



CDHO COUNCIL MEETING

Friday, December 3, 2021

9:00 a.m. – 3:30 p.m.

Location:

Virtual Meeting

CDHO COUNCIL MEETING AGENDA

Friday, December 3, 2021

9:00 a.m. – 3:30 p.m.

Agenda Item	Topic and Relevant Council Policy	Proposed Outcome	Lead if not Chair	Verbal Report/ Attachment	Est. Time
1.0	CALL TO ORDER				9:00
1.0	Roll Call	Council Attendance	C. Lotz	TAB 1	9:00
1.1	Opening Remarks	Council Is Addressed	C. Lotz	--	9:02
1.2	Welcome of the New Registrar	Council Is Addressed	Glenn Pettifer/ C. Lotz	--	9:05
1.3	Council Awards and Recognition Ceremony	Council Is Informed	J. Keir	--	9:15
1.4	Council Policy Manual Update	Council Is Informed	C. Lotz	TAB 2	9:45
1.5	Council Code of Conduct	Council Is Informed	C. Lotz	TAB 3	9:46
2.0	APPROVAL OF AGENDA				9:47
2.1	Review and Approval of Agenda	Council Approval	C. Lotz	TAB 4	9:47
3.0	DECLARATIONS OF POTENTIAL CONFLICT OF INTEREST				9:50
3.1	Declarations of Conflict of Interest <i>Council will be asked to declare any conflicts of interest that have not been included on their Conflict of Interest form.</i>	Declared Conflicts	C. Lotz	TAB 5	9:50
4.0	CONSENT AGENDA				9:50
	CONSENT AGENDA ITEMS (4.1. – 4.4.2) A consent agenda is a bundle of items that is voted on, without discussion, as a package. It differentiates between routine matters not needing explanation and more complex issues needing examination. The Chair will ask if any one wishes to remove an item from the consent agenda. Any Council member may request an item be removed so it can be discussed. To test whether an item should be included in the consent agenda, ask: <ol style="list-style-type: none"> 1. Is this item self-explanatory and uncontroversial? Or does it contain an issue that warrants board discussion? 2. Is this item for information only? Or is it needed for another meeting agenda issue? 				
4.1	<u>Council Meeting Minutes</u>				
4.1.1	Meeting Minutes – September 24, 2021	Council Approval	C. Lotz	TAB 6	9:50

4.2	<u>Statutory Committee Reports</u>				
4.2.1	Executive Committee	Council Is Informed	C. Lotz	TAB 7	9:50
4.2.2	Discipline Committee	Council Is Informed	E. Betts	TAB 7	9:50
4.2.3	Fitness to Practise Committee	Council Is Informed	TBD	TAB 7	9:50
4.2.4	Inquiries, Complaints and Reports Committee	Council Is Informed	M. Atkinson	TAB 7	9:50
4.2.5	Patient Relations Committee	Council Is Informed	J. White	TAB 7	9:50
4.2.6	Quality Assurance Committee	Council Is Informed	T. Strawn	TAB 7	9:50
4.2.7	Registration Committee	Council Is Informed	M. Atkinson	TAB 7	9:50
4.3	<u>Non-Statutory Committee Reports</u>				
4.3.1	Examinations Committee	Council Is Informed	L. Voytek	TAB 7	9:50
4.4	<u>Incidental Briefing Reports</u>				
4.4.1	Council President's Report	Council Is Informed	C. Lotz	TAB 8	9:50
4.4.2	Acting Registrar's Administrative Report	Council Is Informed	J. Keir	TAB 8	9:50
5.0	OWNERSHIP LINKAGE				9:55
5.1	Status of Ownership Linkage Activities <i>The Ownership Linkage Committee has not met since the last Council meeting.</i>	Council Is Informed	C. Grbac	--	9:55
6.0	GOVERNANCE PROCESS ITEMS FOR DECISION				10:00
6.1	2022 Operations Budget <i>Council will be asked to approve the 2022 operations budget.</i>	Council Approval	C. Lotz	TAB 9	10:00
6.2	2022 Governance Budget <i>Council will be asked to approve the 2022 governance budget.</i>	Council Approval	C. Lotz	TAB 10	10:15
	BREAK				10:30
6.3	2022 Council Workshop Dates <i>Council will be asked to approve the 2022 workshop dates.</i>	Council Is Informed	C. Lotz	TAB 11	10:45

6.4	Non-Council Member Appointments <i>Council will be asked to appoint Non-Council members to the Examinations, ICR, Patient Relations, Registration, and Quality Assurance committees.</i>	Council Approval	C. Lotz	TAB 12	10:55
6.5	Conduct Committee Appointments <i>Council will be asked to appoint members to the Conduct committee</i>	Council Approval	C. Lotz	TAB 13	11:05
6.6	President's Compensation <i>The Executive Committee is researching a fair, effective, and transparent way to compensate Council members for their work as President. Council will be provided with an update.</i>	Council Approval	T. Strawn	--	11:10
6.7	Transition Oversight Committee <i>Council will be provided with an update on the Tri-Council work.</i>	Council Approval	T. Strawn	--	11:20
6.8	CPMF Committee <i>The committee will provide an update to Council.</i>	Council Is Informed	M. Atkinson	--	11:30
6.9	Competency Committee <i>Council will be asked to approve the implementation plan.</i>	Council Approval	V. Pereira	--	11:40
7.0	ENDS ITEMS FOR DECISION				11:50
	There are no agenda items at this meeting.				11:50
8.0	COUNCIL REGISTRAR DELEGATION ITEMS FOR DECISION				
	There are no agenda items at this meeting.				
9.0	EXECUTIVE LIMITATIONS ITEMS FOR DECISION				11:50
9.1	Policy Content Review <i>Council will be provided with an update regarding the policy manual content review schedule.</i>	Council Is Informed	C. Lotz	--	11:50
10.0	REQUIRED APPROVALS AGENDA				
	There are no agenda items at this meeting.				
11.0	MONITORING BOARD PERFORMANCE				
11.1	Council Monitoring <i>Council will be provided with an update regarding the monitoring schedule.</i>	Council is Informed	C. Lotz	--	11:55
	LUNCH				12:00

12.0	BOARD EDUCATION				1:00
12.1	Council Competency Presentation	Council Is Informed	RCDSO	--	1:00
12.2	Governance Transition Presentation	Council Is Informed	Ontario College of Teachers	--	2:15
13.0	SELF-EVALUATION OF GOVERNANCE PROCESS				3:15
13.1	Council Meeting Evaluation	Council Is Informed	C. Lotz	--	3:15
--	COUNCIL MOVES IN CAMERA (ITEMS 14.1) To discuss personnel matters. Monitoring Reports on Ends and Executive Limitations form part of the Registrar's Performance Evaluation				
14.0	MONITORING CEO PERFORMANCE				3:20
	There are no agenda items at this meeting.				3:20
--	COUNCIL MOVES OUT OF CAMERA				
15.0	NEXT MEETING DATE — January 21, 2021				3:30
16.0	ADJOURNMENT			TAB 14	3:30

Roll Call

Council Meeting

Friday, December 3, 2021

Virtual Meeting

<input type="checkbox"/>	Michelle Atkinson	Elected
<input type="checkbox"/>	Loree Beniuk	Public
<input type="checkbox"/>	Erin Betts	Public
<input type="checkbox"/>	Anne-Marie Conaghan	Academic
<input type="checkbox"/>	Jennifer Cooper	Academic
<input type="checkbox"/>	Jenny Gibson	Elected
<input type="checkbox"/>	Pella Giabanis	Public
<input type="checkbox"/>	Carla Grbac	Elected
<input type="checkbox"/>	Alex Greco	Public
<input type="checkbox"/>	Ehizele Martin Iyamabo	Public
<input type="checkbox"/>	Pauline Leroux	Elected
<input type="checkbox"/>	Meghan Leuprecht	Public
<input type="checkbox"/>	Caroline Lotz	Elected
<input type="checkbox"/>	Angelica Palantzas	Public
<input type="checkbox"/>	Vanessa Pereira	Elected
<input type="checkbox"/>	Ilga St. Onge	Elected
<input type="checkbox"/>	Terri Strawn	Elected
<input type="checkbox"/>	Amit Vig	Public
<input type="checkbox"/>	Margaret Wade	Public
<input type="checkbox"/>	Jacqueline White	Elected
/20 total members		

BRIEFING NOTE

To: Council

From: Chair

Date: December 3, 2021

Topic: Council Policy Manual Update

The following policies were amended at the September 24, 2021 Council Meeting and the Policy Manual has been updated.

GP-7 Council Stipend and Expenses

COUNCIL CODE OF CONDUCT

4. GLOBAL GOVERNANCE PROCESS POLICY

The purpose of the Council, on behalf of the public of Ontario, is to see to it that the College of Dental Hygienists of Ontario achieves appropriate results for the appropriate people at an appropriate cost, as specified in Council's Ends policies, while avoiding unacceptable actions and situations.

GP-8 Code of Conduct

Council Members shall conduct themselves in accordance with the bylaws.

Excerpt from Bylaw 5

3.7 Council and Non-Council Committee Member Code of Conduct

- (1) This entire Code of Conduct, from sections 3.7 through to and including section 3.9, shall apply to Council Members and with necessary modifications, to Non-Council Committee Members. Any reference to Council Members shall be interpreted as also applying to Non-Council Committee Members as the circumstances may require.

Fiduciary Duties

- (2) Council Members shall act in the best interests of the College and of the public of Ontario. They shall perform their duties in accordance with the Act, the bylaw and any policies of the College.
- (3) Council Members shall conduct themselves in a manner which is ethical, business-like and lawful and upholds the reputation of the CDHO. This includes proper use of authority and appropriate decorum when acting as Council Members. Council Members shall treat one another and staff members with respect, co-operation and a willingness to deal openly on all matters.
- (4) Council Members must have loyalty to the College that supersedes any loyalties to staff, other organizations or any personal interest as a consumer.
- (5) Council Members are accountable to exercise the powers and discharge the duties of their office honestly and in good faith. Members shall exercise the degree of care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances.
- (6) Council Members will not attempt to exercise individual authority over the organization.
- (7) When interacting with staff, Council Members must recognize that individual Council Members have no authority to instruct or evaluate employees, and no authority to insert themselves into employee operations.

- (8) Council Members shall recognize that the President or designate is the only person authorized to speak to the media on behalf of the Council. Council Members shall not presume to speak for the Council when interacting with the public. Council Members shall only report actual Council policy decisions when interacting with the public.
- (9) Council Members shall be familiar with the incorporating documents, relevant legislation and regulations, bylaws, and policies of the organization as well as the rules of procedure and proper conduct of a meeting so that any decision of the Council may be made in an efficient, knowledgeable and expeditious fashion.
- (10) Council Members will be properly prepared for, and actively participate in Council deliberation.
- (11) Council Members will support the legitimacy and authority of Council decisions, regardless of the member's personal position on the issue.
- (12) Council Members shall regularly take part in educational activities that will assist them in carrying out their responsibilities.
- (13) Council Members are expected to attend all meetings and to be punctual.
- (14) Council Members who are unable to attend a meeting shall inform the President and the Registrar/CEO of their expected absence and the reason for it.
- (15) Council Members shall be prepared **to serve on** committees and complete individual tasks as assigned by the Council from time to time.

Conflict of Interest

- (16) The terms "conflict of interest" and "appearance of bias" are often used interchangeably. The term "conflict of interest" generally applies to policy or administrative decisions while the term "appearance of bias" generally applies to an adjudicative type of decision. For the purpose of this bylaw, they mean the same thing.
- (17) Council Members must not carry out their duties when they are in a conflict of interest. A conflict of interest exists where a reasonable person could conclude that the personal interests of the individual or a related person or company could improperly influence the individual's judgment in performing his or her duties as a Council Member.
- (18) There must be no self-dealing or any conduct of private business or personal services between any Council Member and the organization, except as procedurally controlled to assure openness, competitive opportunity, and equal access to otherwise "inside" information. Council Members will annually disclose their involvements with other organizations, with vendors, or any associations that might be or might reasonably be seen as being a conflict.
- (19) Council Members may not accept an employment or administrative position with the College, including that of the Registrar, unless one year has passed since he or she was a Council Member or Non-Council Member.

