

**Saskatchewan College of Paramedics
Committee Terms of Reference**

Committee Name: Executive

Date: January 15, 2010

Purpose:

The Executive Committee provides oversight and direction of the affairs of the College between Council meetings.

Membership:

Three committee members are appointed by Council from Council members. This must include the President who shall be chair of the committee and the Vice-President. The Executive Director is a non-voting member of the committee. Committee members are appointed for a three year term, renewable once, with the terms of office staggered to ensure continuity.

Members: Brent Stewart, Chair (2009-2012), Derrick Dagenais (2009-2012), Jon Antal (2009-2010), Lily Stonehouse, Executive Director

Responsibilities:

1. Provide direction to the Executive Director respecting any Council decision which cannot wait for the next regularly scheduled Council meeting
2. Report to each Council meeting on any decisions taken
3. Implement personnel policies as they apply to the Executive Director

Priority Deliverables/Tasks for 2009-10:

1. Establish with the Executive Director performance assessment criteria and conduct bi-annual performance reviews
2. Review the Strategic Plan to determine need for, and process for, revision and make recommendations to Council
3. Develop and recommend to Council a Communication Strategy for the College

Resources:

From time to time Council may establish funds to support committee activities. Expenses of committee members to participate in committee meetings and activities will be reimbursed according to college policy. The Committee may invite people with expertise as needed. However, there are no funds available for honoraria or expenses for those invited.

Accountability:

The Committee may meet as needed at the discretion of the chair or Council and will report in a timely fashion to the Council. The Committee shall abide by College policies and work within the budget provided by Council. Committee members are expected to attend committee meetings and participate in committee activities on a reliable basis. The *Administrative Bylaws*

provide a means for removal and replacement of committee members by Council in situations where regular attendance is not maintained.

Authority:

According to the Administrative Bylaws, Section 36:

36. Executive Committee

36.1 The membership of the executive committee shall be:

36.1.1 the president who shall be the chairperson;

36.1.2 the vice-president who in the absence of the president shall perform the duties of the chairperson; and

36.1.3 one member at large of the council appointed by the council.

36.2 The duties of the executive committee shall be:

36.2.1 to make necessary decisions between scheduled council meetings;

36.2.2 subject to the bylaws, appoint as required a professional conduct committee to investigate a complaint;

36.2.3 subject to the bylaws, appoint as required a discipline committee to hear a formal complaint contained in a written report of the professional conduct committee;

36.2.4 to carry out any other powers or duties that council may delegate to it pursuant to section 13 of the *Paramedics Act*.



SASKATCHEWAN COLLEGE OF PARAMEDICS
POLICY AND PROCEDURE MANUAL

TITLE:	Committee Terms of Reference	POLICY #:	
SECTION:	Operations		

Notwithstanding specific terms already set out in the act and bylaws, the following general terms of reference shall apply to all committees:

Committees of the SCoP provide support to the college and council by advising and making policy recommendations to council pertaining to their stated purpose. Committees perform research and consider matters referred to them in greater depth than would be possible by the whole council. Committees identify key issues that require council consideration or attention, proposes possible actions, presents the implications of these actions, and makes recommendations to council.

Council makes the ultimate decision. Council does not review matters in the same detail as do the committees, but must be satisfied that the committee considered all pertinent information. If council is not satisfied, it must refer the issue back to the committee for further study.

For all committees, a quorum of the committee is 50% plus one. In the event that a member is not capable of personally carrying out the powers and duties of committee membership, the committee can continue to deal with its core business. Council shall specify an alternate who may be called on to complete the term of any committee member who resigns during his/her term of office.

Committee members:

1. Committee members shall conduct themselves at all times in a professional and forthright manner, consistent with the Code of Professional Conduct.
2. While enacting the college’s legislative mandate, members will conduct themselves in accordance with the college’s behavioural expectations, reflective of the college’s mandate, mission, and vision.
3. Committee members will adhere to the ‘Oath of Office and Confidentiality Agreement’, conflict of interest policy, and any other council policies. Committee members will be given a copy of their signed “oath of office and confidentiality agreement”, and of the college’s conflict of interest policy.
4. The confidentiality of applicable information will be maintained at all times. Breach of confidentiality may be considered a violation of the college’s confidentiality policy,

conflict of interest policy, code of professional conduct, and/or the college's behavioural expectations. Substantiated allegations of breach of confidentiality may result in a council motion for removal from the council as well as other disciplinary action.

5. The committee's advice, policy recommendations and decisions will at all times be in accordance with provisions in all applicable sections of The Paramedics Act, the Regulatory Bylaws, the Administrative Bylaws, and operating policies, procedures and guidelines.



SASKATCHEWAN COLLEGE OF PARAMEDICS
POLICY AND PROCEDURE MANUAL

TITLE:	Record Keeping of Committees	POLICY #:	
SECTION:	Operations		

The chair of each committee must ensure that the committee members abide by the college's confidentiality policy when dealing with all paper and electronic records pertaining to the work of the committee. In addition, the chair must ensure that the committee follows the information management procedures put in place by the executive director for the handing of records pertaining to the work of the committee. In this way, the chair of the committee is responsible to ensure that the committee:

1. Meets legislated requirements for the collection, utilization, retention, retrieval, sharing, and destruction of records (electronic and paper); and
2. Meets legislated requirements for freedom of information and protection of privacy; and for ensuring the accuracy of information.

