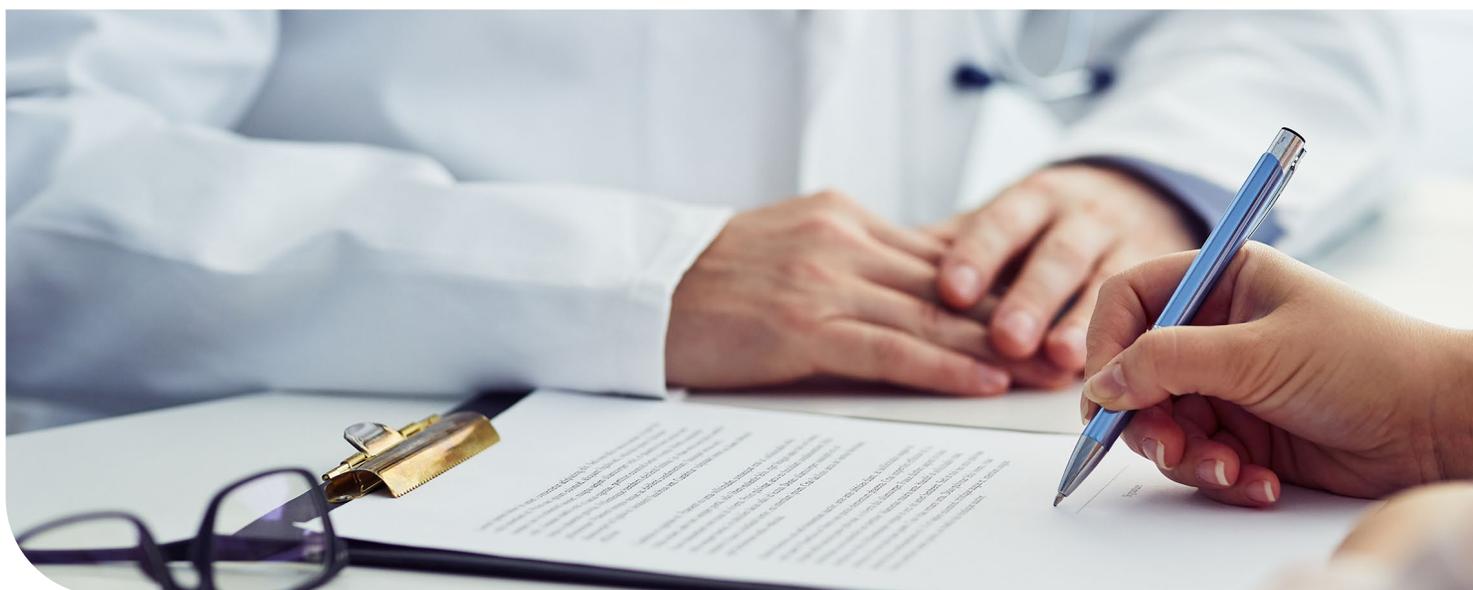


Administrative Bylaws

of the College of Physicians and Surgeon of Saskatchewan



November 2023



CPSS College of Physicians and
Surgeons of Saskatchewan

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COLLEGE OF PHYSICIANS AND SURGEONS OF SASKATCHEWAN ADMINISTRATIVE BYLAWS

EFFECTIVE DATE November 2023

PART I - INTERPRETATION

1.1 GENERAL

In these bylaws, unless there is something in the subject of the context inconsistent therewith, the words:

| | |
|-------------------------------|--|
| "Act" | means <u>The Medical Profession Act, 1981</u> . |
| "Approved" | means approved by the Council. |
| "Annual License Fee" | means the annual fee paid by physicians to maintain registration as determined annually by resolution of Council. |
| "Bylaw" | means the rules and regulations whereby the business of the College is transacted. |
| "College" | means the College of Physicians and Surgeons of Saskatchewan. |
| "Council" | means the Council of the College. |
| "Member" | for the purposes of paragraphs 3.1, 4.3, 4.4, 4.6, 4.7, 4.8, 8.2(d)(i)2., 8.2(e)(i)2., and 8.3(a)(i) means a person who has been granted a licence and who is entitled to vote in Council elections. |
| "Provincial Health Authority" | means the provincial health authority established by <i>The Provincial Health Authority Act</i> and, where relevant, includes a Regional Health Authority established under <i>The Regional Health Authorities Act</i> . |
| "Registrar" | means the Chief Executive Officer of the Council. |
| "Virtual care" | means the provision of care (including synchronous and asynchronous) by means of electronic communication (telephone, video, email, text, or other internet hosted service or app) where the patient and the physician are at different locations, including but not limited to interviewing, examining, advising, diagnosing and/or treating the patient. |

PART 2 – COLLEGE OFFICE AND SEAL

2.1 OFFICE

The office of the College shall be at such place in the Province as the Council shall from time to time determine.

2.2 SEAL:

- (a) The seal of the College bearing the following design is and shall continue to be the seal of the College:



- (b) The seal shall be in the custody of the Registrar and shall be affixed by the Registrar, or the Registrar's designate, to all documents required to be sealed on behalf of the College.

PART 3 – MEETINGS OF THE MEMBERS

3.1 ANNUAL GENERAL MEETING

- (a) There shall be an Annual General Meeting of the members of the College to:
- (i) receive reports relevant to the activities of the College; and,
 - (ii) consider matters of general interest to members of the profession and the public.
- (b) The Annual General Meeting shall be held at a time and place to be determined by the Council. At least 21 days notice of such meetings shall be given to all members resident in the province by the Registrar.
- (c) The order of proceedings at annual general meetings shall so far as is practicable follow an agenda or program prepared by the President of the Council.

