

STRATEGIC PLAN

2024 to 2027



**Saskatchewan
Dental
Therapists
Association**



Current context

In Saskatchewan, dental therapists are governed by the Dental Disciplines Act, 1997 and the Saskatchewan Dental Therapists Association bylaws. All dental therapists wishing to practice in the province of Saskatchewan are required to register and license with the Saskatchewan Dental Therapists Association (SDTA).

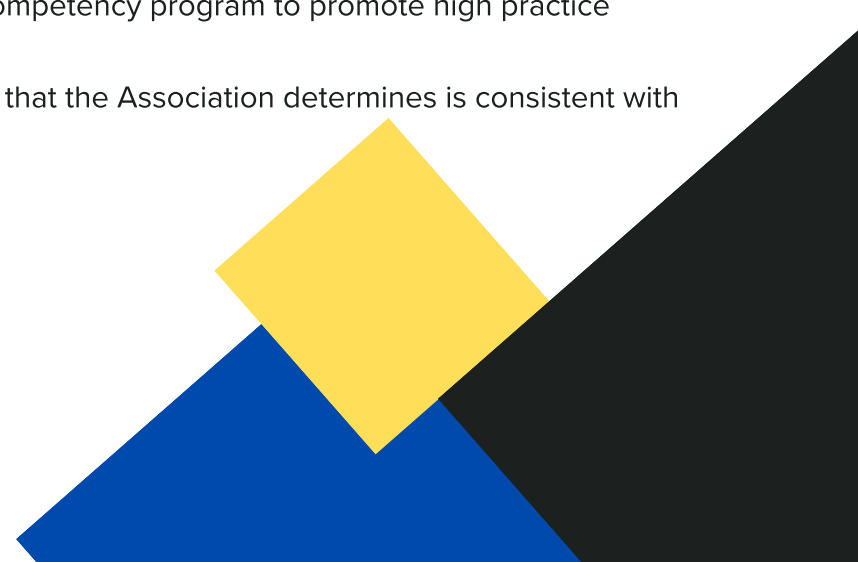
As a self-regulated profession, the SDTA has been granted the statutory responsibility for licensing and regulating its members (registrants). In accordance with the Saskatchewan Dental Therapists bylaws, all practicing and non-practicing members (registrants) must maintain a minimum number of continuing education credits over a three-year period to retain registration and/or license with the Association.

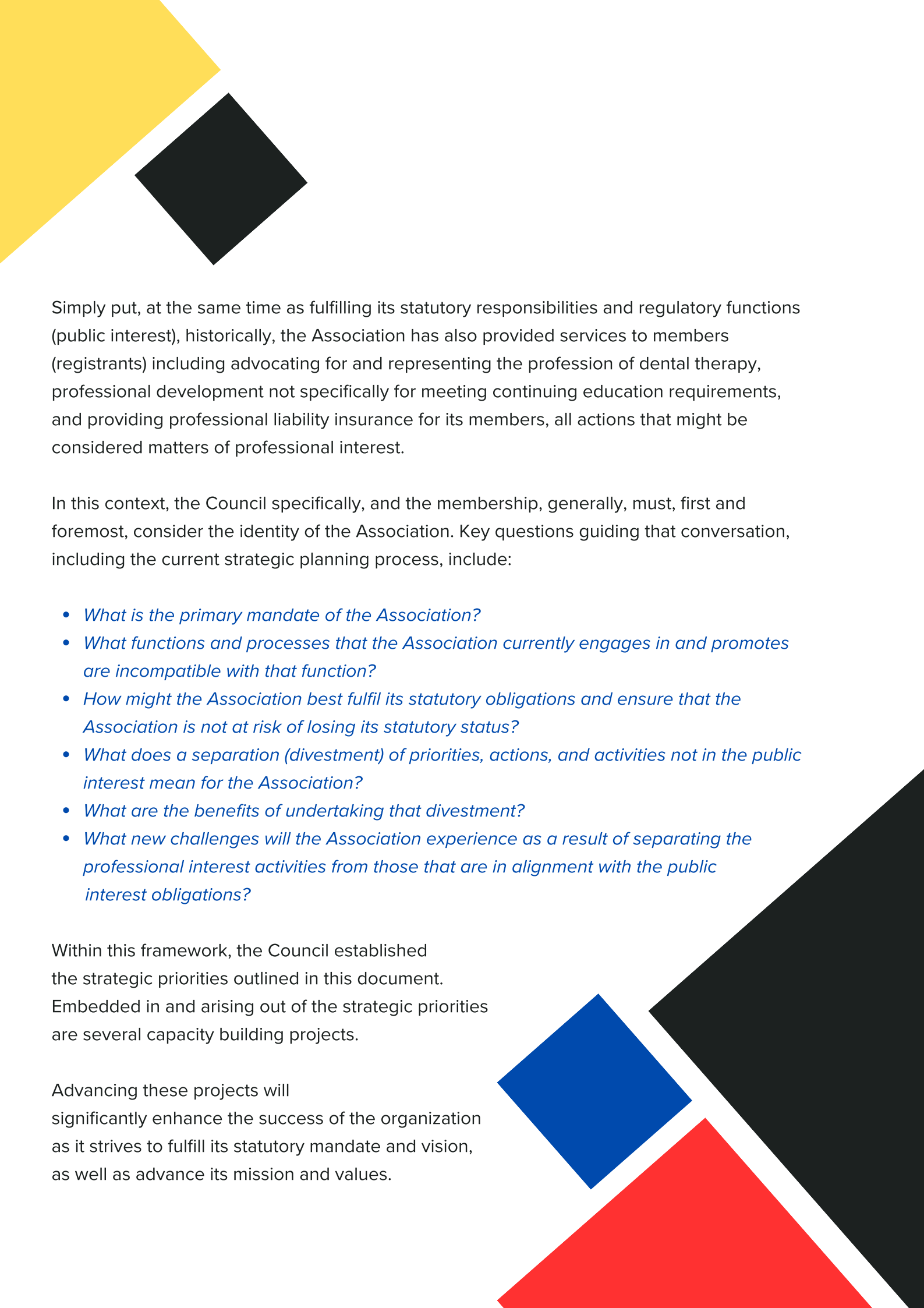
The statutory and primary duty of the Association includes serving and protecting the public. In doing so, the Association must exercise its powers and discharge its responsibilities in the public interest and not in the interest of the members.

The objects of the Association are:

- To regulate the practice of the profession and to govern the members in accordance with the Act and the bylaws; and
- To assure the public of the knowledge, skill, proficiency, and competency of members in the practice of the profession.

To that end, the Association may:

- Establish, maintain, and enforce standards for registration and of continuing competency and standards of practice for members;
 - Establish, maintain, and enforce a code of ethics for members;
 - Approve programs of study and education for the purposes of registration requirements;
 - Establish and maintain a continuing competency program to promote high practice standards among members; and
 - Carry out any other regulatory activity that the Association determines is consistent with its duty and objects.
- 



Simply put, at the same time as fulfilling its statutory responsibilities and regulatory functions (public interest), historically, the Association has also provided services to members (registrants) including advocating for and representing the profession of dental therapy, professional development not specifically for meeting continuing education requirements, and providing professional liability insurance for its members, all actions that might be considered matters of professional interest.

In this context, the Council specifically, and the membership, generally, must, first and foremost, consider the identity of the Association. Key questions guiding that conversation, including the current strategic planning process, include:

- *What is the primary mandate of the Association?*
- *What functions and processes that the Association currently engages in and promotes are incompatible with that function?*
- *How might the Association best fulfil its statutory obligations and ensure that the Association is not at risk of losing its statutory status?*
- *What does a separation (divestment) of priorities, actions, and activities not in the public interest mean for the Association?*
- *What are the benefits of undertaking that divestment?*
- *What new challenges will the Association experience as a result of separating the professional interest activities from those that are in alignment with the public interest obligations?*

Within this framework, the Council established the strategic priorities outlined in this document. Embedded in and arising out of the strategic priorities are several capacity building projects.

Advancing these projects will significantly enhance the success of the organization as it strives to fulfill its statutory mandate and vision, as well as advance its mission and values.

Guiding Principles

VISION

Through regulatory excellence, dental therapists uphold the highest quality and safety standards of the dental therapy profession in Saskatchewan.

MISSION

Protecting the public through regulation of the dental therapy profession.

VALUES

Respect for diversity, culture, and individuality

- Promoting an inclusive environment by engaging successfully with a wide variety of individuals and encourages participation and involvement of others.
- Appreciating different opinions, roles, experiences, and backgrounds.

Regulatory accountability and responsibility

- Enhancing the rigour of regulatory guidelines, professional standards, regulations, and principles
- Demonstrating professional integrity regularly and consistently.

Transparency and integrity

- Strongly upholding organizational values and beliefs.
- Disclosing relevant professional information to inform decision making.

Professionalism

- Demonstrating the behaviours and competency that are expected of the profession and the organization.





The process

In October 2023, the Council (Board of Directors) of the Saskatchewan Dental Therapists Association engaged in a comprehensive organizational analysis utilizing the Non-profit Lifecycles approach/model originally developed by Susan Kenny Stevens. The model highlights the importance of key capacity areas, or the ‘table legs’ of governance, management, administration, and resources, all of which must be operating in balance to support a non-profit’s programs and mission (the table top).

Diving deeper into each of these capacity areas, two surveys, one completed by Council members and a second survey available to all members of the Association (with 88 respondents) provided extensive data and personal perspectives that the Council utilized as they participated in a robust strategic planning session on October 28, 2023. To articulate strategic priorities outlined in this plan, the Council engaged in appreciative processes to identify key strengths, opportunities, aspirations, and results that informed their strategic conversations.

The Council members and sole staff member are dedicated and committed to increasing the effectiveness and efficiency of the organization. That was evidenced through the survey results as well as their active participation and engagement in strategic thinking and brainstorming exercises throughout the process.

The first step in the strategic planning process was for the Council to articulate the vision, mission and values that will guide their decision making and actions over time.

The strategic priorities create an interconnected framework for the development of a subsequent operational and implementation plans, including measures of success, objectives, and actions.

Reporting (accountability) on progress regarding the objectives and actions should occur at regularly scheduled meetings of the Council throughout the lifetime of the strategic plan.

Overarching Priority

Affirm the primary function of the Association as the regulatory body for dental therapists in Saskatchewan

As the dental therapy profession renews itself and continues to grow, it is imperative that all of the actions and activities of the Association align with the fulfillment of its statutory obligations and regulatory function.

Desired Impact

Improved outcomes for the public through clearly stated standards of competence and conduct for dental therapists.

Increased organizational capacity to anticipate and respond to external forces and future challenges with agility, resilience, and openness.

Actions

Embrace leading regulatory practices to protect the public.

- Review, develop, and maintain patient-centred practice standards and guidelines that are clear, consistent, enforceable, and current.
- Establish effective and timely Council review and oversight of standards.

Utilize leading regulatory practices to enhance regulatory effectiveness, guide strategic decision-making, and improve processes.

- Update and implement a comprehensive, mandatory quality assurance program so that the public is well-served by competent dental therapists.

Programs and Services

Review and affirm the standards of practice, including, but not limited to, the code of ethics and continuing education requirements.

Promote the organization's regulatory function with the public.

Regular and ongoing review of regulatory practices will ensure alignment with the statutes, as well as national and international best practices and standards, ensuring excellence in dental therapy regulation.

Desired Impact

Heightened awareness and levels of understanding of SDTA's statutory mandate, vision, mission, and values.

Streamlined and aligned public and registrant communication.

Actions

Conduct a comprehensive current organizational program analysis to ensure alignment with regulatory mandate and mission relevance.

- Determine which programs and processes are primarily designed for public interest.
- Eliminate and/or transfer responsibility for programs that are designed primarily for member interest .

Develop a broad-based communication and public relations strategy focussed on raising the status of the dental therapy profession.

- Revise and update the SDTA website to better reflect the renewed mandate and organizational purposes.

Identify and strengthen productive relationships with stakeholders.

- Share information and consult broadly with the public and other healthcare professionals.
- Provide relevant and timely information that the public needs to make informed decisions about the quality of care they receive from dental therapists.
- Communicate and collaborate effectively with related healthcare organizations and regulatory bodies.

Governance Framework

Strengthen the governance framework to ensure organizational stability

Organizational sustainability and stability are enhanced with strong governance structures and processes. Strengthening this foundational framework ensures that SDTA will continue to be recognized for its regulatory function and statutory obligations by its members, partner organizations, the government of Saskatchewan, and the public.

Desired Impact

The Council and key staff personnel understand governance, legal and fiduciary responsibilities and operate in accordance with good governance ideals for non-profit organizations with similar mandates and structures.

The Council and key staff personnel exercise their respective leadership roles with clarity, competence, respect, and integrity to ensure SDTA remains stable, focussed, and vital.

Governance structures and processes, including Council committees, are clarified, established, and formalized.

Governance bodies (members/Council) understand their respective governance roles, responsibilities, and accountabilities.

Actions

Review and update organizational governance structures and Council responsibilities to align with relevant non-profit models of governance.

- Engage in ongoing governance education sessions to design the most effective and efficient governance structure with clearly defined roles and responsibilities.
- Undertake a comprehensive review of governing documents (regulatory and administrative bylaws, and board policies).
- Develop a robust governance manual that aligns with best practices of non-profit organizations including:
 - Board of directors (Council) and officer roles and responsibilities,
 - Terms of reference for board committees,
- Enhance organizational functionality and stability through adherence to strong governance policies and practices.
- Review and develop relevant governance policies and practices through a risk/succession lens.



Operational Priority One

Affirm a progressive, stable business plan

Affirming a progressive and solid business plan with corresponding practices, including the financial resources of the organization, provides stability for the organization to permit strengthened delivery of the organizational mission and mandate.

Desired Impact

SDTA financial and business plan is perceived with integrity by the public, government officials and members.

Organizational (SDTA) sustainability is enhanced by balancing short and long terms needs with available financial and human resources.

SDTA leadership (Council and management) has a strong sense of economics and financial requirements.

Actions

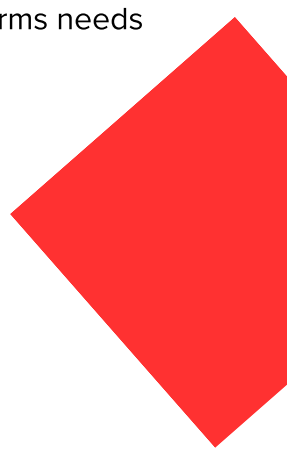
Undertake a risk management assessment to ensure organizational stability.

- Review the investment vehicles currently utilized for SDTA reserves.

Develop financial predictions in a timely fashion to enable the Board to assess the proposed activities and develop a long-term financial strategy.

- Create financial budgeting, projection, and reporting tools.
- Develop financial policies to inform and enhance organizational decision making.

Ensure regular, timely, and useful financial information is transparently available to the Council, registrants, and external agencies.



Operational Priority Two

Strengthen and expand management and human resource functions of SDTA

Strengthening and expanding the management human resource structure and supports will improve the delivery of programs and services offered.

Desired Impact

Effective, efficient, and responsive management structure to support employed staff and mitigate against burnout.

Systems are continually reassessed for adequacy to keep pace with regulatory and administrative requirements.

Actions

Assess the human resource capacity needed to support the current and future growth of SDTA.

- Evaluate the workload of current staff
- Identify gaps in skills and knowledge
- Review future staffing needs and create necessary staff and contract positions
- Develop succession plan and contingencies to address key person risk

Strengthen the human resource policies and practices surrounding the Executive Administrator/Registrar role.

- Implement a comprehensive employee success/support program to ensure minimal impact on organization functioning in the event of disruption or personnel change.

Establish clear communication protocols and decision-making lines of authority.

Operational Priority Three

Renew and/or create effective and efficient administrative systems and processes

Streamlining administrative policies and procedures, as well as the creating and formalizing new administrative policies, will professionalize administrative practices and ensure alignment with the organization's mission and values.

Desired Impact

Sophisticated administrative systems are in place for competent management and decision-making.

The organization (SDTA) consistently operates from an outlined course of action for routine governance and personnel matters.

Strengthened communication mechanisms exist internally and externally.

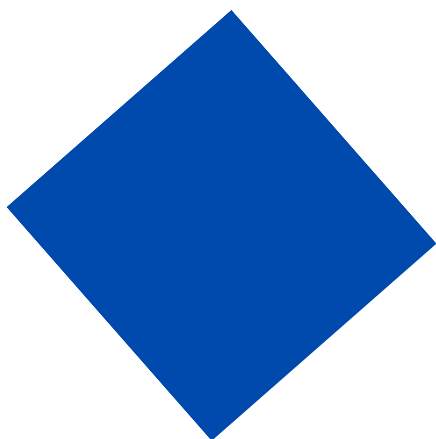
Administrative, financial and communication systems have been updated and professionalized to support SDTA mission and mandate.

Actions

Review and develop, as required, comprehensive administrative policies and procedures.

- Develop robust financial management policy and procedures
- Create operational policies and procedures manual as identified and required
- Implement a review and update of the human resource policies and practices

Continually reassess administrative, financial and communication systems and processes for adequacy to keep pace with regulatory and administrative needs and requirements.



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for the

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**Saskatchewan
Dental
Therapists
Association**



THE FOLLOWING ARE THE POLICIES OF THE

**SASKATCHEWAN DENTAL
THERAPISTS ASSOCIATION'S**

CONTINUING EDUCATION REQUIREMENTS

Effective: January 2, 1998

Reviewed and Updated: October 2019

INTRODUCTION

According to the Saskatchewan Dental Therapy Bylaws, Part I Bylaw II Section 6, all practicing and non-practicing members must obtain a minimum number of 40 continuing education credits over a three-year period to maintain registration and/or license with the association.

It is the personal, professional and ethical responsibility of all members to obtain the required continuing education credits to maintain and advance their skills and knowledge.

CONTINUING EDUCATION CREDITS

Requirements

All practicing and non-practicing members must obtain a minimum number of 40 continuing education credits over a three-year period to maintain registration and/or license with the association.

The accumulation period for continuing education credits will begin upon registration and/or licensure and end on December 31 of the third licensing period from which the member initially registered and/or licensed.

For members who were registered before January 1, 1998, the accumulation period shall begin January 1, 1998 and end December 31, 2000.

Credits must be acquired during the three-year period. Credits obtained prior to the beginning of a three-year period cannot be applied toward the necessary credits for that period. Credits acquired over and above the 40 required cannot be carried forward to the next three-year period.

Guidelines

Continuing education credits will be granted for continuing education courses or professional development activities according to policies set by the Credentials Committee and approved by Council.

Courses or activities will generally be accepted at hour-for-hour credit, unless otherwise stated. Only actual hours of lecture, instructor and/or practicum time are eligible for credit. Members must provide proof of attendance at each course or activity.

Reporting of Credits

Members are responsible to provide evidence to the satisfaction of Council that they have obtained the required educational credits. This evidence must be filed with the Registrar.

Continuing education courses or professional development activities sponsored by Council will be pre-approved.

For conventions or conferences with a variety of sessions, registrants must clearly indicate which session(s) were attended and provide proof of attendance. Receipt for payment of course registration fees are not considered evidence of attendance. Submissions must include the subject and content of each session attended.

Members may be granted credits for courses or activities not sponsored by Council. In such cases members are responsible for providing detailed information. Information must include the date, hours of attendance, course outline and proof of attendance. Members may be asked to provide further information to the Credentials Committee and/or Council.

Submissions for credits may also be made on group forms. Group submissions must include all necessary information as well as the member's name and signature.

Delegation and Appeal - Section 21(4-7) of the Dental Disciplines Act:

- (4) A registrant who is aggrieved by a decision of the registrar made pursuant to delegated power may apply to the Council to review that decision.
- (5) On a review pursuant to subsection (4), the Council shall hear the review and may:
 - (a) direct the registrar to exercise the power in a manner that the council considers +appropriate; or
 - (b) confirm the registrar's decision.
- (6) On a review pursuant to subsection (4), the person aggrieved by the decision of the registrar has the right to appear in person before the council in support of the application.
- (7) A council shall cause the applicant to be informed in writing of its decision regarding the review.

