



College of Paramedics of Manitoba

Bylaws

(and Proposed Bylaw Amendments May 28, 2021)



TABLE OF CONTENTS

Part 1	<u>Definitions</u>	Page 3
Part 2	<u>Governance</u>	Page 4
Part 3	<u>Committees</u>	Page 8
Part 4	<u>Meetings & Voting</u>	Page 10
Part 5	<u>Registration & Regulation</u>	Page 14
Part 6	<u>Administration</u>	Page 17
Part 7	<u>General</u>	Page 20



PART 1 – DEFINITIONS

- Act:** means *The Regulated Health Professions Act*
- College:** means the college of a regulated health profession that is continued or established by a regulation under subsection 8(b) of the Act
- Member:** means a regulated member and a regulated associate member except where otherwise stated or when referring to a member of a council, board, committee, or the advisory committee
- Minister:** means the Minister of Health, Seniors and Active Living, or its successor department
- Registrar:** means an individual appointed under section 23 as the registrar for the College

LOCATION OF HEAD OFFICE

- 1.1 The head office of the College shall be in Winnipeg, Manitoba.



PART 2 – GOVERNANCE

Council members

2.1 The Council of the College shall be comprised of:

- (a) seven members of the College appointed in accordance with these bylaws; and
- (b) four public representatives appointed by the Minister, or the Council’s Appointments Committee, as may be permitted by the Minister.

Submitted by Derek Balcaen, motion by Travis Tannas, seconded by Stephan Nixon:

DELETE 2.1(b) above “...or the council’s appointments committee as may be permitted by the minister”.

Appointment of members to the Council

2.2 The procedure for the appointment of members of the College to the Council must comply with the College’s administrative policies and these bylaws, and is established as follows:

Submitted by Derek Balcaen, motion by Travis Tannas, seconded by Travis Mirus:

Section 2.2 REPLACE in every occurrence the word “appointment(s)” with the word election(s) throughout the article

- (a) appointments will be conducted under the authority of the Council’s Appointments Committee.
- (b) the Appointments Committee shall cause a Notice of Appointment to be posted electronically on the College website and issued by email to all members in January of each year, if needed the date of the appointment;
 - (i) the vacant Council positions eligible for appointment;
 - (ii) the nomination procedures;
 - (iii) the closing date for receipt of nominations;
 - (iv) the appointment guidelines; and,
 - (v) the closing dates for application/nomination; and,

Submitted by Derek Balcaen, motion Travis Mirus, seconded by Stephen Nixon:

DELETE current 2.2 (a) above and REPLACE with the following: Board positions will be selected by elections from the membership. (All pertinent language in the constitution shall be amended to reflect the process of elections from the membership)

Submitted by Derek Balcaen, motion by Travis Tannas, seconded by Travis Mirus:

ADD 2.2(b)(vi): The term cycles will be as follows:

Year 1->5 members (4 board elections, 1 public appointments);

Year 2->5 members (3 board elections, 2 public appointments);

Year 3->4 members (3 board elections, 1 public appointment

- (c) all forms and supporting documents are to be completed and filed with the College prior to the nomination closing date.



Criteria for candidacy for member of the Council

2.3 Any practising, non-practising or retired member is eligible for appointment to the Council if they:

Submitted by Derek Balcaen, motion by Stephen Nixon, seconded by Travis Tannas:

DELETE the words "or retired" from the sentence.

- (a) have been a resident of Manitoba for at least six months prior to the date of their appointment;
- (b) are currently a member in good standing with the College;

Residence

2.4 Where a member works in Manitoba, but resides outside of Manitoba, the member's work address is deemed to be the member's address and residence for the purposes of determining the member's eligibility to seek appointment to the Council.

Vacancies

2.5 In the event that a vacancy on the Council occurs through resignation, removal, and termination by the Council, or by death, the Council may fill the vacancy by appointing a person to complete the unexpired term. The appointment must maintain the required number and composition of the Council. Procedures for the recruitment of persons for appointment to vacancies must be conducted in accordance with the College's policies and these bylaws.

Submitted by Derek Balcaen, motion by Stephen Nixon, seconded by Travis Mirus:

DELETE current section 2.5 and REPLACE with:

"In the event that a vacancy on the council occurs through resignation, removal, termination by the council or by death, the council shall call a by-election if the time remaining in the term is greater than 6 months. The election must be used to maintain the representational composition of the council. Procedures for the election to fill vacancies must be conducted in accordance with the College's policies and these bylaws."

