

Nova Scotia Regulator of Paramedicine  
Board Meeting Summary - Session 6  
DATE: May 12, 2025

1. The Chair called the meeting to order at 08:36.
2. Motion to approve the amended agenda for the May 12, 2025, Session 6 meeting of the Initial Board. Motion passed.
3. Motion to approve the minutes from the January 18, 2025, Session 5 Board meeting. Motion passed.
4. Motion to approve the summary of the January 18, 2025, Session 5 Board meeting agenda items and decisions for publications on the Regulators website. Motion passed.
5. No other conflicts of interest were declared.
6. The Board Chair highlighted the significant work completed by the Board in developing the Board's End statements during several sessions held between February and April 2025. This work involved Education Sessions associated with Ends versus strategic planning, environmental scanning and risk assessment, and ownership linkage. The planned education session on Ends Interpretation and Monitoring was postponed and will be rescheduled after the Board approves the Ends statements.
7. The Board had general discussions regarding the following topics: the labour mobility survey distributed by the Nova Scotia Department of Labour, Skills and Immigration, the Paramedic Workforce Planning Committee 2025 – 26—workforce response plan recommendations, the deputy registrar's acceptance of the permanent 0.5 FTE (part-time) position, paramedicine in non-traditional roles, EHS Branch contacting the Regulator regarding any practice implications during mutual aid responses from other provinces, education for committee and Board members through the Nova Scotia Regulated Health Professions Network, Canadian Institute for Health Information – enhanced data sharing request, Practice Review Committee ToR and program update, Quality Assurance Program update, letter from Nova Scotia Association of Osteopaths and the process to implement compensation for Board and Committee members.
8. Motion – Where the Board recognizes that quasi-judicial committees are procedurally complex and deal with matters that may have serious consequences for registrants, the public and the Regulator, the Board acknowledges that it is in the public interest to approve the continued practice of appointing individuals with judicial doctorates to serve as Chairpersons of the Regulator's quasi-judicial Professional Conduct, Registration and Licensing Review, Reinstatement, and Fitness-to-Practise Committees and/or panels and that these individuals be compensated at a rate that does not exceed the fair market rate and is commensurate for someone with a judicial doctorate and appropriate legal expertise. Motion passed.
9. Motion—Where the Board recognized the value of obtaining additional feedback from the owners who provided initial feedback on the Board's Ends development the Board directs the Chair and ED/Registrar to further engage with Carla Anglehart and request that she obtain feedback regarding the Board's revised Ends, from the owners with whom she spoke. Motion passed.
10. Motion to approve the revised Board Governance Manual as presented at the May 12, 2025 Board meeting, including grammatical and typographical corrections, updated policy titles, and substantive revisions to policies EL 2.4 Financial Conditions and Activities, EL 2.8 Corporate Culture, EL 2.9, Development of Regulatory Tools, Education Program Standards with Criteria and Re-entry Programs, EL 2.10 Requirements for Legislation Governing the Regulation of

Paramedicine in Nova Scotia, and GP 3.4 Board Job Description for alignment with the Regulated Health Professions Act and its Regulations, with the understanding that:

- if approved, the new Ends policy statements discussed at today's meeting will be inserted;
- meeting rules will be developed for the Board's consideration and potential inclusion as a schedule or appendix to the manual;
- a revised expense schedule and form will be developed for the Board's consideration and inclusion in the manual; and
- any other typographical or grammatical errors identified, and Schedule 1 – Record of Policy Review will also be updated. Motion passed.

11. The Chair reminded all Board members to complete the annual conflict of interest declarations per GP Policy 3.3 Board Code of Conduct policy statement 3.3.4.3 - Board members annually disclose their involvement with other organizations that might produce a conflict or perceived conflict. Other organizations include, but are not limited to for profit, not-for-profit, and charitable organizations.