Records

It is the member's personal and professional responsibility to ensure that continuing education credits are reported on a regular basis. Members are urged to submit their applications for Continuing Education Credits in a timely manner. Council therefore reserves the right to refuse Continuing Education Credits if submitted post one year course completion.

The Registrar will provide all members with a yearly report of their continuing education credits with their annual license or non-practicing membership renewal forms.

It is each member's responsibility to maintain a continuing education file containing detailed information on each course activity attended. Members may be asked to provide such details to the Credentials Committee and/or Council.

In the event of a discrepancy between the records of the member and the records of the Registrar, the member will be required to produce evidence to the satisfaction of the Credentials Committee and/or Council that he/she has obtained the required continuing education credits.

Miscellaneous

Members are responsible for any costs incurred with acquiring continuing education credits. (i.e., registration fees, tuition fees, meals, travel, etc.)

CONTINUING EDUCATION CATEGORIES

Continuing education courses or professional development activities must be of an intellectual or professional nature relating to the practice of Dental Therapy.

Various types of courses or activities are eligible for credit under the categories described below.

A) Dental Therapy Practice

Continuing education courses or activities that relate to the practice of dental therapy in the areas of clinical therapy, health promotion and research are eligible for credit with a minimum requirement of 20 credits per three-year period.

B) Practice Management

Continuing education courses or activities that relate to the administration or management of the member's practice of dental therapy are eligible for credit.

C) *Personal Enhancement*

Personal enhancement programs that enhance personal health and well being and contribute to a healthy dental therapy work environment are eligible for credit.

CONTINUING EDUCATION ACTIVITIES

All continuing education courses or professional development activities are available for credit under the classifications described below.

1. Courses/Workshops/Conventions/Conferences/Meetings

Continuing education courses/workshops/conventions/conferences sponsored by a variety of providers, in a variety of formats, are eligible for hour-for-hour credits for actual lecture and/or practicum time. Members registering in full for any multi-day dental conference will be eligible for 5 additional credits in category B. Continuing education credits will be assessed and granted on basis of course/workshop/convention/conference/meeting content.

2. Lecturers/Presenters/Facilitators

Lecturers, presenters or facilitators who provide dental therapy presentations or instruction to study groups, health groups or educational programs, outside their regular duties, qualify for hour-for-hour credits to a maximum of 5 credits per year. Such programs include special sessions, table clinics, guest lectures, workshops, courses and/or presentations to dental professionals or to the general public.

3. Preparation and Instruction

Not applicable.

4. Full-Time Advanced Study

Members engaged in full-time programs applicable to dental therapy practice will fulfill their continuing education requirements for the period of their full-time studies, and a new three year period will commence on January 1 of the year preceding completion of these studies. A copy of the member's transcript or proof of registration must be submitted annually to confirm the member's status. Such programs include Dental Hygiene.

5. Formal Programs of Study for Dental Therapists

Members successfully completing formal programs of study for dental therapists will qualify for credits to be determined by the Credentials Committee and approved by Council. Such areas include the orthodontic module, permanent extraction module, space maintenance module and study models and impressions module.

6. Individual Initiatives

Individuals that subscribe to educational tapes, journals/newsletters, Internet continuing education, self-study courses, etc. are eligible for up to a maximum of 15 credits per three-year period to be determined by the Credential Committee. Submissions must include certification of completion, as well as all other necessary information.

7. Publications

Articles **submitted** to and published in the official newsletter of the SDTA, at the discretion of the Editor and the Credentials Committee, are eligible for 1 credit per newsletter to a maximum of 6 credits per three-year period.

Articles **written** and published in the official newsletter of the SDTA, at the discretion of the Editor and Credentials Committee, are eligible for up to 3 credits per newsletter, to be determined by the Credentials Committee, to a maximum of 9 credits per three-year period.

Articles pertinent to the Dental Therapy profession, written and published in other publications, evaluated by the Credentials Committee, are eligible for up to 3 credits per article to a maximum of 9 credits per three-year period.

8. Meetings

Members attending SDTA Council meetings, as an elected member at large, are eligible for 2 credits per meeting to a maximum of 4 credits per year.

Members attending SDTA Council meetings, as an elected officer, are eligible for 3 credits per meeting to a maximum of 6 credits per year.

Members serving as an official representative of the SDTA at meetings other than those sponsored by the SDTA, are eligible for 1 credit per meeting to a maximum of 2 credits per year.

Members attending a General or Annual meeting are eligible for 2 credits per meeting to a maximum of 4 credits per year. Members that have attended other dental associations' General or Annual meetings are able to apply for 2 credits per meeting.

Members attending a Regional meeting are eligible for 1 credit per meeting to a maximum of 2 credits per year.

9. Volunteer Activities

Volunteer activities related to dental therapy will be granted continuing education credits to a maximum of 5 credits per activity per year, to a total of 15 credits per three-year reporting period. Each activity will be reviewed on a case by case basis by Credentials Committee and/or Council.

10. Mentoring

Members who have acted as a mentor to a student interested in the profession of Dental Therapy are eligible to receive up to 5 credits hour-for-hour per three-year reporting period. The student must provide short summary (on Request Form) on mentoring that was provided by the member.

Mandatory Requirement to Maintain Licensure

CPR - Credit distribution

CPR "C" Category A

Members are required to complete a CPR course once every three-year reporting period to maintain registration and/or license with the association. A maximum of 6 continuing education credits in category A will be given per three-year period.

Online CPR courses are accepted based on proof that course was taken through an online Canadian CPR course.

FIRST AID - Credit distribution

Standard First Aid Category B *hour for hour credits

Members are encouraged but not required to complete First Aid training. A maximum of 10 continuing education credits in category B credits will be given per three-year period.

The Dental Disciplines Act

being

Chapter D-4.1 of the *Statutes of Saskatchewan, 1997* (consult Table of Saskatchewan Statutes for effective dates. Last proclamation date December 1, 2000) as amended by the *Statutes of Saskatchewan, 2001, c.8; 2002, c.R-8.2; 2009, c.T-23.01; 2010, c.B-12, and c.19 and c.20; 2013, c.S-15.1; 2014, c.E-13.1, c.S-32.21 and c.17, 2017, c.P-30.3; 2018, c.C-2.111 and c.42; 2019, c.25; 2020, c.9; 2021, c.6 and c.19; and 2023, c.6.*

NOTE:

This consolidation is not official. Amendments have been incorporated for convenience of reference and the original statutes and regulations should be consulted for all purposes of interpretation and application of the law. In order to preserve the integrity of the original statutes and regulations, errors that may have appeared are reproduced in this consolidation.

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CHAPTER D-4.1

An Act respecting the Regulation of Dental Disciplines

SHORT TITLE AND INTERPRETATION

Short title

- 1 This Act may be cited as *The Dental Disciplines Act*.

Interpretation

- 2 In this Act:

- (a) “**administrative bylaw**” means a bylaw made for a purpose set out in subsection 15(1) and, in the case of the College of Dental Surgeons of Saskatchewan, includes a bylaw made pursuant to clause 15(3)(a);
- (b) “**association**” means one of the associations, colleges or societies continued pursuant to section 3, as the case may be;
- (c) “**authorized practice**” means the practices set out in section 23 for members of each of the associations;
- (d) “**bylaws**” means the valid and subsisting bylaws of an association;
- (e) “**council**” means the council of an association;
- (f) “**councillor**” means a person who is a member of a council;
- (g) “**court**” means the Court of Queen’s Bench;
- (h) “**dental assistant**” means a person who is registered as a member of the Saskatchewan Dental Assistants Association;
- (i) “**dental hygienist**” means a person who is registered as a member of the Saskatchewan Dental Hygienists’ Association;
- (j) “**dental technician**” means a person who is registered as a member of the Dental Technicians Association of Saskatchewan;
- (k) “**dental therapist**” means a person who is registered as a member of the Saskatchewan Dental Therapists Association;
- (l) “**dentist**” means a person who is registered as a member of the College of Dental Surgeons of Saskatchewan;
- (m) “**denturist**” means a person who is registered as a member of the Denturist Society of Saskatchewan;
- (n) “**member**” means a member of an association who is in good standing;
- (o) “**minister**” means the member of the Executive Council to whom for the time being the administration of this Act is assigned;

- (p) **“practising member”** means a member to whom a current licence to practise has been issued pursuant to section 20;
- (q) **“record”** includes any information that is recorded or stored in any medium or by means of any device, including a computer or electronic media;
- (r) **“register”** means the register kept by an association pursuant to section 19;
- (s) **“registrar”** means the person appointed by an association pursuant to section 12;
- (t) **“regulatory bylaw”** means a bylaw made for a purpose set out in subsection 15(2) or by the minister pursuant to section 17 and, in the case of the College of Dental Surgeons of Saskatchewan, includes a bylaw made pursuant to clause 15(3)(b).

1997, c.D-4.1, s.2; 2023, c6, s.3-2.

ASSOCIATIONS

Associations continued

- 3(1) The College of Dental Surgeons of Saskatchewan, continued pursuant to *The Dental Profession Act, 1978*, is continued as a corporation.
- (2) The Dental Technicians Association of Saskatchewan, continued pursuant to *The Dental Technicians Act*, is continued as a corporation.
- (3) The Denturist Society of Saskatchewan, continued pursuant to *The Denturists Act*, is continued as a corporation.
- (4) The Saskatchewan Dental Assistants Association, a corporation continued pursuant to *The Non-profit Corporations Act, 1995*, is continued as a corporation.
- (5) The Saskatchewan Dental Hygienists’ Association, a corporation continued pursuant to *The Non-profit Corporations Act, 1995*, is continued as a corporation.
- (6) The Saskatchewan Dental Therapists Association, established pursuant to *The Dental Therapists Act*, is continued as a corporation.

1997, c.D-4.1, s.3.

Duty and objects of the association

- 3.1(1) It is the duty of each of the associations mentioned in section 3 at all times:
 - (a) to serve and protect the public; and
 - (b) to exercise its powers and discharge its responsibilities in the public interest and not in the interests of the members.
- (2) The objects of each association are:
 - (a) to regulate the practice of the profession and to govern the members in accordance with this Act and the bylaws; and
 - (b) to assure the public of the knowledge, skill, proficiency and competency of members in the practice of the profession.

- (3) In furtherance of its duty and objects, each association may:
- (a) establish, maintain and enforce standards for registration and of continuing competency and standards of practice for members;
 - (b) establish, maintain and enforce a code of ethics for members;
 - (c) approve programs of study and education courses for the purposes of registration requirements;
 - (d) establish and maintain a continuing competency program to promote high practice standards among members; and
 - (e) carry out any other regulatory activity that each association determines is consistent with its duty and objects.

2023, c 6, s.3-3.

Associations autonomous

- 4(1) Each association mentioned in section 3 is an autonomous entity.
- (2) The provisions of this Act are to be interpreted recognizing the autonomous nature of each association.
- (3) The provisions of this Act are not to be interpreted in a manner that will allow any association to have precedence over another association or to in any way affect the functioning of other associations.

1997, c.D-4.1, s.4.

Membership

- 5(1) The membership of the College of Dental Surgeons of Saskatchewan consists of:
- (a) those persons who are members of the College of Dental Surgeons of Saskatchewan on the day before this subsection comes into force; and
 - (b) those persons who are admitted as members of the College of Dental Surgeons of Saskatchewan pursuant to this Act and the bylaws.
- (2) The membership of the Dental Technicians Association of Saskatchewan consists of:
- (a) those persons who are members of the Dental Technicians Association of Saskatchewan on the day before this subsection comes into force; and
 - (b) those persons who are admitted as members of the Dental Technicians Association of Saskatchewan pursuant to this Act and the bylaws.
- (3) The membership of the Denturist Society of Saskatchewan consists of:
- (a) those persons who are members of the Denturist Society of Saskatchewan on the day before this subsection comes into force; and
 - (b) those persons who are admitted as members of the Denturist Society of Saskatchewan pursuant to this Act and the bylaws.

(4) The membership of the Saskatchewan Dental Assistants Association consists of:

- (a) those persons who are members of the Saskatchewan Dental Assistants Association on the day before this subsection comes into force; and
- (b) those persons who are admitted as members of the Saskatchewan Dental Assistants Association pursuant to this Act and the bylaws.

(5) The membership of the Saskatchewan Dental Hygienists' Association consists of:

- (a) those persons who are members of the Saskatchewan Dental Hygienists' Association on the day before this subsection comes into force; and
- (b) those persons who are admitted as members of the Saskatchewan Dental Hygienists' Association pursuant to this Act and the bylaws.

(6) The membership of the Saskatchewan Dental Therapists Association consists of:

- (a) those persons who are members of the Saskatchewan Dental Therapists Association on the day before this subsection comes into force; and
- (b) those persons who are admitted as members of the Saskatchewan Dental Therapists Association pursuant to this Act and the bylaws.

1997, c.D-4.1, s.5.

Property

6(1) An association may acquire, hold, mortgage, lease, sell or dispose of any property.

(2) All fees, fines and penalties receivable or recoverable pursuant to this Act are the property of the association that assessed the fee, fine or penalty or, in the case of penalties pursuant to section 44, the association that prosecuted the offence.

(3) An association may:

- (a) invest its funds in investments in which trustees are authorized to invest pursuant to *The Trustee Act, 2009*; and
- (b) sell or otherwise dispose of those investments and reinvest the proceeds in similar investments.

1997, c.D-4.1, s.6; 2009, c.T-23.01, s.64.

Meetings

7(1) An annual meeting for each association is to be held at the time and place that is determined by its council in accordance with its bylaws.

(2) A special meeting of an association for the transaction of the business that is specified in the resolution or request is to be held:

- (a) on resolution of the council; or
- (b) on the request, in writing, of the number of members specified in the bylaws.

- (3) The procedure at an annual or special meeting is to be determined by the bylaws.
- (4) Notice of the time, place and purpose of an annual or special meeting is to be given to the members in the manner prescribed by the bylaws.
- (5) Notwithstanding subsection (4), the council shall give notice of a special meeting within 60 days after the request or resolution for a special meeting.

1997, c.D-4.1, s.7.

COUNCIL

Council

- 8(1)** The council of each association shall govern, manage and regulate the affairs and business of its association.
- (2) Each council consists of:
 - (a) the number of councillors elected or appointed in accordance with the association's bylaws; and
 - (b) the persons appointed pursuant to section 9.
- (3) Councillors elected or appointed pursuant to clause (2)(a) are entitled to remuneration and reimbursement for expenses in the amount prescribed in the bylaws.
- (4) Each councillor elected or appointed pursuant to clause (2)(a) holds office:
 - (a) for the term prescribed in the bylaws; and
 - (b) until the person's successor is elected or appointed, as the case may be.

2023, c 6, s.3-5.

Public appointees

- 9(1)** The Lieutenant Governor in Council may appoint three persons who reside in Saskatchewan as councillors for each association.
- (2) Where the Lieutenant Governor in Council appoints a person as a councillor, the term of office of that person is not to exceed three years.
- (3) Subject to subsection (4), a councillor appointed pursuant to this section holds office until that person's successor is appointed and is eligible for reappointment, but is not eligible to hold office for more than two consecutive terms.
- (4) A councillor appointed pursuant to this section ceases to hold office if that person ceases to be a resident of Saskatchewan.
- (5) A councillor appointed pursuant to this section may exercise rights and serve on committees of the association to the same extent as other councillors.
- (6) In each association, at least one councillor appointed pursuant to this section shall serve on the discipline committee.

(7) The absence or inability to serve on the discipline committee by a councillor appointed pursuant to this section or the failure to appoint a councillor pursuant to this section does not impair the ability of a discipline committee to act.

(8) The minister shall remunerate and reimburse for expenses the councillors appointed pursuant to this section at the rate determined by the Lieutenant Governor in Council.

1997, c.D-4.1, s.9.

Resignation

10(1) A councillor elected or appointed pursuant to clause 8(2)(a) may resign by giving a written notice of resignation to the council.

(2) A councillor appointed pursuant to section 9 may resign by giving a written notice of resignation to the minister and the council.

(3) The resignation of a councillor is effective on the date stated on the written notice or, if no date is stated:

- (a) in the case of the resignation of a councillor elected or appointed pursuant to clause 8(2)(a), on the date the written notice is received by the council; or
- (b) in the case of the resignation of a councillor appointed pursuant to section 9, on the date the written notice is received by the minister.

2023, c 6, s.3-5.

Vacancy

11(1) When the office of a person elected or appointed as a councillor pursuant to clause 8(2)(a) becomes vacant, the remaining councillors may appoint another person to fill the vacancy until the earlier of:

- (a) the expiry of the term of office of the person who ceased to be a councillor; and
- (b) the day on which a person is elected or appointed to fill the vacancy in accordance with this Act and the bylaws.

(2) A vacancy in the membership of the council does not impair the power of the remaining councillors to act.

(3) If the licence of a member serving as a councillor is suspended, the member's powers and duties as a councillor are suspended for the same period.

(4) If a member serving as a councillor is expelled from the association, the member ceases to be a councillor on the day the member is expelled.

2023, c 6, s.3-5.

Officers and employees

12(1) The officers of an association are to be those that are:

- (a) designated in the bylaws; and
- (b) appointed or elected in accordance with the bylaws.

DENTAL DISCIPLINES

c D-4.1

- (2) The council of each association shall appoint a registrar.
- (3) A council may engage any employees that it considers necessary to carry out the duties and functions of the association.
- (4) Subject to this Act and the bylaws, a council shall determine the duties, responsibilities and remuneration of its officers and employees.

1997, c.D-4.1, s.12.

Committees

- 13(1)** A council may establish any committees that are provided for by its bylaws or that it considers necessary.
- (2) Each council shall appoint persons to any committees that are provided for by this Act or by its bylaws or that it has established pursuant to subsection (1).
- (3) A council, on any terms or conditions that it may determine, may delegate any of its powers or duties to a committee provided for by this Act, its bylaws or established pursuant to this section.
- (4) A council shall not delegate the power to make bylaws.
- (5) Subject to this Act and the bylaws, a committee may establish its own procedures.

1997, c.D-4.1, s.13.

BYLAWS

Procedures

- 14(1)** Each council may make bylaws for any purpose set out in section 15.
- (2) The registrar shall notify each member of each bylaw made by the member's association pursuant to subsection (1) within 60 days after the bylaw is made.
- (3) Failure to comply with subsection (2) does not invalidate a bylaw.
- (4) Subject to subsection (5), an administrative bylaw comes into force on the date specified in the bylaw, which date shall not be earlier than the date on which the bylaw is passed by the council.
- (5) If an administrative bylaw does not specify the date on which it comes into force, the bylaw comes into force on the date on which it is passed by the council.
- (6) No regulatory bylaw made by the council comes into force until it is:
 - (a) approved by the minister pursuant to section 16; and
 - (b) published in the Gazette.

2023, c 6, s.3-6.

Bylaws

15(1) Subject to this Act, administrative bylaws may be made by each council for that association's members pursuant to section 14 for the following purposes:

- (a) prescribing the seal of the association;
- (b) providing for the execution of documents by the association;
- (c) respecting the banking and financial dealings of the association;
- (d) fixing the fiscal year of the association and providing for the audit of the accounts and transactions of the association;
- (e) respecting the management of the property of the association;
- (f) prescribing the number and terms of office of councillors, other than persons appointed pursuant to section 9;
- (g) prescribing the officers of the association and governing the procedure for the appointment or election of those officers;
- (h) prescribing the duties of councillors, and officers and employees of the association;
- (i) governing the procedures for the election or appointment of councillors, other than persons appointed pursuant to section 9;
- (j) prescribing the organization, powers and procedures of the council and regulating the council in the performance of its duties;
- (k) respecting the holding and procedures of meetings of the council and annual and special meetings of the association;
- (l) prescribing the amount of registration, licensing and other fees payable to the association, the times of payment and penalties for late payment;
- (m) providing for the receipt, management and investment of contributions, donations or bequests;
- (n) regulating joint participation by the association with any educational institution or any person, group, association, organization or body corporate having goals or objectives similar to those of the association;
- (o) establishing any committees that the council considers necessary, determining the duties of committees, establishing procedures for the operation of committees and prescribing the manner of election or appointment of committee members;
- (p) prescribing the remuneration and reimbursement for expenses for councillors and committees members, other than persons appointed pursuant to section 9;
- (q) prescribing any other thing that is necessary for the effective administration of the association.

