



ACDH Council Meeting

Meeting Minutes

June 21, 2024 @ 8:30am

In-Person – Tenant Lounge 8657 – 51 Ave NW Main Floor

Meeting Minutes			
Attendees - Council Members			
Name	Role	Name	Role
Lindsay Ord	Chair, Regulated Member	Judy Hansen	Councillor, Public Member
Kathy Sauze	Councillor, Regulated Member	Mimi Godin	Councillor, Regulated Member
Samantha Heron	Councillor, Regulated Member	John Jossa	Councillor, Public Member
Teanne MacCallum	Councillor, Regulated Member		
Carol Gibbons Kroeker	Vice-Chair Councillor, Public Member		
Attendees – Guests and Observers			
Name	Role	Name	Role
Amie Dowell	Registrar & CEO	Steve Vander Wal	Santis Health Team
Holly Durdle	Recorder	Salima Thawer	Deputy Registrar, ACDH
Bruce Mahon	Auditor	Jamie Churchward	Complaints Director, ACDH
Daniel Fontaine	Santis Health Team	Nicole Hannigan	Continuing Competence Manager, ACDH
James Mitchell	Santis Health Team	Evita Molino	Practicum Student
Brittany Theriault	Corporate Manager, ACDH		
Regrets			
Name	Role	Name	Role
Louise Mosier	Councillor, Public Member		

1. Call to Order

1.1 - Introductions: Guests / Observers

The Chair, L. Ord, called the meeting to order at 8:41am on June 21, 2024, and welcomed Council members. L. Ord advised that T. MacCallum and S. Heron will be joining via Zoom for the two-day meeting and that L. Mosier will not be attending the entirety of the two-day meeting. N. Hannigan, Continuing Competence Manager, E. Molino, UofA Practicum student and J. Churchward, Complaints Director, Legal Affairs Manager will be attending the first portion of the meeting to observe the Council meeting.

L. Ord also advised that a few guests will be joining the meeting throughout the day to present to Council.

L. Ord 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

L. Ord 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.

L. Ord 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 the Agenda

L. Ord asked if there were any additions or revisions to the agenda of June 21 & 22, 2024 and asked for a motion to approve.

MOTION: To approve the agenda of June 21 & 22, 2024, as presented.

Moved by: K. Sauze, Seconded by: C. Gibbons Kroeker.

CARRIED unanimously.

3. Adoption of Consent Agenda

L. Ord 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.

- 2.1 Draft February 23 & 24 Council Meeting Minutes for Approval
- 2.2 Action Items from past Council meetings for Information
- 2.3 Committee Reports for Approval
 - i. Executive Committee
 - ii. Governance Committee
 - iii. Audit, Finance & Risk Committee
 - iv. Registration Committee

L. Ord asked for a motion.

MOTION: To approve the Consent Agenda as amended. The Governance Report will require an attendance correction for the June 19th meeting.

Moved by: C. Gibbons Kroeker, Seconded by: J. Hansen.

CARRIED unanimously.

4. Financial Statements (Quarter 4)

A. Dowell & J. Jossa presented the fourth quarter financial statements to Council. J. Jossa advised that these statements are still work in progress and the College are working with the Auditors to improve the statements.

MOTION: To approve the January 1, 2024 – March 31, 2024, financial statements as presented.

Moved by: J. Jossa, Seconded by: M. Godin.

CARRIED unanimously

5. Audited Financial Statements

L. Ord welcomed B. Mahon from Mahon + Associates to the meeting. B. Mahon provided Council with an overview of the April 1, 2023 to March 31, 2024 financial audit. B. Mahon also presented the financial statements to the Audit, Finance and Risk Committee.

B. Mahon reviewed the 2023-2024 Audited Financial Statements, Independence letter, and Audit Findings Letter with Council and advised that the College is in good financial health. Council discussed the allocation of investments, the current surplus, the current fee structure, and how the funds could be allocated. Council will be further discussing fund allocations at the September 2024 meeting. Minor financial errors that were discovered during the audit process, including a misstatement related to a timing difference, will correct themselves during the next fiscal year. The management team has already addressed most of the recommendations in the management letter and is currently working with the auditors to improve the reporting for the next fiscal year.

L. Ord asked Council to move in-camera for a discussion with B. Mahon.

MOTION: To move into camera at 9:43am to discuss the 2023-2024 Audited Financial Statements and Audit Invoice.

