

CDSS Action Plan for the development of the Saskatchewan Dental Association

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This action plan is developed in response to council's motion to strike an association steering committee to create a proposal on the separation of regulatory college and association. We plan to have an initial report ready to present to council in the spring of 2025.

The current CDSS provides leadership to the dental professional on professional regulations and membership services. It provides the public with information and services, to ensure that residents of Saskatchewan receive safe, appropriate, ethical and quality dental care. The Association steering committee has been task with developing a solid foundation for a self-sustaining professional Association for the dentists of Saskatchewan.

New Association Vision:

To develop a solid foundation for a member – driven association that can advocate for the dental profession and to promote dentistry within the community and to promote optimal oral health as an integral part of general health for the residents of Saskatchewan.

Guiding Principles:

- work collaboratively during the divestment process
- maintain effective and transparent communications
- continue to foster a positive culture
- continue to maintain public confidence in the dental profession through this process
- undertake an environmental scan of other models where separation of college and association functions have occurred
- identify all essential elements of a successful association
- recommend a business plan including a draft budget
- recommend timelines while respecting the current mandatory CDSS reporting and submitting requirements
- identify all current contracts and relationships that the CDSS has with external bodies and make recommendations on how to mitigate potential risks and to contain financial costs
- provide recommendations on the essential elements of a communications plan for members, stakeholders and the Government of Saskatchewan

Association requirements and components currently provided by the CDSS:

Association Board Functions:

- Audit committee
- Executive committee
- Governance and human resources committee
- Canadian Dental Association (CDA) Board Representative
- CDSPI Representative

Individual support:

- Team Assistance Program TAP (par consultants)
- Member Assistance Program MAP (CDSPI – Lifeworks)
- Canadian Dental Association Membership (CDAnet, Itrans & Secure send)
- CDSPI insurance and investment solutions

Practice Support:

- Economics Committee
 - Annual Suggested Fee Guides
 - USC & LS
- Comparative Practice, procedures and wage reports
- Classified listings for staff and associate positions
- Member website
- Payment terminal preferred rates - Monaris
- Dental supply buying platform – Slowingo

Continuing Education:

- Saskatchewan Dental Conference
- Continuing education Courses

Member Resources:

- Quarterly Newsletter
- Membership Updates

Membership and Student Awards

- Membership merit and service awards
- Western Canadian Dental Society
- University of Saskatchewan
- Saskatchewan Poly Tech

Advocacy:

Public Relations & Communications

- Oral Health Month

Government and Stakeholders

- Social Services & Family Health Fee schedule

University of Saskatchewan and Saskatchewan Poly Tech

Recommendation for Developing the Plan:

1) Establishing a business plan and what the structure will look like (Not-For-Profit)

- the business plan will develop governance and policies, a budget and an initial financial plan, human resources including an interim Executive Director, a transitional team and establish an inaugural board of directors. The plan will outline how the member programs and services will be transitioned and will include branding, marketing and mission/vision statements and core values.

- Division of current CDSS assets
- Business structure
- GST and other Tax considerations
- possible risk implications

Action Items:

- Consultation with tax, legal, accounting, branding and HR

2) Developing the memorandum (MOU with the CDSS) and the articles of association and bylaws:

- governance framework
- policies
- A legal review will be required for the development of the MOU, articles of association and bylaws. From the Bylaws a board governance framework, risk management and an operational framework and policies will be developed.
- The articles of association lay out how tasks are to be accomplished within the organization, including the process for appointing directors and the handling of financial records.
- The bylaws will detail the types of the membership classifications in the association, membership fees, annual meetings, election of the board of directors and approval of the financial statements. The bylaws will also include the procedural elements regarding the meetings of the members, the payment of dues, and the termination of membership.

Action items:

- Develop the MOU (comprehensive document)

- Develop the articles of association and file with government registry
- Develop the Bylaws
- Develop the Governance framework and initial interim board
- CDA jurisdiction recognition for the association

3) Developing a budget and financial plan

- space)
- Capital cost (possibly working remote for first year or office within the CDSS space)
 - Human resources
 - Risk assessment
 - Audit process
- Once the financial allocation from the separation of the CDSS is determined an assessment of start-up costs and a financial plan that outlines a 2-3 year forecast can be created. This will include membership interests and products, programs and services development, staff allocation expenditures and a cost analysis. A human resources plan including a possible Executive Director, Communications Officer, Membership Service Coordinator and other staff as needed will be developed.

Action items:

- Review the current budget allocations of Association activities within the CDSS with the Finance committee and CDA
- Hire an Executive Director and interim support staff as required (on short term contracts)
- Complete a risk assessment
- Evaluate CRA requirements
- Develop audit policies
- Select a financial institution, create investment policies and designate authorities
- Evaluate banks and apply for a corporate credit card

4) Association brand, marketing and communications

- Branding of the Association will feature all identity items including the name (**done**), Association's identity guidelines (Logo & font colors), website design, social media and public relations.

Action items:

- proposals for branding from design firms
- proposals for IT support for hardware, software and web site design
- develop a communications plan with milestone reporting
- initial communications and consultations with membership
- messaging to membership about timelines as per communications plan

5) List of association products, programs and services

Action items:

- finalize list of Association products, programs and services
- determine a budget to maintain and improve these items

This plan summary has been developed with the assumption that CDSS council continues to support the establishment of a strong and vibrant Association. A reporting schedule will be established for council, and regular updates will be provided. Once this plan has been adopted by the CDSS the Association Steering Committee will have their first in person session to develop a strategic plan for 2025/26 and segment the work load between the 5 committee members.