

COUNCIL MEETING MINUTES

Virtual Zoom Meeting

Livestreamed to the CDHO YouTube Channel

Friday, June 11, 2021

9:00 a.m. – 3:00 p.m.

COUNCIL MEMBERS PRESENT:

Caroline Lotz, Professional Member, President
Pauline Leroux, Professional Member, Vice-President
Michelle Atkinson, Professional Member
Loree Beniuk, Public Member
Erin Betts, Public Member
Anne-Marie Conaghan, Academic Member
Jennifer Cooper, Academic Member
Jenny Gibson, Professional Member
Carla Grbac, Professional Member
Alessandro Greco, Public Member
Joshua Hollenberg, Public Member
Ehizele Martin Iyamabo, Public Member
Meghan Leuprecht, Public Member
Vanessa Pereira, Professional Member
Ilga St. Onge, Professional Member
Terri Strawn, Professional Member
Amit Vig, Public Member
Margaret Wade, Public Member
Jacqueline White, Professional Member

REGRETS:

Pella Giabanis, Public Member

ADMINISTRATION:

Deborah Adams, Registrar and CEO
Suzanne Fox, Director, Corporate Services
Eric Bruce, Director, Professional Conduct
Veronica Douglas, Executive Administrator
Melanie Warnock, Executive Administrator

GUESTS:

Julie Maciura, CDHO Legal Counsel
Blair MacKenzie, Hilborn LLP (9:00–10:00 a.m.)
Amie Dowell, Registrar/CEO, College of
Registered Dental Hygienists of Alberta
(1:00–1:30 p.m.)
Arlynn Brodie, Registrar, College of Dental
Hygienists of Manitoba (1:00–1:30 p.m.)

1.0 CALL TO ORDER

1.1 Roll Call

The Chair, Caroline Lotz, called the meeting to order at 9:00 a.m.

1.2 Opening Remarks

Caroline Lotz welcomed Council and guests to the June Council meeting. It was acknowledged that the CDHO office is located on the traditional territory of many

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 2021.

Moved: Terri Strawn
Seconded: Ilga St. Onge
VOTE:

CARRIED

6.3 ICRC Terms of Reference

MOTION: **WHEREAS** the College conducts an external legal audit of its ICRC processes every five years; and

WHEREAS several minor housekeeping amendments to the ICRC's terms of reference were recommended; and

WHEREAS the terms of reference were last updated in April 2017;

THEREFORE, BE IT RESOLVED THAT the College of Dental Hygienists of Ontario adopt the amended terms of reference as presented in Appendix 1.

Moved: Amit Vig
Seconded: Carla Grbac
VOTE:

CARRIED

6.4 Competency Profile Committee

The Competency Profile Committee presented a competency framework to Council and requested a motion for Council to adopt the proposed competencies.

MOTION: **WHEREAS** Council has determined that they will adopt a competency framework; and

WHEREAS the Competency Profile Committee has developed a framework that includes descriptions and options for diversity; professional, public and non-Council competencies; and

WHEREAS the framework has been refined based on Council feedback and models from other regulators;

THEREFORE, BE IT RESOLVED THAT Council adopt the competency framework put forth by the Competency Profile committee.

Moved: Jacqueline White

Seconded: Alex Greco

VOTE:

CARRIED

6.5 Council Evaluation

MOTION: **WHEREAS** the College Performance Measurement Framework (CPMF) requires that colleges ensure that Council and statutory committee members have the knowledge, skills, and commitment needed to effectively execute their fiduciary role and responsibilities pertaining to the mandate of the College; and

WHEREAS a comprehensive evaluation of Council effectiveness is needed;

THEREFORE, BE IT RESOLVED THAT the Registrar commence the research needed to support the development of an evaluation framework; and

THEREFORE, BE IT RESOLVED THAT the CPMF Committee be reconvened prior to the September 2021 meeting in order to lead the evaluation work.

Moved: Pauline Leroux

Seconded: Carla Grbac

VOTE:

CARRIED

6.6 Policy Amendment: GP 4.12 CPMF Terms of Reference

MOTION: **WHEREAS** the CPMF Committee has been tasked by Council to develop a comprehensive evaluation of Council effectiveness as required by the CPMF;

THEREFORE, BE IT RESOLVED THAT Council approve the revised Terms of reference for the CPMF Committee as presented in Appendix B.

Moved: Carla Grbac

Seconded: Ilga St.Onge

VOTE:

CARRIED

6.7 Registration Regulation Amendment

Terri Strawn and Jennifer Cooper declared a conflict and removed themselves from the meeting for the duration of the discussion and the vote.

Council reviewed the briefing note from the Registration Committee and had the opportunity to discuss and ask questions.

