



## Council Meeting

June 8, 2023

8:36 am to 1:44 pm

Council Meeting Serial #: 2023-02-June

### MINUTES

#### Council Members Present:

Noah Gatzke RN(NP), Chair  
Lindsay Forest, Public Representative, Chair-Elect (Virtually)  
Cheryl Link, Public Representative  
Cynthia Taylor RN  
Irene Hamilton, Public Representative  
Rachel Ingels Bergman RN(NP)  
Anish Panicker RN  
Martha Ross RN(NP)  
Deb Elias RN, CEO/Registrar, Ex-Officio Council Member, non-voting

#### Council Member Regrets:

Shakerah Jones-Hall RN  
Kenneth Molloy, Public Representative

#### College Staff Present In-Person:

##### Leadership Team:

Rhonda Cairns RN, Chief of Quality Practice  
Lori Darragh, Sr. Consultant, Policy & Public Initiatives  
Diana Waterman, Chief Financial Officer  
Suzanne Wowchuk RN, Chief of Regulatory Practices

##### Staff:

Liz Wong, Coordinator, Policy and Public Initiatives  
Janki Vaja, Administrative Assistant, Quality Practice  
Martin Lussier, Manager of Communications & Public Initiatives

#### College Staff Present via Zoom:

Diana Heywood RN, Quality Practice Consultant  
Miranda Noel RN, Registration Advisor  
Tammy Murdoch RN, Manager of Registration Services  
Carol Puchailo RN(NP), Nursing Practice Specialist  
Denise Nakonechny RN, Manager of Professional Conduct  
Gus Gottfred, Communications Specialist

#### Consultants/Guests Present:

Josie Bolianatz, Chair of Education Program Committee (From 8:53am to 8:58am)  
Jeff Hirsch, TDS Law, College's Legal Counsel (From 12:28pm to 1:18pm)

**Members of the Public Present:** None

#### Recorder:

Liz Wong, Coordinator, Policy & Public Initiatives

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	Noah Gatzke, Chair, called the Open Session of the June 8, 2023 Council meeting to order at 8:36 am and advised that quorum is present.  # Council members present: 8  # Voting members: 8		
1.1	Land Acknowledgement Statement		Noah Gatzke, Chair, read the Land Acknowledgement Statement.		
1.2	Adoption of Agenda	GP-17 Council Meeting Process and Minutes		The June 8, 2023 agenda was approved by consensus as presented  It was explained that the agenda items 3.4 BMO Signing Authority and 3.5 SCU Signing Authority will be combined into one item: Signing Officers – Banking Resolutions.  The revised agenda was approved by consensus.	
1.3	Declarations Regarding Conflict of Interest	GP-3 Council Code of Conduct, Confidentiality and Conflict of Interest		Cynthia Taylor, Council Selection Panel Chair, asked whether a conflict of interest is involved for Martha Ross regarding agenda 4.3 Council Selection Panel Report, as she is one of the recommended candidates for 2023 Council Selection Process.  It was agreed that Martha Ross will excuse herself from this discussion.  No other conflicts of interest were brought forward.	
<b>2.0 CONSENT AGENDA</b>					
	No items were pulled from the Consent Agenda for further discussion.				
2.1	March 23, 2023 Council Meeting Minutes	GP-17 Council Meeting Process and Minutes	The minutes were circulated to Council for review and approval.	<b>MOTION # 2023-06-08-01</b>  Moved by Cheryl Link 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	Chair's Report	GP-2 Role of the Council and Council Chair	The Chair's Report was circulated for information purposes.	The Chair's Report is filed	
2.3	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 for information purposes.	The CEO/Registrar's Report is filed.	
2.4	Media Report	EE-8 Communication and Support to the Council	The Media Report was circulated for information purposes.		
2.5	Risk Register Update		The briefing report <i>Enterprise Risk Management – Risk Register Update</i> was circulated to the Council for information purposes.		
<b>3.0 ITEMS RELATED TO OFFICER REPORTS</b>					
3.1	Red River College Polytechnic Authorized Nurse Prescriber Program		The briefing report <i>Red River College Polytechnic Authorized Nurse Prescriber Program Review</i> was circulated to the Council for review and approval.  Josie Bolianatz, Chair of Education Program Committee and Diana Heywood, Quality Practice Consultant provided a verbal overview of the report.  It was explained that the College is waiting for feedback from government.	Council held discussion.  <b>MOTION # 2023-06-08-02</b>  Moved by Cynthia Taylor Seconded by Rachel Ingels Bergman  The revised motion is as follow:  That the CRNM Council grant conditional approval-in-principle of the Red River College Polytechnic, Authorized Nurse Prescriber Program until May 31, 2024, with the following conditions: - Only those students currently enrolled in the Authorized Nurse Prescriber Program be allowed to enroll in the courses required to complete the full program,	