- (20) Council Members will not use their Council or committee position to obtain employment in the organization for themselves, family members, or close associates. Should a Council Member wish to apply for employment, he or she must resign from the Council and not apply before a date twelve (12) months from the effective date of their resignation. Family members are spouse, life partner, child, parent, in-law, live-in grandparent or sibling.

Examples of Conflicts of Interest

- (21) Without limiting the usual and ordinary meaning of “conflict of interest” or “appearance of bias”, some examples of activities or circumstances that would usually constitute a conflict of interest or an appearance of bias for a Council or Non-Council Member include the following:
- (a) Where the decision could confer a more than trivial financial or other benefit or burden to the Council Member or their close relative or friend or affiliated entity;
 - (b) Where the Council Member or their close relative or friend or affiliated entity seeks or accepts more than a nominal gift from a person or entity connected to or affected by the College or its mandate or a gift which could reasonably be viewed as influencing the Council or Committee Member;
 - (c) Where the Council Member or their close relative or friend or affiliated entity uses the Council Member’s position with the College to advance their personal or financial interests;
 - (d) Where the Council Member takes action or counsels another to take action against the College, the reputation of the College or its staff;
 - (e) Where the Council Member is running for national or provincial public office and where the Council or Committee Member has not taken a leave of absence from all Council and committee positions at the College;
 - (f) Where the Council Member agrees to give or gives a presentation on an issue related to the College’s role or activities without prior College approval;
 - (g) Where the Council Member agrees to participate or participates in a committee, working group, task force or other group related to the College’s role or activities without prior College approval;
 - (h) Where the Council Member, who is not the official spokesperson for the College, is in communication with government officials, politicians or the media on any matter related to the College without prior College approval;
 - (i) Where the Council Member publishes, including a posting on social media, a statement that could impair the public’s confidence in the College or compromise the policy or public image of the College or the Council Member’s ability to make transparent, objective, impartial and fair decisions that are in the public interest;
 - (j) Where the Council Member appears to give preferential access to a person or entity that advances the interests of dental hygienists or that has policy-making responsibilities for dental hygienists or that oversees the regulation of dental hygienists without prior College approval;

- (k) Where the Council Member advises or assists anyone in their dealings with the College, including acting as a peer mentor unless the Council Member has prior College approval;
- (l) Where the Council Member demonstrates a closed mind on an issue that is coming up, or is likely to come up, before the College;
- (m) Where the Council Member is the subject of an inquiry or investigation by the College, the police or another authority that impairs the ability of the Council Member to participate in a decision or to continue to serve in his or her position or has the potential to jeopardize public trust in the member, the Council, the Committee or the College;
- (n) Where the Council Member applies for employment with the College without first resigning all Council and committee positions;
- (o) Where the Council Member has a connection with a person or issue to be determined that would reasonably be seen by those who know all of the circumstances as incompatible with his or her responsibilities as an impartial decision-maker; and
- (p) Where the Council Member or their close relative or friend or affiliated entity uses materials developed for the College for commercial purposes without prior College approval.

Preventing and Addressing Conflicts of Interest

- (22) Council Members shall avoid, where feasible, situations where they would have conflicting duties of confidentiality and disclosure between their role with the College and with another person or entity.
- (23) Where a Council Member is in doubt as to whether he or she has a conflict of interest, the Council Member shall consult with an appropriate person such as the Chair of the affected committee, the President, the Registrar, or independent legal counsel in a hearing.
- (24) If a Council Member believes that he or she has a conflict of interest in a particular matter, he or she shall,
 - (a) prior to any consideration of the matter, declare to the Council or the committee that he or she has a conflict of interest that prevents him or her from participating;
 - (b) not take part in the discussion of or vote on any question in respect of the matter;
 - (c) leave the room for the portion of the meeting relating to the matter even where the meeting is open to the public; and
 - (d) not attempt in any way to influence the voting or do anything which might be reasonably perceived as an attempt to influence other Council or Committee Members or the decision relating to that matter.
- (25) Where a Council Member declares a conflict of interest, that fact shall be recorded in the minutes of that meeting of Council or the committee.

- (26) Where a Council Member believes that another Council Member has a conflict of interest that has not been declared despite any appropriate informal communications with the other Council Member, the first Council Member shall advise an appropriate person such as the Chair of the affected committee, the President, the Registrar, or independent legal counsel in hearing matters. The person who is suggested as having a conflict of interest is entitled to address the matter before any decision is made regarding the issue under paragraph 28 of this Article.
- (27) Where a Council Member believes that another Council or Committee Member has already acted in a conflict of interest or is in an ongoing conflict of interest, he or she shall advise in writing an appropriate person such as the Chair of the affected committee, the President, the Registrar or independent legal counsel in hearing matters. The person who is suggested as having a conflict of interest is entitled to make submissions about the matter before any decision is made regarding the issue under paragraph 28 of this Article.
- (28) Where the Council or a Committee concludes that one of its members has a conflict of interest that has not been declared, it can, after allowing the affected member to make submissions regarding the issue, direct that the Council or Committee Member not participate in the discussion or decision, leave the room for that portion of the meeting and not try to or otherwise exert influence in the matter.

Declaration of Conflict of Interest by Council and Non-Council Members

- (29) Every Council Member shall declare, verbally, and where the Council deems it appropriate, in writing, if he or she has an actual or perceived conflict of interest pertaining to his or her duties as a Council or Committee Member. This declaration will take place at the first Council or Committee meeting at which he or she becomes aware of an actual or perceived conflict of interest and subsequently at the first Council meeting of each year.

Confidentiality

- (30) The purpose of this part of the bylaw is to provide helpful explanations as how to comply with the confidentiality provisions of the Code of Conduct. These provisions in no way limit the full extent of the duties set out in the Code of Conduct.
- (31) Council Members shall treat all information learned in the course of their duties, whether or not the information is related to an individual, as confidential and shall not disclose it unless a clearly identified exception applies.
- (32) Council Members shall review at least annually and when there are changes, the provisions in the *Regulated Health Professions Act* (especially section 36) and the Health Professions Procedural Code (especially sections 83 and 83.1), relating to confidentiality.
- (33) Council Members shall generally leave to College staff the disclosure of information under the legal exceptions to the duty of confidentiality. However, in appropriate circumstances, Council Members may disclose information directly when performing their duties, such as in rendering a decision and reasons on behalf of a committee, when appropriately discussing information that is public under the legislation and when consulting with their own legal counsel.

- (34) Even for communications within the College, Council Members shall only obtain or disclose information on a need-to-know basis.
- (35) Council Members will not share or post information on social media that compromises the organization or the Council's policy or public image.
- (36) Council Members shall take reasonable measures to safeguard College information including the safe management of paper documents and portable electronic devices and avoiding the use of unsecure electronic forms of communication or the use of social media for such communications.
- (37) Where a Council Member believes that there has been a breach of confidentiality by a Council or Committee Member, whether intentional or unintentional, he or she shall immediately advise the Registrar in writing providing all of the details. The Registrar shall notify the President as soon as possible of any breach of confidentiality by a Council or Committee Member.
- (38) Council Members will sign annually their agreement to abide by the Code of Conduct in its entirety.

3.8 Disqualification of Council and Non-Council Members

- (1) The Council shall disqualify a Registrant from sitting on Council or a Committee or serving as a Non-Council Member if the Registrant:
 - (a) is found by a panel of the Discipline Committee to have committed an act of professional misconduct or to be incompetent;
 - (b) is found by a panel of the Fitness to Practise Committee to be incapacitated;
 - (c) subject to the discretion of Council to excuse the absence, fails, without reasonable cause, to attend two consecutive meetings of the Council or fails, for any reason, to attend three consecutive meetings of the Council;
 - (d) subject to the discretion of Council to excuse the absence, fails to attend two consecutive meetings of a Committee without reasonable cause or fails, for any reason, to attend three consecutive meetings of a Committee of which she or he is a member;
 - (e) fails, without reasonable cause, to attend a hearing of a panel for which he or she has been selected;
 - (f) in the case of an Elected Member, ceases to qualify for election in the electoral district for which the Elected Member was Elected;
 - (g) in the case of an Academic Member, ceases to be Faculty;
 - (h) breaches section 36 of the Act which, in the opinion of Council, is of such a nature that warrants disqualification;
 - (i) ceases to be a Registrant;
 - (j) fails, in the opinion of the Council, to discharge properly or honestly any office to which he or she has been Elected, Selected or Appointed;

- (k) has breached the Code of Conduct or conflict of interest provisions of this bylaw which, in the opinion of the Conduct Committee or its delegate, is of such a nature that warrants disqualification;
 - (l) becomes a member of a Council of any other College regulated under the Act;
 - (m) is found guilty of a criminal offence which, in the opinion of Council, is of such a nature that warrants disqualification;
 - (n) has not complied, within 30 days, or as otherwise specified, of being given notice of the failure, the College's requirements to pay fees, or the College's requirements for the provision of information;
 - (o) has a term, limit or condition imposed by the Quality Assurance Committee, the Discipline Committee or the Fitness to Practise Committee on his or her certificate of registration;
 - (p) is or becomes an officer, director or employee of a Professional Advocacy Association (however, a Council Member shall not be disqualified by reason of serving on an association or organization to which he or she has been appointed by the Council as a representative of the College);
 - (q) initiates, joins, continues or materially contributes to a legal proceeding against the College of any Committee or representatives of the College;
 - (r) has been directed by the Inquiries, Complaints and Reports Committee to complete a specified continuing education or remediation program and/or to appear before a panel of the Committee to be cautioned in the six years prior to the term of such Member, or during the term of such Member; or
 - (s) has given an undertaking to the College in response to a request by a panel of the Inquiries, Complaints and Reports Committee related to a complaint or for a matter in which an investigator is appointed under clause 75(1)(a) or clause 75(1)(b) of the Code, in the six years prior to the term of such Member, or during the term of such Member.
- (2) Jurisdiction for disqualifying a Public Member falls to the Lieutenant Governor in Council. The President on behalf of Council shall report to the Public Appointments Secretariat if a Public Member:
- (a) subject to the discretion of Council to excuse the absence, fails, without reasonable cause, to attend two consecutive regular meetings of the Council or fails, for any reason, to attend three consecutive meetings of the Council;
 - (b) subject to the discretion of Council to excuse the absence, fails, without reasonable cause, to attend two consecutive regular meetings of a Committee of which she or he is a member or fails, for any reason, to attend three consecutive meetings of a Committee of which she or he is a member;
 - (c) fails, without reasonable cause, to attend a hearing of a panel for which she or he has been selected;

- (d) breaches section 36 of the Act which, in the opinion of Council, is of such a nature that warrants disqualification;
 - (e) has breached the Code of Conduct or conflict of interest provisions of this bylaw which, in the opinion of the Conduct Committee or its delegate, is of such a nature that warrants disqualification;
 - (f) ceases to be a resident of Ontario;
 - (g) fails, in the opinion of the Council, to discharge properly or honestly any office to which he or she has been appointed;
 - (h) becomes a member of a Council of any other College regulated under the Act;
 - (i) is found guilty of a criminal offence which, in the opinion of Council, is of such a nature that warrants disqualification;
 - (j) is or becomes an officer, director or employee of a Professional Advocacy Association (however, a Public Member shall not be reported to the Public Appointments Secretariat by reason of serving on an association or organization to which he or she has been appointed by the Council as a representative of the College); or
 - (k) initiates, joins, continues or materially contributes to a legal proceeding against the College or any Committee or representatives of the College.
- (3) A person who has served as a Council or Non-Council Member may not become an employee of the College until one year has passed following the expiration of their term of office.
- (4) A Council Member who has been disqualified from sitting on the Council ceases to be a member of the Council and ceases to be a member of any Committees, including any panel, to which he or she had been Appointed.

