

CANADIAN DENTAL REGULATORY AUTHORITIES FEDERATION

MINUTES OF MEETING BOARD OF DIRECTORS

Thursday, August 17, 2023

Royal College of Dental Surgeons of Ontario, 6 Crescent Road, Toronto, ON

A meeting of the CDRAF Board of Directors took place on Thursday, August 17, 2023 at 9:30 a.m. EDT.

PARTICIPANTS:

Dr. Minto Basahti, Deputy Registrar, College of Dental Surgeons of Alberta

*Dr. Denis Bourgeois, Registrar, New Brunswick Dental Society

*Dr. Maurice Coady, Registrar, Dental Council of Prince Edward Island

Dr. Randall Croutze, Chief Executive Officer, College of Dental Surgeons of Alberta

Ms. Caroline Daoust, Directrice générale et secrétaire, L'Ordre des dentistes du Québec

Mr. Daniel Faulkner, Registrar and CEO, (CDRAF Chair), Royal College of Dental Surgeons of Ontario

Ms. Andréa Foti, Assistant Registrar & Privacy Officer, Royal College of Dental Surgeons of Ontario

Dr. Chris Hacker, Registrar, British Columbia College of Oral Health Professionals

Dr. Doug Mackey, Registrar, Provincial Dental Board of Nova Scotia

Dr. Arun Misra, Registrar, (CDRAF Vice-Chair), Manitoba Dental Association

Dr. Dean Zimmer, Acting Registrar, College of Dental Surgeons of Saskatchewan

STAFF:

Dr. Jack Gerrow, CDRAF Executive Director

Ms. Angie Sherban, CDRAF Executive Assistant

REGRETS:

Dr. Paul O'Brien, Registrar, Newfoundland and Labrador Dental Board

MEMBER REPRESENTATIVES AND REPRESENTATIVES OF OTHER ORGANIZATIONS:

Dr. Izchak Barzilay, Chair, Board of Directors, Royal College of Dentists of Canada

Dr. Joy Carmichael, Past-President, New Brunswick Dental Society

Dr. Russell MacSween, Chair, Provincial Dental Board of Nova Scotia
Dr. Jim Lai, President, Association of Canadian Faculties of Dentistry
*Dr. Debora Matthews, Chair, Commission on Dental Accreditation of Canada
Ms. Amandine Perdebat, General Manager, Royal College of Dentists of Canada
Brigadier-General Dr. Jean-Pierre Picard, Royal Canadian Dental Corps.
Dr. Amarjit Rihal, President, The National Dental Examining Board of Canada
Dr. James Taylor, Chief Dental Officer of Canada
Ms. Michelle Tremblay, Organizational Transformation & College Equity Officer,
Royal College of Dental Surgeons of Ontario

*Participated via Zoom videoconference.

1. CALL TO ORDER AND LAND ACKNOWLEDGEMENT

The Chair, Mr. Faulkner, called the meeting to order at 9:00 a.m. He offered a Land Acknowledgement. Participants introduced themselves.

2. APPROVAL OF AGENDA

The agenda was approved, as circulated.

MOTION #1: Daoust/Mackey

THAT the agenda of the meeting of August 17-18, 2023, be approved, as circulated.

CARRIED
(Unanimously)

3. MINUTES OF PREVIOUS MEETING

The CDRAF Board was provided with draft minutes from the Board meeting of June 17, 2023. Mr. Faulkner noted that some minor revisions were made to the document that was previously sent to Board members by email. There were no comments on the revisions and the draft minutes were approved, as circulated.

MOTION #2: Croutze/Misra

THAT the minutes of the CDRAF Board meeting of June 17, 2023 be approved, as circulated.

CARRIED
(Unanimously)

4. BUSINESS ARISING

4.1 National Assessment of Dental Specialists

Dr. Barzilay thanked CDRAF for the opportunity to provide an update on progress made in the transition of RCDC administering the National Dental Specialty Examination (NDSE) in 2024.

He reported that Sean Gehring, Director of Examinations, met in July with representatives of DRAs and CDRAF for formal introduction and to understand the regulatory landscape. Meetings are scheduled with key stakeholder groups in August.

