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COLLEGE OF PHYSICIANS AND SURGEONS OF SASKATCHEWAN  
ADMINISTRATIVE BYLAWS

EFFECTIVE DATE APRIL 16, 2011

**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> .
"Acupuncture"	means the medical procedure of inserting needles through the skin or mucous membrane, with or without electrical stimulation applied, at one or more specific points, without the injection or withdrawal of any substance, to affect a therapeutic and/or analgesic response in a patient, with the intent to stimulate the neuroendocrine system.
ACGME	The Accreditation Council for Graduate Medical Education (ACGME), which is responsible for the Accreditation of post-MD medical training programs within the United States. The word "ACGME" in these bylaws shall continue to refer to that organization, or any successor organization, notwithstanding any change of name of the organization.
"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.
CAPE	The Clinicians Assessment and Professional Enhancement program operated by the University of Manitoba. The word "CAPE" in these bylaws shall continue to refer to that program, or any successor program with similar attributes, notwithstanding any change to the program or the name of the program.
CFPC	The College of Family Physicians of Canada. The word "CFPC" in these bylaws shall continue to refer to that organization, or any successor organization, notwithstanding any change to the name of the program.
"College"	means the College of Physicians and Surgeons of Saskatchewan.
"College of Medicine"	means the College of Medicine of the University of Saskatchewan.
"Council"	means the Council of the College.
"LMCC"	Licentiate of the Medical Council of Canada. The designation given by the Medical Council of Canada to a physician who

	has met the requirements of the Medical Council of Canada to obtain the designation
"Locum"	means a physician authorized under Section 31 of The Act to practice in accordance with any terms and conditions that Council may prescribe
"MCCEE"	Medical Council of Canada Evaluating Examination
"MCCQE1"	The Medical Council of Canada Qualifying Examination Part 1
"MCCQE2"	The Medical Council of Canada Qualifying Examination Part 2
"Member"	means a member of the College registered under Section 4, 28, 29 or 30 of The Act.
Pharmaceutical Information Program	– The program of the Government of Saskatchewan which, among other things, provides a method for physicians to prescribe electronically. The words "Pharmaceutical Information Program" in these bylaws shall continue to refer to that program, or any successor program with similar attributes, notwithstanding any change to the program or the name of the program.
RCPSC	The Royal College of Physicians and Surgeons of Canada. The word "RCPSC" in these bylaws shall continue to refer to that organization, or any successor organization, notwithstanding any change to the name of the program.
"Registrar"	means the Chief Executive Officer of the Council.
"Resident"	means a graduate physician entered in an approved residency training program in the Province of Saskatchewan.
"Resident of Canada"	means a Canadian Citizen or Landed Immigrant or a person who has been resident in Canada continuously for a minimum of three months.
"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.
"Training Fellow"	means a graduate physician who is on the Educational Register and has completed the postgraduate requirements for a specialty.

## 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 ten Medical Electoral Divisions, the boundaries of which shall be the boundaries of the Regional Health Authorities as they existed on January 1, 2005. These are:

Division No. 1: Consisting of the Prince Albert Parkland Regional Health Authority; the Mamawetan Regional Health Authority and the Athabasca Health Authority.

Division No. 2: Consisting of the Prairie North Regional Health Authority and the Keewatin Yatthé Regional Health Authority.

Division No. 3: Consisting of the Saskatoon Regional Health Authority.

Division No. 4: Consisting of the Sunrise Regional Health Authority.

Division No. 5: Consisting of the Cypress Regional Health Authority.

Division No. 6: Consisting of the Five Hills Regional Health Authority.

Division No. 7: Consisting of the Regina Qu'Appelle Regional Health Authority.

Division No. 8: Consisting of the Sun Country Regional Health Authority.

Division No. 9: Consisting of the Kelsey Trail Regional Health Authority.

Division No. 10: Consisting of the Heartland Regional Health Authority.

- (b) One member of Council shall be elected from each of the medical electoral divisions, other than divisions 3 and 7. Two members of Council shall be elected from medical electoral divisions 3 and 7.

#### **4.2 Electoral Division and Representation**

- (a) The first election cycle shall be for the election to be conducted in or about the month of December, 2005.
- (b) The second election cycle shall be for the election to be conducted in or about the month of December, 2006.
- (c) Elections will be held in medical electoral divisions 1, 5, 9 and 10 in the first election cycle and at approximately three year intervals thereafter.
- (d) Elections will be held in medical electoral divisions 2, 4, 6 and 8 in the second election cycle and at approximately three year intervals thereafter.
- (e) An election will be held in medical electoral divisions 3 and 7 for one member of Council in each of the first and second election cycles and at approximately three year intervals thereafter.
- (f) There will be no regularly scheduled elections the third year of the election cycle.
- (g) The elections shall, as far as practicable, be held in December of each election year in accordance with paragraphs 4.2 (a) to (e) above.
- (h) An election is to be held in the case of the death, resignation or removal from office in accordance with these bylaws as soon as practicable thereafter.
- (i) The provisions of these bylaws relating to election of members of Council shall apply, with all necessary changes, to the election of a member of Council to replace a member who has died, has resigned or has been removed from office.
- (j) The term for which an elected member shall remain a member of the Council shall be the earlier of:
- (i) The date that the Council member dies or resigns;

