

**Recorder: Registrar**

**Attendees: Marianne King (RM Chair), David Crocker (Public Member), Chelsey Cabaj (Public Member), Tiffany Harrison (Former Chair RM), Joy Maxwell (RM) arrived at 1039 from a birth, went to a birth at 1500, Dustin Schinbein (Public Member) in at 0958 out at 1030, back at 1106 gone at 1300, back at 1500, Cathy Cornfield (Public Member), Heather Martin (RM) gone at 1204, Sharon Prusky (ED and Registrar), Juliana Cunha (Deputy Registrar) arrived at 1000.**

**Guests: Colleen Wetter (Bylaws) 0945-1400, Dwayn Vinck (Auditor) 1430-1515, Dan Brassard (Financial Planning) 1315-1420**

**Regrets:** Melanie Bekevich (Public Member), Kayla Blinkhorn (RM Vice Chair),

Agenda Item	Discussion	Outcomes/Actions
<b>1.Welcome</b>		
<b>2.Record of Council Meetings</b> <b>2.1 Minutes of:</b> a. March 23/23  b. February 27/23 In Camera meeting  c. January 26/23  d. Email vote April 3/23 re: Specific considerations for Council RM via the Appointment Committee.	Approved with a request for the passcode to the Governance modules  Approved  Approved  Three additional Council members approved the competencies recommended by Appointment Committee (4 Council members) by 2042hrs on April 8/23	<b>David moved and Cathy seconded Carried</b> <b>Move: Chesley. Second: Heather Carried</b> <b>Moved: David seconded: Chelsey Carried</b> <b>Additional Council Members: Mel, David and Marianne. Thank You.</b>
<b>2.2 Today's Agenda</b> <b>2.3 Additions to today's agenda</b> a. Registration Decision Review Policy b. C. Wetter Report - Website c. Changed times for Guest Speakers	Will be item 4.3. Will be item #7 under 3.1. Dan Brassard will arrive around 1400, Dwayne Vinck will arrive around 1500.	

d. Registration and Legislation workshop - FYI	May 19/23 virtual workshop from 0900-1200 Field Law Greg Sim is presenting on up-to-date information from new legislation.	<b>Invite to all Registration Committee members and Council will follow shortly.</b>
<b>2.4 Conflict of Interest Declarations based on Today's Agenda items</b>	No voiced conflicts from the Council members in attendance: David, Marianne, Chelsey, Tiffany, Heather.	
<b>2.5 Consent Agenda - submitted by the Chair, who is seeking approval by Council</b>	Marianne brought forward a recommendation from Registration Committee for Council to approve the Inactive Registrant Guide. The Guide has been produced to help reduce the questions around this registration category, and provide additional information for those registrants considering this category, those who are within the category and those who are transitioning out of the category.	<b>David moved and Heather seconded that CMA Council accept this Guidance Document. The Guide will be shared with current midwives on the Inactive category of registration and will be given as a resource for Renewal. Juliana to post of the website as well.</b>
<b>3. Governance: Generative Items for Discussion and <u>Decision</u> by Council</b> <b>3.1 In Camera</b> <b>Bylaws updates and amendment decisions Guest - Colleen Wetter</b>	Quorum was questioned and confirmed with 4 PMs and 3 RMs. Colleen gave a quick overview and reminded Council that there was a previous general motion from Council on March 23/23 to approve the Bylaws and Governance Policies. Today's discussion will take care of the "clean up" of language, formatting and a couple of outstanding items.	<b>Move to go in Camera to get advice from Legal Counsel: Chelsey</b> <b>Second: David @ 1011</b>

