



Council Meeting

June 4, 2020

8:30 a.m. to 4:30 p.m.

Virtual Meeting via GoToMeeting

Council Meeting Serial #: 2020-02-June

Minutes

Council Members Present:

Trish Bergal RN, Chair
Carol Legare RN, Chair-Elect
Kathryn Chachula RN
Marion Ellis RN
Noah Gatzke RN(NP)
Irene Hamilton, Public Representative
Michelle Johnson RN
Debbie Swistun, Public Representative
Katherine Stansfield RN, CEO/Registrar, Ex-Officio Council Member, non-voting

Council Member Regrets:

George Prosk, Public Representative

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:

Peggy Aitchison, Administrative Assistant, Quality Practice
Marie Allan, Quality Practice Project Manager
Bryan Buss, Controller
Samantha Cyr, Case Manager, Professional Conduct
Birgit Dotzlaw, Executive Assistant
Diana Heywood RN, Quality Practice Consultant
Heather Kolowca RN, Case Manager, Professional Conduct
Tracey Legary RN, Manager of Professional Conduct
Alison Leveque RN, Quality Practice Consultant
Martin Lussier, Manager of Communications
Tammy Murdoch RN, Manager of Registration Services
Soura Rosen RN, Quality Practice Advisor
Jason Trottier RN, Case Manager, Professional Conduct

Consultants/Guests Present:

Josie Bolianatz, Chair, Education Program Committee (10:30 am to 10:57 am)
Patrick Griffith, Nursing Chair, Red River College (10:30 am to 10:43 am)
Jeff Hirsch, TDS Law, College's General Legal Counsel

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	Trish Bergal, Chair, called the meeting to order at 8:39 am and advised that quorum is present. # Council members present: 8 # Voting members: 8		
1.1	Land Acknowledgement Statement Presentation by the Indigenous Cultural Safety and Humility Working Group (ICSH Working Group)		Trish Bergal, Chair, read the Land Acknowledgement Statement The ICSH Working Group (comprised of College staff) provided a PowerPoint presentation on <i>Treaty Acknowledgement Statement: Indigenous Cultural Safety and Humility Working Group – June 4, 2020</i> Members of the ICSH Working Group: <ul style="list-style-type: none"> • Peggy Aitchison • Marie Allan • Heather Kolowca • Alison Leveque • Martin Lussier • Soura Rosen • Jason Trottier • Diana Waterman 	Council held discussion. A suggestion was made to revise the Land Acknowledgement Statement to reflect “the College is located on Treaty One Territory” rather than “ we are located on....”	Post ICSH Working Group presentation to the Council SharePoint site (Resources page) ICSH to review Land Acknowledgement Statement to determine revision re: “the College is located on Treaty One Territory” Determine Next Steps for ICSH Working Group and College Post link to map of Manitoba and Indigenous groups on the Council SharePoint site (Resources page) Consider including the ICSH presentation at the upcoming Council Orientation Session
1.2	Adoption of Agenda	GP-17 Council Meeting Process and Minutes		The June 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		There were no conflicts of interest brought forward.	

