



Council Meeting

December 4, 2020

8:30 am to 4:06 pm

Virtual Meeting via Zoom

Council Meeting Serial #: 2020-04-December

Minutes

Council Members Present:

Carol Legare RN, Chair
Debbie Swistun, Public Representative, Chair-Elect (From 8:30am to 2:13pm. Rejoined at 2:30-4:06pm)
Noah Gatzke RN(NP) (From 8:30am – 2:30 pm. Rejoined at 2:50-4:06pm)
Irene Hamilton, Public Representative (From 8:30am – 12:00pm)
Rachel Ingels Bergman RN(NP)
Michelle Johnson RN
Shakerah Jones Hall RN
Anish Panicker RN
George Prosk, Public Representative
Martha Ross RN(NP)
Katherine Stansfield RN, CEO/Registrar, Ex-Officio Council Member, non-voting

Council Member Regrets:

None

College Staff Present:

Leadership Team:

Deb Elias RN, Chief of Quality Practice
Leanne Matthes, Sr. Consultant Governance and Public Initiatives
Diana Waterman, Chief Financial Officer
Suzanne Wowchuk RN, Chief of Regulatory Practices

Staff:

Bryan Buss, Controller
Birgit Dotzlaw, Executive Assistant
Sandra Gilbert, Administrative Assistant, Governance and Public Initiatives
Diana Heywood RN, Quality Practice Consultant
Tracey Legary RN, Manager of Professional Conduct
Allison Leveque RN, Quality Practice Consultant
Martin Lussier, Manager of Communications

Consultants/Guests Present:

Grant Barkman, Decision Works (from 12:30pm to 1:54pm)
Jeff Hirsch, TDS Law, College's General Legal Counsel (from 2:30pm to 4:06pm)

Members of the Public Present:

None

Recorder: Birgit Dotzlaw, Executive Assistant

AGENDA ITEM #	AGENDA TOPIC	RELEVANT COUNCIL POLICY	DESCRIPTION / OVERVIEW	DISCUSSION / COUNCIL DECISION / MOTION	ACTIONS REQUIRED
1.0 CALL TO ORDER					
	Welcome & Roll Call	GP-17 Council Meeting Process and Minutes GP-2 Role of the Council and Council Chair	Carol Legare, Chair, called the meeting to order at 8:31 am and advised that quorum is present. # Council members present: 10 # Voting members: 10	Carol Legare announced that the Minister's Office has appointed public representative Lyndsay Mulholland to the CRNM Council. Her term is from Oct 28, 2020 – Oct 27, 2023. This now fills the ministerial appointment vacancy for a public representative and we have the complete slate of Council with 11 members. Carol Legare also announced that a new staff member has joined the College. Rasheed Oliniyi has assumed the interim position of Project Manager, Quality Practice, while Marie Allen is on maternity leave.	
1.1	Land Acknowledgement Statement		Carol Legare, Chair, read the Land Acknowledgement Statement		
1.2	Adoption of Agenda	GP-17 Council Meeting Process and Minutes		The December 4, 2020 agenda was approved by consensus as presented.	
1.3	Declarations Regarding Conflict of Interest	GP-3 Council Code of Conduct, Confidentiality and Conflict of Interest		Michelle Johnson asked whether her current employment role with the Manitoba government and Covid workforce planning might constitute a conflict of interest. She explained that she is not directly involved in hiring, but would be writing role descriptions etc. She does not see a conflict with any of the information contained in the CEO/Registrar's Report regarding the ministerial orders for workforce planning. After discussion, Council agreed that this would not represent a conflict of interest.	
2.0 CONSENT AGENDA					
	Item # 2.3 <i>Practice Direction – Registration Requirements</i> was pulled from the Consent Agenda for further discussion				
2.1	September 11, 2020 Council Meeting Minutes	GP-17 Council Meeting Process and Minutes	The minutes were circulated to Council for review and approval.	MOTION # 2020-12-04-01 Moved by Debbie Swistun Seconded by Noah Gatzke That the CRNM Council approve the Consent Agenda as presented and all the motions therein. All in favour CARRIED	

