

Minutes

Present

P. Sullivan, Chair
P. Ankamah
H. Anyia
J. Armitage
T. Crowder
S. Douglas
R. Dunn
D. Edwards
J. Farag
G. Fox
T. Fukushima

Z. Hamza
T. Hands
J. Hess
M. Hogard
C. Hourigan
A. Jahangir
R. Kaur
M. Krauter
S. Larmour
R. Lastimoso Jr.

S. Leduc
D. May
E. Mutia
G. Oltmann
F. Osime
L. Poonasamy
M. E. Renwick
M. Sheculski
D. Thompson
K. Wagg

Regrets

A. Arkell
M. MacDougall

I. McKinnon

D. Scott

Guests

R. Durcan

B. MacKenzie

S. Robinson

Staff

V. Adetoye
F. Garvey
S. Crawford
J. Hofbauer, Recorder

C. Gora
E. Horlock
B. Knowles
K. McCarthy

S. Mills
A. M. Shin
C. Timmings

Land Acknowledgement

P. Sullivan shared a Land Acknowledgement.

Agenda

The agenda had been circulated and was approved on consent.

Call for conflicts of interest

Council was informed that the following had provided advance declarations of conflicts of interest for the decision related to Program Approval of annual reviews: H. Anyia, T. Fukushima, S. Leduc and P. Sullivan.

P. Sullivan called for any other conflicts of interest. No other conflicts were declared.

Consent agenda

P. Sullivan reminded Council that implementation of a consent agenda for routine or non-controversial agenda items was a recommendation from the Council evaluation. Council members received background information on consent agendas and briefing materials for all decision and information items included in the consent agenda. Approval of the consent agenda results in approval of all the decisions included as part of the consent agenda.

It was noted that, should any Council member request it, an item will be removed from the consent agenda and added to the regular Council agenda. There were no requests to remove items from the consent agenda.

Motion 2

Moved by A. Jahangir, seconded by M. Sheculski,

Through approval of the consent agenda, the following motions were approved:

That the minutes of the Council meeting of March 8 and 9, 2023 be approved as circulated.

That the minutes of the special Council meeting of May 8, 2023 be approved as circulated.

That the minutes of the Executive Committee meeting of May 18, 2023 be approved as circulated.

That Council approve the 2022 Annual Report, as it appears attached to the decision note, for forwarding to the Minister of Health.

That Council appoint the following Chair and members of the Conduct Committee:

- M. E. Renwick, RN, Chair
- D. Edwards, RPN
- M. Hogard, RPN and
- D. Thompson, public member.

That J. Farag, public member, M. Hogard, RPN and M.E. Renwick, RN be appointed to the 2023-2024 Finance Committee.

That Council confirm the appointment of Diane Scott to the Inquiries, Complaints and Reports Committee.

CARRIED

Council received the annual reports of statutory committees, for information, as part of the consent agenda.

Through show of hands, Council supported using a consent agenda, where appropriate, for future Council meetings.

Health Human Resource Planning

P. Sullivan noted that having sufficient qualified nurses is critical to patient safety. She identified that in March, Council expressed an interest in learning more about CNO's role in health human resource planning.

P. Sullivan welcomed July Linton, Executive Vice President, Clinical Institutes and Quality Programs and Chief Nursing Executive, Ontario. J. Linton highlighted the mandate of Ontario Health, its priorities and strategy, and her role. She outlined the ongoing collaborative work with CNO to support adding qualified nurses to Ontario's nursing workforce, including:

- the Temporary Nurse Expense Reimbursement Program which covers the costs of fees associated with nursing registration for inactive or internationally educated nurses to minimize financial strain and
- the Temporary Class Employment Supports Program which provides a more accelerated pathway to enter the workforce.

She confirmed that the ongoing partnership between Ontario Health and CNO continues to add qualified nurses to the system, to provide better access to safe care.

Silvie Crawford, Executive Director and CEO, highlighted how CNO's Strategic Plan provides a foundation that is responsive and relevant to system needs and looks toward the future, supporting CNO's role in fostering a sustainable health care system in Ontario. She highlighted the impact of CNO's work, including the initiatives to increase access to registration for qualified applicants.

