

CPSM Council Nomination and Election Information Package

The College of Physicians and Surgeons of Manitoba

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This information package is a resource for CPSM registrants interested in nomination for the election to the College of Physicians and Surgeons of Manitoba (CPSM) Council.

If you have questions about the nomination or election process, contact CPSM at:

204-774-4344 or elections@cpsm.mb.ca

COUNCIL RESPONSIBILITIES

Councillors are committed to carrying out CPSM's mandate to protect the public interest and promote the safe and ethical delivery of quality medical care. Council sets the strategic direction for guiding CPSM to carry out its three main functions:

1. REGISTRATION:

CPSM ensures everyone registered to practice medicine in Manitoba is competent to practice and meets all the established registration requirements.

2. QUALITY:

CPSM monitors the professional competency of practice and promotes safe care through ongoing education and quality improvement initiatives.

3. COMPLAINTS AND INVESTIGATION:

CPSM addresses concerns regarding the care provided by, or the professional conduct of registrants.

EXPECTATIONS OF A COUNCILLOR

Councillors are expected to:

- Be committed to governing CPSM registrants in a manner that protects and serves the public interest.
- Be loyal to CPSM, exercise your powers and discharge your duties honestly and in good faith.
- Be committed to a four-year term.
- Attend an 8-hour Council Orientation, which includes an overview of CPSM.
- Declare any conflicts of interest.
- Sign an Oath of Office and Confidentiality Agreement annually during your term.
- Participate on Council committees (by appointment).
- Attend all Council meetings (four per year), committee meetings.
- Participate on working groups to establish new or revise existing Standards of Practice and attend evening meetings (frequency varies).

DESIRED SKILLS

GOVERNANCE & BEHAVIOURAL SKILLS

- Understands and is committed to CPSM's role and mandate in the public's interest.
- Places the interest of the public above personal or business interests.
- Have a working knowledge of CPSM's three main functions: registration, quality, complaints and investigations.
- Ability to analyze reports from committees and working groups and comment on draft Standards of Practice, policies, bylaws, and other documents.
- Understands CPSM's fiduciary duties to the public.

INDEPENDENT AND TEAMWORK SKILLS

- Effectively collaborates with Councillors, the Registrar, and CPSM staff when required.
- Communicates with honesty and integrity.
- Practices transparency.
- Respects diverse opinions.
- Understands and abides by CPSM policies, procedures, and conduct.
- Expresses dissenting opinions constructively.
- Attends and actively participates in Council meetings, committees and working groups.
- Prepares for meetings by reading relevant documents (Council package, minutes, reports, etc.) in advance.

FINANCIAL SKILLS

- Review and analyze proposed budgets focusing on CPSM resources, strategic goals, and priorities. *There is at least one Chartered Professional Accountant on Council.*



ELIGIBILITY

To be eligible to be a candidate for election as a Councillor, a CPSM registrant must meet all the following requirements:

1. Be on the applicable voters list for the electoral district in which you seek to be a candidate.
2. Maintain your practice location in the electoral district up to the election date.
3. Be nominated as a candidate for election.
4. Submit a nomination form with consent in writing.
5. Not serve as a Councillor for more than 12 consecutive years as per section 14 of the RHPA.
6. Not be a current member of the Board of Directors of Doctors Manitoba due to fiduciary responsibilities and possible conflict of interests.