Suggested Motion – Friday, December 3, 2021

2.1 ADOPTION OF AGENDA

MOTION: **THAT** Council moves to approve the December 3, 2021 Council meeting agenda as presented.

Moved:

Seconded:

VOTE:

Council Member Declaration

I Michelle Atkinson (please print name):

- ☒ Have read sections 3.7 to 3.9 of the CDHO Bylaw 5 and I understand that I am accountable as a member of Council to conduct myself in compliance with these bylaws.
- ☒ I understand that I am obligated to declare a conflict of interest with my Council responsibilities, if and when one arises.
- ☒ I also understand that I am obligated to report instances of another Council member's conflict of interest with Council responsibilities of which I become aware.
- ☒ Having reviewed the examples of conflict of interest [sec. 3.7(21)], I am declaring that I currently have no conflicts of interest in my role as a member of Council.

OR

- ☒ I am declaring the following potential conflicts of interest in my role as a member of Council.

Organization, Associate, Vendor, Business, Person(s)	Description of Relationship, Role or Involvement
Algonquin College	Program Coordinator & Full time faculty



Signature

January 18 2021

Date

Council Member Declaration

I LOREE BENIUK (please print name):

- ☒ Have read sections 3.7 to 3.9 of the CDHO Bylaw 5 and I understand that I am accountable as a member of Council to conduct myself in compliance with these bylaws.
- ☒ I understand that I am obligated to declare a conflict of interest with my Council responsibilities, if and when one arises.
- ☒ I also understand that I am obligated to report instances of another Council member's conflict of interest with Council responsibilities of which I become aware.
- ☒ Having reviewed the examples of conflict of interest [sec. 3.7(21)], I am declaring that I currently have no conflicts of interest in my role as a member of Council.

OR

- ☐ I am declaring the following potential conflicts of interest in my role as a member of Council.

Organization, Associate, Vendor, Business, Person(s)	Description of Relationship, Role or Involvement

Loree Beniuk
Signature

Feb 9, 2021
Date

Council Member Declaration


I Erin Betts (please print name):

- ☒ Have read sections 3.7 to 3.9 of the CDHO Bylaw 5 and I understand that I am accountable as a member of Council to conduct myself in compliance with these bylaws.
- ☒ I understand that I am obligated to declare a conflict of interest with my Council responsibilities, if and when one arises.
- ☒ I also understand that I am obligated to report instances of another Council member's conflict of interest with Council responsibilities of which I become aware.
- ☒ Having reviewed the examples of conflict of interest [sec. 3.7(21)], I am declaring that I currently have no conflicts of interest in my role as a member of Council.

OR

- ☐ I am declaring the following potential conflicts of interest in my role as a member of Council.

Organization, Associate, Vendor, Business, Person(s)	Description of Relationship, Role or Involvement



Signature

January 21, 2021

Date

Council Member Declaration

I Anne-Marie Conaghan (please print name):

- ☒ Have read sections 3.7 to 3.9 of the CDHO Bylaw 5 and I understand that I am accountable as a member of Council to conduct myself in compliance with these bylaws.
- ☒ I understand that I am obligated to declare a conflict of interest with my Council responsibilities, if and when one arises.
- ☒ I also understand that I am obligated to report instances of another Council member's conflict of interest with Council responsibilities of which I become aware.
- ☒ Having reviewed the examples of conflict of interest [sec. 3.7(21)], I am declaring that I currently have no conflicts of interest in my role as a member of Council.

OR

- ☒ I am declaring the following potential conflicts of interest in my role as a member of Council.

Organization, Associate, Vendor, Business, Person(s)	Description of Relationship, Role or Involvement
Georgian College	Program Coordinator, Dental Hygiene
Commission on Dental Accreditation of Canada	Site- surveyor out-of-province DH programs
Commission on Dental Accreditation of Canada,	Governance Steering Committee: Committee member

AConaghan

Signature

January 21, 2021

Date

Council Member Declaration


I Jennifer Cooper (please print name):

- ☒ Have read sections 3.7 to 3.9 of the CDHO Bylaw 5 and I understand that I am accountable as a member of Council to conduct myself in compliance with these bylaws.
- ☒ I understand that I am obligated to declare a conflict of interest with my Council responsibilities, if and when one arises.
- ☒ I also understand that I am obligated to report instances of another Council member's conflict of interest with Council responsibilities of which I become aware.
- ☐ Having reviewed the examples of conflict of interest [sec. 3.7(21)], I am declaring that I currently have no conflicts of interest in my role as a member of Council.

OR

- ☒ I am declaring the following potential conflicts of interest in my role as a member of Council.

Organization, Associate, Vendor, Business, Person(s)	Description of Relationship, Role or Involvement
CDAC	Dental Assisting Site Surveyor
Fanshawe College	Faculty Member - Dental Programs



Signature

July 22, 2021

Date

Council Member Declaration

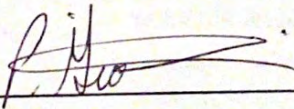
I Pelagia (Pella) Giabanis (please print name):

- ☒ Have read sections 3.7 to 3.9 of the CDHO Bylaw 5 and I understand that I am accountable as a member of Council to conduct myself in compliance with these bylaws.
- ☒ I understand that I am obligated to declare a conflict of interest with my Council responsibilities, if and when one arises.
- ☒ I also understand that I am obligated to report instances of another Council member's conflict of interest with Council responsibilities of which I become aware.
- ☒ Having reviewed the examples of conflict of interest [sec. 3.7(21)], I am declaring that I currently have no conflicts of interest in my role as a member of Council.

OR

- ☐ I am declaring the following potential conflicts of interest in my role as a member of Council.

Organization, Associate, Vendor, Business, Person(s)	Description of Relationship, Role or Involvement


Signature

June 8th, 2021
Date

Council Member Declaration

I Jenny Elizabeth Gibson (please print name):



Have read sections 3.7 to 3.9 of the CDHO Bylaw 5 and I understand that I am accountable as a member of Council to conduct myself in compliance with these bylaws.



I understand that I am obligated to declare a conflict of interest with my Council responsibilities, if and when one arises.



I also understand that I am obligated to report instances of another Council member's conflict of interest with Council responsibilities of which I become aware.



Having reviewed the examples of conflict of interest [sec. 3.7(21)], I am declaring that I currently have no conflicts of interest in my role as a member of Council.

OR



I am declaring the following potential conflicts of interest in my role as a member of Council.

Organization, Associate, Vendor, Business, Person(s)	Description of Relationship, Role or Involvement
Township of Black River - Matheson	Municipal Councillor
MICs Hospital Board	Board Member, Municipal Representative

J. Gibson
Signature

January 21st, 2021
Date

Council Member Declaration

I CARLA GRBAC (please print name):

- ☒ Have read sections 3.7 to 3.9 of the CDHO Bylaw 5 and I understand that I am accountable as a member of Council to conduct myself in compliance with these bylaws.
- ☒ I understand that I am obligated to declare a conflict of interest with my Council member's conflict of interest with Council responsibilities, if and when one arises.
- ☒ I also understand that I am obligated to report instances of another council member's conflict of interest with Council responsibilities of which I became aware.
- ☐ Having reviewed the examples of conflict of interest [sec. 3.7(21)], I am declaring that I currently have no conflicts of interest in my role as member of Council.

OR

- ☒ I am declaring potential conflicts of interest in my role as member of Council.

Organization, Associate, Vendor, Business, Person(s)	Description of Relationship, Role or Involment
RDHGuru Dental Hygiene Seminars	I provide Dental Hygiene Seminars to other RDHs. The topics I cover range from diabetes and perio dz, client positioning, AAP classification, etc. I understand that seminars pertaining to portfolio writing or QA do pose a conflict of interest and will Not be providing them anymore. I will also add a disclaimer to ALL the seminars I provide stating that the information provided does NOT represent the views of the CDHO nor would I be introducing myself as a Council member, I will simply be Carla Grbac BSc, RDH.


Signature

Feb-5-2021
Date

Council Member Declaration

I Alessandro (Alex) Greco (please print name):

- ☒ Have read sections 3.7 to 3.9 of the CDHO Bylaw 5 and I understand that I am accountable as a member of Council to conduct myself in compliance with these bylaws.
- ☒ I understand that I am obligated to declare a conflict of interest with my Council responsibilities, if and when one arises.
- ☒ I also understand that I am obligated to report instances of another Council member's conflict of interest with Council responsibilities of which I become aware.
- ☒ Having reviewed the examples of conflict of interest [sec. 3.7(21)], I am declaring that I currently have no conflicts of interest in my role as a member of Council.

OR

- ☐ I am declaring the following potential conflicts of interest in my role as a member of Council.

Organization, Associate, Vendor, Business, Person(s)	Description of Relationship, Role or Involvement

Alessandro Greco
Signature

January 2nd 2021
Date

Council Member Declaration

I EHIZELE MARTIN ITAMABO (please print name):

- ☒ Have read sections 3.7 to 3.9 of the CDHO Bylaw 5 and I understand that I am accountable as a member of Council to conduct myself in compliance with these bylaws.
- ☒ I understand that I am obligated to declare a conflict of interest with my Council responsibilities, if and when one arises.
- ☒ I also understand that I am obligated to report instances of another Council member's conflict of interest with Council responsibilities of which I become aware.
- ☒ Having reviewed the examples of conflict of interest [sec. 3.7(21)], I am declaring that I currently have no conflicts of interest in my role as a member of Council.

OR

- ☐ I am declaring the following potential conflicts of interest in my role as a member of Council.

Organization, Associate, Vendor, Business, Person(s)	Description of Relationship, Role or Involvement



Signature

Jan 26th 2021
Date

Council Member Declaration

I Pauline Leroux (please print name):

- ☒ Have read sections 3.7 to 3.9 of the CDHO Bylaw 5 and I understand that I am accountable as a member of Council to conduct myself in compliance with these bylaws.
- ☒ I understand that I am obligated to declare a conflict of interest with my Council responsibilities, if and when one arises.
- ☒ I also understand that I am obligated to report instances of another Council member's conflict of interest with Council responsibilities of which I become aware.
- ☐ Having reviewed the examples of conflict of interest [sec. 3.7(21)], I am declaring that I currently have no conflicts of interest in my role as a member of Council.

OR

- ☒ I am declaring the following potential conflicts of interest in my role as a member of Council.

Organization, Associate, Vendor, Business, Person(s)	Description of Relationship, Role or Involvement
George Brown College	Clinical Instructor
Durham College	Clinical Instructor
CDHO Peer Mentor	CDHO Peer Mentor

Pauline Leroux
Signature

January 20, 2021
Date

Council Member Declaration

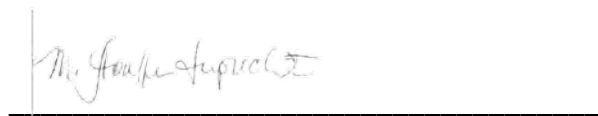
I Meghan Stouffer Leuprecht (please print name):

- ☒ Have read sections 3.7 to 3.9 of the CDHO Bylaw 5 and I understand that I am accountable as a member of Council to conduct myself in compliance with these bylaws.
- ☒ I understand that I am obligated to declare a conflict of interest with my Council responsibilities, if and when one arises.
- ☒ I also understand that I am obligated to report instances of another Council member's conflict of interest with Council responsibilities of which I become aware.
- ☐ Having reviewed the examples of conflict of interest [sec. 3.7(21)], I am declaring that I currently have no conflicts of interest in my role as a member of Council.

