College of Nursing of New Brunswick | Ordre de la pratique infirmière du Nouveau-Brunswick

Board of Directors Meeting Minutes

Subject: Regular Meeting

Date: September 16 & 17, 2026

Time: 16th - 1:00 PM – 4:00 PM & 17th - 8:30 AM – 3:00 PM

Location: CNNB Office

Document Location: SharePoint

Attendance: √		**Regrets: x**							
President, Chad Doucet	√	President-elect, Virgil Guitard	x	Region 1, Adèle LeBlanc	√	Region 2, Kathy Helpert	√	Region 3, Robyn Hamilton	√
Region 4, Mélissa Duguay	x	Region 5, Sylvie Bernard	√	Region 6, Élaine Albert	√	Region 7, Charis Lynch	√	Public Director, Claude Savoie	√
Public Director, Anne Caverhill	√	Public Director, Candice Paul	√						
CNNB Staff:									
CEO, Kate Sheppard	√	Janet Fogarty	√	Tara McIntyre	√	Colin Leahy	√	Sylvette Guitard	√
Allyson Ouellette	√	Laura Hunter	√	Jennifer Whitehead	√	Tess Dell – 16th (Staff Observer)	√	Carolyn Baxter – 17th (Staff Observer - Virtual)	√

Agenda	Facilitator	Discussion	Motion / Action
1. CALL TO ORDER - The meeting was called to order at 1:00PM by the President, Chad Doucet. Opening remarks included: review of the Meeting Code of Conduct and a welcome was extended to new board member, Adèle LeBlanc from Region 1, Tara McIntyre, new to her role as the CNNB Director of Complaints & General Counsel, as well as CNNB staff observers – Tess Dell on the 16th and Carolyn Baxter on the 17th.			
1.1 Land Acknowledgement	**Chair**	• Read by the President, Chad Doucet.	
1.2 Declaration of Conflict of Interest	**Chair**	• No conflicts of interest declared.	
2. AGENDA AND MINUTES			
2.1 Approval of the Agenda	**Chair**	• Addition of item 8.2 Board Meeting Minutes by K. Sheppard	Motion by consensus to approve the agenda with the addition.
2.2 Consent Agenda	**Chair**		
2.2.1 Minutes – May 20 & 21, 2026 approved electronically (Attachment)		• Amendments made to the draft minutes and approved by electronic vote by July 2nd.	
2.2.2 NCLEX-RN Quarterly Report (Briefing Note & Attachment)		• NCLEX Q2 (April-May-June) results were shared. • The 1st time writers pass rate for New Brunswick (NB) nursing educational institutions was 87.6%. • Data received from the National Council State Boards of Nursing (NCSBN) shared on the 2025	

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		pass rates and volume trends for Canadian jurisdictions. • Communication from NCSBN on the NCLEX-RN fee adjustment included in package. The College has sent a memo to advise all NB nursing educational institutions.	
2.2.3 CNPLE Biannual Report (Briefing Note)		• A summary of 2026 Q1 and Q2 (January-June) CNPLE outcomes were shared. 12 candidates wrote with a 100% pass rate. Note that UNB graduates students every other year.	
3. BUSINESS ARISING FROM MINUTES			
3.1 Nurses Act & Bylaws Update (Briefing Note & Attachment)	**CEO**	• Work is ongoing to finalize both the *Nursing Act* and Bylaws for final approvals. • The Act requires GNB approval in the Legislature, and at present, the College is working with various GNB representatives to move that process forward. • The Bylaws require internal approval of the College's Board, after the proposed Bylaws have been circulated for consultation with registrants and the public for a period of at least 30 days. • The August E-bulletin introduced regulating the registered psychiatric nurses (RPNs). • Bylaws have this incorporated into the current version to allow for regulating the RPN. And FAQ on the RPN as well as established regulatory documents for the RPN that have been developed, validated and approved by the Registered Psychiatric Nurse Regulators of Canada (RPNRC) were shared.	**Action:** The executive assistant will send a poll to secure a special board meeting in October to review the August 2026 version of the Bylaws.

