



Council Meeting #119

November 18, 2022 @ 9:00 a.m.
Recruitment Partners Boardroom
1200, 9888 Jasper Avenue - Edmonton

IN ATTENDANCE

Kim Maximchuk, DD (Chair)
Michael Galye, DD
Tim Kohlen, DD
Karen Smith, DD
Joe Gagliardi, Public Member

Dacia Richmond, Executive Director &
Registrar
Andrea Thorrougood, Regulatory and
Corporate Services Coordinator

Regrets: Lora Brennan, Public Member
Guests: Ian McCormack, Strategic Steps, Inc.
Lauren McGougan, Strategic Steps, Inc.

1 Call to Order

Kim Maximchuk, Council Chair, called the meeting to order at 9:02 a.m.

1.1 Approval of the agenda

Additions to the agenda
2.12 – naming convention
2.13 – Council package

Motion: To approve the agenda with amendments.

Moved by: Karen Smith, DD

Seconded by: Tim Kohlen, DD

Carried

1.2 Approval of September 29, 2022, meeting minutes

Motion: To approve the Council Meeting 118 minutes – September 29, 2022.

Moved by: Tim Kohlen, DD

Seconded by: Joe Gagliardi

Carried

1.3 Conflict of interest

No conflicts of interest were declared.

2 Strategic planning discussion

2.1 Strategic plan

Ian and Lauren from Strategic Steps Inc. joined Council and staff to discuss the latest draft (draft 8) of the document. Council reviewed the draft of the Strategic Plan for its suitability to the profession of denturism in Alberta. The implementation is planned for 2023.

Ian and Lauren will submit another draft with changes that Council requested and present it back again before finalization.

2.2 Regulations email vote ratification

Council was unable to convene, with quorum, and so an email vote was completed for approval of the regulation amendments.

Motion: Motion to ratify the email vote approving the *Denturists Profession Amendment Regulation*.

Moved by: Karen Smith, DD

Seconded by: Joe Gagliardi

Carried

2.3 Standards of Practice

Stemming from Bills 46 and 10, the College was required to revisit and revise the Standards of practice to align with new requirements. At the last meeting, Council approved a draft Standards document be submitted to Alberta Health for feedback.

In its feedback provided, the Government of Alberta held that the standards aligned with their guidance documents, and they had no substantive amendments or suggestions.

Motion: To approve the Standards of Practice for CCP, restricted activities, and female genital mutilation as amended and to be implemented on January 1, 2023.

Moved by: Tim Kohlen, DD

Seconded by: Karen Smith, DD

Carried

2.4 Operational Reserve Fund

Council reviewed the amounts to be held in reserve funds. Having received information from outside sources, Council decided that the current seven-month operational reserve fund level is on the low side. Council intends to top up the operational fund to the seven month mark by the end of 2022 and to increase this over time to equal 9 – 12 months of operational costs.

They also discussed penalties for Professional Conduct cases, the collection of the fees associated with these cases, and whether or not it would be prudent to add a reserve for Professional Conduct costs.

They decided that they would vote to motion to increase the fund to 7 months, bearing the information from Dacia without a subsequent motion.

Motion: To top up the operational reserve fund to 7 months (\$500,000) as surplus allows.

Moved by: Joe Gagliardi

Seconded by: Tim Kohlen, DD

Carried

2.5 **Bylaws**

Bills 30 and 46 have necessitated Bylaw amendments for all health Colleges.

These amendments have been ongoing throughout 2022. The final amendments are presented to Council.

Motion: To approve the bylaws as presented

Moved by: Karen Smith, DD

Seconded by: Joe Gagliardi

Carried

2.6 **New Policy GP-31**

Stemming from the Bylaw amendments, a new policy for committees is required.

Motion: To approve the GP-31: Committees policy, as amended

Moved by: Karen Smith, DD

Seconded by: Tim Kohlen, DD

Carried

2.7 **Budget**

The budget, taking into account the practice permit fee set in June 2022, is presented to Council.

HR discussion is tabled.

Break @ 11:50 a.m.

Back @ 1:38 p.m.

Council reviewed risk management and would like a meeting with accountant and bookkeeper to discuss accrual reporting to be able to explain variations in the budget. They would also like to see the reporting broken down with a quarterly report to Council. This is tabled until sometime in December.

Action: Joe to provide Dacia with templates for Council reporting.

2.8 **Policy Review**

Council was presented with a slate of policies for scheduled review. Council requested minor changes to policies GP-07, GP-28, and GP-14.

Motion: To approve all policies with noted amendments.

Moved by: Joe Gagliardi

Seconded by: Karen Smith, DD

Carried

2.9 **CCP Rules**

Due to changes resulting from Bill 46, the College's CCP Rules required review and amendment. Council was presented with the CCP Rules for distribution to the members as required by the *Denturists Profession Regulation*.

Motion: To approve CCP rules, as amended, for membership distribution.

Moved by: Tim Kohlen, DD

Seconded by: Karen Smith, DD

Carried

2.10 **Professional Conduct Report - Discussion**

Council reviewed the current template for professional conduct reporting to Council. Council would like to receive additional information not provided in this reporting template. They made these recommendations.

College staff will make the changes to the report.

2.11 **Request from Janet Paradis (NAIT)– Record Keeping Guidelines**

A regulated member who is NAIT faculty has requested the use of the new Recordkeeping Standards in the NAIT package for a course she teaches would like Council's permission to use this document.

Council permitted this request as long as the document is presented in its entirety.

2.12 **Naming Convention**

It is noted that the Executive Director & Registrar has two separate roles and College staff are reminded to be mindful to appropriately identify which role is most appropriate in each situation.

2.13 **Council Package**

It is requested that staff investigate page numbers for the Council package.

Council went in camera @ 3:05 p.m.

Council left in camera @ 3:54 p.m.

3 Next Meeting

3.1 Next Council Meetings

3.1.1 Council set the 2023 Council meeting dates to be:

- ☐ March 17, 2023
- ☐ June 9, 2023
- ☐ September 15/16, 2023 (retreat)
- ☐ November 17, 2023

Motion: To accept these dates for the 2023 Council meetings.

Moved by: Karen Smith, DD

Seconded by: Tim Kohlen, DD

Carried

3.2 Adjournment

There being no further business, the meeting was adjourned at 4:05 p.m.

Motion: Motion to adjourn.

Moved by: Joe Gagliardi

Carried



Kim Maximchuk, DD

Chair