

Minutes

Attendees - Council Members					
	Name	Role		Name	Role
√	Kathy Sauze	President	√	Beth Blair	Councillor
√	Jodi Sperber	Vice President	√	Lindsay Ord	Councillor
√	Louise Mosier	Public Member	√	Samantha Heron	Councillor
√	Teanne MacCallum	Councillor			
Attendees – Guests and Observers					
√	Amie Dowell	Registrar & CEO	√	Tammy Akers	Recording Secretary, CRDHA
√	Jane Halford	Halford Consulting (in part)	√	Salima Thawer	Director, Regulatory Affairs, CRDHA (in part)
√	Dr. Randall Croutze	CEO, ADA&C (in part)	√	Nicole Hannigan	Compliance Advisor, CRDHA (in part)
√	Dr. Mintoo Basahti	President, ADA&C (in part)	√	Jennifer Tewes	Registrar, CADA (in part)
√	Alexandra Sheppard	Director, CDHA (in part)	√	Danielle Perry	President, DHAA (in part)
√	Meggie Kreutziger	Registrant, Observing	√	Julie Turner	Registrant, Observing (in part)

<p>1 Call to Order</p> <p><u>1.1 Introductions: Guests / Observers</u></p> <p>The President, K. Sauze, called the meeting to order at 9:08 a.m. and welcomed the council members. She noted that S. Heron was in attendance for her first meeting as a new council member. She also welcomed all guests and advised that a number of guests would join the meeting later in the morning to present to Council. She welcomed M. Kreutziger, registrant observing the meeting via Zoom.</p> <p>K. Sauze asked Council for round-table introductions.</p> <p>K. Sauze welcomed the opportunity to acknowledge that Council was gathered on Treaty 6 Territory. 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> <p><u>1.2 Housekeeping</u></p> <p>K. Sauze requested that all attendees keep their microphones muted when not speaking to lessen any audio distortion in the room. The microphones are very sensitive and will pick up typing and paper shuffling. She advised that should anyone need to take a phone call or other interruption during the business meeting, they step out of the room to lessen distraction for the participants. She requested that should the observers have any interruptions, they leave their camera on and step out of the frame.</p>
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She advised that washrooms are located within the meeting room, just behind the kitchen area.

The President asked if anyone had any questions before moving to the first agenda item.

She advised that should anyone have a conflict of interest with any agenda item, at the time that agenda item is introduced, the individual will need to declare their conflict and either abstain from voting or recuse themselves from the meeting, as appropriate, until that agenda item has been concluded.

2 Adoption of Consent Agenda

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 typos or grammatical errors in any of the Council Minutes can be sent directly to Tammy. The President asked for a motion.

2.1 Minutes of Previous Meetings and E-Motions for Approval

- i. Draft Minutes October 29, 2021
- ii. E-Motions October – December 2021

2.2 Action Items from Past Council Meetings for Information

2.3 Reports and Minutes for Information

- i. Executive Committee
- ii. Governance Committee
- iii. Competence Committee

MOTION: To approve the Consent Agenda as presented.

Moved by: B. Blair, Seconded by: J. Sperber

CARRIED

3 Adoption of Agenda

The President asked if there were any additions or revisions to the Agenda and asked for a motion to approve.

J. Sperber requested that an update on the Association RFP and a discussion regarding meeting locations be added to the Agenda. A. Dowell advised that an update on the Association RFP is included in Agenda item 4, Operational Report and Council Meeting locations was added to Agenda item 4.

MOTION: To approve the Agenda of December 10 and 11, 2021 as amended.

Moved by: J. Sperber, Seconded by: L. Mosier

CARRIED

4 Operational Report

A. Dowell provided an overview of the operational report and asked if there were any questions.

Council discussed options for council meeting locations in addition to Edmonton. Red Deer was suggested as an option. A. Dowell advised the difficulty with meetings held in hotel meeting rooms was that appropriate technology to allow observers to attend virtually and hear clearly is cost prohibitive.

L. Ord advised that she knows the Dean of Education at Red Deer College and would contact him regarding possible options for meeting space.

5 Finance

5.1 Financial Statements – Quarter Ended September 2021

A. Dowell provided an overview of the financial statements to the end of September 2021. She advised that due to timing, the Audit, Finance, & Risk Committee had not reviewed the statements prior.

