform the COPR Examination blueprints – that is, what to test on the examinations and what to assess for credentialing purposes. In February of 2024, COPR established a blueprint committee, with representation from practitioners, educators, and regulators. The committee, led by Dr. Scott Cassidy, a subject matter expert in examination development, met for a workshop in Toronto in March at which time they developed a recommendation for the blueprints. A survey was then sent to registered/licensed/certified paramedics to validate the committee's recommendations. These blueprints are targeted for release later this year with the first EMR Examination under the new profile expected in late 2025, the first PCP Examination in 2026, and ACP in 2027.

## Engaged Committees and Collaboration

The dedication and support of the individuals who form our Board and Committees is always central to COPR's success and this was certainly true in 2023–2024. The COPR Harmonization of Regulatory Practices Committee (HRPC) continued to assist the COPR Board in efforts to harmonize paramedic regulatory practices and processes and to facilitate regulation and mobility of paramedics across Canada. An example of this is their ongoing review of a Jurisdictional Comparison Excel Spreadsheet of skills for the Care Along a Health and Social Continuum (CARE) competency area within the CPCF.

## COPR Entry to Practice Examination

COPR would also like to recognize the efforts of the Examination Committee (EC). Maintaining the integrity and enhancing the validity of the COPR Entry to Practice Examination is another strategic priority. This was a year full of activity with regards to the COPR Examination, which saw the organization decide to pilot five administrations in the coming year (an increase over four previously offered per year) on a schedule arrived at based on feedback from educational institutions. An Examination and Paramedic Educational Program Research project, undertaken by COPR this year, found that most comparator organizations offer three (+/-) administrations per year.

Following a robust Request for Proposal Process, COPR briefly transitioned from Measure Learning (ML) to PSI Services Inc. (PSI) in September 2023, with the first administration under PSI in



*Blueprint Committee*

November. Despite the best efforts on the part of both COPR and PSI, it was soon apparent that PSI would not be able to meet the evolving needs of COPR, and as such, the February 2024 administration was the final with PSI. The decision was then made to transition back to ML. COPR is pleased to again be partnered with ML in delivering the examinations virtually, helping to ensure top-quality primary care paramedic, advanced care paramedic, and emergency medical responder entry to practice examinations.

The EMR Examination has been adopted by the paramedic regulators in Alberta, Saskatchewan, Manitoba as well as Newfoundland and Labrador, which signed on to use the COPR EMR Examination this year. In addition, Nova Scotia recently launched an EMR program, and their first cohort will write the June 2024 COPR Examination. The COPR PCP and ACP Examinations are used in British Columbia, Alberta, Saskatchewan, Manitoba, Prince Edward Island, Nova Scotia, and Newfoundland and Labrador.



COPR also updated its PCP and ACP Examination Preparatory Tests in 2023/2024 and in Spring 2024 launched the EMR Preparatory Tests.

### **New Content Management System**

COPR is pleased to have implemented Alinity, a new content management system, which replaced the Thentia Open Regulate System,

for all examination applications, international assessments, and applicant financial tracking. Alinity offers enhanced functionality that enables international applicants to complete the self-assessment online. Improvements for examination staff and applicants include access to a more robust score report along with improved email and communication tools. Planned future enhancements include a streamlined application and seat reservation process, electronic examination certificates, and an examination result verification tool for provincial paramedic regulators.

### **International Assessment**

The organization would also like to recognize the efforts of its Paramedic Equivalency Assessment System (PEAS) content experts, Jen Williams and Mat Coleman. In Canada, provincial paramedic regulators have the legislated authority to grant registration/licensure/certification to individuals to practice as paramedics. Some regulators use COPR to assist them in assessing credentials of international applicants prior to those applicants completing provincial regulatory requirements.

### **Good Governance**

This year, COPR also undertook a review of its Bylaws with external legal support. This review, which is nearing completion, ensures COPR follows Canada's Not-for-profit Corporations Act and that they are easily interpreted. Ensuring good governance is crucial for COPR.



