



**CRDHA Council Meeting  
Meeting Minutes  
February 10, 2023  
In-Person - Pomeroy Inn & Suites - Olds**

| <u>Minutes</u>                                 |  |                |                                     |
|--|--|----------------|-------------------------------------|
| <b><u>Attendees - Council Members</u></b>      |  |                |                                     |
| <u>Name</u>                                    | <u>Role</u>                                | <u>Name</u>    | <u>Role</u>                         |
| Jodi Sperber                                   | Chair, Regulated Member                    |                |                                     |
| Lindsay Ord                                    | Vice Chair, Regulated Member               | Beth Blair     | Councillor, Regulated Member        |
| Kathy Sauze                                    | Councillor, Regulated Member               | Judy Hansen    | Councillor, Public Member           |
| Louise Mosier                                  | Councillor, Public Member                  | Samantha Heron | Councillor, Regulated Member        |
| Teanne MacCallum                               | Councillor, Regulated Member               | John Jossa     | Councillor, Public Member           |
| Carol Gibbons Kroeker                          | Councillor, Public Member                  |                |                                     |
| Erhard Poggemiller                             | Councillor, Public Member                  |                |                                     |
| <b><u>Attendees – Guests and Observers</u></b> |  |                |                                     |
| <u>Name</u>                                    | <u>Role</u>                                | <u>Name</u>    | <u>Role</u>                         |
| Amie Dowell                                    | Registrar & CEO                            | Salima Thawer  | Director, Regulatory Affairs, CRDHA |
| Holly Durdle                                   | Recorder                                   | Tammy Obriek   | HR Advisor                          |
| Brenda Sawatzky-Girling                        | Health Care Management & Policy Consultant | Karen Luker    | Managing Director, CAMPROF Canada   |
|  |  |                |                                     |
|  |  |                |                                     |
| <b><u>Regrets</u></b>                          |  |                |                                     |
| <u>Name</u>                                    | <u>Role</u>                                | <u>Name</u>    | <u>Role</u>                         |
|  |  |                |                                     |



## 1. Call to Order (8:30am – 8:35am)

### 1.1 - Introductions: Guests / Observers

The Chair, J. Sperber, called the meeting to order at 8:32 am on February 10, 2023, and welcomed Council members. She advised that no observers would be in attendance. J. Sperber advised Council that Beth Blair and Carol Gibbons-Kroeker will be joining the Council meeting via Zoom. J. Sperber also advised that a few guests will be joining the meeting throughout the day to present to Council.

J. Sperber acknowledged that the Council was gathered on Treaty 7 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.

### 1.2 - Housekeeping

J. Sperber advised that should anyone need to take a phone call or other interruption during the business meeting, to step out of the room to lessen distraction for the participants.

J. Sperber 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 (8:35am – 8:40am)

J. Sperber 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 H. Durdle. The Chair asked for a motion.

2.1 Draft Nov. 18,19 & Dec. 12, 2022, & Draft Jan 9, 2023, Council Meeting Minutes for Approval

2.2 Action Items from past Council meetings for Information

2.3 Committee Minutes for Approval

i.Executive Committee - Jan 12, 2023

ii.Governance Committee - Jan 18, 2023

iii.Audit, Finance & Risk Committee – Jan 24, 2023

iv. Registration Committee – Dec 12, 2022

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

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

**CARRIED**



### 3. Adoption of the Agenda (8:40am – 8:45am)

J. Sperber asked if there were any additions or revisions to the agenda and asked for a motion to approve.

Additions to the agenda:

3.1 Social Media Chatter

3.2 Chair of Council – Potential Conflict of Interest

**MOTION: To approve the agenda of February 10 & 11, 2022, as amended.**

**Moved by: K. Sauze, Seconded by: E. Poggemiller.**

**CARRIED**

### 4. Operational Update (8:45am – 9:00am)

A. Dowell presented Council with an Operational Update and spoke to emerging topics outlined. Discussions occurred around amalgamations.