<p>Appointment Committee:</p> <ol style="list-style-type: none"> <li>1) Election section removed in both Bylaws and Governance Policy</li> <li>2) This committee also manages all committee members for Governance Committees as well: Registration and Competence?</li> </ol> <p>Other:</p> <ol style="list-style-type: none"> <li>1) Continuing Competence Standards Committee Standing Committee removed</li> <li>2) Reduce Council members on Registration and Competence Committees to 1 RM.</li> </ol>	<p>Colleen reported that the wording had been changed in both the Bylaws and the Governance Policy and she reformatted the items. Seeking approval by motion</p> <p>Colleen reviewed the wording around this committee also doing the Governance Committee recruitment. Seeking approval of this addition.</p> <p>This committee is not needed, as the Continuing Competence Standards are drafted, been out for consultation and CMA is awaiting the consultation summary from AB Health. This does not prevent Council from looking at them again, and for implementation, they will go to the Code of Ethics and Standards of Practice Committee anyway.</p> <p>Colleen reminded Council that Bylaws language was drafted to allow for one Council Member to sit on the Registration Committee and the Competence Committee, because of the challenge to find committee members. She also reminded council of the need to keep bias in mind, as these Council members cannot be involved in an appeal if it comes to Council.</p>	<p><b>Move: Heather</b> <b>Second: Chelsey</b> <b>Carried</b></p> <p><b>Move: David</b> <b>Second: Dustin</b> <b>Carried; both the Bylaws and Gov Policy will reflect this</b></p> <p><b>Move: Heather</b> <b>Second: David</b> <b>Carried</b></p> <p><b>Move: Cathy</b> <b>Second: Chelsey; carried.</b> <b>Registrar will follow through to meet the requirements.</b></p>
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3) Retention of Records	<p>Colleen gave an overview of this Governance Policy 22 that covered phone, laptop and email account use for Council, and spoke of BYOD (bring your own device). She also included a reminder in the final 22.4 version related to password protection, not to share college matters with others verbally or by email and to use texting inside of Council communication with good judgement. Texts are hard to save and can be traceable. She also talked about the need for Council members to report when any of their devices are stolen, to mitigate the risk of CMA being hacked. It is also advised that there be some training for Council on cybersecurity and related risks.</p> <p>Colleen also referred to Gov Policy 22.6 regarding the use of instant messaging (testing and other apps (eg. What's App, Tic Toc ) when conducting CMA business</p>	<p><b>CMA Staff will add cybersecurity to the Council continuing education list</b></p> <p><b>Council members to delete emails or texts that are transitory in nature, and at regular intervals, delete other emails or texts one year later or after their purpose has been served. There may be some exceptions for keeping emails until the end of the term of office and arrange deletion with the Executive Director and Registrar.</b></p> <p><b>Moved: Heather</b></p> <p><b>Second: Chelsey</b></p> <p><b>Carried</b></p> <p><b>CMA Staff to draft a policy on 22.6 and include this item in Council Orientation</b></p>
4) English Language Proficiency Policy # 21	<p>Previous versions of the Governance policy were placeholders, until the legislation was clarified. There are now two sources for verification of English proficiency and designed to be agile. Colleen compared the CRNA and CMA models for a double check.</p>	<p><b>Moved to include this content:</b></p> <p><b>Chelsey</b></p> <p><b>Second: Joy</b></p> <p><b>Carried</b></p>
5) Fees – Governance Policy #20	<p>Colleen gave an overview, and the difference between fines and costs (section 82 of the HPA refers to costs). CMA Staff have reviewed and discussed this policy #20.</p>	<p><b>Moved to approve the fees in Gov Policy #20: David</b></p> <p><b>Second: Chelsey</b></p>

