

COUNCIL MEETING MINUTES

St. Albert Trail Place
13163 146 Street, Edmonton

DATE: May 28 & 29, 2026

OPEN SESSION COUNCIL MEETING	
<i>Items are related to Regulatory Governance and Council Administration</i>	
ATTENDEES: Council Members Present: A Cesar, M Noel, I Pfeiffer, D Welke, T Kent, W Gaudette, C Frey, H Barker, J Corriveau, K Mansbridge & K Reynolds (virtual – May 28, 2026) Council Member Regrets: L Osinchuk Staff Present: J Weis, T Richter, L Schneider, D Lemermeyer, K Haymond, M Malenfant Staff Presenters: S Rossman External Presenters: M Carvalho, M Friesen (Virtual), P McLoughlin (In Person)	

1.	Call to Order May 28, 2026 @0911hrs May 29, 2026 @ 0900hrs
	<i>With gratitude, the CLHA acknowledges the traditional territories where we work and learn. The CLHA regulates the practice of Licensed Practical Nurses and Health Care Aides on Treaty 6, 7, and 8 territories, and the Metis homelands. We respect the histories, languages, and cultures of First Nations, Metis, Inuit, and all First Peoples of what is now known as Canada, whose presence continues to enrich our community and whose ancestors have taken care of the land for centuries.</i>
2.	Acceptance of the May Agenda <i>The Council accepts by Consensus with no objections the May 2026 Agenda</i>
3.	Administration Process Conflict of Interest declaration <i>There were no Conflicts of interest presented for this meeting</i>
4.	Council Minutes - February 26 & 27, 2026 minutes (resolution was approved via email) - May 13, 2026 minutes (resolution was approved via email)
5.	Monitoring CEO Performance
5.1.	EL 3 – Financial Condition
5.2.	EL 4 – Asset Protection

<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 3 - Financial Condition; EL 4 – Asset Protection</i>	
6.	Ownership Linkage Stakeholder Engagement 101 – Global – presentation attached <i>The Analysis Guide to Ends Template was completed by the Council. Please see the attached – M Noel completed</i>
7.	Regulatory Items
7.1.	Licensed Practical Nurses
7.1.1.	LPN – Standards of Practice on Continuing Competence <i>Decision deferred to complete clarification on "Sole Practice" wording.</i>
7.2.	Health Care Aides
7.2.1.	HCA - Standards and Indicators for Program Approval <i>The Council accepts by Consensus with no objections, the following Resolution:</i> <i>The Council of the CLHA:</i> <i>APPROVES the CLHA HCA Program Approval Standards and Indicators as submitted for implementation.</i> <i>DECIDES that this is effective on May 28, 2026.</i>
7.2.2.	HCA – Northern Lights College satellite program change <i>The Council accepts by Consensus with no objections, the following Resolution:</i> <i>The Council of the CLHA:</i> <i>RESCINDS full program approval status provided by Council on January 21, 2026, for the following three Northern Lakes College satellite HCA programs: High Level, High Prairie, and Wabasca.</i> <i>DECIDES that this resolution is effective immediately.</i>
7.2.3.	HCA – AHRE Practice Exam <i>Council has requested more information to better consider this change. In the meantime, all HCA practice exams will be \$40 as set by the council prior to regulation.</i>
8.	Governance Process items

8.1.	Governance Committee Policy Review
8.1.1.	END Policy <i>The Council decided by Consensus with no objections, the following Resolution:</i> <i>The Council of The College of Licensed Practical Nurses and Health Care Aides of Alberta:</i> 1. <i>APPROVES the CLHA End Policy as:</i> <i>The College of Licensed Practical Nurses and Health Care Aides of Alberta (CLHA) exists so that the public is protected and served by CLHA registrants providing safe, competent, and ethical care through prudent stewardship of resources.</i> <i>1. Registrants provide professional care</i> <i>1.1 Registrants work within their respective scopes of practice</i> <i>1.2 Registrants are held to account for unethical or incompetent conduct</i> <i>2. Stakeholders including the public understand and trust that registrants are regulated.</i> 2. <i>DECIDES that this resolution is effective May 29, 2026</i>
8.1.2.	EL 10 – Fees <i>The Council accepts by Consensus with no objections, the following Resolution:</i> <i>The Council of The College of Licensed Practical Nurses and Health Care Aides of Alberta:</i> 1. <i>APPROVES update to Executive Limitation 10 – Fees as follows:</i> <i>The CEO shall not cause or allow unfair or inconsistent administration of fees to registrants.</i> <i>Further, without limiting the scope of the above statement by the following, the CEO shall not:</i> <i>1. Change fees that are the responsibility of Council as outlined in the by-laws.</i> 2. <i>DECIDES that this resolution is effective May 29, 2026</i>

