



COLLEGE OF DENTURISTS OF BRITISH COLUMBIA

Board Meeting Minutes #B121 – April 3, 2020 Approved

Board Members in Attendance: P. Dooley S. Lal C. Law
M. Nelson A. Nicholls M. Sarwari
E. Shmitsman T. Turko R. Whiteley

Staff in Attendance: J. Roff, Registrar
N. Graham, Program Coordinator
V. Burns, Executive Secretary

The meeting was called to order at 10:45 am.

Draft Agenda

Elect Board Chair

Nominations opened for the Chair of the Board.

MOTION: By R. Whiteley, to nominate S. Lal for Chair of the Board for the term April 2020 to March 2021. Seconded by P. Dooley

CARRIED

There were no other nominations; S. Lal was elected by acclamation.

Elect Board Vice-Chair

Nominations opened for the Vice-Chair of the Board.

MOTION: By R. Whiteley, to nominate T. Turko for Vice-Chair of the Board for the term April 2020 to March 2021. Seconded by P. Dooley.

CARRIED

There were no other nominations; T. Turko was elected by acclamation.

Appoint Committee Chair and Members

Discipline Committee

R. Whiteley -Chair, Appointed Member
M. Sarwari -Elected Member
E. Shmitsman -Elected Member

Executive/Finance & Audit Committee

S. Lal -Chair, Appointed Member
T. Turko -Elected Member
E. Shmitsman -Elected Member

Inquiry Committee

S. Lal - Chair, Appointed Member
C. Law - Elected Member
M. Nelson - Elected Member

Patient Relations Committee

P. Dooley - Chair, Appointed Member
C. Law - Elected Member
M. Sarwari - Elected Member

Quality Assurance Committee

T. Turko - Chair, Elected Member
P. Dooley - Appointed Member
A. Nicholls - Elected Member

Registration Committee

T. Turko - Chair, Elected Member
R. Whiteley - Appointed Member
A. Nicholls - Elected Member
P. Dooley - Appointed Member

Nominations Committee

A. Nicholls - Chair, Elected Member
S. Lal - Appointed Member
C. Law - Elected Member

Regulation Amendment Working Group

R. Whiteley - Appointed Member
M. Nelson - Elected Member
D. Sailer - Registrant

Transition Steering Committee

R. Whiteley - Appointed Member
T. Turko - Elected Member

Consent Agenda

- 2020 Board & Committee Meeting Dates (Revised)
- Draft Minutes of the December 13, 2019 Board Meeting
- Certificates of Election
- Strategic Plan Update
- Examinations Update
- Health Professions Review Board Update
- British Columbia Health Regulators (BCHR) Update
- Regulation Amendment Working Group Update
- National Denturist Regulators Update
- Correspondence Re: Bylaw Amendments

- Correspondence Re: CAD
- Summary of the 2019 Board Evaluation Surveys
- List of Tabled Agenda Items
- Approved Inquiry Committee Meeting Minutes (October & December 2019)
- Approved Registration Committee Meeting Minutes (October & January 2019)
- Approved Nominations Committee Meeting Minutes (March 2019 & January 2020)
- 2020-2021 Board Member Contact Information
- Updated Calendars (April, May, June)
- Expense Form

Action Item: To discuss the Summary of the 2019 Board Evaluation Survey at the next Board meeting.

Approve Consequential Motions

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

MOTION: By S. Lal, 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 R. Whiteley.

CARRIED

MOTION: By S. Lal, that pursuant to section 2.01(2) of CDBC's bylaws (November 2015), the Registrar is designated as the holder of the seal for the CDBC and must affix the seal to certificates of registration and other documents from time to time as required. Seconded by R. Whiteley.

CARRIED

MOTION: By S. Lal, that pursuant to section 2.08(1) of the CDBC'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 R. Whiteley.

CARRIED

MOTION: By S. Lal, that pursuant to section 2.09 of the CDBC'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 R. Whiteley.

CARRIED

MOTION: By S. Lal, that pursuant to section 4.09(4) of the CDBC's bylaws (November 2015), a registrant may pay the annual registration renewal fee in advance instalments. Seconded by R. Whiteley.

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 R. Whiteley.

CARRIED

MOTION: By S. Lal, 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 R. Whiteley.

CARRIED

MOTION: By S. Lal, 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 R. Whiteley.

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 R. Whiteley.

CARRIED

Review Unaudited Financial Statements

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

Discuss Registration Renewal

The Board discussed the registration renewal process and how COVID-19 has impacted this process. The Board agreed to extend the deadline to April 30, 2020, for registrants to submit their requirements, however a late payment would be assessed if the renewal form and/or any QA requirements were not received by March 31. As per the bylaws, licenses will be cancelled on May 1 if requirements have not been met.

Discuss Denturists Regulation Amendments

The Board agreed to the definition of the prescription as presented in the draft Interpretive Guideline for Authorization and supports the direction of the dental regulators to continue their work.

Action item: The Registrar will present the Guideline for Authorization to the Regulation Amendment Working Group for review and then to the Board in June for further discussion.

Discuss DABC's Annual Conference (SPA2.2.3)

The Board discussed participation at the DABC's Annual Conference that has tentatively been rescheduled for the Fall. It was suggested that due to the costs associated with sending the entire board and staff, a few board members could attend instead. The Board will re-visit this at the next board meeting scheduled for June.

Action Item: The Executive Secretary will send out a doodle poll to schedule the next board meeting in June.

Discuss 2020 Annual General Meeting (SPA 1.2.2)

The Board agreed to change the date of the Annual General Meeting from Friday September 25 to Saturday September 26.

Action Item: The Executive Secretary will explore how to make the Annual General Meeting available via video conference to registrants.

Action Item: The Program Coordinator will follow up with the board members via email for ideas on a continuing education course that could be offered at the College of Denturists of British Columbia's 2020 Annual General Meeting in September.

Update on Proposed College of Oral Health Regulators

The Registrar and Board Chair discussed the first virtual meeting of the Oral Health Regulators. Another meeting is currently scheduled for April where they will begin the discussion of what the future next steps will be.

It was noted that the board appreciated BCCNP sharing their document of their organization structure.

Discuss CDBC's Commitment to Cultural Safety and Humility

The Board heard a presentation from the First Nations Health Authority (FNHA) prior to the Board meeting. Some of the ideas that were discussed, to honour our commitment to cultural safety and humility, were:

- Add a continuing education session to the annual general meeting
- To start by acknowledging the land that the CDBC's offices are located on, the unceded Coast Salish territory, represented by the Musqueam, Squamish and Tsleil-Waututh Nations, before each board meeting.
- Can board members or registrants reach out to different native bands to find out what their needs are?
- Ask denturists to share what they have done to reach out.
- One Board member mentioned that they could bring this information back to CDI and see if something could be developed into their curriculum.

Action Item: The Registrar and Board Chair will liaison with Connie from FNHA, to see if a meeting can be arranged with some elders, similar to what the College of Dental Hygienists of BC has done.

The following agenda items were tabled to the June 2020 Board meeting.

- Review Expense Policy
- Review Risk Register (SPA 3.3.5)
- Approve Guideline: Patient Record Keeping
- Discuss 2020 Practice Bulletin (SPA 1.2.3(b))
- Approve Strategic Plan Activity (SPA) 3.3.2: Update Code of Ethics

Adjournment

The meeting was adjourned at 1:29pm.