



## COUNCIL MEETING

**DATE: May 29 & 30, 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, I Pfeiffer, L Stebbins, D Welke, T Kent (virtual); W Gaudette (May 30, 2025)

Regrets: W Gaudette (May 29, 2025)

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

Staff Presenters: S Rossman

External Presenters: P McLoughlin; S Sutton; G Nanayakkara, C Bruce, G Lemermeyer

Observers: L Moore; Alycia Lobay; H Aujla

1.	<b>Call to Order</b> – Round table introductions <i>Thursday, May 29 @0854hrs</i> <i>Friday, May 30 @0908hrs</i>			
2.	<b>Adoption of the May Agenda</b>	<i>The Agenda was adopted as distributed</i>		
3.	<b>Declaration</b> <ul style="list-style-type: none"><li>Conflict of Interest<ul style="list-style-type: none"><li>A Cesar declared a conflict of Interest</li></ul></li></ul>			
4.	<b>Approval of Minutes</b> <ul style="list-style-type: none"><li>March 2025 minutes (motion was approved via email)</li><li>May 14<sup>th</sup> email motion minutes</li></ul>	<i>Motion: to approve the May 14<sup>th</sup> email motion minutes as attached in the meeting package.</i>	<i>L Osinchuk/I Pfeiffer Carried</i>	
5.	<b>Ownership Linkage</b> <ul style="list-style-type: none"><li>Political Analyst – P McLoughlin presented</li><li>Government of Alberta Workforce planning presented</li></ul> <i>The Analysis Guide to Ends Template was completed for the Political Analyst and Government of Alberta Workforce planning presentations.</i>			
6.	<b>Governance Process items</b>			
6.1.	<b>Council Membership and Officers</b>			
6.1.1.	President Election	<i>The Council of the College of Licensed Practical Nurses of Alberta:</i>  <i>1. APPROVES that Ashley Cesar is:</i> <i>a. REAPPOINTED as a regulated member of council for a term from September 1, 2025, to August 31, 2028. and</i> <i>b. APPOINTED as President of council for a term from September 1, 2025 to August 31, 2028.</i>	<i>L Stebbins/M Noel Carried</i>	
6.1.2.	Vice President Election	<i>The Council of the College of Licensed Practical Nurses of Alberta:</i>  <i>APPOINTS Kristan Reynolds as Vice-President of council for a term from September 1, 2025 to August 31, 2027.</i>	<i>K Mansbridge/M Noel Carried</i>	

