



**MINUTES – June 22, 2022 – Council Meeting  
10:00a.m. – 3:00p.m.**

Attendance					
Council Member	Present	Regrets	Council Member	Present	Regrets
Tom Wallace	X		Leah Braun	X	
Jean Cox	X		Madeleine Guay	X	
Karen Martin	X		Sean Klemick	X	
Ryan Youngson	X		Greg Graceffo	X	
Nick Kasper	X		Bradley Keefe (guest)	X	
Matt Maruca	X		Mike Mason (observer)	X	
Staff Member	Present	Regrets	Staff Member	Present	Regrets
Trish Bergal	X		Leith Saunders	X	
Chris Ewacha	X		Sharon Connors (recorder)	X	
Caralee Barrault	X				

1.	<u>Call to Order – June 22, 2022</u> Leah Braun called the meeting to order at 9:06 a.m.
1.2	<u>Adoption of Agenda</u> The agenda was adopted as circulated. <b>Motion</b> - Moved by Nick Kasper, seconded by Jean Cox that the College of Paramedics of Manitoba Council adopt the agenda as circulated, all were in favour. <b>MOTION CARRIED</b>
1.3	<u>Declaration of Conflict of Interest</u> No conflicts of interest were declared.
	<u>Welcome to attendees, Mike Mason.</u> Round table introductions were made
2.1	<u>Approval of Minutes – Council Meeting – March 23 &amp; March 28, 2022</u> <b>Motion</b> – Moved by Nick Kasper, seconded by Matt Maruca that the College of Paramedics of Manitoba Council adopt the March 23 & March 28, 2022, Council meeting minutes as circulated, all were in favour. <b>MOTION CARRIED</b>
2.2	<u>Approval of Minutes – April 30, 2022, Electronic Vote Minutes – Appointment of Public Member Matt Maruca to Council</u> <b>Motion</b> – Moved by Madeleine Guay, seconded by Sean Klemick that the College of Paramedics of Manitoba Council to adopt the April 30, 2022, E-Vote Council meeting minutes as circulated, all were in favour. <b>MOTION CARRIED</b>
2.3	<u>Approval of Minutes – May 18, 2022, Electronic Vote Minutes – Bylaws</u> <b>Motion</b> – Moved by Nick Kasper, seconded by Madeleine Guay that the College of Paramedics of Manitoba Council to adopt the May 18, 2022, E-Vote Council meeting minutes as circulated, all were in favour. <b>MOTION CARRIED</b>



2.4	<b><u>Motions from In Camera Meeting</u></b> The motion was carried that the College of Paramedics of Manitoba Council have approved the Emergency Medical Responder program approval criteria with an implementation date of December 31, 2022.
3.1	<b><u>Media Scan</u></b> Council was provided a media scan for the period of March 1, 2022, to May 31, 2022.
3.2	<b><u>Working Session on Strategic Priorities22/23</u></b> Trish presented the strategic priorities briefing note as included in the meeting package. Due to the fair amount of workload involved we might want to schedule a half day retreat to develop the work.  Committee in agreement to schedule a Council Retreat to work on the strategic priorities.
3.2.1	<b><u>Enterprise Risk Management</u></b> Trish Bergal presented the enterprise risk management report as included in the meeting package.  The background is about enterprise risk management and why it's needed. The update is we do hold a policy with HIROC for our director and liability insurance and they do call it an integrated risk management system and IRM that they use it may qualify you for a 5% subscriber discount on our policy if we use their IRM.  Council will have to work at this incrementally over the whole year and devote a portion of the agenda at each Council meeting to work on this.  <b>ACTION:</b> Trish to send the council members the HIROC Integrated Risk Management video link following the council meeting.
3.2.2	<b><u>Outcome Measures</u></b> Trish Bergal spoke to the briefing note as included in the meeting package.  We have begun to evaluate ourselves and done a self assessment related to the standards of good regulation as reviewed at the March meeting. In the annual report that is posted on our website, you can see we've begun to draft indicators on the following: <ul style="list-style-type: none"><li>• Program of Continuing Competency</li><li>• Registration</li><li>• Communication</li><li>• Professional Conduct</li></ul>
3.2.3	<b><u>Communication and Stakeholder Engagement Strategy</u></b> Trish presented the strategy as included in the meeting package. A strategic priority on this has been developed so there's a sense that we need to reach out more that we need to engage with our stakeholders, but also the public more. We need a greater implementation plan on that as well.



