

#PublicProtection  
#DentalRegulation  
#Transparency  
**#Governance**  
#Performance  
#OralHealth

## CDSBC Election: Guide for Applicants

### Considering running for the 2021 Board Election?

Those wishing to become a candidate for one of the available seats in the upcoming election should review the following information in detail.

This information package provides information for those considering running for upcoming election to the CDSBC Board and is designed to:

- help nominees make an informed decision about applying for candidacy
- provide instructions on eligibility and nominator eligibility
- describe how to become a candidate
- communicate the role of the Board
- summarize expectations of board members
- outline what to expect throughout the election process



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## 1. Introduction to CDSBC

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It is important that candidates running for election to the College of Dental Surgeons of BC (CDSBC) Board have a clear understanding of both our mandate and our governance.

As a health regulator, CDSBC's job is to protect the public. Empowered under the *Health Professions Act* (HPA), CDSBC regulates dentists, dental therapists and certified dental assistants (CDAs) in British Columbia. The HPA is the provincial legislation that provides a common regulatory framework for BC's regulated health professions. Under the HPA, regulatory colleges have the power and duty to regulate the practice of their registrants in order to protect public safety.

### 1.1 CDSBC's Mandate

The College of Dental Surgeons of BC regulates dentistry in the public interest. We register, certify and regulate over 3,900 dentists, seven dental therapists and over 6,600 CDAs. Our core function is to protect the public by overseeing the conduct and competence of our registrants by:

- Setting requirements for certification, registration, standards of practice and ethics,
- Establishing requirements for, and monitoring, continuous competency, and
- Investigating and resolving complaints.

### 1.2 Board Governance - Responsibilities and Composition

#### Responsibilities

CDSBC's Board is responsible for ensuring that the organization's mandate – regulating dentistry in the public interest – is carried out effectively and efficiently. The Board establishes CDSBC's Bylaws, which are the rules that govern the management of the College and its registrants. These bylaws provide the framework for our day-to-day operations and governance.

It is governance that is the two-way link between accountability and operations. It ensures line of sight by the board and allows clear decision-making that facilitates the regulatory actions and activities that drive outputs of the organization leading to positive outcomes and impacts.

As such, the role of every board member is the same: to uphold CDSBC's mandate to protect the public – not to “represent” any particular group. The Board governs in accordance with the *Health Professions Act*, [the regulations](#) and the [CDSBC Bylaws](#).

For more information on the roles and responsibilities of individual CDSBC board members, please see section 5 of this document.

#### Composition

CDSBC is governed by a 12-member board that is half elected and half public.

The Board composition includes:

- six elected members, made up of at least:
  - three dentists
  - one dentist **or** dental therapist



- two certified dental assistants  
six members of the public (who are appointed by the provincial government).

### 1.3 Regulatory Landscape and Priorities

Overall, CDSBC's staff and Board saw significant change over the past year – including regulatory reform and the onset of the COVID-19 pandemic – yet one thing remained constant: our commitment to public protection. Protecting the public remains at the heart of everything we do as a regulator, and is upheld by our commitment to transparency, fairness, accountability and inclusivity.

In the coming year, we will continue to deliver on our commitments by enhancing our approach to cultural safety and humility, providing standards and guidance information to registrants and enabling them to provide quality service to patients, engaging stakeholders in order to gather meaningful data and promoting transparency.

#### **Modernizing Health Regulation**

In August 2020, Minister of Health Adrian Dix announced the government's plan for modernizing the health regulatory system. The Ministry of Health has identified six areas of focus within the recommendations for modernization, including:

1. Commitment to cultural safety and humility
2. Improved governance
3. Improved efficiency and effectiveness through a reduction in the number of regulatory colleges
4. Strengthening the oversight of regulatory colleges
5. Complaints and adjudication
6. Information sharing to improve patient safety and public trust

More information on the regulatory modernization initiative is available on the CDSBC website [here>>](#).