3.2 SPECIAL GENERAL MEETING

- (a) A Special General Meeting can be called by Council under the provisions laid down for an Annual General Meeting.

PART 4 – ELECTION OF THE COUNCIL

4.1 ELECTORAL DIVISION AND REPRESENTATION

- (a) There shall be six electoral divisions, the boundaries of which shall be the boundaries of the Integrated Service Areas established by the Saskatchewan Health Authority as they existed on June 15, 2018. These are:

Saskatoon

Regina

Northeast

Northwest and Athabasca

Southeast

Southwest

- (b) If the Saskatchewan Health Authority has not established the Integrated Service Areas on June 15, 2018 as contemplated by paragraph (a), the Registrar, with the advice of the Executive Committee, may establish the boundaries of the electoral divisions for the six electoral divisions.
- (c) Three Councillors shall be elected from each of Regina and Saskatoon electoral divisions, and two Councillors shall be elected from each of the Northeast, Northwest, Southeast and Southwest electoral divisions.
- (d) In addition to the Councillors elected in accordance with paragraphs (a) to (c), the Council may appoint the dean of the College of Medicine to the Council.
- (e) The term for which a Councillor appointed in accordance with paragraph (d) shall remain a member of the Council shall be the earlier of:
- (i) The date that the person ceases to be the dean of the College of Medicine or resigns;
 - (ii) The expiration of three years from the person's appointment as a Councillor;
 - (iii) During good behaviour unless sooner removed from office by vote of the members of Council pursuant to the provisions of these bylaws.
- (f) A person selected in accordance with paragraph (d) may be reappointed.
- (g) In addition to the Councillors elected in accordance with paragraphs (a) to (c), the Executive Committee may appoint one or more persons with an indigenous background as Councillors.
- (h) The term for which a Councillor appointed in accordance with paragraph (g) shall remain a member of the Council shall be the earlier of:
- (i) The date that the Councillor dies or resigns;
 - (ii) The expiration of three years from the person's selection as a Councillor;
 - (iii) During good behaviour unless sooner removed from office by vote of the members of Council pursuant to the provisions of these bylaws.

- (i) A person selected in accordance with paragraph (g) may be reappointed for a maximum of one further three year term.
- (j) The provisions of paragraphs (h) through (k) of bylaw 4.3 apply to a Councillor appointed in accordance with paragraph (d) or (g).

4.2 ELIGIBILITY TO VOTE IN COUNCIL ELECTIONS AND BE ELECTED TO COUNCIL

- (a) Subject to paragraphs (d) and (e), a physician who holds a regular, provisional or ministerial licence and who is engaged in practice in an electoral division is a voting member and shall be entitled to vote in an electoral division for Council and to be elected in an electoral division.
- (b) Subject to paragraphs (d) and (e), a physician who, immediately before the effective date of this bylaw held a licence under section 28, 29 or 30 of the Act and who is engaged in practice in an electoral division, is a voting member and shall be entitled to vote in an electoral division for Council and to be elected in an electoral division.
- (c) A person who holds an educational licence is not entitled to vote in an electoral division for Council or to be elected in an electoral division, unless the person qualifies to vote in an electoral division for Council and to be elected in an electoral division under paragraph (a) or (b).
- (d) Notwithstanding paragraphs (a) and (b), a physician is not entitled to vote in an electoral division for Council or to be elected in an electoral division if the physician has paid less than the annual licence fee for a regular licence for the year in which the election is held.
- (e) Notwithstanding paragraphs (a) and (b), a physician is not entitled to vote in an electoral division for Council or to be elected in an electoral division if the physician is under suspension at the time for nomination or at the date of the election.
- (f) Notwithstanding paragraphs (a) and (b), a physician is not entitled to vote in an electoral division for Council or to be elected in an electoral division if the physician holds inactive licensure.
- (g) A physician may vote only for the candidate or candidates nominated in the electoral division of the physician's address, as provided to the College. A physician who works in a border community will vote and be eligible for election in the electoral division closest to the physician's address, as provided to the College.

4.3 SCHEDULE OF ELECTIONS AND TERMS OF OFFICE

- (a) Unless there is a vacancy on Council caused by the resignation, death or removal from office of a Councillor, one member of Council will be elected in each election in each electoral division in which an election is scheduled.
- (b) An election will be held in the Saskatoon and Regina electoral divisions every year.
- (c) An election will be held in 2024 and every three years thereafter in the Northeast, Northwest and Southeast electoral divisions.
- (d) An election will be held in 2025 and every three years thereafter in the Northwest and Southwest electoral divisions.