(2) Subject to this Act, regulatory bylaws may be made by each council for that association's members pursuant to section 14 for the following purposes:

- (a) prescribing the qualifications, standards and tests of competency for:
 - (i) the registration of persons or any category of persons as members;
 - (ii) the issuing of licences;
- (b) prescribing:
 - (i) the procedures governing registration of persons or any category of persons as members;
 - (ii) the procedures governing the issuing of licences;
 - (iii) the terms and conditions of licences;
- (c) setting standards of professional conduct, competency and proficiency of its members;
- (d) providing for a code of ethics for its members;
- (e) setting standards regarding the manner and method of practice of its members, including the supervision or direction of staff;
- (f) prescribing procedures for:
 - (i) the review, investigation and disposition of complaints by the professional conduct committee or the mediation of complaints alleging that a member is guilty of professional misconduct or professional incompetence;
 - (ii) hearings by the discipline committee of complaints alleging that a member is guilty of professional misconduct or professional incompetence;
 - (iii) reviews pursuant to subsection 21(4);
- (f.1) respecting the establishment of panels of the professional conduct committee and the discipline committee and the composition of the panels, determining the duties of the panels and establishing procedures for the operation of the panels;
- (g) establishing categories of membership and licences and prescribing the rights and privileges of each category;
- (h) prescribing the circumstances under which its members are required to attend re-entry education programs and courses and approving programs and courses for that purpose;
- (i) governing the approval of education programs for the purposes of registration pursuant to this Act and prescribing terms and conditions for initial or continued approval of those programs;
- (j) establishing programs for the assessment of the competency of its members;
- (k) setting standards for continuing education and the participation of its members in continuing education;
- (l) governing the reinstatement of a member who has been expelled;
- (m) setting requirements for maintenance of membership;

- (n) defining activities that constitute a conflict of interest and prohibiting the participation of members in those activities;
 - (o) regulating advertising by its members;
 - (p) prescribing the number of its members required to request a special meeting of the association;
 - (q) prescribing the minimum amount of liability protection that its members are required to obtain or providing for a scheme of insurance to indemnify its members for professional liability and respecting the payment or remittance of premiums in connection with it;
 - (r) prescribing the form, content and maintenance of the register and the information to be provided by its members for the purposes of the register;
 - (s) respecting the reporting and publication of decisions and reports of the council and committees;
 - (t) respecting the types of notices that may be served electronically and the manner of service of those notices;
 - (u) respecting the delegation of an authorized practice and any restrictions or conditions on any delegation;
 - (v) prescribing any requirements or orders that must be met prior to performance of an authorized practice by each one of its members;
 - (w) prescribing any other matters considered necessary for the better carrying out of this Act.
- (3) Subject to this Act, the council of the College of Dental Surgeons of Saskatchewan may make:
- (a) administrative bylaws permitting the College of Dental Surgeons of Saskatchewan to establish dental services plans to be operated by the College of Dental Surgeons of Saskatchewan directly or through a non-profit corporation controlled by it for the purposes of providing dental services in conjunction with:
 - (i) the Government of Canada or any of its agencies;
 - (ii) any provincial government or any of its agencies;
 - (iii) any municipal government;
 - (iv) any board of education or the conseil scolaire; or
 - (v) any other corporation; and
 - (b) regulatory bylaws:
 - (i) defining specialist categories of dentistry;
 - (ii) prescribing the qualifications, standards and tests of competency required for each specialty.
- (4) *The Saskatchewan Insurance Act* does not apply to the operator of a dental service plan established pursuant to subsection (3).

Filing of bylaws

16(1) Each association shall file with the minister two copies, certified by its registrar to be true copies, of:

- (a) all regulatory bylaws; and
- (b) any amendment to a regulatory bylaw together with two certified copies of the regulatory bylaw to which the amendment relates.

(2) Where the minister does not advise an association in writing within 90 days after receiving copies of the regulatory bylaw or amendment that the minister approves the regulatory bylaw or amendment, the regulatory bylaw or amendment is deemed not to be approved.

(3) Where the minister approves a regulatory bylaw or an amendment to a regulatory bylaw, the minister shall file with the Registrar of Corporations two copies, certified by the registrar to be true copies, of the regulatory bylaw or amendment.

(4) Where an amendment to a regulatory bylaw is filed pursuant to subsection (3), the minister shall file two copies, certified by the registrar to be true copies, of the regulatory bylaw with the amendment.

(5) Within 30 days after administrative bylaws or amendments to administrative bylaws are made, the council shall file with the Registrar of Corporations two copies, certified by the registrar to be true copies, of all administrative bylaws and all amendments made to those bylaws.

(6) Where an amendment to an administrative bylaw is filed pursuant to subsection (5), the council shall also file two copies, certified by the registrar to be true copies, of the administrative bylaw with the amendment.

(7) An administrative bylaw or an amendment to an administrative bylaw that is not filed within the time required by subsection (5) is deemed to be revoked on the expiration of the 30 days mentioned in subsection (5).

1997, c.D-4.1, s.16; 2010, c.B-12, s.27; 2021, c.6, s.23-26.

Ministerial bylaws

17(1) The minister may request a council to amend or revoke a regulatory bylaw or to make a new regulatory bylaw if the minister is satisfied that it is necessary or advisable to do so.

(2) Where the minister makes a request pursuant to subsection (1), the council shall be provided with the reasons for the amendment and, if appropriate, a draft of the amendment.

(3) If the council does not comply with a request pursuant to subsection (1) within 90 days after the date of the request, the minister may amend or revoke the existing regulatory bylaw or make the new regulatory bylaw in accordance with that request.

(4) A regulatory bylaw made pursuant to this section or an amendment or a revocation of a regulatory bylaw pursuant to this section comes into force when it is published in the Gazette.

(5) Where the minister makes, amends or revokes a regulatory bylaw, the minister shall file with the Registrar of Corporations two copies of the regulatory bylaw, amendment or revocation.

(6) Where an amendment to or revocation of a regulatory bylaw is filed pursuant to subsection (5), the minister shall file two copies of the regulatory bylaw with the amendment or revocation.

1997, c.D-4.1, s.17; 2010, c.B-12, s.27; 2021, c6, s.23-26.

MEMBERSHIP AND REGISTRATION

Membership

18(1) Each council, in accordance with this Act and its bylaws, may register persons as members of its association.

(2) Each council, in accordance with this Act and its bylaws, may issue licences to members of its association.

1997, c.D-4.1, s.18.

Register

19(1) In accordance with its bylaws, the council of each association shall keep a register in which the name and address of its members are to be recorded.

(2) The register is to be:

- (a) kept at the head office of the association; and
- (b) open for inspection by all persons, without fee, during normal office hours of the association.

(2.1) The register may be made available in any other manner acceptable to the registrar, including an electronic format.

(3) A certificate purporting to be signed by the registrar stating that a named person was or was not, on a specified day or during a specified period, a member or a suspended member according to the register or an extract from the register that is certified by the registrar is admissible in evidence as proof, in the absence of evidence to the contrary, of its contents without proof of the registrar's appointment or signature.

1997, c.D-4.1, s.19; 2020, c9, s.11.

Registration

20(1) A council may register as a member, and issue a licence to, a person who produces evidence establishing to the satisfaction of the council that the person:

- (a) has paid the prescribed fees;
- (b) has complied with the bylaws with respect to registration as a member;

- (c) has successfully completed:
 - (i) in the case of a person applying for registration as a dentist, an educational program in dentistry recognized by the council of the College of Dental Surgeons of Saskatchewan;
 - (ii) in the case of a person applying for registration as a dental technician, an educational program in dental technology recognized by the council of the Saskatchewan Dental Technicians Association;
 - (iii) in the case of a person applying for registration as a denturist, an educational program in denturism recognized by the council of the Denturist Society of Saskatchewan;
 - (iv) in the case of a person applying for registration as a dental assistant, an educational program in dental assisting recognized by the council of the Saskatchewan Dental Assistants Association;
 - (v) in the case of a person applying for registration as a dental hygienist, an educational program in dental hygiene recognized by the council of the Saskatchewan Dental Hygienists' Association; or
 - (vi) in the case of a person applying for registration as a dental therapist, an educational program in dental therapy recognized by the council of the Saskatchewan Dental Therapists Association; and
 - (d) has successfully completed any examination requirements prescribed in the bylaws.
- (1.1) Notwithstanding subsection (1), a council may register as a member, and issue a licence to, a person who produces evidence establishing to the satisfaction of the council that the person:
- (a) has paid the prescribed fees;
 - (b) has complied with the bylaws with respect to registration as a member; and
 - (c) is registered as:
 - (i) in the case of a person applying for registration as a dentist, the equivalent of a dentist in good standing pursuant to the legislation of another jurisdiction in Canada;
 - (ii) in the case of a person applying for registration as a dental technician, the equivalent of a dental technician in good standing pursuant to the legislation of another jurisdiction in Canada;
 - (iii) in the case of a person applying for registration as a denturist, the equivalent of a denturist in good standing pursuant to the legislation of another jurisdiction in Canada;
 - (iv) in the case of a person applying for registration as a dental assistant, the equivalent of a dental assistant in good standing pursuant to the legislation of another jurisdiction in Canada;

- (v) in the case of a person applying for registration as a dental hygienist, the equivalent of a dental hygienist in good standing pursuant to the legislation of another jurisdiction in Canada;
 - (vi) in the case of a person applying for registration as a dental therapist, the equivalent of a dental therapist in good standing pursuant to the legislation of another jurisdiction in Canada.
- (2) Notwithstanding that a person does not comply with the requirements of subsection (1), a council may register the person as a member of its association, and issue a restricted licence to practise to a person who produces evidence establishing to the satisfaction of the council that he or she:
- (a) is eligible, according to its bylaws, to be a member;
 - (b) has paid the prescribed fees;
 - (c) has complied with its bylaws with respect to registration as one of its members; and
 - (d) agrees to practise in accordance with the conditions or restrictions specified on the restricted licence.
- (3) A person issued a restricted licence shall comply with the bylaws governing members who practise with restricted licences.

1997, c.D-4.1, s.20; 2010, c.19, s.8.

Delegation and appeal

- 21(1)** A council may delegate to its registrar the power to:
- (a) register persons as members of its association;
 - (b) issue licences to its members; or
 - (c) do both of the things mentioned in clauses (a) and (b).
- (2) Where a power is delegated pursuant to this section, the exercise of that power by the registrar is deemed to be an exercise of the power by the council.
- (3) A council may impose any terms and conditions that it considers appropriate on a delegation of its powers.
- (4) A person who is aggrieved by a decision of the registrar made pursuant to a delegated power may apply to the council to review that decision.
- (5) On a review pursuant to subsection (4), the council shall hear the review and may:
- (a) direct the registrar to exercise the power in a manner that the council considers appropriate; or
 - (b) confirm the registrar's decision.
- (6) On a review pursuant to subsection (4), the person aggrieved by the decision of the registrar has the right to appear in person before the council in support of the application.
- (7) A council shall cause the applicant to be informed in writing of its decision regarding the review.

1997, c.D-4.1, s.21.

PROHIBITIONS

Protection of titles

22(1) No person other than a dentist shall use the title “dentist” or “dental surgeon” or any word, title or designation, abbreviated or otherwise, to imply that the person is a member of the College of Dental Surgeons of Saskatchewan.

(2) No person other than a dental technician shall use the title “dental technician” or “dental technologist” or any word, title or designation, abbreviated or otherwise, to imply that the person is a member of the Saskatchewan Dental Technicians Association.

(3) No person other than a denturist shall use the title “denturist” or any word, title or designation, abbreviated or otherwise, to imply that the person is a member of the Denturist Society of Saskatchewan.

(4) No person other than a dental assistant shall use the title “dental assistant” or any word, title or designation, abbreviated or otherwise, to imply that the person is a member of the Saskatchewan Dental Assistants Association.

(5) No person other than a dental hygienist shall use the title “dental hygienist” or any word, title or designation, abbreviated or otherwise, to imply that the person is a member of the Saskatchewan Dental Hygienists’ Association.

(6) No person other than a dental therapist shall use the title “dental therapist” or “dental nurse” or any word, title or designation, abbreviated or otherwise, to imply that the person is a member of the Saskatchewan Dental Therapists Association.

1997, c.D-4.1, s.22.

Authorized practices

23(1) A dentist is authorized, subject to the terms, conditions and limitations of that person’s licence:

- (a) to communicate a conclusion, identifying a disease, disorder or dysfunction of the oral-facial complex as the cause of a person’s symptoms;
- (b) to perform a procedure on tissues of the oral-facial complex below the dermis, below the surface of a mucous membrane or in or below the surfaces of the teeth, including the scaling of teeth;
- (c) to harvest tissue for the purpose of surgery on the oral-facial complex;
- (d) to correct a fracture of a bone of the oral-facial complex or correct a dislocation of a joint of the oral-facial complex;
- (e) to administer a substance by injection or inhalation in the provision of dental treatment;
- (f) to prescribe or dispense drugs in the provision of dental treatment;
- (g) to fit or dispense a dental prosthesis, or an orthodontic appliance or a device used inside the mouth to protect teeth from abnormal functioning; and
- (h) to expose, process and mount dental radiographs in accordance with Part V of *The Saskatchewan Employment Act*.

(2) A dental technician is authorized, subject to the terms, conditions and limitations of that person's licence:

- (a) to make, produce, reproduce, construct, furnish, supply, alter and repair a denture, bridge or prosthetic appliance, or thing to be used in, on, in connection with, or in the treatment of a human tooth, jaw or associated structure or tissue for a person in accordance with a prescription of a dentist to perform any of these services for the person, if the practices can be performed without intraoral procedures or the taking of impressions;
- (b) to make structural repairs to a removable dental prosthesis or replace teeth in a dental prosthesis, if these practices can be performed without intraoral procedures or the taking of impressions; and
- (c) to take shades for proper colour, including performing the necessary intraoral procedures.

(3) A denturist is authorized, subject to the terms, conditions and limitations of that person's licence, to make, repair, reline, alter, replace or furnish a removable dental prosthesis, and for that purpose carry out non-surgical intraoral procedures, including the taking of impressions that are necessary to make, repair, reline, alter, replace or furnish a removable dental prosthesis.

(4) A dental assistant is authorized, subject to the terms, conditions and limitations of that person's licence, to assist and to perform intraoral assisting services that include:

- (a) the introduction and manipulation of dental materials and devices in the mouth;
- (b) orthodontic and restorative procedures consistent with an approved education program in dental assisting; and
- (c) the exposure, processing and mounting of dental radiographs in accordance with *The Radiation Health and Safety Act, 1985*.

(5) A dental hygienist is authorized, subject to the terms, conditions and limitations of that person's licence:

- (a) to communicate an assessment and treatment plan regarding periodontal health;
- (b) to perform supragingival and subgingival debridement;
- (c) to perform orthodontic and restorative procedures consistent with an approved education program in dental hygiene;
- (d) to administer local anaesthesia in the provision of dental treatment; and
- (e) to expose, process and mount dental radiographs in accordance with *The Radiation Health and Safety Act, 1985*.

(6) A dental therapist is authorized, subject to the terms, conditions and limitations of that person's licence:

- (a) to communicate a conclusion identifying dental caries or dental abscesses as the cause of a person's symptoms;

- (b) to perform a procedure in or below the surface of the teeth, conduct simple extractions of primary and permanent teeth and perform space maintenance on teeth;
- (c) to administer local anaesthesia in the provision of dental treatment; and
- (d) to expose, process and mount dental radiographs in accordance with *The Radiation Health and Safety Act, 1985*.

1997, c.D-4.1, s.23; 2013, c.S-15.1, s.10-19.

Prohibitions

24(1) No person shall perform an authorized practice unless:

- (a) the person is a member of an association whose members are authorized to perform the authorized practice and his or her licence does not prevent that member from performing that authorized practice;
 - (b) the performance of the authorized practice has been delegated by a member mentioned in clause (a) to a person employed by that member, in accordance with the bylaws of his or her association; or
 - (c) the authorized practice is carried out by a person who is authorized to perform those functions pursuant to the authority of any other Act.
- (2) The performance of an authorized practice is not a contravention of subsection (1) if it is done in the course of:
- (a) rendering first aid or temporary assistance in an emergency; or
 - (b) fulfilling the requirements to become a member of an association and the practice is performed under the direction or supervision of a member of the association who is authorized to perform the authorized practice.

1997, c.D-4.1, s.24.

Limitations on certain authorized practices

25(1) For the purposes of this section, “**employer**” means:

- (a) the Government of Saskatchewan;
- (b) the Government of Canada;
- (c) the provincial health authority or an affiliate as defined in *The Provincial Health Authority Act*;
- (d) **Repealed.** 2014, c.17, s.6.
- (e) a municipality;
- (f) an Indian band within the meaning of the *Indian Act* (Canada);
- (g) an operator of a personal care home within the meaning of *The Personal Care Homes Act*, a non-profit corporation or a co-operative, that is approved by the minister;
- (h) a board of education or the conseil scolaire within the meaning of *The Education Act, 1995*;
- (i) The University of Regina, the University of Saskatchewan, the Saskatchewan Indian Federated College and the Saskatchewan Polytechnic.

c D-4.1**DENTAL DISCIPLINES**

(2) A dental assistant may only perform the practices that he or she is authorized by subsection 23(4) to perform where he or she is employed by or practices under a contract with:

- (a) an employer that employs or has established a formal referral or consultation process with a dentist; or
- (b) a dentist.

(3) A dental hygienist may only perform the practices that he or she is authorized by subsection 23(5) to perform where he or she is employed by or practises under contract with:

- (a) an employer that employs or has established a formal referral or consultation process with a dentist; or
- (b) a dentist.

(4) A dental therapist may only perform the practices that he or she is authorized by subsection 23(6) to perform where he or she is employed by or practises under a contract with:

- (a) an employer that employs or has established a formal referral or consultation process with a dentist; or
- (b) a dentist.

1997, c.D-4.1, s.25; 2002, c.R-8.1, s.72; 2014, c.17, s.6; 2014, c.S-32.21, s.34; 2017, c.P-30.3, s.11-1; 2019, c.25, s.9.

DISCIPLINE**Interpretation re discipline provisions**

25.1 In sections 25.2 to 41, “**member**” includes a former member.

2010, c.20, s.22.

Proceedings against former members

25.2(1) No proceedings conducted pursuant to this Act shall be commenced against a former member more than two years after the day he or she became a former member.

(2) For the purposes of this section, a proceeding is commenced when the professional conduct committee, pursuant to subsection 29(1), is requested by its council to consider a complaint or is in receipt of a written complaint alleging that a member is guilty of professional misconduct or professional incompetence.

2010, c.20, s.22.

Examination to assess whether curtailment of practice should be ordered

25.3(1) If the registrar or the professional conduct committee of an association has reasonable grounds to believe that a member may be suffering a physical or mental ailment, an emotional disturbance or an addiction to alcohol or drugs that impairs the member's ability to practise in the profession and causes the continued practice in the profession by the member to constitute a danger to the public, the registrar or professional conduct committee may:

- (a) direct the member to submit to a physical or mental examination, or both, by a person or at a facility specified by the registrar or professional conduct committee;
 - (b) request the person or facility conducting the examination of the member to report, with written reasons and within a time specified by the registrar or professional conduct committee, to:
 - (i) the professional conduct committee; and
 - (ii) the member; and
 - (c) for the period necessary to allow the registrar or professional conduct committee to act pursuant to clauses (a) and (b) and to receive, consider and act pursuant to this section on the report:
 - (i) impose limitations or conditions on the member's licence; or
 - (ii) suspend the member's licence.
- (2) If the registrar or professional conduct committee imposes limitations, conditions or a suspension pursuant to clause (1)(c), the registrar or professional conduct committee must give the member an opportunity to be heard within 15 days after the imposition of the limitations, conditions or suspension.
- (3) If the professional conduct committee receives a report pursuant to clause (1)(b) concluding that:
- (a) the continued practice of the member constitutes a danger to the public; and
 - (b) remedial measures are necessary and, if these remedial measures are taken, the public will be adequately protected;

the professional conduct committee may:

- (c) impose limitations or conditions on the member's licence; or
- (d) suspend the member's licence;

and the limitations, conditions or suspension apply until the member satisfies the professional conduct committee that it should act pursuant to clause (5)(a).

