

**Provincial Dental Board of Nova Scotia  
Board Meeting Minutes  
The Lord Nelson Hotel  
Saturday, November 25, 2023 at 8:30 am**

A meeting of the Provincial Dental Board of Nova Scotia was held on November 25, 2023 at The Lord Nelson Hotel, Halifax NS.

In Attendance: Dr. Russell MacSween (Chair)  
Dr. Sunita Sharma (Vice-Chair)  
Dr. Scott Schofield  
Dr. Sachin Seth  
Ms. Sherry Whytewood  
Mr. Greg Fevens  
Dr. Terrie Logue  
Dr. Tim Silver  
Mr. David Melvin  
Dr. Erin Hennessy  
Dr. Doug Mackey (Registrar)  
Dr. Curtis Gregoire (Deputy Registrar)  
Ms. Jane Donovan (Executive Assistant)  
Ms. Kaitlynn Zegray (Administrative Assistant)  
Mr. Chris Holland (IT Consultant)

Guests: Dr. Asile El-Darahali (Incoming Board Member)

**Agenda 1      Call to Order and Land Acknowledgement**

At 8:30 Dr. MacSween called the meeting to order, welcomed everyone, and proclaimed a land acknowledgement.

**Agenda 2      Mandate of the PDBNS and Expectations for Board Members**

Dr. MacSween highlighted the resources pertaining to this topic and verbally reviewed the Board's mandate of public protection and the expectations for Board members.

**Agenda 3      Introductions**

The Chair introduced Mr. Chris Holland, the Provincial Dental Board's IT consultant, for the benefit of newer Board members. Dr. MacSween also introduced incoming Board member Dr. Asile El-Darahali. Dr. El-Darahali will replace Dr. Terrie Logue who will complete her third and final three-year term on the Board on December 31, 2023.

**Agenda 4      Conflict of Interest Declaration**

The Chair asked the Board members if they had or were aware of any other Board members who had a conflict of interest with any of today's agenda items. None was identified.

**Agenda 5      Approval of the Agenda**

The Chair reviewed the agenda.

It was moved - Ms. Sherry Whyte

**Motion 2023 - 55**

"That the agenda be approved as presented."

**Motion Carried**

**Agenda 6      Approval of the September 29, 2023 Board Meeting Minutes**

**a) Errors and/or Omissions**

The Chair asked if there were any errors or omissions in the minutes from the September 29, 2023 meeting. None being identified, the Chair stated that the minutes of the September 29, 2023 meeting are approved as presented.

**b) Business Arising**

Business arising is incorporated into the agenda.

**Agenda 7      Licensing Report**

Ms. Jane Donovan provided a licensing report. The launch of Alinity, our new database management system, has been successful so far. Dentists have until November 30<sup>th</sup> to complete their license renewal and payment.

To date, of the total 597 dentists expected to renew their licenses, 549 have completed their license renewal process, 12 are in progress with their renewal forms, and 36 have submitted their completed forms but have yet to submit payment.

## **Agenda 8**

### **Registrar's Report**

#### **a. November 2023 Board Business**

The Registrar provided a report which has been included in the resources and outlines, among other matters, recent activities of the PDBNS' statutory committees.

#### **b. Update on the Regulated Health Professions Act (RHPA)**

The Registrar provided a report on the Regulated Health Professions Act. On October 12, 2023 the Honourable Minister of Health introduced Bill 323 – the Regulated Health Professions Act which will ultimately replace the existing 21 Acts regulating health professionals in Nova Scotia. This Bill worked its way through the legislature and received Royal Assent on November 9, 2023.

#### **c. Canadian Network of Agencies of Regulation (CNAR)**

From October 16-18, 2023 the Registrar attended the 2023 CNAR Conference in Vancouver. There were over 900 in-person attendees (and over 200 joining virtually) representing a wide variety of regulatory bodies including but not limited to healthcare. Dr. Mackey outlined the various sessions he attended covering a broad range of topics pertinent to professional regulation. Attendees included not only Registrars, but also staff and others involved with regulatory functions.

## **Agenda 9**

### **Chair**

#### **a. Chair's Report**

The Chair provided a report which was included in the resources. On October 21, 2023 Dr. MacSween attended the annual meeting of the National Dental Examining Board (NDEB) in Ottawa which afforded him a great overview of the NDEB's operations. In attendance were all the NDEB Board members, staff, and Chief Examiners. There was also representation from other national dental organizations and provincial dental regulatory authorities (DRAs).

#### **b. PDBNS Strategic Plan 2024-2026**

On October 25, 2023 Dr. MacSween, Dr. Sharma, Dr. Gregoire and Dr. Mackey met to develop a proposed Strategic Plan for 2024-2026. Their work was presented to the Board for feedback and approval. The 2024-2026 Strategic Plan builds upon the 2020 document. The objectives focus on continuing to effectively deliver on core regulatory

requirements, understanding that the PDBNS is entering a period of significant change as it is migrated under the RHPA, likely in 2024.

