



**SASKATCHEWAN
COLLEGE OF
PARAMEDICS**

Administrative Bylaws

Section 15(1) *The Paramedics Act*
Amended June 12, 2020

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Certified to be a True Copy
June 20, 2019

Jacqueline Messer-Lepage
Executive Director

COLLEGE

1. Title

- 1.1 These bylaws may be cited as the Administrative Bylaws of the Saskatchewan College of Paramedics.

2. Definitions

- 2.1 In these bylaws:

2.1.1 "Act" means *The Paramedics Act*; and

2.1.2 "public appointee" means a person who is appointed to the Council pursuant to section 9 of the Act.

3. Seal

- 3.1 The seal of the college shall be the seal whose imprint is found on Appendix A.

4. Fiscal Year

- 4.1 The fiscal year of the college is the calendar year.

COUNCIL OF THE COLLEGE

5. Eligibility for Council

- 5.1 Practicing and non-practicing members of the college may be elected as members of the council with the following exceptions:

5.1.1 employees of the college shall not hold elected office; and

5.1.2 elected officers shall not hold the same office for more than two consecutive terms.

6. Term of Office

- 6.1 The term of office for the elected members of the council, including the president and vice-president, shall be two years and shall begin at the close of the annual meeting at which the member is elected. The term of office for the president and vice-president is non-renewable.

- 6.2 Notwithstanding the previous paragraph, at the first election of council members to the college, following the proclamation of the *Act*, six members shall be elected as follows:

- 6.2.1 the positions of president and vice-president shall each be elected for a term of three years;
 - 6.2.2 two positions of members at large shall each be elected for a term of two years; and
 - 6.2.3 two positions of members at large shall each be elected for a term of one year.
- 6.3 The vice-president succeeds to the office of president on the expiry or termination of the president's term of office and thereafter continues in office as the president of the college, subject to the provisions of 6.4 and 6.5.
- 6.4 If the vice-president succeeds to the office of president during the first year of the previous president's term, the person:
- 6.4.1 holds office as president for the remainder of the predecessor's term of office, and
 - 6.4.2 continues in office thereafter as president for a further one year.
- 6.5 If the vice-president succeeds to the office of president during the second year of the previous president's term, the person:
- 6.5.1 holds office as president for the remainder of the predecessor's term of office, and
 - 6.5.2 continues in office thereafter as president for a further two years.

7. **Powers and Functions**

- 7.1 The Council shall govern the affairs of the college and without restricting the generality of the foregoing shall:
- 7.1.1 establish policies as necessary to further the goals of the college;
 - 7.1.2 establish policies governing examinations, registration and licencing, temporary licencing, and the admission of members;
 - 7.1.3 establish policies governing the financial affairs of the college including the management of surplus funds;
 - 7.1.4 establish policies governing the appropriation, investment and disbursement of the funds of the college;
 - 7.1.5 establish policies governing the proposed budget of the college;

- 7.1.6 recommend to the college membership revisions to, or amendment of, the bylaws;
- 7.1.7 participate in the public relations program of the college;
- 7.1.8 establish a mechanism for regularly evaluating the college;
- 7.1.9 submit to each annual meeting of the college an audited financial statement of the operations of the college for the past calendar year;
- 7.1.10 appoint the executive director of the college; and
- 7.1.11 link with members and the public.

8. **Removal from Office**

- 8.1 Elected members of council and elected or appointed members of college committees or membership units, whose conduct or activity is detrimental to or incompatible with the objects and policies of the group may be removed or suspended from office.
- 8.2 The matter shall be dealt with by the council upon written request from five members of the college.
- 8.3 Notice of motion for removal or suspension of any member must be given to the member concerned and to all members of the particular committee or group and all members of the council 30 days before the council meeting.
- 8.4 The motion to remove or suspend must be passed by a two-thirds vote at the council meeting.

9. **Council Meetings**

- 9.1 Meetings of the council shall be called by the president or as arranged at a previous meeting of the council with not less than four meetings being held between annual meetings.
- 9.2 Meetings of Council may be held in person, by conference call or tele-conference, or by means of an email or internet poll.
- 9.3 Reports of council meeting decisions shall be provided to the membership and the public by means of timely posting on the college web site.

OFFICERS AND EMPLOYEES

10. **President**

10.1 The president shall:

- 10.1.1 preside at all general and special meetings of the college, and of the council;
- 10.1.2 perform all duties pertaining to this office;
- 10.1.3 be accountable for the integrity of the council's process; and
- 10.1.4 represent the council to outside parties.

