

COLLEGE OF DENTURISTS OF BRITISH COLUMBIA

Minute's #B083 – April 1, 2011: Approved

Board Members in Attendance: B. Butt                      G. Feldman  
P. Gardner                      D. Harden  
C. LeVasseur                      T. Merkley  
T. Perrault

Regrets: C. Ferreira  
D. Sailer

Observers: M. Green – Denturists Association of BC

Staff in Attendance: J. Roff, Registrar  
J. Ho, Program Coordinator  
T. Cahill-Closs, Recording Secretary

The meeting was called to order at 9:13 am

**i                      Approve Draft Agenda**

**MOTION:** By P. Gardner, that the draft agenda be approved as presented.  
Seconded by D. Harden.

**CARRIED**

**ii                      Presentation of the Certificate of Election**

The Certificate of Election was presented, stating that Tyler Perrault and Darren Sailer were elected for the term April 1, 2011 – March 31, 2014.

These minutes are approved as circulated.

Sept. 17 / 11  
Date

  
Chair of the Board

**iii Election of Board Chair and Vice-Chair**

Nominations opened for the Chair of the Board

**MOTION:** By P. Gardner, to nominate T. Perrault as Chair of the Board for the term April 2011 to March 2012. Seconded by C. LeVasseur.

**CARRIED**

There were no other nominations. T. Perrault was elected by acclamation.

Nominations opened for the Vice-Chair of the Board

**MOTION:** By G. Feldman, to nominate C. LeVasseur as Vice-Chair of the Board for the term April 2011 to March 2012. Seconded by T. Merkley.

**CARRIED**

There were no other nominations. C. LeVasseur was elected by acclamation.

**iv Appointment of Committee Chairs & Members**

**a) Executive Committee**

**MOTION:** By C. LeVasseur, to nominate T. Perrault as Chair of the Executive Committee for the term April 2011 to March 2012. Seconded by D. Harden.

**CARRIED**

T. Perrault – Chair, Elected Member  
P. Gardner – Appointed Member  
C. LeVasseur – Elected Member

**b) Registration Committee**

**MOTION:** By P. Gardner, to nominate T. Merkley as Chair of the Registration Committee for the term April 2011 to March 2012. Seconded by C. LeVasseur.

**CARRIED**

T. Merkley – Chair, Elected Member

T. Perrault – Elected Member  
C. Ferreira – Appointed Member

**c) Inquiry Committee**

**MOTION:** By C. LeVasseur, to nominate G. Feldman as Chair of the Inquiry Committee for the term April 2011 to March 2012. Seconded by D. Harden.

**CARRIED**

A secret ballot was conducted as both C. LeVasseur and D. Sailer expressed interest in sitting on this committee. The vote resulted in C. LeVasseur being elected to the Inquiry Committee.

G. Feldman – Chair, Elected Member  
C. Ferreira – Appointed Member  
C. LeVasseur – Elected Member

**d) Discipline Committee**

**MOTION:** By P. Gardner, to nominate D. Harden as Chair of the Discipline Committee for the term April 2011 to March 2012. Seconded by G. Feldman.

**CARRIED**

D. Harden – Chair, Appointed Member  
B. Butt – Elected Member  
D. Sailer – Elected Member

**e) Quality Assurance Committee**

**MOTION:** By C. LeVasseur, to nominate B. Butt as Chair of the Quality Assurance Committee for the term April 2011 to March 2012. Seconded by T. Merkley.

**CARRIED**

B. Butt – Chair, Elected Member  
D. Harden – Appointed Member  
D. Sailer – Elected Member

**f) Patient Relations Committee**

**MOTION:** By T. Merkley, to nominate B. Butt as Chair of the Patient Relations Committee for the term April 2011 to March 2012. Seconded by C.

LeVasseur.

**CARRIED**

B. Butt – Chair, Elected Member  
D. Harden – Appointed Member  
T. Merkley – Elected Member

**g) Nominations Panel**

**MOTION:** By T. Merkley, to nominate G. Feldman as Chair of the Nominations Panel for the term April 2011 to March 2012. Seconded by P. Gardner.

**CARRIED**

G. Feldman – Chair, Elected Member  
P. Gardner – Appointed Member  
D. Sailer – Elected Member

**h) Scope of Practice Panel**

**MOTION:** By C. LeVasseur, to nominate P. Gardner as Chair of the Scope of Practice Panel for the term April 2011 to March 2012. Seconded by T. Merkley.

