Bylaw No. 5
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Preamble to Bylaw

The Council is authorized by the Regulated Health Professions Act, 1991 (Ontario) to make bylaws relating to the administration and internal affairs of the College. The purpose of this bylaw is to transparently set out how the College will administer itself and to specify certain obligations of Members.
Bylaw No. 5

BE IT ENACTED that all previous bylaws of the College of Dental Hygienists of Ontario (the "College") be hereby revoked and it is hereby enacted as a bylaw of the College of Dental Hygienists of Ontario as follows:

ARTICLE 1: DEFINITIONS AND PRINCIPLES OF INTERPRETATION

1.1 Definitions and Other Variations of the Word

In this bylaw, unless otherwise defined or required by the context:

“Academic Member” means a Registrant of the College who has been Selected to serve on Council from among members who are Faculty;

“Act” means the Regulated Health Professions Act, 1991 and its related schedules, the Dental Hygiene Act, and the regulations made under them;

“Appointed” means one of the two following processes:
(a) Whereby a Public Member is chosen to serve on Council through an Order-in-Council by the Government of Ontario.
(b) Whereby a Council member or a Non-Council member is designated to serve on one or more of the College’s Committees;

“Client” means patient as the term is used in the Act;


“College” means the College of Dental Hygienists of Ontario (CDHO);

“Committee” means a Committee of the College, whether Statutory, standing or special Committee;

“Council” means the Council of the College;

“Council Member” means a member of Council duly Elected, Selected or Appointed to serve on Council;
“Elected” means one of the two following processes:

(a) A Registrant of the College who is democratically chosen to serve on Council; or
(b) A member of Council who is democratically chosen to serve on the College’s Executive Committee;

“Elected Member” means a Registrant of the College who has been elected to serve on Council from an electoral district;

“Ex-officio” means “by virtue of the office” and, for greater certainty, unless otherwise specifically provided for, an ex-officio member of a Committee has all of the rights, responsibilities and powers of any other members of the Committee, including the right to vote and to be counted as part of its quorum;

“Faculty” means all registrants engaged in full-time instruction or administration in an accredited educational institution in Ontario that is authorized to grant diplomas or degrees in dental hygiene;

“Fiscal Year” means the fiscal year of the College which shall be the calendar year;

“Non-Council Member” means a Registrant of the College who is not a member of the Council and who is appointed by Council to serve on one or more of the College’s Committees;

“Non-Statutory Committee” means any Committee that supports the work of the College but is not referred to in the Act;

“President” means the President of the College;

“Professional Advocacy Association” means an organization whose principal mandate is to represent the interests of and advocate on behalf of dental hygienists, or a segment of them, including those registered in or practising in Canada. Examples of a Professional Advocacy Association include the Ontario Dental Hygienists’ Association, the Dental Hygiene Practitioners of Ontario and the Canadian Dental Hygienists Association;

“Public Member” means an individual who has been appointed to serve on Council through an Order-in-Council by the Government of Ontario;

“Registrant” means a member of the College;

“Registrar” means the Registrar, Deputy Registrar or Associate Registrar of the College unless the context otherwise specifies or requires;

“Selected” means the process whereby a Registrant of the College has been elected to serve as an Academic Member on Council from among members who are Faculty;
“Statutory Committee” means any of the Committees that are required under section 10 of the Code. The statutory Committees include:

- Inquiries, Complaints and Reports Committee
- Discipline Committee
- Fitness to Practise Committee
- Registration Committee
- Quality Assurance Committee
- Patient Relations Committee
- Executive Committee;

“Vice-President” means the Vice-President of the College.

1.2 Extended Meanings

Words importing the singular number only are intended to include the plural and vice versa. Words importing a gender are intended to include the other and neuter genders. Words importing persons are intended to include corporations and other unincorporated entities as well as natural persons unless the context otherwise specifies or requires.

1.3 Meaning of Words Used in Act

All words and terms appearing in this bylaw, which are defined in the Act, are intended to have the same meaning in this bylaw unless the context otherwise specifies or requires.
ARTICLE 2: REGISTRATION AND CODE OF ETHICS

2.1 Code of Ethics

There shall be a Code of Ethics for Registrants which shall be the Code of Ethics adopted from time to time by the Council. This Code of Ethics is to be designed to ensure the dignity and integrity of Registrants and describe the values and principles underlying the obligations and professional duties to be observed by each Registrant. Each Registrant is expected to adhere to the provisions of the Code of Ethics and also to the underlying spirit and precepts thereof. The current Code of Ethics is attached as Schedule I and forms part of this bylaw.

2.2 Information Available to Registrants

Council shall have a privacy policy to guide the College’s collection, use and disclosure of personal information. This information shall be posted on the College’s website.
ARTICLE 3: THE COUNCIL AND ITS OFFICERS

3.1 Eligibility Criteria for Council and Non-Council Members

A Registrant is eligible for election as an Elected Member, selection as an Academic Member or appointment as a Non-Council Member if the following criteria are met:

(a) The Registrant holds a general, specialty or inactive certificate of registration;
(b) The Registrant is compliant with the requirements of the College’s Quality Assurance Program;
(c) For the purposes of election as an Elected Member, the Registrant is engaged in the practice of dental hygiene in the electoral district for which he or she has been nominated or, if the Registrant is not engaged in the practice of dental hygiene, the Registrant principally resides in the electoral district for which he or she has been nominated;
(d) For the purposes of selection as an Academic Member, the Registrant is Faculty;
(e) For the purposes of appointment as a Non-Council Member, the Registrant is engaged in the practice of dental hygiene in Ontario or, if the Registrant is not engaged in the practice of dental hygiene, the Registrant resides in Ontario;
(f) The Registrant is not in default of any fees made under the Act or this bylaw;
(g) The Registrant is not in default of any requirement to provide information to the College made under the Act or this bylaw;
(h) The Registrant is not the subject of any disciplinary or incapacity proceeding;
(i) A period of at least six years has elapsed since the Registrant complied with all aspects of an order of the Discipline Committee;
(j) The Registrant’s certificate of registration is currently not subject to a term, condition or limitation imposed by the Quality Assurance Committee or the Fitness to Practise Committee;
(k) If a Registrant has been found guilty of an offence under the Criminal Code (Canada) or any other criminal offence in any jurisdiction, a period of at least three years has elapsed since the Registrant fully complied with any penalty imposed as a result of that finding or if no penalty was imposed, a period of at least three years has elapsed since the finding was made;
(l) A period of at least one year has passed since the Registrant has been an officer, director or employee of any Professional Advocacy Association; (For greater certainty, nothing in this Article shall prevent a Registrant who serves on an association or organization to which he or she has been appointed by Council as a representative of the College, from running for election to Council.);
(m) The Registrant is not an employee of the College and has not been an employee for at least one year;
(n) Council has not disqualified the Registrant from sitting on Council or serving as a Non-Council Member during the three years before the date of the election, selection or appointment;
(o) The Registrant is not a member of the Council of any other College created or governed under the Act;
(p) The Registrant is not a candidate for election in another electoral district;
(q) The Registrant has not initiated, joined, continued or materially contributed to a legal proceeding against the College or any Committee or representative of the College within one year from the deadline for the receipt of nominations; and
(r) The Registrant does not have a conflict of interest to serve as a member of Council or has agreed to remove any such conflict of interest before taking office.

3.2 Nominations and Voting Procedures for Elected and Academic Members

(1) The Registrar shall supervise the nomination of candidates.

(2) No later than 60 days before the date of an election or selection, the Registrar shall notify every Registrant who is eligible to vote in the election or selection of the date and time of the election or selection and the nomination procedures.

(3) The nomination of a candidate for election as an Elected Member or selection as an Academic Member shall be in writing and shall be given to the Registrar at least 30 days before the date of the election or selection.

(a) The nomination shall be signed by the candidate and by at least five Registrants who support the nomination and who are eligible to vote in the election or selection;
(b) A candidate for election or selection shall fully and accurately complete a conflict of interest questionnaire provided by the Registrar;
(c) A candidate for election or selection shall be permitted to submit a personal statement that will be circulated by the Registrar along with the ballots;
(d) A candidate may withdraw his or her nomination for election or selection by advising the Registrar in writing not less than 24 days before the date of the election or selection;
(e) A candidate cannot, at the same time, be nominated for more than one position, whether Elected or Selected or both.

(4) Registrants who are not in default of paying any fees or providing any information to the College made under the Act or this bylaw are eligible to nominate and vote for another eligible Registrant.

(5) For the purposes of an election, the electoral district in which a Registrant is eligible to vote is the district in which, 30 days before the date of an election, the Registrant principally practices or, if the Registrant is not engaged in the practice of dental hygiene, the Registrant principally resides.

(6) For the purposes of selection, a Registrant who is Faculty is eligible to vote in the selection.
(7) If the number of candidates nominated for election or selection is less than or equal to the number of Registrants to be Elected or Selected, the Registrar shall declare the candidates to be Elected or Selected by acclamation.

(8) No later than 14 days before the date of an election or selection, the Registrar shall send to every Registrant eligible to vote, a list of the candidates, a ballot and an explanation of the voting procedures (or equivalent if ballots are supplied electronically).

(9) Voting for candidates for election or selection to the Council shall be by secret ballot using the ballot forms supplied by the Registrar (or equivalent if ballots are supplied electronically).

(10) Where there is an interruption of mail service (or equivalent if ballots are supplied electronically) during a nomination, election or selection, the Registrar may extend the nomination period, or the holding of the election or selection for such a period as the Registrar considers necessary to compensate for the interruption.

(11) A Registrant may cast as many votes on a ballot (or equivalent if ballots are supplied electronically) in an election or selection of candidates to the Council as there are candidates to be Elected or Selected in which the Registrant is eligible to vote. A Registrant shall not cast more than one vote for any one candidate. If there is a tie in an election or selection of candidates to the Council, the Registrar shall break the tie by lot in the presence of at least one member of the Executive Committee.

