

# Public Representatives on Self-Regulating Health Profession Councils

## Orientation Manual

June 2020



## ■ Table of Contents

<b>Introduction</b> .....	<b>3</b>
<b>Self-Regulating Professions in Canada</b> .....	<b>3</b>
<b>Self-Regulating Health Professions in Saskatchewan</b> .....	<b>4</b>
Role of the Provincial Government.....	5
Role of Self-Regulating Professional Associations.....	5
Role of Public Representatives.....	6
<b>Relevant Legislation</b> .....	<b>7</b>
Profession-specific Legislation.....	7
<i>The Evidence Act</i> (Apology provision) .....	7
<i>The Health Information Protection Act (HIPA)</i> .....	7
<b>Disciplinary Process</b> .....	<b>8</b>
Appeals .....	8
<b>Overview of the Saskatchewan Health System</b> .....	<b>9</b>
Saskatchewan Ministry of Health .....	9
Network of Inter-Regulatory Organizations .....	9
<b>Public Representative Expenses</b> .....	<b>10</b>
Direct Deposit.....	12
<b>Appendix 1 – Commonly Asked Questions</b> .....	<b>13</b>
<b>Appendix 2 – Statement of Committee Expenses</b> .....	<b>17</b>
<b>Appendix 3 – Schedule of Travel Expense Rates</b> .....	<b>18</b>
<b>Appendix 4 – Internet Resources</b> .....	<b>20</b>

Please see the eHealth website for related information and any updates to this document:

<https://www.ehealthsask.ca/services/resources/establish-operate-practice/Pages/Health-Professional-Associations-and-Organizations.aspx>

## ■ Introduction

Welcome to the position of public representative. Serving as a public representative to a self-regulating<sup>1</sup> health profession is a distinctive and unique experience that often presents complex but interesting challenges.

The Saskatchewan Ministry of Health strives to make opportunities for residents of Saskatchewan to contribute to decision making within the health care system. Through your participation, you are helping to ensure accountability and the maintenance of the public interest on the boards and committees of the self-regulating health professional bodies in Saskatchewan.

The goal of this document is to provide background information and other sources of information that will assist you to transition into your new position. **This document is intended to complement the profession-specific orientation and documentation you will receive from the regulatory body to which you have been appointed.**

Professional regulatory bodies may use the terms “college,” “association,” or “society” to refer to their particular organization. This manual will use “regulatory bodies” or “regulators” to refer to these organizations. Similarly, the terms “board” or “council” are both used to identify the governing body of a particular association. This manual will use those two terms interchangeably.

## ■ Self-Regulating Professions in Canada

Self-regulating professions have a long history in Canada. In the pre-Confederation era, only the legal and medical professions were established to any significant extent. Other modern professions were in their infancy with individual practitioners forming small informal groups to provide professional support. As these groups became better organized, they began to lobby the Legislatures for the extension of self-governance to their particular professions. In the post-World War II era, there was a tremendous growth of all types of regulated professions, including health professionals, as governments recognized the advantages of delegating powers to specialized councils staffed by experts in the area.

Initially, the debate focused on the advantages of self-governance to the professions. However, in the 1960s and 1970s, the public’s focus began to change and fundamental questions were asked. Is a self-regulating model for the professions in the best interest of the public? Are the rights of the individual adequately protected in a self-regulating model? A number of provinces conducted investigations into the self-regulating status of various professional organizations.<sup>2</sup> The studies and investigations determined that the self-governance model was the most appropriate for regulating professions. A common recommendation made was the need for greater emphasis on public accountability and on the protection of the rights of the individual health provider.

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<sup>1</sup> Further defined under “Role of Self-Regulating Professional Associations”.

<sup>2</sup> The Regulation of Professions in Canada. Casey, James T. 2003. Thomson Canada Ltd. page 1-1.

In recent years, the emergence of new health occupations, as well as the perceived status and economic benefits of self-regulation, have resulted in a growing interest for professional self-regulation legislation in Canada.

Further, as self-regulation has grown, there has been strong pressure from the public demanding greater accountability and transparency from self-regulating professions to ensure that these organizations serve the public interest rather than the interests of their members. Over the last few years there have been many inquiries and reports conducted in various jurisdictions (e.g., United Kingdom, New Zealand, British Columbia) looking at recommendations to modernize self-regulation to make it more efficient and effective.