- (e) An election will be held in 2023 and every three years thereafter in the Northeast, Southeast and Southwest electoral divisions.
- (f) An election is to be held as soon as practicable in the case of the death, resignation or removal from office of a Councillor in accordance with these bylaws.
- (g) The term for which a Councillor shall remain a member of the Council shall be the earlier of:
 - (i) The date that the Councillor dies or resigns;
 - (ii) Until that Councillor's successor has been elected in accordance with these bylaws -- which shall be approximately three years if the Council member was elected at a regularly held election for Council;
 - (iii) Until that Councillor's successor has been elected in accordance with these bylaws -- which shall be the remainder of the term of office of the Councillor who the Councillor replaced -- if the Councillor was elected pursuant to paragraph (f) of this bylaw; or,
 - (iv) During good behaviour unless sooner removed from office by vote of the members of Council pursuant to the provisions of these bylaws.
- (h) The Council may ask any Councillor who fails, refuses or is unable to fulfil the duties of a Councillor, including participation on the committees of the Council to which that Councillor is appointed, to resign as a member of the Council.
- (i) The members of the Council may, at a meeting of the Council, remove an elected Councillor from office, if, in the opinion of the Council, the Councillor's conduct has rendered that Councillor unfit to continue as a member of the Council.
- (j) The Council shall not remove a Councillor from office unless the Councillor has been given notice prior to the meeting.
- (k) The Councillor who is subject to possible removal from office is entitled to submit a written statement to the Council giving the reasons why the Councillor opposes the resolution to remove them from office.
- (l) If a vacancy occurs on the Council with respect to an elected Councillor, the Registrar shall hold an election as soon as practical to replace the Councillor.
- (m) If a vacancy occurs on the Council with respect to an Elected Councillor, a Councillor who is elected to fill the vacancy shall serve for the remainder of the term of office of the Councillor being replaced.
- (n) The provisions of this bylaw, other than with respect to the election date, shall apply to an election to replace an elected Councillor.
- (o) If, due to the death, resignation or removal from office of a Councillor, more than one Councillor is to be elected at an election, the candidate who receives the greatest number of votes shall be declared elected for a three year term in accordance with paragraph (h) and the remaining candidate shall be declared elected for the remainder of the term of the Councillor being replaced in accordance with paragraph (m).

4.4 THE REGISTRAR'S ROLE

- (a) For each election, the Registrar shall fix an election date which should be after the last Council meeting of the year and shall fix a closing date for the College to receive nominations.
- (b) For each election, the Registrar shall determine the procedures by which an election is conducted.
- (c) The Registrar shall have the authority to rule on any issues related to the conduct of an election, including objections to the voting list, the validity of nominations, and the validity of ballots.
- (d) If not all candidates who are to be elected can be determined because two or more candidates receive an equal number of votes, the Registrar shall write the name of each candidate whose election cannot be determined on a card and select by chance the candidate or candidates to be elected to Council.

4.5 NOMINATION

- (a) At least six weeks prior to the date fixed for the election, the Registrar shall send to each member entitled to vote a complete list of all members in their electoral division who are qualified for election together with a nomination form and a statement of the closing date by which nominations must be received.
- (b) Each candidate shall be nominated by three other members in their electoral division who are qualified to vote in the election.
- (c) Nominations shall be signed by the three nominating members and each nomination shall be accepted in writing by the candidate.
- (d) Only such members as are duly nominated shall be eligible for election as members of the Council.

4.6 ACCLAMATION

- (a) If only one nomination is received from an electoral division by the closing date for nominations, the Registrar shall declare the nominee to be elected as a member of Council.

4.7 VOTING

- (a) At least three weeks prior to the date of the election, the Registrar shall send a ballot to each member which lists the candidates nominated in the electoral division in which they are entitled to vote, together with voting instructions.
- (b) The Registrar need not make a ballot available to members entitled to vote in an electoral division if there are fewer than two candidates nominated for election.
- (c) Electronic processes, including the internet, online voting and databases may be used for:
 - (i) circulating election notices, forms, ballots, documents and other materials;

- (ii) voting; and
- (iii) counting and recording the votes.
- (d) The unintentional failure to provide the material in paragraph 4.6(a) to any member does not invalidate an election.

4.8 REJECTION OF BALLOTS

- (a) A ballot shall be rejected if it:
 - (i) is not cast in accordance with the voting instructions;
 - (ii) is cast by someone other than the member who was assigned the login name and password used to cast the ballot;
 - (iii) is received after the election date;
 - (iv) contains a vote for a person other than the candidate whose name appears on the ballot prepared by the Registrar; or,
 - (v) does not clearly indicate who the person casting the ballot voted for.

4.9 COUNTING VOTES

- (a) On the next business day following the deadline for casting election ballots, the Registrar shall cause the votes for each candidate to be counted and recorded.
- (b) The Registrar shall inform each member of the College of the results of the election in their electoral division.

4.10 INSUFFICIENT NUMBER OF CANDIDATES

- (a) If the number of candidates nominated from any electoral division is less than the number of Councillors to be elected from that division, the Council or the Executive Committee may, within thirty days after the date fixed as the deadline for receiving nominations, select from amongst the members of the College who are eligible for nomination for that electoral division a sufficient number of consenting candidates to equal the number of Councillors to be elected from that electoral division in that Election Year.
- (b) A member selected in accordance with paragraph 4.10(a) shall be declared to be a member of Council with the same term as if that member had been elected in accordance with these bylaws.
- (c) If no eligible member is nominated for an electoral division, and no person is selected in accordance with paragraph 4.10(a) and (b), the Registrar may authorize one further election to be held for that electoral division and the remaining provisions of this part shall apply with all necessary changes to such an election.

PART 5 – MEETINGS OF COUNCIL

5.1 CALLING MEETINGS

- (a) At least two (2) regular meetings shall be held in each year. The first meeting shall be called by the Registrar within sixty days of a General Election after consultation with the President.

5.2 NOTICE OF MEETINGS

- (a) At least seven (7) days notice shall be given to all Councillors of all regular meetings of Council.
- (b) The Registrar shall make reasonable efforts to provide notice of meetings to all members of Council. All meetings of the Council are validly constituted, and all business conducted by the Council shall be validly conducted, notwithstanding the inadvertent failure to provide the required notice of Council meetings to Councillors or the lack of receipt of notice by any Councillors.