OR

- ☒ I am declaring the following potential conflicts of interest in my role as a member of Council.

Organization, Associate, Vendor, Business, Person(s)	Description of Relationship, Role or Involvement
Member, OCSWSSW	Regulatory College
Member, OASW	Professional Association



Signature

January 26, 2021

Date

Council Member Declaration

I Caroline Lotz (please print name):

- ☒ Have read sections 3.7 to 3.9 of the CDHO Bylaw 5 and I understand that I am accountable as a member of Council to conduct myself in compliance with these bylaws.
- ☒ I understand that I am obligated to declare a conflict of interest with my Council responsibilities, if and when one arises.
- ☒ I also understand that I am obligated to report instances of another Council member's conflict of interest with Council responsibilities of which I become aware.
- ☐ Having reviewed the examples of conflict of interest [sec. 3.7(21)], I am declaring that I currently have no conflicts of interest in my role as a member of Council.

OR

- ☒ I am declaring the following potential conflicts of interest in my role as a member of Council.

Organization, Associate, Vendor, Business, Person(s)	Description of Relationship, Role or Involvement
Fanshawe College	Faculty - School of Health Sciences - teaching in the Dental Assisting and Dental Hygiene Programs
London & District Dental Hygiene Society	Treasurer - a volunteer position - not active at present due to COVID - may be dissolved post COVID

Caroline Lotz
Signature

January 23, 2021
Date

Council Member Declaration

I Angelica Palantzas (please print name):

- ☒ Have read sections 3.7 to 3.9 of the CDHO Bylaw 5 and I understand that I am accountable as a member of Council to conduct myself in compliance with these bylaws.
- ☒ I understand that I am obligated to declare a conflict of interest with my Council responsibilities, if and when one arises.
- ☒ I also understand that I am obligated to report instances of another Council member's conflict of interest with Council responsibilities of which I become aware.
- ☒ Having reviewed the examples of conflict of interest [sec. 3.7(21)], I am declaring that I currently have no conflicts of interest in my role as a member of Council.

OR

- ☐ I am declaring the following potential conflicts of interest in my role as a member of Council.

Organization, Associate, Vendor, Business, Person(s)	Description of Relationship, Role or Involvement

APalantzas
Signature

September 27, 2021
Date

Council Member Declaration

I Vanessa Pereira (please print name):

- ☒ Have read sections 3.7 to 3.9 of the CDHO Bylaw 5 and I understand that I am accountable as a member of Council to conduct myself in compliance with these bylaws.
- ☒ I understand that I am obligated to declare a conflict of interest with my Council responsibilities, if and when one arises.
- ☒ I also understand that I am obligated to report instances of another Council member's conflict of interest with Council responsibilities of which I become aware.
- ☒ Having reviewed the examples of conflict of interest [sec. 3.7(21)], I am declaring that I currently have no conflicts of interest in my role as a member of Council.

OR

- ☐ I am declaring the following potential conflicts of interest in my role as a member of Council.

Organization, Associate, Vendor, Business, Person(s)	Description of Relationship, Role or Involvement

Vanessa Pereira

Signature

January 20, 2021

Date

Council Member Declaration

I Ilga St Onge (please print name):

- ☒ Have read sections 3.7 to 3.9 of the CDHO Bylaw 5 and I understand that I am accountable as a member of Council to conduct myself in compliance with these bylaws.
- ☒ I understand that I am obligated to declare a conflict of interest with my Council responsibilities, if and when one arises.
- ☒ I also understand that I am obligated to report instances of another Council member's conflict of interest with Council responsibilities of which I become aware.
- ☒ Having reviewed the examples of conflict of interest [sec. 3.7(21)], I am declaring that I currently have no conflicts of interest in my role as a member of Council.

OR

- ☐ I am declaring the following potential conflicts of interest in my role as a member of Council.

Organization, Associate, Vendor, Business, Person(s)	Description of Relationship, Role or Involvement

Ilga St Onge
Signature

January 22, 2021
Date

Council Member Declaration

I Terri Strawn (please print name):

- ☒ Have read sections 3.7 to 3.9 of the CDHO Bylaw 5 and I understand that I am accountable as a member of Council to conduct myself in compliance with these bylaws.
- ☒ I understand that I am obligated to declare a conflict of interest with my Council responsibilities, if and when one arises.
- ☒ I also understand that I am obligated to report instances of another Council member's conflict of interest with Council responsibilities of which I become aware.
- ☒ Having reviewed the examples of conflict of interest [sec. 3.7(21)], I am declaring that I currently have no conflicts of interest in my role as a member of Council.

OR

- ☒ I am declaring the following potential conflicts of interest in my role as a member of Council.

Organization, Associate, Vendor, Business, Person(s)	Description of Relationship, Role or Involvement
Durham & Algonquin College	Partial Load/Part Time faculty
ODHA	Previous board member (over 5 years ago)
CDAC	Periodic Site Surveyor
NDHCB	Item writer, Exam Committee member



Signature

October 25, 2021

Date

Council Member Declaration


I AMIT VIG (please print name):

- ☒ Have read sections 3.7 to 3.9 of the CDHO Bylaw 5 and I understand that I am accountable as a member of Council to conduct myself in compliance with these bylaws.
- ☒ I understand that I am obligated to declare a conflict of interest with my Council responsibilities, if and when one arises.
- ☒ I also understand that I am obligated to report instances of another Council member's conflict of interest with Council responsibilities of which I become aware.
- ☐ Having reviewed the examples of conflict of interest [sec. 3.7(21)], I am declaring that I currently have no conflicts of interest in my role as a member of Council.

OR

- ☒ I am declaring the following potential conflicts of interest in my role as a member of Council.

Organization, Associate, Vendor, Business, Person(s)	Description of Relationship, Role or Involvement
DR. ROLI VIG DENTISTRY P.C.	WIFE


Signature

JAN 20, 2021
Date

Council Member Declaration

I Margaret Wade (please print name):

- ☒ Have read sections 3.7 to 3.9 of the CDHO Bylaw 5 and I understand that I am accountable as a member of Council to conduct myself in compliance with these bylaws.
- ☒ I understand that I am obligated to declare a conflict of interest with my Council responsibilities, if and when one arises.
- ☒ I also understand that I am obligated to report instances of another Council member's conflict of interest with Council responsibilities of which I become aware.
- ☒ Having reviewed the examples of conflict of interest [sec. 3.7(21)], I am declaring that I currently have no conflicts of interest in my role as a member of Council.

OR

- ☐ I am declaring the following potential conflicts of interest in my role as a member of Council.

Organization, Associate, Vendor, Business, Person(s)	Description of Relationship, Role or Involvement

Margaret Wade
Signature

January 26th, 2021
Date

Council Member Declaration

I Jacqueline White (please print name):

- ☒ Have read sections 3.7 to 3.9 of the CDHO Bylaw 5 and I understand that I am accountable as a member of Council to conduct myself in compliance with these bylaws.
- ☒ I understand that I am obligated to declare a conflict of interest with my Council responsibilities, if and when one arises.
- ☒ I also understand that I am obligated to report instances of another Council member's conflict of interest with Council responsibilities of which I become aware.
- ☒ Having reviewed the examples of conflict of interest [sec. 3.7(21)], I am declaring that I currently have no conflicts of interest in my role as a member of Council.

OR

- ☒ I am declaring the following potential conflicts of interest in my role as a member of Council.

Organization, Associate, Vendor, Business, Person(s)	Description of Relationship, Role or Involvement
None	



Signature

January 21, 2021

Date

Suggested Motion – Friday, December 3, 2021

4.0 CONSENT AGENDA ITEMS (4.1. – 4.4.2)

A consent agenda is a bundle of items that is voted on, without discussion, as a package. It differentiates between routine matters not needing explanation and more complex issues needing examination. The Chair will ask if anyone wishes to remove an item from the consent agenda. Any Council member may request an item be removed so it can be discussed.

MOTION: **THAT** Council moves to approve the consent agenda.

Moved:

Seconded:

VOTE:

COUNCIL MEETING MINUTES

Virtual Zoom Meeting

Livestreamed to the CDHO YouTube Channel

Friday, September 24, 2021

9:00 a.m. – 3:00 p.m.

COUNCIL MEMBERS PRESENT:

Caroline Lotz, Professional Member, 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
Pella Giabanis, Public Member
Joshua Hollenberg, Public Member
Ehizele Martin Iyamabo, Public Member
(1:30 p.m.–3:40 p.m.)
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:

Pauline Leroux, Professional Member,
Vice-President
Alessandro Greco, Public Member
Angelica Palantzas, Public Member

ADMINISTRATION:

Jane Keir, Acting Registrar and CEO
Suzanne Fox, Director, Corporate Services
Eric Bruce, Director, Professional Conduct
Veronica Douglas, Executive Administrator
Melanie Warnock, Executive Administrator

GUESTS:

Rebecca Durcan, Steinecke Maciura
LeBlanc
Vivian Ford, Corporate Services
Administrator
Denise Lalande, Manager,
Communications
Kyle Fraser, Manager, Registration
Carolle Lepage, Practice Advisor
Terri-Lynn Macartney, Manager, Quality
Assurance

1.0 CALL TO ORDER

1.1 Roll Call

The Chair, Caroline Lotz, called the meeting to order at 9:02 a.m.

1.2 Opening Remarks

Caroline Lotz welcomed Council and guests to the September Council meeting. It was acknowledged that the CDHO office is located on the traditional territory of many nations including the Mississaugas of the Credit, the Anishnabeg, the Chippewa, the Haudenosaunee and the Wendat people and is now home to many diverse First Nations, Inuit and Métis people. It was also acknowledged that Toronto is covered by Treaty 13 with the Mississaugas of the Credit.

Caroline Lotz thanked Joshua Hollenberg for his work on Council. His term ended on September 23, 2021. Ms. Lotz welcomed new public member, Angelica Palantzas, to Council. A new member orientation session will be planned in the coming weeks.

1.3 Council Policy Manual Update

The Chair reported that the Council Policy Manual was updated to show that the following policies have been updated:

- EL 2.7 Compensation and Benefits
- GP 4.2.4.7 Benefits to Retired Employees
- GP 4.12 CPMF Committee Terms of Reference

1.4 Council Code of Conduct

Council was reminded of the Code of Conduct.

2.0 APPROVAL OF AGENDA

2.1 Review and Approval of Agenda

The agenda was amended to show that Terri Strawn would be presenting item 6.4 President's Compensation instead of Pauline Leroux.

MOTION: **THAT** Council moves to approve the September 24, 2021 Council meeting agenda as amended.

Moved: Carla Grbac
Seconded: Jenny Gibson

VOTE:

CARRIED

3.0 DECLARATIONS OF POTENTIAL CONFLICTS OF INTEREST

3.1 Declarations of Conflict of Interest

Jennifer Cooper declared that she holds a position at Fanshawe College and is a Dental Assisting Site Surveyor for CDAC. Caroline Lotz declared that as President, she would not be participating in item 6.4 President's Compensation.

4.0 CONSENT AGENDA (4.1-4.4.2)

Item 4.4.2 Acting Registrar's Administrative Report was removed from the consent agenda.

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

Moved: Michelle Atkinson

Seconded: Amit Vig

VOTE: **CARRIED**

Council had the opportunity to discuss the Acting Registrar’s Administrative Report. Jane Keir clarified that the new Risk-informed Compliance Framework and Policy by the Office of the Fairness Commissioner was different than the College Performance Measurement Framework.

MOTION: **THAT** Council moves to approve the Acting Registrar's Administrative Report.

Moved: Terri Strawn

Seconded: Vanessa Pereira

VOTE: **CARRIED**

5.0 OWNERSHIP LINKAGE

5.1 Status of Ownership Linkage Activities

The Ownership Linkage Committee has not met since the last Council meeting.

