



COUNCIL MEETING MINUTES

February 25, 2022

Present: Kyle Sereda (President), Matt McGurk (Vice President), Chris Fay, Jason Farago (Fire), Mike Meyer, Bill Fischer (Past President), 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)

1. Call to Order:

- Vice President of Council called the meeting to order at 0904

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.

3. Declaration of conflict of interest

- None declared

4. Approval of Agenda

MOTION: To approve the agenda as presented. **Mike/Joel. Carried.**

5. Approval of Minutes November 26, 2021

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

- President of Council arrived 0908

5.1 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. Council to review the Terms of Reference of Committees.	Kyle et al	Underway	Ongoing
3. Evaluate bylaw language to ensure application is consistent and addresses reinstatement requirements.	JML	Underway	

6. Progress on Strategic Priorities:

6.1 Strategic Outcomes Update

- Budget on track. New influx from Alberta relating to staffing in Lloydminster. Surplus this year, which is very unusual. Less travel and training this year
- Renewal was completed. Renewal audit almost done; looks good. Doing at least 20%
- Technology changes – website updates. Moved to a cloud-based server a couple of weeks ago to avoid risk of physical equipment, more secure.
- Hybrid hearing policy – can do online or face-to-face
- PCC Complaints – 41 complaints in 2021. Closed 30 by the end of the year.
- Human Resources – regular meetings, hired a bookkeeping resource. Said goodbye to Admin Assistant
- Risk mitigation – still managing Professional Conduct Committee (PCC) and Discipline Committee (DC) work. Hearing scheduled for May will be face-to-face
- Business continuity – ongoing. Succession planning – shift in human resources
- Meetings with Ministry of Health (MOH) (regular updates), monthly with Saskatchewan Health Authority (SHA) EMS
- VARA pilot – got permission from Research Ethics Board (REB) from University of Saskatchewan (U of S) to do the project without REB approval (Quality Assurance)

- Met with service operators to explore options for expedited licencing – Primary Care Paramedic (PCP) students at Emergency Medical Responder (EMR) level
- Member engagement, cultural – COPR regulatory standards project will help address Calls to Action
- Education Committee – have approved 2022 CME renewal including documentation training requirement
- Continuing to see relatively large number of PCC cases. New since January 2 cases. 9 files are open or need to be assigned. No details of cases were discussed.
- Network of Inter-Professional Regulatory Organizations (NIRO) – will provide NIRO governance training to Council in the fall

6.2 COPR National PCP/ACP Exam Results

- PCP Exam: 27 students wrote; just over half passed which is ok. Average mark was a little low compared to national average. First international pass (from Qatar)
- ACP Exam: 1 person wrote and passed

6.3 COPR National EMR Exam Update

- First national EMR exam. 24 wrote and 14 failed.
- EMR was always a slightly lower pass rate; inconsistency between programs is a real issue

7. Additional Updates – Executive Director

7.1 Committee Reports for Information

7.1.1 Executive Committee

- Information sent to Council

7.1.2 Audit Committee:

- Minutes from previous meeting circulated to Council
- **Budget**
 - Actual amounts from 2021 will come to next Council meeting
 - More NP licences this year but they'll probably go back to practicing at some point in the future

- Did have a number of late fees that the system didn't charge. The office sent out requests for payment; some members are refusing to pay so they went back to NP.
 - Instead of making the rest inactive, SCoP will advise the member that there is an amount owing and it will have to be paid to renew for 2023
- Revenue is flat. A portion of costs are recovered when possible
- Grant revenue doesn't go in the budget because it varies between years
- Payroll services – switched to a new provider
- Virtual AGM again this year
- Committee expenses nominal due to virtual meetings
- Discipline Committee could see increased cost because of anticipated hearings
- Postage, couriers, and printing costs low
- Interest on bank charges – cost of doing business
- Balanced budget
- Revenue was high thanks to Alberta paramedics coming on board (anomaly)
- Money saved is also an anomaly with respect to training, travel, meetings. Some can be maintained but the surplus is related to the pandemic
- Accessing reserves to address cash flow/payment timing for VAPOC
- Paramedics are being used in so many roles now, which pulls from EMS. More graduates are needed

MOTION: To approve 2022-2023 budget. **Mike/Karen. Carried**

- Olu arrived 1016

7.1.3 Legislation and Bylaws Committee

- No update to report

7.1.4 Discipline Committee

- Committee changes
 - Change to legal counsel: Faith Baron

- Olu moved to member; Joel is chair
- No details of individual cases were discussed

7.1.5 Professional Conduct Committee

- 2021 was very busy; 41 complaints. 23 closed through letter of guidance or dismissal. 1 to Discipline. 9 through CCRAs. 1 to Council for review. Remainder carried through to 2022.
- As of Feb 24, 21 active CCRAs
- 9 files are either open or waiting for an investigator to be assigned; working to get 3 of those to CCRA. 3 are waiting for hearings. 2 or 3 complaints for 2022
- Far more misconduct than incompetence
- No details of individual cases were discussed

7.1.6 Paramedic Practice Committee (PPC)

- No update. Most recent meeting was rescheduled
- SHA might have a submission; waiting to meet with them first

7.1.7 Education Committee

- Most recent meeting rescheduled
- CME Review and CME Documentation sub-committees have meetings in next few weeks; Education meeting will be rescheduled for after

7.1.8 Nominations Committee

- Waiting for Public Rep appointments
- Discussed Committee vacancies and applicants

8. Collaboration, Meeting and Training Updates

8.1 Research/Funding Meetings

8.2 VAPOC Project update

- Update was circulated to Council
- The project estimates at least 70% of the NOCP competencies will be tested once the project is done; the balance can be assessed by interview and/or practicum
- SCoP is hoping to make this tool available to services (cost TBD)

8.3 COPR PERRS Project

- Update was circulated to Council

9. Other/New Business:

9.1 Payroll system change

- Only permanent staff were on 3S Health, so now permanent and contract staff are on the same system
- 3S Health had made changes so that SHA had access to our payroll, but our contract was with 3S Health
- Same cost, very user friendly

9.2 Social Media Guideline

- A guideline that we've drafted; came out of Nova Scotia
- Send feedback to Executive Director after the meeting

ACTION: Can we do a reminder from Code of Conduct (CoC)? Let members draw their own messages from CoC. Use examples of SM and how it violates CoC. Lots of members don't realize CoC still applies to them when they're not working; education needed

ACTION (Council): send specific wording changes to Executive Director before March 7

- Council would like another follow up on this
- Members need to know parameters of what's ok and what's not. Don't want to get into beliefs, just behaviour. Will reframe.
- William Breen arrived 1103

9.3 AGM

- May 4 online again
- Theme is Emotional Intelligence ("Do Great Things")
- Self-awareness around behavioural competencies

10. In Camera Session

10.1 Council Item(s) with ED

10.1 Staffing update

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

11. Adjournment: Next Council Meeting April 8, 2022

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

MOTION: To adjourn at 1203. **Karen. Carried.**