



# **CDHO COUNCIL MEETING**

Friday, March 5, 2021

9:00 a.m. – 2:15 p.m.

**Location:**

Virtual Meeting

## CDHO COUNCIL MEETING AGENDA

**Friday, March 5, 2021**

9:00 a.m. – 2:15 p.m.

Agenda Item	Topic and Relevant Council Policy	Proposed Outcome	Lead if not Chair	Verbal Report/ Attachment	Est. Time
<b>1.0</b>	<b>CALL TO ORDER</b>				<b>9:00</b>
1.1	Roll Call	Council Attendance	C. Lotz	<b>TAB 1</b>	<b>9:00</b>
1.2	Opening Remarks	Council Is Addressed	C. Lotz	--	<b>9:02</b>
1.3	Council Policy Manual Update	Council Is Informed	C. Lotz	<b>TAB 2</b>	<b>9:08</b>
1.4	Council Code of Conduct	Council Is Informed	C. Lotz	<b>TAB 3</b>	<b>9:09</b>
<b>2.0</b>	<b>APPROVAL OF AGENDA</b>				<b>9:10</b>
2.1	Review and Approval of Agenda	Council Approval	C. Lotz	<b>TAB 4</b>	<b>9:10</b>
<b>3.0</b>	<b>DECLARATIONS OF POTENTIAL CONFLICT OF INTEREST</b>				<b>9:12</b>
3.1	Declarations of Conflict of Interest	Declared Conflicts	C. Lotz	<b>TAB 5</b>	<b>9:12</b>
<b>4.0</b>	<b>CONSENT AGENDA</b>				<b>9:15</b>
	<b>CONSENT AGENDA ITEMS (4.1. – 4.4.2)</b> 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"> <li>1. Is this item self-explanatory and uncontroversial? Or does it contain an issue that warrants board discussion?</li> <li>2. Is this item for information only? Or is it needed for another meeting agenda issue?</li> </ol>				
<b>4.1</b>	<b><u>Council Meeting Minutes</u></b>				
4.1.1	Meeting Minutes – December 4, 2020	Council Approval	C. Lotz	<b>TAB 6</b>	<b>9:15</b>
4.1.2	Meeting Minutes – January 22, 2021	Council Approval	C. Lotz	<b>TAB 6</b>	<b>9:15</b>
<b>4.2</b>	<b><u>Statutory Committee Reports</u></b>				
4.2.1	Executive Committee	Council Is Informed	C. Lotz	<b>TAB 7</b>	<b>9:15</b>
4.2.2	Discipline Committee	Council Is Informed	E. Betts	<b>TAB 7</b>	<b>9:15</b>
4.2.3	Fitness to Practise Committee	Council Is Informed	TBD	<b>TAB 7</b>	<b>9:15</b>

4.2.4	Inquiries, Complaints and Reports Committee	Council Is Informed	A. Conaghan	<b>TAB 7</b>	<b>9:15</b>
4.2.5	Patient Relations Committee	Council Is Informed	TBD	<b>TAB 7</b>	<b>9:15</b>
4.2.6	Quality Assurance Committee	Council Is Informed	TBD	<b>TAB 7</b>	<b>9:15</b>
4.2.7	Registration Committee	Council Is Informed	TBD	<b>TAB 7</b>	<b>9:15</b>
<b>4.3</b>	<b><u>Non-Statutory Committee Reports</u></b>				
4.3.1	Examinations Committee	Council Is Informed	L. Voytek	<b>TAB 7</b>	<b>9:15</b>
<b>4.4</b>	<b><u>Incidental Briefing Reports</u></b>				
4.4.1	Council President's Report	Council Is Informed	C. Lotz	<b>TAB 8</b>	<b>9:15</b>
4.4.2	Registrar's Administrative Report	Council Is Informed	D. Adams	<b>TAB 8</b>	<b>9:15</b>
<b>5.0</b>	<b>OWNERSHIP LINKAGE</b>				
5.1	Status of Ownership Linkage Activities	Council Is Informed	I. St. Onge	--	<b>9:20</b>
<b>6.0</b>	<b>ENDS ITEMS FOR DECISION</b>				
	There are no agenda items at this meeting.				
<b>7.0</b>	<b>GOVERNANCE PROCESS ITEMS FOR DECISION</b>				
7.1	CPMF	Council Is Informed	P. Leroux	--	<b>9:30</b>
7.2	Competency Committee	Council Is Informed	V. Pereira	--	<b>10:00</b>
	<b>BREAK</b>				
	<b>10:30</b>				
7.3	Dissolution of the Registrar Transition Committee	Council Approval	C. Lotz	<b>TAB 9</b>	<b>10:45</b>
7.4	Examinations Regulation Issue Assessment	Council Approval	C. Lotz	<b>TAB 10</b>	<b>10:50</b>
7.5	Policy Content Review: GP 4.4 President's Role	Council Approval	C. Lotz	<b>TBD</b>	<b>11:20</b>
7.6	Policy Content Review: GP 4.5 Vice-President's Role	Council Approval	C. Lotz	<b>TBD</b>	<b>11:25</b>
7.7	Policy Content Review: GP 4.7 Executive Committee	Council Approval	C. Lotz	<b>TBD</b>	<b>11:30</b>
<b>8.0</b>	<b>COUNCIL REGISTRAR DELEGATION ITEMS FOR DECISION</b>				
	There are no agenda items at this meeting.				
<b>9.0</b>	<b>EXECUTIVE LIMITATIONS ITEMS FOR DECISION</b>				
	<b>11:30</b>				
9.1	Policy Content Review: EL 2 General Executive Constraint	Council Approval	C. Lotz	<b>TBD</b>	<b>11:30</b>
9.2	Policy Content Review: EL 2.3 Planning	Council Approval	C. Lotz	<b>TBD</b>	<b>11:35</b>
9.3	Policy Content Review: EL 2.7 Compensation and Benefits	Council Approval	C. Lotz	<b>TBD</b>	<b>11:35</b>

9.4	Policy Content Review: EL 2.8 Communication and Support to the Board	Council Approval	C. Lotz	TBD	11:40
10.0	<b>REQUIRED APPROVALS AGENDA</b>				11:40
	There are no agenda items at this meeting.				
11.0	<b>MONITORING BOARD PERFORMANCE</b>				11:40
11.1	Council Self-Monitoring: GP 4.4 President's Role	Council Approval	C. Lotz	TAB 11	11:40
11.2	Council Self-Monitoring: GP 4.5 Vice-President's Role	Council Approval	C. Lotz	TAB 11	11:45
11.3	Council Self-Monitoring: GP 4.7 Executive Committee	Council Approval	C. Lotz	TAB 11	11:50
	<b>LUNCH</b>				12:00
12.0	<b>BOARD EDUCATION</b>				1:00
12.1	Risk-Based, Right-Touch Regulation	Council Is Informed	D. Adams	--	1:00
13.0	<b>SELF-EVALUATION OF GOVERNANCE PROCESS</b>				2:00
13.1	Council Meeting Evaluation	Council Is Informed	C. Lotz	--	2:00
--	<b>COUNCIL MOVES IN CAMERA (ITEMS 14.1-14.2)</b> To discuss personnel matters. Monitoring Reports on Ends and Executive Limitations form part of the Registrar's Performance Evaluation				
14.0	<b>MONITORING CEO PERFORMANCE</b>				2:10
14.1	Internal Monitoring: EL 2.4.1 Fund Management Standards	Council Approval	D. Adams	TAB 12	2:10
14.2	Acting Registrar Compensation	Council Is Informed	C. Lotz	--	2:15
--	<b>COUNCIL MOVES OUT OF CAMERA</b>				
15.0	<b>NEXT MEETING DATE — June 11, 2021</b>				2:15
16.0	<b>ADJOURNMENT</b>			TAB 13	2:15



## Roll Call

### Council Meeting

Friday, March 5, 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"/>	Carla Grbac	Elected
<input type="checkbox"/>	Alex Greco	Public
<input type="checkbox"/>	Joshua Hollenberg	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"/>	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
/19 total members		

## BRIEFING NOTE

**To:** Council

**From:** Chair

**Date:** March 5, 2021

**Topic:** Council Policy Manual Update

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The following policies were amended at the December 4, 2020 Council Meeting and the Policy Manual has been updated.

GP 4.11	Competency Profile Terms of Reference
GP 4.12	CPMF Terms of Reference
EL 2.8.1.4	Incidental Reporting

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## 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.

#### 4.14 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**

- (I) 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.

## 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

  
Signature

January 2<sup>nd</sup> 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 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 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 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 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 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 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

## 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
Commission on Dental Accreditation of Canada	Dental Assisting Site Surveyor - 2019

  
Signature

January 20, 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 Joshua Hollenberg (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

Joshua H  
Signature

1/22/2021  
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 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

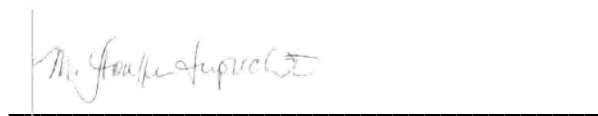
I Meghan Stouffer Leuprecht (please print name):

- ☒ 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 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 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 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 College	Partial Load Faculty
ODHA	Previous board member (over 4 years ago)
CDAC	Periodic Site Surveyor
NDHCB	Item writer (haven't written in approx 1 year)



Signature

January 20, 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 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 MEETING MINUTES

Virtual Zoom Meeting

Livestreamed to the CDHO YouTube Channel

**Friday, December 4, 2020**

9:00 a.m. – 2:45 p.m.

