

Council Meeting Minutes (Public)

March 6 and 7, 2025
Fort Edmonton Park & CPSA Council Chambers
Edmonton

ATTENDEES

Council Members: Voting:

- Nicole Cardinal, MD, CCFP, Chair
- Daisy Fung, BMSc, MD, CCFP, Vice Chair
- Richard Buckley, MD, FRCS
- Garnet Clark, MBA, CPA, CMA
- Logan Day, BA
- Patrick Etokudo, M.Sc, FSCMP
- Nahla Gomaa, MBBCH, MSc, MD PhD, SFHEA, FAcadMed

Council Members: Non-Voting:

- Todd Anderson, MD, FRCP(C), FCAHS, Dean Cumming School of Medicine

CPSA Executive Leadership Team

- Scott McLeod, MD, CCFP, FCFP, Registrar
- Dawn Hartfield, BScMed, MPH, MD, FRCPC, Deputy Registrar & Hearings Director
- Jeremy Beach, MBBS, MD, FRCPC, Assistant Registrar, Accreditation
- Michael Caffaro, MD, CCFP FCFP, Assistant Registrar, Continuing Competence

CPSA/Council Support Team

- Jason MacDonald, B.Sc, B.EH, CPHI(C), CIC Director, Office of the Registrar
- Kerry-Ann McPherson, MSc, CAPM, Program Manager, Governance
- Kimberley Murphy, Senior Executive Assistant, Recording Secretary
- Nazrina Umarji, B.Ed, JD, Director, Legal Services & General Counsel
- Sondra Mackenzie-Plovie, Senior Advisor, Community Engagement
- Nicole Bertram, Communications Advisor
- Sameha Dahir, Coordinator, Social Media & Digital Experience

Regrets

- Brenda Hemmelgarn, MD, PhD, Dean FoMD
- Rhonda Laboucan, Member-at-Large

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

- Hon. Robert Merrifield, PC
- Oluseyi Oladele, MD, CCFP, FCFP
- (Virtual Day 1 / Regrets Day 2)
- Laurie Steinbach, BSW, BEd
- (In-person Day 1 / Virtual Day 2)
- Ian Walker, MD, MA
- (Virtual Day 1 & Day 2)
- Pan Zhang, MBA, BSc, BA

- Tamara Yee, MD, PhD, Past-President, PARA

- Gordon Giddings, MD MBA FCFP, Assistant Registrar, Professional Conduct & Complaints Director (Regrets Day 2)
- Ed Jess, BA, Chief Innovation Officer
- Sayra Khandekar, MD, MD MBA FRCPC FACC, Assistant Registrar, Registration
- Michael Neth, PEng, Chief of Staff
- Tracy Simons, CPA, CA, Chief Financial Officer

CPSA Staff Presenters

- Rachael Gronberg, Communications Advisor (Day 2)
- Agatha McKechnie, Communications Advisor (Day 2)

External Attendees

- Martha Cardinal, Saddle Lake
- Elder Louis Lapatack, Saddle Lake
- Elder Rick Lightning, Ermineskin Cree Nation

Public Attendees

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

- Maryana Kravtsenyuk, MD, MSc, FRCPC
- Jenna Salem, Student Observer

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

Thursday, March 6, at Fort Edmonton Park, Edmonton

IC1 In-camera Session

Council met in-camera with the Executive Leadership Team and the CPSA/Council Support team.

A Special Induction Ceremony for the new Council Chair, Dr. Nicole Cardinal, was held.

1.0 Call to Order of Public Session

1.1 Chair Opening Remarks & Introductions

Nicole Cardinal welcomed everyone to the meeting and called the meeting to order at 1104.

1.2 Traditional Territory 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.

Tamara Yee 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

MOTION C04-25

Moved by Patrick Etokudo and seconded by Garnet Clark that the agenda be adopted. Carried.

2.2 Approval of Minutes

2.2.1 December 5 and 6, 2024 CPSA Council Meeting Minutes

2.2.2 Decisions from In-Camera Meeting (December 2024)

MOTION C05-25

Moved by Laurie Steinbach and seconded by Richard Buckley that the minutes of the meeting on December 5 and 6, 2024, and decisions from the in-camera session in December be approved. Carried.

3.0 Consent Agenda

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.

Consent Agenda Process: To move a consent agenda item to the regular agenda, identify the agenda number and title to be moved via:

- (1) An email to the Council Chair OR
- (2) A point of information to the Council Chair prior to the adoption of the agenda on the day of the Council meeting.

3.1 Executive Committee - Meeting Summary Report (for information)

3.2 Governance Committee

3.2.1 Meeting Summary Report (for information)

3.2.2 Council Learning Report for 2024 (for information)

3.2.3 Committee Appointments (for approval)

3.2.4 Council Resource – Role of the Council Member (for approval)

3.2.5 Council Resource – Role of the Committee Chair (for approval)

3.3 Finance and Audit Committee - Meeting Summary Report (for information)

3.4 2025 Standards of Practice Review Timeline (for information)

3.5 Accreditation – Diagnostic Imaging Accreditation Standards: Teleradiology Revision Update (for information)

3.6 Accreditation – Diagnostic Imaging Accreditation Standards: Medical Director Revision (for approval)

MOTION C06-25

Moved by Garnet Clark and seconded Laurie Steinbach that the Consent Agenda be approved. Carried.