The legislation that must be followed by the Saskatchewan College of Paramedics is:

- The *Personal Information Protection and Electronic Documents Act (PIPEDA)*, which is available on the federal government website: <http://laws.justice.gc.ca/en/ShowFullDocs/P-8.6//en>
- The Health Information Protection Act (HIPA), which is available on the provincial government website: <http://www.publications.gov.sk.ca/details.cfm?p=4523&cl=5>
- The Health Information Protection Regulations, which is available on the provincial government website: <http://www.publications.gov.sk.ca/details.cfm?p=10368&cl=5>



SASKATCHEWAN COLLEGE OF PARAMEDICS
POLICY AND PROCEDURE MANUAL

TITLE:	Conflict of Interest	POLICY #:	
SECTION:	Operations		

Section 9 of the Regulatory bylaws deals with the subject of conflict of interest. The following are the college's policy and procedures that give additional information on expectations on how conflict of interest will be handled by members and staff.

When a member (elected or appointed) or employee of the college stands to gain personally from a decision or transaction made by the Saskatchewan College of Paramedics, he or she is guilty of a **conflict of interest or self-dealing**. An example of conflict of interest or self-dealing is selling and purchasing property or deciding to rent a property in which a member or employee has a financial interest¹. Members and employees are considered to be in a "conflict of interest" whenever they themselves, or members of their family, business partners, or close personal associates may personally benefit either directly or indirectly, financially or otherwise, from their position on the Council.²

A conflict of interest may be "real", "potential" or "perceived"; the same duty to disclose applies to each. Full disclosure in itself, does not remove a conflict of interest.

Members and employees of the SCoP shall act at all times in the best interests of the College rather than particular interests or constituencies. This means setting aside personal self-interest and performing their duties in transaction of the affairs of the College in such a manner that promotes public confidence and trust in the integrity, objectivity and impartiality of the Council, its committees and staff. Councilors and committee members shall serve without remuneration. No Council member or committee member shall directly or indirectly receive any profit from his/her position.

Council and committee members may be paid reasonable expenses incurred by them in the performance of their duties. Interests of immediate family members or close personal or business associates of a Councilor or committee member are considered to also be the pecuniary interests of the Councilor or committee member.

Excerpt from the *Regulatory Bylaws Pursuant to the Paramedics Act*:

9 Conflict of Interest

(1) A conflict of interest may involve:

- (a) elected members of council;
- (b) members appointed to statutory, standing or ad hoc committees; and
- (c) employees of the college.

(2) A conflict of interest exists when a member has personal or organizational interests in a decision or outcome that may have or may be perceived to have personal benefit in a decision. A conflict of interest may include but is not limited to the following:

- (a) where the member is involved in the investigation or discipline process of another member who may be related to that member;
- (b) where the member, the member's family, employees of the college, partner or associate might personally or financially benefit from decisions or information gained from involvement on council or committees;
- (c) where the member is involved in determining or reviewing the registration or licensing eligibility of other members and the member is related to that member; and
- (d) where the member is involved in negotiating wages or employment contracts for college staff that may be related to that member.

(3) Members serving on council or committees shall declare a conflict of interest in matters under consideration or in decisions taken in which they have a conflict of interest.

(4) It shall be at the discretion of the chair of council or the committee that the member is involved with to determine if the member should absent himself or herself during any discussion, refrain from participating in a decision or resign from the committee.

How to Deal With Conflict of Interest:

In addition to their role as SCoP Councilors or committee members, these members have professional and personal lives. It is the intersection of these roles that leads to real or perceived **conflict of interest**. The following principles should be applied when conflict of interest situations occur³:

1. The Council/committee member must openly disclose a potential, real or perceived conflict of interest as soon as the issue arises and before the Council or its committees deals with the matter at issue;
2. If the Council/committee member is not certain he/she is in a conflict of interest position, the matter should be brought before the chair of the council or committee for advice and guidance;
3. If there is any question or doubt about the existence of a real or perceived conflict, the chair shall seek advice from Council Executive;
4. It is the responsibility of other Council/committee members who are aware of a real, potential or perceived conflict of interest on the part of a fellow Council/committee member to raise the issue for clarification, first with the member and, if still unresolved, with the Executive Director;
5. The Council/committee member must abstain from participation in any discussion on the matter, shall not attempt to personally influence the outcome, shall refrain from voting on the matter and unless otherwise decided by the Council or committee, must leave the meeting room for the duration of any such discussion or vote;
6. The disclosure and decision as to whether a conflict exists shall be duly recorded in the minutes of the meeting. The time the person left and returned to the meeting shall also be recorded.

¹ Board Development: Roles and Responsibilities of Not-for-Profit Boards, Board Development Program, Volunteer Services Branch, Alberta Community Development, rev. 2001

² Gill, M. Sample Governance Policies, Institute on Governance, 2002

³ Gill, M. Sample Governance Policies, Institute on Governance, 2002