(4) The professional conduct committee must not act pursuant to subsection (3) unless it has first given the member an opportunity to respond to the proposed limitations, conditions or suspension.

(5) If action has been taken pursuant to subsection (3) concerning a member, the professional conduct committee may do all or any of the following:

- (a) cancel or amend a limitation or condition or cancel the suspension to allow the member to resume practice if the professional conduct committee is satisfied, on the member's application, that the member can resume practice without constituting a danger to the public;
- (b) delay any investigation or written report mentioned in section 29;
- (c) decide not to refer the complaint to a hearing before the discipline committee if the professional conduct committee is satisfied that:
 - (i) the member's condition mentioned in subsection (1) caused or substantially contributed to the member's conduct described in the complaint; and
 - (ii) the actions taken pursuant to subsection (3) have provided appropriate public protection.

(6) If the professional conduct committee acts pursuant to subsection (5), the professional conduct committee must deliver written notice of its decision, with written reasons, to the complainant within 30 days after making its decision.

(7) A member aggrieved by a decision of the registrar or the professional conduct committee pursuant to subsection (1) or (3) may appeal the decision to the court, and sections 38 to 40 apply, with any necessary modification, to the appeal.

(8) Failure by a member to submit to an examination directed pursuant to subsection (1) or to comply with a limitation, condition or suspension imposed on the member pursuant to subsection (3) is professional misconduct within the meaning of this Act.

2023, c 6, s.3-8

Professional incompetence

26 Professional incompetence is a question of fact, but the display by a member of a lack of knowledge, skill or judgment, or a disregard for the welfare of a member of the public served by the profession of a nature or to an extent that demonstrates that the member is unfit to:

- (a) continue in the practice of that member's profession; or
- (b) provide one or more services ordinarily provided as a part of the practice of that member's profession;

is professional incompetence within the meaning of this Act.

1997, c.D-4.1, s.26.

Professional misconduct

27 Professional misconduct is a question of fact, but any matter, conduct or thing, whether or not disgraceful or dishonourable, is professional misconduct within the meaning of this Act if:

- (a) it is harmful to the best interests of the public or the members of the association;

- (b) it tends to harm the standing of the member's profession;
- (c) it is a breach of this Act or the bylaws of that member's association; or
- (d) it is a failure to comply with an order of the professional conduct committee, discipline committee or council of that member's association.

1997, c.D-4.1, s.27.

Professional conduct committee

28(1) Each association shall establish a professional conduct committee consisting of at least three persons appointed by the council, the majority of whom are to be practising members of that association.

(2) Discipline committee members are not eligible to serve on the professional conduct committee.

(3) If a panel of the professional conduct committee of an association is established in accordance with the bylaws, a decision of the panel has the same effect as a decision of the professional conduct committee.

1997, c.D-4.1, s.28; 2023, c6, s.3-9.

Investigation

29(1) If the professional conduct committee is requested by its council to consider a complaint or is in receipt of a written complaint alleging that a member is guilty of professional misconduct or professional incompetence, the committee shall review and investigate the complaint.

(2) In investigating the complaint, the professional conduct committee may take any steps authorized by section 30.

(3) On completion of its investigation, the professional conduct committee may do one or more of the following:

- (a) make a written report to the discipline committee recommending that the discipline committee hear and determine the formal complaint set out in the written report;
- (b) make a written report to the discipline committee recommending that no further action be taken with respect to the matter under investigation;
- (c) refer the complaint to mediation, if the professional conduct committee decides that the complaint is of concern only to the complainant and the investigated member, both of whom agree to mediation;
- (d) require the investigated member to appear before the professional conduct committee, or a panel of the committee, to be cautioned;
- (e) require the investigated member to complete a specified continuing education or remediation program;
- (f) accept the voluntary surrender of the investigated member's registration or licence;

- (g) accept an undertaking from the investigated member that provides for one or more of the following:
 - (i) assessment of the investigated member's capacity or fitness to practise in the profession;
 - (ii) counselling or treatment of the investigated member;
 - (iii) monitoring or supervision of the investigated member's practice;
 - (iv) completion by the investigated member of a specified course of studies by way of remedial training;
 - (v) placing conditions on the investigated member's right to practise in the profession;
 - (h) take any other action that the professional conduct committee considers appropriate that is not inconsistent with or contrary to this Act or the bylaws.
- (4) The formal complaint set out in a written report made pursuant to clause (3)(a) may relate to any matter disclosed in the complaint received pursuant to subsection (1) or the investigation conducted pursuant to subsection (2).
- (5) A report signed by a majority of the professional conduct committee is the decision of that committee.
- (6) A copy of a written report made pursuant to clause (3)(b) recommending that no further action be taken shall be provided by the registrar to:
- (a) the council;
 - (b) the complainant, if any; and
 - (c) the member whose conduct is the subject of the complaint mentioned in subsection (1).

2023, c 6, s.3-10.

Investigative powers

- 30(1)** The professional conduct committee may take any steps that it considers proper and may summon any person who is under investigation and any other person whose information may be relevant to the investigation.
- (2) For the purposes of an investigation, the professional conduct committee may, at any reasonable time:
- (a) require any person to answer any relevant questions and direct the person to answer the questions under oath or affirmation;
 - (b) require any person to give to the committee any book, record, document or thing relevant to the investigation that is in the person's possession or under the person's control;
 - (c) enter and inspect any premises or place where the investigated member practises or has practised in the profession;
 - (d) inspect, observe or audit the investigated member's practice; and
 - (e) examine any equipment, materials or any other thing used by the investigated member.

- (3) For the purposes of an investigation, the professional conduct committee may:
- (a) require the investigated member to provide access to any computer system used in connection with the member's practice in order to produce a record in readable form;
 - (b) photograph or create images of the premises or place; or
 - (c) use any copying equipment at the premises or place to make copies of any record related to the investigated member's practice.
- (4) The professional conduct committee may apply, without notice or on any notice that the court may direct, to a judge of the court for an order directing any person:
- (a) to attend before the committee to answer any relevant questions that the committee may have relating to the investigation; and
 - (b) to produce to the committee any book, record, document or thing relevant to the investigation that is in the person's possession or under the person's control.
- (5) On application and payment of the appropriate fee, the local registrar of the court at any judicial centre shall issue writs of subpoena ad testificandum or subpoena duces tecum to:
- (a) a member of the professional conduct committee; or
 - (b) counsel acting for the professional conduct committee.
- (6) If a writ issued pursuant to subsection (5) is disobeyed, the proceedings and penalties are those applicable in civil cases in the court.
- (7) If any book, record, document or thing is produced to the professional conduct committee, the committee may authorize any person to copy or make extracts from the book, record, document or thing.
- (8) No person shall obstruct the professional conduct committee or a member of the committee making an investigation pursuant to this Act or withhold from the committee or the member or conceal, alter or destroy any book, record, document or thing relevant to the matter being investigated.
- (9) A judge of the Provincial Court of Saskatchewan, on an application without notice by the professional conduct committee, may issue an order authorizing a person making the investigation, together with any peace officer called to assist the person making the investigation, to enter and search, by force if necessary, any building, dwelling, receptacle, premises or place specified in the order for any book, record, document or thing and to examine them, if the judge is satisfied that:
- (a) the professional conduct committee is conducting an investigation pursuant to this Act; and
 - (b) there are reasonable grounds for believing that there is in any building, dwelling, receptacle, premises or place any book, record, document or thing relating to the person whose affairs are being investigated and to the matter of the investigation.

(10) An application for an order pursuant to subsection (9) to enter a dwelling shall specifically indicate that the application relates to a dwelling.

(11) An entry and search under an order made pursuant to subsection (9) may be conducted only between 8 a.m. and 8 p.m. unless the order specifies otherwise.

(12) A person authorized by an order made pursuant to subsection (9) to conduct an entry and search may remove any book, record, document or thing examined by the person.

(13) If it is practicable to copy a book, record, document or thing removed pursuant to subsection (12), the professional conduct committee shall return the book, record, document or thing within a reasonable time.

(14) A copy or extract of a book, record, document or thing certified to be a true copy by a member of the professional conduct committee or other person who made the copy or extract pursuant to this section is admissible in evidence in any proceeding or prosecution as proof, in the absence of evidence to the contrary, of the original item and its contents.

(15) The professional conduct committee may delegate any aspect of its investigation pursuant to this section to an investigator.

(16) An investigator who acts pursuant to the authority of a delegation has the authority and power of the professional conduct committee, and subsections (1) to (14) apply, with any necessary modification, to that investigator.

2023, c 6, s.3-10.

Suspension pending outcome of investigation

31(1) If the registrar or the discipline committee of an association believes, on the basis of a complaint or the nature of the case, that, pending the outcome of an investigation by the professional conduct committee, a member's licence should be suspended or a member's ability to practise in the profession should be limited or restricted, the registrar or the discipline committee may:

- (a) suspend the member's licence; or
- (b) impose limitations or conditions on the member's licence.

(2) A member aggrieved by a decision of the registrar or the discipline committee pursuant to subsection (1) may appeal the decision to the court, and sections 38 to 40 apply, with any necessary modification, to the appeal.

2023, c 6, s.3-10.

Discipline committee

32(1) Each association shall establish a discipline committee consisting of at least three persons appointed by its council.

(2) A majority of the discipline committee members are to be practising members.

(3) One of the discipline committee members is to be one of the councillors appointed pursuant to subsection 9(1).

- (4) Professional conduct committee members are not eligible to be discipline committee members.
- (5) Subject to this Act and the bylaws, the discipline committee may make rules regulating its business and proceedings.
- (6) If a panel of the discipline committee of an association is established in accordance with the bylaws, a decision of the panel has the same effect as a decision of the discipline committee.

1997, c.D-4.1, s.32; 2023, c6, s.3-11.

Discipline hearing

33(1) Where a report of the professional conduct committee recommends that the discipline committee hear and determine a formal complaint, the registrar shall, at least 14 days before the date the discipline committee is to sit:

- (a) send a copy of the formal complaint to the member whose conduct is the subject of the hearing; and
 - (b) serve notice on the member whose conduct is the subject of the hearing of the date, time and place of the hearing.
- (2) The professional conduct committee shall prosecute or direct the prosecution of the complaint, but professional conduct committee members shall not participate in any other manner in the hearing of the complaint except as witnesses when required.
 - (3) The discipline committee shall hear the complaint and shall determine whether or not the member is guilty of professional misconduct or professional incompetence, notwithstanding that the determination of a question of fact may be involved, and the discipline committee need not refer any question to a court for adjudication.
 - (4) The discipline committee may accept any evidence that it considers appropriate and is not bound by rules of law concerning evidence.
 - (5) The discipline committee may employ, at the expense of the association, any legal or other assistance that it considers necessary, and the member whose conduct is the subject of the hearing may be represented by counsel at the member's own expense.
 - (6) The testimony of witnesses is to be under oath or affirmation administered by the chairperson of the discipline committee.
 - (7) At a hearing by the discipline committee, there is to be full right:
 - (a) to examine, cross-examine and re-examine all witnesses; and
 - (b) to present evidence in defence and reply.
 - (8) On application and payment of the appropriate fee, the local registrar of the court at any judicial centre shall issue writs of *subpoena ad testificandum* or *subpoena duces tecum* to:
 - (a) a member whose conduct is the subject of a hearing pursuant to this Act;
 - (b) a professional conduct committee member;
 - (c) a discipline committee member.

- (9) Where a writ issued pursuant to subsection (8) is disobeyed, the proceedings and penalties are those applicable in civil cases in the court.
- (10) Where the member whose conduct is the subject of the hearing fails to attend the hearing, the discipline committee, on proof of service of the notice mentioned in subsection (1), may proceed with the hearing in the member's absence.
- (11) If, during the course of a hearing, the evidence shows that the member whose conduct is the subject of the hearing may be guilty of a charge different from or in addition to any charge specified in the formal complaint, the discipline committee shall notify the member of that fact.
- (12) If the discipline committee proposes to amend, add to or substitute the charge in the formal complaint, the discipline committee shall adjourn the hearing for any period that the discipline committee considers sufficient to give the member an opportunity to prepare a defence to the amended formal complaint, unless the member consents to continue the hearing.
- (13) The person, if any, who made the complaint pursuant to section 29:
 - (a) is to be advised orally or in writing by the registrar of the date, time and place of the hearing; and
 - (b) subject to subsection (15), is entitled to attend the hearing.
- (14) Subject to subsection (15), the discipline committee shall conduct all hearings in public.
- (15) The discipline committee may exclude members of the public and the person who made the complaint from any part of the hearing when the committee is of the opinion that evidence brought in the presence of the person or persons to be excluded will unduly violate the privacy of a person other than the member whose conduct is the subject of the hearing.

1997, c.D-4.1, s.33.

Disciplinary powers

- 34(1)** Where a discipline committee finds a member guilty of professional misconduct or professional incompetence, it may make one or more of the following orders:
- (a) an order that the member be expelled from the association and that the member's name be struck from the register;
 - (b) an order that the member be suspended from the association for a specified period;
 - (c) an order that the member be suspended pending the satisfaction and completion of any conditions specified in the order;
 - (d) an order that the member may continue to practise only under conditions specified in the order, which may include, but are not restricted to, an order that the member:
 - (i) not do specified types of work;
 - (ii) successfully complete specified classes or courses of instruction;
 - (iii) obtain medical treatment, counselling or both;

- (e) an order reprimanding the member;
 - (f) any other order that the discipline committee considers just.
- (2) In addition to an order made pursuant to subsection (1), the discipline committee may order:
- (a) that the member pay to the association within a fixed period:
 - (i) a fine in a specified amount not exceeding \$5,000; and
 - (ii) the costs of the investigation and hearing into the member's conduct and related costs, including the expenses of the professional conduct committee and the discipline committee and costs of legal services and witnesses; and
 - (b) where a member fails to make payment in accordance with an order pursuant to clause (a), that the member be suspended from the association.
- (3) In addition to an order made pursuant to subsection (1), the discipline committee may order the member to provide restitution for the cost of a faulty dental prosthesis, periodontal or orthodontal dental appliance, in the case of:
- (a) a dental technician;
 - (b) a dentist; or
 - (c) a denturist.
- (4) The registrar shall send a copy of an order made pursuant to this section to the member whose conduct is the subject of the order and to the person, if any, who made the complaint.
- (5) Where a member is expelled or suspended, the registrar shall strike the name of the member from the register or indicate the suspension on the register, as the case may be.
- (6) Where a member is found guilty of professional misconduct or professional incompetence, the council may inform that member's employer of the order made against the member.
- (7) If a member is suspended or expelled from an association, that member's rights and privileges as a member are removed for the period during which the member is suspended or expelled.

1997, c.D-4.1, s.34.

Criminal conviction

35 The discipline committee may, by order, impose any penalty described in section 34 that to it seems just where:

- (a) the member has been convicted of an offence pursuant to the *Criminal Code*, the *Cannabis Act* (Canada), the *Controlled Drugs and Substances Act* (Canada) or the *Food and Drugs Act* (Canada);
- (b) a report of the professional conduct committee is made to the discipline committee respecting the conviction mentioned in clause (a);

(c) the discipline committee has given the member mentioned in clause (a) an opportunity to be heard; and

(d) the discipline committee finds that the conduct of the member giving rise to the conviction mentioned in clause (a) constitutes professional misconduct.

1997, c.D-4.1, s.35; 2018, c C-2.111, s.7-3.

Criminal conduct

36 If, in the course of an investigation pursuant to this Act, the professional conduct committee of an association obtains information that leads to a reasonable belief that a member has been engaged or is engaging in possible criminal activity, the committee shall disclose the information to the appropriate law enforcement agency.

2023, c 6, s.3-12.

37 Repealed. 2023, c 6, s.3-13.

Review by court

38(1) A member may appeal the decision or any order of the discipline committee to a judge of the court by serving the registrar with a notice of appeal and filing the notice with the local registrar within 30 days after the decision or order where:

(a) the member has been found guilty of professional misconduct or professional incompetence by the discipline committee pursuant to section 33; or

(b) the member is subject to an order of the discipline committee pursuant to section 34 or 35.

(2) An appellant shall set out the grounds of appeal in a notice of appeal mentioned in subsection (1).

(3) On receipt of a notice of appeal, the registrar shall file with the local registrar a true copy of:

(a) the formal complaint and notice served pursuant to section 33 or the report of the professional conduct committee pursuant to section 35;

(b) the transcript of the evidence presented to the discipline committee;

(c) the exhibits received in evidence by the discipline committee; and

(d) the decision and order of the discipline committee.

(4) The appellant or the appellant's solicitor or agent may obtain from the registrar a copy of the documents filed pursuant to subsection (3) on payment of the costs of producing them.

(5) On hearing an appeal the judge may:

(a) dismiss the appeal;

(b) quash the finding of guilt;

(c) direct a new hearing or further inquiries by the discipline committee;

(d) vary the order of the discipline committee; or

(e) substitute the judge's own decision for the decision appealed from.

(6) The judge may make any order as to costs that the judge considers appropriate, including an order as to which party shall bear the cost of the transcripts and other material filed with the local registrar pursuant to subsection (3).

1997, c.D-4.1, s.38.

Effect of appeal

39 The commencement of an appeal pursuant to section 38 does not stay the effect of the decision or order appealed from, but on five days' notice to the registrar, the appellant may apply to the court for a stay of the decision or order pending the disposition of the appeal.

1997, c.D-4.1, s.39.

Court of Appeal

40 With leave of a judge of the Court of Appeal, an association or a member who brings an appeal pursuant to section 38 may appeal a decision of the court to the Court of Appeal on a question of law only.

2021, c 19, s.10.

Reinstatement

41(1) A person who has been expelled as a member may apply to his or her former association's council for reinstatement.

(2) Subject to the bylaws, on receipt of an application pursuant to subsection (1), the council shall:

- (a) review the application; and
- (b) investigate the application by taking any steps it considers necessary.

(3) On the completion of its investigation, the council may:

- (a) where it is satisfied that the person's subsequent conduct and any other facts warrant reinstatement, order that the person be reinstated as a member on any terms and conditions that the council considers appropriate; or
- (b) by order, refuse to reinstate that person.

(4) Where, on an application pursuant to subsection (1), the council refuses to reinstate the person as a member, the person, within 30 days after the date of the order, may appeal the order of the council to a judge of the court and the judge may allow or disallow the appeal.

(5) On an appeal pursuant to subsection (4), the judge shall consider:

- (a) the proceedings before the council on the application for reinstatement;
- (b) the past record of the appellant as shown by the books and records of the association; and
- (c) the evidence taken before the council and any committee that dealt with the expulsion and application for reinstatement and the report of that committee.

(6) A person whose application for reinstatement is refused or whose appeal of a refusal is dismissed may make another application for reinstatement, based on new information, at any time.

1997, c.D-4.1, s.41.

GENERAL

Exemption

42(1) Nothing in this Act prohibits a dental technician from carrying on business as a dental technician through and in the name of a corporation, where the corporation has a dental technician in charge of its operations.

(2) Nothing in this Act prohibits a denturist from carrying on business as a denturist through and in the name of a corporation, where the corporation has a denturist in charge of its operations.

1997, c.D-4.1, s.42.