2.0 CONSENT AGENDA

	Item # 2.8 <i>CEO/Registrar Report</i> was pulled from the Consent Agenda for further discussion.				
2.1	March 6, 2020 Council Meeting Minutes	GP-17 Council Meeting Process and Minutes	The minutes were circulated to Council for review and approval.	MOTION # 2020-06-04-01 Moved by Irene Hamilton That the CRNM Council approve the Consent Agenda as presented and all the motions therein. All in favour CARRIED	
2.2	April 2, 2020 E-Vote Minutes: Approval of External Investigators	GP-17 Council Meeting Process and Minutes	The minutes were circulated to Council for review and approval.		
2.3	March 31, 2020 CRNM Emergency Council Meeting Minutes	GP-17 Council Meeting Process and Minutes	The minutes were circulated to Council for review and approval.		
2.4	March 16, 2020 E-Vote Minutes: Approval of Investigators	GP-17 Council Meeting Process and Minutes	The minutes were circulated to Council for review and approval.		
2.5	June 10, 2019 Amended Council Meeting Minutes	GP-17 Council Meeting Process and Minutes	The minutes were circulated to Council for review and approval.		
2.6	May 1, 2020 E-Vote Minutes: Approval of Practice Auditor	GP-17 Council Meeting Process and Minutes	The minutes were circulated to Council for review and approval.		
2.7	Chair's Report <ul style="list-style-type: none"> Stakeholder Consultation Q1 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	
2.8	CEO/Registrar's Report	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. Katherine Stansfield, CEO/Registrar provided an additional verbal update to her report and advised that on May 29, 2020, the College received a letter from the Assistant Deputy Minister (ADM), Avis Gray, which provided a 2 year extension to May 20, 2022 for the	Council held discussion. The CEO/Registrar's Report is filed.	CEO/Registrar to provide the ADM's letter of May 29, 2020 regarding the RN(AP) transition extension period to the Council.

			<p>RN(AP) transition period. However, there will first be a consultation and approval period of approximately 90 days.</p> <p>During this interim three month period, RN(AP)s will not be able to continue their practice as they have done up until now. There are currently 11 RN(AP)s</p> <p>There will need to be some service delivery adjustments. The service delivery organizations are working on this issue.</p> <p>The ADM's letter also advised that there will be no further extension past 2022.</p>		
2.9	Media Report	EE-8 Communication and Support to the Council	The Media Report was circulated for information purposes.		
3.0 GENERATIVE DISCUSSION – ENVIRONMENTAL SCANS					
3.1	Nursing Workforce Trends	GP-18 Types of Information Provided to Council	Suzanne Wowchuk, Chief of Regulatory Practices, provided a presentation on “ <i>Workforce Presentation Registration Data 2010-2019</i> ”	Council held discussion.	<p>Post the “<i>Workforce Presentation Registration Data 2010-2019</i>” to the Council SharePoint site.</p> <p>Next steps: Include updates at future Council meetings – particularly once the next CIHI data is published</p>
4.0 RISK MANAGEMENT					
4.1	Risk Register Summary	GP-21 Enterprise Risk Management	<p>The Briefing Report on <i>Risk Register Summary</i> was circulated to the Council for information purposes.</p> <p>Diana Waterman, Chief Financial Officer, provided a</p>	Council held discussion.	Next step: Review risk tolerance statements. For those items that are at a high level, determine plans that need to be put in place to reduce the risk.

			verbal overview of the report.		Add to next Officers Planning Meeting agenda
5.0 ITEMS RELATED TO OFFICER REPORTS					
<i>Josie Bolianatz and Patrick Griffith joined the meeting at 10:30 am</i>					
5.1	Red River College Nursing Baccalaureate Program Review		<p>The Briefing Report on <i>Red River College of Nursing Baccalaureate Program Review</i> was circulated to the Council for review and approval.</p> <p>Josie Bolianatz, Chair of the CRNM Education Program Committee, provided a verbal overview and answered questions.</p> <p>Patrick Griffith, Nursing Chair, Red River College, attended the discussion and answered questions.</p>	<p>Council held discussion</p> <p>MOTION # 2020-06-04-02</p> <p>Moved by Kathryn Chachula Seconded by Noah Gatzke</p> <ul style="list-style-type: none"> That the CRNM Council approve the Red River College, Nursing Baccalaureate Program for five years to Sept. 2025 with the following to be provided in annual reports to the EPC: Update on impacts of the changed admission to a 3-cohort program structure and GPA only selection policy on student demographics and attrition rates. More opportunities for scholarly pursuits with strengthened faculty support for research, publication, conferences and PhD studies. Evidence of the advancement of opportunities whereby students and faculty can work together with interprofessional teams and initiatives. <p>All in favour CARRIED</p>	Send confirmation letter to Red River College
5.2	Red River College Request for Extension – Nursing Refresher Program		<p>The Briefing Report on <i>Red River College Request for Extension – Registered Nurse Refresher Program</i> was circulated to the Council for review and approval.</p> <p>Josie Bolianatz, Chair of the CRNM Education Program Committee, provided a verbal overview and answered questions.</p> <p>Patrick Griffith, Nursing Chair, Red River College,</p>	<p>Council held discussion.</p> <p>MOTION # 2020-06-04-03</p> <p>Moved by Irene Hamilton Seconded by Marion Ellis</p> <p>That the CRNM Council extend the Red River College Registered Nurse Refresher program approval for a 9-month period from January 1 to September 1, 2021.</p> <p>All in favour CARRIED</p>	<p>Send confirmation letter to Red River College</p> <p>Red River College to consider holding broad consultations with key stakeholders on the difference between the following two RRC education programs:</p> <ul style="list-style-type: none"> Bridging Program for Internationally Educated Nurses

