

Board Meeting Minutes FINAL
May 30, 2025, 8:30am
Future Inns, Halifax

Present	<p><u>Board Members</u></p> <p>Dr. Sunita Sharma, Chair Dr. Sachin Seth, Vice-Chair Dr. Russell MacSween Dr. Tim Silver Dr. Erin Hennessey Dr. Asile El-Darahali Mr. Greg Fevens Mr. David Melvin Ms. Michelle Fowler Ms. Sherry Whytewood</p> <p><u>Staff</u></p> <p>Dr. Doug Mackey (Registrar) Dr. Curtis Gregoire (Deputy Registrar) Ms. Jane Donovan (Executive Assistant) Ms. Edna Longaphy (Administrative Assistant)</p>
Regrets	Dr. Scott Schofield

	Agenda Item	Discussion/Motion/Action
1.0	Call to Order and Territorial Acknowledgement	The Chair called the meeting to order at 8:28 am and proclaimed a land acknowledgement. The Chair then explained that the meeting would be conducted in accordance with Robert's Rules of Order and verified quorum.
2.0	Objects of the Regulator and Expectations for Board Members	The Chair reviewed the objects of the NSRDDA under the <i>Regulated Health Professions Act (RHPA)</i> . Dr. Sharma also reviewed the expectations for Board members as set out in the PDBNS Governance Manual. She noted that these are being revised through the ongoing work to update governance policies.
3.0	Introductions	Dr. Sharma introduced and welcomed Ms. Edna Longaphy who is replacing Kaitlynn as administrative assistant during Kaitlynn's maternity leave. She also introduced Dr. Julie Waterbery, NSDA Past-President.
4.0	Conflict of Interest Declarations	The Chair asked if anyone had a conflict of interest with any of the agenda items or were aware of any others who may have a conflict of interest. None was identified.
5.0	Approval of Agenda	<p>The Chair asked if there were any additions to the agenda. Dr. Mackey asked that an agenda item be added to address an NSCC request regarding the requirement for BLS.</p> <p>MOTION 2025-32: ““That the agenda be approved as amended.” Dr. Erin Hennessey Carried</p>

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6.0	Approval of Board Meeting Minutes January 31, 2025	Seeing as there were no errors or omissions noted in the minutes of the January 31, 2025 Board meeting minutes, Dr. Sharma declared them approved as presented.
7.0	<p>Review of Electronic Votes Since January 31, 2025 In-Person Meeting</p> <p>MOTION 2025-18: “That the draft NSRDDA draft Policy on the <i>Delegation of Tooth Whitening Procedures to Dental Assistants</i> be approved in principle so that the PDBNS Registrar may collaborate with the CDHNS Registrar to ensure that the organizations’ policies align.”</p> <p>D. Melvin / S. Whytewood Carried February 17, 2025</p> <p>MOTION 2025-19 :”That the Board approve that any overtime hours accrued by Jane during the 2025 calendar year be paid at her hourly rate as a contribution to her RRSP, and not as time off. For greater certainty, such payment shall not be considered part of the RRSP matching agreed to in her employment contract (which is currently set at up to 6% of her gross income) but a separate payment.</p> <p>D. Melvin / S. Seth Carried February 20, 2025</p>	

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	<p>MOTION 2025-20: “That the PDBNS will make its medical emergency video materials developed in 2022 available to Dalhousie Faculty of Dentistry, the NSCC Dental Assisting Program, and the CBBC Dental Assisting Program at no cost for use in their programs; and that written agreements will be established between the PDBNS and any of the abovementioned academic institutions wishing to have access to those materials.”</p> <p>G. Fevens / E. Hennessy Carried February 24, 2025</p> <p>MOTION 2025-21: “That effective May 1, 2025 new applicants for registration and licensing will be required to provide evidence of their certification in Basic Life Support (BLS) for health care providers obtained within the previous 12 months; and effective January 1, 2026 registrants will be required, at the time of license renewal, to provide evidence of their certification in Basic Life Support (BLS) for health care providers obtained within the previous 12 months. Alternatively, Advanced Cardiac Life Support (ACLS) or Pediatric Advanced Life Support (PALS) will be accepted. The training must be in-person and from a provided approved by the Regulator.”</p> <p>S. Whytewood / D. Melvin Carried February 27, 2025</p>	