## ■ Self-Regulating Health Professions in Saskatchewan

Saskatchewan professional regulation dates back to the early years of the last century. Registered nurses, physicians and pharmacists were at the vanguard of Saskatchewan's movement towards self-regulation.

As background, the Saskatchewan Registered Nurses Association (SRNA) is the regulator for registered nurses in Saskatchewan. Founded in 1917, the SRNA represents the largest group of regulated health professionals in the province with over 12,000 members. Other regulatory bodies include the Saskatchewan College of Physicians and Surgeons which was founded in 1905 and the Saskatchewan College of Pharmacy Professionals, which was founded in 1911.

Over the years, the number of self-regulating health professions in Saskatchewan has grown significantly. Currently, there are 28 self-regulated health professions in the province governed by 26 regulatory bodies. Several other health professions in Saskatchewan are exploring self-regulation. For additional information on self-regulating health professions in Saskatchewan, please visit Saskatchewan.ca at: <https://www.ehealthsask.ca/services/resources/establish-operate-practice/Pages/Health-Professional-Associations-and-Organizations.aspx>.

### List of Self-Regulating Health Professions in Saskatchewan

- Chiropractors Association of Saskatchewan (CAS)
- Saskatchewan Dental Assistants Association (SDAA)
- Saskatchewan Dental Hygienists' Association (SDHA)
- College of Dental Surgeons of Saskatchewan (CDSS)
- Dental Technicians Association of Saskatchewan (DTAS)
- Saskatchewan Dental Therapists Association (SDTA)
- Denturist Society of Saskatchewan (DSS)
- Saskatchewan Dietitians Association (SDA)
- Saskatchewan Association of Licensed Practical Nurses (SALPN)
- Saskatchewan Society of Medical Laboratory Technologists (SSMLT)

- Saskatchewan Association of Medical Radiation Technologists (SAMRT)
- Saskatchewan College of Midwives (SCM)
- Saskatchewan Association of Naturopathic Practitioners (SANP)
- Saskatchewan Society of Occupational Therapists (SSOT)
- Saskatchewan College of Opticians (SCO)
- Saskatchewan Association of Optometrists (SAO)
- Saskatchewan College of Paramedics (SCoP)
- Saskatchewan College of Pharmacy Professionals (SCPP)
- Saskatchewan College of Physical Therapists (SCPT)
- College of Physicians and Surgeons of Saskatchewan (CPSS)
- Saskatchewan College of Podiatrists (SCoPod)
- Saskatchewan College of Psychologists (SCoPsych)
- Registered Psychiatric Nurses Association of Saskatchewan (RPNAS)
- College of Registered Nurses of Saskatchewan (CRNS)
- Saskatchewan College of Respiratory Therapists (SCRT)
- Saskatchewan Association of Speech-Language Pathologists and Audiologists (SASLPA)

### Role of the Provincial Government

The Ministry of Health respects the independence of its self-regulating health professions. While the provincial government assumes responsibility for the regulation of professions through provincial legislation, in most cases it does not apply the legislation on a day-to-day basis. The government delegates day-to-day governance responsibilities to each of the regulatory bodies. The staff of the regulatory bodies possesses the appropriate knowledge about the practice of the profession to determine licensure qualifications, if necessary, and to apply appropriate disciplinary measures.

### Role of Self-Regulating Professional Associations

Each professional regulatory body has a governing council or board elected by the membership as well as government-appointed public representatives. The council acts on behalf of the regulatory body and is responsible for applying the legislation. Larger professions (e.g., College of Physicians and Surgeons of Saskatchewan) may, in addition to the regulatory body, have advocacy and/or union counterparts (e.g., Saskatchewan Medical Association) that lobbies on behalf of the membership of that profession.

Regulatory bodies are responsible for protecting the public by:

- setting entrance qualifications;
- establishing standards of practice;
- establishing continuing education and/or competency requirements; and
- administering an investigation and disciplinary process to adjudicate complaints of professional incompetence or misconduct.

The regulatory body is responsible to the government and ultimately the public. As the governing body which ensures protection of the public interest, council needs to be responsive and open to public views.