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

- Governance Committee – Committee Appointments
- Governance Committee – Council Resource – Role of the Council Member
- Governance Committee – Council Resource – Role of the Committee Chair
- Accreditation – Diagnostic Imaging Accreditation Standards: Medical Director Revision

The following items were received as information:

- Executive Committee – Meeting Summary Report
 - Governance Committee – Meeting Summary Report
 - Governance Committee – Council Learning Report for 2024
 - Finance and Audit Committee – Meeting Summary Report
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- 2025 Standards of Practice Review Timeline
- Accreditation – Diagnostic Imaging Accreditation Standards: Teleradiology Revision Update

4.0 Executive Reports

4.1 Chair's Report (for information/discussion)

Nicole Cardinal provided a short report on recent activities and her hopes for the coming year in her new role as Chair. She thanked CPSA staff for their preparations and thoroughness with the agenda and for the care and attention that went into the induction ceremony.

The report was received as information. No action required.

4.2 Registrar's Report (for information/discussion)

Scott McLeod highlighted key points in his report regarding sponsorships and the costs associated with physician assessments. He discussed the streamlined application process for internationally trained physicians and the importance of ensuring fair compensation for assessors.

He reported that the National Physician Registry (NPR) has successfully garnered signatures from all jurisdictions, and CPSA has begun the process of entering data into the registry. Physicians are not required to register themselves, as CPSA handles the data entry directly into the NPR. While each Medical Regulatory Authority (MRA) manages its own registration process, the NPR serves as the central hub that consolidates all the information from the various jurisdictions.

The report was received as information. No action required.

5.0 Department Reports

5.1 Office of the Registrar

5.1.1 CPSA Partnership Agreement with G4 Health (for approval)

Michael Neth, Chief of Staff, provided background details on the intended partnership between CPSA and G4 Health. G4 Health is a department within the Stoney Nakoda Tsuut'ina Tribal Council Ltd., (SNTTC/G4), and is governed by a Board of Directors comprised of the Chiefs of the Sovereign Nations (Bears paw, Chiniki, Goodstoney and Tsuut'ina First Nations).

Mr. Neth sought approval of the partnership agreement with G4 Health and for the Council Chair to be the signatory, with a signing event held potentially in May 2025. The aim of the partnership agreement is to enhance collaboration with Indigenous communities. Although the G4 communities are small, their resources don't only apply to their communities, they have a broader reach. There are other like-minded communities as well who have expressed an interest in partnering and sharing resources with CPSA. Engagement with G4 will signal to others that we are trustworthy. There are currently no known costs to this partnership, only the sharing of resources and staff time.

Council discussed the implications of this partnership and the need for accountability mechanisms to track its success. Council requested further clarification on the partnership to avoid entering into unintended commitments.

Mr. Neth was asked to clarify G4's expectations and to bring that outcome back to the next Council meeting. A motion to support the partnership was not moved.

5.1.2 CPSA Path to Truth and Reconciliation (for information)

Michael Neth, Chief of Staff, provided an update to Council on CPSA's Path to Truth and Reconciliation, outlining the important steps that will be taken in 2025 with Council's support.

The initiative aims to benefit Indigenous physicians and patients. Council provided positive feedback on the results and the path forward. The Circle directed the secretariat to select one action and execute it well. This could involve a Standard of Practice (SOP), training, resources, or other mandatory measures. Medical schools are already engaged in similar efforts, and amplifying their work would be beneficial. Although there are many determinants of health and gaps in healthcare, focusing on one impactful action was agreed upon as a meaningful approach.

A Council member suggested creating a risk assessment and matrix to evaluate the impact and cost-effectiveness, ensuring the best value for effort. Scott McLeod, Registrar & CEO, emphasized the importance of taking time for an in-depth understanding rather than rushing into solutions. The Chair noted that the expected outcomes for communities are long-term, positively impacting future generations and also reminded Council that life expectancy gap between indigenous people and Albertans continues to widen. She spoke about the need for accountability among Albertans and physicians to make a meaningful impact where possible.

Michael Neth was thanked for the exceptional report and encouraged to continue.

The report was received as information. No action required.

6.0 Council Committee Reports

6.1 Governance Committee

6.1.1 Succession Planning for Committee Chairs (for discussion)

Richard Buckley, Governance Committee Chair, led a discussion on succession planning for Committee Chairs. The discussion highlighted the importance of not holding someone to the position beyond a one-year term. While there is openness to making the renewal of a term optional, concerns were raised about the learning curve, suggesting that one year might not be sufficient for some individuals to fully grasp the responsibilities. The first year is often spent exploring the full scope of the role and commitment.

