



## COUNCIL MEETING MINUTES

April 8, 2022

**Present:** Kyle Sereda (President), Matt McGurk (Vice President), Chris Fay, Jason Farago (Fire), Mike Meyer, William Breen, Olumide Adetunji (Public Representative), Karen Gibbons (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), Jodi Egeborn (Manager of Professional Practice), Jen Williams (Director of Professional Practice and Research), Tosin Adewusi (intern from Johnson Shoyama Graduate School of Public Policy)

**Regrets:** Bill Fischer (Past President)

### 1. Call to Order:

- President of Council called to order at 0906

### 2. Land Acknowledgement

- I want to acknowledge that in Saskatchewan, we are on treaty land. These treaties serve to govern our relationships with Indigenous people.
- Today I am located on Treaty 4 territory, which is the traditional territory of the Nehiyawak, Saulteaux, Dakota, Lakota, Nakota and the homeland of the Métis/Michif Nation.
- It is important that we recognize that we all have benefits and responsibilities under these agreements. We acknowledge the harms and injustices of the past and present. We dedicate our efforts to working together in a spirit of collaboration and reconciliation. We are all treaty people.
- Reading from *No Surrender: The Land Remains Indigenous*, Sheldon Krasowski

### 3. Declaration of conflict of interest

- None declared

### 4. Approval of Agenda

- Add 9.4: Exam Waiver Request
- Add 9.5: Restricted Licences

**MOTION:** To approve the agenda with two additions. **Will/Karen. Carried.**

## 5. Approval of Minutes February 25, 2022

**MOTION:** To approve the minutes as presented. **Karen/Mike. Carried.**

### 5.1 Business arising from the Minutes

<b>ACTION ITEM</b>	<b>ACCOUNTABILITY</b>	<b>Status</b>	<b>TIMELINE</b>
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> Reviewing requirements with Info Tech consultants	<b>Ongoing</b>
2. Council to review the Terms of Reference of Committees.	Kyle et al	<b>Underway</b>	<b>Ongoing</b>
3. Evaluate bylaw language to ensure application is consistent and addresses reinstatement requirements.	JML	<b>Underway</b> Ongoing; requires change to The Paramedics Act	
4. Would like social media guidance or best practice for members.	Council	Send comments to Executive Director ASAP	
5. Draft a provision that addresses individuals unable to obtain insurance for reasons beyond their control	JML/Policy Analyst	<b>TBD</b> – recruiting policy analyst	
6. Send ED potential questions for Liability Insurance	Council	Send comments to Executive Director ASAP	

## 6. Progress on Strategic Priorities:

### 6.1 Strategic Outcomes Update

- Healthy budget because of Alberta licencing, online meetings; recommendation for revenue allocation was circulated to Council

- Late fees were not automatically collected from 30 people because of a technical error; the outstanding amount will remain on profiles and be collected during 2023 Renewal
- Reserve funds, targets met
- Investment funds fluctuate due to geopolitical situation as well as general market changes; not a concern as we are not accessing funds currently
- Website updates ongoing
- Cloud-based server work almost complete; big step in addressing College risk
- *The Pulse* will go out next week
- Weekly staff meetings; hybrid environment
- Succession requirements will be a focus this year
- COPR PERRS project – regulatory standards for paramedicine across country; ongoing for now
- U of R VAPOC expression of interest for funding; met on Feb 7
- Community Paramedicine – ongoing initiative
- Mandatory Documentation Training – working with a committee on this training: Working on content which should be complete in summer. Training will be hosted with Medavie and accessible via SCoP website
- Met with SHA re: potential applicants from Ukraine
- Regulatory effectiveness framework – will report quarterly or biannually

## **6.2 COPR National PCP/ACP Exam Results**

- Results from most recent exam circulated to Council

## **6.3 COPR National EMR Exam Update**

- EMR exam results were shared

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

### **7.1 Committee Reports for Information**

#### **7.1.1 Executive Committee**

- Decision regarding applicants with criminal convictions policy was revised and circulated to Council
- Policy 2.17 was removed from Policy Manual

**MOTION:** To ratify Executive Committee decision. **Olu/Will. Carried.**

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### 7.1.2 Audit Committee

- **Annual Auditor's Report**
  - Circulated to Council
  - Unqualified opinion, which means it's free from material misstatement
  - PCC committee expenses are not actually down; fees for Manager have been moved to a different line
  - Investment account – more detailed breakdown is available in the Audit Committee minutes
- **Minutes**
  - Circulated to Council