2.6 Where a vacancy of a public representative occurs through resignation, removal, and termination by the Minister, or by death, the Chair will either: (a) contact the Department of Health, Seniors and Active Living (or its successor department) in writing requesting that the Minister appoint a public representative in accordance with the Act; or (b) direct the Appointments Committee to appoint a public representative, as may be permitted under subsections 13(3) and 22(2) of the Act.

Submitted by Derek Balcaen, motion by Stephen Nixon, seconded by Travis Mirus:

DELETE section 2.6 (b) direct the Appointments Committee to appoint a public representative, as may be permitted under subsection 13(3) and 22(2) of the act."

Terms of Office

2.7 The following terms of office apply to Council members:

- (a) members of the College shall be appointed for a term of up to three years as determined by Council policy and may be re-appointed in accordance with the Act. Members shall not serve more than 12 consecutive years on Council;



2.7 (a) Submitted by Derek Balcaen, motion by Travis Mirus, seconded by Stephen Nixon: REPLACE in section 2.7(a) the words “appointed” and “re-appointed” with the words “elected” and “re-elected”.

2.7(a) Submitted by Derek Balcaen, motion by Travis Mirus, seconded by Stephen Nixon: DELETE the word “consecutive”.

- (b) public representatives shall be appointed for a term of three years and may be re-appointed in accordance with the Act.

GENERAL DUTIES OF THE COUNCIL

2.8 The Council shall manage and conduct the business affairs of the College and may exercise the rights, powers, and privileges of the College in the name of, and on behalf of, the College. In general, the duties of the Council shall include, but are not limited to, the following functions:

- (a) fulfill the mandate of the College under section 10 of the Act;
- (b) develop and sustain the College's mission and purpose in a manner that serves and protects the public interest;
- (c) monitor and evaluate the College's functions, programs and services;
- (d) ensure effective strategic planning to identify priorities, goals and methods;
- (e) develop and conduct evaluation of organizational performance indicators;
- (f) select and appoint persons to the executive committee;
- (g) establish, monitor, and review the functioning of the College's committees;
- (h) provide support and direction to the Registrar in conducting the work of the College;
- (i) ensure adequate material and fiscal resources for the operation of the College; and,
- (j) conduct an annual general meeting.

Submitted by Derek Balcaen, motion by Stephen Nixon, seconded by Travis Mirus:

ADD subsection 2.8(k) “Ensure proper representation and support for our diverse EMS platforms in the province of Manitoba, including but not limited to: MFRs, firefighter-paramedics, dispatchers, rural and urban ambulance paramedics, and flight paramedics.”

POLICIES FOR THE COLLEGE

2.9 The Council shall, as required by the regulations or these bylaws, develop and approve policies for the College, and may develop and adopt other policies determined by the Council to be necessary for the College's affairs.

- 2.9.1 Sections 4.7 and 4.8, and 4.9, as they relate to meetings and votes of Council, shall apply to the approval of policies by Council with such modifications as may be required.

MEETINGS OF COUNCIL

2.10 The Council shall meet at least five times a year.



DELEGATION OF POWERS

- 2.11** A member may be removed from their position on the Council by a formal motion and two-thirds' affirmative vote by Council members who are present at a properly constituted Council meeting. Formal notice of the motion must be provided to persons on the Council at least 14 days in advance of the vote. A motion for termination may be based on, but is not limited to, any of the following:
- (a) Council members may be considered to have abandoned their position if they have been absent for three consecutive meetings without an explanation acceptable to the Council;
 - (b) Council members who, in the opinion of the Council, have contravened the College's code of ethics and/or standards of practice; or
 - (c) Council members who, in the opinion of the Council, have been unable to fulfill their fiduciary and governance obligations in support of the Council and the College;
 - (d) Council members who are no longer in good standing; and,
 - (e) Council members who have breached their confidentiality obligations under section 140 of the Act or any policy of Council with respect to confidentiality.

