



## COUNCIL MEETING

**DATE: December 5 & 6<sup>th</sup>, 2024**

**CLPNA Office 13163 146 Street, Edmonton**

### Open Session Council Meeting Minutes

#### *Items are related to Regulatory Governance and Council Administration*

Council Members Present: K Kooiker, A Cesar, L Osinchuk, K Mansbridge, M Noel, J James, K Reynolds, W Gaudette, I Pfeiffer

Council Member Virtual: T Kent

Council Member regrets: L Stebbins

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

Staff Presenters: A Carlson, N De Los Santos

External Presenters: G Sim, M Taylor

1.	Call to Order – Round table introductions @0856hrs		
2.	Adoption of the December Agenda	<i>Motion: to adopt the December 2024 agenda as distributed</i>	<i>M Noel/A Cesar Carried</i>
3.	Declaration <ul style="list-style-type: none"> <li>Conflict of Interest               <ul style="list-style-type: none"> <li>There were no conflicts of interest.</li> </ul> </li> </ul>		
4.	Approval of Minutes <ul style="list-style-type: none"> <li>September 26 and 27<sup>th</sup>, 2024 minutes (motion was approved via email)</li> </ul>		
5.	Governance Process items		
5.1.	ENDs Policy Review		
5.1.1.	E – Mega End	<i>Motion: The Council of the College of Licensed Practical Nurses of Alberta approves that the Council:</i> 1 rescinds the following Council Governance Policies: <ul style="list-style-type: none"> <li>a. Mega End</li> <li>b. E 1 (Public Safety)</li> <li>c. E 2 (Public Trust)</li> </ul> 2 adopts the following Council Governance Policy:  <b>New End Policy</b> 1. The College of Licensed Practical Nurses of Alberta (CLPNA) exists so that the public is protected and served by CLPNA registrants providing safe, competent, and ethical care worth the resources expended. <ul style="list-style-type: none"> <li>1.1. Registrants understand and uphold professional standards               <ul style="list-style-type: none"> <li>1.1.1. Registrants provide professional care.</li> <li>1.1.2. Registrants work within their respective scopes of practice.</li> </ul> </li> </ul>	<i>K Mansbridge/K Reynolds Carried</i>
5.1.2.	END 1 – Public Safety		
5.1.3.	END 2 – Public Trust		

		<p><i>1.1.3.Registrants are held to account for unethical or incompetent conduct.</i></p> <p><i>1.2. Stakeholders including the public understand and trust that registrants are regulated.</i></p> <p><i>3. Makes the policy change effective immediately.</i></p> <p><i>New END Policy and Governance workshop report attached</i></p>	
<b>5.2.</b>	<p>Bylaws</p> <ul style="list-style-type: none"> <li>• Student Membership Register</li> </ul>	<p><i>Motion:</i></p> <p><i>The Council of the College of Licensed Practical Nurses of Alberta APPROVES that the Council:</i></p> <p><i>1. AMENDS the bylaws in Sec 36 by:</i></p> <p><i>a. repealing subsection (2)</i></p> <p><i>b. adding as follows:</i></p> <p><i>(9) students with current membership will remain on the non-regulated register until their three-year validity period expires</i></p> <p><i>(10) new student membership applications will not be accepted as of January 1, 2025</i></p> <p><i>2. DECIDES</i></p> <p><i>a. that this bylaw change come into force on December 6, 2024.</i></p> <p><i>b. that by no later than January 1, 2028, Sec 36(2) and Sec 40(e) of the CLPNA bylaws will be repealed.</i></p>	<i>J James/I Pfeiffer Carried</i>
<b>5.3.</b>	GP 4 – Council and Committee Principles	<p><i>Motion:</i></p> <p><i>The Council of the College of Licensed Practical Nurses of Alberta approves that the Council:</i></p> <p><i>1. DISESTABLISHES the ad hoc Policy Review Committee</i></p> <p><i>2. ESTABLISHES a standing Governance Committee</i></p> <p><i>3. APPOINTS:</i></p> <p><i>a. Council Vice President (ex-officio), as committee chair,</i></p> <p><i>b. K Reynolds, a regulated member of council,</i></p> <p><i>c. T Kent, a public member of council,</i></p> <p><i>d. I Pfeiffer, a public member of council,</i></p> <p><i>e. CEO/Registrar (ex-officio) or designate</i></p>	<i>A Cesar/K Reynolds Carried</i>

