

**Board Meeting Minutes (V7)**  
**February 27, 2026, 8:30am**  
**Future Inns, Halifax**

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>Guests</u></b></p> <p>Dr. Ben Davis (Dean, Dalhousie Faculty of Dentistry)          Mr. Steve Jennex (Executive Director, NSDA)          Ms. Lynda Foran (Executive Director, NSDAA)          Dr. Tanya Cook (NSRDDA representative on NDEB)</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, Mr. Steve Jennex, Ms. Lynda Foran, and Dr. Tanya Cook.
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. There were none identified.
5.0	Approval of Agenda	The Chair asked if there were any additions to the agenda. There were none identified. The Chair indicated that Agenda Item 19.1 (Update from the National Dental Examining Board of Canada) will be moved to the in camera session for Agenda Item 16.2 (Finance and Audit Committee).  <b>MOTION 2026-03: “That the agenda be approved as amended.”</b> S. Schofield / M. Fowler Carried

6.0	<p>Approval of Board Meeting Minutes November 28, 2025</p>	<p><b>MOTION 2026-04: “That the minutes of the November 28, 2025 Board meeting be approved as presented.”</b>  E. Hennesey / T. Silver  Carried</p> <p><b>ACTION: The November 2025 Board Meeting Minutes will be posted on the NSRDDA website.</b></p>
7.0	<p>Review of Electronic Votes Since the November 28, 2026 In-Person Meeting</p> <p><b>Motion 2026-01: That the following governance policy documents be approved as presented on January 23, 2026 and amended following Board feedback:</b></p> <ul style="list-style-type: none"> <li>• Board Leadership Policy</li> <li>• Board-Registrar Relationship Policy</li> <li>• Crisis Management and Business Continuity Policy</li> <li>• Cybersecurity and Breach Response Policy</li> <li>• Delegation of Authority Policy</li> <li>• Disclosure of Wrongdoing Policy</li> <li>• EDIRA Committee TORs</li> <li>• EDIRA Policy</li> <li>• Financial Management Policy</li> <li>• Performance Monitoring and Reporting Policy</li> </ul> <p>D. Melvin / R. MacSween  Carried February 8, 2026</p>	<p>There was a review of the motions passed electronically since the September in-person meeting for information and minuting purposes.</p>

	<p><b>Motion 2026-02: That the amendment of the following governance policy document as presented on February 3, 2026 be approved:</b></p> <ul style="list-style-type: none"> <li>• <b>Nominations Process for Board-Appointed Board Members</b></li> </ul> <p>D. Melvin / R. MacSween Carried February 8, 2026</p>	
8.0	Dalhousie University Faculty of Dentistry Dean's Report	Dr. Davis joined the meeting virtually. He reviewed the factors contributing to budgeting constraints faced by the Faculty of Dentistry. He also highlighted the development of Dalhousie's new Dental Assisting program. The Faculty will also be discontinuing the Diploma in Dental Hygiene program and replacing it with the Bachelor of Dental Hygiene Program.
9.0	Report from the Nova Scotia Dental Association (NSDA)	Mr. Jennex highlighted various initiatives undertaken by the NSDA to support its members and to support and encourage entry into oral health professions.
10.0	Report from the Nova Scotia Dental Assistants' Association (NSDAA)	Ms. Foran highlighted challenges experienced by some dental assistants with respect to: <ol style="list-style-type: none"> <li>1. The yearly BLS requirement,</li> <li>2. The recent process for dental assistants to update verification of their PLI policy renewal, and</li> <li>3. The mandatory requirement for dental assistants to complete a Medical Emergencies course once per cycle.</li> </ol>

