



COLLEGE OF DENTURISTS OF ONTARIO
82nd MEETING OF THE COUNCIL
Held at 365 Bloor Street East, Suite 1606, Toronto, ON M4W 3L4
December 4, 2015- 9am to 3:30pm

MINUTES

Members Present:

Mr. Hanno Weinberger	‣ President
Mr. Michael Vout Jr.	‣ Vice President
Ms. Anita Kiriakou	‣ Past President
Mr. Gregory Baker	
Mr. Kenneth Battell	
Mr. Peter Cassano	
Mr. Keith Collins	
Mr. Patrick McCabe	
Mr. Ivan McFarlane	
Mr. Mordey Shuhendler	
Ms. Barbara Smith	
Mr. Luc Tran	

Regrets:

Ms. Arnella Csongradi

Guests:

Ms. Rebecca Durcan, Legal Counsel, Steinecke Maciura LeBlanc LLP
Dr. Glenn Pettifer, Incoming Registrar & CEO for the CDO
Ms. Leanne Worsfold, Director, Quality Programs, iComp Consulting

Staff:

Ms. Mary Kennedy, Interim Registrar and Director of Regulatory Programs
Ms. Jennifer Slabodkin, Coordinator, Registration and Quality Assurance
Ms. Fiona Harvey, Coordinator, Office of the Registrar and Recording Secretary

1. Welcome and Introductions

The President, Mr. Weinberger welcomed incoming Registrar, Dr. Glenn Pettifer, who was appointed as the new Registrar of the College and will officially begin his new role December 7, 2015.

2. Call to Order

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

3. Approval of Agenda

The Interim Registrar added an item under 7.5 Continuing Education (CE) Requirement.

MOTION: It was moved by K. Battell and seconded by A. Kiriakou

THAT: That the agenda of the 82nd Council Meeting be approved as amended.

CARRIED: unanimously

4. Declaration of Conflict

No conflicts of interest were declared.

5. Legal - In Camera Session, Under RHPA, Schedule 2, Section 7(e)

The President requested that Council proceed to an in-camera session as per Schedule 2, Section 7 (e) of the RHPA, in order to consult with legal counsel.

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

THAT: That Council move into an in-camera session at 9:10 a.m. to consult with legal counsel as per Section 7(2) (e) of the Regulated Professions Act, 1991.

CARRIED: unanimously

MOTION: It was moved by I. McFarlane and seconded by K. Collins

THAT: That Council adjourn the in-camera session at 11:14 a.m.

CARRIED: unanimously

The President opened the meeting to the public at 11:32 a.m., after a short break and welcomed everyone to the meeting and reintroduced Dr. Glenn Pettifer.

The President also introduced Leanne Worsfold, Director, Quality Programs of iComp Consulting who would be providing a presentation on the CDO Standards and Guidelines for Council's consideration.

6. Review and Approval of Minutes**6.1 Minutes of the 81st Council Meeting held on September 25, 2015**

Council discussed the minutes of September 25, 2015 and proposed the following amendments.

- **Item 7.3 – Discipline Committee Report** - 2nd paragraph down – change “one public member” and replace with “two public members”

MOTION: It was moved by K. Battell and seconded by G. Baker

THAT: That the minutes of the 81st Council Meeting held on September 25, 2015 be approved as amended.

CARRIED: unanimously

6.2 Minutes of the Special Meeting of the Council held on November 2, 2015

Council discussed the minutes of Special Meeting of Council held on November 2, 2015 and no amendments were required.

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

THAT: That the minutes of the Special Meeting of Council held on November 2, 2015 be approved as circulated.

CARRIED: unanimously

7. Items for Discussion and Decision

7.1 CDO By-laws – Consultation Report

7.1.1 Applying HST to Late Fees – Memo

7.1.2 CDO By-laws for Final Approval (By-laws 31, 32, 33 and Schedule 4 – Code of Conduct)

The Interim Registrar informed Council that the by-law consultation survey closing date was December 1, 2015 and was the reason why Council received items 7.1 and 7.1.2 at the meeting. The Interim Registrar gave Council time to review the items before the official presentation took place.

The Interim Registrar presented the consultation report containing the survey results. The College received 37 responses and legal counsel mentioned this was quite a high response. The College will send a private thank you to everyone who participated in the survey.

The Interim Registrar presented a detailed report (item 7.1.2) to Council and went over any concerns or questions brought forth from the consultation. The report contained the existing by-laws and the recommended by-laws for approval. Council was informed any modifications to the by-laws could be found in the by-law recommended column of the report. There were only a few modifications made as per legal counsel's suggestion, clean-up, or feedback received through the consultation process.

