

ATTENDEES

Council Members: Voting:

- Jaelene Mannerfeldt MD MSc FRCSC, Chair
- Richard Buckley, MD, FRCSC
- Nicole Cardinal, MD, CCFP
- Patrick Etokudo, M.Sc, FSCMP, Vice Chair
- Daisy Fung, BMSc, MD, CCFP, Executive Committee Member-at-Large
- Oluseyi Oladele, MD, CCFP, FCFP
- Sam Shaw, BA, MSc, MEd, MBA, PhD, CDir
- Laurie Steinbach, BSW, BEd
- Stacey Strilchuk, BA (*attended online*)
- Ian Walker, MD, MA (*attended online*)

Council Members: Non-Voting:

- Todd Anderson, MD, FRCP(C), FCAHS, Dean Cumming School of Medicine
- Sarah Cook MBBS(Lon) BSc PgDip(ICR) MRCP(UK) (*attended online*)
- Brenda Hemmelgarn, MD, PhD, Dean FoMD
- Maren Kimura, MPH

Additional Attendees:

- Scott McLeod, MD, CCFP, FCFP, Registrar
- Michael Neth, PEng, Chief of Staff
- Sue Welke, MSc, Program Manager, Governance
- Kerry-Ann McPherson, MSc, Senior Executive Assistant, Recording Secretary
- Ed Jess, BA, Chief Innovation Officer
- Jeremy Beach, MBBS, MD, FRCPC, Assistant Registrar, Accreditation
- Nazrina Umarji, B.Ed, JD, Director, Legal Services and General Counsel
- Tracy Simons, CPA, CA, Chief Financial Officer
- Michael Caffaro, MD, Assistant Registrar, Registration
- Melissa Campbell, Senior Communications Advisor
- Charl Els, MBChB, FCPsych[SA], MMedPsych(cum laude), Dip.ABAM, MROCC, DESS, ACBOM, FIAIME, Assistant Registrar
- Kennedy Schultz, Communications Coordinator
- Dawn Hartfield, BScMed, MPH, MD, FRCPC, Deputy Registrar, Hearings Director

Guests: (External)

- Will Fong, Great Country Consulting
- Margot Ross-Graham, Sandbar Consulting

Regrets

- Tyler White
- Maryana Kravtsenyuk, MD, MSc, FRCPC

Thursday, March 7, 2024, starting at 08:48a.m.

IC1 In-camera Session

Call to Order, Introductions, and Check-in for In-Camera Session (Council and Executive team and others by invitation)

Council met in-camera with the Registrar, Deputy Registrar, Assistant Registrars, Chief Financial Officer, Chief Innovation Officer, Chief of Staff, Director, Legal Services and General Counsel, Governance Program Manager, and Recording Secretary.

1.0 Call to Order of Public Session

1.1 Chair Opening Remarks & Introductions

Jaelene Mannerfeldt welcomed everyone to the meeting and shared a brief introduction for newest Council members, Sam Shaw, and Maren Kimura.

1.2 Traditional Territorial Acknowledgement

At each Council meeting, individuals are invited to share a personalized message to recognize and respect Indigenous Peoples who lived and continue to live on this territory, and for the land to which we are all connected. This type of acknowledgement is part of CPSA's ongoing efforts to develop healthy and reciprocal relations with Alberta's Indigenous communities—a key element of reconciliation, a process we are committed to.

Daisy Fung provided the land acknowledgement.

1.3 Conflict of Interest Declaration (Real, Potential or Perceived)

No additional conflicts were declared at this time.

2.0 Adoption of Agenda and Approval of Minutes

2.1 Adoption of Agenda

The following agenda items were removed from the consent agenda, for further discussion during the meeting:

- 3.2.3 2024 Council Learning Plan
- 3.2.4 Committee TOR
- 3.3.1 Finance and Audit Committee Meeting Summary Report

MOTION C03-24

Moved by Sam Shaw and seconded by Laurie Steinbach that the agenda be adopted as amended. Carried.

2.2 Approval of Minutes

December 7 and 8, 2023 CPSA Council Meeting Minutes

MOTION C04-24

Moved by Richard Buckley and seconded by Daisy Fung that the December 7 and 8 Minutes be approved. Carried.

3.0 Consent Agenda

*Consent Agenda matters are proposed for unanimous consent and without debate, however Council members may seek clarification or ask questions. Any Council member may also request that a consent agenda item be moved to the regular agenda by notifying the Chair **prior** to the adoption of the Agenda. By approving the consent agenda, any individual approvals such as those noted below are considered approved.*

- 3.1 Executive Committee Meeting
 - 3.1.1 Meeting Summary Report (for information)
- 3.2 Governance Committee
 - 3.2.1 Meeting Summary Report (for information)
 - 3.2.2 Committee Member Appointments (for approval)
- 3.3 Medical Facility Accreditation Committee
 - 3.3.1 Meeting Summary Report (for information)
- 3.4 Competence Committee
 - 3.4.1 Meeting Summary Report (for information)
- 3.5 Patient Relations Fund Annual Report (for information)

MOTION C05-24

Moved by Oluseyi Oladele and seconded by Richard Buckley that the Consent Agenda be approved. Carried.