Increasingly, the public is demanding that professional regulatory bodies be more accountable for their members' actions. Over the years the Saskatchewan Ministry of Health has responded by introducing a series of new provisions into its health professions regulating legislation.

Typically these include:

- more public representation on the association boards;
- increased accountability for administrative and regulatory bylaws and reporting;
- more transparency; and
- accessible reporting.

The regulatory body to which you are appointed is expected to provide you with a specific orientation to their profession that would include copies of all relevant legislation and bylaws as well as policies related to expectations of council/board members (e.g., Code of Ethics).

### Role of Public Representatives

- As a participating council member, public representatives ensure that the profession acts fairly, follows the Act and its bylaws, and fosters appropriate standards of practice and professional ethics.
- Although they are not members of the regulatory body itself, public representatives are appointed by the government as full members of the council of the regulatory body with the same powers and responsibilities, including the right to vote.
- Every member of council has the responsibility to regulate in the public interest rather than the interest of the profession. However, public representatives have this as their sole purpose. Public representatives are not expected to be, indeed are not supposed to be, technically expert or experienced in the specific profession. Public representatives must be team players on council but they must also bring the public perspective to the table using sound judgment and common sense to keep the broad public interest front and centre.
- Public members participate in all activities of the council and its committees to which they are appointed under the applicable Act, including participation in the discipline committee.
- Public representatives may also participate in meetings with members of the public and in public forums, and may be asked to prepare a message in the regulator's annual report that is submitted to the Minister of Health. Periodic contact with officials from the Ministry of Health and public representatives on other professional councils will also likely occur.

## ■ Relevant Legislation

Profession-specific regulation of health professions is done primarily through individual profession-specific statutes. Since the late 1990s, the Saskatchewan Ministry of Health has instituted a template approach to new or amended statutes, which provides for consistent rules for health professions in Saskatchewan. Saskatchewan has enacted one piece of related professions umbrella legislation, *The Dental Disciplines Act*, which follows the template and includes six related professions (dentists, dental therapists, dental hygienists, dental assistants, dental technicians, denturists), each with its own association under a single act.

Saskatchewan's legislation allows for overlapping scopes of practice. It does not usually grant a profession an exclusive scope of practice, because it is recognized that members of more than one profession may undertake similar tasks. When legislation does provide for exclusive scope of practice, it may include exemptions allowing other professions to perform some specific activities within that scope.

### Profession-Specific Legislation

Each provincially regulated health profession in Saskatchewan has legislation specifically governing its actions (e.g. *The Registered Nurses Act, 1988*). A copy is available through your association or see Appendix 4 for the website address for Publications Saskatchewan, which provides free electronic access (viewing and printing) to up-to-date versions of all Government of Saskatchewan Acts and Regulations, *The Saskatchewan Gazette* and other legislative publications.

### *The Evidence Act (Apology provision)*

In May 2007, Saskatchewan joined British Columbia and Manitoba in legislatively recognizing the value of an apology. The amendment to *The Evidence Act* allows people and organizations to make a sincere apology without fearing legal liability in an existing or potential civil action. An apology no longer constitutes an admission of fault and is not admissible as evidence in a court proceeding.

### *The Health Information Protection Act (HIPA)*

*The Health Information Protection Act (HIPA)* is designed to regulate the privacy of personal health information while ensuring adequate sharing of information is possible to provide individuals with services to monitor, evaluate and improve the health system in Saskatchewan.

For more information about the collection, use, disclosure and protection of personal health information under HIPA, please visit Saskatchewan.ca at:

<https://www.saskatchewan.ca/residents/health/accessing-health-care-services/your-personal-health-information-and-privacy>, or contact the Chief Privacy Officer for the Ministry of Health at (306) 787-0297.

## ■ Disciplinary Process

A general description of professional misconduct and professional incompetence is stated in the legislation governing an association. However, the association often expands on these definitions in its bylaws.

The disciplinary process is an important part of a professions' legislation because it offers the public an opportunity to have its complaints heard against professionals. Public representatives are typically appointed to discipline committees.

The regulatory body must have tools necessary to act effectively on public complaints. Regulators must look into public complaints and inform the complainant of the results of the investigation and discipline hearing. The member must also be dealt with fairly and be given an opportunity to be heard.

Typically, the discipline process has two stages: an investigative stage and a hearing stage.