The Interim Registrar informed Council that legal counsel will do one final review of the modified by-laws (for housekeeping) prior to them being posted on the CDO website.

MOTION: It was moved by A. Kiriakou and seconded by K. Collins

THAT: That Council approve the amendments to the By-laws as presented.

CARRIED: unanimously

7.2 New Standards and Guidelines

The President introduced Ms. Worsfold, a consultant for iComp Consulting who has been working with the Quality Assurance Committee – Panel B and the Interim Registrar over the past several months on the Document Revision Project.

7.2.1 Consultation Process

Ms. Worsfold delivered Council with a presentation on 6 new standards and a position statement for consideration, reviewed each draft in detail and provided a comprehensive account of the development and validation process. She recommended that Council discuss each of the documents and make decisions separately.

The following documents were brought forth for Council's consideration:

- **Standard of Practice: Procedures** – Council was informed the title had been changed to “Decisions about Procedures and Authority”
- **Position Statement – Implants**
- **Code of Ethics**
- **Standard of Practice: Record Keeping**
- **Standard of Practice: Confidentiality and Privacy**

- **Standard of Practice: Professional Communications** – Council recommended an amendment - add to the Glossary – What Constitutes a Service Agreement
- **Standard of Practice: Infection Prevention and Control**

Council provided feedback on each document and requested an amendment be made to the Standard of Practice: Professional Communications.

The Interim Registrar requested direction from Council on how to proceed with the consultations for the 6 standards and position paper. So as not to overwhelm stakeholders, Council directed the College to send 3 documents out for consultation in December and send the remaining 4 in March. The standards on Decisions about Procedures and Authority and Record Keeping and the position statement on Implants will be sent out for a 60 day consultation to stakeholders in December.

Mr. McCabe, the Chair of the QAC - Panel B advised Council on the amount of work the Committee has done over the past several months (while working on the Document Review Project) and wanted to give them a great deal of thanks for all of their hard work.

Council passed the following motions.

MOTION: It was moved by P. McCabe and seconded by K. Battell

THAT: That Council approve the proposed Standard of Practice: Decisions about Procedures and Authority be sent for a 60 day consultation to stakeholders as circulated.

CARRIED: unanimously

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

THAT: That Council approve the proposed Position Paper: Scope of Practice-Implants be sent for a 60 day consultation to stakeholders as circulated.

CARRIED: unanimously

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

THAT: That Council approve the proposed Code of Ethics be sent for a 60 day consultation to stakeholders as circulated.

CARRIED: unanimously

MOTION: It was moved by G. Baker and seconded by L. Tran

THAT: That Council approve the proposed Standard of Practice: Record Keeping be sent for a 60 day consultation to stakeholders as circulated

CARRIED: unanimously

MOTION: It was moved by K. Collins and seconded by B. Smith

THAT: That Council approve the proposed Standard of Practice: Confidentiality and Privacy be sent for a 60 day consultation to stakeholders as circulated.

CARRIED: unanimously

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

THAT: That Council approve the proposed Standard of Practice: Professional Communications be sent for a 60 day consultation to stakeholders as amended.

CARRIED: unanimously

MOTION: It was moved by M. Vout Jr. and seconded by K. Battell

THAT: That Council approve the proposed Standard of Practice: Infection Prevention and Control be sent for a 60 day consultation to stakeholders as circulated.

CARRIED: unanimously

7.3 Financial Statements for the Period of April 1 to October 31, 2015

7.3.1 Variance Memo

The Interim Registrar provided an overview of the financial statements to Council. This was for information only and was reviewed and approved by the Executive Committee in their capacity as the Finance Committee. The Interim Registrar noted the Rent Relocation costs were a bit higher than projected.

7.4 Committee Appointments

The Interim Registrar informed Council that due to the departure of one of the College's public members a gap was left in the proper composition of two committees. The ICR Committee and QE Committee both require two public members for proper constitution. Therefore, public members were canvassed by the President for interest and availability to sit on these committees. Barbara Smith put her name forth for the QE Committee and Ivan McFarlane put his name forth to be appointed to the ICR Committee.

Due to the number of discipline hearings taking place at the College, the President suggested adding another non-council member to the Discipline Committee to ensure the College is able to constitute an appropriate panel for all hearings. Therefore, Damien Hiorth was approached to bring his name forth to sit on the Discipline Committee.