RECOMMENDATION OF REMOVAL OF PUBLIC REPRESENTATIVE

- 2.12** Where the Council determines that a public representative appointed to Council by the Minister has acted in a manner referred to in section 2.11 of these bylaws, the Council shall notify the Minister and request the Council member's termination from the Council and that a replacement Council member be appointed.

OFFICERS OF THE COUNCIL

- 2.13** The College shall have a Chair, a Chair-Elect and a Treasurer, and may have such other officers as the Council determines from time to time.
- 2.13.1 The Chair and Chair-Elect and Treasurer shall be elected by the Council from amongst the Council members.
- 2.13.2 The term of office for each Officer is two years.
- 2.13.3 The Chair shall only serve in that position for one term.

SIGNING OFFICERS

- 2.14** The signing officers of the College shall be the Registrar or their designate, and any one of the Chair, Chair-Elect, or the Treasurer.

DUTIES OF THE OFFICERS

- 2.15** This section establishes the duties of the Chair, Chair-Elect, and Treasurer.



CHAIR

- 2.15.1 The Chair shall be elected by the Council. The duties of the Chair include, but are not limited to:
- (a) presiding at all meetings of the Council, executive committee, special meetings, and all general meetings of the College;
 - (b) subject to the approval of the Council, appointing the chairpersons of Council committees whose selection is not otherwise specified in the bylaws; and,
 - (c) assuming other duties as stipulated in the College's administrative policies.

CHAIR-ELECT

- 2.15.2 The Chair-Elect shall be elected by the Council during its first meeting following the Council's election. The duties of the Chair-Elect include, but are not limited to:
- (a) in the event of the absence, disability, or death of the Chair, fulfilling the duties of the Chair;
 - (b) acting as the chair of the strategic planning committee;
 - (c) being a member of the executive committee;
 - (d) acting as a liaison between the Council and the Council governance committees as instructed by the Council or Chair;
 - (e) providing leadership in the event a committee chair position is vacant until such time as the vacancy is filled by the Council;
 - (f) performing such other duties as may be requested by the Council or Chair;
 - (g) chairing the governance review committee; and,
 - (h) assuming other duties as stipulated in the College's administrative policies.

TREASURER

- 2.15.3 The Treasurer shall be appointed by the Council during its first meeting following the election of the Council. The duties of the Treasurer include, but are not limited to:
- (a) being a member of the executive committee;
 - (b) chairing the finance, audit and risk committee;
 - (c) with the finance committee, reviewing the annual budget and presenting it to Council; and,
 - (d) assuming other duties as stipulated in the College's administrative policies, or as requested by the Council.

AUDITORS

- 2.16 A member of the Chartered Professional Accountants of Manitoba shall be appointed as the auditor by the Council.



PART 3 – COMMITTEES

ESTABLISHMENT OF COMMITTEES

- 3.1** The Council shall establish a Complaints Investigation Committee and an Inquiry Committee, and the Council may establish and maintain other ad hoc committees for specific purposes it determines as necessary to oversee and conduct the affairs of the College.
- 3.1.1 The Terms of Reference for each ad hoc committee may be developed by the committee within a framework stipulated in the College’s administrative policies and must be approved by the Council prior to implementation.
- 3.1.2 Committees shall have direct accountability and reporting responsibility through the Chair of the committee to the Council.
- 3.1.3 Committees shall meet regularly prior to the Council meetings and shall provide a report for each Council meeting.
- 3.1.4 The Council shall appoint members, and public representatives to each of the committees as required by the Act, and, unless otherwise required by the Act or the bylaws, the appointees need not be members of the Council at the time of such appointment.

Submitted by Derek Balcaen, motion by Stephen Nixon, seconded by Travis Mirus:

ADD subsection 3.1.5: “All committees shall have at minimum one (1) representative from each of the following groups: MFR, FF-PCP, rural ambulance, urban ambulance.”

COMPLAINTS INVESTIGATION COMMITTEE

- 3.2** The College shall establish a Complaints Investigation Committee. The composition of the committee will be established by Council policy.

DUTIES OF THE COMPLAINTS INVESTIGATION COMMITTEE

- 3.3** The Complaints Investigation Committee shall:
- (a) perform such functions as are assigned to it in the Act, including investigating and providing a fair review of all complaints received in accordance with the Act; attempting to resolve complaints informally where it considers it appropriate to do so; and, making decisions in accordance with the Act; and
 - (b) submit an annual report on its activities for the preceding year to the Council.



