



**REGISTERED PSYCHIATRIC NURSES ASSOCIATION
OF SASKATCHEWAN (RPNAS)**

ANNUAL MEETING – MINUTES

May 12, 2022: 9 a.m. – 12 p.m.

Via Webcast – Go-To-Webinar

Council Present:

Cheryl Carlson, RPN – President
Yvonne Sawatzky, RPN – President-Elect
Penni Caron, RPN
Michelle Cleland, RPN
Leslie Gamble, RPN
Kyla Shabatura, RPN
Russ Marchuk, Public Representative

Staff and Consultants Present:

RPN Beverly Balaski – Executive Director,
Registrar
Karen Turner – Deputy Registrar
Amanda Brewer – Registration Coordinator
Bob Kenny – Accountant (Consultant)
Christ Rothecker – IT (Consultant)
Michelle Ouellette – Parliamentarian
(Consultant)
Beth Ann Kenny – Minute-taker (Consultant)

Welcome

President Cheryl Carlson welcomed Council, staff, members, consultants, and guests to the third remote video RPNAS Annual Meeting.

The President acknowledged Indigenous Treaty lands throughout the province and the traditional homeland of the Métis people. A moment of silence was offered.

RPN profession statistics (at the end of December 31, 2021):

- 815 Practicing Members
- 1 Emergency Practicing Member
- 47 Non-practicing Members

Instructions regarding the use of the GoToWebinar system were provided. It was noted that, by participating, those in attendance consented to be recorded. Members were asked to identify themselves by name, professional designation, and city or town when speaking.

1. CALL TO ORDER

The meeting was called to order at 9:12 a.m. with the following confirmed to be present:

- 77 practicing members present

- 9 guests
- 3 staff
- 4 Consultants

2. INTRODUCTIONS AND GREETINGS

Those present at the AGM were acknowledged.

3. RULES OF ORDER AND RIGHTS OF OBSERVERS

Roberts Rules of Order would be used for the meeting, with Michelle Ouellette serving as parliamentarian.

It was shared that respectful discussion, debate and decisions through a democratic process were encouraged, professional and ethical participation is required. Members would be able to speak only once on the same question unless all others who wished to speak had done so.

4. VOTING PROCEDURES AND ELIGIBILITY

Voting instructions were provided, noting that only RPNAS members were eligible to vote. Options for voting, which would be done through poll balloting, would be “in favour” or “not in favour”. Votes to be submitted through the GoToWebinar polling system to be counted. An audit would be conducted following the meeting to confirm the authenticity of the voting procedure. If there were any irregularities that affect the outcome of the vote – the members will be notified, and an alternate means of voting developed. It was shared that simple majorities were noted to be needed to pass a motion and two-thirds majority was needed for bylaw amendment approval.

5. ADOPTION OF AGENDA

A call for a motion to approve the agenda was made.

MOTION moved by Leslie Saunders, RPN (Estevan)/seconded by Darcy McIntyre, RPN (North Battleford) that the RPNAS 2022 Annual Meeting agenda be approved as circulated.

MOTION CARRIED (Poll/Voting Result: 100% = In Favor | 0% = Not in favour)

6. APPROVAL OF MINUTES - 2021 ANNUAL MEETING

The minutes of the 2021 Annual Meeting were presented for approval.

MOTION moved by Gary Thronberg, RPN (Moose Jaw)/seconded by Carol Hipfner, RPN (Regina) that the minutes of the 2021 RPNAS Annual Meeting are approved as circulated.

MOTION CARRIED (Poll/Voting Result: 100% = In Favor | 0% = Not in favour)

7. APPROVAL OF MINUTES – RPNAS SPECIAL MEETING, JUNE 2021

The members were asked for a motion to approve the minutes of the RPNAS Special Meeting held on June 22, 2021.

MOTION moved by Valerie Crone, RPN (Humboldt)/seconded by Tyla Sylvestre, RPN (Prince Albert) that the minutes from the RPNAS June 2021 Special Meeting Minutes are approved as circulated.

MOTION CARRIED (Poll/Voting Result: 100% = In Favor | 0% = Not in favour)

8. PRESIDENT’S REPORT

President Carlson shared that the President’s Report and Executive Director’s/Registrar’s Report were included in the Annual Report that had been sent to all members and posted to the RPNAS website in advance of the meeting. Nurses Week was recognized, and members were thanked for their commitment to high quality care and for their acceptance of the changes that had been needed at RPNAS.