11.0	National Dental Examining Board Update (9am)	<p>Dr. Cook highlighted various NDEB initiatives, including those aimed to expedite the passage of candidates through the Equivalency Process. She also reviewed data pertaining the <b>1646</b> dentists newly certified in Canada in 2025. Of particular interest was information regarding where they had received their dental education.</p> <div style="text-align: center;"> <p><b>Total: 1646</b></p> </div>
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12.0	Licensing Report	Ms. Donovan reviewed the current registration and licensing statistics including the recent PLI information update for dental assistants as well as outstanding renewals for corporation permits and facility sedation permits.
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Year	DDS	Students	DAs	Corporations
2025 (Dec 31, 2025)	613	17	856	317
2024 (Dec 31, 2024)	605	17	837	369
2023 (Dec 31, 2023)	594	17	836	385
2022 (Dec 31, 2022)	580	19	822	410

<p>13.0</p>	<p>Registrar’s Report (Verbal)</p> <p>14.1 Statutory Committee Update</p> <p>14.2 External organizations</p> <p>14.2.1 Quality Assurance Program for Regulator Performance</p>	<p>Dr. Mackey gave an update on the activities of the various Statutory Committees, particularly the Complaint Committee and the work that is being done to adapt to the framework for complaints under the RHPA.</p> <p><b>MOTION 2026-05: “That the CDRAF fee of \$8343 for 2026 be approved.”</b> R. MacSween / A. El-Darahali Carried</p> <p><b>MOTION 2026-06: “That the CDAC grant of \$27,421 for 2026 be approved.</b> E. Hennessey / R. MacSween Carried</p> <p>Dr. Mackey shared that, of the 53 elements of the Quality Assurance Program for Regulatory Performance, there are 3 for which there are action plan items.</p>
<p>15.0</p>	<p><b>Chair</b></p> <p>15.1 Chair’s Report</p> <p>15.2 Strategic Planning</p> <p>(a) Draft Strategic Plan at a Glance</p> <p>(b) Draft Strategic Plan <b>MOTION</b></p>	<p>Dr. Sharma referenced her written report and thanked Board members and staff for all their work.</p> <p>Dr. Sharma outlined the process followed to develop the draft strategic plan which was presented to the Board. A minor syntax error was noted and corrected</p> <p><b>MOTION 2026-07: That the NSRDDA 2026-2028 Strategic Plan be approved as amended.</b> M. Fowler / A. El-Darahali Carried</p> <p><b>ACTION: The NSRDDA 2026-2028 Strategic Plan at a Glance will be posted on the NSRDDA website.</b></p>

<b>16.0</b>	<b>Board Committee Reports</b>	
16.1	<p>Human Resources and Governance Committee</p> <ul style="list-style-type: none"> <li>(a) Overview of Human Resources and Governance Activities</li> <li>(b) Performance Reviews (moved to <i>in camera</i> session at end of meeting)</li> <li>(c) Staff Performance Goals (moved to <i>in camera</i> session at end of meeting)</li> <li>(d) Staff Compensation (moved to <i>in camera</i> session at end of meeting)</li> <li>(e) Complaints and Investigations Coordinator Update (Verbal update)</li> <li>(f) Summer Student 2026 – Application for Funding (Verbal Update)</li> <li>(g) Appointments and Reappointments <ul style="list-style-type: none"> <li>(i) Subsequent Board May 1, 2026 <b>MOTION</b></li> <li>(ii) Statutory Committees <b>MOTION</b></li> <li>(iii) Board Committees</li> <li>(iv) Reappointment of Dr. Tanya Cook as the NSRDDA representative on the NDEB Board <b>MOTION</b></li> <li>(v) Reappointment Ms. Donna Rushton DA as the NSRDDA representative on the NDAEB Board <b>MOTION</b></li> </ul> </li> </ul>	<p>Mr. Melvin outlined the various activities of the Committee. Applications have been received for the new Complaints and Investigations Coordinator position and are being reviewed. An application has been submitted for a summer student grant for 2026.</p> <p><b>MOTION 2026-08: “That Dr. Sunita Sharma be appointed to the subsequent Board effective May 1, 2026. For clarity, and in accordance with NSRDDA Bylaw 5.11, Dr. Sharma’s terms on the Legacy Board and the Initial Board will count toward her term limit on the Subsequent Board. Consequently, this appointment will be a continuation of Dr. Sharma’s 3<sup>rd</sup> term that will end on December 31, 2026.”</b></p> <p>E. Hennessey / T. Silver Carried</p> <p><b>MOTION 2026-09: ” That Dr. Sachin Seth be appointed to the subsequent Board effective May 1, 2026. For clarity, and in accordance with NSRDDA Bylaw 5.11, Dr. Seth’s terms on the Legacy Board and the Initial Board will count toward his term limit on the Subsequent Board. Consequently, this appointment will be a continuation of Dr. Seth’s 2nd term that will end on December 31, 2026.”</b></p> <p>Asile El-Darahali / S. Schofield Carried</p> <p><b>MOTION 2026-10: “That Dr. Tim Silver be appointed to the subsequent Board effective May 1, 2026. For clarity, and in accordance with NSRDDA Bylaw 5.11, Dr. Silver’s terms on the Legacy Board and the Initial Board will count toward his term limit on the Subsequent Board. Consequently, this appointment will be a continuation of Dr. Silver’s 2<sup>nd</sup> term that will end on December 31, 2028.”</b></p> <p>S. Seth / R. MacSween</p>