In passing the above motion, the following items are approved:

- Committee Member Appointments and re-appointments
 - Council Review Committee and Hearings Tribunal
 - Dr. Elizabeth MacKay (re-appointment for 3-year term, waiver of the 1-year break in service outlined in CPSA Bylaw 16(6)(C))
 - Dr. Gregory Charrois (re-appointment for 3-year term waiver of the 1-year break in service outlined in CPSA Bylaw 16(6)(C))
 - Dr. Kim Myers (appointment for first term)
 - Dr. Adam Oster (appointment for first term)
 - Dr. Shelley Spaner (appointment for first term)
 - Continuing Competence
 - Dr. Brian Brownbridge (public member appointment for first term)
 - Anti-Racism Anti-Discrimination Action Advisory Committee (1-year appointments)
 - Dr. Tiffany Kim
 - Dr. Jason Hamm
 - Indigenous Advisory Circle (1-year appointment)
 - Dr. Wayne Inuglak Clark

- Governance Committee Vice Chair Appointment
 - Dr. Richard Buckley as Vice Chair (1-year appointment)
- Finance and Audit Committee
 - Dr. Sam Shaw (1st term ending Dec. 17, 2026)

The following items were received as information:

- Executive Committee Meeting Summary Report
- Governance Committee Meeting Summary Report
- Medical Facility Accreditation Committee Meeting Summary Report
- Competence Committee Meeting Summary Report
- Patient Relations Fund Annual Report

4.0 Executive Reports

4.1 Chair's Report (for information/discussion)

The Chair's written report highlighted the events and meetings that Jaelene Mannerfeldt attended on behalf of the Council since the beginning of the year.

4.2 Registrar's Report (for information/discussion)

The Registrar highlighted the following points in his verbal report:

- **Project Bluebird:** Project Bluebird's objective was to improve the experience of Albertans and include the provision of best practice in regulation to foster a culture of learning which ultimately adds value for both Complainants and Regulated Members. The closeout of Project Bluebird was confirmed, and there was commendation for achievement of the project's objectives.
- **American Osteopathic Association (AOA) Request:** The AOA approached CPSA seeking expansion of CPSA's registration eligibility criteria to include physicians with American osteopathic specialty certification, to help meet the province's demand for primary care physicians. CPSA currently licenses allopathic physicians who completed an allopathic American Board of Medical Specialties (ABMS) residency. In the United States, both allopathic and osteopathic postgraduate residencies are now accredited (and recognized as equivalent) by the Accreditation Council for Graduate Medical Education (ACGME). Based on the similarities in practice scope and the joint accreditation standards, CPSA is considering the request and Council expressed their support.
- **Expanded Sponsorship:** CPSA has officially launched the expanded sponsorship model, inviting organizations and individuals to assist internationally trained graduates (IMGs) through the practice readiness assessment. A council member asked about the distribution list for the announcement of the launch of the new model.
- **Specialist/Non-Specialist Designation:** It was reported that letters to 90 physicians were shared this week, communicating that all specialist physicians

who demonstrated they met criteria under CPSA's General and Provisional Registers, without restriction on scope of practice, will be designated the title of "specialist." Historically, the specialist title had been reserved for physicians who had their Royal College of Physicians and Surgeons of Canada (RCPC) designation. The "non-specialist" designation will only be applied to physicians with restrictions on their scope of practice. This change was made to improve physician recruitment and retention in the province.

ACTION

- Provide an update on the accelerated PRA process for certified osteopathic practitioners from ACGME in the May 2024 Council meeting.
- Provide Council with the distribution list that was used to announce the expanded sponsorship model.

5.0 Department Reports

- 5.1 Chief of Staff
5.1.1 CPSA Annual Report 2023 (for information)

The theme for the 2023 CPSA Annual Report will be Action Towards Impact, emphasizing the tangible actions the organization is taking every day to make an impact and bring our strategic plan to life.

6.0 Council Committee Reports

- 6.1 Finance and Audit Committee
6.1.1 Honarium Rates (for approval)

Daisy Fung, Committee Chair, presented the Committee recommendation to increase the council and committee member honorarium rates to attract potential members and to compete with current market rates. Rates for committee chairs have a proposed higher rate in keeping with additional responsibilities for the role. The Finance and Audit Committee recommended this increase over a 5-year period. Each year, the Committee will account for inflation and submit a revised rate for Council's approval.