6) Decision needed: Cost range of asking for costs at Hearing	In the HPA, only the Hearing Tribunal can assign costs and fines. Hearing Tribunal can also change agreements, costs and sanctions during their session. Council discussed a maximum amount related to what a registrant earns, consideration of 1st and repeat offenders, seriousness of the offense, lack of remorse, number of allegations proven. Also rely on Legal Counsel, this is in addition to the Fines that can be applied; HPA also has a fines table to use unless an agreement has been reached.	<b>This policy will be placed on the CMA Website asap and messaging will go out to the registrants and to be reviewed yearly.</b>
7) Colleen – Website Recommendations	Colleen gave an overview of her review and recommendations related to the CMA website. She stated that overall the website was easy to navigate and there was lots of useful information. She had some recommendations for consistency of requirements among the registration categories.	<b>Juliana has taken the recommendations and made changes and will revamp the areas that Colleen has pointed out.</b>
<b>3.1.1 Move out of Camera</b>	1137	<b>Chelsey moved and Joy seconded to move out of Camera. Carried</b>
<b>3.2 Council Committee structure and Function:</b>	Colleen to give an overview and shared two charts for easy reference (attached) NOTE Each Council member may be looking at being on two	

<p>Decision: Council Committee membership</p>	<p>Council Committees, given the membership criteria: Quorum and full committee number is three (3)</p> <p><u>Standing Committees membership:</u></p> <p><b>Strategic Planning</b> – Council discussed their reinvestment in this area of Council work to address planning components, upcoming Alternate Practice Program (APP), “Big Stuff” trends, eg. Cybersecurity and orientation of new Council Members</p> <p><b>Code of Ethics and Standards of Practice</b> – This group would help draft/review any new Standards, revise the Phase 2 Standards as they come back from consultation (Diagnostic Testing, Virtual Care, Continuing Competence, and Female Genital Mutilation)</p> <p><b>Finance and Audit</b> – this would include work with LLOYD SADD, plan and review projected budgets, name an auditor and be 1<sup>st</sup> step review of the Annual Audit.</p> <p><b>Appointment</b> – has four already (2 RM, 2PM)</p> <p><u>Governance Committees membership:</u></p> <p>Registration Committee – at least 1 RM, maybe 2</p> <p>Competence Committee – at least 1 RM</p> <p><u>Panels of Council – arrange as needed</u></p> <p>Registration Decision Review Committee</p> <p>Continuing Competence Review Committee</p>	<p><b>Names: Mel, David, Marianne?</b></p> <p><b>Names: David, Marianne? and Cathy?</b></p> <p><b>Names: Chelsey, Marianne? and Kayla?</b></p> <p><b>Names: Heather, Dustin, Cathy, Joy Sharon will set up meetings of each committee as needed.</b></p> <p><b>Sharon will advertise for interested midwives to these committees, using the new Bylaws information</b></p> <p><b>NOTE: Sharon and Colleen will meet following this meeting to review and revise all changes with</b></p>
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<p><b>3.2.1 Decision: Planning Group purpose</b></p> <p>Lunch at 1235      Lunch at 1235 Return at 1256    Return at 1256</p> <p>Decision needed: Which Committee would <u>Guidance to the Profession</u> documents best fit under? Options: Governance - Comp? Standing – Code of Ethics and Standards ?? Other ??</p> <p><b>3.3 Governance modules</b></p>	<p><u>Administrative Bodies – arrange as needed</u> Hearing Tribunal Complaints Review Committee <u>Sub</u> committees - purpose and function. Council members and others, (no term of reference needed, given specific job(s) to do by one of Standing Committees; when done group is dissolved) <u>Task</u> force – purpose and function complete specific tasks for Council (no Council members)</p> <p>Discussion focussed on the tasks facing Council, and the purposes of the Council Committees.</p> <p>Lunch at 1235    Lunch at 1235    Lunch at 1235 Return at 1256    Return at 1256    Return at 1256</p> <p>General discussion:</p> <p>So far: Kayla, David, Others? Cathy and Marianne</p>	<p>a goal to produce a final set of Bylaws and Governance policies. (attached here and also on the website) Future changes to Bylaws will have to have the changes made in the applicable Governance Policy(ies) as well. June meeting: appointment of Hearing Director under new Bylaws</p> <p>Council Committees, especially Standards of Practice and Code of Ethics and Strategic Planning committees would be able to cover most of the items, and staff operations would take care of the rest (share point, document status and process)</p> <p>Lunch at 1235    lunch at 1235 Return at 1256    Return at 1256</p> <p>Agreed that this piece should go under the Code of Ethics and Standards of Practice Committee</p>
