

COLLEGE OF DENTURISTS OF BRITISH COLUMBIA

Minute's #B078 – April 9, 2010 Approved

Board Members in Attendance: B. Butt G. Feldman  
P. Gardner C. LeVasseur  
T. Perrault F. Yoo

Regrets: C. Ferreira D. Harden  
T. Merkley

Staff in Attendance: J. Roff, Registrar  
T. Cahill-Closs, Recording Secretary

The meeting was called to order at 10:16 am

**i Approve Draft Agenda**

**MOTION:** By P. Gardner, that the draft agenda be approved as presented.  
Seconded by G. Feldman.

**CARRIED**

**ii Introduction of New Board Members**

**a) Oath of Office**

The Oath of Office was taken by B. Butt and G. Feldman.

**b) Certificate of Election**

The Certificate of Election was presented.

These minutes are approved as circulated.

June 16/10  
Date

  
Chair of the Board

**iii Election of Board Chair and Vice-Chair**  
Nominations opened for the Chair of the Board

**MOTION:** By P. Gardner, to nominate T. Perrault as Chair of the Board for the term April 2010 to March 2011. Seconded by G. Feldman.

**CARRIED**

There were no other nominations. T. Perrault was elected by acclamation.

Nominations opened for the Vice-Chair of the Board

**MOTION:** By G. Feldman, to nominate C. LeVasseur as Vice-Chair of the Board for the term April 2010 to March 2011. Seconded by F. Yoo.

**CARRIED**

There were no other nominations. C. LeVasseur was elected by acclamation.

**iv Appointment of Committee Chairs & Members**

**a) Executive Committee**

T. Perrault – Chair, Elected Member  
P. Gardner – Public Member  
C. LeVasseur – Elected Member

**b) Registration Committee**

P. Gardner – Chair, Public Member  
T. Perrault – Elected Member  
T. Merkley – Elected Member

**c) Inquiry Committee**

G. Feldman – Chair, Elected Member  
D. Harden - Public Member  
C. LeVasseur – Elected Member

**d) Discipline Committee**

P. Gardner – Chair, Public Member  
B. Butt – Elected Member  
T. Merkley – Elected Member

**e) Quality Assurance Committee**

F. Yoo – Chair, Elected Member

C. Ferreira – Public Member  
B. Butt – Elected Member

**f) Patient Relations Committee**

T. Merkley – Chair, Elected Member  
D. Harden – Public Member  
F. Yoo – Elected Member

**g) Nominations Panel**

G. Feldman – Chair, Elected Member  
C. Ferreira – Public Member  
C. LeVasseur – Elected Member

**MOTION:** By G. Feldman, to approve the Committee Chairs. Seconded by P. Gardner.

**CARRIED**

**v Approve Draft Minutes of December 11, 2009**

**MOTION:** By P. Gardner, that the draft minutes of the December 11, 2009 meeting be approved as presented. Seconded by G. Feldman.

**CARRIED**

**vi Approve Consequential Motions**

Consequential motions required by the *Health Professions Act* and the College's Bylaws.

**MOTION:** By P. Gardner, that pursuant to section 21 of the *Health Professions Act*, R.S.B.C. 1996, c. 183, Ms. Jennifer Warkentin is appointed as Registrar for the College of Denturists or British Columbia. Seconded by C. LeVasseur.

**CARRIED**

**MOTION:** By G. Feldman, that pursuant to section 11(5) of the Bylaws (June 2000), the Registrar is the delegated Head of Public Body for the purposes of the *Freedom of Information/ Protection of Privacy Act* R.S.B.C. 1996. Seconded by F. Yoo.

**CARRIED**

**MOTION:** By C. LeVasseur, that pursuant to section 26(2) of the Bylaws (June 2000), the Registrar is designated as the holder of the seal for the College and must affix the seal to Licensure Certificates and other

documents from time to time as required. Seconded by B. Butt.

