

BOARD MEETING
Friday, 20 November 2020
9:30 a.m. – 11:30 a.m.

Virtual meeting held via Webex

MINUTES

The board met in-camera before the open meeting commenced at 9:30 a.m.

In Attendance

Mr. Carl Roy, Chair

Dr. Heather Davidson, PhD

Ms. Dianne Doyle

Ms. Barb Hambly

Dr. Alexander Hird

Ms. Cathy Larson

Dr. Mike Melo

Ms. Sabina Reitzik

Ms. Shirley Ross

Dr. Lynn Stevenson, PhD

Ms. Kim Trottier

Regrets

Dr. Richard Wilczek

Staff in Attendance

Dr. Chris Hacker, Registrar and CEO

Ms. Bethany Benoit-Kelly, Manager of Communications

Ms. Nancy Crosby, Manager of CEO's Office

Ms. Joyce Johner, General Counsel

Ms. Renée Mok, Policy Coordinator

Dr. Meredith Moores, Director of Professional Practice

Ms. Róisín O'Neill, Director of Registration

Ms. Leslie Riva, Sr. Mgr. CDA Certification and QA

Ms. Anita Wilks, Director of Strategy and Engagement

Mr. Dan Zeng, Director of Finance and Administration

Invited Guests

Ms. Julie Guenkel, Chair, Audit & Risk Committee (from 10:15-10:33)

Ms. Cheryl Mitchell, Red Ball Solutions (from 10:00 – 10:21)

Ms. Stephanie Nicholls (Joined at 10:20 a.m.)

Preparation of Minutes:

Kelsey Guenette, Raincoast Ventures. Ltd.



1. Call to Order and Territorial Acknowledgement

Chair Carl Roy called the College of Dental Surgeons of British Columbia (CDSBC) Board meeting to order and acknowledged the traditional territory on which the meeting was being held. The Chair invited each Board member to acknowledge the traditional territory from which they were calling in.

2. Declarations of Interest and Register of Interests

No declarations were offered.

3. Approval of Open Meeting Agenda for 20 November 2020

(proposed resolutions attached)

RESOLUTION:

It was MOVED (Hird) and SECONDED (Trottier)

That the Open Agenda for the 20 November 2020 Board meeting be approved.

CARRIED

4. Approval of Open Minutes for 11 September 2020 *(attachments)*

Action Log

No questions were offered regarding the pre-circulated Action Log.

RESOLUTION:

It was MOVED (Reitzik) and SECONDED (Larson)

That the minutes from the open portion of the 11 September 2020 Board meeting be approved.

CARRIED

5. Consent Agenda

a. Reports from Committees *(attachments)*

- Discipline
- Inquiry Committee
- Patient Relations
- Quality Assurance
- Registration Committee
- Sedation & General Anaesthesia Committee
- Standards & Guidance



- b. Financial Statements for the Period Ending September 30, 2020
Reports from Committees ([attachments](#))
- c. Action Plan Update Reports from Committees ([attachments](#))
- d. Measuring Regulatory Performance; The Professional Standards
Authority, *Standards of Good Regulation* Reports from Committees
([attachments](#))
- e. IT Survey re Board Portal ([attachment](#))
- f. Budget 2021-2022 and Fee Schedule Approval ([attachments](#))

On November 12, 2020 the Board held a budget workshop. At the conclusion of the workshop, the Board approved the following motions and are listed here to form part of the formal record:

RESOLUTION:

It was MOVED (Wilczek) and SECONDED (Doyle)

RESOLVED THAT on the recommendation of the Audit and Risk Committee, the Board approves the proposed 2021/22 budget as presented, highlighting that the Registrar has the authority to transfer \$100,000 from unrestricted net assets to set up an Internally Restricted Health and Monitoring Fund in the 2021/22 fiscal year.

CARRIED

RESOLUTION:

It was MOVED (Hambly) and SECONDED (Doyle)

RESOLVED THAT the Registrar has the authority to transfer \$175,000 from the unrestricted net assets to set up an Internally Restricted Amalgamation Fund in the 2020/21 fiscal year.

CARRIED

RESOLUTION:

It was MOVED (Hird) and SECONDED (Larson)

RESOLVED THAT the Board grant an exemption to the current expense policy to permit a \$500 honorarium payment for the time required to complete the cultural safety and humility course (San'yas) by a Board or Committee member beginning in the 2021-22 fiscal year.

CARRIED

RESOLUTION:

It was MOVED (Wilczek) and SECONDED (Doyle)

RESOLVED THAT, in accordance with the authority established in section 1 9(1) of the Health Professions Act, RSBC 1996, c. 183 (the "HPA"), and subject to filing with the Ministry of Health as required by section 1 9(3) of the HPA, the Board amends the bylaw of the College of Dental Surgeons of British Columbia by replacing Schedule "E" Schedule of Fees.

CARRIED



RESOLUTION:

It was MOVED (Ross) and SECONDED (Hird)

That the items on the open Consent Agenda for the 20 November 2020 College of Dental Surgeons of British Columbia Board meeting be approved.