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<p>Please see link below to the Governance training:</p> <p><b><u>Governance Under the Health Professions Act - 12 Key Principles of Good Governance for Council</u></b></p> <p><a href="https://afrhp.org/resources/governance-under-the-health-professions-act-an-introduction-for-council/">https://afrhp.org/resources/governance-under-the-health-professions-act-an-introduction-for-council/</a></p> <p><b>3.4 Financial Planning update: investments</b></p> <p><b>Guest - Dan Brassard LLOYDsadd</b></p> <p><b>a. Decision regarding practice permit fees (Refer to Briefing Note on Practice Permit fees)</b></p> <p>Discussion on options and rationale:</p> <ol style="list-style-type: none"> <li>1) Keep the same scenario</li> <li>2) Reduce by \$250</li> <li>3) Keep same for one more year and reduce by &gt;\$250 next year</li> </ol> <p><b>b. Decision regarding operating budget (Refer to Briefing note)</b></p>	<p>There was meaningful discussion on this topic. Dan gave a summary overview of the budget projections from last meeting. The original investments have a good interest rate with no risk for this year. The additional funds have been brought over from BMO and the penalties should be recaptured within a year by the increased interest rate. There is also a 'wish fund' of \$39,000 this year.</p> <p>Review and discussion: focus on staffing: Cost of Living has not ever been incorporated and needs to be, recent Salary Benchmarking Survey done by ACOT (Alberta College of Occupational Therapists) is an insightful reference. Need for a contract staff person to help lighten the</p>	<p><b>Goal: everyone done by next meeting</b></p> <p><b>Staff to meet with Dan for detailed numbers in each scenario and gather more accurate info regarding new software vendor deal, staffing and the counselling fund.</b></p> <p><b>Finance and Audit Committee involvement then with a recommendation for Council to consider.</b></p> <p><b>Revisit at next meeting</b></p> <p><b>Staffing meeting to detail budget and then draft policy on double signing for two layers of approval. Finance and Audit Committee to meet before next Council.</b></p>
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<b>5.2 Approval of the Annual Report</b>	<p>interviews and some prep meetings in May and June.</p> <p>Sharon gave an overview of the contents of the annual report and thanked all contributors. Special thanks was conveyed to Juliana for her hard work on putting the report together.</p>	<p><b>Move to accept: Chelsey</b>  <b>Second: Cathy, with David and Dustin in support. An email vote is needed to reach quorum; Sharon will send out.</b></p>
<p><b>6. Operations</b></p> <p><b>6.1 ED/Registrar Report:</b></p> <p><b>6.2 Quarterly Financial Report (attached)</b></p> <p><b>6.3 Staffing</b></p> <p><b>6.5 Alternate Practice Program (APP)</b></p> <p><b>6.6 Newsletter:</b></p>	<p>According to new Bylaws, the Executive Committee is the group who conducts the annual review of the ED/Registrar</p> <p>Shireen gave an overview of the first quarter financial report. All categories are in order.</p> <p>Juliana has been nimble and incorporated all of the Bill 46 changes into registration processes for all categories of registrants; will soon be posted on the website</p> <p>Shireen is working on a checklist based on the Competencies for Alberta Midwives. This will be a base document to identify with each applicant which competencies will continue during the APP and which ones will not be achieved.</p> <p>Council Appointment update, RM second birth attendants must be on the active roster, not inactive, Bylaws are complete!, respiratory virus guidelines update, Standards of Practice</p>	<p><b>Sharon will set up the meeting</b></p> <p><b>Framework presentation next meeting</b></p>

	scenario, 10 <sup>th</sup> Anniversary, International Midwives Day May 5/23	
<b>Adjournment:</b>	<b>1536</b>	
<b>Date of Next Meeting:</b>	June 15, 2023, with future meetings set for September 7/23 and November 16/23	