



COUNCIL MEETING MINUTES

Friday June 12, 2020

Location: by telephone due to COVID-19

Present: Kyle Sereda (President), Chris Fay, Mike Meyer, Tim Hillier, Matt McGurk (Vice President; arrived 1040), Joel Gritzfeld (Public Representative), Karen Gibbons (Public Representative), Jacquie Messer-Lepage (Executive Director), Jen Williams (Director of Professional Practice and Research), Louise Durnford (Director of Operations), Collette Parks (Communications Coordinator), Rashed Al-Mamun (Policy and Research Analyst), Damilola Fadeyi (Research Analyst; student from Johnson Shoyama Graduate School of Public Policy)

Regrets: Bill Fischer (Past President), Jason Farago (Fire), Olumide Adetunji (Public Representative)

1. **Call to Order:** President of Council called the meeting to order at 1003
2. **Approval of Agenda:** To accept the agenda. **Mike/Karen. Carried.**
3. **Approval of Minutes February 26, 2020:** To accept the minutes. **Tim/Joel. Carried.**

3.1 Business arising from the Minutes

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 et al	Underway	Ongoing

4. Demo of Website	JML	Delayed	Ongoing
5. Briefing Binder	JML	No longer required	Remove

PENDED ACTION ITEM	ACCOUNTABILITY	Status	TIMELINE
1. Liability Insurance	JML	Potential bylaw to bring forward but must go through Leg & Bylaws Committee prior to Council	Pended 2021
2. Evaluate options regarding diverse Council representation (Rural, urban, industry, licence level, gender).	JML	Underway	Pended 2021
3. Enterprise Risk Management	Olu/JML	Deferred	Fall 2020

- Pended Action Items 1 and 2 require robust discussion with membership at the AGM

ACTION ITEM: Send Liability Insurance briefing note to new Council members

4. Progress on Strategic Priorities:

4.1 Strategic Outcomes Update

- Small surplus in 2019. Recommending it is allocated to research and development fund
- Grant funding has been quite successful so far this year; 48K Ministry of Career Training and Immigration; 60k MITACS (federal matching grant); 10K SK Health Research Foundation (SHRF);
 - ~800K ESDC Grant (federal) – currently at the assessment and negotiation stage of virtual reality (VR) project funding
- Pandemic Emergency Licences: 27 issued. 3 in progress
- Balanced budget in place. Reserve funds are at targets. Investment funds are recovering nicely from a significant (~10%) drop in February.
- Registry Replacement Project underway; launch will occur later this month
- Public engagement research project has moved to one-on-one interviewing due to pandemic; this requires more resources, however, is still a good approach
- SCoP newsletter “The Pulse” next issue in July
- Professional Conduct Committee (PCC) cycle time monitoring ongoing
 - Complaints are always resolved with CCRA’s first when possible. Change in behaviour is the goal.
 - PCC case analysis underway: looking at trends of types of cases we receive. Educational components? Can we inform our partners of these trends?

- Have had two cases regarding social media.
 - A briefing note will be prepared on completion of the review.
- Weekly staff meetings have been in place since closing the office; working from home going well
- Because of COVID-19 pandemic, members cannot get certifications redone.
 - Skills signoff is most important at renewal, so certificates and CME requirements have been removed to make renewal easier but skills (if expired) are still required as usual.
 - CME is available online, but our preference is to remove as many barriers as possible (in the event of a fall surge) while not affecting safety of the public
- Quality Assurance, Service Audits: SCoP performed a paper review and site visit for 3 services last year. Planned to do 6 more this past spring. 3 were started and with the onset of COVID, projections may need updating

4.2 COPR National Exam Results (PCP and ACP)

- Local sittings were canceled and rescheduled for May 27 with virtual proctoring
 - The first virtual COPR exam went well
 - Significant technological tools available now to detect behaviour that looks like cheating
 - The May 27th intakes was one of the largest for an exam sitting that SCoP has seen
 - Potentially unlimited geographical reach with virtual proctoring
 - Initial pass rates appear consistent with past results

4.3 EMR Exam Update

- Cancelled provincial EMR exam scheduled for April 20 due to pandemic building closures
- Held exam on Sunday, June 7
 - Small cohort; examinees were socially distanced
 - Health protocol implemented with temperatures taken, mandatory masks; sanitization; etc.

5. Additional Updates – Executive Director

5.1 Registry System Replacement Project

- Replacement of registry system and website nearing completion and launch

5.2 Information Sharing Working Group (ISWG) Update

- SCoP Director of Professional Practice and Research is chair of this national COPR committee
- Opportunity to share information regarding processes and issues with each paramedic regulatory jurisdiction in Canada

- Next meeting scheduled for week of June 15, 2020. Expecting updates on virtual reality project, as well as Internationally Trained applicants

5.3 Committee Reports for Information (provided by Committee Chairs as appropriate)

5.3.1 Executive Committee

- Council ratified signing authority changes:

MOTION: To authorize Conexus Credit Union to amend the signing authorities of the Saskatchewan College of Paramedics Account #11161460 to the following persons:

- Kyle Sereda, President to Council
- Matthew McGurk, Vice President to Council
- Karen Gibbons, Public Representative to Council
- Jacqueline Messer-Lepage, Executive Director

Kyle/Tim. Carried.

