

# **CANADIAN DENTAL REGULATORY AUTHORITIES FEDERATION**

## **MINUTES OF MEETING BOARD OF DIRECTORS**

Wednesday, June 6, 2018  
Fairmont Winnipeg Hotel, 2 Lombard Place, Winnipeg, MB

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A meeting of the CDRAF Board of Directors took place on Wednesday, June 6, 2018 at 9:00 a.m.

### **PARTICIPANTS:**

Dr. Randall Croutze, Chief Executive Officer, Alberta Dental Association and College

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

Dr. Martin Gillis, Registrar, (CDRAF Vice-Chair) Provincial Dental Board of Nova Scotia

Mr. Dan Leger, Registrar, (CDRAF Treasurer) New Brunswick Dental Society

Dr. Patti Ling, Registrar, Manitoba Dental Association

Dr. Chris Hacker, Acting Registrar, College of Dental Surgeons of British Columbia

Dr. Paul O'Brien, Registrar, (CDRAF Chair) Newfoundland and Labrador Dental Board

Dr. Ray Wenn, Registrar, Dental Council of Prince Edward Island

Dr. Bernie White, Registrar, College of Dental Surgeons of Saskatchewan

### **STAFF:**

Dr. Jack Gerrow, CDRAF Executive Director

Ms. Angie Sherban, CDRAF Executive Assistant

### **OBSERVERS:**

Dr. Nancy Auyeung, Representative, Manitoba Dental Association

Dr. Peter McCutcheon, Executive Director, Royal College of Dentists of Canada

Dr. Peter Lobb, President, College of Dental Surgeons of British Columbia

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

Mr. Frédéric Duguay, Director, Commission on Dental Accreditation of Canada

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

Dr. Ed Yen, Executive Director, Association of Canadian Faculties of Dentistry

### **REGRETS:**

Mr. Irwin Fefergrad, Registrar, Royal College of Dental Surgeons of Ontario

**1. CALL TO ORDER**

The Chair, Dr. O'Brien, called the meeting to order at 9:00 a.m. Dr. Chris Hacker was introduced as the Acting Registrar for the College of Dental Surgeons of British Columbia following the resignation of Mr. Jerome Marburg.

Dr. O'Brien welcomed Dr. Nancy Auyeung and Dr. Peter Lobb as observers, and third-party providers, Dr. Ed Yen (ACFD), Dr. Marie Dagenais (NDEB), Dr. Peter McCutcheon (RCDC), Dr. Amarjit Rihal and Mr. Frédéric Duguay (CDAC).

It was reported that Mr. Fefergrad was absent due to personal/medical reasons and the CDRAF Board directed the Executive Director to arrange for a plant/flowers be sent to him on its behalf and wished him well for a full recovery.

**2. APPROVAL OF AGENDA**

Dr. Lobb asked for Registrars to comment on the Regulators Reform UK report that was referenced in the February 8-9, 2018 meeting.

**MOTION: Wenn/Croutze**

**THAT the agenda of the meeting of June 6, 2018 be approved, as amended.**

**CARRIED**  
*(Unanimously)*

**3. APPROVAL OF MINUTES**

The minutes of the CDRAF Board meeting of February 8-9, 2018 was approved electronically following the meeting and were provided in the June 6, 2018 resource materials for information. There were no further comments.

**4. BUSINESS ARISING**

#### 4.1 Royal College of Dentists of Canada (RCDC)

Mr. Peter McCutcheon was invited to comment and answer questions relating to the Third-Party Service Agreement Implementation Plan that was provided to the CDRAF Board for review.

Mr. McCutcheon commented that he was pleased that the work of the Third-Party Service Agreement and its benefit to RCDC. The National Dental Specialty Examination (NDEB) does not run at a profit and there are a limited number of candidates. The examination is costly and there will be requests for funding, when required.

He added that one of the requirements is that the NDSE is autonomous.