Carried

**MOTION 2026-11: “That Dr. Asile El-Darahali be appointed to the subsequent Board effective May 1, 2026. For clarity, and in accordance with NSRDDA Bylaw 5.11, Dr. El-Darahali’s term on the Legacy Board and the Initial Board will count toward her term limit on the Subsequent Board. Consequently, this appointment will be a continuation of Dr. El-Darahali’s 1<sup>st</sup> term that will end on December 31, 2026.”**

E. Hennessey / T. Silver

Carried

**MOTION 2026-12: “That Ms. Michelle Fowler be appointed to the subsequent Board effective May 1, 2026. For clarity, and in accordance with NSRDDA Bylaw 5.11, Ms. Fowler’s terms on the Legacy Board and the initial Board will count toward her term limit on the Subsequent Board. Consequently, this appointment will be a continuation of Ms. Fowler’s 1st term that will end on December 31, 2026.”**

Asile El-Darahali / T. Silver

Carried

**MOTION 2026-13: “That Dr. Mariette Chiasson and Dr. Daniel Albert be reappointed to the Practice Review Committee for a three- year term effective February 27, 2026.”**

Dr. S. Seth / Dr. R. MacSween

Carried

**MOTION 2026-16: “That Dr. Tanya Cook be reappointed as the NSRDDA representative on the NDEB Board for a 2-year term effective February 27, 2026.”**