			<p>The CEO/Registrar suggested that Council approve this item in-principle and Council will then be advised when we receive feedback from government.</p> <p>The final approval can then be conducted via electronic vote.</p>	<ul style="list-style-type: none"> <li>- RRCP to provide updated curriculum to CRNM before each redesigned course is offered. This will allow the Education Program Committee to review the External Reviewer report and make a determination whether RRCP's improvements meet the <i>Standards</i>. If so, existing students will be able to complete courses,</li> <li>- Monitoring by CRNM with RRCP staff to ensure the <i>Standards</i> are met in each course throughout course delivery.</li> </ul> <p>All in favour CARRIED</p>	
3.2	AGM Motions and Appointment of AGM Scrutineers		<p>The briefing report <i>AGM Motions and Appointment of scrutineers</i> was circulated to the Council for review and approval.</p>	<p>Council held discussion.</p> <p>The following Council members will move the motions for:</p> <ul style="list-style-type: none"> <li>• Standing Rules – Martha Ross</li> <li>• Approval of Agenda – Anish Panicker</li> <li>• Approval of Bylaws – Anish Panicker</li> </ul> <p><b>MOTION # 2023-06-08-03</b></p> <p>Moved by Irene Hamilton Seconded by Martha Ross</p> <p>That the CRNM Council appoint the following public representative on Council as Chief scrutineer for the 2023 Annual General Meeting on June 9, 2023:</p> <ul style="list-style-type: none"> <li>• Cheryl Link</li> </ul> <p>All in favour CARRIED.</p>	
3.3	2022 Annual Report		<p>The briefing report <i>2022 Annual Report</i> was circulated to the Council for information purposes.</p> <p>Lori Darragh provided a verbal</p>	<p>Council held discussion.</p>	

			overview of the report.		
3.4	Signing Officers – Banking Resolutions		<p>The briefing reports <i>BMO Signing Authority</i> and <i>SCU Signing Authority</i> were circulated to Council for review and approval.</p> <p>Diana Waterman, CFO, provided a verbal overview of the reports.</p>	<p><b>MOTION # 2023-06-08-04</b></p> <p>Moved by Martha Ross Seconded by Irene Hamilton</p> <p>That the CRNM Council approve the attached BMO form TPS Certificate of Account Authorities including the motion with the designated signers. The delegated signing authority is any two of the following:</p> <ul style="list-style-type: none"> <li>• Deb Elias</li> <li>• Lori Darragh</li> <li>• Suzanne Wowchuk</li> <li>• Rhonda Cairns</li> <li>• Noah Gatzke</li> <li>• Lindsay Forest</li> </ul> <p>The signers are authorized to perform all of the activities itemized in a) to h) in the motion on the BMO form.</p> <p>All in favour CARRIED.</p> <p><b>MOTION # 2023-06-08-05</b></p> <p>Moved by Anish Panicker Seconded by Irene Hamilton</p> <p>That the CRNM Council approve Resolution of Directors Regarding Banking &amp; Security. The resolution lists the following positions as being appointed authorized signing officers for CRNM:</p> <ul style="list-style-type: none"> <li>• CEO/Registrar</li> <li>• CFO</li> <li>• Chief of Quality Practice</li> <li>• Chief of Regulatory Practices</li> <li>• Senior Consultant, Policy &amp; Public Initiatives, or other aforementioned and with Chair or Chair-Elect.</li> </ul> <p>All in favour CARRIED.</p>	
3.5	EE-13 Signing Authority, Authorization of Expenses, and Electronic Signatures		<p>The briefing report <i>EE-13 Signing Authority, Authorization of Expenses, and Electronic Signatures – Policy Review</i> was</p>	<p><b>MOTION # 2023-06-08-06</b></p> <p>Moved by Cynthia Taylor Seconded by Cheryl Link</p> <p>That the CRNM Council approve the proposed changes to EE- 13 Signing Authority, Authorization</p>	