12. Motion – To approve the refined ENDS policy statements as developed through the facilitated sessions on April 4 and 23, 2025 and further refined through the May 2025 Board Ends Development survey and discussion as follows:

- Mega-End: People in Nova Scotia receive safe, competent, ethical, and professional paramedicine services.
- E 1.1: Individuals and families experience physical, psychological, and social safety as an integral component of paramedicine services.
- E 1.2: Individuals, families, and communities have their health issues diagnosed and managed confidently and competently, meeting their expectations for paramedicine services.
- E 1.2.a: The public is confident that those engaged in paramedicine services maintain their competence.
- E 1.3: Individuals, families and communities receive socially responsive care.
- E 1.4: Effective regulation results in public confidence in professional paramedicine services.
- E 1.4.a: Complainants experience timely, professional, and respectful responses.
- E 1.4.b: The public is safe from harm due to incompetence, impairment, and/or unethical practices.

Further, in accordance with the Carver Policy Governance Model, the Board directs the ED/Registrar to move forward with their interpretation of these policy statements and develop a strategic plan to demonstrate compliance with them. Motion passed.

13. The Board acknowledged Ms Loretta Manning, Public Representative and current Chair of the Fitness-to-Practise Committee and the Registration and Licensing Review Committee signalled they will resign in September 2025.

14. The Board acknowledged the resignation of Mr Zachary Fitzsimmons and recognized it was not feasible to fill the position because the notice of resignation was received three months before Mr Fitzsimmons current term was to end, Mr Fitzsimmons was not appointed to the subsequent Board that starts on June 3, there was only one Board meeting scheduled during the remainder of Mr Fitzsimmons term and the Board was focused on the, previously scheduled, Ends Development.

15. Motion—Recognizing its importance in encouraging registrants to renew their professional liability insurance and thus protecting the public interest, the implementation of a \$100.00 lapse in the professional liability insurance fee, as a measure to support compliance with Registration and Licensing Policy 226.0—Professional Liability Insurance Requirements for all Licensed Registrants, is approved. Motion passed.

16. Motion – to approve the Registration and Licensing Policies (100 Series) sub-section – General Registration and Licensing Policies 201.0 to 207.0, sub-section Types of Applications and Forms Policies 210.0 to 213.0, sub-section

Documentation Requirements for Applications and Forms Policies 220.0 to 228.0, and sub-section Registration and Licensing Decision Policies 230.0 to 231.0 as presented at the May 12, 2025, Board Meeting Session 6 recognizing they were developed in consultation with legal counsel to ensure alignment with the *Regulated Health Professions Act (RHPA)*, *RHPA* General Regulations, Paramedicine Regulations and the Regulator's Bylaws. Further, the ED/Registrar is to ensure timely communication of the approved policies to Applicants and Registrants. Motion passed.

17. Motion – to approve the eligibility criteria for a registrant to enter the fitness-to-practise process as required in *Regulated Health Professions Act* Section 126(2) and described in Fitness-to-Practise Policy 402.0 Fitness-to-Practise – Eligibility, Referral, Process, Including Meetings and Costs/Expenses as presented at the May 12, 2025, Board Meeting Session 6. Motion passed.
18. Motion – to approve the Fitness-to-Practise Policies (400 Series) 401.0 to 405.0, as presented at the May 12, 2025, Board Meeting Session 6 recognizing they were developed in consultation with legal counsel to ensure alignment with the *Regulated Health Professions Act (RHPA)*, *RHPA* General Regulations, Paramedicine Regulations and the Regulator's Bylaws. Motion passed.
19. Motion – to approve the Reinstatement Policies (500 Series) 501.0 to 505.0, as presented at the May 12, 2025, Board Meeting Session 6 recognizing they were developed in consultation with legal counsel to ensure alignment with the *Regulated Health Professions Act (RHPA)*, *RHPA* General Regulations, Paramedicine Regulations and the Regulator's Bylaws. Motion passed.
20. Motion – to approve the Professional Conduct Policies (300 Series) 300.0 to 314.0, as presented at the May 12, 2025, Board Meeting Session 6 recognizing they were developed in consultation with legal counsel to ensure alignment with the *Regulated Health Professions Act (RHPA)*, *RHPA* General Regulations, Paramedicine Regulations and the Regulator's Bylaws. Motion passed.
21. Motion – to approve the Terms of Reference as presented and amended at the May 12, 2025, Board Meeting Session 6 for the following statutory committees, Registration and Licensing Committee, Registration and Licensing Review Committee, Complaints Committee, Professional Conduct Committee, Fitness-to-Practise Committee, and Reinstatement Committee, recognizing they were developed in consultation with legal counsel to ensure alignment with the *Regulated Health Professions Act (RHPA)*, *RHPA* General Regulations, Paramedicine Regulations and the Regulator's Bylaws. Further, the Board notes that the Terms of Reference for the Practice Review Committee, Legislative Review Committee and the Education Advisory Committee will be brought forward for Board review and approval at a future meeting. Motion passed.
22. Motion – to approve the Terms of Reference as presented and amended at the May 12, 2025, Board Meeting Session 6 for the Board-Appointed Appointments Committee, recognizing they were developed in consultation with legal counsel to ensure alignment with the *Regulated Health Professions Act (RHPA)*, *RHPA* General Regulations, Paramedicine Regulations and the Regulator's Bylaws. Motion passed.
23. Motion – to appoint to the Board-Appointed Appointments Committee, Kevin Carey (Registrant in good standing and former Board Chair), Pamela MacLennan (Registrant in good standing and former Chair of the Nominations Committee) and James (Jim) Williams (Public Representative, former Board member and current member of the Complaints Committee) for an initial term of three-years. Motion passed.
24. Motion – to appoint Kevin Carey to serve as the Chair of the Appointments Committee, and should the position not be accepted, the Chair shall be appointed in accordance with the Board's directions. Motion passed.
25. Motion – to approve the adoption of the *Governance Coach™ Board Orientation Manual* as a foundational resource to support orientation and ongoing education of Board and Committee members, and that the ED/Registrar be

