



## COUNCIL MEETING

**DATE: March 21 & 22<sup>nd</sup>, 2024 @0900hrs**  
**CLPNA Office 13163 146 Street, Edmonton**

### Public Minutes

**Council Members Present:** K Kooiker, A Cesar, L Osinchuk, L Stebbins, T Smith, J Peace, K Mansbridge, M Noel

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

**External Presenter:** KBH Chartered Professional Accountants

Agenda item #	Agenda Topic	Council Discussion Decision/Motion	Approved
1.	Call to Order	@0912hrs	
<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.	<b>Declarations</b> <ul style="list-style-type: none"> <li>• <b>Conflict of Interest</b> <ul style="list-style-type: none"> <li>○ <i>There were no conflicts of interest declared</i></li> </ul> </li> </ul>		
3.	<b>Adoption of Revised Agenda</b>	<i>Motion: to adopt the revised agenda with the addition of Agenda 6.10 – Competence Committee Chair for the March 21 &amp; 22, 2024 meeting (attached)</i>	<i>T Smith/J Peace Carried</i>
4.	<b>Approval of the amended minutes</b> <ul style="list-style-type: none"> <li>• <b>Feb 16, 2024 (Ad hoc Meeting)</b></li> </ul>	<i>Motion: to approve the amended minutes from the February 16, 2024 (Ad hoc Meeting) with addition of K Mansbridge as an attendee and removal of 2<sup>nd</sup> 2024 within the motion. (attached)</i>	<i>L Osinchuk/A Cesar Carried</i>
5.	<b>Required Approvals Agenda</b>		
5.1.	<b>CCPNR Skills Requisite</b>		
5.2.	<b>Edmonton Foot Care Academy</b>		
5.3.	<b>Red Deer Polytechnic</b>		
5.4.	<b>Group RRSP Plan</b>		
	<p><i>Motion: to approve the required approvals agenda as attached in the meeting package and Agenda 5.4 – Group RRSP Plan – Option 1:</i></p> <p><i>Council Motion:</i></p> <ol style="list-style-type: none"> <li>1. <i>AMENDS Council Governance Policy EL 6 (Compensation and Benefits) by repealing section 4, which currently reads “Establish or change retirement benefits;”</i></li> <li>2. <i>AFFIRMS that the CEO may establish or change RRSP benefits for employees, subject to section 2 of EL 6; and</i></li> </ol>		<i>A Cesar/T Smith Carried</i>

	3. <i>AFFIRMS that the resolution of Council (motion #10 of February 10, 2005) that established the group RRSP may be amended by the CEO, subject to EL 6.</i>		
<b>6.</b>	<b>Governance Process Decisions</b>		
<b>6.1.</b>	<b>GP 1 – Governing Style</b> <ul style="list-style-type: none"> <li>Council Policy Committee recommended no changes needed</li> </ul>		
<b>6.2.</b>	<b>GP 6 – Code Of Conduct (Deferred from the Dec 2023 meeting)</b>	<i>The Council Policy Committee discussed the policy and Bylaw changes at the December 2023 meeting this was combined with suggested changes from Field Law for the March 2024 meeting resulting in the Motion below:</i>  <i>Motion: to approve the GP 6 – Code of Conduct changes (GP 6 – tracked changes and Final policy for reference) as attached.</i>	<i>L Stebbins/J Peace Carried</i>
<b>6.3.</b>	<b>CMD – Council Management Delegation</b> <ul style="list-style-type: none"> <li>Council Policy Committee recommended no changes needed</li> </ul>		
<b>6.4.</b>	<b>CMD 1 – Unity of Control</b> <ul style="list-style-type: none"> <li>Council Policy Committee recommended no changes needed</li> </ul>		
<b>6.5.</b>	<b>CMD 2 – Accountability of the Chief Executive Officer</b> <ul style="list-style-type: none"> <li>Council Policy Committee recommended no changes needed</li> </ul>		
<b>6.6.</b>	<b>CMD 3 – Delegation to the Chief Executive Officer</b> <ul style="list-style-type: none"> <li>Council Policy Committee recommended no changes needed</li> </ul>		
<b>6.7.</b>	<b>CMD 4 – Monitoring Chief Executive Officer</b> <ul style="list-style-type: none"> <li><i>CMD 4 was added to the June planning cycle as mentioned by the Council Policy Committee and attached in the March meeting package.</i></li> </ul>		
<b>6.8.</b>	<b>END 2 – Public Trust</b>	<i>Council Motion:</i> <i>(a) striking out the following:</i> <i>The Public Trusts the CLPNA as a Regulator</i> <i>1. Registrants are valued in the Healthcare System</i> <i>2. The public find the information they want when they need it</i> <i>(b) and substituting the following:</i> <i>Stakeholders understand and trust that registrants are regulated</i>  <i>Council Policy Committee deferred further changes to the June Council meeting. The CEO will report on the previous END 2 until further notice.</i>	<i>L Stebbins/K Mansbridge Carried</i>
<b>6.9.</b>	<b>Bylaw changes – J Birenbaum</b> <ul style="list-style-type: none"> <li>Fiscal year end change: previously approved, now reflected into Bylaws no motion needed</li> </ul>		