Mr. McCutcheon reviewed the implementation plan with the CDRAF Board:

- (a) The National Dental Specialty Examination Board (NDSEB) will approve budgets.
- (b) The Chief Examiner will oversee all of the committees that report to the NDSEB.
- (c) The RCDC currently produces an Annual Report. The NDSEB report will be a half of that report.
- (d) The NDSEB is in control of decisions concerning content, format and fees. Any contentious decision may be questioned by RCDC but it cannot contravene into NDSE decisions. RCDC will be interested to see how it will be managed, but it does not have the authority to overwrite anything the NDEB decides.
- (e) The RCDC is a legal entity – the NDSEB is a subsidiary of RCDC.
- (f) With regard to insurance for legal challenges with respect to the examination, the RCDC insurance policy will cover both RCDC and NDSEB.
- (g) Mr. McCutcheon will need to check on Directors and Officers liability insurance.
- (h) Judicial reviews out of a decision of the Appeals Committee will come under NDSE expenses and should be attributed to RCDC.
- (i) Currently, there is no per diem paid to volunteers. Some concerns about this have been expressed by the Chief Examiner because

there is a potential to have less commitment, so it is an opportune time for volunteers to receive a modest per diem and this will be included in the 2019-2010 budget.

- (j) A second reserve fund would be required at a later date to cover assessment renewal and update technology and infrastructure.
- (k) The RCDC office building has a lease until 2024. There has been an offer from the University of Toronto to sub-lease the entire premises. RCDC has two reasonable options: Take entire fund that replicates what it has now; or take money and use it as a deposit on a larger property and use as an examination facility.
- (l) Three members of RCDC staff will split their time between RCDC and NDSEB. Protocols will be put in place for clear understanding for staff and their responsibility to each organization. Other staff may be hired if required.
- (m) An HR component may need to be explored for the future.
- (n) There were no questions raised on the website/branding implementation.
- (o) There will be 18 months of development required for the 2020 electronic examinations and there may not be time to implement for 2020.
- (p) Regarding Records Management, fellowship files and candidate files are together, but should be independent.
- (q) With respect to the Assessment Reserve Funds, the first fund would be to cover variability in participation from year to year. An amount of \$200,00.00 was suggested for this initial fund – each DRA would pay \$10.00 per member per province.
- (r) There was discussion on how to create an equitable system if not all provinces sign the Agreement. Mr. McCutcheon advised that RCDC would not be contributing to the reserve fund.
- (s) It was stated that all documents for the NDSE will need to be translated (i.e. agendas, public documents, website, by-laws, policies). May be more in the future. Mr. McCutcheon undertook to arrange for the translations, although he did not think that by-laws would fall into the realm for translation.
- (t) The Implementation Plan will be translated.

Mr. McCutcheon reviewed the revised Third-Party Service Agreement that was circulated to the CDRAF Board and stated the urgency in signing the

finalized Agreement before September in order to be consistent with the examination schedule. He highlighted the following revisions:

- (a) Language requirements have been incorporated, where necessary.
- (b) New wording in Section 1X "Funding Mechanism" regarding cost recovery and DRAs making up shortfall, if required.
- (c) Surplus funds will go back into the reserve fund for NDSE.
- (d) Funding not required on an annual basis.

The CDRAF Board agreed that the Agreement should be signed by the ten DRAs and Mr. McCutcheon undertook to include them on a revised Agreement.

There was discussion on funding and the CDRAF meeting moved *in-camera* for the discussion. Mr. McCutcheon and other observers and stakeholders were excused from the meeting.

Following the *in-camera* discussion, Mr. McCutcheon returned to the meeting and was advised the following:

- (a) The CDRAF Board agreed to a one-time funding of \$10.00 per dentist per province to establish the reserve fund of \$200,000.00 that will need to be re-evaluated annually, as required.
- (b) The DRA's will fund their own representatives to attend NDSEB meetings. Mr. McCutcheon was asked to provide a profile and terms of reference for NDSEB when available.
- (c) RCDC will be responsible for the administration for 2019.
- (d) In September, DRAs would like to have input into the RCDC strategic plan.

Mr. McCutcheon undertook to make revisions to the Agreement and recirculate to the DRAs in order for them to have it approved by Boards and Councils as early as possible.

Dr. Gerrow thanked Mr. McCutcheon for his efforts in finalizing the Agreement.