6.1.3.	Appointment(s) and Re-appointment of Council Members	<p><i>The Council of the College of Licensed Practical Nurses of Alberta:</i></p> <p><i>REAPPOINTS Maydie Noel as a regulated member of council for a term from September 1, 2025, to August 31, 2028.</i></p> <p><i>APPOINTS Candace Frey as a regulated member of council for a term from September 1, 2025 to August 31, 2028.</i></p> <p>A Cesar recused herself from the appointment of C Frey as a regulated member of the CLPNA Council</p>	<p><i>L Osinchuk/K Reynolds Carried</i></p> <p><i>T Kent/I Pfeiffer Carried</i></p>
6.2.	Bylaws Update and approval	<p><i>Motion:</i></p> <p><i>The Council of the College of Licensed Practical Nurses of Alberta:</i></p> <ol style="list-style-type: none"> <li>1. <i>RESCINDS the College of Licensed Practical Nurses of Alberta CLPNA Bylaws</i></li> <li>2. <i>ADOPTS the College of Licensed Practical Nurses and Health Care Aids of Alberta (CLHA) Bylaws</i></li> <li>3. <i>DECIDES that the CLPNA Bylaws will be rescinded and that the CLHA Bylaws will be effective on the same date that the amendments to Schedule 10 of the HPA and the Licensed Practical Nurses and Health Care Aides Profession Regulation comes into force.</i></li> </ol>	<p><i>T Kent/A Cesar Carried</i></p>
6.3.	GP 4 – Council and Committee Principles – Committee Appointments		
6.3.1.	Council Registration Review Committee	<p><i>Council Appoints</i></p> <ol style="list-style-type: none"> <li>a. <i>The President (A Cesar), an ex officio of Council</i></li> <li>b. <i>D Welke, a public member of council</i></li> <li>c. <i>L Osinchuk, a public member of council</i></li> <li>d. <i>K Mansbridge, a regulated member of council</i></li> </ol> <p><i>To the Council Registration Review Committee for a term of September 1, 2025 to August 31, 2026; or until the CLHA bylaws come into force</i></p>	<p><i>I Pfeiffer/M Noel Carried</i></p>
6.3.2.	Council Appeals Committee	<p><i>Council Appoints:</i></p> <ol style="list-style-type: none"> <li>a. <i>The President (A Cesar), an ex officio of Council</i></li> <li>b. <i>I Pfeiffer, a public member of council</i></li> <li>c. <i>L Osinchuk, a public member of council</i></li> <li>d. <i>M Noel, a regulated member of council</i></li> </ol> <p><i>To the Council Registration Review Committee for a term of September 1, 2025 to August 31, 2026; or until the CLHA bylaws come into force</i></p>	<p><i>A Cesar/K Mansbridge Carried</i></p>
6.3.3.	Council Appointment Committee	<p><i>Council Appoints:</i></p> <ol style="list-style-type: none"> <li>a. <i>The President (A Cesar), an ex officio of Council</i></li> <li>b. <i>W Gaudette, a public member of council</i></li> <li>c. <i>M Noel, a regulated member of council</i></li> <li>d. <i>The CEO (Jeanne Weis) is, ex officio</i></li> </ol> <p><i>To the Council Appointment Committee for a term from September 1, 2025 to August 31, 2026</i></p>	<p><i>K Reynolds/D Welke Carried</i></p>

<b>6.3.4.</b>	Council CEO Compensation and Recruitment Committee	<p><i>Council Appoints:</i></p> <p><i>a. The President (A Cesar) an ex officio of Council</i></p> <p><i>b. T Kent, a public member of Council</i></p> <p><i>To the CEO Compensation and Recruitment Committee for a term from September 1, 2025 to August 31, 2026;</i></p>	<i>M Noel/K Mansbridge Carried</i>		
<b>6.3.5.</b>	Council Governance Committee	<p><i>Council Appoints:</i></p> <p><i>a. The Council Vice President an ex-officio K Reynolds, as committee chair</i></p> <p><i>b. K Mansbridge, 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> <p><i>To the Governance Committee for a term from June 5, 2025, until September 1, 2027</i></p>	<i>A Cesar/L Osinchuk Carried</i>		
<b>6.4.</b>	Governance Committee – planning cycle	<p><i>Motion:</i></p> <p><i>The Council of the College of Licensed Practical Nurses of Alberta:</i></p> <p><i>AMENDS GP 10a – Addendum – Council Policy Review Chart as presented on the Briefing note.</i></p>	<i>I Pfeiffer/K Reynolds Carried</i>		
<b>6.5.</b>	Council self-evaluation under the leadership of the president GP 7 (5.1)	<i>The Council Self-evaluation was completed by the Council</i>			
<b>7.</b>	<b>Monitoring CEO Performance</b>				
7.1.	EL 3 – Financial Condition	<i>The Council acknowledges that they have received the CEO Monitoring Reports, and that the 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>			
7.2.	EL 4 – Asset Protection				
<i>Recess - Thursday, May 29<sup>th</sup> @1517hrs</i>					
<i>Resumed Friday, May 30 @0859hrs</i>					
<b>8.</b>	<b>Regulatory Items</b>				
<b>8.1.</b>	Fees - Interjurisdictional Nursing Licensure & Courtesy Registration	<p><i>Motions:</i></p> <p><u><i>Fee Establishment for Interjurisdictional Nursing Licensure</i></u></p> <p><i>The Council of the College of Licensed Practical Nurses of Alberta:</i></p> <ol style="list-style-type: none"> <li><i>ESTABLISHES the following fees for registration of an LPN on the General Register in the INL Category:</i> <ol style="list-style-type: none"> <li><i>Application fee of \$25</i></li> <li><i>Permit Fee of \$175</i></li> </ol> </li> <li><i>DECIDES that establishing the applications and permits fees for the INL Category take effect no earlier than August 1, 2025</i></li> </ol> <p><u><i>Fee Change for LPN Courtesy Register</i></u></p> <ol style="list-style-type: none"> <li><i>AMENDS the following fees for registration of an LPN on the Courtesy Register:</i> <ol style="list-style-type: none"> <li><i>Application Fee of \$25</i></li> </ol> </li> </ol>	<p><i>K Mansbridge/W Gaudette Carried</i></p> <p><i>K Mansbridge/M Noel Carried</i></p>		