**CARRIED**

**MOTION:** By B. Butt, that pursuant to section 34 of the Bylaws (June 2000), the accounting firm of McDonald Rickett Chartered Accountants is appointed as auditors for the College of Denturists. Seconded by C. LeVasseur.

**CARRIED**

**MOTION:** By C. LeVasseur, that pursuant to section 35 of the Bylaws (June 2000), a committee or a panel of a committee, may retain legal counsel to assist the board, a committee, or panel. Seconded by G. Feldman.

**CARRIED**

**MOTION:** P. Gardner, that pursuant to section 50(3)(a) of the Bylaws (June 2000), the theory portion of the registration examinations may be held prior to the completion of the internship. Seconded by C. LeVasseur.

**CARRIED**

**MOTION:** By F. Yoo, that pursuant to section 54(6) of the Bylaws (June 2000), a registrant may pay, by cheque, in installment or otherwise, an amount equal to the administration fee in advance of the next fiscal year. Seconded by B. Butt.

**CARRIED**

**MOTION:** By P. Gardner, 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 subsection (2.1) and (2.2). Seconded by C. LeVasseur.

**CARRIED**

**MOTION:** By F. Yoo, 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 C. LeVasseur.

**CARRIED**

**MOTION:** By P. Gardner, 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 C. LeVasseur.

**CARRIED**

**MOTION:** By G. Feldman, 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 F. Yoo.

**CARRIED**

## vii **Registrar's Report**

### **a) Unaudited Financial Statements**

The members of the Board reviewed the unaudited financial statements. The Registrar brought to the attention of the Board the legal fees, which are higher than normal due to Health Professions Review Board matters.

### **b) CDBC Proposed Bylaws Update**

The consultation period ended February 26, 2010. No new information is available at this time.

### **c) Health Professions Review Board Update**

The College has had four matters before the Review Board, two registration matters and two inquiry matters. One of the inquiry matters has been closed and the other three remain open. The expenses associated with these matters were presented.

### **d) Quality Assurance Program Update**

The Program Coordinator is on maternity leave until March 2011. A new email address has been created for any Quality Assurance Program inquiries; [qa@cb.bc.ca](mailto:qa@cb.bc.ca)

### **e) Theory Examination Update**

The Registration Committee continues to reclassify the theory examination questions and will begin question development in

May 2010. The next Theory Examination will be held on June 30, 2010.

**f) Clinical Examination Update**

Tanya Little will be the Examination Coordinator for 2010. The Clinical Examination will be held at Vancouver Community College on July 19 to 22, 2010.

**g) Board Member Vacancy Update**

Christina Ferreira has been appointed to the Board of the College of Denturists of BC for a one year term, commencing March 30, 2010.

**h) Regulators – Whistler**

Denturist regulators from across Canada will be meeting in Whistler during the DABC's Annual Convention. Issues of mutual interest will be discussed, such as scope of practice, accreditation, and labour mobility. T. Cahill-Closs will be attending as the Recording Secretary, with her expenses being shared by all provinces attending.

viii

**Chair's Report**

**a) Scope of Practice Update**

The Scope of Practice Committee consists of T. Perrault, C. LeVasseur, P. Gardner, and B. Butt. They have created a proposed Scope of Practice, which has been presented to the College of Dental Surgeons of BC (CDSBC) for their review. The College will meet with representatives from CDSBC in June 2010 to receive their feedback. As well, the Committee created a Scope of Practice survey, which was mailed to all Active Registrants with the Articulator.

**MOTION:** By P. Gardner, to post the proposed Scope of Practice on the College's website. Seconded by G. Feldman.

**CARRIED**

**b) Registration Fee Increase**

The College has experienced increasing expenses, such as rent, utilities, examinations costs and legal fees. The College has not raised registration fees since 2005 and it may be necessary to begin thinking about another increase for Registrants.

Information was presented to the Board regarding fees charged by other Colleges. The Board requested more information and will table this discussion for their next meeting.

