



# **CDHO COUNCIL MEETING**

Friday, March 4, 2022

9:00 a.m. – 2:30 p.m.

**Location:**

Virtual Meeting

## CDHO COUNCIL MEETING AGENDA

**Friday, March 4, 2022**

9:00 a.m. – 2:35 p.m.

Agenda Item	Topic and Relevant Council Policy	Action	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	T. Strawn	<b>TAB 1</b>	<b>9:00</b>
1.2	Opening Remarks	Council Is Addressed	T. Strawn	--	<b>9:02</b>
1.3	Council Policy Manual Update	For Information	T. Strawn	<b>TAB 2</b>	<b>9:08</b>
1.4	Council Code of Conduct	For Information	T. Strawn	<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	For Approval	T. Strawn	<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	Declare Conflicts	T. Strawn	<b>TAB 5</b>	<b>9:12</b>
<b>4.0</b>	<b>CONSENT AGENDA</b>				<b>9:15</b>
	<p><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:</p> <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>				
4.1	<b><u>Council Meeting Minutes</u></b>				
4.1.1	Meeting Minutes – December 3, 2021	For Information and Approval	T. Strawn	<b>TAB 6</b>	<b>9:15</b>
4.1.2	Meeting Minutes – January 21, 2022	For Information and Approval	T. Strawn	<b>TAB 6</b>	<b>9:15</b>
4.2	<b><u>Statutory Committee Reports</u></b>				
4.2.1	Executive Committee	For Information and Approval	T. Strawn	<b>TAB 7</b>	<b>9:15</b>
4.2.2	Discipline Committee	For Information and Approval	J. White	<b>TAB 7</b>	<b>9:15</b>
4.2.3	Fitness to Practise Committee	For Information and Approval	TBD	<b>TAB 7</b>	<b>9:15</b>

4.2.4	Inquiries, Complaints and Reports Committee	For Information and Approval	TBD	<b>TAB 7</b>	<b>9:15</b>
4.2.5	Patient Relations Committee	For Information and Approval	TBD	<b>TAB 7</b>	<b>9:15</b>
4.2.6	Quality Assurance Committee	For Information and Approval	TBD	<b>TAB 7</b>	<b>9:15</b>
4.2.7	Registration Committee	For Information and Approval	TBD	<b>TAB 7</b>	<b>9:15</b>
4.3	<b><u>Non-Statutory Committee Reports</u></b>				
4.3.1	Examinations Committee	For Information and Approval	TBD	<b>TAB 7</b>	<b>9:15</b>
4.4	<b><u>Incidental Briefing Reports</u></b>				
4.4.1	Council President’s Report	For Information and Approval	T. Strawn	<b>TAB 8</b>	<b>9:15</b>
4.4.2	Registrar’s Administrative Report	For Information and Approval	G. Pettifer	<b>TAB 8</b>	<b>9:15</b>
<b>5.0</b>	<b>OWNERSHIP LINKAGE</b>				<b>9:20</b>
5.1	Status of Ownership Linkage Activities	For Information	TBD	--	<b>9:20</b>
<b>6.0</b>	<b>ENDS ITEMS FOR DECISION</b>				<b>9:30</b>
	There are no agenda items at this meeting.				<b>9:30</b>
<b>7.0</b>	<b>GOVERNANCE PROCESS ITEMS</b>				<b>9:30</b>
7.1	CPMF	For Information	M. Atkinson	--	<b>9:30</b>
7.2	Competency Committee	For Information	V. Pereira	--	<b>10:00</b>
	<b>BREAK</b>				<b>10:30</b>
7.3	Amalgamation Transition Oversight Committee	For Information	T. Strawn	--	<b>10:45</b>
7.4	Governance Reform and Regulatory Modernization: Ministry of Health Consultation	For Information	G. Pettifer	--	<b>11:00</b>
7.5	Bylaw 5 Revision Proposal	For Approval	T. Strawn	<b>TAB 9</b>	<b>11:15</b>
<b>8</b>	<b>COUNCIL REGISTRAR DELEGATION ITEMS FOR CONSIDERATION</b>				<b>11:45</b>
8.1	Policy Content Review CRD 4 (deferred from 2021)	For Consideration	T. Strawn	<b>TAB 10</b>	<b>11:45</b>
8.2	Policy Content Review CRD 5 (deferred from 2021)	For Consideration	T. Strawn	<b>TAB 10</b>	<b>11:45</b>
<b>9.0</b>	<b>EXECUTIVE LIMITATIONS ITEMS FOR CONSIDERATION</b>				<b>11:50</b>
9.1	Policy Content Review: EL General Executive Constraint	For Consideration	T. Strawn	<b>TAB 11</b>	<b>11:50</b>
9.2	Policy Content Review: EL 3 Planning	For Consideration	T. Strawn	<b>TAB 11</b>	<b>11:50</b>

9.3	Policy Content Review: EL 7 Compensation and Benefits	For Consideration	T. Strawn	TAB 11	11:55
9.4	Policy Content Review: EL 8 Communication and Support to the Board	For Consideration	T. Strawn	TAB 11	11:55
<b>10.0</b>	<b>REQUIRED APPROVALS AGENDA</b>				<b>11:55</b>
	There are no agenda items at this meeting.				
<b>11.0</b>	<b>MONITORING BOARD PERFORMANCE</b>				<b>11:55</b>
	There are no agenda items at this meeting.				
	<b>LUNCH</b>				<b>12:00</b>
<b>12.0</b>	<b>BOARD EDUCATION</b>				<b>1:00</b>
12.1	Risk-Based Regulation	Presentation and Discussion	Rebecca Durcan	--	1:00
<b>13.0</b>	<b>SELF-EVALUATION OF GOVERNANCE PROCESS</b>				<b>2:00</b>
13.1	Council Meeting Evaluation	For Evaluation and Discussion	T. Strawn	--	2:00
--	<b>COUNCIL MOVES IN CAMERA (ITEMS 14.1–14.11)</b> To discuss personnel matters. Monitoring Reports on Ends and Executive Limitations form part of the Registrar’s Performance Evaluation				
<b>14.0</b>	<b>MONITORING CEO PERFORMANCE</b>				<b>2:20</b>
14.1	Internal Monitoring: Global End	For Approval	G. Pettifer	TAB 12	2:20
14.2	Internal Monitoring: E-1	For Approval	G. Pettifer	TAB 12	2:20
14.3	Internal Monitoring: E-2	For Approval	G. Pettifer	TAB 12	2:20
14.4	Internal Monitoring: E-3	For Approval	G. Pettifer	TAB 12	2:25
14.5	Internal Monitoring: E-4	For Approval	G. Pettifer	TAB 12	2:25
14.6	Internal Monitoring: EL 2	For Approval	G. Pettifer	TAB 12	2:25
14.7	Internal Monitoring: EL 4(1)	For Approval	G. Pettifer	TAB 12	2:25
14.8	Internal Monitoring: EL 7	For Approval	G. Pettifer	TAB 12	2:30
14.9	Internal Monitoring: EL 8	For Approval	G. Pettifer	TAB 12	2:30
14.10	Internal Monitoring: EL 10	For Approval	G. Pettifer	TAB 12	2:30
14.11	Internal Monitoring: EL 11	For Approval	G. Pettifer	TAB 12	2:30
--	<b>COUNCIL MOVES OUT OF CAMERA</b>				
<b>15.0</b>	<b>NEXT MEETING DATE — June 10, 2022</b>				<b>2:30</b>
<b>16.0</b>	<b>ADJOURNMENT</b>			<b>TAB 13</b>	<b>2:35</b>

## Roll Call

### Council Meeting

Friday, March 4, 2022

*Virtual Meeting*

<input type="checkbox"/>	Michelle Atkinson	Elected
<input type="checkbox"/>	Loree Beniuk	Public
<input type="checkbox"/>	Erin Betts	Public
<input type="checkbox"/>	Maheen Cassim	Elected
<input type="checkbox"/>	Anne-Marie Conaghan	Academic
<input type="checkbox"/>	Jennifer Cooper	Academic
<input type="checkbox"/>	Pella Giabanis	Public
<input type="checkbox"/>	Carla Grbac	Elected
<input type="checkbox"/>	Alex Greco	Public
<input type="checkbox"/>	Farzana Hussain	Elected
<input type="checkbox"/>	Ehizele Martin Iyamabo	Public
<input type="checkbox"/>	Meghan Leuprecht	Public
<input type="checkbox"/>	Caroline Lotz	Elected
<input type="checkbox"/>	Angelica Palantzas	Public
<input type="checkbox"/>	Vanessa Pereira	Elected
<input type="checkbox"/>	Terri Strawn	Elected
<input type="checkbox"/>	Margaret Wade	Public
<input type="checkbox"/>	Jacqueline White	Elected
<input type="checkbox"/>	Mary Yeomans	Elected

*/19 total members*



## **BRIEFING NOTE**

**To:** Council

**From:** Chair

**Date:** March 4, 2022

**Topic:** Council Policy Manual Update

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There were no policy updates at the December 3, 2021 Council Meeting.

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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.

#### GP-8 Code of Conduct

Council Members shall conduct themselves in accordance with the bylaws.

