

## ACDH Council Meeting

### Meeting Minutes

**February 21, 2025 | 8:30am – 5:00pm**

In Person – Best Western Calgary Plaza Hotel & Conference Centre  
 1316 – 33 Street NE, Calgary, AB T2A 6B6

Meeting Minutes			
Attendees - Council Members			
<u>Name</u>	<u>Role</u>	<u>Name</u>	<u>Role</u>
Lindsay Ord	Chair, Regulated Member	Judy Hansen	Councillor, Public Member
Kathy Sauze	Councillor, Regulated Member	Samantha Heron	Councillor, Regulated Member
Mimi Godin	Councillor, Regulated Member	John Jossa	Councillor, Public Member
Carol Gibbons Kroeker	Vice-Chair Councillor, Public Member	Tyla Gill	Councillor, Regulated Member
Abdul Satar	Councillor, Public Member		
Attendees – Guests and Observers			
<u>Name</u>	<u>Role</u>	<u>Name</u>	<u>Role</u>
Amie Dowell	Registrar & CEO, ACDH	Heba Omari	MPH Student - UofA
Salima Thawer	Deputy Registrar, ACDH	Nicole Hannigan	Continuing Competence Manager - ACDH
Holly Durdle	Recorder, ACDH	Bradley Chisholm	Principal, The Regulators Practice
Maxine Clarke	Design Consulting	Duane Robertson	Senior Portfolio Mgr. – RBC Dominion Securities
Brittany Theriault	Corporate Manager		
Regrets			
<u>Name</u>	<u>Role</u>	<u>Name</u>	<u>Role</u>

## Call to Order

### Introductions: Guests / Observers

The Chair, L. Ord, called the meeting to order at 8:40am on February 21, 2025, and welcomed Council members. L. Ord asked for round table introductions as there are new members on Council. L. Ord advised that J. Hansen, A. Satar and M. Godin will be joining the meeting virtually via Zoom.

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 which includes the Niitsitapi (Blackfoot) Confederacy [Siksika, Kainai, Piikani, Amskapi Piikani], The Îyârhe Stoney Nakoda Nations [Goodstoney, Chiniki, Bearspaw], and the Tsuut'ina Nation.

### Housekeeping

L. Ord advised Council members that they will need to read and sign the Code of Conduct, Confidentiality and Conflict of Interest for the 2025 year.

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.

## 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.

- Draft November 2024 Council Meeting Minutes for Approval
- Action Items from past Council meetings for Information
- Committee Reports for Approval
  - Executive Committee
  - Governance Committee

- Audit, Finance & Risk Committee
- Competence Committee
- Registration Committee
- E-motions
  - Regulated Council Member
  - GP-13 Registrar & CEO Performance & Compensation
  - Committee Appointment and Removal
- Financial Statements – Quarter 3
  - Q3 Balance Sheet
  - Q3 Profit & Loss
  - ACDH Budget vs. Actuals

L. Ord called for the following motion.

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

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

**CARRIED**

### Adoption of the Agenda

L. Ord asked if there were any additions or revisions to the agenda of February 21 & 22, 2025 and asked for a motion to approve.

**MOTION: To approve the agenda of February 21 & 22, 2025, as presented.**

**Moved by: J. Jossa, Seconded by: C. Gibbons Kroeker.**

**CARRIED**

### MPH Student Presentation

L. Ord welcomed Heba Omari, MPH student from the University of Alberta to the meeting via Zoom at 8:50 a.m. N. Hannigan, Continuing Competence Manager, also joined via Zoom.

H. Omari and N. Hannigan provided an update on the ongoing work related to inspections, including:

- **Inspection Checklist** – Developed for practice owners.
- **Practice Visit Checklist** – Currently in progress.
- **Preliminary Inspection Cost Analysis** – Review of associated costs.

- **Technology Options Scan** – Developing recommendations with a focus on cost considerations for the inspection process.

Council engaged in discussions and inquired about the cost analysis for technology solutions related to inspections.

