



Provincial Dental Board of Nova Scotia

March 13, 2025

Re: Draft NSRDDA Bylaws

Dear Registrants and other stakeholders,

We expect that on May 1, 2025 the 1992 [Dental Act](#) will be repealed and the PDBNS will be migrated under the [Regulated Health Professions Act](#) (RHPA) becoming the Nova Scotia Regulator of Dentistry and Dental Assisting (NSRDDA).

Under the RHPA, we will have Bylaw-making powers which the PDBNS does not currently have under the 1992 [Dental Act](#).

This is a good thing for regulatory agility. Going forward, many matters which are currently addressed in Legislation and Regulations will reside in NSRDDA Bylaws. Bylaws are more easily changed as needed compared to government Legislation and Regulations. You will see, if you review the attached Bylaws, that the specifics of many matters referred to in the draft Bylaws will be actually addressed in practice standards and policies which are even more easily changed as needed in response to evolving best practice.

This stands in contrast to the current situation with the 1992 [Dental Act](#) and accompanying Regulations, where government's due process makes even reasonable and necessary changes less straightforward to enact.

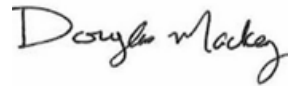
As an obvious example, the [Dental Assistants Regulations](#) were created in 1992 and cannot be easily changed. Going forward, dental assistants' scope of practice will exist in practice standards which can be changed at the Board level as technologies, best practice, and educational programs evolve.

Other examples are the current PDBNS [Mandatory Continuing Education Regulations](#), [Dental Practice Review Regulations](#), [Advertising Standards Regulations](#), [Code of Ethics Regulations](#), and [Qualifications for Registration and Licensing of Dentists Regulations](#). All of these are currently embedded in government Regulations which cannot be easily changed. Going forward, these

matters will be addressed in practice standards and policies which can be evolved appropriately at the Board level when required in service of the public interest.

If you wish to submit feedback on the draft NSRDDA Bylaws, kindly send it via email to feedback.pdbns@eastlink.ca with "Bylaws" in the subject line by April 14, 2025.

Sincerely,

A handwritten signature in black ink that reads "Doug Mackey". The signature is written in a cursive, flowing style.

Dr. Doug Mackey, DDS
PDBNS Registrar



Nova Scotia Regulator

OF

DENTISTRY AND DENTAL ASSISTING

Bylaws (V14)

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BYLAWS

Nova Scotia Regulator of Dentistry and Dental Assisting

PART 1 INTERPRETATION OF BYLAWS AND GENERAL PROVISIONS

1. DEFINITIONS

- 1.1. All words used in these Bylaws that are not otherwise defined in the Bylaws have the same meaning as set out in the Act, General Regulations, and Regulator-Specific Regulations.
- 1.2. In these Bylaws...
 - (a) "Act" means the *Regulated Health Professions Act*, SNS 2023, c 15.
 - (b) "Board" means the governing body of the Nova Scotia Regulator of Dentistry and Dental Assisting.
 - (c) "Board Code of Conduct" means the policy approved by the Board governing the conduct of Board Members.
 - (d) "Board Competency Matrix" means the list of competencies, qualities, and other criteria approved by the Board to describe the collective desired composition of the Board.
 - (e) "Board Member" means an individual appointed to the Board.
 - (f) "Bylaws" means the Bylaws of the Nova Scotia Regulator of Dentistry and Dental Assisting.
 - (g) "Chair" means the Chair of the Initial Board or the Chair of a Subsequent Board, as the context requires.
 - (h) "Committee Member" is an individual appointed by the Board to a committee associated with the Nova Scotia Regulator of Dentistry and Dental Assisting.
 - (i) "Corporation Permit" means a permit issued and in force pursuant to section 23 of these Bylaws, permitting a corporation to engage in the practice of dentistry.
 - (j) "Corporation Permit Year" means the twelve-month period during which a Corporation Permit will be valid and commences on the date as determined by the Regulator.
 - (k) "Currency of Practice" means the minimum amount of clinical experience required for a Registrant to maintain a licence to practise as outlined in the Regulator's practice standards and policies .