				Council held discussion on item # 2.3 Practice Direction – Registration Requirements for clarification purposes.	
2.2	September 28, 2020 Council E-vote Minutes re: Practice Auditor	GP-17 Council Meeting Process and Minutes	The minutes were circulated to Council for review and approval.		
2.3	Practice Direction – Registration Requirements		The Briefing Report on <i>Practice Direction: Registration Requirements</i> was circulated to the Council for review and approval.		
2.4	Chair’s Report <ul style="list-style-type: none"> Stakeholder Consultation Q2 Results 	GP-2 Role of the Council and Council Chair	The Chair’s Report was circulated of information purposes.	The Chair’s Report is filed	
2.5	CEO/Registrar’s Report <ul style="list-style-type: none"> Education Program Annual Reports 	EE-8 Communication and Support to the Council GP-18 Types of Information Provided to Council	The CEO/Registrar’s Report was circulated of information purposes.	The CEO/Registrar’s Report is filed.	
2.6	Media Report	EE-8 Communication and Support to the Council	The Media Report was circulated for information purposes.		
2.7	Clarification re: Appendix B of Sustainability Plan	GP-18 Types of Information Provided to Council	The Briefing Report on <i>Clarification re: Appendix B of the Sustainability Plan</i> was circulated to the Council for information purposes.		

3.0 GENERATIVE DISCUSSION – ENVIRONMENTAL SCANS

3.1	Legal Trends in Regulation	GP-18 Types of Information Provided to Council	The Briefing Report on <i>Environmental Scan – Legal Trends in Regulation</i> was circulated to the Council for information purposes. Katherine Stansfield, CEO/Registrar provided a verbal	Council held discussion.	Staff to provide a future update to Council by December 2021 on <i>Legal Trends in Regulation</i>
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			overview of the report.		
4.0 RISK MANAGEMENT					
4.1	Risk Register Update	GP-21 Enterprise Risk Management	<p>The Briefing Report on <i>Enterprise Risk Management – Risk Register Update (Dec 2020)</i> was circulated to the Council for information purposes.</p> <p>Diana Waterman, Chief Financial Officer, provided a verbal overview of the report.</p>	Council held discussion.	<p>Management to provide a presentation to Council on registration processes for Internationally Educated Nurses.</p> <p>This may need to occur prior to the March 11, 2021 Council meeting given the current Covid situation and media attention.</p> <p>Add to the next Officers' Monthly Meeting agenda.</p> <p>Consider holding a Media Training / Information session for all Council members.</p>
5.0 COMMITTEE REPORTS					
5.1	Governance Committee Report				
		GP-4.4 Governance Committee Terms of Reference	<p>The Governance Committee Report was circulated to the Council for information purposes.</p> <p>Debbie Swistun, Chair-Elect and Governance Committee Chair, provided a verbal overview of the report.</p>	The Governance Committee Report is filed.	
5.1.1	EE-3 Financial Planning /Condition / Execution		<p>The Briefing Report on <i>EE-3 Financial Planning /Condition / Execution</i> was circulated to the Council for review and approval.</p> <p>It was explained that as part of the policy review cycle, EE-3 is reviewed every three years.</p>	<p>Council held discussion.</p> <p>MOTION # 2020-12-04-02</p> <p>Moved by Debbie Swistun on behalf of the Governance Committee</p> <p>That the CRNM Council approve the amendments to EE-3 Financial Planning/Execution/Condition as presented.</p> <p>All in favour CARRIED</p>	

			The report outlined proposed amendments to policy EE-3.		
5.1.2	EE-5 Asset Protection		<p>The Briefing Report on <i>EE-5 Asset Protection</i> was circulated to the Council for review and approval.</p> <p>It was explained that as part of the policy review cycle, EE-5 is reviewed every two years.</p> <p>The report outlined proposed amendments to policy EE-5.</p>	<p>MOTION # 2020-12-04-03</p> <p>Moved by Debbie Swistun on behalf of the Governance Committee</p> <p>That the CRNM Council approve the amendments to EE-5 Asset Protection as presented.</p> <p>All in favour CARRIED</p>	
5.1.3	EE-13 Signing Authority, Authorization of Expenses and Electronic Signatures		<p>The Briefing Report on <i>EE-13 Signing Authority, Authorization of Expenses and Electronic Signatures</i> was circulated to the Council for review and approval.</p> <p>It was explained that this is a new policy.</p>	<p>MOTION # 2020-12-04-04</p> <p>Moved by Debbie Swistun on behalf of the Governance Committee</p> <p>That the CRNM Council approve the new policy EE-13 Signing Authority, Authorization of Expenses and Electronic Signatures as presented</p> <p>All in favour CARRIED</p>	
5.1.4	Council Self-Evaluation Action Plan		<p>The Briefing Report on <i>Proposed 2020/2021 CRNM Council Goals – Resulting from the 2019/2020 Council Effectiveness Self-Evaluation</i> was circulated to the Council for review and approval.</p>	<p>MOTION # 2020-12-04-05</p> <p>Moved by Debbie Swistun on behalf of the Governance Committee</p> <p>That the CRNM Council approve the 2021 Council goals as priorities for Council action resulting from the recent Council Effectiveness Evaluation.</p> <p>All in favour CARRIED</p>	
5.2	Appointments Committee Report				
		GP-4.1 Appointments Committee Terms of Reference	<p>The Appointments Committee Report was circulated to the Council for review and approval.</p> <p>Noah Gatzke, Appointments Committee Chair, provided a verbal</p>	<p>MOTION # 2020-12-04-06</p> <p>Moved by Noah Gatzke on behalf of the Appointments Committee</p> <p>That the CRNM Council approve the following appointments:</p> <ul style="list-style-type: none"> • Lydia Harris, registered nurse, be appointed as Chair of the Inquiry Committee 	

