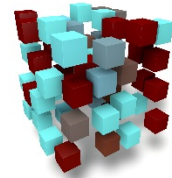




ADMINISTRATIVE BYLAWS



of the College of Physicians and Surgeons of Saskatchewan

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COLLEGE OF PHYSICIANS AND SURGEONS OF SASKATCHEWAN
ADMINISTRATIVE BYLAWS

EFFECTIVE DATE September, 2021

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.
"Telemedicine"	means the provision of a medical opinion concerning diagnosis or treatment of a patient in Saskatchewan by a physician located outside of Saskatchewan as a result of transmission of individual patient information by electronic or other means from within Saskatchewan to such physician or his or her agent; or The provision of treatment to a patient in Saskatchewan by a physician located outside of Saskatchewan as a result of transmission of individual patient information by electronic or other means from within Saskatchewan to such physician or his or her agent.

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 Medical 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 Medical Electoral Divisions for the six electoral divisions.
- (c) Three Councillors shall be elected from each of Regina and Saskatoon Medical Electoral Divisions, and two Councillors shall be elected from each of the Northeast, Northwest, Southeast and Southwest Medical Electoral Divisions.

4.2 Electoral Division and Representation

- (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 Medical Electoral Division in which an election is scheduled.
- (b) An election will be held in the Saskatoon and Regina Medical Electoral Divisions every year.
- (c) An election will be held in 2018 and every three years thereafter in the Northeast, Northwest and Southeast Medical Electoral Divisions.
- (d) An election will be held in 2019 and every three years thereafter in the Northwest and Southwest Medical Electoral Divisions.
- (e) An election will be held in 2020 and every three years thereafter in the Northeast, Southeast and Southwest Medical Electoral Divisions.
- (f) The elections shall, as far as practicable, be held in November of each election year in accordance with paragraphs 4.2 (a) to (e) above.
- (g) 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.
- (h) The provisions of these bylaws relating to election of members of Council shall apply, with all necessary changes, to the election of a Councillor to replace a Councillor who has died, has resigned or has been removed from office.
- (i) 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 (g) and (h) 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.
- (j) 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.
- (k) The members of the Council may, at a meeting of the Council, remove a 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.

- (l) The Council shall not remove a Councillor from office unless the Councillor has been given notice prior to the meeting.
- (m) 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.
- (n) If a vacancy occurs on the Council with respect to a member elected to the Council, a member who is elected fill the vacancy shall serve for the remainder of the term of office of the Councillor being replaced.
- (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 (i) and the remaining candidate shall be declared elected for the remainder of the term of the Councillor being replaced in accordance with paragraph (n).
- p) Notwithstanding anything in bylaw 4.1 or 4.2, there shall be a special election for one member of Council in the Southwest electoral division in 2018, with the term of the person so elected ending with the election in the Southwest electoral district in 2019, provided the Councillor continues to meet the requirements of paragraph 4.2(i).

4.3 Nomination

- (a) At least six weeks prior to the date fixed for the election, the Registrar shall mail to each member entitled to vote, a complete list of all members in their Medical Electoral Division who are qualified for election under The Act together with a nomination paper.
- (b) Each candidate shall be nominated by three other members in their Medical 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.

4.4 Voting Papers

- (a) At least three weeks prior to the date of the election, the Registrar shall mail to each member entitled to vote:
 - (i) a ballot listing the candidates nominated in the Medical Electoral Division in which they are entitled to vote;
 - (ii) an envelope marked "place and seal ballot in the envelope to ensure secrecy";
 - (iii) an envelope marked "voting paper" and having on it a declaration of identification;
 - (iv) a self-addressed envelope marked "voting paper";
 - (v) a notice of the date of the election and the place fixed for the counting of votes.
- (b) The Registrar need not mail a ballot to members entitled to vote in a Medical Electoral Division if there are fewer than two candidates nominated for election.

4.5 Acclamation

- (a) If only one candidate is nominated for election in a Medical Electoral Division, that person shall be deemed elected by acclamation.

4.6 Insufficient Number of Candidates

- (a) If the number of candidates nominated from any Medical Electoral Division is less than the number of Councillors to be elected from that division, the Council or the Executive Committee may, within seven days after the date fixed as the deadline for receiving nominations, nominate from amongst the members of the College who are eligible for nomination for that Medical Electoral Division a sufficient number of consenting candidates to at least equal the number of Councillors to be elected from that Medical Electoral Division in that Election Year.
- (b) If no eligible member is nominated for a Medical Electoral Division, the Registrar may authorize one further election to be held for that Medical Electoral Division and the remaining provisions of this part shall apply with all necessary changes to such an election.