- (l) "Dental Assistant" means an individual who is currently registered and licensed as a dental assistant in Nova Scotia.
- (m) "Dentist" means an individual who is currently registered and licensed as a dentist in Nova Scotia.
- (n) "Former Act" means the *Dental Act*, SNS 1992, c 3.
- (o) "General Regulations" means the *Regulated Health Professions General Regulations* made pursuant to the *Regulated Health Professions Act*.
- (p) "Initial Board" means the Board of the Regulator continued from the Legacy Board following the date of repeal of the *Dental Act*.
- (q) "Legacy Board" means the Board of the Provincial Dental Board of Nova Scotia in existence immediately prior to the repeal of the *Dental Act*.
- (r) "Meeting Rules" means such rules approved by the Board that govern the conduct of Board meetings that are not inconsistent with these Bylaws.
- (s) "Minister" means the Minister of Health and Wellness for the Province of Nova Scotia.
- (t) "Regulator" means the organization known as the Nova Scotia Regulator of Dentistry and Dental Assisting established under the *Regulated Health Professions Act* to regulate the practice of dentistry and dental assisting in Nova Scotia.
- (u) "Registrar" means the individual appointed to the office of Registrar by the Board pursuant to the *Regulated Health Professions Act*, the General Regulations, and the Regulator-Specific Regulations.
- (v) "Registrant" means an individual whose name is entered into the registers kept by the Nova Scotia Regulator of Dentistry and Dental Assisting.
- (w) "Regulator-Specific Regulations" means the *Regulations Respecting Dentistry and Dental Assisting* made pursuant to the Act.
- (x) "Statutory Committee" means a registration and licensing committee, a registration and licensing review committee, a complaints committee, a professional conduct committee, a fitness-to-practise committee, a reinstatement committee or a practice review committee for a regulated health profession, as the context requires.

- (y) "Subsequent Board" includes each Board appointed after the expiry of the term of the Initial Board.

2. CORPORATE SEAL

- 2.1. The seal of the Regulator shall have the words "Nova Scotia Regulator of Dentistry and Dental Assisting" endorsed thereon.

3. HEAD OFFICE

- 3.1. The head office of the Regulator shall be maintained within the province of Nova Scotia and located as to reasonably carry on the business of the Regulator.

4. FORMS

- 4.1. Any forms required pursuant to the Act, General Regulations, Regulator-Specific Regulations, or Bylaws shall be as approved by the Registrar.

5. NOTICES

- 5.1. All notices or materials that are required to be issued pursuant to the Act, General Regulations, Regulator-Specific Regulations, or Bylaws that are not otherwise required by the Act, General Regulations, Regulator-Specific Regulations, or Bylaws to be served in a specified manner, shall be deemed to be issued on the date such notices or materials are sent by the most appropriate method, as determined by the Registrar, to include mail, courier, electronic communication, or any other form of issuance.

PART 2 THE BOARD

6. INITIAL BOARD

- 6.1 The Initial Board shall consist of the members of the Legacy Board.

- 6.2 The term of the Initial Board shall be 12 months, or such earlier time as may be determined by the Initial Board.
- 6.3 The officers of the Initial Board are the Chair, the Vice-Chair, and the Immediate Past-Chair.
- 6.4 The Chair of the Initial Board shall be the same individual as the Chair of the Legacy Board.
- 6.5 The Vice-Chair of the Initial Board shall be the same individual as the Vice-Chair of the Legacy Board.
- 6.6 The term of office for the Chair and Vice-Chair on the Initial Board is the same as the term of the Legacy Board.
- 6.7 The quorum for the Initial Board is a majority of its members, which must include at least one public representative.
- 6.8 Where a vacancy of a Registrant member of the Initial Board who is not an officer occurs due to resignation, removal, or otherwise, prior to the expiration of the term of the Initial Board, that vacancy may be filled with a Registrant in good standing appointed by the Initial Board.
- 6.9 A Registrant appointed by the Initial Board to fill a vacant position of a Registrant member on the Initial Board pursuant to Article 6.8 shall serve for the duration of the Initial Board's term. A Registrant's replacement term on the Initial Board does not count towards any term limit for Board Members appointed after the expiry of the term of the Initial Board.
- 6.10 Where a vacancy of the Chair of the Initial Board occurs due to resignation, removal, or otherwise, the Vice-Chair shall assume the role of Chair. The time served prior to the expiration of the Initial Board is not considered part of the Chair's term.
- 6.11 Where a vacancy of the Vice-Chair of the Initial Board occurs due to resignation, removal, or otherwise, that vacancy may be filled by the Initial Board with a member from amongst their number for the duration of the Initial Board, in such manner as determined by the

Initial Board. The time served prior to the expiration of the Initial Board is not considered part of the Vice-Chair's term.