The Interim Registrar mentioned to Council that she reached out to the Ministry in October asking for them to fill the College's public member spot after the registration of Mr. Baulke.

MOTION: It was moved by B. Smith and seconded by A. Kiriakou

THAT: That Council appoint Damien Hiorth to the Discipline Committee.

CARRIED: unanimously

MOTION: It was moved by M. Shuhendler and seconded by P. Cassano

THAT: That Council appoint Ivan McFarlane to the Inquiries, Complaints & Reports Committee.

CARRIED: unanimously

MOTION: It was moved by I. McFarlane and seconded by L. Tran

THAT: That Council appoint Barbara Smith to the Qualifying Examination Committee.

CARRIED: unanimously

7.5 Continuing Education (CE) Requirement

Mr. Collins, Chair of Quality Assurance Committee (QAC) informed Council that the QAC is in the process of redesigning the Quality Assurance Program and approved recommendations for the redesign of the Continuing Education requirements at their December meeting. The College conducted a CE survey where

over 200 members provided feedback and the information gathered was used to assist in the development of the new program components.

The current 5 year CE cycle is scheduled to end April 14, 2016. The new CE cycle is scheduled to begin April 15, 2016 and will include the new program components.

With the changes, the 5 year CE cycle is being shortened to a 3 year cycle and the specific CE requirements for members is being simplified, as there will be only 2 categories: (structured and unstructured learning). In a 3 year cycle, a minimum of 10 credits per year is required, but going forward, members will be required to complete 60 credits by the end of the 3 year cycle.

The following credits will be required by members in the 3 year cycle:

- Minimum 30 credits of structured learning
 - **Structured Learning:** includes active/interactive learning programs; generally has structured agendas; specified learning objectives and interaction with members of the profession or other professions; covers clinical dental topics.
- No more than 30 credits of unstructured learning
 - **Unstructured Learning:** self-directed, independent learning, i.e. online materials, reading journals, books

Members will be required to report their CE activities each year, on their member page by the registration renewal deadline (April 14th) and to retain proof of their CE activities for the current and previous cycles.

Council received the Continuing Education Requirement report as presented.

8. Committee Reports

8.1 Executive

8.2 Inquiries, Complaints and Reports

8.3 Discipline

8.4 Quality Assurance – Panel A

8.5 Quality Assurance – Panel B

8.6 Registration

8.7 Qualifying Examination

8.8 Fitness to Practice, Patient Relations, Qualifying Examination and Appeals, *no reports as Committees did not meet.*

Council received the Committee reports.

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

THAT: That Council received the Committee reports as presented.

CARRIED: unanimously

9. President's Report

On behalf of Council the President gave his sincere appreciation, thanks and gratitude to Mary Kennedy for stepping into the role of Interim Registrar. Ms. Kennedy worked tirelessly to ensure that the period of transition was seamless and productive. Council was truly grateful for her efforts and commitment to the College.

MOTION: It was moved by K. Battell and seconded by P. Cassano
THAT: That Council accept the President's report as received.
CARRIED: unanimously

10. Registrar's Report

The Interim Registrar highlighted the two illegal practitioners mentioned in her report. The College did not have to prove either case in court as both parties signed an agreement stating they were practicing illegally. The College also obtained an injunction for both parties and both parties agreed to pay a portion of the costs. A media release will be sent out informing members, the public and stakeholders of the illegal practitioners and will also let the public know that no one is allowed to practice the profession or use the title Denturist without a certificate of registration.

The Interim Registrar also informed Council that she met recently with both advisors at the Ministry, who are handling the College's proposed Registration and Quality Assurance regulations. As soon as both regulations have been sealed the College will be able to add them to the Council agenda.

MOTION: It was moved by M. Shuhendler and seconded by A. Kiriakou
THAT: That Council accept the Registrar's report as received.
CARRIED: unanimously

11. Items for Information and Other Business

11.1 ODA letter to CDO re: CDO's Position Statement *Implant Scope of Practice* – October 30, 2015

Council received the items for information and other business.

12. Next Council Meeting Date – March 4, 2016

13. Adjournment

There being no further business to discuss, the meeting was adjourned at 2:56 p.m.

MOTION: It was moved by K. Battell
THAT: That the meeting be adjourned at 2:56pm.
CARRIED.


 Mr. Hanno Weinberger
 President

Mar. 16 / 16
 Date


 Mary Kennedy
 Interim Registrar and CEO

APR. 5 / 16
 Date