

The College of Licensed Practical Nurses
of Prince Edward Island

Bylaws

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SECTION 1 – INTRODUCTION

1.1 DEFINITIONS

1.1.1 In these bylaws, unless the context otherwise requires:

- a) “Act” means the Regulated Health Professions Act of Prince Edward Island
- b) “Candidate” means a member who has applied to serve as a Councillor pursuant to these bylaws who has not yet received an appointment to Council.
- c) “College” means the College of Licensed Practical Nurses of Prince Edward Island (CLPNPEI).
- d) “Council” means the Council for the College of Licensed Practical Nurses of Prince Edward Island.
- e) “Councillor” means member of the Council.
- f) “Executive Director” means the Executive Director appointed by the Council.
- g) “Good Standing” means the registrant’s registration as a member of the College is not suspended or cancelled or otherwise restricted or limited under the Act or Regulations made thereunder.
- h) “Member” means an individual who is registered in the register of the College of Licensed Practical Nurses of Prince Edward Island;
- i) “Registrar” means the Registrar appointed by the Council.

1.2 INTERPRETATION

1.2.1 In the interpretation of these bylaws, unless the context otherwise requires, expressions defined in the Act shall have that meaning as defined. Words in the singular include the plural and vice-versa, words in one gender include all genders, and “person” includes an individual, body corporate, partnership, trust and unincorporated organization.

1.3 SEVERABILITY AND PRECEDENCE

1.3.1 The invalidity or unenforceability of any provision of these bylaws shall not affect the validity or enforceability of the remaining provisions of these bylaws.

1.3.2 If any of the provisions contained in the bylaws are inconsistent with those contained in the Act or Regulations made thereunder, the provisions contained in the Act or Regulations, as the case may be, shall prevail.

1.4 HEAD OFFICE

1.4.1 The head office of the College shall be located in the City of Charlottetown, Prince Edward Island wherein the business of the College may be conducted.

1.5 SEAL

1.5.1 The seal of the College, if any, shall be in the form determined by the Council. The seal of the College shall be in the custody of the Executive Director, who shall affix it to all documents for which it is required.

1.6 FISCAL YEAR

1.6.1 The fiscal year of the College shall commence on the first day of April and shall end on the thirty-first day of March of the following year.

1.7 EXECUTION OF CONTRACTS

1.7.1 Deeds, transfers, assignments, contracts, obligations and other instruments in writing requiring execution by the College shall be signed by the Executive Director and a member of the Executive Committee.

1.7.2 The Council may, from time to time, direct the manner in which and the person by whom a particular document or type of document shall be executed.

1.7.3 Persons authorized to sign any College document may affix the College seal to the document. The Council Chair may certify a copy of any instrument, resolution, bylaw or other document of the College to be a true copy thereof.

SECTION 2 – COUNCIL

2.1 INTRODUCTION

2.1.1 Each Councillor, officer, staff member, and committee member must act honestly, in good faith and in the best interest of the College and the public.

2.2 DUTIES OF COUNCIL

2.2.1 Council shall carry out the objectives of the College.

2.2.2 Each Councillor is required to participate as either an executive member or committee member.

2.3 COMPOSITION

2.3.1 The Council shall consist of:

- a) Six members of the College, registered on the general register and appointed by the Council.
- b) Three public representatives appointed by the Lieutenant Governor in Council.
- c) The Registrar (nonvoting); and
- d) The Executive Director (nonvoting).

2.4 TERM OF OFFICE

2.4.1 The term of office for all Councillors shall be in accordance with the Act and shall commence from the date of appointment by the Council and/or Lieutenant Governor in Council.

2.5 REVOCATION OR SUSPENSION OF COUNCILLOR

2.5.1 Council may submit a request to the Lieutenant Governor in Council for the revocation of the appointment of a Councillor, where the Councillor:

- a) fails to attend three consecutive meetings of the Council without, in the opinion of the Council, a reasonable excuse.
- b) is convicted of an offence that, in the opinion of the Council, renders the Councillor unsuitable to continue to hold office as a Councillor;
- c) commits an act, other than one referred to in clause (b), that, in the unanimous opinion of the other Councillors of the Council, undermines the ability of the member to act credibly as a Councillor;
- d) is, in the opinion of the Council, unlikely to be able to fulfil the Councillor's duties on the Council due to physical or mental incapacity.
- e) where a Councillor submits a letter of resignation.
- f) ceases to reside in the province.