RCDC and NDEB continue to meet on a regular basis to ensure that the transition between the two organizations is as thorough as possible.

A letter from RCDC was provided to the CDRAF Board inviting nominations from three CDRAF members to sit on the NDSE Committee. The inaugural meeting for the NDSE Committee will be held in September to discuss examination fees, by-laws and policies. Ms. Perdebat was not able to confirm an examination fee at this time, as several factors will need to be considered, for example, format being administered, cost of examination database and staffing.

RCDC undertook to provide DRAs, in writing, with timelines when finalized.

In response to a question regarding communication to students about the NDSE, Ms. Perdebat stated that Program Directors and Deans at dental faculties have been notified. The CDRAF Board emphasized the importance of being kept apprised of progress with timelines and examination fees.

The following CDRAF Board members expressed an interest and willingness to be nominated as members of the NDSE Committee:

- Randall Croutze
- Caroline Daoust
- Daniel Faulkner

MOTION: Hacker/Mackey

THAT the CDRAF Board approves the nomination of Randall Croutze, Caroline Daoust and Daniel Faulkner to the NDSE Committee.

CARRIED
(Unanimously)

4.2 Commission on Dental Accreditation of Canada (CDAC)

Dr. Matthews reported that in July she and Mr. Duguay made presentations to the Council of the College of Dental Surgeons of Alberta and the Executive Committee of the Royal College of Dental Surgeon of Ontario, providing further information and responding to questions on the CDAC budget and proposed funding model for the next five years. She added that in September, they are scheduled to present to L'Ordre des dentistes du Québec and to the College of Oral Health Professions of BC in the near future. Dr. Matthews added that CDAC will also be discussing this with the dental hygiene regulators over the next few weeks.

Dr. Matthews outlined the contributions calculated and explained the rationale for the significant increase required for fees. This includes costs incurred in establishing a new independent governance model and the moratorium on fees over the past few years. She reminded the CDRAF Board that CDAC was tasked to have a new governance structure, and stable funding will be required to move forward with finding new efficiencies for accreditation.

CDRAF was provided with information on comparable program fees from other organizations.

Mr. Faulkner reported that the RCDSO Executive Committee asked if other models were reviewed that might 'soften the blow' to regulators by increasing the fee gradually as opposed to one significant increase.

Dr. Matthews advised that the CDAC Finance Committee reviewed the most effective use of its revenue stream, and this included moving out of the CDA building into different premises. She advised that this will require increased funding from stakeholders.

Dr. Basahti stated that in his capacity of NDEB representative on the CDAC Board, he believed that stable funding will be necessary to continue the accreditation program. In his view, the budget has to be approved on October 3, and cannot remain the same. A decision by regulators should be made by that date.

There was a lengthy discussion on this issue and each regulator was given an opportunity to comment. There was full support for the work of CDAC, but some Board members continued to express concerns about the value that regulators receive for funding and what can be expected from CDAC in the future as pressure continues from Fairness Commissioners and Government to reduce barriers for internationally trained dentists.

Dr. Lai added that Deans of dental faculties are supportive of CDAC's new governance model, but concerned with the increase of fees and the impact it may have on students. He noted that CDAC continues to have discussions with the Deans on this item.

Dr. Matthews was asked to consider making changes to CDAC's quality improvement system and focus on quality assurance. This was taken as advice.

The CDRAF Board members were asked to provide CDAC with what provisions they would like included in the funding agreement. As individual regulators are the funding agencies and agreements will be sought from each regulator, the CDRAF Board is not able to provide a unified response.

4.3 CDRAF Multi-Stakeholder Working Group to review Certification Processes

Mr. Faulkner reported that the Working Group met with the NDEB in Ottawa on June 5 and 6, 2023 to receive an overview of the Equivalency Process and update on the process for the NDECC. The Working Group was confident in the validity of the examination.

It was reported that CDRAF was recently advised that ACFD received a response from Employment and Social Development Canada that the application it made in January 2023 was successful and would proceed to

the next step of the process. The application is for funding a new pathway to facilitate the certification process for internationally trained dentists who are closer to meeting the minimum competency standards of a Canadian trained dental graduate.