INQUIRY COMMITTEE

- 3.4** The College shall establish an Inquiry Committee. The composition of the committee will be established by Council policy.

DUTIES OF THE INQUIRY COMMITTEE

- 3.5** The Inquiry Committee shall:
- (a) perform such functions as are assigned to it in the Act including holding hearings on matters referred to it by the Complaints Investigation Committee; providing procedural fairness; and, making decisions about the conduct of investigated registrants; and,
 - (b) submit an annual report on its activities for the preceding year to the Council.

FINANCE, AUDIT AND RISK COMMITTEE

- 3.6** The Finance, Audit and Risk Committee shall oversee the financial management of the College. The committee shall be chaired by the Treasurer and include the Registrar as an *ex officio* member.



PART 4 – MEETINGS AND VOTING

MEETINGS OF THE COUNCIL

- 4.1. The procedure for Council meetings is as follows:
- (a) The Chair shall call at least five meetings of the Council annually;
 - (b) The Chair shall provide notice of a Council meeting to all Council members at least seven days prior to the date of the meeting;
 - (c) Council members may participate by videoconference or teleconference;
 - (d) A majority of the officers of the Council, or a two-thirds' vote of all persons on the Council – one of whom must be a public representative, may call a special meeting of the Council. Notice of a special meeting must be provided to all Council members at least seven days in advance of the date of the meeting;
 - (e) The Chair may convene special executive or other committee meetings as they consider necessary. The Chair shall provide notice of a special executive or other committee meeting to all persons on the Council, at least seven days in advance of the date of the meeting;
 - (f) The Chair may convene an emergency special meeting of the Council or any committee and may waive requirements for notice; and,
 - (g) A Council member may move for the suspension of a rule of procedure but any such motion must be subject to a vote and requires support of two-thirds those Council members present at the meeting.

MEMBERS OF THE PUBLIC

- 4.2 The Council shall permit members of the public to attend meetings of the College or Council in accordance with subsection 25(5) of the Act.

ANNUAL GENERAL MEETINGS

- 4.3 There shall be at least one annual general meeting (the “AGM”) each year, and:
- (a) The AGM shall occur at a time and place determined annually by the Council;
 - (b) Each AGM shall occur no later than four months following the College’s fiscal year end;
 - (c) Notice of the date of the AGM and a draft meeting agenda must be provided to members at least 60 days in advance;
 - (d) All matters to come before the AGM must be submitted in writing to the Registrar not less than 45 days prior to the date of the AGM;
 - (e) A final notice of the AGM and the final agenda must be sent to all members in good standing and public representatives at least 30 days in advance of the date of the meeting;
 - (f) A matter not previously included in the notice and agenda for the AGM may be introduced at the meeting. To be considered, a matter must first be approved in the form of a motion by a vote of two-thirds of those present and voting; and,
 - (g) The AGM shall be conducted in accordance with the bylaws and the procedures stipulated in the College’s administrative policies.

Submitted by Derek Balcaen, motion by Travis Tannas, seconded by Travis Mirus:

ADD subsection 4.3(h): “that an emergency issue can be brought forward to any AGM with a simple majority vote.”



SPECIAL GENERAL MEETINGS

- 4.4** The Chair may convene a Special General Meeting of the membership at any time the Council determines it is necessary to do so, according to the following:
- (a) The Council must provide notice of a special general meeting to all members and public representatives, at least 30 days prior to the date of the meeting and the notice must include the date of the meeting;
 - (b) A special general meeting of the College must be convened when the Council receives a written request, signed by at least five per cent of all members who are entitled to vote, provided such a request clearly states the purpose of the meeting and no other matter can be raised at the meeting;
 - (c) Where the Council determines a need for further information, a decision for such a meeting may be delayed until the next Council meeting and a representative of the members, referred to in subsection (b) above, may be asked to attend to provide clarification of the request for the special meeting;
 - (d) If not initially indicated in the notice sent out under (a) above, the time and place of such a meeting shall be set by the Council and shall require at least seven days' notice to members; and,
 - (e) All notices of the special general meetings must include an agenda of the matters to come before the meeting.

