



Council Meeting 126

May 24, 2024

May 25, 2024

Matrix Hotel (10640 100 Avenue, Edmonton
Prism Room

IN ATTENDANCE

Kim Maximchuk, DD – Chair
Tim Kohlen, DD
Karen Smith, DD
Lora Mattie, public member
Joe Gagliardi, public member
Satpreet (Sunny) Grewal, DD
David Fedechko, DD

Dacia Richmond, Executive Director &
Registrar
Andrea Thorrougood, Reg & Corp Services
Coordinator

Guests

Andrea Snow, Complaints Director
Sandra Bender, NCTR
High 5 TeamBuilding
Julie Gagnon, RMRF

1 CALL TO ORDER

Kim Maximchuk, Chair, called the meeting to order at 9:01 a.m.

1.1 Approval of the agenda

Motion: To approve the agenda as presented.

Moved by: David Fedechko

Seconded by: Lora Mattie

Carried

1.2 Approval of February 2, 2024, meeting minutes

Motion: Moved to approve the February 2, 2024, Council Meeting minutes as presented.

Moved by: Tim Kohlen

Seconded by: Karen Smith

Carried

1.3 Declarations of conflicts of interest

No conflicts of interest were declared.

2 NEW BUSINESS

2.1 Council Education – National Centre for Truth & Reconciliation

Sandra Bender presented truth and reconciliation education to Council.

2.2 Team Building

Council partook in a team building event.

2.3 Council Education – Health Professions Act

Julie Gagnon from Reynolds, Mirth, Richards & Farmer LLP provided education to Council on their role in the College. This presentation was comprised of a governance refresher, the different functions of a College and Association, as well as covering Parts 2 and 4 of the *Health Professions Act*.

2.4 2023 Financial Audit

In 2023, Council appointed Lagom LLP as the auditor for the College for the 2023 fiscal year.

Audited financial statements were presented by Amandeep Malhi, CPA, CA, CFA, of Lagom LLP for discussion with Council.

Motion: To accept the Audited Financial Statements as presented.

Moved by: Lora Mattie

Seconded by: Joe Gagliardi

Carried

2.5 Financial Reporting

Management has been working with Karen Smith, CPA, CA of Mahon & Associates Chartered Accountants and Becky Vyse of ProFit Bookkeeping to augment financial reporting processes.

Presented to Council is Q1 reporting in the form of a balance sheet and income statement.

The balance sheet gives Council a general overview of where the College is sitting.

The income statement compares the College's current financial position with respect to the budget. Year end projections will be presented with Q2 reporting.

Motion: For an undertaking for Karen Smith, CPA to investigate deregistering GST and have Karen provide a letter of recommendation to Council with analysis.

Moved by: Lora Mattie

Seconded by: Joe Gagliardi

Carried

2.6 Operational Reserve Fund

Council set up reserve funds for the College in 2022. One of these reserve funds is the Operational Reserve Fund which has a maximum set, in policy, at 9 – 12 months of average operational costs.

It is recommended by our contracted accountant that, under normal circumstances, a College have about 3 months of operational expenses in unrestricted funds.

Motion: To move \$150,000 from unrestricted to the restricted operational reserve fund.

Moved by: Sunny Grewal

Seconded by: Joe Gagliardi

Carried

2.7 Professional Conduct Reporting

Andrea Snow, Complaints Director, presented the Professional Conduct Report for the period of January 1, 2024, to March 31, 2024.

Council would be interested to see a professional courtesy article in *bytes* centered around conflict resolution between denturists and patients.

2.8 Council Selection Process

At the February 2024 meeting, Council reviewed and discussed the current selection process for new Council members. There was discussion that although all the components are valuable and are to be kept, the process may be intimidating at its outset. It was requested that the process be divided into three components.

Presented were the revised phases:

1. Expression of Interest
2. Pre-Assessment
3. Council Self-Assessment and Competency Matrix
4. Candidate Interview

To initiate the process, there will be call outs in the next edition of *bytes* and an eblast. This is soliciting for prospective Council members and a selection committee member.

Motion: To adopt the revised phases of the Council member selection process with all applicants receiving parts one and two and the Selection Committee deciding on steps three and four.

Moved by: Karen Smith

Seconded by: Joe Gagliardi

Carried

One opposed – Tim Kohlen

2.9 Annual Report

Each year, each health regulatory College is required to submit a report to the Minister of Health. For this, the College is required to report on and include:

- ☒ Registration
- ☒ Complaints
- ☒ Continuing Competence Program
- ☒ Report from Chair/staff
- ☒ Public members' report
- ☒ Examinations
- ☒ Financial statements

The College may also include other information to highlight its achievements and work throughout the year.

Staff has compiled the report articles for the 2023 annual report and presents them to Council. Together with the financial statements, these form the content of the annual report.

Following this, formatting of the report will continue with proofing, printing, and submission to the minister

Motion: To approve the annual report articles, as amended.

Moved by: David Fedechko

Seconded by: Tim Kohlen

Carried

2.10 **Sterilization Monitoring Document**

At the November 2023 and February 2024 Council meetings, Council discussed the use of indicators in the sterilization of reusable medical devices.





Council voted to augment the information available to denturists on this with a guidance document.

Presented is the practice guidance document which speaks to the preferred sequestration of sterilized loads until the successful biological indicator results have been obtained by the denturist.

2.11 **Policy Review**

On a regular basis, Council reviews governance policies to ensure they are current and accurate. New policies may be introduced to bridge any gaps that may exist.

Presented on regular review were:

-  Currency of Practice (GP-02)
-  Approved Competency Profile (GP-03)
-  College Fees (GP-14)
-  Reserve Funds (GP-26)

Motion: To accept the policy changes, as presented.

Moved by: Sunny Grewal

Seconded by: Lora Mattie

Carried

2.12 **DiSC Assessments**

Council was provided with, and discussed, updated DiSC assessments to encompass new Council members and staff.

3 IN CAMERA

Council went *in camera* at 2:02 p.m.

Council came back out of *in camera* at 2:22 p.m.

4 NEXT MEETINGS

4.1 Next committee meetings

September 13, 2024, in Edmonton

November 22, 2024, in Calgary.

ADJOURNMENT

There being no further business, the meeting was adjourned at 2:22 p.m.



Kim Maximchuk, DD
Chair