S. Seth / A. El-Darahali

Carried

		<p><b>MOTION 2026-17: “That Ms. Donna Rushton be reappointed as the NSRDDA representative on the NDAEB Board for a 2-year term effective February 27, 2026.</b></p> <p>Asile El-Darahali / R. MacSween Carried</p>										
16.2	<p>Finance and Audit Committee</p> <p>(a) Financials to December 31, 2025 (b) Investment Report (10:30am)</p>	<p><b>MOTION 2026-18: “That the meeting be moved in camera.”</b></p> <p>S. Schofield / R. MacSween Carried</p> <p><b>MOTION 2026-19: “That the in camera session be ended.”</b></p> <p>T. Silver / D. Melvin Carried</p>										
16.3	<p>Standards and Guidelines Committee</p> <p>(a) <i>Ad hoc</i> advisory committees to Review Standards/Guidelines in 2026</p>	<p>Dr. Schofield shared that several <i>ad hoc</i> advisory committees had been established by the Registrar to work on the review of several practice standards and guidelines due for review in 2026. To date, based on positive responses, the membership of the committees is as follows:</p> <table border="1"> <tr> <td>Recordkeeping Guidelines</td> <td>Dr. Sachin Seth (Chair), Dr. Ferne Kregland, Dr. Carolyn MacNutt, Dr. Santana Rooyarkers, Dr. Claire Karst</td> </tr> <tr> <td>Informed Consent Guidelines</td> <td>Dr. Mary McNally (Chair), Dr. Russell MacSween, Dr. Claire Boileau, Dr. Sara Hunter Y, Dr. Mohua Dasgupta</td> </tr> <tr> <td>Standard of Practice: Treatment of Snoring and Obstructive Sleep Apnea with Oral Appliances</td> <td>Dr. Glenda Ross (Chair), Dr. Brian Cadden, Dr. Farha Sadar, Dr. Mary-Anne MacDonald, Dr. Colton Burke, Dr. S. Schofield</td> </tr> <tr> <td>Guidelines for the Use of Social Media by Dentists and Dental Assistants</td> <td>Dr. Frances Thompkins, Ms. Shanelle Topp (DA), Dr. Erin Hennessy, Ms. Muna Saadi (DA)</td> </tr> <tr> <td>Guidelines for Ending the Dentist-Patient Relationship</td> <td>Dr. Chris Baker (Chair), Dr. Ian Cunningham, Dr. Sarah Foley, Dr. Claire Persaud, Dr. Deana Sharpe</td> </tr> </table>	Recordkeeping Guidelines	Dr. Sachin Seth (Chair), Dr. Ferne Kregland, Dr. Carolyn MacNutt, Dr. Santana Rooyarkers, Dr. Claire Karst	Informed Consent Guidelines	Dr. Mary McNally (Chair), Dr. Russell MacSween, Dr. Claire Boileau, Dr. Sara Hunter Y, Dr. Mohua Dasgupta	Standard of Practice: Treatment of Snoring and Obstructive Sleep Apnea with Oral Appliances	Dr. Glenda Ross (Chair), Dr. Brian Cadden, Dr. Farha Sadar, Dr. Mary-Anne MacDonald, Dr. Colton Burke, Dr. S. Schofield	Guidelines for the Use of Social Media by Dentists and Dental Assistants	Dr. Frances Thompkins, Ms. Shanelle Topp (DA), Dr. Erin Hennessy, Ms. Muna Saadi (DA)	Guidelines for Ending the Dentist-Patient Relationship	Dr. Chris Baker (Chair), Dr. Ian Cunningham, Dr. Sarah Foley, Dr. Claire Persaud, Dr. Deana Sharpe
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<b>17.0</b>	<b>Old Business</b>	
17.1	Policy on Registration and Licensing for Dentists Academic License	Dr. Mackey shared that the draft document is still in development.
17.2	Policy on Advanced Practice Designation for Dental Assistants - Orthodontics and Prosthodontics	<p><b>MOTION 2026-20: “That the draft Policy on Advanced Practice Designation for Dental Assistants - Orthodontics be approved as presented to share with partners for feedback.”</b></p> <p>Asile El-Darahali / R. MacSween Carried</p> <p><b>ACTION: This draft document will be shared to registrants and other interested parties and posted on the NSRDDA website.</b></p>
17.3	<p>Recognition of Dental Anesthesia as a Dental Specialty</p> <p>(a) Briefing note on history (b) Recent Communication with Canadian Academy of Dental Anesthesia (CADA)</p>	<p>Dr. Mackey shared a briefing document outlining considerations taken by the previously-constituted Board on this matter for historical context.</p> <p>He also shared a letter sent from the the NSRDDA to the Canadian Academy of Dental Anesthesia (CADA) on February 5, 2026. In the letter to the CADA, the following was posed: In a scenario wherein the parameters for the administration of sedation and general anesthesia in one jurisdiction are more conservative/restrictive than those in another jurisdiction:</p> <ol style="list-style-type: none"> <li>1. What position will the CADA take?</li> <li>2. What guidance will the CADA give its members in such circumstances?</li> <li>3. Will the CADA undertake advocacy initiatives to have a DRA expand/open its parameters for sedation and general anesthesia in dentistry in that DRA’s jurisdiction?</li> </ol> <p>No response had been received from the CADA by the meeting date.</p>
17.5	“Information Sheet” for prospective and current dental assistants regarding professional responsibilities.	Dr. Mackey shared that this document is still in development.

