



COLLEGE OF DENTURISTS OF BRITISH COLUMBIA

Board Meeting Minutes #B117 – April 20, 2018 APPROVED

Board Members in Attendance: K. Bal M. Blake D. Hengel
A. Kumar S. Lal P. McKivett
M. Nelson A. Nicholls T. Turko

Staff in Attendance: J. Roff, Registrar
N. Graham, Program Coordinator
V. Burns, Executive Secretary

The meeting was called to order at 12:57 pm.

Approve Draft Agenda

MOTION: By T. Turko, that the draft agenda be approved as presented. Seconded by S. Lal.
CARRIED

Elect Board Chair

Nominations opened for the Chair of the Board.

MOTION: By D. Hengel, to nominate A. Kumar for Chair of the Board for the term April 2018 to March 2019. Seconded by S. Lal.
CARRIED

There were no other nominations; A. Kumar was elected by acclamation.

Elect Board Vice-Chair

Nominations opened for the Vice-Chair of the Board.

MOTION: By M. Blake, to nominate S. Lal for Vice-Chair of the Board for the term April 2018 to March 2019. Seconded by D. Hengel.
CARRIED

There were no other nominations; S. Lal was elected by acclamation.

Appoint Committee Chair and Members

Discipline Committee

MOTION: By T. Turko, to nominate K. Bal as Chair of the Discipline Committee for the term April 2018 to March 2019. Seconded by P. McKivett

K. Bal - Chair, Public Member
M. Blake - Elected Member
M. Nelson - Elected Member

CARRIED

Executive/Finance & Audit Committee

MOTION: By A. Nicholls, to nominate A. Kumar as Chair of the Executive Committee for the term April 2018 to March 2019. Seconded by M. Blake.

A. Kumar - Chair, Elected Member
S. Lal - Public Member
T. Turko - Elected Member

CARRIED

Inquiry Committee

MOTION: By K. Bal, to nominate D. Hengel as Chair of the Inquiry Committee for the term April 2018 to March 2019. Seconded by T. Turko.

D. Hengel - Chair, Elected Member
A. Kumar - Elected Member
S. Lal - Public Member

CARRIED

Patient Relations Committee

MOTION: By M. Nelson, to nominate D. Hengel as Chair of the Patient Relations Committee for the term April 2018 to March 2019. Seconded by S. Lal.

D. Hengel - Chair, Elected Member
A. Kumar - Elected Member
P. McKivett - Public Member

CARRIED

Quality Assurance Committee

MOTION: By D. Hengel, to nominate T. Turko as Chair of the Quality Assurance Committee for the term April 2018 to March 2019. Seconded by P. McKivett.

T. Turko - Chair, Elected Member
K. Bal - Public Member
A. Nicholls - Elected Member

CARRIED

Registration Committee

MOTION: By D. Hengel, to nominate T. Turko as the Chair of the Registration Committee for the term April 2018 to March 2019. Seconded by S. Lal.

T. Turko - Chair, Elected Member
A. Nicholls - Elected Member
P. McKivett - Public Member

CARRIED

Nominations Committee

MOTION: By T. Turko, to nominate S. Lal as the Chair of the Nominations Committee for the term April 2018 to March 2019. Seconded by P. McKivett.

S. Lal - Chair, Public Member
M. Nelson - Elected Member
M. Blake - Elected Member

CARRIED

Regulation Amendments Working Group

The Board agreed to create a Regulation Amendments working group. The following members were appointed.

P. McKivett - Public Member
M. Nelson - Elected Member
D. Sailer - Registrant

Action Item: The Registrar will create a terms of reference for the Regulation Amendments Working Group.

