



**College of Paramedics
of Manitoba**

Protecting public interest through
regulatory excellence in paramedicine

ESTABLISHED. EQUIPPED. ENGAGING.

ANNUAL REPORT

APRIL 1, 2023 - MARCH 31, 2024



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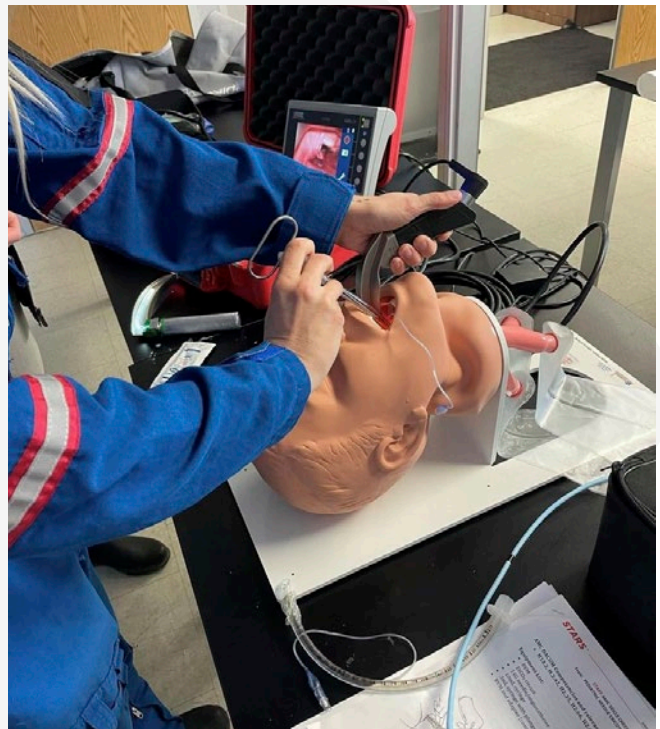
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→ vision

Demonstrate our values and mission to the public through exemplary and innovative regulatory practice.

→ mission

To protect the public interest by regulating the practice of paramedicine in Manitoba in accordance with the Regulated Health Professions Act and the College of Paramedics of Manitoba General Regulation.

→ values

Leadership (excellence, innovation and embracing improvement), collaboration, accountability and transparency, and integrity (honesty, respect, diversity).

The College assesses its performance against the Standards for Good Regulation, developed by the Professional Standards Authority in the U.K.



PHOTO COURTESY OF RYAN BELL

established →

ABOUT THE COLLEGE OF PARAMEDICS OF MANITOBA

The College of Paramedics of Manitoba is the regulatory body established by the Government of Manitoba on June 1, 2018. The College became operational on December 1, 2020.

The purpose of the College is to serve and protect the public interest by fulfilling the legislated mandate and the authority granted to the organization, as part of the Regulated Health Professions Act.

The College of Paramedics of Manitoba protects public interest by:

- setting the requirements for registration/ practice/renewal;
- setting the Standards of Practice and Code of Ethics for Paramedics;
- setting the standards by which paramedics must demonstrate clinical competency;

- administering professional conduct concerns through the receipt of complaints, investigating complaints and rendering appropriate decisions to protect the public, including those of discipline; and
- setting the standards for education and training of paramedics in the Province of Manitoba.

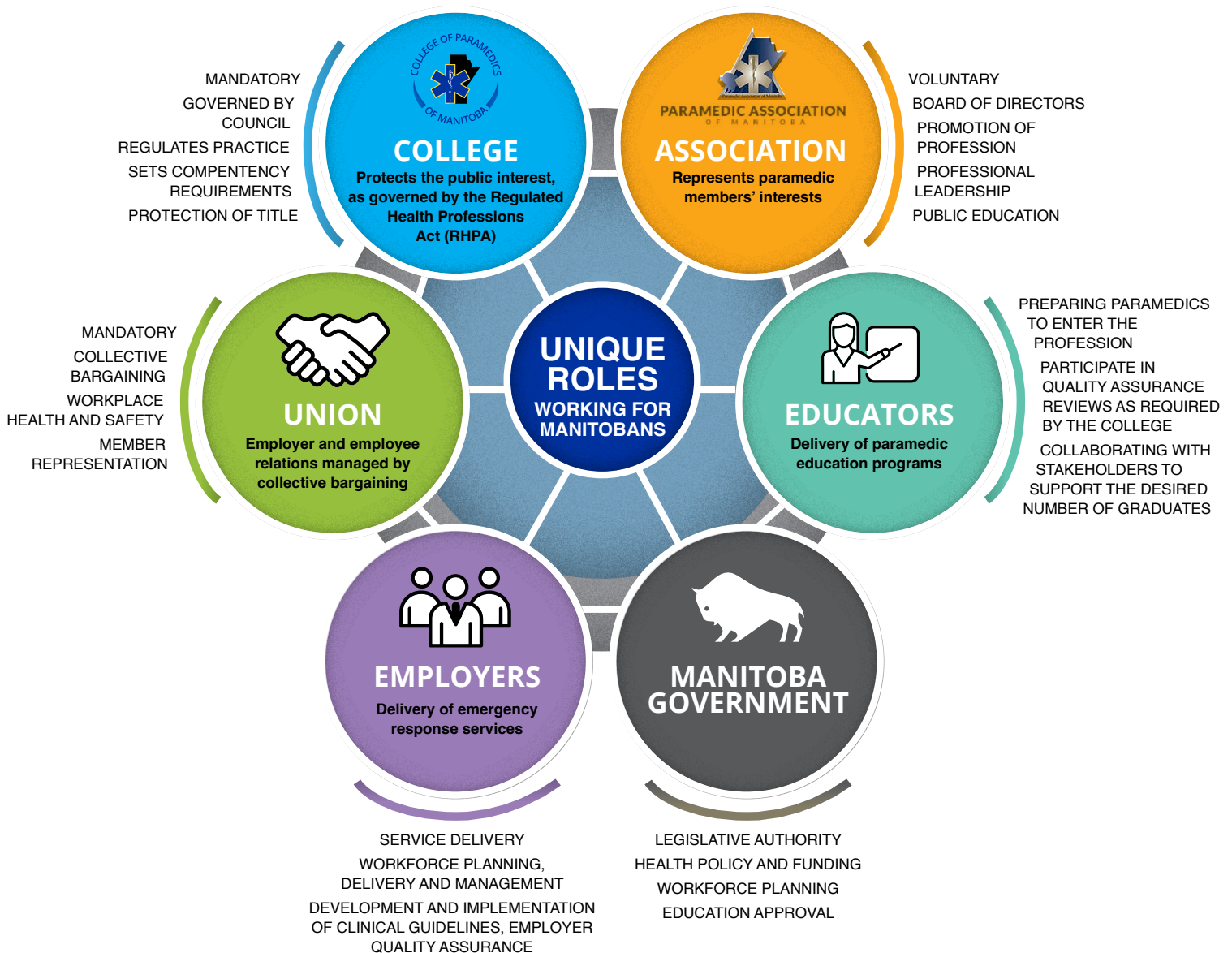
The College works cooperatively with other Manitoba health care regulators, paramedic employers, unions, and professional associations. Pan Canadian standards for regulation of paramedics are established through the College's participation as a member of the Canadian Organization of Paramedic Regulators (COPR).

Manitoba paramedicine

The Manitoba paramedicine environment is comprised of several groups with unique roles working in an integrated model towards delivering quality paramedic services to Manitobans.

The College's purpose is to serve and protect the public interest by fulfilling the legislated mandate and the authority granted to the organization, as part of the Regulated Health Professions Act (RHPA).

We do that by working cooperatively with the Manitoba government, our fellow Manitoba health care regulators, paramedic employers, unions, and professional associations.



We're established →



REPORT FROM COUNCIL CHAIR

The 23/24 fiscal year was my first year as Chair. It has been a busy year with a steep learning curve, but I am pleased to report that the College is indeed established, equipped, and engaging, as the theme of this year's annual report suggests.

It has been said that progress is only achieved in imperfect steps. And so, it has been with the establishment of the College. There have been many lessons learned which have informed the College's development. Without this learning and work of our former Executive Director, Trish Bergal, the Transitional Council, and the first Council once the College was launched, the establishment of the College would not have been possible. In that sense, we stand on the shoulders of those who created the College. We have been well served by their dedication to creating the foundation on which the College has been built.

One of the main tasks in in the 23/24 fiscal year was the selection of a new Executive Director. After a lengthy recruitment process, the Council was pleased to announce the appointment of Corene Debreuil to the role. With our foundation in place, Corene's arrival came at an inflection point for the College as we look to the future. The regulatory environment is changing, the practice of paramedicine is evolving, and growing.

