



Minutes

Attendees - Council Members					
	Name	Role		Name	Role
√	Kathy Sauze	President	√	Denise Kokaram	Regulated Member Councillor
√	Jodi Sperber	Vice President	√	Lindsay Ord	Regulated Member Councillor
√	Louise Mosier	Public Member Councillor	√	Beth Blair	Regulated Member Councillor
Attendees – Guests and Observers					
√	Amie Dowell	Registrar & CEO	√	Tammy Akers	Recording Secretary, CRDHA
√	Jane Halford	Halford Consulting	√	Keith Vansevenandt	Auditor, Yaremchuk & Annicchiarico LLP

#	Agenda Item
1	Call to Order
	1.1 Introductions: Guests / Observers
	<p>The President, K. Sauze, called the meeting to order at 9:02 a.m. and welcomed the council members. She also welcomed Amie Dowell, Tammy Akers, and Jane Halford to the meeting. She advised that Keith Vansevenandt will be joining the meeting shortly to present the Draft Audited Financial Statements.</p> <p>K. Sauze welcomed the opportunity to acknowledge that Council was gathered on Treaty 6, 7, and 8 territories. She offered this acknowledgement in the spirit of reconciliation and to respect the histories, languages, and cultures of the First Nations, Inuit, and Metis people of Alberta.</p>
	1.2 Housekeeping
	<p>K. Sauze requested that all attendees keep their microphones muted and remain visible on camera while the meeting is in session and to mute microphones after speaking. She advised that should anyone need to take a phone call or other interruption during the business meeting, they leave their camera on and step out of the frame to lessen distraction for the participants.</p> <p>The President noted that the Chat feature is enabled only to send a message to the Host (T. Akers) should there be any technical issues, etc., that Council members experience. She requested that voting on motions or comments as part of the discussion not be entered via the Chat feature as it is difficult for the Chat to be constantly monitored.</p> <p>The President asked if anyone had any questions before moving to the first agenda item.</p>
2	Adoption of Consent Agenda
	2.1 Minutes of Previous Meetings and E-Motions for Approval
	<ul style="list-style-type: none"> i. Draft Minutes June 4 & 5, 2021 ii. E-Motions July – September 2021



	<p>2.2 Action Items from Past Council Meetings for Information</p> <p>2.3 Reports and Minutes for Information</p> <ul style="list-style-type: none"> i. Executive Committee ii. Audit, Finance, and Risk Committee iii. Governance Committee iv. Competence Committee <p>2.4 Quarterly Financial Statements for Information</p>
<p>K. Sauze listed all items on the Consent Agenda and asked if anyone wished to remove any item(s) from the Consent Agenda for discussion. Any typographical or grammatical errors in any of the Minutes can be sent directly to T. Akers.</p> <p>The Competence Committee report was removed from the Consent Agenda as it was not distributed in the meeting package. A. Dowell advised that she will provide a verbal update on the work of the Committee.</p> <p>MOTION: To approve the Consent Agenda as amended. Moved by: D. Kokaram, Seconded by: B. Blair CARRIED</p>	
3	<p>Adoption of Agenda</p>
<p>The President asked if there were any additions or revisions to the agenda and asked for a motion to approve.</p> <p>D. Kokaram advised that she had sent T. Akers a briefing note regarding the regulated member council vacancy this morning for inclusion during the discussion of agenda item 9.</p> <p>K. Sauze requested that a discussion regarding the exit assessment of J. VanMalsen be added to agenda item 9.</p> <p>MOTION: To approve the Agenda of September 24, 2021 as amended. Moved by: L. Mosier, Seconded by: L. Ord CARRIED</p>	
4	<p>Finance <i>Guest: Keith Vansevendt, Auditor, Yaremchuk & Annicchiarico LLP</i></p>
	<p>4.1 Draft Audited Financial Statements and Management Letter</p>
<p>K. Vansevendt joined the meeting at 9:08 a.m.</p> <p>K. Sauze welcomed K. Vansevendt to the meeting and he presented the Draft Audited Financial Statements and Management Letter to Council.</p> <p>J. Sperber suggested that the budget and financial statements no longer refer to “Membership” fees and change to “Permit” or “Registrant” fees. A. Dowell will follow up with K. Vansevendt.</p>	



The Unrestricted \$807,806 in Net Assets was discussed. A. Dowell advised that these funds will be discussed during the strategic planning session.

K. Vansveenandt advised that the Audit found that payroll reports were not being initialed to evidence that they've been reviewed and approved and that this is captured in the Management Letter. A. Dowell advised that this practice had been in place and stopped when the College moved to working from home due to COVID-19. Going forward, payroll reports will be initialed once reviewed and approved.

4.2 In-Camera with the Auditor

An in-camera session with the auditor was held.