#### 4.2 National Competency Standards for General Dentists

A working group was established to take on this initiative. Members of the working group are Dr. Jack Gerrow (Chair), Dr. Larissa Naderiani (Ontario), Dr. Sébastien Greiche (Québec), Dr. Patti Ling (Manitoba). Mr. Jerome Marburg (BC) was also appointed to the working group, but has since resigned from the CDSBC.

Dr. Gerrow reported that a brief teleconference meeting was held on March 13, 2018 and the working group will hold its first in-person meeting on June 7, 2018. He added that he recently met with senior staff at the ACFD, CDAC and NDEB for a productive meeting and there is support for CDRAF leading this initiative.

Dr. Gerrow reminded the CDRAF Board that working group members will be funded by their own provinces to attend/participate in meetings. He asked the CDRAF Board for someone to fill the vacancy on the working group. Dr. Hacker expressed an interest to attend, but regretted that he would not be able to attend the meeting on June 7, 2018 due to a prior commitment. He would need to discuss further with the President of CDSBC before he could confirm.

#### 4.3 Sun Life – Rate your Dentist

This item was added for information and there was no discussion.

#### 4.4 Restrictive Permits

Dr. O'Brien reported that at the last CDRAF Board meeting, Dr. Paul Allison, President of the Association of Canadian Faculties of Dentistry (ACFD) reported to CDRAF on the increased challenges experienced by the dental faculties in recruiting academic professors. He was asked to provide CDRAF with a written request/proposal of how CDRAF could be of assistance. CDRAF looked forward to receiving this from ACFD. There was no timeline stated for this information.

#### 4.5 Canadian Association of Orthodontists (CAO)

The CDRAF Board was provided with a copy of the letter sent to CAO following the February 8-9, 2018 meeting. Dr. Gerrow reported that no further correspondence was received from CAO.

#### 4.6 National Repository/English Proficiency Assessment/Review of Equivalency Process

These three initiatives were reported on by Dr. Marie Dagenais, Registrar/Executive Director of the National Dental Examining Board of Canada (NDEB).

##### (a) National Repository

Dr. Dagenais reported that NDEB offered three options to CDRAF for handling documents of the candidates for certification. NDEB was asked to explore if it was possible to request transcripts from the dental school prior to administering certificates. Results from a survey reveal that most of the dental schools have replied and it would delay certification by three weeks if we want to receive a transcript. It would take one week for NDEB to receive the transcript from the dental school following graduation and two weeks for NDEB to produce transcripts for the DRAs. She explained the reason for the delay was this time is also ACS and evaluation time for NDEB. She asked CDRAF to consider whether this timeline is acceptable.

Dr. Gerrow added that in order to have a national repository, it is important that all graduates are treated the same way which, unfortunately, would mean graduates from Canadian programs would face delays in receiving their certification.

Dr. Dagenais was asked to prepare a letter from NDEB outlining the reason for the three-week delay in order for DRAs to make a decision. She was also asked to check when certificate numbers are generated.

##### (b) Language Proficiency Assessment

Dr. Dagenais reported that last year Dr. Gerrow presented to CDRAF on the work of NDEB on language proficiency assessment as part of the review of the equivalency process. In the preliminary work, it was suggested that language assessment is the first step and two options were investigated. However, since the last presentation to CDRAF, NDEB has recognized that it does not have the expertise in determining language proficiency. Two options to consider are:

- Engage a psychometrician to do the assessment.

- Using the Centre for Canadian Language Benchmarks (CLB) in Ottawa which mandates a benchmark in schools for different occupations.

Dr. Dagenais reported that NDEB has had preliminary discussions with the CLB to see if there is an interest in working together. CLB has expressed interest and there is no information available yet on costs involved.

She will arrange for a teleconference meeting with CLB to determine how to proceed. CLB suggested that NDEB also

(c) Review of Equivalency Process

4.7 UK Reform

Dr. Hacker reported that the BC provincial government appointed five new public members to the College's Board and launched a review into the College. Harry Cayton of the Professional Standards Authority has been engaged to conduct the review of the College's governance and operations. A report should be available by the end of the year.

