

## ATTENDEES

### Council Members: Voting:

- Jaelene Mannerfeldt MD MSc FRCSC, Chair (joined virtually on Day 2)
- Richard Buckley, MD, FRCS
- Nicole Cardinal, MD, CCFP
- Patrick Etokudo, M.Sc, FSCMP, Vice Chair
- Daisy Fung, BMSc, MD, CCFP, Executive Committee Member-at-Large (attended Day 1 only)
- Maryana Kravtseyuk, MD, MSc, FRCPC
- Oluseyi Oladele, MD, CCFP, FCFP
- Sam Shaw, BA, MSc, MEd, MBA, PhD, CDir (attended Day 1 only)
- Laurie Steinbach, BSW, BEd
- Stacey Strilchuk, BA
- Ian Walker, MD, MA
- Tyler White, PhD (honoris causa) (joined virtually on Day 2)

### Council Members: Non-Voting:

- Todd Anderson, MD, FRCP(C), FCAHS, Dean Cumming School of Medicine (attended virtually)
- Sarah Cook MBBS(Lon) BSc PgDip(ICR) MRCP(UK) (attended virtually)
- Brenda Hemmelgarn, MD, PhD, Dean FoMD (attended day 1 only)
- 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
- Michael Caffaro, MD, Assistant Registrar, Registration
- Charl Els, MBChB, FCPsych[SA], MMedPsych(cum laude), Dip.ABAM, MROCC, DESS, ACBOM, FIAIME, Assistant Registrar
- Dawn Hartfield, BScMed, MPH, MD, FRCPC, Deputy Registrar, Hearings Director
- Ed Jess, BA, Chief Innovation Officer
- Gordon Giddings, MD MBA FCFP, Assistant Registrar, Professional Conduct, Complaints Director
- Jeremy Beach, MBBS, MD, FRCPC, Assistant Registrar, Accreditation
- Nazrina Umarji, B.Ed, JD, Director, Legal Services & General Counsel
- Tracy Simons, CPA, CA, Chief Financial Officer
- Kushagr Kumar, MPH, Data Analyst

### Guests: (External)

- Margot Ross-Graham, Sandbar Consulting

**Thursday, May 30, 2024, starting at 08:06a.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

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### 1.1 Chair Opening Remarks & Introductions

Jaelene Mannerfeldt welcomed everyone to the meeting.

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### 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.

Ian Walker provided the land acknowledgement.

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

No additional conflicts were declared at this time.

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## 2.0 Adoption of Agenda and Approval of Minutes

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### 2.1 Adoption of Agenda

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

- 3.2.3 Accelerated Route to Licensure Competency Assessment Fee (for approval)
- 3.3.4 Council Policies – Conflict of Interest (for approval)

#### **MOTION C18-24**

**Moved by Sam Shaw and seconded by Daisy Fung that the agenda be adopted as amended. Carried.**

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### 2.2 Approval of Minutes

2.2.1 March 7 and 8, 2024 CPSA Council Meeting Minutes and Decisions from In-Camera Meeting

2.2.2 Minutes of E-Vote Process for the Approval of 2023 Annual Report

#### **MOTION C19-24**

**Moved by Richard Buckley and seconded by Oluseyi Oladele that the minutes of the meeting on March 7 and 8, 2024, in-camera decisions taken and the**

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**minutes of the e-vote process for the approval of the 2023 Annual Report, be approved. Carried.**

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### 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 and approval of TOR amendment)
- 3.2 Finance and Audit Committee
  - 3.2.1 Meeting Summary Report (for information)
  - 3.2.2 Pension Plan Change (for approval)
- 3.3 Governance Committee
  - 3.3.1 Meeting Summary Report (for information)
  - 3.3.2 ARADAAC Committee Member Appointments (for approval)
  - 3.3.3 Building Fund Working Group Name Change and TOR (for approval)
  - 3.3.4 Council Policies (for approval)
- 3.4 Standards of Practice: Status Overview (for information)
- 3.5 Highlights of Individual Learning (for information)

### **MOTION C20-24**

**Moved by Richard Buckley and seconded by Ian Buckley that the Consent Agenda be approved. Carried.**

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

- Executive Committee Meeting – Approval of TOR Amendment
- Finance and Audit Committee – Pension Plan Change
- Committee Member Appointment for ARADAAC
  - Ian Walker
  - Charlene Lyndon
- Building Fund Working Group Name Change and TOR
- Council Policies
  - Updates to the Council Member Care for Newborn Children at Council Meetings Policy; and Council Member Recognition Policy.
  - Retirement of the Council Member Attendance at meetings of Committees to Which they are not Appointed as Member Policy.
  - Approval of Council Learning Policy.

The following items were received as information:

- Executive Committee Meeting Summary Report
  - Finance and Audit Committee Meeting Summary Report
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- Governance Committee Meeting Summary Report
- Standards of Practice: Status Overview
- Highlights of Individual Learning

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### 4.0 Executive Reports

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#### 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 within the first quarter of the year.