- (ii) Until that Council member'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 Council member's successor has been elected in accordance with these bylaws – which shall be the balance of the term of the office of the councillor who the member of Council replaced – if the Council member was elected pursuant to paragraph (i) and (n) 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.
- (k) 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.
  - (l) The members of the Council may, at a meeting of the Council, remove a member of Council from office, if, in the opinion of the Council, the Council member's conduct has rendered that Council member unfit to continue as a member of the Council.
  - (m) The Council shall not remove a Council member from office unless the Council member has been given notice prior to the meeting.
  - (n) The member of Council who is subject to possible removal from office is entitled to submit a written statement to the Council giving the reasons why the Council member opposes the resolution to remove him/her from office.
  - (o) Where 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 the office of the member being replaced.

#### **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 his or her 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 his or her 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 he or she is 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 district 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 district, that person shall be deemed elected by acclamation.

#### **4.6 Insufficient Number of Candidates**

- (a) If the number of candidates nominated from any electoral district is less than the number of Councillors to be elected from that district, 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 Electoral district a sufficient number of consenting candidates to at least equal the number of Councillors to be elected from that electoral district in that Election Year.
- (b) If no eligible member is nominated for a medical electoral district, the Registrar may authorize one further election to be held for that medical electoral district 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 in the ballot provided opposite or in the space containing the name of the candidate for whom he or she intends 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, 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) At the hour of one o'clock in the afternoon of the day following the election, the Registrar (or his 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 envelope to ensure secrecy";
  - (iii) Count the votes cast for each candidate and record the results in a book provided by the Council.
- (b) The Registrar shall inform each member of the College of the results of the election in his or her 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, Nuclear Medicine, representatives from the Department of Health, and may include others.

(ii) Objectives

1. Study and advise upon the best possible, safe and required medical imaging services.
2. Consideration of the appropriate economic implications involved in the provision of such services.
3. Advise Saskatchewan Health and/or Regional Health Authorities on medical imaging equipment.
4. Establish and administer a comprehensive quality assurance program for diagnostic imaging services.

(iii) Methods

1. The establishment and maintenance of standards of quality of the medical imaging services.
2. The establishment and maintenance of standards for the appropriate and proper use of medical imaging equipment.
3. The inspection and evaluation of the existing medical imaging services and facilities as required.
4. A review of manpower and equipment needs with respect to the provision of medical imaging services and facilities.
5. A study and recommendations on mechanisms which might control the elements of possible over-servicing and over-utilization of medical imaging services in relation to overall medical imaging costs.
6. The continuing education of the medical and allied professions and workers with respect to medical imaging usage, procedure, hazards, and safety.
7. Offering advice on credentialing of physicians in imaging services.
8. 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.
2. Committee minutes will be disseminated to Council for information.

(v) Meetings

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

**(b) 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.

**(v) Meetings**

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

**(c) Complaints Resolution Advisory Committee****(i) Composition**

1. The Complaints Resolution 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 Complaints Resolution 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 Complaints Resolution 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.

(v) Meetings

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

**(d) Finance Committee**

(i) Composition

1. The Chair and members of the Committee shall be appointed annually by the Council.
2. The Committee shall be composed of five or more members of the College with working knowledge of finance.

(ii) Objectives

1. To ensure responsible management of the affairs and finances of the College.

(iii) Methods

1. By preparation of an annual budget through the Administrative Officers of the College.
2. By preparation of a meaningful annual financial statement of the College operation through the Administrative Officers of the College.
3. By recommending to the Registrar the amount of the annual fee for membership in the College.
4. By acting as a resource body and advising the Registrar on major expenditures and acquisitions.
5. By performing other duties, from time to time, at the request of the Registrar.

(iv) Reporting

1. The Chair reports to the Registrar.
2. Committee minutes will be disseminated to Council for information.

(v) Meetings

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

**(e) Health Facilities Credentialling 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 a Regional Health Authority, to review the qualifications, training and experience of a physician to provide a recommendation to the Regional Health Authority respecting the privileges to be granted to the physician.
2. At the request of the Registrar or the Registrar's designate, to review a facility that is applying for recognition under the Non-Hospital Surgical Facilities Bylaw of the College.
3. 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 Surgical Facilities Bylaw of the College applies.

(iii) Methods

1. The Committee in making recommendations to a Regional Health Authority may take the following factors into consideration:
  - A) the qualifications, training and medical experience of the physicians;
  - B) the physical facilities available;
  - C) the backup personnel available, i.e. physicians, nurses, laboratory and x-ray technicians, physiotherapists, and others;
  - D) location of the Health Care Facility;
  - E) transport facilities available; and,
  - F) any other factors that the committee considers relevant.
2. When the Registrar receives a request from a Regional Health Authority that the Committee recommend privileges for a physician, the Registrar may arrange for the physician who is the subject of a request to provide such documentation as the Registrar believes is appropriate for consideration by the Committee.