There were no questions for the President.

9. EXECUTIVE DIRECTOR/REGISTRAR’S REPORT

Executive Director/Registrar Beverly Balaski also welcomed those attending the meeting and recognized Nurses Week. A Treaty acknowledgement was offered.

The following was highlighted from the report:

- During the ongoing pandemic in 2021, regulatory requirements were upheld with office staff rotating in the office to grant licenses, support exam administration and more.
- “Career Long Learning Program” was updated.
- In collaboration with Saskatchewan Polytechnic, a labour market needs assessment was conducted by Inshtrix Research.
- Identified increase in education seats from 32 to 56 from 2018 -2021 with a further increase announced in the provincial 2022 budget. This will bring RPN education seats in SK to 80 – a

150% increase over four years. RPNAS continues working toward 120 seats, as identified in the Inshtrix Market Analysis.

- Finances are closely monitored, including membership numbers. Office space was sold in 2021 and the RPNAS moved into leased space, allowing for over \$350,000 in equity, being allotted to long-term reserves and establishment of a discipline reserve fund. A small operating deficit was projected for 2021.
- Council was thanked for their leadership and professionalism, and staff was recognized for their commitment to RPNAS.

No questions were raised.

10. UPDATE ON RESOLUTIONS

It was shared that no resolutions had been received in the 2021 year or in the year prior. Updates from 2019 resolutions were provided as follows:

- The resolution related to a change in recognition of a diploma program in psychiatric nursing to a degree as entry credential change for psychiatric education. Communications with government will continue regarding establishment of a degree program with a diploma exit. RPNAS is not seeking a credential change for entry to practice. Work will continue between Saskatchewan Polytechnic and RPNAS on education program needs, and updates will be provided to membership. This resolution is considered closed.
- The resolution relating to the past accounting firm was raised and noted to be concluded. RPNAS had recognized its duty for accountability and initiated more rigorous financial policies following a qualified audit in 2018. The past accounting firm had been reported to its regulatory body for failure to provide competent services and was found guilty on several counts with the full decision available on the CPA Saskatchewan website.

There were no questions or comments.

11. UPDATE ON ANNUAL REPORT

The 2021 RPNAS Annual Report, January – December 2021, was presented to members, stakeholders and guests in advance of the meeting, and no questions were posed.

12. REPORT ON 2021 AUDITED FINANCIAL STATEMENTS

Mr. Bob Kenny, Chartered Accountant, provided an overview of the audited financial statements and auditors report. Mr. Kenny confirmed that the auditors, Lingard & Dreger, provided a clean opinion and that RPNAS is in a healthy financial position, including a substantial growth of net assets. The statement of financial position, statement of operations, and RPNAS equity were reviewed which both demonstrated evidence of very strong growth and the health position.

The Executive Director/Registrar provided an overview of the statement of operations in comparison to the 2021 budget. It was noted that RPNAS is a knowledge-based organization, and the percentage of spending is consistent with that.

A question related to the salary expense line was raised and it was confirmed that the line item was a compilation of all salaries for 2021.

No further questions were posed.

MOTION moved by Shawna Thurstan, RPN (Yorkton)/seconded by Kelly Kotzer, RPN, (Regina) that the 2021 financial report and audit be accepted as presented.

MOTION CARRIED (Poll/Voting Result: 100% = In Favor | 0% = Not in favour)

13. BYLAWS – APPROVAL OF PROPOSED BYLAW AMENDMENTS

Yvonne Sawatzky, RPN, President-Elect and Chair of Legislative Committee, presented the proposed bylaw amendments. It was noted that the Legislative Committee was comprised of three RPNs and a public representative who has expertise in bylaw development. The bylaw amendments emphasized a strengthening of RPNAS's regulatory processes to ensure the mandate of public protection is upheld.

A side-by-side comparison had been sent to members for consultation and posted to the RPNAS website in compliance with the *RPN Act*. Legal counsel also reviewed the bylaw amendments and consultation with a Ministry of Health Policy Analyst and Chief Nursing Officer as well as other key stakeholders occurred.

It was noted that, due to feedback received during consultation, the proposed amendments to Bylaw XI were rescinded, and would not be put forward for consideration at this meeting.

