

# CANADIAN DENTAL REGULATORY AUTHORITIES FEDERATION

## MINUTES OF MEETING BOARD OF DIRECTORS

Monday, January 20, 2020  
ODQ Offices, 800 René-Lévesque Ouest, Montreal, QC

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A meeting of the CDRAF Board of Directors took place on Monday, January 20, 2020 at 8:30 a.m.

### **PARTICIPANTS:**

Dr. Maurice Coady, Registrar, (CDRAF Vice-Chair), Dental Council of Prince Edward Island  
Dr. Randall Croutze, Chief Executive Officer, Alberta Dental Association and College  
Ms. Caroline Daoust, Directrice générale et secrétaire, (CDRAF Treasurer), L'Ordre des dentistes du Québec  
Ms. Andréa Foti, Assistant Registrar, Royal College of Dental Surgeons of Ontario  
Dr. Martin Gillis, Registrar, Provincial Dental Board of Nova Scotia  
Dr. Chris Hacker, Registrar, College of Dental Surgeons of British Columbia  
Mr. Dan Leger, Registrar, (CDRAF Chair) New Brunswick Dental Society  
Dr. Arun Misra, Interim Registrar, Manitoba Dental Association  
Dr. Patti Ling, Registrar, Manitoba Dental Association  
Dr. Paul O'Brien, Registrar, Newfoundland and Labrador Dental Board

### **STAFF:**

Dr. Jack Gerrow, CDRAF Executive Director  
Ms. Angie Sherban, CDRAF Executive Assistant

### **REGRETS:**

Mr. Irwin Fefergrad, Registrar, Royal College of Dental Surgeons of Ontario  
Dr. Bernie White, Registrar, College of Dental Surgeons of Saskatchewan

### **OBSERVERS:**

Dr. Paul Allison, Executive Director, Association of Canadian Faculties of Dentistry  
\*Dr. Nancy Auyeung, CDRAF representative to CDAC

Dr. Minto Basahti, Past-President, Alberta Dental Association and College  
Dr. Marie Dagenais, Registrar/Executive Director, National Dental Examining Board of Canada  
Dr. Guy LaFrance, President, L'Ordre des dentistes du Québec,  
Mr. Rafi Mohammed, Executive Director, Manitoba Dental Association  
Dr. David Goerz, President, Manitoba Dental Association

\*Dr. Auyeung participated via teleconference from 8:30 a.m. until 10:00 a.m.

**1. CALL TO ORDER**

The Chair, Mr. Leger, called the meeting to order at 8:35 a.m.

**2. APPROVAL OF AGENDA**

Mr. Leger advised of an added agenda item: 'Unique Identifier Numbers' under New Business.

The agenda was approved, as amended:

**MOTION #1: Daoust/Croutze**

**THAT the agenda of the meeting of January 20, 2020 be approved, as amended.**

**CARRIED**  
*(Unanimously)*

**3. APPROVAL OF MINUTES**

CDRAF Board Meeting – October 18, 2019

The minutes were adopted, as circulated.

Dr. Gerrow asked the Board to have their representatives approve the draft minutes of the CDRAF Members' Representatives' meeting of October 18, 2019 electronically.

**4. BUSINESS ARISING**

**4.1 Commission on Dental Accreditation of Canada (CDAC)**

Dr Auyeung was asked to report on the CDAC Annual General Meeting in November 2019. She advised that she and Dr. Gillis attended as CDRAF

representatives. Mr. Fefergrad and Ms. Daoust also attended as observers.

Dr. Auyeung referred to the written report provided by CDAC that morning. She was disappointed that there were no representatives from CDAC at the meeting because it would have been helpful to get a progress report on achieving its timelines. According to the report, there should have been an evaluation of their human resources and procurement of legal counsel by November 2019. It seems that CDAC is still waiting to send out RFPs for legal counsel.

She recognized that CDAC is currently under-staffed. At the November meeting, she and Dr. Gillis only received the financial information within hours of the meeting with insufficient time to review it or consult with other organizations.

She expressed disappointment with the recent challenges that CDRAF experienced with the accreditation reports. Although there has been agreement to have accreditation report summaries, CDAC does not seem to recognize the importance of DRAs receiving the information. It was felt that there needs to be further discussion with CDAC to clearly define the roles and expectations of CDRAF.