It was moved and seconded - Dr. Erin Hennessy and Dr. Scott Schofield

**Motion 2023- 56**

“That the PDBNS Strategic Plan for 2024-2026 be approved as presented.”

**Motion Carried**

**Agenda 10      Board Committee Reports**

**a. Finance and audit committee**

It was moved and seconded – Dr. Russell MacSween and Mr. Greg Fevens

**Motion 2023- 57**

“That the meeting be moved *in camera*.”

**Motion Carried**

i. Financials to October 31, 2023.

ii. Investment Report to November 21, 2023.

It was moved and seconded - Dr. Russell MacSween and Mr. David Melvin

**Motion 2023- 58**

“That the *in camera* session be ended.”

**Motion Carried**

**b. Human Resources and Governance Committee**

i. Status of Government Appointments and Reappointments to Board

Dr. Sunita Sharma submitted a report that is included in the resources. She highlighted that the PDBNS is still awaiting her reappointment to the Board by government as well

as that of Dr. Sachin Seth. Government has also yet to appoint Board members to replace Dr. April Nason and Mr. Marina Crawford whose terms ended in October 2023.

## ii. Appointments and Reappointments

It was moved and seconded - Mr. David Melvin and Dr. Terrie Logue

### **Motion 2023- 59**

“That Dr. Scott Schofield be appointed to the Finance and Audit Committee.”

### **Motion Carried**

It was moved and seconded - Dr. Terrie Logue and Mr. Greg Fevens

### **Motion 2023- 60**

“That Dr. Tim Silver be appointed Chair of the Finance and Audit Committee effective January 1, 2024.”

### **Motion Carried**

## **Agenda 11      Old Business**

### **a. Record Retention Guidelines (Proposed Changes November 2023)**

Presently, according to PDBNS guidelines, dental records must be kept for 17 years after the last chart entry or from the time the patient reaches age 19. A jurisdictional scan has been performed by PDBNS legal counsel. It was advised that to better align with other Nova Scotia health regulators and with other Canadian dental regulators, the retention period be reduced to 10 years.

It was moved and seconded - Dr. Tim Silver and Dr. Scott Schofield

### **Motion 2023- 61**

“That the updated record retention guidelines be adopted as amended and that the PDBNS Recordkeeping Guidelines be updated accordingly.”

**Motion Carried**

**b. Communications with NSDA Fall 2023**

The Chair requested to move this agenda item to the *in camera* session at the end of the meeting.

**c. Registrants’ License Numbers on Website**

At the September 2023 Board meeting, questions had been raised about the rationale for publishing registrants’ license numbers on the PDBNS website. Dr. Mackey had pointed out that this is mandated in the Dental Act and that it is common among health professions.

At this meeting, Dr. Mackey reported that he had investigated this through discussions with DHW and other regulatory bodies. The consensus seemed to be that this practice is in place to ensure that members of the public can correctly identify a specific registrant. As an example, there could be multiple registrants with the same name, some having additional permits, restrictions, or a history of conditions or disciplinary sanctions.

**Agenda 12**

**New Business**

**a. Reappointment of NDEB Representative**

The Registrar reviewed the motion passed at the September 2021 Board Meeting “That the term for the PDBNS Representative on the National Dental Examining Board of Canada be 2 years renewable indefinitely.”

It was moved and seconded - Dr. Tim Silver and Ms. Sherry Whytewood

**Motion 2023- 62**

“That Dr. Tanya Cook be reappointed as PDBNS Representative on the National Dental Examining Board for a 2-year term.”

**Motion Carried**

b. Appointment of Representative for CBBC Career College Accreditation Survey Visit

It was moved and seconded - Mr. Greg Fevens and Dr. Erin Hennesy

**Motion 2023- 63**

“That Ms. Sherry Whytewood be appointed as PDBNS Representative for the May 2024 CDAC accreditation survey for the CBBC Career College Dental Assisting Distance Program.”

**Motion Carried**

**Agenda 13      Upcoming Meeting Dates**

January 26, 2024 (1801 Hollis Street)  
May 31, 2024 (1801 Hollis Street)  
September 27, 2024 (1801 Hollis Street)  
November 30, 2024 with reception on the Friday evening prior (Location TBA)  
January 31, 2025 (1801 Hollis Street)  
May 30, 2025 (1801 Hollis Street)

It was moved and seconded - Dr. Scott Schofield and Dr. Sachin Seth

**Motion 2023 - 65**

“That the meeting be moved *in camera*.”

**Motion Carried**

It was moved – Ms. Marina Crawford

**Motion 2023 - 66**

“That the meeting be adjourned.”

**Motion Carried**

Approved,



Dr. Russell MacSween, Chair

January 26, 2024