(12) A candidate may require a recount by giving a written request to the Registrar no more than 15 days after the date of the election or selection and paying the fee required by Article 16.5 of the bylaw.

(13) The Registrar shall hold the recount no more than 15 days after receiving the request.

(14) If no eligible candidate is nominated in an election or selection, a vacancy shall be deemed to exist and the Council shall direct the Registrar to hold a by-election or by-selection in accordance with Article 3.9 of this bylaw.

3.3 Nomination Procedures for Non-Council Members

(1) The Council may appoint a Registrant who is not a Council Member to a Committee. These individuals shall be designated as Non-Council Members.

(2) The Registrar shall solicit nominations for Non-Council Members in accordance with the Policy Governance Manual approved by the Council from time to time for special expertise and experience.

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1 It is recognized that notwithstanding the democratic principles associated with the election of Elected Members and the selection of Academic Members, Council may require and benefit from the experience and expertise of other dental hygiene professionals as various matters of College business arise.
Non-Council Members may serve on the College’s Committees and while they shall have voting rights on such Committees, they may not serve as chair of a Committee.

The term of office of a Non-Council Member appointed by the Council is two years to a maximum term of service of six consecutive years.

(a) The term of office commences on January 1 in the calendar year following the appointment of the Non-Council Member unless otherwise specified by the Council.

3.4 Election and Selection Procedures for Elected and Academic Members to the Council

(1) The Registrar shall supervise and administer the election and selection of candidates and, for the purpose of carrying out that duty, the Registrar may, subject to this bylaw:

(a) appoint returning officers and scrutineers;
(b) establish a deadline for the receiving of ballots;
(c) establish procedures for the counting of ballots;
(d) provide for the notification of all candidates and Registrants of the results of the election or selection; and
(e) provide for the destruction of ballots following an election or selection and any recounts.

(2) For the purposes of election to the Council as an Elected Member, the following electoral districts are established (with necessary modifications by the Registrar to ensure that the entire province is covered and that there is no overlap of districts):

(a) Electoral district 1, the southwestern district, composed of the counties of Bruce, Grey, Elgin, Essex, Huron, Kent, Lambton, Middlesex, Oxford and Perth;
(b) Electoral district 2, the central western (north) district, composed of the counties of Wellington, Simcoe, Dufferin and the regional municipalities of Halton and Peel;
(c) Electoral district 3, the central western (south) district, composed of the county of Brant and the regional municipalities of Haldimand-Norfolk, Hamilton-Wentworth, Niagara and Waterloo;
(d) Electoral district 4, the central district, composed of the regional municipalities of York and Metropolitan Toronto;
(e) Electoral district 5, the central eastern district, composed of the counties of Frontenac, Peterborough, Hastings, Lanark, Lennox and Addington, Prince Edward, Victoria, Haliburton, Northumberland, and the regional municipality of Durham;
(f) Electoral district 6, the eastern district, composed of the counties of Dundas, Glengarry, Leeds and Grenville, Prescott and Russell and United Counties, Renfrew and Stormont and The Regional Municipality of Ottawa-Carleton;
(g) Electoral district 7, the northeastern district, composed of the territorial districts of Algoma, Cochrane, Manitoulin, Muskoka, Nipissing, Parry Sound, Sudbury and Timiskaming;
(h) Electoral district 8, the northwestern district, composed of the territorial districts of Rainy River, Thunder Bay and Kenora.

(3) The number of Registrants to be Elected in districts 2 and 4 is two. The number of Registrants to be Elected in districts 1, 3, 5, 6, 7 and 8 is one.

(4) For the purposes of selection to the Council as an Academic Member, two Registrants from among members who are Faculty shall be Selected to serve on Council as outlined in section 7(1)(c) of the Dental Hygiene Act.

(5) Elections and selections shall be held in November in the year before the year in which the term of office of that electoral district’s Elected Member(s) or the Academic Member’s term of office expires.

(a) The election of Elected Members and/or selection of Academic Members shall be held on the third Wednesday in November, unless Council sets a different date.

(6) The term of office of a Member Elected or Selected to serve on the Council in an election is three years. A Member may be Elected or Selected for more than one term but no Member who is Elected or Selected to serve on Council may be a Member of Council for more than nine consecutive years.

(a) The Elected Members or Selected Academic Members of the Council shall continue in office until the commencement of their successors’ term of office unless disqualified or otherwise removed from office under these bylaws.

3.5 Eligibility for Re-Election, Re-Selection and/or Re-Appointment

A Registrant who has served in any combination as an Elected Member, Selected Academic Member or appointed Non-Council Member for nine consecutive years is not eligible for election, selection or appointment to Council or any Committee for a period of 12 consecutive months from the termination of his or her office.

3.6 Election or Selection Irregularities

If the Council is of the opinion that there is a reasonable ground for doubt or dispute as to the validity of the election or selection of any Council Member, the Council shall hold an inquiry and decide whether the election or selection of the member is valid and, if found to be invalid, the Council shall direct another election or selection to be held. Council shall not declare an election or selection result to be invalid solely on the basis of a minor irregularity regarding the requirements of these bylaws or a procedure established by the Registrar.
3.7 Disqualification of Council and Non-Council Members

(1) In accordance with the proceedings set out in Article 3.8, the Council shall disqualify a Registrant from sitting on Council or serving as a Non-Council Member if the Registrant:

(a) is found by a panel of the Discipline Committee to have committed an act of professional misconduct or to be incompetent;
(b) is found by a panel of the Fitness to Practise Committee to be incapacitated;
(c) in the case of a Council Member and subject to the discretion of Council to excuse the absence, fails, without reasonable cause, to attend two consecutive meetings of the Council or fails, for any reason, to attend three consecutive meetings of the Council;
(d) subject to the discretion of Council to excuse the absence, fails, without reasonable cause, to attend two consecutive meetings of a Committee for which he or she is a member or fails, for any reason, to attend three consecutive meetings of a Committee of which she or he is a member;
(e) fails, without reasonable cause, to attend a hearing of a panel for which he or she has been selected;
(f) in the case of an Elected Member, ceases to qualify for election in the electoral district for which the Elected Member was Elected;
(g) in the case of an Academic Member, ceases to be Faculty;
(h) breaches section 36 of the Act which, in the opinion of Council, is of such a nature that warrants disqualification;
(i) ceases to be a Registrant;
(j) fails, in the opinion of the Council, to discharge properly or honestly any office to which he or she has been elected, selected or appointed;
(k) has breached the conflict of interest provisions of this bylaw which, in the opinion of Council, is of such a nature that warrants disqualification;
(l) becomes a member of a Council of any other College regulated under the Act;
(m) is found guilty of a criminal offence which, in the opinion of Council, is of such nature that warrants disqualification;
(n) has not complied, within 30 days of being given notice of the failure, with the College’s Quality Assurance Program, the College’s requirements to pay fees, or the College’s requirements for the provision of information;
(o) has a term, limit or condition imposed by the Quality Assurance Committee, the Discipline Committee or the Fitness to Practise Committee on his or her certificate of registration;
(p) is or becomes an officer, director or employee of a Professional Advocacy Association (however, for greater certainty, a Council Member shall not be disqualified by reason of serving on an association or organization to which he or she has been appointed by the Council as a representative of the College); or
(q) initiates, joins, continues or materially contributes to a legal proceeding against the College of any Committee or representatives of the College.
Jurisdiction for disqualifying a Public Member falls to the Public Appointments Secretariat. The President on behalf of Council shall report to the Public Appointments Secretariat if a Public Member:

(a) subject to the discretion of Council to excuse the absence, fails, without reasonable cause, to attend two consecutive regular meetings of the Council or fails, for any reason, to attend three consecutive meetings of the Council;
(b) subject to the discretion of Council to excuse the absence, fails, without reasonable cause, to attend two consecutive regular meetings of a Committee of which she or he is a member or fails, for any reason, to attend three consecutive meetings of a Committee of which she or he is a member;
(c) fails, without reasonable cause, to attend a hearing of a panel for which she or he has been Selected;
(d) breaches section 36 of the Act which, in the opinion of Council, is of such a nature that warrants disqualification;
(e) has breached the conflict of interest provisions of this bylaw which, in the opinion of Council, is of such a nature that warrants disqualification;
(f) ceases to be a resident of Ontario;
(g) fails, in the opinion of the Council, to discharge properly or honestly any office to which he or she has given;
(h) becomes a member of a Council of any other College regulated under the Act;
(i) is found guilty of a criminal offence which, in the opinion of Council, is of such a nature that warrants disqualification;
(j) is or becomes an officer, director or employee of a Professional Advocacy Association (however, for greater certainty, a Public Member shall not be reported to the Public Appointments Secretariat by reason of serving on an association or organization to which he or she has been appointed by the Council as a representative of the College); or
(k) initiates, joins, continues or materially contributes to a legal proceeding against the College or any Committee or representatives of the College.

A person who has served as a Council or Non-Council Member may not become an employee of the College until 12 consecutive months have passed following the expiration of their term of office.

A Council Member who has been disqualified from sitting on the Council ceases to be a member of the Council and ceases to be a member of any Committees to which he or she had been appointed.

### 3.8 Disqualification Proceedings for Council and Non-Council Members

The following procedure shall be followed in the event that a Council or Non-Council Member is alleged to have contravened the duties of a Council or Non-Council Member including where the criteria for disqualification set out in Article 3.7 have been met:
(1) A written complaint shall be filed with the Registrar. A complaint can be made by a member of the public, a Council or Non-Council Member or the Registrar. If a Council or Non-Council Member receives such a complaint, he or she shall immediately file it with the Registrar.