5.3 SPECIAL MEETINGS

- (a) If, in the opinion of the President (or where the President is not available, the Vice-President, or where neither the President or the Vice-President are available the Registrar), a situation arises which requires immediate attention by the Council, then the President, or the Registrar, may convene a meeting of the Council on such notice as the convenor sees fit. Such meeting shall be comprised of as many members of Council as are available in person or by telephone, provided a quorum of the Council is present.
- (b) If, in the opinion of the President (or where the President is not available, the Vice-President, or where neither the President or the Vice-President are available the Registrar), a situation arises which requires immediate attention by the Council, and if, in the opinion of the President or Registrar or designate, the matter can be adequately addressed by providing information to the Council electronically or in writing, with the Council voting on a resolution included in the information by fax or email, the President, or the Registrar or designate, may provide such information to the members of the Council, and allow a time for response that is, in the opinion of the President or Registrar or designate, sufficient to permit the Council members to respond.
- (c) In order to constitute quorum of the Council for the purposes of paragraph (b) above a majority of the members of the Council must have voted on the resolution by FAX or email by the time for response established by the person calling the meeting.
- (d) An affirmative vote for the resolution referred to in paragraph (b) above, is by a simple majority of those members present who do not abstain from voting.

5.4 QUORUM

- (a) A majority of the members of the Council constitutes a quorum.

5.5 PARTICIPATION IN MEETINGS BY TELEPHONE

- (a) The members of the Council may participate in meetings by means of conference telephone or similar communications equipment, whereby all Councillors participating in the meeting can hear each other at the same time, and participation in any meetings shall constitute presence in person by such Councillor at such meeting.

5.6 VOTING

- (a) An affirmative vote is by a simple majority of those members present who do not abstain from voting.

5.7 PROCEDURES FOR MEETINGS

- (a) Meetings of the Council shall be conducted in accordance with the current Robert's Rules of Order, unless otherwise specified herein.
- (b) The President shall preside at all meetings of the Council, in his absence the Vice-President shall take the Chair, and in the absence of both of these officers, the members of the Council then present shall choose one of their number as chair.

PART 6 – THE EXECUTIVE COMMITTEE

6.1 ELECTION OF THE EXECUTIVE COMMITTEE

- (a) The Council shall each year at its first meeting elect from amongst its members a President and a Vice-President; and an Executive Committee composed of the President and Vice-President and four members elected at large from and by Council. At least one of the members at large shall be a non-medical Council member.

6.2 TERM OF OFFICE

- (a) All members of the Executive Committee shall hold office until they have submitted their resignation, or until their successors are elected or appointed, whichever shall first occur.

6.3 VACANCY ON THE EXECUTIVE COMMITTEE

- (a) In the event of death, incapacitation, resignation, vacancy from office of a permanent nature, of the President, Vice-President, or other member of the Executive Committee, Council shall elect members to fill the vacancies.

6.4 CALLING MEETINGS

- (a) The Executive Committee shall meet at the call of the Registrar or the Registrar's designate or on the direction of the President or person acting in place of the President. Three members of the Executive Committee shall constitute a quorum.

6.5 CONDUCT OF MEETINGS

- (a) The members of the Executive Committee may participate in meetings by means of web-based technology, conference telephone or similar communications equipment, whereby all persons participating in the meeting can hear each other at the same time, and participation in any meetings shall constitute presence in person by such person at such meeting.
- (b) If, in the opinion of the person calling a meeting of the Executive Committee pursuant to paragraph 6.4 a matter can be adequately addressed by providing information to the Executive Committee in writing, with the Executive Committee voting on a resolution included in the information by fax or email, the President, or the Registrar or designate, may provide such information to the members of the Executive Committee and allow a time for response that is, in the opinion of the person calling the meeting, sufficient to permit the Executive Committee members to respond.
- (c) In order to constitute quorum of the Executive Committee for the purposes of paragraph (b) above a majority of the members of the Executive Committee must have voted on the resolution by FAX or email by the time for response established by the person calling the meeting.
- (d) An affirmative vote for the resolution referred to in paragraph (b) above, is by a simple majority of those members present who do not abstain from voting.

6.6 AUTHORITY OF THE EXECUTIVE COMMITTEE

- (a) The Executive Committee shall have and exercise all the power and direction of the Council, but shall not enact, repeal, or amend bylaws or make regulations inconsistent with existing regulations. Minutes of the meeting of the Executive Committee shall be presented at the next following meeting of Council.

PART 7 – OFFICERS AND DUTIES

7.1 OFFICE OF THE PRESIDENT

- (a) The President shall fulfil the duties assigned to the office of President as set forth in policies approved by the Council.
- (b) The President shall be entitled to attend and participate in meetings of all committees, other than legislated committees.
- (c) The President shall not be entitled to vote at meetings of committees which the President attends pursuant to paragraph (b) above, except in the case of a tie vote, in which case the President may cast a vote to break the tie.

7.2 OFFICE OF THE VICE-PRESIDENT

- (a) The Vice-President shall be vested with all the powers and shall perform all the duties of the President in the absence of the President.
- (b) If for any reason a vacancy occurs in the presidency of the College, the Vice-President shall assume the presidency for the balance of the unexpired term.