Dr. Lai reported that Dr. Paul Allison, ACFD Executive Director, will negotiate with government to work out details of the funding opportunity.

Dr. Taylor congratulated ACFD as an opportunity to move forward in engaging oral health care.

Mr. Faulkner reported that in recent discussions, the Ontario Fairness Commissioner expressed an interest with CDRAF meeting with him and any other provincial Fairness Commissioners/Directors available to learn more about background and context of the current Canadian system of dental credentialing, examination and licensure for internationally trained dentists.

Dr. Gerrow advised that a doodle poll with some proposed dates for a meeting in October/November will be circulated to the Fairness Commissioners, NDEB and the CDRAF Board to confirm a mutual date.

There was discussion on what information to include in the meeting. Some suggestions included:

- A summary of historical background.
- A summary of the slides presented by NDEB at the meeting on June 5-6, 2023, with emphasis on the Equivalency Process and NDECC.
- Certain resources from past CDRAF Multi-Stakeholder Working Group meetings.
- A summary from those provinces with Fairness Commissioners.

Each CDRAF Board member was asked for an update on Fairness Commissioners in their own jurisdiction.

Nova Scotia:	Working relationship, very supportive.
PEI:	No contact.
Manitoba:	Active Fairness Commissioner, very interested (particularly over and good working relationship.
Ontario:	Good relationship, very interested.

- Saskatchewan: A Fairness Commissioner recently appointed, but no contact yet.
- Alberta: An office established for newcomers, looking for best practices.
- British Columbia: The Ministry is concentrating on new Act, Fairness Commissioner not as interested at present.

Dr. Rihal suggested that the meeting be held at the offices of the NDEB that would give the Fairness Commissioners an opportunity to view the NDECC evaluations. The CDRAF Board agreed this would be beneficial.

4.4 Working Group on Virtual Care

The CDRAF Board was provided with draft Terms of Reference for a working group on oral health care provided remotely.

It was suggested that the following wording under 'Purpose' be removed:

“To determine if a single standard is practical and feasible for all provincial DRAs.”

Dr. Misra undertook to re-draft the Terms of Reference and bring back to the CDRAF Board for review at its next meeting. The focus of the working group should be the jurisdictional questions of where dentists practice and where patients receive care.

Ms. Foti reported that the RCDSO draft Standard on Virtual Care was approved for consultation and will go back to Council for approval later in the year.

The CDRAF Board discussed developing a common standard and a suggestion that all agreed the same expectations apply for remote services as for in-person services.

4.5 Dental Anaesthesia as a Specialty

Each Board member reported updates in this area:

- PEI: No update.
- New Brunswick: No update.

- Nova Scotia: More discussion and assurance is required that the PDBNS would be able to enforce its Standard of Practice for Sedation and General Anesthesia. There has been no attempt to actively advance this unless requested by a dental anesthetist.
- Quebec: Are reviewing standards. Are supportive but want to wait until standards are completed.
- Ontario: Dental Anaesthesia is a recognized specialty.
- Manitoba: Are reviewing Registration by-laws. Dental Anaesthesia will be brought forward in Registration Licensing By-Law.
- Saskatchewan: Will be discussed by the Board at its October meeting.
- Alberta: Enthusiastic supportive. Will go to the Board in the Fall.
- British Columbia: Board is supportive of Dental Anaesthesia. With new Act, there is a moratorium on by-law change – no changes expected for at least another year.
- ACFD: Discussion on training. CDAC will have to establish standards and initial discussion with ACFD.
- CDAC: Discussions have started. The new Standards Committee will look at getting this expedited.
- RCDC: Have met with representatives of Dental Anesthesia to start process.

5. FINANCIAL

Dr. Croutze reported that at the June 17, 2023, meeting, the CDRAF Board accepted the financial statements for December 2022 and engaged Hendry Warren LLP to conduct the audit for 2023.

CDRAF had a surplus of just over \$40,000 in 2022 due mainly to COVID-related savings. A smaller surplus is projected for 2023 as expenses for meetings, insurance and salaries have increased in line with inflation and increased activity post-pandemic.