#### **Pursuing Amalgamation: One Regulator for BC's Oral Health Professions**

Among the regulatory reform measures proposed above (and related to #3), the provincial government expressed that the four colleges which regulate dental professionals should come together to form a new, single college of oral health professionals.

The four oral health regulators agree that having a single regulator for all oral health professions will benefit the public and are pursuing amalgamation. This new regulator will oversee all six oral health professions: certified dental assistants, dental hygienists, dental technicians, dental therapists, dentists, and denturists.



## 2. Board Election

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### 2.1 Positions to be Filled in 2021

There are three CDSBC Board positions to be filled in the 2021 election – two with three-year terms, and one with a one-year term:

- Dentist board member (three-year term)
- Dentist board member (one-year term)
- One certified dental assistant board member (three-year term)

The term start date for all three positions is July 1, 2021.

**Please note:** *The terms laid out above are subject to change due to the anticipated amalgamation of oral health regulators outlined in section 1.3.*

### 2.2 Key Nomination and Election Dates for 2021

<b>Notice of election published</b>	February 12, 2021
<b>Nomination period*</b>	February 12 - March 11, 2021 at 4:30 pm
<b>Voting Period</b>	April 5, 2021 through April 16, 2021 at 4:30 pm
<b>Announcement of election results</b>	April 19 (anticipated)
<b>Orientation sessions for new board members (mandatory)</b>	Three half-day sessions in May 2021 (TBD)
<b>Annual General Meeting</b>	TBD
<b>June Board meeting</b>	June 11, 2021
<b>Term of office begins</b>	July 1, 2021

*\* CDSBC must receive a completed nomination package for each candidate nominated. Nominations will be accepted until 4:30 pm on Thursday, March 11, 2021. Late applications will not be accepted.*

### 2.3 Eligibility

Those wishing to become a candidate for one of the three available seats in the 2021 election should review the following information in detail.

In the CDSBC Bylaws, the eligibility is as follows, but per the section above, only three specific positions are open for election this year.

Individuals eligible to be elected in the board election include:

- a dentist who is a:



- full registrant (full registration or certified specialist);
- restricted to specialty registrant;
- academic registrant; or
- academic (grandparented) registrant
- a dental therapist
- a practising certified dental assistant

In addition, those who fit the profile above *are not* eligible to be elected in a board election if the person:

- does not ordinarily reside in British Columbia,
- is not in good standing,
- is the subject of an ongoing investigation by the Inquiry Committee under section 33 of the Act,
- is named in a citation issued by the Registrar under section 37 of the Act, the subject matter of which is not yet resolved,
- is an employee, board officer, board member, or committee chair at, or holds any other position of responsibility with, the Canadian Dental Association, the British Columbia Dental Association, Canadian Dental Assistants Association, Certified Dental Assistants of British Columbia, or any other dental representative association or organization,
- at any time in the 3 years preceding the date that a nomination for the board election must be received under section 2.05, has been an employee, board officer, board member or committee chair at, or held any other position of responsibility with an association or organization described in paragraph (i),
- on being elected, would have a conflict of interest by virtue of having competing fiduciary obligations to the college and to another person or organization, or
- was an elected board member during each of the 5 years immediately preceding the date that a nomination for the board election must be received under section 2.05.

## 2.4 Staggered Terms

To ensure continuity and reduce turnover of positions, the CDSBC Board resolved in November 2020 that in order to maintain a proper stagger in board member terms one elected registrant position in the 2021 election must be designated as a 1-year term (to expire in June 2022).

In instances where two or more elected Board positions are up for election and have different terms of office, each elected board member candidate with the greater number of votes may choose which term they would like to commit to, based on available options.

Therefore, once two new board members are elected to the dentist board member positions, the individual with the greater number of votes will choose between serving a one-year or three-year term. The remaining term will be assigned to the remaining dentist board member.