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### COUNCIL MEMBERS PRESENT:

Catherine Ranson, Academic Member, President  
Caroline Lotz, Professional Member, Vice-President  
Michelle Atkinson, Professional Member  
Erin Betts, Public Member  
Anne-Marie Conaghan, Academic Member  
Roma Czech, Professional Member  
Jillian Eles, Professional Member  
Jenny Gibson, Professional Member  
Alessandro Greco, Public Member  
Joshua Hollenberg, Public Member  
Pauline Leroux, Professional Member  
Meghan Leuprecht, Public Member  
Julius Nathoo, Public Member  
Vanessa Pereira, Professional Member  
Ilga St. Onge, Professional Member  
Terri Strawn, Professional Member  
Amit Vig, Public Member  
Margaret Wade, Public Member  
Yvonne Winkle, Public Member

### REGRETS:

Grace Leong, Public Member

### ADMINISTRATION:

Jane Keir, Acting Registrar, Deputy  
Registrar, Director Professional  
Practice  
Suzanne Fox, Director, Corporate Services  
Eric Bruce, Director, Professional Conduct  
Veronica Douglas, Executive Assistant

### GUESTS:

Julie Maciura, CDHO Legal Counsel  
Rose Mercier, Governance Coach  
Andrew Parr  
Jennifer Klys, Fran Richardson Leadership  
Development Award Recipient

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## 1.0 CALL TO ORDER

### 1.1 Roll Call

The Chair, Catherine Ranson, called the meeting to order at 9:00 a.m.

### 1.2 Opening Remarks

Catherine Ranson welcomed Council and guests to the December 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.

Ms. Ranson announced that this will be her last Council meeting and thanked Council members for their dedication over the past nine years.

### **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:

- GP 4.9 Registrar/CEO Transition Committee
- GP 4.11 Council Committee Stipend and Expenses
- GP 4.16 Special Rules of Order

### **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**

**MOTION:** THAT Council moves to approve the December 4, 2020 Council meeting agenda as presented.

Moved: Yvonne Winkle

Seconded: Jenny Gibson

VOTE:

**CARRIED**

## **3.0 DECLARATIONS OF POTENTIAL CONFLICTS OF INTEREST**

### **3.1 Declarations of Conflict of Interest**

No conflict was declared.

## **4.0 CONSENT AGENDA (4.1–4.5.2)**

**MOTION:** THAT Council moves to approve the consent agenda 4.1–4.5.2 as presented.

Moved: Terri Strawn

Seconded: Pauline Leroux

VOTE:

**CARRIED**

## 5.0 OWNERSHIP LINKAGE

### 5.1 Status of Ownership Linkage Activities

Roma Czech updated Council on the Ownership Linkage Committee activities.

## 6.0 ENDS ITEMS FOR DECISION

There were no agenda items for this meeting.

## 7.0 GOVERNANCE PROCESS ITEMS FOR DECISION

### 7.1 2021 Governance Budget

**MOTION:**     **THAT** Council moves to approve the 2021 Governance Budget as proposed.

Moved:         Jillian Eles  
Seconded:     Ilga St. Onge  
VOTE:

**CARRIED**

### 7.2 2021 Operations Budget

**MOTION:**     **THAT** Council moves to approve the 2021 Operations Budget as proposed.

Moved:         Joshua Hollenberg  
Seconded:     Amit Vig  
VOTE:

**CARRIED**

### 7.3 Deferral of an Environmental Scan for External Monitoring of CRD 3.5

**MOTION:**     **THAT** Council defer commissioning of a formal environmental scan of Registrar compensation as per Council-Registrar Delegation policy item 3.5.3.1 from the previously scheduled timing of March 2021 to March 2022.

Moved:         Alex Greco  
Seconded:     Julius Nathoo  
VOTE:

**CARRIED**



#### **7.4 Conduct Committee Appointments**

Joshua Hollenberg declared a conflict of interest.

**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

be appointed as members of the Conduct Committee effective January 1, 2021 with the term ending with the first meeting in January 2022 where a new Committee will be appointed.

Moved:         Jenny Gibson

Seconded:     Michelle Atkinson

Abstained:    Joshua Hollenberg

VOTE:

**CARRIED**

#### **7.5 Competency Committee Terms of Reference**

**MOTION:**     **THAT** Council approve Governance Process policy 4.11 Competency Profile Committee Terms of Reference with the changes to reflect that references to December and March be replaced by March and June respectively; and renumber the remaining Governance Process policies starting with the current 4.11.

Moved:         Caroline Lotz

Seconded:     Jillian Eles

VOTE:

**CARRIED**

**7.6 Bylaw 5 Section 3.2(14) Amendment**

**MOTION:** THAT Council amend Bylaw 5 Section 3.2(14) by changing 'Article 3.9' to 'Article 3.10' so that it aligns with the current Bylaw and reads as follows:

3.2 (14) If no eligible candidate is nominated in an election or selection, a vacancy shall be deemed to exist and the Council shall direct the Registrar to hold a by-election or by-selection in accordance with Article 3.10 of this bylaw.

Moved: Erin Betts

Seconded: Vanessa Pereira

VOTE:

**CARRIED**

**7.7 Executive Committee**

**MOTION:** THAT Council ensure the Executive Committee has the required number of public members by electing a public member to serve until the election of Executive Committee members in 2021, in replacement of Executive Committee member, Maria Lee, whose three-year term as a public member has ended.

Moved: Yvonne Winkle

Seconded: Julius Nathoo

VOTE:

**CARRIED**

The floor opened for the position of public member of the Executive Committee. The following nominations were made:

**Nominated:** Alex Greco

**Nominator:** Pauline Leroux

Alex Greco accepted the nomination. There were no further nominations for the role after a second and third call. Alex Greco was acclaimed to the position.

**7.8 CPMF Committee Terms of Reference**

**MOTION:** THAT Council approve Governance Process policy 4.12 CPMF Terms of Reference and renumber the remaining Governance Process policies starting with the current 4.12.

Moved: Yvonne Winkle

Seconded: Michelle Atkinson

VOTE:

**CARRIED**

**MOTION:**     **THAT** Council schedule review of the continuing need for Governance Process policy 4.12 CPMF Terms of Reference at the first Council meeting following the submission to the Ontario Ministry of Health of the first College Performance Measurement Framework Report.

Moved:           Ilga St. Onge

Seconded:       Jenny Gibson

VOTE:

**CARRIED**

There was a call of interest to join the CPMF Committee. Michelle Atkinson, Pauline Leroux and Joshua Hollenberg were appointed to the CPMF Committee.

**7.9     Policy Content Review: GP 4 Global Governance Process**

Council reviewed GP 4 Global Governance Process at the Council workshop on November 27, 2020 and no changes were made.

**7.10   Policy Content Review: GP 4.17 In-Camera Sessions**

Council reviewed GP 4.17 In-Camera Sessions at the Council workshop on November 27, 2020 and no changes were made.

**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 2.5 Protection of Assets**

Council reviewed the EL 2.5 Protection of Assets Policy at the Council workshop on November 27, 2020 and no changes were made.

**9.2     Policy Content Review: EL 2.10 Development of Standards Governing Practice**

Council reviewed the EL 2.10 Development of Standards Governing Practice Policy at the Council workshop on November 27, 2020 and no changes were made.

**9.3     Policy Content Review: EL 2.11 Amendments to the Act or Bylaws**

Council reviewed the EL 2.11 Amendments to the Act or Bylaws Policy at the Council workshop on November 27, 2020 and no changes were made.

#### **9.4     Policy Amendment EL 2.8.1.4**

**MOTION:**     **THAT** Council amend Executive Limitation policy item 2.8.1.4 by deleting “including the changes in executive personnel” and inserting “including changes in CDHO staff” so that policy item 2.8.1.4 reads as follows:

##### **2.8.1.4**

Let the Council be unaware of any incidental information it requires, including anticipated media coverage, actual or anticipated legal actions, and material or publicly visible internal changes or events, including changes in CDHO staff.

Moved:           Ilga St. Onge

Seconded:       Caroline Lotz

VOTE:

**CARRIED**

#### **10.0   REQUIRED APPROVALS AGENDA**

There were no agenda items for this meeting.

#### **11.0   MONITORING BOARD PERFORMANCE**

**11.1   MOTION:**     **THAT** Council has assessed its compliance with its policy GP 4.6 (Council Committee Principles) and determined that there is sufficient data to support a reasonable interpretation of the policy.

Moved:           Yvonne Winkle

Seconded:       Jenny Gibson

VOTE:

**CARRIED**

**11.2   MOTION:**     **THAT** Council has assessed its compliance with its policy GP 4 (Global Governance Process) and determined that there is sufficient data to support a reasonable interpretation of the policy.

Moved:           Michelle Atkinson

Seconded:       Amit Vig

VOTE:

**CARRIED**

- 11.3 MOTION:** **THAT** Council has assessed its compliance with its policy GP 4.17 (In-Camera Sessions) and determined that there is sufficient data to support a reasonable interpretation of the policy.

Moved: Roma Czech  
Seconded: Yvonne Winkle  
VOTE:

**CARRIED**

## **12.0 BOARD EDUCATION**

### **12.1 Fran Richardson Leadership Development Award Recipient**

The 2020 Fran Richardson Leadership Development Award recipient, Jennifer Klys, presented on her community outreach work in the Niagara region during the COVID-19 pandemic.

### **12.2 Council Awards and Recognition Ceremony**

A virtual awards ceremony was conducted to recognize the commitment of Council and Non-Council members whose terms are ending in 2020.

### **12.3 Presentation from the College of Naturopaths**

Andrew Parr, Registrar and CEO of the College of Naturopaths, presented to Council regarding the review process that the Council of the College of Naturopaths undertook on their governance model given the trends in self-regulation. A governance report was published in July 2020 outlining their findings and proposed changes.

## **MOTION TO MOVE IN CAMERA**

- MOTION:** **THAT** Council move in Camera as per RHPA, *Schedule 2, Section 7(2)(d)* at 1:52 p.m., for agenda items 13.1-13.4.

Moved: Terri Strawn  
Seconded: Margaret Wade  
VOTE:

**CARRIED**

## 13.0 MONITORING CEO PERFORMANCE

### 13.1 Planning (EL 2.3.3-2.3.8)

**MOTION:** THAT Council has assessed the Planning monitoring report for Executive Limitations Policy 2.3.3–2.3.8 and determined there is sufficient, verifiable evidence of a reasonable interpretation.