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		• A special Board meeting will be held in October to review the most current version of the Bylaws which includes the refinements made based on feedback received through the external consultation process. • The goal at the November Board meeting will be for the most current Bylaws to be approved for a second round of public consultation to demonstrate accountability and transparency. Discussions will also be held at the November Board regarding decisions on identified Board Governance matters, most specifically the initial and subsequent Board.	
4. GOVERNANCE			
4.1 CEO's Report (Attachment)	**CEO**	• The CEOs detailed report was provided in the Board package, with the CEO providing some verbal highlights from June until now.	**Action:** Data on the number of English and French NCLEX-RN writers to be shared with the board in the consent agenda twice a year.
4.2 Finance Committee			
4.2.1 Finance Committee Report (Attachment)	**Élaine**	• A detailed report was provided in the Board package and Élaine Albert, Chair of the Finance Committee, provided a verbal update.	**Action:** Further details about the companies where our investments are held will be shared at a future Finance Committee meeting.
4.2.2 Interim Quarterly Financial Statement, Quarter 2 2026 (Briefing Note & Attachments)	**CEO**	• CNNB's Quarterly Interim Financial Statement as of May 31, 2026, which was recommended for approval by the Finance Committee on June 22, 2026 were reviewed and approved.	**Motion**: To approve the 2nd Quarter 2026 Interim Financial Statement as presented. K. Helpert / É. Albert Carried

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4.2.3 Appointment of the Auditor (Briefing Note)	**CEO**	• The Finance Committee met on June 22, 2026 to recommend reappointing KPMG as the independent auditor's firm.	**Motion:** To re-appoint KPMG as CNNBs independent auditor for fiscal year 2025-2026, 2026-2027, 2027-2028, or before if required. S. Bernard / É. Albert Carried
4.3 Governance Committee			
4.3.1 Governance Committee Report (Attachment)	**Claude**	• A detailed report was provided in the Board package and Claude Savoie, Chair of the Governance Committee, provided a verbal update.	
4.3.2 Code of Conduct Policy G-6 (Briefing Note & Attachment)	**CEO**	• The revised policy was circulated to the board in August, with feedback incorporated into the current version. • Further revisions required to the policy will be led by the Board. • A special board meeting will be held virtually, between October and January, for a March 2027 deliverable. The executive assistant will attend the meeting for minute taking and the President will be the chair.	**Motion:** That a special meeting of the board be held to review specifically policy G -6 – Code of Conduct. C. Savoie / É. Albert Carried **Action:** The executive assistant will send a poll to the board to schedule a 2-hour special meeting to discuss the Code of Conduct Policy.
5. STANDING COMMITTEES			
5.1 Nursing Education Advisory Committee			
5.1.1 UNB Master of Nursing Advance NP Proposal (Briefing Note & Attachments)	**Sylvette**	• A new program for students who have a MN degree to become an NP was proposed. The program stream requires the student to complete the NP focused courses only. Those courses are part of the current CNNB approved NP program.	**Motion**: That the UNB Master of Nursing Advanced NP (Post-Master's) program be approved and included in the UNB NP program annual review reports and next comprehensive review in October 2028. S. Bernard / É. Albert

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		• After initial review CNNB requested additional information, which was provided by UNB and available in the meeting package • The Nursing Education Advisory Committee (NEAC) reviewed the information and recommended a motion to the Board.	Carried
5.1.2 NBCC Canadian Re-entry /Internationally Educated Bridging Program (CRIB) Interim Report (Briefing Note & Attachment)	**Sylvette**	• Following comprehensive review in 2024 the College requested an interim report in February 2026 addressing all 'not met' mandatory indicators . CNNB staff completed a review of the report. • The Nursing Education Advisory Committee (NEAC) reviewed the information and recommended a motion to the Board.	**Motion**: That the NBCC CRIB program approval status be changed to "Approved"; and that the program continue to submit annual review reports until its next comprehensive review in February 2032. S. Bernard / C. Lynch Carried
5.1.3 Oulton College BScN Interim Report (Briefing Note & Attachments)	**Sylvette**	• Following preliminary review in 2022, the College requested fulfillment of provided recommendations. • An interim report was received in June 2026, prior to student promotion to third year. CNNB staff completed a review. • The Nursing Education Advisory Committee (NEAC) reviewed the information and recommended a motion to the Board.	**Motion**: That the Oulton College BScN program approval status remains "Preliminary Approval"; and that the BScN program undergoes a comprehensive review in August 2028. É. Albert / C. Lynch Carried
6. LEADERSHIP DEPARTMENTS			
6.1 Practice and Education			
6.1.1 Departmental Updates	**Sylvette**	• A verbal update was provided on RN Prescribing and Education program updates, CCP learning module and changes to controlled substances act .	