MOTION: To move in-camera at 9:37 a.m.
Moved by: D. Kokaram, Seconded by: L. Ord
CARRIED

MOTION: To move out-of-camera at 9:45 a.m.
Moved by: J. Sperber, Seconded by: D. Kokaram
CARRIED

MOTION: To approve the Draft Audited Financial Statements for the 2021 Fiscal Year with the amendment to "Membership" fee terminology amended as outlined above.
Moved by: L. Ord, Seconded by: B. Blair
CARRIED

K. Vansveenandt left the meeting at 9:46 a.m.

5 CEO Report – Year in Review

Before proceeding with the Year in Review, A. Dowell provided an overview of the Competence Committee report, which was added to the Council SharePoint site this morning.

A. Dowell provided a Year in Review, grouped into the four goals in the Strategic Plan, and a discussion followed.

L. Ord asked if a recording of the COVID-19 research panel that A. Dowell recently participated in is available to watch. A. Dowell will look into and advise.

Council thanked A. Dowell for the overview noting the volume of work undertaken by the College over the last year.

6 Committee Charters

K. Sauze provided an overview of the revisions to the three committee charters and asked if anyone had any questions or comments. KS advised that the three committee chairs, A. Dowell, and J. Halford met to review and make any necessary amendments. She noted that the documents are looked at throughout the year and amendments can be made at any point in time as is necessary.



D. Kokaram asked if the small amendments that she had regarding some overlap in the Executive and Governance Committee Charters and some additional comments related to the Executive Committee Charter, that she had sent in had been included in the versions being reviewed today. A. Dowell advised that she was unsure whether L. Ord or K. Sauze had had an opportunity to review D. Kokaram’s suggestions so did not include them in the versions being reviewed today. A. Dowell suggested that the Charters be reviewed and approved today and to have the three Chairs continue the conversation and bring any further changes to the October meeting. K. Sauze noted that J. Sperber had also highlighted something for inclusion and that she will refer back to be sure it is included in the discussion.

MOTION: To approve the Charters of the three governance committees as presented.
Moved by: L. Ord, Seconded by: B. Blair
CARRIED

7	Policy Review
	7.1 GP-2 Council Meeting Rules of Order and Meeting Process Policy
	7.2 GP-3 Council Code of Conduct
	7.3 GP-5 Council Meeting Attendance

A. Dowell reviewed the changes to GP-2, GP-3, and advised that with the language from GP-5 being incorporated into GP-3, GP-5 was no longer required as a stand-alone policy. A. Dowell reminded Council that these policies were discussed in-camera at the June Council meeting.

A recent Supreme Court of Canada decision stated that minutes or notes taken during in-camera sessions are not necessarily private. The College requested a legal opinion from R. Smith of Willis Law regarding the wording of the policy and he advised that the wording of the policy was sufficient.

D. Kokaram advised that she did not recall “...meeting requirements and venue capabilities.” as being part of the discussion for inclusion into GP-3. She noted that the last paragraph of GP-3 states that a councillor is to advise the president or vice president of misconduct or a breach under the Code of Conduct and asked if this should read “Executive Committee” to be consistent with the rest of the policy.

A brief discussion followed and it was agreed that existing amendments to the policy will be approved now with the Governance Committee reviewing the policy for further refinement.

MOTION: To approve GP-2 and GP-3 as presented, and to remove GP-5 from policy.
Moved by: D. Kokaram, Seconded by: L. Ord
CARRIED

8	Regulatory Practices
	8.1 IPC Guidelines

A. Dowell provided an overview of the IPC Guidelines project and advised that the CRDHA does not have its own IPC Guidelines and that it can be very confusing using pieces of different IPC Guidelines. She noted that it is not good practice for a college to not have its own guidelines and standards and though dental hygienists may be employed by dentists, employers must allow regulated professionals to follow the guidelines and standards as outlined by their respective regulatory bodies.



She advised that this is a joint project of the denturists, dental hygienists, dental assistants, and dental technologists, and advised that Council was being asked to approve sending the guidelines to the CRDHA registrants for their feedback. Once the four colleges have reviewed the feedback received from their respective registrants, some or all of the feedback may need to go back to subject matter expert for advice, and the document be amended if necessary. The final version of the guidelines will then be submitted to each of the four councils for approval.

A discussion followed and it was noted that as this is a guideline and not a standard, it does not require ADA&C consultation. However, ADA&C was invited to participate at the outset of the project.

MOTION: That the Infection Prevention and Control Guidelines, as presented in the Council meeting package, be sent to the dental hygiene registrants for feedback.

Moved by: D. Kokaram, Seconded by: B. Blair

CARRIED

9	Effective Governance
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	9.1 Regulated Member Vacancy
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9.1 a) Regulated Council Member Exit Assessment

J. Sperber and L. Mosier advised that J. VanMalsen provided the following feedback during the exit assessment:

- having a public Council Member with an Indigenous perspective, if possible;
- having more varied geographical representation on Council e.g., eastern or northern Alberta;
- having procedures in place to protect everyone on Council and the Registrar e.g., meetings and/or phone calls with more than two people; and
- entry to practice requiring a degree.

The Executive Committee agreed that should the President or Vice President need to have sensitive conversations, another member of Executive Committee would be engaged.

9.1 b) Regulated Member Vacancy

D. Kokaram spoke to the briefing note that she provided earlier in the day outlining the proposed process and timeline for recruitment, which follows the formal appointment process of bylaw 3.5.1. She advised that an Indigenous background or experience will be added before the call for applications goes out.