H. Omari and N. Hannigan left the meeting at 9:24am.

### **Strategic Priority D - EDIA**

L. Ord welcomed QC GU, Education and Advocacy Manager and the team from the Queer & Trans Health Collective to the meeting via Zoom at 9:26am.

QC and team presented to Council on the Affirming Care Alberta Project specifically speaking to the healthcare barriers and oral health specific concerns.

Questions and valuable discussion followed.

QC and team left the meeting at 10:20am.

### **Governance Review**

L. Ord welcomed Bradley Chishom, Principal from The Regulators Practice to the meeting via Zoom at 10:31am.

B. Chisholm presented to Council on governance best practices and key responsibilities. The presentation emphasized the importance of inclusive governance structures, accountability, and adherence to best practices.

The College requested that The Regulators Practice to submit a proposal for reviewing and assessing the current governance framework. B. Chisholm reviewed components and timelines included in the proposal with Council as well as work with a focus on Diversity, Equity, and Inclusion (DEI).

Discussions and questions followed, specifically on the DEI focus in the review. Council agreed that support on developing a strategic direction for DEI would be more valuable than an assessment of current practices.

B. Chisholm left the meeting at 11:48am

A roundtable discussion among Council members followed. Council reached a consensus to proceed with The Regulators Practice to conduct a governance review.

L. Ord called for the following motion:

**Motion: To accept the Regulators Practice Governance Review proposal as a sole source for the governance review, with additional discussion required for council support for a DEI strategy.**

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

**CARRIED**

## **LUNCH**

### **ACDH Investments**

L. Ord welcomed D. Robertson, Senior Portfolio Manager & Investment Advisor from the RBC Dominion Securities to the meeting via Zoom at 1:04pm.

D. Robertson reviewed the current ACDH investment portfolio. Members inquired about potential alternative investment options, such as bonds, the frequency of maturity assessments, interest rates, and the management of restricted funds and unrestricted funds.

D. Robertson left the meeting at 1:33pm.

### **2025-2026 Budget**

A. Dowell and J. Jossa presented the 2025-2026 Budget to Council. The Audit, Finance, and Risk Committee reviewed the budget at their last meeting and is recommending that Council approve the 2025-2026 Budget at this meeting.

A. Dowell reviewed the 2025-2026 budget at a high level with Council highlighting projected allocations and emphasizing areas that showed significant changes. The budget that is being presented to Council is a deficit budget, meaning that the college is projecting to spend more than the incoming revenue in the upcoming fiscal year.

S. Thawer provided information on the Regulatory Research budget and the collaboration with the University of Alberta.

## **BREAK**

### **Restricted Funds**

A. Dowell led Council in a discussion regarding the allocation of restricted funds. Following the discussion, Council reached a consensus to transfer funds from unrestricted funds to restricted funds, in alignment with the designated fund targets and allocations for the upcoming fiscal year, as recommended by the College's accountant.

L. Ord called for the following motion:

**Motion: Council approves the transfer of \$1,301,124 from the Unrestricted Fund to the Restricted Funds as follows:**

- **\$141,748 to the Strategic Fund,**
- **\$40,000 to the Investigations Fund,**
- **\$240,000 to the Facility Fund,**
- **\$172,296 to the Technology Fund,**
- **\$78, 516 to the Succession Fund,**
- **\$328,564 to the Legislation Fund,**
- **\$100,000 to the Treatment and Counselling Fund and**
- **\$200,000 to the Program Approval Fund.**

**Moved by: C. Gibbons Kroeker, Seconded by: J. Jossa.**

**CARRIED**

### **Fee Schedule**

A. Dowell reviewed the 2025-2026 Fee Schedule, followed by a discussion by Council.

The last increase in the practice permit fee occurred in 2017-18, rising from \$552 to \$599. Historically, Alberta has had the highest practice permit fees in the country; however, this margin is decreasing. Additionally, Registered Dental Hygienists (RDHs) in Alberta earn the highest wages compared to other provinces.

Council deliberated on the rationale for potential fee increases, considering whether adjustments should be implemented as a one-time change, in increments, or remain unchanged.