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		• Step up to Nursing (SUN) pilot project was funded by PETL and has been discontinued. The UdeM program will finish October 2027, and the UNB program will finish August 2028; therefore, CNNB will not move forward with the planned comprehensive review. • On January 1, 2026, the UNB Dept. Nursing & Health Science had a structure change and are now the Faculty of Nursing & Health Sciences. This change will streamline program review when they submit their comprehensive review in 2028. • Beal University Canada BScN transitioned officially to Yorkville University on September 8, 2026. • The 2027 CCP module will be on the Code of Conduct for RNs and NPs. • Speaker Sessions will continue as part of our alignment with our strategic plan & engagement with the next one held November 19th from 3-4pm on RN & NP Scope of Practice. • The Practice & Education team is doing presentations to first year students to help understand who we are and what we do and establish a relationship early in their career. • RN Prescribing (RNx) steering committee has been created to provide guidance during the implementation process and updates will be shared with the board as it progresses. • New controlled substance regulation comes into effect October 1st, 2026, and NPs will be required to comply with the federal Controlled Substances	

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		Regulations (CSR), further recommendation will go to the November board.	
September 16th ADJOURNMENT at 4:01pm			
September 17, 2026 - CALL TO ORDER at 8:33am			
6.2 Complaints and Discipline			
6.2.1 Q1-Q3 Update (Briefing Note)	**Tara**	• Complaints snapshot as of August 24, 2026 was provided to the board. • There were 184 open complaint files, with a significant portion of them at various stages of investigation, Complaint Committee review, or discipline proceedings. • 35 of the 48 open files at the Complaints Committee stage are substantially complete and require only the drafting of the decision. • As of August 24, 2026, the College received 62 complaints during the 2025-2026 practice year, compared with 52 complaints received by approximately the same time in the previous practice year. • Greater use of Consent Agreements, where appropriate, has helped to resolve files more efficiently and led to fewer referrals to the Discipline Committee. • The Complaints team faces challenges with delays in obtaining records from employers, potential under-reporting by employers, increased workload due to higher complaint volume, competing demands, and staffing transitions. • Actions taken include hiring an investigator,	

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		recruiting for a vacant legal counsel position, and working with employers to streamline record requests.	
6.3 Registration			
6.3.1 IEN Pathway Update	**Janet**	• On July 20, 2026, the revised IEN Pathway was implemented and CNNB has been working closely with NBCC, CCNB, employers, and government partners to support and monitor this transition. • As implementation is still in its early stages, insufficient data is available to assess the overall impact, and further updates will be provided to the Board as meaningful trends emerge.	
6.4 Governance, Policy and Risk			
6.4.1 Risk Framework	**Colin**	• A new practice of sending updates to the board quarterly by email and available on the board SharePoint will start. • There are currently 81 risks in the registry, which is a working document and none pose a high risk at this time. • A few highlights this past quarter were discussed: ○ Compliance with the Fair Registration Practice Act was added, as their regulations came into effect over the summer. CNNB is compliant but it has been added to the risk registry for on-going monitoring. ○ Work on the 10 recommendations of the OLC has been added, secondary to the complaint being closed. ○ Joint Health & Safety Committee created at CNNB.	