			attended the discussion and answered questions.		(BPIEN) and the <ul style="list-style-type: none"> Registered Nurse Refresher Program
5.3	Education Program Standards		<p>The Briefing Report on <i>Nursing Education Standards – Simulation</i> was circulated to the Council for review and approval.</p> <p>Deb Elias, Chief of Quality Practice, and Diana Heywood, Quality Practice Consultant, provided a verbal overview of the report and answered questions.</p>	<p>Council held discussion.</p> <p>MOTION # 2020-06-04-04</p> <p>Moved by Michelle Johnson Seconded by Marion Ellis</p> <p>That the CRNM Council approve to replace indicators h) and i) of Standard II, Curriculum in the Standards for Nursing Education Programs with the following:</p> <ul style="list-style-type: none"> h) Simulation learning is guided by the International Nursing Association for Clinical Simulation and Learning (INACSL) INACSL Standards of Best Practice: SimulationSM http://www.inacsl.org/inacslstandards i) Simulation can be used to augment theory or to replace clinical hours using the following guidelines: <ul style="list-style-type: none"> i) If replacing clinical practice hours, the following indicators must be met: <ol style="list-style-type: none"> 1. Replace up to 50% of clinical practice hours per course not 50% of the entire program. Simulation hours cannot be used to replace senior/final practicum hours. 2. Faculty who participate in simulation must be prepared with formal education k) Each hour of simulation will be equivalent to two hours of clinical practice. Programs who replace clinical practice hours with simulation must have ongoing monitoring of the following indicators: <ul style="list-style-type: none"> Clinical competence Readiness for practice Critical thinking 	<p>Post the revised <i>Standards for Nursing Education Programs</i> on the College website.</p> <p>Circulate the information to the Manitoba nursing education programs i.e. nursing education leaders</p>

				<ul style="list-style-type: none"> Feedback from clinical site practitioners Evidence of how simulation is connected to clinical practice <p>All in favour CARRIED</p>	
<p><i>Patrick Griffith excused himself from the meeting at 10:43 am</i> <i>Josie Bolianatz excused herself from the meeting at 10:57 am</i></p>					
5.4	Appointment of AGM Scrutineers		<p>The Briefing Report <i>Scrutineers for Annual General Meeting</i> was circulated to the Council for review and approval.</p> <p>It was explained that even though the College is holding the AGM virtually/online, the College's Bylaws state that scrutineers need to be appointed.</p> <p>The scrutineers will validate the AGM vote results after the meeting.</p> <p>The Standing Rules for the June 4, 2020 AGM have the modified language regarding scrutineers at an on-line meeting.</p>	<p>MOTION # 2020-06-04-05</p> <p>Moved by Kathryn Chachula Seconded by Carol Legare</p> <p>That the CRNM Council appoint the following public representatives on Council as scrutineers for the 2019 Annual General Meeting on June 5, 2020: Irene Hamilton Debbie Swistun George Prosk.</p> <p>Irene Hamilton will be the Chief Scrutineer.</p> <p>All in favour CARRIED</p>	Scrutineers to validate the vote results after the June 4, 2019 AGM online meeting.
5.5	AGM Motions		<p>The Briefing Report on <i>Motions for Annual General Meeting</i> was circulated to the Council for information purposes.</p> <p>It was explained that the Agenda, Standing Rules and Credentials Report are usually approved by unanimous consent.</p> <p>If there is not unanimous consent to adopt them as presented, then a vote would need to be taken and a mover and seconder are required. The vote requires a 2/3 majority to pass.</p>	<p>Council held discussion.</p> <p>MOTION # 2020-06-04-06</p> <p>Moved by Kathryn Chachula Seconded by Michelle Johnson</p> <p>That the CRNM AGM Motions are:</p> <ol style="list-style-type: none"> 1) Approval of Agenda Mover: Kathryn Chachula Secunder: Noah Gatzke 2) Approval of Standing Rules Mover: Michelle Johnson Secunder: Marion Ellis 3) Approval of Bylaws Moved by Carol Legare, Chair-Elect, on behalf of Council 	