Dr. Auyeung referred to a legal opinion obtained by CDAC and shared with CDAC Board members. Because she and Dr. Gillis were asked to sign a Confidentiality Agreement, they were unable to disclose the content on that legal opinion with stakeholders. CDAC's process lacks in transparency. The CDRAF Board expressed the lack of transparency with this. When asked if the CDAC Board requested the legal opinion, Dr. Auyeung thought it was undertaken by staff.

In Dr. Auyeung's view, CDAC's strategic plan to become an independent organization by the deadline of March 2021 does not seem reasonable.

After a lengthy discussion, it was agreed that CDRAF needs to build its relationship with CDAC, although it was emphasized that CDRAF has offered its assistance and collaboration on many occasions over the past few months. Ms. Daoust added that she and Mr. Fefergrad have asked to

meet with Mr. Duguay, but he declined. There has been a breakdown in communication and the CDRAF Board was anxious to do whatever is required to resolve this.

It was noted that during the several meetings held with CDAC in 2019, as well as a meeting with the Deans, there was positive discussions and CDAC appeared to understand the need for more transparency, independence and to review its governance model.

Dr. Basahti stated that in his view elected people should be included in the CDRAF/CDAC working group.

It was agreed that a meeting needs to take place with CDAC to articulate CDRAF's concerns and frustrations with the governance model of CDAC. ACFD should be included in those discussions. All agreed that CDAC is important and necessary, but needs to be reminded of the mandate of each provincial DRA which is to protect the public.

It was recognized that CDAC needs to have stable funding for 2020 in order to continue its work. The funding requested from CDAC for 2020 is \$22.87 per member per province. Each Registrar was asked to comment:

Quebec:	It will be taken to the ODQ Board at its next meeting.
Nova Scotia:	CDAC needs funding. The 2020 grant will be recommended to the Board, but if no progress is made during the year, funding will be reconsidered for 2021.
PEI:	CDRAF and CDAC have to work together. Agreed to pay 2020 funding. Would like working group to continue discussions.
Newfoundland/ Labrador:	Will pay for 2020. Terms of reference needed for working group.
Manitoba:	MDA Board will meet on January 31. Will recommend to pay 2020 fee.
Alberta:	Board meeting on February 14-15. Supportive of CDAC and will recommend to pay for 2020.

British Columbia: Board will meet in March and will support grant for 2020.

New Brunswick: Will pay for 2020, but will reconsider for 2021 if no progress shown.

Ontario: The Executive Committee still has concerns that CDAC has not met its deadlines on deliverables. Executive Committee will meet on February 7.

Dr. Gerrow was asked to advise CDAC that the DRAs will pay fees for 2020, pending approval by each Board or Council. The CDRAF/CDAC should continue to meet to discuss governance. He reminded the CDRAF Board that an ACFD representative has been added to the working group. Each province can send elected and/or public members to the meetings at their own expense.

It was recommended that Dr. Gerrow, Frédéric Duguay and Dr. Allison prepare Terms of Reference for the working group and circulate to DRAs for comment and approval, following which a meeting for the working group will be arranged.

Mr. Leger undertook to contact Mr. Duguay to share CDRAF's willingness to work together in a collaborative manner and report back to the CDRAF Board following that conversation.

#### 4.2 National Dental Specialty Examination (NDSE)

Dr. Dagenais was asked to report on this item.

She reported that the National Dental Examining Board of Canada (NDEB) has signed the Agreement with the Royal College of Dentists of Canada (RCDC) for a five-year term, renewable annually as NDEB assumes more responsibility.

NDEB has changed its format for the 2020 examination from electronic to paper-based and it will be held on June 25-27, 2020. The 2021 examination will be administered electronically.

She reported on the five workshops held to-date in pediatrics, periodontics, prosthodontics, endodontics and oral surgery. One

observation made at the pediatrics workshop was that an academic should be included to ensure there are entry level competencies. Next year, NDEB will have more input on who will be included in the teams for the workshops. It will also consider inclusiveness and diversity in future teams.

The CDRAF Board expressed its appreciation to Dr. Dagenais and the NDEB staff. It was agreed that the weekly teleconference meetings with Dr. Dagenais would be no longer required.

Dr. Gerrow reported that he responded to the group of students who signed a petition to have the date of the NDSE examination changed from September to advise that NDEB was attempting to resolve the situation. He did not receive any feedback.

There was discussion on the cost of the examination. Dr. Dagenais advised that it was difficult to administer the NDSE at the same cost of other NDEB examinations. There will need to be discussions at the April CDRAF Board meeting on whether anything can be changed in order to keep the costs down. Dr. Dagenais was asked and agreed to prepare a communication explaining the reason for the cost of the examination.