5.2 Draft Budget 2022-2023

A. Dowell advised Council that rather than having two separate budgets for Council and operations, she recommends combining the two going forward, with each 'business unit' assigned its own cost centre. She also advised her intention to move from Sage to QuickBooks for the College's accounting needs.

6 Policy Review

6.1 Advanced Restricted Activities Policy

S. Thawer provided an overview of the proposed amendments to the Advanced Restricted Activities Policy. She advised that Continuing Dental Education (CDE) at the University of Alberta and legal counsel had been consulted on the revisions.

K. Sauze commented that there may be value in reinstating the local anesthetic refresher requirement.

MOTION: To approve the Advanced Restricted Activities Policy as presented.

Moved by: B. Blair, Seconded by: T. MacCallum

CARRIED

Policy changes will be communicated to registrants and S. Thawer will work with CDE to include information in the correspondence it sends out as well.

6.2 Policy Review Cycle

A. Dowell spoke to the review cycle for Council and College policies. She asked that each Committee to take a few minutes to gather in the room and determine the policy review scheduled that it would like to follow.

L. Ord advised that the Audit, Finance, and Risk Committee will review CP-5, GP-5, and GP-6 at its meeting next week and CP-2 and its sub-policies in June, 2022.

J. Sperber advised that the Governance Committee will review GP-1, GP-6, and CP-3 in January as well as undertake a high-level review of all policies, and in June will undertake a full review of all policies.

7 Effective Governance

7.1 Committee Appointments

7.1.1 Governance Committee – Member(s) and Chair Appointment and 7.1.2 Audit, Finance & Risk Committee – Member(s) Appointment

With the recent changes to Council composition, K. Sauze opened a discussion regarding Governance Committee membership and the vacant role of Chair; and Audit, Finance, and Risk Committee membership. A discussion followed.

L. Ord, Acting Chair of the Audit, Finance, and Risk Committee and J. Sperber, member Governance Committee, provided overviews of the roles of the Committees.

MOTION: To appoint S. Heron to the Governance Committee and to appoint S. Heron as Chair of the Governance Committee, effective immediately.

Moved by: J. Sperber, Seconded by: T. MacCallum

CARRIED

MOTION: To appoint T. MacCallum to the Audit, Finance, and Risk Committee and to appoint L. Ord as Chair of the Audit, Finance, and Risk Committee, effective immediately.

Moved by: B. Blair, Seconded by: L. Mosier

CARRIED

With T. MacCallum and S. Heron being appointed to Council, the appointment of K. Sauze to committees was no longer required. As President, K. Sauze remains an ex-officio member of all council committees.

MOTION: To remove K. Sauze from the membership of the Governance Committee and the Audit, Finance, & Risk Committee.

Moved by: L. Ord, Seconded by: B. Blair

CARRIED

7.1.3 Registration Committee

A. Dowell spoke to the briefing note that was included in the meeting package regarding the change to the membership of the Registration Committee with S. Heron's recent appointment to Council.

MOTION: To appoint Tyla Gill to the Registration Committee for a three-year term, effective immediately and to appoint Mimi Godin as Chair of the Registration Committee, effective immediately.

Moved by: S. Heron, Seconded by: J. Sperber

CARRIED

8 Stakeholder Presentations / Updates

8.1 FDHRC

A. Dowell provided an update on the activities of the FDHRC.

8.2 ADA&C

K. Sauze welcomed Drs. Croutze and Basahti to the meeting at 10:56 a.m. to provide an update on the activities of the ADA&C.

Drs. Croutze and Basahti Left meeting at 11:42 a.m.

8.3 CADA

K. Sauze welcomed J. Tewes to the meeting at 11:43 a.m. to provide an update on the activities of CADA.

J. Tewes left the meeting at 12:08 p.m.

8.4 CDHA

K. Sauze welcomed A. Sheppard to the meeting at 12:08 p.m. to provide an update on the activities of CDHA.

A. Sheppard left at 12:25 p.m.

8.5 DHAA

K. Sauze welcomed D. Perry to the meeting at 12:25 p.m. to provide an update on the activities of DHAA.

D. Perry left at 12:30 p.m.

9 Regulatory Practices

9.1 Standards of Practice

K. Sauze welcomed N. Hannigan, Compliance Advisor, to the meeting at 1:36 p.m. to present to Council on the Standards of Practice project.