Moved: Meghan Leuprecht

Seconded: Terri Strawn

VOTE: CARRIED

### 13.2 Fund Management Standards (EL 2.4.1)

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

Moved: Amit Vig

Seconded: Michelle Atkinson

VOTE: CARRIED

### 13.3 Protection of Assets (EL 2.5)

**MOTION:** THAT Council has assessed the Protection of Assets monitoring report for Executive Limitations Policy 2.5 and determined there is sufficient, verifiable evidence of a reasonable interpretation

Moved: Pauline Leroux

Seconded: Erin Betts

VOTE: CARRIED

### 13.4 Compensation and Benefits (EL 2.7)

**MOTION:** THAT Council has assessed the Compensation and Benefits monitoring report for Executive Limitations Policy 2.7 and determined there is sufficient, verifiable evidence of a reasonable interpretation.

Moved: Jillian Eles

Seconded: Julius Nathoo

VOTE: CARRIED

### **MOTION TO MOVE OUT OF CAMERA**

**MOTION:**     **THAT** Council move out of Camera as per RHPA, *Schedule 2, Section 7(2)(d)* 2:40 p.m.

Moved:           Margaret Wade

Seconded:       Yvonne Winkle

VOTE:

**CARRIED**

### **14.0 SELF-EVALUATION OF GOVERNANCE PROCESS**

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

### **15.0 NEXT MEETING DATE**

The next Council meeting is Friday, January 22, 2021.

### **16.0 ADJOURNMENT**

**MOTION:**     **THAT** the Council meeting be adjourned at 2:45 p.m.

Moved:           Joshua Hollenberg

Seconded:       Yvonne Winkle

VOTE:

**CARRIED**

Approved by:

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Signature of Chair, Caroline Lotz

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Date

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## COUNCIL MEETING MINUTES

**Friday, January 22, 2021**

1:00 p.m. – 3:00 p.m.

Virtual Meeting

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### COUNCIL MEMBERS PRESENT:

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

### REGRETS:

Yvonne Winkle, Public Member

### ADMINISTRATION:

Jane Keir, Acting Registrar, Deputy Registrar /  
Director, Professional Practice  
Suzanne Fox, Director, Corporate Services  
Eric Bruce, Director, Professional Conduct  
Veronica Douglas, Executive Assistant  
Nadine Yacoub, Coordinator, Communications

### GUESTS:

Deborah Adams, Incoming Registrar  
Julie Maciura, CDHO Legal Counsel

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## 1.0 CALL TO ORDER

### 1.1 Roll Call

The President, Catherine Ranson, called the meeting to order at 1.01 p.m. and welcomed Council and guests to the January meeting.

### 1.2 Opening Remarks

The President, Catherine Ranson, welcomed new Council members Jennifer Cooper (Academic), Jacqueline White (District 2), and Carla Grbac (District 3). Ms. Ranson introduced the incoming CDHO CEO/Registrar, Deborah Adams, who will start with the CDHO on February 16, 2021.



### 1.3 Introduction of Incoming CDHO Registrar

Incoming CEO/Registrar, Deborah Adams, addressed Council and guests and introduced herself.

## 1.4 Conflict of Interest

No conflict of interest was declared.

### 1.5 Adoption of Agenda

Catherine Ranson added 1.6 Council Meeting Evaluation to the agenda.

**MOTION:** **THAT** Council moves to approve the January 22, 2021 Council meeting agenda as amended.

Moved: Jenny Gibson

Seconded: Carla Grbac

VOTE: **CARRIED**

## 1.6 Council Meeting Evaluation

Council reviewed the results of the December 4, 2020 Council Feedback Survey.

## 2.0 ELECTION OF 2021 EXECUTIVE COMMITTEE

The elections were presided over by the Acting Registrar, Jane Keir, and an overview of the nominations and voting process for all eligible positions on the 2021 Executive Committee was provided.

## 2.1 Appointment of Scrutineers

As provided under Schedule II of Bylaw 5, the Acting Registrar appointed Suzanne Fox and Eric Bruce as Scrutineers for the 2021 Executive Committee elections.

## 2.2 Nominations and Election of President

The floor was opened for the position of Council President. The term for President shall commence on January 22, 2021 and end at the first meeting in 2022 when a new election for President is held.

The following nominations were made:

**Nominated:** Caroline Lotz

**Nominator:** Terri Strawn

Caroline Lotz accepted the nomination. There were no further nominations for the role of President after a second and third call.

Caroline Lotz was acclaimed to the position of President and addressed Council.

### **2.3 Nominations and Election of Vice-President**

The Acting Registrar called for nominations for the position of Vice-President. The term for Vice-President shall commence on January 22, 2021 and end at the first meeting in 2022 where a new election for Vice-President is held.

The following nominations were made:

**Nominated:** Pauline Leroux

**Nominator:** Margaret Wade

Pauline Leroux accepted the nomination. There were no additional nominees from the floor for the Vice-President position after a second and third call by the Acting Registrar.

Pauline Leroux was acclaimed to the position of Vice-President and addressed Council.

### **2.4 Nominations and Election of Three Remaining Executive Members**

#### **Third (3<sup>rd</sup>) Executive Position – Professional Member**

The floor was opened for nominations for the third Executive Committee position. The following nominations were made:

**Nominated:**

Terri Strawn

Jenny Gibson

Anne-Marie Conaghan

**Nominator:**

Amit Vig

Pauline Leroux

Michelle Atkinson

There were no additional nominees from the floor for the third Executive position after a second and third call by the Acting Registrar.

All candidates accepted the nominations and addressed Council.

The Acting Registrar asked the Scrutineers to send out the email ballots. Ballots were distributed, collected and counted by the Scrutineers.

Teri Strawn was elected to the third Executive Committee position.

#### **Fourth (4<sup>th</sup>) and Fifth (5<sup>th</sup>) Executive Positions – Public Members**

The floor was opened for nominations for the fourth Executive Committee position. The following nominations were made:

**Nominated:**

Alex Greco

Ehizele Martin Iyamabo

Margaret Wade

Joshua Hollenberg

**Nominator:**

Terri Strawn

Jacqueline White

Pauline Leroux

Jenny Gibson

There were no additional nominees from the floor for the fourth Executive position after a second and third call by the Acting Registrar.

All members accepted their nominations and addressed Council.

The Acting Registrar asked the Scrutineers to send out the email ballots. Ballots were distributed, collected and counted by the Scrutineers. No member received more than 50% of the vote. Margaret Wade received the least number of votes and was eliminated from the running.

The Acting Registrar asked the Scrutineers to send out email ballots for Alex Greco, Ehizele Martin Iyamabo and Joshua Hollenberg. Ballots were distributed, collected and counted by the Scrutineers. The result was a three-way tie.

The Acting Registrar asked the Scrutineers to send out a second email ballot for Alex Greco, Ehizele Martin Iyamabo and Joshua Hollenberg. Ballots were distributed, collected and counted by the Scrutineers. No member received more than 50% of the vote, but one member received more votes than the others.

Council decided that the member with the most votes would be elected to the Executive committee. Ehizele Martin Iyamabo was elected to the fourth Executive position.

The Acting Registrar asked the Scrutineers to send out email ballots for Alex Greco and Joshua Hollenberg for the fifth Executive position. Ballots were distributed, collected and counted by the Scrutineers. Joshua Hollenberg was elected to the fifth Executive position.

The 2021 Executive Committee was established as follows:

<b>Member:</b>	<b>Position:</b>
Caroline Lotz	<i>President</i>
Pauline Leroux	<i>Vice-President</i>
Terri Strawn	<i>Professional</i>
Ehizele Martin Iyamabo	<i>Public</i>
Joshua Hollenberg	<i>Public</i>

## 2.5 Motion for Destruction of Emails

**MOTION:** **THAT** the 2021 Executive Committee election emails be destroyed in accordance with Schedule II of CDHO Bylaw 5.

Moved: Terri Strawn  
Seconded: Michelle Atkinson  
VOTE:

**CARRIED**

The Acting Registrar closed the election.

**CARRIED**

Date

## EXECUTIVE COMMITTEE REPORT

March 5, 2021

### COMMITTEE MEMBERS

#### 2020 Committee Slate (Until Jan. 22, 2021)

##### Professional Members

Catherine Ranson, Academic, President  
Caroline Lotz, Vice- President  
Pauline Leroux

##### Public Members

Margaret Wade  
Alex Greco

#### 2021 Committee Slate (From Jan. 23, 2021)

##### Professional Members

Caroline Lotz, President  
Pauline Leroux, Vice- President  
Terri Strawn

##### Public Members

Ehizele (Martin) Iyamabo  
Joshua Hollenberg

**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.

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### INTRODUCTION

Since its last report to Council, the Executive Committee met through videoconference on December 28, December 29, 2020, and January 12, January 18, January 19, January 29, February 5 and February 18, 2021.

All or part of the Executive Committee, acting in the capacity of the Registrar Transition Committee appointed by Council in September 2020, met through videoconference on January 4, January 6, January 8, January 9, January 10, January 15, January 26, 2021.

### ITEMS FOR INFORMATION

#### CDHO Governance

The Executive planned the agendas for the January 21 and March 4 Council workshops and the January 22 and March 5 Council meetings.

The Executive Committee reviewed all 2021 Council Conflict of Interest forms.

Council laptops are in the process of being replaced in accordance with the Policy on Leased Laptops.

The Executive Committee has arranged for interested Council members to participate in an online Governance Training module offered by The Governance Coach™ and facilitated by Rose Mercier. Ten Council members have expressed interest in participating and will be enrolled in the program in the near future.

### **Committee Slates for 2021**

The committee slates for 2021 were finalized and sent to Council members. Non-Council member, Mary Yeomans, was selected to join the vacant position on the Registration committee.

### **Orientation for Council Members**

Jennifer Cooper, Carla Grbac, Ehizele Iyamabo and Jacqueline White attended an orientation for new Council members on January 12, 2021. Loree Beniuk attended her new member orientation on February 5, 2021. OurBoardroom training has been provided for all new members. Mentors have been assigned.

### **CPMF Committee**

The College Performance Measurement Framework Committee met on January 15, February 2, and February 10, 2021, to assist Council in fulfilling its reporting responsibilities prior to the Ministry deadline. The committee will be providing an update to Council at the March workshop and Council meetings.