A complaints or investigation committee will investigate complaints if they relate to professional misconduct or incompetence. After its investigation the committee prepares a report on whether a discipline hearing should be held or not. There must be enough evidence to warrant a hearing.

The discipline committee hears the case and determines whether the member is guilty or not. If guilty, the committee may assess several penalties including suspension, expulsion, restrictions on practice and/or retraining. Fines and costs associated with the discipline process may also be imposed upon the member by the discipline committee.

Complainants can attend hearings, and discipline hearings are open to the public. The committee may notify the employer of a disciplined professional or the public when it has disciplined a member. The discipline committee usually has the power to subpoena records and witnesses in carrying out its hearing.

### Appeals

The member has the right to appeal a decision of the disciplinary committee to the council. If the member is not satisfied with the decision of council, there is also the right to appeal that decision to the court, typically the Court of Queen's Bench. The court has the authority to determine whether the decision and penalty imposed by the council is appropriate. If the court overturns the decision of the council, it may direct a new hearing by the discipline committee.

**Professional Misconduct** means wrongful, improper, or unlawful conduct which is planned and intentional, or shows significant indifference to the consequences of one's actions (or inaction).

**Professional Incompetence** means an inability to perform a function or task to an externally recognized or established standard.

## ■ Overview of the Saskatchewan Health System

### Saskatchewan Ministry of Health

The Saskatchewan Ministry of Health is the government ministry responsible for the province's health system. The Ministry of Health has a mandate to support Saskatchewan residents in achieving their best possible health and well-being. The Saskatchewan Ministry of Health is a dedicated workforce of over 600 employees who advise on policy direction, set and monitor standards, provide funding, support regional health authorities, and ensure the provision of essential and appropriate services.

The Ministry works closely with our many partners in the health sector to ensure the delivery of high quality services. It provides leadership in defining and implementing a vision for health and healthy living, and a framework to put in place resources and accountability so that Saskatchewan residents have access to necessary services. General information on the health system and a number of relevant documents are available to the public at <https://www.saskatchewan.ca/residents/health/understanding-the-health-care-system>

### Network of Inter-Regulatory Organizations

The Network of Inter-Regulatory Organizations (NIRO) is a forum for the Saskatchewan Ministry of Health and the self-regulating health professions to discuss issues of common interest and concern (for example, discussing best practices regarding regulatory governance or licensing of internationally-educated health providers). It meets at least twice per year (usually in May and October). In addition to providing a forum, NIRO is also responsible for educational sessions relevant to Saskatchewan health profession regulators (e.g., how to conduct effective investigations). Public representatives are often encouraged to participate in these educational sessions.

## ■ Public Representative Expenses

Most public representatives receive a daily honorarium paid by the Saskatchewan Ministry of Health for business related to your appointment. The honorarium will be in accordance with government guidelines and may be stated on your Order in Council. Attending meetings or work related to your role as a public representative, you can claim travel, meal and hotel expenses associated with your duties in accordance with government rates – see Appendix 3 for current travel expense rates.

There is however, an expectation that meetings are attended in good faith, and expenses are reasonable and fall within government guidelines. For example, if the regulator provides a meal during a meeting, you cannot claim the meal allowance for that meal as an expense. If you are claiming for an overnight stay in a hotel, claiming for extra accommodations (extra bed or cot) for friends or family is not permitted. Personal expenses while attending to your duties as a public representative such as wet bar hotel charges, movie or game rentals, internet surfing charges (unrelated to your work as a public representative), or vehicle repairs are also not permitted. If you have a question or a concern about a claimable expense, please contact the Ministry directly at (306) 787-3060.

Claims for the honorarium or expenses should be made using the Saskatchewan Ministry of Health Statement of Committee Expenses form (see Appendix 2) and submitted after a meeting. Additional forms are available from the Saskatchewan Ministry of Health (see contact information on the following page).

The regulatory body you represent may provide additional compensation for your attendance at optional events and participation in other associated activities.