*The COPR administrative team at the Canadian Network of Agencies for Regulation (CNAR) Conference in September 2023.*



## Commitment to Truth and Reconciliation

To further the organization's strategic commitments to truth and reconciliation, as outlined in the COPR Strategic Plan, the administrative team participated in a 6-part course offered through the Office of the Treaty Commissioner (Saskatoon). Objectives included learning tools and frameworks needed for supporting the organization going forward as COPR considers initiatives that support learning and understanding from Canada's indigenous people. Additionally, the team had a one-day workshop with OneHoop, an Indigenous consulting firm based in Saskatchewan. The outcome of the workshop is a COPR Truth & Reconciliation Action Plan which COPR will pursue in the year(s) to come.

## Finances

COPR remains in a solid financial position with a surplus for the fiscal year ending 2024. There was an increase in examination revenue due, in large part, to the number of examination candidates increasing year over year. COPR is well positioned to continue to pursue its initiatives related to its ambitious 2023–2025 Strategic Plan.

## Thank You

In closing, we wish to thank the COPR Board, our constituent members and the many individuals who serve on COPR committees, our industry partners and the COPR administrative team for their exceptional support this past year. We thank Trish Bergal, outgoing Director from Manitoba, and Matthew Leyenaar, outgoing Director from Prince Edward Island, for their leadership and commitment

during their time on the Board. We welcome Corene Debreuil as the new Manitoba Director and Bernard Plourde as the new PEI Director. We extend our sincerest congratulations to the College of Paramedicine of Prince Edward Island which became self-regulated on April 1, 2024, under the PEI Regulated Health Professions Act and Paramedics Regulations. This is a momentous occasion for PEI which COPR celebrates!

With a well-established culture of excellence demonstrated through shared values of collaboration, respect, innovation, transparency, and accountability, we are committed to continuing to act with integrity in the pursuit of excellence. We look forward to another exciting and ambitious year ahead.

Respectfully submitted,



Tim Ford, Chair



Chelsea Wilker, Executive Director



*COPR's learning journey and being together in the spirit of reconciliation is ongoing.*

# OUR PEOPLE 23 | 24

## Constituent Members

British Columbia Emergency Medical Assistants  
Licensing Board

Alberta College of Paramedics

Saskatchewan College of Paramedics

College of Paramedics of Manitoba

Ontario Ministry of Health

Ministère de la Santé et des Services sociaux  
du Québec

College of Paramedics of Nova Scotia

Prince Edward Island Emergency Medical  
Services Board

Newfoundland and Labrador Paramedicine  
Regulation

## Board of Directors

The Board is comprised of one representative  
from each constituent member (province) of  
COPR.

Wendy Vowles, British Columbia Emergency  
Medical Assistants Licensing Board

Tim Ford, Alberta College of Paramedics

Jacqueline Messer-Lepage, Saskatchewan  
College of Paramedics

Corene Debreuil (as of October, 2023. Previously  
Trish Bergal), College of Paramedics of Manitoba

Carrie Hassberger, Ontario Ministry of Health

Robyn Marcotte, Ministère de la Santé et des  
Services sociaux du Québec

Karl Kowalczyk, College of Paramedics of Nova  
Scotia

Matthew Leyenaar, Prince Edward Island  
Emergency Medical Services Board

Ken Driscoll, Newfoundland and Labrador  
Paramedicine Regulation

## COPR Executive

Chair: Tim Ford

Chair-Elect: Ken Driscoll

Past-Chair: Karl Kowalczyk

Treasurer: Jacqueline Messer-Lepage

## Staff

Chelsea Wilker, Executive Director

Tammy Leach, Examination Manager

Tim Comerford, Senior Administrative &  
Examination Coordinator

Heather Aggus, Communication, Administration  
& Examination Coordinator

## Contract Services

Mathew Coleman, PEAS Content Expert

Jennifer Williams, PEAS Content Expert



*COPR Board and Administrative Team with Consultants from CAMPROF Canada celebrating the launch of PERRs*

## 2023 | 2024 COMMITTEES

### **COPR Harmonization of Regulatory Practices Committee (HRPC)**

The COPR HRPC assists the COPR Board in efforts to harmonize paramedic regulatory practices and processes to facilitate regulation and mobility of paramedics across Canada.

Chris Ewacha (Chair)  
Dan Countryman (Vice-Chair)  
Anna Chayba  
Tanya Blades  
Jennifer Williams  
Robyn Marcotte  
Karl Kowalczyk  
Ryan Kelly  
Steven George

### **COPR Examination Committee**

COPR administers the paramedic entry to practice examination for seven provinces across Canada.

The role of the Examination Committee is to monitor and evaluate the COPR examination development and administration process.