			<p>circulated to the Council for review and approval.</p> <p>Diana Waterman, CFO, provided a verbal overview of the report.</p>	<p>of Expenses, and Electronic Signatures as presented.</p> <p>All in favour CARRIED.</p>	
<b>4.0 COMMITTEE REPORTS</b>					
4.1	<b>Governance Committee Report</b>				
		GP-4.4 Governance Committee Terms of Reference	The Governance Committee Report was circulated to the Council for information purposes.	The Governance Committee Report is filed.	
4.1.1	Council Education Day		<p>The briefing report <i>Council Member Orientation and Education Day 2023</i> was circulated to the Council for review and approval.</p> <p>Recommendations:</p> <ol style="list-style-type: none"> <li>1. Cancel Education Day scheduled for August 2023.</li> <li>2. Schedule an Orientation Session for New Council Members in late July (to include Chair, CEO/Registrar, staff as required) focusing on orienting members to the basics of College / Council business.</li> <li>3. Dedicate part of September Council meeting to team building and ongoing education topics.</li> <li>4. Solicit feedback / evaluate this approach and</li> </ol>	<p><b>MOTION # 2023-06-08-07</b></p> <p>Moved by Lindsay Forest on behalf of the Governance Committee</p> <p>That the CRNM Council approve the recommendations as presented.</p> <p>All in favour CARRIED</p>	

			<p>commit to future discussions regarding Council's overall education plan, including defining purpose of Council Retreat, orientation materials / provider for new Council Members, Committee Chair education etc.</p>		
4.1.2	Council Selection Panel / Appointments Committee		<p>The briefing report <i>Appointments Committee &amp; Council Member Selection Panel</i> was circulated to the Council for review and approval.</p>	<p><b>MOTION # 2023-06-08-08</b></p> <p>Moved by Lindsay Forest on behalf of the Governance Committee</p> <p>That the CRNM Council provide approval-in-principle to amalgamate the Appointments Committee and Council Selection Panel to include a combination of Council Members and non-Council members.</p> <p>All in favour CARRIED</p>	
4.1.3	EE-2 Employee Relations		<p>The briefing report <i>EE-2 Employee Relations</i> was circulated to the Council for review and approval.</p>	<p><b>MOTION # 2023-06-08-09</b></p> <p>Moved by Lindsay Forest on behalf of the Governance Committee</p> <p>That the CRNM Council approve the revisions to policy EE-2 Employee Relations as presented.</p> <p>All in favour CARRIED</p>	
4.1.4	GP-4.4 Governance Committee Terms of Reference (Succession Planning)		<p>The briefing report <i>GP-4.4 Governance Committee Terms of Reference (Succession Planning)</i> was circulated to the Council for review and approval.</p>	<p><b>MOTION # 2023-06-08-10</b></p> <p>Moved by Lindsay Forest on behalf of the Governance Committee</p> <p>Irene Hamilton excused herself from this discussion.</p> <p>That the CRNM Council approve the amendment to GP-4.4 Governance Committee Terms of Reference as presented</p>	

