



## 104<sup>th</sup> Council Meeting

Friday, June 18, 2021 – 10:00 a.m. to 12:00 p.m.

### Teleconference via Zoom

Please contact the College at [info@denturists-cdo.com](mailto:info@denturists-cdo.com)  
to receive the Zoom Meeting access information.

## AGENDA

Item	Action	Page #
<b>1. Call to Order</b>		
<b>2. Introduction of Guests and Remarks</b>		
<b>3. Introduction of Council Members</b>		
<b>4. Approval of Agenda</b>	Decision	<b>1</b>
<b>5. Declaration of Conflict(s)</b> Comments on Conflict of Interest Rebecca Durcan, College Counsel, Partner, Steinecke Maciura LeBlanc		
<b>6. College Mandate / Setting Meeting Tone</b>		<b>3</b>
<b>7. Results of Elections – Districts 6, 7 &amp; 8</b> 7.1 Memo to Council	Information/ Motion to Receive	<b>5</b>
<b>8. Election Officers for 2021-2022</b> 8.1 Briefing Note	Decision	<b>6</b>
<b>9. Committee Appointments for 2021-2022</b> 9.1 Briefing Note 9.2 Proposed Committee Slate	Decision	<b>8</b> <b>9</b>
<b>10. Consent Agenda</b> 10.1 Minutes of the 103 <sup>rd</sup> Council meeting held on March 26, 2021 10.2 Feedback Survey Results from the 103 <sup>rd</sup> Council meeting held on March 26, 2021 10.3 Executive Committee Report 10.4 Inquiries, Complaints and Reports Committee Report	Decision	<b>10</b> <b>14</b> <b>20</b> <b>21</b>

10.5 Discipline Committee Report		<b>23</b>
10.6 Fitness to Practise Committee Report		<b>24</b>
10.7 Patient Relations Committee Report		<b>25</b>
10.8 Quality Assurance Committee – Panel A Report		<b>26</b>
10.9 Quality Assurance Committee – Panel B Report		<b>27</b>
10.10 Registration Committee Report		<b>28</b>
10.11 Qualifying Examination Committee Report		<b>29</b>
10.12 Qualifying Examination Appeals Committee Report		<b>31</b>
10.13 President’s Report		<b>32</b>
10.14 Registrar’s Report		<b>35</b>
10.15 Financial Report Memo and YTD Income - Expenses – April 1 to May 31, 2021		<b>37</b>
<b>11. Presentation: Health Professional Regulation in Ontario and Beyond: Current Models and Modernization Initiatives: Where Do the Council Members Fit in?</b> Rebecca Durcan, College Counsel, Partner, Steinecke Maciura LeBlanc	Information/ Discussion	
<b>12. Recap and Update on the Amalgamation Discussion, Governance Modernization, and the Immediate Future</b> Kris Bailey Resources: • <a href="#">Tri-Council College Report – Initial Steps in Amalgamation</a>	Information/ Discussion	
<b>13. New Council Member Mentors</b>	Information	
<b>14. Topics for Further Council Training</b>	Information/ Discussion	
<b>15. Other Business</b>		
<b>16. Next Meeting Date</b> 105 <sup>th</sup> Council Meeting – September 10, 2021 106 <sup>th</sup> Council Meeting – December 10, 2021 107 <sup>th</sup> Council Meeting – March 11, 2022 108 <sup>th</sup> Council Meeting – June 17, 2022	Information	
<b>17. Adjournment</b>		



## **MISSION STATEMENT**

The mission of the College of Denturists of Ontario is to regulate and govern the profession of Denturism in the public interest.



## MANDATE AND OBJECTIVES

Under the *Regulated Health Professions Act 1991*, the duty of each College is to serve and protect the public interest by following the objects of the legislation. The objects of the College of Denturists are:

1. To regulate the practice of the profession and to govern the members in accordance with the health profession Act, this Code and the *Regulated Health Professions Act, 1991* and the regulations and by-laws.
2. To develop, establish and maintain standards of qualification for persons to be issued certificates of registration.
3. To develop, establish and maintain programs and standards of practice to assure the quality of the practice of the profession.
4. To develop, establish and maintain standards of knowledge and skill and programs to promote continuing evaluation, competence and improvement among the members.
  - 4.1 To develop, in collaboration and consultation with other Colleges, standards of knowledge, skill and judgment relating to the performance of controlled acts common among health professions to enhance inter-professional collaboration, while respecting the unique character of individual health professions and their members.
5. To develop, establish and maintain standards of professional ethics for the members.
6. To develop, establish and maintain programs to assist individuals to exercise their rights under this Code and the *Regulated Health Professions Act, 1991*.
7. To administer the health profession Act, this Code and the *Regulated Health Professions Act, 1991* as it relates to the profession and to perform the other duties and exercise the other powers that are imposed or conferred on the College.
8. To promote and enhance relations between the College and its members, other health profession colleges, key stakeholders, and the public.
9. To promote inter-professional collaboration with other health profession colleges.
10. To develop, establish, and maintain standards and programs to promote the ability of members to respond to changes in practice environments, advances in technology and other emerging issues.
11. Any other objects relating to human health care that the Council considers desirable. 1991, c. 18, Sched. 2, s. 3 (1); 2007, c. 10, Sched. M, s. 18; 2009, c. 26, s. 24 (11).



## MEMO

To: **Council**

From: **Glenn Pettifer, Registrar and CEO**

Date: **June 18, 2021**

Subject: **Election Results**

Pursuant to Article 18.02 of the College By-laws which states:

*"18.02 Registrar's Declarations: The Registrar shall make all declarations in respect of an election in writing, keep them in the records of the College and include a copy of each declaration in the next package of materials sent to the Council after making it"*

I write to provide Council with the results of the 2021 Council elections representatives from the profession from Districts 6, 7 & 8. Only one nomination of candidacy for election to the College Council was received for each of the above Districts. The Nomination period closed on April 19, 2021, and the period for valid withdrawal of candidacy expired on April 28, 2021. The online election period for the election of professional members of Council would have begun on May 3, 2021; however, no election was needed.