2.5.2 Council will consider the revocation of the appointment of a LPN member Councillor, where the Councillor:

- a) fails to attend three consecutive meetings of the Council without, in the opinion of the Council, a reasonable excuse.
- b) is convicted of an offence that, in the opinion of the Council, renders the member unsuitable to continue to hold office as a member
- c) commits an act, other than one referred to in clause (b), that, in the unanimous opinion of the other members of the Council, undermines the ability of the member to act credibly as a member.
- d) is, in the opinion of the Council, unlikely to be able to fulfil the member's duties on the Council due to physical or mental incapacity.
- e) is no longer a member in good standing or registered with the College; or
- f) where a Councillor submits a letter of resignation.
- g) Ceases to reside in the province

2.5.3 Council will suspend the appointment of a member to Council at the time a complaint is made about the member, under the Regulated Health Professions Act or in another jurisdiction until it is resolved.

2.5.4 Council will revoke the appointment of a member to Council at the time the conduct of the member is found to constitute professional misconduct under the Regulated Health Professions Act or in another jurisdiction.

2.6 CODE OF ETHICS

2.6.1 In all of its deliberations, the Council shall be guided by the principal that the protection of the public health shall be of prime consideration; and that the College of Licensed Practical Nurses of Prince Edward Island Code of Ethics, as approved by the Council, in accordance with the Act and shall be at all times abided by Members and enforced by Council.

2.7 CODE OF CONDUCT AND CONFIDENTIALITY AGREEMENT

2.7.1 Each Councillor, officer, staff member, or committee member is required to read, sign and abide by the Code of Conduct Policy and Confidentiality Agreement as approved from time to time by Council.

2.7.2 A Councillor shall take the Councillor's Oath of Office as follows:

I, [*name*], of [*location of residence*], Province of Prince Edward Island, do solemnly swear that I will faithfully, truly and to the best of my judgement, skill, knowledge and ability execute and perform the duties required as a member of the College of Licensed Practical Nurses of Prince Edward Island that properly

relates to my duties as a Councillor. I further solemnly swear that I will not communicate or allow to be communicated to any person not entitled thereto any and all information related to the Council, nor will I, without due authority, allow such person to inspect or have access to any books or documents belonging to or in the possession of the Council and relation to the operations of the Council, who is not otherwise authorized by law.

2.7.3 The oath of office shall be signed, confirmed and retained by the Registrar with the other books and records of the Council.

2.8 CONFLICT OF INTEREST

2.8.1 Each Councillor, officer, staff member, or committee member is required to read and abide by the Conflict-of-Interest Policy and sign a declaration of understanding as approved from time to time by the Council.

2.8.2 A conflict of interest occurs when a reasonable perception exists that the ability of a Councillor to exercise the official duties of the Council has been affected by the private interest of a Councillor, officer, staff member, or committee member.

2.8.3 Conflict of interest can also be a breach of an obligation to the Council that has the effect or intention of advancing one's own interest or the interest of others in a way that is detrimental to the interests, potentially harmful to the integrity or fundamental mission, of the College.

2.8.4 Each Councillor, officer, staff member, or committee member shall avoid conflicts of interest, including appearances of conflict of interest.

2.9 DECLARATION OF CONFLICT OF INTEREST

2.9.1 A Councillor, officer, staff member, or committee member who has, directly or indirectly, any interest in a proposed contract or transaction to which the Council is to be a party, shall declare his or her interest in the proposed contract or transaction at the meeting at which the proposed contract or transaction is first considered, and shall not take part in any related discussions prior to a review and determination by Council of the existence or perception of any conflict of interest.