Dr. Hacker stated that it has been suggested by government that it is moving towards what is being done in the UK, that is, more competency based appointments than an elected model. Other provinces were asked to comment on their experiences with regard to regulation.

Québec

- Not following UK models. The Board has been reduced significantly and there are more public representatives on the Board and Committees. Transparency is important in everything the Board does.

Nova Scotia

- It is undergoing legislative amendments. One-third of the Board and committees are represented by public members.



#### New Brunswick

- Has a Language Commissioner who has found reason to have exams for professions available in both languages.

#### Alberta

- The relationship with government is good and there is weekly communication with the Assistant Deputy Minister. Victims who have been sexually abused by healthcare providers is a hot topic and all colleges are being reviewed and looking to set up funding for those victims.

#### British Columbia

- Dr. Lobb reported that one-third of the BC Board is comprised of public representatives.

He remarked that in discussions with Mr. Fefergrad, Ontario is focussed on competency-based committee appointments. The number of public members are increased and bringing a different perspective. He added that 10 of the health professions in British Columbia do not meet the requirements of having a third of their Boards as public members.

### **5. FINANCE**

The CDRAF Board was provided with the following documents for its review:

- Fund Balance Report, March 31, 2018
- Balance Sheet, March 31, 2018
- Bank Reconciliation, March 31, 2018
- Fund Balance vs Budget Report, March 31, 2018

Dr. Gerrow reported that Ms. Kelly Tripp provides quarterly reports to him as well as monthly updates. They agree that everything is in order for CDRAF financials at this time.

Since the report was prepared, the 2018 fees were received from Newfoundland & Labrador and British Columbia. \$145,467 was initially budgeted for this revenue for 2018, but the actual is \$20,000 less. This was due to a lower number of dentists budgeted.

There will be \$30,000-40,000 surplus at the end of the year anticipated.

Restricted Net Asset Policy

Dr. Gerrow reported that if a surplus is shown for several years in a not-for-profit organization, Canada Revenue Agency may consider it for profit. He suggested CDRAF have a policy that indicates how a reserve fund would be allocated. To that end, a policy on internally restricted net assets (reserve fund) was provided to the CDRAF Board for its review and approval.

There was some discussion on the amount in the reserve fund and the consensus was that \$100,000.00 was an adequate amount at this time. Following discussion, the CDRAF Board approved the policy circulated. A copy of the approved policy will be provided to CDRAF's auditor.

**MOTION:                   Ling/Croutze**

**THAT the CDRAF Board approves the Policy on Internally  
Restricted Net Assets (Reserve Fund), as circulated.**

**CARRIED**  
*(Unanimously)*

**6.     CDRAF WEBSITE**

Dr. Gerrow reported that when Mr. Fefergrad was the Executive Director of CDRAF, more of the resources in IT and communications were available for CDRAF through the generosity of the RCDSO. The CDRAF is currently using Enginess as the host for the CDRAF website at a monthly cost of approximately \$400.00. To make revisions to the wording on the website costs \$100.00.

He suggested CDRAF using Squarespace for CDRAF website needs. Squarespace is an all-in-one content management system that makes it easy for anyone to create, edit and update websites.

Dr. Gerrow asked CDRAF Board members what they required with respect to the website. It was agreed that the two target audiences should be:

(a) people looking for information about third-party providers or DRAs. It was suggested that links to the various organizations be used for this purpose; and

(b) DRAs and shareholders to obtain information on meeting dates and venues, etc. This should be available to the public.

Dr. Gerrow advised that he will be looking into finding other options for sharing minutes and meeting resources, for example, DropBox.

Ms. Daoust undertook to provide translation into French for the website.

## **7. REPRESENTATIVES AND OBSERVERS AT CDRAF MEETINGS**

Dr. Gerrow provided the CDRAF Board for its comments with draft guidelines for attendance at CDRAF meetings. In the recent situation involving the resignation of Mr. Jerome Marburg, in order to comply with the CDRAF By-laws it was a cumbersome task to “call for an election with 5 working day” to replace him. In this case, it was an Acting Registrar, Dr. Chris Hacker who was the replacement as Board Director.

