



COLLEGE OF DENTURISTS OF BRITISH COLUMBIA

Board Meeting Minutes #B098 – April 4, 2014 Approved

Board Members in Attendance: P. Gardner D. Harden D. Hengel
C. Kafka A. Kumar C. LeVasseur
A. Magro P. McKivett D. Sailer

Guests in Attendance: P. Biddle – Denturist Association of British Columbia
M. Fischer – Denturist Association of British Columbia

Staff in Attendance: J. Roff, Registrar
N. Graham, Program Coordinator
T. Cahill-Closs, Executive Secretary

The meeting was called to order at 1:00 pm.

Approve Draft Agenda

MOTION: By P. McKivett, that the draft agenda be approved as presented. Seconded by A. Magro.

CARRIED

Elect Board Chairperson

Nominations opened for the Chair of the Board.

MOTION: By A. Magro, to nominate D. Sailer for Chair of the Board for the term April 2014 – March 2015. Seconded by C. Kafka.

CARRIED

There were no other nominations; D. Sailer was elected by acclamation.

Elect Board Vice-Chairperson

Nominations opened for the Vice-Chair of the Board.

MOTION: By C. LeVasseur, to nominate P. McKivett for Vice-Chair of the Board for the term April 2014 – March 2015. Seconded by P. Gardner.

CARRIED

There were no other nominations; P. McKivett was elected by acclamation.

Appoint Committee Chairpersons and Members Discipline Committee

The following Board members were elected to the Discipline Committee.

D. Harden – Chair, Appointed Member
D. Hengel – Elected Member C. Kafka – Elected Member

Executive Committee

The following Board members were elected to the Executive Committee.

D. Sailer – Chair, Elected Member
C. LeVasseur – Elected Member P. McKivett – Appointed Member

Inquiry Committee

The following Board members were elected to the Inquiry Committee.

P. Gardner – Chair, Appointed Member
A. Magro – Elected Member D. Sailer – Elected Member

Patient Relations Committee

The following Board members were elected to the Patient Relations Committee.

A. Magro – Chair, Elected Member
D. Harden – Appointed Member A. Kumar – Elected Member

Quality Assurance Committee

The following Board members were elected to the Quality Assurance Committee.

C. Kafka – Chair, Elected Member
D. Hengel – Elected Member P. McKivett – Appointed Member

Registration Committee

The following Board members were elected to the Registration Committee.

P. McKivett – Chair, Appointed Member
A. Kumar – Elected Member C. LeVasseur – Elected Member

Nominations Panel

The following Registrant and Board members were elected to the Nominations Panel.

C. LeVasseur – Chair, Elected Member
P. Gardner – Appointed Member S. Lopareva – Registrant Member

Approve Consent Agenda

- Draft Minutes of the December 13, 2013 Meeting
- Certificate of Election
- 2013-2016 Strategic Plan
 - DABC Monthly Communication Update
 - Summary of 2014 Board Evaluations
 - Activity & Outcome Report
- Health Profession Regulators of BC Update
- Health Professions Review Board Update
- Unauthorized Practice Update
- Examination Update
- Summary of the Board Governance Workshop Surveys
- Correspondence Received: CDI College
- Approved Executive Committee Meeting Minutes
- Approved Inquiry Committee Meeting Minutes

- Approved Registration Committee Meeting Minutes
 - Clinical Examination Profit & Loss Statement
- 2014-2015 Board Member Contact Information
- Updated Calendars (April, May, June)
- Expense Form

MOTION: By P. McKivett, that the consent agenda, in its entirety, be approved as presented. Seconded by P. Gardner.

CARRIED

Approve Consequential Motions

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

MOTION: By P. McKivett, 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 C. LeVasseur.

CARRIED

MOTION: By D. Harden, 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. Kafka.

CARRIED

MOTION: By A. Magro, 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 A. Kumar.

CARRIED

MOTION: By P. McKivett, 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 A. Magro.

CARRIED

MOTION: By C. LeVasseur, 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 A. Kumar.

CARRIED

MOTION: By C. Kafka, 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 A. Magro.

CARRIED

MOTION: By A. Magro, 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 D. Harden.

CARRIED

MOTION:

By D. Harden, 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 D. Hengel.

CARRIED

MOTION:

By D. Hengel, 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 P. McKivett.

CARRIED

MOTION:

By C. LeVasseur, 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 D. Harden.

CARRIED

MOTION:

By A. Magro, 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 A. Kumar.

CARRIED

Review Unaudited Financial Statements

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

MOTION: By P. McKivett, to accept the unaudited financial statements as presented. Seconded by C. LeVasseur.

CARRIED

Approve Public Notification Framework

The Board members reviewed the Health Profession Regulators of British Columbia's briefing note on the public notification framework.

MOTION: By P. Gardner, to approve the implementation of the Public Notification Framework recommended by the Health Profession Regulators of British Columbia. Seconded by D. Harden.

CARRIED

Approve CDBC Bylaw Amendments

The Board members reviewed the comments and suggested amendments to the College's proposed bylaws received from legal counsel.

