

## 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**

**6.5 Conduct Committee Appointments**

**MOTION: WHEREAS** Bylaw No. 5, Section 5.8 requires that Council appoint the members to the Conduct Committee every year; and

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

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

**THEREFORE BE IT RESOLVED THAT**

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

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

Moved: Michelle Atkinson

Seconded: Meghan Leuprecht

VOTE:

**CARRIED**

**6.6 President's Compensation**

An update regarding the rate of compensation for the Council member in the role of President was provided to Council. At the September Council meeting, Council was informed that the current rate does not consider work done outside formal meetings or in short increments and that a fair, efficient and transparent mechanism was needed to compensate Council members for this work.

In September, it was proposed that in order to establish a base line, the current President, Caroline Lotz, would take a record of the extra work required in the role. Terri Strawn advised Council that documenting the work proved challenging. The type of work and the time required for different tasks varied greatly from week to week. The recommendation for 2022 is that a tracking form be developed for the President to submit bi-weekly or monthly reports. Further discussion regarding rate of pay for committee and Council work is required and any policy changes will be brought to Council at future meetings.

**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:**



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**Signature of Chair, Terri Strawn**

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March 4, 2022  
**Date**