10.2 Following the expiration of the term of office of the president, and with Council approval, such president may continue sitting on Council as a non-voting member for a period of not more than one year from the expiration date of his or her tenure as president. [Amended May 2, 2017]

11. **Vice-President**

11.1 The vice-president shall:

- 11.1.1 in the absence of the president perform the duties of the president;
- 11.1.2 act as chairperson of the Audit Committee;
- 11.1.3 perform such duties as may be assigned by the council or the president;
- 11.1.4 succeed to the office of president; and
- 11.1.5 represent the council to outside parties when designated to do so by the president.

12. **Members-at-Large**

12.1 The members-at-large shall:

- 12.1.1 in the absence of the president and vice-president, choose one of their members to perform the duties of the president; and
- 12.1.2 perform such duties as may be assigned by the council or the president.

13. Executive Director

13.1 The executive director shall be appointed by and accountable to the council and shall:

13.1.1 carry out the policies established by council pertaining to the management and administration of the affairs of the college;

13.1.2 act as treasurer of the college:

13.1.2.1 ensure complete and accurate accounts are kept;

13.1.2.2 make a financial report to the council and the audit committee quarterly and to the membership at the annual meeting;

13.1.3 act as secretary of the college:

13.1.3.1 keep the register of the college;

13.1.3.2 keep all records of the college, including a record of all meetings of the college and the council;

13.1.3.3 notify all members of all regular and special meetings, and send out to members, appropriate information and documentation prior to any special or annual meeting;

13.1.3.4 issue all notices required by statute, by these bylaws, or by resolution of the council;

13.1.4 be responsible for employment, assignment and supervision of staff, and the administration of salaries;

13.1.5 be an ex-officio non-voting member of all council committees with the exception of the nominations committee and the statutory committees;

13.1.6 act as advisor to the president; and

13.1.7 have custody of the seal of the college.

14. Signing Officers

14.1 Signing officers shall include the president, the executive director, and one or more other council member(s) as appointed by council.

14.2 Cheques shall be co-signed by two signing officers of the college.

ELECTIONS

15. Election of Council

- 15.1 For the purposes of clause 8(2)(a) of the *Act*, the total number of practicing and non-practicing members to be elected to comprise the council is six, including:
- 15.1.1 the president;
 - 15.1.2 the vice-president; and
 - 15.1.3 one member-at-large nominated from the members employed within the fire-fighting sector; and
 - 15.1.4 three members-at-large nominated from the members registered as EMRs, EMTs, EMT-As and EMT-Ps;
- 15.2 Subject to 6.4 and 6.5, council members shall be elected for two-year terms on a staggered basis.

16. Polling Day

- 16.1 Polling day for the election of members of council and elected members of the nominations committee to be elected in any year is one week prior to the first day of each annual general meeting of the college.

17. Nominations

- 17.1 At least 90 days prior to polling day, the nominations committee shall submit its list of nominations to the executive director so that the ballot can be prepared.
- 17.2 All nominations must be accompanied by the written consent of the nominees.
- 17.3 A person must reside in Saskatchewan to be nominated and elected.

18. Ballot

- 18.1 Council shall prescribe the form of the ballot, which shall contain instructions to vote as set out in these bylaws, on which the names of all nominees shall be placed in the alphabetical order of their surnames.
- 18.2 The executive director shall, at least 30 days before polling day, or as soon as possible in the case of a member registered after that day, mail or deliver to each member who is eligible to vote a secure ballot.

19. **Voting**

19.1 Each member who votes shall:

19.1.1 vote for the required number of candidates to fill each vacancy, as indicated on the ballot; and

19.1.2 deliver the ballot to the executive director in a secure manner before noon on polling day.

[amended March 16, 2012]

20. **Counting the Ballots**

20.1 In order to be counted, ballots must reach the executive director by noon on polling day.

20.2 The executive director shall appoint at least two scrutineers, and any candidate for election is entitled to have a scrutineer present when the ballots are confirmed.

20.3 The executive director or his or her designate shall certify the eligibility of each voter and shall deliver the secure ballots to the scrutineers who shall confirm the electronic count of the votes and report the result of the vote to the executive director.

