Negotiations Committee
Terms of Reference

1.0 Role

To prepare for, lead and conclude the SMA negotiation process, on behalf of the SMA Board of Directors, for the Medical Compensation Review Committee (MCRC) – pursuant to section 48.1 of the Saskatchewan Medical Care Insurance Act (MCIA).

2.0 Responsibilities

The SMA Negotiations Committee shall:

- recommend preferred timelines and preferred processes for advancing the work of the MCRC;
- engage in timely and appropriate training and/or skill development as determined by the committee and/or the Board;
- compile background documents, environmental scans, and analyses regarding socio-economic and political contexts;
- consult and/or liaise with relevant stakeholders within and outside the profession on negotiable matters;
- work in collaboration with SMA Economics Committee and Intersectional Council to ensure consistency of compensation philosophies and strategies;
- provide reports and/or presentations to the Board and Representative Assembly (RA) as required; and
- present a tentative agreement, between the SMA and Province, to the Board for consideration and possible ratification.

3.0 Membership, attendance & term

The SMA Board of Directors can appoint up to six (6) members to the SMA Negotiating Committee:

- Chairperson; and
- up to five (5) members
  - o Chairperson and members may consist of any combination of physicians, SMA staff and/or external advisors.
  - o The skills and qualities of a successful chairperson and members include: pollical savviness, health system awareness, persuasion/influence, strong communication and listening skills, ability to establish and maintain effective relationships, thinking clearly and rapidly under pressure and uncertainty, preparation and planning skills, integrity, and credibility within profession.

The chairperson and members of the SMA Negotiations Committee shall be the named members of the MCRC process as outlined in section 48.1 of the MCIA.

None of the appointees shall have conflicting roles within other agencies.

A committee member who does not uphold their responsibilities or misses two consecutive meetings without a reasonable explanation will be asked by the Chair to resign from the committee.

A committee member is expected to comply with the Saskatchewan Medical Association Code of Conduct.

A chairperson who does not uphold their responsibilities or misses two consecutive meetings without a reasonable explanation may be asked by the Board to resign from the committee.

4.0 Meetings

The SMA Negotiations Committee will meet as needed during the preparation phase and MCRC negotiations phase. The meetings may be in-person, by teleconference or videoconference (e.g., MS Teams, WebEx, etc.).

If a member cannot participate in a meeting, that member can speak to the Chair in advance so that the Chair can share the member's perspective at the meeting. That member may also submit written comments or documentation in advance of the meeting. Submissions required for a meeting that are made after said meeting will not be considered for decision making.

5.0 Chair

The Chair will be appointed by the SMA Board of Directors and shall:

- call meetings of the committee;
- chair meetings of the committee;
- act as the Co-chair of the MCRC;
- designate another committee member to chair the committee in the Chair's absence;
- prepare reports and/or presentations to the Board and/or RA on the work of the committee; and
- meet with the SMA Board of Directors upon the invitation of the Board.

6.0 Quorum

Quorum shall be that the simple majority (more than 50%) of the voting members are present for a meeting to proceed. Motions will then be approved by a majority vote.

7.0 Decision making

The committee will make decisions by consensus. If consensus cannot be reached, the committee will seek advice from the SMA Board of Directors.

8.0 Confidentiality

All Committee materials, documentation, and information shall be considered confidential, and shall not be disclosed to any person (s) other than the members of the Committee without the knowledge and agreement of the Committee.

9.0 Conflict of interest

Committee Members shall disclose any matters which may constitute a direct or indirect conflict of interest between personal or professional activities, and responsibility as a Committee member. Committee members must act in a manner that will prevent conflicts of interest from arising.

10.0 Duration of committee

The term of the committee, chairperson, or a committee member is from appointment until ratification of a MCRC agreement or dissolution of the committee, unless otherwise determined by the SMA Board of Directors.

11.0 Minutes and reporting

SMA staff supporting the SMA Negotiations Committee shall take minutes of committee meetings and shall distribute to the SMA Board of Directors. The minutes shall be reviewed and formally adopted at subsequent meetings.

Reports and updates from the MCRC process may be distributed to the following:

a) SMA Board of Directors
b) Economics Committee
c) Intersectional Council
d) Other committees or individuals as required

12.0 SMA support resources

The SMA Negotiations Committee is supported by:

- Chief Executive Officer;
- Administrative Director
- Executive Director, Physician Services & Benefits
- Director, Economics, Clinical Informatics & Research; and
- Coordinator, Economics, Clinical Informatics & Research

Other support:

- Manager, Communications
- SMA legal counsel
- Other consultants/experts as required

13.0 Accountability

The SMA Negotiations Committee reports to and brings its recommendations to the SMA Board of Directors.

14.0 Amending the Terms of Reference

The Terms of Reference will be approved by the SMA Board of Directors and reviewed prior to each MCRC negotiations cycle.

Date of Last Review: June 9, 2026