The rules of procedure for the meeting were reviewed. It was noted that a two-thirds majority was required to approve the bylaw amendments. The individual amendments were presented for approval.

Bylaw III – Meetings of the Association (Administrative)

MOTION moved by Michelle Cleland, RPN (Saskatoon)/seconded by Valerie Crone, RPN, (Humboldt) that Bylaw III, Section 2, Special Meetings be amended as proposed

“The Council shall call a Special Meeting of the Association on the written request of at least 10% of members”

MOTION CARRIED (Poll/Voting Result: 98% = In Favor | 2% = Not in favour)

In response to a question, it was confirmed that the percentage was an increase from five percent to 10 percent, approximately 80 of the 800 practicing members, and that this related to a written request for a special meeting, not the attendance at that meeting.

No further questions were posed.

Bylaw IV – Fees (Administrative)

MOTION moved by Gary Thronberg, RPN (Moose Jaw)/seconded by Carol Hipfner, RPN, (Regina) that Bylaw IV, Section 3. Annual Licensing Fee be amended as proposed:

“2 The annual licensing fee for the subsequent membership year shall be payable by December 31”

and Section 5. Other Membership Fees

“1 Membership fees associated with all other categories of membership shall be:

(a) for non-practicing membership, an amount approved from time to time by Council and approved by voting members at the annual meeting; (b) for student membership, an amount approved from time to time by Council and approved by voting members at the annual meeting;

(c) for Emergency Practicing membership, no fee will be charged;

(d) for Courtesy Educator Practicing membership, initial registration fee shall be the amount approved from time to time by Council;

2 inactive members applying for practicing membership are required to pay the reinstatement fee as approved from time to time by Council”.

MOTION CARRIED (Poll/Voting Result: 93% = In Favor | 7% = Not in favour)

Members were advised that the amendment to Bylaw IV alleviated late fees. With the approved bylaw, if a member does not renew their membership by December 31, they would cease to be a member but could apply for reinstatement.

No questions were posed.

Bylaw V – Council Committee/Non-statutory Council Committees (Administrative)

MOTION moved by Shawna Thurstan, RPN (Yorkton)/seconded by Danielle Josephson, RPN, (Regina) that Bylaw V, Section 1. Council Committees be amended as proposed:

“5 Each Council committee with the exception of a statutory committee shall:

- (a) perform its duties subject to the direction of Council;
- (b) meet as frequently as required to fulfil its terms of reference;
- (c) report to Council on the business of each meeting of the committee;
and
- (d) prepare and submit an annual report of its activities to Council.”

MOTION CARRIED (Poll/Voting Result: 100% = In Favor | 0% = Not in favour)

In response to a question, it was noted that the amendment removed redundancies and provided for more precise bylaws.

No further questions were posed.

Bylaw VIII – Membership (Regulatory)

It was shared that the same change is being proposed for three separate categories.

MOTION moved by Kelly Kotzer, RPN (Regina)/seconded by Gary Thronberg, RPN, (Moose Jaw) that Bylaw VIII, Sections 2, 3, 6, and 7 be amended as proposed:

“Section 2. Practicing Membership

3 Practicing membership carries obligations including but not limited to the following

(c) to adhere to the Association’s continuing education requirements as determined by Council;

(d) to have a form of professional liability protection acceptable to Council with a minimum limit of \$5 million per claim and a minimum yearly aggregate limit of \$10 million per claim.

Beneficiary status with the Canadian Nurses Protective Society in accordance with 2(2)(c) satisfies this requirement;

Section 3. Graduate Psychiatric Nurse Membership

3 Graduate psychiatric nurse membership carries obligations including but not limited to the following:

(c) to adhere to the Association’s continuing education requirements as determined by Council;

(d) to have a form of professional liability protection acceptable to Council with a minimum limit of \$5 million per claim and a minimum yearly aggregate limit of \$10 million per claim.

Beneficiary status with the Canadian Nurses Protective Society in accordance with 2(2)(c) satisfies this requirement;

Section 6. Emergency Practicing Membership

6 An Emergency Practicing member must have a form of professional liability protection acceptable to Council with a minimum limit of \$5 million per claim and a minimum yearly aggregate limit of \$10 million per year. Beneficiary status with the Canadian Nurses Protective Society in accordance with 2(2)(c) satisfies this requirement.