Approve Consent Agenda

- 2018 Board Meeting Dates (Revised)
- Draft Minutes of the December 8, 2018 Meeting
- Certificates of Election
- Health Professions Review Board Update
- Examinations Update
- British Columbia Health Regulators Update
- Summary of the 2017 Board Evaluation Surveys
- Summary of the 2017 Registrant Satisfaction Surveys
- Summary of the 2016-2017 QA Practitioner Review Surveys
- CAD Announcement
- National Regulators Meeting: June 4-5, 2018
- Approved Inquiry Committee Meeting Minutes (September 2017, November 2017 & January 2018)
- Approved Quality Assurance Committee Meeting Minutes (May 2017)
- Approved Registration Committee Meeting Minutes (August 2017 & November 2017)
- Approved Nominations Committee Meeting Minutes (March 2017 & January 2018)
- Ministry of Health Correspondence: Bylaw Amendments
- Ministry of Health News Release: CDSBC
- Consultation on Proposed Amendments to the Occupational Health and Safety Regulation
- Review Risk Register
- 2018-2019 Board Member Contact Information
- Updated Calendars (April, May, June)
- Expense Form

MOTION: By S. Lal, that the consent agenda, in its entirety, be approved as presented.
Seconded by M. Blake.

CARRIED

Approve Consequential Motions

The consequential motions required by the *Health Professions Act* and CDBC's bylaws are as follows,

MOTION: By D. Hengel, that pursuant to section 21 of the *Health Professions Act*, R.S.B.C. 1996, c. 183, Ms. Jennifer Roff is appointed as Registrar for the College of Denturists of British Columbia. Seconded by T. Turko

CARRIED

MOTION: By M. Blake, that pursuant to section 2.01(2) of CDBC's bylaws (November 2015), the Registrar is designated as the holder of the seal for CDBC and must affix the seal to certificates of registration and other documents from time to time as required.
Seconded by T. Turko.

CARRIED

MOTION: By T. Turko, that pursuant to section 2.08(1) of CDBC's bylaws (November 2015), the accounting firm of McDonald Rickett Chartered Accountants is appointed as auditors for the College of Denturists of British Columbia. Seconded by D. Hengel.

CARRIED

MOTION: By T. Turko, that pursuant to section 2.09 of CDBC's bylaws (November 2015), a committee or a panel, may retain legal counsel to assist the board, a committee or panel in exercising any power or performing any duty under the *Health Professions Act*. Seconded by S. Lal.

CARRIED

MOTION: By T. Turko, that pursuant to section 4.09(4) of CDBC's bylaws (November 2015), a registrant may pay the annual registration renewal fee in advance instalments.
Seconded by S. Lal.

CARRIED

MOTION: By P. McKivett, that pursuant to section 20(6) (b) of the *Health Professions Act*, R.S.B.C. 1996, c. 183, the definition of "registration committee" includes the Registrar, except in subsections (2.1) and (2.2). Seconded by D. Hengel.

CARRIED

MOTION: By P. McKivett, that pursuant to section 22(3) of the *Health Professions Act*, R.S.B.C. 1996, c. 183, the Registrar may disclose information from the register that she determines is appropriate in the circumstances. Seconded by T. Turko.

CARRIED

MOTION: By P. McKivett, that pursuant to section 32(3) of the *Health Professions Act*, R.S.B.C. 1996, c. 183, the Registrar is authorized to dismiss a complaint, or request that the Registrant act as described in section 36(1), without reference to the Inquiry Committee if the Registrar determines that the complaint

- (a) is trivial, frivolous, vexatious, or made in bad faith,
- (b) does not contain allegations that, if admitted or proved, would constitute a matter subject to investigation by the Inquiry Committee under section 33(4), or
- (c) contains allegations that, if admitted or proved would constitute a matter, other than a serious matter, subject to investigation by the Inquiry Committee under section 33(4).

Seconded by T. Turko.

CARRIED

MOTION: By M. Blake, that pursuant to section 43(4) of the *Health Professions Act*, R.S.B.C. 1996, c. 183, the Registrar is authorized to act on behalf of the Board under section 43. Seconded by S. Lal.

CARRIED

Review Unaudited Financial Statements

The Board reviewed the unaudited financial statements and the Registrar answered questions.

MOTION: By D. Hengel, to accept the unaudited financial statements as presented. Seconded by A. Nicholls.