### Background



In April 2020, there were three elected positions, each with a 3-year term expiring in 2023. In April 2021 (previous to the Board's decision to stagger terms for the upcoming Board election), there would have been 3 open positions, each for 3-year terms expiring in 2024. As a result, there would not have been an election in 2022 without the Board's decision to stagger terms.

## 2.5 Electronic Voting

CDSBC's upcoming board election will be held online. Voters will receive electronic ballots via email. The election provider, Simply Voting, is a secure, third-party service.



### 3. Individual Board Member Roles and Responsibilities

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Before deciding to run for election to the CDSBC Board, please carefully consider the responsibilities, skills and time commitment required.

#### 3.1 Prioritizing the Public Interest

Each board member has the same duty to act in the best interests of the public and not as a delegate or representative of a constituency or interest group. Board members are stewards of public trust: the job of a board member is to uphold CDSBC's mandate to protect the public – not to "represent" any particular group. The College benefits from the strategic oversight of a supportive board that has a clear understanding of its role, is transparent and accountable, and is committed to ensuring the College is well-positioned to deliver on its mandate of patient safety and public protection.

#### 3.2 Code of Conduct and Oath of Office

Each board member swears an Oath of Office prior to joining the Board. Board members must abide by the code of conduct as set out in the [CDSBC Board Member Conduct Agreement](#). The agreement is approved by the Board and intended to clarify the conduct expected from board members with respect to compliance with prescribed requirements, duties to the Board/College, avoidance of bias/conflict of interest and the duty of confidentiality.

#### 3.3 Organizational Priorities

##### **2019-22 Strategic Plan**

The College's [strategic plan](#) lays out our vision, mission statement and mandate, core values, organizational goals and initiatives.

##### **Guiding Principles**

In April 2019, the CDSBC Board approved a set of [guiding principles](#) as part of the new strategic direction in response to the Cayton Report.

##### **Action Plan**

In 2020, staff worked to complete the ambitious [Action Plan](#) that was submitted to the Ministry of Health in response to the 32 issues identified in the Cayton Report. As we head into 2021, this plan is wrapping up and we are looking forward to continuing to regulate in the public interest on what we are confident is a solid foundation of governance and regulatory excellence.

##### **Ministry of Health's Modernization of Health Regulation**

In August 2020, Minister of Health Adrian Dix announced the government's plan for modernizing the health regulatory system. Among the regulatory reform measures proposed, the provincial government expressed that the four colleges which regulate dental professionals should come together to form a new, single college of oral health professionals. For more information, please review the [recommendations to modernize the provincial health profession regulatory framework](#) from the steering committee on modernization of health profession regulation.



### 3.4 Values and Core Competencies

CDSBC has developed a board composition matrix which contains the characteristics and abilities that make both a strong board member and a strong Board. The composition matrix represents the ideal composition of the Board.

As you consider whether to run for election, use the [composition matrix](#) as a tool to assess the competencies that you bring to the table (and will be expected to possess).

### 3.5 Board Committees

One of the ways the CDSBC Board provides organizational oversight is through its committees. Last year, in response to the Cayton report, CDSBC restructured some of its committees.

Committees of the Board now include the:

- Appointments Committee
- Audit and Risk Committee
- HR and Remuneration Committee

### 3.6 Term of Office

The term of office of an elected board member begins on July 1 of the year in which the individual is elected.

In instances where two or more registrant board member positions are up for election and have different terms of office, each registrant board member candidate with the greater number of votes may choose which term they would like to commit to, based on available options.

Note that end dates for terms of office are currently subject to change based on the outcome and timing of the oral health regulator amalgamation.

### 3.7 Time Commitment

Holding office requires a significant commitment of time, and board members must devote the necessary time and attention to be able to make informed decisions on issues that come before the Board.

Board members spend approximately 12-15 hours a month in preparation for, and attendance at, board meetings, for board member development, workshops, stakeholder events, and committee meetings.