20.4 In the case of a tie vote for any office, the president shall cast the deciding vote.
[amended March 16, 2012]

MEETINGS OF THE COLLEGE

21. **Annual Meeting**

21.1 Notice of the annual meeting shall be provided to the membership at least 60 days prior to the date of the meeting.

21.2 Notice of the annual meeting shall be provided to the public.

21.3 Notice as referenced in 21.1 and 21.2 shall include web site posting or email.

21.4 The annual report shall be available to members of the college at least fourteen days prior to the date of the meeting.

21.5 Copies of the annual report shall be made available to the public upon request.

21.6 A resolution to amend bylaws may be proposed by a member in good standing to the annual meeting.

- 21.6.1 Resolutions shall be proposed by at least two members and shall take the form prescribed in College policy.
- 21.6.2 All resolutions shall be reviewed by the legislation and bylaws committee prior to being proposed at the annual meeting.
- 21.7 Pursuant to section 21.1, where notice of an Annual General Meeting is due or has already been provided to the membership and emergent circumstances arise, the Council may, by resolution:
 - 21.7.1 Postpone the Annual General Meeting to a date and time as determined by Council following the resolution of the emergent circumstances. [June 20, 2020]

22. **Special Meetings**

- 22.1 Council may call for a special meeting of the college.
- 22.2 Notice of a special meeting shall state the business to be considered at such a meeting.

23. **Quorum**

- 23.1 A quorum for any annual or special meeting shall be the number of practicing members present.

24. **Voting**

- 24.1 All questions voted on at a meeting of the college, except as otherwise specified for bylaws in the *Act*, shall be decided by a plurality of the votes cast. Each practicing member shall be entitled to one vote.
 - 24.1.1 Abstentions will not be considered in calculating a plurality or two thirds majority of votes; only actual votes cast will be considered.
- 24.2 Eligibility to vote at a meeting of the college shall be determined by presentation of a current practicing membership card.

25. **Parliamentary Authority**

- 25.1 The rules and procedures of the college shall apply to every annual and special meeting as set out in the Rules and Procedures for Annual Meetings of the college. Where such rules and procedures are silent on any point, the meeting shall be conducted in accordance with Kerr and King's *Procedures for Meetings and Organizations*.

- 25.2 The rules and procedures may be amended or suspended at any annual meeting by a two-thirds majority vote of the practicing members at the annual meeting.

FEES

Sections 26 to 33.4.1 Repealed April 14, 2016

COMMITTEES

34. Council Committees

- 34.1 A council committee is any committee created by *The Paramedics Act* or by the council.
- 34.2 Each council committee with the exception of a statutory committee shall:
- 34.2.1 perform its duties subject to direction of the council;
 - 34.2.2 meet as frequently as required to fulfill its terms of reference; and
 - 34.2.3 report to the council on the business of the council committee.
- 34.3 The council shall make all council committee appointments with the exception of the elected members of the Nominations Committee and shall specify an alternate who may be called upon to complete the term of any committee member who resigns during his/her term of office. If the alternate is called upon to complete the term of a committee member, that term shall not be considered as a term of the alternate.
- 34.4 Policies shall be maintained to guide the council in appointing the members of council committees.
- 34.5 Where membership on a council committee includes a public representative, unless otherwise specified, the public representative shall be selected by the council from a list of nominees preferably submitted by volunteer organizations named by the college.
- 34.6 Unless the chairperson is elected or named in the bylaws, the council shall identify the chairperson.
- 34.7 Each council committee appointment shall be for a term as specified in the policies.
- 34.8 Each member of a council committee shall have voting power, unless otherwise specified.
- 34.9 A quorum for a council committee shall be the majority of its members.
- 34.10 No staff member shall have voting privileges on a council committee.

35. Statutory Committees

35.1 A statutory committee receives its powers and terms of reference directly from *The Paramedics Act* and the regulatory bylaws.

36. Executive Committee

36.1 The membership of the executive committee shall be:

36.1.1 the president who shall be the chairperson;

36.1.2 the vice-president who in the absence of the president shall perform the duties of the chairperson; and

36.1.3 one member at large of the council appointed by the council.

36.2 The duties of the executive committee shall be:

36.2.1 to make necessary decisions between scheduled council meetings;

36.2.2 subject to the bylaws, appoint as required a professional conduct committee to investigate a complaint;

36.2.3 subject to the bylaws, appoint as required a discipline committee to hear a formal complaint contained in a written report of the professional conduct committee;

36.2.4 to carry out any other powers or duties that council may delegate to it pursuant to section 13 of the *Paramedics Act*.