### The following is a guideline for completion of the Statement of Committee Expenses:

<b>Name</b>	Should appear in the manner that the cheque is to be issued.
<b>Address</b>	Address to which the cheque is to be mailed.
<b>Postal Code</b>	Please include the postal code for the mailing address.
<b>Dates of Meeting</b>	Actual date(s) of the meeting.
<b>Location of Meeting</b>	The <b>street address and city</b> where the meeting was held.
<b>Name of Committee</b>	Official board or committee title (no abbreviations please)
<b>Social Insurance Number (S.I.N.)</b>	<b>NOTE: Please do <u>not</u> include your SIN on your reimbursement form as it is not required to process payment</b>
<b>Signatures</b>	From the public rep and a authorized committee member.
*Please note that incomplete or inaccurate invoices may result in delay of payment.	
<b>Honorarium</b>	The number of meeting days and the daily honorarium must always be indicated. Preparation time prior to the meeting is determined at an hourly rate by dividing the applicable honorarium rate by 8 hours. Claims may be made for travel time when travel is required on the day before and/or the day following a meeting, and when travel, preparation and meeting time exceed 8 hours on the day of the meeting.
<b>Expenses</b>	
<b>Air/Other Transit</b>	Receipts are required to cover claims for air or other fare. <b>Please note that the Ministry's expectation is that public representatives will choose the most cost effective form of transportation when travelling to attend meetings.</b>
<b>Private Vehicle</b>	Travel by private vehicle is paid at the current rate paid to government employees ( <i>see Appendix 3</i> ). Note that mileage rates change April 1 <sup>st</sup> and October 1 <sup>st</sup> of each year.
<b>Accommodations</b>	All claims for hotel or other accommodation must be supported by receipts in accordance with the current rate paid to government employees ( <i>see Appendix 3</i> ).
<b>Gratuities</b>	Gratuities are included in meal rate allowances.
<b>Meals</b>	Meals are reimbursed according to current rate paid to government (PSC) employees ( <i>see Appendix 3</i> ).
<b>Other</b>	Claims for additional expenses should be listed on a separate sheet and attached to the expense claim and whenever possible, should be supported by receipts. These expenses may include taxi fare, parking, telephone calls related to council business, and photocopying.
<b>Signatures</b>	The completed statement should be signed by the claimant and approved by the Chairperson or secretary of the council or committee.
<b>The approved statement (with receipts) should be forwarded to:</b>	Partnerships and Workforce Planning Branch Saskatchewan Ministry of Health 3475 Albert Street REGINA SK S4S 6X6 Phone: (306) 787-3060 Fax: (306) 787-4534 ATTENTION: PUBLIC REPRESENTATIVE CLAIM

## Direct Deposit

Direct deposit to your bank is available for honorarium and expense payments. A form is available from the Saskatchewan Ministry of Health.

## ■ Appendix 1 – Commonly Asked Questions

### How was I selected and appointed?

Interested citizens usually answer an advertised call by the Ministry of Health for public representatives to fill vacant positions on health professional councils. Individuals submit a letter (with a resume) to the Ministry of Health expressing interest in serving as a public representative. Resumes are reviewed based on community involvement, board experience, volunteer activities, as well as education and employment background. Once applications are approved by the Ministry of Health, interested citizens are formally nominated for consideration. Public representatives are appointed by an Order in Council, which requires approval by the Lieutenant Governor in Council, and are accountable to the Minister of Health.

Occasionally names will also be submitted to the Ministry by individual regulatory bodies where they believe that individual has the skills/experience/background that would make them a good potential candidate for appointment as a public representative. The Ministry gives consideration to these individuals as well.

### How much time is involved?

The number of council meetings can vary from four to 12 meetings per year depending on the regulatory body. In addition regulatory bodies also hold annual general meetings (AGMs), which may take place over one to two days. Public representatives are reimbursed for the time taken to attend meetings as well as additional time needed to prepare for, and travel to, council meetings.

As a public representative you may also be appointed to other committees (e.g., discipline committee). You will also be reimbursed for attendance at these meetings (along with preparation and travel time) at the same rate as attendance at council meetings.

While you should attend all council meetings, it is understandable that conflicts in scheduling will prevent you from attending some of them. Please remember to notify the meeting organizer of any absences well in advance.

### What are the terms of my appointment?

Depending on the legislation, public representatives are typically appointed for a term of two to three years. Public representatives are eligible for re-appointment to a second (and final) term of equal length to their first term appointment. Please note that to allow for continuity on the council/board you can continue to serve in your role as public representative (even after your second term has expired) until your replacement is formally appointed. Although you cannot be re-appointed to the same regulatory body after serving two terms you can be considered for appointment to another regulatory body if you are interested in serving again after you have completed your previous service.

