ACDH Council Meeting

Meeting Minutes

June 20, 2025 I 8:30am – 5:00pm

In Person – Double Tree by Hilton West Edmonton
16615 – 109 Ave NW, Edmonton, AB T5P 4K8

Meeting Minutes			
Attendees - Council Members			
Name	**Role**	**Name**	**Role**
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
Attendees – Guests and Observers			
Name	**Role**	**Name**	**Role**
Amie Dowell	Registrar & CEO, ACDH	Bradley Chisholm	Principal, Regulators Practice
Salima Thawer	Deputy Registrar, ACDH	Rob Quail	Consultant, Robert Quail Consulting
Holly Durdle	Recorder, ACDH	Shona McGlashan	Governance Consultant
Candace Boyce	Co-Executive Director, DHAA	Jessica Simpson	ACDH, Registration Lead (Observer)
Bruce Mahon	Mahon + Associates	Sara Ellams	ACDH, Competence Advisor (Observer)
Vesna Sertic	Director of Advocacy & Govt. Relations, Santis Health	James Mitchell	Senior Consultant, Santis Health
Kathy Ho	Observer	Abhinav Nair	Public Affairs Coordinator, Santis Health
Regrets			
Name	**Role**	**Name**	**Role**
Abdul Satar	Councillor, Public Member		

Call to Order
<u>Introductions: Guests / Observers</u> The Chair, Lindsay Ord, called the meeting to order at 8:33am on June 20, 2025, and welcomed Council members. S. Heron joined the meeting at 8:40am L. Ord informed the group that Bradley Chisholm and Natalie Thiessen from the Regulators Practice, who are supporting the Governance Review, will be observing the meeting to gain an understanding of the Council's structure and flow. In addition, Kathy Ho will be attending as an observer, and several ACDH staff members will join for portions of the meeting to listen in on specific agenda items. 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 6 Territory. She offered this acknowledgement in the spirt of reconciliation and to respect the histories, languages, and cultures. It is home to many nations including the Cree, Saulteaux, Blackfoot, Sioux and Métis People.
<u>Housekeeping</u> 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 themself 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 documents can be sent directly to H. Durdle.

J. Hanson requested that the Financial Statements and e-motion be removed from the Consent Agenda and discussed during the formal business meeting. The remaining items on the Consent Agenda were adopted as presented.
• Draft February Council Meeting Minutes for Approval
• Action Items from past Council meetings for Information
• Committee Reports for Approval
    o Executive Committee
    o Governance Committee
    o Audit, Finance & Risk Committee
    o Competence Committee
    o Registration Committee
• Policy Approvals
    o GP-1 Council Appointments
    o GP-8.1 Registration Committee Terms of Reference
    o GP-8.2 Competence Committee Terms of Reference
    o GP-9.2 Governance Committee Terms of Reference
    o GP-14 Council Leave of Absence
• Financial Statements
    o Balance Sheet
    o Profit and Loss
    o Budget vs. Actuals
• Council Education
 	
L. Ord called for the following motion:
 	
MOTION: To approve the Consent Agenda as amended.
Moved by: C. Gibbons Kroeker, Seconded by: K. Sauze.
CARRIED

E-motion

The e-motion was removed from the Consent Agenda for discussion. The e-motion did not pass as one Council member did not participate in the electronic vote, therefore voting was not unanimous.

L. Ord called for the following motion:

MOTION: Council of the ACDH moves that section 1(b) of the Dental Hygienists Profession Regulation be repealed and the following substituted: "College" means the "Alberta College of Dental Hygienists".
Moved by: J. Hansen, Seconded by: M. Godin.
CARRIED

Adoption of the Agenda

L. Ord asked if there were any additions or revisions to the agenda of June 20 & 21, 2025 and asked for a motion to approve.

MOTION: To approve the agenda of June 20 & 21, 2025, as amended.
Moved by: M. Godin Seconded by: C. Gibbons Kroeker
CARRIED

Strategic Risk

L. Ord welcomed Rob Quail from Robert Quail Consulting to the meeting via Zoom at 8:46am to talk to Council about Strategic Risks. R. Quail has experience with Enterprise Risk Management (ERM) and has been working with the Federation of Dental Hygiene Regulators of Canada (FDHRC) board on risk tolerance at a national level.

R. Quail provided Council with a presentation outlining the importance of ERM, including its key components. He emphasized that establishing a risk tolerance level is essential for effective governance and informed decision-making.

Council engaged in a discussion regarding the required timelines, the scope of work, and the next steps in advancing the ERM process. Council expressed interest in proceeding with Rob’s support to develop a Risk Appetite Statement.

