



## COUNCIL MEETING MINUTES

Friday, November 22, 2019

09:00 a.m. to 15:00 p.m.

**Present:** Bill Fischer (President), Kyle Sereda (Vice President), Jason Farago, Matt McGurk, Karen Gibbons (Public Representative), Olumide Adetunji (arrived 0929. Public Representative), Joel Gritzfeld (Public Representative), Jacquie Messer-Lepage (Executive Director), Louise Durnford (Director of Operations), Collette Parks (Communications Coordinator), Rashed Al-Mamun (Policy and Research Analyst), Jennifer Williams (Director of Professional Practice and Research), Damilola Fadeyi (Research Analyst; student from Johnson Shoyama Graduate School of Public Policy)

**Regrets:** Tim Hillier, Dan Lewis

1. **Call to Order:** President of Council called the meeting to order at 0910
2. **Approval of Agenda: MOTION:** To accept the agenda. **Karen/Joel. Carried.**
3. **Approval of Minutes from October 7, 2019:**  
**MOTION:** To accept the minutes. **Kyle/Matt. Carried.**

### 3.1 Business arising from the Minutes

ACTION ITEM	ACCOUNTABILITY	TIMELINE
1. Create a retention and destruction policy and include discipline and consensual resolutions. Council likes the CPSS reasons for keeping info and would like this reflected in the policy.	JML	<b>Underway</b>
2. Medicine Wheel Training	JML	<b>Not started</b>
3. Evaluate options regarding diverse Council representation (Rural, urban, industry, licence level, gender).	JML	<b>Underway Due: AGM 2020</b>
4. Council to review the Terms of Reference of Committees.	Kyle and all interested	<b>Not started</b>

5. Demo of Website	JML	<b>Next Mtg.</b>
6. Circulate Business Requirements Doc (Info only)	JML	<b>Next Mtg.</b>
7. SCoP will prepare a briefing binder to highlight key priorities and arrange to meet with the new Minister.	JML/Rashed/Dami	<b>Underway</b>

- Update to item 4: Council to review the Terms of Reference of Committees:
  - Now underway. Looking to determine how a committee gets tasked, how they report to Council, and their degree of autonomy. Council is a governing committee, not a working committee.

#### **4. Progress on Strategic Priorities:**

##### **4.1 INFORMATION AND INPUT - Strategic Plan Draft V3.0**

- Updates to the Strategic Plan, from the October 7, 2019 Council Meeting, were circulated to Council.

##### **4.2 INFORMATION ITEM - COPR National Exam Results**

- No exam since last meeting.

##### **4.3 INFORMATION ITEM - EMR Exam Update**

- Exam results were circulated to Council.

#### **5. Additional Updates – Executive Director**

##### **5.1 Registration System Vendor**

- The registration replacement project is underway, and the vendor assured us that they will meet our timelines.

##### **5.2 COPR Foreign Trained Applicant Website – live as of November 1, 2019**

- Delayed. New launch date: December 2, 2019.

##### **5.3 Information Sharing Working Group (ISWG) Update**

- No meeting since last update.

##### **5.4 JIBC research re: data repository for paramedicine stakeholders**

- The project relates to defining data sets that are important to stakeholders (including regulators). Two-year project. Need labour stats, education, demographic, etc.

#### **5.5 Saskatchewan Research Showcase (SHRF, SHA, SCPOR) update**

- Received approval from MITACS to hire a post-doctoral researcher.
- Introduced to a Sask. company that does virtual reality (VR) work.
- Met with the Ministry of Immigration and Career Training
- First focus group next week (November 28, 2019).

### **6. Committee Reports for Information**

#### **6.1 Executive Committee**

- No decisions since last meeting.

#### **6.2 Education Committee**

- Meeting occurred Nov 15, 2019
- Welcome Joel Gritzfeld. Farewell to Colin Watt.
- CME and instructor endorsements: have put together a working group to go through info and make a recommendation to Education Committee.
- CME program audits: evaluating and reviewing employer CME programs. Started with 3 services. Initial review of the documents is completed. Site visits are scheduled.
- Biennial skills for CCP (Critical Care Paramedic): Education Committee agreed an ACP can assess those skills.
- Planning to develop a template for new skills and medications that are added to scope of practice.
- Shock protocol revision in March.

**ACTION:** Investigate mandatory personal liability insurance as a potential bylaw change. Will be needed if a treat and release protocol is implemented.

#### **6.3 Audit Committee**

##### **2020/2021/2022 Proposed Budget**

- Proposed budget was circulated to Council.
  - Waiting for ~1,100 renewals with 9 days left. Very concerned about the volume still outstanding.
    - 356 members renewed by Nov 1 early bird deadline
      - Early bird draw winners: Jacob Probe, Sheldon Mitchell
  - 2020 forecasting a balanced budget.
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**6.4 Professional Conduct Committee**

- 3 investigations are open. One is on hold pending court case outcome. Majority are related to professional conduct.
- No details of individual cases were discussed.

**6.5 Discipline Committee**

- No details of individual cases were discussed.

**6.6 Leg and Bylaws Committee:**

- No meeting since last Council meeting.

**6.7 Nominations Committee**

- Vacancies for 2020:
  - Council: Vice President + 2 members at large
  - Discipline Committee: 6 members at large
  - Nominations Committee: 1 public rep
  - Professional Conduct Committee: 1 public rep + 1 member at large

**INFORMATION ITEM:** Paramedic Practice Committee (PPC) Vacancies

The Nominations Committee reviewed vacancies and applicants and recommended the following appointments to the PPC:

- Dana West
- Corey McNeice

**7. Meeting and Training Updates**

- Research Mtgs. – U of R
    - Grant update: MITACS: Received approval from MITACS to hire a post-doctoral researcher.
    - Federal Grant: No update.
  - COPR Council Meeting
  - Canadian Network of Agencies for Regulation (CNAR) Conference
  - Ministry of Immigration and Career Training
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## **8. Other/New Business:**

### **7.1 Risk Framework Discussion (led by Olu)**

- Developing a robust risk management framework for the College.
- Need to calculate the risks. Includes risk assessment, evaluation, analysis. Decide on the level of risk the College can take on. Will help the College have a very clear understanding of where we're at in terms of risks and prepare for the future. Not an easy process.
- Regulatory risk framework will be different from a corporate risk framework.
  - We face different risks. Number of members, government changes, etc. Better to understand issues we face, to match to strategic goals. We do have an existing framework but would like to see where we're at. Enterprise Risk Management.
- Goal: have sessions with management of the College, then work with Council. See if these two groups are aligned in terms of likelihood and impact.
- Two days are booked for Council to meet in February and one day is for strategy. Risk management is a part of a mature College, and part of our Strategic Plan.

**ACTION:** Strategic Plan to be updated to address Risk Management

### **8.2 Medical First Responder Briefing Note**

- Province is heavily reliant on Medical First Responders (MFR) and Emergency Medical Responders (EMR), especially in rural areas.
- The MFR and EMR scope of practice are essentially the same.
- Sask Health Authority MFR's are all volunteers.

## **9. In Camera Session:**

**10.1** Council Item(s) with ED

**10.2** Council Item(s): ED excused for this portion of meeting

**10. Adjournment:** Next Council Meeting and Strat Planning Day – February 25/26, 2020

**MOTION:** To adjourn: **1333**

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