There is potential for a two-year model with a Chair and Vice-Chair, but some Council members expressed hesitation to commit to two years due to uncertainties in life. With an overlap into the second year involving a Vice-Chair, it would make a two-year term more agreeable. It was proposed that those in their sixth year might avoid taking on the Chair position if it were deemed a two-year commitment. Both options come with their own set of pros and cons.

Increased access to education on chairing would better prepare individuals for the role making it easier to commit. Several members of Council supported flexibility, with options for a one-year term renewable up to six times and adopting a Chair/Vice-Chair model to help facilitate mentorship.

ACTION: Dr. Buckley will take this topic back to the Governance Committee for discussion and decision.

6.1.2 Council Learning Plan 2025 (for approval)

Richard Buckley, Governance Committee Chair, presented the learning plan for Council for 2025. The learning plan included goals that Governance Committee prepared, and covered areas within Council and outside of Council meetings.

MOTION C07-25

Moved by Oluseyi Oladele and seconded by Ian Walker that Council approves the 2025 CPSA Council Learning Plan. Carried.

6.1.3 Council Competency Matrix, Nominations and Elections (for approval)

Richard Buckley, Governance Committee Chair, presented the draft competency matrix developed by MNP. It contained both core and technical competencies that reflect the "ideal profile" of a CPSA Council member.

There were no concerns regarding the competency profile. A chart was created to assess gaps in public and physician expertise. Council noted the absence of expertise in medical training and assessment, which is typically covered by Deans, but questioned if such expertise on the Council is as crucial as human resources and finance. Financial acumen is a desired strength since Council approves the budget. Scott McLeod pointed out that the organization already has operational expertise, including finance, and it would be unrealistic to have such expertise on the Council for all areas and programs.

Shifting to a nomination process does not apply to public members appointed by the Government of Alberta (GoA). CPSA hopes to inform GoA of the gaps and request assistance in placing individuals with the needed experience.

It was stated that the Governance Committee would oversee the nomination work within the first year and then a nomination committee will be struck to undertake this work in subsequent years.

ACTION: MNP will reach out individually to Council to set up the self-assessments but will not be engaged further.

MOTION C08-25

Moved by Patrick Etokudo and seconded by Laurie Steinbach that Council approves the proposed core and technical Council Members Competencies. Carried.

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

6.2.1 Meeting Summary Report (for information)

Daisy Fung, ARADAAC Chair, presented the meeting summary report.

This committee met on February 14, 2025, and prior to that it was May 3, 2024. She provided an explanation of the extended time between meetings, noting there were simply some challenges that took time to address.

An external EDI consultant was hired late 2024 to conduct a climate assessment. The consultant met individually with committee members to learn more about their strengths and barriers. This feedback was incorporated into the final report. The intention of the Chair and Secretariat is to build momentum now by meeting every month through to year end. In addition to this, a 2 day in-person workshop in April is also being planned.

The report was received as information. No action required.

6.3 Indigenous Advisory Circle (CIRCLE)

6.3.1 Meeting Summary Report (for information)

Nicole Cardinal, Committee Co-Chair, presented the meeting summary report. She highlighted that Tibetha Kimball was appointed to the Circle in December 2024 and welcomed to her first meeting in February 2025. Rhonda Laboucan's appointment was approved in Council's consent agenda today. Rhonda will attend her first meeting in April 2025.

The report highlighted that the Circle is supportive of the draft engagement principles and recognizes that CPSA understands the importance of respecting treaties and the experiences of Indigenous People. The Circle is looking forward to seeing their feedback incorporated.

The report was received as information. No action required.

6.4 Ad Hoc Bylaw Review Project Committee

6.4.1 Presentation of Revisions of Bylaws, Section 1-5 (for discussion & approval)

Michael Neth, Committee Secretariat, presented the proposed revisions to the bylaws.

(This item was deferred from March 6th public session for discussion on March 7th)

Michael Neth reported that the Bylaws revision was started in 2023. Meetings were held with all departments to gather feedback on their program specific sections. Third party legal was completed on the sections presented to Council with no concerns noted from legal. The request presented to Council was for the approval of sections 1-5 with an adoption date effective May 1st, 2025.

The revisions represent the status quo, except for the Council elections. Enabling language was added to the elections section to ensure the new elections model has a home. The Secretariat anticipates running the new elections model this year.

Council requested an overview of the changes to date. There was some concern with passing Bylaws in parts rather than the whole. Mr. Neth provided details of the changes which Council debated. It was noted that deciding now would allow the team who has been working on this for 18 months to put these first sections to rest and move forward.

ACTION: Provide the 3-column document to Council and those who are interested can review.

MOTION C09-25

Moved by Rob Merrifield and seconded by Garnet Clark to waive the notice to amend the Bylaws. Carried

MOTION C10-25

Moved by Patrick Etokudo and seconded by Pan Zhang that Council approves the proposed new CPSA Bylaws Parts 1-5 with an adoption date of May 1, 2025. Carried.

The public session was adjourned at 1352 on Thursday March 6, 2025.

IC2 In-camera Session

Council met for an in-camera session.