Dr. Croutze presented the draft budget for 2024 and proposed that the membership fee remain at \$12.00 per dentist.

MOTION #3: Croutze/Mackey

THAT a fee of \$12.00 per dentist per province for 2024 be approved.

CARRIED
(Unanimously)

MOTION #4: Croutze/Daoust

THAT the 2024 CDRAF Operating Budget be approved, as attached.

CARRIED
(Unanimously)

Dr. Gerrow referred the CDRAF Board to the Policy on Internally Restricted Net Assets that has a reserve fund of \$300,000. He will discuss with the auditors whether to transfer \$40,000 of the surplus to the restricted funds. If the auditors advise to do so, the CDRAF Board will be required to make a motion at the October meeting.

6. IN-CAMERA DISCUSSION RE CDAC FUNDING PROPOSAL

The CDRAF Board members, Dr. Gerrow and Ms. Sherban remained for this *in-camera* discussion.

Following the *in-camera* discussion, the meeting resumed to open session. D. Faulkner reported that CDRAF is working with the three Federations (Dentistry, Dental Hygiene and Dental Assistants) to develop a list of expectations for CDAC's consideration, and they will request a meeting with the CDAC Board. It is hoped that CDAC will be able to address the concerns of the three professions and show progress being made towards transparency and efficiency.

7. CDRAF STRATEGIC PLAN AND STATUS UPDATE

Dr. Gerrow referred the CDRAF Board to the strategic plan tracking document in the resources. He reviewed the work that has taken place to-date and future work. One of the priorities will be to arrange more programming in reconciliation and cultural safety.

Emerging issues will be addressed, as required.

8. EQUITY, DIVERSITY AND INCLUSION (EDI) INITIATIVES

CDRAF Board members were invited to submit information on EDI initiatives and policies in place within their respective jurisdictions. Written submissions were received from Ontario and Nova Scotia, and updates reported from some of the other provinces.

Michelle Tremblay, RCDSO Organizational Transformation & College Equity Officer, gave a presentation on the work on this initiative undertaken by the RCDSO since 2019.

She reported that the RCDSO partnered with the Canadian Centre for Diversity and Inclusion (CCDI) to assist it in achieving a vision and mission for staff, the public and profession. Part of the work with CCDI included a diversity census and inclusion survey and focus groups and interviews with leadership to learn 'who we are'.

A staff EDI working group was established, comprised of nine volunteers, who assist in providing continuous learning with staff.

EDI is embedded in the College's strategic plan for 2023-2025 with four objectives:

1. Establish and deepen and build relationships with Indigenous communities
2. Nurture a culture at the RCDSO where diverse voices, perspectives and experiences are our strength
3. Build EDI accountability into our daily operations and regulatory work
4. Support efforts to improve access to oral health care in Ontario

Ms. Tremblay reported on a joint initiative undertaken by the RCDSO with three other oral health colleges in Ontario. The Councils of each college and senior staff met for a full-day Indigenous Peoples, Reconciliation and Anti-Bias workshop, facilitated by First Peoples Group.

She reported that the initiative also includes reviewing internal and external policies, external reporting, for example, the College Performance Measurement Framework (CPMF) and Office of the Fairness Commissioner.

Current activities include preparing resources for dentists and the public, including webinars, voluntary demographic survey during election and selection processes, updating the public register, equity impact assessments and data analysis.

The CDRAF Board thanked Ms. Tremblay for her presentation and Board members provided comment on their current work on EDI. She was asked if she would be willing to present to Boards/Councils in other jurisdictions on this issue, if available.

- PEI: Demographics has changed in PEI. EDI is important for all population.
- Manitoba: The Manitoba Dental Association has emphasis on Truth and Reconciliation Report. Presentations are made to the Board from Indigenous leaders on overcoming cultural barriers.
- Alberta: Sensitivity training for staff and Council members. Credit courses for members.
- Québec: Governance Committee is looking at a model – need to do more work on EDI.
- Saskatchewan: Council is accepting of Truth and Reconciliation. No policy currently in place. Indigenous awareness webinar made available to members twice a year.
- Chief Dental Officer: EDI training is priority for Government of Canada.
- ACFD: Universities are very engaged in this issue and creating a positive cultural environment. Would like to see included in future curriculum.