			The College requires a mover for the Bylaws, which requires a 2/3 majority to pass.		
6.0 COMMITTEE REPORTS					
6.1	Governance Committee Report				
		GP-4.4 Governance Committee Terms of Reference	The Governance Committee Report was circulated to the Council for information purposes. Carol Legare, Chair- Elect and Governance Committee Chair, provided a verbal overview of the report.	The Governance Committee Report is filed.	
6.1.1	EE-4 Vendor Relations and Procurement Management		The Briefing Report on <i>EE-4 Vendor Relations and Procurement Management</i> was circulated to the Council for review and approval.	MOTION # 2020-06-04-07 Moved by Carol Legare on behalf of the Governance Committee That the CRNM Council approve policy EE-4 Vendor Relations and Procurement Management as revised. All in favour CARRIED	Post revised policy to College website.
6.1.2	EE-5 Asset Protection		The Briefing Report on <i>EE-5 Asset Protection</i> was circulated to the Council for review and approval.	MOTION # 2020-06-04-08 Moved by Carol Legare on behalf of the Governance Committee That the CRNM Council approve policy EE-5 Asset protection as revised. All in favour CARRIED	Post revised policy to College website.
6.1.3	GP-5 Council & Committee Expenses		The Briefing Report on <i>GP-5 Council & Committee Expenses</i> was circulated to the Council for review and approval.	MOTION # 2020-06-04-09 Moved by Carol Legare on behalf of the Governance Committee That the CRNM Council approve policy GP-5 Council and Committee Expenses as revised. All in favour CARRIED	Post revised policy to College website.
6.1.4	GP-23 Council Policy Development / Updating / Approval		The Briefing Report on <i>GP-23 Council Policy Development / Updating / Approval</i>	MOTION # 2020-06-04-10 Moved by Carol Legare on behalf of the Governance Committee	Post policy to College website.

