



College of Dental Technologists of Ontario
Ordre des Technologues Dentaires de l'Ontario

Governance Education Modules

MODULE 3: COUNCIL AND COMMITTEES

LEARNING OBJECTIVES

Completion of this final module will provide you with an understanding of:

- The structure of the Council
- Principles of Council governance
- Names & descriptions of the statutory Committees
- Code of conduct, confidentiality and privacy obligations



College Council

The College's Council oversees the fulfillment of the College's regulatory mandate and duties, and sets the strategic direction for the College



Council Composition

Council composition is set out in the *Dental Technology Act, 1991*. Council is composed of:

▶ Professional Members

- At least seven persons who are members elected in accordance with the by-laws; and

▶ Public Members

- At least five and no more than six persons appointed by the Lieutenant Governor in Council

A Council term (provided no early resignation or revocation of membership) will usually consist of three years to a maximum of three consecutive terms (nine years)



Professional Members

- ▶ The practice of dental technology in Ontario is self-regulating, which means that RDTs are involved in determining the rules that govern the profession
- ▶ Registrants are elected by their peers to contribute to the regulation of dental technology
- ▶ Professional members serve on Council and Committees and incorporate professional expertise while upholding the duty to act in the public interest



Public Members

Public members of Council are:

- ▶ Appointed through the Public Appointments Secretariat
- ▶ Active participants of Council and its Committees
- ▶ Provide valuable perspective as non-practitioners to the regulatory discussions and decisions



Governance Principles



Governance Policies

- ▶ Governance policies focus attention and direction of Council towards the accomplishment of the mission and mandate of CDTO, instead of daily operations
- ▶ These policies fall under 3 categories:

Governance Processes

- Policies that describe how Council itself operates

Council Registrar-CEO Linkage

- Policies that delineate the manner in which governance is linked to operational management

Registrar-CEO Expectations

- Policies that authorize the Registrar's conduct in upholding the mandate of CDTO and achieving its public interest objectives



Council Meetings



Council meets approximately four times a year



Each meeting occurs virtually or in person



New Council members receive onboarding training before the first meeting of Council



College Roles

The CDTO delineates roles within Council and staff to establish effective governance. They are:

Council

Council President

Registrar-Chief Executive Officer

College Staff



Council President

The President:

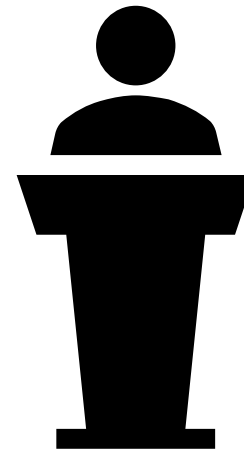
- ▶ Is elected by members of Council and can be a professional or a public member
- ▶ Serves as Chair of Council, and is appointed to the Executive Committee
- ▶ Ensures the integrity of Council's processes and, where appropriate, represents Council to outside parties



Registrar-Chief Executive Officer

The Registrar-CEO is:

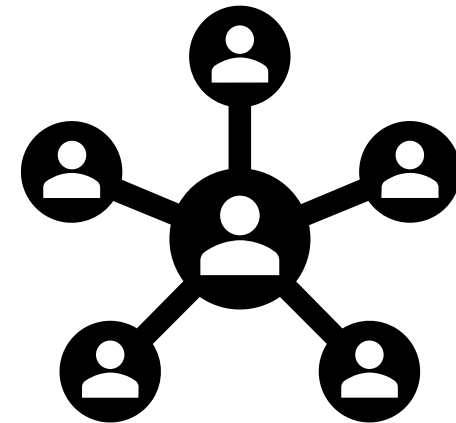
- ▶ The sole employee of Council
- ▶ Leads the College in fulfilling its statutory responsibilities as set out in the *RHPA*
- ▶ Implements strategic goals as directed by Council



College Staff

College staff:

- ▶ Includes employees, consultants, contract workers, and employees
- ▶ Manage and support the operations of the College to implement Council directives
- ▶ Report and are accountable to the Registrar-CEO for their performance