17.6	Further Communications from a Member of the Public Regarding Sedation	<p>The Board discussed a matter concerning new correspondence from a member of the public concerning sedation. It was noted that this matter was previously brought to the attention of the Board at its May, 2025 meeting, with correspondence from this member of the public having been provided to the Board for information purposes and discussed at that time. The Board reviewed the matter including the new correspondence and reconfirmed its conclusion that the circumstances did not give rise to any basis for action by the Board.</p>
17.7	Judicial Review of Board Decision	<p>Dr. Mackey shared that the Regulator was successful in responding to a confidentiality motion in the matter of <a href="#"><i>Doe v. Nova Scotia (Provincial Dental Board), 2026 NSSC 46</i></a>. The motion was heard before the Supreme Court of Nova Scotia on January 27, 2026 as part of a Judicial Review of the NSRDDA Board's decision to uphold an earlier decision of the Discipline Committee regarding the openness of an upcoming hearing. The Court denied the motion and rescinded the prothonotary's interim confidentiality order.</p> <p>Dr. Doe subsequently discontinued her Judicial Review Application. The matter is now expected to proceed to a hearing before the Professional Conduct Committee (formerly the Discipline Committee).</p>
17.8	Radiology Inspections	<p>The Nova Scotia Dental Association (NSDA) had provided a Radiation Inspection Program Proposal developed with <a href="#">Biolantic</a> to support Nova Scotia dentists in complying with a requirement for inspections at a 3-year interval.</p> <p><b>ACTION: The Registrar will revise the Guidelines for Prescribing and Taking Dental Radiographs to reflect the 3-year inspection requirement which had been approved by the Board and the September 2025 Board meeting. There will be other minor edits to the document (e.g., updating hyperlinks) and the amended document will be circulated to the Board for approval through an</b></p>

		electronic vote.
<b>18.0</b>	<b>New Business</b>	
18.1	<p>Knowledge, Skills, and Abilities (KSAs) for a Beginning Dental Practitioner in Canada</p> <p><b>MOTION to adopt</b></p>	<p><b>MOTION 2026-21: “That the Knowledge, Skills, and Abilities (KSAs) for a Beginning Dental Practitioner in Canada approved by the CDRAF on February 9, 2024 be adopted by the NSRDDA.”</b></p> <p>E. Hennessey / A. El-Darahali</p> <p>Carried</p>
18.2	<p>Knowledge, Skills, and Abilities (KSAs) for a Beginning Periodontist in Canada</p> <p><b>MOTION to adopt</b></p>	<p><b>MOTION 2026-22: “That the Knowledge, Skills, and Abilities (KSAs) for a Beginning Periodontist in Canada approved by the CDRAF on April 11, 2025 be adopted by the NSRDDA.”</b></p> <p>S. Schofield / D. Melvin</p> <p>Carried</p>
18.3	Policy on Partial Refund of Annual Licence Fee	<p>The Board considered a draft policy which would permit the partial refund of licence fees for registrants who cease to practice due to health reasons.</p> <p>After considerable discussion and deliberation, the Board determined that it would not approve this policy.</p> <p>Although Board members were extremely empathetic toward individuals who find themselves in this position, it was determined that due to administrative and budgetary considerations, they could not approve such a policy.</p>
18.4	Notice of Measure	<p>The Registrar shared for information that an application had been filed with the NS Department of Labour Skills and Immigration to achieve a “Legitimate Objective under Chapter 7 of the Canada Free Trade Agreement”.</p>