6.0 GOVERNANCE PROCESS ITEMS FOR DECISION

6.1 2022 Council Meeting Dates

The Council discussed the 2022 meeting dates. Due to the COVID-19 pandemic, it is uncertain when in-person meetings will resume. Meeting dates and some virtual workshop dates were decided. Workshop dates for June, September and December will be brought to Council in December for approval.

MOTION: THAT Council approves the proposed 2022 meeting dates.

	DATE	MEETING
1	Friday, January 14, 2022	New Member Orientation (virtual)
2	Friday, January 21, 2022	January Council Meeting (virtual)
3	Friday, February 25, 2022	Workshop (virtual)
4	Friday, March 4, 2022	March Council Meeting (virtual)
5	TBD	Workshop
6	Friday, June 10, 2022	June Council Meeting
7	TBD	Workshop
8	Friday September 16, 2022	September Council Meeting
9	TBD	Workshop
10	Friday, December 2, 2022	December Council Meeting

Moved: Ilga St. Onge
 Seconded: Jenny Gibson
 VOTE:

CARRIED

6.2 **Transition Oversight Committee**

Caroline Lotz advised Council that the Presidents of the three Oral Health Colleges have secured legal counsel to assist in drafting a Memorandum of Understanding.

The floor was opened for Council members to volunteer for appointment. Carla Grbac, Jaqueline White, and Terri Strawn put their names forward for the Professional member position. Pella Giabanis and Alex Greco expressed interest in the Public member position. All members except for Alex Greco addressed Council. An anonymous survey was sent to Council members electronically for voting.

MOTION: **WHEREAS** the Council of the College of Dental Hygienists of Ontario agreed to the formation of a Transition Oversight Committee at the June 11, 2021 Council meeting; and

WHEREAS the 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; and

WHEREAS the composition of the Transition Committee will be, from each College: one public appointee, one professional member, and the Registrar;

THEREFORE, BE IT RESOLVED THAT

1. Terri Strawn, Professional Member;
2. Pella Giabanis, Public Member; and
3. Jane Keir, Acting Registrar

be appointed as members of the Transition Oversight Committee.

MOVED: Carla Grbac

SECONDED: Margaret Wade

VOTE: **CARRIED**

6.3 Amendment to GP-7 Council Stipend and Expenses: Ad hoc Meeting Remuneration Policy

MOTION: **THAT** Council approve the revised GP-7 Council and Committee Stipend & Expenses policy as presented in Appendix A.

Moved: Jenny Gibson

Seconded: Michelle Atkinson

VOTE: **CARRIED**

6.4 President's Compensation

Council discussed the rate of compensation for the Council member in the role of President. The current rate does not consider work done outside formal meetings or in short increments. A fair, efficient and transparent mechanism is needed to compensate Council members for this work. A survey of other regulatory colleges was conducted and no consistency was found. Terri Strawn advised Council that the Executive committee met and proposed that in order to establish a base line, the current President, Caroline Lotz, will take a record of the extra work required in the role. An update will be provided to Council at the December Council meeting.

6.5 New Council and Committee Member Onboarding Plan

MOTION: **THAT** Council approve the proposed New Council and Committee Orientation Schedule and directs staff to further develop and implement the plan.

Moved: Meghan Leuprecht

Seconded: Amit Vig

VOTE: **CARRIED**

7.0 ENDS ITEMS FOR DECISION

There were no agenda items for this meeting.

8.0 COUNCIL-REGISTRAR DELEGATION ITEMS FOR DECISION

There were no agenda items for this meeting.

9.0 EXECUTIVE LIMITATIONS ITEMS FOR DECISION

9.1 Policy Content Review: EL 3 Planning

There were no changes to policy EL 3 Planning.

9.2 Policy Content Review: EL 9 Ethical Behaviour

There were no changes to policy EL 9 Ethical Behaviour.

10.0 REQUIRED APPROVALS AGENDA

10.1 Discipline Committee Terms of Reference

MOTION: **THAT** Council approves the Terms of Reference of the Discipline Committee, as amended, and attached as an appendix to this motion, to establish benchmarks for the delivery of decisions and reasons by panels of the Committee; to modify the eligibility requirements for serving as Chair of the Committee; and to establish the position of Vice Chair to serve where the Chair is unavailable or unable to act.

Moved: Jenny Gibson

Seconded: Jacqueline White

VOTE:

CARRIED

11.0 MONITORING BOARD PERFORMANCE

There were no agenda items for this meeting.

12.0 BOARD EDUCATION

12.1 Learnings from the Pandemic

Rebecca Durcan from Steinecke Maciura LeBlanc presented to Council about the regulatory responses to the pandemic and the achievements, risks, and recommendations learned from the Professional Standards Authority for Health and Social Care in the UK.

12.2 CDHO and the Pandemic

CDHO staff presented their responses to the new challenges faced by the CDHO during the COVID-19 pandemic. All departments of the College were impacted and worked together to find solutions. The CDHO has continued to fulfill its mandate to protect the public throughout the pandemic.

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 2:16 p.m., for agenda items 14.1–14.3.

Moved: Loree Beniuk

Seconded: Carla Grbac

VOTE:

CARRIED

14.0 MONITORING CEO PERFORMANCE

14.1 **E-1**

MOTION: **THAT** Council has assessed the monitoring report for Ends Policy 1 and determined there is sufficient, verifiable evidence of a reasonable interpretation.

Moved: Ilga St. Onge

Seconded: Jenny Gibson

VOTE:

CARRIED

14.2 Fund Management Standards (EL 4[1])

MOTION: **THAT** Council has assessed the monitoring report for Fund Management Standards monitoring report for Executive Limitations Policy 4(1) and determined there is sufficient, verifiable evidence of a reasonable interpretation.

Moved: Amit Vig

Seconded: Terri Strawn

VOTE:

CARRIED

14.3 Registrar/CEO Transition Committee

Council was provided with an update regarding the progress relating to Registrar Recruitment. In-Camera minutes are held by the President.

MOTION TO MOVE OUT OF CAMERA

MOTION: **THAT** Council move out of Camera as per RHPA, *Schedule 2, Section 7(2)(d)* 3: 38 p.m.

Moved: Michelle Atkinson

Seconded: Ilga St. Onge

VOTE:

CARRIED

15.0 NEXT MEETING DATE

The next Council meeting is Friday, December 3, 2021.

16.0 ADJOURNMENT

MOTION: **THAT** the Council meeting be adjourned at 3 : 38 p.m.

Moved: Jennifer Cooper

Seconded: Jacqueline White

VOTE:

CARRIED

Approved by:

Signature of Chair, Caroline Lotz

Date

EXECUTIVE COMMITTEE REPORT

December 3, 2021

COMMITTEE MEMBERS

Chair: Caroline Lotz, Professional Member, President

Professional Members (Council)

Pauline Leroux, Vice-President

Terri Strawn

Public Members (Council)

Ehizele Martin Iyamabo

Alessandro Greco

Mandate of the Committee: Except as provided by the Act, the Executive Committee may exercise all the powers and duties of the Council with respect to any matter that, in the opinion of the Executive Committee, requires attention between meetings of the Council.

INTRODUCTION

Since its last report to Council, the Executive Committee met through videoconference on November 5, 2021. Approved Executive Committee meeting minutes are available to Council via Board Effect in the 'Library'.

ITEMS FOR INFORMATION

CDHO Governance

The Executive planned the agendas for the November 26 Council workshop and the December 3 Council meeting.

The Governance budget was finalized and will be presented to Council at the December meeting for approval.

The Executive Committee reviewed the CDHO's Q3 Financial Report and no issues were raised.

Registrar/CEO Transition Committee

In their role on this Committee, members of the Executive Committee successfully negotiated and secured an employment agreement with Glenn Pettifer who will join CDHO as Registrar/CEO on January 4, 2022. Completion of the Committee's terms of reference will include the development of a 12-month orientation/onboarding plan. Our thanks have been extended to Tanya Todorovic and Joanne McMullin from Odgers Berndtson Executive Search for their expertise and guidance throughout the recruitment process.

Public Member Appointments

Martin Iyamabo was reappointed as a Public member of Council for a three-year term.

Angelica Palantzas was appointed to Council on September 2, 2021 for a three-year term. A new member orientation will take place in January. The Executive Committee appointed Angelica Palantzas to the CPMF Committee for the remainder of the year.

Non-Council Members

The CDHO has a number of Non-Council member terms ending on December 31, 2021. The Executive Committee discussed the Committee vacancies and decided to reappoint the eligible Non-Council members for another term. Some Non-Council members expressed interest in sitting on multiple Committees. A motion will be brought to Council at the December meeting to reappoint Non-Council members.

Council Workshop Dates for 2022

A motion will be brought to Council to choose the 2022 workshop dates.

Joint Meeting Ontario Dental Hygienists' Association (ODHA)

The Committee met with the Executive Director and Board of Directors of the ODHA on November 5, 2021. Items of common interest were discussed. A joint ODHA/CDHO communication will be released in the near future.

DISCIPLINE COMMITTEE REPORT

December 3, 2021

COMMITTEE MEMBERS

Chair: Erin Betts, Public Member

Professional Members (Council)

Michelle Atkinson
Anne-Marie Conaghan
Jennifer Cooper
Jenny Elizabeth Gibson
Carla Grbac
Pauline Leroux
Caroline Lotz
Vanessa Pereira
Ilga St. Onge
Terri Strawn
Jacqueline White

Public Members (Council)

Loree Beniuk
Erin Betts
Pella Giabanis
Alessandro Greco
Ehizele Martin Iyamabo
Meghan Leuprecht
Angelica Palantzas
Amit Vig
Margaret Wade

Professional Members (Non-Council)

Tracy Burke
Gillian Dunn
Lisa Kelly
Paula Malcomson
Mary Yeomans

Mandate of the Committee: To hear and decide on allegations of professional misconduct and/or incompetence made against registrants of the CDHO.

INTRODUCTION

Since its last report to Council in September 2021, the Discipline Committee has not held a general meeting.

ITEMS FOR INFORMATION – Related to Mandate

As of the date of writing (November 3, 2021), the following matters remain before the Discipline Committee or under appeal:

- The registrant in *CDHO v. Alexandru Tanase* has filed an application for leave to appeal to the Supreme Court of Canada from the decision of the Ontario Court of Appeal. Responding materials have been filed by the College and the Ministry of the Attorney General for Ontario. The parties are awaiting the decision of the Supreme Court on the application for leave.
- *CDHO v. Sherry Lynn MacDonald* is under appeal to the Divisional Court. The matter is scheduled to be heard by the Court in early 2022.
- *CDHO v. Patricia Blundon, Trina Lewis, and Patricia Sinnott* were heard by a panel on dates in February and March 2021. The panel released its reasons for decision on September 2, 2021, in which a majority of the panel (one member dissenting) found the registrants had engaged in professional misconduct. A penalty hearing is scheduled for January 11, 2022.
- *CDHO v. Jessie Kalvatis and Tara Jeffrey* have been adjourned at the request of the parties until after the matters of *Blundon, Lewis, and Sinnott* have been concluded.
- *CDHO v. Elizabeth Diego; CDHO v. Kelly Miranda Lourenco; CDHO v. Christal Anne Chuback; and CDHO v. Cynthia DeMarco* are in the process of being scheduled.

CONCLUSION

The Discipline Committee is continuing to ensure that all matters referred to it are dealt with in a fair, consistent, and timely manner.

