



126th Council Meeting Minutes

Friday, December 10, 2021 9:30 am – 3:30 pm

Held via Zoom Meeting

Attendance:

Council Members: Robert Shawyer, Public (President) Chair Daniel Choi, RDT (Vice-President) Michael Karrandjas, RDT George Paraskevopoulos, RDT David Savioli, RDT Poonam Singh, Public Jill Langford, RDT	Council Members (cont'd): Clark Wilson, RDT Allison Malloy, Public Regrets: Maged Asaad, Public Michael Sanders, RDT Rehan Siddiqui, Public	Staff: Judy Rigby, Registrar & CEO Safya Mohammed, Support Guests: Joel Friedman, Deputy Registrar CCO
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1. Call to Order.

The Chair and President of Council, Robert Shawyer, called the meeting to order at 9:30 am and completed a roll call.

2. Opening Remarks

The Chair opened the meeting with a land acknowledgement, recognizing the traditional lands of Indigenous people. He went on to recognize the integral work and accomplishments of the outgoing members of Council, D. Choi, M. Karrandjas and G. Paraskevopoulos.

3. Approval of the Agenda

MOTION: THAT the Agenda of the December 10, 2021, Council meeting be approved as presented.

Moved by: J. Langford and seconded by C. Wilson

CARRIED

4. Conflict of Interest Declaration

None declared.

5. Consent Agenda

MOTION: THAT the Consent Agenda be approved as presented and that item 5.11 Credentialling & Assessment Services (CAS) report be presented by P. Bona, Manager Registration & Examinations.

Moved by: M. Karrandjas and seconded by P. Singh

CARRIED

Paola Bona updated Council on the successful completion of the first administration of the national Performance Based Assessment (PBA). The fact that the PBA was held in Ontario, Alberta and B.C in October 2021 during fast changing COVID-19 directives demonstrated the agility, flexibility and responsiveness of CADTR, educational institutions, volunteers, consultants, suppliers, staff and participants. Both P. Bona and J. Rigby answered questions from Council with closing remarks from J. Rigby to acknowledge the hard work of staff, and especially P. Bona as the CADTR CAS Manager.

6. Presentation 6.1. Social Media Misinformation/Disinformation During COVID-19

The Chair introduced the guest speaker, Joel D. Friedman, Deputy Registrar, College of Chiropractors of Ontario. J. Friedman thanked the College for inviting him and led Council through an informative presentation on CCO's handling of increased complaints related to inappropriate advertising through social media at the onset of COVID-19. He presented three categories of responses: communication; reactive; and proactive highlighting the effectiveness of the President's messages to its registrants and the changes to include COVID-19 in existing webinars and peer and practice assessments.

The Chair thanked J. Friedman on behalf of the Council for his presentation, which can be accessed on the College's YouTube channel.



7. Financial Reporting

The Registrar presented the August 31, 2022 audited fiscal results against the operating budget and strategic initiatives project (SIP) budget, explaining material variances and the accounting policy change to stop accruing estimated discipline costs for open complaint cases. A request was made for approval of expenditures during the fiscal period that exceed the Registrars authority. When asked why advance approval is not required the Registrar indicated that although it is common practice these expenses were unavoidable and the Executive Committee had been made aware and agreed to them.

A presentation of the draft audited Financial Statements at August 31, 2022 followed at which time the Registrar informed Council of the unqualified audit opinion rendered by Hilborn LLP that the Financial Statements present fairly, in all material respects, the financial position of the College. Hilborn had presented the draft audited financial statements to the Executive Committee and conveyed that no adjusting entries were required and that management carried out the financial responsibilities in a professional and knowledgeable manner.

Motion: THAT the report dated November 12, 2021, entitled, "Financial and Management Reporting 2020-2021" be received;
AND THAT Council approve an expense of \$13,257.52 for consultant fees in accordance with CDTO By-laws section 4.08 (iv);
AND THAT Council approve the 2020-2021 Financial Statements of The College of Dental Technologists (the "College") for the fiscal year ended August 31, 2021;
AND THAT Council authorize Staff to issue the final audited Financial Statements for the fiscal year ended August 31, 2021 upon receiving the Independent Auditors Report;
AND THAT Staff be authorized and directed to do all things necessary to give effect to this resolution.

