



ACDH Council Meeting

Meeting Minutes

February 23, 2024 @ 8:30am

In-Person – Best Western Premiere Calgary Plaza Hotel & Conference Centre

Meeting Minutes			
Attendees - Council Members			
Name	Role	Name	Role
Lindsay Ord	Chair, Regulated Member	Judy Hansen	Councillor, Public Member
Kathy Sauze	Councillor, Regulated Member	Samantha Heron	Councillor, Regulated Member
Louise Mosier	Councillor, Public Member	John Jossa	Councillor, Public Member
Teanne MacCallum	Councillor, Regulated Member	Mimi Godin	Councillor, Regulated Member
Carol Gibbons Kroeker	Vice-Chair Councillor, Public Member		
Attendees – Guests and Observers			
Name	Role	Name	Role
Amie Dowell	Registrar & CEO	Salima Thawer	Deputy Registrar, ACDH
Holly Durdle	Recorder	Stacy Bryan	Registrar, CDHNS
Bruce Mahon	Auditor	Jackie Frey	OnBoard Facilitator
Pam King Jesso	Regulatory Manager, ACDH	Nicole Hannigan	Continuing Competence Manager, ACDH
Regrets			
Name	Role	Name	Role

1. Call to Order

1.1 - Introductions: Guests / Observers

The Chair, L. Ord, called the meeting to order at 8:52am on February 23, 2024, and welcomed Council members. L. Ord advised that K. Sauze will be joining via Zoom for the two-day meeting. She advised that no observers would be in attendance.

L. Ord also advised that a few guests will be joining the meeting throughout the day to present to Council.

L. Ord acknowledged that the Council was gathered on Treaty 7 Territory. She offered this acknowledgement in the spirit of reconciliation and to respect the histories, languages, and cultures of the First Nations, Inuit, and Metis people of Alberta.

1.2 - Housekeeping

L. Ord advised that should anyone need to take a phone call or other interruption during the business meeting, to step out of the room to lessen distraction for the participants.

L. Ord advised that should anyone have a conflict of interest with any agenda item, at the time that agenda item is introduced, the individual will need to declare their conflict and either abstain from voting or recuse themselves from the meeting, as appropriate, until that agenda item has been concluded.

2. Adoption of Consent Agenda

L. Ord listed all items on the Consent Agenda and asked if anyone wished to remove any item(s) from the Consent Agenda for discussion. Any typos or grammatical errors in any of the Council Minutes can be sent directly to H. Durdle.

- 2.1 Draft November 23 & 24 Council Meeting Minutes for Approval
- 2.2 Action Items from past Council meetings for Information
- 2.3 Committee Reports for Approval
 - i. Executive Committee

- ii. Governance Committee
 - iii. Audit, Finance & Risk Committee
- 2.4 Stakeholder Map

L. Ord asked for a motion.

MOTION: To approve the Consent Agenda as presented.
Moved by: C. Gibbons Kroeker, Seconded by: L. Mosier.
CARRIED

3. Adoption of the Agenda

L. Ord asked if there were any additions or revisions to the agenda of February 23 & 24, 2024 and asked for a motion to approve. A few agenda items were switched to accommodate guests.

MOTION: To approve the agenda of February 23 & 24, 2023, as amended.
Moved by: T. MacCallum, Seconded by: M. Godin.
CARRIED

4. E. Motion

L. Ord brought forward the e-motion for inclusion in the February 23, 2024, meeting minutes.

Motion: As per section 14(3) of the Health Professions Act, Council moves to remove Amie Dowell as the interim Complaints Director and appoint Jamie Churchward as the Complaints Director, effective January 8, 2024.

Moved by: T. MacCallum, Seconded by: K. Sauze

All Votes = Yes; Motion Carried (December 19, 2023)

MOTION: To accept the Motion made via email and carried on December 19, 2023, for inclusion in the November 24th, 2023, meeting minutes.
Moved by: C. Gibbons Kroeker, Seconded by: L. Mosier.
CARRIED

5. Operational Update

A. Dowell presented Council with an Operational Update and spoke to emerging topics.

A. Dowell provided an update from the Canadian Dental Accreditation of Canada (CDAC) meeting from December 7, 2023. A. Dowell will be attending a meeting in May 2024 and will provide Council with an update at the June 2024 meeting.

S. Thawer has been appointed by the Federation of Dental Hygiene Regulators of Canada (FDHRC) as the National Dental Hygiene Certification Examination representative to the CDAC Dental Hygiene Education Programs Committee.

A. Dowell provided Council with an update on the ACDH operational plan for the 2024 – 2027 Strategic Plan. She outlined that the plan's four main priorities have been divided into specific area of focus and tasks. Work on these priorities has already commenced.

A Gantt chart outlining the project schedule will be presented to Council at the June 2024 meeting.

