

ATTENDEES

Council Members: Voting:

- Jaelene Mannerfeldt MD MSc FRCSC, Chair
- Richard Buckley, MD, FRCS
- Nicole Cardinal, MD, CCFP
- Garnet Clark, MBA, CPA, CMA
- Patrick Etokudo, MSc, FSCMP, Vice Chair
- Daisy Fung, BMSc, MD, CCFP, Member-at-Large

Council Members: Non-Voting:

- Todd Anderson, MD, FRCP®, FCAHS, Dean Cumming School of Medicine
- Tamara Yee, MD, PhD, Past-President, PARA

CPSA Executive Leadership Team

- Scott McLeod, MD, CCFP, FCFP, Registrar
- Jeremy Beach, MBBS, MD, FRCPC, Assistant Registrar, Accreditation
- Michael Caffaro, MD, CCFP, FCFP Assistant Registrar, Registration
- Gordon Giddings, MD, MBA, FCFP, Assistant Registrar, Professional Conduct & Complaints Director

CPSA/Council Support Team

- Kerry-Ann McPherson, MSc, CAPM, Program Manager, Governance
- Nazrina Umarji, BEd, JD, Director, Legal Services & General Counsel
- Jason MacDonald, BSc, BEH, CPHI®, CIC, Director, Office of the Registrar
- Kimberley Murphy, ACEA, Executive Assistant to the Chief of Staff, Recording Secretary

Regrets

- Ed Jess, BA, Chief Innovation Officer

Resources for Council Members:

- **Council Culture Agreement**
- **CPSA Strategic Plan**
- **CPSA Council Reference Manual**
- **Principles to Guide Council Interactions**
- **Council Conflict of Interest Policy**
- **In-Camera Sessions Policy**
- **Social Media Guidelines**

- Maryana Kravtsenyuk, MD, MSc, FRCPC
- Rhonda Laboucan
- Hon. Robert Merrifield, PC
- Oluseyi Oladele, MD, CCFP, FCFP
- Laurie Steinbach, BSW, BEd (virtual)
- Ian Walker, MD, MA
- Pan Zhang, MBA, BSc, BA

- Brenda Hemmelgarn, MD, PhD, Dean FoMD
- Maren Kimura, MPH, Student Observer

- Dawn Hartfield, BScMed, MPH, MD, FRCPC, Deputy Registrar & Hearings Director
- Michael Neth, PEng, Chief of Staff
- Tracy Simons, CPA, CA, Chief Financial Officer

CPSA Staff Presenters

- Rachael Gronberg, Advisor, Communications
- Nicole Kain, RN, BNSc, MPA, PhD, Program Manager, Research & Evaluation Unit
- Agatha McKechnie, Advisor, Communications

CPSA Staff Presenters

- MNP Consultants
- Brent Kossey, Canadian Strategy Group

Public Attendees

CPSA staff and members of the public are invited to attend the meeting virtually.

- **Council Member Code of Conduct Policy**
- **Councillor's Oath**
- **CPSA Values**
- **Commonly used Acronyms**
- **Council Decisions Terminology**

Thursday, December 5, 2024, at CPSA Office

(Breakfast for Council, Executive Team Members and CPSA/Council Support Team available at 0730)

Time	Topic	Presenters
0730	Breakfast	All
0800	IC1 In-camera Session (Attendees: Council Members, Executive Leadership Team, CPSA/Council Support Team)	Council Chair
0800	IC1.1 Call to Order, Introductions & Meeting Logistics	Council Chair
	IC1.2 Council Culture Agreement & Coin	
	IC1.3 Adoption of In-camera agenda and approval of In-camera Minutes	
	IC1.3.1 Adoption of In-camera Agenda	
	IC1.3.2 Approval of In-camera Minutes from September meeting	
	IC1.3.3 Council Meeting Feedback – September 2024	
0900	Adjournment of In-camera session	
	BREAK (15 minutes)	
	1.0 Call to Order of Public Session	Council Chair
0915	1.1 Chair Opening Remarks & Introductions	
0925	1.2 Traditional Territory Acknowledgement	Oluseyi Oladele
0935	1.3 Conflict of Interest Declaration (Real, Potential or Perceived)	
0940	2.0 Adoption of Agenda and Approval of Minutes	Council Chair
	2.1 Adoption of Agenda	
	2.2 Approval of Minutes	
	2.2.1 CPSA Council Meeting Public Minutes – September 2024	
	2.2.2 Decisions from In-Camera Meeting - September 2024	
	2.2.3 Approval of E-Vote Minutes	
	2.2.3.1 – Approval of Committee Appointments	

