

CANADIAN DENTAL REGULATORY AUTHORITIES FEDERATION

MINUTES OF MEETING BOARD OF DIRECTORS

Friday, April 24, 2015

Fairmont Château Laurier Hotel, 1 Rideau Street, Ottawa, Ontario

The 23rd meeting of the Canadian Dental Regulatory Authorities Federation took place on Friday, April 24, 2015.

PARTICIPANTS:

Dr. Nancy Auyeung, President, Manitoba Dental Association
Dr. Terry Carlyle, President-Elect, Alberta Dental Association and College
Dr. Bob Coles, Treasurer CDRAF/Past-President, College of Dental Surgeons of British Columbia
Ms. Caroline Daoust, Registrar, L'Ordre des dentistes du Québec
Dr. Barry Dolman, President, L'Ordre des dentistes du Québec
Dr. Martin Gillis, Registrar, Provincial Dental Board of Nova Scotia
Dr. Larry Hodinsky, President, Alberta Dental Association and College
Dr. Guy Lafrance, Vice-President, L'Ordre des dentistes du Québec
Mr. Dan Leger, Registrar, New Brunswick Dental Society
Dr. Elizabeth MacSween, Council member, Royal College of Dental Surgeons of Ontario
Mr. Jerome Marburg, Registrar, College of Dental Surgeons of British Columbia
Dr. Paul O'Brien, Registrar, Newfoundland and Labrador Dental Board
Dr. Mike Prestie, President, College of Dental Surgeons of Saskatchewan
Dr. Tom Raddall, Chair, Provincial Dental Board of Nova Scotia
Dr. Amarjit Rihal, Past-President, Manitoba Dental Association
Dr. Brian Rinehart, President CDRAF/Delegate, New Brunswick Dental Society
Dr. Harinder Sandhu, Council member, Royal College of Dental Surgeons of Ontario
Dr. Cliff Swanlund, Delegate, Alberta Dental Association & College
Dr. Gordon Thompson, Executive Director/Registrar, Alberta Dental Association & College
Dr. David Tobias, President, College of Dental Surgeons of British Columbia
Dr. Ray Wenn, Registrar, Dental Council of Prince Edward Island
Dr. Marcel Van Woensel, Registrar, Manitoba Dental Association
Dr. Bernie White, Registrar, College of Dental Surgeons of Saskatchewan
Dr. Ronald Yarascavitch, President, Royal College of Dental Surgeons of Ontario

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REGRETS: Dr. Frank Hohn, Vice-President, CDRAF/Past-President, College of Dental Surgeons of Saskatchewan

STAFF:

Mr. Irwin Fefergrad, Registrar, Royal College of Dental Surgeons of Ontario and CDRAF Executive Director

Ms. Angie Sherban, CDRAF Executive Assistant

1. CALL TO ORDER

Dr. Rinehart called the meeting to order 2:00 p.m. The CDRAF Board members introduced themselves.

2. APPROVAL OF AGENDA

There were no amendments made to the agenda and it was approved, as circulated.

MOTION: Tobias/Yarascavitch

THAT the CDRAF Board approves the agenda of the April 24, 2015 meeting, as circulated.

CARRIED
(Unanimously)

3. PRESIDENT'S REMARKS

Dr. Rinehart reported that the main topic on the agenda would be discussion on a new model of governance for CDRAF and the hiring and establishment of an independent Executive Director. He thanked all the Registrars for looking after the core business files during the transitional period. He also thanked Mr. Fefergrad, Ms. Sherban and Ms. Tripp for their ongoing assistance.

4. EXECUTIVE DIRECTOR'S REMARKS

Mr. Fefergrad thanked Dr. Rinehart for his remarks.

He was pleased to see the collaboration between the Registrars in working on the core business files. He looked forward to hearing the report from the CDRAF

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Future Working Group and in providing any assistance necessary during the transitional period of engaging a new Executive Director.

5. CDRAF FUTURE WORKING GROUP

Dr. Swanlund referred to the Report of the CDRAF Future Planning Committee that was provided in the resource materials.