To prepare for the future, during the last quarter of the 23/24 fiscal year the College started work on a new three-year strategic plan. Work will continue into the 24/25 fiscal year. When the plan is complete it will establish the priorities of the College, prepare work plans and key performance indicators to measure progress, and publicly account for our progress. The CPMB team is well equipped to assist the College in the development of this plan.

Engagement has been an ongoing theme for the College. In the past year we completed a survey to all registrants.

While the response rate was not what we had hoped for, the information gleaned from the results has been useful and will no doubt inform development of our strategic plan. The College also offered information sessions to registrants who were interested in joining Council or other committees of the College. These sessions were well received by participants.

In closing, the 23/24 fiscal year saw the College continue to develop and grow. It is now well established and equipped to meet the challenges of the future.

Greg Graceffo

Council Chair

We're equipped →

REPORT FROM GOVERNANCE COMMITTEE CHAIR



During the past year, the Governance Committee has undergone significant change to its composition, primarily due to the expiring terms of council officer positions. As part of our commitment to compliance with the Terms of Reference, it was necessary to restructure all committees, including the Governance Committee. Specifically, Jean Cox and Leah Braun moved on to fulfill roles on other committees, while Marakary Bayo and myself joined the Governance Committee (myself as Governance Chair). I would like to thank Leah and Jean for their immense contributions while serving on this committee.

In 2022, registrants were provided an opportunity to vote on revisions to the bylaws. The motion to approve these bylaws was defeated by two votes. Following such a close vote, the Governance Committee developed a strategy to gain insight and better understand the preferences and concerns of registrants. The central component to this strategy was a bylaw survey distributed to registrants, with a focus on sections of the bylaws that were believed to be the most contentious. This information was essential to the formation of the 2023 version of the bylaws.

The Governance Committee devoted considerable time and effort to the thorough analysis of these results. This review provoked in-depth and thoughtful discussions amongst the committee which culminated with the drafting of the July 2023 version of the bylaws for registrants' consideration. Prior to the 2023 AGM, registrants were provided with an opportunity to vote on a motion to adopt the July 2023 bylaws, with the motion failing to pass by another close vote. Therefore, the March 24, 2021 bylaws remain in effect.

In addition to the bylaw research and revision process, the Governance Committee continued to engage in the important work related to the policy review and monitoring compliance in accordance with the College mandate. As the College becomes more established, each policy is reviewed on a cyclical basis. This ongoing process aims to strengthen the overall policy framework, ensuring that it remains relevant and effective in addressing evolving needs and challenges. The systematic review of policies also helps to identify areas for improvement, updating policies where appropriate, and ensures alignment with best practices and regulatory requirements. This diligent approach helps maintain transparency, accountability, and compliance within the College's governance structure.



I am truly grateful for the hard work and dedication of this committee over the past year, and I look forward to the continued embrace of forward-thinking strategies that will fortify the College's organizational capabilities. I am also excited about the opportunity to explore innovative approaches to connect with registrants, enhance engagement, and strengthen relationships.

Lastly, on behalf of the committee, I would like to extend our sincere gratitude to Trish Bergal, Corene Debreuil, and the College staff for their continued support. Additionally, I would also like to extend my deep appreciation and heartfelt thanks to my colleagues on the Governance Committee for their dedication and commitment. To Greg Graceffo, Tom Wallace, Karen Martin, Marakary Bayo, and Nick Kasper, it has been an absolute honour to work alongside each of you.

Sean Klemick

Council Chair-Elect & Chair of the Governance Committee

We're equipped →

REPORT FROM FINANCE, AUDIT AND RISK COMMITTEE CHAIR



Introduction

With another fiscal year having ended, the College of Paramedics of Manitoba finds itself financially established, equipped, and engaging. Since our inception more than three years ago, we have robust financial policies and procedures in place. The College is equipped, both in terms of personnel and financial instruments, to effectively navigate current and future challenges. Lastly, financial decisions are guided in part by feedback received from various stakeholders.

Current Financial Situation

Since the College's inception in December 2020, the Finance, Audit and Risk (FAR) Committee, along with the executive director, has diligently plotted the College's financial course each year. Such a task involves balancing important priorities such as funding the College to fulfill its mandate, being mindful of registrant fees and preparing the College for future financial stability. I am pleased to report that at fiscal year-end, the College is in a stable and favourable financial position. The College has maintained a small positive variance of revenue over expenditures, funding goals for reserve funds are nearing attainment, and no significant findings are anticipated from the annual external audit.

Management of professional conduct cases continues to be a significant variable expense for the College. Professional conduct is a fundamental responsibility of self-regulation and is budgeted for as much as possible. Nonetheless, a reduction in these cases would be beneficial for the College, for the public, and for paramedics. The College will continue to work towards a decrease of these occurrences through sharing of complaint information and helping to educate registrants.

Work of the Finance, Audit and Risk Committee

Over the past fiscal year, the FAR Committee continued to work with a focus on prudent spending and financial transparency. Expenses are scrutinized on a quarterly basis and the executive director has re-examined some budget items to find cost savings. The committee will continue to examine the budget through a lens of careful expenditure of registrant fees.

The auditor's report and audited financial statements included in this annual report are the backbone of the College's financial transparency. In addition, registrants are reminded that a visual financial dashboard is available on the College's website ("About Us" - "College Performance" - [Financial Dashboard](#)). Registrants are encouraged to explore both the auditor's report and the financial dashboard.

A significant accomplishment of the FAR Committee, in conjunction with the executive director, has been the adoption of the 2024 - 2025 budget. This budget resulted in no registration fee increase for paramedics and was accomplished during a period of significant inflationary pressure. While we know that a fee freeze will not always be possible, the committee remains bound to keep fees as low as possible.

The work of the FAR Committee is possible due to effective collaboration between committee members, the executive director and College Staff. I would like to thank everyone involved for their insightful contributions to the College's financial policy over the past year. It has been my pleasure to serve all registered paramedics and the public in this role.

RYAN YOUNGSON

Treasurer, Finance, Audit and Risk Committee

COMMITTEE MEMBERSHIP

Council

PUBLIC MEMBERS



Greg Graceffo
Chair



Marakary Bayo



Jean Cox



Matt Maruca



Leah Braun
Chair



Madeleine Guay
(exited March 2024)



Nick Kasper



Sean Klemick
Chair-Elect



Karen Martin
(exited March 2024)



Tom Wallace
(exited March 2024)



Ryan Youngson
Treasurer
(exited March 2024)

Executive Director Performance

Appraisal Committee

Greg Graceffo (Chair)	public member
Ryan Youngson	paramedic member <i>(exited March 2024)</i>
Sean Klemick	paramedic member

Governance

Sean Klemick (Chair)	paramedic member
Greg Graceffo	public member
Karen Martin	paramedic member <i>(exited March 2024)</i>
Nick Kasper	paramedic member
Tom Wallace	paramedic member <i>(exited March 2024)</i>
Jean Cox	public member

PARAMEDIC MEMBERS

Finance Audit and Risk

Ryan Youngson (Chair)	paramedic member <i>(exited March 2024)</i>
Sean Klemick	paramedic member <i>(exited April 2023)</i>
Leah Braun	paramedic member
Jean Cox	public member
Callum Melvin	non-council paramedic member
Catherine Robbins	non-council public member <i>(exited February 2024)</i>
Marakary Bayo	public member

Appeals Committee

Matt Maruca	public member
Jean Cox	public member
Nick Kasper	paramedic member

Appointments Committee

Nick Kasper (Chair)	paramedic member
Madeleine Guay	paramedic member <i>(exited March 2024)</i>
Matt Maruca	public member

STATUTORY COMMITTEES

Complaints Investigation Committee

Michelle Long (Chair)	paramedic member
Allan Cadger	paramedic member <i>(exited October 2023)</i>
Jennifer Cull	paramedic member
Eric Glass	paramedic member <i>(exited March 2024)</i>
Christine Greer	paramedic member
Evelyn Hoogerdijk	paramedic member
Terrell Kerbrat	paramedic member <i>(exited April 2024)</i>
Kerry Wilson	paramedic member
Sarah Hill	public member
Lionel Boiteau	public member <i>(exited December 2023)</i>
Kasia Kieloch	public member
Jackie Maxted	public member <i>(exited October 2023)</i>

Inquiry Committee

Chris Cauthers (Chair)	paramedic member
Amy Campbell	paramedic member
Annalyn Czarnecki	paramedic member <i>(exited December 2023)</i>
Cory Parrott	paramedic member
Donovan Fehr	paramedic member <i>(exited December 2023)</i>
Cathy Kozminski-Kirby	paramedic member
Neil McDonald	paramedic member
Travis Tannas	paramedic member <i>(exited December 2023)</i>
Dean Scaletta	public member
Douglas Simpson	public member <i>(exited December 2023)</i>
Kevin Toyne	public member
Michael Foote	public member

