

CANADIAN DENTAL REGULATORY AUTHORITIES FEDERATION

MINUTES OF MEETING BOARD OF DIRECTORS

Thursday, August 20, 2020
Via Zoom videoconference

A meeting of the CDRAF Board of Directors took place on Thursday, August 20, 2020 at 11:00 a.m. EDT.

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
Mr. Daniel Faulkner, Registrar, Royal College of Dental Surgeons of Ontario
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, Acting Registrar, Manitoba Dental Association
Dr. Paul O'Brien, Registrar, Newfoundland and Labrador Dental Board
Dr. Mitch Taillon, Associate Registrar, College of Dental Surgeons of Saskatchewan

STAFF:

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

OBSERVERS:

Dr. Paul Allison, Executive Director, Association of Canadian Faculties of Dentistry
Dr. Nancy Auyeung, CDRAF representative to CDAC
Dr. Mintoo Basahti, Past-President, Alberta Dental Association and College
Dr. Christopher Cottick, Vice-President, Manitoba Dental Association

Dr. Marie Dagenais, Registrar/Executive Director, National Dental Examining Board of Canada

Dr. Guy LaFrance, President, L'Ordre des dentistes du Québec

Dr. Marc Mollot, President, Manitoba Dental Association

Colonel Jean-Pierre Picard, Royal Canadian Dental Corps.

Dr. Amarjit Rihal, President, Commission on Dental Accreditation of Canada

Dr. James Taylor, Chief Dental Officer of Canada

Samantha Van Genne, Registrar, Professional Licensing, Government of Northwest Territories

Dr. Bruce Yaholnitsky, Alberta Dental Association & College

1. CALL TO ORDER

The Chair, Mr. Leger, called the meeting to order at 11:00 a.m.

2. APPROVAL OF AGENDA

One item was added to the agenda under New Business:

- Report on "Evidence to support safe return to clinical practice by oral health professionals in Canada during the COVID-19 pandemic: A report prepared for the Office of the Chief Dental Officer of Canada".

The agenda was approved, as amended:

MOTION #1: Hacker/Daoust

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

CARRIED
(Unanimously)

3. APPROVAL OF MINUTES

CDRAF Board Meeting – April 22, 2020

Line 106 was deleted and a revision was made in line 109.

The minutes were adopted, as amended.

MOTION #2: O'Brien/Daoust

THAT the CDRAF Board approve the minutes of the meeting of April 22, 2020, as amended.

CARRIED
(Unanimously)

4. BUSINESS ARISING

4.1 National Dental Examining Board of Canada (NDEB) Update

(a) National Dental Specialty Examination (NDSE) Update

Dr. Dagenais provided a verbal update on the NDSE. She reported that the NDSE is scheduled to take place on September 23-24, 2020 at Prometric centres across Canada and in four U.S. locations. Candidates were surveyed for their location preferences. So far, there are candidates registered at all locations except in Saskatchewan and there are 25 registered in the U.S.

In total, there are 141 candidates registered for the nine specialties. NDEB budgeted for 230 candidates based on the numbers from the Royal College of Dentists of Canada (RCDC) last year. It is hoped that this lower number is due to the impact of the global pandemic and travel restrictions, and not because of the confusion with the RCDC Fellowship examination.

(b) Written and OSCE Examinations

The originally scheduled May exams are now scheduled for September 26-27, 2020 taking place in Canadian Faculties of Dentistry. There are exams scheduled in Australia, but NDEB staff is required on-site. With travel restrictions this will not be possible, therefore the exams in Australia have been postponed again. It will be possible for some of the Australian students to register in Canada and take the exam in November, but they will be required to self-isolate for two weeks prior to the exam. For those students not able to travel in November, they will be able to take the exam in March 2021.

NDEB has worked with the faculties to ensure strict infection control protocols are in place to prevent any outbreaks of COVID-19 as a result of these exams. The protocols have been verified by NDEB legal counsel and specialists in infection control. Dr. Dagenais thanked Dr. Allison for his recommendations.

(c) ACJ Examinations

The ACJ exams scheduled for March will be administered on September 28 at Prometric test centres across Canada and in select centres in New Zealand, Australia, Belgium, and England.

Dr. Dagenais added that there continues to be challenges with staff concerns on travelling to examination sites.

The CDRAF Board was extremely grateful to Dr. Dagenais and other members of NDEB for their efforts and professionalism in working through the challenges resulting from the pandemic.