CARRIED

6. Registrar's Report (*attachments*)

a. Organizational Restructure

Dr. Chris Hacker, Registrar and CEO, in reference to the "Update on Committee Restructure" briefing note included in the meeting materials, reported that CDSBC staff have been working with an organizational design consultant for the past year to determine changes to the existing accountability framework of the College. The reorganization would provide advantages such as:

- Positive cultural change
- Increased capacity and expertise to accommodate directed changes in the Action Plan
- Increased agility and capacity to accommodate changes due to amalgamation
- Decreased workloads for senior staff
- Increased legal capacity
- Balanced professional and legal support for the Registrar/CEO position
- Improved attention and focus on measurement of regulatory impact.

Discussion ensued on the following:

- The integration structure aspect of the organizational framework
- Whether the restructuring is moving ahead regardless of amalgamation
- Why the accountability framework needs to be redesigned
- Why standard and guidance is separate from policy and projects.

b. COVID-19 Response Working Group

Dr. Hacker referenced the COVID-19 Response Working Group briefing note included in the meeting materials, which provided an overview of the Working Group's structure and guidance documents developed. The Working Group's term expired without Board action on November 4, 2020.

Discussion ensued on the success of COVID-19 protocols/guidelines in re-opened dental offices from dentist and patient perspectives.



RESOLUTION:

It was MOVED (Melo) and SECONDED (Trottier)

The Board resolves to direct the Standards and Guidance Committee to create a permanent advisory group or standing working group with appropriate terms of reference to provide expert opinion and advice regarding development of standards and guidance for registrants during the COVID-19 pandemic.

CARRIED

7. Amendments to the Board Member Code of Conduct (*attachments*)

Dr. Hacker advised that the Board Member Code of Conduct has been amended to meet the requirements set out in the Action Plan and to update inaccurate information. Staff are asking the Board to approve the red-lined Code of Conduct and to consider whether it would like to meet to further discuss and amend the Code of Conduct.

During discussion, comments were offered regarding the need to develop more rigor around governance policy.

RESOLUTION:

It was MOVED (Doyle) and SECONDED (Ross)

The Board resolves to approve the amended Board Member Code of Conduct to address the commitments from the Action Plan.

CARRIED

8. Audit & Risk Committee Report – Appointment of Auditors (*attachment*)

Ms. Julie Guenkel, Chair, Audit and Risk Committee, advised that it is the Committee's responsibility to review and recommend to the Board the appointment of the External Auditor position. After meeting with the Registrar and CEO on November 2, 2020 to discuss the matter, the committee recommends the re-appointment of Smythe LLP as External Auditor for the fiscal year 2021/22.

During discussion, comments were offered on why it would not be beneficial to change auditors this year, especially with the ongoing pandemic.

RESOLUTION:

It was MOVED (Ross) and SECONDED (Trottier)

That Smythe LLP be appointed as auditors for CDSBC for fiscal year 2021-22.

CARRIED



9. CDSBC Draft Board Meeting Policy (*attachments*)

Ms. Joyce Johner, General Counsel, referenced the Board Meeting Policy briefing note included in the meeting materials, and noted that since changes have been made to CDSBC's governance structure and Board while implementing the Action Plan, the Governance Manual is now out of date. The Board was asked to approve a new policy that addresses several items from the Action Plan, for CDSBC Board meetings to serve as guidance for CDSBC and the Board when preparing for and participating in Board meetings. It will also be published on the website for public awareness and transparency.

RESOLUTION:

It was MOVED (Larson) and SECONDED (Reitzik)

The Board resolves to approve the Board meeting policy, which establishes guidelines and procedures for Board meetings.

CARRIED

10. Progress on Cultural Safety and Humility (*attachment*)

Dr. Hacker referenced the Progress on Cultural Safety and Humility briefing note included in the meeting materials, and advised that, as the Action Plan nears completion, it would be appropriate for the College to re-engage in developing a strategy for cultural safety and humility.

There is growing recognition that Indigenous people continue to face systemic racism and that this affects their experiences with the healthcare system. As part of CDSBC's mandate to protect patients and the public, and in support of the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP), CDSBC will be developing a strategy for cultural safety and humility, including: the setting of targets for cultural safety training for Board members, committee members, and staff; and identification of barriers and/or specific actions to ensure that Indigenous people who contact the College will have a culturally safe experience.

During discussion, the following comments were offered:

- The San'yas training course is a good start, but cultural training should be continuous
- It would be beneficial to hold learning opportunities that are open to the public as well as to the Board.



RESOLUTION:

It was MOVED (Trottier) and SECONDED (Hird)

The Board approves the development of progress targets for Board members, committee members and staff, in recognition that CDSBC is a signatory to the Declaration of Commitment to Cultural Safety and Humility, and approves the development of a strategy to ensure a culturally safe experience for Indigenous people who contact CDSBC.

CARRIED

11. Data Collection, Performance Metrics and KPIs (*attachment*)

Ms. Stephanie Nicholls referenced the Cayton Report – Data Collection, Performance Metrics and KPIs briefing note included in the meeting materials. These provided an overview of the strategic alignment of key areas related to the Action Plan and the CDSBC strategic plan, the key insights from organizational interviews conducted as part of the review, and actions being implemented from these insights.

During discussion, it was noted that draft reports on complaints data will be available for review by the board at the February 2021 meeting.

Public Questions or Comments

No public questions or comments were received.

New Business – Open Session

No new business was discussed.

This concludes the open portion of the meeting – 11:27 a.m.