RESOLUTIONS

- 4.5** Notices of proposed resolutions must be provided as follows:
- (a) Notices of proposed resolutions to be considered at the AGM are to be identified on the written agenda issued to members and public representatives, at least 30 days prior to the scheduled date of the meeting; and,
 - (b) Proposed resolutions to come before a special general meeting of the College are to be identified on the written agenda issued to members and public representatives, at least seven days prior to the scheduled date of the meeting.

COMMITTEE MEETINGS

- 4.6** The Chair for each committee may convene such number of meetings as may be determined to be necessary to conduct the business of the committee.
- 4.6.1** The Chair for each committee must issue a notice of the meeting to all members and public representatives on the committee, at least 15 days prior to the date of any such meeting.



NOTICE OF MEETINGS

4.7 Notice of meetings must be provided as follows:

- (a) All notices of an intention to call a meeting shall be filed with the Registrar who shall cause the notices to be forwarded to all members and public representatives entitled to participate in the meeting, as set out within the bylaws;
 - (b) All notices must include an agenda of matters to come before the meeting and must be forwarded electronically or by regular mail to all members and public representatives entitled to participate in the meeting; and,
 - (c) Council members may waive notice of the meeting if all members and public representatives entitled to participate in the meeting agree it is necessary to do so.
- 4.7.1 An unintentional omission to deliver notice of a meeting or the non-receipt of a notice by any member or public representative who is entitled to participate does not invalidate a properly served notice or the proceeding of the meeting.
- 4.7.2 Postponement: In the event of an emergency declared by a Federal or Provincial Governments, the Council by a two-thirds vote may postpone any membership meeting mentioned herein. All members shall be notified of the postponement in a manner determined by the Council to be fair and reasonable to all under the circumstances.

QUORUM AND PARTICIPATION

4.8 Quorum for meetings of the Council (including Special Meetings of the Council) and committees, and Annual and Special General Meetings, are established as follows:

- (a) More than half. of all Council members, at least one of whom is a public representative and at least one of whom is an officer, shall comprise a quorum for the transaction of business of the Council at the meeting; and,
 - (b) A quorum for an Annual or Special Meeting of the College shall be the number of members in good standing, eligible to vote, in attendance at the meeting, provided that at least one officer of the College is present at such a meeting.
- 4.8.1 A member, or public representative, may participate in a meeting by being physically present at the meeting, or by means of telephone or other telecommunication device if the meeting is conducted so that all persons participating in the meeting can communicate with each other. A person participating in a meeting by a telecommunication device is considered to be present at the meeting, shall be counted as part of the quorum, and shall be entitled to speak and vote at the meeting.

4.9 All members who are present at duly constituted meetings may vote on a matter brought before any general or special meeting of the College or any Council or committee meeting - if eligible to vote on the matter - with the exception of the Chair of the Council, and the exception of a committee chairperson during a meeting of that committee.



- 4.9.1 The Chair shall cast a deciding vote in case of a tie vote at Council and Annual General or Special General meetings, and the chairperson shall cast a deciding vote in case of a tie vote at a committee meeting.
- 4.9.2 All matters requiring a vote must be decided by a majority of the votes cast by eligible voters present and voting at a duly constituted meeting of the Council or a committee, or a Annual General or Special General meeting, unless otherwise specified in the bylaws or in the Act.
- 4.9.3 Any eligible voter at a meeting of the Council or a committee, or a general or special meeting, may request that a roll call be taken following a vote by introducing a procedural motion, subject to a two-thirds' vote by all present and voting.
- 4.9.4 Any eligible voter at a meeting of the Council or a committee, or a general or special meeting, may request that a vote be conducted by secret ballot by introducing a procedural motion, subject to a two-thirds' vote by all present and voting.
- 4.9.5 Voting on matters must be conducted only by those present and voting at a meeting who are eligible to vote.
- 4.9.6 Proxy votes will not be permitted.
- 4.9.7 A vote that is conducted using printed ballots must not accept ballots that do not clearly indicate the voter's intention and will be considered to be a spoiled ballot but will be counted in the overall total and recorded as a separate category of the eligible votes cast.
- 4.9.8 Voting may be conducted by electronic means established by the College, or by use of a printed mail-in ballot, or combination of methods approved by the Council.
- 4.9.9 Voting procedures will be conducted in accordance with the procedures stipulated in the College's administrative policies unless otherwise specified in the Act or the bylaws.



