



COLLEGE OF DENTURISTS OF BRITISH COLUMBIA

Board Meeting Minutes #B113 – April 21, 2017 **APPROVED**

Board Members in Attendance: K. Bal M. Blake E. Colebank
 B. Der D. Hengel A. Kumar
 S. Lal P. McKivett T. Turko

Staff in Attendance: L. Crowe, Registrar
 N. Graham, Program Coordinator
 V. Burns, Executive Secretary

The meeting was called to order at 1.55pm.

Approve Draft Agenda

MOTION: By K. Bal, that the draft agenda be approved as presented. Seconded by T. Turko.

CARRIED

Appoint Board Member

MOTION: By M. Blake, to appoint E. Colebank as a board member. Seconded by A. Kumar.

CARRIED

Elect Board Chair

Nominations opened for the Chair of the Board.

MOTION: By D. Hengel, to nominate P. McKivett for Chair of the Board for the term April 2017 to March 2018. Seconded by K. Bal.

CARRIED

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

Elect Board Vice-Chair

Nominations opened for the Vice-Chair of the Board.

MOTION: By S. Lal, to nominate A. Kumar for Vice-Chair of the Board for the term April 2017 to March 2018. Seconded by K. Bal.

CARRIED

There were no other nominations; A. Kumar was elected by acclamation.

Appoint Committee Chair and Members

Discipline Committee

MOTION: By D. Hengel, to nominate S. Lal as Chair of the Discipline Committee for the term April 2017 to March 2018. Seconded by T. Turko.

S. Lal – Chair, Appointed Member

M. Blake – Elected Member

B. Der – Elected Member

CARRIED

Executive Committee

MOTION: By D. Hengel, to nominate P. McKivett as Chair of the Executive Committee for the term April 2017 to March 2018. Seconded by T. Turko.
P. McKivett – Chair, Appointed Member
A. Kumar – Elected Member
T. Turko – Elected Member

CARRIED

Inquiry Committee

MOTION: By D. Hengel, to nominate P. McKivett as Chair of the Inquiry Committee for the term April 2017 to March 2018. Seconded by T. Turko.

P. McKivett - Chair, Appointed Member
D. Hengel - Elected Member
A. Kumar - Elected Member

CARRIED

Patient Relations Committee

MOTION: By D. Hengel, to nominate S. Lal as Chair of the Patient Relations Committee for the term April 2017 to March 2018. Seconded by D. Hengel.

S. Lal - Chair, Appointed Member
D. Hengel - Elected Member
A. Kumar - Elected Member

CARRIED

Quality Assurance Committee

MOTION: By D. Hengel, to nominate T. Turko as Chair of the Quality Assurance Committee for the term April 2017 to March 2018. Seconded by S. Lal.

T. Turko - Chair, Elected Member
K. Bal - Appointed Member
E. Colebank – Elected Member

CARRIED

Registration Committee

MOTION: By D. Hengel, to nominate B. Der as the Chair of the Registration Committee for the term April 2017 to March 2018. Seconded by T. Turko.

B. Der - Chair, Elected Member
S. Lal - Appointed Member
T. Turko - Elected Member

CARRIED

Nominations Panel

MOTION: By D. Hengel, to nominate K. Bal as the Chair of the Nominations Panel for the term April 2017 to March 2018. Seconded by T. Turko.

K. Bal - Chair, Appointed Member
D. Hengel - Elected Member
E. Colebank - Elected Member

CARRIED

Infection Control Panel

MOTION: By D. Hengel, to nominate M. Blake as the Chair of the Infection Control Panel for the term April 2017 to March 2018. Seconded by T. Turko.

M. Blake - Chair, Elected Member

K. Bal - Appointed Member
E. Colebank – Elected member

CARRIED

MOTION:

Approve Consent Agenda

- Draft Minutes of the February 9, 2017 Meeting
- Certificate of Election
- Health Professions Review Board Update
- British Columbia Health Regulators Update
- Nominations Committee Meeting Minutes
- DABC Denturist Insurance update
- VCC update
- 2017-2018 Board Member Contact Information
- Updated Calendars (April, May, June)
- Expense Form

MOTION: By K. Bal, that the consent agenda, in its entirety, be approved as presented.
Seconded by M. Blake.

CARRIED

Approve Consequential Motions

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

MOTION: By T. Turko, that pursuant to section 21 of the *Health Professions Act*, R.S.B.C. 1996, c. 183, Ms. Louise Crowe is appointed as Registrar for the College of Denturists of British Columbia. Seconded by D. Hengel.

