



## 138<sup>th</sup> Board Meeting Minutes

Date: January 26, 2024, 9:00 AM – 3:00 PM (Virtual)

### **Board of Directors:**

James Matera, RDT, Chair  
Abena Buahene, Public  
Shanice Fontaine, RDT  
Asif Khan, Public  
Jill Langford, RDT  
Melanie Liassides, RDT  
Allison Malloy, Public  
Tayla McGuckin, Public  
Nawaz Pirani, Public

Rehan Siddiqui, Public  
William (Bill) Van Evans, RDT  
Adela Witko, RDT  
Franz Yagin, RDT

### **Guest(s):**

Julie Maciura, Partner, Steineke Maciura  
LeBlanc  
Shabnam Doha, Pivotal Research Inc

### **Staff:**

Judith Rigby, Registrar & CEO  
Paola Bona, Registration  
Leanne Cheng, Professional Practice,  
Conduct and Regulatory Affairs  
Rose Far, Policy and Strategic Projects  
Jeganiyah Jayachandran, Minute taker

### **1. Call to Order**

The Chair, J. Matera, called the 138<sup>th</sup> Board meeting to order at 9:03 am and welcomed Directors and staff to the meeting.

**MOTION: THAT** Judith Rigby, Registrar, act as non-voting Chair for the 138<sup>th</sup> Board meeting  
**MOVED BY:** J. Matera and seconded by W. Van Evans **CARRIED**

### **2. Opening Remarks**

#### **2.1. Land Acknowledgement**

J. Rigby delivered the land acknowledgment which is part of a larger process that we are undertaking, as individuals and as an organization, towards reconciliation. The College supports the practices of land and territorial acknowledgements in order to: raise awareness of Indigenous presence and land rights in everyday life for ourselves and meeting participants, inspire reflection and motivation to improve the relationship between Indigenous and non-Indigenous communities, acknowledge our personal position within the system of colonization, recognize the ongoing history of colonialism and abuse of Indigenous communities and complement self-reflection and cultural competency of staff, Registrants and volunteers.

#### **2.2. New Board Member Introductions**

J. Rigby welcomed the newly elected Professional Directors, S. Fontaine & A. Witko, along with the newly appointed Public Directors, T. McGuckin and N. Pirani. J. Rigby shared her confidence in the skills and knowledge that all four new Directors bring to the Board for the new year.

### **3. Roll Call**

J. Rigby conducted the roll call, noted that some Directors would be joining the Board meeting at later times, and informed the Chair that quorum was met.

### **4. Approval of Agenda**

J. Rigby shared that the Election of Officers should not be conducted as the first agenda item as not all Directors had joined the meeting. She proposed that the presentation by J. Maciura precede the Election of Officers.

**MOTION: THAT** the agenda be approved as amended, with agenda item 8.2. Governance and Bias Training before item 7. Election of Officers.

**MOVED BY:** W. Van Evans and seconded by A. Buahene

### **5. Conflict of Interest Declaration**



As required by the CDTO Bylaws and CPMF, the annual Conflict of Interest forms have been completed and submitted by all directors. J. Rigby inquired whether directors have any changes to the conflict declarations that were submitted. No changes were declared.

## **6. Consent Agenda**

**MOTION: THAT** the consent agenda be approved as presented

**MOVED BY:** J. Langford and seconded by N. Pirani

**CARRIED**

*R. Siddiqui joined the meeting at 9:13*

## **7. Governance**

### **7.1. 2023 Board Annual Evaluation and 2024 Board Meeting Evaluation**

J. Rigby presented the Annual Board Meeting Evaluation results and highlighted indicators of good performance and areas for improvement. J. Rigby shared that the assessment will be shared with third-party evaluators to further improve the College's performance.