BREAK – 10:00am – 10:15am

6. Financial Education

L. Ord welcomed Bruce Mahon from Mahon + Associates and P. King Jesso, ACDH Regulatory Manager, to the meeting via Zoom at 10:16am. Bruce provided Council with financial education focused on budgeting. He explained that a budget is a roadmap guiding the organization's direction for the operational year.

B. Mahon provided a background of the auditing services provided by Mahon +Associates and their experience working with other regulatory bodies.

B. Mahon reviewed the 2023 financial statements with Council and provided an opportunity for Council to ask questions regarding the statements.

Council had a discussion with B. Mahon regarding the use and documentation of unrestricted funds. This topic will be discussed further at the upcoming Audit, Finance and Risk Committee meeting.

B. Mahon left the meeting at 11:16am. P. King Jesso left the meeting at 11:18am.

7. Financial Statements

A. Dowell & J. Jossa presented the third-quarter financial statements to Council and requested feedback. Council appreciated the level of detail provided in the Excel document; the balance sheet and income statement were also presented for Council's review and approval.

MOTION: To approve the third quarter financial statements as presented.

Moved by: T. MacCallum; Seconded by: C. Gibbons Kroeker

CARRIED

LUNCH

8. Collaboration

L. Ord welcomed Stacy Bryan, Registrar at the College of Dental Hygienists of Nova Scotia, and N. Hannigan, ACDH Continuing Competence Manager to the meeting via Zoom at 1:02pm. Nova Scotia is currently undergoing a government mandated amalgamation of three (3) oral health colleges.

S. Bryan has been the Registrar in Nova Scotia since 2017. S. Bryan spoke to Council outlining the timeline, background, and key takeaways of the amalgamation of the three (3) oral health regulators in Nova Scotia. Nova Scotia has 860 Dental Hygiene registrants, 80-100 Dental Technicians, and approximately 40 Denturists.

The Regulated Health Professions Act (RHPA) was introduced on October 12, 2023 which is similar to the Health Professions Act.

S. Bryan provided Council with an opportunity to ask questions about the amalgamation process in Nova Scotia.

S. Bryan and N. Hannigan left the meeting at 2:12pm.

9. Budget

A. Dowell provided Council with a comprehensive overview of the 2023-2024 Budget. Council was informed that the Audit, Finance and Risk Committee had recently met to review the budget in detail and is recommending for Council approval.

Round table discussion followed. K. Sauze suggested that the College look into e-transfers for collecting funds to potentially decrease credit card fees. The College will investigate the e-transfer option noting that this would incur development cost. E-transfer will also need to be compatible with the current database.

Action: A. Dowell to forecast year 2 and 3 budget aligned to strategic plan.

MOTION: To approve the 2024-2025 ACDH budget as presented with the expected addition of interest income related items.

Moved by: T. MacCallum, Seconded by: M. Godin.

CARRIED

BREAK

10. Fee Schedule

A. Dowell reviewed the 2024-2025 Fee Schedule and Council discussed followed.

The last practice permit fee increase occurred in 2017-18 (increased from \$552 to \$599). Alberta has historically had the highest practice permit fees in the Country; however, this margin is decreasing. Registered Dental Hygienists (RDHs) in Alberta have the highest wages compared to other provinces.

Council consensus was to keep the current practice permit fee at \$599.00 for 2024–25.

MOTION: To maintain the practice permit fee at \$599.00 and approve the 2024-2025 Fee Schedule as presented.

Moved by: M. Godin, Seconded by: T. MacCallum.

CARRIED

11. Policies

GP-6 Council Compensation Policy

J. Jossa provided an overview of GP-6 Council Compensation Policy. This policy was discussed by the Audit, Finance and Risk Committee at the February 9th meeting. The Committee is suggesting that the per diem per hour be increased for regulated member council members from \$40.00 per hour to \$50.00 per hour to a maximum of \$400.00 per day to compensate for missed wages for attending committee and council meetings.

Action: The Audit, Finance and Audit Committee will investigate what can be done for the public members for reimbursement.

MOTION: To approve GP-6 Council Compensation policy as presented, effective April 1, 2024.

Moved by: C. Gibbons Kroeker, Seconded by: J. Hansen.

CARRIED

GP-9 Council Committee Appointment

L. Ord provided the background of why the governance committee is recommending a more formal appointment process for council committees. A. Dowell reviewed the draft policy with Council outlining the appointment process in detail.

MOTION: To approve GP-9 Council Committee Appointment policy as presented.

Moved by: L. Mosier, Seconded by: S. Heron.

CARRIED

L Ord informed Council that K. Sauze has agreed to join the Audit, Finance and Risk Committee as the committee needed another council member.

Motion: To appoint K. Sauze to the Audit, Finance and Risk Committee effective immediately.

Moved by: T. MacCallum, Seconded by: J. Hansen

CARRIED



12. OnBoard Demo & Questions

L. Ord provided Council with the background as to why OnBoard may be a good platform for Council and Committees. SharePoint is not working for all Council members and is being under-utilized. The OnBoard platform is being used by other Colleges and at the national federation level. Jackie Frey attended the February 6, 2024, Governance Meeting and provided the committee with a demo.