CARRIED

MOTION: By S. Lal, that pursuant to section 2.01(2) of the College's bylaws (November 2015), the Registrar is designated as the holder of the seal for the College and must affix the seal to certificates of registration and other documents from time to time as required.
Seconded by T. Turko.

CARRIED

MOTION: By K. Bal, that pursuant to section 2.08(1) of the College's bylaws (November 2015), the accounting firm of McDonald Rickett Chartered Accountants is appointed as auditors for the College of Denturists of British Columbia. Seconded by D. Hengel.

CARRIED

MOTION: By A. Kumar, that pursuant to section 2.09 of the College's bylaws (November 2015), a committee or a panel, may retain legal counsel to assist the board, a committee or panel in exercising any power or performing any duty under the *Health Professions Act*. Seconded by T. Turko.

CARRIED

MOTION: By D. Hengel, that pursuant to section 20(6)(b) of the College's bylaws (November 2015), a registrant may pay the annual registration renewal fee in advance instalments. Seconded by T. Turko.

CARRIED

MOTION: By S. Lal, 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 subsections (2.1) and (2.2). Seconded by K. Bal.

CARRIED

MOTION: By K. Bal, 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 M. Blake.

CARRIED

MOTION: By D. Hengel, 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 M. Blake.

CARRIED

MOTION: By S. Lal, 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 K. Bal.

CARRIED

Review Unaudited Financial Statements

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

MOTION: By D. Hengel, to accept the unaudited financial statements as presented. Seconded by S. Lal.

CARRIED

Discuss the Role of the Observer on a Committee or Panel

The Board reviewed and discussed the role of the observer on a committee or panel. Some of the suggestions are as follows:

- an observer can participate in the discussion but can't vote
- there would be limits to the number of board members on certain committees
- non-board members could only sit on a list of specified committees, and that list is to be determined
- no honorarium for their participation
- full information packages sent to observers
- non-board members to sign a confidentiality agreement

Action item: The Registrar will draft a policy on the role of the observer on a committee or panel for the June board meeting.

DABC Monthly Communication; update and discussion

The Board chair did not have any updates at this time.

BCHR Update

The Registrar discussed the meeting she attended on March 1, 2017 where the 23 BC health regulation leaders pledged their support in making the health system more culturally safe for First Nations and Aboriginal people by signing the Declaration of Commitment to Cultural Safety and Humility. A link to this will be provided on our website.

Action item: The Registrar will provide the information to the Program Coordinator to post on the CDBC website.

Strategic Plan

The Registrar discussed the Strategic Plan that was sent back by the consultant for review. If there are any particular activities that any board members are interested in being part of please let the Registrar know. The office staff will review the plan and it will be discussed again at the June meeting.

Action item: The Program Coordinator will send out last year's strategic plan to all board members.

Draft Policy – Use of Electronic Signature

The Board reviewed and discussed the Policy – Use of Electronic Signature.

MOTION: By S. Lal, to approve the draft policy – Use of Electronic Signature. Seconded by T. Turko.

CARRIED

Regulatory Amendments

The Board Chair gave an overview of what was happening with the latest meeting with the Ministry of Health and all the dental groups. The Ministry can continue to work on the amendments but nothing can get approved due to the upcoming election.

Currently we do not have a document on standards limits and conditions, this is something the College should get started on this right away as this is what the government is requiring. A new committee may need to be developed for this project.

Action Item: The Registrar will send out the latest 3 column document to all Board members.

Other Business

- B. Der discussed the college board exams processes in Ontario and Alberta, they also have a CDE, not just an OSCE. Currently we do a CDE complete to a try-in but should it go all the way to a finished set of dentures? The next step is to discuss this further with the registration committee.
- A. Kumar discussed the patient suitability issue and the possibility of having a second denturist to assist on the Monday of the exams. This will be referred to the Registration Committee for further discussion.

MOTION:

By M. Blake to approve an additional denturist to assist at the College board exams.
Seconded by S. Lal.

CARRIED

Doug abstained from this vote.

- E. Colebank discussed regulating denturist assistants, she will prepare a briefing note for a future board meeting.
- By S. Lal, to approve schedule A. Seconded by T. Turko.

CARRIED

Adjournment

As the Board members had no other business to discuss at this time, the meeting was adjourned at 4pm.