PART 8 – COMMITTEES APPOINTED BY THE COUNCIL

8.1 LEGISLATED COMMITTEES

- (a) The legislated committees are those committees referred to in the Act and consist of the following:
 - (i) Competency Committee
 - (ii) Competency Hearing Committee
 - (iii) Discipline Committee
 - (iv) Discipline Hearing Committee
 - (v) Investigating Committee (Mental Health Committee)
 - (vi) Preliminary Inquiry Committee
- (b) The Legislated Committees shall meet as required by Council and function in accordance with the provisions of The Act and bylaws.

8.2 STANDING COMMITTEES - The Standing Committees established by these bylaws are the following:

(a) Advisory Committee on Medical Imaging

- (i) Composition
 - 1. The Chair and members of the Committee shall be appointed annually by the Council. The Committee shall include representatives from Radiology, Ultrasonography, Cardiology, Obstetrics/Gynecology, representatives from the Ministry of Health, and may include others.
- (ii) Objectives
 - 1. Establish and administer a comprehensive quality assurance program for diagnostic imaging services.
 - 2. Study and advise upon the best possible, safe and required medical imaging services.
 - 3. Serve as a resource to the Ministry of Health and Saskatchewan Health Authority on medical imaging issues.
- (iii) Methods
 - 1. The establishment of a peer assessment process to monitor the quality of practice of physicians who perform diagnostic imaging.
 - 2. The establishment and maintenance of standards of quality of the medical imaging services.
 - 3. The establishment and maintenance of standards for the appropriate and proper use of medical imaging equipment.

4. The inspection and evaluation of the existing medical imaging services and facilities as requested by the Ministry of Health.
5. Offering advice on proper training of physicians in imaging services.
6. Any other matter related to the above areas which appear pertinent to the committee within the broad framework listed above.

(iv) Reporting

1. The Chair reports to the Registrar, as required.
2. The Committee will report in writing at least annually to the Council.

(v) Meetings

1. The Committee will meet at the call of the Chair.

(b) Medical Imaging Audit Committee

(i) Composition

1. The Medical Imaging Audit Committee shall consist of those persons who are named by the Council to the Medical Imaging Audit Committee and, in addition, all persons who are selected by the Advisory Committee on Medical Imaging to review diagnostic images and to report to the Advisory Committee on Medical Imaging. Upon being so chosen, a person shall automatically become a member of the Medical Imaging Audit Committee.

(ii) Objectives

1. Members of the Medical Imaging Audit Committee will, at the request of the Advisory Committee on Medical Imaging, review diagnostic imaging and interpretations;
2. Members of the Medical Imaging Audit Committee will provide a report to the Advisory Committee on Medical Imaging relating to the quality of imaging and the accuracy of interpretations;

(c) Laboratory Quality Assurance Discipline Specific Committees

(i) The committees

1. The Quality Assurance Committee for Anatomic Pathology.
2. The Quality Assurance Committee for Chemistry.
3. The Quality Assurance Committee for Hematology.
4. The Quality Assurance Committee for Microbiology.
5. The Quality Assurance Committee for Transfusion Medicine.

(ii) Composition

1. The members of each of the Committees shall be appointed annually by the Council. The Council will attempt to constitute committees consisting of approximately 3 or 4 medical laboratory technologists and approximately 1 or 2 physicians or clinical doctoral scientists.
2. The chair of each of the committees will be a physician or clinical doctoral scientist who is selected by members of the committee.

3. A member of a committee may be removed if the member fails to attend three consecutive meetings.
- (iii) Methods
1. Monitor the External Quality Assessment for all licensed laboratories in Saskatchewan.
 2. Review External Quality Assessment deficiencies and responses for acceptability.
 3. Review External Quality Assessment subscriptions for use in the province.
 4. Monitor compliance with WCAA approved standards through on-site assessments for accreditation.
 5. Review laboratory assessment report citations, standards and requirements for evidence of compliance.
 6. Determine acceptability of requested evidence of compliance for assessments.
 7. Review assessment reports for accreditation.
- (iv) Reporting
1. The Chair reports to the Laboratory Quality Assurance Program Management Committee, as required.
- (v) Meetings
1. The Committee will meet at the call of the Chair.
 2. A minimum 2 meetings are to be held each year.

(d) Laboratory Quality Assurance Program Management Committee

- (i) Composition
1. The membership of the committee shall consist of the chairs of each of the Quality Assurance Committee for Anatomic Pathology, the Quality Assurance Committee for Chemistry, the Quality Assurance Committee for Hematology, the Quality Assurance Committee for Microbiology and the Quality Assurance Committee for Transfusion Medicine and additional members appointed by Council annually. The Council will endeavour to include representation from the Saskatchewan Association of Combined Laboratory and X-ray Technologists and the Saskatchewan Society of Medical Laboratory Technologists.
 2. The Council will appoint the chair, or two co-chairs, of the committee.
 3. If the chair of the committee is unable to participate in all or any part of a meeting, the members of the committee present at the meeting may select a chair for that meeting.
 4. A member of the committee may be removed if the member fails to attend three consecutive meetings.
- (ii) Methods
1. The PMC is the oversight body for operations and decision making for the program.
 2. Review and approve evidence-based standards for assessment.
 3. Provide recommendations to the Ministry of Health (MOH) regarding provision of medical laboratory services. (If required)
 4. Review and approve appropriate EQA subscriptions for use in the province.
 5. Approve assessment reports for accreditation.
 6. Monitor the External Quality Assessment for all licensed laboratories in Saskatchewan.
 7. Review External Quality Assessment deficiencies and responses for acceptability.

