



**CRN**  **NL**

College of **Registered Nurses**  
of Newfoundland & Labrador

**2021**

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**ANNUAL MEETING  
BUSINESS DOCUMENTS**



# 67TH ANNUAL GENERAL MEETING

Business Documents for the College from April 1, 2020 to March 31, 2021



# Table of Contents

Agenda.....	1
Annual Meeting Rules and Privileges.....	2
Minutes of 2020 Annual General Meeting.....	3



**67TH ANNUAL GENERAL MEETING**  
**Tuesday, June 15, 2021**  
**Provincial Webinar/Teleconference**

**AGENDA**

1800	<b>Call to Order</b>	Tracy MacDonald, Chair
	<b>Review of Electronic Participation</b>	Event Coordinator
	<b>Welcome &amp; Introductions</b>	Tracy MacDonald, Chair
	<ul style="list-style-type: none"><li>• Meeting Agenda</li><li>• Minutes of 2020 Annual General Meeting</li></ul>	
1815	<b>Report of Committee on Nominations</b>	Elaine Warren Chair, Committee on Nominations
	<ul style="list-style-type: none"><li>• Election Results</li><li>• Motion to Accept Report &amp; to Destroy Electronic Ballots</li></ul>	
1825	<b>Presentation of Audited Financial Statements</b>	Lana Littlejohn, Director of Corporate Services Laurie Pittman CPA, CA, KPMG
	<ul style="list-style-type: none"><li>• Approval of Auditors for 2022-2024</li></ul>	
1840	<b>Annual Report</b>	Lynn Power, Executive Director
1910	<b>Remarks of Chair</b>	Tracy MacDonald, Chair
1925	<b>Open Discussion Forum</b>	Tracy MacDonald, Chair
1955	<b>Introduction of New Council</b>	Tracy MacDonald, Chair
2000	<b>Adjournment</b>	Tracy MacDonald, Chair

**CRNNL ANNUAL GENERAL MEETING RULES & PRIVILEGES – 2021**

**1. Meeting Participation**

- 1.1 The 67<sup>th</sup> Annual General Meeting of the CRNNL is available to all CRNNL members and to the public via webex. The meeting is also available for observers via telephone access.
- 1.2 All voting at the AGM will take place electronically. The voting procedure will be forwarded to members who pre-register<sup>1</sup> for the meeting (“Pre-registered members”).
- 1.3 Pre-registered members or duly appointed public representatives on Council (“public representatives”) attending the AGM may move, second and vote on procedural motions<sup>2</sup>.
- 1.4 Members attending the AGM by telephone who have not pre-registered are permitted to participate in the AGM as observers only and may be invited to speak during business sessions, time permitting, at the discretion of the chairperson.
- 1.5 Members of the general public and nursing students are permitted to attend the business sessions as observers only.

**2. AGM**

- 2.1 The Council has the authority to approve the minutes of the Annual General Meeting.
- 2.2 The Council has the authority to approve the agenda for the Annual General Meeting.
- 2.3 The Council has the authority to approve the rules and privileges for the Annual General Meeting.

**3. Authority of the Chairperson**

- 3.1 The chairperson shall ensure the meeting proceeds in a fair and effective manner and has authority to decide on procedural matters that may arise where a procedure is not set out in these rules.

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<sup>1</sup>Registration is not required for this year’s (67<sup>th</sup>) Annual General Meeting of CRNNL

<sup>2</sup>Procedural motions – motions for approving routine process required at an AGM (e.g. Motion to accept the Report of the Nominations Committee and to Destroy Electronic Ballots from Council elections)

COLLEGE OF REGISTERED NURSES OF NEWFOUNDLAND & LABRADOR  
MINUTES OF 2020 ANNUAL GENERAL MEETING BY WEBINAR

CRNNL HOUSE, ST. JOHN'S

JUNE 16, 2020

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The 66<sup>TH</sup> Annual General Meeting (AGM) of the College of Registered Nurses of Newfoundland and Labrador (CRNNL) was held via provincial webinar.

### 1. CALL TO ORDER

The Chair, Elaine Warren called the meeting to order at 1900h and indicated that the annual meeting is available for the second time by provincial webinar as well as audio conference.

### 2. INSTRUCTIONS FOR ELECTRONIC PARTICIPATION

The Chair introduced the instructions for electronic participation. Instructions for joining the meeting via webinar and phone were emailed to all pre-registrants for the meeting. The Chair also made mention of the business documents that will be referred to during the meeting and advised that the AGM documents are on CRNNL's website. Instructions for anybody requiring assistance during the meeting was provided to gain live operator assistance.

