



Council Meeting 123
September 15, 2023
Alt Hotel Calgary East Village
Orange Room

IN ATTENDANCE

Kim Maximchuk, DD (Chair)
Tim Kohlen, DD
Karen Smith, DD
Lora Mattie, public member
Joe Gagliardi, public member
Satpreet (Sunny) Grewal, DD

Dacia Richmond, Executive Director & Registrar
Andrea Thorrougood, Reg. and Corp. Services
Coordinator

Guests: Andrea Snow, Complaints Director

1 Call to Order

Kim Maximchuk, Council Chair, called the meeting to order at 9:08 a.m.

1.1 Approval of the agenda

Motion: Motion to accept the agenda.

Moved by: Lora Mattie

Seconded by: Joe Gagliardi

Carried

1.2 Approval of June 30, 2023, meeting minutes

Motion: Motion to approve the Council Meeting 122 minutes – June 30, 2023.

Moved by: Karen Smith

Seconded by: Joe Gagliardi

Carried

1.3 Conflict of interest

No conflicts of interest were declared.

2 New Business

2.1 Ratification of Email Votes

Council has completed four email votes since the last meeting.

1 Motion: To amend the College Bylaw 2.5.3

Motion: Karen Smith

Second: Lora Mattie

Carried

- 2** **Motion:** To proceed with the interview process in line with the interim appointment of Satpreet (Sunny) Grewal to Council.

Motion: Joe Gagliardi

Second: Tim Kohlen

Carried

- 3** **Motion:** To appoint Karen Smith as the College of Alberta Denturist Council as Vice-Chair effective immediately.

Motion: Joe Gagliardi

Second: Tim Kohlen

Carried

- 4** **Motion:** To appoint Satpreet (Sunny) Grewal to Council as per Bylaw 2.12.3.1 to fill the current vacancy for a term to end December 31, 2025.

Motion: Joe Gagliardi

Second: Karen Smith

Carried

Motion: Motion to ratify the email votes.

Moved by: Tim Kohlen

Seconded by: Lora Mattie

Carried

Note: Satpreet Grewal abstained from the vote as he was not present on Council for the above email votes.

2.2 Council Selection Update - Discussion

As per the Bylaws, Kim Maximchuk has served the maximum amount of consecutive time as a voting Council member. As such, the selection process proceeds this fall.

The Selection Committee (Kim Maximchuk, Joe Gagliardi, Dave Fedechko, and Dacia Richmond) met on August 31, 2023, to review the Council competency matrix and a gap analysis that was created as a result of all Council members completing the self-assessment exercise. The committee determined that Council has gaps, and put a priority in place, for the selection process to attempt fill the following areas:

- ☒ Financial management
- ☒ Cultural safety
- ☒ Legal
- ☒ Policy/strategic planning
- ☒ Demographics such as location, education/research role, newer denturists (under 10 years), employee rather than clinic owner

Given the above, the proposed timeline is as follows with the goal to have the incoming Council member attend the November Council meeting as an observer.

Activity	Due Date
Notify Council of Vacancy	September 1
Complete Selection Committee Roster	August 1
Council complete Self-assessments	August 1
Selection Committee meet to assess self-assessments and determine gaps	August 31
Advertise for applications	September 1
Application Deadline	September 15
Selection Committee meets to assess applications	September 18
Chair notifies applicants	September 20
Communicate with InsightRx about need for election/timelines	September 22
Election starts	October 2
Election ends	October 16
Chair notifies candidates	October 20
Public notification	October 27

2.3 Financial Reporting

Council was presented with the financial reporting to the end of Q2. Management worked with Joe Gagliardi on reporting format and data points presented.

As this is reporting for Q2, variances are to be expected. There are Q2 and year to date (YTD) variances from the budget which were discussed by Council.

2.4 2024 Practice Permit Fees

Council discussed options with respect to the practice permit fees for 2024.

Factors impacting changes to the budget between now and November were considered and it was determined that the fees for 2024 will be \$2450.

Motion: Motion to set the registration and practice permit fees to \$2450 in 2024.

Moved by: Satpreet Grewal

Seconded by: Lora Mattie

Carried

2.5 DAA Collaboration Update

During the June Council meeting, the members discussed progressing with their collaborative efforts involving the DAA, particularly in the context of advancing continuing education initiatives. It was decided to not replace Mike Galye on this working group.

Management will reach out to the DAA to initiate this collaboration.

2.6 Professional Conduct Report

Andrea Snow presented the Professional Conduct report relating to 2023.

To date, the College has had nine complaints opened. Currently four remain open, three of which are in the hearing phase.