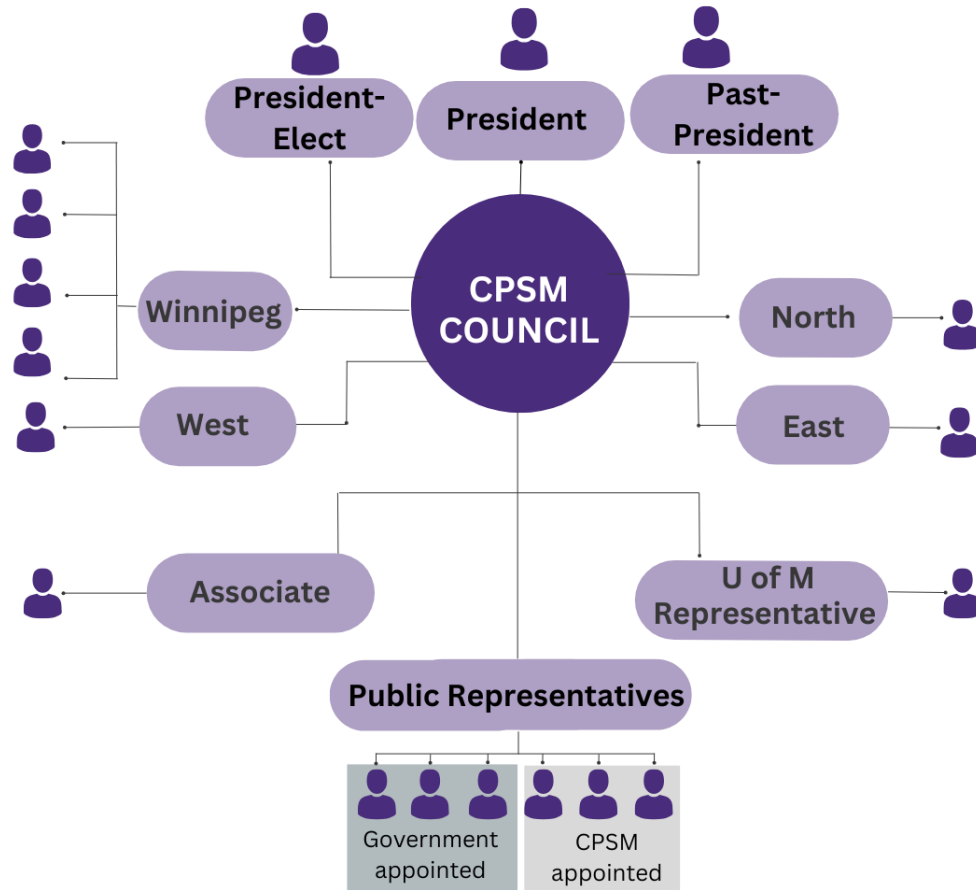
CPSM COUNCIL STRUCTURE

Seats on Council	Term Length	Elected/Appointed
7 CPSM registrants from: <ul style="list-style-type: none"> • one each from the North, East, and West electoral districts • four from the Winnipeg electoral district 	4-year term	Elected
1 CPSM associate member <i>associate member</i> includes medical students, residents, physician assistants, physician assistant students, and clinical assistants	1-year term	Elected
1 U of M representative	4-year term	Appointed annually by the Max Rady College of Medicine
6 Public representatives	----	Appointed by government and CPSM

COUNCIL TERM

- CPSM Council terms are for four years.
- Associate Registrant terms are for one year.
- You may run for re-election at the end of your term (subject to eligibility).

Council Chart 2025



TIME COMMITMENT

You are expected to attend four Council meetings per year, each lasting up to one full day, plus the annual general meeting in June. Before each meeting, you are expected to read materials and supporting documents.

Councillors are expected to participate on CPSM committees and working groups when appointed. Committee meetings are held during CPSM office hours and working groups meet in the evening. Additional time commitments for committees and working groups vary.

COUNCIL COMMITTEES

Many of Council's responsibilities are delegated to specific Committees. The Regulated Health Professions Act mandates that certain Committees perform specific functions.

Councillors are appointed to committees. The committees are:

- Executive Committee
- Finance, Audit and Risk Management Committee
- Complaints, Investigations, and Inquiry Committees (discipline)
- Central Standards Committee - Responsible for supervising the practice of medicine and reviewing the professional competence of CPSM registrants.
- Program Review Committee - Responsible for accrediting labs, diagnostic facilities, and Non-Hospital Medical and Surgical Facilities.

Read more about each committee in the [Governance Policy](#).

COUNCIL AND COMMITTEE EXPENSES & REMUNERATION

Councillors attending Council or committee meetings are paid remuneration and travel expenses at rates outlined in the [CPSM Financial Management Policy](#).

NOMINATION PROCESS

You can submit a nomination in two ways:

1. NOMINATE SOMEONE ELSE

To nominate someone else as a candidate,

- Ensure they meet the eligibility requirements (see page 5).
- Ensure they accept the nomination.
- Submit your nomination in writing by 12 p.m. on April 8, 2025.

2. SELF-NOMINATION

To nominate yourself,

- Ensure you meet all eligibility requirements (see page 5).
- Your nomination must be supported by two persons (nominators) who are CPSM registrants who maintain a primary practice location in the same electoral district as you and are on the voters list.
- Submit your nomination and consent in writing by 12 p.m. on April 8, 2025.

PREPARING A NOMINATION

If you submit a nomination, you must also include a candidate statement outlining your interest in serving on Council to regulate the profession in the public's best interest. This statement will be shared with all eligible voters in your electoral district through VoteNet.

There is a limit of 200 words. Consider including in your statement:

- Reasons why you want to participate in regulating for patient safety
- Education, training, certifications
- Areas of practice
- Skills that make you a good candidate
- Any previous board, Council, or other relevant experience
- Any personal information you are comfortable sharing

It is also helpful to familiarize yourself with the following:

- [CPSM's role and mandate](#).
- CPSM's [annual reports](#) provide an overview of CPSM's yearly operations.

CAMPAIGNING

Although it is not mandatory, you are permitted to campaign to let eligible voters in your electoral district learn more about you using your personal contact information and communication channels.

If campaigning, follow these guidelines:

- Raise awareness of the election within your district.
- Highlight the skills and competencies that make you a good candidate.

ELECTION PROCEDURES AND TIMELINE

Every CPSM registrant whose name is on the voters list created for the election in an electoral district is entitled to vote in the election in that district.

The Registrar will distribute to CPSM registrants entitled to vote:

1. An electronic ballot listing the names in alphabetical order of all candidates nominated in your electoral district.

For CPSM associate members, an electronic ballot listing the names of associate member candidates nominated in alphabetical order.

2. Voting instructions, including the date and time by which ballots must be received.
3. Candidate biographical information.

2025 CPSM COUNCIL ELECTIONS

East Electoral District (By-Election) - 1 spot

Regulated Associate Member - 1 spot

Notice of Council Election and Nomination Process distributed	March 18, 2025
Nomination Deadline	April 8, 2025 12 PM
Electronic ballot, candidate bios, and voting instructions distributed	April 15, 2025
Election Period	April 15 - May 6, 2025 12 PM
Election Results Announced	May 8, 2025 (at the latest)

The electronic ballot is distributed, and voting takes place, through VoteNet, a secure electronic voting system.

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