A. Dowell advised that the existing material is structured as ADPIE and that the new material will retain all of the necessary content but will not be structured as ADPIE. The new format will include a standard statement, performance indicators, and outcome indicators.

N. Hannigan advised that the next steps are to continue mapping out the structure, to add the existing standards into the new structure and identify anything remaining, and to determine content that may be better suited to a guideline rather than a standard. Registrants will be kept informed throughout the process.

N. Hannigan left meeting at 2:29 p.m.

9.2 Registration Committee

S. Thawer spoke to the briefing note that was included in the meeting package and advised that Council was being requested to consider including a vulnerable sector check (VSC) as part of the registration application process, and for VSC to be required for all registrants once per 3-year reporting period.

A. Dowell advised that most colleges that do not require a VSC have professionals employed by Alberta Health Services, which, as the employer, requires the VSC. She noted that a number of the complaints that we receive are regarding practice owners working in senior citizen facilities.

K. Sauze noted that she is registered as non-practicing in BC and must have a check done every five years to remain non-practicing.

Unlike criminal record checks, any convictions against the vulnerable sector that have been pardoned would show on the report. Legal counsel has advised that the College has the right to deny issuing a practice permit. A. Dowell advised that in most cases, after review and consultation with legal counsel, it is likely that a permit would be issued with conditions.

MOTION: That a vulnerable sector check be required as part of the registration application process and that a vulnerable sector check be required for all registrants, once per 3-year reporting period.

**Moved by: S. Heron, Seconded by: T. MacCallum
CARRIED**

A. Dowell advised that the policy change will be effective immediately and that VSCs will become part the new applicant process in 2022.

S. Thawer advised that registrants have been questioning why middle names are printed on practice permits. The College reviewed the HPA to clarify what is required and practice permits do not require more than first and last names. Databases, public register, etc., maintained by the College do include full names.

A discussion followed and Council requested that the matter be tabled for a future discussion once more is known about the capabilities of a potential new database.

10 Dates of Next Meetings

The dates of the next scheduled Council Meetings are:

- February 4 & 5, 2022
- June 24 & 25, 2022

K. Sauze advised that the business meeting would recess at 3:00 p.m. and resume at 10:45 a.m., Saturday, December 11, 2021.

She thanked the observers for attending and advised that they would be disconnected from the Zoom.

Saturday, December 11, 2022

Call to Order

K. Sauze called the meeting to order at 10:46 a.m. and welcomed all council members and guests, noting that Jane Halford was in attendance. She welcomed the observers attending via Zoom and reminded everyone of the housekeeping matters outlined at the start of yesterday's meeting.

11 Divestment of Professional Association Functions Report

A. Dowell reviewed the report and a discussion followed.

Council requested that the document be circulated for review and further comment, with the intention to approve the report at the February meeting.

J. Turner joined the meeting at 1:03 p.m.

13 Strategic Plan

A. Dowell reviewed the proposed amendments to the Strategic Plan and a discussion followed.

J. Sperber referred to recommendations 16 – 24 of the Truth and Reconciliation Report, which are health related. She suggested that an Indigenous lawyer or other knowledge expert be invited to speak to Council about reconciliation in regulation.

L. Ord asked about the funding strategy for Goal 1 Objective 3 related to continuing competence and practice owners. A. Dowell advised that dedicated time will be required to strategize around funding.

A. Dowell asked Council if there are any educational topics that Council Members were interested in. L. Ord advised that she has found the CLEAR webinars to be valuable.

14 Parking Lot

There were no items for the parking lot.

15 In-Camera

K. Sauze advised that Council was going in-camera after which time the meeting would adjourn. She thanked the guests and observers for attending and advised that the observers would be disconnected from the Zoom.

MOTION: To move in-camera at 2:17 p.m.

Moved by: B. Blair, Seconded by: L. Ord

CARRIED

MOTION: To move out-of-camera at 2:49 p.m.

Moved by: B. Blair, Seconded by: L. Mosier

CARRIED

Adjourn

The meeting adjourned at 2:50 p.m.

CRDHA Council E-Motions
January 2022

MOTION: To approve the Divestment of Professional Association Functions report for submission to the provincial government as presented.

Moved: L. Ord, **Seconded:** S. Heron

CARRIED January 17, 2022