



# Council Meeting

September 11, 2020

8:30 a.m. to 3:12 p.m.

Virtual Meeting via Zoom

Council Meeting Serial #: 2020-03-September

## Minutes

### Council Members Present:

Carol Legare RN, Chair  
Debbie Swistun, Public Representative, Chair-Elect (From 8:30am to 1:00pm. Rejoined at 1:35-3:12pm)  
Noah Gatzke RN(NP)  
Irene Hamilton, Public Representative  
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:

Marilyn Bullied, Operations Specialist  
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  
Tammy Murdoch RN, Manager of Registration Services  
Miranda Noel RN, Registration Advisor

### Consultants/Guests Present:

Roberta Gardiner, Arthur J. Gallagher Insurance & Risk Management (10:23 am to 11:00 am)  
Jeff Hirsch, TDS Law, College's General Legal Counsel (from 1:05 pm to 3:12 pm)

### Members of the Public Present:

Candide Allen (11:02 am – 1:30 pm)  
Shannon Hancock (8:36am – 1:30 pm)

**Recorder:** Birgit Dotzlaw, Executive Assistant

AGENDA ITEM #	AGENDA TOPIC	RELEVANT COUNCIL POLICY	DESCRIPTION / OVERVIEW	DISCUSSION / COUNCIL DECISION / MOTION	ACTIONS REQUIRED
<b>1.0 CALL TO ORDER</b>					
	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 8:36 am and advised that quorum is present.  # Council members present: 10  # Voting members: 10	Carol Legare, Chair, asked the members of the public who have joined the meeting to state their name(s) and provide the correct spelling.  She advised that members of the public who have joined the Council meeting were provided with the link to the document " <i>Attending a Council Meeting</i> ".  Carol Legare provided a verbal overview of the document.  She also advised that any recording or taping of the Council meeting is not permitted.	
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 September 11, 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.	
<b>2.0 CONSENT AGENDA</b>					
	Item # 2.4 <i>CEO/Registrar's Report</i> was pulled from the Consent Agenda for the purpose of providing additional verbal updates.				
2.1	June 5, 2020 Council Meeting Minutes	GP-17 Council Meeting Process and Minutes	The minutes were circulated to Council for review and approval.	<b>MOTION # 2020-09-11-01</b>  Moved by Debbie Swistun Seconded by Irene Hamilton  That the CRNM Council approve the Consent Agenda as presented and all the motions therein.  All in favour CARRIED	
2.2	June 5, 2020 Annual General Meeting Minutes	GP-17 Council Meeting Process and Minutes	The minutes were circulated to Council for review and approval.		

2.3	Chair's Report <ul style="list-style-type: none"> <li>Stakeholder Consultation Q2 Results</li> </ul>	GP-2 Role of the Council and Council Chair	The Chair's Report was circulated of information purposes.	The Chair's Report is filed	
2.4	CEO/Registrar's Report <ul style="list-style-type: none"> <li>Education Program Annual Reports</li> </ul>	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.  Katherine Stansfield, CEO/Registrar provided an additional verbal update to the CEO/Registrar report:  Due to the Covid-19 pandemic, a provision for temporary nurse registration had been granted by government.  Since April 1, 2020 there were a total of 56 temporary registrants.  28 have expired and 6 became full RNs.  Currently there are a total of 22 temporary registrants.  14 originals renewed, 2 have applied and 6 are not expired yet.  The College is waiving the Graduate Nurse Practitioner registration renewal fee. NP graduate students were not able to write their entry to practice exam (CNPE – Canadian Nurse Practitioner Exam) in May 2020 due to the Covid-19 pandemic. The exam will be available in October 2020 through on-line proctoring. Three (3) individuals are impacted and have been notified.	
2.5	Media Report	EE-8 Communication and Support to the Council	The Media Report was circulated for information purposes.		
<b>3.0 GENERATIVE DISCUSSION – ENVIRONMENTAL SCANS</b>					
3.1	Right Touch Regulation – Part II	GP-18 Types of Information Provided to Council	Deb Elias, Chief of Quality Practice, provided a presentation on <i>“Right Touch Regulation: College of Registered Nurses Application, Sep 11, 2020”</i>	Council held discussion.  <b>MOTION # 2020-09-11-02</b>  Moved by George Prosk Seconded by Debbie Swistun  That the CRNM Council requests College staff to provide a future environmental scan regarding Right Touch Regulation – Part III within the next Council year  All in favour CARRIED	Provide further information / updates regarding Right Touch Regulation (e.g. Part III) at a future Council meeting within the next Council year.