I have declared and provide you with notice that the following professional members were elected to the Council by acclamation:

District 6	Mr. Abdelatif Azzouz
District 7	Mr. Joseph Whang
District 8	Ms. Elizabeth Gorham-Matthews

Included in the Council meeting materials for June 18, 2021, this notice shall constitute the record of the College for this election.



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## BRIEFING NOTE

To: **Council**

From: **Glenn Pettifer, Registrar & CEO**

Date: **June 18, 2021**

Subject: **Election of Officers**

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At today's meeting, Council will elect its officers for the coming year. Here is the framework:

**Pursuant to Article 24.01 of the By-laws:** "The Executive Committee shall be composed of the President, the Vice-President and at least three (3) other members of Council. At least three (3) members of the Executive Committee shall be Members and at least two (2) members of the Executive Committee shall be Public Members..." Please note that the number of members of the Executive Committee is not capped. In the past, Council has elected a 5-member Executive Committee.

**Pursuant to Article 6.01 of the By-laws:** "Only a member of Council is eligible for nomination or election as an officer of the College, and only a member of Council who has been appointed by the Lieutenant Governor in Council is eligible for nomination or election as President."

Prior to the election of officers, Council will be asked if it wishes to continue with the 5-member composition of the Executive Committee.

Then, the names of eligible candidates for the various positions starting with the position of President, then Vice President and then Members-at-Large will be presented. Nominations from the floor are permitted at the Council meeting prior to the elections. Elections will be held in cases where there is more than one nomination for the positions of President or Vice President and where the number of nominees for the At-Large positions exceeds the number of positions to be filled.

In accordance with Article 24.01 above, the composition of the group of Members-at-Large will be informed by the results of the election for positions of President and Vice-President. For example, if both the President and Vice-President positions are filled by Public Members, then all the Member-at-Large positions (assuming there are 3) will be filled by members of the Profession. In the recent past, the Vice-President position has been filled by a member of the Profession so that there were 2

Member-at-Large positions to be filled by members of the Profession and 1 Member-at-Large position to be filled by a Public Member.



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## BRIEFING NOTE

To: **Council**

From: **Glenn Pettifer, Registrar & CEO**

Date: **June 18, 2021**

Subject: **Proposed Slate for Committee Memberships for 2021-2022**

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The proposed slate for committee memberships for 2021-2022 is attached. Normally this slate is developed by the Nominating Committee; however, this year the Nominating Committee is not properly constituted because Dr. MacFarlane, who passed away on February 16, 2020, held the position of Past President. Consequently, the proposed slate was approved by the Executive Committee on June 10, 2021, for submission to Council.

Fifteen non-Council Registered Denturists volunteered for positions on various Committees. Thirteen of these volunteers were placed on at least one Committee. Some individuals only requested membership on a single Committee (most commonly ICRC) and we were not able to accommodate all requests.

In drafting the Slate, an attempt was made to provide people with their choices, but this has not always been possible as some Committees are less popular (Qualifying Examination; Registration) than others (ICRC). Past Committee experience and years since graduation are also considered when placing individuals on the higher stakes Committees such as ICRC or Qualifying Examination. Membership on these Committees is normally limited to professional members that have 5 or more years of professional experience. Prior demonstration of commitment to an appointment is also considered.

As noted above, this slate of proposed members and Chairs was considered by the Executive Committee that has recommended this slate to Council for consideration and approval.

### Options:

After consideration and discussion of the attached proposed Slate, Council may:

1. Adopt a motion to approve the proposed slate
2. Request amendments to the proposed slate and adopt a motion to approve the amended slate
3. Other



# College of Denturists of Ontario

Agenda Item 9.2

## Proposed Slate for Statutory and Non-Statutory Committees for 2021-2022

Inquires, Complaints & Reports (ICRC)	Registration	Quality Assurance – Panel A	Quality Assurance – Panel B (Professional Practice)	Patient Relations	Discipline	Fitness to Practice
AT LEAST: 2 Professional Members 2 Public Members 1 or more NCCM or persons	AT LEAST: 2 Professional Members 1 Public Member 1 or more NCCM or persons	AT LEAST: 2 Professional Members 1 Public Member 2 or more NCCM MAY HAVE: 1 or more persons	AT LEAST: 2 Professional Members 1 Public Member 2 or more NCCM MAY HAVE: 1 or more persons	AT LEAST: 2 Professional Members 2 Public Members 1 or more NCCM or persons	All Members of Council AT LEAST: 1 or more NCCM	All Members of Council AT LEAST: 1 or more NCCM
<b>Lileath Claire</b>	<b>Elizabeth Gorham-Mathews</b>	<b>Abdelatif Azzouz</b>	<b>Christopher Reis</b>	<b>Alexia Baker-Lanoue</b>	<b>Elizabeth Gorham-Mathews</b>	<b>Norbert Gieger</b>
Alexia Baker-Lanoue	Christopher Reis	Paul Karolidis	Michael Bakshy	Kris Bailey	Kris Bailey	Kris Bailey
Kris Bailey	Gaganot Singh	Karla Mendez-Guzman	Deepak Naik	Michael Bakshy	Alexia Baker-Lanoue	Alexia Baker-Lanoue
Garnett A.D. Pryce	Quoc Nguyen	Gaganot Singh	Braden Neron	Lileath Claire	Michael Bakshy	Michael Bakshy
Christopher Reis	Majid Ahangaran	Arie Van Wijngaarden	Garnett A.D. Pryce	Norbert Gieger	Lileath Claire	Lileath Claire
Gaganot Singh	Akram Ghassemiyan	Joey Whang		Elizabeth Gorham-Mathews	Norbert Gieger	Abdelatif Azzouz
Carmelo Cino	Danielle Arsenault			Paul Karolidis	Paul Karolidis	Elizabeth Gorham Mathews
Emilio Leuzzi				Akram Gassemiyan	Garnett A.D. Pryce	Paul Karolidis
Akram Ghassemiyan				Deepak Naik	Christopher Reis	Garnett A.D. Pryce
					Joey Whang	Christopher Reis
					Abdelatif Azzouz	Joey Whang
					Gaganot Singh	Gaganot Singh
					Arie Van Wijngaarden	Arie Van Wijngaarden
					Quoc Nguyen	Quoc Nguyen
					Bruce Selinger	Bruce Selinger
					Emilio Leuzzi	Emilio Leuzzi
					Eugene Cohen	Eugene Cohen
					Braden Neron	Braden Neron