### **Competency Committee**

The Competency Committee has prepared draft competencies for Council consideration and discussion at the March workshop and Council meetings.

### **Registrar Transition Committee**

The Transition Committee has completed its Council-appointed role to facilitate the search, recruitment, contract negotiation and onboarding of a new CDHO Registrar. With the new Registrar now in place, a motion will be presented to Council at the March meeting to discharge this committee of their duties. On behalf of Council, the Transition Committee would like to welcome Deborah Adams to her new role as CDHO Registrar/CEO. Sincere gratitude and thanks are extended to Jane Keir for her leadership and support of CDHO as Acting Registrar throughout this transition. Additional thanks are extended to Odgers Berndtson: Executive Search and Recruitment for their expertise and guidance.

## DISCIPLINE COMMITTEE REPORT

March 5, 2021

### COMMITTEE MEMBERS

**Chair:** Erin Betts, Public Member

#### **Professional Members (Council)**

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

#### **Public Members**

Loree Beniuk  
Alessandro Greco  
Joshua Hollenberg  
Ehizele Martin Iyamabo  
Meghan Leuprecht  
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 determine allegations of professional misconduct and/or incompetence made against registrants of the CDHO.

### INTRODUCTION

Since its last report to Council in December 2020, the Discipline Committee met on two occasions. On January 21, 2021, the Committee held its annual training and orientation session via live videoconference. Prior to the live meeting, members were asked to view a pre-recorded training session presented by Mr. Eric Bruce, Director of Professional Conduct, and Ms. Elyse Sunshine, Independent Legal Counsel. During the live session, members participated in a mock hearing exercise presented by staff that included an opportunity to hear evidence and deliberate as part of panels.

On January 26, 2021, the Committee met to select a Chair for the coming term; Ms. Erin Betts was acclaimed as Chair for 2021.

#### **ITEMS FOR INFORMATION – Related to Mandate**

A panel of the Committee released its decision and reasons in *CDHO v. Sherry Lynn MacDonald* on December 30, 2020; the registrant was found to have engaged in professional misconduct. The panel is scheduled to reconvene on February 16, 2021, to conduct a penalty hearing.

The three related matters of *CDHO v. Patricia Blundon, Trina Lewis, and Patricia Sinnott*, originally scheduled to be heard in December 2020, have been rescheduled to late March 2021 at the request of the parties.

The two related matters of *CDHO v. Jessie Kalvatis and Tara Jeffrey* are scheduled to be heard in late February 2021.

The matter of *CDHO v. Chirag Saraiya* is in the process of being scheduled for a hearing.

#### **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**

**March 5, 2021**

### **COMMITTEE MEMBERS**

**Chair:** Vacant

#### **Professional Members (Council)**

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

#### **Public Members**

Loree Beniuk  
Alessandro Greco  
Joshua Hollenberg  
Ehizele Martin Iyamabo  
Meghan Leuprecht  
Amit Vig  
Margaret Wade

**Mandate of the Committee:** The Fitness to Practise Committee hears allegations relating to registrants who may be incapacitated and whose health condition or disorder is interfering or might interfere with their ability to practise safely and effectively.

### **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 ("How to Find a Registered Dental Hygienist").

In addition, bylaws approved by Council on September 25, 2015, 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 December 2020.

## INQUIRIES, COMPLAINTS AND REPORTS COMMITTEE REPORT

March 5, 2021

### COMMITTEE MEMBERS

#### Panel A

**Chair:** Vacant (as of February 10, 2021)

#### Professional Members (Council)

Michelle Atkinson

Jennifer Cooper (Academic) (as of Jan. 2021)

Terri Strawn (until January 2021)

#### Public Members

Loree Beniuk (as of January 2021)

Maria Lee, Chair (until November 28, 2020)

Amit Vig

#### Professional Members (Non-Council)

Linda Douglas

Kim McNamara

#### Panel B

**Chair:** Anne-Marie Conaghan – Academic Member

#### Professional Members (Council)

Pauline Leroux (as of January 2021)

Catherine Ranson (Academic) (until Jan. 2021)

#### Public Members

Meghan Leuprecht

Julius Nathoo (until December 31, 2020)

Margaret Wade

#### Professional Members (Non-Council)

Dorothy Dziunikowski

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.

Orientation will be provided to the newly constituted ICRC on February 19, 2021, followed by a meeting of the Committee as a whole at which time a Chair of the Committee will be elected.

The panels of the ICRC met on the following dates by video conference since the last Report to Council of December 4, 2020.

Panel A	Panel B
December 11, 2020	January 15, 2021

**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 November 11, 2020).

Number of investigations carried over from previous period(s) <sup>1</sup>			
	Complaints	Reports	QA Referrals
Investigations commenced before November 11, 2020	16	21 1 (incapacity)	1

Intake of new investigations			
	Complaints	Registrar's Reports	QA Referrals
November 11, 2020, to February 10, 2021	6	3	0

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

Decisions made and finalized by ICRC			
	Complaints Outcomes	Reports Outcomes	QAC Outcomes
<b>November 11, 2020, to February 10, 2021</b>	No Further Action: <b>3</b> Recommendation/ Guidance: <b>4</b> No Further Action with Undertaking: <b>0</b> Frivolous/Vexatious/ Moot or an Abuse of Process: <b>2</b> Specified Continuing Education or Remediation Program (SCERP): <b>1</b>	No Further Action: <b>2</b> Recommendation/ Guidance: <b>2</b> No Further Action with Undertaking: <b>0</b> Specified Continuing Education or Remediation Program (SCERP): <b>1</b> SCERP and Oral Caution: <b>0</b> Referral of Specified Allegations to Discipline: <b>1</b>	No Further Action with Undertaking: <b>0</b> Referral of Specified Allegations to Discipline: <b>1</b>

Health Professions Appeal and Review Board Matters			
	Matters in progress	Matters heard, Decision pending	Decision(s)
<b>November 11, 2020, to February 8, 2021</b>	<b>6</b>	<i>None</i>	<b>0</b>

## INCAPACITY

The ICRC did not receive any incapacity inquiries since the last Report to Council.

## 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 November 11, 2020 to February 10 (time of writing) were as follows:

Timeline	Complaints	Registrar's Reports	QA Referrals
150 days or less	8	3	---
151 days to 210 days	1	1	1
211 days to 240 days	---	---	---
More than 240 days	1	2	---

## CONCLUSION

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

## PATIENT RELATIONS COMMITTEE REPORT

March 5, 2021

### COMMITTEE MEMBERS

**Chair:** Vacant

**Professional Members (Council)**

Vanessa Pereira  
Jacqueline White

**Professional Members (Non-Council)**

Elaine Yang

**Public Members**

Erin Betts  
Alessandro Greco  
Meghan Leuprecht

**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.

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### INTRODUCTION

The Patient Relations Committee has not met since the last Report to Council on December 4, 2020.

### ITEMS FOR INFORMATION — Related to Mandate

No further information to report.

## QUALITY ASSURANCE COMMITTEE REPORT

March 5, 2021

### COMMITTEE MEMBERS

#### **2020 Committee Slate** (Until Jan. 22, 2021)

**Chair:** Pauline Leroux, Professional Member

#### **Professional Members (Council)**

Jenny Gibson

Ilga St. Onge

#### **Public Members**

Grace Leong (until December 4, 2020)

Margaret Wade

#### **Professional Members (Non-Council)**

Jaspreet Kaur Singh

Tonia Peachman-Faust

#### **2021 Committee Slate** (From Jan. 23, 2021)

**Chair:** Vacant

#### **Professional Members (Council)**

Vanessa Pereira

Ilga St. Onge

Terri Strawn

#### **Public Members**

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 December 11, 2020, and January 14, 2021. The date for the next meeting has not yet been scheduled.

### ITEMS FOR INFORMATION – Related to Mandate

#### **Welcome Emails**

The Quality Assurance Committee sent out 'Welcome to the Profession' notices by email on January 14, 2021, to 161 registrants who registered between October 1, 2020, and January 14, 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 February 10, 2021)**

**Note:** Data for the 2021 assessment period is not yet available as QA records submissions are presently undergoing assessment.

#### 2020 Peer Assessment

Of the 2476<sup>1</sup> quality assurance records requested

2366 have met the assessment guidelines<sup>2</sup>  
52 are in the assessment process  
58 are participating in directed learning/remediation

#### 2020 Practice Reviews

Of the 115<sup>3</sup> on-site practice assessments requested

29 have met the assessment guidelines<sup>2</sup>  
44 are in the assessment process  
42 are participating in directed learning/remediation

#### 2019 Peer Assessment

Of the 2199<sup>1</sup> quality assurance records requested

2187 have met the assessment guidelines<sup>2</sup>  
2 are in the assessment process  
10 are participating in directed learning/remediation

#### 2019 Practice Reviews

Of the 73<sup>3</sup> on-site practice assessments requested

62 have met the assessment guidelines<sup>2</sup>  
1 is in the assessment process  
10 are participating in directed learning/remediation

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<sup>1</sup> 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.

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

<sup>3</sup> Includes registrants who were carried forward from a previous assessment period.

## REGISTRATION COMMITTEE REPORT

March 5, 2021

### COMMITTEE MEMBERS

#### 2020 Committee Slate

**Chair:** Terri Strawn, Professional Member

#### Professional Members (Council)

Michelle Atkinson

Jillian Eles

Vanessa Pereira

#### Public Members

Erin Betts

Grace Leong

#### Professional Member (Non-Council)

Vacant

#### 2021 Committee Slate

**Chair:** Vacant

#### Professional Members (Council)

Michelle Atkinson

Jenny Gibson

Caroline Lotz

#### Public Members

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 for all Applicants and further to ensure that registrants meet the requirements as set out in the registration regulations.

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### INTRODUCTION

The Registration Committee convened by videoconference on November 24, 2020, and December 22, 2020 since the last report to Council.