<b>4.0 RISK MANAGEMENT</b>					
4.1	Risk Register Update	GP-21 Enterprise Risk Management	The Briefing Report on <i>Risk Dashboard / Planning</i> was circulated to the Council for information purposes.  Diana Waterman, Chief Financial Officer, provided a presentation on “ <i>Risk Management Program – Presented to Council Sep 11, 2020</i> ”	Council held discussion.	
<b>5.0 ITEMS RELATED TO OFFICER REPORTS</b>					
<i>Roberta Gardiner from Arthur J. Gallagher Insurance &amp; Risk Management joined the meeting at 10:23 am</i>					
5.1	Directors Liability Coverage		The following reports were circulated to the Council for information purposes: <ul style="list-style-type: none"> <li>• <i>Not-For-Profit Directors’ &amp; Officers’ Liability Insurance in Canada</i></li> <li>• <i>Covid-19 Return to Workplace Guide for Canadian Employers</i></li> <li>• <i>Security and Resilience in the Face of Covid-19</i></li> <li>• <i>Covid-19 Working From Home</i></li> </ul> Roberta Gardiner provided a presentation on insurance issues/trends related to non-profit organizations (especially during the Covid-19 pandemic), as well as an overview of the College’s Directors’ & Officers’ Liability Insurance.	Council held discussion.	
<i>Roberta Gardiner excused herself from the meeting at 11:00 am</i>					

5.2	2021 Council Meeting Dates		<p>The Briefing Report on <i>2021 Council Meeting Dates</i> was circulated to the Council for review and approval.</p> <p>Carol Legare, Chair, provided a verbal overview of the report.</p> <p>The following meeting dates are proposed for Council meetings in 2021/2022:</p> <ul style="list-style-type: none"> <li>• Thursday, March 11, 2021</li> <li>• Thursday, June 10, 2021</li> <li>• Friday, June 11, 2021 (Annual General Meeting morning session)</li> <li>• Thursday, August 19, 2021 (Council Education Day)</li> <li>• Thursday, September 16, 2021</li> <li>• Thursday, October 21, 2021 <b>OR</b> Thursday, February 17, 2022 (Council Retreat)</li> <li>• Thursday, December 9, 2021</li> </ul>	<p>Council held discussion.</p> <p>Council consensus was to hold the Council Retreat Day on February 17, 2022</p> <p><b>MOTION # 2020-09-11-03</b></p> <p>Moved by Irene Hamilton Seconded by Martha Ross</p> <p>That the CRNM Council approve the following Council meeting dates as presented:</p> <ul style="list-style-type: none"> <li>• Thursday, March 11, 2021</li> <li>• Thursday, June 10, 2021</li> <li>• Friday, June 11, 2021 (Annual General Meeting morning session)</li> <li>• Thursday, August 19, 2021 (Council Education Day)</li> <li>• Thursday, September 16, 2021</li> <li>• Thursday, February 17, 2022 (Council Retreat)</li> <li>• Thursday, December 9, 2021</li> </ul> <p>All in favour CARRIED</p>	
-----	----------------------------	--	--	---	--

**6.0 COMMITTEE REPORTS**

6.1	<b>Governance Committee Report</b>				
		GP-4.4 Governance Committee Terms of Reference	<p>The Governance Committee Report was circulated to the Council for information purposes.</p> <p>Carol Legare, Chair explained that with Debbie Swistun transitioning into the</p>	The Governance Committee Report is filed.	