		<p>b. <i>Permit Fee of \$90</i></p> <p>2. <i>DECIDES that changes to the application and permit fees for the Courtesy Register take effect August 1, 2025.</i></p>	
<b>8.2.</b>	Medicine Hat College program review	<p><i>Motion:</i></p> <p>1. <i>AFFIRMS that Council has reviewed the ESAC recommendation in respect of the following program of study:</i></p> <p>a. <i>Entity: Medicine Hat College</i> b. <i>Type of Program: Practical Nurse Diploma.</i></p> <p>2. <i>DECIDES that the program of study is approved in full until May 31, 2030.</i></p>	<i>L Stebbins/L Osinchuk Carried</i>
<b>8.3.</b>	Red Deer Polytechnic program review	<p><i>Motion:</i></p> <p>1. <i>AFFIRMS that Council has reviewed the ESAC recommendation in respect of the following program of study:</i></p> <p>a. <i>Entity: Red Deer Polytechnic</i> b. <i>Type of Program: Brokered Practical Nurse Diploma at Prairie College.</i></p> <p>2. <i>DECIDES that the program of study is approved in full until May 31, 2030.</i></p>	<i>L Stebbins/W Gaudette Carried</i>
<b>9.</b>	<b>Required Approvals Agenda</b>		
<b>9.1.</b>	HCA Continuing Competency Standards	<p><i>Motion</i></p> <p><i>The Council of the College of Licensed Practical Nurses of Alberta:</i></p> <p>1. <i>APPROVES the Standard of Practice for HCAs on the Continuing Competence Program for the purpose of consultation with registrants, the Minister, and any other persons deemed necessary.</i></p> <p>2. <i>DECIDES that the Standards of Practice for HCAs on the Continuing Competence Program will go for consultation according to the timelines specified by the proclamation of Health Care Aide Regulation.</i></p>	<i>M Noel/I Pfeiffer Carried</i>
<b>10.</b>	<b>Worksheets for Self-monitoring</b>		
<b>10.1.</b>	CMD - Council Management Delegation		
<b>10.2.</b>	CMD 1 - Unity of Control		
<b>10.3.</b>	CMD 2 - Accountability of The Chief Executive Officer		
<b>10.4.</b>	CMD 3 - Delegation to the Chief Executive Officer		
<b>10.5.</b>	CMD 4 - Monitoring Chief Executive Officer Performance <i>The Council completed the above worksheets for self-monitoring</i>		
	<b><i>Motion: to go into Closed Session May 30<sup>th</sup> @1120hrs</i></b>		<i>I Pfeiffer/L Stebbins Carried</i>

10.6.	<p><i>In-Camera</i></p> <p><i>Motion: to move In-Camera May 30th @00900hrs</i></p> <p><i>Motion: to come out of In-Camera @1023hrs</i></p>	<p><i>I Pfeiffer/A Cesar Carried</i></p> <p><i>M Noel/L Stebbins Carried</i></p>
11.	<p><b>Adjournment Friday, May 30<sup>th</sup> @1622hrs</b></p>	