L. Ord welcomed Jackie Frey via Zoom at 3:31pm. J. Frey guided Council through the platform highlighting the sections relevant to them before, during and after meetings. OnBoard meets all regulation requirements for Canada and the server is hosted in Canada.

J. Frey and Council discussed the advantages and drawbacks of the platform. Questions followed the demo.

J. Frey left the meeting at 4:21pm.

Round table discussion followed.

Council decided that it would be beneficial to try the platform for a one-year subscription.

Action: H. Durdle to arrange the implementation of OnBoard for the ACDH Council.

MOTION: To approve the subscription of the board platform OnBoard to be implemented by April 1, 2024

Moved by: J. Hansen, Seconded by: S. Heron

CARRIED

RECESS

L. Ord advised that the business meeting would recess at 4:55pm and resume at 8:30am Saturday, February 24, 2024

ACDH Council Meeting

Meeting Minutes

February 24, 2024

In-Person – Best Western Premiere Calgary Plaza Hotel & Conference Centre

13. Call to Order

L. Ord called the meeting to order at 8:48am on February 24, 2024, and welcomed the Council members. L. Ord welcomed K. Sauze and P. King Jesso, ACDH Regulatory Manager and N. Hannigan, ACDH Continuing Competence via Zoom.

Council acknowledged the passing of former councillor Erhard Poggemiller. Erhard served as a dedicated member of Council since June 2022, contributing his time, passion, and expertise to further the mission of the ACDH. The ACDH will remember Erhard with gratitude, as we appreciate the time we had working alongside him.

14. Right Touch Regulation (RTR)

A. Dowell spoke to Council about Right Touch Regulation (RTR). Right-touch regulation means ensuring that the level of regulation is proportionate to the level of risk to the public.

Council watched a video “The future of Right Touch Regulation”, a CNAR recording.

Council discussed key takeaways from the video and how ACDH is moving in the right direction.

15. Artificial Intelligence

A. Dowell spoke to Council about Artificial Intelligence (AI) and the arising questions surrounding AI in the oral health environment.

Council discussed the white paper from the American Dental Association titled, *Dentistry – Overview of Artificial and Augmented Intelligence Uses in Dentistry released in 2022*. Council discussed the concerns, and the impact AI may have in Dental Hygiene profession.

Conversations will be taking place at the national level, and AI is an emerging topic of interest for Health Canada. Council suggested the College take a proactive approach by creating and releasing a guideline or a position statement acknowledging that AI is a tool, and ultimately, clinicians remain accountable to their standards and code of ethics.

BREAK

16. Bylaws

A. Dowell reviewed the College's current Bylaws with Council with suggested changes specifically about the addition of "cooling off periods." Cooling-off-periods are established due to concern that a member running for Council may be motivated by a desire to address their recent interactions with the College. It is common for bylaws to provide for a period of ineligibility where a member has been found guilty of unprofessional conduct.

Round table discussion followed.

Council consensus was that a policy should be developed outlining the process for transition from Council to staff.

Council would like to know if the eligibility criteria should remain in the policies or transferred to the bylaws. A. Dowell will seek legal advice and report back to Council. Council would also like clarification on whether there should be a cooling-off period when transitioning between staff and Council roles, as well as between Council and contractor roles.

Action: A. Dowell to consult legal advice regarding the eligibility criteria and whether it should stay in the policies or move to bylaws.

Action: A. Dowell to consult legal advice as Council would also like to know if there should be a cooling-off period transitioning between staff and Council roles, as well as between Council and contractor roles.

17. Council Professional Development

L. Ord reviewed GP-10 Council Professional Development policy with Council and reminded them that the policy goes into effect on April 1, 2024. The approval process was also discussed. L. Ord then discussed the potential education platforms that could be beneficial for Council members.

The ACDH budget allocates funds for the Chair and Vice-Chair to attend the annual CNAR Conference.

18. September Council Meeting

Council discussed the September Council retreat and brainstormed what topics to be discussed during the retreat. Conversations were aiming towards advancing the strategic plan, EDIA (position statement with facilitation) and media training.

19. In-Camera

L. Ord to call for a motion to go in-camera to discuss the Registrar and CEO's compensation package.

Motion: To move into camera at 12:14pm.

Moved by: J. Hansen, Seconded by: T. MacCallum.

CARRIED

Motion: To move out of camera at 12:31pm.

Moved by: L. Mosier, Seconded by: T. MacCallum.

CARRIED

20. Dates of Next Meetings

L. Ord advised Council of the upcoming meeting:

- June 21 & 22, 2024 - Edmonton
- September 27 & 28, 2024 - Kananaskis
- November 22 & 23, 2024 - Edmonton

Adjourn

The meeting adjourned at 12:32pm.