(2) The Registrar shall report the complaint to the President and/or the Vice-President immediately, who shall bring the complaint to the Executive Committee.

(3) The President and/or Vice-President shall make her or his best efforts to report any complaints to the Executive Committee within 30 days of receiving it. The Executive Committee shall make best efforts to conduct its investigation within 60 days of receiving it. The goal is to bring any concerns warranting Council action to Council within 120 days of it being brought to the attention of the College.

(4) The Executive Committee, or other Committee to which the Executive Committee has delegated responsibility for the complaint, as the case may be, shall make best efforts to notify the Council or Non-Council Member who is the subject of the complaint within 30 days of receiving the complaint. The Council or Non-Council Member shall be given 15 days from the date he or she is notified of the complaint to respond to the complaint.

(5) If the Executive Committee, or a Committee to which the Executive Committee has delegated the responsibility for the complaint, after any investigation it deems to be appropriate believes that the complaint is based on reasonable grounds and warrants formal action, it shall call a meeting of the Council. Council shall determine whether there has been a breach of duties. If Council determines that there has been a breach of duties, it may impose the appropriate sanction.

(6) The appropriate sanction can include one or more of the following:

(a) censure of the member verbally or in writing;
(b) removal of the member from any Committee and/or working group on which he or she serves;
(c) disqualification of an Elected Member or Selected Academic Member of Council from the Council, or a report requesting removal of the Public Member concerned from the Council to the Public Appointments Secretariat;
(d) disqualification of a Non-Council member.

(7) A decision finding that there has been a breach of duties including that a Council or Non-Council Member meets the criteria for disqualification set out in Article 3.7 and a decision to impose a particular sanction must be approved by a two-thirds affirmative vote of the Council Members present and voting.

(8) The Council or Non-Council Member whose conduct is the subject of the complaint shall not take part in the deliberation or vote; however, the member will be permitted to make a verbal presentation of no longer than 60 minutes to the Council in order to respond to the complaint.
3.9 Vacancies on Council and Non-Council Member Positions

(1) The seat of a Council or Non-Council Member shall be deemed to be vacant upon the death, resignation or disqualification of the member.

(2) If the seat of a Council Member becomes vacant not more than 12 months before the expiry of the member’s term of office, the Council may:

(a) leave the seat vacant;
(b) direct the Registrar to hold an election or selection in accordance with this bylaw;
(c) request that a Council Member be appointed via the offices of the Public Appointments Secretariat of the Government of Ontario; or
(d) direct the Registrar to appoint an individual who may fill the vacancy for a duration determined by Council, but not to exceed the duration of the term of the vacated position.

(3) If the seat of a Council Member becomes vacant more than 12 months before the expiry of the Council Member’s term of office, the Council shall:

(a) direct the Registrar to hold an election or selection, so much as it is possible, in accordance with this bylaw; or
(b) request that a member be appointed via the offices of the Public Appointments Secretariat of the Government of Ontario.

(4) If a Non-Council Member’s appointment becomes vacant before the expiry of the Non-Council Member’s term of office, the Council may:

(a) leave the position vacant; or
(b) appoint an individual to fill the vacancy for a duration determined by Council, but not to exceed the duration of the term of the vacated seat.

3.10 Election of the President

(1) Any Council Member is eligible to stand for election to the office of President.

(2) At the first regular meeting of Council each year, or as soon after that time as possible, the election of the President shall be conducted by the Registrar or his or her delegate as outlined in Schedule II, which forms part of this bylaw.

3.11 Election of the Vice-President

(1) Any Council Member is eligible to stand for election to the office of Vice-President.

(2) At the first regular meeting of Council each year, or as soon after that time as possible, the election of the Vice-President shall be conducted by the Registrar or his or her delegate as outlined in Schedule II, which forms part of this bylaw.
3.12 Election of the Executive Committee

(1) Any Council Member is eligible to stand for election to serve on the Executive Committee.

(2) At the first regular meeting of Council each year, or as soon after that time as possible, and following the election of the President and Vice-President, the election of the other members of the Executive Committee shall be conducted by the Registrar as outlined in Schedule II, which forms part of this bylaw.

3.13 Duties of the President

(1) Subject to Article 4.9, the President shall be the chair of the Council, and the chair of the Executive Committee and shall be charged with the general supervision and leadership of the affairs and business of the Council and such other duties as may, from time to time, be assigned to him or her by the Council, in accordance with the Act and the bylaws. The President shall also facilitate dialogue at meetings in a manner that welcomes all Council Members' perspectives on issues, encourages independent thinking, promotes alignment on decisions that are balanced and demonstrates good judgment for the successful fulfilment of the Council’s purpose.

(2) The President shall have the right to attend all Committee meetings of the College as an observer/participant without voting privileges.

(3) During the absence or inability of the President, the President’s duties, rights and powers shall be exercised by the Vice-President.

(4) During the absence or inability of both the President and Vice-President, the President’s duties, rights and powers may be exercised by any Council Member as the Council may appoint for such purpose.

3.14 Duties of the Vice-President

(1) In addition to the duties set out in Article 3.13(3), the Vice-President shall have such other powers, rights and duties as may, from time to time, be assigned to him or her by the Council.

(2) The Vice-President shall also be the Vice-Chair of the Council and the Vice-Chair of the Executive Committee.

3.15 Terms of Office for President and Vice-President

(1) The term of office for the President and Vice-President shall, in each case, be one year in accordance with the Act.

(2) The term of office for the President and Vice-President, in each case, commences immediately following their election and expires upon the election of the new President and Vice-President at the first regular meeting of Council in the following year.
(3) No Council Member may serve as President for more than an aggregate of three years. No Council Member may serve as Vice-President for more than an aggregate of three years.

(4) Following the completion of three years of service as President, a Council Member is ineligible for re-election as President but may be eligible for election as Vice-President provided that the Council Member has not already served for three years as Vice-President.

(5) Following the completion of three years of service as Vice-President, a Council Member is ineligible for re-election as Vice-President but may be eligible for election as President provided that the Council Member has not already served for three years as President.

3.16 Removal of the President or Vice-President

The President and/or Vice-President may be removed from office by a resolution adopted by not less than two-thirds of Council Members present and voting subject to the following criteria:

(a) The President and/or Vice-President as the case may be has been given advance notice of the resolution consistent with the notice period required for Council meetings;

(b) The resolution is presented at a Council meeting;

(c) The Registrar shall preside over the resolution and shall appoint, where possible, the Deputy Registrar as scrutineer for the vote;

(d) The vote regarding this resolution shall be taken by secret ballot;

(e) Following the tally of the vote and the report to Council, the Registrar shall ensure that the ballots are destroyed.

3.17 Vacancy of Presidential and/or Vice-Presidential Offices

(1) If the office of President becomes vacant before the expiry of her or his term of office, the Vice-President shall assume the office of President for the remainder of the term.

(2) If the office of Vice-President becomes vacant before the expiry of her or his term of office, an election for Vice-President shall occur at the next regular meeting of the Council and the new Vice-President shall assume the office for the remainder of the term.

(3) If both the offices of President and Vice-President become vacant concurrently before the expiry of their respective terms of office, the Council shall appoint an interim President and Vice-President from among the remaining members of the Council to fill the positions of President and Vice-President and shall hold an election to fill the resultant vacant seats on Executive Committee in accordance with this bylaw.
ARTICLE 4: MEETINGS OF THE COUNCIL

4.1 Location of Meetings

Meetings of the Council may be held at the Council’s offices or at any other place in Ontario as may be fixed by the Registrar or as the Council may determine.

4.2 Number of Meetings

The first regular meeting of the Council shall be held in the first quarter of the calendar year. The Council shall hold in each calendar year at least three Council meetings, called by the President. Notice of the time and place of Council meetings shall be given by the Registrar.

4.3 Additional Meetings

In addition to the Council meetings contemplated in Article 4.2 above, the President or the Council may determine to hold additional meetings.

4.4 Special Meetings

In addition to the Council meetings contemplated in Article 4.2, ten Council Members can requisition a meeting by filing it with the Registrar, in which case, the Registrar shall schedule the meeting as soon as is reasonably feasible. The requisition shall set out the business that is to be transacted at the meeting.

4.5 Business to Be Transacted at Meetings

Except as otherwise provided in the bylaws, the Council may only consider or transact at any Council meeting, other than a special meeting which may only consider the business specified in the requisition;

(a) matters brought forward by the Executive Committee for deliberation or ratification;
(b) recommendations and reports by Committees;
(c) matters of which notice was given to the Registrar by a Council Member at the preceding Council meeting or where written notice has been given 21 days in advance of the Council meeting; or
(d) such other matters, not included in the agenda for the Council meeting, as a majority of Council Members in attendance determine to be of sufficiently urgent nature.

4.6 Agenda

The President shall establish, or cause to be established, the agenda for each Council meeting. The agenda for each Council meeting, other than a special meeting which may only consider the business specified in the requisition, shall include a reasonable period during which any Council
Member may raise for discussion topics relevant to the affairs of the College, whether or not otherwise part of the business to be transacted at the Council meeting.

4.7 Quorum and Voting

(1) A majority of Council Members shall constitute a quorum for the transaction of business. Unless otherwise provided, questions arising at any meeting of the Council shall be decided by a majority of votes of those present and voting. In case of a tie vote, the chair of the meeting shall not have a second or casting vote in addition to her or his original vote.

(2) A vote at a Council meeting shall be by a show of hands. Any Council Member may request a roll call vote unless the Council Members have determined to vote by secret ballot or the bylaws require a secret ballot.

(3) In the event of a roll call vote, the Registrar shall request each Council Member in turn to record her or his vote and such vote shall be recorded in the minutes of the meeting relating to the motion or resolution under consideration.