COLLEGE OPERATIONAL COMMITTEES

Education Provider Working Group

Education Provider Working Group
Leith Saunders (Chair)
Mike Mason (Criticare)
Ruth Lindsey-Armstrong (Red River College Polytechnic)
Natalia Manko (Red River College Polytechnic)
Todd Reid (Winnipeg Fire Paramedic Services)
Chelsea Friesen (University College of the North)
Ray Remple (STARS)
Sara Walker (Elite Safety Services)
Neil Lavoie (Manitoba Emergency Services College)
Dylan Woodcock (Manitoba Emergency Services College)

CONTINUING COMPETENCY COMMITTEE

Avi Neeranjan (Chair)	paramedic member
Jenelle Paluk	paramedic member
Jeff Bedosky	paramedic member
John Kerr	paramedic member
Matthew Predinchuk	paramedic member
Jesse Wall	paramedic member
Bryan Jacobsen	paramedic member
Madeleine Kruth	public member <i>(exited October 2023)</i>

CPMB STAFF

Corene Debreuil	Executive Director/Registrar
Christine Ewacha	Coordinator of Regulatory Practice
Leith Saunders	Coordinator of Quality Standards
Sharon Connors	Executive Assistant
Caralee Barrault	Program Assistant

We're engaging →

REPORT FROM THE EXECUTIVE DIRECTOR/REGISTRAR



On behalf of the team at the College of Paramedics of Manitoba (CPMB), I am pleased to present our submissions to the 2023-2024 annual report. Having joined the CPMB in mid-October, I wish to express my gratitude to the staff, council and committee members for their warm welcome and guidance. I also wish to express my thanks to outgoing Executive Director/Registrar Trish Bergal and wish her a happy and healthy retirement.

When our team considered themes for this report, we wanted to express that this third year in operation for CPMB marked a turning point. While the first two years were focused on building the foundation of the organization, the office environment, fiscal and IT infrastructure and its processes, this past year we could fully engage, evaluate and become more future focused.

This report details trends and outcomes based on the incredible work of our staff, council and committees. Engaging and gaining insight into the intersection between our mandate to protect the public interest, the needs of the public, paramedics and the healthcare system is something we are committed to continue as we look ahead.

Here are some highlights that demonstrate how we fulfilled our mandate under the Regulated Health Professions Act (RHPA) s.10(2):

- Worked with educational agencies developing new programs;
- Completed the integration of the Program of Continuing Competency (PCC) into the registration portal;
- Site visits and presentations were done at 10 Emergency Medical Services sites and 4 paramedic classes with over 125 attendees;
- The annual general meeting was held virtually to support and reach as many attendees as possible, and was posted online for viewing;
- Virtual information sessions were held to educate and recruit paramedics about council and committee membership;
- Three learning modules were made available to assist paramedics in their programs of continuing competency goals;
- CPMB staff actively participated on provincial and pan-Canadian committees for continued learning and collaboration with other professional colleges;
- All committees of council monitored and reported based on their terms of reference and policies to ensure compliance;

- Administered the professional conduct program, hearing concerns and supported quality improvement, as applicable;
- Continued to publish a financial dashboard to support transparency on financial matters;
- Participated in work nationally to develop new Pan-Canadian Essential Regulatory Requirements;
- Continued to review and revise standards for approval of educational programs;
- Developed and/or updated administrative policies; and
- Developed and implemented new practice directions.

I am confident that the CPMB team is well equipped and established to support our mandate and look forward to continuing engaging with all stakeholders to support excellence in paramedicine.

CORENE DEBREUIL

Executive Director/Registrar





PHOTO COURTESY OF GRANT THERRIEN

registration activity

report →

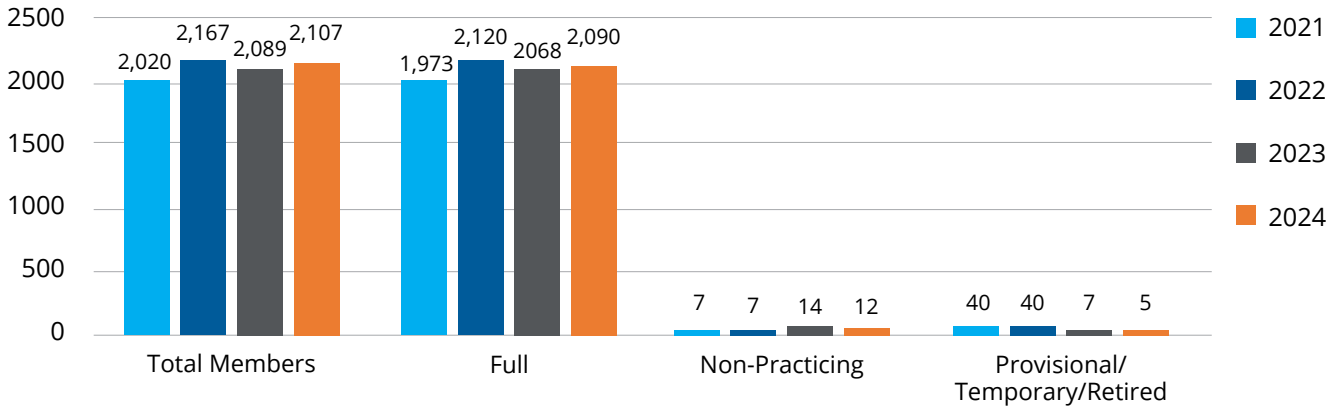
The 2023-2024 year, which is also our practice year, has been active in registration practices, policy development and review, and engaging with registrants about their responsibilities under the Regulated Health Professions Act to maintain their registration.

The Coordinator of Regulatory Practices has engaged in the following related activities over the past year:

- Continued to provide practice consultations with registrants around their responsibilities as a registrant of CPMB and how to fulfill those responsibilities;
- Together with the Coordinator of Quality & Standards, continued to do presentations for groups of registrants in their own communities. We visited Brandon Fire and Emergency Services, Virden Emergency Medical Services (EMS), Cross Lake EMS, Nelson House EMS, Red River Polytechnic Primary Care Paramedic PCP graduating class, Shared Health Leadership, Boissevain EMS, Shilo EMS, Elite Safety EMR class, Flin Flon EMS, The Pas EMS, Swan River EMS. Presentations will continue into 2024-2025;
- Continued as Chair of Harmonization of Regulatory Practices working group via the College's membership with the Canadian Organization of Paramedic Regulators;
- Continued to work with CPMB's software vendor to improve current software functionality. This remains a work in progress;
- Continued to work collaboratively with the Manitoba Government's Fair Registration Practices Office to ensure compliance with Fair registration practices;
- Reviewed registration policies, procedures, and practices to ensure the process is as fair and reasonable as possible while ensuring the integrity of the process;
- Actively led management of conduct cases; and
- Engaged in further education to attain the credential of National Certified Investigator and Inspector Training– Advanced from the Council on Licensure, Enforcement and Regulation.

REGISTRATION STATISTICS

REGISTRANT COMPARISON



This table indicates that the number of paramedics registered in Manitoba has remained static. There are no major fluctuations in registrant numbers.

Each year at renewal time, a number of registrants choose not to renew. This is balanced partially by new registrants entering the profession. As in previous years, the registrants that have not renewed are:

- those who were not employed in the profession or are retired;
- those who left the profession or moved to another jurisdiction within Canada;
- dual-trained paramedics who have moved to other roles, relinquishing their paramedic license; and
- Additionally, a number of EMR registrants chose to not renew in 2024.

As always, CPMB thanks current and former registrants for their service to the citizens of Manitoba.

