



Bylaws of the
College of Paramedicine of Prince Edward Island
(referred to as the "College")

1. Definitions

In these Bylaws, unless otherwise stated:

"Act" means the *Regulated Health Professions Act (RHPA)* of Prince Edward Island including the *RHPA General Regulations* and *Reserved Activities Regulations*;

"Regulations" meaning the *Paramedics Regulations* made under the *Act*, as amended, restated or in effect from time to time;

"College" means the College of Paramedicine of Prince Edward Island (CPPEI);

"Council" means the governing Council of the College of Paramedicine of Prince Edward Island;

"Bylaws" means the Bylaws of the College and any amendments which are, from time to time, in force and effect;

"good standing" means the registrant's registration as a member of the College is not suspended or cancelled or otherwise restricted or limited under the *Act*;

"nominee" means a registrant nominated to serve as a member of Council under these bylaws but who has not yet been appointed by the Council;

"registrant" means an individual who is a member as defined in the *Act* and is named in a register of the College of Paramedicine of Prince Edward Island;

"Registrar" means the Registrar appointed by the Council;

"resolution" means a formal decision that must be agreed to by a majority of not less than fifty percent plus one (50% +1) of the votes cast; and

"special resolution" means a formal decision that must be agreed to by a majority of not less than two-thirds (2/3) of the votes cast.

2. Interpretation

- 2.1. In the interpretation of these Bylaws, words in the singular include the plural and vice-versa, words in one gender include all genders, and "person" includes an individual, body corporate, partnership, trust and unincorporated organization.
- 2.2. Other than as specified in Definitions, words and expressions defined in the *Act* have the same meanings when used in these Bylaws.
- 2.3. These Bylaws do not repeat requirements under the *Act* but refer to key sections of the *Act* for reference.

3. Head Office

The head office of the College shall be located in Prince Edward Island at an address designated by Council.

4. Seal

The seal of the College shall be in the custody of the Registrar who shall apply it to all documents where required.

Council

5. Duties of Council

- 5.1. **Acting in public interest** - Each member of Council, officer, committee member, and staff member of the College must act honestly, in good faith and in the best interest of the College and in a manner that serves and protects the public interest.
- 5.2. **Objects and duties** - Council shall carry out the objectives of the College and Council duties as described in the *Act at sections 4. (Objects, Idem, Prohibitions re fees, Practice directive), 5. (Powers) and 7. (2) (Duties of Council)*.
- 5.3. **Additional duties** - Each member of Council, in addition to Council activities, is required to participate as an officer, committee chair, or committee member.

6. Council Composition

As defined in the *Act* at section 7. (4) (*Members of council*), the Council shall consist of:

- a) Six (6) registrant members nominated as described in these bylaws by registrants from among the general register, and appointed by Council;

- b) Three (3) public representatives appointed by the Lieutenant Governor in Council; and,
- c) the Registrar (nonvoting member).

7. Term of Office of Council Members

- 7.1. **Term Length** - The term of office for members of Council shall be three (3) years as defined in the *Act* at section 7. (8) (Term) and shall begin from the date of appointment to the Council.
- 7.2. **Consecutive Terms** - A member of Council may serve more than one (1) term of office and in compliance with the *Act* at sections 7. (9) (Limitation on length of service) and 7. (11) (“consecutive” defined) and shall not serve for more than six (6) consecutive years.

8. Registrant Member Nominations and Appointments to Council

- 8.1. **Eligibility** - Only registrants in the General Register of the College shall be eligible to nominate registrants or be appointed to Council.
- 8.2. **Good Standing** - Registrants must be in good standing with no current or ongoing investigations, outstanding debts or outstanding orders.
- 8.3. **Nominations of Registrants**
 - 8.3.1. Nomination of a candidate for consideration as a member of Council requires the written consent of the nominee and the signatures of at least one (1) other eligible registrant.
 - 8.3.2. To be valid, a nomination must be submitted in writing on the nomination form provided by the College and must be received by the Registrar no later than the date fixed by Council for receiving nominations.
 - 8.3.3. A nominee for appointment to Council may, at any time prior to the appointment, give notice to the Registrar of their wish to withdraw their nomination. The withdrawal becomes effective upon receipt of the notice in a form acceptable to the Registrar.
 - 8.3.4. If the call for nominations does not produce enough eligible nominees to fill the vacancies on Council, the registrants shall be so advised, and invited to submit nominations.
 - 8.3.5. If a second call for nominations does not produce enough eligible nominees to fill registrant vacancies on Council, the Council may, at its

discretion, appoint a Council Vacancy Committee to recruit from amongst the eligible members a sufficient number of consenting candidates so that the total candidates will be equal to the vacancies.