#### Excerpt from Bylaw 5

##### 3.7 Council and Non-Council Committee Member Code of Conduct

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

##### Fiduciary Duties

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

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

#### **Conflict of Interest**

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



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

***Examples of Conflicts of Interest***

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

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

***Preventing and Addressing Conflicts of Interest***

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

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

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

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

#### **Confidentiality**

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

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

### **3.8 Disqualification of Council and Non-Council Members**

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

- (k) has breached the Code of Conduct or conflict of interest provisions of this bylaw which, in the opinion of the Conduct Committee or its delegate, is of such a nature that warrants disqualification;
- (l) becomes a member of a Council of any other College regulated under the Act;
- (m) is found guilty of a criminal offence which, in the opinion of Council, is of such a nature that warrants disqualification;
- (n) has not complied, within 30 days, or as otherwise specified, of being given notice of the failure, the College's requirements to pay fees, or the College's requirements for the provision of information;
- (o) has a term, limit or condition imposed by the Quality Assurance Committee, the Discipline Committee or the Fitness to Practise Committee on his or her certificate of registration;
- (p) is or becomes an officer, director or employee of a Professional Advocacy Association (however, a Council Member shall not be disqualified by reason of serving on an association or organization to which he or she has been appointed by the Council as a representative of the College);
- (q) initiates, joins, continues or materially contributes to a legal proceeding against the College of any Committee or representatives of the College;
- (r) has been directed by the Inquiries, Complaints and Reports Committee to complete a specified continuing education or remediation program and/or to appear before a panel of the Committee to be cautioned in the six years prior to the term of such Member, or during the term of such Member; or
- (s) has given an undertaking to the College in response to a request by a panel of the Inquiries, Complaints and Reports Committee related to a complaint or for a matter in which an investigator is appointed under clause 75(1)(a) or clause 75(1)(b) of the Code, in the six years prior to the term of such Member, or during the term of such Member.

(2) Jurisdiction for disqualifying a Public Member falls to the Lieutenant Governor in Council. The President on behalf of Council shall report to the Public Appointments Secretariat if a Public Member:

- (a) subject to the discretion of Council to excuse the absence, fails, without reasonable cause, to attend two consecutive regular meetings of the Council or fails, for any reason, to attend three consecutive meetings of the Council;
- (b) subject to the discretion of Council to excuse the absence, fails, without reasonable cause, to attend two consecutive regular meetings of a Committee of which she or he is a member or fails, for any reason, to attend three consecutive meetings of a Committee of which she or he is a member;
- (c) fails, without reasonable cause, to attend a hearing of a panel for which she or he has been selected;

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

## Conflict of Interest Declaration 2022

### Annual Conflict of Interest Declaration

Michelle Atkinson on Friday, 1/21/2022

**1. Please type your full name:**

Michelle Atkinson

**2. I 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.**

Yes

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

Yes

**4. 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.**

Yes

**5. Having reviewed the examples of conflict of interest [sec 3.7(21), I am declaring:**

that I currently have potential conflicts of interest in my role as member of Council.

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

Full time faculty member - Algonquin College

## Conflict of Interest Declaration 2022

### Annual Conflict of Interest Declaration

Loree Beniuk on Wednesday, 1/26/2022

**1. Please type your full name:**

Loree Beniuk

**2. I 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.**

Yes

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

Yes

**4. 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.**

Yes

**5. 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.

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



## Conflict of Interest Declaration 2022

### Annual Conflict of Interest Declaration

Erin Betts on Friday, 1/21/2022

1. Please type your full name:

erin betts

2. I 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.

Yes

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

Yes

4. 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.

Yes

5. 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.

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

## Conflict of Interest Declaration 2022

### Annual Conflict of Interest Declaration

Maheen Cassim on Wednesday, 2/16/2022

1. Please type your full name:

Maheen Cassim

2. I 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.

Yes

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

Yes

4. 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.

Yes

5. 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.

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

Part time faculty member at Confederation College, Thunder Bay.

## Conflict of Interest Declaration 2022

### Annual Conflict of Interest Declaration

Anne-Marie Conaghan on Sunday, 1/23/2022

**1. Please type your full name:**

Anne-Marie Conaghan

**2. I 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.**

Yes

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

Yes

**4. 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.**

Yes

**5. Having reviewed the examples of conflict of interest [sec 3.7(21), I am declaring:**

that I currently have potential conflicts of interest in my role as member of Council.

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

Program Coordinator, Georgian College. Item-writer, National Dental Hygiene Certification Board. Site-surveyor, Commission on Dental Accreditation of Canada.

## Conflict of Interest Declaration 2022

### Annual Conflict of Interest Declaration

Jennifer Cooper on Sunday, 1/23/2022

1. Please type your full name:

Jennifer Cooper

2. I 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.

Yes

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

Yes

4. 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.

Yes

5. Having reviewed the examples of conflict of interest [sec 3.7(21)], I am declaring:

that I currently have potential conflicts of interest in my role as member of Council.

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

Faculty at Fanshawe College, CDAC Surveyor (Dental Assisting Programs - Out of Province)

## Conflict of Interest Declaration 2022

### Annual Conflict of Interest Declaration

Pella Giabanis on Tuesday, 1/25/2022

**1. Please type your full name:**

Pella Giabanis

**2. I 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.**

Yes

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

Yes

**4. 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.**

Yes

**5. 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.

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

## Conflict of Interest Declaration 2022

### Annual Conflict of Interest Declaration

Carla Grbac on Sunday, 1/23/2022

1. Please type your full name:

Carla Grbac

2. I 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.

Yes

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

Yes

4. 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.

Yes

5. 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.

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

## Conflict of Interest Declaration 2022

### Annual Conflict of Interest Declaration

Alessandro Greco on Friday, 2/4/2022

**1. Please type your full name:**

Alex Greco

**2. I 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.**

Yes

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

Yes

**4. 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.**

Yes

**5. 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.

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

## Conflict of Interest Declaration 2022

### Annual Conflict of Interest Declaration

Farzana Hussain on Sunday, 1/23/2022

1. Please type your full name:

Farzana Hussain

2. I 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.

Yes

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

Yes

4. 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.

Yes

5. 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.

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



## Conflict of Interest Declaration 2022

### Annual Conflict of Interest Declaration

Ehizele Martin Iyamabo on Saturday, 1/22/2022

1. Please type your full name:

Martin Iyamabo

2. I 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.

Yes

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

Yes

4. 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.

Yes

5. 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.

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

# Conflict of Interest Declaration 2022

## Annual Conflict of Interest Declaration

Meghan Leuprecht on Sunday, 1/30/2022

1. Please type your full name:

Meghan Leuprecht

2. I 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.

Yes

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

Yes

4. 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.

Yes

5. Having reviewed the examples of conflict of interest [sec 3.7(21)], I am declaring:

that I currently have potential conflicts of interest in my role as member of Council.

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

Member of OCSWSSW

## Conflict of Interest Declaration 2022

### Annual Conflict of Interest Declaration

Caroline Lotz on Friday, 1/21/2022

1. Please type your full name:

Caroline Lotz

2. I 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.

Yes

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

Yes

4. 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.

Yes

5. 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.

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

Educator - Faculty of DH Program - Fanshawe College

## Conflict of Interest Declaration 2022

### Annual Conflict of Interest Declaration

Angelica Palantzas on Monday, 1/31/2022

**1. Please type your full name:**

Angelica Palantzas

**2. I 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.**

Yes

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

Yes

**4. 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.**

Yes

**5. 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.

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

N/A

## Conflict of Interest Declaration 2022

### Annual Conflict of Interest Declaration

Vanessa Pereira on Friday, 1/21/2022

**1. Please type your full name:**

Vanessa Pereira

**2. I 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.**

Yes

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

Yes

**4. 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.**

Yes

**5. 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.

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

## Conflict of Interest Declaration 2022

### Annual Conflict of Interest Declaration

Terri Strawn on Friday, 1/21/2022

**1. Please type your full name:**

Terri Strawn

**2. I 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.**

Yes

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

Yes

**4. 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.**

Yes

**5. Having reviewed the examples of conflict of interest [sec 3.7(21), I am declaring:**

that I currently have potential conflicts of interest in my role as member of Council.

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

Durham College - partial load faculty, Algonquin College - Part time faculty (depending on the semester), CDAC - periodic site surveyor, NDHCB - item writer, exam committee member

## Conflict of Interest Declaration 2022

### Annual Conflict of Interest Declaration

Margaret Wade on Saturday, 1/22/2022

**1. Please type your full name:**

Margaret Wade

**2. I 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.**

Yes

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

Yes

**4. 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.**

Yes

**5. 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.

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

## Conflict of Interest Declaration 2022

### Annual Conflict of Interest Declaration

Jacqueline White on Saturday, 1/22/2022

**1. Please type your full name:**

Jacqueline White

**2. I 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.**

Yes

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

Yes

**4. 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.**

Yes

**5. 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.

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



## Conflict of Interest Declaration 2022

### Annual Conflict of Interest Declaration

Mary Yeomans on Tuesday, 2/8/2022

1. Please type your full name:

Mary Yeomans

2. I 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.

Yes

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

Yes

4. 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.

Yes

5. Having reviewed the examples of conflict of interest [sec 3.7(21)], I am declaring:

that I currently have potential conflicts of interest in my role as member of Council.

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

Cambrian College educator - items/students in relation to Cambrian College will be a conflict

## COUNCIL MEETING MINUTES

Virtual Zoom Meeting

Livestreamed to the CDHO YouTube Channel

**Friday, December 3, 2021**

9:00 a.m. – 3:00 p.m.