2.9.2 A Councillor, officer, staff member or committee member may recuse themselves from any discussion and decision making undertaken by Council if the Councillor so decides that a conflict of interest or reasonable perception of a conflict of interest exists.

2.9.3 Any individual, who has reason to believe that a Councillor, officer, staff, or committee member has a conflict of interest, shall be given an opportunity to state their concerns prior to, or during a meeting.

2.10 OTHER CONFLICT OF INTEREST CONDITIONS

2.10.1 A Councillor, officer, staff member, or committee member shall not solicit or accept a monetary honorarium for giving a presentation or participating in a conference as a representative of the College unless approved by Council. Mementos of nominal value may be accepted.

2.10.2 Where the Council has adopted an official position on a matter, a Councillor, officer, staff member, or committee member shall not engage in oral or written advocacy against the position in any public forum, including, but not limited to, legislative committees and news media aimed at the general public or on-line social media, without the prior approval of Council.

2.10.3 Councillors, officers, staff members, and committee members are required to preserve confidentiality with respect to all information coming to their knowledge in the course of their duties unless Council determines otherwise.

2.11 CONFLICT OF INTEREST OUTCOMES

2.11.1 The validity of the declaration of a conflict of interest shall be determined by Council, with the following options available to the group:

- a) The member shall abstain from all discussion and voting on the declared issue.
- b) The member shall be excused from that portion of the meeting.
- c) The item should be removed from the meeting agenda if it is determined to be inappropriate.
- d) The member shall not participate in the discussion or vote on the declared issue but may be asked for information by the Council if that member has information that may be relevant to the discussion thereby enabling the Council in making an informed decision.
- e) Council determines the conflict of interest is not valid and proceeds with the meeting with the member in attendance.

2.11.2 Where the Council determines that a member, or person acting on behalf of the Council in any capacity, has failed to declare a conflict of interest that is materially detrimental to the interests or potentially harmful to the integrity or fundamental mission, of the College, the Council may:

- a) Request an apology.
- b) Consider the immediate revocation of the member in question from Council.
- c) Take any other available measures at law.

SECTION 3 – APPLICATION OF MEMBERS FOR APPOINTMENT TO COUNCIL

3.1 ELIGIBILITY FOR APPOINTMENT TO COUNCIL

3.1.1 Only Members in Good Standing shall be eligible to be appointed to the Council.

3.1.2 Members are not eligible for appointment to Council as Public Representatives are appointed by the Lieutenant Governor in Council.

3.1.3 The following persons are not eligible for appointment to Council or to any Council committees.

- a) A person who is, or was within the past year, a member of the governing body of an advocacy organization for Licensed Practical Nurses.
- b) A person whose conduct was found, within the past year, to constitute professional misconduct or incompetence under the Regulated Health Professions Act or in another jurisdiction.
- c) A person who is a respondent in an ongoing complaint under the Regulated Health Professions Act or in another jurisdiction.

3.2 APPLICATIONS

3.2.1 To be valid, an application must be completed on the application form provided by the College and must be received by the Registrar no later than the date fixed for receiving applications.

3.2.2 The Registrar shall, at least 60 days before the completion of a Councillors term, give notice in accordance with the bylaws, to all eligible College Members.

3.2.3 A candidate for appointment to Council may, at any time prior to their appointment, give notice in writing to the Registrar of the candidate's wish to withdraw their name. The withdrawal becomes effective upon receipt of the notice.

3.2.4 Council shall review and select names from the list of candidates for appointment and shall consider the candidates for appointment to Council.

3.2.5 Where the number of applications equals the number of Councillors required, that candidate or those candidates' names shall be considered. The Council Chair shall notify the candidate(s) confirming their appointment, once made.

3.2.6 If the call for applications does not produce enough eligible candidates to fill the vacancies on Council, the Members shall be so advised, and invited to resubmit applications.

3.2.7 If the number of candidates who apply remains less than the number of Councillors required, a Council Vacancy committee shall be appointed by Council, and shall recruit from amongst the eligible members a sufficient number of consenting candidates so that the total applications will be at least equal to the vacancies but not greater than twice the number of vacancies.

