



**Minutes**

<b>Attendees - Council Members</b>					
	<b>Name</b>	<b>Role</b>		<b>Name</b>	<b>Role</b>
√	Kathy Sauze	Chair	√	Beth Blair	Councillor
√	Jodi Sperber	Vice Chair	√	Lindsay Ord	Councillor
√	Louise Mosier	Public Member	√	Samantha Heron	Councillor
	Teanne MacCallum	Councillor			
<b>Attendees – Guests and Observers</b>					
√	Amie Dowell	Registrar & CEO	√	Salima Thawer	Director, Regulatory Affairs, CRDHA (in part)
√	Lloyd Fischer	Complaints Director, CRDHA (in part)	√	Nicole Hannigan	Compliance Advisor, CRDHA (in part)
√	Brittany Hodges	Communications Advisor, CRDHA (in part)			

**1 Call to Order**

1.1 Introductions: Guests / Observers

The Chair, K. Sauze, called the meeting to order at 9:08 a.m. on Friday, April 29, 2022 and welcomed the council members, noting that T. MacCallum would not be in attendance. She advised that a number of invited guests would join the meeting 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 in-person use their microphones when speaking so that those on zoom can hear them and mute their microphones when not speaking to lessen any audio distortion. She advised that should anyone need to take a phone call or other interruption during the business meeting, to step out of the room or leave their camera on and step out of the frame to lessen distraction for the participants.

K. Sauze 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 A. Dowell.

### 2.1 Minutes of Previous Meetings and E-Motions for Approval

- i. Draft Minutes January 28 and 29, 2022

### 2.2 Action Items from Past Council Meetings for Information

### 2.3 Reports and Minutes for Information

- i. Executive Committee
- ii. Audit, Finance, & Risk Committee
- iii. Governance Committee
- iv. Registration Committee

**MOTION: To approve the Consent Agenda as presented.**

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

**CARRIED**

## 3 Adoption of Agenda

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

**MOTION: To approve the Agenda of April 29, 2022 as presented.**

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

**CARRIED**

## 4 Operational Report

A. Dowell provided an overview of the operational report. Council asked follow up questions on the program approval process for private dental hygiene programs. They asked A. Dowell to reach out to the DHAA and inquire if they have any plans for environmental scans and government advocacy regarding supply and demand issues for dental hygienist in AB.

## 5 Finance

### 5.1 Draft Financial Statements for the Year Ended March 31, 2022



L. Ord provided an overview of the 2021-2022 financial statements and advised that the Audit, Finance, and Risk Committee recently met to review the statements in detail. The College had a larger surplus this year compared to other years primarily due to the increase in the registration numbers. The A,F&R Committee decided that all expenses that were supposed to be pulled from the Reserved Funds will be reallocated into the operational expenses for this year.

**MOTION: To approve the financial statements for the year ended March 31, 2022 as presented.**

**Moved by: B. Blair, Seconded by: S. Heron**

**CARRIED**

## **6 Effective Governance**

### 6.1 Hearings Director Appointment

A. Dowell brought forward the recommendation to appoint Cathy Barton as the CRDHA Hearings Director. C. Barton is also the Hearings Director for the College of Alberta Denturists and the College of Chiropractors of Alberta, so this would be a shared position between the three colleges.

**MOTION: To remove Tammy Ackers and appoint Cathy Barton as the CRDHA Hearings Director.**

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

**CARRIED**

### 7.1 IPC Guidelines

K. Sauze asked Council to discuss the IPC Guidelines as they were ahead of schedule and needed to wait for guests to arrive for the next agenda item.

A. Dowell presented the draft IPC Guidelines for Council approval. She noted that on page 22 of the guidelines, "wipe away debris, such as **blood**" will be edited to remove "blood". A. Dowell also presented to Council any differences between the joint guidelines and ADA&C's Standards that are currently out for consultation. L. Ord brought forward some concerns that she had with the guidelines. It was suggested that after the guidelines are approved, she could follow up with an email with her questions and amendments to the guidelines could be made if needed.

**MOTION: To accept the IPC Guidelines with the potential for amendments if required.**

**Moved by: B. Blair, Seconded by: S. Heron**

**CARRIED**

### 6.2 Publishing Complaints

K. Sauze welcomed Lloyd Fischer (CRHDA complaints director) and Brittany Hodges (CRDHA Communications Advisor) at 10:45 a.m. to present on publishing professional misconduct complaints. Council participated in a discussion about the level of transparency to the public that they want for professional misconduct complaints. They decided that they would like to publish all information for Notice of Hearings, including registrant name and registration number. They would also like to start publishing information about complaints that may not go to a hearing, however this would not need to include registrant names or details on the complaint resolution decisions. If a complaint goes to hearing and a decision of guilt is the outcome, then those decisions would be posted with registrant name and registration number. If a complaint goes to hearing and it is dismissed or the registrant is found not guilty, then those decisions would still be posted but without registrant name or



registration number and the Notice of Hearing would be removed. Council also decided that complaints information would stay on the CRDHA website for 5 years and be printed in the yearly annual reports.