**ITEMS FOR INFORMATION – Related to Mandate****Registration Statistics**

Since last reported to Council:

	<b>November 16, 2020</b>	<b>February 10, 2021</b>
General Certificate of Registration	12,868	12,344
Specialty Certificate of Registration	650	608
Inactive Certificate of Registration	640	993
Total Registrants	14,158	13,945
Authorized to Self-Initiate	6,573	6,414

**Applications for Registration**

Since the last report to Council, the College received 237 new applications for registration. Of these, two applications required detailed review by the Acting Registrar.

<b>Review Date</b>	<b>Issue</b>	<b>Acting Registrar Review and Decision</b>
January 26, 2021	<i>Application for a General Certificate:</i> The applicant pleaded guilty to a charge of driving with blood alcohol over 80 mgs 8 years ago. She has since paid the required fine and is in compliance with the terms of her sentencing.	The Certificate of Registration was granted. Following the review of the submission and based on the information provided, the Acting Registrar determined that the applicant did not appear to be an ongoing public risk.
January 26, 2021	<i>Application for a General Certificate:</i> The applicant was granted a conditional registration in Alberta with the College of Registered Dental Hygienists of Alberta (CRDHA). Part of the conditions of her registration in Alberta included choosing to complete the Canadian Performance Exam in Dental	Upon review of the application and supporting documentation, the Acting Registrar had doubts, on reasonable grounds, about whether the applicant fulfilled the registration requirements set out in S. 29. 6 of the General Regulation Part VII – Registration, made under the <i>Dental Hygiene Act, 1991</i> .

	Hygiene (CPEDH) or practise in a supervised practice setting. The applicant opted to take the CPEDH. She then failed the CPEDH and because her conditions of registration were not met, the CRDHA revoked her conditional registration in 2019.	The application was referred to the Registration Committee for consideration.
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The Registration Committee met on November 24, 2020, and December 22, 2020, to review two applications where the Registrar had doubts, on reasonable grounds, about whether the applicant met the requirements for registration.

Date	Issue	Committee Deliberation and Decision
November 16, 2020	<p>The Acting Registrar referred an application to the Registration Committee because she had doubts, on reasonable grounds, about whether the applicant fulfilled the registration requirements set out in S. 32. 1 of the General Regulation Part VII – Registration, made under the <i>Dental Hygiene Act, 1991</i>.</p> <p>Before the applicant's application to the College of Dental Hygienists of Ontario (CDHO), the applicant's employment in Alberta was terminated due to unprofessional conduct. In 2019, the applicant entered into two separate Undertakings and Agreements with the Complaints Director of the College of Registered Dental Hygienists of Alberta (CRDHA). The conditions of both of these were not met. The applicant's permit with the CRDHA was then cancelled for failure to renew and for non-payment of fees.</p>	Upon review of the application and the submission of the applicant, the Committee agreed to grant the applicant registration if she agreed to enter into an Acknowledgement and Undertaking.

November 16, 2020	<p>The Acting Registrar referred an application to the Registration Committee because she had doubts, on reasonable grounds, about whether the applicant fulfilled the registration requirements set out in S. 32. 1 of the General Regulation Part VII – Registration, made under the <i>Dental Hygiene Act, 1991</i>.</p> <p>The applicant had initially called the CDHO inquiring about renewing her Certificate of Registration with the College and the College realized she was already working, practising dental hygiene in Ontario since 2017 without being registered with the CDHO. The CDHO investigated and found out the applicant had previously started an application to the CDHO in 2016, however, this was never completed. Therefore, the applicant had been practising without the authority of the College. A Cease and Desist letter was sent to her in 2019. As she was three years out from graduation, and never practised with the authority of the College, the applicant was required to complete a CDHO-approved refresher course or professional competency assessment, should she intend to apply to the College for a General Certificate of Registration. The applicant successfully completed the CDHO-approved refresher course in 2020, and began the application process with the College again. She presented the College with a completed application on November 6, 2020.</p>	<p>Upon review of the application and the submission of the applicant, the Committee agreed to grant the applicant registration if she agreed to consent to the imposition of terms, conditions and limitations, which would be imposed on her Certificate of Registration along with an Acknowledgement and Undertaking.</p>
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### **Changes to Dental Hygiene Program Clinical Requirements/Curriculum**

The Committee reviewed submissions from Ontario dental hygiene programs regarding changes to clinical requirements/curriculum as a result of COVID-19. The Committee found no substantive changes had been made to any programs and all graduates from the submitted cohorts were approved for registration.

### **Changes to the Register**

Since last reported to Council on November 16, 2020:

- 207 applicants were registered to practise
- 8 previous registrants of the College were re-registered
- 2 registrants were reinstated (from suspended)
- 47 registrants were suspended for non-payment of fees
- 30 registrants were revoked for non-payment of fees
- 440 registrants resigned
- 46 registrants were authorized to self-initiate

## EXAMINATIONS COMMITTEE REPORT

March 5, 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.

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### INTRODUCTION

The Examinations Committee met virtually on February 3, 2021. The purpose of the meeting was to review and analyze the stakeholder feedback from the circulation of the proposed revocation of the Examinations Regulation and moving the applicable sections into an Entry-to-Practice Examinations Policy.

Larissa Voytek was elected Chair of the Committee.

### ITEMS FOR INFORMATION

The Committee completed a review of the responses from the request for stakeholder feedback related to the revocation of the Examinations Regulation and to moving the applicable sections into policy. Following the analysis of the stakeholder feedback, the Committee completed a final review of the three-column chart, and the proposed Examinations Policy. Based on their review, the Committee is bringing forward a recommendation to Council to seek revocation of the regulation and to adopt the Entry-to-Practice Examinations Policy. The Committee is bringing an issue assessment to Council for their consideration.

### CONCLUSION

The Examinations Committee continues to fulfill its mandate.

# President's Report to Council

**March 5, 2021**

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## **President's Activities**

January 12, 2021 New Member Orientation  
January 21, 2021 Council Education  
January 22, 2021 Council Orientation  
January 29, 2021 Executive Meeting  
February 5, 2021 New Council Member Orientation  
February 18, 2021 Executive Meeting  
February 26, 2021 Executive Meeting – Presentation by Audit Team

## **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

### Council Workshop/Meeting Attendance – 2021

Name	Jan. 21 Workshop	Jan. 22 Workshop and Meeting	March 4 Workshop	March 5 Meeting	June 10 Workshop	June 11 Meeting
<b>Professional Members</b>						
Atkinson, Michelle	✓	✓				
Conaghan, Anne-Marie (Academic)	✓	✓				
Cooper, Jennifer	✗	✓				
Gibson, Jenny	✓	✓				
Grbac, Carla	✓	✓				
Leroux, Pauline (Vice-President)	✓	✓				
Lotz, Caroline (President)	✓	✓				
Pereira, Vanessa	✓	✓				
Ranson, Catherine (Outgoing President - Academic)	✓	✓	N/A	N/A	N/A	N/A
St. Onge, Ilga	✓	✓				
Strawn, Terri	✓	✓				
White, Jacqueline	✓	✓				
<b>Public Members</b>						
Beniuk, Loree	N/A	N/A				
Betts, Erin	✓	✓				
Greco, Alex	✓	✓				
Hollenberg, Joshua	✓	✓				
Iyamabo, Martin	✓	✓				
Leuprecht, Meghan	✓	✓				
Vig, Amit	✓	✓				
Wade, Margaret	✓	✓				
Winkle, Yvonne	✗	✗	N/A	N/A	N/A	N/A

✓ Attended

✗ Did not attend

## Appendix 2

### Professional Council Members Honorarium and Expense Claim Submissions January 1 - February 19, 2021

January 1 - February 19, 2021	HONORARIUM	EXPENSES	TOTAL
Caroline Lotz (president)	4,073.30	0.00	4,073.30
Pauline Leroux (vice-president)	3,411.00	0.00	3,411.00
Terri Strawn	1,078.00	0.00	1,078.00
Ilga St. Onge	1,178.00	0.00	1,178.00
Jenny Elizabeth Gibson	616.00	0.00	616.00
Michelle Atkinson	\$1,078.00	0.00	1,078.00
Ann-Marie Conaghan	1,012.50	0.00	1,012.50
Vanessa Pereira	770.00	0.00	770.00
Jennifer Cooper	770.00	0.00	770.00
Carla Grbac	924.00	0.00	924.00
Jacqueline White	924.00	0.00	924.00
Catherine Ranson	4,146.40	0.00	4,146.40
<b>TOTAL</b>			<b>19,981.20</b>

**includes all claims for:**

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

# Registrar's Administrative Report to Council

**February 18, 2021**

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## **Council Elections**

A call was put out for nominations to fill the remaining academic position on Council on December 8, 2020. Only one nomination was received for the vacant position. Ms. Jennifer Cooper was acclaimed on January 8, 2021 and will serve a three-year term.

## **Public Appointments**

The College welcomes Ehizele Iyamabo who was appointed for a one-year term by an Order of the Lieutenant General in Council on December 10, 2020. The College also welcomes Loree Beniuk who was appointed for a one-year term on January 28, 2021.

## **Drugs in Dental Hygiene Practice Examination**

As of February 12, 2021, 4,997 registrants had successfully completed the Drugs in Dental Hygiene Practice Examination.

## **Tanase vs. CDHO**

The Court of Appeal has granted the right of appeal to Mr. A Tanase. Mr. Tanase is a dental hygienist who was found guilty by the Discipline Committee, of sexual abuse in having a sexual relationship with a person he was providing dental hygiene treatment to. This finding was upheld by the Divisional Court of Ontario. The date for the hearing has been set for May 11, 2021.

## **CDHO Office Update**

The CDHO office has remained closed to the public since October 9, 2020 in response to the number of COVID-19 cases in the Toronto area. The Ontario government declared a second provincial emergency in response to COVID-19 under the *Emergency Management and Civil Protection Act* (EMCPA) on January 12, 2021 to ensure that necessary measures and restrictions could be put in place to keep Ontarians safe and immediately respond to the ongoing threat of COVID-19. At the time of writing, the enhanced public health and workplace safety measures are expected to remain in place in the Toronto area until at least February 22, 2021.