*A. Witko joined the meeting at 9:23*

### **7.2. Governance and Bias Training**

*A. Malloy joined the meeting at 9:29*

J. Maciura reviewed different types of regulatory bodies and regulation, including self-regulation and co-regulation. In some cases, there are no regulations, and thus it relies on consumer protection laws. In Canada, most regulatory bodies are in co-regulation with the government, as major provisions in the statute are approved by the government. J. Maciura provided a variety of governance scenario-based questions for Directors to answer via polls and discussed the answers. Upon completion of the presentation, Directors thanked J. Maciura and shared that the training was insightful and educational. W. Van Evans asked what would occur in a tie if there were six public members and six professional members on the Board. J. Maciura shared that the scenario is one of the reasons that most Councils have odd numbers and ensure that the Chair does not vote unless there is a tie. J. Rigby inquired what would occur if there were multiple abstains and no majority vote. J. Maciura recommended that abstaining should not be encouraged, as Directors should be given the opportunity to discuss and clear up any inquiries prior to voting, to ensure that they have a comprehensive understanding.

*F. Yagin joined the meeting at 11:15*

## **8. Election of Officers**

### **8.1. Process for Election of Officers**

J. Rigby reviewed the Election of Officers process with Board members. She stated that nominations were received in advance and would also be taken from the floor. The elections were held virtually using the electronic voting platform Election Runner. Each nominee would have five minutes to address the Board and then the ballots would be circulated. Voting would close upon receipt of all ballots which contains an option to abstain from the vote. Ballots would continue until one nominee won the position as outlined in the College's By-Laws.

### **8.2. Nomination of Scrutineers**



**MOTION: THAT** H. Chaudhari and L. Cheng be appointed scrutineers for the Election of Officers  
**MOVED By:** T. McGuckin and seconded by J. Langford **CARRIED**

### **8.3. Nomination and Election of the Chair**

The Board was informed that A. Malloy and J. Matera had nominated themselves in advance of the meeting. No further nominations were received at the meeting. The votes were tabulated, and J. Matera was elected as Chair of the Board of Directors and Executive Committee.

### **8.4. Nomination and Election of the Vice-Chair**

The Board was informed that A. Malloy and W. Van Evans had nominated themselves in advance of the meeting. No further nominations were received at the meeting. The votes were tabulated, and W. Van Evans was elected as the Vice-Chair of the Board of Directors and Executive Committee.

### **8.5. Nomination and Election of Executive Committee Members**

J. Rigby shared that following the election of the Chair and Vice-Chair, the Committee composition requires one more Professional Director and two Public Directors.

The Board was informed that A. Witko had nominated herself in advance of the meeting. No further nominations were received at the meeting. A. Witko was appointed to the Executive Committee as a Professional Member by acclamation.

The Board was informed that A. Buahene, A. Malloy, N. Pirani and R. Siddiqui had nominated themselves in advance of the meeting. No further nominations were received at the meeting. The votes were tabulated and there was no majority vote for a winning candidate. R. Siddiqui, who received the fewest votes, was removed from the ballot and a second ballot took place. The votes were tabulated and there was no majority vote for a winning candidate. N. Pirani, who received the fewest votes, was removed from the ballot. The remaining Directors, A. Malloy, and A. Buahene were acclaimed as the Public Members of the Executive Committee.

J. Rigby thanked the Board for their participation and congratulated the newly appointed Executive Committee members.

### **8.6. Destruction of Ballots**

**MOTION: THAT** the electronic ballots be destroyed.

**Moved by:** J. Matera and seconded by S. Fontaine

**CARRIED**

### **8.7. Appointment of Non-Board Committee Members**

J. Rigby shared that the College does not have any new Non-Board Committee members to appoint. The existing members have not exhausted their 9-year term and agreed to continue serving on the Committees. J. Rigby expressed her gratitude to the members for their contributions to the College.

### **8.8. Committee Slate**

J. Rigby shared that the Executive Committee is tasked with recommending the Committee Slate to the Board. Directors reviewed the Terms of Reference for the Committees and



submitted a survey to determine where their knowledge, skills and judgement would be best served.

*Executive Committee meets to review the Committee Slate*

J. Rigby presented the 2024 Committee Slate that was approved during the Executive Committee meeting. She noted that the Examinations Committee was not filled as the College no longer develops or administers registration examinations. The Registration Committee is responsible for all registration requirements.