3.3 VACANCIES DURING TERM

3.3.1 If a pre-term vacancy in Council occurs through death, incapacity, resignation, or otherwise, notice shall be sent to members of the College to seek candidates to fill that vacancy and the member appointed by the Council shall hold office during the unexpired term of the vacancy.

3.3.2 Where the pre-term vacancy is a public representative Councillor appointed by the Lieutenant Governor in Council, the Lieutenant Governor in Council shall be notified so a replacement can be appointed to hold office for the balance of the unexpired term of the vacancy.

SECTION 4 – EXECUTIVE COMMITTEE AND OFFICER ROLES

4.1 EXECUTIVE COMMITTEE

4.1.1 The Executive Committee shall be elected by the Council by majority vote at the first Council meeting most closely aligned with the fiscal year end.

4.1.2 The Executive Committee shall be comprised of:

- a) the Chair.
- b) the Vice-Chair.
- c) Executive Director (nonvoting)
- d) Registrar (nonvoting)

4.1.3 The Executive Committee shall take action upon any matter delegated to it by the Council or that requires attention between meetings of the Council.

4.1.4 The Executive Committee shall oversee the preparation of the annual budget of the College and oversee the financial affairs of the College.

4.1.5 The term of office of a member of the Executive Committee shall be two years, renewable to a maximum of 6 consecutive years.

4.1.6 The Executive Committee shall be responsible for the performance of such duties and exercising of such powers as are set out in these bylaws and as may from time to time be assigned by the Council.

4.2 VACANCY IN THE EXECUTIVE COMMITTEE

4.2.1 In the event of a vacancy in the Executive Committee occurring through death, incapacity, resignation, or otherwise, the Council will elect an Executive Committee member by majority vote. When elected, the Executive Committee member will remain in office for the unexpired portion of the vacant term.

4.3 SIGNING AUTHORITY

4.3.1 The signing officers of the College with respect to financial matters including cheques, contracts, leases, bills of exchange, investments, memoranda of understanding and other agreements binding the College shall be the Chair, Vice-Chair, one other Councillor as appointed by the Council, and the Executive Director.

4.3.2 Signing authority for financial matters shall be any two of the four signing officers.

4.4 COUNCIL CHAIR ROLE

4.4.1 The Council Chair, if present, shall preside at and chair all meetings of the Council and of the Executive Committee. He or she shall be responsible for the performance of such duties and exercising of such powers as are set out in these bylaws and as may from time to time be assigned by the Council.

4.5 VICE-CHAIR ROLE

4.5.1 The Vice-Chair shall be responsible for the performance of such duties and exercising of such powers as are set out in these bylaws and as may from time to time be assigned by Council. In the absence of the Chair, the Vice-Chair shall assume all the duties and powers of the Chair.

4.6 REMOVAL OF AN OFFICER/STAFF DISMISSAL

4.6.1 Officers or staff may be removed for misconduct or dereliction of duties. Misconduct is a willful act against this College. Dereliction of duties is the negligence of official responsibilities for an excessive period, or violation of the responsibilities of office.

4.6.2 During a Special Meeting, the removal of officers or staff may be initiated by a two-thirds (2/3) majority vote of the entire Council. The Executive Committee is then

responsible for carrying out, if appropriate, the removal of the officer or staff (Executive Director and Registrar only).

SECTION 5 – APPOINTMENTS

5.1 REGISTRAR AND EXECUTIVE DIRECTOR

5.1.1 The Registrar shall be appointed by and accountable to Council. The Registrar's responsibilities and remuneration of the Registrar shall be reviewed by the Council annually following an employee performance review.

5.1.2 In addition to the duties required by the Act, the Registrar shall perform other functions and duties as assigned by the Council.

5.1.3 The Executive Director shall be appointed by and accountable to Council. The Executive Director's responsibilities and remuneration of the Executive Director shall be reviewed by the Council annually following an employee performance review.