### 5. Labour Mobility (9:15am – 10:00am)

A. Dowell and S. Thawer lead a discussion about Labour Mobility and the Canadian Free Trade Agreement (CFTA), addressing the current landscape, political landscape and regulatory trends.

C. Gibbons Kroeker joined the meeting 9:04am at via Zoom.

S. Thawer updated Council on the Registration process as mandated through the HPA. Between November 1, 2021, and October 31, 2022, CRDHA registered 319 new Registered Dental Hygienists. Approximately 42 new grads from University of Alberta (UofA) and the rest from outside of Alberta (new grads and CFTA).

The CRDHA has two (2) legitimate objectives that were originally approved in 2009 (local anesthetic and prescribing). Both legitimate objectives will need to be reviewed and updated at some point. Labour Mobility has questioned why the CRDHA does not accept accredited programs from other provinces, however the accreditation requirement is not currently in the Regulation. Council discussed the potential options and risks to open the Regulation. As per the Canadian Free Trade Agreement, certified workers have to be recognized as qualified to work by a regulatory body in another province or territory which regulates that occupation.



The CRDHA would like to work with Santis Health, a public affairs, strategic advisory, policy and communications consultancy who will help provide an in-depth strategy report outlining current regulatory and political landscape, potential options available to the College and recommendations on how to proceed. This project would take 6-8 weeks. Council agreed and approved for the College to proceed with this project.

**MOTION: Council approved to move forward with the next steps for Labour Mobility and report back to Council.**

**Moved by: J. Hansen, Seconded by: T. MacCallum**

**CARRIED**

**BREAK (10:00am – 10:15am)**

**6. Jurisprudence Exam Update (10:15am – 10:35am)**

S. Thawer provided Council with the background of the Jurisprudence Exam and the motion made in 2006 to approve the CRDHA Jurisprudence Exam as the approved examination, as required by the Regulation. Challenges with the current exam were discussed.

S. Thawer provided an update on the changes made to the Jurisprudence Exam. Next steps are to develop the learning modules and content through the College's Learning Management System.

It will be piloted with the University of Alberta graduating dental hygiene class in early April 2023. The anticipated switch from the current exam to learning modules for registration purposes will be May or June 2023. Council discussion and questions followed.

The College is requesting endorsement from Council for the changes being made to the Jurisprudence Exam.

A motion was made and approved by Council in 2006 to approve the CRDHA Jurisprudence Examination as the approved examination, as required by the Regulation.

**MOTION: To rescind the motion that was approved by Council in 2006 that approved the CRDHA Jurisprudence Examination as the approved examination, as required by the Regulation.**

**Moved by: L. Mosier, Seconded by: E. Pogemiller**

**CARRIED**

**MOTION: To approve the updated CRDHA Jurisprudence Modules as the approved Jurisprudence examination, as required by the Regulation.**

**Moved by: T. MacCallum, Seconded by: K. Sauze**

**CARRIED**



### 7. Infection Prevention Control (10:35am – 10:45am)

Council reviewed a motion that was approved on October 23, 2010, which was to approve the ADA&C IPC guidelines as the IPC standards for the dental hygiene profession. The CRDHA has approved their own IPC Guidelines (in collaboration with the dental assistants, denturists and dental technicians) which were approved by Council on April 29, 2022.

Council was asked if they would like to rescind the motion adopted on October 23, 2010? Or does the motion to adopt the CRDHA IPC Guidelines on April 29, 2022, supersede the motion on October 23, 2010?

The decision was to rescind the 2010 motion.

**MOTION: to rescind the motion approved on October 23, 2010 - Adoption of the September 2010 Alberta Dental Association and College document entitled Infection Prevention and Control Standards and Risk Management for Dentistry, as the IPC standards of the CRDHA.**

**Moved by: J. Jossa, Seconded by: T. MacCallum**

**CARRIED**

### 8. Advanced Restricted Activities (10:45am – 11:10am)

S. Thawer provided Council with background information as to why the Advanced Restricted Activities motion is being brought forward to Council.