- 6.12 A Registrant's terms on the Legacy Board and the Initial Board count towards any term limit for Board Members appointed to Subsequent Boards after the expiry of the term of the Initial Board.
- 6.13 A public representative's terms on the Legacy Board or the Initial Board do not count towards any term limit for Board Members appointed to Subsequent Boards after the expiry of the term of the Initial Board.
- 6.14 The Initial Board shall develop and approve the Board Competency Matrix for the Subsequent Board prior to the expiry of the term of the Initial Board.
- 6.15 The Initial Board shall develop and approve a process set out in Bylaws for the appointment of Registrant Board Members for the Subsequent Board prior to the expiry of the term of the Initial Board.

7. BOARD MEETINGS

- 7.1. The Board shall meet no less than three times in a calendar year.
- 7.2. The Registrar shall ensure notice of the Board meetings is given to Board Members at least 14 days in advance of the meeting, stating the time and whether the meeting is in-person, virtual, or hybrid.
- 7.3. The Chair of the Board may call a special Board meeting required by the Chair or upon written request of one-third of the Board Members indicating the subject(s) to be considered.
- 7.4. At least three days prior to a special Board meeting, notice shall be issued to each Board Member. The notice shall state the purpose of the meeting. No matter shall be discussed at any special Board meeting apart from that specified in the notice.
- 7.5. Meetings may be conducted by such electronic means as determined by the Board.

- 7.6. Notice of and voting at Board meetings may take place by such electronic means as determined by the Board.
- 7.7. Accidental omission to deliver notice of a Board meeting does not invalidate proceedings at that meeting.
- 7.8. Notice requirements for Board meetings may be waived by unanimous vote of those participating in the meeting.
- 7.9. Board meetings will be conducted in accordance with these Bylaws and any Meeting Rules approved by the Board.
- 7.10. Where not inconsistent with the Bylaws or Meeting Rules, the Chair may make procedural rulings or determinations on any matter relevant to the meeting.

8. REMOVAL OF MEMBERS OF BOARD AND OFFICERS

- 8.1. Notwithstanding any other provisions of the Bylaws, the Board may, by a two-thirds majority vote of the Board participating at a regular meeting or a special meeting called for the purpose, remove any Registrant Board Member or officer before the expiration of their term of office, where the Board believes it is consistent with the objects of the Regulator to do so.
- 8.2. Circumstances where the Board may believe it is consistent with the objects of the Regulator to remove a Registrant Board Member or officer include, but are not limited to:
 - (a) Failing to attend three consecutive Board meetings, without sufficient cause accepted by the Board; and
 - (b) Acting contrary to the Board Code of Conduct.
- 8.3. A decision of the Board under Article 8 is final.

9. COMPOSITION OF SUBSEQUENT BOARDS

- (a) Each Subsequent Board following the expiry of the term of the Initial Board shall consist of nine individuals, including:

- (a) Four Dentists and one Dental Assistant; and
- (b) Four public representatives.
- (b) Public representatives on each Subsequent Board are appointed by the Governor in Council.
- (c) The term for a public representative appointed to a Subsequent Board shall be three years and the public representative must not serve more than two consecutive terms, with “consecutive” meaning 12 months or less have elapsed between the end of one term and the beginning of the next.
- (d) The officers of each Subsequent Board are the Chair, Vice-Chair, Treasurer, and Secretary.
- (e) Registrant Board Members shall be appointed in accordance with a process to be approved by the Initial Board prior to the expiry of its term.
- (f) The quorum for Subsequent Boards is a majority of its members, which must include at least one public representative.
- (g) Officers of Subsequent Boards shall be appointed in accordance with a process to be set out in Bylaws to be approved by the Initial Board prior to the expiry of its term.