FITNESS TO PRACTISE COMMITTEE REPORT

December 3, 2021

COMMITTEE MEMBERS

Chair: Vacant

Professional Members (Council)

Michelle Atkinson
Anne-Marie Conaghan
Jennifer Cooper
Jenny Elizabeth Gibson
Carla Grbac
Pauline Leroux
Caroline Lotz
Vanessa Pereira
Ilga St. Onge
Terri Strawn
Jacqueline White

Public Members (Council)

Loree Beniuk
Erin Betts
Pella Giabanis
Alessandro Greco
Ehizele Martin Iyamabo
Meghan Leuprecht
Angelica Palantzas
Amit Vig
Margaret Wade

Mandate of the Committee: To hear and determine allegations of incapacity made against registrants of the CDHO.

INTRODUCTION

The Fitness to Practise Committee conducts hearings to determine whether a registrant is suffering from a health condition or disorder that is affecting or may affect their ability to practise safely and effectively. Given the personal health information that is often at issue in such hearings, they are closed to the public; however, any finding by the Fitness to Practise Committee will be summarized on the College's public register. In addition, the College's bylaws permit information about any allegations of incapacity at issue in a hearing to be published. Further, when a finding of the Fitness to Practise Committee is under appeal, it will be noted on the public register.

ITEMS FOR INFORMATION – Related to Mandate

The Fitness to Practise Committee has not met and panels of the Committee have conducted no hearings since the last report to Council in September 2021.

INQUIRIES, COMPLAINTS AND REPORTS COMMITTEE REPORT

December 3, 2021

COMMITTEE MEMBERS

Panel A

Chair: Michelle Atkinson,
Professional Member

Professional Members (Council)

Michelle Atkinson – Chair of Panel A
Jennifer Cooper

Public Members (Council)

Loree Beniuk
Amit Vig

Professional Members (Non-Council)

Linda Douglas
Kim McNamara

Panel B

Chair: Anne-Marie Conaghan,
Professional Member

Professional Members (Council)

Anne-Marie Conaghan – Chair of
Panel B
Pauline Leroux

Public Members (Council)

Meghan Leuprecht
Margaret Wade

Professional Members (Non-Council)

Dorothy Dziunikowski
Julie Farmer

Panel C

Chair: Anne-Marie Conaghan,
Professional Member

Professional Members (Council)

Anne-Marie Conaghan – Chair of
Panel C
Pauline Leroux

Public Members (Council)

Meghan Leuprecht
Margaret Wade

Professional Members (Non-Council)

Julie Farmer

Mandate of the Committee: The ICRC is a statutory Committee created under the *Regulated Health Professions Act, 1991*. Its mandate is to review all complaints, reports and inquiries in a fair and consistent manner to determine what action, if any, is appropriate in each case.

INTRODUCTION

The Inquiries, Complaints and Reports Committee (ICRC) is divided into two main Panels (A and B) and a third supplementary Panel (C) may be established to accommodate the number of ongoing investigations, to avoid any potential conflicts of interest and to be able to select members, should the need arise, for a discipline hearing.

Please see the chart below, setting out the dates the panels of the ICRC met by video conference since the last Report to Council of September 24, 2021, and intend to meet before the end of the calendar year.

Panel A	Panel B	Panel C
October 15, 2021 December 10, 2021 (scheduled)	November 5, 2021 December 16, 2021 (scheduled)	Did not meet since the last Report to Council

ITEMS FOR INFORMATION – Related to Mandate

The following tables detail, in summary form, the activities of the ICRC since the last report to Council (which reported information up to August 31, 2021).

Number of investigations carried over from previous period(s) ¹			
	Complaints	Reports	QA Referrals
Investigations commenced before August 31, 2021	12	9 3 (incapacity)	0

Intake of new investigations			
	Complaints	Registrar's Reports	QA Referrals
August 31, 2021, to November 9, 2021	5	4	0

Decisions made and finalized by ICRC			
	Complaints Outcomes	Reports and Incapacity Outcomes	QAC Outcomes
August 31, 2021, to November 9, 2021	No Further Action: 4 Recommendation/ Guidance: 2	No Further Action: 3 No Further Action as Registrant Resigned: 1	No QAC Outcomes to Report

At the time of writing (November 9, 2021), the ICRC has not finalized the written Decision with Reasons in one matter which was reviewed on October 15, 2021, and two matters which were reviewed on November 5, 2021. The final outcome and timeline until completion will be reported in the next report to Council.

Health Professions Appeal and Review Board Matters			
	Matters in progress	Matters heard, Decision pending	Decision(s)
August 31, 2021, to November 9, 2021	5	2	1

The ICRC Decision with Reasons was upheld in the one HPARB decision that was issued.

¹ Carryover (carried over) refers to investigations that began before the last Council meeting which are still being investigated or have been completed.

Incapacity

The ICRC is currently dealing with 3 incapacity matters.

Timelines

The *Regulated Health Professions Act, 1991* states that complaints shall be disposed of within 150 days. However, if a complaint is not disposed of within 150 days, the ICRC does not lose jurisdiction to continue the investigation. A notice, however, must be provided to the complainant at 150 days and to all parties and the Health Professions Appeal and Review Board at 210 days. At 240 days and every thirty days thereafter, the College provides notice to the parties setting out the reason for the delay. Although these timelines only apply to complaints, the ICRC aims to dispose of all investigations using the same benchmarks of 150, 210 and 240 days. Reasons for a delay may be due to the complexity of the matter.

Numbers of days to disposition on completed matters from August 31, 2021, to November 9, 2021 (time of writing) were as follows:

Timeline	Complaints	Registrar's Reports	QA Referrals
150 days or less	3	1	---
151 days to 210 days	1	1	---
211 days to 240 days	1	1	---
More than 240 days	1	1	---

CONCLUSION

The ICRC continues to review all complaints and reports in a fair and consistent manner.

PATIENT RELATIONS COMMITTEE REPORT

December 3, 2021

COMMITTEE MEMBERS

Chair: Jacqueline White

Professional Members (Council)

Vanessa Pereira

Jacqueline White (Chair)

Public Members (Council)

Erin Betts

Meghan Leuprecht

Professional Members (Non-Council)

Elaine Yang

Mandate of the Committee: As a statutory committee under the *RHPA*, the mandate of the Patient Relations Committee is to develop and implement a program that includes two distinct components: 1) measures for preventing or dealing with sexual abuse of patients; and 2) to inform the public about the importance of oral health and dental hygienists' responsibilities within health care.

INTRODUCTION

The Patient Relations Committee met once on September 22, 2021 by Zoom video communication. This meeting involved an initial orientation session outlining the roles, responsibilities, and mandate of the committee. Jacqueline White was elected Chair of the Committee.

ITEMS FOR INFORMATION — Related to Mandate

Sexual Abuse Prevention Plan Review

The Committee reviewed the Sexual Abuse Prevention Plan. The Committee was satisfied that the plan continues to meet its mandate. No changes or revisions were required at this time.

Funding for Therapy Policy Review

The Committee reviewed the policy on Funding for Therapy. The committee decided to adjust the funds covering \$17,370/Victim (a maximum of 200 half-hour sessions per victim). This funding is available to victims for five years from the date of the first counselling session or alleged violation. In a case where a registrant is found guilty, the registrant would have to reimburse the CDHO via an order from the registrar thus replenishing funds for therapy. The CDHO's policy now allows for victims of alleged sexual abuse by a registrant to access funding for therapy immediately upon complaint or as per the alternative criteria for funding for therapy. This policy complies with changes made through Bill 87.

Discipline Hearings

At the time of the committee's meeting there were four cases that had been referred to Discipline with regards to sexual abuse. The victims in all these cases could potentially apply to the PR Committee under the Funding for Therapy policy. At present, we have never received any requests for funding that are legitimate.

CDHO Social Media

Social media: As of April 30, 2021, the CDHO had 5,188 (2020 – #3620) total page likes and 5,761 (2020 – #4062) total page followers.

Webinar: Guidance on Returning to Practice–Covid (2020): Day 1; 9,475 viewers (13,265 views) and so far, 28,592 views.

Public Education and Communication Plan

In 2020–21 the College's communication strategy (aimed at the public) included information sheets regarding how the public receive safe dental hygiene care in response to COVID-19. Part of this initiative included amplification of this messaging on social media channels (e.g. on Facebook, Twitter and by increasing public access to educational materials on the CDHO website). Oral health messages continue to be delivered to target health consumers through paid amplification (Fifth Story).

The College continues to participate in providing general information to the public by distributing articles to local newspapers for publication, and by utilizing opportunities to work with other organizations involved in public education.

Spousal Exemption

All appropriate documentation has been updated to be consistent with Spousal Exemption. (Registrants' Handbook, Jurisprudence Exam, Guidelines for the Conduct of Registrants, Prevention of Sexual Abuse of Clients and Professional Boundaries).

Information respecting the role of the CDHO in general which includes information on "Understanding Boundary Violations and Sexual Abuse" is available on the CDHO website.

QUALITY ASSURANCE COMMITTEE REPORT

December 3, 2021

COMMITTEE MEMBERS

Chair: Terri Strawn, Professional Member

Professional Members (Council)

Vanessa Pereira

Ilga St. Onge

Terri Strawn – Chair

Public Members (Council)

Ehizele Martin Iyamabo

Margaret Wade

Professional Members (Non-Council)

Jaspreet Kaur Singh

Tonia Peachman-Faust

Mandate of the Committee: To fulfill the CDHO's legislative obligation to the public of Ontario and the Ministry of Health and Long-Term Care by facilitating dental hygienists as they monitor and improve their level of competence in their dental hygiene practice and environment, for consistency with CDHO Standards of Practice, bylaws and regulations.

INTRODUCTION

The Quality Assurance Committee met twice since the last Report to Council. The Committee met by video conference on September 29 and November 3, 2021.

Panel A, which is comprised of Terri Strawn (Chair), Jaspreet Singh, and Martin Iyamabo, is scheduled to meet next on December 10, 2021.

Panel B is scheduled to meet on December 7, 2021, with the Panel consisting of Ilga St. Onge (Chair), Vanessa Pereira, Tonia Peachman-Faust, and Margaret Wade.

ITEMS FOR INFORMATION – Related to Mandate

Welcome Emails

The Quality Assurance Committee sent out 'Welcome to the Profession' notices by email on October 26, 2021, to the 175 registrants who registered between July 1 and September 30, 2021. The notice is designed to promote quality practice and to increase awareness of the CDHO resources available, such as the CDHO Knowledge Network, the practice advisors, and the Quality Assurance Program Self-Assessment and educational tools. This notice is being sent by email to all new registrants quarterly.

Quality Assurance Records Peer Review Statistics (as of November 8, 2021)

2021 Peer Assessment

Of the 2587¹ quality assurance records requested

2515 have met the assessment guidelines²

44 are in the assessment process⁴

28 are participating in directed learning/remediation

2021 Practice Reviews

Of the 50³ on-site practice assessments requested

9 have met the assessment guidelines²

41 are in the assessment process

0 are participating in directed learning/remediation

2020 Peer Assessment

Of the 2473¹ quality assurance records requested

2424 have met the assessment guidelines²

18 are in the assessment process⁴

31 are participating in directed learning/remediation

2020 Practice Reviews

Of the 116³ on-site practice assessments requested

67 have met the assessment guidelines²

18 are in the assessment process

31 are participating in directed learning/remediation

¹ Includes registrants who were selected by the Committee from referrals, for not completing the Annual Self-Assessment and/or have been carried forward from a previous assessment period.

² Includes registrants who have resigned, were exempted, or deferred to another assessment period and those referred to the ICRC for non-compliance.

³ Includes registrants who were carried forward from a previous assessment period and those placed into Path 3 for failure to submit QA records.

⁴ Includes registrants who were granted an extension to submit, those awaiting Committee decision, and those required to participate in an onsite practice review as part of their assessment.