directed to adapt and modify the manual to reflect the specific context, structure and needs of the Nova Scotia Regulator of Paramedicine, with the work to be undertaken over the course of the next twelve to sixteen months for the Board's approval. Motion passed.

26. Motion – to approve the adoption of *Governance Coach™* Best Fit Board Builder™ as a foundational resource to support selection of Board and Committee members for use by the Appointments Committee and that the ED/Registrar be directed to adapt and modify the manual to reflect the specific context, structure and needs of the Nova Scotia Regulator of Paramedicine, with the work to be undertaken over the course of the next six to eight months for the Boards approval. Motion passed.
27. Motion – to approve initiating a request for regulatory amendment under subsection 13(ba) of the Regulated Health Professions Act to further define the term “regulatory body” as it is used in the definition of “approved education program,” such that it is clear the authority to approve education programs required for registration rests with the Board. Further, the Board directs the ED/Registrar to initiate contact with representatives of the Department of Health and Wellness to request the proposed regulatory amendment. Motion passed.
28. Motion – to accept the ED/Registrar's Executive Limitations Monitoring Report for EL 2.2 Treatment of Staff as a reasonable interpretation of the policy, and that the evidence presented demonstrates compliance with the Policy; and further, that the Board encourages the inclusion of a staff survey to inform the next monitoring report for this policy. Motion passed.
29. Motion – to accept the ED/Registrar's Executive Limitations Monitoring Report for EL 2.6 Compensation and Benefits as a reasonable interpretation of the policy, and that the evidence presented demonstrates compliance with the Policy. Motion passed.
30. Motion – to confirm that the Board of the Nova Scotia Regulator of Paramedicine demonstrated compliance with Board-Management Delegation Policies 4.0 to 4.6. Motion passed.
31. The Executive Director/Registrar provided a third-quarter and fourth-quarter financial update for the 2025 fiscal year. They also stated that Doane Grant Thornton started the yearly financial audit at the beginning of the week.
32. The Board conducted an in-camera session to address the Executive Director/Registrar's annual performance evaluation. The Chair asked the Executive Director/Registrar to recuse themselves from the meeting. Returning from the in-camera session, the Board advised the Executive Director/Registrar that it was pleased with their performance throughout the year, and a letter would be forthcoming from the Board.
33. The Board completed a review of their Board meeting self-evaluation from the January 18, 2025, meeting and a summary of all the self-evaluations for the past year. The Board recognized that adding additional comment sections will allow Board members to provide additional comments to any of their responses. The Board also noted that they would benefit from ongoing education regarding the Carver Policy Governance Model.
34. Motion to adjourn the May 12, 2025, Session 6 Board meeting at 13:12 hrs. Motion passed.