S. Thawer reviewed with Council the proposed changes to the Advanced Restricted Activities – that all applications for ARA authorization must be submitted within 6 months of completing the appropriate initial training course or program and the removal the lists of substantially equivalent courses or programs from the policy and include only the Council-approved benchmark programs. Council discussion and questions followed.

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

**Moved by: J. Hansen, Seconded by: S. Heron**

**CARRIED**

### 9. Bill 46 Standards of Practice (11:10am – 11:30am)

A. Dowell provided Council with an overview of the changes to the Bill 46 Standards of Practice and the feedback received from the Government of Alberta. Council discussion followed.



**MOTION: To approve the Bill 46 Standards of Practice as presented.**

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

**CARRIED**

#### **10. Continuing Competence Program Manual (11:30am – 12:00pm)**

S. Thawer provided Council with the revisions and updates to the Continuing Competence Program Manual that will require approval from Council. Changes made to the CCP Manual are the removal of the glossary, changes to the educational courses and sections, publications, developing and delivering educational presentations (now delivering educational courses), Jurisprudence and CPR.

**MOTION: To approve the Continuing Competence Program Manual as presented effective when the updated Regulation comes into force.**

**Moved by: K. Sauze, Seconded by: S. Heron.**

**CARRIED**

#### **LUNCH**

#### **11. Program Approvals – To be confirmed (1:00pm – 2:15pm)**

A. Dowell introduced K. Luker, Managing Director with Camprof Canada to the Council Meeting via Zoom.

K. Luker provided Council with an overview of the phases taken to developing a process for assessing educational programs. The first two (2) phases are complete which were the environmental scan and drafting the process and supporting documents. The next two (2) phases include the review, approval process and the implementation plan.

Council was provided with an overview of the process to complete the Program Approval project.

Council is responsible for approving the program and for developing a Program Review Committee and/or Site Review Committee. Council was posed with questions to consider:

- Who will review documents (policies and procedures) and grant approval?
- Should review and approval take place in phases or all at once?
- What timelines are appropriate?

Council discussion and questions followed. The consensus was that the first step is to recruit to the Program Review Committee and/or Site Review Committee who can make recommendations to Council for approval.



C. Gibbons Kroeker arrived in-person at 2:02pm.

**MOTION: The Registrar and CEO begin working to create a new committee to work on the program approval process for new Dental Hygiene Educational Institutions in Alberta and bring back recommendations to Council for approval.**

**Moved: J. Hansen, Seconded by: T. MacCallum**

**CARRIED**

## **12. Statutory Committee Member Appointments (2:15pm – 2:45pm) – Moved to before Lunch**

A. Dowell provided an overview of the Colleges internal process for the recruitment of Statutory Committee members. A. Dowell and S. Thawer provided Council with highlights from the interviews with applicants. Council is responsible for the appointment of regulated members to the Competence Committee and Registration Committee. The College is requesting that Council appoint Heather Nelson and Samiha Rahman to the Competence Committee and Jesse Novak to the Registration Committee.

**MOTION: To remove Heather Nelson from the CRDHA Hearing Tribunal and Review Committee effective immediately and appoint Heather Nelson to the Competence Committee for a three (3) year term effective immediately.**

**Moved by: S. Heron, Seconded by: K. Sauze**

**MOTION: To appoint Samiha Rahman to the Competence Committee for a three (3) year term effective immediately.**

**Moved by: T. MacCallum, Seconded by: K. Sauze**

**CARRIED**

**MOTION: To appoint Jesse Novak to the Registration Committee for a three (3) year term effective immediately.**

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

**CARRIED**

## **13. Council Appeal**

A. Dowell provided Council with an overview of the registration appeal process and that there will be an appeal scheduled at the end of March. Council agreed on a hybrid approach. The Council members in the South will meet in person and the Council members in the Edmonton area will meet in person. All Council will be involved in the appeal process.