3. The Registrar may then refer the matter to one or more members of the Committee to consider and provide privilege recommendations. The member or members to whom the matter has been referred may:
  - A) provide a recommendation based solely upon the information provided by the Registrar;
  - B) obtain such further information, including by interviewing the physician, as the member or members think appropriate.
4. The physician has no right to be heard or to provide information to the member or members before they provide their recommendations.
5. The recommendation of the member or members chosen by the Registrar shall be the decision of the Health Care Facilities Credentialing Committee.
6. The Registrar shall cause the recommendation of the Committee to be conveyed to the Regional Health Authority.
7. The Registrar may delegate the duties of the Registrar under paragraph 8.2(e) of these bylaws to another member of the College staff, or to such other person as the Registrar may direct.
8. Nothing in paragraph 8.2(e)(ii) of these bylaws shall compel the College or the Registrar to refer a request from a Regional Health Authority to the Health Care Facilities Credentialing Committee.

(iv) Reporting

1. The Chair reports to the Registrar.
2. Committee minutes will be disseminated to Council for information.

(v) Meetings

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

**(f) Nominating Committee**

(i) Composition

1. The Nominating Committee may 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 recommend to the Council appointments to any of the Committees provided for in the Act or the Bylaws.

(iii) Methods

1. The Committee members shall meet in such manner as the Committee shall determine to ascertain the willingness and suitability of persons to be named to committees by the Council.

(iv) Reporting

1. The Committee shall provide its recommendations to the Council in such manner as the Council may direct.

(v) Meetings

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

**(g) 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.

(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.

(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.

(v) Meetings

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

**8.3 Ad Hoc Committee**

(a) Composition

- (i) Ad Hoc Committees may consist of such number of members and other persons as the Council deems advisable. All members shall be duly registered and in good standing with the College. One of the members shall be named by the Council to be the Chair of the Committee.

(b) Objectives

- (i) Council may appoint an Ad Hoc Committee to investigate and report to Council upon any matter.

(c) Methods

- (i) The Council will set out, in writing, to the members of the Committee the matter to be dealt with in such detail as it deems necessary.
  - 1. An Ad Hoc Committee may, subject to the Act and the bylaws, regulate its own manner of proceeding, with due regard for time and costs.
  - 2. No statement or answer given before the Ad Hoc Committee is to be used in evidence in a proceeding before a Discipline Committee appointed under The Act but is to be used only for the purpose of the Ad Hoc Committee.
- (d) Reporting
  - (i) Upon the completion of its assigned task, the Ad Hoc Committee shall prepare for Council a written report of its activities, findings, conclusions, and recommendations, to be signed by each member of the committee concurring. A minority report may be submitted. Council may require the presence of the Chair at a meeting to present the report and to answer questions.
- (e) Meetings
  - (i) 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 registration under Section 28, 29, or 30 of the Act shall be \$400. The person shall pay, in addition, the Annual Fee for that year. Physicians registered under Section 29 of the Act with licences limited to telemedicine shall not be required to pay this fee.
  - (b) The fee payable for a locum tenens license is \$320 per month or part thereof to a maximum of \$1900 per year.
  - (c) The annual fee to be paid by a person registered under Section 28, 29 or 30 of the Act, other than a person registered under Section 29 with a licence limited to telemedicine, shall be \$1500.
  - (d) The annual fee to be paid by a person registered under Section 29 of the Act and with a licence limited to 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) \$320 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) \$1,500 in all other cases.
  - (e) The Annual Fee to be paid by a person registered on the Education Register under Section 34 of the Act shall be:
    - (i) \$20 for the first year of registration as an undergraduate at the University of Saskatchewan in the first, second or third year of medicine;
    - (ii) \$0 in subsequent years of registration as an undergraduate at the University of Saskatchewan in the second or third year of medicine;
    - (iii) \$50 if the person is in their fourth year of medicine;

- (iv) \$75 in all other cases.
- (f) 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.
- (g) A physician who seeks a determination whether that physician is eligible for a licence to practice medicine shall pay the fee set out below prior to that assessment being performed. The fee paid will be applied to any other licensure fees that the physician is required to pay, provided the physician becomes licensed within a period of 12 months. The Registrar may waive payment of that fee if, in the Registrar's opinion, special circumstances apply to the physician's assessment. The fee to be paid for such an assessment will be:
  - (i) \$0 if the physician is a graduate in medicine of the University of Saskatchewan;
  - (ii) \$0 if the person is applying for licensure on the education register or is applying for licensure under Section 29 of the Act for a licence limited to telemedicine;
  - (iii) \$150 if the person is a graduate in medicine from a University in Canada;
  - (iv) \$200 in all other cases.
- (h) All annual fees are due and payable for the following year on or before November 1.
- (i) If the holder of a license or permit 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 re-registered. The fee for re-registration is \$400 in addition to the Annual Fee.
- (j) If the holder of a permit 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 re-registration is \$200 in addition to any other fee that may be due.
- (k) 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.
- (k) 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.
- (m) 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.