(4) Despite Article 4.7(1), a question may be decided by consensus where no Council Member requires a vote.

(5) Proxy voting is prohibited.

(6) Voting via conference call or other electronic means is prohibited during a Council meeting.

4.8 Chair of Council

(1) For the purposes of the conduct of its meetings, unless an alternate chair has been appointed as set out in Article 4.9, the President shall preside at all meetings. The Vice-President shall preside at all meetings where the President is absent and in the absence of both the President and the Vice-President, the meeting shall be chaired by another Council member chosen by a majority of the Council Members present and voting at such meeting.

(2) If the President chooses to step down as chair during a Council meeting, the Vice-President shall assume the chair's role. If the Vice-President is unable to serve as chair, an alternate chair will be chosen from among of the Council Members.

4.9 Alternate Chair

For the purposes of the conduct of its meetings, the Council may appoint a non-voting chair who is not a Registrant of the College or a Council Member to preside at any or all meetings. Such a chair shall function solely as an arbiter of procedure in accordance with the procedures adopted in this bylaw. Before assuming her or his duties, the appointed chair shall undertake to maintain confidentiality in accordance with the Act.
4.10 Evidence of Meeting Proceedings

(1) At any meeting, unless a poll is demanded, a declaration by the chair of the meeting that a resolution has been carried or carried unanimously or by a particular majority or lost or not carried by a particular majority shall be conclusive evidence of the fact without proof of the number or proportion of votes recorded in favour of or against a matter.

(2) The proceedings of the Council shall be recorded in such form as the Council may, from time to time, require and the written record of meetings of the Council, subject to any corrections made at a subsequent meeting, when duly approved at such meeting of the Council and signed by the presiding chair and the person purporting to be the recording officer of such meeting, shall be prima facie proof of the accuracy of the contents of such record.

4.11 Adjournments

Whether or not a quorum is present, the chair of a meeting may, with the consent of the Council Members present, adjourn the meeting. Notice of the time and place of the adjourned meeting shall be given to the Council Members and to the public. Any business which might have been brought before and dealt with at the original meeting may be brought before and dealt with at any adjourned meeting.

4.12 Deputations at Council Meetings by External Groups

(1) The President may effect arrangements to designate and schedule for deputations, and the Council or any Committee may effect arrangements with the President to designate and schedule for deputations on one or more topics relevant to the affairs of the College at a meeting of the Council. No such deputation shall be permitted unless and until approved by the Executive Committee and, unless the Executive Committee permits a shorter advance notice requirement, all requests for permission to present at any Council meeting by any person who is not a Council member shall be provided to the Registrar not less than 30 days prior to the originally scheduled date for a meeting.

(2) Unless the chair otherwise determines, each deputation shall be permitted a maximum of two speakers who, together, shall be allowed a maximum of ten minutes for each permitted matter; provided that the chair may grant additional time if she or he considers such additional time appropriate for the deputation and/or permit additional speakers.

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2 A deputation is a submission made to the Council by a person who is not a Council Member at the person’s request. Normally only Council Members and Council resource people (e.g. staff, College consultants) are permitted to speak at Council meetings. Deputations often involve a request by the person for the Council to do something (e.g. make a regulation or bylaw, change a policy).
(3) The chair, for the exclusive purpose of achieving clarification, may accept questions from Council Members arising from the matters upon which the presenter has spoken and the presenter(s) may respond to such questions. Neither the presenter nor the Council Members shall engage in debate or in either direct or indirect exchanges with each other or with other persons present except for the purpose of posing or responding to the questions asked as contemplated in the preceding sentence. Unless determined to be of such a nature as to warrant or require action to be taken on the matter in respect of which the deputation is made on an immediate basis, no action shall be taken at the Council meeting at which the deputation is made.

4.13 Other Meeting Procedures

With respect to procedural matters relating to the conduct of a Council meeting and not otherwise provided for in this bylaw, all questions arising as to any such procedure shall be determined having regard to the procedures adopted by Council.

4.14 Meetings Held by Electronic Communication

No Council meetings shall be held by electronic means.

4.15 Written Resolution

A resolution signed by all Council Members is as valid and effective as if passed at a meeting of the Council held for the purpose of the resolution.
ARTICLE 5: COMMITTEES

5.1 Duties of the Executive Committee

(1) Between the meetings of the Council, the Executive Committee has all the powers of the Council with respect to any matter that, in the Committee's opinion, requires immediate attention, other than the power to make, amend or revoke a regulation or bylaw in accordance with the Act.

(2) If the Executive Committee exercises a power of the Council under Article 5.1(1), it shall report on its actions to the Council at the Council's next meeting.

(3) The Executive Committee shall also be constituted as the Nominating Committee.

5.2 Appointment of Council Members and Others to Committees

The Executive Committee in its capacity as the Nominating Committee shall present to Council for approval a slate of candidates to all Committee appointments, including the appointment of Non-Council Members. Council may propose additional suggestions or alternate Committee assignments.

5.3 Term of Appointment

(1) Except as otherwise provided in the bylaw, appointments to all Committees, other than Executive, Discipline or Fitness to Practise, shall be for a one-year term and Committee members may be reappointed for a maximum of two more consecutive terms. Subject to the other provisions of the bylaw relating to the Executive, Discipline and Fitness to Practise Committees, under special circumstances that Council identifies at the meeting and documents in the minutes of the meeting, a person may be reappointed to a Committee despite serving on that Committee for three consecutive years.

(a) In a manner consistent with Article 3.15, a Council Member may serve on the Executive Committee for more than three consecutive years including as President and Vice-President so long as the aggregate number of years as President is not more than three, the aggregate number of years as Vice-President is not more than three and the aggregate number of years serving as a member of the Executive Committee while not President or Vice-President is three.

(2) A Committee member who has served the maximum term of three consecutive years on any respective Committee, other than the Executive, Discipline and Fitness to Practise Committees,
is deemed ineligible for re-appointment to that Committee for a period of at least 12 months following the expiry of her/his final term of office.

5.4 Adding and Removing Members

Council may add or remove members to a Committee as required for the efficient operation of the Committee. Where a Committee member is being removed for cause, however, the procedures in the bylaw on disqualification apply.

5.5 Vacancy

Subject to Article 3.17, where a vacancy occurs in respect of the membership by a Council Member on a Statutory Committee, the Executive Committee shall, if necessary for a Committee to achieve its quorum or if necessary to give effect to the provisions of the Act, appoint Council members to fill any vacancies. Every Council Member of a Committee so appointed shall continue to be a member of such Committee until confirmed or replaced, provided that any such appointment shall not extend beyond the then remaining term of the Council Member being replaced. Where a Council Member vacancy has occurred on any Committee, the Council shall, at its next meeting, fill such vacancy from among the remaining Council Members or, if appropriate, confirm the replacement of the Council member who was installed as a replacement by the Executive Committee as contemplated above.

5.6 Appointment of Committee Chair

At the first meeting of a Committee after the first regular Council meeting in each year, the members of the Committee shall choose a chair from among their number, provided that the chair of each Statutory Committee is a Council member.

5.7 Limitations on Powers

Where Council delegates to any Committee any power or authority not specifically provided to that Committee under the Act or the bylaw of the College, the exercise of such power or authority by such Committee is subject to review and approval by the Council.

5.8 Non-Statutory Committees

(1) The Council may, from time to time, create Non-Statutory Committees to complete specific projects or tasks. The creation or dissolution of such a Committee requires a motion from Council.

(2) In the event of a vacancy on any Non-Statutory Committee, the provisions relating to filling a vacancy on a statutory Committee shall apply.

(3) Committees are composed of a minimum of three members, with one member having to be a Public Member.
(4) When required, Non-Statutory Committees may be supported by legal and/or technical consultants, and other resource persons as required.

(5) Non-statutory Committees shall prepare and/or maintain:

(a) agendas and minutes for each meeting; and
(b) reports to Council for each Council meeting.

5.9 Procedures for Meetings of Committees

(1) Subject to the Act and unless otherwise required by law, each Committee shall meet from time to time at the direction of the Council or the Executive Committee or at the direction of the chair or a majority of the members of such Committee on a date and time designated. Meetings, other than hearings\(^4\), may be held by electronic means where there is simultaneous and instantaneous communication.

(2) A College staff person supporting the Committee’s activities shall make reasonable efforts to notify all Committee members, via telephone, e-mail, written correspondence or some other mode of communication to arrange the meeting date and time for the convenience of the majority of the Committee members.

(3) The majority of members (at least one of whom is a Public Member) of any Committee shall constitute a quorum unless the Act provides otherwise.

(4) Every question that comes before a Committee shall be decided by a majority of those members present and voting. In the event that a vote is tied following deliberation of the question, the question shall be deemed to have been defeated.

(5) Except for hearings held pursuant to the Act, the presiding officer shall record the proceedings of every Committee meeting or cause them to be recorded and the written records, when duly approved at a subsequent meeting of the Committee subject to any corrections made at such subsequent meeting and signed and dated by the persons purporting to be the presiding and recording officers for such meeting, shall be \textit{prima facie} proof of the accuracy of the contents of every such record.

5.10 Committee Reports

The Registrar shall keep a written record of every Committee meeting and file it on site.

\(^4\) Procedure for hearing panels are dealt with by the Statutory Powers Procedure Act and the Committee’s rules of procedure.
5.11 Composition of Statutory Committees

(1) **The Executive Committee** shall be composed of:
   (a) three Council Members who are Registrants; and
   (b) two Council Members who are Public Members.

(2) The President and Vice-President of the Council shall be Ex-officio members of the Executive Committee.

(3) **The Registration Committee** shall be composed of at least:
   (a) three Council Members who are Registrants;
   (b) two Council Members who are Public Members;
   (c) one or more Registrant of the College who is a Non-Council Member as needed. The total number of Non-Council Members shall not exceed the total number of Council Members on the Committee.