It was reported that the first meeting of the Committee was held in Toronto in January 2015. At that meeting, the Committee discussed the goals and core functions of the organizations in order to compile a Request For Proposal (RFP) for the engagement of a search company.

RFP's were circulated to seven national search companies and eventually shortlisted to three. Representatives from those three companies were interviewed by the Committee on the morning of April 24, 2015.

Dr. Tobias added that it was not an easy decision to make, but the Committee recommended engaging Boyden Global Executive Search from Vancouver to facilitate the search for an Executive Director. Boyden has national offices in Vancouver, Ottawa and Toronto. It was reported that working with the search companies had been an educational and rewarding experience and the Committee members felt they had learned even more about CDRAF through this exercise.

MOTION:

THAT the CDRAF Board approves the engagement of Boyden Global Executive Search to search for a national Executive Director of CDRAF.

CARRIED

(Unanimously)

To assist Boyden in its search, the Committee recommended an Executive Search Committee. In consultation with the search companies, it was recommended that a Committee of up to eight members be formed, to include three Registrars. It would be comprised of the members of the CDRAF Future Planning Committee (Dr. Barry Dolman, Dr. Brian Rinehart, Dr. Cliff Swanlund, Dr. David Tobias and Dr. Ron

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Yarascavitch) plus Ms. Caroline Daoust, Mr. Irwin Fefergrad and Dr. Gordon Thompson.

MOTION: Swanlund/Tobias

THAT the CDRAF Board approves the formation of an Executive Search Committee, comprised of the members of CDRAF Future Planning Committee (Dr. Barry Dolman, Dr. Brian Rinehart, Dr. Cliff Swanlund, Dr. David Tobias, Dr. Ron Yarascavitch), together with Ms. Caroline Daoust, Mr. Irwin Fefergrad and Dr. Gordon Thompson.

Dr. Yarascavitch withdrew his name from the Executive Search Committee, due to personal commitments.

The CDRAF Board was in agreement with the suggested composition of the Executive Search Committee. There was discussion on including another member of the CDRAF Management Group, but it was felt that Dr. Rinehart and Mr. Fefergrad would be sufficient.

Budgeting for an Executive Director was discussed. Although a “mini budget” has been drafted, there was concern expressed about hiring an individual at a salary higher than was budgeted. It was understood that a final budget would be approved at the October 2015 Board meeting and it was anticipated that an increase of up to \$50,000 would be allowed, if required.

MOTION: Swanlund/Tobias

THAT the CDRAF Board approves the formation of an Executive Search Committee, comprised of the members of CDRAF Future Planning Committee (Dr. Barry Dolman, Dr. Brian Rinehart, Dr. Cliff Swanlund, Dr. David Tobias), together with Ms. Caroline Daoust, Mr. Irwin Fefergrad and Dr. Gordon Thompson.

[Dr. Yarascavitch, member of the CDRAF Future Planning Committee, withdrew his name from being included on the Executive Search Committee].

CARRIED

(Unanimously)

6. FINANCIAL REPORT

Dr. Bob Coles, Treasurer, reported on the Fund Balance vs. Budget Report of March 31, 2015 and the Bank Reconciliation of March 31, 2015. He reported that it is anticipated there would be approximately \$90,000 in surplus at the end of 2015. Having said this, it is uncertain what the executive search and legal costs would be.

Dr. Coles and Ms. Kelly Tripp were thanked for their efforts in controlling the financials for the organization.

With respect to budget thinking for 2016, Dr. Coles reported that a preliminary budget for 2016 has been drafted, but it would not be prudent to provide it to the CDRAF Board yet until more information become available regarding the expenses for hiring the Executive Director, logistics, etc.

7. RESTRICTED FUNDS POLICY

The CDRAF Management Group felt that it would be prudent for CDRAF to have a Restricted Funds Policy in place in order to plan for specific projects or purposes. Mr. Fefergrad stated that there is also a legal requirement to have a policy in place.

Ms. Tripp was asked to prepare a draft policy for the CDRAF Management Group who, in turn, made suggested amendments to the document. The proposed Restricted Funds Policy was provided to the CDRAF Board for its approval. There was no discussion on the document circulated.