Immunity

43 No action lies or shall be instituted against:

- (a) a council;
- (b) a councillor;
- (c) a professional conduct committee;
- (d) a discipline committee;
- (e) a committee member; or
- (f) an officer, employee or agent;

of an association for any loss or damage suffered by a person by reason of anything in good faith done, caused, permitted or authorized to be done, attempted to be done or omitted to be done by any of them pursuant to or in the exercise or supposed exercise of any power conferred by this Act or the bylaws or in the carrying out or supposed carrying out of any decision or order made pursuant to this Act or the bylaws or any duty imposed by this Act or the bylaws.

1997, c.D-4.1, s.43.

Offence and penalty

44 Every person who contravenes any provision of section 22 or 24 is guilty of an offence and liable on summary conviction to a fine of:

- (a) for a first offence, not more than \$4,000;
- (b) for a second offence, not more than \$8,000; and
- (c) for each subsequent offence, not more than \$12,000 or to imprisonment for a term of not more than six months, or to both.

1997, c.D-4.1, s.44.

Limitation of prosecution

45 No prosecution for a contravention of any provision of section 22 or 24 is to be commenced:

- (a) after the expiration of 24 months from the date of the alleged offence; and
- (b) without the consent of the Minister of Justice or the council of the association to which the offence relates.

1997, c.D-4.1, s.45.

Report of termination of employment

46 Any employer who terminates for cause the employment of a member shall report the termination to the member's association where the employer reasonably believes the cause is professional incompetence or professional misconduct.

1997, c.D-4.1, s.46.

Review by Legislative Assembly

47(1) One copy of every bylaw and amendment filed with the Registrar of Corporations pursuant to section 16 or 17 is to be laid before the Legislative Assembly by the minister responsible for the administration of *The Business Corporations Act, 2021* in accordance with section 13 of *The Executive Government Administration Act*.

(2) Where any bylaw or amendment laid before the Legislative Assembly is found by the Assembly to be beyond the powers delegated by the Legislature or in any way prejudicial to the public interest, that bylaw or amendment ceases to have any effect and is deemed to have been revoked.

1997, c.D-4.1, s.47; 2010, c.B-12, s.27; 2014, c.E-13.1, s.62; 2021, c.6, s.23-26; 2023, c.6, s.3-14.

Record of revocation and notification

48(1) Where it appears from any Votes and Proceedings of the Legislative Assembly that any bylaw or amendment has ceased to have effect, the Clerk of the Legislative Assembly shall immediately:

- (a) forward two copies of the Votes and Proceedings to the Registrar of Corporations; and
- (b) advise the Registrar of Corporations that the copies are forwarded pursuant to this subsection.

(2) On receipt of the copies mentioned in subsection (1), the Registrar of Corporations shall immediately:

- (a) file one of the copies with the bylaw or amendment to which it relates;
- (b) forward the other copy to the association; and
- (c) advise the association that the copy is forwarded pursuant to this subsection.

1997, c.D-4.1, s.48; 2010, c.B-12, s.27; 2021, c.6, s.23-26.

Annual register

49 On or before February 1 in each year, each association shall file with the Registrar of Corporations a list, certified by the registrar to be a true list, showing:

- (a) the names of all members as at December 31 in the preceding year;
- (b) the addresses of the members mentioned in clause (a) as shown by the records of the association; and
- (c) the respective dates of admission of the members mentioned in clause (a).

1997, c.D-4.1, s.49; 2010, c.B-12, s.27; 2021, c.6, s.23-26.

Annual report

50 Each association shall file an annual report with the minister in the form, with the contents and in the time prescribed by the minister.

1997, c.D-4.1, s.50.

Compliance

51 Every member shall comply with this Act and the bylaws of that member's association.

1997, c.D-4.1, s.51.

Service of notices, etc.

52(1) Unless otherwise provided for in this Act or the bylaws, any notice or other document that is required to be served pursuant to this Act may be served by:

- (a) personal service made:
 - (i) in the case of an individual, on that individual;
 - (ii) in the case of a partnership, on any partner; or
 - (iii) in the case of a corporation, on any officer or director; or
- (b) registered mail addressed to the last business or residential address of the person to be served shown on the register.

(2) A notice or document sent by registered mail is deemed to have been served on the seventh day following the date of its mailing, unless the person to whom it was mailed establishes that, through no fault of that person, the person did not receive the notice or document or received it at a later date.

(3) If it is for any reason impractical to effect service of any documents in the manner provided for in subsection (1), the court may, on application that may be made *ex parte*, make an order for substituted service.

(4) A document served in accordance with the terms of an order mentioned in subsection (3) is deemed to have been properly served.

1997, c.D-4.1, s.52.

REPEAL, TRANSITIONAL AND COMING INTO FORCE**S.S. 1978 (Supp.), c.D-5.1, repealed**

53(1) Sections 18 and 54 of *The Dental Profession Act, 1978* are repealed.

(2) Sections 43 and 44 of *The Dental Profession Act, 1978* are repealed.

(3) Sections 1 to 17, 19 to 42, 53 and 55 to 67 of *The Dental Profession Act, 1978* are repealed.

(4) Sections 45 and 47 to 52 of *The Dental Profession Act, 1978* are repealed.

1997, c.D-4.1, s.53; 2001, c.8, s.7.

R.S.S. 1978, c.D-6, repealed

54 *The Dental Technicians Act* is repealed.

1997, c.D-4.1, s.54.

R.S.S. 1978, c.D-7, repealed

55 *The Denturists Act* is repealed.

1997, c.D-4.1, s.55.

S.S. 1980-81, c.D-6.1, repealed

56 *The Dental Therapists Act* is repealed.

1997, c.D-4.1, s.56.

Transitional – College of Dental Surgeons of Saskatchewan

57(1) Except to the extent that the bylaws may be inconsistent with this Act, the bylaws of the College of Dental Surgeons of Saskatchewan in effect on the day before subsection 3(1) comes into force continue as the bylaws of the College of Dental Surgeons of Saskatchewan.

(2) A person who is a member of the council of the College of Dental Surgeons of Saskatchewan on the day before subsection 3(1) comes into force continues as a member of council until the earlier of:

- (a) the date councillors are elected to council pursuant to this Act; and
- (b) the date the person dies, resigns or otherwise ceases to be a councillor.

(3) All licences issued or continued pursuant to *The Dental Profession Act, 1978* that are not revoked or suspended on the day before subsection 3(1) comes into force continue in force until the earlier of:

- (a) the date on which the licence expires; and
- (b) the date on which the licence is revoked or suspended pursuant to this Act.

(4) Notwithstanding subsection (1), but subject to subsections 60(2) and 61(2), bylaws made pursuant to sections 18 and 54 of *The Dental Profession Act, 1978* continue in force until the day subsection 53(1) of this Act comes into force.

1997, c.D-4.1, s.57.

Transitional – Dental Technicians Association of Saskatchewan

58(1) Except to the extent that the bylaws may be inconsistent with this Act, the bylaws in effect on the day before subsection 3(2) comes into force continue as the bylaws of the Dental Technicians Association of Saskatchewan.

(2) A person who is a member of the board of the Dental Technicians Association of Saskatchewan on the day before subsection 3(2) comes into force continues as a member of council until the earlier of:

- (a) the date councillors are elected to council pursuant to this Act; and
- (b) the date the person dies, resigns or otherwise ceases to be a councillor.

(3) All licences issued or continued pursuant to *The Dental Technicians Act* that are not revoked or suspended on the day before subsection 3(2) comes into force continue in force until the earlier of:

- (a) the date on which the licence expires; and
- (b) the date on which the licence is revoked or suspended pursuant to this Act.

1997, c.D-4.1, s.58.

Transitional – Denturists Society of Saskatchewan

59(1) Except to the extent that the bylaws may be inconsistent with this Act, the bylaws of the Denturists Society of Saskatchewan are in effect on the day before subsection 3(3) comes into force continue as the bylaws of the Denturists Society of Saskatchewan.

(2) A person who is a member of the board of the Denturists Society of Saskatchewan on the day before subsection 3(3) comes into force continues as a member of council until the earlier of:

- (a) the date councillors are elected to council pursuant to this Act; and
- (b) the date the person dies, resigns or otherwise ceases to be a councillor.

(3) All licences issued or continued pursuant to *The Denturists Act* that are not revoked or suspended on the day before subsection 3(3) comes into force continue in force until the earlier of:

- (a) the date on which the licence expires; and
- (b) the date on which the licence is revoked or suspended pursuant to this Act.

1997, c.D-4.1, s.59.

Transitional – Saskatchewan Dental Assistants Association

60(1) A person who is a member of the board of directors of the Saskatchewan Dental Assistants Association on the day before subsection 3(4) comes into force continues as a member of council until the earlier of:

- (a) the date councillors are elected to council pursuant to this Act; and
- (b) the date the person dies, resigns or otherwise ceases to be a councillor.

(2) On the coming into force of subsection 3(4) of this Act and notwithstanding *The Dental Profession Act, 1978*:

- (a) the College of Dental Surgeons shall not exercise any of its powers pursuant to section 18 of *The Dental Profession Act, 1978* with respect to dental assistants; and
- (b) section 54 of *The Dental Profession Act, 1978* and any bylaws made pursuant to that section or section 18 no longer apply to dental assistants.

(3) Notwithstanding subsection (2), if, on the date that this section comes into force, a complaint received by the College of Dental Surgeons pursuant to section 43 of *The Dental Profession Act, 1978* with respect to a dental assistant has not been concluded:

- (a) that complaint is to be dealt with pursuant to sections 28 to 40 and 44 of *The Dental Profession Act, 1978*; and

- (b) for the purpose of handling the complaint, *The Dental Profession Act, 1978*, as that Act existed on the day before subsection 3(4) of this Act comes into force, and any bylaws made pursuant to sections 18 and 54 of *The Dental Profession Act, 1978* with respect to dental assistants, as those bylaws existed on the day before subsection 3(4) of this Act comes into force, continue to apply respecting the complaint until the complaint is concluded.
- (4) All dental assistant licences issued by the College of Dental Surgeons of Saskatchewan that are not revoked or suspended on the day before subsection 3(4) comes into force continue in force until the earlier of:
 - (a) the date on which the licence expires; and
 - (b) the date on which the licence is revoked or suspended pursuant to this Act.

1997, c.D-4.1, s.60.

Transitional – Saskatchewan Dental Hygienists’ Association

- 61(1)** A person who is a member of the board of directors of the Saskatchewan Dental Hygienists’ Association on the day before subsection 3(5) comes into force continues as a member of council until the earlier of:
- (a) the date councillors are elected to council pursuant to this Act; and
 - (b) the date the person dies, resigns or otherwise ceases to be a councillor.
- (2) On the coming into force of subsection 3(5) and notwithstanding *The Dental Profession Act, 1978*:
- (a) the College of Dental Surgeons shall not exercise any of its powers pursuant to section 18 of *The Dental Profession Act, 1978* with respect to dental hygienists; and
 - (b) section 54 of *The Dental Profession Act, 1978* and any bylaws made pursuant to that section or section 18 no longer apply to dental hygienists.
- (3) Notwithstanding subsection (2), if, on the date that this section comes into force, a complaint received by the College of Dental Surgeons pursuant to section 43 of *The Dental Profession Act, 1978* with respect to a dental hygienist has not been concluded:
- (a) that complaint is to be dealt with pursuant to sections 28 to 40 and 44 of *The Dental Profession Act, 1978*; and
 - (b) for the purpose of handling the complaint, *The Dental Profession Act, 1978*, as that Act existed on the day before subsection 3(5) of this Act comes into force, and any bylaws made pursuant to sections 18 and 54 of *The Dental Profession Act, 1978* with respect to dental hygienists, as those bylaws existed on the day before subsection 3(5) of this Act comes into force, continue to apply respecting the complaint until the complaint is concluded.
- (4) All dental hygienist licences issued by the College of Dental Surgeons of Saskatchewan that are not revoked or suspended on the day before subsection 3(5) comes into force continue in force until the earlier of:
- (a) the date on which the licence expires; and
 - (b) the date on which the licence is revoked or suspended pursuant to this Act.

1997, c.D-4.1, s.61.

Transitional – Saskatchewan Dental Therapists Association

62(1) Except to the extent that the bylaws may be inconsistent with this Act, the bylaws of the Dental Therapists Association that are in effect on the day before subsection 3(6) comes into force continue as the bylaws of the Dental Therapists Association.

(2) A person who is a member of the council of the Saskatchewan Dental Therapists Association on the day before subsection 3(6) comes into force continues as a member of council until the earlier of:

- (a) the date councillors are elected to council pursuant to this Act; and
- (b) the date the person dies, resigns or otherwise ceases to be a councillor.

(3) All licences issued pursuant to *The Dental Therapists Act* that are not revoked or suspended on the day before subsection 3(6) comes into force continue in force until the earlier of:

- (a) the date on which the licence expires; and
- (b) the date on which the licence is revoked or suspended pursuant to this Act.

1997, c.D-4.1, s.62; 2001, c.8, s.7.



The Dental Therapy Profession in Canada

Scope of Professional Practice/Competencies

This document is intended to define and describe the scope of professional practice of dental therapy and the competencies that all graduate dental therapists shall possess upon graduation from a school of dental therapy in Canada.

In Saskatchewan, dental therapists are governed by the Dental Disciplines Act 1997 and the Saskatchewan Dental Therapists Association Bylaws. All dental therapists wishing to practice in the province of Saskatchewan are required to register and license with the Saskatchewan Dental Therapists Association.

Introduction

Dental therapists are primary oral health care professionals who are trained to perform basic clinical dental treatment and preventive services within a variety of practice settings. As members of a multidisciplinary team, dental therapists provide restorative dental treatment services, disease prevention and oral health promotion programs to maintain and improve health. Dental therapists also advocate for the needs of clients, assist them in accessing care and refer them to other health professionals for services beyond the scope of the dental therapist's practice.

Education

Dental therapists are graduates of a two-year, post-secondary diploma program (1974-2011) or the University of Saskatchewan's College of Dentistry Bachelor of Science in Dental Therapy program. Both provide a level of knowledge, experience and skills to deliver effective and appropriate oral health care services, within their defined scope of practice.

Dental therapists who have completed post-graduate orthodontic modules approved by the regulatory bodies may also provide basic orthodontic procedures.

Academic, pre-clinical and clinical components prepare graduate dental therapists to provide quality services in a competent, ethical and professional manner.

Practice Settings

Dental therapists practice in both private and public health settings within a general consultative/referral relationship with a dentist. Dental therapists practice in private dental clinics, government health programs, public health agencies, training institutions, First Nations organizations and other practice settings, in varying capacities as clinicians, educators, health promoters, administrators or dental consultants.

Competencies

Dental therapists are competent to provide the full range of professional services within their scope of practice. However, their practice may vary, depending upon health care legislation or employment policy that may exist within different settings or jurisdictions in Canada. Upon graduation from a school of dental therapy in Canada, dental therapists will demonstrate competency and provide the full range of professional care in the following four broad categories:

1. **Diagnostic Dentistry**
2. **Operative Dentistry**
3. **Community and Preventive Dentistry**
4. **Practice Management, Principles of Professionalism and Ethics.**

1. Diagnostic Dentistry

Dental therapists are trained to evaluate patients of all ages, diagnose dental caries and dental abscesses, recognize abnormal pathological conditions through clinical and radiographic examination, chart their dental status, develop a treatment plan and present the treatment plan to the patient to obtain informed consent.

Patient Assessment

- obtain, review and document the medical and dental history of patients
- take steps to prevent and manage medical emergencies should they arise
- the chief complaint or the reason for the patient's visit
- assess the patient's needs through a clinical examination of extra-oral and intra-oral structures
- chart the patient's dental status
- inform patients of any necessary considerations for dental treatment

Oral Diagnosis

- interpret findings from the examination
- diagnose dental caries and periapical abscesses
- recognize deviations from normal growth development
- identify common diseases of the mouth and other abnormal pathological conditions through clinical and radiographic examinations
- assess the implications of providing or withholding treatment

Treatment Planning, Case Management and Referral

- develop a comprehensive treatment plan
- inform the patient in understandable terms about the problem and its significance, and involve them in the management of their own care
- initiate dental or medical consultations when appropriate
- recognize indicators and appropriately refer patients to other dental professionals for care beyond the scope of the dental therapist

Dental Radiography

- assess the need for, select, expose and interpret dental radiographs to assist in assessment, diagnosis, treatment planning and case presentation
- identify abnormal pathological conditions
- recognize deviations from the normal and when it is appropriate to refer the patient to another professional

2. Operative Dentistry

Dental therapists are trained to restore teeth to proper form, function and esthetics, perform uncomplicated extractions, recognize and manage dental/medical emergencies, post-extraction complications, and provide local anesthetics to manage pain to restore and maintain the health of the dental patient.

Restorative Dentistry

- restore teeth to proper form, function and esthetics
- select appropriate materials and techniques
- assess the need for, select and place appropriate space maintainers to reduce the impact of premature space loss
- take impressions and fabricate study models
- perform vital pulp therapy on primary teeth
- manage dental emergencies to alleviate pain

Local Anesthesia

- select the appropriate agent and technique to achieve local anesthesia to manage pain and minimize patient anxiety
- prevent, anticipate, recognize and manage medical emergencies or complications related to the use of local anesthetics, should they occur

Oral Surgery

- plan and perform extractions of primary teeth and uncomplicated extractions of permanent teeth
- place and remove sutures
- manage common intra-operative and post-extraction complications

Periodontic Techniques

- treat patients with mild to moderate periodontal disease
- perform scaling and polishing of teeth
- recognize and manage emergency periodontal conditions
- appropriately consult with or refer the patient to other professionals for care beyond the scope of the dental therapist

Infection Prevention and Control

- understand and use current universal precautions and appropriate infection control practices in all aspects of patient care

3. Community and Preventive Dentistry

Dental therapists are prepared to initiate appropriate oral health disease prevention strategies at an individual, community and societal level. As a member of the multi-disciplinary health team, dental therapists work with other professionals to maintain and improve health.

Health Education

- teach and communicate effectively at all levels to promote health and prevent oral disease

Primary Prevention

- plan, develop and initiate strategies designed to prevent oral disease from occurring

Secondary Prevention

- plan, develop and initiate strategies to minimize the impact of existing oral disease through clinical interventions and broader-based strategies

Needs Assessment

- assess and evaluate the oral health of populations, gather and interpret epidemiological data, and plan, develop and initiate oral health programs to address the identified needs

Community Development

- assist individuals, agencies and community groups to understand their oral health needs and take appropriate responsibility for and improve their own oral health

4. Practice Management, Principles of Professionalism and Ethics

Dental therapists are prepared to manage their practice and provide care using contemporary professional knowledge, judgment and skills to conduct themselves in a professional and ethical manner.

- conform to codes of professional conduct and professional practice standards
- recognize the importance of and commit to lifelong learning and self-assessment to maintain competencies
- communicate effectively and appropriately with the public, patients, caregivers, parents or guardians, staff and other professionals
- respect cultural differences
- maintain accurate and complete patient records in a confidential manner
- continuously analyze patient treatment outcomes to improve patient care
- develop emergency protocols
- complete basic equipment maintenance and repair



Saskatchewan Dental Therapists Association

SDTA REGULATORY BYLAWS

(version 1.0)

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PART 1 - REGULATORY BYLAWS

INTERPRETATION

1. These bylaws may be cited as the regulatory bylaws made pursuant to section 15(2) of the Dental Disciplines Act 1997;
2. Any term defined by the Dental Disciplines Act 1997 shall have the same meaning when used in these bylaws and, unless the context otherwise requires;
3. These bylaws replace all previously existing bylaws of the Association.