Quality Assurance Program Evaluation

Every five to six years, a full program evaluation is undertaken to ensure that the Quality Assurance Program continues to be consistent with the College's mandate to regulate the practice of dental hygiene in the interest of the overall health and safety of the public of Ontario. The services of Harry Cummings & Associates have been obtained to move forward with the evaluation of the Quality Assurance Program. The consultant will look at the tools used to assess registrants through the program, as well as the overall program delivery, and make recommendations for changes where applicable. Feedback from various stakeholders, including registrants, peer assessors, and other regulators, will be engaged for the purposes of the evaluation. The program evaluation is expected to be completed by March 2022.

Deferral of the Next QA Selection

At its meeting on November 3rd, the Committee approved a deferral of the next selection group for the Quality Assurance Peer and Practice Assessment (QA Audit) while the QA program evaluation is being completed and any recommended changes are brought into place. A deferral of the selection does not mean that registrants are not expected to continue to participate in QA program requirements, but that QA records will not be submitted for assessment in January of 2023.

Registrants will be notified of the Committee's decision in upcoming issues of the CDHO E-Brief and *Milestones*. A focus will be placed on the expectation that registrants continue to self-assess and continue to select and participate in continuing education and professional development that meets the requirements set out in relevant legislation and the *Guidelines for Continuing Competency*.

Those registrants already selected to submit their Quality Assurance records for assessment in January of 2022 will proceed as scheduled. Registrants who have been granted an extension or a deferral from a previous assessment year to submit their QA records in 2023 are also expected to proceed as directed. Additionally, the QA Committee will continue to require registrants who fail to complete the annual Self-Assessment to submit their QA records for assessment, as this is the mechanism by which the Committee ensures that all members are participating in the Quality Assurance Program as required.

The Committee expects that the next selection group will submit QA records for assessment in January of 2024.

REGISTRATION COMMITTEE REPORT

December 3, 2021

COMMITTEE MEMBERS

Chair: Michelle Atkinson, Professional Member

Professional Members (Council)

Michelle Atkinson – Chair
Jenny Elizabeth Gibson
Caroline Lotz

Public Members (Council)

Loree Beniuk
Margaret Wade

Professional Member (Non-Council)

Mary Yeomans

Mandate of the Committee: The Registration Committee is a statutory Committee under the *RHPA*. It assesses an applicant's educational qualifications and suitability to practise dental hygiene in Ontario in an equitable and consistent manner. The Committee ensures that registrants meet the requirements as set out in the registration regulations.

INTRODUCTION

The Registration Committee has not convened since the last report to Council.

ITEMS FOR INFORMATION – Related to Mandate

Registration Statistics

Since the last report to Council:

	February 10, 2021	May 17, 2021	August 30, 2021	November 5, 2021
General Certificate of Registration	12,344	12,542	12,758	12,866
Specialty Certificate of Registration	608	609	621	625

Inactive Certificate of Registration	993	930	860	899
Total Registrants	13,945	14,081	14,239	14,390
Authorized to Self-Initiate	6,414	6,488	6,564	6,571

Applications for Registration

Since the last report to Council, the College received 50 new applications for registration. No application required detailed review by the Registrar.

No applications were referred to the Registration Committee.

Changes to the Register

Since the last report to Council on September 24, 2021:

- 48 applicants were registered to practise
- 2 previous registrants of the College were re-registered
- 0 registrants were reinstated (from suspended)
- 0 registrants were suspended
- 1 registrant was revoked for non-payment of fees
- 0 registrants resigned
- 30 registrants were authorized to self-initiate

EXAMINATIONS COMMITTEE REPORT

December 3, 2021

COMMITTEE MEMBERS

Chair: Larissa Voytek, Non-Council Member

Professional Members (Non-Council)

Fatimah Datoo

James Fung

Mandate of the Committee: The Examinations Committee is responsible for overseeing the College-administered written examination and clinical competency evaluations, and addressing appeals related to the examination results.

INTRODUCTION

The Examinations Committee has not met since the last Council meeting on September 24, 2021.

CONCLUSION

The Examinations Committee continues to fulfill its mandate.

President's Report to Council

December 3, 2021

President's Activities

- Sept 30: Meeting with Presidents of CDTO & CDO and legal counsel to review memorandum of understanding (MOU) draft
- Oct 1: Met with new Public Member Angelica Palantzas (Onboarding Plan Touchpoint 1B)
- Oct 6: Meeting with Presidents of CDTO & CDO and legal counsel to finalize MOU.
- Oct 15: Meeting with CDO President Kris Bailey to organize introduction for first meeting of the Tri-College Transition Oversight Committee
- Oct 18: Attended first meeting of Tri-College Transition Oversight Committee
- Oct 22: Meeting with Acting Registrar (Jane Keir) and Chairs of CPMF and Competency Committee (Pauline Leroux & Vanessa Pereira) to discuss status of Committee work
- Oct 26: Meeting with Bradley Chisholm (along with CDO/CDTO Presidents) to discuss BC governance modernization experience
- Oct 27: Meeting with incoming Registrar Glenn Pettifer to discuss communication plan/announcement
- Nov 10: Joined portion of CDHO staff meeting to introduce Glenn Pettifer

Expense Policy Exceptions

Subject to pre-approval by the President and under special circumstances, the President may use her discretion to approve costs for accommodation outside the policy allocation. In doing so, Council has requested that when discretion has been used, the President is to report to Council with the rationale for the decision.

There were no expenses approved outside the policy allocation.

Council Monitoring

In an effort to increase the transparency of Council, the attendance record of Council members at meetings is included in this report. [[Appendix 1](#)]

Cost of Good Governance

In an effort to increase the transparency of Council, the breakdown of honorariums and expenses per Council member has been provided. [[Appendix 2](#)]

Appendix 1

Attendance Register 2021

Council 2021

Name	Jan 12, 2021 New Member Orientation	January 21 Workshop	January 22 Workshop and Meeting	March 4 Workshop	March 5 Meeting	June 4 Workshop	June 11 Meeting	July 22 In-Camera Meeting	September 17 Workshop	September 24 Meeting	
Professional Members											
Atkinson, Michelle	✗	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Conaghan-Anne-Marie	✗	✓	✓	1/2 day	✓	✓	✓	✓	✓	✓	
Cooper, Jennifer	✓	✗	✓	✓	✓	✓	✓	✓	✓	✓	
Gibson, Jenny	✗	✓	✓	✓	✓	✗	✓	✓	✓	✓	
Grbac, Carla	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Leroux, Pauline	✓	✓	✓	✓	✓	✓	✓	✓	✗	✗	
Lotz, Caroline	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Pereira, Vanessa	✗	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Ranson, Catherine	✓	✓	✓	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
St. Onge, Ilga	✗	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Strawn, Terri	✗	✓	✓	✓	✓	✓	✓	✓	✓	✓	
White, Jacqueline	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Public Members											
Beniuk, Loree	N/A	N/A	N/A	✓	✓	✓	✓	✗	✓	✓	
Betts, Erin	✗	✓	✓	✗	✓	✓	✓	✓	✓	✓	
Giabanis, Pella	N/A	N/A	N/A	N/A	N/A	N/A	N/A	✗	✓	N/A	
Greco, Alex	✗	✓	✓	✗	✓	1/2 day	✓	✓	✗	✗	
Hollenberg, Joshua	✗	✓	✓	✗	✓	✓	✓	✓	✗	N/A	
Iyamabo, Martin	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Leuprecht, Meghan	✗	✓	✓	✓	✓	✓	✓	✗	✗	✓	
Vig, Amit	✗	✓	✓	✓	✓	✓	✓	✗	✓	✓	
Wade, Margaret	✗	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Winkle, Yvonne	✗	✗	✗	N/A	N/A	N/A	N/A	N/A	N/A	N/A	

✓ Attended

✗ Did not attend

Appendix 2

Professional Council Members Honorarium and Expense Claim Submissions - Quarterly

For the Year ending December 31, 2021

	Q1 HONORARIUM	Q1 EXPENSES	Q2 HONORARIUM	Q2 EXPENSES	Q3 HONORARIUM	Q3 EXPENSES	TOTAL
Caroline Lotz (president)	6,335.00	0.00	3,957.60	0.00	3,169.60	0.00	13,462.20
Pauline Leroux (vice-president)	5,399.39	0.00	3,264.50	0.00	1,549.50	0.00	10,213.39
Terri Strawn	3,663.00	0.00	2,587.00	0.00	3,183.50	0.00	9,433.50
Ilga St. Onge	2,877.50	0.00	3,559.00	0.00	2,194.00	0.00	8,630.50
Jenny Elizabeth Gibson	1,382.00	0.00	587.00	0.00	970.00	0.00	2,939.00
Michelle Atkinson	2,958.50	0.00	2,478.50	0.00	1,622.50	0.00	7,059.50
Ann-Marie Conaghan	2,379.00	0.00	1,291.50	0.00	1,800.50	0.00	5,471.00
Vanessa Pereira	2,802.50	0.00	4,009.50	0.00	1,886.00	0.00	8,698.00
Jennifer Cooper	2,202.00	0.00	1,790.00	0.00	1,328.00	0.00	5,320.00
Carla Grbac	1,998.00	0.00	1,971.00	0.00	970.00	0.00	4,939.00
Jacqueline White	1,998.00	0.00	1,536.00	0.00	970.00	0.00	4,504.00
Catherine Ranson	4,146.40	0.00	0.00	0.00	0.00	0.00	4,146.40
Non-Council Professional Members (combined)	5,089.00	0.00	5,832.00	0.00	3,801.00	0.00	14,722.00
							99,538.49

Includes claims for:

- council workshops/meetings
- committee meetings
- discipline hearings
- ad-hoc committee work

Acting Registrar's Report

Public Interest Rationale – The Registrar is responsible for stewarding CDHO's effectiveness in achieving its public interest mandate, ensuring that people who access dental hygienists in Ontario receive safe, ethical, quality dental hygiene services and that the statutory responsibilities of the [Regulated Health Professions Act, 1991](#), the [Dental Hygiene Act, 1991](#) and other applicable legislation are fulfilled. This report provides Council with a summary update on work that was done in between meetings.

COVID-19 Update – Staff continues to work remotely and will do so for the foreseeable future with a tentative return to the office in early 2022 depending upon COVID rates. Operations are running effectively using information and communications technology. Regular departmental meetings and bi-weekly full staff meetings are held to maintain efficiency and ensure team members have needed supports.

Regular communication with registrants continues, particularly in regard to access to vaccinations and adhering infection prevention and control (IPAC) measures. Staff continues to attend bi-weekly Emergency Operations Centre updates via teleconference and senior management is kept apprised of any relevant developments.

System Partners

[Office of the Fairness Commissioner \(OFC\)](#) – The OFC released a new Risk-informed Compliance Framework and Policy. Transition to this new framework began in April 2021 and will come into full force in April 2022. The approach aligns with the right-touch approach, based in transparency, professionalism, and collaboration.

[Health Profession Regulators of Ontario \(HPRO\)](#) – HPRO provides strategic leadership to health profession regulation in Ontario within the changing health care system. The Federation is comprised of Ontario's 26 health regulatory colleges which includes the CDHO. The Registrar continues to participate in the Federation. HPRO continues to support collaborative initiatives to assist colleges in fulfilling their regulatory roles. Bi-weekly meetings have been held for registrars and other college representatives during the pandemic and a CPMF working group continues to meet on a monthly basis.

[Ontario Dental Hygienists' Association \(ODHA\)](#) – Cooperation with the ODHA is ongoing to ensure comprehensive and timely information is being provided to registrants. The last joint meeting took place on November 5.

[National Dental Hygiene Certification Board \(NDHCB\)](#) – The College has been advised that the National Dental Hygiene Certification Exam (NDHCE) took place on September 20-21, 2021, using virtual proctoring. The computer-based exam is normally held at testing centres but due to the pandemic, an alternative method that permitted candidates to take the exam from personal computers using a remote proctoring system was used. Only candidates requiring special accommodations take place at testing centres. The next sitting of the NDHCE is planned for January 17-18, 2022 (virtual proctoring and/or writing centres). The NDHCB has reserved the right to make changes to the administration of the exam due to the uncertainty associated with the COVID-19 pandemic.