MOTION: Raddall/Rihal

THAT the CDRAF Board approves the Proposed Restricted Funds Policy, as presented.

CARRIED

(Unanimously)

Mr. Fefergrad undertook to post the approved Restricted Funds Policy on the members' section of the CDRAF website.

8. DRAFT AUDITED FINANCIAL STATEMENTS 2014

A copy of the draft audited financial statements, as at December 31, 2014 were provided to the CDRAF Board for its approval. There was no discussion.

MOTION: Hodinsky/Rihal

THAT the CDRAF Board approves the draft audited financial statements, as at December 31, 2014, as presented.

CARRIED
(Unanimously)

9. INTERNATIONAL CONFERENCE OF DENTAL REGULATORS 2015

Mr. Fefergrad reported that the 3rd International Conference of Dental Regulators will be held in Boston, MA on September 16, 2015.

In 2014, the CDRAF was asked to be a founding member, but it declined. Other founding members within Canada are the College of Dental Surgeons of British Columbia, L'Ordre des dentistes du Québec, the Royal College of Dental Surgeons of Ontario, the Commission on Dental Accreditation of Canada (CDAC), the National Dental Examining Board of Canada (NDEB) and the Royal College of Dentists of Ontario (RCDC). The cost of membership is \$5,000 per year, but founding members' membership fees for 2015 have been waived.

Mr. Fefergrad advised that in the 2015 CDRAF budget, there is an allocation of travel for the Executive Director of \$15,000. He stated that he had not used any of that budget item for this year, as most of his travel has been for RCDSO business as well, and he did not anticipate any further travel expenses for CDRAF to the end of the year.

The CDRAF Management Group recommended that CDRAF reconsider its decision and that it join the International Society of Dental Regulators at a fee of \$5,000. It

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was suggested that if the fee was an impediment for CDRAF, it could be used from the Executive Director travel allocation in the budget.

The CDRAF Management Group agreed that it would be important to have a national voice and collaborate on national positions. However, if CDRAF became a member, it would not be necessary for the individual provinces that are currently members to renew their membership in 2016.

MOTION: Dolman/Hodinsky

THAT the CDRAF Board approves CDRAF becoming an official member of the International Society of Dental Regulators at a fee of \$5,000.00 and that it be the only Canadian member in 2016.

CARRIED
(Unanimously)

Ontario, British Columbia and Québec were asked to speak with their Councils/Boards about withdrawing their memberships in 2016 and report back to the CDRAF Board.

10. COMMISSION ON DENTAL ACCREDITATION OF CANADA (CDAC)

(a) CDRAF Representative on CDAC

The current CDRAF representative on CDAC, Dr. Claude Lamarche, will complete his term following the November 2015 meeting. The second CDRAF representative on CDAC is Dr. Martin Gillis. CDRAF was asked to nominate a representative to replace Dr. Lamarche on CDAC.

The CDRAF Management Group recommended three nominees: Dr. David Tobias, Dr. Peter Trainor and Dr. Bernie White. Dr. White declined the nomination. The CDRAF Board voted by secret ballot for Dr. Tobias and Dr. Trainor. Dr. Tobias was the successful candidate and he was appointed the CDRAF representative on CDAC, effective November 2015.

(b) CDAC Report and Draft Budget 2016

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The CDRAF Board was provided with CDAC's Report and Draft Budget for 2016. This was also reviewed by the CDRAF Management Group at its meeting on April 10, 2015 and there were concerns expressed about the documents. It did not understand how CDAC calculated its grants for dentists and there was concern that dentistry is subsidizing other dental professions.

The CDRAF Management Group will be inviting representatives from CDAC to attend a future meeting to discuss these concerns. Dr. Gillis will also be invited to participate in the discussion. A full report of the discussion will be made to the CDRAF Board at the October meeting.

(c) Proposed Revision to Accreditation Requirement 10.2 for Health Facilities and Dental Residency Programs

A letter from CDAC dated February 5, 2015 was provided to the CDRAF Board outlining a proposed revision to the CDAC accreditation requirements for information.