2.7 Policy Review

Council reviewed governance policies to ensure currency and accuracy. Most of the policies presented require regular review and some updates are present as a result of legislative changes related to Bill 46.

Presented for regular review were:

- ☒ Council Code of Conduct (GOV-04)
- ☒ Governance Principles (GOV-05)
- ☒ Council Powers and Responsibilities (GOV-06)
- ☒ Council Member Description (GOV-07)
- ☒ Fiduciary Duties (GOV-08)
- ☒ Strategic Plan (GOV-09)
- ☒ Council/Registrar Relationship (GOV-10)
- ☒ Approved Registration Examination (GP-03)
- ☒ Categories of Membership (GP-07)
- ☒ Continuing Competence Program (GP-08)
- ☒ English Language Proficiency (GP-09)
- ☒ Good Conduct and Character (GP-10)
- ☒ Professional Liability Insurance (GP-11)
- ☒ CPR Certification (GP-12)
- ☒ Advertising (GP-21)
- ☒ Council Selection Process (GP-30)
- ☒ Complaints of Sexual Abuse and Sexual Misconduct (PC-01)
- ☒ Publication (PC-04)
- ☒ Publicly Available Member Information (R-02)
- ☒ Reinstatement as a Regulated Member (R-03)
- ☒ Substantial Equivalence (R-04)
- ☒ Sexual Abuse and Sexual Misconduct (R-05)

Presented to discuss rescindment:

- ☒ NAIT Endowment (GP-22)

Motion: To review policies every 24 months unless there is a necessary regulatory change.

Moved by: Lora Mattie

Seconded by: Satpreet Grewal

Carried

Motion: To accept the presented policies as amended.

Moved by: Lora Mattie

Seconded by: Karen Smith

Carried

Motion: To rescind policy GP-22.

Moved by: Tim Kohlen

Seconded by: Lora Mattie

Carried

2.8 Financial Auditors

In the context of due diligence, Council deliberated on matters concerning auditor changes and associated fees.

In the interest of safeguarding the College's interests, it was emphasized that periodic changes in auditors, preferably every 4-5 years, would be desired. This transition might impose a potential budget increase.

One auditing firm had expressed interest. Additionally, Council expressed its intention to explore discussions with other prospective audit firms, and further updates on this matter will be provided in due course.

2.9 Membership Meeting Date

Each year, Council holds a membership meeting which gives operational, public member, and Council updates to the membership. This meeting has been well received and for the last four years has been held via Zoom.

This year, Council determined that this meeting will take place on November 17, 2023 from 4 – 5 pm via Zoom.

2.10 Extension of Term – Kim Maximchuk

As per the Bylaws, Council members may serve a maximum of two consecutive, three-year terms unless their term as executive overlaps the end their term. It is expected that Council's Vice-Chair will succeed to the Chair role.

In 2023, Council finds itself in an undesirable situation in which the Council Vice-Chair has recently resigned and the current Chair's Council term is to come to an end December 31, 2023. The selection process is underway to fill the seat being vacated.

However, these departures will leave Council with no executive knowledge or relevant experience on Council. There are options available to Council to mitigate this risk which include, as per the College Bylaws, appointing a member to Council in a non-voting capacity.

Council continues to discuss this situation and will reach a conclusion at the November Council meeting.

2.11 Judicial Review Update

In November 2020, a Hearing Tribunal issued an order from a hearing that a regulated member was required to pay monies to the College within 12 months of the hearing. The member did not pay the amount within the time period. As such, as per the order, the dentist's practice permit was cancelled in November 2021.

Alberta Rules of Court state that anyone may make an appeal to the court within six months of the delivery of a decision by a public body. The court received a filed review in September 2022. This court clerk must accept this application and due process must take place.

The matter was assessed by a justice who dismissed the originating application. The former dentist did not appeal this dismissal.

2.12 Practice Guidance Documents: Advertising & Patient/Client Consent

The College continues to provide practice support to denturists in meeting their regulatory obligations. These guidance documents will be provided to the membership in the next issue of *bytes*.

2.13 Compensation Policy

Council went *in camera* at 2:30 p.m.

Council came out of *in camera* at 2:44 p.m.

Motion: To approve the Total Compensation policy, as amended.

Moved by: Joe Gagliardi

Seconded by: Karen Smith

Carried

3 Next meetings

3.1 Next Council meetings

Council will next meet on November 17, 2023, in Edmonton.

Further tentative 2024 dates include:

📅 February 2, 2024

📅 May 24, 2024

ADJOURNMENT

There being no further business, the meeting was adjourned at 3:00 p.m.



Kim Maximchuk
Chair