10. CHAIR

10.1. The Chair shall:

- (a) Unless otherwise delegated, preside at all meetings of the Board;
- (b) Act as the official spokesperson of the Board, unless this function is otherwise delegated;
- (c) Perform all acts related to the office; and

- (d) Perform such other functions as identified in policy approved by the Initial Board or a Subsequent Board.

- 10.2. The Chair shall not vote at any meeting of the Board, except in the case of a tie, where the Chair shall cast the deciding vote.

11. VICE-CHAIR

- 11.1. The Vice-Chair shall:
 - (a) Perform the duties of the Chair in the absence of the Chair; and
 - (b) Perform other duties as identified in policy approved by the Board.

12. TREASURER

- 12.1. The Treasurer shall be the Chair of the Finance and Audit Committee of the Board.
- 12.2. The Treasurer shall perform the duties as identified in policy approved by the Board.

13. SECRETARY

- 13.1. The Secretary shall be the Chair of the Human Resources and Governance Committee of the Board.
- 13.2. The Secretary shall perform the duties as identified in policy and approved by the Board.

PART 3 COMMITTEES

14. GENERAL PROVISIONS – STATUTORY COMMITTEES

- 14.1. The Board shall create Statutory Committees in accordance with the Act, General Regulations, and Regulator-Specific Regulations.
- 14.2. The activities of a Statutory Committee shall be conducted in accordance with the Act, General Regulations, Regulator-Specific

Regulations, Bylaws, and the Statutory Committee's Terms of Reference, approved by the Board.

15. GENERAL PROVISIONS – BOARD COMMITTEES

- 15.1. The Board may appoint non-statutory committees.
- 15.2. The activities of each committee appointed by the Board shall be conducted in accordance with the Act, General Regulations, Regulator-Specific Regulations, Bylaws, and the committee's Terms of Reference, approved by the Board.

16. STATUTORY PROCESSES

- 16.1. Subpoenaed Witness Fees
 - (a) Witnesses who are present under subpoena at a hearing are entitled to the same allowances as witnesses attending a trial of an action in the Supreme Court of Nova Scotia.
- 16.2. Recording Evidence at Hearing
 - (a) All evidence presented at a hearing must be recorded by an individual authorized by the Regulator.
 - (b) Evidence may be presented at a hearing in any manner that the committee conducting the hearing considers appropriate, and the committee is not bound by the rules of law respecting evidence applicable to judicial proceedings.
- 16.3. Preserving Evidence
 - (a) Evidence obtained during any statutory process must be preserved electronically or otherwise for at least five years from the date the evidence is presented, or the information is obtained.
- 16.4. Transcripts
 - (a) A Registrant who requests that a transcript be made of a statutory process is responsible for paying the full cost of the transcript.

PART 4 SCOPE OF PRACTICE

17.SCOPE OF PRACTICE DENTISTS

- 17.1. A Dentist may only engage in those aspects of the practice of dentistry consistent with the Act, General Regulations, Regulator-Specific Regulations, and Standards of Practice approved by the Board.

18.SCOPE OF PRACTICE DENTAL ASSISTANTS

- 18.1. A Dental Assistant may only engage in those aspects of the practice of dental assisting consistent with the Act, General Regulations, Regulator-Specific Regulations, and Standards of Practice approved by the Board.

PART 5 REGISTRATION AND LICENSING

19.REGISTRATION AND LICENSING

- 19.1. The qualifications for registration and licensing of Registrants, including entry to practice competencies, are those approved by the Board.
- 19.2. With respect to Specialists:
- (a) No Dentist shall, either directly or indirectly, purport to be a specialist in a branch of dentistry unless that Dentist is certified by the Board as a specialist in that branch of dentistry.
 - (b) The following branches of dentistry are recognized as specialties by the Board:
 - i. oral and maxillofacial surgery;
 - ii. orthodontics;
 - iii. pediatric dentistry;
 - iv. periodontics;
 - v. dental public health;
 - vi. endodontics;
 - vii. prosthodontics;
 - viii. oral and maxillofacial radiology;
 - ix. oral medicine;