The CDRAF Board agreed that in these circumstances, it is more practical for that province to advise CDRAF when a Board member is being replaced by another Registrar or Acting Registrar and the Executive Director will officially notify other Board members without having to call an election.

In order to avoid having to revise the by-laws at this time, staff was directed to contact DRAs in September to confirm the names of Board member representatives in preparation for the election at the CDRAF Board meeting in October.

With respect to temporarily replacing a Board Director (Registrar/Secretary) who is unable to attend a meeting, it was agreed that a staff person can carry on that function as Acting Registrar or Acting Secretary. The Executive Director should be notified ahead of time if a Registrar or Secretary is being replaced at a meeting.

Dr. Gerrow reported that third-party providers are encouraged to attend CDRAF Board meetings at their own expense. They may suggest topics for agenda items and may speak at a meeting with the permission of the chair.

The CDRAF Board was in agreement with the draft guidelines with the understanding that by-laws do not need to be revised at this time. Dr. Gerrow undertook to provide the revised guidelines to the CDRAF Board at its August meeting.

**8. MEETING REPRESENTATIVES AND OBSERVERS AT OTHER MEETINGS**

A listing of meetings and CDRAF representatives attending those meetings was provided to the CDRAF Board for its information. It was agreed to reschedule the CDRAF Board meeting on August 24, 2018 to August 30, 2018. It was felt that meeting via Zoom would be adequate for this meeting – approving the budget for 2019 will be a priority agenda item.

**9. COMMISSION ON DENTAL ACCREDITATION OF CANADA (CDAC)**

(a) CDAC Strategic Plan

Mr. Frédéric Duguay was invited to provide an update on the CDAC strategic planning session held in Ottawa on May 5, 2018. A copy of Mr. Duguay's written summary and program outline was provided to the CDRAF Board for its information.

Mr. Duguay reported that participants in the session included educators, representatives from associations, dental hygienists, regulators, NDEB, and hospitals. Mr. Fefergrad (Ontario) and Ms. Daoust (Quebec) were the only two dental registrars that attended.

Ms. Brenda Fair of Fairwinds Training & Development Inc. was the facilitator for the strategic plan. Prior to the session, a survey was sent to stakeholders for feedback.

At the end of the session, a steering committee was appointed to be the main participatory group for development and implementation of the strategic plan. The five areas that were identified for the steering committee to review were: governance, funding, best practices, collaboration and value/awareness.

A draft strategic plan from the steering committee will be circulated to all participants of the strategic planning session for feedback. This is expected sometime in September 2018.

Ms. Daoust commented that it was a productive and collaborative meeting and there was willingness for positive change.

(b) Appointment of CDRAF Representative to CDAC

Dr. Gerrow reported that currently the CDRAF representatives to CDAC are Dr. Martin Gillis and Dr. David Tobias. He stated that Dr. Tobias tendered his resignation in May, leaving a vacancy.

The CDRAF Board was asked for nominations for a representative. Dr. Nancy Auyeung expressed an interest and it was agreed to appoint her as the CDRAF representative on CDAC to replace Dr. Tobias.

It was recommended that Dr. Gillis be reappointed for a three-year term on CDAC.

**MOTION:               Ling/Croutze**

**THAT Dr. Nancy Auyeung be appointed to CDAC as CDRAF's representative for a three-year term; and Dr. Martin Gillis be reappointed for a further three-year term.**

**CARRIED**  
*(Unanimously)*

**10. GUIDELINES ON SEDATION**

At the February 8-9, 2018 CDRAF Board meeting, there was discussion on creating national standards for sedation. In the meantime, Registrars were asked to share copies of guidelines and standards on sedation within their individual provinces and these were included in the meeting resource materials for information.

**11. CDRAF BY-LAWS**

The CDRAF by-laws were provided in the meeting resource materials for information.

**12. CDRAF STRATEGIC PLAN 2017-2020**

The CDRAF strategic plan was provided in the meeting resource materials for information.

