



## COUNCIL MEETING

**DATE: March 6 & 7, 2025**

**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, K Reynolds, W Gaudette, T Kent

I Pfeiffer, L Stebbins

Council Member regrets: J James

Staff Present: J Weis, C Waggott, K Haymond, T Richter, D Lernermeier, M Malenfant

Staff Presenters: S Rossman

External Presenters: KBH Chartered Professional Accountants, Alberta Mental Health and Addictions, Global Public Affairs

1.	<b>Call to Order</b> – Round table introductions <b>Thursday, March 6 @0856hrs</b> <b>Friday, March 7 @0908hrs</b>		
2.	<b>Adoption of the March Agenda</b>	<i>Motion: to adopt the March 2025 agenda as distributed</i>	<i>I Pfeiffer/A Cesar Carried</i>
3.	<b>Declaration</b> <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.	<b>Approval of Minutes</b> <ul style="list-style-type: none"> <li>December minutes (motion was approved via email)</li> </ul>		
5.	<b>Required Approvals Agenda</b>		
5.1.1.	<b>Portage College Program Approval</b>	<i>Motion:</i> <i>The Council of the College of Licensed Practical Nurses of Alberta:</i> <ol style="list-style-type: none"> <li><i>AFFIRMS that Council has reviewed the ESAC recommendation in respect of the following program of study:</i> <ol style="list-style-type: none"> <li><i>Entity: Portage College</i></li> <li><i>Type of Program: Practical Nurse Diploma</i></li> </ol> </li> <li><i>DECIDES that the Portage College program of study is approved in full until March 31, 2030.</i></li> <li><i>AMENDS the Fee Schedule in respect of the CPNRE exam fee, increasing to \$495 effective June 6, 2025.</i></li> <li><i>APPROVES the following Standards of Practice for the purpose of consultation with registrants, the Minister and any other persons deemed necessary</i> <ol style="list-style-type: none"> <li><i>Standards of Practice for Health Care Aides in Alberta</i></li> <li><i>Standards of Practice for Health Care Aides on Professional Boundaries</i></li> </ol> </li> </ol>	<i>K Reynolds/M Noel Carried</i>
5.1.2.	<b>CPNRE – Fee Increase</b>		
5.1.3.	<b>Health Care Aide Standards</b> <ol style="list-style-type: none"> <li>Standards of Practice for Health Care Aides</li> <li>Standards of Practice on Professional Boundaries</li> <li>Standards of Practice on Cultural Safety &amp; Cultural Humility</li> <li>Standards of Practice on Restricted Activities and Supervision Requirements</li> <li>Standards of Practice on Sexual Abuse, Sexual Misconduct, and FGM</li> <li>Standards of Practice on the Use of the HCA Protected Title</li> </ol>		