- x. oral pathology;
- (c) Certified specialists shall use the following designations:
- i. a certified specialist in oral and maxillofacial surgery shall use the designation, “oral and maxillofacial surgeon”;
 - ii. a certified specialist in orthodontics shall use the designation, “orthodontist”;
 - iii. a certified specialist in pediatric dentistry shall use the designation, “pediatric dentist”;
 - iv. a certified specialist in periodontics shall use the designation, “periodontist”;
 - v. a certified specialist in dental public health shall use the designation, “public health dentist”;
 - vi. a certified specialist in endodontics shall use the designation, “endodontist”;
 - vii. a certified specialist in prosthodontics shall use the designation, “prosthodontist”;
 - viii. a certified specialist in oral and maxillofacial radiology shall use the designation, “oral and maxillofacial radiologist”;
 - ix. a certified specialist in oral medicine shall use the designation “specialist in oral medicine”;
 - x. a certified specialist in oral pathology shall use the designation “oral pathologist”;
 - xi. a dentist with dual specialty certification in oral medicine and oral pathology shall use the designation “specialist in oral medicine and oral pathology”.
- (d) The Board shall approve entry to practice competencies for each dental specialty and have authority to determine which functions of dentistry are included in the various specialties.
- (e) An applicant for certification as a specialist shall complete an application in a form satisfactory to the Registrar.

19.3. Continuing Competence Program

- (a) The Board shall approve a continuing competence program for each licensing category and designation.

- (b) The Board shall approve reporting requirements for Registrants respecting the continuing competence program.

19.4. Practice Hours

- (a) A Registrant must keep a record of the hours that the Registrant worked for at least the immediately previous five years.
- (b) The Regulator may at any time conduct an audit of records kept under [19.4 (a)]

19.5. Currency of Practice Requirements

- (a) An applicant for initial registration and licensure who has obtained national certification more than thirty-six months prior to applying must provide satisfactory proof to the registration and licensing decision maker that the applicant meets the currency of practice requirements approved by the Board.
- (b) A licensed registrant renewing their license must attest or provide satisfactory proof to the Registrar that they meet the currency of practice requirements approved by the Board.

19.6. Licensing and Renewal Criteria

- (a) If proof of registration or licensing criteria was not submitted at the time of application for registration, licensing, or renewal, a registration and licensing decision-maker may request the Registrant submit proof that they meet the criteria for registration, licensing, or renewal, upon applying for a licence or renewal.

19.7. Fines and Penalties

- (a) The fine that may be imposed by the Registrar for a Registrant who has practised without a licence for a period less than one year, shall be half of the annual licensing fee for each month,

or a portion thereof, the Registrant practiced without a licence, but not to exceed \$2,000.

- (b) The fine that may be imposed for the reinstatement of a suspended licence in accordance with section of 154 of the Act may be up to the equivalent of the annual licensing fee.

PART 6 CODE OF ETHICS, STANDARDS OF PRACTICE, COMPETENCIES

20. CODE OF ETHICS

- 20.1. The Code of Ethics approved under the Act are those approved by the Regulator as of the date that the Regulator is established.

21. STANDARDS OF PRACTICE

- 21.1. The Standards of Practice approved under the Act are those approved by the Regulator.
- 21.2. The Standards of Practice and the Practice Guidelines approved by the Legacy Board immediately prior to the establishment of the Regulator of Dentistry and Dental Assisting are deemed to be approved by the Regulator, until such a time as this approval is withdrawn and new Standards of Practice are approved by the Board.

22. COMPETENCIES

- 22.1. The competencies approved under the Act are those approved by the Regulator.
- 22.2. The competencies approved by the Legacy Board immediately prior to the establishment of the Regulator of Dentistry and Dental Assisting are deemed to be approved by the Regulator, until such a time as this approval is withdrawn and new competencies are approved by the Board.

PART 7 PROFESSIONAL CORPORATIONS

23. GENERAL PROVISIONS – PROFESSIONAL CORPORATIONS

- 23.1. A corporation may engage in the practice of dentistry upon being issued a Corporation Permit pursuant to this bylaw.