(iii) Reporting

1. The Chair or one of the Co-chairs reports to the Registrar, as required.
2. The Committee will report in writing at least annually to the Council.
3. The Chair, or one of the Co-chairs of the committee will direct the Director, Diagnostic Quality Assurance to report to the Ministry of Health on behalf of the committee quarterly.

(iv) Meetings

1. The Committee will meet at the call of the Chair.
2. A minimum 2 meetings are to be held each year.

(e) Quality of Care Advisory Committee

(i) Composition

1. The Quality of Care Advisory Committee Chair and members shall be appointed annually by the Council.
2. The Committee shall be composed of three members of the College and three persons who are not members of the College.
3. The Council may fill a vacancy in the Quality of Care Advisory Committee by appointing any person to the Committee that the Council thinks appropriate.

(ii) Objectives

1. To receive, investigate and, if possible, resolve complaints regarding the conduct of physicians.
2. To investigate and study matters relating to morbidity, mortality or the cause, prevention, treatment or incidence of disease.

(iii) Methods

1. Complaints are received by the Registrar or the Registrar's designate. By personal or telephone interview, complainants are informed of the role of the College in protecting the public interest, including the working of the Quality of Care Advisory Committee. The complainant is asked to submit the complaint in writing. An authorization for release of information (preferably from the patient) is obtained before the investigation proceeds.
2. Complaints may be resolved by the Registrar or the Registrar's designate.
3. Unresolved complaints are forwarded to the Committee. Physician comments are requested and hospital records are obtained. The Committee may resolve the complaint from the information available or request the complainant and/or the physician(s) to attend for interview.
4. Consultants may be asked to review certain aspects of the case and give a written opinion.
5. The written decision of the Committee shall be forwarded to the complainant and physician(s) upon resolution of the complaint.
6. Where, as a result of a review of information before the Committee, the Committee or the member of the Registrar's staff responsible for the Committee concludes that

there are unresolved concerns that cannot be adequately addressed by the Committee, the matter may be referred to the Registrar or the Council.

(iv) Reporting

1. The Chair reports to the Registrar.
2. Committee minutes will be disseminated to Council for information.
3. The Committee will report in writing at least annually to the Council.

(v) Meetings

1. The Committee will meet at the call of the Chair.

(f) Finance and Audit Committee

(i) Composition

1. The Chair and members of the Committee shall be appointed annually by the Council.
2. The Chair of the Committee shall be a member of the Council.
3. The Committee shall be composed of five or more individuals. Physician members of Council, public members of Council and persons who are not members of Council are all eligible to be appointed to the Committee.
4. All members of the Committee should have:
 - A. Knowledge of the primary activities of the College;
 - B. The ability to read and understand the fundamentals of not for profit financial statements; and
 - C. The ability to understand key operational and financial risks
5. If a Committee member does not have knowledge of the primary activities of the College when appointed to the Committee, the Registrar will be responsible to provide that information to the Committee member.
6. It is desirable that at least one member of the Committee will have financial expertise.

(ii) Objectives

1. To exercise oversight of the financial affairs of the College.

(iii) Methods

1. Review and recommend to Council the annual College budget and fees, including review of the underlying assumptions used and any significant risks or uncertainties identified by management in the preparation of the budget.
2. Review and recommend to Council any changes to Council Governance Policies related to payment of Council and Committee expenses.
3. Periodically review the College's investment policy and adherence to that policy. Make recommendations to Council on any changes to the investment policy.

4. Review any proposed unbudgeted expenditures which require approval pursuant to the Council's Governance Policies.
 5. Recommend to Council the annual appointment of the external auditors.
 6. Review the year-end audited financial statements with management and the external auditor, including the auditor's formal opinion on the annual audited financial statements (the "auditors' report") and recommend their approval to Council.
 7. Meet at least annually with the external auditor to review and discuss the audit approach and audit findings including such topics as:
 - A. Audit scope and materiality
 - B. Significant financial reporting risks and other areas of audit focus
 - C. Assessment of critical accounting estimates, significant accounting policies and practices, and financial statement presentation and disclosure
 - D. Significant audit adjustments and/or deficiencies in internal controls
 - E. Other observations and recommendations
 8. Periodically review interim unaudited financial statements with management.
- (iv) Reporting
1. The Committee is responsible to, and reports to the Council.
 2. The Committee will report in writing at least annually to the Council.
 3. The Committee will report to the Council immediately if it identifies any significant financial discrepancies or concerns that it feels Council should be made aware of.
- (v) Meetings
1. The Committee will meet at least three times per year at the call of the Chair.
 2. The Quorum for meetings of the Committee is 50% of the members of the Committee participating personally or virtually.

(g) Health Facilities Credentialing Committee

- (i) Composition
1. The members of the Committee shall be appointed annually by the Council.
 2. The membership shall consist of such persons as the Council may decide.
 3. The Registrar may appoint a person to the Committee on an *ad hoc* basis if for any reason the Registrar considers it advisable to do so.
- (ii) Objectives
1. At the request of the Registrar or the Registrar's designate, to review a facility that is applying for recognition under the Non-Hospital Treatment Facilities Bylaw of the College.

2. At the request of the Registrar or the Registrar's designate, to review the qualifications, training and experience of a physician to provide a recommendation respecting the procedures, if any, that the physician should be permitted to perform in a facility to which the Non-Hospital Treatment Facilities Bylaw of the College applies.

(iii) Methods

1. The Committee shall consider the provisions of the Non-Hospital Treatment Facilities Bylaw when providing the recommendations under the heading "Objectives" above.