8.4. **Appointment of Registrants to Council** - Duly nominated College registrants shall be appointed by a majority vote of Council.

9. **Midterm Public Representative Vacancies** – Council may request a new public representative appointment to fill a midterm vacancy to serve the term, or remaining term, of the vacancy and shall request a new public representative appointment if quorum is not maintained.

10. Removal of Council members

10.1. **Automatic suspension or revocation of registrant members** - An appointed registrant member to Council shall be suspended or revoked automatically in compliance with the *Act* at section 8.1 (Suspension or revocation of election or appointment) when a formal complaint is registered against the registrant.

10.2. **Automatic revocation of public representative members** - A public representative member to Council shall be revoked automatically in compliance with the *Act* at section 9. (Revocation)

10.3. **Removal of public representative Council members** - Council may by a special resolution of Council and in compliance with the *Act* at section 9. (2) (Request to revoke appointment) request the revocation of a public representative from Council.

11. Code of Conduct, Confidentiality Agreement and Conflict of Interest

Each Council member, officer, or committee member is required to read, sign and abide by the:

- a) Governance Code of Conduct Policy adopted by Council;
- b) Confidentiality Agreement adopted by Council; and
- c) Conflict of Interest Policy adopted by Council.

Financial

12. Financial Powers

In addition to the powers designated under the *Act at section 5. (Powers)*, the College shall follow financial bylaws, any written policies, and Council resolutions.

13. Execution of Documents and Signing Officers

- 13.1. **Signing Officers** - Council shall appoint three (3) signing officers from among the members of Council and/or Registrar.
- 13.2. **Execution of documents** - Deeds, transfers, assignments, contracts, obligations and other instruments in writing requiring execution by the College shall be signed by any two (2) of three (3) designated signing officers from among the members Council and/or Registrar.
- 13.3. **Certified copies** - Any signing officer may certify a copy of any instrument, resolution, bylaw or other document of the College to be a true copy. In addition, the Council may from time to time direct how a particular document or type of document shall be executed.

14. Fiscal Year End

The fiscal year end of the College shall be December 31st in each year.

15. Banking Arrangements

The banking business of the College shall be transacted at such bank, trust company or other firm or corporation carrying on a banking business in Canada or elsewhere as the members Council may designate, appoint or authorize from time to time by resolution. The banking business or any part of it shall be transacted by a designated officer or officers of the College and/or other persons as the members of Council may by resolution from time to time designate, direct or authorize.

16. Compensation

- 16.1. **General** - The member of Council, officers, and committee members of the College may be compensated as described in written policies adopted by Council.
- 16.2. **No profit** - Unless otherwise stated in these bylaws, no member of Council – including the Chair, or committee member shall directly or indirectly receive any compensation for their position; excepting that:
 - a) the member of Council, officer, or committee member may be reimbursed for reasonable expenses they incur in the performance of their duties; and
 - b) the member of Council, officer, or committee member may be paid and reimbursed for expenses incurred in connection with services they provide to the College, provided that the amount of pay or reimbursement is:
 - i) considered reasonable by the Council.
 - ii) approved by the Council for payment by resolution passed before payment is made; and
 - iii) follows the College’s conflict of interest policy.

- 16.3. **Registrar compensation** – despite article 16.2, herein, the registrar may be paid for work or service as approved by Council.

17. Annual Financial Statements

- 17.1. **Annual Financial Review or Audit** - The College shall ensure that a financial review or audit is performed annually.
- 17.2. **Providing Copies to the Public and Registrants** - The College may post the annual financial statements online and/or publish a notice stating that the annual financial statements are available at the registered office of the College and, on the request of a member of the public or a registrant, a copy may be emailed at no cost, or if the postage is prepaid, a copy may be sent by postal mail.