NON-STATUTORY COMMITTEES	
Qualifying Examination	Qualifying Exam Appeals
AT LEAST: 1 Professional Member 1 Public Member 1 NCCM	AT LEAST: 1 Professional Member 1 Public Member 1 NCCM
<b>Karla Mendez-Guzman</b>	<b>Lileath Claire</b>
Majid Ahangaran	Arie Van Wijngaarden
Joey Della Marina	Norbert Gieger
Michael Bakshy	Emilio Leuzzi
Garnett A.D. Pryce	
Annie Chu	

Statutory Committee Chairs	
ICRC	Lileath Claire
Registration	Elizabeth Gorham-Mathews
QA – Panel A	Abdelatif Azzouz
QA – Panel B	Christopher Reis
Patient Relations	Alexia Baker-Lanoue
Discipline	Elizabeth Gorham-Mathews
Fitness to Practice	Norbert Gieger
Non-Statutory Committee Chairs	
Qualifying Examination	Karla Mendez-Guzman
Qualifying Exam Appeals	Lileath Claire

LEGEND
Professional Member
Public Member
Non-Council Committee Member
Person (Member of the Public)



## 103<sup>rd</sup> Council Meeting Teleconference

Held via Zoom

March 26, 2021 – 10:00 a.m. to 12:00 p.m.

### MINUTES

Members Present:

Kristine Bailey  
Alexia Baker-Lanoue  
Abdelatif Azzouz  
Lileath Claire  
Keith Collins  
Norbert Gieger  
Garnett A. D. Pryce  
Christopher Reis  
Gaganjot Singh  
Michael Vout Jr.  
Gord White

- President
- Vice President

Absent:

Jack Biernaski  
Paul Karolidis

Legal Counsel:

Ms. Rebecca Durcan, Steinecke, Maciura and LeBlanc

Staff:

Dr. Glenn Pettifer, Registrar and CEO  
Ms. Megan Callaway, Manager, Council and Corporate Services  
Ms. Catherine Mackowski, Manager, Professional Conduct  
Ms. Jennifer Slabodkin, Manager, Registration, Quality Assurance and Policy  
Mr. Roderick Tom-Ying, Manager, Strategic Initiatives

#### 1. Call to Order

The President called the meeting to order at 10:05 a.m.

#### 2. Approval of Agenda

**MOTION:** To approve the agenda as presented.

**MOVED:** K. Collins

**SECONDED:** G. White

**CARRIED**

**3. Declaration of Conflict(s)**

No conflicts of interest were declared. Comments on conflict of interest were made by Ms. Rebecca Durcan, College Counsel.

**4. College Mandate**

The President drew Council members' attention to the College Mandate and the College Mission, which were provided.

**5. Consent Agenda**

**MOTION:** To accept the Consent Agenda as presented.

**MOVED:** N. Gieger

**SECONDED:** L. Claire

**CARRIED**

**6. Discussion and Consideration of Motions Arising from the Tri-Council Workshop March 17, 2021 Regarding Tri-College Amalgamation**

The President provided background information on the initial steps in amalgamation and the Tri-Council Workshop discussion, Ms. Durcan, College Counsel, provided comments on Memorandums of Understanding, and a discussion took place.

**MOTION:** Be it resolved that, the Council of the College of Denturists of Ontario, accepts the principles and vision presented in the "Initial Steps to Amalgamation" document, dated January 18, 2021, and agrees to the drafting and signing of a Memorandum of Understanding between the CDHO, CDTO, and CDO to proceed with planning the amalgamation of the three organizations.

**MOVED:** A. Baker-Lanoue

**SECONDED:** K. Collins

**CARRIED**

**MOTION:** Be it resolved that, the Council of the College of Denturists of Ontario agrees to the formation of a Transition Oversight Committee. The composition of the Transition Committee will be, from each College: one public appointee, one professional member, and the Registrar. The total number of members of the Committee will be nine. The initial mandate of this Committee will be to begin the process of oversight and direction of the amalgamation vision, starting with the preparation of Terms of Reference for the Committee.

**MOVED:** K. Collins

**SECONDED:** N. Gieger

**CARRIED**

## **7. Draft College Performance Measurement Framework Report**

**MOTION:** To approve the draft Report for submission to the Ministry of Health by the deadline of March 31, 2021 and posting of the Report on the College website.

**MOVED:** M. Vout, Jr.

**SECONDED:** A. Azzouz

**CARRIED**

## **8. 2021-2022 Budget**

By general consent, Council ratified the decision made by the Executive Committee on February 24, 2021 to approve the 2021-2022 budget.

## **9. Revised Registration Regulation – Policy**

**MOTION:** To approve the draft policy for implementation when the revised Registration Regulation comes into force.

**MOVED:** N. Gieger

**SECONDED:** K. Collins

**CARRIED**

## **10. Discussion: “Given the Changes to How Council and the College Have Conducted Business During the COVID-19 Pandemic, How Will these Changes Inform How Council and the College Continue Operations when In-Person Meetings resume?”**

A discussion took place regarding meeting format (i.e. remote, in-person, or hybrid) and the criteria that should be considered to determine what meeting format will be used when the opportunity for in-person meetings resumes.

## **11. Other Business**

It was noted that Mr. Biernaski’s appointment ends on April 8, 2021, and that if a replacement is not appointed by the Ministry, that the College Council would become unconstituted. Ms. Rebecca Durcan, College Counsel, provided comments on what could occur if Council were to be unconstituted.

## **12. Next Meeting Date**

It was reported that the next meeting will be held on June 18, 2021

### 13. Adjournment

The meeting was adjourned at 11:23 a.m.