			<p>Chair-Elect role, she also assumed the Governance Committee Chair role from Carol Legare.</p> <p>Debbie Swistun, Chair-Elect and Governance Committee Chair, provided a verbal overview of the report.</p>		
6.1.1	GP-8 Council Linkage / Engagement Policy		<p>The Briefing Report on <i>Council Ownership Linkage Policy (GP-8)</i> was circulated to the Council for review and approval.</p> <p>A verbal overview of the policy was provided.</p>	<p>Council held discussion.</p> <p><b>MOTION # 2020-09-11-04</b></p> <p>Moved by Debbie Swistun on behalf of the Governance Committee</p> <p>That the CRNM Council approve the new “Council Ownership Linkage” policy (GP 8.0) to be current and relevant and to rescind the “Linkage with the Registrants” policy.</p> <p>All in favour CARRIED</p>	
6.1.2	<p>CR-2 Monitoring Executive Performance</p> <p>CR-8 CEO/Registrar Performance Evaluation</p>		<p>The Briefing Report on <i>Alignment of the Timeline for Annual CEO Performance Evaluation and Documenting the Process</i> was circulated to the Council for review and approval.</p>	<p><b>MOTION # 2020-09-11-05</b></p> <p>Moved by Debbie Swistun on behalf of the Governance Committee</p> <p>That the CRNM Council approve the updated Monitoring Executive Performance Policy (CR-2) and the new CEO/Registrar Performance Evaluation Policy (CR-8).</p> <p>All in favour CARRIED</p>	
6.1.3	EE-2 Human Resources		<p>The Briefing Report on <i>EE-2 Human Resources</i> was circulated to the Council for review and approval.</p>	<p><b>MOTION # 2020-09-11-06</b></p> <p>Moved by Debbie Swistun on behalf of the Governance Committee</p> <p>That the CRNM Council approve policy EE-2 Human Resources as presented</p> <p>All in favour CARRIED</p>	
6.1.4	GP-20 Appendix: Council Effectiveness Evaluation		<p>The Briefing Report on <i>Updated Council Meeting Monitoring/Evaluati</i></p>	<p>Council held discussion.</p> <p>The <i>Council Meeting Monitoring / Evaluation Discussion Tool</i> will be</p>	<p>Begin using the <i>Council Meeting Monitoring / Evaluation</i></p>

			<p><i>on Discussion Tool</i> was circulated to the Council for information purposes.</p> <p>Carol Legare provided a verbal overview of the report and explained that this Council meeting evaluation / discussion tool will replace the previous Council self-evaluation forms that were completed at each meeting.</p>	<p>completed twice per year for the Council self-evaluations, beginning at the December 4, 2020 Council meeting.</p>	<p><i>Discussion Tool</i> at the December 4, 2020 Council meeting.</p>
6.2	<b>Appointments Committee Report</b>				
		<p>GP-4.1 Appointments Committee Terms of Reference</p>	<p>The Appointments Committee Report was circulated to the Council for review and approval.</p> <p>Noah Gatzke, Appointments Committee Chair, provided a verbal overview of the report.</p> <p>During discussion, it was noted that the Finance Committee still has a vacancy for an RN Council member position.</p> <p>Council members were asked to indicate whether they are interested in serving on the Finance Committee.</p> <p>Rachel Ingels Bergman advised that she would like to let her name stand for consideration for appointment to the Finance Committee.</p>	<p><b>MOTION # 2020-09-11-09</b></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"> <li>• George Prosk, public representative, be appointed Chair of the Finance Committee</li> <li>• Noah Gatzke, RN(NP) be appointed to the Governance Committee</li> <li>• Martha Ross, RN(NP) be appointed to the Appeal Panel Roster</li> <li>• Anish Panicker, RN be appointed to the Appeal Panel Roster</li> <li>• Shakerah Jones Hall, RN be appointed to the Appeal Panel Roster</li> <li>• Loreen Hamilton, public representative, be re-appointed to the Community Reference Group</li> <li>• Ken Molloy, public representative, be re-appointed to the Community Reference Group</li> <li>• Michael Hepples, public representative, be re-appointed to the Community Reference Group</li> </ul>	

