

**Board Meeting Minutes (FINAL)**

**November 28, 2025, 8:30am**

**Halifax Tower Hotel, Halifax, NS**

Present	<p><b><u>Board Members</u></b></p> <p>Dr. Sunita Sharma, Chair Dr. Sachin Seth, Vice-Chair Dr. Russell MacSween Dr. Tim Silver Dr. Erin Hennessey Dr. Asile El-Darahali Dr. Scott Schofield Mr. Greg Fevens Mr. David Melvin Ms. Michelle Fowler</p> <p><b><u>Staff</u></b></p> <p>Dr. Doug Mackey (Registrar) Dr. Curtis Gregoire (Deputy Registrar) Ms. Jane Donovan (Executive Assistant) Ms. Edna Longaphy (Administrative Assistant)</p> <p><b><u>Guest</u></b></p> <p>Dr. Ben Davis (Dean, Dalhousie Faculty of Dentistry)</p>
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	<b>Agenda Item</b>	<b>Discussions/Motions/Action</b>
1.0	Call to Order; Acknowledgement of Land and Equity	The Chair called the meeting to order at 8:30 am and proclaimed an Acknowledgement of Land and Equity. The Chair then explained that the meeting would be conducted in accordance with Robert’s Rules of Order and verified quorum.
2.0	2.1 Board Charter 2.2 Expectations of Board Members 2.3 Values and Code of Conduct Policy	The Chair reviewed the Board Charter, Expectations of Board Members, and Values and Code of Conduct Policies.
3.0	Introductions	Dr. Sharma welcomed Dr. Ben Davis, Dean of Dalhousie’s Faculty of Dentistry.
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	The Chair asked if there were any additions to the agenda. None was identified. The Chair indicated that Agenda Item 10 (Update from the National Dental Examining Board of Canada) will be deferred to the February Board meeting.  <b>MOTION 2025-70: “That the agenda be approved as amended.”</b> E. Hennessey / S. Schofield Carried

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6.0	<p>Approval of Board Meeting Minutes September 26, 2025</p>	<p><b>MOTION 2025-71: “That the minutes of the September 26, 2025 Board meeting be approved as presented.”</b>  M. Fowler / A. El-Darahali  Carried</p> <p><b>ACTION: The September 2025 Board Meeting Minutes will be posted on the NSRDDA website.</b></p>
7.0	<p>Review of Electronic Votes Since the September 26, 2025 In-Person Meeting</p> <p><b>Motion 2025-67: “That the following governance policy documents be approved as presented on October 8, 2025:</b></p> <ul style="list-style-type: none"> <li>• <b>Budgeting Policy</b></li> <li>• <b>Confidentiality Policy</b></li> <li>• <b>Conflict of Interest Policy</b></li> <li>• <b>Finance, Audit, and Risk Committee Terms of Reference</b></li> <li>• <b>Governance Overview Policy</b></li> <li>• <b>Governance Policy Development, Review, and Approval Policy</b></li> <li>• <b>Risk Management Policy</b></li> </ul> <p>D. Melvin / M. Fowler  Carried October 9, 2025</p>	<p>There was a review of the motions passed electronically since the September in-person meeting for information and minuting purposes.</p>

	<b>Agenda Item</b>	<b>Discussions/Motions/Action</b>
	<p><b>Motion 2025-68: “Motion 2025-69: That the following governance policy documents be approved as presented on November 3, 2025:</b></p> <ul style="list-style-type: none"><li>• <b>Board Competency Matrix</b></li><li>• <b>Corporate Credit Card Policy</b></li><li>• <b>Data Sharing and Privacy Policy</b></li><li>• <b>Health and Safety Policy</b></li><li>• <b>Insurance Coverage Policy</b></li><li>• <b>Nominations Process for Board-Appointed Board Members</b></li><li>• <b>Retention and Destruction of Records</b></li></ul> <p>S. Seth / D. Melvin Carried November 4, 2025</p> <p><b>Motion 2025-69: “That Drs. Asile El-Darahali, Mohua Dasgupta, and Dr. Santana Rooyackers be appointed to the Complaints Committee effective November 10, 2025</b></p> <p>D. Melvin / S. Schofield November 4, 2025</p>	