Under the *Reopening Ontario (A Flexible Response to COVID-19) Act, 2020*, each person responsible for a business or organization that is open shall ensure that any person who performs work for the business or organization conducts their work remotely, with limited exception, for instance, where the nature of their work requires them to be on-site at the workplace. The health and safety of staff and their families continue to be a primary concern for the College. To date, staff and their families remain healthy and have been COVID-19 free.

All CDHO staff have been equipped to work from home and will continue to do so until further notice. All regulatory functions continue and deadlines are being met.

The College is prepared for staff to return to the workplace depending upon the status of the pandemic. The return-to-office plan includes modifications to the office, increased cleaning and sanitization by external cleaning professionals, new health and safety protocols and alternating work schedules/flexible work hours.

### **National Dental Hygiene Certification Exam (NDHCE)**

The College has been advised that the NDHCE took place on January 18–19, 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. The next sitting of the NDHCE is planned for May 25–26, 2021 (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.

### **CDHO Return to Practice Guidelines**

No changes have been made to the College guidelines for dental hygienists since the last Registrar's Administrative Report to Council.

### **Health Professionals 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.

During the pandemic, HPRO members meet as needed by video conference to discuss regulatory responses to COVID-19, the College Performance Management Framework and to share resources.

### **Federation of Dental Hygiene Regulators of Canada (FDHRC)**

FDHRC is a federation of organizations who have the mandate to regulate the profession of dental hygiene within their respective provinces. The objects of FDHRC are to:

- provide national leadership on issues concerning the protection of public interest with respect to the profession of dental hygiene;
- to provide a forum for networking and information exchange among Canadian dental hygiene regulatory authorities;
- to develop quality benchmarks for dental hygiene accreditation standards and processes;
- to ensure that valid, reliable examination mechanisms for assessing dental hygiene competencies are available to Canadian dental hygiene regulatory authorities;
- to promote and monitor labour mobility and workforce planning for dental hygiene; and
- such other activities not inconsistent with these objects.

The Federation has contracted with CamProf Inc. to review the national dental hygiene competencies. The final report is expected soon.

FDHRC has met virtually on an as-needed basis to discuss COVID-19-related issues such as provincial government responses, IPAC considerations, and dental hygiene program modifications.

Dental hygiene programs in all provinces have had to work around school and clinic closures. There was concern amongst the registration committees from all provinces that graduates from dental hygiene programs may have graduated under reduced graduation requirements and that each province's Registration Committee would review the graduation requirements from each program to ensure that competency had been established before graduation. The Registrars from each province agreed to accept the assessment done in the home province for each program so that the dental hygiene programs would only have to submit the paperwork once.

## BRIEFING NOTE WITH MOTIONS

**To:** Council  
**From:** President  
**Date:** March 5, 2021  
**Topic:** Dissolution of the Registrar Transition Committee

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### Background:

At its September 18, 2020 meeting, in accordance with its Governance Process policy 4.9, Council appointed members of a Registrar Transition Committee to assist Council in fulfilling its responsibilities regarding the Continuity of the Registrar function, specifically the hiring of a new Registrar. Also, in accordance with the same policy, Council appointed five Council members, of which two were public members.

**MOTION:**       **WHEREAS** Council formed a Registrar Transition Committee on September 18, 2020 to support Council in its recruitment, selection, and orientation of a Registrar/CEO;

**WHEREAS** Council appointed Catherine Ranson (professional academic member), Caroline Lotz (professional member), Pauline Leroux (professional member), Maria Lee (public member) and Margaret Wade (public member) to serve as the Registrar Transition Committee;

**WHEREAS** Alex Greco replaced Maria Lee when her appointment as a public member ended;

**WHEREAS** the Committee carried out its responsibilities in accordance with Governance Process policy 4.9, including presenting a select number of candidates for consideration and final selection by Council as a whole;

**WHEREAS** the Committee has now completed its responsibilities;

**THEREFORE, BE IT RESOLVED THAT** The Registrar Transition Committee be dissolved with the appreciation of Council to committee members for their work.

**MOVED:**

**SECONDED:**

**VOTE**

## ISSUE ASSESSMENT

**DECISION:** REGULATORY  
**TO:** CDHO Council  
**FROM:** Examinations Committee  
**Date:** March 5, 2021  
**SUBJECT:** Proposed Revocation of the Examinations Regulation and Adoption of Entry-to-Practice Examinations Policy

---

### **BACKGROUND**

#### **Mandate of the Examinations Committee**

The Examinations Committee is responsible for: overseeing the College-administered written and clinical entry-to-practice examinations; ensuring that the examinations are fair and consistent and that they assess agreed-upon standards of knowledge, skills and competencies; ensuring that examination appeals are handled in a timely manner; and ensuring that appeal policies and procedures are transparent, fair and consistently applied. The Committee also is responsible to make recommendations to Council with regards to the written or clinical examinations and the Examinations Regulation. All College-administered entry-to-practice examinations are legislated through the Examinations Regulation.

#### **Proposed Changes to the Examination Regulation and New Examinations Policy**

On November 29, 2019, the Examinations Committee met to review the Regulation. In the current **written** examination for entry to practice administered by the National Dental Hygiene Certification Board (NDHCB), the maximum number of times a candidate can attempt the exam is three (3). This is consistent across all provinces. By contrast, in the current **clinical** examination for entry to practice administered by the regulators in each province, the maximum number of attempts is three (3) in all provinces except for Ontario, where our regulation currently permits candidates four (4) attempts.

Currently, each iteration of the clinical exam (Canadian Performance Exam in Dental Hygiene or “CPEDH”) gives equitable treatment to all candidates regardless of jurisdiction. All candidates are provided with the same opportunity to prepare and access information about the exam. A fair and standardized testing process gives each candidate an equal opportunity to demonstrate competence; however, this equality is undermined by allowing a different number of attempts between provinces.

Following consultation with the Ministry of Health, an issue assessment was prepared for Council regarding seeking revocation of the Examinations Regulation and replacing it with a Policy that would provide guidance to the College regarding the administration of entry-to-practice examinations. A review of the current regulation was provided to the Council at that time as detailed in Appendix 1. In September 2020, Council approved in principle the proposed revocation of the Examinations Regulation and transferring the applicable sections of the Regulation into an Examinations Policy. At the same time, Council approved the circulation of the proposed revocation and associated Policy to stakeholders for feedback prior to a final Council decision.

### **STAKEHOLDER POSITIONS**

A total of six (6) stakeholders responded to the request for feedback. A copy of the stakeholder feedback is attached in Appendix 2.

On February 3, 2021, the Examinations Committee met to review the feedback from the stakeholder consultation. A review of the submitted feedback revealed the following:

- The language used in the proposed Policy should be clarified to distinguish between the number of attempts permitted on the entry-to-practice examination and the number of applications permitted.
- The proposed Policy should clarify that it applies only to entry-to-practice examinations and not other examinations administered by the College.
- Some feedback received included concerns related to the implementation of a clinical exam for all applicants. This was not contemplated by either the proposed revocation or Policy.

The Committee reviewed the stakeholder feedback received and made minor amendments to the Policy in order to provide greater clarity on the topics noted above. The changes were not substantive and the amended Policy is attached as Appendix 3.

### **BUDGETARY IMPLICATIONS**

If Council approves the proposal, the College will incur legal costs to prepare and submit the proposed revocation of the Examinations Regulation to the Ministry for consideration.

### **DATE OF IMPLEMENTATION**

If approved, the new Policy would come into effect only after the proposed revocation of the Examinations Regulation had been reviewed by the Minister and approved by the Lieutenant Governor in Council. This can be a lengthy process and the College would have no control over when or if such review and approval occurs.

### **LEGAL IMPLICATIONS**

Section 95(1)(f) of the *Health Professions Procedural Code* grants the Council authority to make regulations, subject to the approval of the Lieutenant Governor in Council and prior review of the Minister, “requiring, for purposes associated with the registration of



members, the successful completion of examinations as set and approved, from time to time, by the College, other persons or associations of persons and providing for an appeal of the results of the examinations.” Legal advice may be required as the College moves through the process of revoking the Regulation and adopting the Policy.

#### **RELATIVE TO MANDATE**

This project is in keeping with the regulatory responsibilities delegated by the provincial government to the CDHO to maintain professional standards and ensure public safety by assessing the qualifications and competence of persons applying for the registration and is consistent with Council’s commitment to fair, equitable, and transparent practices.

#### **RECOMMENDATION TO COUNCIL**

**WHEREAS** the CDHO is committed to administering valid, reliable, fair and legally defensible examinations to assess entry-to-practice competency; and

**WHEREAS** the number of attempts on the CDHO entry-to-practice examinations is currently inconsistent with all other Canadian jurisdictions and does not support the intent of the interprovincial trade agreements; and

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

**THEREFORE BE IT RESOLVED THAT** Council directs the Registrar to proceed with seeking revocation of the Examinations Regulation and adopts the Entry-to-Practice Examinations Policy as outlined in Appendix 2 to come into effect once such revocation is completed.

**MOVED:**  
**SECONDED:**

**VOTE**

**CARRIED:**  
**DEFEATED:**

#### **AVAILABLE OPTIONS:**

- 1) Pass the motion to direct the Registrar to start the process to seek the revocation of the Examinations Regulation and approve the Entry-to-Practice Examinations Policy for implementation upon the revocation of the Regulation.
- 2) Defeat the motion
- 3) Other

#### **COMMITTEE RECOMMENDATION**

The Examinations Committee recommends option # 1.

