



MINUTES – March 19, 2025 – Council Meeting 9:00a.m. – 1:00p.m.

Attendance					
Council Member	Present	Regrets	Council Member	Present	Regrets
Greg Graceffo	X		Matt Maruca (V)	X	
Jean Cox	X		Josh Frampton (V)		X
Sean Klemick	X		Susan Garrity (V)	X	
Nick Kasper (V)	X		Ron Jackson	X	
Leah Braun		X	Terrell Kerbrat	X	
Marakary Bayo (V)	X				
Staff Member	Present	Regrets	Staff Member	Present	Regrets
Corene Debreuil	X		Sharon Connors (recorder)	X	
Chris Ewacha	X		Barb Simpson	X	
Tim Partridge	X				

1.0	<p><u>Call to Order – March 19, 2025</u></p> <p>Greg Graceffo called the meeting to order at 9:00 a.m.</p> <p>Greg announced he is stepping down from CPBM Council and today will be his last meeting.</p>
1.2	<p><u>Adoption of Agenda</u></p> <p>The March 19, 2025, agenda was adopted as presented.</p> <p>Motion: Moved by Terrell Kerbrat, seconded by Marakary Bayo that the College of Paramedics of Manitoba Council adopt the March 19, 2025, Council agenda as presented, all were in favour. MOTION CARRIED</p>
1.3	<p><u>Declaration of Conflict of Interest</u></p> <p>No conflicts of interest were declared.</p>
	<p><u>Motion to Enter into In Camera</u></p> <p>Motion: Moved by Nick Kasper, seconded by Susan Garrity that the College of Paramedics of Manitoba Council move into the In Camera session of the March 19, 2025, Council meeting, all in favour. MOTION CARRIED</p> <p>All college staff exited the meeting.</p>
	<p><u>Motion to Exit In Camera and Return to Public Session</u></p> <p>Motion: Moved by Nick Kasper, seconded by Ron Jackson that the College of Paramedics of Manitoba Council conclude the In Camera session of the March 19, 2025, Council meeting and return to the public session, all in favour. MOTION CARRIED</p> <p>All college staff returned to the meeting.</p>



1.4	<p><u>Consent Agenda Items</u></p> <p>1.4.1 Adoption of December 18, 2024, Public Council Meeting Minutes 1.4.2 Chair Report 1.4.3 Executive Director's Report 1.4.4 Management of HR Monitoring Report 1.4.5 ED Succession Planning Monitoring Report 1.4.6 Strategic Plan Implementation Report 1.4.7 Strategic Plan Public Document 1.4.8 Project Charter - Education Standards 1.4.9 Project Charter - PCC</p> <p>Motion: Moved by Terrell Kerbrat, seconded by Marakary Bayo, that the College of Paramedics of Manitoba Council adopt the consent agenda items: Adoption of December 18, 2024, Public Council Meeting Minutes, Chair Report, Executive Director's Report, Management of HR Monitoring Report, ED Succession Planning Monitoring Report, Strategic Plan Implementation Report, Strategic Plan Public Document, Project Charter - Education Standards and Project Charter - PCC as presented, all were in favour.</p> <p>MOTION CARRIED</p> <p>ACTION: Develop a plan to update the public on the Strategic Plan for the college.</p> <p>Cor advised the Council of the new hire for the Communications and Engagement Lead.</p>
	<p><u>Motions from December 18, 2024, Council In Camera Session</u></p> <p><u>Council Chair and Chair Elect</u></p> <p>Sean Klemick has put his name forward for the position of Chair and Terrell Kerbrat has put his name forward for the position of Chair Elect.</p> <p>As there are only two interested parties nominated council can declare them elected by acclamation.</p>
2.0	<p><u>NEW BUSINESS</u></p>
2.1	<p><u>Practice Direction Reviews</u></p> <p><u>2.1.1 PD-3 Registrant Responsibilities</u></p> <p>Cor presented the revised Practice Direction for Registrant Responsibilities (formerly Registrant and Employer Responsibilities) as included in the meeting package.</p> <ul style="list-style-type: none">It was expressed there are time limitations imposed by the employer and there are other factors that pose time limitations, i.e. hand off of the patients to the facility, the paperwork transfers to the facility with documentation that is not in alignment with the PD expectations. <p>ACTION: Cor will take the documentation concerns forward to ensure alignment between PDs and operational policies.</p> <p>Motion: Moved by Sean Klemick, seconded by Terrell Kerbrat, that the College of Paramedics of Manitoba Council approve the revised Practice Direction - Practice Direction</p>