BYLAW I - MEMBERSHIP

SECTION 1 - Categories of Membership

1. Membership in the association shall consist of the following categories:
 - a) Practicing Membership
 - b) Non-Practicing Membership

SECTION 2 - Practicing Membership

1. Practicing membership is granted to a licenced dental therapist to practice dental therapy ~~in the~~ province of Saskatchewan upon completion of registration and licencing requirements in accordance with the Act and these bylaws;
2. Practicing members are entitled to the following privileges:
 - a) may practice dental therapy;
 - b) are entitled to have voice, vote, be eligible to stand for and hold office in the association;
 - c) shall receive publications of the association;
 - d) shall receive all documents designed for distribution to practicing members;

SECTION 3 - Non-Practicing Membership

1. A non-practicing membership shall be granted to a dental therapist who has fulfilled the registration requirements in accordance with these bylaws but will not be practicing as a dental therapist in the province of Saskatchewan;
2. A dental therapist may be granted a non-practicing membership for no more than three consecutive licensing periods, after which the dental therapist must obtain a licence to remain registered;
 - a) Failure to comply with Section 3 - 2) of the non-practicing membership provisions will result in the name of the dental therapist being struck from the register.
3. Members with a non-practicing membership are entitled to the following privileges:
 - a) are entitled to have voice, vote and be eligible to stand for and hold elected office in the association;
 - b) shall receive publications of the association;
 - c) shall receive all documents designed for distribution to non-practicing members;

BYLAW II - REGISTRATION AND LICENSING

SECTION 1 - Requirements for Registration

1. A person may be registered as a member of the association by completing the prescribed application form and:
 - a) providing evidence to the satisfaction of council that the applicant has successfully completed an educational program in dental therapy recognized by Council;
 - b) payment of the prescribed fees;
 - c) be of good character;
 - d) apply for registration:
 - i. within three (3) years of graduation; or
 - ii. have legally provided dental therapy services for at least 60 days in the last 5-year period;
2. Council may prescribe examinations and/or an evaluation process for registration where the evidence provided is not adequate to the satisfaction of council to determine the eligibility of applicants for registration.
3. An applicant for registration who does not meet the currency of practice requirements in paragraph 1 d) may be granted registration upon proof that the applicant has successfully completed a re-entry program approved by the Council.
4. The Council may grant a restricted licence to a person that meets the requirements of paragraphs 1 a) to c) and has been approved by the Council to participate in a re-entry program approved by the Council. Such restricted licence may be subject to such conditions and restrictions as Council specifies in the licence, including a restriction on the length of time for which such licence is valid.

SECTION 2 - Maintaining Registration

1. To maintain registration members must either hold a current Saskatchewan licence or non-practicing membership;
2. A dental therapist who has not maintained registration in accordance with Section 2 1) of these bylaws shall automatically have their registration revoked and have their name struck from the register.

SECTION 3 - Requirements for a Licence or Non-practicing Membership

1. All persons applying for a licence to practice dental therapy or a non-practicing membership must:
 - a) be registered in accordance with the Act and bylaws;
 - b) pay the prescribed fees;
 - c) fulfil continuing education requirements;
2. Council may prescribe examinations required where the evidence provided is not adequate to the satisfaction of council to determine the eligibility of applicants for licensure;
3. Any member applying for a license must provide evidence to the satisfaction of Council that the applicant is insured for professional liability to a minimum level of at least \$1,000,000/occurrence and at least \$1,000,000 in aggregate.
4. Licensed members must display their annual license certificates in a prominent place in each member's place of employment.

SECTION 4 - Categories of Licence

1. A registered member may be issued one of the following categories of licence:

- a) Full licence
 - b) Restricted licence
 - c) Temporary Licence to Practice
2. Full Licence - shall be granted to members who have fulfilled all registration and licence requirements;
 3. Restricted Licence - may be granted to members:
 - a) who have not completed to the satisfaction of council all the requirements for a full licence;
 - b) to restrict a member from providing specific services where the discipline committee has found a member guilty of professional misconduct or professional incompetence.
 4. Temporary Licence to Practice - may be granted to a dental therapist to practice dental therapy for a specified period of time and purpose including but not limited to conducting a continuing education course or research project; who
 - a) fulfils the requirements for registration as defined in the bylaws; and
 - b) pays the prescribed fees;
 - c) A temporary licence to practice will specify the purpose, conditions and the period of time that the temporary licence to practice will be in effect for.

SECTION 5 - Reinstatement

1. A member whose licence to practice dental therapy has been suspended or restricted for disciplinary reasons or their registration has automatically ceased by reason of a deficiency of continuing education credits, or not paying annual licence or non-practicing membership fees, may apply to Council to have their status reviewed by submitting a written request including:
 - a) evidence that they meet the requirements for registration;
 - b) payment of the prescribed reinstatement, registration and licence or non-practicing membership fees;
 - c) any other evidence that the applicant desires the Council to review in support of the reinstatement request;
2. On receipt of the written request, council shall review the evidence submitted and exercise its discretion in the best interests of the public and profession and may impose or waive conditions for reinstatement.

SECTION 6 - Continuing Education Requirements

1. All practicing and non-practicing members must obtain a minimum number of 40 continuing education credits over a three-year period to maintain registration and/or licence with the association.
2. Continuing education credits will be granted for continuing education courses or professional development activities according to policies set by the Credentials Committee and approved by council.
3. Members are responsible to provide evidence to the satisfaction of council that the member has obtained the required educational credits. This evidence must be filed with the Registrar.
4. The Registrar will provide all members with a yearly report of their continuing education credits with their annual licence or non-practicing membership renewal forms.
5. The accumulation period for continuing education credits will begin upon registration and/or licensure and end at the end of the third licencing period from which the member initially registered and/or licenced.

SECTION 7 - Licence and Non-practicing Membership Renewal

1. Council or its designate will provide ~~by regular mail~~, annual licence and non-practicing membership renewal forms to all registered members of the association at least 45 days before the licences and non-practicing memberships expire.
2. Effective 2009 the Annual Membership year shall begin February 1 and shall end on January 31 of the following year.
3. Any person who is a member of the Saskatchewan Dental Therapists Association on the day before subsection 7(2) comes into force will have their membership extended to January 31 of 2010.

BYLAW III - STATUTORY COMMITTEES

SECTION 1 - Professional Conduct Committee

1. The Professional Conduct Committee is responsible for carrying out the duties prescribed to it under the Act and these bylaws including investigation of incidents of professional misconduct and professional incompetence;
2. All matters referred to the Professional Conduct Committee must be in writing;
3. The Professional Conduct Committee shall:
 - a) notify, in writing, the person who is the subject of a report or allegation that a report or allegation has been received and request a written response;
 - b) notify, in writing, the person who made the report or allegation that the report or allegation will be reviewed;
 - c) subject to subsection 29 (5) of the Act, hold in confidence all sessions, documentation and information received.

SECTION 2 - Discipline Committee

1. The Discipline Committee shall carry out the duties prescribed to it under the Act and these bylaws including hearing and determination of formal complaints that are referred to it by the Professional Conduct Committee including, but not limited to;
 - a) All necessary actions including hearings to determine whether the subject of a complaint or allegation is guilty of professional misconduct and/or professional incompetence;
2. The Discipline Committee will provide a written decision respecting the determination of the Committee subsequent to any hearing to review a complaint to:
 - a) Council
 - b) the person who was the subject of the allegation or report; and
 - c) the person who initiated the allegation or report;
3. Subject to the Act, the Discipline Committee shall hold in confidence all documentation and information received except findings of guilt;
4. For the purposes of the Act and bylaws, professional misconduct includes but is not limited to the following:
 - a) violation of the Professional Code of Ethics of the association;
 - b) failure to maintain or falsifying a record with respect to the care and services to a client;

- c) abusing a client physically, sexually, emotionally or verbally;
- d) failure to inform an employer of the dental therapist's inability to accept specific responsibility in areas where they do not have the formal training as approved by Council;
- e) failure to respond without reasonable cause to inquiries of the Professional Conduct Committee and/or the Discipline Committee regarding alleged professional misconduct and/or professional incompetence;
- f) obtaining registration by misrepresentation or fraud;
- g) contravening any provision of the Act or bylaws.

BYLAW IV - CODE OF PROFESSIONAL ETHICS

SECTION 1 - Code of Professional Ethics

1. It is the duty of every dental therapist to uphold the honour and dignity of the profession and adhere to the principles hereinafter set forth;
2. A dental therapist must realize the preventive aspects of dental services and make use of every opportunity to promote the improvement of the health and well-being of the individual and the community;
3. A dental therapist shall not make any statement or declaration or sign any certificate or any other document which the therapist knows, or ought to know, to be untrue, misleading or otherwise improper;
4. A dental therapist shall only undertake the treatment of a patient when the therapist is qualified by training and experience to carry out the treatment plan;
5. It is unethical for any dental therapist to pass judgement to members of the public on the qualifications or procedures rendered by fellow dental therapists or members of the dental profession generally;
6. Information of a confidential nature acquired from a patient in the course of duty shall be kept in utmost confidence except as it may be necessary to divulge such information to protect the welfare of the individual or as may be required by law;
7. Every dental therapist shall give whole hearted support to the highest standards of integrity, honesty, competence and devotion to the common good of the profession;
8. A dental therapist, as a member of the health profession, does not lend testimonial or signature, whether for reward or not, to any product or material offered for sale to the public;
9. A dental therapist should expose to the Registrar and/or member of the Saskatchewan Dental Therapists Council without hesitation any illegal, unethical or unprofessional conduct of fellow therapists;

BYLAW V - PROFESSIONAL CONFLICT OF INTEREST GUIDELINES

SECTION 1 - Professional Conflict of Interest Guidelines

1. All dental therapists shall conduct themselves so that their actions and conduct may not be interpreted as protecting self-interest. The interests of the public must always come first;
2. All elected members of Council and the association, appointed members, committee chairpersons, and employees of the association acting in an official capacity shall conduct themselves so that their actions and conduct may not be interpreted as self-serving; and
 - a) shall declare a conflict of interest in matters in which they have a vested interest;
 - b) remove themselves completely from the matters from which the conflict arises.

3. A conflict of interest may be defined as, but is not limited to the following:
- a) where the member has a direct material interest;
 - b) where the member is involved in determining/reviewing credentials and registration/licencing eligibility for an applicant or another member who is an associate or related to that member;
 - c) where the member is involved in the investigation and/or discipline process affecting another member who is an associate or related to that member; and
 - d) any situation that a reasonable person would believe that a conflict of interest could occur.



Saskatchewan Dental Therapists Association

SDTA ADMINISTRATIVE BYLAWS

(version 3.0 Final October 2024)

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ADMINISTRATIVE BYLAWS

INTERPRETATION

1. These bylaws may be cited as the administrative bylaws passed in accordance with section 15(1) of the Dental Disciplines Act - 1997.
2. Any term defined by the Dental Disciplines Act 1977 shall have the same meaning when used in these bylaws and, unless the context otherwise requires:

BYLAW I - COUNCIL OF THE ASSOCIATION

SECTION 1 - Composition

1. The affairs and business of the association shall be managed and regulated by the Council which shall be composed of:
 - a) ten elected members who shall include the president, vice-president and eight members at large;
 - b) three (3) public representatives appointed by the minister pursuant to section 9(1) of the Act;
 - c) the Registrar who shall be a non-voting ex officio member;

SECTION 2 - Eligibility

1. All registered members of the Association may be elected to Council provided they:
 - a) are not employees of the Association;
 - b) have not previously held the same office on council for more than two consecutive two (2) year terms immediately preceding the election;
2. Efforts should be made to obtain representation from different geographic areas and fields of practice when making nominations to council.

SECTION 3 - Terms of Office

1. The term of office for elected members of Council shall be two (2) years and shall begin at the close of the annual meeting following the election process;
2. No member of council shall hold the same office on council for more than two consecutive two (2) year terms immediately preceding the election;
3. The initial terms of these members shall end so that four members complete their terms in two years and four members complete their terms in one year.

SECTION 4 - Powers and Functions of Council

1. The Council shall govern, manage and regulate the affairs of the association, including but not limited to the following:
 - a) establish and administer policy as necessary to further the objectives of the Association;
 - b) carrying out all duties and functions prescribed in the Act;
 - c) establishing and administration of policies governing the admission, registration, licencing, counselling and discipline of members;
 - d) establish policies governing examinations that may be prescribed by the bylaws;
 - e) review, evaluate and approve educational courses, professional development activities and schools of dental therapy that will be recognized by Council;

- f) establish policies for the appropriation, investment and disbursement of association funds;
- g) elect or appoint other members as it considers advisable or necessary;
- h) conduct and encourage activities to promote the profession of Dental Therapy;
- i) appoint a Registrar for the association;
- j) establish policies to ensure reporting of association business to members.

2. Council may delegate all or part of its duties to the Registrar.

SECTION 5 - Officers of Council

1. The officers of council shall consist of a President and Vice-president;
2. The president and vice-president shall be elected by majority vote at the annual meeting of the association for a term of two consecutive years.
3. The duties of the president of council shall include but are not limited to:
 - a) serve as the official representative of the association;
 - b) exercise general control and supervision over the affairs of the association and shall perform the duties and functions prescribed by council;
 - c) act as chairperson for council meetings, chair special and annual meetings or appoint a chairperson to preside over such meetings;
 - d) provide written reports of association business to the membership;
 - e) act as an ex officio member of all committees of the Association.
4. The duties of the vice-president of Council shall include but are not limited to:
 - a) assist the president in the discharge of their duties;
 - b) in the absence of the president be vested with all powers and perform all duties of the president until the president returns or a new president is elected;
 - c) review, update and propose revisions to policies, procedures and bylaws;
 - d) act as an ex officio member of all committees of the Association.

SECTION 6 - Executive Committee of Council

1. The executive committee of Council shall:
 - a) be comprised of the president, vice-president, one other council member to be elected by Council and the Registrar (non-voting);
 - b) have the authority to act in urgent matters of business as well as provide advice and direction to the president, committees and Registrar when Council is not in session.

SECTION 7 - Public Representatives

1. Public representatives in addition to duties prescribed in section 9 of the Act shall represent the public view and concern on all matters before council.

SECTION 8 - Registrar

1. The registrar shall be appointed by the council in accordance with Section 12 (2) of the Act;
2. The duties of the Registrar shall include but is not limited to the following:
 - a) perform those duties and functions prescribed in the Act and these bylaws;
 - b) evaluate applications for registration and licensure;
 - c) keep a register of all memberships;

- d) collect required fees;
- e) keep a record of all continuing education credits submitted by members;
- f) act as secretary for the Association;
- g) act as treasurer of the Association.

SECTION 9 - Council Meetings

1. Council meetings shall be held at least once every four (4) months at a time and location in the province of Saskatchewan to be determined by the president of the association;
2. Council business and meetings may occur in person, by telephone and/or by electronic means.

SECTION 10 - Committees of Council

1. Council shall establish the following committees to carry out its business:
 - a) a Professional Conduct Committee as prescribed in the regulatory bylaws and section 28(1) of the Act;
 - b) a Discipline Committee as prescribed in the regulatory bylaws and section 32(1) of the Act;
 - c) a Credentials Committee consisting of three registered members and the Registrar to:
 - i. make recommendations to Council and/or the Registrar about the suitability of an applicant for registration or licensure; and
 - ii. evaluate and determine credit allocation for courses and/or professional development activities of members that may be approved by council;
2. Council may establish any other committees it deems necessary to carry out its duties. All committees may be appointed or dissolved at any time by resolution of the council;
3. When establishing committees, council will appoint a chairperson, determine membership and develop terms of reference for the committee.

SECTION 11 - Legal Counsel

1. Council may retain legal counsel for the purpose of assisting them in carrying out their duties or responsibilities under the Act or these bylaws;
2. The legal counsel will be appointed on a yearly basis by Council.

BYLAW II - GENERAL

SECTION 1 - Annual Meetings

1. The annual meeting of the members of the association shall be held in the first six (6) months of each calendar year at a time, date and location to be determined by the Council;
2. Notice of the annual meeting shall be communicated to all members one (1) month prior to the date of the meeting.
3. The annual report of business of the Association shall be provided to members of the Association and posted to the website at least fourteen (14) days prior to the date of the annual meeting.
4. Except as otherwise provided in the Act and these bylaws, Robert's Rules of Order, Revised govern the procedures of all in-person meetings.

SECTION 2 - Special Meetings

1. A special meeting of members of the Association shall be any meeting other than the annual meeting of members that may be called by the Executive Committee and/or Council to consider urgent or pressing business;
2. A special meeting of members shall be convened upon written request of at least 10% of the current registered members of the Association. The time and place of such meeting will be determined by the President of the Association.

SECTION 3 - Motions

1. All motions made in meetings of the Association or Council must be recorded in the meeting minutes;
2. All motions that have been passed at meetings of the Association and/or Council are to be recorded in the "Book of Resolutions".

SECTION 4 - Nominations

1. Any registered member may nominate a member(s) for office either in person or by submitting a written nomination to the Registrar.

SECTION 5 - Voting

1. All registered members in good standing are eligible to vote at annual or special meetings of the Association;
2. Only elected council members and public representatives may vote at council meetings;
3. All questions or motions voted on at meetings of the Association shall be determined by the majority of the voting members present;
4. All voting for elections of the Association shall be conducted by secret ballot. In the event of a tie vote additional ballot(s) will be cast until a majority decides;
5. A special mail in vote may be conducted by Council on an issue of provincial importance when deemed necessary. A two-thirds majority vote of the ballots returned decides.

SECTION 6 - Quorum

1. A quorum shall consist of:
 - a) Those registered members present at any annual or special meeting of the Association;
 - b) Those elected members and consumer representatives present at any council or association meeting;

SECTION 7 - Vacancy

1. An elected member may resign from their position by giving written notice to the President of Council and/or the Registrar. The resignation is effective on the stated date on the written notice or on the date that the notice is received if it is not specified;
2. Where a vacancy occurs through resignation, death or otherwise, Council may choose to appoint a qualified member to fill the position on an interim basis until the election proceedings at the next annual meeting.

SECTION 8 - Finances

1. All revenues received by the Association shall be deposited in the general funds of the Association;
2. The Treasurer shall give an up-to-date report to the annual meeting and each council meeting stating the finances of the Association.

SECTION 9 - Remuneration of Officers

1. All reasonable expenses incurred by any member of the Council or its committees, while conducting the affairs of the Association shall be reimbursed by the treasurer upon receipt of an itemized statement of such expenses by the member claiming compensation;
2. Council may review any expense claim submitted to the treasurer and upon such review either allow or disallow the claim.

SECTION 10 - Fiscal Year

1. The fiscal year of the Association shall begin on July 1 and shall end on June 30 of the following year.

SECTION 11 - Audit

1. At each annual meeting members shall appoint an auditor to carry out the yearly audit if a yearly audit is deemed necessary by Council. An accountant may be appointed to conduct a financial review in lieu of an audit;
2. The treasurer shall submit to the auditor all financial records necessary to conduct the audit within 60 days of the end of the fiscal year.

SECTION 12 - Signing Officers

1. Signing officers of the Association shall be the President or Vice-President or the Registrar.

SECTION 13 - Salaried Employees

1. Council may engage any salaried employees deemed necessary to carry out duties prescribed under the Act, these bylaws or association business.

SECTION 14 - Seal

1. Council may adopt a common seal on which the name of the association shall be engraved that may be affixed to documents or class of documents of the association.

SECTION 15 – Emergency Declaration

1. If an emergency declaration has been made by the President, or in the President's absence, by the Registrar, the following will apply:
 - a) The annual general meeting of the Association may be held by electronic means including teleconference, videoconference, or other electronic means. At least two weeks prior to the meeting, the Registrar will provide notice of the meeting to the members and instructions to the members relating to participation in the meeting;
 - b) The limitation in the bylaws that no person shall be an elected member of the Council for more than two consecutive terms of two years is suspended. An individual may be re-elected;
 - c) The election of members of Council need not occur at the annual general meeting. The Registrar is authorized to advertise for nominations for the position of elected Councillors, and to accept votes from the members by electronic means, or by mail ballot.

BYLAW III - FEES

SECTION 1 - Registration Fee

1. A non-refundable fee of \$50.00 shall accompany each application for registration;

SECTION 2 - Annual Licence Fee

1. The annual licensing fee for a practicing and restricted licence shall be \$1000.
2. Annual licence fees are payable at time of licensing - on or before January 15 - in any year for the succeeding annual licence year.
3. Members who have not paid the annual licensing fee by January 15 shall pay a late fee of \$250 in addition to the regular fees.
4. Members who have not paid the annual licensing fee by January 31 will be stricken from the register and cease to be members of the association.
5. New members who register and request to be licensed by the SDTA on or after February 1st up to and including June 30th will be charged the full licensing fee. New members who register and request to be licensed on or after July 1st up to and including December 31st, including recent U of S Dental Therapy graduates, will be charged a pro-rated licensing fee (50% of annual fee). In both cases, a late fee will not be charged.