Brent Knowles, Director of Analytics and Planning, shared highlights from CNO's human resource data. He profiled future opportunities for CNO to support nursing human resource planning. He informed Council that CNO will be launching its Nursing Data Dashboard to provide stakeholders with self-serve access to CNO's data.

There was discussion about the importance of CNO's data and its limitations. It was flagged that the implementation of NURSUS Canada will support better understanding of the movement of nurses between jurisdictions.

Strategic Plan

P. Sullivan noted that in March, following a mid-term check in, Council approved extending the Strategic Plan to 2026 because of its belief that the plan continues to position CNO to meet its purpose and allows CNO to address changing societal expectations. She noted that regular updates on the Strategic Plan are on every Council agenda.

It was noted that CNO's focus remains resolute on the three strategic outcomes. Council was informed that staff are planning to introduce a new resource to make it easier for CNO to share its progress on the Strategic Plan.

It was identified that the Strategic Plan allows CNO to be responsive to societal and environmental changes. The ongoing engagement with nurses and stakeholders was highlighted. It was identified that in September staff will share resources to support Council in its role in monitoring the achievement of the Strategic Plan.

In discussion, Council shared examples of CNO's impact on the health care system. An interest in learning more about CNO's stakeholders was expressed.

Nursing Education Program Approval

Council members had received a decision note regarding approval of nursing education programs. P. Sullivan noted that there are three decisions to be made.

Annual Program Reviews

P. Sullivan noted that she has a conflict of interest and transferred to chair to R. Lastimoso Jr. for the decision regarding Annual Program reviews. The following Council members, who declared a conflict, left the meeting for the decision: H. Anyia, R. Dunn, G. Fox, T. Fukushima, S. Leduc and Patricia Sullivan.

Motion 3

Moved by F. Osime, seconded by D. May,

That the annual monitoring review recommendations of nursing programs be approved as listed in Attachment 1 to the decision note.

CARRIED

H. Anyia, R. Dunn, G. Fox, T. Fukushima, S. Leduc and P. Sullivan returned to the meeting. P. Sullivan assumed the chair.

Comprehensive Program Reviews

No conflicts of interest were declared.

Motion 4

Moved by D. Edwards, seconded by K. Wagg,

That the comprehensive review recommendations of nursing programs be approved as listed in Attachment 2 to the decision note.

CARRIED

Preliminary Program Approval

No conflicts of interest were declared.

Motion 5

Moved by H. Anyia, seconded by E. Mutia,

That the preliminary review recommendations of new nursing programs be approved as listed in Attachment 3 to the decision note.

CARRIED

Modernizing Applicant Assessment

P, Sullivan noted that CNO's strategic plan makes a commitment to efficient and effective registration of qualified applicants. She highlighted the previous work of Council and staff to enhance access to registration.

S. Crawford noted that staff have been considering how CNO keeps pace with the changing societal needs and ensures that registration process are fair, efficient, and equitable.

Council members had received a decision note. A. McNabb, Manager, Registration Modernization highlighted the accomplishments to date in the modernizing applicant assessment, including the impact of past Council decisions.

It was identified that the need to have evidence of education that is equivalent to a Canadian program is one of the most significant barriers to registration for international applicants. E. Tilley provided an overview of the rationale and evidence for the staff proposal for a change in education registration requirements to remove the requirement for equivalent education.

It was noted that the evidence supports that the changes are in the public interest and will expedite the registration of qualified international applicants.

P. Sullivan flagged that the decision under consideration sets the policy direction for staff to prepare amendments to the Registration Regulation to implement the policy change.

Motion 6

Moved by G. Fox, seconded by M. Hogard,

That Council support, in principle, that revisions be made to regulation 275/94 under the *Nursing Act, 1991* (Registration Regulation) to amend the education requirement for registration in the General Class from education equivalent to Canadian education to relevant nursing education recognized or approved in any jurisdiction.

That Council support, in principle, the requirement for General Class applicants to successfully complete a course to support the successful integration of applicants to the healthcare system in Ontario and that this expectation be integrated into the Registration Regulation.