**MOTION:** To approve Audited statements as presented. **Chris/Will. Carried.**

**MOTION:** To accept the following Audit Committee Recommendations:

1. The 2021 financial surplus be allocated directly into the project account to permit development of an additional assessment module (Septic Shock); and
2. That 50K be allocated directly to the contract renewal of the VAPOC research resource

**Chris/Will. Carried.**

Will exited meeting

### 7.1.3 Legislation and Bylaws Committee

#### 7.1.3.1 Regulatory Bylaw Amendments Information Only

- 60 days for initial registration not going forward
- Liability Insurance will go forward for vote at the AGM;  
The College will identify options in case of member inability to obtain insurance

**MOTION:** Bylaw amendment to require liability insurance. **Chris/Karen. Carried.**

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**7.1.3.2** Administrative Bylaw Amendment Decision

- 21.6.2 says Regulations say Resolutions must be reviewed by Leg & Bylaws Committee, so want to change requirement 21.6 so that Resolutions brought to floor of AGM must go to Leg & Bylaws after and then be voted at next AGM or special meeting

**MOTION:** Bylaw amendment to 21.6 so that resolutions brought to floor of AGM must go to Leg & Bylaws Committee first and then brought forward for consideration or vote at next AGM or special meeting. **Chris/Joel. Carried.**

**MOTION:** To change wording in Administrative Bylaw 15.1.4, regarding Council election, from “three members-at large nominated from the members registered as EMRs, EMTs, EMT-As and EMT-Ps” to “three members-at large nominated from the members registered with the College at any licence level. **Chris/Jason. Carried.**

- Initial processing fee of \$50 has not changed in over a decade and no longer reflects accurate costs

**MOTION:** Change Initial processing fee to \$100. **Chris/Karen. Carried.**

**7.1.4 Discipline Committee**

- May 16-17 discipline hearing
- Website will be updated
- No details of individual cases were discussed

**7.1.5 Professional Conduct Committee**

- 8 files in 2022, lower than 2021
- Most 2021 files are closed; 3 are open
- NIRO – everyone is seeing increase in misconduct; everyone is fatigued (providers and patients)
- No details of individual cases were discussed

**7.1.6 Paramedic Practice Committee (PPC)**

- Next meeting in May
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#### **7.1.7 Education Committee**

- Documentation CME module group is a sub-committee of Education
- CME review almost done; will go back to Education Committee for approval

#### **7.1.8 Nominations Committee**

- Minutes circulated to Council
- Final decisions will be made in June, after Council election is complete

### **8. Collaboration, Meeting and Training Updates**

#### **8.1 Research/Funding Meetings**

- NIRO omnibus legislation is at Cabinet Committee. First reading in the fall

#### **8.2 VAPOC Project update**

- Information was circulated to Council

#### **8.3 Public Sector Network's Defense, Security & Justice Virtual Community National Insights Series- Spring Edition**

- Executive Director was part of a panel

### **9. Other/New Business:**

#### **9.1 AGM Agenda**

- Parliamentarian: Merrilee Rasmussen
- Minister is sending a recorded message

#### **9.2 Building Covid Policy**

- Information on SCoP office building Covid policy was circulated to Council

#### **9.3 Restricted Licences**

- Paramedic Services Chiefs of Saskatchewan (PSCS) inquired whether SCoP would consider amending the requirement for direct supervision of restricted members (similar to Nova Scotia)?
  - Nova Scotia requires liability insurance and mandates exam writing at next sitting. NS regulation states that the "most appropriate practitioner should be in back of ambulance"; inquiry with NS confirmed that their expectation is the most qualified person would be attending the patient. In addition, the more senior/qualified member must have been practicing for at least 2 years
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- Current SCoP policy reflects a similar approach to NS.
- Restricted members cannot be attending patients alone

**10. In Camera Session:**

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

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

**11. Adjournment:** Next Council Meeting June 10, 2022

PENDED ACTION ITEM	ACCOUNTABILITY	Status	TIMELINE
1. Enterprise Risk Management	Olu/JML	Underway	
2. Evaluate options regarding diverse Council representation	JML	Underway	Pended 2021