### Will I be compensated?

Travel, meal and hotel expenses associated with your duties may be claimed, and will be reimbursed in accordance with government rates. In appreciation for your service and time, the Saskatchewan Ministry of Health provides a nominal honorarium for attending to business directly related to your appointment (i.e. attendance at meetings, preparation for and travel to and from meetings). The honorarium is in accordance with government (PSC) guidelines.

Claims for expenses and honoraria should be made using the form supplied by the Saskatchewan Ministry of Health (additional **Statement of Committee Expenses** forms are available on request). A **Statement of Committee Expenses** form can be found in Appendix 2. Please note the form requires verification of meeting attendance by the chairperson or secretary of the council or committee. Completed expense forms should be submitted to the address noted in the letter confirming your appointment.

### Do I have to report to the Saskatchewan Ministry of Health?

There is no formal requirement to report to the Minister of Health or Saskatchewan Ministry of Health officials. However, you may be asked to provide a public representative report in the regulatory body's annual report that is submitted to the Ministry. You may also wish to keep the Minister apprised of your activities through periodic contact with Ministry officials, either in writing or by telephone.

Partnerships and Workforce Planning Branch  
Saskatchewan Ministry of Health  
3475 Albert Street, REGINA SK S4S 6X6  
Phone: (306) 787-0039

### Am I exempted from liability?

Most professional statutes contain a clause, which protects all council members against liability for actions taken in good faith as council or committee members. Please check with the regulatory body with which you serve regarding questions of liability.

### How will the Saskatchewan Ministry of Health communicate with me?

The Saskatchewan Ministry of Health will communicate directly with public representatives in the event of changes to policies, forms and practices either through regular mail or email.

### What makes a good public representative?

As a full member of council, public representatives are expected to become familiar with the purpose of self-regulation (i.e. public protection) and the mandate of regulatory bodies to fulfill this legislative responsibility, the Act, bylaws and policies governing the profession. An awareness of current health issues regarding the delivery of health services and the regulation of professions is desirable. However, public representatives are not expected to be technical experts. As you a public, not a government, representative, you are not expected to have knowledge of the Saskatchewan Ministry of Health's position on issues nor of its practices.

Public representatives need to be able to read and understand meeting materials (which may be technical and complex) so they are properly prepared for council and other committee meetings. Public representatives also need to have strong communication and sound judgment skills so they are able to actively but respectfully listen to others as well as engage and articulate their views at council/committee meetings.

### Do public representatives have a Code of Conduct?

Yes. Public representatives are expected to meet high standards of conduct, which enhance and maintain public confidence in the operation of Saskatchewan's self-regulating health professions. They should act to instil public confidence in their actions and decisions. Public representatives are required to follow a code of conduct, which includes the following standards:

- **Integrity:** Public representatives are expected to act at all times in good faith, and with honesty and due diligence for the public interest.
- **Preparation and Participation:** They are expected to regularly attend meetings and adequately prepare for the duties expected of them.
- **Behaviour:** The conduct and language of public representatives should reflect social standards of courtesy, respect and dignity.
- **Confidentiality:** Public representatives must not divulge confidential information received in the course of their duties.
- **Public Commentary:** They must comply with the public comment protocol established by their council.
- **Private Gain:** Council work should not result in any personal or private financial gain for public representatives, excluding the honorarium and recovery of travel expenses.
- **Duty to Inform:** Public representatives are required to inform the council chair of any circumstances that may have a negative or harmful effect on their abilities to perform their required duties.