			overview of the report.	<ul style="list-style-type: none"> Sandy Forrest, registered nurse, be appointed as Vice-Chair of the Inquiry Committee <p>All in favour CARRIED</p>	
5-3	Finance Committee Report				
		GP-4.3 Finance Committee Terms of Reference.	<p>The Finance Committee Report was circulated to the Council for information purposes.</p> <p>George Prosk, Finance Committee Chair, provided a verbal overview of the report.</p>	The Finance Committee Report is filed.	
6.3.1	EE-3 Financial Planning / Execution / Condition (Quarterly Monitoring Report)		<p>The Briefing Report <i>EE-3 Financial Planning / Execution / Condition – Quarterly Monitoring Report for the Period Ended September 30, 2020</i> was circulated to the Council for review and approval.</p> <p>Katherine Stansfield, CEO/Registrar, provided a verbal overview of the report.</p>	<p>MOTION # 2020-12-04-07</p> <p>Moved by George Prosk on behalf of the Finance Committee</p> <p>That the CRNM Council approve the quarterly EE-3 Financial Planning/Execution/Condition Monitoring Report for the period ended September 30, 2020 as presented.</p> <p>All in favour CARRIED</p>	
6.3.2	2021 Council Budget	EE-3 Financial Planning / Execution / Condition policy	<p>The Briefing Report <i>2021 Council Budget</i> was circulated to the Council for review and approval.</p> <p>Diana Waterman, Chief Financial Officer provided a presentation on <i>2021 Council Budget</i></p>	<p>MOTION # 2020-12-04-08</p> <p>Moved by George Prosk on behalf of the Finance Committee</p> <p>That the CRNM Council approve the 2021 Council Budget reflecting total expenses of \$105,667 and a deficit of \$85,836 as presented</p> <p>All in favour CARRIED</p>	
5.3.3	2021 Operations Capital Budget – Levy Transfer	<p>GP-14 Special Levy</p> <p>EE-3 Financial Planning / Execution / Condition policy</p>	<p>The Briefing Report on <i>2021 Budget Assumptions</i> was circulated to the Council for review and approval.</p> <p>Diana Waterman, Chief Financial Officer, provided a</p>	<p>Council held discussion.</p> <p>MOTION # 2020-12-04-09</p> <p>Moved by George Prosk on behalf of the Finance Committee</p> <p>That the CRNM Council approve a transfer from the Capital Reserve of up to \$93,400 to fund the cash flow</p>	

			verbal overview of the report.	necessary to complete the budgeted projects in 2021. All in favour CARRIED	
5-3.4	Levy Update	GP-14 Special Levy EE-3 Financial Planning / Execution / Condition policy	The Briefing Report on <i>Levy Projection Update</i> was circulated to the Council for information purposes. Diana Waterman, Chief Financial Officer, provided a verbal overview and a presentation on <i>Levy Update: Financial Sustainability Plan Principles</i>	Council held discussion.	Recommendations will be presented to Council at the March 11, 2021 meeting.
<i>Irene Hamilton excused herself from the meeting at 12:00 pm</i>					
<i>Grant Barkman, Decision Works, joined the meeting at 12:39 pm</i>					
6.0 PUBLIC BENEFIT POLICY					
6.1	2020 Strategic Priorities Scorecard – Quarter 3 Results		The Briefing Report on <i>2020 Strategic Priorities Scorecard – Quarter 3</i> for the period ended September 30, 2020 was circulated to the Council for information purposes. Katherine Stansfield, CEO/Registrar, provided a presentation on the Quarter 3 Strategic Priorities Scorecard. Members of the Leadership Team provided verbal updates on their individual departmental WIGs (Wildly Important Goals)		
6.2	2021 Public Benefit Policy Interpretation		The Briefing Report on <i>2021 Public Benefit Policy Interpretation</i> was circulated to the Council for review and approval.	Council held discussion. MOTION # 2020-12-04-10 Moved by Debbie Swistun Seconded by Michelle Johnson That the CRNM Council approve the interpretation of the 2021	