**Regulation Review Examinations O. Reg. 268/04, s. 1**

<b>Section</b>	<b>Current</b>	<b>Proposed Change</b>	<b>Rationale</b>
<b>1.</b>	In setting the examinations to be taken by applicants to the College for registration, the College shall specify the general areas of competency to be examined and shall ensure that the examinations provide a reliable and valid measure of a candidate's competency in knowledge, skills and ability for the practice of dental hygiene in Ontario.	Move to Policy.	After consultation with a senior policy analyst at the Ministry of Health and Long-Term Care, it was suggested that all matters addressed by the Examinations Regulation could be covered by the Policy with no increased risk of harm to the public.  The revocation of the Examinations Regulation would not have any cost implications to applicants or members of the CDHO.
<b>2.</b>	Written and practical examinations shall be offered at least once yearly and at such other times as the Council considers necessary.	Move to Policy.	Same as Section 1.
<b>3. (1)</b>	Subject to the other provisions of this section, a candidate who fails the examinations may apply for re-examination twice.	Move to Policy.	Same as Section 1.
<b>3. (2)</b>	A candidate who fails the examinations may retake them not more than two years after the failure, but if the candidate presents to the Registration Committee proof of remediation and upgrading in accordance with policy guidelines issued by the Committee, he or she may retake the examinations more than two years after the failure.	Will not be included in Policy. No need for this provision.	Originally, this subsection was concerned with client safety. There is no immediate concern for this in a written exam. In the new practical examination (CPEDH), client safety is assured in the examination protocol. Safety mechanisms are in place during the administration of the exam, which include built-in evaluation of a candidate's provision of safe care throughout all stations and an exit point following day one where a candidate who has not demonstrated safe care cannot move on to day two.  This section posed a problem for candidates who choose to take a remedial course being offered beyond the two-year period. Eliminating the two-year remediation period for subsequent attempts after a failure allows candidates increased flexibility as to when to prepare for their next examination attempt. Increased flexibility for candidates allows for a fairer approach as they can best choose and determine their individual needs and

**Regulation Review Examinations O. Reg. 268/04, s. 1**

<b>Section</b>	<b>Current</b>	<b>Proposed Change</b>	<b>Rationale</b>
			<p>reattempt the exam according to their own practical readiness.</p> <p>The importance of current knowledge and readiness are emphasized in the CPEDH Candidate Guide. The Guide also informs candidates what happens after a practical examination. In the case of a failure, candidates receive a performance report along with their examination results, which provide feedback and critical information about their performance and which areas require improvement. Candidates are advised to review the report carefully prior to subsequent attempts on the examination to identify areas of study and remediation.</p>
<b>3. (3)</b>	A candidate who fails a third attempt of the examinations may submit to the Registration Committee proof of remediation and upgrading in accordance with policy guidelines issued by the Committee, and if the Committee is satisfied that the remediation and upgrading is proved, the candidate may retake the examinations one more time.	Will not be included in Policy. No need for this provision.	<p>Opportunity for fourth attempt removed. Three attempts are consistent with the National Dental Hygiene Certification Board (NDHCB) written examination across Canada. The practical examination used to allow candidates four attempts because, up to 2015, the NDHCB examination also used to allow candidates four attempts to write the examination. However, in 2015, the administrators of the NDHCB examination rewrote their policies and procedures and made a change that a candidate will be allowed a maximum of three attempts on the written examination.</p> <p>Three attempts in the practical examination are also consistent with the rest of the Canadian Provinces that offer the same practical examination. An unintended consequence of this existing inconsistency in the number of attempts for a national practical examination among provinces is that it can adversely impact a candidate's labour mobility. For example, a candidate from Alberta could come to Ontario and attempt a fourth practical examination and be successful, but upon</p>

**Regulation Review Examinations O. Reg. 268/04, s. 1**

<b>Section</b>	<b>Current</b>	<b>Proposed Change</b>	<b>Rationale</b>
			<p>returning to Alberta may not be able to register in that province.</p> <p>Additionally, a fourth attempt may pose the risk of candidate “passing based on recognition”, which may place the public at risk.</p>
<b>3. (4)</b>	A candidate who fails a fourth attempt of the examinations is not eligible to retake the examinations again until the candidate has obtained another diploma from a dental hygiene program acceptable to the Registration Committee.	<p>Move to Policy.</p> <p>A candidate who fails a third attempt of the examinations is not eligible to retake the examinations again until the candidate has obtained another diploma from a dental hygiene program acceptable to the Registration Committee.</p>	Reflects change from <b>3.(3)</b>
<b>3. (5)</b>	Each time a candidate has obtained a diploma from a dental hygiene program acceptable to the Registration Committee, the candidate is eligible to write the examinations four times as set out in this section.	<p>Move to Policy.</p> <p>Each time a candidate has obtained a diploma from a dental hygiene program acceptable to the Registration Committee, the candidate is eligible to write the examinations three times as set out in this section.</p>	Reflects change from <b>3.(3)</b>



College of  
**Dental Hygienists**  
of Ontario

*Protecting your health and your smile*

## Stakeholder Feedback

### **Examinations Regulation**

**From:** [CDHNS Registrar](#)  
**To:** [Denise Lalande](#)  
**Subject:** Stakeholder Feedback on EXAMINATIONS Regulation  
**Date:** November 19, 2020 3:54:55 PM  
**Attachments:** [image001.png](#)

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**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

I support revoking the Exam Regulations and moving it to policy. Having worked nationally for over 18 years, I am aware of the challenges ON experienced when all of these elements are enshrined in legislation. It also makes it difficult for other provinces when evidence-based changes, agreed upon by all jurisdictions, cannot be made in a timely manner. This has put the other provinces at a disadvantage and also at “odds” with ON’s exam legislation.

- Concur that the two year timeline is not necessary. A written exam does not pose a public safety risk; and the CPEDH has checks and balances in place to ensure that those who are not safe/competent do not make it past the simulated stations (Day 1), so there is no risk to actual clients. If applicants choose not to heed the advice on the Performance Reports (written or CPEDH), then they will not learning from their previous attempts – their responsibility.
- Support the removal of a four attempt. The mandate that you have included in your draft policy re: obtaining another diploma in DH if they fail the exam three times.

*Warm regards,*

*Stacy Bryan, RDH, Dip DH, MA Lead*

Registrar, CDHNS

11-2625 Joseph Howe Drive

Halifax, NS B3L 4G4

Ph: 902-444-7241

[www.cdhns.ca](http://www.cdhns.ca)

*Please note:* From March to Aug 2020, all CDHNS staff worked remotely. We have now returned to full in-office hours (M-F 8:30 am to 4:30 pm). Please review our [office reopening plan](#), to see the protocols developed to safely reopen our doors to the public. **Please contact [info@cdhns.ca](mailto:info@cdhns.ca) to schedule an appointment if you need to visit our physical location for any reason.** *For all other operations, please continue to contact us via email or by phone.* We thank you for your cooperation and understanding.



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**From:** [cmcqueen](#)  
**To:** [Denise Lalande](#)  
**Subject:** Stakeholder Feedback on EXAMINATIONS Regulation  
**Date:** November 10, 2020 8:32:24 AM

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Good morning,

My concern regarding the proposed changes coming before CDHO council in March 2021 regarding this Registration and Examinations Regulation refers to the idea that it is moved from “regulation” to “policy” and changes significantly from a regulation protecting registrants in the Act to a policy that CDHO administration and council can easily redefine.

In the information provided for stakeholders I note the following being used as an explanation for rational:

"After consultation with a senior policy analyst at the Ministry of Health and Long-Term Care, it was suggested that all matters addressed by the Examinations Regulation could be covered by the Policy with no increased risk of harm to the public. The revocation of the Examinations Regulation would not have any cost implications to applicants or members of the CDHO. "

Missing from this information to help stakeholders support or object is the implied “harm” to registrants if the change is transferred to “policy”. The public is identified in the rational for change but not the registrants.

I am reminded that registrants have not expressed any concern with the regulation as it presently exists. Why is it being changed to policy? This raises a red flag for me.

I recognize that the registrar for our college guiding this change in 2019 has left the organization but I suspect administration remaining can speak to the reason for this attention to moving examinations into a policy related structure.

Presently, registrants are protected under the Health Professions Act when ‘Examinations’ remain within a regulation. If these examinations move to policy there is greater risk that the administration and council at CDHO can effect changes to the Examination process without the registrants having proper recourse should they have any concerns about a shift in “policy”.

Hypothetically, let’s say that there were to be a shift from a provincial Dental Hygiene college administration of examinations to a national examination, Ontario registrants would not be able to craft or oppose this change if the change is made from regulation to “policy”. The CDHO council, based on information presented by the registrar and committees, would enact the changes by using their new policy designation.

The system that the Ontario DH registrants find themselves under right now protects the public AND the registrants. It would only need changing if there is a movement being considered that makes way for a national examination in the profession. I wonder if that is



behind this request to council.

That said, I suggest that nothing is “broken” with the present examination regulations for CDHO registrants so please do not “fix” it in this amendment before council.

Thank you for your consideration,

Cindy McQueen R.D.H.

**From:** [Kieran Jordan](#)  
**To:** [Denise Lalande](#)  
**Subject:** Stakeholder consultation feedback from NDHCB  
**Date:** October 1, 2020 11:21:12 AM

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Good morning,

Thank-you for the opportunity to provide feedback on the proposed changes to Examination and Registration Regulations. Below is a summary of feedback:

#### Registration regulations

1. If the intent is to remove reference to the name of accrediting/certifying agencies, 6(3) still refers to CDAC while 31 (1) 1.i. has it removed.
2. 31(1)2 removes the name NDHCB/NDHCE with the rationale that the NDHCB is going to be implementing a performance-based exam in 2022. Please note that, as indicated in our Ends, the NDHCB will work towards implementing a performance-based exam once it has been assigned by the owners. At present, an implementation plan has not been developed and we are still in the exploratory phase.

#### Examinations policy

1. Number 6 states that “A candidate who fails the examinations may apply for re-examination twice.” Please adjust the language as it is not about applying but attempting the exam. I.e. a lot of times, people apply to take the exam many times but change their mind at the last minute, withdrawing or transferring out. It is not the times an application is submitted that counts but rather the exam attempts.

Thank-you,  
Kieran

Kieran Jordan  
Chief Executive Officer / Directrice générale  
National Dental Hygiene Certification Board / Bureau national de la certification en hygiène dentaire  
75-B rue Colonnade Road  
Ottawa, ON K2E 0A8  
613-260-8156  
Web: [ndhcb.ca](http://ndhcb.ca) / Site Web: [fr.ndhcb.ca](http://fr.ndhcb.ca)  
Twitter: @NDHCB\_BNCHD

**From:** [Maureen Adams](#)  
**To:** [Denise Lalande](#)  
**Subject:** Stakeholder Feedback on EXAMINATIONS Regulation  
**Date:** September 29, 2020 7:58:11 PM

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To Whom It May Concern

Am I to understand all registrants will now require a practical exam. Even if they have graduated from an accredited program. Where and when will the practical take place. I assume it will be at the expense of the registrant. Who will administer the practical exam? Is there feedback to support a change of this magnitude. Just some thoughts I have . Would appreciate some feedback. Thanks.