MOTION C06-24

Moved by Richard Buckley and seconded by Laurie Steinbach that Council approves the revised honorarium rates for 2024 effective January 1, 2024. Carried.

ACTION

1. The Honorarium and Expense Policy will be amended and distributed to committee members.
2. Calculate retroactive honorarium pay for meetings since January 1, 2024, and issue retroactive pay to Council and Committee members.

6.1.2 Meeting Summary Report (for information)

In the report, it was noted that the unbudgeted activity for 2024 included a table with the expense descriptions that stated, "increase to honorarium rate." Given that the honorarium rate was subject to Council approval, the statement should be noted as "projected increase to honorarium rate."

MOTION C07-24

Moved by Sam Shaw and seconded by Laurie Steinbach that the Finance and Audit Committee Meeting Summary report be received as information, as amended. Carried.

6.1.3 Finance and Audit Committee Terms of Reference (for approval)

The following comments were highlighted for future consideration in the terms of reference:

- Purpose: The purpose should include information on the committee's fiduciary role and duty of care.
- Membership: add clarity to the financial expertise required for the non-Council voting member on the committee. A question was raised on the process of appointing committee members and if there is a requirement for background/competency in finance.
- Roles and Responsibilities: There needs to be more clarity on the committee's role in financial and audit obligations.
- Information about FAC's role about whistleblowing (which is different from safe disclosure) could be considered in revising the TOR.

One of the TOR's stated roles and responsibilities is to approve honoraria policy, however in practice, the Committee recommends this policy to Council, rather than approves it. It was confirmed that Council approves the honoraria policy.

After discussion, it was decided that the terms of reference should be approved to ensure that changes based on the bylaw review and governance review can take effect immediately. However, the term "honoraria" should be removed from the FAC TOR (item 1 under Roles and Responsibilities), and the considerations raised in the discussion should be included in a future review of the TOR.

MOTION C08-24

Moved by Sam Shaw and seconded by Laurie Steinbach that the Finance and Audit Terms of Reference be approved as amended. Carried.

There were no comments for the Continuing Competence Committee Terms of Reference.

MOTION C09-24

Moved by Daisy Fung and seconded by Oluseyi Oladele that the Continuing Competence Terms of Reference be approved. Carried.

6.2 Governance Committee

6.2.1 CPSA Bylaws revisions (for approval)

Laurie Steinbach, Governance Committee Chair, provided an overview of the bylaw changes, highlighting the change being made to the Committees (categorizing Competence Committee and Medical Facility Accreditation Committee (MFAC) as Statutory Committees), the addition of a Bylaw to enable decision-making outside of Council meetings, and the addition of Otolaryngology Surgical Procedures and Bariatric Surgical Procedures to the list of “prescribed health services”.

MOTION C10-24

Moved by Patrick Etokudo and seconded by Daisy Fung that Council approves the amended CPSA Bylaws, and that Council approves amendments to:

- **“Governance Structure and Committees Policy” (Attachment 2); and**
- **“Decision-making Outside of Council Meetings Policy” (Attachment 3)**

Carried.

6.2.2 Establish Ad Hoc Bylaws Review Project Committee (for approval)

The Governance Committee recommended the establishment of an ad hoc Bylaws Review Project Committee of Council with the following purpose: to participate with staff and legal counsel providing input into how CPSA and the professions are governed through the review and re-writing of the CPSA Bylaws, and once satisfied in the quality of the work, recommend that Council approve the proposed CPSA Bylaws.

MOTION C11-24

Moved by Richard Buckley and seconded by Patrick Etokudo that Council establishes an Ad Hoc Bylaws Review Project Committee with the following elements:

- **membership of up to 4 interested Council members;**
- **a term of March to December 2024; and**
- **TOR will be approved by the Governance Committee**

Carried.

6.2.3 Governance Review Implementation: Physician Council member selection (for approval)

The Governance Committee Chair provided background on the regulated member council member selection review process since Council’s May 2023 approval of consulting with regulated members on a nominations + elections model to populate CPSA Council.

The feedback from regulated members was incorporated into the discussion and development of the proposed process, which would take effect in 2025.

It was noted that the process document stated “physicians;” however this language excluded physician assistants and osteopaths, and this will be amended to “regulated members.”

A question was raised regarding the lengthy timeline to implement the new process and it was clarified that there would be insufficient time to establish a nominations committee for the CPSA Council member election in 2024.

MOTION C12-24

Moved by Stacey Strilchuk and seconded by Ian Walker that Council approves moving forward with “Attachment 1: Process for CPSA Regulated Member Council Member Selection”, for the Nomination + Election Model for CPSA Physician Council Member selection, establishing a Nominations Committee to begin its term in January 2025. Carried.

