



Minutes – December 16, 2020 – Transitional Council

8:30a.m. – 4:30p.m.

Attendance					
Member	Present	Regrets	Member	Present	Regrets
Trish Bergal	X		Christine Greer	X	
Dr. John Wade	X		Bryan Jacobsen	X	
David Driedger	X		Cam Ritzer		X
Jeff McConnell	X		Brenna Eastman	X	
Karen Martin	X		Jean Cox	X	
Leah Braun	X		Marilyn McNeill	X	
Ryan Youngson	X		Sarah Peto	X	
Tom Wallace	X		Madeleine Baril	X	
Chris Ewacha	X		Lee Malcolmson (Recorder)	X	
Leith Saunders	X				

<p>1.0 CALL TO ORDER</p> <p>1.1 Land Acknowledgement Dr. J. Wade read a land acknowledgement statement.</p> <p>1.2 Welcome to Observers. Three observers joined the meeting.</p> <p>1.3 Adoption of Agenda J. McConnell made a motion to adopt the agenda as presented. Seconded by R. Youngson.</p> <p style="text-align: right;">MOTION CARRIED</p>
<p>2.0 APPROVAL OF MINUTES</p> <p>2.1 September 23, October 21, and November 25, 2020 Council Minutes. D. Driedger made a motion to adopt the minutes as presented. Seconded by J. McConnell.</p> <p style="text-align: right;">MOTION CARRIED</p>
<p>3.0 GENERATIVE DISCUSSION</p> <p>3.1 Appreciative Inquiry Questions The document was provided to Council to assist members in reviewing the Executive Director’s Monitoring Reports. It is imperative that the framework established is a two-way conversation between Council and the Executive Director.</p>



3.2 Environmental Scan

The topic of the Environmental Scan was the Aphra Annual Report. Paramedics became regulated in Australia in 2018 and the report provides comparison information as a new regulator and provides direction for the College on the presentation of the first annual report of the College.

3.3 Media Scan

Key themes noted were sexual misconduct, the changes in BC regulatory practices and the overturning of the fine imposed by the Saskatchewan Registered Nurses Association on a member, for social media issue. Discussion took place that the Complaints Investigation Committee may find use in the Media Scan. The Executive Director will consider adding this to the Resource section in the CIC SharePoint Site

4.0 REPORTS FROM OFFICERS

4.1 Chair Report – J. Wade (Verbal report)

- Eric Glass and the Paramedic Association of Manitoba (PAM), the Executive Director and College staff were acknowledged for the work completed in the last few years and months to launch the College.
- The Chair will contact public representatives of Council to confirm their interest or not in continuing to serve on Council in the new year.

4.2 Executive Director Report – T. Bergal (Written report)

- The College is the official regulatory body of paramedicine as of December 1, 2020.
- The work of PAM, Council and staff were acknowledged in the several years' work to launch the College.
- The Executive Directors report was received, and no questions were asked.

4.3 Governance Committee Report – T. Wallace

- The Governance Committee report was filed as presented. Jeff McConnell and Trish Bergal spoke to the report in the absence of Governance Chair Tom Wallace.

4.3.1 Appointments of Council – Paramedic Members Policy

Moved by J. McConnell on behalf of the Governance committee that the College of Paramedics of Manitoba Transitional Council approve Appointments of Council – Paramedic Members policy as presented. Seconded by M. McNeill. **MOTION CARRIED**

Appointments Committee Terms of Reference

Moved by J. McConnell on behalf of Governance Committee, that the College of Paramedics of Manitoba Transitional Council approve the Appointments Committee Terms of Reference policy as presented. Seconded by D. Driedger. **MOTION CARRIED**

4.3.2 Appeals to Council Policy

Moved by J. McConnell on behalf of Governance Committee that the College of Paramedics of Manitoba Transitional Council approve the Appeals to Council policy as presented. Seconded by M. Baril. **MOTION CARRIED**



4.3.3 In Camera Meetings Policy

Moved by J. McConnell on behalf of Governance committee that the College of Paramedics of Manitoba Transitional Council approve the In Camera Meetings policy as presented. Seconded by M. Baril. **MOTION CARRIED**

4.3.4 Budgeting, Financial Management and Reporting Policy

Moved by J. McConnell on behalf of Governance committee that the College of Paramedics of Manitoba Transitional Council approve the Budgeting, Financial Management and Reporting policy as presented. Seconded by M. Baril.