			Katherine Stansfield, CEO/Registrar, provided a presentation on <i>Strategic Framework 2019-2023 Interpretation of Public Benefit Policy: 2021 WIGs</i>	implementation of the Public Benefit Policy as presented, as a reasonable and achievable plan to achieve the overall goals in 2023 All in favour CARRIED	
6.3	IT Enabling Strategy		Diana Waterman, Chief Financial Officer and Grant Barkman, Decision Works, provided a presentation on <i>IT Enabling Strategy: A Balanced Approach to Enable WIGs and Support Ongoing Operations.</i>	Council held discussion.	
<i>Grant Barkman, Decision Works, excused himself from the meeting a 1:54 pm</i>					
7.0 EXECUTIVE EXPECTATIONS POLICY MONITORING					
7.1	EE-2 Human Resources: 2020 Monitoring Report	EE-2 Human Resources	The Briefing Report on <i>EE-2 Human Resources Monitoring Report</i> was circulated to the Council for review and approval. Katherine Stansfield, CEO/Registrar, provided a verbal overview of the report.	MOTION # 2020-12-04-11 Moved by Noah Gatzke Seconded by Martha Ross That the CRNM Council approve EE-2 Human Resources as a clear and understandable monitoring report, that outlines reasonable interpretations and evidence that shows compliance with policy EE-2. All in favour CARRIED	
7.2	EE-12 Regulatory Practices: 2020 Monitoring Report – Registration	EE-12 Regulatory Practices	It was explained that due to the Covid pandemic, certain aspects of the external audit report could not be completed in time for the December 2020 meeting. For example, because of travel restrictions, the consultant who resides in Ontario, could not complete the in-person review of the registration files. As well, the survey was delayed and is expected to be		Review <i>EE-12 Regulatory Practices: 2020 Monitoring Report – Registration</i> at the March 11, 2021 Council meeting.

			<p>launched in January 2021.</p> <p>Therefore, the review of the <i>EE-12 2020 Monitoring Report for Registration</i> will be postponed to the March 11, 2021 Council meeting.</p>		
7.3	EE-12 Regulatory Practices: 2020 Update – Quality Practice	EE-12 Regulatory Practices	<p>The Briefing Report on <i>EE-12 External Audit of Quality Practice - Report to Council: CRNM Compliance with Principles for Quality Assurance and Continuing Competence</i> for information purposes.</p> <p>Deb Elias, Chief of Quality Practice, provided a verbal overview of the report.</p>	Council held discussion.	

Debbie Swistun excused herself from the meeting at 2:13pm

College staff was excused from the meeting at 2:25pm prior to the In-Camera Session being called to order.

Noah Gatzke excused himself from the meeting at 2:30pm

Jeff Hirsch joined the meeting at 2:30pm

Debbie Swistun re-joined the meeting at 2:30pm


Noah Gatzke re-joined the meeting at 2:50pm

8.0 IN-CAMERA SESSION

		GP-17 Council Meeting Process and Minutes	<p>The Council held an In-Camera session on December 4, 2020 from 2:35 pm to 4:06 pm to discuss the following topics:</p> <ul style="list-style-type: none"> • Legal Matters Update 		
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9.0 IN-CAMERA DECISIONS

		GP-17 Council Meeting Process and Minutes	<p>There were no decisions from the December 4, 2020 In-Camera session to bring forward to the public minutes.</p>		
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10.0 ADJOURNMENT				
			Carol Legare, Chair, adjourned the December 4, 2020 Council meeting at 4:06 pm	
APPROVAL OF DECEMBER 4, 2020 COUNCIL MEETING MINUTES				
			Approved by Council on March 11, 2021	 <hr/> Carol Legare, Council Chair  <hr/> Katherine Stansfield, CEO/Registrar