There was discussion on the appeal process. Dr. Dagenais stated that NDEB has by-laws – candidates who fail the examination can have other attempts, but would have to wait a full year.

The CDRAF Board discussed revisions that will need to be made to each DRA's by-laws/websites reflecting the change of examining body from RCDC to NDEB.

Dr. Dagenais asked that CDRAF confirm NDEB's position that if a specialist does not pass the NDSE within five years after completion of the program then he/she is not eligible to write examination for certification of specialists.

The CDRAF Board confirmed NDEB's position to have the requirements for specialists, consistent with the registration practices for general dentists.

#### 4.3 CDRAF/ACFD Joint Working Group on Academic Licensure

Dr. Allison reported that he is in the process of scheduling the next meeting for this working group.

#### 4.4 Direct to Consumer Initiatives

There was no discussion on this item.

#### 4.5 Virtual Tele-Dentistry

This item was deferred for discussion at the August 2020 Board meeting.

#### 4.6 National Recognition of Dental Specialties

Mr. Leger reported that at the October 18, 2019 meeting, the CDRAF Board was asked to review and revise the draft document. He referred to the revised document provided in the resource materials for the CDRAF Board's consideration.

Dr. Gerrow explained that although the five step process has not changed, the document has been edited to be more concise. He summarized the process for recognition of a new specialty:

- (a) The sponsoring organization must submit an initial application and initial fee to CDRAF. It will be reviewed by the Executive Director, Chair and Vice-Chair to check that it is complete. If that is the case, the sponsoring organization will be informed to submit the final application and final application fee. If incomplete, it would be advised of the deficiencies that would need to be rectified before submitting final application.
- (b) Final applications would be circulated for public comment.
- (c) All comments will be forwarded to the sponsoring organization with an opportunity for feedback.
- (d) All comments and feedback from the sponsoring organization will be provided to the CDRAF Board for review in advance of an in-person meeting.
- (e) The CDRAF Board will give consideration to the final application. If approved, each DRA will be notified and will determine whether it wishes to recognize the new specialty in their jurisdiction.

Dr. Gerrow undertook to translate the draft document into French.

The CDRAF Board was asked to take the revised draft document back to its Boards/Councils for approval. It will then be posted on the CDRAF website (in both languages) for consultation, and final approval at the Board Meeting on October 2020.

**MOTION:**

**THAT the Process for Recognition of a New Dental Specialty (November 2019) be approved, in principle, for consultation.**

**CARRIED**  
*(Unanimously)*

Ms. Foti suggested that a briefing note be prepared to accompany draft documents requiring approval. If revisions have been made, it would be helpful to see what has changed in the document.

Dr. Hacker undertook to prepare a briefing note to accompany to draft document when posted on the website following the approval by DRAs.

5. CDRAF Representatives and Observers at other Meetings

The CDRAF Board was provided with a revised schedule for its information.

(a) ACFD Annual General Meeting, March 5-7, 2020

Dr. Gerrow reported that this meeting is in conflict with the Professional Standards Authority meeting in London, U.K. Mr. Fefergrad, Dr. Hacker and Dr. Gillis have been invited to present at the PSA meeting.

It was agreed that Dr. Croutze will attend. Ms. Daoust advised that she could attend, pending approval from the ODQ Board. Dr. Hacker advised that he may be able to send a representative from CDSBC. Manitoba advised that it may send a representative.

Mr. Leger and Dr. Gerrow will attend, if required.

Dr. Allison advised that the joint meetings of Registrars and Deans has proved to be very useful and the meeting in March will be a good opportunity while all the Deans are in attendance. It was suggested that a meeting via Zoom could be arranged for those Registrars not able to attend the meeting. He asked Registrars to confirm who would be available to attend the ACFD meeting and availability to meet with the Deans.

(b) Canadian Dental Association Annual General Meeting

- Jack Gerrow and Paul O'Brien to attend. Dan Leger to give the report.

(c) National Dental Examining Board of Canada

- Jack Gerrow to attend.

(d) Commission on Dental Accreditation of Canada

- No representatives have been appointed at this time.

6. Terms of Reference – CDRAF Working Group on National Competency Standards for General Dentists

Dr. Gerrow referred the CDRAF Board to the draft Terms of Reference in the resource materials. There were no comments on the document and it was adopted.

7. CDRAF By-Laws and Guidelines on Meetings

This was included as resource material.

8. CDRAF Strategic Plan

This was included as resource material. As agreed, this will be reviewed and discussed at the August 2020 Board meeting.