		<p>Despite the trend toward reducing barriers to interprovincial mobility, Article 707 of the <a href="#">Canadian Free Trade Agreement</a> permits a province to set conditions or require additional assessment for applicants coming from another jurisdiction where there may be a material difference in training or credentialing.</p> <p>Although successful completion of the National Dental Specialty Exam (NDSE) was required for dental specialty recognition in all Canadian provinces since 2002, it was not required in the Northwest Territories (NWT) until 2013.</p> <p>This would allow an individual who was unsuccessful in passing the NDSE to become a dental specialist in the NWT with the expectation of being recognized across Canada as a dental specialist through interprovincial labour mobility provisions.</p> <p>In plainer terms, a dental specialist who was licensed in the Northwest Territories prior to 2013 and who has not obtained an NDSE certificate in their specialty may be individually assessed to determine if they possess the knowledge, skills and abilities equivalent to the requirements for registration in their specialty in Nova Scotia.</p>
<b>19.0</b>	<b>Other Communication</b>	
19.1	<p>Communication from the NSDAA</p> <p>(a) Correspondence from NSDAA re PLI</p>	<p>Correspondence had been received from the NSDAA expressing concerns over the recent process for dental assistants whose annual policies were expiring on February 1 to provide the NSRDDA with verification of an updated policy.</p> <p>The Registrar explained that there were early challenges with this new process due to technical issues at the NSRDDA as well as the Canadian Dental Assistants Association (CDAA) and the insurance provider. All issues were resolved in ample time for DAs with expiring policies to meet the requirement before the January 30 deadline.</p> <p>The Registrar explained that the underlying issue is that the PLI policy for Dental Assistants has a term which does not align with the dental assisting licensing year in Nova Scotia. Rather, it was designed to align with the licensing</p>

	<p>(b) Correspondence from NSDAA re BLS and Medical Emergency Course</p>	<p>year in Saskatchewan. The NSRDDA had been under the impression that the CDAA would create a new policy aligning with Nova Scotia’s licensing year beginning in 2026, but this has not yet occurred.</p> <p><b>MOTION 2026-23: “That effective January 1, 2027, PLI policies for dental assistants will be accepted only if the term expiration date aligns with the end of the dental assisting licensing year.”</b></p> <p>M. Fowler / A. El-Darahali Carried</p> <p>Separate correspondence had been received from the NSDAA expressing concerns over:</p> <ul style="list-style-type: none"> <li>a) The requirement for dental assistants to obtain in BLS HCP annually, and</li> <li>b) The requirement for dental assistants to complete a course on the management of medical emergencies in the dental office once per Continuing Competence cycle.</li> </ul> <p>With respect to a), the Board reaffirmed the value of this requirement for all registrants as passed in MOTION 2025-21.</p> <p>With respect to b), the Registrar shared that this matter has been brought to before the Continuing Competence Committee.</p>
20.0	Upcoming Meeting Dates	<p>The dates for upcoming Board meetings were reviewed.</p> <ul style="list-style-type: none"> <li>• Friday, May 29, 2026</li> <li>• Friday, September 25, 2026</li> <li>• Friday, November 27, 2026</li> </ul>

21.0	Board Meeting Evaluation Survey	<p>Dr. Sharma thanked Board members for their contributions over recent months, particularly in light of legislation changes and the significant amount of work on the development of new governance policies.</p> <p>She expressed particular appreciation to Drs. MacSween, Hennessey, and Schofield whose terms on the Board will end on May 1, 2026 when the new Board composition comes into effect.</p> <p>Dr. Sharma asked Board members to take 5 minutes to complete the online Board Meeting Evaluation Survey.</p>
22.0	<b>MOTION</b> to go <i>in camera</i>	<p><b>MOTION 2026-24: "That the meeting be moved <i>in camera</i>."</b>  E. Hennessey / R. MacSween  Carried</p>
23.0	<b>MOTION</b> to adjourn	<p><b>MOTION 2026-25: "That the meeting be adjourned."</b>  G. Fevens / S. Schofield  Carried</p>

Approved,



Dr. Sunita Sharma, NSRDDA Chair

April 26, 2026