Ken Driscoll (Chair)  
Matthew Leyenaar  
Kimber-Lea Fiege  
Tim Ford  
Jacquie Messer-Lepage  
Leith Saunders  
Aaron Lemieux  
Robyn Marcotte  
Karl Kowalczyk

### **COPR Examination Support**

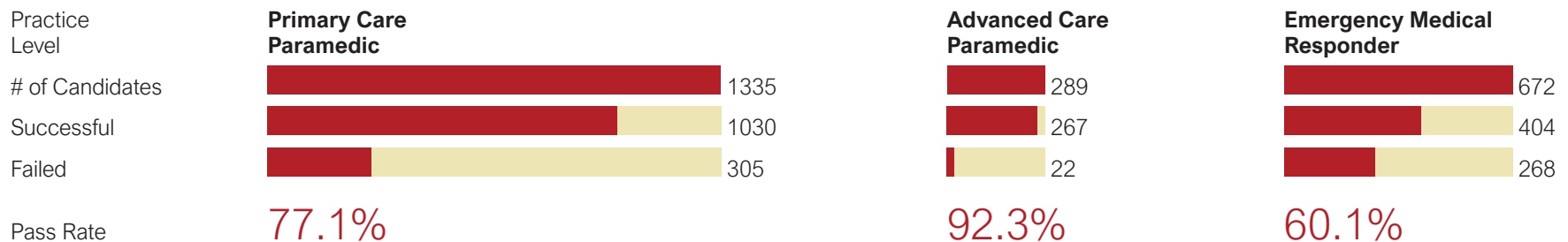
COPR has contracted providers that help to develop examination questions. We thank the many individuals involved for their knowledge and active participation:

Stephen Abbott	Laura Hirello
Ryan Brown	Chris Hollett
Shania Bugbee	Ritchie Karasek-Wall
Nathan Buhler	Bridget Lalonde
Chris Cardiff	Melissa MacLean
Mat Coleman	Dave Manley
Kathy Christmann	Ma Padie
Alexandra Donnelly	Carla Roy
Trystan Donnelly	Janel Swain
Jesse Dunsing	Laura Thomas
Mike Gamble	Rachel-Lee Tyler
Jamie Germain	Connie Wilson
Evelyn Greene	Charna Young
Ava Grexton	

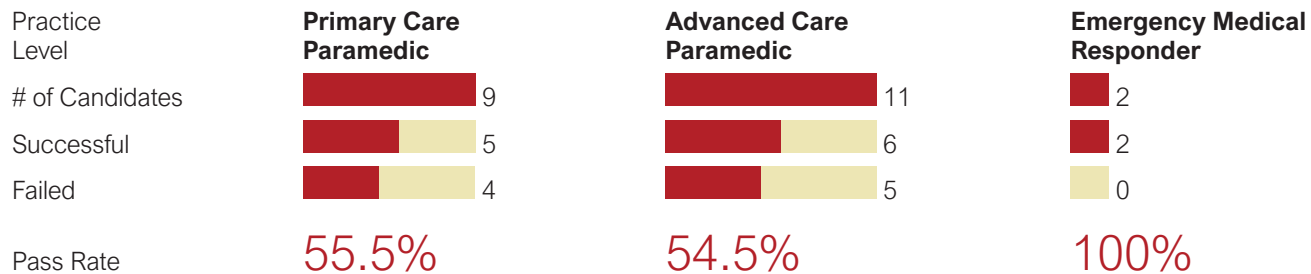
## EXAMINATION STATISTICS

The EMR Examination has been adopted by the paramedic regulators in Alberta, Saskatchewan, and Manitoba, while the COPR PCP and ACP Examinations are used in the provinces of British Columbia, Alberta, Saskatchewan, Manitoba, Nova Scotia, Prince Edward Island, and Newfoundland and Labrador.

