

The 2022 Annual Meeting of the Nova Scotia College of Nursing was once again held on-line via Zoom.

## 1.0 CALL TO ORDER

Jason Reeves, Chair of the NSCN Board and presiding officer of the NSCN Annual Meeting, called the third Annual Meeting to order at 1300 hours and welcomed the public, registrants and guests joining on-line from across the province, the country and outside Canada to the third NSCN Annual Meeting.

The Chair introduced the members of the NSCN Board:

Public representatives: Betty Thomas, Michael Gillis, Paulette Anderson, and Susan Nasser; and Registrants: Chanda MacDonald, Theresa MacDonald, Claudia Hynes, Krista Smith and Rachel Sullivan.

The Chair added that NSCN Board Vice-Chair, public representative Anne-Marie DeLorey was unable to join the meeting today.

The Chair introduced Sue Smith, NSCN Chief Executive Officer & Registrar, and independent auditor from Grant Thornton, Chris Trenaman.

## 2.0 REVIEW OF MEETING FORMAT AND PARTICIPATION

The Chair reviewed the NSCN 2022 Annual Meeting format. The Chair and Sue Smith, CEO & Registrar were presenting together from the NSCN Boardroom with the auditor from Grant Thornton, Chris Trenaman, was presenting virtually from his office.

The Chair noted that everyone who registered for the Annual Meeting would have received an email with a link to the Annual Meeting materials, including the Annual Meeting agenda, the minutes from the 2021 NSCN Annual Meeting, the 2021 NSCN Annual Report, the NSCN By-laws and a resource titled "NSCN 2022 Annual Meeting Participation".

The Chair described how participants could ask questions during the Discussion period by submitting questions via the chat box, and that due to time constraints, any unanswered questions in the chat box would be addressed in writing and shared on the NSCN website and newsletter.

### **3.0 MINUTES FROM 2021 NSCN ANNUAL MEETING**

The Chair submitted the Board approved minutes from the 2021 NSCN Annual Meeting for information. The Chair noted that the minutes had been approved by the Board on February 23, 2022.

### **4.0 RESOLUTIONS PROPOSED PURSUANT TO BY-LAW 25**

The Chair reported there was a call for resolutions issued on January 10, 2022, which provided registrants the opportunity to submit resolutions to be considered pursuant to By-Law 25. The Chair reported that resolutions were received; two were operational in nature and four were outside the jurisdiction of the College. The CEO directed members of NSCN's leadership team to meet with the movers and seconders of the two operational resolutions to discuss the resolutions. The movers and seconders of the four operational resolutions were all directed to the appropriate decision-makers who could address their points.

The Chair reported that there were no resolutions proposed that met the requirements as outlined in by-law 25 for advancement at the Annual Meeting.

The Chair reminded attendees that registrants have the opportunity to raise matters for Board consideration at any time throughout the year according to Board Policy 3.13.4. More information on this process can be found on NSCN website.

### **5.0 NSCN 2021 ANNUAL REPORT**

The Chair invited Sue Smith, CEO & Registrar to join in presenting the 2021 Annual Report.

The joint report highlighted accomplishments of NSCN in 2021, with a focus on three strategic objectives and how they were delivered:

- Effective Regulation
- Accountable Regulation, and
- Transparent Regulation

The CEO & Registrar reported on the approval by the Board of the new By-laws which enabled RN Prescribing for qualified registrants and set up the requirements for approved education for RNs to complete in order to prescribe. The first RN prescribers graduated in December 2021.

The Chair reported on the first nominations and elections process that successfully welcomed three new registrant members to the Board. The new registrant Board members started their terms on June 1, 2021, chosen from over 40 applications received. The Board also selected its new executive, Jason Reeves as Chair and Anne-Marie DeLorey as Vice-Chair.

The CEO & Registrar reported on highlights from the Operational activities in the Annual Report, including:

- Pathways to licensure
- COVID-19 and Emergency Conditional Licences
- New Regulatory Information System
- Key Performance Indicators (KPIs)
- Cybersecurity knowledge
- Evaluation of Standards & Guidance
- Diversity & Inclusion
- Stakeholder Consultation & Revised Standards and Entry-Level Competencies for LPNs
- Regulatory Committees & Training for Writing Reasons

The CEO & Registrar thanked the NSCN Board for all their work on behalf of all Nova Scotians, and for their support of NSCN, including Jason Reeves, NSCN Board Chair.

The Chair thanked the public, nurses of Nova Scotia and the Board members. The Chair also thanked former Chair, Charmaine MacPherson who transitioned out of that role in June 2021.

The Chair acknowledged the outgoing Board members Chanda MacDonald, RN, Theresa MacDonald, LPN, Betty Thomas, Susan Nasser and Michael Gillis for their time, effort and contributions on the Board in regulating the nursing profession in the public's interest.

## **6.0 NSCN 2021 AUDITOR'S REPORT**

The Chair invited NSCN's auditor Grant Thornton to present the 2021 Auditor's Report for NSCN.

The Chair reported that the auditor's report and financial statements for 2021 were reviewed and accepted by the NSCN Board on April 28, 2022, and were included in the NSCN Annual Report and available on the NSCN website.

The auditor, Christopher Trenaman, Principal with Grant Thornton, presented highlights from the 2021 Auditor's Report and financial statements for NSCN for the period of January 1 to December 31, 2021. Highlights from the Statement of Operations, Balance Sheet and Statement of Changes in Net Assets were provided. Mr. Trenaman noted that the audit was conducted in accordance with Canadian Generally Accepted Auditing Standards (GAAS). Mr. Trenaman reported that, in their opinion, the financial statements were presented fairly and free of material misstatement, and as of December 31, 2021, NSCN was in a healthy financial position.

The Chair thanked Mr. Trenaman for the report.

## **7.0 DISCUSSION PERIOD**

The Chair opened the Discussion Period and asked participants to submit their questions about matters raised during the Annual Meeting through the chat box. The Chair asked Heather Totton, Senior Director, Governance and General Counsel to moderate the questions from the chat box.

A number of questions were received from participants in the chat box. The questions were presented to the Chair and CEO for response in the time allotted for discussion.

At the end of the discussion period, the Chair thanked everyone for submitting their questions and noted not all questions could be addressed during the discussion time. The Chair reported that NSCN staff would create a summary of all questions and answers provided during the meeting, as well as including the questions (and related responses) that could not be reviewed during the meeting in a document that would be shared with all meeting participants, be made available on the NSCN website and in the next newsletter.

## **8.0 INTRODUCTION OF NSCN BOARD**

The Chair introduced the newest elected members of the NSCN Board:

- Parteek Brar, Registrant
- Ashley Clements, Registrant

The Chair reported that three new public representative would be appointed to the Board by the Minister of Health on June 1, 2022. That announcement would then be made on the website.

## **9.0 ADJOURNMENT OF ANNUAL MEETING**

On behalf of the Board, the Chair thanked everyone for joining the on-line Annual Meeting.

Having concluded the business for the meeting, the Chair declared the third annual meeting of the Nova Scotia College of Nursing adjourned at 1400 hours.

Recorded by:  
Marie-Claude Geddry, Administrative Assistant

Approved by the Board – September 29, 2022