

COUNCIL MEETING MINUTES

Vantage Venues

Friday, June 1, 2018

9:00 a.m. – 5:00 p.m.

COUNCIL MEMBERS PRESENT:

Catherine Ranson, Academic Member, President
Fernand Hamelin, Public Member, Vice-President
Erin Betts, Public Member
Michael C. Connor, Public Member
Roma Czech, Professional Member
Jillian Eles, Professional Member
Trudi Enstrom, Academic Member
Kathleen Feres Patry, Professional Member
Jenny Gibson, Professional Member
Vinay Jain, Public Member
Evie Jesin, Professional Member
Beatrix Kau-Lui, Public Member
Maria Lee, Public Member
Pauline Leroux, Professional Member
Caroline Lotz, Professional Member
Gail Marion, Professional Member – until 12:30 p.m.
Julius Nathoo, Public Member – until 3:00 p.m.
Terri Strawn, Professional Member

REGRETS:

Helen Lightstone, Public Member
Yvonne Winkle, Public Member

ADMINISTRATION:

Lisa Taylor, Registrar
Jane Keir, Deputy Registrar / Director, Prof. Practice
Suzanne Fox, Director, Corporate Services
Andrea Lowes, Director, Professional Conduct
Lisa Kikuchi, Executive Assistant
Terri-Lynn Macartney, Manager, Registration
Nadine Yacoub, Coordinator, Communications

GUESTS:

Richard Steinecke, CDHO Legal Counsel

1.0 CALL TO ORDER

1.1 Roll Call

The Chair, Catherine Ranson, called the meeting to order at 9:03 a.m., welcomed the Council members to the third meeting of 2018 and asked that the records show 18 members were in attendance.

1.2 Opening Remarks

The Chair stated that there will be a Special Meeting of Council from 9:30 a.m. to 11:45 a.m. to discuss the code of conduct issue involving Councillor Roma Czech

and the CDHO. An external chair will be appointed to conduct the meeting on behalf of the President.

1.3 Council Policy Manual Update

The Chair reported that the Governance Policy Manual had been updated in accordance with the policies that were approved by Council at the March 9, 2018 Council Meeting.

2.0 APPROVAL OF AGENDA

2.1 Review and Approval of Agenda

MOTION: THAT Council moves to approve the June 1, 2018 Council meeting agenda as presented.

Moved: Fernand Hamelin

Seconded: Maria Lee

VOTE:

CARRIED

2.2 Declaration of Conflict of Interest

None declared.

2.3 Council Code of Conduct

The Chair reminded Council Members that the Council Code of Conduct is on TAB 4 of the Agenda.

3.0 CONSENT AGENDA ITEMS

3.0 Consent Agenda Items – 3.0 – 3.3.2

E. Jesin asked that the President's Report and March 2018 Meeting Minutes be removed from the consent agenda.

MOTION: THAT Council moves to approve the consent agenda 3.03.3.2 as amended.

Moved: Beatrix-Kau Lui

Seconded: Kathleen Feres Patry

VOTE:

CARRIED

MOTION: THAT Council moves into a Special Meeting.

Moved: Pauline Leroux
Seconded: Maria Lee
VOTE:

CARRIED

4.0 MONITORING REPORTS

4.1.1 2017 Draft Audited Financial Statements

MOTION: THAT Council moves to accept the 2017 Audited Financial Report presented by Blair Mackenzie of Hilborn LLP.

Moved: Maria Lee
Seconded: Beatrix Kau-Lui
VOTE:

CARRIED

3.0 REMOVED FROM CONSCENT AGENDA

Due to the Special Meeting running later than scheduled, Council has returned to 3.0 Consent Agenda Items after the Financial Statements presentation.

3.1.1 Meeting Minutes – Friday, March 9, 2018

T. Strawn noted a typo in the minutes.

MOTION: THAT Council moves to accept the March Meeting Minutes as amended.

Moved: Evie Jesin
Seconded: Maria Lee
VOTE:

CARRIED

3.3.1 Council President's Incidental Report

MOTION: THAT Council moves to accept Council President's Incidental Report.

Moved: Vinay Jain
Seconded: Pauline Leroux
Vote:

CARRIED

5.0 POLICY DEVELOPMENT, REVIEW, APPROVAL AND COUNCIL IMPLEMENTATION

5.1.1 Retirement Policy

Legal Counsel Adrian Ishak, LLB recommended that the Retirement Policy be amended to include:

1) If the College continues with the Health Benefits for qualified retired staff members, the length between reviews should be reduced from 5 years to 2 years.

2) That the term of the extended benefit be shortened (to the first 5 years of retirement). The rationale behind this was that people are living longer and this plan has the potential to create quite the expense for CDHO.

3) That the current past employee who is receiving the benefit be given notice that the benefit will be discontinued in 2 years.

MOTION: THAT Council accepts the recommendation put forth by Mr. Ishak.

Moved: Vinay Jain

Seconded: Beatrix Kau-Lui

Vote:

CARRIED

5.1.2 Scent Free Meeting Policy

MOTION: THAT Council approves its Policy on Fragrance Free Meeting Spaces proposed by the Executive Committee.

