Board Meeting Minutes
May 29, 2026, 8:30am
NSRDDA Office, Suite 103 – 210 Waterfront Drive, Bedford, NS

Present	**Board Members** Dr. Sunita Sharma, Chair Dr. Sachin Seth, Vice-Chair - Virtual Dr. Tim Silver Dr. Asile El-Darahali Ms. Michelle Fowler Mr. Greg Fevens - Virtual Mr. David Melvin Ms. Alix Power Mr. Trevor McGowan **Staff** Dr. Doug Mackey (Registrar) Dr. Curtis Gregoire (Deputy Registrar) Ms. Jane Donovan (Executive Assistant) Ms. Kaitlynn Zegray (Administrative Assistant) Ms. Sam Moore (Complaints and Investigations Coordinator) **Guests** Dr. Ben Davis (Dean, Dalhousie Faculty of Dentistry) *Agenda 8.0 and 16.1* Dr. Clare Karst (Past President, NSDA) Ms. Alida Mitchell (Baker Tilley) *Agenda 14.2* Ms. Emma Young (Baker Tilley) *Agenda 14.2* Ms. Dawn Wilson (CEO, Commission on Daneal Accreditation of Canada) – Virtual - *Agenda 16.1*

	Agenda Item	Discussions/Motions/Action
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: • new Board members Ms. Alix Power and Mr. Trevor McGowan, • Samantha Moore who joined the NSRDDA staff on May 4, 2026 as the Complaints and Investigations Coordinator, • administrative assistant, Kaitlynn Zegray back from maternity leave, and • Dr. Claire Karst, past president and representative of the Nova Scotia Dental Association All present introduced themselves.
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 16.1 would take place at 11am to accommodate Ms. Wilson who would be joining virtually. Dr. Davis will also arrive at 11am and give his report (Agenda Item 8.0) following 16.1. **MOTION 2026-31: "That the agenda be approved as amended."** M. Fowler / A. El-Darahali Carried

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6.0	Approval of Board Meeting Minutes 2026-04-30	**MOTION 2026-32: "That the minutes of the April 30, 2026 Board meeting be approved as presented."** T. Silver / Asile El-Darahali Carried	
7.0	Review of Electronic Votes Since the February 27, 2026 In-Person Meeting **MOTION 2026-28: "That the minutes of the April 8, 2026 virtual Board meeting be approved as presented."** D. Melvin / R. MacSween Carried April 20, 2026 **MOTION 2026-29: "That the minutes of the February 27, 2026 Board meeting be approved as presented."** D. Melvin / R. MacSween Carried April 26, 2026 **MOTION 2026-30: That the following governance policy documents be approved as presented on April 27, 2026.** • **Annual Macro Agenda** • **Division of Roles and Responsibilities between Board and Registrar** • **Governance and Human Resources Committee Terms of Reference** • **Honourarium and Travel Expense Policy** • **Performance Management Framework** • **Practice Standard Development, Review and Approval** • **Preventing Workplace Harassment** • **Registrar's Operational Report** G. Fevens / D. Melvin Carried April 28, 2026		There was a review of the motions passed electronically since the February 27, 2026 in-person meeting for information and minuting purposes.

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8.0	Dalhousie University Faculty of Dentistry Dean's Report	Dr. Davis provided an update on activities at the Faculty of Dentistry and also from his role as Chair of the Association of Canadian Faculties of Dentistry.
9.0	Report from the Nova Scotia Dental Association (NSDA)	Dr. Karst provided an update on the various initiatives being undertaken by the NSDA.
10.0	Report from the Nova Scotia Dental Assistants' Association (NSDAA)	No report was submitted.
11.0	Licensing Report	Ms. Donovan reviewed the current registration and licensing statistics and outlined the recent licence renewal process for dental assistants.
12.0	Registrar's Operational Report 12.1 Overview and Summary 12.2 Statutory Responsibilities 12.3 Management Representation on Statutory Compliance 12.4 Policy and Procedural Compliance 12.5 Operational Metrics and Trends 12.6 Issues Requiring Board Awareness or Direction 12.7 Other Updates	The Registrar gave an overview of his report and answered questions.
13.0	**Chair** 13.1 Chair's Report 13.2 NSRDDA Report to NSDA Executive Committee 2026-05-01	Dr. Sharma extended her appreciation to Maureen Reid of BoardWorks Consulting, Dr. Doug Mackey, Board staff, and Board members for their dedication to the contributions, development, review, and approval of the final set of governance policies. She outlined meetings she had recently attended and gave an overview of the organizational review of NSRDDA operations being conducted by Royer Thompson.
14.0	**Board Committee Reports**	
14.1	Governance and Human Resources Committee (a) Overview of Human Resources and Governance Activities	Mr. Melvin outlined the various activities of the Committee and added to Dr. Sharma's comments about the Organizational Review being conducted by Royer Thompson.