**13. NEW BUSINESS**

**13.1 FDI Draft Policy Statements 2018**

Dr. Gerrow advised that CDRAF received a request from the Canadian Dental Association (CDA) for feedback on FDI draft policy statements, copies of which were provided to the CDRAF Board in the meeting resource materials. The CDRAF Board did not feel it was appropriate for a national dental regulatory forum to comment on FDI policy. Dr. O'Brien was asked to communicate the CDRAF Board's decision to CDA.

**13.2 Potential Alternate Dental Assisting Education Programs**

Dr. O'Brien included this item for information. He reported that CDA, CDAC and the National Dental Assistants' Association have had discussions on alleviating the shortage of skilled dental assistant with suggestions, such as didactic training. Dr. O'Brien has asked that regulators be included in any future discussions on this item.

**13.3 Dental Specialty Core Knowledge Examination (DSCKE)**

Dr. Dagenais was invited to report on this item. She reminded the CDRAF Board that DSCKE is the examination administered for graduates of non-accredited specialty programs and is the admission test for gap programs. NDEB administers the examination on behalf of CDRAF. The five-year contract between NDEB and CDRAF has expired.

Dr. Dagenais advised that the number of applicants taking the examination is low and costly to administer. She added that the number of positions in faculties of dentistry for dental specialists to retrain is small (17 to 35 per year). NDEB proposed the following to CDRAF:

- (a) The academic DSCKE be eliminated; it is unfair because people take the academic DSCKE without a chance at retraining. The fees for DSCKE are \$2,000 application fee and \$2,000 examination fee.
- (b) Dental faculties advise NDEB if they are interested in applicants and then NDEB can administer the DSCKE only to those that the dental

faculties are considering. Dr. Dagenais advised that dental faculties are interested and willing to do this.

This would mean less revenue for NDEB. Dr. Dagenais stated that NDEB has explored with the American Dental Association an admission test for entry into a specialty program (ADAT). The next step is to investigate this as a replacement for DSCKE.

NDEB wishes to explore other options available because it is losing revenue with the current model. Some CDRAF Board members felt the American examination may cause concern for those provinces with Fairness Commissioners.

Dr. Dagenais reminded the CDRAF Board that the contract states that if there is a deficit, it is the responsibility of CDRAF to pay.

NDEB will investigate other options further and report back to CDRAF, but the contract may have to be renegotiated at a future date. She asked the Registrars to look at their licensing numbers.

#### **13.4 Consultation: Task Force Report on the Future of the Profession**

CDRAF received an invitation from CDA to provide input on CDA's Task Force Report on the Future of the Profession dated August 20, 2018. It was reported that Dr. Bernie White, Dr. Chris Hacker and Dr. Randall Croutze attended the Dentistry Leaders Forum in April.

Following review of the report, the CDRAF Board was impressed with the document, but felt that it is association-focussed and does not fall in the mandate of dental regulators. Therefore, it did not feel it was appropriate to provide feedback on the document. Dr. O'Brien undertook to communicate the CDRAF Board's decision to CDA.

### **14. REPORTS**

#### **14.1 PGYI Task Force**

Dr. Bernie White reported on this item. He reminded CDRAF's agreement in February to having CDA participate on the Task Force in an observer status.

He reported that most of the information has been identified by the research student and a report will be ready in the coming weeks.

**14.2 Association of Canadian Faculties of Dentistry (ACFD)**

Mr. Jerome Marburg attended the ACFD Annual General meeting in Vancouver in March 2018.

**14.3 Wellness Conference**

This conference was attended by Dr. Martin Gillis – he advised that a report is being generated and is expected to be available for the next CDRAF Board meeting. The focus of the conference was prevention in the future. Some provinces are looking to work with CDSPI on an expanded Member Assistance Program.

There was discussion on wellness programs used in some of the provinces.

**14.4 Canadian Dental Association**

The Annual General Meeting was held in Ottawa in April 2018. Dr. Paul O'Brien attended the meeting.

**14.5 American Association of Dental Boards (AADB)**

Mr. Irwin Fefergrad attended this conference in Chicago, IL in April 2018. The CDRAF Board looked forward to his report at the next CDRAF Board meeting.

**17. ADJOURNMENT**

There being no further business, the meeting was adjourned at 2:50 p.m.