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Ms. Kristine Bailey  
President

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Date

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Dr. Glenn Pettifer  
Registrar and CEO

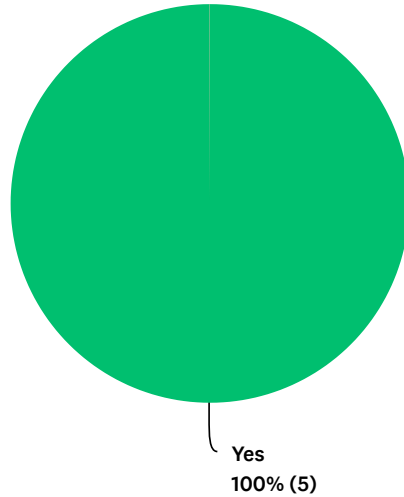
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Date

DRAFT

Q1 I received appropriate, supportive information for this Council meeting.

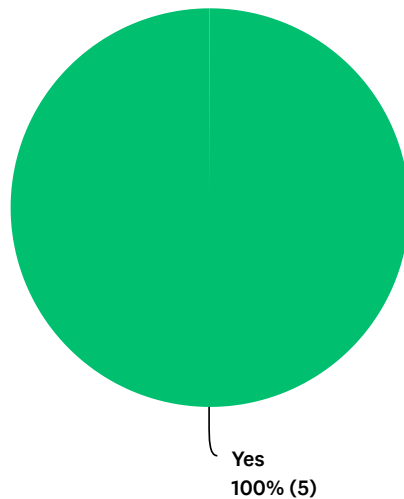
Answered: 5 Skipped: 0



#	COMMENTS	DATE
	There are no responses.	

Q2 I received this supportive information in a timely manner.

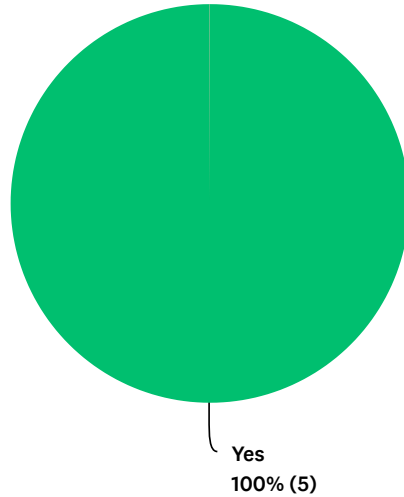
Answered: 5 Skipped: 0



#	COMMENTS	DATE
	There are no responses.	

### Q3 I was prepared for this meeting.

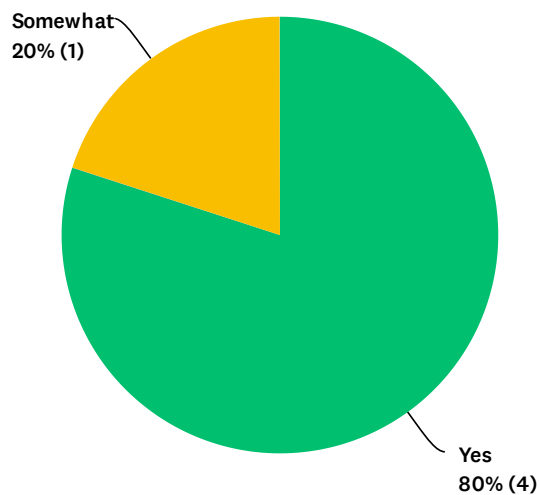
Answered: 5 Skipped: 0



#	COMMENTS	DATE
	There are no responses.	

### Q4 All Council members appeared prepared for this meeting.

Answered: 5 Skipped: 0



#	COMMENTS	DATE
1	I thought this was one of the better meetings in terms of engagement of the Council, especially given that there were a number of public members present.	3/29/2021 8:02 PM

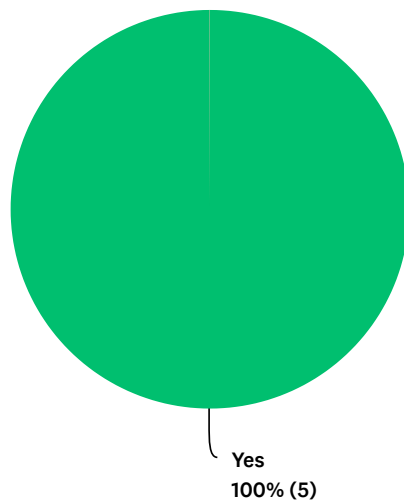
### Q5 List any additional supports or resources that would have helped you better prepare for this meeting.

Answered: 1 Skipped: 4

#	RESPONSES	DATE
1	I'd seen most of the materials twice so understanding them was much easier. However with materials this dense perhaps some would need a little more time to digest them.	3/26/2021 12:51 PM

### Q6 This meeting was effective and efficient.

Answered: 5 Skipped: 0

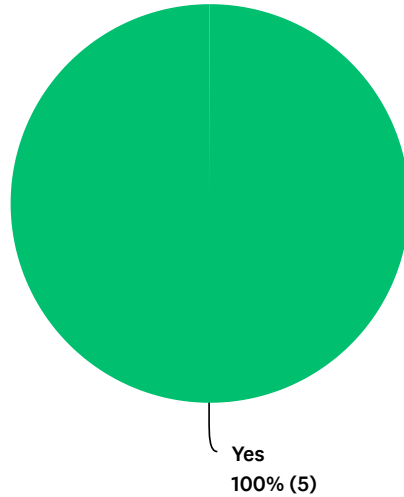


#	COMMENTS	DATE
1	I was pleased with the questions and dialogue in order to make decisions.	3/29/2021 8:02 PM

### Q7 The objectives of this meeting were achieved.

Answered: 5 Skipped: 0

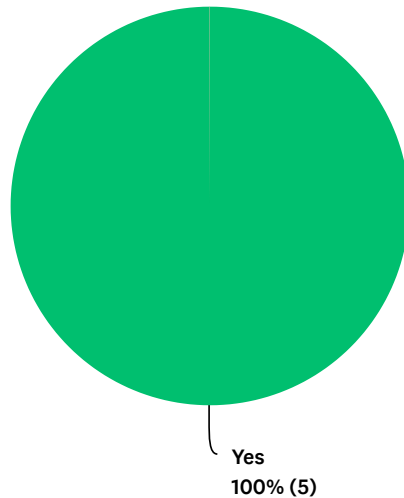




#	COMMENTS	DATE
	There are no responses.	

Q8 The President chaired the meeting in a manner that enhanced Council's performance and decision-making.