				<ul style="list-style-type: none"> <li>Danielle Joy Yaffe, RN be re-appointed as an Investigator</li> </ul> <p>All in favour CARRIED</p> <p><b>MOTION # 2020-09-11-10</b></p> <p>Moved by Debbie Swistun Seconded by George Prosk</p> <p>That the CRNM Council approve that Rachel Ingels Bergman be appointed to the Finance Committee</p> <p>All in favour CARRIED</p>	
6.3	<b>Finance Committee Report</b>				
		GP-4.3 Finance Committee Terms of Reference.	<p>The Finance Committee Report was circulated to the Council for information purposes.</p> <p>Debbie Swistun, Chair-Elect and Finance Committee Chair, provided a verbal overview of the report.</p> <p>Carol Legare, Chair, explained that Debbie Swistun will move into the Governance Committee Chair role and a new chair will be appointed for the Finance Committee.</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 June 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><b>MOTION # 2020-09-11-07</b></p> <p>Moved by Debbie Swistun 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 June 30, 2020 as presented.</p> <p>All in favour CARRIED</p>	



6.3.2	Request For Proposal (RFP) for Audit	EE-4 Vendor Relations and Procurement Management	<p>The Briefing Report <i>Audit &amp; Tax Services Recommendation</i> was circulated to the Council for review and approval.</p> <p>Debbie Swistun, Chair-Elect and Finance Committee Chair, provided a verbal overview of the report.</p>	<p>Council held discussion.</p> <p><b>MOTION # 2020-09-11-08</b></p> <p>Moved by Debbie Swistun on behalf of the Finance Committee</p> <p>That the CRNM Council approve the selection of Fort Group as the Financial Statement Auditors for the College's December 31, 2020 year end.</p> <p>All in favour CARRIED</p>	
6.3.3	Budget Assumptions	<p>EE-3 Financial Planning / Execution / Condition policy</p> <p>PB-1 Public Benefit Policy</p>	<p>The Briefing Report on <i>2021 Budget Assumptions</i> was circulated to the Council for information purposes.</p> <p>Diana Waterman, Chief Financial Officer, provided a verbal overview of the report.</p>	<p>Council held discussion.</p>	

Debbie Swistun excused herself from the meeting at 1:00pm

Jeff Hirsch joined the meeting at 1:05pm

**7.0 PUBLIC BENEFIT POLICY**

7.1	2020 Strategic Priorities Scorecard – Quarter 2 Results		<p>The Briefing Report on <i>2020 Strategic Priorities Scorecard – Quarter 2</i> for the period ended June 30, 2020 was circulated to the Council for information purposes.</p> <p>Katherine Stansfield, CEO/Registrar provided a presentation on the Quarter 2 Balanced Scorecard.</p> <p>Members of the Leadership Team provided verbal updates on their individual departmental WIGs (Wildly Important Goals)</p>	<p>Council held discussion.</p>	
-----	---	--	--	---------------------------------	--

Members of the public and College staff were excused from the meeting at 1:30pm prior to the In-Camera Session being called to order. Debbie Swistun, Chair-Elect, re-joined the meeting at 1:35pm

**8.0 IN-CAMERA SESSION**

		GP-17 Council Meeting Process and Minutes	The Council held an In-Camera session on September 11, 2020 from 1:31 to 3:12 pm to discuss the following topics: <ul style="list-style-type: none"> <li>• Regulatory Risk</li> <li>• Legal Matters Update</li> </ul>		
--	--	---	---	--	--



**9.0 IN-CAMERA DECISIONS**

		GP-17 Council Meeting Process and Minutes	There were no decisions from the September 11, 2020 In-Camera session to bring forward to the public minutes.		
--	--	---	---	--	--

**10.0 ADJOURNMENT**

			Carol Legare, Chair, adjourned the September 11, 2020 Council meeting at 3:12 pm		
--	--	--	--	--	--

**APPROVAL OF SEPTEMBER 11, 2020 COUNCIL MEETING MINUTES**

			Approved by Council on December 4, 2020	 <hr/> Carol Legare, Council Chair   <hr/> Katherine Stansfield, CEO/Registrar
--	--	--	---	--