(4) **The Inquiries, Complaints and Reports Committee** shall be composed of at least:
   (a) four Council Members who are Registrants;
   (b) four Council members who are Public Members; and
   (c) one or more Registrant of the College who is a Non-Council Member as needed. The total number of Non-Council Members shall not exceed the total number of Council Members on the Committee.

(5) **The Discipline Committee** shall be composed of:
   (a) every Council Member; and
   (b) one or more Registrant of the College who is a Non-Council Member as needed. The total number of Non-Council Members shall not exceed the total number of Council Members on the Committee.

(6) **The Fitness to Practise Committee** shall be composed of:
   (a) every Council Member; and
   (b) one or more Registrant of the College who is a Non-Council Member as needed. The total number of Non-Council Members shall not exceed the total number of Council Members on the Committee.

(7) **The Quality Assurance Committee** shall be composed of at least:
   (a) three Council Members who are Registrants;
   (b) two Council Members who are Public Members; and
(c) one or more Registrant of the College who is a Non-Council Member as needed. The total number of Non-Council Members shall not exceed the total number of Council Members on the Committee.

(8) The Patient Relations Committee shall be composed of at least:

(a) two Council Members who are Registrants;
(b) three Council Members who are Public Members; and
(c) one or more Registrant of the College who is a Non-Council Member as needed. The total number of Non-Council Members shall not exceed the total number of Council Members on the Committee.

5.12 Constitution of a Committee

A Committee is properly constituted, even with a vacancy, so long as a quorum of the Committee can be formed.

5.13 Composition of Panels

Panels shall be selected by the respective chairs of Discipline, Fitness to Practise, Investigations, Complaints and Reports, Quality Assurance Committees and, where appropriate, other Committees and this selection will be documented in writing and filed on site.

5.14 Finance and Audit Committee

Council shall appoint a Finance and Audit Committee that shall monitor the finances and audit processes of the College. This Committee shall report to Council as appropriate. Membership on the Finance and Audit Committee shall be drawn from Council members who are not on the Executive Committee.
ARTICLE 6: APPOINTMENT OF REGISTRAR AND OTHER REPRESENTATIVES

6.1 Registrar

In accordance with the Act, Council shall appoint the Registrar who shall serve as the Chief Administrative Officer of the College.

6.2 Deputy Registrar

The Registrar shall appoint the Deputy Registrar who shall be the acting Registrar and have all of the powers and duties of the Registrar should the Registrar be unable to act due to absence from the College or being unavailable or the position of the Registrar becoming vacant.

6.3 Associate Registrar

The Registrar shall appoint an Associate Registrar as required by the College’s operational demands. The Associate Registrar shall be the acting Deputy Registrar and have all of the powers and duties of the Deputy Registrar should the Deputy Registrar be unable to act due to absence from the College or being unavailable. Should the Deputy Registrar and the Associate Registrar both be unavailable, the Registrar may designate an alternate.

6.4Inspectors, Investigators, Evaluators and Assessors

(1) The Registrar may from time to time appoint persons to act in the capacity of inspector, investigator, evaluator or assessor on behalf of the College. Persons so appointed shall perform such duties as may be determined by the Registrar or a Committee of the College, as the case may be, in accordance with the powers granted under the Act.

(2) Each inspector, investigator, evaluator or assessor appointed shall make a written report to the Registrar or the appropriate Committee of every inquiry made.

6.5 Removal of the Registrar

Council shall have the authority to remove the Registrar from his or her position and/or terminate the Registrar’s employment with the College for any lawful reason.
ARTICLE 7: REMUNERATION AND PROTECTION OF COUNCIL MEMBERS, NON-COUNCIL MEMBERS AND OTHERS

7.1 Remuneration of Council Members, Non-Council Members and Others

(1) Any remuneration of Elected Members, Non-Council Members and others shall be set and reviewed at least once every three years by the Council.

(2) The information in Article 7.1(1) shall be posted on the College’s website.

7.2 Indemnity of Council Members, Non-Council Members and Others

Every Council Member, every other member of a Committee, and any inspector, investigator, evaluator or assessor appointed from time to time by the College and every employee of the College who, in respect of his or her duties has undertaken or is to undertake any liability on behalf of the College, and the heirs, executors, administrators and personal legal representatives shall be indemnified and saved harmless out of the funds of the College from and against all costs, charges and expenses whatsoever that such person sustains or incurs in or about any action, suit or proceeding that is brought, commenced or prosecuted against her or him in or about the execution or intended execution of the duties of her or his office or employment or in respect of any other liabilities, save and except such costs, charges or expenses as are occasioned by her or his own wilful neglect or default.

7.3 Liability Insurance of Registrants

A Member, other than an Inactive Member who has purchased any run-off coverage (sometimes called enduring or tail coverage) contemplated by these bylaws, must carry professional liability insurance with the following characteristics:

(a) minimum of no less than $1,000,000 per occurrence;  
(b) annual aggregate coverage of no less than $5,000,000;  
(c) a deductible of no more than $4,000 per occurrence;  
(d) run-off coverage (sometimes called enduring or tail coverage) for a minimum of two years;  
(e) provided by an insurer licensed with the Financial Services Commission of Ontario or the office of the Superintendent of Financial Institutions Canada; and  
(f) a sexual abuse therapy and counselling fund endorsement that,  
   (i) provides coverage for therapy and counselling for every person eligible for funding under subsection 85.7(4) of the Code; and  
   (ii) provides coverage, in respect of each such eligible person, for the maximum amount of funding that may be provided for the person under the Act, for therapy and counselling as a result of sexual abuse by the Member.
ARTICLE 8: BANKING AND INVESTMENTS

8.1 Banking

(1) The Council shall appoint a Canadian chartered bank (which shall be a Schedule 1 or Schedule 2 bank under the *Bank Act* (Canada)) for the use of the College which shall be operated, managed and administered by the Registrar in such manner as the Council may from time to time direct and by such other persons who may be authorized by the Council from time to time. All money received shall be deposited in the account or accounts maintained by the College at such bank, without deduction for any purpose whatsoever. The College shall have a petty cash fund for expenditure items where payment by individual cheque is not practical, any such payment not to exceed $200 and such petty cash fund to be operated on an “as needed” basis. Except for payments out of the petty cash fund as herein before contemplated, all payments by the College shall be made by cheque drawn on the College’s bank account as contemplated above.

(2) All cheques or payments issued on behalf of the College in excess of $100,000.00 excluding salaries, or such other amount as may be determined by the Council from time to time, must be signed by both the President and Registrar.

(3) All cheques or payments issued on behalf of the College not in excess of $100,000.00 or such other amount as may be determined by the Council from time to time shall be signed by any two of the Registrars with the exception of the person to whom the cheque is made payable.

(4) The Registrar may not make any payment where amounts or orders have been split to avoid the limit on purchases or where due diligence has not been exercised with respect to potential or actual conflicts of interest.

(5) The Registrar may endorse any negotiable instrument for collection on account of the College through the College’s bank or for deposit to the credit of the College with the College’s bank. The College’s rubber stamp may be used for such endorsement.

8.2 Fidelity

The College shall, after consulting with an insurance broker regarding the College’s requirements, obtain comprehensive insurance coverage for, among other things, directors’ and officers’ liability, fidelity, property damage and personal injury.

8.3 Investment

(1) Any two of the Registrars may invest or re-invest the funds of the College which are not immediately required for the purposes of the College in such manner as the Council, may from time to time, by resolution direct, and, in order to implement such investment or reinvestment, Council may authorize by resolution an officer or officers of the College to carry out such direction.
(2) The funds of the College to be invested as referred to above in this section may be invested only in securities issued or guaranteed by:

(a) the Government of Canada;
(b) the government of a province of Canada;
(c) a Schedule 1 Canadian chartered bank; or
(d) a corporate bond issue by a corporation with a rating of BBB or higher with the Dominion Bond Rating Service or a rating of four stars or higher with Morningstar Bond Ratings.

8.4 Custody of Securities

All securities owned by the College from time to time shall be lodged, in the name of the College, with a Canadian chartered bank or a Canadian trust company, or in a safety deposit box, or held in accounts with such brokerage houses as may be authorized by the Council. Any such securities and other documents shall be placed in, or removed from, the College’s safety deposit box only by two of the following: Registrar or Deputy Registrar and President or Vice-President.

8.5 Ownership of Securities

All share certificates, bonds, debentures, notes or obligations belonging to the College shall be issued in the name of the College.
ARTICLE 9: BORROWING

9.1 Borrowing and Giving of Security

The Registrar, or any one or more officers or employees of the College as the Council from time to time determines, may, from time to time and with the approval of Council:

(a) borrow money on the credit of the College;
(b) limit or increase the amount or amounts to be borrowed;
(c) issue, sell or pledge for such sums and such prices as may be deemed expedient, securities of the College; and
(d) charge, mortgage, hypothecate or pledge all or any of the real or personal property of the College, including book debts, rights, powers, franchises and undertakings, to secure any such securities or any money borrowed, or other debt, or any other obligation or liability of the College.
ARTICLE 10: AUDITORS

10.1 Appointment of Auditors

Council shall, in each fiscal year, appoint an accountant or firm of accountants licensed under the Public Accountants Act to audit the accounts of the College. If an appointment is not so made, the auditor appointed in the immediate previous fiscal year shall continue, until a successor is appointed.

10.2 Notice to Auditors

The Registrar shall give notice of every appointment and re-appointment of an auditor to the auditor in writing promptly after the appointment or re-appointment is made, together with a copy of this bylaw.