5.1.4 The Executive Director is responsible for planning and implementing the programs of the College in accordance with policies and objectives approved by Council, overseeing the financial affairs and internal staffing, managing the office of the College and any additional functions and duties as assigned by Council.

5.1.5 If Council determines the Registrar or Executive Director needs immediate replacement, Council may appoint an interim Registrar or Executive Director from the Councillors or staff until the Registrar or Executive Director returns or a replacement has been appointed.

5.1.6 At least one of the Registrar or Executive Director positions must be held by a member of the College.

5.2 INVESTIGATOR

5.2.1 The duty of an Investigator is to exercise the powers and perform the duties of an investigator pursuant to the Act.

5.2.2 Upon the request of an Investigation Committee, Council shall consider and appoint, by majority vote, one or more persons as Investigators for the purposes of the Act.

5.2.3 Investigators are responsible to the Registrar for the performance of their duties.

5.2.4 In addition to the duties required in the Act, the Council may create additional policies and procedures pertaining to Investigators and investigation process.

5.3 PRACTICE AUDITOR

5.3.1 The duty of a practice auditor is to exercise the powers and perform the duties as directed by the Council.

5.3.2 At the request of an Investigator, Investigation Committee or Council under its own initiative, Practice Auditors may be appointed by majority vote of Council and are responsible to the Registrar for the performance of their duties.

5.4 FINANCIAL AUDITOR

5.4.1 The Financial Auditor shall be appointed by the Council.

5.4.2 The Financial Auditor, after receiving the financial records of the College, shall prepare an Auditor's Report and Statement of Financial Position of the College in accordance with generally accepted accounting principles and auditing standards and deliver it to the Council within the period set out in procedures established by the Council.

SECTION 6 – COMMITTEES

6.1 COMMITTEES OF THE COUNCIL

6.1.1 Subject to the limitations on delegation set out in the Act, the Council may establish any committee it determines necessary for the execution of the College's responsibilities.

6.1.2 In accordance with the Act, Council shall approve the terms of reference and composition of all standing committees. In addition to the Executive Committee, the standing committees of the Council are:

- a) the Investigations Committee, and
- b) the Hearing Committee

6.1.3 The Council may appoint committee members and shall prescribe in policy the terms of reference for any such committee including the composition, powers and duties of the committee.

6.1.4 The Council may dissolve any committee by resolution at any time.

6.1.5 Committee members shall be either a member in good standing with the College, a Councillor or appointed by Council.

6.1.6 In accordance with the Act, and unless otherwise stated in these bylaws, the Council shall appoint the chair of each committee from Councillors or College staff.

6.1.7 Quorum for a committee shall be a majority of the committee members.

6.1.8 Unless otherwise stated in these bylaws, or in the Terms of Reference for a committee, decisions of any committee shall be by majority vote of those members of the committee present at a duly constituted meeting.

6.2 REVOCATION OF COMMITTEE MEMBERS

6.2.1 Council may revoke the appointment of a committee member where the person:

- a) fails to attend three consecutive meetings without, in the opinion of the Council, reasonable excuse.
- b) is convicted of an offence that, in the opinion of the Council, renders the member unsuitable to continue to hold office as a member.
- c) commits an act, other than one referred to in clause (b), that in the unanimous opinion of the other members of the Council, undermines the ability of the member to act credibly as a member.
- d) contravenes these bylaws or established policies.
- e) is, in the opinion of the Council, unlikely to be able to fulfill the member's duties due to physical or mental incapacity; or
- f) where the committee member submits a letter of resignation.

SECTION 7 – REGULAR COUNCIL MEETINGS

7.1 TIME AND PLACE OF REGULAR COUNCIL MEETINGS

7.1.1 The Council shall hold at least three regular meetings during the year, or more often as required, at such times and places as shall be determined by the Council Chair or, in his/her absence, by majority vote of Council.

7.2 NOTICE OF REGULAR COUNCIL MEETINGS

7.2.1 Notice of the exact time, place and format shall be given to each Councillor at least fourteen (14) days in advance of the regular Council meeting.

7.3 MANNER OF MEETING

7.3.1 A meeting of the Council may be held by conference call, video conferencing or other methods that permit members of the Council to participate in the meeting.