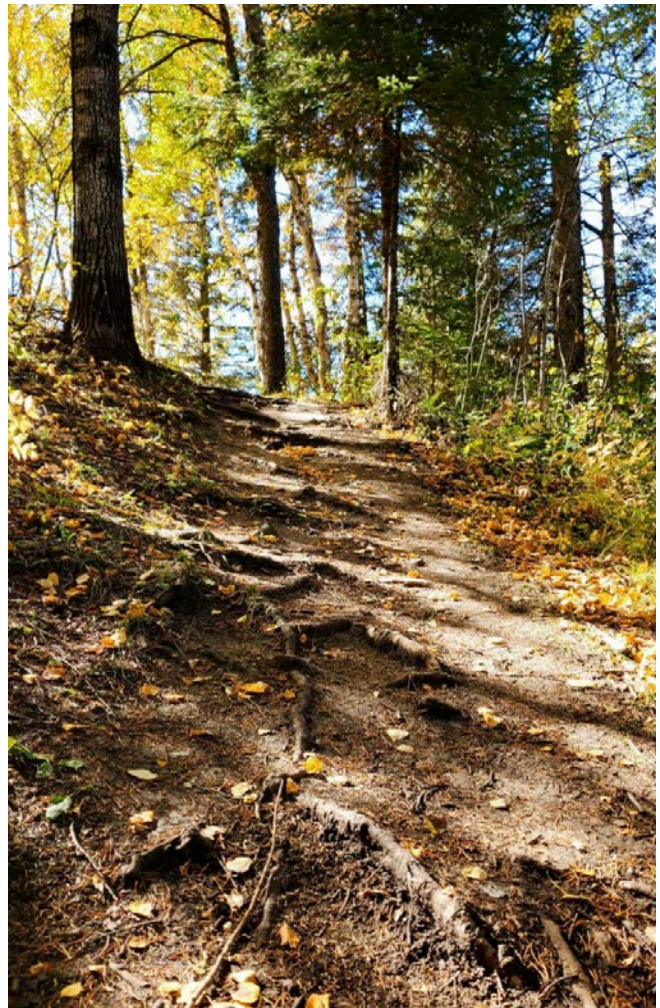
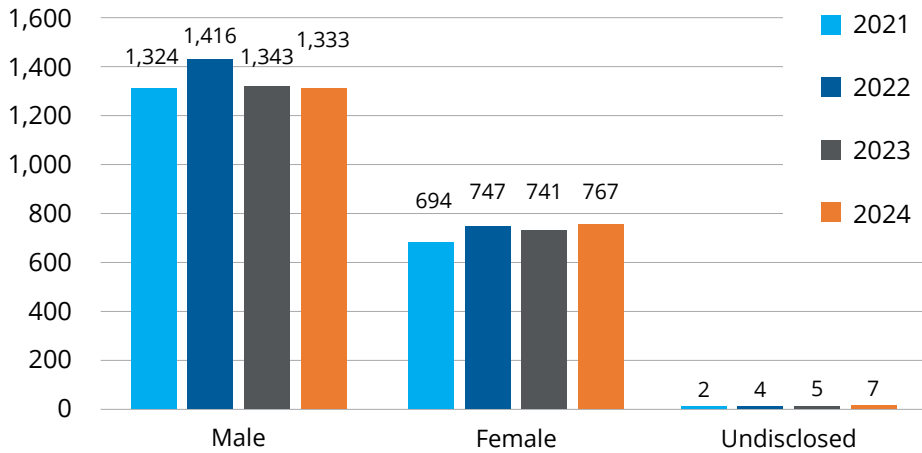


PHOTO COURTESY OF RYAN BELL

REGISTRATION COMPARATORS

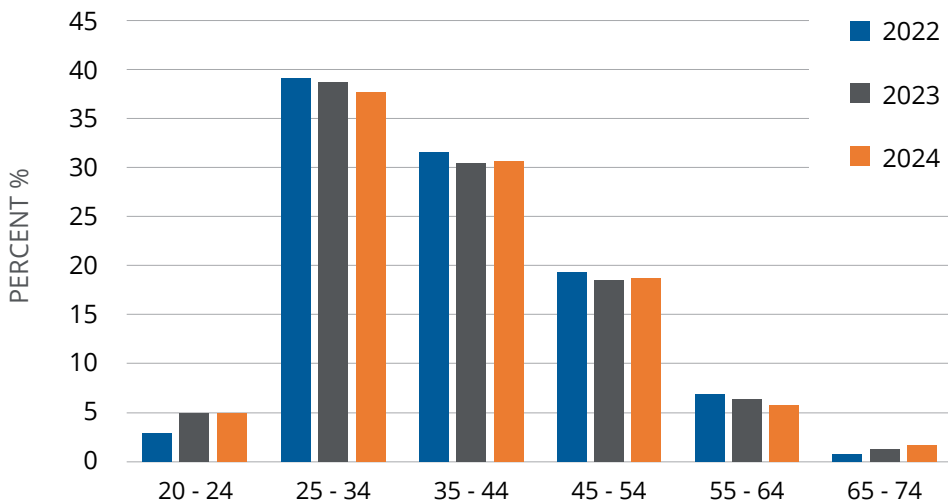
GENDER COMPARISON



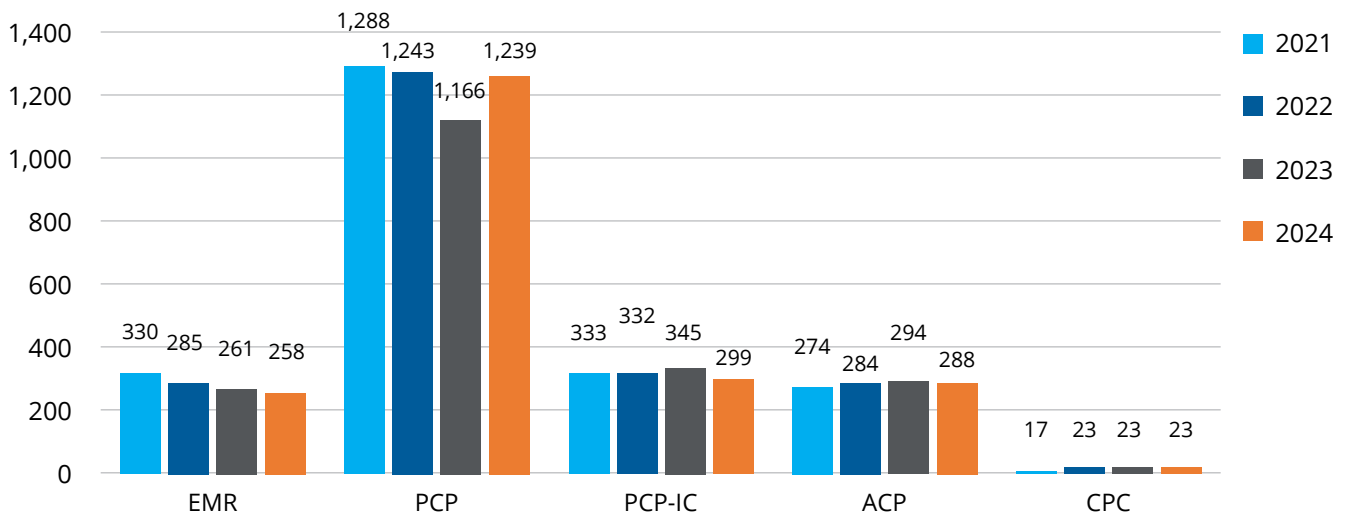
These charts indicate that gender and age comparisons have remained relatively static over the lifetime of the College, although there does seem to be a slight upward trend of people in the 20-24 age range.

The Registration by Type chart shows a slow steady decrease in the number of registered EMRs, and PCPs. Part of the reason may be that the number of PCPs training to the Advanced Care Paramedic level has been steadily increasing. This number does not reflect an increase of ACP registrants, however this group has a very mobile component in those working in the aeromedical sector.

ACTIVE REGISTRANTS BY AGE



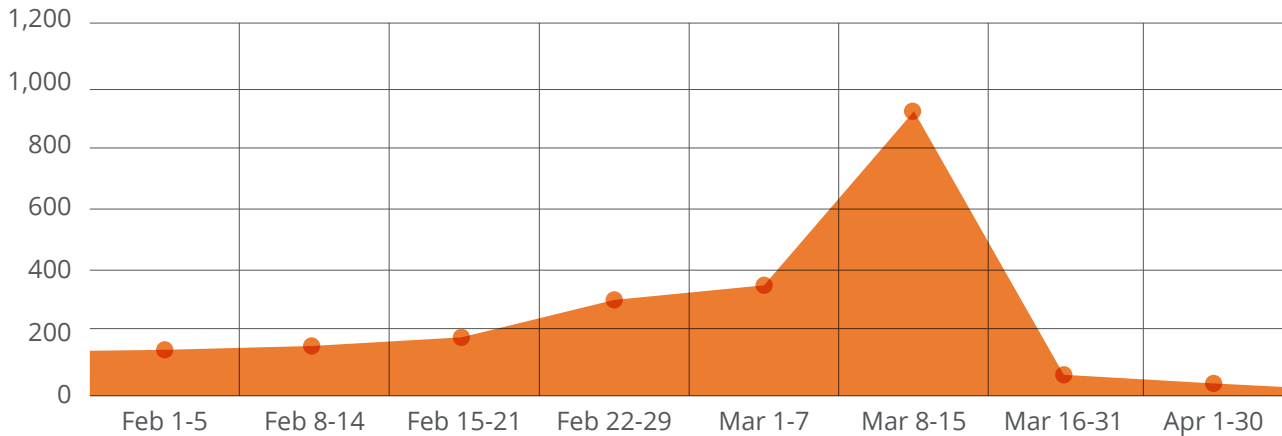
REGISTRATION BY TYPE



EMR = Emergency Medical Responder; PCP = Primary Care paramedic; PCP-IC = Primary Care Paramedic with an Intermediate Care notation; ACP = Advanced Care Paramedic; CPC = Critical Care Paramedic

REGISTRATION RENEWAL

NUMBER RENEWALS SUBMITTED



The 2024 renewal process began on February 1, 2024 and ended officially March 15, 2024. However, it was extended to March 17 due to a software error. Late renewals were accepted until March 31, 2024. As in other years, a surge of renewals happened during the last week of the renewal period. Overall, the renewal process was a smooth one this year with only one software issue that was quickly corrected.