As part of the next steps, Rob will submit a proposal to A. Dowell and if accepted, individual interviews with all Council members will be scheduled for early September. Rob will return to the September Council meeting to present a summary of his findings and proposed recommendations. **ACTION:** Schedule interviews with Rob and Council members. R. Quail left the meeting at 9:26am.
Governance Review Update
L. Ord advised Council that Bradley Chisholm, Principal from The Regulators Practice, will be providing Council with an update on the Governance Review work. L. Ord welcomed B. Chisholm to present to Council via Zoom at 9:30am. B. Chisholm reviewed the governance project to-date, including timelines and next steps. A governance survey will be distributed electronically to Council members and ACDH staff. In addition, individual Council interviews are scheduled to take place in August or September. Discussion followed.
Review of 2024-2025 Audited Financial Statements & In-Camera
Bruce Mahon from Mahon + Associates joined the meeting via Zoom at 10:02am. B. Mahon reviewed the 2024-2025 Audited Financial Statements, Independence letter, and Audit Findings Letter with Council. B. Mahon reviewed and discussed with Council their audit findings and management recommendations. L. Ord called for the following motion: **Motion: To move into camera at 11:02am to discuss the 2024-2025 Audited Financial Statements with Bruce Mahon.** **Moved by: K. Sauze, Seconded by: M. Godin.** **CARRIED**

Motion: To move out of camera at 11:09am.
Moved by: C. Gibbons Kroeker, Seconded by: T. Gill.
CARRIED

Following the in-camera portion, Lindsay Ord asked for a motion to approve the Draft Audited Financial Statements for the year ended March 31, 2025.

Lindsay Ord called for the following motion:

MOTION: To approve the April 1, 2024 – March 31, 2025, Audited Financial Statements as presented
Moved by: C. Gibbons Kroeker, Seconded by: S. Heron.
CARRIED

B. Mahon left the meeting at 11:10am.

BREAK

EDIA Proposal

Shona McGlashan from McGlashan Consulting joined the meeting via Zoom at 11:20am to present to Council on the EDI governance proposal. At the February council meeting, Council had the opportunity to discuss Shona's first proposal. They recognized that they required EDI strategic support before any assessment of their policies and processes could occur. Shona adjusted her proposal and presented it to Council.

S. McGlashan presented to Council on four (4) key focus areas that would be beneficial for the organization to prioritize in advancing its Diversity, Equity, and Inclusion (DEI) efforts.

A comprehensive discussion followed, during which it was acknowledged that further support in defining the organization's EDI goals and objectives were required.

Council invited K. Ho (Observer) to participate in the discussion, recognizing that her professional background and experience are highly relevant to the topic.

Next steps: A. Dowell will engage in a discussion with Council regarding resources, timelines, priority areas, and the overall structure of the project plan.

ACTION: Follow up with Shona to schedule a facilitation session with Council, preferably in September.

Shona left the meeting at 11:55am.

Santis Health

James Mitchell, Senior Consultant, Western Canada, Vesna Sertic, Director of Advocacy and Government Relations, and Abhinav Nair, Public Affairs Coordinator from Santis Health provided Council with an update on the College's government initiatives. The update also included an overview of the recent cabinet shuffle and its potential implications for the College's work, as well as planned government engagement activities for the remainder of 2025.

J. Mitchell and A. Nair joined via Zoom at 11:57am and Vesna joined in-person at 11:24am.

J. Mitchell, A. Nair and V. Sertic left the meeting at: 12:40pm

LUNCH

Strategic Discussions

Sara Ellams, ACDH Competence Advisor and Jessica Simpson, ACDH Registration Lead joined the meeting via Zoom at 1:20pm as observers. Nicole Thiessen from the Regulators Practice joined the meeting to observe the meeting

A. Dowell provided Council with a strategic update and facilitated a discussion on several key matters impacting the College. The topics covered included substantial equivalency, judicial review, legitimate objectives, and labour mobility.

Council was informed that the College received notice of a judicial review in May 2025. The matter is currently in progress, and the College is working to compile and submit the required record to the court.

A comprehensive discussion followed regarding the College's substantial equivalency process, including how it supports fair and transparent registration decisions. Council also discussed the University of Alberta's Remedial Course and its role in supporting applicants who do not fully meet registration requirements.

Council invited K. Ho (Observer) to participate in the discussion.

The conversation extended to the concept of Legitimate Objectives as they relate to registration practices and labour mobility, including identification of a registration loophole that may require policy attention. Additionally, dental therapy was raised as an emerging area of practice, with implications for scope, regulation, and workforce planning.

