

COUNCIL MEETING MINUTES

InterContinental Hotel Yorkville

Friday June 16, 2017

09:00 AM – 16:30 PM

COUNCIL MEMBERS PRESENT:

Heather Blondin, Professional Member, President
Catherine Ranson, Academic Member, Vice-President
Michael C. Connor, Public Member
Roma Czech, Professional Member
Jillian Eles, Professional Member
Kathleen Feres Patry, Professional Member
Fernand Hamelin, Public Member
Marlene Heics, Professional Member
Vinay Jain, Public Member
Evie Jesin, Professional Member
Beatrix Kau-Lui, Public Member
Pauline Leroux, Professional Member
Helen Lightstone, Public Member
Caroline Lotz, Professional Member
Gail Marion, Professional Member
Julius Nathoo, Public Member
Terri Strawn, Professional Member
Anne Venton, Public Member
Yvonne Winkle, Public Member

REGRETS:

Saeed Walji, Public Member

ADMINISTRATION:

Lisa Taylor, Registrar
Jane Keir, Deputy Registrar/Director, Prof. Practice
Suzanne Fox, Director, Corporate Services
(13:00 PM - 16:30 PM)
Andrea Lowes, Director, Prof. Conduct
(13:00 PM - 16:30 PM)
Robert Farinaccia, Manager, Quality Assurance
(13:00 PM - 16:30 PM)
Roula Anastasopoulos, Manager, Programs and
Exams, Practice Advisor
(13:00 PM - 16:30 PM)
Elana Kimel, Executive Assistant

GUESTS:

Julie Maciura, CDHO Legal Counsel
Usman Paracha, Manager, Hilborn LLP

1.0 CALL TO ORDER

1.1 Roll Call

The Chair, Heather Blondin, called the meeting to order at 9:04 AM. She welcomed everyone and took a roll call and asked that the records show 19 members were in attendance, meeting the requirements for quorum.

1.2 Opening Remarks

Both the Chair and the Registrar addressed Council separately, providing brief

overviews of the changes made to the RHPA with the enactment of Bill 87 and its many implications. In their address to Council, both the Chair and the Registrar reminded members of the responsibility that the CDHO holds in maintaining the public's trust, and the importance of self-regulation.

1.3 Council Policy Manual Update

The Chair reported that the Governance Policy Manual had been updated in accordance with the policies that were approved by Council at the March 24th meeting.

2.0 APPROVAL OF AGENDA

2.1 Review and Approval of Agenda

Council reviewed the agenda. Hearing no comments, the Chair requested a vote to approve the meeting agenda as presented.

MOTION: THAT Council move to approve the June 16, 2017 meeting agenda as presented.

Moved: Anne Venton
Seconded: Beatrix Kau-Lui
Vote:

CARRIED

2.2 Declaration of Conflict of Interest

No conflicts of interest were declared.

3.0 MONITORING REPORTS

3.1 Council-Registrar Delegation Policy Development, Review, Approval, and Implementation

3.1.1 Registrar Performance Appraisal – *In Camera*

MOTION 1: THAT Council move *In Camera* as per RHPA, *Schedule 2, Section 7(2)(d)* at 9:25 AM.

Moved: Pauline Leroux
Seconded: Evie Jesin
Vote:

CARRIED

MOTION 2: THAT Council move out of Camera as per RHPA, *Schedule 2, Section 7(2)(d)* at 11:59 AM.

Moved: Terri Strawn
Seconded: Vinay Jain
Vote:

CARRIED

3.2 Executive Limitations Monitoring Reports

3.2.1 2016 Draft Audited Financial Statements

The Chair introduced Usman Paracha of *Hilborn LLP* who presented the 2016 Draft Audited Financial Statements. He reiterated that as of December 31, 2016 there were no financial issues to report. Usman discussed the objective of the audit and walked Council through a comprehensive analysis of the statements and *Hilborn LLP*'s findings for each section.

MOTION: THAT Council accepts the auditor's report and the 2016 draft audited financial statements as presented by Hilborn, LLP.