4.2 Report on Deans/DRA's Meeting

Dr. Gerrow reported that there have been two collegial meetings of the Deans and DRAs following concerns expressed by the Deans in March regarding a lack of communication. The next meeting will be arranged in early October – Dr. Gerrow and Dr. Allison will draft an agenda and circulate prior to the meeting. It was agreed that CDAC and NDEB will also be invited to the next meeting.

4.3 National Competencies for General Dentists

Dr. Gerrow reminded the CDRAF Board that at its April 22, 2020 meeting, it was agreed to strike a working group to continue on this initiative. NDEB, CDAC and ACFD were asked to nominate a representative. Dr. Jim Lai will represent ACFD and Dr. Amarjit Rihal will represent CDAC. Dr. Dagenais undertook to name the NDEB representative in due course.

The CDRAF Board was asked for recommendations of a representative. A written reminder will be sent to Board members for expressions of interest.

Dr. Gerrow and Ms. Sherban will support the working group.

4.4 Commission on Dental Accreditation of Canada (CDAC)

The CDRAF Board was provided with the Activity Report from CDAC dated July 2020.

Dr. Rihal reviewed the report. He reported that CDAC is progressing with becoming an independent legal entity and is well ahead of schedule. He added that CDAC has engaged Dentons Canada LLP as the legal firm to assist. Brenda Fair of Fairwinds Training and Development will act as facilitator for the process with the Steering Committee. Members of the Steering Committee will be appointed in consultation with the legal representatives to ensure fair representation of stakeholders.

Dr. Rihal thanked the Canadian Dental Association for its collegiality and assistance. It is anticipated that the deadline date of March 2021 will be met.

It was reported that during the pandemic, CDAC postponed its planned 2020 survey visits until 2021, but continues to ensure programs are meeting their competency standards during this time. The CDAC Annual General Meeting on November 13-15, 2020 will be held virtually. Dr. Rihal confirmed that DRAs will be permitted to attend the AGM as observers if they wish.

Dr. Rihal reported that CDAC is in close communication with the international agencies and provided an update on CDAC's site visit to the Dental Council of New Zealand in the fall of 2019.

A question was asked regarding anecdotal concerns of the lack of clinical experience that new graduates, starting as associates in a dental practice, may have due to the pandemic. Dr. Rihal stated that CDAC is ensured by the dental faculties that students have demonstrated competence in their clinical experience. Reference was made to the new national competency document that will be developed to address clinical concerns.

The Registrars were asked to forward any concerns they have regarding the lack of clinical experience to Dr. Allison.

It was noted that new associates have an opportunity to be mentored during this time and should be encouraged to take advantage of this.

Dr. Rihal stated that CDAC will be sending a survey to the DRAs and other stakeholders asking for feedback on governance reform. Dr. Gerrow reminded Dr. Rihal of the submissions from RCDSO and possibly other DRAs earlier in the year and he was assured that these would be forwarded to the facilitator.

There was discussion on accreditation site visits and more efficient options, particularly in the period of a pandemic. Dr. Rihal reported that CDAC is always looking to make its accreditation processes more effective and efficient, but there is a gold standard of accreditation and, in his view, site visits are important and necessary. Site visits are also parts of the reciprocal agreements with Australia, New Zealand and Ireland. Dr. Rihal encouraged DRAs to forward any suggestions they might have on improving efficiency.

4.5 Process on National Recognition of Dental Specialties

Dr. Hacker referred the CDRAF Board to the briefing note on this item.

At the April 22, 2020 Board meeting, Board members were asked to share the draft document with their respective Boards/Councils for feedback and approval. Unfortunately, due to the global pandemic, not all Boards/Councils had the opportunity to review the document and it was therefore agreed to wait until the October meeting for final approval.

MOTION: Hacker/Croutze

THAT the final draft document entitled, *Process for Recognition of a New Dental Specialty*, be presented to individual provincial DRA Boards and councils for consideration and ratification.

Once approved, this will become the process for recognition of a new dental specialty and will be posted on the CDRAF

website. Successful applicants will then be directed back to the provincial DRAs for final approval and recognition for certification.

CARRIED
(Unanimously)

It was reported that the Boards/Councils in Nova Scotia and Ontario have already approved the document.

There was a suggestion of giving consideration to criteria contemplated around critical mass, but it was decided this would not be helpful due to the small membership in some provinces.

4.6 Direct-to-Consumer Initiatives

There was nothing to report on this item at this time.

4.7 English Proficiency Assessment (NDEB)

Dr. Dagnais reported that at the request of CDRAF, NDEB was asked to explore options for language proficiency assessment and it recommended that benchmarking be used to establish entry level language demands for the profession. The Centre of Canadian Language Benchmarks (CCLB) was interested in working with NDEB, but Dr. Dagenais added that it would be costly to undertake (approximately \$100,000).

