



## COUNCIL MEETING

DATE: March 16<sup>th</sup> (0900 – 1300)

March 17<sup>th</sup> (0900 – 1400)

VIA – Face to Face and Zoom

### Minutes

**Council Members Present March 16, 2023:** K Kooiker, A Cesar, J Peace, T Smith, L Osinchuk, L Stebbins, C Sekura, D Haastrup

**Council Members Present March 17, 2023:** K Kooiker, A Cesar, J Peace, T Smith, L Osinchuk, L Stebbins, C Sekura, D Haastrup, J Chapman

**Council Members Present via zoom:** A Mardon (March 16 & 17, 2023), J Chapman (March 16, 2023)

**Staff Present March 16, 2023:** J Weis, C Waggott, L Schneider, T Richter, J Birenbaum, M Malenfant

**Staff Present March 17, 2023:** C Waggott, L Schneider, T Richter, J Birenbaum, M Malenfant

**Staff present for presentations;** Y Davey (CLPNA Finance Officer) , Abbie Kranz (CLPNA Education Coordinator)

**Regrets:** C Kilkenny

**Guests:** Mohini Kumar, Amanda Johnson (KBH); Vi Smith (ESAC Chair)

Agenda item #	Agenda Topic	Council Discussion Decision/Motion	Approved
1.	Call to Order @0904hrs	<p><i>As an act of reconciliation and gratitude, the CLPNA would like to acknowledge the traditional territories where we work and learn. The CLPNA regulates the practice of practical nursing on Treaty 6,7, and 8 territories. We respect the histories, languages, and cultures of First Nations, Metis, Inuit, and all First Peoples of Canada, whose presence continues to enrich our community and whose ancestors have taken care of the land for centuries.</i></p>	
2.	Declaration of Conflict of Interest	No declarations of conflicts of interest were presented	
3.	Adoption of Agenda	<b>Motion: to adopt the agenda for the March 16<sup>th</sup> and 17<sup>th</sup>, 2023 meeting</b>	<b>L Osinchuk/ L Stebbins Carried</b>
4.	Approval of the minutes <ul style="list-style-type: none"> <li>December 8 &amp; 9<sup>th</sup>, 2022</li> <li>January 6, 2023</li> </ul>	<b>Motion: to approve the minutes from December 8<sup>th</sup> and 9<sup>th</sup> 2022 and January 6, 2023 as attached and distributed.</b>	<b>T Smith/ A Cesar Carried</b>
5.	Required Approvals Agenda	<p><b>Motion: to approve the amended schedule A resolution (as attached)</b></p> <p><b>Motion: to approve the required approvals agenda see below; Briefing notes distributed, and the following resolutions attached:</b></p> <ul style="list-style-type: none"> <li><b>Agenda 5.2b - Council Resolution M2023-03-S02 - CCP Standards</b></li> <li><b>Agenda 5.3b - Appendix 1 - Council Resolution M2023-03-S03 - Boundary Violations</b></li> <li><b>Agenda 5.4b - Council Resolution M2023-03-S04 - CCPNR Code of Ethics</b></li> <li><b>Agenda 5.5b - Council Resolution M2023-03-E01 - NQ Foot Care</b></li> </ul>	
5.1.	Restricted activities Standard of Practice (Supervision)		<b>Agenda 5.1  D Haastrup/ A Cesar Carried</b>
5.2.	Standards of Practice – CCP final		
5.3.	Boundary Violation Standards		
5.4.	CCPNR – Code of Ethics		
5.5.	NorQuest College – Advanced Foot Care Program review		
5.6.	Edmonton Foot Care Academy – Advanced Foot Care Program review		
5.7.	MacEwan’s Perioperative Advanced Training program		
5.8.	Standards and Indicators for PN Programs		
5.9.	Policy English Language Proficiency		



