



117th Council Meeting Minutes

Friday April 3, 2020 10:00 am – 12:00 pm

GoToMeeting

Council Members Present (Teleconference – T):

Michael Karrandjas, RDT, Vice-President
Terence Price, Public, President
Clark Wilson (RDT)
Daniel Choi (RDT)
George Paraskevopoulos (RDT)
Jill Langford, (RDT)
Robert Shawyer (Public)

Derrick Ostner (RDT)
David Savioli (RDT)
Joanne
(Public)
Janet Faas (Public)
Regrets:
Maged Asaad (Public)

Administration:

Judy Rigby, Registrar & CEO
Safya Mohammed, Recorder
Hilary Leung, Coordinator Policy and
Strategic Planning

Guests:

1. Call to order.

The Chair called the meeting to order at 10:00 am, he welcomed Council and guests to the meeting which was held by GoToMeeting due to the on-going COVID-19 pandemic.

2. Approval of the Agenda

MOTION: THAT the agenda be approved as presented.

Moved by: G. Paraskevopoulos and seconded by M. Karrandjas

CARRIED

3. Conflict of Interest Declaration.

None Declared.

4. Consent Agenda.

The Chair presented, he pulled the Executive Committee Report for the Registrar to update Council on the work being done with Mr. Goodwin, Goodwin Consulting, who has supported other Colleges with their governance development. Ms. Rigby noted that using Mr. Goodwin the College will be focusing on the “how” the Council will be governing. Ms. Rigby said that Mr. Goodwin would be invited to attend the June 19th Council meeting to present in-person if possible dependent on the lifting of the Covid-19 restrictions. Ms. Rigby went over the workplan which shows the College will be focusing on the multi-year workplan as a foundation to change and out of that the College will look at the internal operational structure to reinforce that plan. The outcome of that was that the Access to Dental Technology (ADT) project trumps everything at the College at the moment due to the fact that the Project Manager was called away on a family emergency. Staff had to shift their workplans to the ADT Project in order to reach the October deadline this was accomplished by staff taking on different project leads within the ADT project and everything else was put on hold.

The outcome of the workplan is that Council holds the Registrar responsible for the deliverables and the flexibility for changing the action plan and the priorities at the College.

MOTION: THAT Council move to approve the Consent Agenda after the Chair requested the 116th Council Meeting Minutes be pulled from the Consent Agenda so he could highlight to Council the new format of the minutes.

Moved by: G. Paraskevopoulos and seconded by J. Langford

CARRIED

MOTION: THAT Council move to approve the Consent Agenda after the Chair requested the Executive Committee Report to be pulled from the Consent Agenda so that Ms. Rigby could go over the work being done by Mr. Goodwin, consultant.

Moved by: R. Shawyer and seconded by J. Kranyak

CARRIED

5. Governance Matters



The Chair congratulated Ms. Leung on the work done on the manual and then passed the presentation to Ms. Leung. Ms. Leung gave an update to Council on the changes that are being made to the document, she highlighted that one of the major updates was to the College's Emergency Plan.

MOTION: **THAT** Council receive the document titled "Governance Policy Manual"
AND THAT Council approve the revised changes to the Governance Policy Manual as was presented;
AND THAT staff be authorized and directed to do all things necessary to give effect to this resolution.

Moved by: J. Faas and seconded by J. Kranyak

CARRIED

For ACTION: CEO to bring up at next Executive Committee Meeting for review during the Budget the remuneration for mileage which is currently at \$0.40 per km.

5.4 The Chair went over the governance reform email he had sent out to members of Council briefly as it he felt was self-explanatory. The email detailed the meeting he attended along with the Registrar and Vice-President. He noted that this was supposed to be discussed at the strategy planning session and with other Colleges but due to the on-going pandemic wasn't possible. He asked the Vice-president and the Registrar if they had anything to add to his email.

The Registrar thanked the Chair and noted that she had attended meetings with the four (4) Oral Health Care Colleges and that though only three (3) is in the letter the Dentists are part of the discussion. It was referred to the Ministry and that this will be a fully transparent exercise. The Colleges are taking a very proactive measure. After the Covid-19 there will be a meeting with all three (3) Colleges Councils with a facilitator.