NDEB gave further consideration to whether it would be worth pursuing this initiative. She noted that in Quebec, a license can be granted without having to pass a language test with a three-year period in which to learn the language.

Dr. Dagenais advised that NDEB sent a survey to DRAs in October 2019 and she referred the Board to the results of the survey in the resource materials. She added that the conclusion is that three out of eight of the provinces who responded said their jurisdiction would not allow any language testing requirement as part of the equivalency process prior to licensure.

The NDEB Board is considering communication assessment as part of a new process that is being developed. If language skills are not tested, it is felt that testing in communication would be important.

It was agreed that this item will no longer be added to CDRAF Board meeting agendas.

5. COVID-19 UPDATE

There was no update at this time, but a meeting for the Registrars to provide updates in their respective jurisdictions will be scheduled over the next few weeks.

6. FINANCIAL REPORT

(a) Treasurer's Report

Ms. Daoust reported that at the end of 2020, due to the global pandemic, it is anticipated that there will be a small surplus in the budget of approximately \$10,500.00. This is mainly due to the reduction in the number of in-person meetings and expenses. With this in mind, it will only be necessary to increase the 2021 operating fees to \$10.00 per member per province instead of the originally predicted fee of \$12.00. This should allow for a balanced budget in 2021, although fees will probably need to be increased to \$12.00 in 2022.

MOTION (a): Daoust/Coady

THAT a fee of \$10.00 per dentist per province for 2021 be approved.

CARRIED
(Unanimously)

(b) Draft Budget

Ms. Daoust reviewed items in the draft budget, and highlighted the increase of some 30% in insurance.

There were no questions raised on the draft budget and it was unanimously approved.

MOTION (b): **Daoust/Coady**

THAT the 2021 CDRAF Operating Budget be approved, as attached to the meeting resources of August 20, 2020.

CARRIED
(Unanimously)

(c) Policy on Internal Restricted Net Assets (Reserve Fund)

Dr. Gerrow reminded the CDRAF Board of Revenue Canada's requirement that not-for-profit organizations showing a surplus should be able to have a valid reason. The CDRAF has a Policy on Internal Restricted Net Assets in place in the amount of \$300,000. The auditors require that this policy be reviewed and approved annually.

Although some of the reserve fund has been used in the past to fund non-recurring activities, it was not utilized last year primarily due to the pandemic.

The CDRAF Board was asked to approve the policy for the coming year.

MOTION (c): **Daoust/Croutze**

THAT the Policy on Internal Restricted Net Assets (Reserve Fund) be approved, as attached to the meeting resources of August 20, 2020.

CARRIED
(Unanimously)

(d) Signing Authorities

Dr. Gerrow advised that a motion is required to appoint signing authorities for CDRAF. These should comprise the Chair, Vice-Chair, Treasurer and Executive Director. In addition, it is advisable to have the Manager at Business Sherpa Group appointed as a signing authority for emergency circumstances. He emphasized that the Manager is not the administrator/bookkeeper for CDRAF.

Dr. Gerrow added that authorization is also required for the following persons to access the RBC online account: CDRAF Executive Director, the Manager and the Administrator of Business Sherpa Group.

MOTION (d): **Daoust/Croutze**

THAT the CDRAF Board appoint the following officers as signing officers for banking purposes:

Dan Leger, Chair
Maurice Coady, Vice-Chair
Caroline Daoust, Treasurer
Jack Gerrow, Executive Director
Brandon Brown, Manager, Business Sherpa Group (for emergency purposes)

AND THAT the following persons be given access to the RBC Express online account:

Jack Gerrow, Executive Director
Brandon Brown (Manager, Business Sherpa Group)
Kristine Erdman (Business Sherpa Group)

CARRIED
(Unanimously)

7. CDRAF REPRESENTATIVES AND OBSERVERS AT OTHER MEETINGS

The CDRAF Board was provided with a listing of third-party provider meetings in 2021 and the name of the CDRAF representative who will attend those meetings.

It was noted that the date of the CDA Annual Meeting has been moved to April 30, 2021 and staff were asked to confirm that date.

8. CDRAF BY-LAWS AND GUIDELINES ON MEETINGS

At the CDRAF Board meeting of April 22, 2020, representatives from Alberta and Manitoba were requested to provide written suggestions for improving the governance of CDRAF for the Board's consideration.

Dr. Croutze reviewed his and Dr. Misra's suggestions with the CDRAF Board.

