



Council Meeting 124

November 17, 2023 @ 9:00 a.m.
Doubletree by Hilton Edmonton West
Conference Centre Room 2

IN ATTENDANCE

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

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

Guests:

Andrea Snow, Complaints Director
Dave Fedechko, DD
Tessa Gregson, Field Law

1 Call to Order

Kim Maximchuk, Council Chair, called the meeting to order at 9:05 a.m.

1.1 Approval of the agenda

A request to add a discussion of "Council meeting attendance" was accepted and added to the agenda as item 2.15.

Motion: Motion to accept the agenda, as amended.

Moved by: Karen Smith

Seconded by: Satpreet Grewal

Carried

1.2 Approval of September 15, 2023, meeting minutes

Motion: Motion to approve the Council Meeting 123 minutes – September 15, 2023, as presented.

Moved by: Joe Gagliardi

Seconded by: Lora Mattie

Carried

1.3 Conflict of interest

No conflicts of interest were declared.

2 New Business

2.1 Ratification of Email Vote

Council voted to appoint Dave Fedechko, DD, to the open Council spot starting January 2024.

Motion: To ratify the vote “to appoint Dave Fedechko, DD, to the open Council spot starting January 2024”.

Moved by: Joe Gagliardi

Seconded by: Lora Mattie

Carried

2.2 Fee Schedule

The updated fee schedule reflects the change to practice permit fees for 2024 as decided by Council in September.

Motion: To approve the amended fee schedule.

Moved by: Karen Smith

Seconded by: Tim Kohlen

Carried

2.3 DAA Collaboration Update

Presently, the College is engaged in two collaborative initiatives with the DAA.

Operations

During the inaugural quarterly operations meeting, on September 28, 2023 the focus was on aligning PLI with the registration process. All participants acknowledged the significance of this initiative, considering it a valuable platform for fostering collaboration. The aim is to ensure that both the DAA and the College are synchronized in their discussions concerning future changes that may affect denturists.

Continuing Education

The second initiative is the working group for continuing education. A Doodle poll has been sent to participants and meeting date is TBD for January/February 2024.

2.4 Professional Conduct Report

Statistics on Professional Conduct during the period of January 1 to September 30, 2023, were presented.

As of September 30, five files remained open with three awaiting a hearing, one agreement and undertaking and one awaiting a CRC decision. Four were dismissed within the same timeframe. Notably, complaint statistics primarily revolved around cases involving individuals with low income. Statistics over the last year may be provided to the DAA upon request to assist them in requesting higher funding supports from the government.

Regarding hearings scheduled for 2023, two were successfully resolved through an Agreed Statement of Facts, while two remain ongoing contested hearings involving one regulated member with priors that will extend into 2024.

Since October 1, 2023, one new file was opened, and one file was closed as the CRC upheld the Complaints Director's dismissal. Total files opened to date in 2023 is ten.

2.5 Bylaw Amendments

This discussion impacted articles 2.3 and 2.4 of the current Bylaws relating to increase the number of regulated members from four to five along with their subsequent term extensions.

Changes to the requirements for Council members are to be in for a minimum of one full year instead of one term (3 years), before assuming an officer role. Once a member commits to Vice Chair, the intention is that they are committing to the Chair role.

Council discussed the term and structure for members.

Motion: To accept the Bylaws, as amended.

Moved by: Joe Gagliardi

Seconded by: Lora Mattie

Carried

2.6 New policies

Council deliberated on the inclusion of a policy addressing extenuating circumstances in cases of term extensions, debating whether to incorporate it directly into the Bylaws or as a standalone definition.

Ultimately, the decision was to integrate it as a defined term within the Bylaws. Additionally, Council agreed to conduct quarterly reviews of the Council terms to ensure ongoing relevance and effectiveness.

Motion: To add the definition of extenuating circumstances to the Bylaws in regard to Council terms defined as ii and iii instead of creating a new policy.

Moved by: Lora Mattie

Seconded by: Tim Kohlen

Carried

Policy GP 32: Financial audit policy

The Council engaged in discussions regarding a potential change in auditors, including considerations about the duration of their term. After deliberation, the decision was reached to modify the terms of service for auditors, establishing a minimum tenure of at least five years before contemplating a change in auditors.

Motion: To change the term to a minimum of at least five years and to accept, as amended.

Moved by: Karen Smith

Seconded by: Satpreet Grewal

Carried

2.7 Financial Reporting

Council was presented with the financial reporting to the end of Q3 with year End projections. Management worked with Joe Gagliardi on reporting format and data points presented.