Moved: Beatrix Kau-Lui
Seconded: Roma Czech
Vote:

CARRIED

3.2.2 Financial Condition (EL 2.4)

MOTION: THAT the Financial Conditional General Executive Constraint Policy 2.4 Monitoring Report be accepted as evidence of the Registrar/CEO's reasonable interpretation of the policy and evidence of compliance with the reasonable interpretation.

Moved: Kathleen Feres Patry
Seconded: Fernand Hamelin
Vote:

CARRIED

3.2.3 Treatment of Staff (EL 2.2)

It was decided by Council that insufficient information had been provided within the report and that a new monitoring report would need to be submitted at the September 15th meeting. Members acknowledged that monitoring reports are a learning curve for Council and staff alike. The Chair will forward Council's comments from the appraisal to the Registrar following the meeting.

MOTION: THAT the Treatment of Staff General Executive Constraint Policy 2.2 Monitoring Report was assessed by Council and was determined that the interpretation is not reasonable and there is insufficient information, and therefore request a new monitoring report to be presented at the September Council meeting.

Moved: Terri Strawn
Seconded: Beatrix Kau-Lui
Vote:

CARRIED

3.2.4 Planning (EL 2.3, 2.3.1 – 2.3.2, 2.3.9)

MOTION: THAT the Planning General Executive Constraint Policy 2.3, 2.3.1 – 2.3.2 and 2.3.9 Monitoring Report be accepted as evidence of the Registrar/CEO’s reasonable interpretation of the policies and evidence of compliance with the reasonable interpretation.

Moved: Caroline Lotz
Seconded: Marlene Heics
Vote:

CARRIED

3.2.5 Ethical Behaviour (EL 2.9)

The interpretation was not found to be reasonable, and a new monitoring report was requested to be presented at the September meeting. The vice-president explained that Council would like to see more rationale in the report. The Executive will follow up with the Registrar and provide further clarification as to where the gaps in the reports were, and which of the lower level policies were deemed unacceptable. Rose Mercier will also work with the Registrar to identify areas for improvement.

MOTION: THAT the Ethical Behaviour Policy 2.9 Monitoring Report was assessed by Council and was determined that the interpretation is not reasonable and there is insufficient information, and therefore request a new monitoring report to be presented at the September Council meeting.

Moved: Mike Connor
Seconded: Catherine Ranson
Vote:

CARRIED

4.0 CONSENT AGENDA ITEMS (4.1 – 4.3.2)

Not all current Council members were present for the past meetings of December 2, 2016 or March 24, 2017. Council members absent from those meetings were not prepared to vote on the minutes. As such, they asked for items 4.1.1 and 4.1.2 to be pulled from the consent agenda.

MOTION: THAT Council approve the consent agenda as amended.

Moved: Vinay Jain

Seconded: Beatrix Kau-Lui

Vote: **CARRIED**

4.1 Council Meeting Minutes

4.1.1 Council Meeting Minutes– December 2, 2016

MOTION: THAT Council approve the meeting minutes of December 2, 2016.

Moved: Vinay Jain

Seconded: Yvonne Winkle

Abstained: Kathleen Feres Patry

Caroline Lotz

Jillian Eles

Terri Strawn

Helen Lightstone

Vote: **CARRIED**

4.1.2 Council Meeting Minutes – March 24, 2017

MOTION: THAT Council approve the meeting minutes of March 24, 2017.

Moved: Jillian Eles

Seconded: Vinay Jain

Abstained: Julius Nathoo

Fernand Hamelin

Anne Venton

Vote: **CARRIED**

5.0 POLICY DEVELOPMENT, REVIEW, APPROVAL, AND COUNCIL IMPLEMENTATION

5.1 Governance Process Policy Development, Review, Approval, and Implementation

5.1.1 Appointment of Auditor for 2017 Audit

There was minor discussion surrounding the politics of using the same auditor numerous years in a row. Following the 2017 Audit, Council has requested that they be presented with a summary of the number of years they have been using the services of *Hilborn LLP* for their year-end financials. They would like to see this information before approving an auditor for the fiscal year of 2018.