### Canadian-Educated Candidates

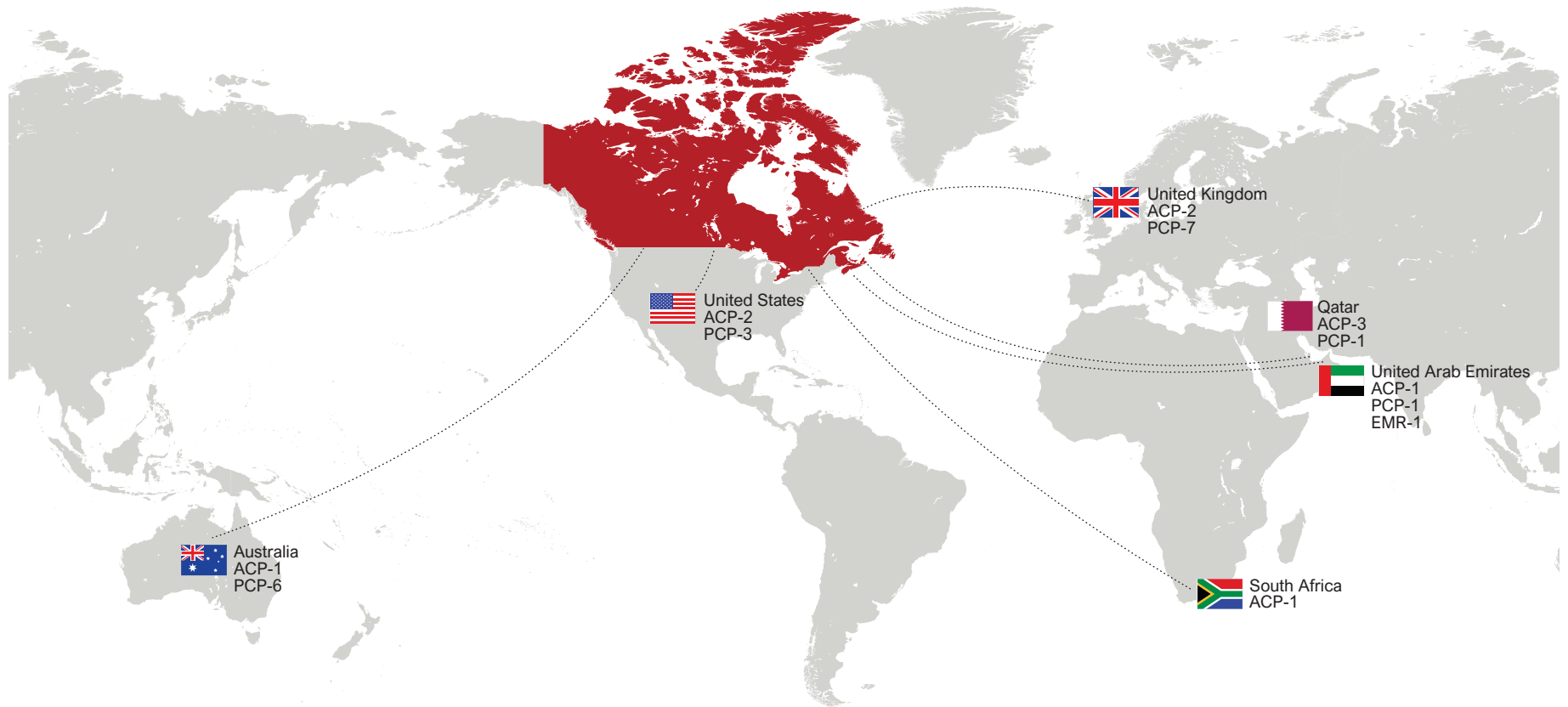


### Internationally-Educated Candidates



# PARAMEDIC EQUIVALENCY ASSESSMENT SYSTEM

In Canada, provincial paramedic regulators have the legislated authority to grant registration/licensure/certification to individuals to practice as paramedics. Some regulators utilize COPR to assist them in assessing credentials of international applicants prior to those applicants completing provincial regulatory requirements.



International applicants from April 1, 2023 to March 31, 2024:

Primary Care Paramedic

18

Advanced Care Paramedic

10

Emergency Medical Responder

1 = 29

Province	Primary Care Paramedic	Advanced Care Paramedic	Emergency Medical Responder
British Columbia	●●●●●●●●●●	●●●●●	
Alberta	●●●	●●●●	
Saskatchewan	●	●	●
Ontario	●		
Nova Scotia	●		