		<i>to the Governance Committee for an initial term from December 5, 2024, until June 5, 2025, to support establishment.</i>	
<b>5.4.</b>	GP 5 – Council and Committee Expenses	<p><i>Motion:</i></p> <p><i>1. AMENDS the Council Governance Policy GP 5 (Council and Committee Expenses) by</i></p> <ul style="list-style-type: none"> <li><i>a) replacing the current rates with the proposed rates for Council/Committee Members</i></li> <li><i>b) replacing the current expenses with the proposed expenses for Council/Committee Members</i></li> </ul> <p><i>2. DECIDES that this resolution comes into force on January 1, 2025.</i></p>	<i>L Osinchuk/T Kent Carried</i>
<b>5.5.</b>	Competency Evaluation <ul style="list-style-type: none"> <li>• Education Survey results</li> <li>• Framework recommendation               <ul style="list-style-type: none"> <li>○ The Council has instructed the newly established Governance Committee to review the Competency Matrix in 2025.</li> </ul> </li> </ul>		
<b>6.</b>	Monitoring CEO Performance		
<b>6.1.</b>	EL 2 - Planning		
<b>6.2.</b>	EL 3 – Financial Condition <ul style="list-style-type: none"> <li>• 2025 Budget – Y Davey presented</li> </ul>		
<b>6.3.</b>	EL 6 – Compensation and Benefits		
<b>6.4.</b>	EL 8 – Development of Standards and Policies Governing Practice of LPNs		
<b>6.5.</b>	EL 12 - Investments		
	<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 2 – Planning; EL 3 - Financial Condition; EL 6 – Compensation and Benefits; EL 8 – Development of Standards and Policies Governing Practice of LPNs and EL 12 – Investments</i>		
<b>7.</b>	Ownership Linkage		
<b>7.1.</b>	Ownership Linkage planning <ul style="list-style-type: none"> <li>• Council directed CEO to start researching linkage opportunities regarding:               <ul style="list-style-type: none"> <li>○ Implications of AI and regulation</li> <li>○ Landscape of HCA practice</li> <li>○ Alberta Health Reform</li> </ul> </li> <li>• Governance Committee to plan further activities for 2025 and 2026.</li> </ul>		
<b>7.2.</b>	Registrant Survey results <ul style="list-style-type: none"> <li>• The 2023 registrant survey results were presented in further depth by A Carlson and N De Los Santos</li> </ul>		
<b>7.3.</b>	Alberta Health Reform <ul style="list-style-type: none"> <li>• Please see the Briefing Note that was attached to the meeting package for reference.</li> </ul>		
<b>7.4.</b>	Analysis Guide to Ends Template <ul style="list-style-type: none"> <li>• K Reynolds completed the Analysis Guide please see attached.</li> </ul>		
<b>8.</b>	Regulatory Items		
<b>8.1.</b>	Health Care Aide Proposal/Regulation update <ul style="list-style-type: none"> <li>• Council was provided an update by T Richter</li> </ul>		
<b>8.2.</b>	Conduct Fees	<i>Motion:</i>	<i>M Noel/K Mansbridge Carried</i>

		<p><i>The Council of the College of Licensed Practical Nurses of Alberta APPROVES that the Council:</i></p> <p><i>It is recommended that Council approve the following resolution:</i></p> <ol style="list-style-type: none"> <li>1. <i>AMENDS the Fee to \$100 for Review of a Dismissed Complaint;</i></li> <li>2. <i>DECIDES that this resolution comes into force on December 6, 2024</i></li> </ol>	
8.3.	LPN Code of Ethics	<p><i>Motion:</i></p> <p><i>The Council of the College of Licensed Practical Nurses of Alberta APPROVES that the Council:</i></p> <ol style="list-style-type: none"> <li>1. <i>REPLACES the 2013 Code of Ethics for Licensed Practical Nurses in Canada for the 2023 CCPNR Code of Ethics for Licensed Practical Nurses.</i></li> <li>2. <i>DECIDES that this resolution comes into force on December 9, 2024</i></li> </ol>	<i>I Pfeiffer/K Reynolds Carried</i>
8.4.	Committee Appointments	<p><i>Motion:</i></p> <p><i>To appoint and re-appoint the members of the Statutory Committees (HPA Section 15) for the Hearing Tribunal, Competence and Complaint Review Committees. Briefing Note attached.</i></p>	<i>J James/A Cesar Carried</i>
13.	<i>In Camera</i>	<p><i>Motion to go In Camera @0857hrs</i></p> <p><i>Motion to come out of In Camera @0922hrs</i></p> <p><i>Motions for In Camera:</i></p> <p><i>The Council of the College of Licensed Practical Nurses of Alberta APPROVES that the Council:</i></p> <ul style="list-style-type: none"> <li>• <i>DIRECTS the CEO to provide staff with a holiday gift of \$250 in December 2024.</i></li> <li>• <i>APPROVES commencing a search for an expert to review current CEO compensation and report findings back to Council.</i></li> </ul>	<p><i>A Cesar/L Osinchuk Carried</i></p> <p><i>A Cesar/M Noel Carried</i></p> <p><i>Motioned: By Consensus</i></p>
<b>CLOSED SESSION Adjournment – December 6 @1112hrs</b>			