CARRIED

Approve Draft Policy: Advertising

Currently, CDBC has six separate advertising policies and the Registrar has recommended combining all of these into one policy. No information has been amended.

MOTION: By T. Turko, to approve combining the six separate advertising policies into one policy. Seconded by M. Nelson.

CARRIED

Review Expense Submission Policy

The Board discussed the Expense Submission policy and asked the Executive Secretary for suggestions on how often expenses should be submitted.

Action item: The Executive Secretary will send out quarterly emails to remind the Board to submit their expenses.

Based on the above noted action, the Board agreed that an amendment to the Expense Submission policy is not necessary at this time.

Review Submitting a Complaint Policy

In 2017, the Board approved the Submitting a Complaint Policy. The Registrar recommended that the Inquiry Committee should not dismiss a complaint on the sole basis that it was not submitted within "12 months of the incidence".

MOTION: By D. Hengel, to rescind the Submitting a Complaint Policy. Seconded by P. McKivett.

CARRIED

Approve Amended Qualification Policy

The Registrar updated this policy based on recent amendments to CDBC's bylaws.

MOTION: By A. Nicholls, to approve the amended Qualifications Policy. Seconded by T. Turko.

CARRIED

Review Draft Strategic Plan

In December 2017, the Board directed the Registrar to revise the 2017-2020 Strategic Plan. The revised plan was reviewed and no further comments or feedback were received.

MOTION: By M. Blake, to approve the revised Strategic Plan as presented. Seconded by D. Hengel.

CARRIED

Review QA Committee's recommendations to increase CE hours.

As per the Board's request, the QA Committee presented a proposal for increasing Continuing Education (CE) hours. Three options were proposed and discussed.

MOTION: By P. McKivett, to increase the number of CE hours to 20 per year, effective April 1, 2019. Seconded by T. Turko.

CARRIED

Action Item: The Registrar will prepare the appropriate documents to facilitate this bylaw amendment.

Review Regulatory Campus Lease Offer Outline

The Board reviewed and discussed the information provided regarding the British Columbia Health Regulators (BCHR) Shared Office Space Project and lease offer. The College staff were excused from the meeting and the Board had an In Camera discussion.

Action Item: The Board requested the Registrar to compile additional information regarding costs, including any requests from staff.

Discuss Official Marks License Memorandum of Agreement

The Board reviewed information regarding the Denturist Association of Canada's trademark 'DD' being expunged from the register of trademarks and then being purchased by the College of Denturists of Ontario.

The Board noted their concern that multiple designations could be misleading to the public and agreed to direct the Registrar to discuss this matter with other denturist regulators.

Action Item: The Registrar will raise this matter at the National Regulators meeting scheduled in June 2018 and report back to the Board.

Commitment to Cultural Safety and Humility Update

The Program Coordinator spoke about the collaboration with the First Nations Health Authority to develop a Quality Assurance Tool on the subject of culturally safe and sensitive practice. In addition, work has begun to organize a continuing education course for Registrants that will be offered in conjunction with CDBC's Annual General Meeting in September. No further action is required at this time.

Discuss Board Member Participation

The Board reviewed and discussed Board member participation.

Action Item: The Registrar will amend the Expense policy to allow Board members to collect per diems and be reimbursed for reasonable expenses to attend CDBC related events, such as the Pacific Dental Conference and the British Columbia Health Regulators education sessions.

Discuss: Future Satisfaction Surveys

The Board discussed the Satisfaction Survey and agreed to continue to send it to Registrants on an annual basis. No suggestions for improvement were provided at this

time but Board members were invited to submit any ideas to the Executive Secretary prior to September 30, 2018.

Other Business

- **Certified Dental Assistants** – A Board member inquired about the process required for Certified Dental Assistants (CDA) to work for Denturists. The Board provided appropriate options, including contacting the CDA Association.

Adjournment

As the Board had no other business to discuss, the meeting was adjourned at 3:28pm.