Section 7. Courtesy Education Practicing Membership

6 A Courtesy Education Practicing member must have a form of professional liability protection acceptable to Council with a minimum limit of \$5 million per claim and a minimum yearly aggregate limit of \$10 million per year. Beneficiary status with the Canadian Nurses Protective Society in accordance with 2(2)(c) satisfies this requirement.”

MOTION CARRIED (Poll/Voting Result: 100% = In Favor | 0% = Not in favour)

In response to a question, it was noted that, for all categories, the same insurance coverage is required and that the Canadian Nurses Protective Society (CNPS) is recognized by Council. The changes include the \$5 million and \$10 million amounts and removal of reference to “individual”.

No further questions were posed.

Bylaw IX – Registration (Regulatory)

MOTION moved by Warren Koch, RPN (La Ronge)/seconded by Valerie Crone, RPN, (Humboldt) that Bylaw IX - Registration be amended as proposed:

“Section 1.1 Deputy Registrar

1 The Executive Director may appoint a Deputy Registrar; Council may engage a Deputy Registrar to serve as Acting Registrar in the Registrar’s absence.”

Section 3 – Maintaining Registration as a Practicing Member

1 To maintain eligibility as a practicing member, a psychiatric nurse must:

(f) meet continuing education requirements as determined by Council.

2 A person who has not maintained eligibility for registration in accordance with clauses 3(1)(a) and (b) must:

(g) meet the continuing education requirements as determined by Council; and

(h) complete the prescribed application forms, other requirement documentation, and submit with the license fee and other fees prescribed by Council.

Section 4 – Registration as a Graduate Psychiatric Nurse

2 Where a person is waiting to write the examination, or waiting for the results of their examination, the person must, in addition to meeting the requirements of section 4(1), provide evidence of an application to write or of having written the examination required for registration.

MOTION CARRIED (Poll/Voting Result: 100% = In Favor | 0% = Not in favour)

No questions were raised.

Bylaw XIV – Advertising by Members (Regulatory)

MOTION moved by Ann-Marie Piniach, RPN (Regina)/seconded by Carol Hipfner, RPN, (Regina) that Bylaw XIV, Section 1 – Advertising be amended as proposed:

“1 Every member of the Association shall comply with the RPNAS Advertising guidelines, as amended from time to time.”

MOTION CARRIED (Poll/Voting Result: 98% = In Favor | 2% = Not in favour)

No questions were posed.

Bylaw XV – Conflict of Interest (Regulatory)

MOTION moved by Gary Thronberg, RPN, (Moose Jaw)/seconded by Karyn Kawula, RPN, (Saskatoon) that Bylaw XV, Section 1 – Conflict of Interest be amended as proposed:

“1 Members of Council and committees and employees of the Association acting in an official capacity are subjected to RPNAS conflict of interest policy and must:

(a) refrain from attempting to exert influence in connection with issues for which they are in conflict or potential conflict of interest; and

(b) abstain from participating in any hearings, discussions, or voting on such issues pending resolution of the conflict or potential conflict as prescribed by the conflict of interest policy, except where allowable in the Act.”

MOTION CARRIED (Poll/Voting Result: 100% = In Favor | 0% = Not in favour)

In response to a question related to recognition of conflicts of interest, it was confirmed that if something arises, the details of that circumstance will be reviewed in context. The bylaw was written to be more concise and provide for policy to address conflicts of interest. It was further confirmed that, typically, if there is a perceived or real conflict of interest, the person would not

vote, recuse themselves from discussions, and leave the room to ensure no influence by their presence.

No further questions were posed.

14. ANNOUNCEMENT OF NEW COUNCIL MEMBERS

It was shared that there had been two vacancies for Member-at-Large positions on Council and two nominations were received. It was announced that Penni Caron and Leslie Gamble were acclaimed for a second term on RPNAS Council. Congratulations were extended.

15. ADJOURNMENT

As the meeting concluded, consultants, Council members, staff and all members and guests were thanked for participating in the meeting. On behalf of Council, appreciation was extended to staff for their efforts over the last year.

Meeting participants were asked to complete an evaluation survey that would be sent following the meeting.

MOTION: moved by Tiffany Poage, RPN (Saskatoon) that this meeting be adjourned.

MOTION CARRIED

The meeting adjourned at 10:47 a.m.