## REGISTRANT NUMBERS BY JURISDICTION

Jurisdiction	Emergency Medical Responder	Primary Care Paramedic	Intermediate Care Paramedic	Advanced Care Paramedic	Critical Care Paramedic	Total
British Columbia	3,411	4,620		792	133	8,956
Alberta	1,417	4,258	N/A	3,173	N/A	8,848
Saskatchewan	435	1,273	105	400	32	2,245
Manitoba	258	1,239	299	288	23	2,107
Ontario	N/A	9,294	N/A	1,792	106	11,192
Québec	N/A	6,182	0	106	0	6,288
Nova Scotia	0	683	47	446	38	1,214
Prince Edward Island	N/A	130	11	95	N/A	236
Newfoundland and Labrador	318	437	N/A	135	1	891
<b>Total</b>	<b>5,839</b>	<b>28,116</b>	<b>481</b>	<b>7,227</b>	<b>333</b>	<b>41,977</b>

This information is for active, registered/licensed/certified members.

Note: New Brunswick is not a Constituent Member of COPR and is not reflected in the table.



## AWARDS OF EXCELLENCE

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Every year, COPR recognizes the candidates who score the highest on the EMR, PCP, and ACP Entry to Practice Examination. We commend all the successful candidates, and we thank the Subject Matter Experts for their help in the development of the examinations. Candidates' complete bios are available on the COPR website.



## ACP AWARD RECIPIENT Malcolm Cairnie

The COPR 2023 ACP Award of Excellence goes to Malcolm Cairnie. Malcolm grew up in Renfrew, Ontario, but has spent his paramedic career in British Columbia, the Yukon, and the Northwest Territories. He first became interested in EMS while volunteering as an EMR in Watson Lake, YT, and received his PCP certificate in 2018.

After three years as a PCP in BC, with stints as a flight PCP in the NWT and as a wildland firefighter, he attended Holland College's Advanced Care Paramedic program. Despite the night shifts, Malcolm loves being a paramedic. It constantly gives him opportunities to improve himself, learn from his partners, and above all, make patients feel safe and cared for.



## PCP AWARD RECIPIENT Claire Swanston

Claire Swanston is COPR's PCP Award of Excellence Recipient for 2023. Claire grew up in Victoria, BC.

She completed her degree in 2021, receiving a Dean's List distinction for outstanding academic achievement and then quickly obtained her EMR license. She began her paramedic career in November of 2021, working for BCEHS in Smithers, BC. Working in Smithers was an excellent start to her career, due to the incredible support and sense of community at this small station. After one year, she moved home to Victoria to attend the PCP program at the JIBC Victoria campus. Working for BCEHS also gave her the flexibility to transfer to a nearby station in Central Saanich to continue working part-time. After completing her PCP certificate in July of 2023, she moved to Whitehorse, YT, where she now works for Yukon EMS.



## EMR AWARD RECIPIENT Erica Haggart

Erica Haggart of Onoway, Alberta, is the recipient of the COPR 2023 EMR Award of Excellence. Erica grew up on a farm near Onoway. She graduated from Onoway Junior/Senior High School in 2020 before continuing her education at MacEwan University and then completing the Emergency Medical Responder Course at the Northern Alberta Institute of Technology (NAIT).

After completing her EMR training at NAIT, and successfully passing the COPR examination to receive her EMR certification, she was hired by New Venture Safety Services Ltd. based in Whitecourt, Alberta. During her tenure with New Venture, Erica had the opportunity to provide EMR services to firefighters during the 2023 Alberta fire season and at numerous oilfield work sites.



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## Canadian Organization of Paramedic Regulators

### FINANCIAL STATEMENTS

March 31, 2024

## INDEPENDENT AUDITORS' REPORT

To the Members of Canadian Organization of Paramedic Regulators

### *Report on the Audit of the Financial Statements*

#### *Opinion*

We have audited the financial statements of Canadian Organization of Paramedic Regulators, which comprise the statement of financial position as at March 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 organization as at March 31, 2024, and its results of 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 Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the organization 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.

### *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 organization'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 organization or to cease operations, or has no realistic alternative but to do so.

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

### *Auditors' 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 auditors' 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 organization'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 organization's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' 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 auditors' report. However, future events or conditions may cause the organization 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.