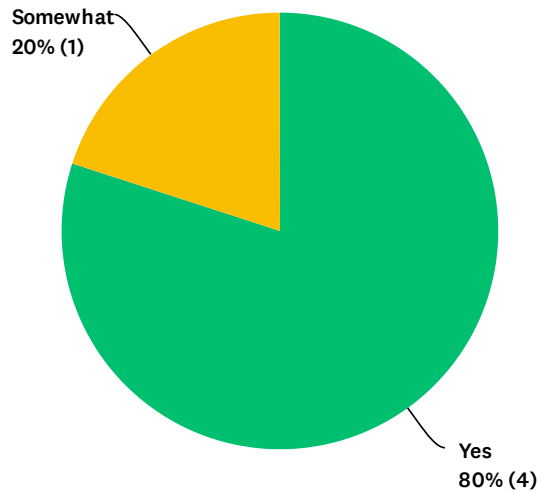
Answered: 5 Skipped: 0



#	COMMENTS	DATE
1	Chris manages to chair zoom meetings as well as anyone I've seen and that can be difficult. She is always well prepared.	3/26/2021 12:51 PM

Q9 I felt comfortable participating in the Council discussions.

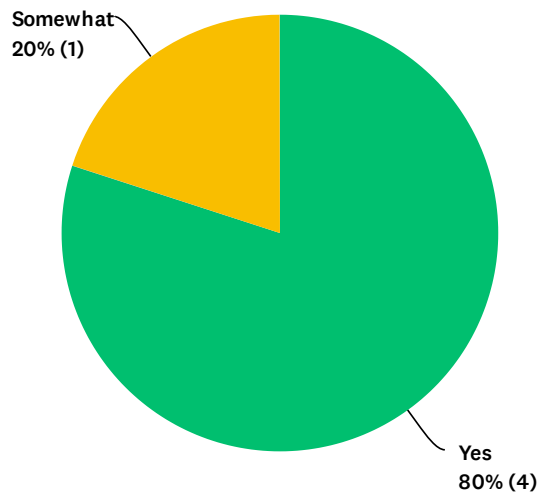
Answered: 5 Skipped: 0



#	COMMENTS	DATE
1	Zoom meetings remain a bit of a hit or miss deal for me. Not being able to read the room ,as it were , is a challenge. Establishing effective and universally followed meeting protocols might help.	3/26/2021 12:51 PM

## Q10 The public interest was considered in all discussions.

Answered: 5 Skipped: 0



#	COMMENTS	DATE
	There are no responses.	

## Q11 List two strengths of this meeting.

Council Meeting Feedback Survey College of Denturists of Ontario  
103rd Council Meeting - March 26, 2021

Answered: 3 Skipped: 2

Agenda Item 10.2

#	RESPONSES	DATE
1	On time. Everyone seemed prepared and engaged.	3/29/2021 8:02 PM
2	Efficient use of time and engaging	3/26/2021 8:53 PM
3	Everyone seemed well prepared for the meeting . Chris chaired the meeting effectively.	3/26/2021 12:51 PM

## Q12 List two ways in which the technical aspects of this meeting could have been improved.

Answered: 2 Skipped: 3

#	RESPONSES	DATE
1	worked well	3/29/2021 8:02 PM
2	See answer to question 9	3/26/2021 12:51 PM

## Q13 List two ways in which Council meetings could be improved.

Answered: 1 Skipped: 4

#	RESPONSES	DATE
1	Start planning, as discussed, for the best way to run and use technology and which sessions are just best to do in person. The team building is missing at the moment.	3/26/2021 12:51 PM

## Q14 Additional Comments

Answered: 2 Skipped: 3

#	RESPONSES	DATE
1	I look forward to some in-person meetings.	3/29/2021 8:02 PM
2	If the agenda is going to be 1-2 hours, I think a later start would be better. Maybe 12pm?	3/26/2021 8:53 PM

## Q15 Other Questions that Council should be asking in a feedback survey?

Answered: 0 Skipped: 5

#	RESPONSES	DATE
	There are no responses.	



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## COMMITTEE REPORT TO COUNCIL

Name of Committee: **Executive Committee**

Reporting Date: **June 18, 2021**

Number of Meetings since  
last Council Meeting: **1**

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The Executive Committee met by teleconference on Thursday, June 10, 2021, to consider the customary items and:

- Draft Committee Slate for Statutory and Non-Statutory Committees for 2021-2022

Two Clinic Name Registration Applications were considered and approved since the last Council meeting.

Respectfully submitted by Ms. Kristine Bailey  
President and Chair of the Executive Committee



## COMMITTEE REPORT TO COUNCIL

Name of Committee: **Inquiries, Complaints and Reports Committee**

Reporting Date: **June 18, 2021**

Number of Meetings since  
last Council Meeting: **2**

### Role of the Committee

The Inquiries, Complaints and Reports Committee supports the College's commitment to the public interest in the receipt of safe, competent, and ethical care and service. It receives and considers complaints and reports concerning the practice and conduct of Registered Denturists.

### Executive Summary

Since the March 26, 2021 Council meeting, the ICRC has considered 4 complaint investigations and made final dispositions in 3 matters. There were 2 new complaint files received in this period and no Registrar's Reports; there are 2 outstanding Health Profession and Appeal Board appeals pending.