10.3 Examinations by Auditor

The auditor shall make such examinations as will enable them to report to the Council as required by law and under this bylaw. Without limiting the generality of the foregoing, the auditor shall report to the Executive Committee at its last meeting before the Council meeting at which the financial statements of the College are to be submitted. The auditor of the College shall report in writing to the Council at the meeting at which the financial statements of the College are to be submitted and shall state in the report whether, in their opinion, the financial statements present fairly the financial position of the College and the results of its operations for the period under review in accordance with Canadian accounting standards for not-for-profit organizations.

10.4 Access

The College’s auditors shall be given a right of access at all reasonable times to all records, documents, books, accounts and vouchers of the College and shall be entitled to require from the Council Members and other officers and employees of the College such information as in their opinion, giving due weight to the principle of privacy of personal information, is necessary to enable them to report as required by law and under this bylaw.

10.5 Attendance at Meetings

The College’s auditors shall be entitled to attend any meeting of the Council and to be heard at any such meeting at which their representative is in attendance on any part of the business of the meeting that concerns the auditors or the financial statements of the College. The Registrar shall send a notice of every meeting of the Council to the College’s auditors in sufficient time so as to allow the College’s auditors to arrange for representation at such meeting.
10.6 **Limitation of Executive Committee Authority**

For greater certainty, notwithstanding the delegation of executive authority to the Executive Committee pursuant to the Act or Article 5.1, the Executive Committee shall not exercise the powers or duties of the Council under Article 10.
ARTICLE 11: SEAL

11.1 Seal

The seal depicted on the right is the seal of the College.

11.2 Custody of Seal

The seal shall be kept in the custody of the Registrar on behalf of the College.

11.3 Logo and Name Mark

The logo and name mark depicted on the College website shall be the logo and name mark of the College as depicted below.

[Image of logo]
ARTICLE 12: EXECUTION OF DOCUMENTS, ETC.

12.1 Bank Signing Authorities

Subject to Article 8.1(3), all contracts, documents, cheques or other instruments in writing pertaining to the College’s banking business that require signatures shall be signed by the President and the Registrar.

12.2 Execution of Other Documents

All other contracts, documents or instruments in writing requiring the signature of the College may be signed by the President and the Registrar, and all contracts, documents or instruments in writing so signed shall be binding upon the College without any further authorization or formality. The Council is also authorized, from time to time, to appoint any officer or officers or any other person or persons on behalf of the College either to sign contracts, documents or instruments in writing generally or to sign specific contracts, documents or instruments in writing.

12.3 Definition of Contracts, etc.

The term “contracts, documents or instruments in writing” as used in this section is intended to include deeds, mortgages, hypothecs, charges, conveyances, transfers and assignments of property, real or personal, movable or immovable, powers of attorney, agreements, releases, receipts and discharges for the payment of money or other obligations, conveyances, transfers and assignments of shares, bonds, debentures or other securities and all paper writings.

12.4 Summonses

Except where otherwise provided by law, the Registrar may sign summonses, notices and orders on behalf of the College or any Committee.

12.5 Affixation of Seal

The seal of the College shall, when required, be affixed to documents by anyone authorized to sign the document.
ARTICLE 13: ENACTMENT, AMENDMENT AND REPEAL OF BYLAWS

13.1 Enactment, Amendment and Repeal

A bylaw of the College may be made, amended and repealed by a vote of at least two-thirds of the Council Members present and voting at any Council meeting.

13.2 Notice of Proposal

Where obligated by the Act, proposed bylaws shall be circulated to every Registrant at least 60 days before Council approves them.

13.3 Numbering and Maintenance

Every bylaw and every amendment and repeal thereof shall be numbered according to the order in which it was passed, certified by the President or Vice-President and by the Registrar and sealed and maintained in a book in its numerical order.
ARTICLE 14: INFORMATION REQUIRED BY THE COLLEGE

14.1 Timing of Annual Renewal

The Registrar shall, at least 45 days before the deadline for annual renewal of the current certificate of registration, send to every Registrant, at the address to which the Registrant wishes correspondence from the College to be sent shown in the register, a notice respecting the required payment of annual fees and the information that is required to be provided at the time of renewal.

14.2 Providing Information to the College

If requested, the Registrant shall immediately provide the College with the following information, in the form requested by the College:

(a) Information required to be maintained in the register in accordance with subsection 23(2) of the Code and Article 15 of this bylaw;
(b) The address, telephone number, facsimile number and e-mail address of the Registrant’s primary residence in Ontario and, if the Registrant does not reside in Ontario, the address and telephone number, facsimile number or e-mail address if available of the Registrant’s primary residence;
(c) The Registrant’s business addresses and business telephone numbers;
(d) Proof of professional liability insurance;
(e) The Registrant’s areas of practice and categories of Clients seen;
(f) Information regarding the Registrant’s employment including:
   (i) the Registrant’s title and position,
   (ii) a description of the Registrant’s role, duties, and responsibilities, and
   (iii) the Registrant’s employment category and status;
(g) If there have been any changes to the Registrant’s name since the date of the Registrant’s initial application for registration, the former names of the Registrant;
(h) Any nicknames or abbreviations that the Registrant uses in any place of practice;
(i) Information about the Registrant’s registration with any other body that governs a profession, whether inside or outside of Ontario, including the name of the governing body, the Registrant’s registration or license number and the date the Registrant first became registered;
(j) The name of the educational institution where the Registrant obtained any certificates, diplomas or degrees in dental hygiene, the type of certificates, diplomas or degrees obtained and the date each was issued;
(k) Information about any referral to a hearing or finding of professional misconduct or incompetence or similar referral to a hearing or finding that has been made against the Registrant by a body that governs a profession, inside or outside of Ontario, where that finding has not been reversed on appeal, including:
(i) the referral to a hearing or finding,
(ii) the name of the governing body that made the referral to a hearing or finding,
(iii) a brief summary of the facts on which the referral to a hearing or finding was based,
(iv) the penalty and any other orders made relative to the referral to a hearing or finding,
(v) the date the referral to a hearing or finding was made, and
(vi) information regarding any appeals of the referral to a hearing or finding;
(l) Information about any finding of incapacity or similar finding that has been made against the Registrant by a body that governs a profession, inside or outside of Ontario, where that finding has not been reversed on appeal, including:
   (i) the finding,
   (ii) the name of the governing body that made the finding,
   (iii) the date the finding was made,
   (iv) a summary of any order made, and
   (v) information regarding any appeals of the finding;
(m) Information about the Registrant’s participation in the Quality Assurance Program;
(n) Information for the purpose of compiling statistical data;
(o) Information about any finding by a court made after June 3, 2009 of professional negligence or malpractice against the Registrant; and
(p) Information required by the Minister of Health and Long-Term Care.

14.3 Notification of Changes of Information

The Registrant shall update their information on the College website or notify the College, in writing, of any changes to the following information within 14 days of the effective date of the change:

(a) The Registrant’s name;
(b) The address and telephone number of the Registrant’s primary residence in Ontario and, if the Registrant does not reside in Ontario, the address and telephone number of the Registrant’s primary residence;
(c) Every employment address and/or employment telephone number in or out of Ontario; and
(d) An e-mail address, if available.
ARTICLE 15: THE REGISTER

15.1 Maintaining the Register

The Registrar shall maintain a register in accordance with section 23 of the Code.

15.2 Name in the Register

Unless Article 15.3 applies, a Registrant’s name in the register shall be the full name indicated on the documents used to support the Registrant’s initial registration with the College.

15.3 Change of Name

The Registrar may enter a name other than the name referred to in Article 15.2, in the register if the Registrar:

(a) has received a written request from the Registrant;
(b) is satisfied that the Registrant has legally changed his or her name; and
(c) is satisfied that the name change is not for any improper purpose.

15.4 Primary Business Address

A Registrant’s primary business address in the register shall be the address of the location in Ontario where the Registrant is employed or self-employed as a dental hygienist. In the event that the Registrant is employed or self-employed as a dental hygienist in more than one location in Ontario, the Registrant’s primary business address shall be the location where the Registrant currently works the most hours. In the event that the Registrant is not employed or self-employed in Ontario as a dental hygienist, the Registrar shall enter as the Registrant’s primary business address the location designated by the Registrant or any other location for the Registrant known by the College.

15.5 Primary Business Telephone Number

A Registrant’s primary business telephone number in the register shall be the telephone number of the location in Ontario where the Registrant is employed or self-employed as a dental hygienist. In the event that the Registrant is employed or self-employed as a dental hygienist in more than one location in Ontario, the Registrant’s primary business telephone number shall be the telephone number of the location where the Registrant currently works the most hours. In the event that the Registrant is not employed or self-employed in Ontario as a dental hygienist, the register shall not contain a business telephone number for the Registrant.