				All in favour CARRIED	
<b>4.2 Appointments Committee Report</b>					
4.2.1		GP-4.1 Appointments Committee Terms of Reference	The Appointments Committee Report was circulated to the Council for review and approval.	<p>The Appointments Committee Report is filed.</p> <p><b>MOTION # 2023-06-08-11</b></p> <p>Moved by Anish Panicker on behalf of the Appointments Committee</p> <p>That the CRNM Council approve the following appointments and reappointments:</p> <p><b>Finance Committee</b></p> <ol style="list-style-type: none"> <li>1. That Jodi Walker-Tweed, RN, be re-appointed as a member for the following term: August 1, 2023 – July 31, 2025</li> </ol> <p><b>Nominations Sub-Committee (Nominations Process for Chair Elect)</b></p> <ol style="list-style-type: none"> <li>2. That Irene Hamilton, Public Representative, be appointed as a member of the Nominations Sub-Committee for Chair Elect Nominations Process in July 2023.</li> </ol> <p><b>Complaints Investigation Committee</b></p> <ol style="list-style-type: none"> <li>3. That Heather Falk, RN, be appointed as Co-Chair of the Complaints Investigation Committee for the following term: June 8, 2023 – December 8, 2024</li> <li>4. That Gus Castaneda, RN, be appointed to the Complaints Investigation Committee for the following term: June 8, 2023 – June 7, 2026</li> </ol> <p>All in favour. CARRIED</p>	
<b>4.3</b>	<b>COUNCIL SELECTION PANEL REPORT</b>				
		GP-4.9 Council Member Selection	The briefing report <i>Council Selection</i>	Martha Ross excused herself from this discussion.	



		Committee Terms of Reference	<p><i>Process Recommendations</i> was circulated to Council for review and approval.</p> <p>Cynthia Taylor, Council Selection Panel Chair provided a verbal overview of the report.</p>	<p><b>MOTION # 2023-06-08-12</b></p> <p>Moved by Cynthia Taylor on behalf of the Council Member Selection Committee</p> <p>That the CRNM Council approve the appointment of the following individuals to Council for a three-year term starting on August 1, 2023:</p> <ol style="list-style-type: none"> <li>1. Jason Powell, Public Representative</li> <li>2. Joanna Knowlton, Public Representative</li> <li>3. Kristen McGregor, Registered Nurse</li> <li>4. Martha Ross, Registered Nurse (Nurse Practitioner)</li> <li>5. Oluwatosin Daso, Registered Nurse</li> <li>6. Brenda Janz, Registered Nurse</li> </ol> <p>All in favour CARRIED</p>	
<b>4.4</b>	<b>Finance Committee Report</b>				
		GP-4.3 Finance Committee Terms of Reference.	The Finance Committee Report was circulated to the Council for information purposes.	The Finance Committee Report is filed.	
4.4.1	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 March 31, 2023</i> was circulated to the Council for review and approval.</p> <p>Bryan Buss, Controller, provided a presentation on <i>Q1 2023 – Financial Condition Update</i></p>	<p><b>MOTION # 2023-06-08-13</b></p> <p>Moved by Cynthia Taylor Seconded by Cheryl Link</p> <p>That the CRNM Council approve the quarterly EE-3 Financial Planning/Execution/Condition Monitoring Report for the period ended March 31, 2023, as presented.</p> <p>All in favour CARRIED</p>	
4.4.2	2024 Fees		The briefing report <i>2024 Fee Review</i> was circulated to the Council for	<p>Council held discussion.</p> <p><b>MOTION # 2023-06-08-14</b></p> <p>Moved by Martha Ross</p>	