MOTION: THAT the firm of *Hilborn LLP* be re-appointed as auditors for the College of Dental Hygienists of Ontario for the fiscal year of 2017.

Moved: Anne Venton

Seconded: Caroline Lotz

Vote:

CARRIED

5.1.2 Issue Assessment: Reserve Fund for Premises Relocation

MOTION: THAT the money once held in reserve for ‘Fee Stabilization’ now be held in an internally restricted fund for ‘Premises Relocation’

Moved: Vinay Jain

Seconded: Catherine Ranson

Vote:

CARRIED

5.1.3 Issue Assessment: Clinical Examination

MOTION: THAT the National Clinical Examination in Dental Hygiene be accepted to replace the current CDHO Clinical Competency Evaluation.

Moved: Pauline Leroux

Seconded: Anne Venton

Vote:

CARRIED

5.1.4 Issue Assessment: Academic Member Appointment

MOTION: THAT Council leaves the seat vacated by Janet Munn vacant until the term ends.

Moved: Marlene Heics
Seconded: Kathleen Feres Patry
Vote:

CARRIED

5.1.5 Issue Assessment: Use of Technology for Council Meetings

MOTION: THAT the CDHO Council go paperless for Council meetings and that policies be developed to support the implementation of computers provided by the CDHO for Council business.

Moved: Mike Connor
Seconded: Marlene Heics
Opposed: Kathleen Feres Patry
**notation by request*

Vote:

CARRIED

5.1.6 Issue Assessment: CDHO Office Lease Agreement

MOTION: THAT Council authorizes the Registrar to access funds to the amount of \$89,253.61 from the Reserve Fund allocated for Premises Relocation, to secure the lease hold of a new office location.

Moved: Fernand Hamelin
Seconded: Vinay Jain
Vote:

CARRIED

5.1.7 Council Meeting Dates 2018

MOTION: THAT Council approves ‘Proposal 1’ for the 2018 workshop and meeting dates.

Moved: Terri Strawn
Seconded: Mike Connor
Vote:

CARRIED

2018 Council Meeting Dates	
<i>Date</i>	<i>Details</i>
Friday January 19 , 2018	Workshop & Meeting
Thursday March 8 , 2018	Workshop
Friday March 9 , 2018	Meeting
Thursday May 31 , 2018	Workshop
Friday June 1 , 2018	Meeting
Thursday September 20 , 2018	Workshop
Friday September 21 , 2018	Meeting
Thursday December 6 , 2018	Workshop
Friday December 7 , 2018	Meeting

5.1.8 Governance Process Policies

MOTION: THAT Council approves the Governance Process Policy numbers 4.1, 4.2, 4.3, 4.4, 4.5, 4.6, 4.7, 4.8, 4.9, 4.10, 4.11, 4.12, 4.13, 4.14, 4.15, 4.16 and 4.17 as amended, and rescind all previous related policies.

Moved: Mike Connor
 Seconded: Yvonne Winkle
 Vote:

CARRIED

5.2 Executive Limitations Policy Development, Review, and Approval

5.2.1 Motion to Rescind EL 2.4.2 and EL 2.5.8.3

MOTION: THAT Council approves the deletion of EL 2.4.2 and 2.5.8.3 as these policies are not relevant within the CDHO context.

Moved: Fernand Hamelin
 Seconded: Pauline Leroux
 Vote:

CARRIED

5.2.2 Executive Limitation Policies

Provided for information purposes only.

5.3 Council-Registrar Delegation Policy Development, Review, and Approval

5.3.1 Council-Registrar Delegation Policies

Provided for information purposes only.

6.0 COUNCIL MEETING FEEDBACK

The meeting evaluation was polled electronically, after the meeting adjourned.

7.0 NEXT MEETING DATE

The next meeting date is scheduled for Friday September 15, 2017.

8.0 ADJOURNMENT

MOTION: THAT the Council meeting be adjourned at 16:00 PM.

Moved: Terri Strawn
Seconded: Mike Connor
Vote:

CARRIED

Approved by:



September 15, 2017

Signature of Chair, Heather Blondin

Date