



**MINUTES – March 20, 2024 – Council Meeting  
1:00p.m. – 4:00p.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		Matt Maruca		X
Marakary Bayo	X		Jeff Hirsch (guest)	X	
Staff Member	Present	Regrets	Staff Member	Present	Regrets
Corene Debreuil	X		Leith Saunders	X	
Chris Ewacha	X		Sharon Connors (recorder)	X	
Caralee Barrault	X				

1.0	<p><b><u>Call to Order – March 20, 2024</u></b></p> <p>Greg Graceffo called the meeting to order at 1:00 p.m.</p> <p>Greg acknowledged the contributions that outgoing Council members Tom Wallace, Ryan Youngson, Karen Martin, and Madeleine Guay have made to the College and Council and thanked them for their time, dedication and leadership.</p>
1.2	<p><b><u>Adoption of Agenda</u></b></p> <p>The March 20, 2024, agenda was adopted as presented.</p> <p><b>Motion:</b> Moved by Nick Kasper, seconded by Marakary Bayo that the College of Paramedics of Manitoba Council adopt the March 20, 2024, Council agenda as amended, all were in favour. <b>MOTION CARRIED</b></p>
1.3	<p><b><u>Declaration of Conflict of Interest</u></b></p> <p>No conflicts of interest were declared.</p>
1.4	<p><b><u>Consent Agenda Items</u></b></p> <p>1.4.1 Adoption of December 20, 2023, Public Council Meeting Minutes</p> <p>1.4.2 Adoption of January 5, 2024, E-Vote Minutes - Appointments Committee</p> <p>1.4.3 Management of Human Resources EE Monitoring Report</p> <p>1.4.4 Executive Director Emergency Succession Planning EE Monitoring Report</p> <p>1.4.5 Chair Report</p> <p>1.4.6 Executive Director’s Report</p> <p><b>Motion:</b> Moved by Leah Braun, seconded by Nick Kasper, that the College of Paramedics of Manitoba Council adopt the consent agenda items: December 20, 2023, Council minutes, January 5, 2024, E-Vote Council minutes, Management of Human Resources EE Monitoring Report, Executive Director Emergency Succession Planning EE Monitoring Report, Council Chair Report, and the Executive Director Report as presented, all were in favour. <b>MOTION CARRIED</b></p>



	<p><b><u>Motions from March 20, 2024, Council In Camera Session</u></b></p> <p><b><u>Executive Director Employment Agreement</u></b></p> <p>Corene Debreuil and Sharon Connors left the In Camera meeting for this agenda item.</p> <p><b>Motion:</b> Moved by Nick Kasper, seconded by Jean Cox that the College of Paramedics of Manitoba Council approve the Executive Director employment agreement as presented, all were in favour. <b>MOTION CARRIED</b></p>
2.1	<p><b><u>UCN PCP Program Approval</u></b></p> <p>Leith Saunders presented the briefing note as included in the meeting package.</p> <p><b>Motion:</b> Moved by Sean Klemick seconded by Marakary Bayo that the College of Paramedics of Manitoba Council approve in principle the University College of the North's Primary Care Paramedic Program as presented, all were in favour. <b>MOTION CARRIED</b></p>
2.2	<p><b><u>UCN PCP Program A&amp;P Corequisite Approval</u></b></p> <p>Leith Saunders presented the UCN PCP Program A&amp;P Approval report as included in the meeting package.</p> <p><b>Motion:</b> Moved by Ryan Youngson seconded by Nick Kasper that the College of Paramedics of Manitoba Council University College of the North's Primary Care Paramedic Program A&amp;P Corequisite as presented, all were in favour. <b>MOTION CARRIED</b></p>
2.3	<p><b><u>February 2024 COPR Exam Results</u></b></p> <p>The EMR and PCP COPR exam results for November and December 2023 and February 2024 were included in the meeting package for information.</p>
2.4	<p><b><u>Accreditation Update</u></b></p> <p>Leith Saunders presented the Accreditation update as included in the meeting package. This item is for information only.</p> <ul style="list-style-type: none"><li>• Two PCP programs have both been accredited with conditions; both programs have been given 18 months to meet the conditions</li><li>• Quarterly touch point meetings with the College have been put in place to provide any assistance needed</li></ul> <p><b>ACTION:</b> Council has requested the College provide an update on Accreditation conditions for the two PCP programs in six months.</p> <p><b>ACTION:</b> Briefing note updates on Accreditation conditions will include an analysis section to identify any possible risks.</p>
2.5	<p><b><u>Red River Polytechnic ACP Program Approval</u></b></p> <p>Leith Saunders presented the briefing note as included in the meeting package.</p> <p><b>Motion:</b> Moved by Leah Braun, seconded by Sean Klemick that the College of Paramedics of Manitoba Council approve the Red River Polytechnic's Advanced Care Paramedic Program as presented, all were in favour. <b>MOTION CARRIED</b></p>
2.6	<p><b><u>Education Provider Occurrence Report</u></b></p> <p>Leith Saunders apprised the Council of three occurrences that the College became aware of since the last Council meeting. The full details are included in the briefing note attached in the meeting package.</p>