		review and approval.  Bryan Buss, Controller, provided a presentation on <i>Fee Review</i>	Seconded by Irene Hamilton  The CRNM Council approves that:  1) Registration fees be increased by 8% as detailed in the below table, for the registration year beginning January 1, 2024.																												
		<table border="1"> <thead> <tr> <th><b><u>Proposed 2024 Fees</u></b></th> <th></th> <th><b>License</b></th> </tr> <tr> <th><b><u>Registered Nurse Fees</u></b></th> <th><b><u>Annual</u></b></th> <th><b><u>Term</u></b></th> </tr> </thead> <tbody> <tr> <td>Registered Nurse</td> <td>\$525.39</td> <td>Annual</td> </tr> <tr> <td>Graduate Nurse</td> <td>\$175.00</td> <td>4 months</td> </tr> <tr> <td>Registered Nurse Temporary</td> <td>\$175.00</td> <td>4 months</td> </tr> <tr> <td colspan="3"><b><u>Nurse Practitioner Fees</u></b></td> </tr> <tr> <td>Registered Nurse (Nurse Practitioner)</td> <td>\$806.76</td> <td>Annual</td> </tr> <tr> <td>Registered Nurse (Graduate Nurse Pracitioner)</td> <td>\$270.00</td> <td>4 months</td> </tr> <tr> <td>Registered Nurse Temporary Registrant</td> <td>\$270.00</td> <td>4 months</td> </tr> </tbody> </table>			<b><u>Proposed 2024 Fees</u></b>		<b>License</b>	<b><u>Registered Nurse Fees</u></b>	<b><u>Annual</u></b>	<b><u>Term</u></b>	Registered Nurse	\$525.39	Annual	Graduate Nurse	\$175.00	4 months	Registered Nurse Temporary	\$175.00	4 months	<b><u>Nurse Practitioner Fees</u></b>			Registered Nurse (Nurse Practitioner)	\$806.76	Annual	Registered Nurse (Graduate Nurse Pracitioner)	\$270.00	4 months	Registered Nurse Temporary Registrant	\$270.00	4 months
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		Application fees for temporary membership classes are set at 1/3 the annual fee rounded up to the nearest \$5.00 increment.																													
		2) That application fees be increased as detailed in Appendix B effective January 1, 2024.																													
		Appendix B (See below)																													

<b>CRNM Application Fee Analysis - April 2023 - Fees vs. Costs - For Decision</b>			
		<b>Proposed</b>	
		<b>2024 Fee</b>	
	<b>Current</b>	<b>Rounded</b>	
<b>Fee Description</b>	<b>Fee</b>	<b>to nearest \$5</b>	<b>% Change</b>
NCLEX application processing fee	\$195.00	\$210.00	7.7%
Application processing Fee - CNPE	\$195.00	\$210.00	7.7%
RN application processing fee IEN - Note 1	\$460.00	\$460.00	0.0%
RN assessment fee IEN - Note 1	\$320.00	\$320.00	0.0%
RN Application processing fee Canada	\$205.00	\$220.00	7.3%
RN Application processing Fee MB	\$105.00	\$115.00	9.5%
Application processing Fee (RNAP)	\$130.00	\$140.00	7.7%
Application processing fee (RNNP)	\$135.00	\$145.00	7.4%
Application processing fee (GN)	\$130.00	\$140.00	7.7%
RN(GNP) application processing fee - Note 2	\$55.00	\$105.00	90.9%
RN Temporary application processing fee	\$205.00	\$220.00	7.3%
RNNP Temporary application processing fee	\$205.00	\$220.00	7.3%
Reinstatement	\$225.00	\$245.00	8.9%
Note 1 - Due to changes in process no fee change is being made in this area at this time.			
Note 2 - This application fee historically was not reflective of the cost of processing.			
On average less than 20 individuals submit this type of application annually.			

<b>CRNM Administrative Fee Analysis - April 2023 - Fees vs. Costs for Information</b>			
		<b>2024 Fee</b>	
	<b>Current</b>	<b>Rounded</b>	
<b>Fee Description</b>	<b>Fee</b>	<b>to nearest \$5</b>	<b>% Change</b>
Registration verification fees	\$75.00	\$80.00	6.7%
RN assessment fee - Canada	\$215.00	\$230.00	7.0%
Information request fee	\$40.00	\$45.00	12.5%
Certificate of conduct/letter of standing	\$135.00	\$145.00	7.4%
Reactivation fee	n/a	\$155.00	n/a

All in favour  
CARRIED

**5.0 EXECUTIVE EXPECTATIONS POLICY MONITORING**

5.1	EE-9 Emergency Executive Succession		The briefing report <i>Monitoring Report: EE-9 Emergency Executive Succession Planning</i> was circulated to the Council for review and approval.	<b>MOTION # 2023-06-08-15</b>  Moved by Martha Ross Seconded by Rachel Ingels Bergman  That the CRNM Council approve EE-9 Emergency Executive Succession Planning as a clear and understandable monitoring report, that outlines reasonable interpretations and evidence that shows compliance with policy.	
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				All in favour CARRIED	
5.2	EE-8 Communication and Support to Council		The briefing report <i>Monitoring Report: EE-8 Communication and Support to the Council</i> was circulated to the Council for review and approval.	<b>MOTION # 2023-06-08-16</b>  Moved by Anish Panicker Seconded by Irene Hamilton  That the CRNM Council approve EE-8 Communication and Support to the Council as a clear and understandable monitoring report, that outlines reasonable interpretations and evidence that shows compliance with policy.  All in favour CARRIED	