MOTION CARRIED

4.3.5 Signing Authority Policy

Moved by J. McConnell on behalf of Governance Committee that the College of Paramedics of Manitoba Transitional Council approve the Signing Authority policy as presented. Seconded by M. Baril.

MOTION CARRIED

4.3.6 Insurance and Asset Protection Policy

Moved by J. McConnell on behalf of Governance Committee that the College of Paramedics of Manitoba Transitional Council approve the Insurance and Asset Protection policy as presented. Seconded by D. Driedger.

MOTION CARRIED

4.3.7 Briefing Note – Strategic Priorities

Three Strategic Priorities were developed by the Governance committee to inform the work of the College until the end of the 2021-22 fiscal year. The 3 priority areas are:
1) Work to improve the regulatory literacy of registrants
2) Ensure transparency of financial management
3) Focus on professional development and onboarding of Council and committee members so they may better understand their roles and responsibilities to the College and the committees that they serve on.

A plan to implement the priorities will be presented at the March 24, 2021 Transitional Council meeting. Moved by Jeff McConnell on behalf of Governance committee that the strategic priorities be adopted as presented for the period of December 2020- March 31, 2022. Seconded by M. Baril

MOTION CARRIED

4.4 Finance, Audit and Risk Committee Report – J. Cox

4.4.1 Quarterly Monitoring Report – Budgeting, Financial Management and Reporting Report

Moved by J. Cox, on behalf of the Finance, Audit and Risk Committee that the College of Paramedics of Manitoba Transitional Council approve the Quarter Two 2020-2021 Financial Monitoring Report as presented. Seconded by B. Eastman. **MOTION CARRIED**

4.4.2 External Audit Policy

Moved by J. Cox, on behalf of the Finance, Audit and Risk Committee that the College of Paramedics of Manitoba Transitional Council approve the External Audit Policy as presented. Seconded by M. McNeill. **MOTION CARRIED**



5.0 MONITORING REPORTS

5.1 Insurance and Asset Protection Policy Monitoring Report

Moved by J. McConnell, on behalf of the Finance, Audit and Risk Committee that the College of Paramedics of Manitoba Transitional Council approve the Insurance and Asset Protection policy Monitoring Report as presented. Seconded by R. Youngson.

MOTION CARRIED

5.2 Signing Authority Policy Monitoring Report

Moved by J. Cox, on behalf of the Finance, Audit and Risk Committee that the College of Paramedics of Manitoba Transitional Council approve the Signing Authority policy Monitoring Report as presented. Seconded by K. Martin.

MOTION CARRIED

6.0 NEW BUSINESS

6.1 Issuance of Letters of Standing Policy

Paramedics are required to provide letters of good standing to the regulator of any province in which they may desire to hold a paramedic license according to the RHPA. Some paramedics have licenses in three or four provinces.

Moved by B. Eastman that the College of Paramedics of Manitoba Transitional Council approve the Issuance of Letter of Standing policy as presented. Seconded by B. Jacobsen.

MOTION CARRIED

6.2 EMR National Exam

The Canadian Organization of Paramedic Regulators (COPR) is developing a national EMR exam, which should be available in the spring of 2021. The College will adopt it when available. The College is offering the first provincial EMR exam tomorrow, which will continue to be offered twice a month starting in the new year. The College is now charging a fee to host the provincial exam and EMR candidates will also need to pay an exam fee to COPR when the national exam is implemented. The College will switch to COPR's schedule of four exams a year when the national exam is available. The College meets monthly with provincial educators of paramedicine to provide updates on educational issues.

6.3 Recognition of ICP Training Programs

The Briefing note related to acceptance of ICP Training Programs was presented to Council. Council agreed with the recommendations in the briefing notes:

Registrants that are able to validate they completed an additional training program provided by their Regional Health Authority, must submit verification of the same to the College. Once received the verification will be reviewed and if it meets requirements a notation will be added to the registrant file. On the individual certificate of practice, the PCP-IC notation will appear.



College of Paramedics of Manitoba

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7.0 IN-CAMERA SESSION

The Coordinators and Executive Assistant exited the discussion as Council held an In-Camera session at 1140h. The meeting adjourned after the session. The topic discussed In-Camera was a legal matter. Council returned from the In-Camera meeting at 1220h.

8.0 ADJOURNMENT

The meeting adjourned at 1227h.