CARRIED

P. Sullivan noted that the draft amendments to the Registration Regulation will be presented to Council in September, for approval for circulation.

Finance Committee Report

P. Sullivan noted that Council had received the report of the Finance Committee. She welcomed CNO's auditor, Blair MacKenzie from Hilborn LLP to the meeting, and invited R. Kaur to highlight the report.

Audited Financial Statements for the Year Ended December 31, 2022

R. Kaur noted that the Finance Committee met with the auditors in May to review the Audited Financial Statements. The meeting included an in camera session with the auditors. She invited B. MacKenzie to highlight the auditor's report and the audited financial statements.

B. MacKenzie highlighted the purpose of the audit and the role of the parties involved. He confirmed the independence of the auditor.

B. Mackenzie reported that the Finance Committee met twice with the auditors to fulfill its functions. Both meetings included a discussion without staff to allow for frank discussion and for either party to raise concerns.

Council was informed that, while the audit was conducted virtually, neither the sufficiency of the audit nor the quality of the evidence was reduced in any way from previous audits.

B. MacKenzie highlighted the audited financial statements. He noted that CNO ended the year with unrestricted net assets (accumulated surplus) of \$37.6M.

He confirmed that the auditors believe that the statements fairly represent CNO's financial position and operations for the year ended 2022.

Motion 7

Moved by R. Kaur, seconded by T. Crowder

That the audited financial statements for the year ended December 31, 2022, be approved.

CARRIED

P. Sullivan expressed appreciation to B. MacKenzie and he left the meeting.

Unaudited Financial Statements

Council had received the unaudited financial statements for the three months ended March 31, 2023. R. Kaur noted that the deficit for the period was \$0.4M, which was \$2.1M less than the budgeted deficit of \$2.6M. She noted that, in addition to the statements, the Finance Committee reviewed detailed statements with notes and the confidential Management Discussion and Analysis document.

Motion 8

Moved by R. Kaur, seconded by R. Dunn,

That the unaudited financial statements for the three-month period ended March 31, 2023 be approved.

CARRIED

Auditor for 2023

R. Kaur reported that the Finance Committee is recommending the reappointment of Hilborn LLP as auditor for the 2023 fiscal year.

Motion 9

Moved by R. Kaur, seconded by D. Thompson,

That Hilborn LLP be appointed as CNO's auditors for 2023.

CARRIED

R. Kaur noted that the Finance Committee is recommending changes to By-Law No. 2: Fees (Fees By-Law).

Fees by-law

In March, Council approved amendments to the Fees By-Law for circulation. Council received background on the responses received and the recommendation of the Finance Committee.

P. Sullivan highlighted the discussion of the Finance Committee. She noted that, despite the positive budget variance, the Finance Committee believes the fee increase is still needed. She noted that Council's fundamental role is to support CNO's fiscal well-being, including providing resources to support CNO in its ability to address unanticipated system needs.

P Sullivan noted that staff have been asked to explore the potential for opening the renewal portal earlier and installment fees. Staff have also made a commitment to communicate with nurses about the feedback received and about how CNO uses the fees to support our purpose.

P. Sullivan reminded Council that a 2/3 majority is required to pass a by-law.

Motion 10

Moved by G. Oltmann, seconded by H. Anyia,

That Council approve rescinding By-Law No. 2: Fees and replacing it with By-Law No. 2: Fees as it appears in Attachment 1 to the briefing note.

CARRIED

Modernizing Practice Standards

P. Sullivan reminded Council about the work done in the past to modernize practice standards, including modernizing CNO's Code of Conduct. Council was reminded that the Code of Conduct took effect recently. She noted that in March, when approving the Code of Conduct, Council discussed the retirement of two practice standards.

Retiring Practice Standards

I. Tirana, Strategy Consultant highlighted staff's recommendations related to retiring existing practice standards, including providing assurances that the relevant content in the practice standards proposed for retirement is addressed elsewhere. It was confirmed that, as with any regulatory change, CNO will undertake an evaluation of the outcome, and will address any issues identified in the evaluation.

Motion 11

Moved by J. Hess, seconded by P. Ankamah,

That the Professional Standards and Ethics practice standards be retired effective Saturday, July 1, 2023.