### Decisions Finalized:

Complaints	3
Registrar's Reports	0
Total	3

### Dispositions (some cases may have multiple dispositions or multiple members)

No Further Action	1
No Further Action with Advice/Recommendation/Reminder	2
Deferred	1

### Practice Issues (identified by ICRC at the time the decision is made)

*\* Some cases may not have a Secondary Issue*

Practice Issue	Primary Issue	Secondary Issue
Clinical Skill/Execution	1	
Communication		2

Records and reporting	1	
Relationship with Patient	1	1

**Cases Considered by the Committee:**

Complaints	4
Registrar's Reports	0

**New Files Received during this period:**

Complaints	2
Registrar's Reports	0

**HPARB Appeals**

Total Appeals pending	2
New Appeals	0

Respectfully submitted by Ms. Lileath Claire  
Chair of the Inquiries, Complaints and Reports Committee



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## COMMITTEE REPORT TO COUNCIL

Name of Committee: **Discipline Committee**

Reporting Date: **June 18, 2021**

Number of Meetings since  
last Council Meeting: **0**

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### Introduction: Role of the Committee

The Discipline Committee supports the College's commitment to the public to address concerns about practice and conduct.

### Executive Summary

Since the March 23, 2021 Council meeting, the Discipline Committee has not met.

Respectfully submitted by Mr. Gord White  
(Retired) Chair of the Discipline Committee



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## COMMITTEE REPORT TO COUNCIL

Name of Committee: **Fitness to Practise Committee**

Reporting Date: **June 18, 2021**

Number of Meetings since  
last Council Meeting: **0**

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Activities during the quarter:

There was no activity to report for this quarter.

Respectfully submitted by Mr. Michael Vout, Jr.  
Chair of the Fitness to Practise Committee





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## COMMITTEE REPORT TO COUNCIL

Name of Committee: **Patient Relations Committee**

Reporting Date: **June 18, 2021**

Number of Meetings since  
last Council Meeting: **0**

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The Patient Relations Committee did not meet since its last report to Council on March 26, 2021.

Respectfully submitted by Ms. Alexia Baker-Lanoue  
Chair of the Patient Relations Committee



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## COMMITTEE REPORT TO COUNCIL

Name of Committee: **Quality Assurance Committee – Panel A**

Reporting Date: **June 18, 2021**

Number of Meetings since  
last Council Meeting: **1**

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### Role of the Committee

Panel A of the Quality Assurance Committee (QAC-A) considers Peer & Practice Assessment reports as an indicator of whether a member's knowledge, skill and judgement meet the Standards of Practice for a Registered Denturist. The Committee also monitors member compliance with the (Continuing Professional Development (CPD) program and develops tools, programs, and policies for the College's Quality Assurance Program.

QAC-A met once since its last report to Council on March 26, 2021.

### Meeting: April 15, 2021

Requirement Considered	Result
2019-2020 Peer & Practice Assessments	<ul style="list-style-type: none"><li>• 3 - Satisfactory</li><li>• 1 - Remedial Action submission approved</li></ul>
2020-2021 Peer & Practice Assessments	<ul style="list-style-type: none"><li>• 22 – Satisfactory</li><li>• 4 – Remedial action required</li></ul>

Respectfully submitted by Mr. Keith Collins  
Chair of the Quality Assurance Committee – Panel A



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## COMMITTEE REPORT TO COUNCIL

Name of Committee: **Quality Assurance Committee – Panel B**

Reporting Date: **June 18, 2021**

Number of Meetings since  
last Council Meeting: **0**

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The Quality Assurance Committee – Panel B met did not meet since its last report to Council on March 26, 2021.

Respectfully submitted by Mr. Joseph Whang  
Chair of the Quality Assurance Committee – Panel B



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## COMMITTEE REPORT TO COUNCIL

Name of Committee: **Registration Committee**

Reporting Date: **June 18, 2021**

Number of Meetings since  
last Council Meeting: **1**

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The Registrations Committee met once since its last report to Council on March 26, 2021.

At the May 10, 2021 meeting, the Committee considered three academic assessment requests and three retired status applications.

Respectfully submitted by Ms. Elizabeth Gorham-Matthews  
Chair of the Registration Committee



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## COMMITTEE REPORT TO COUNCIL

Name of Committee: **Qualifying Examination Committee**

Reporting Date: **June 18, 2021**

Number of Meetings since  
last Council Meeting: **0**

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### Activities during the Quarter:

The Qualifying Examination Committee has not met since its last report to Council on March 26, 2021.

### **Summer 2021 Multi-Jurisdictional MCQ Qualifying Examination**

The College of Denturists of Ontario along with the College of Alberta Denturists, and the College of Denturists of British Columbia collaborated to create a common Multi-Jurisdictional MCQ examination for June 22, 2021 administration.

The Multi-Jurisdictional MCQ exam will replace the three provincially administered MCQ exams. This exam will be administered simultaneously in real time for all candidates from the three respective provinces. This commonality ensures that every examination candidate is afforded a fair and defensible assessment that is standard across the three provinces.

Candidate registrations are well underway with a tentative count of 63 candidates for the upcoming June 22, 2021, MCQ exam from Ontario. The College is anticipating an additional 20 candidates from Alberta and around 4 candidates from British Columbia.

The MCQ examination will be administered remotely in an online format with mandatory (online) remote proctoring. The online format allows the MCQ examination to proceed regardless of changes in the dynamics of the COVID-19 pandemic. For Ontario candidates, there are no changes to the examination format other than a reduction in the number of test questions by 10.

**Next Administration of the OSCE Qualifying Examination**

Due to the current dynamics of the COVID-19 pandemic and resulting governmental restrictions, the OSCE portion of the Qualifying Examination could not be administered in June 2021. Although it is difficult to pinpoint an exact date at this time, the College is optimistically hoping for opportunities in September. The College will provide an update once an OSCE date can be set.

Respectfully submitted by Mr. Michael Vout, Jr.  
Chair of the Qualifying Examination Committee



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## COMMITTEE REPORT TO COUNCIL

Name of Committee: **Qualifying Examination Appeals Committee**

Reporting Date: **June 18, 2021**

Number of Meetings since  
last Council Meeting: **1**

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### Activities during the Quarter:

The Qualifying Examination Appeals Committee met once on April 12, 2021, since the last meeting of Council. The Committee met to consider the Qualifying Examination (QE) appeal submissions for four unsuccessful candidates from the Winter 2021 MCQ exam held on January 21, 2021.