MOTION: By P. McKivett, to approve the CDBC's proposed bylaw amendment to section 4.02(3) as presented. Seconded by A. Magro.

CARRIED

MOTION: By D. Harden, to approve the CDBC's proposed bylaw amendment to section 4.03(5) and permit charging a fee of \$50.00 for a change in license status. Seconded by A. Kumar.

CARRIED

MOTION: By A. Magro, to approve the CDBC's proposed bylaw amendment to section 4.04(1) by removing "was registered in the active class of registration" and adding "licensed to practice denturism". Seconded by C. LeVasseur.

CARRIED

MOTION: By P. McKivett, to approve the CDBC's proposed bylaw amendment to section 4.07(9) by adding a maximum time limit of 42 months. Seconded by A. Kumar.

CARRIED

MOTION: By P. Gardner, to approve the CDBC's proposed bylaw amendment to sections 4.11 and 4.12 by waiving the practice hour requirement. Seconded by D. Harden.

CARRIED

MOTION: By A. Magro, to approve the CDBC's proposed bylaw amendment to section 10.01(9) by defining the period for repayment as 3 months. Seconded by D. Hengel.

CARRIED

Action Item: The Registrar will update the proposed bylaws and send them to the Board members for approval by June 1, 2014.

Action Item: All Board members are encouraged to speak with their MLA about the College of Denturists of British Columbia's pending bylaw approval.

Action Item: The Registrar will send the facts regarding communication on the pending bylaw approval to anyone who requests it.

Review Advertising Policy: Implant Centre

The Board members reviewed the current Advertising Policy: Implant Centre, at the request of the Registration Committee, to seek clarification on the term "grandfathered". In addition, they reviewed the legal opinion on this matter.

Action Item: The Registration Committee will research the different business models proposed by legal counsel and develop a clear definition of grandfathered.

Action Item: The Registration Committee will contact the College of Dental Surgeons of British Columbia (CDSBC) to request their opinion on this matter.

Discuss Sterilization Requirements

The Board members reviewed the CDSBC Infection Prevention & Control Checklist.

MOTION: By D. Sailer to form an Infection Control Panel with the following members; D. Sailer, C. Kafka and D. Harden. Seconded by D. Harden.

CARRIED

Action Item: The Infection Control Panel will develop an Infection Control Checklist to present to the Board members for approval.

Action Item: The Infection Control Panel to discuss an education session on Infection Control for presentation at the Annual General Meeting.

Review Scope of Practice vs. Snap-On-Smile

The Board members reviewed information on the Snap-On-Smile service and the Denturists Regulation. In addition, the Board members also received a legal opinion on this matter.

MOTION: By P. McKivett, to table this item until the June 2014 Board meeting to give the Board members more time to review the legal opinion provided. Seconded by C. Kafka.

CARRIED

Action Item: Legal opinions are confidential documents. All Board members must return the Snap-On-Smile legal opinion to the College office.

Reassign 2013-2016 Strategic Plan Activities

The following amendments and/or reassignments were made to the 2013-2016 Strategic Plan.

- Activity #1.1.4 – The Support, D. Sailer, title changed from Vice Chair to Chair.
- Activity #1.2.1 – The Support changed from T. Perrault, Chair to D. Sailer, Chair.
- Activity #1.2.3 – The Lead changed from T. Perrault, Chair to P. McKivett, Vice Chair.
- Activity #2.1.1 – The Lead changed from T. Perrault, Chair to D. Sailer, Chair.
- Activity #2.1.1 – The Support changed from D. Sailer, Vice Chair to P. McKivett, Vice Chair.
- Activity #2.3.1 – The Support, P. McKivett, title changed from Board Member to Vice Chair.
- Activity #2.3.2 – The Lead, D. Sailer, title changed from Vice Chair to Chair.
- Activity #2.3.2 – The Support, P. McKivett, title changed from Board Member to Vice Chair.
- Activity #2.3.3 – The Lead, P. McKivett, title changed from Board Member to Vice Chair.
- Activity #3.1.4 – The Lead changed from T. Perrault, Chair to D. Hengel, Board Member.
- Activity #3.1.5 – The Support, D. Sailer, title changed from Vice Chair to Chair.
- Activity #3.2.2 – The Lead changed from T. Perrault, Chair to D. Hengel, Board Member.
- Activity #3.2.2 – The Support, P. McKivett, title changed from Board Member to Vice Chair.
- Activity #3.2.3 – The Support, P. McKivett, title changed from Board Member to Vice Chair.

MOTION: By P. McKivett, to amend the 2013 – 2016 Strategic Plan Activities as noted above. Seconded by C. Kafka.

CARRIED

Provide Feedback Re: Consent Agenda

The Board members provided positive feedback regarding the consent agenda and agreed to use it moving forward. The structure of the consent agenda allowed more time for discussion on matters of most importance.

The Registrar reminded the Board members that it is of the utmost importance to read each consent agenda item before the meeting to ensure a thorough understanding of all College matters.

Adjournment

As the Board members had no other business to discuss at this time the meeting was adjourned at 3:45 pm.