

Pan-Canadian Essential Regulatory Requirements (PERRs) for Paramedics Stakeholder Advisory Committee (SAC) Terms of Reference

Purpose

The COPR Pan-Canadian Essential Regulatory Requirements (PERRs) for Paramedics Stakeholder Advisory Committee (SAC) consists of representatives of key stakeholder groups, to provide input/feedback to the Project Steering Committee (PSC) at key strategic points throughout the PERRs project.

Accountability

The SAC will serve the term and purpose of the PERRs Paramedic Project and is accountable to the Project Steering Committee (PSC).

Responsibilities Specific to the PERRs Project

Under the leadership of the Content Consultant, the SAC will have the following responsibilities:

- Provide input/feedback to the Steering Committee at designated strategic points in the development process.
- Provide information to support the project.
- Facilitate effective linkages between this project and other related projects/work.

Fiduciary Duties

- ***Diligence and Respect:*** SAC members are expected to be prepared for meetings and to participate in meetings. SAC members are expected to treat others with courtesy and civility and raise issues and concerns in a timely and respectful manner.
- ***Confidentiality:*** SAC members have an obligation to keep COPR's information confidential, unless permitted to disclose. SAC members will be required to sign a confidentiality agreement.
- ***Conflict of Interest/Loyalty:*** SAC members must avoid participating in a decision where they are reasonably affected by a competing interest (such as a personal or financial interest). SAC members are expected to raise possible conflicts and consult as required; declare the conflict; not participate in the decision in issue; leave the meeting for the debate on the decision and not attempt to influence the decision.

Decision-Making

The SAC shall conduct its business using a consensus-building approach whenever possible. Unanimous approval is not required. Decisions will be reached by majority consensus.

Membership

SAC shall consist of:

- 8-10 people with up to two representatives from each key stakeholder group (e.g., COPR, Paramedic Association of Canada, paramedic educators, paramedic education accreditors, and Paramedic Chiefs of Canada).

Members will be nominated by stakeholders and appointed by the PSC.

Term of Office

Representatives appointed to the SAC shall serve until project completion or until the Content Consultant is notified that a representative has resigned. The project plan anticipates the SAC member involvement will be required throughout 2022 with attendance at approximately 3-4 meetings.

Officers of SAC

The SAC will be led by the PERRs Content Consultant.

Meeting Logistics

Business shall be conducted primarily via email and virtual meetings.

Quorum

A quorum of the SAC shall be 50% of representatives, plus one.