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	(b) Royer Thompson Organizational Review (c) Appointments and Reappointments (i) Statutory Committees (ii) Board Committees (d) Approved Governance Policy Documents	**MOTION 2026-33: "That Ms. Donna Dickie (DA) be reappointed to the Complaints Committee for a three-year term effective May 29, 2026."** T. Silver / A. El-Darahali Carried **MOTION 2026-34: "That Dr. Ian Ross, Dr. Mark Vallee, Dr. Thomas Steeves, and Dr. Sara Hunter be reappointed to the Professional Conduct Committee for a three-year term effective May 29, 2026."** T. Silver / M. Fowler Carried **MOTION 2026-35: "That Ms. Susan MacDougall be appointed to the Professional Conduct Committee for a three-year term effective May 29, 2026."** T. Silver / M. Fowler Carried
14.2	Finance, Audit, and Risk Committee (10:00) (a) Audit Findings Report and Draft Audited Financial Statements and Draft Management Letter Points (Ms. Alida Mitchell and Ms. Emma Young) (b) Transfer of funds from Unrestricted Net Assets to Restricted Net Assets (c) Acceptance of the Financial Statements (d) Appointment of Auditors (e) Financial Update to April 30, 2026	Dr. Sharma welcomed and introduced: • Ms. Alida Mitchell, Practice Leader, Assurance and Advisory Services, Baker Tilley, and • Ms. Emma Young, Senior Manager, Assurance and Advisory Services, Baker Tilly. **MOTION 2026-36: "That the meeting be moved *in camera*."** T. Silver / A/ El-Darahali Carried **MOTION 2026-37: "That $400,000 be transferred from the Unrestricted Net Assets to the Restricted Net Assets, effective December 31, 2025."** T. Silver / A. El-Darahali Carried

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		MOTION 2026-38: "That the 2025 NSRDDA Financial Statements be approved as amended, reflecting the transfer of funds from the Unrestricted Net Assets to the Restricted Net Assets." T. Silver / M. Fowler Carried **MOTION 2026-39: "That Baker Tilley be appointed as auditors for the NSRDDA for 2026."** T. Silver / A. Power Carried **MOTION 2026-40: That the *in camera* session be ended.** T. Silver / M. Fowler Carried
15.0	**Old Business**	
15.1	Policy on Registration and Licensing for Dentists Academic License	Verbal Update
15.2	Policy on Advanced Practice Designation for Dental Assistants - Orthodontics	**MOTION 2026-41 "That the edits to the *Policy on Advanced Practice Designation for Dental Assistants - Orthodontics* be approved as presented."** A. El-Darahali / T. Silver Carried
15.3	"Information Sheet" for prospective and current dental assistants regarding professional responsibilities.	Verbal Update
15.4	Further Communications from a Member of the Public Regarding Sedation	These communications were reviewed by the Board and it was determined that no further action is warranted.
15.5	Communication from the NSDAA regarding Dental Assisting Scope of Practice	Communication was reviewed from the Nova Scotia Dental Assistants' Association expressing concerns that there may be dentists who are having intraoral duties performed on patients who are not licensed dental assistants. Dr. Mackey reviewed the various means