- 23.2. An application for a Corporation Permit shall be made to the Registrar.
- 23.3. The Registrar may issue a Corporation Permit to a corporation that
- (a) files an application on the form prescribed by the Regulator;
 - (b) pays the fee prescribed by the Regulator;
 - (c) provides the Registrar with a certificate of incorporation of the company pursuant to the [Companies Act, R.S.N.S. 1989, c. 81](#) and satisfies the Registrar that the company is in good standing pursuant to both the *Companies Act* and the [Corporations Registration Act, R.S.N.S. 1989, c. 101](#);
 - (d) satisfies the Registrar that the name of the corporation is a fit and proper name for a corporation engaged in the practice of dentistry and does not violate any practice standards, including the *Standard of Practice for Advertising and Marketing in Dental Practice* or the *Code of Ethics* as approved by the Board, or policies established by the Regulator;
 - (e) satisfies the Registrar that the majority of voting shares of the corporation are beneficially owned by one or more dentists licensed in Nova Scotia; and
 - (f) satisfies the Registrar that the majority of the directors and officers of the corporation are dentists licensed in Nova Scotia.
- 23.4. The Registrar may waive or vary any of the criteria under [23.3] when the Registrar determines it is consistent with the objects of the Act to do so.
- 23.5. The Registrar shall maintain a Register of Professional Corporations and enter the name and address of the professional corporation upon issuance or reissuance of a Corporation Permit.
- 23.6. A Corporation Permit issued pursuant to these Bylaws is valid for the Corporation Permit Year in which it is issued.

- 23.7. A Corporation Permit may be renewed upon application to the Registrar and upon satisfying the Registrar that the corporation continues to meet the conditions specified in these Bylaws, and such other requirements as may be approved by the Board.
- 23.8. An application for renewal shall be on a form prescribed by the Regulator.
- 23.9. A Corporation Permit issued under these Bylaws may be cancelled upon 15 days' notice in writing by the Registrar where it appears to the Registrar that the corporation fails to meet any of the conditions specified in these Bylaws or such other requirements as may be approved by the Board.
- 23.10. A corporation shall display the Corporation Permit issued to it in a prominent place at its premises.
- 23.11. Where there is any change in the shareholdings or in the directors or officers of a corporation which holds a Corporation Permit, the corporation shall provide notice in writing to the Registrar within 15 days of the change.
- 23.12. Where a corporation holding a Corporation Permit proposes to change the name of the corporation or operate under a business name other than the name of the corporation, the corporation shall first satisfy the Registrar that the proposed name or business name is a fit and proper name for use by the corporation engaged in the practice of dentistry.
- 23.13. The Regulator's *Standard of Practice for Advertising and Marketing in Dental Practice* and *Code of Ethics* shall apply to any corporation which holds a Corporation Permit under these Bylaws.
- 23.14. An individual entitled to engage in the practice of dental assisting may do so in the employ of a corporation which is issued a Corporation Permit pursuant to these Bylaws, subject to the Regulator's practice standards, including but not limited to the Standard of Practice for Dental Assisting.

24. REVIEW OF DECISION TO SUSPEND A PROFESSIONAL CORPORATION

- 24.1. Where the Corporation Permit of a professional corporation is suspended, revoked, or not renewed, the Registrar shall provide

reasons in writing to the professional corporation and the professional corporation may, within 15 calendar days, request that the Registration and Licensing Review Committee review the Registrar's decision.

- 24.2. Where a professional corporation requests a review by the Registration and Licensing Review Committee pursuant to [24.1] the procedure set out in sections 51-58 of the Act shall be followed as nearly as possible with necessary adaptation.
- 24.3. Where the Registration and Licensing Review Committee reinstates or reissues a Corporation Permit suspended, revoked, or not renewed pursuant to [24.2], the Registration and Licensing Review Committee may prescribe terms and conditions upon which reinstatement or reissuance of a Corporation Permit may be granted.

25. DUTY OF CORPORATIONS TO AVOID CONFLICT OF INTEREST

- 25.1. No Registrant shall cause or commit a professional corporation or a holding company to engage or invest in any business that is contrary to the proper and ethical practice of dentistry or dental assisting, or that creates a conflict of interest for the professional corporation or its employees.