Following the discussion, Council reached a consensus to maintain the current practice permit fee at \$599.00 for the 2025–26 period.

#### **Registration Appeal Fee**

A. Dowell reviewed the Registration Appeal Fee. The College's current fee is \$250.00. Council discussed the time, work and resources involved in a Registration Appeal.

Following the discussion, Council reached a consensus increase the fee to \$750.00.

#### **Complaint Review Committee Appeal Fee**

A. Dowell reviewed the Complaint Review Committee Appeal Fee. The college does not have a fee for a review of a complaint, as permitted under the *Health Professions Act* (HPA).

Following the discussion, Council reached a consensus to not charge a fee.

L. Ord called for the following motion:

**Motion: To approve the 2025-2026 ACDH Fee Schedule with the following changes:**

- **Registration Review fee of \$750.00**
- **Removal of Non-Practicing to General fee**

**All other fees from the 2024-2025 fee schedule remain the same.**

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

**CARRIED**

### **GP-6 Council Compensation**

A. Dowell reviewed GP-6 Council Compensation Policy with Council specifically the mileage reimbursement rates. The current mileage reimbursement rate at the College is \$0.58 per kilometer. In contrast, the Canada Revenue Agency (CRA) sets its reimbursement rate at \$0.72 per kilometer.

The Audit, Finance, and Risk Committee met on February 4, 2025, to discuss reimbursement of kilometers and determined that it should be presented for consideration at the Council table. The Audit, Finance and Risk Committee is recommending revising GP-6 Council Compensation policy to set the ACDH reimbursement rate in relation to the CRA standard.

Following the discussion, Council reached a consensus to revise GP-6 Council Compensation policy to align the ACDH reimbursement rate to \$0.05 below the CRA rate to fairly compensate individuals for travel expenses incurred while conducting official business.

Minor changes to GP-6 Council Compensation were brought forward to Council by the Audit, Finance and Risk Committee. The changes were reviewed and discussed. Council agreed with the suggested changes.

Council engaged in a brief discussion regarding the amount of time required for meeting preparation and the lack of compensation for public members. It was noted that the Public Member Handbook specifies that members are not remunerated for meeting preparation and reading.

L. Ord called for the following motion.

**Motion: To adjust GP-6 Council Compensation policy to align the ACDH reimbursement rate to \$0.05 below the CRA rate and to accept the policy changes as recommended by the Audit, Finance and Risk Committee.**

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

## **2025-2026 Budget Approval**

Following discussions and the approval of the fee schedules and policies, A. Dowell and J. Jossa invited any further questions or discussions regarding the 2025-2026 budget.

**Action Item:** The most current budget will be sent to Council members.

L. Ord called for the following motion.

**MOTION: To approve the 2025-2026 budget as amended during the meeting.**

**Moved by: S. Heron, Seconded by: T. Gill.**

**CARRIED**

## **Continuity of Care SOP/Bylaws**

A. Dowell reviewed and discussed the Continuity of Care Standard of Practice with Council, including the proposed process for displaying registrants' current employment information on the ACDH website. The benefits, risks, and implementation requirements were thoroughly examined.

Council reached a consensus that registrants should have the option to display their employment details on the ACDH website, similar to what other colleges are already doing. Registrants may also choose not to display their information or remove it at any time to maintain privacy. Council stressed that displaying employment information on the website will need to be an "opt-in" option, not an "opt-out" option and College staff agreed.

**Action Item:** The College will explore the feasibility of including employment information on the ACDH website.

## **Policies**

### **CP-2 Finance Policy**

A. Dowell reviewed and discussed the CP-2 Finance Policy with Council. The Audit, Finance, and Risk Committee previously reviewed this policy at their last meeting, with a particular focus on the authorization clause.

The Committee is recommending that Council approve an increase in the contract approval limit from \$50,000 to \$75,000. Additionally, they propose that for contracts ranging from \$25,000 to \$75,000, two (2) quotes remain a requirement; however,



Committee approval would no longer be necessary. The Committee also added in a requirement for the College to conduct regular vendor reviews to ensure appropriate oversight of contracts. Council agreed with the proposed changes and approved the policy.

