



## COUNCIL MEETING MINUTES

Thursday April 9, 2020

**Phone:** Bill Fischer (President), Kyle Sereda (Vice President), Matt McGurk, Tim Hillier, Dan Lewis (joined at 1425), Joel Gritzfeld (Public Representative), Karen Gibbons (Public Representative), Jacquie Messer-Lepage (Executive Director), Louise Durnford (Director of Operations), Collette Parks (Communications Coordinator), Damilola Fadeyi (Research Analyst; student from Johnson Shoyama Graduate School of Public Policy)

**Regrets:** Jason Farago, Olumide Adetunji (Public Representative)

1. **Call to Order:** President of Council called the meeting to order at 1402.
2. **Approval of Agenda: MOTION:** To accept the agenda. **Karen/Tim. Carried.**
3. **Approval of Minutes February 26, 2020: MOTION:** To accept the minutes. **Tim/Matt. Carried.**

3.1 Business arising from the Minutes: currently working almost exclusively on COVID-19 response

ACTION ITEM	ACCOUNTABILITY	Status	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	Underway	Ongoing
2 Medicine Wheel Training/Indigenous Awareness	JML	Underway	Ongoing
3 Council to review the Terms of Reference of Committees. Kyle will chair a sub-committee	Kyle et al	Underway Bill, Karen, & Kyle met first week of February; standardized a template.	Ongoing
4 Demo of Website	JML	Delayed	Ongoing
5 Circulate Business Requirements Doc (Info only)	JML	JML will send out	
6 Briefing Binder	JML	Pended	Pended
7 Liability Insurance	JML	Potential bylaw change: Leg & Bylaws Committee review required	Pended
8 Evaluate options regarding diverse Council representation (Rural, urban, industry, licence level, gender).	JML	Underway; bylaw change required	Pended to 2021

## 4. Additional Updates – Executive Director

### 4.1 Executive Committee

- The College was asked by the Ministry of Health to put forward a proposal for pandemic emergency licences. Executive Committee reviewed and approved the bylaw required.
- Allows the College to issue licences in emergency. Short duration. Can extend if necessary. Waive some provisions because of the stage of pandemic.
- Have made system changes to accommodate. Testing is done. Sending info out now.

### 4.2 Education Committee

- Because of the current pandemic, training sessions are being cancelled. Individuals will have very little access to training.
  - For 2021 renewal, skills will be the only mandatory requirement. Certificates and CME will be extended to 2021. Only members whose skills are expired this year will be required to complete a skills signoff.
  - Typically, skills are only reviewed through classes. The College will work with members on this and are hoping instructors will be able to complete signoffs.
  - For members with current restrictions, for 2021 renewal: if a restriction relates to certificate, an update will not be required.
  - Pandemic licences also do not need skills for this year and are not allowed to take the lead on a call. For 2021 they would need full licensing.
  - Concerns that classes will be doubled up next year.
  - Q: Can education be done online? A: No, training includes hands-on skills.
  - Worst case scenario: all members receive restrictions and need skills signoffs.
    - This will not create a change in how members work. Renewal Restriction is different from New Member Restriction.
  - The College believes that waiver of these renewal requirements will not have substantial impact on practice for current practitioners if only in place for one cycle.
  - The College chose to eliminate the pressure on members that is the least risky to the public. CME is easy to do online but better to just make it optional in case a surge occurs, and timing does not permit taking courses.
  - If there are any Professional Conduct complaints about the members with Pandemic Emergency Licences, those licences will be pulled immediately. Will not issue to anyone with discipline issues. Still requiring criminal record checks.
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#### **4.3 Audit Committee**

- Minutes from last meeting, held April 1, 2020, were circulated.
- Positive next income at end of 2019. Anticipate changes to investment numbers due to the impact of pandemic on the market.
- Does the College have projections for renewal and pandemic changes? Yes, it is being tracked. MOH may refund some money to the College. The College will continue to monitor because Pandemic Emergency Licences are being issued at no cost for the first 3-months (and possibly beyond).

**MOTION:** To accept audited financial statements as presented. **Karen/Matt. Carried.**

**4.4 Paramedic Practice Committee:** No update to report.

#### **4.5 Exam Updates (COPR/EMR)**

- One COPR exam was postponed and one EMR exam sitting was cancelled.
- The College is looking at options to reschedule the EMR exam.
- COPR exam for May 14 is postponed to May 27. Will be offered using virtual proctoring. Virtual proctoring is a well-established practice for other high stakes examinations. Security is very strong - one proctor oversees 2 students at a time. Requires the student to scan the room, which must have a closed door, and the desk. Tech built to identify when individual is looking away from screen or down and it can show up as a flag to the proctor, who can ask for another scan of the room.

### **5. Research/Funding Meetings**

#### **5.1 Patient Engagement Focus Group**

- The College held a focus group in Prince Albert prior to the declaration of the pandemic. Project is continuing with one on one interviews to finish. Working closely with University of Regina.

#### **5.2 Federal Grant**

- Will apply for \$800,000 federal grant for virtual reality project to assess competencies of international applicants.
  - Received grant from the Saskatchewan Ministry of Immigration and Career Training.
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## **6. Other/New Business:**

### **6.1 Annual General Meeting Discussion**

- SCoP will not be hosting a face to face meeting this year. Looking at legal obligations to hosting an AGM. The legislation does not define actual requirements for what must occur at the AGM.
- Thinking a 1 hour Zoom Q & A with the College on original AGM date. This will provide an opportunity to touch base with the membership.
- Elections; Council composition: Online and continuing as normal
- Annual Report: will still go out via email
- Audited Financial Statements: found in Annual Report

### **6.2 Enterprise Risk Management: Deferred**

## **7. In Camera Session:**

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

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

## **8. Adjournment: Next Council Meeting June 12, 2020**

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