



## COUNCIL MEETING

**DATE: September 26 and 27<sup>th</sup>, 2024**

**CLPNA Office 13163 146 Street, Edmonton**

### Public Minutes

*Items are related to Regulatory Governance and Council Administration*

**Council Members Present:** K Kooiker, A Cesar, L Osinchuk, L Stebbins, K Mansbridge, M Noel, T Kent, J James, K Reynolds

**Staff Present:** J Weis, C Waggott, L Schneider, T Richter, D Lermeyer, M Malenfant

**Externals Presenter:** M Cole; HQCA

**Staff Presenter:** S Semeniuk and A Carlson

1.	<b>Call to Order – Round table introductions @1003hrs</b>		
2.	<b>Adoption of the September Agenda</b>	<b>Motion: to adopt the September 2024 agenda as distributed</b>	<b>A Cesar/L Stebbins Carried</b>
3.	<b>Declaration</b> <ul style="list-style-type: none"> <li>Council Member Disclosure and Confidentiality Declaration</li> <li>Conflict of Interest</li> </ul>		
4.	<b>Approval of Minutes</b> <ul style="list-style-type: none"> <li>June 6 &amp; 7, 2024 minutes (motion was approved via email)</li> </ul>		
5.	<b>Governance Process items</b>		
5.1.	E – Mega End (annual review) <b>Review deferred to the December meeting</b>		
5.2.	END 1 – Public Safety (annual review) <b>Review deferred to the December meeting</b>		
5.3.	END 2 – Public Trust (annual review) <b>Review deferred to the December meeting</b>		
5.4.	GP 6 – Code of Conduct (confidentiality)  <b>Motion: Council</b> <b>1. AMENDS the Council Governance Policy GP 6 (Code of Conduct) by</b> <b>(a) renumbering section 6.3 as section 6.4;</b> <b>(b) renumbering section 6.2 as section 6.3;</b> <b>(c) in section 6.1, after “information.”, creating a new section numbered 6.2;</b> <b>(d) in the new section 6.2, after “will”, inserting “, by signing a disclosure form,”;</b> <b>(e) after section 6.4, inserting the following:</b> <b>6.5 A Council member who becomes aware of a real or perceived conflict of interest must disclose, at the earliest reasonable opportunity, the conflict of interest to the President (or, in the case of the President, to the Vice-President).</b> <b>(f) in section 7.2, after “will”, inserting “annually”.</b> <b>2. DECIDES that this resolution is effective October 1st 2024</b>		<b>L Stebbins/K Mansbridge Carried</b>
5.5.	Council Competency Matrix Framework and Survey  <b>The Council competency Matrix framework was presented by J Weis and D Lermeyer discussion was completed by the Council for future direction.</b>  <b>Council completed the Education survey and the results will be presented at the December meeting.</b>		

5.6.	<p>Bylaw draft update</p> <p>Council direction for the draft bylaws was requested by D Lermeyer including discussion on Council composition and terms, and delegation of authority regarding public members.</p> <p>No formal decisions were requested. The direction received will inform the final bylaw draft.</p>		
5.7.	Fiscal Year End/meetings change	<p><i>Motion: keep the same schedule for monitoring EL-2 Planning (December 2024) given an approval is not required. The budget will be presented at this time</i></p> <p>Doodle Poll will be sent for Council's 2025 meeting dates</p>	A Cesar/K Mansbridge Carried
5.8.	Governance Coach Consultant	<i>Council Motion: to accept Richard Stringham as the principal consultant at Governance Coach as of December 2024.</i>	T Kent/M Noel Carried
6.	<b>Regulatory Items</b>		
6.1.	Health Care Aid Proposal	<p><i>Motion: Council AUTHORIZES the CEO to submit the enclosed paper as Schedule A to Alberta Health (AH) for use by AH to solicit feedback from stakeholders (as determined by AH) in respect of implementing the regulation of Health Care Aides under the Health Professions Act by CLPNA. Slight changes may be made prior to submission to the Minister based on Alberta Health requirements, based on language refinement.</i></p>	M Noel/A Cesar Carried
7.	<b>Required Approvals Agenda</b>		
7.1.	Northwestern Polytechnic Practical Nurse Diploma Program approval		
7.2.	ABES Practical Nurse Diploma Program approval		
7.3.	Sundance Practical Nurse Diploma program Notice of Intent		
7.4.	Education Standards update		
7.5.	English Language Proficiency Policy		
7.6.	LPN Standards of Practice on Cultural Safety and Humility		
	<p><i>Motion: to approve the Required Approvals Agenda as distributed in the meeting package with the following motions:</i></p> <ol style="list-style-type: none"> <li>1. <i>DECIDES</i>, that the Northwestern Polytechnic Practical Nurse Diploma Program program of study is approved in full until September 30, 2029.</li> <li>2. <i>DECIDES</i>, to grant approved to implement status to the ABES Practical Nurse Diploma Program effective September 27, 2024.</li> <li>3. <i>DECIDES</i>, to provisionally accept the Sundance Practical Nurse Diploma program Notice of Intent program of study, effective September 27, 2024.</li> <li>4. <i>AMENDS</i>, the "Approval Standards and Indicators for Practical Nurse Programs" by <ul style="list-style-type: none"> <li>○ striking out indicator 3.2 and substituting the following: 3.2 - Course learning outcomes are mapped to the most current version of the CLPNA's entry-level competencies and /or standards of practice.</li> <li>○ striking out indicator 4.7 and substituting the following: 4.7 - Faculty demonstrate comprehensive knowledge of CLPNA entry-level competencies, code of ethics, and standards of practice.</li> </ul> </li> </ol> <p><i>DECIDES</i>, that this resolution is effective January 1st 2025.</p>		K Reynolds/M Noel Carried

	<p>5. <b>APPROVES</b>, the policy, English Language Proficiency, as set out in Schedule A, as the standards necessary to demonstrate proficiency in the English language for any applicant for registration as a registrant; <i>DECIDES</i>, that this policy come into force on October 1, 2024.</p> <p>6. <b>AFFIRMS</b>, that Council has reviewed the proposed standards of practice, entitled Standards of Practice for Licensed Practical Nurses on Cultural Safety and Cultural Humility. <i>APPROVES</i>, the draft of the standards presented in Appendix A to move forward for Ministerial consultation.</p>	
8.	<b>Monitoring CEO Performance</b>	
8.1.	EL 3 – Financial Condition	
8.2.	EL 7 – Communication and Support to Council	
8.3.	EL 10 – Fees	
8.4.	E - Mega End	
8.5.	END 1 – Public Safety	
8.6.	END 2 – Public Trust <i>The CEO reported on the previous END 2</i>	
	<b><i>The 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: EL 3 - Financial Condition; EL 7 – Communication and Support to Council; EL 10 – Fees; E – Mega End; END 1 – Public Safety; and END 2 – Public Trust</i></b>	
9.	<b>Ownership Linkage</b> <ul style="list-style-type: none"><li>• Health Quality Council of Alberta (HQCA) – Senior Director Mollie Cole<ul style="list-style-type: none"><li>▪ Focus website link - <a href="#">FOCUS on Healthcare   HQCA Health Quality Council of Alberta</a></li><li>▪ Just Culture video to be coming out soon on the HQCA website</li></ul></li><li>▪ Analysis Guide to Ends Template was completed by Council (attached)</li></ul>	
<b>CLOSED SESSION Adjournment – September 27 @1112hrs</b>		