Fees and Deadlines

18. Fees

- 18.1. **Establishing fees** - Council shall establish and collect fees that are payable by registrants to apply for, obtain, renew, transfer, or reinstate a certificate of registration, including fees for late payment, and fees that are payable to take an examination.
- 18.2. **Other fees** – Council may establish and collect all other fees payable under the Act, where permitted and required.
- 18.3. **Collection of fees** – Fees set out in Article 22 – Schedule of Fees are payable to apply for, obtain, renew, transfer, or reinstate a certificate of registration, including fees for late payment, and fees that are payable to take an examination, and shall be collected by the College.
- 18.4. **Non-refundable** – All fees appropriately paid are non-refundable.
- 18.5. **Posting fees and deadlines** – All fees and deadlines set out in the Act or referenced in these Bylaws shall be approved in Article 22 - Schedule of Fees of these Bylaws, as amended by the Council from time to time. Council shall notify Registrants of fee changes using the registered email contact information and by posting on the College website.

19. Registration Year, Applications, Fees and Deadlines

- 19.1. **Registration year** - The registration year begins on April 1st.
- 19.2. **General Registration**
- 19.2.1. **General registration** – An applicant who meets all requirements under the Act and Regulations shall be registered under the General register and is entitled to work for the registration year.

- 19.2.2. ***Initial application fee*** - An initial application fee shall accompany a General Registration application.
- 19.2.3. ***Initial registration fee deadline*** - The initial registration fee for the registration year, or partial year, during which a person first becomes a registrant must be paid before a certificate of registration will be issued.

19.3. **Annual Renewal of General Registration Fees and Deadlines**

19.3.1. **Renewal of General Registration** – A General registrant meeting all the requirements of renewal shall be registered in the General register.

19.3.2. **Renewal fee and deadline** - The annual renewal fee for General registration must be paid by the 15th of March to ensure registration renewal is processed and in place prior to the beginning of the next registration year.

19.4. **Provisional Registration**

19.4.1. **Provisional registration** – An applicant who meets all requirements under the *Act* and *Regulations* with the exception of a successful exam requirement under the *Regulations* at sections 9., 22., or 33., or is required to complete a refresher program under the *Regulations* at sections 10.(c), 23.(c), 34.(c), may be registered in the Provisional register for a specified term not exceeding twelve (12) months subject to the *Regulations* at section 6.

19.4.2. **Provisional application fee** – A Provisional application fee shall accompany a General Registration application.

19.4.3. **Provisional registration fee deadline** – The Provisional registration fee for the registration year for which a person first becomes a registrant must be paid before a certificate of registration will be issued.

19.4.3.1. **Subject to supervision** – Provisional registrants are subject to practice supervision as outlined in approved Council policy.

19.5. **Special Registration**

19.5.1. **Special registration** – A applicant who is registered in another jurisdiction and meets all requirements under the *Act* and *Regulations* for a special purpose for a limited time shall be registered in the Special register and is entitled to work for thirty (30) consecutive days.

19.5.2. **Special application fee** – A Special application fee shall accompany a Special Registration application.

19.5.3. **Special registration fee deadline** – The Special registration fee must be paid before a certificate of registration will be issued.

19.5.4. **Limitation on Special registrations** – No more than three (3) Special registrations may be issued in any registration year per registrant.

20. Reinstatement

- 20.1. **Application for reinstatement** – An application for renewal may only be made until March 31st in any registration year after which time an application for reinstatement may be made.
- 20.2. **Limitation on reinstatements** – Applications for reinstatement may only be made after the lapsed renewal deadline and before the expiration of three (3) years following the date of the lapse in registration.

21. Other Fees

- 21.1. **Jurisprudence examination fee** - A person shall pay the fee set out in Article 22 – Schedule of Fees for each attempt of the jurisprudence examination before writing the examination.
- 21.2. **Verification fee** - A fee for verification of current or past registration, examination results or transcripts from former schools on file is required to be paid at the time of the request.
- 21.3. **Late fee** - A registration renewal received between March 15th and March 31st of the registration year, must be accompanied by a late fee payment.
- 21.4. **Unauthorized practice fee** - A person shall pay an unauthorized practice fee if they participate in an employer- employee relationship as a paramedic, primary care paramedic, intermediate care paramedic, advanced care paramedic, or critical care paramedic in PEI without a current registration. The fee is payable for each day or portion of a day.