**Along with these guidelines, public representatives should be aware of the Codes of Ethics that their regulators have developed for their respective councils/boards as public representatives are expected to adhere to these Codes of Ethics/Conduct as well.**

## Do public representatives have Conflict of Interest guidelines?

Yes. Public representatives must avoid any conflict of interest that might impair or impugn the independence, integrity and/or impartiality of their health profession council. There must be no apprehension of bias, based on what a reasonable person might perceive. Public representatives who are in doubt must disclose their circumstances and consult with their chair and/or registrar. In practical terms, public representatives should ensure that:

- All personal financial interests, assets and holdings are distinct from and independent of any decision, information or other matter that may be heard by or acted upon by their particular council.
- Activities undertaken as a private citizen are kept separate and distinct from any responsibilities held as a member of the council, and visa versa.
- They remain impartial at all times toward individuals who deal with their council and, as a member, avoid taking any action that may result in preferential treatment for any individual.
- Personal employment is not dependent on any decision, information or other matter that may be heard or acted upon by the council.
- Other memberships, directorships, voluntary or paid positions or affiliations remain distinct from work undertaken in the course of performing their duties as public representatives.
- Actions taken in the course of performing their duties as public representatives neither cause nor suggest the reality or perception that their ability to perform or exercise those duties has been or could be affected by private gain or interest.

**Public representatives must also be aware of and adhere to any conflict of interest policies or guidelines of the regulatory body to which they are appointed.**

## How do I resign?

You should provide notification in writing to the Ministry of Health (using the contact information on page 11 above) in advance of your intended resignation date. You should also inform the chair/president of the council as well as the regulatory body's registrar/executive directors.

## Appendix 2 – Statement of Committee Expenses



Saskatchewan  
Ministry of  
Health

### Appendix 2

### Statement of Committee Expenses

<b>Name (Please Print)</b>	<b>Address</b>	<b>Postal Code</b>
<b>Date(s) of Meeting</b>		<b>Location of Meeting</b>
From: DD MMM YY To: DD MMM YY		
<b>Name of Committee</b>		<b>S.I.N. Number</b>

**Honorarium** \$ \_\_\_\_\_ Per Day

Date	DD	MMM	YY	Time Breakdown:						
				Travel Time	hrs	Prep. Time	hrs	Meeting Time	hrs =	_____
				Travel Time	hrs	Prep. Time	hrs	Meeting Time	hrs =	_____
				Travel Time	hrs	Prep. Time	hrs	Meeting Time	hrs =	_____

**Total Honorarium** \$ \_\_\_\_\_

Note: On meeting days 5 hours or less combined travel, preparation and meeting time, one half of the honorarium will apply, if more than 5 hours a full day's honorarium will apply. The hourly rate will apply to any time required over and above the 8 hours on meeting days. On non-meeting days the hourly rate will apply for preparation and travel time.

**Expenses (attach receipts as applicable)**

Air  Other  = \$ \_\_\_\_\_  
 Private Car km \_\_\_\_\_ at \_\_\_\_\_ per km = \$ \_\_\_\_\_  
 Hotel days \_\_\_\_\_ at \_\_\_\_\_ per day = \$ \_\_\_\_\_

Meals: \_\_\_\_\_ # of breakfasts at \_\_\_\_\_ per meal = \$ \_\_\_\_\_  
 \_\_\_\_\_ # of dinners at \_\_\_\_\_ per meal = \$ \_\_\_\_\_  
 \_\_\_\_\_ # of suppers at \_\_\_\_\_ per meal = \$ \_\_\_\_\_

Other (Specify) \_\_\_\_\_ \$ \_\_\_\_\_

**Total Expenses** \$ \_\_\_\_\_

**TOTAL** \$ \_\_\_\_\_

Invoice #						
Invoice Date			Date Invoice Received			
DD	MMM	YY	DD	MMM	YY	
Date Goods Received			Future			
DD	MMM	YY				
Program			Org.			
Account						
5	1	9	4	0	0	\$
5	4	2	5	0	0	\$
						\$

Distribution: Send Original to FSB  
HE 01-10

**I hereby certify that the above is a correct and true statement and that the expenditures were incurred for attendance at the meeting.**

\_\_\_\_\_  
Signature of Claimant Date

**Approval by an authorized official such as a chairperson, secretary or department designated official**

\_\_\_\_\_  
**Approved For Payment and Certified Mathematically Accurate**

**This Section To Be Completed By Branch Authority**

M/O Number \_\_\_\_\_ O/C Number \_\_\_\_\_

## ■ Appendix 3 – Schedule of Travel Expense Rates (PSC Rates)

- Travel by private vehicle – as per Public Service Commission (PSC) rates (subject to change April 1 and October 1 of each calendar year). See the following document for updated travel rates:**

<https://taskroom.sp.saskatchewan.ca/Documents/601-A%20Travel%20Allowance.pdf>

**Rates effective April 1, 2020 (until September 30, 2020):**

**46.25 cents/km** – Ordinary Rate

**49.80 cents/km.** – North of the 54th parallel (e.g. La Ronge, Meadow Lake but not Prince Albert)

Mileage allowance minimum \$5.00 per day.