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	<p>MOTION 2025-22: “That the draft NSRDDA Bylaws be approved for circulation to stakeholders including the Department of Health and Wellness for a 30-day feedback window.”</p> <p>M. Fowler / S. Whytewood Carried March 11, 2025</p> <p>MOTION 2025-23: “That Version 24 of the NSRDDA Standard of Practice for Dental Assisting be approved for circulation to stakeholders for a 30-day consultation period, during which time the Registrar and the Dental Assisting Scope of Practice Committee will develop a proposal to align currency of practice requirements for various streams of dental assistant applicants.”</p> <p>S. Whytewood / G. Fevens Carried March 18, 2025</p> <p>MOTION 2025-24: "That the PDBNS engage Maureen Reid of BoardWorks Consulting to assist with the updating of the PDBNS Governance Manual and related policies in accordance with the proposal submitted."</p> <p>R. MacSween / E. Hennessy Carried March 20, 2025</p> <p>MOTION 2025-25: “That Version 16 of the draft NSRDDA <i>Continuing Competence Document</i> be approved, to come</p>	

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	<p>into effect when the PDBNS migrates under the <i>Regulated Health Professions Act.</i>"</p> <p>S. Schofield / R. MacSween Carried April 6, 2025</p> <p>MOTION 2025-26: "That Version 16 of the draft NSRDDA Dental Practice Review Document be approved, to come into effect when the PDBNS migrates under the <i>Regulated Health Professions Act.</i>"</p> <p>S. Schofield / R. MacSween Carried April 6, 2025</p> <p>MOTION 2025-27: "That the PDBNS proceed with the project to create a video for the NSRDDA website to educate the public on the Regulator's Complaints Process as outlined in the Registrar's April 14, 2025 email."</p> <p>M. Fowler / S. Seth Carried April 15, 2025</p> <p>MOTION 2025-28: "That the NSRDDA policies on <i>Professional Liability Insurance for Dentists</i> be approved as presented."</p> <p>S. Seth / R. MacSween Carried April 20, 2025</p>	

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	<p>MOTION 2025-29: “That the NSRDDA policies on <i>Professional Liability Insurance for Dental Assistants</i> be approved as presented.”</p> <p>S. Seth / R. MacSween Carried April 20, 2025</p> <p>MOTION 2025-30: “That the NSRDDA <i>Standard of Practice for Dental Assisting</i> (V26) be approved as presented to come into effect when the PDBNS migrates under the <i>Regulated Health Professions Act</i>.”</p> <p>D. Melvin / M. Fowler Carried April 25, 2025</p> <p>MOTION 2025-31: “That the NSRDDA Bylaws (V21) be approved as presented to come into effect when the PDBNS migrates under the Regulated Health Professions Act.”</p> <p>D. Melvin / R. MacSween April 27, 2025</p>	

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8.0	Licensing Report	<p>Ms. Donovan reviewed the current registration and licensing statistics. She gave an overview of the license renewal process which had concluded on April 30.</p> <p>Current activities are focused on processing applications from newly graduating dentists and dental assistants as well as continuing to develop and refine processes within the Alinity database.</p>
9.0	Dalhousie University Faculty of Dentistry Dean's Report	A report submitted by Dr. Ben Davis was included in the resources for information.
10.0	Nova Scotia Dental Association (NSDA) Report	Dr. Julie Waterbury highlighted the recent activities of the NSDA. Of particular note is the NSDA's work around legislation changes and the Canadian Dental Care Plan
11.0	Nova Scotia Dental Assistants' Association (NSDAA) Report	Ms. Sherry Whytewood highlighted the recent activities of the NSDAA. Of particular note was the association's recent AGM which coincided with the 80 th anniversary of the Canadian Dental Assistants' Association (CDAA)
12.0	<p>Registrar's Report</p> <p>12.1 Statutory Committee Update</p> <ul style="list-style-type: none"> (a) Complaints (b) Discipline (c) MCDE (d) DPR (e) Registration Appeal <p>12.2 2025 Fair Registrations Practices Act (FRPA) Review</p>	<p>Dr. Mackey's report highlighted the recent activities of the various Statutory Committees. Dr. Mackey highlighted the successful review of the Regulator's registration practices under the 2025 Fair Registrations Practices Act (FRPA) Review.</p> <p>Attendance at meetings of various external organizations was reviewed.</p>