Council acknowledged the importance of monitoring these strategic issues closely, given their potential impact on public safety and regulatory effectiveness.

S. Ellams and J. Simpson left the meeting at 3:06pm.

BREAK

Registration Review

A. Dowell provided Council with a review of CP-6: Review of Registration Decision Policy. Following recent reviews of registration decisions, Council identified the need for a dedicated Registration Review Policy and associated procedures to help address and mitigate challenges encountered during the process. The draft policy and procedures have been reviewed by both the Governance Committee and legal counsel, with input incorporated. The Governance Committee recommends that Council approve the policy and procedures as presented.

J. Simpson, ACDH Registration Lead joined the meeting via Zoom at 3:15pm as an observer.

Further discussion followed the review, during which minor revisions and recommendations for language clarification were identified. Council reached consensus to proceed with posting the policy on the ACDH website.

L. Ord called for the following motion:

MOTION: To approve CP-6 Review of Registration Decision Policy as amended.
Moved by: C. Gibbons Kroeker, Seconded by: J. Hansen.
CARRIED

ACTION: Post CP-6: Review of Registration Decision Policy on the ACDH Website.

J. Simpson left the meeting at 3:41pm.

Program Approvals

A. Dowell provided Council with an update on the progress of the Program Approval policies and processes. Over the past few months, the ACDH has been working with a committee of individuals who have been assisting the College with the program review documents. The members of this committee have provided valuable insight, both in writing and through virtual meetings, and are requesting that Council approve the following documents as presented:

- Program Review Committee Terms of Reference
- The Notice of Intent
- The Program Review Policies and Procedures
- The Education Standards

It was noted that the documents will continue to change and evolve as the committee works through the review process. The College is seeking appointment by Council of the following committee members to the Program Review Committee: Sharon Compton, Rachelle Pratt, Abbie Kranz, Chelsea Ironside, Janine Fellner, Marion Kaiser, and Jaimie Braybrook.

Council noted that the current name of the Committee lacks clarity. Council changed the name of the Committee to the Education Program Review Committee (EPRC).

Council requested that regular status reports be provided on the Committee's progress and the development of the program framework.

It was also agreed that the Registrar, or their delegate, will serve as an ex-officio, non-voting member on the EPRC and will attend all Committee meetings.

L. Ord called for the following motion:

MOTION: To approve the EPRC Terms of Reference, Notice of Intent, Program Review Policies and Procedures, and the Education Standards as amended.
Moved by: S. Heron, Seconded by: C. Gibbons Kroeker.
CARRIED

Dental Hygienists Association of Alberta (DHAA)

Candace Boyce from the Dental Hygienists Association of Alberta (DHAA) presented to Council on a new proposal for funding to support government relations and advocacy work on behalf of the dental hygiene profession. Candance joined the meeting in-person at 3:49pm. Council invited K. Ho (Observer) to participate in the discussion. Candace Boyce left the meeting at 4:22pm.
Discussion following DHAA Presentation
Council had a comprehensive discussion following the Dental Hygienists Association of Alberta's (DHAA) Presentation. Section 3(5) of the *Health Professions Act* prohibits a college from acting as or holding itself out to be a professional association. However section 3(6) does permit colleges to collaborate or engage with professional associations in ways that do not compromise the regulatory mandate. Council decided to deny the current request for the grant as proposed, however Council asked A. Dowell to follow up with the DHAA to explore potential collaborative opportunities that are not aligned with professional advocacy. **ACTION**: L. Ord on behalf of Council to provide the DHAA with a response letter. **L. Ord called for the following motion:** **MOTION: To decline the DHAA current request for funding for dental hygiene advocacy as it contravenes the HPA.** **Moved by: J. Hansen, Seconded by: S. Heron** **CARRIED**
RECESS
L. Ord called for a recess at 5:37pm

ACDH Council Meeting
Meeting Minutes
June 21, 2025 @ 8:30am
In Person – Double Tree by Hilton West Edmonton
16615 – 109 Ave NW, Edmonton, AB T5P 4K8