MOTION: **WHEREAS** as the body that sets and evaluates entry-to-practice competencies, CDHO must evaluate and revise regulations and processes that are in place to ensure that they provide clarity to the public they are intended to protect; and

WHEREAS the proposed revisions to Part VII Registration of the General Regulation are intended to enhance clarity, ensure ongoing relevance of entry-to-practice requirements and contribute to public protection;

THEREFORE, BE IT RESOLVED THAT Council approve the submission of the amended Part VII Registration of the General Regulation to government.

Moved: Margaret Wade

Seconded: Joshua Hollenberg

VOTE:

CARRIED

6.8 Tri-Council Memorandum of Understanding

The Councils of the CDHO, the College of Denturists of Ontario (CDO) and the College of Dental Technologists of Ontario (CDTO) met on March 17, 2021. At the meeting, the Councils agreed to consider if they would move to develop a memorandum of understanding to work together to explore amalgamation and, if so, if they would form a Transition Oversight Committee.

MOTION: **BE IT RESOLVED THAT** the Council of the College of Dental Hygienists of Ontario accepts the principles and vision presented in the “Governance Vision: Initial Steps to Amalgamation” document (January 18, 2021) and agrees to the drafting and signing of a Memorandum of Understanding between the CDHO, CDTO, and CDO to proceed with planning the amalgamation of the three organizations.

Moved: Ilga St.Onge

Seconded: Jaqueline White

VOTE:

CARRIED

MOTION: **BE IT RESOLVED THAT** the Council of the College of Dental Hygienists of Ontario agrees to the formation of a Transition Oversight Committee. The composition of the Transition Committee will be, from each College: one public appointee, one professional member, and the Registrar. The total number of members of the Committee will be nine. The initial mandate of this Committee will be to begin the process of oversight and direction of the amalgamation vision, starting with the preparation of Terms of Reference for the Committee.

Moved: Jacqueline White

Seconded: Meghan Leuprecht

VOTE: **CARRIED**

6.9 Exam Ownership

MOTION: **WHEREAS** the National Dental Hygiene Certification Board has submitted a proposal to take over the administration and ongoing maintenance of the CPEDH; and

WHEREAS having a sustainable national level exam contributes to CDHO's ability to protect Ontarians;

THEREFORE, BE IT RESOLVED THAT Council approve the NDHCB proposal to take over the administration of the CPEDH as presented in Appendix A.

Moved: Amit Vig

Seconded: Joshua Hollenberg

VOTE: **CARRIED**

6.10 EL 2.7.7 Protection of Retirement Benefits

MOTION: **WHEREAS** Executive Limitation policy 2.7 Compensation and Benefits limits Registrar authority as follows: "[w]ith respect to employment, compensation and benefits to employees, consultants, contract workers and volunteers, the Registrar/CEO shall not cause or allow jeopardy to fiscal integrity or public image."; and

WHEREAS policy item 2.7.7 Protection of Retirement further unnecessarily limits the Registrar's authority by stating that, the Registrar shall not "[r]emove or significantly reduce retirement benefits for employees within three years of retirement."; and

WHEREAS Governance Process policy item 4.2.4.7 specifies that it is Council’s job to make decisions regarding benefits to retired employees;

THEREFORE, BE IT RESOLVED THAT Executive Limitation policy item 2.7.7 and Governance Process policy item 4.2.4.7 Protection of Retirement be rescinded and that Executive Limitation policy items following 2.7.7 be renumbered as required.

Moved: Terri Strawn
Seconded: Meghan Leuprecht
VOTE:

CARRIED

6.11 Policy Content Review: GP 4.4 President’s Role

There were no changes to policy GP 4.4 President’s Role.

6.12 Policy Content Review: GP 4.5 Vice-President’s Role

There were no changes to policy GP 4.5 Vice-President’s Role.

7.0 ENDS ITEMS FOR DECISION

7.1 Policy Content Review: E 1 Overall Public Benefit Ends Policy (deferred)

Policy content review of E1 Overall Public Ends Policy was deferred.

7.2 Policy Content Review: E 1.1, E 1.2, E1.3, and E 1.4 (deferred)

Policy content review of E 1.1, E1.2, E1.3, and E1.4 was deferred.

8.0 COUNCIL-REGISTRAR DELEGATION ITEMS FOR DECISION

8.1 Policy Content Review: CRD 3.6 Registrar/CEO Succession

There were no changes to policy CRD 3.6 Registrar/CEO Succession.

8.2 Policy Content Review: CRD 3.7 Registrar/CEO Termination

There were no changes to policy CRD 3.7 Registrar/CEO Termination.

9.0 EXECUTIVE LIMITATIONS ITEMS FOR DECISION

9.1 Financial Reporting Dates

Deborah Adams presented a briefing note to Council advising that the CDHO will be moving to a quarterly reporting schedule that will align with the fiscal quarters (i.e., January 1 to March 31; April 1 to June 30; July 1 to September 30; November 1 to December 31) in order to provide a more consistent picture of CDHO's financial status. This approach is also advocated by the CDHO's auditor as a routine best practice.