<b>6.9.1.</b>	<b>Bylaw Amendment for Publication of Hearing Tribunal Decisions</b>	<p><i>Council Motion:</i></p> <ol style="list-style-type: none"> <li>1. amends the bylaws: <ol style="list-style-type: none"> <li>(a) in section 40(o) by adding “for a period of time as determined by the Registrar” after “member”,</li> <li>(b) in section 40(p) by adding “for a period of time as determined by the Registrar” after “member”;</li> </ol> </li> <li>2. decides that this resolution comes into force on April 1, 2024.</li> </ol>	<i>J Peace/M Noel Carried</i>
<b>6.9.2.</b>	<b>GP 6 Code of Conduct/Bylaw changes</b>	<i>Council Motion: to approve the bylaw changes as presented and attached in the meeting package</i>	<i>L Stebbins/T Smith Carried</i>
<b>6.10.</b>	<b>Competence Committee Chair</b>	<p><i>Council Motion:</i></p> <ol style="list-style-type: none"> <li>1. RESCINDS article 3(a) of Council Resolution 2023-54, appointing the registrant Maegan Smith to the Competence Committee for a term ending December 31, 2025.</li> <li>2. AFFIRMS that, under Council Resolution 2022-45, the registrant Maegan Smith was appointed for a 2nd term to the Competence Committee with a term from January 1, 2023 to December 31, 2024;</li> <li>3. DESIGNATES the member of the Competence Committee, Maegan Smith to act as chair of that committee for a term from January 1, 2024 to December 31, 2024.</li> </ol>	<i>A Cesar/J Peace Carried</i>
<b>7.</b>	<b>Executive Limitations Items for Decision</b>		
<b>7.1.</b>	<b>EL 12 - Investments</b>	<p><i>Council Motion:</i></p> <p>AMENDS the Council Governance Policy EL 12 (Investments) by</p> <ol style="list-style-type: none"> <li>(a) in section 1(iv), by striking out “all companies must” and substituting “companies that do not”, and</li> <li>(b) in section 1(v), by striking out “all companies must” and substituting “companies that do not”.</li> </ol>	<i>T Smith/J Peace Carried</i>
<b>8.</b>	<b>Monitoring CEO Performance</b>		
<b>8.1.</b>	<b>EL 1 – Treatment of Staff</b>		
<b>8.2.</b>	<b>EL 3 – Financial Condition</b>		
<b>8.2.1.</b>	<b>Auditor Presentation – KBH</b>		
<b>8.3.</b>	<b>EL 5 – Treatment of Members and Public</b>		
<b>8.4.</b>	<b>EL 9 - Amendments to HPA, Regulations or Bylaws</b>		
<b>8.5.</b>	<b>EL 11 - Ethical Conduct</b>		
	<p><i>Motion: Council acknowledges that they have received the CEO Monitoring Reports, and that Council is satisfied that there is sufficient evidence of compliance with a reasonable interpretation of the policy of all the Council governance policies addressed in the report; namely the following policies:</i></p>		<i>A Cesar/J Peace Carried</i>

	<p><i>EL 1 – Treatment of Staff; EL 3 - Financial Condition; EL 5 – Treatment of Members and Public; EL 9 – Amendments to HPA, Regulations or Bylaws and EL 11 – Ethical Conduct</i></p> <p><i>Council approved the 2023 financial audit as presented by KBH and the delegation of the following funds:</i></p> <ol style="list-style-type: none"> <li>1. \$5,000,000 be established as a <i>Contingency Fund</i>, specifically utilized for unforeseen situations including but not limited to disciplinary actions, legal requirements, and unforeseen regulatory activities.</li> <li>2. The surplus (less \$500,000) would be allocated towards the Contingency Fund, as well as monies removed from the Unrestricted Net Asset fund to make up the \$5,000,000 fund.</li> <li>3. \$500,000 would be allocated to unbudgeted capital asset purchases to be used over the next 5 years.</li> </ol> <p>Motion to authorize the President, K Kooiker to sign the Management Representation letter on behalf of Council</p>	<p><i>T Smith/A Cesar Carried</i></p>
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***CLOSED SESSION Adjournment @1300hrs***

***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.***