7.4 QUORUM AND ATTENDANCE

7.4.1 Over fifty per cent (50%) of members of the Council, including at least one public representative and either the Council Chair or Vice-Chair shall constitute a quorum.

7.4.2 The Executive Director shall ensure an attendance record of all Councillors is kept and that the record is reviewed by Council once each year or if a Councillor has been absent for 3 consecutive meetings.

7.5 VOTING AT COUNCIL MEETINGS

7.5.1 Motions shall be decided by a majority of members of Council in attendance. Each member of Council shall be entitled to one vote (excluding the Executive Director and Registrar).

7.5.2 If there is a tie vote, the Chair may cast the deciding vote.
In the event of a tie vote where the chair chooses not to break the tie, the motion is lost.

7.6 MINUTES OF COUNCIL MEETINGS

7.6.1 The meeting recorder shall record the minutes of the Council meeting and ensure distribution of the minutes to members of Council no later than twenty-one (21) days following the meeting.

7.6.2 Meetings may be recorded electronically for reference purposes.

7.6.3 Previous meeting minutes shall be approved by the Council. The minutes, as approved, shall be retained, and shall be signed by the Council Chair or Vice-Chair and the Executive Director or Registrar.

SECTION 8 – SPECIAL MEETINGS

8.1 SPECIAL MEETINGS

8.1.1 The Council may convene a special meeting by resolution of the Council.

8.1.2 The Council must convene a special meeting of the Members within sixty days after receipt by the Registrar of a request for such a meeting signed by at least 10% of all practicing members on issues that are within the College mandate.

8.2 NOTICE OF SPECIAL MEETINGS

8.2.1 No fewer than two (2) days' notice shall be given for a special meeting of Council. The notice shall specify the time, place and business to be transacted at the special meeting.

8.2.2 No fewer than thirty (30) days' notice shall be given for a special meeting of the Members. The notice shall specify the time, place and business to be transacted at the special meeting.

8.3 ORDER OF BUSINESS FOR SPECIAL MEETINGS

8.3.1 No business shall be dealt with except that for which the meeting was called.

8.3.2 Unless otherwise directed by the Council Chair, special meetings will follow the bylaws set forth under Regular Council Meetings.

8.3.3 Quorum for a special meeting of the Members shall be the number of members on the register of practicing licensed practical nurses who attend the meetings.

SECTION 9 – RULES OF ORDER

9.1.1 Proceedings at meetings of the College and the Council shall be guided by the rules set down in "Robert's Rules of Order Newly Revised – 11th edition" in all cases not specifically provided for in the Act or in these bylaws.

SECTION 10 – GIVING NOTICE

10.1.1 Any notice (including any communication or document) to be given (which includes sent, delivered or served), pursuant to the Act, the Regulations, the College

bylaws or otherwise to a member of the College, officer or Councillor or to the public accountant shall be sufficiently given:

- a) if delivered personally to the person to whom it is to be given or if delivered to such person's address as shown in the records of the College, or in the case of notice to a director to the latest address as shown in the last notice that was sent by the College; or
- b) if mailed to such person at such person's recorded address by prepaid ordinary or air mail; or
- c) if sent to such person by telephonic, electronic or other communication facility at such person's recorded address for that purpose.

10.1.2 A notice so delivered shall be deemed to have been given when: mailed when deposited in a post office or public letter box; or a notice sent by any means of transmitted or recorded communication when dispatched or delivered to the appropriate communication company or agency or its representative for dispatch.

SECTION 11 – ALLOWANCES

11.1 REMUNERATION

11.1.1 Councillors, officers, and committee members may be paid remuneration in accordance with the policy adopted by Council.

11.1.2 Unless otherwise stated in these bylaws, no Councillor, officer, or committee member shall directly or indirectly receive any profit from occupying said position; provided that:

- a) The Councillor, officer, or committee member may be reimbursed for reasonable expenses they incur in the performance of their duties; and
- b) the Councillor, officer, or committee member may be paid remuneration and reimbursed for expenses incurred in connection with services they provide to the College, provided that the amount of any such remuneration or reimbursement is:
 - i. considered reasonable by Council.
 - ii. approved by the Council for payment by resolution passed before such payment is made; and
 - iii. in compliance with the College's conflict of interest policy.