College Committees

- ▶ Schedule 2 of the RHPA (the “Code”) establishes that each regulatory health college has seven statutory Committees with specific regulatory tasks and powers
- ▶ These Committees perform focused functions to fulfill mandates authorized by the RHPA
- ▶ Additional standing or sub-Committees and working groups can be formed to serve additional regulatory functions of the College



Statutory Committees

Executive

- Composed of only Council members
- Oversight and responsibility pertains to issues of governance, financial affairs, and risk oversight

Registration

- Sets policies and administrative practices for entry-to-practice requirements
- Can issue, revoke, refuse or apply, terms, conditions, and limitations on applications for registration

Inquiries, Complaints, and Reports

- Investigates concerns and complaints, reports submitted by the Registrar and mandatory reports regarding a dental technologist's professional conduct or competence

Discipline

- Holds hearings for referrals of allegations of professional misconduct or incompetence from the Inquiries, Complaints and Reports Committee
- Generally, discipline hearings are open to the public



Statutory Committees (cont'd)

Quality Assurance

- Promotes the continuing competence of dental technologists and assures the quality of professional practice
- Oversight and implementation of Quality Assurance Program

Patient Relations

- Responsible for the Patient Relations Program that includes measures for preventing and/or dealing with sexual abuse of patients by registrants
- Administers funding for therapy and counselling for patients who have been sexually abused by registrants

Fitness to Practice

- Appoints panels to hear and determine allegations of incapacity
- Hearings are not open to the public



Non-Council Committee Members

- ▶ Individuals who are not members of Council, both professional and public may be eligible for appointment to a College Committee
- ▶ Non-Council Committee members allow for a diverse range of expertise, experiences, and perspectives to be included in the decision-making that happens at the Committee level



Fiduciary Duty

- ▶ Council and Committee members have the duty of undivided loyalty and diligence to the College and its public interest mandate. This includes:
 - Avoidance of conflict of interest and bias
 - Confidentiality and privacy obligations
 - Behave ethically and respectfully
 - Act honestly and in good faith



Conflict of Interest & Bias

A conflict of interest may be real or perceived, actual or potential, direct or indirect



As a member of the College Council or Committee, there is an obligation **not to let personal or other interests compete with one's duty to the College**



Confidentiality & Privacy

ALL information obtained by individuals governing or administering College work is presumed confidential.

- ▶ Includes personal and administrative information (e.g., policy proposals, health records under review by panels)
- ▶ Set out in section 36 of the RHPA
- ▶ Applies to Council members, Committee members, and staff



Code of Conduct

Set out in the College's By-Laws and requires Council and Committee members to:

- ▶ Maintain high standards of integrity, honesty and loyalty when discharging their College duties
- ▶ Participate in all deliberations in a respectful and courteous manner, recognizing the diverse background skills and experience of Council and Committee members
- ▶ Diligently take part in Committee work and actively serve on Committees as appointed by Council



Speaking with a Unified Voice

- ▶ The individual perspectives of Council and Committee members are welcome during the decision making process
- ▶ Once a decision is made, the collective voice of the Council takes precedence. All members must uphold the decisions made by a majority of Council and Committees, regardless of the level of prior individual disagreement
- ▶ Speaking with a unified voice ensures communications regarding Council decisions and activities are clear, consistent, and coordinated



Media Contacts

- ▶ All media contacts shall be channeled and coordinated through the Registrar's office
- ▶ The Council President and Registrar are considered the only spokespeople of the College
- ▶ Council and Committee members must not represent themselves in any unofficial capacity to external media or on social media platforms



End of Module 3

Great! You completed Module 3 of 3 of our Governance Education Modules.

Next Step:

1. Complete the [Module 3 Quiz](#)

- The quiz will take approximately 10 minutes. Results will automatically be sent to CDTO. This component is an eligibility requirement for elections on Council.

Thank you for your participation!