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	12.3 External organizations (Verbal) 12.4 Update on Legislative Changes (Verbal) 12.5 Update on Governance Policy Revision (Verbal)	<p>MOTION 2025-33: “That the grants for the Commission on Dental Accreditation of Canada (CDAC) for 2025 in the amounts of \$16,932.80 for dentistry and \$8,963.11 for dental assisting be approved.”</p> <p>Dr. Erin Hennessey / Dr. Tim Silver Carried</p> <p>A verbal status update was given on various aspects of the recent migration under the Regulated Health Professions Act (RHPA) as well as the ongoing work with Maureen Reid of BoardWorks Consulting to update the organizations’ governance policies.</p> <p>ACTION: Dr. Mackey will develop and circulate a survey to Board members to gauge each one’s interest in continuing on the Board or in another capacity with the organization following the May 1, 2026 transition to the new Board composition as outlined in the Regulations and Bylaws.</p>
13.0	Chair’s Report	<p>Dr. Sharma highlighted aspects of her report which had been submitted. She noted her deepening understanding of the dental and regulatory ecosystem through her attendance at various external meetings. She thanked staff and Board members for the hard work over the past several months in preparation for migration under the RHPA.</p>

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14.0	Board Committee Reports	
14.1	<p>Human Resources and Governance</p> <p>(a) Overview of Human Resources and Governance Activities</p> <p>(b) Summer Student Update</p>	<p>HR and Governance Chair, Mr. David Melvin, gave an overview of the recent activities of the Committee. Of note was the decision to engage Maureen Reid to assist with the updating of the governance policies.</p> <p>It was shared that a summer student has been hired and will begin work on June 9, 2025.</p> <p>Items pertaining to staff compensation were moved to the <i>in camera</i> session at the end of the meeting.</p>
14.2	<p>Finance and Audit Committee</p> <p>MOTION to go <i>in camera</i></p> <p>(a) Audit Findings Report and Draft Financial Statements (Ms. Andrea Wilkie and Ms. Camilla Sommer)</p> <p>(b) Transfer of funds from Unrestricted Net Assets to Restricted Net Assets MOTION</p> <p>(c) Restricting of investment portfolio funds to meet demands of restricted net assets MOTION</p> <p>(d) Acceptance of the Financial Statements MOTION</p> <p>(e) Appointment of Auditors MOTION</p> <p>(f) Financial Update to April 30, 2025</p> <p>MOTION to end the <i>in camera</i> session</p>	<p>MOTION 2025-34: “That the meeting be moved <i>in camera</i>.” Mr. Greg Fevens / Dr. Asile El-Darhali Carried</p> <p>MOTION 2025-35: “That \$250,000 be transferred from the Unrestricted Net Assets to the Restricted Net Assets, effective December 31, 2024.” Dr. Tim Silver / Mr. David Melvin Carried</p> <p>MOTION 2025-36: “That the 2024 PDBNS Financial Statements be approved as presented pending the reallocation of certain expenses attributed to the Registrar for Professional Development incorrectly.” Dr. Tim Silver / Dr. Russell MacSween Carried</p>

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		<p>MOTION 2025-37: “That Baker Tilley be appointed as auditors for the NSRDDA for 2025.” Dr. Tim Silver / Dr. Russell MacSween Carried</p> <p>MOTION 2025-38: “That the <i>in camera</i> session be ended.” Mr. David Melvin / Dr. Russell MacSween Carried</p>
14.3	Standards and Guidelines Committee	<p>A table was presented illustrating the Regulator’s existing practice standards, policies, and guidelines ranked from oldest to most current.</p> <p>ACTION: Dr. Mackey will be meeting with Dr. Schofield, Chair of the Standards and Guidelines Committee, to develop a schedule and plan for review of these documents beginning with the oldest.</p>
15.0	Old Business	
15.1	Feedback on Dental Hygiene Standards	<p>Dr. Sharma outlined the feedback which had been given to the College of Dental Hygienists of Nova Scotia (CDHNS) regarding the draft standards pertaining to Radiography and Professional Collaboration and Consultation.</p> <p>Of particular concern is the hygiene regulator’s assertion that the diagnosis of dental caries (tooth decay) is in the scope of practice of dental hygiene. This is despite caries diagnosis not being in accreditation requirements for dental hygiene programs or in the Canadian entry-to-practice competency document for dental</p>