**Moved by: C. Gibbons Kroeker; Seconded by: M. Godin
CARRIED unanimously.**

MOTION: To move out camera at 10:03am.

**Moved by: J. Hansen; Seconded by: S. Heron
CARRIED unanimously**

Following the in-camera portion, L. Ord asked for a motion to approve the Draft Audited Financial Statements for the year ended March 31, 2024.

MOTION: To approve the April 1, 2023 – March 31, 2024, Audited Financial Statements as presented.

**Moved by: C. Gibbons Kroeker; Seconded by: M. Godin
CARRIED unanimously.**

L. Ord also asked for Council to approve the full payment for the audit invoice.

MOTION: To pay the full invoice for Mahon + Associates including the discounted amount for the work completed (\$19,019.00 + GST).

**Moved by: K. Sauze; Seconded by: J. Hansen
CARRIED unanimously.**

6. CP-2.1 Internally Restricted Funds

A. Dowell & J. Jossa reviewed CP-2.1 Internally Restricted Funds policy with Council. Modifications have been made to the policy following discussions with the auditors and the Audit, Finance and Risk Committee. J. Jossa provided Council with rationale for the revisions made to the policy. The future state of the policy will include detailed information and analysis regarding the establishment of targets for each fund. Council proposed minor changes to the policy that will be incorporated post meeting.

L. Ord called for the following motion:

MOTION: To approve CP-2.1 Internally Restricted Funds Policy as amended.

**Moved by: J. Jossa; Seconded by: C. Gibbons Kroeker
CARRIED unanimously.**

8. Council Compensation

L. Ord reviewed GP-6 Council Compensation policy with Council and discussion followed. Council discussed payment for public member counsellors in alignment with the government Public Members Handbook. The consensus by the regulated council members was to move forward with aligning the regulated members and public members reimbursement for mileage and meals.

Action: Create expense form for the public members.

MOTION: To reimburse public member councilor expenses for mileage and meals to cover the difference between the government rates and the council approved expense policy.

**Moved by: K. Sauze, Seconded by: S. Heron.
CARRIED. The public members abstained from the vote.**

9. ACDH Annual Report

A. Dowell provided Council with an overview of the ACDH Annual Report and asked for a formal motion to approve the annual report pending the inclusion of the audited financial statements for the year ended March 31, 2024, and the corrected registration numbers. S. Thawer explained the error in the Advanced Restricted Activities authorization numbers. J. Hansen suggested that the annual report include the acknowledgment of Jodi Sperber, the former Council Chair, and the passing of public member councilor Erhard Poggemiller.

Action: Add suggested changes to the ACDH Annual Report

MOTION: To approve the ACDH 2023-2024 Annual Report with the inclusion of the 2023-2024 Audited Financial Statements and the correct registration numbers as amended.

Moved by: C. Gibbons Kroeker, Seconded by: S. Heron.

CARRIED unanimously.

10. Dental Therapy

Council met with Santis Health (government relations) to discuss Strategic Priority B (registration practices), including a discussion on the regulation of Dental Therapy. Council agreed that for this to move forward the College must actively participate in the relevant discussions. The consensus among Council members was to support the drafting of a letter of interest, outlining appropriate parameters to the Government of Alberta in relation to regulation of the profession of Dental Therapy.

MOTION: To support writing a letter of interest with appropriate parameters to the Government of Alberta in relation to the regulation of the profession of Dental Therapy by the ACDH.

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

CARRIED unanimously.

11. Council Terms

A. Dowell reviewed the current terms with Council recognizing that Lindsay Ord and Samantha Heron's first term on Council is up for renewal. L. Ord and S. Heron both expressed interest in a second term on Council. L. Ord and S. Heron left the room so that Council could have a discussion about renewing their terms.

MOTION: To appoint Lindsay Ord and Samantha Heron for a second term on Council, beginning July 1, 2024.

Moved by: C. Gibbons Kroeker, Seconded by: M. Godin.

CARRIED unanimously. L. Ord and S. Heron abstained.

12. Removal of Appointments

L. Ord reviewed the Removal of Appointments briefing note with Council. On September 23, 2023, Mimi Godin was appointed to Council therefore she cannot remain a member of the Hearing Tribunal and Complaints Review Committee.

On December 2, 2019, Carolynn Reiman was appointed to the Registration Committee therefore she should not remain a member of the Hearing Tribunal and Complaints Review Committee.