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		through which dental assisting scope of practice is reviewed with all registrants, including annually at licence renewal. **ACTION: Dr. Mackey will respond to the NSDAA outlining the above and, again, informing them that any individual can file a complaint if they believe a person is engaging in unauthorized practice.**
15.6	Communication from Continuing Competence Committee (a) Medical Emergency Requirement (b) Automatic Audits for Registrants Who do not Upload the Minimum Required Credits by the end of their cycle.	The Board considered a request from the Continuing Competence Committee that the Board support the development of an online course that would fulfill the requirement for a medical emergencies course but that is tailored to the role of dental assistants. The Board determined that it would not undertake this. The Board considered a request from the Continuing Competence Committee that the Board consider implementing automatic audits for registrants who do not upload the minimum required credits by the end of their cycle. The Board determined that it would not institute this practice and referred to prior Board deliberations on this matter. **ACTION: The Registrar will communicate these decisions to Dr. Walsh, Chair of the Continuing Competence Committee.**
15.7	Training for Board and Committee Members	All Board and Committee members, as well as NSRDDA staff, will be enrolled in governance training modules in the near future.
15.7	Radiology Inspections	Work is under way to revise the *Guidelines for Prescribing and Taking Dental Radiographs* to reflect the requirement for inspections of equipment at a minimum once every three years.
16.0	**New Business**	

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16.1	Accreditation of Dentistry and Dental Assisting Programs (11:00) Guests: • Dawn Wilson, CEO of Commission on Dental Accreditation of Canada (CDAC) - Virtual • Dr. Ben Davis, Dean of Dalhousie University Faculty of Dentistry (FOD) and Chair of the Association of Canadian Faculties of Dentistry (ACFD)	Dr. Sharma welcomed: • Dr. Ben Davis, Dean of the Faculty of Dentistry, Dalhousie University and Chair of the Association of Canadian Facilities of Dentistry, and • Ms. Dawn Wilson, CEO of the Commission of Dental Accreditation of Canada (CDAC). **MOTION 2026-42: "That the meeting be moved *in camera*."** M. Fowler / A. El-Darahali Carried
16.2	Requests for Refunds of Reinstatement Fees	The Board had received requests from a dentist and a dental assistant to have a refund of the reinstatement fees they were required to pay due to failure to renew their licenses by their respective renewal deadlines. The Board reviewed all communications on the matters relevant policies. **MOTION 2026-44: "That the requests for refund of reinstatement fees be denied."** M. Fowler / T. Silver Carried It was noted that these sorts of operational decisions are not within the purview of the Board under the new governance model and that going forward, it would be up to the Registrar to apply applicable policies. **MOTION 2026-43: "That the *in camera* session be ended."** T. Silver / A. El-Darahali Carried
19.0	**Other Communication**	

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19.1	Communication from the NSDA re Board Composition	Communication was reviewed from the Nova Scotia Dental Association expressing concerns about the composition of the NSRDDA Board and the perceived lack of dental expertise. There was a request for the Board to consider increasing the size of the Board. NSDA Past-Chair, Dr. Karst, was present for the discussion. The Registrar explained that the size of the Board had been set by government between the *Regulated Health Professions Act* and the *Dentistry and Dental Assisting Regulations*. He further explained the evolution of the Regulator's Board from being working/operational to governance, therefore responsible for oversight and strategic directions rather than matters such as the development of practice standards. In this context, registrant representation on the Board is less important than is registrant's participation in committees (both statutory and *ad hoc* advisory). Dr. Karst said it would be helpful to members of the NSDA Executive Committee to have a better understanding of the transition from working Board to governance Board. **ACTION: Dr. Sharma will address this when she gives her presentation at the NSDA Annual Business Meeting in June.**
20.0	Upcoming Meeting Dates • Friday, September 25, 2026 • Friday, November 27, 2026 • Friday, February 26, 2027 • Friday, May 28, 2027	
21.0	Board Meeting Evaluation Survey	
22.0	Board *in camera* session	**MOTION 2024-45: "That the meeting be moved in camera."** A. El-Darahali / T. Silver

	Agenda Item	Discussions/Motions/Action
		Carried **Motion 2026-46: "That the meeting be adjourned."** T. Silver / M. Fowler Carried

Approved,



Dr. Sunita Sharma, NSRDDA Chair **September 25, 2026**