**ACTION: bylaw amendments and an implementation plan to be presented to Council at the June 2022 meeting.**

L. Fischer left the meeting at 11:45 a.m.

## 7 Regulatory Practices

### 7.3 Standards of Practice

K. Sauze deferred agenda item 7.2 Divestment Report to after lunch.

K. Sauze welcomed N. Hannigan to the meeting at 11:50 a.m. N. Hannigan provided Council with an update of the Standards of Practice project. Council had the opportunity to ask N. Hannigan questions and discuss the higher level of accountability that will be expected from the dental hygiene profession through the new and updated standards. Council agreed with the direction that the college was taking and recognized that a large amount of education will be required for the registrants to understand the new standards. B. Hodges spoke to the communication planning for the new standards, which could include videos posted on a new learning management system.

N. Hannigan, B. Hodges, S. Heron and J. Sperber left the meeting at 12:20 p.m.

### 7.2 Divestment Report

S. Heron joined the meeting through zoom at 1:00 p.m. K. Sauze welcomed S. Thawer to the meeting at 1:00 p.m.

A. Dowell requested that Council formally motion and minute some of the decisions that were approved through the Divestment of Professional Association Functions report. These decisions will then be communicated to the registrants through the Council meeting highlights.

**MOTION: In alignment with Bill 46, the CRDHA will no longer be offering awards to registrants to promote or recognize regulatory excellence, practice excellence, practitioner achievement or providing bursaries to either registrants or dental hygiene students.**

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

**CARRIED**

**MOTION: In alignment with Bill 46, the CRDHA will no longer be approving or maintaining lists of study clubs.**

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

**CARRIED**

**MOTION: In alignment with Bill 46, the CRDHA will not longer provide financial support to general medical or health research or research focussing on registrant concerns or interests. Funding for research will only be considering if it supports regulatory initiatives or outcomes.**

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

**CARRIED**



**MOTION: In alignment with Bill 46, the CRDHA will not negotiate professional fees on behalf of any of its registrants, effective April 1, 2023. If a new agreement is not executed by April 1, 2023, the CRDHA will immediately cease fee negotiations with the Government of Alberta and will defer this responsibility to a provincial association.**

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

**CARRIED**

#### 7.4 Registration Concerns

A. Dowell and S. Thawer presented the legal opinion received by Blair Maxton on registration issues and Council had the opportunity to discuss. Council asked questions about the appeals process, substantial equivalency and equivalent jurisdiction. The College will keep Council apprised of if the number of appeals for advanced restricted activity authorization increases and if there anything that they should be considering for equivalent jurisdiction. They also discussed the program approval process in Alberta and suggested that the College learn more about the program approval process in BC.

#### **8 Policy Review**

##### 8.1 Draft College Policy - CPR

A. Dowell presented a new draft policy on CPR requirements to Council for discussion and approval. Council discussed the requirement to keep CPR current and recognized that the policy puts the accountability on the RDH to maintain a current CPR certificate, rather than relying on their dental office to have this responsibility.

**MOTION: To approve draft CPR policy as presented / amended.**

**Moved by: B. Blair, Seconded by: S. Heron**

**CARRIED**

S. Thawer left the meeting at 2:15 p.m.

##### 8.2 GP-6 Council Compensation

L. Ord presented a recommendation from the Audit, Finance and Risk Committee to increase the amount compensated for mileage.

**MOTION: To increase the per-kilometer allowance rate from \$0.54/km to \$0.58/km.**

**Moved by: B. Blair, Seconded by S. Heron:**

**CARRIED**

L. Ord presented a recommendation from the Audit, Finance and Risk Committee for Council to consider adjusting GP-6: Council Compensation Policy to include reimbursement for both Legislative Committee and Council Committee time.

**MOTION: To pay both the Legislative and Council Committees for their expenses as per GP-6 Council Compensation Policy.**

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



**CARRIED**

8.3 CP-3 Employee, Contractor and Volunteer Code of Conduct

A. Dowell requested that Council delete CP-3 as it is a carry over of the former Carver policies, and that a staff Code of Conduct is part of the College HR policies.

**MOTION: To delete CP-3 Employee, Contractor and Volunteer Code of Conduct policy.**

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

**CARRIED**

8.4 Council Terms

A. Dowell identified changes to the bylaws and governance policies to allow Council the ability to extend a regulated member of council's term on council in order to complete their two-year officer term. Council discussed the bylaws and suggested that the language needs to be more flexible for extending terms. They also asked A. Dowell to look into the language in GP 2.1. regarding a 1-year vs. 2-year term for the Vice Chair.

**ACTION: A. Dowell to bring suggested bylaw and policy changes to the next Governance Committee meeting.**

**9 Dates of Next Meetings**

The next scheduled Council meeting dates are:

- June 24 & 25, 2022
- Sept 30 & Oct 1, 2022
- Nov 18 & 19, 2022

**10 Parking Lot**

No parking lot items were identified.

**11 In-Camera**

An in-camera session was held.

**MOTION: To move in-camera at 2:55 p.m.**

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

**CARRIED**

**MOTION: To move out-of-camera at 3:00 p.m.**

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



**CARRIED**

**Adjourn**

The meeting adjourned at 3:01 p.m.