8.1.3.	GP 4 – Council Committee’s - Terms of Reference approval • Appeals and Reviews – Panel of Council • Hearing Tribunal • Complaint Review Committee • Competence Committee • Council Appointment Committee • CEO Compensation and Evaluation Committee • Governance Committee • Educational Standards Advisory Committee (ESAC) <i>The Council accepts by Consensus with no objections, the following Resolution:</i> <i>The Council of The College of Licensed Practical Nurses and Health Care Aides of Alberta:</i> 1. <i>RESCINDS Terms of Reference for the following:</i> a. <i>Council Registration Review Committee</i> b. <i>Council Appeal Committee</i> c. <i>s.65(1) Council Designate</i> d. <i>Competence Committee</i> e. <i>Council Appointment Committee</i> f. <i>Council CEO Compensation and Recruitment Committee</i> 2. <i>ADOPTS Terms of Reference for the following as presented:</i> a. <i>Appeals and Reviews – Panel of Council</i> b. <i>Hearing Tribunal</i> c. <i>Complaint Review Committee</i> d. <i>Competence Committee</i> e. <i>Council Appointment Committee</i> f. <i>CEO Compensation and Evaluation Committee</i> g. <i>Governance Committee</i> h. <i>Educational Standards Advisory Committee (ESAC)</i> 3. <i>DECIDES that this resolution is effective immediately.</i>
8.2.	Council Committee Appointments • <u>Council Appointment Committee</u> <i>The Council accepts by Consensus with no objections, the following Resolution:</i> <i>The Council of The College of Licensed Practical Nurses and Health Care Aides of Alberta:</i>

	1. <i>APPOINTS to the Council Appointment Committee:</i> a. <i>C Frey, registrant member and W Gaudette, public member for a term from September 1, 2026 to August 31, 2027; and,</i> b. <i>K Mansbridge, registrant member and, D Welke public member for a term from September 1, 2026 to August 31, 2028.</i> • <u><i>Council CEO Compensation and Evaluation Committee</i></u> <i>The Council of The College of Licensed Practical Nurses and Health Care Aides of Alberta:</i> 1. <i>APPOINTS to the CEO Compensation and Evaluation Committee:</i> a. <i>M Noel, registrant member and I Pfeiffer, public member for a term from September 1, 2026 to August 31, 2027; and,</i> b. <i>H Barker, registrant member and J Corriveau, public member for a term from September 1, 2026 to August 31, 2028.</i>
8.3.	Committee Sec 15 – HCA appointments • HCA - Hearing Tribunal • HCA - Competence • HCA - Complaint Review <i>The Council accepts by Consensus with no objections, the following Resolution:</i> <i>The Council of The College of Licensed Practical Nurses and Health Care Aides of Alberta:</i> 1. <i>APPOINTS the following HCA registrants for a 1st term to the Membership List, prescribed by section 15 of the HPA for a term of approximately 2 years and 7 months beginning June 1, 2026 to December 31, 2028:</i> a) <i>Melissa Poggemiller</i> b) <i>Kerystan Burnison</i> c) <i>Debbie Herman</i>
8.4.	EL 12 – Investment Policy Committee - Terms of Reference approval <i>The Council accepts by Consensus with no objections, the following Resolution:</i> <i>The Council of The College of Licensed Practical Nurses and Health Care Aides of Alberta:</i> 1. <i>ADOPTS the Terms of Reference for the Council Investment Policy Committee</i>

	2. <i>DECIDES that this resolution is effective May 29, 2026.</i>
8.5.	Council Expense Presentation GP 5 – Council and Committee expenses <i>Briefing note was attached to meeting package</i>
8.6.	Council Worksheets for Self-Evaluation of the following policies • GP 6 – Code of Conduct • GP 8 – Council Linkage with Ownership • GP 9 – Council Linkage with other Organizations • GP 10 – Council Planning Cycle and Agenda Control • GP 11 – Governance Succession Planning <i>The Council completed the worksheets for GP 6, and GP 8 and the CLHA staff will look at new process for evaluation of policies.</i>
8.7.	Council Annual Self-evaluation GP 7 Investment in Governance (5.1) <i>The Council Self-evaluation was completed by Council, see attached</i>
8.8.	Council Meeting dates 2027 • March 4 & 5 • June 3 & 4 • September 23 & 24 • November 18 & 19
8.9.	Annual Report <i>The Council accepts by Consensus with no objections, the following Resolution:</i> <i>The Council of the CLHA:</i> 1. <i>APPROVES the 2025 Annual Report.</i> 2. <i>DECIDES that this resolution is effective May 28, 2026.</i>
8.10.	Political Analyst - P McLoughlin <i>P. McLoughlin delivered a presentation and political analysis.</i>
9.	In Camera <i>Council went into In Camera @15:09pm</i> <i>Council came out of In Camera @16:02pm</i> Restricted In Camera <i>The Council accepts by Consensus with no objections to go into Restricted In Camera at 1610hrs</i>

	<i>The Council accepts by Consensus with no objections to come out of Restricted In Camera to an open Session at Time 1617hrs</i> <i>The Council accepts by Consensus with no objections, the following Resolutions:</i> <i>1. Given its fiduciary responsibility as stewards of the organization, the council moves that it will approve the draft budget for CLHA for each upcoming fiscal year starting 2028 and ongoing.</i> <i>2. As of May 29, 2026, the Council establishes a Finance Committee.</i>
10.	Adjournment <i>May 29, 2026 @1618hrs</i>