



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
√	Lloyd Fischer	Complaints Director, CRDHA (in part)	√	Salima Thawer	Director, Regulatory Affairs, CRDHA (in part)
√	Dale Cooney	Breakpoint Solutions (in part)	√	Nicole Hannigan	Compliance Advisor, CRDHA (in part)
√	Jane Halford	Halford Consulting (in part)	√	Brittany Hodges	Communications Advisor, CRDHA (in part)

1 Call to Order

1.1 Introductions: Guests / Observers

The President, K. Sauze, called the meeting to order at 1:05 p.m. on Friday, January 28, 2022 and welcomed the council members, noting that B. Blair and S. Heron would not be in attendance. She advised that a number of invited guests would join the meeting later in the afternoon to present to Council.

K. Sauze acknowledged 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.

1.2 Housekeeping

K. Sauze requested that all attendees keep their microphones muted when not speaking to lessen any audio distortion. She advised that should anyone, Council Members or Observers, 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.

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 the items on the Consent Agenda and asked if anyone required that any item(s) be removed from the Consent Agenda for discussion. Any typos or grammatical errors in the Council Minutes can be sent directly to T. Akers.

- 2.1 Minutes of Previous Meetings and E-Motions for Approval
 - i. Draft Minutes December 10 and 11, 2021
 - ii. E-Motions January 2022
- 2.2 Action Items from Past Council Meetings for Information
- 2.3 Stakeholder Map for Information
- 2.4 Strategic Plan Report for Information
- 2.5 Reports and Minutes for Information
 - i. Executive Committee
 - ii. Audit, Finance, & Risk Committee

Item 2.6 Committee Workplans 2021-22 was removed from the Consent Agenda and the President advised that each committee will review its workplan at a later date.

MOTION: To approve the Consent Agenda as amended.

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

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.

MOTION: To approve the Agenda of January 28 and 29, 2022 as presented.

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

CARRIED

4 Operational Report

A. Dowell provided an overview of the operational report.

She also advised that the January 27th Townhall was attended live by 71 registrants and that a recording will be available on the College's YouTube channel. A survey will go out to attendees as well. Common questions from registrants were related to Botox, teeth whitening, working conditions, and COVID-19.

5 Finance

5.1 Draft 2022-23 Budget



A. Dowell provided an overview of the draft budget and advised that the Audit, Finance, and Risk Committee recently met to review the budget in detail and provide feedback to Administration. The Committee then reviewed the revisions and recommended the draft budget to Council for approval. A discussion followed.

MOTION: To approve the 2022-23 Budget as presented.

Moved by: L. Ord, Seconded by: L. Mosier

CARRIED

5.2 Internally Restricted Funds Allocation

A. Dowell reviewed the current allocation of Internally Restricted Funds. She advised that there are no changes being recommended at this time. The current allocation aligns with the current budget.

MOTION: To approve the allocation of Internally Restricted Funds as presented.

Moved by: L. Ord, Seconded by: T. MacCallum

CARRIED

5.3 Fee Schedule

A. Dowell reviewed the proposed 2022-23 Fee Schedule and noted that there is no recommendation to change the fee structure. This will be the 4th or 5th consecutive year with no change in fees. She advised that the revision shown for Non-Practicing registrants transferring to the General Register is correcting a typographical error and not a change to the fee.

She asked Council to consider implementation of a new administrative fee related to renewals. She advised that this is being recommended due to the resources needed to process the significant number of renewal applications that come in during the final 2 weeks of the renewal period, which is open for a total of approximately 8 weeks. Applications received between October 15 and 31 would incur an administrative fee of \$150 for the General Register and \$50 for Non-Practicing. This administrative fee is also being proposed to be applied to late renewals (after October 31).

Council discussed the challenges of the volume of applications processed during the annual renewal period and the small complement of College staff, as well as an increase in the application fee for all registrants vs. the proposed administrative fee that would apply only to those registrants submitting an application after October 15. Communications regarding the fee were also discussed.

J. Sperber requested that Administration confirm whether or not any other dental hygiene colleges in the country have a similar fee.

MOTION: To approve the 2022-23 Fee Schedule as presented.

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

CARRIED

6 Effective Governance

6.1 Public Member Advisory Committee – Draft Terms of Reference

A. Dowell provided an overview of the draft Terms of Reference of the Public Member Advisory Committee.



She advised that Council was being asked to consider tabling approval of the Terms of Reference at this time. In the spirit of enhancing collaboration and not duplicating effort, the Registrar of the College of Alberta Dental Assistants (CADA) has expressed interest in a joint committee that both Colleges could engage for a public perspective and, potentially, could also be utilized by the other oral health colleges. CADA's Council is meeting in March and the Registrar intends to bring this forward at that time.

A discussion followed and A. Dowell advised that should this proceed as a joint initiative with CADA, it may be formed as an advisory group or network rather than a committee reporting to Council.

Council agreed to table further discussion regarding the Terms of Reference pending feedback from the Council of CADA.

L. Ord advised Council that she had recently seen the MLA for Red Deer South, whom she knows, and spoke with him about the status of public council member appointments. He asked that she follow up via email and she is awaiting his reply.

7 Regulatory Practices

7.1 Prescriber Standard of Practice

K. Sauze welcomed D. Cooney and N. Hannigan to the meeting at 2:21 p.m. and introductions were made.

D. Cooney provided a status update on the Prescriber Standard of Practice and noted that Council is being asked for policy direction. After receiving Council's feedback today, the document will be created in the Standard of Practice format discussed at the December Council meeting and will come back to Council for review before going out for consultation. Once consultation has concluded the document will be brought back before Council.