		<p>c) <i>Standards of Practice for Health Care Aides on Cultural Safety &amp; Cultural Humility</i></p> <p>d) <i>Standards of Practice for Health Care Aides on Restricted Activities and Supervision Requirements</i></p> <p>e) <i>Standards of Practice for Health Care Aides on Sexual Abuse, Sexual Misconduct, and Female Genital Mutilation</i></p> <p>f) <i>Standards of Practice on the Use of the Health Care Aide Protected Title</i></p> <p>5. <i>DECIDES that the Standards of Practice will go for consultation according to the timelines specified by the Proclamation of Health Care Aide Regulation.</i></p>	
<b>6.</b>	<b>Regulatory Items</b>		
<b>6.1.</b>	<p><b>Health Care Aide</b></p> <ul style="list-style-type: none"> <li>• CLPNA Journey to Regulation presentation</li> <li>• HCA – Code of Ethics</li> <li>• HCA – Entry Level Competency</li> </ul> <p>T. Richter presented CLPNA's journey to regulation, and the HCA Code of Ethics and Entry Level Competency documents were distributed for informational purposes within the Council package.</p>		
<b>7.</b>	<b>Monitoring CEO Performance</b>		
<b>7.1.</b>	<b>EL 1 – Treatment of Staff</b>		
<b>7.2.</b>	<b>EL 5 – Treatment of Members and Public</b>		
<b>7.3.</b>	<b>EL 9 – Amendments to HPA, Regulations or Bylaws</b>		
<b>7.4.</b>	<b>EL 11 – Ethical Conduct</b>		
<b>7.5.</b>	<p><b>EL 3 – Financial Condition</b></p> <ul style="list-style-type: none"> <li>• Audited Financial presentation – KBH Chartered Professional Accountants</li> </ul>		
	<p><i>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 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>Auditor Presentation Motion:</i>  <i>The Council of the College of Licensed Practical Nurses of Alberta:</i>  1. <i>APPROVES the 2024 financial audit as presented by KBH Chartered Professional Accountants and;</i>  2. <i>DECIDES that \$1,963,186 will be allocated towards the CLPNA Unrestricted reserve fund.</i></p> <p><i>The Council of the College of Licensed Practical Nurses of Alberta:</i>  1. <i>AUTHORIZES the President to sign the Management Representation Letter on behalf of the Council</i></p>		<p><i>L Osinchuk/W Gaudette</i>  Carried</p> <p><i>A Cesar/M Noel</i>  Carried</p>
<b>8.</b>	<b>Governance Process items</b>		
<b>8.1.</b>	<b>CLPNA – Annual Report</b>	<p><i>Motion:</i>  <i>The Council of the College of Licensed Practical Nurses of Alberta:</i>  1. <i>APPROVES the 2024 Annual Report as distributed and presented to Council.</i></p>	<p><i>K Reynolds/</i>  <i>K Mansbridge</i>  Carried</p>
<b>8.2.</b>	<b>Standards of Practice Consultation Process</b>	<p><i>Motion:</i>  <i>The Council of the College of Licensed Practical Nurses of Alberta:</i></p>	<p><i>T Kent/L Stebbins</i>  Carried</p>

		1. DELEGATES the determination of “other persons/organizations the council considers necessary” for the purpose of consultation under the requirements of the HPA, Section 133, to the Chief Executive Officer/Registrar.	
8.3.	Governance Committee Terms of Reference	Motion: The Council of the College of Licensed Practical Nurses of Alberta: 1. APPROVES the Governance Committee Terms of Reference as distributed.	M Noel/K Mansbridge Carried
8.4.	EL – General Executive Constraint		
8.5.	EL 1 – Treatment of Staff		
8.6.	EL 5 – Treatment of Registrants and public		
8.7.	EL 7 – Communication and Support to Council		
8.8.	EL 8 – Development of Standards		
8.9.	EL 9 – Amendments to HPA, Regulations or Bylaws		
8.10.	EL 11 – Ethical Conduct		
8.11.	GP – Governance Process Policy		
8.12.	GP 1 - Governance Style		
8.13.	GP 2 – Council Role Contributions		
8.14.	GP 3 – Presidents Role		
8.15.	GP 4 – Council and Committee Principles		
8.16.	GP 5 – Council and Committee Expenses		
8.17.	GP 7 – Investment in Governance		
8.18.	GP 10 – Council Planning Cycle and Agenda Control		
8.19.	GP 12 – Special Rules of Order		
	The policy review schedule on all policies will be reviewed by the Council Governance Committee, and advice will be provided to the Council on an updated policy review and monitoring schedule at the May Council meeting. Upcoming reviews will be held until the new schedule is completed and accepted by the Council, then recommence according to the schedule.		
9.	Ownership Linkage <ul style="list-style-type: none"><li>Recovery Alberta – S Knight Executive Director (Ministry of Mental Health and Addictions)</li><li>Political and policy landscape presentation – Global Public Affairs</li></ul> The Council completed the Analysis Guide to Ends Template for the two presentations mentioned above.		
9.1.	In-Camera Motion: to move In-Camera March 6th @0914hrs  Motion: to come out of In-Camera @0934hrs  Motion: to move In-Camera @1253hrs  Motion: to come out of In-Camera @1313hrs		A Cesar/I Pfeiffer Carried  Consensus  A Cesar/I Pfeiffer Carried  B Gaudette/K Reynolds Carried
CLOSED SESSION Adjournment March 6 @1517hrs			