**CARRIED**

P. Gardner – Chair, Appointed Member  
T. Perrault – Elected Member  
D. Sailer – Elected Member

**v Video Presentation: Role of the Board and Committees**

The video presentation was watched by the members of the Board and guests in attendance.

**vi Approve Draft Minutes of December 10, 2010**

The members noted one required correction to the spelling of Mr. Brian Butt's name on page 5 of the December 10, 2011 draft minutes.

**MOTION:** By B. Butt, that the draft minutes of the December 10, 2010 meeting be approved as amended. Seconded by D. Harden.

**CARRIED**

**vii Approve Consequential Motions**

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

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

**CARRIED**

**MOTION:** By P. Gardner, that pursuant to section 11(5) of the Bylaws (June 2000), the Registrar is delegated Head of Public Body for the purposes of the *Freedom of Information/ Protection of Privacy Act* R.S.B.C. 1996. Seconded by C. LeVasseur.

**CARRIED**

**MOTION:** By C. LeVasseur, that pursuant to section 26(2) of the Bylaws (June 2000), the Registrar is designated as the holder of the seal for the College and must affix the seal to Licensure Certificates and other documents from time to time as required. Seconded by B. Butt.

**CARRIED**

**MOTION:** By T. Merkley, that pursuant to section 34 of the Bylaws (June 2000), the accounting firm of McDonald Rickett Chartered Accountants is appointed as auditors for the College of Denturists of British Columbia. Seconded by B. Butt.

**CARRIED**

**MOTION:** By G. Feldman, that pursuant to section 35 of the Bylaws (June 2000), a committee or a panel of a committee, may retain legal counsel to assist the board, a committee, or panel. Seconded by C. LeVasseur.

**CARRIED**

**MOTION:** P. Gardner, that pursuant to section 50(3)(a) of the Bylaws (June 2000), the theory portion of the registration examinations may be held prior to the completion of the internship. Seconded by D. Harden.

**CARRIED**

**MOTION:** By P. Gardner, that pursuant to section 54(6) of the Bylaws (June 2000), a registrant may pay, by cheque, in installment or otherwise, an amount equal to the administration fee in advance of the next fiscal year. Seconded by B. Butt.

**CARRIED**

**MOTION:** By B. Butt, 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 subsection (2.1) and (2.2).  
Seconded by T. Merkley.

**CARRIED**

**MOTION:** By T. Merkley, 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 C. LeVasseur.

**CARRIED**

**MOTION:** By D. Harden, 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. Merkley.

**CARRIED**

**MOTION:** By T. Merkley, 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 B. Butt.

**CARRIED**

## viii **Registrar's Report**

### a) **Unaudited Financial Statements**

The members of the Board reviewed the unaudited financial statements. The Registrar highlighted the legal fees, which are higher than normal due to various Health Professions Review Board matters and the College's proposed bylaws.

### b) **CDBC Proposed Bylaws Update**

The amendments to the College's proposed bylaws have been received from legal counsel. The Registrar will update the current draft and circulate the changes, via email, to members of the Board for review and approval.

**c) Health Professions Review Board Update**

The College had three matters before the Health Professions Review Board as of December. One registration matter was withdrawn and the second matter reached an agreement through mediation and was closed. The third registration matter has been referred back to the Registration Committee with further directions.

**d) Theory Examination Update**

The Registration Committee continues to develop questions for the Theory Examination database. The next Theory Examination will be held on Thursday June 30, 2011. The Registrar is working with Vancouver Community College on a second date to accommodate the graduating students.

**e) Clinical Examination Update**

Tanya Little resigned from the position of the College's Clinical Examination Coordinator. After publishing the vacant position, the College has three Registrants interested in the position; Jason Kasper, Christopher Nordell and Adam Magro. The 2011 Clinical Examinations will be held at Vancouver Community College. This year the College will hold an Examiner Training Program for the examination team.

**f) Pacific Dental Conference Review**

The total cost of the College's display booth at the Pacific Dental Conference (PDC) was under the budgeted amount. It is estimated that 150 people visited the booth, with many reporting they were pleased that the College was participating. The Board felt it was important to maintain a presence. To increase awareness and understanding of Denturism, it was suggested that a video, demonstrating the skills and abilities of Denturists, be shown at the College's booth..

**Action item:** The Registrar will add '2012 Pacific Dental Conference Booth' to the June 2011 Board Meeting agenda for further consideration.

**Action item:** The Executive Secretary will follow up with M. Green to obtain a copy of the television program explaining how dentures are made.

**Action item:** The Executive Secretary will request a report from the PDC on the number of Denturists who attended the PDC.