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### COUNCIL MEMBERS PRESENT:

Caroline Lotz, Professional Member, President  
Michelle Atkinson, Professional Member  
Loree Beniuk, Public Member  
Erin Betts, Public Member  
Anne-Marie Conaghan, Academic Member  
Jennifer Cooper, Academic Member  
Jenny Gibson, Professional Member  
Carla Grbac, Professional Member  
Alessandro Greco, Public Member (9:00–9:45 a.m.)  
Pella Giabanis, Public Member  
Ehizele Martin Iyamabo, Public Member  
Meghan Leuprecht, Public Member  
Angelica Palantzas, Public Member (1:00–3:00 p.m.)  
Vanessa Pereira, Professional Member  
Ilga St. Onge, Professional Member  
Terri Strawn, Professional Member  
Margaret Wade, Public Member  
Jacqueline White, Professional Member

### REGRETS:

Pauline Leroux, Professional Member,  
Vice-President

### ADMINISTRATION:

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

### GUESTS:

Glenn Pettifer, Registrar and CEO, College of  
Denturists of Ontario (9:00–9:10 a.m.)  
Terri-Lynn Macartney, Manager, Quality  
Assurance (9:00–9:40 a.m.)  
Dayna Simon, Senior Counsel, RCDSO  
(1:00–2:00 p.m.)  
Derek Haime, Registrar and CEO, Ontario College  
of Teachers (2:15–3:00 p.m.)

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## 1.0 CALL TO ORDER

### 1.0 Roll Call

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

### **1.1 Opening Remarks**

Caroline Lotz 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.

### **1.2 Welcome of the New Registrar**

Glenn Pettifer, current Registrar and CEO of the College of Denturists of Ontario, introduced himself to Council. Mr. Pettifer will begin as the new Registrar and CEO of the CDHO on January 4, 2022.

### **1.3 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 2021.

### **1.4 Council Policy Manual Update**

The Chair reported that the Council Policy Manual was updated to show that the following policy has been updated:

- GP-7 Council Stipend and Expenses

### **1.5 Council Code of Conduct**

Council was reminded of the Code of Conduct.

## **2.0 APPROVAL OF AGENDA**

### **2.1 Review and Approval of Agenda**

The agenda was amended to move item 6.9 Competency Committee to the end of the agenda.

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

Moved:           Carla Grbac

Seconded:       Anne-Marie Conaghan

VOTE:

**CARRIED**

### 3.0 DECLARATIONS OF POTENTIAL CONFLICTS OF INTEREST

#### 3.1 Declarations of Conflict of Interest

Caroline Lotz declared that as President, she would not be participating in item 6.6 President's Compensation.

### 4.0 CONSENT AGENDA (4.1–4.4.2)

Item 4.1.1 September 24 meeting minutes was removed from the consent agenda.

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

Moved: Erin Betts  
Seconded: Jenny Gibson  
VOTE:

**CARRIED**

An error in the attendance of the September 24, 2021 meeting minutes was corrected.

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

Moved: Jennifer Cooper  
Seconded: Ilga St. Onge  
VOTE:

**CARRIED**

### 5.0 OWNERSHIP LINKAGE

#### 5.1 Status of Ownership Linkage Activities

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

### 6.0 GOVERNANCE PROCESS ITEMS FOR DECISION

#### 6.1 2022 Operations Budget

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

Moved: Vanessa Pereira  
Seconded: Jenny Gibson  
VOTE:

**CARRIED**

**6.2 2022 Governance Budget**

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

Moved: Ilga St. Onge

Seconded: Erin Betts

VOTE: **CARRIED**

**6.3 2022 Council Workshop Dates**

**MOTION:** THAT Council approves the proposed 2022 workshop dates.

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

Moved: Meghan Leuprecht

Seconded: Carla Grbac

VOTE: **CARRIED**

**6.4 Non-Council Member Appointments**

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

Moved: Terri Strawn

Seconded: Jenny Gibson

VOTE: **CARRIED**



**6.7 Transition Oversight Committee**

Terri Strawn advised Council that the Terms of Reference for the committee have been approved. The committee is in the process of hiring a consultant to help with the committee work and is expected to complete the hiring process by the end of the year.

**6.8 CPMF Committee**

The CPMF Committee has not met since the last Council meeting. The committee is in the process of developing a Council Evaluation Tool and will provide an update at the next Council meeting.

**6.9 Competency Committee**

**MOTION: THAT** Council approve the proposed implementation plan to screen applicants to Council and committees prior to their election or appointment and direct the Competency Profile Committee to further develop and implement the plan.

Moved: Anne-Marie Conaghan

Seconded: Erin Betts

VOTE: **CARRIED**

**7.0 ENDS ITEMS FOR DECISION**

There were no agenda items for this meeting.

**8.0 COUNCIL-REGISTRAR DELEGATION ITEMS FOR DECISION**

There were no agenda items for this meeting.

**9.0 EXECUTIVE LIMITATIONS ITEMS FOR DECISION**

**9.1 Policy Content Review**

Caroline Lotz advised Council that there were no policies to update at this meeting. In 2022, Council will be looking at streamlining their policies and the monitoring schedule to reduce redundancies between monitoring reports and the reports submitted through the annual CPMF.

## **10.0 REQUIRED APPROVALS AGENDA**

There were no agenda items for this meeting.

## **11.0 MONITORING BOARD PERFORMANCE**

There were no agenda items for this meeting.

## **12.0 BOARD EDUCATION**

### **12.1 Council Competency Presentation by the RCDSO**

Dayna Simon, Senior Counsel, Professional Conduct and Regulatory Affairs at the Royal College of Dental Surgeons of Ontario, presented to Council on the RCDSO's journey to establishing a competency-based elections process. Major components of a competency-based election include eligibility, competencies and screening by an independent Eligibility Review Committee. Government feedback has been positive, earning the RCDSO a "commendable practices" in their 2020 CPMF submission in respect to their competencies, eligibility course, and their orientation for newly elected and appointment Council members.

### **12.2 Governance Transition Presentation by the Ontario College of Teachers**

Dr. Derek Haime, Registrar and CEO of the Ontario College of Teachers, presented to Council on the governance transition happening at the OCT. The OCT has been implementing most of the GSI's recommendations. Some changes include a smaller Council, smaller term of office, selection-based appointments, and guaranteed Indigenous and linguistic representation. Dr. Haime outlined some of the advantages and challenges of modernizing regulation.

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

### **13.1 Council Meeting Evaluation**

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

## **14.0 MONITORING CEO PERFORMANCE**

There were no agenda items for this meeting.



**15.0 NEXT MEETING DATE**

The next Council meeting is January 21, 2022.

**16.0 ADJOURNMENT**

**MOTION:** THAT the Council meeting be adjourned at 3 : 05 p.m.

Moved: Carla Grbac  
Seconded: Loree Beniuk

VOTE: **CARRIED**

Approved by:

\_\_\_\_\_  
Signature of Chair, Terri Strawn

\_\_\_\_\_  
Date

## COUNCIL MEETING MINUTES

**Friday, January 21, 2022**

11:00 a.m.– 3:00 p.m.

Virtual Meeting

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### COUNCIL MEMBERS PRESENT:

Caroline Lotz, Professional Member, President  
Michelle Atkinson, Professional Member  
Loree Beniuk, Public Member  
Erin Betts, Public Member  
Maheen Cassim, Professional Member  
Anne-Marie Conaghan, Academic Member  
Jennifer Cooper, Academic Member  
Pella Giabanis, Public Member  
Carla Grbac, Professional Member  
Alex Greco, Public Member (1:50–2:50 p.m.)  
Farzana Hussain, Professional Member  
Meghan Leuprecht, Public Member  
Angelica Palantzas, Public Member  
Vanessa Pereira, Professional Member  
Terri Strawn, Professional Member  
Margaret Wade, Public Member  
Jacqueline White, Professional Member  
Mary Yeomans, Professional Member

### REGRETS:

Ehizele Martin Iyamabo, Public Member

### ADMINISTRATION:

Dr. Glenn Pettifer, Registrar and CEO  
Jane Keir, Deputy Registrar /  
Director, Professional Practice  
Eric Bruce, Director, Professional Conduct  
Veronica Douglas, Executive Administrator  
Melanie Warnock, Executive Administrator

### GUESTS:

Rebecca Durcan, SML  
Richard Steinecke, SML  
Kyle Fraser, Manager, Registration  
Carolle Lepage, Practice Advice  
Terri-Lynn Macartney, Manager, Quality Assurance  
Robert Farinaccia, Case Manager, Complaints and  
Investigations  
Eva Rosenstock, Case Manager, Complaints and  
Investigations

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## 1.0 CALL TO ORDER

### 1.1 Roll Call

The President, Caroline Lotz, called the meeting to order at 11:02 a.m. and welcomed Council and guests to the January meeting.

### 1.2 Opening Remarks

The President, Caroline Lotz, welcomed new Council members Farzana Hussain (District 4), Mary Yeomans (District 7) and Maheen Cassim (District 8). 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.

The Registrar, Dr. Glenn Pettifer, welcomed Council and guests to the January Council meeting.

### **1.3 Conflict of Interest**

No conflict of interest was declared.

### **1.4 Adoption of Agenda**

**MOTION:** THAT Council moves to approve the January 21, 2022 Council meeting agenda as presented.

Moved: Carla Grbac

Seconded: Terri Strawn

VOTE:

**CARRIED**

## **2.0 CONFLICT OF INTEREST AND CONFIDENTIALITY**

Rebecca Durcan from Steinecke Maciura LeBlanc presented to Council about conflicts of interest and confidentiality within professional regulation. Topics included safeguarding the public interest, fiduciary duty, the CDHO bylaws, and consequences of breaching these agreements.

## **3.0 REGULATION/RHPA**

Richard Steinecke from Steinecke Maciura LeBlanc presented to Council about regulation under the *Regulated Health Professions Act*. Mr. Steinecke spoke about the history of the RHPA, its legal structure, policy making, accountability, and Council's role in strategic planning and high-level oversight.

## **4.0 ELECTION OF 2022 EXECUTIVE COMMITTEE**

The elections were presided over by the Registrar, Dr. Glenn Pettifer, and an overview of the nominations and voting process for all eligible positions on the 2022 Executive Committee was provided.

### **2.1 Appointment of Scrutineers**

As provided under Schedule II of Bylaw 5, the Registrar appointed Rebecca Durcan and Jane Keir as Scrutineers for the 2022 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 21, 2022 and end at the first meeting in 2023 when a new election for President is held.

The following nominations were made:

<b>Nominated:</b>	<b>Nominator:</b>
Caroline Lotz	Margaret Wade
Terri Strawn	Vanessa Pereira

Caroline Lotz declined the nomination. Terri Strawn accepted the nomination.

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

Terri Strawn was acclaimed to the position of President and addressed Council.

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

The Registrar called for nominations for the position of Vice-President. The term for Vice-President shall commence on January 21, 2022 and end at the first meeting in 2023 where a new election for Vice-President is held.

The following nominations were made:

<b>Nominated:</b> Vanessa Pereira	<b>Nominator:</b> Carla Grbac
-----------------------------------	-------------------------------

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

Vanessa Pereira was acclaimed to the position of Vice-President.

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

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

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

<b>Nominated:</b>	<b>Nominator:</b>
Erin Betts	Jacqueline White
Alex Greco	Caroline Lotz

Erin Betts declined the nomination. Alex Greco accepted the nomination.

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

Alex Greco was acclaimed to the position of third Executive Committee member.

Fourth (4<sup>th</sup>) Executive Position – Professional Member

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

<b>Nominated:</b>	<b>Nominator:</b>
Michelle Atkinson	Jennifer Cooper
Anne-Marie Conaghan	Jacqueline White

Anne-Marie Conaghan declined the nomination. Michelle Atkinson accepted the nomination.

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

Michelle Atkinson was acclaimed to the position of fourth Executive Committee member.

Fifth (5<sup>th</sup>) Executive Position – Public Member

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

<b>Nominated:</b>	<b>Nominator:</b>
Loree Beniuk	Michelle Atkinson
Pella Giabanis	Carla Grbac
Margaret Wade	Jacqueline White
Meghan Leuprecht	Jacqueline White
Angelica Palantzas	Jacqueline White

Loree Beniuk, Pella Giabanis, Meghan Leuprecht and Angelica Palantzas declined their nominations. Margaret Wade accepted the nomination and addressed Council. She advised that she would remain on Executive until her term on Council ends on June 19, 2022.

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

Margaret Wade was acclaimed to the position of fifth Executive Committee member.

The 2021 Executive Committee was established as follows:

<b>Member:</b>	<b>Position:</b>
Terri Strawn	<i>President</i>
Vanessa Pereira	<i>Vice-President</i>
Alex Greco	<i>Public</i>
Michelle Atkinson	<i>Professional</i>
Margaret Wade	<i>Public</i>

## 2.5 Motion for Destruction of Ballots

The Registrar closed the election. There were no ballots to destroy.

## 5.0 COMMITTEE PRESENTATIONS

The CDHO staff presented an overview of the statutory committees to Council. A committee preference survey will be sent to Council members following the Council meeting. The Executive Committee will use the survey to establish the 2022 Committee Slate.

## 6.0 ADJOURNMENT

**MOTION:** THAT the Council meeting be adjourned at 2:47 p.m.

Moved: Carla Grbac

Seconded: Meghan Leuprecht

VOTE:

**CARRIED**

Approved by:

---

Signature of Chair, Terri Strawn

---

Date

## EXECUTIVE COMMITTEE REPORT

March 4, 2022

### COMMITTEE MEMBERS

**2021 Committee Slate** (Until Jan. 21, 2022)

**Professional Members**

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

**Public Members**

Ehizele Martin Iyamabo  
Alex Greco

**2022 Committee Slate** (From Jan. 22, 2022)

**Professional Members**

Terri Strawn, President  
Vanessa Pereira, Vice- President  
Michelle Atkinson

**Public Members**

Alex Greco  
Margaret Wade

**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 February 4, 2022. Approved Executive Committee meeting minutes are available to Council via Board Effect in the 'Library'.

### ITEMS FOR INFORMATION

**CDHO Governance**

The Executive planned the agendas for the February 25 Council workshop and the March 4 Council meeting.

The Executive Committee reviewed the CDHO's Q4 Financial Report and no issues were raised.

The Executive Committee reviewed all 2022 Council Conflict of Interest forms.

### **Committee Slates for 2022**

The committee slates for 2022 were finalized and sent to Council members. A call-out for Non-Council members will be planned as there are some vacancies.

### **Orientation for Council Members**

Maheen Cassim, Farzana Hussain, Mary Yeomans, and Angelica Palantzas attended an orientation for new Council members on January 14, 2022. BoardEffect training has been provided for all new members. Mentors have been assigned.

### **Public Member Appointments**

Loree Beniuk was reappointed as a Public member of Council for a three-year term.

### **CPMF Committee**

The College Performance Measurement Framework Committee met on January 13, 2022 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 Council meeting.

### **Competency Committee**

The Competency Committee met with the College Performance Measurement Framework Committee on December 21, 2021 to discuss further implementation of the Council competencies based on feedback provided by Council.

### **Registrar/CEO 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 Glenn Pettifer to his 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 4, 2022**

### **COMMITTEE MEMBERS**

**Chair:** Jacqueline White, Professional Member

**Vice-Chair:** Carla Grbac, Professional Member

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

Michelle Atkinson

Maheen Cassim

Anne-Marie Conaghan

Jennifer Cooper

Farzana Hussain

Caroline Lotz

Vanessa Pereira

Terri Strawn

Mary Yeomans

#### **Public Members (Council)**

Loree Beniuk

Erin Betts

Pella Giabanis

Alessandro Greco

Ehizele Martin Iyamabo

Meghan Leuprecht

Angelica Palantzas

Margaret Wade

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

Gillian Dunn

Paula Malcomson

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

### **INTRODUCTION**

Since its last report to Council in December 2021, the Discipline Committee held a general meeting on January 21, 2022. At the meeting, Ms. Jacqueline White and Ms. Carla Grbac were acclaimed as the Chair and Vice-Chair, respectively, for the 2022 term. In addition, the members attended an educational presentation delivered by Ms. Elyse Sunshine, independent legal counsel to the Committee.

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

As of the date of writing (February 2022), the following matters remain before the Discipline Committee or under appeal:

- The registrant in *CDHO v. Alexandru Tanase* has filed an application for leave to appeal to the Supreme Court of Canada from the decision of the Ontario Court of Appeal. Responding materials have been filed by the College and the Ministry of the Attorney General for Ontario. The parties are awaiting the decision of the Supreme Court on the application for leave.
- The appeal in *CDHO v. Sherry Lynn MacDonald* was heard by the Divisional Court on January 5, 2022. The decision of the Court dismissing the appeal and upholding the decision of the Discipline Committee was released on January 31, 2022.
- *CDHO v. Christal Chuback* was heard by a panel on November 23, 2021. The matter proceeded as an uncontested hearing with an agreed statement of facts and joint submission on penalty. Written reasons for decision were released on January 6, 2022.
- The penalty hearing in *CDHO v. Patricia Blundon, Trina Lewis, and Patricia Sinnott* was conducted on January 11, 2022. The matter proceeded with a joint submission on penalty. Written reasons for decision on penalty were released on January 20, 2022.
- *CDHO v. Elizabeth Diego* was heard by a panel on February 2, 2022. The matter proceeded as an uncontested hearing with an agreed statement of facts and joint submission on penalty. Notably, the matter involved a partial plea of “no contest” by the registrant; although the Discipline Committee’s Rules of Procedure do not include explicit provisions related to no contest pleas (which are rare in the regulatory context), authority for accepting such pleas can be found in common law and the *Statutory Powers Procedures Act*. Written reasons for decision are pending.
- *CDHO v. Jessie Kalvaitis and Tara Jeffrey; CDHO v. Kelly Miranda Lourenco; and CDHO v. Cynthia DeMarco* are in the process of being scheduled.

## CONCLUSION

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

## FITNESS TO PRACTISE COMMITTEE REPORT

March 4, 2022

### COMMITTEE MEMBERS

**Chair:** Vacant

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

Michelle Atkinson  
Maheen Cassim  
Anne-Marie Conaghan  
Jennifer Cooper  
Carla Grbac  
Farzana Hussain  
Caroline Lotz  
Vanessa Pereira  
Terri Strawn  
Jacqueline White  
Mary Yeomans

#### **Public Members (Council)**

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

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

### INTRODUCTION

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

### ITEMS FOR INFORMATION – Related to Mandate

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

## INQUIRIES, COMPLAINTS AND REPORTS COMMITTEE REPORT

March 4, 2022

### COMMITTEE MEMBERS

#### Panel A

**Chair:** Vacant (as of February 9, 2022)

#### Professional Members (Council)

Michelle Atkinson

Jennifer Cooper

#### Public Members (Council)

Loree Beniuk

Erin Betts

Amit Vig (until November 27, 2021)

#### Professional Members (Non-Council)

Larissa Voytek

Kim McNamara

Linda Douglas (until December 31, 2021)

#### Panel B

**Chair:** Vacant (as of February 9, 2022)

#### Professional Members (Council)

Caroline Lotz

Mary Yeomans

Anne-Marie Conaghan (until January 21, 2022)

Pauline Leroux (until December 31, 2021)

#### Public Members (Council)

Meghan Leuprecht

Margaret Wade

#### Professional Members (Non-Council)

Vacant

Julie Farmer

Dorothy Dziunikowski (until December 31, 2021)

**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

### 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.

The panels of the ICRC met on the following dates by video conference since the last Report to Council of December 3, 2021.

<b>Panel A</b>	<b>Panel B</b>
December 10, 2021 January 12, 2022	Did not meet since the last Report to Council

**ITEMS FOR INFORMATION – Related to Mandate**

The following tables detail, in summary form, the activities of the ICRC since the last Report to Council (which reported information up to November 9, 2021).

<b>Number of investigations carried over from previous period(s) <sup>1</sup></b>			
	<b>Complaints</b>	<b>Reports</b>	<b>QA Referrals</b>
<b>Investigations commenced before November 9, 2021</b>	11	9 3 (incapacity)	0

<b>Intake of new investigations</b>			
	<b>Complaints</b>	<b>Registrar's Reports</b>	<b>QA Referrals</b>
<b>November 9, 2021, to February 9, 2022</b>	7	5	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.

<b>Decisions made and finalized by ICRC</b>			
	<b>Complaints Outcomes</b>	<b>Reports and Incapacity Outcomes</b>	<b>QAC Outcomes</b>
<b>November 9, 2021 to February 9, 2022</b>	<p>No Further Action: 3</p> <p>Specified Continuing Education or Remediation Program (SCERP): 1</p> <p>Withdrawn: 1</p>	<p>Recommendation/ Guidance: 1</p> <p>Specified Continuing Education or Remediation Program (SCERP): 1</p> <p>Specified Continuing Education or Remediation Program (SCERP) and Oral Caution: 1</p> <p>No Further Action with undertaking: 1</p> <p>No Further Action as went Inactive: 1</p>	No QAC Outcomes to Report

At the time of writing (February 9, 2022), the ICRC has not finalized the written Decision with Reasons in one matter which was reviewed on January 12, 2022. The final outcome and timeline until completion will be reported in the next Report to Council.

<b>Health Professions Appeal and Review Board Matters</b>			
	<b>Matters in progress</b>	<b>Matters heard, Decision pending</b>	<b>Decision(s)</b>
<b>November 9, 2021, to February 9, 2022</b>	6	1	1

### **INCAPACITY**

The ICRC is currently dealing with 1 incapacity matter.

### **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 9, 2021, to February 9, 2022 (time of writing) were as follows:

<b>Timeline</b>	<b>Complaints</b>	<b>Registrar's Reports</b>	<b>QA Referrals</b>
150 days or less	4	2	---
151 days to 210 days	0	0	---
211 days to 240 days	0	0	---
More than 240 days	0	1	---

### **CONCLUSION**

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

## PATIENT RELATIONS COMMITTEE REPORT

March 4, 2022

### COMMITTEE MEMBERS

**Chair:** Vacant

**Professional Members (Council)**

Maheen Cassim

Farzana Hussain

**Professional Members (Non-Council)**

Paula Malcomson

**Public Members (Council)**

Alex Greco

Martin Iyamabo

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 did not meet since the last Council meeting on December 3, 2021. A Patient Relations Committee meeting is planned for June 2022 and a report will be given in preparation for the next Council meeting.

### ITEMS FOR INFORMATION — Related to Mandate

No further information to report.



## QUALITY ASSURANCE COMMITTEE REPORT

March 4, 2022

### COMMITTEE MEMBERS

#### 2021 Committee Slate

##### Professional Members

Terri Strawn, Chair  
Vanessa Pereira  
Ilga St. Onge

##### Public Members

Martin Iyamabo  
Margaret Wade

##### Non-Council Members

Jaspreet Kaur Singh (until Dec. 31, 2021)  
Tonia Peachman-Faust

#### 2022 Committee Slate (as of February 8, 2022)

##### Professional Members

Anne-Marie Conaghan, Academic  
Farzana Hussain  
Terri Strawn, President

##### Public Members

Angelica Palantzas  
Margaret Wade

##### Non-Council Members

Julie Farmer  
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.

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### INTRODUCTION

The Quality Assurance Committee met three times since the last Report to Council. Panel B met on December 7, 2021, with the Panel consisting of Ilga St. Onge (Chair), Vanessa Pereira, Tonia Peachman-Faust, and Margaret Wade. Panel A, which was comprised of Terri Strawn (Chair), Jaspreet Singh, and Martin Iyamabo, met on December 10, 2021. The entire Committee met once on January 18, 2022. All meetings were conducted via video conference.

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

### **Welcome Emails**

‘Welcome to the Profession’ notices were sent out by email on January 17, 2022, to 269 registrants who were registered between October 1, 2021, and January 15, 2022. 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 8, 2022)**

Note: Data for the 2022 assessment period is not yet available as QA records submissions are presently undergoing assessment.

#### 2021 Peer Assessment

Of the 2586<sup>1</sup> quality assurance records requested

2555 have met the assessment guidelines<sup>2</sup>

26 are in the assessment process<sup>4</sup>

5 are participating in directed learning/remediation

#### 2021 Practice Reviews

Of the 50<sup>3</sup> on-site practice assessments requested

28 have met the assessment guidelines<sup>2</sup>

20 are in the assessment process

2 are participating in directed learning/remediation

#### 2020 Peer Assessment

Of the 2473<sup>1</sup> quality assurance records requested

2445 have met the assessment guidelines<sup>2</sup>

11 are in the assessment process<sup>4</sup>

17 are participating in directed learning/remediation

#### 2020 Practice Reviews

Of the 116<sup>3</sup> on-site practice assessments requested

98 have met the assessment guidelines<sup>2</sup>

9 are in the assessment process

9 are participating in directed learning/remediation

- 
- <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 and those placed into Path 3 for failure to submit QA records.
  - <sup>4</sup> Includes registrants who were granted an extension to submit, those awaiting Committee decision, and those required to participate in an onsite practice review as part of their assessment.

### **Quality Assurance Program Evaluation**

Further to the Committee's previous report, the program evaluation continues as scheduled. Registrant surveys are expected to be conducted throughout February. The final evaluation report is expected in March 2022.

## REGISTRATION COMMITTEE REPORT

March 4, 2022

### COMMITTEE MEMBERS

#### 2021 Committee Slate

##### Professional Members

Caroline Lotz, President  
Michelle Atkinson, Chair  
Jenny Gibson

##### Public Members

Loree Beniuk  
Margaret Wade

##### Non-Council Member

Mary Yeomans

#### 2022 Committee Slate (as of February 8, 2022)

##### Professional Members

Maheen Cassim  
Caroline Lotz  
Jacqueline White

##### Public Members

Loree Beniuk  
Pella Giabanis

##### Non-Council Member

Vacant

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

### INTRODUCTION

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

**ITEMS FOR INFORMATION – Related to Mandate**

**Registration Statistics**

Since last reported to Council:

	<b>November 5, 2021</b>	<b>February 9, 2022</b>
General Certificate of Registration	12,866	12,516
Specialty Certificate of Registration	625	603
Inactive Certificate of Registration	899	971
Total Registrants	14,390	14,090
Authorized to Self-Initiate	6,571	6,422

**Applications for Registration**

Since the last report to Council, the College received 306 new applications for registration.

1 application required detailed review by the Registrar.

<b>Review Date</b>	<b>Issue</b>	<b>Registrar Review and Decision</b>
January 18, 2022	<i>Application for a General Certificate:</i> The applicant answered <b>yes</b> to declaration question # 5 on the 2022 CDHO application for registration. Question # 5 asks “While attending a post-secondary institution inside or outside Ontario, have allegations of misconduct, including academic misconduct, ever been made against you or have you ever been suspended, required to withdraw, expelled or penalized by a post-secondary institution for misconduct?”	Following receipt and review of information provided by the Applicant, the Registrar was satisfied that the Applicant fulfilled the registration requirement of being able to practise the profession safely and with decency, integrity and honesty, and in accordance with the law. A General certificate of registration was granted, and the applicant was registered on February 3, 2022.

No applications were referred to the Registration Committee.

## **Changes to the Register**

Since last reported to Council on December 3, 2021:

- 285 applicants were registered to practise
- 4 previous registrants of the College were re-registered
- 1 registrant was reinstated (from suspended)
- 1 registrant was suspended
- 31 registrants were revoked for non-payment of fees
- 425 registrants resigned
- 43 registrants were authorized to self-initiate

## EXAMINATIONS COMMITTEE REPORT

March 4, 2022

### COMMITTEE MEMBERS

**Chair:** Larissa Voytek, Non-Council Member

**Professional Members (Non-Council)**

Fatimah Dato

Tonia Peachman-Faust

**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 has not met since the last Council meeting on December 3, 2021.

### CONCLUSION

The Examinations Committee continues to fulfill its mandate.

# President's Report to Council

**March 4, 2022**

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## **President's Activities**

### Caroline Lotz

December 22, 2021 – Meeting with Acting Registrar J. Keir; incoming Registrar G. Pettifer and T. Strawn to discuss 2022 priorities and G.P's onboarding plan in advance of start date as per Policy GRD6(16)

January 14, 2022 – New Member Orientation session co-facilitated with G. Pettifer for newest members on Council – Farzana Hussain, Maheen Cassim, Angelica Palantzas, Mary Yeomans

### Terri Strawn

January 24, 2022 – Meeting with G. Pettifer

January 26, 2022 – Meeting with CDO & CDTO Presidents, CDHO, CDO & CDTO Registrars

February 3, 2022 – Meeting with G. Pettifer to discuss the Executive Committee meeting, onboarding and supports

February 4, 2022 – Executive Committee meeting

## **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 – 2022

Name	January 14 New Member Orientation	January 21 Meeting	February 25 Workshop	March 4 Meeting
<b>Professional Members</b>				
Atkinson, Michelle	✗	✓		
Cassim, Maheen	✓	✓		
Conaghan, Anne-Marie (Academic)	✗	✓		
Cooper, Jennifer (Academic)	✗	✓		
Grbac, Carla	✗	✓		
Hussain, Farzana	✓	✓		
Lotz, Caroline	✓	✓		
Pereira, Vanessa (Vice-President)	✗	✓		
Strawn, Terri (President)	✗	✓		
White, Jacqueline	✗	✓		
Yeomans, Mary	✓	✓		
<b>Public Members</b>				
Beniuk, Loree	✗	✓		
Betts, Erin	✗	✓		
Giabanis, Pella	✗	✓		
Greco, Alex	✗	✓		
Iyamabo, Martin	✗	✗		
Leuprecht, Meghan	✗	✓		
Palantzas, Angelica	✓	✓		
Wade, Margaret	✗	✓		

✓ *Attended*

✗ *Did not attend*

## Appendix 2

### Professional Council Members Honorarium and Expense Claim Submissions – Quarterly For the Year ending December 31, 2021

	Q1 HONORARIUM	Q1 EXPENSES	Q2 HONORARIUM	Q2 EXPENSES	Q3 HONORARIUM	Q3 EXPENSES	Q4 HONORARIUM	Q4 EXPENSES	TOTAL
Caroline Lotz (president)	6,335.00	0.00	3,957.60	0.00	3,169.60	0.00	3,645.80	0.00	17,108.00
Pauline Leroux (vice-president)	5,399.39	0.00	3,264.50	0.00	1,549.50	0.00	192.50	0.00	10,405.89
Terri Strawn	3,663.00	0.00	2,587.00	0.00	3,183.50	0.00	4,225.00	0.00	13,658.50
Ilga St. Onge	2,877.50	0.00	3,559.00	0.00	2,194.00	0.00	2,554.00	0.00	11,184.50
Jenny Elizabeth Gibson	1,382.00	0.00	587.00	0.00	970.00	0.00	741.00	0.00	3,680.00
Michelle Atkinson	2,958.50	0.00	2,478.50	0.00	1,622.50	0.00	2,069.50	0.00	9,129.00
Ann-Marie Conaghan	2,379.00	0.00	1,291.50	0.00	1,800.50	0.00	958.50	0.00	6,429.50
Vanessa Pereira	2,802.50	0.00	4,009.50	0.00	1,886.00	0.00	2,442.50	0.00	11,140.50
Jennifer Cooper	2,202.00	0.00	1,790.00	0.00	1,328.00	0.00	1,353.00	0.00	6,673.00
Carla Grbac	1,998.00	0.00	1,971.00	0.00	970.00	0.00	741.00	0.00	5,680.00
Jacqueline White	1,998.00	0.00	1,536.00	0.00	970.00	0.00	933.50	0.00	5,437.50
Catherine Ranson	4,146.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,146.40
Non-Council Professional Members (combined)	5,089.00	0.00	5,832.00	0.00	3,801.00	0.00	5,279.00	0.00	20,001.00
								<b>TOTAL</b>	<b>124,673.79</b>

Includes claims for:

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

## Registrar's Report

**Public Interest Rationale** – The Registrar is responsible for working collaboratively with the CDHO Council to effectively position the College to achieve its mandate of holding the public interest at the forefront of its deliberations, decisions and initiatives. This mandate includes ensuring that people who access care from Registered Dental Hygienists in Ontario receive safe, ethical, competent care and that the statutory obligations articulated in the [Regulated Health Professions Act, 1991](#), the [Dental Hygiene Act, 1991](#) and other applicable legislation are met.

This report provides Council with a summary update on work that was done in between Council meetings and represents a report of this work that the new Registrar has overseen since joining the College on January 4, 2022.

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**COVID-19 Update** – Staff continue to work remotely with individuals attending the office when the work process requires (i.e. physical mailing of notices to registrants). Focus groups have been conducted with staff to determine individual and collective thoughts on how the work of the College can be carried out in the context of a continued attention to COVID-19 risk and our experience with remote working since March 2020. It is clear from these discussions that a hybrid model of working will be the future for the CDHO operations. Details are being determined.

**Registration Renewal** – The renewal of Certificates of Registration concluded on December 31, 2021. This year's Certificate of Registration renewal proceeded without complication. On December 31, 2021, the College had a total of 14,008 registrants. During 2021, there were 737 new graduates registered and 511 registrants were removed from the Register because of resignation, revocation, or death.

**Operations** – The efficient execution of the College's daily operations is supported by its information and communications technology. These items are currently adequate and will be strengthened over the coming months.

Despite our remote work, regular departmental meetings and bi-weekly full staff meetings are held to maintain team communication and engagement.

The staff Social Committee has organized many activities since the beginning of 2022. These group activities help combat some of the common seasonal decline in effect and COVID-19 pandemic exhaustion and provide support as staff continue to work remotely.

Staff continue to attend bi-weekly Emergency Operations Centre updates via teleconference and senior management is kept apprised of any relevant developments. With other RHPA College Registrars, the Registrar has attended meetings with representatives from the Ministry of Health regarding proposed regulatory governance modifications.

**Financial** – The College remains in a strong financial position. The 2021 Financial Audit conducted by Hilborn LLP is underway.

**Staffing** – A search is underway to fulfill a vacancy for Practice Advisor. Interviews are underway to fill a new Coordinator position in the Registration department.

## Registrant Engagement

### Practice Advisory Service

Since the last report to Council, the Practice Advisory Service responded to 1,157 enquiries.

	Calls	Emails	Total Enquiries	Top 3 Topics
<b>November</b>	<b>157</b>	<b>120</b>	<b>277</b>	<b>1. IPAC and Fallow time</b> <b>2. N95</b> <b>3. Isolation</b>
<b>December</b>	149	111	<b>260</b>	
<b>January</b>	238	160	<b>398</b>	
<b>February</b>	96	126	<b>222</b>	<b>1. Mix General Information</b> <b>2. Leaving a Practice</b> <b>3. Self-Initiation</b>

### Communications

*Website updates and registrant communications* – Since Council last met, several communications have been posted to the website and forwarded to Registered Dental Hygienists.

These included:

- December 21, 2021 – Communication to Registrants: [Revised Directive #1 for Health Care Providers and Health Care Entities](#)
- December 21, 2021 – Communication to Registrants: [Ontario Government News Release | Recruiting Volunteers](#)
- [New COVID-19 FAQs](#) (ongoing updates)
- January 7, 2022 – Communication to Registrants: A message from Dr. Glenn Pettifer, Registrar/CEO
- January 12, 2022 – Added link to MOH’s current guidance and relevant charts for exposure on [CDHO's website homepage](#)
- January 13, 2022 – CDHO E-Brief, Volume 12, Issue 1
- February 10, 2022 – CDHO E-Brief, Volume 12, Issue 2

### System Partners

[Health Profession Regulators of Ontario](#)

HPRO supports information sharing and some collaborative initiatives among Ontario's Health Profession Regulators in Ontario. The Federation is comprised of the Registrars from each of Ontario's 26 health regulatory colleges that regulate 29 distinct health professions. Representing the CDHO, the Registrar continues to participate in the Federation. HPRO supports collaborative initiatives to assist colleges in fulfilling their regulatory roles. Bi-weekly meetings have been held for registrars and other college representatives during the pandemic and a CPMF working group continues to meet on a monthly basis.

#### [Ontario Oral Health Professions Registrars](#)

This group of Registrars from the four oral health profession regulatory Colleges (CDHO, CDO, RCDSO, CDTO) meets monthly to discuss areas of common interest. Current discussions include continuing common IPAC matters, COVID-19 pandemic impact on oral health practice, and other regulatory matters related to the Ontario oral health professions.

#### [Ontario Dental Hygienists' Association](#)

Cooperation with the ODHA is ongoing to ensure comprehensive and timely information is being provided to registrants. The new Registrar organized and attended an introductory meeting with the new Executive Director of the ODHA to discuss areas of common interest and to discuss the roles of the respective organizations vis-à-vis Registered Dental Hygienists.

#### [Federation of Dental Hygiene Regulators of Canada](#)

The Registrar represented the CDHO at several meetings of the FDHRC as a whole and some introductory meetings with the Registrars from the CDHBC and CRDHA where matters of common interest were discussed. The FDHRC has recently amalgamated with the National Dental Hygiene Certification Board (NDHCB). The amalgamated organization will continue under the FDHRC name. Much of the work of the FDHRC is currently directed toward the amalgamation and developing policies and procedures for the amalgamated organization.



March 1, 2022

Mr. Sean Court  
Assistant Deputy Minister  
Ministry of Health  
Strategic Policy, Planning & French Language Services  
438 University Avenue, 10<sup>th</sup> Floor  
Toronto, ON M7A 2A5

Dear Mr. Court;

On behalf of the College of Dental Hygienists of Ontario, we are pleased to provide our organization's response to the Ministry's request for feedback on its proposed Governance Reform and Regulatory Modernization initiative. We acknowledge and appreciate the efforts of the Ministry of Health as it considers these potential modifications to the health profession regulatory structure in the province of Ontario.

The CDHO Council has been considering some of these elements of governance modernization recently and is aware that many of these concepts have been circulating in Ontario, nationally and globally for some time. The CDHO is pleased to partner with the Ministry as it undertakes this welcome initiative.

### **Core Governance Considerations**

#### *Smaller Councils*

The Ministry is proposing smaller College Councils of between 10 and 12 members. The result will be that Councils will focus more on higher level policies and internal oversight.

This CDHO Council urges that the transition will need to be done carefully, gradually, and intentionally with consideration of the following:

- It would be useful to have at least some carryover from the previous Council in order for there to be some collective, organizational memory, especially over significant pending issues that are time sensitive.
- The current composition of statutory committees requires at least some Council members of various categories. The transition for Council and committee member composition has to be coordinated.
- The transition for Council and committee composition should occur on the same date.

- There should be clear transition provisions in the *Code* enabling the selection of Council and committee members, including the description of the removal of existing ones as of the transition date, in advance of the transition date.
- There should be an explicit provision specifying which committee panels already dealing with a matter can continue to operate despite no longer being properly constituted or losing quorum.
- Colleges should be given sufficient warning (a few months) so that they can amend their by-laws in advance of any transition dates.
- Council members who are departing from Council on the transition date can be seen to be eligible to serve on a committee, but must be selected through an open, objective, independent, competency-based process.

Many Colleges, including the CDHO, have experienced significant issues with Councils not being properly constituted. Those issues are likely to be compounded during a transition period. It is essential that any amending legislation provide for the CDHO Council to remain properly constituted despite vacancies. The quorum should be sufficiently low (perhaps even less than 50%) and flexible (without too many restrictions in terms of categories of members of Council) to ensure the continued operation of the College. It should be noted that the existing safeguard, of having the Executive Committee operate on behalf of Council while it is not properly constituted, will no longer be available if the Ministry proposal about that Committee is implemented.

### *Separating Council and Committees*

The Ministry is proposing to separate the composition of a Council from the composition of committees so that there is no longer overlapping members. CDHO Council members felt that there were some benefits to Council members having direct awareness of the experience of committees and to ensuring that committees have awareness of the work of Council and its policy initiatives. Although it does appear that the Ministry is probably concluding that those benefits are outweighed by the advantages of separating the composition of committees from that of Council.

The CDHO Council agreed that this separation should occur only for statutory committees. Councils will likely have several committees facilitating their work (e.g., Finance, Audit, Governance) and those committees must be permitted to have Council members serving on them.

In this transition it will be important to ensure that the transition should occur at the same time as the Council composition changes, to avoid confusion as to the status of former Council members on statutory committees.

The CDHO Council noted that the issue of the selection of public members for committees is not addressed in the MOH briefing materials. Given the proposed Council and Committee structures, Public Appointee Council members will not be able to sit on statutory committees.

The CDHO Council questions whether it will be the government or the College that will select public members to serve on the statutory committees that require public member representation. Given the specific competencies required for each committee and the persistent difficulty in obtaining timely appointments from the government, it would be appropriate for the College to make those appointments.

The CDHO Council supported a hybrid approach during a transition period (e.g., some Council members serving on both Council and committees for a period). Council also noted that a more formal monitoring and oversight process by Council of the Committee processes and output will be required.

### *Equal Public and Professional Representation*

The Ministry proposes that there be an equal number of professional and public members on Council. The CDHO Council supported this initiative but did note that smaller Council sizes of equal public and professional representation are more likely to find themselves in a situation where the vote on a motion leads to a tie (not because of the any professional/public divide but because of the size of the Council). The implied reduction in the number of Council members who are members of the profession raised concerns in the CDHO Council regarding geographic diversity in the members of the profession selected to sit on the Council. This observation points to the need for geographic diversity as a competency in Council and Committee selection processes.

### *Selection of Professional Members*

The Ministry is proposing that the professional members for both Council and committees be selected (or, at least, have the selection overseen) by a Nomination and Selection Committee and that the selection framework/criteria be based on the relevant competencies for the Council or the committee. These criteria might include diversity, technical, regional, and behavioural requirements. The CDHO Council noted that it will be challenging to achieve all these criteria in so few people.

While not addressed, the selection of public members of Council and Committees requires close attention in a discussion of governance modification. The current system presents continuing challenges to the constituted functioning of the College and its Committees. How the current, unpredictable system will support the increased demand for competent public appointees is not articulated in this proposal and needs attention.

The CDHO Council has developed very comprehensive, distinct sets of competencies for Council and Committee members and is now creating a program for the implementation of these competency profiles, not as a screening tool but in a way that provides new Council and Committee members with opportunities to enhance those areas that new members identify through self-assessment. Consequently, this program would support the retroactive implementation of a competency profile. Despite this, it would be very difficult for a Council



to have all new members and the CDHO Council recommends that some existing Council members be retained for a year or two after the new regime begins. Even if the Nomination and Selection Committee chooses or recommends the most suitable candidates, the legislation could reserve some spots on Council for them (perhaps with an exception where no existing or former Council members apply).

### *Term Limits*

In its Briefing materials, the Ministry has implied that it will impose shorter term limits, from the current nine consecutive years.

There was agreement amongst the CDHO Council members that setting absolute term limits of less than 5-7 years would reduce the amount of experienced, knowledgeable talent around the Council table. The question of whether term limits can or should be imposed retroactively and the CDHO Council holds the opinion that, whatever policy choice is made, clarity of the rules of the process will need to be established.

### *Eliminate the Executive Committee*

The proposal to eliminate the Executive Committee was recognized as consistent with current governance thinking, generally.

The main consideration for the CDHO is that the Executive Committee is used (and has been used in the recent past) to keep Colleges functioning when Councils were not properly constituted because of the lack of public appointees sitting on Council. It is critical that Colleges do not face periods of time under the new provisions when Councils are not properly constituted. At a minimum there needs to be an explicit provision enabling the Council to continue to operate despite vacancies.

## **Housekeeping Proposals**

The Ministry proposes to update terminology:

- Council >> Board of Directors;
- Member of Council >> Director;
- President >> Chair;
- Vice-President >> Vice-Chair;
- Registrar >> CEO;
- Member >> Registrant.

These are policy issues that the CDHO supports. The CDHO Council did note that the proposal does not mention updating the term “College”, which is a constant source of confusion. A term such as “Regulatory Authority” may be an appropriate exchange for “College”.

## Changes in Performance Expectations and Oversight

The CDHO Council noted that the following are contemplated in the MOH proposal:

- a) Making the legislative changes necessary to declare the Health Profession Regulatory Colleges so that they then fall under the expectations outlined in the **French Language Services Act**

The CDHO has, for some time, supported the provision of its services and resources in both English and French that includes being able to communicate with anyone in French both verbally and in writing, if that is the person's preference, and making all of its materials, including its website, available in French. The changes contemplated by the Ministry are such that they will require the College to ensure that the Registration, ICR, Discipline and Fitness to Practise Committees have French-speaking panels available to it or, where that is simply impossible, to have a certified translator (not staff) translate all documents. Such a requirement places a significant regulatory burden on the CDHO.

- b) Making the legislative changes necessary so that the Health Profession Regulatory Colleges become subject to the jurisdiction of the **Auditor General** with respect to finances. This suggestion is seen as supporting transparency and accountability as it relates to the financial activity of the RHPA Colleges

The CDHO notes that The Ministry suggests that these would be financial audits only. The CDHO feels that this limitation on audits should be clarified as the Auditor General seems to use the "value for money" concept to conduct reviews as to the regulatory activities, processes, outcomes, and priorities of regulators. Having only just recently launched the College Performance Measurement Framework, the CDHO poses the question of whether the CPMF should be permitted to have more opportunity to enhance regulatory performance in a sector-knowledgeable manner before such a new, complicated oversight mechanism is imposed.

- c) Making the legislative changes necessary so to allow for the oversight of the College's complaints and discipline processes by a third party, the **Patient Ombudsman**. This initiative is similar in construct to the relationship between the Office of the Fairness Commissioner and its oversight of the College's registration practices.

It was not clear that the Patient Ombudsman's office has expertise in dealing with the kind of complaints or reports investigated by the CDHO. The CDHO Council recognizes that the Patient Ombudsman's mandate is more focused on resolving concerns than protecting the public from harm. Also, given their simplified process, the Patient Ombudsman is not familiar with the detailed legal requirements and expectations imposed on ICRCs or Discipline Committees. It also seems odd to propose that the

Patient Ombudsman might be able to order changes for the Colleges when it cannot do so currently for the principal providers it oversees, health care institutions.

#### **d) Reducing Registration Barriers**

In its proposal, the MOH has proposed a number of provisions to reduce barriers to registration.

##### *Removal of Canadian Experience Requirements*

The government has already removed the Canadian experience requirements for non-health professions, with the possibility of rare exceptions. Those requirements are currently in a one-year transition period for those regulators. This proposal does not affect the CDHO because applicants for Registration are not required to have Canadian experience.

##### *Time Limits for Registration Decisions*

The CDHO is willing to entertain a discussion around time limits for Registration Decisions with the condition that the clock on the completion of the decision does not start until the College has received all the required information and the applicant has completed all of the requirements (i.e. assessment or test).

