



## 118<sup>th</sup> Council Meeting Minutes

Friday, June 19, 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)

Clark

Derrick

**Administration:**

Judy Rigby, Registrar & CEO

Safyia Mohammed, Recorder

Hilary Leung, Coordinator Policy and  
Strategic Planning

**Guests:**

**1. Call to order.**

The Chair called the meeting to order at 12:41pm.

**2. Approval of the Agenda**

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

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

**CARRIED**

**3. Conflict of Interest Declaration.**

None Declared.

**4. Consent Agenda.**

**MOTION:** THAT the Consent Agenda be approved as presented.

Moved by: M. Karrandjas and seconded by M. Asaad

**CARRIED**

**5. COVID-19**

**5.1 Registration Fee Relief Resolution** – The Chair presented the email resolution that was sent around to Council members on May 25<sup>th</sup>, 2020 to conduct a vote in order to waive \$686 of the 2019-2020 General Certificate Registration and RDT Stamp fee for RDTs that hold a General Certificate of Registration and paid the full annual fee of \$1,711. The motion was moved by D. Choi and seconded by R. Shawyer, and carried by email resolution.

**5.2 College Emergency Benefit Relief Resolution** – The second email resolution that was sent out on May 25<sup>th</sup>, 2020 authorized the Registrar, the signing officer for the College, to borrow \$40,000 on the credit of the College through the BMO and CEBA program. Ms. Rigby also informed Council of the ways in which the College will maintain financial stability during this time by also enrolling in the Temporary Wage Subsidy (TWS) program, the Canada Emergency Wage Subsidy (CEWS) program, Canada Emergency Commercial Rent Assistance, and the Canada Emergency Business Account (CEBA) program. The motion was moved by T. Price and seconded by J. Kranyak, and carried by email resolution.

**5.3 Emergency Management Plan Policy** – Ms. Leung presented amendments that were made to the College's 6.4 Emergency Management Plan policy, which was revised to incorporate the College's handling of the COVID-19 pandemic. This policy reflects how the College is responding to such emergency matters and stipulates some essential procedures in place to ensure business continuity management and remote operations. A draft of the policy was presented and approved at the



Executive Committee at the May 13<sup>th</sup>, 2020 meeting and is being recommended to Council for final approval.

**MOTION:** **THAT** the 6.4 Emergency Management Plan be approved with the revised changes and updated in the Governance Policy Manual

Moved by: R. Shawyer and seconded by M. Asaad

**5.4 Briefing Note – Return to Practice (RTP) Guidance** – Ms. Cheng updated Council on the process that was undertaken to write the RTP Guidance Document for RDTs that was published on May 22, 2020. The College was invited to speak about the document at the Association of Dental Technologists of Ontario's townhall. The webinar also touched upon the fee relief that the College and the Association was providing to its members and was recorded and converted into a video file for all RDTs to access. A Frequently Asked Question's page was also developed by Ms. Far and Ms. Cheng based on the feedback and questions received internally and externally on the RTP Document.

**MOTION:** **THAT** the report entitled "Return to Practice (RTP)) Guidance" be received;

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

**CARRIED**

## 6. Governance Matters

Ms. Rigby updated Council on the work that was being done for the College Performance Measurement Framework (CPMF), an initiative started by the Ministry of Health in order to ensure consistency in reporting for all regulatory Colleges. A Working Group was established amongst all the Oral Health Colleges in order to draft a template that would define and identify the measures that would be used by Colleges to demonstrate performance against the standards. Ms. Cheng has joined the Working Group to represent CDTO and a draft of the reporting tool has been developed, but the CPMF has not been finalized and thus not available to be shared – MOH anticipates for a September implementation but nothing is yet finalized.

**MOTION:** **THAT** the report entitled "College Performance Measurement Framework" be received;

Moved by: G. Paraskevopoulos and seconded by P. Singh

**CARRIED**

## 7. Financial and Management Report

Ms. Rigby presented the 2020-2021 Operating budget and Fee Schedule to Council, which is being recommended for approval by the Executive Committee. The upcoming 2020-2021 budget will be atypical from the normal budget assumptions of previous years as other factors such as the impact of COVID-19, and the implementation of the Credentialing and Assessment services to be administered by CADTR instead need to be considered. In order to absorb some of the deficits that will be incurred from the Registration / RDT Stamp Relief fee, the College has enrolled in the following programs: the Canada Emergency Wage Subsidy (CEWS), the Canada Emergency Commercial Rent Assistance (CECRA), and a fee relief for the College from Canada Life Health & Dental Premiums for health benefits. Furthermore, there will be other cost savings in administration, human resources, and examinations. An amended Fee Schedule for 2020-2021 has been circulated for consultation until August 3, 2020 because combining the RDT Stamp and General Certificate fee results in an 8.2% increase, which is 6% higher than the CPI allowed for in the College's By-laws. Council is being asked to approve the amended Schedule prior to the end of the consultation period in order to meet the annual renewal developer's timelines.

**MOTION:** **THAT** the report entitled "2020-2021 Draft Operating Budget" is received and;  
**THAT** Council approve the 2020-2021 Operating Budget and;  
**THAT** Council approve the 2020-2021 Fee Schedule

Moved by: D. Choi and seconded by D. Savioli

**CARRIED**



#### **8. Strategic Plan Update**

Ms. Rigby provided Council with an update to the four outward-facing priorities and key initiatives that were agreed to at its December 2019 strategic planning session with Erik Lockhart. Due to the ADT project deadline of October 31<sup>st</sup>, 2020, the Executive Committee agreed at the March 13<sup>th</sup>, 2020 meeting that all other strategic projects would have to be reprioritized until the completion of the ADT project. Mr. Goodwin was retained by the College to help Ms. Rigby develop a strategic project road map and to support staff in managing the ADT priorities. Ms. Far, project manager of the ADT project, updated Council on the project deliverables thus far, including: CADTR Governance and Policies, the National Dental Technology Entry to Practice Assessment (DTETPA), CADTR Business Plan, CADTR Website development, and the Online Applicant Portal. The ADT Project Work Plan Tracker was also presented in order to show the progress of all the project deliverables.

#### **9. Registrar's Update**

Ms. Rigby updated Council on the retainment of John Risk from WeirFoulds by CADTR to draft the Memorandum of Understanding and Terms of Agreement for all of the dental technology regulators. Furthermore, Ms. Rigby has been working with other regulatory Colleges on the possibility of sharing resources and will be participating in three scheduled meetings facilitated by Shenda Tanchak and Dan Faulkner to discuss options for resource sharing.

#### **10. Council Meeting Evaluation**

Next meeting date is June 25, 2020.

#### **11. Other Business**

The Chair adjourned the 118<sup>th</sup> Council meeting.

**MOTION:**           **THAT** Council adjourn the 117<sup>th</sup> Council Meeting at 12:04 pm.

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

**CARRIED**