37. Legislation and Bylaws Committee

37.1 The membership of the legislation and bylaws committee shall be:

37.1.1 the president who shall be the chairperson;

37.1.2 a minimum of three members, all of whom shall be appointed by council and broadly representative of a wide range of practice; and

37.1.3 one of the current public appointees from council.

37.2 The duties of this committee shall be:

37.2.1 to identify options for council consideration regarding potential changes to legislation affecting its members;

- 37.2.2 to identify options for council consideration regarding potential changes to *The Paramedics Act*;
- 37.2.3 upon direction from the council, to draft revisions for *The Paramedics Act* and bylaws;
- 37.2.4 to review all resolutions proposed for the annual meeting or for council for clarity and compliance with college policy on format and for consistency with other provisions of the Act, bylaws or policies of the college. The Committee may assist in clarifying the intent of the resolution; and
- 37.2.5 to prepare the Resolutions Package to be submitted to the annual meeting.

38. Education Committee

38.1 The membership of the education committee shall be:

- 38.1.1 a member at large of the council who shall be the chairperson;
- 38.1.2 a minimum of eight members, all of whom shall be appointed by council and broadly representative of a wide range of practice; and
- 38.1.3 a public appointee.

38.2 The duties of this committee shall be:

- 38.2.1 to identify options for council consideration regarding the annual continuing education standard and a continuing education program;
- 38.2.2 to identify options for council consideration regarding the qualifications for licensure for members;
- 38.2.3 to identify options for council consideration regarding alternative continuing education requirements for members;
- 38.2.4 to identify options for council consideration regarding the development, review and administration of the Saskatchewan licensing examination or any other examination;
- 38.2.5 to identify options for council consideration regarding changes to the annual registration process for members;

38.3 The education committee may appoint subcommittees comprised of committee members and other members, with designated tasks and powers determined by the education committee.

39. Audit Committee

39.1 The membership of the audit committee shall be:

39.1.1 the vice-president who shall be the chairperson;

39.1.2 a minimum of one non-member who is independent of the college and financially literate and who has a financial designation or relevant financial management expertise; and

39.1.3 a minimum of one member appointed by council.

39.2 The duties of the committee shall be:

39.2.1 review and approve the financial information that will be provided to council and the members and ensure that this information accurately represents the business activities of the college.

39.2.2 review and approve the systems of risk management and the internal controls established by the executive director and the council to:

39.2.2.1 ensure the college's sound financial performance;

39.2.2.2 ensure that the college's internal controls have integrity and will lead to the production of accurate financial statements and performance reports;

39.2.2.3 ensure that the executive director has appropriate systems in place to identify and manage risk; and

39.2.2.4 prevent financial mismanagement.

39.2.3 recommend the appointment and compensation of the external auditor;

39.2.4 oversee the independence of the external auditor; and

39.2.5 work with the auditor to review audit results;

40. Nominations Committee

40.1 The membership of the nominations committee shall be:

40.1.1 a minimum of two members elected by ballot for a two-year term on a staggered basis;

40.1.2 a minimum of one member and one public appointee, both with previous board or committee experience and both of whom shall be appointed by council, for a two-year term on a staggered basis.

40.1.3 notwithstanding paragraph 40.1.1, at the first election of the nominations committee members following the proclamation of the Act, one member shall be elected for a term of three years and one member shall be elected for a term of two years.

40.2 The duties of this committee shall be to:

40.2.1 actively recruit candidates for nomination to fill the member positions on council and on the nominations committee;

40.2.2 prepare a slate of candidates to fill the member positions on council; and

40.2.3 prepare a slate of candidates to fill positions on the nominations committee.

41. **Staff Advisory Committees**

41.1 A staff advisory committee focuses on products that contribute to the Ends established by council.

41.2 The authority for staff advisory committees comes from the executive director; however, these committees may have a reporting, approval or appeal mechanism relationship with council.

41.3 Staff advisory committees are established by an impartial selection process.

42. **Special Committees**

42.1 Special committees may be appointed by the council at any time to carry out the objectives of the college and may be dissolved by a resolution of the council.

42.2 Unless established by bylaw, the council shall establish for all special committees:

42.2.1 terms of reference;

42.2.2 membership and term of appointment;

42.2.3 chairperson;

42.2.4 budget allocation.