22. Schedule of Fees

Application Fee, General: \$150.00
Application Fee, Renewal: no fee
Application Fee, Provisional: \$150.00
Application Fee, Reinstatement \$150.00
Application Fee, Special: \$50.00
Registration Fee, General/Renewal: \$475.00
Registration Fee, Provisional: \$475.00
Registration Fee, Special: \$145.00
Registration Fee, partial year: after July 1st: \$356.00; after November 1st: \$178.00; February 1st- March 1st: \$45.00
Late Fee: \$100.00
Verification Fee: \$50.00
Jurisprudence Exam Fee: no fee
Unauthorized Practice Fee: \$50.00/day to a maximum of \$1,000.00

Council Meetings

23. Calling of Meetings of Council

Meetings of the Council may be called by the Chair of the Council or any two (2) members of Council at any time.

24. Regular Meetings of the Council

- 24.1. **Minimum number of Council meetings** – The Council shall meet not less than four (4) times per year.
- 24.2. **Manner of meeting** – A meeting of Council may be held in person or by telephone, electronic or other communications facility that permits all participants to communicate with each other simultaneously and instantaneously. A member of Council participating remotely through a communications link is deemed to be present at the meeting.
- 24.3. **Notice of meetings of Council** - Notice of the date, time and place for holding a meeting of the Council shall be given to every member of Council not less than three (3) days before the time when the meeting is to be held. Notice of a meeting shall not be necessary if all members of Council are present, and no member of Council objects to the holding of the meeting, or if those absent have waived notice of or have otherwise signified their consent to the holding of the meeting. Notice of an adjourned meeting is not required if the date, time and place of the adjourned meeting is announced at the original meeting.
- 24.4. **Appointed Meeting Dates** - The Council may appoint a day or days in any month or months for regular meetings of the Council at a place and hour to be named. A copy of any resolution of the Council fixing the place and time of the regular meetings of the Council shall be sent to each member of Council without delay after being passed, but no other notice shall be required for any regular meeting.

25. Annual Meeting of Council

- 25.1. **Time and place of annual meeting** - The Council shall hold an annual meeting each year on a date no longer than fourteen (14) months and no sooner than ten (10) months from the previous annual meeting. The annual meeting shall be held in the location and format as determined by the Council.
- 25.2. **Purpose of annual meeting** – The annual meeting of the Council shall be held for the purpose of:

- a) hearing and receiving the annual report of the College;
- b) hearing and receiving the annual financial report and statement of financial position;
- c) appointment of financial auditor or reviewer; and
- d) conducting any other business as determined by the Council.

25.3. **Observers** – Observers may be permitted to attend the annual meeting, at the discretion of Council. Persons entitled to attend shall be members of the public, the financial reviewer/auditor, the registrar, registrants, members of Council, and others entitled or required to be present.

25.4. **Notice of annual meeting** - Notice of the time and place for holding the annual meeting of the Council shall be given in writing, by facsimile or other electronic means to every member of Council and registrant of the College at least twenty-one (21) days before the time when the meeting is to be held. Public notice of the annual meeting shall be given, at a minimum, by posting on the College website. Notice of an adjourned meeting is not required if the time and place of the adjourned meeting is announced at the original meeting.

25.5. **Voting at annual meeting** – members of Council are entitled to vote at the annual meeting and voting may be done by electronic means.

26. Quorum at Council and Annual Meetings

A quorum at any meeting of the Council shall be no less than fifty percent plus one (50% +1) of the Council members entitled to vote and shall include no less than one (1) public representative. If a quorum is present at the opening of a meeting of the Council, the members of Council present may proceed with the business of the meeting even if a quorum is not present throughout the meeting.

27. Voting by Council

27.1. **At Council meetings** - At all meetings of the Council, every resolution shall be decided by a majority of the members of Council entitled to vote.

27.2. **Tie vote** - In the case of an equality of votes, the resolution is defeated.

27.3. **Electronic Voting between Council Meetings** - A vote of Council may be held between meetings of the Council by telephonic, electronic or other communication facility in accordance with written Council policy.