**6.0 PUBLIC BENEFIT POLICY MONITORING**

6.1	PB-1 Public Benefit Policy – Q1 Monitoring Report (2023)	PB-1 Public Benefit Policy	The briefing report <i>Strategic Priorities Scorecard – Quarter 1 Results</i> was circulated to the Council for information purposes.  Deb Elias, CEO/Registrar, and members of the Leadership Team (Suzanne Wowchuk, Rhonda Cairns and Diana Waterman) provided a verbal overview.		
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*Staff members were excused prior to the start of the Closed Session with the exception of the CEO/Registrar, Chief of Regulatory Practices, Sr. Consultant, Policy & Public Initiatives, Manager of Communications & Public Initiatives, Coordinator, Policy & Public Initiatives, and Administrative Assistant, Quality Practice*

**7.0 CLOSED SESSION**

		GP-17 Council Meeting Process and Minutes	The Council held a Closed Session from 12:27 pm to 1:18 pm  Council held the Closed Session to discuss the following topics: <ul style="list-style-type: none"> <li>• Registration issue</li> <li>• Pre-election strategy</li> <li>• Legal matters updates</li> <li>• Transitions</li> </ul>	<b>MOTION # 2023-06-08-17</b>  Moved by Irene Hamilton Seconded by Anish Panicker  That the CRNM Council move into a Closed Session.  All in favour CARRIED	
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**8.0 DECISIONS FROM CLOSED SESSION**

		GP-17 Council Meeting Process and Minutes		<p>The following decisions from the Closed Session are brought forward to the public meeting minutes:</p> <p><b>MOTION # 2023-06-08-01-IC</b></p> <p>Moved by Irene Hamilton Seconded by Martha Ross</p> <p>That the CRNM Council acknowledges that the issue has been reported by the CEO/Registrar and Council has decided not to direct CEO/Registrar to cancel the registration for this registrant.</p> <p>All in favour CARRIED</p> <p><b>MOTION # 2023-06-08-02-IC</b></p> <p>Moved by Irene Hamilton Seconded by Cheryl Link</p> <p>That the CRNM Council approve this pre-election strategy as being consistent with the strategic objectives of the College and applicable Council policies.</p> <p>All in favour CARRIED</p>	
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*Staff excused themselves prior to the start of the Restricted In-Camera Session.*

**9.0 RESTRICTED IN-CAMERA SESSION**

		GP-17 Council Meeting Process and Minutes	<p>The Council held a Restricted In-Camera Session from 1:18 pm to 1:44 pm</p> <p>Council held the Restricted In-Camera Session to discuss the following topics:</p> <ul style="list-style-type: none"> <li>Final review of CEO/Registrar 6-month evaluation</li> </ul>	<p><b>MOTION # 2023-06-08-18</b></p> <p>Moved by Irene Hamilton Seconded by Martha Ross</p> <p>That the CRNM Council move into a Restricted In-Camera Session.</p> <p>All in favour CARRIED</p>	
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**10.0 DECISIONS FROM RESTRICTED IN-CAMERA SESSION**

	Restricted In-Camera Session decisions to be brought forward to the public meeting minutes.	GP-17 Council Meeting Process and Minutes		There were no decisions from the Restricted In-Camera Session to be brought forward to the public minutes.	
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<b>11.0 ADJOURNMENT</b>				
			Noah Gatzke, Chair, adjourned the June 8, 2023 Council Meeting at 1:44 pm	
<b>APPROVAL OF June 8, 2023 COUNCIL MEETING MINUTES</b>				
			Approved by Council on September 14, 2023.	 <hr/> Noah Gatzke, Council Chair   <hr/> Deb Elias, CEO/Registrar