CARRIED

Scope of Practice Standard

P. Sullivan noted that Council had been informed in March of the work being done to support nurses in safe practice given upcoming changes to scopes of practice. Council had received a briefing note, along with the draft Scope of Practice standard. A. Nowell, Advanced Practice Consultant noted that the draft standard outlines the legislative scope of nursing practice and other key requirements nurses need to consider when deciding whether to perform an activity for safe client care. She noted that the expectations are outlined under three key concepts, authority, context and competence.

Motion 12

Moved by E. Mutia, seconded by S. Leduc,

That Council approve the Scope of Practice standard, as it appears in Attachment 1 to the decision note, as a practice standard of the profession of nursing, effective July 1, 2023.

CARRIED

Council was informed that in developing the Scope of Practice standard, staff integrated content from the Decisions About Procedures and Authority standard and practice guidelines into the new practice standard.

Motion 13

Moved by M. Hogard, seconded by E. Mutia,

That Council approve the retirement of Decisions About Procedures and Authority practice standard, effective Saturday, July 1st, 2023.

CARRIED

Evaluation of Temporary Class and Registration Regulation changes

P. Sullivan noted that in September of 2022, in response to a directive from the Minister of Health, Council approved regulations to implement changes to the registration regulation related to the temporary class and reinstatement to support access to registration by safe candidates. At that time, staff shared their commitment to evaluating the impact of this decision.

Council received a briefing note highlighting the results of the preliminary evaluation. N. Thakkar, Team Lead, Analytics, shared some early evaluation findings. The plans for ongoing evaluation were highlighted, including a year end report in December of 2023.

CEO Update

S. Crawford shared reflections on how CNO is contributing to system improvements and responding to environmental and regulatory changes.

S. Crawford shared some of the opportunities CNO has had to share its knowledge and innovation provincially, nationally and internationally. She highlighted how CNO is sharing its data to support the health care system and to engage with key stakeholders. Council was informed that other Canadian nursing regulators are adopting CNO's regulatory nursing education program approval process. Through this program, CNO is ensuring that Ontario nursing students graduate from approved nursing programs that prepare them to enter nursing practice safely.

Noting the importance of staff to CNO's success, Council was informed about how CNO is actively investing in its staff to support attraction and retention of high performing staff while fostering staff well-being.

In Camera Meetings

P. Sullivan noted that the development of an in camera meeting policy was one of the recommendations from the Council evaluation. She welcomed R. Durcan, legal counsel to highlight key considerations related to the development of an in camera policy.

Council received a discussion note and R. Durcan highlighted the legislative parameters related to open Council meetings, including Council's discretion to hold an in-camera meeting when specific conditions are met. She noted that accountability and the requirements for transparent decision-making are the foundation for the legislation related to open Council meetings.

It was noted that, even when the conditions are met, Council would need to weigh if the risk of discussing an issue in public merits the decision to discuss an item in camera. There was discussion about Council might receive information related to enterprise risk management.

Nominating Committee Report



Council Minutes

June 8, 2023

S. Robinson joined the meeting to present the final report of the 2022-2023 Nominating Committee. Council had received a written report, which included a summary of the committee's activities for the year and recommended changes to the Nominating Committee's Terms of Reference. S. Robinson noted that the Nominating Committee's recommendations regarding the membership of standing committees were addressed through the consent agenda.

The Nominating Committee recommended changes to its Terms of Reference, including removal of the "Interim" nature of the committee. It was noted that the proposed amendments were informed by expert advice.

P. Sullivan reported that the Executive Committee had reviewed the proposed Terms of Reference.

Motion 14

Moved by R. Lastimosa Jr., seconded by M. Krauter,

That Council approve the proposed revised amendments to its Terms of Reference as they appear in attachment 1 of the Nominating Committee's report.

CARRIED

P. Sullivan expressed appreciation to the 2022-2023 Nominating Committee. S. Robinson left the meeting.

Next Meeting

Council will meet again September 27 and 28, 2023. Members will be able to join in person or on zoom.

Conclusion

At 4:20 p.m., on completion of the agenda and consent, Council concluded.