5.5 The Registrar went over the letters that were in the process to go to the Ministry from the four (4) Colleges. The College Performance Measurement Framework (CPMF) so that all Colleges are following the same framework for the reporting template to the public. The HPRO Colleges are also welcome to use the template once done, the Ministry was happy with the initiative shown.

6. Financial and Management Report

Ms. Rigby, provided an overview of the 2019-2020 Operating and Strategic Initiatives budget development and explanation of the deficit operating budget for the new Committee members. Based on previous years it is likely that year-end actual results will not be in a deficit but with only three months of actuals it is too early to predict. She noted that Covid-19 and Canadian Alliance of Dental Technology Regulators (CADTR) will impact the revenue stream of the College. At this time no other Colleges are offering fee decreases. She provided an excel sheet titled "Budget Cycle" depicting what the work the College does during the financial cycle, this sheet will be provided to Council separately.

The Chair thanked her for the document.

MOTION: **THAT** the report entitled "2019-2020 Financial and Management Report" be received;
AND THAT there was discussion on the Budgeting Process.

Moved by: M. Karrandjas and seconded by D. Choi

CARRIED

7. Registrar's Update

Ms. Rigby provided Council with an update; her attendance to the Royal College of Dental Surgeons of Ontario (RCDSO) symposium, she has also communicated with the Registrar of the RCDSO requesting him to present at an upcoming Council Meeting. She commented on the meeting being organized with the Association of Dental Technologists of Ontario (ADTO), Ontario Dental Association (ODA) and RCDSO to further discuss. She will continue to update Council.

Update on Covid-19 she highlighted that the safety of the Public, its Members and staff were priority. Communication to RDTs so that they are informed as to what is considered essential and non-essential businesses. The CDTO website is being updated with changes, all Members are being notified of how this



pandemic will affect them and their work via the website and MailChimp. She thanked the RDTs for taking the steps necessary to safe guard the public.

College staff is on government calls every morning to continuously update Council, staff and RDTs.

Also, on the College's website the applicant portal linking to the CADTR website will be launched which will cover the examinations applicants. Staff are also working on getting the Examination information posted to the College's website.

Another item she has been involved in with the Ministry requesting voluntary registration. She is looking into having a policy or by-law to enact such emergency volunteerism. She went over all the information that is coming out of legal counsel, and webinars offered by CNAR and CLEAR on coping with Covid-19 pandemic which will be updated on the College's website.

She concluded by also updating Council on having legal counsel for CADTR and the terms of agreement from CADTR to other regulators to shift from Colleges to CADTR, but keeping in mind the College does not abdicate any accountability or steps as mandates by the Ministry.

Question from Non-Council Member concerning labs that are running their businesses while others are closed, the Registrar answered by saying each RDT has to stay informed by the government on what is essential work. The College directive at the moment is not to perform any prescriptions since you are putting staff and public at risk. If you are aware of RDTs performing work then inform the College to make them aware and there is a hotline to report businesses operating non-essential work.

The Registrar asked that if there any questions on providing services please contact the College first.

8. Council Meeting Evaluation

The Chair thanked everyone who completed the evaluation and reviewed the comments with Council.

9. Other Business

The Chair asked if there was other business to discuss and brought up a question that was posed by a member about Quality Assurance Program (QAP). The Council member noted that submitting your Professional Development Profile (PDP) and the Summary Professional Development Profile (SPDP) will call into the Credits that are normally accumulated throughout the year. This will be looked at further through the QA Committee.

The Chair had a few items to be discussed here; about the Staff directory completed by Staff and it will be sent out to Council which includes FAQs; to have a Council photo taken and uploaded to the College's website so that the public knows who are representing them on Council. Once the state of Emergency is lifted and we have the next in-person Council Meeting the photo will be taken.

The President of the ADTO had a question about what other Colleges are doing about deferring payments or extending payment or payment plans for the Registrants. The Registrar asked that he send an email to her to answer him directly but the final decisions will be made at an upcoming Executive Meeting.

10. Next Meeting Date

Next meeting date is June 19, 2020 or earlier.

11. Meeting Adjournment

The Chair adjourned the 117th Council meeting.

MOTION: THAT Council adjourn the 117th Council Meeting at 12:04 pm.

Moved by: J. Langford and seconded by J. Faas

CARRIED