Brittany Fandruck resigned as Chair of the Competence Committee on April 10, 2024, and Olena Sazonova resigned as a member of the Competence Committee on June 3, 2024.

L. Ord called for the following motions:

MOTION: To remove Mimi Godin and Carolyn Reimann from the Hearing Tribunal and the Complaint Review Committee, effective immediately.

Moved by: K. Sauze; Seconded by: C. Gibbons Kroeker. C

CARRIED. Mimi Godin abstained from the vote.

MOTION: To remove Brittany Fandruck and Olena Sazonova from the Continuing Competence Committee, effective immediately.

Moved by: Carol Gibbons Kroeker; Seconded by: Teanne MacCallum.

CARRIED unanimously.

13. Competence Committee Appointments

L. Ord reviewed the Competence Committee briefing note with Council. On April 11, 2024, the College sent out an email to all registrants in good standing seeking Expressions of Interest for membership on the Competence Committee. Interviews were held between the College and interested registrants, and the College has found strong candidates for potential membership on the Committee. The College is requesting that Council appoint a new Chair and four (4) new regulated members to the Competence Committee.

Brittany Fandrick resigned as Chair of the Competence Committee on April 10, 2024. The College has confirmed that current Competence Committee member Heather Nelson is interested in becoming Chair of the Competence Committee.

L. Ord called for the following motions:

MOTION: To appoint Heather Nelson as Chair of the Competence Committee for a 1-year term, effective June 21, 2024.

Moved by: M. Godin; Seconded by: K. Sauze.

CARRIED unanimously.

Motion: To appoint Terri Ward, Selda Suleymanoglu, Allison Wylie and Jaimie Braybrook as members of the Competence Committee for a 3-year term, effective June 21, 2024.

Moved by: C. Gibbons Kroeker; Seconded by: J. Hansen.

CARRIED unanimously.

14. Inspector Appointment

L. Ord reviewed the Inspector Appointment briefing note with Council. On April 11, 2024, the College sent out an email to all registrants in good standing seeking resumes for the position. 23 resumes were received. 3 interviews were held between the College and interested registrants. Council reviewed the reasons why Nadia Ossais was chosen for the role.

L. Ord called for the following motion:

MOTION: To appoint Nadia Ossais as an ACDH Inspector for the College on a contractual term, effective June 21, 2024.

Moved by: K. Sauze; Seconded by: C. Gibbons Kroeker.

CARRIED unanimously.

15. Strategic Priority B – Registration

L. Ord welcomed S. Vander Wal, J. Mitchell and D. Fontaine from Santis Health Team to the meeting via Zoom at 1:08pm. J. Churchward, the Complaints Director, Legal Affairs Manager, N. Hannigan, Continuing Competence Manager and B. Theriault, Corporate Manager from the ACDH joined the meeting as observers. Round table introductions followed.

S. Thawer provided Council with the purpose, objectives and avenues to explore to progress the work regarding Strategic Priority B - Registration Practices. S. Thawer acknowledged that this in-depth work was completed by the ACDH Regulatory Manager, Regulatory Advisors and other team members.

The Santis Health Team provided Council with information on the labour mobility landscape in Canada and the Alberta political landscape. Santis provided Council with an overview of their role and work that's been completed on this project to date. A. Dowell detailed the significant work that is ongoing with the project.

Discussion followed. Council consensus was to continue to move forward with the Santis Health Team. The Santis Health Team left the meeting at 2:11pm. The ACDH staff members left the meeting at 2:12pm.

MOTION: To approve the unbudgeted expense of \$42,750 for Q3 and Q4 for the Santis contract to support the Strategic Priority B to be expensed from the unrestricted funds.

Moved by: C. Gibbons Kroeker; Seconded by: J. Hansen.

CARRIED unanimously.

16. Succession Planning

L. Ord welcomed J. Halford to the meeting at 2:47pm. Jane attended the meeting in person. J. Halford provided Council with an overview of the ongoing work on the Leadership Continuity Plan. The Governance Committee has been working with J. Halford for the last few months to advance this work. The leadership continuity plan provides guidance and tools for future Councils in the situation of a temporary or permanent change at the Registrar & CEO position.

Council discussed the knowledge, skills, attitudes, and habits of an ideal Register & CEO. J. Halford informed Council of the next steps to moving the Leadership Continuity Plan forward. J. Halford left the meeting at 4:16pm.