How quorum is determined was described in accordance with By-law Article VI, Section 4: a) voting members present; and b) the majority of members of Council. The Chair named all CRNNL Council members participating in the meeting, indicating that quorum is obtained (n=12).

Questions on all matters on the agenda were encouraged during the Open Discussion Forum.

How to vote instructions were also emailed to those pre-registered. The operator reviewed the process for voting that will take place by phone. A sample vote was conducted.

### 3. WELCOME AND INTRODUCTIONS

The Chair welcomed all registrants and acknowledged Lynn Power, Executive Director; Don Ash, Parliamentarian, and the provincial Chief Nurse, Jeannine Herritt who was invited to say a few words.

Ms. Herritt thanked the Chair for the opportunity to speak and was grateful that technology allows us to stay connected. She stated that part of her role as the Manager of Adverse Events and the provincial Chief Nurse at the Department of Health and Community Services includes working with nursing stakeholders provincially and nationally as well as providing leadership advice and nursing expertise on a wide range of health policies and programs relevant to nursing and other health system issues. With this said, Ms. Herritt stated that the relationship between the CRNNL and government has always been and remains strong, transparent and authentic.

Ms. Herritt acknowledged the Council and staff of the CRNNL for their strong vision and commitment to advancing the nursing profession in our province. She reviewed some of the work of CRNNL and Council over the past year and reported that as a health regulator CRNNL leads our province and the country in ensuring the provision of safe, competent, ethical nursing

care while displaying the true spirit of collaboration coupled with the drive and expertise to promote the continued evolution of nursing in our province.

In closing, Ms. Herritt extended a personal thank you to all nurses in the province for their resilience in the face of adversity during the COVID-19 pandemic. While she hopes the events of the pandemic are behind the province, she is confident that nurses in our province will step up to the challenge if required. Ms. Herritt acknowledged the 39-year career of the current Chair, Elaine Warren, thanking her and wishing her well in her retirement.

The Chair acknowledged CRNNL Past Presidents: Jim Feltham, Sharon Smith, Pam Baker and Sandra MacDonald who registered for the AGM. Also, acknowledged was School of Nursing Deans/Directors Alice Gaudine and Kathy Watkins as well as Debbie Forward, RNUNL and Wanda Wadman, CLPNNL. Apologies were extended to any past President or past Executive Director online who never pre-registered and thus not acknowledged.

She informed participants that the AGM Rules and Privileges are posted on CRNNL's website and in the business documents shared for everybody's access. Through By-law Article VI, Section 1 – CRNNL has the authority to approve the annual meeting Rules and Privileges and the meeting agenda. Motions to this effect were carried at Council's meeting on June 5.

#### 4. MINUTES OF 2019 ANNUAL MEETING

The Rules and Privileges of the AGM give authority to Council to approve the minutes of the AGM and this has been done. Any business arising from the June 10, 2019 AGM is addressed in this year's annual report. Questions may be asked during the Open Discussion Forum.

#### 5. REPORT OF COMMITTEE ON NOMINATIONS AND ELECTION RESULTS

Julie Nicholas, Chair of the Committee on Nominations, presented the Committee's report. She announced the successful candidates and welcomed new Council members to their roles for the upcoming year.

The Committee Chair thanked the Committee on Nominations: Sarah Messervey, Elizabeth Sooley, Renee Luedee-Warren, Krista Lynn Howell, Julie Nicholas and Christine Fitzgerald (staff resource) for their important work over the year.

#### **Results:**

Successful and unsuccessful candidates were notified by the Committee Chair of the results in early April. All were thanked for putting their names forward for election.

Successful candidates:

Kimberley Legge, Councilor at Large

Tonya Ryan, Councilor at Large

Patricia Rodgers, Eastern Region

Donna Luther, Western Region

She wished them well in their terms on Council. As outgoing Chair of this committee, Ms. Nicholas thanked her fellow committee members and CRNNL staff for all their support over the

past two years and congratulated Elaine Warren as she assumes her new role as Chair of the Nominations Committee.

Ms. Nicholas recommended adoption of the Report of Committee on Nominations including the election results.