10.0 REQUIRED APPROVALS AGENDA

There were no agenda items for this meeting.

11.0 MONITORING BOARD PERFORMANCE

11.1 Council Self-Monitoring: GP 4.4 President's Role (deferred from March)

MOTION: THAT Council has assessed its compliance with its policy GP 4.4 (President's Role) and determined that there is sufficient data to support a reasonable interpretation of the policy.

Moved: Michelle Atkinson
Seconded: Meghan Leuprecht

VOTE: CARRIED

11.2 Council Self-Monitoring: GP 4.5 Vice-President's Role (deferred from March)

MOTION: THAT Council has assessed its compliance with its policy GP 4.5 (Vice-President's Role) and determined that there is sufficient data to support a reasonable interpretation of the policy.

Moved: Vanessa Pereira
Seconded: Ilga St. Onge

VOTE: CARRIED

11.3 Council Self-Monitoring: CRD 3.6 Registrar/CEO Succession

MOTION: THAT Council has assessed its compliance with its policy CRD 3.6 (Registrar/CEO Succession) and determined that there is sufficient data to support a reasonable interpretation of the policy.

Moved: Carla Grbac

Seconded: Jenny Gibson

VOTE: **CARRIED**

11.4 Council Self-Monitoring: CRD 3.7 Registrar/CEO Termination

MOTION: THAT Council has assessed its compliance with its policy CRD 3.7 (Registrar/CEO Termination) and determined that there is sufficient data to support a reasonable interpretation of the policy.

Moved: Erin Betts

Seconded: Joshua Hollenberg

VOTE: **CARRIED**

12.0 BOARD EDUCATION

12.1 Entry-to-Practice Canadian Competencies for Dental Hygienists (EPCCoDH)

Council were provided with a briefing note, a presentation, the revised competencies, and the FDHRC's final report in advance of the Council meeting. Amie Dowell, Registrar/CEO of the College of Registered Dental Hygienists of Alberta and Arlynn Brodie, Registrar, College of Dental Hygienists of Manitoba, were present to answer questions from Council about the revised entry-to-practice competencies.

MOTION: WHEREAS Entry-to-practice competencies (ETP) for health professionals need to be up to date and relevant to the current practice environment; and

WHEREAS the CDHO must ensure that it has processes and procedures in place to assess the competency, safety and ethics of the people it registers to practise; and

WHEREAS the Federation of Dental Hygiene Regulators of Canada (FDHRC) has completed a comprehensive review of the dental hygiene ETPs and developed updated Entry-to-practice Canadian Competencies for Dental Hygienists;

THEREFORE, BE IT RESOLVED THAT Council approve the revised entry-to-practice competencies.

Moved: Carla Grbac
Seconded: Jenny Gibson
VOTE:

CARRIED

13.0 SELF-EVALUATION OF GOVERNANCE PROCESS

13.1 Council Meeting Evaluation

The Council Feedback Survey was sent to Council members to be completed electronically.

MOTION TO MOVE IN CAMERA

MOTION: THAT Council move in Camera as per RHPA, *Schedule 2, Section 7(2)(d)* at 1:40 p.m., for agenda items 14.1-14.2.

Moved: Amit Vig
Seconded: Margaret Wade
VOTE:

CARRIED

14.0 MONITORING CEO PERFORMANCE

14.1 Fund Management Standards (EL 2.4.1)

MOTION: THAT Council has assessed the monitoring report for Executive Limitations Policy 2.4.1 and determined there is sufficient, verifiable evidence of a reasonable interpretation.

Moved: Amit Vig
Seconded: Carla Grbac
VOTE:

CARRIED

14.2 EL 2.2, EL 2.3, EL 2.4, EL 2.7.1, EL 2.9 (deferred)

MOTION TO MOVE OUT OF CAMERA

MOTION: THAT Council move out of Camera as per RHPA, *Schedule 2, Section 7(2)(d)* 1 : 42 p.m.

Moved: Terri Strawn
Seconded: Joshua Hollenberg
VOTE:

CARRIED

15.0 NEXT MEETING DATE

The next Council meeting is Friday, September 24, 2021.

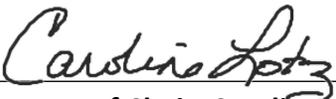
16.0 ADJOURNMENT

MOTION: THAT the Council meeting be adjourned at 1 : 43 p.m.

Moved: Carla Grbac
Seconded: Jenny Gibson
VOTE:

CARRIED

Approved by:



Signature of Chair, Caroline Lotz

September 24, 2021

Date