Maureen Adams

Sent from [Mail](#) for Windows 10

**From:** [Heather Kleinberg](#)  
**To:** [Denise Lalande](#)  
**Subject:** Stakeholder Feedback on EXAMINATIONS Regulation  
**Date:** September 27, 2020 10:34:36 PM

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To whom it may concern;  
After reading through this document I have concluded I am in support of the changes.  
Heather Kleinberg RDH



## **Comments on Proposed Amendments to the Examinations Regulation**

The Ontario Dental Hygienists' Association (ODHA), as the provincial representative and voice of Ontario dental hygienists provides the following input on the College of Dental Hygienists of Ontario's (CDHO) proposed amendments to the Examinations Regulation (O. Reg. 218/94 – Part I). In reviewing the proposed amendments, ODHA considered transparency, clarity, and fairness from the perspective of dental hygienists and dental hygiene candidates.

ODHA's feedback consists of general and specific comments, concerns, and questions for the CDHO to consider and provide clarification. ODHA's feedback is predicated on acknowledgement and understanding that CDHO's mandate is to regulate safe, effective dental hygiene practice in Ontario.

### **General comments:**

ODHA has concerns about the recommendation to revoke the Examinations Regulation and move the applicable sections of the current regulation into policy. Within the context of healthcare regulation and the *Regulated Health Professions Act*, the regulatory framework is designed to ensure that proposals undergo a significant and meaningful stakeholder consultation. This is in part to ensure that collateral impacts are not missed or minimized and that changes are indeed necessary, fair and equitable. ODHA also understands that legislative time is resource intensive and valuable such that its focus should be directed by need. While an argument could be made that changes to the Examination regulation, rather than its revocation, take up unnecessary legislative time, it is the only mechanism by which CDHO is held to account in the changes it wishes to impose upon the profession.

Robust stakeholder engagement is a crucial element of regulatory policy and good governance. It recognizes that a single organization does not hold the monopoly of expertise but that other stakeholders (registrants, dental hygiene applicants, professional associations, citizens, etc.) can provide valuable input and ought to have the opportunity to express their expertise and concerns.

Further, soliciting stakeholder engagement demonstrates responsiveness by actively involving those that will be affected by proposed amendments, and acknowledges that those directly impacted belong to less powerful groups. Moreover, stakeholder input should be sought in order to guide and improve regulatory frameworks in an open and inclusive manner. An inclusive approach can also strengthen trust with those that are affected by amendments. Stakeholder consultation also exhibits fairness and transparency. Adopting a policy approach for CDHO-administered examinations evades the opportunity for future consultation and ultimately disregards fairness and transparency.

The rationale for revocation of the regulation is to eliminate inequality among candidates attempting the clinical examinations for entry-to-practice in other provinces by only allowing three (3) attempts in Ontario. ODHA agrees and acknowledges that fairness and equality for all candidates is important, and limiting the clinical examination for entry-to-practice to three attempts is fair and reasonable. However, the Examinations Regulation can simply be amended without the need for creating a policy. Further, there is no increased risk of harm to the public with the amendment and, notably, public protection is not enhanced or strengthened by creating an Examinations Policy that is not subject to external scrutiny.

**Specific comments:**

The memorandum states that “[a]ll College-administered examinations are legislated through the Examinations Regulation.” In contrast, the Examinations Regulation references examinations taken for registration to the College. The Examinations Regulation specifically states in Section 1.:

In setting the examinations to be taken by applicants to the College for registration, the College shall specify the general areas of competency to be examined and shall ensure that the examinations provide a reliable and valid measure of a candidate's competency in knowledge, skills and ability for the practice of dental hygiene in Ontario.<sup>1</sup>

The proposed policy states “The following policies will apply to all examinations administered by the CDHO.” Besides the Canadian Performance Exam in Dental Hygiene (CPEDH), the CDHO administers the Drugs in Dental Hygiene Practice Examination (DDHPE), the Jurisprudence examination, and Quality Assurance Written Assessment (QA Test)<sup>2</sup>. In the future, CDHO could possibly develop additional examinations that would also be governed by this policy.

If the proposed examinations policy is adopted by the CDHO Council, the statements in the Examinations Policy would then apply. For example:

6. A candidate who fails the examinations may apply for re-examination twice.
7. A candidate who fails a third attempt of the examinations is not eligible to retake the examinations again until the candidate has obtained another diploma from a dental hygiene program acceptable to the Registration Committee.
8. Each time a candidate has obtained a diploma from a dental hygiene program acceptable to the Registration Committee, the candidate is eligible to write the examinations three times.<sup>3</sup>

Considering this would have severe and unjustifiable impact on many dental hygienists and dental hygiene applicants, it is not likely the intent of this proposed policy.

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<sup>1</sup> O. Reg. 268/04: GENERAL - Examinations O. Reg. 268/04, s. 1 <https://www.ontario.ca/laws/regulation/r04268>

<sup>2</sup> Note: CDHO refers to this assessment as a ‘test’. However, CDHO also refers to it as an ‘exam’ in their document entitled ‘New Quality Assurance Written Assessment (QA Test)’, November 6, 2018 <https://cdho.org/docs/default-source/pdfs/quality-assurance/new-qa-written-assessment.pdf>

<sup>3</sup> Memorandum: Amendments to the CDHO Examinations Regulation <https://www.cdho.org/docs/default-source/pdfs/stakeholder-consultation/exams-stakeholder-2020.pdf>

Nonetheless, it is clear that the proposed policy would have profound impact on current and future registrants. For example, there are no current limitations on the number of attempts to challenge the DDHPE<sup>4</sup> and Jurisprudence examination<sup>5</sup>. If the number of attempts were limited to three, then those who were unsuccessful would have to obtain a diploma from a dental hygiene program acceptable to the Registration Committee before being allowed additional attempts at these examinations. This would include employed registered dental hygienists who take those examinations as part of their quality assurance portfolio. The repercussions of this are significant and include job loss to attend an educational program, unwarranted stress, and enormous financial strain.

Creating extreme barriers to registered dental hygienists participating in examinations is not in the public's best interest and does not improve dental hygiene quality of care. In addition, dental hygiene graduates would have to complete their dental hygiene education again if unsuccessful in completing the mandatory jurisprudence examination, which requires 100% in order to pass. This is unfair, impractical, and unrealistic. One could even argue that a perfect score to pass such an examination is unrealistic, unfair and callous as it fails to account for very human foibles. However, since this was a policy decision, ODHA was not allowed to comment in any meaningful way.

Additionally, for the New Quality Assurance Written Assessment (QA Test), "[d]ental hygienists have a maximum of three attempts to successfully complete the assessment. Those unable to successfully complete the assessment after three attempts are referred to the Quality Assurance Committee for a decision regarding further assessment or remediation activities."<sup>6</sup> However, in the proposed Examinations Policy, unsuccessful candidates have to obtain another dental hygiene diploma.

ODHA supports removing the two-year remediation period, section 3. (2), from the regulation to allow candidates the time to prepare for subsequent attempts based on their own personal needs and readiness.

### **In conclusion**

ODHA respectfully submits that there are significant issues of concern that warrant further consideration, discussion, and revision before the CDHO's Examination Committee's recommendations are adopted by the Council. ODHA also recommends robust stakeholder engagement for all major changes that CDHO wishes to implement in the name of public safety that could possibly cause concern among registrants. Stakeholder engagement is essential for transparency, clarity, and fairness.

As always, ODHA appreciates the opportunity to provide input on this proposed amendment. We look forward to further dialogue and input on these matters.

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<sup>4</sup> Drugs in Dental Hygiene Practice Examination, Goldberg, C. *Milestones*, July 2015, page 20  
[https://cdho.org/docs/default-source/pdfs/milestones/milestones\\_jul15.pdf#page=20](https://cdho.org/docs/default-source/pdfs/milestones/milestones_jul15.pdf#page=20)

<sup>5</sup> Jurisprudence Education Module now Online, CDHO, *Milestones*, June 2020, page 15  
[https://cdho.org/docs/default-source/pdfs/milestones/milestones\\_jun10.pdf#page=15](https://cdho.org/docs/default-source/pdfs/milestones/milestones_jun10.pdf#page=15)

<sup>6</sup> Requirements of the Quality Assurance Program and Guidelines for Continuing Competency, CDHO, November 2018, page 8 [https://www.cdho.org/docs/default-source/pdfs/quality-assurance/qaprogram\\_guidelines.pdf](https://www.cdho.org/docs/default-source/pdfs/quality-assurance/qaprogram_guidelines.pdf)

## **College of Dental Hygienists of Ontario**

### **Entry-to-Practice Examinations Policy**

The following policies will apply to all entry-to-practice examinations administered by the CDHO:

1. The College shall specify the general areas of entry-to-practice competencies to be examined.
2. The College shall ensure that the entry-to-practice examinations provide a reliable and valid measure of a candidate's competency in knowledge, skills and ability necessary for the practice of dental hygiene in Ontario.
3. All entry-to-practice examinations shall be made available in both English and French.
4. Full details of the process and procedures pertaining to any entry-to-practice examinations will be published.
5. Written and practical entry-to-practice examinations shall be offered at least once yearly and at such other times as the Council considers necessary.
6. Candidates shall be permitted a maximum of three attempts on any entry-to-practice examination.
7. A candidate who fails a third and final attempt of an entry-to-practice examination shall not be eligible to retake that entry-to-practice examination again until the candidate has obtained another diploma from a dental hygiene program acceptable to the Registration Committee.
8. Each time a candidate has obtained a diploma from a dental hygiene program acceptable to the Registration Committee, the candidate shall be eligible to attempt the entry-to-practice examinations three times.