**ix Seniors' Oral Health Secretariat**

C. LeVasseur updated the Board on the work of the Secretariat. The objective is to provide better oral health care services for seniors in hospitals and home care. They have created a report that will be presented on April 14, 2010 during the Dental Practitioners Forum.

**x DABC 2010 Convention**

**a) College Board Meeting**

The College Board meeting will be held on Friday, May 28, 2010 from 11:30 am – 1:00 pm. Lunch will be provided.

The Board is invited to attend the DABC's AGM on Friday, May 28<sup>th</sup> at 4:30 pm.

**b) Public Members – Accommodations / Dinner**

As per usual, the College will pay for public board members to attend the DABC's dinner on Friday, May 28, 2010, as well as any expenses incurred to attend the Board Meeting.

**xi College's Annual General Meeting – Wine & Cheese**

The Board reviewed the costs for hosting the College's Wine & Cheese Event in Victoria in September 2009. The Board agreed, based on a review of our increasing expenses, to forgo a similar event this year.

**xii Review Registration Application**

The application documents were reviewed.

**MOTION:** By P. Gardner, as Chair of the Registration Committee, to approve the application and allow this individual to challenge the College's Theory and Clinical Examinations as per the College's Bylaws. Seconded by C. LeVasseur.

**CARRIED**

The Registrar is directed to write a letter, on behalf of the Registration Committee, notifying the applicant of this decision.

**xiii            Articulator – Online Distribution**

The Board reviewed the costs and staff time required to produce the printed version of the Articulator.

**MOTION:** By F. Yoo, to transition into an electronic version of the Articulator.  
Seconded by G. Feldman

**CARRIED**

**xiv            Policy Development**

**a) Advertising: Years of Experience**

**MOTION:** By C. LeVasseur, to approve the Advertising Policy: Years of Experience as presented. Seconded by G. Feldman

**CARRIED**

**b) Advertising: CDBC's Logo**

**MOTION:** By P. Gardner, to approve the Advertising Policy: CDBC's Logo as presented. Seconded by F. Yoo.

**CARRIED**

**c) Use of the work 'Permanent'**

**MOTION:** By P. Gardner, to solicit a legal opinion in regards to this matter.  
Seconded by F. Yoo.

**CARRIED**

**xv            Correspondence**

**a) Ombudsperson Report**

The Ombudsman's Report was presented to the members of the Board for their review.

**b) Patrick Boisselle**

A letter from Mr. P. Boisselle was presented for discussion. The members of the Board agreed that a response to this individual's letter is not required. However, the Registrar is instructed to watch for any advertising from this former Registrant as a 'Denture Consultant'.

**c) British Columbia Dental Association**

A letter was presented, from the BC Dental Association,

regarding the use of the term 'specialist'. The Board requested that the Registrar research the creation of the College's Advertising Policy: Denturists are Denture Specialists and seek a legal opinion regarding the use of the term 'specialist'. Also, C. LeVasseur will complete a draft response, including an Academic Comparison Chart, in preparation for the next board meeting. All new information will be presented at the next board meeting.

**xvi Calendars - Updated**

The Registrar presented calendars, complete with Board and Committee meeting dates, for April and May 2010.

**xvii Business Arising from Committee Minutes**

**a) Approved Inquiry Committee Meeting Minutes**

(not distributed to Discipline Committee members)

Approved meeting minutes were presented for members of the Board to review.

**b) Approved Quality Assurance Committee Meeting Minutes**

Approved meeting minutes were presented for members of the Board to review.

**c) Approved Registration Committee Meeting Minutes**

Approved meeting minutes were presented for members of the Board to review.

**xviii Other Business**

**a) Board Meeting Packages**

The Registrar reiterated the cost of producing the Board meeting packages. The Board is encouraged to return their folders and tabs to the College office so that they may be reused.

The meeting was adjourned at 12:54 pm.