Time	Topic	Presenters
	<p>2.2.3.2 – Ratification of Council Election Results</p> <p>2.2.3.3 – Approval of Terms of Reference for Registrar and CEO Search Committee</p>	
3.0	<p>Consent Agenda</p> <p><i>Purpose: The Consent Agenda has been prepared by the Executive Committee using the consent agenda checklist and contains items that are proposed for unanimous consent and without debate. However, Council members may seek clarification or ask questions.</i></p> <p><i>Consent Agenda Process: To move a consent agenda item to the regular agenda, identify the agenda number and title to be moved via:</i></p> <p>(1) An email to the Council Chair OR</p> <p>(2) A point of information to the Council Chair prior to the adoption of the agenda on the day of the Council meeting.</p>	Council Chair
3.1	<p>Executive Committee Meeting</p> <p>3.1.1 Meeting Summary Report (for information)</p> <p>3.1.2 Decisions for Ratification (for approval)</p> <p>3.1.3 Governance Review Implementation Plan – Timelines (for approval)</p>	
3.2	<p>Governance Committee</p> <p>3.2.1 Meeting Summary Report (for information)</p> <p>3.2.2 Committee Member and Chair Appointments (for approval)</p> <p>3.2.3 Terms of Reference – Nomination Committee (for approval)</p> <p>3.2.4 Terms of Reference Revision – Ad Hoc Bylaw Review Project Committee</p>	
3.3	<p>Finance and Audit Committee</p> <p>3.3.1 Meeting Summary Report (for information)</p>	
3.4	<p>Ad Hoc Building Fund Initiatives Committee</p> <p>3.4.1 Meeting Summary Report (for information)</p>	
3.5	<p>Accreditation Standards</p> <p>3.5.1 Revision of Hyperbaric Oxygen Administration Standards (for approval)</p> <p>3.5.2 Revision of the Cardiac Stress Testing (CST) Standards (for approval)</p>	
4.0	<p>Executive Reports</p>	
0950	4.1 Chair’s Report (for information/discussion)	Jaelene Mannerfeldt

Time	Topic	Presenters
		Council Chair
1000	4.2 Registrar's Report (for information/discussion)	Scott McLeod CEO/Registrar
1100	COMFORT BREAK	
5.0 Department Reports		
1110	5.1 Analytics, Innovation and Research 5.1.1 A Comparative Study of Performance of Internationally Trained Family Physicians and Canadian Graduates in Alberta (for information)	Nicole Kain Program Manager, Research and Evaluation Unit
1130	5.2 Registration (for information)	Michael Caffaro Assistant Registrar
1215	LUNCH	
5.0 Department Reports (continued)		
1315	5.3 Physician Health Monitoring (for information)	Dawn Hartfield Deputy Registrar
6.0 Council Committee Reports		
1335	6.1 Governance Committee 6.1.1 Council Retreat 2025 (for approval)	Richard Buckley Committee Co-Chair
	6.1.2 Update on the Council Competency Matrix and Nomination Project (for information)	MNP Consultants
1415	6.2 Finance and Audit Committee 6.2.1 Approval of Therapeutic Decision-Making Exam Fee (for approval) 6.2.2 Approval of annual fee for Limited Register Clinical Assistants (for approval)	Daisy Fung Committee Chair
1435	COMFORT BREAK	
1445	6.3 Indigenous Advisory Circle (CIRCLE) 6.3.1 Meeting Summary Report (for information)	Nicole Cardinal Interim Co-Chair
	6.3.2 CPSA Path to Truth and Reconciliation (for information)	Michael Neth Chief of Staff

Time	Topic	Presenters
1535	6.4 Ad Hoc Bylaw Review Project Committee 6.4.1 Meeting Summary Report (for information)	Oluseyi Oladele Committee Spokesperson
7.0	Standing Items	
1545	7.1 Key Performance Indicators (KPI) Dashboard (for information)	Nicole Kain Program Manager, Research and Evaluation Unit
1605	7.0 Adjournment of Public Session	
BREAK (15 minutes)		
1620	IC2 In-camera Session	Council Chair
	IC2.1 Council Executive Committee Elections – Member-at-Large (Attendees: Council, CEO/Registrar; Chief of Staff; Program Manager, Governance; Recording Secretary)	Governance Committee Chair
	IC2.1 CPSA Pulse Engagement Survey Results (Attendees: Council, CEO/Registrar; Chief of Staff)	Council Chair
	IC2.2 Registrar & CEO Performance Evaluation (Attendees: Council, CEO/Registrar)	
	IC2.3 Registrar Selection Process (Attendees: Council Only)	
Adjournment of In-camera session		
1900	COUNCIL HOLIDAY DINNER	

Friday, December 6, 2024, In-Camera session starting at 0800

(Breakfast for Council, Executive Team Members and CPSA/Council Support Team available at 0800)

Time		Topic	Presenters
0800		Breakfast	All
0830	IC3	Call to Order of In-Camera Session	Council Chair
		IC3.1 Chair Opening Remarks	
		IC3.2 Traditional Territorial Acknowledgement	Jaelene Mannerfeldt
0840	IC4	Update on the 2024 Annual Report	Rachael Gronberg & Agatha McKechnie Advisors, Communications
0900	IC5	Government Relations Presentation	Brent Kossey, Canadian Strategy Group
1000		BREAK	
1015		Council Learning Session The Role of Council Member in Applying Due Diligence in Non-Expert Topics	
1130	IC6	In-Camera Meeting Session for Council Only (Attendees: Council Only)	
1200		Adjournment	
		LUNCH BREAK	

Individual Learning Opportunities for Council Members