For every deliberation, the Committee considered the candidate's notice of appeal, supporting documentation, and performance report. Before their deliberations, the Committee received an overview of the examination process by the College's exam psychometrician. The Committee also heard from the Chief Examiner who provided his report documenting a summary of the exam administration.

In consideration of the information and documentation brought before the Committee, the Committee denied the four appeals presented and provided the appellants with a copy of the Committee's Decisions and Reasons.

Respectfully submitted by Ms. Lileath Claire  
Chair of the Qualifying Examination Appeals Committee



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To: **Council**

From: **Ms. Kristine Bailey**

Date: **June 18, 2021**

Subject: **President's Report**

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***What has been going on?***

**Governance**

1. Since March and the tri-Council discussion meeting on Amalgamation, where the focus would be on developing a vision and framework for amalgamation. The CDO voted 'in favour' of this motion at our March 2021 meeting. The Colleges of Dental Hygienists and Technologists have not yet voted and intend to do so at their June Council meetings.
2. Correspondence has been received from the President of the College of Dental Surgeons of Ontario requesting a meeting. They are currently working on a progressive strategic plan aimed at serving the public interest aimed at:
  - a. Enhancing precautions, rigorous infection prevention and control;
  - b. Implementing competency-based district elections; and
  - c. Using multi-stakeholder approaches to increase access to oral healthcare in Ontario.

The Registrar and I responded that we would indeed enjoy discussion.

3. Council Members:  
3 professional members have been added to the College Council:
  - a. District 6: Abdelatif Azzouz, Acclaimed
  - b. District 7: Joseph Whang Acclaimed
  - c. District 8: Elizabeth Gorham-Mathews Acclaimed.

All 3 members have a history with the College either as Member of Council or as Committee members and/or Committee Chairs.



2 Public Members have been added to the College Council:

- d. Mr. Michael Bakshy
- e. Mr. Arie Van Wijngaarden

New Public Members are welcomed them to the College with an interactive orientation presented by myself and the Registrar

### ***Qualifying Examinations and OSCE***

#### **4. Qualifying Exam in June 2021**

The MCQ portion of the Qualifying Exam is to be administered in June 2021 and will be a unified exam administered by Alberta, British Columbia, and Ontario regulators together. January 21<sup>st</sup> was the first time the MCQ exam was administered online using remote proctoring.

The OSCE (clinical practical exam) is planned for administration in September to a large back-log of participants (potentially 100).

### ***Strategic Plan and Future Focus***

5. As you know, the Strategic Plan timeline ended in 2020. Due to COVID and some incomplete items, the Council decided to have staff work on the completion of the identified items and to bide some time to assess the impacts of the following:
  - a. COVID and impact of IPAC standardization across all oral health Colleges;
  - b. Implementation of performance measurement tools;
  - c. Use of meeting format and tools (Zoom, in person and hybrid meeting formats; use of meeting tools such as SharePoint and polling on motions);
  - d. Unified exam format and impact on Board Exams;
  - e. Assessment by each Committee to determine format and function in order to add value to the patient experience and to enhance public safety;
  - f. The outcome of the amalgamation vote; and
  - g. Any outstanding items from the previous strategic plan.

Once all constituted Committees meet again, there will be discussion on these items and determine next steps forward. In September, based on the status of the above we hope to conduct a Strategic Planning Session.

### ***New e-Learning for Public Appointees***

This training session is mandatory for all public appointees who sit on boards of provincial agencies and other provincial entities. The role of the public appointee is to provide strategic direction, provide

advice to ministers and resolve disputes. There are circa 3,000 Ontario public appointees, of which 90% are part-time.

The training session has three modules. The first module was governance. This was the most useful as it covered the accountability structure and the direction of authority in Ontario. It was interesting to me that the highest level of “decision-making” is the legislative assembly (AKA parliament, the legislature or the House), as it makes, passes and repeals laws, debates major issues, examines government policy etc.

The training also covered fiduciary responsibilities and compared not-for-profit, private, and public entities. Within this section, information related to Memorandum of Understanding or Administrative Agreements, oversight of agencies, mandate reviews and risk reporting was covered.

The third module was ethical requirements included transparency, responsibility, efficient use of resources and avoidance of conflict of interest.

I don’t normally find these sessions very interesting, but this was extremely interesting and poignant. It provided some insight as to what, how and who makes decisions within the government framework. If you have not completed this course, I strongly suggest that you do so. Public Appointees will have received instructions from the Public Appointments Secretariat on how to complete this training. If you need assistance, please contact Megan.



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To: **Council**

From: **Dr. Glenn Pettifer**

Date: **June 18, 2021**

Subject: **Registrar's Report: March 27, 2021 – June 18, 2021**

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I am pleased to provide this Report to Council for the period March 27, 2021 – June 18, 2021. The President has also commented on many of the College activities during this period in her report.

### **Finance**

The Financial Report for the period of April 1 – May 31, 2021 is included in the consent agenda. Expenses are well below those anticipated for this point in the fiscal year. Council approved a deficit budget

### **Qualifying Examination**

The Multiple Choice (MCQ) portion of the College's Qualifying Examination will be offered on June 22, 2021. As with the January 2021 administration of the MCQ examination, the examination will be administered in an online format with remote proctoring. This format worked very well for us for the January administration.

What is unique for this administration is that the examination represents the first administration of a unified, multi-jurisdictional examination that is being administered simultaneously by the CDO, the Alberta College of Denturists and the College of Denturists of British Columbia. The preparation and administration of the unified examination has been supported by all Colleges and staff. The CDO's Rod Tom-Ying has worked tirelessly in bringing this examination to fruition. In addition to the efforts of College staff, members of the profession from Ontario and across the nation have contributed greatly to the construction of this examination. This is a great step forward in nationalizing the credentialing process for Denturists. Congratulations to all involved and for Council's wisdom in supporting this initiative.