43. **Ad Hoc Committees**

43.1 Ad hoc committees may be appointed by the council for a specific purpose on precise terms of reference which state that the committee shall cease to function upon completion of the specific task.

43.2 The council shall establish for all ad hoc committees:

- 43.2.1 terms of reference;
- 43.2.2 membership and term of appointment;
- 43.2.3 chairperson;
- 43.2.4 budget allocation.

REIMBURSEMENT OF EXPENSES

44. Council and Committees

44.1 Travel, honoraria and other expenses of elected members of the council and all committee members of the college, who are attending meetings or travelling on college business, shall be paid from general funds according to the policies of the college.

45. Other

45.1 Under special circumstances the council shall have authority to approve payment of travel and other expenses for non-members who are on college business.

46. **SASKATCHEWAN COLLEGE OF PARAMEDICS FEE BYLAW**

WHEREAS it is appropriate to enact administrative bylaws relating to fees as a separate bylaw of the College; and

WHEREAS it is appropriate to provide for pro-rating of annual practicing licence fees throughout the licence year;

NOW THEREFORE BE IT RESOLVED THAT sections 26 to 33.4.1 of the Administrative Bylaws of the Saskatchewan College of Paramedics be repealed and the following bylaws relating to fees be made in their place, pursuant to section 14 and clause 15(1)(m) of *The Paramedics Act*.

1. Title

1.1 This bylaw may be cited as *The College of Paramedics Fees Bylaw*.

2. Establishing Fees

2.1 Fees will be set by Council and supported by an annual general meeting of the college.

3. Processing fees

3.1 The processing fee payable for an initial application for registration as a member is \$50.

3.2 An equivalency assessment fee is a non-refundable amount payable by an applicant who has completed an education program that is not accredited by the Canadian Medical Association and who has not been registered at an equivalent licence level in another Canadian jurisdiction in an amount equal to:

- (a) \$950, in the case of an applicant who completed an education program in a country other than Canada;
- (b) \$650, in the case of an applicant for Advanced Care Paramedic registration who completed an education program in Canada;
- (c) \$550, in the case of an applicant for Intermediate Care Paramedic registration who completed an education program in Canada;
- (d) \$400, in the case of an applicant for Primary Care Paramedic registration who has completed the relevant education program in Canada; or
- (e) \$300, in the case of an applicant for Emergency Medical Responder registration who completed an education program in Canada.

4. Annual practicing licence

- 4.1 The fee payable for an annual practicing licence for 2011 is \$425 and for each subsequent year is increased by an amount equal to the annual rate of inflation rounded up to the nearest \$5.
- 4.2 If an application for initial registration and licensure is made after March 31 in any year, the fee payable for the practicing licence for the remainder of the licence year is:
- (a) 75% of the fee for an annual practicing licence, in the case of an application received on or after April 1 and on or before June 30;
 - (b) 50% of the fee for an annual practicing licence, in the case of an application received on or after July 1 and on or before September 30;
 - (c) 25% of the fee for an annual practicing licence, in the case of an application received on or after October 1 and on or before December 31.

5. Penalties for late renewal of annual practicing licence

- 5.1 The late penalty payable with respect to an application for renewal of a practicing licence received:
- (a) after December 1 and on or before the next following January 31 is an amount equal to the total of:
 - (i) \$50, where the renewal application is received on or after December 2 and prior to the subsequent Monday; and
 - (ii) \$25 per week or part of a week, where the application is received on or after the Monday following December 2;
 - (b) after January 31 of the year to which the licence relates is \$275 plus the fee for an annual practicing licence for the year for which the renewal is sought.

6. Restricted licence

- 6.1 The fee payable for a restricted licence is \$100 plus the fee payable for an annual practicing licence.

7. Non-practicing licence

7.1 The fee payable for an annual non-practicing licence is \$50.

8. Life membership fee

8.1 There is no fee for a life membership.

9. Other fees

9.1 The following fees apply to the circumstances described:

- (a) the fee payable to change licensing status during the year is \$50;
- (b) the fee payable for each writing of the licensing examination is the fee charged by the agency administering the examination;
- (c) the fee payable to obtain a replacement certificate of licensure where the member provides a signed statement of the need for replacement is \$20;
- (d) the fee payable as determined by Council for a regulatory activity provided by the College that has not been accounted for within the Fee Bylaw.

10. Refund or waiver of fees

10.1 The Registrar may, in his or her discretion, refund or waive any portion of any fee.

Appendix A – Seal of the College
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