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8.0	Licensing Report	Ms. Donovan reviewed the current registration and licensing statistics including the status of renewals for dentists' licences as well as permits for professional corporations and facility sedation permits.																									
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9.0	Dalhousie University Faculty of Dentistry Dean's Report	<p>Dr. Davis presented a verbal report which focused on the budgeting constraints faced by the Faculty of Dentistry, due in part to government policies on immigration and the protected designation of student seats based on the originating jurisdiction of applicants.</p> <p>Dr. Davis then shared his perspective on these budgeting constraints as they pertain to national discussions regarding funding models for the Commission on Dental Accreditation of Canada (CDAC). Specifically, all parties are exploring options regarding funding sources and relative contributions percentages (e.g., regulatory bodies, educational programs, and examining bodies).</p>																									
10.0	National Dental Examining Board Update (Deferred to February 2026)																										

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11.0	<p>Registrar’s Report (Verbal)</p> <p>11.1 Statutory Committee Update</p> <p>11.2 External organizations (Verbal)</p> <p>11.3 Quality Assurance Program for Regulator Performance (Submission included in resources for information only)</p>	<p>Dr. Mackey provided a high-level overview of the evolution of Committees’ work since migration to the <i>RHPA</i>, with specific reference to the Complaints Committee.</p> <p>An overview was provided of discussions taking place among Canadian dental regulatory authorities (DRAs) regarding the role of regulation, “right touch regulation”, and the role of third-party organizations.</p> <p>The NSRDDA’s submission to the Department of Health and Wellness (DHW) as part of the Quality Assurance Program for Regulatory Performance was shared in the meeting resources. Dr. Mackey provided a verbal overview of the submission process and indicated that the submission is being reviewed by the DHW. An action plan will be developed collaboratively between the NSRDDA and the DHW.</p>
12.0	<p>Chair</p> <p>12.1 Chair’s Report</p> <p>12.2 Strategic Planning (Agenda and primer document in resources to get Board members in the mindset)</p>	<p>A written report was included in the meeting resources.</p> <p>Dr. Sharma verbally highlighted the work that has been done in recent months with respect to migration to the <i>RHPA</i> and the development of updated governance policy documents.</p> <p>Dr. Sharma addressed the discussion which had taken place at the September 2025 Board meeting around the possibly of instituting quality assurance measures for non-registered individuals working in a clinical capacity in dental clinics. These could include requirements such as IPAC training, BLS, etc. She indicated that these initiatives are in various stages of exploration/implementation in Manitoba and New Brunswick and that the</p>

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		Registrar is in communication with the DRAs in those jurisdictions to keep abreast of what is being learned there as the processes unfold.
13.0	<b>Board Committee Reports</b>	
13.1	<p>Human Resources and Governance</p> <p>(a) Overview of Human Resources and Governance Activities (Verbal)</p> <p>(b) Governance Policy - Preventing Workplace Harassment <b>MOTION</b></p> <p>(c) Appointments and Reappointments <b>NONE</b></p>	<p>Mr. Melvin gave a verbal overview of the activities of this Committee since the September 2025 Board meeting, including:</p> <ul style="list-style-type: none"> <li>• reviewing and providing feedback on draft governance policy documents for recommendation to the Board; and</li> <li>• reviewing and recommending appointments to the Complaints Committee.</li> </ul> <p>There is some uncertainty about where the Agencies, Boards and Commissions (ABC) is with respect to reappointment of the Board's two public members whose terms expire on December 14, 2025.</p> <p><b>ACTION: The Registrar will contact Mora Steeves at ABC for clarification.</b></p> <p>Later during a break, the Registrar communicated with Ms. Steeves via email and learned that both Mr. Melvin and Mr. Fevens have been reappointed for December 14, 2025 and for the first subsequent Board effective May 1, 2026.</p> <p><b>MOTION 2025-72: That the Governance Policy on Preventing Workplace Harassment be approved as presented</b></p> <p style="padding-left: 40px;">D. Melvin / R. MacSween</p> <p style="padding-left: 40px;">Carried</p>

	<b>Agenda Item</b>	<b>Discussions/Motions/Action</b>
13.2	Finance and Audit Committee  <p style="text-align: center;"><b>MOTION</b> to go <i>in camera</i></p> (a) Financials to October 31, 2024  <p style="text-align: center;"><b>MOTION</b> to end the <i>in camera</i> session</p>	<p><b>MOTIONS 2025-73: That the meeting be moved <i>in camera</i></b>            G. Fevens / A. El-Darahali            Carried</p> <p><b>MOTIONS 2025-74: That the <i>in camera</i> session be ended</b>            G. Fevens / E. Hennessey            Carried</p>
13.3	Standards and Guidelines Committee  (a) Email from Dental Sleep Medicine Study Group	<p>Dr. Schofield shared that review of the <i>Standard of Practice for the Treatment of Snoring and Obstructive Sleep Apnea with Oral Appliances</i> is not due until 2027. However, a group of interested dental practitioners (all of whom are diplomates of the American Board of Dental Sleep Medicine) have expressed interest in suggesting revisions to better align with emerging evidence and best practice.</p> <p>It was agreed that this interest should be leveraged and the review moved ahead to 2026.</p> <p><b>ACTION: The Registrar will strike an advisory committee to review the current document and make recommendations for edits.</b></p> <p>Dr. Schofield agreed to be part of this group to facilitate the feedback loop to the Board.</p>
14.0	<b>Old Business</b>	
14.1	Policy on Registration and Licensing for Dentists Academic License	The Registrar will present a draft document for consideration and circulation to stakeholders at or before the February 2026 Board meeting.