### **Document Management Strategy and Development**

The files that were housed in the office at 365 Bloor St. have all been scanned and digitized in the first part of the College's Document Management Strategy. These digital files have been uploaded to the College servers and the next task will be catalogue them in the new File Management software. Files that are kept in secure storage offsite will be scanned next. Other than the absence of the banks of file cabinets in the office, members of Council will likely be unaware of this work that is very operational. This project has been capably championed and completed by Megan. This initiative will result in a significant cost saving related to offsite document storage and greater, easier access to the College files.

### **Online Committee Resource Tool**

As you will know the College has moved much of its online digital meeting materials to an online SharePoint Portal. The meeting materials for many of the College Committees is now provided through this portal and the goal is to have the remainder of the Committees use this portal by the end of 2021.

Many thanks to again to Megan who is very capably managing these initiatives.

### **Registration Renewal**

Registration renewal closed on April 14, 2021. Members were provided with an opportunity to pay their renewal fee in two installments. Only 275 of 721 active members elected to pay in installments. The second instalment is due by September 30, 2021.

### **Quality Assurance Program Activities**

The provision of all elements of the Quality Assurance program supports the maintenance of competence of all Registered Denturists. College staff piloted an online version of the Peer Circle peer discussion tool and the tool was taken live on November 30. The pilot sessions were attended by approximately 20 individuals and the first live session on November 30 attracted 25 participants! This online format will be offered in the fall of 2021 and while an in-person experience is ideal, the online format can be used to reach members of the profession who are unable to travel to locations where in-person sessions are offered.

A virtual format for the Peer and Practice Assessment has been created and is in play and the very dedicated Peer and Practice Assessors have been trained on the use of the Chart Stimulated Recall (CSR) tool that will serve as the framework for the Peer-to-Peer discussion during the Peer and Practice Assessment.

The Colleges webinar program serves members of the profession well in gaining Continuing Professional Development credit during the pandemic where in-person meetings or lectures were prohibited.

### **COVID-19 Vaccination Access for Registered Denturists**

The College continues to assist Public Health Units in contacting and messaging Registered Denturists in their respective catchments regarding matters related COVID-19 Vaccinations.



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## MEMO

To: **Council**

From: **Dr. Glenn Pettifer, Registrar & CEO**

Date: **June 18, 2020**

Subject: **Financial Report: April 1 – May 31, 2021**

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Income Statement for the period April 1 – May 31, 2021 follows.

I direct your attention to the column "YTD as Percentage of Budget" which indicates the percentage of the budgeted amount that has been spent (or, in the case of income, received). This report covers the first two months of the fiscal year, consequently, one anticipates that approximately 16.7% of a budgeted amount would have been spent. This is not true for all items as some expenses (insurance for example) are lump sum payments during the fiscal year.

On the revenue side, in previous years most of the College's Registration renewal revenue is captured by the end of the renewal period, April 15. However, this year, the renewal period extends to September 30, 2021, when the second installment of the Registration renewal fee is due. Income from the Qualifying Examination to date includes only the Registration Fees for the upcoming June 22, 2021, administration of the online MCQ portion of the examination. We anticipate that most of the revenue from the Qualifying Examination will come from the fall administration of the OSCE portion of the exam.

There are no items of note or concern in this variance report. Most items are at or below the projected expenditure level. The average total expenditure level is 14% of the budget which is well within the target in the first two months of the fiscal year.

**College of Denturists of Ontario**

Income Statement (April 1, 2021-May 31, 2021)

YTD Budget to Actual	2021-2022 BUDGET	May 31/21 YTD Totals	YTD as Percentage of Budget	Remainder or In Excess of Budgeted Amount*
<b>REVENUE</b>				
Professional Corporation Fees	\$ 65,000.00	\$ 57,650.00	89%	\$ 7,350.00
Registration Fees	\$ 707,750.00	\$ 586,788.00	83%	\$ 120,962.00
Other Fees	\$ 4,500.00	\$ 5,782.75	129%	\$ 1,282.75*
Qualifying Examination Fees	\$ 480,000.00	\$ 51,500.00	11%	\$ 428,500.00
Other Income	\$ 10,000.00	\$ 2,554.16	26%	\$ 7,445.84
<b>TOTAL REVENUE</b>	<b>\$ 1,267,250.00</b>	<b>\$ 704,274.91</b>	<b>56%</b>	<b>\$ 562,975.09</b>
<b>EXPENDITURES</b>				
Wages & Benefits	\$ 626,519.27	\$ 121,123.95	19%	\$ 505,395.32
Professional Development	\$ 40,000.00	\$ 7,644.72	19%	\$ 32,355.28
Professional Fees	\$ 140,000.00	\$ 9,523.50	7%	\$ 130,476.50
Office & General	\$ 150,000.00	\$ 38,671.17	26%	\$ 111,328.83
Rent	\$ 130,000.00	\$ 19,034.40	15%	\$ 110,965.60
Qualifying Examination	\$ 238,830.80	\$ 518.50	0%	\$ 238,312.30
Council and Committees	\$ 15,000.00	\$ 90.00	1%	\$ 14,910.00
Quality Assurance				
QA Panel A	\$ 6,000.00	\$ 117.00	2%	\$ 5,883.00
QA Panel B	\$ 4,000.00	\$ -	0%	\$ 4,000.00
QA Assessments	\$ 35,000.00	\$ 5,100.00	15%	\$ 29,900.00
Complaints & Discipline				
Complaints	\$ 30,000.00	\$ 1,418.00	5%	\$ 28,582.00
Discipline	\$ 25,000.00	\$ 2,331.00	9%	\$ 22,669.00
Capital Expenditures	\$ 15,000.00	\$ -	0%	\$ 15,000.00
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,455,350.07</b>	<b>\$ 205,572.24</b>	<b>14%</b>	<b>\$ 1,249,777.83</b>
<b>NET INCOME</b>	<b>-\$ 188,100.07</b>	<b>\$ 498,702.67</b>		