Individual registrants' challenges with renewal centered around uploading Professional Liability Insurance (PLI) certificates and completing the Program of Continuing Competency (PCC) uploads. This was the first year that electronic submission of PCC was tied to the renewal process. Registrants who contacted the College for assistance prior to the end of renewal were, for the most part, able to submit their renewal within the renewal period. College staff continues to advise registrants to ensure that PLI and PCC uploads are finalized well in advance of the renewal period.





PHOTO COURTESY OF RYAN BELL




quality and standards report

PROGRAM FOR CONTINUING COMPETENCY

Registrants of the College of Paramedics of Manitoba have completed the 2023-24 cycle of the Program for Continuing Competency (PCC). The PCC is an education process that asks practitioners to develop a learning plan and engage in a professional practice model supporting currency in practice, enhancement and expansion of knowledge and skills,

and overall practitioner health. It seeks to foster individual improvement and growth of professional practice, which in turn will enhance the level of service and care provided to Manitobans. Registrants are required to designate two learning goals and engage in two learning activities per goal to fulfill the annual PCC requirements.

Highlights of the 2023-24 PCC cycle:

-  In June 2023, a new instruction document was made available to support 2023-24 electronic documentation. New resources also included an update to the PCC Handbook, and a new Documentation Guide.
-  Information and reminders about engaging the PCC were sent in all newsletters, starting in September 2023.
-  At renewal of registration February 1 - March 15, 2024, the PCC documentation was required to be submitted as part of the renewal process.

PCC Review Highlights:

Approximately 130 PCC submissions for 2022-23 were reviewed for completion and quality between April and September 2023. This number does not include those that were completed as part of the reinstatement process. Registrants continue to develop an understanding of the requirements, the need to start the PCC submission early in the fiscal year rather than close to renewal time, the expected documentation standards, and accessing and using the provided resources effectively. There continues to be a small number of registrants who are not fully engaging in the PCC process. Continued engagement and education will occur to help registrants with this process.

Sixty-one registrants were exempt from the 2022-23 PCC requirement under the Program for Continuing Competency Exemption Policy ACC-1, Registration Policy AR-15, compassionate reasons, and other circumstances.

THE CONTINUING COMPETENCY COMMITTEE

The Continuing Competency Committee (CCC) met virtually four times. Some revisions to the rubric, handbook, and documentation guidelines were made.

- There will be a minimum of 250 registrant PCC quality reviews for the 2023/24 year with feedback to registrants to occur by September/October 2024.

CANADIAN ORGANIZATION OF PARAMEDIC REGULATORS (COPR) ENTRY TO PRACTICE EXAM

Candidates accessed the COPR entry to practice exam in May, August and November/December 2023 and February 2024.

Candidates

Emergency Medical Responder (EMR)	39
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A decrease of 19 from last year.
Provincial pass percentage overall: 59%

Primary Care Paramedic (PCP)	133
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An increase of 10 from last year.
Provincial pass percentage overall: 78%

Advanced Care Paramedic (ACP)	0
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A decrease of 13 from last year.
Provincial pass percentage overall: N/A

TOTAL	172
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172 candidates from Manitoba accessed the COPR exam in the 2023-24 fiscal year.

Overall, across all examination sittings in this fiscal year, the pass percentage for all Manitoba Emergency Medical Responder and Primary Care Paramedic programs demonstrates that there is room for improvement.



EDUCATION PROGRAMS

New program approval criteria for Emergency Medical Responders came into effect January 1, 2023. The COPR exam pass percentage for those engaging the new standards is substantially higher than the previous standards.

New program approval criteria for Primary Care Paramedics came into effect June 30, 2023. There are currently three approved PCP programs in Manitoba – Manitoba Emergency Services College, Red River College Polytech, and CritiCare. Two other programs at University College of the North and Elite Safety Services are approved in principle to allow for the accreditation process to be initiated.

New program approval criteria for Advanced Care Paramedics came into effect June 30, 2023. One program – Red River College Polytechnic – has been approved in principle to allow for the accreditation process to be initiated.

An alternate PCP Program Approval Criteria – Anatomy and Physiology (A&P) co-requisite was developed and approved by the CPMB Council in December 2023. This allows PCP programs two options – A&P pre-requisite, and A&P Co-requisite – to help diversify access and delivery of paramedic education. University College of the North was approved to implement an A&P Co-requisite PCP program.

Monthly meetings between the CPMB and representatives from all approved paramedic education programs continue.

There was one accreditation virtual site visit in January 2024 for a Primary Care Paramedic Program, and one review of the conditions placed on the accreditation status 18 months ago for a Primary Care Paramedic Program. Both programs received accreditation with conditions that will need to be met within the next 18 months.

STANDARDS

The Canadian Organization of Paramedic Regulators (COPR) released the Pan-Canadian Essential Regulatory Requirements (PERRs) under the Canadian Paramedic Competency Framework in January 2024. The process of blueprinting the entry to practice exams was completed in March 2024. The entry to practice exams is being updated to reflect the new PERRs starting with the Emergency Medical Responder exam in the Fall of 2025, the Primary Care Paramedic exam in spring 2026, and the Advance Care Paramedic exam in 2027.

The Paramedic Association of Canada released the National Occupational Standards for Paramedics for public consultation in January 2024. That process is ongoing.



QUALITY AND STANDARDS

Highlights related to the area of Quality and Standards this year:

- Ensuring current education standards are in place for all classifications of paramedicine, the scope of practice as defined by the Reserved Acts, and the scope of work in Manitoba, including planning for integration of the Pan-Canadian Essential Regulatory Requirements. The National Occupational Standards for Paramedics will be a consideration for integration once they have completed the public consultation process and are published.
- Reviewing and updating the continuing competency process, resources, and assurance of compliance and annual review continue on an ongoing basis.
- Along with the Coordinator of Regulatory Practices, site visits and presentations geared toward registrant and student engagement and education took place.
- Practice consultations as required by undertakings of the Complaints Investigation committee were provided.
- Support and contributions were provided to the COPR entry to practice exam blueprinting process.
- The accreditation process was supported by serving as the Equal Accreditation Team member for Manitoba education program accreditation process.
- CPMB Policies and Practice Directions continued to be developed and revised.
- CPMB was represented on the COPR Exam Review Committee.
- Education program submissions were reviewed under the program approval criteria process.
- Submissions of additional training for reserved acts, and workplace protocols were reviewed.
- Training material for additional training for some Reserved Acts was reviewed.
- Current education programs for quality and standards were monitored.
- Practice consultations related to practice issues; application and interpretation of practice directions; application and explanation of PCC requirements were provided.

PHOTO COURTESY OF KEVIN KOHINSKI





PHOTO COURTESY OF RYAN BELL

professional conduct report →

COMPLAINTS INVESTIGATION COMMITTEE COMPOSITION AND MEETINGS

The Complaints Investigation Committee (CIC) is comprised of eight paramedic members and four public members. Some turnover has occurred throughout the year with paramedic and public representatives. There are currently two vacancies for public members. The College Appointments Committee recently appointed three new paramedic members.

CIC met 13 times during the fiscal year.

Section 102.1 of the RHPA describes the decisions available to CIC upon reviewing an investigation report:

Refer the complaint to the Inquiry Committee

Direct no further action be taken

Refer the complaint to **mediation**

Censure the investigated member if the investigated member agrees to the censure or if no other action is to be taken other than the censure (**see RHPA 104(1-4) for additional information**)

Accept the voluntary surrender of the investigated member's registration or certificate of practice (**see RHPA 105(1-4) for additional information**)

Accept an undertaking, provided it includes assessment of fitness to practice, counselling or treatment, monitoring or supervision of practice, completion of a course of study, conditions on the certificate of practice including conditions of reinstatement.

Take any other action, it considers appropriate.