17. OnBoard Round Table

Council had a round table discussion about the new meeting platform recently adopted called OnBoard.

18. Recess

L. Ord advised that the business meeting would recess at 4:40pm and resume at 8:30am Saturday, June 22, 2024.

ACDH Council Meeting

Meeting Minutes

June 22, 2024

In-Person – Sandman Signature Hotel and Conference Centre

19. Call to Order

L. Ord called the meeting to order at 8:31 am on June 22, 2024, and welcomed the Council members. L. Ord welcomed T. MacCallum and S. Heron via Zoom for day 2 of the Council meeting.

20. Strategic Priority D - EDIA

L. Ord welcomed Dr. C. Khan to the meeting. Dr. Khan attended in person. Dr. Khan presented to Council on equity, diversity and inclusion. This work is part of Strategic Priority D: demonstrate our commitment to equity, diversity, inclusion and accessibility.
Dr. Khan left the meeting at 10:47am.

Council discussed next steps to move this strategic priority forward.

21. Operational Update

A. Dowell provided Council with an Operational Update and spoke to emerging topics.

A. Dowell provided an update from the Federation of Dental Hygiene Regulators of Canada Board meeting in May 2024. A. Dowell provided an update from the Canadian Dental Accreditation of Canada meeting in June 2024. The College met with the University of Association (UofA) and Continuing Dental Education to discuss areas of opportunity and to identify gaps. The College has met with the UofA students to assist with understanding their regulatory obligations post graduation.

The College has been busy with recruitment over the past few months. The management team completed a full day Leadership Development course. A. Dowell informed Council that there was a shift in complaints in 2023-2024 as the amount and complexity of complaints have increased. The College has undergone database improvements such as online vulnerable sector checks, online reinstatement and professional liability insurance.

Council had a discussion regarding the IPC webinar hosted by Continuing Dental Education, specifically regarding comments that were made by a member of the Alberta College of Dental Surgeon's council member. Council did not agree with the comments and will follow up with a letter to the President of the CDSA Council.

22. Bylaws & Policy Review

At the February 23, 2024, Council meeting, Council discussed a legal case regarding eligibility requirements for council positions. Council agreed that their current eligibility requirements should be updated to reflect best practices. They also discussed cooling off periods for council members transitioning to employment at the

College, and vice versa. Council updated the appointments policy to allow registrants who have had a finding of unprofessional conduct to be eligible for appointment to Council after a time lapse. This decision was supported by legal counsel.

Council discussion followed and the consensus was to change GP-1 Council Appointments to reflect the legal advice.

Action: Revise GP-1 to reflect the suggested changes.

GP-2 Council Officers Policy was deferred to a future Council meeting.

23. Continuing Competence Update - Strategic Priority B

L. Ord welcomed N. Hannigan, Continuing Competence Manager and E. Molino, U of A student to the meeting. Both attended in person at 1:00pm.

N. Hannigan and E. Molino updated Council on Strategic Priority A, Continuing Competence and the work completed to date. An Environmental scan was completed which included 66 different regulators. Observations and findings of the scan were reviewed.

They shared potential program components with Council. These components may be included in the competence assessment aspect of a continuing competence program.

The upcoming registrant engagement plan was also discussed.

Round table discussions followed. Next steps will include finding a facilitator(s) to lead the registrant engagement sessions. Outcomes of the sessions will be presented to Council at the June 2025 meeting.

N. Hannigan and E. Molino left the meeting at pm. 2: 45pm.

24. Council Self-Assessment Feedback

L. Ord reviewed and discussed the themes arising from Council Self-Assessment feedback.

25. In-Camera

L. Ord to call for a motion to go in-camera to discuss the Registrar and CEO's compensation and performance.

MOTION: To move into camera at 3:13pm.

Moved by: C. Gibbons Kroeker, Seconded by: M. Godin.

CARRIED unanimously.

MOTION: To move out of camera at 4:24pm.

Moved by: J. Hansen, Seconded by: K. Sauze.

CARRIED unanimously.

MOTION: To increase the Registrar and CEO's compensation as discussed in-camera.

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

CARRIED unanimously.

Adjourn

L. Ord advised Council that the next meeting is on September 27 & 28 in Kananaskis.

L. Ord adjourned the meeting at 4:26pm.