Dr. Croutze reported that there is no mandated timeline for review of the CDRAF By-Laws and he recommended that this be conducted at least every five years. Further, an initial review should be looked at within the next two years and he recommended that an Ad Hoc Working Group be established for ongoing reviews to make recommendations to the Board.

In addition, Dr. Croutze stated that more understanding of the approval process for the by-laws should be established.

There was discussion on the role and responsibilities of observers at Board meetings and it was recommended that 'observer' be changed to 'Board representative' and that member would be a Board member of their respective dental regulatory authorities (DRA). It was felt that currently the observer has an inactive role.

It was recommended that the by-laws be amended to read that both Registrars and Board representatives should be encouraged to attend meetings, rather than only 'invited to attend'. Other issues raised included clear definition of Members Representatives, proxy voting, what constitutes a majority vote, defining formal motions, process for electing Board of Directors and editorial considerations.

Dr. Croutze and Dr. Misra were asked why they felt it important to include elected representatives on the Board. Board members felt that the current composition of having Registrars as the Board members worked well. No decisions were made without Registrars obtaining approval from their respective Boards/Councils. The Registrars are expected to report back on CDRAF activity to their Boards/Councils.

There was a full discussion on the current by-laws and governance structure. It was agreed that the governance structure does not need to be changed at this time; however, the by-laws are not being adhered to in their present form and there was support in revising the by-laws so they are consistent with what is taking place and improving the engagement of the DRAs.

Dr. Gerrow undertook to engage an external legal counsel to assist in reviewing the current by-laws and revise, taking the suggestions from Dr.

Croutze and Dr. Misra into consideration. When a draft document is ready, he will forward it to the Board members and they can share with others for feedback.

Drs. Misra and Mollot confirmed that if the by-laws are revised, they would recommend to the Manitoba Dental Board that it pay its fees for 2020.

9. CDRAF STRATEGIC PLAN

Mr. Leger advised that the CDRAF Board had intended to review and update its strategic plan during this meeting; however, because of the global pandemic, it is not possible to meet in-person and it was agreed that it is not practical for this review and discussion in a virtual environment. It will therefore, be deferred until such time that the Board can meet in person.

10. OTHER BUSINESS

10.1 Report on “Evidence to support safe return to clinical practice by oral health professionals in Canada during the COVID-19 pandemic: A report prepared for the Office of the Chief Dental Officer of Canada”

Dr. James Taylor provided an update to the CDRAF Board on this report that his Office commissioned the McGill University to prepare. The multi-disciplinary team involved included Dr. Paul Allison, as well as the six oral health care professions, the national COVID advisor and Health Canada. The document was submitted on July 31, 2020 and is awaiting translation into French.

The report will be a public document and should be available at the end of August 2020. It is intended to be a resource for all professions to use and will be updated every four years.

10.2 NDEB Questionnaire to Dental Specialists

It was reported that the National Dental Examining Board of Canada (NDEB) has undertaken to develop and validate competencies for the various specialties.

NDEB would like the help of the DRAs to send a questionnaire to their dental specialists to determine the importance and frequency of the competencies that NDEB develops. The purpose is to determine the scope of practice of specialists. The information will then be used to review the blueprints of the various specialty exams.

This item was tabled for discussion at the next Board meeting.

11. MEETING DATES FOR 2020

The CDRAF Board and Member Representatives meetings will be held on Friday, October 16, 2020 at 11:00 a.m. EDT via Zoom.

12. MEETING DATES FOR 2021

The following meeting dates in 2021 were confirmed. Until further notice, meetings will be held via Zoom.

CDRAF Board

Friday, January 29, 2021

Friday, April 23, 2021

Friday, August 20, 2021

Friday, October 22, 2021 (afternoon)

CDRAF Member Representatives

Friday, October 22, 2021 (morning)

13. CORRESPONDENCE

Correspondence from Public Service Dental Care Plan (PSDCP) was provided to the CDRAF Board. It requested CDRAF's feedback on the appropriateness of the revised wording in its proposed case assessment framework regarding direct-to-consumer devices.

The CDRAF Board did not feel it was appropriate to officially comment on this letter as an organization, but following a brief discussion did not express any concern with the approach described by the PSDCP in its letter of May 20, 2020. Dr. Taylor undertook to respond to PSDCP.

14. ADJOURNMENT

It was agreed that the next Zoom meeting for the Registrars will be on Monday, September 21, 2020 at 5:00 p.m. EDT. Log-in details will be circulated prior to the meeting.

Mr. Leger thanked everyone for their participation in a productive meeting.