26. SUSPENSION OF CORPORATION PERMIT

- 26.1. The Registrar may suspend the Corporation Permit of a professional corporation without notice or investigation where the Registrar believes that it has contravened any regulation that requires it to pay a fee or assessment, file a document, or do any other act by a specified or ascertainable date.

27. REINSTATEMENT OF CORPORATION PERMIT

- 27.1. A Corporation Permit suspended by the Registrar may be reinstated by the Registrar if the professional corporation fulfills its obligations under regulations that require the professional corporation to pay a fee or assessment, file a document required to be filed, or any other act, to the satisfaction of the Registrar.

28. REQUIREMENT FOR PROFESSIONAL CORPORATIONS TO KEEP RECORDS

- 28.1. Every professional corporation shall:

- (a) maintain current financial records in accordance with generally accepted accounting principles;
- (b) cause financial statements to be prepared at the end of each fiscal year; and maintain current patient records; and
- (c) maintain, in accordance with generally accepted business standards, records with respect to its employees.

29.ACCESS TO MINUTE BOOK

- 29.1. Upon seven days' written notice, a professional corporation shall provide the Registrar with access to the minute book records and such other business and financial records as may be reasonably required.

30.NOTICE TO PROFESSIONAL CORPORATION

- 30.1. Any notice required to be given to a professional corporation pursuant to the Act, General Regulations, Regulator-Specific Regulations, or these Bylaws that are not otherwise required by the Act, General Regulations, Regulator-Specific Regulations, or Bylaws to be served in a specified manner, shall be deemed to be received on the third day after such notices or materials are sent by the most appropriate method, as determined by the Registrar, to include mail, courier, electronic communication, or any other form of issuance.
- 30.2. Where notice of any act or thing is required to be given to the Registrar or the Board pursuant to the Act, General Regulations, or Regulator-Specific Regulations, it shall be in writing by prepaid registered mail, courier, or electronic communication, and shall be deemed to have been received by the Registrar or Board, as the case may be, on the third day after the notice is sent.

PART 8 ADVANCED PRACTICE, SALE OF DRUGS AND APPLIANCES

31.ADVANCED PRACTICE AND ADDITIONAL COMPETENCIES

- 31.1. The Board shall:
 - (a) identify whether any professional activity, procedure or service within the scope of practice of dentistry or dental assisting constitutes advanced practice, and

- (b) determine if practice standards are required to establish expectations for Registrants in the performance of such advanced practice.
- 31.2. Where the Board determines that practice standards are required under 31.1 (a), such practice standards will require Board approval.
- 31.3. The Board shall decide whether any advanced practice identified under 31.1 (a) should be designated as an additional practice competency.
- 31.4. Where an additional practice competency has been identified by the Board under 31.3 the Board must approve the additional education, training, or other requirements beyond entry to practice competencies that must be completed by a Registrant before the Registrant is allowed to engage in the additional practice competency.
- 31.5. A Registrant must seek the approval of the Registrar prior to engaging in an additional practice competency.
- 31.6. The Registrar shall establish the procedure for applying for approval to engage in an additional practice competency.
- 31.7. If the Registrar denies an application from a Registrant to engage in an additional practice competency, the Registrar shall advise the applicant of a right to seek review of the Registrar's decision by the Registration and Licensing Review Committee if the Registrant provides a notice in writing to the Registrar to this effect within 30 days of the Registrar's decision.
- 31.8. The procedure for a review shall be conducted as set out in sections 51-58 of the Act.
- 31.9. The decision of the Registration and Licensing Review Committee is final.

32. COMPOUNDING, DISPENSING, AND SALE OF DRUGS

- 32.1. All Registrants shall comply with any Standards of Practice regarding the compounding, dispensing, and sale of drugs as approved by the Board.

33. SALE OF APPLIANCES

- 33.1. All Registrants shall comply with any Standards of Practice regarding the sale of appliances as approved by the Board.

Document History

First approved by the Provincial Dental Board of Nova Scotia on March 11, 2025 for circulation to stakeholders for consultation.

Following the consultation period, the final version will be approved by the Board to come into effect when the PDBNS is migrated under the [Regulated Health Professions Act \(RHPA\)](#) later in 2025.