PART 5 – REGISTRATION AND REGULATION

5.1. The rights, privileges and responsibilities of members are established as follows:

- (a) All members are required to comply with the Act, the regulations, the bylaws, code of ethics, standards of practice, practice directions and administrative policies adopted by the Council
- (b) Members in good standing in the Full Membership class are entitled to:
 - (i) attend and vote at all general or special meetings of the College;
 - (ii) hold any elected or appointed office in the College;
 - (iii) apply to participate as a member of a College committee; and,
 - (iv) receive privileges and services as may be provided from time to time by the College.
- (c) Provisional and Temporary purpose members are:
 - (i) entitled to attend but not vote at all general or special meetings of the College;
 - (ii) not entitled to hold any elected office in the College; and
 - (iii) not entitled to apply to participate as a member of a College committee.
- (d) Non-practicing members in good standing are entitled to:
 - (i) attend and vote at all general or special meetings of the College;
 - (ii) hold any elected office in the College;
 - (iii) apply to participate as a member of a College committee; and,
 - (iv) receive privileges and services as may be provided from time to time by the College.

Submitted by Derek Balcaen, motion by Stephen Nixon, seconded by Travis Mirus:

In section 5.1 (d) (i) REPLACE “attend and vote” with “attend but not vote”.

In section 5.1 (d) (ii) REPLACE “hold any elected office...” with “not hold any elected office...”

(e) Retired Members are entitled to:

Submitted by Derek Balcaen, motion by Stephen Nixon, seconded by Travis Mirus:

In section 5.1 (e) (i) REPLACE “attend and vote” with “attend but not vote”

In section 5.1 (e) (ii) REPLACE “hold any elected office...” with “not hold any elected office...”

- (i) attend and vote at all general or special meetings of the College;
- (ii) hold any elected office in the College; and,
- (iii) apply to participate as a member of a College committee.



FEES

5.2. The fees levied by the College are established as follows:

- (a) The annual fees of the College shall be approved by Council;
- (b) The annual fees shall be due and payable by the date set by Council;
- (c) The annual fee must be assessed on a quarterly pro-rated basis for members who become registered during the year;
- (d) The Council may consider and approve a special assessment fee to be levied on each of the members for furthering the objects of the College;
- (e) Special assessments shall be deemed part of the annual fee during the year in which such an assessment is levied;
- (f) A non-refundable application fee in an amount established by the Council, which shall accompany the application for registration; and,
- (g) Any other fee the Council deems necessary to conduct the affairs of the College.

Submitted by Merrick Sandulak, motion by Peter Boyer, seconded by Spencer Hunt:

ADD: subsection 5.2 (h) the College will enable employers (i.e. municipalities) if they so choose to provide payment for registrant fees on behalf of their EMS providers.

WAIVER OR REDUCTION OF FEE

5.3 In circumstances deemed by the Registrar to be appropriate, the Registrar, in their discretion, may waive, reduce, or defer payment of any fee or assessment payable by a member.

REINSTATEMENT AND PENALTY FEES

5.4 The Council or the Registrar shall have the authority to establish penalty fees for late payment of fees and/or a failure to renew a certificate of practice or a permit.

PUBLISHING SCHEDULE OF FEES

5.5 The schedule of fees, as approved by the Council, shall be published on the College website and shall be accessible to the public and members or by request to the College designated administrative staff person.

CERTIFICATE OF PRACTICE

5.6 The Certificate of Practice must be issued in the member's full legal name.

5.6.1 The Certificate of Practice is valid only for the period specified and may be renewed in accordance with the Act, regulations, the bylaws, and the College's administrative policies.

5.6.2 The certificate of practice shall be renewed on an annual basis. Notice to members holding a certificate of practice shall be issued advising of the due date for the renewal of the certificate of practice



HEALTH PROFESSION CORPORATIONS

5.7 Applications

- a) An application for an initial permit or renewal of a permit for a Health Profession Corporation shall be made in accordance with the policy for Health Profession Corporations.
- b) An application for an initial permit by a Health Profession Corporation shall be subject to applicable fees.
- c) Applications and fees for renewals of Health Profession Corporation permits must be received by the Executive Director/Registrar at least 30 days prior to the permit expiration date.