	<p>The College is working on a series of action items that includes developing a new practice direction that outlines for education providers what reporting needs to occur to the College under any circumstance.</p>
2.7	<p><b><u>Elite Safety Service PCP Program Update</u></b></p> <p>Leith Saunders provided an update (included in the meeting package) on Elite's PCP program. At the date of the meeting, they were not ready to submit their program for approval.</p> <p>Leith requested the option of a potential electronic motion and voting on this item if the program approval is ready for submission before the next scheduled Council meeting.</p>
3.0	<p><b><u>NEW BUSINESS</u></b></p>
3.1	<p><b><u>Appointments Committee Chair Report</u></b></p> <p>Ryan Youngson was appointed as Chair of the Appointments Committee as Nick Kasper stepped down to submit an expression of interest for Council membership.</p> <p>The Appointments Committee held a series of meetings and interviews in late February to mid-March for the paramedic vacancies on Council (7), Complaints Investigation Committee (previously 1 but now 3) and Inquiry Committee (3).</p> <p><b>Motion:</b> Moved by Ryan Youngson on behalf of Appointments Committee, seconded by Leah Braun that the College of Paramedics of Manitoba Council accept the Chair Report as presented, all were in favour. <b>MOTION CARRIED</b></p> <p>Nick Kasper, Leah Braun and Sean Klemick recused themselves from the discussion and voting of the following motion (1) due to conflict of interest.</p> <p><b>Motion:</b> Moved by Ryan Youngson on behalf of Appointments Committee, seconded by Jean Cox that the College of Paramedics of Manitoba Council accept the recommendation of re-appointment of Leah Braun, Nick Kasper and Sean Klemick to the role of Council Member effective May 1, 2024, for a term of three years, all were in favour. <b>MOTION CARRIED</b></p> <p><b>Motion:</b> Moved by Ryan Youngson on behalf of Appointments Committee, seconded by Sean Klemick that the College of Paramedics of Manitoba Council accept the recommendation of the appointment of Josh Frampton, Susan Garrity, Terrell Kerbrat and Ron Jackson to the role of Council Member effective May 1, 2024, for a term of three years, all were in favour. <b>MOTION CARRIED</b></p> <p><b>Motion:</b> Moved by Ryan Youngson on behalf of Appointments Committee, seconded by Leah Braun that the College of Paramedics of Manitoba Council accept the recommendation of the appointment of Matthew Piche, Keith Hancox, and Cassy DeJong to the role of Complaints Investigation Committee Member effective May 1, 2024, for a term of three years, all were in favour. <b>MOTION CARRIED</b></p> <p><b>Motion:</b> Moved by Ryan Youngson on behalf of Appointments Committee, seconded by Nick Kasper that the College of Paramedics of Manitoba Council accept the recommendation of the appointment of Charles (Chuck) Thomas, Connor Normandin, and Jancie Johnson to the role of Inquiry Committee Member effective May 1, 2024, for a term of three years, all were in favour. <b>MOTION CARRIED</b></p>



3.2	<p><b><u>Finance Audit and Risk (FAR) Report</u></b></p> <p>Ryan Youngson presented the Finance Audit and Risk report as included in the meeting package.</p> <p>A public member of FAR has resigned and the ED/Registrar has requested a new public member from the Agency Boards and Committees office.</p> <p><b>Motion:</b> Moved by Ryan Youngson on behalf of the Finance Audit and Risk Committee, seconded by Leah Braun that the College of Paramedics of Manitoba Council approve the 2023/24 3rd Quarter Financial Condition Monitoring report as presented, all were in favour. <b>MOTION CARRIED</b></p>
3.3	<p><b><u>Governance Report</u></b></p> <p>Sean Klemick presented the Governance briefing note and revised policies as included in the meeting package.</p> <p><b>Motion:</b> Moved by Sean Klemick on behalf of Governance Committee, seconded by Nick Kasper, that the College of Paramedics of Manitoba Council approve the March 20, 2024, Governance Report as presented, all were in favour. <b>MOTION CARRIED</b></p> <p><b>Motion:</b> Moved by Sean Klemick on behalf of Governance Committee, seconded by Leah Braun that the College of Paramedics of Manitoba Council approve the following policies: EE-2 Insurance and Asset Protection, GP-15 ED Performance Appraisal Committee TOR, GP-23 Enterprise Risk Management, GP-29 Appointment of Council Members TOR, GP-33 External Audit Policy and <del>EE-4 Investment and Reserve Fund</del> for approval as presented</p> <p>Above motion was amended:</p> <p><b>Amended Motion:</b> Moved by Sean Klemick on behalf of Governance Committee, seconded by Nick Kasper that the College of Paramedics of Manitoba Council approve the following policies: EE-2 Insurance and Asset Protection, GP-15 ED Performance Appraisal Committee TOR, GP-23 Enterprise Risk Management, GP-29 Appointment of Council Members TOR, and GP-33 External Audit Policy for approval as presented, all were in favour. <b>MOTION CARRIED</b></p> <p><b>ACTION:</b> Policy EE4-Investment and Reserved Funds will be brought back to FAR for further review.</p> <p><b>Motion:</b> Moved by Sean Klemick on behalf of Governance Committee, seconded by Leah Braun, that the College of Paramedics of Manitoba Council approve the following policy Monitoring Reports: EE-2 Insurance and Asset Protection, GP-15 ED Performance Appraisal Committee TOR, GP-23 Enterprise Risk Management, and GP-29 Appointment of Council Members TOR as presented, all were in favour. <b>MOTION CARRIED</b></p>
6.0	<p><b><u>Adjournment</u></b></p> <p><b>Motion:</b> Moved by Sean Klemick, seconded by Nick Kasper, to adjourn the March 20, 2024, College of Paramedics of Manitoba Council meeting, all were in favour. <b>MOTION CARRIED</b></p> <p>Meeting adjourned at 2:30 p.m.</p>