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#### 4.2 Registrar's Report (for information/discussion)

The Registrar highlighted the following points in his verbal report:

- **Registered Physicians:** It was reported that the number of registered physicians in practice on the general and provisional register for Q1 has seen an increase of 4.5% compared to Q1 in 2023. This indicates that CPSA's registration of physicians has kept up with population growth of 4.4% in Alberta.
- **Practice Readiness Assessment:** It was reported that practice readiness assessments (PRA) have also increased for Q1 in 2024 when compared to 2023, with an increase of 31% in the total PRAs initiated this year. Since the launch of the accelerated jurisdiction route in 2023, there have been 264 applicants. Some of these physicians are now completing their assessments and transitioning into the community.
- **CPSA Sponsorship Model:** It was presented that CPSA has received 160 applications for 285 positions and approved 82 sponsors and 170 positions. As background, majority of the sponsors are physicians with locally owned clinics and the foreign medical community is showing interest in the program. Majority of the sponsors are based in Calgary and Edmonton.

The Rural Health Professions Action Plan (RhPAP) and the rural municipalities continue to be key strategic partners with CPSA for sponsorship in rural areas, however, Council asked for more to be done to engage the rural community and limit the existing barriers in place.

- **The Meeting of the Minds:** CPSA collaborated with the Alberta Medical Association (AMA) to host a "meeting of the minds" session with representatives from the medical profession. The aim was to initiate conversations on the profession's responsibility within the healthcare system. It was clarified that within the *Health Professions Act*, CPSA is permitted to collaborate with health associations, if the regulator's role is maintained. CPSA and AMA will be discussing next steps from this session.
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### 5.0 Department Reports

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#### 5.1 Registration - Sponsorship Model (For discussion)

Phase 1 of CPSA's Sponsorship Model was rolled out on March 5, 2024, for the sponsorship of primary care physicians within the province. Council's previous approval

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of sponsorship expansion included Phase 2 (March 2025), adding certain “high needs” specialists to be eligible for sponsorship. Phase 3 (March 2026) allows sponsorship of physicians in any discipline of practice to be eligible for non-AHS sponsorship through CPSA’s sponsorship model. The provincial government had requested CPSA accelerate the rollout of non-AHS sponsorship of physicians in specialty disciplines. Council discussed this request considering the best interest for the public, potential unintended consequences, implications for CPSA staff and resources and its alignment with CPSA’s vision, values, and mission.

It was considered that the public would benefit from an immediate access to specialists, knowing that CPSA will continue to set the eligibility requirements for quality care. However, there were concerns that this could lead to the unintended proliferation of a low acuity/high turnover style of practice, as well the requirement to tie specialty discipline sponsorship to acute care privileging and practice in a facility-based environment.

It was understood that CPSA will continue to monitor the scope of work in Phase 1 to understand the staffing needs for Phase 2 and 3, along with the need for competency assessors for specialist roles in conjunction with the accelerated Practice Readiness Assessment.

With limited information available on the areas of need for specialists in the province, there was support expressed for gathering more information about the specialist needs across the province before an accelerated sponsorship model is implemented.

Council recommended that CPSA focuses on establishing an evidence-based dialogue with the Government of Alberta about the potential acceleration of the sponsorship model.

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5.2 Continuing Competence - Health Monitoring Updates (for information)

An update on the Physician Health Monitoring amalgamation and divestment project outcomes, critical success factors and lessons learned were provided to Council. Physicians who have participated in the program have shared positive feedback about their experience, and the main negative feedback centers on the financial cost to participate. It was explained that the cost is driven by market related forces.

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5.3 Hearing Directors Office - Overview of Process and Training (for information)

This item was deferred to the September Council meeting.

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**6.0 Council Committee Reports**

6.1 Finance and Audit Committee

6.1.1 2023 Audited Financial Statements (for approval)

It was reported that CPSA received a clean audit report for the audited financial statements for the year ended 2023, as well the financial statements for the Pension Plan for Employees of CPSA. At the September Council meeting, the Finance and Audit Committee will provide an update on CPSA’s plans for managing the organization’s high net asset in relation to achieving unrestricted surplus.

Council commended CPSA for its management of vacation liability and how it is monitoring benchmarks on the pension fund to maintain the return on investment.