MOTION 1:

Julie Nicholas/Tracy MacDonald

**THAT the Report of Committee on Nominations be accepted and that the electronic ballots from the 2020-21 Election Results be deleted one week post the annual meeting noting generic demographic data will be retained for trending analysis.**

CARRIED

### 6. PRESENTATION OF AUDITED FINANCIAL STATEMENTS

Lana Littlejohn, Director of Corporate Services presented the statements with Will Penney, auditor from KPMG participating by phone to answer any questions. The Director presented on the full set of statements approved by Council at their meeting on June 4, 2020. She defined financial statements and provided a breakdown of the contents of the statements. She noted that the cash at year end March 31 is high due to licensure timing, however, this cash will be used throughout the year. No cash shortfall was experienced, however, losses in market value of unsold investments resulted in the reporting of \$145k unrealized loss, which could turn back around when markets improve. There was a \$3k realized loss reported for the difference between the purchase cost selling price of sold investments. The primary reason for this unrealized loss being the COVID-19's impact on the economy.

Ms. Littlejohn indicated that a clean audit was reported and all financial requirements and required regulatory responsibilities of the College were met. The College will continue to build reserves for Council directed funds (eg. future building). She stressed the importance of reviewing the accompanied financial notes for a more comprehensive understanding of the statements. Any questions will be answered during the open discussion forum.

### 7. ANNUAL REPORT

The Executive Director thanked everybody who joined the meeting. She reported, using examples throughout the annual report, on progress towards the overall Strategic Outcomes of Council and related projects and initiatives. She highlighted some of the key achievements of the CRNNL for the past year and ongoing initiatives under the framework of Public Confidence in Self-Regulation, Accountable Professionals, and Evolution of the Profession.

She referenced Governance highlights such as first virtual annual general meeting in 2019 and amendments over the past year to the RN Act, RN Regulations, CRNNL By-laws and Policies. The conclusion of her presentation outlined plans for the year ahead such as: improvements for IT Services, changes to the public register, roll out of a revised CCP, start of the QA program, an evaluation of communication initiatives, and future roles for nursing in NL. The Executive Director invited all members to stay in touch and become engaged with CRNNL. Thank you was extended to the many members and public representatives for their support, expertise and time voluntarily contributed to CRNNL.



## 8. OPEN DISCUSSION FORUM

Members were asked to limit comments in order to accommodate as many participants as possible. Any second or follow up questions will be addressed after other members who are in the queue had an opportunity to speak.

The following topics were explored in the Open Forum:

- Understanding CRNNL is still in good financial position despite the loss on investments and a slight decrease in registration numbers, a member asked if there are any discussions surrounding a fee increase? The Executive Director replied to say no. She reported that Council receives a fiscal update each year forecasting for three years; reviewing projections, anticipated costs, and investments. Council has also been prudently planning for future initiatives eg. unique identifier, and are confident that reserves and resources are available to continue to do all the work required within our means. We cannot predict what the future holds, however, there is no fee increase being planned. The last fee increase was in 2011.
- Another question from a member inquired if the assets of the regulatory body as a College were separated from the Association. The Director of Corporate Services replied to say the College and Association are one and the same, therefore, there is no separation of assets or liabilities as it was only a name change. The auditor, Will Penney, confirmed the financial operations continued on as a College. The Executive Director added that the name change to a College did not change the mandate or objects of the RN Act or how we are incorporated legally. She noted that this was the 66<sup>th</sup> annual meeting.
- A member asked if there was plans to do virtual sessions on the revised Continuing Competency Program (CCP) and if so, how members will be notified. The Executive Director responded to say there was a mixed plan for both virtual and face to face sessions. An online resource book serving as a step by step guide was also developed. Sessions will be advertised through CRNNL's website, Regulation Matters, College Connection, and through Twitter. Council made a motion in June to extend the start of the revised CCP to the following year due to the impact of COVID on member education opportunities. This is the primary project for the practice team for 2020-2021 and there will be lots of opportunity to learn about the new CCP.
- Given CRNNL had recently released a paper on virtual practice as well as being the regulator of the nurse practitioner program, a member asked if CRNNL had responded to comments made by the Newfoundland and Labrador Medical Association (NLMA) related to nurse practitioner virtual practice. The Executive Director acknowledged a letter received from the RNUNL indicating they had responded. The Executive Director reported that CRNNL had discussions with the virtual service provider and Government in the initial planning phases. The Executive Director's understanding was that overall recent commentaries by the NLMA are supportive of NPs. CRNNL have not received any calls related to NLMA's comments, however, the Executive Director will follow up with CRNNL's communications officer regarding the matter.

In follow-up to the previous question on nurse practitioners, a member asked if there is any advocacy by CRNNL with regard to direct pay through MCP for nurse practitioners. The Executive Director replied to say that CRNNL has no role in how or what nurses are paid. As well, advocacy for fee for service payments is not part of CRNNL's mandate. She informed the participants that an extensive nurse practitioner evaluation by CRNNL in 2018 commissioned an external third party to look at a variety of questions related to nurse practitioners. There was data in that report that could be used to assist others in this matter. The report was distributed to stakeholders.