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14.2	Policy on Advanced Practice Designation for Dental Assistants - Orthodontics and Prosthodontics	The Registrar will present a draft document for consideration and circulation to stakeholders at or before the February 2026 Board meeting.
14.3	Recognition of Dental Anesthesia as a Dental Specialty	The Registrar will prepare a briefing note with supporting documents for consideration as part of the resource package for the February 2026 Board meeting.
14.4	Communication with the NSDAA	Provided for information
14.5	Response to NSDAA re BLS	<p>Provided for information</p> <p>Ms. Michelle Fowler expressed that it would be helpful if there was a mechanism for prospective dental assisting students to be informed of the professional responsibilities associated with being a dental assistant (e.g., registration and licensing requirements, continuing competence, BLS certification). She expressed that it could be helpful if prospective students could be made aware of these responsibilities when contemplating entering the profession.</p> <p>This could reduce the incidence of:</p> <ul style="list-style-type: none"> <li>• individuals entering educational programs who may not be prepared to accept these responsibilities, and</li> <li>• dental assistants being surprised by these responsibilities upon graduation and during their careers.</li> </ul> <p>It was agreed that the NSRDDA could develop a clear “one pager” for its website outlining these requirements and responsibilities with the plan to disseminate this to educational institutions for them to, in turn, disseminate to applicants.</p> <p><b>ACTION: Dr. Mackey will develop communication as outlined above for publication on the NSRDDA website and share the link with educational programs and other system partners.</b></p>

	<b>Agenda Item</b>	<b>Discussions/Motions/Action</b>
14.6	Communication with the NSDA regarding Dental Assisting and Dental Technology	Provided for information
14.7	Communication with the NSDA regarding Emergency Care	Provided for information
14.8	Radiography Inspections	Dr. Mackey shared that it has been communicated to Occupational Health and Safety that we will be instituting a requirement that radiography equipment in dental offices be inspected at a minimum of a three-year interval. The NSDA has developed a draft program with Biolantic based on a three-year inspection interval.
14.9	Response to Communication re “Closing the WCB Registration Gap for Dental Clinics”	Provided for information
14.9	Judicial Review of Board Decision	Dr. MacSween gave a high-level overview of the following: A registrant is seeking a judicial review with the Nova Scotia Court of appeal of the Board’s decision to uphold an earlier decision of the Discipline Committee (currently the Professional Conduct Committee). The decision pertains primarily to whether an upcoming hearing of the PCC should be open to the public and whether the respondent should be named in notice of the hearing.
<b>15.0</b>	<b>New Business</b>	There was no new business.
<b>16.0</b>	<b>Correspondence</b>	
<b>16.1</b>	Letter from a member of the public and former dental office employee to the NSRDDA, the Minister of Health, Premier Houston, and others	This letter, provided for information, was from an individual recently dismissed as a dental office employee. The individual is alleging serious violations of infection prevention and control processes and the office where she worked.

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		The Registrar initiated an office inspection immediately upon receipt of the correspondence. The investigation is still underway at the time of this meeting.
17.0	Upcoming Meeting Dates <ul style="list-style-type: none"> <li>• Friday, February 27, 2026</li> <li>• Friday, May 29, 2026</li> <li>• Friday, September 25, 2026</li> <li>• Friday, November 27, 2026</li> </ul>	
18.0	<b>MOTION</b> to go <i>in camera</i>	<b>MOTION 2025-25: That the meeting be moved <i>in camera</i></b> R. MacSween / A. El-Darahali Carried
19.0	<b>MOTION</b> to adjourn	<b>MOTION 2025-26: That the meeting be adjourned</b> S. Seth / G. Fevens Carried

Approved,



Dr. Sunita Sharma, NSRDDA Chair

February 27, 2026