Council Elections – A second call was put out for nominations to fill positions on Council in districts 7 and 8 on November 5, 2021.

In District 4, Ms. Vanessa Pereira and Ms. Farzana Hussain were acclaimed to Council for a three-year term starting in January 2022.

Public Appointments – The College welcomes Angelica Palantzas who was appointed for a three-year term by an Order of the Lieutenant General in Council on September 2, 2021.

Drugs in Dental Hygiene Practice Examination – As of September 1, 2021, 5,037 registrants had successfully completed the Drugs in Dental Hygiene Practice Examination.

Staffing – Tasneem Pirani joined the College in a 5-month contract position on November 1, 2021, to assist in the Practice Advice department.

Practice Advisory Service

Since the last report to Council, the Practice Advisory Service responded to 545 enquiries.

	Calls	Emails	Total Enquiries	Top 3 Topics
September	110	112	222	1. COVID-19 Vaccinations 2. DH Practice (self-initiation, independent practice, mobile practice, scope of practice) 3. ODA codes
October	175	148	323	

Communications

Website updates and registrant communications – Since Council last met, a number of communications have been posted to the website and forwarded to registrants.

These included:

- [New COVID-19 FAQs](#) (ongoing updates)
- [COVID-19 Vaccination for Ontario Dental Hygienists](#) (ongoing updates)
- [Vaccination Resources](#) (ongoing updates)
- November 1, 2021 – [District Elections Results](#)
- November 05, 2021 – Communication to Registrants: [COVID-19 Vaccine Booster Dose Eligibility Announcement](#)
- November 05, 2021 – Communication to District 8 & District 7: [Call for Nominations – District By-Elections 2021](#)
- November 08, 2021 – Communication to Registrants: [CDHO New Registrar & CEO](#)
- November 11, 2021 – CDHO E-Brief, Volume 11, Issue 11
- November 22-26 – *Milestones* 2021, Issue 3

CDHO 2022 BUDGET ASSUMPTIONS

		2021	Y-T-D 2021	2021	2022
		BUDGETED	Jan 1 -Nov 8, 2021	%	ESTIMATED
INCOME				% earned	
Registration Income					
	Registration - New Grads	95,450	105,618	111%	101,675
	Registration - New Registrant General	20,000	84,950	425%	20,750
	Application Fees - Initial (jurisprudence exam) and Specialty	44,675	47,600	107%	44,625
	Penalty Fees Renewal - Late Fees and Reinstatement Fees	29,000	24,095	83%	30,000
	Registration - misc. (reinstatements, upgrades, certificates)	21,550	10,985	51%	19,795
	Renewals - General	5,179,615	5,001,870	97%	5,281,290
	Renewals - Specialty	266,015	253,150	95%	263,525
	Renewals - Inactive	215,000	211,975	99%	193,500
	Application Fees - Self-Initiation	16,200	16,620	103%	20,625
	Incorporation - New	9,000	15,750	175%	11,250
	Incorporation - Renewals	11,000	11,100	101%	11,000
	Professional Clinical Competency fee	53,000	12,100	23%	3,000
	Written Assessments for Registration (new fee)	1,150	0	0%	1,350
	SUBTOTAL REGISTRATION	5,961,655	5,795,813	97%	6,002,385
Non-Registration Income	Breakdown				
	Drug Course & Exam	18,750	16,000.00	0%	18,750
	QA Exam	165,000	110,550.00	67%	60,000
	Legal Recovery	0	8,900.00	0%	0
	Interest - Investments	200,000	113,477.14	57%	190,000
	TOTAL INCOME	6,345,405	6,044,740	95%	6,271,135
EXPENSES				% spent	
PROGRAMS & EXAMS					
Account	Breakdown				
CLINICAL COMPETENCY		200,000	19,868.38	10%	0
JURISPRUDENCE		20,000	13,673.00	68%	35,000
DRUG COURSE AND EXAM		17,000	12,865.60	76%	20,000
SELF-INITIATION		2,000	0.00	0%	2,000
MENTORSHIP		6,600	0.00	0%	5,000
ICRC		114,000	35,987.84	32%	83,000
DISCIPLINE		241,000	166,947.03	69%	227,000
PUBLIC AND REGISTRANT ENGAGEMENT		100,000	1,197.20	1%	50,000
QUALITY ASSURANCE		520,720	180,314.98	35%	319,480
REGISTRATION		171,750	16,684.74	10%	166,750
COMM. ON DENTAL ACCREDITATION (CDAC)		130,000	75,514.95	58%	130,000
REGISTRANT RESOURCES		147,000	73,850.23	50%	147,000
SPECIAL PROJECTS		50,000	10,170.00	20%	100,000
AMALGAMATION	NEW*				50,000
NATIONAL PROJECTS		50,000	1,000.00	2%	50,000
DEPARTMENT/PROGRAM EVALUATIONS		50,000	12,606.56	25%	30,000
SEXUAL ABUSE PLAN		46,500	0.00	0%	46,500
GRANTS / AWARDS		5,000	0.00	0%	5,000
	TOTAL FOR PROGRAMS & EXAMS	1,871,570	620,681	33%	1,466,730
OPERATIONAL					
SALARIES / BENEFITS		2,800,000	2,097,959.49	75%	3,100,000
IT		473,450	250,923.54	53%	396,500
POSTAGE/ STATIONERY/PRINT		22,000	12,959.61	59%	18,000
RENT		505,000	360,506.10	71%	500,000
LEASED EQUIPMENT		18,000	12,359.00	69%	18,000
TELEPHONE/TELECONFERENCE		24,000	15,151.81	63%	28,000
CONFERENCES/PROFESSIONAL DEVELOPMENT		70,000	27,819.35	40%	90,000
SUBSCRIPTIONS, MEMBERSHIPS AND DUES		24,000	20,061.20	84%	42,000
GENERAL OFFICE ADMINISTRATION		50,000	11,473.79	23%	70,000
CONSULTING - GENERAL		50,000	16,541.40	33%	50,000
LEGAL - GENERAL		50,000	16,541.40	33%	50,000
CONTINGENCY FUND		100,000	0.00	0%	100,000
COVID-19 EXPENSES		0	9,614.21		0
	TOTAL FOR OPERATIONAL	4,186,450	2,851,911	68%	4,462,500
GOVERNANCE					
CONSULTING (Governance)		85,000	44,521.22	52%	85,000
COUNCIL TRAINING		50,000	10,653.80	21%	50,000
COUNCIL MEETING HONORARIUM		145,000	98,524.19	68%	145,000
COUNCIL/COMMITTEE MEETING EXPENSES		205,000	155,510.07	76%	250,000
OWNERSHIP LINKAGE		22,125	1,239.40	6%	22,125
AUDIT - FINANCIAL		25,000	24,408.00	98%	25,000
	TOTAL FOR GOVERNANCE	532,125	334,856.68	63%	577,125
	TOTAL EXPENSES	6,590,145	3,807,448	58%	6,506,355
	NET	-244,740			-235,220

Suggested Motion – Friday, December 3, 2021

6.0 GOVERNANCE

6.1 2022 Operations Budget

MOTION: **THAT** Council moves to approve the 2022 Operations Budget as proposed.

Moved:

Seconded:

VOTE:

Suggested Motion – Friday, December 3, 2021

6.0 GOVERNANCE

6.2 2022 Governance Budget

MOTION: **THAT** Council moves to approve the 2022 Governance Budget as proposed.

Moved:

Seconded:

VOTE:

BRIEFING NOTE WITH MOTION

To: Council
From: Executive Committee
Date: December 3, 2021
Topic: Proposed Council Workshop Dates for 2022

Recommended Motion:

THAT Council approves the proposed 2022 workshop dates.

	DATE	MEETING
1	June 9, 2022	June Workshop (in-person)
2	September 9, 2022	September Workshop (virtual)
3	December 1, 2022	December Workshop (in-person)

MOVED:

SECONDED:

CARRIED:

DEFEATED:

Council BRIEFING NOTE

Meeting date:	December 3, 2021
Agenda item:	Non-Council Member Appointments
Owner:	Executive Committee
Appendix:	Appendix A: Non-Council Committee Members
Staff support:	J. Keir

Issue: The CDHO has a number of Non-Council member terms ending on December 31, 2021. In order to fill the vacancies on the committees for 2022, Non-Council members need to be appointed at the December Council meeting.

Public protection rationale: As the body charged with ensuring that Dental Hygienists provide safe, ethical and competent care to Ontarians, CDHO must make certain that individuals serving on Council and committees possess the knowledge, skills and experience to discharge their duties effectively.

Source of Authority: [Bylaw No. 5](#) provides the guidelines for appointment and reappointment of Non-Council members to committees:

3.1 Eligibility Criteria for Council and Non-Council Members

- (4) For the purposes of appointment as a Non-Council Member, the Registrant is engaged in the practice of dental hygiene in Ontario or, if the Registrant is not engaged in the practice of dental hygiene, the Registrant resides in Ontario;

3.3 Nomination Procedure for Non-Council Members

- (1) The Council may appoint a Registrant who is not a Council Member to a Committee. These individuals shall be designated as Non-Council Members
- (2) The Registrar shall solicit applications for Non-Council Members in accordance with the policy approved by the Council.

- (3) Non-Council Members may serve on the College's Committees and while they shall have voting rights on such Committees, they may not serve as chair of a Committee.
- (4) The term of office of a Non-Council Member Appointed by the Council is three years to a maximum term of service of six consecutive years.
 - (a) The term of office commences on January 1 in the calendar year following the appointment of the Non-Council Member unless otherwise specified by the Council.

Background: Non-Council Committee members are registrants of the College who are not members of Council. They are appointed by Council to serve on specific committees to assist in making decisions which reflect CDHO's regulatory mandate of protecting the public interest and bring to this responsibility their knowledge of the dental hygiene profession, as well as the settings in which it is practised. They participate as full voting members of their committees and work with other Council members in managing committee work in a timely and expeditious manner.

The term of office for Non-Council Committee members is three years.

The Executive Committee has reviewed the Non-Council position vacancies and selected which Non-Council members should be reappointed to each committee as attached in Appendix A.

Next steps: Council is being asked to reappoint the Non-Council Committee members to their committees.

MOTION: THAT Council reappoint Non-Council members to the committees specified in the chart attached as Appendix A for a period of three years effective January 1, 2022 and ending on December 31, 2024.

MOVED:

SECONDED:

CARRIED:

DEFEATED:

Appendix A

Committee	Non-Council Member
Discipline	Tracy Burke Paula Malcomson Mary Yeomans Gillian Dunn
Examinations	Fatimah Datoo Larissa Voytek Tonia Pechman-Faust
Investigations, Complaints, and Reports	Mary Yeomans Larissa Voytek
Patient Relations	Paula Malcomson
Registration	Mary Yeomans
Quality Assurance	Tonia Peachman-Faust

COUNCIL MOTION

To: Council
From: Executive Committee
Date: December 3, 2021
Topic: Appointment of Conduct Committee

Recommended Motion:

WHEREAS Bylaw No. 5 section 5.8 requires that Council appoint the members to the Conduct Committee every year; and

WHEREAS the Bylaw requires that the Committee be made up of three to five Council members of a regulatory college other than the CDHO; and

WHEREAS the Bylaw requires that at least one of the members be a Public Member.

THEREFORE BE IT RESOLVED THAT

1. Christine Henderson;
2. Robert Shawyer;
3. Latif Azzouz;
4. Frances Keogh; and
5. Andrea Winters

be appointed as members of the Conduct Committee effective January 1, 2022 for a term of one year.

MOVED:

SECONDED:

CARRIED:

DEFEATED: