



COLLEGE OF DENTURISTS OF ONTARIO

81ST MEETING OF THE COUNCIL

Held at 365 Bloor Street East, Suite 1606, Toronto, ON M4W 3L4
September 25, 2015- 9:00 a.m. to 3:30 p.m.

MINUTES

1. Welcome and Introductions

The President welcomed Mary Kennedy, Director of Regulatory Programs who was appointed Interim Registrar to the College and thanked her for stepping in. He also took a moment to thank Abena Buahene, former Registrar and CEO, for her contributions over the years and moving the College forward and in the right direction. He wished her all the best in her new endeavour.

The President introduced Leanne Worsfold, Director, Quality Programs of iComp Consulting who would provide a presentation on the College Standards and an update on the Document Revision Project.

The President also invited all Council members and members of the public gallery to introduce themselves.

2. Call to Order

The President called the meeting to order at 9:07a.m. and welcomed everyone.

Note Members Present

Elected Members: Michael Vout Jr., Vice President
Gregory Baker
Patrick McCabe
Mordey Shuhendler
Luc Tran

Public Members: Hanno Weinberger, President
Anita Kiriakou, Past President
Thomas Baulke
Ivan McFarlane
Barbara Smith

Regrets: Kenneth Battell, Peter Cassano, Keith Collins and Arnella Csongradi

Guests: Rebecca Durcan, Legal Counsel-Steinecke Maciura LeBlanc LLP
Leanne Worsfold, Director, Quality Programs, iComp Consulting

Staff: Mary Kennedy, Interim Registrar and Director of Regulatory Programs
Fiona Harvey, Recorder

3. Approval of Agenda

The Interim Registrar requested agenda item 6.3 be moved and discussed after the approval of the minutes as the chair of the Qualifying Examination Committee could only speak to the matter first thing in the morning as he had another engagement.

MOTION: It was moved by A. Kiriakou and seconded by M. Shuhendler.

THAT: the agenda of the 81st Council Meeting be approved as amended.

CARRIED: unanimously

4. Declaration of Conflict

No conflict of interest was declared.

5. Review and Approval of Minutes

5.1 81st Council Meeting Minutes – June 19, 2015

Council discussed the minutes of June 19, 2015 and no amendments were required.

MOTION: It was moved by B. Smith and seconded by T. Baulke.

THAT: the minutes of the 80th Council Meeting held on June 19, 2015 be approved as circulated.

CARRIED: unanimously

6. Items for Discussion and Decision

6.1 Presentation on the CDO Standards

6.1.1 Document Revision Project – Document Development

6.1.2 Document List

6.1.3 Document Definitions

The President introduced Ms. Leanne Worsford, as the consultant from icomp Consulting who has been working with the Quality Assurance Committee (QAC) – Panel B on the Document Revision Project over the past month.

L. Worsford informed Council that after taking into consideration key legislation, regulations, College cases, member concerns and doing an environmental scan of other College documents the QAC approved the document list as presented to Council as part of the package. L. Worsford went on to provide Council with an overview of the scope of the project, the project plan, definitions for documentation and the retirement of current documents.

The document list presented to Council is a working document and may be revised as the QAC moves through the development phase. All the documents classified as a standard of practice will be circulated to stakeholders for comments and all documents developed will be reviewed and approved by Council. After completion of the project the College should devise a policy to establish an appropriate review process for all CDO documentation.

It was strongly suggested the College should set the bar and provide position statements on where the College stands on issues. It was also noted that when a position comes to Council and a decision has been made it is important that Council act as one voice and stand by their decision. The College's legal counsel will review all position statements prior to going to Council for approval.

L. Worsford informed Council they would have a heavy work load at the December Council meeting. She anticipated six new standards will be presented to Council for approval for 60 day consultation period with stakeholders.

The Registrar informed Council the College will prepare a communication plan and will research what other colleges are doing before sending out the consultations. Council members stated what a huge educational process and monumental task this is for the College and felt the public and members will be very pleased when the project is complete and all the documents are in place.

MOTION: It was moved by P. McCabe and seconded by A. Kiriakou.

THAT: That Council approve the document list as a working document and directs the Quality Assurance Committee to support the development of these documents.

CARRIED: unanimously

6.2 Financial Statements for the Period of April 1 to July 31, 2015

6.2.1 Variance Memo

The Registrar provided an overview of the financial statements for April 1, 2015 to July 31, 2015, along with the Variance Memo. The Registrar stated the College is on track for the 1st quarter and currently on target. Of note: Renovations are almost complete, the only big variable is the complaints and discipline. At the moment it is on target but will depend on what happens with the upcoming hearings taking place.

6.3 Recommended Changes to the format of the Qualifying Examination

Michael Deegan, Chair of the Qualifying Examination Committee (QEC) presented to Council the recommended changes to the format of the Qualifying Examination.

In the summer 2014 the College moved away from the traditional form of testing candidates' readiness for entry to practice to an Objective Structured Clinical Examination (OSCE). The clinical component used the National Profile (NCP) as the examination blueprint.

The final step in moving towards a competency based assessment was to align the Multiple Choice Questions (MSQ) Examination supplement by the Essential Competencies for Denturism in Ontario 2015. This in turn would enhance the defensibility of the qualifying examination

The QEC recommended to Council that the number of items in the Multiple Choice Question (MCQ) component of the Qualifying Examination be reduced from 300 items to 250 items. The reduction of items will reflect the nature of competency based items which are not only more relevant to actual practice but also require additional time for candidates to complete. Moreover these types of items better achieve the goal of grounding the examination in professional judgment and will in no way compromise the integrity of the exam.

Council agreed to the recommended changes to the MCQ and made the following motion.

MOTION: It was moved by T. Baulke and seconded by M. Vout Jr.

THAT: That Council adopt the recommended changes to the format of the Qualifying Examination to be implemented for summer 2016, as presented.

CARRIED: unanimously

6.4 Approval of Council Meeting Dates for 2016-17

MOTION: It was moved by I. McFarlane and seconded by M. Shuhendler

THAT: That Council approve the Council meetings dates for 2016-2017 as presented.

CARRIED: unanimously

6.5 By-laws

6.5.1 Recommended Process for Changing or Amending the College's By-laws

The Executive Committee recommended to Council that the Executive Committee, with the assistance of the Registrar, be the committee at this College to bring to Council changes to the by-laws for Council's consideration rather than striking up another non-statutory committee. This way the Registrar, together with the Executive, will be able to coordinate resources and oversee consistency in language of all by-law changes put before Council.

MOTION: It was moved by G. Baker and seconded by A. Kiriakou.

THAT: That Council adopt recommendation 1 to assign the Executive Committee to act as the By-law and Legislation Committee.

CARRIED: unanimously

6.5.2 Additional Information on Register – Phase 1 of Transparency Initiative

The Registrar and Rebecca Durcan, Legal Counsel presented the proposed changes to the College By-law 33.06. The changes proposed will encompass the modifications required to implement the transparency initiative adopted by Council in December 2014.

One of the transparency principles (adopted by Council) was to put more information on the College Register about our members. Phase 1 of the Transparency Initiative is to provide and approve suggested wording for additional information on the Register. Phase 2 will follow shortly and will deal with the publication of ICRC outcomes and how long they will be posted.

Council requested that an amendment be made to Item 6.5.2. Remove the information about the Executive Committee as this was moved by the Executive Committee to March 2016.

The Registrar asked Legal Counsel to review and provide final written wording (if required) on by-law 33.08 prior to the College sending out the consultations to stakeholders.

MOTION: It was moved by I. McFarlane and seconded by B. Smith.

THAT: That Council recommends the amendments to By-law 33.06 and 33.08 be sent out for a 60 day consultation to stakeholders.

CARRIED: unanimously

6.5.3 Recommended Changes to the By-laws for the Implementation of the Registration Regulation

The Registrar and Rebecca Durcan, legal counsel presented the recommended changes to the by-laws. The following amendments to the By-laws were highlighted:

- **31.02 Renewal Process** – the reason for the change is to define when the late charge is due to members.
- **31.03 Fee Amounts** –replace with a fee schedule chart stating all fees.
- **32.01 Professional Liability Insurance** – add language that is more consistent with other health regulatory colleges. Council asked that they change Registrant to Member in the bylaw so it is consistent.
- **Schedule 4 to the By-laws (Code of Conduct)** – the College does not have a Code of Conduct in their By-laws at this time, only a place holder. This is a common by-law for other colleges and the Registrar feels it would be important to have conduct guidelines in place for members of Council and members of all committees. The Code of Conduct proposed to Council is used by 24 other health regulatory bodies in Ontario.

Council asked why insurance is different for resigned members and general members. Legal Counsel will look into this and find out why there is a difference in the years.

The Registrar also went over the fee chart (By-law 31.03) line-by-line and had a very detailed discussion regarding the three new classes and fees being suggested: Inactive Class, Temporary Class and Provisional Class, and new Other Fees. Council requested an amendment to the chart stating the HST should be added to the not applicable items.

The College did extensive research on all listed classes and fees at other health regulatory colleges, and did a comparison analysis before preparing the proposed fee schedule. The following were highlighted:

- **Inactive Class** –is comparable with other colleges.
Council wanted to know what would be required if a member re-applied for general class after being in-active for a long period of time. The Registrar mentioned Registration Committee will recommend a policy for this process.
- **Provisional Class** – practice under supervision while waiting to sit the exam.
- **Reinstatement Fees** - it was recommended that a reinstatement fee be charged, regardless of why the former member needs to be reinstated. Currently, the reinstatement fee is less for a former member who needs to reinstate for a suspension or revocation and more for a former member who needs to reinstate for not paying fees.
- **Other Fees**
 - **Jurisprudence Program fee:** The College doesn't have a program in place but has based the fee on what other colleges are offering (this is just a place holder at the moment).
 - **Transferring to a Different Class Fee:** Members wishing to change classes or apply to get their certificate back will be charged a fee. The fee covers administration costs only.

The Registrar also proposed changing how Canadian and non-Canadian graduates pay when applying to the College. This will not be a new fee; the College will split the fee to make it more fair and consistent. The initial application fee will be required by both graduates when first applying to the College and the other part of the fee will be required by both graduates after completing the exam and applying to become a member.

In addition to these amendments, further amendments were made at Council to the By-laws. It was agreed that the By-laws as revised should be circulated to stakeholders next week for a 60 day consultation and then be brought back to Council for final approval in December. The College welcomes any comments from the public, stakeholders and members when putting out consultations.

MOTION: It was moved by M. Shuhendler and seconded by G. Baker

THAT: That Council approve the suggested amendments to the by-laws (in attachment 6.5.3) be sent for a 60 day consultation to stakeholders.

CARRIED: unanimously

7. Committee Reports

7.1 Executive

Council received the EC report as presented- No one spoke on behalf of the report.

7.2 Inquiries, Complaints and Reports

Barbara Smith, Chair of ICRC provided a presentation on the Inquiries, Complaints and Reports Committee at the Perfecting Your Practice Conference (DAO) this month. Ms. Smith mentioned the College was very well represented at the conference.

7.3 Discipline

Hanno Weinberger, Chair of Discipline reached out to Council members stating the College needs more professional members to sit on the Discipline Committee. The College is having difficulty finding people to sit on the committee. It is a huge commitment the College is asking of people but the reality is it is important to the profession.

Council suggested maybe reducing the panel from 5 to 3 (i.e. two public members, one professional member and one professional member from Council) and/or revisit having more professionals on the committee.

The Registrar mentioned other colleges have their ICRC meet in panels, which allows for some flexibility in a smaller College and members of ICRC. Since this is common at other colleges it might be something the College should consider. Council also suggested rotating the professional members on ICRC. The Registrar stated that if we don't get responses from Council members going forward we will have to review the makeup of the panels.

The Registrar also stated the College needs to examine the conflict of interest as this is a very small college and many know each other. Council suggested setting up a training session for Council and Committee members on the College's conflict of interest.

7.4 Quality Assurance

Council received the QAC report as presented- No one spoke on behalf of the report.

7.5 Qualifying Examination

Council received the QEC report as presented- No one spoke on behalf of the report.

7.6 Fitness to Practice, Patient Relations, Qualifying Examination Appeals, *No Reports as the committees did not meet; Quality Assurance – Panel A and Registration – no reports as committees only met for orientation.*

Council received the Committee reports as presented.

MOTION: It was moved by M. Vout Jr. and seconded by B. Smith.

THAT: Council received the Committee reports as presented.

CARRIED: unanimously

8. President's Report

The President provided Council with an update of what has taken place over the past three months. Since Council's last meeting the President had regular and ongoing communication with Abena Buahene, former Registrar, Mary Kennedy, Director of Regulatory Programs and Deanna Williams, former Supervisor in order to effectively address the Registrar's resignation, set into motion the necessary steps in the search for a new Registrar, and ensure a smooth transition during the interim period.

The application for College Registrar was posted on September 1st on multiple websites. The application process ends on October 7th. Deanna Williams will screen the applicants and create a short list of candidates by October 15, 2015. Interviews for prospective candidates will take place on October 22nd at the Ontario College of Teachers who graciously consented to host the day.

The interview team will consist of 5 people. The President, Vice President and Deanna Williams will comprise 3 members of this team. The remaining 2 will be chosen from members of Council. The President asked Council to contact him directly if they were interested in participating in the interview process.

The Registrar and the President informed Council that they had reached out to the DAO and the DGO to invite both associations to meet with them at the College. The intent was to introduce them to the new President and Registrar and outline for them the timelines associated with the search for a new Registrar. Unfortunately, we couldn't find an available date, but both associations agreed to future meetings of this nature.

With regret, the President informed Council, that Tom Baulke had submitted his resignation and was stepping down from Council immediately. The contribution Tom has made to the College has been immense and he will be missed.

Mr. Baulke thanked the President for his kind words and told Council that what is going on at the College and what will happen in the next three years will take them in a great direction and on the right track and has all the confidence the College will be a leader.

Council received the President's report as presented.

9. Registrar's Report **Human Resources**

The Registrar announced a new member to the CDO team, Jennifer Slabodkin, in the position of Coordinator, Registration and Quality Assurance. Jennifer comes to the College from another regulatory body and has begun to leverage her experience by developing a plan to implement the new proposed registration regulation.

Office Renovations

The office renovation project is almost complete. The Registrar mentioned she had discussed with the Executive Committee about having an Open House to invite stakeholders to view the new space and launch the new website. The Registrar stated she would provide Council with further information at a later date.

Website

The website project is in full swing, Fiona Harvey, Coordinator for the Office of the Registrar and CEO is the lead on this project and has been working diligently to ensure the project outcomes and milestones are met.

Regulatory

Proposed Registration Regulation

The proposed legislation has been sent to the Ontario Ministry of Health and Long-Term Care (MOHLTC) legal department to have the legislative draft completed. The Ministry informed the Registrar that the draft should be sent to the College shortly which means the College could have the regulations in place for the 2016-2017 renewal. The Registration Committee will review a comprehensive plan to ensure the College can implement this new regulation as of March 2016 in anticipation of the draft being completed.

Council received the Registrar's report

MOTION: It was moved by G. Baker and seconded by M. Shuhendler.

THAT: Council accept the Registrar's report as received.

CARRIED: unanimously

10. Items for Information and Other Business**10.1 CDO response to DAO re. Requested Amendment to CE Jurisprudence Requirements****10.2 Annual Report 2014-2015**

Council had a few housekeeping amendments for the annual report and will provide them after the meeting. Council also requested that going forward the College include the committees in providing feedback on the Annual Report. The Registrar informed Council the College will put a plan in place going forward for next year (2015-2016) to ask committees to provide feedback on the annual report.

MOTION: It was moved by G. Baker and seconded by P. McCabe.

THAT: That Council approve the 2014-2015 Annual Report as amended.

CARRIED: unanimously

Council received the items for information and other business

11. Next Council Meeting Date – December 4, 2015**12. Adjournment**

There being no further business to discuss, the meeting was adjourned at 1.52 p.m.

MOTION: It was moved by M. Vout Jr.

THAT: the meeting be adjourned at 1:52 p.m.

CARRIED.