4.1	<p><b><u>Chairs Report</u></b></p> <p>Leah Braun provided her Chair's report as included in the meeting package:</p> <p><b>Motion:</b> Moved by Madeleine Guay, seconded by Ryan Youngson that the College of Paramedics of Manitoba Council accept the Chair's report as presented, all were in favour.</p> <p><b>MOTION CARRIED</b></p>
4.1.1	<p><b><u>Conflict of Interest Declaration Submissions</u></b></p> <p>All council members COI declaration were submitted; Leah will be following up with the members who have declared a conflict.</p>
4.1.2	<p><b><u>Council Self Evaluation Forms</u></b></p> <p>From the evaluations submitted we scored in the excellence category. If there's anything that we can help on, or change let us know.</p>
4.2	<p><b><u>Executive Director's Report</u></b></p> <p>Trish Bergal presented her Executive Director's report as included in the meeting package.</p> <ul style="list-style-type: none"><li>• Committee in agreement that the Executive Director Performance Appraisal Committee would lead the work on Executive Director recruitment work with Trish.</li><li>• A meeting will be organized for the college, Shared Health and the Licensing and Compliance Branch to discuss the of issue issuing a provisional license without having written / while waiting to write the COPR exam.</li></ul> <p><b>Motion:</b> Moved by Jean Cox, seconded by Karen Martin, that the College of Paramedics of Manitoba Council accept the Executive Director's report as presented, all were in favour.</p> <p><b>MOTION CARRIED</b></p>
4.2.1	<p><b><u>Executive Director Monitoring Reports:</u></b></p> <p>Trish Bergal provided an overview of these reports as included in the meeting package.</p> <p><b>Motion:</b> Moved by Karen Martin, seconded by Matt Maruca, that College of Paramedics of Manitoba Council accept the Interactions with Registrant and the Public Monitoring Report as presented, all in favour.</p> <p><b>MOTION CARRIED</b></p> <p><b>Motion:</b> Moved by Ryan Youngson, seconded by Nick Kasper, that College of Paramedics of Manitoba Council accept the Use and Protection of Registrant Information Monitoring Report as presented, all in favour.</p> <p><b>MOTION CARRIED</b></p> <p><b>Motion:</b> Moved by Tom Wallace, seconded by Greg Graceffo, that College of Paramedics of Manitoba Council accept the Public Image Monitoring Report as presented, all in favour</p> <p><b>MOTION CARRIED</b></p>
4.3	<p><b><u>Governance Report – March 23, 2022</u></b></p> <p>Greg Graceffo presented the Governance briefing note as included in the meeting package.</p> <p><b>Motion –</b> Moved by Greg Graceffo, seconded by Sean Klemick that College of Paramedics of Manitoba Council accept the Governance Report as presented, all were in favour</p> <p><b>MOTION CARRIED</b></p>



4.3.1	<p><b><u>EE-1 Budgeting Financial Management and Reporting</u></b></p> <p>Greg Graceffo provided the Governance briefing note as included in the meeting package.</p> <p><b>Motion:</b> Moved by Greg Graceffo on behalf of the Governance committee, seconded by Madeleine Guay that the College of Paramedics of Manitoba Council approve EE-1 Budgeting Financial Management and Reporting as presented. all were in favour</p> <p><b>MOTION CARRIED</b></p>
4.3.2	<p><b><u>EE-2 Insurance and Asset Protection</u></b></p> <p>Greg Graceffo presented the policy as included in the meeting package.</p> <p><b>Motion:</b> Moved by Greg Graceffo on behalf of the Governance committee, seconded by Nick Kasper that the College of Paramedics of Manitoba council approve EE-2 Insurance and Asset Protection as presented. all were in favour</p> <p><b>MOTION CARRIED</b></p>
4.3.3	<p><b><u>EE-3 Signing Authority</u></b></p> <p>Greg Graceffo presented the policy as included in the meeting package.</p> <p><b>Motion:</b> Moved by Greg Graceffo on behalf of the Governance committee, seconded by Tom Wallace that the College of Paramedics of Manitoba council approve EE-3 Signing Authority as presented. all were in favour</p> <p><b>MOTION CARRIED</b></p>
4.4 & 4.4.1- 4.4.5	<p><b><u>Finance Audit and Risk (FAR) Report – March 23, 2022</u></b></p> <p>Ryan Youngson provided the Finance Audit and Risk report as included in the meeting package.</p> <p>FAR held a meeting on June 14, 2022. Committee reviewed the Executive Directors quarterly monitoring report. Those documents are included in the meeting package for council approval.</p> <p>Bradley Keefe of Fort Group was present at the meeting and presented the College’s draft audit letter, draft audit, financial statements and draft audited trial balance reports. Those documents are included in the meeting package.</p> <p>The issue of recouping costs borne due to professional conduct cases was discussed. The committee discussed the prospect of creating an executive expectation policy to guide decisions on this matter. A document is included in the meeting package to initiate conversation amongst council.</p> <p>The next finance meeting will include an evaluation of the audit process and review of the annual operating budget and associated items.</p> <p><b>Motion:</b> Moved by Ryan Youngson on behalf of Finance Audit and Risk Committee, seconded by Nick Kasper to approve the Q4 June 22, 2022, Finance Audit and Risk report as presented, all were in favour.</p> <p><b>MOTION CARRIED</b></p>
4.4.1 – 4.4.5	<p><b><u>Q4 BN Monitoring Report</u></b></p> <p>Trish presented the Q4 BN Monitoring Report as included in the meeting package.</p> <p>Highlights:</p>