Table 1

Background	Hearing date(s)	Outcome
A case from 2021 was referred to Inquiry in 2022 following an investigation into the matter	November 2, 2023	<ul style="list-style-type: none"> • Suspended for five months • Audits places randomly for the first year of return to practice • Conditions placed on CoP be placed for one year • Order for Costs for \$10,000.00
A case from 2021 was referred to Inquiry in 2022 following an investigation into the matter	October 26, 2023	<ul style="list-style-type: none"> • Certificate of Practice cancelled • Order for Costs for \$17,254.62
A case from 2022 was referred to Inquiry in 2023 following an investigation into the matter	July 2023 - Adjourned May 15, 2024 - Hearing planned	Pending
A case from 2022 was referred to Inquiry in 2023 following an investigation into the matter	October 17, 2023 - Hearing planned October 4, 2023 - Adjourned	Pending
A case from 2023 was referred to Inquiry in 2024 following an investigation into the matter	June 6, 2024 - Hearing planned	Pending

INQUIRY COMMITTEE AND HEARINGS

The Inquiry Committee (IC) is comprised of eight paramedic members and four public members. This fiscal year, we had three members who completed their three-year term on the committee. Three new paramedic members have been appointed to the Inquiry Committee. In compliance with *The Regulated Health Professions Act (RHPA)*, two Inquiry Panel decisions and orders were published on the College website: <https://collegeparamb.ca/professional-conduct/disciplinary-outcomes/>

Two inquiry hearings scheduled for the 2023-24 year have been adjourned to the 2024-25 fiscal year to uphold the integrity of the process and ensure the registrants are treated with procedural fairness.

There was one new case referred to IC in early 2024 following an investigation into a conduct matter.



PHOTO COURTESY OF KEVIN KOHINSKI

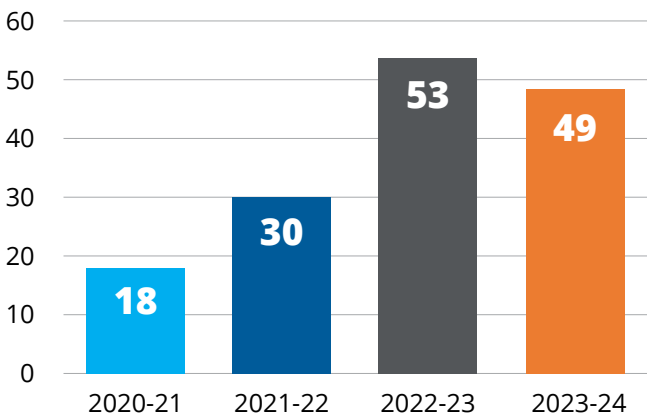
PROFESSIONAL CONDUCT ACTIVITY

The number of complaints received in this fiscal year decreased from the 2022/2023 year. In addition, as some cases are not concluded within the same fiscal year, these carry over into the next year. The number of cases that carry over has steadily increased from previous years as time is being allotted to registrants who have entered into undertakings or informal resolutions to complete any activities that are required of them. In some cases, this can take several months to complete.

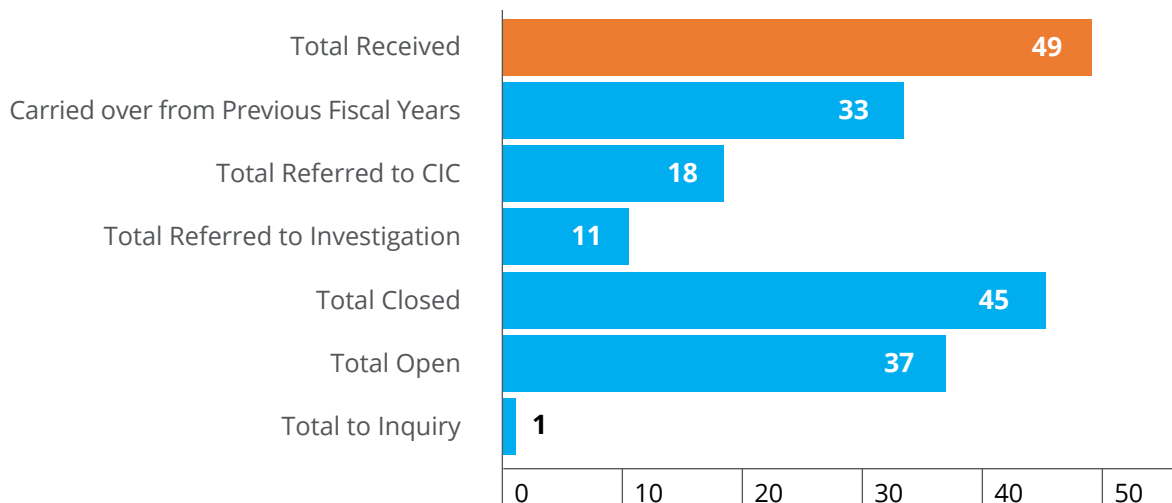
The committee worked this year with the College to implement concepts of compassionate regulation. The committee was supportive of using communication techniques that are clear, concise, and compassionate. This included reviewing conduct materials and further refining processes and communication to instill these practices through a quality improvement lens.

College staff continued to trend themes that are occurring across multiple complaints. There was an increase in practice consultations for registrants who entered into an undertaking or an informal resolution. Case managements are performed by College staff.

COMPLAINTS RECEIVED IN EACH FISCAL YEAR | TABLE 2



TOTAL COMPLAINTS 2023-2024 | TABLE 3



STATUS OF OPEN CASES IN 2023-2024

TABLE 4

Review in Progress	10
Referral to CIC	4
Investigation	7
Informal Resolution	0
CIC Decision Pending	7
Case Management Based on CIC Decision	6
Referral to Inquiry	3

LENGTH OF TIME FROM MATTER RECEIVED TO MATTER CLOSED

TABLE 5

within 0-60 days	11
within 61-90 days	11
within 91-120 days	1
within 121-150 days	1
within 151-180 days	1
Greater than 180 days	19

OUTCOMES OF THE 45 CLOSED MATTERS

TABLE 6

No further action required	13
Complainant did not pursue	4
Dismissed by Registrar	11
Concluded through the conduct process	5
Registrant completed requirements	11

When a complaint or employer report is received, the Registrar has to determine which course of action to take in accordance with RHPA s.91(2)

- 91(2)** The registrar may take the following actions in respect of a complaint:
- (a) encourage the complainant and the investigated member to communicate with each other and resolve the complaint;
 - (b) refer the complaint to the complaints investigation committee;
 - (c) dismiss the complaint if the registrar is satisfied that it is trivial or vexatious or that there is insufficient evidence or no evidence of conduct about which a finding could be made under subsection 124(2).

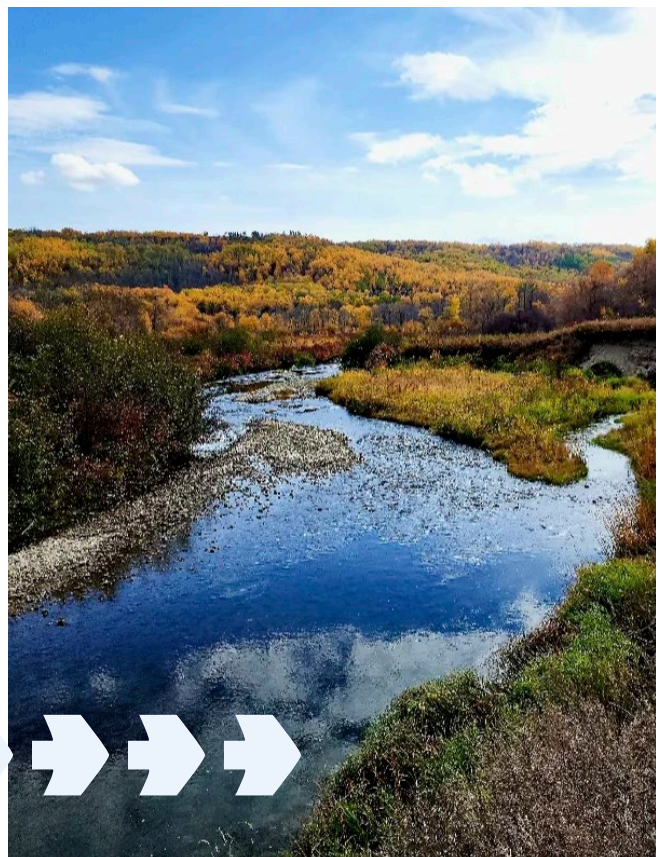


PHOTO COURTESY OF RYAN BELL



NATURE OF COMPLAINTS

The nature of complaints showed a trending theme around professionalism, disrespectful behavior, and failure to perform within scope of practice/scope of work.

The nature of the concerns expressed in complaints received in 2023-24 were as follows in the charts and graphs below: (Note: some complaints may be categorized into more than one category.)