6.2.4 2024 Council Learning Plan (for approval)

It was noted that the learning plan should include learning that will help strengthen authentic indigenous connections. A goal referencing this strategic direction will be added and the learning plan will return to Council for approval.

6.3 Anti-Racism Anti-Discrimination Action Advisory Committee (ARADAAC)

6.3.1 Meeting Summary Report (for information)

Daisy Fung, Interim Committee Chair, presented the report. A question was raised about the existence of a process for members of the public or regulated members to raise concerns that are not formal complaints, with ARADAAC. It was confirmed that there is no pathway for this currently.

There was a concern raised with the complaints process, from the perspective of an Indigenous patient. The process requires evidence to show that harm was done, but psychological harm that is connected to experiences of racism and discrimination, can be hard to prove. A suggestion was made to develop a Standard of Practice that helps achieve Anti-Racism and Anti-Discrimination. The discussion included information about some tools that CPSA has in place, e.g.: “racism and discrimination,” is a category in the complaints system, the Micro-Aggressions Training for Physicians course.

6.4 Indigenous Advisory Circle (CIRCLE)

6.4.1 Meeting Summary Report (for information)

Nicole Cardinal provided the summary report on behalf of Tyler White, Committee Chair. The Circle is seeking additional members, and the Circle is supportive of having the Chair of ARADAAC attend meetings as an observer/guest.

6.4.2 Path to Truth and Reconciliation (for acceptance)

Michael Neth presented the organization’s proposed path to truth and reconciliation. During his presentation, the following points were highlighted.

- There is opportunity for CPSA to collaborate with the medical schools in Calgary and Edmonton and Indigenous colleges and training institutions.
- The path to truth and reconciliation should be a standing item on Council agenda for Council's continuous contribution.
- Questions were raised about CPSA's social accountability to other under-represented groups. It was determined that ARADAAAC will be developing a similar plan to addresses racism and discrimination, in collaboration with the Indigenous Advisory Circle, in the short to medium term.
- Concerns were expressed about the triggering nature of discussions that could take place in the proposed sharing circles and how CPSA would ensure the psychological safety of participants. It was clarified that CPSA does not want to engage in the sharing circles until there is a connection with each Indigenous community and navigators are identified, to make this as positive and safe an experience for the participants.

Council commended CPSA on their work with the plan, as it demonstrated commitment to CPSA's strategic directions.

MOTION C13-24

Moved by Richard Buckley and seconded by Sam Shaw that Council accepts the draft Path to Truth and Reconciliation for further development, so that a more detailed and costed plan can be brought back to Council at their September meeting. Carried.

6.5 Medical Facility Accreditation Committee

6.5.1 Standards for Non-Hospital Surgical Facility Accreditation: Bariatric Surgery (for approval)

Jeremy Beach provided background on the need for the standards for bariatric surgery in a non-hospital surgical facility. Currently, there is a surgical backlog for these procedures leading to out-of-province and international surgeries, which often results in complications. These complications further strain limited provincial resources. The creation of these standards would fill a gap in CPSA's current standards and include stipulations for pre and post operative care.

The following points were highlighted:

- It was noted that the standards required operating theatres to accommodate patients who weighed up to 400lbs; however, hospitals are required to accommodate patients who weigh up to 600lbs. It was clarified that the intention is to begin small and review and revise as experience is gained in conducting these procedures in non-hospital facilities.
- A question was raised about the identity of the responsible health care professional for monitoring the patient. It was clarified that the standards require that there is a clear plan in place for follow up, but it does not stipulate who should be responsible for monitoring.

A desire for more comprehensive background on how this decision came before Council was expressed.

CPSA explained that the request was reviewed by the Non-Hospital Surgical Facilities Advisory Committee and the Medical Facility Accreditation Committee, wherein there was constructive discussion. Patient safety was a key consideration, and both committees were satisfied that these procedures would be safe for patients. It was recommended that future reports of this nature clarify the approval process and include a summary of committee discussion, to provide Council with additional information for decision-making.

MOTION C14-24

Moved by Richard Buckley and seconded by Oluseyi Oladele that Council approves the proposed bariatric surgery facility accreditation standards. Carried.

The public session was adjourned at 2:32p.m.

**IC2 In-camera Session
(Council Only)**

Council met for an in-camera session, which was adjourned at 2:50p.m.

Friday, March 8, 2024, In-camera session starting at 08:05a.m.

IC3 Council met in-camera with the Registrar, Deputy Registrar, Assistant Registrars, Chief Financial Officer, Chief Innovation Officer, Chief of Staff, Director, Legal Services and General Counsel, Governance Program Manager, and Recording Secretary.

There was an in-camera session for Council members only, which was adjourned at 12:15p.m.