**Motion: To approve CP-2 Finance Policy as presented.**

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

**CARRIED**

#### **CP-4 Registration & Renewal Process Policy**

S. Thawer reviewed CP-4 Registration & Renewal Process Policy with Council. The current internal procedure to close applications was discussed. The College is recommending that if an application for initial registration or reinstatement remains incomplete and the applicant has not updated the College by phone, email, or in the online application, the College will close the application after 12 months from the most recent update. During the time that the application is incomplete, the College will make reasonable attempts to contact the applicant.

Following discussion, Council reached a consensus to shorten the timeframe, deciding that applications should be closed 6 months from the most recent update, as they felt this provided sufficient time for applicants to complete the required process.

**Action:** Update CP-4 Registration & Renewal Process Policy to reflect the council approved change.

L. Ord called for the following motions:

**Motion: To approve CP-4 Registration & Practice Permit Renewal Policy as amended to 6 months.**

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

**CARRIED**

#### **Council Committee Appointments**

L. Ord lead Council in a discussion regarding Council Committee Appointments. A. Satar, Public member was appointed to Council in November 2024. T. Gill, Regulated member was appointed to Council in December 2024. Council appoints committees to assist with carrying out the work of Council. Annually Council reviews and appoints the members of each of its committees. Preference of the individual council member and the Council Skills Matrix will be used to guide the appointment of the Council members onto committees. Council may approve a change in the membership of the committee at any time.

T. Gill expressed interest in the Audit, Finance and Risk Committee and A. Satar expressed interest in the Governance Committee. A. Satar will attend meetings as scheduling permits and based on availability.

L. Ord called for the following motion:

**Motion: To approve Tyla Gill to the Audit, Finance and Risk Committee and Dr. Abdul Satar to the Governance Committee effective February 21, 2025.**

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

**T. Gill and A. Satar abstained from the vote**

**CARRIED**

### **Complaints Review Committee & Hearing Tribunal Appointments**

L. Ord informed Council that on January 16, 2025, the College sent an email to all registrants requesting applications for positions on the Hearing Tribunal and Complaint Review Committee. In response, regulated members submitted their resumes for consideration. Four regulated members participated in meet-and-greet sessions with the Registrar and the Hearings Director, during which they expressed their interest in joining the Hearing Tribunal and Complaint Review Committee.

L. Ord called for the following motion:

**To approve Emily Paxman, Julie Wu, Meghan Smith, and Kristin Santrau to the Hearing Tribunal and Complaint Resolution Committee list, effective February 22, 2025.**

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

**CARRIED**

### **RECESS**

L. Ord called for a recess at 4:47pm

## ACDH Council Meeting

### Meeting Minutes

**February 22, 2025 @ 8:30am**

In Person – Best Western Calgary Plaza Hotel & Conference Centre  
1316 – 33 Street NE, Calgary, AB T2A 6B6

#### Call to Order

L. Ord called the meeting to order at 8:34 on February 22, 2025, and welcomed the Council members. L. Ord advised that J. Hansen, A. Satar, and M. Godin will be joining the meeting virtually via Zoom.

#### Registrant Engagement Sessions

L. Ord welcomed Maxine Clarke from Designe Consulting to the meeting via Zoom at 8:34am. N. Hannigan, Continuing Competence Manager and B. Theriault, Corporate Manager from the ACDH also joined via Zoom as observers.

S. Thawer provided the objectives for the Continuing Competence Program (CCP) redevelopment project and why the change is needed.

A. Satar joined the meeting at 8:42am via Zoom.

Council held a roundtable discussion on the rationale for why the Continuing Competence Program (CCP) was a strategic priority for 2024-2027, including:

- Reducing complaints through proactive measures
- Fostering real learning and meaningful professional growth
- Adapting to an evolving regulatory and professional environment
- Strengthening the College's role as a collaborative partner
- Aligning with the highest scope of practice standards
- Enhancing public interest by ensuring consistent service delivery across Alberta
- Implementing right-touch regulation to address concerns proactively
- Promoting a forward-thinking approach to regulation

N. Hannigan provided an overview of the current state of the CCP and potential future developments.

M. Clarke briefed Council on the definition of success for the project, outlining Council's role, key milestones, timelines, and an assessment of associated risks and opportunities.