SECTION 3 - Non-practicing Membership Fee

1. Members who choose not to license but wish to remain registered with the Association are required to submit an annual non-practicing membership fee of \$250. The fee remains the same regardless of when the non-practicing membership is requested.
2. Non-practicing annual renewal fees are payable at the time of registration or before January 15 in any year for the succeeding membership year.
3. Members who have not paid the annual non-practicing fee by January 15 in any year for the succeeding year shall pay a late fee of \$250.
4. Members who have not paid the annual non-practicing membership fee by January 31 in any year for the succeeding annual membership year will be stricken from the register and cease to be members of the association.
5. Non-practicing members who apply for a licence at any time in the current licensing period will have the non-practicing membership fees credited towards the cost of the licence.

SECTION 4 - Temporary Licence to Practice Fee

1. The temporary licence to practice fee shall be one half of the annual licence fee, payable when the temporary licence is sought.

SECTION 5 - Reinstatement Fee

1. The reinstatement fee to have Council review the status of a member shall be one half of the annual licence fee.



Saskatchewan Dental Therapists Association

ANNUAL REPORT

2024-2025

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1. Introduction

The Saskatchewan Dental Therapists Association (SDTA) serves as the regulatory body committed to the excellence and integrity of the dental therapy profession in Saskatchewan. As we transition to a self-regulatory organization, our focus is on enhancing the standards of practice, ensuring public safety, and promoting professional development within the community. We are dedicated to upholding the highest standards of dental care and professional conduct, fostering a robust regulatory environment that supports both practitioners and the communities they serve.

2. Guiding Principles

Vision: Through regulatory excellence, dental therapists uphold the highest quality and safety standards of the dental therapy profession in Saskatchewan.

Mission: Protecting the public through regulation of the dental therapy profession

Values:

Respect for diversity, culture, and individuality

- Promoting an inclusive environment by engaging successfully with a wide variety of individuals and encourages participation and involvement of others.
- Appreciating different opinions, roles, experiences, and backgrounds.

Regulatory accountability and responsibility

- Enhancing the rigour of regulatory guidelines, professional standards, regulations, and principles
- Demonstrating professional integrity regularly and consistently.

Transparency and integrity

- Strongly upholding organizational values and beliefs.
- Disclosing relevant professional information to inform decision making.

Professionalism

- Demonstrating the behaviours and competency that are expected of the profession and the organization.

3. Council

The Council of the Saskatchewan Dental Therapists Association (SDTA) is the governing body that ensures our organization operates with transparency and adheres to the highest standards of professional practice. Comprised of elected current and former dental therapists and public representatives, the Council's role is vital in setting the strategic direction and policies of the SDTA. Through rigorous oversight, the Council maintains the integrity of dental therapy practices, ensuring that all licensed professionals meet the stringent requirements necessary to provide safe, effective, and ethical care to the public. The collaborative work of the Council helps foster a robust environment for professional growth and public health advocacy, crucial for the ongoing development of dental therapy in Saskatchewan.

This annual report presents a summary of the activities of SDTA Council and its committees for the past 12 months.

4. Annual Reports

Officer Reports

4.1. SDTA President

This was a historical year for the SDTA. It began with us officially informing the University of Saskatchewan, College of Dentistry (COD) that the SDTA recognized the new BSc DT graduates. In August 2025, 23 dental therapists were newly registered with the SDTA- the first group since 2011.

June 2024 was busy with hiring a new Executive Director/Registrar. This included developing an interview guide and reference check for the position, with our public representative, Olena, and I interviewed several candidates. Brad Colin started in July 2024. A successful probationary performance review was conducted in 2025.

The Executive Director and I attended NIRO meetings throughout the year. The Health Professions Act (HPA) was the main topic. The SDTA provided feedback on the second draft of the Health Professions Act. The Executive Committee will be meeting with government officials in May 2025, to discuss the next steps in the HPA.

The SDTA is collaborating with the COD in support of partnering with the other teaching institutions across Canada to implement more satellite dental therapy training sites. Working groups are being set up to move these projects forward.

Cyerra Powder, the vice president, and I completed/sent the application for the CDTA resurrection via the Anti-Indigenous Racism and Indigenous Health Equity funding. Follow-up has occurred with no word yet on funding. In addition, under the stewardship of the SDTA, Cyerra Powder, the vice president, and I sent an Oral Health Access to Care Stream 2 proposal. This proposal did not receive approval to move forward to the funding phase.

All SDTA/CDTA files were moved to a locked, indoor, secure storage unit. Files have been organized into specific categories. Historic documents will be sent to the Saskatchewan Archives.

The Executive Director/Registrar and I attended the Saskatchewan Oral Health Professions Forums throughout the year. The HPA and division into colleges were major points of discussion. Criminal Record Checks (CRC) upon first licensure/registration were discussed with the survey results shared for the 27 regulated bodies. The SDTA will implement a policy on CRCs for new registrants which will come into effect in 2026.

The Executive Director/Registrar and Vice President, and I met with Dr. Uswak to discuss the space maintenance course that instructors and students need as this was a gap in training for 2024. The Executive Director/Registrar and the Credentials Committee met Sask. Poly Technic Program Head and developed the next steps. This training has occurred and will be on-going as needed.

Attended Saskatchewan Public Regulatory Advisory Network (SPRAN) meetings throughout the year. The top three Request for Proposals for the pilot proposal were reviewed and discussed. The MDR Strategy Group was hired and presented their action/strategic plan to develop the network. There are 12 regulatory bodies taking part in the pilot. The Inaugural meeting will be on September 10, 2025.

Attended the bi-monthly meetings with the COD. Discussions included curriculum review, space maintenance module, survey of new graduates and/or practicum employers, the Internationally Trained Dental Therapist program, scaling, and additional satellite training sites.

We worked on several issues with the SDTA lawyer. They include:

- Review of historical documents/correspondence on scaling. Surveyed all other authorities in Canada where DTs are employed to gather DT scope of practice and historical concerns related to scaling.
- Seeking guidance on the requirements for either grandfather or bridge diploma dental therapists in the future.
- Research and recommendations related to registration/licensure of dental therapists in Canada.

- HPA bylaw review and processes.
- Re-establishment of the CDTA as a non-profit organization.

It has been a busy year with a significant amount of restructuring occurring through the organization as we begin the process of implementing elements of the HPA. This work will continue for one to two years. It is critical that we move on with it.

I want to thank all council members and public representatives for their time, patience, and due diligence as we move the SDTA forward. We have been a small, and almost dying profession, over the past decades. We are now re-building and surging ahead- times are exciting for the profession! A special thank you to the outgoing council members and public representatives; the time and care you have given to support and improve the dental therapy profession is appreciated.

Thank you to our vice president, Patricia Skalicky! Patricia is a truly knowledgeable, diverse, steadfast, and passionate dental therapist. She has dedicated herself to working extremely hard to improve the profession of dental therapy. It is an honour to collaborate with her.

It is important to acknowledge Brad Colin, our new Executive Director/Registrar. He has done a spectacular job over the past 10 months! He has dived into the SDTA with vigour, enthusiasm, brilliant ideas, and competency. He had to learn about our organization from the ground up. In achieving this, he provided us with a refreshing outlook on many elements that needed to be refreshed, adapted, or developed anew. He is a significant asset to the organization! Thank you!

I have been a dental therapist for 51 years now. The tenacity, passion, and kindness of all dental therapists is palpable, no matter where they live or work. We have an honorable and vital role to play in the future of healthcare in Saskatchewan and Canada.

Respectfully submitted,
Leslie Topola
SDTA President

4.2. SDTA Vice-President

Activities (2024–2025):

This past year a lot of work focused on re-establishing the Canadian Dental Therapists Association (CDTA) and strengthening relationships with key partners.

Together with Leslie Topola and Cyerra Powder, we submitted a funding application through the Anti-Indigenous Racism and Indigenous Health Equity initiative through Indigenous Services Canada (ISC) to help revive the CDTA. We also submitted an Expression of Interest to the Oral Health Access Fund (OHAF) Stream 2 for funding to support a national Dental Therapy advocacy campaign. Unfortunately, we were not successful in moving on in the OHAF process, but we are still very optimistic that we will be successful in securing some funds through ISC.

The CDTA AGM was held on July 30, 2024, with four members present. Cyerra was elected President, and I was elected Vice-President. It was discovered that CDTA's incorporated status had dissolved in April 2024. All historical documents were gathered, and the necessary paperwork was submitted in attempts to restore the CDTA's incorporation status.

Cyerra Powder and I attended the ADTA Conference in Orlando, where Cyerra presented on Dental Therapy in Canada. The session was well received and helped build meaningful connections for future CDTA development.

Work continued with USask on a proposal for other sites to deliver Dental Therapy training. We've had several collaborative meetings with USask and other stakeholders, discussing curriculum development, space maintenance course planning, and support for new graduates.

SDTA licensing support remained a key focus. We worked with Brad to support new graduates awaiting transcripts and responded to member inquiries regarding CE credits and scope of practice. A CE flowchart

is currently being developed to help guide members—this will continue as part of the Credentials Committee's work. We also participated in several Executive Committee meetings and planning sessions with Leslie and Brad to address registration challenges and system improvements.

Operationally, Leslie and I organized and purged the SDTA storage locker, with more work to come around archiving and shredding. We met with our lawyer in March to discuss a range of issues, including the revival of CDTA, ISC therapist licensing, and long-term educational pathways.

Recommendations:

- **Secure Funding and Continue CDTA Revitalization**
Continue pursuing funding opportunities to support the re-establishment of CDTA and related advocacy efforts. Finalize the incorporation status process.
- **Build on National and International Connections**
Leverage contacts from the ADTA conference and national meetings to advocate for a unified Dental Therapy voice across Canada.
- **Enhance Communication with SDTA Members**
Finalize and distribute the CE flowchart. Continue responding to scope and licensing inquiries promptly. Develop communication tools to keep members informed of regulatory and licensing updates.
- **Strengthen Academic Partnerships**
Maintain regular engagement with the University of Saskatchewan to support curriculum planning, accreditation, and clinical training needs.
- **Invest Strategically**
Follow through on audit findings and develop a responsible investment plan for SDTA funds.
- **Continue Operational Clean-Up**
Complete the storage locker clean-out and ensure historical documents are archived or shredded as needed.

With elections just around the corner, now is the perfect time to consider how you can make a meaningful impact in your profession and within the SDTA. Serving on Council is more than a role, it's an opportunity for personal and professional growth, deep connection, and the satisfaction of contributing to something bigger than yourself. Take pride in your profession and help shape its future—consider putting your name forward for a term on Council!

To my fellow Council members, thank you for your unwavering dedication to our mission and vision. Your thoughtful decision-making continues to move our association forward in ways that benefit both current and future members. As Vice President, I am continually inspired by your generosity of time and spirit. You give selflessly, motivated only by the desire to see others succeed through our shared, collaborative efforts. The council members concluding their terms deserve endless accolades and recognition for the dedication and passion they have brought—not only to the council table but to the dental therapy profession. I have every confidence that you will continue to be strong advocates for dental therapy. Thank you for your service!

Working alongside our President, Leslie Topola, has been an enriching and empowering experience. Her leadership and guidance have taught me so much, and I'm truly grateful for the journey we've shared this term.

A heartfelt thank you also goes out to our Executive Director and Registrar, Brad Colin. Your tireless efforts to understand the nuances of dental therapy, the inner workings of the SDTA, and regulatory processes have made a lasting impact. Your thoughtful communication, dedication, and drive for positive change have elevated all of us—and for that, we are deeply thankful.

It is a true honour and delight to be part of this incredible council, association, and the respected profession of Dental Therapy. Here's to continued growth, strong leadership, and a bright future ahead!

Respectfully submitted,
Patricia Skalicky
SDTA Vice-President

4.3. Executive Director/Registrar

I began in the position in July and was able to spend time with the outgoing executive director during a short transition period. During the subsequent weeks, the outgoing executive director was gracious enough to return emails and phone calls regarding my many questions. Thank you to Wendy Thienes for her time and effort to make it as easy of a transition as possible.

The SDTA is led by a dedicated and knowledgeable council. I have been able to ask council members for advice and feedback on all matters. As we look to enhance the association administration by streamlining processes, reducing redundant work, and introducing technology, I will at times refer to council for feedback. I would like to thank both Leslie Topola and Patricia Skalicky for their time and patience.

Some highlights of the registrarial and administrative work done this past year include:

- in late summer, the SDTA registered and licensed all the graduates from the University of Saskatchewan's Bachelor of Science in Dental Therapy program;
- implemented the requirement of all registrants to submit the SDTA Continuing Education Credit Request form along with supporting documentation for all registrant continuing education requests;
- completed a comprehensive review of and updates to the SDTA Regulatory and Administrative Bylaws, and updates to the SDTA Policy and Procedures Manual;
- collaborated with Saskatchewan Polytechnic on making the space maintenance course module (DENT-1628) available to the new graduates, after their formal course work was completed;
- launched the new SDTA website and posted names of SDTA fully licensed registrants to the website;
- worked with SDTA Council on updating licensee categories resulting in the cancelling of the Affiliate membership type, and the removal of the public health preventative practice licence sub-category;
- divested the SDTA from an existing investment, and in turn invested additional funds in a 1-year GIC;
- appointed legal counsel to assist the SDTA with all regulatory and licensing matters;
- completed the 2023/2024 financial audit with the auditor (findings are included in this annual report);
- continued previous investigative work done for a new registrant management system;
- presented transparent fiscal updates to the council at each of the quarterly council meetings; and
- attended various industry meetings with other oral health associations and those impacted by the pending Regulated Health Professions Act.

Statistics

At the October 5 2024 council meeting, the SDTA Council approved the sunseting of affiliate memberships, and the elimination of the sub-licence type of Public Health Preventative Practice. Beginning in the February 2025 licence year, two categories of licence/membership exist with the SDTA: full practicing licence and non-practicing licence. Seven registrants from 2024/2025 retired, and all 23 affiliates are no longer part of the SDTA.

The 2025/2026 185 registrant statistics:

176 Full Practicing Licence

9 Non-Practicing Licence

Financials

Presented a preliminary fiscal forecast to the SDTA Council at the October 5, 2024 SDTA Council meeting. What became apparent was that the SDTA had incurred an operating loss in the past two fiscal years and was looking at a third consecutive fiscal loss in the 2024/2025 fiscal year. Continuing to utilize savings to balance the finances was not a viable option going forward. To meet certain obligations including increased legal support for navigating the pending regulatory changes, a new registrant management system, and overall cost increases the SDTA made the decision to increase registrant fees. The non-practicing licence fee increased from \$100/yr to \$250/yr and the full practicing licence increased from \$500/yr to \$1000/yr.

Audit

The June 30th 2024 annual audit was conducted by Stark & Marsh CPA LLP. The audited financial statements are included with this annual report.

Looking Forward

The upcoming 2025/2026 year will be full of change as the SDTA moves ahead with such initiatives as the Regulated Health Professions Act regulatory changes and all that it will entail, and the implementation of a new registrant management system whereby registrants will eventually be able to renew their licences electronically, and self-report all continuing education credits. I look forward to continuing collaboration with the SDTA council and all registrants.

Respectfully submitted,
Brad Colin
SDTA Executive Director/Registrar

Committee Reports

4.4. Executive Committee

Committee Chairperson: Leslie Topola (President)
Committee Members: Patricia Skalicky (Vice President), Brad Colin (Executive Director non-voting)

Activities:

- Terms of Reference circulated and reviewed.
- Committee met several times, including with legal counsel to discuss the ongoing scaling issue and other matters related to regulation.
- The executive committee provided leadership, oversight, and strategic direction to the association as required.

Recommendations:

- Review Terms of Reference annually.

Respectfully submitted,
Leslie Topola
Chairperson

4.5. Communications Committee

Committee Chairperson: Cyerra Powder

Invitation remains open to the newly elected SDTA Council members to the sdtacommunications platform if they wish to assist in the development of oral health translation to post on social media. Invitation will be sent to add to the canvateams account for those interested.

Activities:

- Submitted the Saskatchewan Minister of Health Proclamation on social media acknowledging Dental Therapists in Saskatchewan. The National Dental Therapists week campaign with Health Canada was put on hold this year due to the federal election occurring on April 28, 2025.
- Auto renewal updated to the SDTA credit card for the SDTA Communications Canva Teams account.
- Created 51st Annual Saskatchewan Dental Therapists Association conference boards, badges, announcements. Efforts continued throughout the year to create SDTA oral health translation. Open to future suggestions.
- Continued collaboration with Patricia Salicky on the Saskatchewan Dental Therapists Association Facebook account.
- Continue to post on sdtacommunications instagram platform.

Respectfully submitted,
Cyerra Powder
Chairperson

4.6. Continuing Education Committee

Committee Chairperson: Jaylynn Parenteau

Committee Members: Cyerra Powder

Activities:

This year the continuing education committee dedicated its effort to planning and hosting its 51st Annual Conference. It was held at the Hawood Inn, located in Waskesui, SK. After the grandeur event of the 50th Annual Conference, we wanted to take it back to the basics, highlighting and nurturing the strong and unique bonds that only the members of a small association can enjoy. We all gathered in one hotel for a successful weekend of continuing education, while enjoying great food and a fun pajama party \ game night, themed event. Our event started with registration and social on Friday night, and ended just before noon Sunday, with educational sessions.

This year presented a challenge that I had not yet experienced in my role as chair of the continuing education committee. Three days prior to the event, the speaker who was to present on Cultural Humility cancelled. Luckily, after several panicked emails, we were able to replace him.

The event was a success! Months of planning go into a conference, so it is very rewarding to see members show up and enjoy themselves.

Our presenters this year were as follows:

Jordan McPhail,

MLA - Cumberland; Shadow Minister of Northern Affairs

The Evolution of Dental Therapy

Christy Jo Fogarty RDH, ADT, BSDH, MSOHP

Menopause 101

Dr. Oriana Watt MD, CCFP

Samantha Leason BSc/MN

From Root Cause to Upstream: Advancing Oral Health Through Collaborative Education Practice

Dr. Amrinderbir DDS, MPH

Cultural Humility

Phoebe Fosseneuve

Champions of Oral Health Equity:

Why Dental Therapy Waves are Gathering Momentum

Arish Naresh J.P, MHSc (Distinction), PG HSM, PG BSc, Dent Therapy, Adv Cert IT PhD (Hon)

Canadian Dental Therapy Association

New and Noteworthy

CDTA Vice President Patricia Skalicky RDT

CDTA President Cyerra Powder RDT

Recommendations:

Check your emails and stay up to date with our association. Let your voice and opinions count by requesting who and what you'd like included in our educational sessions! Speaker and topic ideas are always encouraged! The SDTA conference committee loves to plan events that fulfill your educational desires to keep you relevant leaders in our field!

Respectfully submitted,

Jaylynn Parenteau

Chairperson

4.7. Credentials/Professional Development Grant Committee

Committee Chairperson: Mandy Rushfeldt

Activities:

The Credentials Committee composed two position papers this year: Oral Myofunctional Therapy Training and guidelines of Nitrous Oxide within the Dental Therapy scope.

There have been two professional development grant applications received and will undergo review for approval.

The Credentials Committee has plans to assist in reviewing and updating the continuing education requirements document.

Respectfully submitted,
Mandy Rushfeldt
Chairperson

4.8. Discipline Committee

Chairpersons: Patricia Skalicky

Committee Members: Marlo Dunlop (Public Representative), Janice Johnson

Activities

- No matters were referred to the Discipline Committee from the Professional Conduct Committee for consideration.
- Committee confidentiality agreement distributed and signed by members of the Discipline committee

Recommendations

- Review Terms of Reference annually.