D. Cooney shared examples of drugs that can and cannot be prescribed by dental hygienists, advising that antibiotics and antiviral drugs are examples that can be prescribed and narcotics or other controlled substances cannot. Prescribing for family members was also discussed.

Council discussed D. Cooney's policy recommendation of:

"Dental Hygienists must only:

- compound,
- provide, or
- sell drugs

when it is not reasonably possible for the client to obtain the drug from a pharmacy."

Council advised that providing or selling drugs, such as medicated mouthwash, is routinely done in-clinic and not only when it is not reasonably possible to for a client to obtain from a pharmacy. Providing or selling drugs should remain in the Standards as routinely provided care.

Council agreed that drug compounding by a dental hygienist would be an exceedingly rare, if ever, occurrence and that clients would generally be referred to a pharmacy to obtain compounded drugs.



A. Dowell suggested that once the document is in the revised format, there may be value in having the same focus groups review once again and provide any additional feedback.

D. Cooney and N. Hannigan left the meeting at 3:12 p.m.

7.2 Registration

K. Sauze welcomed S. Thawer and L. Fischer to the meeting at 3:14 p.m. to discuss concerns with some out of province registrants.

J. Sperber spoke of concerns recently encountered with an individual's instrumentation. L. Ord spoke of her concerns regarding new graduates from out-of-province dental hygiene programs not being taught to use a cavitron or an air water syringe. She also expressed concern that the admission requirement for certain programs is the completion of grade 11. A discussion followed regarding the risk to the public when such graduates register in Alberta and how to mitigate this risk.

S. Thawer advised that the Commission on Dental Accreditation of Canada (CDAC) sets program admission requirements and issues accreditation to these schools.

These schools meet the University of Alberta (U of A) substantial equivalency requirement. When the Canadian Performance Exam in Dental Hygiene (CPEDH) is standard across Canada, it should address individual competency assessments, but the exam will not be in place nationally until 2024. Increasing the requirements of what constitutes "substantial equivalent" to the U of A is an option. Implementing an auditing system or conducting impromptu practice visits are possibilities as well. Performing another substantial equivalency review of these programs may also be an option.

S. Thawer and L. Fischer left the meeting at 3:45 p.m.

7.3 Communications Plan

K. Sauze welcomed B. Hodges to the meeting at 3:46 p.m. and introductions were made. B. Hodges provided an overview of the College's 2022 Communications Plan.

Council briefly discussed the suggestion of including council member spotlights in communications to allow registrants to learn more about the councillors, their backgrounds, and their role as councillors of the College.

B. Hodges left the meeting at 4:18 p.m.

8 Stakeholders

8.1 Association RFP Submissions - Update

J. Sperber advised that January 31, 2022 is the deadline for submissions. To-date, no submissions have been received.

J. Sperber recommended that, for efficiency, the full Council meet to review submissions rather than the ad-hoc committee meeting to perform a first review.



A. Dowell will send the RFP to T. MacCallum. T. Akers will canvas availability for a one-hour meeting mid-February for Council to review submissions, if any are received.

K. Sauze advised that the business meeting would recess and resume at 9:00 a.m., Saturday, January 29, 2022.

9 Call To Order

K. Sauze called the meeting to order at 9:01 a.m. on January 29, 2022 and welcomed everyone. She advised that J. Halford was in attendance as a guest.

10 Policy and Bylaw Review

10.1 Draft Bylaw Revisions

A. Dowell led a discussion regarding the draft bylaw revisions related to implementing Bill 30. She noted that Field Law had built a bylaw template for Bill 46, which these bylaw revisions are built within, and will be used for the revisions required by the implementation of Bill 46.

Council reviewed the draft bylaw revisions in detail in conjunction with each applicable governance policy and identified any inconsistencies or areas requiring clarification, which were made to the documents simultaneously during the discussion.

MOTION: To approve the Bylaw revisions as amended.

Moved by: L. Ord, Seconded by: T. MacCallum

CARRIED

10.2 Draft Policies

The draft policy revisions were reviewed in conjunction with agenda item 10.1 above.

MOTION: To approve policies GP-1 Council Appointments, GP-2 Council Officers, GP-7 Handling Complaints, GP-8 Statutory Committees, GP-9 Council Committees, and CP-2 Finance as amended.

Moved by: L. Mosier, Seconded by: T. MacCallum

CARRIED

The Governance Committee will review the policies and bylaws again at its next committee meeting. The Governance Committee will also review the three Committee Charters regarding the style of these documents for conversion into Terms of Reference.

11 Dates of Next Meetings

The next scheduled Council meeting dates are June 24 & 25, 2022.

A number of Council members indicated their preference for full-day meetings rather than two 2 half-day meetings. A. Dowell suggested that 1.5-day meetings be scheduled going forward and reduced to one day depending on the agenda.

Council requested that T. Akers canvas availability for a meeting mid to late April 2022.



12 Parking Lot

L. Ord requested that Administration send the dental hygiene practice owner self-assessment to Council for information.

13 In-Camera

An in-camera session was held.

MOTION: To move in-camera at 11:37 a.m.

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

CARRIED

MOTION: To move out-of-camera at 11:55 a.m.

Moved by: L. Ord, Seconded by: T. MacCallum

CARRIED

Council completed the Registrar & CEO performance assessment for 2021 made the following motion:

MOTION: We move to recognize Amie Dowell's contribution to the CRDHA in 2021 through the feedback and competition documented in a letter dated February 1, 2022 from the Executive Committee.

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

Adjourn

The meeting adjourned at 11:56 a.m.