The secured date for the appeal is March 27, 2023, from 5:30pm to 8:30pm.



**BREAK (2:45pm – 3:00pm)**

**14. In-Camera (3:00pm – 4:00pm)**

J. Sperber called for a motion to move in Camera.

**MOTION: To move in-camera at 3:07p.m.**

**Moved by: L. Ord, Seconded by: C. Gibbons Kroeker**

**CARRIED**

**Action:** H. Durdle to send out a doodle poll for the purpose of rescheduling the Governance Meetings for 2023.

**MOTION: To move out-of-camera at 3:51p.m.**

**Moved by: L. Mosier, Seconded by: E. Poggemiller**

**CARRIED**

**RECESS**

J. Sperber advised that the business meeting would recess at 3:53pm and resume at 8:40am Saturday, February 11, 2023.



**CRDHA Council Meeting  
Meeting Minutes  
February 11, 2023  
In-Person - Pomeroy Inn and Suites - Olds**

**15. Call to Order (8:40am – 8:45am)**

J. Sperber called the meeting to order at 8:42am on February 11, 2023, and welcomed the Council members. J. Sperber advised Council that Beth Blair will be joining the Council meeting via Zoom.

**16. Council Education – Planting Seeds, Growing Leaders 2023 (8:45am – 10:00am)**

Council participated in a webinar on how to create and maintain a culture of collaboration that reinforces the power of supporting others in reaching their goals. The webinar was hosted by the College of Alberta Dental Assistants (CADA).

**BREAK (10:00am – 10:15am)**

**17. DHAA Feasibility Study (10:15am – 11:15am)**

J. Sperber introduced Brenda Sawatzky-Girling to the meeting via Zoom. Council did round table introductions.

Brenda presented her feasibility study for the DHAA project. Council discussion followed.

**MOTION: to develop a grant agreement between the College of Registered Dental Hygienists of Alberta (CRDHA) and the Dental Hygienists Association of Alberta which provides the Dental Hygienists Association of Alberta (DHAA) with a one-time \$50,000 payment made before March 31, 2023, and an additional \$100,000 placed in trust to be released upon proof of an executed constituency agreement with the Canadian Dental Hygienists Association (CDHA) before March 31, 2024.**

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

**CARRIED**

**18. Budget Update (11:30am – 12:30pm)**

A. Dowell and J. Jossa, Chair of the Audit, Finance and Risk Committee walked Council through an overview of the 2023-2024 Budget. Council was advised that the Audit, Finance and Risk Committee recently met to review in detail and is now recommending Council approval. Questions and a discussion followed.



A. Dowell reviewed the 2023-2024 Fee Schedule and Council discussed the recommended changes. Council consensus was to keep the current practice permit fee at \$599.00 for 2023–2024. Application fees for new graduates, reinstatement and transfers will be consistent and standardized at \$350.00 as the administrative requirements for all of these applications are the same. The Courtesy practice permit fee will decrease to \$350.00.

A Dowell discussed the Restricted Activity Funds Briefing Note with Council and the proposed 2023-2024 allocations.

**MOTION: To approve the 2023-2024 CRDHA Annual Budget as presented.**

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

**CARRIED**

**MOTION: To approve the 2023-2024 Fee Schedule as presented.**

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

**CARRIED**

**MOTION: To approve the 2023-2024 Restricted funds allocation as presented.**

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

## **19. Policy Update**

A. Dowell provided an overview of GP-5 Council Meeting Processes and Council had a discussion. The policy was brought forward by the Governance Committee with the recommendation to approve the policy. J. Hansen provided background as to why the Governance Committee is recommending GP-5 for approval.