SECTION 12 – FEES

12.1.1 Council shall establish and collect fees that are payable by Members to apply for, obtain, renew, transfer or reinstate a certificate of registration, including late penalties for late payment, and fees that are payable to take an examination.

12.1.2 Council shall establish and collect all other fees payable under the Act where permitted or required.

12.1.3 All forms and fees related to the annual renewal must be received at the College office no later than March 1st of each year.

12.1.4 All forms and fees related to the annual renewal not received by March 1 of each year shall be subject to a penalty as approved by Council. Any member with outstanding fees or penalties not received in full by the College prior to April 1st of each year will not be eligible for registration.

12.1.5 Where the registration of a former member expired or was cancelled, the former member may apply to the Council, in a form approved by the Council for reinstatement of the registration.

12.1.6 Where the Registrar approves an application for an initial certificate of registration during the last three months of any registration year, the initial certificate of registration partial year fee shall apply.

12.1.7 Where the Registrar approves an application for a graduate practical nurse certificate of registration during the last three months of any registration year, the graduate practical nurse certificate of registration fee partial year shall apply.

12. 1. 8 Where the Registrar approves an application for a special registration, the certificate of registration will be issued for 30 consecutive days. No more than three (3) special certificate of registrations may be issued in any registration year per member.

12.1.9 All fees shall be set out in the Schedule of Fees and Deadlines adopted and or amended by Council from time to time.

12.1.10 Schedule of Fees and Deadlines

- a) Initial Certificate of Registration Fee \$450
Initial Certificate of Registration Fee (Partial Year) \$225
- b) Renewal of Certificate of Registration Fee \$450
- c) Late Penalty Fee for Renewal of Certificate of Registration Fee (March 2nd – March 31st) -includes Late Penalty Fee \$100 + Renewal of Certificate of Registration Fee.

- d) Reinstatement of Certificate of Registration Fee - includes \$200 reinstatement fee + Certificate of Registration Fee)
- e) Application Fee \$150
- f) Verification of Registration Form Completion Fee \$75
- g) Canadian Practical Nurse Registration Examination (CPNRE) Fee \$600
 - i. CPNRE Did not write fee \$75
 - ii. CPNRE Re-Scoring Fee \$75
- h) Graduate Practical Nurse Certificate of Registration Fee \$450
Graduate Practical Nurse Certificate of Registration Fee (Partial Year) \$225
- i) Special Certificate of Registration Fee \$75

SECTION 13 – CARE OF FUNDS

13.1 Budget

13.1.1 The Executive Director will prepare an estimate of the budget for the upcoming year with the assistance of the Executive Committee.

13.1.2 The budget for the upcoming year will be presented by the Executive Director and adopted by Council each year prior to the end of the fiscal year.

13.2 BANKING

13.2.1 The Council, or its staff, shall ensure that all money received on behalf of the College is deposited in the name of the College in a bank or other deposit gathering institution that is a member of the Canadian Deposit Insurance Corporation or in a credit union established in such a way as to guarantee the deposits.

13.3 INVESTMENTS

13.3.1 The Council shall ensure that when funds of the College are invested, they are held secure through means set out in policies and procedures approved by Council.

13.4 INSURANCE

13.4.1 Council shall ensure that the College maintains security arrangements and insurance coverage against loss of funds that the College may sustain resulting from employee dishonesty, destruction, disappearance, wrongful abstraction or forgery.

13.4.2 Council shall ensure that the College maintains insurance coverage for office contents, liability insurance for directors and officers and errors and omissions insurance.

SECTION 14 - BYLAWS

14.1.1 New bylaws or changes in the bylaws may be enacted from time to time by the Council in accordance with the Act.

14.1.2 Bylaws will be available to the public in a public forum as determined by the Council.