	for Registrant Responsibilities as presented, seven were in favour, one opposed. MOTION CARRIED
2.0	<u>NEW BUSINESS continued</u>
	<u>2.1.2. PD-15 Duty to Report</u> Cor presented the revised Practice Direction for Duty to Report as included in the meeting package. Motion: Moved by Sean Klemick, seconded by Susan Garrity, that the College of Paramedics of Manitoba Council approve the revised PD-15 Duty to Report as presented, all were in favour. MOTION CARRIED
	<u>2.1.3. Employer Handbook</u> Cor presented the newly developed Employer Handbook as included in the meeting package. This is a result of removing the employer piece from the previous Practice Direction. - Registrant and Employer Responsibilities. <ul style="list-style-type: none">• PCR documenting - is there a mechanism through the employer handbook that we can use to help and support registrants• Title of the document - renaming is needed ACTION: Cor will work on a more appropriate name for this document. Motion: Moved by Sean Klemick, seconded by Matt Maruca, that the College of Paramedics of Manitoba Council approve the Employer Handbook (name to be confirmed) as presented, all were in favour. MOTION CARRIED
2.2	<u>Policy Review AR-17 PCP IC Notations</u> Cor presented the policy review of AR-17 PCP IC Notation as included in the meeting package. <ul style="list-style-type: none">• Adjust 3.2.4.1 change wording to say "completed within the allotted time of the program"• Further revisions need to be made to this policy ACTION: This policy will undergo further revision; and will send to Nick and Terrell for feedback and will be brought back to council in June. Motion: Moved by Sean Klemick, seconded by Terrell Kerbrat to amend the wording in policy AR-17 PCP IC Notation in 3.2.4.1 to read "completed within the allotted time of the program", all were in favour. MOTION CARRIED Motion: Moved by Terrell Kerbrat, seconded by Nick Kasper that the College of Paramedics of Manitoba Council table the review of Policy AR-17 PCP IC Notations until the June Council Meeting, all were in favour. MOTION CARRIED



2.0	NEW BUSINESS continued
2.3	UCN EMR Components Tim presented the UCN PCP Program Year One components as included in the meeting package. Motion: Moved by Terrell Kerbrat, seconded by Nick Kasper, that the College of Paramedics of Manitoba Council approve the UCN Primary Care Paramedic Program Year One as meeting the Emergency Medical Responder education standard for access to the entry to practice examination as presented, all were in favour. MOTION CARRIED
2.4	Policy Review AE-6 Advanced Education Eligibility for PCC Tim presented the policy review of AE-6 as included in the meeting package. Motion: Moved by Sean Klemick, seconded by Matt Maruca, that the College of Paramedics of Manitoba Council approve policy AE-6 Advanced Education Eligibility for PCC as presented, all were in favour. MOTION CARRIED
2.5	Strategic Project Updates: <u>2.5.1 Education</u> Tim presented the Project Charter update on Education as included in the meeting package. <ul style="list-style-type: none">• COPR representatives advised that Manitoba is the first to be finished with the PERRs crosswalks for EMR and PCP educators <u>2.5.2 Program for Continuing Competency</u> Tim presented the Project Charter update for PCC as included in the meeting package.
3.0	REPORTS FROM OFFICERS
3.1	Finance Audit and Risk (FAR) Report Jean Cox presented the Finance Audit and Risk report as included in the meeting package. Motion: Moved by Jean Cox on behalf of the Finance, Audit and Risk Committee, seconded by Terrell Kerbrat that the College of Paramedics of Manitoba Council approve the 2024/25 3rd Quarter Financial Condition Monitoring Report and Financial Statements as presented, all were in favour. MOTION CARRIED <u>3.1.5 Bad Debt Receivable Briefing Note</u> Writing off a receivable bad debt is a bookkeeping process and does not erase the fact that the individual does still have a debt to the college and should the individual apply to reactivate their license they will be responsible to pay the debt in full before reactivation. Motion: Moved by Jean Cox on behalf of the Finance, Audit and Risk Committee, seconded by Marakary Bayo that the College of Paramedics of Manitoba Council approve, that the outstanding receivable invoice of \$17,254.62 be written off in the 2024/25 fiscal year end so that it is not carried into the new fiscal year. MOTION CARRIED