	9.2 Committee Appointments
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D. Kokaram advised that she had connected with each council member regarding their interest in continuing their current committee appointments and each councillor confirmed their interest in being re-appointed to their existing committees for the 2021-2022 year.

MOTION: That D. Kokaram, L. Mosier, and J. Sperber be re-appointed to the Governance Committee, that L. Ord, K. Sauze, and B. Blair be re-appointed to the Audit, Finance, and Risk Committee, and that D. Kokaram and L. Ord be re-appointed as Chair of the respective committees through June 2022.



Moved by: D. Kokaram, Seconded by: J. Sperber CARRIED	
10	Draft Annual Report
<p>A. Dowell spoke to the Draft Annual Report and noted that a couple of typographical errors had been identified and will be corrected before the report is released. She asked if there were any questions.</p> <p>MOTION: That the Draft Annual Report be approved with the typographical errors corrected. Moved by: D. Kokaram, Seconded by: B. Blair CARRIED</p>	
11	Association Survey Results
<p>A. Dowell spoke to the work undertaken to-date by the Association Separation Committee and provided an overview of the survey results. The survey had a 38% percent response rate and several reminders went out to registrants during the time that the survey was open.</p> <p>J. Sperber referred to the written comments received and recommended that Council members read through the comments if they had not had an opportunity yet to do so.</p> <p>K. Sauze requested that councillors be very cautious about answering operational questions and liking posts on social media. Directing people to the College is the best course of action.</p> <p>J. Sperber advised that feedback from Council was being requested on:</p> <ul style="list-style-type: none"> • sharing the results with registrants and other stakeholders (e.g., DHAA and CDHA); and • whether Council had any thoughts or ideas regarding the RFP process (e.g., items for inclusion in the grant proposal, timelines, etc.) 	
12	Parking Lot
The Parking Lot was moved to follow the in-camera session.	
13	Dates of Next Meetings
<ul style="list-style-type: none"> • October 29 & 30, 2021 • December 10 & 11, 2021 <p>K. Sauze advised that, as she communicated earlier this week, the in-person strategic planning session that was scheduled for this week is now planned for inclusion during the October meeting dates.</p> <p>K. Sauze advised that T. Akers had sent out a poll to Council regarding availability for February and June 2022. As soon as all replies are received and can be reviewed, the College will communicate further back to Council.</p>	



14	In-Camera
<p>K. Sauze advised that Council was going in-camera after which time the meeting will adjourn. A. Dowell and J. Halford were invited to join Council in-camera.</p> <p>T. Akers left the meeting at 11:56 a.m.</p> <p>MOTION: To move in-camera at 11:56 a.m. Moved by: L. Mosier, Seconded by: L. Ord CARRIED</p> <p>MOTION: To move out-of-camera at 1:30 p.m. Moved by: D. Kokaram, Seconded by: L. Mosier CARRIED</p>	
12	Parking Lot
<p>L. Ord advised that she has been asked by many in and outside of the profession about COVID-19 vaccine mandates. A. Dowell advised that all five oral health regulators agree that mandating vaccinations is not within their Regulations and that this would need to be mandated by the government. The FDHRC has advised that this conversation is currently being held nationally. Unless Council wishes to proceed differently, A. Dowell advised that a vaccine mandate would have to come directly from the government. Individual clinics/offices are currently deciding for themselves on whether or not staff need to be vaccinated.</p> <p>J. Sperber asked if the College will be re-approaching the Ministry regarding dental hygienists administering the COVID-19 vaccine. A. Dowell advised that, previously, the Ministry indicated that there was no shortage of qualified individuals to administer the vaccine. It was agreed that a letter to the Ministry regarding administering the vaccine as well as enquiring as to the status of the appointment of public council members will be drafted for K. Sauze's signature.</p> <p>The frequency of criminal records checks was discussed. K. Sauze noted that she is a non-practicing registrant in BC and recently received notice that she must provide a criminal records check. A. Dowell confirmed that a criminal records check is required for all new registrants. Administration will have the Registration Committee perform an in-depth review regarding the frequency of criminal records checks and as well as discuss vulnerable sector checks. An environmental scan may be required. Information will be brought back to Council.</p> <p>The recent extension to the 120-day CE requirement was briefly discussed and the reason behind the 120-day requirement was asked. A. Dowell advised that this 120-day period is part of the Competence Committee Program Rules and is worth exploring to determine if it remains relevant. The Rules will be opened and revised due to Bill 46 and this 120-day requirement can be addressed at the same time.</p>	
Adjournment	
There being no further business, the meeting adjourned at 2:00 p.m.	

CRDHA Council E-Motions
July – September 2021

MOTION: To move \$20,000 from the Strategic Fund and \$7,560.00 from the Technology Fund to the General Operations Fund.

Moved: L. Ord, **Seconded:** K. Sauze
CARRIED July 7, 2021

MOTION: To approve the Association Separation Committee Terms of Reference as presented.

Moved: K. Sauze, **Seconded:** L. Mosier
CARRIED July 23, 2021