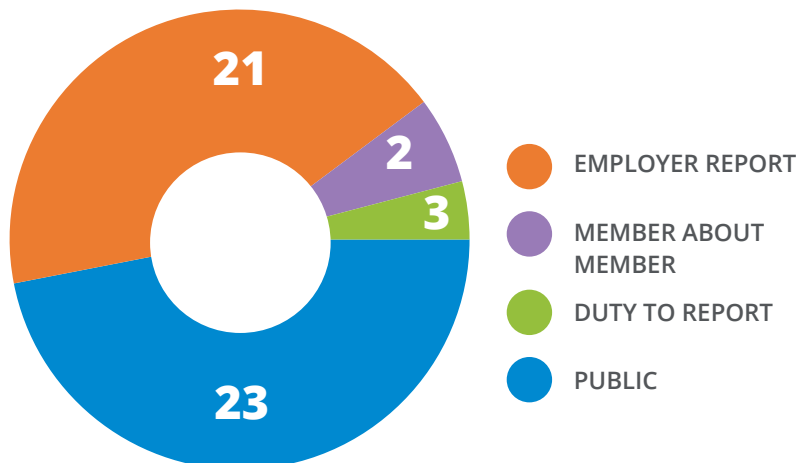
How employers of paramedics and the College of Paramedics of Manitoba work together to protect the public interest

Occasionally, employers are made aware of events that occur in the workplace that indicate a performance concern. If the concern is related to misconduct, incompetence or incapacity, and results in suspension or termination, the employer must submit an employer report to the College.

While some matters can be resolved by the employer, others require further action on the part of the College. This fiscal year, as a result of ongoing efforts of employers and the College, there was an increase in employer reports however many resulted in no further action being taken as the matter was thoroughly resolved between the employer and registrant.

Building relationships between the employer, College and registrants continues to be a priority. Strong relationships are key towards streamlining processes and promoting healthy working relationships that support paramedics to deliver safe, competent and professional care to the citizens of Manitoba.

SOURCES OF COMPLAINTS | TABLE 7



CONDUCT MATTER BY THEME | TABLE 8

Professionalism	31
Inappropriate Social Media Use	5
Alcohol/Drug Use	2
Negative/Inappropriate Behavior	9
Other	2

PROFESSIONAL CONDUCT/PRACTICE BY THEME | TABLE 9

Failure to Provide Proper Treatment	3
Failure to Perform Within Scope of Practice/ Scope of Work	16
Lack of Empathy	6
Disrespectful Behavior	18
Communication	6

YEARS OF EMPLOYMENT | TABLE 10

This chart may represent complaints involving more than one registrant.

Within 0-5 years	20
Within 6-10 years	19
Within 11-15 years	24
Within 16-20 years	17
Within 21-30 years	4
Greater than 30 years	0
n/a	8



College of Paramedics of Manitoba

Protecting public interest through
regulatory excellence in paramedicine

financial statements



COLLEGE OF PARAMEDICS OF MANITOBA INDEPENDENT AUDITOR'S REPORT

FINANCIAL STATEMENTS FOR THE YEAR ENDED MARCH 31, 2024

INDEX

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30	Financial Statements
30	Statement of Financial Position
31	Statement of Operations
32	Statement of Changes in Net Assets
33	Statement of Cash Flows
34	Notes to the Financial Statements



INDEPENDENT AUDITOR'S REPORT

To Council of the College of Paramedics of Manitoba:

OPINION

We have audited the financial statements of the College of Paramedics of Manitoba (the "College"), which comprise the statement of financial position as at March 31, 2024, and the statements of operations, changes in net assets, and cash flows for the year then ended, and the notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the College as at March 31, 2024, and its results of operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

BASIS FOR OPINION

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the College in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

RESPONSIBILITIES OF MANAGEMENT AND THOSE CHARGED WITH GOVERNANCE FOR THE FINANCIAL STATEMENTS

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian accounting standards for not-for-profit organizations and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the College's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the College or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the College's financial reporting process.

AUDITOR'S RESPONSIBILITIES FOR THE AUDIT OF THE FINANCIAL STATEMENTS

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the College's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the College's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the College to cease to continue as a going concern.
- Evaluate the overall presentation, structure, and content of the financial statements including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

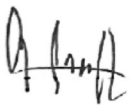
Winnipeg, Manitoba
May 28, 2024

Fort Group
**CHARTERED PROFESSIONAL
ACCOUNTANTS INC.**

**STATEMENT OF FINANCIAL POSITION
MARCH 31, 2024**

	<u>2024</u>	<u>2023</u>
ASSETS		
CURRENT ASSETS		
Cash	\$ 1,377,972	1,453,689
Short-term investment (Note 3)	50,000	-
Accounts receivables	26,255	10,233
Prepaid expenses	18,630	25,797
	<u>1,472,857</u>	<u>1,489,719</u>
RESTRICTED CASH (Note 11)	265,024	256,277
CAPITAL ASSETS (Note 4)	<u>5,714</u>	<u>4,239</u>
	<u>\$ 1,743,595</u>	<u>1,750,235</u>
LIABILITIES		
CURRENT LIABILITIES		
Accounts payable and accrued liabilities (Note 5)	\$ 54,681	175,613
Deferred revenue (Note 6)	<u>1,148,100</u>	<u>1,137,688</u>
	<u>1,202,781</u>	<u>1,313,301</u>
NET ASSETS		
Invested in tangible capital assets	5,714	4,239
Unrestricted	220,076	176,417
Internally restricted (Note 11)		
Capital Reserve Fund	157,512	128,139
Contingency Fund	157,512	128,139
	<u>540,814</u>	<u>436,934</u>
	<u>\$ 1,743,595</u>	<u>1,750,235</u>

APPROVED ON BEHALF OF COUNCIL:



Greg Graceffo, Council Chair



Executive Director/Registrar

STATEMENT OF OPERATIONS YEAR ENDED MARCH 31, 2024

	<u>2024</u>	<u>2023</u>
REVENUE		
Membership	\$ 1,229,420	1,236,163
Interest	36,042	5,943
Registration	30,425	33,288
Province of Manitoba (Note 10)	-	20,000
	<u>1,295,869</u>	<u>1,295,394</u>
EXPENSES		
Advertising and promotion	78	165
Amortization of capital assets	3,088	2,000
Bad debt (Note 9)	-	17,000
Bank charges and interest	2,833	1,599
Dues and memberships	20,308	19,163
Insurance	7,220	7,479
Meetings	1,034	2,235
Office	30,440	27,861
Processing fees	38,149	37,609
Professional fees—investigations committee	138,004	261,420
Professional fees—other legal	213,140	113,580
Professional fees—other	45,398	44,058
Rent	43,942	37,862
Salaries and benefits	556,229	510,167
Software and website	78,827	85,194
Telephone	5,448	4,453
Training	2,643	972
Travel	7,208	2,267
	<u>1,191,989</u>	<u>1,175,084</u>
EXCESS OF REVENUE OVER EXPENSES	<u>\$ 103,880</u>	<u>120,310</u>

**STATEMENT OF CHANGES IN NET ASSETS
YEAR ENDED MARCH 31, 2024**

	<u>INTERNALLY RESTRICTED</u>				<u>2024</u>	<u>2023</u>
	<u>INVESTED IN CAPITAL ASSETS</u>	<u>UNRESTRICTED</u>	<u>CAPITAL RESERVE FUND</u>	<u>CONTINGENCY FUND</u>		
NET ASSETS, BEGINNING OF YEAR	\$ 4,239	176,417	128,139	128,139	436,934	316,626
Excess (deficiency) of revenue over expenses for the year	(3,088)	98,222	4,373	4,373	103,880	120,308
Interfund transfers (Note 11)	-	(50,000)	25,000	25,000	-	-
Purchase of capital assets	<u>4,563</u>	<u>(4,563)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
NET ASSETS, END OF YEAR	<u><u>\$ 5,714</u></u>	<u><u>220,076</u></u>	<u><u>157,512</u></u>	<u><u>157,512</u></u>	<u><u>540,814</u></u>	<u><u>436,934</u></u>

STATEMENT OF CASH FLOWS YEAR ENDED MARCH 31, 2024

	<u>2024</u>	<u>2023</u>
CASH PROVIDED BY (USED IN):		
OPERATING ACTIVITIES		
Excess of revenue over expenses for the year	\$ 103,880	120,310
Add (deduct) non-cash item(s):		
Amortization of capital assets	3,088	2,000
Forgiven amounts due to the Province of Manitoba	-	(20,000)
	<u>106,968</u>	<u>102,310</u>
Change in non-cash working capital:		
Accounts receivables	(16,022)	(10,052)
Prepaid expenses	7,167	(733)
Accounts payable and accrued liabilities	(120,932)	7,760
Deferred revenue	10,412	(36,912)
Due to the Province of Manitoba	-	(75,821)
	<u>(12,407)</u>	<u>(13,448)</u>
INVESTING ACTIVITIES		
Purchase of capital assets	\$ (4,563)	(3,092)
FINANCE ACTIVITIES		
Purchase of short-term investment	\$ (50,000)	-
CHANGE IN CASH	(66,970)	(16,540)
CASH, BEGINNING OF YEAR	<u>1,709,966</u>	<u>1,726,506</u>
CASH, END OF YEAR	<u>\$ 1,642,996</u>	<u>1,709,966</u>
CASH COMPRISED OF		
Cash	\$ 1,377,972	1,453,689
Reserve cash	265,024	256,277
	<u>\$ 1,642,996</u>	<u>1,709,966</u>

**NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED MARCH 31, 2024**

1. ACCOUNTING ENTITY

The College of Paramedics of Manitoba’s (“the College”) mission is to protect the public interest by regulating the practice of paramedicine in Manitoba in accordance with the Regulated Health Professions Act and the College of Paramedics of Manitoba General Regulation which came into force December 1, 2020.