(iv) Reporting

1. The Chair reports to the Registrar.
2. Committee minutes will be disseminated to Council for information.
3. The Committee will report in writing at least annually to the Council.

(v) Meetings

1. The Committee will meet at the call of the Chair.

(h) Nominating Committee

(i) Composition

1. The Nominating Committee will be named by Council and will consist of such persons as the Council deems advisable. Members of Council are eligible to be appointed to the Nominating Committee.
2. The Council shall designate one member of the Nominating Committee as Chair of the Committee.

(ii) Objectives

1. To provide recommendations to the Council related to nominations for election to the Executive Committee.
2. To assist Council to make appropriate appointments to the committees provided for in the Act or the Bylaws.
3. To monitor the length of time that individuals have been appointed to committees and promote refreshing membership of those committees.

(iii) Methods

1. The Committee members shall meet in such manner as the Committee shall determine.
2. Prior to the first meeting of each calendar year, the Committee will canvass each member of the Council to determine who is willing to be nominated for a position on the Executive Committee.
3. The Committee will provide information to Council members who request information related to the functioning of the Executive Committee to assist them to

decide whether they are willing to be nominated for election to the Executive Committee.

4. The Committee will provide recommendations to the Council related to nominations for election to the Executive Committee.
5. The Committee will annually review the membership of committees provided for in the Act or Bylaws and the length of time that individuals have been members of those committees. The Committee will report its conclusions and recommendations, if any, to the Council.
6. Prior to the first meeting of each calendar year, or other meeting where Council will be asked to appoint members to a committee provided for in the Act or Bylaws, the Registrar's office will provide suggested names for such appointments to the Nominating Committee.
7. The Nominating Committee will review the names submitted by the Registrar's office to identify any concerns about proposed members of committees or provide suggested names of other persons who may be appropriate to be named to committees.
8. The Nominating Committee will provide its comments related to appointments of committee members for committees provided for in the Act or Bylaws to the Registrar's office. The Registrar's office will be responsible to submit a document for Council's decision.
9. The Nominating Committee may delegate its responsibility with respect to any aspect of its responsibilities under paragraphs 5 to 7 above to any person or persons who it thinks appropriate.

(iv) Reporting

1. The Committee shall report as set out in paragraphs (iii) 1. Through 8. above.
2. The Committee will report at least annually to the Council.

(v) Meetings

1. The Committee will meet at the call of the Chair.

(i) Legislative Review Committee

(i) Composition

1. The Legislative Review Committee may consist of such persons as the Council deems advisable. Members of Council are eligible to be appointed to the Legislative Review Committee.
2. The Council shall designate one member of the Legislative Review Committee as Chair of the Committee.
3. the President is an ex-officio member of the Legislative Review Committee, and may attend and participate in meetings of the committee.

(ii) Objectives

1. To review the Act as directed by the Council and keep informed on all proposed amendments to the Act and bring them to the attention of the Council.
2. To propose to the Council such legislation as may be in the best interests of the College.
3. On instructions from the Council to bring such proposals to the attention of the Provincial Legislature.
4. To review and update the Bylaws of the College as directed by the Council.
5. At the request of the Registrar, or the Registrar's designate, to review requests for consultation arising from possible changes to bylaws or legislation of another regulatory body and provide recommendations to the Registrar or the Council.

(iii) Methods

1. To act in consultation with the Registrar and/or legal counsel for the College to achieve the objectives of the Committee.

(iv) Reporting

1. The Committee shall report to the Council in such manner as the Council may direct.
2. The Committee will report in writing at least annually to the Council.

(v) Meetings

1. The Committee will meet at the call of the Chair.

PART 9 – LICENSING AND REGISTRATION FEES PAYABLE TO THE COLLEGE

9.1 THE FEES PAYABLE TO THE COLLEGE FOR LICENSING AND REGISTRATION SHALL BE AS FOLLOWS:

- (a) The fee payable for initial licensure on a regular, provisional, or ministerial licence shall be \$450. The person shall pay, in addition, the Annual Fee for that year. Physicians whose licences are limited to virtual care shall not be required to pay this fee.
- (b) The annual fee to be paid by a person registered on a regular, provisional, or ministerial licence, other than a person registered whose licence is limited to virtual care, shall be \$2,070.
- (c) A person who is licensed on a regular, provisional, or ministerial licence, other than a person registered whose licence is limited to virtual care, may pay less than the full annual fee in the following circumstances:
 - (i) The person does not intend to practise in Saskatchewan until November 30 of that year, when the physician's annual licence would normally expire; or
 - (ii) The physician is initially licensed in Saskatchewan after May 31 of that year.