			was circulated to the Council for review and approval.	That the CRNM Council approve policy GP-23 Council Policy Development/Updating/Approval as presented. All in favour CARRIED	
6.1.5	GP-3 Council Code of Conduct, Confidentiality & Conflict of Interest		The Briefing Report on <i>GP-3 Council Code of Conduct, Confidentiality & Conflict of Interest</i> was circulated to the Council for review and approval.	MOTION # 2020-06-04-11 Moved by Carol Legare on behalf of the Governance Committee That the CRNM Council approve policy GP-3 Council Code of Conduct, Confidentiality & Conflict of Interest as amended All in favour CARRIED	Revise item 2(c) to read: "... meeting <i>in the appropriate in-camera format</i> " Post revised policy to College website.
6.1.6	GP-17 Council Meeting Process and Minutes		The Briefing Report on <i>GP-17 Council Meeting Process and Minutes</i> was circulated to the Council for review and approval.	MOTION # 2020-06-04-12 Moved by Carol Legare on behalf of the Governance Committee That the CRNM Council approve policy GP-17 Council Meeting Process and Minutes as revised. All in favour CARRIED	Post revised policy to College website.
6.1.7	Council Member Requirements		The Briefing Report <i>Council Selection Process Working Group – Council Member Requirements</i> was circulated to the Council for review and approval.	Council held discussion. MOTION # 2020-06-04-13 Moved by Carol Legare on behalf of the Governance Committee That the CRNM Council approve the document <i>Council Member Requirements</i> as presented. All in favour CARRIED	Correct typo on pg. 1 first paragraph – should read "...and <i>provide</i> information on the competencies and attributes..." Rather than <i>provides</i>
6.1.8	Council Selection Process Consultation Presentation		The Briefing Report <i>Council Selection Process Working Group – Council Selection Process Consultation Presentation</i> was circulated to the Council for review and approval.	Council held discussion. MOTION # 2020-06-04-14 Moved by Carol Legare on behalf of the Governance Committee That the CRNM Council approve, in principle, the Council Selection Process Consultation Presentation as presented. All in favour CARRIED	Revise slide #4: <i>Why is the Council making this change?</i> Revise the last 3 bullet points to read: <ul style="list-style-type: none"> • <i>Creates</i> a skills-based Council • <i>Mitigates</i> professional conflict of interest

					• <i>Strengthens</i> succession planning on Council
6.1.9	Council Selection Process Stakeholder Consultation Plan		The Briefing Report <i>Council Selection Process Working Group – Stakeholder Consultation Plan</i> was circulated to the Council for review and approval.	Council held discussion. MOTION # 2020-06-04-15 Moved by Carol Legare on behalf of the Governance Committee That the CRNM Council approve, in principle, the Council Selection Process Stakeholder Consultation Plan as presented.	
6.2	Finance Committee Report				
		GP-4.3 Finance Committee Terms of Reference.	The Finance Committee Report was circulated to the Council for information purposes. Debbie Swistun, Finance Committee Chair, provided a verbal overview of the report.	The Finance Committee Report is filed	
6.2.1	EE-3 Financial Planning / Execution / Condition (Quarterly Monitoring Report)		The Briefing Report <i>EE-3 Financial Planning / Execution / Condition – Quarterly Monitoring Report for the Period Ended March 31, 2020</i> was circulated to the Council for review and approval. Katherine Stansfield, CEO/Registrar, provided a verbal overview of the report and answered questions.	MOTION # 2020-06-04-16 Moved by Debbie Swistun on behalf of the Finance Committee That the CRNM Council approve the quarterly EE-3 Financial Planning/Execution/Condition Monitoring Report for the period ended March 31, 2020 as presented. All in favour CARRIED	
6.2.2	Request For Proposal (RFP) for Audit	EE-4 Vendor Relations and Procurement Management	The Briefing Report <i>Audit Services Review</i> was circulated to the Council for review and approval. Debbie Swistun, Finance Committee Chair, provided a verbal overview of the report.	Council held discussion. MOTION # 2020-06-04-17 Moved by Debbie Swistun on behalf of the Finance Committee That the CRNM Council direct Management to issue an RFP for audit services beginning in the 2020 fiscal year. All in favour CARRIED	Management to work with the Finance Committee to issue the RFP for Audit services.