11. CDRAF BY-LAWS

Mr. Leger presented the clean set of by-laws for the CDRAF Board's approval. He thanked the members of the By-Law Working Group for their efforts in finalizing this document.

MOTION: Leger/Daoust

THAT the CDRAF Board accepts the CDRAF By-Laws, as presented.

CARRIED
(Unanimously)

12. MONTHLY MEETINGS WITH PROVINCES

Dr. Coles thanked the Registrars for participating and reporting on their core business files in the monthly teleconference meetings with the CDRAF Management Group. It was noted that it would be helpful to know if a Registrar is unable to participate and, if that is the case, prepare a written report on any updates that can be distributed prior to the teleconference meetings.

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13. REPORTS ON CORE BUSINESS FILES

(a) Canada/Europe Free Trade Agreement

Mr. Fefergrad reported on the meeting of the CDRAF Commission that was held on April 23, 2015. He reported that there was a lot of energy and enthusiasm expressed in gathering as much information as possible in order to be in a better position to see what can be done to have dentistry exempted from the Comprehensive Economic and Trade Agreement (CETA).

(b) Pain Management

Dr. Gillis provided the CDRAF Board with a written report on this file.

(c) Licensure/Immigration/Human Rights

Dr. Van Woensel provided the CDRAF Board with written reports on these files.

(d) CDAC/Reciprocal Agreements

Mr. Marburg advised that there was nothing to report at this time. However, he did see a need for regulatory bodies to work collaboratively with stakeholders. As third-party providers, it is also important to assess and better understand the inter-relationships and dependencies within the system and collaborate to ensure the regulator's mandate is being met.

There was a full discussion and it was agreed that the stakeholders should be invited to attend all CDRAF Board meetings and provide reports on their activities. Mr. Fefergrad advised that stakeholders were not invited to attend the April meeting because the discussion was clearly of an *in-camera* nature (engaging a search company), but they would be invited to attend the October meeting.

The CDRAF Board further agreed that it would be beneficial to dedicate the second day of the October 16-17, 2015 meeting as a workshop with stakeholders. It was felt this would be a good opportunity to learn each other's mandates and expectations in an effort to fulfill the requirements of the regulators and those of government (and Fairness Commissioners, where required).

It was hoped that the new Executive Director will be able to attend the October meeting, as it was felt this would be a great learning opportunity and a time to meet the stakeholders.

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(e) Competition Bureau

Dr. O'Brien had no new information to report at this time.

(f) Legal

Mr. Leger had nothing to report on this file at this time.

(f) Website

Mr. Fefergrad provided a written report on this file to the CDRAF Board.

(g) Association of Canadian Faculties of Dentistry (ACFD)

It was reported that Dr. White, Dr. Hohn and Mr. Fefergrad will attend the ACFD Annual Meeting in Saskatoon on June 14-15, 2015.

(h) Canadian Dental Association (CDA)

Dr. White had nothing new to report on this file at this time.

(i) The National Dental Examining Board of Canada (NDEB)

Mr. Marburg had nothing new to report on this file at this time.

(j) Royal College of Dentists of Canada (RCDC)

Ms. Daoust, Dr. Thompson and Dr. Van Woensel provided a written report to the CDRAF Board for its information.

14. OTHER BUSINESS

Dr. Auyeung reported that preliminary arrangements have been made with a hotel in Winnipeg for the CDRAF Board meeting on October 16 and 17, 2015. When finalized, Ms. Sherban would circulate the information to CDRAF Board members. On behalf of the Manitoba Dental Association, Dr. Auyeung looked forward to hosting the meeting.

15. APPROVAL OF MINUTES

(A) Minutes of October 14, 2014 CDRAF Board Meeting

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There were no amendments made to the minutes and they were approved as circulated.

MOTION: Hodinsky/Prestie

THAT the CDRAF Board meeting minutes of October 14, 2014 be approved, as circulated.

CARRIED
(Unanimously)

16. PRESIDENT'S CLOSING REMARKS AND ADJOURNMENT

Dr. Rinehart congratulated the CDRAF Board on a productive meeting and thanked everyone for their participation.

There being no further business, the meeting was adjourned at 4:20 p.m.

AMS:576138