**MOTION C21-24**

**Moved by Sam Shaw and seconded by Richard Buckley that Council approves the audited financial statements:**

- 1. College of Physicians & Surgeons of Alberta financial statements for the year ended December 31, 2023**
- 2. Summary financial statements for College of Physicians & Surgeons for the year ended December 31, 2023**
- 3. Pension Fund for Employees of College of Physicians & Surgeons of Alberta financial statements for the year ended December 31, 2023. Carried.**

**6.1.2 Accelerated Route to Licensure Competency Assessment Fee**

The rationale for the request for Council's approval of a reduced cost for competency assessments under the Practice Readiness Assessment program was provided. It was clarified that the initial budgeted fee was based on two competency assessments that would mirror the scope and time required for an independent practice review. Upon further review, it was learned that the assumption was incorrect. Based on the number of hours that would be required for chart reviews, the more accurate fee would be \$3500 per assessment. The cost and time will be monitored for the first cohort and will be re-evaluated in 2026.

**MOTION C22-24**

**Moved by Laurie Steinbach and seconded by Ian Walker that Council approves the fee of \$3,500 + GST for a competency assessment for the registration pilot. Carried.**

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6.2 Governance Committee

**6.2.1 2024 Council Learning Plan (for approval)**

It was reported that the Council Learning Plan was revised, and now includes goals that are aligned with CPSA's strategic priorities.

**MOTION C23-24**

**Moved by Daisy Fung and seconded by Ian Walker that Council approves the 2024 CPSA Council Learning Plan. Carried.**

**6.2.2 Regulated Member Council Member Re-Appointment (for approval)**

There was a brief discussion on a potential perceived conflict of interest with the incumbent member in the Council meeting; however, it was decided that there was no conflict of interest, if the incumbent abstained from the vote. Council decided to apply the use of Bylaw 13(4) to re-appoint a physician member this year, with the understanding that a more robust assessment process will be developed in the next year.

**MOTION C24-24**

**Moved by Stacey and seconded by Sam that Council approves using Bylaw 13(4) to carry out an assessment process at the May 2024 meeting for an**

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**incumbent member of Council to be potentially appointed to a 2nd term by Council. Carried.**

6.2.3 Conflict of Interest Policy

A concern was raised that the policy's definition of conflict-of-interest, referenced from the *Conflict of Interest Act*, does not apply to CPSA Council members.

**MOTION C25-24**

**Moved by Sam Shaw and seconded by Daisy Fung that Council approves the Conflict of Interest Policy, subject to the removal of the definition of conflict of interest. Carried.**

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

6.3.1 Meeting Summary Report (for information)

Daisy Fung provided the meeting report, which was received as information.

6.3.2 CPSA Position Statement on Racism and Discrimination (for approval)

It was acknowledged that the position statement on racism and discrimination should be updated to ensure that language is continuously inclusive. Council requested that the position statement include an up to date and comprehensive definition of the groups of people who are Indigenous in Canada, distinguishing among the three main groups.

**MOTION C26-24**

**Moved by Laurie Steinbach and seconded by Oluseyi Oladele that Council asks ARADAAC to develop and recommend an updated CPSA Position Statement on Racism and Discrimination, with a recurring mandatory review timeline; and that ARADAAC welcomes collaboration and advice from the Circle, to amend the position statement and learn from any ongoing colonization harm that could be inadvertently created. Carried.**

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6.4 Indigenous Advisory Circle (CIRCLE)

6.4.1 Meeting Summary Report (for information)

Tyler White presented the meeting summary report, which was received as information. It was reported that the Circle will be presenting a more detailed Truth and Reconciliation Action plan at the next Council meeting, for which there is an emphasis on refraining from a pan Indigenous approach. It was raised that there is an opportunity for partnership with the College of Physicians and Surgeons of British Columbia, who made significant strides in their journey. This suggestion will be brought to the Circle for discussion.

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6.5 Ad Hoc Bylaw Review Project Committee

6.5.1 Update (verbal update, for information)

It was reported that the committee met twice since its inception, with an upcoming meeting in June. The mission is to incorporate changes from the 2022 CPSA Governance

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Review, ensure the bylaws are broad, enabling, and relevant and apply an anti-racism, anti-discrimination lens.

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**7.0 Standing Items**

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7.1 Key Performance Indicators (KPI) Dashboard (verbal presentation, for information)

Kushagr Kumar presented the objectives and key considerations for the dashboard, in that KPIs are weighted, the reporting schedules vary, and quarterly targets are nonlinear. The dashboard is also interactive in nature, enabling users to see an overview of the organization’s performance, as well as performance on each category and sub-metric.

Council commended the team on the dashboard and asked for revisions of the dashboard to include a colour key and quarterly trend reporting, depicting changes in the KPIs over time. For sub-metrics that indicate very poor performance, it was clarified that narratives would be provided to Council to explain the underperformance in a particular area.

The purpose of the dashboard is to help Council make better decisions, in seeing where the organization is underperforming as well as overperforming. Thus, some percentages will not be capped at 100% to give a more accurate picture of performance.

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The public session was adjourned at 4:30p.m.

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

**Council met for an in-camera session, which was adjourned at 5:17p.m.**

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**Friday, May 30, 2024, In-camera session starting at 08:00a.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 12:00p.m.**

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