



121st Council Meeting Minutes

Friday, Dec 11th, 2020, 10:00 am – 2:00 pm

GoToMeeting

Council Members Present:

Terence Price, Public, President
Michael Karrandjas, RDT, Vice-President
Joanne Kranyak, Public
George Paraskevopoulos, RDT
David Savioli, RDT
Poonam Singh, Public
Daniel Choi, RDT
Robert Shawyer, Public
Maged Asaad, Public
Clark Wilson, RDT

Regrets:

Jill Langford, RDT
Derrick Ostner, RDT

Staff:

Judy Rigby, Registrar & CEO
Anisa Jama, Policy Coordinator
Safyia Mohammed, Office Manager
Paola Bona, Registration Manager
Imani Trusty, Communications Manager
Leanne Cheng, QA Manager

Guests:

Blair Mackenzie, Hilborn LLP

1. Call to order.

The Chair called the meeting to order at 10:05 am.

Opening remarks

The President, Terry Price, opened the meeting with a land acknowledgement. He stated that the work on the College Performance Measurement Framework (CPMF) and conversations with Ontario Health Colleges (OHCs) were ongoing along with confronting systemic racism initiatives and completion of the Access to Dental Technology (ADT) project. District 2 Council elections results were announced and congratulations were offered to David Savioli, RDT, returning for a second term, and Michael Sanders, RDT, newly elected. He thanked Derrick Ostner, RDT for his many contributions to CDTO as a nine-year veteran on Council and the various Committees he served on. He welcomed Rehan Siddiqui, a newly appointed public member, and voiced his concern on the pending 2021 term end dates for himself, Poonam Singh and Joanne Kranyak. It is hoped that the Minister will approve their re-appointments.

2. Approval of the Agenda

MOTION: THAT the agenda be approved as presented.

Moved by: J. Kranyak and seconded by P. Singh

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 J. Kranyak

CARRIED

5. Governance Matters

5.1 Briefing Note – 2018-2022 Strategic Plan Update (including 5.2 Appendix – ADT Project Status)



Before discussing this agenda item, the Registrar updated Council with the changes to the briefing note format and reasons for moving and highlighting the “Public Interest Rationale” at the start of the document. She commended Council and the Executive Committee on their commitment to monitoring the Strategic Plan through regular updates and workshops, assessing risks to achieving the goals and acting nimbly to address barriers to success. During the year, based on the recommendations of a consultant and staff, Council agreed to pare down its focus on two goals from four, the ADT Project and Governance. The Registrar provided a status update on the project deliverables and significant achievements led by all CDTO staff that meet and exceed the funding agreement expectations.

Following the presentation, the Registrar and President answered questions regarding the Standards of Practice and QA program refresh. The President indicated that the potential to work on these in collaboration with Canadian Alliance of Dental Technology Regulators (CADTR) and/or the other OHCs could be possible.

MOTION: **THAT** the 2018-2022 Strategic Plan Update report be received.

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

CARRIED

5.3 Briefing Note – Council Planning Session Outcomes

The discussion then shifted towards modernization of the regulatory framework. Meetings regarding collaboration and British Columbia’s movement towards amalgamation were mentioned along with discussions regarding shared resources. The Council workshop with Bradley Chisolm and Charles Holmes were examined and the outcome was to continue on this path of conversation with the College of Denturists of Ontario (CDO) and the College of Dental Hygienists of Ontario (CDHO) regarding shared resources, collaboration, and right touch regulation, while engaging with the Royal College of Dental Surgeons of Ontario (RCDSO) to identify potential risks to patients resulting from changes in the practice environment for dentists and dental technologists.

The President indicated that discussions with CDHO and CDO will continue on December 18th to determine areas for collaborative initiatives which will inform CDTO’s next strategic plan goal setting session. The Registrar added that these initiatives/projects were referenced by Mr. Chisolm as trust building steps for the Nursing Colleges in B.C. The President committed to providing e-mail updates to Council so that they remain informed between Council meetings.

MOTION: **THAT** the Council Planning Session Outcomes report be received.

Moved by: P. Singh and seconded by J. Kranyak

CARRIED

6. College Performance Measurement Framework (CPMF)

The CPMF tool was discussed thoroughly by Leanne Cheng, staff lead on this Ministry of Health initiative. It was explained that CPMF is an initiative to strengthen the accountability and oversight of Ontario’s health regulatory Colleges by providing information that is transparent, consistent and aligned across all Colleges on their performance in serving the public interest. CPMF moved from the soft launch, where Colleges were provided an opportunity to provide feedback and ask questions, to the formal launch on December 1. The technical specifications document, which identifies how the metrics required in CPMF are calculated, was discussed. An update was also provided on collaboration efforts with the Health Profession Regulators of Ontario (HPRO), the OHCs and with seven other Colleges lead by consultants. It was also noted that the CPMF tool must be approved by Council and posted to the CDTO website by March 31st, 2021.

MOTION: **THAT** the College Performance Measurement Framework report be received.



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

CARRIED

7. Financial Management Reporting

The Registrar began the discussion on financial management and reporting by noting that the College must be self-sustaining, both in terms of financial and human resources, so that we can continue to serve in the best interest of the public. Council was reminded that, as fiduciaries of the College, understanding and contributing to the financial cycle is of key importance, including: approving the budget; monitoring the actual results to budget; questioning material variances; gaining an understanding and acting nimbly to support financial risk mitigation strategies; and approving the audited financial statements. An overview of the difference between a Management Report and Financial Report was highlighted.