**MOTION: To approve GP-5 Council Meeting Processes policy as amended.**

**Moved by: L. Mosier, Seconded by: E. Poggemiller**

**CARRIED**

## **LUNCH**

## **20. Council Terms (1:30pm – 1:45pm)**

A. Dowell led Council in a discussion regarding Council Terms and the Skills Assessment Report. It was noted that three (3) members of Council are approaching the end of their first term this governance year. The members are Jodi Sperber, Teanne MacCallum and Beth Blair.



S. Heron, Chair of the Governance Committee reached out to inquire about their intent to sit on Council for a second term. Jodi Sperber and Teanne MacCallum would like to be considered for a second term. Beth Blair announced that she not be putting her name forward for a second term on Council.

Bill 30 came into effect in 2020 which was to increase the number of public members appointed to regulatory college councils, complaint review committees and hearing tribunals. Recognizing the valuable role that public member play for regulated colleges, the number of public members increased from 25% to 50%. Council discussed the number of members Council shall consist of and consensus was 10 Council members. The CRDHA bylaws (below) were written for 6 public.

*Composition*

(2) Council shall consist of:

- (a) six (6) regulated appointed in accordance with bylaw 4; and
- (b) the number of public members required to be appointed by the Lieutenant Governor in Council in accordance with the Act.

**MOTION: To approve that Council shall consist of 5 regulated members and 5 public members, effective July 1, 2023.**

**Moved by: E. Poggmiller, Seconded by: T. MacCallum**

**CARRIED**

S. Heron left the meeting at 2:00pm.

**21. Council Education (1:45pm – 2:00pm)**

A. Dowell led Council in a discussion regarding Council Member Skills Assessment. The Skills Assessment is done on an annual basis. Council decided that a skills assessment was governance best practice as it allows Council to identify gaps, challenges and the ability to perform specific skills.

**Action:** H. Durdle to create Council Skills Assessment in Survey Monkey and send to all Council members.

**22. Council Self-Assessment (2:00pm – 2:15pm)**

A. Dowell presented Council with the current Skills Matrix Report to help identify gaps in current skills. Council members suggested the following education and topics that would be beneficial:

- Have another College provide insight on their governance model and how it functions.
- Have the BC College present on amalgamation and the pros, cons, and challenges in doing so.
- Government of Alberta process of recruiting public members and how the regulatory arm of the government functions.



- IT Technology and Innovation (social media awareness).
- Government Relations (How to do government relations as a Council).
- Stakeholder Relations.

### 23. Conflict of Interest

J. Sperber expressed a potential Conflict of Interest. She would like to apply for the Call for Item writer position through the Federation of Dental Hygiene Regulators of Canada (FDHRC). The position would include creating exam questions that are provided to exam creators. Connecting the questions back to J. Sperber would be challenging as no individual is named on the questions and her questions might never get chosen for the exam.

Council consensus was that this would not be a conflict of interest.

### 24. Social Media

T. MacCallum addressed a comment that was on social media around a compliance issue. A. Dowell and S. Thawer advised that the RDHs sometimes do not know who they have spoken to and assume it is the CRDHA. The comment was removed by the DHAA and replaced with literature from the CRDHA.

### 25. Dates of Next Meeting (2:15pm – 2:20pm)

J. Sperber advised Council of the upcoming meeting:

- June 23 & 24, 2023 (Edmonton)
- September 29 & 30, 2023
- November 24 & 25, 2023

### 24. In-Camera (2:20pm – 2:50pm)

Jodi called for a motion to move in Camera. Jodi welcomed Tammy Obriek to the meeting via zoom.

**MOTION: To move in-camera at 2:28p.m.**

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

**CARRIED**

S. Heron joined via Zoom at 2:41pm



B. Blair left the meeting at 3:11pm

**MOTION: To increase the Registrar and CEO salary to the amount as stated in-camera.**

**Moved: L. Mosier Seconded: T. MacCallum**

**CARRIED**

**MOTION: To move out-of-camera at 3:24p.m.**

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

**Adjourn**

The meeting adjourned at 3:27 pm.