15.6 Other Information in the Register

In addition to the information set out in subsection 23(2) of the Code, the following is designated as public information:
(a) Every business address and business telephone number;
(b) The Registrant’s registration number;
(c) The dates on which each class of registration and specialist status that the Registrant holds was obtained and, if applicable, the dates on which each terminated;
(d) If the Registrant ceased to be a Registrant, a notation specifying the reason for the termination of registration and the date upon which the Registrant ceased to be a Registrant;
(e) Where, on or after December 31, 2015, for a complaint or for a matter in which an investigator is appointed under 75(1)(a) or 75(1)(b) of the Code, a panel of the Inquiries, Complaints and Reports Committee requires a Registrant to appear before a panel of the Committee to be cautioned,
   (i) a notation of that fact,
   (ii) a summary of the caution,
   (iii) the date of the panel’s decision, and
   (iv) if applicable, a notation that the panel’s decision is subject to review and therefore is not yet final, which notation shall be removed once the review and any reconsideration by the Committee is finally disposed of;
(f) The information required under 15.6 (e) shall be removed from the register 24 months after the Registrar is satisfied that the Registrant has appeared before a panel of the Inquiries, Complaints and Reports Committee and received the caution;
(g) Where, on or after December 31, 2015, for a complaint or for a matter in which an investigator is appointed under 75(1)(a) or 75(1)(b) of the Code, a panel of the Inquiries, Complaints and Reports Committee takes other action requiring a Registrant to complete a specified continuing education or remediation program,
   (i) a notation of that fact,
   (ii) a summary of the specified continuing education or remediation program,
   (iii) the date of the panel’s decision,
   (iv) the date the specified continuing education or remediation program is successfully completed, and
   (v) if applicable, a notation that the panel’s decision is subject to review and therefore is not yet final, which notation shall be removed once the review and any reconsideration by the Committee is finally disposed of;
(h) The information required under 15.6 (g) shall be removed from the register 24 months after the Registrar is satisfied that the Registrant has successfully completed the specified continuing education or remediation program;
(i) Where, on or after December 31, 2015, for a complaint or for a matter in which an investigator is appointed under 75(1)(a) or 75(1)(b) of the Code, a panel of the Inquiries, Complaints and Reports Committee obtains an undertaking from the Registrant,
   (i) a notation of that fact,
   (ii) a summary of the terms of the undertaking,
   (iii) the date of the panel’s decision, and
   (iv) if applicable, a notation that the panel’s decision is subject to review and therefore is not yet final, which notation shall be removed once the review and any reconsideration by the Committee is finally disposed of;
(j) The information required under 15.6 (i) shall be removed from the register 24 months after the Registrar is satisfied that the Registrant has successfully completed all of the terms of the undertaking;

(k) Notwithstanding paragraphs “e”, “g” and “i” where, after a review, the Inquiries, Complaints and Reports Committee has been required to remove or vary the appearance for a caution, a specified continuing education or remediation program or an undertaking, the notation may be removed once the Committee makes its new decision. Where the original requirement to appear for a caution, to complete a specified continuing education or remediation program or to complete an undertaking has been varied, the Registrar may enter a summary of the process leading up to and the results of the variation;

(l) Where, for a pending complaint or other type of investigation, the Registrar confirms that the College is investigating a Registrant because there is a compelling public interest in disclosing this information pursuant to 36(1)(g) of the Act, the fact that the Registrant is under investigation;

(m) Where an allegation of a Registrant’s professional misconduct or incompetence has been referred to the Discipline Committee or where the Registrar has referred an application for reinstatement to the Discipline Committee under section 73 of the Code and the matter is outstanding,

(i) the date of the referral,
(ii) a brief summary of each specified allegation,
(iii) the notice of hearing,
(iv) the anticipated date of the hearing, if the hearing date has been set, or the next scheduled date for the continuation of the hearing if the hearing has commenced,
(v) if the hearing is awaiting scheduling, a statement of that fact, and
(vi) if the hearing of evidence and arguments is completed and the parties are awaiting a decision of the Discipline Committee, a statement of that fact;

(n) Where the results of a disciplinary proceeding are contained in the register, the date on which the panel of the Discipline Committee made the finding of professional misconduct or incompetence and the date on which the panel made an order.

(o) After December 31, 2015 a summary of any reprimand given publicly to a Registrant as part of the order of a panel of the Discipline Committee, unless the results of the proceeding before the Discipline Committee are not otherwise available to the public under the Code;

(p) A notation, including the date of the referral, for every matter that has been referred by the Inquiries, Complaints and Reports Committee to the Fitness to Practise Committee under section 61 of the Code and has not been finally resolved, until the matter has been resolved;

(q) Any information jointly agreed to be placed on the register by the College and the Registrant;

(r) Where the Registrant’s certificate of registration is subject to an interim order, a notation of that fact, the nature of the order and the date that the order took effect;
(s) Where the Registrant’s certificate of registration is subject to a suspension for failure to pay a fee, the reason for the suspension and the date of the suspension in addition to the fact of the suspension;

(t) Where the College is aware that a Registrant is currently registered or licensed to practise a profession inside or outside of Ontario, a notation of that fact;

(u) Where the College is aware that a pending allegation of professional misconduct or incompetence or a similar allegation has been referred to a discipline type of hearing against a Registrant registered or licensed to practise a profession inside or outside of Ontario,

(i) a notation of that fact,
(ii) the date of the referral if available,
(iii) a brief summary of each allegation if available, and
(iv) the notice of hearing if available;

(v) Where the College is aware that a finding of professional misconduct or incompetence or a similar finding has been made against a Registrant registered or licensed to practise a profession inside or outside of Ontario and that finding has not been reversed on appeal,

(i) a notation of that fact,
(ii) the date of the finding and the name of the governing body that made the finding if available,
(iii) a brief summary of the facts on which the finding was based if available,
(iv) the order made if available, and
(v) information regarding any appeals of the finding or order if available;

(w) Where the College is aware that a finding of incapacity or similar finding has been made against a Registrant registered or licensed to practise a profession inside or outside of Ontario, and that finding has not been reversed on appeal,

(i) a notation of the finding,
(ii) the name of the governing body that made the finding,
(iii) the date the finding was made if available,
(iv) a summary of any order made if available, and
(v) information regarding any appeals of the finding or order if available;

(x) Where a decision of a panel of the Discipline Committee has been published by the College with the Registrant’s or former Registrant’s name included,

(i) a notation of that fact, and
(ii) identification of, a link to, or a copy of the specific publication containing that decision;

(y) Where, during or as a result of a proceeding under section 25 of the Code a Registrant has resigned, a notation of that fact;

(z) A summary of any current charges against a Registrant, of which the College is aware, in respect of a federal, provincial or other offence that the Registrar believes is relevant to the Registrant’s suitability to practise.
(aa) A summary of any current conditions, terms, orders, directions or agreements relating to the custody or release of the Registrant in respect of provincial, federal or other offence processes, of which the College is aware, and that the Registrar believes is relevant to the Registrant’s suitability to practise.

(bb) A summary of any findings of guilt, of which the College is aware, made by a court after December 31, 2015, against a Registrant in respect of a provincial, federal or other offence that the Registrar believes is relevant to the Registrant’s suitability to practise.

(cc) In addition to the name of every health profession corporation of which the Registrant is a shareholder, the business address, business telephone number, business e-mail address, if there is one, and any operating names of the health profession corporation;

(dd) Any of the information in respect of a former Registrant that was on the register just before the registration terminated, for a period of at least two years after the termination of registration, except for any information related to discipline proceedings in Ontario, in which case it shall be entered on the register for a period of fifty years after the termination of registration.

15.7 Official Documentation

Upon request, the Registrar shall issue a written document containing such information as requested from the public portion of the register.

15.8 Information Affecting the Safety of an Individual

All of the information in the register is designated, under subsection 23(6) of the Code, as information that may be withheld from the public if the Registrar has reasonable grounds to believe that disclosure may jeopardize the safety of an individual.
ARTICLE 16: FEES

16.1 Application Fees

A person who submits an application for a certificate of registration of any class, for consideration by the Registrar pursuant to section 15 of the Code, shall pay an application fee of $75.

16.2 Annual Fees

(1) The annual fee payable by a Registrant is:

(a) $250 for a Registrant who holds a general certificate;
(b) $250 for a Registrant who holds a specialty certificate; and
(c) $50 for a Registrant who holds an inactive certificate.
(d) If an applicant graduated from a program in dental hygiene within 12 months of applying for registration, the annual fee upon initial registration is one half of the annual fee payable by a Registrant who holds a general certificate.

(2) The annual fees are payable by a Registrant immediately upon first becoming a Registrant and, thereafter, on January 1 of each year.

(3) The penalty for late payment of a fee set out in Article 16.2(1) is $100.

16.3 Change of Class

A Registrant who applies, after January 1 of any year, for a certificate of registration of a different class than the one already held by the Registrant, shall pay the difference between the annual fee paid by the Registrant on January 1 and the annual fee payable for the certificate for which the Registrant applied if the latter fee is greater.

16.4 Evaluation Fees

(1) The fee to take the clinical competency evaluation for entry to practise is $1000.
(2) The fee to take the provincial written assessment for entry to practise is $665.
(3) The fee to re-take the provincial written assessment for entry to practise is $565.
(4) The fee to take an entry-to-practice radiology evaluation is $650.
(5) The fee to take the professional competency assessment for re-entry to practise is $1565.
(6) The fee to take the professional competency assessment for a specialty certificate is $1500.
(7) A person who files an appeal with the Registrar shall pay a non-refundable fee of $150.
16.5 **Fees for Election Recount**

(1) A candidate for election as an Elected Member or selection as an Academic Member to the Council shall pay a fee of $100 for a recount of the election or selection that the Registrar is required to hold in accordance with Article 3.2(14).

(2) The fee shall be refunded to the candidate if the outcome of the election or selection is changed in his or her favour as a result of the recount.

16.6 **Additional Fees**

A person who makes requests of the Registrar to do that which is required or authorized to do by statute or by regulation of the Registrar shall pay:

(a) if a fee for doing so is prescribed, the prescribed fee; or
(b) if a fee is not prescribed and a fee is set by the Registrar, the fee set by the Registrar.

16.7 **Obligations to Pay**

(1) The fee for reinstatement where the Registrant’s certificate was suspended or revoked is $500.

(2) The fee for a:

   (a) Replacement wall certificate is $20
   (b) Replacement lapel pin is $10
   (c) Replacement of a duplicate receipt is $10
   (d) Certificate of professional conduct is $15.

(3) The obligation to pay the annual registration fee or renewal fee and to submit the annual information return continues, even if the Registrar fails to mail a notice, or the Registrant fails to receive such notice.

16.8 **Prior Learning Assessment Fee**

The prior learning assessment fee for an applicant from a non-accredited program is equal to the current certificate of registration fees and such fee will be credited back to the applicant upon registration with the College.