5.7.1 Notice of Change A Corporation appearing on the Health Profession Corporation Registry shall give notice to the CEO/Registrar within 30 days of:

- ii) any change of name;
- iii) any change in directors;
- iv) any change in officers;
- v) any change in voting shareholders;
- vi) any change in non-voting shareholders; or
- vii) any change of address, telephone number, facsimile number, or electronic mail address.

PRACTICE AUDITS

5.8 The College may conduct practice audits of its members for the purpose of ensuring compliance with the Act, regulations, the bylaws, code of ethics, practice directions, and standards of practice of the College.

5.8.1 On conclusion of a practice audit, the practice auditor shall provide a written report to the Registrar.



PART 6 – ADMINISTRATION

REGISTRAR

- 6.1. The Council shall appoint a Registrar to administer the regulatory affairs of the College.
 - 6.1.1. The Council may appoint a Deputy Registrar to act under the direction of the Registrar and perform the duties specified in the position description for the Deputy Registrar.
 - 6.1.2. Subject to the position description referred to in subsection 6.1.1, the Deputy Registrar shall have all the authority, duties, and responsibilities of the Registrar, including those contained in the RHPA, the Act, the Regulations, and the bylaws of the College.
 - 6.1.3. The Council shall have the authority to appoint an Acting Registrar when the Registrar is absent or otherwise unable to act, or when there is a vacancy in the office of the Registrar. The Deputy Registrar may be appointed as Acting Registrar.

EXECUTIVE LIMITATIONS

- 6.2. No agents or employees of the College shall have any authority to act on behalf of the Council or College except as provided in the Act, the bylaws, the regulations, the College's administrative policies or position descriptions, or by motion of the Council.

PROTECTION OF CONFIDENTIALITY

- 6.3. Every person employed by, or acting on behalf of, the College – including every Council member and committee member - must preserve confidentiality in the course of conducting their duties and responsibilities and shall not disclose any information that comes to their knowledge except in accordance with the code of ethics, standards of practice, the College's administrative policies, and the bylaws, and as required by the Act, or any other applicable legislation.

FINANCIAL REPORTS

- 6.4 The Registrar shall cause a report and statement of the College's financial status to be prepared, with oversight from the Treasurer, and provided to the Council at any of its regular meetings for review and approval.

ANNUAL AUDITS

- 6.5 The Treasurer shall ensure that the financial affairs of the College are audited annually and that such audit will be completed by the external auditors authorized by the Council to do so.
 - 6.5.1 The Treasurer shall ensure that an audit report is received and approved by the Council and, following approval by the Council, made accessible to members prior to the AGM.



COUNCIL MEMBERS – REMUNERATION AND EXPENSES

- 6.6 Council members shall be paid by the College, in accordance with a policy established by the Council, for time spent while engaged in the business of the Council.
 - 6.6.1 Council members shall be reimbursed by the College for expenses incurred in the course of carrying out the business of the Council and subsection 6.10 applies to this reimbursement.

BUSINESS EXPENSES REIMBURSEMENT

- 6.7 Expenses incurred while conducting the affairs of the College may be reimbursed to any staff or member acting on behalf of the College in accordance with a policy established by the Council provided prior approval for the expense has been provided by the Registrar.

PROTECTION OF PERSONAL INFORMATION

- 6.8 The College shall not disclose any member’s personal information unless required or permitted to do so by the Act, the bylaws, the regulations, or the College’s administrative policies.

DISCLOSURE, ACCESS, AND RETENTION OF ADMINISTRATIVE RECORDS

- 6.9 The procedures for the disclosure and retention of, and access to, administrative records, are as follows:
 - (a) The administrative records of the College are confidential and not available to members of the public except as published by the College or required by the Act.
 - (b) All administrative, registration, and procedural records of the College, as well as certificates of practice, shall be kept in an orderly and current manner and stored in a secure location for a period specified in the College’s administrative policies except where otherwise governed by applicable legislation.
 - (c) Access to the records shall be administered by the designated administrative staff person.

DISPOSAL OF RECORDS

- 6.10 Records are to be disposed of in a secure manner preserving confidentiality and in accordance with the procedures stipulated in the College’s administrative policies.

HUMAN RESOURCES

- 6.11 The Council shall establish policies and procedures for the administration of human resources, including position descriptions and performance appraisals.