Moved: Mike Connor

Seconded: Kathleen Feres Patry

Vote:

CARRIED

6.0 GOVERNANCE

6.1 Appointment of Auditor for 2018 Audit

MOTION: WHEREAS Bylaw No. 5 Section 10.1 requires that Council appoint an auditor licensed under the *Public Accounting Act, 2004* (Ontario) each year to conduct an audit and issue an audited financial statement for each and every fiscal year; and

WHEREAS the firm of Hilborn, LLP provides independent accounting services and advice to the CDHO in accordance with the standards and procedures determined by the CICA/CAO;

THEREFORE BE IT RESOLVED THAT the firm of Hilborn, LLP, be reappointed as auditors of the College of Dental Hygienists of Ontario for the fiscal year of 2018.

Moved: Evie Jesin
Seconded: Terri Strawn
VOTE:

CARRIED

6.2 Issue Assessment: Auditor Assessment Tool

MOTION: **WHEREAS** the Executive Committee is responsible for the evaluation of the auditor and the CPA (Chartered Professional Accountants of Canada) has developed tools and templates that it provides to businesses looking to build an audit process.

THEREFORE be it resolved that the College of Dental Hygienists of Ontario approves the tool “Annual and Comprehensive Assessment of the External Auditor by the Executive Committee” to be tested over the coming months by the Executive Committee.

Moved: Terri Strawn
Seconded: Maria Lee
VOTE:

CARRIED

6.3 Issue Assessment: Amendment to 3.4(3) of the Bylaw

MOTION: **THAT** s. 3.4 (3) of Bylaw 5 be amended to read:

“The number of registrants to be elected in district 4 is two. The number of registrants to be elected in districts 1, 2, 3, 5, 6, 7, and 8 is one.”

And, that the proposed amendment be circulated to stakeholders for feedback and brought back to the September meeting of Council for consideration.

Moved: Terri Strawn
Seconded: Jillian Eles
VOTE:

CARRIED

6.4 Proposed Bylaw Amendment: Exam Fees Section 16.4

MOTION: **WHEREAS** the Health Professions Procedural Code of the *Regulated Health Professions Act, 1991*(RHPA) provides Council with the authority to make bylaws relating to the administrative affairs of the College; and

WHEREAS the Council values stakeholder input and gives due consideration to the potential effect bylaw changes will have on stakeholders;

THEREFORE BE IT RESOLVED THAT the proposed amendments to Bylaw No. 5 S. 16.4 be circulated to registrants of the College and other stakeholders for comment and brought back to Council for final review and/or approval.

Moved: Vinay Jain
Seconded: Beatrix Kau-Lui
VOTE:

CARRIED

MOTION TO MOVE IN CAMERA

MOTION: THAT Council moves in Camera as per RHPA, *Schedule 2, Section 7(2)(d)* at 3:00 p.m. for agenda items 4.2 – 4.3.6

Moved: Vinay Jain
Seconded: Terri Strawn
VOTE:

CARRIED

4.0 MONITORING REPORTS CONT'D – In Camera

4.3.1 Financial Conditions (EL 2.4)

MOTION: THAT Council has assessed the report and determined sufficient verifiable evidence of reasonable interpretation that the registrar was in compliance.

Moved: Mike Connor
Seconded: Fernand Hamelin
VOTE:

CARRIED

4.3.2 Treatment of Staff (EL 2.2)

MOTION: THAT Council has assessed the report and determined sufficient verifiable evidence of reasonable interpretation that the Registrar was in compliance.

Moved: Kathleen Feres Patry
Seconded: Maria Lee
VOTE:

CARRIED

4.3.3 Planning (EL 2.3, 2.3.1-2.3.2, 2.3.9)

MOTION: THAT Council has assessed the report and determined sufficient verifiable evidence of reasonable interpretation that the Registrar was in compliance.

Moved: Evie Jesin

Seconded: Pauline Leroux

VOTE: **CARRIED**

4.3.3 Ethical Behaviour (EL 2.9)

MOTION: THAT Council has assessed the report and determined sufficient verifiable evidence of reasonable interpretation that the Registrar was in compliance.

Moved: Beatrix Kau-Lui

Seconded: Fernand Hamelin

VOTE: **CARRIED**

Declaration of Conflict of Interest

Councillor Kathleen Feres Patry declared a conflict of interest and left for the Registrar's Performance Appraisal.

The Registrar asked that R. Czech not be part of the review due to a conflict of interest. R. Czech denied the conflict. Council accepted that there was no conflict.

4.2 Registrar Performance Appraisal

MOTION TO MOVE OUT OF CAMERA

MOTION: THAT Council moves out of Camera as per RHPA, *Schedule 2, Section 7(2)(d)* at 4:00 p.m.

Moved: Vinay Jain

Seconded: Terri Strawn

VOTE: **CARRIED**

7.0 NEXT MEETING DATE

The Chair announced that the next meeting of Council would be Friday, September 21, 2018.

8.0 ADJOURNMENT

MOTION: THAT the Council meeting be adjourned at 4:25 p.m.

Moved: Evie Jesin
Seconded: Terri Strawn
VOTE:

CARRIED

Approved by:



September 21, 2018

Signature of Chair, Catherine Ranson

Date