Berger Cavan Group  
Chartered Professional Accountants  
Regina, Saskatchewan

June 24, 2024

## Canadian Organization of Paramedic Regulators

### Statement of Operations

For the year ended March 31	2024	2023
<b>REVENUES</b>		
Exam test revenue	\$ 1,501,475	1,495,042
Membership dues	103,112	103,112
Preparation Test	46,925	50,025
Assessment of international applicants	28,700	42,000
	<b>1,680,212</b>	1,690,179
<b>EXPENDITURES</b>		
Amortization	68,516	43,816
Communication	59,548	44,255
Contractors	17,463	31,831
Exam operations	402,759	562,399
Interest on long-term debt	8,384	11,680
Meetings and travel	32,827	39,368
Office	12,684	7,918
Operational	80,000	60,577
Professional affiliation	22,344	18,948
Salaries and related benefits	443,882	399,552
Strategic initiatives	300,088	253,989
	<b>1,448,495</b>	1,474,333
<b>Excess of revenues over expenditures before other items</b>	<b>231,717</b>	215,846
<b>Other income (expense)</b>		
Investment income	26,212	38,711
Unrealized gain (loss) on investments	61,679	(50,895)
	<b>87,891</b>	(12,184)
<b>Excess of revenues over expenditures</b>	<b>\$ 319,608</b>	\$ 203,662

### Statement of Changes in Net Assets

	Balance, beginning of year	Excess of revenues over expenditures	2024 Balance, end of year	
<b>Unrestricted</b> (note 8)	\$ 672,896	\$ 319,608	<b>\$ 992,504</b>	
<b>Internally restricted</b> (note 9)				
General Contingency Reserve	700,000	-	<b>700,000</b>	
Legal Defense Reserve	250,000	-	<b>250,000</b>	
Strategic Priorities Reserve	100,000	-	<b>100,000</b>	
EMR Exam Reserve	250,000	-	<b>250,000</b>	
	<b>\$ 1,972,896</b>	<b>\$ 319,608</b>	<b>\$ 2,292,504</b>	
	Balance, beginning of year	Transfer	Excess of revenues over expenditures	2023 Balance, end of year
<b>Unrestricted</b>	\$ 508,086	\$ (38,852)	\$ 203,662	\$ 672,896
<b>Internally restricted</b>				
General Contingency Reserve	700,000	-	-	700,000
Legal Defense Reserve	250,000	-	-	250,000
Strategic Priorities Reserve	61,148	38,852	-	100,000
EMR Exam Reserve	250,000	-	-	250,000
	<b>\$ 1,769,234</b>	<b>\$ -</b>	<b>\$ 203,662</b>	<b>\$ 1,972,896</b>

## Canadian Organization of Paramedic Regulators

### Statement of Financial Position

March 31	2024	2023
<b>ASSETS</b>		
<b>Current</b>		
Cash	\$ 855,706	\$ 1,353,858
Investments (note 3)	559,076	-
Accounts receivable	24,170	951
Prepaid expenses	6,008	20,817
	<b>1,444,960</b>	1,375,626
<b>Investments</b> (note 3)	<b>1,092,506</b>	1,016,102
<b>Property and equipment</b> (note 4)	<b>103,312</b>	2,767
<b>Intangible assets</b> (note 5)	<b>303,531</b>	344,418
	<b>\$ 2,944,309</b>	\$ 2,738,913
<b>LIABILITIES</b>		
<b>Current</b>		
Accounts payable and accrued liabilities (note 6)	\$ 253,420	\$ 82,920
Wages payable	23,932	20,763
Deferred revenue	223,385	437,250
Current portion of long-term debt (note 7)	77,312	74,016
	<b>578,049</b>	614,949
<b>Long-term debt</b> (note 7)	<b>73,756</b>	151,068
	<b>651,805</b>	766,017
<b>FUND BALANCES</b>		
<b>Unrestricted</b> (note 8)	<b>992,504</b>	672,896
<b>Internally restricted</b> (note 9)	<b>1,200,000</b>	1,300,000
	<b>2,292,504</b>	1,972,896
	<b>\$ 2,944,309</b>	\$ 2,738,913

#### Commitments (note 10)

Approved on  
behalf of the  
board:



Member



Member

### Statement of Cash Flows

For the year ended March 31	2024	2023
<b>Cash provided by (used for)</b>		
<b>Operating activities</b>		
Excess of revenues over expenditures	\$ 319,608	\$ 203,662
Items not affecting cash		
Amortization	68,516	43,816
Unrealized loss (gain) on investments	(61,679)	50,895
Realized loss on investments	-	463
Interest on long-term debt	8,384	11,680
	<b>334,829</b>	310,516
Change in non-cash working capital items		
Accounts receivable	(23,219)	18,967
Prepaid expenses	14,809	(6,028)
Accounts payable and accrued liabilities	170,500	(710)
Wages payable	3,169	(16,024)
Deferred revenue	(213,865)	77,550
	<b>286,223</b>	384,271
<b>Financing activity</b>		
Repayment of long-term debt	(82,400)	(82,400)
<b>Investing activities</b>		
Sale (purchase) of investments	(573,801)	131,704
Purchase of property and equipment	(128,174)	(2,660)
	<b>(701,975)</b>	129,044
<b>Increase (decrease) in cash</b>	<b>(498,152)</b>	430,915
<b>Cash, beginning of year</b>	<b>1,353,858</b>	922,943
<b>Cash, end of year</b>	<b>\$ 855,706</b>	\$ 1,353,858



## Canadian Organization of Paramedic Regulators

### Notes to the Financial Statements

March 31, 2024

#### 1. Basis of preparation

The organization has prepared its financial statements in accordance with Canadian accounting standards for not-for-profit organizations.

#### 2. Significant accounting policies

These financial statements are prepared in accordance with Canadian accounting standards for not-for-profit organizations. The significant accounting policies are detailed as follows:

##### (a) Cash equivalents

Cash and cash equivalents consist of cash on hand and bank deposits.

##### (b) Property and equipment

Property and equipment are recorded at cost. The organization provides for amortization using the straight-line method at rates designed to amortize the cost of the assets over their estimated useful lives, as set out in note 4.

Amortization is recorded from the month the asset is available for use by the organization. No amortization is recorded in the year of disposal.

##### (c) Intangible assets

Intangible assets are recorded at cost. The organization provides for amortization using the straight-line method at rates designed to amortize the cost of the intangible assets over their estimated useful lives. The annual amortization is charged over 10 years.

##### (d) Revenue recognition

The organization follows the deferral method of accounting for contributions. 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. Endowment contributions are recognized as direct increases in net assets.

Restricted investment income is recognized as revenue in the year in

which the related expenses are incurred. Unrestricted investment income is recognized as revenue when earned.

Investment income includes dividends and interest income recorded on the accrual basis, as well as realized investment gains and losses and unrealized gains and losses on financial instruments subsequently measured at fair value. Investment income is included in the statement of operations, deferred or reported directly in net assets depending on the nature of any external restrictions imposed on the investment income.

Revenue from the sale of services is recognized upon provision of the services to the purchaser.

##### (e) Financial instruments

Financial assets originated or acquired or financial liabilities issued or assumed in an arm's length transaction are initially measured at their fair value. In the case of a financial asset or financial liability not subsequently measured at its fair value, the initial fair value is adjusted for financing fees and transaction costs that are directly attributable to its origination, acquisition, issuance or assumption. Such fees and costs in respect of financial assets and liabilities subsequently measured at fair value are expensed.

Subsequent measurement:

Financial assets measured at amortized cost include cash and accounts receivable.

Financial liabilities measured at amortized cost include accounts payable and accrued liabilities, wages payable, and long-term debt.

The organization subsequently measures internal restricted investments at fair value, without adjustment for transaction costs and with changes in fair value recognized in operations in the period in which they occur.

At the end of each reporting period, management assesses whether there are any indications that financial assets measured at cost or amortized cost may be impaired. If there is an indication of impairment, management determines whether a significant adverse change has

occurred in the expected timing or the amount of future cash flows from the asset, in which case the asset's carrying amount is reduced to the highest expected value that is recoverable by either holding the asset, selling the asset or by exercising the right to any collateral. The carrying amount of the asset is reduced directly or through the use of an allowance account and the amount of the reduction is recognized as an impairment loss in operations. Previously recognized impairment losses may be reversed to the extent of any improvement. The amount of the reversal, to a maximum of the related accumulated impairment charges recorded in respect of the particular asset, is recognized in operations.

**(f) Use of estimates**

The preparation of the financial statements in conformity with Canadian generally accepted accounting principles 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 dates of the financial statements and the reported amounts of revenues and expenses during the reporting period. Significant items subject to such estimates and assumptions include an estimate of the useful lives of property and equipment and intangible assets. Actual results could differ from those estimates.