		<ul style="list-style-type: none"> <li><b>Agenda 5.6b - Council Resolution M2023-03-E02 - Edmonton Foot Care Academy</b></li> <li><b>Agenda 5.7a - Council Resolution M2023-03-E03 - MacEwan Perioperative</b></li> <li><b>Agenda 5.8b - Council Resolution M2023-03-P01 - PN Standards and Indicators</b></li> <li><b>Agenda 5.9b –Council Resolution M2023-03-P05 – English Language Proficiency</b></li> </ul>	<b>Agenda items 5.2 – 5.9</b>  <b>J Chapman/ L Stebbins Carried</b>
<b>6.</b>	<b>Governance Process Decisions</b>		
<b>6.1.</b>	GP 4 – Council and Committee Principles (removal of reference of Resolution committee and ToR) (for approval)	<b>Motion: amends the Council Governance Process Policy “Council and Committee Principles” (GP4) by striking out second cell in the table “Council Committees” that reads “Council Resolutions Committee”; and REPEALS the Terms of Reference in Addendum GP 4e.(Resolution attached)</b>	<b>T Smith/ J Peace Carried</b>
<b>6.2.</b>	GP 5 – Council and Committee Expenses (for approval)	<b>Motion: amends the Council Governance Process Policy “Council and Committee Expenses” (GP5) by repealing section 5.2 and inserting the following in its place: When traveling by private vehicle, reimbursement for mileage at the recommended reasonable allowance rate prescribed by the Canada Revenue Agency for the current year under its Reasonable per-kilometre allowance guidance. (Resolution attached)</b>	<b>J Peace/ L Stebbins Carried</b>
<b>6.3.</b>	Council Events Criteria	<b>Motion: Council to adopt the CLPNA operational Conference &amp; Event Evaluation for Council events to align with CLPNA and Bill 46 requirements. As distributed.(Resolution attached).</b>	<b>J Chapman/ T Smith Carried</b>
<b>6.4.</b>	<b>Bylaw Changes – J Birenbaum</b>		
<b>6.4.1.</b>	Council Quorum	<b>Motion to amend the Bylaws of the CLPNA: Appendix 2 - Council Resolution 2023-03-B1 - Bylaws Amendment – Quorum as distributed (Resolution attached).</b>	<b>L Osinchuk/ D Haastrup Carried</b>
<b>6.4.2.</b>	Interim Registration Provisions	<b>Motion to amend the Bylaws of the CLPNA: Appendix 3 - Council Resolution 2023-03-B2 - Bylaws - Interim registration and Draft Council Resolution 2023-03-B2 - Schedule A - Revised Section 26 as distributed (Resolution attached).</b>	<b>A Cesar/ J Chapman Carried</b>
<b>6.4.3.</b>	Council Structure	<b>Motion to amend the Bylaws of the CLPNA: Resolution M2023-03-001 - Council Composition as distributed (Resolution attached).</b>	<b>L Stebbins/ D Haastrup Carried</b>
<b>6.5.</b>	GP 6 – Code of Conduct	<b>These policies were scheduled for review – deferred to the June 2023 meeting.</b>	
<b>6.6.</b>	GP 8 – Council Linkage with Ownership		



6.7.	GP 9 – Council Linkage with other Organizations		
6.8.	GP 10 – Council Planning Cycle and Age		
6.9.	GP 11 – Governance Succession Planning		
7.	Executive Limitations Items for Decision		
7.1.	EL – Executive Limitations	These policies were scheduled for review – deferred to the June 2023 meeting.	
7.2.	EL 1 – Treatment of Staff		
7.3.	EL 5 – Treatment of Members and Public		
7.4.	EL 7 – Communication and Support to Council		
7.5.	EL 8 – Development of Standards and Policies Governing Practice of LPNs		
7.6.	EL 9 – Amendments to HPA, Regulations or Bylaws		
7.7.	EL 11 – Ethical Conduct		
8.	Monitoring CEO Performance		
8.1.	EL 1 – Treatment of Staff	<b>Council has assessed the monitoring reports and finds they provide evidence of compliance with a reasonable interpretation on the following monitoring reports: EL 1 – Treatment of Staff; EL 3 - Financial Condition; EL 5 – Treatment of Members and Public; EL 9 – Amendments to HPA, Regulations or Bylaws; EL 11 – Ethical Conduct.</b>  <b>Auditor Presentation Motion:</b> <b>1. approves</b> the financial audit for the 2022 year as presented by KBH Chartered Professional Accountants. <b>2. transfers</b> funds, effective December 31, 2022, in the amount of \$1,673,138.00, being the net surplus funds from 2022 operations to unrestricted net assets bringing the total unrestricted net assets to \$9,460,564.00 and; <b>3. authorizes</b> the President to sign the Management Representation Letter on behalf of Council.	L Osinchuk/ L Stebbins Carried
8.2.	EL 3 – Financial Condition – Approval of Audited Financials		
8.2.1.	Auditor Presentation – KBH		
8.3.	EL 5 – Treatment of Members and Public		
8.4.	EL 9 - Amendments to HPA, Regulations or Bylaws		
8.5.	EL 11 - Ethical Conduct		
1237–1238hrs	Council observed a moment of silence for Constable’s Brett Ryan and Travis Jordan.		
CLOSED SESSION - RECESS @1501hrs A portion of the meeting was closed to the public as items were not related to Regulatory Governance and Council Administration as was made by order of Council. The minutes have reflected the Council decisions reached with the greatest level of transparency.			

*L Osinchuk/  
L Stebbins  
Carried*