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		○ Appeal to the Board from a Complaint Committee decision added. ○ Notice of Action and Statement of Claim received from Shogonya Kaskile Mnyonge (The "Plaintiff")	
6.4.2 KPI Q3	**Colin**	• A new practice of sending updates to the board quarterly by email and available on the board SharePoint will start. • A few highlights this past quarter were discussed: ○ Registration is doing a great job on their grad turnaround time. ○ Communication to membership is at 47.8% open rate, which is very good. ○ Cybersecurity training to employees with 2 courses per year. 100% compliance. ○ Finance & Governance Policies are being reviewed, with 2 more policies to come. ○ Practice & Education is doing a great job and it was noted that trending consultation topics are reported and published, we are always one quarter behind on reporting.	
6.5 Operations Update	**CEO**	• "CNNB" branding work is on-going with some items that will be released when the Act come into force. • A RFI for a public awareness campaign was completed and awarded to CCGoodwin. This will focus on the role of the regulator as the role/scope of the RN/NP. • Interior upkeep occurred over the summer in the CNNB building, including painting and plan for updated signage.	

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7. NEW BUSINESS			
7.1 Board Education with C.C. Goodwin	**CEO**	• The Board participated in a governance education session led by CCGoodwin's CEO, which focused on clarifying board roles & responsibilities, strengthening governance effectiveness and building alignment & engagement while supporting the organization's strategic priorities. • Best practices for in-camera sessions were discussed, including maintaining confidential minutes of decisions, developing clear policies for documentation and storage, as well as in-camera sessions, both with and without the CEO present, as a standing agenda item. • The Board discussed enhancing governance processes through improved orientation, leadership development, succession planning for Board officers and the development of Terms of Reference for the President's role. • Through group discussions, members went through a 'Start, Stop, Continue' exercise and CCGoodwin will provide a summary of this work. • The session concluded with positive feedback from participants, who expressed appreciation for the discussion, increased confidence in their governance role and reassurance regarding the Board's effectiveness and progress.	
7.2 Strategic Plan Update	**CEO**	• The CEO provided a presentation on the progress of the 2024-2028 Strategic Plan, with a comment made that it should be a working document;	**Motion:** To remove the 'Develop and implement a standard project management processes' from the 2024-

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		therefore, the dates in the plan should be updated. • Each of the priorities were reviewed, along with their action items, while indicating the items met, in progress and not yet completed. • Under the action for the Organizational Performance, it was noted that the development and implementation of a standard project management process was no longer a priority. • Once the Nursing Act is in force, planning will begin for the next Strategic Plan, including consultation, budget, timing and a RFI for a consultant in 2027. The goal being a new 3 year Strategic Plan will be developed for 2028.	2028 Strategic Plan under the Organizational Performance. C. Savoie / S. Bernard Carried
8. OTHER BUSINESS			
8.1 2027-2028 Board Meeting Dates (Attachment)	**CEO**	• Next season's board meeting dates were provided in advance.	**Action:** The executive assistant will send calendar holds to those who continue with the board.
8.2 Board Meeting Minutes	**CEO**	• A motion was passed during the May 2025 Board meeting to publish a summary of the board minutes within 30 days of approval on the website and linked in the e-bulletin. • This has proved to be more workload intensive then anticipated. The CEO proposed that the Board approved minutes be posted as opposed to a summary.	**Motion:** That the approved board meeting minutes be available on the CNNB website and no need for the boardroom notes. S. Bernard / É. Albert Carried
9. BOARD EVALUATION	**Chair**		
10. NEXT MEETING	**Chair**	• A virtual special meeting will be held in October to review the Bylaws. • In-person meetings on November 25 & 26, 2026	**Action:** The executive assistant will check with the President & President-elect on their availability for the October

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			meeting, as well as with our legal representative.
11. ADJOURNMENT	**Chair**	• Meeting was adjourned at: 2:06pm	
12. IN-CAMERA SESSION	**Chair**		**Motion:** To move in-camera for items 12.1 Policy Work and 12.2 Contract Update and Communication. C. Lynch / C. Paul Carried **Motion:** To move out of in-camera. Name / Name ?? Carried

Future Meeting Dates:

- October 20, 2026 (virtual) - 4pm – 5:30pm – Bylaw Review Meeting
- November 25 & 26, 2026 (in-person); 25th – 1pm-4pm and 26th – 8:30am-3pm
- March 24, 2027 - 8:30am -3pm (in-person)
- May 19 & 20, 2027 (in-person)