SALARY SCHEDULE

- 6.12 The Registrar shall maintain a salary schedule and benefits program for all positions of employment within the College.



PERFORMANCE APPRAISALS

- 6.13 The Council shall conduct, or cause to be conducted, an annual performance appraisal, in accordance with the College's administrative policies, of the Registrar.
- 6.14 The Registrar shall conduct, or cause to be conducted, performance appraisals, in accordance with the College's administrative policies, of all other employees

APPOINTMENT OF LEGAL COUNSEL

- 6.15 The Council, or a committee of the College with approval of Council, may retain legal counsel, as provided for in the College's administrative policies, to assist the Council or the committee in carrying out any power or duty under the Act, the bylaws, regulations, or any other matters pertaining to the affairs of the College.



PART 7 – GENERAL

PROMOTION OF THE WELFARE OF THE MEMBERS AND THE PROFESSION

- 7.1. The College may develop, maintain, and publish position statements of relevance to the profession of paramedicine relating to the following:
- (a) promoting the ability of members to respond to changes in practice environments, advances in technology and other emerging issues;
 - (b) working to achieve access for the people of Manitoba to adequate numbers of qualified and competent members;
 - (c) developing, establishing, and maintaining programs that provide information about paramedicine, and that assist persons in exercising their rights under the Act, the regulations, bylaws, and code of ethics;
 - (d) promoting and enhancing the College's relations with its members, other colleges, stakeholders, and the public; and,
 - (e) promoting inter-professional collaboration with other colleges.

APPROVAL, AMENDMENTS AND REPEAL OF BYLAWS

- 7.2. This section establishes the procedures for the approval, amendment, and repeal of bylaws.
- 7.2.1. The Council, a committee, or any member may propose an amendment, enactment, or repeal to the bylaws of the College.
 - 7.2.2. Any such proposed amendment, enactment or repeal shall first be submitted in writing to the Registrar and shall be received not less than 45 days prior to the AGM or a special meeting of the College, or of a special vote of members.
 - 7.2.3. The Council shall promptly review proposed amendments, enactment or repeal and consider approval, rejection, or variation of the amendment.
 - 7.2.4. The Council shall provide each proposed bylaw or an amendment to a bylaw or provide notice of intent to repeal a bylaw or a provision of a bylaw, to the members for review and comment through electronic publication on the College website or by request to the College. The members shall have at least 30 days to provide comments to the Council for its consideration.
 - 7.2.5. The Council may, by a majority vote of those present and voting on the matter at a properly constituted meeting of the Council, or by a special vote of members, provisionally amend, repeal, or enact any bylaw consistent with the accomplishment of the objects and affairs of the College.



APPROVAL, AMENDMENT AND REPEAL OF CODE OF ETHICS

- 7.3. The Council shall adopt a Code of Ethics as a standard for the professional conduct of paramedics.
 - 7.3.1. Before adopting, amending, or repealing a Code of Ethics, the Council shall provide a copy of the proposed Code of Ethics through electronic publication on the College website or as requested to the College for review and comment, to:
 - (a) the members of the College;
 - (b) the Minister; and,
 - (c) any other person the Council considers necessary.
 - 7.3.2. The Council may, by majority vote of those present and voting on the matter at a properly constituted meeting of the Council, enact, amend, or repeal the Code of Ethics.

APPROVAL, AMENDMENTS AND REPEAL OF STANDARDS OF PRACTICE

- 7.4. This section establishes the procedures for the approval, amendment, and repeal of the standards of practice in addition to standards of practice enacted by regulation under the Act.
 - 7.4.1. The Council shall provide proposed standards of practice or an amendment to the standards of practice or provide notice of intent to repeal the standards of practice or a provision of the standards of practice, via electronic publication on the College website to the members for review and comment.
 - 7.4.2. The Council may, by an affirmative majority vote of those present and eligible to vote on the matter at a properly constituted meeting of the Council enact, amend, or repeal standards of practice.

PARLIAMENTARY AUTHORITY

- 7.5. The rules contained in the current edition of Robert’s Rules of Order Newly Revised shall govern all meetings of the College in all cases to which they are applicable and in which they are not inconsistent with these bylaws and special rules of order the College may adopt.