\* In-city travel charges permitted when driving to and from a meeting that is not held at the regulatory body's headquarters.

- Meals - Effective April 1, 2020 (no receipts required, rate includes GST and gratuities)**

	<b>In Province</b>	<b>Depart By</b>	<b>Return After</b>
<b>Breakfast</b>	\$10.00	7:30 am	8:30 am
<b>Dinner</b>	18.00	11:30 am	12:30 pm
<b>Supper</b>	23.00	5:30 pm	6:30 pm
	\$ 51.00		

- Accommodations**

Actual and reasonable charges, supported by a receipt will be reimbursed.

- Incidental Travel Expenses:**

**Laundry** – charges are allowed where absence from headquarters exceeds 7 consecutive days. Receipts are required.

**Valet services** – not allowed.

**Dry cleaning** – allowed only when incurred under exceptional circumstances away from headquarters. The need for dry cleaning must be identified on the expense form and receipts are required.

**Parking**

Off-street parking, supported by receipts.

Metered parking is reimbursed for the actual cost to a maximum of \$8.00 per day.

**Telephone** – charges for council or committee business calls are

**Daily Honorarium:  
\$100.00**

**Please Note:** Honorariums of \$500 or more received within a calendar year are considered taxable income. Public Representatives will be sent a T4A slip from the Government of Saskatchewan for income tax purposes. Travel expenses incurred (i.e. meals, accommodation, gas, etc.) are not taxable.

allowable, supported by receipt, name of party called and reason for call.

**Taxis** – \$6.00 without receipt; greater than **\$6.00** with receipt.

**Gratuities** – The meal rates include reimbursement for incidentals/gratuities.

## ■ Appendix 4 – Internet Resources

### **Publications Saskatchewan** (Legislative Information) –

<https://publications.saskatchewan.ca/#/home> - service provides free access to up-to-date versions of all Government of Saskatchewan Acts and Regulations, *The Saskatchewan Gazette* and other legislative publications.

### **Saskatchewan Ministry of Health** – <http://www.saskatchewan.ca/>

The Saskatchewan Ministry of Health website offers information regarding health programs, services and announcements.

### **Health Quality Council** – <http://www.hqc.sk.ca/>

The Health Quality Council (HQC) is an independent agency that measures and reports on quality of care in Saskatchewan, promotes improvement, and engages its partners in building a better health system. The website contains various reports and information.

### **Canadian Institute for Health Information** – <http://www.cihi.ca/>

The Canadian Institute for Health Information (CIHI) is an independent, not-for-profit organization that provides data and analysis on Canada's health system and the health of Canadians. This website contains current reports and information on topics ranging from the workforce trends of health professionals, workload issues and healthcare expenditures.

### **Canadian Patient Safety Institute** – <http://www.patientsafetyinstitute.ca/>

The Canadian Patient Safety Institute (CPSI) was established in 2003 as an independent not-for-profit corporation, operating collaboratively with health professionals and organizations, associations and governments to build and advance a safer healthcare system for Canadians. This organization has original resources and also reviews material created externally. Reports are available on topics such as medical errors and tort law, best practices and a Canadian dictionary of patient safety.

### **Conference Board of Canada** – <http://www.conferenceboard.ca/>

The Conference Board builds leadership capacity by creating and sharing insights on organizational performance and public policy issues such as health and healthcare.

### **The Citizen Advocacy Center (CAC)** – <http://www.cacenter.org/>

CAC is an American website dedicated to providing a unique support program for the thousands of public members serving on health care regulatory, credentialing, oversight and governing boards as representatives of the consumer interest.

### **Council on Licensure, Enforcement and Regulation (CLEAR)** – <http://www.clearhq.org>

CLEAR is an American website focused on providing resources and training to members of regulatory bodies. A particularly good resource is the document by Barbara Smith, "Role of A Person on The Governing Body of a Regulatory Entity" –

<http://www.clearhq.org/resources/Role.htm>