9. New Business

9.1 Manitoba Dental Association

Mr. Leger referred Board members to the letter dated November 15, 2019 from the Manitoba Dental Association (MDA) requesting CDRAF conduct a governance review of the Board that would include elected members and public members.

Dr. Goerz addressed the Board. He reiterated that MDA is of the view that the inclusion of elected members on the CDRAF Board is lacking and that the Board should not be the decision-making body. Dr. Goerz added that the MDA feels the organization would be best served with elected officials to make its decisions. Registrars are included to provide input.

Dr. Basahti stated that the Executive Committee and Board of the Alberta Dental Association and College is fully supportive of including elected officials and public members on the CDRAF Board. Being an observer is a different role than an active participant. He added that there will be an elected representative from Alberta participate in all Board meetings.

Mr. Leger reminded Dr. Goerz of the provisions of the CDRAF by-laws pertaining to withholding fees.

He outlined the history of the CDRAF governance structure and how it had evolved from consisting of elected members and Registrars to the current model comprised of the ten Registrars and a general assembly of members' representatives who meet once a year for a full report of the Board's activities. They also confirm the appointment of the Directors (Registrars) on the Board to conduct business.

The CDRAF Board was asked for its feedback on the current governance structure:

Nova Scotia: Registrars have worked well together and feel it has been very effective. A review may be beneficial, but not necessarily to effect major change.

Quebec: In support of the current structure. Since the new model, the Board has been very transparency – elected members are invited to attend all Board meetings as observers.

- Ontario: The model is working – what problem is trying to be solved?
- British Columbia: Having gone through the recent restructuring in BC, any governance change should include public members as well as elected members.
- Alberta: The current structure works, but it will be good to have a review.
- Manitoba: It is important to include elected members.
- Newfoundland: The current structure is working, did not think elected members should be added, only as observers.
- New Brunswick: The Board is more efficient with the Registrars only, but having elected members as observers is a good opportunity to comment.

The observers commented as follows:

- Alberta: Elected members should be included on the Board. Observers should be active participants. Change name of 'observers' to another name. Need to include public members.
- Manitoba: Each DRA should be given the opportunity to send an elected representative to be on the Board.

It was agreed that after two years, it is an opportune time to review the current structure to see if any improvements can be made to make it more efficient and effective. It was suggested this be reviewed at the April 2020 Board meeting, but there was no firm commitment to make substantive changes to the current structure.

One of the criticisms made was that communication should improve. Mr. Leger added that the Executive Director is a part-time position and there is only one part-time staff person.

Dr. Goerz asked CDRAF to provide him with a letter confirming that it would review the governance structure. He would in turn take it to the MDA Board for reconsideration of paying the additional 2019 fee of \$3.00 per member.

Dr. Gerrow agreed to contact Mr. Mohammed to prepare some discussion points of the concerns expressed by the MDA for the Board to consider at its April meeting.

9.2 Centre for Communicable Diseases and Infection Control: Guidance Document and Guideline on Infected Healthcare Workers in Healthcare Settings

The CDRAF Board was provided with these two documents. Dr. Gillis advised that he would send an email to Registrars asking for their input on protocols developed within their jurisdiction or whether there is interest in a national initiative.

9.3 CADTH Environmental Scan re CBCT

The CDRAF Board was provided with an email message from the Canadian Agency for Drugs and Technologies in Health (CADTH) regarding its proposal for an environmental scan to determine the use of cone-beam computed tomography in dental settings. This is pursuant to a request from Health Canada. Registrars were asked to provide feedback to CADTH.

9.4 Unique Identifier Numbers

Dr. Allison addressed the CDRAF Board. He advised that in dental schools across the country (with the exception of University of British Columbia (UBC) and the University of Alberta), clinics are not given a unique identifier number. The individual Clinic Director has to use his/her identifier number for all activities that take place in the dental school.

In UBC and Alberta there are different identifier numbers for the specialty clinics.

Dr. Allison brought this to the attention of the CDRAF to ask for the dental clinics to be issued their own identifier numbers.

Dr. Gerrow suggested Dr. Allison contact the Canadian Dental Association, as it was not a regulatory issue.

10. Next Meeting

The next CDRAF Board meeting will be held on Wednesday, April 22, 2020 in Ottawa. The venue is to be confirmed.

11. Adjournment

Mr. Leger thanked Ms. Daoust and ODQ for hosting the meeting.

There being no further business, the meeting was adjourned at 12:50 p.m.