



College of Paramedics of Manitoba		
Policy Name: Communication and Support to Council (edited from Gov)	Policy Number: GP-19	Total # of Pages: 2
Approval Signature: <i>Original Signed by J. Wade</i>	Section: Governance	
Original Approval Date: April 29, 2020	Last Revision Date: May 23, 2023	Next Review Date: May 2026

1.0 **PURPOSE**

The purpose of this policy is to describe important information that will be provided to Council to assist in their decision making. Describing parameters for the amount and type of information provided to Council, assists in council governance roles.

2.0 **DEFINITIONS**

N/A

3.0 **POLICY**

- 3.1 Council meeting packages will be electronically accessed. Package sizes will be kept to a reasonable page limit per quarter (maximum 150 pages) in order to support decision making
- 3.2 Council and committee meeting packages will be available for review one week before Council/Committee meetings
- 3.3 Council meeting packages will include information which assists in Council’s ability to make decisions related to strategic outcomes and policy approval related to governance, executive expectations, and council-executive director relationships. A motion for approval from Council is required for this type of information.
- 3.4 Council meeting packages will include monitoring information which assists Council in determining that policy direction is being followed. The monitoring report may include past performance and summarizes outcomes compared to expectations. A motion for approval from Council is required for this type of information.
- 3.5 Council meeting packages will include incidental briefing information such as briefing notes about new regulatory issues that need to be addressed; environmental scans; media scans. The information is shared with Council so that they are aware of forces in the external environment that may influence future strategic planning by the College. This information is not for approval and is meant to generate discussion between Council and College staff.



- 3.6 College Staff will provide support to all Council meetings and make available all materials for decision making, on the Council secure portal.