**MOTION:** THAT the Committee Slate be approved as presented.

**MOVED By:** N. Pirani and seconded by A. Malloy

**CARRIED**

*A. Khan left the meeting at 12:30 p.m.*

### **7.3 2024-2027 Strategic Map**

R. Far was invited to share the 4-year strategic map with the Board. J. Rigby shared that staff will be working on creating KPIs for the Board to approve at the upcoming Board meeting.

## **9. Strategic Priorities**

### **9.1. Standards and Ethics Project**

J. Rigby invited Shabnam Doha, the Vice President of Consulting and Chief Evaluator at Pivotal Research Inc, a group that focuses on research and evaluation projects to advance healthcare outcomes and improve regulatory bodies across Canada.

### **9.2. Access to Dental Phase II Project**

J. Rigby provided a rise-and-report of the in-camera session from the 137<sup>th</sup> Board Meeting. J. Rigby shared that the discussion regarding the project was held in-camera as discussions were ongoing and the agreement had not been signed. She also noted that the government had the right to the initial public announcement. J. Rigby shared that the agreement has since been signed. On January 15, 2024, the federal government announced that \$86 million in funding will be provided to 15 organizations for international credentialing, among which the College is also a recipient. J. Rigby thanked the Board for their contributions to the project.

## **10. College Performance Measurement Framework**

L. Cheng provided an overview of the College Performance Measurement Framework, an accountability report developed by the Ministry of Health. The Report is organized into seven domains and further broken down into required evidence which specifies processes or policies that lead to an effective regulator. CDTO's performance since the launch of the report in 2020 has improved from 27 met expectations to 43. The number of expectations has changed over the years as the Ministry collects feedback and refines the report. Benchmarked evidence is a new category where 8 existing expectations are now required, of which CDTO meets 7. The 2023 CPMF Report is due by March 31, 2024 which will be approved by the Executive Committee and circulated to the Board.

## **11. Registrar's Update**



J. Rigby provided the Board with an update on the upcoming meetings with the Ministry of Health to discuss the Non-Emergency Class Registration Amendments, credentialing pathway and a Jurisprudence and Ethics program to replace the current examination in place. J. Rigby also shared positive news that the College was among one of the recipients for funding for foreign credential recognition announced by the Ministry of Employment.

### **12. In-Camera Session**

Pursuant to Section 7(2)(b) of the HPPC the financial or personal or other matters may be disclosed of such a nature that the harm created by the disclosure would outweigh the desirability of adhering to the principle that meetings be open to the public.

**MOTION: THAT** the Board move in-camera

**MOVED by:** A. Witko and seconded by M. Liassides

**CARRIED**

### **13. Next Meeting Date**

April 25<sup>th</sup> & 26<sup>th</sup> – In-person Workshop and Board Meeting

### **14. Meeting Adjournment**

**MOTION: THAT** the 138<sup>th</sup> Board Meeting be adjourned at 2:47 p.m.

**MOVED by:** A. Malloy and seconded by S. Fontaine

**CARRIED**

Status Updates on Board Decisions

Board of Directors Meeting	Item	Action	Status
137 <sup>th</sup> Board Meeting December 8 <sup>th</sup> , 2023	Strategic Plan	Publish and circulate to Registrants and stakeholders. Develop the workplan and KPI's.	Completed
137 <sup>th</sup> Board Meeting December 8 <sup>th</sup> , 2023	Annual Auditor Assessment	Executive Committee to submit the completed annual assessment for the 2022-2023 audit year.	Completed
137 <sup>th</sup> Board Meeting December 8 <sup>th</sup> , 2023	Auditor Request for Proposal	Create a request for proposal to explore alternate vendor options.	Completed
January 26, 2024	7.3 2024-2027 Strategic Map	J. Rigby shared that staff will be working on creating KPIs for the Board to approve at the upcoming Board meeting.	In-progress for April meetings.