The Registrar presented the results to the budget for the fiscal year that ended on August 31, 2020 and the material variances that resulted in a deficit of (\$100,687) before strategic initiative spending. This would, under normal circumstances, be an unfavourable variance as the College strives to produce a balanced budget. For the 2019-2020 fiscal year, Council approved a one-time deficit budget of \$(26,779) anticipating that a further fee increase above CPI would be offset from efficiencies gained from the ADT project launch in the following fiscal budget. The Registrar explained that the potential deficit from COVID-19 Fee Relief program of \$357,000 was largely offset by COVID-19 pandemic operational savings, the Canada Emergency Response Benefit (CERB) and the Canada Summer Jobs funding. An expense for consulting was highlighted as it exceeded the Registrar's approval limit and was recommended by the Executive Committee for Council approval.

An overview of the Strategic Initiatives budget was provided showing that \$8,000 of the \$208,000 balance was spent during the fiscal under review. This lack of spending was a direct result of Council's decision to focus staff resources on completing the ADT project initiatives.

The College's auditor Blair Mackenzie, Partner Hilborn LLP, presented the financial report which included the post audit communication and the 2019-2020 draft Audited Financial Statements for CDTO. He indicated that the audit process findings showed that accounting policies of the College are consistent with best practices, no financial adjustments were required and that the College is well positioned from a financial perspective. He commended the College on its handling of the COVID-19 pandemic financially and concluded by stating that they were able to express an unqualified or clean opinion that the Financial Statements are a fair representation of the financial position of the College. The President informed Council that a discussion held with Mr. Mackenzie, without the Registrar present, left the Executive Committee satisfied that the strength of the College's financial function is not compromised.

The Registrar highlighted that the Executive Committee will start the annual auditor evaluation in 2021 to identify gaps, if any, which must be corrected. A comprehensive five-year review will also be conducted to determine if there is a need to change the audit firm or request an audit partner rotation.

MOTION:

- THAT** the report dated December 3, 2020 entitled, "Financial and Management Reporting 2019-2020" be received;
- THAT** the Council approve an expense of \$8,827.80 for consultant fees in accordance with CDTO By-laws section 4.08 (iv);
- THAT** the Council approve the 2019-2020 Financial Statements of The College of Dental Technologists (the "College") for the fiscal year ended August 31, 2020;
- THAT** the Council authorize staff to issue the final audited Financial Statements for the fiscal year ended August 31, 2020 upon receiving the Independent Auditors Report;
- THAT** staff be authorized and directed to do all things necessary to give effect to this resolution.



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

CARRIED

8. Registrar's Update

The Registrar provide a verbal update on the challenges presented by the COVID-19 pandemic and response to it including: staff collaboration on and timely issuance of the Return-to-Practice guidance for RDTs; collaboration with the ADTO on a townhall for Members to explain the guidance document; keeping Members informed through e-mail and a webpage for COVID-19 Public Health, Ministry of Health and College updates and FAQ's; developing the Emergency Management Plan policy; and, implementing remote work processes and practices. This layered on top of the ADT project management, the CPMF Tool development, Council's journey on modernization of the regulatory framework and dealing with the disturbing events that led to the Black Lives Matter movement which shook the world in 2020 forced us to work creatively, collaboratively and flexibly to be effective. The work undertaken by staff on cyber security management to reduce the risk of a security breach experienced by other regulatory and non-regulatory organizations, upcoming professional development sessions, work as Chair of the HPRO Anti-BIPOC Racism working group and system partner meetings, including the annual meeting with the Office of the Fairness Commissioner were briefly touched upon. Finally, the Registrar thanked Council and CDTO staff for their patience, leadership and efforts throughout the year.

9. 2021 Committee Slate

The Registrar informed Council that a call for interest to serve on the Committees for 2021 would be sent out after the meeting. The 2021 Committee slate will be recommended by the Executive Committee to Council at the January 22, 2021 meeting.

10. Council Meeting Evaluation

The Registrar reminded Council Members to complete the meeting evaluation surveys online.

11. Other Business

The President of the Council and the Registrar wished a happy holiday season to all in attendance.

12. Next Meeting Dates

The next Council meeting will be held on January 22nd 2021.

13. Meeting Adjournment

MOTION: THAT Council adjourn the 121st Council Meeting at 12:44 pm.

Moved by: J. Kranyak and seconded by M. Karrandjas

CARRIED

Status Updates on Council Decisions

Council Meeting	Item	Action	Status
January 31, 2020	Citizen's Advisory Group	Attendance at a future Citizen's Advisory Group meeting to report back to Council the merits of becoming a member.	A Patient Relations Committee member will be attending the February 2021 session
April 3, 2020	Remuneration	CEO to review mileage rates for travel reimbursement and report to next Executive Committee Meeting	In progress – data collection complete, to be presented at the next Executive Committee Meeting
September 25, 2020	Council competency criteria	Key behavioural competencies and diversity, equity and inclusion to be assessed for consideration of changes to the By-Laws.	In progress - to align implementation with the work of the Health Profession Regulators of Ontario (HPRO) on governance matters
December 11, 2020	2021 Committee Slate	Staff to send out call for interest to serve on the Committees for 2021.	Completed-responses received and draft committee slate prepared for Executive Committee.