Call to Order
C. Gibbons Kroeker, Vice Chair reconvened the meeting at 8:29am on June 21, 2025, welcomed Council members and informed Council that L. Ord will be joining via Zoom and A. Satar will be absent for Day 2 of the Council Meeting.
Operational Update
A. Dowell and S. Thawer provided Council with an operational update. S. Thawer provided Council with an update on Strategic Priority A: Continuing Competence. Five (5) Registrant Engagement Sessions have been completed, and two (2) Live Virtual Workshops are scheduled for the end of June. Highlights from the survey and engagement sessions were shared, including key themes and feedback received to date. In September, Designe Organization Consulting will provide Council with engagement results and high-level recommendations for program re-development. In November the College will present the proposed development plan for 2026. S. Thawer advised Council that the College has hired two (2) Competence Advisors to support the development and implementation of the Continuing Competence Program. Their roles will focus on developing learning materials related to regulatory knowledge and supporting inspections and the assessment of member competency. A. Dowell provided Council with an update on Strategic Priority B: Registration. The national scope of practice survey has been completed, and methods to address identified differences have been explored. The College is also drafting proposed language for the Dental Hygienists Regulation in preparation for amendments. A. Dowell provided Council and update on Strategic Priority C: Collaboration. The Oral Health Regulators will be holding a joint council education session in November. The College is currently sharing a Communications

Coordinator with the College of Dental Technologists of Alberta. In addition, the Colleges have collaborated to develop Joint Guidelines on the use of Artificial Intelligence. A. Dowell provided Council an update on Strategic Priority D: EDIA. The College is currently undertaking a governance review through a Diversity, Equity, and Inclusion (DEI) lens. The Learning Management System is scheduled for launch in early July 2025. The Local Anesthetic Standard of Practice is currently being updated and will be circulated for consultation when completed. In addition, new guidelines for Local Anesthetic, Nitrous Oxide, and OFM are also in progress. Ongoing updates to the College's database continue to be implemented. Registrant employment information will be added the College's website in the future. Financial records, complaints, and registrant files have all been scanned for secure digital storage. Additionally, the registration pages on the College's website have been updated. A review of complaint statistics and emerging trends was presented. The College and the Dental Hygienists Association of Alberta (DHAA) participated in joint government meetings at the legislature in April 2025. The presentations to the University of Alberta students are complete. A. Dowell's Chair position on the Federation of Dental Hygiene Regulators of Canada board is complete. A. Dowell presented at the Alberta Dental Team Summit on Dental Hygiene Myth Busters in Banff and presented the same content for the DHAA in June 2025.
Lease Agreement
A. Dowell provided Council with an update on the current ACDH Lease Agreement. The College's current Lease Agreement concludes in March 2027. The College is now at 15 staff members and is outgrowing its current space. In addition to the offices required for the current complement of staff, additional workspaces and meeting rooms are needed to accommodate practicum students, contractors, and to account for future growth.
BREAK
Bylaw Update
A. Dowell reviewed the College's proposed changes to the Bylaws including the removal of the non-practicing register and the addition of a new Education Program Review Committee. Following Council's approval of the

bylaw changes, the College will circulate the proposed amendments to registrants for their feedback. Depending on the responses received, Council may need to reconvene to consider the comments.

Discussion followed, during which several minor revisions, including language clarifications, were noted. It was also raised whether the Governance Committee should have reviewed the bylaw changes prior to being presented to Council. A. Dowell will review the Governance Committee Terms of Reference to determine the appropriate process.

ACTION: Send out the ACDH Bylaws for consultation to all registrants.
ACTION: A. Dowell to review the Governance Committee Terms of Reference to determine the appropriate process.

C. Gibbons Kroeker called for the following motion:

MOTION: To approve the following changes to the ACDH bylaws: delete bylaw 16 (Registers of Non-Regulated Members), add registrant employment information to bylaw 26, add an Education Program Approval fee to bylaw 30, and add a new bylaw for Education Program Approvals. Approval is pending comments from registrants on the proposed changes.
Moved by: J. Hansen, Seconded by: M. Godin.
CARRIED

2024 Annual Report

A. Dowell reviewed the 2024 Annual Report with Council noting that any changes suggested by Council will need to be updated in the annual report before sending the printed report to the government. The report will need to be revised with the updated registration numbers based on more accurate reporting from the database. Discussion followed, during which several minor grammatical revisions were noted. Council agreed to approve the 2024 Annual Report with the inclusion of the updated registration numbers and suggested revisions.

Carol Gibbons Kroeker called for the following motion:

Motion: To approve the 2024 Annual Report as amended.
Moved by: J. Jossa, Seconded by: K. Sauze.

CARRIED

Councillor Appointments

S. Heron, Governance Committee Chair, updated Council on the process completed to appoint a new Chair, Vice-Chair and Regulated member to Council. L. Ord will conclude her term as Council Chair effective June 30, 2025. Following careful consideration, the Governance Committee recommended C. Gibbons Kroeker for the position of Council Chair. The Executive Committee subsequently confirmed C. Gibbons Kroeker's willingness to accept the role and consulted each Council member individually through an online survey to confirm their support for her appointment.

