



## COLLEGE OF DENTURISTS OF ONTARIO

October 26, 2012

Supervisor's Notes to Revised CDO Operating By-Laws  
**Finalized and in effect October 26, 2012**

Dear Colleagues:

Thank you to all who took the time to review and provide comment on the new proposed operating by-laws of the College of Denturists of Ontario (herein referred to as "the College").

All comments were carefully reviewed by me, legal counsel and the Executive Committee with final approval by the College Council at its meeting on September 14, 2012. While all comments were considered, not all proposed changes were accepted for inclusion in the final by-laws. I have set out some of the highlighted changes and rationale below; as always, please feel free to contact me should you have any additional questions or concerns.

These new by-laws are now in effect and all provisions now apply.

### **Fees/Members**

1. **Fees will be increased in 2013 to \$1900.00 plus HST** in order to allow the College to operate in the next fiscal year in a positive cash flow position. Maintaining the fees at the current rate of \$1454.95 will result in a deficit budget which is unacceptable; an increase to \$1715.00 would result in a break even budget; and the proposed fee increase to \$1900.00 per member will allow the College to continue to improve the qualifying examination and its processes for 2013; hiring a new Registrar and one more additional staff person; finalizing new proposed Quality Assurance and Registration regulations; and to build the operating and capital reserve funds needed for the College to operate as an effective business. Any resulting surplus will afford a small cushion for unexpected or unanticipated events that may arise
2. **The penalty for late or non-payment of annual fees is increased.** The late fee of \$150.00 for non-payment by midnight of April 15<sup>th</sup> will immediately be levied on all members whose fees are not received by that time. (\*Members whose fees are not paid within the 30 days will be notified of the College's intent to suspend them for non-payment and notice of any such suspensions that are in effect will be posted on the public part of the College's website). The cost for reinstatement for a member suspended for non-payment will be the annual fee, plus the \$150.00 late penalty charge, plus a \$500.00 reinstatement fee.

3. New registrants who registered with the College after July 1, 2012 will not be levied the special one-time fee levy of \$250.00 plus HST. However, new registrants this year will be subject to the same full registration fee for the 2013-14 year as all members registered with the College.
4. Examination Fees are currently under review. It has been decided that Examination Fees should not be dealt with in the by-laws but rather be set by the Registrar and addressed in the Examination Protocol documents. As changes are made to the examination and its processes, we will determine whether any reduction in the fees charged to examination candidates may be possible for 2013. Once the 2013 examination fees are established, they will be communicated to members and applicants.
5. The College encourages all members to pay their fees by credit card and will NOT charge an administrative fee to do so. In addition, we are making changes to our database to make online payments and registration easier and our staff will, as always, be available during business hours to assist members in completing online renewals. Cheques will still be accepted as a form of payment but please note that **annual fee payments will need to be made in full by the due date either by cheque or by credit card. \* In 2013 and onward, the College will no longer offer the option of paying fees in installments.** However, paying by credit card will allow you to pay your credit card companies in installments if desired.
6. The special levy due to the College by November 30, 2012 is noted in the by-law as being due on the date required in 2012 and accordingly is a one-time special levy.

## Council and Elections

1. Elections will continue to be held in geographic districts as before with only those members whose registered address is in the electoral district in which an election is being held being eligible to vote in that election (a proposal to permit all members across Ontario to vote in all elections regardless of the district in which they live/practice was not accepted).
2. Council composition does not change. The by-laws provide for the maximum number of elected professional member positions. However, the by-law is now fully consistent with the provisions in the *Denturism Act* that if there is a vacancy of one elected position (ie. If there are 7 professional members instead of 8) Council remains properly constituted while a by-election is held.
3. Council terms for elected professional Members continue to be 3 years for a maximum of nine years and Committee terms are one year.
4. The Registrar will oversee the elections process and voting but the counting of votes will be done by two scrutineers who are appointed by College council at the meeting immediately preceding the annual election process. Scrutineers must be member(s) of the

College practicing in districts that are not currently having elections. The College's legal counsel may serve as one of the scrutineers.

5. In the event of a vacancy arising on a Committee, the Executive committee may appoint a Council member, non-Council committee member or public member to fill the appropriate vacancy and complete the term on the committee.

## Other

1. **Professional Liability Insurance**- there is no change to the current requirement that members be covered to the amount of \$1 million dollars (a proposal to increase this to \$2 million dollars was made and this may be revisited after more discussion and consideration). A new **section 32.02 in the by-laws clarifies the requirement that all policies must include a "Tail (enduring) Insurance clause"** that ensures a member is covered by the policy for a period of 3 years after leaving practice. This is a requirement common to regulated health professions in Ontario and we understand that many denturists already hold insurance policies that contain this provision.
2. No additional changes were made to what was circulated regarding information collected for and included in the Register
3. Honoraria amounts paid to Council and committee members have been reduced by \$100.00 per meeting attendance by the President (to \$200.00), Committee Chairs and member of the Executive (to \$150.00). The amounts have been reduced by \$50.00 per meeting attendance for all other Council and committee members (also to \$150.00) and a maximum amount permitted for hotel accommodations has also been established in accordance with the corporate rates negotiated with the Holiday Inn on Bloor Street W by the CDO. Travel time to and from meetings will no longer being compensated but the mileage reimbursement rate has been increased to \$0.45 per kilometer.
4. The CE requirements have been removed from the by-laws. Those requirements are set by the Quality Assurance Committee as contemplated by the RHPA and the quality assurance regulation. CE requirements currently are maintained at 100 hours over a 5 year period with 10 CE credits being the minimum for a calendar year. Options to allow "hour for hour" CE credits up to a maximum amount to denturists who engage in professional development through their involvement with the College in roles such as examiners, assessors, item writers (for written examination), item reviewers, and standard setters (for both written and practical examinations) are being explored as a way to increase the incentive for member involvement and decrease costs to the College.
5. A change to the by-laws will permit the College to now use a professional member who also sits on a College committee as an Examiner with the following exceptions: such examiner may NOT be a member of the Council, may NOT be a chair of any

committee, and may ONLY be a member of a College committee that is NOT involved in the examination or registration process.

These highlight the main and more significant changes to the new College of Denturists of Ontario operating by-laws.

Please feel free to contact me directly with your questions or concerns.

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