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

CARRIED

7.5. Financial Policies: Surplus Retention; Non-Audit Services; Reporting Fraud & Irregularities

The Registrar went through the above-listed policies, reporting on the processes of staff, Registrar, Executive and Council. She noted that next year the College will be reviewing all financial policies and procedures including investments.

Motion: THAT the report dated November 12, 2021, entitled, Financial Policies be received;
AND THAT Council approve the Surplus Retention Policy, Provision of Non-audit services of External Auditors and Reporting Fraud and Irregularities Policies;
AND THAT Staff be authorized and directed to do all things necessary to give effect to this resolution.

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

CARRIED

8. COVID-19 Update

Rose Far, Coordinator Policy, presented the draft COVID-19 Vaccination Policy necessary to providing a safe working environment for staff, Council members, registrants, and the public. The policy was drafted after conducting an environmental scan and the considering the requirements set out by the Ontario Human Rights Commission and in advance possibly returning to work in 2022 and resuming in-person Council meeting. She indicated that legal counsel had reviewed the draft policy and recommended a minor revision.

Motion: THAT the report entitled "CDTO's COVID-19 Vaccination Policy" be received as presented;
AND THAT Council approve the CDTO's COVID-19 Vaccination Policy as amended, effective immediately;
AND THAT Staff be authorized and directed to do all things necessary to give effect to this resolution.



Moved by: A. Malloy and seconded by M. Karrandjas

CARRIED

9. Governance

9.1. Strategic Planning

The Chair introduced Rose Far to present to the Council the following strategic projects which advance the strategic plan for the next 24 months; Standards of Practice, Regulatory Disruption, Diversity, Equity, and Inclusion (DEI) and Amalgamation/Collaboration. Regarding Regulatory Disruption and Standards of Practice, it was mentioned that CDTO and RCDSO have met 3 times to discuss the shared scope of dental technology practice among RDTs and Dentists. The outcomes of the meetings aim to ensure consistent, transparent, and accountable expectations for RDTs and Dentists when practicing and/or supervising dental technology in any setting. R. Far noted the recent hire of Angela Sebastian, Human Rights Specialist, to aid the College in reworking the current CDTO policies through the EDI-B lens and aligning the DEI initiative to HPRO. The significant collaboration with the College's system partners in strategic projects was noted. R. Far provided a brief background on Amalgamation and turned it over to the two (2) members of the Transitional Oversight Committee (TOC), R. Shawyer and C. Wilson, to provide a brief update to the Council.

9.2. Tri-College Transition Oversight Committee

The Registrar, Chair, and C. Wilson provided an update to Council on the work of the TOC as reported above.

9.3. Governance Modernization- Competency and Onboarding

The Chair introduced, Persia Ciadat, Health Policy Analyst, to present work on a governance modernization initiative to establish pre-election competencies for Council members and update the post-election onboarding tools that also fulfill one of the CPMF governance domain requirements. She provided an overview of the new requirements for nominees to be eligible for election which would be piloted in 2022: completion of three Governance Education Modules (GEM) and quizzes (to be posted on the College's website) and participation in a discovery interview centered on behavioural competencies. As a result of these changes the post-election onboarding presentation will be revised to focus more on the strategic and operational work of the College and by-law revisions will be explored. It was agreed that all Council members, public and professional, will benefit from completing the GEM and the interview. The Chair and Registrar thanked P. Ciadat for her valued contributions during her time with the College.