	<ul style="list-style-type: none"><li>• We are compliant with all aspects of our budgeting, financial management and reporting, financial condition policy</li><li>• The significant expenditures in this quarter are related to council and committee honorariums, general legal counsel and that relates to support of inquiry panel and legal costs related to the lawyer that supports the Complaints Investigation Committee and then the legal costs from the prosecutor in the inquiry panel case that we had in the fourth quarter.</li></ul> <p><b>Motion:</b> Moved by Ryan Youngson on behalf of the Finance Audit Risk Committee, seconded by Madeleine Guay, that the College of Paramedics Manitoba Council approve the 21/22 fourth quarter Financial Condition Monitoring Report as presented, all were in favour. <b>MOTION CARRIED</b></p>
4.4.6- 4.4.8	<p><b><u>Draft Audited Financial Statements – Guest Bradley Keefe</u></b></p> <p>Bradley Keefe, Fort Group joined the meeting to present the draft audited financial statements to the Council as included in the meeting package.</p> <p><b>Motion:</b> Moved by Ryan Youngson on behalf of Finance Audit and Risk committee, seconded by Jean Cox that the College of Paramedics of Manitoba Council approve the Draft Audited Financial Statements and audit letter as presented by fort group; all were in favour. <b>MOTION CARRIED</b></p>
4.4.9	<p><b><u>Write off Receivables</u></b></p> <p>Trish presented the draft write off receivables document as included in the meeting package</p> <p>The write off of receivables issue originally came to finance. There was a support conceptually for why it was brought forward, but in reflecting on our governance model, there was agreement that we really needed to bring this back for Council discussion because if there is policy development, then we would look to taking, asking, governance to lead that further work.</p> <p>The issue that generated this was with the recent inquiry notice of decision in the orders of the panel there is an order for that former registrant to repay \$17,000 in cost to the organization. We're likely we'll see this issue again in other conduct cases, so it is important to establish policy and to what degree do we take to attempt to collect that revenue from those individuals?</p> <p><b>Motion:</b> Moved by Nick Kasper, seconded by Ryan Youngson that Governance Committee will examine and develop an executive expectation policy on write off receivables, all were in favour <b>MOTION CARRIED</b></p>
4.5	<p><b><u>Appointments Committee Report</u></b></p> <p>Nick Kasper presented the Appointments Committee report as included in the meeting package.</p> <p>Nick thanked Jean for her time on the Appointments Committee and that we have welcomed Matt Maruca to take Jean's place on the committee.</p>



	<p><b>Motion:</b> Moved by Nick Kasper, on behalf of Appointments Committee of Council, seconded by Ryan Youngson that the College of Paramedics of Manitoba Council approve the appointment of Alan Cadger, Paramedic Member to the Complaints Investigation Committee, for a three-year term, all were in favour. <b>MOTION CARRIED</b></p> <p>Trish advised the committee ABC office of gov we still have a 4<sup>th</sup> member public vacant, and our current appointees still don't have their letters. A new contact from the ABC office has contacted Trish for follow up.</p>
5.1	<p><b><u>Annual Report - Registration</u></b></p> <p>Chris and Trish presented the annual report on Registration as attached in the meeting package.</p> <p><b>Motion:</b> Moved by Nick Kasper, Seconded by Matt Maruca, that the College of Paramedics of Manitoba Council accept the annual registration report as presented, all were in favour. <b>MOTION CARRIED</b></p>
5.2	<p><b><u>Annual Report – Program of Continuing Competency</u></b></p> <p>Trish and Leith presented the annual report on Program for Continuing Competency as attached in the meeting package.</p> <p><b>Motion:</b> Moved by Matt Maruca, seconded by Nick Kasper, that the College of Paramedics of Manitoba Council accept the annual Program of Continuing Competency report as presented, all were in favour. <b>MOTION CARRIED</b></p>
5.3	<p><b><u>Annual Report – Professional Conduct</u></b></p> <p>Trish presented the annual report on Professional Conduct as presented in the meeting package.</p> <p><b>Motion:</b> Moved by Nick Kasper, seconded by Matt Maruca, that the College of Paramedics of Manitoba Council accept the annual Professional Conduct report as presented, all were in favour. <b>MOTION CARRIED</b></p>
	<p><b><u>Long Term Exemplary Service Awards</u></b></p> <p>Council congratulated Tom on 20 years, Leah on 20 years and Leith on 30 years. All three were honoured at the Long-Term Exemplary Service Awards event on June 9<sup>th</sup>.</p>
6.0	<p><b><u>Adjournment</u></b></p> <p><b>Motion:</b> Moved by Matt Maruca, seconded by Ryan Youngson to adjourn the June 22, 2022, College of Paramedics of Manitoba Council meeting, all were in favour. <b>MOTION CARRIED</b></p> <p>Meeting adjourned at 3.15 p.m.</p>