



**Board Meeting  
Saturday, September 19, 2009**

**Four Seasons Hotel  
791 West Georgia Street, Garibaldi Room  
Vancouver, British Columbia**

**MINUTES**

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The meeting commenced at 9:00 am

**In Attendance**

|                                      |                   |
|--------------------------------------|-------------------|
| Dr. Ashok Varma, President           | Ms. Deborah Folka |
| Dr. Bob Coles, Vice President        | Dr. Lonny Legault |
| Dr. Peter Stevenson-Moore, Treasurer | Mr. Richard Lemon |
| Ms. Leona Ashcroft                   | Dr. Bob McDougall |
| Mr. Victor Bowman                    | Ms. Leslie Riva   |
| Dr. Karl Denk                        | Dr. Chiku Verma   |
| Mr. Paul Durose                      |                   |

**Regrets**

Dr. Susan Chow  
Mr. Dan DeVita  
Dr. Michael MacEntee  
Ms. Lane Shupe  
Dr. Jonathan Suzuki

**Staff in Attendance**

Ms. Heather MacKay, Registrar  
Ms. Betty Richardson, Director of Operations  
Ms. Margot White, Director of Policy Development & Communications  
Ms. Lena Ross, Recording Secretary  
Ms. Sandra Harvey, Manager CDA Regulation (observer)  
Ms. Anita Wilks, Manager of Communications (observer)

**1. Call Meeting to Order and Welcoming Remarks**

Chair, Dr. Ash Varma, welcomed all Board members and called the meeting to order.

## 2. Adoption of Agenda

### Motion:

That the agenda for the September 19, 2009 Board meeting be approved.

Carried

## 3. Approval of Board Minutes (May 8, 2009)

### Motion:

That the minutes of the May 8, 2009 Board meeting be approved.

Carried

## 4. Governance Workshop Follow-Up

### a. Feedback

### b. Framework and Job Descriptions

It was agreed that a new governance framework, Board Code of Ethics, and job descriptions for the Board chair, elected officers and Board members, be drafted by CDSBC management for subsequent review and approval by the Board.

### c. Mission Statement

The Registrar suggested that the College develop a more accurate mission statement to serve as a touch-point for dentists and CDAs, College staff and the public.

### Motion:

That the Board tasks CDSBC management with drafting a new Governance Policy Framework, job descriptions for Elected Officers and mission statement.

Carried

## 5. Approval of Revised Policy Statement on Committee Membership

The Board reviewed its policy with respect to individuals serving on a member service board while also being involved as a CDSBC Board and/or committee member.

The Board agreed to revise the policy as follows:

“An elected officer or member of the BCDA Board, or an elected officer or member of the CDABC Board, shall not be a member of any committee of the CDSBC. Any elected officer or member of the CDSBC Board shall not be a member of a dental member services board during his or her term of office.”

**Motion:**

That the Board approve the Policy Statement on Committee Membership as amended and appended and the policy statement above

**Carried**

**6. Approval of Committee Terms of Reference**

The Chair put forward a motion that the Board accept the following as a global policy statement:

“Dentists and CDAs serving on committees must be registered/certified, currently practising and of competent reputation. The makeup of the committees should reflect the broad diversity of the profession and include both an urban and a rural component.”

**Motion:**

That the Board approve the Terms of Reference for all College Committees as appended and the Policy Statement above

**Carried**

**7. Approval of Representation on the NDAEB Board**

**Motion:**

That the Board approve for Ms. Sandra Harvey to continue as College representative to the National Dental Assisting Examining Board (NDAEB) until September 2012. *[NDAEB requested for a three year term]*

**Carried**

**8. Joint Infection Control Working Group**

**a. Guideline Development**

As a result of stricter government requirements for infection control in all health care settings, the CDSBC and the College of Dental Hygienists of BC (CDHBC) have formed a joint working group to develop guidelines for infection control. The Working Group includes

representation from professionals with relevant expertise in education, research and practice.

The working group's approach will be informed by an audit currently being undertaken by the BC Dental Association of existing infection control guidelines from other Canadian jurisdictions.

**Motion:**

That the Board appoints the following dentists to the Infection Control Working Group: Dr. Ed Putnins, Dr. Mel Sawyer, Dr. Steve Wedan.

**Carried**

**9. Dermal Fillers Update**

The Registrar is working with a group of oral surgeons to inform the development of a policy on the use of dermal fillers by dentists. It is currently within the scope of practice for oral surgeons to use fillers provided they have the knowledge, skills and competencies to safely prescribe or administer them. Dermal fillers are not, however, presently within the scope of practice of general dentists.

**10. Canadian Dental Regulatory Authorities (CDRAF) Update**

**a. Internationally Trained Dentists – Funding and Project Update**

The CDSBC has collaborated with the Royal College of Dental Surgeons of Ontario (on the behalf of the CDRAF) to submit a funding application to the Federal government for the development of a national assessment process for internationally trained dentists. We anticipate notification of acceptance sometime within the next four to six weeks.

**b. October 29-30 Meeting in Vancouver**

The CDSBC will host the fall meeting of the Canadian Dental Regulatory Authorities Federation in Vancouver.

**11. UBC – Fees**

• **Limited Research Registration**

The Registrar informed the Board that the current research and limited registration categories mean professors and/or clinical instructors have to pay an amount similar to what general practitioners pay.

CDSBC management determined this is too onerous to these groups because they are mostly comprised of students.

**Motion:**

That the fee for the Limited Research category of registration be changed to \$200 per year from \$85 per month.

**Carried**

**NEW BUSINESS:**

**1. Continuous Practice Clarification**

The Registrar asked the Board for clarification about the process of phasing in the requirements for continuous practice, outlined in the Bylaws. The requirement currently states that dentists will need 900 hours of continuous practice over three years while CDAs need 600 hours in order to renew their registration/certification.

**Motion:**

Within the previous three years, the requirements for continuous practice will be 200 hours for CDAs and 300 hours for dentists by February 2010 in order to be eligible for practising registration or certification in 2010

**Carried**

**12. Adjournment**

The meeting adjourned at 3:00 pm