

Tariff Committee

Terms of Reference

1.0 Role

To provide oversight and make recommendations on Payment Schedule items.

2.0 Responsibilities

The Committee shall study and make recommendations concerning:

- the addition of new items to the Payment Schedule; and
- the amendments to existing items in the Schedule.

The Committee shall periodically review its additions and amendments as to their continuing appropriateness.

Regarding individual items, where the Committee reaches agreement with all interested Sections, that decision shall be forwarded to the Economics Committee and the Payment Schedule Review Committee as the recommendation of the Committee.

Individual physicians shall normally submit requests to the Tariff Committee via their Section representative on the Intersectional Council. If an individual physician does submit a request directly to the Tariff Committee, the Tariff Committee shall inform the Section representative before determining a fee and forwarding its recommendation(s).

3.0 Membership, attendance & term

The Tariff Committee is appointed by the SMA Board on the nomination of the Economics Committee and will consist of:

- the chairperson; and
- up to five members.
 - Suggested membership may include representation from Internal Medicine, Surgery, Anaesthesia, and Family Practice.

None of the appointees shall act as Section representatives to the Intersectional Council. None of the appointees shall be members of the Economics Committee.

The Committee may invite for liaison purposes:

- Section representatives and/or individual physicians;
- a medical consultant from the Ministry of Health's Medical Services Branch; and

- members of the Payment Schedule Review Committee and the Economics Committee.

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. If the member refuses to resign, a vote shall be taken on the removal of the member from the committee.

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

The term of a committee member is two consecutive, three-year terms unless otherwise approved by the SMA Board of Directors.

In addition to the term of a committee member, the term of the chair is two consecutive, three-year terms unless otherwise approved by the SMA Board of Directors. In the event the committee does not meet within a calendar year, that year does not count towards the term of membership.

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 Tariff Committee will meet at minimum twice a year, or more as required. The meetings may be in-person, by teleconference or videoconference (e.g., Skype, 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 is appointed by the SMA Board of Directors and shall:

- call meetings of the committee;
- chair meetings of the committee
- designate another committee member to chair the committee in the Chair's absence; and
- act as an appointee of the Payment Schedule Review Committee.

6.0 Quorum

Quorum shall be simple majority (more than 50%) of the voting committee members present at a meeting. Voting cannot take place without having quorum.

7.0 Decision making

The committee will strive for consensus (i.e., “you can live with the decision/idea”) when making decisions. If consensus cannot be achieved, committee members must agree on how to deal with the outstanding issue (i.e. vote, continue discussion, table the issue to another meeting or take the issue to the appropriate group, e.g., Board).

When voting, majority (more than 50%) rules with quorum present. There shall be no proxy or email voting unless explicitly determined by the committee in advance of a vote.

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 committee will remain in place until such time as the Board authorizes an alternative governance structure.

11.0 Minutes

SMA staff supporting the committee shall take minutes at the committee meetings; distribute them electronically to members within three weeks of the meeting. The minutes shall be reviewed and formally adopted at subsequent meetings.

The minutes of the Committee's meetings shall be distributed to members of:

- a) Economics Committee
- b) Intersectional Council
- c) Medical Compensation Review Committee
- d) Uninsured Services Committee
- e) SMA Board of Directors
- f) Payment Schedule Review Committee

The Committee shall receive the minutes of the meetings of the Committees listed in (a), (b), (c), (d) and (f).

12.0 SMA Support Resources

The Specialist Recruitment and Retention Committee is supported by:

- Director, Economics, Clinical Informatics & Research;
- Team Lead, Economics;

- Senior Analyst, Economics;
- Manager, Economics & Research; and
- Administrative Coordinator, Economics.

13.0 Accountability

The Tariff Committee reports to the Economics Committee and shares information with the Intersectional Council, and with the approval of the Economics Committee, brings its recommendations to the Payment Schedule Review Committee.

14.0 Amending the Terms of Reference

The Terms of Reference will be approved by the SMA Board of and will be reviewed every three years.

Date of Last Review: June 12, 2026