Respectfully submitted,
Patricia Skalicky
Chairperson

4.9. Professional Conduct Committee

Chairpersons: Adam Heimbecker

Committee Members:

The Professional Conduct Committee has once again had a great year with very little investigation or public concern. This is clear evidence of continued professionalism and diligence to public safety and oral care from our members.

PCC received one concern this year which is currently under review and investigation.

There has been a movement of questions and inquiries I have received over the last two years in regards to self conduct of members and confirmation of scope of practice and regulation. This seeking and clarity shows an evident devotion and passion for best practice in our profession; this alone speaks volumes to our association and the accountability of our members .

The PCC has continued to carry forward with great communication and cooperative teamwork since our last AGM. With that I would like to thank all my Committee Members on PCC for once again making my position as Chair of PCC such a welcoming and positive experience.

Respectfully submitted,
Adam Heimbecker
Chairperson

Other Reports

4.10. Canadian Dental Therapists Association Annual Report

June 21, 2024 official launch of the National Oral Health Research Strategy 2024. NOHRS will inform governments and decision-makers, funding agencies, researchers and their organizations, health care practitioners, the public and others to focus both on emerging, priority issues for Canadian society and on innovative methodological and technological approaches to address these issues. The oral health research community in Canada is a small but dynamic group and this NOHRS can help expand its numbers and skills, as well as its integration with other health research and ultimately support improving oral health and reducing inequities among people living in Canada. The NOHRS has been circulated via email.

NOHRS is a collaboration between the Canadian Institutes of Health Research's (CIHR) Institute of Musculoskeletal Health and Arthritis (IMHA), Canadian Association for Dental Research, Association of Canadian Faculties of Dentistry, Network for Canadian Oral Health Research, Canadian Dental Association, Denturist Association of Canada, Canadian Dental Therapists Association and Canadian Dental Hygienists Association.

Dr. Leigha Rock presented submission for Journal of Dental Research publication, CDTA listed as a co-author for Canada's First National Oral Health Research Strategy 2024-2030 manuscript - *Accepted Dr. Leigha Rocks invitation and created a CDTA JDR account*. Journal of Dental Research publication, CDTA listed as a co-author for Canada's First National Oral Health Research Strategy 2024-2030 manuscript *officially published*.

I had the privilege to attend and speak in a 4 minute public health lightning talk at the first Inaugural Canadian Oral Health Summit June 20 - 22, 2024 in Halifax Nova Scotia at Dalhousie University via invitation from CIHR Canadian Institute of Health Research. Scientific Directors Dr. Karim Kham & Hetty Mulhall give full support to our dental therapy profession and were very *Thankful to have the CDTA in attendance to further network*.

Dental caries is a global chronic disease that every country continues to face and we all have similar challenges despite where we reside in the world.

Thank you to the SDTA for the sponsor and continued support as it is instrumental in continued efforts to build bridges, strategically network with our US counterparts as they too are in similar stages developing as the national body of dental therapy. The CDTA was fortunate to present "Where is Dental Therapy at in Canada 2024" at the 2nd Annual American Dental Therapy Association conference will be held November 12-15, 2024 at the *Embassy Suites by Hilton Orlando Lake Buena Vista Resort*.

The 2nd Annual American Dental Therapists Association Conference "Educate & Elevate: Riding the dental therapy wave" will allow impactful insights from international experiences, develop connections with various oral health professionals and policy makers which will ultimately lead to strengthening our associations in Canada. The knowledge and strategies gained will not only benefit our organizations, but contribute more effectively to ongoing commitments within the oral health field of dental therapy.

The 2nd Annual ADTA conference was a perfect opportunity for the next steps in the resurrection of the Canadian Dental Therapists Association and to move forward on projects. International relations were developed at the ADTA which has led to further future opportunity and collaboration with the International Oral Health Association Arish Naresh.

International advocacy efforts include early discussions of creating a working group to further continue the conversation around setting up a working group in the area of "international terminology" around dental therapy. Invites extended to Kari Ann Kuntzelman the ADTA President and I from Arish Naresh and Zaeni Dahlan to move this work forward to create world wide clarity of what it means to be a dental nurse, dental therapist, oral health therapist, advanced dental therapist, dental health aide therapist and so forth.

Invitation to present to the Council of Dental Directors (CDD) on the CDTA's vision December 12 2024. CDD Members are the Dental Directors (or equivalent) from each of the 13 provincial/territorial jurisdictions along with Dr Taylor. In addition, senior oral health authorities from each federal department and agency are invited to join as Observers, while other stakeholders/experts are invited to participate in relation to specific questions and issues concerning certain population groups. These guests may include representatives of the federal, provincial and territorial departments and ministries, oral health

professionals, representatives of regulatory agencies/associations, academics and experts in particular areas of national/international importance.

Concerning who will be in attendance, we normally have at least one representative from each of the 13 PTs on the call, as well as members from our Office (Dr Taylor and Ling). Though Guest Speakers for December's meeting are not yet confirmed, we are likely to have a presentation by StatCan, the Newfoundland and Labrador Dental Director and yourself. Potential Observers on the line may include the President of the Association of State and Territorial Dental Directors (a US organization that parallels the CDD) and oral health leads from each of the federal government departments which have a role in oral health:

- Correctional Service Canada
- Department of National Defense
- Employment and Social Development Canada
- Health Canada
- Immigration, Refugees and Citizenship Canada
- Indigenous Services Canada
- Public Safety
- Treasury Board Secretariat
- Veterans Affairs Canada

Reschedule CDD Virtual Presentation due to technical difficulties - Date TBA

Patricia Skalicky and I presented at the 51st Annual SDTA conference on all that we have retained at the ADTA Conference.

Currently awaiting response for the proposal submitted to *Indigenous Services Canada ISC - Anti-Indigenous Racism in Health Care*.

- The first proposal submission was to *Indigenous Services Canada ISC - Anti-Indigenous Racism in Health Care*. Letters of support were submitted from the CAPHD Dr. Aminderber, USASK Dr. Siqueira, Health Canada Chief Dental Officer of Canada Dr. James Taylor and Brandon Doucet from the Coalition for Dental Care.

Health Canada states they regretfully declined Stream 2 submission to further enhance CDTA goals outlined in application for dental therapy. The second proposal submission was to *Health Canada - Oral Health Access Fund (OHAF) under Stream 2*

The ACFD sends an invitation to support and participate in the application of the OHAF Stream 1 fund to develop a variety of modules to fill gaps within all oral health professions.

The Canadian Dental Care Plan (CDCP) is helping make the cost of dental care more affordable for eligible Canadian residents.

Continued efforts to advocate for the dental therapists profession will be made.

The Canadian Dental Care Plan

Applications are now open for:

Seniors aged 65 and over
Adults between 55 and 64
Adults 18 to 54 with a valid federal **Disability Tax Credit** certificate
Children under the age of 18

Applications will be open beginning on:

May 15 2025 for Adults 18-34
May 29 2025 Adults 35-54.

CDCP members who currently have coverage under the plan need to renew their coverage **before June 1, 2025**, for the new 2025 to 2026 coverage period.

Ongoing Action List:

- Collaborate with USask on a letter for *Student Loan Forgiveness Program Expansion to dental therapists*
- Develop 2025 campaign for *National Dental Therapists Week April 20-26th, 2025* Oral Health Month social media posts via Health Canada website, Public Health Agency, X (Twitter) and Facebook. Advised new stock photo with ideally Indigenous representation, inquire with USask to have a photo of dental therapy student for Health Canada National Campaign. (This campaign was put on hold due to the 2025 Federal election)

Respectfully submitted,
Cyerra Powder
CDTA President

4.11. Trade-A-Tooth Report

Coordinator: Savannah Hryhor

Activities:

- Some great letters have been received this year and all were returned with packages. We have received letters from all over Saskatchewan, and a few from Alberta.
- An average of 2 were received per month which is near what we received last year.
- Packages include a toothbrush, pencil, stickers, floss sticks, brushing chart with stickers, dental information for parents, and dental activity sheets.
- Cindy Reed distributes the Trade-a-Tooth posters.

Recommendations

- I didn't receive any classroom letters this year, so I encourage all dental therapists and dental health educators to get as many classrooms involved as possible.
- A post on SDTA's social media (Instagram) might help getting the word about Trade-a-tooth out!
- As always, we would love for teeth to be cavity free!

Respectfully submitted,
Savannah Hryhor
Trade-a-Tooth Coordinator

5. 2023/2024 Audited Financial Statements

SASKATCHEWAN DENTAL THERAPISTS ASSOCIATION
FINANCIAL STATEMENTS
JUNE 30, 2024

SASKATCHEWAN DENTAL THERAPISTS ASSOCIATION

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JUNE 30, 2024

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INDEPENDENT AUDITOR'S REPORT

To the Directors of Saskatchewan Dental Therapists Association:

Qualified Opinion

We have audited the financial statements of Saskatchewan Dental Therapists Association, which comprise the statement of financial position as at June 30, 2024, and the statements of operations and net assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, except for the effects of the matter described in the Basis for paragraph, the accompanying financial statements present fairly, in all material respects, the financial position of the organization as at June 30, 2024, and its results of operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Basis for Qualified Opinion

Due to problems of timing, distance, identification, and measurement we did not find it feasible to make a physical examination of the various inventory items. The quantities of inventory on hand were determined from "book records" of quantity movements with prices based on original costs while other items were determined by your administration by physical count. Therefore, we were unable to obtain sufficient appropriate audit evidence of the organization's inventory and related expenses as at June 30, 2024 and June 30, 2023.

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the "Auditor's Responsibilities for the Audit of the Financial Statements" section of our report. We are independent of the organization in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our qualified opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the organization's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the organization or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the organization's financial reporting process.

INDEPENDENT AUDITOR'S REPORT (continued)

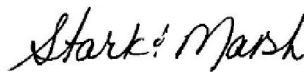
Auditor's Responsibility for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the organization's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the organization's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the organization to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.



CPA LLP
Chartered Professional Accountants

Swift Current, Saskatchewan
November 26, 2024

SASKATCHEWAN DENTAL THERAPISTS ASSOCIATION

STATEMENT OF FINANCIAL POSITION

As at June 30, 2024

	<u>2024</u>	<u>2023</u>
ASSETS		
Current		
Cash	\$ 171,344	\$ 209,859
Accounts receivable - Note 2	2,667	1,291
Inventory - Note 3	-	1,892
Prepaid expenses	<u>553</u>	<u>1,281</u>
	<u>174,564</u>	<u>214,323</u>
Investments - Note 4	<u>85,213</u>	<u>78,847</u>
Capital - Note 5	<u>723</u>	<u>2,144</u>
	<u>\$ 260,500</u>	<u>\$ 295,314</u>
LIABILITIES AND NET ASSETS		
Current		
Accounts payable	\$ 5,216	\$ 4,746
Payroll remittances payable	<u>1,476</u>	<u>1,249</u>
	<u>6,692</u>	<u>5,995</u>
Net assets	<u>253,808</u>	<u>289,319</u>
	<u>\$ 260,500</u>	<u>\$ 295,314</u>
Approved on behalf of the Board		
_____ Director	_____ Director	

See accompanying notes to financial statements

SASKATCHEWAN DENTAL THERAPISTS ASSOCIATION

STATEMENT OF OPERATIONS AND NET ASSETS

For the year ended June 30, 2024

	<u>2024</u>	<u>2023</u>
Revenue		
Licenses - practicing	\$ 81,550	\$ 83,500
Convention - Schedule 2	66,523	26,729
Interest	4,515	2,728
Licences - non-practicing	1,500	1,200
Grant revenue	1,016	414
Reinstatement fees	750	750
Affiliation fees	330	300
Other income	<u>45</u>	<u>3,110</u>
	<u>156,229</u>	<u>118,731</u>
Expenses		
Administrative expenses - Schedule 1	113,015	97,114
Amortization	587	1,218
Community oral health	1,477	1,323
Continuing education	7,848	4,600
Convention - Schedule 2	66,811	20,120
Editorial	-	200
Insurance	1,090	972
Interest and bank charges	471	361
Promotions	1,659	4,245
Office rent	3,840	5,100
Reunions	<u>473</u>	<u>211</u>
	<u>197,271</u>	<u>135,464</u>
Loss from operations	<u>(41,042)</u>	<u>(16,733)</u>
Other income (expenses)		
Loss on disposal of assets	(834)	-
Unrealized gain on investments	<u>6,365</u>	<u>4,425</u>
	<u>5,531</u>	<u>4,425</u>
Deficiency of revenues over expenses	(35,511)	(12,308)
Net assets, beginning of year	<u>289,319</u>	<u>301,627</u>
Net assets, end of year	\$ <u>253,808</u>	\$ <u>289,319</u>

See accompanying notes to financial statements

SASKATCHEWAN DENTAL THERAPISTS ASSOCIATION

STATEMENT OF CASH FLOWS

For the year ended June 30, 2024

	<u>2024</u>	<u>2023</u>
Cash (used in) provided by operations		
Deficiency of revenues over expenses	\$ (35,511)	\$ (12,308)
Add (deduct) items not requiring an outlay of cash		
Amortization	587	1,218
Loss on disposal of assets	834	-
Unrealized gain (loss) on investments	(6,366)	(4,425)
Net changes in current assets and/or liabilities		
Accounts receivable	(1,376)	34,004
Inventory	1,892	3,633
Prepaid expenses	728	(1,000)
Accounts payable	470	2,482
Payroll remittances payable	<u>227</u>	<u>547</u>
	<u>(38,515)</u>	<u>24,151</u>
Cash provided by (used in) investing activities		
Capital assets acquired	<u>-</u>	<u>(1,687)</u>
Net (decrease) increase in cash	(38,515)	22,464
Cash, beginning of year	<u>209,859</u>	<u>187,395</u>
Cash, end of year	<u>\$ 171,344</u>	<u>\$ 209,859</u>

See accompanying notes to financial statements

SASKATCHEWAN DENTAL THERAPISTS ASSOCIATION

NOTES TO FINANCIAL STATEMENTS

June 30, 2024

Saskatchewan Dental Therapists Association (the "organization") is a professional association of dental therapists and has been incorporated under the Dental Disciplines Act of Saskatchewan and is accordingly exempt from income tax.

1. Significant accounting policies

(a) Basis of presentation

These financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations.

(b) Inventory

Inventories are valued at the average cost.

(c) Measurement of financial instruments

The organization initially measures its financial assets and financial liabilities at fair value, except for certain related party transactions, which are measured at the applicable carrying or exchange amount. Unless otherwise noted, the organization subsequently measures all of its financial assets and financial liabilities at cost or amortized cost.

Financial assets measured at amortized cost on a straight-line basis include cash and accounts receivable. Financial liabilities measured at amortized cost on a straight-line basis include accounts payable.

Investments are measured at fair value less any impairments.

(d) Capital assets

Capital assets are recorded at cost less accumulated amortization. Amortization is claimed using the declining balance method at the following annual rates:

Office equipment	20%
Computer equipment	55%

(e) Revenue recognition

The organization follows the deferred method of accounting for contributions. License fees are recorded as income in the year they are received. Other revenues such as convention income (net of expenses), grant revenue, affiliation and reinstatement fees are also recorded as income in the year they are received.

(f) Use of estimates

The preparation of the financial statements in accordance with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the period then ended. Actual results could differ from those estimates.

Significant areas requiring the use of estimates relate to useful lives of capital assets and the valuation of inventory.

SASKATCHEWAN DENTAL THERAPISTS ASSOCIATION

NOTES TO FINANCIAL STATEMENTS

June 30, 2024

1. Significant accounting policies (continued)

(g) Impairment of long-lived assets

A long-lived asset is tested for impairment whenever events or changes in circumstances indicate that its carrying amount may not be recoverable. An impairment loss is recognized when the carrying amount of the asset exceeds the sum of the undiscounted cash flows resulting from its use and eventual disposition. The impairment loss is measured as the amount by which the carrying amount of the long-lived asset exceeds its fair value.

2. Accounts receivable

Accounts receivable are from sales of inventory and expense reimbursements \$2,667 (2023 - \$1,291 is a reimbursement from Canadian Dental Therapists Association).

3. Inventory

	<u>2024</u>	<u>2023</u>
Inventory of goods for sale	\$ <u>-</u>	\$ <u>1,892</u>

4. Investments

	<u>2024</u>	<u>2023</u>
Manulife Guaranteed Investment Fund (GIF)	\$ 80,213	\$ 73,847
RBC Guaranteed Investment Certificate (GIC)	<u>5,000</u>	<u>5,000</u>
	<u>\$ 85,213</u>	<u>\$ 78,847</u>

The organization holds a GIF contract which is a segregated fund investment carrying a guaranteed minimum value for the investment at maturity or in the event of the death of the annuitant. The annuitant is the former director and the beneficiary is the organization. The investment has been recorded at fair market value, and as of June 30, 2024 the value exceeds both the guarantee at maturity (\$59,526 matures February 15, 2026) and the death benefit (\$40,000).

The GIC is a non-redeemable 2 year certificate with interest of 5.00% payable annually, and at maturity on January 17, 2025.

5. Capital assets

	<u>Cost</u>	<u>2024</u> Accumulated amortization	Net book value	<u>2023</u> Net book value
Office equipment	\$ 666	\$ 360	\$ 306	\$ 383
Computer equipment	<u>2,351</u>	<u>1,934</u>	<u>417</u>	<u>1,761</u>
	<u>\$ 3,017</u>	<u>\$ 2,294</u>	<u>\$ 723</u>	<u>\$ 2,144</u>

SASKATCHEWAN DENTAL THERAPISTS ASSOCIATION

NOTES TO FINANCIAL STATEMENTS

June 30, 2024

6. Financial instruments

The organization is exposed to various risks through its financial instruments. The following comments help describe the nature of these risks as of June 30, 2024:

(a) Credit risk

As defined by the *CPA Canada Handbook*, "[credit] risk is the risk that one party to a financial instrument will cause a financial loss for the other party by failing to discharge an obligation." The organization's is not exposed to significant credit risk.

(b) Interest rate risk

As defined by the *CPA Canada Handbook*, "[interest] rate risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market interest rates." The organization is not exposed to significant interest rate risk.

(c) Market risk

As defined by the *CPA Canada Handbook*, "[market] risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices. Market risk comprises three types of risk: currency risk, interest rate risk and other price risk." The Guaranteed Investment Fund reported in investments (Note 4) is subject to market risk to the extent that the portfolio value exceeds the guarantee included in the contract.

7. Comparative figures

Prior year comparative figures have been restated to conform to the current year's presentation.

SASKATCHEWAN DENTAL THERAPISTS ASSOCIATION

SCHEDULE(S) TO FINANCIAL STATEMENTS

For the year ended June 30, 2024

	<u>2024</u>	<u>2023</u>
		<u>Schedule 1</u>
Administrative expenses		
Accommodations	\$ 2,945	\$ 12,463
Audit	10,677	8,845
Business meals	2,540	6,518
Contracted services	17,212	840
Honorarium	3,150	4,650
Legal	1,797	1,338
Memberships and licences	1,063	2,480
Miscellaneous	-	81
Office supplies	7,167	4,559
Postage and printing	343	706
Telephone	1,205	2,282
Travel	16,278	9,973
Wages	<u>48,638</u>	<u>42,379</u>
	<u>\$ 113,015</u>	<u>\$ 97,114</u>
 CONVENTION		<u>Schedule 2</u>
Registration fees	\$ 32,660	\$ 12,800
Donations	16,443	10,734
Scientific Registrations	8,250	1,825
Extra	7,970	670
Booth revenue	<u>1,200</u>	<u>700</u>
	<u>66,523</u>	<u>26,729</u>
 Expenses		
Bank charges	162	43
Decorations	4,986	722
Entertainment	4,648	2,234
Hall rent, meals and refreshments	52,947	14,437
Prizes	<u>4,068</u>	<u>2,684</u>
	<u>66,811</u>	<u>20,120</u>
 Net (loss) earnings	<u>\$ (288)</u>	<u>\$ 6,609</u>