Motion: THAT the report and appendices entitled "Governance Modernization- Competency and Onboarding" be received;

Moved by: J. Langford and seconded by A. Malloy

CARRIED

10. College Performance Measurement Framework (CPMF)

The Chair introduced Leanne Cheng, Manager Professional Practice, Conduct and Regulatory Affairs to present on the College's progress on CPMF, system improvements, and outcomes. A comprehensive update was given on those areas where CDTO performed at a "Partial" or "No" level for the 2020 reporting period, posted on the College's website on March 31, 2021, and the progress made to date. She reviewed the Ministry of Health (MOH) summary report and touched on the commendable practices cited in that report. Some revisions have been made to the CPMF tool and the MOH is proceeding with a soft launch for 2021. The College will complete and will publish the new report by March 31, 2022. Council was asked to allow the Executive Committee to review and approve the report prior to publication to meet the MOH deadline. The Chair and Registrar thanked L. Cheng for her work with the Ministry of Health and system partners in development and implementation CPMF.

Motion: THAT the Executive Committee review and approve the 2021 College Performance Measurement Framework report and report to Council at its next meeting.

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

CARRIED



11. Communications Strategy Update

Wellie Chihaluca, Manager of Communications, presented the 2021 Communications workplan tactics and actions taken to meet the goals and objectives outlined in the 2019-2022 Communications Strategy. She highlighted the College's social media launch, web page creation to spotlight information on DEI, COVID-19 and Council elections, and the accessibility of the website in both English and French. A review of the CDTO website analytics was provided and an explanation provided in how analytics inform and guide our work to communicate more effectively and measure success. The ongoing work on the Canadian Alliance of Dental Technology Regulators (CADTR) website was also highlighted with the launch of the Orientation and Self-Assessment tools for applicants, an Educator page and Interviews with candidates aspiring to become RDTs.

12. Registrars Update

The Registrar provided a verbal update on the Colleges work in the last quarter of 2021. She informed Council that although the Strategic Plan ends in 2022 the strategic projects in progress may have completion dates in 2023. Other highlights included:

- Engagement with RDTs and Dentists at Spectrum Day and surveys conducted to better understand the current environment.
- Continued collaboration with the Oral Health Colleges on initiatives that recognize the intersection of all four professions with the public.
- Continued work on the HPRO Management Committee (Treasurer), Anti-BIPOC Racism Working Group (Chair) and CADTR (Chair)
- Achieving a fully compliant rating from the Office of the Fairness Commissioner and completion of the newly launched Risk-Informed Compliance Framework (RICF) questionnaire on risk identification, evaluation of the impact of the risk on registration and competency assessment processes of internationally educated applicants and implementing solutions.
- The Ministry of Health (MOH) release of its Fall 2021 red tape reduction package designating Colleges as public services agencies and the possible implications.
- Initiatives undertaken by staff on cyber security management and attendance by staff at professional development webinars.

The Registrar thanked Council and CDTO staff for their patience, leadership and ongoing contributions throughout the year, and bid farewell to outgoing Council members whose hard work and dedication have moved the College forward to improve delivery of its mandate.

13. Committee Slate

The Registrar provided information for the Council to review on committee appointments which would take place at its January 2022 meeting when the newly elected RDTs James Matera, Melanie Liassides and Franz Yagin join Council. She reminded Council that elections of officers and the Executive Committee will also be held in January.

The Chair asked that all Council members respond to the doodle poll to set the Council meeting dates for 2022.

14. Council Meeting Evaluation

The Chair presented the September 24, 2021, Council evaluations and thanked members for participating in the evaluations. The Registrar informed Council that Sam Goodwin will be sending out the annual meeting evaluation survey shortly for 2021. Finally, the Registrar thanked the President for his leadership and support throughout the year.

15. In-Camera Session - Pursuant to Section 7(2)(b) of the HPPC

MOTION: THAT Council go in-camera.

Moved by: G. Paraskevopoulos and seconded by D. Choi

CARRIED



MOTION: THAT Council rise and report to move out of in-camera session.
Moved by: M. Karrandjas and seconded by P. Singh.

CARRIED

16. Next Meeting Dates

January 26, 27 or 28, 2022 to be confirmed

17. Meeting Adjournment

MOTION: THAT the December 10, 2021, Council meeting be adjourned at 2:46 pm.
Moved by: M. Karrandjas and P. Singh

CARRIED