The Executive Committee is responsible for recommending Officers to Council for approval. After carefully considering the recommendations from all Council members and in alignment with the Governance Committee's recommendation for skills and experience, the Executive Committee is recommending for Judy Hansen to assume the officer position as Council Vice-Chair.

The Governance Committee met on April 15, 2025 to discuss the process to fill the regulated councillor member vacancy. An email requesting Expression of Interests for the council position was sent to all registrants on May 2, 2025. Interviews for potential candidates were held on June 3, 2025. The Governance Committee unanimously chose Kathy Ho as the next regulated council member. They expressed that they were impressed with her resume and the expertise and knowledge that she will bring to Council.

S. Heron on behalf of the Governance Committee called for the following motions:

MOTION: To appoint Carol Gibbons Kroeker to her first term as Council Chair, effective July 1, 2025.
Moved by: M. Godin, Seconded by: K. Sauze.
CARRIED. C. Gibbons Kroeker abstained from the vote.

MOTION: To appoint Judy Hansen into her first term as Council Vice-Chair, effective July 1, 2025.
Moved by: C. Gibbons Kroeker, Seconded by: K. Sauze.
CARRIED. J. Hansen abstained from the vote.

MOTION: To appoint Kathy Ho to her first term as a regulated council member, effective July 1, 2025.
Moved by: C. Gibbons Kroeker, Seconded by: T. Gill.
CARRIED

K. Sauze expressed interest in becoming a member of the Complaint Review Committee and the Hearing Tribunal. Council concurred that, given her experience and knowledge, she would be an excellent addition to these committees.

S. Heron called for the following motion:

MOTION: To appoint Kathy Sauze to the Compliant Review Committee and Hearing Tribunal effective July 1, 2025.
Moved by: S. Heron, Seconded by: M. Godin.
CARRIED. K, Sauze abstained from the vote.

Skills Matrix

A. Dowell led Council in a discussion regarding the updated skills matrix. The Governance Committee has dedicated time to revising the tool to enhance its user-friendliness. Each Council member was given the opportunity to complete the skills matrix and provide feedback.

The skills matrix is used to assess both individual and collective competencies for educational planning purposes.

360 CEO & Registrar Questionnaire Process

L. Ord provided Council with the background information on the development of the 360 CEO & Registrar Questionnaire, including previous efforts and the challenges encountered with HR consultants.

Council reached consensus to proceed with administering the 360 questionnaire at this time to evaluate its effectiveness.

It was noted that the primary workload will involve analyzing the questionnaire results. The Executive Committee will lead this process, and M. Godin and S. Heron volunteered to analyze the survey data.

As this questionnaire has been under discussion for some time and is scheduled for completion this year, the Committee recommends that it be distributed in the fall.

L. Ord left the meeting at 12:02 pm.

LUNCH

Council Self-Assessment Feedback
C. Gibbons Kroeker provided Council with an overview of the Council self-assessment feedback and discussed areas for improvement. In March 2025, council members were provided with a survey to participate in their own self-assessment. Results were shared with Lindsay Ord, Council Chair and Carol Gibbons Kroeker, Vice-Chair who had the opportunity to meet with each council member for one-on-one meetings. The purpose of these meetings was for council members to self-identify areas where they were doing well, and areas where they could use more support or training. Council expressed they appreciated the opportunity to individually meet with the Chair and Vice-Chair.
In-Camera
C. Gibbons Kroeker called for a motion to move in-camera to discuss a previous Registration Review. A. Dowell and S. Thawer were invited to stay and participate in the in-camera discussion. **Motion: To move into camera at 12:48pm.** **Moved by: K. Sauze, Seconded by: M. Godin.** **CARRIED** **Motion: To move out of camera at 1:35pm.** **Moved by: J. Hansen, Seconded by: M. Godin.** **CARRIED**
Councillor Recognition
A. Dowell thanked Carol Gibbons Kroeker, John Jossa and Judy Hansen for their hard work and dedication to the ACDH Council for the pass three (3) years. They have completed their first three (3) year term on Council. C. Gibbons Kroeker thanked Kathy Sauze for her hard work and dedication to the ACDH Council. Kathy has completed her second, three-year term on Council.

Next Meetings
September 19 & 20, 2025: The Crossing at Ghost River, near Cochrane, Alberta. November 21 & 22, 2025: Double Tree – West Edmonton
Adjourn
C. Gibbons Kroeker adjourned the meeting at 1:39pm.