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		<p>hygiene. It was noted that there is a risk that some patients who receive care exclusively in dental hygiene practices may be incorrectly let to believe that they do not have caries which can lead to the future requirement for more extensive treatment.</p> <p>Concern was also expressed about the wording of the provision in the Radiography document which indicated that the prescription of CBCT images is within the scope of practice of dental hygiene.</p> <p>Dr. Sharma also highlighted concern in the CDHNS' apparent adoption of Safety Code 30 in its entirety and the potential issues which may result such as confusion over whether rectangular collimation is mandatory for dental clinics in Nova Scotia.</p>
15.2	Video Project Regarding Complaint Process	<p>MOTION 2025-39: "That the script for the NSRDDA Complaint Process Video be approved and that, once completed, the final video require Board approval before publication."</p> <p>Ms. Sherry Whytewood / Mr. David Melvin Carried</p>
15.3	Update on Rectangular Collimation Survey	<p>Dr. Mackey outlined the results of a jurisdictional scan which found that across Canada, rectangular collimation is presently mandated only in British Columbia. Elsewhere it is recommended or required to be in place when new equipment is installed.</p> <p>There was discussion about establishing a set interval for inspection of dental radiography equipment.</p>

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		<p>ACTION: Dr. Gregoire will communicate with our contact at NS Occupational Health and Safety indicating that the NSRDDA will establish a requirement for radiography equipment to be inspected at a 3-year interval.</p> <p>Dr. Waterbury indicated that the NSDA is eager to facilitate the co-ordination of an inspection program for its members.</p>
16.0	New Business	
16.1	Policies on Registration and Licensing of Dentists	<p>MOTION 2025-40: “That the <i>Policies on Registration and Licensing of Dentists</i> be approved as presented.” Mr. Greg Fevens / Mr. Tim Silver Carried</p> <p>These were transpositions of pre-existing PDBNS policies into new NSRDDA policies with no substantive changes.</p>
16.2	Policy on Registration and Licensing for Dentists Academic License (Verbal)	<p>ACTION: Dr. Mackey will develop a draft policy aligning with the parameters for academic licensure in other Canadian jurisdictions. Following this, he will share with stakeholders for review before bringing the policy back to the Board for approval.</p>
16.3	Orthodontic and Prosthodontic Modules for Dental Assistants (Verbal)	<p>ACTION: Dr. Mackey will develop draft policies for these advanced practice domains, aligning with the parameters established in other Canadian jurisdictions. Following this, he will share with</p>

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		stakeholders for review before bringing the policy back to the Board for approval.
16.3	Presentation at NSDA Business Meeting June 14, 2025 (Verbal)	Dr. Mackey shared a presentation which he had given at the NSDA Governing Council during the previous week and which he will share in mid-June at the NSDA Annual Business Meeting in Digby. The presentation focused on: <ol style="list-style-type: none"> 1. The migration under umbrella legislation (<i>RHPA</i>) 2. The process for complaints under the <i>RHPA</i> 3. The <i>Standard of Practice Regarding Sexual Misconduct and Sexual Abuse</i>
16.4	Attendance at 80 th Anniversary of Canadian Dental Assisting Association (CDAA) Hosted by NSDAA May 24, 2025 (Verbal)	Dr. Mackey shared that he had attended this event and highlighted the presence of NSDAA members who also contribute to the regulatory side of organized dental assisting.
17.0	Correspondence	Recent correspondence from a member of the public was shared for information purposes.
18.0	Upcoming Meeting Dates <ul style="list-style-type: none"> • September 26, 2025 • November 28, 2025 • February 27, 2026 • May 29, 2025 	It was agreed that the January Board meeting would be permanently move to February to more evenly space the meetings. As well, the November Board meeting will take place on Friday, with a reception in the evening to show appreciation to various contributors.

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19.0	MOTION to go <i>in camera</i>	MOTION 2025-41: “That the meeting be moved <i>in camera</i>.” Mr. Greg Fevens / Mr. Tim Silver Carried MOTION 2025-42: “That the <i>in camera</i> session be ended.” Dr. Erin Hennessy / Dr. Asile El-Darahali Carried
20.0	MOTION to adjourn	MOTION 2025-43: “That the meeting be adjourned at 1:05 pm”. Mr. David Melvin / Dr. Russell MacSween Carried

Approved,



Dr. Sunita Sharma, NSRDDA Chair

September 26, 2025