Mr. Faulkner encouraged Board members to provide updated information on EDI initiatives in their jurisdictions, when available.

9. CDRAF BY-LAWS

A copy of the CDRAF By-Laws was provided to the CDRAF Board for information.

10. CDRAF REPRESENTATIVES AND OBSERVERS AT EXTERNAL MEETINGS

The CDRAF Board was provided with a listing of upcoming external meetings. Dr. Gerrow noted that he and Dr. Misra would attend the RCDC meeting in Montreal on September 23 (to replace Mr. Faulkner who has another commitment at that time).

11. NEW BUSINESS

11.1 National Repository

The CDRAF Board was provided with a message from NDEB requesting consideration to establish a national repository for DRAs to have access to educational credentials of NDEB candidates.

It was reported that in 2018, CDRAF indicated that the DRAs were in support of a national repository; however, they did not support changing the proof of graduation requirement for the certification of accredited graduates to align with that of non-accredited graduates.

Dr. Rihal asked the CDRAF Board to confirm its support for this initiative and noted that NDEB may have an opportunity to obtain government funding for it. The cost of setting up a national repository would be dependent on the information required by DRAs.

There was discussion on having a national repository maintained by NDEB that would alleviate the need for individuals to provide their educational credentials more than once during the process for registration.

Dr. Rihal advised that NDEB would have a secure online portal where DRAs can confirm that it has verified the documentation. Although DRAs would not be able to view the actual documentation, a request could be made to NDEB to obtain an electronic copy, if necessary.

There was consensus for NDEB to explore a national repository further. DRAs were asked to provide NDEB with a wish list of information and documentation it would like to have included.

11.2 Emerging Trends: Alternative Pathway for Licensure/Permitting of Internationally Trained Dentists

Dr. Croutze provided the CDRAF with Board with a memorandum asking for consideration of a proposal for a restricted registration category of licensure.

He explained the proposal. Following the normal application for NDEB Equivalency Process and successful completion of the Assessment of Fundamental Knowledge (AFK) and Assessment of Clinical Judgement (ACJ), an applicant could seek registration on a Restricted Registry. Applicants for this register would need to complete the normal application and registration requirements of that jurisdiction. After meeting these registration requirements, these dentists could then provide reversible clinical procedures in private practice settings under the direction of a registered dentist in good standing.

This would be an opportunity for these applicants to gain work and cultural experience in dental practice, as well as provide an income. He added that this would allow for access to care, as there is a shortage of dental hygienists and dental assistants.

There was agreement from the CDRAF Board for further exploration in this proposal. It was suggested that the proposal be discussed by the CDRAF Multi-Stakeholder Working Group to Review Certification Processes at a future meeting.

Dr. Lai stated he would ask Dr. Paul Allison to include the suggestion in the government application.

12. **NEXT MEETING**

The CDRAF Members' Meeting and Board Meeting will be held on Friday, October 13, 2023, virtually. Dr. Gerrow reminded the CDRAF Board of the rescheduled date from October 20, 2023.

13. **CDRAF MEETING DATES FOR 2024**

The following dates were approved for 2024:

- Friday, February 9, 2024 (Virtual)
- Friday, April 19, 2024 (Virtual)
- Thursday, August 22 and Friday, August 23, 2024 (Winnipeg, MB)

- Friday, October 18, 2024 (Virtual – Board & Members)

14. CORRESPONDENCE – FOR INFORMATION

The following articles were included in the materials for information:

- Article: The Globe and Mail, Jul 31, 2023
Loans: ‘Profession agnostic’ lender helps new immigrants afford courses in Canada
- Article: CBC News
Canadian-born doctor gets licence to practice here after 17-month fight

15. ADJOURNMENT

There being no further business, the meeting was adjourned at 4:00 p.m.

MOTION: Daoust/Mackey

THAT the CDRAF Board meeting of August 17, 2023 be adjourned.

CARRIED
(Unanimously)