28. Conducting Business without a Meeting

On request of the Chair or Registrar, or for emergency purposes, the business of Council may be conducted and concluded by resolution agreed upon by the majority of Members of Council, unless otherwise stated in these bylaws, using the telephone, email, or other electronic means, and shall have the same force and effects as a resolution duly passed at an in-person meeting.

Officers of the Council

29. Appointment of Officers

29.1. **Council appoints officers** - The Council may designate the offices of the College, appoint officers on an annual or more frequent basis, specify their duties in writing and, subject to the *Act*, delegate to the officers the power to manage the affairs of the College.

29.2. **Holding more than one office** - A member of Council may be appointed to any office of the College. Two or more offices may be held by the same person.

30. Officer Positions

Unless otherwise specified in the *Act* or these bylaws, the officers of the College shall have the following duties and powers associated with their positions.

30.1. **Duties and powers of the Council Chair** - The Chair of the Council shall be a member of Council appointed by the Council. The Chair of the Council, or designate, shall preside at all meetings of the Council. The Chair shall have such other duties and powers as the Council may specify in written policy or by resolution.

30.2. **Duties and power of the Registrar** - The Registrar shall be appointed and accountable to Council. In addition to the duties and powers of the Registrar required under the *Act*, the Registrar shall perform other functions and duties as assigned by the Council, or described in written policy, the employment or services contract entered into between the Registrar and the College, or as directed by Council resolution.

30.3. **Other officers** - The Council may appoint other officers, agents, employees, or contracted services it deems necessary to assist in carrying out its duties.

30.4. **Officer vacancies** - If the office of any officer becomes vacant, the Council may, by resolution, appoint a person to fill the vacancy.

Committees of College

31. College Committees

- 31.1. **College committee powers** - The Council may from time to time appoint any committee or other advisory body, as it deems necessary or appropriate for such purposes and, subject to the *Act*, with such powers as the Council may see fit, provided that committees may only recommend actions to Council for decision.
- 31.2. **Committees required under the Act** – The statutory committees of the Council required under the Act and appointed by Council are the:
- a) Investigation Committee, and
 - b) Hearing Committee.
- 31.3. **Committee terms of reference** – Any Council appointed committee may formulate its own rules of procedure, subject to terms of reference, policies or directions as the Council may from time to time make.
- 31.4. **Removal of committee members** - Any committee member may be removed by resolution of the Council.

32. Appointments

- 32.1. **Auditor** - Council shall appoint an Auditor to perform an external annual financial review for the College with a full audit to be performed not less than once every 5 years.
- 32.2. **Investigator** - Council may appoint investigator(s) to carry out duties as described in the *Act* and Regulations and in policy.

Bylaw

33. Severability and Precedence

The invalidity or unenforceability of any part of these bylaws shall not affect the validity or enforceability of the remaining parts of these bylaws. Where these Bylaws and the *Act* and *Regulations* are in conflict, the *Act* and *Regulations* prevail.

34. Omissions and Errors

The accidental omission to give any notice to any member, member of Council, officer, member of a committee of the Council, or public accountant, or the non-receipt of any notice by any such person where the College has provided notice in accordance with the Bylaws or any error in any notice not affecting its substance

shall not invalidate any action taken at any meeting to which the notice pertained or otherwise founded on the notice.

35. Bylaw Changes and Legislative Change Requests

35.1. Changing Bylaws

A special resolution shall be called for the purpose of making, amending or revoking a bylaw. A quorum of two-thirds (2/3) of members of Council, including at least one (1) public representative, is required for a bylaw vote.

35.1.1. New bylaws or changes in the bylaws may be enacted from time to time by Council in accordance with the Act.

35.1.2. Bylaws will be available to the registrants and the public in a public forum as determined by Council.

35.2. Legislative Change Requests

35.2.1. The Council may request a change to legislation involving the College.

35.2.2. A special resolution shall be called for the purpose of requesting changes to legislation affecting the College. A quorum of two-thirds (2/3) of members of Council, including at least one (1) public representative, is required for a legislative change request vote.

36. Effective Date

Certified to be Bylaw No. 1 of the College, as enacted by the Council of the College by resolution on the 1st day of April, 2024.

Dated April 1, 2024.

Signed

Member of Council

Signed

Member of Council