Meetings and events are typically scheduled during regular business hours, weekday evenings and Saturdays. Board events are held at least three times per year and typically require an overnight stay for board members living outside the Lower Mainland. However, as a result of public health requirements regarding COVID-19, all board activities are currently held online.

Additional board meetings may be scheduled throughout the year depending on matters of discussion. Finally, board members are also expected to attend CDSBC's Annual Meeting.



## 4. Nominations Process

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### 4.1 Completing the CDSBC Board Nomination Application

#### **Nomination Applications: Required Documents**

The following documents/forms are required:

- **Nomination Form – contained within the Application Package** (be sure to confirm the eligibility of your nominators)

To be nominated for the CDSBC Board, a candidate must submit a form that includes a signature from one eligible nominator.

Registrants who are eligible to **nominate** a candidate in the board election include:

- a dentist who is a
    - full registrant (full registration or certified specialist);
    - restricted to specialty registrant;
    - academic registrant; or
    - academic (grand-parented) registrant
  - a dental therapist
  - a practising certified dental assistant
  - those who have fully paid their annual renewal fees under section 6.02(2)(b) or 7.13(2)(b) of the CDSBC Bylaws and any other fine, fee, debt or levy owed to the college as of March 1, 2021.
- **Declaration of Interests – contained within the Application Package**  
You will be asked to complete a CDSBC board member Declaration of Interests to identify and declare any personal interests or connections with others in positions of influence that could result in actual or perceived conflicts. This will be published online as part of CDSBC's [Register of Interests](#).

#### **Assessing Your Eligibility as a Candidate**

The first section of the nomination application sets out 13 questions based upon the eligibility criteria for prospective candidates established in section 2.02 of the CDSBC Bylaws.

If you answered “No” to questions 1-3, or “Yes” to questions 4-9, you are not eligible to be elected.

#### **How to Submit your Nomination Application**

The nomination application for candidates is an online application provided as a fillable PDF.

1. Complete and save your nomination application (with one signature from an eligible nominator).
2. Email the application, a completed Declaration of Interest form and any other supporting documents to [registrarsoffice@cdsbc.org](mailto:registrarsoffice@cdsbc.org).

**Please note:** You must submit the nomination application directly from the email address you have provided in your contact information.

The nomination application can be delivered electronically at any time during the nomination period.



Paper applications will not be accepted.

The time and date that we receive your nomination application will be deemed the time and date of receipt. No late applications will be accepted.

### **Candidate Statements**

Prospective board members and candidates for election can demonstrate they have the right skills and competencies through a published “Candidate Statement”.

Your relevant background information and candidate statement will be posted on the election page of the CDSBC website, linked to from the online ballot, and may be posted in CDSBC’s newsletters and on social media leading up to the election.

Your statement must reflect the role of the Board and be consistent with the guiding principles referenced in section 7.3 of this package. Remember that the role of every Board member is the same: to uphold CDSBC’s mandate to protect the public – not to “represent” any particular group. Take time to consider what you wish to say here – this is the place for you to explain the value you could bring to the Board if elected, and registrants will rely on this information when they choose who to vote for. Feel free to draw on examples from other areas of your life; the values, skills and behaviour you demonstrate are as important as your academic or professional accomplishments.

CDSBC staff will vet submitted statements to ensure content is accurate and factual. Should concerns be noted, you will be contacted to discuss recommended changes before the statement is posted. If you have questions or concerns, please contact [registrarsoffice@cdsbc.org](mailto:registrarsoffice@cdsbc.org).

### **Competencies and Experience**

You will be asked to outline why you feel you can make a valuable contribution to the CDSBC Board and how your skills and perspectives will enhance the current board.

It is important that you refer to the core competencies identified by the Board in the [Board Composition Matrix](#) as these are critical in ensuring board members can collaboratively work through the opportunities and challenges which the Board and College face.

## **4.2 Confirmation of Candidacy**

At the end of the nomination period, your nomination application will be reviewed by the Registrar (or designate) to ensure it is complete and to verify your eligibility to be elected.