**MOTION:** By C. LeVasseur, that the College participate in the 2012 Pacific Dental Conference. Seconded by G. Feldman.

**CARRIED**

**ix Scope of Practice Update**

T. Perrault reported that the Scope of Practice Panel continues to work on a draft proposal to request an increased scope of practice for the profession of Denturism. The Panel is open to any suggestions and/or comments.

**x Seniors' Oral Health Secretariat Update**

C. LeVasseur updated the Board on the work of the Secretariat. The Secretariat was dissolved on March 31. C. LeVasseur is working to ensure the final draft of their report includes the following statement, "Dental health care professional to include: dentist, residential care hygienists and denturists."

**xi DABC 2011 Convention**

**a) Approve College Board Meeting Date**

**MOTION:** By G. Feldman, to hold the next Board meeting in Victoria at the Bear Mountain Resort on Saturday June 18, 2011 at 10:00 am. Seconded by B. Butt.

**CARRIED**

**b) Public Members – Accommodations / Dinner**

As per usual, the College will pay for the appointed board members to attend the DABC's dinner on Friday June 17, 2011, as well as any expenses incurred to attend the Board Meeting.

**xii Approve Examiner Training Program**

The Examiner Training program was developed by J. Connolly, A. White and the members of the Registration Committee. The members request the Board's approval to implement the training program as presented.

**MOTION:** By D. Harden to accept the Examiner Training Program as presented.



Seconded by G. Feldman.

**CARRIED**

**xiii Policy Development**

**a) Advertising Implant Centre**

The members of the Inquiry Committee request the Board's approval on the Advertising Policy: Implant Centre.

**Action item:** As per the Board's direction, the members of the Inquiry Committee will redraft the Advertising Policy: Implant Centre and present it to the Board for approval at their next meeting in June 2011. The members would like to see the policy use the phrase 'Denture *on* Implant Centre'.

**b) Use of Coupons and/or Discounts**

The members of the Board reviewed the material presented. The Board agreed that a policy should be drafted.

**Action item:** The members of the Inquiry Committee will draft a policy on the use of coupons and discounts and present it to the Board for approval at their next meeting in June 2011.

**c) Expense Submissions**

**MOTION:** By P Gardner, to accept the Expense Submissions policy as presented. Seconded by G. Feldman.

**CARRIED**

**Action item:** The Executive Secretary will distribute expense forms at each Board meeting.

**xiv Quality Assurance Development**

**a) Tool: Minimum Word Count Required**

**MOTION:** By G. Feldman, that the scenario section of the Quality Assurance Tool will have a 250 minimum word count requirement. Seconded by C. LeVasseur.

**CARRIED**

**b) Field Contribution Activity: Minimum Number of Hours Required**

The members of the Board could not make a decision regarding this matter. This agenda item will be tabled to the next Board

Meeting.

**Action item:** The Registrar will add 'Field Contribution Activity: Minimum Number of Hours Required' to the June 2011 Board Meeting agenda for further consideration.

**xv            Approve Mentor Contract**

The College's legal council has advised the College to combine the Intern Registration form and the Mentor Contract. Therefore, further amendments are required. These amendments will be included with the bylaw amendments and emailed to the Board members for approval.

**xvi           Strategic Development Establishing Quorum for 2011 AGM**

Quorum for the College's Annual General Meeting will require a minimum of 15 Registrants in attendance, not including the members of the Board.

The members of the Board reviewed information collected from other health regulatory bodies in Canada and British Columbia regarding various methods used to ensure quorum is established and maintained when required.

**Action item:** The Executive Secretary will research a video conferencing option for the upcoming Annual General Meeting.

**xvii          Information for Review**

**a) Ministry of Health Review: College of Denturists of Ontario**

The members of the Board reviewed the information from the Ontario Ministry of Health regarding the College of Denturists of Ontario.

**b) Calendars - Updated**

The Registrar presented calendars, complete with Board and Committee meeting dates, for April, May and June 2011.

**c) Board Member Contact Information – Updated**

The members of the Board were provided with updated contact information for all Board members.

**xviii Business Arising from Committee Minutes**

**a) Approved Inquiry Committee Meeting Minutes**

(not distributed to Discipline Committee members)

Approved meeting minutes were presented for members of the Board to review.

**b) Approved Registration Committee Meeting Minutes**

Approved meeting minutes were presented for members of the Board to review.

**xviii Other Business**

The members of the Board had no other business to discuss at this time.

The meeting was adjourned at 12:02 pm.