J. Jossa joined the meeting in person at 9:16am

Next steps were discussed, with further updates scheduled for presentation at the Council meetings in June and September 2025.

M. Clarke, N. Hannigan and B. Theriault left the meeting at 10:27am

## BREAK

## Operational Update

A. Dowell provided an operational update, outlining key initiatives and activities:

- **Strategic Priorities** – Progress on ongoing initiatives aligned with the College's strategic priorities.
- **Recruitment** – The College will be actively recruiting to support the revamping and development of the Continuing Competence Program.
- **Collaboration** – The College has partnered with the College of Dental Technologists of Alberta and the College of Alberta Denturists to develop joint AI guidelines. Additionally, ACDH will share a Communications Coordinator with the College of Dental Technologists of Alberta.
- **Regulatory Updates** – Updates are underway for the Local Anesthetic and Oral Sedation Standards of Practice, along with multiple guideline revisions.
- **Database Cleanup** – Efforts are focused on streamlining forms and ensuring consistency in terminology.
- **Records Management** – Archived financial records, complaints, and registrant files have been scanned for digital storage.
- **Program Reviews** – Two program reviews are currently underway, with an additional 13 anticipated for 2025.
- **Learning Management System** – Course development is in progress within the new learning management system.
- **University Engagement** – The College is delivering a three-part presentation series to the University of Alberta.
- **Practice Inspections** – Approximately 30 practice owner inspections are anticipated this year.
- **Complaints & Trends** – A review of complaint statistics and emerging trends was presented.

Council engaged in discussions following the update.

## Strategic Discussions

Council had strategic discussions on multiple topics.

### **Substantial Equivalency**

Council reviewed and discussed the registration process for new graduates and international grads and the importance of substantial equivalency.

### **Dental Therapy**

Council reviewed the current state of Dental Therapy and discussed forthcoming initiatives. It was noted that representatives from the College and the Dental Hygienists Association of Alberta (DHAA) will participate in a Lobby Day at the legislature in April 2025.

### **Commission on Dental Accreditation of Canada (CDAC)**

The Council reviewed and discussed the 2025 funding request from the Commission on Dental Accreditation of Canada (CDAC).

### **Program Approvals**

Council discussed the intended process for a program approval. Council thoroughly discussed fees and level of work associated with program approvals and the consensus was to approve a program approval fee of \$30,000. Additional information such as approval of Education Standards, approval of the Program Review Committee TOR, and awareness of Policies and Procedures Manual will be brought to the June Council meeting.

- Stage 1: Notice of Intent - \$5,000
- Stage 2: Initial Program Review including Education Standards - \$10,000
- Stage 3: Initial site visit - \$5,000
- Phase 4: Program Review & Evaluation - \$10,000

L. Ord called for the following motion:

**Motion: To approve Program Approval fee of \$30,000 per program plus travel expenses to be paid by the applicant.**

**Moved by: K. Sauze, Seconded by: Judy Hansen.**

**CARRIED**

**LUNCH – In Restaurant**

**Strategic Discussions Continued**

Strategic discussions continued.

## BREAK

## In-Camera

L. Ord called for a motion to move in-camera to discuss GP-13 Registrar & CEO Performance Management & Compensation.

**Motion: To move into camera at 2:40pm.**

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

**CARRIED**

**Motion: To move out of camera at 3:11pm.**

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

**CARRIED**

L. Ord called for the following motion in Camera:

**Motion: To increase the Registrar and CEO's compensation effective April 1, 2025 as discussed in camera.**

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

**CARRIED**

## Next Meetings

June 20 & 21 2025: Double Tree – West Edmonton

September 19 & 20, 2025: The Crossing at Ghost River, Cochrane

November 21 & 22, 2025: Double Tree – West Edmonton

## Adjourn

L. Ord adjourned the meeting at 3:20pm