- (d) A person who is entitled to pay less than the full annual fee pursuant to paragraph (c)(i) may pay a fee of \$415 per month for each month or part thereof for which the physician will be licensed.
- (e) A person who is entitled to pay less than the full annual fee pursuant to paragraph (c)(ii) may pay a fee of \$415 per month for each month or part thereof until the expiry of the licence on November 30.
- (f) The annual fee to be paid by a person whose licence is limited to the practice of virtual care shall be:
 - (i) \$0 if the person has signed an undertaking to limit his/her practice of virtual care to no more than twelve Saskatchewan patients per year;
 - (ii) \$415 if the person has signed an undertaking to limit his/her practice of virtual care to no more than fifty-two Saskatchewan patients per year;
 - (iii) \$2,070 in all other cases.
- (g) The Fee to be paid by a person registered on the Education Register shall be:
 - (i) \$20 for registration as an undergraduate at the University of Saskatchewan in the first and second year of medicine;
 - (ii) \$100 for the succeeding two years of registration as an undergraduate at the University of Saskatchewan;
 - (iii) \$100 for an annual or shorter-period licence in all other cases.
- (h) The Fee to be paid by a person registered on the Education Register who is authorized pursuant to regulatory bylaw 2.12 to engage in the practice of medicine (moonlighting) in addition to the person's educational program shall be \$415 per month or part thereof to a maximum of \$2,520 per year during the period for which the person is so authorized.
- (i) The annual fee to be paid by a person who is registered as an Inactive Member shall be:
 - (i) \$300 if the person resides in a place other than Saskatchewan;
 - (ii) \$100 if the person resides within Saskatchewan;
 - (iii) \$25 if the person is disabled by illness or accident.
- (j) A physician who seeks a determination whether that physician is eligible for a regular, provisional or ministerial licence to practise medicine, shall pay a fee of \$500 prior to that assessment being performed. The Registrar may waive payment of that fee if, in the Registrar's opinion, special circumstances apply to the physician's assessment.
- (k) Physicians whose licences expire on November 30 and who seek to renew their licences are required to meet the requirements of regulatory bylaw 3.1 no later than November 1.
- (l) A physician who meets the requirements of regulatory bylaw 3.1 after November 1 but before the expiry of their licence shall be required to pay a fee of \$300 in addition to the licensing fee in order to renew their licence.
- (m) If the holder of a licence, other than an educational licence, fails to meet the requirements of regulatory bylaw 3.1 on or before November 30 of the year in which such fee is due, the Registrar shall strike the name of that person from the appropriate

register effective December 1 of that year and shall promptly notify the person of the action taken. Where a member registered under the Act is struck from the Register, the member may apply to the Registrar within 6 months to be reregistered. The fee for re-registration is \$450 in addition to the Annual Fee.

- (n) If the holder of an educational licence fails to pay the appropriate fee when it is due, the Registrar shall strike the name of that person from the appropriate register effective the day following that which the fee was due.
- (o) The fee payable for initial and annual registration on a podiatric surgery permit shall be the same as for a regular licence and the provisions of this bylaw shall apply with all necessary changes to the issuance, expiry and renewal of such permits.
- (p) The fee payable for the registration of a professional corporation shall be \$350. The professional corporation shall, in addition, pay the fee for issuance of a permit for that year.
- (q) The fee payable for the issuance of a permit to a professional corporation, or the renewal of a permit to a professional corporation, shall be \$150.
- (r) If a professional corporation does not complete the requirements for renewal of its permit by November 16, but completes the requirements to renew the permit prior to its expiry, the professional corporation shall pay a fee of \$100, in addition to the renewal fee, in order to renew the permit.
- (s) If a professional corporation does not complete the requirements for renewal of its permit by December 31st, the professional corporation shall, in addition, pay a restoration fee of \$350.
- (t) If a person has been licensed on a form of licence not provided for in this bylaw, and remains so licensed after the implementation of the amendments to the College's regulatory bylaws adopted by the Council on March 21, 2014, the provisions of paragraphs (b), (c), (k), (l), and (m) of these bylaws, with all necessary changes, shall apply to such a person.
- (u) The fee payable for an application for initial licensure as a physician assistant shall be \$450. The person shall pay, in addition, the annual fee for that year.
- (v) The annual fee to be paid by a physician assistant shall be \$475.
- (w) A physician assistant may pay less than the full annual fee in the following circumstances:
 - (i) The person does not intend to practise in Saskatchewan until November 30 of that year, when the person's annual licence would normally expire; or
 - (ii) The person is initially licensed in Saskatchewan after May 31 of that year.
- (x) A person who is entitled to pay less than the full annual fee pursuant to paragraph (w) may pay a fee of \$100 per month for each month or part thereof for which the person will be licensed.

9.2 FEES PAYABLE BY PHYSICIANS WHO FAIL TO COMPLY WITH REGULATORY BYLAW 5.1 STANDARDS FOR CONTINUING EDUCATION AND MAINTENANCE OF MEMBERSHIP

- (a) A physician who fails to enroll in Mainpro+ or Maintenance of Certification, or who fails to maintain enrollment in Mainpro+ or Maintenance of Certification as required by regulatory bylaw 5.1, or with respect to whom the College receives information that the physician is non-compliant with the requirements of Mainpro+ or Maintenance of Certification as the case may be will be required to pay a fee of \$500;
- (b) A physician who has failed to enroll in Mainpro+ or Maintenance of Certification, or who fails to maintain enrollment in Mainpro+ or Maintenance of Certification as required by regulatory bylaw 5.1 or with respect to whom the College receives information that the physician is non-compliant with the requirements of Mainpro+ or Maintenance of Certification as the case may be and who is required to comply with any of the conditions in regulatory bylaw 5.1(i) shall, in addition to the \$500 fee in paragraph (a), be required to pay a fee of \$500;
- (c) A physician who has enrolled in Mainpro+ or Maintenance of Certification as required by bylaw 5.1, but who has failed to meet the requirements of the program, or has failed to provide the evidence required by paragraph (d)(iv) or with respect to whom the College receives information that the physician is non-compliant with the requirements of Mainpro+ or Maintenance of Certification as the case may be and who is required to comply with any of the conditions in regulatory bylaw 5.1(i), shall be required to pay a fee of \$500.