3.0	REPORTS FROM OFFICERS continued
3.1 Cont.	<p><u>3.1.6 Policy EE-1 Budgeting, Financial Management and Reporting</u></p> <p>Motion: Moved by Jean Cox on behalf of Finance, Audit and Risk Committee, seconded by Sean Klemick that the College of Paramedics of Manitoba Council approve the amended policy EE-1 Budgeting, Financial Management and Reporting policy as presented, all were in favour. MOTION CARRIED</p> <p><u>3.1.7 Policy EE-4 Investment and Reserve Funds</u></p> <p>Motion: Moved by Jean Cox on behalf of Finance, Audit and Risk Committee, seconded by Sean Klemick that the College of Paramedics of Manitoba Council approve the amended policy EE-4 Investment and Reserve Funds as presented, all were in favour. MOTION CARRIED</p>
3.2	<p><u>Governance Report</u></p> <p>Sean Klemick presented the Governance briefing note as included in the meeting package.</p> <p><u>Proposed Bylaw Amendments:</u></p> <p>Governance Committee spent a considerable amount of time devoted to a side-by-side analysis of previous bylaw versions. Discussions focused on determining which clauses or sections were a priority for council. In consideration of AGM meeting process, excessive bylaw amendments may pose challenges to the AGM schedule. Governance recommends prioritizing amendments to bylaws that would enhance the operation of the College over minor grammatical edits.</p> <p>Procedures for the AGM, in particular the by law agenda were discussed at length, Roberts rules will need to be followed, possibly with a standing rule on time to ensure the meeting pace is manageable.</p> <ul style="list-style-type: none"> • By April 18th the notice of AGM, draft agenda and the notice of bylaw opportunity out to registrants and posted on the college website • The deadline for registrants to submit amendments is April 30th; anything received after April 30th will not be considered; each proposed amendment will be posted unless it is incongruent with the RHPA or college processes • Final agenda and meeting material to be posted on website on May 16th <p>ACTION: Council members can submit feedback to Governance via email by April 30th.</p> <p><u>Procedure for AGM:</u></p> <p>Our current bylaws state that Robert’s Rules of Order shall govern all meetings of the College. In accordance with these procedures, the following proposed process would take place at the 2025 AGM:</p> <ul style="list-style-type: none"> • Maximum of 3 registrants to speak for a motion (including the mover) and 3 to speak against the motion before calling the question. • Registrants would have 2 minutes to speak. • The process noted in the bylaws for changing a bylaw must be followed. • <u>Note:</u> Anticipate that each motion to amend the bylaws should take up to 15 minutes to be adopted or defeated. Some topics may have less debate. May consider a



	<p>standing rule that amendments to amendments will not be permitted as this could exponentially extend the time required for each motion. Standing rules will need to be circulated to registrants in advance and adopted by 2/3 at the outset of the meeting.</p> <p>Motion: Moved by Sean Klemick on behalf of Governance Committee, seconded by Ron Jackson, that the College of Paramedics of Manitoba Council approve the March 19, 2025, Governance Report as presented, all were in favour.</p> <p style="text-align: right;">MOTION CARRIED</p> <p><u>3.2.1 EE-6 Management of Human Resources Policy</u></p> <p>Moved by Sean Klemick on behalf of Governance Committee, seconded by Ron Jackson that the College of Paramedics of Manitoba Council approve the amended EE-6 Management of Human Resources Policy as presented, all were in favour.</p> <p style="text-align: right;">MOTION CARRIED</p> <p><u>3.2.2 GP-1 Governance Terms of Reference</u></p> <p>Moved by Sean Klemick on behalf of Governance Committee, seconded by Jean Cox that the College of Paramedics of Manitoba Council approve the amended GP-21 Governance Terms of Reference as presented, all were in favour.</p> <p style="text-align: right;">MOTION CARRIED</p> <p><u>3.2.3 GP-10 Complaints Investigation Committee Terms of Reference</u></p> <p>Moved by Sean Klemick on behalf of Governance Committee, seconded by Terrell Kerbrat, that the College of Paramedics of Manitoba Council approve the amended GP-10 Complaints Investigation Committee Terms of Reference as presented, all were in favour.</p> <p style="text-align: right;">MOTION CARRIED</p>
3.3	<p><u>Appointments Report</u></p> <p>Nick presented the Appointments committee briefing note on as included in the meeting package.</p> <p>Motion: Moved by Nick Kasper, on behalf of Appointments Committee of Council, seconded by Susan Garrity that the College of Paramedics of Manitoba approve the March 19, 2025, Appointments Committee Chair Report as presented, all were in favour.</p> <p style="text-align: right;">MOTION CARRIED</p> <p>Motion: Moved by Nick Kasper, on behalf of Appointments Committee of Council, seconded by Terrell Kerbrat, that the College of Paramedics of Manitoba approve the appointment of Paramedic representative Cathy Anderson to the Complaints Investigation Committee effective April 1, 2025, for a three-year term, all were in favour.</p> <p style="text-align: right;">MOTION CARRIED</p>



3.0	REPORTS FROM OFFICERS continued
3.3 Cont.	<p>Motion: Moved by Nick Kasper, on behalf of Appointments Committee of Council, seconded by Matt Maruca that the College of Paramedics of Manitoba approve the amended Appointments Committee Terms of Reference as majority as presented, all were in favour.</p> <p style="text-align: right;">MOTION CARRIED</p>
3.4	<p>Next Meeting Dates: FAR meeting to review Special Meeting of Council to review Audit and plan AGM AGM rehearsals and final AGM dress rehearsal</p> <p>ACTION: Sharon will be sending out doodle polls for these meeting dates.</p>
4.0	<p>Adjournment</p> <p>Motion: Moved by Matt Maruca, seconded by Sean Klemick, to adjourn the March 19, 2025, College of Paramedics of Manitoba Council meeting, all were in favour.</p> <p style="text-align: right;">MOTION CARRIED</p> <p>Meeting adjourned at 12:01 p.m.</p>