			Katherine Stansfield, CEO/Registrar and Diana Waterman, Chief Financial Officer, provided additional information regarding the RFP process.		
6.3	Appointments Committee Report	GP-4.1 Appointments Committee Terms of Reference	The Appointments Committee Report was circulated to the Council for review and approval. Noah Gatzke, Appointments Committee Chair, provided a verbal overview of the report.	MOTION # 2020-06-04-18 Moved by Noah Gatzke on behalf of the Appointments Committee That the CRNM Council approve the following five appointments: <ul style="list-style-type: none"> • Irene Hamilton be re-appointed as a Public Representative to the Council • Debbie Swistun, Public Representative, be appointed Chair to the Governance Committee • Noah Gatzke RN be re-appointed Chair to the Appointments Committee • Sheresse Weekes RN be appointed to the Complaints Investigation Committee • Krista Wilson RN be appointed Co-Chair to the Complaints Investigation Committee All in favour CARRIED	Send appointment letters and acceptance to serve forms.
6.3.1	Council & Committee Vacancies		The Briefing Report <i>Council & Committee Vacancies</i> was circulated to the Council for information purposes. Leanne Matthes, Sr. Consultant, Governance and Public Initiatives, provided a verbal overview of the report.	Council held discussion.	Council members who are interested in participating on a particular committee are asked to contact the Council Chair.
7.0 PUBLIC BENEFIT POLICY					
7.1	2020 Strategic Priorities Scorecard – Quarter 1		The Briefing Report on <i>2020 Strategic Priorities Scorecard – Quarter 1</i> for the period ended March	Council held discussion.	Revise WIG #1: Remove Lag Measurement reference re:

			<p>31, 2020 was circulated to the Council for information purposes.</p> <p>Katherine Stansfield, CEO/Registrar provided a presentation of the report.</p> <p>Members of the Leadership Team provided verbal updates on their individual departmental WIGs (Wildly Important Goals)</p>		<p>“0-100% by December 31, 2020”</p>
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8.0 EXECUTIVE EXPECTATIONS POLICY MONITORING

8.1	EE-8 Communications and Support to the Council		<p>The Briefing Report on <i>Monitoring Report: EE-8 Communications and Support to the Council</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>Council held discussion.</p> <p>MOTION # 2020-06-04-19</p> <p>Moved by Kathryn Chachula Seconded by Irene Hamilton</p> <p>That the CRNM Council approve the EE-8 Communications and Support to the Council monitoring report as a clear and understandable monitoring report, that outlines reasonable interpretation and evidence that shows compliance with policy EE-8</p> <p>All in favour CARRIED</p>	
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9. OTHER

	Out-Going Council Members		<p>Trish Bergal, Chair, advised that this is the last Council meeting for Kathryn Chachula RN and Marion Ellis RN. Their terms end on July 31, 2020.</p> <p>She thanked them very much for all their hard work and commitment to the College.</p> <p>Carol Legare, Chair-Elect and incoming Chair, advised that this is Trish Bergal’s last meeting as Chair of the Council. Her</p>		<p>A small token of the Council’s appreciation and thanks will be sent to Trish Bergal, Kathryn Chachula and Marion Ellis.</p>
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			<p>term ends on July 31, 2020.</p> <p>She thanked Trish for her leadership and unwavering commitment to the College.</p> <p>Katherine Stansfield, CEO/Registrar, provided her thanks and farewell wishes to Trish Bergal, Kathryn Chachula and Marion Ellis on behalf of herself and all the College staff.</p>		
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10.0 IN CAMERA SESSION

		<p>GP-17 Council Meeting Process and Minutes</p>	<p>The Council held a Restricted In-Camera meeting on April 17, 2020 to discuss the following topics:</p> <ul style="list-style-type: none"> • CEO/Registrar Performance Evaluation • CEO/Registrar Employment Contract <p>The Council held an In-Camera session on June 4, 2020 from 2:30 pm to 4:55 pm.</p> <p>Council discussed the following topics In-Camera:</p> <ul style="list-style-type: none"> • Legal Matters Update • Debrief of Financial Audit • CEO/Registrar Performance Appraisal • CEO/Registrar Learning Plan 		
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11.0 ADJOURNMENT

			<p>Trish Bergal, Chair, adjourned the June 4, 2020 Council meeting at 4:55 pm</p>		
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APPROVAL OF JUNE 4, 2020 COUNCIL MEETING MINUTES

Approved by Council
on September 11,
2020



Carol Legare, Council Chair



Katherine Stansfield, CEO/Registrar