You will be contacted by email stating that either your application has been accepted and your name will appear alphabetically on the ballot, or your application has been disqualified for not meeting the eligibility requirements. All decisions at this stage are final.

## **4.3 Candidate Expectations and Conduct**

In keeping with regulatory trends towards the appointment of competency-based boards and away from concepts of successful candidates representing specific constituencies, there is no contemplation of campaigning by nominees for Board positions.



All materials and communication by candidates relating to the election must be accurate and factual.

Candidates must not exert undue influence or pressure on registrant voters exercising their right to vote, including offering financial incentives or other considerations to encourage or discourage their participation in the election.

CDSBC's Appointments Committee is responsible for supervising the conduct of candidates during the voting period and will address any complaints or reports of disputes, irregularities, or any inappropriate communication. Individuals wishing to report an issue are directed to email [registrarsoffice@cdsbc.org](mailto:registrarsoffice@cdsbc.org).

#### 4.4 Withdrawing from the Election

If you change your mind and decide to withdraw from the election after the voting period has commenced, you may do so at any time before the end of the voting period by providing written notice to the Registrar.

Candidates are also required to notify the Registrar if any circumstances arise that may affect your eligibility to become a board member.

If you have any questions about your eligibility but are unsure how to proceed, please contact [registrarsoffice@cdsbc.org](mailto:registrarsoffice@cdsbc.org).



## 5. The Election

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If there are fewer or an equal number of candidates than vacant offices, the qualified candidates will be elected by acclamation.

If there is a contested election (i.e. more than one candidate seeking election to any of the three vacant offices) the election will proceed.

Any registrant (dentist or dental therapist) or certified dental assistant eligible to vote will be allowed to vote for any candidate running for election, regardless of the registrant class in which the voter or candidate is registered.

Eligible voters will receive an email when the voting period opens, which will link voters to access the ballot. Voting will take place online using a secure, third party service.

### 5.1 Election Results

Election results will be anonymous. It is not possible for CDSBC to determine how an individual has voted.

Election results will be determined according to section 2.06 of the CDSBC bylaws, which include (but are not limited to) the following principles:

- if at least one registrant board member position is to be filled in the election, the registrant board member candidate who receives the most votes is elected to the Board;
- if more than one registrant board member position is to be filled in the election, the registrant board member candidate receiving the next most votes is also elected until all of the available registrant board member positions are filled;
- if at least one certified dental assistant board member position is to be filled in the election, the certified dental assistant board member candidate who receives the most votes on the return of ballots is elected to the board;
- in the case of a tie vote for a board member position to be filled in an election, the registrar must select the successful candidate by random draw

Upon completion of the election count, the Registrar must inform candidates of the result by phone. Once the Registrar has contacted candidates, the CDSBC website will be updated with the election results and the vote count for all candidates.



## 6. Newly Elected Board Members

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### 6.1 Mandatory Orientation

All newly elected board members are required to attend three half-day orientation sessions in May 2021 (dates TBD) to take an oath of office or solemn affirmation before assuming their position as a CDSBC board member. The orientation will take place online.

As part of their orientation, newly elected board members are also expected to attend the 2021 Annual Meeting (date TBD) and Board Meeting (June 11, 2021).

### 6.2 Board Member Conduct

You will receive and be asked to sign a [CDSBC Board Member Conduct Agreement](#) at the beginning of your term of office (July 1, 2021) confirming you have read, understood and will comply with the conduct expected from board members required in service of the College's objectives in four areas:

1. Compliance with prescribed requirements
2. Duties to the Board/College
3. Avoidance of bias/conflict of interest
4. Duty of confidentiality

### 6.3 Financial Compensation - Honorariums and Expenses

Board members are eligible to claim an honorarium as set out in [CDSBC's Expense Policy](#).

Please note that a new CDSBC's Expense Policy for Board Members is currently under review and will be updated following the February 26 Board meeting.