4.7 Voting

- (a) Every member voting shall:
 - (i) Mark an X on the ballot provided opposite or in the space containing the name of the candidate for whom they intend to vote;
 - (ii) Place the ballot in the envelope marked "place and seal ballot in the envelope to ensure secrecy";
 - (iii) Place the enveloped ballot in the envelope marked "voting paper" and containing the declaration of identification;
 - (iv) After sealing the envelope marked "voting paper", complete and sign the declaration contained on the envelope; and;
 - (v) Return the envelope to the Registrar in a sealed self-addressed envelope marked "voting paper" so as to be received by the Registrar on or before the day of the election.

4.8 Counting of Ballots

- (a) The Council assigns to the Registrar, in accordance with section 24(2) of the Act, the duty to name 2 scrutineers for the election, as required by section 15(2) of the Act;
- (b) At the hour of one o'clock in the afternoon of the day following the election, the Registrar (or their designate), in the view of the scrutineers present, shall in respect of each Medical Electoral Division with respect to which an election has been held:
 - (i) Open the declaration envelopes;
 - (ii) Open the envelopes marked "place and seal ballot in the envelope to ensure secrecy";
 - (iii) Count the votes cast for each candidate and record the results.
- (c) The Registrar shall inform each member of the College of the results of the election in their Medical Electoral Division.

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 three members elected at large from and by Council. 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 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 or 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) Committee on Family Practitioner Interpretation of Electrocardiograms**(i) Composition**

1. The Chair and members of the Committee shall be appointed annually by the Council.
2. The Committee shall include Internists and General Practitioners, and may include others.

(ii) Objectives

1. To assess physicians who wish to demonstrate their competence to interpret electrocardiograms.

(iii) Methods

1. The Committee is responsible for the development, review, and grading of the E.C.G. Examination.
2. The pass mark is determined by resolution of Council.

(iv) Reporting

1. The Chair reports to the Registrar.
2. Following the Chair's report to the Registrar, letters are sent to the physicians tested informing them of the Committee's conclusions.
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.

(d) 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.

(e) 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.

(f) 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.

(g) 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.
4. To provide recommendations to the Council related to the Kendel Award.

(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.

(h) 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 telemedicine shall not be required to pay this fee.
- (b) Where a person has been licensed on a locum tenens permit prior to September 18, 2014, and remains so licensed, the fee payable shall be \$375 per month or part thereof to a maximum of \$2,330 per year.
 - (c) 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 telemedicine, shall be \$1,880.
 - (d) A person who is licensed on a regular, provisional, or ministerial licence, other than a person registered whose licence is limited to telemedicine, 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.
 - (e) A person who is entitled to pay less than the full annual fee pursuant to paragraph (d)(i) may pay a fee of \$375 per month for each month or part thereof for which the physician will be licensed.
 - (f) A person who is entitled to pay less than the full annual fee pursuant to paragraph (d)(ii) may pay a fee of \$375 per month for each month or part thereof until the expiry of the licence on November 30.
 - (g) The annual fee to be paid by a person whose licence is limited to the practice of telemedicine shall be:
 - (i) \$0 if the person has signed an undertaking to limit his/her practice of telemedicine to no more than twelve Saskatchewan patients per year;
 - (ii) \$375 if the person has signed an undertaking to limit his/her practice of telemedicine to no more than fifty-two Saskatchewan patients per year;
 - (iii) \$1,880 in all other cases.
 - (h) 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.
 - (i) 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 \$375 per month or part thereof to a maximum of \$2,330 per year during the period for which the person is so authorized.
 - (j) 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.
- (k) 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.
- (l) All annual fees are due and payable for the following year on or before November 1.
- (m) If the holder of a licence, other than an educational or temporary licence, fails to pay the appropriate fee 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 November 30 of that year and shall promptly notify the person of the action taken. Where a member registered under the Act fails to pay the Annual Fee for the following year by November 30 and 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) Where a person has been licensed on a locum tenens permit prior to September 18, 2014, and remains so licensed, and fails to pay the appropriate fee for continuation of that permit when such fee is due, the Registrar shall strike the name of that person from the appropriate register. The holder of a permit may apply to the Registrar within 6 months to be re-registered. The fee for reregistration is \$200 in addition to any other fee that may be due.
- (p) 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.
- (q) 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.
- (r) 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.
- (s) If the fee for renewal of a permit for a professional corporation is not paid by November 30th, 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 (c), (d), (l) and (m) of these bylaws, with all necessary changes, shall to such a person.

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.