2.8 Education - FRPA

Tessa Gagnon, lawyer at Field Law joined the meeting for two education sessions. The first, before lunch, provided mandatory training as stipulated by the *Fair Registration Practices Act*. We were joined in person and virtually by other oral health regulators, and members of the College's Registration Committee.

Education – Unconscious Bias

After lunch, Ms. Gagnon continued to follow up on some concepts from the first presentation, by providing insight into unconscious bias and how it can influence decision making.

2.9 Term Extension

Council discussed a term extension under the extenuating circumstances policy for Kim Maximchuk's term which is set to expire December 31, 2023.

Kim has been Chair since January 1, 2022. Mike Galye was Vice Chair with the understanding that he would succeed Kim in the Chair position with the gained knowledge of being on Council executive. However, Mike resigned from Council effective July 31, 2023. The current Vice Chair, Karen Smith, has been in this role since August 1, 2023.

In order to provide continuity for an executive role, Council discussed extending Kim's term due to extenuating circumstances.

Motion: To extend Kim Maximchuk's position as the Council Chair until December 31, 2024

Moved by: Karen Smith

Seconded by: Satpreet Grewal

Carried

2.10 Council Officers

Council discussed who will be in the positions of Chair and Vice-Chair starting January 1, 2024. These appointments are typically for two years.

In the interest of Council succession, over the next year, Council members will be shadowing current officers.

Motion: To appoint Karen Smith as Council Vice-Chair until December 31, 2024

Moved by: Joe Gagliardi

Seconded by: Lora Mattie

Carried

2.11 Financial Auditors

Recognizing that staying with one auditor for an extended period may present risk to the organization, management and Council worked on a Request for Proposal for financial auditors.

Motion: To accept offer and change accountants to Lagom LLP for 2024.

Moved by: Joe Gagliardi

Seconded by: Tim Kohlen

Carried

2.12 Budget 2024

In September 2023, Council reviewed a draft budget for the purposes of setting practice permit fees for 2024. This must be done early in the year to allow appropriate communication to regulated members. Considering the practice permit fee set in September 2023, the budget was presented.

Motion: To approve the budget except for the HR budget which will be done via email.
Moved by: Karen Smith
Seconded by: Joe Gagliardi
Carried

2.13 IPC Guideline Amendments

A joint IPC document was released July 1, 2022, by four oral health Colleges; College of Alberta Denturists, the College of Alberta Dental Assistants, the Alberta College of Dental Hygienists, and the College of Dental Technologists of Alberta. The purpose was to create a common set of guidelines for Infection Prevention and Control (IPC). With this came a plan to review the document after one year. Within this one year, requirements came into force according to Alberta Health's (AH) document for single-use and reusable medical devices and the College of Dental Surgeons of Alberta (CDSA) released their updated IPC standards.

Once all Colleges agree on changes, amendments may be made and the document released.

Council discussed the document and had some questions concerning sterilization. Dacia was tasked with asking a practice advisor to speak with Council so they can determine whether or not to accept the draft. A Zoom meeting will be held with this individual in January for an informational meeting.

Satpreet Grewal agreed to do some research and present it to the group.

This topic is tabled until February 2024.

Motion: For the undertaking to do research
Moved by: Tim Kohlen
Seconded by: Karen Smith
Carried

2.14 Council Education Retreat 2024

The last retreat was in Edmonton in May 2022 for two days and held in conjunction with the strategic planning session.

An education-focused retreat is discussed for 2024. Topics included:

1. where and when Council would like the retreat held
2. land acknowledgements and why it's an important, cultural shift while looking to bring in a third party to discuss. Currently, the College does not have any indigenous acknowledgements, for example on the website.
3. governance, possibly taught by Greg Sims at Field Law.
4. personality assessments (DISC, Meyer Briggs, Insight, Strength Finders), for the new members to DISC assessment done and then a presentation to the whole group.

Council agreed to the retreat being planned in Edmonton for May 24 & 25, 2024. Topics of interest for education include truth and reconciliation, team building, and governance Coles notes.

2.15 Meeting Attendance

It was discussed that generally Council meetings would be attended in person by all Council members and appropriate staff.

3 IN CAMERA

Council went in camera at 5: 25 p.m. with Dave Fedechko present.

4 NEXT MEETING

4.1 Next Council Meetings

4.1.1 February 2, 2024; Edmonton

4.1.2 May 24, 2024 (? Retreat)

5 ADJOURNMENT

There being no further business, the meeting was adjourned at 6:12 p.m.



Kim Maximchuk, DD
Chair