16.9 **Administrative Fee**

After the first notice, a Registrant shall pay an administrative fee of $50 for each subsequent notice sent by the Registrar to a Registrant for failure of the Registrant to provide information or a form to the College or a Committee of the College within 30 days of being requested or required to do so. The fee is due within 30 days of the subsequent notice being sent, unless he or she has, in the opinion of the Registrar, a valid explanation for failing to submit the information requested within the 30-day period.
ARTICLE 17: GRANTS

17.1 Authority to Make Grants

The Council may from time to time authorize the making of grants to advance scientific knowledge or the education of persons wishing to practise the profession, to maintain or improve the standards of practice of the profession or to provide public information about, and encourage interest in, the past and present role of the profession in society. The College reserves the right not to award any grants.

17.2 Criteria for Grant Applications

(1) All projects must be in concert with the College’s Mission Statement.

(2) All project proposals must be accompanied by a statement of purpose, method of implementation, projected outcomes and method of evaluation.

(3) The total cost of the project must accompany the proposal along with a statement as to why the applicant is seeking a grant from the College.

(4) The value to Registrants and to the public of Ontario must be clearly defined.

(5) Project timelines are to be included.

(6) The applicant shall specify the amount requested and the manner in which they would prefer monies to be dispersed (lump sum or instalments).

(7) A condition of acceptance is that the College is to be acknowledged should results of the project be published.

17.3 Funding for Grants

The Council may use discretion in the grant amount awarded. This amount is also dependent on the financial resources available at the time of the request. A nominal amount will be considered, on an annual basis, for inclusion in the College’s budget.
ARTICLE 18: FUNDING FOR THERAPY AND COUNSELLING

18.1 Requirements Under the Program

The Patient Relations Committee may require therapists and counsellors, who are providing therapy or counselling that is funded through the program, to submit credentials attesting to their competency in providing sexual abuse therapy and counselling. Persons who are receiving such therapy or counselling shall provide, to the Patient Relations Committee, a written statement, signed in each case by the therapist or counsellor and by the person, containing details of the therapist’s or counsellor’s training experience. Persons who are receiving therapy or counselling shall provide to the Patient Relations Committee a written statement that therapy or counselling is being provided and that the funds are being devoted only to that purpose.
ARTICLE 19: DUTIES OF COUNCIL MEMBERS AND NON-COUNCIL MEMBERS AND CONFLICT OF INTEREST

19.1 Duties of Council and Non-Council Members

Council and Non-Council Members shall act in the best interests of the College and of the public of Ontario. They shall perform their duties in accordance with the Act, the bylaw and any policies of the College.

19.2 Conflict of Interest

(1) Council Members and Non-Council Members shall not carry out their duties when they are in a conflict of interest. A conflict of interest exists where a reasonable person could conclude that the personal interests of the individual or a related person or company could improperly influence the individual’s judgment in performing his or her duties as a Council Member or Non-Council Member.

(2) Council Members and Non-Council Members may not accept an employment or administrative position with the College, including that of the Registrar, unless one year has passed since he or she was a Council Member or Non-Council Member.

(3) Council Members and Non-Council Members may not have a leadership or responsible position, including as an officer, director or employee, in a Professional Advocacy Association.

19.3 Declaration of Conflict of Interest by Council Members

Every Council Member shall declare, verbally, and where the Council deems it appropriate, in writing, if he or she has an actual or perceived conflict of interest pertaining to his or her duties as a Council Member. This declaration will take place at the first Council meeting at which he or she becomes aware of an actual or perceived conflict of interest and subsequently at the first Council meeting of each year.

19.4 Declaration of Conflict of Interest by Committee Members

Every Committee Member shall declare, verbally, and where the Council deems it appropriate, in writing, if he or she has an actual or perceived conflict of interest related to a matter or matters in consideration by that Committee. This declaration will take place as soon as the Committee Member becomes aware of an actual or perceived conflict of interest.

19.5 Confidentiality

Council and Non-Council Members shall be familiar and comply with section 36 of the Act and with sections 83 and 83.1 of the Code.
ARTICLE 20: PROFESSIONAL INCORPORATION

20.1 Certificate of Authorization Fee

The fee for the issuance of a certificate of authorization, including any reinstatement of a certificate of authorization, for a professional corporation is $200.

20.2 Annual Renewal Fee

The fee for the annual renewal of a certificate of authorization is $100.

20.3 Renewal Date

The annual renewal date for a certificate of authorization is March 1st of each year.

20.4 Failure to Renew

After the first notice, a professional corporation or a Registrant listed in the College’s records as a shareholder of a professional corporation shall pay an administrative fee of $50 for each subsequent notice sent by the Registrar to the corporation and/or Registrants affiliated with the corporation for failure of the corporation to renew its certificate of authorization on time. The fee is due within 30 days of the notice being sent unless they, in the opinion of the Registrar, have a valid explanation for failing to submit the information requested within the 30-day period.

20.5 Additional Certificate

The fee for the issuing of a document or certificate respecting a professional corporation, other than the first certificate of authorization or one annual renewal of a certificate of authorization is $50.

20.6 Information Required by the College

Every Registrant of the College shall, for every professional corporation of which the Registrant is a shareholder, provide in writing the following information on the application and annual renewal forms for a certificate of authorization, upon the written request of the Registrar within 30 days and upon any change in the information within 30 days of the change:

(a) the name of the professional corporation as registered with the Ministry of Government and Consumer Services;
(b) any business names used by the professional corporation;
(c) the name, as set out in the register, and registration number of each shareholder of the professional corporation;
(d) the name, as set out in the register, of each officer and director of the professional corporation, and the title or office held by each officer and director;
(e) the principal practice address, telephone number, facsimile number and email address of the professional corporation;

(f) the address and telephone number of all other locations, other than residences of Clients, at which the professional services offered by the professional corporation are provided; and

(g) a brief description of the professional activities carried out by the professional corporation.

20.7 Public Information

The information specified in Article 20.6 is designated as public for the purposes of subsection 23(5) of the Code.
ARTICLE 21: DECLARED EMERGENCIES

In the event of the declaration of a state emergency by the Government of Canada or by the government of any province or territory of Canada or for any other reason, the College may waive or extend any deadline under these bylaws or curtail any services of the College for the duration of length of the state of emergency. The College will communicate with Registrants where possible.
SCHEDULE I

CODE OF ETHICS

The mission of the College of Dental Hygienists of Ontario is to regulate the practice of dental hygiene in the interest of the overall health and safety of the public of Ontario.

PRINCIPLE I: BENEFICENCE

- Involves caring about and promoting the good of another

Dental hygienists use their knowledge and skills to assist Clients to achieve and maintain optimal oral health and to promote fair and reasonable access to quality care.

PRINCIPLE II: AUTONOMY

- Pertains to the right to make one’s own choices

By communicating relevant information openly and truthfully, dental hygienists assist Clients to make informed choices and to participate actively in achieving and maintaining optimal oral health.

PRINCIPLE III: PRIVACY AND CONFIDENTIALITY

- Privacy pertains to a person’s right to control the collection, use and disclosure of personal information; the right to access and correct inaccurate information; and the right to expect that the information is kept secure.

- Confidentiality is the duty to hold secret any information acquired in the professional relationship.

Dental hygienists respect the privacy of Clients and hold in confidence the information disclosed to them, subject to certain narrowly defined exceptions.

PRINCIPLE IV: ACCOUNTABILITY

- Pertains to the acceptance of responsibility for one’s actions and omissions in light of relevant principles, standards, laws, regulations and the potential to self-evaluate and to be evaluated accordingly.

Dental hygienists practise competently in conformity with relevant principles, standards, laws, and the regulations under their enabling legislation and accept responsibility for their behaviour and decisions in the professional context.

PRINCIPLE V: PROFESSIONALISM

- Is the commitment to use and advance professional knowledge and skills to serve the Client and the public good.

Dental hygienists express their professional commitment individually in their practice and communally through the College and their participation in the College’s Quality Assurance Program.
## ETHICAL DECISION-MAKING MODEL

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SCHEDULE II

ELECTION OF THE EXECUTIVE COMMITTEE

(1) The elections shall be conducted by the Registrar or his or her delegate.

(2) No Council Member shall sit at the head table of the meeting until the elections have been finalized.

(3) Nominations to any position on the Executive Committee may be either by self or from any member of Council.

(4) The Registrar or his or her delegate shall call for nominations for the position of President.

(a) Should only one Council Member be a candidate for the presidency, the Registrar or his or her delegate will thereupon declare said candidate Elected by acclamation.

(b) Should there be more than one candidate for the position of President, an election by secret ballot shall be conducted.

(i) Each candidate shall be entitled to briefly address Council.

(ii) The Registrar or his or her delegate shall appoint two scrutineers to count the ballots and the results shall be reported to Council by the Registrar or his or her delegate with the number of votes acceded to each candidate to remain confidential.

(5) When more than two candidates are nominated, the nominee who received the lowest number of votes in each election shall be deleted from the next ensuing election unless one nominee receives a majority (50% +1) of the votes cast on the ballot. This procedure shall be followed until one nominee receives a majority of the votes cast.

(6) In the event of a tie, a second election will take place. Candidates who are tied shall be entitled to briefly address Council. If the results are once again a tie, then a third election will take place. Candidates who are tied shall be entitled to briefly address Council. If the results are once again a tie, the tie shall be broken by lot in the presence of the two scrutineers unless Council determines by ordinary resolution to proceed in another manner, which may include the holding of a new election.

(7) The election of the Vice-President shall be conducted on a basis identical to that of the procedure applicable to the election of the President.

(8) The election of the remaining members of the Executive Committee shall be conducted in a similar, but not necessarily identical manner in a democratic fashion.

(9) The Registrar or his or her delegate shall call for a motion to destroy the ballots immediately following the election.