- A follow up question from a previous speaker asked the Executive Director to expand on her reference to future roles for nurses in our province, noting RN prescribing. The Executive Director advised that the model for RN Prescribing has been evaluated and implemented in a number of countries and other provinces in Canada. A barrier for NL was the language in legislation and a change was required to give us the authority to begin this work. Indications from preliminary conversations with stakeholders was that it would be a value-add client service. Collaborative discussion are starting with stakeholders. While the current Minister of Health and Community Services is interested in RN Prescribing, the process could take several years to go live, as it requires Regulation changes which is at the will of Government.

With no more questions or comments from the members online, the Chair thanked everybody for their discussions and advised that deliberations on the topics raised will be ongoing by Council.

### 9. CHAIR'S REMARKS AND TRANSFER OF OFFICE

The Chair remarked on a very exciting year for Council with a lot of major changes in the profession. With the name change, the Chair had the privilege of being the last Council President and the first Council Chair. She thanked and acknowledged CRNNL Council members who contributed to all Council work with a special mention to outgoing Council member Beverly Pittman who had been a Council member in excess of ten years.

Highlights of Council's activities over the past year included:

- Name change (to help with clarifying public interest role)
- Restructuring of Council eg. Board Chair and Vice-Chair elected by Council; addition of two Councilors at Large.
- Additional significant changes eg. branding/logo, Communications Plan/strategy, changes in scope of practice eg. RN prescribing
- Continued evolution of NP role eg. removal of collaborating physician requirement for NPs
- Approval of various new and updated documents (available on CRNNL's website)
- Increased public profile eg. event with Minister of Health and Community Services signing legislation.

Outgoing Chair, Elaine Warren, introduced the incoming Chair, Tracy MacDonald indicating that Ms. MacDonald has been involved with Council for approximately five years. She is a very passionate and committed nurse employed as the Risk and Patient Safety Manager in Central Health. Ms. Warren wished the incoming Council Chair well with her new Chair role as she is confident she will take Council where it needs to go.

### 10. INCOMING CHAIR'S REMARKS

Ms. MacDonald expressed her honor stepping into her new role of Chair for CRNNL Council and acknowledged those that were before her and those that surrounds her today. She outlined her amazing nursing career stating that her first job in labor and delivery marries well with the mandate of CRNNL being public protection. Ms. MacDonald joined CRNNL Council in 2015 and described it as a very positive experience and as the world of self-regulation continues to evolve she indicated that the biggest learning for her will be not to take self-regulation for granted. She

believes it is essential and of core value to CRNNL to be connected with people in order to get the job done and is looking forward to working with all members. She is excited about the work of CRNNL and not for how far we have gone but how far we will go. She labels today as a day in which a little history was made with the first public councilor elected as vice-chair, Glyn George.

Ms. MacDonald looks forward to working with CRNNL's Executive Director and staff and encouraged those online to become actively involved with CRNNL's work. In closing, she threw out a very special thank you for the leadership and guidance received from CRNNL Council and staff especially the Chair, Vice-chair, and Executive Director as the true value of a leader is not measured by the work they do but by the work they inspire others to do. She believes she has big boots to fill and is honored to lace them up. A thank you was also extended to her husband and four children for their support.

#### 11. INTRODUCTION OF NEW COUNCIL (2020-2021)

Tracy MacDonald, Chair

Glyn George, Vice-Chair & Public Representative

Stephen Clark, Public Representative

Louise Pinsent Parsons, Public Representative

Kimberley Legge

Tonya Ryan

Patricia Rodgers

Donna Luther

Anastasia (Stacey) Knudsen

Krysta Simms

Kelly Barron

Crystal Northcott

Valery Goulding

Lynn Power, Executive Director

The Chair recognized and thanked outgoing Councilors: Beverly Pittman and Marie Budden for their contributions to Council over the last three years.

#### 12. FINAL THANK YOU'S

Final thank you's were extended to CRNNL staff and to all members and public who took the time to look back over the last 12 months by participating in this annual general meeting.

The Chair asked members to fill out a meeting evaluation that was emailed to all AGM registrants. This is only CRNNL's second AGM by webinar and are open to feedback for improvement. A link to the evaluation is also available on the AGM 2020 page for participants who did not register.

#### 13. ADJOURNMENT

The meeting adjourned at 2045h.



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