5.3.2 Education Committee

- Has not met since last Council meeting. Lack of quorum due to pandemic
- Next meeting is June 26, 2020

5.3.3 Audit Committee

- Minutes of the April 1, 2020 meeting were circulated to Council
- SCoP has been using the declining balance method to record amortization. Auditor suggested making the change to straight line depreciation which is better for non-profit organizations

Reserve Fund Contribution Recommendation:

MOTION: To accept allocation as recommended, with operational surplus allocated to Research and Development Reserve Fund. **Chris/Mike Meyer. Carried.**

5.3.4 Nominations Committee:

- Recommendations for Committee nominations circulated to Council
- Also add Mike Meyer on Nominations Committee

MOTION: To approve recommendations, with one addition of Mike Meyer on Nominations Committee. **Karen/Joel. Carried.**

- Chair of Nominations Committee:

MOTION: To appoint Marie Stimson to Chair of Nominations Committee. **Kyle/Chris. Carried.**

- Chair of Professional Conduct Committee (PCC)

MOTION: To appoint Bryan Hyland to Chair of Professional Conduct Committee. **Chris/Tim. Carried.**

5.3.5 Legislation and Bylaws Committee

- No update since last meeting

5.3.6 Discipline Committee

- A virtual hearing was held in the spring; currently awaiting a written decision from the committee
- No details of individual cases were discussed

5.3.7 Professional Practice Committee (PPC)

- Next meeting will be held June 24, 2020
- Usually meets every other month, June meeting is exceptional and was scheduled to permit closure of several files
- 9 investigations are currently open
- 3 CCRAs are under development
- One file has been closed with a letter of guidance
- No details of individual cases were discussed

6. Meeting and Training Updates

6.1 Research/Funding Meetings

- a SHRF Immersive Video Funding (10K)
- b Ministry of Immigration and Career Training partnership update (48K); development of one virtual reality module for intubation
- c Patient Engagement Project (MITACS 30K Matching Grant – total 60K) – project is underway
- d Pending Decision: ESDC Foreign Credential Recognition (ESDC_FCR) Grant (800K)
 - Project relates to competency assessments utilizing immersive technology

7. Other/New Business

7.1 Annual General Meeting

- Pleased with attendance for live Q & A with SCoP Council, the Minister of Rural and Remote Health, Ministry of Health staff, and SCoP staff.
- 84 people online at one point. Usually 100 at a face to face meeting
- Based on the number of questions, it appears that members are looking for more information; the Q&A was well received.

ACTION ITEM: Will email members a link to the meeting video and election results; was posted on website that week

7.2 Amendments to *The Ambulance Act Regulations*

- Requirement for drivers to have a class 4 licence were removed, and only 1 of 2 attendees needs to be a licence member of SCoP; these provisions are only applicable during a declared public emergency period.
- The initial proposal contained a treat and release, however after discussion with SCoP, that proposal was removed.
 - Q: Does the unlicensed driver need to be identified as such? Can members refuse to work with this person?
 - A: the Ministry did not engage in a consultation or discussion about this specific issue, but all are good points. SCoP will provide some feedback back to the Ministry of Health. The system needed to be ready for more pandemic waves where these provisions could be enacted quickly.
- Any service seeking an exemption under these regulation amendments would be required to submit a written request to the Ministry of Health demonstrating the need for an exemption. Once a request has been made, the Ministry will review the request and determine if an exemption will be granted

ACTION ITEM: Chris Fay to send comments about this to Executive Director

7.3 eQual Canada Update (Accreditation)

- Doing virtual accreditation activity until meetings can occur in person

7.4 Proposed Bylaw Amendment - AGM Timing

- An amendment to an Administrative Bylaw has been proposed:
- If we are still in a pandemic state next year, the College would like to have the ability to postpone an AGM to a date that is determined by Council (even the following fiscal year – eg: host two AGMs back to back on the same day).
 - Currently we are simply required to host an AGM, but the actual components of the meeting remain undefined.
 - This bylaw would only apply during emergent circumstances.
 - No definition of emergent by intent; what is emergent for the College is not necessarily emergent for the world. This flexibility is recommended by SCoP Counsel in the event the College faces an unexpected situation and is unable to proceed with an AGM.
 - The bylaw, if passed, would go in effect immediately and ratified at the next AGM

MOTION: To amend the administrative bylaws as presented. **Mike/Matt. Carried.**

7.5 Paramedic of the Year

- Nicholas Henninck (3rd year in a row for SK!)

7.6 COPR General Update

- Manitoba legislation in the consultation phase of their process to move to self-regulation
- Concern with BC and internationally trained applicants (no exam requirement)
- Saskatchewan continuing as Exam Committee Chair until face to face meeting fall/winter 2020

8. In Camera Session:

8.1 Council Item(s) with ED

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

9. Adjournment

- Next Council Meeting September date TBD

MOTION: To adjourn: **Matt, 1205**