**3. Investments**

	2024	2023
Short-term		
Canadian Money Market Funds	\$ 559,076	\$ -
Long-term		
Canadian Neutral Balanced Funds	749,404	692,902
Global Fixed Income Balanced	343,102	323,301
	<b>1,092,506</b>	1,016,203
	<b>\$ 1,651,582</b>	\$ 1,016,203

**4. Property and equipment**

		2024	2023
	Rate	Cost	Accumulated amortization
		Net book value	Net book value
Computer equipment	1/3 SL	\$ 9,667	\$ 8,185
Content Management System	1/5 SL	127,287	25,457
		<b>\$ 136,954</b>	<b>\$ 33,642</b>
		<b>\$ 103,312</b>	\$ 2,767

**5. Intangible assets**

	Cost	Accumulated amortization	2024 Net book value	2023 Net book value
Exam Question Bank	\$ 408,869	\$ 105,338	\$ 303,531	\$ 344,418

The Exam Question Bank is amortized using the straight-line method over ten years.

**6. Accounts payable and accrued liabilities**

Included in accounts payable is government remittances payable of \$ nil (2023 - \$3,513).

**7. Long-term debt**

	2024	2023
Alberta College of Paramedics exam bank payable in quarterly instalments of \$13,650 matures November 2025. The exam bank payable bears no interest and has been discounted by implied interest of 4.0% per annum. The amount of the discount is \$3,822. The debt is secured by intellectual property with a net book value of \$211,048.	\$ 91,728	\$ 117,779
Alberta College of Paramedics exam bank payable in quarterly instalments of \$6,950 matures in May 2026. The exam bank payable bears no interest and has been discounted by implied interest of 4.0% per annum. The amount of the discount is \$3,339. The debt is secured by intellectual property with a net book value of \$92,483.	59,340	107,305
	<b>151,068</b>	225,084
Less current portion	77,312	74,016
Due beyond one year	<b>\$ 73,756</b>	\$ 151,068
Estimated principal repayments are as follows:		
2025	\$ 77,312	
2026	66,958	
2027	6,798	
	<b>\$ 151,068</b>	

## 8. Unrestricted net assets

Unrestricted net assets represent the operating equity of the Organization.

## 9. Internally restricted funds

The internal restricted funds consist of following amounts designated by the board of directors:

- General contingency reserve – This reserve is to help mitigate the financial impact of future negative events affecting operations, products or services
- Legal defense reserve – This reserve is to ensure the organization has funds available in case of legal challenge or to cover deductibles for insurance
- Strategic priorities reserve – This reserve is to provide the organization with funds for planned strategic initiatives, information technology projects, and to ensure security of its information technology assets
- EMR exam reserve – This reserve is to ensure the organization has funds available to mitigate the financial impact of possible future unexpected changes to the regulation of EMRs.

## 10. Commitments

The organization entered into a contractual agreement with Yardstick Assessment Strategies, Inc. to administer examination testing on behalf of the organization. The contract expires on March 31, 2027.

Estimated principal repayments are as follows:

2025	\$ 165,078
2026	147,863
2027	151,359
	<hr/>
	\$ 464,300

## 11. Financial instruments

Transactions in financial instruments may result in an entity assuming or transferring to another party one or more of the financial risks described below. The required disclosures provide information that assists users of financial statements in assessing the extent of risk related to financial instruments.

### (a) Credit risk

The organization does have credit risk in accounts receivable of \$24,170 (2023 - \$951). Credit risk is the risk that one party to a transaction will fail to discharge an obligation and cause the other party to incur a financial loss. The organization reduces its exposure to credit risk by performing credit valuations on a regular basis; granting credit upon a review of the credit history of the applicant and creating an allowance for bad debts when applicable. The organization maintains strict credit policies and limits in respect to counterparties. In the opinion of management the credit risk exposure to the organization is low and is not material.

### (b) Liquidity risk

The organization does have a liquidity risk in the accounts payable and accrued liabilities of \$253,420 (2023 - \$82,920). Liquidity risk is the risk that the organization cannot repay its obligations when they become due to its creditors. The organization reduces its exposure to liquidity risk by ensuring that it documents when authorized payments become due; maintains an adequate line of credit to repay trade creditors and repays long term debt interest and principal as they become due. In the opinion of management the liquidity risk exposure to the organization is low and is not material.

## 12. Comparative figures

The financial statements have been reclassified, where applicable, to conform to the presentation used in the current year. The changes do not affect prior year earnings.