The CDHO noted that this proposal reinforces the point that public members, especially of committees, should be selected by the Colleges. Delays in forming a panel of the Registration Committee because of an insufficient number of public members with time availability, is beyond the control of the College when the government selects them. This concern is aggravated where the panel is expected to be bilingual.

As with the comments regarding the proposed oversight of College financial operations by the Auditor General, the CDHO questions whether the impact of the CPMF in this regard has been fully assessed before another modification is contemplated.

##### *Standardized Language Proficiency Requirements*

The Ministry is proposing that there be standardized language proficiency requirements for all Colleges. The CDHO was unclear whether the proposal relates to language test fluency scores or whether the Ministry is concerned about consistency in alternatives to test scores (e.g., how many years or what level of schooling in English or French exempts applicants from sitting a language fluency test; whether successful completion of a jurisprudence test is accepted as evidence of fluency). Regardless, the CDHO notes that many Colleges have followed a sophisticated process involving the assessment of the language fluency context and needs for the specific profession. One size/score may not fit all.

### *Emergency Registration*

The Ministry is seeking feedback on the benefits and risk of expediting registration in emergencies. During the pandemic, the CDHO has not been called upon to expedite registration of Dental Hygienists as the provision of routine dental hygiene care is currently not viewed as an essential service. However, the registration process of the College has been impacted to some degree during the pandemic with a reduction in ability to maintain some of the registration processes (in-person clinical competency examination). In terms of numbers, this was not significantly impactful for the CDHO given that not all applicants for registration are required to complete the clinical competency exam.

### *Integrating the New Regulatory Regime*

The Ministry is seeking to consult on how *RHPA* Colleges and the new Health and Supportive Care Providers Oversight Authority can and should work together. The questions relate to sharing of information between *RHPA* Colleges and the Authority, involving the Authority in networking opportunities with organizations like HPRO, inquiring as to whether *RHPA* Colleges will share expertise and resources with the Authority, and assessing a possible expanded role for the Authority. The CDHO recognizes its continuing need to adhere to the confidentiality provisions articulated in the RHPA and notes that in an investigation related to practitioners registered under both statutes, the confidentiality provisions of both Acts permit the sharing of information with the other body. So that does not seem to be an issue.

### **Summary**

The Ministry proposals have significant implications for the CDHO and all *RHPA* Colleges. The CDHO appreciates the opportunity to provide its comments.

Best Regards,



Dr. Glenn Pettifer  
Registrar & CEO



Ms. Terri Strawn BDSCDH, RRDH, MEd  
President of Council

## Council BRIEFING NOTE

<b>Meeting date:</b>	March 4, 2022
<b>Agenda item:</b>	Revision of College Bylaw 5 regarding Annual Fees
<b>Appendices:</b>	<a href="#">Health Professions Procedural Code</a> ; <a href="#">College Bylaw 5</a>
<b>References:</b>	See Appendices
<b>Owner:</b>	Council
<b>Staff support:</b>	Registrar

**Issue:** Council is asked to consider an amendment to the [College Bylaw 5](#):

[Article 16.2 \(1\)](#) regarding Annual Fees that would negate the increase in fees for 2023 (and beyond) that is currently outlined in 16.2 (1).

[Article 16.2 \(2\)](#) regarding Annual Fees that would change the deadline for receipt of the Registration renewal fee from January 1 to December 1 (of the year preceding the year to which the Registration renewal applies)

**Public protection rationale:** The public interest includes access to and support of health profession regulatory organizations that are operated in a consistent, fair, competent, efficient, and fiscally responsible manner. Such qualities of operation support engagement of members of the dental hygiene profession in the successful exercise of the mandate of the College.

**Source of Authority:**

[The Health Professions Procedural Code, Schedule 2 of the Regulated Health Professions Act \(1991\)](#)

[CDHO Bylaw 5, Article 16.2 \(1\)](#)

**Background:**

**Proposed Amendment to Article 16.2 (1)**

On March 4, 2016, Council approved an amendment to Bylaw 5, Article 16.1 that created a schedule for two Registration fee increases, one in 2020 and another in 2023. These increases were based on comprehensive financial forecasting completed by the College Auditors Hilborn LLP.

Such forecasting could not and did not anticipate the COVID-19 pandemic and its impact on the financial position of the CDHO. While the COVID-19 pandemic has had negative financial impact in many sectors, this has not been the case for the CDHO. The cumulative expenses for many of the College's programs and activities are substantially below those budgeted for 2020 and 2021. As a result, the reserve fund (net asset balance) has continued to grow year over year in a manner that has not supported the strategy of drawing down the unrestricted reserve fund. Hilborn LLP has reported that, based on the financial reporting for the last quarter of the 2021 fiscal year, the College will have a net asset balance of between 16 and 22 months of operating expenses where the desired level is 6 months.

Given this strong financial position for the College at the present time (and for the foreseeable future) the Registration fee increase prescribed by College Bylaw 5, Article 16.2 (I) is not immediately necessary.

### **Proposed**

Council is asked to consider approving an amendment to Bylaw 5, Article 16.2 (I) that would negate the current prescribed increase in Registration fees for 2023 and beyond. Such an amendment drafted by College Counsel would read:

#### *16.2 Annual Fees (1)*

*The annual fee payable by a Registrant is:*

- (a) \$400 **\$415** for a Registrant who holds a general certificate;*
- (b) \$400 **\$415** for a Registrant who holds a specialty certificate; and*
- (c) \$200 **\$215** for a Registrant who holds an inactive certificate.*
- (d) If an applicant graduated from a program in dental hygiene within 12 months of applying for registration, the annual fee upon initial registration is one half of the annual fee payable by a Registrant who holds a general certificate.*

*Future amendments as approved by Council on March 4, 2016*

*(1) The annual fee payable by a Registrant is:*

*Effective for 2020 — Effective for 2023*

- (a) \$415 ————— \$435 for a Registrant who holds a general certificate*
- (b) \$415 ————— \$435 for a Registrant who holds a specialty certificate*
- (c) \$215 ————— \$235 for a Registrant who holds an inactive certificate*
- (d) If an applicant graduated from a program in dental hygiene within 12 months of applying for registration, the annual fee upon initial registration is one half of the annual fee payable by a Registrant who holds a general certificate*

### **Proposed Amendment to Article 16.2 (2)**

This Amendment proposes a shift in the deadline for the receipt of Registration renewal from January 1 to December 1 (of the year preceding the year to which the Registration

renewal applies). This shift supports an increase in renewal process operational efficiency around the Registration renewal process as it moves the renewal deadline into a time when the full complement of College staff is available to assist Registrants with the process and the renewal period falls outside of the December holiday period which may be convenient for Registrants.

### **Proposed**

Such an amendment, as advised by College Counsel, would read:

- (2) The annual fees are payable by a Registrant upon first becoming a Registrant and, thereafter, on ~~January 1~~ December 1 of each year in the preceding the year to which the Registration renewal applies.

### **Next Steps**

If Council approves the proposed amendments, then the proposed changes will be circulated to stakeholders for the 60-day consultation period prescribed by the Health Professions Procedural Code of the *Regulated Health Professions Act (1991)*.

Notice of the proposed amendment to Bylaw 5 will be posted on the College website and an invitation will go out to all stakeholders to participate in the review and consultation process.

At the end of the consultation phase, Council will be provided with a summary of the stakeholder comments and any suggested amendments to the proposal. The summary comments will be provided to Council at its June 10, 2022 meeting and, assuming no major revisions, the amendments may be finalized by Council at that meeting.

### **Decision**

**WHEREAS** the Health Professions Procedural Code of the *Regulated Health Professions Act* provides Council with the authority to make Bylaws relating to the administrative affairs of the College and also requires that any Bylaws regarding Registrant registration fees be circulated to all Registrants and stakeholders for a consultation period of not less than 60 days; and

**WHEREAS** Council has received the information it requires to make a decision regarding the proposed amendments to the College's Registration fee amounts and operational matters related to the deadline date for Registration renewal; and

**WHEREAS** the Council values stakeholder input and gives due consideration to the potential effect Bylaw changes may have on stakeholders;

**THEREFORE, BE IT RESOLVED THAT** the proposed amendment to Bylaw No. 5 Article 16.2 (1) and (2) be approved in principle and circulated to Registrants of the College and other stakeholders for comment that will be brought back to Council for final consideration, including amendment, and/or approval.

**MOVED:**

**SECONDED:**

**VOTE**

**CARRIED:**

**DEFEATED:**

**Available Options:**

1. Pass the motion to allow the circulation of the proposed amendment to Article 16.2 (1) and (2) to Registrants and stakeholders.
2. Defeat the motion
3. Other





College of  
**Dental Hygienists**  
of Ontario

*Protecting your health and your smile*

## **BRIEFING NOTE**

**To:** Council

**From:** Chair

**Date:** March 4, 2022

**Topic:** Policy Content Review: Council Registrar Delegation Items for Consideration

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Council will review and discuss if any changes should be made to the CRD 4 Monitoring Registrar/CEO Performance and CRD 5 Registrar/CEO Compensation policies.

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## **BRIEFING NOTE**

**To:** Council

**From:** Chair

**Date:** March 4, 2022

**Topic:** Policy Content Review: Executive Limitations Policies

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Council will review and discuss if any changes should be made to the EL General Executive Constraint, EL 3 Planning, EL 7 Compensation and Benefits and EL 8 Communication and Support to Council policies.

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