The College is a not-for-profit organization exempt from taxes under the Income Tax Act.

2. SIGNIFICANT ACCOUNTING POLICIES

The financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations.

An underlying assumption of the preparation of financial statements in accordance with Canadian accounting standards for not-for-profit organizations is that the entity will continue for the foreseeable future and will be able to realize its assets and discharge liabilities in the normal course of operations.

The financial statements include the following significant accounting policies:

(a) Revenue Recognition

The College follows the deferral method of accounting for contributions. Restricted contributions are recognized as revenue in the year in which related expenses are incurred. Unrestricted contributions are recognized as revenue when they are received or receivable, and when collectible is reasonably assured.

Membership and registration revenue are recognized as revenue in the period that corresponds to the registration year to which they relate.

Government grants received are recognized as revenue in the year in which the related expenditures are incurred.

Interest is recorded as revenue in the year to which it relates to.

(b) Capital Assets

Capital Assets are stated at cost less accumulated amortization. Additions are amortized at one-half the below rates in the year of purchase. Amortization based on the estimated useful life of the asset is calculated as follows:

Computer equipment	55% declining balance basis
Furniture and fixtures	10-year straight-line

(c) Financial Instruments

Financial instruments held by the College include cash, short-term investment, accounts receivables, restricted cash, accounts payables and accrued liabilities. The College initially measures its financial instruments at fair value when the asset or liability is first recognized. The College subsequently measures cash, receivables, payables and accruals, and due to the Province of Manitoba at cost or amortized cost. Amortized cost is the amount at which the financial instrument is measured at initial recognition, less principal repayments, plus or minus the cumulative of any difference between that initial amount and the maturity amount, and minus any reduction for impairment.

(d) Use of Estimates

The preparation of the financial statements in accordance with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period.

Estimates include the determination of the useful lives of capital assets and amounts payable for services not billed yet at the time these financial statements were approved. Actual results could differ from management's best estimates as additional information becomes available in the future.

(e) Donated Materials

Contributions of donated materials are recognized both as contributions and expenses in the statement of operations when a fair value can be reasonably estimated and when the materials are used in the normal course of the College's operations and would otherwise have been purchased.

3. SHORT-TERM INVESTMENT

The short-term investment consists of a guaranteed investment certificate in the amount of \$50,000, bearing interest at the annual rate of 4.70% and maturing on June 16, 2024.

4. CAPITAL ASSETS

	<u>2024</u>		<u>2023</u>	
	Cost	Accumulated Amortization	Cost	Accumulated Amortization
Computer equipment	\$ 11,161	6,447	6,599	3,510
Furniture and fixtures	<u>1,500</u>	<u>500</u>	<u>1,500</u>	<u>350</u>
	<u>12,661</u>	<u>6,947</u>	<u>8,099</u>	<u>3,860</u>
Net book value	<u>\$ 5,714</u>		<u>4,239</u>	

5. ACCOUNTS PAYABLE AND ACCRUED LIABILITIES

	<u>2024</u>	<u>2023</u>
Trade payable	\$ 30,036	43,142
Accrued liabilities	15,575	12,275
Accrued salaries and vacation	6,420	41,709
Credit cards payable	2,650	2,666
Payable to the Province of Manitoba	-	75,821
	<u>\$ 54,681</u>	<u>175,613</u>

6. DEFERRED REVENUE

	<u>2024</u>	<u>2023</u>
Beginning of year	\$1,137,688	1,174,600
Memberships received in advance of fiscal year 2025	1,148,100	1,137,688
Membership revenue recognized in 2024	<u>(1,137,688)</u>	<u>(1,174,600)</u>
End of year	<u>\$1,148,100</u>	<u>1,137,688</u>

7. EMPLOYER FUTURE BENEFITS

Multi-employer Defined Benefit Pension Plan

Substantially all of the employees of the College are members of the Healthcare Employees Pension Plan, a successor to the Manitoba Health Organization Inc. Plan (“the Plan”), which is a multi-employer defined benefit pension plan available to all eligible employees of the participating members of the Plan. Plan members will receive benefits based on the length of service and on the average of annualized earnings during the best five years of the last ten years prior to retirement, termination or death, which provides the highest earnings.

Pension assets consist of investment-grade securities. Market and credit risk on these securities are managed by the Plan by placing plan assets in trust and through the Plan investment policy.

Pension expense is based on Plan management’s best estimates, in consultation with its actuaries, of the amount, together with the contributions by employees, required to provide a high level of assurance that benefits will be fully represented by fund assets at retirement, as provided by the Plan. The funding objective is for employer contributions to the Plan to remain a constant percentage of employees’ contributions.

Variations between actuarial funding estimates and actual experience may be material and any differences are generally to be funded by the participating members. Contributions to the Plan made during the year by the College on behalf of its employees amounted to \$41,756 (2023 - \$38,355) and are included as expenses in the statement of operations.

8. COMMITMENTS

The College and the College of Dental Hygienists of Manitoba have collectively entered into a lease agreement for their office premises. The tenants are responsible for costs, expenses, and charges associated with telecommunications, internet, telephone, computer, business taxes, and furniture and equipment.

Additionally, the College entered into a software agreement for a three-year term ending March 31, 2025.

The future annual lease payments for the College are as follows:

	<u>Office</u>	<u>Software</u>
2025	\$ 42,981	75,537
2026	44,979	-
2027	47,777	-
2028	49,109	-
2029	50,974	-
	<u>\$ 235,820</u>	<u>75,537</u>

9. BAD DEBT EXPENSE

During the prior year, an order was received from an Inquiry Panel for a former registrant to pay for costs associated with a professional conduct matter. The amount owed to the College is not expected to be paid and was expensed in the statement of operations.

10. DUE TO THE PROVINCE OF MANITOBA

During 2020 and to assist the College in becoming a self-regulating, fully functional, independent licensing body, Manitoba Health, Seniors and Active Living (“Province of Manitoba”) advanced startup funding of \$742,000 to the College to cover expenses. It was agreed upon that when the College became independent, the ongoing operation costs would be the responsibility of the College and funded through membership fees. Any surplus funds remaining from the advancements received from the Province of Manitoba were agreed to be repaid.

The continuity of the surplus due to the Province of Manitoba is as follows:

	<u>2024</u>	<u>2023</u>
Beginning of year	\$ -	95,821
Forgiveness of Province of Manitoba surplus funds	-	(20,000)
Payable to the Province of Manitoba	-	(75,821)
End of year	<u>\$ -</u>	<u>-</u>

11. INTERNALLY RESTRICTED NET ASSETS

The College has established the following two internally restricted funds:

Capital Reserve Fund - The purpose of the Capital Reserve Fund is to pay for capital assets/ projects. The College defines capital assets as tangible, non-consumable items or projects which: a) have a total cost in excess of \$2,500; b) are intended to have an economic life of more than one year; and c) are necessary, economical and in accordance with overall College priorities and financial capacity. During the year, a \$25,000 (2023 - \$25,000) transfer from the unrestricted fund was approved by Council for the purposes above.

Contingency Fund - The purpose of the Contingency Fund is to assist operations in the event of unforeseen circumstances such as unbudgeted expenses in regard to complaints lodged with the College against members or litigation against the College. During the year, a \$25,000 (2023 - \$25,000) transfer from the unrestricted fund was approved by Council for the purposes above.

These internally restricted amounts are not available for other purposes without approval of Council.

The interest income earned on funds was credited to the respective fund.

12. FINANCIAL RISK MANAGEMENT

(a) Credit Risk

Credit risk is the risk that the College will incur a loss due to the failure of its debtors to meet their contractual obligations. Financial instruments that potentially subject the College to significant concentrations of credit risk consist primarily of cash and restricted cash and accounts receivables. The College is not exposed to significant credit risk as cash is held in operating accounts, and receivables are typically paid when due.

(b) Liquidity Risk

Liquidity risk is the risk that the College will not be able to meet its obligations as they fall due. The College maintains adequate levels of working capital to ensure all its obligations can be met when they fall due by maintaining a sufficient cash balance.

(c) Interest Rate Risk

Interest rate cash flow risk is the risk that changes in market interest rates may have an effect on the cash flows associated with some financial instruments. Interest rate price risk is the risk that changes in market rates may have an effect on the fair value of other financial instruments. It is management's opinion that the Organization is exposed to interest rate risk associated with its cash and short-term investments balances; however, this risk is low.



College of Paramedics of Manitoba

Protecting public interest through
regulatory excellence in paramedicine

College of Paramedics of Manitoba

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